



# Getting Started: *Text Tool*

Now you've got the program open, try putting something on the blank page. First of all, have a go at putting some text on the page. This page shows you how.

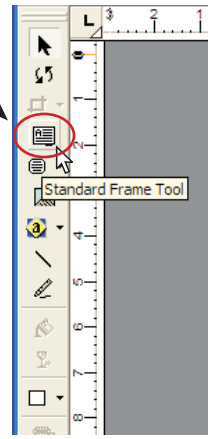
## The Text tool is on the toolbar


In both programs, you'll find the text tool in the vertical toolbar on the left hand side of the program window.

Here it is in Publisher.



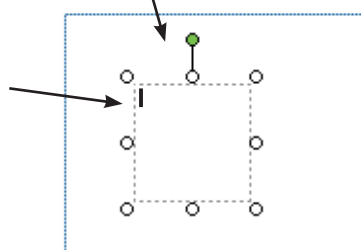
Here it is in PagePlus.



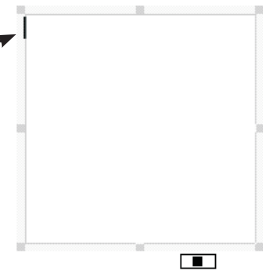
- 1 Click on it.
- 2 The cursor changes to a crosshair shape like this: . Click on the page.
- 3 In Publisher, you'll get a box with blobby corners like this:

If you want to choose the size of the box, you can click, hold and drag the mouse instead of just clicking.

This line blinks on and off – it's the text cursor.



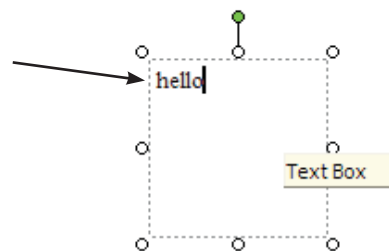
This line is the text cursor.



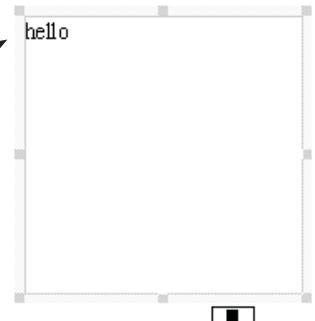
In PagePlus, after a very brief pause you'll get a box with grey bits like this:

- 4 Type something. It'll appear where the flashing vertical line is.

Here's what it looks like in Publisher.

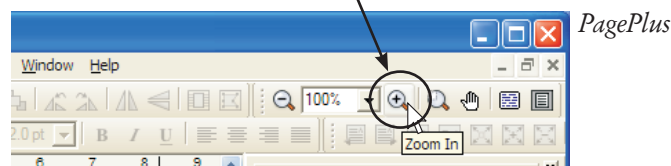
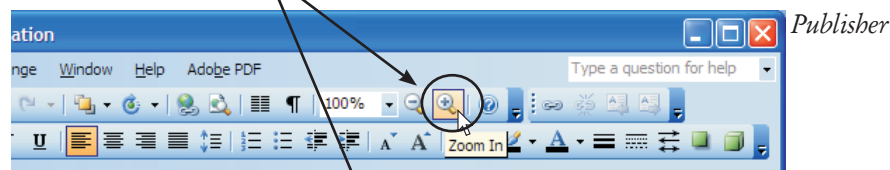


Here's what it looks like in PagePlus.



- 5 The text will probably be too small to read clearly, so click on the "Zoom In" button at the top of the program window, on the right of centre.

To change the actual size or style of the text on the page, see page 33.



So that's the very basics – but there's also a whole chapter on text later in the book (page 32).