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, styles, colors, and exciting effects that are guaranteed to get your projects noticed!

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, positioning and stretching text, and even combining separate text elements into groups.

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 resized or arranged anywhere you want on the page.

In addition to standard text boxes, PrintMaster Gold provides Title text boxes that can be shaped and rotated.

PrintMaster Gold outlines a text box to indicate its size and that it is *selected*.

The dots located at the corners and in the middle of each edge of the text box outline are called *handles*. They are used to resize, position, and rotate a text box by clicking and dragging with your mouse. In the following sections, you'll see how text boxes make it extremely easy for you to change the size and position of various text elements in your projects—until you get everything looking just right!

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 and the Text Box sidebar will be activated with options for editing and positioning.

You can also select from a list of existing text boxes, add a new text box, or remove an existing text box by using the Select Text command as follows.

1. Click the **Select Text** button in the Design Choices sidebar to bring up the Select Text dialog box. The list box displays text samples associated with each of the text boxes currently being used in your project.

2. Select a text box by clicking on the associated sample text. The selected text box appears as an outline (in the project layout area) around all of the text it contains. Confirm your choice by clicking **OK**.

3. Clicking **Add a New Text Box** in the Select Text dialog will create and select an empty text box that will be placed in the middle of your project layout area.

or

Clicking **Add a New Title Text Box** in the Select Text dialog will create an empty title text box that will be placed in the middle of your project layout area. Title text boxes are text boxes that can be shaped or rotated.

4. Clicking **Remove** in the Select Text dialog will remove the text box (from your project) associated

with the currently highlighted sample text.

Once you have selected a text box, the Text Box sidebar will be activated. Use the Text Box sidebar options to edit and position the selected text box.

Editing Text

The fastest way to edit a specific section of text is to simply double-click on it. A cursor (vertical bar) will appear in the text box that has been selected for editing and the Edit Text sidebar will be displayed with for changing the font attributes and text formatting of the selected text box. You can also select the Type and Edit Text option from the Text Box sidebar.

1. Click the **Type and Edit Text** button on the Text Box sidebar to edit text in an existing text box or to type text into a new text box.

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.

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.

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 arrow, **[HOME]**, or **[END]** keys.

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 arrow, **[HOME]**, or **[END]** keys.

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]+[INS]** to copy the selected text to the Windows clipboard.
    - Press **[SHIFT]+[DEL]** to delete and copy the selected text to the Windows clipboard.
    - Press **[SHIFT]+[INS]** to insert 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, sizes, styles, colors, and special effects.

1. Select (highlight) the section of text you want to change. All font changes are applied *only* to the currently selected section of text.

2. Click the **Choose Font** button in the Edit Text menu to bring up the Choose Font dialog.

3. Choose any of the text attribute options (e.g., Font, Size, Style, Pattern, etc.).

Font — Use this option to choose the font to be applied to the currently selected text.

1. Click the font you want or press **[ALT]+[F]** to access the font list.

2. Use the scroll bars or the arrow keys to browse the list of available fonts. A sample of the highlighted font will be displayed on the right. Click **OK** or press **[ENTER]**.

Size — Use this option to choose the size to be applied to the currently selected text.

1. Click the size you want or press **[ALT]+[Z]** to enter any size up to 1000 points.

2. Use the scroll bars or the arrow keys to browse the list of available sizes. Click **OK** or press **[ENTER]** to confirm your selection.

Style — Use this option to choose the style to be applied to the currently selected text.

1. Click the style list box or press **[ALT]+[Y]** to access the style list.

2. Click either the **Normal**, **Bold**, *Italic*, or ***Bold Italic*** font style. A sample of the highlighted style will be displayed on the right. Click **OK** or press **[ENTER]** to confirm.

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

Pattern — Use this option to choose the pattern to be applied to the selected text.

1. Click the pattern list box or press **[ALT]+[P]** to access the pattern list.

2. Use the scroll bars or the arrow keys to browse the list of patterns. A sample of each pattern is displayed on the right. Click **OK** or press **[ENTER]** to confirm your selection.

Some Patterns (e.g., White, 2% Gray, etc.) are more effective when accompanied by an Outline or a Shadow.

Outline — Use this option to choose the outline to be applied to the selected text.

1. Click the current outline item or press **[ALT]+[O]** to access the outline list.

2. Use the scroll bars or the arrow keys to browse the list of outlines. A sample of each outline is displayed on the right. Click **OK** or press **[ENTER]** to confirm your selection.

Shadow — Use this option to choose the shadow to be applied to the selected text.

1. Click the current shadow item or press **[ALT]+[S]** to access the shadow list.

2. Use the scroll bars or the arrow keys to scroll through the list of shadows. A sample of each shadow is displayed on the right. Click **OK** or press **[ENTER]** to confirm.

Color — Use this option to choose the color to be applied to the selected text.

1. Click the **Color** button or press **[ALT]+[C]** to bring up the Choose Color dialog.

2. Use the scroll bars or the arrow keys to browse the list of available colors, or click **More Colors...** to select a custom color. Click **OK** or press **[ENTER]** to confirm.

Formatting Text within a Text Box

In addition to the extensive text attribute options, the Edit Text sidebar also provides formatting options that can be applied to all of the text contained within a text box.

Horizontal — Use this option to control horizontal alignment of text within a text box.

1. Click the **Horizontal** list box to open the Horizontal list. Choose **Left**, **Centered**, or **Right Aligned**.

Vertical — Use this option to control vertical alignment of text within a text box.

1. Click the **Vertical** list box to open the Vertical list. Choose **Top**, **Middle**, or **Bottom Aligned**.

Stretching — This option is great for headline text! Turn Stretching on to have PrintMaster Gold automatically adjust the text size to fill the limits of a text box.

1. Click the **Stretching** item to either select or deselect the Stretching effect.

Select All Text — Click on this button when you want a text attribute (fonts, size, etc.) to be applied to *all* of the text within the currently active text box.

Fill-in Fields — The Fill-in Fields menu lets you merge information into any project that has Inserted Fields.

Insert Fields — This feature is used to insert "placeholders" in your projects that are easily updated with information you provide from the Fill-in Fields menu.

Done Editing Text — Click on this button when your done editing text.

Title Text Boxes

Another text feature is the *Title Text Box*. These specialized text boxes enable you to created lines of text that can be "poured" into your choice of shapes, rotated by 360°, stretched, sized, or customized with a variety of colors and outlines. Use Title text boxes when you need attention-getting headlines. To create a Title text box proceed as follows:

1. Click the **Select Text** button in the Design Choices sidebar to bring up the Select Text dialog box. The list box displays text samples associated with each of the text boxes currently being used in your project.

2. Clicking **Add a New Title Text Box** in the Select Text dialog will create an empty Title text box in your project layout area, and to bring up the Title Text dialog box.

3. Type in your text in the box provided. Use the toolbar located above the text area to change the font type and style (i.e., Bold, Italic, etc.), or to adjust text alignment.

4. To select a shape for your text click the tab labeled: **Shape** located at the top of the Title Text dialog.

5. Choose a shape from the provided list. A sample of each selected shape will appear on the right

side of the Title Text dialog.

6. To apply text and background effects to your Title text, click the tab labeled: **Effects** located at the top of the dialog box.

- Click the down arrow button on **Text Color** to choose a color to apply to your text from a predefined palette. Click **More...** to pick a color from the Windows Color dialog or define your own custom colors.

- Click the down arrow button on **Text Border** to modify the outline thickness of the selected text. Click **More...** to create your own custom line width. The up and down arrows on the **Line Width** dialog will allow you to adjust the custom border width.

- The **Text Border Color** option enables you to change the outline color of the current text. Click **More...** to pick a color from the Windows Color dialog or define your own custom colors.

- The **Text Shadow** feature lets you apply a colored shadow to your text. Click **More...** to pick a color from the Windows Color dialog or define your own custom colors.

- Click the down arrow button on **Background Color** to choose a colored background to apply to your text from a predefined palette. Click **More...** to pick a color from the Windows Color dialog or define your own custom colors.

- Click the down arrow button on **Background Border** to modify the outline thickness of the selected text. Click **More...** to create your own custom line width. The up and down arrows on the **Line Width** dialog will allow you to adjust the custom border width (*See picture above*).

- The **Background Border Color** option enables you to change the outline color of the current text. Click **More...** to pick a color from the Windows Color dialog or define a custom color.

- The **Background Shadow** feature lets you apply a colored shadow to your text. Click **More...** to pick a color from the Windows Color dialog or define your own custom colors.

7. Click **OK** to confirm the changes to your title text.

Rotating a Title Text Box

You can quickly rotate a title box by clicking on its rotation handle with the left mouse and, while holding the button down, drag the handle to the desired location. Release the mouse button when the picture is in the proper orientation. The mouse arrow pointer will change to a curved arrow when you are rotating a picture. *Note that this feature is only available to title text boxes.*

Rotation Tip #1: Hold down the **[SHIFT]** key while dragging to restrict the rotation to increments of 45°.

Edit Text Commands

PrintMaster makes it easy to reposition a text box, change its size, or edit its appearance. Simply select the text box you want to edit (usually by clicking on it) and then choose the appropriate edit command or option. The following sections provide easy step-by-step instructions for using each of the text box editing commands.

Positioning & Sizing a Text Box

The most natural way to position (and size) a text box is to click on the picture with the left mouse button and, while holding the button down, drag the text box to the desired location. Release the mouse button when the text box has been properly positioned.

You can also move (and size) a text box to a standard position by clicking the **Position** button on the sidebar. This command will bring up the Position menu containing options for placing the currently selected text box in predefined locations.

The following positioning (and sizing) options are available:

- **Standard** allows you to select the text box position and size from a standard list. Select a position by clicking on its name. A preview of the new text box size and location will appear to the right.

   Click **OK** to confirm your selection.

   Click the **Reset** button to return a modified text box to its last position and size on your project page.

- **Position** lets you set the horizontal and vertical positioning independent of each other. Choose a standard horizontal or vertical position, or type in a specific position. Click **OK** to confirm.

   Click **Reset** to return a modified text box to its last position and size on your project page.

- **Size** lets you set the horizontal and vertical size independent of each other. Choose a standard horizontal or vertical size, or type in a specific size. Click **OK** to confirm.

Text Box Layer

Text box and picture elements in a PrintMaster project are like a deck of playing cards, each element has its own position or layer in the deck and each element can hide the elements under it, or be hidden by the elements above. PrintMaster allows you to "shuffle" the layering order of your text boxes and pictures to move elements in front of or behind others. Individual text boxes can be placed in front, back, or anywhere in between.

The background, if any, is always in the backmost layer. Text boxes and pictures cannot be moved behind the background.

To change the layer of the selected text box, click **Layer** in the Text Box sidebar. The Layer sidebar menu will appear with the following options:

- **Bring to Front** moves the selected text box to the first layer, in front of all other text boxes and pictures.

- **Forward One Layer** moves the selected text box forward a layer.

- **Back One Layer** moves the selected text box back a layer.

- **Send to Back** moves the selected text box to the last layer, in back of all other text boxes and pictures (except a background).

- **Done with Layer** returns to the Text Box menu.

*Any Layer options that do not apply to the selected text box will be disabled. For example, if the selected text box is already at the front, then **Bring to Front** will be "grayed out".*

Grouping Text Boxes and Pictures

Sometimes you'll have a combination of text boxes and pictures that need to remain positioned relative to each other. Grouping makes it easy for you to manage multiple text boxes and pictures that are related by combining them in a single group. In this way, you can flip, duplicate, and move all of them at the same time. Proceed as follows:

1. Use your mouse to select the text boxes and pictures you want to group together while holding down the q key.

2. Click the **Group** button in the Multiple sidebar.

3. To ungroup, simply select any member of the group and click the **Ungroup** button in the Multiple sidebar.

Duplicating Text Boxes

The **Duplicate Text Box** option is a quick and easy way to make a copy of an existing text box. To make a duplicate of an existing text box, proceed as follows:

1. With your mouse, select the text box to be duplicated by simply clicking on it.

2. Click the **Duplicate Text Box** button in the Text Box sidebar.

The duplicate text box will appear shifted down and to the right of the original. It can be manually repositioned and used to create a variety of three dimensional effects.

Remove Text Box

Click on the **Remove Text Box** button to remove the currently selected text box.

Done with Text Box

Click on the **Done with Text Box** button to exit the Text Box sidebar and return to the Design Choices sidebar.

Adding Fill-in Fields to a Project

Fill-in fields are placeholders that can be "filled-in" with personal information from your address book or with any information you type-in. To add a fill-in field to your project, proceed as follows:

1. Begin by clicking the **Select Text** button on the Design Choices sidebar.

2. Click the **Add a New Text Box** to create and select an empty text box that will be placed in the middle of your project layout area. *Note that fill-in fields can also be used in Title Text boxes as well.*

3. Click the **Type and Edit Text** button to begin editing your text.

4. Click the **Insert Field** button. Create a field by clicking the **Add** button and typing in a unique value (i.e., First Name, Phone Number, Company, etc.). Click **Add** again to create additional fields.

5. To insert the field into your project, double-clicking on its name. The fill-in field will then be added to your text box. To insert additional fields repeat steps 4 and 5.

Fill-in fields do not have to be inserted into an empty text box. Fill-in fields can also be added to text boxes that already contain text. Fill-in fields are always inserted at the text cursor position.

Applying Values to Fill-in Fields

Once you have placed fill-in fields onto your project page you will next need to assign values to be applied to the fields.

1. To begin, click the **Fill-in Fields** button located on the Edit Text sidebar. A list of the field names used in your project will appear on the left side of the dialog box. To the right a space wiil be provided for typing in values for each of the fill-in fields.

2. Type in your fill-in values and click **OK**. (*example: **Name — John Smith***).