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Text

Overview: Text in MFworks

Text occurs in text fields of various windows and dialog boxes in MFworks. It is used in the Script window, the Comment window, the Legend window, and the Layout window. Text in MFworks is dealt with as in any other Windows application. Use the standard editing commands (**Cut**, **Copy**, **Paste**, and **Clear**) along with various standard point and click, shift-click, and click and drag techniques. Whenever the pointer is passed over an active text field, it will change to the insertion bar (I-beam). The I-beam looks like this:

To insert text into a text field, position the I-beam at the point where text is to be entered and click the mouse button. The I-beam will become a flashing vertical line. To enter text, just begin typing.

Use standard text editing techniques to format text in MFworks text fields. Formatting changes can be made to the text font, size, style, colour, and

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alignment. Use text formatting to emphasize words, conform to a design, or improve legibility. Text formatting options are found in the **Text** menu.

```
Text
   Font...
   Size          ▶
   Style         ▶
   Colour...

✔  Align Left
   Align Right
   Align Centre

   Wrap to Window

   Tab Size...
```

The **Font** submenu lists the available fonts. The choices will depend on which fonts are stored in the **Fonts** folder in the **Windows** folder. Different fonts affect the legibility and design of a block of text and should be chosen with care. A good rule of thumb is to not use more than two or three fonts in a single document. Too many font changes can be confusing for the reader.

The **Size** submenu allows you to specify the size of the type characters. Type size is given in points (there are 72 points in an inch (2.54cm)). Avoid using type sizes smaller than about 6 points as this may be difficult for some people to read. The **Size** submenu allows you to pick standard type sizes or specify some other size. Type sizes can only be specified as integer values.

Style refers to the appearance, or face, of the Font. Characters can be styled as plain, **bold**, *Italic*, and <u>underlined</u>. As with too many fonts, too many styles can confuse the reader. Use styles to emphasize text – but use it sparingly.

Colour is applied from the **Colour Picker** dialog box in the same way as the colours of other objects in MFworks are applied.

The **Align** command denotes whether the line of text is:

Left justified,

<div align="center">Centred,</div>

<div align="right">or Right justified.</div>

The **Tab Size** command causes the **Tab Size** dialog box to be displayed. Use this dialog box to set the width of tab stops in inches.

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Entering Text

All text in MFworks is entered and manipulated using standard Windows point, click, drag, double-click, and shift-click techniques. The pointer becomes an I-beam whenever it is passed over an editable text field. The I-beam is used to place an insertion point or highlight text. Clicking with the I-beam places the flashing vertical insertion point at the point where insertion is to begin. When the insertion point appears, start entering text.

```
This is the insertion point -> |

This is the I-bar ->[
```

Double-click on a word to highlight it and type over it. Click and drag to highlight two or more words to be typed over or deleted using the **BackSpace** key. Any highlighted text can be cut, copied, and cleared using the editing commands from the **Edit** menu, or by pressing the appropriate combination of command keys.

To paste text from the **Clipboard**, click to place the insertion point, and then choose **Paste** from the **Edit** menu.

To highlight a large block of text, start by clicking to place the insertion point at the beginning of the text to be highlighted. Next, shift-click at the end of the highlighting. The highlighted block of text will be removed by pressing the **Backspace** key, or replaced if anything else is typed. Formatting can also be applied to the highlighted text using the commands from the **Text** menu.

The **Select All** command from the **Edit** menu will highlight all text in the active text window. **Select All** cannot be applied to dialog boxes.

MFworks permits the use the of special characters sets. These characters are symbols, accented letters, and special characters. The characters included in this set depend on which font is being used. To find out which special

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characters are available for each font, use the **Character Map** utility program in the **Accessories Program Group**.
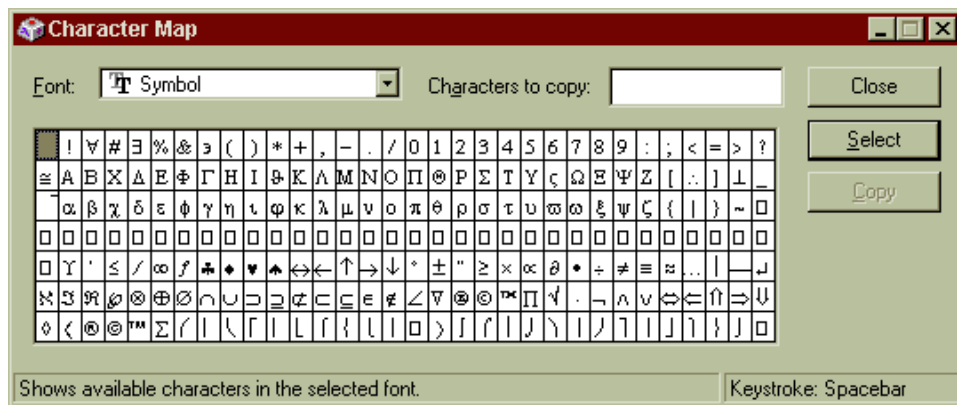
Changing Text Characteristics

Text can be formatted before or after it has been entered. To format before entering the text, click the insertion point where text is to be inserted, then choose the formatting commands from the **Text** menu. All the text after the insertion point will have the specified characteristics.
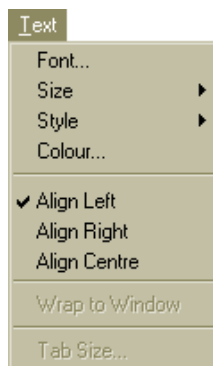

Existing text can also be formatted by highlighting it using the standard Windows selection techniques, then applying the formatting to it by choosing options from the **Text** menu.

Font To change the font of a selected piece of text, choose **Font** from the **Font Selection** dialog box. The **FontSelection** dialog box will list all the fonts that are available in the **Fonts** folder in the **Windows** folder.

Note: if you attempt to open a text file that specifies a font that is unavailable on the system, you will be warned that MFworks will replace

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the missing font with a system font (usually Ariel for Sans Serif fonts and Times for Serif fonts).

Use different fonts to affect the appearance and legibility of textual matter. There are two major families of fonts: the Serif faces and the Sans-serif faces. Serif faces are those with the small "points", called serifs, at the ends of the characters. Serifs help the reader read long lines of text by giving a visual pointer to the next character. Serifs tie the letters that make up a word together so that the reader can read the text one word at a time rather than one character at a time. Serifs permit easier word recognition.

Serifs   T
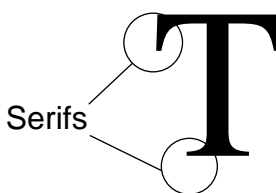
As a rule of thumb, Serif faces are used for small text, long lines of text, and large blocks of text. Generally they do not lend themselves well to large titles and headings and should be used in this manner only with consideration. If a Serif face is to be used in titles and large headings, choose one that has *very small* serifs.

Sans-serif faces, meaning "without"-serifs, work best as "display" faces. Use Sans-serif faces for single word labels, titles, headings, and blocks of large-sized type. Serifs tend to be distracting at large sizes; Sans-serif faces present nice clean lines at large sizes and for single words.

Sans-serifs   T
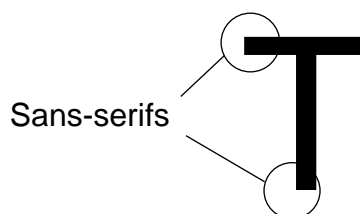
If the wrong font is used on a map, the map will not be aesthetically pleasing. It may not be obvious to the map reader what is wrong, but they will feel uncomfortable with the map. People who are trying to make a presentation or sell a particular point of view with a map, do not want the map reader to ignore the information because the wrong fonts were used.

It is also prudent to avoid using "all caps" (*i.e.*, all UPPERCASE) unless a particular word or phrase is to be emphasized. All uppercase letters are very

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difficult to read, especially when more than one word appears in this fashion. There are also special "display" fonts that use unusual character heights, shapes, and line widths. Use these fonts sparingly and avoid them altogether for blocks of text. Garish fonts can seriously detract from the presentation by drawing attention away from the important elements of the map.

There are many good books about typography available from libraries and graphic arts supply stores. We recommend that anyone preparing maps for inclusion in publications familiarize themselves with the principles of typography before proceeding.

Size and custom size

To change the size of the font, choose from six common font sizes in the **Size** submenu of the **Text** menu, or choose **Other** to specify a custom font size.
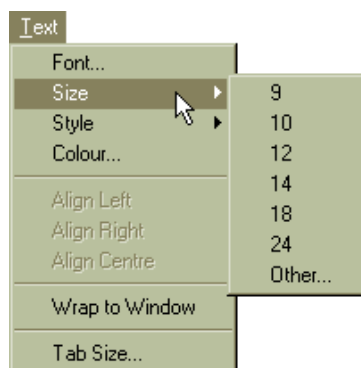

To specify a custom font size, enter the font size in points in the **Custom Size** text field of the **Font Size** dialog box and click on **OK**.
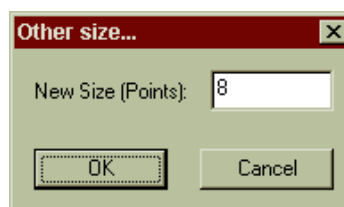
The maximum size that MFworks text windows will support is 127 points the minimum size is 1 point. Text size must be specified as an integer value.

Style

Four different styles, or type faces, are available from the **Style** submenu which is found in the **Text** menu. To change the type face of the selected text, choose one of the style options from the **Style** submenu. A style is

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normally applied to text that is to be highlighted. Use **Plain** to reset all the style options back to the standard type face.
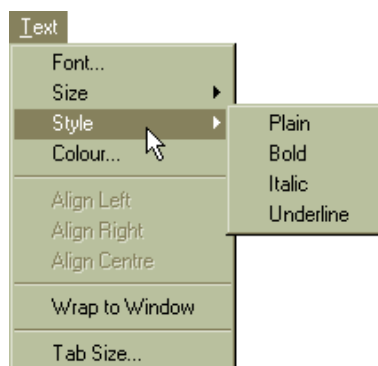
The type face of the chosen font is also important to the presentation of the material. Style changes should be used only to emphasize or distinguish particular words or phrases. Style is additive: compound styles can be applied to text:

This is bold, italic, and underlined.

In cartography, *Italics* are used to denote water bodies. For example:

Lake Erie

Fanshawe Lake

Thames River

Dingman Creek

Boldface and varying type sizes are used to denote hierarchies of urban centres. For example:

# **London**

Birmingham

Liverpool

Colour Colour is another way to enhance or highlight text, but is only applicable if the output device is colour. Colour text white to make it stand out on a dark background. To tie the legend entry to the map you can colour text in the legend in *lieu* of using the colour box element. Text can also be coloured in a Script window or Comment window. For example, all the script comments could be coloured red to differentiate them from the operations on screen (refer to the document Scripting).

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Select the Colour option from the Text menu to display the standard MFworks Colour Picker dialog box. Refer to The Legend Window document for an explanation of the **Colour Picker**.
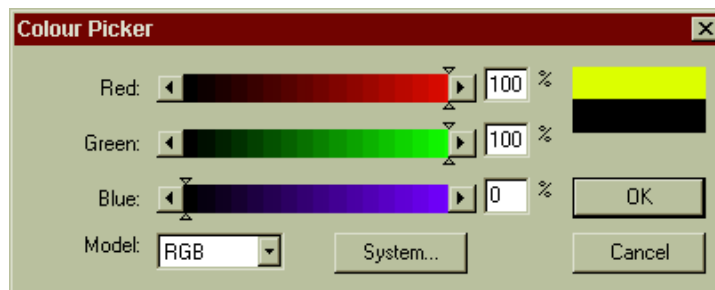
As with other text formatting, use of an inappropriate colour scheme can spoil a presentation. People are colour sensitive on a conscious and unconscious level. A map that is poorly coloured might elicit an undesirable response in the map viewer. It is recommended that you become familiar with colour theory before attempting to produce maps for presentation or publication. Consult a local library or graphic arts supply store for colour reference material.

Alignment   "Left aligned" is the default alignment for all text in MFworks. The alignment options: **Left**, **Right**, and **Centre**, are found in the **Text** menu. They can be used only in the **Legend Format** dialog box, and the Layout window. Alignment will place the text either flush-left, flush-right, or centred within its field or block.
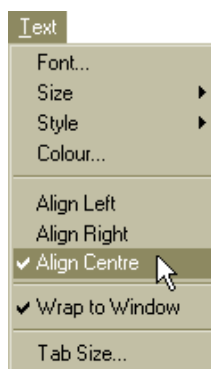
In the Layout window, text can be aligned only after it has been entered.

Tab Size   The **Tab Size** command causes the **Tab Size** dialog box to be displayed. Use this dialog box to set the width of tab stops in inches.

It is useful to indent lines when writing MFworks scripts as this makes them easier to follow. The samples of script below demonstrate how much easier it is to follow an indented script than a non-indented script. Use the Tab key to indent a line of text.

Non-indented

```
NewMap = Recode OldMap Assigning 0 To VOID
Assigning 1 To 1…10, 15 Assigning 2 To 20, 21, 25
Assigning 3 To 3000 Assigning 4 To …-1 CarryOver;

Save NewMap;
```

Indented

```
NewMap = Recode OldMap
     Assigning 0 To VOID
     Assigning 1 To 1…10, 15
     Assigning 2 To 20, 21, 25
     Assigning 3 To 3000
     Assigning 4 To …-1
   CarryOver;

Save NewMap;
```

This example could be further enhanced by applying different styles to different parts of the text. For instance, **boldface** text could be applied to the names of the MFworks operations and commands, and *Italics* to the map names.

```
NewMap = Recode OldMap
     Assigning 0 To VOID
     Assigning 1 To 1…10, 15
     Assigning 2 To 20, 21, 25
     Assigning 3 To 3000
     Assigning 4 To …-1
   CarryOver;

Save NewMap;
```

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Editing Text with the Clipboard Commands

The same **Clipboard** commands that were used in the document to edit the map in the Map window are used to edit selected text. The **Clipboard** commands are available from the **Edit** menu.
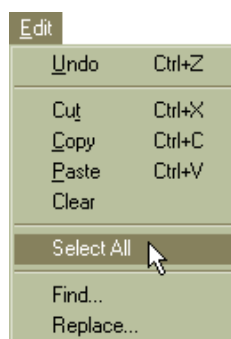
Any text that is cut or copied will be placed in the **Clipboard**. From there it can be pasted to any text field in MFworks or any other application that uses text. Text that was cut or copied from other applications also can be pasted into MFworks.

Cut The **Cut** command removes selected text from the text field and places it in the **Clipboard**. To cut selected text, choose **Cut** from the **Edit** menu.

Copy The **Copy** command places a duplicate of the selected text from a text field into the **Clipboard** the original text is left unaltered. To copy selected text, choose **Copy** from the **Edit** menu.

Paste The **Paste** command places the contents of the **Clipboard** into the specified text field at the insertion point or over highlighted text. The font, size, style, and colour of the original text will be preserved. To paste text, cut or copy selected text to place it into the **Clipboard**, then choose **Paste** from the **Edit** menu.

Clear/Delete Highlighted text can be eliminated by choosing **Clear** from the **Edit** menu or by pressing the **Backspace** key. Text will be removed and an insertion point will be left at the beginning position of the highlighted text.

Undo/Redo To undo a change made to text, select **Undo** from the **Edit** menu. To redo a change that has been undone, select **Redo** from the **Edit** menu. MFworks supports only one level of undo/redo.

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Finding and Changing Text

Sometimes you may want to find a specific line of text in a very long Script, Legend, or Comment window. The **Find** routine in MFworks allows you to search for key words or phrases in the active text window.
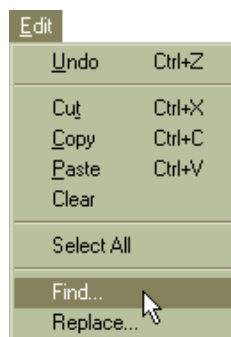
Find The **Find** command can be used to search for strings of text in any MFworks window that can contain text (*i.e.*, the Script, Comment, and Legend windows). When **Find** is selected from the **Edit** menu, the **Find** dialog box is displayed.
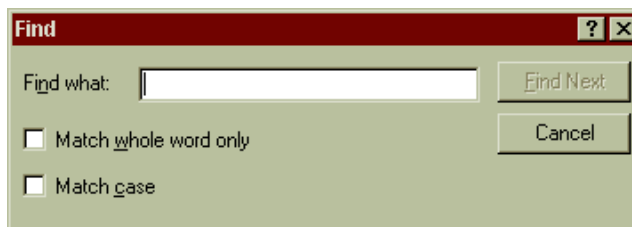
Enter the text string to be found in the **Search For** field. If the string is to be replaced with another string, enter the replacement string in the **Replace With** field. Select **Ignore Case** if the search is *not* to be case sensitive.

Click **Find** to begin the search. When the first instance of the string is found, the search is halted and the string is highlighted.

Find Again Select **Find Again** from the **Edit** menu to search for the string specified when the **Find** command was made. When the next instance of the string is found, the search is halted and the string is highlighted.

Replace Select **Replace** to replace the found search string with the string specified in the **Replace With** field of the **Find** dialog box. This command only becomes available once the **Find** command has been issued.

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Replace & Find Again   Select **Replace & Find Again** to replace the found search string with the replace string specified in the **Find** dialog box and then look for the next instance of the "find" string. This command only becomes available once the **Find** command has been made.

Replace All   Specify **Replace All** to replace all instances of the "find" string with the "replace" string without being given the option of deciding whether the string should be replaced or not. This command only becomes available once the command has been made. **Caution**: think carefully before using **Replace All** or else important information might be erroneously replaced.

Text in Dialog Boxes

Text appears in several different dialog boxes in MFworks. Text is entered and edited using standard point, click, and drag highlighting and insertion techniques. Move from field to field in dialog boxes by using the **Tab** key. Text can be entered either by typing, or by copying and pasting. Only numbers are valid in fields where numbers are expected, such as when specifying a range of zones to be grouped or when entering a cell resolution.