
Change a Text Element's font Type setting

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1. Select the Text Element.

A screenshot of a text element with a blue background and white text that reads "Copyright 2021 OmniAll. All rights reserved." The text is centered and appears to be part of a larger document or presentation.

2. The element options icons are now shown.

Also shown above the Stage are three context tabs: Format, Style and FX.

Select the three-dot menu icon.



3. The menu options shown here include Format, Style, and FX - these open their respective context tabs above the stage.

NOTE: We are showing the menu here in order to present a complete picture. To save a step as you work, you can also select the Format, Style, and FX context tabs directly.

Select Format.

A rectangular button with a thin black border and the word "Format" in a sans-serif font.

4. The Format context tab will be shown above the Stage.

Select the down arrow on that section to view the full list of Types.



5. Select the Type you wish to assign to the Text element.

For this example, select Small.



6. Select anywhere else on the ribbon to close the Type panel.



7. The Format ribbon stays open in case you want to make other changes or switch to one of the other context tabs.

Select the Stage background.



8. The Format, Style and FX context tabs are now gone (since no elements are selected on the Stage).

You can see that the Text element's Type has been changed.
