

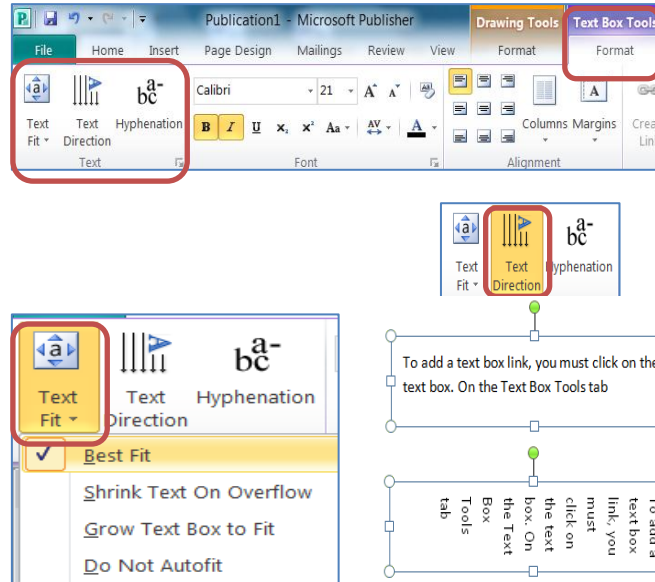


To use these tools you will always need to click on a text box to activate the Text Box Tools contextual menu.

## Text Group

The Text group on the Text Box Tools contextual menu contains three options:

- ✎ Text Fit – choose to change textbox size, use overflow options, or none
- ✎ Text Direction – changes direction of text by 90°
- ✎ Hyphenation – automatically hyphenates text



## Text Fit Options

- ✎ Best Fit – automatically will increase or decrease text size to fit text box
- ✎ Shrink Text On Overflow – decreases size of text so it will not overflow outside text box
- ✎ Grow Text Box to Fit – increases size of text so that all text fits with current font size without overflowing
- ✎ Do Not AutoFit – keep font size and text box size and allows text to overflow

## Text Direction

Text direction tool allows you to change the direction of the text 90° to the right and back to original direction.

- ✎ It does not go more than the 90° time. It is like an off/on switch.
- ✎ It does not move the text box when the direction is changed.
- ✎ You can change the text box shape, size and angle by clicking on the resize handles and dragging to desired position.



## Text Hyphenation

To have your text automatically hyphenate you will need to activate the text box by clicking in it.

### Set Hyphenation Control

You can set the hyphenate control before you start typing or after you have typed your information.

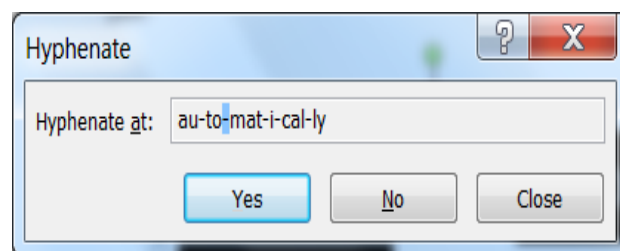
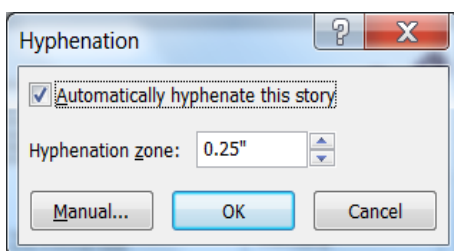
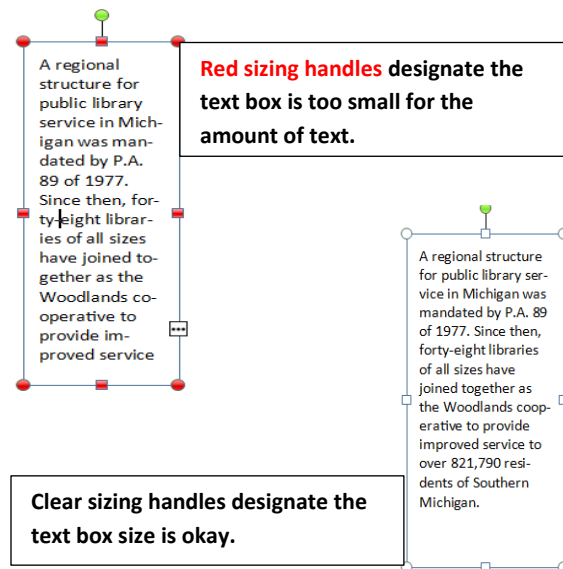
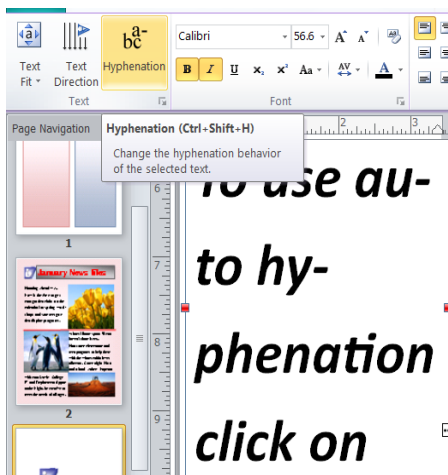
- ✎ Click the text box – this will activate the Text box tools contextual menu
- ✎ Click on the Hyphenation tool in the Text group
  - If you do not have text in the box, it will hyphenate as you type
  - If you have text in the box that is not hyphenated, it will hyphenate all words needed

### Hyphenation dialog box options

- ✎ Automatically hyphenate this story – removing check mark turns off the option
  - You will need to place the hyphens where you want them
- ✎ Hyphenation zone – choose the right margin in the textbox for the hyphen to occur
- ✎ Manual – choose your settings in the Format Text box (see next page)

### Hyphenate dialog box

- ✎ Displays how automatic hyphenate will show in your text-it will automatically use the normal syllable breaks





## Manual Hyphen Settings

Some groups on the Text Box Tools contextual menu have a launch arrow at the bottom right corner. To open the dialog box with more options, click on the launcher arrow.

### Format Text Box Options:

- ✎ Vertical alignment – places text in the portion of the text box
  - Top
  - Middle
  - Bottom
- ✎ Text box margins – allows you to change the margins inside the textbox
- ✎ Text autofitting – allows you to choose how the text fits inside the box
  - Do not autofit
  - Shrink text on overflow
  - Best fit
  - Grow text box to fit
- ✎ Rotate text within AutoShape by 90°
- ✎ Include “Continued on page...”
  - Continued on page # ... is added to a text box that is linked to another textbox on another page
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  - Continued from page # ... is added to a text box that is linked to another textbox on another page

