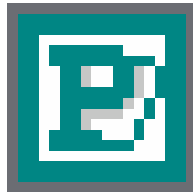


BLACKPOOL AND  
THE FYLDE COLLEGE

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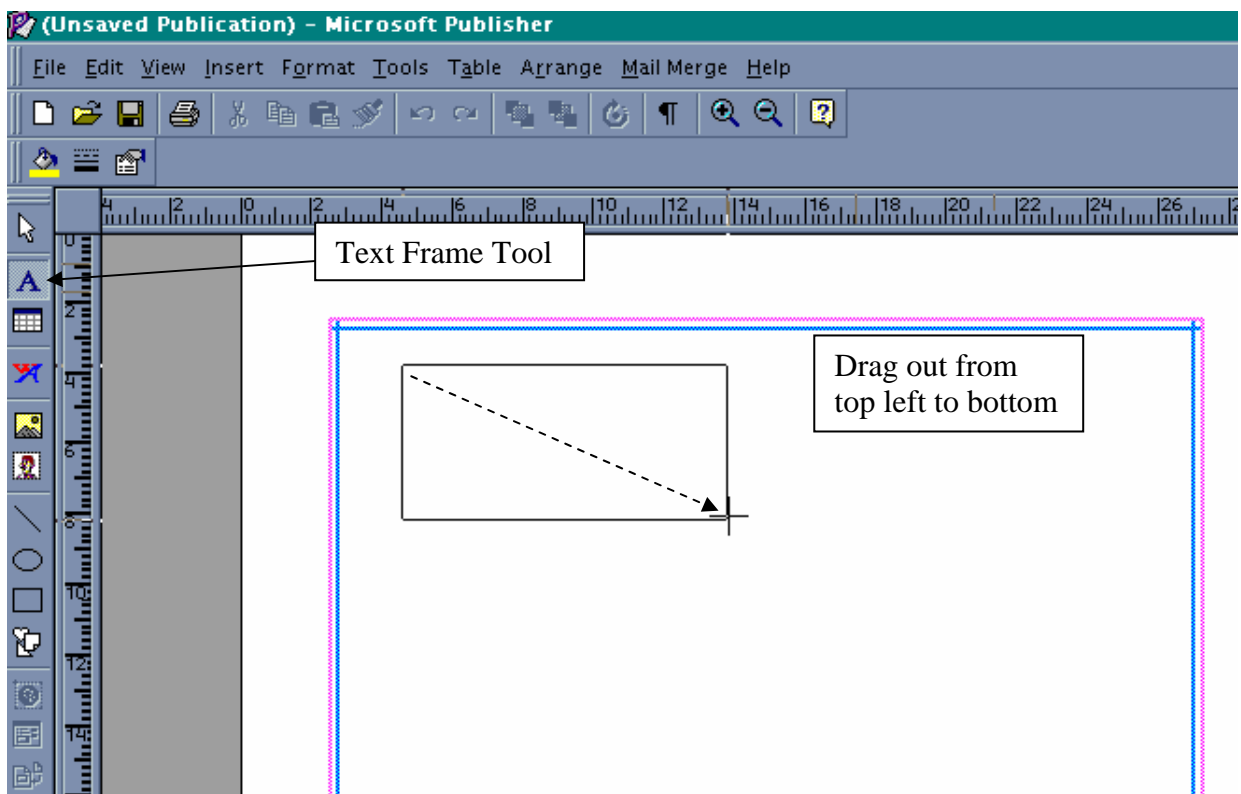


# Microsoft Publisher

## Adding Text Frames

Text is added to a document by inserting a text frame and keying the text into it.

To add a text frame, click on the **text frame tool**. Point to where you want the top left corner of the frame to be and hold the left mouse button down. Drag out to the bottom right corner and release the button. Text can now be keyed into the frame. **Use the F9 key to zoom in and out.**



## **Moving Text Frames**

To move a text frame, point at any edge (away from the black handles) so that the removal van is showing. Hold down the left mouse button and drag the frame to the required position.

## **Resizing Text Frames**

To resize a text frame, point at one of the black handles so that the mouse pointer says 'resize'. Hold down the left mouse button and drag the handle to the required size. Note that the handles in the middle of an edge only resize in ONE direction. The handles at the corners will resize in TWO directions.

## **Formatting Text**

Text can be formatted (as in a word processor) by selecting it (highlight it by dragging the mouse across it with the mouse button pressed) and using the tools on the formatting tool bar.

## **Adding Pictures**

To add a Clip Art picture, select INSERT, PICTURE, CLIPART from the menu.

Select your picture and click on insert.

To view pictures from a particular theme, click the FIND button and enter the theme in the MATCH KEY WORDS box and click FIND NOW.

## **Add a Photo**

Photos can be added from any source by clicking Insert, Picture, from file. . . and then looking in the folder where the picture is stored.

Picture frames can be resized and moved in the same way as text frames.

## **Solving "Overlapping Frame" problems**

When frames overlap (say a picture frame overlapping a text frame) some of the text may be displaced. This is because the frame which is 'on top', or inserted last, has priority over lower frames. It is often necessary to bring the text frame to the front to give it priority and avoid the text being displaced.

Higher level frames such as text frames that have been brought forward can obscure picture frames. To see a picture (or other object) through a high-level text frame, select the file colour tool and click on NO FILL.

## Text Frame Linking

If you want to link one text frame to another to continue your story / text then :-

1. Switch to print layout view.
2. On the **Insert** menu, click **Text Box**.
3. Click or drag in your document where you want to insert the first text box.
4. Repeat steps 2 and 3 to insert additional text boxes where you want the text to flow.
5. Click the first text box.

To do this, move the pointer over the border of the text box until the pointer becomes a four-headed arrow, and then click the border. On the **Text Box toolbar**, click **Create Text Box Link** .

6. Click in the empty text box that you want the text to flow to.

When you move the upright pitcher over a text box that can receive the link, the pitcher turns into a pouring pitcher.

7. To link to additional text boxes, click the text box that you just created the link to, and then repeat steps 6 and 7 to create links.
8. In the first text box, type or paste the text that you want. As the text box fills, the text will flow into the other text boxes that you've linked.

## Text Wrapping

You can either wrap text around a frame or around a shape. The text wrapping buttons are on the picture tool bar.