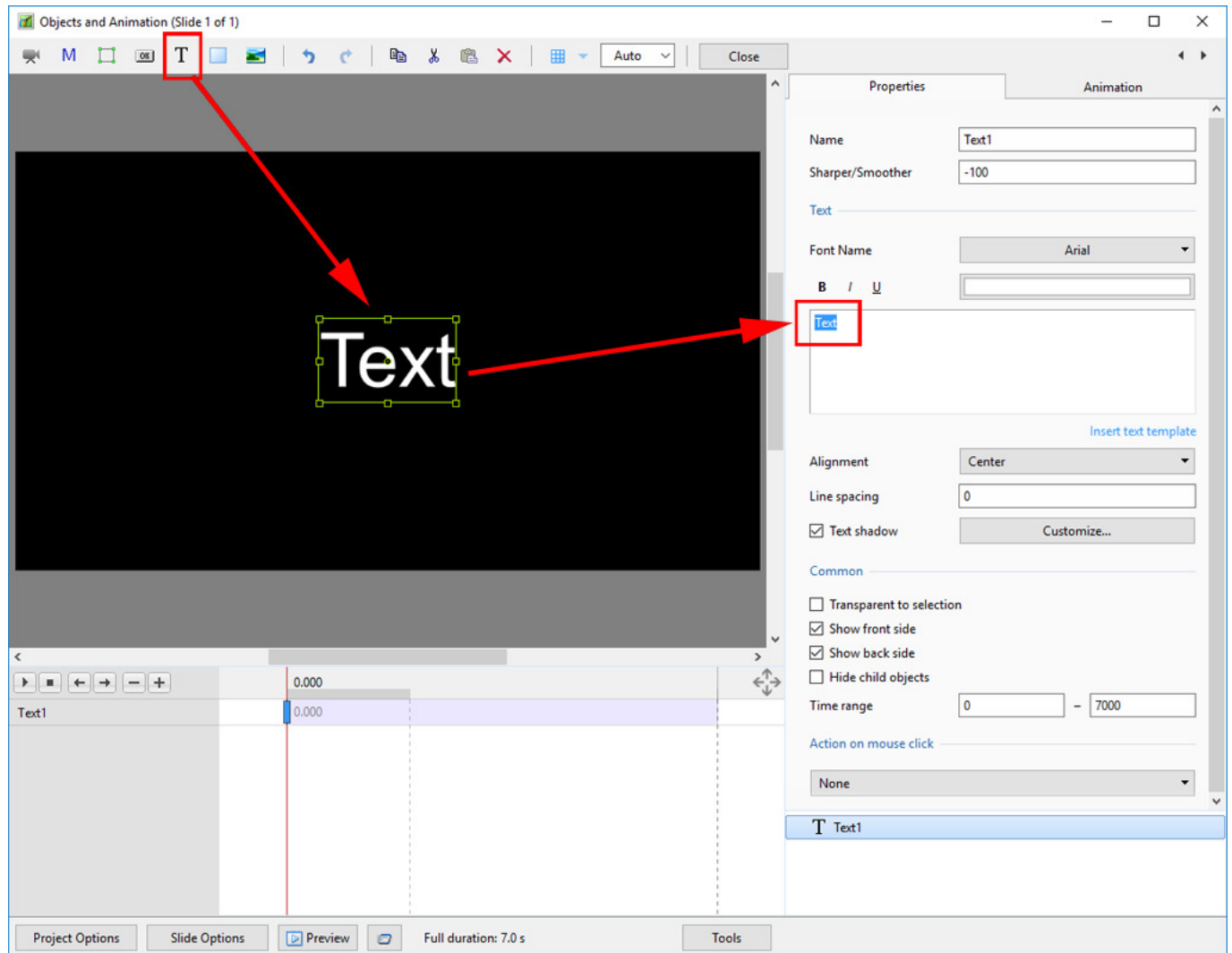


# Add a Text Object

In Objects and Animation it is possible to add a Text Object to a Slide by clicking on the Text Icon (T) on the Menu Bar.

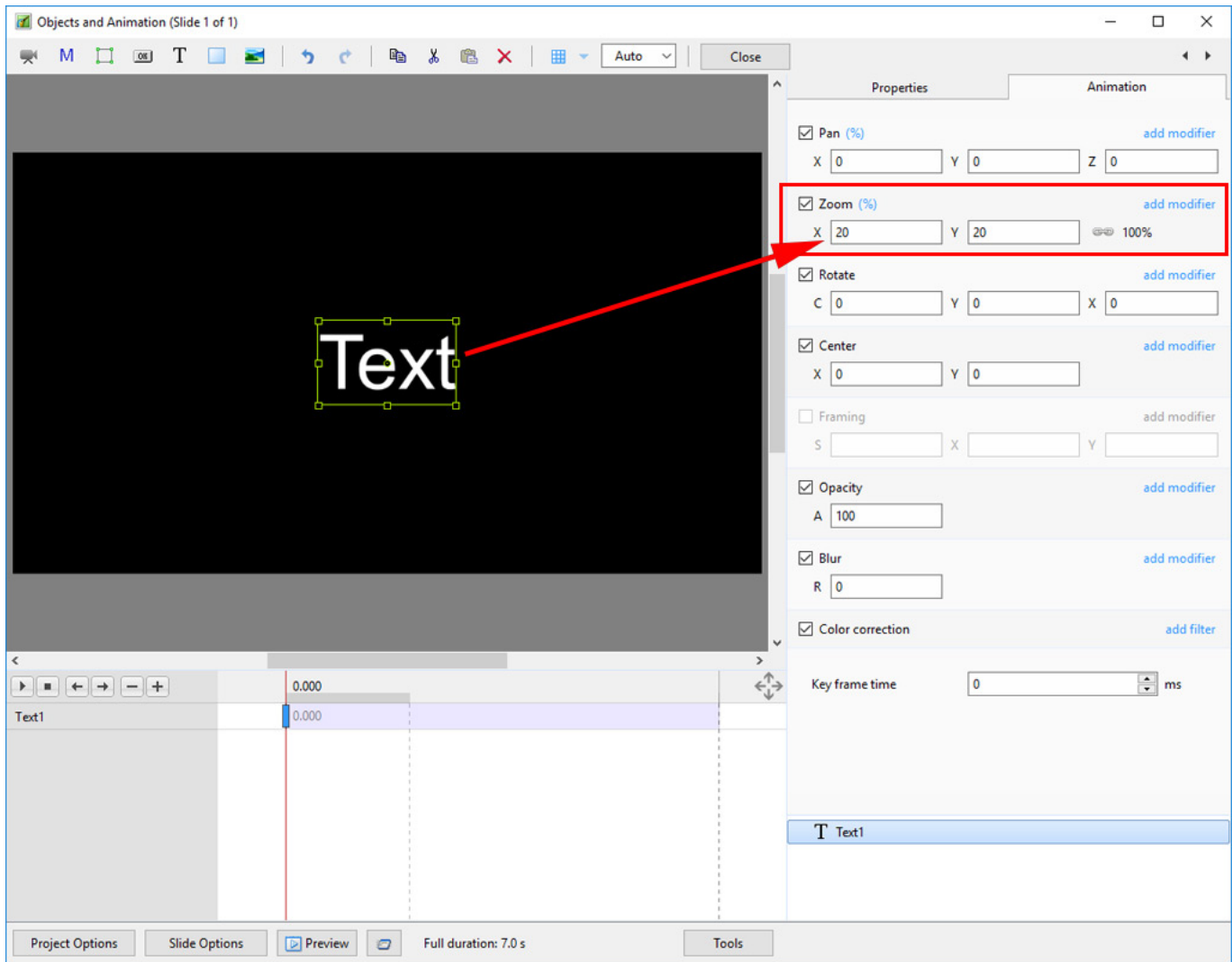


The Properties of the TEXT are shown in the Properties Tab on the Right.

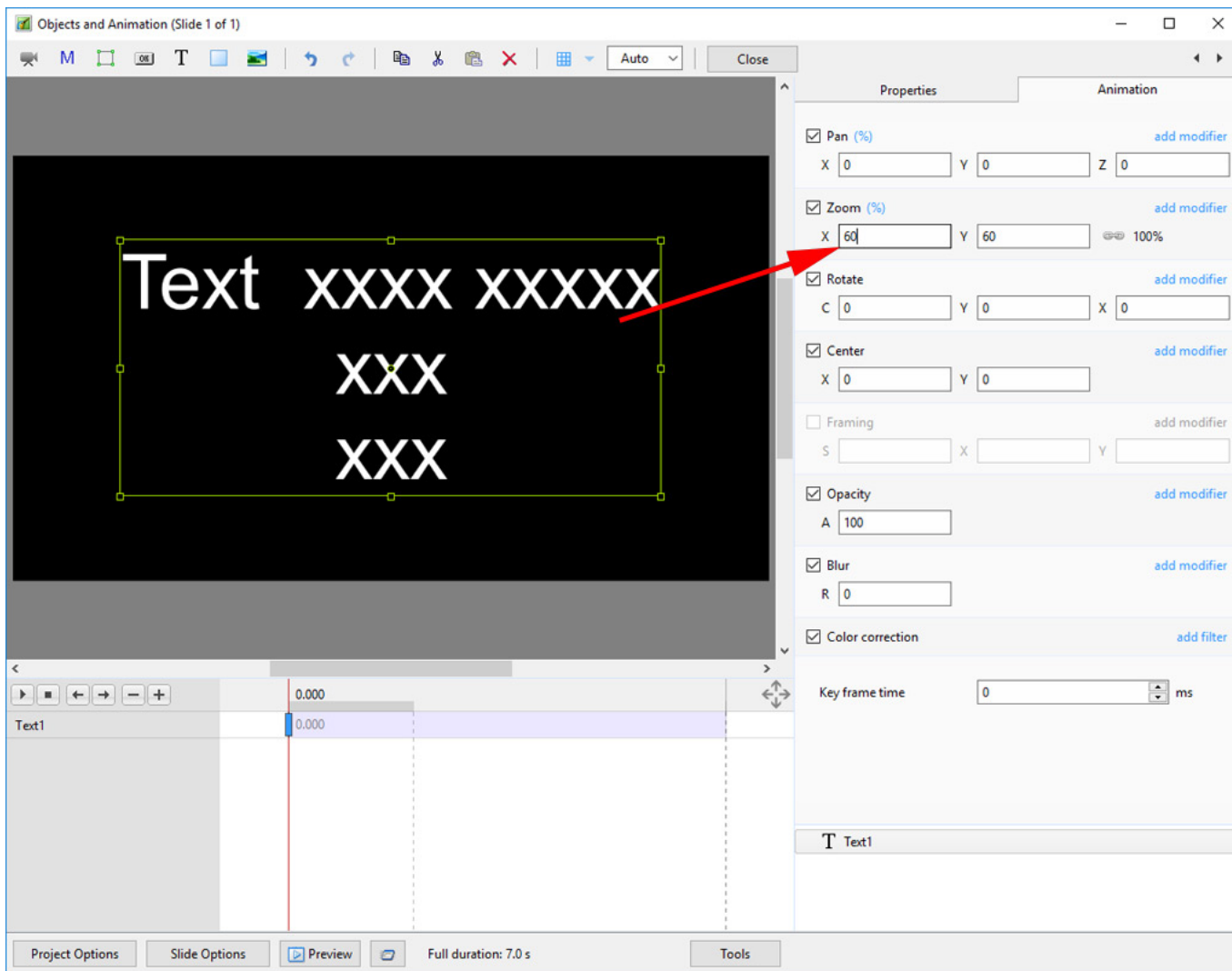
Choose a Font from the dropdown Menu and other attributes such as Bold, Italic, Underlined and/or Color.

## Font Size

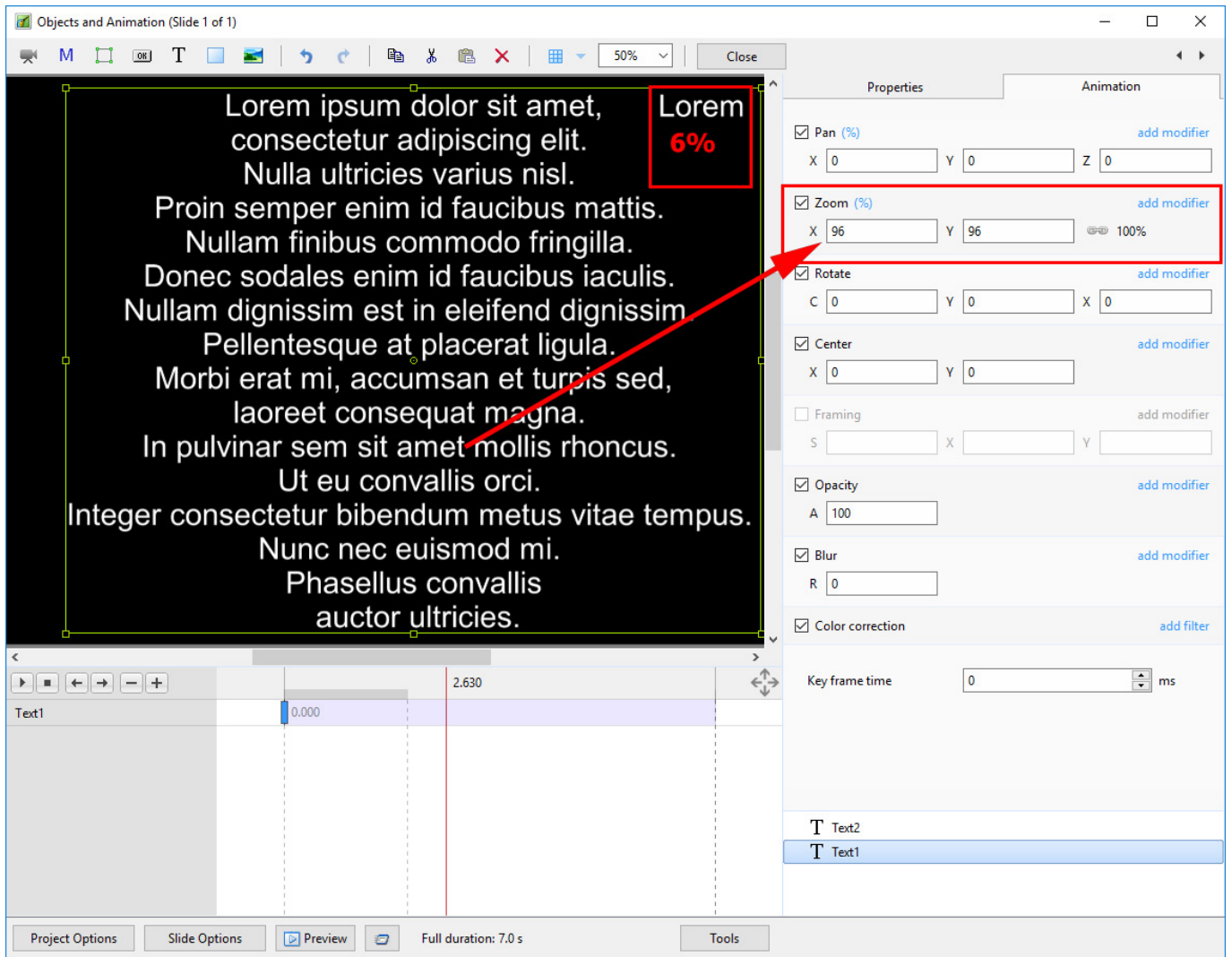
Note that there is no Font Size but that the Text Box has a Percentage Zoom which controls the size of the Font.



Note also that one line of Text in the above example = 15% Zoom. Two lines of Text = 30% Zoom; three lines of Text = 45% etc. This relationship will continue until the size of the “bounding box” is altered via a mouse action.



In the next Example it can be seen that One line of Text at 6% gives the same Font Size as 16 lines of Text at 96% Zoom. Knowing this relationship allows the user to create a consistent Font Size across multiple Slides.



## Insert Text Template

This feature allows you to add a Text Template to an individual slide. It can be done globally (all slides) in Project Options / Defaults

Text

Font Name Arial

**B** / *I* / U

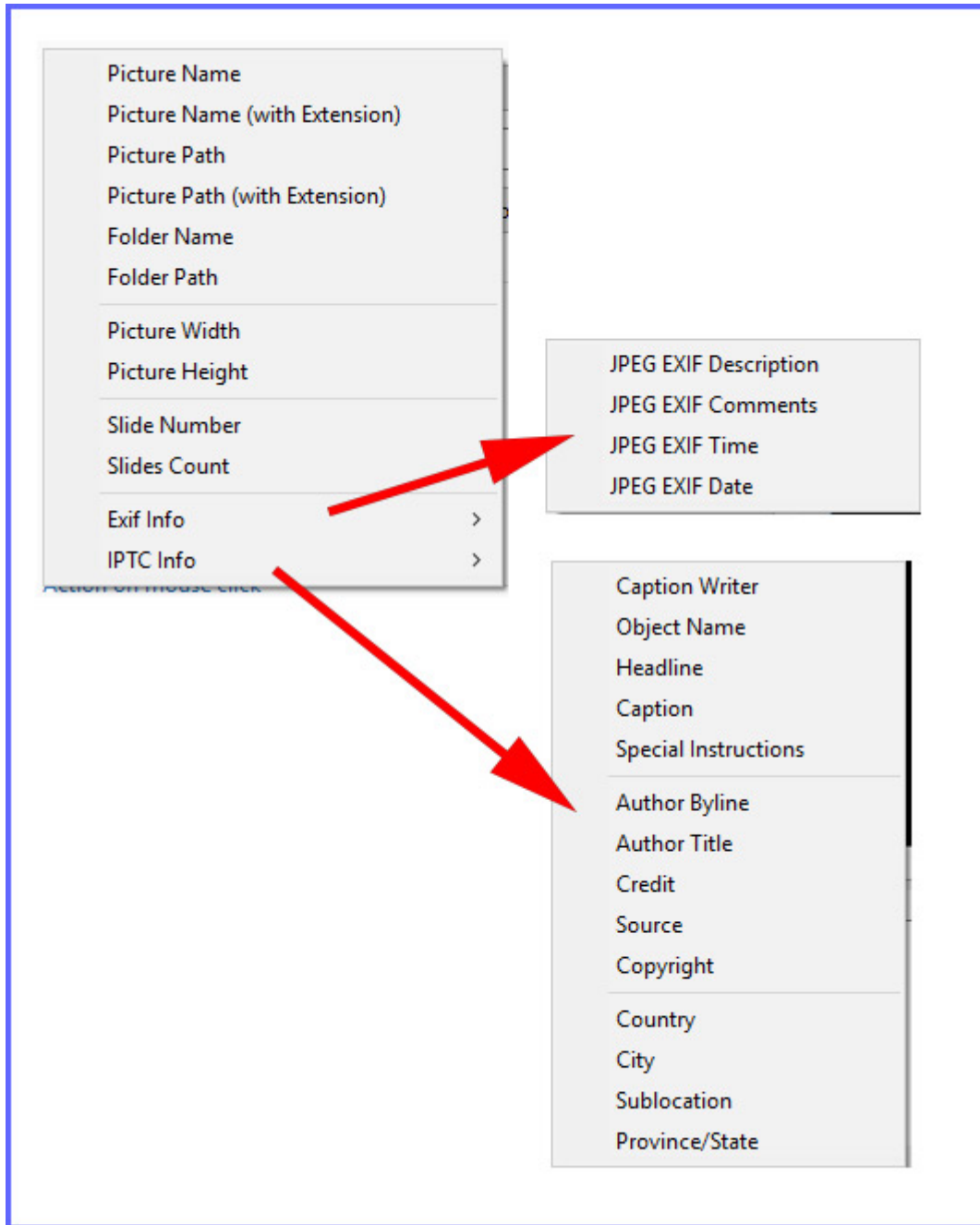
Text

[Insert text template](#)

Alignment Center

Line spacing 0

Text shadow Customize...



Choose from the options

## Justification

**Text**

Font Name: Arial

**B** / U

Lorem ipsum dolor sit amet,  
consectetur adipiscing elit.

Insert text template

Alignment: Center

Left

Center

Right

Line spacing:

Text shadow

**Common**

Transparent to selection

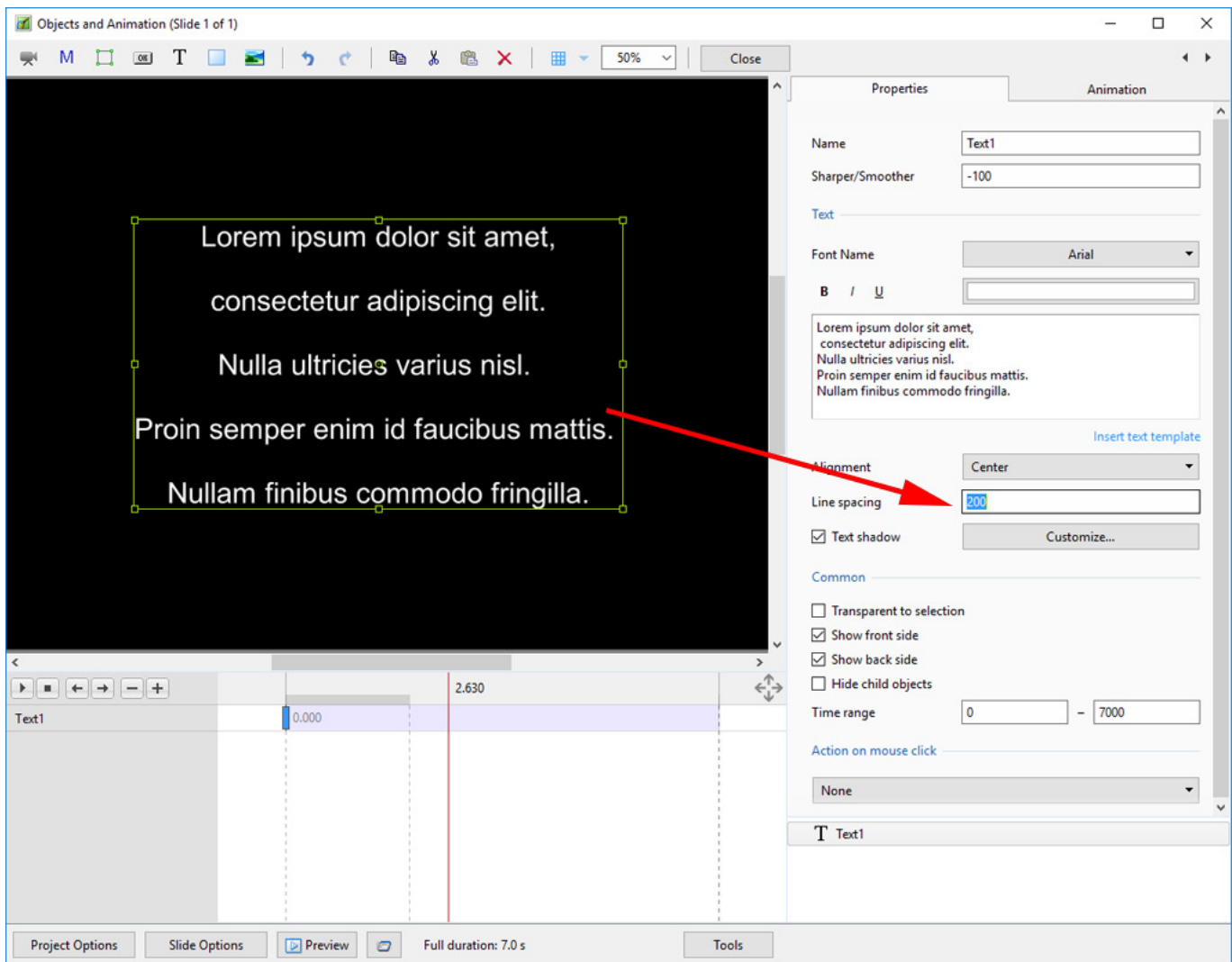
Show front side

Show back side

Hide child objects

Time range: 0 - 7000

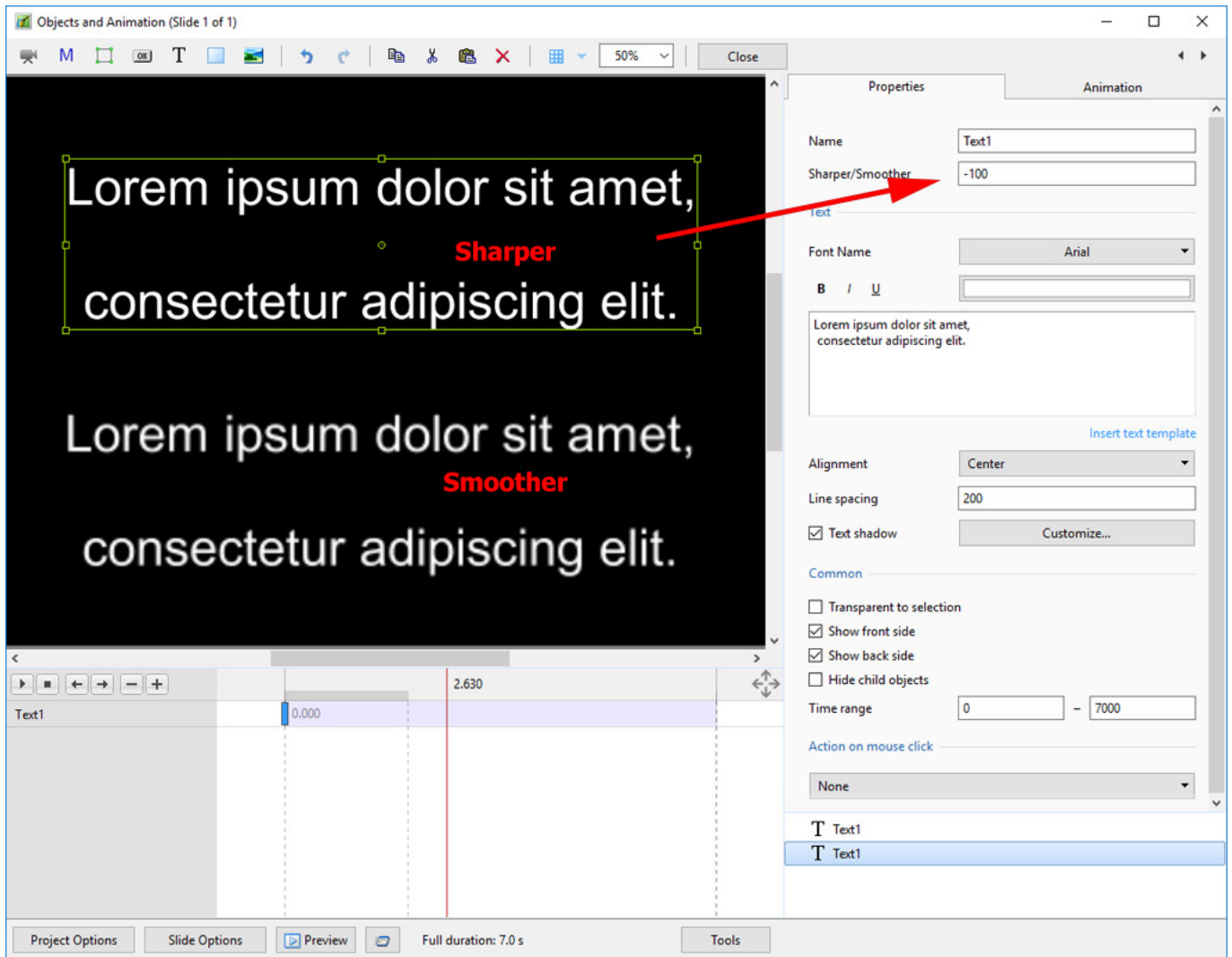
## Line Spacing



The options are (-100%) to (200%). The default is Zero.

## Sharper/Smoothing

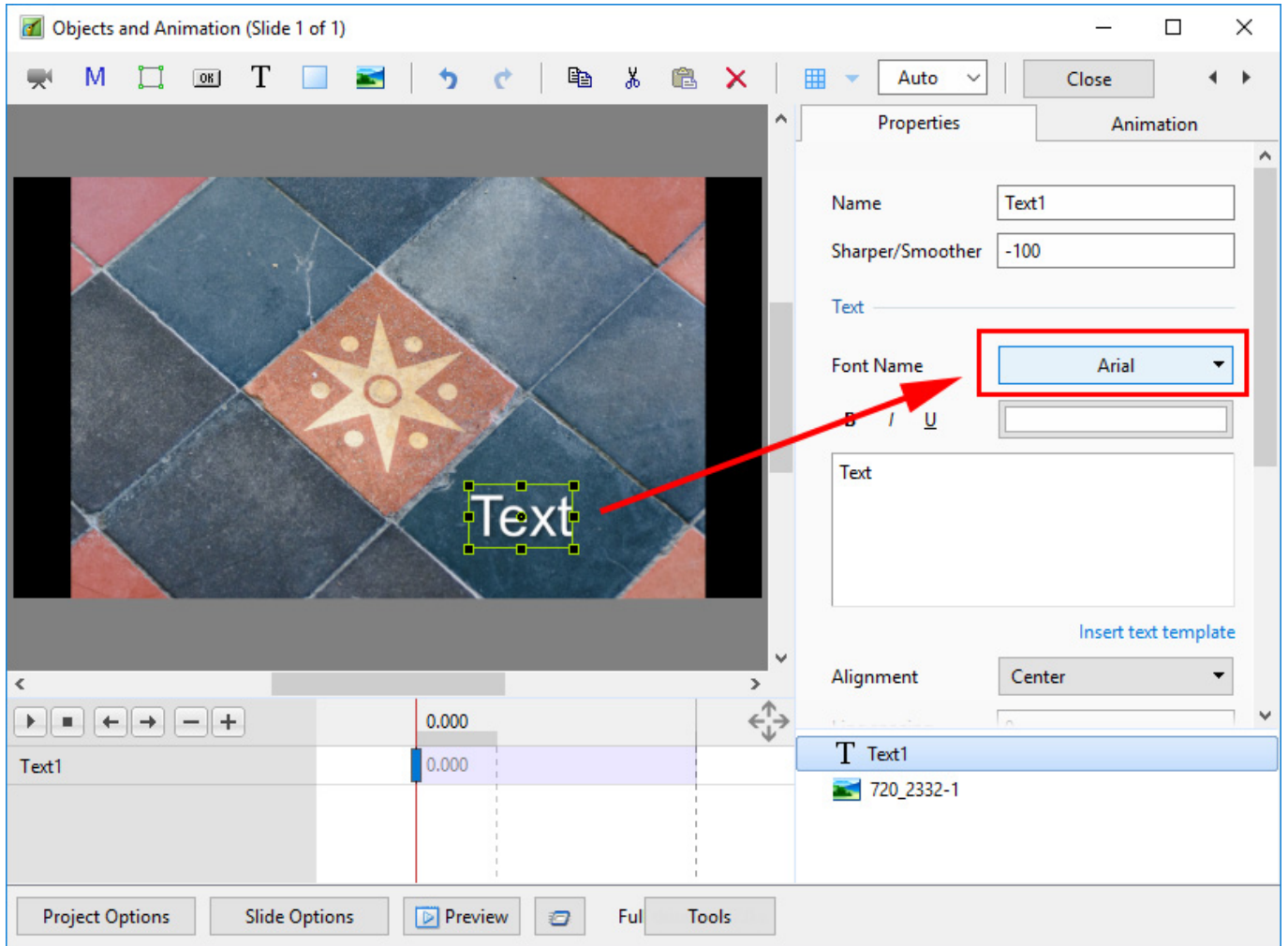


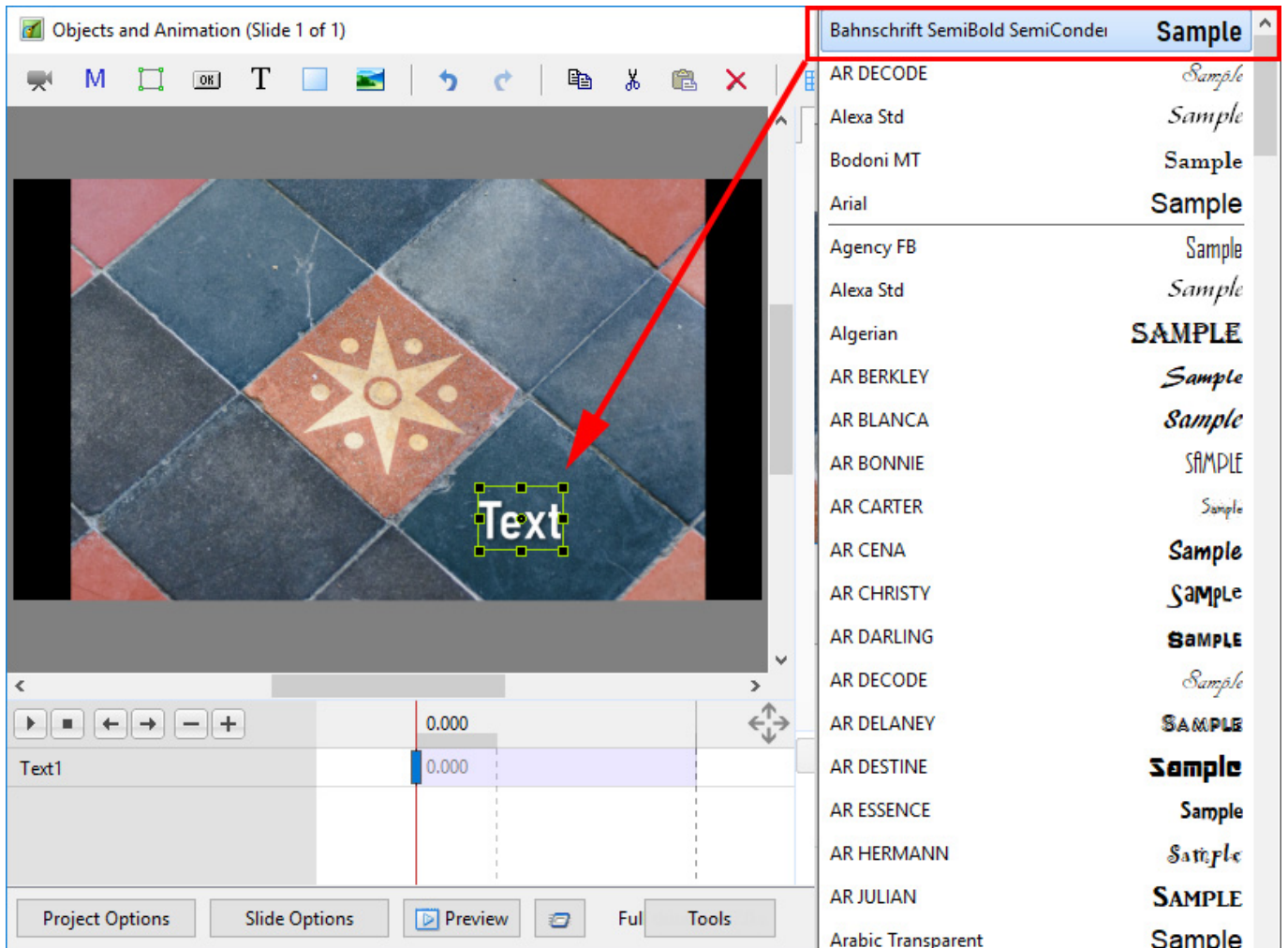


The options are (-128 / Sharper) to (128 / Smoother).

## Text Font Preview

- In Objects and Animation you can preview the appearance of different fonts in your text box as follows:
- Click on the FONT NAME Button and in the Drop-down Menu and **HOVER** the mouse over a Font





- Using the UP and DOWN ARROWS you can now scroll through the Fonts List and Preview the Font in Real Time
- Click on the Selected Font to use it
- Used Fonts will form a list of “favourites” at the top of the Fonts List

Return to [Objects and Animation/Main O&A Window](#)

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