

Section 4

Text Box Properties

By the end of this Section you should be able to:

Set Text Box Margins

Move/Resize a Text Box

Use Page Margins and Layout Guides

Apply Best Fit

Work with Columns

Apply Borders, Border Art and Shadow

Apply Colour and Fill Effects to a Text Box

Connect Text Boxes

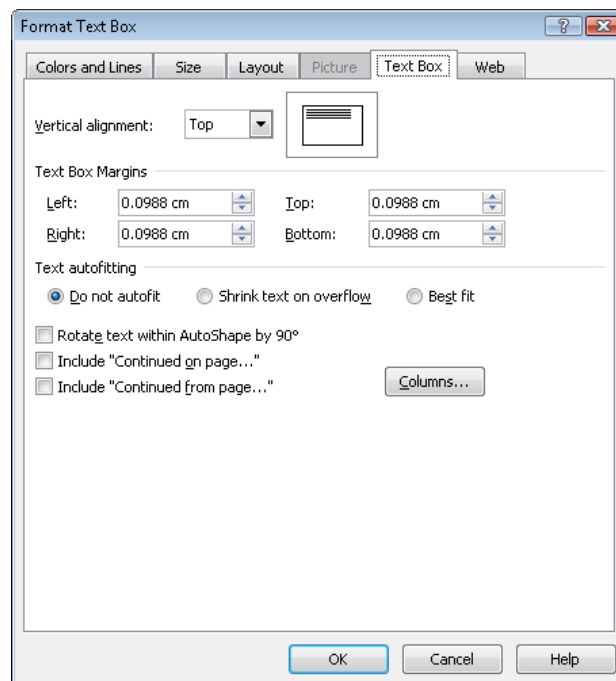
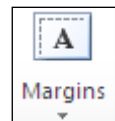
Exercise 31 - Text Box Margins

Guidelines:

As well as formatting the text content of boxes, the **Text Boxes** themselves can be formatted. Many properties such as **Margins**, **Text Fitting**, **Columns** and **Borders** can be changed from within the **Format Text Box** dialog box. Some of these properties can also be changed by other methods. Text box margins create space between the text and the edges of a text box.

Actions:

1. Open the publication **CIA**, select the text box and zoom in to read the text.
2. Display **Text Box Tools - Format** tab and click **Margins** in the **Alignment** group. Some preset margin settings are available but for this exercise select **Custom Margins** to display the **Format Text Box** dialog box.



3. To increase the space between the edge of the text box and the text, select the number in **Left Text Box Margins** and type **0.75cm**.

Note: This changes the margins in this text box only.



4. Press <Tab> to move to the **Top** margin box and enter **0.75cm**. In the same way, change the **Right** and **Bottom** margins to **0.75cm**. Click **OK**. Notice how the text has moved away from the text box frame.
5. Redisplay the **Format Text Box** dialog box and change all margins to **0.2cm** to reduce the white space.
6. Save the publication as **CIA2** and close it.

Exercise 32 - Moving and Resizing Text Boxes


Guidelines:

A text box can be moved to any position on a page, but it must first be selected (have its handles visible). A text box can be moved by positioning the mouse over an edge, not a handle, and clicking and dragging. To change the size of a text box, the mouse must be moved over a handle before clicking and dragging.



Actions:

1. Open the publication **Best Friend** and select the text box beside the picture. Do not zoom in.
2. To move the text box, move the mouse over any of its edges until a **Move** pointer, , appears.
3. Click and drag the text box down to the bottom left corner of the page, then release the mouse. The current size and position of the text box is always indicated on the horizontal and vertical **Ruler** bars, and more accurately on the left of the **Status Bar**.
4. Now move the mouse over the top right handle of the text box until a **Resize** pointer, , appears.

Note: Pointers may look different if the Publisher is running under Windows XP.

5. Click and drag upwards and to the right until the text box fills most of the page.
6. Move the mouse over the middle handle at the top of the text box until  appears and reduce the size of the text box to about half a page.

Note: Notice how the text is always wrapped around the picture.

7. Use the top right corner handle to reduce the size of the text box to a quarter of a page.
8. Reduce the size of the text box further until it is too small to accommodate all the text. The handles will turn red and a **Text in Overflow** button, , is shown.
9. Increase the size of the text box using the middle handle at the top until  disappears and all text is once again visible.
10. Now move the text box back to approximately its original position.
11. Close the publication without saving.

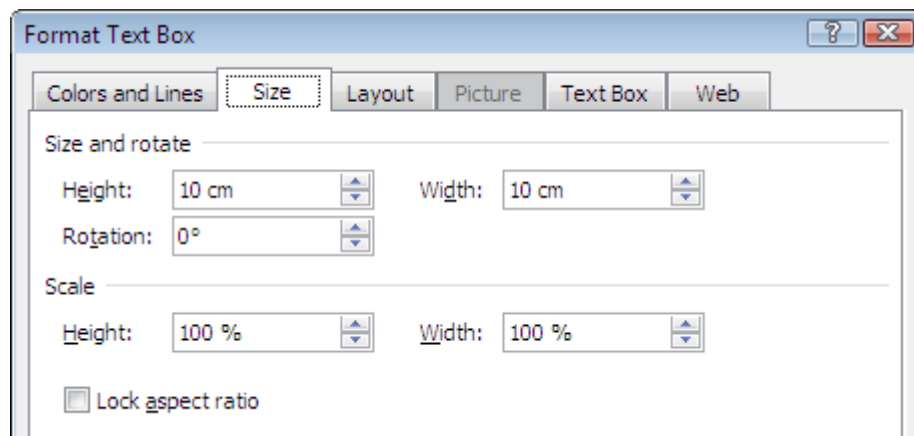
Exercise 33 - Precise Positioning and Sizing

Guidelines:

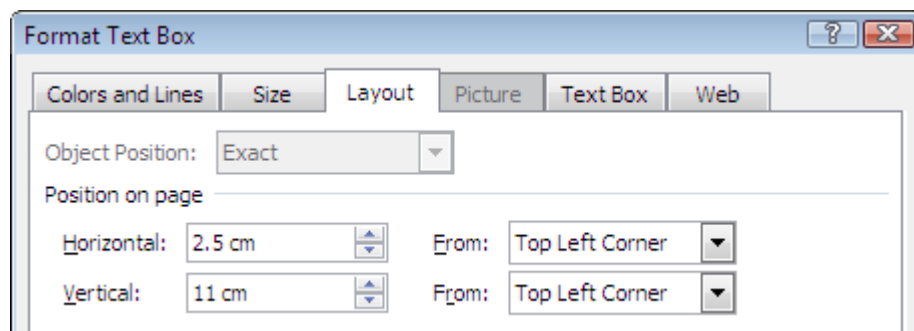
Text boxes (and all other objects) can be sized and positioned more accurately using the appropriate **Format** dialog box.

Actions:

1. Open the **Best Friend** publication again, right click on the text box and select **Format Text Box** to display the **Format Text Box** dialog box. Make sure the **Size** tab is selected in the dialog box.



2. Make sure the **Lock aspect ratio** option is not selected and change the **Height** setting to **12cm**.
3. Change the **Width** setting to **8cm** and click **OK**. The text box size is changed. Check the dimensions on the **Status Bar**.
4. Right click on the text box and select **Format Text Box**. Make sure the **Layout** tab is selected in the dialog box.



5. Change the **Vertical** position setting to **2.5cm** and click **OK**. The text box is positioned in the top left corner of the margin guides.
6. Use the **Format Text Box** dialog box to change the **Size** and **Position** settings back to their original values (**Height 10cm**, **Width 10cm** and **Vertical** position **11cm**).
7. Leave the publication open for the next exercise.

Exercise 34 - Margins and Layout Guides

Guidelines:

Layout Guides are lines on a publication page which help to line up objects. Because they appear on every page of the publication they can help to maintain consistency between pages. **Layout Guides** are not printed but are saved with the publication.

Margin Guides form an imaginary border around the page. **Grid Guides** divide the page into rows and columns. **Ruler Guides** can be drawn in any position.

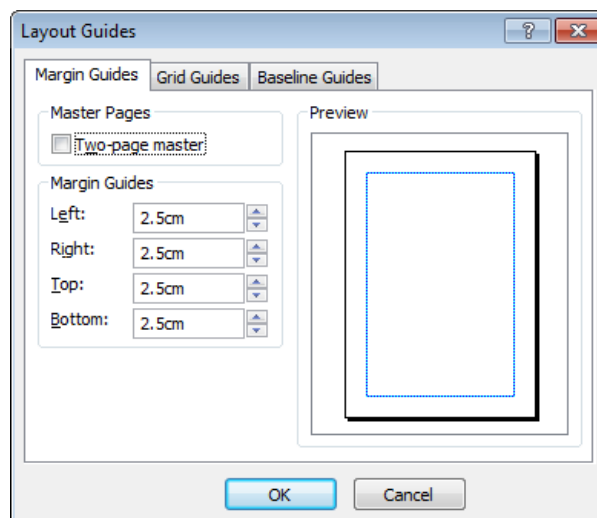
Layout guides can be used as a visual aid to help line up objects or an option can be set so that objects will tend to 'stick' when lined up with a guide. Layout guides are not printed.

Actions:

1. In the **Best Friend** publication, display the **View** tab and make sure both the **Boundaries** and **Guides** options are selected in the **Show** group so that both types of line will be displayed on the page.

*Note: **Boundaries** show the extent of objects such as text boxes even when they are not selected. They are not printed.*

2. Display the **Page Design** tab and click the **Guides** button. Select **Grid and Baseline Guides** to display the **Layout Guides** dialog box.
3. The only guides displayed by default are the **Margin Guides** around the edge of the page. Their position can be altered, but they are only guides, and content can be placed outside them. Select the **Margin Guides** tab in the dialog box.



4. Click and drag across the **Left Margin Guide** value to select it. Type in **5**. Use the up arrow to change the **Right Margin Guide** to **5**. Use any method to change the **Top** and **Bottom Margin Guides** to **3cm**

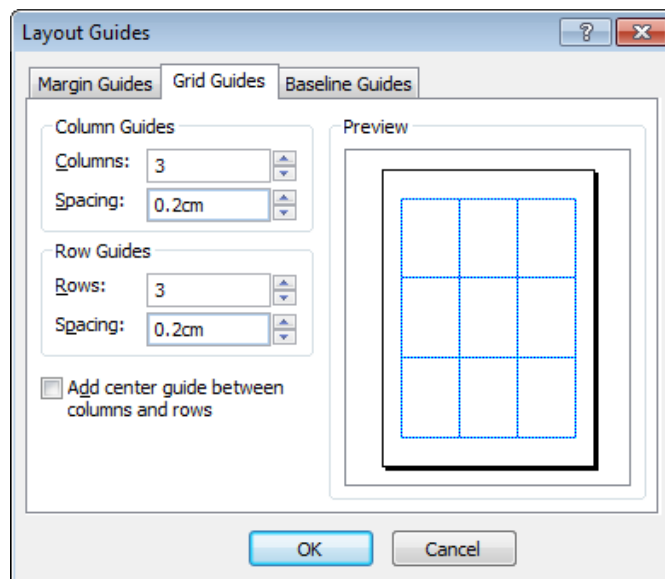
continued over

Exercise 34 - Continued

- Click **OK**. Notice how the boxes already placed on the page are unaffected, but the **Margin Guides** have changed to the values entered.

Note: Margin Guides are not the same as the text box margins described earlier.

- A grid can be created on the page to help line up objects. Click **Guides** and select **Grid and Baseline Guides** again.
- Click the **Grid Guides** tab in the dialog box, change the number of **Columns** and **Rows** to **3**.



- Click **OK**. Each grid line on the page is shown as a double line because a **Spacing** value was specified (as shown above).
- View the **Layout Guides** dialog box again with the **Grid Guides** tab displayed. Notice that the spacing effects are not shown on the preview.

*Note: Reducing the **Spacing** to 0 will produce single grid lines with no spacing between them.*

- Click **Guides** and select **Add Horizontal Ruler Guide**. A horizontal guide line is added to the page. Click and drag the line to a new position.
- Look at the **Layout** group on the **Page Design** tab. Make sure **Guides** is selected under **Align To**. This means that when an object is being moved around a page, it will tend to 'snap' to the guides when close to them.
- Move the text box slowly around the page. As the box approaches a guide, it tends to 'snap' to the guide, and the guide line is highlighted to indicate alignment. This effect can be very useful to ensure consistent positioning.
- Click **Guides** and select **No Ruler Guides**. The horizontal guide line is removed. Close the publication without saving.

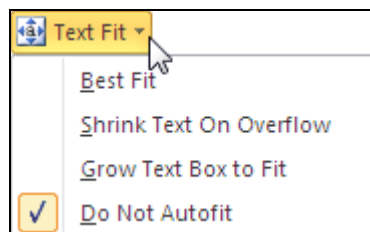
Exercise 35 - Best Fit

Guidelines:

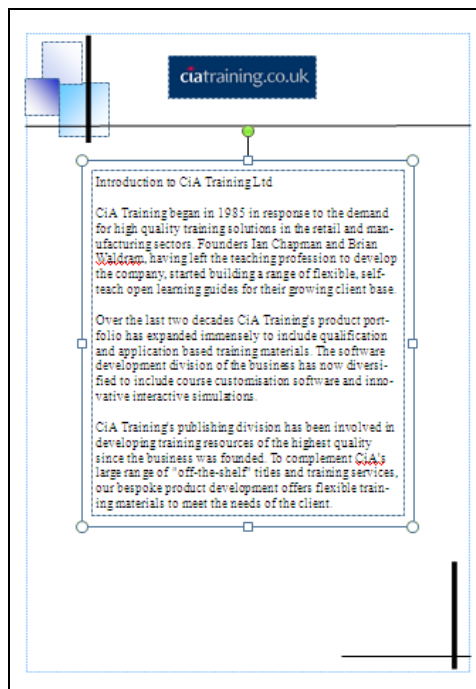
Sometimes, the appearance of a publication will be improved if the text in a text box fills the box as much as possible. Rather than try to guess the required text size, *Publisher* has a tool that can help.

Actions:

1. Open the publication **CIA**.
2. Click in the text of the main text box and note that the font size is **12pt**.
3. With this text box still selected, select **Text Fit** from the left of the **Text Box Tools - Format** tab.



4. Click the **Best Fit** option. The font size is increased so that the text fits the available space. The font size increases to about **15pt**.

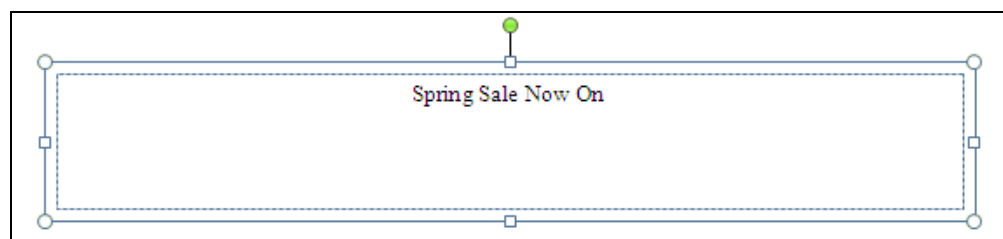


5. Click the centre handle on the bottom edge of the text box and drag it about **4cm** upwards to reduce the size of the box. The text is resized so as to maintain a good fit.

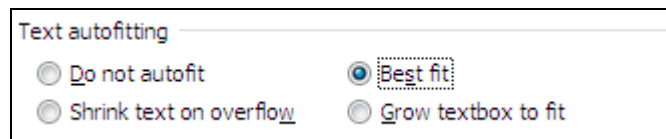
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Exercise 35 - Continued

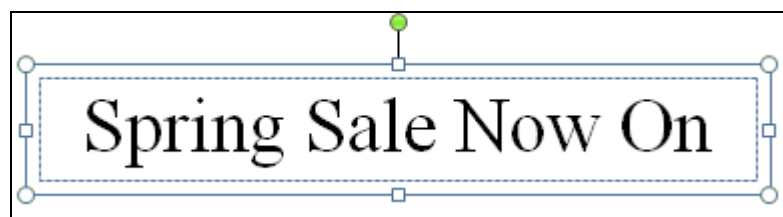
6. Select **Text Fit** then select **Do Not Autofit**. The text will now no longer change size to fit the box, but will remain at its current size until manually amended.
7. The **Best Fit** feature can be particularly effective in formatting banners or headlines. In the space below the main text box, draw a new text box about **14cm** wide by **2cm** tall.
8. Enter the text **Spring Sale Now On**. Press the **Align Top Center** button (or the **Center** align button). It does not matter at this point that the text is small.



9. **Best Fit** can also be set from the **Format Text Box** dialog box. Click **Margins** and select **Custom Margins** to display the dialog box.
10. Select **Best fit** in the **Text autofitting** section.



11. Click **OK** to apply the effect. The text immediately changes to make best use of the space in the box.



12. Right click in the text box. A list of options is displayed, including the **Best Fit** options. Click away from the list to hide it.
13. Close the publication without saving.

Exercise 36 - Columns

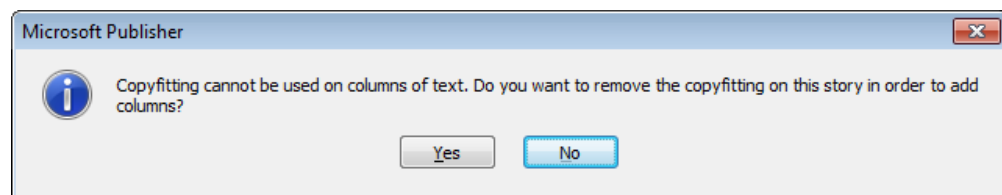
Guidelines:

Columns divide the text vertically into sections within its box. This is a different way of presenting text, which can look really effective in a newsletter, for example.

Organizing text into columns can be done after the text has been entered.

Actions:

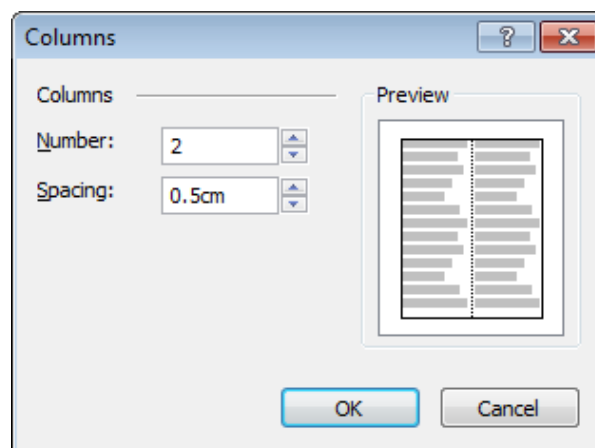
1. Open the publication **Information**, click in the text box and zoom in.
2. Display the **Text Box Tools - Format** tab, click **Text Fit** and select **Best Fit**. The text expands to fit the box.
3. Click **Columns** from the **Alignment** group and select the **Three Columns** option. A message is displayed.



4. **Columns** and **Best Fit** cannot be selected together. Click **Yes** to cancel the **Best Fit** feature. The text is divided into three columns.
5. To have more control over text columns, click **Columns** from the **Alignment** group and select the **More Columns** option. The **Columns** dialog box is displayed.

*Note: The **Columns** dialog box can also be displayed by clicking **Columns** in the **Format Text Box** dialog box.*

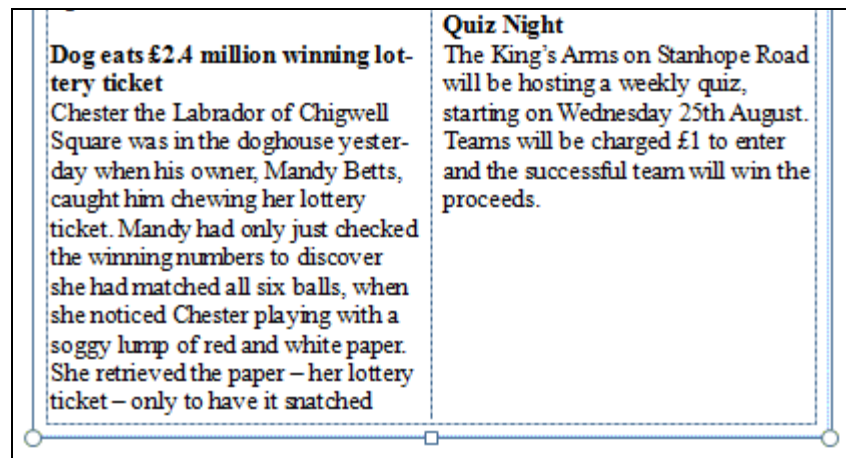
6. In the **Columns** area, change the number of columns to **2** and the **Spacing** between the columns to **0.5cm**.



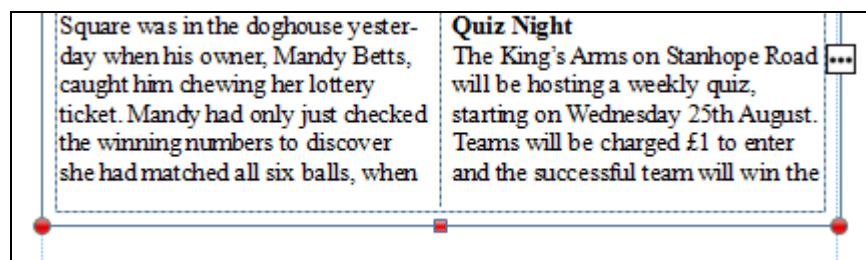
continued over


Exercise 36 - Continued

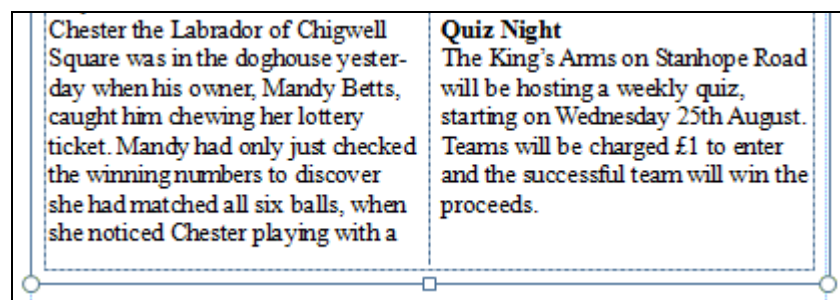
7. Click **OK** to divide the box into two columns.



8. The columns are not necessarily balanced, i.e. the same length. This can easily be adjusted by changing the size of the text box. Click the centre handle on the bottom edge of the text box and drag it about 2cm upwards to reduce the size of the box.



9. The text box handles are shown in red and the **Text in Overflow** button, , is displayed, which indicates that not all of the available text will currently fit in the box. Drag the bottom edge of the text box about **1cm** downward until all text is seen. Adjust if necessary.
10. It is usually acceptable for the columns to be balanced within 2 lines of each other as shown below.



11. Save the publication as **articles** and close it.

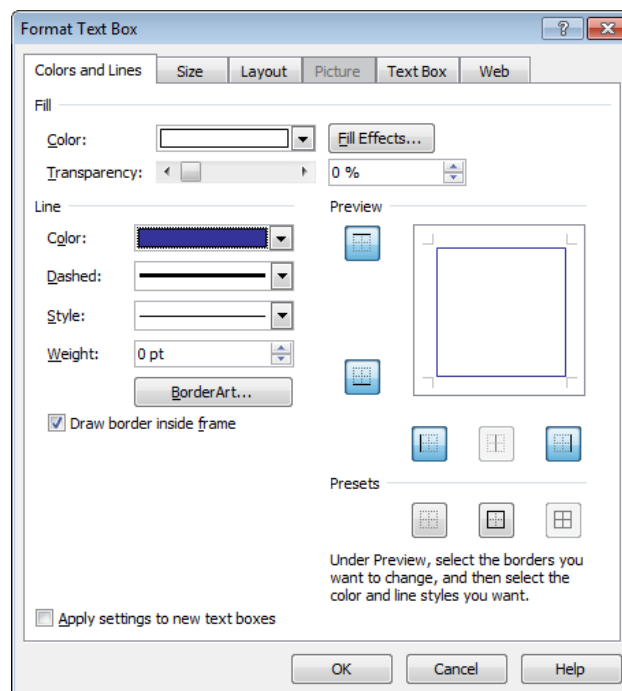
Exercise 37 - Applying Borders and Shadow

Guidelines:

A border can be added to a box to make it stand out from the rest of the page.

Actions:

1. Open the publication **CIA**. Select the text box and zoom in.
2. Right click in the text box and select **Format Text Box** to display the **Format Text Box** dialog box. Make sure the **Colors and Lines** tab is selected in the dialog box.
3. In the **Line** section, the **Color** setting is **No Color**. Border colour can be set here. Click the **Color** drop down arrow, then select **More Colors**.
4. Select a dark blue colour from the **Standard** tab of the **Colors** dialog box. Click **OK**.

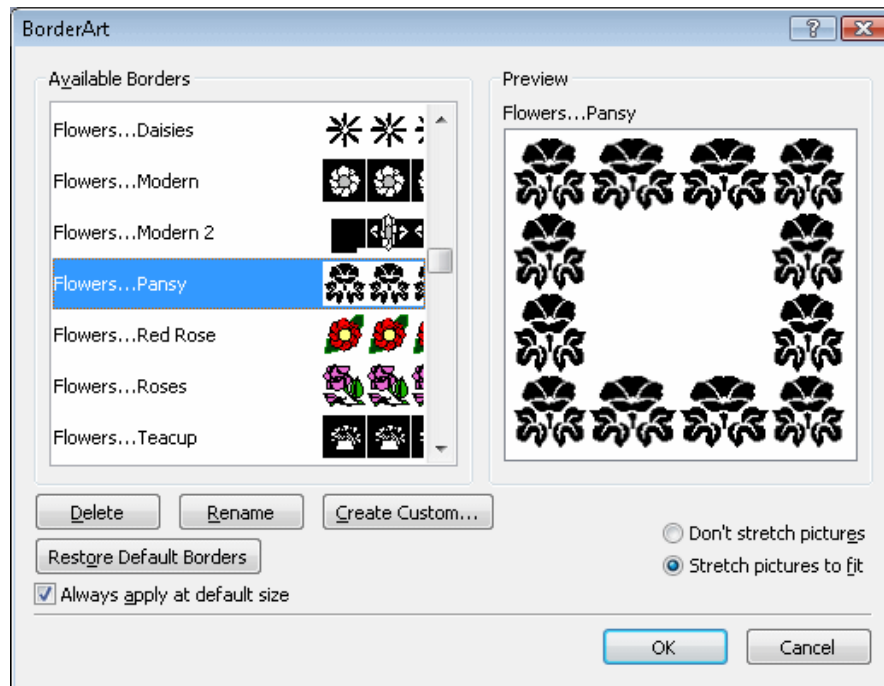


5. The preview area on the right shows which borders will be applied. The default is for a single border around the whole box. Click **OK** to apply the border.
6. Right click in the box and select **Format Text Box** again.
7. From **Line Color**, select **purple** from the grid. Increase the **Weight** of the line to **2pt**.
8. Note the preview. Click **OK** to close the dialog box and apply the border.

continued over

Exercise 37 - Continued

9. Picture borders can be created around a text box. This type of border is known as **Border Art**.
10. Right click in the box and select **Format Text Box** again, then click the **BorderArt** button.
11. Scroll down the list of borders and select the **Flowers...Pansy** art.



12. Click **OK** and change the **Weight** to **12pt**.
13. Click on the **Color** drop down list and pick one of the displayed colours from the list.
14. Click **OK** to apply the border.
15. To remove the border, right click in the box and select **Format Text Box**. Click **Border Art**, select **None** and click **OK**.
16. Make sure **No Color** is selected in **Line Color**, then click **OK**.
17. To add a shadow to this box, select the box and display the **Drawing Tools - Format** tab.
18. Click the **Shadow Effects** button, and choose **Shadow Style 2** (from the **Drop Shadow** section).

Note: Borders and shadow effects can be applied in the same way to most objects on a page, such as pictures and drawn shapes.

19. Save the publication as **borders** and close it.

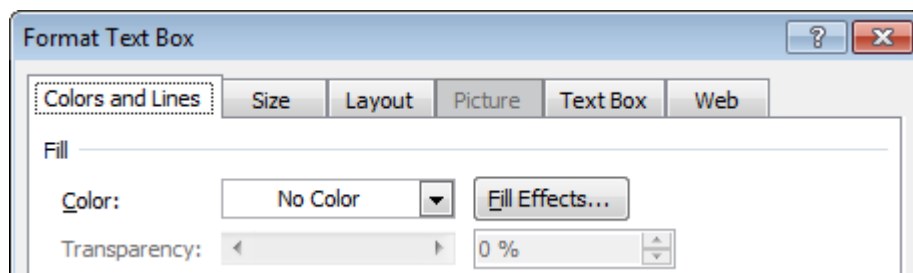
Exercise 38 - Shading Text Boxes

Guidelines:

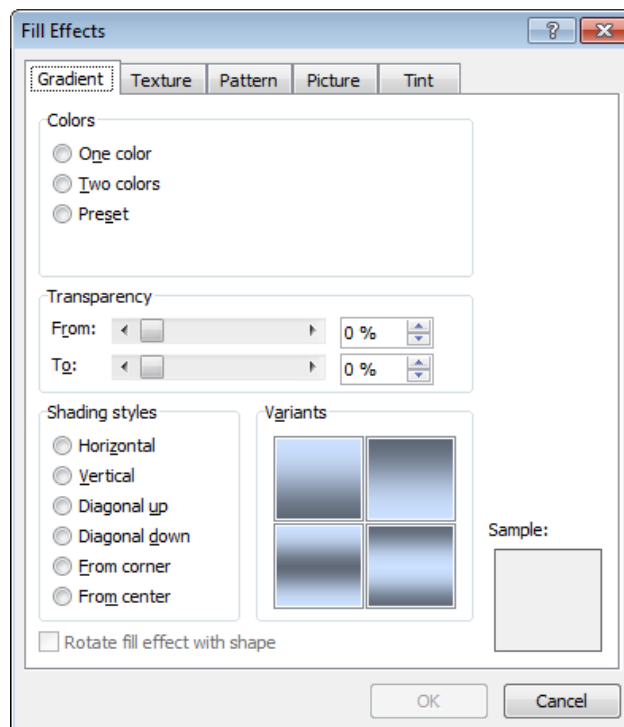
Colour can be added to an entire text box, so that it stands out on the page. **Fill effects** are used to apply a pattern or shading effect to a text box.

Actions:

1. Open the publication **Tourist**, right click on the text box and select **Format Text Box**. Make sure the **Colors and Lines** tab is selected in the dialog box.



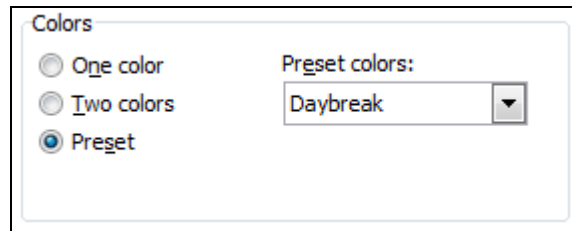
2. Click the down arrow on the **Fill Color** button. Select any pale colour from the panel, then click **OK** to apply the colour to the text box.
3. Right click on the text box and select **Format Text Box** again, and this time click **Fill Effects**.
4. Select the **Gradient** tab in the **Fill Effects** dialog box.



continued over

Exercise 38 - Continued

5. Select **Preset** from **Colors**, and then from the **Preset colors** drop down list select **Daybreak**.



6. From the **Variants** section, select the upper right style (with the light colour at the top) and click **OK**.
7. Click **OK** again to apply the effect to the text box.
8. It is easy to customise the gradient effect. Display the **Format Text Box** dialog box and click **Fill Effects** again. This time click the **Two Colors** option.
9. Use the drop down to change **Color 1** to a pale yellow colour and click **OK**. Click **OK** again to apply the effect to the text box.
10. Other fill effects are available. Draw another text box about **9cm** wide by **5cm** high below the first box. Enter the word **Weather** and apply **Best Fit**.
11. Right click on the new text box and select **Format Text Box**. Click **Fill Effects** again and this time display the **Texture** tab in the dialog box.
12. Click on the **Water droplets** texture and click **OK**. Click **OK** again to apply the effect to the text box.



*Note: Other tabs within the **Fill Effects** dialog box allow **Patterns**, **Pictures** and **Tints** to be used as text box shading.*





13. Shading can be applied to the whole page. Display the **Page Design** tab and click **Background** from the **Page Background** group.
14. Ignore the preset backgrounds and select **More Backgrounds** to display the **Fill Effects** dialog box.
15. Click **Preset** and select the **Moss** option. Click **OK**. The effect is applied to the whole page.
16. Save the publication as **shading** and close it.

Exercise 39 - Connecting Text Boxes


Guidelines:

The same piece of text may be contained across several text boxes. If the boxes are linked then the distribution of text between the boxes is automatic. These linked boxes may be on different pages of the publication allowing text flow to be managed across pages. This means, for example, a story starting on page 1 of a newsletter can be linked directly to the end of the story on page 4.

Actions:

1. Open the **Best Friend** publication and move the text box up to the top left corner of the page margins.
2. Draw a second text box about the same size in the lower left corner.
3. Decrease the height of the top text box by about half by dragging the bottom edge upwards. The text box handles turn red and the **Text in Overflow** button, , is displayed.
4. With the upper text box selected, click **Create Link** from the **Linking** group on the **Text Box Tools - Format** tab. 
5. Move the cursor over the lower text box where it becomes a pouring jug, , and click once. The missing (overflow) text from the first box is added to this one and the text boxes are now linked.
6. Change the size of the top text box and see how the lower text box always automatically contains the necessary overflow.
7. The first text box (when selected) has a **Go to Next Text Box** button, ,. Click it to move to the second text box.

*Note: This can be useful if the linked boxes are on different pages. The **Next** button on the **Text Box Tools - Format** tab has the same effect.*

8. The second text box (when selected) has a **Go to Previous Text Box** button, , at the top. Click on it to move back to the first text box.

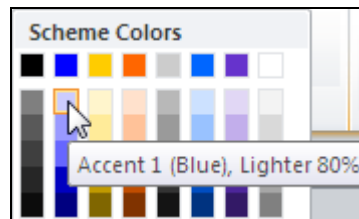
*Note: Clicking the **Break Forward Link** button, , with the first text box selected, will break the link and remove the text from all subsequent text boxes.*

9. Save the publication as **links** and close it.

Note: The process works with any number of linked text boxes, including boxes on different pages. The text boxes can be linked before adding any text.

Exercise 40 - Revision

1. Open the **revision project** publication (if the previous revision was not completed, open **Revision40** from the data files and save it immediately as **revision project**).
2. Use **Layout Guides** to set **Grid Guides** of **2** columns and **3** rows with the default spacing (**0.5cm**).
3. Set all **Page Margin Guides** to **2.0cm**.
4. Select the text box at the top of the page and use the **Format Text Box** dialog box to set the size to exactly **8cm** wide by **4cm**, positioned at **10.5cm** along and **7cm** down from the top left corner of the page.
5. Apply **Best Fit** to the text box and apply an alignment of **Justify**. Apply a pale blue shading and a **1pt** dark blue border.



6. Select the **History of Meadowdene** text box and change the left and right text box margins to **0.5cm**. Select all the text in the box and justify it.
7. Apply **2** columns to the text box with a spacing of **0.5cm**. Resize the text box to exactly **12cm** wide by **6cm** high. Text overflow will occur.
8. Draw a **12cm** by **2cm** text box below the current box and link them so that the overflow text is displayed in the new box.
9. Apply a **Preset** gradient shading effect of **Fog** to both linked text boxes, and a **0.75pt** dark blue border.
10. Select the **Contacts** text box, apply a **Texture** shading of **Bouquet** and a **Border Art** of **Flowers...Tiny**.
11. Move the box to snap into the lower right corner of the **Margin Guides**.
12. Select the text box with your name, apply a **Texture** shading of **Green Marble**.
13. Move the box to snap into the lower left corner of the **Margin Guides**.
14. Apply a **Texture** background of **Recycled paper** to the whole page.
15. Save the changes to the **revision project** publication and close it.

Note: See the Answers at the back of the guide for an idea of how your publication should look.