

Text Box Frames

Publisher is different from Word Processing software in that text in Publisher only exists in Text Box Frames. These frames make it possible to type or import text and then move or resize the frame to fit the text. It is easy to work with text in a Text Box Frame, because it is possible for Publisher to make a distinction between the actual frame and the text within the frame. Therefore, it is possible to format text within a frame in the same way that text can be formatted in a word processing document.

Create a Text Box Frame

- ✚ Click the **Insert Tab**.
- ✚ In the **Text Group**, click the **Draw Text Box** button (see illustration below).
- ✚ The mouse pointer will turn to a crosshair (see illustration below).

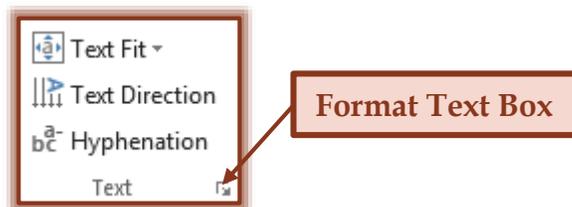


- ✚ Position the mouse pointer where one corner of the frame is to appear.
- ✚ Click and hold down the button.
- ✚ Drag the mouse diagonally until the frame is the desired size and in the desired position.
- ✚ Release the mouse button.

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
Left	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.

Margin	Description
Right	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.
Top	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.
Bottom	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.

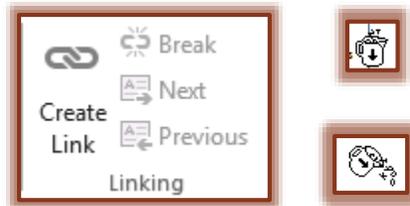
Margin	Description
Do Not Autofit	<p>This option is used to keep the text size exactly as it was set for the text box or AutoShape. The text box will not change size if the text does not fit within the box. An icon will appear at the bottom of the text box indicating that the text overflows the text 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>
Shrink Text on Overflow	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.
Best Fit	Use this option to shrink or expand the text size to fit in the text box or AutoShape when the object is resized.
Grow Text to Fit	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.
Rotate Text Within AutoShape by 90°	This option should be selected to turn the text inside the text box or AutoShape a quarter turn (90 degrees) to the right.
Include "Continued on page..."	To include the notice Continued on page (page number) 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.
Include "Continued from page..."	Select this option to include the notice Continued from page (page number) 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.
Columns	Click this button to display the Columns 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 Shrink text on overflow or Best Fit options are selected this option is also not available.

Connect Text Box Frames

The **Text Box Frame Tool** can be used to create a number of Text Box Frames on the same page or on different pages of a publication. The text in the frames is called a “story.” Text can continue to flow from textbox to textbox by linking the two boxes together.

When Text Box Frames are connected, text that won’t fit in the first Text Box Frame will automatically appear in the next Text Box Frame. A chain of connected Text Box Frames can span multiple pages and have numerous columns. To connect Text Box Frames:

- ✦ Click the original frame that has text in overflow.
- ✦ Click the **Text Box Tools Format Tab**.
- ✦ In the **Linking Group**, click the **Create Link** button (see illustration below).

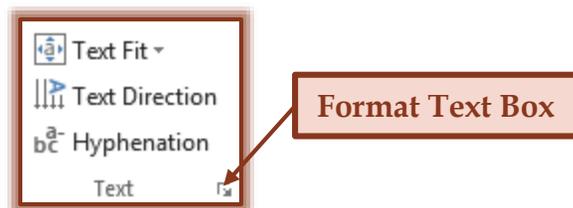


- ✦ The mouse pointer becomes a pitcher of text (see illustration above top right).
- ✦ When the mouse pointer is moved away from the first text box, it will change to a pouring pitcher (see illustration above bottom right).
- ✦ Click anywhere inside the empty frame to release or “pour” the text into the second frame.
- ✦ Once the **Text Box Frames** have been connected, the **Next** and **Previous** will be available in the **Linking Group**.
- ✦ As text is being input, it fills the frame until it runs out of space. The text will then move to the next text box.

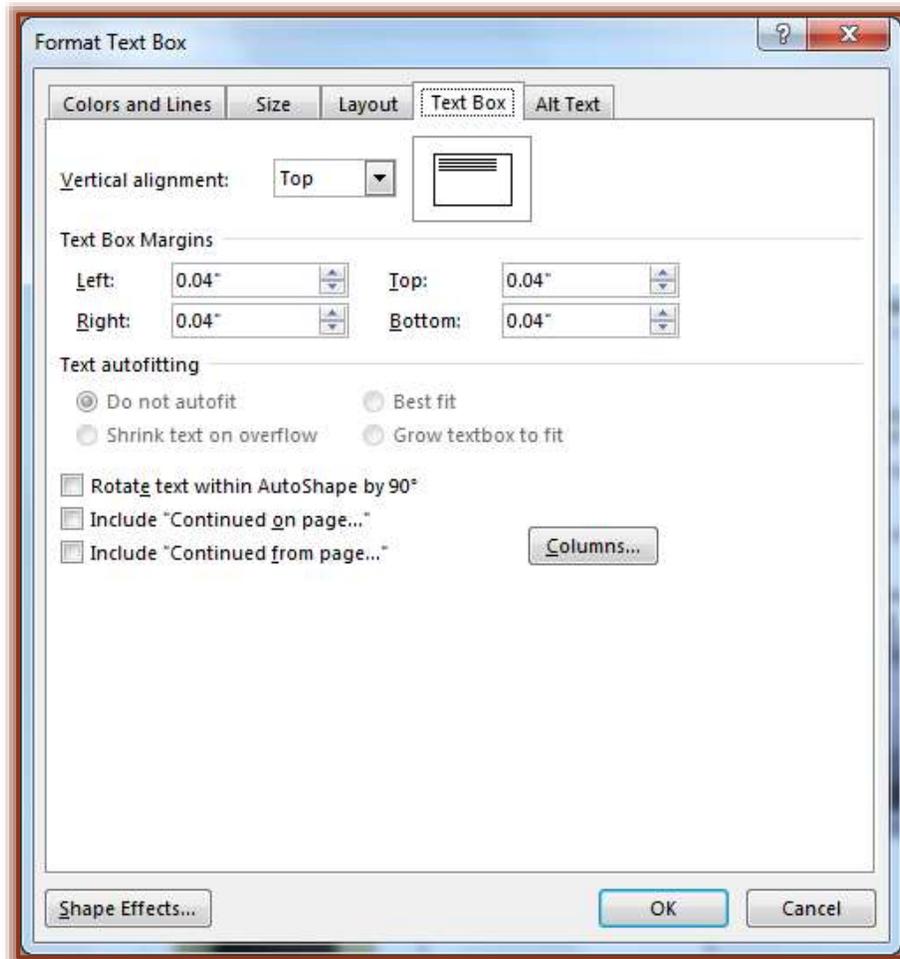
Continue Text on Another Page

It is not always possible to display a story from start to finish on the same page. It may be part of the layout to continue parts of stories on other pages in the publication. The “Continued” notices are used for this purpose. These notices help readers of the publication find related story text on other pages. When a text frame is moved, or if pages are inserted or removed, Publisher automatically updates the “Continued” notices. To add a continue notice follow the steps below.

- ✦ Do one of the following:
 - ☆ Right-click the connected text frame and then click **Format Text Boxes**.
 - ☆ Click the **Text Box Tools Format Tab** and in the **Text Group** click the **Format Text Box Dialog Box Launcher** button (see illustration below).



- ✦ The **Format Text Box** dialog box will display.
- ✦ Click the **Text Box** tab.
- ✦ Under **Text Autofitting**, click one of the following:
 - ☆ **Include “Continued on page...”** to add a check mark to this box
 - ☆ **Include “Continued from page...”** to add a check mark to this box.



- ✚ Repeat these steps each time a continue notice is to be inserted.
- ✚ The correct page number will be automatically inserted in the publication and will be updated if pages are added to the publication.

Jump Between Frames

It is possible to jump from one connected frame to another by moving back and forth between the frames.

- ✚ Click the **Text Box Tools Format Tab**.
- ✚ In the **Linking Group**, do one of the following:
 - ☆ To jump to the previous frame in the chain, click the **Previous** button.
 - ☆ To jump to the next frame in the chain, click the **Next** button.

Disconnect Frames

Publisher makes it easy to disconnect Text Box Frames. To do so:

- ✚ Click the first frame.
- ✚ Click the **Text Box Tools Format Tab**.
- ✚ In the **Linking Group**, click the **Break** button.

Delete Text Box Frames

Deleting a Text Box Frame is not the same as deleting text. When a frame that is part of a connected story is deleted, what happens to the text follows these rules:

- ☆ If a Text Box Frame from the beginning or middle of a chain of connected frames is deleted, text that was in the deleted frame is added to the next frame. All the other text is pushed down into other frames in the chain.
- ☆ If a Text Box Frame at the end of the chain of frames is deleted, any text that was in the deleted frame now goes in the overflow area of the previous frame.
- ☆ If all the frames are deleted in a chain of connected frames, all of the text is also deleted.
- ✚ To delete a frame right-click inside the frame and then click **Delete Object**.
- ✚ If the **Delete** key on the keyboard is pressed, the text will be deleted, but not the Text Box Frame.
- ✚ If the wrong Text Box Frame is deleted, do one of the following.
 - ☆ Click the **Undo** button on the **Quick Access Toolbar**.
 - ☆ Click the key combination **CTRL + Z**.