Move among linked text boxes in a story

1. Switch to <u>print layout view</u>.
2. Select a text box that's part of a chain, or <u>story</u>.

   To do this, move the pointer over the border of the text box until the pointer becomes a four-headed arrow, and then click the border.

3. On the **Text Box** <u>toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, use the **Customize** dialog box (point to **Toolbars** on the **View** menu and click **Customize**). To see more buttons, click **Toolbar Options** at the end of the toolbar.)</u>, click **Next Text Box** or **Previous Text Box** .

0 **Continue a story elsewhere with linked text boxes**

If you anticipate a lot of changes to your text, it is recommended that you make your changes before you copy the text into the empty linked <u>text boxes</u>.

1. Switch to <u>print layout view</u>.
2. On the **Insert** menu, click **Text Box**.
3. Click or drag in your document where you want to insert the first text box.
4. Repeat steps 2 and 3 to insert additional text boxes where you want the text to flow.
5. Click the first text box.

   To do this, move the pointer over the border of the text box until the pointer becomes a four-headed arrow, and then click the border.

6. On the **Text Box** <u>toolbar</u>, click **Create Text Box Link** .
7. Click in the empty text box that you want the text to flow to.

   When you move the upright pitcher over a text box that can receive the link, the pitcher turns into a pouring pitcher.

8. To link to additional text boxes, click the text box that you just created the link to, and then repeat steps 6 and 7 to create links.
9. In the first text box, type or paste the text that you want. As the text box fills, the text will flow into the other text boxes that you've linked.

Notes

- If you click **Create Text Box Link** , and then decide you don't want to link to another text box, press ESC to cancel the linking process.

- You can also use circles, banners, flow chart shapes, and other [AutoShapes](#) as linked text box containers.

0