# How to convert existing document templates that use text boxes to pages

Original standard merge documents and custom merge documents were formatted with text boxes. You can continue to use them with this format.

If you have existing documents that were created using text boxes and you want to update the format, you can move content from the textbox to the page by clicking the button in the top right corner of the text box called 'Move content to page'. When you click this button, it will move ALL the content from that textbox to the page beneath the textbox and will remove the textbox from the template. The content will be inserted on the page based on the rules below:

- If the page below the textbox had a cursor position (i.e. had focus with the flashing cursor) the content will be inserted where the cursor was located in the document.
- If the page below did not have a cursor position, the content will be inserted in the last position on that page. First, select the document you want to edit

From the Template list, click on the template you want to edit to highlight it and then double click *or*
Click on the Edit button on the bottom right of the page.
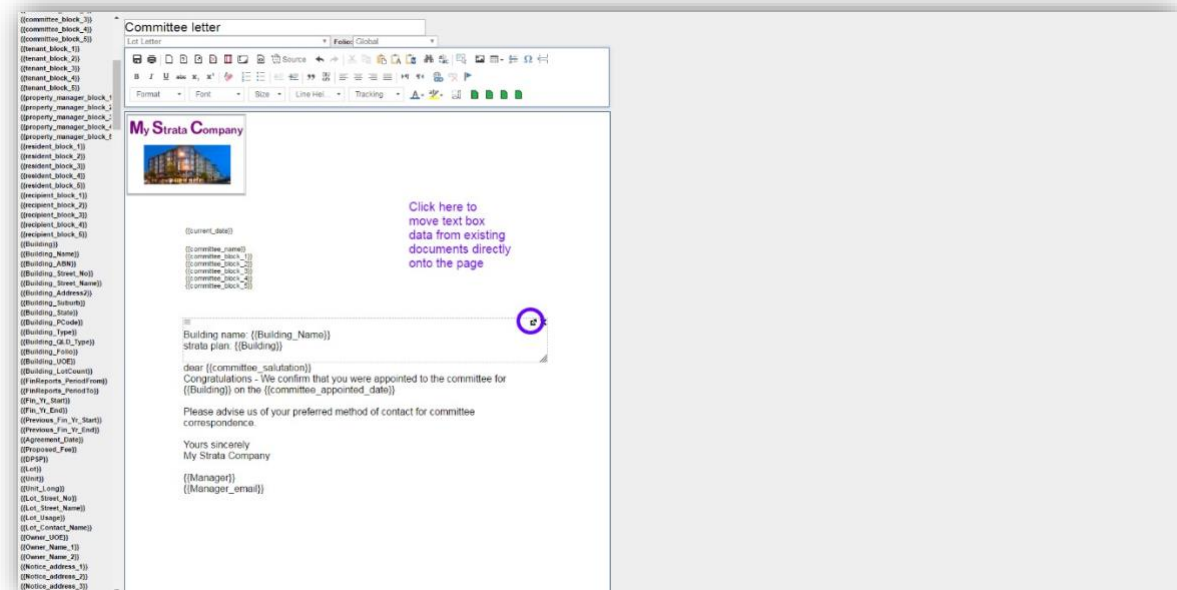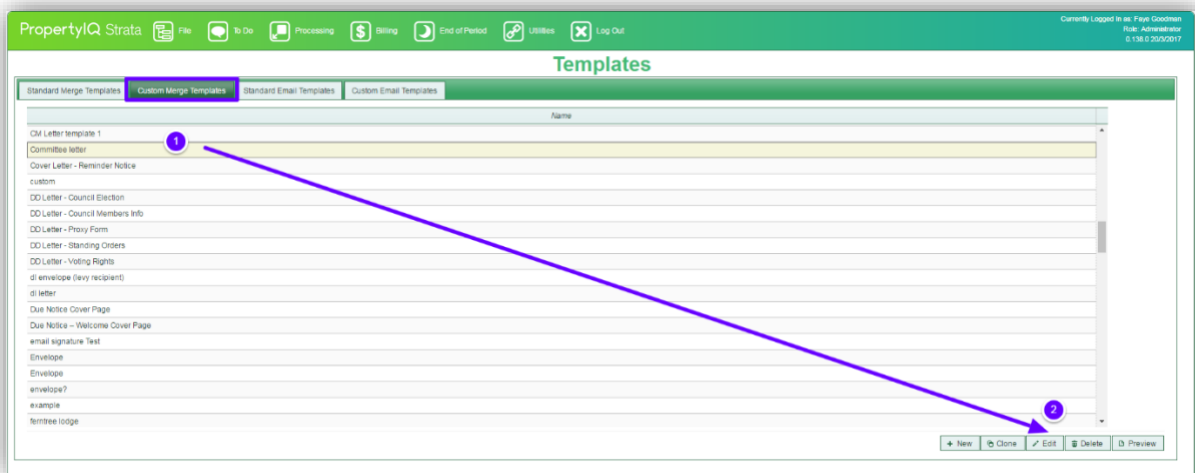
NOTE Remember to insert margins. Depending on how the original template was set up, you may have to move some items around on the page. Save your template when you are done.

NOTE If a textbox has a really large table, rather than just moving the table to the page, we recommend that you try to re-create the content on the page without using a single large table.