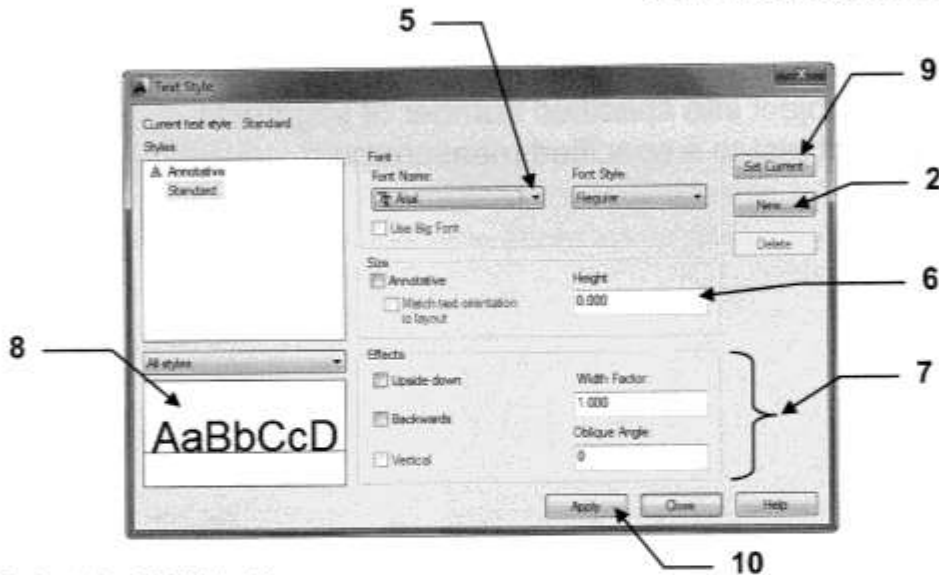


CREATING NEW TEXT STYLES

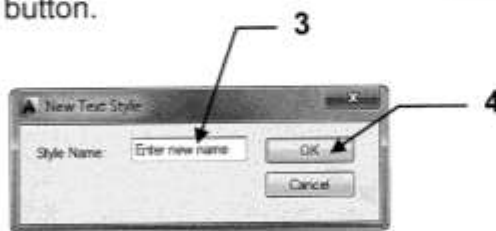
AutoCAD provides you with two preset Text Styles named "Standard" and "Annotative". (Annotative will be discussed in Lesson 27)
 You may want to create a new text style with a different font and effects.
 The following illustrates how to create a new text style.

1. Select the **TEXT STYLE** command using one of the following:

Ribbon = Annotate tab / Text panel / ↘
 or
 Keyboard = ST <enter>



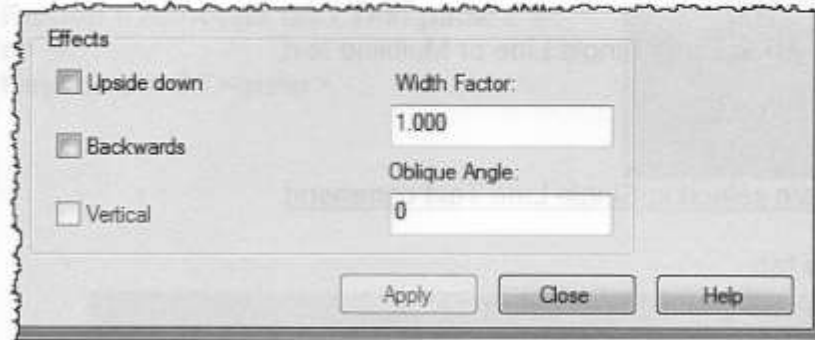
2. Select the **NEW** button.



3. Type the new style name in **STYLE NAME** box.
 Styles names can have a maximum of 31 characters, including letters, numbers, dashes, underlines and dollar signs. You can use Upper or Lower case.
4. Select the **OK** button.
5. Select the **FONT**.
6. Enter the value of the Height.
Note: If the value is 0, AutoCAD will always prompt you for a height. If you enter a number the new text style will have a fixed height and AutoCAD will not prompt you for the height.

CREATING NEW TEXT STYLES....continued

7. Assign **EFFECTS**.



UPSIDE-DOWN

Each letter will be created upside-down in the order in which it was typed.
(Note: this is different from rotating text 180 degrees.)

BACKWARDS

The letters will be created backwards as typed.

VERTICAL

Each letter will be inserted directly under the other. Only **.shx** fonts can be used.
VERTICAL text will not display in the **PREVIEW** box.

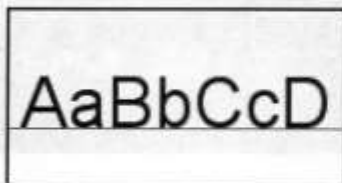
OBLIQUE ANGLE

Creates letter with a slant, like italic. An angle of 0 creates a vertical letter. A positive angle will slant the letter forward. A negative angle will slant the letter backward.

WIDTH FACTOR

This effect compresses or extends the width of each character.
A value less than 1 compresses each character.
A value greater than 1 extends each character.

8. The **PREVIEW** box displays the text with the selected settings



9. Select the **Set Current** button.
10. Select the **Apply** or **Close** button

HOW TO SELECT A TEXT STYLE

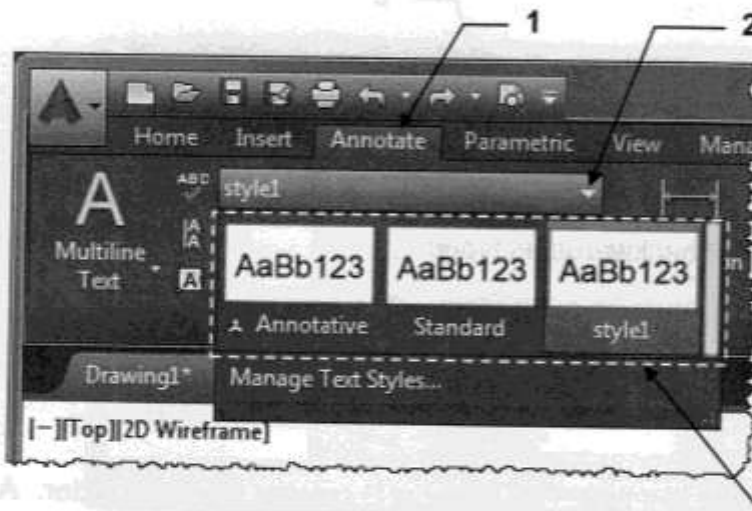
After you have created Text Styles you will want to use them. You must select the Text Style before you use it.

Below are the methods when using Single Line or Multiline text.

Single Line Text

Select the style before selecting Single Line Text command.

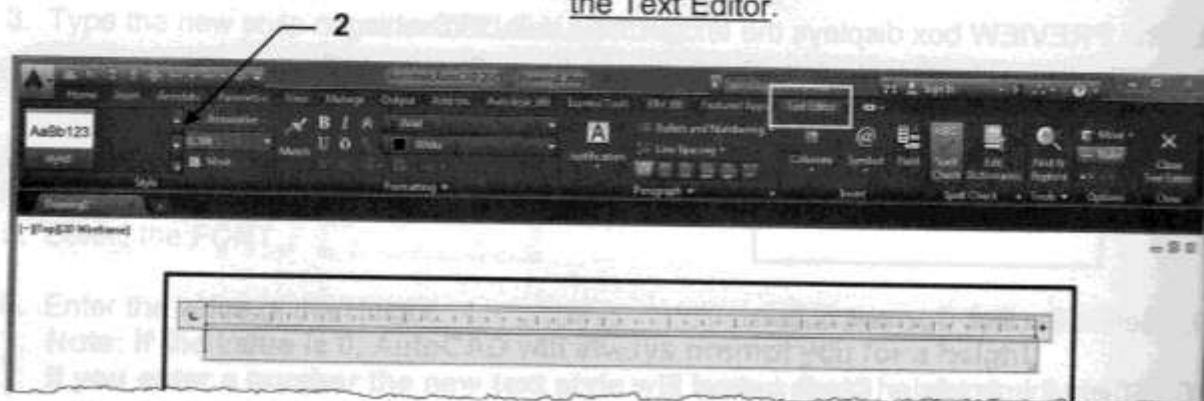
1. Select the **Annotate** tab.
2. Using the Text panel, select the style down arrow ▼
3. Select the Text Style



Multiline Text

1. Select **Multiline Text** and place the **first corner** and **opposite corner**.
2. Find the **Style** panel and scroll through the text styles available using the up and down arrows.

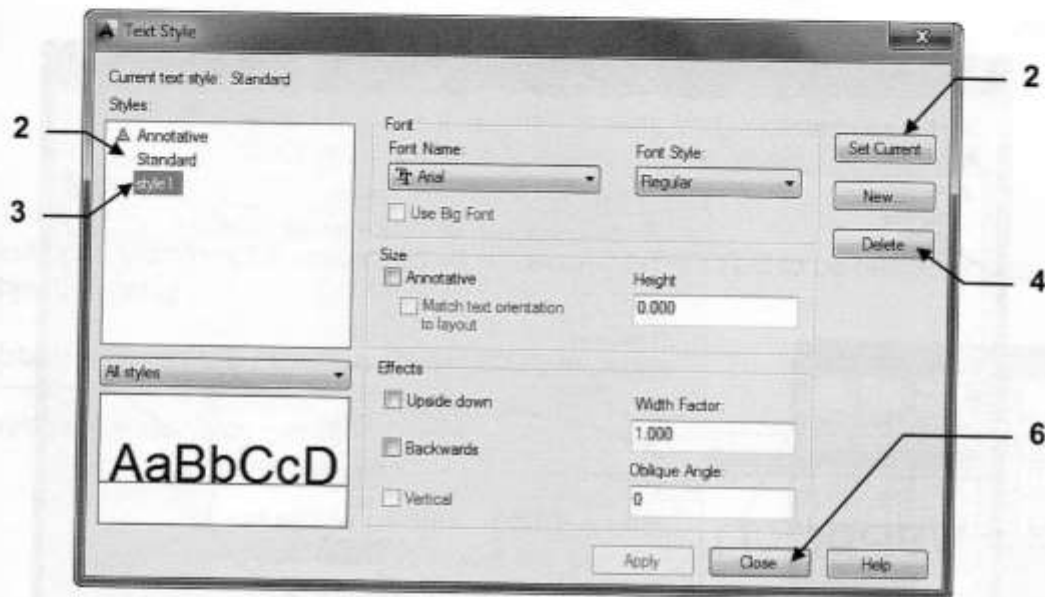
Select the Text Style within the Text Editor.



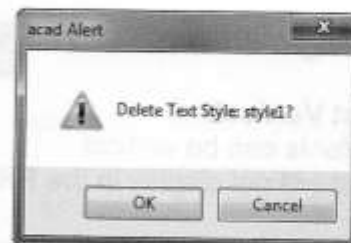
DELETE A TEXT STYLE

1. Select the **TEXT STYLE** command using one of the following:

Ribbon = Annotate tab / Text panel / ↘
or
Keyboard = ST <enter>




2. First, select a **Text Style** that you do not want to Delete and select **Set Current** button. (You can't Delete a Text Style that is in use.)
3. Select the **Text Style** that you want to Delete.
4. Select the **Delete** button.
5. Warning appears, select **OK** or **Cancel**
6. Select the **Close** button.

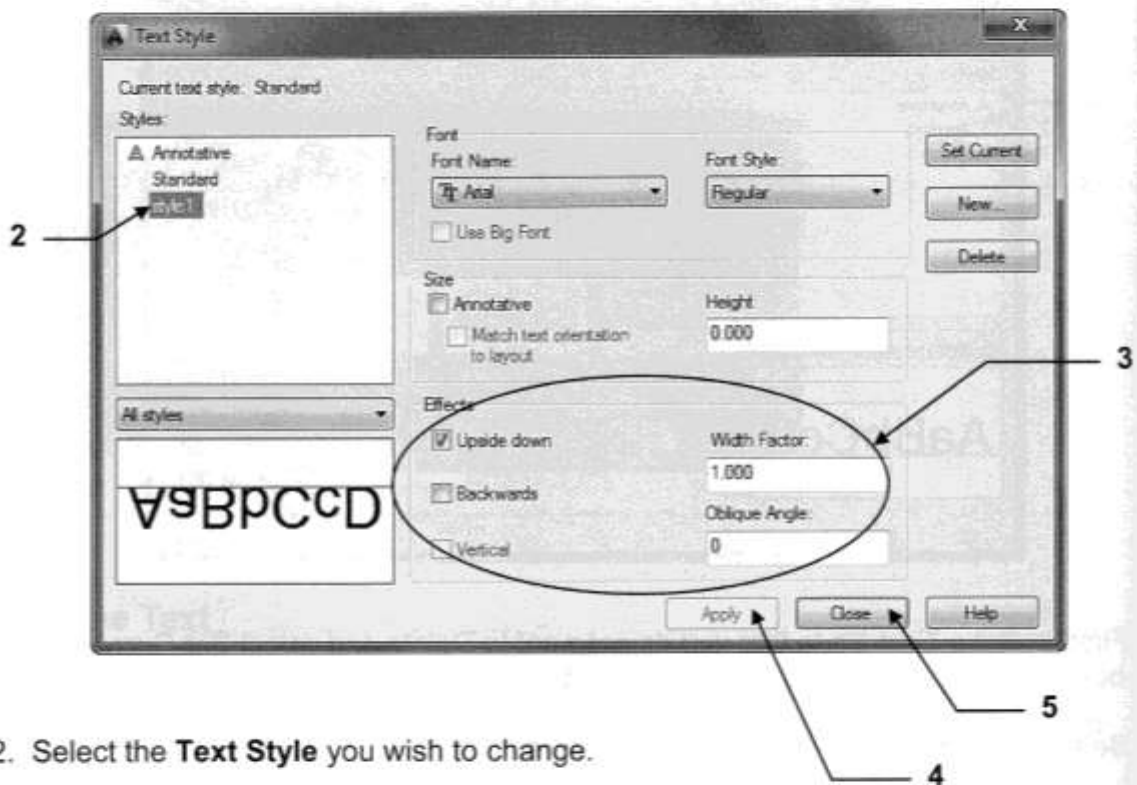


Note: Also refer to page 29-9 for the **PURGE** command. The **Purge** command will remove any unused text styles, dimension styles, layers and linetypes.

CHANGE EFFECTS OF A TEXT STYLE

1. Select the **TEXT STYLE** command using one of the following:

Ribbon = Annotate tab / Text panel /  **Text Style**
 or
 Keyboard = ST <enter>



2. Select the **Text Style** you wish to change.

3. Make the changes in the **EFFECTS** boxes.

Note about Vertical:

Only **.shx** fonts can be vertical

Vertical text will not display in the **PREVIEW** box.

4. Select the **Apply** button. (*Apply will stay gray if you did not change a setting.*)

5. Select the **Close** button.

DIVIDE COMMAND

The **DIVIDE** command divides an object mathematically by the **NUMBER** of segments you specify. A **POINT** (object) is placed at each interval on the object.

Note: the object selected is **NOT** broken into segments. The **POINTS** are simply drawn **ON** the object.

EXAMPLE:

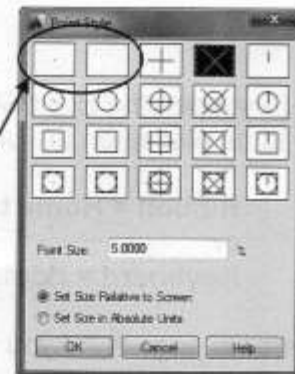


This **LINE** has been **DIVIDED** into 4 **EQUAL** lengths.
But remember, the line is not broken into segments.
The **Points** are simply drawn **ON** the object.

1. First open the Point Style box and select the **POINT STYLE** to be placed on the object.


Ribbon = Home tab / Utilities Panel ▼ / Point Style
or
Keyboard = ddptype <enter>

Select either of these **ONLY** when you want to make the points disappear yet still be there.



(Refer to page 5-7 if you need a refresher on Points)

2. Next select the **DIVIDE** command using one of the following:

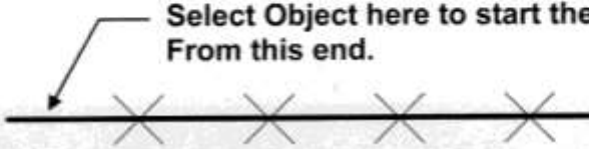
Ribbon = Home tab / Draw panel ▼ / 
or
Keyboard = DIV <enter>

3. Select Object to divide: **select the object to divide**
4. Enter the number of segments or [Block]: **type the number of segments <enter>**

MEASURE COMMAND

The **MEASURE** command is very similar to the **DIVIDE** command because point objects are drawn at intervals on an object. However, the **MEASURE** command allows you to specify the **LENGTH** of the segments rather than the number of segments.

Note: the object selected is **NOT** broken into segments. The **POINTS** are simply drawn **ON** the object.

EXAMPLE:  Select Object here to start the measurement
From this end.

The **MEASURE**ment was started at the left endpoint, and ended just short of the right end of the line. The remainder is less than the measurement length specified. You designate which end you want the measurement to start by selecting the end when prompted to select the object.


1. First open the Point Style box and select the **POINT STYLE** to be placed on the object.

Ribbon = Home tab / Utilities Panel ▼ / Point Style
or
Keyboard = ddptype <enter>



(Refer to page 5-7 if you need a refresher on Points)

2. Next select the **MEASURE** command using one of the following:

Ribbon = Home tab / Draw panel ▼ / 
or
Keyboard = ME <enter>

3. Select Object to MEASURE: *select the object to MEASURE*
(*Note: this selection point is also where the MEASUREment will start.*)
4. Specify length of segment or [Block]: *type the length of one segment <enter>*