ASSIGNMENT 7

Explain free form text boxes and linked text boxes. How can you integrate them with columns to create a more complex document?

Text box

Document layout very often involves the management of more

extensive texts than simple titles. When this is the case, we

have no choice but to resort to text boxes, captive texts.

Outline the text box to the required dimensions, then paste

your text into it. You can then use the Character and Para-

graph panels to manage the text efficiently.

If ever the pasted text should be too long for the box being

used, a red square with the “+” sign will appear towards the

lower right corner of the text box.

Linked text boxes

When a text is too long for the box that contains it, it is pos-

sible to create a new box containing the rest of the text by first

clicking on the small red box, then by drawing a new box. You

will then notice a line connecting the end of the first box to

the beginning of the second.

You can also draw a new empty text box and link the two

boxes together by clicking first the small red box of the first,

then the second box (a chain will appear near the mouse tip

to indicate the linkable area. ).

Free form text boxes

Rather than a rectangular box, you can draw any shape and

embed text in it. These specially shaped boxes can be used

like any other text box.

Columns

Rather than using a multitude of text boxes to do a columnar

layout, it is much better to divide a single text box into mul-

tiple columns.

To do this, select the text box and choose from the TEXT /

CAPTIVE TEXT OPTIONS menu, which will display the

setting window..

Width height:

Allows you to resize the text box.

Rows / Columns:

Allows you to define the number of rows or columns, their

dimension (width or height) as well as the dimension of the

gutter (space between columns or rows).

internal margin (padding):

Allows you to specify the inner margin of the text box and

manage the baseline (we’ll see what this is later).

Text distribution :

Allows you to distribute the text by column (default) or by row

(when the text is fragmented into columns and rows).

Text wrap

When you want to embed an image in a block of text, the latter

is superimposed on the text, thus hiding part of it. In order to

repel the text that would otherwise be hidden, it is necessary

to perform a text wrapping.

To do this, first position the image and select it. Then choose

in the SUBJECT / TEXT DRESSING / CREATE menu.

You will immediately see the text adjust to match the image.

To adjust the margin all around the image, go to the SUB-

JECT / TEXT DRESSING / TEXT DRESSING OP-

TIONS menu. This then allows you to specify the desired

margin in the new window that appears