

# Section 4

## Working with Boxes

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

Change Text Box Properties

Move/Resize a Box

Apply Borders

Import Text Files

Use Columns

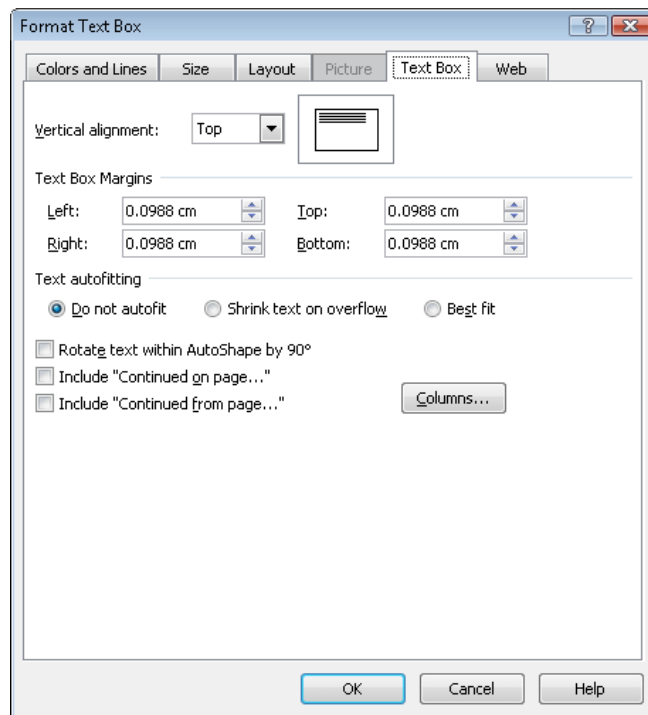
## Exercise 33 - Text Box Properties

### Guidelines:

Text box margins can be changed within the **Format Text Box** dialog box. Columns can also be added from here.

### Actions:

1. Open the publication **CIA**, select the text box and zoom in to read the text.
2. Right click in the text box and select **Format Text Box** from the menu.
3. Select the **Text Box** tab, this allows the margins to be modified.



4. To increase the space between the edge of the text box and the text, change the value in the **Left** margin box to **0.75 cm**.
5. Move to the **Right** margin box and enter **0.75 cm**.
6. Change the **Top** and **Bottom** margins to **0.75 cm**. Click **OK**.
7. Display the **Text Box Tools – Format** tab and click the **Margins** button.
8. Some preset margins are available, but for this exercise click **Custom Margins** to display the **Format Text Box** dialog box as before.
9. Change all of the margins to **0.2 cm**.
10. Save the publication as **CIA2** and close it.

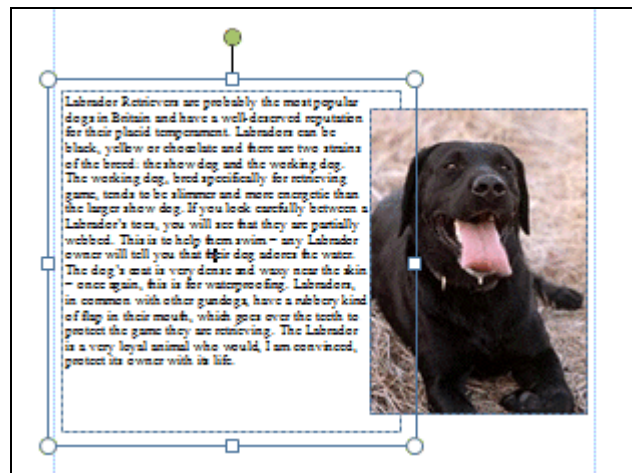
## Exercise 34 - Moving and Resizing Boxes


### Guidelines:

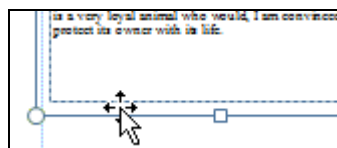
A text box can be moved to any position on a page, but it must first be selected (have its handles visible). A box is moved by positioning the mouse over an edge, not a handle, and clicking and dragging. To change the size of a box, the mouse must be moved over a handle before clicking and dragging.


### Actions:

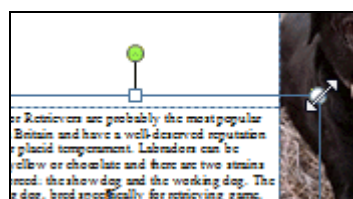
1. Open the publication **Best Friend** and select the text box beside the picture. White 'handles' around the text box indicate that it is selected.



2. Don't zoom in, as the whole page should be in view.
3. To move the box, move the mouse over any edge of the box until the **Move** pointer, , appears.




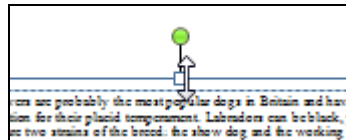
4. Click and drag the box down to the bottom left corner of the page, then release the mouse.
5. Now move the mouse over the top right handle of the box until the **Resize** pointer, , appears.



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## Exercise 34 - Continued

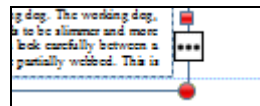
6. Click and drag upwards and to the right until the box fills most of the page.
7. Move the mouse over the middle handle at the top of the box until  appears and reduce the size of the box to about half a page.




*Note: Notice how the text is always wrapped around the picture.*

8. Click and drag the top right corner handle to reduce the size of the box to a quarter of a page.

*Note: If at any time  appears at the edge of the text box and the selection handles turn red, as shown below, it has been made too small to accommodate the text. If necessary, increase the size of the box using a handle until  disappears.*



*Note: Alternatively, the text can be made to overflow into another text box. This is covered in the guide for Publisher at CLAIT Plus level.*

9. Now move the box to the middle of the page.
10. By default, when a text box is selected, the text content is available for editing. Pressing the **<Delete>** key will delete characters from the text. To delete the whole text box, move the mouse to the edge of the box until the **Move** pointer, , appears again and click once (without dragging).
11. The selection handles change slightly, which may be difficult to see, to indicate that the box itself is selected rather than the content. Press the **<Delete>** key to remove the whole text box.
12. Close the publication without saving.

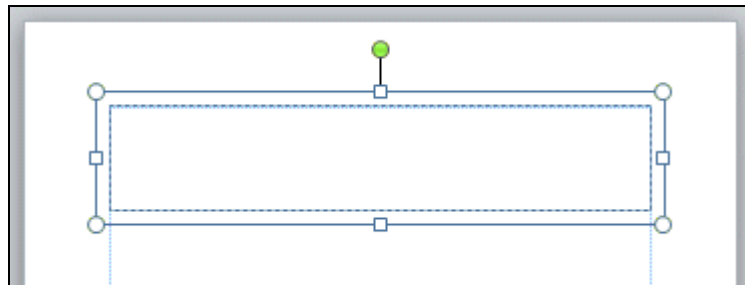
## Exercise 35 - Using Best Fit

### Guidelines:

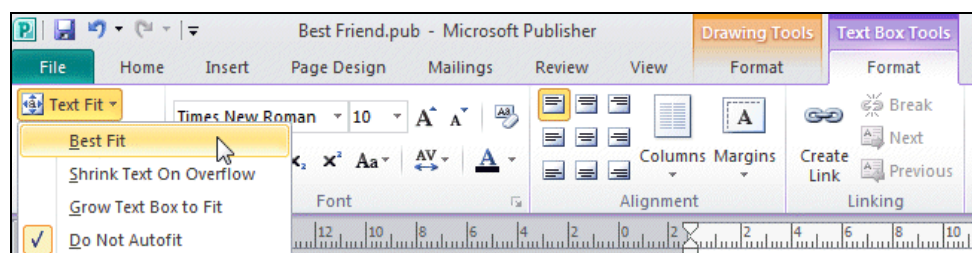
Sometimes, text needs to fit across the width of a box exactly. However, if the size of the box has not yet been finally decided, then *Publisher* has a tool that can help.

### Actions:

1. Open the publication **Best Friend**.
2. Draw a text box at the top of the page from margin to margin.



3. Enter the text **My Best Friend** and select it.
4. **Centre** the text. It does not matter at this point that the text is small.
5. As a text box is currently selected, two new tabs will be available on the **Ribbon**. Select the **Text Box Tools – Format** tab.
6. Click **Text Fit** in the **Text** group and select **Best Fit**.



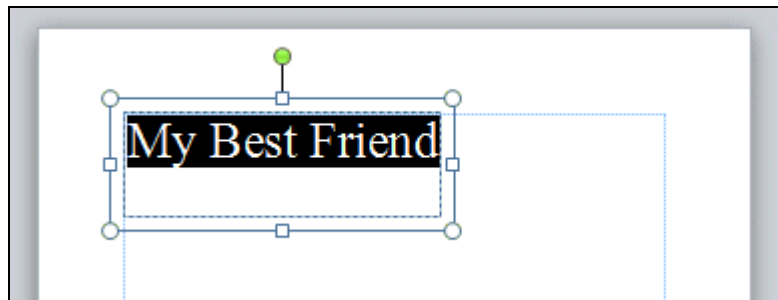
7. The text immediately changes to make best use of the space in the box.



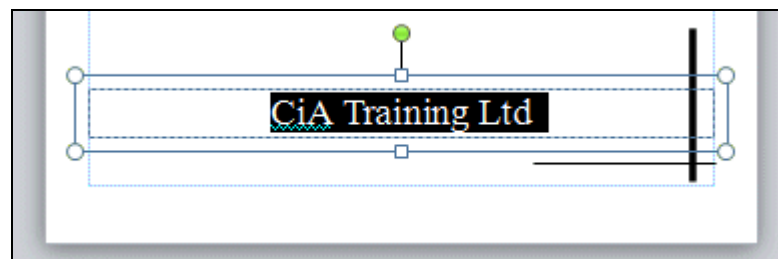
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## Exercise 35 - Continued

8. The test, of course, is what happens when the box size changes. Select the middle handle at the right of the box (if not shown use the bottom right corner handle) and drag it to the left. This makes the box smaller. The text resizes itself accordingly.



9. Try resizing the box in other directions to test **Best Fit**.
10. Save the publication as **Best Friend1** and close it.
11. Open the publication **CIA2**, saved in Exercise 33.
12. Draw a text box at the bottom of the page from margin to margin.
13. Enter the text **CiA Training Ltd** and centre align it.
14. Select all of the text in this box and make it **Best Fit** the box.
15. Resize the box so that it is only half its original height. The text becomes smaller accordingly.



16. Save the changes and close the publication.

*Note: There are several tools and techniques that can be used to change the way text fits in a box. See entries for **drag and drop**, **text flow**, **leading**,  **Kerning** and **layout guides** in the **Glossary** at the back of the guide.*

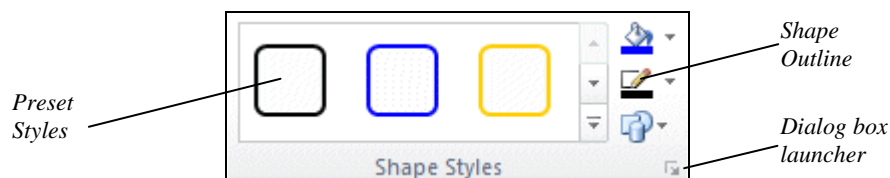
## Exercise 36 - Applying Borders and Lines


### Guidelines:

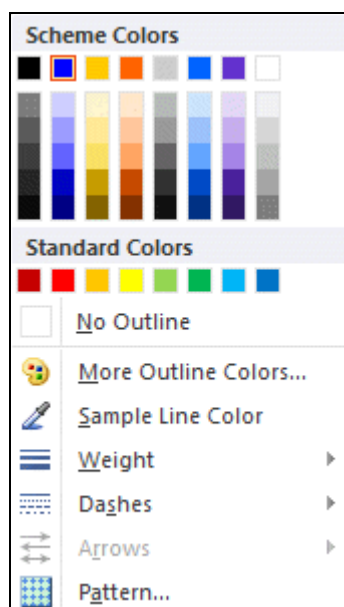
A border can be added to a box to make it stand out from the rest of the page. Lines can also be used to separate parts of the publication. They can also be added between columns of text, although this will be covered later.

### Actions:

1. Open the publication **Information1**.
2. Select the text box and zoom in to see it more clearly.
3. Select the **Drawing Tools – Format** tab and look at the **Shape Styles** group.



4. Click on one of the **Preset Styles** to apply it.
5. Click **Undo**, , on the **Quick Access Toolbar** to remove the style.
6. Click the drop down arrow on the **Shape Outline** button to display a menu of options that can be applied to the text box border.



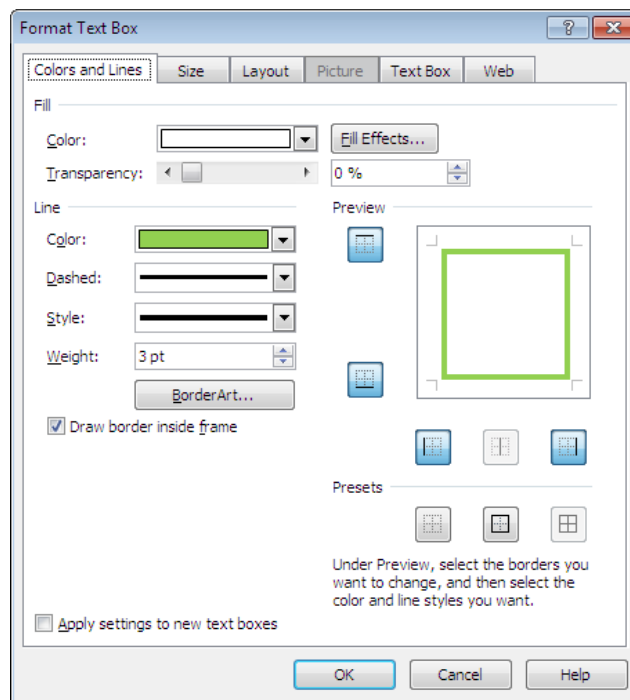
continued over


## Exercise 36 - Continued

7. Select **Light Green** from the **Standard Colors**.

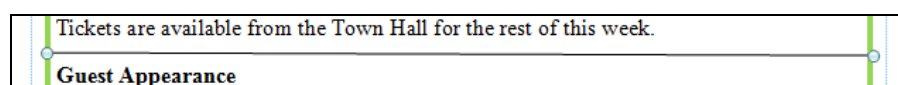
*Note: A wider range of colours is available by clicking **More Outline Colors**.*

8. Display the **Shape Outline** drop down menu again and select **Weight**. Click **3pt** from the list to apply that weight to the text box border.
9. Click the dialog box launcher in the **Shape Styles** group. This displays the **Format Text Box** dialog box with the **Colors and Line** page selected.



10. There are options here to set many of the properties of the **Text Box**. For now, click **Cancel**.
11. Look at the **Insert Shapes** group on the **Ribbon**. There are tools here to draw lines, boxes, circles and various other shapes on a publication. For the time being you will only be using lines.
12. Select the **Line Tool**, . The cursor changes to a cross.
13. Place the cross where the line is to start, on the box edge in the space above **Guest Appearance**, then click and drag across to the finishing point, on the opposite box edge. Make sure the line is straight.

*Note: Hold down the <Shift> key while dragging to ensure a horizontal line.*



14. Once the mouse button is released the line is drawn (as shown above).
15. Leave the publication open for the next exercise.

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## Exercise 37 - Line Formatting

### Guidelines:

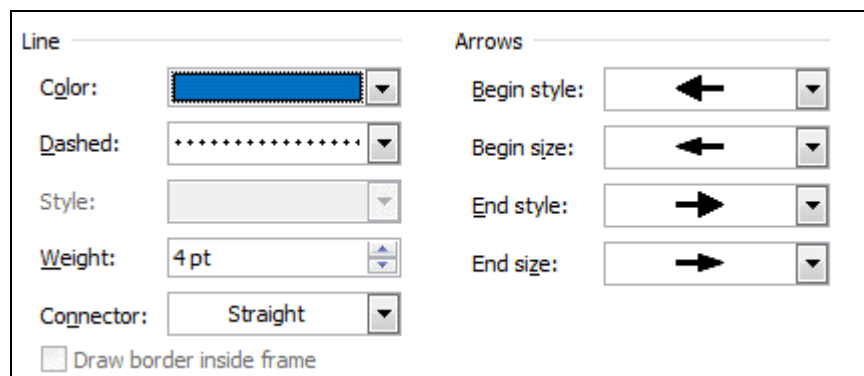
Once a line has been drawn it can be formatted in various ways. The same rules apply to all drawn objects.

### Actions:

1. The **Information1** publication should still be open from the previous exercise, if not, open it now.
2. Make sure that the line that has just been drawn is selected (handles are on view at each end). Line length can be altered by clicking and dragging one of the handles.
3. Right click on the line and select **Format AutoShape** from the menu. The **Format AutoShape** dialog box is displayed. Notice that the dialog box for this line is slightly different to the dialog box in the previous exercise (for the box border).

*Note: This dialog box could be displayed by clicking the dialog box launcher in the **Shape Styles** group with the line selected.*

4. In the **Line** section of the dialog box, click **Color**. Select **Blue** from the **Standard Colors**.
5. In the same section, click on **Dashed**, and select **Round Dot**, then set the **Weight** to **4pt**.
6. In the **Arrows** section, select the beginning and end arrow types as shown below.




7. Click **OK** to apply all the effect selected.
8. Close the publication without saving.

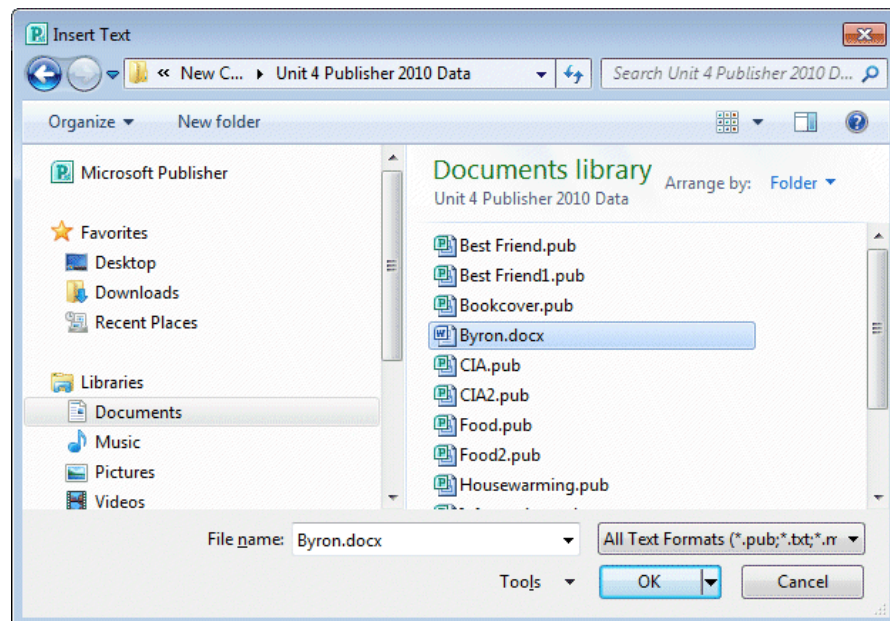
## Exercise 38 - Importing Text Files

### Guidelines:

Text, which already exists in another location, can be inserted into a publication. Once a text box has been drawn, it is easy to insert a file.

### Actions:

1. On a blank **A4 Portrait** publication, draw a large text box to cover the top half of the page.
2. With the box selected, display the **Insert** tab and click  from the **Text** group to display the **Insert Text** dialog box.
3. Make sure the dialog box shows the contents of the supplied data folder for this unit and that **All Text Formats** is displayed to the right of the **File name** box.
4. Click on **Byron** to select the file.



*Note: The folder contents may vary depending on which other exercises have been completed.*

5. Click **OK**. The message **Publisher is converting this file** appears. The file is inserted in to the text box.
6. Select the text and change the font to **Book Antiqua 12pt**, then justify the text.
7. Save the publication as **Lord Byron** to the data file location, **Unit 4 Publisher 2010 Data**, and then close it.

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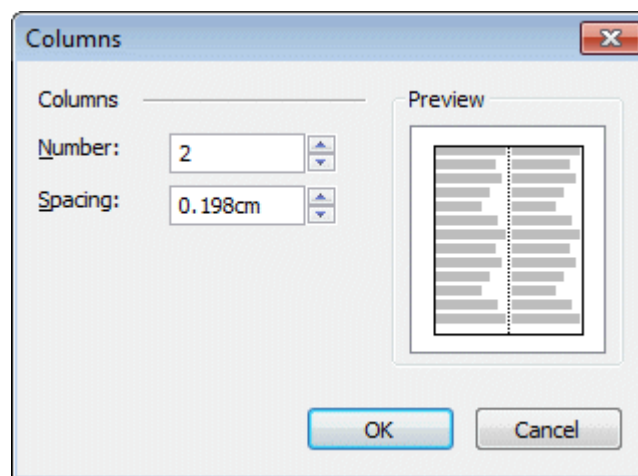
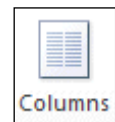
## Exercise 39 - Columns


### Guidelines:

Columns divide the text vertically into sections within its box. This is a different way of presenting text, which would look really effective in a newsletter, for example.

### Actions:

1. Open **Information**, select the box and zoom to **66%**.
2. Change the font size for all the text to **14pt**.
3. Make sure the **Text Box Tools – Format** tab is displayed and click **Columns** from the **Alignment** group.
4. One two or three columns can be selected from the list here, but for this exercise, click **More Columns**.
5. In the **Columns** area, change the number of columns to **2**.



6. Click **OK** to divide the box into two columns.
7. Right click in the text box and select **Format Text Box** from the menu.
8. Click the **Text Box** tab in the dialog box and click . This is another way of displaying the **Columns** dialog box.
9. Increase the number of columns to **3**, click **OK** and **OK** again.
10. Print a copy of the publication.
11. Save the publication as **Articles** and close it.

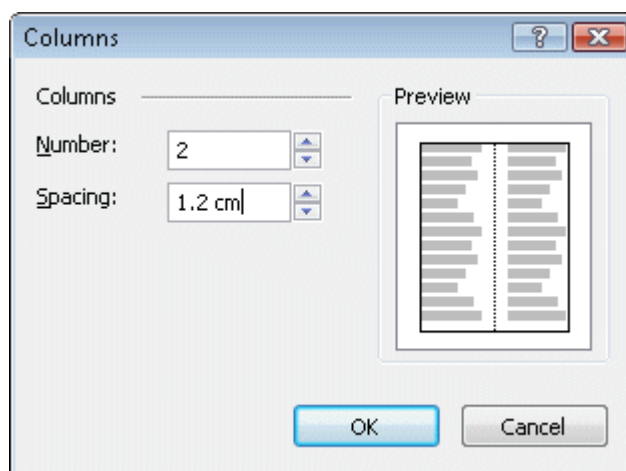
## Exercise 40 - Column Spacing

### Guidelines:

The space between columns can be altered to make reading easier. Sometimes lines are drawn between columns to further separate them.

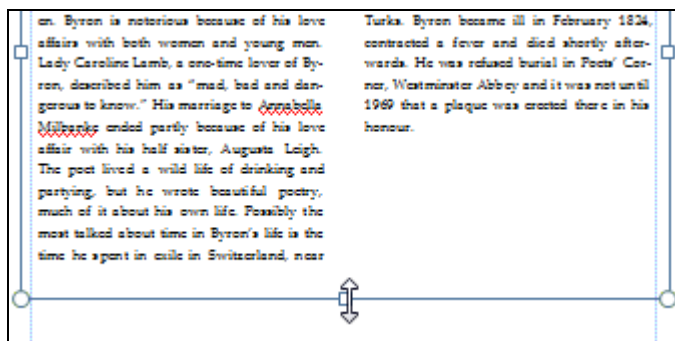
### Actions:

1. Open the publication **Lord Byron**, saved in Exercise 38. Select the text in the box and ensure that it is fully justified.
2. Click **Columns** from the **Alignment** group on the **Text Box Tools – Format** tab and select **More Columns**. Set the number of columns to **2** and alter the **Spacing** below the **Columns** number to **1.2** (use the up arrow or overtype with **1.2**).



3. Click **OK** to apply the columns and spacing.
4. The columns are not necessarily balanced, i.e. the same length. This can easily be adjusted by changing the size of the text box. Select the middle handle on the bottom edge of the text box.

*Note: The resizing can be up or down depending on the original size of the box.*



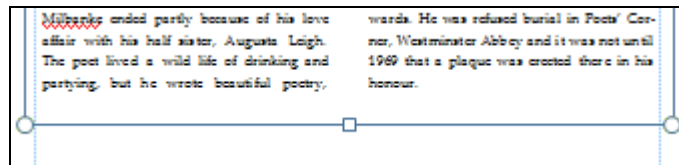
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## Exercise 40 - Continued

- Adjust the **Text Box** size until the columns are balanced.



*Note: If there is a **Text Overflow** icon, , on view at the bottom of the box, then all of the text does not fit in the box. Resize again until the columns are balanced.*

*Note: Usually, balancing columns to within a line or two is acceptable.*

- Place the cursor at the beginning of the text and press **<Enter>** to create a blank line.
- In the blank line, type **Lord Byron**. Select this text and change it to **Arial Black** size **18pt**.
- If necessary, increase the height of the box to display all the text. The columns are no longer balanced. Delete the new text and remove the blank line.
- Move the text box down to create a space above.
- Draw a text box directly above the existing one so that it is the same width.
- Type **Lord Byron** into this box. **Centre** this text and make it **Best Fit**. This is the best way to make a heading stretch across two or more columns.
- Select the **Drawing Tools – Format** tab and apply one of the **Shape Styles** to this heading box.
- Select the **Line** drawing tool from the **Insert Shapes** group and draw a vertical line between the columns in the main text box. The length of the line may have to be adjusted if the box is changed in any way.
- Draw a small text box at the bottom of the page.
- Insert your name.
- Change to a **sans serif** font with the size at **12pt**.
- Print a copy of the publication
- Save the changes and close the publication.

## Exercise 41 - Revision

1. Create a blank **A4 (Portrait)** publication.
2. Draw a large text box from margin to margin.
3. Insert the text file **Meadowdene**.
4. Resize the box so that it fits the text.
5. Close the publication without saving.

## Exercise 42 - Revision

1. Open the publication **Information1**.
2. Select all of the text in the box.
3. Apply **Best Fit**.
4. Use a key press to go to the beginning of the text.
5. Press **<Enter>**.
6. In the space type your name and press **<Enter>** again. The text will re-adjust its size.
7. Print 1 copy of the publication.
8. Save the changes and close it.

## Exercise 43 - Revision

1. Open the publication **Food**.
2. Select all of the text in the box.
3. Change the font size to **16pt** and centre all of the text.
4. Resize the sides of the box to the margins. This will ensure that the text is centred horizontally on the page.
5. Resize the bottom of the box up to the text.
6. Move the box down so that it looks central on the page.
7. Draw a small text box near the bottom of the page and enter your name.
8. Centre the text.
9. Print a copy.
10. Close the publication without saving.

## Exercise 44 - Revision

1. Open the publication **Tourist**.
2. Select the text box.
3. Use the **Text Box** tab of the **Format Text Box** dialog box to adjust the internal margins of the box to **0.35 cm**.
4. Select all of the text in the box and fully justify it.
5. Move the box to the top left corner, but stay within the margins.
6. Draw a small text box near the bottom of the page and enter your name.
7. Print a copy.
8. Close the publication without saving.

## Exercise 45 - Revision

1. Open the publication **Food**.
2. Select all of the text and centre align it.
3. Resize the box so that it just fits the text.
4. Place a **blue 4pt** border around the box.
5. Make the text in the box **Best Fit**.
6. Resize the box so that it reaches the margins.
7. Select the text **Chez Pascale** and change the font and size to **Arial Black 36pt**.
8. Replace **Pascale** with your name.
9. Add a short **orange 1pt** line after **Entreés, Main Meals** and **Desserts**.
10. Place arrows on both ends of all of the lines.
11. Print a copy.
12. Save the publication as **Menu** then close it.

*Note: A sample publication is shown in the **Answers** section at the end of the guide.*

## Exercise 46 - Revision

1. Create a blank **A4 (Portrait)** publication and draw a large text box.
2. Insert the text file **Meadowdene**.
3. Change the font size of all of the text to **16pt**.
4. Resize the box so that it fits the text.
5. Use the **Format Text Box** dialog box to place **2** columns in this box.
6. Change the spacing between the columns to **0.95 cm**.
7. Justify all of the text.
8. Move the box down the page.
9. Delete the text **History of Meadowdene** and the following blank line.
10. Resize the box so that the columns are balanced.
11. Draw a new text box above the columns and to the same width.
12. Type in **History of Meadowdene** and centre the text.
13. Make it **Best Fit**.
14. Place a **½pt** border around both boxes.
15. Draw a similar line between the columns.
16. Print 1 copy of the publication.
17. Save the publication as **Village** and close it.

*Note: A sample publication is shown in the **Answers** section at the end of the guide.*