

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 frequently necessitates the administration of longer words than basic titles. We have no choice but to use text boxes, or captive texts, when this is the case. Make sure the text box is the right size by tracing around it and pasting your content inside it. The Character and Paragraph panels can then be used to efficiently manipulate the text. A red square with the "+" sign will appear near the lower right corner of the text box if the pasted content is too long for the box being used.

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.).

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:

This allows to resize the text box.

Rows / Columns:

Allows 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):

This allows to specify the inner margin of the text box and manage the baseline (we'll see what this is later).

Text distribution :

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

Text wrap :

When you embed an image in a block of text, the image is placed on top of the text, obscuring a portion of it. It is important to do a text wrapping in order to reveal the text that would otherwise be buried. To do so, first position and choose the image. Then select CREATE from the SUBJECT / TEXT DRESSING option. The text will quickly adapt to match the image. Go to the SUBJECT / TEXT DRESSING / TEXT DRESSING OPTIONS menu to change the margin all around the image. In the new box that displays, you can then specify the appropriate margin.