

## **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 Spelling Checker
4. Add Columns
5. Edit existing text
6. Mask the text background

# **LESSON 8**

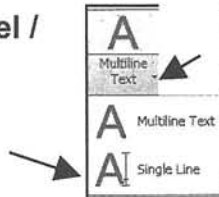
# SINGLE LINE TEXT

**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.

## 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**

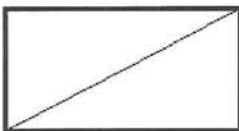
Enter text: **type the next sentence or press <enter> to stop**

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



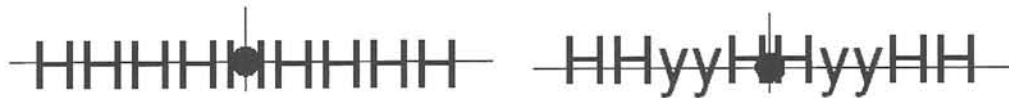
Fits the text between two points specified.  
The height is specified by you and does not change.

### 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

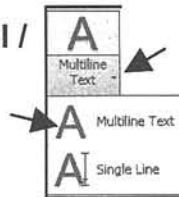
**MULTILINE TEXT** command allows you to easily add a sentence, paragraph or tables. The Mtext editor has most of the text editing features of a word processing program. You can underline, bold, italic, add tabs for indenting, change the font, line spacing, and adjust the length and width of the paragraph.

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.

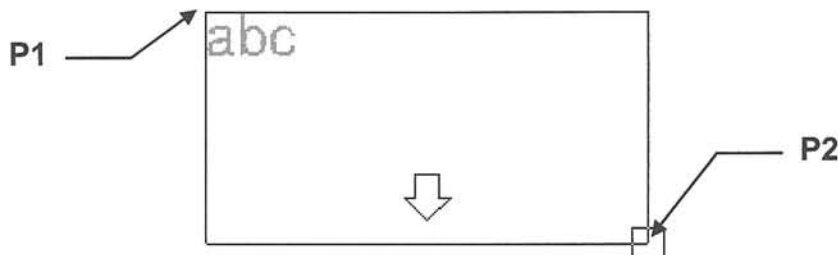
Mtext Current text style: "STANDARD" Text height: .200 Annotative: No

**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.

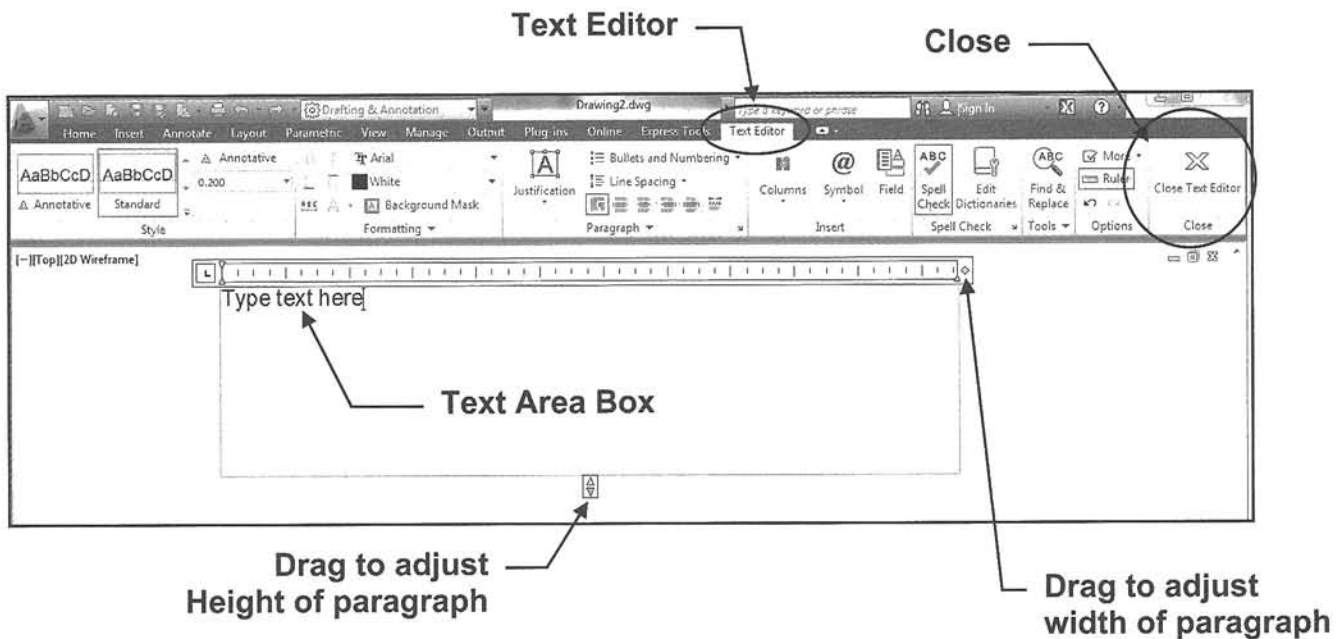


2. Specify first corner: **Place the cursor at the upper left corner of the area where you want to start the new text boundary box and press the left mouse button. (P1)**
3. Specify opposite corner or [Height / Justify / Line Spacing / Rotation / Style / Width / Columns]: **Move the cursor to the right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



# MULTILINE TEXT....continued

*The Text Editor 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

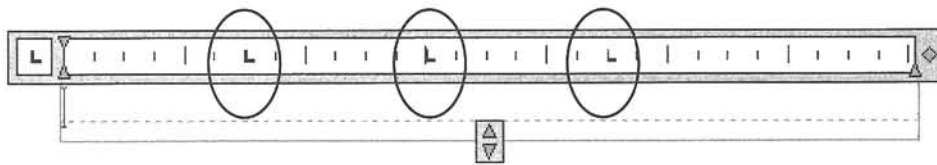
## TABS

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.

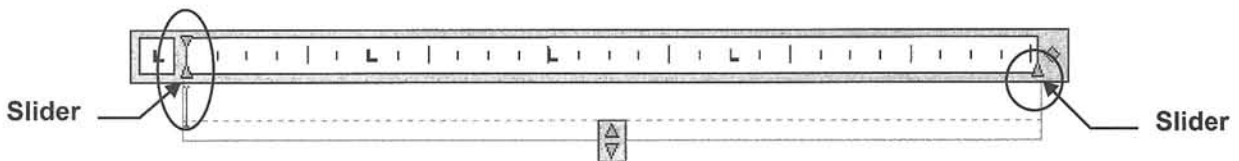


## INDENTS

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.

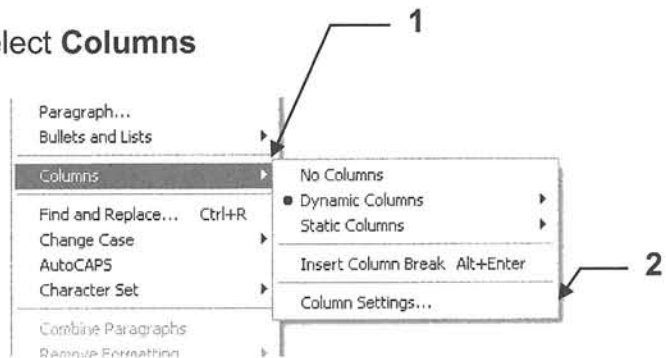
You may select **Change** or **Ignore**.

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

# COLUMNS

## STATIC COLUMNS

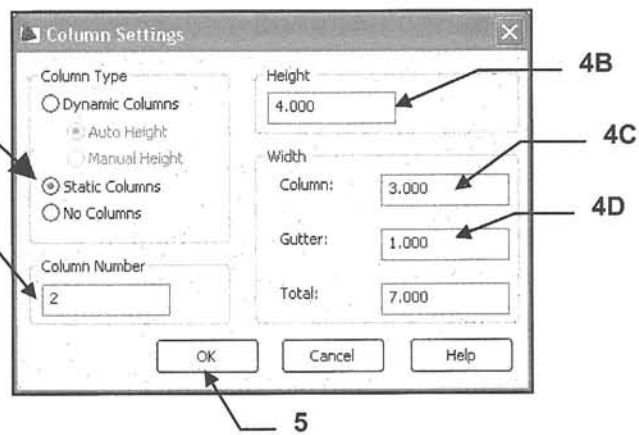
1. Right click in the **Text Box Area** and select **Columns**
2. Select **Column Settings...**



The Column Dialog box appears.

3. Select **Static Columns**

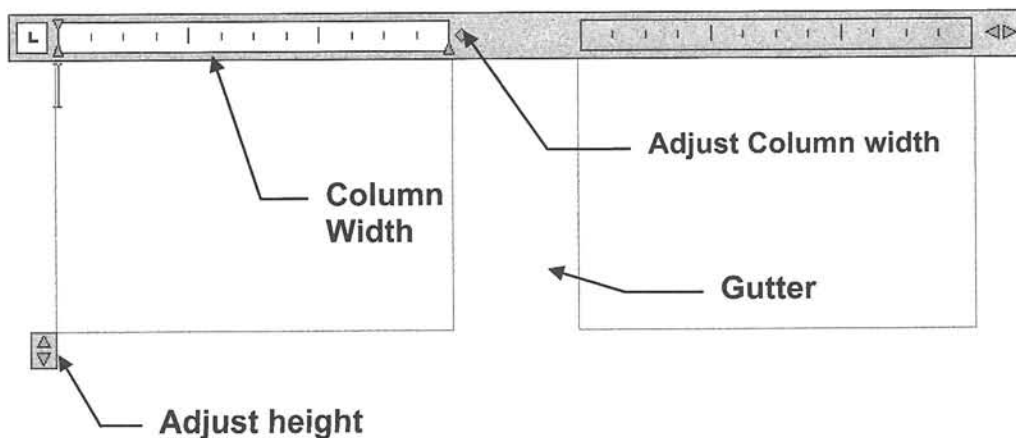
4. Select:
  - A. Column Number
  - B. Height
  - C. Width
  - D. Gutter



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 make changes to width and height using the drag tools.



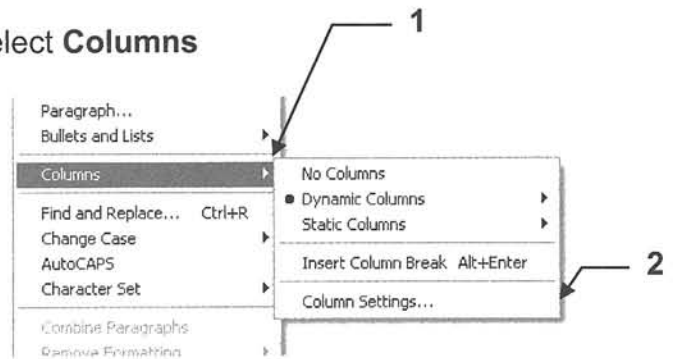
Continued on the next page...

# COLUMNS....continued

## DYNAMIC COLUMNS

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

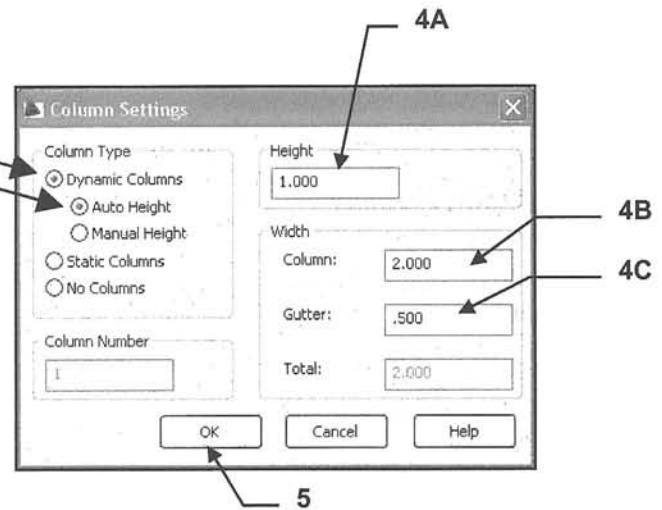
2. Select **Column Settings...**



The Column Dialog box appears.

3. Select **Dynamic Columns**  
**Auto Height**

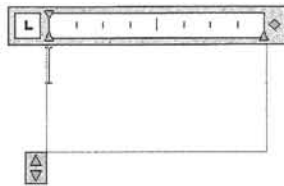
4. Select:  
A. Height  
B. Width  
C. Gutter



5. Select the **OK** button

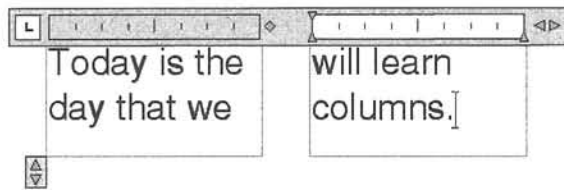
6. The Text Area will first appear with one column with the width and height you set.

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 make changes to width and height using the drag tools.



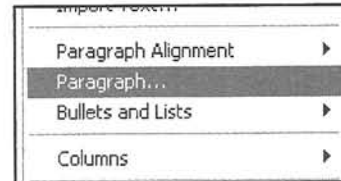


# PARAGRAPH and LINE SPACING

## 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**.

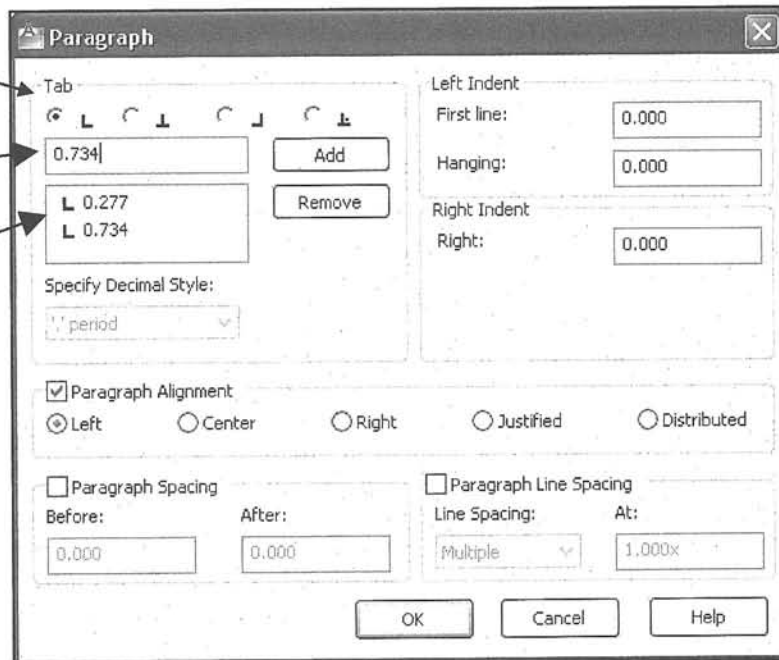


The Paragraph dialog box will appear.

You may add or remove tabs here also.

- To Add:
1. Type spacing
  2. Select Add 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.

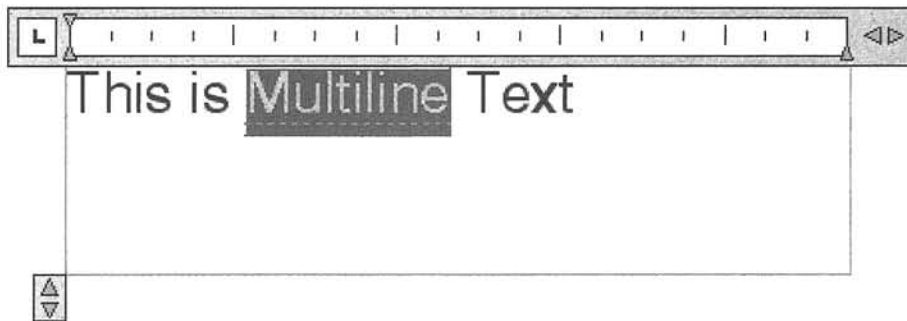


2. Make the changes in place then press <enter> <enter>.

## 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.

Select All	Ctrl+A
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste Special	▶
<hr/>	
Insert Field...	Ctrl+F
Symbol	▶
Import Text...	
<hr/>	
Paragraph Alignment	▶
Paragraph...	
Bullets and Lists	▶
<hr/>	
Columns	▶
<hr/>	
Find and Replace...	Ctrl+R
Change Case	▶
AutoCAPS	
Character Set	▶
<hr/>	
Combine Paragraphs	
Remove Formatting	▶
Background Mask...	
<hr/>	
Editor Settings	▶
Help	F1
<hr/>	
Cancel	

# EXERCISE 8A

## INSTRUCTIONS:

1. Start a **NEW** file using **2013-Workbook Helper.dwt**.
2. Duplicate the text shown below using **Single Line Text**
3. Use Layer Text.
4. Follow the instructions in each block of text. To start the text in the correct location that is stated in each example move the cursor while watching the coordinate display.
5. **Save** the drawing as: **EX8A**

**TEXT EXERCISE**

THIS TEXT'S START POINT IS .75, 7.00  
AND THE HEIGHT IS .13

THIS TEXT IS JUSTIFIED RIGHT.  
THE ENDPOINT IS 10.50,7.00.  
THE HEIGHT IS .13.

USE JUSTIFY\*ALIGN\* FOR THIS TEXT. FIRST ENDPT IS .75,5.5. THE SECOND ENDPT IS 9.7, 5.5

USE JUSTIFY "FIT" FOR THIS TEXT.  
1ST ENDPT = 1,4 SECOND ENDPT =4  
THE HEIGHT IS .13.  
PRESS ENTER AFTER EACH SENTENCE.  
THEN THE TEXT WILL JUSTIFY.

**FIT THIS TEXT**

**22**

NO JUSTIFICATION FOR THIS TEXT  
JUST START TEXT AT 7.00, 1.25  
HEIGHT .20 AND ROTATION 45

**Use Justify "Center"**  
Center location = 5.50, 7.75  
Height = .50

**Use Justify "Fit"**  
1st endpt = 1, .50  
2nd endpt = 4, .50  
Height = 1

**Draw the Circle first.**  
Center location = 6.75, 3.75  
Radius = .75 Text ht = .50  
Use Justify "Middle" to place  
numbers in center of Circle.

# EXERCISE 8B

## INSTRUCTIONS:

1. Start a **NEW** file using **2013-Workbook Helper.dwt**.
2. Duplicate the text shown below using **MULTILINE** text.
3. Use Layer **Text**.
4. Select **MULTILINE text**
5. Use Text Style: **Standard**
6. Use font: **SansSerif**
7. Text Height: **.250**
8. Follow the directions below. You may make changes to the settings as you type or you may enter all of the text and then go back and edited it. Your choice.
9. Enter all text shown below.
10. Save as: **EX8B**

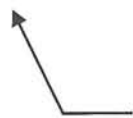
The following is an exercise for tabs, indent, bold and underline.

1. This sentence should be indented 1 inch.
  - a. This sentence should be indented 1.50 inch.

And now back to the left margin.

Isn't this fun?

<u>STUDENT NAME</u>	<u>STUDENT ID</u>	<u>GRADE</u>
Susie Que	1234567	A
John Smith	8910116	B

 Set tabs to 4.50 and 8.00  
Clear all previous tabs.

# EXERCISE 8C

## INSTRUCTIONS:

1. Start a **NEW** file using **2013-Workbook Helper.dwt**.

The following exercise is designed to teach you how to insert text into the exact middle of a rectangular area using **Single Line Text**.

2. Draw a 6" wide by 3" high rectangle.
3. Select "**SINGLELINE TEXT**"
4. Use Justify: Middle
5. Use "**MTP**" object snap to locate the middle of the rectangle. (Refer to 5-8)
  - a. Type **mtp** <enter> on the command line.
  - b. Using object snap "Endpoint" snap to (**P1**) corner and then the diagonal corner (**P2**)
6. Use Text Ht: 1"
7. Rotation "0"
8. Type the word "**MIDDLE**" and <enter><enter>
9. Save as: **EX8C**



# EXERCISE 8D

## INSTRUCTIONS:

1. Start a **NEW** file using **2013-Workbook Helper.dwt**.

The following exercise is designed to teach you how to insert text into the exact middle of a rectangular area using **Multiline Text**.

2. Draw a 6" long by 3" wide rectangle.

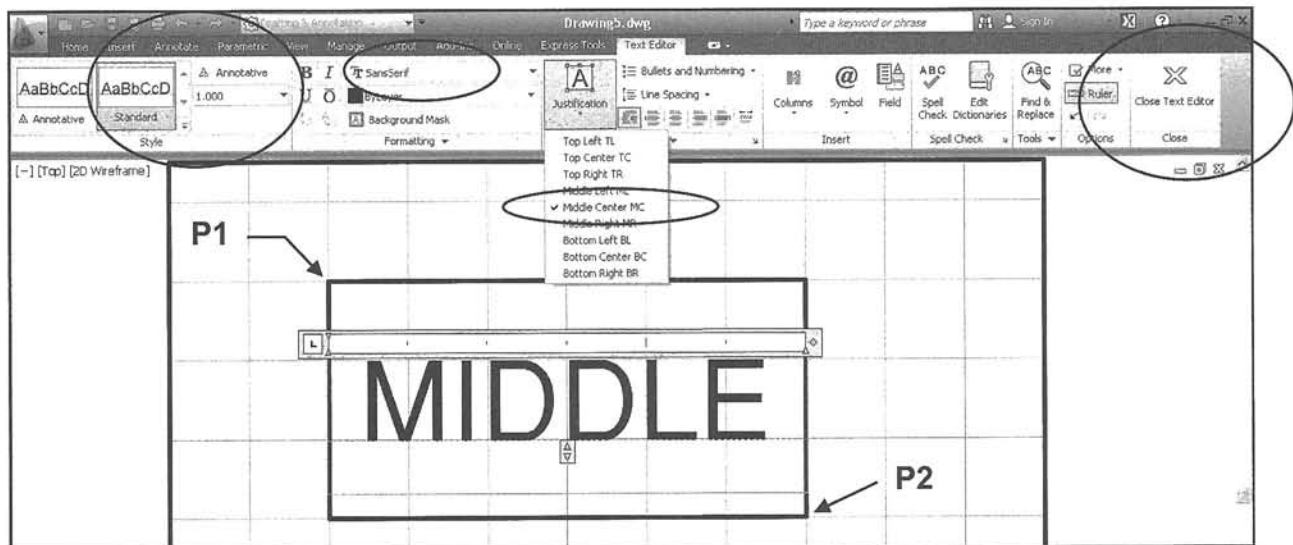
3. Select "**MULTILINE TEXT**"

4. Start the Text boundary box at the upper left corner (**P1**) of the rectangle.  
Place the opposite corner at the lower right corner (**P2**) of the rectangle.  
(Use "Endpoint" object snap to be accurate.)

5. Select **Standard, 1.00, Sans Serif and Middle Center**.

6. Type **MIDDLE** and select **Close Text Editor**.

7. Save as: **EX8D**



# EXERCISE 8E

## INSTRUCTIONS:

1. Start a **NEW** file using **2013-Workbook Helper.dwt**.
2. Draw **two** 6" long lines as shown.
3. Select Single Line Text
  - a. Select **Justify - Center**.
  - b. Use Midpoint snap to place the justification point at the midpoint of the line.
  - c. Use text height 1" and rotation angle 0.
  - d. Type the word "**Happy**" <enter> <enter> (**Use upper and lower case**)



Happy

4. Select Single Line Text again.
  - a. This time select **Justify - BC**. (bottom center)
  - b. Use Midpoint snap to place the justification point at the midpoint of the line.
  - c. Use text height 1" and rotation angle 0.
  - d. Type the word "Happy" <enter> <enter> (Use upper and lower case)



Happy

### **Notice the difference between Justify: Center and Bottom Center?**

"**Center**" only considers the Upper Case letters when justifying.

"**Bottom Center**" is concerned about those Lower Case letters.

Can you see how you could accidentally place your text too high or too low? Think about the difference between Center and Bottom Center.

5. Save as: **EX8E**





**NOTES:**