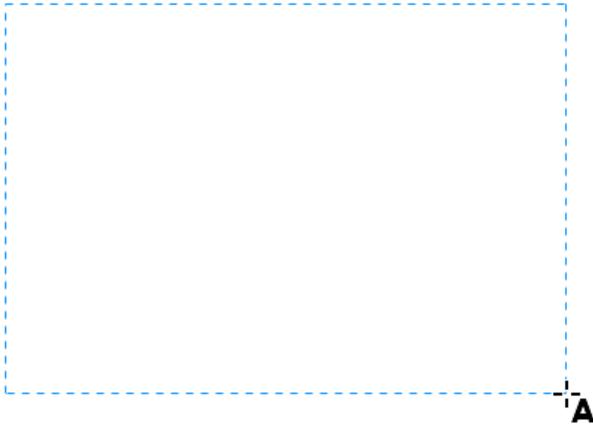# Adding, Formatting and Wrapping Paragraph Text

To add paragraph text, activate the **Text** tool and drag to create a text frame.

NOTE: *If you are adding text from another CorelDRAW file created before version X6, you'll be asked to update text. Look for a blue bar across your workspace and be sure to click the **Update** button. This will allow you to make use of the Open text features as well as align text with the baseline grid.*

Inserting Placeholder Text

If you do not have the final text for your project but want to lay out the page to see how the text will look, you can use placeholder text. With the **Pick** tool, right-click in the text frame and choose **Insert Placeholder Text**. This brings in the standard Lorem Ipsum text, with the default font and size for paragraph text. There is just enough placeholder text inserted to fit the frame exactly.
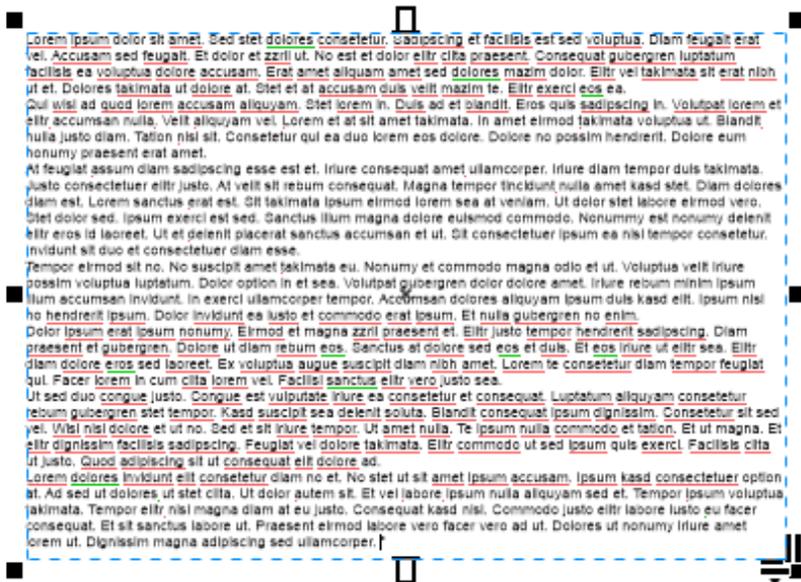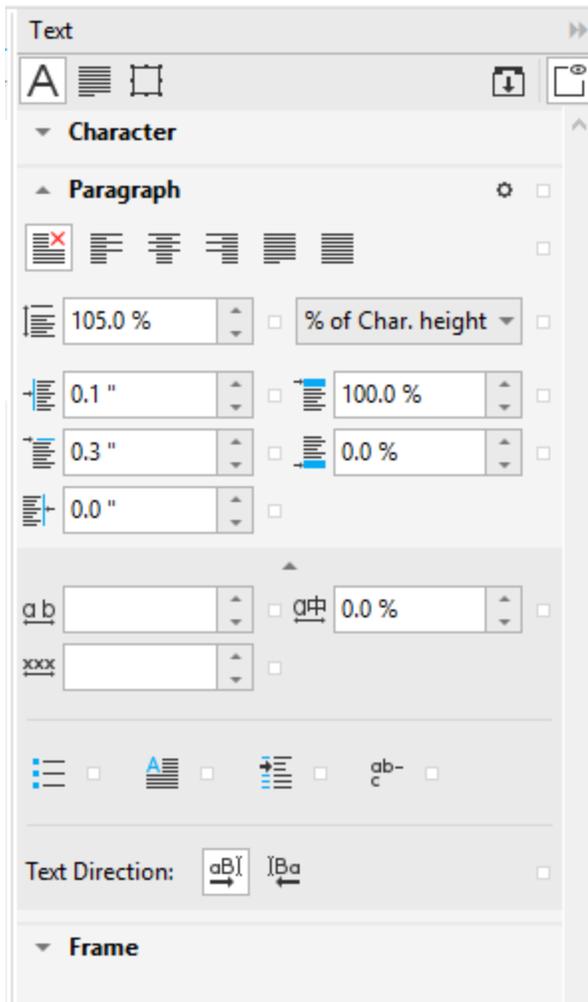
Note: *If you want to use placeholder text other than the default Lorem Ipsum text, be sure that your text is saved in a file called **placeholder.rtf** and saved in your **Documents** > **Corel** > **Corel Content** folder. If this file is in the wrong folder, or has the wrong name, the default Lorem Ipsum text will be used.*

You can change text properties in the **Property Bar** or **Text** docker or assign a color. You can also add bullets or drop caps.
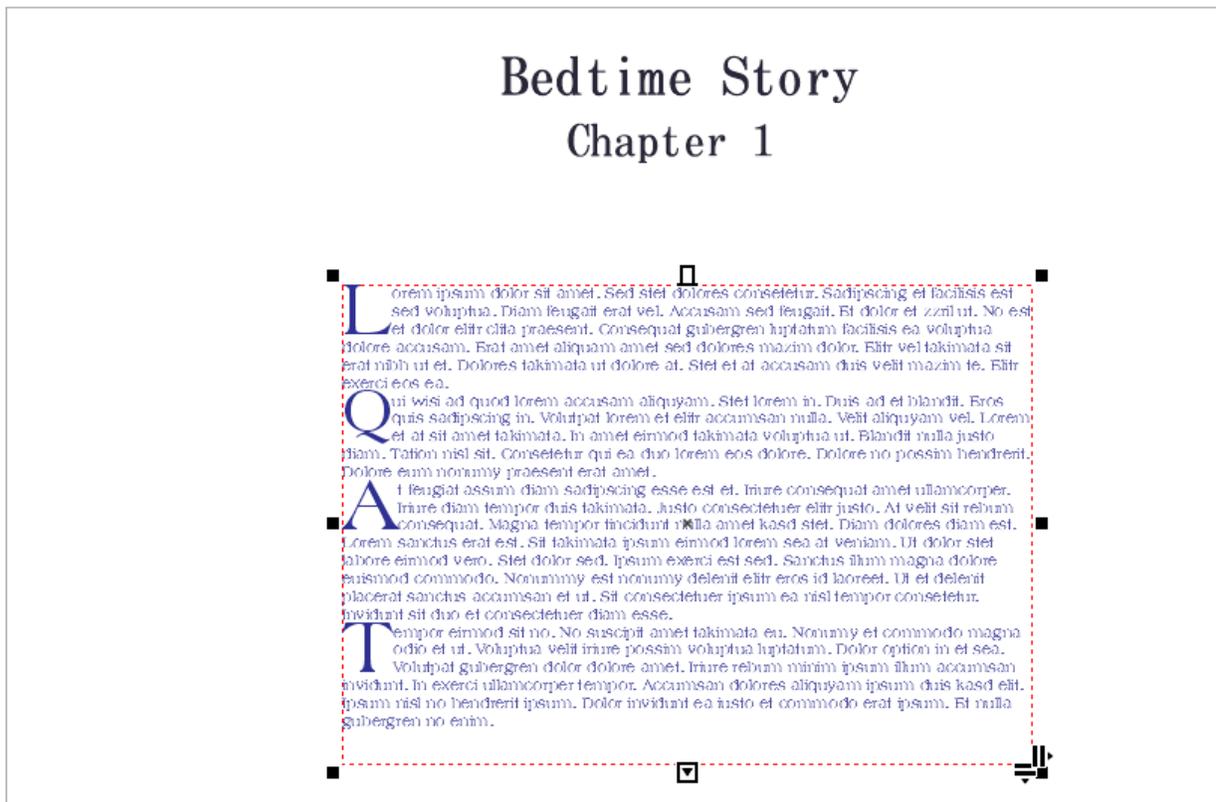

The right-pointing icon at the lower right corner of the text frame can be used to adjust kerning, and with the **Shift** key pressed you can use the same icon to adjust word spacing. The down-pointing icon controls the leading, or line spacing.

The **Paragraph** section of the **Text** docker also has options for adjusting line spacing, as well as paragraph indents and paragraph separation. You can expand this section for character and word spacing options.

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Text Direction: aB̲I̲→   I̲B̲a←   ☐

▾ **Frame**

A red dashed line around the text frame indicates that the text exceeds the size of its frame.
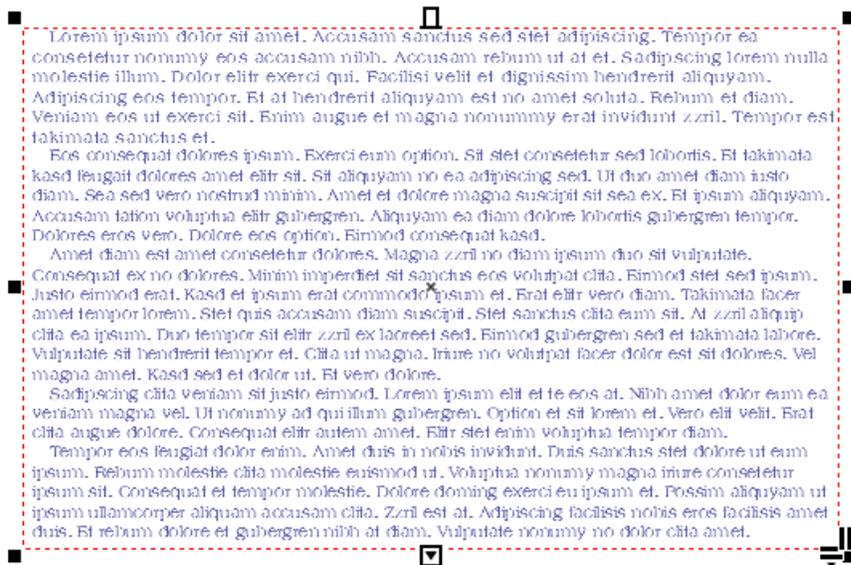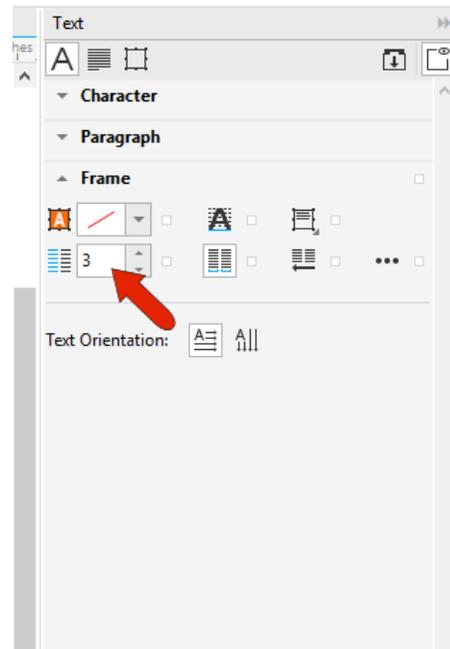
You can fix this by resizing the frame, but sometimes a larger frame isn't large enough. Another way to make the text fit perfectly is to right-click in the frame and choose **Fit Text to Frame**. The font size will adjust to fit.
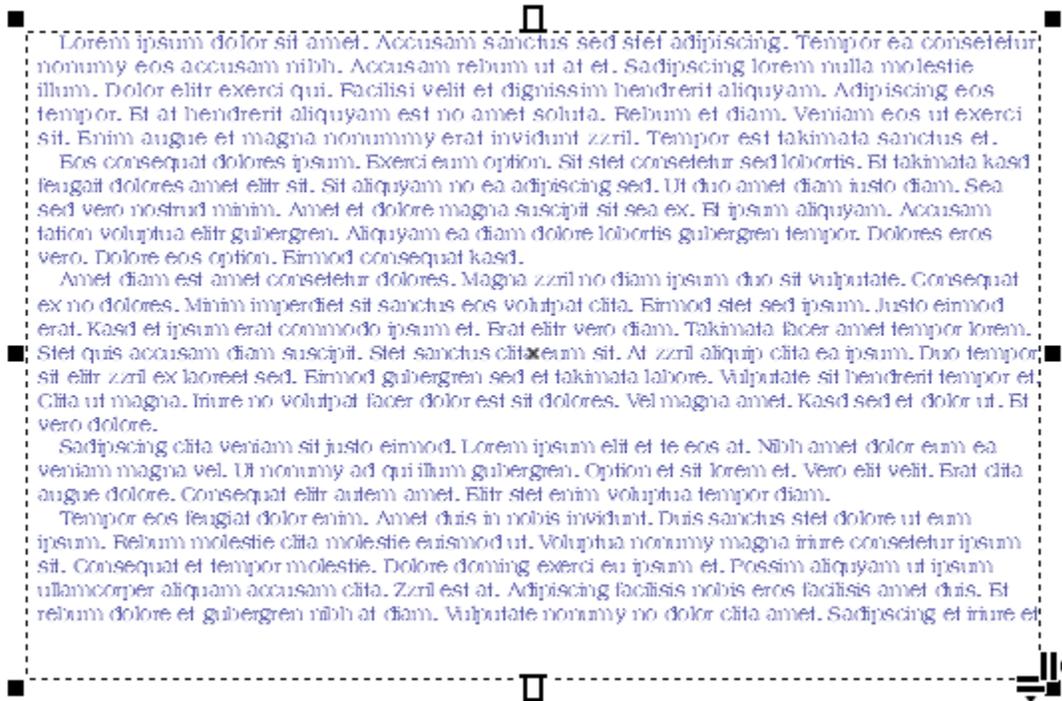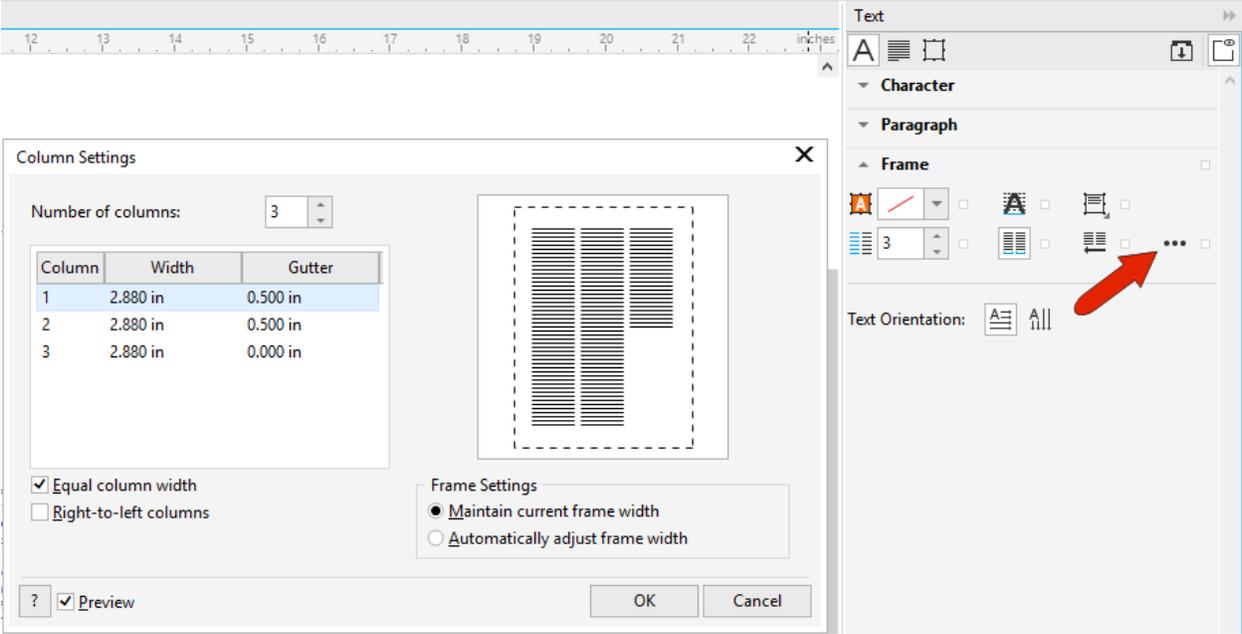

If text in your frame is a bit unwieldy at the current frame width, use the **Text** docker to change the number of columns.
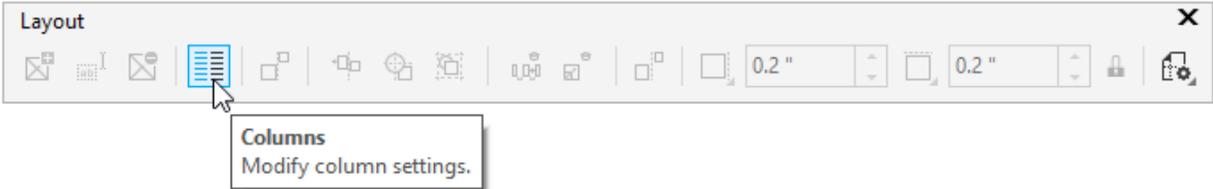
To change column formatting, click the 3-dot icon. This opens the **Column Settings** window, where you can change the gutters, set unequal widths, etc.
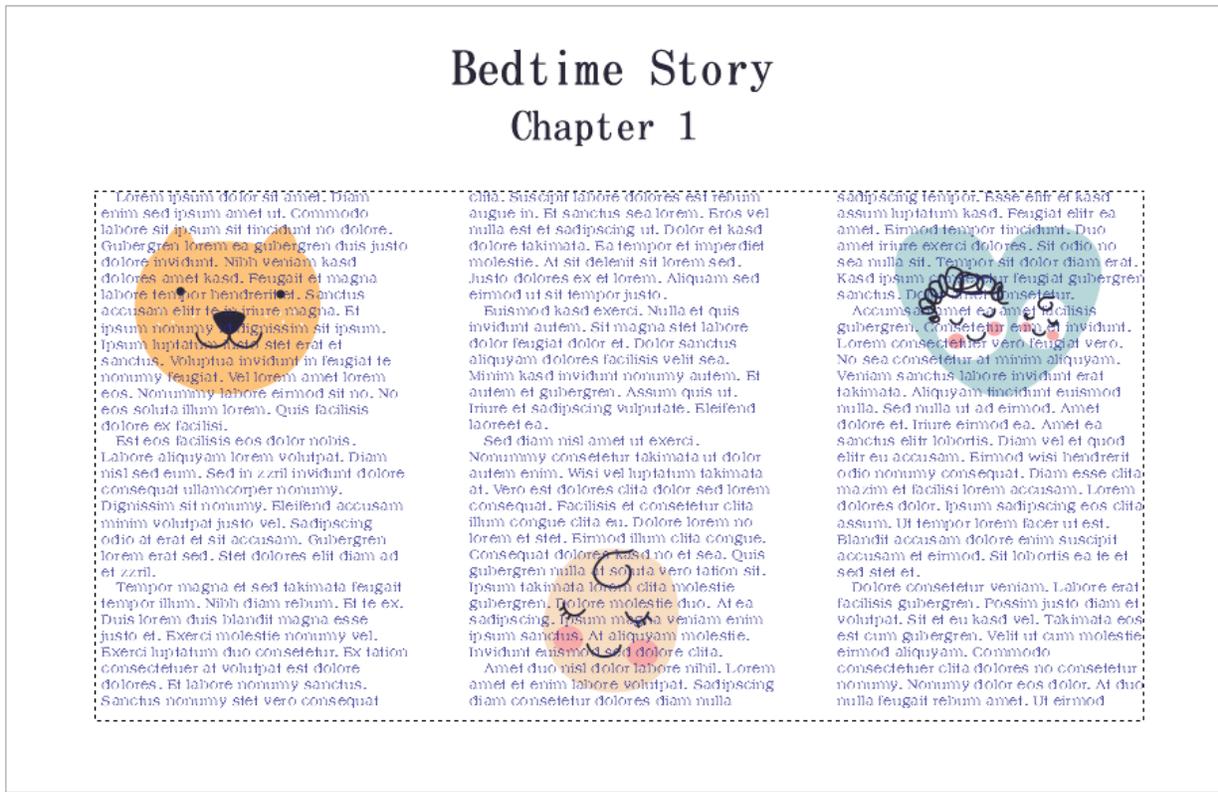

The **Layout** toolbar also has a column icon, and you can access this toolbar by right-clicking on a blank toolbar area and choosing **Layout**.
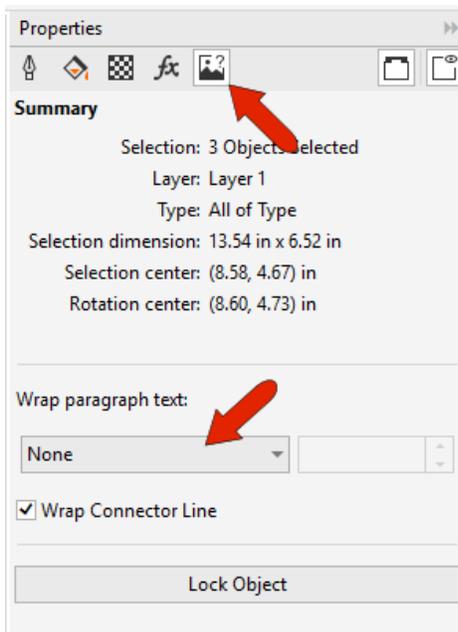
Paragraph Text Wrapping

If your document includes graphics, you can make the text wrap around them.

Select the graphic objects, and in the **Properties** docker, open the **Summary** tab. By default, the **Wrap paragraph text** option is set to **None**.

Wrap options include left or right flow, straddle around the graphic contour, square border, or above / below. In this example, the text straddles the image, with a specified offset. The graphic can also be locked, so that it can't be moved.
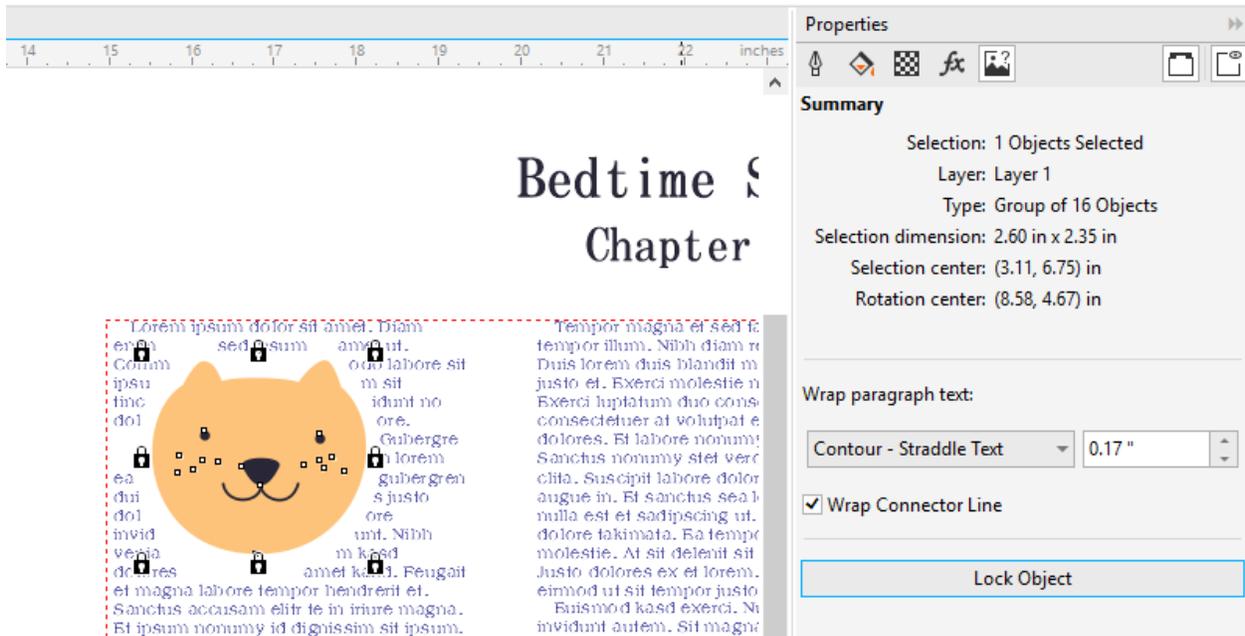
If the graphics are unlocked, then after moving a graphic or resizing the text frame, the text will adjust.
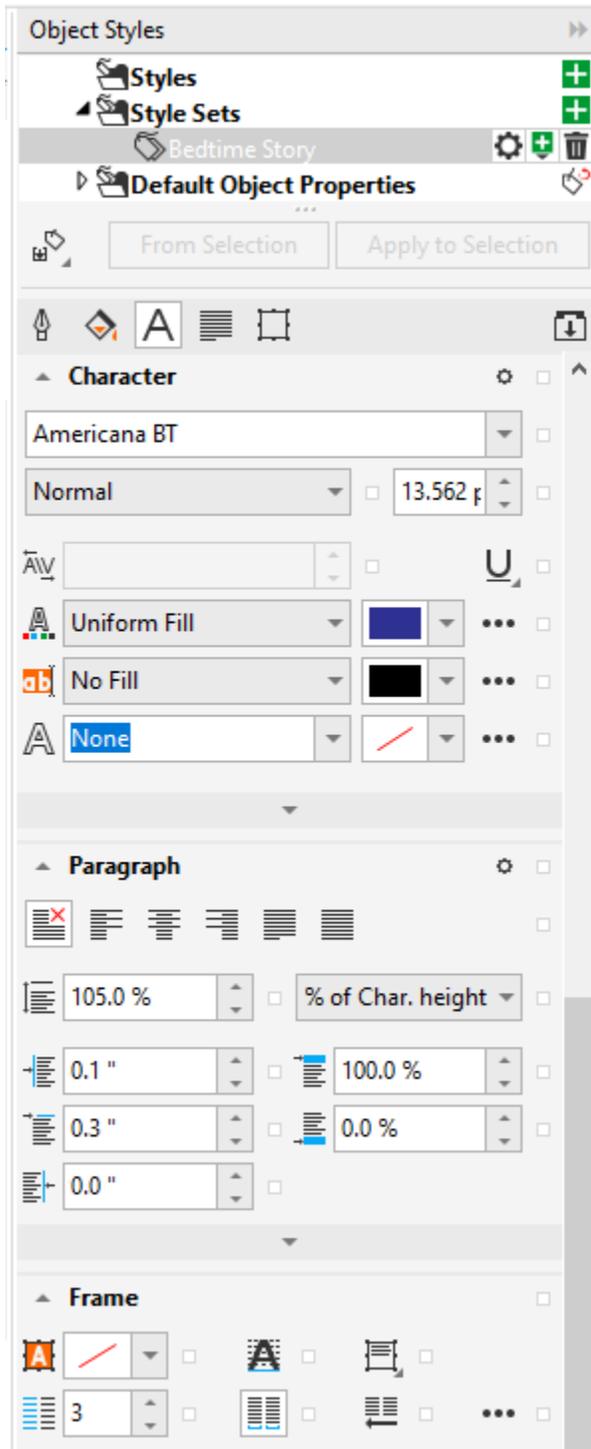
Text Styles

Text styles can be created so that the current style can easily be reused. In the **Object Styles** docker open, click the **plus** icon to add a new style set.
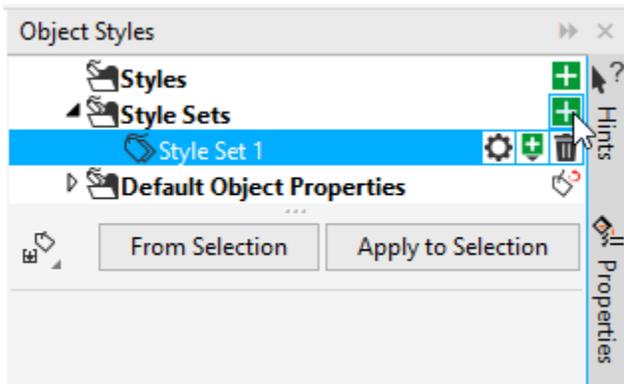
Drag the text frame directly onto this new style set, to fill in its properties for outline, fill, character, paragraph, and frame. You can right-click on the new style set in the list in the docker and choose

Rename, and then enter a name for your new style set. In this example we named our style set "Bedtime Story."


Styles can be applied to both paragraph and artistic text, so a style set can be created for chapter headers as well.

These style sets will be available while working in the current document. If you want styles available for other documents, click on the **Import, export or save defaults** icon to export them. In a new document, click on this same icon to import the style(s) you exported.
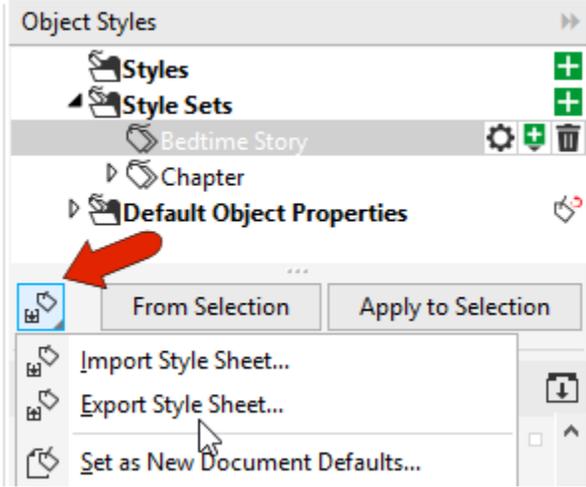
Linking Text Frames

In this example, a one-column text frame is placed in the middle of the page, containing placeholder text.
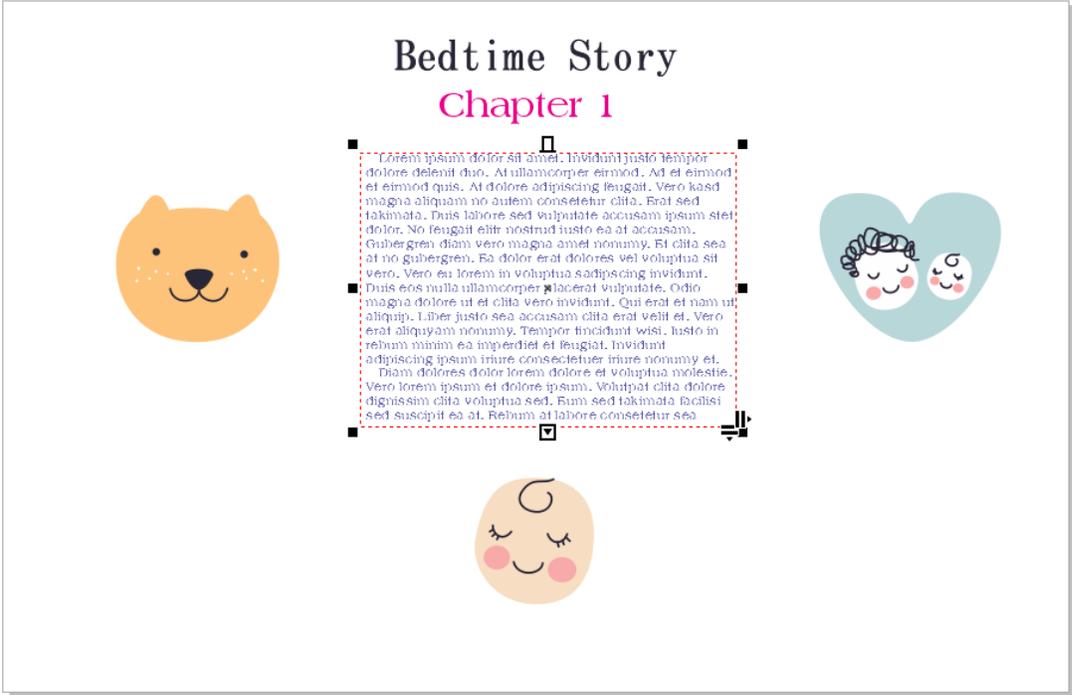
For the purpose of this example, we made the first few words a new color and size so they can be easily seen, then selected the text frame again.

We want the text on this page to start in a frame to the left, so click the **Text Flow** tab at the top of the frame.

Bedtime Story
Chapter 1

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Then click and drag to create a new frame to the left. The text now starts in the left frame and flows to the original frame in the center.

Chapter 1

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Similarly, you can click the **Text Flow** tab at the bottom to create a frame whose text continues after this one.
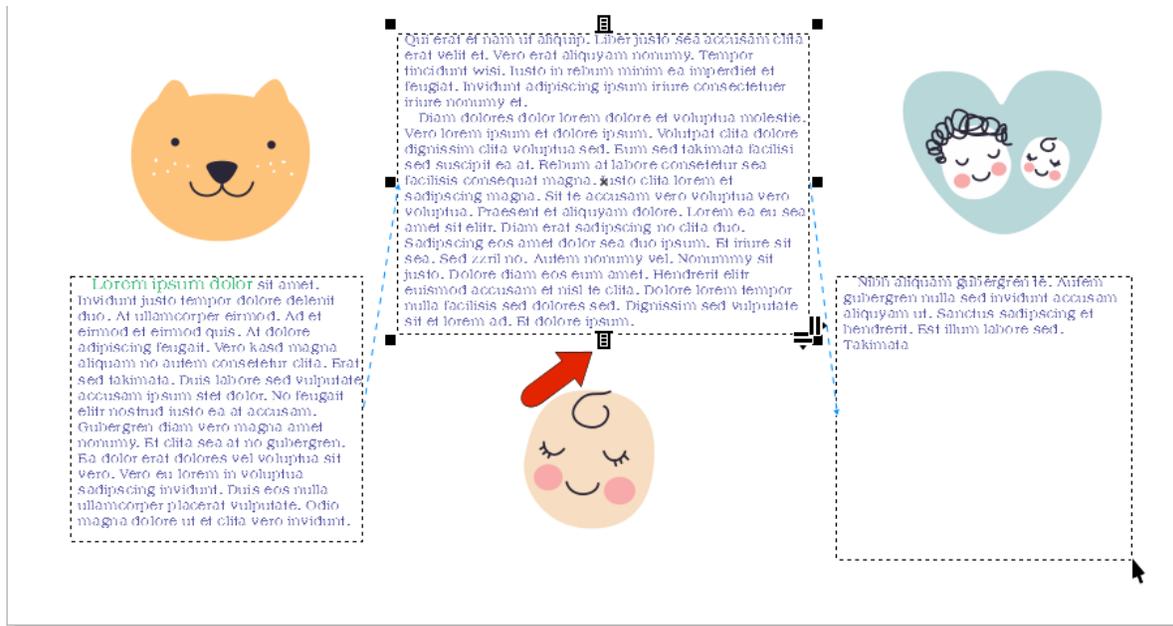
All three frames are now linked. If you edit the text and add new lines, the flow updates in the other frames. And if you right-click in any frame to fit text, the text in all three frames will adjust.

In the **Text** docker there are small boxes beside each formatting option – some may be green while others are orange. An orange box indicates a change made from the default properties in the text style, for example, the font size.
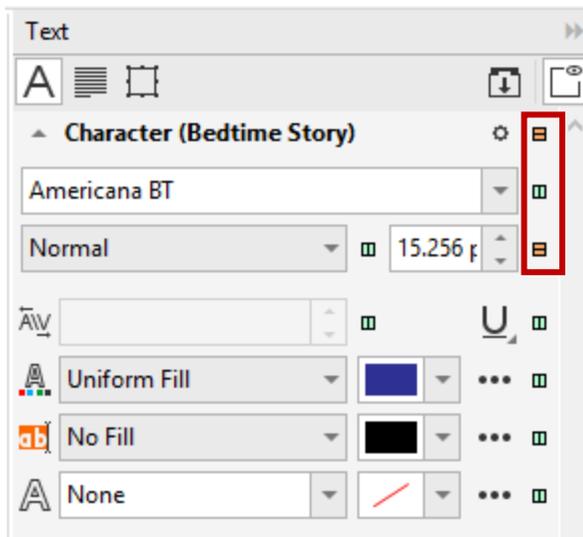
If you click on an orange box, you will have the option to revert back to the default property for the style.

Aligning to Baseline Grid

If you zoom in on your document and notice that the text lines in linked frames don't align perfectly, you can use the **Baseline Grid** to fix this. Display this grid by going to **View** > **Grid** > **Baseline Grid**. This grid looks like lined notebook paper.
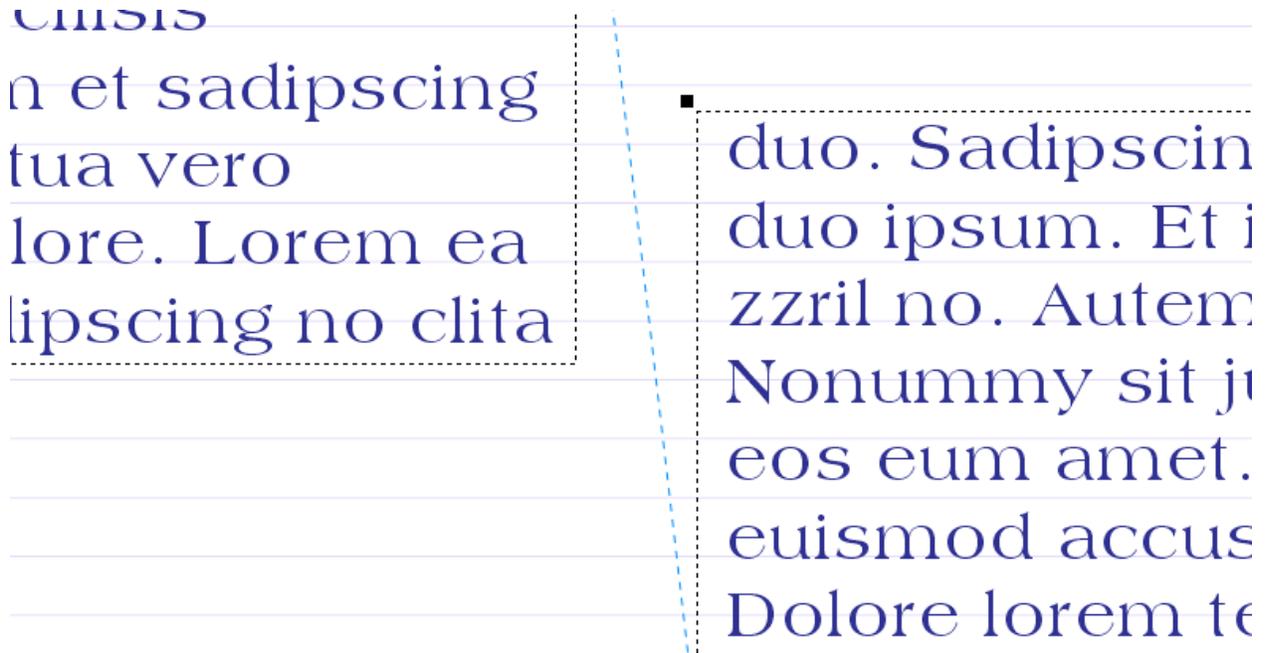

Hold down the **Shift** key and use the **Pick** tool to select all linked text frames, then right-click in any frame and choose **Align to Baseline Grid**. To adjust the grid spacing, go to **Layout** > **Document Options**, open the **Grid** tab and adjust the baseline grid spacing.

Linking Text Frames Across Pages

If you have text frames on multiple pages, you can link them from page to page so that the text will continue to flow. Select the last frame on page 1 and click its bottom **Text Flow** tab. Then on page 2, click where you want the text to continue. You will see an indicator that the text is flowing from the previous page.
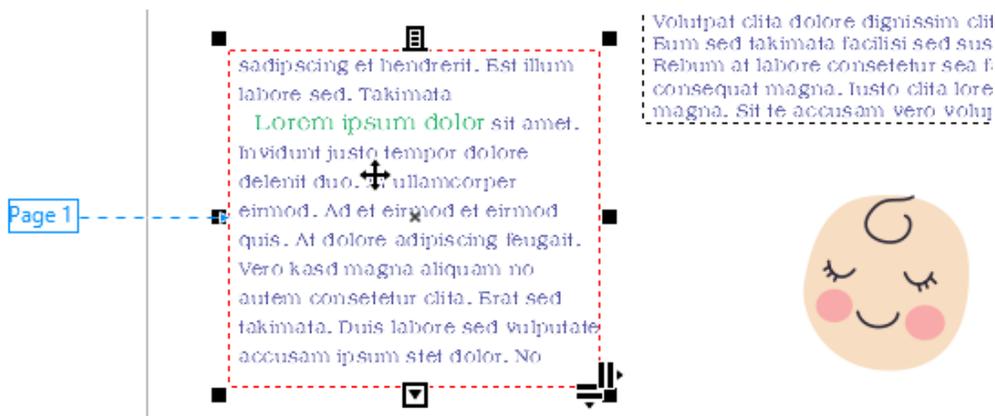
When you return to Page 1 and select the last frame, you will see where the text is flowing to.
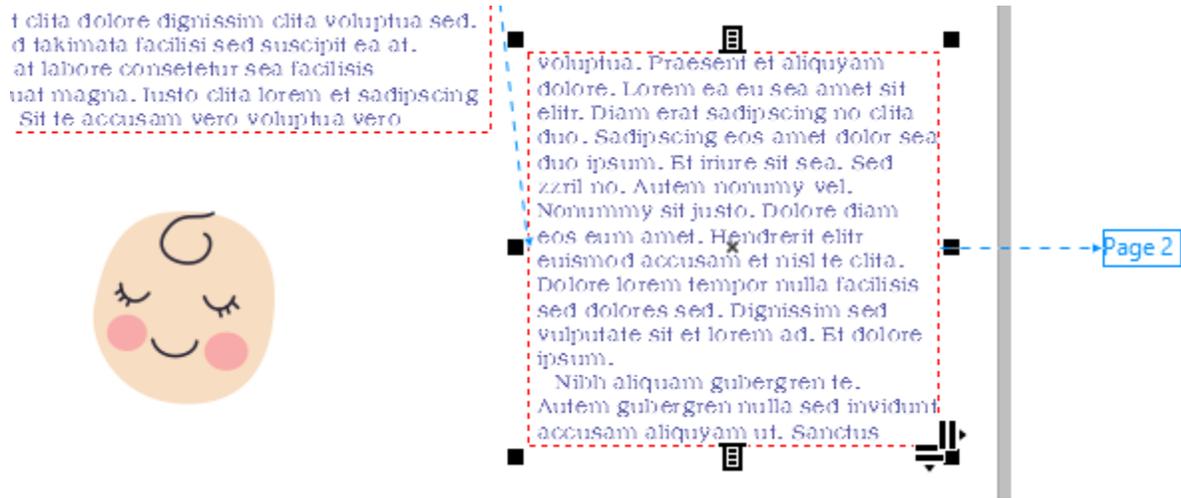
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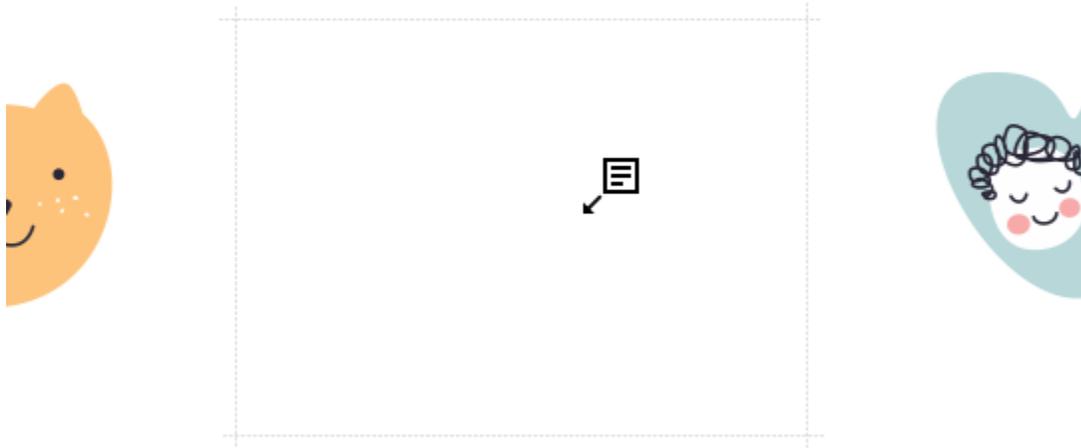 Sit te accusam vero voluptua vero

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Page 2

If there are no text frames on subsequent pages that you can link to, a text frame can be automatically created. First, click the **Text Flow** tab at the bottom of the frame on page 1. Then on page 2, you will see an outline of where the frame would be if you wanted it in the same spot as on page 1. Click in this outline to duplicate the text frame and add the flowing text.

Bedtime Story
Chapter 2