4

Adding Effects

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This chapter describes how to add a wide range of local style effects to your text. These are applied directly to a selection or at the caret. They provide the easiest and most direct way of adding style to a document.

Local format effects such as tab, indent and alignment which affect whole paragraphs are described in Chapter 5.

Local effects are normally used when you wish to make a simple change to a document, such as making a word bold. If you are producing a short or simple document, then it is practical to use combinations of effects; since if you want to change them, it is reasonably quick in a short document.

> In long or complex documents you should use defined styles described as in Chapter 6. These allow style and format effects to be combined together in a named style and applied in a single operation. Defined styles can easily be modified at a later stage, automatically updating all occurrences in the document.

4.1 Applying Text Effects

Menu➪Text➪...

Local effects are used to change the appearance of text in the document. Most effects may be combined, so for example, you can have text in a larger size that is bold and underlined.

The options **Font**, **Size**, **Effect** and **Colour** on the **Text** menu *(fig. 4.1)* provide the basic effects that may be applied. The **Modify text** dialogue box provides all the basic effects plus a range of advanced effects, all from a single dialogue box.

Changing Existing Text

You can apply an effect to any amount of text from a single character to an entire story. To do this, select the text required *(see 3.6)*, and then choose the required effect from the appropriate menu or dialogue box.

Applying Style Effects as you Type

As you are typing, you can choose the required effect from the appropriate menu or dialogue box, and then continue typing. Any text subsequently typed at the caret will use that effect. However, if you move the caret before typing any text, the effect will be removed.

Moving the Caret

If you move the caret into another part of the document, any characters typed will be displayed in the style that was current for the text immediately before the new caret position.

Clearing Effects

You can clear all locals effects from the current selection by choosing the option **Local effects** *(fig. 4.2)*.

Menu➪Style➪Remove➪Local effects
Ctrl+Shift+L

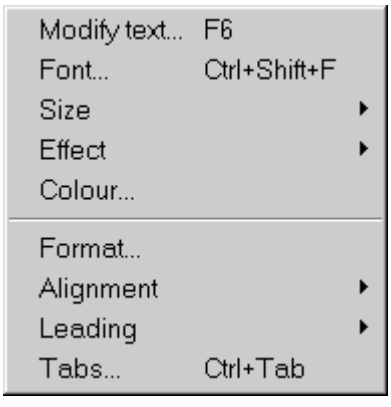

*Fig. 4.1 - The **Text** menu.*

*Fig. 4.2 - Use **Local effects** to remove all effects.*

4.2 Changing Font

Menu⇨Text⇨Font... Ctrl+Shift+F

To change text to a new font, select the text or position the caret as required, then choose the new font from the **Font** menu *(fig. 4.3)*. The font menu is available from either the **Text** menu *(fig. 4.1)* or the info palette *(fig. 4.4)*. Applying a font in this way, overwrites any other font already present.

Current Font

If there is no selection, the font that is current at the caret is ticked on the **Font** menu and indicated on the info palette.

If there is a selection, the font that is present throughout the entire selection is ticked on the **Font** menu and indicated on the info palette. If there is no tick on the menu and no font name on the info palette, it means that there is more than one font present in the selection.

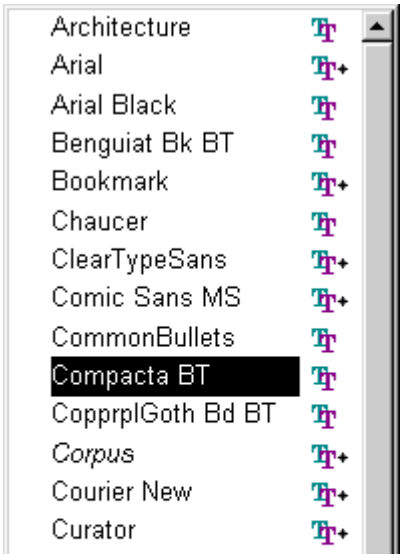

*Fig. 4.3 - Top of the **Font** menu.*

The font menu has some special features. Whilst it has the input focus if you type the name of the font you want the selected item will move to it. Usually only the first letter or two of the name will be sufficient to locate it uniquely.

Fonts with a + to their right have more than one family member and you can open a sub-menu of family members by pressing the cursor right key. Alternatively if Ctrl is held down the family member menu will open as the selected font on the main menu is changed.

Normally if you want to change font you click on the family name on the main font menu (e.g. Arial). Any effects like Bold then automatically select the appropriate family member (e.g. Arial Bold). However if you select the font from a sub menu that particular family member is used regardless of any effects.

The symbols to the immediate right of the font names indicate the font type.

- TrueType
- OpenType
- PostScript Type 1

As with normal Windows menus the cursor keys, Home, End, Page Up and Page down can be used to move the selected item around the menu. Moving the mouse pointer to near the top or bottom of the menu will make it scroll. The menu will have a scroll bar (if there are enough fonts) which you can use to move around it.

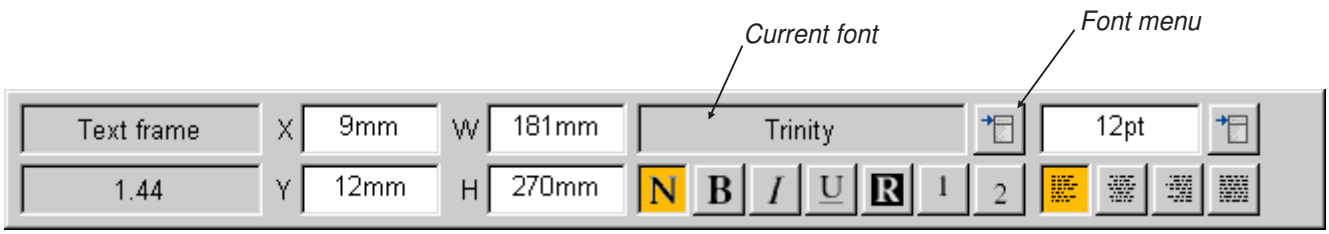

*Fig. 4.4 - The info palette displays the current font and provides a **Font** menu for choosing a new font.*

4.3 Changing Size

To change the size of text, select the text or position the caret as required, then choose the size required from the Size menu *(fig. 4.5)*. The Size menu is available from either the Text menu *(fig. 4.1)* or the info palette *(fig. 4.6)*.

Standard Sizes

The **Size** menu offers a range of standard sizes, shown below at actual size.

8 point

10 point

12 point

14 point

18 point

24 point

36 point

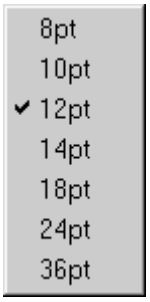

*Fig. 4.5 - The **Size** menu.*

Units

The default units for type size are points (pt). In computer terms, 1pt equals 1/72 of an inch. The table below gives metric and imperial equivalents for the standard type sizes.

pt	mm	in
8	2.82	0.11
10	3.53	0.14
12	4.23	0.17
14	4.94	0.19
18	6.35	0.25
24	8.47	0.33
36	12.70	0.50

Other units supported are the didot and the cicero still used at times for book printing. The didot is the equivalent of the point outside the UK and the USA. There are 12 didots in 1 cicero. 1 point is 1/72th of an inch. A didot is 0.0148 inch or about 1/68th of an inch. Some examples of metric and imperial equivalents for didots are:

didot	mm	inch
8	3.01	0.12
10	3.76	0.15
12	4.51	0.18
14	5.26	0.21

and for cicero's:

cicero	mm	inch
8	36.10	1.42
10	45.12	1.78
12	54.15	2.13
14	63.17	2.49

As fonts are nowadays generally computer generated printers tend to use mm's or pt's for sizes.

Within ***Ovation Pro*** units can be specified in didots by using di, d or D the unit abbreviation after the value and ciceros using ci or CI. See Appendix J for the complete set of supported units.

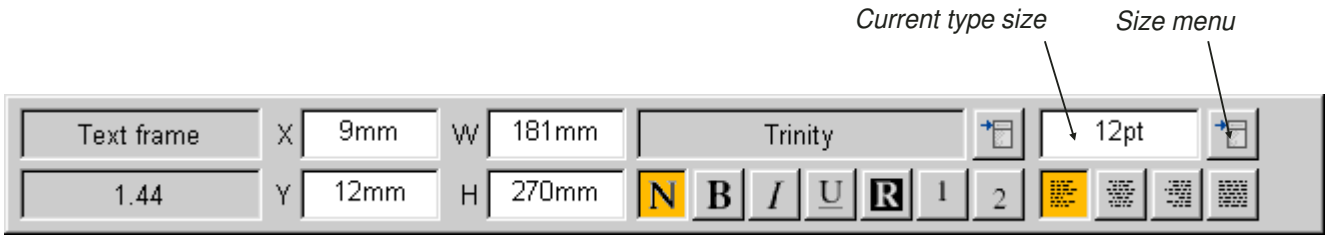

*Fig. 4.6 - The info palette displays the current type size and provides a **Size** menu for changing to a new size.*

Other Sizes

Menu➪Text➪Size…

The current type size icon on the info palette allows you to enter any size between 1pt and 1000pt. The default unit is points, but if you wish you may specify another unit e.g. 5mm or 0.25in. The value will be converted to points next time the menu is displayed.

Sizes may be specified to two decimal places. It is also possible to enter a calculation. If you enter 12 + 50%, the result will be 18pt. You can add or subtract by numbers or a percentage.

Similar comments about units and calculations apply to all the writable icons in ***Ovation Pro,*** see Appendix J for more information.

Current Size

If there is no selection, the type size that is current at the caret is ticked on the **Size** menu and indicated on the info palette.

If there is a selection, the type size that is present throughout the entire selection is ticked on the **Size** menu and indicated on the info palette. If there is no tick on the menu and no size given on the info palette, it means that there is more than one size present in the selection.

4.4 Miscellaneous Effects

Menu➪Text➪Effect➪

The **Text➪Effect** menu *(fig. 4.7)* provides the effects that may be applied to selected text or at the caret. Effects may also be chosen by clicking on icons on the info palette *(fig. 4.8)*.

Please note that applying effects toggles them on and off. For example, if you apply **Bold** to some normal text, the text will change to bold as expected. However, if you apply **Bold** to some text that is already bold, the bold effect will be cancelled and the text changed to normal.

Normal

Normal deselects other effects such as Bold, Italic etc.

This is normal text

Bold

Bold selects the bold variant of the current font. It is useful for highlighting words. **Bold** can only be used if there is a bold version of the current font available.

Example of **bold** text

Italic

Italic selects the italic variant of the current font. It is useful for emphasizing words. **Italic** can only be used if there is a italic version of the current font available.

Example of *italicised* text

Underline

This effect underlines all characters including spaces and punctuation characters.

Example of underlined text

Advanced underline effects may be specified on the **Modify text** dialogue box. **Ctrl+F6**

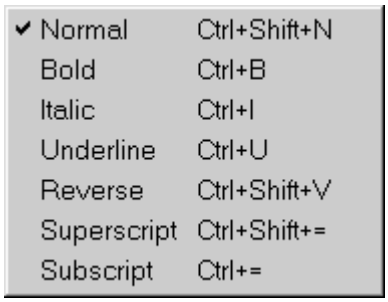

*Fig. 4.7 - The **Effect** menu*

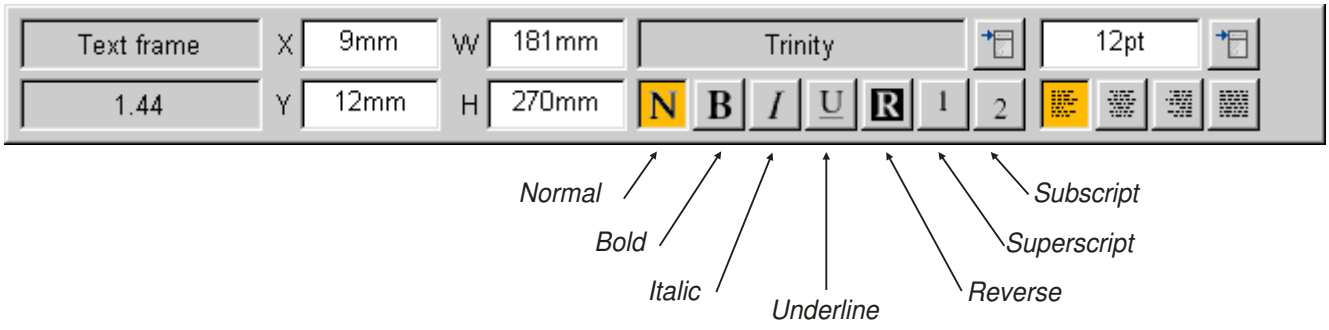

Fig. 4.8 - The info palette allows a range of effects to be applied to the selected text or to the caret.

Reverse

Reverse swaps the text foreground and background colours. By default this produces white text on a black background.

Example of reversed text

Superscript

This effect produces superscript text.

Example of superscript text

The size of the superscript may be specified in **Misc➪Preferences** *(see 15.14)*.

Subscript

This effect produces subscript text.

Example of subscript text

The size of the subscript may be specified in **Misc➪Preferences** *(see 15.14)*.

Current Effect

If there is no selection, any effects that are current at the caret are ticked on the **Effect** menu and indicated (in orange) on the info palette.

If there is a selection, any effects that are present throughout the entire selection are ticked on the **Effect** menu and indicated on the info palette. If an effect is not ticked on the menu and not indicated in orange on the info palette, it means that it is not present throughout the selection.

4.5 Text Colour

Menu➪Text➪Colour…

The **Text➪Colour** opens a dialogue box *(fig. 4.9)* which allows you to change the colour of text. Colour can be applied to a selection or at the caret if there is no selection.

The scrollable window lists all the colours available. A sample of each colour is given, followed by its name. You can add your own colours to the list using **Misc➪Edit colours** *(see 16.2)*.

Left click on a colour to choose it. The two coloured squares at the bottom of the dialogue box show the chosen colour and the previous colour i.e. the one that was current before the dialogue box was opened.

Click on **OK** to apply the colour to the text.

Alternatively double-click on a colour to select it and apply the colour in one operation.

Please note that the procedure described above for selecting a text colour, is the standard system of selecting colours throughout ***Ovation Pro***.

Tints

If you do not specify a tint, the chosen colour is applied exactly as shown in the sample. This is referred to as a solid colour and has 100% tint. You can apply a tint of the solid colour by choosing a percentage from the tint menu or by entering a value between 0 and 100 in the writable icon. Alternatively, use the up and down buttons to change the tint value one percent at a time.

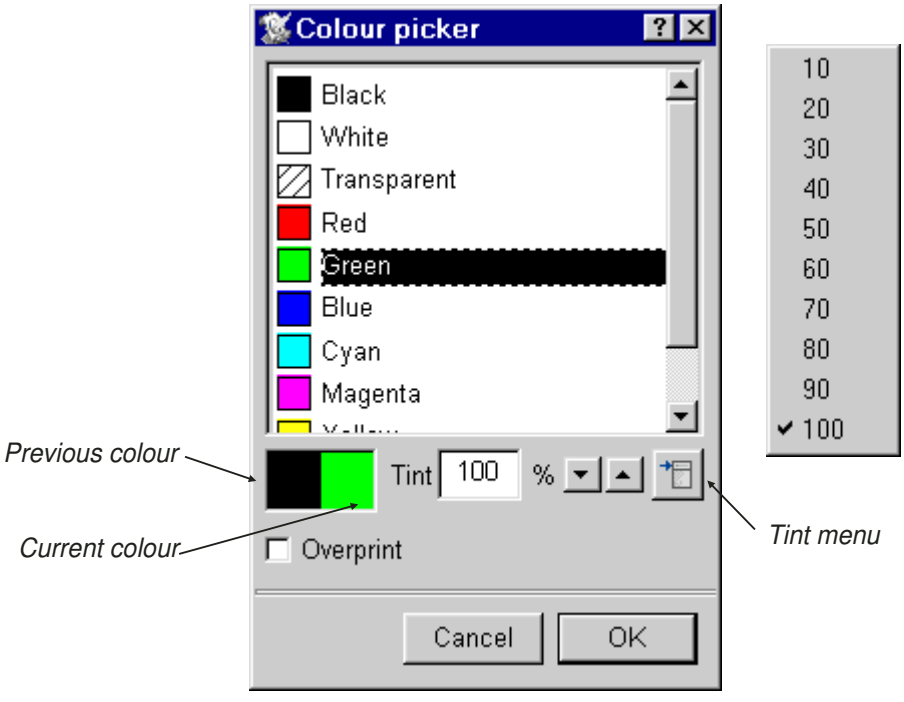

*Fig. 4.9 - The standard **Ovation Pro** colour picker.*

4.6 Advanced Text Effects

Menu➪Text➪Modify text **F6**

The **Text➪Modify text** dialogue box *(fig. 4.10)* provides a wide range of advanced text effects that may be applied to a selection or at the caret.

Current Text Effects

The **Modify text** dialogue box reflects all the settings that are current at the caret or throughout a selection.

If any effects are not present throughout a selection, they are indicated on the **Modify text** dialogue box as follows:

1. If the effect is set by a value in an icon, that icon will be blanked out.
2. If the effect is set by a button, the button will be indicated with a cross.

For example, the dialogue box shown in *fig 4.10* shows the effects present in a selection. Since **Size** and **H scale** are blank, it means that they are not present throughout the selection.

The same is true for **Bold** which is indicated with a 'crossed' button. Blank buttons such as that for **Italic**, indicate that the effect is switched off throughout the selection. Ticked buttons such as **Underline**, indicate that the effect is switched on throughout the selection.

Font

Changes the font of the text *(see 4.2)*.

Size

Changes the size of the text *(see 4.3)*.

Case

This provides a menu with three options for specifying the case of the text:

Normal displays text in the case in which it was typed or imported.

Title changes the first letter of each word to upper case and the rest to lower case. Any individual characters are changed to upper case.

This Text Is In Title Style.

All caps changes all letters to upper case.

THIS TEXT IS IN ALL CAPS.

All lower changes all letters to lower case.

this text is in all lower.

Foreground

Changes the colour of the text using the colour picker *(see 4.5)*.

Background

Changes the background colour of the text using the colour picker *(see 4.5)*. The default background colour is transparent.

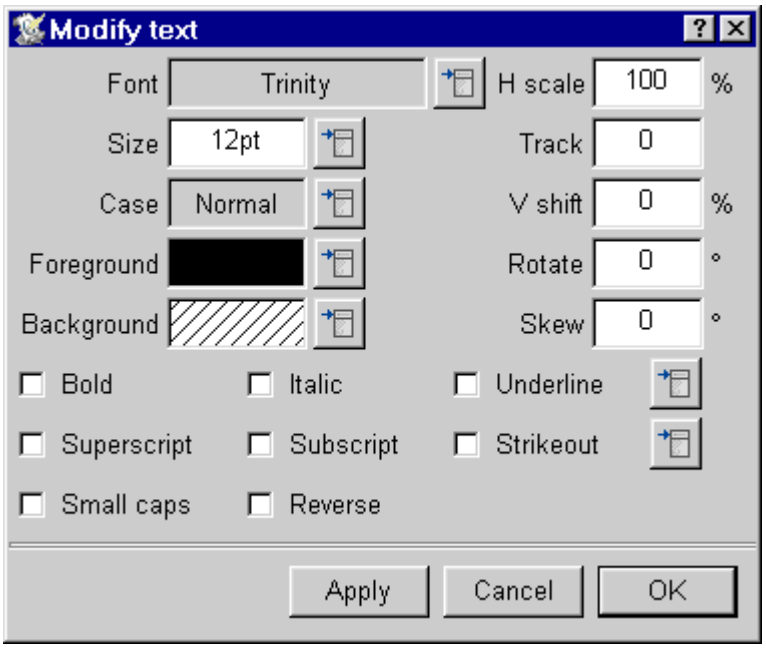

*Fig. 4.10 - The **Modify text** dialogue box.*

H scale

Horizontal scale allows you to compress or expand text horizontally. You can scale text from 10% to 1000% of the normal unscaled width without changing the text height.

75% horizontal scaling
100% horizontal scaling
125% horizontal scaling

The default horizontal scale is 100%.

Track

If there is no selection Tracking is equivalent to Kerning.

Kerning moves the characters on either side of the caret further apart or closer together. Characters are moved apart using positive kerning values or closer together using negative values. Kerning is normally used to improve the appearance of certain letter pairs such as AV and WA which look better if they are moved closer together. In the examples below the first pair of letters are spaced normally (zero kerning), while the second pair have a kerning value of -200.

AV
AV

Kerning values are specified in units of .001 of an em space and can be any integer value between -1000 and 1000. In ***Ovation Pro***, an em space is defined as the current point size.

Please note that the latest outline fonts incorporate auto-kerning which automatically improves the appearance of some letter pairs *(see 5.4)*. However, you may wish to use the **Track** option for fine tuning.

Tracking is identical to kerning described above, but is applied to selected text rather than letter pairs. Negative tracking is useful for fitting text onto lines, although if your text is justified you may obtain better results using enhanced justification *(see 5.7)*. Positive tracking can give attractive results for titles and headings.

Text tracked -100
Text tracked 0
T e x t t r a c k e d 2 5 0

V shift

This effect shifts text vertically above or below the baseline. **V shift** is expressed as a percentage of the type size. A positive value shifts the text up and a negative value shifts the text down.

Vertical shift 100%
Vertical shift -50%

Rotate

This effect rotates characters about their centres, to the angle specified. A positive value rotates text anti-clockwise, and a negative value rotates text clockwise. The best results are obtained with upper case text.

TEXT ROTATED TO 20°
TEXT *ROTATED* TO -20°

Skew

This effect skews text to the angle specified. A positive value skews the text to the right and a negative value, to the left. The angle is specified in degrees and must be within the range -80° to 80°.

Text *skewed* 20°
Text skewed -20°

Bold

Bold selects the bold variant of the current font *(see 4.4)*.

Example of **bold** text

Italic

Italic selects the italic variant of the current font *(see 4.4)*.

Example of *italicised* text

Superscript

This effect produces superscript text *(see 4.4)*.

Example of superscript text

Subscript

This effect produces subscript text *(see 4.4)*.

Example of subscript text

Underline

This effect underlines text. Click on the icon to the right of the **Underline** option to display the **Underline specification** dialogue box *(fig. 4.11)*.

Word underline underlines all characters except spaces.

Double underline underlines with a double line.

Example of underlined text
Text word underlined
Double underlining

Width opens a menu allowing you to specify the width of the underlining *(fig. 4.12)*. The width is specified as a percentage of the type size of the first character on the line. **Thin** is 2%, **Medium** is 4% and **Thick** is 8%. You can enter a value in the icon which shows the width in the range of 1% to 50%.

It is also possible to enter an absolute underline width in size units, points etc. Values followed by a % will be taken as a percentage anything else will be taken as absolute with a default unit of points.

Colour allows you to specify the underline colour using the standard ***Ovation Pro*** colour picker. The default colour is **Transparent**, which has a special significance when used for underlining. It causes the underline colour to be the same colour as the text being underlined. This means that if the text colour is changed, the underline colour will change to match.

*4.11 - The **Underline specification** dialogue box.*

*4.12 - The **Width** menu*

Strikeout

This effect draws a line centrally through the text.

~~Example of text with strikeout~~.

Click on the icon to the right of the **Strikeout** option to display the **Strikeout specification** dialogue box *(fig. 4.13)*. **Width** and **Colour** options are the same as for underline above.

Small caps

This effect changes all lower case letter to small capitals. The default size is 65% of normal capitals, but this can be changed in **Misc➪Preferences** *(see 15.14)*. **Ctrl+Shift+P**

EXAMPLE OF SMALL CAPS

Reverse

Reverse swaps the text foreground and background colours *(see 4.4)*.

Example of reversed text

*4.13 - The **Strikeout specification** dialogue box.*