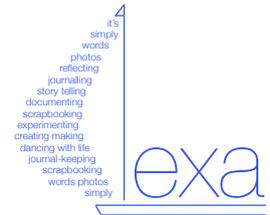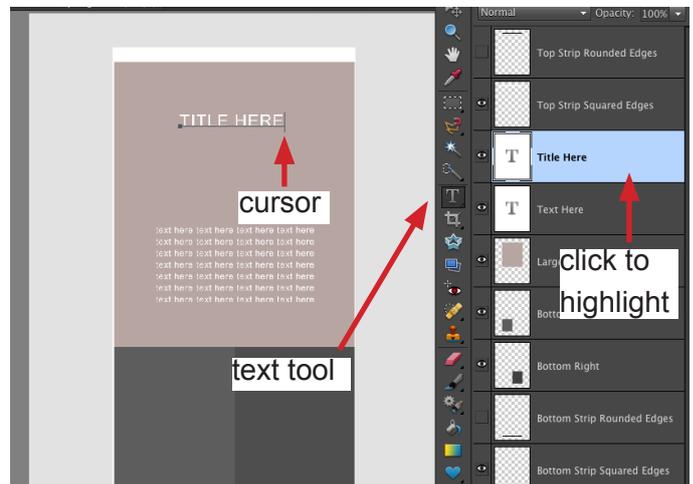# Template 03

Working with Text boxes

1 CHANGING THE TITLE FONT

The template uses Arial, but you can choose a different font. In the Layers panel, click on the text layer you wish to work on (Title, Text Here etc.) so it is highlighted in blue (a).
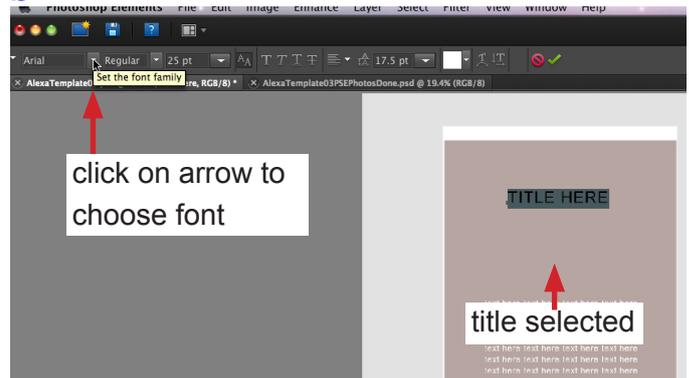
In the Tools panel, click on the large T (horizontal type tool), or use the keyboard shortcut (T). Click on the text you wish to change, and the cursor will appear as an I and text will be underlined. Drag along the text you wish to change (easiest to click at the start or the end) and it will be highlighted in grey.

Above the tabbed area at the top of your window runs the toolbar for making text changes: if you hover over each symbol from left to right, a little box will pop up explaining the function of each. Click on the small arrow to the right of the font name to open a drop-down menu of fonts and click to choose the one you want (b).
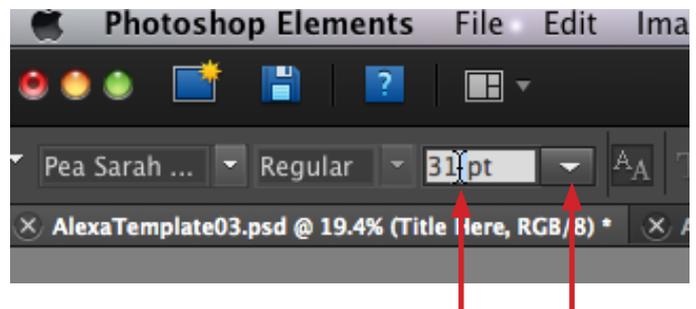
Moving along the toolbar, you can click to change the size of the text in two ways:

1 click on the arrow to the right of the number and select the number/size of font from the drop down menu.

2 click after the number inside the box, backspace to delete it (or drag to hightlight and delete) and retype the number/size you want (c).

a

cursor

click to highlight

text tool

b

click on arrow to choose font

title selected

c

click on arrow or inside box to change font size

2 CHANGING TEXT IN TEXT BOXES

To delete my text so you can type your own, click on the Text Here layer to highlight it, and around the existing text you will see the edges of the text box ('bounding box') and the small square handles on all four corners. The cursor shape will look like a capital I. Click and drag through the text to highlight it: it will go grey (d). Press the Delete key, and it disappears. Place the cursor inside the top left corner of the text box, and start typing your text. You can change the font and size as in Section 1.

Change the leading (the paragraph spacing by clicking on the arrow next to the symbol with horizonta lines. You can choose your spacing by:

1 Selecting a leading as suggested in menu which will drop down (e).

2 Clicking inside the box after the number and before 'pt' (point size), backspacing to delete and typing in your own number. You can also highlight the number by clicking and dragging and type on top to change the existing one.

3 CHANGING THE SIZE OF A TEXT BOX

To make a bigger text box for your journalling, do the following:
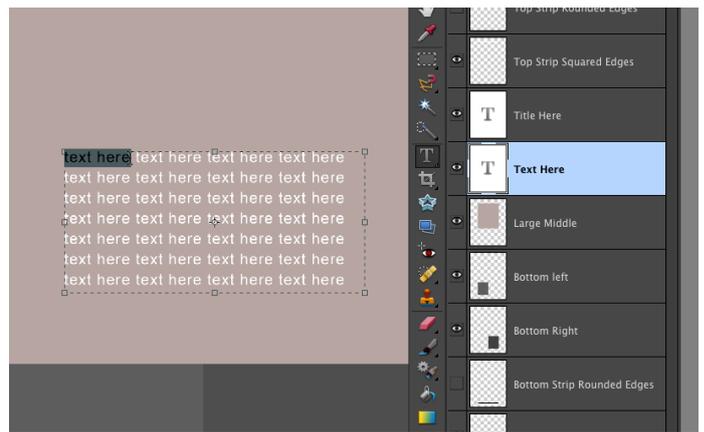
1 Click on the text layer in the Layers panel so it is highlighted in blue.

2 In the Tools panel, click on the large T, or type T on your keyboard and click anywhere inside the text box. This will make the bounding box and the handles in all four corners appear (f).
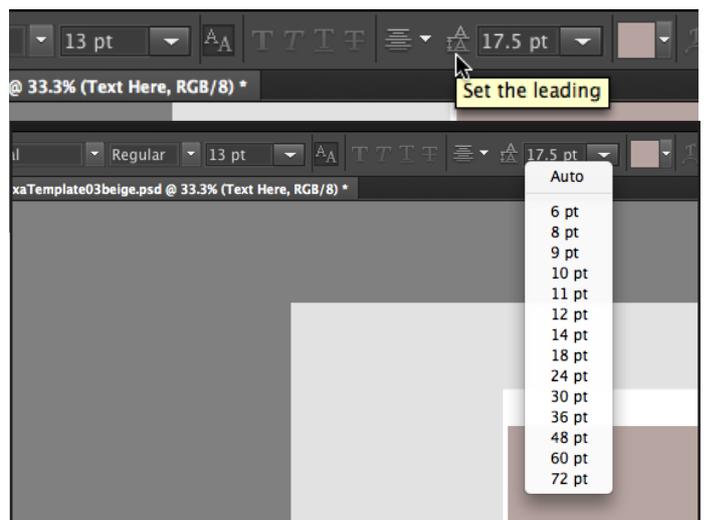
3 Move your cursor to either a corner handle or one in the middle of the sides and drag to enlarge the box as desired.

If you want to reposition your text box, remember to click the Move tool (the arrow with the white head) at the top of the Tools panel first.

d

e

f

bounding box and handles