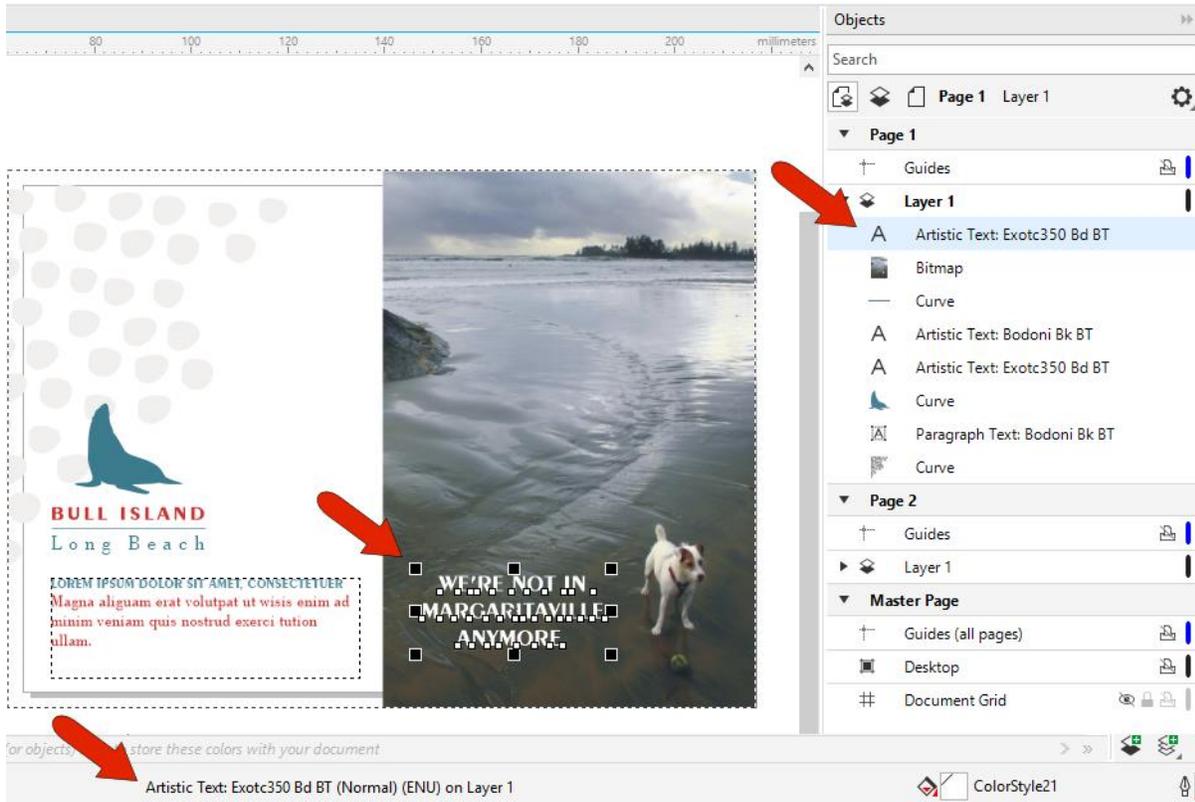


# Manipulating and Converting Text

This tutorial will demonstrate how to manipulate and convert artistic and paragraph text using the **Shape** tool.

This document has both artistic and paragraph text. You can use the **Objects** docker or **Status Bar** to tell what type of text you have.



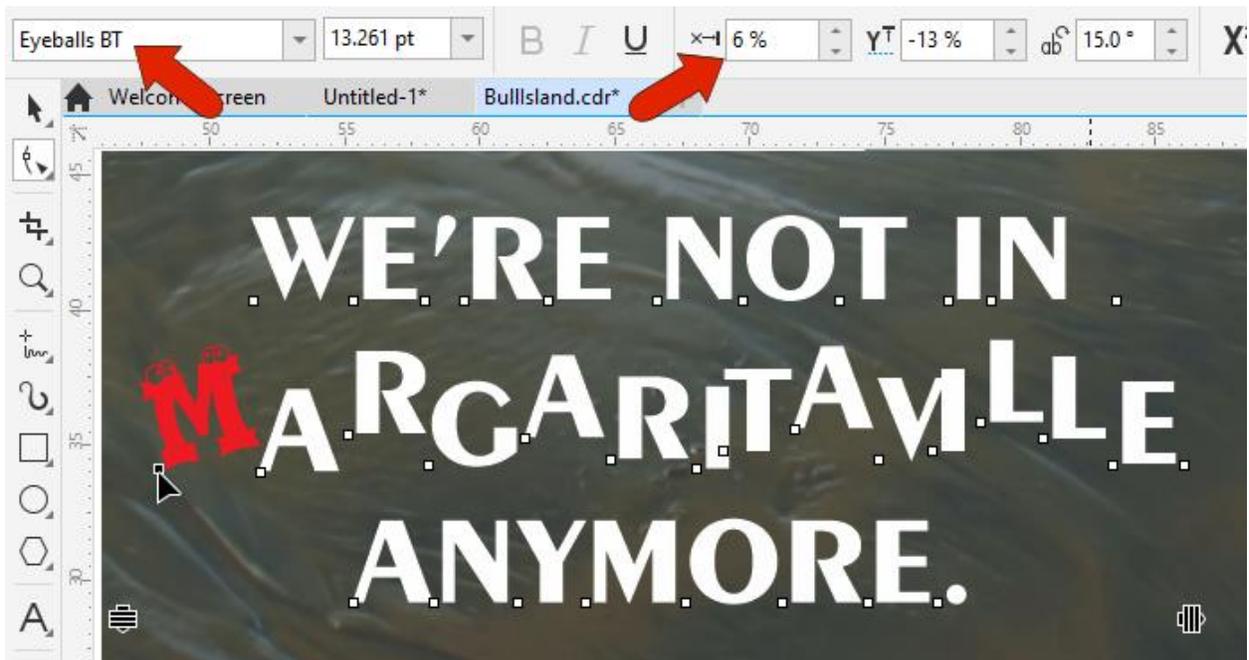
You can also identify paragraph text by the dashed line frame around it, as well as the various handles all around for resizing.



## Editing Artistic Text with the Shape Tool

When artistic text is selected with the **Shape** tool, you'll see a small white character node below each character. With the **Shape** tool, you can use this node to manipulate each character separately. For example, you can drag nodes to move letters out of place.

Or, when a node is selected you can use the horizontal or vertical offset fields in the **Property Bar**, or you can adjust the angle. You can assign colors to individual characters or change the font or size.



To make changes to multiple characters, you can marquis-select their character nodes, or hold down the **Shift** key while selecting the nodes of the characters you want to change.



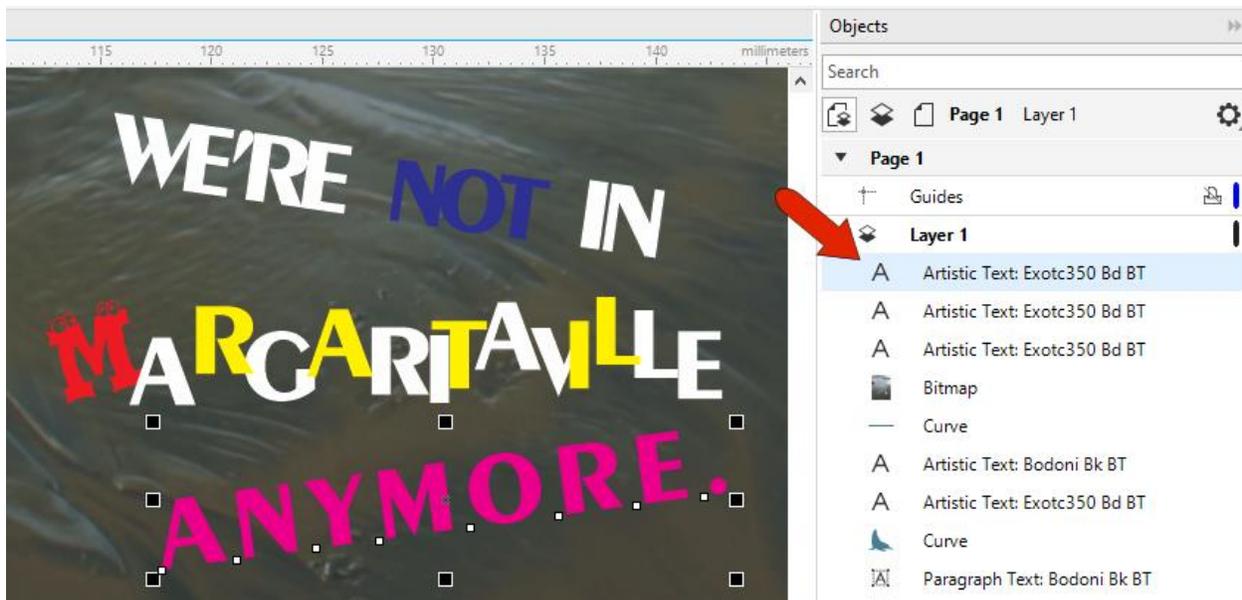
While the **Shape** tool is still active:

- use the icon in the bottom right corner to adjust the kerning, which is the spacing between characters.
- if you hold the **SHIFT** key while dragging the same icon, you can adjust the word spacing.
- Use the icon in the bottom left corner to adjust the spacing between lines.



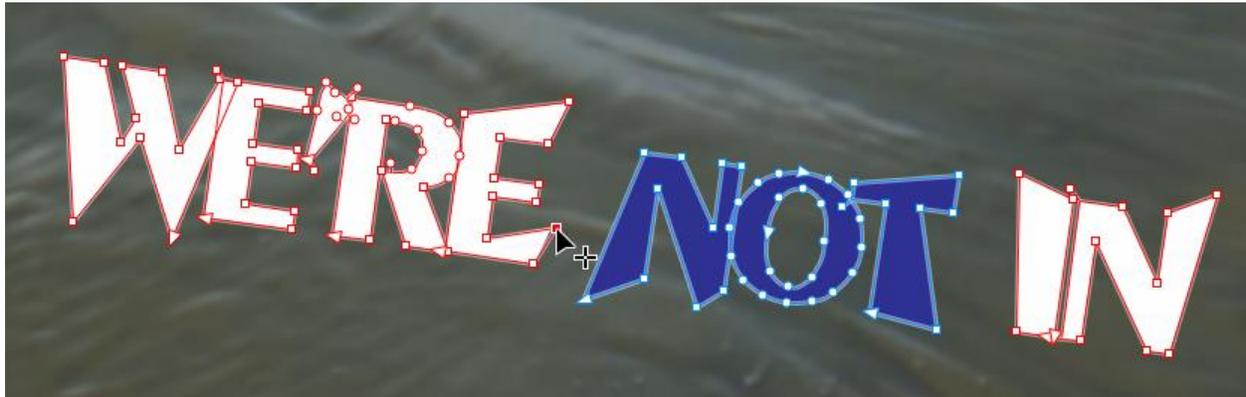
In this example, through all of these changes, the three lines of text have remained a single artistic text object. But say you want to make changes to each line separately.

With the text selected with either the **Pick** or **Shape** tool, the **Object** menu has an option to break apart artistic text, and the shortcut for breaking apart is **Ctrl +K**. Now there are three separate lines, and each can be changed on its own.





If you convert an entire line of artistic text to curves, then ungroup and edit with the **Shape** tool, you'll get a huge supply of nodes to edit.

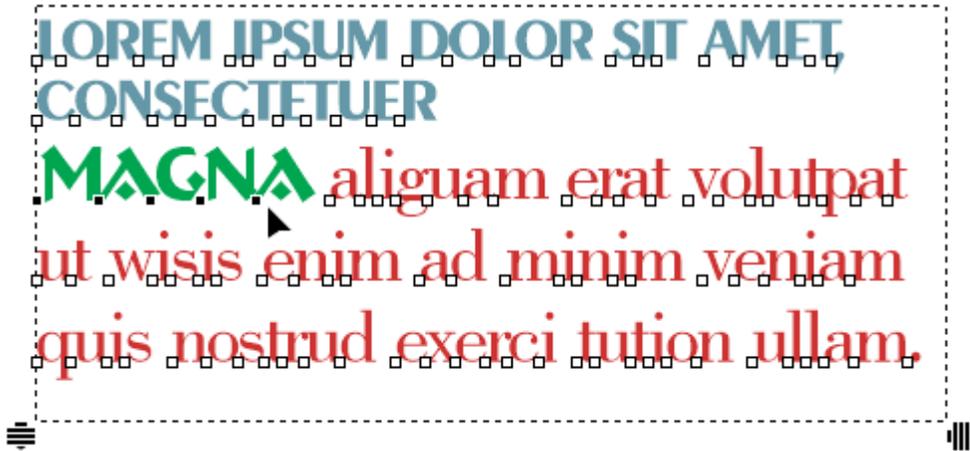


## Editing Paragraph Text with the Shape Tool

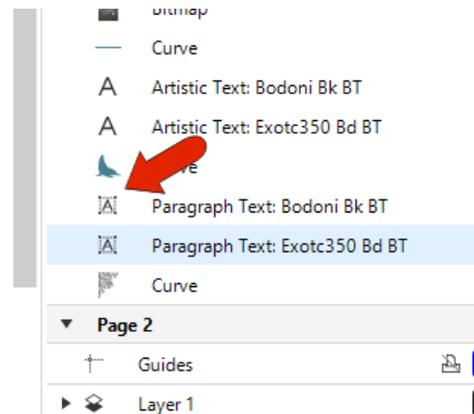
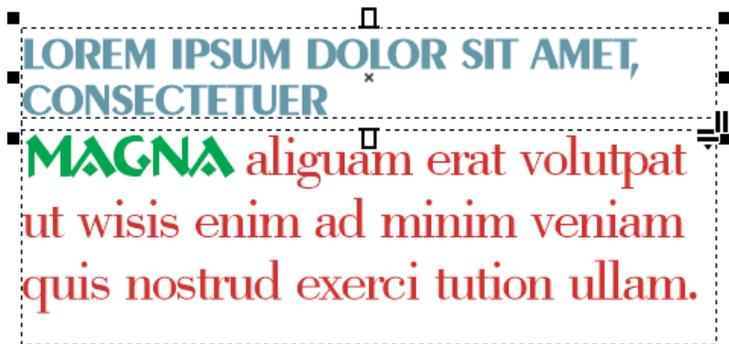
Now let's look at paragraph text. When a paragraph text object is selected with the **Pick** tool, you have the same kerning and line spacing icons shown earlier. And of course, you can resize the text frame, which may change the number of text lines.



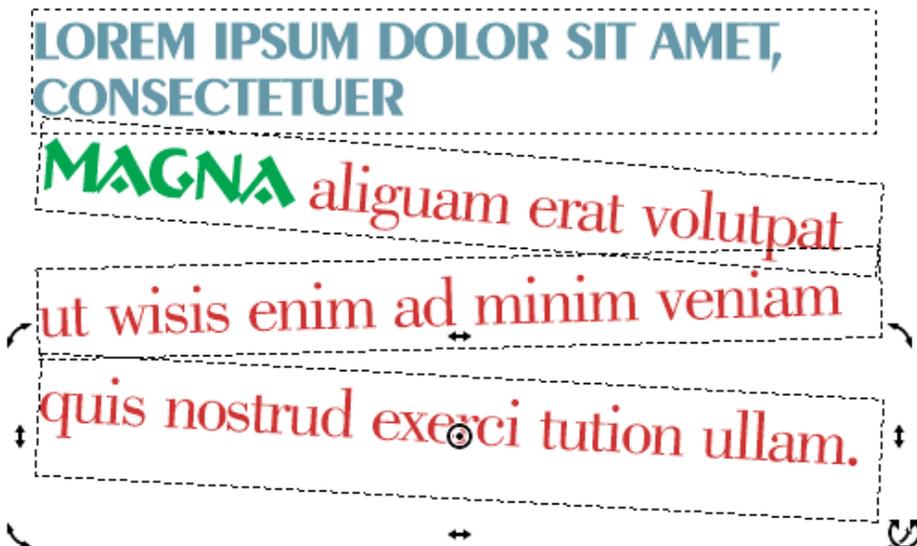
When the **Shape** tool is used on paragraph text, you have the same character nodes shown before, which can be used to make changes to individual or selected characters.



Pressing **Ctrl + K** breaks paragraph text. This doesn't break text into individual lines, rather the text separates at line breaks.



Pressing **Ctrl + K** again produces separate text frames for each line.





In order to edit this text and keep paragraphs together, use the following steps:  
First, select the lines you want to keep together, starting at the top and selecting in order.

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Then right-click and choose **Combine**. This piles all the lines on top of each other.

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Now convert to paragraph text and adjust the line spacing. If you now edit this text, the lines will stay within their text frame.

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