**Linking Text Boxes**

Kylie wonders how, in Word 2010, she can link text boxes so that text flows from one text box to another. She knows how to do it in Word 2007 (right-click on the text box and choose "create text box link"), but it appears that option is not available in Word 2010.

Kylie is correct; it appears that the Context menu option she references is available in Word 2007 but missing in Word 2010. You can still create a link between text boxes, however, by following these steps:

1. Create both of your text boxes.
2. Place your text (even if it is very long) in the first text box.
3. Make sure the second text box is empty—it should not contain any text.
4. Place the insertion point within the first text box.
5. Make sure the Format tab of the ribbon is visible. (This tab is only available if a text box is selected or if the insertion point is within a text box.)
6. Click the Create Link tool, within the Text group. The mouse pointer changes to a cup containing a downward-pointing arrow.
7. Click the mouse pointer within the second text box.