
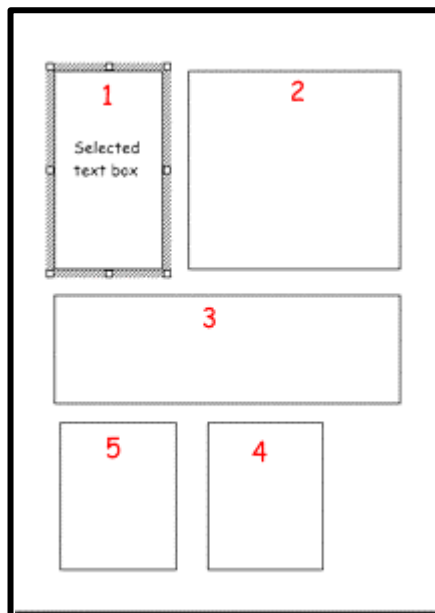


Linking text boxes

Linking text boxes is a useful feature to use if you have several text boxes on your pages. Basically, once your first text box is full, it will automatically continue text in the next designated box and so on. This can be useful for activities such as newspapers (if you are not using columns) and desktop publishing.

To link text boxes:

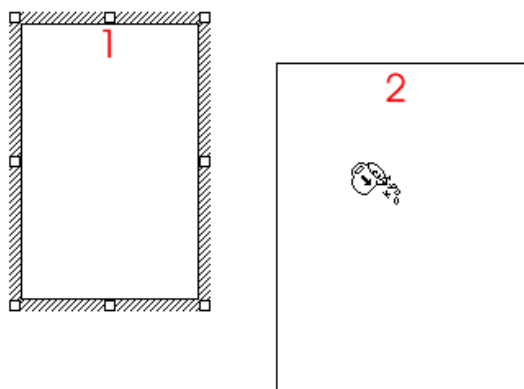
1. Open up a new word document
2. Using the text box tool  left click and drag text boxes onto your page. If you cannot see this icon on your screen, go to the View menu - select toolbars - select drawing. It should then appear.
3. Select your first text box by click onto it. A shaded line should appear around it.



4. Your text box toolbar should also appear.



5. Now click on the 'link' icon on the text box toolbar, and move your cursor over the text box you wish to link to and then click. The cursor will change to a jug - as in the image below.



Linking text boxes

6. A link has now been formed between boxes 1 and 2. As box 1 fills with text, you can carry on typing and the text will spill over into text box 2.
7. To link text box 2 to another, repeat the procedure.

To break the link:

If you want to break the link between box 1 and 2, click onto box 1 and click on the 'break link' icon. You will have to break the link if you do not manage to fill each box.



If you have any comments, corrections or suggestions about this document then please contact [NGfL Cymru](#). Thank you..