

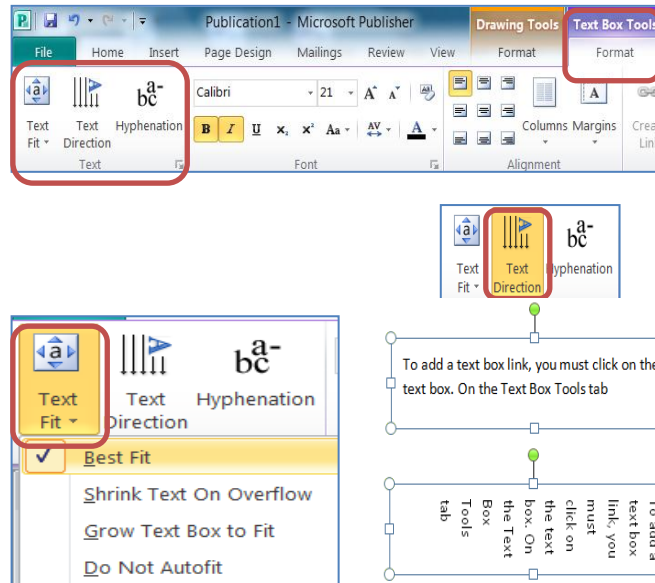


To use these tools you will always need to click on a text box to activate the Text Box Tools contextual menu.

Text Group

The Text group on the Text Box Tools contextual menu contains three options:

- ✎ Text Fit – choose to change textbox size, use overflow options, or none
- ✎ Text Direction – changes direction of text by 90°
- ✎ Hyphenation – automatically hyphenates text



Text Fit Options

- ✎ Best Fit – automatically will increase or decrease text size to fit text box
- ✎ Shrink Text On Overflow – decreases size of text so it will not overflow outside text box
- ✎ Grow Text Box to Fit – increases size of text so that all text fits with current font size without overflowing
- ✎ Do Not AutoFit – keep font size and text box size and allows text to overflow

Text Direction

Text direction tool allows you to change the direction of the text 90° to the right and back to original direction.

- ✎ It does not go more than the 90° time. It is like an off/on switch.
- ✎ It does not move the text box when the direction is changed.
- ✎ You can change the text box shape, size and angle by clicking on the resize handles and dragging to desired position.



Text Hyphenation

To have your text automatically hyphenate you will need to activate the text box by clicking in it.

Set Hyphenation Control

You can set the hyphenate control before you start typing or after you have typed your information.

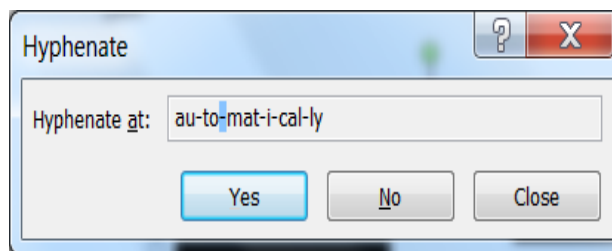
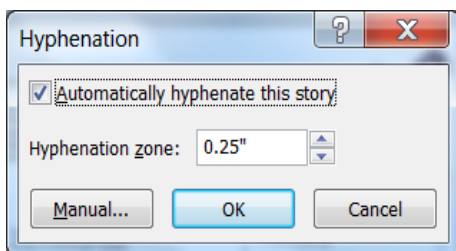
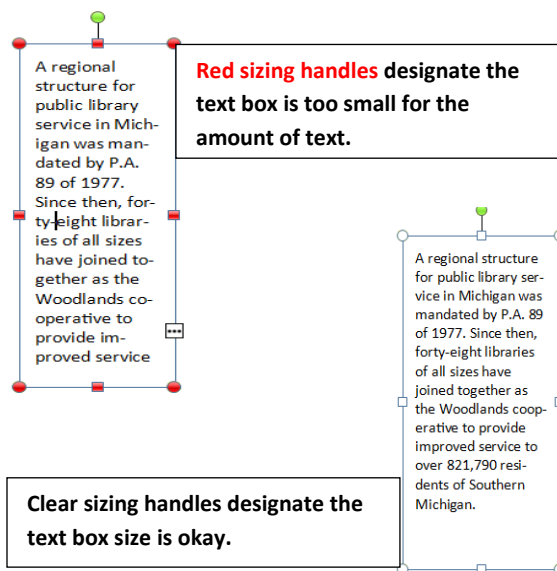
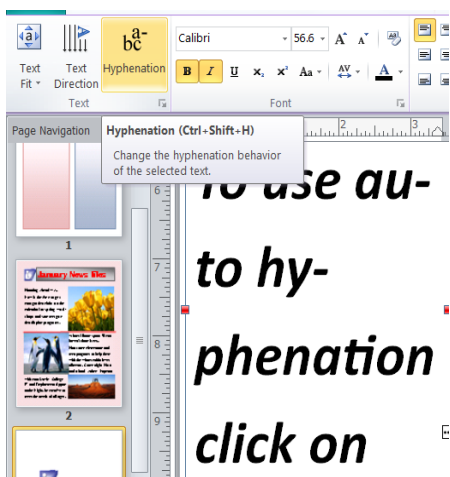
- ✎ Click the text box – this will activate the Text box tools contextual menu
- ✎ Click on the Hyphenation tool in the Text group
 - If you do not have text in the box, it will hyphenate as you type
 - If you have text in the box that is not hyphenated, it will hyphenate all words needed

Hyphenation dialog box options

- ✎ Automatically hyphenate this story – removing check mark turns off the option
 - You will need to place the hyphens where you want them
- ✎ Hyphenation zone – choose the right margin in the textbox for the hyphen to occur
- ✎ Manual – choose your settings in the Format Text box (see next page)

Hyphenate dialog box

- ✎ Displays how automatic hyphenate will show in your text-it will automatically use the normal syllable breaks



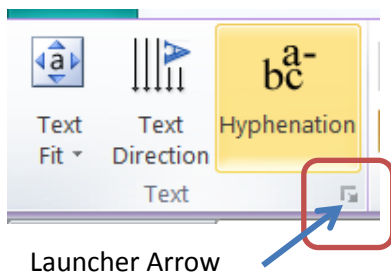


Manual Hyphen Settings

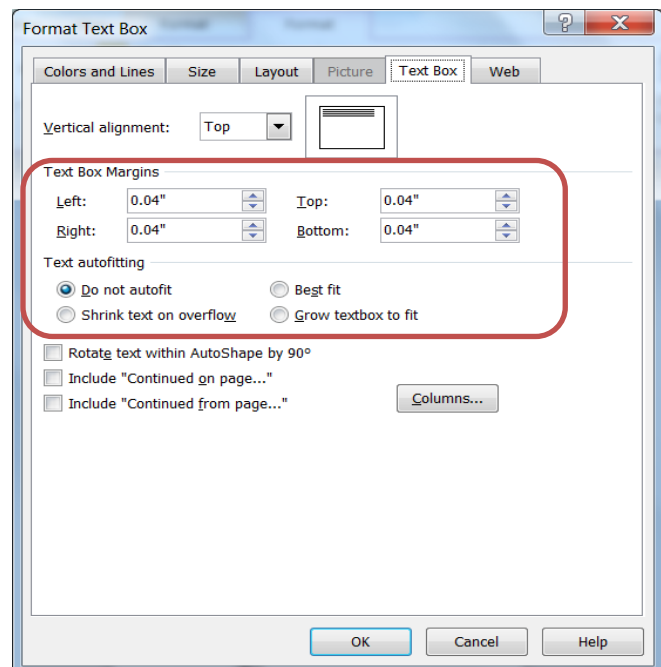
Some groups on the Text Box Tools contextual menu have a launch arrow at the bottom right corner. To open the dialog box with more options, click on the launcher arrow.

Format Text Box Options:

- ✎ Vertical alignment – places text in the portion of the text box
 - Top
 - Middle
 - Bottom
- ✎ Text box margins – allows you to change the margins inside the textbox
- ✎ Text autofitting – allows you to choose how the text fits inside the box
 - Do not autofit
 - Shrink text on overflow
 - Best fit
 - Grow text box to fit
- ✎ Rotate text within AutoShape by 90°
- ✎ Include “Continued on page...”
 - Continued on page # ... is added to a text box that is linked to another textbox on another page
- ✎ Include “Continued from page...”
 - Continued from page # ... is added to a text box that is linked to another textbox on another page



Launcher Arrow





To use these tools you will always need to click in a text box to activate the Text Box Tools contextual menu.

Typography

Typography tools are used to design font in a text box. These can make your document stand out using options such as:

- ✎ **Drop Cap** – creates a Large Letter at the beginning of a paragraph
- ✎ **Number Style** - uses different numerical styles in spacing and vertical positioning
- ✎ **Ligatures** – combines two or more characters into a single character
- ✎ **Stylistic Sets** – choose alternate text shapes
- ✎ **Swash** – turns on flourishes for text
- ✎ **Stylistic Alternates** – choose alternate character shapes

The chart below shows many of the font styles and the various typography options available for each one. The Drop Cap option is the only one available for most of the font styles including those not listed.

Font Typography Chart

Font Style	Drop Cap	Number Style	Ligatures	Stylistic Sets	Swash	Stylistic Alternates	Contextual Alternates <i>Font Dialog Box Only</i>
Arabic Typesetting	✓		✓				
Calibri	✓	✓	✓	✓		✓	✓
Cambria	✓	✓	✓	✓		✓	✓
Cambria Math	✓	✓	✓	✓		✓	✓
Candara	✓	✓	✓			✓	✓
Consolas	✓		✓	✓		✓	✓
Constantia	✓	✓	✓			✓	✓
Corbel	✓	✓	✓			✓	✓
Gabriola	✓	✓	✓	✓	✓	✓	✓
Meiryo UI	✓		✓				
Nyala	✓		✓				
Palatino Linotype	✓	✓	✓			✓	
Segoe Script	✓		✓				✓
Segoe UI Symbol	✓			✓			



Menu Examples for the Typography Group

To use these tools you will always need to click in a text box to activate the Text Box Tools contextual menu. It is not necessary to select/highlight text.

Choosing typography option:

- ✎ Click in text box
- ✎ Click typography feature
- ✎ Choose and click option in the menu
 - Some typography options also have dialog boxes with more options to choose from

<p>Drop Cap Menu</p>	<p>Custom Drop Cap Dialog Box</p>
<p>Number Style</p>	<p>Ligatures</p>
<p>Stylistic Sets</p>	<p>Swash</p>
<p>Stylistic Alternates</p>	



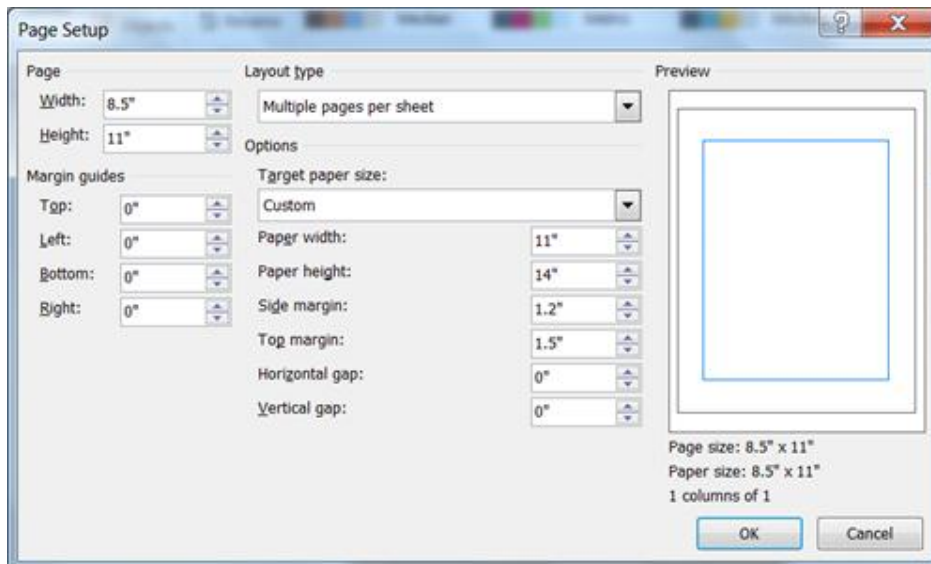
Create a Bleed

To give your publication a more professional look you can create the bleed printing option. This will allow your publication to print to the edges of a page with no white border.

You will have to trim the excess around the publication to be rid of the white margin, but you will have the proper size document with the design all the way to the edge of the paper.

If you create your document outside of the normal margins, your printer may not print the edges of the document even if you tell the printer to print outside the margins. You may have a print borderless option, print edge to edge, or something similar. In any case you will need to test print a page to be sure it will print properly.

1. Page layout tab
2. Click on Launcher arrow
3. Page-width and height
4. Options-Choose Custom paper size -- (depends on printer capabilities)
5. Target paper size -- Choose a larger paper size
6. Set margins so your document is centered
7. Click OK



Not all printers have a Bleeds option, you will only be able to change paper size, place margins inside the paper to final print size and trim the publication. You will need to open the printer dialog box and look in the Advanced settings to find your Bleeds options.

1. Click on **File**, Click **Print**, and Click **Printer Details** tab
2. Click **Advanced** Printer Setup, Click **Page Settings** tab
3. Under **Printer's Marks**, select the **Crop Marks** check box
4. Under **Bleeds**, select the **Allow Bleeds** and **Bleed Marks** check boxes, click **Ok**
5. In the **Printer Name** list, select the printer that you want to use and click **Print**
6. After **Print job is finished**, trim pages using the **Crop Marks** as cutting guide



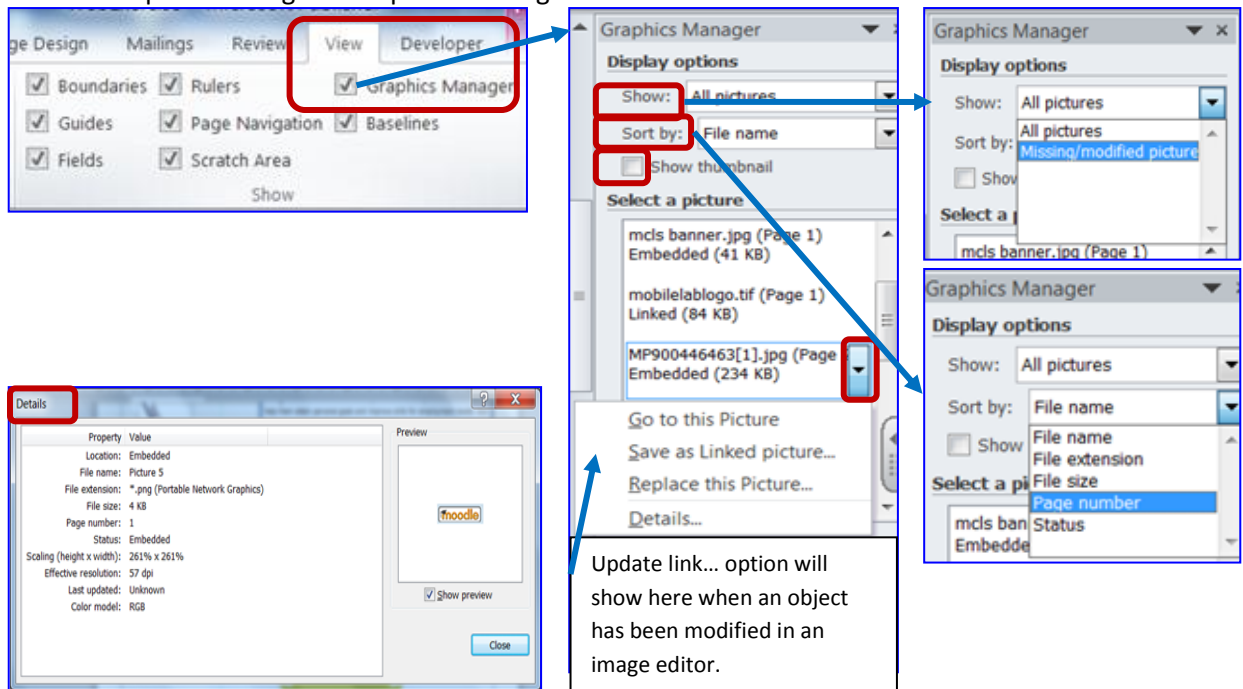
Graphics Manager

To keep your embedded or linked graphics current in your publication you can use the Graphics Manager. If you have linked a picture or clipart and you edit and save it, the linked graphic will be updated in your document.

Keep in mind that if you change the file format of a picture, you may degrade the quality of the picture. You will want to test the changes before you add them to the publication.

To open the Graphics Manager:

1. Click on the View Tab
2. Graphics Manager will open at the right of the screen



Show All Pictures or Missing/modified pictures

- All Pictures displays list of all pictures in the current document
- Missing/Modified Pictures shows a list of pictures since the publication was last saved (You can limit the linked pictures that display in the Graphics Manager list to pictures with missing links and to pictures whose originals have been modified in an image editing program.)

Sort by

- File Name, File Extension, File size, Page Number, Status (whether linked or embedded)

Show Thumbnail

- Displays a thumbnail picture of graphics

Select a Picture

- Scroll down the list to select a picture—the page the object is on will automatically come into view

Menu Arrow

- Gives options to Go To this Picture, Save As Linked Picture or Save As Embedded Picture (depending on the current format), Replace This Picture, Details



Update Linked Pictures

If you update a linked picture in an image editing program, the Graphics Manager will detect the changes and display the picture status as **Original Is Modified**.

You Cannot:

Manage Object Linking and Embedding objects (OLE) in your publication.

- ✎ OLE objects are managed by Dynamic Link Libraries (DLLs) in Microsoft Windows operation system.
- ✎ They are not listed in the Graphics Manager.
- ✎ You must manage these in the Links dialog box on the Insert tab.
 - Right Click on OLE object then click on Edit Hyperlink option to open the dialog box or
 - Click on Ole object and in the Insert tab click on the Hyperlink tool in the Show group

Graphics Manager fills the publication

- ✎ Does not manage AutoShapes, WordArt, BorderArt, or Pattern Fills

Determine colors in EPS or WMF files

- ✎ You cannot determine the color used in Encapsulated PostScript (EPS) or Windows Metafile (WMF).