



# WORKING WITH TEXT

## eDESIGN CURRICULUM - LESSON 7

Name: Brayden Holland

### ABOUT THIS LESSON

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### ENTERING AND FORMATTING TEXT

1. Switch to the Text tool by selecting the Text tool button in the Tool panel or use the shortcut by pressing the T key on your keyboard.
2. To create a new text frame, you Click on the page with the Text tool.
3. The Placeholder text is there so you can easily see the text frame and so you can format the text before you have the real text for your layout.
4. To enter Text Editing mode, Double click on the text frame. This will switch you to the Text tool and place your cursor inside the frame.
5. One of the ways to select all the text in a frame is to Click and drag over it just as you would in Microsoft Word. With your cursor in the frame, you can use the keyboard shortcut Control A and with your cursor in the frame, you can right click and choose Select All.
6. To format text, click and drag over it to select it just as you would in a word processing program, and with the text selected, go to the Control panel at the top.
7. Tracking refers to the amount of space between characters. Choosing a Negative value will bring the characters closer together. Choosing a Positive value will spread the characters further apart.

### RECAP

To practice what you've just learned, do the following exercise:

1. Go to Book > Edit > Practice Pages
2. Click the T in the toolbar or use the T key on your keyboard to select the Text tool.
3. Drag and drop a new text frame onto the page.
4. Select some or all text and use the text formatting options in the Control Panel at the top of the page to change the font, color, size, tracking, line spacing, and alignment.

# High School Journalism Final Exam Study Guide

**Robert R. Redfield**



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