Alternative to Text Boxes

If you need to make text stand out with a box around it, consider doing it on the document layer.

Firstly type up the text:

*This is an important notice.*

This may not look like much. Highlight the text as shown below (figure 1):



Figure 1

Then create a new *Style*. Go to the *Home Tab*, then to the *Styles* section and press the down arrow. Choose *Create a Style (figure 2)*:



Figure 2

Give it the name “**Example Quote**” (figure 3), Click *OK*.



Figure 3

Change the *font* to size 18. *Colour* Blue. *Centre aligned* (figure 4).



Figure 4

In the Format option (*bottom left*), click *Paragraph* (figure 5):



Figure 5

Choose indentations of *Left 2cm*, *Right 2cm*. Change the spacing to *18pt Before* and *0pt after*. Choose 1.5 Line Spacing. Click *OK* to the *Paragraph* dialogue box.

Click on the *Format* (*bottom left*) in the *Modify Style* dialogue box and select *Border* (figure 6):



Figure 6

Choose *Box* on the left hand side. Choose a *Style*, *Colour* and *Weight* in the middle section. Then select the edges of the text this should relate to, i.e., all edges. Click *OK* on the *Borders and Shading* dialogue box.

Click *OK* on the *Modify Style* dialogue box.

Highlight the text you intend to be a quote and apply the style “**Example Quote**”.

This text is intended to be a quote.

This didn’t use a text box. It can be used by assistive technologies and therefore is more accessible to a wider audience. Also, when you create a style, you can use it on future documents. It can be duplicated and modified to suit your purposes.