

WYSIWYG Text Editing

After completing this chapter, you will be able to:

- Tell people what WYSIWYG means
- Create a new multimedia screen and position text on it
- Size, align, center, bold, italicize, underline, emboss, shadow, and color text
- Display text in any font installed on your computer
- Create superscripts and subscripts and insert special symbols
- Change foreground and background colors and effects
- Undo and redo text edits
- Create bulleted and numbered text
- Copy and paste text from one text object to another
- Correct mistakes via AutoCorrect, Spell Checking, and Find and Replace
- Use the Format Painter to copy attributes from one text object to another

- Text is a key element of most multimedia applications, and a good working knowledge of how to enter, edit, and manipulate text is a basic requirement for anyone who wants to become multiliterate. This tutorial begins by showing you how to enter, position, size, color, shadow, copy, and edit text in a multimedia application.

Creating a Blank Presentation

Show-Me Movie:
"Creating a Blank
Presentation"

To practice working with text, you'll need a screen to type it on. To create a new presentation to hold the screens you'll create in this chapter, follow these steps:

- ▶ If you do not have PowerPoint running at the moment, get it started.
- ▶ Pull down the File menu and choose New to make the New Presentation dialog appear.
- ▶ On the General tab, choose the option to create a blank presentation and click OK.

- ▶ When the New Slide dialog appears and asks you to choose an AutoLayout, select the Title slide layout and click OK. *Note:* If the New Slide dialog does not appear, pull down the Format menu and choose Slide Layout.

Your screen should appear as illustrated in Figure 20-1. Read on to begin entering your text.

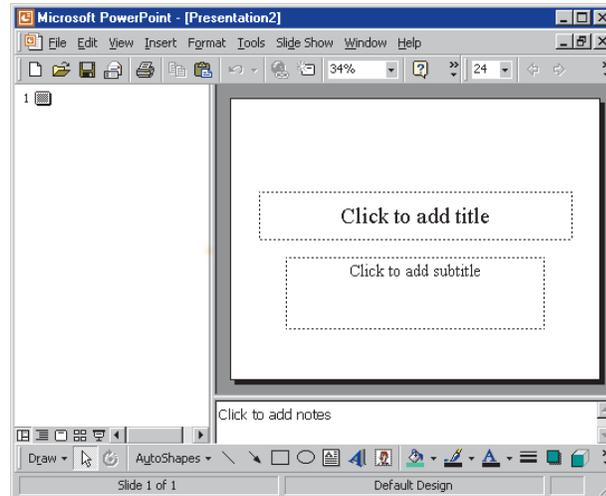


Figure 20-1 A blank presentation with a title slide ready for text entry.

Entering Text

Show-Me Movie:
"Entering Text"

Entering text is easy. Just click the box into which you want to type some text, and type away! For example, the title slide has a box that says "Click to add title." Click there, and type **Multimedia Literacy**

Now click the box that says "Click to add subtitle" and type **Integrating Media Across the Enterprise**

Notice how your text appears on the screen immediately, while you type it. This is known as WYSIWYG text entry; WYSIWYG stands for what-you-see-is-what-you-get.

Click in the white space at the top of the slide to end text entry mode. Your screen should now appear as shown in Figure 20-2.

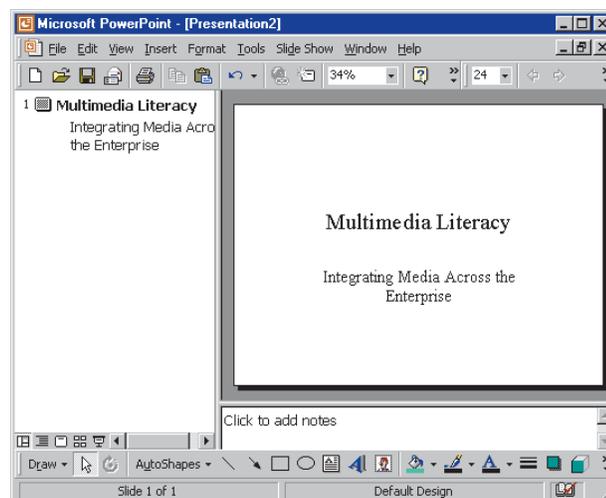


Figure 20-2 Text entry for the title slide.

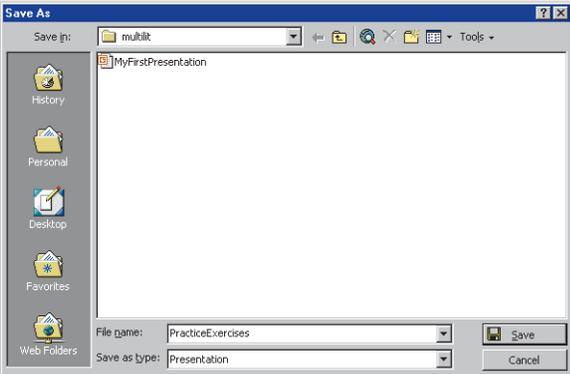
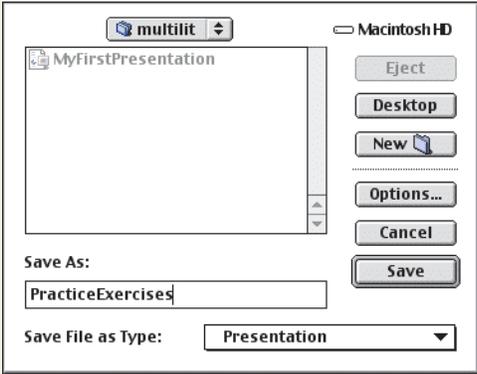
Saving the Presentation

Show-Me Movie:

“Saving the Practice Presentation”

From time to time as you work through this tutorial, you should save the presentation you are making, just in case you get interrupted. Later on, when you come back to work some more, you can open the presentation and resume working where you left off. Because the presentation contains the practice you will be doing as you complete the tutorial examples, the name of the practice presentation will be *Practice*. To save the *Practice* presentation, follow the steps in Table 20-1.

Table 20-1 How to Save the *Practice* Presentation

Windows	Macintosh
 <p>Figure 20-3 The PowerPoint Save dialog.</p> <ul style="list-style-type: none"> ▶ The Save dialog appears as shown in Figure 20-3. ▶ Pull down the Save In menu to select the disk drive on which you want to save the presentation. ▶ Double-click the folder in which you want to save the presentation. In this example, double-click the <i>multilit</i> folder you created in the previous chapter. <i>Note:</i> If you did not create the <i>multilit</i> folder yet, please return to Chapter 19 and follow the steps in Table 19-1, How to Create a File Folder. ▶ In the File name field, type the name you want the presentation to have. In this example, type Practice ▶ In the Save As Type field, choose Presentation. ▶ Click the Save button; PowerPoint will save the presentation. 	 <p>Figure 20-4 The PowerPoint Save dialog.</p> <ul style="list-style-type: none"> ▶ The Save dialog appears as shown in Figure 20-4. ▶ Pull down the menu to select the disk drive on which you want to save the presentation. ▶ Double-click the folder in which you want to save the presentation. In this example, double-click the <i>multilit</i> folder you created in the previous chapter. <i>Note:</i> If you did not create the <i>multilit</i> folder yet, please return to Chapter 19 and follow the steps in Table 19-1, How to Create a File Folder. ▶ In the Save field, type the name you want the presentation to have. In this example, type Practice ▶ In the Save As Type field, choose Presentation. ▶ Click the Save button; PowerPoint will save the presentation.

Positioning Text

Show-Me Movie:
"Positioning Text"

PowerPoint lets you move text anywhere on the screen. For example, suppose you want to move the title *Multimedia Literacy* further up on the screen. Follow these steps:

- ▶ Click on the text you want to move. In this example, click on Multimedia Literacy.
- ▶ Figure 20-5 shows how a selection box will appear around the text. The selection box consists of a shaded border and eight sizing handles.
- ▶ Position your mouse on the border of the selection box, anywhere except on the sizing handles, which are used to change the shape of the box. When your mouse is over the border, the cursor will have the shape of arrows pointing in four directions; this tells you that you have moused to a spot from which you can move the text.
- ▶ While your cursor is positioned over the border, click and drag your mouse. *Note:* To click and drag means to hold down the left mouse button while you move the mouse to another location on screen.
- ▶ Notice how the text box moves as you drag it with your mouse.
- ▶ Let the mouse button up to stop moving the text.
- ▶ If the text is not where you want it, repeat these steps.
- ▶ To constrain an object so it moves only horizontally or vertically, hold down **⇧ Shift** as you drag the object. You can also move an object short distances by selecting it and pressing the arrow keys.

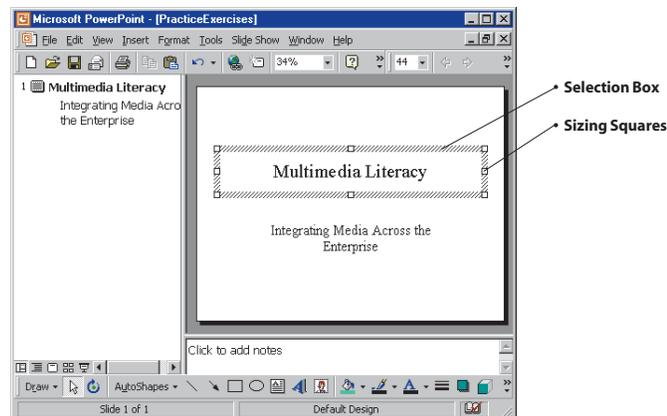


Figure 20-5 The selection box consists of a shaded border and eight little sizing squares, one in each corner, and one in the middle of each side of the square.

Finding the Formatting Toolbar

The next part of this chapter will teach you how to use the text formatting tools. Depending on how your toolbars are set up, the Formatting toolbar may not be visible. Check your toolbars to see if the following tools are visible:



If none of these tools are visible, your Formatting toolbar is off. To get it back on, pull down the View menu, choose Toolbars, and select Formatting. If some but not all of these tools are visible, there are three ways to reveal more of them. First, click the window's Maximize button to make the window as large as possible. Second, click the little down-arrow at the right end of the toolbar to reveal more buttons. Third, click and drag the toolbar to position it underneath your other toolbars, giving the Formatting toolbar its own unique row in your PowerPoint window.

Sizing Text

Show-Me Movie: "Sizing Text"

Sometimes you want your text to be larger or smaller than the default size. For example, suppose you want to make the title bigger. Follow these steps:

- ▶ Select the text you want to size. In this example, click and drag your mouse to select the words *Multimedia Literacy*.
- ▶ The words *Multimedia Literacy* should now be inverted to indicate that you've selected them, as illustrated in Figure 20-6.
- ▶ Pull down the Font Size menu and select the point size you want. In this example, choose 72 points.
- ▶ Click in the white space outside the selection box to deselect it. Your screen should now appear as shown in Figure 20-7, which illustrates the result of enlarging the text.

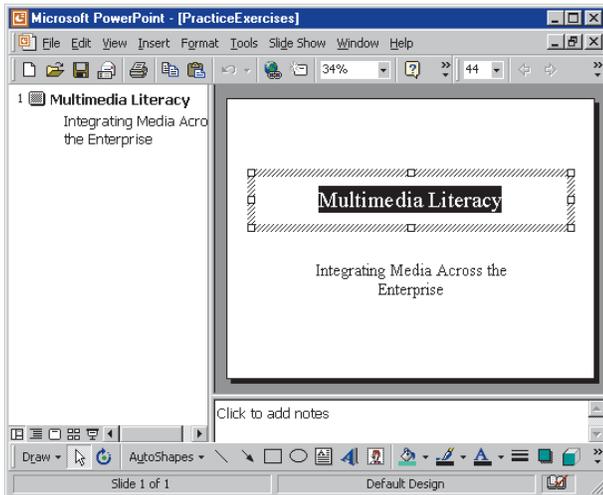


Figure 20-6 Text is inverted when it is selected. In this example, the text *Multimedia Literacy* has been selected.

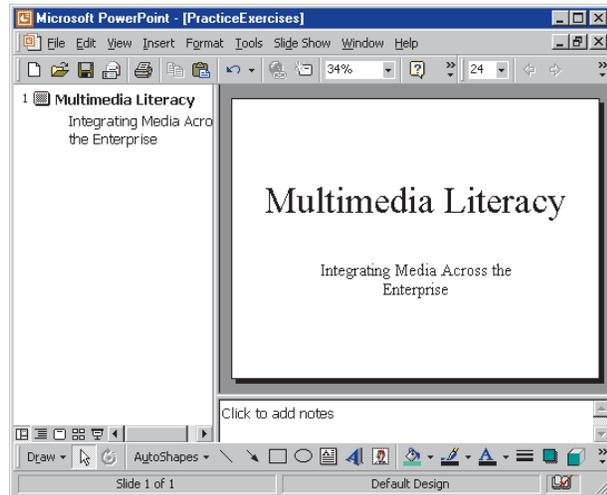


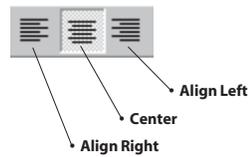
Figure 20-7 The result of increasing the font size of *Multimedia Literacy* to 72 points.

Another way to size text is to use the Text Sizing buttons on the Formatting toolbar. Simply click your mouse over the text you want sized, then click the appropriate button to make the text larger or smaller:



Aligning and Centering Text

Text can be aligned left, centered, or aligned right. To align or center text, you simply click the text you want to align or center, then click one of the alignment buttons on the Formatting toolbar. The alignment buttons are pictured in the Formatting toolbar as follows:



The best way to find out what these settings do is to try them. Follow these steps:

- ▶ Click once over the text *Integrating Media Across the Enterprise*
- ▶ Click the Align Left button; the text aligns to the left:

**Integrating Media Across the
Enterprise**

- ▶ Click the Align Right button; the text aligns to the right:

**Integrating Media Across the
Enterprise**

- ▶ Click the Center button; the text centers:

**Integrating Media Across the
Enterprise**

Bolding Text

The Bold button is the one that looks like a B on the Formatting toolbar:



To bold text, follow these steps:

- ▶ Use your mouse to select the text you want bolded. *Note:* To select text, click and drag your mouse over it.
- ▶ Click the Bold button on the Formatting toolbar.
- ▶ If you want to remove the bolding, repeat these steps.

Italicizing Text

The italics button is the one that looks like *I* on the Formatting toolbar:



Suppose you want the title of your presentation to be in italics. Follow these steps:

- ▶ Use your mouse to select the text you want italicized. In this example, click and drag your mouse over the words *Multimedia Literacy*.
- ▶ Click the Italics button on the Formatting toolbar.
- ▶ If you want to remove the italicizing, repeat these steps.

Underlining Text

The underline button is the one that looks like U on the Formatting toolbar:



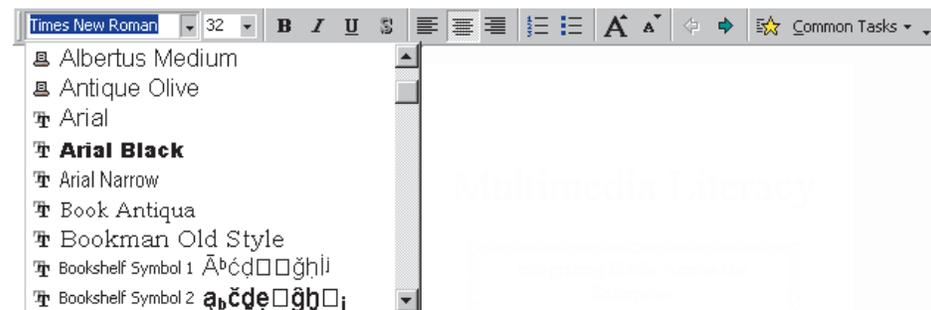
Suppose you want the title of your presentation to be underlined. Follow these steps:

- ▶ Use your mouse to select the text you want underlined. In this example, click and drag your mouse over the words *Multimedia Literacy*.
- ▶ Click the Underline button on the Formatting toolbar.
- ▶ If you want to remove the underlining, repeat these steps.

Selecting Fonts

Show-Me Movie:
“Selecting Fonts”

To change the font, use the Font menu, which drops down from the Formatting toolbar when you pull down the Font menu:



Suppose you want the title of your presentation to appear in the Arial font. Follow these steps:

- ▶ Use your mouse to select the text you want changed. In this example, click and drag your mouse over the words *Multimedia Literacy*.
- ▶ Pull down the Font menu and select Arial.

More fonts are available for download at the *Multilit* Web site. Be aware, however, that many commercial fonts have copyright restrictions. PowerPoint’s Pack and Go Wizard, which you will learn how to use in Chapter 39, will not permit you to pack fonts that have copyright restrictions, for example.

Superscripts and Subscripts

To insert superscripted or subscripted characters, follow these steps:

- ▶ Click your mouse in a line of text at the spot where you want to insert a superscript or a subscript.
- ▶ Pull down the Format menu and choose Font; the Font dialog appears, as illustrated in Figure 20-8.
- ▶ In the Effects group of the Font dialog, select Superscript or Subscript, then click OK.
- ▶ Type the text you want superscripted or subscripted.
- ▶ To return to normal typing, pull down the Format menu, choose Font, unselect the Superscript or Subscript setting, and click OK.

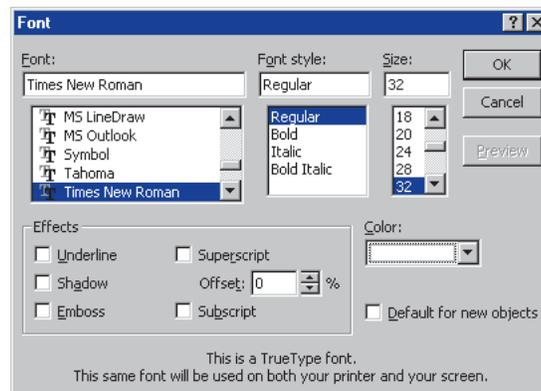


Figure 20-8 The Font dialog contains an Effects group that lets you make text that's superscripted, subscripted, embossed, underlined, and shadowed.

Embossing and Shadowing

Other special effects include embossing and shadowing. **Embossing** makes text look like it is chiseled into the screen. **Shadowing** creates a drop shadow, which can enhance the readability of text overlaid on a pictorial background. To create embossed or shadowed text, follow these steps:

- ▶ Click and drag your mouse to select the text you want embossed or shadowed.
- ▶ Pull down the Format menu and choose Font; the Font dialog appears.
- ▶ In the Effects group of the Font dialog, select Emboss or Shadow, then click OK.
- ▶ Type the text you want embossed or shadowed.
- ▶ To return to normal typing, pull down the Format menu, choose Font, unselect the embossed or shadowed setting, and click OK.

Coloring Text

Show-Me Movie:
"Coloring Text"

You can make text any color you want. You can select a color from a palette, or you can mix your own custom color. To color text, follow these steps:

- ▶ Click and drag your mouse to select the text you want colored. In this example, select the text *Multimedia Literacy*.

- ▶ Pull down the Format menu and choose Font; the Font dialog appears.
- ▶ In the Font dialog, pull down the Color menu. Several suggested colors appear.
- ▶ If you see the color you want, click it to select it. If you do not see the color you want, click More Colors to bring up the Colors dialog, and choose one of those colors. Figure 20-9 shows how you can choose from a selection of premixed colors, or you can create your own custom color as illustrated in Figure 20-10.
- ▶ Click OK to close the Color dialog, and click OK to close the Font dialog. Your text now appears in the selected color.

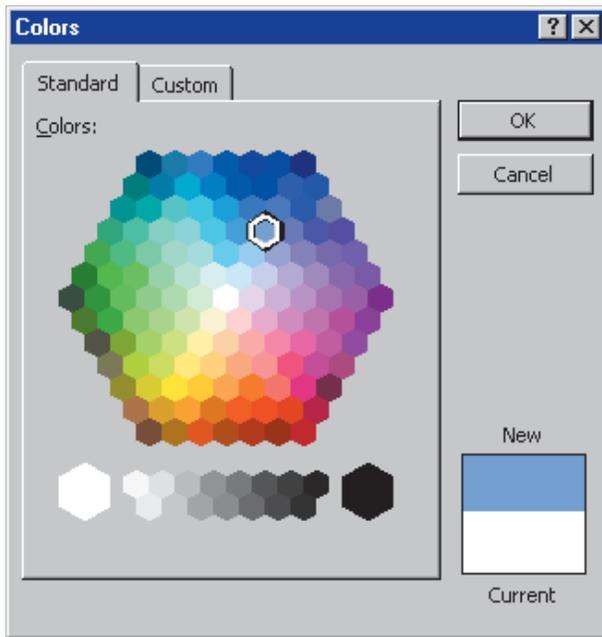


Figure 20-9 The Standard tab of the Color dialog lets you choose a premixed color.

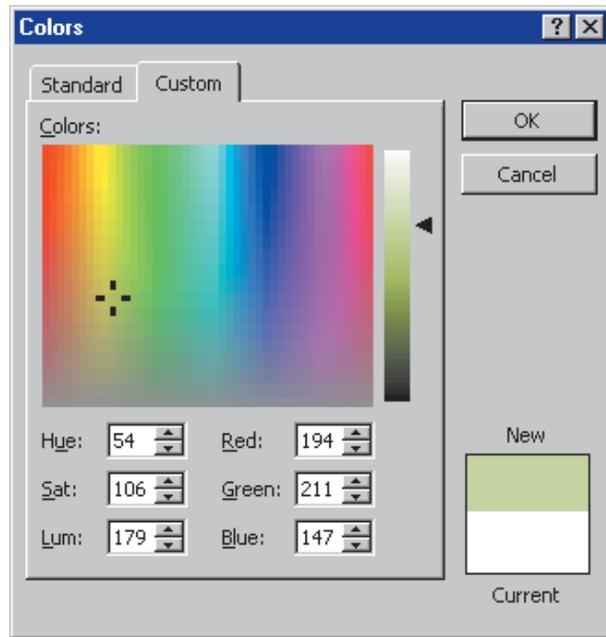


Figure 20-10 The Custom tab lets you mix your own color by manipulating RGB (red, green, blue) color values.

Changing the Background Color

Show-Me Movie:

“Changing the Background Color”

Before learning how to change the background color, remember that it is not generally a good idea to make frequent color changes in your presentation. You should adopt a consistent color scheme and use it throughout your application. Change the background color only when you need to do so for emphasis or some special effect. If you make every screen have a different color, you will overwhelm your users.

That said, whenever you want to change the background color, follow these steps:

- ▶ Pull down the Format menu and choose Slide Color Scheme; the Color Scheme appears.
- ▶ As illustrated in Figure 20-11, the Color Scheme dialog has two tabs: Standard and Custom.
- ▶ Click the Custom tab to reveal the custom scheme colors, as shown in Figure 20-12.

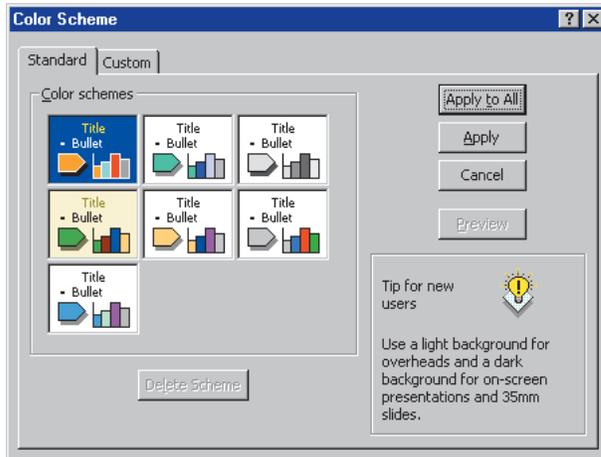


Figure 20-11 The Standard tab of the Color Scheme dialog lets you select from standard color schemes designed to look good on-screen.

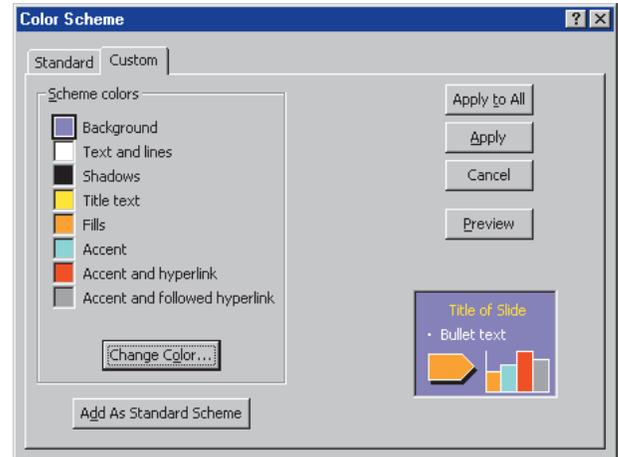


Figure 20-12 The Custom tab lets you customize the color of individual components of the color scheme.

- ▶ Click Background, then click Change Color to make the Color dialog appear.
- ▶ Choose the color you want, then click OK.
- ▶ Click the Apply button to make the current slide have that color, or click Apply to All to apply that color to all your slides.

Inserting More Text Boxes

Show-Me Movie:

"Inserting More Text Boxes"

Sometimes you will want to insert another text box to add more information on-screen. You can insert another text box via the Text Box button on the Drawing toolbar:



For example, suppose you want to enter some copyright information at the bottom of your title slide. Follow these steps:

- ▶ To insert a new text box, click the Text Box button on the Drawing toolbar, or pull down the Insert menu and choose Text box.
- ▶ Move your mouse to position the cursor at the spot where you want the new text box to appear, and click the mouse button; the new text box appears on-screen, as illustrated in Figure 20-13.
- ▶ Type the text you want the new box to contain. In this example, type **Copyright © 2000 by McGraw-Hill**

Figure 20-14 shows how the text box resizes automatically as you type the text. *Note:* To type the copyright symbol, simply type a *c* in parentheses; PowerPoint will automatically replace the (c) with a © sign.

- ▶ Using the techniques taught earlier in this chapter, use the formatting tools to make the text have the font, point size, and color you want.

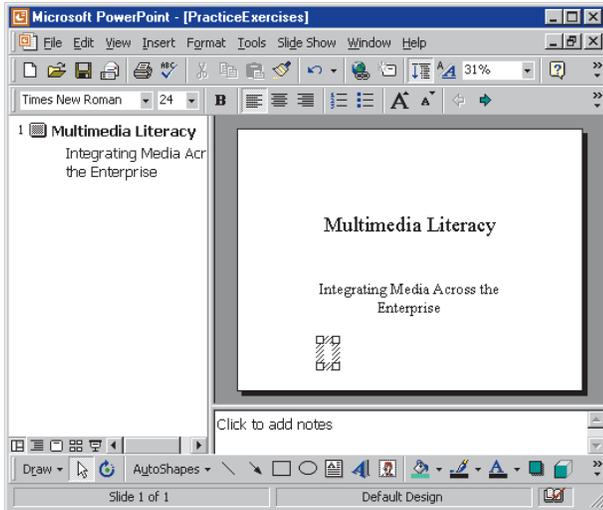


Figure 20-13 The new text box first appears as a placeholder, which is an empty box that will hold the text you type.

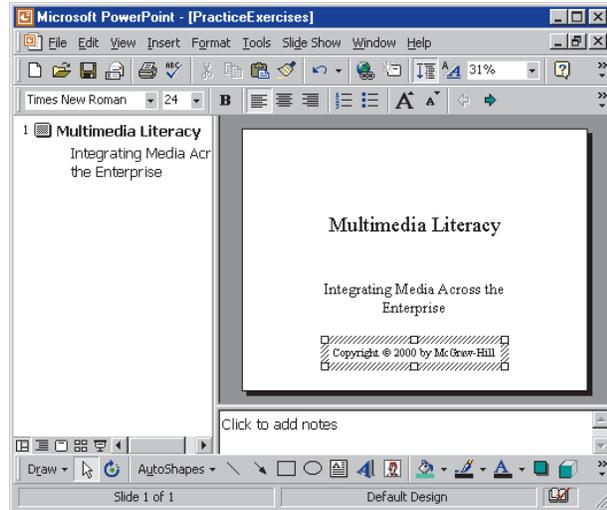


Figure 20-14 As you type your text, the text box automatically resizes to fit the text.

Background Fill Colors and Effects

Each text box on your screen can be filled with a unique background color. To change the background fill color of a text box, follow these steps:

- ▶ Click the text box whose background you want to fill with a color.
- ▶ Pull down the Format menu and choose Colors and Lines. If this choice is not visible, click the menu's down-arrow to reveal more choices, or just wait for the rest of the menu to appear automatically.
- ▶ The Format dialog appears. In the Fill portion of the Format dialog, pull down the Color menu and select the color you want, as illustrated in Figure 20-15.

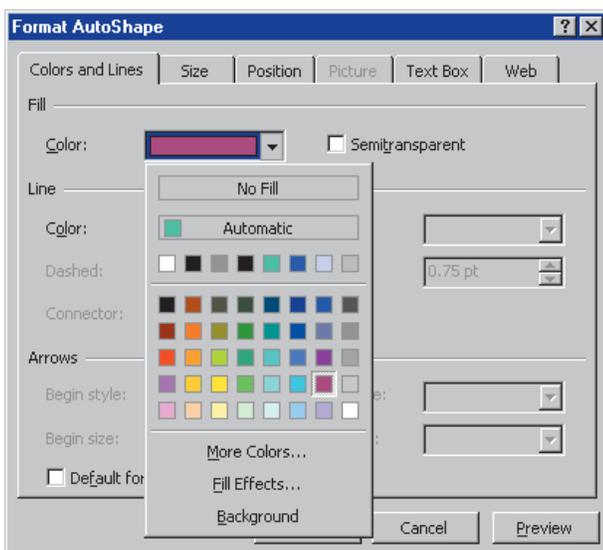


Figure 20-15 The Format dialog has a Color menu that lets you set the fill color.

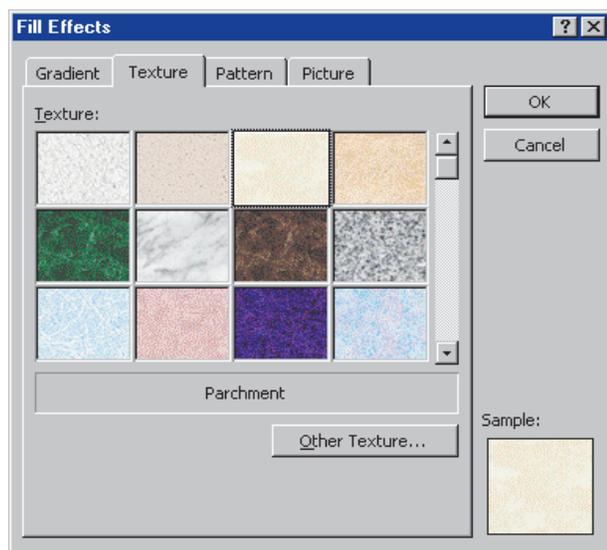


Figure 20-16 Clicking the Color menu's Fill Effects option brings up the Fill Effects dialog.

- ▶ If you want to get creative, pull down the Format dialog's Color menu and select the Fill Effects to bring up the Fill Effects dialog shown in Figure 20-16. It lets you fill the background with a gradient, a texture, a pattern, or a picture. Remember not to get carried away and dazzle your user with too many special effects.

Undo and Redo

While creating a multimedia application, you will occasionally make a mistake you will wish you could undo. PowerPoint lets you do that, via the Undo button. Moreover, if you decide you want to redo what you undid, you can redo it via the Redo button. The Undo and Redo buttons are found on the Standard toolbar:



You can also do an Undo or a Redo by pulling down the Edit menu and choosing Undo or Redo. Undo will only be available after you have done something that can be undone, and Redo will be active only when something has been undone that can be redone.

Bulleted Text and Numbered Text

You can make text with bullets or numbers via the Bullet and Number buttons on the Formatting toolbar:



To create bulleted text on the title slide on which you've been working in this chapter, follow these steps:

- ▶ Click the text at the bottom of the title slide that says *Copyright © 2000 by McGraw-Hill*. (Clicking the text selects it.)
- ▶ Click the Bullet button on the Formatting toolbar. Notice how the text becomes bulleted.
- ▶ Cursor to the end of the text, press Enter, and type **All rights reserved**
- ▶ Notice how the text *All rights reserved* also is bulleted.
- ▶ If you want some practice using the Undo button, click the Undo button to undo the bulleting just created.
- ▶ If you want some practice using the Redo button, click the Redo button to redo the bulleting.
- ▶ Click the text *Copyright © 2000 by McGraw-Hill* to select it, and click the Number button on the Formatting toolbar. Do likewise for the text *All rights reserved*. Notice how the bulleting changes to numbering.

Formatting Bullets and Numbers

The bullets and numbers you saw in the exercise just completed are the defaults for the current style in PowerPoint. If you want to change the appearance of the bullets and numbers, follow these steps:

- ▶ Use your mouse to select the text whose bulleting or numbering you want to customize.
- ▶ Click your right mouse button to make the Choice menu pop out.
- ▶ When the choice menu pops out, choose Bullets and Numbering to make the Bullets and Numbering dialog appear.
- ▶ Modify the settings as you wish, then click OK to close the dialog.
- ▶ If you want to undo the changes, click the Undo button, or pull down the Edit menu and click Undo.

Macintosh reminder: Macintosh users right-click by holding down **⌘** during the click.

Using the Clipboard to Copy and Paste Text

Show-Me Movie:
“Copying and Pasting Text”

The Clipboard is a special place in your computer’s memory where you can temporarily store things you want to copy from one place to another. At any time during your use of PowerPoint, you can use the Clipboard to copy and paste text from one place to another. To copy and paste text via the Clipboard, follow these steps:

- ▶ Click and drag your mouse to select the text you want to copy. The selected text will appear highlighted.
- ▶ To copy the selected text to your Clipboard, press **Ctrl-C** on Windows or **⌘-C** on the Macintosh. The c stands for copy.
- ▶ Click your mouse in a text object at exactly the spot where you want the copy to go. Make sure the cursor is positioned where you want the copy to go.
- ▶ Click **Ctrl-V** on Windows or **⌘-V** on the Macintosh. This pastes the copied text from the Clipboard.

To cut text, click and drag your mouse to select the text you want to cut, then press **Ctrl-X** on Windows or **⌘-X** on the Macintosh.

Inserting Special Symbols

Show-Me Movie:
“Inserting Special Symbols”

As you noted earlier in this tutorial when you learned how to type the copyright sign, PowerPoint has shortcut ways of creating special symbols. For example, if you want to make a registered trademark symbol, you can just type (r) and PowerPoint will automatically replace that with the ® sign. Sometimes you will want other symbols, however, for which there are no shortcuts. To insert special symbols, follow these steps:

- ▶ Click your mouse at the spot in a text box where you want to insert a special symbol.
- ▶ Pull down the Insert menu and choose Symbol. If the Symbol choice is not visible, click the menu’s down-arrow to display the rest of the choices.

- ▶ The Symbol dialog appears as illustrated in Figure 20-17.
- ▶ If the symbol you want is not visible, use the scroll bar to reveal more symbols. If the symbol still is not visible, use the Symbol dialog's Font menu to select a different font in which you think the symbol might be found. The Symbol font contains a lot of special symbols, for example.
- ▶ Click the symbol you want to insert, and click Insert.

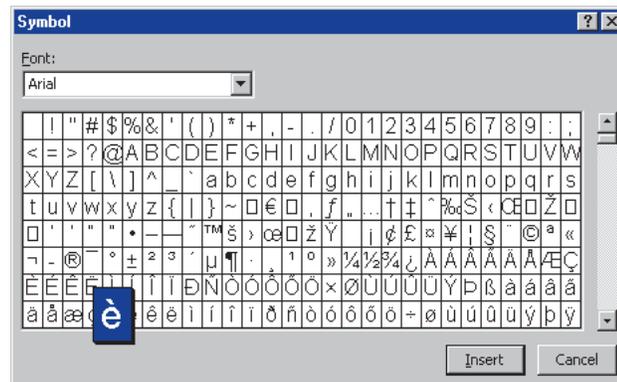


Figure 20-17 The Symbol dialog lets you insert special symbols from any font on your computer.

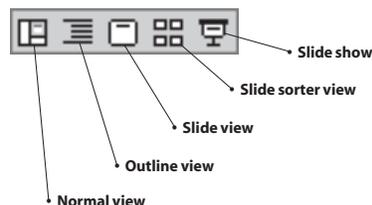
Editing Text in the Outline View

Show-Me Movie:

"Editing Text in the Outline View"

One of the author's favorite PowerPoint features is the one that lets you edit your text in the Outline view; this can be a timesaver when you want to make a small text change in the midst of a large application. To find out how easy it is to edit a presentation in Outline view, follow these steps:

- ▶ In the bottom-left corner of the PowerPoint window, click the Outline view button to put PowerPoint into Outline view.



- ▶ In the Outline window, click your mouse on the text you want to change, and modify it as you wish. For example, change *Integrating Media* to *Integrating Multimedia*.
- ▶ Switch back to Normal view, and notice how the change you made in Outline view affected your presentation.

Correcting Mistakes

It's only human to make mistakes. The only person who never makes a mistake is the person who does not do anything. If you are a doer, you need a way to correct mistakes. Happily, PowerPoint gives you three ways to do that: AutoCorrect, Spell Checking, and Find and Replace.

AutoCorrect

True to its name, AutoCorrect looks for certain kinds of errors and automatically corrects them. Most users like this feature. AutoCorrect automatically capitalizes the first word of a sentence, for example, and corrects capitalization errors caused by accidental use of the **Caps Lock** key. You can also personalize the AutoCorrect feature by creating a list of common errors you want corrected as you type. If you tend to type the word *separate* as *seperate*, for example, you can add this entry to the AutoCorrect list.

To control how the AutoCorrect feature works as you use PowerPoint, pull down the Tools menu and click AutoCorrect.

Spell Checking

PowerPoint has a spell-checker built in. To spell check the text of your application, click the A-B-C spell-check icon on the standard toolbar, or pull down the Tools menu and choose Spelling.

If you notice PowerPoint underlining misspelled words automatically, your automatic spell-checking option is on. Most authors like this feature, but you can turn it off if you want. To turn automatic spell checking on or off, pull down the Tools menu, choose Options, click the Spelling and Style tab, and use your mouse to select or unselect the options you want.

Find and Replace

Especially useful in lengthy applications, the Find option can search for any word or phrase in your presentation, and the Replace option can replace it with any other word or phrase you specify. To use the Find option, pull down the Edit menu, and choose Find. To use the Find and Replace option, pull down the Edit menu, and choose Replace. If the Replace option is not visible, click the Edit menu's down-arrow to reveal the rest of the options.

Using the Format Painter

As a final touch to learning how to edit text, consider using a timesaver called the Format Painter. Suppose you have spent a lot of time getting some text to have exactly the size, font, and color you want. You want another line of text to have those same attributes. Do you have to go through the time-consuming process of sizing, typefacing, and coloring the new text? Not if you use the Format Painter, which you will find on the standard toolbar:



The Format Painter

To use the Format Painter, follow these steps:

- ▶ Select the text object with the attributes you want to copy. In this example, click the copyright notice to select it.
- ▶ Click the Format Painter, and then click the object to which you want to copy the attributes. In this example, click the words *Multimedia Literacy*.
- ▶ Notice how the words *Multimedia Literacy* now have the same attributes as the copyright notice.
- ▶ To undo the results of this experiment, click the Undo button, or pull down the Edit menu and choose Undo.

e x e r c i s e s

1. Experiment with different font sizes on the title screen of the *Practice* application you created in this chapter. How large can you make the title *Multimedia Literacy* before it is too large to fit on one line of the screen? What do you feel is the optimal font and point size for the title?
2. Experiment with different foreground and background colors on the title screen. What is your favorite foreground/background color combination?
3. Run the spell-checker on your *Practice* application. Did the spell-checker find any spelling mistakes?
4. Pull down the File menu and click Properties. If the Properties choice is not visible, click the down-arrow to reveal the rest of the choices. When the Properties dialog appears, click the Statistics tab. How many paragraphs, and how many words are in your *Practice* application so far? How many minutes do the statistics say you have spent editing the *Practice* application?