

Adding a Text Box

You can add a Text Box to a page by choosing **Add Text Box** from the **Page** menu. When selected, the cursor will turn into a cross. Position the cursor where you want the top, left corner of the text box and click and drag out the box.

Text Box Gutter

A four pixel “gutter” exists between the text within a text box and the frame of the text box. This makes for much cleaner looking text boxes.