Assignment-7

text boxes and linked text boxes.

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 Paragraph 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 possible 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 multiple 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 SUBJECT / TEXT DRESSING / TEXT DRESSING OPTIONS menu. This then allows you to specify the desired margin in the new window that appears.