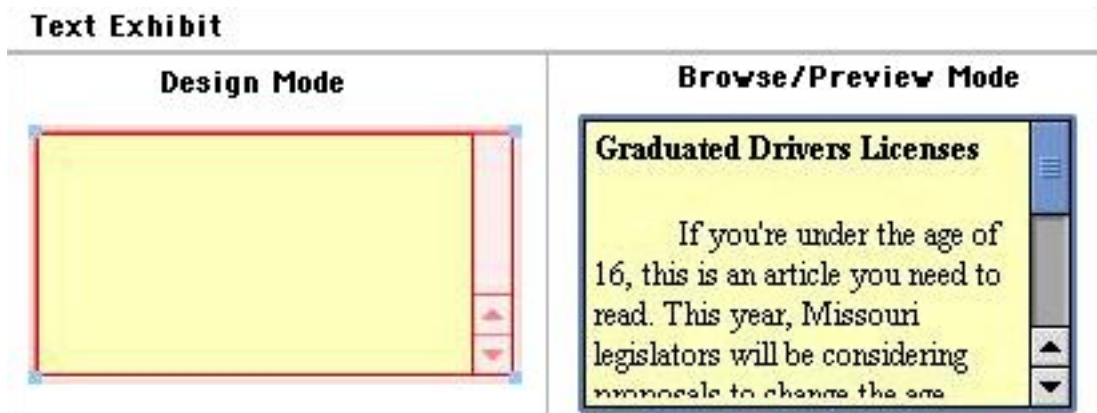




## Text Items - Which is Which?

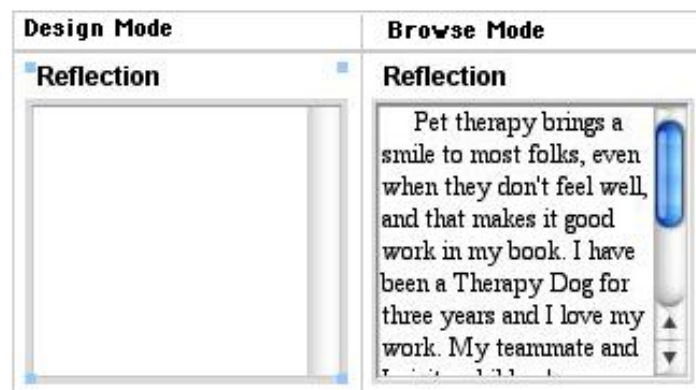
Grady Profile has 4 different text items. This lesson explains their differences so you can decide which to use when laying out portfolio pages.

### Exhibit - Text and Text Field - Styled are Identical



Both the **Text Exhibit** and the **Styled Text** items are basic word processors. They hold about 10,000 words and handle styled text, fonts, spell-check, etc. Type directly into them; cut and paste from a word processor; or drag plain text or RTF (rich text files) to them. Use the Format or Text menu to set fonts style and to spell check. They may be sized small on the page, but will open to full size by Choosing Open in New Window on the Actions menu.

### Text Field - Long



A **Long Text** field holds 5000-6000 words in plain text. It has a scroll box, but **does not** open in a new window on the Actions menu. You can resize it in Design mode by dragging the blue handles. You can check spelling in Browse mode, but you cannot change the font, size, style,



color, or alignment. If you need a text field where you can do those things, choose the Text Exhibit or Styled Text field.

### Text Field - Short

#### Design Mode

Teacher

#### Browse Mode

Teacher

A **Short Text** field holds up to 256 plain text characters, about 40 words. Use it for short-answer information, names, addresses, phone numbers. **Note:** use **mail-to** and **web exhibit** fields for email IDs and web addresses because they will launch mail and browser programs. Short text fields are one-line tall unless you check the **multiline box** on its item inspector. Make a short text field **required**, by checking the Required? box on the item inspector; then it appears in the alert color until text is entered in Browse mode. Single-line text does not wrap, but will scroll horizontally.