



## Text Flow Overview

In professional publications such as newspaper and newsletters, it is not uncommon to see a story begin on page 1 and continue on a different page. You too can control the way the text of your stories flow in your publications by connecting text boxes using the **Create Text Box Link** icon on the **Connect Text Boxes** toolbar.

You can connect text boxes that are adjacent to each other, on the same page or on different pages. When you connect text boxes, each text box is independent of the other. Connected text boxes share only a string of text. If you delete one text box, the text reverts back to the other connected text box, or if the text box is too small to fit the text it will appear as "text in overflow". "Text in overflow" is text that does not fit within a text box and is hidden until it can be flowed into a new text box, or until the text box is resized to include the text. Special text box icons appear when there is text in overflow, or when two or more text boxes are linked together. There are also icons you can use to jump from one connected text box to the next.

### Summary

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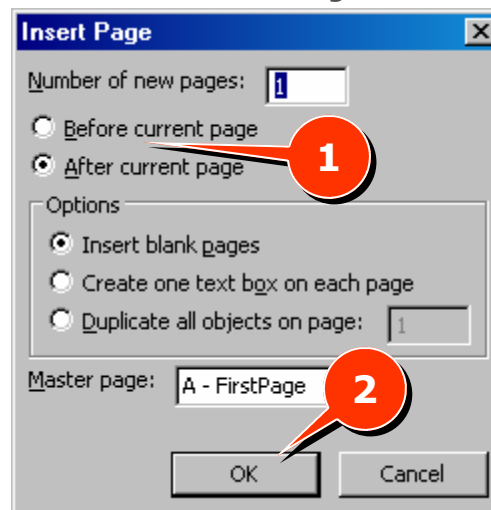
## Add a New Page

You may need to add a new page before you add a text box to which to connect. Adding a new page to your publication is a breeze.

1. Select the page that come before the new page you wish to add.
2. Select **Insert > Page** from the menu bar.
3. In the **Insert Page** dialog box, select the options you want (Figure 1, 1), and then click **OK** (Figure 1, 2).





Note: For publications, such as newsletters using the two-page spread view, it is recommended to add pages in multiples of four.

Figure 1

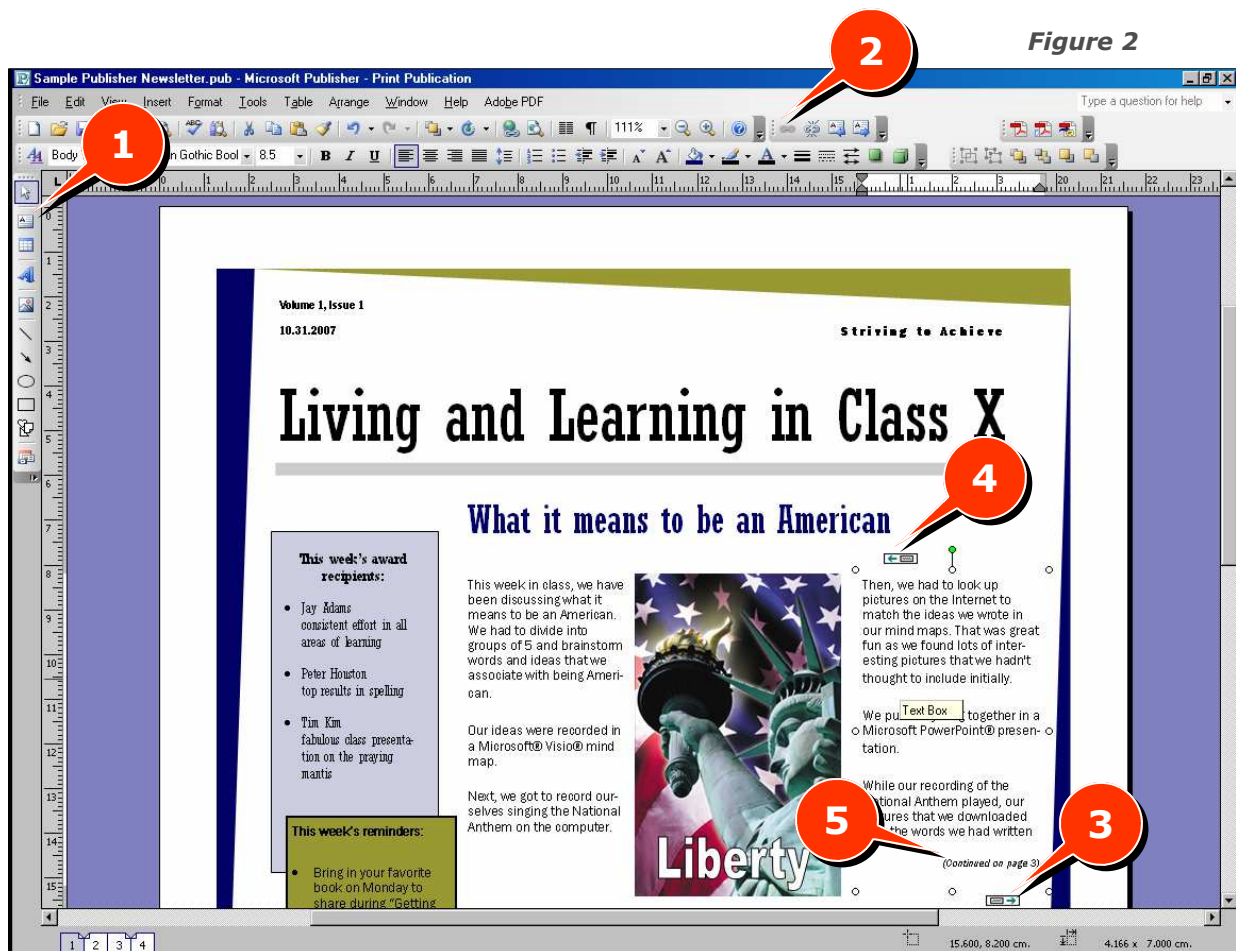


## Connect Text Between Text Boxes



The following demonstrates how to connect an existing (source) text box to a new (target) text box. The "source" text box is the original text box that has text in overflow and the "target" text box is the text box that will receive the extra text.

1. First, create a new (target) text box using the **Text Box** icon  on the **Objects** toolbar (Figure 2, 1).
2. Next, go back and select the (source) text box with text in overflow.
3. Click the **Create Text Box Link** icon  on the **Connect Text Boxes** toolbar (figure 2, 2).
4. Your mouse pointer turns into a "pitcher" .
5. Point to the (target) text box created in step 1. Your mouse turns into a "pouring pitcher"  when over the (target) text box.
6. Click inside the (target) text box.
7. The text boxes are now connected and text in overflow will appear in the next box.

★ If needed, you can connect a chain of text boxes across multiple pages.



## Jump Between Text Boxes

You can easily move from one connected text box to another by clicking the "Go to Next Text Box" or "Go to Previous Text Box" icons. These special icons appear at the top or bottom of the connected text boxes. To move to the next connected text box, click **Next Text Box** icon  at the top of the connected text box (Figure 2, 3). To move to the previous connected text box, click the **Previous Text Box** icon  at the bottom of the connected text box (Figure 2, 4).

## Add a Continued Notice

In order to guide your reader through a story that spans across two or more connected text boxes, you can add a **Continued Notice**. A Continued Notice is a small note that appears at the beginning or end of a text box (Figure 2, 5) indicating that the text is continued from or continues on a different page. Text must be present in each linked text box for the Continued Notice to appear.

1. Select the desired text box and click **Format > Text Box** from the menu bar.
2. In the **Format Text Box** dialog box, select the **Text Box** tab (Figure 3, 1).
3. Under the **Text autofitting** heading, select the check box for the type of Continued notice you wish to add (Figure 3, 2).
4. Click **OK** (Figure 3, 3).

★ Repeat the steps above for each connected box in the chain applying the proper Continued Notice for each text box.

