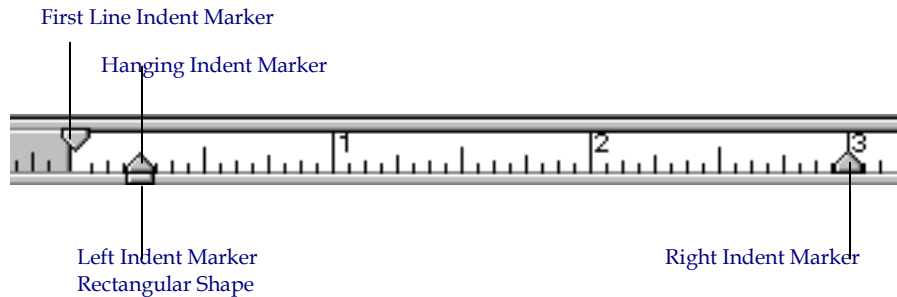


ADJUSTING MARGINS IN A TEXT BOX FRAME

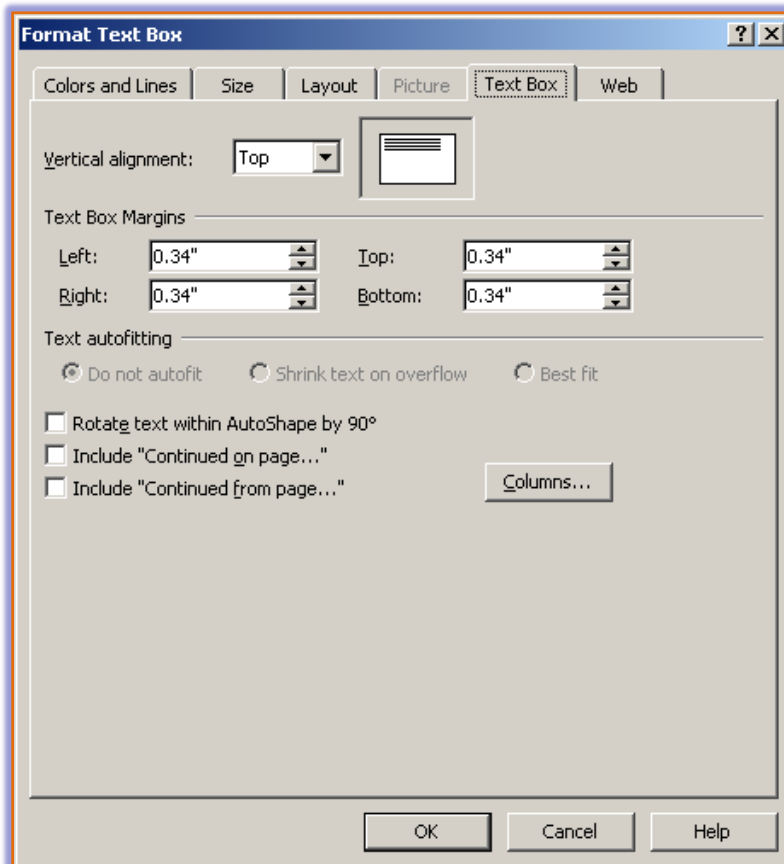
While working on individual stories within a text box frame, it may become necessary to change the margins within the frame. Each text box frame has a horizontal ruler that displays indent markers that may be used to adjust margins. The indent markers are used to adjust a paragraph's left and right indent, as well as the first and subsequent lines of text. Also, it is possible to create and adjust columns in a frame using the Text Box Properties dialog box.

Changing Text Margins Using the Ruler Bar

- ❖ Click the text frame whose margins are to be changed.
- ❖ Click and drag the indent markers to make the desired changes (see illustration below).



- The **First Line Indent** marker determines the location of the first character in the first line of the paragraph.
- The **Hanging Indent** marker determines the location of the first character of each remaining line in a paragraph.
- The **Left Indent** marker determines the location of the left margin.
- The **Right Indent** marker determines the location of the right margin.



Adjust Text Box Margins Using the Dialog Box

- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Text Box** at the bottom of the list.
- ❖ The **Format Text Box** dialog box will appear (see illustration on previous page).
- ❖ Click the **Text Box** tab.
- ❖ Under **Text Box Margins**, click the spinner arrows to change the margins.
- ❖ Once all the changes have been made, click the **OK** button.
- ❖ To obtain help with this feature, click the **Help** button.
- ❖ To close the dialog box without making any changes, click the **Cancel** button.