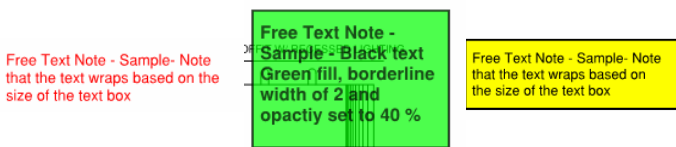**Text Tool**

The Text Tool, A (shortcut "**T**"), is useful for placing text comments on a PDF. Select Text, then choose a point on the PDF where you want to place the text box. Holding down the left mouse button will allow you to set your own text box size. Selecting, then releasing the mouse button will place a default size box on the active document.

The appearance of the text box is configurable and includes settings for the font as well as the box in which the text is contained. Examples include:

Free Text Note - Sample- Note
that the text wraps based on the
size of the text box

Free Text Note -
Sample - Black text
Green fill, borderline
width of 2 and
opactiy set to 40 %

Free Text Note - Sample- Note
that the text wraps based on
the size of the text box

The default setting for Text is red font, no fill, no border. Chagne the text properties by using the Text toolbar or the Properties tab.

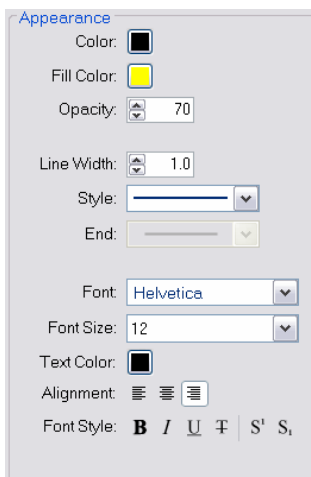**Color** defines the surrounding line around the text box.

Fill Color sets the background color.

Opacity controls the level of transparency. 100% is opaque, while 0% is completely transparent.

Line Width sets the thickness of the border. 0 removes the border.

Style refers to the border line type, such as solid or dashed.

End does not apply for Text annotations, but determines the end style, such as a closed arrow, for a line.

Appearance
Color:
Fill Color:
Opacity: 70
Line Width: 1.0
Style:
End:
Font: Helvetica
Font Size: 12
Text Color:
Alignment:
Font Style: **B** *I* U Ŧ S¹ S₁

Available fonts are displayed in the **Font** drop down box. This drop down is divided into three sections separated by a horizontal line: the first region displays fonts used in the current PDF; the second section includes standard fonts included with Revu; the third region displays current TrueType system fonts.

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If you attempt to embed a font for which the viewing and editing permissions do not allow formatting, Revu will display a message indicating the font will not be embedded in the PDF.

Font parameters are retained in the PDF such that even if the original font is not embedded or on the viewers workstation, a suitable representation of the font will be substituted.

Font Sizes that range from 8 to 72 points are supported in Revu.

Text Color sets the color of text within the text box.

The **Alignment** icons represent Left, Center, and Right respectively.

The **Font Style** controls the formatting of the text. These formatting options for the Font Style include Bold, Italic, Underline, Strikethrough, Super and Subscripts. Generally any combination of these styles can be applied to format the text.

The entire contents of a text box can be selected by clicking the text box. Once the text box has been selected, changing any of the font formatting options will apply to all text within the text box.

Also, you may select particular characters or words within the text box by double-clicking with the left mouse button on the text box. Holding down the left mouse button while dragging the mouse cursor enables the selection of individual characters, whole words, or a range of words so that formatting will only affect the selected parts of the text box.

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