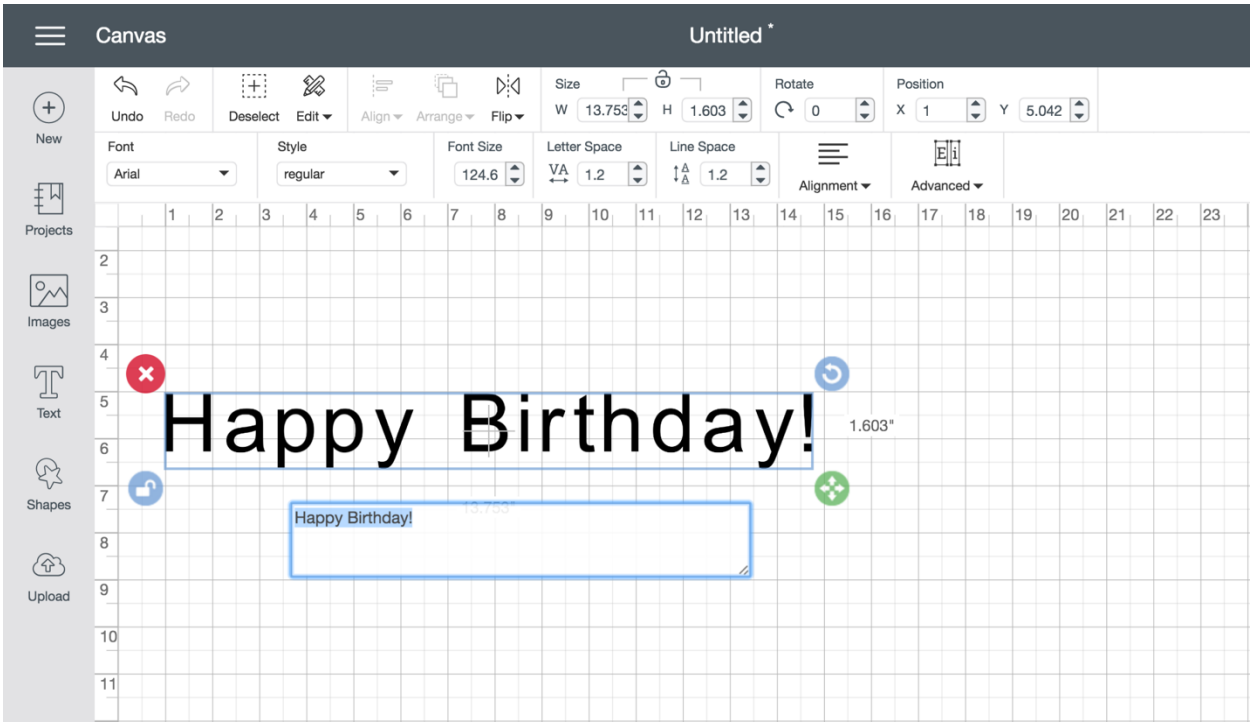
10. Working with text

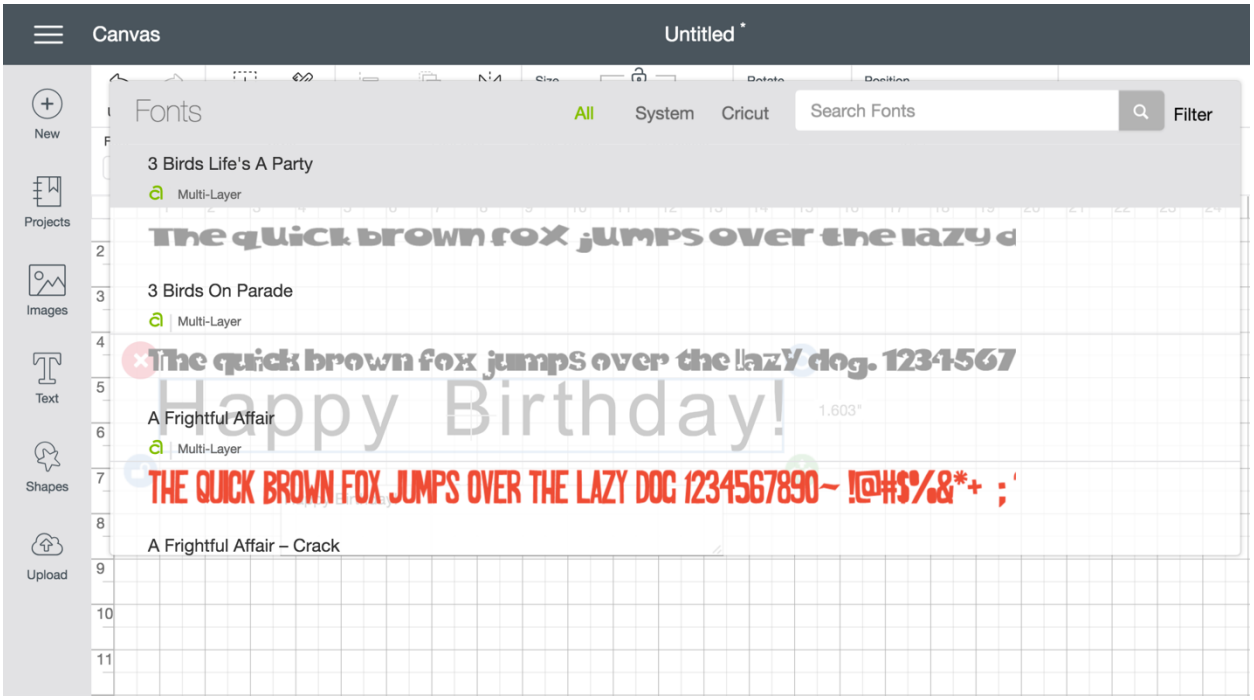
B. Text Edit Bar overview

Step 1 The Text Edit Bar appears at the top of the Canvas as soon as you select text on the Canvas.



Step 2 Use the Font menu to change your selected text to any of the 370 available fonts. Note that some fonts will require a Cricut Access membership. Cricut Access fonts are denoted with a green “a” symbol on the left hand side. Some fonts must be purchased individually. Use the filters at the top of the Font menu to see fonts available to you, e.g., System Fonts, Cricut Fonts, or All Fonts. You may also search

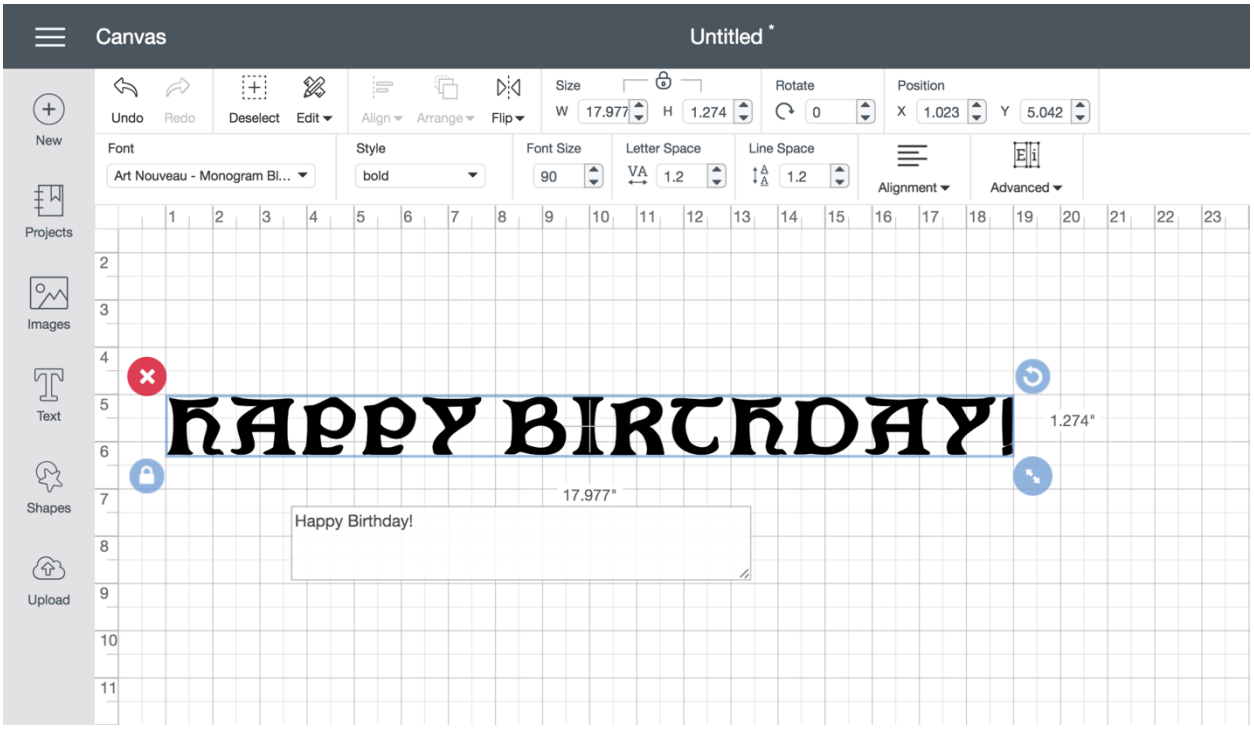
fonts by name using the search box in the upper right-hand corner.



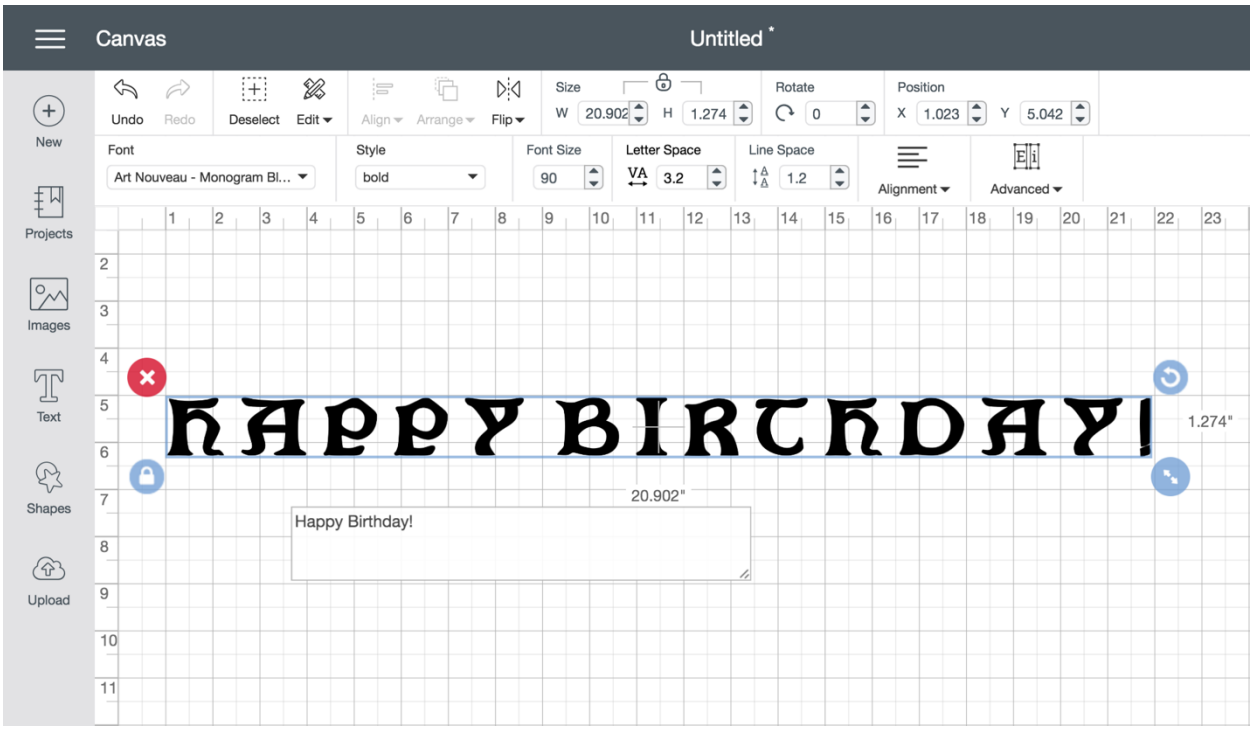
Tip *If you mouse over a string of sample text, it automatically scrolls to the left so you can preview all of the letters and symbols. To scroll through the list vertically without causing letters in the sample screen to automatically scroll, place your mouse to the far left or right of the Font menu before scrolling up or down.*

Step 3 Use the Style menu to select any of the applicable styles (i.e., Regular, Bold, Italic, or Bold Italic). Note that different fonts will have different styles available. Some fonts will only have the Regular style.

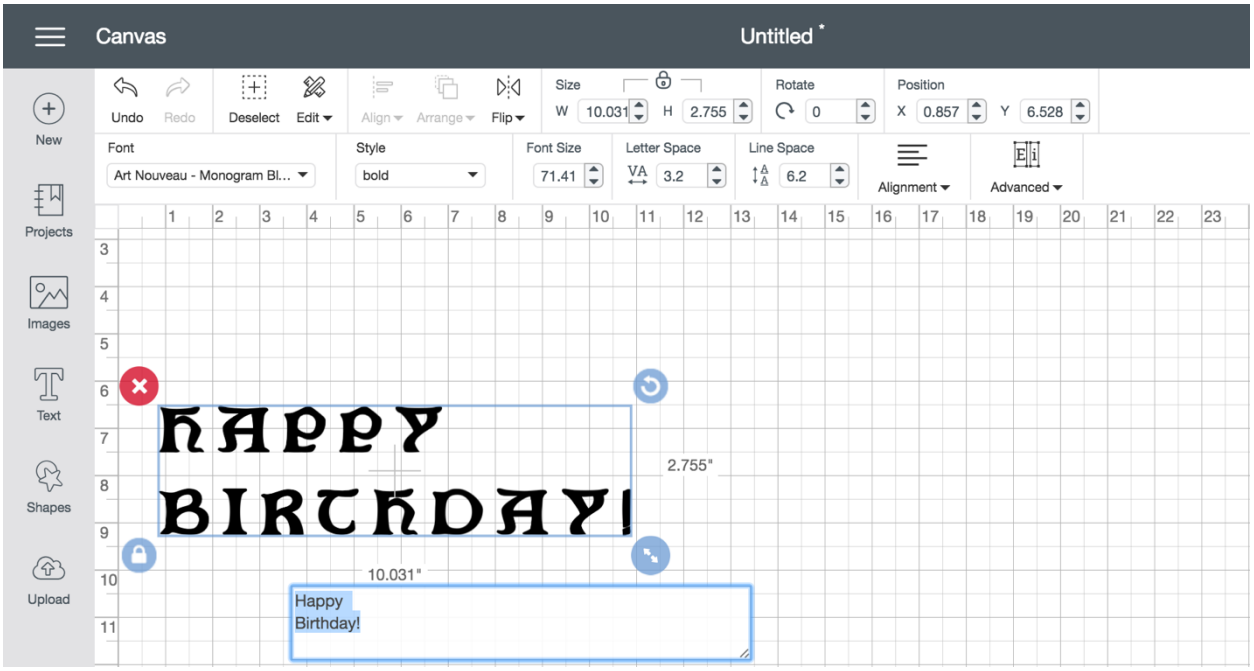
Step 4 Use the Font Size menu to adjust the size of the font. Select the Font Size and manually change it by typing in new numbers or use the up and down arrows to adjust Font Size one point at a time.



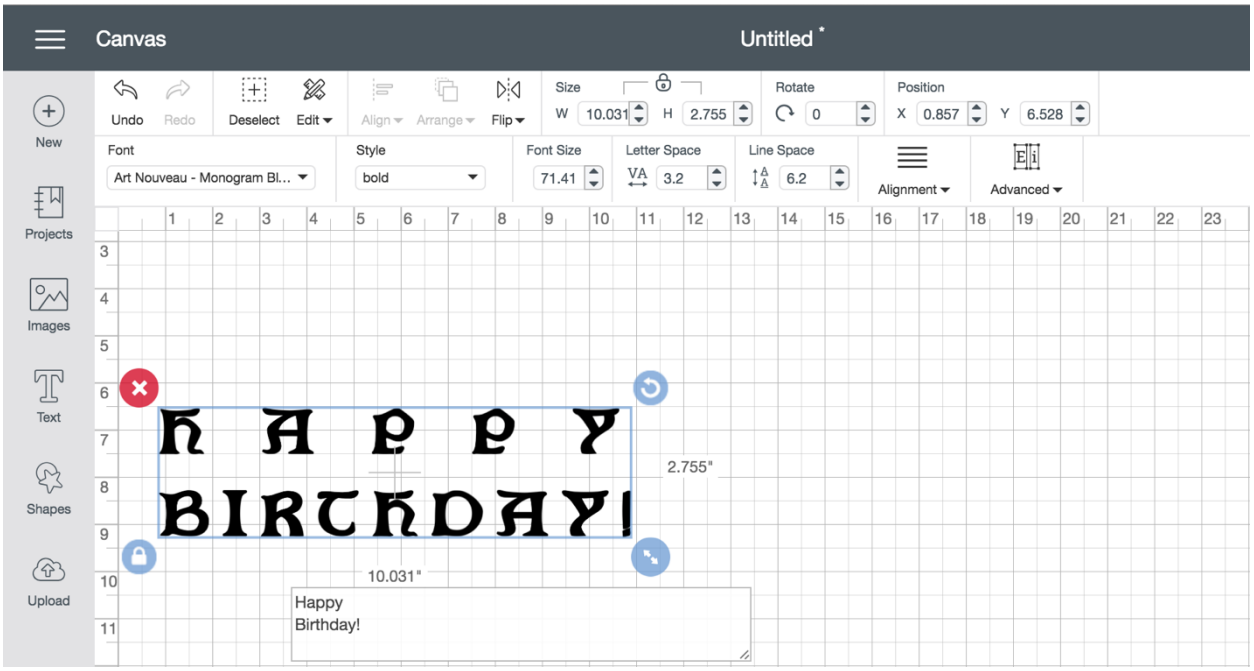
Step 5 Use the Letter Space menu to adjust the spacing between each letter in a string of text. Use the up and down arrows to increase or decrease the amount of space between each letter.



Step 6 Use the Line Space menu to adjust the spacing between each row in a paragraph of text. Use the up and down arrows to increase or decrease the amount of space between each row.

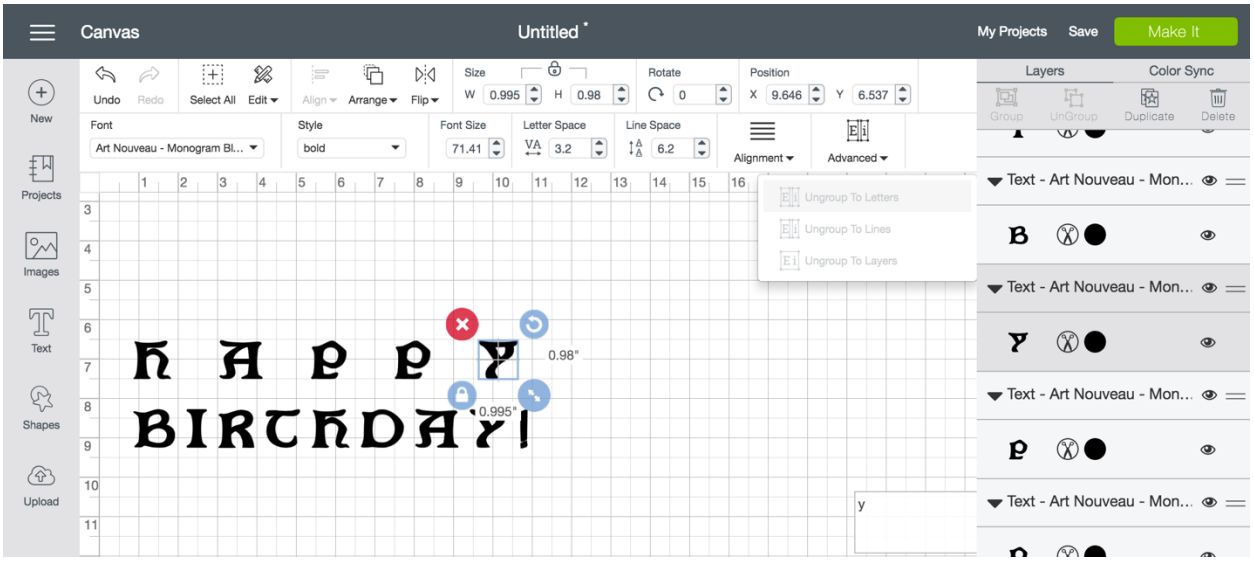


Step 7 Use the Alignment menu to align a paragraph of text to the left, to the right, centered, or justified.

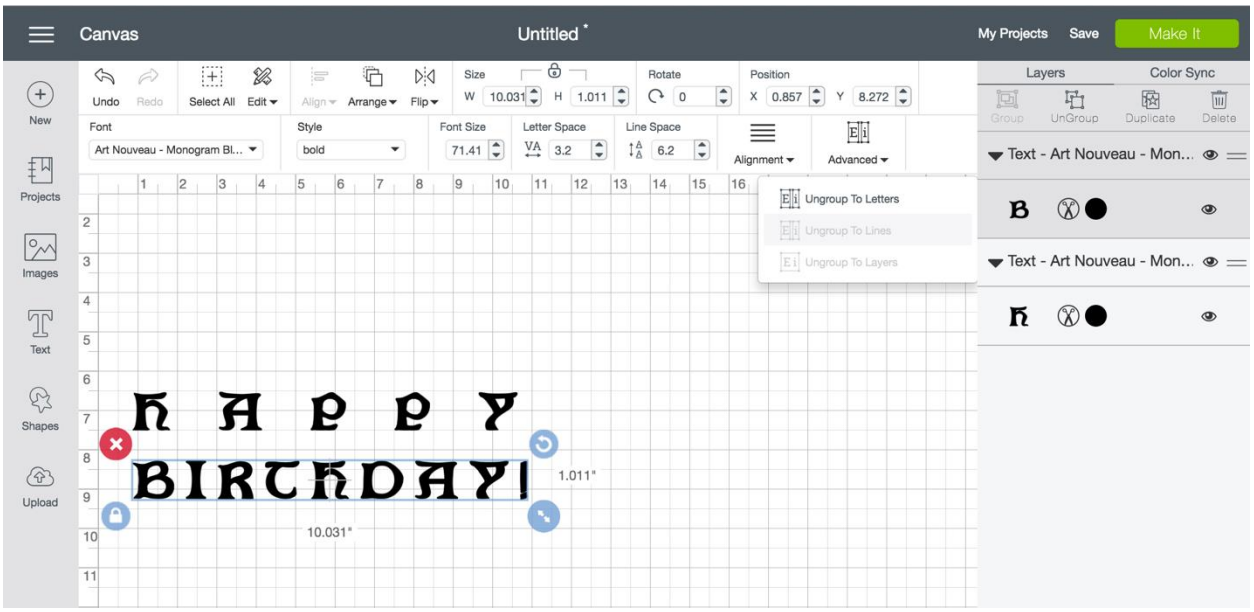


Step 8 Use the Advanced menu to ungroup or separate text into smaller units that you can edit on the Canvas. Under the Advanced menu, you can separate a string of text into separate letters (Ungroup to Letters), separate rows of text (Ungroup to Lines), or into separate layers (Ungroup to Layers).

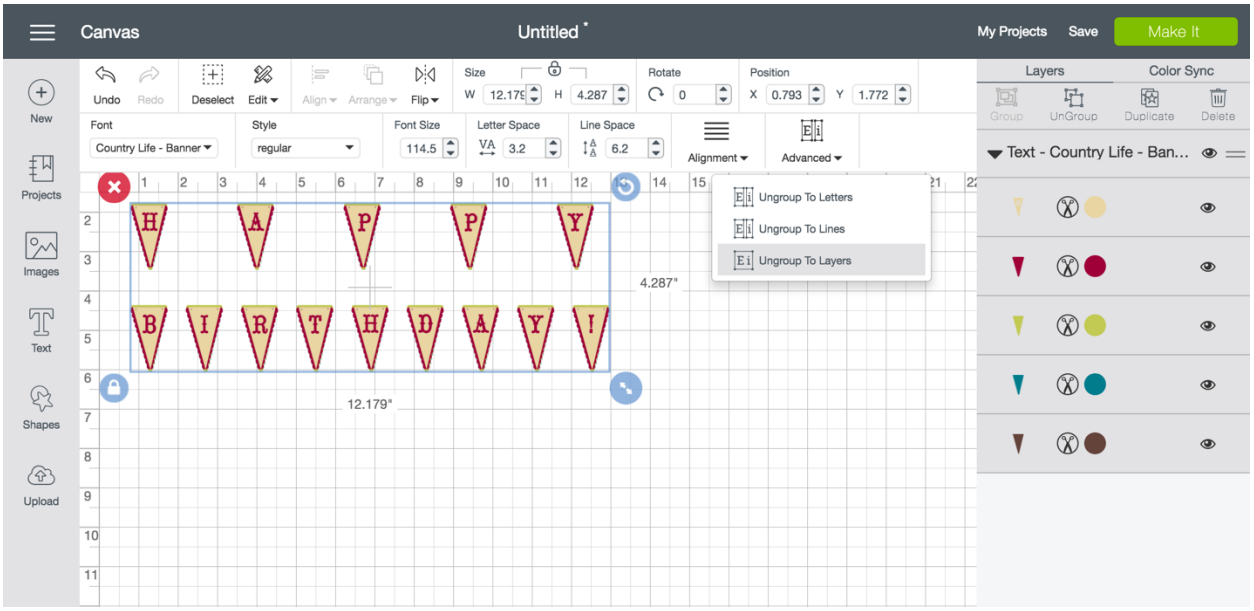
Ungroup to Letters — Separates each letter of text into its own letter. This makes it easy to rotate, resize, color, or delete individual letters without affecting the others.

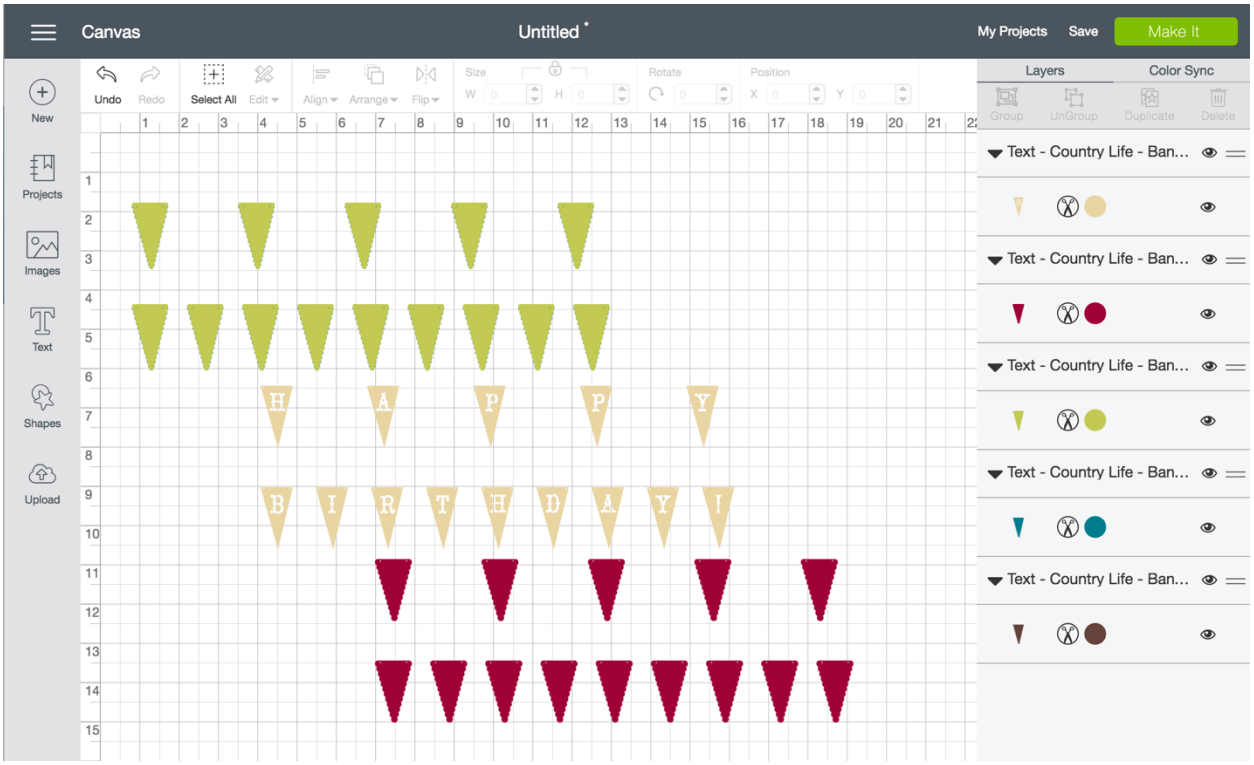


Ungroup to Lines — Separates each row of text into its own layer. This makes it easy to rotate, resize, color, or delete individual rows of text without affecting the others.



Ungroup to Layers — Separates each layer of multicolored text into its own layer. This makes it easy to rotate, resize, color, or delete individual layers. In the following example, you could choose to delete the green and maroon layers of the banner and choose to cut only the beige layer.




Canvas
Untitled *
My Projects
Save
Make It
Undo
Redo
Select All
Edit
Align
Arrange
Flip
Size
Rotate
Position
Layers
Color Sync
Group
UnGroup
Duplicate
Delete
New
Projects
Images
Text
Shapes
Upload
Text - Country Life - Ban...
H A P P Y
B I R T H D A Y !