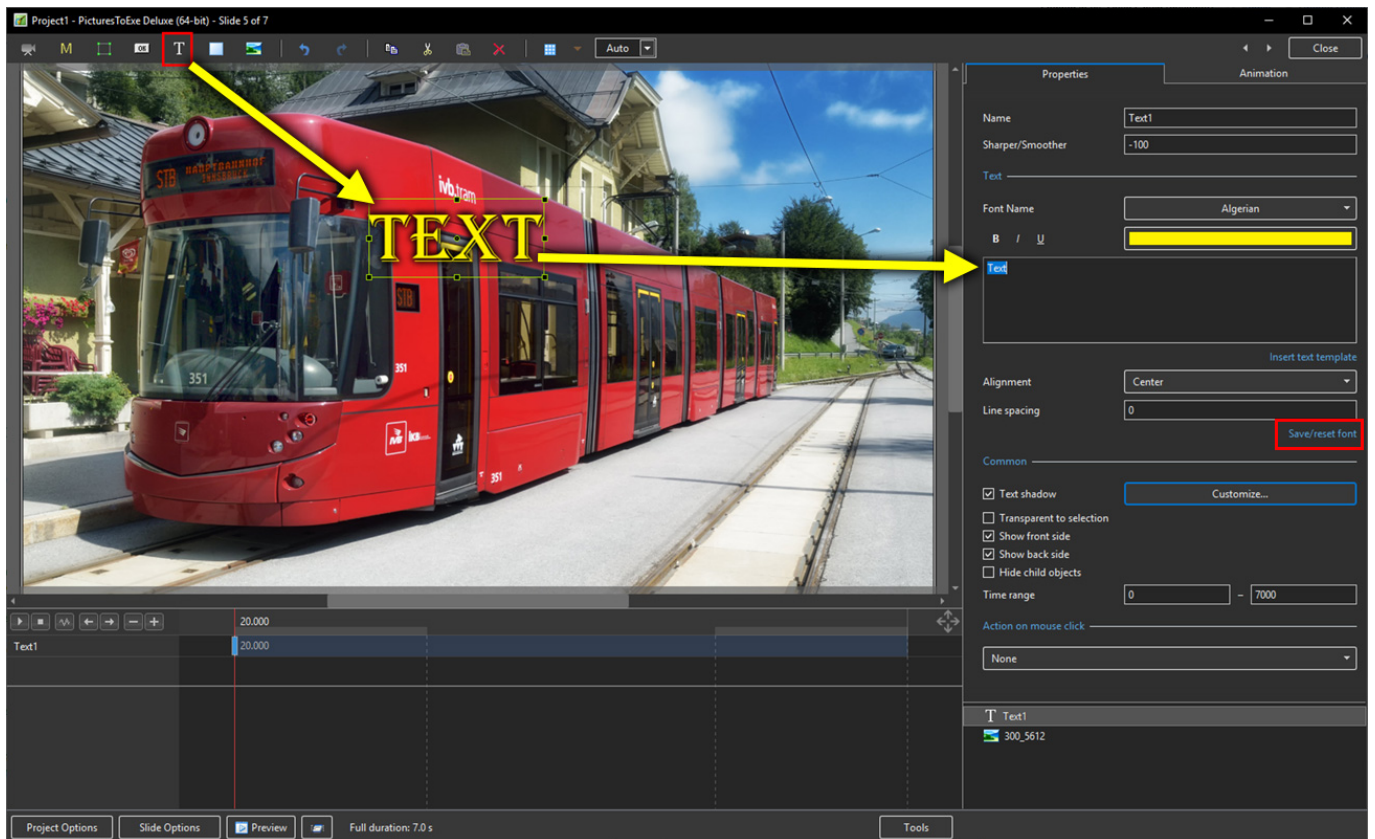


# Add a Text Object

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.

Alternatively right-click on a blank space and choose Add/Text



\* The Highlighted "Text" in the Text Box can then be overwritten with the user's own required Text

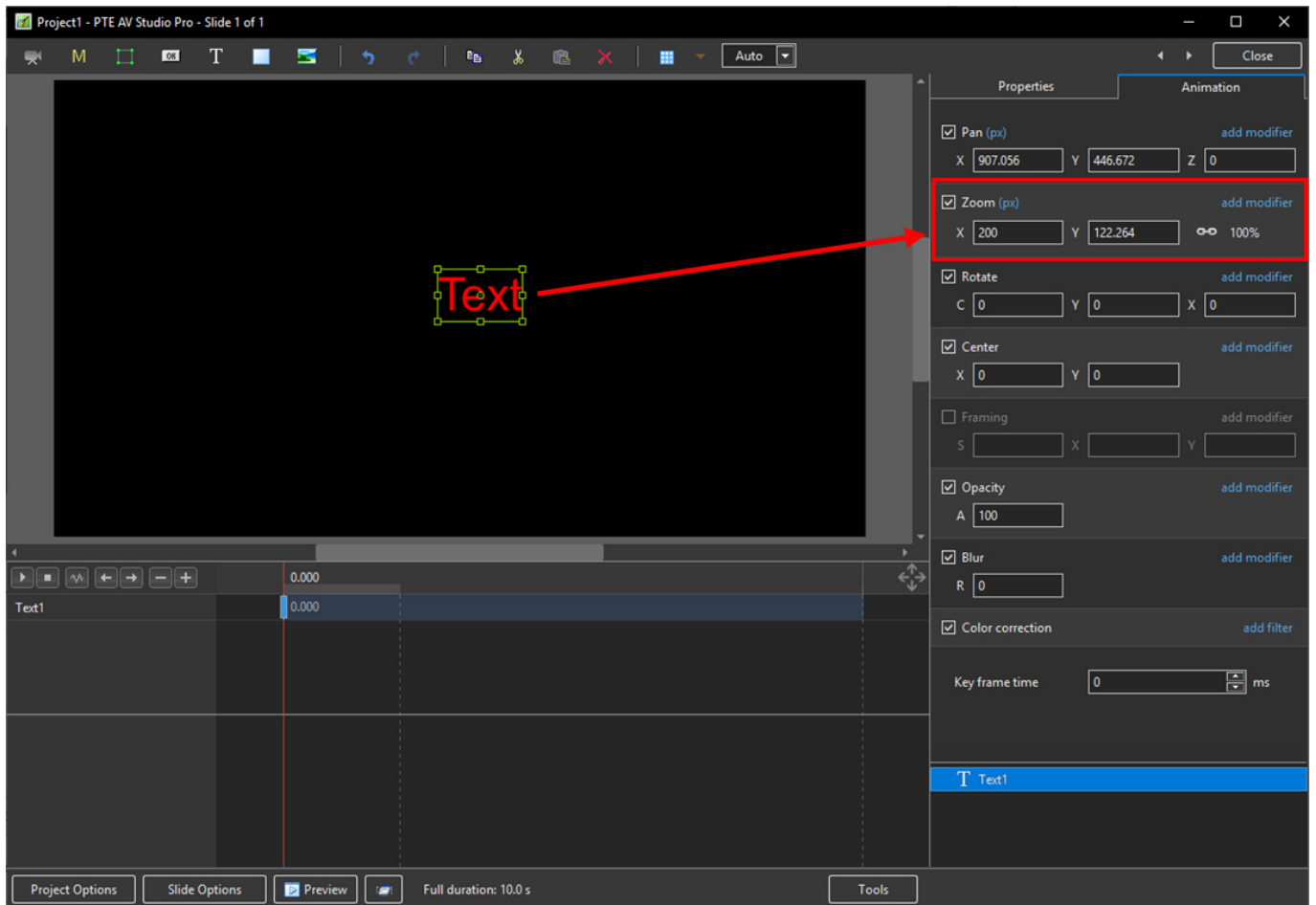
The Properties of the TEXT are shown in the Properties Tab on the Right.

Choose a Font from the drop-down Menu and other attributes such as Bold, Italic, Underlined and/or Colour.

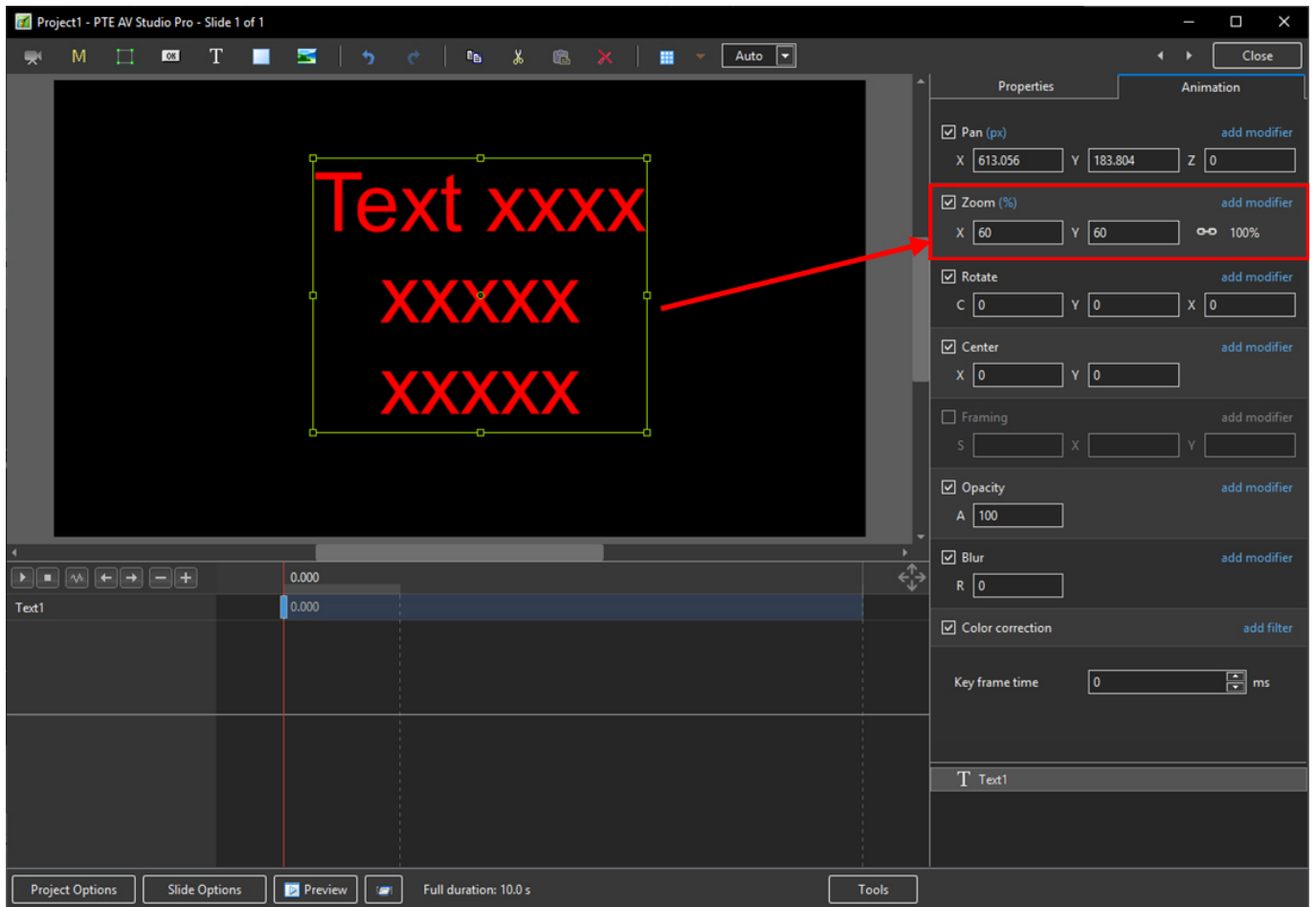
Use **"Save/Reset Font"** to set the chosen Font and its attributes as default for **new** Text Objects

## Font Size

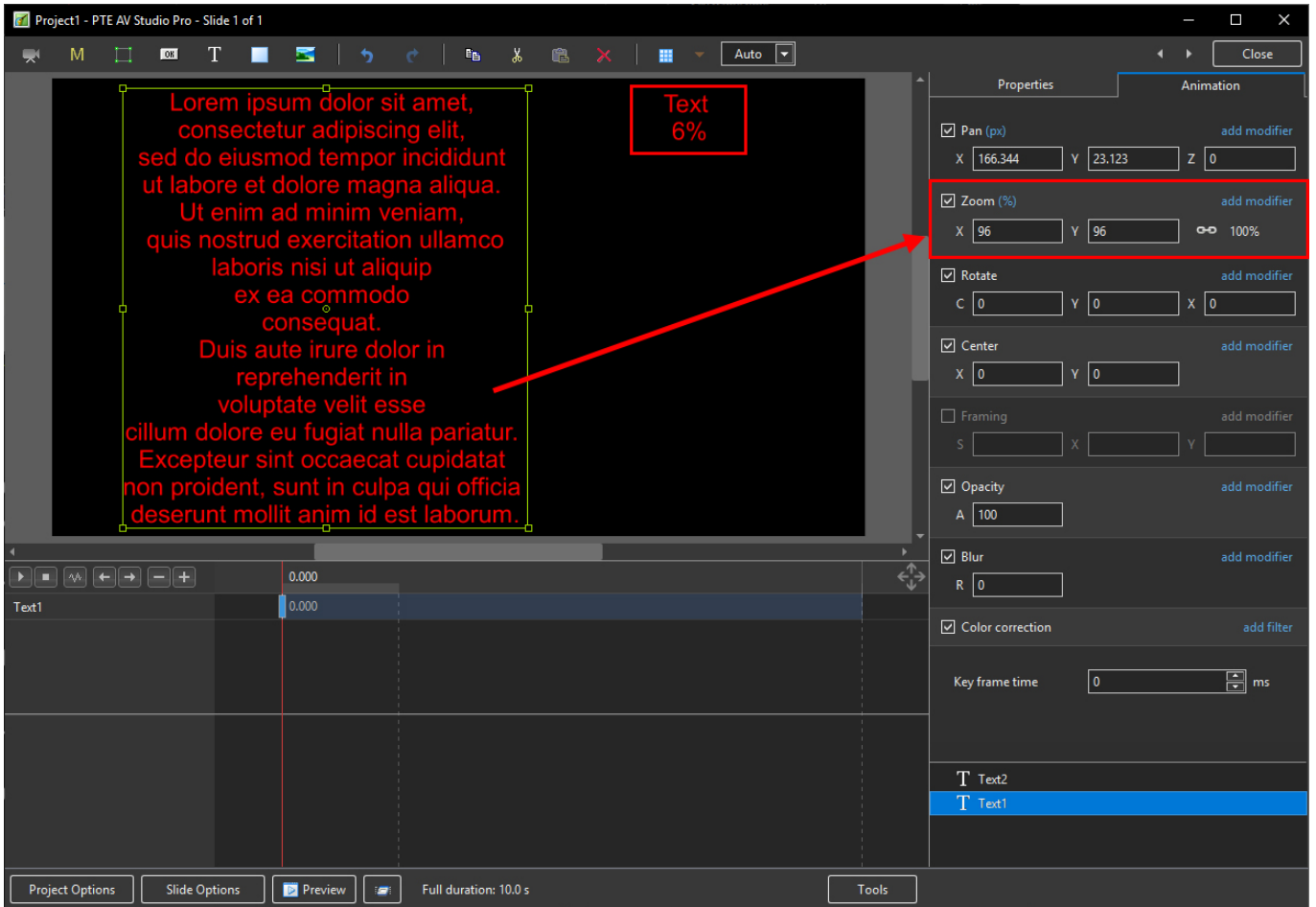
Note that there is no Font Size but that the Text Box has a Percentage Zoom which controls the size of the Font.



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.

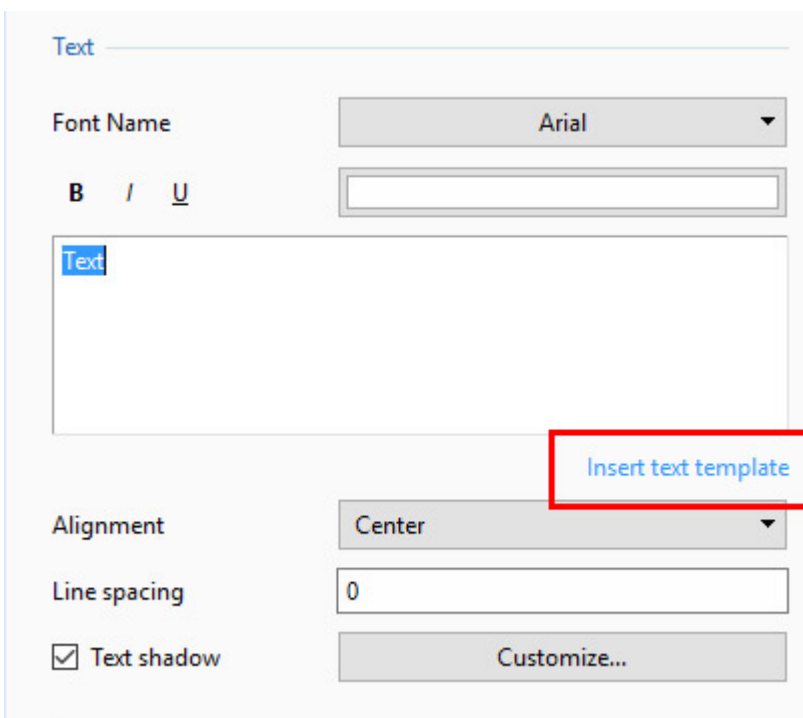


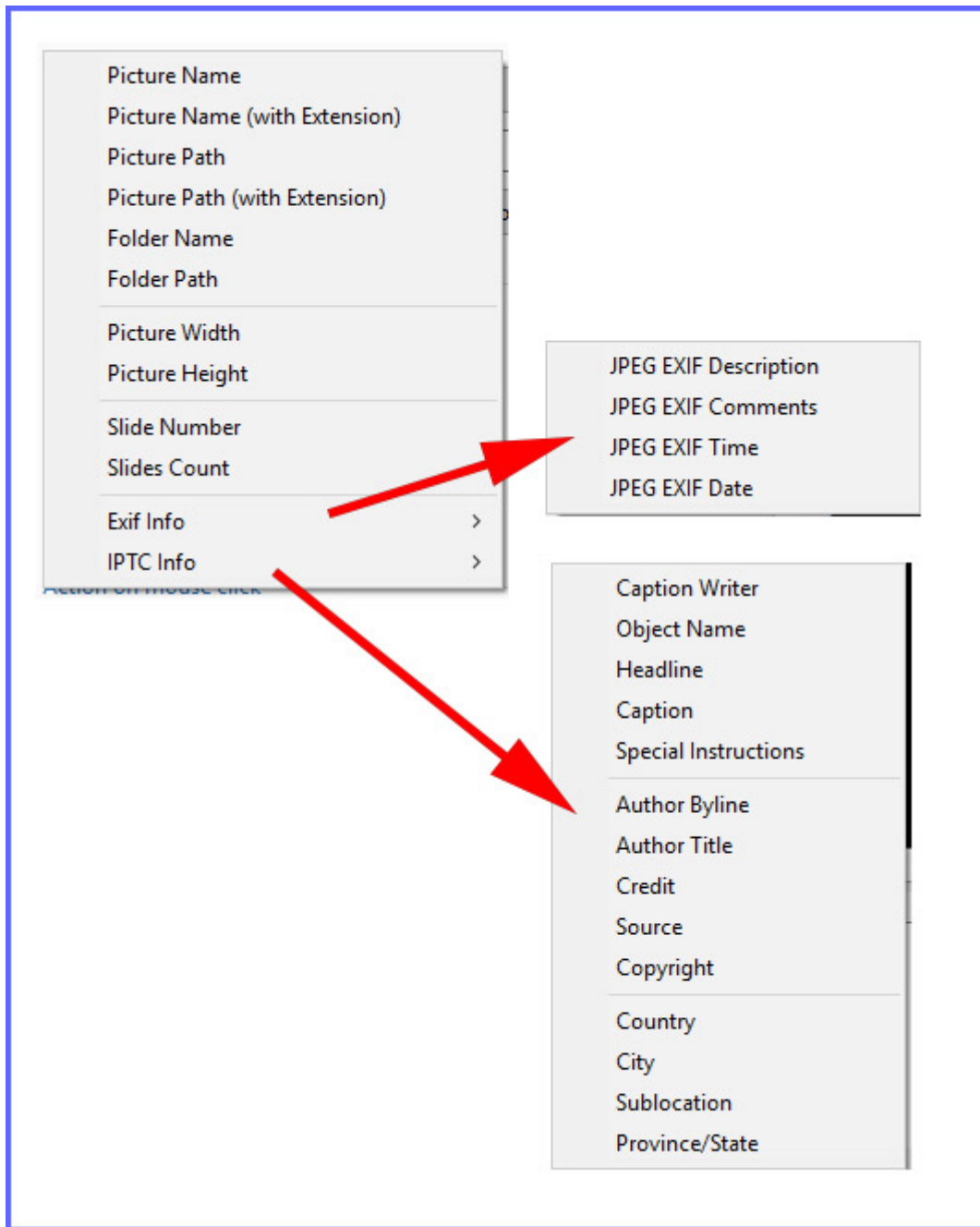
In the next Example it can be seen that One line of Text at 6% gives the same Font Size as 16 lines of Text at 96% Zoom. Knowing this relationship allows the user to create a consistent Font Size across multiple Slides.



## 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





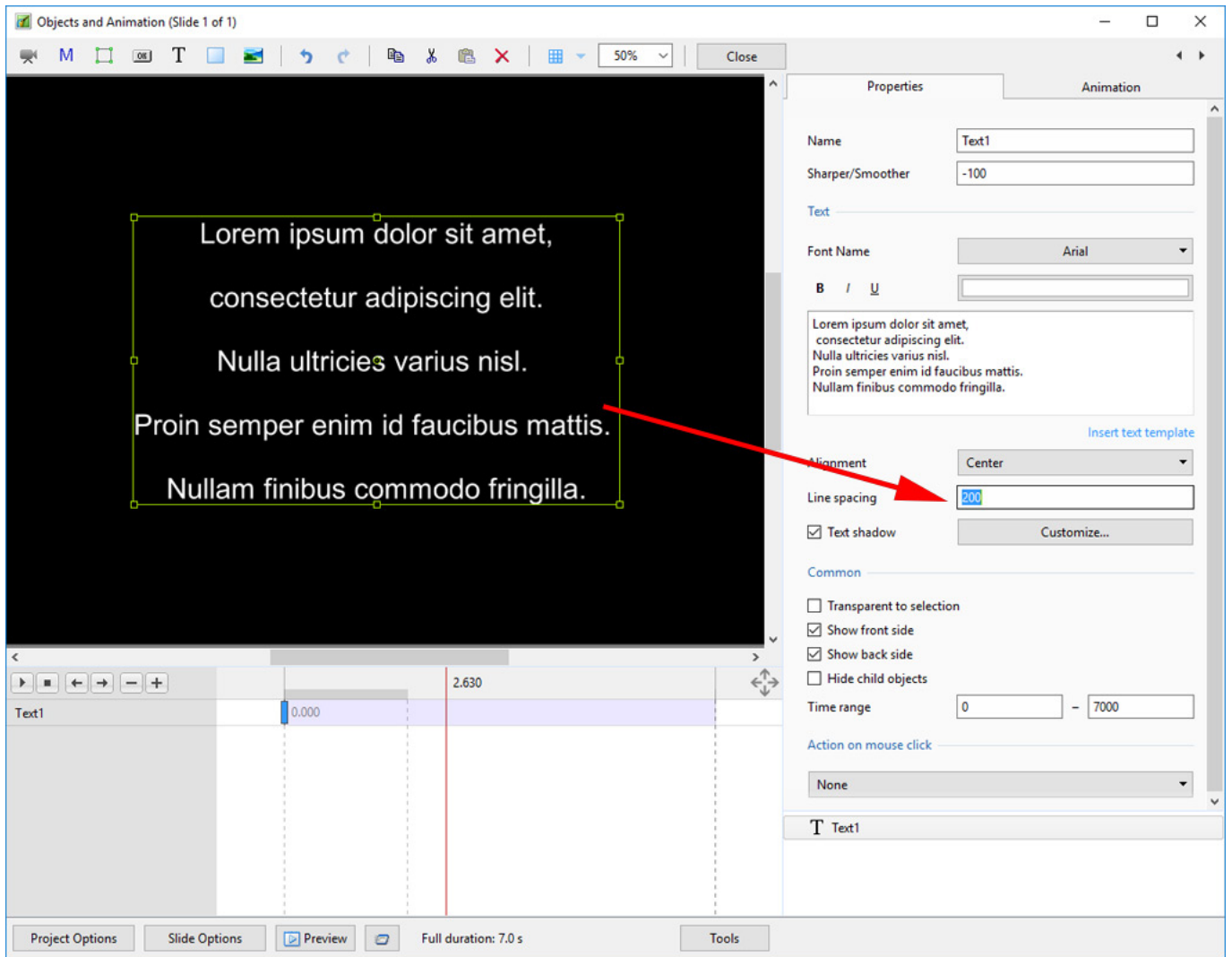
Choose from the options

## Justification

The image shows a text formatting panel with the following elements:

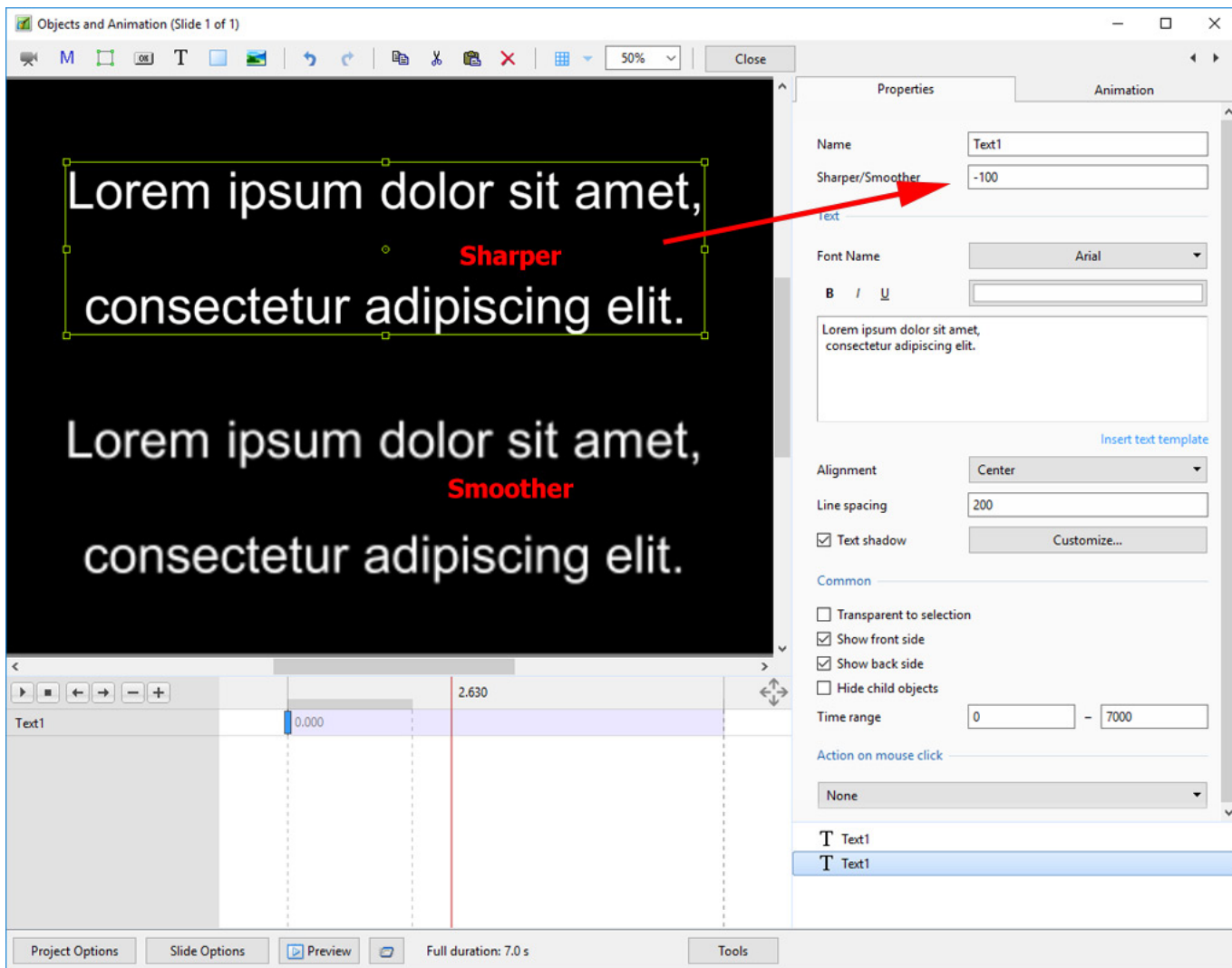
- Text** section: A text area containing "Lorem ipsum dolor sit amet, consectetur adipiscing elit." and a link "Insert text template".
- Font Name**: A dropdown menu set to "Arial".
- Formatting**: Buttons for Bold (B), Italic (I), and Underline (U), followed by an empty input field.
- Alignment**: A dropdown menu with options: Center (selected), Left, Center, and Right. This section is highlighted with a red box.
- Line spacing**: A label for the line spacing control.
- Text shadow**: A checked checkbox.
- Common** section: A sub-header for common options.
- Options**:
  - Transparent to selection
  - Show front side
  - Show back side
  - Hide child objects
- Time range**: Two input fields with values "0" and "7000" separated by a minus sign.

## 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



Objects and Animation (Slide 1 of 1)

Properties Animation

Name Text1

Sharper/Smother -100

Text

Font Name Arial

Text

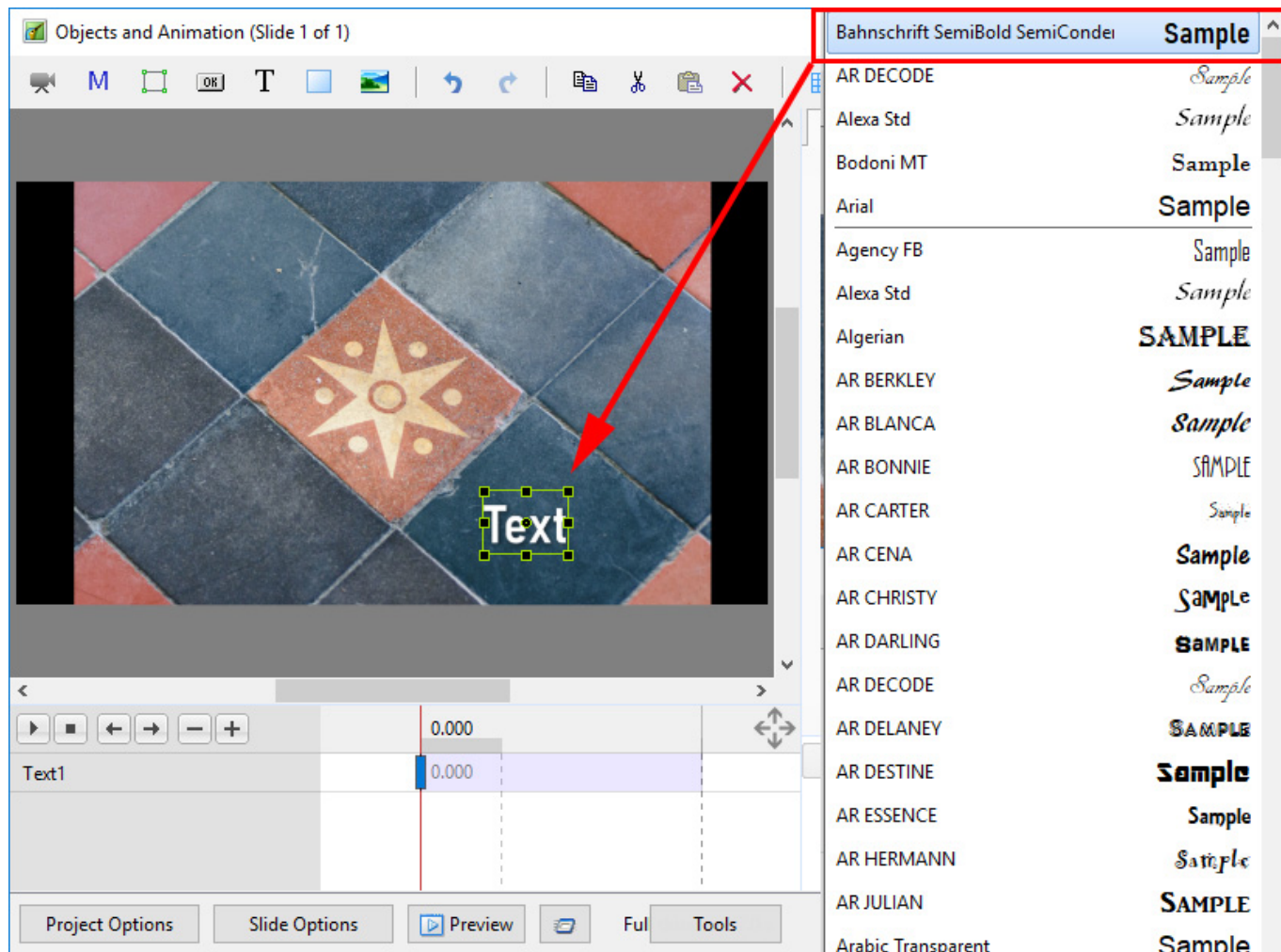
Insert text template

Alignment Center

T Text1

720\_2332-1

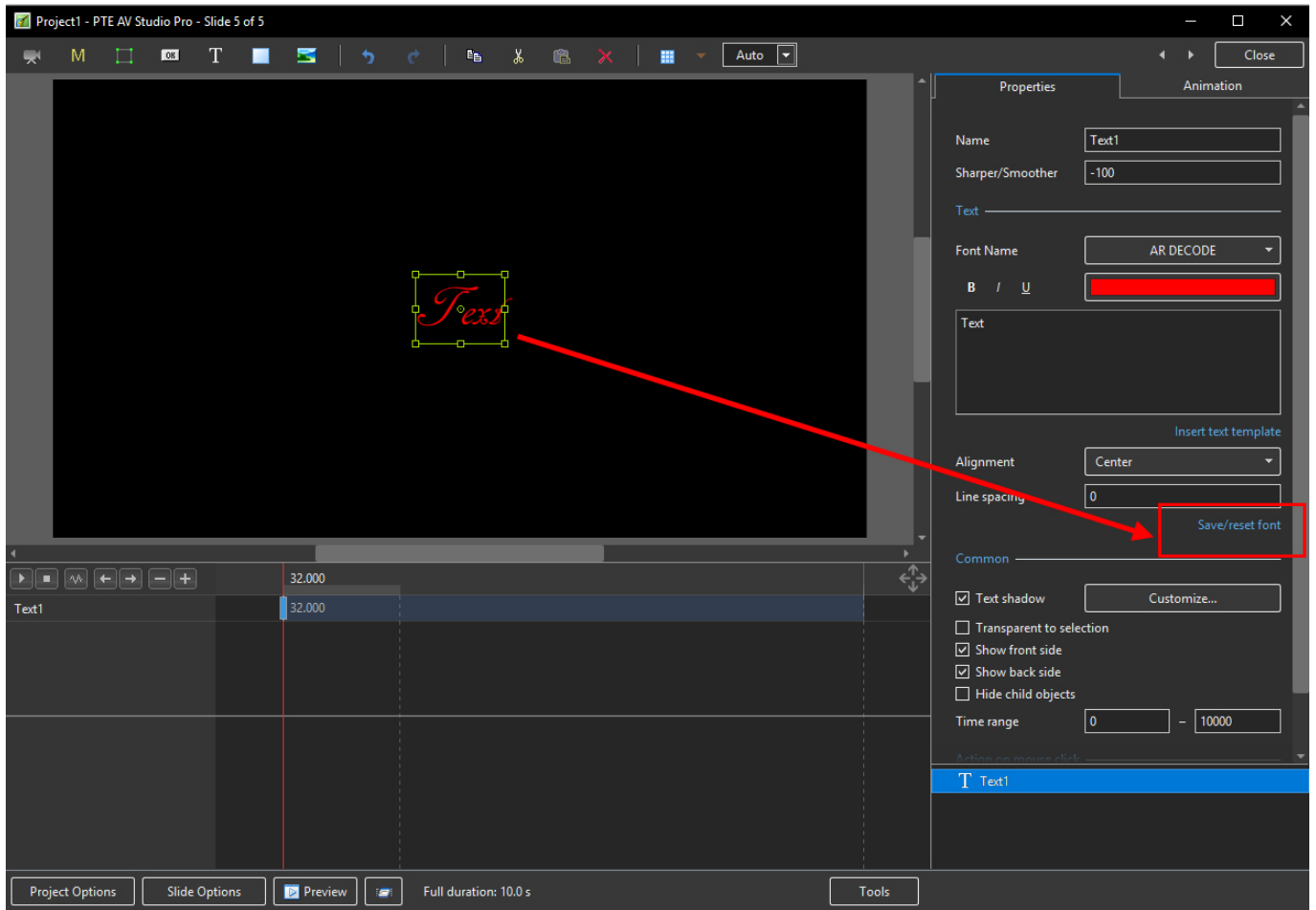
Project Options Slide Options Preview Full Tools



- 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

## Setting Text Defaults

- To set the Text Defaults for a Project click on the “Save / Rest Font” Command



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

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