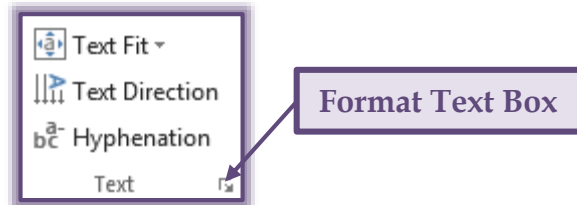


## Format Text Box Dialog Box

This dialog box is used to choose options for placing and fitting text in a text box or in an AutoShape with text in it. Continued notices and column settings can be specified in this dialog box.

- ✦ Click the **Text Box Tools Tab** on the ribbon. This tab is only available when a text box or AutoShape with text is selected.
- ✦ Click the **Format Text Box Dialog Box Launcher** button (see illustration below).



### Vertical Alignment

This option is used to choose whether to align the text at the **top**, **middle**, or **bottom** of the text box or Auto Shape.

### Text Box Margins

This feature is used to set the amount of spacing between the edge of the text box or AutoShape and the text within the object.

Margin	Description
<b>Left</b>	Click the spinner arrows to specify the amount of space between the left edge of the text box or AutoShape and the text inside it.
<b>Right</b>	To specify the amount of space between the right edge of the text box or AutoShape and the text inside it, click the spinner arrows for this option.
<b>Top</b>	Use the spinner arrows for this option to specify the amount of space between the top edge of the text box or AutoShape and the text inside it.
<b>Bottom</b>	This option is used to specify the amount of space between the bottom edge of the text box or Auto Shape and the text inside it.

### Text Autofitting

This section of the dialog box is used for specifying how text is to fit within a text box or AutoShape. The table describes each of the options in this section.

Margin	Description
<b>Do Not Autofit</b>	<p>This option is used to keep the text size exactly as it was set for the text box or AutoShape. The text box will not change size if the text does not fit within the box. An icon will appear at the bottom of the text box indicating that the text overflows the text box.</p> <p>Overflow is when text does not fit within a text box. The text is hidden until it can be flowed into a new text box or until the text box is resized so the text will fit.</p>
<b>Shrink Text on Overflow</b>	To reduce the point size of the text in the text box or AutoShape until there isn't any text in the overflow area, select this option.
<b>Best Fit</b>	Use this option to shrink or expand the text size to fit in the text box or AutoShape when the object is resized.

Margin	Description
<b>Grow Text to Fit</b>	Select this option to allow the text box or AutoShape to expand when the text would overflow. When this option is selected, the text box or AutoShape may expand off the page or into other objects.
<b>Rotate Text Within AutoShape by 90°</b>	This option should be selected to turn the text inside the text box or AutoShape a quarter turn (90 degrees) to the right.
<b>Include “Continued on page...”</b>	To include the notice <b>Continued on page (page number)</b> in the text box or AutoShape, select this option. When the text box that is linked to the selected box is moved to a new page this notice will appear. Page numbers will automatically change when new pages are added to the publication.
<b>Include “Continued from page...”</b>	Select this option to include the notice <b>Continued from page (page number)</b> when a text box is linked to one on another page. This notice will appear automatically when the text box is moved to a new page. Page numbers will automatically change when new pages are added to the publication.
<b>Columns</b>	Click this button to display the <b>Columns</b> dialog box. In this box it is possible to select the number of columns and the space between them. This option is not available for AutoShapes, except for rectangles. If the <b>Shrink text on overflow</b> or <b>Best Fit</b> options are selected this option is also not available.