

ABC

Text tool

In medi8or version 2.0 text objects can change text attributes in the middle of the text.

Placing text objects

Text objects are placed on the page by selecting the text tool from the toolbox and drag the object from one corner to the diagonal opposite corner.

When the text object has been placed, it is in edit mode. This means that there is a cursor in the object and you can now edit the text. To end edit mode, click the mouse outside the object or use the text editing menu (Ctrl + x).

Editing text objects

To edit an already existing text object, double-click the object. Click the "Text view" button to see a list of editing possibilities for advanced text objects.

Local menu for text object :



The text object adds the following menus to the local menu:

Text adjust



Use the Text adjust local menu to set the vertical adjustment relative to the text object.

Text objects can react to the following events:

Move into
Move out of
Mouse down
Mouse up
Hide object
Timer

Show Object

See also:

Events

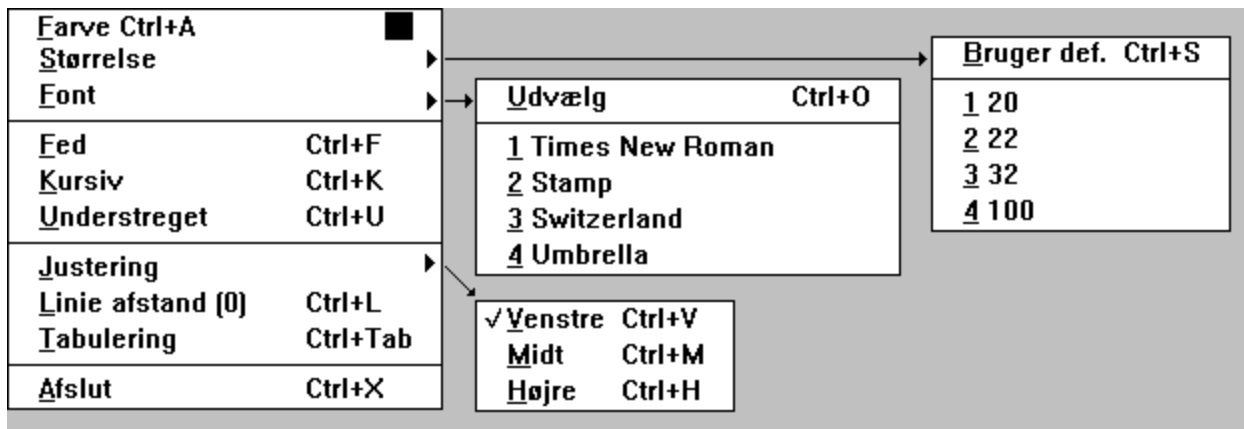
Event dialog

Actions

Toolbox

Editing menu

Open this menu by clicking the right mouse button when the text object is in editing mode.



Click a menu item for additional help.

text field, list

Moving the text cursor

Clipboard

Line Attributes

New line

Text mark

Editing menu

Font

Text type

Tabs

Keyboard

Text Attributes

Text color

Keyboard

Key	Function
CTRL + A	<u>Text color</u>
CTRL + F	<u>Bold</u>
CTRL + H	<u>Right adjust</u>
CTRL + K	<u>Italic</u>
CTRL + L	<u>Spacing</u>
CTRL + M	<u>Centre adjust</u>
CTRL + O	<u>Font</u>
CTRL + S	<u>Text size</u>
CTRL + U	<u>Underline</u>
CTRL + V	<u>left adjust</u>
CTRL + X	End text editing
CTRL + TAB	Set-up <u>Tabs</u>
CTRL + INS	Copies to the Windows clipboard.
CTRL + Left arrow	Moves the cursor one word to the left.
CTRL + Right arrow	Moves the cursor one word to the right.
SHIFT + INS	Inserts text from the Windows clipboard.
SHIFT + Left arrow	Changes the <u>marking</u> one character to the left.
SHIFT + Right arrow	Changes the <u>marking</u> one character to the right.
SHIFT + Arrow up	Changes the <u>marking</u> one line up.
SHIFT + Arrow down	Changes the <u>marking</u> one line down.
CTRL + SHIFT + Arw. down	Changes the <u>marking</u> one word to the left.
CTRL + SHIFT + Arw. right	Changes the <u>marking</u> one word to the left.
BACKSPACE	Deletes one character back.
DELETE	Deletes the character in front of the cursor or a marked area.
END	Moves the cursor to the end of the present line.
ENTER	Force new line.
HOME	Moves the cursor to the beginning of the present line.
INSERT	Shifts between insert and overwrite mode.
TAB	Inserts <u>tabs</u> .
Left arrow	Moves the cursor one character to the left.
Right arrow	Moves the cursor one character to the right.
Arrow up	Moves the cursor one line up.
Arrow down	Moves the cursor one line down.

Tabs

There are no tabs for default (when the text object has just been created). If tabs are placed further to the right than the last tab position or inserted in the text before tabs are set in the tab ruler, these will not show.

Inserting tabs

A tab is inserted by pressing the TAB button (the TAB button often has the symbol |).

Deleting tabs

Delete tabs the same way other characters are deleted using the BACKSPACE or DELETE buttons.

Tabs editing/set-up (positions)

Edit tabs by pressing CTRL + TAB. The text editing window will now show a tab ruler at the top of the window:



(Two tabs are set here)

Set a new tab by moving the mouse arrow to the wanted position in the tab ruler and then click the left mouse button. Move a tab by placing the mouse arrow at it, press and hold the left mouse button and move the tab. Delete a tab by moving it outside (down) the tab ruler. End tab editing by placing the mouse arrow in the text editing field and then click the left mouse button.

Tabs with horizontal adjustment

If a line has middle or right adjust, the tab positions are maintained (relative) as if the line was left adjusted. This means that the space between tabs is determined before the line is adjusted.

Clipboard

Clipboard formats

The text field can use two clipboard formats:

- 1) The format for text field for formatted text. Other Windows programs cannot use this format.
- 2) Windows standard unformatted text. (Unformatted text is text where text attributes are lost). All Windows programs containing text normally use this format.

Copying text to the clipboard

- 1) Mark the text to copy. See marking text.
- 2) Then click Ctrl + INS.

The text is now on the clipboard in the above-mentioned formats and order. The Windows clipboard will not show the first format. Instead it shows the text unformatted.

Inserting text from clipboard

- 1) Move the cursor to the position where the text is to be inserted.
- 2) Then press SHIFT + INS.

Text can be inserted in both above-mentioned formats. If both formats are present on the clipboard, formatted text is always selected first.

See also

Marking text and Keyboard.

Text marking

Marked text is shown inverted (both background and text color). When a text paragraph has been marked, it is possible to change attributes for the marked text, delete, or copy to the clipboard.



Use the arrows while pressing SHIFT to move the cursor. Characters are now marked.



Place the mouse arrow in front of the first character to mark, Then press and hold the left mouse button while moving the arrow to the last character to mark.

Marked text is automatically unmarked if you move the text cursor (without pressing shift) or if new text is entered.

See also

Keyboard, Text attributes, and Line Attributes.

Attributes

Attributes are the text layouts. I.e. text type, font, color, bold, underlined and italic. Lines have attributes such as line spacing and line adjust.

Text attributes

The edit menu and the keyboard contain the following functions for Text attributes:

Key	Function
CTRL + A	<u>Text color</u>
CTRL + F	Bold
CTRL + K	Italic
CTRL + O	<u>Font</u>
CTRL + S	<u>Text size</u>
CTRL + U	Underline

If a text area is marked, changes in the text attributes will only occur in the marked area. If no text has been marked, the changes will occur when new text is entered.

See also

Moving the text cursor, Marking text, Keyboard, and Line Attributes.

Line attributes

The edit menu and the keyboard have the following functions for line attributes:

Key	Function
CTRL + H	Right adjust
CTRL + L	Line spacing
CTRL + M	Middle adjust
CTRL + V	Left adjust

Line attributes for lines separated by a line feed are always the same. The line spacing is defined in a unit answering to medi8or's logical co-ordinate system (independent of the screen resolution).

See also

Moving the text cursor, Line feed, Tabs and Text attributes

Text color

Use the Edit menu or the keyboard: CTRL + A to change the text color. The color is changed in a Standard Windows color select dialog. Remember that text is entered in a solid color (i.e. without pattern). If a text with pattern has been selected (because of too few colors on the screen), the text is entered with a color almost similar to the selected color.

See also

Text attributes

Font type

Text objects can only use Windows True Type fonts. This limitation is created to avoid the use of non-scale, screen dependent fonts. This will ensure correct system presentations on computers with a different screen resolution. Please notice that only the following True Type fonts are standard in Windows 3.1:

Arial
Courier New
Times New Roman
Symbol
Windings

Use the Editing menu or the keyboard: CTRL + O to change text fonts.

See also

Text attributes

Font size

The text size is indicated in a unit answering to the text height in the medi8or logical coordinate system. This will generate a high screen resolution independence. If the design computer has high screen resolution and a small text size is used, remember to check if the text is legible with standard VGA resolution (640x480; This resolution is an absolute minimum).

Use the Editing menu or the keyboard: CTRL+S to change text size.

See also

[Text attributes](#)

New line

There are two types of line feed: a forced and a normal line feed. A forced line feed is inserted by the user when the Enter button is pressed. A normal line feed is automatically inserted by the computer when the cursor passes the right margin. If the size of the text object is changed, the text is automatically adjusted. A forced line feed is always saved after such an adjustment. In other words, forced line feed separates the paragraphs in the text. All lines within a paragraph have the same attributes.

See also

[Line attributes](#)

Moving text cursor



Move the text cursor using the following functions:

Key	Function
CTRL + Left arrow	Moves the cursor one word to the left.
CTRL + Right arrow	Moves the cursor one word to the right.
END	Moves the cursor to the end of the current line.
HOME	Moves the cursor to the beginning of the current line.
Left arrow	Moves the cursor one character to the left.
Right arrow	Moves the cursor one character to the right.
Arrow up	Moves the cursor one line up.
Arrow down	Moves the cursor one line down.



Place the mouse arrow where you want to place the cursor and click the left mouse button.

See also

[Marking text](#) and [Keyboard](#)

