# Entering Text

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 CS5 or close the current document.

2   Display the FILE menu and select NEW to start a new document.
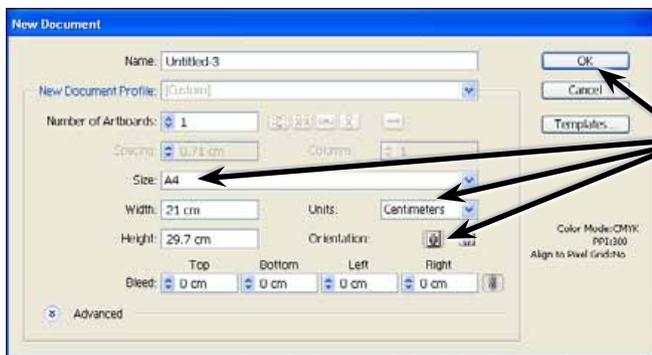
3 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES, the ORIENTATION to PORTRAIT (HIGH) and select OK.

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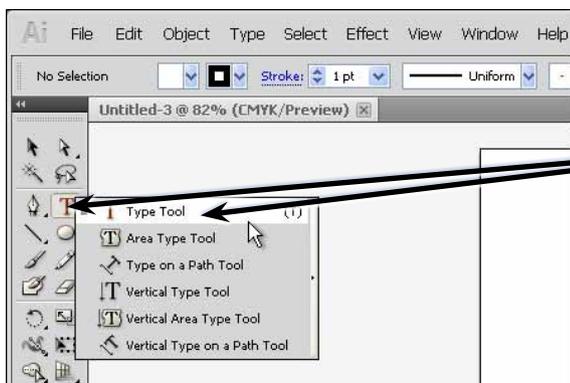
1 Click and hold down the mouse button on the TYPE TOOL in the TOOLS panel and select the TYPE TOOL.

2   The CONTROL panel (under the MENU bar) displays 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 enter your first name.
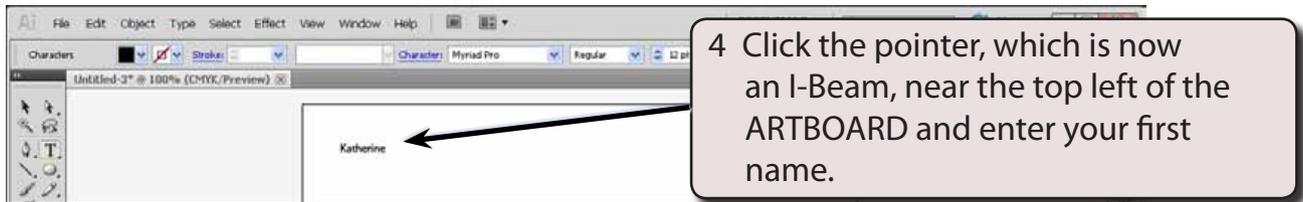
B   Altering Text

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 click on the arrow next to the FONT box and select a font.
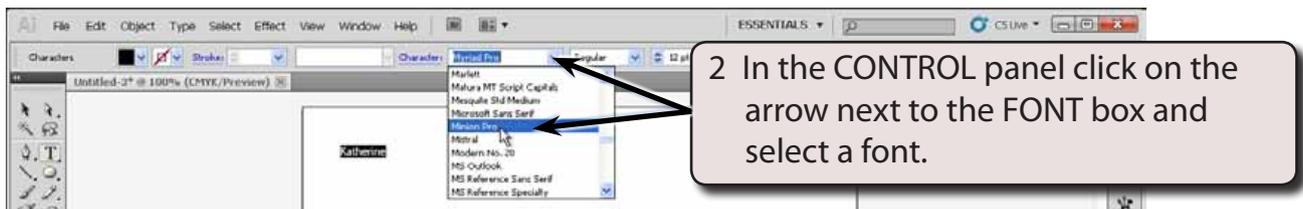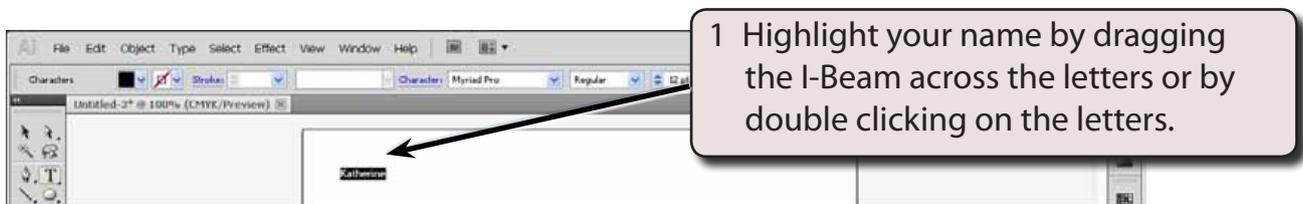
NOTE: Fonts with the word PRO after them are OpenType fonts which have been developed by Adobe. They are usually a more accurate font with many more style options than regular fonts.
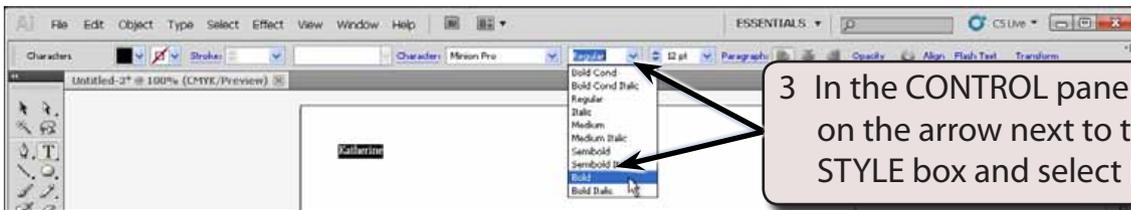
3 In the CONTROL panel click on the arrow next to the FONT STYLE box and select BOLD.
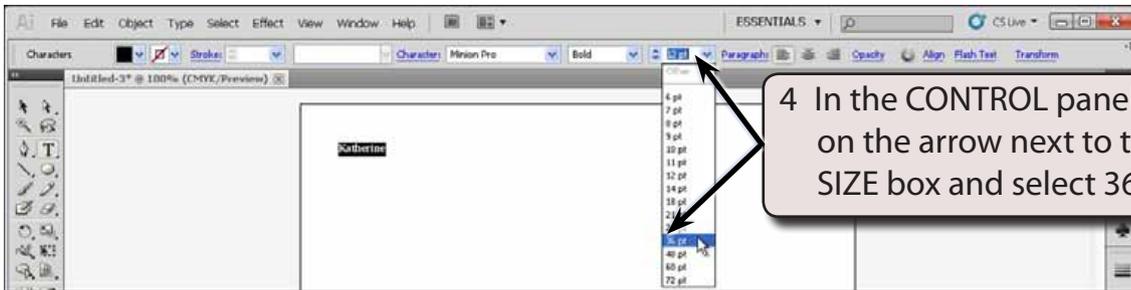
4 In the CONTROL panel click on the arrow next to the FONT SIZE box and select 36 pt.
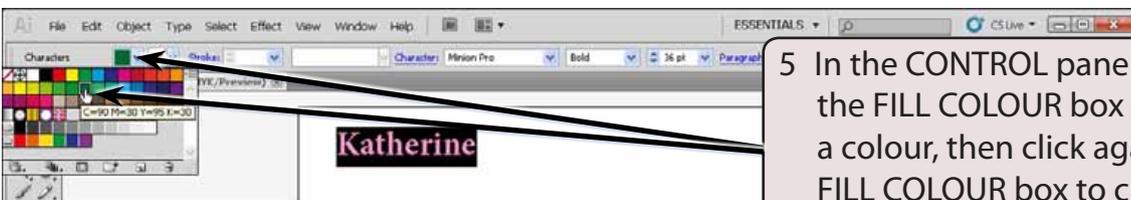
5 In the CONTROL panel click on the FILL COLOUR box and select a colour, then click again on the FILL COLOUR box to close the colours.
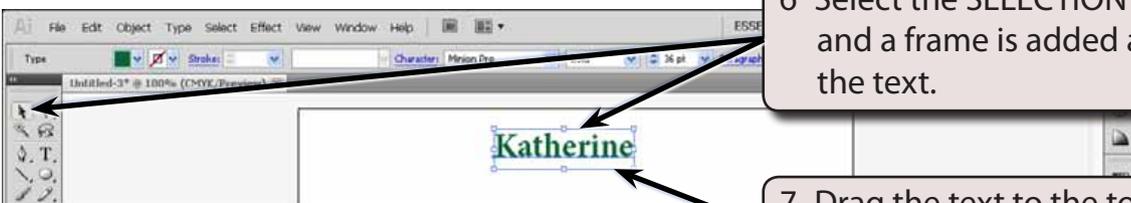
6 Select the SELECTION TOOL and a frame is added around the text.

7 Drag the text to the top centre of the ARTBOARD.

8 Drag one of the corner size handles out to increase the size of the text in the text frame.

> **NOTE:** **The COLOUR boxes at the base or the TOOLS panel can also be used to set the fill colour and outline (stroke) of the text.**

C   Area Text

AREA TEXT is text set to be contained within a frame.

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

2 Set the FONT SIZE to 18 pt and enter the following sentence 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.

4 Click on the JUSTIFY WITH LAST LINE ALIGNED LEFT button to justify the text.