


# TEXT

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This lesson details how to use Text.

1. Click on the Type tool  from the Tools Palette, on the left of the work area. The default is horizontal text. If you want other options, click-and-hold on the Text tool (**Figure 1**).

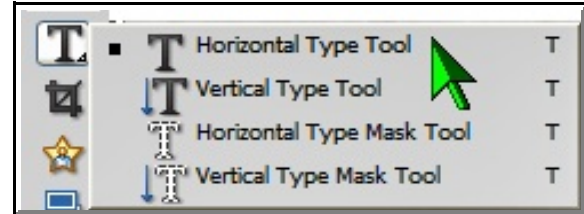


Figure 1

2. You are presented options on the Text ToolBar at the top of the work areas (**Figure 2**). Click on the down arrow next to each option to make selections. In this case, I have selected the Signboard, Regular font at 50 points, justified Center, in Red with no Style applied.

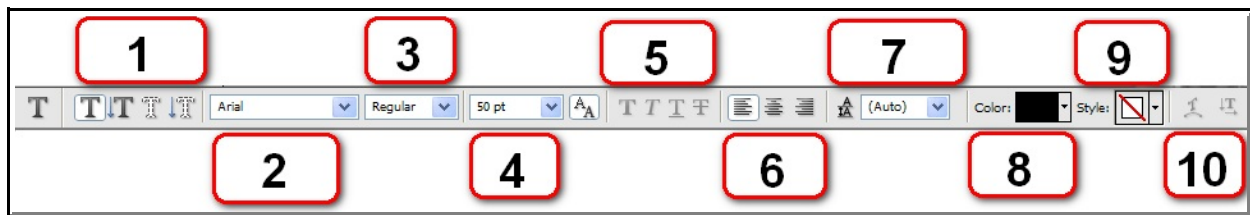


Figure 2

- ❶ Select options of horizontal and vertical text.
- ❷ Select the font face you want. Most popular are Arial & Times New Roman.
- ❸ Select Appearance. Usual choices are bold, underline and italic.
- ❹ Select the Point size.
- ❺ Select Modified Appearances. When a font doesn't offer appearance options, Elements offers bold, italic, underline and strike-through.
- ❻ Justify left, center or right.
- ❼ Modify the Spacing between lines.
- ❽ Select Color. (I use red for titles and black for the body of text.)
- ❾ Select Styles.

3. Type the title (**Figure 3**).



Figure 3


4. Select the Move tool  to resize the text by click-and-hold on any corner. In **Figure 4**, I have selected the upper-left corner.



Figure 4

5. Once the font is sized, touch the Enter key, on the keyboard (**Figure 5**).



Figure 5

6. In the “Artwork and Effects” palette (**Figure 6**):

- ❶ Click on the Text button.
- ❷ Double-click on the desired effect. I have chosen “Outline”.

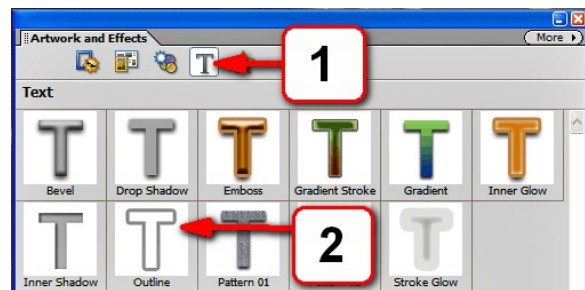


Figure 6

7. The result is shown in the work area (**Figure 7**).



Figure 7

8. To resize it, click, hold, and drag on any one of the corners (**Figure 8**).



Figure 8

9. If you drag diagonally down, the text expands proportionately—both horizontally and vertically (**Figure 9**).



Figure 9