

## TEXT BOX TOOLS FORMAT TAB

The buttons and groups on this tab are used to format text boxes in a publication. The table below describes the groups and buttons that are on this ribbon.



Button	Description
<b>Text Group</b>	
<b>Text Fit</b>	This button is used to change the behavior for fitting text into a text box. The options are <b>Best Fit</b> , <b>Shrink Text on Overflow</b> , <b>Grow Text Box to Fit</b> , or <b>No AutoFit</b> .
<b>Text Direction</b>	To change the direction of the text in the text box, click this button. Clicking the button toggles between vertical and horizontal.
<b>Hyphenation</b>	Click this button to change the hyphenation behavior for the selected text. Click the button to turn on hyphenation. Click the button again to turn off hyphenation.
<b>Format Text Box</b>	This button is used to open the <b>Format Text Box</b> dialog box. This dialog box can be used to apply additional formatting to the text box.
<b>Font Group</b>	
<b>Font Type</b>	To change the type of font for selected text in a publication, click the list arrow for this option. A list of different types of fonts will appear.
<b>Font Size</b>	To select a size for the font in a publication, click the list arrow for this option. A list of different font sizes will display.
<b>Increase Font Size</b>	Click this button to increase the size of the font for selected text. Each time the button is clicked, the font size will increase one to two point sizes.
<b>Decrease Font Size</b>	To decrease the size of selected text, click this button. The size of the font will decrease one to two point sizes each time the button is clicked.
<b>Clear Formatting</b>	To clear the formatting from the selection, leaving only plain text, click this button.
<b>Bold</b>	Click this button to apply <b>bold</b> formatting to selected text in a publication.
<b>Italics</b>	To change the font style to <i>italics</i> for selected text in a publication, click this button.
<b>Underline</b>	Use this button to <u>underline</u> selected text in a publication textbox.
<b>Subscript</b>	To create small letters or numbers <sub>below</sub> the text baseline, click this button.
<b>Superscript</b>	Click this button to create small letters or numbers <sup>above</sup> the line of text.

Button	Description
<b>Change Case</b>	To change the selected text to UPPERCASE, lowercase, or other common capitalizations, click this button. A list of possible capitalizations will appear.
<b>Character Spacing</b>	Click this button to change the spacing between characters. A list of spacing options will appear. Click the <b>More Spacing</b> link to open the <b>Character Spacing</b> dialog box where additional spacing options can be specified.
<b>Font Color</b>	This button is used to change the color of the font for the selected text. When the button is clicked, a gallery of theme and standard colors will appear.
<b>Font</b>	This button is located in the lower right corner of the Font group. It is used to launch the <b>Font</b> dialog box where additional changes can be made to the Font.
<b>Alignment Group</b>	
<b>Align Top Left</b>	Click this button to align text to the top left corner of the text box.
<b>Align Top Center</b>	To align text to the top center of the textbox, click this button.
<b>Align Top Right</b>	This button is used to align text to the top right corner of the text box.
<b>Align Center Left</b>	Use this button to center the text vertically in the text box and align it to the left.
<b>Align Center</b>	Click this button to center the text vertically and horizontally in the text box.
<b>Align Center Right</b>	This button is used to center the text vertically in the text box and align it to the right.
<b>Align Bottom Left</b>	To align the text in the bottom left corner of the text box, click this button.
<b>Align Bottom Center</b>	Use this button to align text to the bottom center of the textbox.
<b>Align Bottom Right</b>	Click this button to align text to the bottom right corner of the text box.
<b>Columns</b>	To split the text in a text box into two or more columns, click this button.
<b>Margins</b>	This button is used to specify the margins for the text box.
<b>Linking Group</b>	
<b>Create Link</b>	Use this button to create a link between two or more text boxes so that the text will flow automatically from one text box to another.
<b>Break</b>	This option is used to break the link between two or more text boxes.
<b>Next</b>	Use this button to move from one text box to another.
<b>Previous</b>	To move from one text box to another, click this button.
<b>WordArt Styles Group</b>	
<b>WordArt Styles Gallery</b>	This feature is used to add some artistic flair to text within a table, such as the title. The button in the bottom-right corner of the gallery is used to display additional artistic effects.

Button	Description
<b>Text Fill</b>	To change the fill color of the Word Art, select this button. A gallery of different colors will display. Click the <b>More Colors</b> link to display a grid of additional colors.
<b>Text Outline</b>	Select this option to change the color and weight of the outline of the Word Art. A gallery of different colors will display. To change the weight of the outline, click the <b>Weight</b> link. Click the <b>More Outline Colors</b> link to display a grid of additional colors.
<b>Text Effects</b>	This feature can be used to add a reflection, shadow, glow, or 3-D effect to the Word Art image. Move the mouse pointer over each of the items to display a gallery of available options.
<b>Text Fill Effects</b>	To open the Format Shape dialog box, click this button. This button appears in the lower-right corner of the Word Art Styles Group.
<b>Typography Group</b>	
<b>Drop Cap</b>	To apply a large capital letter to the beginning of a paragraph, use this button.
<b>Number Styles</b>	Click this button to select a display style for the numbers that have been input into the text box.
<b>Ligatures</b>	Use this button to turn on ligatures for the selected text. Ligatures are used to tie two or more letters together.
<b>Stylistic Sets</b>	This button is used to select a set of alternative character shapes for the selected text.
<b>Swash</b>	This button is used to turn on flourishes for the selected text. Flourishes are looped or curly lines that are added to text.
<b>Stylistic Alternates</b>	To choose a different character shape for the selected text, click this button.