



# GRAVOGRAPH

## NEW HERMES

### ADVANCED TEXT LAYOUT

#### A. Using the Format Text Dialog

1. First set up a new page in Corel Draw.

- a. Left click on the file menu
- b. Then left click on new

Your page size should be 8.5 x 11

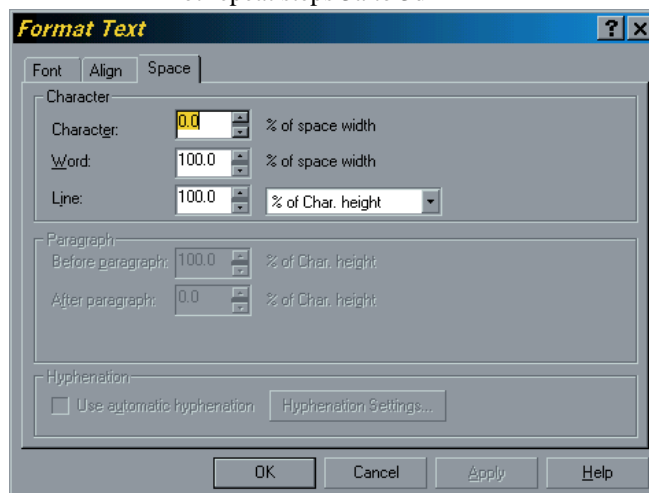
2. Next , put text on the screen

- a. Left click on the text tool
- b. Left click on the middle of the screen
- c. Then type

Advanced text layout  
For corel draw is fun

3. Next, open the format text dialog

- a. Left click on the pick tool in the left tool bar
- b. Left click on the text you just created.
- c. Left click on the text menu
- d. Left click on Format Text
- e. The following dialog should pop up  
If not repeat steps 3a to 3d

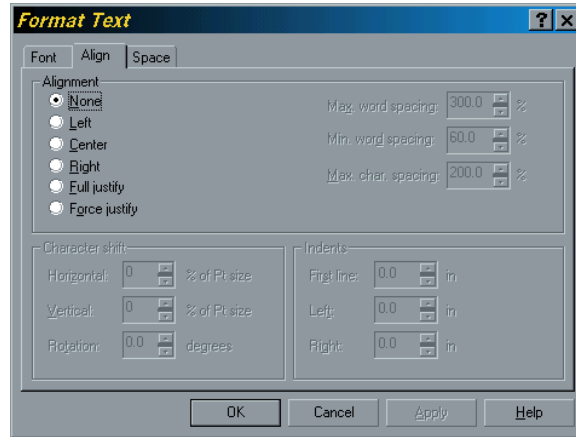


4. Spacing.

- a. Left click in the box to the right of **character**
- b. This box lets you change the spacing between the letters a percentage of the current spacing. Right now its 0%
- c. Type in 200 and hit OK.  
You will see that the letters are spaced out three times as much as usual.
- d. Open the Format Text Dialog again by using CTRL+T
- e. While holding the CTRL key with your left hand, tap the “T” key with your right.  
You will see the Format Text Dialog pop up again.
- f. Left click in the box to the right of **word**.
- g. This box lets you change the spacing between words a percentage of the character spacing above. Right now it’s 100%
- h. Type in 400 and hit OK.  
You will see that the words are spaced apart about four times normal.
- h. Now open the Format Text Dialog again with CTRL+T.
- i. Left click in the box to the right of **Line**.
- j. This box lets you change the spacing between line a percentage of what is in the next box. At this time the percentage is based on character height. Right now the value is 100%
- k. Type in 200 and hit OK  
You will see that the line spacing has increased to about 200% of normal size.  
Your Text should look something like this:

A d v a n c e d t e x t l a y o u t  
F o r c o r e l i s f u n

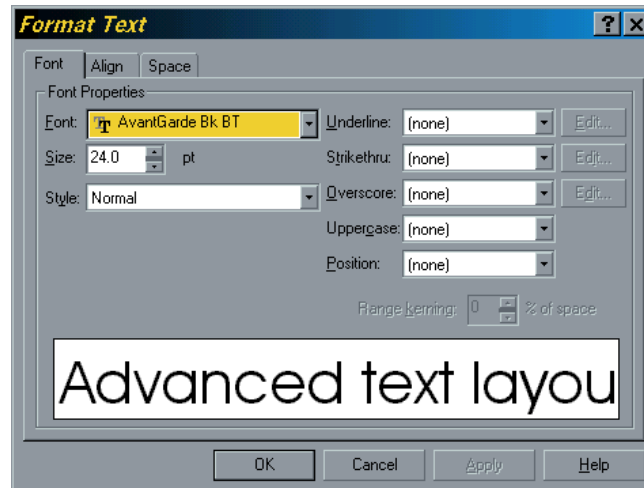
5. Align
  - a. Left click on the pick tool in the left tool bar
  - b. Left click on your text
  - c. Open the Format Text Dialog again with CTRL+T.
  - d. Now click on the Align tab.
  - e. The dialog box should change as below:



- f. This part of the dialog lets you justify your text as we did in the previous module.
- g. Alignment - None = No Alignment but the text will still start at the left side
- h. Alignment – Left = All text lines in the paragraph will start on the left.
- i. Alignment – Center = All text lines in the paragraph will be centered with each other
- j. Alignment – Right = All text lines in the paragraph will start on the right
- k. Alignment – Full Justify = All text lines will start on the left and right with added spacing
- l. Alignment – Force Justify = All text lines will be stretched from left to right like a newspaper.
- m. In this case use Center Alignment
- n. Left click on the **Center** button under the word alignment
- o. Left Click OK
- p. Your text should look something like this:

A d v a n c e d t e x t l a y o u t  
F o r c o r e l i s f u n

6. Font
  - a. Left click on the pick tool in the left tool bar
  - b. Left click on your text
  - c. Now open the Format Text Dialog again with CTRL+T.
  - d. Click on the Font tab.



- e. In the font tab we can change the font type, size, case, position, bold and italic (if available in the font)
- f. Left click on the down arrow next to Font.
- g. Use the arrow keys on the top and bottom of the list to scroll to Arial.
- h. Left click on Arial.
- i. Next change the font size.
- j. Double left click on the number next to the size and you will see the number highlight.
- k. Type in 30 in the box
- l. Next change the text to bold.
- m. Left click on the down arrow in the box next to Style.
- n. You should see the word Bold along with other styles available. Left Click on it
- o. Click OK
- p. Your text should look close to the example below

**A d v a n c e d t e x t l a y o u t**

**F o r c o r e l i s f u n**

7. Font Tab Style Explanations

- a. From top to bottom

Underline: = Puts a line Thin or Thick, Under each word or whole line  
Strikethu: = Puts a line Thin or Thick, Thru the middle of each word or whole line  
Overscore:= Puts a line Thin or Thick, Above each word or the whole line.  
Uppercase:= Lets you force your text to all upper case or use large and small caps.  
Position: = Lets you use subscript to shrink the text 50% and lower the position 50% or  
Superscript to shrink the text 50% and raise the position 50%

- b. Left click on the down arrow in the box next to Uppercase: then left click Small Caps

- c. Left Click OK

Your text should look something like this:

**A D V A N C E D T E X T L A Y O U T**  
**F O R C O R E L I S F U N**

**Keep in mind that you can use the same steps on just portions of text by just highlighting areas of the text then going to the Format text dialog.**

## B. Fitting Text to a Curve

1. First set up a new page in Corel Draw.
  - a. Left click on the file menu
  - b. Then left click on new

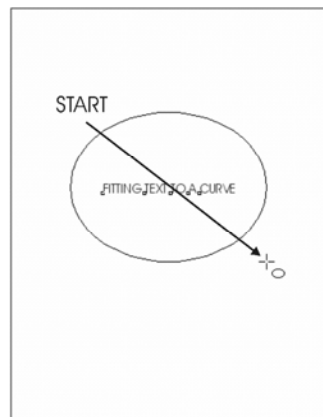
Your page size should be 8.5 x 11

2. Next put some text on the screen.
  - a. Left click on the text tool
  - b. Left click on the middle of the screen
  - c. Then type

### FITTING TEXT TO A CURVE

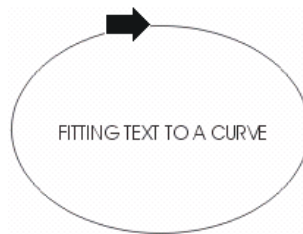
3. Next, center the text
  - a. Left click on the pick tool in the left tool bar
  - b. Left click on your text
  - c. Open the Format Text Dialog with CTRL+T.
  - d. Now lets click on the Align TAB.
  - e. Left click on the **Center** button under the word alignment
  - f. Left Click OK
4. Next make a curve to put the text on - In this case a circle
  - a. Left click on the sixth tool down on the left tool bar. The Ellipse Tool.
  - b. Bring your mouse cursor above and to the left of your text
  - c. Left Click and Hold
  - d. Move the mouse in a diagonal fashion still holding the left mouse button to form a circle

See the illustration below:

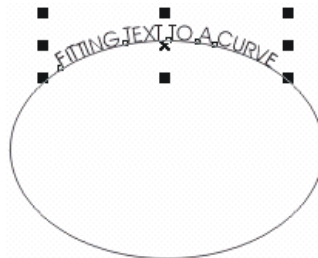


5. Now lets the text to the top of the curve

- a. Left click on the pick tool on the left tool bar
- c. Left click on the text FITTING TEXT TO CURVE.
- d. Left Click on the Text Menu
- e. Left Click on Fit Text to Path
- f. Bring your mouse cursor down to the layout area and you will see that the mouse cursor has changed to a large arrow.
- g. Left click on the curve as seen below:



h. You should see your text fit to the top of the curve as below:



- i. Now Left click on a blank area in your layout area
- j. Left Click on the text again and you will see handles appear around your text and the circle
- k. You will also see the fitting properties on the properties bar.

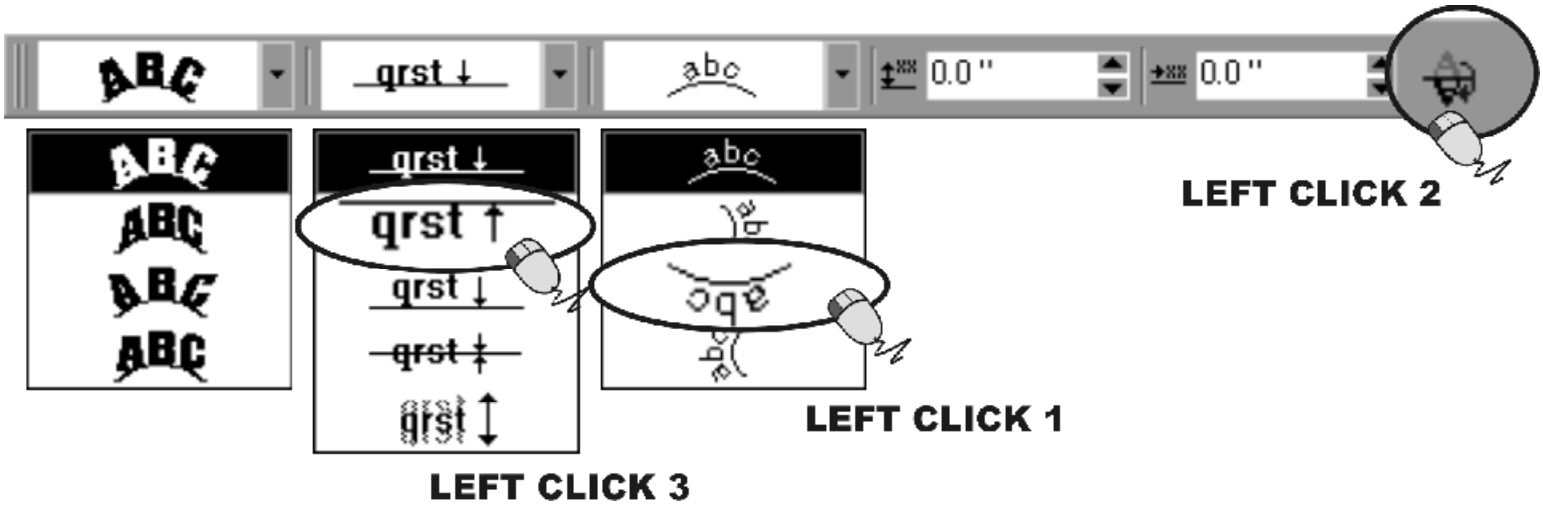
TEXT ORIENTATION	VERTICAL POSITION	TEXT POSITION	DISTANCE FROM PATH	HORIZONTAL OFFSET	

PLACE ON OTHER SIDE

1. Tool Descriptions

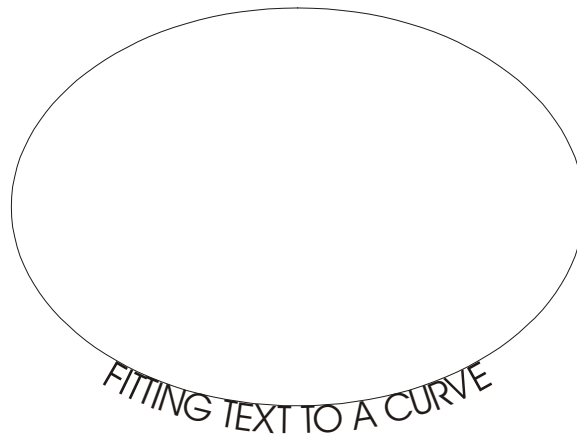
- TEXT ORIENTATION: This changes how the text is laid on the path ( Fit Along, Skew, Strait, Stretch)
- VERTICAL POSITION: This changes the where (Top, Bottom, Middle) the text sits on the path.
- TEXT POSITION: This changes on what quarter of a given curve the text sits.
- DISTANCE FROM PATH: This is like Vertical Position but lets you use exact measurement numbers.
- HORIZONTAL OFFSET: This is like Text Position but lets you shift plus or minus small increments.
- PLACE ON OTHER SIDE: This will Flip the text on the opposite side of the path.

m. Place the text on the bottom outside of the circle.

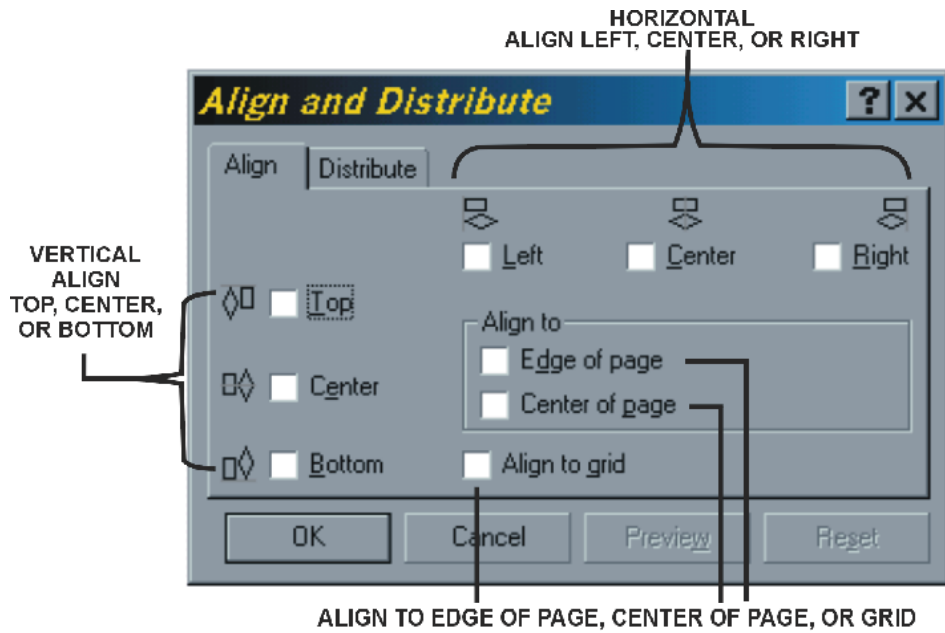


- LEFT CLICK 1 Places the text on the bottom of the circle. But now it's upside down.
- LEFT CLICK 2 Flips the text right side up. But now it's on the inside of the Circle.
- LEFT CLICK 3 Places the text back on the outside of the circle.

Your text should look something like below:



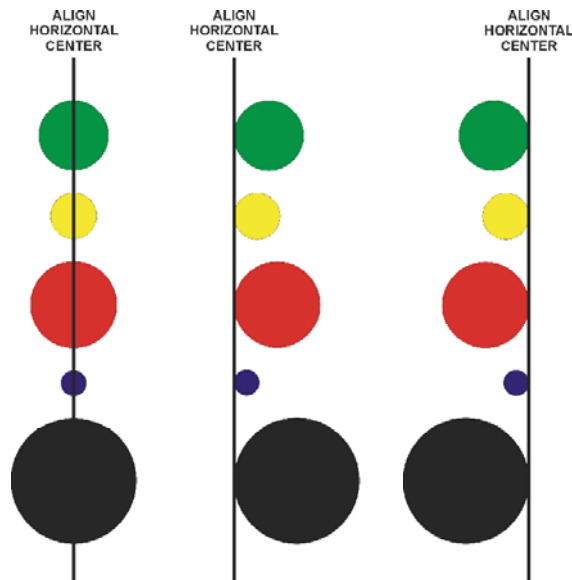
C. Understanding Advanced Align and Distribute

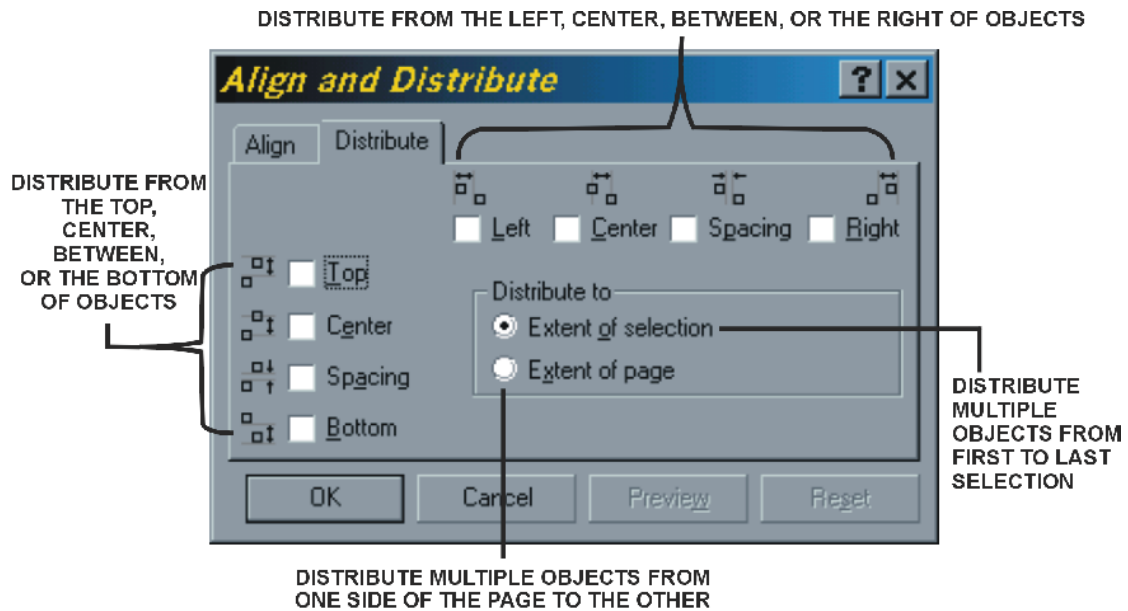


1. Align Tab

- a. The vertical and horizontal alignment buttons allow you to control how multiple objects are aligned.
- b. When you select Edge of page all objects are aligned FROM the edge of the page TO one of the buttons in the horizontal and/or vertical alignment choices.
- c. When you select Center of page, a check mark will also appear in horizontal and vertical center and will make everything selected move to the center of the page. Note that if you selected Edge of page, Horizontal Center and Vertical Center. This would have the same effect.
- d. Selecting Align to grid will align objects to the nearest grid line based on your horizontal or vertical alignment choice.
- e. The last Align to option is align to nothing at all! This will make all objects align to the first object selected; We'll call it the anchor.

In the following examples the top object was the first to be selected:





## 2. Distribute Tab

- a. Distribute to Extent of selection: Distribute selected object equally between the two farthest objects.
- b. Distribute to Extent of page: Distribute selected objects equally from one end of the page to the other.
- c. Distribute Left : Make spacing equal between the left edges of all objects selected.
- d. Distribute Center : Make spacing equal from the center of each object.
- e. Distribute Spacing : Make the spacing between each object equal.
- f. Distribute Right : Make spacing equal between the right edges of all objects selected.
- g. Distribute Top : Make spacing equal between the top edges of all objects selected.
- h. Distribute Bottom : Make spacing equal between the bottom edges of all objects selected.