**Assignment 7**

**Free form text boxes –** In this option you can use or draw any shape boxes to insert text into it .it can be square ,rectangle or many other special boxes which can be similarly used like others.

**Linked text boxes-** sometimes it happen that your text contains more mush area and it cannot be adjust in one text box ,in this situation you can simple create another text box and link them with the first text box ,known as linked tex boxes .for this just click the red small box of first box and draw the another box, which will be empty also.

**Columns-** columns is easy way to divide the text into many columns ,which give you more complex structure than to do with multiple text boxes.you can go to text box and click on text/capitive text optio menu ,which open a new setting window for you to edit the text columns. In the setting widow you have option like width and height to set the height and width of text box.You can select the rows and columns according to your need and internal margin also be changed .the text distribution helps you to adjust the text by the columns or by rows.

Text wrapping is the way ,which is use to adjust the text that will be hidden when you insert the image in the text box.To do this first insert the image and select it ,then click on subject/text dressing/create menu .For the margin click on subject/text dressing/text dressing option menu and this allow you to set the desired margin in new window.