

Fact Sheet, Inserting Columns, and Working with Text

Fact sheets guidelines

- Keep the layout simple not to distract reader
- Convey information consistently
- Graphic elements to enhance overall layout
- Eye-catching headline conveys message of fact sheet
- High-quality paper stock

Point of response- phone number, web site, or address for reader to respond to.

Graphical element- an umbrella term meaning anything on a page other than text.

Reverse text- white text and /or lines on a black/dark background.

Gutter- space between columns- default 1/6" or .167".

Inserting columns

- Column guides –control flow of text or help align (place) text and graphics.
- Click Layout on the menu bar and click Column guides.
- Column guides box appears- put the number of columns that you want in your fact sheet.
- Graphics in columns align with ruler guides.

Importing and placing text

- Click File – Click Place
- The Place dialog box opens- click Look in list arrow- find the file you want.
- Click Open (text flow pointer appears it is loaded with text).
- Text block- object that contains text.
- Windowshade handles- are on the top and bottom of the text block and define its borders, the length of the text block.

Controlling the flow of text

- Three options: Autoflow, semi-Autoflow, and manual flow.
- Autoflow-Automatically flows text from one column to the next and page to the next until all the text is placed.
- Semi-Autoflow- Text flows to the bottom of the column or page and the semi-Autoflow text pointer waits ready to place more text.
- Manual flow-Text flows from the insertion point to the bottom of the column or page, and waits for the insertion point to be reset.

Click Layout in the Menu bar-the layout menu opens. If Auto flow is selected-**deselect it**.

Click File –Click Place- Look in the list arrow-find your file.

Place the text below the graphic in the first column setting the pointer guide at 4.75inches on the vertical toolbar-Click.

Windowshade handle with red triangle appears at the top of a column when the text doesn't fit in the column.

Click on it and it turns in to the manual text flow pointer.

Windowshade with a plus sign handle appears at the bottom of a column when the text doesn't fit in the column.

Threaded- text connected to another text block.

Manipulating text blocks

You can change the shape and size of any text box by grabbing the windowshade or selection handles. Windowshade- length-up or down.

Selection handle- width

- Click text block-selected.
- Click View (menu bar) – Click Actual size.
- Drag the windowshade handle with the plus up three lines and release the mouse button.
- Click the text block. Drag the windowshade with the red triangle up five lines.
- Click View (menu bar)- Click fit the window
- An empty windowshade at the bottom of the last column means that all the text has been placed in the publication.

Moving and Resizing text blocks

- Select the point of response text block and position the pointer in the middle of the text block and press and hold the mouse button- the pointer changes the tip of an arrow.
- Drag the text block to the bottom of column one.
- Position the pointer over the lower-right selection handle of the text block, and then drag the handle to the right margin guide in the third column-still holding the mouse button.
- Position the pointer in the middle of the text block-drag the text block down until it is just above the bottom margin guide- release the mouse button.
- The bottom of the text block aligns with the bottom margin-the text block does NOT flow over the logo.

Drag-Placing text

- Two ways- manual and automatic text flows.
- Drag-Place both graphics and text and define the size of a text block as it is placed.
- Click File- Click place-The place dialog box opens.
- Click the Look in list arrow-find your file-click open.
- Position the manual text flow pointer at the intersection on the top and left margin guides.
- Drag the manual text flow pointer down to 1.5” on the vertical ruler and across the page to the right margin guide and HOLD the mouse button.
- If satisfied with the dimensions, release the mouse button.

Using Reverse text

Click the Text tool –T- in the toolbox and the two lines of headline text.

Click Type on the Menu bar- Alignment-Click Align Center.

With headlines highlighted, Click Type- Type Style (menu bar) –

Click Reverse- Deselect text.

Click the rectangle tool in the toolbox. The pointer changes to a +.

Position + at the intersection of the margin guides in the upper-left corner of the page.

Drag the pointer down to the 1.5” mark on the vertical ruler and across the page to the right margin guide- release the mouse button (a box appears).

Select (click) the box-Click Element(menu bar)- point to fill- click solid.

The box fills with black. It is on top of the text.

Click Element(menu bar)-point to Arrange- click Send to Back