

CHAPTER THREE: EDITING AND FORMATTING TEXT

This Chapter Will Include:

- Selecting Text
- Editing and Deleting Text
- Using the Undo and Redo Features
- Copying and Pasting Text
- Changing Font Attributes
- Using the Format Painter
- Formatting Pasted Text
- Aligning Text
- Adjusting Character Spacing
- Applying Borders and Shading to Text Boxes

Selecting Text

You can use both the mouse and the keyboard to select blocks of text in Microsoft Publisher.

Action	Result
Click and drag over the text	Selects any amount of text
Double-click a word	Selects the word
Triple-click anywhere in the paragraph	Selects a paragraph
Select the first item using one of the above methods, hold CTRL , then select additional text.	Selects multiple sections of text that are not adjacent
Press SHIFT+Left Arrow or SHIFT+Right Arrow	Selects the character to the left or right of the cursor
Press SHIFT+Up Arrow or SHIFT+Down Arrow	Selects the text between the cursor and the character directly above or below the cursor
Press SHIFT+Home or SHIFT+End	Selects the text between the cursor and the beginning or end of the line
Press CTRL+SHIFT+Left Arrow or CTRL+SHIFT+Right Arrow	Selects the text between the cursor and the beginning or end of a word
Press CTRL+SHIFT+Up Arrow or CTRL+SHIFT+Down Arrow	Selects the text between the cursor and the beginning or end of a text box
Press CTRL+SHIFT+Home or CTRL+SHIFT+End	Selects the text between the cursor and the beginning or end of the text box
Press CTRL+A	Selects the entire text box

Editing and Deleting Text

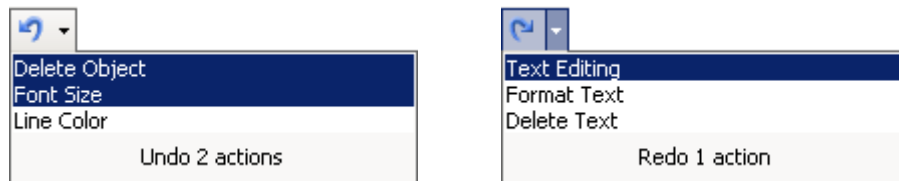
There are several ways to edit and delete text. Remember these rules when modifying text:

- Once text is selected with the cursor or keyboard, any text typed using the keyboard will replace the selected text.
- Pressing the **Backspace** key once deletes one character behind the cursor.

- Pressing the **Delete** key once deletes one character in front of the cursor.
- If a large block of text is selected when the Backspace or Delete keys are used, the entire selected text will be deleted.
- Text will be inserted whenever the cursor is. If the cursor is placed between two characters, the text you type will appear between those characters.
- You can combine the Backspace or Delete keys with the keyboard functions listed above to delete greater amounts of text.

Using the Undo and Redo Features

Many computer programs, including Microsoft Publisher, store recent changes you have made to a publication in the computer's memory. If you have performed an action that you would like to reverse, simply click the **Undo** button. Similarly, if you have undone an action that you want to perform again, click the **Redo** button. Once you close the publication, Publisher will no longer remember any changes you have made and the Undo/Redo features cannot be used.



To use the Undo button, follow these steps:

1. On the **Standard toolbar**, find the **Undo** button.
2. Click the **down arrow** next to the Undo button to display a list of actions you can reverse.
3. Note that if you would like to undo an action that is in the middle of the list, you must undo all the actions listed before it first.
4. Click the action you wish to reverse and the publication will update with the changes.
5. If you want to reverse only the most recent action, you can simply click the Undo button without opening the Undo drop-down menu.

To use the Redo button, follow these steps:

1. On the **Standard toolbar**, find the **Redo** button.
2. Click the **down arrow** next to the Redo button to display a list of actions you can repeat.
3. Note that if you would like to redo an action that is in the middle of the list, you must redo all the actions listed before it first.
4. Click the action you wish to repeat and the publication will update with the changes.
5. If you want to repeat only the most recent action, you can simply click the Redo button without opening the Redo drop-down menu.

Copying and Pasting Text

Using the **cut**, **copy**, and **paste** functions, you can move text in a publication from one location to another, or even move text from one publication to another. There are three methods for moving text: using the **cut**, **copy**, and **paste** functions on the Standard toolbar, using the **Office Clipboard**, or using the **drag-and-drop method**.

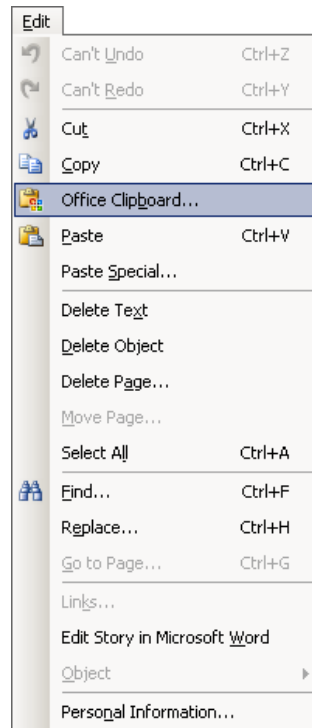
Using the Cut, Copy, and Paste Functions:

1. To **cut** a selection of text, highlight the area you want to cut and do one of three things:
 - a. Right-click on the area and select **Cut** from the menu that appears
 - b. Find the **Cut** command on the **Standard toolbar** and click it
 - c. Go to **Edit** on the **Menu toolbar** and select **Cut**
2. To **copy** a selection of text, highlight the area you want to copy and do one of three things:
 - a. Right-click on the area and select **Copy** from the menu that appears
 - b. Find the **Copy** command on the **Standard toolbar** and click it
 - c. Go to **Edit** on the **Menu toolbar** and select **Copy**
3. To **paste** a selection of text, move the cursor to where you want the pasted text to appear and do one of three things:
 - a. Right-click and select **Paste** from the menu that appears
 - b. Find the **Paste** command on the **Standard toolbar** and click it
 - c. Go to **Edit** on the **Menu toolbar** and select **Paste**

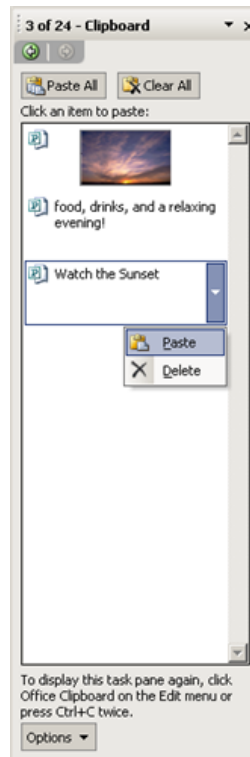
Using the Office Clipboard:

The Office Clipboard is a toolbar on the left side of the screen that stores multiple items that have been copied. You can use the clipboard to paste items or to remove them from the copied list. To use the Office Clipboard, follow these steps:

1. Select a section of text you wish to cut or copy and use one of the methods above to cut or copy the text. You can also copy images or objects and they will appear on the Clipboard.
2. Select another piece of text and use one of the methods above to cut or copy the text. The **Clipboard Task Pane** will open on the left side of the screen containing the two items you copied.
 - a. However, if the task pane has been opened prior to copying items twice in a row, the Clipboard will not appear. In this case, either click on **Edit** in the **Menu toolbar** and select **Office Clipboard**, or select **Clipboard** from the **Other Task Panes** menu on the Task Pane.



3. In the Office Clipboard toolbar, hover your mouse over one of the copied items. By clicking on the item, you can paste the text into the publication wherever your cursor is. If the cursor isn't visible in the publication, clicking the item will insert it into the publication in a new text box.
4. When you hover your mouse over the item in the Clipboard, you should notice that an arrow appears to the right of the item. Click on the arrow to reveal a drop-down list with the **Paste** and **Delete** commands.



5. To remove the copied item from the clipboard, click the **Delete** command.
6. To paste all the items in the clipboard, select the **Paste All** button at the top of the clipboard.
7. To delete all the items from the clipboard, select the **Clear All** button at the top of the clipboard.

Using the Drag-and-Drop Method:

The drag-and drop method allows you to click and drag text from one location to another. You can also copy text using this method. In some cases, this can be faster than cutting or copying text.

To move text using the drag-and-drop method, follow these steps:

1. Select the text you wish to move.
2. Click anywhere in the selected text and hold the mouse down. The cursor and mouse pointer will change to reflect your intended action.



3. While continuing to hold the mouse button down, move the pointer in any direction. This moves your cursor; wherever you move the cursor is where the text will move to.
4. Once you have the cursor where you want the text to be, release the mouse and your text will move to where the cursor is.

To copy text using the drag-and-drop method, follow these steps:

1. Select the text you wish to copy.

2. Click anywhere in the selected text and press **CTRL**. The cursor and mouse pointer will change to reflect your intended action.



3. While continuing to hold the mouse button down, move the pointer in any direction. This moves your cursor; wherever you move the cursor is where the text will copy to.
4. Once you have the cursor where you want the copied text to appear, release the mouse and your text will copy to where the cursor is.

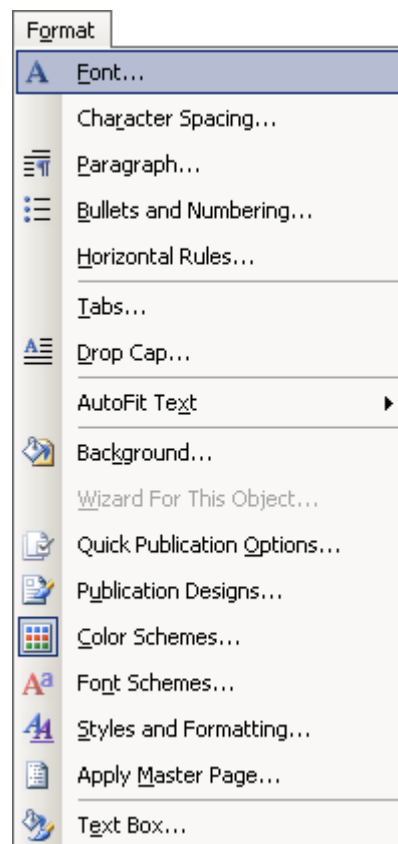
Note: moving or copying text to a different location outside the text box will occasionally cause the new text box formed to resize itself. You may need to adjust the width or height of the text box after using this method.

Changing Font Attributes

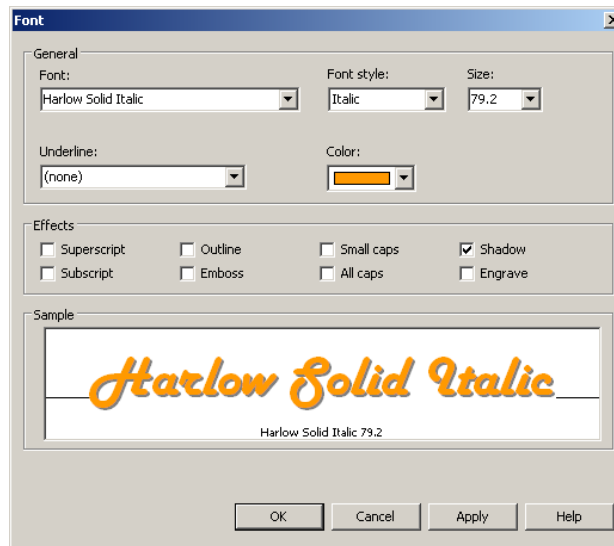
Under the **Font** menu, you can change aspects of text, including color, size, and font weight.

To change attributes, follow these steps:

1. Select a portion of text you would like to change.
2. Click on the **Format** section of the menu toolbar and select **Font**.



- In the **Font Dialog Box**, you can change the font type, style, size, color, and more. Click **Apply** to apply changes to your publication, and then click **OK** to exit the dialog box.



Using the Format Painter

The **format painter** tool copies the format used for one area of text and applies it to another area of text. This can be useful if you do not want to manually repeat formatting changes for multiple areas of text.

To use the format painter, follow these steps:

- Move your cursor to the area of text with formatting that you want to copy. Make sure the cursor is between two characters in that area of text.
- Click the **Format Painter** button on the **Standard toolbar**. Your mouse will now appear as a cursor with a paintbrush.

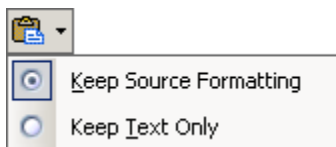


- Move your cursor to the word that you want to apply the copied format on and click once. Your text should now look like the text you copied.
- When you single-click the Format Painter button once, the function will only work once. To use it multiple times, double-click the Format Painter. When double-clicked, it is usable as long as needed. To close the Format Painter, single-click once on the Format Painter button in the toolbar.

Formatting Pasted Text

When text is pasted into a publication, the **Paste Options** icon appears, allowing you to format the pasted text. By default, pasted text retains the format it had when it was copied. Using the Paste Options

menu, however, you can change the text to match the formatting of the text you pasted it into, or you can completely remove any formatting.

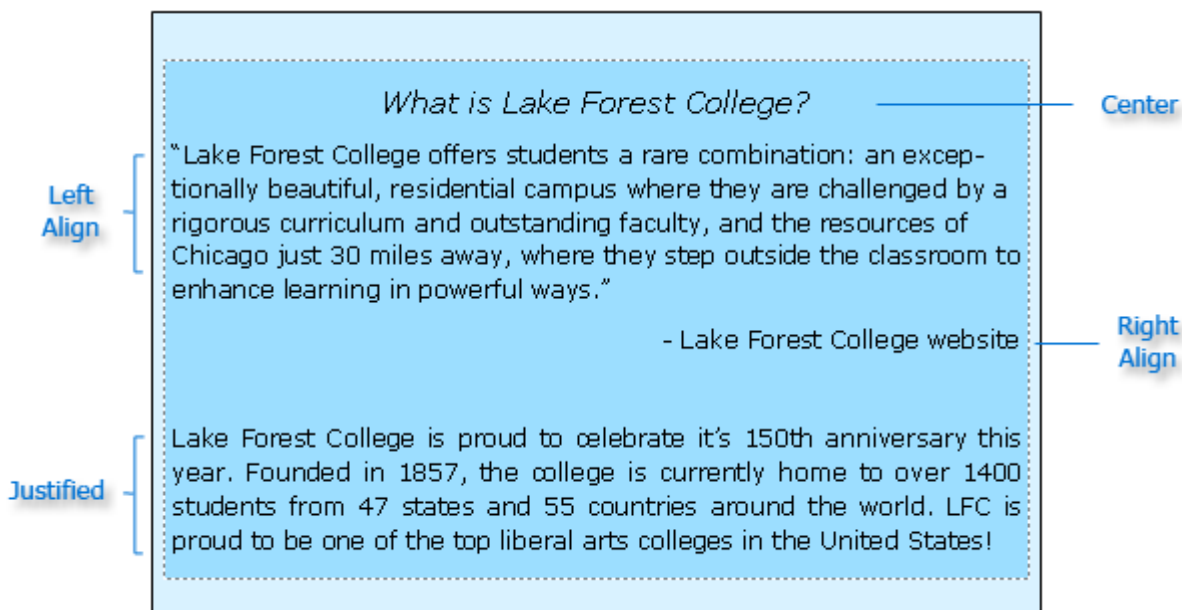


To use the Paste Options menu, follow these steps:

1. Cut or copy a section of text and paste it into a different section of the publication, preferably where the formatting is different.
2. When you see the **Paste Options** icon appear, hover your mouse over it and click the **down arrow** that appears on the right side of the icon. Choose one of the available options and your text will change to reflect it.
3. To close the Paste Options icon, press the **Esc** button.

Aligning Text

There are four different text alignment options in Microsoft Publisher: **Left Align**, **Center**, **Right Align**, and **Justify**.



Left-Aligned Text – aligns text with the left margin

Centered Text – aligns from the center outward; the left and right margins are left uneven

Right-Aligned Text – aligns text with the right margin

Justified Text – aligns text with both the left and right margins

To align text, follow these steps:

1. Place the cursor anywhere in the paragraph you wish to align.
2. On the **Formatting toolbar**, find the **alignment buttons**.
3. Choose the alignment option you want by clicking on it.
4. By default, the entire paragraph containing the cursor will align.

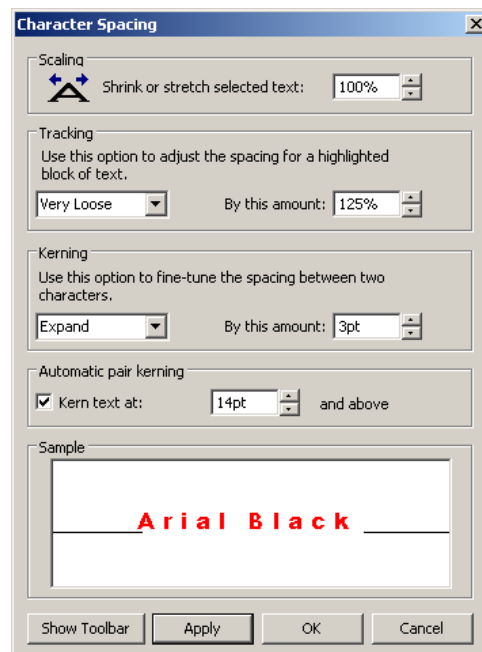
A **paragraph** is defined as any portion of text separated from surrounding text by at least one **hard return**. A hard return is designed by pressing the **Enter** key at the end of a line. In addition, you cannot align half a paragraph one way and the other half another way; Publisher will automatically correct the paragraph so that it is uniform.

Adjusting Character Spacing

Using the **Character Spacing Dialog Box**, you can adjust the space between characters in a word, sentence, or paragraph.

To adjust character spacing, follow these steps:

1. Highlight the text you want to change and select **Character Spacing** from the **Format** menu on the **Menu toolbar**.
2. In the **Character Spacing Dialog Box**, use the **Tracking** section to change the spacing and the **Kerning** section to make further adjustments.



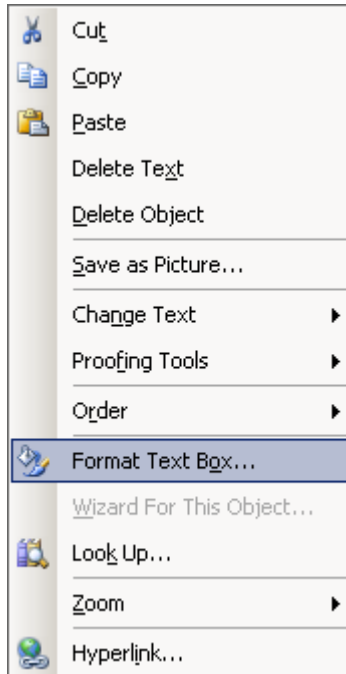
3. Click **Apply** to apply your customizations and then **OK** to close the dialog box.

Applying Borders and Shading to Text Boxes

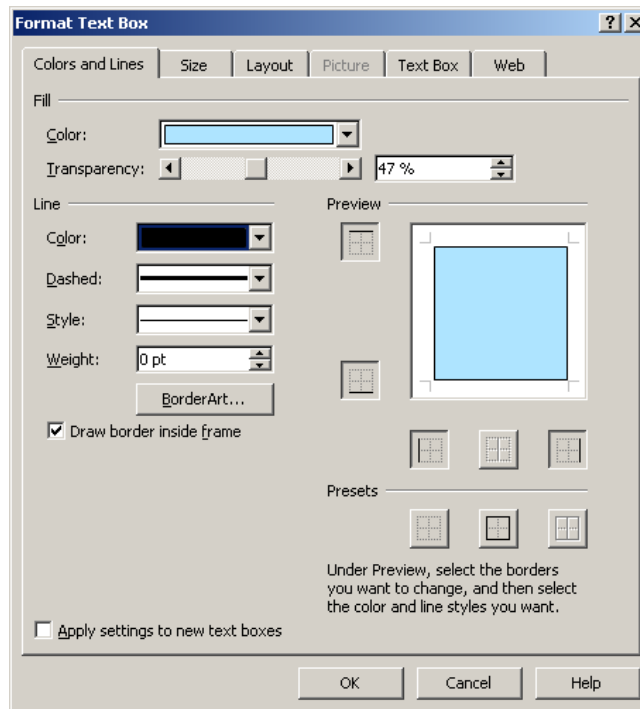
You can add borders and background colors to text boxes to add emphasis or draw attention to a certain part of your publication.

To add borders and shading, follow these steps:

1. Right click on the text box you want to modify and select **Format Text Box** from the menu that appears.



2. In the **Format Text Box Dialog Box**, make sure the **Colors and Lines** tab is selected.



3. In the **Fill** section, you can choose a color to add as a background. You can also change the transparency of the box.
4. In the **Line** section, choose a color and style to add as a border.
5. Click **OK** to apply your changes.

