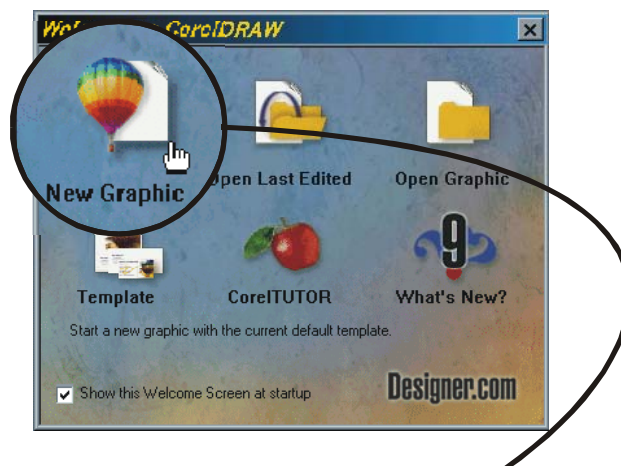






GRAVOGRAPH NEW HERMES

SIMPLE TEXT LAYOUT FOR COREL DRAW

When you start Corel Draw, you will see the following welcome screen.





- A. Start a new job by left clicking New Graphic.
- B. Place your mouse cursor  over the page width box.
 1. You will see the mouse cursor change to a text cursor
 2. Double left click on the numbers in the page width box to highlight them.
 3. Enter the width of the material you want to print or engrave on
- C. Place your mouse cursor  over the page height box.
 1. The mouse cursor will change to a text cursor
 2. Double left click on the numbers in the page height box to highlight them.

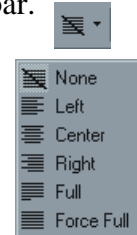
3. Enter the height of the material you want to print or engrave on.



D. Entering text

1. Left click the Text tool  on the left tool bar.
2. Your mouse cursor will change to a text cursor. 
3. Use the cross hair to set the position of the text. Left click and start typing.

To change the justification of your paragraph text left click the horizontal Justification tool on the text property bar.



E. Changing text size


1. Select the text that is to be changed with the mouse.
2. Left click the down arrow on the Font Type in the text property bar.

The name in this box is the current font for the text selected



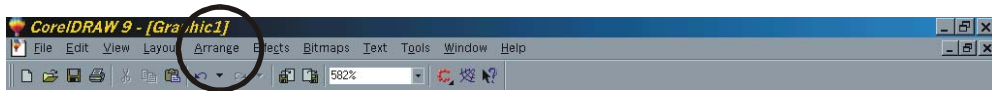
3. Scroll down the list to the desired font and left click.

F. Changing Letter Height


1. Changing letter height to a preset point size.
 - a. Left click the down arrow on the Font Point size tool 
 - b. Left click on the desired point size.



TEXT PROPERTY BAR



2. Changing letter height to a custom point size.

a. Double left click on number in Font Point size  tool

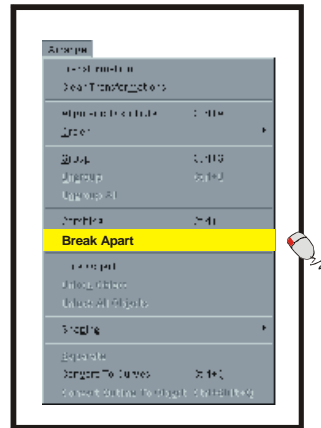
b. Type in desired point size.

D. Breaking up paragraph text into line text

1. Break paragraph text into line text

a. Left click on the Arrange menu.

b. Scroll down the menu and left click on Break Apart.



2. Combine line text into paragraph text

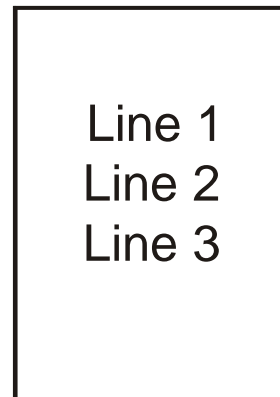
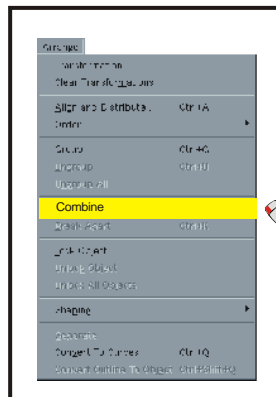
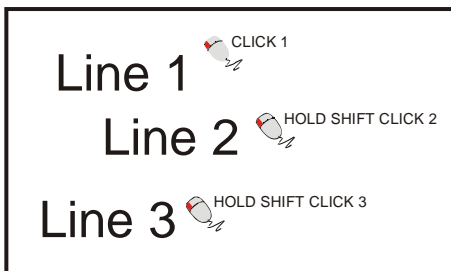
a. Left click on the Pick tool  in the left tool bar.

b. Left click on the first line of your paragraph.

c. While holding the shift key, left click on each of the remaining lines in the order you wish them to appear in your paragraph.






d. Release the shift key and left click on the Arrange menu.

e. Scroll down the menu and left click on combine.







D. Using the Pick tool  to scale and position line text

1. Scale line text with the pick tool

- a. Left click on the Pick  tool in the left tool bar.
- b. Left click on a blank area outside the page. We do this to ensure that you select only what you want.
- c. Left click once, on the text to be scaled.
- d. You will see eight blackboxes  around your text and an  in the middle. These are called handles. See fig. 1.0
- e. Move your mouse cursor  over the top right corner handle.
- f. The mouse will change to indicate  what direction to move the mouse.
- g. Hold the left mouse button down and start moving up and to the right. The line text will start to get bigger.
- h. When satisfied with the size, let go of the left mouse button.

2. Moving line text with the pick tool.

- a. Left click on the Pick tool  in the left tool bar.
- b. Click on a blank area outside the page.
- c. Left click on the text that is to be moved.
- d. Move the mouse cursor  over the  in the middle of the selected text.
- e. The mouse cursor will change to  indicate that you can move this object in all directions.
- f. Hold down on the left mouse button and move your mouse around.
- g. The selected object will move with the mouse

h. When satisfied with the placement of the object, release the left mouse button.

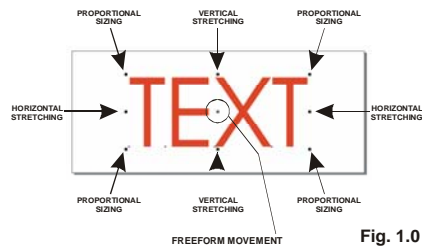




Fig. 1.0

E. Using the pick tool  to Stretch, Skew, and Rotate text objects.

1. Stretch line text with the pick tool

- a. Left click on the Pick tool  in the left tool bar.
- b. Click on a blank area outside the page.
- c. Left click on the text that is to be stretched.
- d. Move the mouse cursor over the top middle handle.
- e. You will see the mouse cursor change  to indicate in what direction we will be stretching.
- f. Hold down on the left mouse button and drag the mouse up.
- g. The text now gets taller but not wider. See fig. 1.1
- h. When satisfied with the look, release the left mouse button.
- i. The same applies with the middle side handles except they will stretch the width instead of the height.

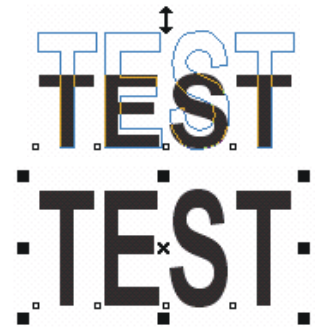



Fig. 1.1

2. Skew line text with the pick tool

- a. Left click on the Pick  tool in the left tool bar.
- b. Click on a blank area outside the page.
- c. Left click on the text that is to be skewed.
- d. You will now see the boxes or handle discussed earlier. See fig. 1.2
- e. Left click on the text one more time.

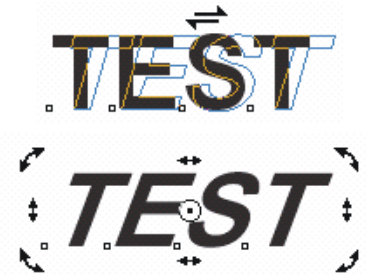


Fig. 1.2

- f. The handles will now change to directional arrows. See fig 1.3
- g. The arrows on the top middle and each side middle, do the skewing.
- h. Move the mouse cursor over the top middle arrow. \longleftrightarrow
- i. The mouse cursor will change \rightleftarrows to indicate the direction of the skewing.
- j. Hold down on the left mouse button and move the mouse to the right.
- k. The text will now slant to the right.
- l. When satisfied with the results, release the left mouse button.
- m. The same applies with the middle side arrows, \updownarrow except they will skew vertically instead of horizontally.

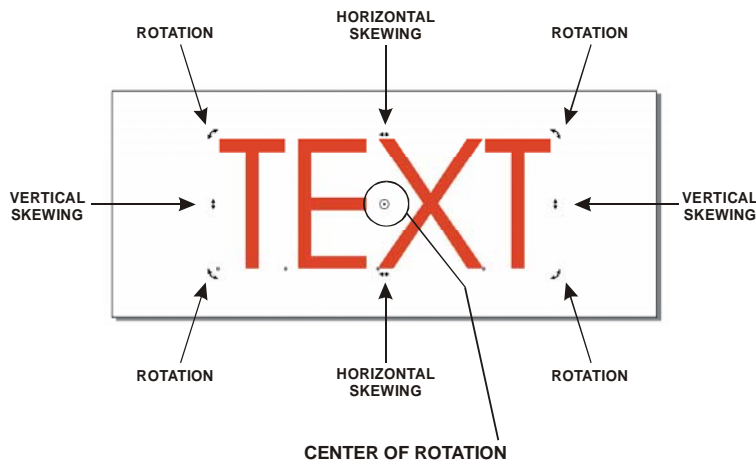






Fig. 1.3

3. Rotating Objects with the Pick tool

- a. Left click on the pick tool  in the left tool bar.
- b. Click on a blank area outside the page.
- c. Left click on the text that is to be rotated.
- d. You will see the boxes or handles discussed earlier.
- e. Left click on the text again.
- f. Move the mouse cursor over the top left arrow. 
- g. The mouse cursor will change  indicating you are going to do an object rotation.
- h. Hold down on the left mouse button and start moving the mouse in a clockwise direction.
- i. The text object will start to rotate. See fig 1.4
- j. When satisfied with your results, release the left mouse button.
- k. The same applies with the other corner arrows. 

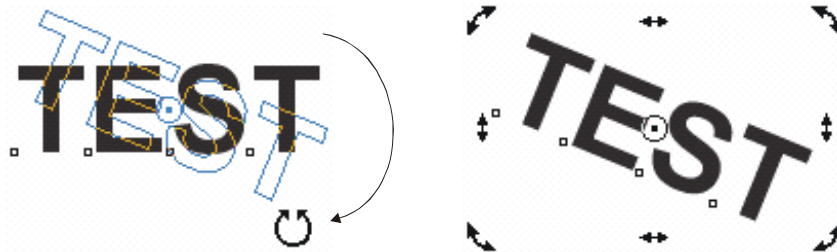



Fig. 1.4

F. Exercise #1 - Align Text

1. Make a new layout using some of the previously mentioned steps.
2. Start a new layout with the new  tool at the upper left corner of the screen.
3. Your layout should look something like fig. 1.5

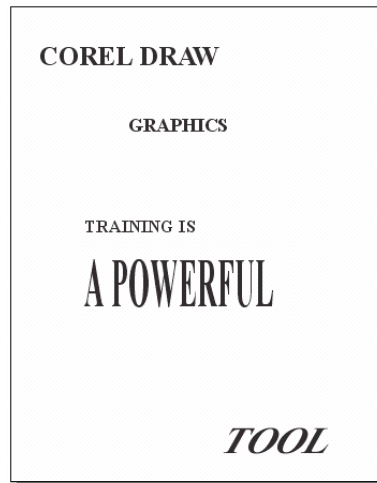


Fig. 1.5

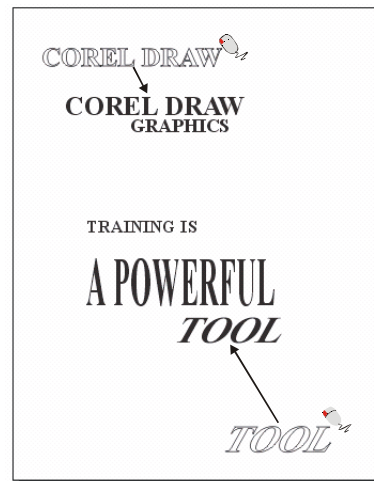


Fig. 1.6

4. The same font was used here for the entire layout (Times New Roman)
5. Remember to break apart the paragraph text and then use the pick tool to move things around.
6. Moving things around
 - a. Left click on the pick tool in the left tool bar.
 - b. Left click on a blank space outside the page.
 - c. Left click on the line **COREL DRAW**.
You will see that the handles for that line appear around it indicating that it's selected.
 - d. Move the line **COREL DRAW** down so that the bottom of **COREL DRAW** is just above the line **GRAPHICS**. See fig. 1.6
 - e. Click on the line **TOOL**
 - f. Move the line **TOOL** up so that the top of the line is just below the line **POWERFUL TOOL**. See fig. 1.6
 - g. Left click on a blank space outside the page.

7. Lining things

- a. M... he up
- b. L... mou... er and release. See fig.
- c. L... hen le
- d. Y... oute
- e. L... ring
- f. L... eck l
- g. L...
- h. L... then
- Y... like

1.7



Fig. 1.7



Fig. 1.8

8. Aligning your group to the center of the page

You should have all text lines selected for this step. If not, refer to step 7a to 7b previously.

- a. Hold down on the CTRL key on the keyboard.
- b. While holding the CTRL key, tap the G key on the keyboard.

This will group all of the items together.

- c. Left click on the Arrange menu then left click on Align and Distribute.
- d. The Align and Distribute dialog box will open.
- e. Left click on the Center of Page check box.
- f. Left click on OK.

Your page should look something like fig. 1.9



Fig. 1.8