

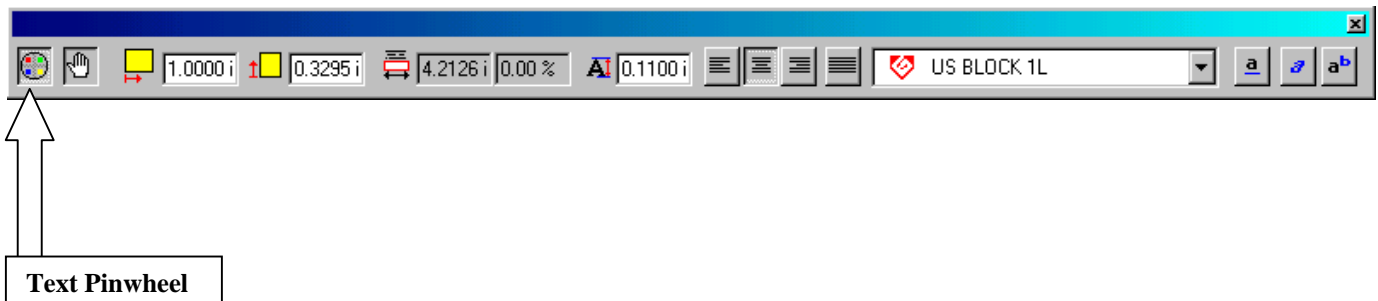


# GRAVOGRAPH NEW HERMES

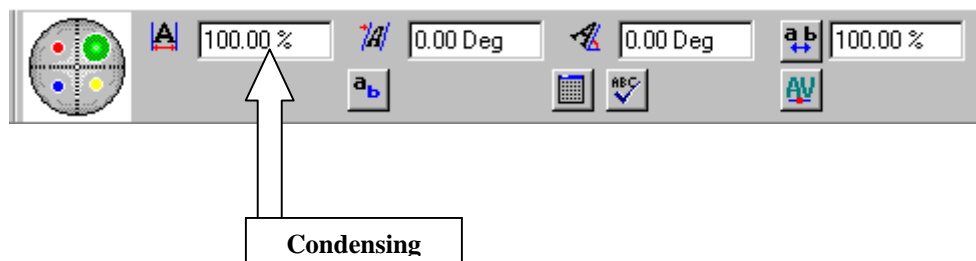
## The Green Pinwheel of Gravostyle

The Green Pinwheel allows you to edit text. Remember that you must be in the Text Mode.

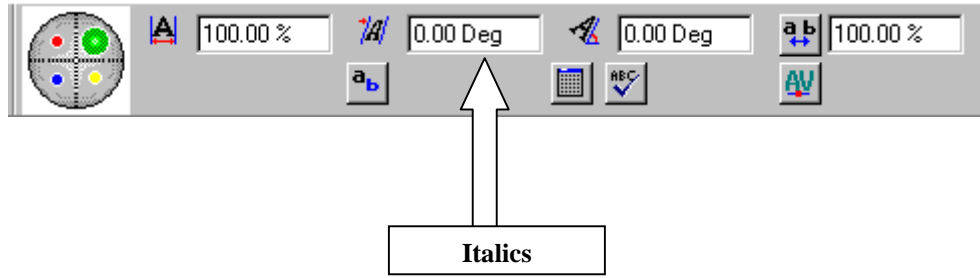
1. Click on the Pinwheel icon at the top left corner of the main page of Gravostyle. This will open the Pinwheel Toolbar at the bottom of the page.



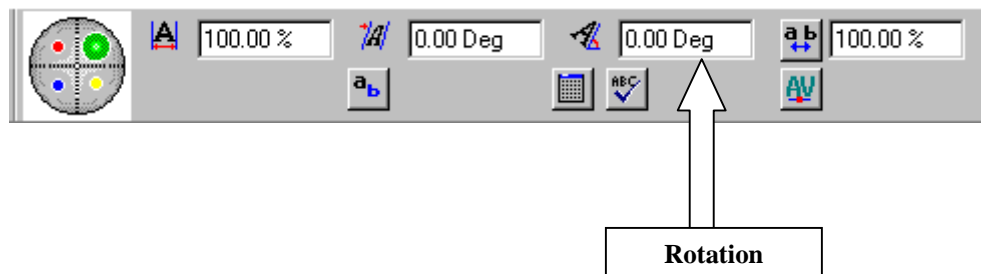
2. The default position of the pinwheel, when opened, is the Green Pinwheel. The Green Pinwheel allows you to position and manipulate your text. Remember that in order to make changes to the text you must first have the text selected.



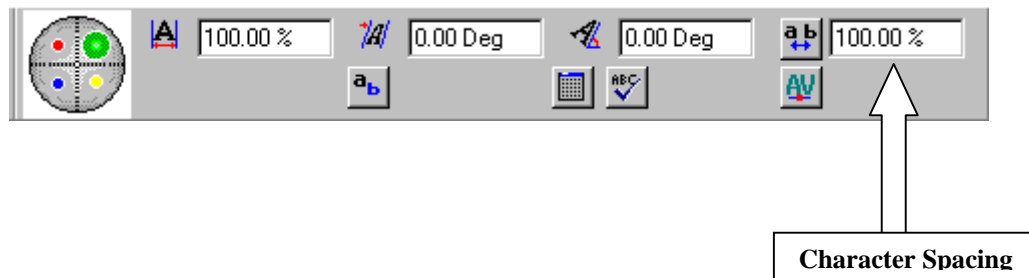
3. The first window is for controlling the Width of the text, commonly thought of as squeeze and expand. Keep in mind that this will squeeze or expand not only the space between the letters but also the letters themselves. This will cause your text to look stretched or squeezed. This window works on a percentage basis. Enter a number larger than 100% and it expands your text. Enter a number smaller than 100% and it squeezes your text.



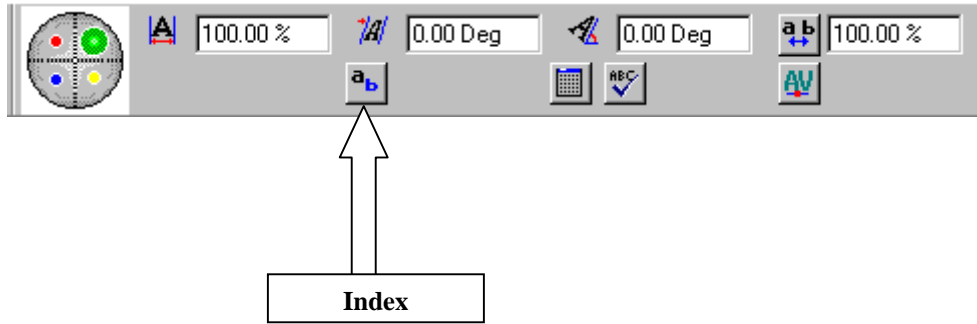
4. When you Italicize text, the amount of slant is displayed in the window. This value can be changed by placing your cursor in the window and double clicking or just click and wipe through the window. Enter the amount of slant that you wish.



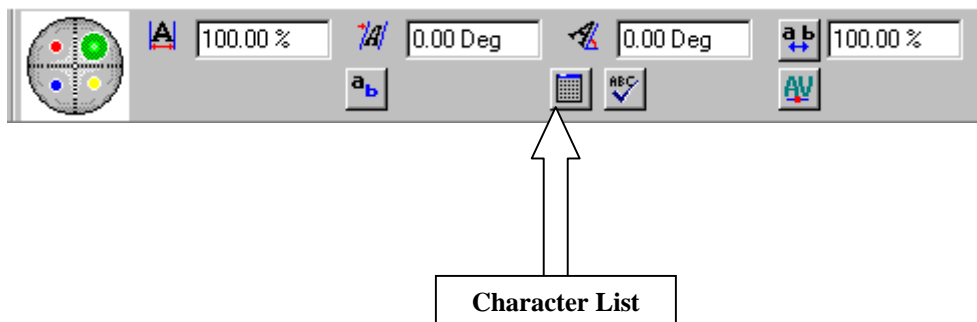
5. The third window is for Rotation of the text. This uses the center of the letter as a rotation point and the bottom of the letters will rotate off the base line. Select the text that you want to be affected then wipe thru the window and enter the number of degrees that you want your text rotated.



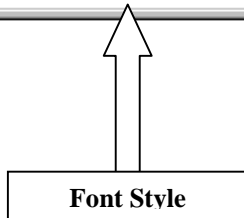
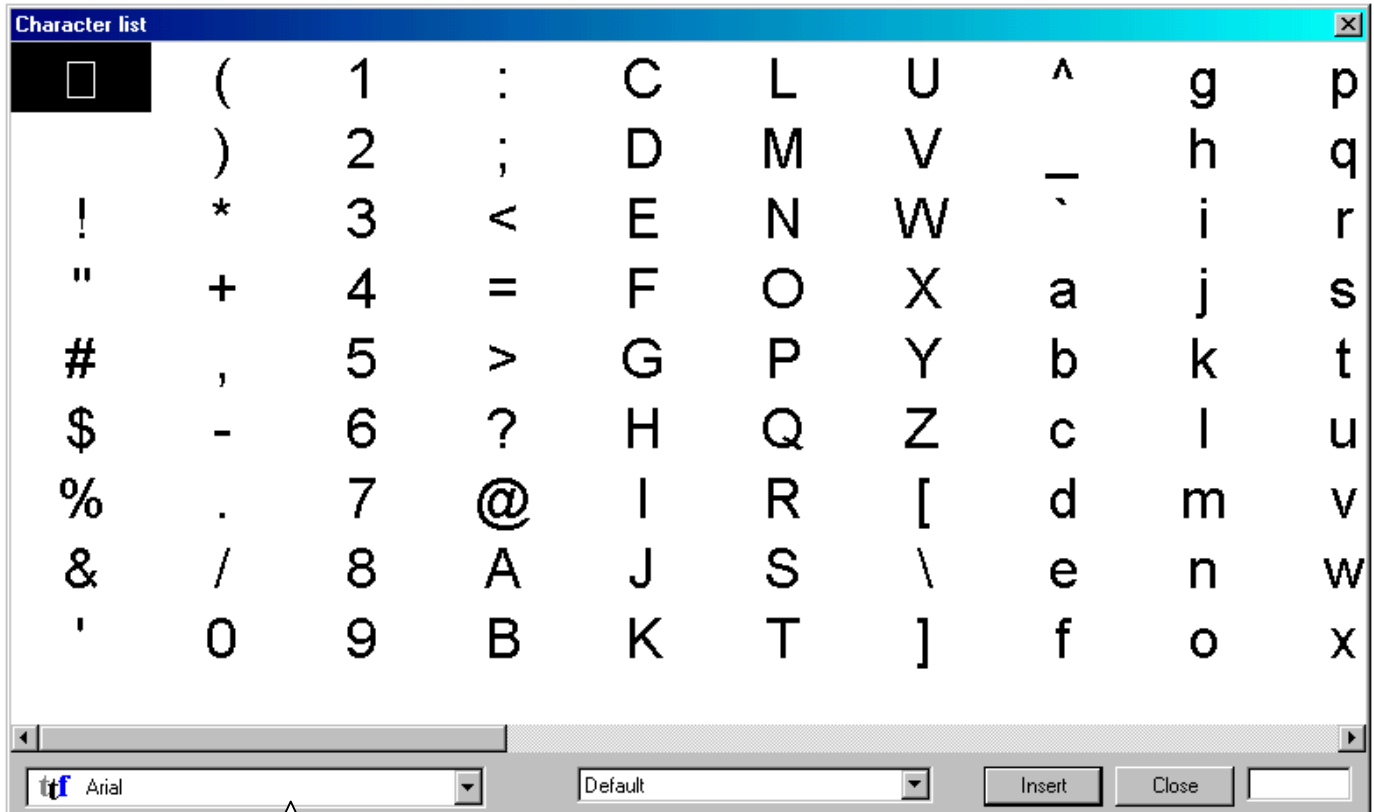
6. The last window on the top row is for Intercharacter Spacing. This will increase or decrease the amount of space between the letters. It will not affect the letters themselves. Select the text that you want to change and then wipe through the window and enter the value you want. This window works on percentage so the larger the number the more the space between each letter. The smaller the number the closer they will be.



6. The Index button or subscript is for making text smaller and below the baseline. Select the letter that you want to make smaller and place below the baseline, click on the button and then click on your work to take effect.



7. This icon is for your Character List. It displays all characters in a font. If you are having trouble finding a particular font or character in a font, click on the icon and it will open the Character List. This icon allows you to select a character that would require multiple keystrokes to access.



8. Click on the down arrow to open the font window. Select the font style you wish. The two main categories are TrueType and Gravograph. Click on one of them and that font list will open. You now can scroll down the list or if you know the font that you are looking for press the key on the keyboard of the first letter of your font. This will take you to the first font with that letter and then scroll from there. Find the character that you wish to insert into your work and click on it. Click on Insert and then Close. This will insert that character into your work at the position of your cursor or replace what you have selected.

