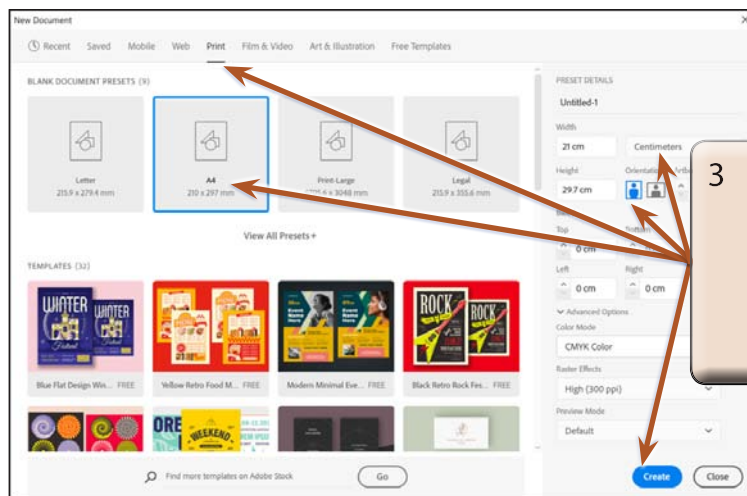# Text Tools

Text is an important element in designs and Adobe Illustrator provides a wide range of text options.

Starting a New Document

1   Load Adobe Illustrator or close the current document.

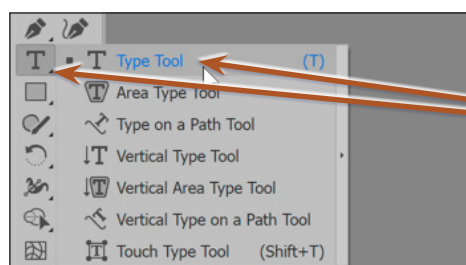2   Select NEW FILE from the WELCOME screen or NEW from the FILE menu to start a new document.

3   Select the PRINT profile followed by the A4 preset (or the paper size your printer uses), set the UNITS to CENTIMETRES, the ORIENTATION to PORTRAIT and select CREATE.

4   Check that the screen is set to the ESSENTIALS CLASSIC workspace.
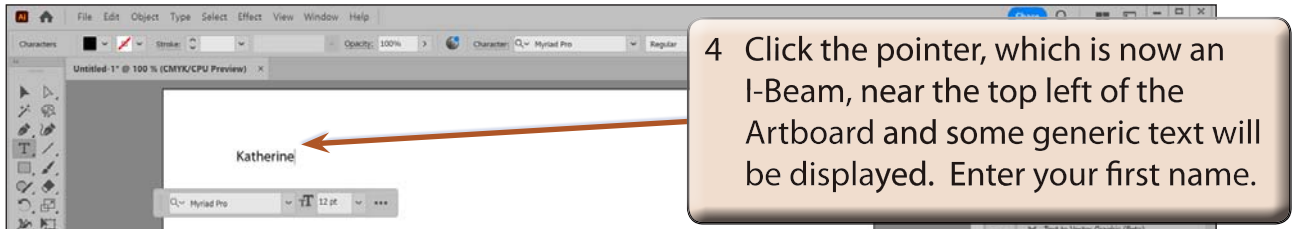
Entering Horizontal Text

There are two types of horizontal text. POINT TEXT where you enter text at the point that your click on the Artboard and AREA TEXT where you drag a frame for the text to be contained within.
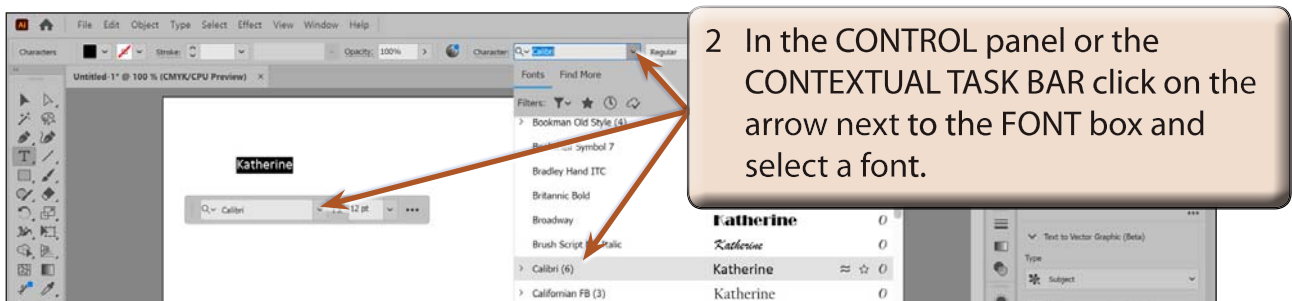
A   Point Text
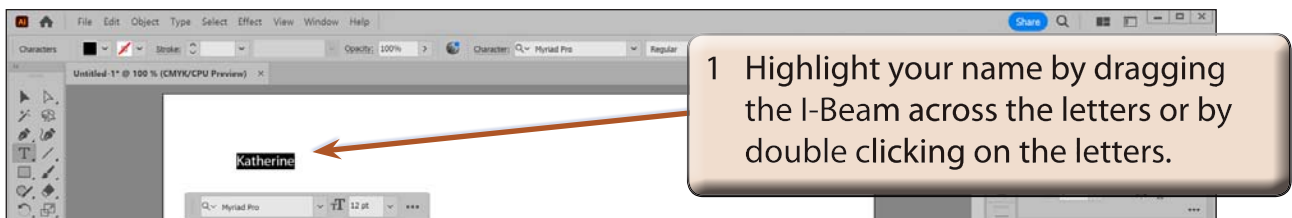

1   Click and hold down the mouse button on the TYPE TOOL in the TOOLBAR and select the TYPE TOOL.

2   The CONTROL panel (under the MENU BAR), the CONTEXTUAL TASK BAR (floating panel) or the PROPERTIES panel in the PANEL GROUP contain the text options.
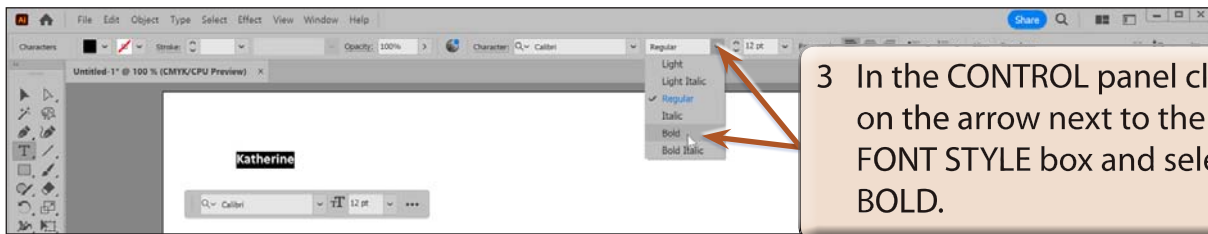
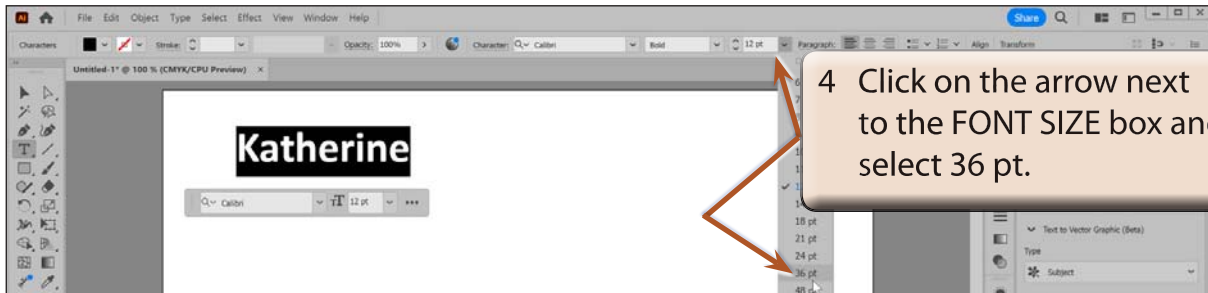3   Press CTRL+1 or COMMAND+1 to set the zoom to 100%.

4   Click the pointer, which is now an I-Beam, near the top left of the Artboard and some generic text will be displayed. Enter your first name.

B   Altering Text

You can alter text once it has been entered.

1   Highlight your name by dragging the I-Beam across the letters or by double clicking on the letters.

2   In the CONTROL panel or the CONTEXTUAL TASK BAR click on the arrow next to the FONT box and select a font.
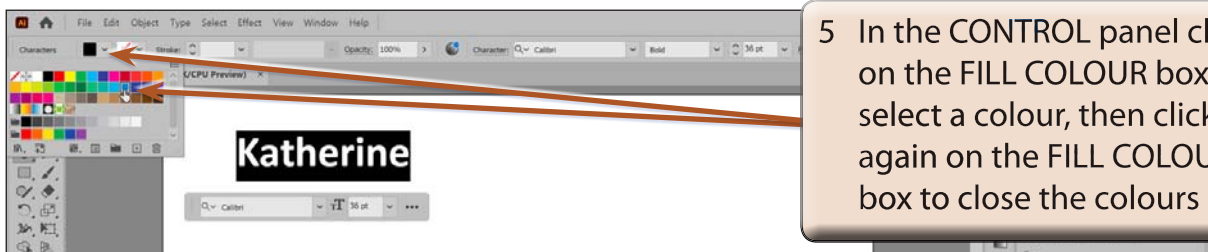
NOTE: i   An arrow next to the FONT NAME indicates that there are style options for that font that can be selected.

ii   The PROPERTIES panel or the CONTEXTUAL TASK BAR can also be used to format the text. It is personal choice whether you use those or the CONTROL panel.
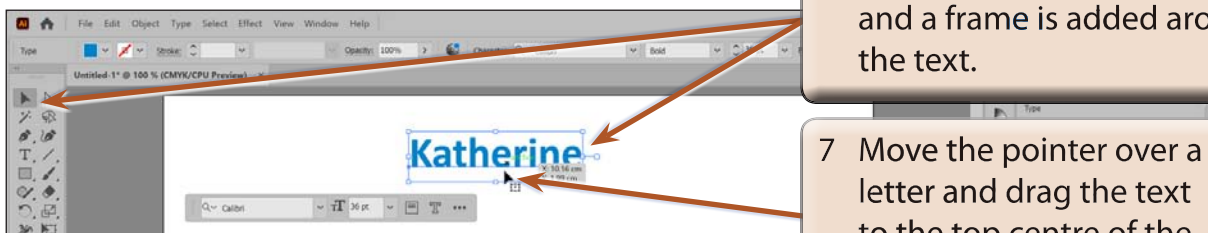
3 In the CONTROL panel click on the arrow next to the FONT STYLE box and select BOLD.

4 Click on the arrow next to the FONT SIZE box and select 36 pt.

5 In the CONTROL panel click on the FILL COLOUR box and select a colour, then click again on the FILL COLOUR box to close the colours list.

6 Select the SELECTION TOOL and a frame is added around the text.

7 Move the pointer over a letter and drag the text to the top centre of the Artboard.
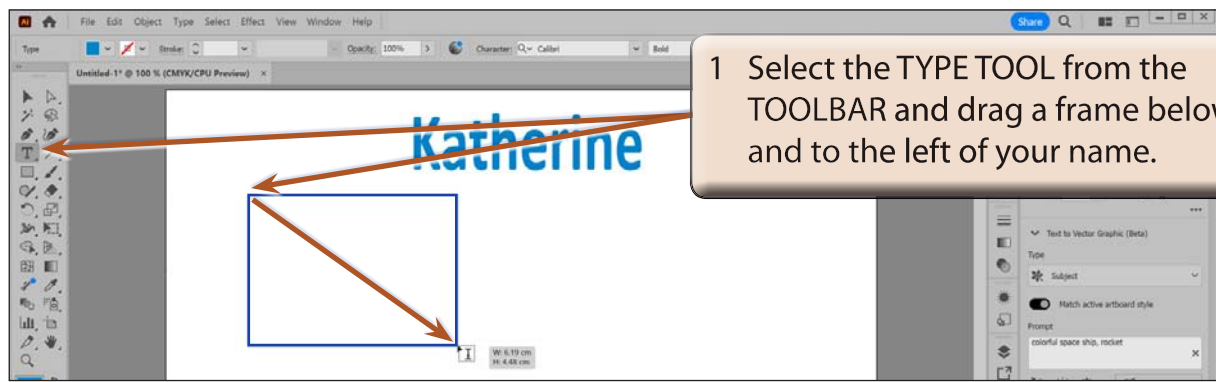

8 Drag one of the corner anchor points out to increase the size of the text in the text frame.
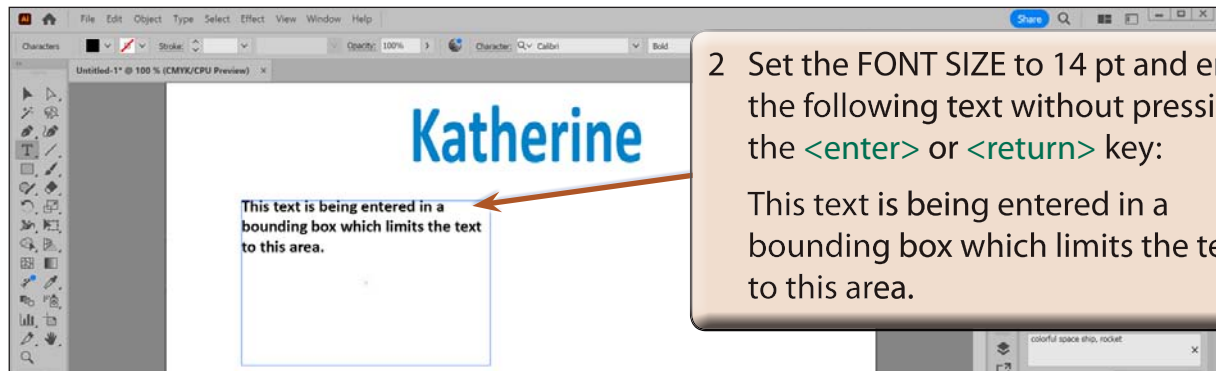
> **NOTE:** The COLOUR boxes at the base of the TOOLBAR and the FILL and STROKE boxes in the APPEARANCE section of the PROPERTIES panel can also be used to set the fill and stroke colours of the text.

C   Area Type

AREA TYPE is text that is set to be contained within a frame.

1   Select the TYPE TOOL from the TOOLBAR and drag a frame below and to the left of your name.

2   Set the FONT SIZE to 14 pt and enter the following text without pressing the <enter> or <return> key:

This text is being entered in a bounding box which limits the text to this area.

3   Click on the PARAGRAPH button in the CONTROL panel and select the JUSTIFY WITH LAST LINE ALIGNED LEFT button to justify the text.

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