**Adding a Drop Shadow to a Text Box***by* [*Allen Wyatt*](http://www.tips.net/A0001_Allen_Wyatt.html) (last updated January 19, 2013)

Text boxes are used quite often in some Word documents to hold information that is ancillary to the main text within the document. For instance, you might use a text box to create a sidebar or other text object. To enhance your layout design using text boxes, you can add a drop shadow so the text box appears to float about the actual printed page.

To add a drop shadow to a text box, follow these steps:

1. Select the text box you want to format. Small selection handles should appear around the perimeter of the text box.
2. Click the Format tab of the ribbon. (This tab is only visible when you select a text box, as directed in step 1.)
3. Click on the Shadow Style tool in the Shadow Effects group. Word displays a palette of available shadows.
4. Click on the shadow desired.