

# Formatting and adding graphics to RTF text

- 1 Create or add an RTF or RTFD file as a project or non-project file.
- 2 Format the text using the commands on the Format menu or on one of its submenus.
- 3 If you want to add graphics, drag and image from the File Manager or from the Images suitcase and drop it over the code editor.

You can create and format RTF (rich text) and RTFD files in Project Builder. These files can be project or non-project files. Typical RTF project files are context-sensitive help files and, for framework projects, reference documentation. A common non-project RTF file might be a README file.

Edit\_RTFFormatting.eps ↩

You can find RTF editing commands on the Format menu and its submenus. Possibly the most important of these is the one that displays the Font panel (Format arrow.eps ↩ Font arrow.eps ↩ Font Panel). The Font menu also has submenus of commands for performing fairly sophisticated typographical operations

<b>Font Submenus</b>	<b>Description</b>
<b>TableHeadRule.eps ↩</b>	
Kern	Adjusts the spacing between selected letters.
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Ligature	Use All or Use Default joins certain combinations of characters, such as <sup>a</sup> fl <sup>o</sup> .
TableRule.eps ↩	
Baseline	Superscript and Subscript commands lower and raise the selected text's baseline by a set amount. The Raise and Lower commands adjusts the baseline incrementally.
TableRule.eps ↩	

You can display a ruler above RTF text by choosing Format arrow.eps → Text arrow.eps → Show Ruler. This ruler enables you to set margins and tabs in selected text, to adjust line height (spacing between lines), to set alignment, and to lock changes.

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**Note:** The unfixed (open lock icon) and fixed (closed lock icon) buttons affect the minimum line height. If the fixed button is selected, users can decrement the line height below the limit set by the highest character. If the unfixed button is selected, the line height cannot be adjusted below that limit.

Code files are ASCII files by default. You can, however, convert them to RTF by inserting the cursor anywhere in the file and choosing Make Rich Text from the Format menu. You can then give portions of the code their own attributes; for instance, comments can be in blue and recently modified text can be in bold face. Code with RTF attributes can be safely compiled.

RTFD files are Rich Text Format files that can display graphical images. You can easily add EPS and TIFF images to RTF text displayed in Project Builder.

You add images by dragging them from the File Viewer or Project Builder and dropping them in the code editor; they're inserted where the cursor is. (These files become RTFD files in the process, if they're not already.).

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**Related Concept:** ;EditingCodeConcepts.rtf;linkMarkername CustomizingtheEditingEnvironment;,  
Customizing the Editing Environment