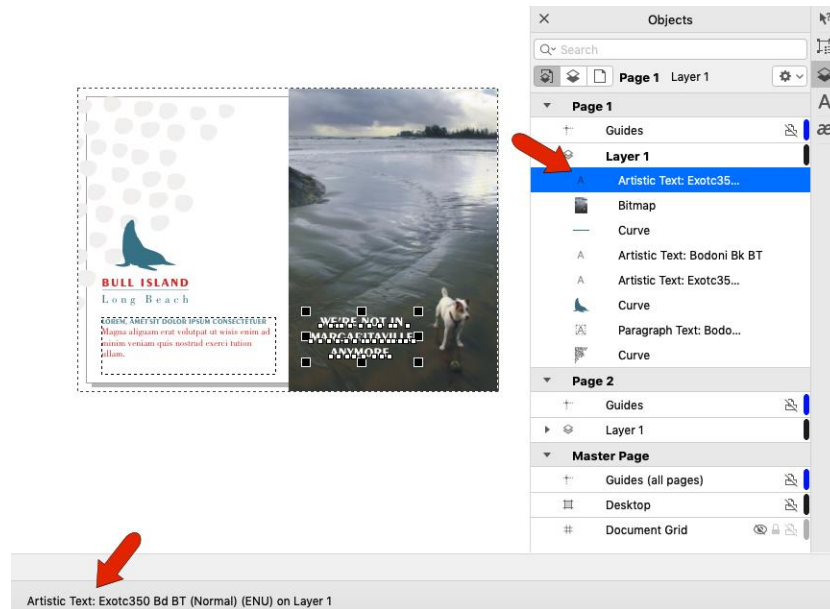# Manipulating and Converting Text

This tutorial will demonstrate how to manipulate and convert both types of text: artistic and paragraph.

This example document contains both types of text. You can use the **Objects** inspector to tell what type of text you have, as well as the **Status Bar** (**View** > **Show Status Bar**).


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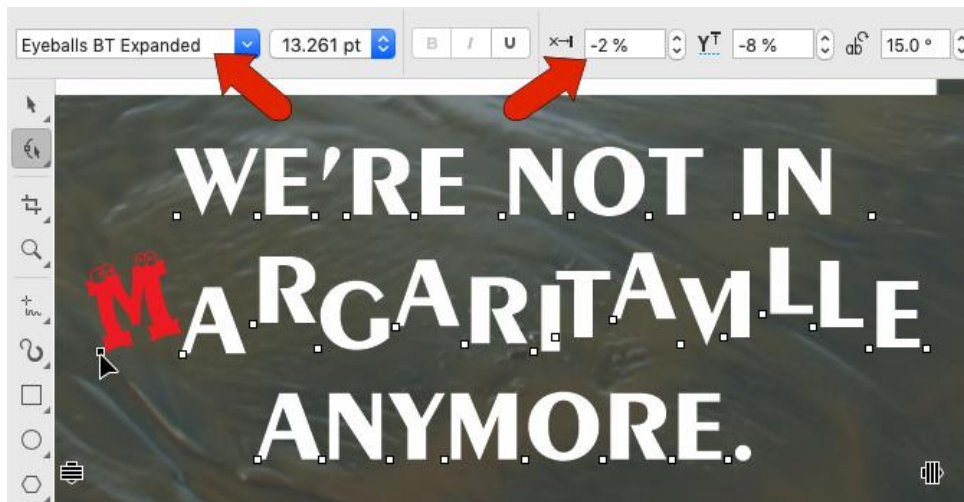
To make changes to multiple characters, you can marquis-select their character nodes, or **Shift**-select the nodes of the characters you want to change.

While the **Shape** tool is still active, you can drag this icon to adjust the kerning - the spacing between characters.

If you hold the **SHIFT** key while dragging the same icon, you can adjust the word spacing.

Or you can drag this icon 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** tools, the **Object** menu has an option to break apart artistic text, and the shortcut for breaking apart is **Cmd+ K**. Now there are three separate lines, and each can be changed on its own.


Pressing **Cmd** + **K** with one text line selected breaks the line into individual characters. Now each character can be changed, and you can shear or skew letters.

If you want to do some serious character editing, you can change text to curves by pressing **Ctrl** + **Q**. Now you can use the **Shape** tool to move nodes around, or make nodes smooth, double-click to add nodes, etc.
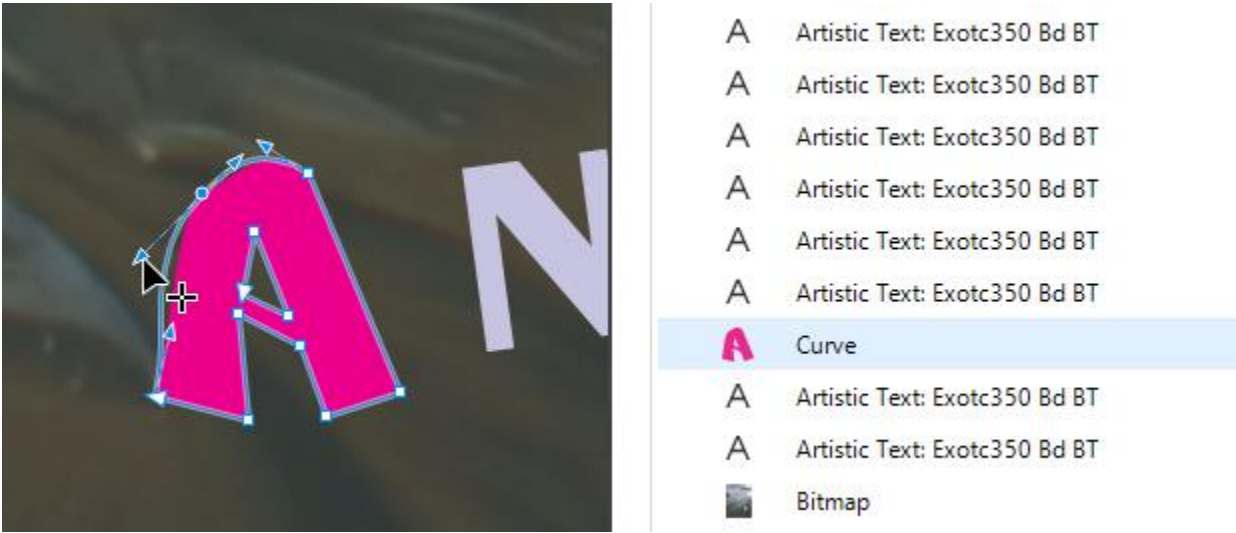
If you convert an entire line of artistic text to curves, then ungroup and edit with the **Shape** tool, you'll get a huge supply of nodes to edit.
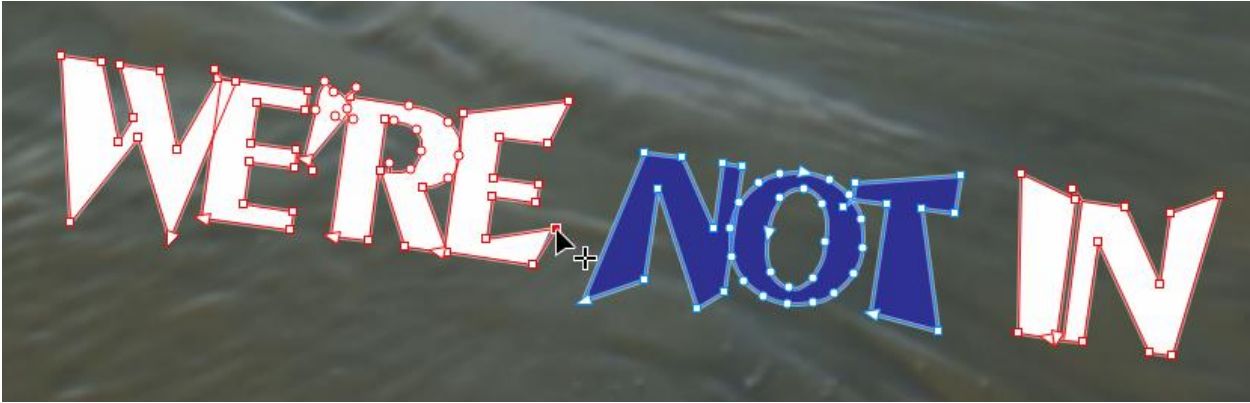

Editing Paragraph Text with the Shape Tool

Now let's look at paragraph text. When paragraph text object is selected with the **Select** 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.
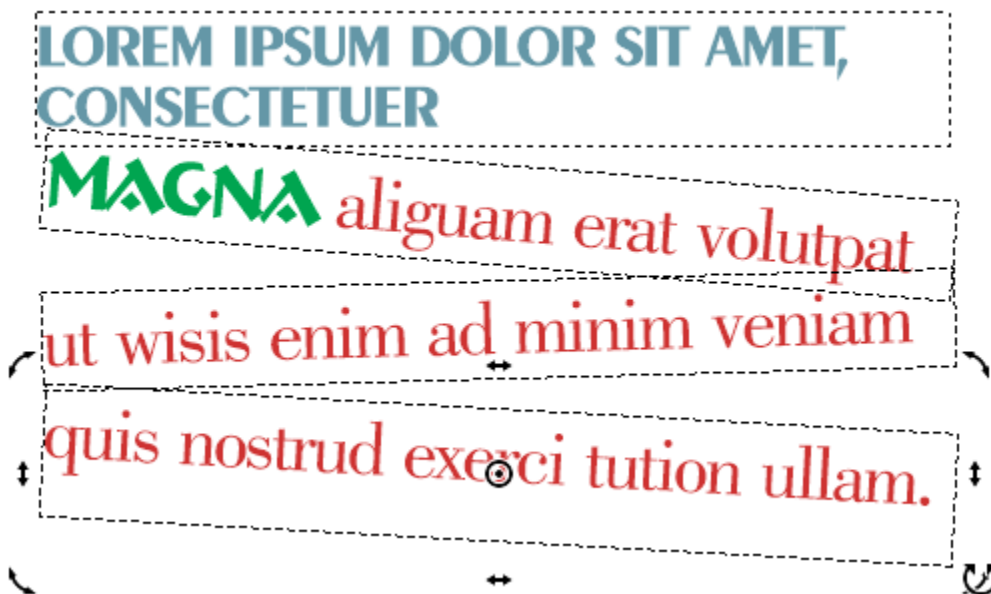
When the **Shape** tool is used on paragraph text, you have the same character nodes shown before, which can be used to make changes to individual or selected characters.
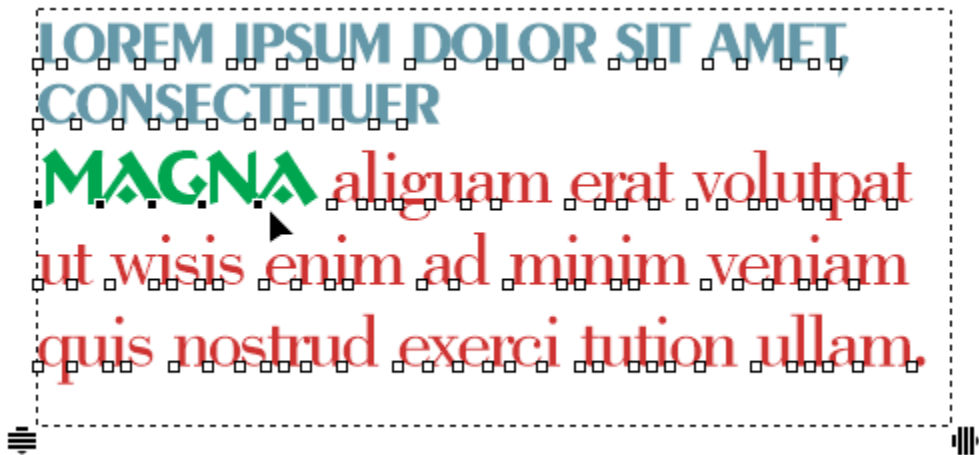
Pressing **Cmd + K** breaks paragraph text. This doesn't break text into individual lines, rather the text separates at line breaks.
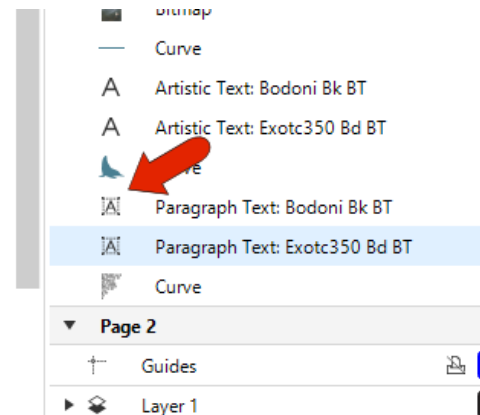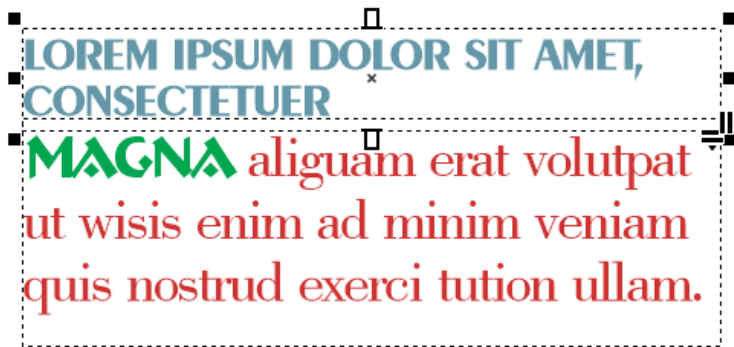
Pressing **Cmd** + **K** again produces separate text frames for each line.

Going further, you can break a line into words, and words into characters. You can also convert paragraph text to curves and node-edit.

Converting Artistic Text to Paragraph Text (and Vice-Versa)

You can right-click on paragraph text and convert it to artistic text. You'll have have the same editing options, and the text is no longer bounded by a text frame.

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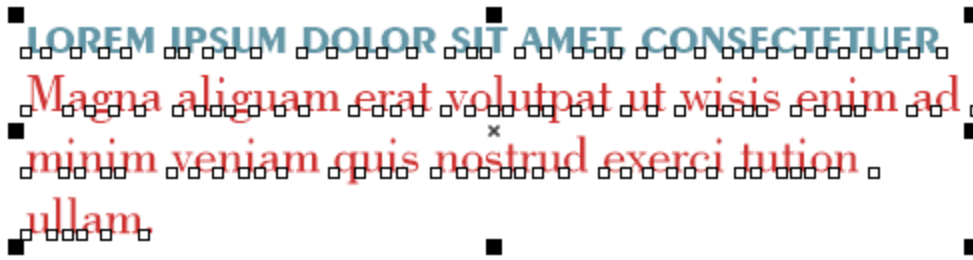
Similarly, you can convert artistic text to paragraph. A rectangular text frame is added, which you can resize to change the lines.

WE'RE NOT
IN
MARGARITA
VILLE
ANYMORE.

Editing Imported PDF Text

When importing a PDF, there is an option to import text as text or as curves.

Import text as

◉ Text
◯ Curves

☑ Import comments and place on a separate layer
☐ Convert reusable objects into symbols
☐ Crop content to drawing page

OK   Cancel
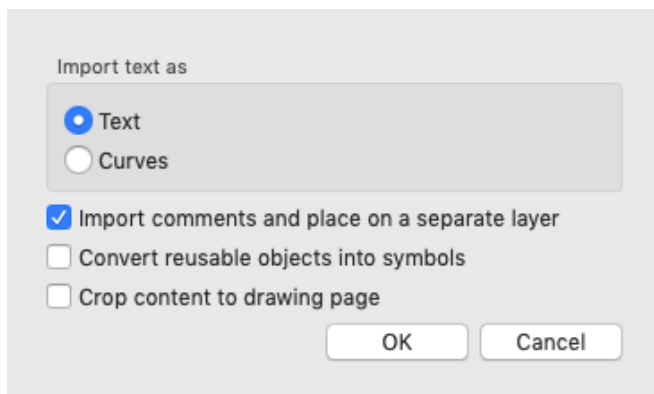
If you choose to import as text, each line is imported as artistic text, one text object for each line.

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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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