

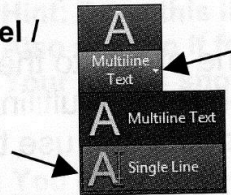
SINGLE LINE TEXT

SINGLE LINE TEXT allows you to draw one or more lines of text. The text is visible as you type. To place the text in the drawing, you may use the default **START POINT** (the lower left corner of the text), or use one of the many styles of justification described on the next page. Each line of text is treated as a separate object.

USING THE DEFAULT START POINT

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

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



Command: `_text`

Current text style: "STANDARD" Text height: 0.200 Annotative: No

Specify start point of text or [Justify/Style]: **Place the cursor where the text should start and left click.**

Specify height <0.200>: **type the height of your text <enter>**

Specify rotation angle of text <0>: **type the rotation angle then <enter>**

Enter text: **type the text string; press enter at the end of the sentence**

Enter text: **type the text string; press enter at the end of the sentence**

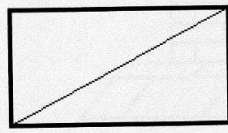
Enter text: **type the next sentence or press <enter> to stop**

USING JUSTIFICATION

If you need to be very specific, where your text is located, you must use the Justification option. For example if you want your text in the middle of a rectangular box, you would use the justification option "Middle".

The following is an example of Middle justification.

1. Draw a Rectangle 6" wide and 3" high.
2. Draw a Diagonal line from one corner to the other corner.
3. Select the SINGLE LINE TEXT command



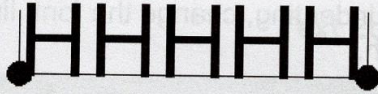
4. Command: `_text`
5. Current text style: "STANDARD" Text height: 0.200
6. Specify start point of text or [Justify/Style]: **type "J"<enter>**
7. Enter an option [Align/Fit/Center/Middle/Right/TL/ TC/TR/ ML/MC/MR/BL/BC/BR]: **type M <enter>**
8. Specify middle point of text: **snap to the midpoint of the diagonal line**
9. Specify height <0.200>: **1 <enter>**
10. Specify rotation angle of text <0>: **0 <enter>**
11. Enter text: **type: HHHH <enter>**
12. Enter text: **press <enter> to stop**

Also refer to Exercise 8C for "Midpoint between 2 pts" method.

SINGLE LINE TEXT....continued

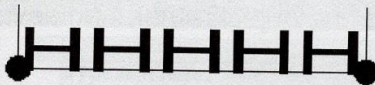
OTHER JUSTIFICATION OPTIONS:

ALIGN



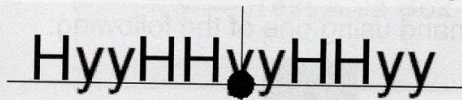
Aligns the line of text between two points specified.
The height is adjusted automatically.

FIT



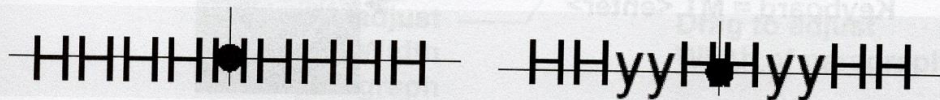
Fits the text between two points specified.
The height is specified by you and does not change.

CENTER



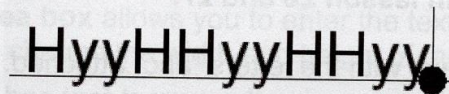
This is a tricky one. Center is located at the bottom center of Upper Case letters.

MIDDLE



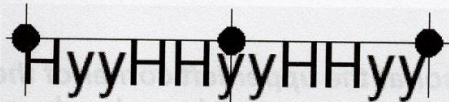
If only uppercase letters are used **MIDDLE** is located in the middle, horizontally and vertically. If both uppercase and lowercase letters are used **MIDDLE** is located in the middle, horizontally and vertically, but considers the lowercase letters as part of the height.

RIGHT



Bottom right of upper case text.

TL, TC, TR



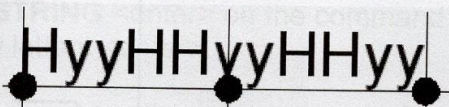
Top left, Top center and Top right of upper and lower case text.

ML, MC, MR



Middle left, Middle center and Middle right of upper case text.
(Notice the difference between "Middle" and "MC".)

BL, BC, BR



Bottom left, Bottom center and Bottom right of lower case text.
Notice the different location for **BR** and **RIGHT** shown above.
BR considers the lower case letters with tails as part of the height.

MULTILINE TEXT

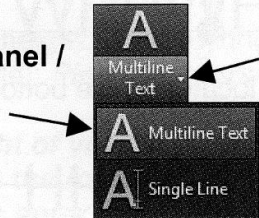
MULTILINE TEXT command allows you to easily add a sentence, paragraph or tables. The Mtext editor has most of the text editing features of a word processing program. You can underline, bold, italic, add tabs for indenting, change the font, line spacing, and adjust the length and width of the paragraph.

When using Mtext you must first define a text boundary box. The text boundary box is defined by entering where you wish to start the text (first corner) and approximately where you want to end the text (opposite corner). It is very similar to drawing a rectangle. The paragraph text is considered one object rather than several individual sentences.

USING MULTILINE TEXT

1. Select the MULTILINE TEXT command using one of the following:

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

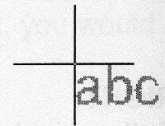


The command line will list the current style, text height and annotative setting.

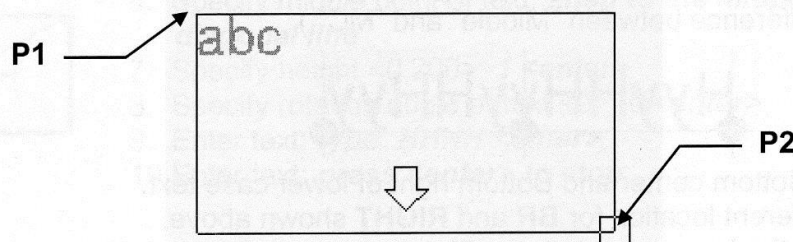
Mtext Current text style: "STANDARD" Text height: .200 Annotative: No

Note: Annotative will be discussed in lesson 26 and 27.

The cursor will then appear as crosshairs with the letters "abc" attached. These letters indicate how the text will appear using the current font and text height.

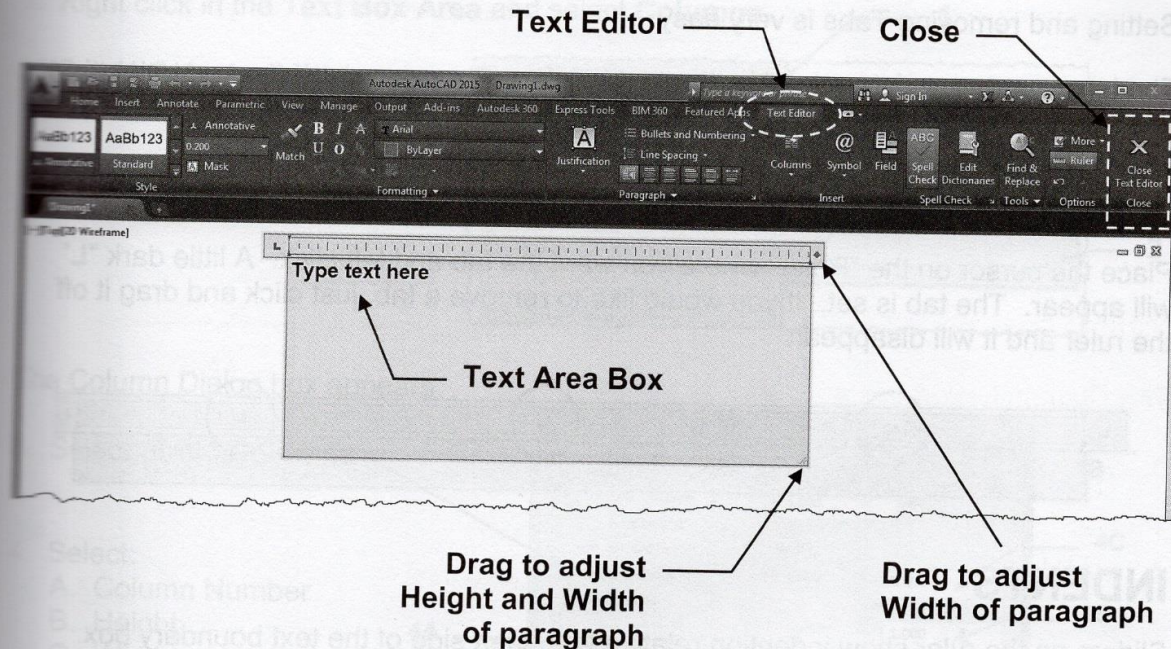


2. Specify first corner: **Place the cursor at the upper left corner of the area where you want to start the new text boundary box and press the left mouse button. (P1)**
3. Specify opposite corner or [Height / Justify / Line Spacing / Rotation / Style / Width / Columns]: **Move the cursor to the right and down (P2) and press left mouse button.**



MULTILINE TEXT....continued

The Text Editor Ribbon will appear.



The **Text Editor** allows you to select the Text Style, Font, Height etc. You can add features such as bold, italics, underline and color.

The **Text Area box** allows you to enter the text, add tabs, indent, adjust left hand margins and change the width and height of the paragraph.

4. After you have entered the text in the Text Area box, select the **Close Text Editor** tool.

HOW TO CHANGE THE “abc”, ON THE CROSSHAIRS, TO OTHER LETTERS.

You can personalize the letters that appear attached to the crosshairs using the **MTJIGSTRING** system variable. (10 characters max) The letters will simulate the appearance of the font and height selected but will disappear after you place the lower right corner (P2).

1. Type **MTJIGSTRING** <enter> on the command line.
2. Type the new letters <enter>.

The letters will be saved to the computer, not the drawing. They will appear anytime you use Mtext and will remain until you change them again.

TABS, INDENTS and SPELLING CHECKER

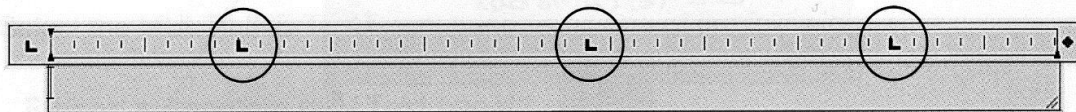
TABS

Setting and removing Tabs is very easy.

The increments are determined by the text height. (For example: If the text height is 1" you may quickly place a tab at any 1" mark on the ruler. To be more specific refer to page 8-9.)

Set or change the stop positions at anytime, using one of the following methods.

Place the cursor on the "Ruler" where you want the tab and left click. A little dark "L" will appear. The tab is set. If you would like to remove a tab, just click and drag it off the ruler and it will disappear.

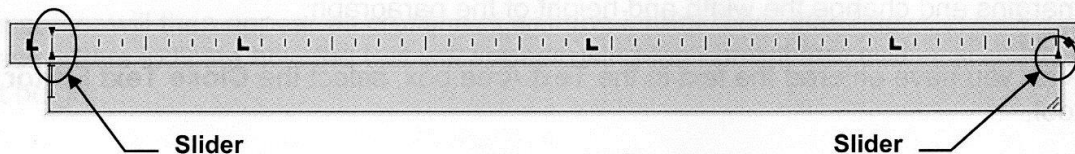


INDENTS

Sliders on the ruler show indentation relative to the left side of the text boundary box. The top slider indents the first line of the paragraph, and the bottom slider indents the other lines of the paragraph. (Also refer to page 8-9)

You may change their positions at anytime, using one of the following methods.

Place the cursor on the "Slider" and click and drag it to the new location.



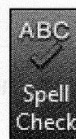
SPELLING CHECKER

If you have Spell check ON you will be alerted as you enter text with a red line under the misspelled word. Right click on the word and AutoCAD will give you some choices.

1. Select the text you wish to Spell check. (Click once on sentence)

2. Select **Annotate tab / Text panel /**

The Check Spelling dialog box will appear.



3. Select Start.

If AutoCAD finds any words misspelled it will suggest a change.

You may select **Change** or **Ignore**.

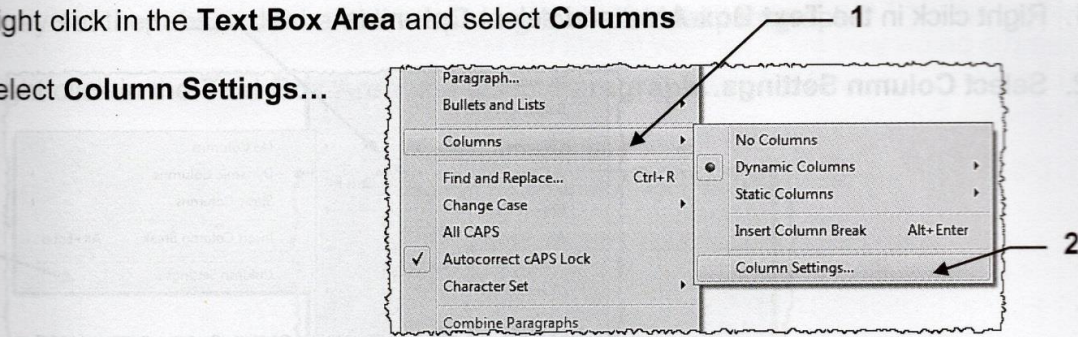
When finished a message will appear stating "**Spelling Check Complete**".

COLUMNS

STATIC COLUMNS

1. Right click in the **Text Box Area** and select **Columns**

2. Select **Column Settings...**

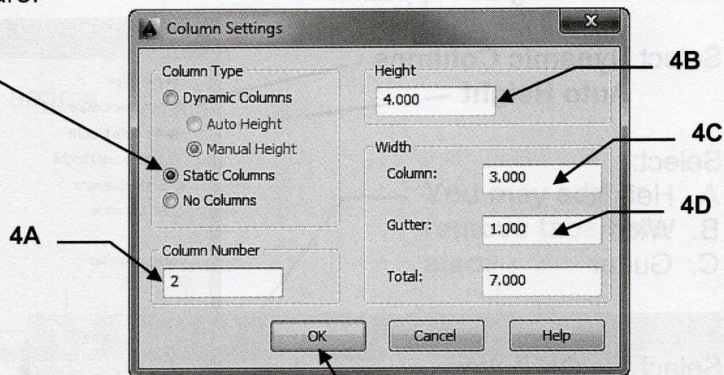


The Column Dialog box appears.

3. Select **Static Columns**

4. Select:

- A. Column Number
- B. Height
- C. Width
- D. Gutter

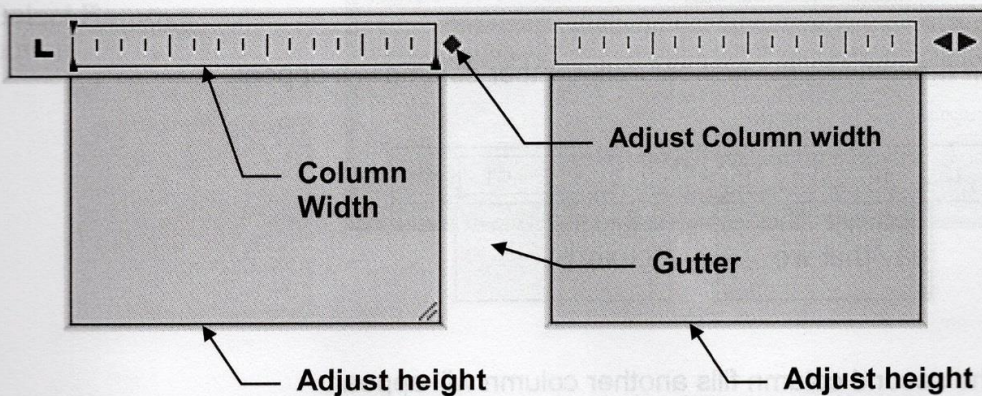


5. Select the **OK** button

6. The Text Area should appear as shown below with 2 columns divided with a gutter.

7. Start typing in the left hand box. When you fill the left hand box the text will start to spill over into the right hand box.

You may also adjust and make changes to the width and height using the drag tools.



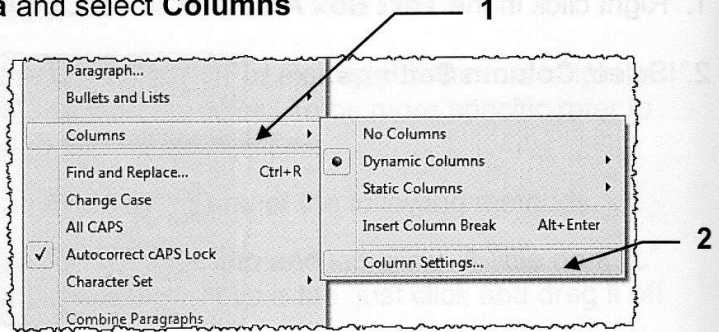
Continued on the next page...

COLUMNS....continued

DYNAMIC COLUMNS

1. Right click in the **Text Box Area** and select **Columns**

2. Select **Column Settings...**



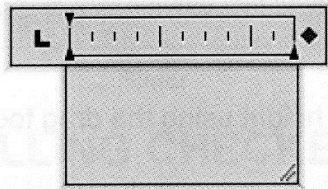
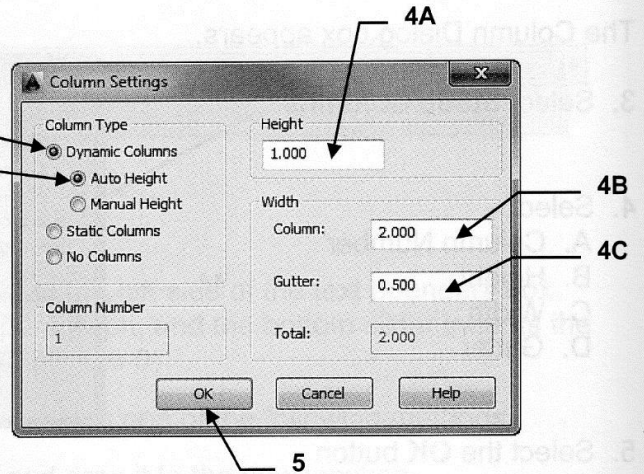
The Column Dialog box appears.

3. Select **Dynamic Columns**
Auto Height

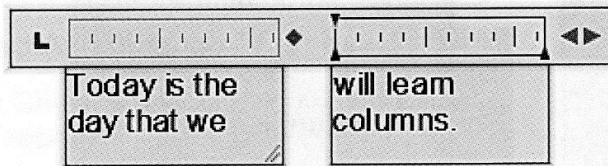
4. Select:
A. Height
B. Width
C. Gutter

5. Select the **OK** button

6. The Text Area will first appear with one column with the width and height you set.



7. When the text fills the first column another column will appear.



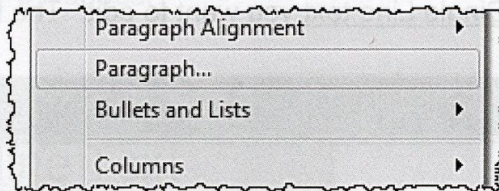
When the second column fills another column will appear.
You may also adjust and make changes to width and height using the drag tools.

PARAGRAPH and LINE SPACING

PARAGRAPH and LINE SPACING

You may set the tabs, indent and line spacing for individual paragraphs.

1. Right click in the **Text Box Area** and select **Paragraph**.



The Paragraph dialog box will appear.

To Add:

1. Type spacing.
2. Select **Add** button.

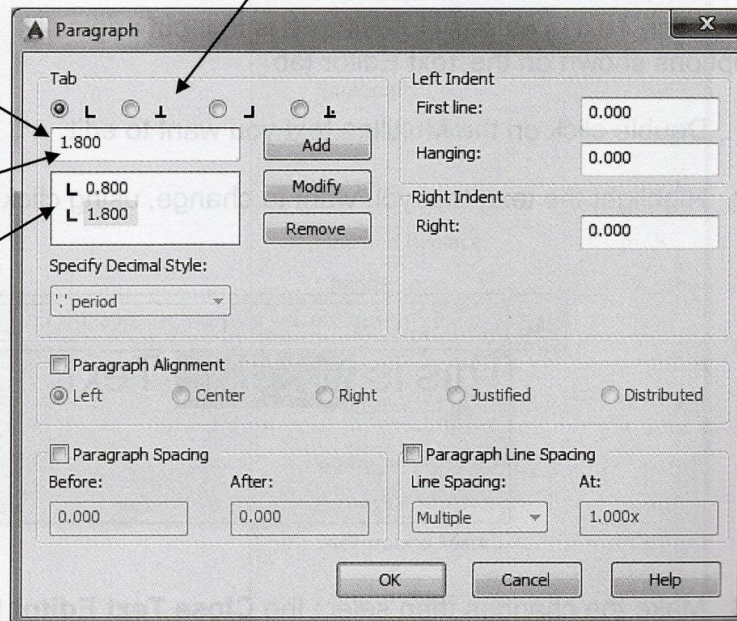
To Modify:

1. Select the current spacing.
2. Modify the spacing.
3. Select **Modify** button.

To Remove:

1. Select from the list.
2. Select **Remove** button.

You may add or remove tabs here also.

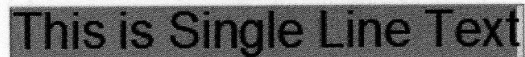


EDITING TEXT

SINGLE LINE TEXT

Editing **Single Line Text** is somewhat limited compared to Multiline Text. In the example below you will learn how to edit the text within a Single Line Text sentence. (In Lesson 12 you will learn additional options for editing Single Line text by using the Properties command.)

1. Double click on the Single Line text you want to edit. The text will highlight.



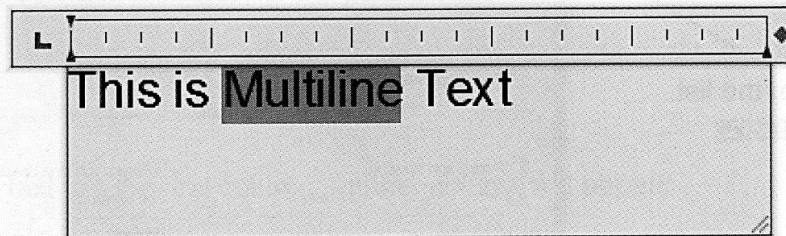
This is Single Line Text

2. Make the changes in place then press <enter> <enter>.

MULTILINE TEXT

Multiline Text is as easy to edit as it is to input originally. You may use any of the text options shown on the Text Editor tab.

1. Double click on the Multiline text you want to edit.
2. Highlight the text, that you want to change, using click and drag.



3. Make the changes then select the **Close Text Editor** tool.

EDITING TEXT....continued

You may edit many other Multiline Text features.

1. Double click on the Multiline Text you wish to edit.
2. Right click in the **Text Box Area**.

The menu shown below will appear.

