

Enter Text

Enter and Edit Text in a Text Box Frame

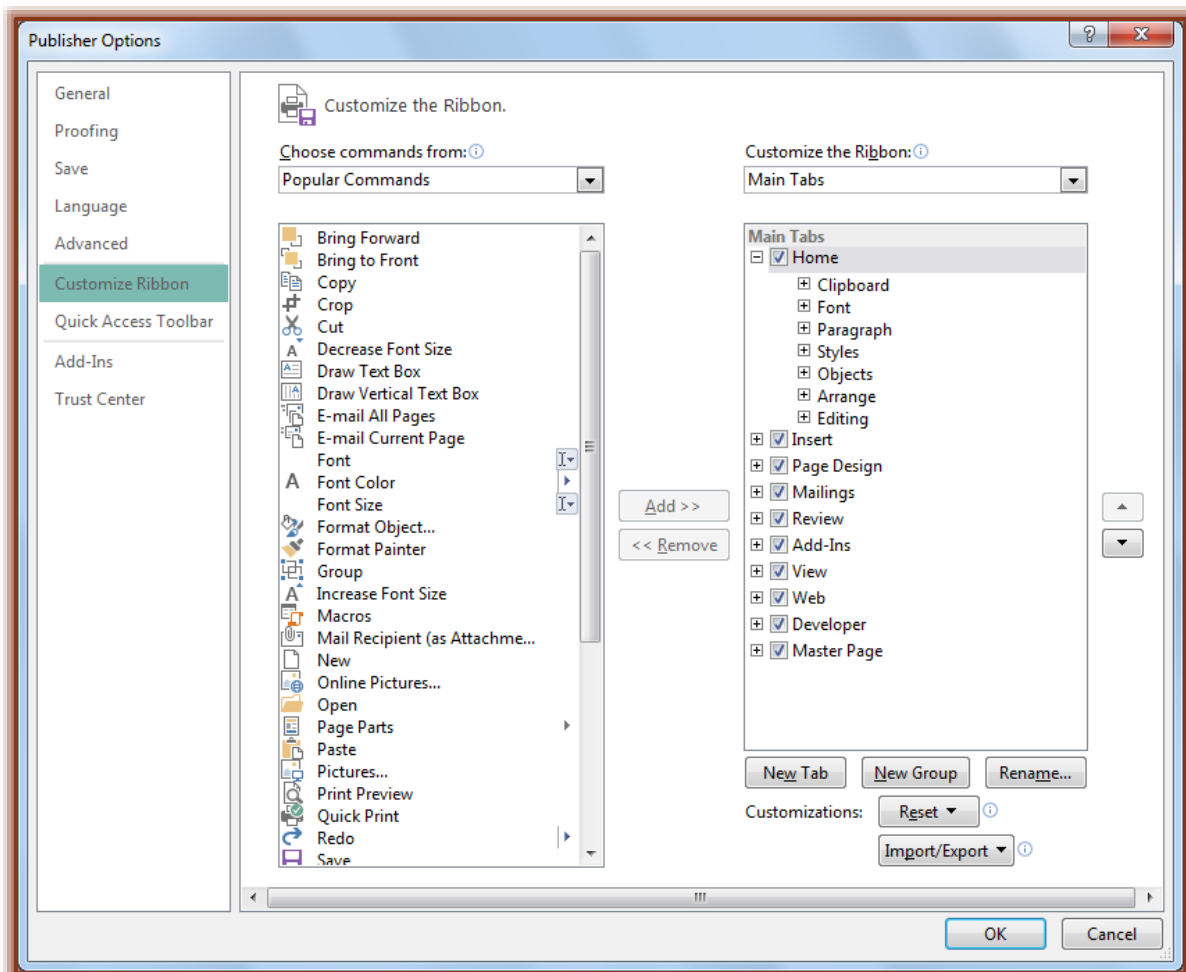
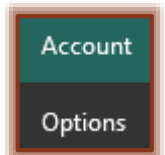
When a text box frame is created, the insertion point indicates where text appears when it is being input. If there is text in the text box frame, place the insertion point somewhere within the text box frame, move the pointer over the text—the pointer changes to an I-beam to indicate that it is now possible to click and type. If text needs to be removed, select the text and then start inputting the new text. The old text will be replaced by the new text. When a publication is created with a Template, Publisher places generic text in text box frames. This text acts as a placeholder. When the placeholder is clicked, all the text in the placeholder in the frame is selected so it can be easily replaced.

Enter and Edit Text with Microsoft Word

Microsoft Word can be used to enter and revise text in a text box frame in Publisher. Publisher opens the Word program window so that the Word features may be used to edit text. Before this feature can be used, the Edit Story in Microsoft Word button needs to be added to the Ribbon or the Quick Access Toolbar.

Add Button to Ribbon

- ✚ Click the **File Tab** to open **Backstage View**.
- ✚ Click the **Options** button.
- ✚ The **Publisher Options** window will display (see illustration).



- ✦ Under **Customize the Ribbon** on the right side of the window, select **Tool Tabs**.
- ✦ Click **Format** under **Text Box Tools**.
- ✦ Click the **New Group** button.
- ✦ Click the **Rename** button.
- ✦ The **Rename** dialog box will display (see illustration).

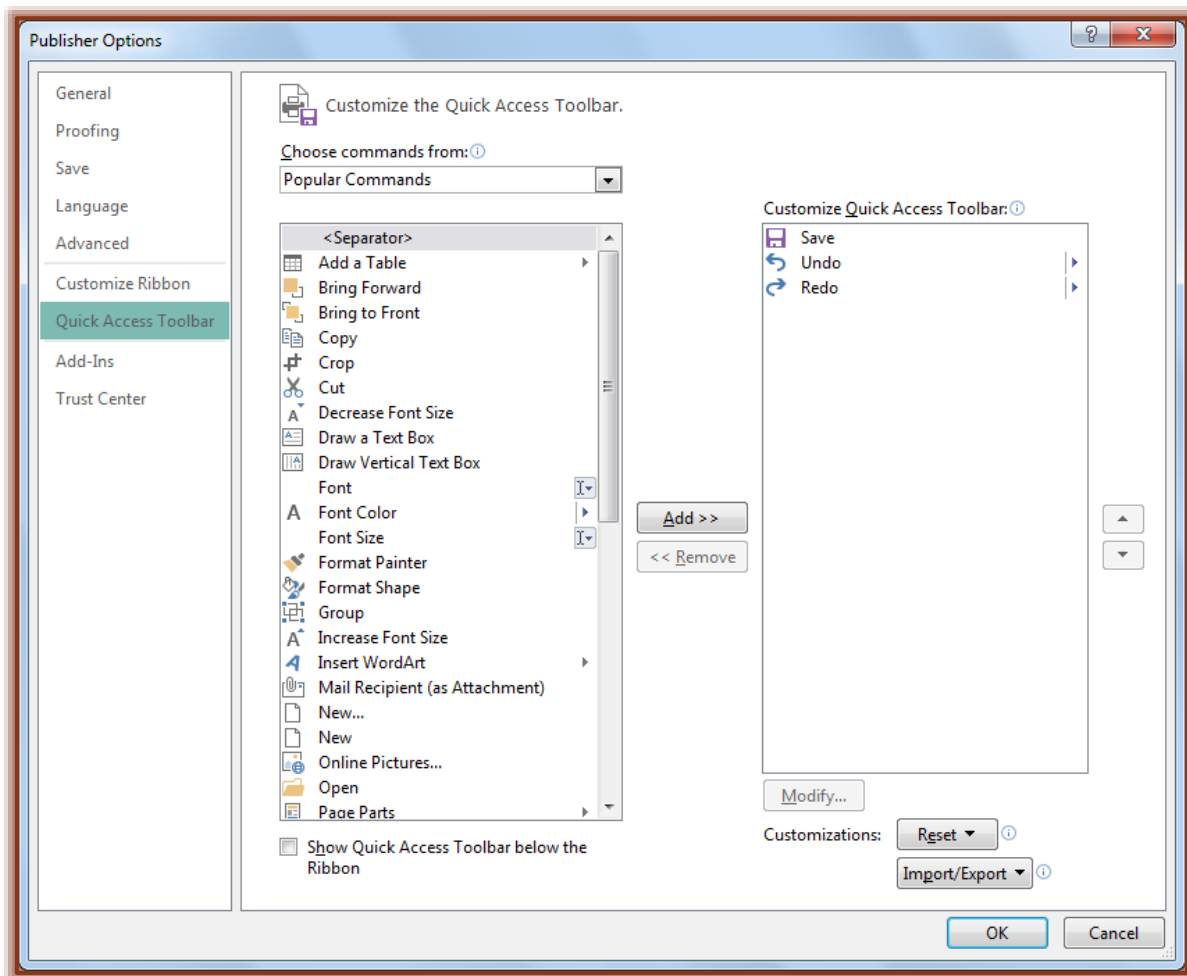


- ✦ Input a name for the group, such as **Word Editing**.
- ✦ Click **OK**.
- ✦ Click the **Choose commands from** drop-down menu.
- ✦ Select **Commands Not in the Ribbon**.
- ✦ Select **Edit Story in Microsoft Word**.
- ✦ Click the **Add** button.
- ✦ Click **OK**.
- ✦ The **New Group** and **Button** will appear on the right side of the **Text Box Tools Format Ribbon**.

Customize Quick Access Toolbar

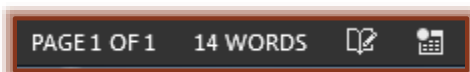
- ✦ Click the drop-down arrow on the right side of the **Quick Access Toolbar**.
- ✦ Select **More Commands**.
- ✦ The **Publisher Options** window will display (see illustration on next page).
- ✦ Click the **Choose commands from** drop-down menu.
- ✦ Select **Commands Not in the Ribbon**.
- ✦ Select **Edit Story in Microsoft Word**.
- ✦ Click the **Add** button.
- ✦ Click **OK**.
- ✦ The button will appear on the right side of the **Quick Access Toolbar**.





Use Word to Edit Story

- ✚ Click the **Text Box** that is to be edited.
- ✚ Do one of the following:
 - ✳ Click the **Edit Story in Microsoft Word** button on the **Quick Access Toolbar**.
 - ✳ Click the **Edit Story in Microsoft Word** button on the **Text Box Tools Format Ribbon**.
- ✚ The story will open in **Microsoft Word**.
- ✚ Make the necessary changes in **Word**.
- ✚ The **Word Count** for the story should appear in the **Status Bar** (see illustration).



- ✚ If the **Word Count** doesn't appear on the **Status Bar**:
 - ✳ Right-click the **Status Bar**.
 - ✳ Click **Word Count**.
- ✚ In **Word**, click the **File Tab**.
- ✚ Click the **Close** button to return to the publication.

NOTE: It is also possible to copy text from Word and paste it into a text box frame in Publisher. Just use the copy and paste feature in both programs to accomplish this.