

## Lesson 6-3: Linking Text Boxes and Adding Continued Notices

**Figure 6-7**

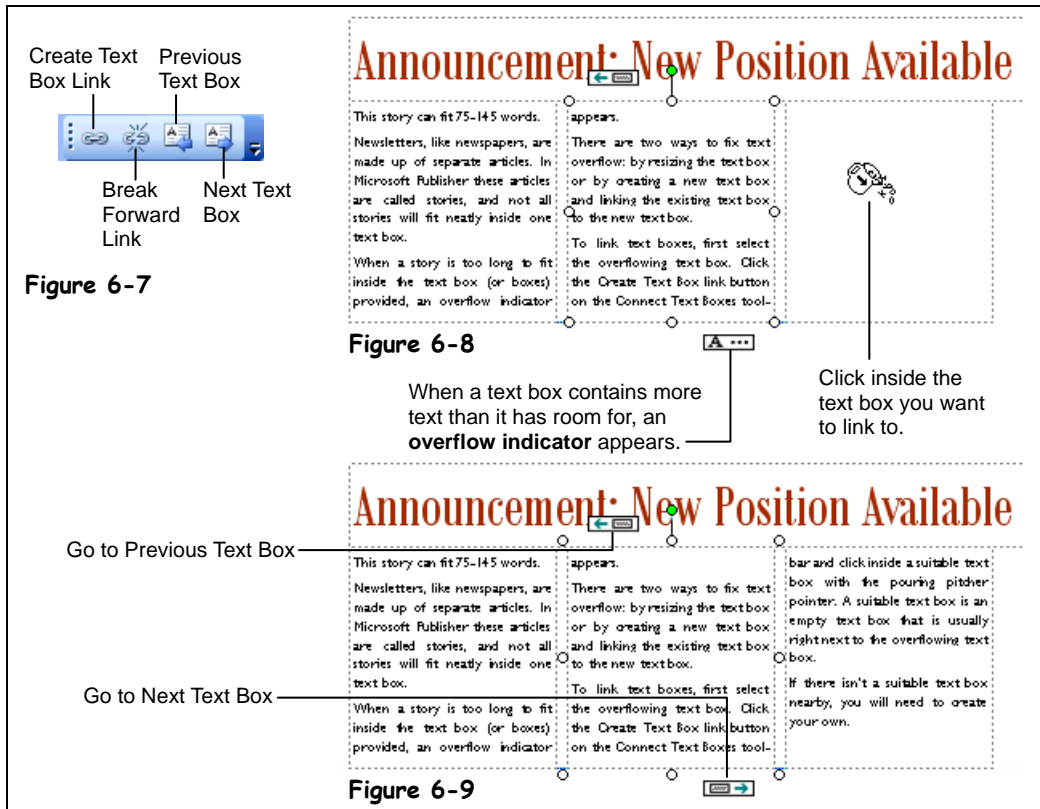
The Connect Text Boxes toolbar.

**Figure 6-8**

Linking two text boxes.

**Figure 6-9**

Use the Go To buttons to move between linked text boxes.



**Figure 6-7**

**Figure 6-8**

When a text box contains more text than it has room for, an overflow indicator appears.

Click inside the text box you want to link to.

**Figure 6-9**

Newsletters, like newspapers, are made up of separate articles. In Publisher these articles are called *stories*, and not all stories will fit neatly inside one text box. When a story is too long to fit in the text box provided, an overflow indicator appears.

There are two ways to fix text overflow: 1) by resizing the text box or 2) by creating a new text box and linking the existing text box to the new text box. In this lesson you will learn how to fix text overflow by linking and unlinking text boxes.


1. Click the **Page 3** navigation button and scroll downward until the **Announcement: New Position Available** article appears.

This article was too long to fit inside the text boxes provided. Let's fix this problem by linking the second text box to the third text box.

2. Click the **second text box** to select it.

An overflow indicator appears below the text box, as shown in Figure 6-8.

3. Click the **Create Text Box Link** button on the **Connect Text Boxes** toolbar.

The mouse pointer changes to a , until it is positioned over an empty text box.

**NOTE:** If the Connect Text Boxes toolbar does not appear on your screen, select **View > Toolbars > Connect Text Boxes** from the menu.




**Overflow indicator**



**Create Text Box Link button**

**4. Position the mouse pointer over the third text box.**

The mouse pointer changes to a  (as shown in Figure 6-8), indicating an empty text box.

**5. Click anywhere inside the empty text box.**

The text that would not fit inside the second text box spills into the third text box, and the overflow indicator disappears.

When you select a text box that is part of a linked chain of text boxes, Go To buttons appear above and/or below the text box. These buttons allow you to easily move back and forth between text boxes.

**6. With the third text box still selected, click the  **Go to Previous Text Box button.****

The second text box is selected and two Go To buttons appear, as shown in Figure 6-9. You can also move back and forth between linked text boxes using the Connect Text Boxes toolbar.

**7. Click the **Previous Text Box button** on the **Connect Text Boxes toolbar**.**

The first text box is selected.

Sometimes you may find the need to unlink text boxes. When this happens, you will use the Break Forward Link button on the Connect Text Boxes toolbar. Clicking the Break Forward Link button disconnects all text boxes that come *after* the selected text box; text that flows into the selected text box is not affected.

**8. Select the second text box and click the **Break Forward Link button** on the **Connect Text Boxes toolbar**.**

The text from the third text box is moved back into the second text box, and an overflow indicator appears once again.

**9. Click the **Undo button** on the **Standard toolbar**.**

Lucky for us, this publication had an empty text box available on the same page that we could link to. Sometimes, however, you might not have this luxury and could be forced to link to a text box on another page. To make it as easy as possible to find and read the entire story, you'll want to add "Continued on" and "Continued from" notices.

Continued notices automatically insert the correct page reference and even update this reference if the text box is moved.

**10. Click the **Page 1** navigation button and select the third text box in the **New Projects** article.**

This article continues onto Page 2, but how are your readers supposed to know this? Let's add a "Continued on" reference inside this text box so that your readers know where to go to find the rest of the article.

**11. Select **Format** → **Text Box** from the menu, click the **Text Box** tab, and click the **Include "Continued on page..."** check box to select it. Click **OK** when you're finished.**

A "Continued on page 2" reference appears at the bottom of the text box. Now we need to add a "Continued from" reference on Page 2.

**12. Click the  **Go to Next Text Box button**.**

Publisher jumps to the beginning of the article on Page 2.

**13. Repeat **Step 11**, but click the **Include "Continued from page..."** check box instead.**

A "Continued from page 1" reference appears at the top of the text box.

**14. Save your work.**

**Previous Text Box button**



**Break Forward Link button**

### Quick Reference

#### To Link Text Boxes:

1. Click the overflowing text box to select it.
2. Click the **Create Text Box Link button** on the Connect Text Boxes toolbar.
3. Click inside a suitable text box with the mouse pointer.

#### To Unlink Text Boxes:

1. Select the linked text box that comes *before* the text box(es) you want to unlink.
2. Click the **Break Forward Link button** on the Connect Text Boxes toolbar.

#### To Move Between Text Boxes:

- Click the **Go to Previous Text Box** or **Go to Next Text Box** buttons.

Or...

- Click the **Previous Text Box** or **Next Text Box** buttons on the Connect Text Boxes toolbar.

#### To Add Continued Notices:

1. Select **Format** → **Text Box** from the menu and click the **Text Box** tab.
2. Click the **Include "Continued on/from page..."** check box and click **OK**.