

Sometimes, you might need text to flow from one text box into another. For example, you might use text boxes to create a sidebar with text related to your document. If the sidebar is particularly long, you can continue it in another text box by linking text boxes.

1. Insert text into a text box. For purposes of this example, make sure the text runs beyond the borders of the text box.
2. Create a second text box anywhere in your document.
3. Click on the text box that includes the text you entered.
4. In the **Format** ribbon, go to the **Text** group, and select **Create Link**.
5. Move the link icon to the second box and click. Your boxes are now linked, and the text runs continuously between both.
6. Repeat steps 4 and 5 to create more linked text boxes.