

INTRODUCTION TO *CORELDRAW 10*

TEXT TOOL

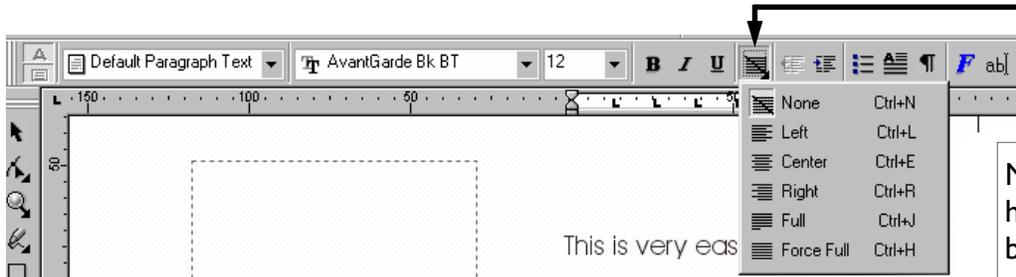
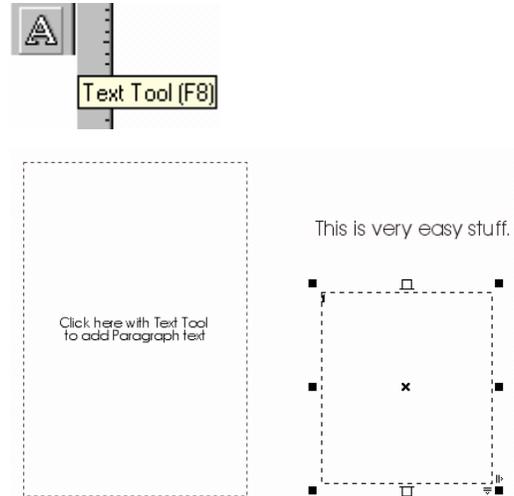
Paragraph Text
Artistic Text
Spell Check
Outline
Converting Text to Curves
Default Settings



PARAGRAPH TEXT

1. Click on the *Text* button in the *Toolbox* to create text.
2. Click and drag with the mouse to form a text frame (may be called a box).
3. The *Toolbar* will change to the paragraph tools. This will resemble *WordPerfect* or *Word* (any word-processing program). Begin typing the following:

The quick brown fox jumps over the lazy dog.
 Developed by the Western Union, this sentence uses every letter in the alphabet.



Note: The horizontal alignment button permits common text justification choices.

Note: Paragraph text may limit the effects that can be performed with the text—effects will change the “box.”

ARTISTIC TEXT

1. Click on the *Text* button in the *Toolbox* to create text.
2. Position cursor on the page—mouse will change from the “pick” arrow to a cross-hair and letter “A” and click.
3. Release mouse and type.



Note: Nodes, or handle bars can be manipulated to skew or rotate text.

Note: Artistic text will have similar attributes as any object, thus effects can be performed to the text, e.g., titles, or single lines, etc.

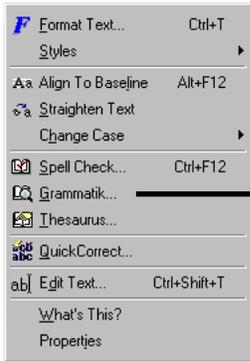


SPELL CHECK

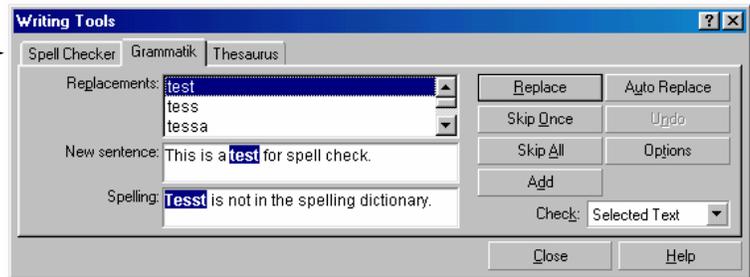
1. Much like a word-processing program, misspelled words are underlined in red.
2. Right click on the word to open suggested list of words.
3. Select the desired word from the list to correct.
4. Right click on the sentence to open the dialogue box with many text options that are available.

This is a tesst for spell check.

tesst for spell c



This is a **tesst** for spell check.



TEXT OUTLINE

1. Similar to choosing the outline thickness on page 2—4, text outline may be applied by highlighting (individual text) or selecting the text frame.
2. Use the pick tool to select the desired outline thickness.

Note: This may render the text unreadable.

This is a test for thick text.



This is a test for **█** text.

CONVERTING TEXT TO CURVES

1. Select or create *Artistic text*—for best results, choose a thicker style, e.g., Arial Black.
2. Place the text cursor near the top of the page and write the following:

Extremely Fancy



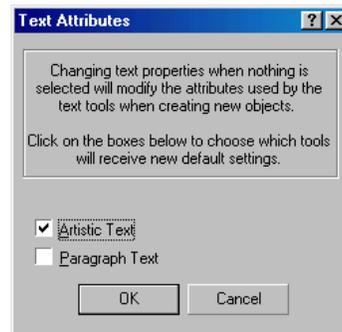
3. Right click on the text and select, *Text to Curves* or *Ctrl+Q*. The text will now have one node on each letter.
4. Select the *Shape* tool  from the toolbox. The text will now have multiple nodes around each letter. The cursor/mouse will change to a thick arrow.
5. Using the *Shape* tool arrow, click and drag the nodes from the letter E in Extreme across the text.



Note: When any object is converted to curves, the level of manipulation is dependent on imagination. You could even create a new font or object.

DEFAULT SETTINGS

1. Deselect by selecting away from all objects. Select the text button—choose any available font/style, e.g., Gill Sans MT.
2. Either “check” the box for Artistic or Paragraph Text (you may also select both).
3. Press “OK” to set the default; the next time you use the Text tool, the Gill Sans MT font will be your setting,



Note: This method of setting defaults apply to all aspects of this program.