

Section 3

Text Formatting

By the end of this Section you should be able to:

Change Text Fonts, Size and Colour

Change Alignment

Change Paragraph Spacing

Apply First Line Indent

Check Spelling

Exercise 26 - Changing Fonts and Text Size


Guidelines:

A font is a type or style of print. There are two different types of font: **serif** and **sans serif**. A serif font, e.g. Times New Roman, Book Antiqua, has extra lines or curls on the 'stalk' of the letters (**q**); a sans serif font, e.g. Arial, Comic Sans MS, Tahoma, does not (**q**). A combination of the software in use and the selected printer determines which fonts are available for use.


Note: If any of the fonts used in the following exercises are not available, select a different one.


The size of text can also be changed to improve the look of a publication – many different text sizes can be used within the same publication. Size is measured in **points**: the larger the point size, the larger the text. When a text box is created, the point size will automatically be set at **10**.


Actions:


1. Open the publication **Food** and zoom in to read the text.
2. This menu needs to be much more eye-catching - applying different fonts will help. Select the first line, **Chez Pascale**.
3. Click on the drop down arrow at the right of the **Font** box,  on the **Formatting Toolbar**, scroll up the list (which displays a preview of how the font will look) and select **Forte** – a serif font.

*Note: The font and size can also be changed by selecting **Format | Font** and selecting options before clicking **OK**. Once a font has been used, it is shown at the top of the **Font** drop down list.*

4. Select the following words and apply the same font: **Menu, Entrées, Main Meals** and **Desserts**.
5. Select the remaining text and change the font to **French Script MT** – a serif font.
6. This text is now very small. Select all of the text and click the **Increase Font Size** button,  on the **Formatting Toolbar**, three times.

*Note: The **Decrease Font Size** button, , can be used in the same way to reduce text size.*

*Note: If any of the formatting buttons are not displayed, click the chevrons, , at the end of the **Formatting** toolbar to reveal the hidden ones.*

7. Select **Chez Pascale**, then click the drop down arrow at the right of the **Size** box,  and select **16** to increase the size.
8. Save the publication as **Food2** and close it.

Exercise 27 - Alignment


Guidelines:


Alignment refers to how text appears on the screen in relation to the margins of the text box. Text can be aligned in four ways: to the **Left**, **Right**, **Centre** or **Justified** (straight left and right margins). Many people prefer to justify text, because of its neat appearance, while **Centre** alignment can be used for flyers, menus, etc.

Actions:




1. Open the publication **Tourist** and click in the text frame to select it. The text is aligned to the **Left**. The **Formatting Toolbar** becomes active when a text frame is selected. Alignment is changed using these buttons on the **Formatting Toolbar**:



Note: If all of the alignment buttons are not displayed, click the chevrons,  at the end of the **Formatting** toolbar to reveal the hidden ones.

2. Click in the first paragraph, then click the **Align Right** button, . See how the paragraph has changed.

Note: It is not necessary to select a whole paragraph before changing its alignment. Just click once anywhere within the paragraph to be aligned, before selecting one of the buttons.

3. Centre the last paragraph by clicking within the paragraph, then selecting the **Center** button, .
4. Click in the first paragraph and change its alignment by selecting the **Justify** button, .
5. Select all of the text. Click  to centre the text in the frame.
6. Create a text box at the top of the publication and enter your name. Centre the text, change the font to any serif font and change the size to **18pt**.
7. Print the publication and close it without saving.

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Exercise 27 - Continued


8. Open the publication **Food2**, saved in Exercise 26.
9. Select all of the text.
10. Centre align the selected text.
11. Save the publication using the same name.
12. Close the publication.

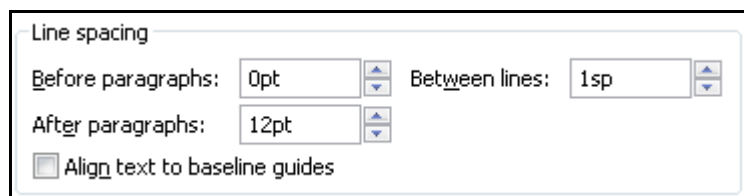
Exercise 28 - Paragraph Formatting

Guidelines:

Paragraphs can have spacing applied before or after them, to make the text easier to read. It is also a recognised convention that, occasionally, the first line of a paragraph is indented, i.e. the first line is further from the left edge of the text box than the remainder of the paragraph.

Actions:

1. Open the publication **CIA** and zoom in on the text box to read the text.
2. The text is not easy to read because there is no spacing between the paragraphs. Select all of the text in the text box.
3. From the **Menu Bar**, select **Format | Paragraph** and make sure the **Indents and Spacing** tab is selected.
4. Select to have a **12pt** space **After** each paragraph – use the **up** spinner arrow, , to alter the value or click and drag across the original value and type in the new one.

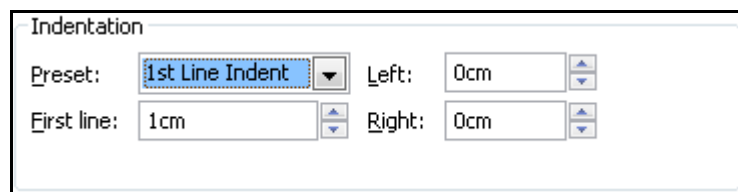


5. Click **OK** to apply the change.
6. Place the cursor in the first paragraph.
7. Display the **Paragraph** dialog box again and change the **After** value to **20pt** for this paragraph only.

continued over

Exercise 28 - Continued

8. With the cursor in the same paragraph, select **Format | Paragraph** again.
9. In the **Indentation** area, drop down the **Preset** list and select **1st Line Indent**.



10. Click **OK** to apply the indent.
11. With the cursor in the same paragraph, open the **Paragraph** dialog box again.
12. Drop down the **Alignment** list and select **Justified**. It is always useful to know that should more than one type of formatting to be applied, it can be done from one dialog box.
13. Click **OK**.
14. Print the publication and close it without saving.

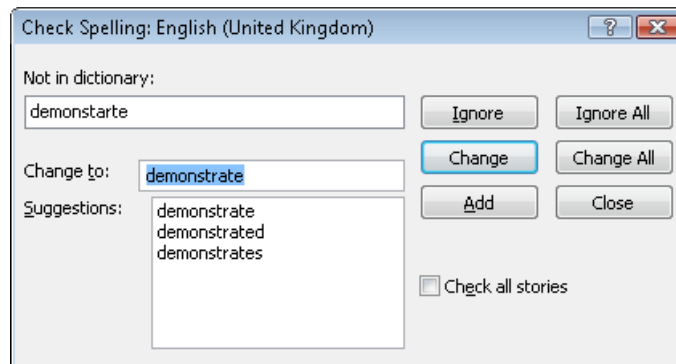
Exercise 29 - Spell Checking

Guidelines:

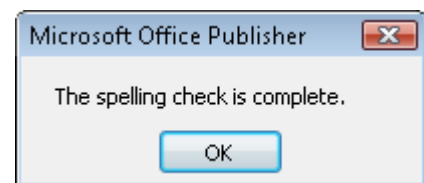
Publisher has the same spell checking facility as a word processing application.

Actions:

1. Open the publication **Spelling**. Click on the text box and click at the start of the text.
2. Select **Tools | Spelling | Spelling**. Zoom is automatically activated and the **Check Spelling** dialog box is opened.

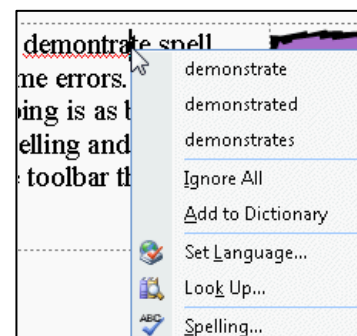


3. The first **Change to** option is correct. Click **Change**.
4. The next **Change to** option is incorrect. From the list of **Suggestions** choose **spell** and select **Change**.
5. Continue checking until the message opposite appears.
6. Click **OK**.



*Note: Spell checkers only identify words they don't recognise. The word **you** in the text **...when you typing...** is incorrect but is not identified as a spelling mistake, because it is a valid word. Always proof read your text manually.*

7. If **Check spelling as you type** is set in **Tools | Spelling | Spelling Options**, red jagged lines always appear below misspelled words.
8. Click on **demonstrate** and delete the **s**. Click away from the word and the jagged line appears.
9. Move the mouse over the word and then right click. A list of options appears. Choose the correct spelling to correct the mistake.
10. Close the publication without saving.



Exercise 30 - Revision

1. Open the publication **Information1** which was saved in Exercise 17.
2. Select all of the text in the box. Change the font size to **14pt**.
3. Zoom in to **75%**.
4. The text is made up of a series of newspaper articles. Select each article title in turn and change the font to **Colonna MT** and the size to **20pt**.
5. Change the font and size of the text in the first article to **Arial 12pt**.
6. Change the font and size of the text in the second article to **Elephant 11pt**.
7. Spell check the publication and correct any errors.
8. Save the changes and close the publication.

Exercise 31 - Revision

1. Open the publication **CIA**
2. Select all of the text and fully justify it.
3. Click in the first paragraph. Change the paragraph spacing **after** to **10pt**.
4. Select the remainder of the paragraphs. Change the paragraph spacing **after** these paragraphs to **14pt**.
5. At the end of the text, press <**Enter**> and type in your name.
6. Spell check the publication and correct any errors.
7. Print a copy and close the publication without saving.

Exercise 32 - Revision

1. Open the publication **Information**.
2. Select all of the text and change the paragraph spacing **after** to **3pt**.
3. Indent the first line of each article.
4. Add your name at the end of the text and print a copy.
5. Spell check, save the changes as **Information2** and close the publication.