Microsoft Publisher 2013: Text Options & Working with Text Spacing

Publisher offers options for creating special effects with text. A drop cap can be used to distinguish the beginning of a paragraph. Reverse text can be used to emphasize text such as a heading or label.

- Working with Drop Caps & Formatting Reverse Text
- Text Spacing – Adjusting, Setting Paragraph Spacing & Positioning Text

Working with Drop Caps

You can quickly and easily enhance the appearance of a document by adding interesting design elements to text such as drop caps. A drop cap is a large initial character, often used at the beginning of a paragraph. In Publisher, you can choose from pre-formatted drop cap styles, or you can customize a drop cap. Publisher automatically formats the text around the drop cap using tabs and line breaks to ensure that the rest of your text wraps properly.

The *T* at the beginning of this sentence is an example of a drop cap that wraps around two lines. A drop cap is often used to mark the beginning of a paragraph for new articles within a magazine or the first paragraph of a chapter of a book.

If you edit the lines around a drop cap, you may have to delete the tabs and line breaks Publisher inserted to create the drop cap and insert new ones yourself. Therefore, it is better to create your drop cap after all editing is completed.

NOTE: You cannot create drop caps in paragraphs where the first character is a graphic, tab, space, bullet, or a similar character.

Using Publisher's Pre-formatted Drop Caps

1. Place your insertion point in the paragraph in which you would like to add the drop cap
2. From the **Format** tab, on the **Text Drop Tools**, in the **Typography** grouping, click on the drop down arrow at **Drop Cap.** The Drop Cap dialog box appears.
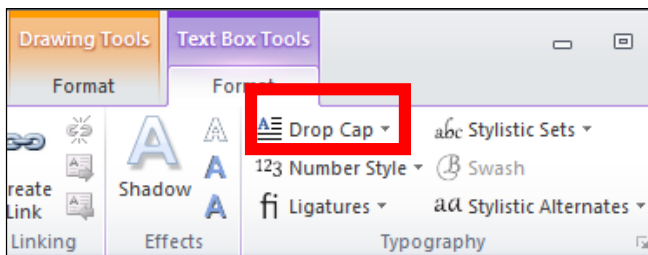
3. From the Available drop caps select a drop cap style. The result of your selection appears in the Preview pane. Once you have made a final selection, click **OK.** The drop cap is applied.

Creating a Custom Drop Cap

1. Place your insertion point in the paragraph in which you would like to add the drop cap. From the **Format** tab, on the **Text Drop Tools**, in the **Typography** grouping, click on the drop down arrow at **Drop Cap.**
2. Click on **Custom Drop Cap,** very bottom of menu.
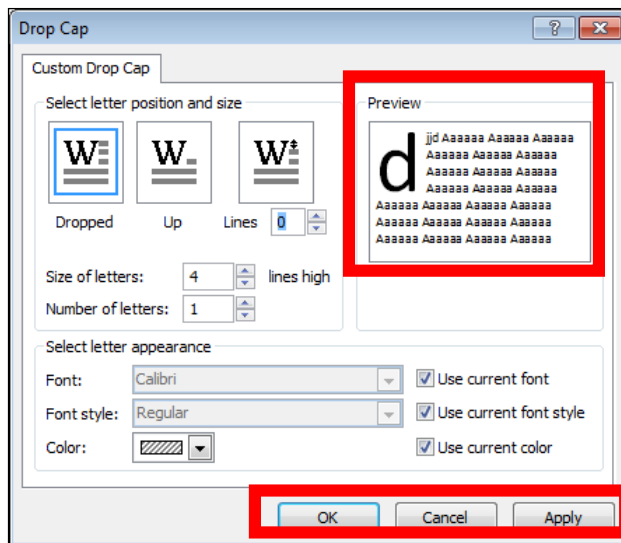
3. In the Select letter position and size section, choose the desired settings
4. In the Select letter appearance section, select the desired font, font style, and color from the respective pull-down list. Your selections are reflected in the Preview pane of this dialog box.
    HINT: If the pull-down lists are grayed-out and inaccessible, you may need to deselect the Use current (setting) check boxes. These options are selected when a check mark appears, and prevent a new option from being selected.
5. When satisfied, click **OK.** The drop cap is created.

Removing Drop Caps

1. Place your insertion point in the paragraph which contains the drop cap you wish to remove.
2. Click on drop down arrow by **Drop Cap.** The Drop Cap dialog box appears. Click on the first block which will remove it.
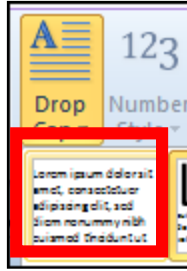
Formatting Reverse Text or Changing Color of Text

Instead of the usual black text on white background, you might want to emphasize a portion of your document by using reverse text (i.e., white text on black). The process of creating reverse text is a simple one, requiring two main steps: changing the type style to reverse and creating the black background.

1. Select text within the text box you wish to reverse or change color.

2. On the **Home** tab, click the ▾ next to Font Color **,** select **White.**

   a. On the Formatting toolbar, click the ▾ next to Font Color **,** select **More Colors...** The Colors dialog box appears.
   b. Select the **Standard** tab, Select **White**
   c. Click **OK.**
      NOTE: Your text is no longer visible if you choose white, but is still present.

3. Now you can right mouse click (text must be selected) choose **Format Text Box**. On the **Colors and Lines** tab, set the **Fill Color** to your liking.
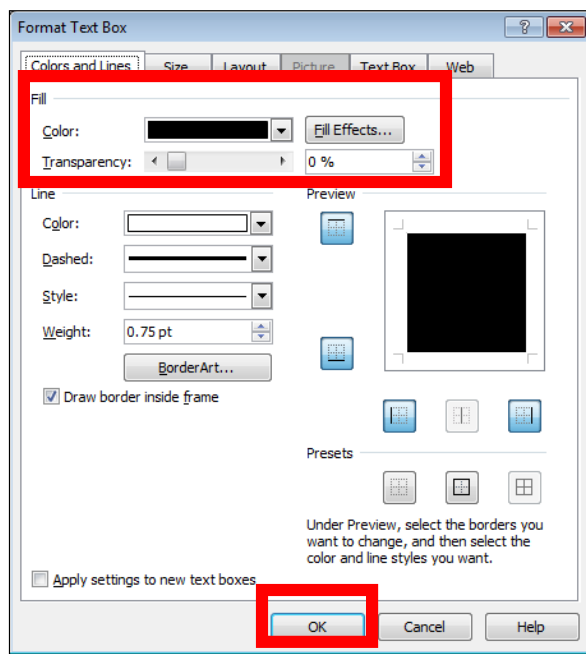
4. Click **OK**.

Working with Text Spacing

Publisher allows you to add spacing between lines and paragraphs. Like letter and word spacing, the right amount of line spacing makes text easier to read. The amount of space between lines of text is called leading, while the amount of space between paragraphs is called paragraph spacing. You can also adjust spacing by changing the margins within a text box, which can create the appearance of white space between text boxes or objects that are immediately adjacent to one another. You can either specify spacing values yourself or let Publisher determine them automatically.

Adjusting the Space between Lines of Text

Publisher automatically inserts leading as you enter text into your document, but you may want to control the amount of space used. Values apply to the entire paragraph.

1. Place the insertion point in the paragraph you want to adjust
2. From the **Home** tab, **Paragraph** grouping, click on the little corner icon.
3. The Paragraph dialog box appears.
4. Select the **Indents and Spacing** tab
5. Under **Line spacing**, in the Between lines text box, type the appropriate number or use the nudge buttons to select a value.
6. Look at the Sample for a preview of changes as you adjust the settings.
7. Click **OK.** The new line spacing is applied to the lines of the paragraph.
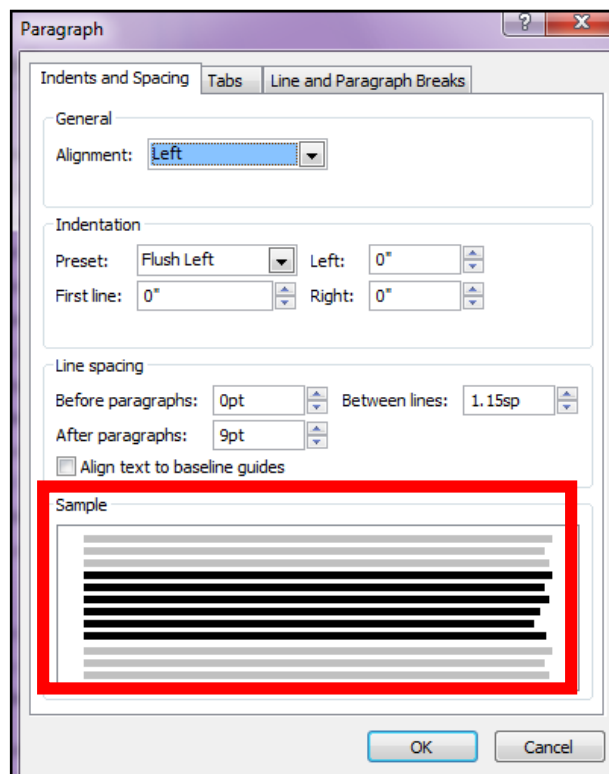
Setting Paragraph Spacing

At times, you may want to emphasize a particular paragraph to draw the reader's attention. In many cases, adding space around the paragraph will be more effective than using fancy and distracting graphics or borders. In addition, you may want to separate each paragraph rather than indent new paragraphs. Publisher allows you to set the amount of space before and/or after each new paragraph.

1. Select one or more paragraphs
2. To set the amount of space inserted before each selected paragraph, under Line spacing, in the Before paragraphs text box, type the appropriate number or use the nudge buttons to select the appropriate value
3. To set the amount of space inserted after each selected paragraph, in the After paragraphs text box, type the appropriate number or use the nudge buttons to select the appropriate value
4. Click **OK.** The new spacing is applied to the selected paragraph(s).

Positioning Text within the Text Box

Adjusting text box margins allows you to adjust the position of text within its text box. Text box margins are the amount of internal space between the text and the edge of the containing text box. Adjusting these margins may be appropriate only for display text, banner text, or text boxes that have visible borders.

1. Select the desired text and right mouse click to choose **Format Text Box**.
2. On the **Text Box** tab set the margins to desired settings & click **OK**.