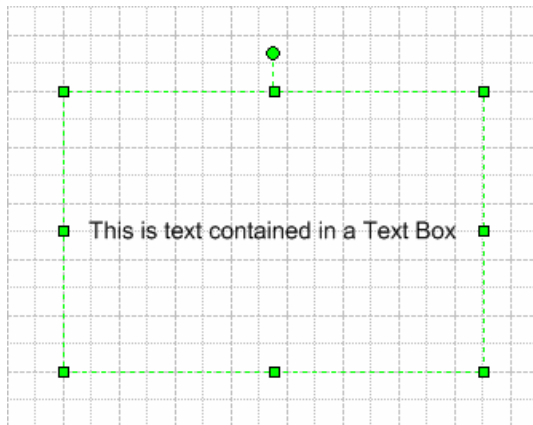# Working with Visio Text

Text Boxes

Adding Text to a Drawing

- Select Text Tool ![A] from the standard toolbar.

- Click and drag a box on the page where you want the text to go.

- Type the text.

- Click on the Pointer Tool ![pointer] when finished:

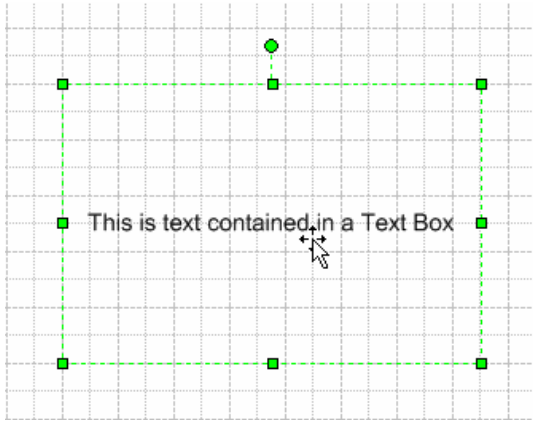- This has created a **Text Box** to hold the text.

Editing Text in a Text Box

- Double click on the text box to be edited, all text will be highlighted.

- Click into the text and start editing.

- Click outside the text box when finished.

Moving a Text Box

- Click on the text to be moved – the handles will appear around the outside.

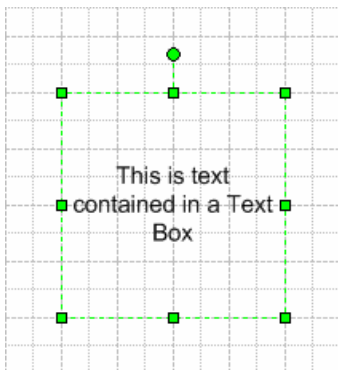- Point at the text or the border (but not the space in between):

- Click and drag to the new position.

Resizing A Text Box

- Click on the text box to be resized.

- Drag the handles to resize the box (the font size will not change):
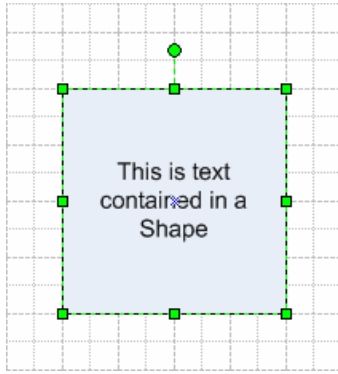

Rotating a Text Box

This is the same process as rotating a shape (see **Error! Reference source not found.** on Page **Error! Bookmark not defined.**).

Shapes

Adding Text to a Shape

- Drag the shape onto the page or click to select an existing shape.

- Start typing. Visio will automatically switch to the typing mode and zoom in on the shape.

- Click outside of the shape when finished:

Editing Text in a Shape

- Double click on the shape whose text is to be edited, all text will be highlighted.

- Click into the text and start editing.

- Click outside the shape when finished.

Moving Text in a Shape

The text in a shape is housed in a Text Frame (or Text Block). This text frame starts off with the same dimensions as the shape, and is positioned on top of it. It can therefore be difficult to see.
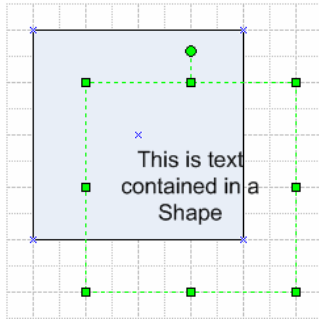
The text frame has the ability to be moved or resized independently of the shape, if required. This is done by activating the **Text Block Tool**, from the Text Tool drop-down on the standard toolbar:
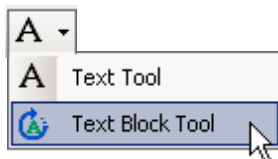
- With the Text Block Tool activated, move the mouse cursor over the text to be moved:
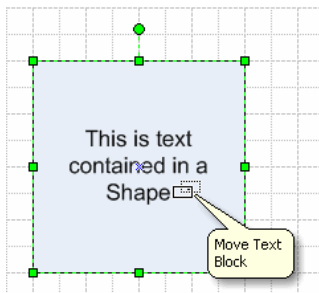
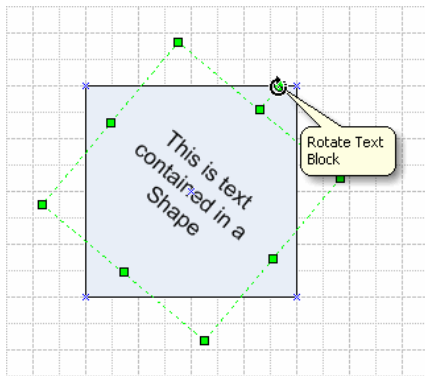- Click and drag the text frame to its new position:

Resizing a Text Frame in a Shape

- Activate the Text Block Tool.

- The selection handles that are visible will now resize the Text Frame, not the shape.

Rotating a Frame in a Shape

- Activate the Text Block Tool.

- The Rotate handle that is visible will now rotate the Text Frame, not the shape.

Formatting Text

Text attributes such as font, size and colour can be changed using the formatting toolbar and commands from the **Format** menu. Before text can be formatted it has to be selected.

To Select All Text in a Text Box or Shape

- Click on the text to be selected – handles will appear around the box.

- The box (and therefore all of its text) is now selected.

To Select Some of the Text in a Text Box or Shape

- Select the text box.

- Click at the start of the text to be selected.

- Click and drag the mouse to highlight and select the required text.

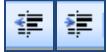## Alignment of text

Horizontal Alignment

- Select the shape.

- Choose **Text** from the **Format** menu, then choose the **Paragraph** tab.

- Choose the desired alignment from the **Horizontal Alignment** drop down box:
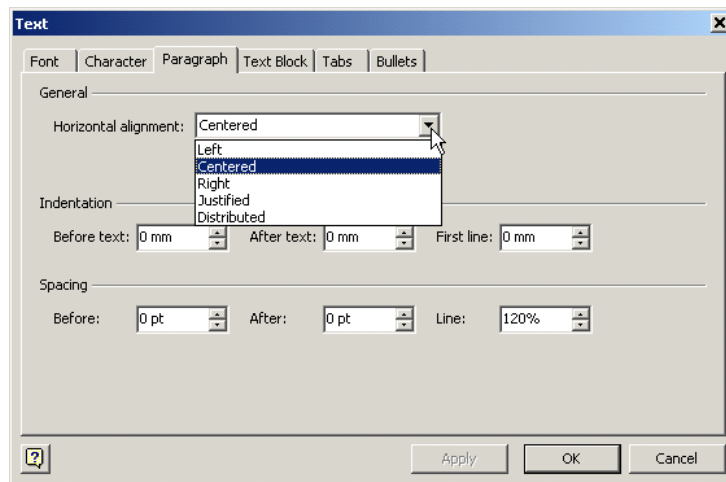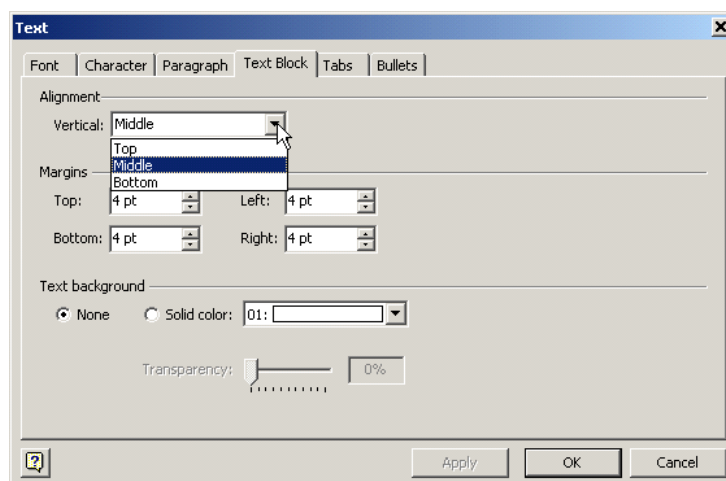
- Choose **OK.**

OR

- Use the Align icons on the formatting toolbar.

- Use the Increase/ Decrease indent icons to increase or decrease indentation of the text

Vertical Alignment

- Select the shape.

- Choose **Text** from the **Format** menu, and then choose the **Text Block** tab.

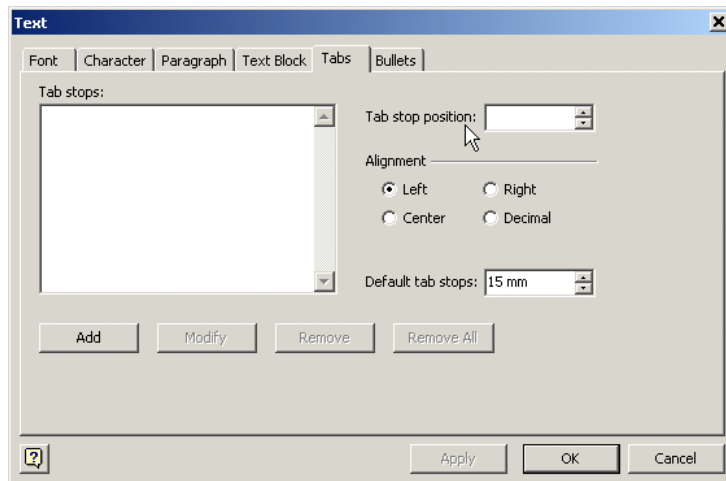- Choose the desired alignment from the **Vertical Alignment** drop down box:


- Choose **OK**.

Tabs within a Text Box or Shape

- Select the text box.

- Choose **Text** from the **Format** menu, then choose the **Tabs** tab.

- In the **Tab stop position** box on the right of the dialog box, enter the position at which you want the tab:

- Choose what type of alignment you require from the **Alignment** section.

- Choose **Add**.

- Repeat the above steps for any other tabs.

- Choose **OK**.

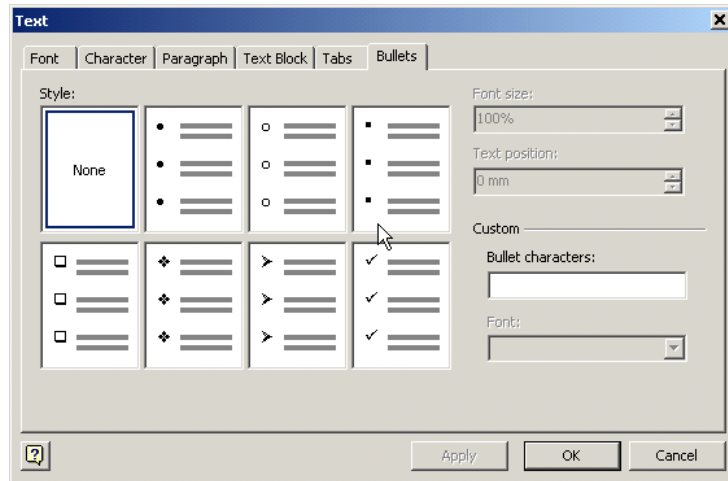- By pressing the **Tab** key, you will move to the programmed positions.

Bullets within a Text Box or Shape

- Select the text box.

- Click the **Bullets** button on the Formatting toolbar.

OR

- Select the text box.

- Choose **Text** from the **Format** menu, then choose the **Bullets** tab.

- Choose the bullet **Style** required:

- Choose **OK**.