

# Section 3

## Text Formatting

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

Change Text Fonts  
Change Text Size and Colour  
Change Line and Character Spacing

## Exercise 20 - Changing Fonts and Text Size

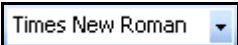
### Guidelines:

A **Font** is a type or style of print, such as Arial, Courier, Rage Italic and Times New Roman. Changing the font can give a whole new “feel” to a publication: use Comic Sans MS for a greeting card, for example.


*Note: The number of fonts available depends on the PC and the printer to which it is connected. 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 (there are 72 points to 1 vertical inch). When a text box is created, the point size will automatically be set at **10**.

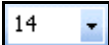
### Actions:

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, , scroll up the list (which displays a preview of how the font will look) and select **Lucida Calligraphy**.

*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 **High Tower Text**.
6. This text is very small. Select all of the text and click the **Increase Font Size** button, , three times.

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


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.

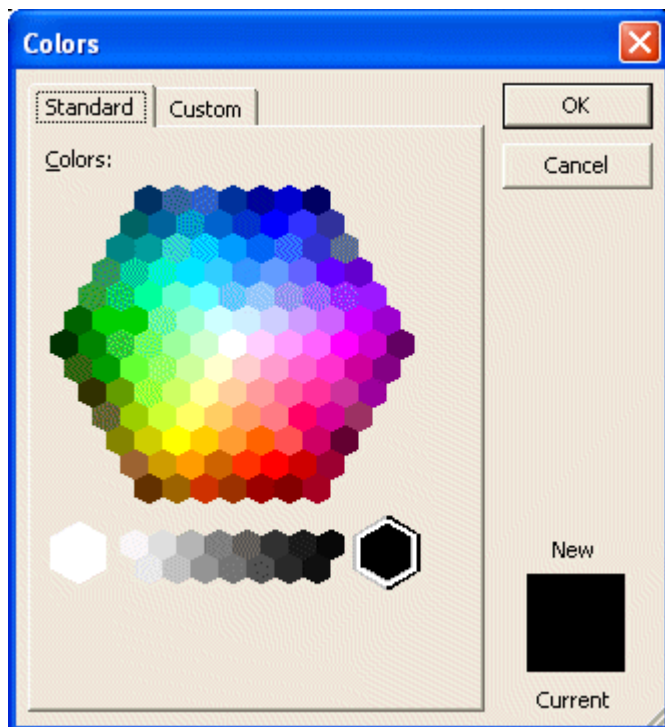
## Exercise 21 - Changing Text Colour

### Guidelines:

Text colour is automatically black, but to emphasise parts of a publication, the colour can be changed. Of course, coloured text will only print if the computer is connected to a colour printer.

### Actions:

1. Open the publication **Tourist**. All the text in this publication is black (**Automatic**). Select **Yosemite National Park** from the first line and click the drop down arrow on the **Font Color** button, .
2. Select **More Colors** from the menu to display the **Colors** dialog box. Make sure the **Standard** tab is selected. The colours are set out in a honeycomb as seen on the right.
3. Click on a light **blue** hexagon and click **OK**. Click away from the highlighted text to see the effect.
4. Select the second sentence and change the colour to **red**. Recently used colours appear on the drop down menu, so they can be used again quickly.
5. Change the last three sentences in the text box to **green**.
6. If you have a colour printer, print one copy of the publication.
7. Close the publication without saving.



*Note: The **Font** dialog box can also be used to change the colour of text. Select **Format | Font** and select a colour from the drop down list.*

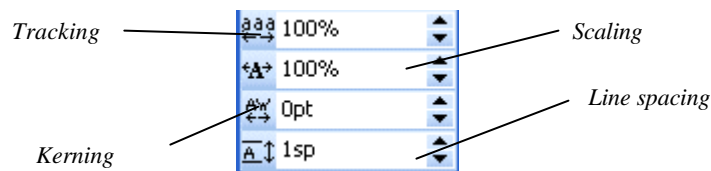
## Exercise 22 - Changing Line and Character Spacing

### Guidelines:

Text can be made easier to read if the line or character spacing is increased. The normal setting for line spacing is **1 space** - other commonly used spacing is **2** or **1.5 spaces**. It is also possible to adjust the spacing between characters (**tracking**), or between two characters ( **Kerning**). The width of the characters themselves can be changed (shrunk or stretched) - this is called **scaling**.

### Actions:

1. Open the publication **CIA** and zoom in on the text box to read the text.
2. The easiest way to change spacing is to use the **Measurement** toolbar. Display the toolbar. The controls to be used are at the right.



3. Select the title and click the up arrow on the **Kerning** box until it reaches **1.5pt**.
4. Change the kerning back to **0pt**, then adjust the **Tracking** of the text to **50%**.
5. Click in the first paragraph and increase the line spacing to **1.5 sp**.
6. Select the last paragraph and change font to **French Script**. This makes the text difficult to read.
7. Adjust the **Text Scaling** to **120%** to increase the width of the characters. A slight improvement can be noticed.
8. Select all of the text and change the font to **Times New Roman 10pt**. Make the **Scaling** and **Tracking 100%**, the **Kerning 0pt** and the **Line Spacing 1 sp**.
9. With the text still selected, close the **Measurements** toolbar and select **Format | Character Spacing**.
10. Use the box in the **Scaling** area to stretch the text to **110%** and click **OK**.

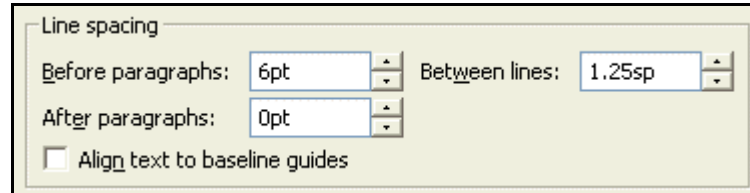
*Note: All character spacing options can be changed from the dialog box or the toolbar.*

11. Select the last paragraph, then select **Format | Paragraph**.

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## Exercise 22 - Continued

- From the **Paragraph** dialog box, select the following options, to change the spacing between the lines and before the paragraph:




*Note: The spacing before and/or after paragraphs can be changed using this dialog box.*

- Click **OK** to apply the line and paragraph spacing.
- Print the publication and close it without saving.

## **Exercise 23 - Revision**

1. Open the publication **Revision Project** and zoom in on the top text box.
2. Select all of the text and change the font to **High Tower Text**.

*Note: If this font is unavailable, use **Goudy Old Style**, or any tall thin looking font.*

3. Increase the size once using .
4. Change the text colour to **Red**.
5. Increase the **Tracking** of the text to **120%** (changes to **119.1%**).
6. Draw a third text box, measuring exactly **7.5 x 3.3cm**, in the bottom right corner of the page.
7. Type in **Contacts**, press **<Enter>** twice to create a space and enter the following list, pressing **<Tab>** twice before each job title:

|                     |                         |
|---------------------|-------------------------|
| <b>Anna Borlick</b> | <b>Editor</b>           |
| <b>Phil Lemmin</b>  | <b>Events Organiser</b> |
| <b>Peter Rowte</b>  | <b>Art Director</b>     |

8. Change the line spacing of the list only to **1.25 sp**.
9. Change the colour of the list to **Orange**.
10. Change the font of all text in the box to **Cooper Black**.
11. Change the size of **Contacts** to **12pt** and its colour to **Red**.
12. Save the publication with the same name and close it.

## Section 4

# Working with Boxes/Frames

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

- Format Text Boxes
- Move/Resize a Box
- Use Layout Guides
- Apply Borders, Border Art and Shadow
- Apply Colour and Fill Effects to a Box
- Use the Scratch Area

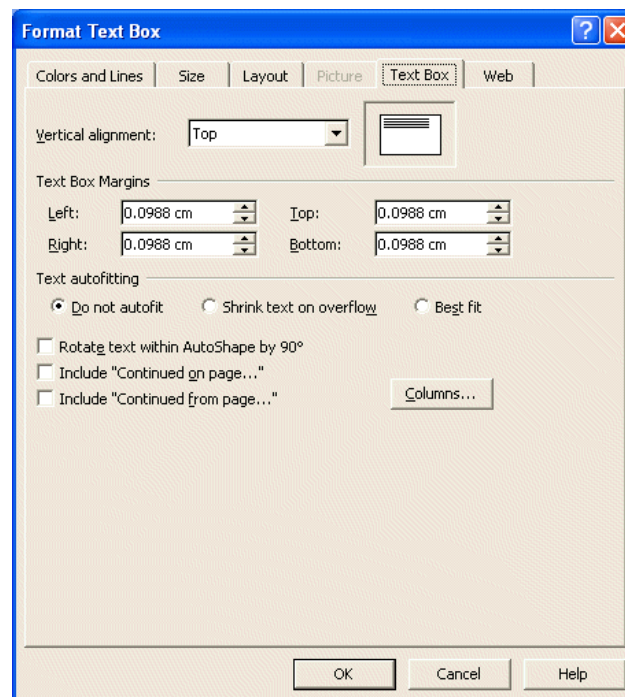
## Exercise 24 - Changing Text Box Margins

### Guidelines:

Text box margins can be changed so that the text is moved nearer to, or further away from, the frame around the box.

### Actions:

1. Open the publication **CIA** and select the text box.
2. Zoom in to read the text and select **Format | Text Box** and select the **Text Box** tab.



3. To increase the space between the edge of the text box and the text, click in the **Left** margin box and type **0.75cm** (typing over what is already there).
4. Press **<Tab>** twice to move to the **Right** margin box and enter **0.75cm**.
5. In the same way, change the **Top** and **Bottom** margins to **0.75cm**.
6. Click **OK** to close the dialog box and apply the changes. Note the increases to the margins (more white space).
7. Select **Format | Text Box** to display the dialog box again.
8. Change all of the margins to **0.2cm**.
9. Save the publication as **CIA2** and close it.

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## Exercise 25 - 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 its edge, not over a corner, 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.
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 a **Helpful Pointer**,

**Pointer**, , appears.

*Note: These pointers can be switched off. If they are not visible, select **Tools | Options** and the **User Assistance** tab. Check **Use helpful mouse pointers** and click **OK**.*

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 another **Helpful Pointer**, , appears.
6. Click and drag upwards and to the right until the box fills most of the page.

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

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.
8. Use the top right corner handle to reduce the size of the box to a quarter of a page.
9.  will appear if the box has been made too small to accommodate the text. If necessary, increase the size of the box using the middle handle at the top until  disappears.
10. Now move the box to the top of the page.
11. Leave the publication open.

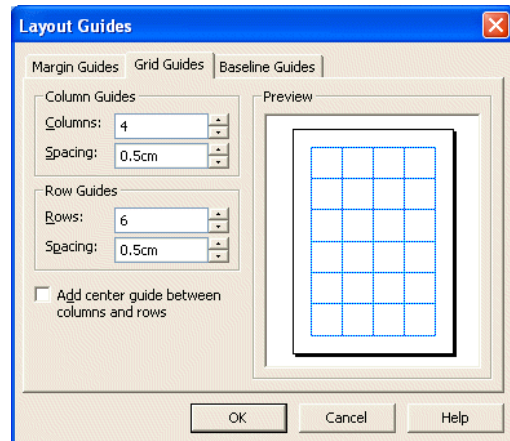
## Exercise 26 - Layout Guides

### Guidelines:

**Layout Guides** help to line up objects on the page. The blue margins around the page of every publication are the guides, but more can be added to make the positioning more precise. The guides are not printed. **Baseline Guides**, available from the same dialog box as the other guides, can also be used to help align lines of text, but they are not used in this course.

### Actions:

- Using the publication **Best Friend**, select **Arrange | Layout Guides** to display the **Layout Guides** dialog box.
- Normally, the only guides showing are the **Margin Guides** around the edge of the page, but a grid can be created on the page to help line up objects. Select the **Grid Guides** tab. Change the number of **Columns** to **4** using the up arrow at the right of the **Columns** box.
- Change the number of **Rows** to **6**. Notice how the **Preview** changes.
- Click **OK**, then select **Arrange | Snap** and make sure that **To Guides** has a tick next to it, and make sure that **To Ruler Marks** is unchecked. This means that when the box or frame is being dragged, it will be pulled when near a guide, so that it is in line with it.
- With the text box selected, move it very slowly around the page. This feature is very subtle, so watch closely to see how the box behaves when near a guide.
- Select **Arrange** and remove the check from **Snap | To Guides**. Now observe the behaviour of the box as it is moved around the page to see if you can notice the slight difference.
- Turn **Snap | To Guides** on and select **Arrange | Layout Guides** and the **Grid Guides** tab, then change the **Columns** to **6** and the **Rows** to **8**. Click **OK**.
- Move the picture frame around the page. The more guides there are on the page, the more precise the positioning of objects can be.
- Close the publication without saving.



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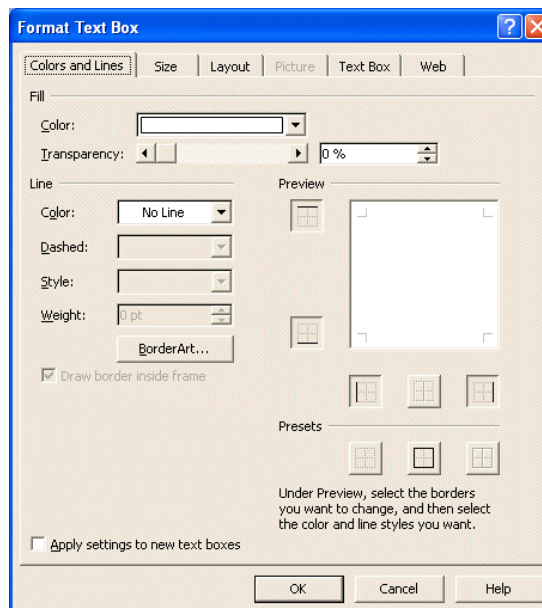
## Exercise 27 - Applying Borders and Shadow

### Guidelines:

A border can be added to a text box to make it stand out from the rest of the page.

### Actions:


1. Open the publication **Boulevard**.
2. Select the large text box and zoom in to see it more clearly.
3. Click the **Line/Border Style** button, . A drop down menu appears.
4. Select **More Lines** to display the **Format text Box** dialog box, make sure that the **Colors and Lines** tab is displayed.

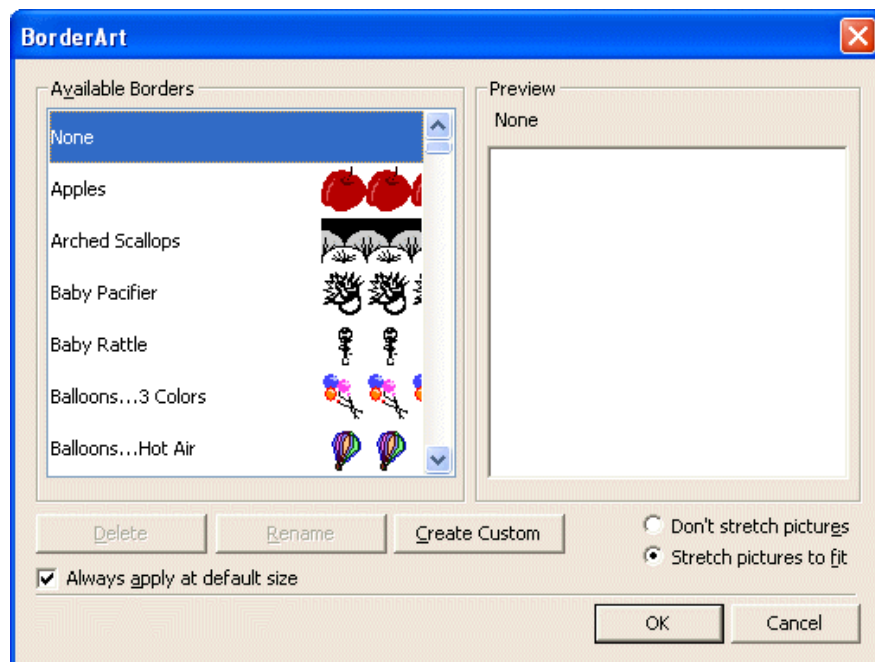


5. From **Color** within **Line** select a line colour.
6. Increase the weight to **2pt** thickness.
7. To adjust **Border** colour, click on the **Color** drop down list, then select **More Colors**, then the **Standard** tab to display the palette.
8. Select purple and click **OK**. Click **OK** again to close the dialog box and apply the border.
9. Click on the white page margin, away from the text box, to see the effect.

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## Exercise 27 - Continued

10. Picture borders can be created around a text box. This type of border is known as **Border Art**. Zoom out and select the **Visit the landmarks of Paris** text box.
11. Click , select **More Lines**, then select the **Colors and Lines** tab and then click the **BorderArt** button.



12. Scroll down the list of available borders and select the **Flowers...Pansy** art.
13. Click **OK** and change the **Weight** to **12pt**.
14. Click on the **Color** drop down list and pick one of the recent colours from the list beneath **Default**.
15. Click **OK** to apply the border.
16. The text box is now too small to accommodate the text. Increase the size of the box until all of the text can be seen.

*Note: Shadows and borders can be applied to most objects, e.g. pictures, shapes, etc.*




17. Select the lower text box. To add a shadow to this box, click the **Shadow Style** button,  and choose **Shadow Style 10**.
18. To remove the shadow, click the button again and choose **No Shadow**.
19. Save the publication as **Borders** and close it.

## Exercise 28 - Filling Boxes and Frames


### Guidelines:

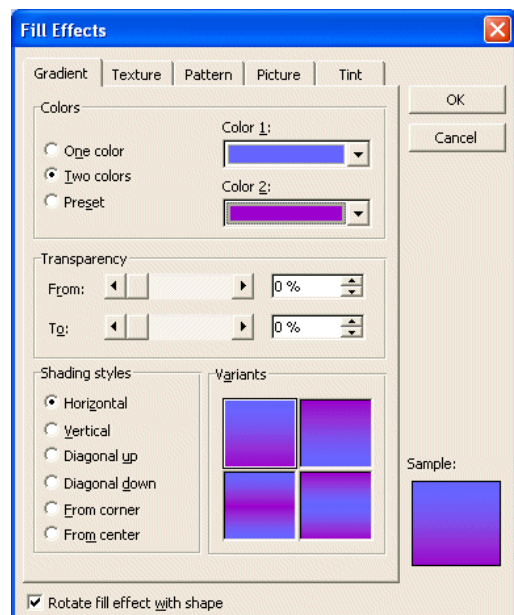
Colour can be added to an entire text box, so that it stands out on the page. **Fill Effects** are used to apply a pattern or shading effect to a box or a frame.

### Actions:

1. Open the publication **Tourist** and move the text box to the top left corner of the page.
2. Click the arrow on the **Fill Color** button, , and from the menu, select **More Fill Colors**, then **Standard colors** to display the palette. Select **Green** from the honeycomb, then click **OK** to apply the colour.
3. With the text box selected, click the arrow  on the **Fill Color** button again, display the palette and select **Black** from the honeycomb, then click **OK**. The text cannot be seen.
4. Change the text colour (press **<Ctrl A>** to select all of the text) to **Yellow** and then centre the text, using the **Center** alignment button, .



*Note: The alignment buttons, , are used to align text to the left, centre or right, or to fully justify it (straight left and right edges).*

5. Create a small text box at the bottom of the page and enter your name.
6. Change the font to **Harrington 16pt bold** and centre the text. Resize the box so that your name stretches from edge to edge.
7. To make the box stand out, a special effect is to be applied to it. Click the arrow on , then select **Fill Effects** from the menu.
8. Select the **Gradient** tab.
9. From **Colors**, select **Two colors**. Click the drop list for **Color 1** and select **More Colors**.
10. Select a mid blue and click **OK**. Notice how the **Sample** reflects the choice.



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## **Exercise 28 - Continued**

11. Now click the drop down arrow on the **Color 2** box, select **More Colors** and choose purple. Click **OK** to see the effect on the sample.
12. From **Shading Styles** select **From center** and click **OK** to return to the publication.
13. Draw a small text box at the top right corner of the page and zoom in to see it clearly.
14. Type in the word **Patterns** and change the font to **Elephant** or **Impact**.
15. Centre the text and use  to increase the size of the text to fill the box.
16. Repeat step 7, then select the **Pattern** tab.
17. The selection of patterns is displayed. Scroll to the **Horizontal brick** (row 4 column 6) and select it.
18. Click the **Foreground** drop down arrow. The recent colours are displayed in the menu. Select the same blue used for the gradient effect.
19. In the same way, select purple as the background.
20. Click **OK** to apply the effect, click away from the text box to see it.
21. Create a text box at the bottom right of the page and enter the date.
22. Click the arrow on , then select **Fill Effects** and the **Tint** tab. A tint is a colour mixed with white and a shade is a colour mixed with black.
23. Select the **Base color** drop down arrow and choose **More Colors** and a green option. Click **OK**.
24. A graded selection of green tints and shades is now displayed in the dialog box. Choose the sample in the middle row, which is described as **70% tint** (look at the sample to make sure the correct option is selected), then click **OK**.
25. Add a **2pt Black** border to the text box and print the publication.
26. Save the publication as **Colour Fills** and then close it.

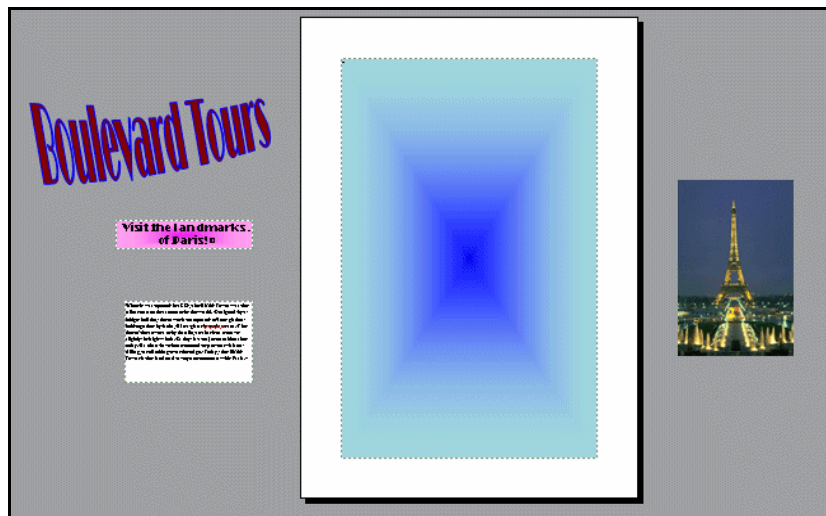
## Exercise 29 - The Scratch Area

### Guidelines:

The **Scratch Area** is the grey area around the page. It is used to store text and pictures before they are placed on the page. Objects can be worked on in the Scratch Area before their final position is decided. If objects are left on the Scratch Area when saving the publication, they will still be available when it is opened again.

### Actions:

1. Open the publication **Boulevard** and close the **Task Pane**.
2. Select the **WordArt** at the top of the page that contains the text **Boulevard Tours** and drag it to the left, on to the **Scratch Area**.
3. Drag the other boxes off the page, leaving only the background, until it looks like the diagram below.



4. Zoom out to **10%** to see how far the **Scratch Area** extends.
5. Move the picture back on to the page. Select the larger text box and zoom in again to see the text.
6. Change the font to **Arial Black** and resize the text box if necessary.
7. Save the publication as **Scratch** and close it.
8. Open **Scratch**. The objects are still where they were left on the **Scratch Area**.
9. Close the publication without saving.

## Exercise 30 - Revision

1. Open the **Revision Project** publication and view the **Layout Guides, 4** columns and **5** rows.
2. Select the text box at the top of the page, change the left and right margins to **0.5cm** and resize the box just enough to accommodate the text.
3. Select the **Contacts** frame at the bottom of the page and fill it with a **Gradient** effect. Make the **Color 1** light blue and **Color 2** dark blue.
4. Apply the **From center Shading style**, the **Variant** on the right.
5. Apply a **2pt blue** border to the box.
6. Fill the box containing your name with a **20% tint** of dark blue.
7. Apply a **1pt** dark blue border and a shadow.
8. Fill the top text box with a **30% tint** of purple and apply **Border Art - Flowers...Tiny**, changing the **Border Art** colour to mid blue.
9. Change the text colour to mid blue.
10. Resize the box to accommodate the text and move it to the top right corner.
11. Save the changes to the publication and close it.

*Note: See the answers at the end of the guide for an idea of how your publication should look at this stage.*