

LESSON 8

LEARNING OBJECTIVES

After completing this lesson, you will be able to:

1. Add a Single Line of text to the drawing.
2. Add a paragraph using Multiline Text.
3. Control Tabs, Indents, and use the Spell Checker.
4. Add Columns.
5. Edit existing Single Line Text and Multiline Text.



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.

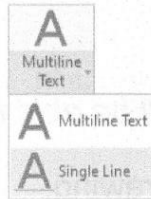
Using the default start point

1. Select the **Single Line Text** command using one of the following:

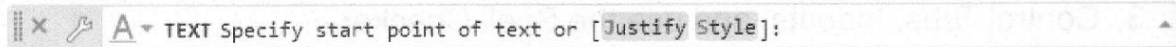
Ribbon = Annotate Tab / Text Panel /

or

Keyboard = DT <Enter>



The following prompt will appear on the Command Line:



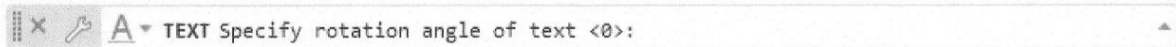
2. Place the cursor where the text should start and then **left click**.

The following prompt will appear on the Command Line:



3. Type the height of your text and then press **<Enter>**.

The following prompt will appear on the Command Line:



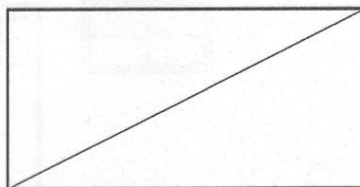
4. Type the rotation angle of your text and then press **<Enter>**.
5. Type the text you require and then press **<Enter>** at the end of the sentence.
6. Type the next sentence you require or press **<Enter>** to stop the Single Line Text command.

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. (Use the inch or metric template.)

1. Draw a rectangle 6" [152.4 mm] wide and 3" [76.2 mm] high.
2. Draw a diagonal line from one corner to the other corner.



3. Select the Single Line Text command.

The following prompt will appear on the Command Line:

A TEXT Specify start point of text or [Justify Style]:

4. Type **J** and then press **<Enter>**.

The following prompt will appear on the Command Line:

A TEXT Enter an option [Left Center Right Align Middle Fit TL TC TR ML MC MR BL BC BR]:

5. Type **M** and then press **<Enter>**.

The following prompt will appear on the Command Line:

A TEXT Specify middle point of text:

6. Snap to the midpoint of the diagonal line (left click).

The following prompt will appear on the Command Line:

A TEXT Specify height <0.2000>:

7. Type in **1 [25.4]** and then press **<Enter>**.

The following prompt will appear on the Command Line:

A TEXT Specify rotation angle of text <0>:

8. Type in **0** and then press **<Enter>**.

9. Type the text **HHHH** and press **<Enter>** and then press **<Enter>** again to stop the command.



Also refer to Exercise 8C for “Mid Between 2 Points” method.

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 uppercase letters.

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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 uppercase text.

TL, TC, TR 

Top left, Top center, and Top right of uppercase and lowercase text.

ML, MC, MR 

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

BL, BC, BR 

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

Multiline Text

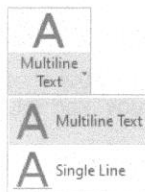
Multiline Text command allows you to easily add a sentence, paragraph, or tables. The Mtext editor has most of the text editing features of a word processing program. You can underline, bold, italic, add tabs for indenting, change the font, line spacing, and adjust the length and width of the paragraph.

When using Mtext, you must first define a text boundary box. The text boundary box is defined by entering where you want 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.

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

Note: You will not see these settings as they move up into the Command Prompt History. **Annotative** will be discussed in Lessons 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.



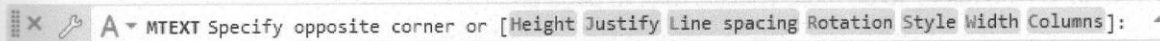
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The following prompt will appear on the Command Line:

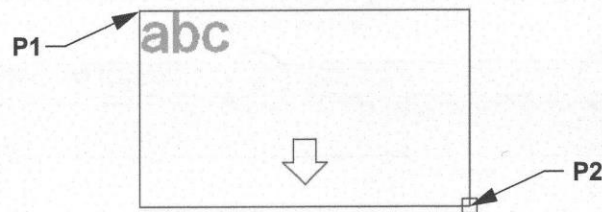


- Place the cursor at the upper left corner of the area where you want to start the new text boundary box and press the left mouse button (P1).

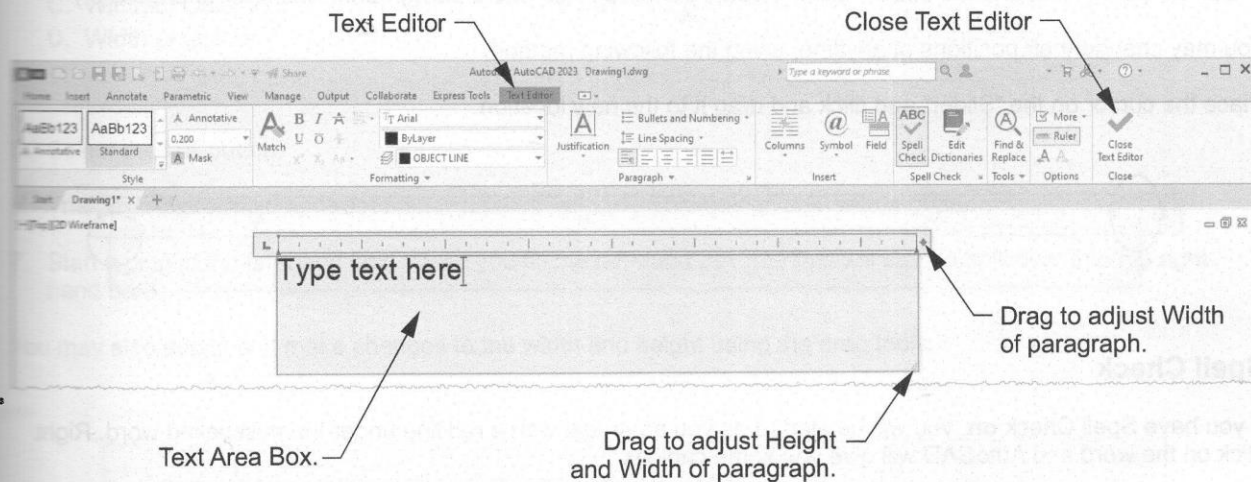
The following prompt will appear on the Command Line:



- Move the cursor to the right and down (P2) and press left mouse button.



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.

- 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).

- Type **mtjigstring** and then press **<Enter>** on the Command Line.
- Type the new letters and then press **<Enter>**.

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

Tabs, Indents, and Spell Check

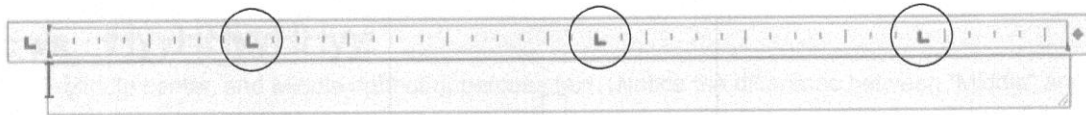
Tabs

Setting and removing Tabs is very easy.

The increments are determined by the text height. (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 8-8.

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 8-8.)

You may change their positions at anytime, using the following method:

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



Spell Check

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 that you want to Spell Check. (Click once on the sentence.)
2. Select the **Annotate Tab / Text Panel /** 

The **Check Spelling** dialog box will appear.

3. Select **Start**.

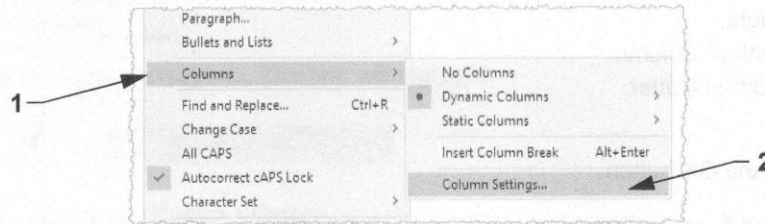
If AutoCAD finds any words misspelled, it will suggest a change. You may select **Change** or **Ignore**. When finished, a message will appear stating "**Spelling check complete**".

4. Select **OK**.
5. Select **Close** to close the **Check Spelling** dialog box.

Columns

Static Columns

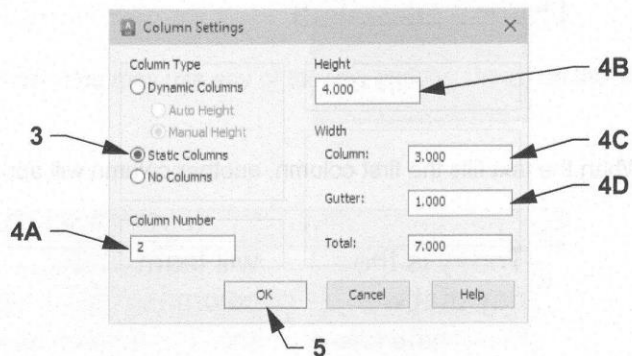
1. Right click in the **Text Box Area** and select **Columns**.
2. Select **Column Settings...**



The **Column Settings** dialog box will appear.

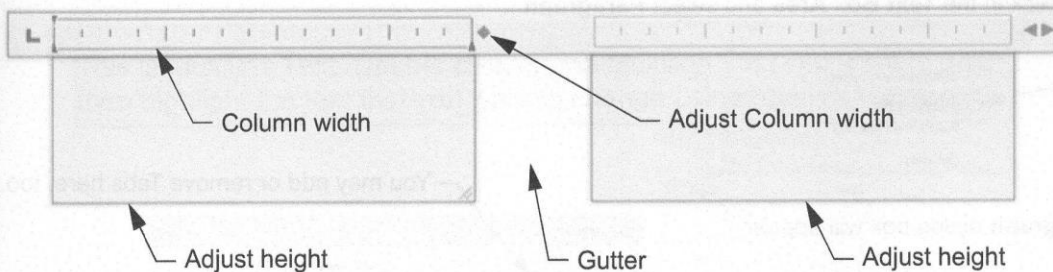
3. Select **Static Columns**.

4. Select:
 - A. Column Number.
 - B. Height.
 - C. Width of Column.
 - D. Width of Gutter.



5. Select the **OK** button.
6. The Text Area should appear as shown below with two 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.



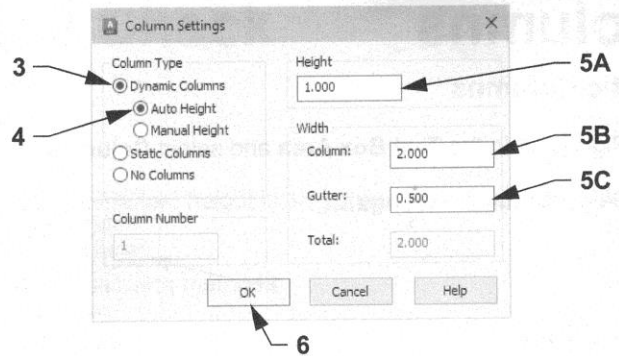
Dynamic Columns

1. Right click in the **Text Box Area** and select **Columns**.
2. Select **Column Settings...** (Refer to Static Columns above.)

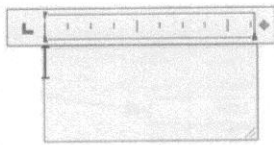
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The **Column Settings** dialog box will appear.

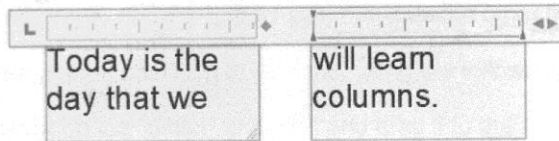
3. Select **Dynamic Columns**.
4. Select **Auto Height**.
5. Select:
 - A. Height.
 - B. Width of Column.
 - C. Width of Gutter.



6. Select the **OK** button.
7. The Text Area will first appear with one column with the width and height you set.



8. When the text fills the first column, another column will appear.

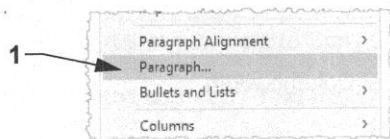


When the second column fills, another column will appear. You may also adjust and make changes to the width and height using the drag tools.

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:

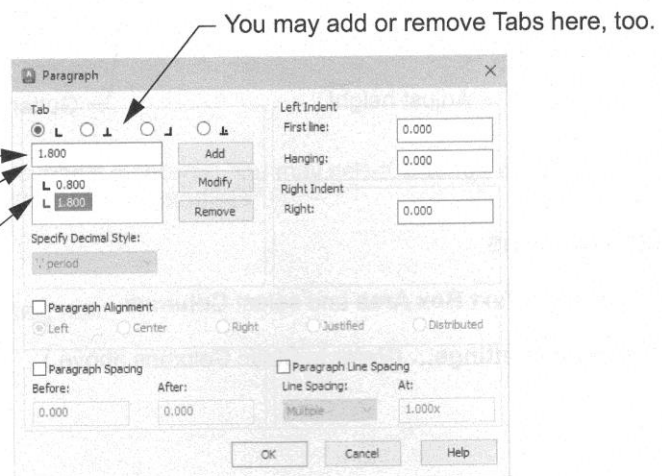
1. Type spacing.
2. Select **Add** button.

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.



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 and 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.

This is Multiline Text. Double click on the **Multiline Text** you want to edit, then highlight the text that you want to change using click and drag.

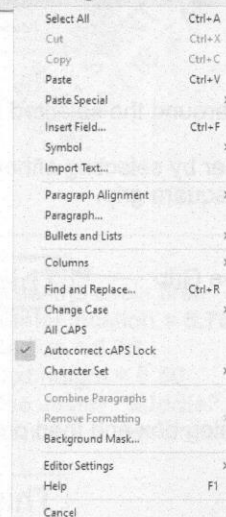
3. Make the changes, then select the **Close Text Editor** tool.

You may edit many other Multiline Text features.

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

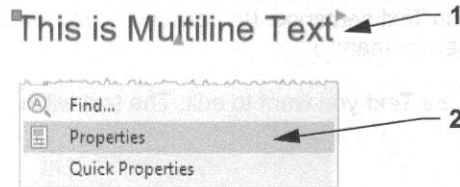
The menu shown below will appear.

This is Multiline Text. Double click on the **Multiline Text** you want to edit, then highlight the text that you want to change using click and drag.

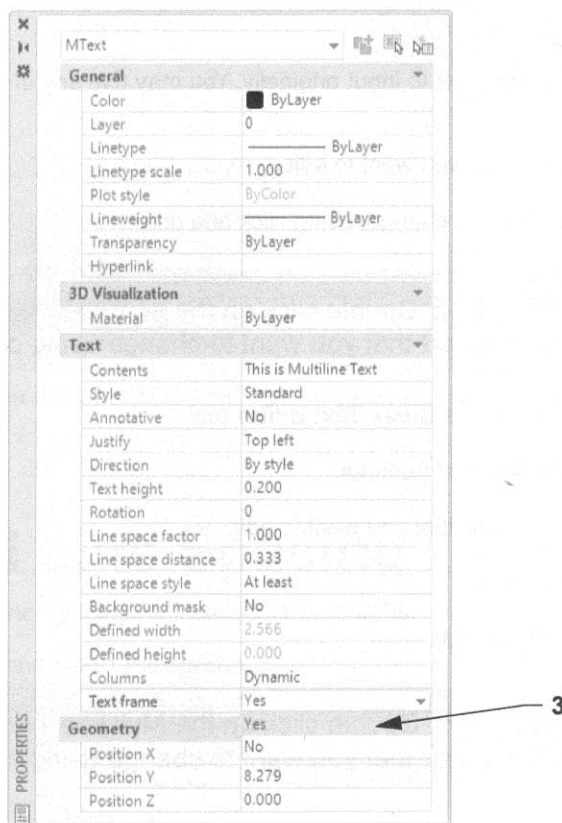


You may also add a **border** around Multiline Text. (Not available for Single Line Text.)

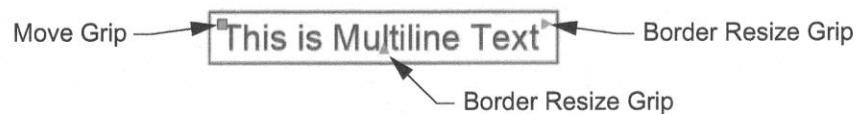
1. Left click on the Multiline Text that you want to edit.
2. Right click and select **Properties** from the menu.



3. In the Properties dialog box, select **Yes** in the **Text Frame** drop-down list. You can also change the **Color**, **Linetype**, and **Lineweight** of the text border.



4. A border will be placed around the selected Multiline Text.
5. You can resize the border by selecting either of the two arrow grips, or you can move the Multiline Text and border by selecting the square grip.



6. Close the Properties dialog box and then press the **<Esc>** key to cancel the grips.

This is Multiline Text