



## Text

### Edit Mode



Click this Icon to open the dialog box shown below. You can create and edit documents using this dialog box. Changes can also be made using the text menu.



### Pen Tool

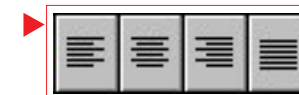
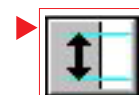
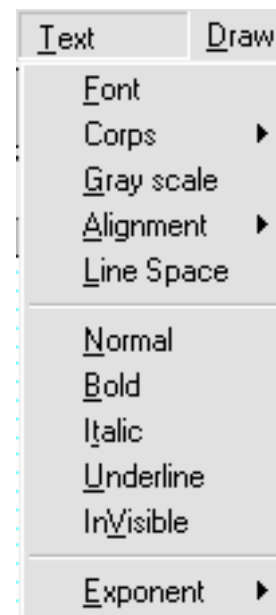


To move a line of text, click and drag the line, to edit or enter text, use this Icon and double-click on the line concerned with the mouse.

Also see

► **Mouse actions**

In the menu bar you also have various Icons that allow you to act on the text





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## Creating text



To create text, use this icon and double-click the line involved with the mouse. In the entry screen, enter your characters.

**John IRWIN**

To move to the next line, confirm by pressing the ENTER key on your keyboard; once all your lines have been entered, close the window by clicking **OK**. To **delete** a character, you can either use the delete key, which deletes the character after the flashing cursor, or use the Backspace key; this key erases the character in front of the cursor.

To enter superscript characters, when entering text, use this **KEY**; the character "2" gives you the "rs" in "Mrs" as a superscript. You are limited to a maximum of 2 superscripts per line.

Ex :

Text typed : M<sup>2</sup>r<sup>2</sup> et M<sup>2</sup>me<sup>2</sup> Henri MARTIN

Text displayed : M<sup>r</sup> et M<sup>me</sup> Henri MARTIN

## Text

Then afterward, in the Text menu, the Superscript option lets you choose from 3 superscript sizes depending on the font used :

**Small Exponent**

**Normal Exponent**

**Large Exponent**

Normal superscript is most suited to a block font while **Large superscript** is more suited to an English-style font.

For special characters like arrows, pictograms, dots , etc., click this icon ►



In the Edit dialog box  
**EDIT MODE**

Select a font to access the list all the characters that can be printed in this font. Click the character selected in the table, click the "select" button, click "copy", and, finally, click "close." You will automatically return to the "enter-edit" screen with a symbol on the entry screen, but the character selected appears in the document.



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## Editing


Correct your characters in the entry screen.

John IRWIN

The line found on this screen is also framed in the document.

Move the cursor inside using the directional arrows on the keyboard.

To move to the next line, confirm by pressing the ENTER key on your keyboard, or use the arrow  to movedownonelineor use the streaked arrow on the keyboard

with the arrow  to move up one line or use the streaked arrow on the keyboard

Once all your lines have been entered, close the window by clicking **OK**. To **delete** a character, you can either use the **delete key** (it deletes the character after the flashing cursor) or use the **backspace key** (it deletes the character in front of the cursor).

☐ **Bold** ☐ **Italic** ☐ **Underline** ☐ **Strikethru** Click above to apply a character style to the line. Click above again to deactivate the style.

## Text

☒ **Left** ☐ **Centre** ☐ **Right** ☐ **Justify**

Click above to apply one of the 4 line alignment modes.

You can move **up** or **down** the line from this window

using the black arrows

Line

If want to have more space between letters (group approach) use the space bar

Chr Sp

Use the up arrow

The line spacing can be changed by

Line Sp

That is : the display indicates the current line spacing value; enter the new value directly in the window.

Pos X

To change this **margin**, click above and insert a new value for this line.





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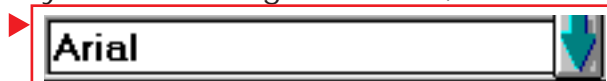
## Text attributes

Text

In the **Change Font** window



you can change the font, if it is already in the document;



use the blue arrow, select then click **OK**. Or if you want to **add** a new

font, click this icon



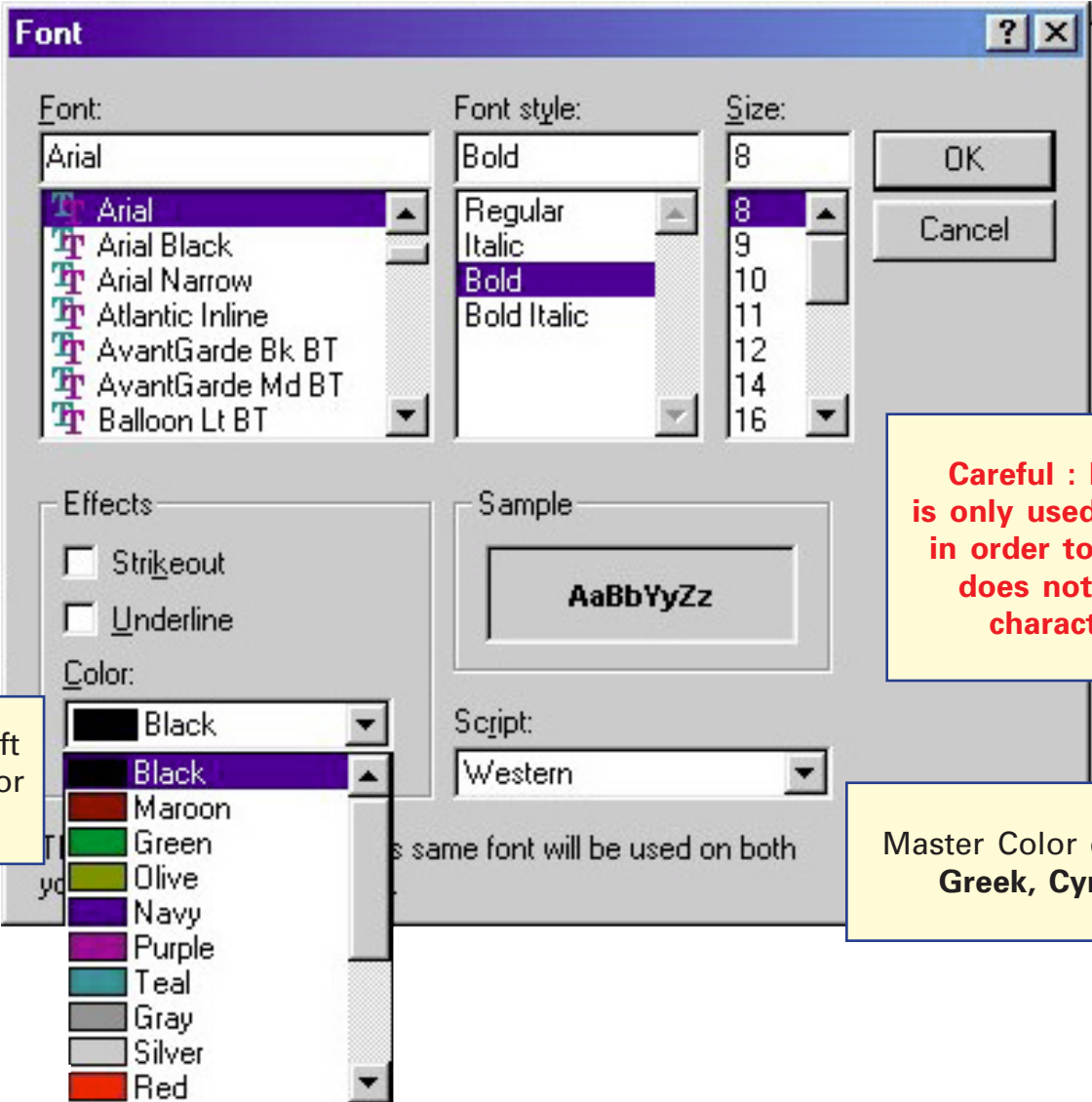
to access the TrueType font base that comes with Master Color. Note that this Icon is identical to the Change Character Font Icon on the menu bar.



choose the size of your characters from the drop-down list using the blue arrow, or enter the new size directly in this window. You can also do this from the font size submenu of the **Text**.



In the window, choose the font you want, as well as the style by clicking above, then confirm by clicking OK to apply the font chosen to the selected lines.



Choosing a Microsoft Windows® base color for the font.

Careful : In this window, the size is only used to enlarge the characters in order to see the font better. This does not change the size of the characters in the document.

Master Color comes with special Greek, Cyrillic, etc., fonts





Corresponding menu bars

Line numbering  
in order of creation

Entry screen  
Indicated in red in  
the document

Text alignment

Next line

Previous line

☐ Invert

Reverses the direction of writing ?

☐ Auto No

Automatic numbering

Style attributes

1	JOHN IRWIN			<input type="checkbox"/> Bold	<input type="checkbox"/> Italic	<input type="checkbox"/> Underline	<input type="checkbox"/> Strikethru
	<input checked="" type="radio"/> Left <input type="radio"/> Centre <input type="radio"/> Right <input type="radio"/> Justify	<input type="checkbox"/> Invert	<input type="checkbox"/> Auto No	Line	9	Pos X	0,51
	Arial	8	Normal expone	Chr Sp	0	Line Sp	0,200
						Ok	Cancel

Fonts used in the document.  
Click the blue arrow to get the list of  
fonts already used in this document; to reuse a font,  
select it and click **OK**.

Moving up or down  
in the line

Left margin  
value  
indicator

Character spacing

Line spacing

Table of special  
characters



Accessing the Fonts database  
to select a new font.

Access is the same as with  
the Icon in the Menu bar.

The superscript is a small  
character used for  
EX. **M<sup>r</sup>** **M<sup>me</sup>**