

Assignment 7:

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

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.

Linked text boxes: When a text is too long for the box in which it is contained, a new box containing the remainder of the text can be created by first clicking on the little red box then creating a new box. The end of the first box will be connected to the beginning of the second by a line.

You can also create a new empty text box and link the two together by clicking the first box's small red box, then the second box's small red box (a chain will appear near the mouse tip to indicate the linkable area).

It's much better to divide a single text box into multiple columns than to use a slew of text boxes to create a columnar layout.

To do so, pick the text box and select TEXT / CAPTIVE TEXT OPTIONS from the drop-down menu, which will open the settings window.

Text distribution allows you to distribute the text by column (default) or by row (when the text is fragmented into columns and rows).

We can integrate text into columns to create a more complex document by doing this.