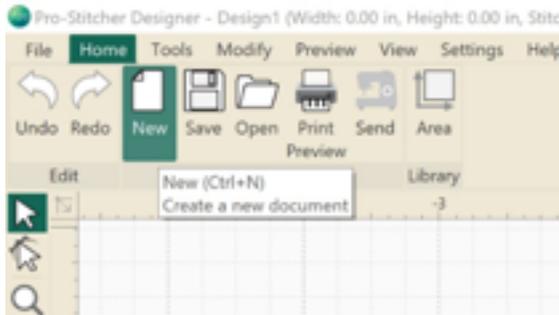


- Open a **New Design**.



- Click **Tools Tab-> Click Text**
- Click in the **design workspace**. A text box will appear.
- Choose to type either in the Text Box in the upper right hand menu window, or type on screen depending on the settings.  
(See tutorial Text in Box v Text on Screen)

**Notice:** The pink bounding box indicates text is selected and manipulations are made as they relate to the TrueType file type.

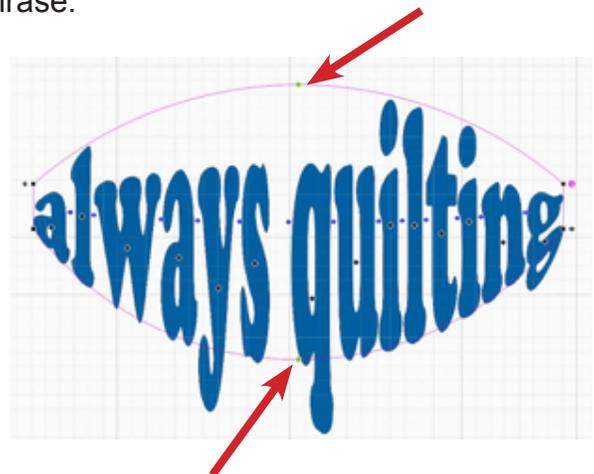


To alter a text use boxes, diamonds, and circles described below. Use any combination of functions to create unique text designs.

- **Black Box:** moves the text box up or down for given side
- **Black Diamond:** allows a single letter to be moved to any location
- **Blue Diamond:** adjusts the kerning, or spacing, between letters

- **Black Diamond – top left:** proportionately make text larger or smaller
- **Black Diamond – bottom right:** moves the text inward or outward along axis
- **Green Circle:** moves the text outward or inward in envelope manner
- **Purple Circle:** rotates the text to left or right

In the image below, the green circles at the top and bottom have been moved up and down to create a stretched center within the text phrase.



- While working, click the **Text Tool** to enable the pink bounding box at any time.

**CAUTION:** When working with text, Right Click-> Break Up Text, the pink bounding box will no longer be available. The Break Up Text abandons the TrueType details and renders all the text as regular artwork.

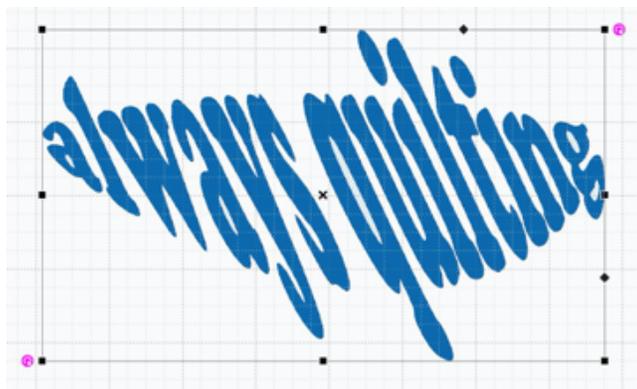
When the text is broken up, the shading within the letters changes slightly. This will indicate artwork or TrueType options.

Try it. Once text is broken up, the bounding box will turn into a black bound rectangle with regular artwork manipulation options.



To alter a text as artwork use boxes, diamonds, and circles described below. Use any combination of functions to create unique text designs.

- **Black Boxes:** changes size of text along the axis which it is dragged. Corners alter text size in both x and y axis.
- **Black Diamond:** diamonds on the top and right allow the artwork to skew/slant.
- **Purple Circle:** rotates the text to left or right.



Text within the black bounding box is not grouped or combined in anyway after using the Break Up Text function. To manipulate all text, select **all elements**, Right Click-> **Group**.

To move and alter single letters, simply select the letter with the select tool. Notice, the pink bounding box is no longer an option for the single letter.

In the sample image the the left, the text is quite illegible. Notice that since the Break Up Text function is applied, the font can no longer be changed. Other transformation tools are also greyed out. Clicking the **Text Tool** (in hopes of getting the pink bounding box) is also not an option. At this point, the text tool creates a completely new text area.

**This is the caution: Only break apart text when completely ready to move to the next step.**

Also, it is super easy, to delete this skewed illegible text and create a new word by clicking **Delete** in the **Tools Tab**, then **Text Tool** to start over.