**Rounded Corners for a Text Box**

When Manuel uses the Text Box tool on the Insert tab of the ribbon, Word allows him to draw a text box anywhere in his document. This text box is always rectangular, but Manuel wonders if there is a way to create a text box that has rounded corners.

Word actually gives you quite a bit of control when it comes to text boxes. That is because in past versions of Word there was a great deal of difference between text boxes and shapes, but in later versions there has been very little actual difference between them. Thus, one way is to not use the Text Box tool to draw text boxes. Instead, use the Shapes tool (Insert tab of the ribbon, Illustrations group) to create a shape. You can then format the shape to appear just like a text box and even add text within the shape. (To add text, right-click the border of the shape and choose Add Text from the Context menu.)

If you prefer to stay with text boxes or you simply want to change the nature of text boxes already in your document, then follow these steps:

1. Select your text box.
2. Display the Format tab of the ribbon. (This tab is visible only when the text box is selected.)
3. Click the Edit Shape tool, in the Insert Shapes group. Word displays some options.
4. Choose Change Shape. Word displays a wide assortment of shapes.
5. Click a shape—the rounded-corner rectangle is a good choice.

Word obediently changes your text box to a shape, but remembers all the formatting you'd previously applied to the text box.