

Working With Text

Great-looking text can make the difference between getting read or being ignored. With PrintMaster Gold you can choose from a rich palette of text editing commands that let you modify any selected text with your choice of fonts, sizes, shapes, colors, and exciting effects.

This chapter provides step-by-step instructions that describe all aspects of working with text in PrintMaster Gold: adding text to your projects, editing text, changing text size and appearance, setting tabs, and linking text boxes.

Text Boxes

First, it is helpful to understand all text in PrintMaster Gold projects is contained in text boxes. You can have as many text boxes as you like and they can be re-sized or arranged anywhere you want on the page. PrintMaster Gold outlines a text box to indicate its size and that it is selected.

Text Box Handles

The boxes located at the corners and in the middle of each edge of the text box outline are called *handles*. They are used to re-size, position, and rotate a text box by clicking and dragging with your mouse.

Selecting, Adding, and Removing Text

You'll often want to change the appearance, size, or position of some existing text. Normally, the easiest way to select the text you want to change is to simply click on it with your left mouse button. The selected text will be outlined within its text box.

1. Click the **Text tool** on the Add toolbar, then click once on your project. An empty text box will appear.
2. Press the **Delete Key** on your keyboard to remove the text box (from your project) or the currently highlighted text.

Editing Text

The fastest way to edit a specific section of text is to simply click on it. A cursor will appear within the selected text at the position indicated by your mouse. You can also select the text and modify it using the **Text** and **Modify** Toolbars.

1. Click on the text you want to edit to begin editing.

A cursor will appear in the text box that has been selected for editing. The Text Toolbar will display the font, size, and other options for changing the font attributes and text formatting of the selected text box.

Tip: You probably already know about using an Oversize cap or first letter with your text treatment. Now experiment with a different font's script characters can add a nice flourish of elegance. Also, try to embellish the oversize cap with a slightly different color and then add a subtle drop-shadow. Pete Russitano - PrintMaster Designer

Typing text in a new text box

As you type, the letters will appear in the upper left corner of the selected text box at the position indicated by the cursor.

¥ Press **ENTER** to move the cursor to the next line.

¥ Press the **Spacebar** to move the cursor one space to the right.

Typing text in an existing text box

Move the mouse pointer to where you want the text to appear, click once, and then start typing. The letters will appear at the position indicated by the cursor.

¥ Press **DEL** to delete the character to the right of the cursor.

¥ Press **Backspace** to delete the character to the left of the cursor.

Selecting a section of text

You can delete, copy, or make font changes to a specific section of text within a text box by selecting the section of text you want to change.

1. Position the cursor to one side of the desired section of text using the mouse or the navigation keys (**Up Arrow**, **Left Arrow**, **Right Arrow**, **Down Arrow**, **Home**, **END**).
2. Drag the cursor across the section of the text you want to select using the mouse or by holding down the Shift key and extending the highlight using the navigation keys (**Up Arrow**, **Left Arrow**, **Right Arrow**, **Down Arrow**, **Home**, **END**).

Deleting, copying, and inserting selected text

1. Select (highlight) a section of text within a text box as described above.
 - ¥ Press **DEL** to delete the currently selected (highlighted) text.
 - ¥ Press **Ctrl+C** or the **Copy** button on the Global toolbar to copy the selected text to the Windows clipboard.
 - ¥ Press **Ctrl+X** or the **Cut** button on the Global toolbar to cut the selected text to the Windows clipboard.
 - ¥ Press **Ctrl+V** or the **Paste** button on the Global toolbar to paste the copied clipboard text at the current cursor position.

For more detailed information regarding the standard Windows navigation and editing commands please see your Windows User's Guide.

Changing Text Attributes

PrintMaster Gold lets you change the attributes on a character-by-character basis of any selected text with your choice of fonts, point sizes, styles, colors, and special effects.

Note: Existing text must be selected (highlighted) before changing its attributes.

The following font tools are available in the Text Toolbar:

Font Use this option to choose the font you want applied to the currently selected text.

1. Use the scroll bars or the **Up Arrow** or **Down Arrow** keys to scroll through the list of available fonts.
2. Click the font you want to confirm your selection.

Note: PrintMaster recognizes all True Type fonts installed on your system, making them available along with PrintMaster Gold's font set.

Size~Use this option to choose the size you want applied to the currently selected text.

1. Use the scroll bars or the **Up Arrow** or **Down Arrow** keys to scroll through the list of available sizes, or type in any size up to 1000 points.
2. Click the size you want to confirm your selection.

Bold, Italic, Underline~Use these buttons to choose the style you want applied to the currently selected text.

1. Click on either the **Bold**, **Italic**, or **Underline** buttons on the Font Toolbar.

Some decorative fonts (e.g. Burlesque, Opera, Showtime, etc.) do not have a Bold or Italic variation and cannot be altered.

Shape~Use this option to change the shape of all the text in the selected text box.

1. Use the mouse or the arrow keys to select the desired shape.
2. Click the shape to confirm your selection.

Stretch~Use this option to stretch the text in the selected text box to its limits.

1. Select the text box. Click the **Stretch** button on the Text toolbar. All of the text in the text box will be stretched to the limits of the text box.

The following Text formatting buttons are available on the Modify Toolbar:

Color~Use this option to choose the color you want applied to the currently selected text.

1. Click the **Font Color** button to bring up the color selection menu.
2. Use your mouse or the arrow keys to scroll through the list of available colors, or click **More...** to select a custom color.
3. Select the color you want by clicking on it.

Line Width~Use this option to choose the outline width of the currently selected text.

1. Click the **Line Width** button on the Modify toolbar. Use the arrow keys to scroll through the list, or click **More...** to select a custom line width.
2. Select the color you want by clicking on it.

Line Color~Use this option to choose the color you want applied to the outline of the currently selected text.

1. Click the **Line Color** button on the Modify toolbar.
2. Use your mouse or the arrow keys to scroll through the list of available colors, or click **More...** to select a custom color.
3. Click the color you want to confirm your selection.

Shadow~Use this option to choose the shadow for the currently selected text.

1. Click the **Shadow** button on the Modify toolbar. Use your mouse or the arrow keys to scroll through the list of examples.
2. Click the shadow you want to confirm your selection.

Shadow Color~Use this option to choose the shadow color of the currently selected text.

1. Click the **Shadow Color** button on the Modify toolbar.
2. Use your mouse or the arrow keys to scroll through the list of available colors, or click **More...** to select a custom color.
3. Click the color you want to confirm your selection.

Tip: A quick way to edit a text box or picture is to click on it using the right mouse button. The text box or picture will be selected and a small menu will pop up containing the available editing commands. Select the command you want by clicking on the appropriate line in the pop-up menu.

Note: Existing text must be selected (highlighted) before changing its attributes.

Character Spacing

PrintMaster Gold allows you to easily change the spacing between letters in your projects, loosening (widening) the space between letters for headlines and mastheads, or tightening the space between letters for text in small spaces and custom looks.

To change the spacing between letters in a text box,

1. Select text you want to change.
2. Select **Character Spacing...** under the **Format** menu, or press **ALT+O, S**.
3. Select the character spacing for your selected text. The Preview window will show you an example of your selection.
4. After you have selected the character spacing, click **OK**. The spacing will then be applied to the selected text in your project.

Paragraph Formatting

PrintMaster Gold allows you to set custom margin and line space settings on each of your text paragraphs. Within any text box, you can set left and right margins, choose the alignment of the paragraph, add or subtract line spacing (leading), or add spaces before or after the paragraph.

1. Select the paragraph you want to format.
2. Select **Paragraph** under the **Format** menu, or press **ALT+O, P**. The Paragraph Formatting dialog will appear.
 - Indentation**~Type in the inches (or fractions) you want to indent the left, right or first line of the selected text within the text box.
 - Line Spacing**~Type in the number of Lines or Points you want between each line of text in the selected paragraph. The Line space will change with the size of the selected type (the larger the font size, the larger the space between the lines). The Point size is a specific unit of measurement used by typesetters. The standard size of text in books and letters is usually 10 to 12 points, with an extra 2-4 points between each line (for a total of 12-16 points Line Spacing).
 - Paragraph Spacing**~Type in inches (or fractions) you want added before or after each selected paragraph.
3. Click **OK** to apply the new formatting to the selected text.

Text Box Formatting

In PrintMaster Gold, you can format an entire text box, so all text typed into it responds to your settings. You can set text box margins, set the number of columns in the text box, the spacing between the columns, the alignment of all text within the text box, and the shape of all text within the text box.

To format all the text within a text box,

1. Select the text box you want to format. The handles will show around its frame.

2. Select **Text Box** under the **Format** menu (**ALT+O, X**), or right click the text box and select **Format, Text Box**.
Margins—type in the inches (or fractions) you want to indent the left, top, right, or bottom of all the text within the text box.
Columns—type in the number of columns and the amount of space (in inches or fractions of an inch) you want between the columns.
Vertical Alignment—select Top Aligned, Middle Aligned, or Bottom Aligned to align all text within the text box.
Shape—using the mouse or arrow keys, select a shape for all of the text within the text box.
3. Click **OK** to apply your formatting to all of the text in the selected text box.

Text Wrap

You can make newsletters and other projects look professional by wrapping text around pictures or other text boxes.

1. Select the text box or picture you want text to wrap around.
2. Select **Text Wrap** under the **Arrange** menu (**ALT+R, W**) or right-click on the picture or text box and select **Text Wrap**.
Text Flows Over—select this button if you want text to flow over (or under, if the text box is a lower layer) the selected text box or picture. This is the default setting for all pictures and text boxes.
Text Wraps Around—select this button if you want text to flow around the selected text box or picture.
3. Click **OK**.

Note: The Text Wraps Around Feature will only work on text boxes with Top Alignment (See Text Box Formatting above for more info).

Setting Tabs

PrintMaster Gold enables you to control the positioning and alignment of tabs stops and determine the type of leader characters used. To access the tab control dialog, pull down the **Format** menu and click on **Tabs**. Note that this menu item is only available while you are editing text.

Position—Use this option to create a new tab stop by entering a numeric value (in inches) in the space provided and clicking **Set**.

- ¥ To set a tab stop for the selected text, enter a numeric value (in inches) in the space provided across from Position, click **Set**.
- ¥ To clear a tab stop, highlight the tab stop from the Tab Stops list and click **Clear**.
- ¥ To clear all custom tab stops in the selected text, click **Clear All**.

Default Tab Stops—Use this option to set the default spacing between tab stops by entering a numeric value in the space provided.

Alignment—Use this option to create left- and right-aligned tabs, center tabs, which center text around the tab, and decimal tabs, which align characters at a value you provide. Once you have made your selection, click **Set** and the tab alignment will be applied to the selected text box.

Leader—A leader is a repeated pattern, such as a series of dots or dashes, between the tab and the preceding text. Use this option to fill the empty space to the left of a tab stop with a leader character. Click either the solid line item, or choose **Custom** and type in a series of characters

(examples: . . . , _ _ _ , < < < , etc.). Once you have made your selection, click Set and the tab leader setting will be applied to the selected text box.

Linking Text Boxes

PrintMaster Gold provides you with the ability to connect or link multiple text boxes of varying sizes and shapes together any where on your project page. This feature enables your text to flow from one text box to another as you type.

1. Click the **Text** button on the **Add** toolbar and click once on your project to place a new text box on your project. Repeat this step to as many times as necessary to add the desired number of text boxes to your page.
2. Use your mouse to click on the link button located on the bottom-right of your text (as shown below).

Note that your mouse pointer no longer appears as the standard arrow pointer.

3. Next, move your mouse pointer over to the second text box and click.
Once you have linked the first two text boxes together, you can then add a third by clicking the link button located at the bottom of the second text box and clicking in the center of the next text box. Repeat these steps for adding a fourth text box and so forth.
4. Return to the first text box in the link and begin typing your text. As your text fills the first text box, it will then flow over to the second. This flowing of text will continue on to any other text boxes in the link.

Unlinking Text Boxes

To unlink two connected text boxes:

1. Click on the first text box you would like to unlink. The text box will display a Next Text Box button (right arrow), showing that it is connected to another text box.
2. Click the **Link** button. The cursor will again turn into the Text Pour icon.
3. You can then either:
 - ¥ Click inside the text box, unlinking that text box from all following boxes. The text will now stay within that text box, or
 - ¥ Click into another empty text box, linking the text to the new text box.

Applying Font Effects

PrintMaster Gold provides many different ways to format your text, including colors and shadows, as well as radial, whirl, plaid, and percent gray fills.

To apply an effect to your fonts,

1. Select (highlight) the text you want to change.
2. Under the **Format** menu, select **Font**. You will see the **Font Format** dialog.
3. Click the **Effects** tab at the top of the dialog.
4. Select the **Fill Pattern**, **Outline**, or **Shadow** and color for the selected text. You can see a preview of your selection in the preview window.
5. Once you have made your selections, press **Enter** or click **OK**. Your font effect selections will be applied to your selected text.