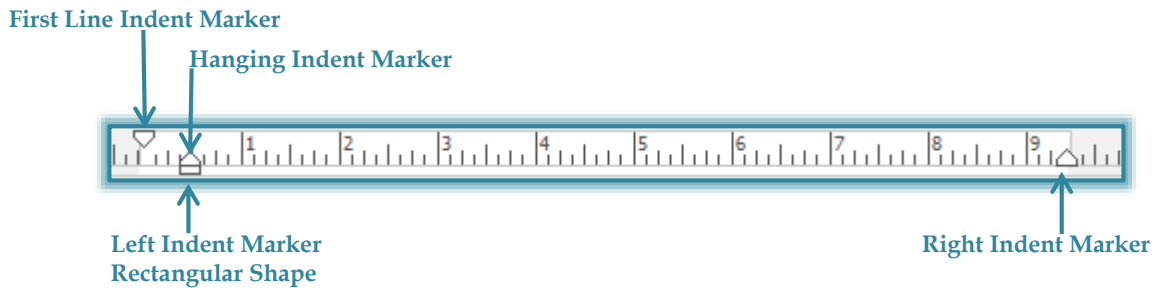


Adjust Margins in a Text Box Frame

While working on individual stories within a text box frame, it may become necessary to change the margins within the frame. Each text box frame has a horizontal ruler that displays indent markers that may be used to adjust margins. The indent markers are used to adjust a paragraph's left and right indent, as well as the first and subsequent lines of text. Also, it is possible to create and adjust columns in a frame using the Text Box Properties dialog box.

Change Text Margins Using the Ruler Bar

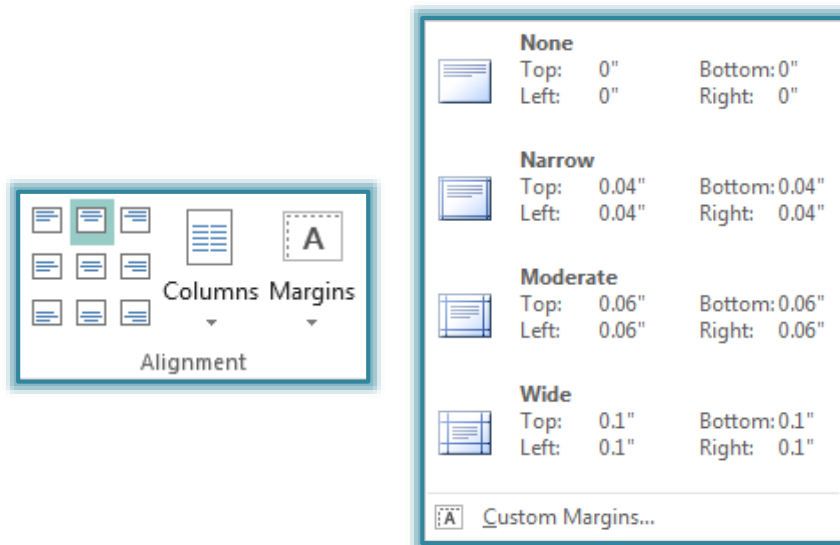
- ✚ Click the text frame whose margins are to be changed.
- ✚ Click and drag the indent markers to make the desired changes (see illustration below).



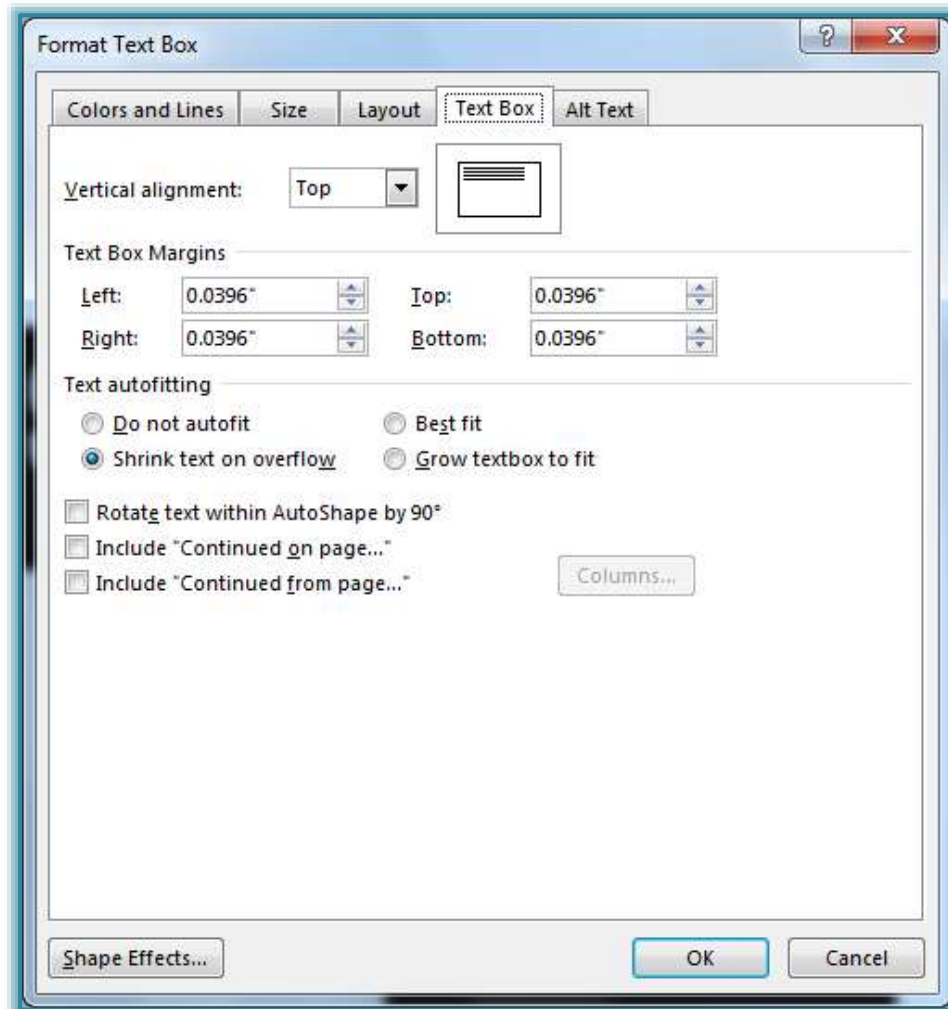
- ☆ The **First Line Indent** marker determines the location of the first character in the first line of the paragraph. The first line will be indented. The rest of the lines will be aligned at the left margin.
- ☆ The **Hanging Indent** marker determines the location of the first character of each remaining line in a paragraph. The first line will align at the left margin. The rest of the lines will be indented.
- ☆ The **Left Indent** marker determines the location of the left margin. All text in the paragraph or selected text will align on the left side of the indented text.
- ☆ The **Right Indent** marker determines the location of the right margin. All text in the paragraph or selected text will align on the right side of the indented text.

Adjust Text Box Margins Using the Ribbon or Dialog Box

- ✚ Click the **Text Box Tools Format Tab**.
- ✚ In the **Alignment Group**, click the **Margin** button (see illustration below).



- † A list of Margin options will appear (see illustration on previous page).
- † Click one of the options in the list to apply that margin.
- † Click the **Custom Margins** link to open the **Format Text Box** dialog box with the **Text Box** tab selected (see illustration below).



- † Under **Text Box Margins**, click the spinner arrows to change the margins.
- † Click the **Vertical Alignment** list arrow to select how the text should align in the box.
- † Under **Text Autofitting** select any of the available options.
- † Once all the changes have been made, click the **OK** button.
- † To obtain help with this feature, click the **Help (?)** button.
- † To close the dialog box without making any changes, click the **Cancel** button.