Paragraph Text: The Final Frontier

I am sure by now you are wondering when this treatise on Paragraph Text is going to end! The moment has arrived (well, almost-there will be a few tricks next month.). In this article, I will cover the remaining feature set for formatting Paragraph Text.

Indents
Figure 1 shows a sample of text similar to what we have used during the past few articles. In Figure 2, the **TEXT**/*Format Text>>*Paragraph dialog box is open. Note the section dedicated to **Indents**.
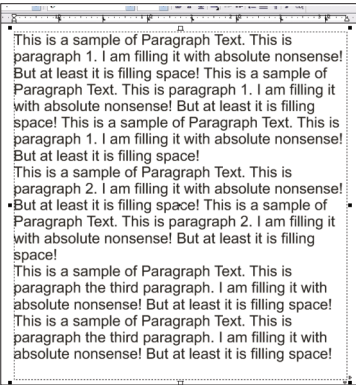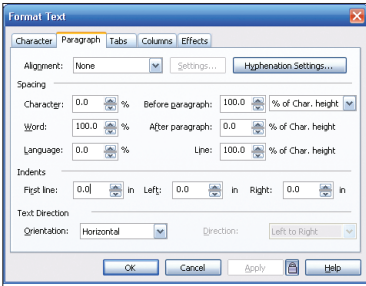

Figure 1

Figure 2

There are a few noteworthy things here and they are all easily demonstrated in Figure 3. (Note: I added guidelines to help make things clear.) First of all, each of these indents operates absolutely independently of one another. In some software programs, the first line indent is added to the left indent. This is not the case here. In the first paragraph, I applied only a .5-inch **First Line** indent. In the second paragraph, I added a **Left** indent. Note that the **First Line** indent stayed put. In the third paragraph, I added a **Right** indent.
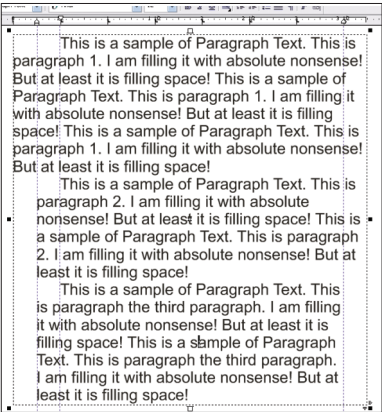

Figure 3

Now compare Figures 1 and 3, paying special attention to the rulers. Note that the rulers indicate where the indents are, and in fact, you can interactively set the indents using these ruler controls. You might also note small L-shaped brackets. These indicate the location of your tabs.

Tabs
By default, tabs are set every half-inch in Paragraph Text. (This can be modified by changing the default setting for Paragraph Text.) Selecting **Tabs** in the **Format Text** dialog box allows you to set these manually (Figure 4).
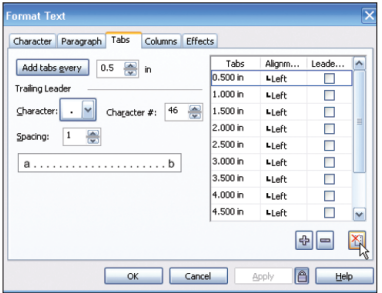

Figure 4

You can clear all of the tabs easily by clicking on the Clear Tabs button in the lower right corner of the dialog box (note the cursor location in Figure 4). You can add, reposition, or remove selected tabs. CorelDRAW supports left-, right-, center-, and decimal-aligned tabs. You can also use any character you'd like from the **Character** drop-down menu **[AU: TO DO WHAT?]**, as well as adjust the **Spacing** between the leaders (Figure 5).

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Item 1 . . . . . . . . . . . . . . . $.50
Item 2. . . . . . . . . . . . . $1.60
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Figure 5

As you might expect by now, you can also locate tabs interactively. When rulers are showing, the intersection displays a small tab selector indicator (Figure 6). Click there to select the different alignment options, and then simply click in the horizontal ruler to locate the tab. You can remove a tab by dragging a tab off the ruler.
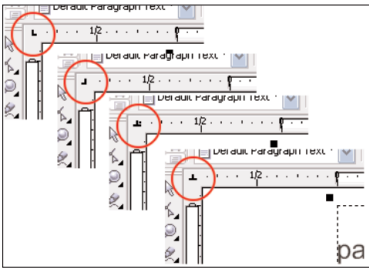

Figure 6

Effects
Two effects can be applied: **Bullets** and **Drop Caps**. These are lumped together under the **Effects** tab for good reason: they are formatting cousins. In both cases, you are applying a special attribute to the first character of the paragraph. With a **Bullet**, you are adding a character in front of the paragraph and with a **Drop Cap**, CorelDRAW simply uses the first letter of the selected paragraph, and this difference is reflected in their respective dialog boxes.

Bullets
When you select **Bullet** from the **Effect Type** dropdown, the dialog box offers various options (Figure 7):
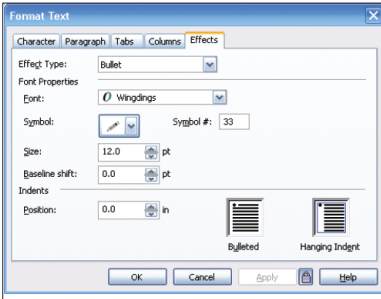

Figure 7

• You can select any character as a bullet, although symbol fonts are usually selected.

• You can change the size of the bullet independently of the rest of the paragraph.

• You can move it up or down (**Baseline shift**).

• Most notably, the bullet indent you set here overrides the indent set for the paragraph itself.

• Finally, you are given the choice of a **Bulleted** or **Hanging Indent**. Examine Figure 8. I have superimposed the rulers from both paragraphs into a single image, so don't write to me asking how to do that! For the first paragraph, the bullet is set as **Hanging Indent**. I have highlighted in Figure 8 a new indicator for the location of the bullet. In the second paragraph, the bullet is formatted as **Bulleted**. The difference between the bullets is the other indent settings, as you can see from the ruler indicators.
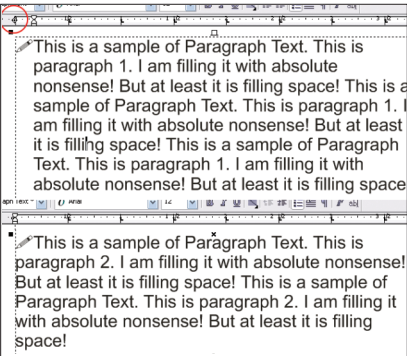

Figure 8

Drop Caps
As I mentioned earlier, when you set a **Drop Cap** (Figure 9), Corel sets the first letter of the paragraph to a different size and location.
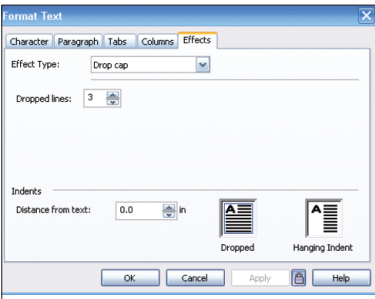

Figure 9

The examples in Figure 10 demonstrate these options. You set the size of the **Drop Cap** in terms of how many lines of text you want it to occupy. In the first paragraph, the **Drop Cap** was set to three lines. In the second and third paragraphs, it was set to two lines. In the third paragraph, an additional indent was placed that moves the text away from the **Drop Cap**.
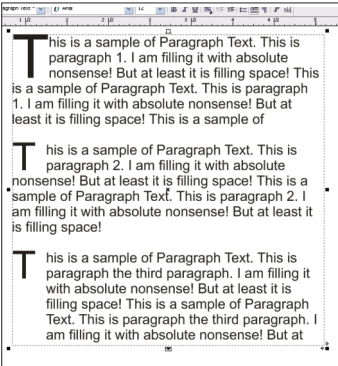

Figure 10

In addition, you can choose **Dropped** or **Hanging Indent**, which, like its Bullet cousin, simply sets the indents for that paragraph.

Changes in X3
In Version X3, Corel pulled the Drop Cap and Bullet tabs out into their own menus, which can be found under the Text menu. Although they have changed the language of the dialog box, the function is almost the same. The only difference is that an additional indent has been defined for bullets.

• Text frame to bullet (in X3) = Indent position (in version 12)

• Bullet to text (in X3) = This is a new indent control. It can be accomplished in version 12 (and earlier versions) by applying a first line indent.

• Space after drop cap (in X3) = Distance from text (in version 12)

Figures 11 and 12 show the X3 **Bullets** and **Drop Cap** menus, respectively. In both cases, you can choose to have a hanging style.
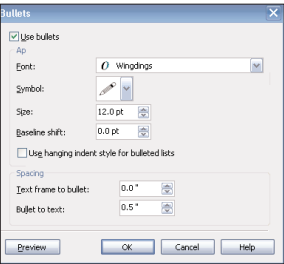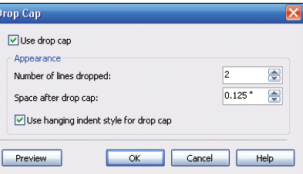

Figure 11

Figure 12

Please send your comments and questions to questions@retlabgraphics.com. Pradhan Balter has taught CorelDRAW since it was invented. He lectures frequently at the regional and national ARA shows. His training manuals are available through ARA at www.ara.org/products.