

Entering Text

Entering and Editing Text in a Text Box Frame

When a text box frame is created, the insertion point indicates where text appears when it is being input. If there is text in the text box frame, place the insertion point somewhere within the text box frame, move the pointer over the text – the pointer changes to an I-beam to indicate that it is now possible to click and type. If text needs to be removed, select the text and then start inputting the new text. The old text will be replaced by the new text. When a publication is created with a Template, Publisher places generic text in text box frames. This text acts as a placeholder. When the placeholder is clicked, all the text in the placeholder in the frame is selected so it can be easily replaced.

Entering and Editing Text with Microsoft Word

Microsoft Word can be used to enter and revise text in a text box frame in Publisher. Publisher opens the Word program window so that the Word features may be used to edit text.

- ❖ Move to a blank area of the text box frame.
- ❖ Do one of the following:
 - Right-click and then choose **Change Text** from the list of choices.
 - Click **Edit** on the **Menu Bar**.
- ❖ Click **Edit Story in Microsoft Word**.
- ❖ The **Word** program window will open.
- ❖ Type and edit the text as necessary using **Word's** formatting features.
- ❖ In **Word**, click the **Office Button** (see illustration at right).
- ❖ Click **Close and Return to [the Publisher document name]**.
- ❖ The Word program will close and the text will appear in the text box frame with the changes made.



NOTE: It is also possible to copy text from Word and paste it into a text box frame in Publisher. Just use the copy and paste feature in both programs to accomplish this.