

Chapter 10: Text

Web Studio allows you to enter, edit, and design text within the program without the need of a word processor. The user interface tools are very similar to a word processor program, so you will not need to relearn the features. Besides the standard formatting features such as **bold** and *italic*, Web Studio contains commands that add animation and design elements to text. See the *Animations and Text FX* chapter for instructions.

All text is placed on the page in a text object. These rectangle objects make page layout very easy because you can *drag and drop* them to any spot on the page, align them, and edit the text within them.

The *Text Gallery* and the *Fonts* command in the *Text* tab contain the fonts that you can use to create text for your web pages. Web Studio does not download a set of fonts with the program. The fonts that you see in the *Text Gallery* and in the *Fonts* command are actually the ones that you already have on your computer.

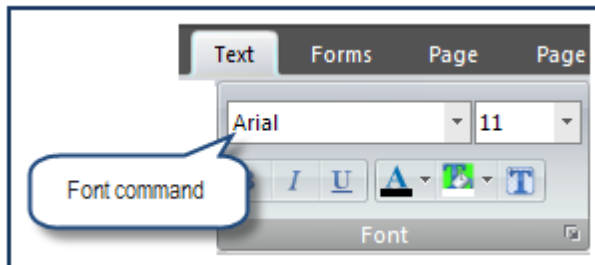
Web Studio uses the fonts you have installed on your computer. It does not add any other fonts to your system.

Using the Text Gallery and Font Command

Both the *Text Gallery* and *Fonts* command give you a list of the fonts on your computer, so both give you identical choices.

The Font command

The *Font* command in the *Text* tab provides you with a list of available fonts similar to the list that you see in word processing programs. You can use this list to choose fonts for a new text object and when you want to change the font within a text object.



The Text Gallery

In addition to containing fonts, the *Text Gallery* can be used for four different but related purposes:

Add text objects to a page. Click on the *Text Gallery* tab to open the gallery. Scroll through the fonts in the gallery to find a font that you want to use. *Drag and drop* the font onto the page and a new text object is automatically created. When you begin to type, the font is the one you selected from the gallery.



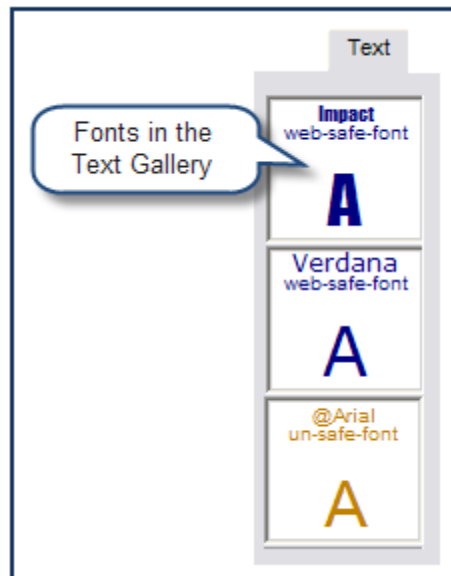
You can also add a new text object using the ribbon command.

Go to *Text > Insert > New Text Object*.

Visually Choose Fonts. The *Text Gallery* displays you a larger example of the font than is shown in the *Font* command.

Change Fonts. *Drag and drop* a new font from the *Text Gallery* onto an existing text object and the text in the object changes to the new font. This is the quickest way to see how a font looks on your page. You can change the text in several objects at once by *selecting* more than one text object or change only some of the text by *selecting* it before you *drag and drop* a font.

Choose Web Safe Fonts. The fonts in the gallery are color coded so that you can see which fonts are considered safe or unsafe. See *Choosing Fonts* and *Web Safe Fonts* below for an explanation.



Choosing Fonts

Fonts on web pages have been a problem since the beginning of internet. When you choose a font, the font's *name* is embedded in the web page; *not* the actual font. When a visitor goes to your website, his browser reads the font name and then looks on his computer to see if the font is there. If the browser cannot find the font, it substitutes another. To make this worse, the browser often reformats the text and causes a shift in the page layout. This means that if you choose an unusual font, it may look totally different on a visitor's page.

Web Safe Fonts

Web Studio uses color to indicate which fonts your viewers will always have (safe); should have, might have, and probably do not have (unsafe). For instance, Arial and Times New Roman are always safe. The fonts are color coded to help you distinguish safe and unsafe fonts.

The Text Gallery uses color to separate the safe and unsafe fonts.

Black. These fonts are always safe.

Blue. These fonts are probably safe. Visitors with Windows will always have them, but some Mac and Unix machines may not.

Yellow. These fonts may be unsafe because some viewers may not have them.

Red. These are unsafe fonts because they are uncommon and are almost always substituted by a browser.

Safe Fonts	
Black: always safe	Arial Courier Times
Blue: probably safe	Arial Bold Impact Veranda

Turn unsafe fonts into graphics

The best way to use an unsafe font so that it looks good on the internet is to turn it into a graphic. This eliminates the confusion with the browsers because there is no font to read. Text always becomes a graphic when you apply special effects to it or merge it with another object. However, there are times when you want to use an unsafe font with stand-alone text. In those cases, the best way to change the text into a graphic is to allow Web Studio to do it automatically.

You can turn on this function in the *Web Site Properties* dialog in the *Miscellaneous* section. When this function is checked, Web Studio will automatically turn any unsafe font into a graphic when it is uploaded.

- Click on *Caption Bar* > *Website Properties* or *right-click* over a text object and choose *Properties* from the *Text Object Selection Menu*. This opens the *Web Site Properties* dialog.
- Click on the *Miscellaneous* section.
- Click to check the box: *Convert objects with Non-Web-Safe fonts into a graphic*.
- Click *OK*. Web Studio will now automatically convert non-web safe fonts into a graphic.

Working with Text Objects

Text is placed on a page in a rectangle text object. Each text object can hold as little or as much text as you want. The text within the object can be edited and formatted as long as it is in the object and has not been turned into a graphic object. Once text becomes a graphic, it can no longer be edited. The text object itself can be *copied*, *resized*, *aligned*, and *moved* just like other objects. See the *Working with Objects* chapter.

Resize a text object

Text objects automatically get longer as you insert text. The more text you put in a text object, the longer the object becomes. You cannot make the text object any longer than the text within it. However, the width of text objects can be changed.

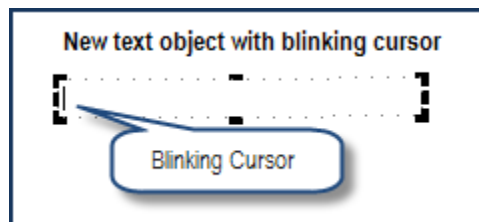
- *Click* on the text object to display the selection handles. You do not need to *double-click*.
- *Drag* a side handle to make the object as wide or narrow as you want.

Adding a Text Object to a Page

There are several ways to add text objects to a page. You can add a new text object to a page or automatically create a text object when you insert text from another source.

Add a new text object using the New Text Object command

- *Click* the *Text > Insert > Insert Text > New Text Object* command.
- A new text object is placed on the page with a blinking cursor.
- Begin to type and the text is placed in the text object at the point of the cursor.



Add a new text object using the Text Gallery

- *Click* on the *Gallery* tab to open the *Text Gallery*.
- Scroll through the gallery to view the fonts.
- *Click* on the font then *drag and drop* it onto the page.
- A new text object is placed on the page with a blinking cursor.
- Begin to type and the text is placed in the text object at the point of the cursor.

Add a new text object using alt + click

- Hold down the *alt* key and then *click* on any blank spot on the page.
- A new text object is placed on the page with a blinking cursor.

Automatically Creating a Text Object by Inserting Text

Web Studio automatically adds a new text object to the page when you add text from another text object program or file.

Insert text from a file

- Click the *Text > Insert > Insert Text > Text from File* command. The *Open* dialog opens.
- Navigate to the file that you want, choose it, and then click *Open*.
- The file is placed on the page in a text object.

Copy and Paste text to add a text object

- *Select* the text.
Copy. Click the *Copy* command. You can also copy text from another program.
Paste. Click the *Paste/Paste in Place* command.



You can also use the *right-click menu* or keyboard command to copy and paste from another text object, another program or a web browser.

Drag and drop a text file to add a text object

- Locate the file that you want in any *Windows folder*.
- *Drag and drop* the file directly onto the Web Studio page.
- A new text object is created with the text that was in the file.



If a file type is not supported by Web Studio, a link to the file is placed on the page. Visitors can *click* on the link to view the file or save it.

Drag and drop text from another program to add a text object

- *Select* the text that you want from the other program.
- *Drag and drop* the text onto the Web Studio page.
- A new text object is created with the text from the other program.

Limitations Importing Text

Word processing programs such as Microsoft Word contain a very rich set of features. Many of the features, such as paragraph spacing, cannot be translated into the HTML that is used for web pages. This means that if you insert text that was created in Word, it may not look the same. If you have a choice, we recommend that you create text in Web Studio to eliminate the need for reformatting.

Selecting Text and Activating Text Objects for Editing

When a new text object is added to the page, it is ready for you to enter text right away. Later, you can edit and format the text within the object. In order to edit, format, or select text within a text object, you must *double-click* on the text object to activate it for editing (editing mode).

Some functions, such as aligning and resizing a text object, require that you *select* the *object itself*, not the text within it. To *select* a text object, you simply *click* on it.

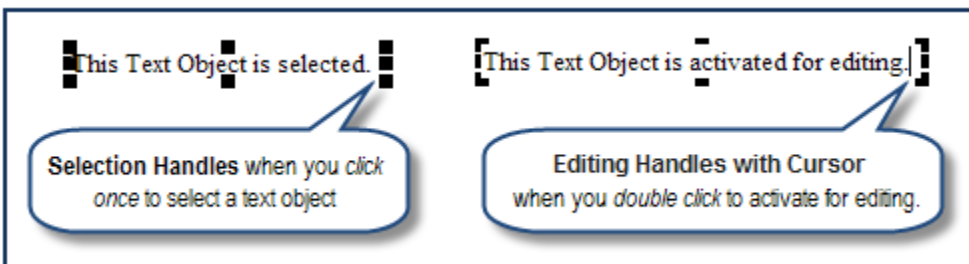
If you want to:

Change the text: *Double-click* to activate the text object for editing.

Move, align or resize the text object itself: *Click* once to *select* it just like other objects.

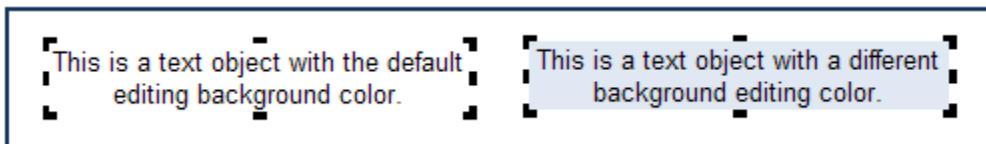
Activate a text object for editing

- *Double-click* on a text object. This gives you editing handles and a blinking cursor.
- Edit the text within the object.
- *Click* a blank spot on the background to *deselect* the object.



Change the background color of text objects when you are editing

When you *double-click* to put a text object in editing mode, the background fills with white. If you are using white or light colored text, you may not be able to see the text. You can still edit the text, but it is more difficult to see. When that happens, you can change the text object's background color that is used during editing. You can use a different editing color for each text object.

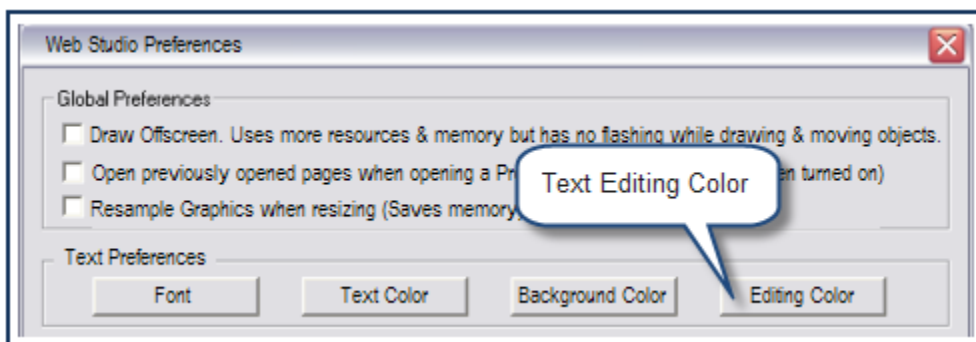


When you change the text editing color of a text object, the color is applied to the current text object and any new text objects added to the page. It does not change the editing color of any text objects already on the page.

Choose a background editing color for all text objects

You can use the Web Studio Preferences dialog to choose an editing color for all of the text objects on your site. This option can save you a lot of time later if you want to use light colors for your text. This command changes all future text objects. It does not change the background editing color of text objects already on the page.

- Click on *Web Studio Button > Options*.
- Click on the *Editing Color* button in the *Text Preferences* section. This opens the *Colors* dialog.
- Click *OK* when you are finished. Click *Cancel* to keep the current text editing color.



Change the background editing color in a text object

- *Right-click* over a text object.
- Choose *Properties* from the resulting *Text Object Selection Menu*.
- In the *Text* section, *click* on *Select Editing Color*.
- Choose the editing color for the text object.
- *Click OK* when you are done. *Click Cancel* to keep the current text editing color.
- Now *double-click* the text object to activate it for editing. The background color is the one that you chose.

Select text

In order to format or edit text, you must *select* the text within the text object. When text is selected, the text becomes highlighted. First *double-click* on a text object to activate it for editing and then you can *select* the text in several different ways:

Select any text	<i>Click and drag</i> the mouse over the text to <i>select</i> it.
Select a word	<i>Double-click</i> the word.
Select a paragraph	<i>Triple-click</i> within the paragraph.
Select several words	<i>Click</i> on the first word, hold down the <i>shift</i> key and then <i>click</i> on the last word.
Select all text objects	<i>Click</i> the <i>Select All</i> command or <i>press ctrl+a</i> .

Extend a text selection

After you *select* some text in a text object, you can add more text to the selection without starting again.

- *Press* and hold the *shift* key.
- Move the mouse to the last word that you want to add to the selection and *click* over the word. All of the words from the selection to the point where you *click* the mouse are selected.

Adding and Editing Text

Before you can add or edit text, *double-click* on the text object to activate it for editing.

Add text to an existing text object

- *Double-click* the text object to activate it for editing.
- *Click* where you want to enter text. You will see the blinking insertion point.
- *Paste* or enter text into the object. Text is added to the object at the insertion point.

Copy, cut, or delete text

- *Double-click* to activate the text object for editing and then select the text.
- *Click* on *Text > Clipboard > desired* command or *right-click* over the selected text and choose the command from the *Text Menu*.

Paste text

After you copy or cut text, you can paste it within the same object, paste it into a different object or paste it to replace existing text.

Paste in the same text object	<i>Click</i> in the new location. <i>Click</i> the <i>Paste</i> command, choose the command from the <i>right-click</i> menu or <i>press ctrl+v</i> .
Paste in a different text object	<i>Double-click</i> to activate the new text object for editing. <i>Click</i> on the location for the text and then <i>paste</i> the text.
Paste to replace text	If you want to replace existing text with the text on the clipboard, <i>select</i> the existing text first, then <i>paste</i> .

Insert special symbols or characters

The *Insert Special* group in the *Text* tab has a *Symbols* command that allows you to insert symbols in text objects.

- *Double-click* to activate a text object for editing.
- Place the cursor at the insertion point for the character.
- *Click* on *Text > Insert Special > Symbols*. This opens the *Character Map* dialog.
- Choose the symbol or character.
- *Click Select*. *Close* the dialog and the symbol is placed in the text object.

Formatting Text

You can format text (font, text size, text style) by using the commands in the *Text* tab. You can also change fonts by using the *Text Gallery*. Most commands require that you activate the text object for editing. Some only require that you *select* the object.

Change the font in the whole text object

Use the Font command

- *Click* to *select* the object.
- *Click* on *Text > Font > Font*. Choose a font from the drop down list.
- All the text in the object is now changed.

Use the Text Gallery

- Click on the *Text Gallery* tab to open the gallery.
- Scroll to find the font that you want to use.
- *Drag and drop* the font onto the text object.
- All the text in the object is now changed.

Change the font in multiple text objects

Use the Font command

- Hold the *shift* key and *click* on all the objects you want to change.
- Click on *Text > Font > Font*. Choose a font from the drop down list.
- The text in all of the objects is now changed.

Use the Text Gallery

- Click on the *Text Gallery* tab to open the gallery.
- Scroll to find the font that you want to use.
- Hold the *shift* key and *click* on all the objects that you want to change.
- *Drag and drop* the font from the gallery onto any one of the text objects.
- The text in all of the objects is now changed.

Change the font in selected text within a text object

Use the Font command

- *Double-click* to activate the text object for editing.
- *Select* the text that you want to change.
- Click on *Text > Font > Font*. Choose a font from the drop down list.
- The selected text is now changed.

Use the Text Gallery

- *Double-click* to activate the text object for editing.
- *Select* the text that you want to change.
- Click on the *Text Gallery* tab to open the gallery.
- Scroll to find the font that you want to use.
- *Drag and drop* the font from the gallery onto the selected text.
- The selected text is now changed.

Change the background color of a text object

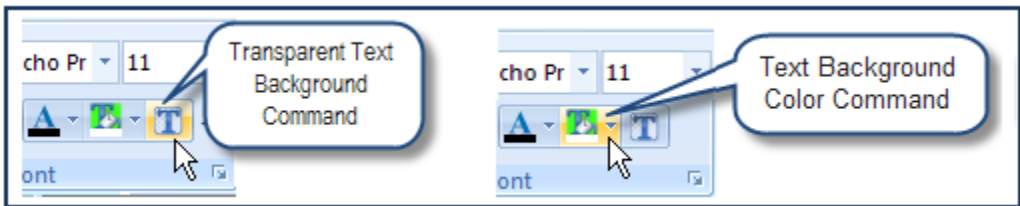
The default background of text objects is transparent so that you can see the background through the text. However, you can change the background color using the *Text Background* command in the *Font* group of the *Text* tab. Because the size of the text object hugs the text, use the space bar, return keys, and the *Justify* commands to position the text in the object.

- *Select* a text object.
- Click on *Text > Font > Text Background* command.
- Choose a color in the *Color* dialog.
- Click *OK*.

Give the text object a transparent background

There are three ways to make the background transparent on a text object. First, *select* the text object and then:

1. *Right-click* over text object>*Text Object Selection Menu>Text Background Color>Transparent Text Background*.
2. Click on *Text > Font > Text Background Color>Transparent Background*.
3. Click on *Text > Font > Transparent Text Background*.



Aligning Text Within a Text Object

You can change the alignment of text within the boundaries of its text object. Alignment is a paragraph-level attribute, so every paragraph can be aligned independently. The actual alignment of text can be affected by indents as well.

Another way of aligning text is to put paragraphs or sections of text in a separate text object. Then, align the text objects in the same way you would align other objects on a page.



To align the text objects, use the commands in the *Page Layout* tab.

To align the text within the text object, use the commands in the *Text* tab.

Justify text

- *Double-click* to activate the text object for editing.
- *Select* one or more paragraphs of text.
- Click one of the *Left*, *Center*, *Right*, or *Full Justify* commands in the *Paragraph* group. Left is the default justification.

Indent the first line of a paragraph

- *Double-click* to activate the text object for editing.
- *Select* a paragraph or part of a paragraph.
- *Click* the *Indent First Line* command in the *Paragraph* group. The first line is indented.

To make a paragraph, press *Enter* twice. If you do not put space between text, then paragraph based commands will be applied to the whole text object.

Indent the whole paragraph

- *Double-click* to activate the text object for editing.
- *Select* a paragraph or part of a paragraph.
- *Click* the *Increase Indent* command in the *Paragraph* group. The whole paragraph moves to the right.

Remove an indent

- *Double-click* to activate the text object for editing.
- *Select* the paragraph or paragraphs.
- *Click* the *Decrease Indent* command in the *Paragraph* group. The whole paragraph moves to the left.



Aligning the text within an object is different than aligning the text objects themselves. See *Working with Objects* for aligning text objects on the page.

Creating Headings

You can increase or decrease the font size to create headings by using the *Increase Heading* command in the *Paragraph* group of the *Text* tab.

Add a heading to a paragraph

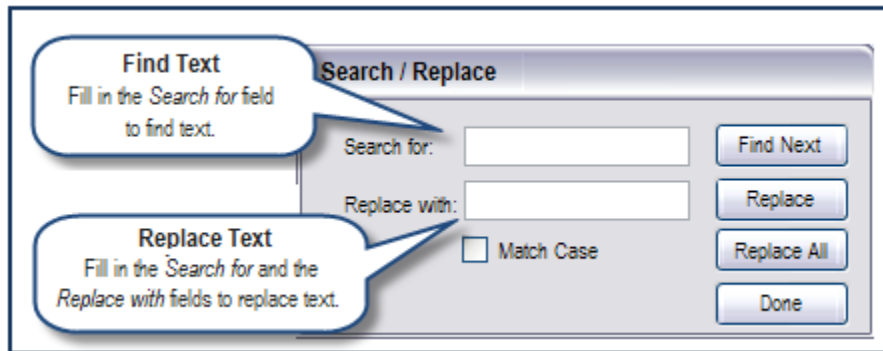
- *Select* one or more paragraphs of text. You do not need to *select* the whole paragraph. If a paragraph is part of the selection it is included in the Header.
- *Click* on *Text > Paragraph > Increase Heading*. The Heading Size 1 is applied to the text.
- *Click* on the command again and the Heading Size 2 is applied. Each time that you *click* on the command, the Heading size increases through the seven available choices and then back to the first size again. Continue to *click* on the command to roll through all of the available sizes.

Finding and Replacing Text

The *Replace* command in the *Editing* group of the *Text* tab allows you to find words and replace them if you want.

Find text

- Click to select a text object.
- Click on *Text > Editing > Replace*. This opens the *Search/Replace* dialog.



- In the *Search for* field, type in the text that you want to locate.
- Click *Find Next* to find the text.
- Click *Find Next* repeatedly to find every instance of the text.
- Click *Done* when you are finished.

Replace text

- Click to select a text object
- Click on *Text > Editing > Replace*. This opens the *Search/Replace* dialog.
- In the *Search for* field, type in the text that you want to replace.
- In the *Replace with* field, type in the text that you want to use for the replacement.
- Click *Find Next* to find the text.
- Choose *Replace* to replace the text or *click Find Next* to ignore it and go to the next occurrence. Choose *Replace All* if you want to replace all occurrences automatically.
- Click *Done* when you are finished.

Checking the Spelling

You can check spelling in one or all of the text objects on a page at the same time. Web Studio comes with a dictionary that it uses to check the spelling in your web page. If a word is not in the dictionary, you can add it with the *Add* button in the *Check Spelling* dialog. .

Check spelling

- *Select* one or more text objects.
- *Click* on the *Text > Editing > Spelling* command. This opens the *Check Spelling* dialog.
- *Click* the *Start* button to start the spelling check.

Change, correct, or ignore a word

The dialog displays the first questionable word in the *Word Not Found in Dictionary* field. You can fix each questionable word in different ways.

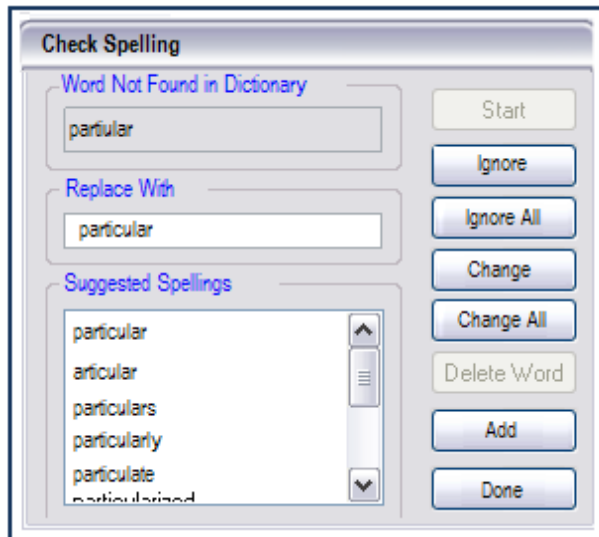
Ignore. *Click* this button to ignore the word for this one time during the spell check and move on to the next misspelled word.

Ignore All. *Click* this button to ignore this word every time it occurs.

Change. *Click* this button to replace the misspelled word with the one showing in the *Replace With* field. The checker provides you with a suggestion for the replacement, but you can key in one of your own or choose one from the *Suggested Spellings* list. The word that is in the *Replace With* field is the one that is used when you *click* the *Change* button.

Change All. *Click* this button if you want to make the same change to all of the same misspelled words in the selected text objects.

Add. *Click* on this button to add the questionable word to the dictionary so that it does not come up in the spell check again.



- *Click OK* when the checker notifies you that the check is finished.
- *Click Done* to close the dialog window.

Fix duplicate words

In addition to spelling, the checker looks for duplicate words. If there is a duplicate word, the dialog displays a new option so that you can remove the extra word. Simply *click* the *Delete Word* button to remove the duplicate or *click* the *Ignore* button to leave it.

Add a word to the Dictionary

When the spell checker displays a word in the *Word Not Found in Dictionary* field, *click* on the *Add* button to add the word to the dictionary.



The spell checker can only tell if a word is spelled correctly; it does not check grammar. For instance, the words *there* and *their* are both spelled correctly, but may be used inappropriately.

Working with the HTML in Text Objects

Web Studio's text object uses HTML as its internal data type. This enables you to edit the HTML to add advanced features and provides full control over the contents of Text Objects. You can create a text object from a HTML file. See also the *Working with HTML* chapter.

To create a text object from an HTML file

- *Click* on *Insert > Text > Text From File*.
- Navigate to the desired HTML file.
- *Select* the file and *click Open*.
- A new text object containing the selected HTML is added to the page.

Insert and edit your own HTML into a text object

- Right-click on the text object.
- Choose *Edit HTML Source* from the *Text Object Selection Menu*.
- The *HTML Editor* comes up ready for editing. You can resize the editor to make it a more convenient size.
- Edit the HTML.
- *Click OK* to close the *Editor*.