You can add text to text placeholders, text boxes, and shapes.

NOTES

Note the difference between how you use a text placeholder versus a text box in Slide Master view:

• Add a text placeholder from within Slide Master view when you want to prompt users of your template to replace the prompt text with text that is pertinent to their own project. Normal behavior of custom prompt text in a text placeholder is that it disappears when you begin typing. To learn how to do this, see Specify what you want users of your template to enter into text placeholders.
• Add a text box from within Slide Master view when you want it to contain permanent, uneditable text.

When you add a text box in Normal view, the text is editable by anyone.

Add text to a placeholder

Below, the dotted border represents the placeholder that contains the title text for the slide.

To add text to a text placeholder on a slide, do the following:

1. Click inside the placeholder, and then type or paste text.
2. To change the line spacing, do the following:
   • Drag to select one or more lines of text for which you want to change the spacing.
   • On the Home tab, in the Paragraph group, click the Dialog Box Launcher.
Microsoft PowerPoint 2010:
Add Text to a Slide

3. In the **Paragraph** dialog box, on the **Indents and Spacing** tab, make any changes that you want to alignment, indentation, or spacing, and then click **OK**.

**NOTE** If your text exceeds the size of the placeholder, Microsoft PowerPoint 2010 reduces the font size and line spacing incrementally as you type to make the text fit.

**Add text to a text box**

Use text boxes to put text anywhere on a slide, such as outside a text placeholder. For example, to add a caption to a picture, add a text box and position it near the picture.

To add a text box, and the add text to it, do the following:

**NOTE** When you add a text box in Normal view, the text is editable by anyone. When you add a text box in Slide Master view, the text you add to it will become permanent and uneditable outside the slide master.

1. On the **Insert** tab, in the **Text** group, click **Text Box**.

   **NOTE** If you are using an East Asian language, click the arrow below **Text Box**, and then click either **Horizontal** or **Vertical** alignment.

2. Click the slide, and then drag the pointer to draw the text box.

3. Do one of the following:
   - To add text to a text box that anyone can edit, in Normal view, click inside the text box, and then type or paste text.
   - To add text to a text box that is contain permanent and uneditable, in Slide Master view, click inside the text box, and then type or paste text.

4. To change the line spacing, do the following:
   - Drag to select one or more lines of text for which you want to change the spacing.
   - On the **Home** tab, in the **Paragraph** group, click the **Dialog Box Launcher**.

   ![Paragraph Dialog Box Launcher](image)

   3. In the **Paragraph** dialog box, on the **Indents and Spacing** tab, make any changes that you want to alignment, indentation, or spacing, and then click **OK**.
Microsoft PowerPoint 2010:
Add Text to a Slide

Add text that is part of a shape

Shapes such as squares, circles, callout balloons, and block arrows can contain text. When you type text into a shape, the text attaches to the shape and moves and rotates with it.

- To add text that becomes part of a shape, select the shape, and then type or paste text.

Add text that is independent of a shape

A text box is handy if you want to add text to a shape, but you don't want the text to attach to the shape. You can add a border, fill, shadow, or three-dimensional (3-D) effect to text in a text box.

To add text that moves independently of a shape, add a text box, and then type or paste text:

NOTE   When you add a text box in Normal view, the text is editable by anyone. When you add a text box in Slide Master view, the text you add to it will become permanent and un-editable outside the slide master.

1. On the Insert tab, in the Text group, click Text Box.

NOTE   If you are using an East Asian language, click the arrow below Text Box, and then click either Horizontal or Vertical alignment.

2. Click the slide, and then drag the pointer to draw the text box.

3. Do one of the following:

- To add text to a text box that anyone can edit, in Normal view, click inside the text box, and then type or paste text.

- To add text to a text box that contain permanent and un-editable, in Slide Master view, click inside the text box, and then type or paste text.

4. To change the line spacing, do the following:

- Drag to select one or more lines of text for which you want to change the spacing.

- On the Home tab, in the Paragraph group, click the Dialog Box Launcher.

- In the Paragraph dialog box, on the Indents and Spacing tab, make any changes that you want to alignment, indentation, or spacing, and then click OK.