

SECTION THREE: TEXT AND CAPTIONS

3.1 SELECTING FONTS

Three fonts are available for you to pick from. These are represented by the numbers 0, 1, and 2 at the bottom of the menu area. The numerals are displayed in the font each represents:

0 = helvetica12.al
1 = helvetica10.al
2 = helvetica12B.al (Bold)

To change from the default font (Helvetica12), place the cursor over the desired number and press a mouse button. The complement will change to show which has been selected.

3.2 INPUTTING TEXT

Text is added to an illustration by typing on the keyboard. As you type, the text is displayed in the caption area of the screen. Errors can be corrected with the backspace key. Text can be input just one line at a time.

To deposit captions in the picture area:

- a. Mark the appropriate font with the mouse.
- b. Type the line of text.
- c. Press **RETURN** (the line of text in the caption area will become complemented and the cursor will change to a letter midway in the line) or **mark the line** of text with the cursor.
- c. Move the cursor into the picture area and position it.
- d. Press the left or right mouse button (the left button deposits the text exactly where you place it; the right button deposits the text at the nearest grid point).

You can continue depositing copies of the caption in the picture area. If part of the caption lies outside the picture area, the line will appear as a striped rectangle. These outlying captions will print as text.

Note: Sometimes you'll find that the text input is extremely slow. It usually happens only when the freehand symbol is selected. This is a quirk of the program. Go get a cup of coffee while it finishes. Then, select any other menu symbol. The input speed should resume its normal pace.

3.3 POSITIONING TEXT

Normally the cursor picks up the middle of the line of text and captions will be centered. However you may want to line up captions either flush left or flush right. In this case, you'll want the cursor to pick up the left (or right)-most letter of the line.

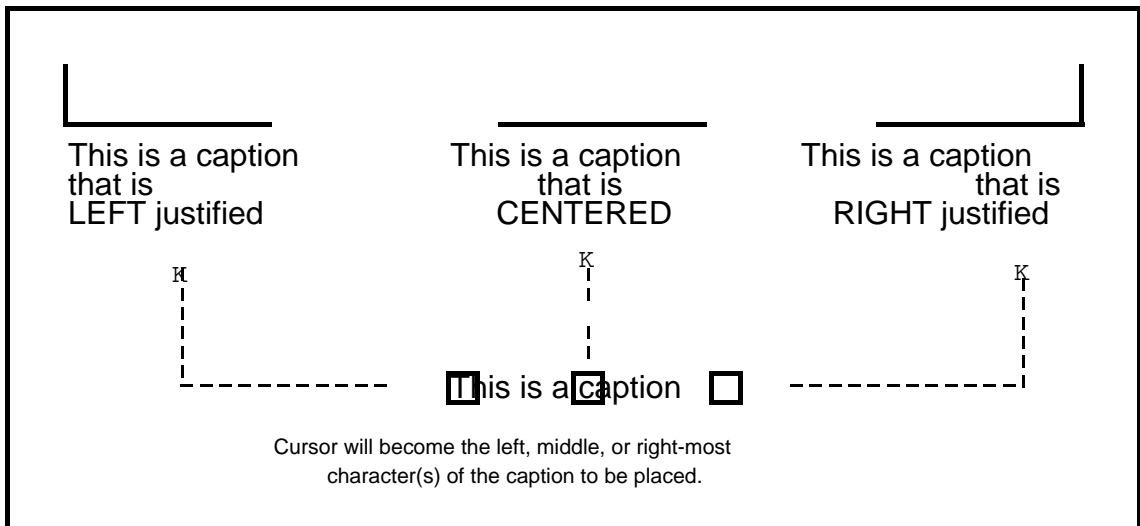
To change the text positioning mode, press:

- a. **LOOK T** (for text)

A message will appear in the message area:

Text positioning mode: (Center, Bottom, Left, Top, Right?)

- b. Type a **C**, **L**, or **R** in response. The cursor will change accordingly.

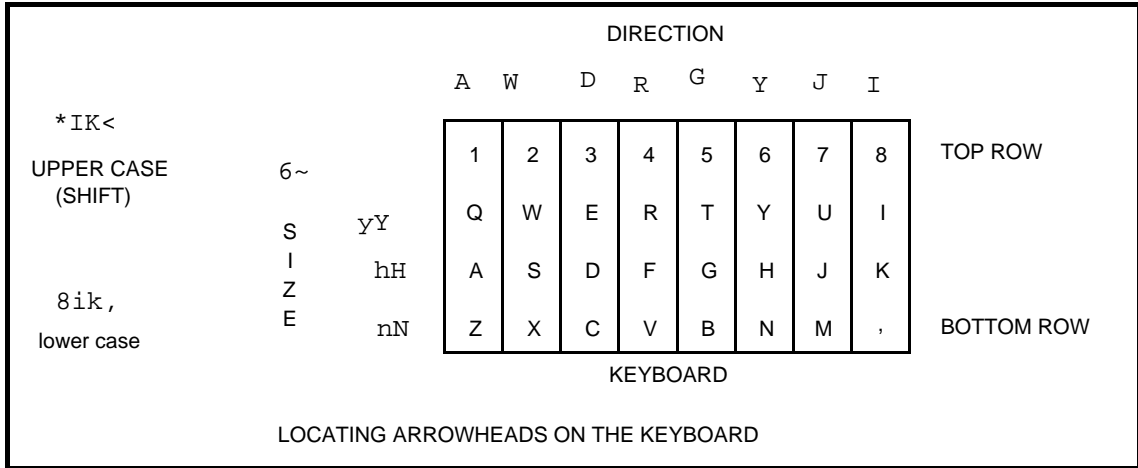


If you type a **T** or **B** (for top or bottom) the line of text can be deposited with its top aligned with a row of grid dots or its bottom aligned. However, with **T** or **B** selected, the text can only be centered, not left or right justified.

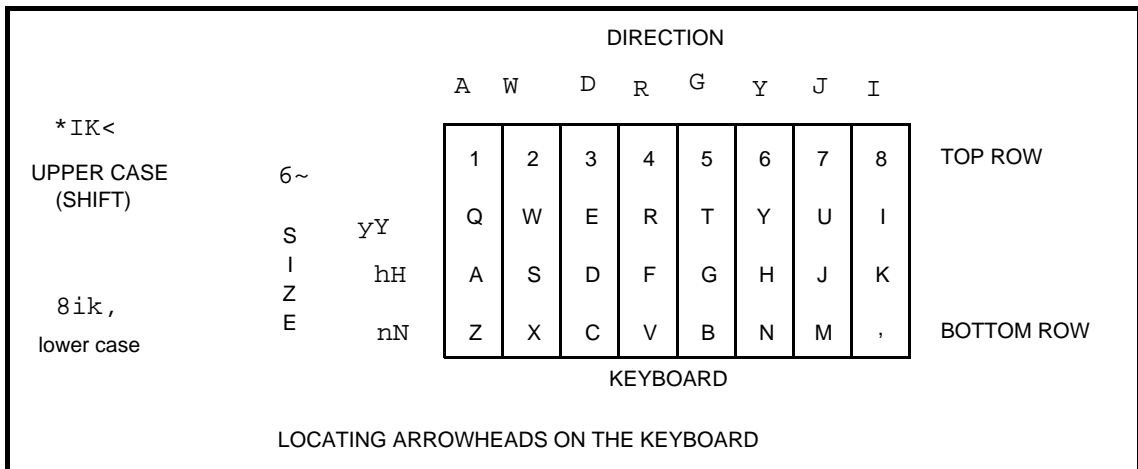
To delete a line of text in the picture area, see section 4.4, "Correcting Errors in the Picture Area")

3.4 USING THE ARROWHEAD FONT

You can produce a number of different effects and patterns using the third in your set of fonts, the arrowhead font. Below are some samples:



Arrowheads come in four sizes, either solid or open, and point in eight different directions. You select them, like captions, by typing on the keyboard, pressing **RETURN**, then positioning the cursor and pushing a mouse button. The illustration below shows which combination of keys to press to call up the various arrowheads:



3.5 SUBSTITUTING FONTS

When you enter DRAW you'll see the three fonts that are loaded into the program listed at the top of your screen. You may change up to three of them to create different effects. The fonts available to you for loading into the DRAW program can be found by typing ? at the EXECUTIVE.

To exchange fonts:

- a. Type **LOOK F** (for font)

This message will appear in the message area:

Load font 0, 1, 3 ?

Note that you cannot replace the system font, number 2. Number 3 is the arrowhead font and can be replaced. Decide which font you want eliminated.

- b. Type the number.

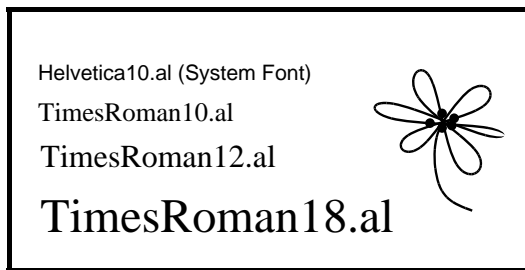
This message will appear in the message area:

Read font file:

- c. Type in the exact name of the file, such as

TimesRoman12.al RETURN

The example below shows three different sizes of the TimesRoman font loaded into DRAW:



Note: If you call up a special font to use in a drawing, then store the document as a working file, the next time you retrieve the document, the font will change back to the default font. So you'd have to reload the special font again. Once you make a press file of the illustration, though, the special font is there to stay. (See Section Six, *FILES AND PRINTING*)