

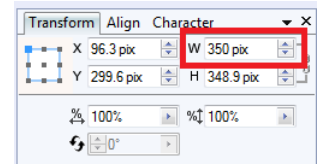
Advanced Textbox Skills

Text boxes should always be made using the **T** icon on the toolbar.



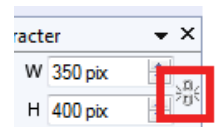
Set the Width of a Textbox

1. Create a textbox on the page. Add text to it
2. Look at the **bottom right** of the WebPlus window. Find the **W** and **H** boxes.
3. Change the **W** to whatever width the textbox needs to be



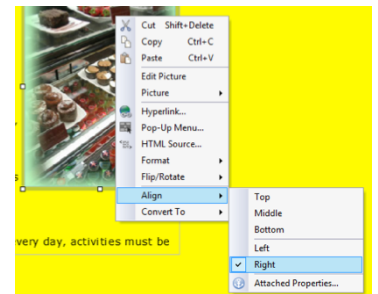
Set both Width and Height of a Textbox

1. Click inside the textbox to select it
2. Look at the **bottom right** of the WebPlus window. Find the **W** and **H** boxes
3. Click the **lock icon** next to them to **unlock** the link between width and height
4. Change the width and height to the values given on the exam paper



Align an image on the right of text

1. Create a textbox and copy text in
2. Click **in front of the first word** in the textbox so that the cursor is in place
3. **Insert > Picture > From File**. Find the picture and insert. Click on the picture to select it. Be careful that you have the image selected
4. **Right click > Align > Right**



Add a Border to a Textbox

1. Insert a textbox
2. **Right click > Properties**
3. Choose the **CSS Properties tab** at the top of the window
4. Change the **Style** to **Solid**
5. Change the **Colour** to a suitable colour
6. Choose the **Padding tab**
7. Set the **Padding** to **5 pixels** on each side > **OK**

