

## Using Text Boxes in Publisher

Text boxes are a useful formatting tool that allow text to be placed, and easily moved, anywhere on a page.

### Inserting a Text Box

1. Click on the *Text Box* shortcut button on the *Object* toolbar.



**OR**

1. Click on *Insert* from the *Menu Bar*.
2. Click on *Text Box* from the drop down menu.
3. Your mouse pointer should now be a plus sign. This is the text box drawing tool. Position the drawing tool on the page where you would like the upper left corner of the text box to be. Click and drag diagonally down and to the right to “draw” the text box on the screen. You should see a rectangle opening up as you are drawing. Let go of the mouse button when the text box is the desired size.
4. Your text box is ready to have text typed into it. Remember that formatting text inside a text box works that same way as changing text in Word. First, you must select the text and then you can make changes to it using the Formatting toolbar options or by using the *Format* menu option.

### The Text Box Toolbar

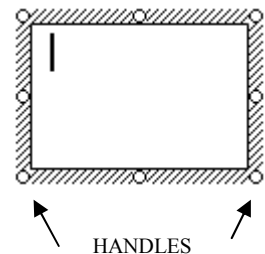
The Text Box toolbar should become active at the end of the *Standard* toolbar as soon you select the text box. If it is not:

1. Click on *View* from the *Menu Bar*.
2. Click on *Toolbars* from the drop down menu.
3. Click on *Text Box* from the fly out menu.



### Sizing the Text Box

1. Position your mouse pointer over one of the handles and notice that the mouse pointer changes to a double-headed black arrow.
2. Using this new mouse pointer, click, hold down the left mouse button, and drag the mouse away from the text box to increase the size or drag toward the center of the box to decrease the size.
3. Release the left mouse button when finished.



**Remember:** Use the top, bottom, left, or right handles to increase or decrease the text box in one direction only. To keep the original proportions of the text box, use the corner handles.

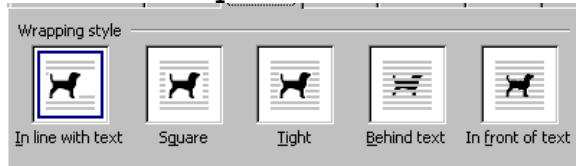
### Moving the Text Box

1. Place the mouse pointer somewhere on the outline of the text box -somewhere in between the handles, NOT on a handle.
2. Your mouse pointer should become a four-headed black arrow.
3. Click, hold down the left mouse button, and drag to move the text box to the new area. A dotted box will follow your mouse movement indicating the text box's new location.
4. Release the left mouse button when finished.

## Text Wrapping

Text wrapping controls the relationship of the text box to the text around it.

Here are some examples:



### To change the text wrapping:

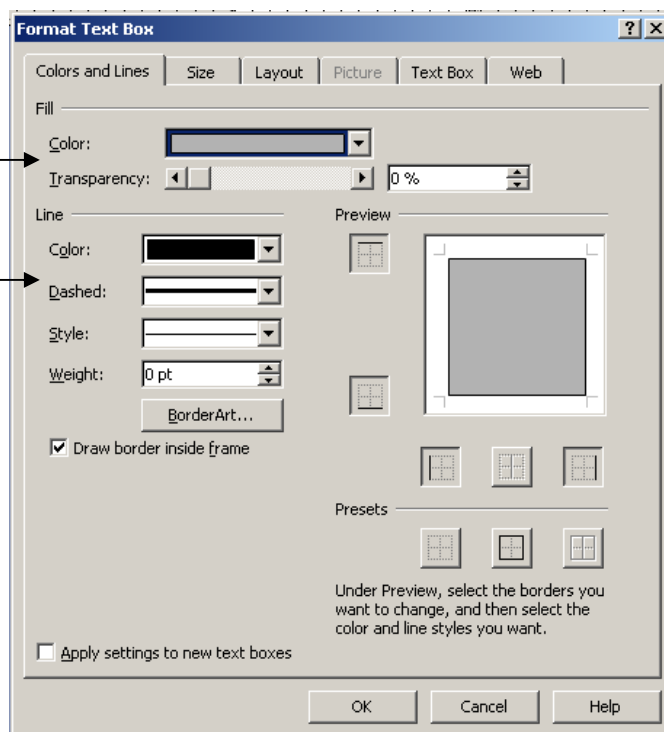
The text box must always be selected first. To do this, click once on the text box. You can tell when it is selected because you will be able to see the handles.

1. Click on *Format* in the *Menu Bar*.
2. Click on *Text Box* from the drop down menu.
3. Click on the *Layout* tab.
4. Click on one of the options to choose the style of text wrapping.
5. Click on the *OK* button to return to the document and apply the text wrapping.

## Changing the Background and Lines

You have the option of changing the background or fill color in your text box as well as the outline around the text box. Your text box must always be selected first. To do this, click once on the text box. You can tell when it is selected because you will be able to see the handles.

1. Click on *Format* in the *Menu Bar*.
2. Click on *Text Box* from the drop down menu.
3. Click on the *Colors and Lines* tab.
4. Click on the down arrow under *Fill* and at the end of *Color:* to choose the background color for the text box.
5. Click on the down arrows under *Line* at the end of *Color*, *Style*, *Dashed*, and *Weight* to change the color, type, and thickness of the text box outline. If you would like no line around the text box, select the *No Line* option from the *Color:* drop down menu.
6. Click on the *OK* button to return to the document and apply the changes to your text box.



**NOTE:** Other changes can be made to your text box using the *Format Text Box* menu option. Make sure your text box is selected, then click on *Format* from the

*Menu Bar* and *Text Box* from the drop down menu.