

Text Tool in CoreIDRAW

The **Text Tool** in CoreIDRAW allows users to add and manipulate text within their designs. It offers a variety of features to customize the appearance and formatting of text for both artistic and paragraph styles. Here are the key points for using the Text Tool effectively:

1. Accessing the Text Tool

- **Artistic Text Tool:** Used for creating single lines of text (e.g., titles, slogans). It's ideal for larger, more stylized text.
 - To access: Click on the "Text Tool" icon in the toolbox or press **F8**.
 - **Paragraph Text Tool:** Used for creating text blocks that wrap within defined boundaries (e.g., paragraphs or long sentences).
 - To access: Click on the "Text Tool" icon and hold the mouse button to select "Paragraph Text," or click inside a drawn text box.
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2. Creating Text

- **Artistic Text:**
 1. Select the **Artistic Text Tool** from the toolbar.
 2. Click anywhere on the workspace and begin typing your text.
 3. You can then modify the text's properties, like size, font, and style.
 - **Paragraph Text:**
 1. Select the **Paragraph Text Tool** from the toolbox.
 2. Click and drag to create a text box.
 3. Type the text, and CoreIDRAW will wrap the text within the box.
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3. Formatting Text

- **Changing Font:**
 - After selecting the text, go to the **Properties Bar** or **Text** menu to choose from a list of available fonts.
 - You can also apply different font styles such as bold, italic, underline, etc.
 - **Font Size:**
 - Adjust the text size in the **Properties Bar** or through the **Text** menu. Use the up/down arrows or type the desired size directly.
 - **Line Spacing:**
 - To adjust line spacing (leading) for paragraph text, go to the **Properties Bar** and change the line spacing settings.
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4. Editing Text

- **Text Editing:**
 - To edit the text, simply select the text object with the **Pick Tool** and double-click on it to enter editing mode.
 - You can change the content, font, size, and style anytime.
 - **Converting Text to Curves:**
 - If you want to make the text into shapes for more precise editing (e.g., for logos or intricate designs), right-click the text object and choose **Convert to Curves** or use the shortcut **Ctrl + Q**.
 - Once converted, the text becomes a path and is no longer editable as text.
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5. Text Effects

- **Text on a Path:**
 - You can place text along a curve or path. First, create a curve (using the **Pen Tool** or **Shape Tool**), then select the **Text Tool**, click on the path, and start typing. The text will follow the curve.
 - **Text Fill & Outline:**
 - You can apply fills and outlines to text objects like you would with any other shape. Use the **Fill Tool** or **Outline Tool** to change the color or style of the text.
 - **Text Effects:**
 - CorelDRAW provides various text effects such as **Drop Shadow**, **3D Extrude**, and **Envelope** (distorting text along a shape). These can be accessed from the **Effects** menu.
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6. Text Alignment and Spacing

- **Alignment:**
 - For paragraph text, you can align the text to the left, right, center, or justify using the alignment options in the **Properties Bar**.
 - **Character Spacing:**
 - Adjust the spacing between characters (tracking) in the **Properties Bar** or the **Text** menu.
 - **Word Spacing:**
 - Modify the space between words for paragraph text via the **Spacing** settings in the **Text** menu.
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7. Using Special Characters

- **Inserting Special Characters:**
 - CorelDRAW allows users to insert special characters (such as symbols, accents, and punctuation) by going to the **Insert** menu and selecting **Symbol** or by using the **Character Map**.
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8. Using Text Styles

- **Creating Text Styles:**

- Text styles allow you to apply consistent formatting throughout your design. You can create and save text styles that can be reused on other text objects.
 - Go to the **Text** menu and select **Style Editor** to define new styles or modify existing ones.
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9. Managing Text Objects

- **Grouping Text:**

- You can group text objects with other objects (shapes, images, etc.) by selecting them and pressing **Ctrl + G**. This helps in organizing and moving multiple elements together.

- **Text Box Resizing:**

- For paragraph text, you can resize the text box by selecting the object and dragging its handles. The text will reflow according to the new box size.
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10. Exporting Text

- **Exporting Text as Part of a Design:**

- Text remains editable within CorelDRAW files, but when exporting to formats like PDF, PNG, or JPG, text is converted to outlines or rasterized, depending on the file type.