

[Contents](#)

Click an icon or a title to find information.




How Do I Step-by-step instructions for common tasks





Search Index of Help topics and features

Text Colour

Purpose

Use  to change the colour of the text. If you have selected "No Fill" in the fill pattern palette, the image will be transparent no matter what colour you select.

Steps

- 1 Click .
- 2 Choose a colour from the colour palette.
- 3 If you wish the image to be a solid colour, choose  from the fill pattern palette.

See Also

[Background Colour](#)

[Fill Pattern](#)

Enter Text

Purpose

Use Text Art to create special text images, such as waves, pennants, circles, crescents, or bow ties.

Steps

- 1 Type the text you wish in the Enter Text box. You can enter up to 500 characters, including spaces and special characters. Press Enter to move to the next line.
- 2 Click the shape you wish.
- 3 Choose from the following image customizing options:



- 4 When you are finished, click anywhere outside the text image to return to your document.

See Also

[Font](#)


DELETED TOPIC

Characters

Purpose

Use the Characters dialog box to display the non-keyboard characters (for example, accented characters and fractions) available with the font you have selected.

Steps

- 1 Place the insertion point where you wish the character to appear in the Enter Text box.
- 2 Click .
- 3 Choose the character you wish from the Characters list.
- 4 Choose Insert and Close to insert the selected character and close the Characters dialog box.
or
Choose Insert, then select another character.

See Also

[Enter Text](#)
[Font](#)


Rotate Text

Purpose

Use  to change the rotation angle of your text image.

Steps

To rotate text,

- 1 Click .
or
Choose Show Rotation Handles from the Rotation menu.
- 2 Drag a rotation handle to rotate the text.

To specify the degree of text rotation,

- 1 Choose Rotation from the Rotation menu.
- 2 Specify the degree of rotation you wish in the Rotation dialog box, then choose Apply.

See Also


[Changing the Image Size and Position](#)

Selecting a Shape

Purpose

Use this option to select a shape to pour your text into.

Steps

- 1 Enter the text you wish in the Enter Text box.
- 2 Click a shape to select it.
- 3 Click  to change your image back to regular text, with no shape.

See Also

[Enter Text](#)

[Smoothness](#)

[Text Colour](#)

Font

Purpose

The Font drop-down list box lists all the fonts that are currently available to you. The number and variety of fonts that are available to you depends on the capabilities of the printer you select and the TrueType fonts you have installed. TextArt supports TrueType and Adobe Type Manager (ATM) fonts.

Steps

To select a font,

1 To see the fonts you can select from, click the down arrow to the right of the field.

The fonts are displayed in a scroll window. Click the up or down scroll bar arrows to move through the list.

2 Click a font to select it.

To select a font style,

1 To see the styles you can select from, click the down arrow to the right of the Font Style field.

2 Click a style to select it.

Most text fonts have four styles associated with them: regular (also called normal or roman), italic, bold, and bold italic. Most display fonts have only one style associated with them.

See Also

[Background Colour](#)

[Characters](#)

[Fill Pattern](#)

[Text Colour](#)

About TextArt

Purpose



Use About TextArt to see the TextArt 2.0 logo and copyright information.

Steps

- 1** Choose About TextArt from the Help menu.

Shadow

Purpose

Use  to add or remove a drop shadow behind your text. Use  to change the shadow colour.


Steps

To add or delete a shadow,

1 Click .

2 Choose a shadow.



 in the middle of the shadow palette indicates no shadow.

To change the shadow colour,

1 Click .

2 Choose a colour from the colour palette.

See Also



[Enter Text](#)

[Outline](#)

[Selecting a Shape](#)

Outline

Purpose

Use  to change the border around the text or to remove an outline. Use  to change the colour of the border around the characters.

Steps

To change the thickness of an outline,

1 Click .

2 Click an outline to select it.

✕ represents no outline.

To change the outline colour,

1 Click .


2 Choose a colour from the colour palette.

See Also

[Text Colour](#)

Fill Pattern

Purpose


Use  to change the pattern inside the text.

Steps

1 Click .

2 Choose a fill pattern.

Choosing "No Fill" makes the image transparent. If you do not have an outline around your text, you will not be able to see the image.

 is the solid fill pattern. This is the same as filling your text with the text colour.

See Also

[Background Colour](#)

[Text Colour](#)

Smoothness

Purpose

Use the options on the Smoothness menu to smooth text edges.

Steps

- 1 Choose Normal, High, or Very High from the Smoothness menu.

See Also

Outline

Using Help

Purpose

Using Help provides information on Help commands, buttons, and other Windows Help basics.

Steps

1 Choose Using Help from the Help menu.

or

Click [How to Use Help](#).

See Also

[Context-Sensitive Help](#)


Menu Bar

The following items appear on TextArt's pull-down menu. The File and Window menus belong to the application running TextArt.





Edit Fill Shadow Outline Rotation Smoothness Help

Align Text

Purpose

Use  to align text on the left, on the right, or in the centre of the image box.

Steps


- 1 Click .
- 2 Choose  to align text on the left.
or
Choose  to centre your text.
or
Choose  to align text on the right.

See Also


[Enter Text](#)

Background Colour

Purpose

Use  to change the colour of the background pattern inside the text.

Steps

- 1 Click .
- 2 Choose a colour from the colour palette.

If you have previously selected the "No Fill" pattern, you will not be able to fill your text with any colour. If you selected the solid fill pattern, you will not be able to fill your text with a background colour. Background colour applies only if you have selected a two-colour pattern.

See Also

[Fill Pattern](#)
[Text Colour](#)

Changing the Image Size and Position

Purpose

You can move or resize the text image using the mouse. You do not have to enter TextArt to move or resize a text image saved in a document.

Steps

To move or resize an image in TextArt,

- 1** To move the image, place the pointer on the edge of the TextArt image, then drag the box to a new location on the page.
- 2** To resize the image, drag one of the sizing handles to enlarge or reduce the size of the graphics box.

To move or resize a TextArt image in your document,

- 1** To move the image, place the pointer anywhere inside the box, then drag it to a new location on the page.
or
Click the right mouse button on the image, then choose Position.
- 2** To resize the image, drag one of the sizing handles to enlarge or reduce the size of the graphics box.
or
Click the right mouse button on the image, then choose Size.

See Also

[Rotate Text](#)

text fonts

Easily readable faces used in body copy.

Zapf Elliptical 711

Zapf Elliptical 711 Italic

Zapf Elliptical 711 Bold

Zapf Elliptical 711 Bold Italic

display fonts

Decorative faces used in headlines.

Americana BT

Broadway

Formal Script 421 BT

Handel Gothic

background pattern

The background pattern represents the colour that will be applied to the fill pattern.

In a stripe and solid fill pattern, for example, the solids are the background fill colour.

In the example below, pink is the text colour and white is the fill colour.



The image shows the word "TextArt" in a stylized, outlined font. The interior of the letters is filled with a pink and white striped pattern. The text is set against a white background.

Text:



Outline:




Fills:




Copy Image

Purpose

Use  to copy a TextArt image to the Clipboard. You can then paste the image in another Windows application. TextArt supports Object Linking and Embedding (OLE) 2.0.

Steps

- 1** In TextArt, create the image you wish to place in another application.
- 2** Click .
or
Choose Copy from the Edit menu.
- 3** In the Windows application you wish to copy the image to, choose Paste from the Edit menu.

See Also


Paste Text

Paste Text

Purpose

Use  to copy text from the Windows Clipboard into TextArt.

Steps

- 1** In your Windows application, select the text you wish to place in TextArt, then choose Copy from the Edit menu.
- 2** In TextArt, click .
or
Choose Paste from the Edit menu.
- 3** Make the changes you wish to your image.

See Also

[Copy Image](#)

Editing an Image

Purpose

TextArt supports Object Linking and Embedding (OLE), which lets you edit a TextArt image directly from a WordPerfect document or from another application.

Steps

To edit a TextArt image,

- 1** Select the TextArt image you wish to edit.
- 2** Double-click the image.
or
Choose TextArt 2.0 Document Object from the Edit menu, then choose Edit.
- 3** Edit the image.
- 4** When you are finished, click anywhere outside the text image to return to your document with the edited TextArt image.

To edit an image from another application,

- 1** In the application, double-click the TextArt image.
- 2** In TextArt, make the changes you wish to the image.
- 3** When you are finished, double-click the control menu box to return to your application with the edited TextArt image.

See Also

[Copy Image](#)
[Enter Text](#)

Saving an Image

Purpose

TextArt images are saved with the documents they are placed in and cannot be saved as individual TextArt files. Images can be copied to the Windows Clipboard, then placed in other applications

Steps

- 1** Choose Save or Save As from the File menu.
- 2** Specify a path and filename for the document in the Filename text box, then choose OK.

See Also

[Copy Image](#)

[Paste Text](#)

object linking and embedding (OLE)

The process of creating a document in one application (client application) that contains text or graphics created in another application (server application). When a linked object is altered in the server application, it is automatically updated in the client application. Embedded objects are not updated.

High

Medium smoothness and slower image redraw time.

Normal


Normal smoothness and the fastest image redraw time.

Very High


Highest smoothness and the slowest image redraw time.

Context-Sensitive Help

Purpose

Use  to get context-sensitive Help on buttons, pull-down menu items, and objects in the application window.

Steps

- 1 Click .
or
Press Shift+F1.
- 2 Click the item you wish information about.

See Also

[Using Help](#)

How Do I



Open Books



Close Books

Close



Create Text



Apply Special Effects



Work with the Image Colours



Work with the Image Size



Save and Export an Image

How Do I



Open Books



Close Books

Close



Create Text

[Enter Text](#)

[Select Text from the Character Set](#)

[Select the Font](#)

[Select the Font Style](#)

[Align Text](#)

[Copy Text](#)

[Paste Text](#)

[Edit Text](#)



Apply Special Effects

[Select an Outline](#)

[Select a Fill Pattern](#)

[Select a Text Shape](#)

[Add a Shadow](#)

[Rotate the Image](#)



Work with the Image Colours

[Select the Text Colour](#)

[Select the Outline Colour](#)

[Select the Background Colour](#)

[Select the Shadow Colour](#)



Work with the Image Size

[Change the Height](#)

[Change the Width](#)



Save and Export an Image

Save an Image

Place the Image in another Application

How Do I



Open Books



Close Books

Close



Create Text

[Enter Text](#)

[Select Text from the Character Set](#)

[Select the Font](#)

[Select the Font Style](#)

[Align Text](#)

[Copy Text](#)

[Paste Text](#)

[Edit Text](#)



Apply Special Effects



Work with the Image Colours



Work with the Image Size



Save and Export an Image

How Do I



Open Books



Close Books

Close



Create Text



Apply Special Effects

[Select an Outline](#)

[Select a Fill Pattern](#)

[Select a Text Shape](#)

[Add a Shadow](#)

[Rotate the Image](#)



Work with the Image Colours



Work with the Image Size



Save and Export an Image

How Do I



Open Books



Close Books

Close



Create Text



Apply Special Effects



Work with the Image Colours

Select the Text Colour

Select the Outline Colour

Select the Background Colour

Select the Shadow Colour



Work with the Image Size



Save and Export an Image

How Do I



Open Books



Close Books

Close



Create Text



Apply Special Effects



Work with the Image Colours



Work with the Image Size

[Change the Height](#)

[Change the Width](#)



Save and Export an Image

How Do I



Open Books



Close Books

Close



Create Text



Apply Special Effects



Work with the Image Colours



Work with the Image Size



Save and Export an Image

[Save an Image](#)

[Place the Image in another Application](#)

