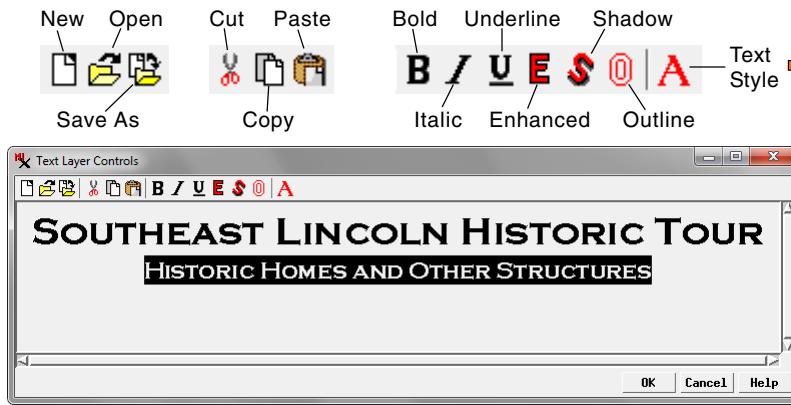


Text Layer Controls

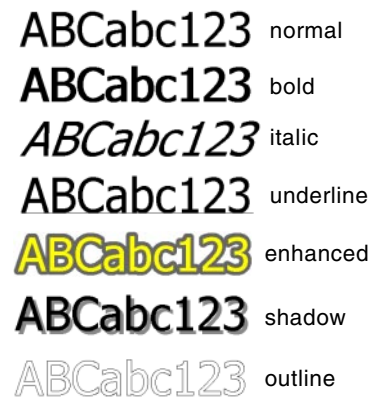
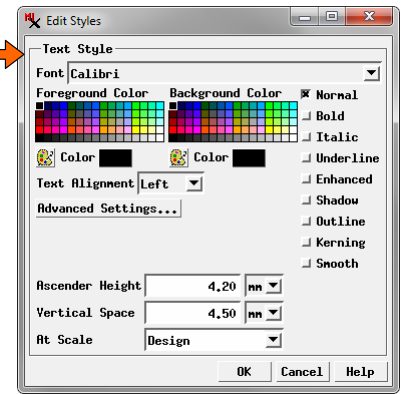
The Text Layer Controls window lets you enter and edit formatted text for text layers in layouts. The window includes a large canvas area for entering and editing text.



You can mix different styles in the same text layer; these style differences are shown in the Text Layer Controls canvas as well as in the rendered text layer in the layout.

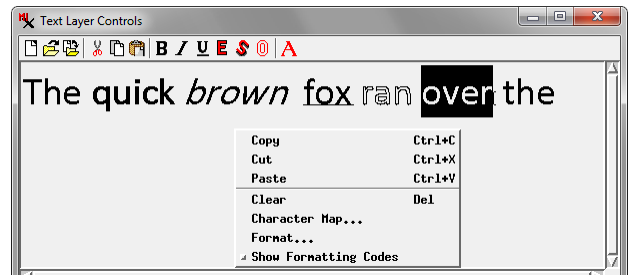
Setting Styles and Entering and Editing Text

Before entering text for a new layer, press the Text Style icon button on the toolbar to open the Edit Styles window to set the font, size, color, and other characteristics for the majority of the text (see the Technical Guide entitled *Setting Text Styles* for a discussion of the Text Style controls). After entering the text, you can select any portion to edit it or to apply different styling. You can set various font styles quickly for selected text using the icon buttons in the toolbar (Bold, Italic, Underline, Enhanced, Shadow, and Outline; see samples illustrated to the right). To change the font, size, or color for the selected text, reopen the Edit Styles window by pressing the Text Style icon button or right-click in the text canvas and choose Format from the right mouse-button menu. Make any needed changes in the Edit Styles window and press [OK]; these changes apply only to the selected text.



Cut, Copy, and Paste

You can cut or copy selected text to the operating system clipboard or paste from the clipboard into the current text. You can perform these operations using icon buttons on the Text Layer Controls window's toolbar, using options on the text canvas right mouse-button menu, or using standard keyboard shortcuts (Ctrl+X, Ctrl+C, and Ctrl+V, respectively).



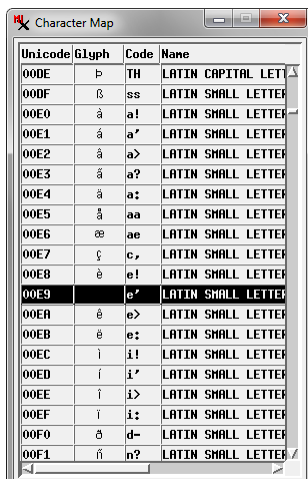
You can apply different styles to different selections in the text layer as shown in the sample above. The right mouse-button menu opened from the text canvas provides additional options for editing the text.

Working with Linked Text Files

You can open a separate text file to populate the text layer using the Open icon button, or press the Save As icon button to save the current text to a separate text file. In either case the layout then creates a link between the text layer and the text file rather than embedding the text in the layout object itself. Any subsequent edits made in these linked text files by any text editor are shown in the layout the next time it is opened. If the Project File containing the layout is moved to a different directory, drive, or computer, make sure that the linked text files are moved along with it.

Inserting Special Characters

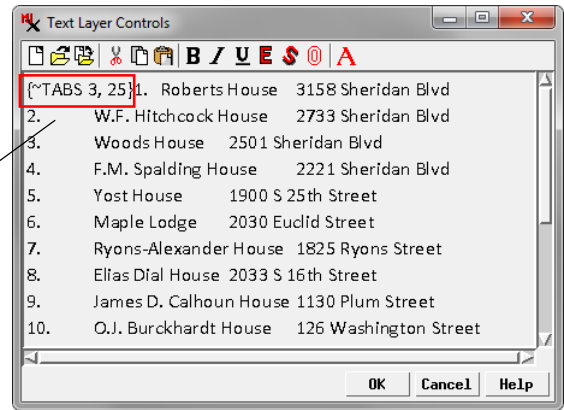
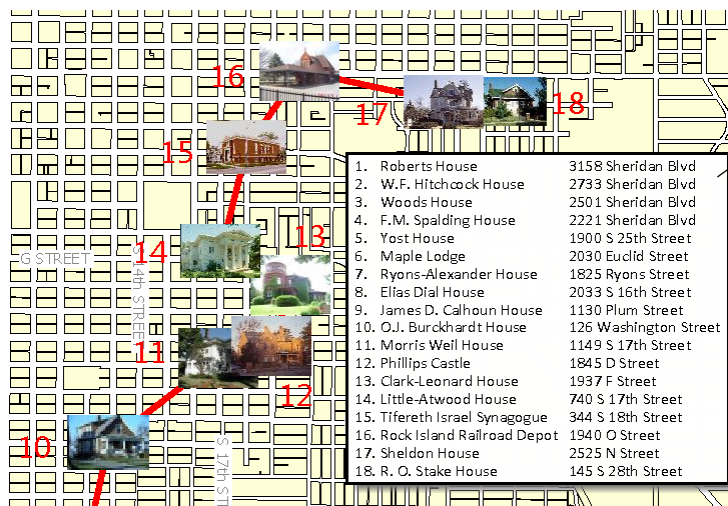
You can insert characters with diacritical marks and other special characters that are not readily entered using the keyboard. Choosing Character Map from the text canvas right mouse-button menu opens the Character Map window, which contains a scrolled list of font characters and codes. Double-click on an entry in the list to insert the selected character at the position of the cursor in the text canvas.



(continued)

SOUTHEAST LINCOLN HISTORIC TOUR

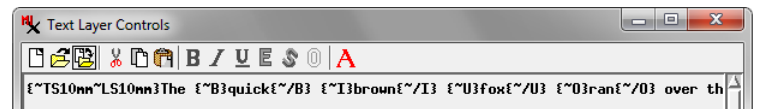
HISTORIC HOMES AND OTHER STRUCTURES



To set tab positions, enter a {~TABS} formatting code as shown above. The numbers separated by commas indicate the character positions of multiple tab stops. See the QuickGuide entitled *Test Style Formatting Codes* for more information.

Formatting Codes

When you change fonts or styles within a text layer, hidden MicroImages formatting codes are automatically embedded in the text to mark the changes. In most cases you don't need to be concerned with these codes (that is why they are hidden), but you can show the codes by choosing the Show Formatting Codes toggle option from the text canvas right mouse-button menu. When you make this selection, all text in the canvas is shown without styling and the formatting codes are shown within curly brackets as in the illustration to the right.



MicroImages text formatting codes shown in the Text Layer Controls canvas by choosing the Show Formatting Codes toggle option from the right mouse-button menu. Codes are only shown if there are font and/or style changes within the text.

If you wish to enter text separated by tabs and set specific tab stops, you will need to manually enter the {~TABS} formatting code as shown in the illustration at the top of the page. Manually-entered formatting codes are shown in the text canvas even when the Show Formatting Codes option is turned off. For an explanation of the TABS and other formatting codes, see the QuickGuide entitled *Text Style Formatting Codes*.

HTML Text Formatting

TNTgis also supports the use of HTML tags and Cascading Style Sheet (CSS) Level 2 style properties to define and apply font and text formatting. The most common HTML elements are supported, including tables. See the TechGuide entitled *HTML Formatting of Layout Text* for details.

