

## Lesson 2: Create, edit, and format text

### Introduction to Microsoft® Office Publisher 2003

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Lesson 2

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### Introduction to text box objects Page 1 of 7

As you learned in Lesson 1, everything in a publication is an **object**. There are objects that hold text, graphic objects, and so on. Not only can you change the object content, as you saw when you edited the placeholder text in Lesson 1, but also you can resize, move, and even delete the objects themselves.

The skills reviewed in the following sections apply to all objects generically, but in this lesson, you work with text box objects in particular. Just keep in mind that later when you work with pictures, the techniques will be very similar.

To select any object, click its border. You see selection handles around the border of a selected object, as shown in Figure 2-1; these are white circles that help you resize the object (which are covered later).

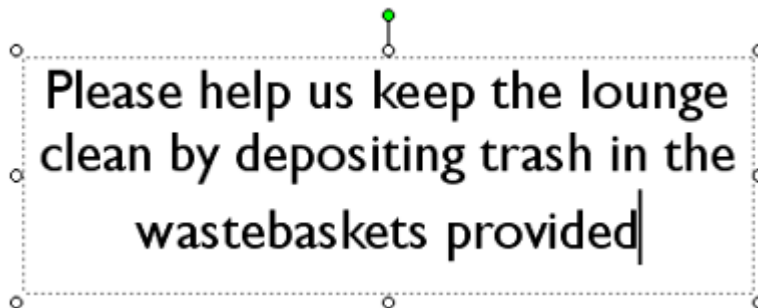


Figure 2-1: A selected text box.

#### TIP

The green circle at the top of Figure 2-1 is a rotation handle. You can drag it to rotate the object.

A text box is unlike other objects in that it has two possible selected states. One is when the insertion point is inside the text box, as in Figure 2-1. At that point, you can type and edit text there. The other is when the text box itself is selected, but the insertion point is not inside. In which case, you can move the text box.

Does it really matter? Try this exercise for yourself to see:

1. Start Publisher, and create a new Quick Publication.
2. Click inside one of the placeholder text boxes, and then type your name. Notice the flashing insertion point inside the text box.
3. Press the **Esc** key. This moves the selection from within the text box to the outer border of the text box itself. Notice that the insertion point disappeared.
4. Click inside the text box again. Press the **Delete** key a couple of times. A few

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- characters of text are deleted.
5. Now press the **Esc** key again so the entire text box is selected. (You can also click directly on the border of the text box to select it, rather than pressing **Esc**, but the Esc method is a little easier.)
  6. Press the **Delete** key. The entire text box is deleted.
  7. Select **Edit > Undo** to restore the deleted text box.

Get the picture? When the insertion point is inside the text box, commands and activities apply to the space inside, on a character-by-character basis. When the text box is selected as a whole, commands and activities apply to the text box itself.

This whole rigmarole about two different types of selection applies only to text boxes and other text-containing elements, such as tables. With a graphic, you simply click anywhere on it to select it as a whole.

To unselect an object, click away from it.

#### **TIP**

To select more than one object at a time (more than one text box, for example, or a text box and a graphic together), hold down Ctrl as you click each one. You can then work with them as a temporary group.

## **Manipulate an object Page 2 of 7**

Here are some basic but important skills for object manipulation. Pay attention to these because you'll use them over and over in Publisher, on all kinds of objects! Now, practice using them with a text box and then with the sample graphic in your Quick Publication.

### **Resize an object**

Drag one of the selection handles (white circles) on the border of the object to resize it. Notice that dragging a corner selection handle resizes in both dimensions at once; dragging a side selection handle adjusts only one dimension.

#### **TIP**

When you're working with graphics, it may be useful to keep the aspect ratio (that is, the proportion of height to width) consistent as you resize to avoid distorting the picture; hold down the Shift key as you drag one of the corner selection handles to maintain the aspect ratio.

### **Move an object**

Move an object by dragging its border (but not over a selection handle). With a text box, you must drag by the border, but with a graphic you can position the mouse pointer anywhere over the object to drag it.

#### **TIP**

You can tell when the mouse pointer is in proper position for moving because it changes to show a four-headed arrow on it.

### **Delete an object**

### **See your object clearly**

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To delete an object, select it, and then press **Delete**. You saw that in the earlier exercise. If you press **Delete** and text disappears from the text box instead, you need to press **Esc** to select the text box as a whole first.

#### **TIP**

There are other methods for deleting objects. You can right-click an object and select Delete Object, for example, or select Edit > Delete Object.

### **Create text boxes Page 3 of 7**

So far in your Quick Publication, you've worked with placeholder text boxes. The template provides these. When you click one, the sample text in it disappears and you can type your own text.

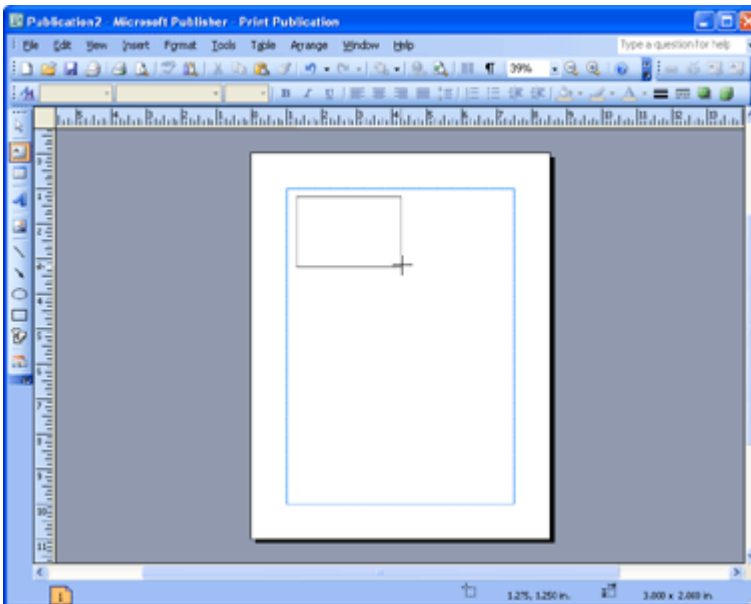
You can also create new text boxes manually. This can be useful if none of the supplied layouts provides the look you want. You might also sometimes want to start an entirely blank publication and create all the text boxes yourself.

#### **Create a blank publication**

You might want to create a blank publication now so you can practice creating new text boxes. To create an entirely blank publication, select **File > New**, and then select **Blank Print Publication** from the task pane.

#### **Create a new text box**

To create a new text box, click the Text Box tool on the Objects toolbar (the vertical toolbar at the left), and then drag on the page where you want the text box to appear. The mouse pointer appears as a crosshair as you drag, as shown in Figure 2-2. When you release the mouse button, the new text box appears.



**Figure 2-2: Create a new text box.**

There are some minor differences between manual text boxes and placeholder boxes in terms of their

default settings. For example, you might have noticed in Lesson 1 that placeholder text boxes automatically resize the text you type to allow the text to fit in the box. This is called **AutoFit: Best Fit**. You can turn that on for a manually created text box by selecting the text box and selecting **Format > AutoFit Text > Best Fit**. (Or turn it off with **Format > AutoFit Text > Do Not Autofit**.)

## Insert special types of text Page 4 of 7

You already know how to type text, so here are a couple of special text insertion features in Publisher that are not so obvious.

### Insert a symbol

Normally, you just click a text box and type. But what if you need some special symbol that doesn't appear on the keyboard?

In that case, use the **Insert > Symbol** command, same as in Microsoft Word and Microsoft Excel. This opens the Symbol dialog box, shown in Figure 2-3, from which you can select a symbol from any font installed on your system. Select the font from the **Font** drop-down list, and then click the symbol you want. Shortcuts to many of the most popular symbols appear on the Special Characters tab.

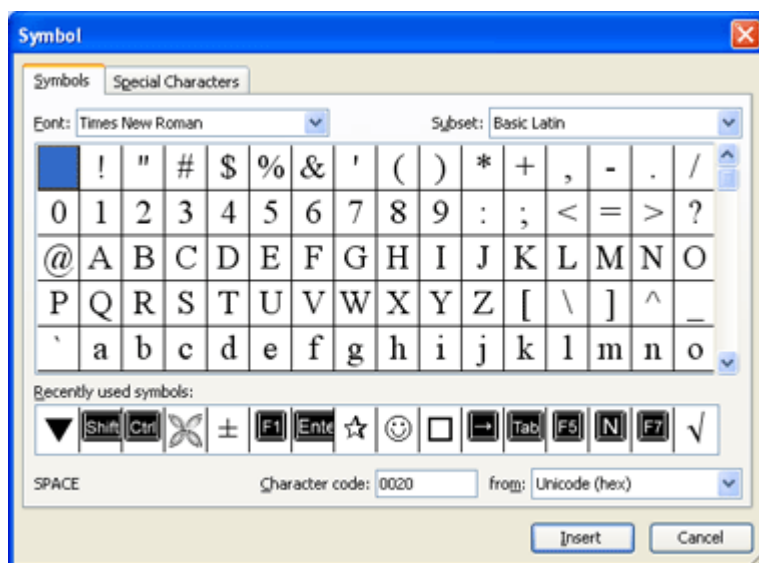


Figure 2-3: Symbol dialog box.

### Insert the current date and time

Publisher enables you to insert a code that will always display the current date and time in your publication. This can be really handy if you want to make sure that revisions to a document are always marked with the revision date, or if you have a letter that you periodically reopen, modify, and resend.

Select **Insert > Date and Time** to open the Date and Time dialog box, shown in Figure 2-4. Select the desired format and check the **Update automatically** checkbox. If you don't mark that checkbox, you get today's date and time but it doesn't change automatically later.

Publisher makes no distinction between date formats and time formats. If you want a date, simply select a format that includes the date. If you

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want a time, select a format that includes the time.

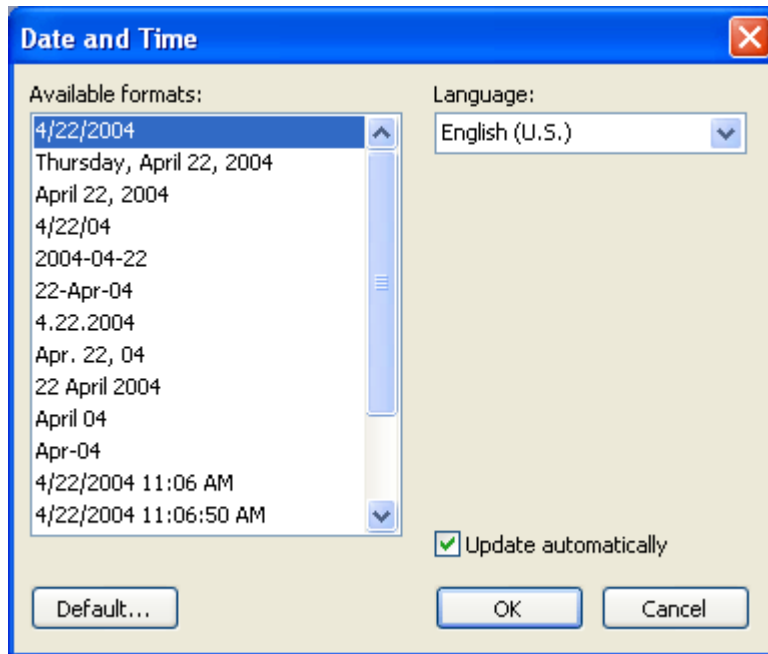


Figure 2-4: Date and Time dialog box.

## Edit and insert text Page 5 of 7

Editing text in Publisher is a lot like in any other application:

- Move the insertion point around with the arrow keys or by clicking where you want it to go.
- Drag across text to select it or position the insertion point, and then hold down **Shift** while you press the arrow keys to extend the selection.
- Use **Backspace** or **Delete** to get rid of unwanted characters. If nothing is selected, Backspace deletes one character to the left and Delete deletes one character to the right. If text is selected, both Backspace and Delete will delete it.

### Move or copy text

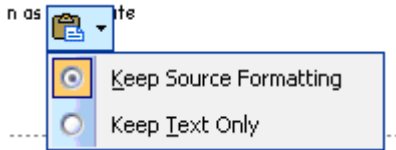
Publisher supports drag-and-drop editing, just like Word does. After selecting some text, you can drag it to move it or hold down **Ctrl** and drag it to copy it.

Publisher also supports the use of the Clipboard, just like other Microsoft Office applications. When you select **Edit > Cut** or **Edit > Copy**, the cut or copied material is placed on the Clipboard, and then you can paste it at the insertion point with **Edit > Paste**.

### TIP

There are also buttons on the Standard toolbar for Clipboard actions, and shortcut keys: **Ctrl + C** for Copy, **Ctrl + X** for Cut, and **Ctrl + V** for Paste.

When you paste a selection, a Paste Options button appears in the lower-right corner of the pasted selection. You can click it to see a menu of paste options, as shown in Figure 2-5.



**Figure 2-5: Paste Options button.**

### Insert text from other programs

If you already have the text typed in some other program, you can copy-and-paste it from there into a Publisher text box. However, there's also another way to do it.

You can use the **Insert > Text File** command to insert all the text from some other file into Publisher. Make sure the insertion point is inside a text box in Publisher before doing this, so the new text has somewhere to go. Text from programs such as Word, WordPerfect, and Notepad appears just like regular text you would have typed in Publisher.

In Publisher a text box can only hold text. If the inserted text is something other than regular text (for example, a Word table or an Excel spreadsheet), it appears as its own separate free-floating object on the page, regardless of the insertion point's position.

If you have Do Not Autofit checked, and the imported text is too lengthy to fit in the text box, a message appears asking whether you want to use Autoflow. If you select **Yes**, Publisher automatically flows the text throughout your publication, asking for confirmation before it flows into existing text boxes. If you select **No**, you need to enlarge the text box so it will fit, and then select **Format > AutoFit Text > Best Fit**. Or you can create more text boxes and flow the text into them manually. Because linking text between text boxes is not covered until the Advanced Publisher course, you should probably select **Yes**.

Publisher can open files of several types. Besides its native format (.pub), it can also open Word files (.doc), Web files (.htm), and plain text (.txt), among others. Just use the regular File > Open command to open the file without worrying about which type it is. If the resulting publication is too long to fit on a single page, multiple pages are created, each with a single text box, and the document text flows automatically from box to box via links.

## Format text Page 6 of 7

This lesson doesn't cover a lot of the detail about text formatting because you've probably formatted text before in other programs, and it's nearly identical in Publisher. Most people don't start with Publisher as their very first text-editing program.

But just in case, here's a quick summary of formatting activities, and please feel free to ask about any that you don't understand on the Message Board for the course.

### Character formatting

**Character formatting** is formatting that affects individual characters of text (or can do so). It includes font, font size, font color, and attributes, such as bold, italic, and underline. There are two ways of applying character formatting: using the buttons and lists on the Formatting toolbar and the Font dialog box, which is accessed by selecting **Format > Font**.

Here are a few character formatting items that are a different in Publisher than in other applications:

- **Increase and decrease font:** The Formatting toolbar has Decrease Font Size and Increase Font Size buttons, which increase and decrease the size of selected text by one size on the Font Size list (usually one point) with each click.

A point is 1/72 of an inch.

- **Font color:** You can select a font color from the Font Color button on the Formatting toolbar. That's no different from Word, but the color choices are different. Because Publisher uses color schemes, as you saw in Lesson 1, you can select one of the color scheme placeholders instead of a fixed color. This is advantageous because if the color scheme changes, the text changes color automatically to match. In Figure 2-6, for example, the top row of colored squares represents the scheme colors. The second row represents fixed colors that were selected elsewhere in this publication, in case you need to reuse them. To view more choices of fixed colors, click **More Colors**.

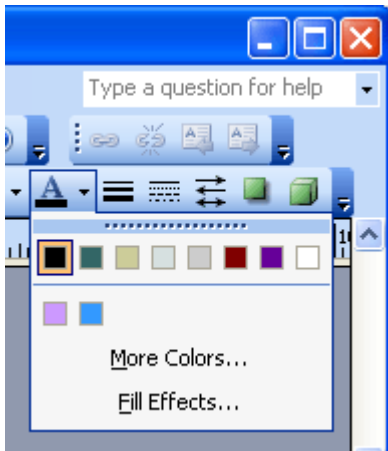


Figure 2-6: Font Color drop-down menu.

#### TIP

You can set a tint for the font color rather than a solid color. Tints mix the chosen color with either black or white. For example, if your chosen color is red, you could create a tint of it that would be pale red (pink). This is useful if you want to use a scheme color but have more control over it. To select a tint, select Fill Effects from the Font Color menu (Figure 2-6).

- **Character spacing:** Publisher comes with some very sophisticated character spacing controls, accessible from the Character Spacing dialog box (**Format > Character Spacing**). These are covered in the Advanced Publisher course, but you might want to experiment with them on your own now.
- **Drop cap:** A drop cap is a large first letter at the beginning of a paragraph. You have probably seen this in books. To create one for a paragraph, select the letter and then select **Format > Drop Cap**.
- **Fill Effects:** Selecting **Fill Effects** from the Fill Color drop-down list opens the **Fill Effects** dialog box from which you can select a tint for the chosen color. For example, if you select Red, you can select a bright red, a dark red, a pale red (pink), and so on. This is useful if you want to use a scheme color but have more control over it.

#### TIP

The Fill Effects dialog box has other options, such as gradients that you can set when working with fills; the Tint option is the only one available for text, however.

### Paragraph formatting

Paragraph formatting options apply to entire paragraphs, not to individual characters. Examples include

alignment, tab stops, indents, and bullets and numbering. Most of these settings have their own commands from the Format menu in Publisher and are very similar to their corresponding settings in Word and Microsoft PowerPoint.

Here's a quick rundown:

- **Horizontal alignment:** Use the Left, Center, Right, and Justify buttons on the Formatting toolbar, or set it from the Paragraph dialog box (**Format > Paragraph**), as shown in Figure 2-7.

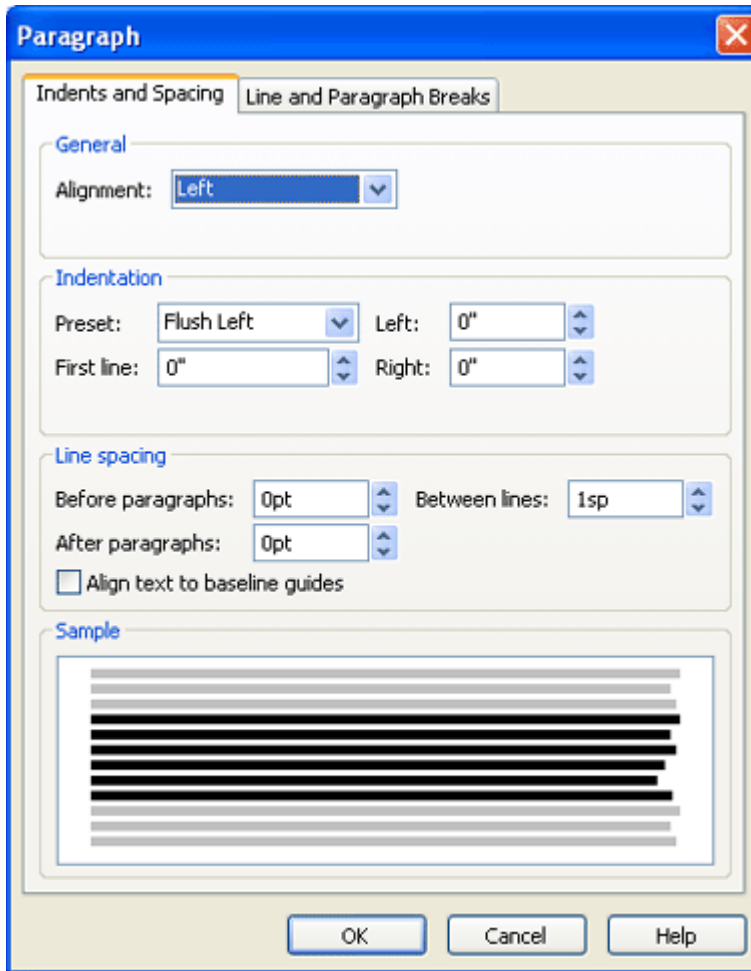


Figure 2-7: Paragraph dialog box.

- **Vertical alignment:** This refers to the vertical position of the text within the text box. It's set for the entire text box, rather than by individual paragraph. The default is **Top**. To select a vertical alignment, select **Format > Text Box**, and then change the Vertical alignment setting on the **Text Box** tab.
- **Line spacing:** There are three kinds of line spacing: between lines, before paragraphs, and after paragraphs. All three are set from the Paragraph dialog box (**Format > Paragraph**).

**TIP**

You also can set line spacing from the Measurement toolbar. To turn it on, select **View > Toolbars > Measurement**.

- **Bulleted lists:** For a quick bulleted list from existing paragraphs, select them and click the Bullets button on the Formatting toolbar. If you want some other style of bullets, select **Format > Bullets and Numbering** instead, and then click the **Bullets** tab.
- **Numbered lists:** Same as for bullets, basically. Use the Numbering button on the Formatting toolbar, or select **Format > Bullets and Numbering** and then click the **Numbering** tab.
- **Indents:** This refers to the amount of white space at the left and right of the paragraph in relation to the borders of the text box. Set or change it in the Paragraph dialog box (**Format > Paragraph**).
- **Tabs:** Set tab stops on the ruler if you like, by clicking where you want them. Or for more control, select **Format > Tabs**.

#### Apply text box borders and fills Page 7 of 7

Every object (including every text box) can have its own separate setting. The **border** is the line around the outside of it. By default the border is set to **None**, which means that no border prints. (You'll still see a thin-dotted border on-screen as you work, just to help you with placement.)

The fill is the background color behind the text in a text box. By default it's **None**, which means that the text box is transparent. This is different from having a white background. In Publisher, you can stack objects to create special effects. For example, you create a red circle, and then layer a text box on top of it. The text looks like it's sitting directly on that red circle. If the text box's background were white, rather than transparent, it looks like a white rectangle sitting on a red circle. These differences are shown in Figure 2-8. See the difference?

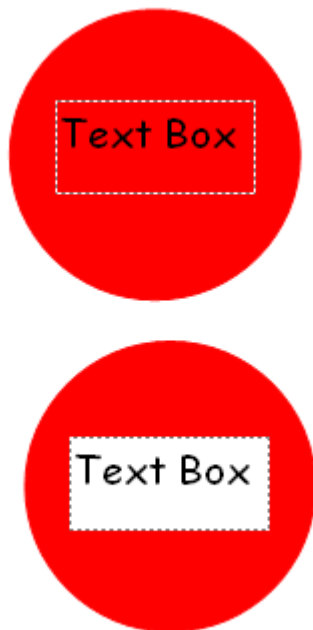


Figure 2-8: Background color.

To apply a fill to the entire page as a whole, use the Format > Background command.

### Apply a border

One easy way to apply a border is with the Line/Border Style button on the Formatting toolbar. Select the text box, and then click the Line/Border Style button, and a drop-down menu of preset lines appears, as shown in Figure 2-9.

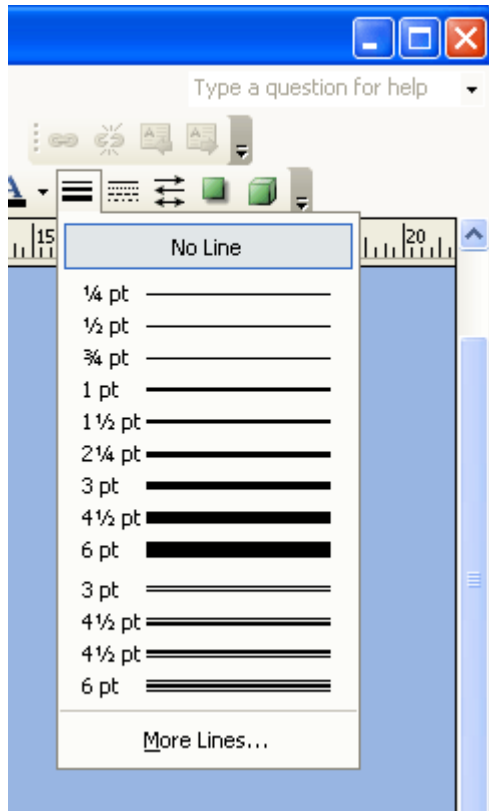
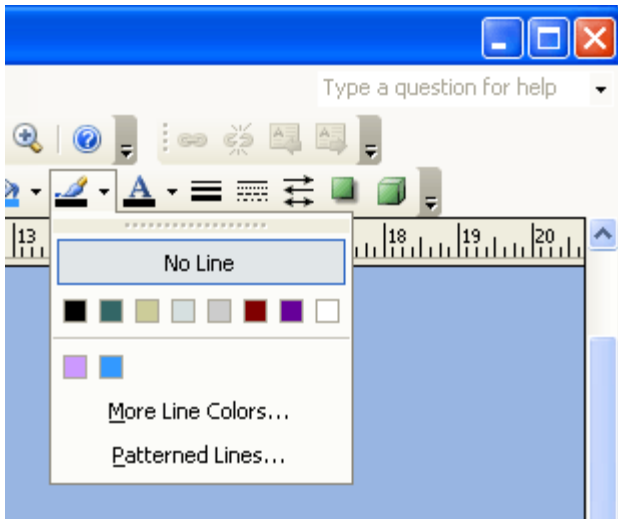


Figure 2-9: Select a border style.

#### TIP

The border you set up in the above way is the same on all sides of the object. For a wider selection, select More Lines from the menu. This opens the Colors and Lines tab of the Format Text Box dialog box. From there, you can enter precise values and even make different sides of the object have different borders.

By default, the border is the color of the first color swatch in the chosen color scheme. (In almost all color schemes, this first color is black.) To select a different color for the line, use the Line Color drop-down list on the Formatting toolbar, as shown in Figure 2-10. As with the text color you saw earlier, you can select between a scheme color (top row of swatches), an already-used fixed color (bottom row of swatches, if present), or some other color (by clicking **More Colors**).

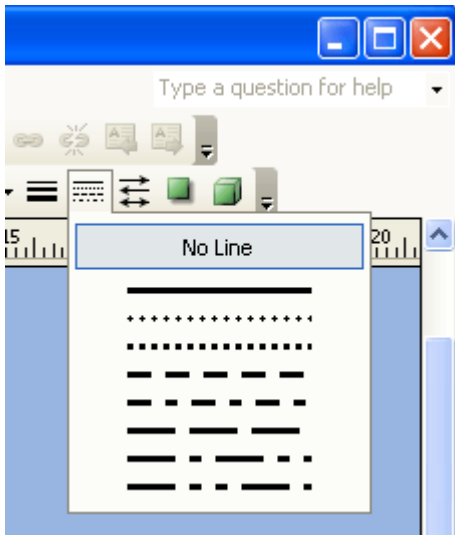


**Figure 2-10: Select a border color.**

**TIP**

Notice the dotted horizontal line at the top of the list in Figure 2-9. Whenever you see this, it indicates you can drag using the mouse to make the list into a floating toolbar that stays on-screen as you work.

You can also apply a dash style to the border, to make the line something other than solid. This can be useful if you're creating a flyer with a coupon on it, for example, to show where the coupon should be torn off. To apply a dash style, select one from the Dash Style drop-down list on the Formatting toolbar, shown in Figure 2-11.



**Figure 2-11: Select a dash style.**

**Apply a fill**

The easiest way to select an object's fill color is with the Fill Color button on the Formatting toolbar, as shown in Figure 2-12. As with borders and text, you have a choice of scheme colors or fixed colors.

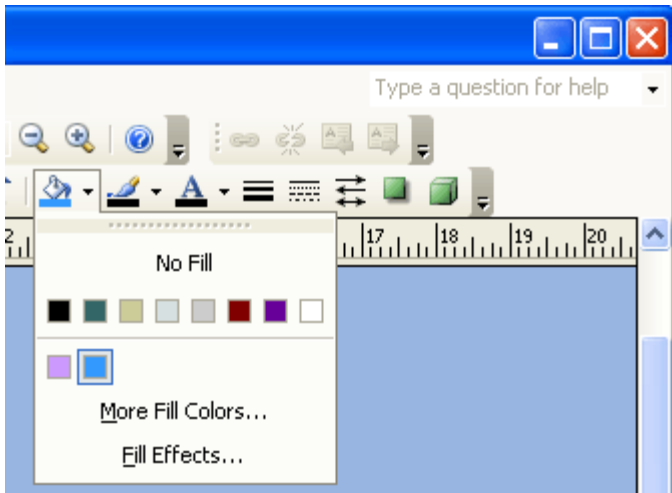


Figure 2-12: Select a fill color.

Another way to set the fill color is to do the following:

1. Select the text box, and then select **Format > Text Box**.
2. On the **Colors and Lines** tab, select a color, as shown in Figure 2-13. Click **OK**.

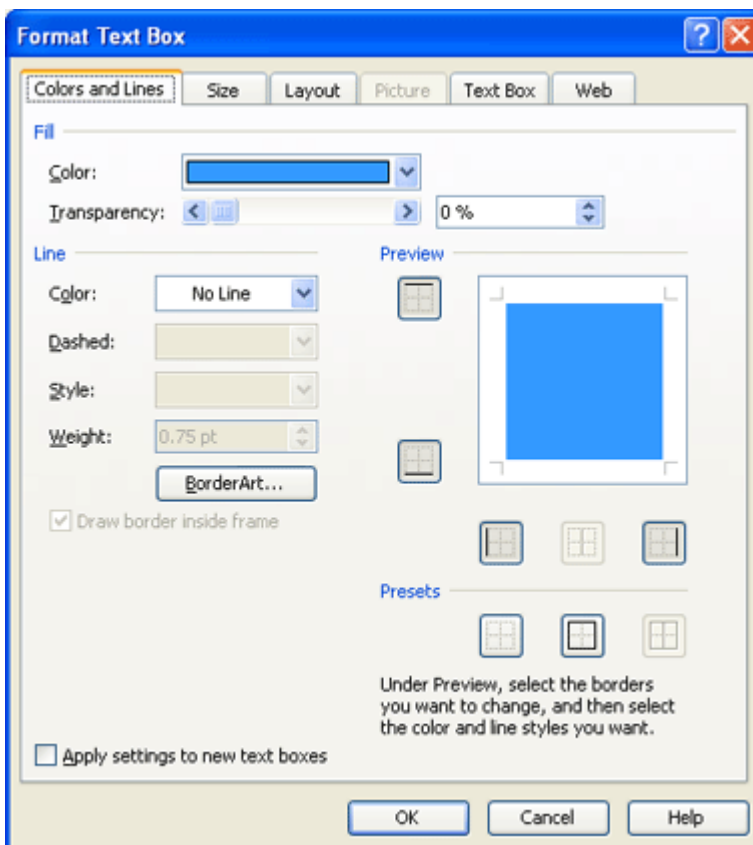


Figure 2-13: Another way to select the fill color.

While you're in the Format Text Box dialog box, notice the Transparency setting. A transparency of 0% (the default) prevents the background behind the text box from showing through. A transparency of 100% makes the text box completely clear regardless of the color you have chosen. Anything in-between makes

the chosen color a semitransparent screen that partially shows through.

**TIP**

Besides filling a text box with a solid color, you can also fill it with a special effect, such as a tint, gradient, pattern, texture, or picture. These are covered in the Advanced Publisher course, but you might want to experiment with them on your own now. To do so, select Fill Effects from the Color drop-down list, and then make your selections in the dialog box that appears.

**Moving on**

In this lesson, you learned how to create, modify, and format text and text boxes in Publisher. Even though you've only worked with text boxes, most objects are the same in Publisher in terms of their formatting so you've actually learned much more here! You can apply these same formatting techniques to drawn lines and shapes, clip art, and many other object types. Before you move on, be sure to do the assignment and take the quiz for this lesson, and then check in on the Message Board if you have any questions.

Now that you have a basic set of skills, it's time to expand beyond the simple Quick Publication. In Lesson 3, you'll learn to create several other publication types, and you'll apply your skills in new contexts.

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