1. You may recall from Alignment, Justification, and Indentation that hitting the Tab key indents a paragraph. Each hit of the Tab key inserted a **tab space**.
2. **Anchor point.** The anchor is the point at which the text box intertwines with the rest of the document. Click the anchor icon to select the entire text box.
3. **Rotation control.** Click the circular arrow and then drag to rotate the text box.
4. **Wrap text.** This controls how content in the rest of the document interacts with the text box. Text can go around the text box, in front of the text box, or skip over the text box.
5. **Resize points.** The white dots on the border of the text box control the width and height of the text box. Click and drag any of the white dots to move that side or corner.
6. **Bring forward** brings the text box forward one spot.
7. **Send backward** sends the text box backward one spot.
8. You can change this by applying a **text wrap**.
9. **Square**—Text wraps around the image in a square shape
10. **Tight/Through**—Text wraps around image, regardless of what shape the image is. This text wrap works best with images that have no background.
11. **Top and Bottom**—Text stops when it hits the top of the image and continues at the bottom of the image; no text is to the left or right of the image
12. **Behind text**—Image is behind text. Text will cover image.
13. **In front of text**—Image is in front of text. Text behind the image is not visible.
14. **Edit Hyperlink…** Takes you to the same dialog box for inserting a hyperlink, allowing you to change what the hyperlink links to.
15. **Open Hyperlink.** Performs the same function as Ctrl+click. Opens the hyperlink in Microsoft Edge or Internet Explorer (or default browser).
16. **Copy Hyperlink.** Copies the hyperlink (not the text that changes color).
17. **Remove Hyperlink.** Removes the hyperlink, restoring the text to plain text.
18. Save the document as **BA132\_LastName\_Report.docx**, replacing “LastName” with your own last name.
19. Note that the file extension for a template is **.dotx**
20. The Text Effects menu also has the options **Outline**, **Shadow**, **Reflection**, and **Glow**.
21. If you want to change the outline to a color not in the menu, pick **More Outline Colors…** for more options.
22. The **Shadow Options…** option at the bottom of the menu allows you to customize the shadows even further by changing the color, transparency, blur, angle, and distance of the shadows.
23. .To change the text of the watermark, click **Custom Watermark..**. at the bottom of the Watermark menu to open the Printed Watermark dialog box.
24. To do this, she puts her cursor where she wants the icon to go, clicks on the **Insert** tab, and selects the **Icon** button.
25. After scrolling down, she finds the piggy bank icon, selects it, and clicks the **Insert** button.