

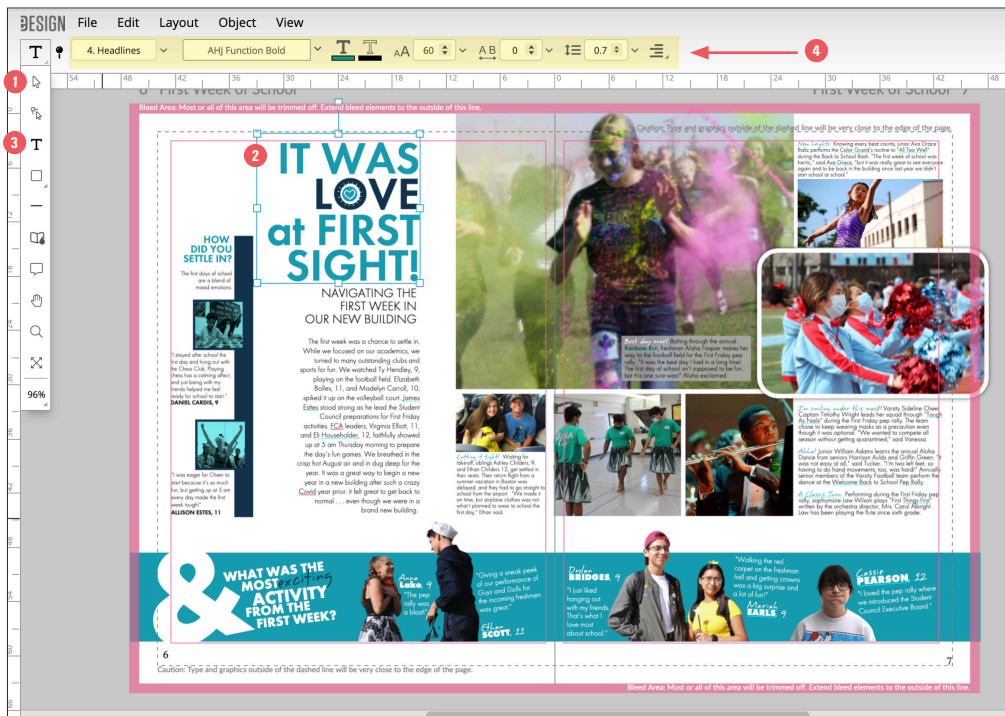
# FORMATTING TEXT WITHOUT HIGHLIGHTING IT

## PRO TIPS TO STRATEGIZE & MAXIMIZE IN eDESIGN

An efficient way to format text is to use the power of the Control Panel. You don't need to spend time or energy highlighting text when you can simply select a text frame in one click. This method works when you want to apply the same format to all the text in the text frame.

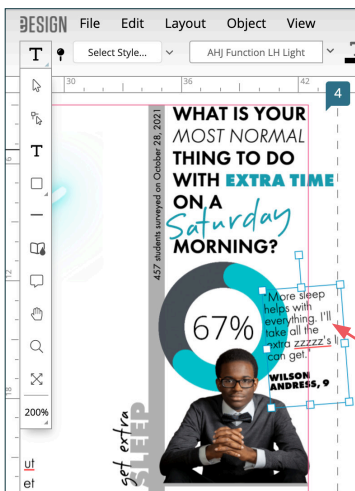
### HOW TO MODIFY TEXT FORMATTING WITHOUT HIGHLIGHTING TEXT

This works when you want to format one text frame. Plus, you can Shift-click multiple text frames to format them all at the same time.



- 1 Select the arrow tool.
- 2 Click on a text frame.
- 3 Click one time on the T tool. When you do, the options to format text will appear up top. You'll see the current formats applied to that text frame. *(See notes below for more info.)*
- 4 Format the text as you wish. As you make changes to the character style, font, fill color, stroke color, size, kerning, leading, and tracking, eDesign will apply those settings to all the text in the selected frame.

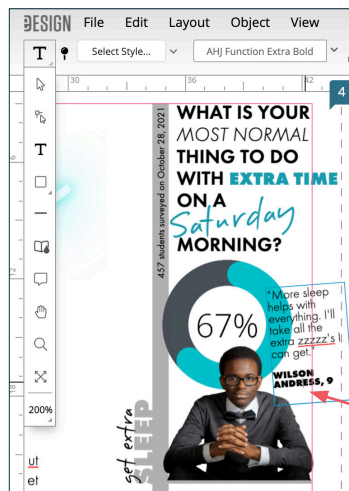
*Plus, when you select multiple text frames, you can format them all at one time!*



### WHAT HAPPENS WHEN YOU SELECT A TEXT FRAME WITH SEVERAL TEXT FORMATS IN IT?

The Control Panel will show you one format in the frame.

In this example, the Control Panel shows how the quote is formatted, not how the student's name and grade are formatted.



### HOW CAN I SEE THE FORMAT OF THE REST OF TEXT IN THAT TEXT FRAME?

Simply click once to put your cursor in a word. When you do, the Control Panel will show how that word is formatted.

In this example, the Control Panel shows how the name is formatted because the cursor is in the name.