
Text Box Frames

Publisher is different from Word Processing software in that text in Publisher only exists in Text Box Frames. These frames make it possible to type or import text and then move or resize the frame to fit the text. It is easy to work with text in a Text Box Frame, because it is possible for Publisher to make a distinction between the actual frame and the text within the frame. Therefore, it is possible to format text within a frame in the same way that text can be formatted in a word processing document.

Creating a Text Box Frame

- ❖ Click the **Text Box Frame** button (see illustration at the right) on the **Objects** toolbar.
- ❖ The mouse pointer will turn to a crosshair (see illustration bottom right).
- ❖ Position the mouse pointer where one corner of the frame is to appear.
- ❖ Click and hold down the button.
- ❖ Drag the mouse diagonally until the frame is the desired size and in the desired position.
- ❖ Release the mouse button.



Getting the Text to Fit

If the text is too long to fit in a Text Box Frame, there are several ways to get it to fit. This section will explain four of these ways.

Manipulating Text

To make text fit into a frame, it is possible to do one or all of the following:

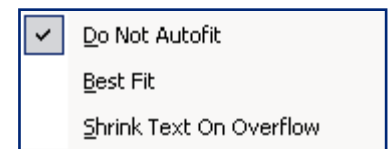
- Decrease the size of the text characters
- Reduce line spacing.
- Tighten character spacing.
- Reduce the margins.
- Choose a different font.
- Delete some text.

Turning on the AutoFit Feature

This feature forces text that is too long for a specific Text Box Frame to fit into the frame size. This process is called copyfitting. Once this feature is selected, it continues to work until it is turned off. This means that text can be added and deleted from a frame and it will always be a perfect fit.

To turn the AutoFit feature on, complete the steps below:




- ❖ Click the Text Box Frame whose text needs to be fitted within the frame.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Move the mouse pointer over **AutoFit Text**.
- ❖ A cascading menu will appear with the following options:
 - **Do Not Autofit** – Turns the AutoFit feature off
 - **Best Fit** – Shrinks or expands text to fit the Text Box Frame whenever the frame is resized.
 - **Shrink Text on Overflow** – Reduces the point size in the overflow area until there is not text in overflow.



Connecting Text Box Frames

The **Text Box Frame Tool** can be used to create a number of Text Box Frames on the same page or on different pages of a publication. The text in the frames is called a “story.” Text can continue to flow from textbox to textbox by linking the two boxes together.

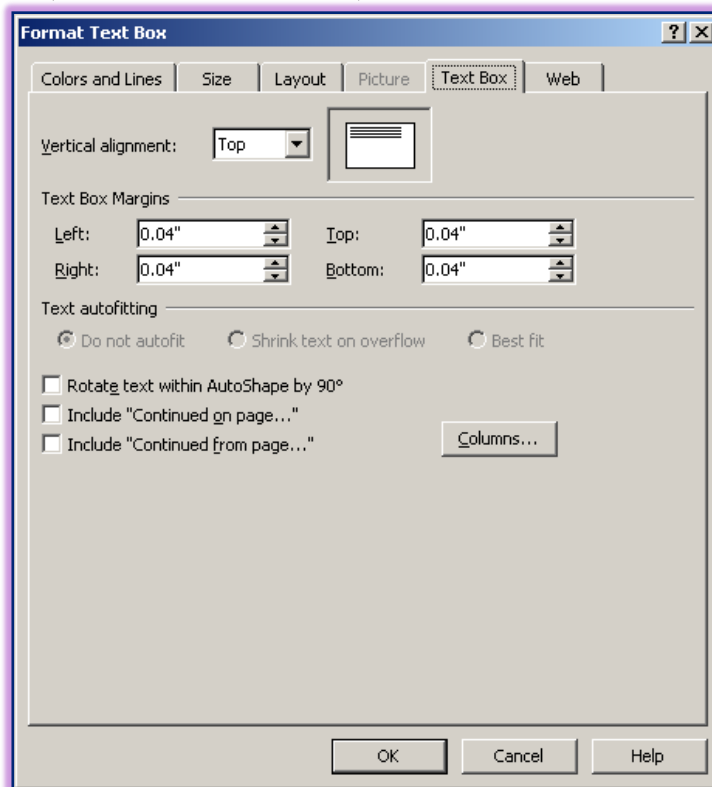
When Text Box Frames are connected, text that won't fit in the first Text Box Frame will automatically appear in the next Text Box Frame. A chain of connected Text Box Frames can span multiple pages and have numerous columns. To connect Text Box Frames:

- ❖ Click the original frame that has text in overflow.
- ❖ Click the **Create Text Box Link** button on the **Connect Frames Toolbar** (see illustration at right). 
- ❖ The mouse pointer becomes a pitcher of text (see illustration bottom right). 
- ❖ Click anywhere inside the empty frame to release or "pour" the text into the second frame.
- ❖ Once the Text Box Frames have been connected, the **Go to Next Text Box** and **Go to Previous Text Box** will be displayed on the lower-right or upper-left corner of the frames (see illustrations at right). 
- ❖ As text is being input, it fills the frame until it runs out of space. The text will then move to the next text box.

Continuing Text on Another Page

To guide readers through a story that continues on another page, add a "continue on" notice to tell readers where to turn for the rest of the story. To help readers know where the story continues from, add a "continued from" notice. To add a continue notice follow the steps below.

- ❖ Right-click the connected Text Box Frame.
- ❖ Click **Format Text Boxes**.
- ❖ The **Format Text Box** dialog box will display.
- ❖ Click the **Text Box** tab (see illustration below).



- ❖ Under **Text Autofitting**, click one of the following:
 - **Include "Continued on page..."** to add a check mark to this box
 - **Include "Continued from page..."** to add a check mark to this box.

- ❖ Repeat these steps each time a continue notice is to be inserted.
- ❖ The correct page number will be automatically inserted in the publication and will be updated.

Jumping Between Frames

It is possible to jump from one connected frame to another by moving back and forth between the frames.

- ❖ To jump to the previous frame in the chain, click the **Go to Previous Text Box** button.
- ❖ To jump to the next frame in the chain, click the **Go to Next Text Box** button.

Disconnecting Frames

Publisher makes it easy to disconnect Text Box Frames. To do so:

- ❖ Click the first frame.
- ❖ On the **Connect Frames** toolbar, click the **Break Forward Link** button (see illustration at right).



Deleting Text Box Frames

Deleting a Text Box Frame is not the same as deleting text. When a frame that is part of a connected story is deleted, what happens to the text follows these rules:

- If a Text Box Frame from the beginning or middle of a chain of connected frames is deleted, text that was in the deleted frame is added to the next frame. All the other text is pushed down into other frames in the chain.
- If a Text Box Frame at the end of the chain of frames is deleted, any text that was in the deleted frame now goes in the overflow area of the previous frame.
- If all the frames are deleted in a chain of connected frames, all of the text is also deleted.
- ❖ To delete a frame:
 - Right-click inside the frame and then click **Delete Object**.
 - Press **Ctrl + Shift** and then press **X** on the keyboard.
- ❖ If the wrong Text Box Frame is deleted, do one of the following.
 - Click **Undo** on the **Edit** menu to restore the deleted Text Box Frame.
 - Click the **Undo** button on the **Standard** toolbar (see illustration at right).
- ❖ If the **Delete** key on the keyboard is pressed, the text will be deleted, but not the Text Box Frame.

