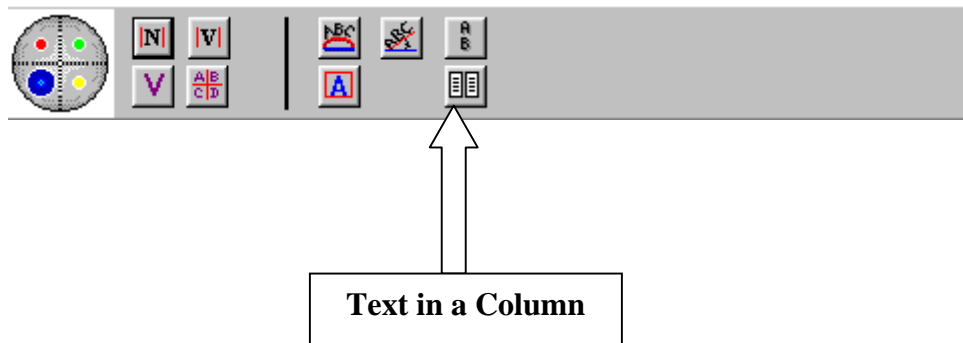




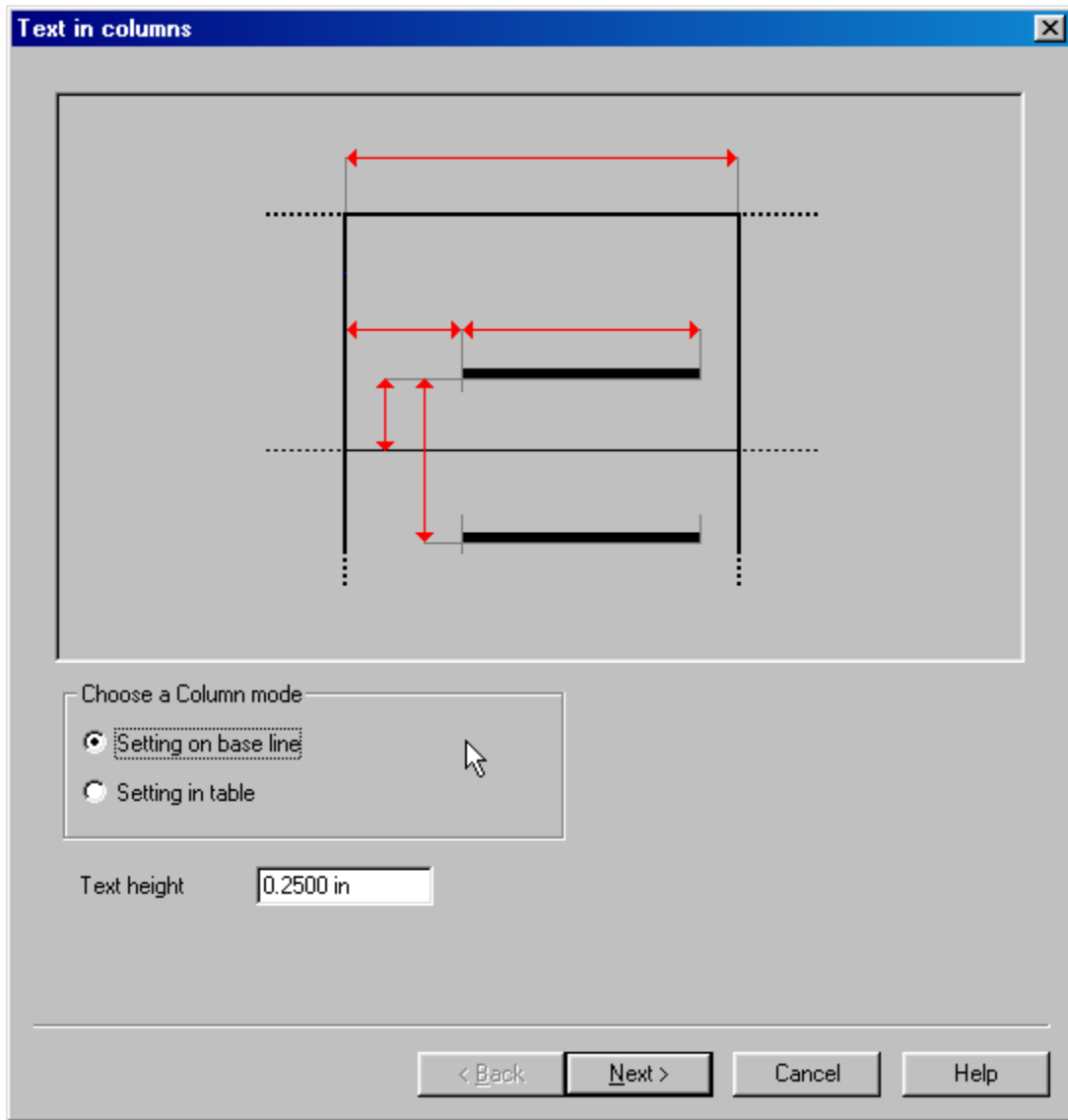
GRAVOGRAPH NEW HERMES

Columns

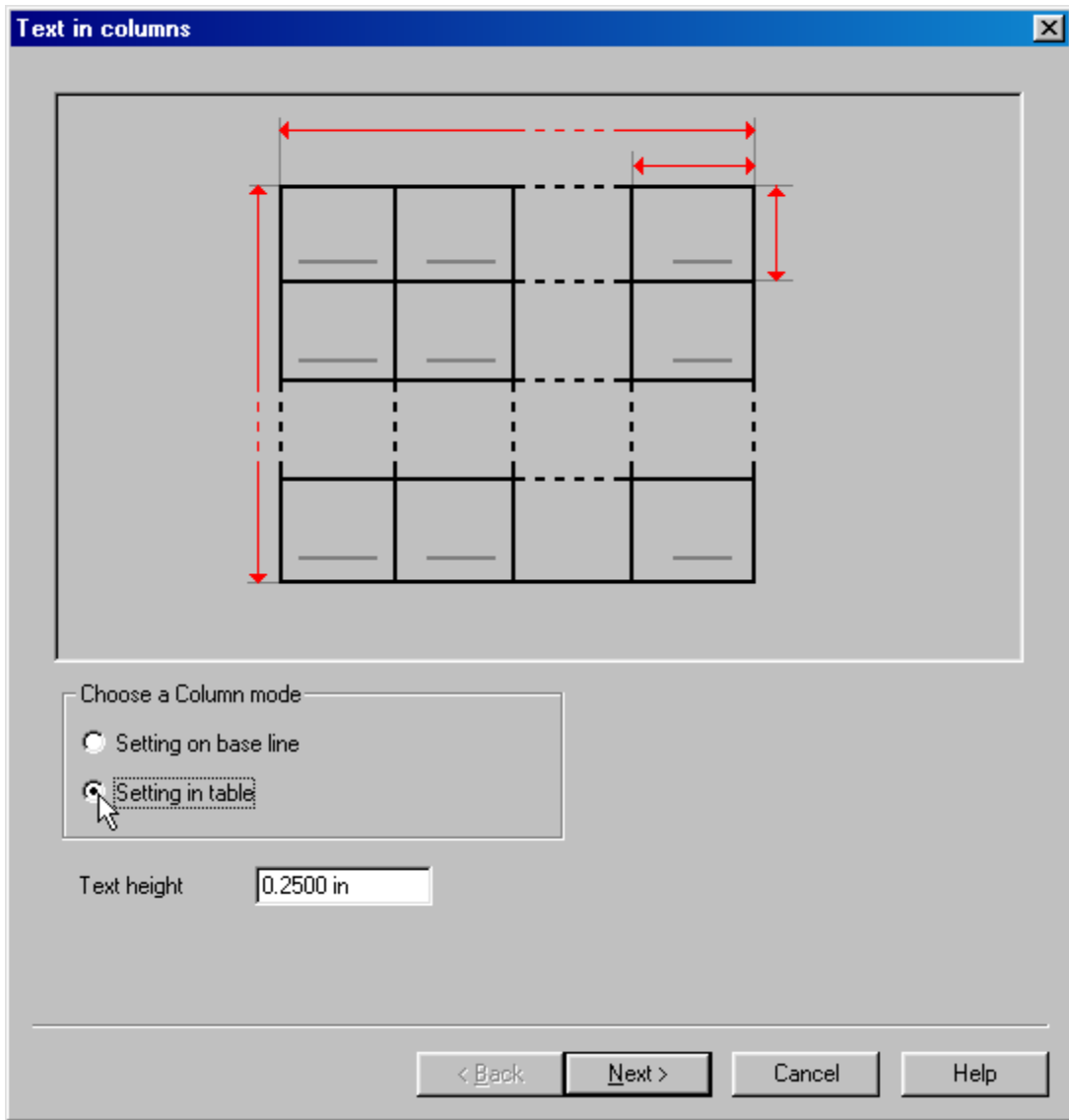
1. Putting text into columns is a simple task with Gravostyle. In the Blue Pinwheel simply click on the Column button. A window will pop up and ask to go into the Manual Mode. Select OK.



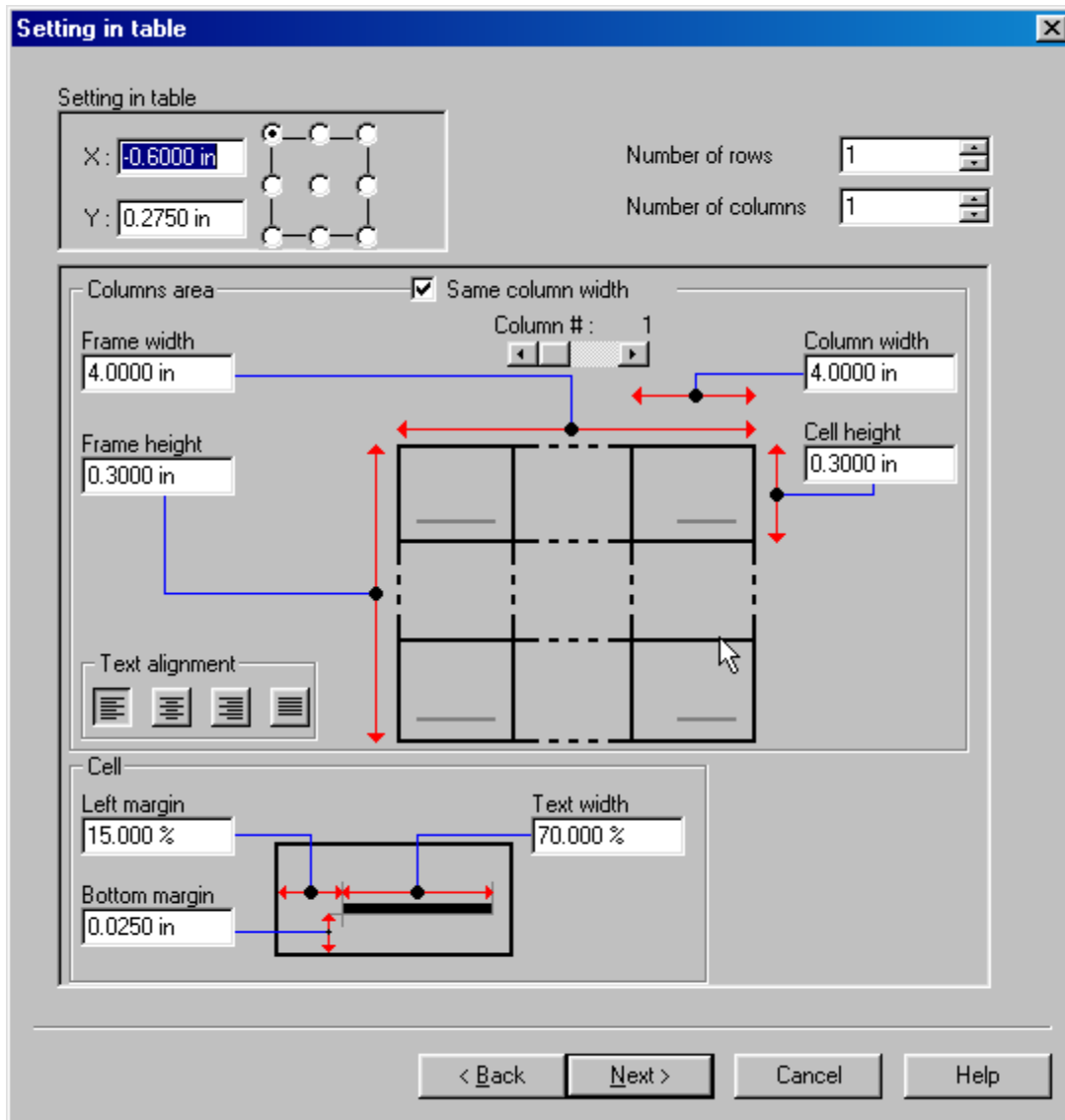
2. Keep in Mind that when in the Manual Mode you can select the text or objects and move them around on your work freely, so placing the columns exactly where you want then is not a requirement at this time. When the columns are formed and the text placed in them it is all one object. To make changes to the columns after it is formed you need only to double left click on the column area.



3. Settings on the baseline is the first screen that you will see. Most people understand the table format of making columns, that is the method that we will use. Click in the Text Height window and input your text height.



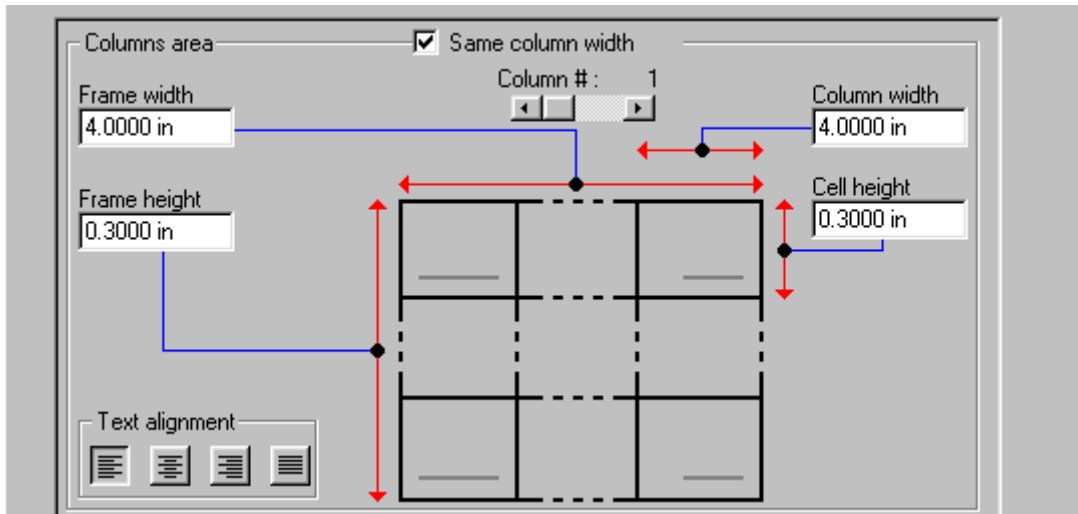
Click on the Next button to move to the next page.



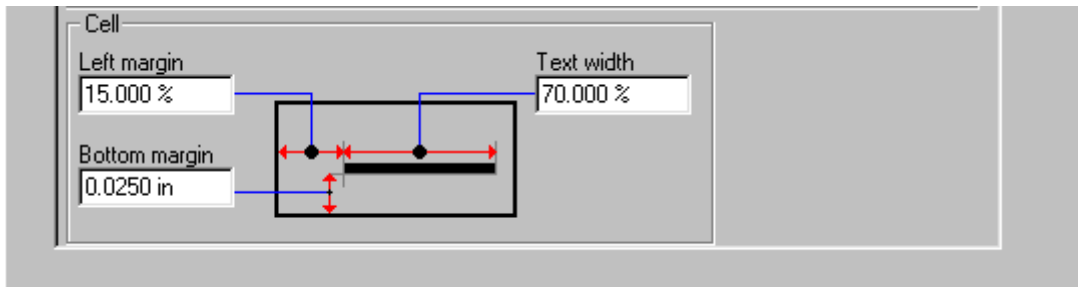
4. The first inputs we will talk about are the anchor of the table and the number of columns and rows.



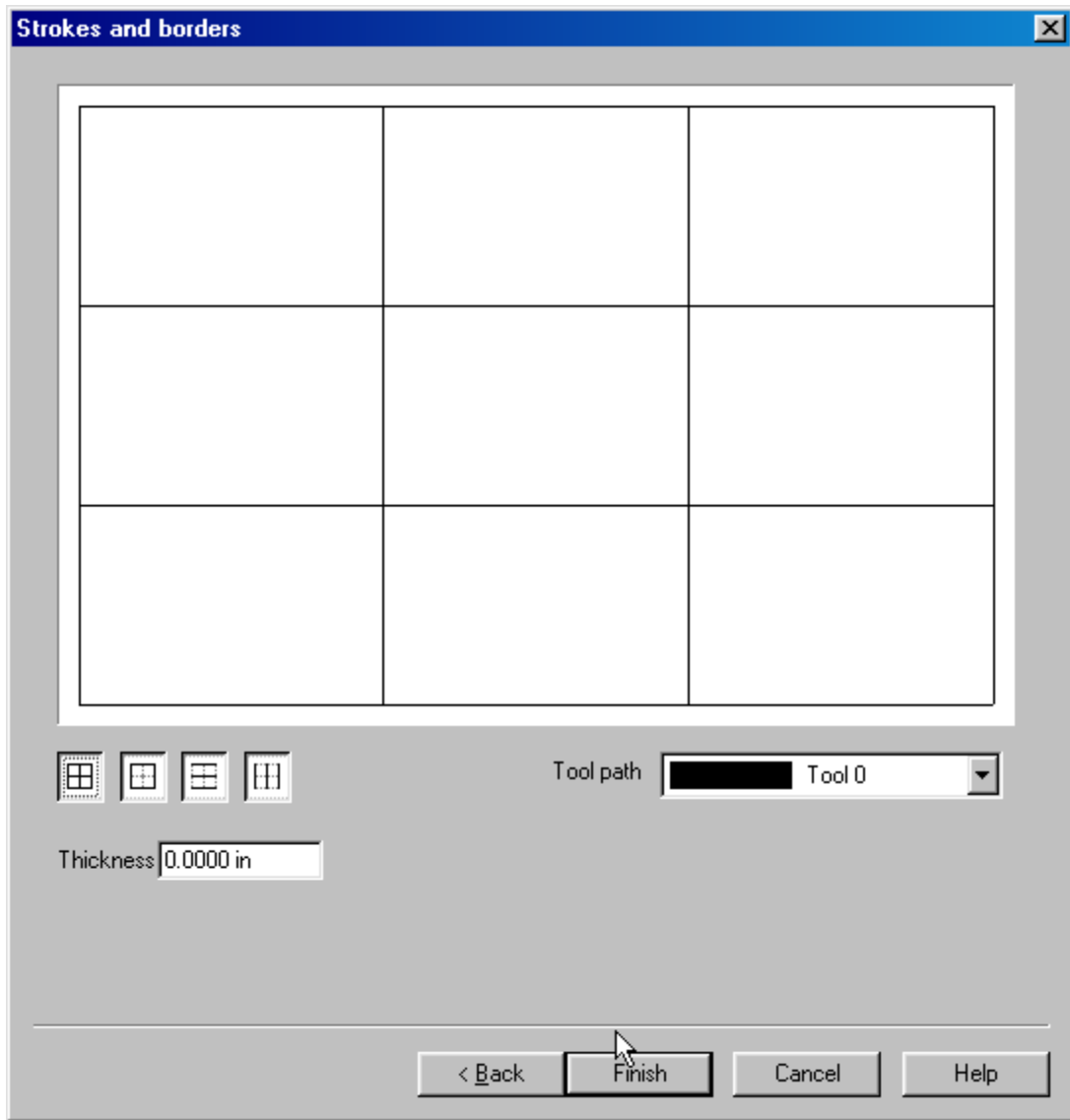
Select the circle that you want to be the anchor and the X and Y position of that anchor on your work. Keep in mind that you can move the table after it is formed. Next select the number of rows and columns that you need.



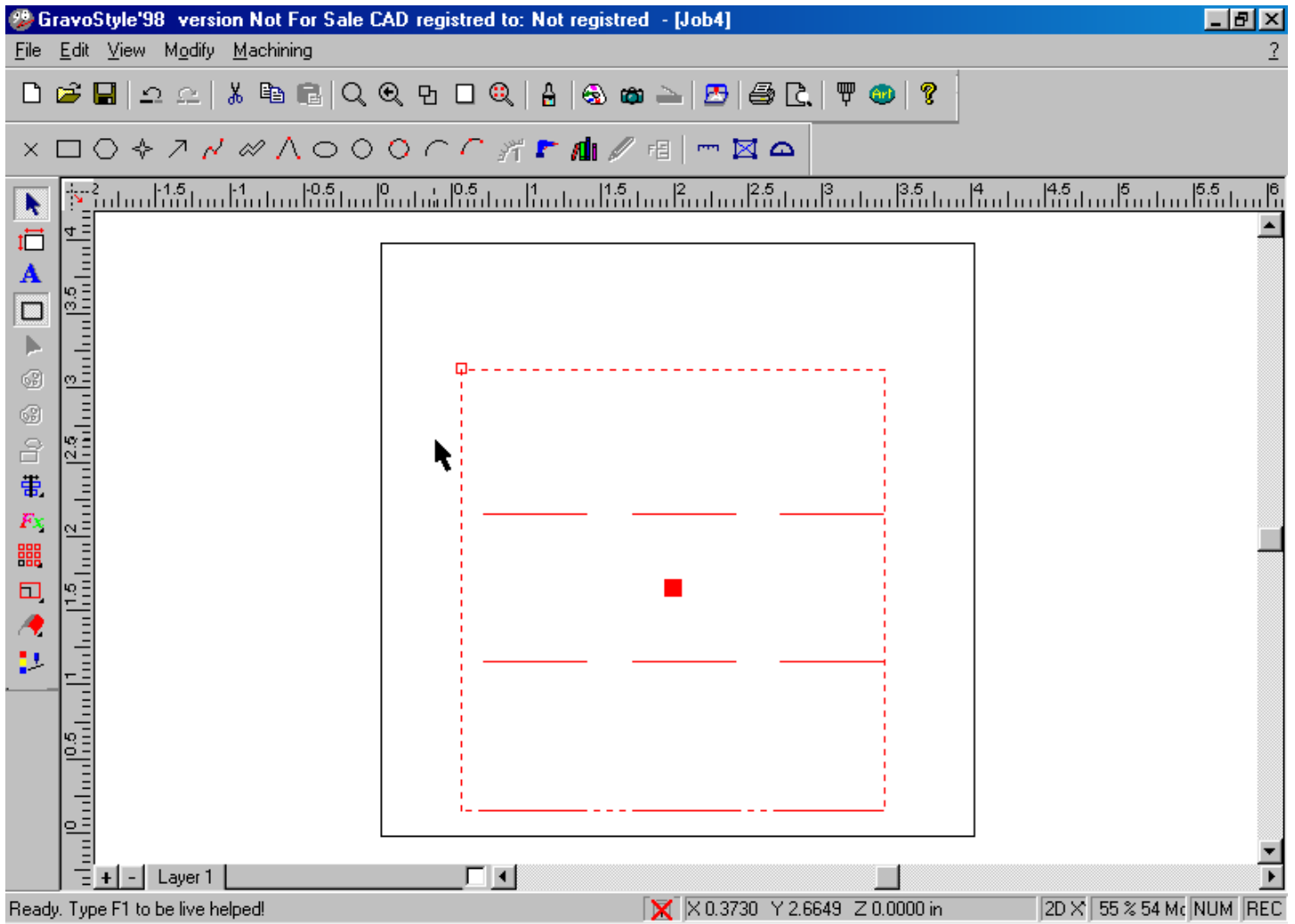
5. If all the columns are going to be the same size, make sure there is a check mark in the Same Column Width box. Enter the width and height of the table. If you press the tab key after each entry it will move to the next box and calculate your entry. If all the columns are the same width, when you enter the height of the frame and press the tab key it will also calculate the column width and cell height for you. Now select the Text Alignment by clicking on the desired button. If you wish to change the alignment for each column, select the Alignment for Column #1 and select the desired Text Alignment button and then click on the arrow to move to column #2 and select the alignment as before and so on.



6. This portion of the page is used to setup the text within each Cell. The settings as shown above, are the default settings of the program. In most cases these are good settings for your columns. To change these settings highlight the box that you want to change and enter your desired number, press tab to move to the next window and calculate your changes. Click the Next button to go to the next page.



7. This page will show you the lines that will be engraved with your text. If you do not want lines click on the far left button. You can also set the thickness and the tool for these lines. When you have selected your choice click the Finish button and the columns will show on the main edit page.



8. Turn your lock off if the column is set up outside your material. Go to the Select Mode. Select your column and move it to the position on your material you want. Then go to the Text Mode. Click the cursor on the first line of the column and start typing your text. The Enter Key moves you to the next line down. The Tab Key moves you to the next line to the side.