CorelDRAW

Paragraph Text: The Final Frontier

I am sure by now you are wondering when this treatise on Paragraph Text is going to end! The moment has arrived (well, almost-there will be a few tricks next month.). In this article, I will cover the remaining feature set for formatting Paragraph Text.

Indents

Figure 1 shows a sample of text similar to what we have used during the past few articles. In Figure 2, the **TEXT**/Format Text>>Paragraph dialog box is open. Note the section dedicated to Indents.

space! This is a sample of Paragraph Text. This is

paragraph the third paragraph Text. This is paragraph the third paragraph. I am filling it with absolute nonsense! But at least it is filling space! This is a sample of Paragraph Text. This is

paragraph the third paragraph. I am filling it with absolute nonsense! But at least it is filling space!

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Figst Ine: 0.0 🐥 in Left: 0.0 🐥 in Right: 0.0 🌦 in

There are a few noteworthy things here

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Word:

indent.

100.0 🙈 %

Language: 0.0 🌉 %

Orientation: Horizontal

Settings... Hyphenation Settings...

After paragraph: 0.0 🌸 % of Char. height

OK Cancel Apply 🖹 Help

Line: 100.0 🙈 % of Char, height

Fiaure 1

Figure 2

This is a sample of Paragraph Text. This is aragraph 1. I am filling it with absolute nonsense But at least it is filling space! This is a sample of Paragraph Text. This is paragraph 1. I am filling it with absolute nonsense! But at least it is filling space! This is a sample of Paragraph Text. This is paragraph 1. I am filling it with absolute nonsense! But at least it is filling space! This is a sample of Paragraph Text. This is paragraph 2. I am filling it with absolute nonsense! But at least it is filling space! This is

a sample of Paragraph Text. This is paragraph 2. I am filling it with absolute nonsense! But at least it is filling space!

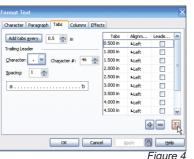
This is a sample of Paragraph Text. This is paragraph the third paragraph. I am filling it with absolute nonsense! But at least it is filling space! This is a sample of Paragraph Text. This is paragraph the third paragraph. am filling it with absolute nonsense! But at least it is filling space!

Figure 3

This is a sample of Paragraph Text. This is paragraph 1. I am filling it with absolute nonsense! But at least it is filling space! This is a sample of Paragraph Text. This is paragraph 1. I am filling it with absolute nonsense! But at least it is filling space! This is a sample of Paragraph Text. This is paragraph 1. I am filling it with absolute nonsense! But at least it is filling space! This is a sample of Paragraph Text. This is paragraph 2. I am filling it with absolute nonsense! Now compare Figures 1 and 3, paying special attention to the rulers. Note that the rulers indicate where the indents are. and in fact, you can interactively set the indents using these ruler controls. You might also note small L-shaped brackparagraph 2. I am filling it with absolute nonsense But at least it is filling space! This is a sample of Paragraph Text. This is paragraph 2. I am filling it with absolute nonsense! But at least it is filling ets. These indicate the location of your tahs

Tabs

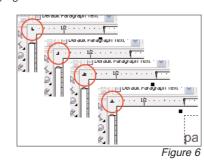
By default, tabs are set every half-inch in Paragraph Text. (This can be modified by changing the default setting for Paragraph Text.) Selecting Tabs in the Format Text dialog box allows you to set these manually (Figure 4).



and they are all easily demonstrated in You can clear all of the tabs easily by Figure 3. (Note: I added guidelines to clicking on the Clear Tabs button in the help make things clear.) First of all, each lower right corner of the dialog box of these indents operates absolutely (note the cursor location in Figure 4). independently of one another. In some You can add, reposition, or remove software programs, the first line indent is selected tabs. CoreIDRAW supports left-, added to the left indent. This is not the right-, center-, and decimal-aligned case here. In the first paragraph, I tabs. You can also use any character applied only a .5-inch First Line you'd like from the Character dropindent. In the second paragraph, I down menu [AU: TO DO WHAT?], as added a Left indent. Note that the well as adjust the **Spacing** between the First Line indent stayed put. In the leaders (Figure 5). third paragraph, I added a **Right**

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| | | | | |

As you might expect by now, you can also locate tabs interactively. When rulers are showing, the intersection displays a small tab selector indicator (Figure 6). Click there to select the different alignment options, and then simply click in the horizontal ruler to locate the tab. You can remove a tab by dragaing a tab off the ruler.



Effects

Two effects can be applied: Bullets and Drop Caps. These are lumped together under the **Effects** tab for good reason: they are formatting cousins. In both cases, you are applying a special attribute to the first character of the paragraph. With a **Bullet**, you are adding a character in front of the paragraph and with a Drop Cap, CorelDRAW simply uses the first letter of the selected paragraph, and this difference is reflected in their respective dialog boxes.

Bullets

When you select **Bullet** from the **Effect** Type dropdown, the dialog box offers various options (Figure 7):

| Effect Type: | Bullet |
|-----------------|-------------------------|
| Font Properties | |
| Eont: | O Wingdings |
| Symbol: | Symbol #: 33 |
| Size: | 12.0 et |
| Baseline shift: | 0.0 💮 pt |
| Indents | |
| Position: | 0.0 💮 n |
| | Bylleted Hanging Indent |
| | OK Cancel Apoly A Heb |

- You can select any character as a bullet, although symbol fonts are usually selected.
- You can change the size of the bullet independently of the rest of the paragraph.
- You can move it up or down (Baseline shift).

· Most notably, the bullet indent you set here overrides the indent set for the paragraph itself.

• Finally, you are given the choice of a The examples in Figure 10 demonstrate Bulleted or Hanging Indent.

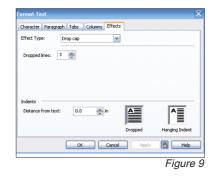
Examine Figure 8. I have superimposed the rulers from both paragraphs into a single image, so don't write to me asking how to do that! For the first paragraph, the bullet is set as **Hanging** Indent. I have highlighted in Figure 8 a new indicator for the location of the bullet. In the second paragraph, the bullet is formatted as **Bulleted**. The difference between the bullets is the other indent settings, as you can see from the ruler indicators.

This is a sample of Paragraph Text. This is paragraph 1. I am filling it with absolute nonsense! But at least it is filling space! This is a sample of Paragraph Text. This is paragraph 1. am filling it with absolute nonsense! But at least it is filling space! This is a sample of Paragraph Text. This is paragraph 1. I am filling it with absolute nonsense! But at least it is filling space This is a sample of Paragraph Text. This is

paragraph 2. I am filling it with absolute nonsens But at least it is filling space! This is a sample of Paragraph Text. This is paragraph 2. I am filling it with absolute nonsense! But at least it is filling space!

Drop Caps

As I mentioned earlier, when you set Drop Cap (Figure 9), Corel sets th first letter of the paragraph to a differe size and location.



• Bullet to text (in X3) = This is a new indent control. It can be accomplished in version 12 (and earlier versions) by applying a first line indent.

• Space after drop cap (in X3) = Distance from text (in version 12)

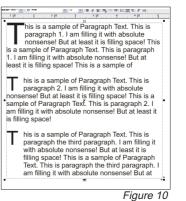
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In addition, you can choose Dropped or Hanging Indent, which, like its

Bullet cousin, simply sets the indents for that paragraph. Figure 8

| α | Changes in X3 In Version X3, Core |
|-----------|--|
| ne ent | Cap and Bullet tabs |
| ,,,,, | menus, which can be Text menu. Although t |
| | the language of the |
| | function is almost th difference is that an |

these options. You set the size of the **Drop Cap** in terms of how many lines of text you want it to occupy. In the first paragraph, the Drop Cap was set to three lines. In the second and third paragraphs, it was set to two lines. In the third paragraph, an additional indent was placed that moves the text away from the **Drop Cap**.



el pulled the Drop out into their own be found under the they have changed e dialog box, the he same. The only additional indent has been defined for bullets.

• Text frame to bullet (in X3) = Indent position (in version 12)

Figures 11 and 12 show the X3 Bullets and Drop Cap menus, respectively. In both cases, you can choose to have a hanging style.

CorelDRAW

| Use bullets Ap | | | |
|--|-----------------------------|----------|--|
| Eont: | O Wingdings | × | |
| Symbol: | <i></i> | | |
| Sijze: | 12.0 pt 🚔 | | |
| Baseline shift: | 0.0 pt 📄 | | |
| Use hanging inder | it style for bulleted lists | | |
| Spacing | | | |
| $\underline{\mathbf{T}} \mathbf{e} \mathbf{x} \mathbf{t}$ frame to bullet: | 0.0 " 🚖 | | |
| Bullet to text: | 0.5 " 💮 | | |
| | | | |
| Preview | OK Cance | l Help | |
| | | Figure 1 | |
| | | | |
| р Сар | | | |
| Use drop cap | | | |
| Appearance | | | |
| | 2 | | |
| Number of lines drop | Space after drop cap: | | |
| Number of lines drop Space after drop cap | D: | 0.125 * | |

Figure 12

Please send your comments and auestions to auestions@retlabaraphics.com. Pradhan Balter has taught CorelDRAW since it was invented. He lectures frequently at the regional and national ARA shows. His training manuals are availthrough ARA able at www.ara.org/products.

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