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

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Red sizing handles designate the text box is too small for the amount of text.

Clear sizing handles designate the text box size is okay.
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
- Include “Continued from page...”
  - Continued from page # ... is added to a text box that is linked to another textbox on another page