

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.

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.

Columns

Rather than using a multitude of text boxes to do a column 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).