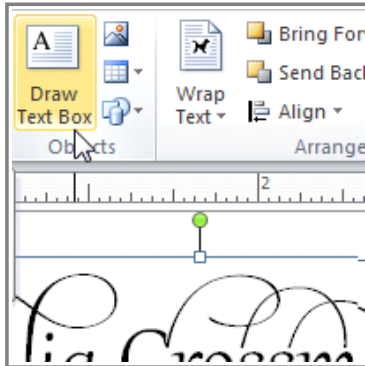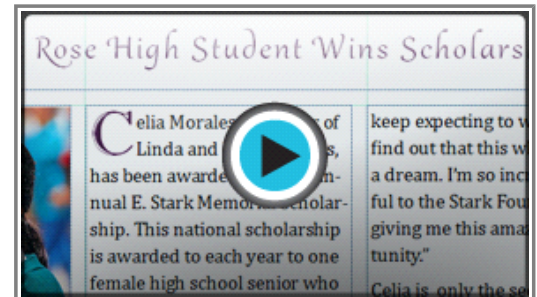**Publisher 2010**
Working with Text

Introduction

To create and design effective publications, you need to be able to present text in a readable and visually interesting way. For this reason, Publisher offers a number of tools that let you customize and control the layout and appearance of the text in your publication.

In this lesson, you'll learn how to **add** and **arrange** text boxes, as well as how to **format** them and the text they contain.

Using Text in Publisher

As you enter text in Publisher, you'll need to adjust it to make it fit your publication. While most of Publisher's text tools are the same as those in other Office programs, a few are specifically designed to handle Publisher's unique publication tasks.

Watch the video to learn about working with text in Publisher.

*Watch the video (4:24). Need help?*

Text Basics

As discussed in Lesson 1, in order to use Publisher 2010, you should already feel comfortable using Microsoft Word to insert and edit text. If you find yourself having trouble working with text in Publisher, review our Word 2010 course, especially the following lessons:

- Text Basics - Reviews basic topics like **inserting**, **deleting**, **copying**, and **moving text**
- Formatting Text - Includes text **formatting** tasks like changing **font style**, **size**, and **color**
- Checking Spelling and Grammar - Presents tools you can use to **proofread** your text

- Working with Lists - Guides you through creating and formatting lists
- Line and Paragraph Spacing - Explains how to adjust spacing

Working with Text Boxes

In Publisher, text is contained in **text boxes**, which are blocks of text that you can place on the page. When you create or select a text box, the **Text Box Tools** tab will appear on the Ribbon. On this tab are commands that let you adjust and format your text box and the text it contains.
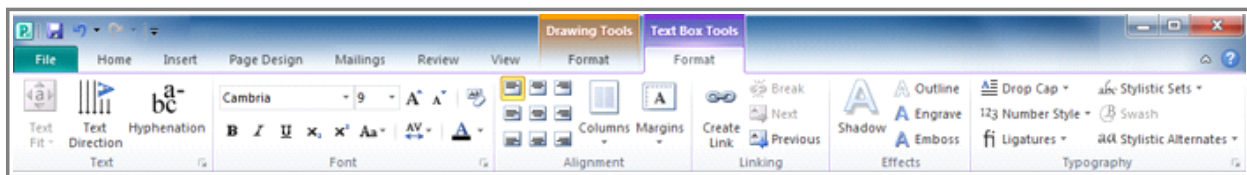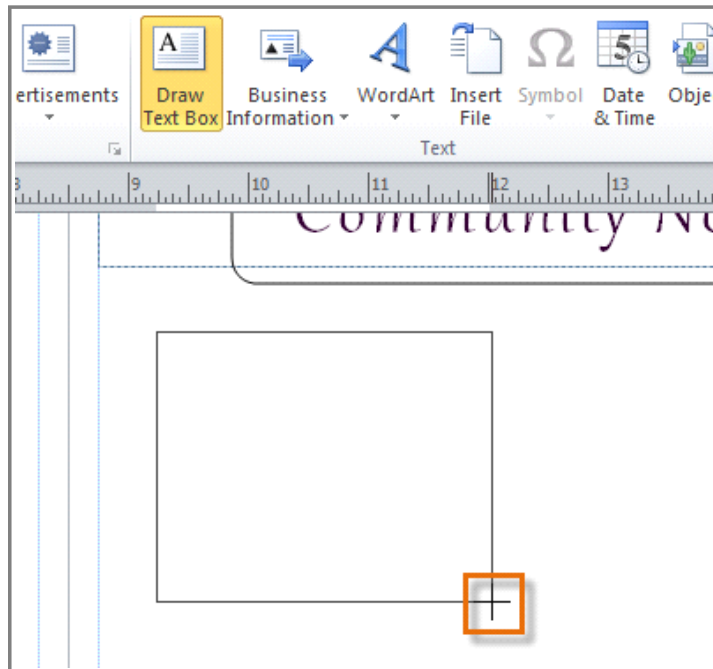

The Text Box Tools tab

To Insert a Text Box:

1. On the Ribbon, select the **Insert** tab and locate the **Text** group.
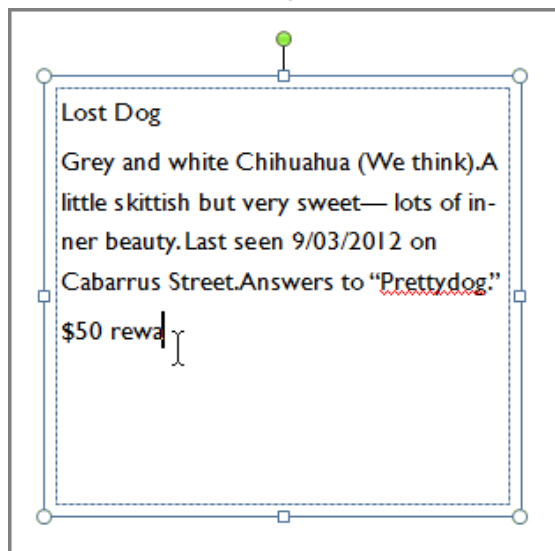2. Click the **Draw Text Box** command.
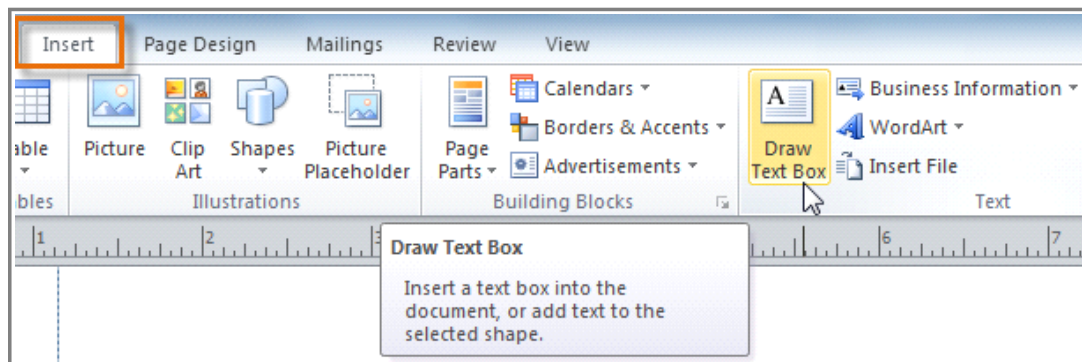
The Draw Text Box command

3. The cursor will turn into a crosshairs +. Click anywhere on your publication and **drag** your mouse to create the text box.

Clicking and dragging to create a text box

4. You can now start typing inside the text box.

**The created text box**

Wrapping Text

If you place a text box near an **image** or another **object**, you may notice that the text is overlapping with the object or doesn't appear exactly where you want. To fix this problem, you'll need to change the object's **text wrapping settings**.

LOST DOG

Grey   and white
Chi-   huahua
(We   think). A
little   skittish but
very   sweet—
lots   of inner
                                                  beauty.
Last   seen
                                                  9/03/2012
on   Cabarrus
                                                  Street. An-
                                                  swers to
"Prettydog."

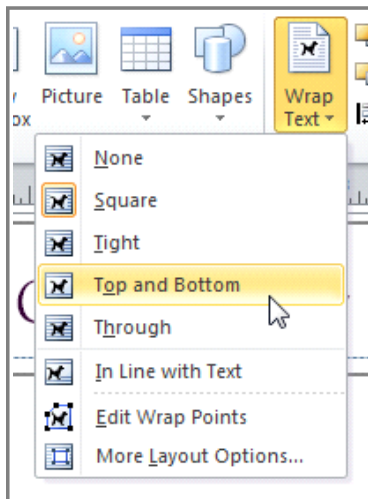$50 reward for return!

919-555-8371

Poorly wrapped text

To Wrap Text Around an Object:

1. Select the object, then click the **Format** tab that appears on the Ribbon.
2. Locate the **Arrange** group and click the **Wrap Text** drop-down command.
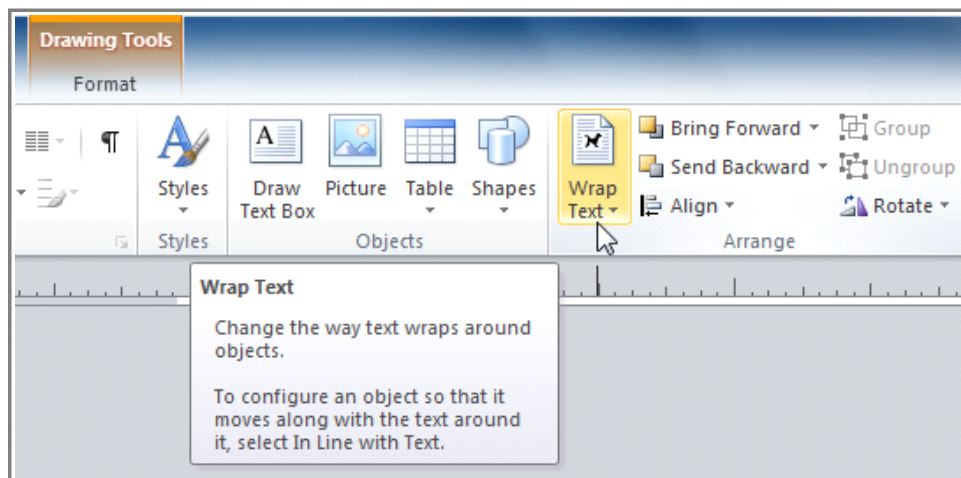
The Wrap Text command

3. Select the desired wrap option. The text will adjust based on the option you have selected.
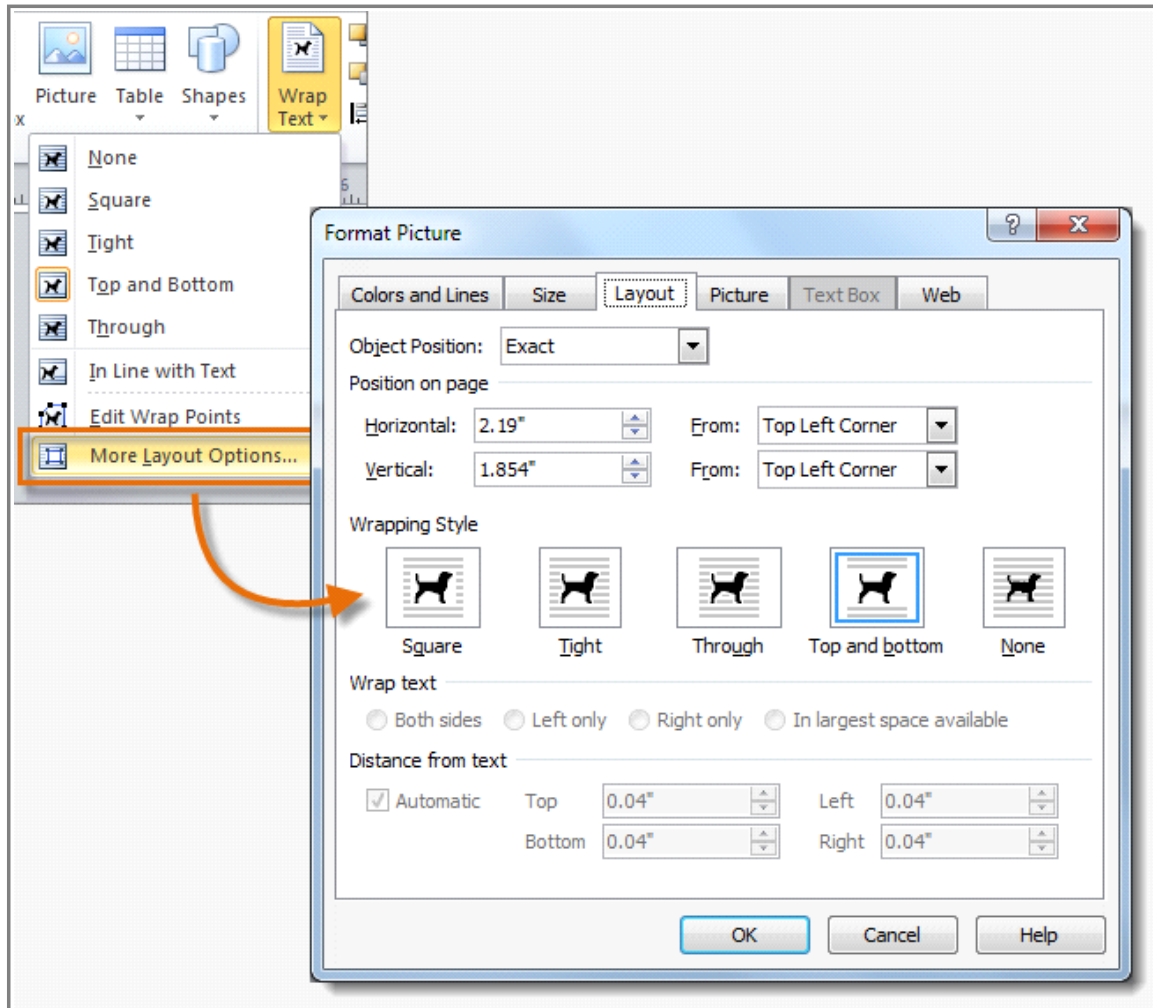

Text wrapping options

4. If necessary, reposition the object until the text wraps correctly.

Adjusting the image so that the text wraps correctly

If you can't get your text to wrap the way you wish, click the **Wrap Text** command and select **More Layout Options** from the menu. You can make more precise changes in the Advanced Layout dialog box that appears.

More layout options

Connecting Text Boxes

As you work with text boxes, you might find that a text box isn't large enough to contain all of the text you want to

include. When you run out of room for text, you can use the **Link** command to **connect** text boxes. Once two or more text boxes are connected, text will overflow or continue from one text box to the next.

Community Hero of the Month: Jak

Jake Tarly with L'il Lady Whiskers

According to Jake Tarly, he's just a man like any other. He would never call himself a hero. Chances are, though, if a certain cat could

talk, she definitely would.

When Jamie and Bree Wall's home caught on fire two weeks ago, they had no time to search for their cat of six years, L'il Lady Whiskers. "I wanted to find her," Ms. Wall said, growing teary at the memory, "but Jamie said it was too late. She always liked to hide under the couch, and the living room was were the fire started. We were sure she was gone."

When the firefighters arrived, they focused on fighting the fire from the outside. None of them would risk it all to save the life of one cat... none except Jake Tarly. "I've never said anything like it," said Fire Chief Jon White. "He just rushed in there and we were all saying, 'No, Jake, no— it's just one cat.' And he turned to me and said, "'Just' one cat? Jon, one is enough.' When the house collapsed, we thought he was lost for good. Then we heard this meowing, and he just appeared in this cloud of smoke. We're very proud."
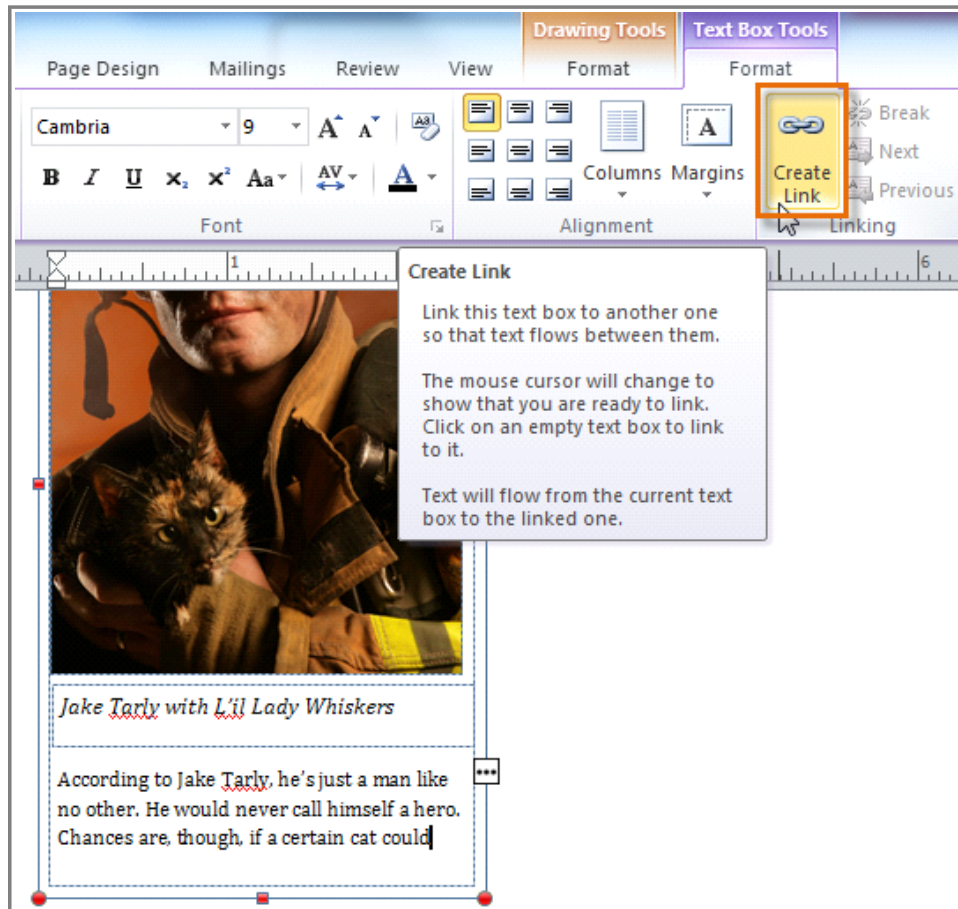
Mr. Tarly suffered second-degree burns. L'il Lady Whiskers suffered singed fur.

When the text box on the left is full, extra text overflows into the connected text box on the right.

Connected text boxes

To Connect To a New Text Box:

1. Select your text box.
2. Click the **Text Box Tools Format** tab and locate the **Linking** group.
3. Click the **Create Link** command.

The Create Link command

4. The **Link** icon will appear in place of your cursor. Click the spot on your publication where you would like to add the linked text box.

Placing the connected text box

5. The text box will be added. Resize it as necessary.

Resizing the text box

6. Continue typing your text. Any text that overflows from the original text box will now appear in the connected box.

Community Hero of the Month: Jak

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Mr. Tarly suffered second-degree burns. L'il Lady Whiskers suffered singed fur.

Jake Tarly with L'il Lady Whiskers

According to Jake Tarly, he's just a man like no other. He would never call himself a hero. Chances ould

The arrow icon indicates that the selected text box is linked.

The connected text box

Modifying Text Boxes

Text Fit

The **Text Fit** options allow you to format text boxes that **automatically adjust** font or text box size to get a good fit. There are four text fit options that you can apply to any text box:

- **Best Fit**, which makes the text larger or smaller to fit the text box.
- **Shrink Text on Overflow**, which automatically shrinks the font size when the text box has no room for additional text.

- **Grow Text Box to Fit**, which automatically enlarges your text box based on text size and length.
- **Do not Autofit**, which makes no automatic changes to your text or text box size. This is the default option.

For instance, if your text box was too **small** for your text, you might apply **Shrink Text on Overflow** or **Grow Text Box to Fit.**
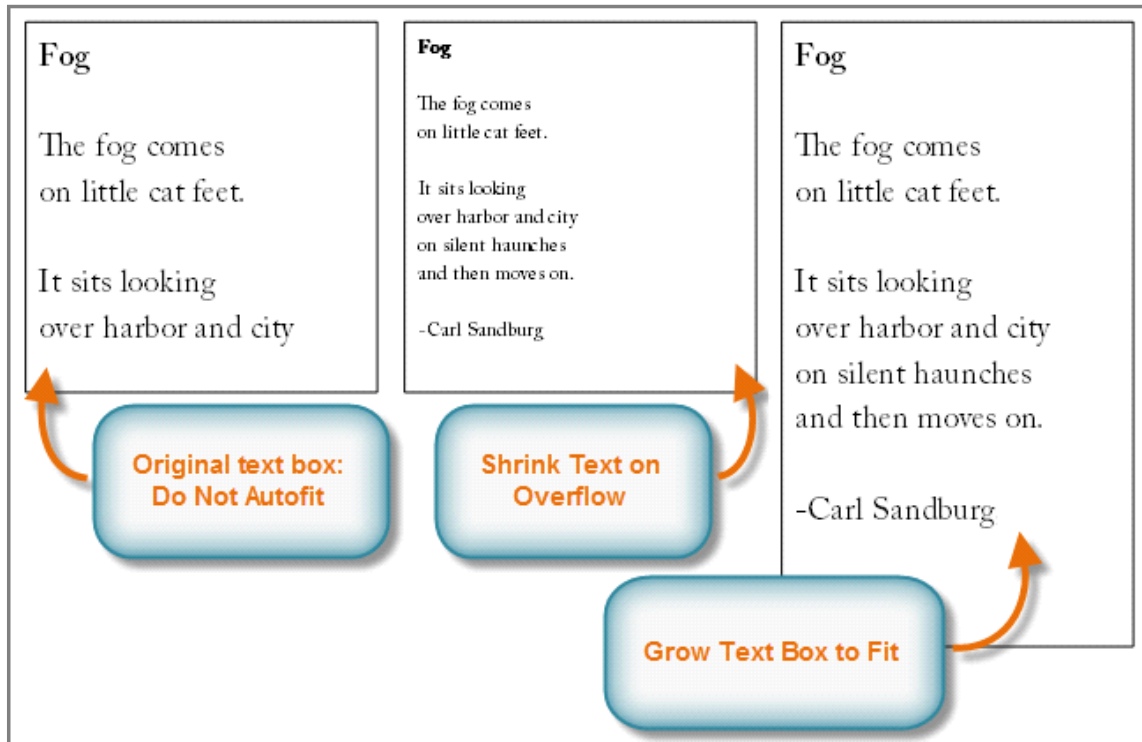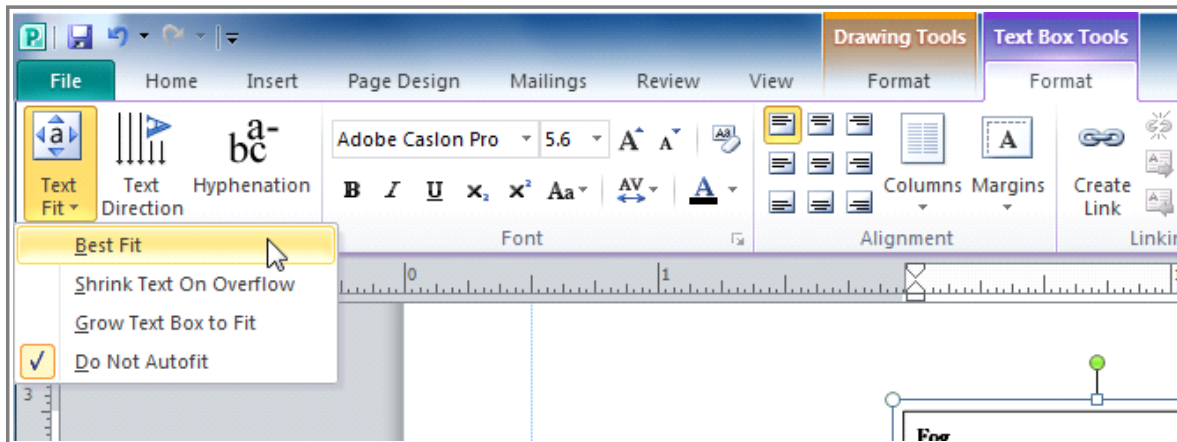

Examples of text fit options

On the other hand, if you have a certain amount of space for your text box and want your text to fill the entire area, you might select **Best Fit**.
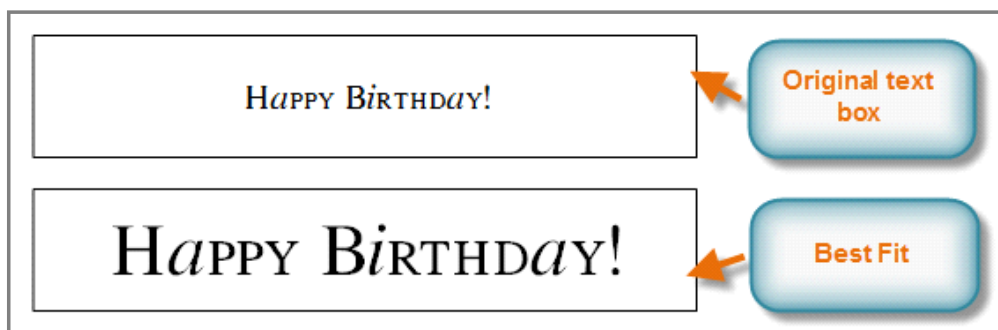
More examples of text fit options

- To modify text fit, select the text box, then click the **Text Fit** drop-down command in the **Text** group of the **Text Box Tools** tab. Select the desired option.

Text fit options

Hyphenation

Publisher automatically **hyphenates** words at the ends of lines in order to improve text fit. You can control if and how your words are hyphenated bymodifying your **hyphenation settings**.

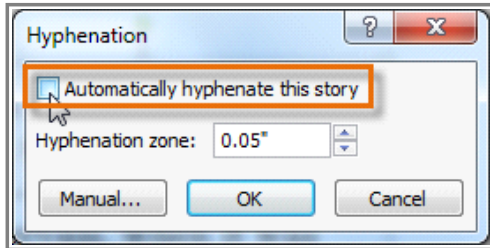## To Modify Hyphenation Settings:

1. Select a text box, then click the **Text Box Tools Format** tab on the Ribbon and locate the **Text** group.
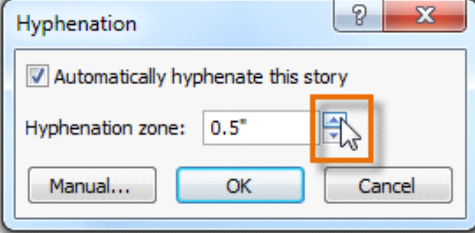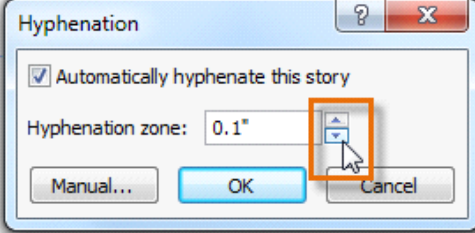2. Click the **Hyphenation** command.
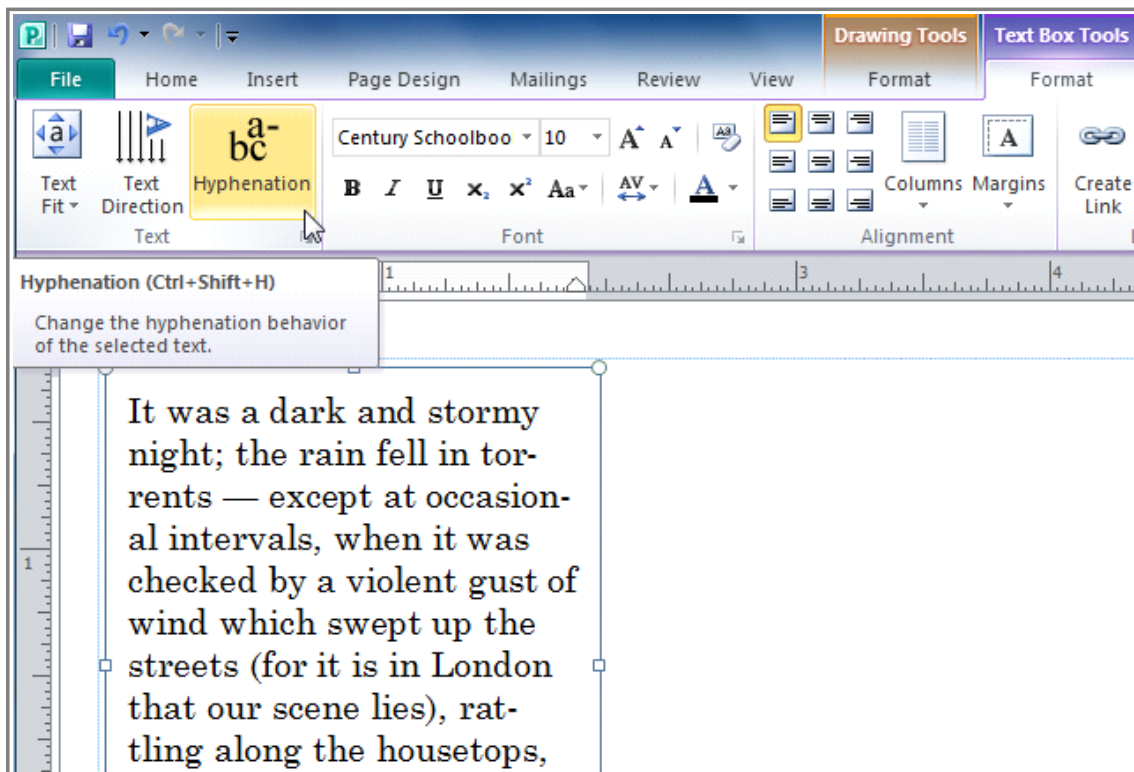
The Hyphenation command

3. The **Hyphenation** dialog box will appear. Modify your hyphenation settings as desired.
   - i To **remove** all hyphenation, uncheck the **Automatically hyphenate this story** box.

   *Choosing not to automatically hyphenate the text*

   - i To change how frequently Publisher hyphenates words, use the **up and down arrows** to adjust the size of the **hyphenation zone**. If you **increase** the size of the hyphenation zone, your publication will have fewer hyphens. If you **decrease** it, the right edge of the text will appear more even, but your text will contain more hyphens.

Increasing the hyphenation zone reduces the number of hyphens, but makes the right edge of the text more uneven.

Decreasing the hyphenation zone makes the right edge of the text more even by adding additional hyphens.

ı To specify exactly where each word should be hyphenated, click **Manual...**. The **Hyphenate** dialog box will appear, containing one hyphenated word from your text box. To change where the hyphen appears in that word, simply **click** the place where you want the hyphen to appear, then click **Yes**.
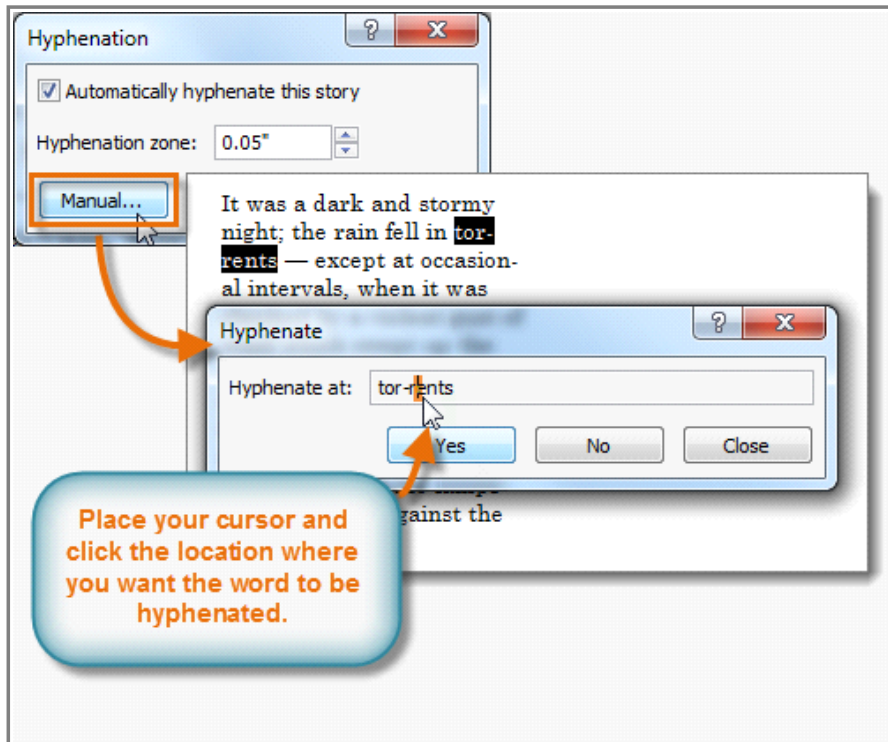

Manually placing hyphens

4. Click **OK**. The hyphenation will be adjusted.

Page 6

Formatting Text

Publisher 2010 includes various **typography commands** designed to help you **embellish** your text. Although Publisher's developers have touted this as a significant feature, it's important to note that **many of these effects only work with a small number of fonts**, such as **Calibri**, **Cambria**, and **Gabriola**. Still, if you are using these fonts, the typography commands can enhance the appearance of your text.
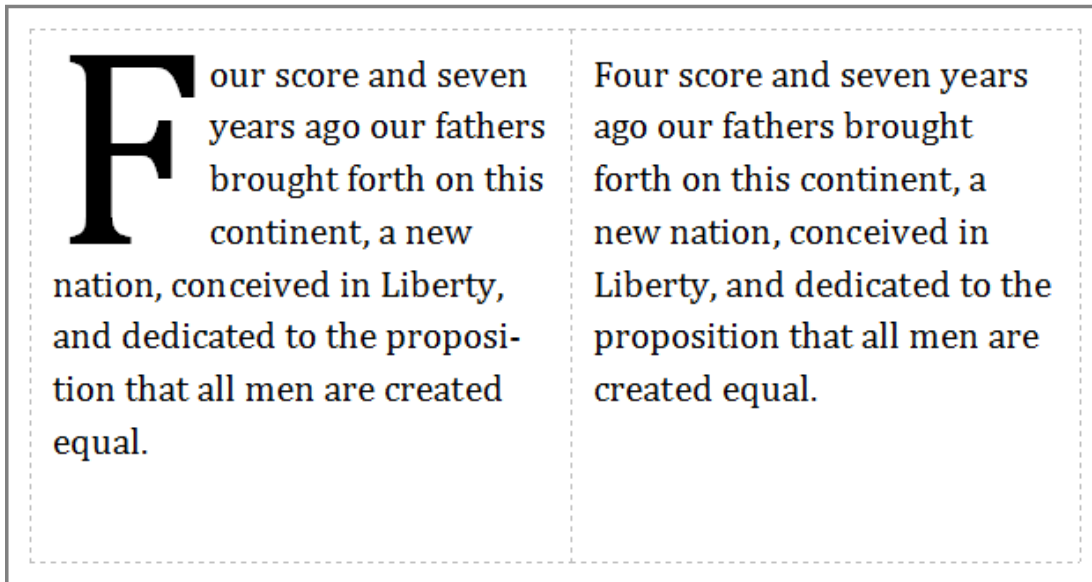
Typography commands can be found in the **Text Box Tools** tab. To apply any command, simply select your text, then click the desired command. Certain commands, like **Stylistic Sets**, will include a drop-down list of choices.
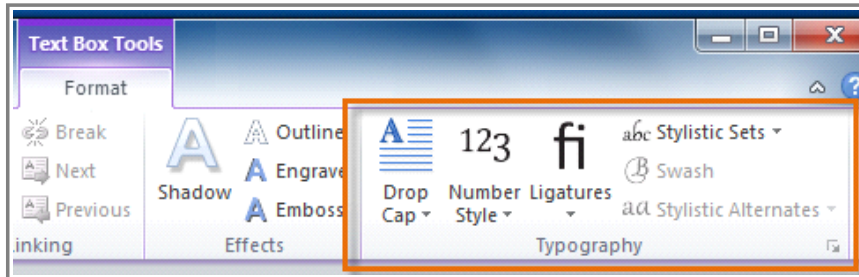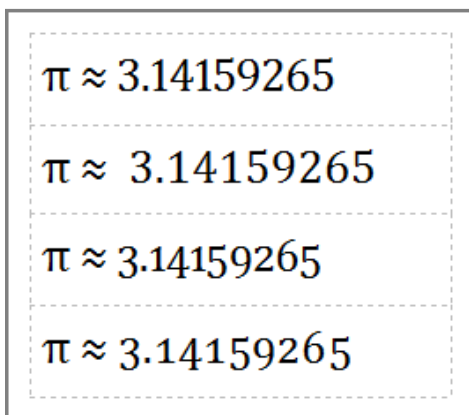
Typography commands

There are six Publisher typography commands:

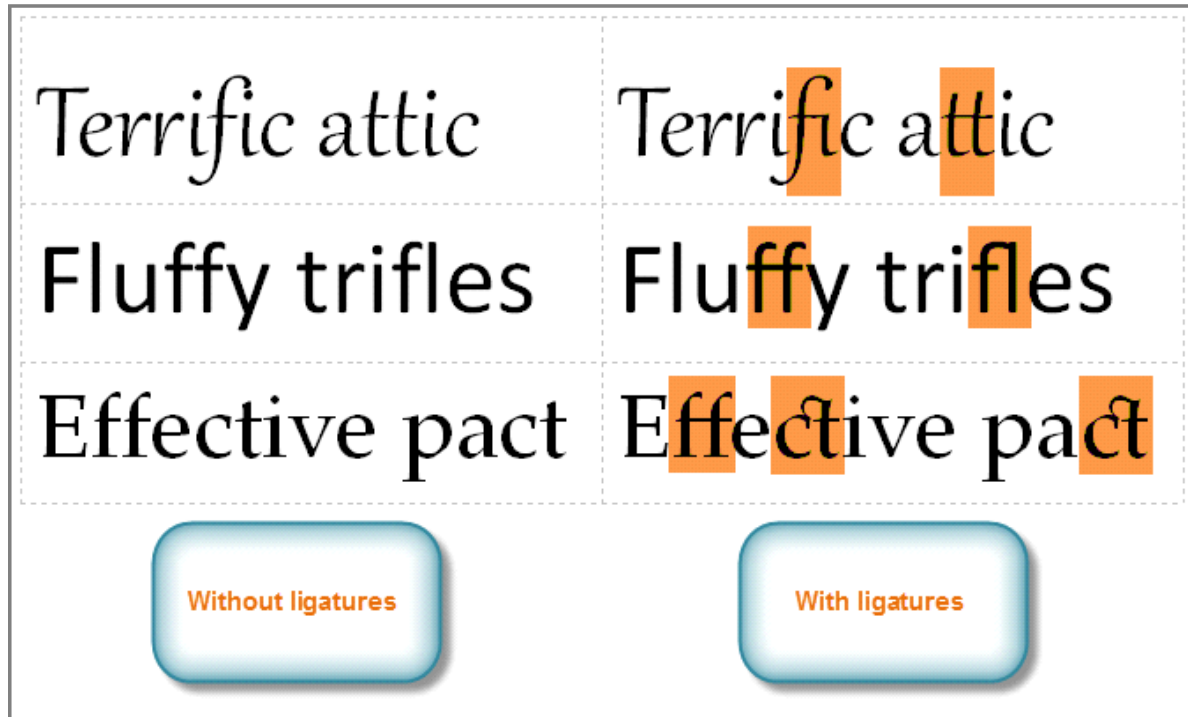- **Drop Cap**, which enlarges the first letter of the selected text.

Drop cap

- **Number Style**, which lets you choose between four different styles for number spacing and alignment.

Various number styles

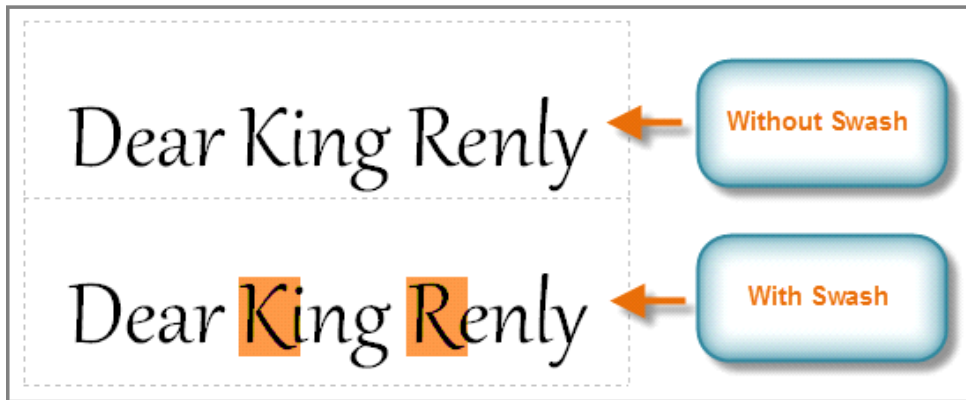l **Ligatures**, which connect certain combinations of letters to make them easier to read.

Ligatures

l **Stylistic Sets**, which lets you choose between various **embellishments** for your fonts, usually in the form of exaggerated **serifs** or **flourishes**.
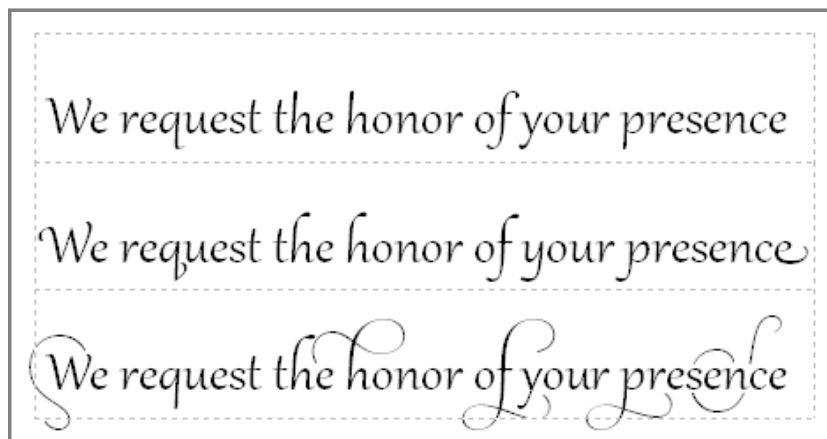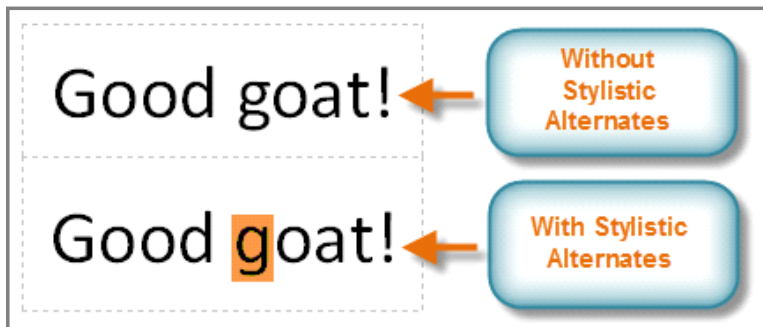

Various stylistic sets

l **Swash**, which embellishes **capital letters**.

Swash

ı **Stylistic Alternates**, which offer alternate versions of specific letters such as **g**.

Stylistic alternates

Challenge!

1. **Open** an existing Publication. If you want, you can use this example.
2. Create a text box and add text.
3. Change the text box **fit** settings to see the effect on your text. If you're using the example file, change the text at the top of page 1 to **Best Fit.**
4. **Connect** an existing text box to a new one. If you're using the example, use the "West Rose High Student Wins Scholarship" article on page 2.
5. **Manually hyphenate** at least one word in a text box.
6. Apply **stylistic sets** to text. Make sure the text is displayed in a font that is compatible with stylistic sets, like **Gabriola** or **Cambria**. If you're using the example, use the text at the top of page 1 that you resized in step 3.