Creating Editable Text Box Objects

You can create text boxes that can be typed in while the PowerPoint is in show mode by using the Text Box option on the Developer toolbar. This allows you to create presentations in which students can type responses straight onto the slides, in essence they are ‘Type-on Live’ slides.

To start to create these ‘Type-on Live’ slides you will need to ensure you have the Developer Tab visible on the Ribbon. Visit the Microsoft Developer Network to learn how to do this.

**Note:** You will be creating text box objects, which are different from regular text boxes.

**Step 1**

Click on the Text Box icon (ab|)

**Step 2**

Click on the slide and draw a box. This will be **TextBox 1**.

**Step 3**

Make sure the text box is selected and click on the Properties button on the toolbar. A list of object properties will open.

**Step 4**

Click on the Categorized tab. This will list options by Appearance, Behavior, Data, Font, Miscellaneous, and Scrolling.
Step 5

To change the background color of the text box, click on the BackColor line in the Appearance section. An arrow will appear to the right.

Step 6

Click on the arrow. A list will open showing various preset colors for Windows system features. For more color options, click on the Palette tab.

- This color palette has fewer choices than the one you use in regular PowerPoint. If you want your text box object’s background to match your slide background, choose a color from this palette and then find the same color in the Slide Background color chart. On the Palette, click on the box of the color you want to use. The color of the text box object will change.

- If you want your text box object to have a border, click on BorderStyle and select 1. Then click on the BorderColor line and repeat steps 6 and 7 to select your border color.

- To choose your font color, click on ForeColor and select your desired font color.

Step 7

In the Behavior section, find MultiLine. If you want your text to "wrap" to the next line (and you most likely do), click on this line and select True. Otherwise, your text will continue across in a single line, and most will not be visible.

Step 8

Click on TextAlign and select your desired alignment: 1=left, 2=centered, 3=right.

Step 9

To adjust your font, click on Font. Instead of an arrow, three dots will appear to the right. Click on these dots to open the font window. Select your desired font, style, and size. Again, you will have fewer options than in the Format Font window of regular PowerPoint.

Step 10

In the Misc section, you can adjust the height and width of the text box object. This option is useful if you need more than one box to be the same size. Create one that is the size you like (by dragging on the corners), and then take note of its height and width numbers. Type in those numbers to create subsequent text box objects that are the same size.
Step 11

Click on View: Slide Show to run this slide. You will be able to type in the text box object you just created. When you exit the show, you will see the text you typed on the editing slide.

In order to edit a text box object in editing mode, click on Edit: TextBox Object: Edit. You will need to do this EACH time you wish to edit a text box object in editing mode (as opposed to view mode).

Idea

Access the Microsoft teachers Blog and video that highlights the use of these indispensable text boxes by clicking on the image below: