Text

Creating Text Columns
1. Select the text you want to format into columns. (If you do not select text, the whole document will be formatted into columns.)
2. Click on the Page Layout tab.
3. Click the Columns button in the Page Setup group.
4. Do one of the following:
   • To use a preset column layout, select the layout from the resulting menu.
   • To use a custom column layout, select More Columns from the resulting menu. Enter or select the number of columns you want in the Number of columns box and make selection. Click the OK button when you are finished.

Changing Character Spacing
1. Select the text you want to change character spacing for.
2. Click on the Home tab.
3. Click the Show the Font dialog box launcher in the Font group.
4. Click on the Advanced tab.
5. Do any of the following:
   • To scale the selected text, click the arrow on the Scale box and select a percentage from the resulting menu.
   • To change spacing evenly between characters, click the arrow on the Spacing box, select Expanded or Condensed from the resulting menu, and enter or select a point size in the By box.
   • To change the position of selected text, click the arrow on the Position box, select Raised or Lowered from the resulting menu, and enter or select a point size in the By box.
6. Optional: Check the Kerning for fonts box and enter or select a point size in the Points and above box.
7. Click the OK button when you are finished.

Changing Line Spacing
1. Click in the paragraph you want to change line spacing for.
2. Click on the Home tab.
3. Click the Show the Paragraph dialog box launcher in the Font group.
4. Click on the Indents and Spacing tab.
5. Optional: To set spacing before and after the paragraph, enter or select a point size in the Before and After boxes.
6. Click the arrow on the Line spacing box and select a line spacing option from the resulting menu. (If you select At least, Exactly, or Multiple, enter or select a point size or measurement in the At box.)
7. Click the OK button when you are finished.

Setting a Tab Stop
1. Click in the paragraph that you want to set tab stops for.
2. Click the Tab Style Indicator button in the upper-left corner of the window to select the type of tab you want.
3. Click on the horizontal ruler where you want to place the tab stop.

Inserting a Drop Cap
1. Click in the paragraph you want to add a drop cap to.
2. Click on the Insert tab.
3. Click the Drop Cap button in the Text group.
4. Do one of the following:
   • To apply a drop cap that allows text to wrap around the letter, select Dropped from the resulting menu.
   • To apply a drop cap that places the letter in the left margin, select In margin from the resulting menu.
   • To apply a custom drop cap, select Drop Cap Options from the resulting menu. Select an option in the Position section and make selections in the Options section. Click the OK button when you are finished.

Note: To remove a drop cap, click the Drop Cap button in the Text group and select None from the resulting menu.

Inserting a Text Box
1. Click in the document where you want to insert the text box.
2. Click on the Insert tab.
3. Click the Text Box button in the Text group.
4. Do one of the following:
   • To insert a preformatted text box, select a box type from the resulting menu.
   • To create your own text box, select Draw Text Box from the resulting menu and click and drag in the document.

Using Text Box Tools
When you insert or draw a text box, Text Box Tools will appear on the ribbon.
   • To change the text direction, click the Text Direction button in the Text group and select an option from the resulting menu.
   • To apply a predefined style to the text box, click the More button on the Text Box Styles gallery in the Text Box Styles group and select a style from the resulting menu.
   • To change the fill color, click the right side of the Shape Fill button in the Text Box Styles group and select a color from the resulting color palette.
   • To change the color of the outline, click the right side of the Shape Outline button in the Text Box Styles group and select a color from the resulting color palette.
   • To change the shape effects, click the Shape Effects button in the Text Box Styles group, select a category, and select an effect from the resulting menu.

Linking Text Boxes
You can link text boxes so that text flows from one text box to another.
1. Click in the text box where the text begins.
2. Click on the Format tab.
3. Click the Create Link button in the Text group.
4. Place your mouse pointer on the empty text box you want the text to flow into.
5. When the mouse pointer turns into a tipped pitcher, click in the text box.

Note: To unlink text boxes, click in the first text box and click the Break Link button in the Text group.