

## 3 Reference

This chapter explains the various elements of the **Special TextEffects** desktop.

### Text Entry

Click in the text entry window and type your text. You can use all the normal Windows editing keys, including cut and paste from the Clipboard (the best way to import a long text string). When you've finished, click on the check mark icon to update the preview window. (You can also click on the preview window itself.) You can cancel changes you've just made by clicking on the cross icon or by pressing **Esc**.

### Clipboard

Here's a reminder of the standard Windows keys for cutting and pasting text to the Clipboard. There are two alternatives for each operation.

<b>Shift+Del</b>	<b>Ctrl+X</b> Cut to Clipboard
<b>Ctrl+Ins</b>	<b>Ctrl+C</b> Copy to Clipboard
<b>Shift+Ins</b>	<b>Ctrl+V</b> Paste from Clipboard

### Bullets and Special Characters

A number of special characters are available via mnemonic keyboard shortcuts. You must also select a font that has the required character. Although most fonts have all the characters shown, some don't. The special space characters won't appear correctly in the text entry window but will be correct in the preview window.

<i>Keystroke</i>	<i>Character</i>	<i>Description</i>
<b>Ctrl+Alt+.</b>	*	Bullet
<b>Ctrl+Alt+\</b>	†	Dagger
<b>Ctrl+Alt+/<b></b></b>	‡	Double dagger
<b>Ctrl+Alt+.-</b>	--	Em-rule
<b>Ctrl+Alt+C</b>	©	Copyright symbol
<b>Ctrl+Alt+R</b>	®	Registered symbol
<b>Ctrl+Alt+T</b>	™	Trademark symbol
<b>Ctrl+Alt+(</b>	'	Single open quote
<b>Ctrl+Alt+)</b>	'	Single close quote
<b>Ctrl+Alt+[</b>	"	Double open quote
<b>Ctrl+Alt+]</b>	"	Double close quote
<b>Ctrl+Alt+,</b>	'	Comma space
<b>Ctrl+Alt+1</b>	'	Digit space
<b>Ctrl+Alt+N</b>	'	En-space
<b>Ctrl+Alt+M</b>	'	Em-space

For other special characters, use the Character Map application usually found in the Windows Accessories Program Manager group.

## Preview Window

The preview window fills much of the **Special TextEffects** desktop. It shows you what your final graphic looks like. The inner dotted rectangle shows the actual area that will be exported when the object is pasted into another document. This is known as the *clipping* area. Click on the window at any time to refresh the display and bring it up to date with the current text.

The mouse cursor changes into a magnifying glass when it's over the preview window to indicate that the *zoom* feature is available. To zoom (or magnify) a particular area, drag this zoom cursor over the area. To reset the zoom to Auto (scale the text to automatically fit in the window), hold the **Shift** key and click. To select a custom zoom percentage, double-click anywhere in the preview windows and enter the zoom percentage desired in the dialog that opens.

## Desktop Buttons

At the bottom of the **Special TextEffects** desktop are buttons to let you open and save files and update your work. These functions are explained in the next few topics. A final button, Help, opens the program's online help system. Be sure to take advantage of it if you have a question.

### Open (and New)

Clicking on the Open... button on the **Special TextEffects** screen opens the Open dialog from which you can choose previously saved **Special TextEffects** files. These will have an .STE file extension.

The New button in the Open dialog resets all the tools to the current default values. You can change the default values by enabling the Save Defaults on Exit option in the Save as... dialog before exiting **Special TextEffects**.

The About button in the Open dialog presents the **Special TextEffects** version number and copyright information.

### Save As

Clicking on the Save As... button on the **Special TextEffects** screen opens the Save dialog where you can name your work and save it to disk. You can save with either an .STE extension, which is the document format used by **Special TextEffects**, or as a Windows MetaFile with .WMF extension. MetaFiles are useful because many other Windows applications are able to import them.

**NOTE:** If you plan to modify your work at a later date, only .STE document files can be opened and edited.

The Print button in the Save dialog sends a copy of your current work to the default printer currently selected in Windows. The print option provides a quick method to proof your work.

If the Save Defaults on Exit check box is enabled in the Save dialog, the settings currently selected on the **Special TextEffects** screen will be saved when you quit the program and restored when you next run the program. If the box is not checked, then tool settings are thrown away when you exit the program. This option is disabled by default.

## Update

The Update button on the **Special TextEffects** screen puts a copy of the your document onto the Windows Clipboard as a MetaFile and as an OLE object. Most DTP programs will allow you to insert the object using a menu entry typically labeled Edit/Paste.

If **Special TextEffects** was invoked from an OLE client then the Update button behaves slightly differently. It updates the client program instead of the Clipboard.

## Tools

The left side of the **Special TextEffects** desktop displays the tools you'll use to create your image. These tools are explained on the next few pages.

## Font Name

The drop-down box at the top right corner of the **Special TextEffects** screen lists the names of the fonts available to you. **Special TextEffects** can use TrueType and Adobe Type Manager fonts (if you have ATM Vs. 1.1 or better). The program does not use any other fonts.

## Font Style

Just below the font name box are the font style icons. Use them to choose: Bold, Italic, and Outline. Some fonts do not support bold or italic, in which case the respective buttons are disabled. Outline is always supported. You can produce an italic effect manually by changing the Slant Angle attribute of the text.

## Size

You can set the size of your text using the point size box located just below the font name box and to the right of the font style icons. You can set it to an exact number (all sizes are in points) or to Auto ps. Auto ps is usually the best choice because it sizes the text automatically to fit the background size.

## Alignment

The third row of icons from the top lets you set the text alignment to left, centered, right, justified, or stretched. From left to right the icons mean:

<b>Left</b>	Text is aligned flush with the left-hand edge of the baseline.
<b>Centered</b>	Text is centered on the baseline.
<b>Right</b>	Text is aligned flush with the right-hand edge of baseline.
<b>Justified</b>	Each space character in the text is stretched until the text exactly fits the baseline.
<b>Stretched</b>	The width of each character is adjusted so the text exactly fits the baseline.

Double-clicking on any of the Alignment icons opens the Edit Text Settings dialog where you can adjust the following typographic properties:

**SetWidth**--Set how wide each character is, as a proportion of the text size. The default setting is 100%, which gives normal characters. This field is ignored if the alignment is set to Stretched.

**Word Space**--Set how wide the spaces between words are, as a proportion of the text size The default setting is 30%. This field is ignored if the alignment is set to justified.

**Letter Space**--Add or subtract space to/from each character. The default is zero. Negative values make the text look bunched up tight, positive values make it looser. The units are percentages of the text size. Button

shapes have additional parameters for controlling letter spacing.

**Leading**--Set the vertical spacing between lines, as a percentage of the text size. For spiral baselines, leading controls how tightly the spiral is coiled. The default value is 120%.

**Slant Angle**--Slant characters to the right or left. The default value is zero. You'll find this useful for producing an italic effect for fonts that don't have an italic style available. Positive values produce a slant to the right while negative values produce a slant to the left.

**Outline Width**--Set the thickness of character outlines, as a percentage of the average text of all the characters in your text. The default value is 1.5%. You need to have the Outline font style selected to see the effect.

## Shapes

The next row of icons, the first of three in the right center of the **Special TextEffects** desktop, control the shape of your text.

### Plain Text

The left-most shape icon is used to set the text along plain, straight lines. Double-clicking on it opens the Edit Plain dialog where you can adjust the size of the text relative to the clipping area:

**Border**--Set the size of the gap between the text and the clipping area, as a percentage of the clipping area size. Large values make the text smaller or the clipping area larger. The default value is 5%.

**Center X, Y**--Move the text from left to right and up and down. Positive values move it right or down. The default values are zero, which puts the text in the middle of the clipping area.

### Wedge Text

The next two shape icons fit the text into a wedge shape, the characters getting bigger or smaller as they move along the line. Double-clicking on either icon opens the Edit Wedge dialog where you can control the shape, style, and position of the wedge by editing the following:

**Growth Rate**--Set how rapidly characters grow or shrink. Large values here can produce text too big to use easily, so don't go overboard.

**Preserve Aspect Ratio**--Set characters to get wider as they get taller in order to keep a roughly square shape. If the *Preserve aspect ratio* box is not checked, all characters stay at the same width.

**Border**--Set the size of the gap between the text and the clipping area, as a percentage of the clipping area size. Large values make the text smaller or the clipping area larger. The default value is 5%.

**Center X, Y**--Move the text from left to right and top to bottom, relative to the clipping area. Positive values move it right or down. The default values are zero, which puts the text in the middle of the clipping area.

### **Circles, Arcs, and Elliptical Text**

These next two shape icons (the fourth and fifth from the left) fit the text around circles and arcs. Multiple lines of text get combined into one long line. Double-click on either icon to open the Edit Arc dialog, where you can adjust the following attributes:

**Arc Length**--Set how long the curve is, in degrees. The default value is 180 giving a half-circle. 360 produces a full circle which you can also get with the button style provided you only have a single line of text.

**Arc Angle**--Set angle about which the arc is centered. The default value is zero.

**Aspect Ratio**--Determine how elliptical the curve is. The default value is 100%, which produces a perfect circle. A value of 50% produces a tall ellipse, and 150% produces a wide one.

**Border**--Set the size of the gap between the text and the clipping area, as a percentage of the clipping area size. Large values make the text smaller or the clipping area larger. The default value is 5%.

**Center X, Y**--Move the text from left to right and top to bottom, relative to the clipping area. Positive values move it right or down. The default values are zero, which places the text in the middle of the clipping area.

### **Button Text**

The button icon (third from the left in the row of shape icons) fits the text into a button shape. In other words, the first line of text is made to curve upwards, the bottom line curves downwards, and the other lines are straight and centered. If there is only one line, it is formed into a circle.

If a line is blank, the corresponding part of the shape is left out. If the bottom line doesn't appear curved, you probably have a blank line at the end of the text. Just go to the end of the text and delete it. Double-click on the icon to open the Edit Button dialog where you can make the following adjustments:

**Border Around Center**--Determine the gap between the center text and the top and bottom arcs. The units are relative to the text's leading. The default value is 100%, which means the center text does not overlap the arcs. If you set it to 0% it probably will overlap, but you can fix that by inserting spaces into the text. You can also set negative values: the over-all effect then looks like a long line with a circle on it. Try it and see!

**Center Position Adjust**--Move the center text up and down, relative to the arcs. This is useful to fine-tune the button's appearance. For example, if you have Border around center set to zero, the center text can overlap the arc text. The Center position adjust then gives you control over where the overlap occurs.

**Arc Angle**--Rotate the top and bottom arcs, relative to the center text. The default value is zero for no rotation.

**Arc Aspect Ratio**--Set how elliptical the top and bottom arcs are. The default value is 100%, which produces a perfect circle. A value of 50% produces a tall and thin ellipse, 150% produces a wide and short ellipse. This is one way to squeeze more text into the center.

**Letter Spacing Top**--Add a little extra space to each character on the top arc in addition to the current Letterspace value. The default value is zero. The units are percentages of the text size and can be positive or negative.

**Letter Spacing Bottom**--Add a little extra space to each character on the bottom arc in addition to the current Letterspace value. The default value is zero. The units are percentages of the text size and can be positive or negative.

**Border Around All**--Set the size of the gap between the whole of the button and the clipping area, as a percentage of the clipping area size. Large values make the text smaller or the clipping area larger. The default value is 5%.

**Center X, Y**--Move the text from left to right and top to bottom, relative to the clipping area. Positive values move it right or down. The default values are zero which puts the text in the middle of the clipping area.

### Spiral Text

The spiral text icon (second from the left in the row of shape icons) fits the text into a spiral. If you have several lines of text, they are combined into one long one. The tightness of the spiral's twists are controlled by the text's leading (see the Alignment topic). Double-click to open the Edit Spiral where you can make the following adjustments to control the shape and position of the spiral:

**Start at Turn**--Set a gap between the center of the spiral and start of the text. Increase this value if the spiral is twisting too tightly at its center. The units are turns; the default value is one full turn.

**Aspect Ratio**--Set how elliptical the spiral is. The default value is 100%, which produces a circular spiral. A value of 50% makes it taller and thinner, 150% makes it wider and shorter.

**Spiral Direction**--Set spiral to turn clockwise or anti-clockwise.

**Text Direction**--Set text to run from the center of the spiral out, or from the outside to the center.

**Border**--Set the size of the gap between the text and the clipping area, as a percentage of the clipping area size. Large values make the text smaller or the clipping area larger. The default value is 5%.

**Center X, Y**--Move the text from left to right and top to bottom, relative to the clipping area. Positive values move it right or down. The default values are zero which puts the text in the middle of the clipping area.

### Curved Text

The last icon in the row of shape icons is the curved text icon. It's the most flexible text effect of all because it allows you to define almost any path for the text to follow. The path is defined using the curved text editor. You can even draw several curves, one for each line of text. Extra curves are ignored; extra lines of text are put onto the last curve.

Double click on the icon to open the curved text editor.

This is the same size and zoom as the preview window, but it doesn't display your text--it shows only the curves along which the text will run. If your work has a background, it will be drawn faintly tinted to provide guidance.

The curves are technically known as *bezier splines* and are used because they give smooth natural curves. The shape of each curve is controlled by *on-curve* points, through which the curve passes, and *attractor* points which pull the curve about. **Special TextEffects** shows these points as large and small handles

respectively.

Editing the curve is done by clicking and dragging with the mouse:

**Create a New Curve**--Move the mouse to an empty part of the window, press and hold down the left mouse button, drag out a line, then release the mouse button. The line will be straight to begin with, but you should be able to see the little handles along its length. The first curve created will be used for the first line of text, the second curve for the second line and so on.

**Change the Shape of a Curve**--Drag one of the handles. The curve will change shape as you move the handle about. You'll also notice that lines are drawn from attractor to on-curve points. The slope of each line is the same as the slope of the curve where it passes through the on-curve point. The line's length controls how much bend the curve gets. It's hard to describe in words, the best way is to try it and see.

**Select and Move an Entire Curve**--Click on a curve to select it. If you have several curves, **Special TextEffects** only shows handles for the selected one. Move the entire curve by dragging it with the mouse. If you hold down the **Ctrl** key as you click, **Special TextEffects** will copy the curve; drag to move the copy.

**Add More Handles**--Gain greater control over a curve's shape by giving it extra handles. Do this by double-clicking on the curve; a new on-curve point will appear at the place you double-clicked. You'll also get two new attractor points, one on each side. These control the shape on either side of the on-curve point. The curve is most smooth if all three handles lie along a straight line.

**Delete a Point or Curve**--Double-click on existing handles to remove them in threes. When the last handles go from a curve, the curve itself is deleted too.

**Update or Abandon Changes**--When you have finished editing the curve, click on the check mark icon in the curve editor's top left corner to save it and go back to **Special TextEffects**. Click on the cross icon to abandon your changes.

**Keyboard**--The curve editor also understands several keyboard commands:

<b>Alt+N</b>	<b>New</b> --Clear curve window; delete all curves.
<b>Del</b>	<b>Delete</b> --Delete current handle.
<b>Alt+Backspace</b>	<b>Undo</b> --Undo last change.
<b>Enter</b>	<b>OK</b> --Save changes and exit the curve editor.
<b>Ctrl+Enter</b>	<b>Update</b> --Update preview window.
<b>Esc</b>	<b>Cancel</b> --Abandon changes and exit the curve editor.

## Rotation

The icons in the second row of three in the right center of the desktop, allow you to rotate the entire image. From left to right the function of each icon is to:

- \* Switch off rotation.
- \* Turn image upside down (rotate by 180 degrees).
- \* Rotate image onto its left side (rotate by 90 degrees).
- \* Rotate image onto its right side (rotate by 270 degrees).
- \* Rotate in the first quadrant (between 0 and 90 degrees).
- \* Rotate in the fourth quadrant (between 270 and 360 degrees).

- \* Rotate in the third quadrant (between 180 and 270 degrees).
- \* Rotate in the second quadrant (between 90 and 180 degrees).

Double-click on any of the last four icons to open the Edit Rotation Angle dialog where you can enter a new value and change the angle of the rotation.

## Background

The icons in the final row of three in the right center of the desktop, allow you to control the shape and type of background for your text. From left to right, the options are:

- \* No background--the background is transparent.
- \* Rectangular background.
- \* Elliptical background.
- \* MetaFile background.

Double-click on any of the icons to open an Edit Background dialog where you can control the size of the clipping area and background. If you double-click on the MetaFile background option, you can also select a picture to use as the background.

**Fit to Text**--Mark the *Fit to text box* to automatically size the background to fit your text. The Width and Height fields described below are ignored when this box is checked.

**Width / Height**--Set the size of the clipping area. You can set these fields automatically when you're using **Special TextEffects** as an OLE server.

**Border**--Determine the gap between the clipping area and the background, expressed as a percentage of the clipping area size. The default value is zero, which makes the background fill the clipping area.

**Import...**Access a standard Import dialog from which you can select a MetaFile to use. The dialog gives you the option of importing a MetaFile from disk or of pasting a MetaFile from the Clipboard. It's possible to build up complex effects by repeatedly putting a copy of your current work on to the Clipboard using Update, then re-importing it and overlaying a new text component. This button only applies to MetaFile backgrounds.

## Shadows

The shadows icons, located to the right of the background icons, give text a shadow effect by creating a copy of the text slightly offset and distorted. From left to right, the icons:

- \* Switch the shadow effect off.
- \* Produce a flat shadow.
- \* Produce a sloping shadow.

Double-click on the last two icons to open the Edit Shadow dialog. Adjust the following setting to create the effect you desire:

**Offset**--Determine the position of the shadow relative to the text. The units are percentages of the text size.

**Scale**--Determine the size of the shadow, as a proportion of the text size. The default value is 100% for the flat shadow. The sloping shadow is scaled by 75% in the Y direction by default, which gives it a foreshortened appearance.

**Slant Angle**--Determine the shadow's slope. For flat shadows, slant is fixed at zero. Sloping shadows are achieved by setting the angle; the default is 45 degrees.

## Color

The textbackground, and shadow components of a **Special TextEffects** image, each have a row of five definable color buttons . The top row controls text color, the second controls background color, and the third row controls shadow color.

Double-click on any of the buttons to open the Edit Color dialog. The open dialog controls the color of the button from which it was accessed. You'll see a palette of named colors, each of which can be applied with a percentage shade and a pattern.

**Color**--Select a color from the palette. Double-clicking on a color to select Edit for that color automatically.

**New**--Add a new named color to the palette (see below).

**Edit**--Edit the selected color (see below).

**Delete**--Delete the selected color.

**Tint**--Set the tint. The default is 100%. This produces the full color from the palette. The lower the tint, the less intense pale the color.

**Pattern**--Fill the button with hatched lines or some other effect. When the *white* and *none* patterns are selected for text and the text is in *outline* style, the palette color affects only the text outline. The text interior is filled with white or left transparent. The selected pattern does not affect the recoloring of MetaFile backgrounds.

**Sample**--View a sample of the current color.

**Edit Named Color**--Clicking on New or Edit in the Edit Color dialog opens the Edit a Color dialog where you can edit any color in the palette as well as add new ones.

Use the first text field to set the name of the color. The next three scroll bars and their corresponding edit boxes control the mixture of Red, Green, and Blue that make up any color. The values range from 0 to 255--0,0,0 is solid black while 255,255,255 is pure white. Below the scroll bars is a sample box filled with the current color. The screen representation of colors may vary depending on your Windows screen driver.