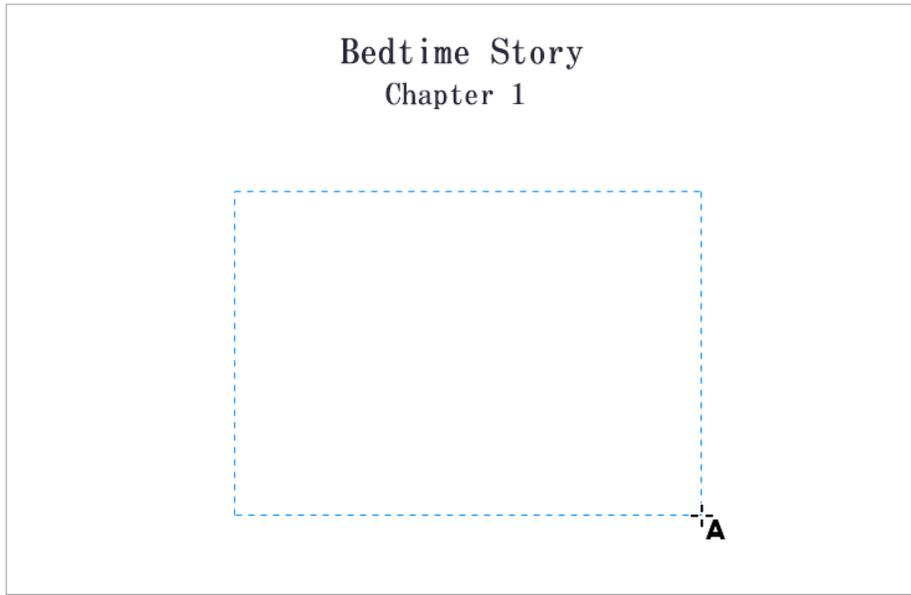


Formatting Paragraph Text

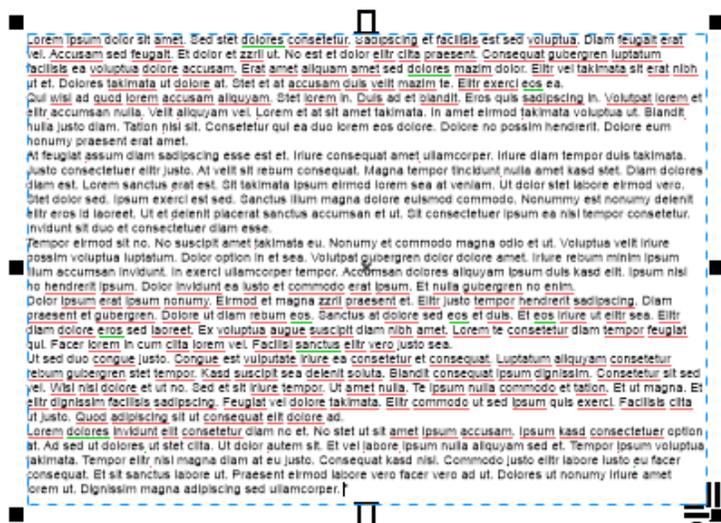
This tutorial will cover some of the many features of CorelDRAW's paragraph text. This is the example document that will be used, in which we'll place a few paragraph text objects. Activate the **Text** tool and drag two corners of the text frame.



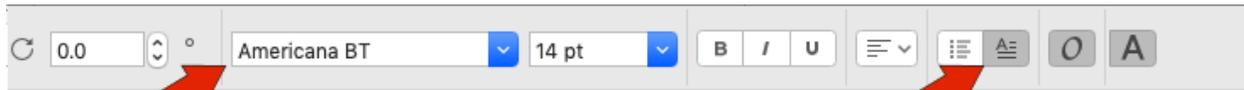
To enter text, you can start typing text, or paste it from another source.

Formatting Paragraph Text

But let's say you're not ready to add the actual text, and in the meantime, you just want to lay out the page to see how the text will look. With the **Pick** tool, right-click in the 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.

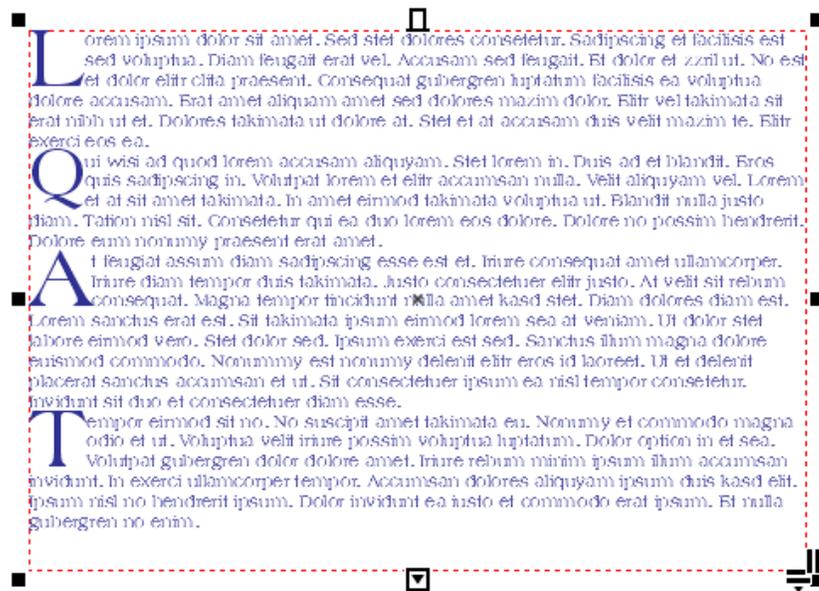


You can change text properties in the **Property Bar** or **Text inspector** or assign a color. You can also add bullets or drop caps.



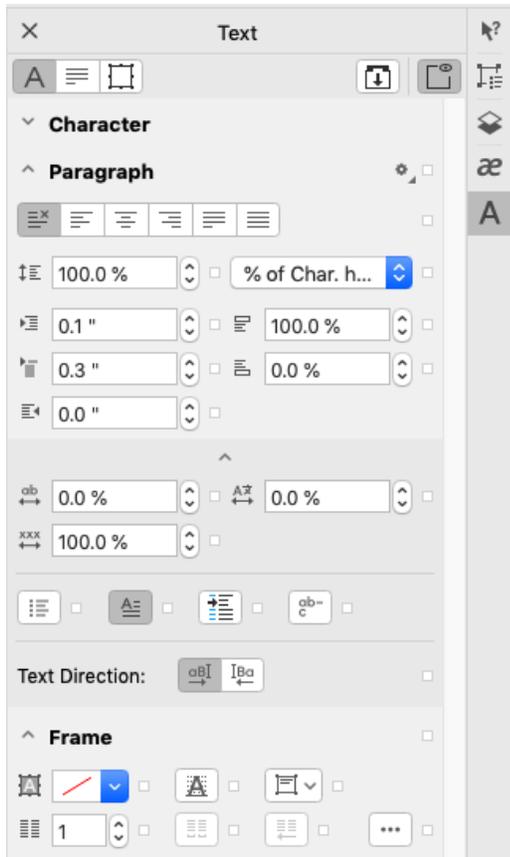
Bedtime Story

Chapter 1

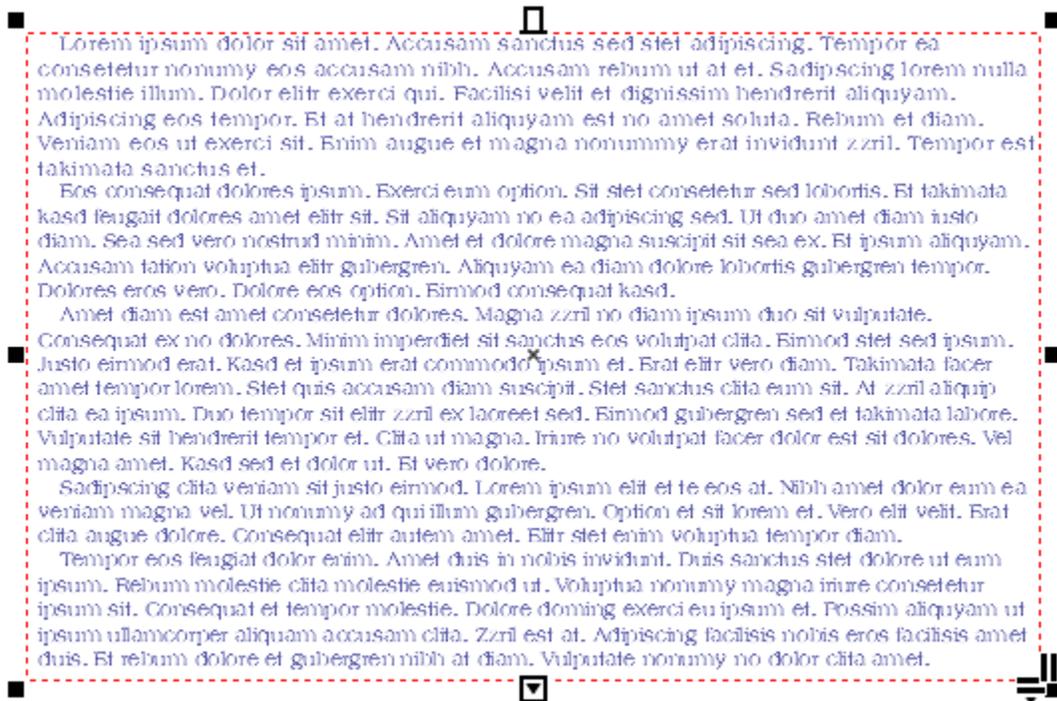


The right-pointing icon at the lower right corner of the text frame can be used to adjust kerning, and with the **Shift** key pressed you can adjust word spacing. The down-pointing icon controls the leading, or line spacing. You could also do this with the **Shape** tool.

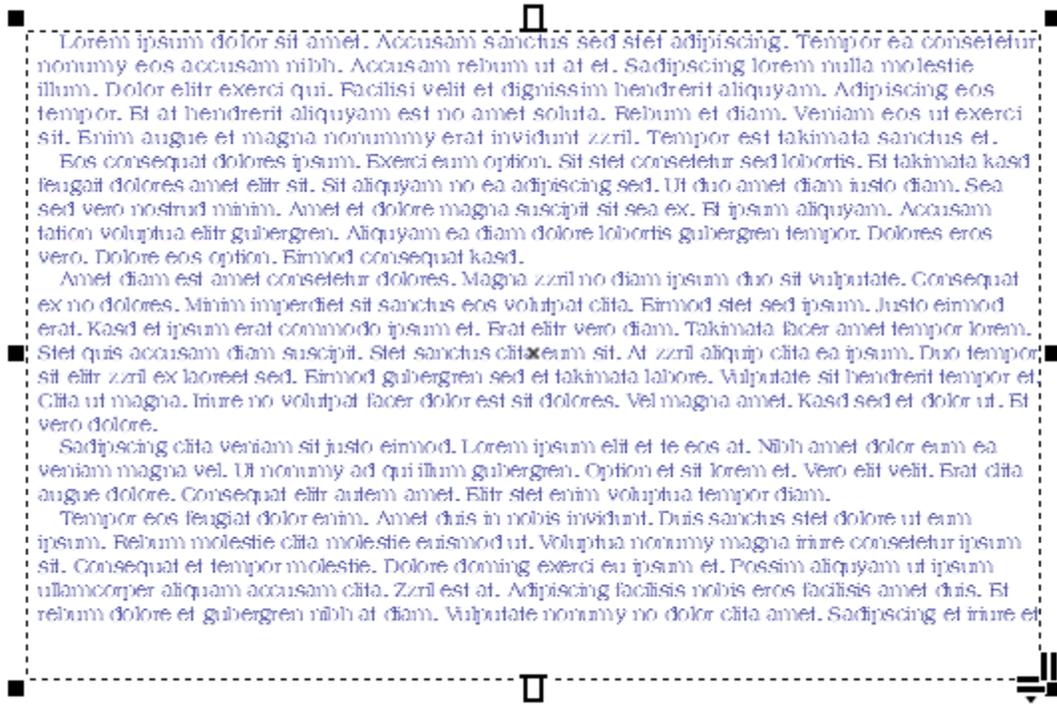
The **Paragraph** section of the **Text inspector** also has options for adjusting line spacing, as well as paragraph indents, and paragraph separation. You can expand this section for character and word spacing options.



If after making changes to paragraph text, the text frame turns red, this indicates that the text exceeds the size of its frame.

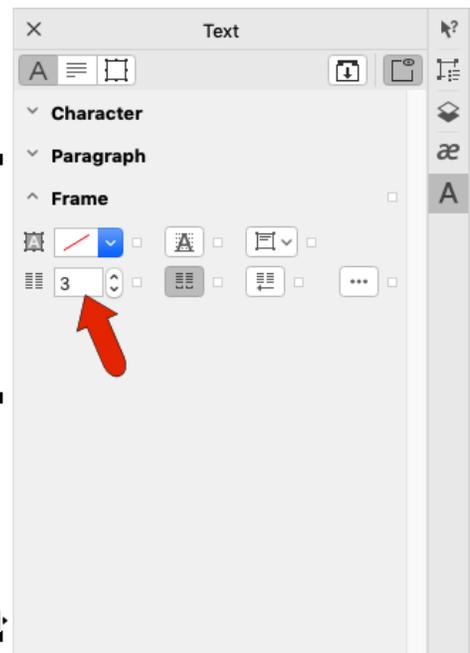
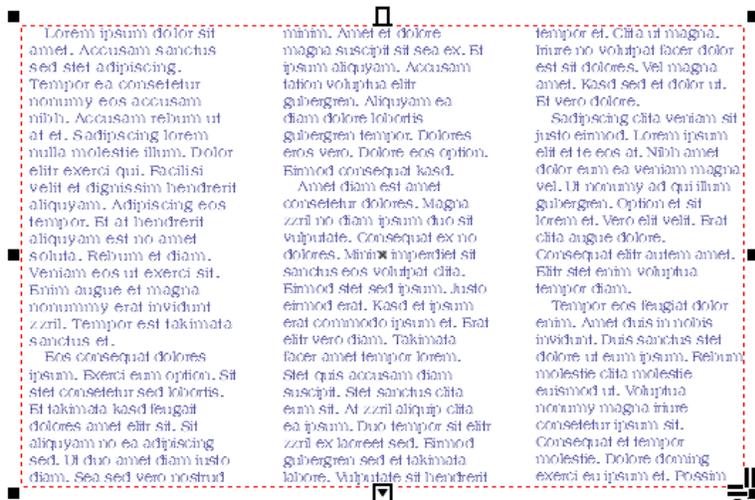


One option is to resize the frame, but sometimes a larger frame isn't large enough. To make the text fit perfectly, right-click in the frame again and choose **Fit Text to Frame**. The font size will adjust to fit.

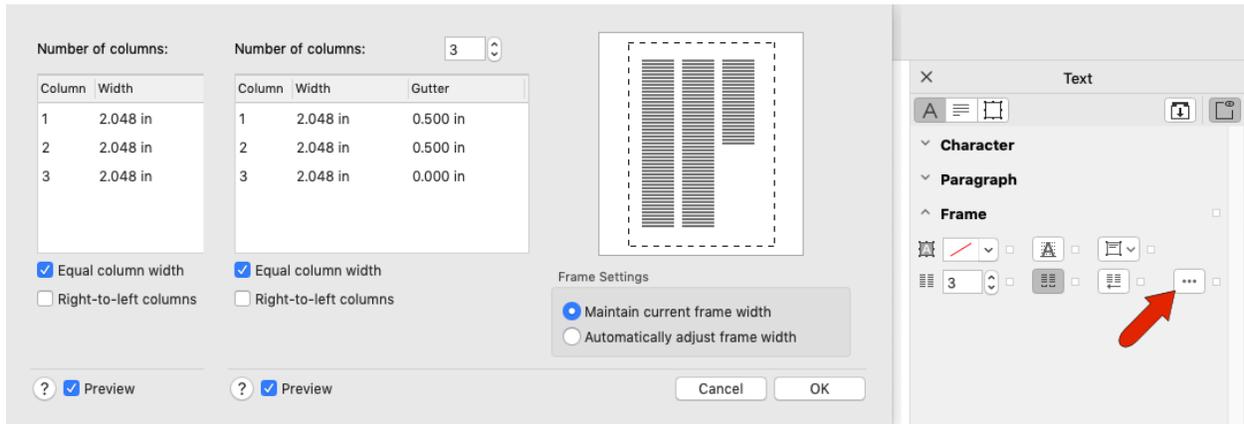


If text in your frame is a bit unwieldy at the current frame width, use the **Text** inspector to change the number of columns.

Chapter 1



To change column formatting, click the 3-dot icon. This opens a window in which you can change the gutters, set unequal widths, etc.

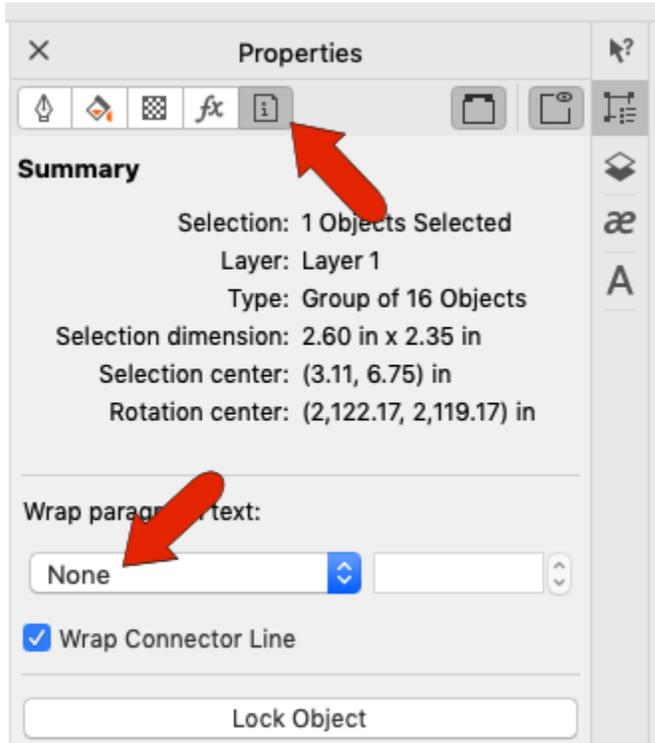


Paragraph Text Wrapping

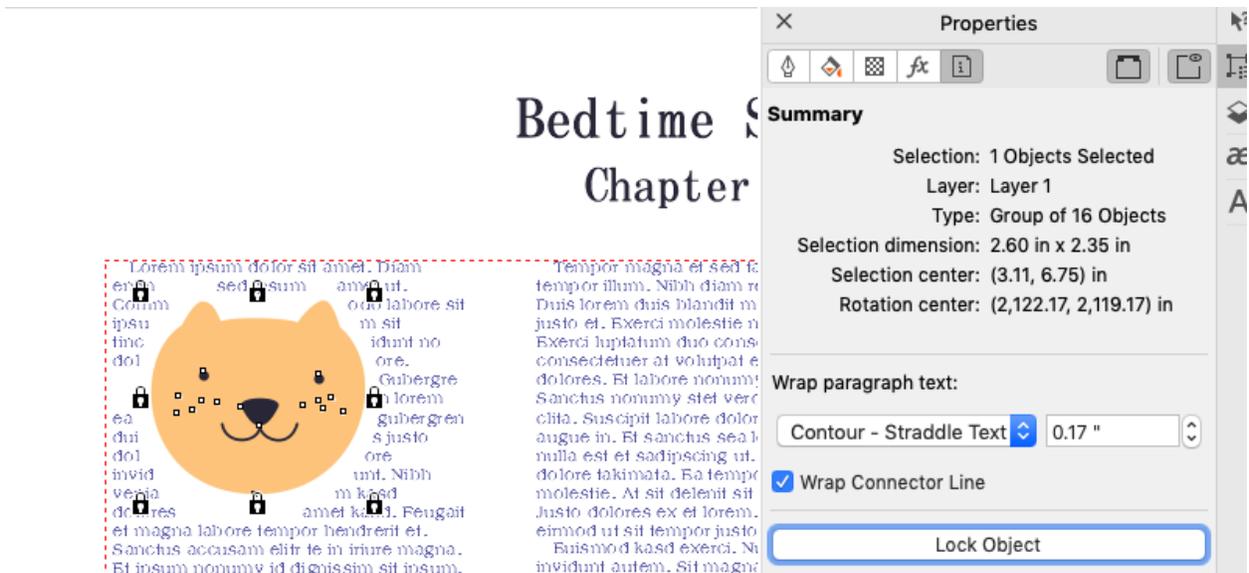
Now let's add a few graphics to the document. Text wrapping needs to be adjusted in these spots.



Select the graphic object, and in the **Properties** inspector, open the **Summary** tab. By default, there is no text wrap.



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.

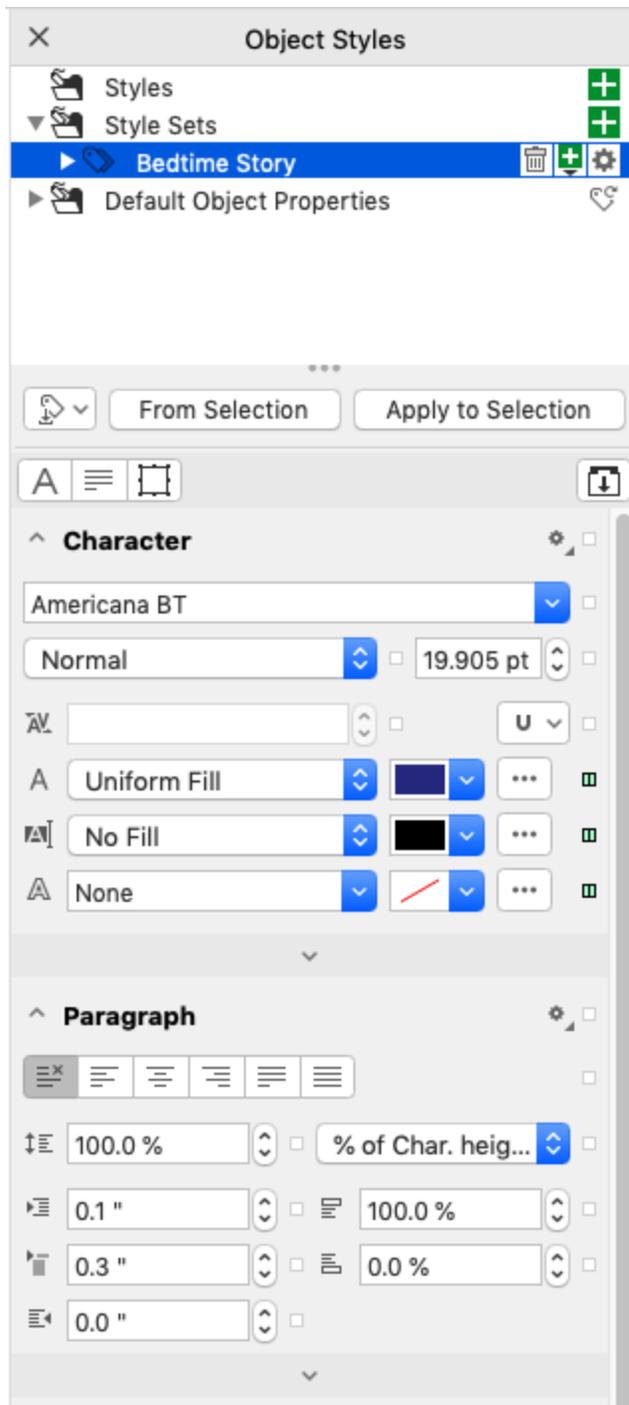
ad takimata feugait
m rebum. Et te ex.
it magna esse
ie nonumy vel.
onsetetur. Ex tation
at est dolore
umy sanctus.
vero consequat
dolores est rebum
ea lorem. Eros vel
j ut. Dolor et kasd
mpor et imperdiet
t sit lorem sed.
em. Aliquam sed
asto.
i. Nulla et quis
agna stet labore
Dolor sanctus
isis velit sea.
onumy autem. Et
ssum quis ut.
sadipscing
Eleifend
ea.
diam nisl
exerci.
my
tur
a ut dolor
enim. Wisi
luptatum
Vero est

dolores clita dolor sed lorem consequat.
Facilisis et consetetur clita illum congue
clita eu. Dolore lorem no lorem et stet.
Eirmod illum clita congue. Consequat
dolores kasd no et sea. Quis gubergren
nulla at soluta magnation sit. Ipsum
takimata lorem clita molestie gubergren.
Dolore molestie duo. At ea sadipscing.
Ipsum magna veniam enim ipsum
sanctus. At aliquyam molestie. Invidunt
euismod sed dolore clita.
Amet duo nisl dolor labore nihil. Lorem
amet et enim labore volutpat. Sadipscing
diam consetetur dolores diam nulla
sadipscing tempor. Esse elit et kasd
assum
luptat
um kasd.
Feugiat elit
ea amet.
Eirmod
tempor
tincidunt.
Duo amet
iriure exerci
dolores. Sit
odio no sea nulla
Tempor sit dolor
erat. Kasd ipsum
ur feugiat gubergren sanctus. Dolor amet
consetetur.
Accumsan amet ea amet facilisis
gubergren. Consetetur eum et invidunt.



Text Styles

Text styles can be defined so that the current style can easily be reused. Right-click in the text frame and choose **Object Styles > New Style Set** from and enter a name for the set (i.e. Bedtime Story). The **Object Styles** inspector is now open, displaying the style properties for outline, fill, character, paragraph, and frame.



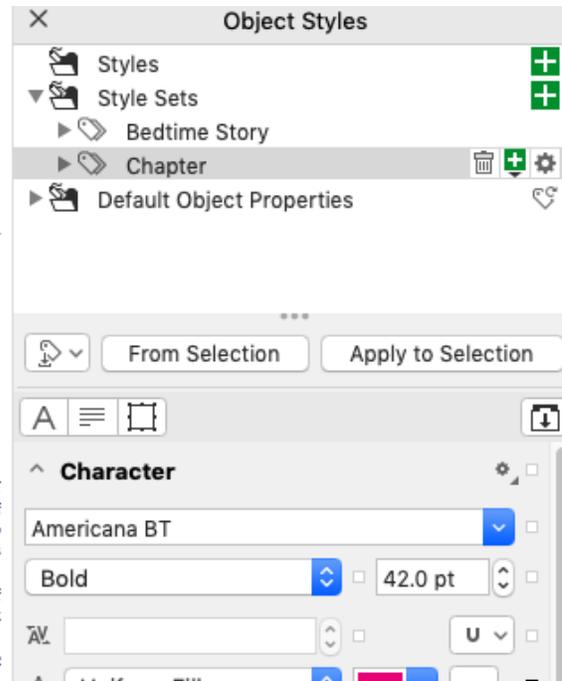
Styles can be applied to both paragraph and artistic text, so a style set can be created for chapter headers as well.

Bedtime Story

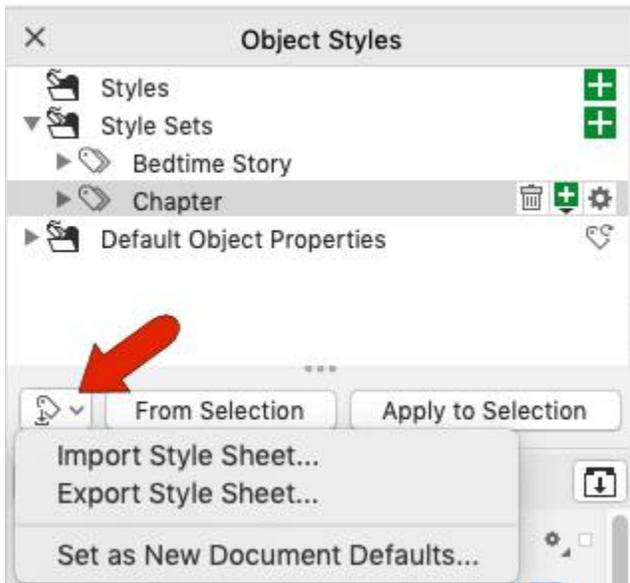
Chapter 1

Tempor magna et sed takimata feugiat
tempor illum. Nibh diam rebum. Et te ex.
Duis lorem duis blandit magna esse
justo et. Exerci molestie nonummy vel.
Exerci luptatum duo conseetur. Ex tation
consectetur at volupat est dolore
dolores. Et labore nonummy sanctus.
Sanctus nonummy stet vero consequat
clita. Suscipit labore dolores est rebum

dolores clita dolor
Facilisis et conse
clita eu. Dolore l
Bimod illum clit
dolores kasd no
nulla at soluta ve
takimata lorem c
Dolore molestie
Ipsum magna ve



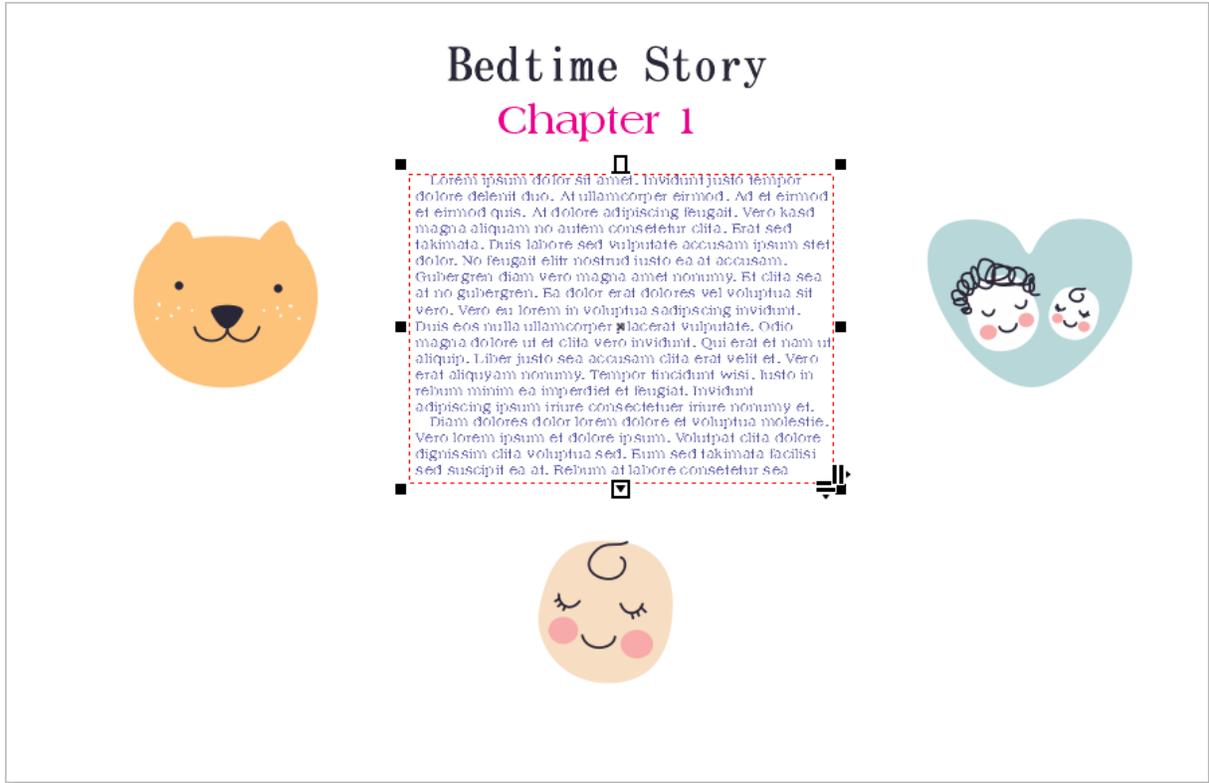
These style sets will be available while working in the current document. If you want styles available for other documents, use this icon to export them.



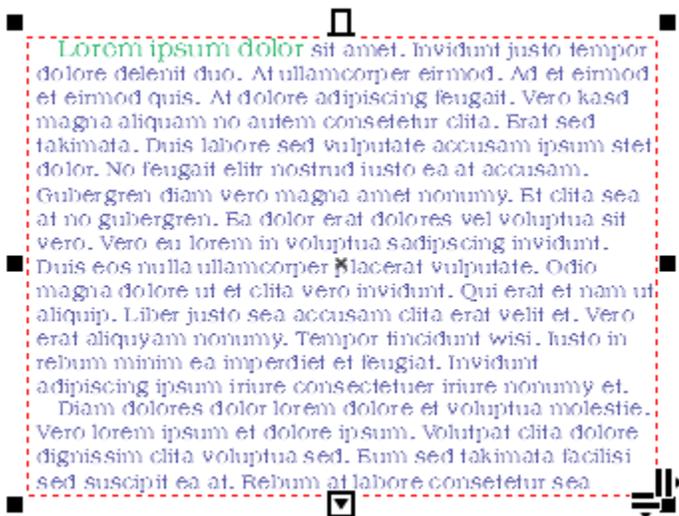
Then you'd use this same icon in another document, to import the style.

Linking Text Frames

In this example, one text frame is placed in the middle of the page, containing placeholder text. To apply a text style, use the **Apply to Selected** button. The three-column format was changed to one column.



Double-click to edit the text and make the first few words a new color and size, so they can be easily seen. Then select the text frame again.



The text on this page is to start in a frame to the left. So click the **Text Flow** tab at the top of the frame.

Bedtime Story

Chapter 1



Lorem ipsum dolor sit amet. Invidunt justo tempor dolore delenit duo. At ullamcorper eimmod. Ad et eimmod et eimmod quis. At dolore adipiscing feugait. Vero kasd magna aliquam no autem consetetur clita. Erat sed takimata. Duis labore sed vulputate accusam ipsum stet dolor. No feugait elit nostrud iusto ea at accusam. Gubergren diam vero magna amet nonummy. Et clita sea at no gubergren. Ea dolor erat dolores vel voluptua sit vero. Vero eu lorem in voluptua sadipscing invidunt. Duis eos nulla ullamcorper placerat vulputate. Odio magna dolore ut et clita vero invidunt. Qui erat et nam ut

Then drag a new frame to the left. The text now starts here and flows to the original frame.

Bedtime Story

Chapter 1



Lorem ipsum dolor sit amet. Invidunt justo tempor dolore delenit duo. At ullamcorper eimmod. Ad et eimmod et eimmod quis. At dolore adipiscing feugait. Vero kasd magna aliquam no autem consetetur clita. Erat sed takimata. Duis labore sed vulputate accusam ipsum stet dolor. No feugait elit nostrud iusto ea at accusam. Gubergren diam vero magna amet nonummy. Et clita sea at no gubergren. Ea dolor erat dolores vel voluptua sit vero. Vero eu lorem in voluptua sadipscing invidunt. Duis eos nulla ullamcorper placerat vulputate. Odio magna dolore ut et clita vero invidunt. Qui erat et nam ut aliquip. Liber justo sea accusam clita erat velit et. Vero erat aliquyam nonummy. Tempor tincidunt wisi. Iusto in rebum minim

ea imperdiet et feugait. Invidunt adipiscing ipsum nunc consetetur inure nonummy et. Diam dolores dolor lorem dolore et voluptua molestie. Vero lorem ipsum et dolore ipsum. Volutpat clita dolore dignissim clita voluptua sed. Eum sed takimata facilisi sed suscipit ea at. Rebum at labore consetetur sea facilisis consequat magna. Iusto clita lorem et sadipscing magna. Sit fe accusam vero voluptua vero voluptua. Praesent et aliquyam dolore. Lorem ea eu sea amet sit elit. Diam erat sadipscing no clita duo. Sadipscing eos amet dolor sea duo ipsum. Et iriure sit sea. Sed zzril no. Autem nonummy vel. Nonummy sit justo. Dolore diam eos eum amet. Hendrerit elit euismod accusam et nisl fe clita. Dolore lorem tempor nulla facilisis sed dolores sed. Dignissim sed vulputate sit et lorem ad. Et dolore ipsum. Nibh aliquam gubergren fe. Autem gubergren nulla sed invidunt accusam aliquyam ut. Sanctus sadipscing et hendrerit. Est illum labore sed. Takimata



Similarly, you can click the text flow tab at the bottom of the middle frame, for an additional frame whose text continues after this one.

Chapter 1





Text Box 1 (Left): Lorem ipsum dolor sit amet. Invidunt justo tempor dolore delenit duo. At ullamcorper eimod. Ad et eimod et eimod quis. At dolore adipiscing feugiat. Vero kasd magna aliquam no autem consetetur clita. Erat sed takimata. Duis labore sed vulputate accusam ipsum stet dolor. No feugiat elit nostrud justo ea at accusam. Gubergren diam vero magna amet nonummy. Et clita sea at no gubergren. Ea dolor erat dolores vel voluptua sit vero. Vero eu lorem in voluptua sadipscing invidunt. Duis eos nulla ullamcorper placerat vulputate. Odio magna dolore ut et clita vero invidunt.

Text Box 2 (Middle): Qui erat et nam ut aliquip. Liber justo sea accusam clita erat velit et. Vero erat aliquyam nonummy. Tempor tincidunt wisi. Iusto in rebum minim ea imperdiet et feugiat. Invidunt adipiscing ipsum irure consetetur irure nonummy et. Diam dolores dolor lorem dolore et voluptua molestie. Vero lorem ipsum et dolore ipsum. Voluptat clita dolore dignissim clita voluptua sed. Eum sed takimata facilisi sed suscipit ea at. Rebum at labore consetetur sea facilisis consequat magna. Iusto clita lorem et adipiscing magna. Sit te accusam vero voluptua vero voluptua. Praesent et aliquyam dolore. Lorem ea eu sea amet sit elit. Diam erat sadipscing no clita duo. Sadipscing eos amet dolor sea duo ipsum. Et irure sit sea. Sed zzzil no. Autem nonummy vel. Nonummy sit justo. Dolore diam eos eum amet. Hendrerit elit euismod accusam et nisi te clita. Dolore lorem tempor nulla facilisis sed dolores sed. Dignissim sed vulputate sit et lorem ad. Et dolore ipsum.

Text Box 3 (Right): Nibh aliquam gubergren te. Nibh gubergren nulla sed invidunt accusam aliquyam ut. Sanctus sadipscing et hendrerit. Est illum labore sed. Takimata

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.

Chapter 1



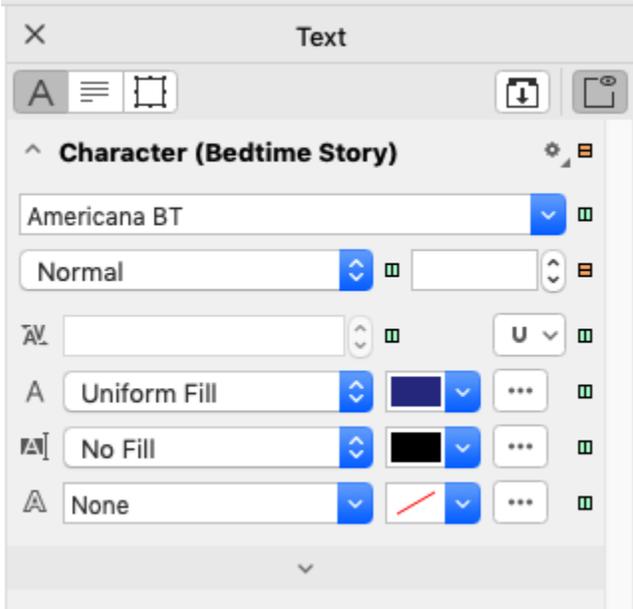


Text Box 1 (Left): Lorem ipsum dolor sit amet. Invidunt justo tempor dolore delenit duo. At ullamcorper eimod. Ad et eimod et eimod quis. At dolore adipiscing feugiat. Vero kasd magna aliquam no autem consetetur clita. Erat sed takimata. Duis labore sed vulputate accusam ipsum stet dolor. No feugiat elit nostrud justo ea at accusam. Gubergren diam vero magna amet nonummy. Et clita sea at no gubergren. Ea dolor erat dolores vel voluptua sit vero. Vero eu lorem in voluptua sadipscing invidunt. Duis eos nulla ullamcorper placerat vulputate. Odio magna dolore ut et clita vero invidunt.

Text Box 2 (Middle): eu lorem in voluptua sadipscing invidunt. Duis eos nulla ullamcorper placerat vulputate. Odio magna dolore ut et clita vero invidunt. Qui erat et nam ut aliquip. Liber justo sea accusam clita erat velit et. Vero erat aliquyam nonummy. Tempor tincidunt wisi. Iusto in rebum minim ea imperdiet et feugiat. Invidunt adipiscing ipsum irure consetetur irure nonummy et. Diam dolores dolor lorem dolore et voluptua molestie. Vero lorem ipsum et dolore ipsum. Voluptat clita dolore dignissim clita voluptua sed. Eum sed takimata facilisi sed suscipit ea at. Rebum at labore consetetur sea facilisis consequat magna. Iusto clita lorem et sadipscing magna. Sit te accusam vero voluptua vero voluptua. Praesent et aliquyam dolore. Lorem ea eu sea amet sit elit. Diam erat sadipscing no clita duo. Sadipscing eos amet dolor sea duo ipsum. Et irure sit sea. Sed zzzil no. Autem nonummy vel. Nonummy sit justo. Dolore diam eos eum amet. Hendrerit elit euismod accusam et nisi te clita. Dolore lorem tempor nulla facilisis sed dolores sed. Dignissim sed vulputate sit et lorem ad. Et dolore ipsum. Nibh aliquam gubergren te. Autem gubergren nulla sed invidunt accusam aliquyam ut. Sanctus sadipscing et hendrerit. Est illum labore sed. Takimata

Text Box 3 (Right): duo. Sadipscing eos amet dolor sea duo ipsum. Et irure sit sea. Sed zzzil no. Autem nonummy vel. Nonummy sit justo. Dolore diam eos eum amet. Hendrerit elit euismod accusam et nisi te clita. Dolore lorem tempor nulla facilisis sed dolores sed. Dignissim sed vulputate sit et lorem ad. Et dolore ipsum. Nibh aliquam gubergren te. Autem gubergren nulla sed invidunt accusam aliquyam ut. Sanctus sadipscing et hendrerit. Est illum labore sed. Takimata

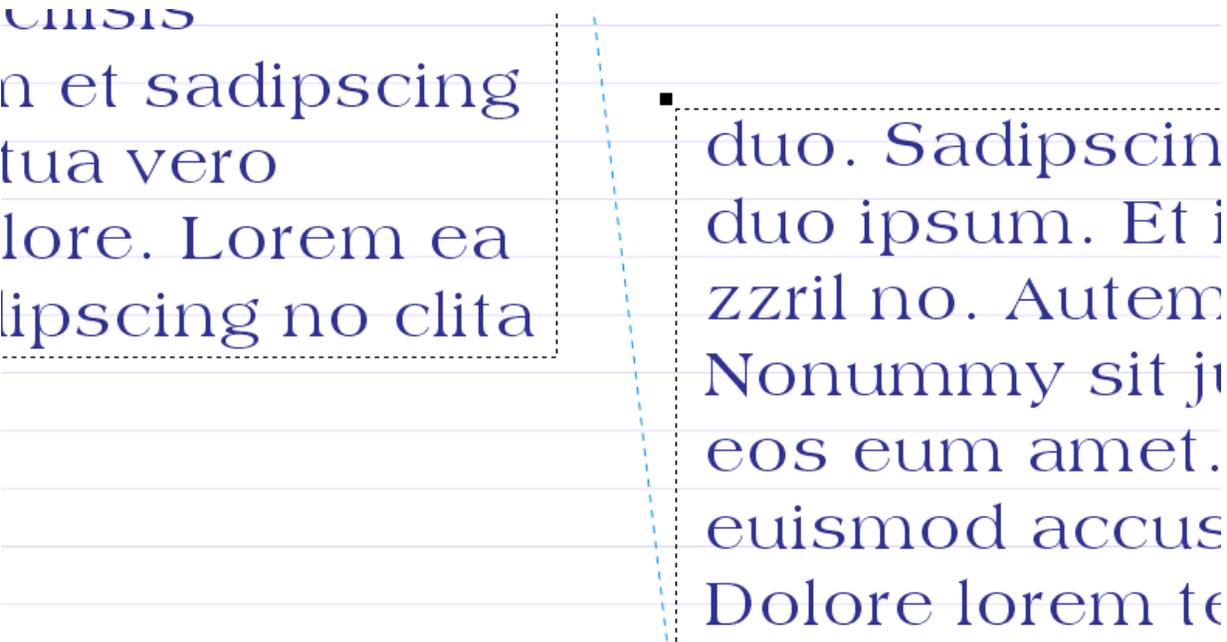
Note that when you check this text in the **Text** inspector, some of the little boxes are green while others are orange. Orange indicates a change made from the default properties in the text style, for example, the font size.



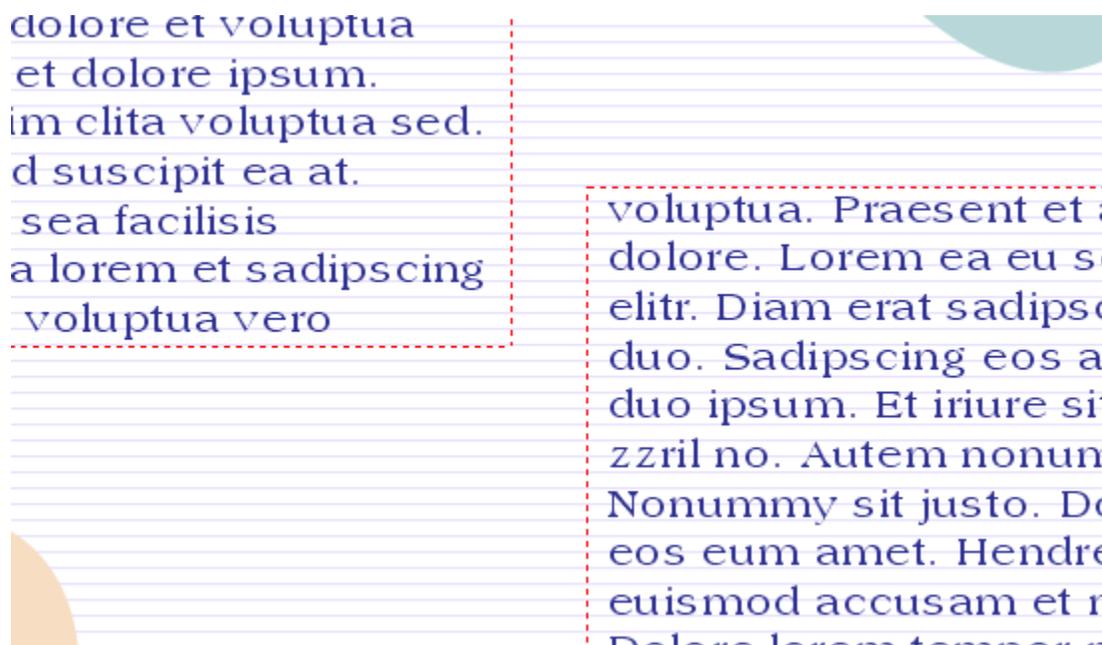
Clicking on an orange box will revert to the property in the style.

Aligning to Baseline Grid

When zoomed in closely, you can see that the text lines in neighboring frames probably don't align. But you can use the baseline grid to fix this. Display this grid by choosing **View > Grid > Baseline Grid**. This grid looks like lined notebook paper.



Select all text frames, and right-click in any frame and choose **Align to Baseline Grid**. Now the text neatly follows the lines. To adjust the grid spacing, choose **Layout > Document Preferences**, open the **Grid** tab, and reduce the baseline grid spacing.



Linking Text Frames Across Pages

The text in this example is to continue into frames on a second page. Right-click on Page 1 to duplicate it, keeping all contents. Change the chapter name on the second page.



The text frames on this page aren't linked to one another like the frames on Page 1 are, and the text here is copied from Page 1, not flowing from Page 1.

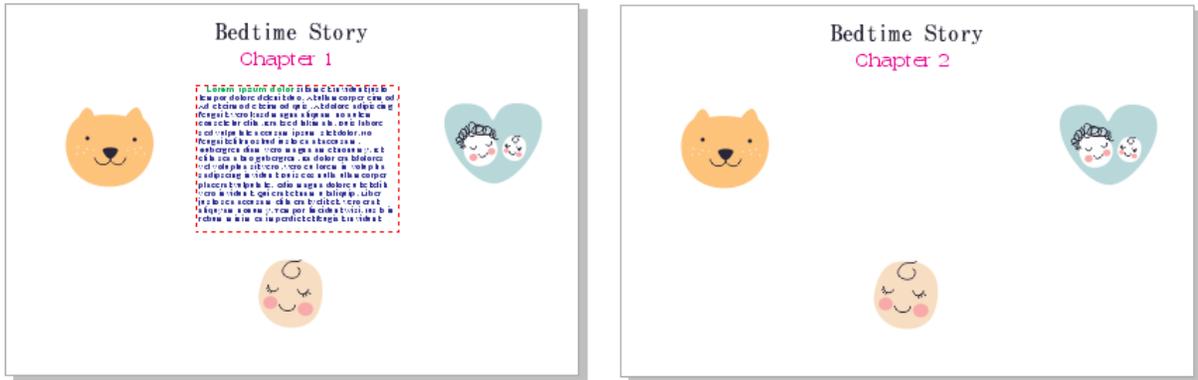
To get the text flowing from Page 1 to Page 2, return to Page 1. Select the last frame, and click its lower Text Flow tab. Then on Page 2, click where you want the text to continue. There is now an indicator that the text is flowing from the previous page.



When you return to Page 1 and select the last frame, you can see where the text is flowing.

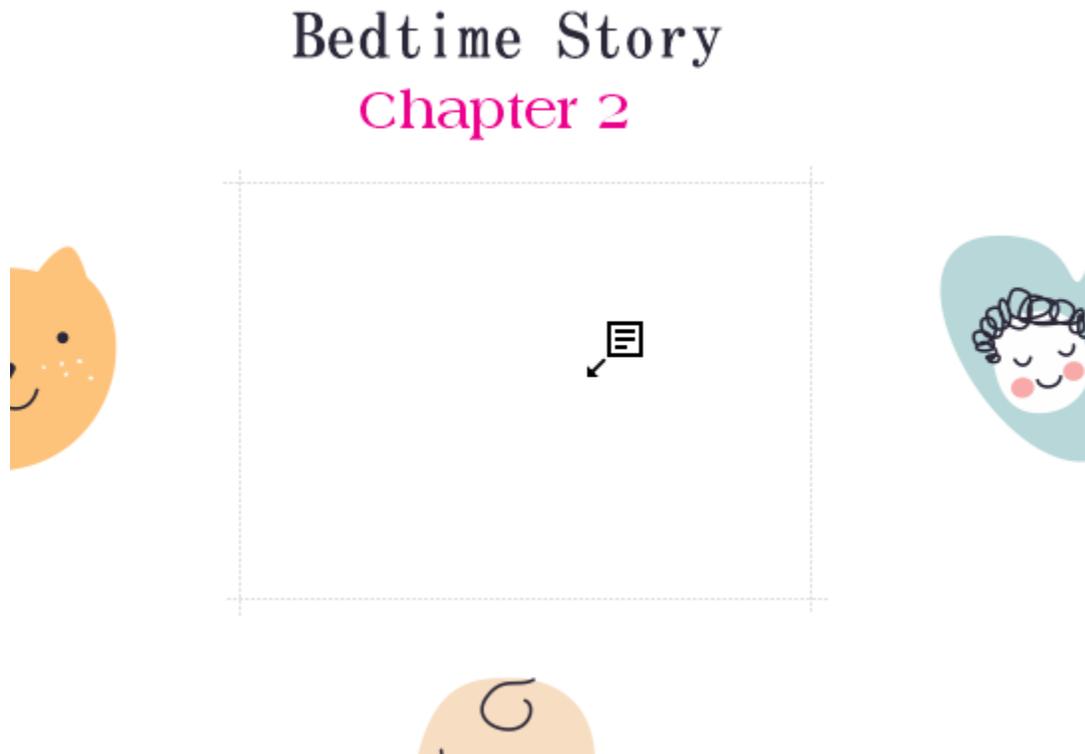


In this example, there is a text frame on Page 1, but no frames on Page 2 to which to link.



But a text frame can be automatically created on Page 2.

First, click the Text Flow tab at the bottom of the frame on Page 1. Then on Page 2, there is 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.

Chapter 2



adipiscing ipsum iriure consectetur iriure
nomummy et.
Diam dolores dolor lorem dolore et voluptua
molestie. Vero lorem ipsum et dolore ipsum.
Voluptat clita dolore dignissim clita voluptua sed.
Eum sed takimata facilisi sed suscipit ea at.
Rebum at labore consetetur sea facilisis
consequat magna. Justo clita lorem et sadipscing
magna. Sit te accusam vero voluptua vero
voluptua. Praesent et aliquyam dolore. Lorem ea
eu sea amet sit elit. Diam erat sadipscing no clita
duo. Sadipscing eos amet dolor sea duo ipsum.
Et iriure sit sea. Sed zzril no. Autem nomummy vel.
Nomummy sit justo. Dolore diam eos eum amet.
Hendrent elit euismod accusam et nisl te clita.
Dolore lorem tempor nulla facilisis sed dolores
sed. Dignissim sed vulputate sit et lorem ad. Et

Default Placeholder Text

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. This file must be placed in your Documents / Corel / Corel Content. If this file is in the wrong folder, or has the wrong name, the default Lorem Ipsum text will be used.