

# Enhancing and modifying bitmap images



## Enhancing and modifying bitmap images

In Corel OCR-TRACE, you can enhance or modify bitmap images using the basic retouching tools in the Toolbox or the commands in the Image menu.

The Toolbox's Zoom and Pan tools allow you to view and position the bitmap image so that you can retouch even its smallest details. To retouch, use the Eraser and Pencil tools. The Eraser tool deletes parts of the image, or image anomalies such as noise, and the Pencil tool adds simple lines.

The commands in the Image menu allow you to make other modifications to the bitmap image. You can convert color images to grayscale, or black and white; invert colors; flip images horizontally or vertically; and rotate images to any angle.

Also, if you're scanning your source file, you can use the features in the scanning utility to make color enhancements to your image.

If your bitmap image requires more complex retouching however, you should use an image-editing application, such as Corel PHOTO-PAINT which can be launched directly from within Corel OCR-TRACE.

Before you begin to trace your bitmap image, it's important that you first prepare it in Corel PHOTO-PAINT. Preparing your image involves reducing its color complexity and potential for generating small objects when it's converted to a vector graphic. For example, color bitmap images may consist of many different shades of a particular color that when traced result in many separate objects. By reducing the number of color shades, you can reduce the image's complexity, and thereby reduce the number of objects created in the vector graphic.

In Corel PHOTO-PAINT, the most effective way to reduce an image's color complexity is to convert the image to a paletted color image with no dithering. By converting the bitmap to a paletted color image, you can specify the total number of colors to be used in the converted image.

Complex images take much longer to convert, result in larger file sizes, and can potentially generate many small objects. Many of the generated objects may be unnecessary to the overall appearance of the vector graphic.



## Inverting an image

You can create interesting effects quickly and easily by inverting black and white or color images. Also, if you scan a negative image, it can be inverted to a positive image using this procedure.

### To invert an image

- Click Image, Invert.

Black becomes white and vice versa, and colors change to their complementary colors.

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{button ,AL("PRC Enhancing and modifying bitmap images";0,"Defaultoverview",)} Related Topics



## Converting a color image

You can convert your color images to a color mode ([black and white](#) or [grayscale](#)) that better suits the tracing method you'll be using or your specific requirements.

### To convert a color image to black and white

1. Click [Image](#), [Convert To Black And White](#).
2. Type a [threshold](#) value in the Threshold box.

Colors in the image that have a greater brightness value than the threshold become white; colors with a lesser value become black. Therefore, the greater the threshold value, the more black areas there are in the converted image.

### To convert a color image to grayscale

- Click [Image](#), [Convert To Grayscale](#).



#### Tip

- If you want to try different threshold values before applying one to your image, enable the [Preview check box](#).

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`{button ,AL('PRC Enhancing and modifying bitmap images';,0,"Defaultoverview",)}` [Related Topics](#)



## Rotating an image

You can rotate an image by preset degrees or a custom amount in Corel OCR-TRACE. Rotation is a useful feature for correcting images that have been mistakenly scanned at an angle.

### To rotate an image by preset degrees

1. Click Image, Rotate.
2. Choose a preset rotation degree from the submenu.

### To rotate an image by a custom amount

1. Choose Image, Rotate, Custom.
2. Type a rotation degree in the Degrees box.
3. Enable a rotation direction button.
4. To ensure the entire document fits within the image window, disable the Maintain Original Size check box.

### **Note**

- If you're working with multiple pages, the image thumbnails do not display differently even if the actual images have been rotated.

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`{button ,AL('PRC Enhancing and modifying bitmap images';0,"Defaultoverview",)}` [Related Topics](#)



## Flipping an image

You can flip an image horizontally, vertically, or both, using the commands in the [Image menu](#).

### To flip an image

- [Click](#) Image, Flip Horizontal to flip the image from left to right, or Flip Vertical to flip it from top to bottom.



#### Note

- If you're working with a multi-page document, you can flip only one image at a time, and the image must be the only one displayed. [Double-click](#) the desired image to hide any other images.

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{button ,AL("PRC Enhancing and modifying bitmap images";0,"Defaultoverview",)} [Related Topics](#)



## Erasing parts of an image

Using the [Eraser](#) tool, you can easily remove unwanted portions of your image, or image anomalies such as noise.

### To erase part of an image

1. [Click](#) the Eraser tool.
2. Position the eraser [cursor](#) where you want to erase part of the image.
3. Click to erase an area the size of the cursor, [drag](#) to erase a larger area.



### Tip

- If you want to erase [pixel](#) by pixel, zoom in on the image until each pixel is the size of the eraser cursor.

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{button ,AL("PRC Enhancing and modifying bitmap images";0,"Defaultoverview",)} [Related Topics](#)



## Adding lines to an image

You can draw simple lines on your bitmap image using the Pencil tool.

### To add lines to an image

1. Click the Pencil tool.
2. Position the pencil cursor where you want the line to begin.
3. Click and drag to draw the line.



### Tip

- Clicking the mouse button once adds a single point to the image.

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{button ,AL("PRC Enhancing and modifying bitmap images";,0,"Defaultoverview",)} Related Topics



## Performing advanced image editing

Although [Corel OCR-TRACE](#) contains some basic image-editing tools, it's not a suitable application for major retouching jobs. If you need to perform complex image retouching to your [bitmap](#) image, use an application designed for this purpose, such as [Corel PHOTO-PAINT](#).

### To perform advanced image editing

- [Click Image, Advanced Editing](#).

Corel PHOTO-PAINT automatically launches if it's installed on your system; otherwise, the default Windows retouching application launches. The choice of which application to launch can be controlled on the General page in the Options [dialog box](#).



### Note

- For assistance with advanced editing features, refer to the online Help in your image-editing application.

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{button ,AL('PRC Enhancing and modifying bitmap images;',0,"Defaultoverview",)} [Related Topics](#)



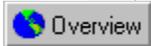
## Preparing a bitmap image for tracing

Before you begin to trace your bitmap image, it's important that you first reduce its color complexity in [Corel PHOTO-PAINT](#). Complex images take much longer to convert, result in larger file sizes, and can potentially generate many small objects. Many of the generated objects may be unnecessary to the overall appearance of the vector graphic.

The most effective way to reduce an image's color complexity is to convert the image to a paletted color image with no [dithering](#). By converting the bitmap to a paletted color image, you can specify the total number of colors to be used in the converted image.

### To prepare a bitmap image for tracing

1. Open your bitmap image in Corel PHOTO-PAINT.
2. Click Image, Convert To, Paletted (8-bit).



#### Note

- Refer to Corel PHOTO-PAINT's online Help for information about converting to paletted color images.

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[{button ,AL\("PRC Enhancing and modifying bitmap images";0,"Defaultoverview",\)} Related Topics](#)



# Working with converted text



## Working with converted text

To convert bitmap text characters into editable text characters, the Object Character Recognition (OCR) feature tries to identify the correct character. However, sometimes there are characters it doesn't recognize (rejected characters), or isn't sure about (suspected characters). You can set a confidence level which determines how many characters will be considered suspect. As you increase the confidence level from 0 to 255, more characters are treated as suspect. You choose the level of confidence and the type of reject character to use on the Language page of the OCR Settings dialog box.

After the bitmap text is converted to editable text characters, you can locate rejected and suspected characters and replace them with the correct characters. You can also spell check the converted text to correct spelling errors that were in the original document. Use the Verification dialog box to correct rejected or suspected characters and misspelled words.

You can edit the converted text directly in the result area using the standard Cut, Copy, and Paste editing commands, and Find and Replace. You can also change the text font, style, paragraph alignment, and indentation.

The converted text can be exported to common text file formats, and then opened or dragged and dropped into other applications, such as Corel WordPerfect, where you can perform more extensive text editing.



## Viewing text information

You can view information about your converted text in the Document Information [dialog box](#).

### To view text information

1. [Click](#) View, Document Info.
2. Click the OCR Results tab.

For information about the bitmap image used to generate the text, click the Bitmap Info tab.

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`{button ,AL("PRC Working with converted text";0,"Defaultoverview",)}` [Related Topics](#)



## Verifying and correcting mistakes in the converted text

You can verify and correct unrecognizable characters and misspelled words in the converted text in the Verification [dialog box](#).

### To verify and correct mistakes in the converted text

1. [Click](#) OCR-Trace, OCR Verification.

If you enable the Display Verification Dialog Box On OCR [check box](#) in the Options dialog box (accessed from the Tools menu), the Verification dialog box opens automatically after converting the bitmap text.

2. Enable the check boxes for the types of text you want to verify: Rejected Characters, Suspected Characters, and/or Misspelled Words.

The [cursor](#) highlights the first occurrence of the character type or word in the converted text.

3. Do one of the following:

- Click the Ignore button if the text is correct.
- To change the text, type the correct characters in the Change To box, then click the Change button.

4. Click the Close button to stop the verification process.



### Note

- Click the Ignore All and Change All buttons to instruct the program to ignore or change any further occurrences of the same character or word later in the document.

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`{button ,AL('PRC Working with converted text';0,"Defaultoverview",)}` [Related Topics](#)



## Cutting, copying, and pasting text

You can edit the converted text directly in the result area using the standard Cut, Copy, and Paste editing commands in the Edit menu.

### To cut text

1. Click the [Select Block](#) tool.
2. Select the text you want to cut in the result area.
3. Choose Edit, Cut.

The selected text is removed from the document and placed on the Clipboard.

### To copy text

1. Click the [Select Block](#) tool.
2. Select the text you want to copy in the result area.
3. Choose Edit, Copy.

The selected text remains in the document and a copy is placed on the Clipboard.



### Note

- You can select all of the converted text by choosing Edit, Select All.

### To paste text

1. Place your cursor at the location in the converted text where you want to paste the contents of the Clipboard.
2. Choose Edit, Paste.

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`{button ,AL('PRC Working with converted text';0,"Defaultoverview",)}` [Related Topics](#)



## Finding and replacing characters in the converted text

You can quickly search your converted text for specific characters or words using [Corel OCR-TRACE's](#) Find and Replace features.

### To find characters in the converted text

1. [Click](#) Text, Find.
2. Type text in the Find What box.
3. Enable the Match Case [check box](#) to find only the text with the same characteristics as the text in the Find What box.
4. Click the Find Next button.

### To replace characters in the converted text

1. [Click](#) Text, Replace.
2. Type text in the Find What box.
3. Enable the Match Case [check box](#) to find only the text with the same characteristics as the text in the Find What box.
4. Type text in the Replace With box.
5. Click the Find Next button.
6. Do one of the following:
  - To replace the found text with the replacement text, click the Replace button.
  - To keep the found text as is, but search for the next occurrence of the text, click the Find Next button again.
7. Repeat step 6 until all of the text has been replaced.



### Tip

- To replace all occurrences of the same text with the replacement text, click the Replace All button.

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[{button ,AL\('PRC Working with converted text';0,"Defaultoverview",\)} Related Topics](#)



## Formatting the converted text

You can apply various formatting styles to the converted text. You can change the font, style, size, alignment, and paragraph indentation properties of columns, tables, and table borders.

### To format the converted text

1. Select the converted text with the Select Block tool.
2. [Click](#) Text, Format Text.
3. Choose the text formatting properties that you want to apply from the Format Text [dialog box](#).

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`{button ,AL("PRC Working with converted text";'0,"Defaultoverview",)}` [Related Topics](#)



# Working with vector graphics



## Working with vector graphics

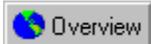
The traced vector graphic is made up of one or more layers of individual objects. The number of layers and objects is determined by the complexity of the bitmap image and the tracing method used. The following information provides an overview about the layers and objects generated by each tracing method.

The Outline method produces multiple layers in which each color represents one layer. There can be a maximum of 257 layers produced during the trace (256 colors plus one hole-filling layer). You can edit individual nodes in each layer directly in the result area. To do more extensive editing, you can import the drawing into an illustration program such as CorelDRAW, where you can separate the layers into individual objects.

The Centerline method creates one layer of multiple curves, which you can node edit.

The Woodcut method produces one layer of multiple objects.

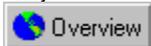
The Sketch method produces multiple layers of straight lines.



### Note

- The above methods allow you to edit an object's nodes to change their size and shape.

The Mosaic and 3D Mosaic methods produce one layer of multiple objects. You can move, hide, delete, or change the color of objects.



### Note

- For any of these methods, you can add curves to a layer using the Create Bezier and Rubber Band tools. You can also add and delete individual layers in the Layer Manager dialog box.



## Viewing vector graphic information

You can view information relating to the vector graphic in the Document Information dialog box.

### To view vector graphic information

1. Click View, Document Info.
2. Click the Path Info and Layers tabs to access information relating specifically to the vector graphic.



### Tip

- Click the Bitmap Info tab to view information about the bitmap image used to generate the vector graphic.

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`{button ,AL("PRC Working with vector graphics";,0,"Defaultoverview",)}` [Related Topics](#)



## Displaying the bitmap image under the vector graphic

You can view the [bitmap](#) image under the traced [vector](#) graphic.

### To display the bitmap image under the vector graphic

- [Click](#) View, Objects, Show Bitmap.

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{button ,AL('PRC Working with vector graphics';,0,"Defaultoverview",,)} [Related Topics](#)



## Displaying the vector graphic in wireframe mode

You can display the vector graphic in wireframe mode.

### To display the vector graphic in wireframe mode

- [Click](#) View, Objects, Wireframe.

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{button ,AL('PRC Working with vector graphics';,0,"Defaultoverview",,)} [Related Topics](#)



## Displaying only one layer of the vector graphic

You can display your vector graphic layer by layer if you would like to see specific portions of the graphic individually.

### To display only one layer of the vector graphic

1. Click Tools, Layer Manager.
2. Double-click the name or any of the icons beside the layer you want to display.

All other layers are hidden.



### Note

- If the wireframe/fill icon is in the fill mode, double-clicking it displays the layer in wireframe mode.

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{button ,AL("PRC Working with vector graphics";0,"Defaultoverview",)} Related Topics



## Showing or hiding layers in the vector graphic

You can easily show or hide any combination of layers in the vector graphic by selecting the combination in the Layer Manager.

### To show or hide a layer in the vector graphic

1. Click Tools, Layer Manager.
2. Click the eye icon beside a layer to show or hide the layer in the result area.  
A layer is displayed when the eye icon is visible.

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`{button ,AL('PRC Working with vector graphics';0,"Defaultoverview",)}` [Related Topics](#)



## Adding new layers to the vector graphic

You can add layers to your vector graphic on which you can create additional objects using the Pencil, Create Bezier, and Rubber Band tools.

### To add a new layer to the vector graphic

1. Click Tools, Layer Manager.
2. Click the New icon.

A new, empty layer appears at the top of the layers list and becomes the active layer.

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`{button ,AL("PRC Working with vector graphics";0,"Defaultoverview",,)} Related Topics`



## Deleting layers from the vector graphic

You can delete layers that contain objects which are unnecessary to the appearance of your vector graphic in the Layer Manager.

### To delete a layer from the vector graphic

1. Click Tools, Layer Manager.
2. Click the name of the layer you want to delete.
3. Click the Trash icon.

If the deleted layer was the active layer, the layer immediately below it becomes active.

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{button ,AL('PRC Working with vector graphics';0,"Defaultoverview",)} Related Topics



## Creating new objects in the vector graphic

You can create a new object on a layer in the [vector](#) graphic using the [Create Bezier](#) and [Rubber Band](#) tools.

### To create a new object in the vector graphic

1. [Click](#) Tools, Layer Manager.
2. Click in the pencil column beside the name of the layer to which you want to add an object.
3. Click either the Create Bezier or Rubber Band tool.
4. Position the cursor where you want to begin drawing and click to place the starting [node](#) of the new object.
5. [Drag](#) the mouse to create curves or click to create straight lines.
6. Click again to close the object when a small circle appears beside the [cursor](#) as it gets close to the starting node.

The new object is filled with the selected color in the palette.



### Note

- Since layers reside on top of each other, make sure that the layer on which you're drawing resides is above the other layers; otherwise, the object will be hidden by the layers above it.

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{button ,AL('PRC Working with vector graphics';0,"Defaultoverview",)} [Related Topics](#)



## Editing objects in the vector graphic

You can edit objects in the vector graphic using the Node Reshape tool.

### To edit an object in the vector graphic

1. Select the object you want to edit with the Node Reshape tool.  
Nodes appear around the object.
2. To edit the object, you can do any of the following:
  - click to select a node and drag to move it
  - Hold down SHIFT and click to select multiple nodes and drag to move them
  - click to select a node's control point and drag to move it
  - right-click to change the type of selected nodes
  - delete selected nodes
  - click a line segment and drag to move the segment
  - right-click to change the object's color



### Notes

- The nodes associated with straight line segments do not have control points.
- In Outline mode, each layer is one object.
- In Mosaic or 3D Mosaic mode, the entire vector graphic is one object. You can move, delete, or change the color of individual tiles, but you cannot edit their nodes.

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{button ,AL('PRC Working with vector graphics';0,"Defaultoverview",)} [Related Topics](#)



# Viewing in document windows



## Viewing in document windows

Document windows are divided into two viewing areas: the bitmap area and the result area. Bitmap images are always displayed in the bitmap area while the traced vector graphics and editable text are always displayed in the result area. By default, the viewing areas are arranged horizontally with the bitmap area on the left and the result area on the right. However, the viewing areas can also be arranged vertically and adjusted in size to suit your preference. In addition, each document window can be resized and positioned so that you may view several, separate documents simultaneously. You can also use numerous menu commands or tools in the Toolbox to control how you view your source files.

The View menu contains the commands that control the document view. Included in this menu are commands that allow you to view all pages of multi-page documents simultaneously, browse through individual pages of a document, arrange document window layout, and view images at actual size.

The Toolbox contains two tools that allow you to adjust the view. The Zoom tool is used to set the level of magnification for your image, which is useful if you need to edit small details in the image. For large images that do not entirely fit in the bitmap area, the Pan tool allows you to quickly drag the image in any direction so that you can see the hidden areas.

You can also view additional data about the bitmap image or conversion result in the Document Information dialog box.



## Zooming in and out on images

You can set the desired level of magnification for your image using the [Zoom](#) tool.

### To zoom in on an image

1. Click the Zoom tool.
2. Position the [cursor](#) in the area you want to [zoom](#).
3. [Click](#) until you've zoomed in on the desired area.

You can also [drag](#) the mouse to draw a [marquee](#) around the area you wish to magnify. When you release the mouse button, the area inside the marquee fills the entire [bitmap](#) area.

### To zoom out on an image

1. Click the Zoom tool.
2. Position the cursor anywhere on the image.
3. Right-click until you've zoomed out to the desired view.

### To view an image at actual size

- Click View, Actual Size.

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{button ,AL('PRC Viewing in document windows;',0,"Defaultoverview",)} [Related Topics](#)



## Panning images

Using the Pan tool on the Toolbox is the easiest way to move an image that is too large to fit in the bitmap area. The Pan tool allows you to drag the image in any direction to view the hidden areas.

Scroll bars automatically appear if an image is too large to fit in the bitmap area. You can also use the scroll bars to view hidden areas of the image. Movement, however, is restricted to horizontal and vertical directions only.

### To pan an image

1. Click the Pan tool.
2. Position the cursor anywhere on the image.
3. Drag the mouse to view hidden areas of the image.

### To scroll an image

- Drag either the horizontal or vertical scroll box, or both.  
You can also click the scroll bar arrows to move the image.

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{button ,AL('PRC Viewing in document windows;',0,"Defaultoverview",)} Related Topics



## Viewing pages

You can display each page of multi-page documents at the same time or individually using the commands in the View [menu](#).

### To view all pages simultaneously

- [Click View, All Pages.](#)

A check mark appears beside the All Pages command when it's enabled. To disable the command, click it again.

### To view the next page

- Click View, Next Page.

### To view the previous page

- Click View, Previous Page.



### Tip

- You can also press the Page Up and Page Down keys on your numeric keypad to view the previous or next page.

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`{button ,AL("PRC Viewing in document windows;",0,"Defaultoverview",)}` [Related Topics](#)



## Adjusting, resizing, and arranging document windows

Document windows are divided into two areas: the bitmap area and the result area. These areas can be displayed either horizontally or vertically, and adjusted in size to suit your preference. Also, each document window can be resized and placed in any arrangement so that you can view several, separate documents at the same time.

### To adjust the document window layout

- Click View, Layout, Horizontal or Vertical.  
A check mark appears beside the selected command.

### To adjust the size of the document window areas

- Drag the separator bar.

### To resize and arrange document windows

1. Open each document you wish to view.
2. Drag the lower right corner of each document window until the desired window size is obtained.  
Scroll bars automatically appear if the document window becomes smaller than the image.
3. Drag each document window's title bar to reposition the window.

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`{button ,AL("PRC Viewing in document windows;";0,"Defaultoverview",)}` [Related Topics](#)



## Viewing document information

You can view additional information about your current bitmap image, traced graphic, or converted text in the Document Information [dialog box](#). This dialog box is divided into four pages; [Bitmap Info](#), Path Info, OCR Results, and Layers.

### To view document information

- [Click View, Document Info](#).  
Click the tabs to access the information on each page.

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`{button ,AL("PRC Viewing in document windows;',0,"Defaultoverview",)}` [Related Topics](#)



# Printing

## Printing

Virtually all of the applications in the CorelDRAW Graphics Suite print in the same manner. Therefore, most of the information on printing applies to all of the applications in the suite. Where necessary, the documentation indicates when something doesn't apply to all of the applications.

If you are looking for basic printing instructions, see "Setting up your print job." This section also contains information about more advanced features such as layout styles (used to print specialized documents like greeting cards).

If you want to know how to preview and rearrange your images before you print them, see "Previewing, sizing, and positioning the printed image."

If you are using a PostScript printing device, and are having trouble printing, see "Using PostScript to optimize your print job." You can also fix certain problems by adjusting settings as explained in "Setting advanced printing options." We recommend that you do not adjust these settings unless you are having trouble.

### Choosing a printing method

There are several methods for publishing your final document. When deciding which method to use, consider the desired quality of your output and the number of copies you require. These are your options:

- Print on a desktop printer.

You can print a document using a black and white or color desktop printer (e.g., a laser printer); however, this option is impractical when printing more than a few copies. If more copies are needed, and you don't require high-quality output, consider using a photocopier to publish your document. Photocopying is ideal for publishing internal documents such as reports and newsletters, but would be less effective on high-quality color photographs or on print jobs where you plan to use special paper stock (e.g., glossy paper).

- Create camera-ready images on a laser printer and send them directly to a printing shop.

As long as they are printed on a PostScript laser printer, and do not require complicated color work, a printing shop can photograph, make printing plates from, and print your camera-ready images. This method is useful if you are printing a large quantity of material, such as a small newspaper, but would be less effective for print jobs requiring high-quality color output.

- Send your work on disk to a service bureau or printing shop.

Service bureaus use imagesetters to produce high-resolution film output which is then used to produce printing plates.

### For more information see the following:

{button ,JI(','Setting up your print job')} [Setting up your print job](#)

{button ,JI(','Previewing sizing and positioning the printed image')} [Previewing, sizing, and positioning the printed image](#)

{button ,JI(','Using PostScript to optimize your print job')} [Using PostScript to optimize your print job](#)

{button ,JI(','Finetuning your print job')} [Fine-tuning your print job](#)

{button ,JI(','Printing on a commercial press')} [Printing on a commercial press](#)

## Setting up your print job



## Setting up your print job

It is essential that you select and properly configure the appropriate printer driver. Consult the printer manufacturer's instructions, your Windows documentation, or the service bureau or printing shop that will be printing your work to find out how best to set up the printer driver.

### Paper size

When setting up your printer, it is important that you know the size of paper you are printing on. The paper size should reflect the settings in the Page Setup dialog box. If your print job is larger than the paper on which you are printing, you can "tile" your work so that it is spread across several pieces of paper. You can then assemble the separate pages to create a whole image.

### Arranging images on the printed page

In CorelDRAW, you can set up your print job so that several pages of your document print on a single sheet of paper. This feature might be useful if you want to create a catalog of the images in a file, or if you are printing relatively small pages on large sheets of paper. Depending on the settings chosen in the Page Setup dialog box, and the size of the paper on which you are printing, you have different options when you come to place several pages on a single sheet of paper. For example, if the paper on which you are printing is much larger than the page size in the Page Setup dialog box, then you may be able to fit several pages on a sheet of paper. If the paper isn't large enough to fit several pages, but you still want more than one page on each sheet of paper, you can choose to shrink the pages to fit on the paper.

### Specifying what is printed

When you print in CorelDRAW, you can choose to print specific pages, objects, or layers. You can also specify the number of copies you want to print, and whether you want your copies collated. Collating is useful when you are printing multi-page documents. If you enable the Collate check box, CorelDRAW prints a complete copy of each document before it prints the next copy. If collate is disabled, CorelDRAW prints all the copies of the first page before it starts printing copies of the second page, and so on.

Corel PHOTO-PAINT and CorelDREAM 3D include an option to print multiple documents.

### Layout styles

In CorelDRAW, layout styles determine the way the pages of your print job are placed on the printed page. For example, if you are printing a brochure, two pages from your document may appear on a single printed page. The type of document you are printing (e.g., greeting cards, or a book) determines the layout style you choose. There are preset layout styles available in the Print Options dialog box, or you can create your own custom styles.

If you are printing a specialized type of document, it's likely you chose a layout style in the Page Setup dialog box when you created your document. If this is the case, the layout style you chose is automatically selected when you open the Print Options dialog box. If you change the layout style in the Print Options dialog box, your work might not print correctly. By default, CorelDRAW uses the Full Page layout style.

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`{button ,AL('OVR Printing';,0,"Defaultoverview",)}` [Related Topics](#)



## Printing a file

You may often find that you can print your work on your desktop printer without changing any of the default settings.

### To print a file

- Click File, Print.

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{button ,AL("PRC Setting up your print job";0,"Defaultoverview",)} [Related Topics](#)



## Selecting and configuring a printing device

Before you print, you need to select the appropriate printing device and set its properties.

The Printer Color Profile helps to ensure accurate color reproduction. You can enable or disable this feature when you print, but you must initially set it up using the Color Manager.

Because printer installation is controlled by Windows, and because every type of printer has different device properties, refer to the printer manufacturer's documentation and your Windows documentation for more information about installing and setting up your printer.

By default, if you try to print an image with an orientation different from that selected in the device properties, Corel warns you and asks if you want to adjust the printer paper orientation. You can disable this warning and Corel automatically adjusts the paper orientation without asking.

### To select a printing device

1. Click File, Print.
2. Choose a printer or imagesetter from the Name list box. If the device driver you require is not listed, install it following the usual Windows procedure.

If you're proofing or printing a job in-house, choose the driver for your local printing device.

If you're sending a file to a service bureau, choose the device driver that's specified by the service bureau.

### To set the device properties

1. Click File, Print.
2. Click the Properties button.
3. If you're printing to a PostScript device, set only the following:
  - Paper Size
  - Orientation
  - Tray
  - Resolution

Leave all other options at their default settings and set them from the Print Options dialog box instead.

**Or**

If you're printing to a non-PostScript device, set all relevant options here.

### To use a printer color profile

1. Click File, Print.
2. Enable the Printer Color Profile check box.

If you want your print job to be processed using a different profile, return to the Color Manager and select another printer profile.

### To disable the Page Orientation Warning

1. Click File, Print Preview
2. Click Settings, Options.
3. Choose Page Orientation Warning from the Special Settings list box.
4. Choose Off from the Settings list box.

---

`{button ,AL('PRC Setting up your print job;',0,"Defaultoverview",)} Related Topics`



## Printing multiple copies

You can print multiple copies of the same document. If you are printing a document with multiple pages, you might want to collate your copies.

Choosing Collate allows you to print one full set of the selected pages before printing the second full set (e.g., a set of pages 1 to 10 prints before a second set of pages 1 to 10 prints, and so on).

### To print multiple copies

1. Click File, Print.
2. Type the number of copies you need in the Number Of Copies box.
3. If you want the copies collated, enable the Collate check box.

---

`{button ,AL("PRC Setting up your print job";0,"Defaultoverview",)}` [Related Topics](#)



## Specifying which pages to print

You can set up your print job so that all the pages print, or only some of the pages print.

### To print all pages

1. Click File, Print
2. Enable the All button.

### To print only the current page

1. Click File, Print
2. Enable the Current Page button.

### To print specific pages

1. Click File, Print
2. Enable the Pages button.
3. Choose Even Pages, Odd Pages, or Even And Odd from the Pages list box.
4. Type the pages you want printed in the Pages box.
  - A dash (-) between numbers defines a range of sequential pages (e.g., 1-5 prints pages 1 to 5).
  - A comma (,) between numbers defines a series of non-sequential pages (e.g., 1, 5 prints pages 1 and 5 only).
  - Any combination of dashes and commas is supported (e.g., 1-3, 5, 7, 10-12 prints the following pages: 1, 2, 3, 5, 7, 10, 11 and 12).
  - Inserting a tilde (~) between two numbers causes those two pages plus every second page in-between to print. For example, 1~6 prints the following pages: 1, 3, 5, and 6. If you type 2~6, pages 2, 4 and 6 print.

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**{button ,AL("PRC Setting up your print job";0,"Defaultoverview",)} [Related Topics](#)**



## Specifying which objects or layers to print in CorelDRAW

You can set up your print job so that every object in your drawing prints, or only the selected objects print. Also, you can prevent layers in your drawing from printing if you don't want them to appear in your final work. For example, the guidelines layer doesn't print by default, but you could print the guidelines by changing the appropriate setting.

### To print only selected objects

1. Select the objects to print.
2. Click File, Print.
3. Enable the Selection button.

### To print only vectors, bitmaps, or text

1. Click File, Print Preview
2. Click Settings, Options.
3. Enable the Vectors, Bitmaps, or Text check box (or a combination of these) from the Proofing Options section.
4. Enable the Print All Text In Black check box if you want to print text in black instead of in color.

### To print only certain layers

1. Click Layout, Layers Manager.
2. Enable the or disable the Printable option for each layer.

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**{button ,AL("PRC Setting up your print job";'0',"Defaultoverview",)} Related Topics**



## Printing large artwork as tiles

If the image you are printing is larger than the paper on which it is being printed, you can choose to print your image as tiles. Corel prints portions of your image on separate sheets of paper that you can assemble into one large image.

### To print large artwork as tiles

1. Click File, Print Preview.
2. Click Settings, Layout.
3. Enable the Print Tiled Pages check box.
4. Indicate by how much you want the tiles to overlap. Type a value (e.g., a quarter of an inch) or a percentage of the page size in the Tile Overlap box.

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**`{button ,AL("PRC Setting up your print job";0,"Defaultoverview",)}` [Related Topics](#)**





## Using layout styles

If you choose a layout style in the Page Setup dialog box, then the appropriate layout style is automatically selected in the Print Options dialog box. If you change the layout style in the Print Options dialog box, you may cause your work to print incorrectly.

If you didn't select a layout style before in the Page Setup dialog box, then the Full Page layout style is used by default. You can select a different printing style in the Print Options dialog box. This won't effect the original images, only the way they are printed. For example, if you have a four-page document set up as full page, but would like to print it as a top-fold or side-fold card, you can choose the appropriate card style in the Print Options dialog box.

### To choose a layout style in the Print Options dialog box

1. Click File, Print Preview.
2. Click Settings, Layout.
3. Choose a layout style from the Layout Style list box.

### To edit a layout style in the Print Options dialog box

1. Follow the steps from the above procedure and click the Layout Style Edit button.
2. Type the number of pages from your document to include on each printed page in the Across and Down boxes.
3. Type the size of the gutters (space between pages) in the Horizontal and Vertical boxes. You can change the unit of measurement in the Units box on the right.
4. Click each box on the model of the printable page and choose a page number and an angle.

The angle determines whether the page is printed top up or top down. For example, if two pages are placed on a single sheet of paper and the first page is printed top up and the second is printed topdown, then one page will always appear to be upside down.

5. If you are printing on both sides of the paper, enable the Double Sided Layout check box. Click the Edit Front Frame button or Edit Back Frame button to see each side.

When you choose the Double Sided Layout option and you print on a non-duplex printer, a wizard automatically provides instructions on how to insert the pages .

### To save a layout style in the Print Options dialog box

1. Follow the steps from the "To choose a layout style in the Print Options dialog box" procedure and click .
2. Type a name for the layout style in the Layout Style box.

### To delete a layout style in the Print Options dialog box

- Follow the steps from the "To choose a layout style in the Print Options dialog box" procedure and click .

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**{button ,AL('PRC Setting up your print job;',0,"Defaultoverview",)} [Related Topics](#)**



## Printing several pages on a single sheet of paper

You can print several pages of a document on a single sheet of paper using the rows and columns feature. When you use rows and columns, each page of your work is placed into a single frame (the intersection of one row and column). The first page is placed in the frame at the top left of the sheet of paper and each subsequent page is placed from left to right and top to bottom.

If you use rows and columns with a [layout style](#) that already places several pages on a single sheet of paper (for example, Tent-Card), then the images that would have been placed on an entire sheet of paper without rows and columns (for example, the entire Tent-Card), is placed in one frame.

### To print several pages on a single sheet of paper

1. Click File, Print Preview.
2. Click Settings, Edit Positioning Style.
3. Type the number of rows and columns you want printed on each sheet of paper in the Rows and Columns boxes.
4. If you want to change the margins, do one of the following:
  - Disable the Auto Margins check box and type the size of the margins in the Left, Right, Top, and Bottom boxes. You can change the unit of measurement in the Units box on the right
  - Enable the Auto Margins check box.
5. If you want the left and right margins to be equal, and you want the top and bottom margins to be equal, enable the Equal Margins check box.
6. If you want to adjust the gutters (space between rows and columns), do one of the following:
  - Type the size of the gutters in the Horizontal and Vertical boxes. You can change the unit of measurement in the Units box on the right.
  - Enable the Auto Spacing check box.
7. Enable the Clone Frame check box if you want all the frames on each sheet of paper to contain the same page. For example, if there are nine frames to printed sheet of paper, then page one appears nine times on the first sheet of paper, and page two appears nine times on the second sheet, and so on. In this way you can print multiple copies of one page on a single sheet.
8. Enable the Maintain Document Page Size check box if you want each frame to be the same size as the page size specified in the document. For example, if you create a document on an 8.5 by 11 inch page, the frames are constrained to that size. Thus, if you print on an 11 by 17 inch sheet of paper, and specify 2 rows by 2 columns, some of the frames will not fit on the page.

### To save the settings in the Edit Positioning dialog box

1. Follow the steps from the above procedure and click .
2. Type a name for the settings in the Positioning box.

### To delete saved settings in the Edit Positioning dialog box

1. Follow steps 1 and 2 from the "To print several pages on a single sheet of paper" procedure.
2. Choose a saved settings name from the Positioning list box.
3. Click .

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{button ,AL('PRC Setting up your print job;',0,"Defaultoverview",)} [Related Topics](#)



## Using preset printing options

A print style is a set of saved printing options. Print styles are useful because they let you avoid setting all your printing options each time you print.

### To select a print style

1. Click File, Print Preview.
2. Choose a print style from the Print Style list box.

### To create a new print style

1. Click File, Print Preview.
2. Change the print options.
3. Click File, Save Print Style As.
4. Type a name for the style in the Print Style box.

### To edit a print style

1. Click File, Print Preview.
2. Choose a print style from the Print Style list box (at the top left corner of the Preview window).
3. Change the print options.
4. Click File, Save Print Style As.
5. Type a name for the style in the Print Style box.

### To delete a print style

- Follow steps 1 and 2 from the above procedure and click File, Delete Print Style.



#### Note

- When you save a print style, a dialog box opens that includes a group box called Settings To Save In Style. The settings in this box correspond to the printing options you've already selected. Unless you want to change these settings, you don't need to use the Settings To Save In Style options.



#### Tip

- If you close the Print dialog box before you print, all of the changes you have made to the print options are discarded. If you do not want to lose these changes and you need to close the dialog (i.e., you need to change your work before you print), save your settings as a print style.

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{button ,AL('PRC Setting up your print job;',0,"Defaultoverview",)} [Related Topics](#)

## **Previewing, sizing, and positioning the printed image**



## Previewing, sizing, and positioning the printed image

### Previewing

Corel's new full-screen print preview lets you see exactly how your work will appear after you send it to a printing device. The preview shows you the position and size of your image on the paper, and you can see printers' marks such as crop marks and color calibration bars. You can use visual aids, such as the bounding box that shows you the edges of the image you are printing, to more accurately assess how your final work will appear.

### Sizing and positioning

If you are using a Full Page or Manual [layout style](#), you can change the position and size of the images you are printing. If you are printing bitmaps, you should use caution when sizing your images. Enlarging bitmaps may cause your output to appear jagged or pixelated.

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`{button ,AL("OVR Printing;",0,"Defaultoverview",)}` [Related Topics](#)



## Previewing your print job

Print preview lets you see what your work will look like when printed. You can see, for example, where printers' marks will appear, and how your color separations look.

### To preview your print job

- Click File, Print Preview.

### To preview your color separations

1. Click File, Print Preview.
2. Click View, Preview Type, Separations.

You can only view individual color separations if you have enabled color separations in the Print Options dialog box.

3. Click the appropriate tab at the bottom of the Preview window to view each color separation.

### To move from page to page in print preview

- Click one of the [Page-Flipper buttons](#). The button pointing left flips back through the pages and the button pointing right flips forward through the pages.

### To print the page being previewed

- Click File, Print This Sheet Now.

### To magnify the print preview

1. Click File, Print Preview.
2. Click View, Zoom.
3. Click one of the preset zoom levels or click percent and type a value in the Percent box.



### Tips

- You can zoom in on a portion of the print preview by using the [Zoom tool](#). To do this, click on the Zoom tool and click the area you want to magnify. Right-click to zoom out.
- The Auto (Simulate Output) preview type on the View menu automatically sets your preview type to the settings that match your printer driver. For example, if you are printing to a black and white printer, the preview is grayscale. The Auto (Simulate Output) preview type is enabled by default. If you change the preview settings, then Auto (Simulate Output) is disabled. You can revert to the automatic settings by enabling Auto (Simulate Output).

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{button ,AL('PRC Previewing sizing and positioning the printed image;',0,"Defaultoverview",)} [Related Topics](#)



## Customizing the print preview

If you want to increase the redraw speed of your print preview, you can change the quality of the preview image. You can also specify a color or a grayscale preview, and you can choose to display several visual aids that might help you prepare your print job.

### To set the preview image quality

1. Click File, Print Preview.
2. Click View, Image, and click one of the following:
  - No Image (your image is represented by a bounding box)
  - Fast (your image is represented by a low resolution image that redraws quickly)
  - High Quality

### To set the default preview image quality

1. Click File, Print Preview
2. Click Settings, Options.
3. Choose Preview Image Default from the Special Settings list box.
4. Choose the image quality you want from the Setting list box.

### To specify a color or grayscale print preview

1. Click File, Print Preview.
2. Click View, Preview Type, and click Color or Grayscale.

Displaying individual color separations in grayscale instead of color can be helpful when you are studying color distribution. Yellow in particular can be difficult to discern against a white background. Even magenta and cyan, if sparse, can be easier to discern when displayed in grayscale.

### To specify full image or marquee drag in print preview

- Right-click in the Preview window, and click Full Image Drag to keep the image visible while it is being repositioned. Disable this option to change the image to a marquee box while it is being repositioned.

### To set the print preview visual aids

1. Click File, Print Preview.
2. Click View, Visual Aids, and enable the items you want to appear. You can choose from the following:
  - Printable Area — shows the area of the paper on which the printing device can print.
  - Bounding Box — shows the edges of the printed image
  - Tiled Page Boundaries — shows where a large image will be tiled when it is being printed on several sheets of paper
  - Top Right Corner Fold
  - Selection Handles — shows black squares at the corners of the image being printed that you can use to size the image

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`{button ,AL('PRC Previewing sizing and positioning the printed image;',0,"Defaultoverview",)} Related Topics`



## Sizing an image when printing

Corel lets you alter the size of each page of your document for your print job, leaving the original image unaffected.

### To size an image

1. Click File, Print Preview.
2. Click Settings, Layout.
3. Type values in the Width and Height boxes.

You can only size an image this way when you are using the Full Page layout style with no rows or columns, or when you are using the Manual layout style.



### Tip

- You can also size an image by dragging the handles in the print preview.

### To fit an image to the page

1. Follow steps 1 and 2 from the above procedure and enable the Fit to Page check box.

Your image will be distorted if you do not enable the Maintain Aspect Ratio check box.

### To maintain the aspect ratio of an image

- Follow steps 1 and 2 from the "To size an image" procedure and enable the Maintain Aspect Ratio check box.

The height and width ratio of an image is known as its "aspect." If you are resizing or scaling an image using the print preview, it is a good idea to enable the Maintain Aspect Ratio check box to prevent image distortion.

### To apply position and size settings to all pages

- Follow steps 1 and 2 from the "To size an image" procedure and enable the Apply Settings To All Pages check box.

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`{button ,AL("PRC Previewing sizing and positioning the printed image";0,"Defaultoverview",)} Related Topics`



## Positioning an image when printing

Corel lets you alter the position of your image for your print job, leaving the original unaffected.

If you select the Manual Layout style, you can place several pages on a single sheet of paper. Each of these pages can be sized and positioned individually. You can also use the Clone Page option to place several copies of the same page on a single sheet of paper.

### To position an image

1. Click File, Print Preview.
2. Click Settings, Layout.
3. Type values in the Top (distance from the top of the printable area) and Left (distance from the left side of the printable area) boxes.



### Tip

- You can also position an image by dragging it to the desired position in the preview window.

### To automatically center an image

- Follow steps 1 and 2 from the above procedure and enable the Center Image check box.

### To apply position and size settings to all pages

- Follow steps 1 and 2 from "To position an image" procedure and enable the Apply Settings To All Pages check box.

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{button ,AL('PRC Previewing sizing and positioning the printed image;',0,"Defaultoverview",,)} [Related Topics](#)

## **Using PostScript to optimize your print job**



## Using PostScript to optimize your print job

PostScript is a page description language used to send instructions to a PostScript device about how to print each page. All the objects in a print job (e.g., curves and fills) are represented by lines of PostScript code that the printer uses to produce your work.

PostScript is not the only method for sending a printer instructions, and some printers are not compatible with PostScript. However, there are several functions that are unavailable if you are not using the PostScript printer language. For example, without PostScript, you cannot adjust color separations and halftone screens.

There are two levels of PostScript. PostScript level 1 is the first PostScript language and it has certain limitations (see below). PostScript level 2 is the most recent version of PostScript and using it will greatly reduce potential printing errors. If you are using a level 2 printing device, make sure that you enable the level 2 features in the PostScript Options dialog box.

When purchasing a printer or choosing a service bureau, find out which level of PostScript you will be using. Where you have a choice, choose level 2.

### Limitations of PostScript level 1

There are certain problems that may arise when you are using PostScript level 1 that have been largely eliminated in level 2. Most of these problems are only relevant if you are using CorelDRAW.

- To create curves, a PostScript device prints a series of short straight lines at varying angles. Each of these lines is a segment. Also, any straight line between two nodes is a segment. Level 1 devices can't print CorelDRAW objects with more than 1500 segments. This limits the allowable number of nodes in any CorelDRAW object to approximately 500.
- If you use a complex fill (e.g., a texture fill, a PowerClip, or a PostScript fill) in an object, the allowable number of nodes is reduced to approximately 300.
- If you fill a text object with a texture fill, then a level 1 PostScript device may not be able to print it.
- If you use a texture fill in an object with any subpaths (e.g., a donut made from a circle within a circle), a level 1 PostScript device will not be able to print it.

There are several ways around these limitations:

- Wherever possible, break complex objects up into several less complex objects. This may not be possible if you are using complicated line attributes or complex fills.
- Avoid complex fills on objects that aren't large enough to warrant intricate detail.
- Avoid complex fills with complex outlines and complex fills in text objects.
- Keep the number of nodes per object to a minimum.
- Use the PostScript features designed to reduce complexity and warn you of potential printing problems.

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{button ,AL('OVR Printing';,0,"Defaultoverview",)} [Related Topics](#)



## Using PostScript Level 2

PostScript Level 2 is a more advanced PostScript language. Using it can reduce printing errors and let you use features that are unavailable if you use PostScript Level 1. If you try and use PostScript Level 2 features and you are not using a PostScript Level 2 device, then your work will not print properly. If you are not certain whether you will be printing on a Level 2 PostScript device, don't enable these options.

PostScript Level 2 lets you use JPEG compression to compress the bitmaps in your print job to make the file size smaller. Also, PostScript Level 2 uses a faster method for rendering vector curves and lines in CorelDRAW. Sometimes this method can change the appearance of your images. If this happens, you can disable the PostScript 2 Stroke Adjust option.

### To enable PostScript Level 2 usage

1. Click File, Print Preview.
2. Click Settings, PostScript Preferences.
3. Enable the Use PostScript Level 2 Features check box.

### To compress bitmaps in your .PRN file

1. Follow steps 1 to 3 from the above procedure and enable the Use JPEG Compression check box.
2. Move the Quality Factor slider right to increase compression and reduce the quality of your bitmaps.

### To disable the Stroke Adjust option

1. Click File, Print Preview.
2. Click Settings, Options.
3. Choose PostScript 2 Stroke Adjust from the Special Settings list box.
4. Choose Off from the Setting list box.

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`{button ,AL('PRC Using PostScript to optimize your print job;',0,"Defaultoverview",)}` [Related Topics](#)



## Printing complex objects

Complex objects can often cause a PostScript Level 1 print job to fail. You can use the following options to ensure that the print jobs you send to your printing device print properly.

### To test for complex objects

1. Click File, Print Preview
2. Click Settings, PostScript Preferences.
3. Enable the Complex Objects Warnings check box.

### To reduce curve complexity by increasing flatness

1. Follow steps 1 and 2 from the above procedure and type a value in the Set Flatness To box.

This value determines how smooth a curve will appear when printed. As the flatness increases, curves begin to appear as connected straight lines. If you are having problems with complex objects, start by leaving this value at 1.00 and enable the Auto Increase Flatness check box. If this doesn't help, increase the flatness by 2 and try again.

2. Enable the Auto Increase Flatness check box if you want the printer to increase the flatness of any object that is too complex by increments of 2.

When Auto Increase Flatness is enabled, the maximum allowable flatness value is defined by the value in the Set Flatness To box plus 10. If an object is still too complex when the flatness value exceeds this limit, the printer skips the problematic object and goes on to the next object. If the printer skips an object then the object will not appear in the final output. You will not be informed that this has happened while you print. The problem only becomes evident when the print job is imaged to paper or film. For this reason it is important to inspect proofs before you publish your work.

### To reduce curve complexity by limiting control points

- Follow steps 1 and 2 from the "To test for complex objects" procedure and type a value in the Maximum Points Per Curve box. Reducing this number helps alleviate printing problems caused by objects that are too complex. A lower number of points per curve will not reduce quality but it will increase printing time.

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`{button ,AL('PRC Using PostScript to optimize your print job;',0,"Defaultoverview",)} Related Topics`



## Font and spot color warnings

If your print job contains too many fonts or too many spot colors, it may not print properly. You can set your PostScript options so that Corel warns you if your print job contains more than a set number of spot colors or fonts. You can change the number of spot colors and fonts that trigger the warnings by changing the Spot Color Separations Warning and the Fonts Warning Threshold settings.

### To test for too many spot colors

1. Click File, Print Preview
2. Click Settings, PostScript Preferences.
3. Enable the Too Many Spot Colors check box.

### To test for too many fonts

- Follow steps 1 and 2 from the above procedure and enable the Too Many Fonts check box.

### To set the Spot Color Separations Warning

1. Click File, Print Preview.
2. Click Settings, Option.
3. Choose Spot Color Separations Warning from the Special Settings list box.
4. Choose an option from the Setting list box.

### To set the Fonts Warning Threshold

1. Follow steps 1 and 2 from the above procedure.
2. Choose Fonts Warning Threshold from the Special Settings list box.
3. Choose a number from the Settings list box.

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{button ,AL("PRC Using PostScript to optimize your print job";0,"Defaultoverview",)} [Related Topics](#)



## Optimizing fountain fills

You can optimize the printing of fountain fills in two ways. First, you can test for, and correct, fountain fill banding. Banding is the appearance of strips across a fountain fill which occurs when a fountain fill does not contain enough steps. Second, you can reduce the complexity of fountain fills to decrease printing time.

By enabling both the Auto Increase Fountain Steps and Optimize Fountain Fills options, you can increase the number of fountain steps that require more steps and reduce the number of steps in fountain fills that are too complex.

These options are available for PostScript devices only.

### To verify fountain fills for banding

1. Click File, Print Preview.
2. Click Settings, PostScript Preferences.
3. Enable the Banded Fountain Fill Warnings check box.

This warning only applies to linear fountain fills.

### To automatically increase fountain steps

- Follow steps 1 and 2 from the above procedure and enable the Auto Increase Fountain Steps check box.

This option increases the number of steps that are used to render fountain fills. This may increase printing time, but will ensure the best possible rendering of fountain fills.

### To optimize fountain fills to reduce complexity

- Follow steps 1 and 2 from the "To verify fountain fills for banding" procedure and enable the Optimize Fountain Fills check box.

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`{button ,AL("PRC Using PostScript to optimize your print job";,0,"Defaultoverview",)} Related Topics`



## Downloading type 1 fonts

By default, the printer driver downloads Type 1 fonts to the printing device. If you disable the Download Type 1 Fonts option; however, fonts are printed as graphics (either curves or bitmaps). This may be useful if the file contains a large number of fonts that would take an unacceptably long time to download, or would fail to download because of their size. This option is available for PostScript devices only.

### To download type 1 fonts

1. Click File, Print Preview
2. Click Settings, PostScript Preferences.
3. Enable the Download Type 1 Fonts check box.



### Note

- If you enable the Download Type 1 Fonts check box, by default the Convert True Type To Type 1 check box is also enabled. This ensures that True Type fonts are converted to Type 1 fonts so that they can be downloaded. Only disable this option if your output device has difficulty interpreting Type 1 fonts.

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{button ,AL('PRC Using PostScript to optimize your print job;',0,"Defaultoverview",)} [Related Topics](#)



## Setting bitmap font options

Bitmap versions of TrueType fonts look better at small point sizes and print faster than regular fonts. Because bitmap fonts consume a large amount of PostScript memory, you may need to limit the number of bitmap fonts in your print job to avoid a PostScript printing error.

A bitmap version of a font is created in a PostScript printer's memory if the font meets the following criteria:

- The printed character size is no larger than the bitmap font size threshold. The default is 75 pixels which corresponds to 18 points at 300 dpi, 9 points at 600 dpi, and 4.5 points at 1200 dpi.

You can change the bitmap font size threshold (see below).

- The text is not scaled or skewed.
- The text does not have an outline or a fill other than a uniform fill.
- The text does not have any envelopes (non-linear transformations) applied to it.
- The drawing is not being printed using the Sizing options or Fit To Page option in the Print Options dialog box.

### To limit the number of bitmap fonts created

1. Click File, Print Preview
2. Click Settings, Options.
3. Choose Bitmap Font Limit from the Special Settings list box.
4. Type a value between 0 and 250 in the Setting box.

### To set the bitmap font size threshold

1. Follow steps 1 and 2 from the above procedure and choose Bitmap Font Size Threshold from the Special Settings list box.
2. Type a value between 0 and 1000 in the Setting box.  
This value represents the bitmap height in pixels.

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{button ,AL('PRC Using PostScript to optimize your print job';,0,"Defaultoverview",)} [Related Topics](#)



## Printing color bitmaps in RGB

PostScript output normally uses the 4-color, CMYK color model to print bitmaps. If you are printing color bitmaps to an RGB or CMY device, enable the Output Color Bitmaps in RGB check box. RGB devices receive RGB values, instead of CMYK. CMY devices have an easier time converting RGB to CMY (3-color model to 3-color model) than converting CMYK to CMY (4-color model to 3-color model). This option is available for PostScript devices only.

### To output color bitmaps in RGB

1. Click File, Print Preview
2. Click Settings, PostScript Preferences.
3. Enable the Output Color Bitmaps In RGB check box.

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{button ,AL("PRC Using PostScript to optimize your print job";0,"Defaultoverview",)} [Related Topics](#)

## **Fine-tuning your print job**



## Fine-tuning your print job

The fine tuning options only need to be adjusted if you encounter a problem. If you are having trouble printing, try and determine what part of your print job is causing the problem. For example, your fonts may not be printing properly, or a bitmap may not print at all. Then, look for a topic that relates to that type of problem.

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{button ,AL('OVR Printing;',0,"Defaultoverview",)} [Related Topics](#)



## Setting the number of fountain steps while printing

You can specify the number of steps in the fountain fills in your print job. A low number of steps prints faster but the transition between shades may be rather coarse, causing what is known as "banding." A higher value results in a smoother blend, but the printing time is longer.

You can assign a custom fountain fill to an object in CorelDRAW. A custom fountain fill overrides the settings in the Print Options dialog box.

Fountain steps set in the Options dialog box in CorelDRAW only affect the way fountain fills display on your monitor, not how they print.

### To specify fountain steps in printing options

1. Click File, Print Preview
2. Click Settings, Options.
3. Type the number of steps to be used when rendering fountain fills in the Fountain Steps box.

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`{button ,AL('PRC Finetuning your print job';0,"Defaultoverview",)} Related Topics`



## Printing bitmaps in small chunks

You can determine whether bitmaps are sent to non-PostScript printers all at once or in smaller blocks (below 64K) called chunks. Usually, the driver tells the application which method it can or cannot handle. If you find that bitmaps do not print as expected, try forcing bitmaps to be printed in smaller chunks. If you are already printing bitmaps as chunks, you can specify the degree to which each chunk overlaps adjacent chunks. This overlap reduces the grid pattern that can appear on some printers when printing bitmaps that have been sent as chunks.

### To print bitmaps in small chunks

1. Click File, Print Preview.
2. Click Settings, Options.
3. Choose Bitmap Printing from the Special Settings list box.
4. Choose Output In 64K Chunks from the Setting list box.

### To set Bitmap Chunk Overlap Pixels

1. Follow steps 1 to 2 from the above procedure and choose Bitmap Chunk Overlap Pixels from the Special Settings list box.
2. Type a number that represents the number of pixels by which each bitmap chunk overlaps the next in the Setting box.

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{button ,AL('PRC Finetuning your print job;',0,"Defaultoverview",)} [Related Topics](#)



## Printing color artwork in black or grayscale

When you print color work on a black and white printer, you can specify whether you want solid colors converted to solid black or a shade of gray that approximates its hue.

### To print color artwork in black or grayscale

1. Click File, Print Preview.
2. Click Settings, Options.
3. Enable the All Colors As Black or All Colors check box As Grayscale check box.

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`{button ,AL("PRC Finetuning your print job";0,"Defaultoverview",)}` [Related Topics](#)



## Controlling bitmap conversion to grayscale

By default color bitmaps are reduced to grayscale if they are sent to a grayscale device. Transmission time is much faster this way and the file size is smaller. If you choose to send bitmaps as color, the device converts the bitmaps to grayscale which results in slower transmission time and a larger file size. This option is available for PostScript devices only.

### To control bitmap conversion to grayscale

1. Click File, Print Preview.
2. Click Settings, Options.
3. Choose Grayscale Driver Bitmap Output from the Special Settings list box.
4. Choose Send Color Bitmaps As Grayscale or Send Color Bitmaps As Color from the Setting list box.

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{button ,AL('PRC Finetuning your print job;',0,"Defaultoverview",)} [Related Topics](#)



## Printing bitmaps as RGB images

By default, Corel sends bitmap images to the printing device without converting them to 24 bit, RGB (Red, Green, Blue) images. However, some older printers can't print bitmaps that are 8 bit or less. If you are having trouble printing a bitmap that is not a 24 bit, RGB image, try setting up your print job so that all bitmaps are converted to RGB. Please note that this operation can increase the size of your print job.

### To print bitmaps as RGB

1. Click File, Print Preview.
2. Click Settings, Options.
3. Choose Print Bitmaps As RGB from the Special Settings list box.
4. Choose On from the Setting list box.

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`{button ,AL("PRC Finetuning your print job";'0,"Defaultoverview",)}` [Related Topics](#)



## Assigning control over printer bands

Some printers can't hold a full page in memory and must print the page in multiple passes, or "bands." The default setting lets the printer driver split the page into bands before sending it to the printer. If this proves too slow, or you encounter problems, send the page to the driver already split into bands. This option applies for non-PostScript printers only.

### To assign control over printer bands

1. Click File, Print Preview
2. Click Settings, Options.
3. Choose Driver Banding from the Special Settings list box.
4. Choose Let Driver Handle Banding (the printer driver creates the bands) or Send Bands to Driver (the Corel application splits the print job into bands before sending it to the printer driver) from the Setting list box.

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{button ,AL("PRC Finetuning your print job";'0,"Defaultoverview",)} [Related Topics](#)



## Assigning control over fill clipping

Any fill other than a uniform fill (including Lenses and PowerClips) requires clipping if the object is not rectangular because these fills are sent to printers as bitmaps, and bitmaps are always rectangular. Clipping is the process through which portions of a fill that should not be visible are removed. The default setting is clipping controlled by the driver, because that usually means faster processing. If you encounter a problem printing non-uniform fills, switch to clipping controlled by the software. This option applies to non-PostScript printers only.

### To assign control over fill clipping

1. Click File, Print Preview
2. Click Settings, Options.
3. Choose Fill Clipping from the Special Settings list box.
4. Choose Use Driver Clipping For Fills or Use Software Clipping For Fills from the Settings list box.

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`{button ,AL('PRC Finetuning your print job;',0,"Defaultoverview",)}` [Related Topics](#)



## Specifying the text output method for non-PostScript devices

If you are printing to a non-PostScript printing device, Corel tries to send text to the printer as text (i.e., using the appropriate font) whenever possible. However, it may sometimes be better for Corel to send text as graphics (i.e., not using the font) because text objects might be incorrectly printed over by vector graphics and raster objects.

### To set the text output method

1. Click File, Print Preview
2. Click Settings, Options.
3. Choose Text Output Method from the Special Settings list box.
4. Choose All Text As Graphics or Text As Text When Possible from the Settings list box.

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`{button ,AL('PRC Finetuning your print job';0,"Defaultoverview",)}` [Related Topics](#)

## **Printing on a commercial press**

## Printing on a commercial press

If your job will be printed on a commercial press, you will most likely deal with a service bureau and a printing shop. These two businesses can be separate or affiliated. Some larger establishments may offer both services under one roof. The service bureau will take your file and image it onto film. The printing shop will use the film from a service bureau to make printing plates.

Film can be created using a camera or an imagesetter. Creating film with a camera usually requires camera-ready output that you've created on your own PostScript laser printer. Producing film this way may save you money, but don't try to produce complex color material using laser printed output because desktop printers are not precise enough.

An imagesetter creates film directly from a file. There are several different types of file that a service bureau may be able to use. See "Preparing a print job for a commercial press" for more details and ask your service bureau about your options.

The service bureau should provide you with either overlay proofs, blueprints, or laminate proofs made from your film. The type of proof you require depends on the complexity of your print job. Once you are satisfied with your proofs, the film can be sent to press.

If the service bureau and printing shop are entirely separate, you must ensure that the service bureau provides your film in the form that the printing shop requires (i.e., positive or negative film, emulsion up or down, etc.). Also, make sure that the printing shop has proofs of the final product and instructions about the print job (e.g., number of copies, type and size of paper). These proofs and your instructions serve as a contract between you and the printing shop.

The press operators will set up and adjust the press so that the printed output matches your contract proofs as closely as possible. Where color quality and accuracy are crucial you may be asked to be present at printing time to approve any color adjustments that need to be made.

### For more information see the following:

{button ,JI('Preparing a print job for a commercial press')} [Preparing a print job for a commercial press](#)

{button ,JI('Working with bitmaps and halftone screens')} [Working with bitmaps and halftone screens](#)

{button ,JI('Using Open Prepress Interface')} [Using Open Prepress Interface](#)

{button ,JI('Creating color separations')} [Creating color separations](#)

{button ,JI('Printing color halftones')} [Printing color halftones](#)

{button ,JI('Ensuring predictable color when printing')} [Ensuring predictable color when printing](#)

{button ,JI('Color trapping')} [Color trapping](#)

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{button ,AL('OVR Printing';,0,"Defaultoverview",)} [Related Topics](#)

## **Preparing a print job for a commercial press**



## Preparing a print job for a commercial press

When you send a print job to a commercial press, you can either send camera-ready paper output, or send your work on disk. If you are creating a file to send to an imagesetter, talk to your service bureau about the best file format and printer settings to use. If you are printing to a file, your service bureau will need either .PRN, .CDR, or .EPS files. Always provide a final printout of your work to the service bureau, even if it's only a black and white representation. This will help them identify and assess any potential problems.

### PRN file

Corel lets you exercise full control over prepress settings and save the print job in a .PRN file. This print file is sent directly to an output device by your service bureau.

Be sure to review and confirm all settings with your service bureau. They will not be able to verify or fix a .PRN file. Any problems will only be apparent on output.

Include a sheet with all the prepress settings that you have specified. This can be done automatically from the Options dialog box. Or, check with your service bureau representatives; they usually have an order form that outlines all the essential prepress settings.

### CDR file

If you don't have the time or knowledge to prepare printing files, service bureaus equipped with CorelDRAW can take your .CDR files and apply the required prepress settings. Some service bureaus may actually prefer to handle the prepress settings themselves.

### EPS file

Some service bureaus may accept .EPS files (as exported from CorelDRAW). These files can be imported into other applications by the service bureau and adjusted and printed from there.

### Using a bleed to extend images to the edge of the page

Most printing presses are unable to print images to the edge of the paper. If you plan for certain areas of your artwork to extend to the edge of the page, you need to print on paper that is larger than the size you ultimately want. This larger paper can then be trimmed so that the image extends to the paper's edge. When you use this method for printing to the edge of the page, it is wise to allow for a "bleed." A bleed is the amount that images extend past the edge of the final page size. By bleeding your images, you allow for a margin of error during the printing and trimming process.

### Printers' marks

Printers' marks provide information about how your work should be printed. You can place printers' marks in your .PRN or .EPS files, or on camera-ready paper output. The available printers' marks are crop marks, registration marks, color calibration bars, densitometer scales, page numbers, and file information.

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**[Related Topics](#)**



## Printing to a file

Printing to a file is required when you want to send a .PRN file to a service bureau to be printed on an imagesetter. Make sure you select the appropriate printer driver when you print to file. Consider the following when printing to a file:

- When you are preparing a file for printing on an imagesetter, the page size of your print job (i.e., the size of the film on which your document is imaged) will be larger than the page size of the document (i.e., the size of the document in CorelDRAW) to allow for printers' marks.
- An imagesetter produces images on film which usually need to be negatives. You can set up your print job to produce negative images, but if the service bureau's equipment also produces negatives, then you will end up with positive film.
- You need to specify emulsion up or emulsion down. Emulsion is the coating of light-sensitive material on a piece of film. Normally, images printed to a laser printer are printed with the emulsion up (button not enabled). Other types of reproduction may call for either emulsion up or down. Printing with the emulsion down produces a backwards image.
- If you are printing to a Level 2 PostScript device, you can use make your print job smaller by compressing bitmaps using JPEG compression.
- Your service bureau may require that your .PRN file conforms to the Document Structuring Convention (DSC). If this is the case, you will need to enable the Conform To DSC setting.

If you unsure about which settings to choose, consult with your service bureau.

### To print to file

1. Click File, Print.
2. Enable the Print To File check box.
3. Enable the For Mac check box if your print file is being printed with Macintosh equipment.

PostScript files created using the Print To File option contain two Control-D (^D) characters that prevent them from printing on any PostScript device controlled by Macintosh computers. Enabling the For Mac option removes the ^D characters from the files.

4. Click OK.
5. Choose a destination and type a filename in the File Name box. The appropriate extension (.PRN) is appended to your filename.

### To print a negative image

1. Click File, Print Preview.
2. Click Settings, Marks and Prepress.
3. Enable the Print Negative check box.  
Do not choose negative film if you are printing to a desktop printer.

### To specify emulsion down

- Follow step 1 and 2 from the above procedure and enable the Print Emulsion Side Down check box.

### To compress bitmaps in your .PRN file

1. Click File, Print Preview.
2. Click Settings, PostScript Preferences.
3. Enable the Use PostScript Level 2 Features check box.
4. Enable the Use JPEG Compression check box.
5. Move the Quality Factor slider right to increase compression and reduce the quality of your bitmaps.

### To conform to DSC

1. Click File, Print Preview.
2. Click Settings, Options.
3. Choose Conform to DSC from the Special Settings list box.
4. Choose On from the Setting list box.

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{button ,AL('PRC Preparing a print job for a commercial press;',0,"Defaultoverview",)} [Related Topics](#)



## Setting a bleed limit

When you use a bleed to extend your image to the edge of the page, set a bleed limit. A bleed limit is the extent to which an image can extend beyond the crop marks. Usually, a bleed limit of .125 to .25 inches is sufficient. Any object extending beyond that needlessly uses up memory and may cause problems when you print multiple pages with bleeds on a single sheet of paper.

Remember, a bleed requires that the paper you are printing on is larger than the size of paper you ultimately want, and the printed image must extend beyond the edge of the final paper size.

Consult your service bureau or printing shop to determine the appropriate bleed limit for your job.

### To set a bleed limit

1. Click File, Print Preview.
2. Click Settings, Layout.
3. Enable the Bleed Limit check box.
4. Type a bleed limit in the Bleed Limit box.

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{button ,AL('PRC Preparing a print job for a commercial press;',0,"Defaultoverview",)} Related Topics



## Printing crop marks and registration marks

Crop marks are printed at the corners of the printed image and represent the size of the paper. Crop marks can be used as guides for trimming the paper.

If you are printing multiple pages per sheet (e.g., 2 rows by 2 columns), and you are not cutting these pages into individual sheets, you might want to enable the Exterior Crop Marks Only check box. If you disable this option, crop marks will be placed around each row and column.

Also, if you are printing process color separations, and you are printing to a PostScript device, you can set up your crop marks on every separation rather than on the black separation only. This may be useful if you want to trim individual separations.

Registration marks print on each sheet of a color separation. Registration marks are required to line up the printing plates on a color press (see "[Creating color separations](#)"). If you are printing to a PostScript device, you can select from several different registration mark styles.

To see crop marks and registration marks the paper you are printing on must be larger than the page size of the document you are printing.

### To print crop marks

1. Click File, Print Preview.
2. Click Settings, Marks and Prepress.
3. Enable the Print Crop Marks check box.
4. Enable the Exterior Crop Marks Only check box if only want crop marks to print at the corners of the paper.

### To print composite crop marks

1. Click File, Print Preview.
2. Click Settings, Options.
3. Choose Composite Crop Marks from the Special Settings list box.
4. Choose Output In CMYK from the Setting list box.

### To print registration marks

1. Follow steps 1 and 2 from the "To print crop marks" procedure and enable the Print Registration Marks check box.
2. Choose a registration mark style from the Style preview.

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{button ,AL('PRC Preparing a print job for a commercial press;',0,"Defaultoverview",)} [Related Topics](#)



## Printing color calibration bars and densitometer scales

Color calibration bars are color scales that print on each sheet of a color separation. Calibration bars are required to ensure accurate color reproduction (see "[Creating color separations](#)"). To see calibration bars the page size of your print job must be larger than the page size of the work you are printing.

A densitometer scale is a series of gray boxes, ranging from light to dark. These boxes are required to test the density of halftone images (see Printing bitmaps and Halftones). You can position the densitometer scale anywhere on the page. You can also customize the levels of gray that appear in each of the seven squares on the densitometer scale.

### To print color calibration bars

1. Click File, Print Preview.
2. Click Settings, Marks and Prepress.
3. Enable the Color Calibration Bar check box.

### To print a densitometer scale

1. Follow steps 1 and 2 from the above procedure and enable the Print Registration Marks check box.
2. If you want to customize the levels of gray in one of the densitometer scale squares, click the appropriate number in the Densities list box (the top of the list is the lightest box) and type a new density for that square.

### To position a densitometer scale

1. Click File, Print Preview.
2. Click and drag the densitometer scale to its new position.

In most circumstances it is best to position the densitometer scale outside of the printed image.

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{button ,AL('PRC Preparing a print job for a commercial press';,0,"Defaultoverview",)} [Related Topics](#)



## Printing page numbers and file information

Page numbers are useful when collating material that does not include page numbers in the printed image.

File information includes the color profile you used, your halftone settings, the name of the file, the date and time the work was created, and the plate number (useful when printing color separations). When you enable the Print File Information check box, you can specify a job name (also called a slug line) that will be included with the file information.

To see page numbers and file information the paper on which you are printing must be larger than the page size of the document you are printing. However, you can print file information inside the document's page by enabling the Position Within Page option.

### To print page numbers

1. Click File, Print Preview.
2. Click Settings, Marks and Prepress.
3. Enable the Print Page Numbers check box.

### To print a file information

1. Follow steps 1 and 2 from the above procedure and enable the Print File Information check box.
2. Enable the Position Within Page check box if you want the file information to appear on the document's page.
3. Type text in the Job Name/Slug Line box if you want the Job Name/Slug Line to be different.

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**{button ,AL("PRC Preparing a print job for a commercial press";0,"Defaultoverview",)} Related Topics**



## Positioning printers' marks

You can change the position of all the printers' marks by changing the position of the bounding box in the print preview.

### To change the position of printers' marks

1. Click File, Print Preview.
2. Click Settings, Marks And Prepress.
3. Type values in the Top, Bottom, Left, and Right boxes.



### Tip

- You can also change the position of printers' marks by dragging the bounding box in the print preview.

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`{button ,AL('PRC Preparing a print job for a commercial press';0,"Defaultoverview",)}` [Related Topics](#)



## Printing a job information sheet

Including a job information sheet with your print job will help your service bureau or print shop to more effectively deal with any problems that arise.

### To print a job information sheet

1. Click File, Print Preview.
2. Click Settings, Options.
3. Enable the Print Job Information Sheet check box.
4. To customize this report, click the Info Settings button and indicate which categories of information are to be included. Also specify whether the job information is to be saved to a file, printed, or both.

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{button ,AL('PRC Preparing a print job for a commercial press';,0,"Defaultoverview",)} [Related Topics](#)

**Working with bitmaps and halftone screens**



## Working with bitmaps and halftone screens

If the document you are sending to the service bureau or print shop contains bitmaps (e.g., scanned images or photographs), you will need to set up halftone screens for your bitmaps.

### Halftones

Commercial printing presses are unable to produce true shading, but can create the illusion of shading by printing images made up of tiny dots. The size of the dots determines the different levels of shading (i.e., the bigger the dots, the darker the shade). A halftone screen is necessary to convert images with true shading into images made up of tiny dots.

Originally, a halftone screen was an opaque screen with thousands of tiny holes. An image with shading was photographed through this screen using special photographic paper or film. The resulting image would consist entirely of dots. This image could then be used to create printing plates.

Now, however, Corel lets you create halftoned images without using screens or cameras. You can use software to simulate the effect of a halftone screen on a bitmap. To ensure that your bitmaps print correctly, you must correctly set the halftone screen frequency and bitmap resolution.

### Halftone screen frequency

The halftone screen frequency determines the number of dots used to create the image. The screen frequency is measured in lines per inch (lpi). This measurement refers to the number of rows of dots per inch.

When you choose a screen frequency, remember that the higher the screen frequency, the sharper the image. However, there are limits to screen frequency which are determined by the type of printing press on which you are printing, and the type of paper you are using. In general, a screen frequency of 85 lpi works on newsprint, and a frequency of 100 lpi works on bond and glossy paper. If possible, consult your service bureau or printing shop to find out the screen frequency you should use.

### Bitmap resolution

When creating a halftone, the bitmap's resolution, measured in dots per inch (dpi), should be no less than twice the halftone screen frequency. For example, if you are using a 150 lpi screen, the bitmap should have a resolution of at least 300 dpi.

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`{button ,AL('OVR Printing on a commercial press';0,"Defaultoverview",)} Related Topics`



## Using Open Prepress Interface

Corel now offers Open Prepress Interface (OPI) support. OPI is a way for you to include high resolution scanned images in your work without dramatically increasing your file size. To accomplish this, your service bureau professionally scans your images on a high-end scanner. They keep the high-resolution version of the scans and give you low-resolution equivalents. You import the low resolution images into your documents, using them for position only (FPO). Working with FPO images keeps your document size smaller and speeds up screen redrawing time. When you send your print job back to the service bureau for final imaging to film, your high resolution files are automatically substituted.



### Notes

- You must import FPO images correctly or they will not be replaced at print time.
- You can only scale, crop, and rotate FPO images. You can not use any other effects on the image.

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`{button ,AL('OVR Printing on a commercial press';,0,"Defaultoverview",)}` [Related Topics](#)



## Setting the halftone screen frequency

If you are printing halftone images, you need to set the screen frequency properly. Consult your service bureau to determine the appropriate screen settings.

This option is available for PostScript devices only.

### To set the screen frequency

1. Click File, Print Preview.
2. Click Settings, Options.
3. Type a screen frequency in the Screen Frequency box, expressed in lines per inch (lpi). Consult your service bureau for the optimum setting for your job.



### Note

- When the screen frequency is set to Default, the image is printed using the default screen frequency of the output device.

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`{button ,AL('PRC Working with bitmaps and halftone screens;',0,"Defaultoverview",)}` [Related Topics](#)



## Maintaining OPI links

Open Prepress Interface (OPI) lets you use low resolution images as placeholders for the high resolution images that appear in your final work. To use OPI links, you must enable the Link To High Resolution File For Output Using OPI check box when importing your TIFF (or CT) files. These TIFF (or CT) images become known as OPI images. When your service bureau receives your print file, the OPI server substitutes the high-resolution images for the low-resolution images. If there are no OPI images in your file, the Maintain OPI Links option will not be available at print time.

If you import your bitmaps correctly, the Maintain OPI Links option is enabled automatically. To proof a file that contains OPI images on a device that doesn't have the high-resolution files (e.g., your desktop printer), disable the Maintain OPI Links option. Your service bureau may also send you a Desktop Color Separation (DCS) file to act as the low resolution placeholder. If they do this, make sure you find out whether the service bureau wants you to let them resolve the DCS links. If they want to resolve the links themselves, then you will have to change the Resolve DCS Links setting.

This option is available for PostScript devices only.

### To maintain OPI links

1. Click File, Print Preview.
2. Click Settings, PostScript Preferences.
3. Enable the Maintain OPI Links check box.

### To let your Service bureau resolve DCS links

1. Click File, Print Preview.
2. Click Settings, Options.
3. Choose Resolve DCS Links from the Special Settings list box.
4. Choose Leave DCS Links Unresolved from the Setting list box.

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**[{button ,AL\('PRC Working with bitmaps and halftone screens;',0,"Defaultoverview",\)} Related Topics](#)**

## Creating color separations



## Creating color separations

If you are sending color work to a service bureau or printing shop, either you or the service bureau will need to create color separations.

Color separations are necessary because a printing press applies only one color of ink to a sheet of paper at a time. A color separation is created by first isolating each color element in an image. Each color element is then used to create a sheet of film. Each sheet of film is used to apply one color of ink to the sheet of paper.

Printing presses produce color using either process color or spot colors. The number of colors you plan to use will be the main factor in deciding which method to use.

### Process color

If your project requires full color (e.g., it contains scans of color photographs), then you will need to use process color. Process color is a method of producing virtually any color using only four ink colors: cyan, magenta, yellow, and black (known as CMYK). The final colors are produced by mixing percentages of these four inks. Process color only requires four color separations.

Corel now supports a new type of process color, called hexachrome. Hexachrome color uses six different ink colors (cyan, magenta, yellow, black, orange and green) to produce full color images. Talk to your service bureau about whether you should use hexachrome color.

### Spot color

If your project makes use of only one, two or three colors (including black) then you'll probably use spot colors, such as those offered by Pantone. Spot color uses a different ink for each color and each color requires its own color separation. If your budget is limited, consider:

- obtaining a two-color look by printing on colored paper and using only one spot color
- using tints (percentages) of spot colors to create shadows or highlights, thus giving the impression of a broader color range

### Both process and spot color

Some projects require both spot and process colors. For example, a marketing brochure may require the use of a spot color to faithfully render the corporate color and the use of process color to reproduce scans of photographs. Remember, though, that each additional spot color requires extra film, plates and ink, adding to the cost of printing.

### A word about palettes

CorelDRAW allows you to work on different elements of your document from different palettes and different color models. Ultimately however, all colors must be printed with process and spot color inks. Colors defined in the RGB or HSB models are translated automatically into CMYK (process) values. As for spot colors, CorelDRAW allows you to convert them to CMYK at printing time.



#### Note

- Pay close attention to the number of colors used, especially if you are importing clipart. Make sure you only use the colors you have chosen (i.e., process color or spot color).

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`{button ,AL("OVR Printing on a commercial press";0,"Defaultoverview",)} Related Topics`



## Printing color halftones

If you are printing process color halftones, you need to use a halftone screen for each different color separation (see "[Working with bitmaps and halftone screens](#)" for more information).

### Screen angle

Because each halftone screen consists of a regular pattern of shapes, it creates a pattern on the printed image. When the separations are combined, the patterns created by each separate halftone screen interact. This interaction can create an undesirable effect called a moiré pattern.

Moiré patterns are eliminated by changing the screen angle of each color separation. If you were using an actual screen and a camera, you would rotate the screen 15 degrees for each separation by hand. However, since you are using software to create halftone screens, you have to change certain print options to change the screen angle.

When you print color separations, the screen angles are set automatically. If you change these settings incorrectly, your image might not print properly.

### Screen technology

The screen technology should be set to match the type of imagesetter your service bureau will be using. Talk to your service bureau to determine the correct setting. If you are not using an imagesetter, or you are unable to speak to your service bureau, use the standard defaults.

### Halftone type

The halftone type refers to the type of dot that is being used to create the halftone. Typically, a halftone screen consists of rows of evenly spaced, round, or diamond-shaped dots. However, it is possible to use halftone screens that have dots that are shaped differently. In fact, halftone screens can even use straight lines to create an image, instead of dots. You can experiment with different halftone types to create interesting effects.

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`{button ,AL("OVR Printing on a commercial press";0,"Defaultoverview",)}` [Related Topics](#)



## Ensuring predictable color when printing

### Color management

Accurate and consistent color rendition from device to device is essential when printing in color. All components of your computer system (scanner, monitor, and printer) must exchange color information in a manner that ensures a predictable result. This is accomplished by calibrating the various devices in your computer and establishing a system profile using the Color Manager.

### Color correction

For the colors on your screen to approximate the colors on the printed page as closely as possible, enable the Color Correction feature. This option will use the chosen system profile to ensure predictable color rendering.

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`{button ,AL('OVR Printing on a commercial press';0,"Defaultoverview",)}` [Related Topics](#)



## Printing color separations

When printing color separations to file, you can create a .PRN file that includes all separations, one separation only, or any combination of separations, depending on the complexity of the image.

Generally, you should be able to save all the color separation information in one .PRN file. However, if the image contains special effects and several color separations (e.g., CMYK plus a number of spot colors), saving all color separation information in one .PRN file might result in an unacceptably large file. In this case, create a .PRN file for each separation. Include the separation name in the filename for easier file identification.

When printing color separations, you can produce a sheet of paper or film even when there is nothing on it (e.g., there may be only yellow and black on a page but the cyan and magenta plates will be printed anyway). Normally, you would leave this option disabled to avoid wasting costly film. However, there may be instances when you want to force plates that are blank to print.

### To print color separations

1. Click File, Print Preview.
2. Click Settings, Separations.
3. Enable the Print Separations check box.

### To use Hexachrome process color

1. Follow the above procedure and enable the Hexachrome plates check box.
2. If you are printing on a device that uses high solid ink density, then enable the High Solid Ink Density check box. Consult your service bureau to determine whether you need to enable this option.

### To select specific color separations

- Follow steps 1 to 3 from the "To print color separations" procedure and choose the color separations to be printed from the color separations list box.

### To print empty plates

- Follow the steps from the "To print color separations" procedure and enable the Print Empty Plates check box.



### Tip

- To print separations in color, enable the In Color check box.

---

{button ,AL("PRC Creating color separations";,0,"Defaultoverview",)} [Related Topics](#)



## Converting spot colors to process colors

If your document contains spot colors, but you want to print using process color, you can convert your spot colors to process colors. If you don't convert, each spot color is printed on a different color separation. Changing the spot colors to process colors when you print does not affect the document itself, only the way it is printed.

### To convert spot colors to process colors

1. Click File, Print Preview.
2. Click Settings, Separations.
3. Enable the Print Separations check box.
4. Enable the Convert Spot Colors To CMYK check box.

---

`{button ,AL('PRC Creating color separations;',0,"Defaultoverview",)}` [Related Topics](#)



## Customizing a halftone screen

Setting the halftone screens correctly is critical when printing color separations. Screens that are improperly set can result in undesirable moiré patterns and poor color reproduction. Consult your service bureau before you change any of these settings. If you are uncertain, use the default settings.

### To customize a halftone screen

1. Click File, Print Preview.
2. Click Settings, Separations.
3. Enable the Print Separations check box.
4. Enable the Use Advanced Settings check box.
5. Click Advanced.
6. Change any of the following settings:
  - Screening technology
  - Halftone type (e.g., Line or Diamond)
  - printer or imagesetter resolution
  - the screen frequency and angle of any or all of the color separations.



### Tip

- You can set the screen frequency, screen angle, and overprint options for spot colors as well as process colors. For example, if you have a fountain fill made up of two spot colors, you can now set one to print at 45 degrees and the other at 90 degrees.

---

`{button ,AL('PRC Creating color separations;',0,"Defaultoverview",)}` [Related Topics](#)

## **Color trapping**



## Color trapping

Color trapping is necessary to compensate for poor color registration. Poor color registration occurs when the printing plates used to print each color, called color separations, are not aligned perfectly. Poor registration causes unintentional white slivers to appear between adjoining colors. Trapping is accomplished by intentionally overlapping colors so that minor problems with alignment will not be noticed.

Your work needs color trapping if two colors touch. Many service bureaus prefer to create color trapping themselves by using a specialized trapping program. Consult your service bureau about trapping if you are unfamiliar with the process.

Color trapping in Corel applications is achieved by overprinting. Normally, portions of an object that are obscured by another object are not printed. However, if the top object is set to overprint, the obscured portions of any underlying objects print anyway, causing an overlap. This makes white gaps between different colors impossible. Overprinting works best when the top color is much darker than the underlying color; otherwise, an undesirable third color might result (e.g., red over yellow might result in an orange object).

Depending on the color trapping options you choose, overprinting might only affect an object's outline or its fill. This means that if an object with a red outline is set to overprint its outline only, then any portions of another object that are obscured by the first object's outline are printed. This overlap creates a color trap.

---

`{button ,AL('OVR Printing on a commercial press';0,"Defaultoverview",)}` [Related Topics](#)



## Color trapping by overprinting selected objects

You can set specific objects to overprint before you open the Print dialog box. You can overprint each object's fill, outline, or both.

The Overprint Fill option causes obscured portions of objects to print when they are under the overprinted object's fill. The Overprint Outline option causes obscured portions of objects to print when they are under the overprinted object's outline. When setting the outline thickness, keep in mind that the outline straddles the path that defines the object's shape. Therefore, an outline of 0.30 points actually creates a trap of 0.15 points.

### To trap by overprinting selected objects

1. Right click the object that requires color trapping with the [Pick tool](#) and click Overprint.
2. Click Fill or Outline or both.

---

{button ,AL("PRC Color trapping";,0,"Defaultoverview",)} [Related Topics](#)



## Color trapping by overprinting selected color separations

Corel lets you overprint specific color separations. You can specify whether you want to overprint graphics, text, or both. Remember that if you set a light color to overprint, dark colors that would normally be obscured by the lighter color are printed and show through. Therefore, it is best not to overprint a light color separation.

### To trap by overprinting selected color separations

1. Click File, Print Preview.
2. Click Settings, Separations.
3. Enable the Print Separations check box.
4. Enable the Use Advanced Settings check box.
5. Click the Advanced button.
6. Click the color separation to overprint in the Color List.
7. Enable the Overprint Color check box.
8. Enable the Graphics check box, Text check box, or both.

---

{button ,AL('PRC Color trapping;',0,"Defaultoverview",)} [Related Topics](#)



## Color trapping automatically

Corel offers two methods for automatically creating color trapping: always overprint black and auto-spreading.

Always overprint black creates a color trap by causing any object that contains 95% black or more to overprint any underlying objects. It is a useful option for artwork containing a lot of black text, but it should be used with caution on artwork with a high graphics content. If your service bureau recommends a black threshold value other than 95%, click the Options tab, choose Overprint Black Threshold from the Special Settings Option list box, and change the setting as required.

Auto-spreading creates color trapping by assigning an outline to an object that is the same color as its fill, and having it overprint underlying objects. Auto-spreading is created for all objects in your file that meet these three conditions:

- They don't already have an outline.
- They are filled with a uniform fill.
- They haven't already been designated to overprint.

### To trap by always overprinting black

1. Click File, Print Preview.
2. Click Settings, Separations.
3. Enable the Print Separations check box.
4. Enable the Always Overprint Black check box.

### To set the Overprint Black Threshold

1. Click File, Print Preview.
2. Click Settings, Options.
3. Choose Overprint Black Threshold from the Special Settings list box.
4. Type a number in the Setting box. The number you type represents the percentage of black above which black objects overprint.

### To trap by auto-spreading

1. Follow steps 1 to 3 from the "To trap by always overprinting black" procedure and Enable the Auto-Spreading check box.
2. Type a value in the Maximum box.  
The amount of spread assigned to an object depends on the maximum trap value and the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.
2. If you want the spread width to be fixed, then enable the Fixed Width check box.  
The Maximum Value box changes to the Width box when you enable the Fixed Width check box. The value in this box determines the fixed width of the color spread.
3. Type a value for Text Above (i.e., the minimum size to which auto-spreading is applied).  
If you set this value too low, small text may be rendered illegible when auto-spreading is applied.

---

{button ,AL("PRC Color trapping";0,"Defaultoverview",)} [Related Topics](#)









Lets you select, move, and resize existing trace and Object Character Recognition (OCR) blocks using the mouse.



Lets you draw Object Character Recognition (OCR) blocks using the mouse. Only the bitmap text characters included in the OCR block will be converted to editable text characters. You can draw an unlimited number of OCR blocks.



Lets you draw trace blocks using the mouse. Only the areas of the bitmap image included in the trace block will be converted to a vector graphic. You can draw an unlimited number of trace blocks.



Lets you renumber the order in which trace and/or Object Character Recognition (OCR) blocks will appear in the result area.



Used for changing the vantage point on your bitmap image, vector graphic, or converted text. You can magnify your view of a specific part of an image by clicking the mouse or dragging to draw a marquee area. You can also click the right mouse button to zoom out by a factor of two, or return to the view you were at before the last zoom-in.



Lets you move areas of a magnified image into view. Click and drag the image until the desired area is displayed.



Lets you erase portions of an object without breaking any closed paths. For example, if you drag the Eraser tool across a filled square, you create an object with two closed subpaths.



Lets you draw simple lines on your bitmap image or vector graphic.



Lets you drag nodes to reshape objects.



Lets you create curves using a connect-the-dots style of drawing where you specify the start and end points of the line or curve you want to draw. Corel OCR-TRACE then connects these points.



Lets you manipulate nodes and paths to change the shape of objects.



Lets you delete unnecessary nodes from objects to simplify editing.



Lets you select, move, and resize objects using the mouse. After you select an object, you can use commands in the menus or the toolbar to change the object's appearance.



The printer icon is in the second column from the left. When it is not grayed out (as in the fourth row), the layer will print.



These two arrow buttons allow you to flip through the pages of your document. They are located at the lower-right corner of the Preview box.



**A**  
**B**  
**C**  
**D**  
**E**  
**F**  
**G**  
**H**  
**I**  
**J**  
**K**  
**L**  
**M**  
**N**  
**O**  
**P**  
**Q**  
**R**  
**S**  
**T**  
**U**  
**V**  
**W**  
**X**  
**Y**  
**Z**

**A**

Artistic text

**B**

Bezier curve

Bitmap

Bleed

**C**

Check box

Click

Clipart

Clipboard

Closed path

Color separation

Continuous tone

CorelDRAW

Corel OCR-TRACE

Corel PHOTO-PAINT

Cursor

**D**

Dialog box

Dithered color

Dither

Double-click

DPI

Drag and drop

Drag

Drive

Duotone

## **F**

Folder

Font

## **G**

Grayscale image

Grayscale

## **H**

Halftone

## **I**

Icon

Indent

Intensity

## **L**

Layer

Layout style

Line art

List box

LPI

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Marquee select

Marquee box

Menu Bar

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Thumbnail

Threshold

Title Bar

Toggle

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Toolbox

## **V**

Vector graphics

## **W**

Well

Window

Wireframe view

## **Z**

Zoom

**Artistic text**

Text type created using the Text tool. Use Artistic text when you want to add single lines of text such as titles or you want to apply graphical effects such as fitting text to a path, creating extrusions and blends, and all other special effects. An Artistic text object can contain up to 32,000 characters.

See also Paragraph text.

**Layout style**

The way a multi-page document is organized for printing. CorelDRAW provides preset layout styles for several types of publications including books, booklets, and tent cards.

**Clipart**

Ready-made images that can be brought into Corel applications and edited if required. Corel applications offer thousands of clipart images in many different formats. You can purchase additional images, including some in bitmap format, from commercial suppliers.

## **CorelDRAW**

CorelDRAW is a vector-based drawing program that makes it easy to create professional artwork from simple logos to intricate technical illustrations. CorelDRAW 7's enhanced text handling capabilities and writing tools also allow you to create text-intensive projects such as brochures and reports with greater ease than ever before.

If you're new to the world of CorelDRAW, you'll soon discover how the new interactive tools and the program's continuous feedback enable you to get up to speed in no time. If you've used CorelDRAW before, you'll soon find out how the new tools and enhanced features give you even more power to design and publish all your graphics.

**Corel PHOTO-PAINT**

Corel PHOTO-PAINT is a powerful bitmap-based image editing and painting program that is ideal for retouching photographs, editing images and video files, and for creating original artwork. Corel PHOTO-PAINT combines a vast array of special effects filters with impressive painting, masking, and object handling tools to allow you to produce effects ranging from the simple to the sublime.

Using Corel PHOTO-PAINT, you can make subtle changes such as adjusting the lighting, sharpening the focus, or removing scratches; or you can make drastic changes such as removing people and things, swapping details between images, adding text and objects, adjusting color, colorizing black-and-white and gray-scale images, splicing movies, and applying weird and wonderful combinations of special effects. Preview windows allow you to see what the effect will look like before you commit, and Corel PHOTO-PAINT's undo capabilities allow you to change your mind.

**Bitmap**

An image composed of a series of pixels or dots arranged to represent an image. Scanners and paint programs such as Corel PHOTO-PAINT generate bitmap images. By contrast, CorelDRAW creates images using vector objects, which are graphics that represent shapes as a series of lines and curves. Corel applications can import and export files in bitmap format.

**Black and white**

A 1-bit color mode which stores images as two solid colors (usually black and white) with no gradations. This mode is useful for line art and simple graphics.

Black and white photographs are actually better dealt with in the grayscale color mode.

**Vector graphics**

Graphics created in programs such as CorelDRAW where shapes are represented as a series of lines and curves. Vector graphics are also referred to as object-based graphics or line art. This contrasts with bitmap graphics which are created pixel by pixel in paint programs and by scanners.

**Pixel**

Short for picture element. Pixels are dots on a computer or television screen that combine to form an image. Computer images are created as an array of such dots, each having a specific color.

*See also* Resolution.

**Resolution**

In printing, a term referring to the number of dots per inch (dpi) the printer is capable of printing. Typical laser printers have resolutions of 300 dpi, while image setters have resolutions of approximately 1200 or 2400 dpi. Higher dots per inch capabilities create smoother output and increase the number of grayscales the device can reproduce.

**Scale**

To change the size of an object by dragging a corner handle from the selection box. Scaling sizes an object horizontally, vertically, or both.

**Scanner**

A device that converts images on a page into digital information.

**Rotate**

To reposition and reorient an object by turning it around its center of rotation. You can rotate an object by entering a custom rotation angle or by selecting a preset rotation angle in the Image menu in Corel OCR-TRACE.

**Dither**

The process of approximating pixel colors when reducing the color depth of an image. Dithering can improve transitions between colors when reducing a 24-bit image to 8-bit format.

**Dithered color**

Color simulated by putting dots of another color very close together. Windows uses dithering to display colors that the graphics adapter can't display.

**Drag**

To move the mouse while holding down the left mouse button. Releasing the button completes the action.

**Drag and drop**

To drag an object to a new location using the mouse; for example, dragging an object from one drawing into another. You can also use drag and drop to import files created using other applications.

**Double click**

To press and release the left mouse button twice in quick succession.

**Dialog box**

A window displayed when additional information is needed to perform an action or command. For example, when you choose the Save command to save a file for the first time, the Save dialog box opens, prompting you to indicate a filename and location.

**Folder**

A named section of computer disk space used to store and organize your documents, programs, and other files. For example, you could create a folder called LOGOS for storing logo designs. In Windows 3.x, folders are known as directories.

**Check box**

A square box in a dialog box used to enable and disable an option. An option is enabled when an X or check mark appears in the check box, and is disabled when the check box is empty. Click inside a check box to enable or disable it.

**Icon**

A pictorial representation of a tool, object, file, or other program item. An item is selected by clicking once, or sometimes double-clicking, on its icon. For example, double-clicking the Corel OCR-TRACE icon on your desktop starts Corel OCR-TRACE.

**Menu**

A list of commands that appears when you click a name in the Menu Bar.

**Toolbox**

A collection of buttons (normally found on the left side of the window), used to gain quick access to the most common tools used to perform tasks ranging from drawing trace or Object Character Recognition (OCR) blocks to node editing.

**Title Bar**

The bar along the top of a document window that contains the name of the application or file, the Maximize and Minimize buttons, and the Close button. Dialog boxes in Corel applications also have Title Bars, but not Maximize and Minimize buttons.

**Toggle**

Alternately enabling and disabling a program function.

**Scroll**

To horizontally or vertically shift the view in the bitmap or result area to see portions of the bitmap image, vector graphic, or converted text that are outside the viewing area. In Corel OCR-TRACE, you can scroll using the scroll bars along the edges of either area. Corel OCR-TRACE also provides a panning tool that allows you to drag an image in any direction to see areas that are beyond the borders of the bitmap and result areas.

**Marquee box**

A box with a dotted outline that appears when you click and diagonally drag the Draw Trace Block or Draw OCR Block tools to select areas or characters on the bitmap image.

**Marquee select**

A method of selecting areas or characters using the Draw Trace Block or Draw OCR Block tools. To marquee select, you click and drag to enclose objects in a dotted rectangle called the marquee box.

**Cursor**

Indicates the position of the mouse or equivalent pointing device on the computer screen. Use the cursor to point to the place where you want to draw, or the object you want to select. The shape of the cursor (also called the mouse pointer) changes depending on the tool or command you have selected.

**Zoom**

To enlarge or reduce the image of a document or graphic on the screen. Zooming does not change the actual size of the text or graphics.

## **Grayscale**

An 8-bit color mode that stores and displays images using 256 shades of gray from black to white. Each color is defined as a single value between 0 and 255, where 0 is darkest (black) and 255 is lightest (white).

A grayscale value can also be thought of in terms of the other color models: in RGB, a grayscale value corresponds to equal amounts of all RGB colors; in CMYK, a grayscale value corresponds to zero C, M, and Y values with a positive K value; in HSB, a grayscale value corresponds to zero H and S values with a positive B value.

**Grayscale image**

An image that uses the grayscale color model. Grayscale images (especially photographs) are commonly referred to as black and white.

Grayscale values can also be thought of in terms of the other color models. In RGB, a grayscale value corresponds to equal amounts of all RGB colors. In CMYK, a grayscale value corresponds to zero C, M, and Y values with a positive K value. In HSB, a grayscale value corresponds to zero H and S values with a positive B value.

**Negative**

An image in which the values in the original are reversed so that black areas appear white, white areas appear black, and colors are represented by their complements. Corel OCR-TRACE can print color separations as negatives if Film Negative is selected in the Print Options dialog box.

*See also* Positive.

**Positive**

A reproduction of an image in which dark, light, and color values are the same as the original image.

See *also* Negative.

**Thumbnail**

A small bitmap image that lets you view all pages of a multi-page document or preview a file before opening or importing it. You'll find thumbnail previews in the Open and Import dialog boxes.

## **Serif**

The short strokes at the ends of individual letters in some fonts such as Times Roman and Bookman. Sans serif fonts such as Arial and Helvetica lack these strokes.



## Sans serif

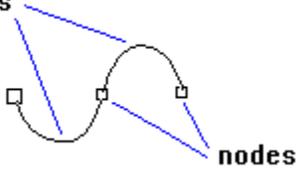
A font or typeface that lacks serifs (the short strokes at the ends of individual letters). Helvetica and Arial are examples of sans serif fonts.



### Segments

Lines or curves between nodes in a curve object.

**segments**



**Nodes**

The points at the end of line and curve segments. You can alter the shape of a line or curve by dragging one or more of its nodes.

**DPI**

A measure of a printer's resolution in dots per inch. Typical desktop laser printers print at 300 dpi, while image setters are capable of printing at resolutions of 1270 or 2540 dpi. Printers with higher DPI capabilities produce smoother and cleaner output.

**Corel OCR-TRACE**

A program supplied with CorelDRAW that converts bitmap images into editable vector graphics and text. The resulting vector graphic or text can be imported and edited in graphics or word processing applications such as CorelDRAW or Corel WordPerfect.

**Threshold**

In Corel OCR-TRACE, refers to a level of tolerance for tonal variation in a bitmap image.

For example, when converting a color image to black and white, the threshold you set determines how many tonal values are converted to black and how many become white.

**Color separation**

In commercial printing, the process of splitting colors in a composite image to produce a number of separate grayscale images, one for each primary in the original. In the case of a CMYK image, four separations must be made: one for each of cyan, magenta, yellow, and black.

**Texture fill**

A texture fill is a fractally generated fill (a random, two-color fill) that you can use to give your objects a natural appearance. Texture fills add significantly to the size of your file and the time it takes to print. Therefore, you may want to avoid filling numerous or large objects with texture fills.

**Process color**

In commercial printing, color produced by the process of blending levels of cyan, magenta, yellow and black This is different from a spot color, which is a solid ink color printed individually (one plate per spot color).

**PowerClip**

A feature that allows you to place objects (called contents objects) inside other objects (called container objects). If the contents object is larger than the container object, CorelDRAW automatically crops it. You see only the contents that fit inside the container.

**Bleed**

In commercial printing, the part of a layout that extends beyond the edge of the area to be printed. A bleed lets you extend an image to the edge of the page.

**PostScript textures**

A type of pattern fill designed using the PostScript language. Some textures are extremely complicated and require several minutes or more to print, or to update on the screen. Therefore, PostScript fills display as the letters "PS" rather than with the actual texture.

**LPI (Lines Per Inch)**

The screen frequency used for halftone screens for photos and tints; the density of dots on PMT's and film output of continuous-tone images from imagesetters is measured in lpi.

**Open Prepress Interface (OPI)**

A method for placing high resolution bitmaps on the printed page, while using low resolution replicas for placement.

Two images are created using a high-end scanner. A high-resolution version (which is kept on file), and a low-resolution equivalent. The low resolution image is imported into your documents, using them "for position only" (FPO). Working with FPO images keeps your document size smaller and speeds up screen redrawing. When you send your artwork back to the service bureau for final imaging to film, your high resolution files are put in place, resulting in a final product with a high-resolution.

**Orientation**

The direction in which objects are displayed on the page. For example, a page oriented so that the horizontal dimension is greater than the vertical dimension is said to have a landscape orientation.

**Spot color**

In commercial printing, a solid ink color printed individually, one plate per spot color.

This is different from a process color, in which each color is expressed as a combination of four separate inks.

**Click**

To press and release a mouse button in a continuous motion.

**Intensity**

Intensity is a measure of the brightness of the lighter pixels in a bitmap image as it relates to darker mid-tones and dark pixels.

**List box**

Control that allows you to select from a list of options. If the list cannot accommodate all available options, scroll bars are provided. List boxes are found on Toolbars and in dialog boxes.

**Indent**

A Paragraph text formatting option. Indents position text a specific distance from the left and/or right frame borders. Indents are often used to indicate the beginning of a paragraph. You can indent an entire paragraph, or the first line only.

**Drive**

A device in a computer that spins disks used to store information. Personal computers normally have a fixed-disk drive labeled C: or D: (called a hard drive), and one or two floppy-disk drives labeled A and/or B. In addition, many computers may have a CD-ROM drive, that may be labeled E: or F:.

**Layer**

One of a series of transparent planes on which you can place objects in a drawing. You can control how objects in your drawing overlay one another by moving the layer and the objects they contain. You can also choose to make layers invisible and non-printable. Use layers to help you organize different components of complex drawing.

**Menu Bar**

The bar near the top of the window that contains the names of the program menus. Click a menu name to display a list of commands used for accessing various functions.

**Font**

A single style, weight, and size of a typeface, such as Times Roman bold, 10 point. Times Roman 12 point is a different font.

**Clipboard**

A temporary storage area used to hold cut or copied information. The Clipboard stores information until it is pasted into a diagram or replaced by another object that has been cut or copied.

**Closed path**

A path that completely encloses an area because the path's start and end points are connected. You can apply fill attributes to any closed path.

**Toolbar**

A group of buttons that provides quick access to a series of related commands. In CoreIDRAW, you can use any combination of the preset Toolbars, or create your own containing the buttons and button arrangements you find most efficient.

**Paragraph text**

Text type created using the Text tool. Use Paragraph text when you want to add large blocks of text for ads, brochures, and other text-intensive projects. Paragraph formatting features enable you to flow text between frames and columns, create bulleted lists, set tabs and indents, and add drop caps.

See also Artistic text.

**Window**

A rectangular box on the screen in which applications are displayed. Most application windows have a Title Bar and Menu Bar along the top and a scroll bar along the side and/or bottom.

**Line art**

In traditional graphic arts, an illustration containing only black and white.

**Bezier curve**

A path defined by the position of four control points (points extending from nodes along curves, mask marquees, and complex object marquees) at the ends of the tangents of the vertices. The length and angle of the tangents describe the deviation from linear that a path follows between vertices.

**Wireframe view**

One of Corel OCR-TRACE's view quality options. In wireframe view, objects display in skeleton form without fills or outlines. Since the screen redraws faster in this view, you may want to use it for editing complex drawings.

**On-screen Color Palette**

Along the bottom of the screen, you will find the Color Palette. This is used to apply outline and fill colors.

To choose a fill color, select an object and click the Color Palette with the left mouse button. To choose an outline color, click it with the right mouse button. Clicking the X that appears at the left end of the palette removes the object's fill if you click with the left mouse button, or outline if you click with the right button.

**Well**

A series of squares containing colors in the Color Palette.

**Duotone**

An 8-bit color mode using 256 shades of up to four tones.

In commercial printing: a duotone is a modified grayscale image printed using inks of two colors, generally black with an accent color, although any two colors can be used. More generally, this term also refers to tritones (three inks) and quadtones (four inks).

Using two colors of ink, instead of four, significantly reduces the costs of printing while still providing a wide range of colors to choose from. The duotone feature is ideal for adding an accent color to a photograph or for extending the tonal ranges of inks.

**Halftone**

In an image that has been converted from a continuous tone image to a series of dots of various sizes to represent different tones. A photograph must be converted into a halftone in order to be printed on conventional devices and printing presses. Halftones are often referred to as PMTs.

On laser printers that cannot print different sizes of dots, the halftone is produced by printing different numbers of dots in a given area.

**Continuous tone**

An image (usually photographic) represented by smooth graduated tones from black to white. Continuous tone images must be converted to dots and pixels for reproduction on mechanical devices.

**Screen frequency**

Screen frequency, also called screen ruling and halftone frequency, is a measure of a halftone screen in lines per inch (lpi). A screen frequency ruling of 150 lpi is 22,500 (150<sup>2</sup>) halftone dots per inch (dpi). The frequency of lines of dots contained within a given halftone screen is used to reproduce a continuous tone image as a halftone image via an offset printing method.



# Getting started with Corel OCR-TRACE

## Introduction to Corel OCR-TRACE 7

Welcome to Corel OCR-TRACE, a fast, flexible program with which you can convert bitmap images to editable vector graphics and text characters.

Bitmaps are images made up of a series of individual dots (pixels). The major drawback with bitmaps is their fixed resolution, a limitation that can result in the deterioration of image quality when bitmaps are scaled to different sizes. For example, straight lines become jagged when enlarged. Vector graphics are created by mathematical equations which describe each line and curve of an object. Vector graphics can be scaled, and even rotated, with no distortion or loss of quality, and lines remain sharp at any size. Additionally, when bitmaps are printed on high-resolution output devices, the image quality does not improve. Vector graphics, on the other hand, appear sharper the higher the resolution of the printer.

With Corel OCR-TRACE, you can create vector copies of your bitmap images using several tracing methods. You choose the tracing method most appropriate for your desired result. Some of these methods add special effects to your images. The tracing methods available are Outline, Centerline, Woodcut, Sketch, Mosaic, and 3D Mosaic.

Corel OCR-TRACE also has an Optical Character Recognition (OCR) feature that converts bitmap text characters into editable text characters. When a document is scanned into digital format, it produces a bitmap image of the pages. Text characters are then treated as pictures and, as such, cannot be edited. The OCR feature translates the bitmaps back into text characters so the document can be exported and edited in other applications, such as word processing and database programs like Corel WordPerfect and Corel Quattro Pro.

You can select portions of the bitmap image to be converted using the trace and OCR features, create and save templates to use with multiple images, and work with multiple documents simultaneously.

You can also print vector graphics or converted text from within Corel OCR-TRACE. You cannot, however, print the bitmap image. The Corel Print dialog box is used when printing the vector graphic and converted text and provides you with full printing capabilities.



# **Saving, exporting, and clearing files**



## **Saving, exporting, and clearing files**

You can save the bitmap image and the vector graphic in Corel OCR-TRACE. As you edit the bitmap, it's a good idea to occasionally save your work so that you won't have to recreate your edits. Also, after you obtain a satisfactory trace, or edit the vector graphic, you'll need to save those results to file so that you can use the file in other applications. You have numerous choices of file formats to which you may save, however, saving the vector graphic to a file format other than the default .CMX format may result in lost layer information and more objects being generated in the graphic. If the vector graphic is a multi-page document, it can be saved as a single file. If you decide to cancel the save procedure, you'll have the choice of canceling for only the current page or all of the pages.

Converted text can be exported to most text file formats. If the converted text is a multi-page document, it is also exported as a single file and you have the choice of which pages to export. The text file can then be opened and edited in a word processing application, such as Corel WordPerfect.

You can easily delete the contents of the result area using the Clear All menu command and start again if you're not satisfied with the outcome of a tracing or Object Character Recognition (OCR) procedure.



## Saving a vector graphic or bitmap image

You can save a vector graphic or bitmap image using the same procedure. For multi-page documents, you can choose the pages you'd like to save. The pages you choose are saved in a single file.

### To save a vector graphic or bitmap image

1. Click File, Save, Vector or Image.
2. Choose the drive and folder where you want to save the file in the Save In list box.
3. Choose a file format from the Save As Type list box.

For vector graphics, the .CMX file format is the default format. Saving the vector graphic in a file format other than .CMX results in the loss of layer information and more objects than necessary in the graphic.

4. Type a new filename in the File Name box.

### To save a multi-page vector graphic document

1. Click File, Save, Vector.
2. Choose the pages you want to save by clicking on the appropriate page icons.  
When a page is selected, a check mark appears on the icon.
3. Click OK.
4. Choose the drive and folder where you want to save the file in the Save In list box.
5. Choose .CMX from the Save As Type list box.

You can save multi-page documents to other file formats; however, there may be a loss of layer information, more objects than necessary may be included in the graphic, and all of the graphics will appear on a single page. Only the .CMX file format supports multiple pages.

6. Type a new filename in the File Name box.

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{button ,AL('PRC Saving exporting and clearing files';,0,"Defaultoverview",)} [Related Topics](#)



## Exporting converted text

You can export converted text or multi-page text documents to a variety of text file formats. Your exported text file can then be opened and edited in a word processing application such as Corel WordPerfect.

### To export recognized text

1. Click File, Export Text.
2. Choose the drive and folder where you want to save the file in the Save In list box.
3. Choose a file format from the Save As Type list box.
4. Type a new filename in the File Name box.

### To export a multi-page text document

1. Click File, Export Text.
2. Choose the pages you want to export by clicking the appropriate page icons.  
When a page is selected, a check mark appears on the icon.
3. Click OK.
4. Choose the drive and folder where you want to save the file in the Save In list box.
5. Choose a file format from the Save As Type list box.  
All text formats support multi-page documents.
6. Type a new filename in the File Name box.

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`{button ,AL('PRC Saving exporting and clearing files';,0,"Defaultoverview",)}` [Related Topics](#)



## Clearing the vector graphic or converted text

You can clear the vector graphic or converted text from the result area using the Clear All command.

### To clear the vector graphic or converted text

1. Click the Select Block tool.
2. Click the result area.
3. Click Edit, Clear All.



### Note

- If you're working with a multi-page document, the result area for each page is cleared.

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`{button ,AL("PRC Saving exporting and clearing files";0,"Defaultoverview",)}` [Related Topics](#)



# Creating templates to use on multiple pages



## Creating templates to use on multiple pages

Corel OCR-TRACE allows you to create custom templates (.CTT files) that you can save and reload to simplify the conversion of multiple page documents with similar layouts. Templates are created using the areas around which you draw selection marquees. These areas are known as selection blocks.

Selection blocks are created using the Draw OCR Block and Draw Trace Block tools in the Toolbox. Each selection block is rectangular in shape but can be scaled to a size that best suits your needs. You can have an unlimited number of selection blocks per page, including a combination of trace and Object Character Recognition (OCR) blocks. Also, each selection block can be renumbered so that they appear in the desired order in the result area.

You have three options for applying templates to multi-page documents: you can specify that the document uses the same template throughout, a different template throughout, or a different template for only the first page.



## Creating and saving a template

If you need to consistently convert identical areas on many pages, creating and saving a template as a preset is a great way to speed up your work. Once saved, you can reload the template and apply it to the necessary pages.

### To create and save a template

1. Choose the appropriate selection tool.
2. Click and drag around the area(s) to include in your template.
3. Click File, Save Template.
4. Choose the drive and folder where you want to save the template.
5. Type a new filename for the template in the File Name box.



### Note

- The template retains all of the information about the selection blocks, such as the specific parameters for each block and whether the blocks are Trace or Object Character Recognition (OCR) blocks.

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{button ,AL('PRC Creating templates to use on multiple pages;',0,"Defaultoverview",)} [Related Topics](#)



## Loading a template

If you need to convert identical areas on multiple pages in a document, load a preset template. In this case, loading a preset template will save you from having to create separate templates for each page.

### To load a template

1. Open a document, or import an image into a new document.
2. Click File, Load Template.
3. Choose the drive and folder where the template is saved.
4. Double-click the template name.

A rectangular Text And Graphics or Trace template appears on the image.



### Note

- Templates are a fixed size in pixels. If you load a template onto a different-size image than the one on which it was created, the template may not include the areas you expect.

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{button ,AL('PRC Creating templates to use on multiple pages;',0,"Defaultoverview",)} Related Topics



## Using the same template on all pages of a multi-page document

If you need to convert identical areas on each page of a multi-page document, you can specify that the same template be used on all pages.

### To use the same template on all pages of a multi-page document

1. [Click](#) Tools, Options.
2. On the General page, enable the Same For All Pages button in the Template section.
3. Click OK.
4. Draw or load a template on any of the pages in the document.  
The same template is automatically applied to all of the pages.

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**{button ,AL('PRC Creating templates to use on multiple pages;',0,"Defaultoverview",)} [Related Topics](#)**



## Using a different template on the first page of a multi-page document

You can specify that a different template be used on only the first page of a multi-page document. This option is useful when you want to convert identical areas on all pages of a document except for the first page.

### To use a different template on the first page of a multi-page document

1. [Click](#) Tools, Options.
2. On the General page, enable the Different First Page button in the Template section.
3. Click OK.
4. Draw or load a template on the first page of the document.
5. Draw or load a template on any one of the other pages in the document.

The same template is applied to all pages except the first.

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{button ,AL('PRC Creating templates to use on multiple pages;',0,"Defaultoverview",)} [Related Topics](#)



## Using a different template on each page of a multi-page document

If you don't need to convert identical areas on each page of a multi-page document, you can specify that a different template be used on each page.

### To use a different template on each page of a multi-page document

1. Click [Tools](#), [Options](#).
2. On the [General](#) page, enable the [Different For All Pages](#) button in the [Template](#) section.
3. Click [OK](#).
4. Draw or load templates on the pages you want.



#### Tip

- To use the same template on some but not all of the pages, enable the [Different For All Pages](#) button and draw the common template on one page, save it, and then load it onto the other pages that require the same template.

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`{button ,AL("PRC Creating templates to use on multiple pages";0,"Defaultoverview",)}` [Related Topics](#)





These options allow you to resize and reposition your artwork. These options do not affect the artwork itself, only the way it is printed.

Applies positioning and sizing to all pages.

Specifies the placement of your artwork on the page. The Top value indicates the distance from the top edge of the printable page.

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Identifies the unit of measurement that is used when you specify the layout of your artwork.

Specifies the placement of your artwork on the page. The Left value indicates the distance from the left edge of the printable page.

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Resizes your printed artwork (not the original document) according to the width specified.

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Scales the width of your printed artwork (not the original document) by the specified percentage.

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Resizes your printed artwork (not the original document) according to the height specified.

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Scales the height of your printed artwork (not the original document) by the specified percentage.

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Automatically centers your artwork on the page.

Automatically scales your artwork so that it fits the printable page. Unless Maintain aspect ratio is enabled, Fit to Page will distort your image.

Constrains resizing and scaling so that the height and width ratio of the artwork is maintained.

Allows you to print large artwork on multiple sheets, or tiles, that can later be assembled to form the whole picture.

Provides preset page layouts and allows you to store custom styles.

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Opens the Edit Layout dialog box.

Specifies the number of working pages to place on a single printable page.

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Places the current layout in each frame of the printable page.

Allows you to set the amount the images on each tile overlap with the images on adjacent tiles.

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Allows you to set the amount the images on each tile overlap with the images on adjacent tiles based on a percentage of the page width.

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Enables a limit for bleeds. The bleed limit determines how far beyond the crop marks a graphic can extend when printed. The corresponding value identifies how far beyond the crop marks the bleed can extend.

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Specifies the placement of your artwork on the page. The Left value indicates the distance from the left edge of the printable page.

Resizes your printed artwork (not the original document) according to the width specified.

Resizes your printed artwork (not the original document) according to the height specified.

Enables a limit for bleeds. The bleed limit determines how far beyond the crop marks a graphic can extend when printed. The corresponding value identifies how far beyond the crop marks the bleed can extend.

Stores the page positioning settings specified in the Positioning dialog box.

Opens the Positioning dialog box. This dialog box allows you to specify positioning settings that can be save in Positioning styles.

Stores the page positioning settings specified in the Positioning dialog box.

Places the current working page in each frame of the printable page.

This value reflects the number of steps that will be used to render any fountain fills in your artwork. A low value (less than 20) will print faster but the transition between shades may be coarse, which causes what is known as banding. A higher value (over 40) will result in a smoother blend but longer printing times.

Fountain steps that are set in the Options dialog box only affect the way fountain fills display on your monitor. To control how the fountain fills actually print, you must set the value for fountain steps here or in the Fountain Fill dialog box.

Identifies the basic halftone screen frequency that your job will print at.

Screen frequency is expressed as a number of lines per inch (lpi). This value refers to the number of lines of dots (or other shapes) that make up a halftone screen. A halftone screen is a pattern of shapes of various sizes that is used to simulate a continuous tone image. Check with your service bureau for the optimum setting for your print job.

Prints a job information sheet with your print job. This report contains information about the application that produced the job, the driver that was used, the print settings, the font information, and the file links.

Opens the Job Information Sheet dialog box, which allows you to specify which categories of information you want included in the report.

Prints only vector graphics unless combined with Print bitmaps or Print text.

Prints only bitmaps unless combined with Print vectors or Print text.

Prints only text unless combined with Print vectors or Print bitmaps.

Prints all text in black.

Prints using the full color capabilities of the selected printing device.

Prints all colors in black.

Prints all colors in grayscale.

Opens the Postscript Preferences dialog box.

Allows you to choose an option and assign a new setting to it. The Special Settings options allow you to change settings that were previously edited in the CORELPRN.INI file.

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Scales everything that will be printed so that it fits within the printable page of the current printer. Use this setting to proof a large layout on your desktop printer.

This option is only intended for proofing, and should be disabled for the final output. If you wish to scale your artwork to fill the printable page, you should use the fit to page option. Position and size measurements reflect the size of the final output, not the size of the proof.

Allows you to choose proofing options.

Allows you to choose an option and assign a new setting to it. The Special Settings options allow you to change settings that were previously edited in the CORELPRN.INI file.

Opens the Printers' Marks And Prepress Settings dialog box. This dialog box lets you add printers' marks such as crop marks, and lets you change prepress settings such as printing a negative image.

Indicates which device driver is selected. Click the arrow to access a list of other available printer and imagesetter drivers. If the driver you need is not listed, install it by using the usual Windows procedure.

Opens a Windows dialog box which allows you to set printing options not controlled by Corel.

Provides information about the current printing device.

Provides information about the current printing device.

Provides information about the current printing device's location.

Provides information about the current printing device.

Creates a .PRN file from your print job (instead of actually printing).

Prepares the .PRN file for printing from a Macintosh computer.

Displays a list of documents that you can print.

Allows you to choose what to print.

Print all pages in your document.

Prints only the objects that are currently selected.

Prints only the page currently displayed.

Specifies the pages, or the range of pages, to print.

- A dash (-) between numbers defines a range of sequential pages (e.g., 1-5 will print pages 1 to 5).
- A comma (,) between numbers defines a series of non-sequential pages (e.g., 1,5 will print pages 1 and 5 only).
- Any combination of dashes and commas is supported (e.g., 1-3, 5, 7, 10-12 will print pages 1, 2, 3, 5, 7, 10, 11 and 12).
- Inserting a tilde (~) between two numbers will cause those two pages plus every second page in between to print. For example, 1~6 will print pages 1, 3, 5 and 6. If you enter 2~6, pages 2, 4 and 6 will print.

The option works in conjunction with the Print Odd/Even Pages option.

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The option works in conjunction with the Print Odd/Even Pages option.

Allows you to specify whether odd, even, or both odd and even pages will be printed

Identifies the number of copies that will be printed. When printing to file, request one copy only, with no collation.

Prints one full set of the selected pages before printing the second full set (e.g., a first set of pages 1 to 10 will print, before the second set of pages 1 to 10 will print, and so on).

If you do not enable Collate, the requested number of copies of each selected page will print before the next page will print (e.g., five copies of page 1 will print before five copies of page 2 will print, and so on).

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Stores a configuration of print settings that can be used again.

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Opens the Print Options dialog box which allows you to set advanced printing parameters such as sizing and positioning, halftone screening, color separations, etc.

Ensures that colors will print as expected.

The printer color profile shown here matches the printer that was chosen in the System Profile (Color Manager).

If you want your print job to be filtered through a different profile, you must go back to the Color Manager, select the appropriate printer, and generate a new System Profile.

Provides information about the current printing device.

Provides information about the current printing device.

Provides information about the current printing device's location.

Provides information about the current printing device.

Provides information about the current printing device, and allows you to change devices.

Allows you to specify the number of copies and whether to collate them.

[Open the print preview.](#)

Selects the publication

Selects the chapter.

Displays a dialog box that presents the current printing device's capabilities.

Stores a configuration of print settings that can be used again.

Saves the current print settings as a new style.

Deletes the selected style.

Prints the filename, current date, and time (and tile number, if applicable) at the bottom of the sheet.

If applicable, color separation information (color, screen frequency and angle, plate number) is printed at the top of the sheet.

To see the file information, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work. If not, you can request that the file information be printed within the page.

Prints crop marks. These marks are used as alignment aids when trimming the printed output down to its final size.

To see the crop marks, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints registration marks on each sheet. These marks serve as guides for aligning color separations.

To see the registration marks, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints a bar of the six basic colors (red, green, blue; cyan, magenta, yellow) beside your artwork. These color patches are used to verify the quality of the printed output.

To see the calibration bar, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints a Densitometer Scale, a bar of varying shades of gray, on each separation sheet. This is an advanced feature that allows you to check the accuracy, quality, and consistency of the output with an instrument called a densitometer.

To see the densitometer scale, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work

Prints a negative image when enabled.

Specifies that the film emulsion faces down when enabled.

Emulsion is the coating of light-sensitive material on a piece of film.

Causes the file information to print within the page. If the working page size is identical to the paper or film size, enable File Info Within Page. Make sure the artwork is positioned so that the file information does not overlap it.

Prints crop marks only along the outer edge of the sheet. This option is often preferable when you are printing multiple layouts per sheet.

Allows you to move back in a multi-page document.

Allows you to move forward in a multi-page document.

Displays your file as it will print and allows you to size and reposition your image. Right click on the preview window to choose one of four options: Preview Image, Preview in Color, Full Image Drag, and Print This Sheet Now. For your image to appear, you must enable Preview image. Otherwise your image will be represented by a bounding box.

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Allows you to choose whether the Preview box will display a composite view of your print job or only a specific color separation. This feature is only available when Print Separations is enabled.

Displays your file in the Preview box as it will print.

Preview Image is a handy feature. Enable it, unless the image is complex and takes a long time to display. If you disable the preview, a bounding box will still indicate the position and size of your image.

Places page numbers on the printed sheets. To see the page numbers, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Changes to a full screen preview. Click it again to return to a normal preview.

Stores a configuration of print settings that can be used again.

IDH\_PD2\_RULER

Skips the object that is causing a problem.

Continues processing your print job.

Cancels your print job.

Displays information about a printing problem.

Disables further warnings.

Separates color artwork into its component colors, causing each component color to print out on a single sheet.  
If you used a process color model (which uses four colors to simulate any color), you'll get up to four sheets per page.  
If you used spot colors, one sheet per color is printed.

Allows you to print the separations in color (i.e., on a color printer). Separations are usually printed in black, with a screen to represent shading. This option allows you to print the separations in color instead.

Converts any spot colors present in your artwork to process colors. This does not affect the artwork itself, only the way it is printed.

Prints all plates, including those that contain no image. Printing empty plates wastes film and adds to the cost of your job. Generally, you'll want to leave this option disabled.

Allows you to adjust the advanced settings of your color separations, which includes setting halftone screens and creating color trapping. Do not adjust these settings without first talking to your service bureau or printing shop.

Opens the Advanced Separations Setting dialog box that allows you to set advanced screening parameters such as screening technology, screen frequency and angle per color plate, overprinting per plate, halftone dot type, etc.

Specifies which color separation(s) to print.

The list of colors shows all separations used in your artwork. You can choose to print all separations, one separation only, or any combination of separations.

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The list of colors shows all separations used in your artwork. You can choose to print all separations, one separation only, or any combination of separations.

Causes any object that contains 95% black or more to overprint underlying objects. This is a useful option for artwork containing a lot of black text, but it should be used with caution on artwork with a high graphics content.

Creates color trapping by assigning an outline to an object that is the same color as the object's fill, and by then having the outline overprint underlying objects.

To be able to apply Auto-spreading to an object, it must

- not already have an outline
- be filled with a uniform fill
- not already be designated to overprint

The maximum trap value defines the amount of spread that autotrapping assigns to an object, along with the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

The value for Text Above determines the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

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Allows you to specify color trapping settings.

Specifies Hexachrome process color. Hexachrome color uses 6 inks instead of 4.

Sets Hexachrome color to use high density inks when printing solid colors.

Identifies the imagesetter and screening technology that will be used to image your job.

Proprietary screening technologies supported by Corel include AGFA Balanced screening, Linotronic RT and, HQS screening.

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Identifies the resolution (in dots per inch, or "dpi") the job will be printed at.

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Identifies the basic screen frequency (in lines per inch, or "lpi") the job will be printed at.

The higher the screen frequency setting, the more intense the colors and the sharper the image. The lower the screen frequency, the lighter the colors and the less sharp the image.

A high frequency gives you fewer levels of gray; a low frequency gives you more levels of gray.

The upper limit of your screen frequency is define by the type of printing press to be used and the type of paper stock.

Identifies the basic screen frequency (in lines per inch, or "lpi") the job will be printed at.

The higher the screen frequency setting, the more intense the colors and the sharper the image. The lower the screen frequency, the lighter the colors and the less sharp the image.

A high frequency gives you fewer levels of gray; a low frequency gives you more levels of gray.

The upper limit of your screen frequency is define by the type of printing press to be used and the type of paper stock.

Shows all separations used in your artwork. Click each one to change frequency, angle, and to enable overprinting.

Shows all separations used in your artwork. Click each one to change frequency, angle, and to enable overprinting.

Identifies the screen frequency the selected color separation will be printed at. The default values are based on the imagesetter, screening technology, and basic screen frequency chosen; it is best not to change these values.  
Check with your service bureau before modifying these values.

Shows the screen angle for the selected color separation. Screen angles are used to offset the different films in process color separations to avoid moiré patterns. The default values are based on the imagesetter, screening technology, and basic screen frequency chosen; it is best not to change these values.

Check with your service bureau before modifying these values.

Allows you to select a color to print over any underlying color (instead of the underlying color being knocked out), thereby making white gaps impossible. This option is best used when the top color is much darker than the underlying color, otherwise an undesirable third color might result (e.g., red over yellow would result in an orange object).

When you enable Overprint color both text and graphics are selected by default. If you do not want one of these options to overprint, disable it.

Allows you to select a color to print over any underlying color (instead of the underlying color being knocked out), thereby making white gaps impossible. This option is best used when the top color is much darker than the underlying color, otherwise an undesirable third color might result (e.g., red over yellow would result in an orange object).

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When you enable Overprint color both text and graphics are selected by default. If you do not want one of these options to overprint, disable it.

Allows you to specify a halftone screen for your drawing if you are printing to a PostScript device. A halftone screen is a pattern of shapes that is used to simulate shades of colors (i.e. darker to lighter) while using the same ink. Dot, line, diamond, elliptical, and Euclidean are only a few of the available halftone types.

Allows you to specify a halftone screen for your drawing if you are printing to a PostScript device. A halftone screen is a pattern of shapes that is used to simulate shades of colors (i.e. darker to lighter) while using the same ink. Dot, line, diamond, elliptical, and Euclidean are only a few of the available halftone types.

Allows you to change screening options for the selected color separation.

Displays the present print style, or a name you have typed for a new style.

Provides a list of the present print options and allows you to change them.

Provides a list of the present print options and allows you to change them.

Allows you to save this dialog box's settings.

Makes the right margin equal to the left margin, and the bottom margin equal to the top margin.

Allows you to set the page margins. You can also change the units.

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Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Automatically sets the gutters.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

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Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Displays a model of the printable page based on the positioning settings.

Automatically sets the margins.

Specifies the number of rows of positioning frames to be placed on the printable page.

Specifies the number of columns of positioning frames to be placed on the printable page.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Stores the page positioning settings specified in this dialog box.

Saves the present positioning settings.

Deletes the selected positioning style.

Specifies the number of rows of positioning frames to be placed on the printable page.

Specifies the number of columns of positioning frames to be placed on the printable page.

Stores the page positioning settings specified in this dialog box.

Specifies the number of working pages to position across the printable page.

Specifies the number of working pages to position across the printable page.

Specifies the number of working pages to position down the printable page.

Specifies the number of working pages to position down the printable page.

Places the current working page in each frame of the printable page.

Keeps the frame size equal to the working page size.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to set the page margins. You can also change the units.

Displays a model of how the pages will be arranged on the printed sheet.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

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Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to print on both sides of the page. When you enable this option, and you print to a non-double sided printer, Corel automatically runs a wizard that ensures all of the pages are ordered and oriented correctly.

Provides preset page layouts and allows you to store custom styles.

Saves the present layout settings.

Deletes the selected layout style.

Selects a page to be placed on the layout sheet.

Selects a page to be placed on the layout sheet.

Allows you to specify whether the top of the selected page points up or down.

Allows you to specify whether the top of the selected page points up or down.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Specifies the maximum allowable number of control points per curve. Reducing this number helps alleviate printing problems caused by objects that are too complex.

Indicates the level of flatness that will be applied to curves when you print. Increasing the flatness reduces printing time and therefore is useful when you need to produce quick proofs. Be careful however as a flatness level set too high will produce distorted curves.

Causes Corel to automatically increase the flatness in increments of 2, as needed. Attempts to print an object will stop when the flatness value exceeds the value set in the Set Flatness To box by 10. At this point, the printer skips the problematic object and goes on to the next object.

Enables an analysis of your file and the various print settings you have specified, and, if necessary, automatically increases the number of steps used to render fountain fills to avoid banding.

This option may increase print time, but it will ensure the best possible rendering of fountain fills.

Enables an analysis of your file and the various print settings you have specified. If the number of steps in a fountain fill is greater than the number that your output device can render, the number of steps used to render the fountain fill is decreased automatically.

Allows one or more warnings to be issued if objects that are too complex and could cause printing problems are detected.

Warns you of potential banding (the appearance of discrete strips in a fill) which is caused by too few steps in a fountain fill, when it is enabled.

This warning only applies to linear fountain fills.

Enables the use of PostScript level 2 features.

This option is only available to level 2 PostScript devices. If you are not certain whether you will be printing on a level 2 postscript device, DO NOT enable this option.

Downloads Type 1 fonts to the output device. Generally, this option is enabled because it is particularly beneficial when you want to print large tracts of text that use only a few fonts. Printing is faster as each font is first downloaded, and then only referenced by text that uses it.

If you disable this option, fonts are output as graphics (either curves or bitmaps). This may be useful if the file contains a large number of fonts that would take longer to download, or not download at all, because of sheer size.

Converts True Type fonts to Type 1 fonts. If you enabled the Download Type 1 Fonts option, by default the Convert True Type to Type 1 is also enabled. This ensures that True Type fonts are converted to Type 1 fonts so that they can be downloaded.  
Only disable this option if your output device has difficulty interpreting the Type 1 fonts.

Tells the service bureau's OPI server to substitute the corresponding high-resolution images for the low-resolution ones in your file. This substitution is done before your print file is rasterized and imaged to film.

Defines bitmaps in RGB values instead of the usual CMYK values that are found in PostScript files. Use this option when you are outputting to RGB devices (e.g., slidemakers). Also use this option when you are printing to CMY devices. It is easier for these devices to translate from RGB to CMY than from CMYK to CMY.

Sets PostScript font handling.

Allows you to enable PostScript warnings.

Warns you if your print job contains too many spot colors. You can change the number of colors that triggers this warning in the Special Settings list box.

Warns you if your print job contains too many fonts. You can change the number of fonts that triggers this warning in the Special Settings list box.

Compresses bitmaps using JPEG compression when printing them. Enabling this option can reduce the size of your print job.

Specifies the degree of JPEG compression used when printing bitmaps.

Shows the contents of the Print Job Information Sheet.

Allows you to specify what information the Print Job Information Sheet will contain.

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Allows you to specify what information the Print Job Information Sheet will contain.

Sends the Print Job Information Sheet to a .TXT file.

Allows you to specify the .TXT file the Print Job Information Sheet is sent to.

Sends the Print Job Information Sheet to a printer.

Allows you to specify the printer the Print Job Information Sheet is sent to.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to choose the output format and destination of the Print Job Information Sheet.

Prints the filename, current date, and time (and tile number, if applicable) at the bottom of the sheet.

If applicable, color separation information (color, screen frequency and angle, plate number) is printed at the top of the sheet.

To see the file information, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work. If not, you can request that the file information be printed within the page.

Causes the file information to print within the page. If the working page size is identical to the paper or film size, enable File Info Within Page. Make sure the artwork is positioned so that the file information does not overlap it.

Places page numbers on the printed sheets. To see the page numbers, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints crop marks. These marks are used as alignment aids when trimming the printed output down to its final size.

To see the crop marks, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints crop marks only along the outer edge of the sheet. This option is often preferable when you are printing multiple layouts per sheet.

Prints registration marks on each sheet. These marks serve as guides for aligning color separations.

To see the registration marks, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints a bar of the six basic colors (red, green, blue; cyan, magenta, yellow) beside your artwork. These color patches are used to verify the quality of the printed output.

To see the calibration bar, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints a Densitometer Scale, a bar of varying shades of gray, on each separation sheet. This is an advanced feature that allows you to check the accuracy, quality, and consistency of the output with an instrument called a densitometer.

To see the densitometer scale, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work

Prints a negative image when enabled.

Specifies that the film emulsion faces down when enabled.

Emulsion is the coating of light-sensitive material on a piece of film.

Applies the settings in the dialog box without closing the dialog box.

Specifies the appearance of the registration marks.

Specifies the text that is displayed in the file information.

Specifies the text that is displayed in the file information.

Specifies the appearance of the registration marks.

Lets you customize the densitometer scale.

Lets you customize the densitometer scale.

Provide a graphical representation of the selected film options (emulsion up or down and negative or positive).

Sets the position of the bounding box. By repositioning the bounding box, you can change the position of printers' marks.

Sets the position of the bounding box. By repositioning the bounding box, you can change the position of printers' marks.

Sets the position of the bounding box. By repositioning the bounding box, you can change the position of printers' marks.

Sets the position of the bounding box. By repositioning the bounding box, you can change the position of printers' marks.

Resets the position of the bounding box.

Specifies the page number to go to.

Specifies the side of the page to go to.

Specifies the side of the page to go to.

Specifies the color separation to go to.

Displays a list of pages.

Changes the appearance of the page list.

IDH\_ID\_PRNPREV\_ICON

IDH\_ID\_PRNPREV\_REPORT

Specifies the color separation to go to.

Places page numbers on the printed sheets. To see the page numbers, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Sets the magnification to 200%.

Sets the magnification to 100%.

Sets the magnification to 75%.

Sets the magnification to 50%.

Sets the magnification to 25%.

Sets the magnification to display the entire page.

Sets the magnification to display the width of the page.

Sets the magnification to display the height of the page.

Sets the magnification to display the selected image.

Increase or decreases the magnification to display the entire image as large as possible.

Sets the magnification to a percentage that you specify.

Sets the magnification to a percentage that you specify.

Previews the result of the current zoom settings.

Close the print preview.

Prints the document.

Open the Print Options dialog box.

Flips to the previous page.

Flips to the next page.

Saves the current print options in a print style.

Saves the current print options in a print style with a name that you specify.

Deletes the current print style.

Prints the current page.

Exits the application.

Open the Print Setup dialog box. You can change printers and adjust printer settings in this dialog box.

Sets the image to high quality. This image setting requires more time to redraw but provides the most accurate representation of your final print job.

Sets the image to fast. This image setting requires less time to redraw but provides a less accurate representation of your final print job.

Sets the image to none. This image setting represents the position of the image with a box.

Displays the image in grayscale. This setting provides an accurate representation of non-color printer output.

Displays the image in color. This setting provides an accurate representation of color printer output.

Displays a box that represents the area of the page on which the printer can place ink.

Displays lines that represent where a large image will be tiled to fit on smaller sheets of paper.

Shows a fold at the top-right of the page.

Displays sizing and scaling handles around the selected image.

Displays the print preview's toolbar

Displays the print preview's status bar.

Displays the print preview's rulers

Specifies full screen preview.

Opens the Zoom dialog box

Opens the Go To dialog box. You can use this dialog to navigate your document.

Open the Print Options dialog box to the Layout tab.

Opens the Edit Layout dialog box.

Opens the Positioning dialog box. This dialog box allows you to specify positioning settings that can be save in Positioning styles.

Open the Print Options dialog box to the Separations tab.

Opens the Advanced Separations Setting dialog box that allows you to set advanced screening parameters such as screening technology, screen frequency and angle per color plate, overprinting per plate, halftone dot type, etc.

Opens the Printers' Marks And Prepress Settings dialog box. This dialog box lets you add printers' marks such as crop marks, and lets you change prepress settings such as printing a negative image.

Opens the Postscript Preferences dialog box.

Opens the Help.

Open the About dialog box which provides information about the application.

Lets you select, position, and scale images in your document.

Lets you magnify portions of your document.

Displays a list of available print styles.

Displays a list of preset zoom settings.

Opens the Print Job Information Sheet dialog box.

Specifies that the film emulsion faces down when enabled.

Emulsion is the coating of light-sensitive material on a piece of film.

Prints a negative image when enabled.

Prints a Densitometer Scale, a bar of varying shades of gray, on each separation sheet. This is an advanced feature that allows you to check the accuracy, quality, and consistency of the output with an instrument called a densitometer.

To see the densitometer scale, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work

Prints a bar of the six basic colors (red, green, blue; cyan, magenta, yellow) beside your artwork. These color patches are used to verify the quality of the printed output.

To see the calibration bar, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints registration marks on each sheet. These marks serve as guides for aligning color separations.

To see the registration marks, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints crop marks. These marks are used as alignment aids when trimming the printed output down to its final size.

To see the crop marks, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Places page numbers on the printed sheets. To see the page numbers, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints the filename, current date, and time (and tile number, if applicable) at the bottom of the sheet.

If applicable, color separation information (color, screen frequency and angle, plate number) is printed at the top of the sheet.

To see the file information, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work. If not, you can request that the file information be printed within the page.

IDH\_ID\_PREVCMD\_PLATE\_MENU

Opens the Duplex Printing wizard. This wizard helps you produce double-sided output using a single-sided printer.

Opens the Print Options dialog box.

IDH\_ID\_PREVCMD\_APP\_OPTIONS

Displays the Prepress toolbar.

Displays the bounding box. The bounding box is often the same size as the page, but you can change it's size which in turn changes the position of printers' marks.

Automatically sets the view options to best simulate the output of your printer.

Displays the front of a double-sided layout.

Displays the back of a double-sided layout.

Specifies fixed width auto-spreading. When this option is enabled, the auto-spread outline assigned to each object is always the same width.

BOO



## **About Corel TWAIN**

Corel TWAIN is an interface that lets you scan images directly into photo-editing or paint software without accessing any additional applications. Corel TWAIN works by setting up a connection between your scanner and your application. This means that you don't have to access any scanner software. The Corel TWAIN dialog box lets you set up all the necessary scanning parameters and provides access to all your scanner's TWAIN features. If you use TWAIN, instead of your scanner manufacturer's scanner driver, some features may not be available. If you have a scanner driver that is shipped with your scanner, you may prefer to use that instead of Corel TWAIN, as that driver would be customized to your scanner's capabilities.

# Scanning images



## Scanning images

### Selecting an original

The quality of your scanned image depends on the quality of the original image. When choosing an original, you should try to avoid images that are badly damaged or stained. Rips and tears in an image may require extensive editing to correct.

You can use Corel TWAIN's features to make minor adjustments to the image. If your image requires major changes, scan the image using Corel TWAIN, then use the powerful image editing tools available in Corel PHOTO-PAINT to make corrections.

### Improving image quality

To get the best possible scan, you should start with a high quality original. However, if you have to scan a poor quality image, Corel TWAIN provides tools to help improve the look of the scan.

One common problem with images is what professional photographers refer to as "flat" images, meaning that a picture has very little contrast. By adjusting the contrast or brightness when scanning, you can increase the differences between highlights and shadows to give the image the appearance of more depth. These features can also be used to enhance over- or under-exposed images.

Two of the most significant image adjustments that you can make are to the color depth and the resolution. To determine the best settings for these two adjustments, you'll need to consider the following:

- how much detail you need
- will image be printed or viewed onscreen
- if printed, what type of printer will you use
- what [screen frequency](#) will you use
- what is original image type, and final image type (color depth)



## Selecting a source

The scanner source is the scanner that you're using to create digital images. You need to hook up your scanner and install the scanner software, following the documentation provided by the manufacturer. Once you've done that, you need to identify the scanner in the your graphics application.

### To select a source

1. In your graphics application, click File, Acquire Image, Select Source.
2. Choose your scanner model name from the list, ensuring that the model is preceded by "Corel."  
A Corel source must be selected in order for you to use Corel TWAIN.
3. Click Select.

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`{button ,AL('PRC Scanning images;',0,"Defaultoverview",)} Related Topics`



## Scanning an image

You can use your scanner to produce scanned, digital images of line art, drawings, photographs, and even 3D objects (as long as they fit on the scanner bed!). You can use a graphics application to preview the image you're scanning, scan entire images, selections of images, or multiple images.

Using the Prescan feature, you can preview images before you scan them into your application, allowing you to define the image area to be scanned.

### To preview an image

Prescan is a low resolution preview of your image.

1. In your graphics application, click File, Acquire Image, Acquire.  
The Corel TWAIN dialog box appears.
2. Click Prescan.

### To scan an image

1. In your graphics application, click File, Acquire Image, Acquire.  
The Corel TWAIN dialog box appears.
2. Click Scan.

### To scan a selection

1. In your graphics application, click File, Acquire Image, Acquire.  
The Corel TWAIN dialog box appears.
2. Click Prescan.
3. In the preview window, drag the selection box around the area you want to scan.
4. Click Scan.



### Tip

- To enter precise measurements for the selection box, type values into the Left, Top, Width, and Height boxes.

### To scan with an Automatic Document Feeder

1. In your graphics application, click File, Acquire Image, Acquire.  
The Corel TWAIN dialog box appears.
2. Click the Custom tab.
3. Enable either the Feeder or ADF (Automatic Document Feeder) check box, if applicable.  
Your scanner must support the ADF function for the ADF or Feeder option to be available. Refer to the scanner manufacturer's documentation for more information.
4. Choose a page size from the list box.
5. Click Scan.

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{button ,AL('PRC Scanning images;',0,"Defaultoverview",)} [Related Topics](#)



## Rotating images

You can rotate an image by either 90, 180 or 270 degrees in TWAIN. When you rotate your image using TWAIN, the preview window displays the results quickly, but when you actually scan the image, the transformation may take considerable time. If your graphics application supports image rotation, you may consider making the transformation there.

### To rotate an image

1. Click the Layout tab.
2. Choose a rotation angle from the Rotation list box.

---

{button ,AL('PRC Scanning images;',0,"Defaultoverview",)} [Related Topics](#)



## Adjusting color depth

Color Depth determines the range of colors and tones that are available in an image. It is usually measured by the number of colors displayed (e.g. 256 colors, or 16 million). Each color depth has advantages and limitations:

| <b>If scanning</b>                    | <b>Then use this color depth</b> |
|---------------------------------------|----------------------------------|
| line art                              | black and white                  |
| <a href="#">duotones</a>              | grayscale                        |
| to print to a black and white printer | grayscale                        |
| high quality color photos             | 16 million                       |

### To adjust color depth

1. Click the Layout tab.
2. Choose a color depth from the Depth list box.

As you decrease the color depth, some details may be lost. You may want to use a higher color depth for detailed images even if it has a small color range. Scanning at a higher color depth may also save you the trouble of having to do extensive color correction in a photo-editing package.



### Tip

- Keep in mind that the image will only appear as good as your output sources will allow. It may be a waste of disk space to scan an image at a high color depth if the monitor or printer you're using is not capable of producing such a wide range of color.

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{button ,AL('PRC Scanning images;',0,"Defaultoverview",)} [Related Topics](#)



## Adjusting resolution

It is important to choose the appropriate resolution at which to scan your image. But how do you determine this? You usually don't need to scan your image at the highest possible resolution; this only increases your file size and slows down the printing or display of the image onscreen. The following guidelines may help you determine the best scanning resolution for your image:

| When scanning for                            | Use  |
|--|--|
| <a href="#">halftone</a> print images        | 1.5 to 2 times the <a href="#">screen frequency</a> , or refer to the printer manufacturer's documentation to find the printer's line screen frequency |
| <a href="#">continuous tone</a> print images | the printer resolution; refer to the printer manufacturer's documentation to find the printer's line screen frequency                                  |
| black and white images                       | the printer resolution; refer to the printer manufacturer's documentation to find the printer's line screen frequency                                  |
| display onscreen/Internet                    | 72 or 96 dots per inch   |

Enlarging your image will also impact on the resolution. When possible, try to scan at 100% of the image size, and modify the size in a graphics application such as Corel PHOTO-PAINT.

### To adjust resolution

1. Click the Layout tab.
2. Choose a resolution from the Resolution list box.

It is not always necessary to choose the highest possible resolution to get a good quality scan. If the image has little detail or is only black and white, you can use a lower resolution. This helps reduce the size of the file, as images scanned at higher resolutions require more disk space.

### To adjust resolution when displaying images on the Internet

1. Click the Layout tab.
2. Choose custom from the Resolution list box.
3. Use the scroll arrows to select either 72 x 72 or 96 x 96 dots per inch.



### Tips

- If scanning an image to be displayed on the Internet, choose a resolution of 72 or 96 dots per inch.
- Check the scanner manufacturer's documentation to find the optical resolution of the scanner.
- The most important thing to remember when choosing a resolution is that you want to get the highest possible image quality without making the file any larger than necessary.

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{button ,AL("PRC Scanning images;";0,"Defaultoverview",)} [Related Topics](#)



# Customizing Corel applications



# Customizing Corel applications





## Customizing Corel applications

Corel OCR-TRACE has a number of powerful customization features that let you create your own unique workspace and maximize your productivity by placing menus and commands you use most often at the location of your choice. You can also customize the keyboard shortcut keys, Color Palette, toolbars, and Status Bar by changing their appearance, placement on screen, and more.

These settings are made using the Customize dialog box. Think of this dialog box as a filing cabinet with the contents divided by tabs. Clicking these tabs gives you access to different sections.

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`{button ,AL("OVR Customizing Corel applications";,0,"Defaultoverview",)}` [Related Topics](#)





## **Accessing the Customize dialog box**

The Customize dialog box allows you to customize the keyboard, menus, Color Palette, toolbars, and Status Bar.

### **To access the Customize dialog box**

- Click Tools, Customize.



## Customizing keyboard shortcuts





## Customizing keyboard shortcuts

Assigning keyboard shortcuts to commands, tools, or styles that you use most often helps you work more quickly and efficiently. For example, pressing CTRL + S saves your work, just as choosing Save from the File menu does. Corel applications already have preset keyboard shortcuts, but you can change these presets or add your own shortcuts. By assigning keyboard shortcuts, you can customize any Corel application to suit your working style.

In addition to assigning your own shortcuts, you can save and load keyboard shortcut configurations to use with particular projects or types of drawings. You can also edit and remove keyboard shortcuts or restore the shortcuts to the default configuration.

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`{button ,AL("OVR Customizing Corel applications";,0,"Defaultoverview",)}` [Related Topics](#)





## Assigning keyboard shortcuts

When you change the shortcuts that are assigned to keyboard keys, the changes are saved in an Accelerator Table.

### To assign a keyboard shortcut to a command or tool

1. Click Tools, Customize.
2. Click the Keyboard tab.  
In the Commands box, each folder represents a menu that you can customize.
3. In the Commands box, double-click the folder containing the command or tool to which you want to assign a shortcut.
4. Choose the command or tool.
5. Click inside the Press New Shortcut Key box. (For your reference, the Current Shortcut Keys field contains a list of shortcut keys currently assigned to that command or tool.)  
To avoid assigning the same keyboard shortcut to two or more commands, enable the Go To Conflict On Assign check box. Then, if you attempt to use a shortcut that is already assigned, the old keyboard assignment is erased and you are prompted to enter a new one.
6. Press the keyboard combination that you want to assign to the command or tool. If you need to make a correction, the BACKSPACE key clears the Press New Shortcut Key box.  
Your shortcut can use up to four different keystrokes. For example, you could assign the key combination CTRL + ALT + SHIFT + 1 by holding down CTRL and ALT, then pressing the SHIFT and 1 keys in succession.
7. Click Assign.

### To delete a shortcut

1. Follow steps 1 to 5 from the above procedure.
2. In the Current Shortcut Keys box, click the keyboard shortcut that you want to remove.
3. Click Delete.

---

`{button ,AL("PRC Customizing keyboard shortcuts";'0,"Defaultoverview",)} Related Topics`





## Loading, saving, and restoring shortcut configurations

Once you have set up a series of shortcuts, you can save this configuration to use at a later date.

### To save a shortcut key configuration

1. Click Tools, Customize.
2. Click the Keyboard tab.
3. Click Save As.
4. Click the Accelerator File (a file that contains a set of keyboard customizations) in which you want to save your shortcuts, or type a new filename.

To overwrite the default shortcut settings, save your configuration using the filename TRCDEF.ACL. You can also use a new name (with the file extension .ACL) for a shortcut key configuration.

5. Click Save.

### To load a shortcut key configuration

1. Follow steps 1 and 2 from the above procedure.
2. Click Load.
3. Double-click the Accelerator File you want to load.

A new keyboard assignment table is loaded, overwriting the currently-used shortcuts.

### To restore the default shortcut key configuration

1. Follow steps 1 and 2 from the "To save a shortcut key configuration" procedure.
2. Click Reset.

---

{button ,AL('PRC Customizing keyboard shortcuts','0','Defaultoverview',)} [Related Topics](#)





## Printing and saving your keyboard shortcuts

You can save your keyboard shortcuts as a text file, or print them directly to your printer, using the Keyboard Shortcuts dialog box.

### To save your keyboard shortcuts

1. Click Tools, Customize.
2. Click the Keyboard tab.
3. Click the Print button.
4. In the Keyboard Shortcuts dialog box, click Save As.
5. In the Save In list box, choose a drive and folder where you want to save your keyboard shortcuts.
6. Type a name in the File Name box.
7. Click Save.

### To print your keyboard shortcuts

1. Follow steps 1 to 3 from the above procedure.
2. In the Keyboard Shortcuts dialog box, click Print.
3. In the Print dialog box, click Print.

---

{button ,AL('PRC Customizing keyboard shortcuts';0,"Defaultoverview",)} [Related Topics](#)



## Customizing menus





## Customizing menus

Corel's customization features let you adjust the Menu Bar and the menus it contains. For example, you can add commands to existing menus or add new menus to the Menu Bar. You can also remove menu commands or entire menus. Further, you can change the name or order of menus and the commands they contain to give you easy access to the functions you use most often.



### Note

- Corel's online Help is written based on the application's default settings. When you customize menus and menu commands, the Help topics associated with them do not change to reflect your changes.

---

`{button ,AL("OVR Customizing Corel applications";'0,"Defaultoverview",)}` [Related Topics](#)





## Rearranging menus

You can change the order of menus to suit the way that you work.

### To change the order of menus

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, click a menu.
4. Do one of the following:
  - Click Move Up (left) or Move Down (right) until the menu occupies the position you want.
  - Drag the menus to change their order.

---

`{button ,AL('PRC Customizing menus;',0,"Defaultoverview",)}` [Related Topics](#)





## Rearranging menu commands

You can change the order of menu commands to suit the way that you work.

### To change the order of menu commands

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, click a menu.

You can also choose a menu from the Menu list box.

4. Double-click a menu to view its related commands.
5. Do one of the following:
  - Click Move Up or Move Down until the menu command occupies the position you want.
  - Drag the menus to change their order.

---

{button ,AL('PRC Customizing menus';0,"Defaultoverview",)} [Related Topics](#)





## Adding and removing menu commands

You can customize your work environment by choosing which commands appear in the menus.

### To add a menu command to a menu

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, double-click the menu or submenu that you want to change
4. Click the menu item that you want the new command to appear below.
5. In the Commands box, double-click the folder that contains the command you want to add.
6. Click the command you want to add.
7. Click Add.

### To remove a menu command from a menu

1. Follow steps 1 and 2 from the above procedure.
2. In the Commands box, choose a command.
3. Click Remove.



### Note

- You can also drag the menu command from one box to another.

---

{button ,AL('PRC Customizing menus;',0,"Defaultoverview",)} [Related Topics](#)





## Adding and removing menus

You can customize your work environment by choosing which menus appear in the Menu Bar, and by renaming the ones that are included.

### To add a menu to the Menu Bar

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, click the menu.
4. Click Add Menu.

The new menu appears below the selected menu in the dialog box, but will appear to the right of the selected menu in the Menu Bar.

5. Type a name for the menu in the Menu box.

### To remove a menu from the Menu Bar

1. Follow steps 1 to 3 from the above procedure.
2. Click Remove.

---

{button ,AL('PRC Customizing menus';0,"Defaultoverview",)} [Related Topics](#)





## Adding and removing menu command separators

You can add or remove a menu command separator (a horizontal line in a menu that distinguishes one group of commands from another).

### To add a menu command separator

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, double-click the menu to which you want to add a separator.
4. Click the command that you want the separator to appear below.
5. Click Separator.

### To remove a menu command separator

1. Follow steps 1 and 2 from the above procedure.
2. In the Menu box, double-click the menu that contains the separator you want to remove.
3. Choose the separator.
4. Click Remove.

---

{button ,AL("PRC Customizing menus;',0,"Defaultoverview",,)} [Related Topics](#)





## Renaming and restoring menus and commands

You can change the name of the menus and commands that appear in the Menu Bar. Or, you can restore the original menu settings.

### To rename a menu or menu command

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, click the menu or menu command.
4. Click the name again. A text cursor appears after the last character in the menu name.
5. Type the new name.

### To restore the original menu settings

1. Follow steps 1 and 2 from the above procedure.
2. Click Reset.

The menus are returned to their default settings, and you lose the changes you have made to the menu structure.

---

`{button ,AL("PRC Customizing menus";,0,"Defaultoverview",,)} Related Topics`





## Changing menu and menu command shortcuts

You can change the shortcuts used to access Corel OCR-TRACE's menus and menu commands.

### To change a menu command's shortcut

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, click the menu command.
4. Double-click to open a menu or submenu.
5. Click the name again. A text cursor appears after the last character in the menu name.
6. Insert an ampersand (&) before the letter you want to use as the shortcut.
7. Remove all other ampersands in the command name.

---

{button ,AL('PRC Customizing menus;',0,"Defaultoverview",)} [Related Topics](#)



## Customizing the Color Palette





## Customizing the Color Palette

As with many of Corel OCR-TRACE's other components, manipulating the on-screen Color Palette couldn't be easier. By simply clicking and dragging, for example, you can display, hide, and move the Color Palette. You can also dock the Color Palette at the top, bottom, or side of the document window, or drag it anywhere in the window to create a floating Color Palette.

You can also create custom Color Palettes for which you choose the contents, color, and arrangement. With custom Color Palettes, you can also add the colors you produce using Corel's powerful color building tools. Further, you can display color swatches in two- or three-dimensional wells, in small or large swatches, and in multiple rows (up to seven). You can also save and load the contents of your custom Color Palettes, so that you can use them for specific projects or types of drawings. In short, you can adjust the Color Palette and its colors to suit any way you want to work.

---

`{button ,AL('OVR Customizing Corel applications';,0,"Defaultoverview",)}` [Related Topics](#)





## Moving the Color Palette

You can move the Color Palette anywhere on screen. Placing it inside the document window turns it into a floating Color Palette with a Title Bar. Placing it on any of the four sides of the window docks the Color Palette there, making it part of the window border.

### To move the Color Palette

1. Click an area of the Color Palette that does not have a color well.
2. Drag the Color Palette to a new position.

If you drag the Color Palette inside the document window, it becomes a floating Color Palette.

### To dock the Color Palette

- Drag the Color Palette towards the edge of the window until it changes shape.



#### Tip

- Double-clicking the Title Bar when it is floating also docks it.

---

{button ,AL('PRC Customizing the Color Palette;',0,"Defaultoverview",)} [Related Topics](#)





## Resizing the Color Palette

You can change the size of the Color Palette both when it is floating (removed from the window border), and when it is docked (attached to the window border).

### To resize the Color Palette while it's docked

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Type a value in the Maximum Number Of Rows While Docked box.

### To resize a floating Color Palette

- Drag one of the Color Palette's edges.  
The cursor changes to a two-directional arrow.

### To expand the Color Palette

- Click  to see more colors.  
The Color Palette displays up to seven rows of colors.

---

`{button ,AL("PRC Customizing the Color Palette;" ,0,"Defaultoverview",)} Related Topics`





## Removing colors on the Color Palette

You can remove colors from the Color Palette. Note, however, that you cannot remove the No Color swatch.

### To remove a color swatch from the Color Palette

1. Click a color.
2. Right-click the Color Palette's border and click Delete Color.



### Note

- If you right-click and hold the mouse button down for a second on the color you want to delete, the menu will appear; then, select Delete Color.

---

{button ,AL("PRC Customizing the Color Palette;',0,"Defaultoverview",)} [Related Topics](#)





## Using custom palettes

Corel OCR-TRACE supplies several preset Process and Custom Color Palettes, and a single Spot Color Palette. You can add and delete colors in these palettes and then save them under a new name. This can be done by right-clicking the Color Palette. You can open a custom palette or create your own from scratch.

### To open a custom palette

1. Right-click the Color Palette's border, and click Open.
2. In the Look In list box, choose the drive where the template is stored.  
Color palettes have the extension .CPL.
3. Double-click the folder where the file is stored.
4. Double-click the palette's filename.

### To create a new custom palette

1. Right-click the Color Palette's border, and click New.
2. Type a filename for the new palette in the File Name box.
3. Click Save.  
Corel OCR-TRACE displays an empty palette, containing just the No Color well.

### To save a custom palette

- Right-click the Color Palette's border, and click Save.

### To save a palette using a new filename

1. Right-click the Color Palette's border, and click Save As.
2. Type a new filename.  
By default, the application saves all palette configurations in the same directory. You can use the controls in the Save Palette As dialog box to specify a different directory.
3. Click Save.

---

`{button ,AL('PRC Customizing the Color Palette;',0,"Defaultoverview",)}` [Related Topics](#)





## Changing the appearance of the Color Palette

You can change the appearance of the Color Palette in a number of ways.

### To change the appearance of color swatches

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Do one of the following:
  - To display color swatches using three-dimensional color wells, enable the Use 3D Wells check box.
  - To display color swatches using two-dimensional color wells, disable the Use 3D Wells check box.
  - To display large color swatches, enable the Large Swatches check box
  - To display small color swatches, disable the Large Swatches check box

### To display more or fewer colors

1. Follow steps 1 and 2 from the above procedure.
2. Increase or decrease the value in the Maximum Number Of Rows While Docked box.  
You must set a value between one to seven.

### To display or hide the No Color well in Corel OCR-TRACE

1. Follow steps 1 and 2 from the "To change the appearance of color swatches" procedure.
2. Enable or disable the Show No Color Well check box.  
On the Color Palette, the No Color well is represented by an "X".

---

`{button ,AL('PRC Customizing the Color Palette;',0,"Defaultoverview",)}` [Related Topics](#)





## Changing the Color Palette's right mouse button menu

Clicking the Color Palette with the right mouse button can display a different menu, depending on the option that you select in the Customize dialog box.

### To change the Color Palette's right mouse button menu

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Do either of the following:
  - Enable the Set Outline Color button to be able to change outline colors by clicking a color swatch with the right mouse button.
  - Enable the Display Pop-Up Menu button to display a menu whenever you click the Color Palette's border with the right mouse button.



### Tip

- If you enable the Set Outline Color, you can still view the Color Palette's menu using the right mouse button by holding down the right mouse button on a color swatch or by clicking the right mouse button anywhere on the Color Palette's border.

---

{button ,AL('PRC Customizing the Color Palette;',0,"Defaultoverview",)} [Related Topics](#)



## Customizing toolbars





## Customizing toolbars

You have complete control over the placement and content of the toolbars. Using the mouse, you can resize or move your toolbars anywhere inside the document window. You can also add, remove, and rearrange toolbar controls (except in the Toolbox), or create your own toolbars containing the controls you use most often.



### Note

- Corel's online Help is written based on the application's default settings. When you customize the toolbars, the Help topics associated with them do not change to reflect your changes.

---

{button ,AL('OVR Customizing Corel applications;',0,"Defaultoverview",)} Related Topics





## Moving and resizing a toolbar

You can move the toolbar anywhere on screen. Placing it inside the document window turns it into a floating toolbar with a Title Bar. Placing it on any of the four sides of the window docks the toolbar there, making it part of the window border.

You can also change the size of the toolbar when it is floating (removed from the window border), but not when it is docked.

### To move a toolbar

- Click the toolbar's border, and drag it to a new position.

When you drag the toolbar onto the document window, it becomes a floating toolbar.

### To dock a toolbar

- Click the toolbar's border, and drag it towards the edge of the window until it changes shape.

### To resize a floating toolbar

- Drag the edge of a floating toolbar.



#### Tip

- Double-clicking the toolbar when it is floating also docks it.



#### Note

- To cancel resizing, click the right mouse button while you drag.

---

`{button ,AL('PRC Customizing toolbars';,0,"Defaultoverview",,)} Related Topics`





## Displaying toolbars

The toolbars that come with your Corel application give you access to a variety of frequently-used commands and functions.

### To display an existing toolbar

1. Click View, Toolbars.
2. Enable the check box next to the toolbar that you want to display.

---

`{button ,AL("PRC Customizing toolbars";0,"Defaultoverview",)}` [Related Topics](#)





## Creating a custom toolbar

You can create custom toolbars that contain the buttons that you use most often. These toolbars can be deleted at any time, unlike the predefined toolbars provided with the application.

### To create a custom toolbar

1. Click View, Toolbars.
2. Click New.
3. Type a name for the new toolbar.

### To delete a custom toolbar

1. Click View, Toolbars.
2. Choose the name of a toolbar.
3. Click Delete.

---

{button ,AL('PRC Customizing toolbars;',0,"Defaultoverview",)} [Related Topics](#)





## Configuring toolbars

You can add and remove buttons from toolbars. You can't add or remove buttons from the Toolbox or from any of its flyouts.

### To customize the toolbar

| To...         | Do This...   |
|---------------|--|
| Move a button | Hold down ALT and drag the button to its new position. |



#### Note

- Right-clicking while you drag cancels this operation.

### To add a button to a toolbar

1. Click Tools, Customize.
2. Click the Toolbars tab.
3. In the Command Categories box, click the folder that contains the button you want to add.  
A collection of buttons appear on the right-hand side of the dialog box.
4. Drag the button to the desired toolbar.



#### Note

- You can access the Customize dialog box, by right-clicking the toolbar and selecting Customize.

---

{button ,AL('PRC Customizing toolbars';0,"Defaultoverview",)} [Related Topics](#)





## Renaming toolbars

You can change the name of the toolbars at any time if you wish to use one custom toolbar for a number of different projects. You cannot, however, change the names of the toolbars that come with the application.

### To rename a toolbar

1. Click View, Toolbars.
2. Click the toolbar's name to select it.
3. Click the toolbar's name again. A text cursor appears after the last character in the menu name.
4. Type a new name.

---

`{button ,AL("PRC Customizing toolbars;',0,"Defaultoverview",,)} Related Topics`





## Restoring toolbars

You can restore the original configuration of a built-in toolbar.

### To restore the original configuration of a built-in toolbar

1. Click View, Toolbars.
2. Click the built-in toolbar's name.
3. Click Reset.

---

{button ,AL('PRC Customizing toolbars;',0,"Defaultoverview",)} [Related Topics](#)





## Sizing toolbar items

You can change the size of number boxes, list boxes, and other toolbar items. As well, you can change the size of the buttons, and borders, that appear in the toolbars.

### To resize toolbar items

1. Do one of the following:

- Click Tools, Customize.
- Right-click the toolbar.

2. Click the Toolbars tab.

3. Click the toolbar item you want to resize on the toolbar.

Although the Customize dialog box is open, you can still select objects on the toolbar.

4. Drag the sides of the toolbar item until it is the correct size.

### To resize toolbar buttons

1. Click View, Toolbars.

2. Click Options.

3. Move the Button slider to adjust the size of the buttons.

### To resize button borders

1. Follow steps 1 and 2 from the above procedure.

2. Move the Border slider to adjust the size of the border.

---

{button ,AL('PRC Customizing toolbars;',0,"Defaultoverview",)} [Related Topics](#)





## Changing the appearance of toolbar buttons

You can change toolbar buttons so that text appears, instead of bitmaps.

### To change the appearance of toolbar buttons

1. Do one of the following:

- Click Tools, Customize.
- Right-click the toolbar.

2. Click the Toolbars tab.

3. Right-click the toolbar button you want to change on the toolbar, then select Properties.

Although the Customize dialog box is open, you can still select objects on the toolbar.

4. Enable the Show Text button.

The text that appears in the box below will now appear in the toolbar, instead of the bitmap. Or, you can change the text to anything you like.

---

{button ,AL('PRC Customizing toolbars;',0,"Defaultoverview",)} [Related Topics](#)





## Editing toolbar buttons

You can change the bitmaps that appear in toolbar buttons.

### To edit toolbar buttons

1. Do one of the following:
  - Click Tools, Customize.
  - Right-click the toolbar.
2. Click the Toolbars tab.
3. Right-click the toolbar button you want to change on the toolbar, then select Properties.  
Although the Customize dialog box is open, you can still select objects on the toolbar.
4. Enable the Show Image button.

Use the controls shown to change the appearance of the bitmap.



### Note

- For more information on each control that appears in the dialog box, right-click the control and select What's This?

---

{button ,AL('PRC Customizing toolbars;',0,"Defaultoverview",)} [Related Topics](#)



## Customizing the Status Bar





## Customizing the Status Bar

The Status Bar gives you constant, up-to-date information about your working environment, such as the colors used for fills and outlines, the position of your cursor, and the type of object that appears in the document window. You can customize its position, appearance, and content so that you have easy access to the information you require to work most efficiently.

---

{button ,AL('OVR Customizing Corel applications;',0,"Defaultoverview",)} Related Topics





## Moving or resizing the Status Bar

You can move the Status Bar so that it appears on the top or along the bottom of the document window.

### To move the Status Bar

- Right-click the Status Bar, and click Place At Top or Place At Bottom.

### To resize the Status Bar

- Do one of the following:
  - Click the Status Bar with the right mouse button, and click Large Status Bar or Small Status Bar.
  - Drag one the Status Bars' vertical separators to suit the way you work.



### Tip

- You can also move the Status Bar by clicking and dragging the Status Bar to the top or bottom of your screen.

---

{button ,AL('PRC Customizing the Status Bar;',0,"Defaultoverview",)} [Related Topics](#)





## Changing the appearance of the Status Bar

You can customize the Status Bar to display exactly the type of information you want, in the way that you want it displayed.

### To change what the Status Bar displays

1. Right-click the Status Bar display on the region you want to change, and click Show.
2. Click the type of information you want to display.

### To change the number of Status Bar display regions

1. Right-click the Status Bar, and click Number of Regions.
2. Click the number of regions you want displayed.

You can have up to six regions displaying different information.

---

`{button ,AL("PRC Customizing the Status Bar";0,"Defaultoverview",)} Related Topics`





## Hiding or displaying the Status Bar

When displayed, the Status Bar provides useful information such as the position of your cursor and the type of object you have selected. If you want to see more of the document window, however, you can hide the Status Bar.

### To display or hide the Status Bar

- Click View, Status Bar.

If no check mark appears next to the command name, the Status Bar is hidden. If a check mark is there, the Status Bar is displayed.

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{button ,AL('PRC Customizing the Status Bar;',0,"Defaultoverview",)} [Related Topics](#)







Displays the available commands. Double-click a command category to open it.

Displays the available commands. Double-click a command category to open it.

Shows the new keyboard combination that you want to assign to the command. If you need to make a correction, press the Backspace key.

You can have up to four layers of keystrokes. For example, the key combination CTRL+ALT+1,2,3,4 is accomplished by holding down the CTRL and ALT keys, then pressing the 1,2,3, and 4 keys in succession.

Shows the new keyboard combination that you want to assign to the command. If you need to make a correction, press the Backspace key.

You can have up to four layers of keystrokes. For example, the key combination CTRL+ALT+1,2,3,4 is accomplished by holding down the CTRL and ALT keys, then pressing the 1,2,3, and 4 keys in succession.

Displays any commands assigned to the keyboard combination you typed. You cannot have the same combination for more than one command.

Automatically resolves conflicts by erasing the old keyboard assignment, and prompting you to assign a new combination to the old command.

Displays any existing shortcut keys for the current command.

Displays any existing shortcut keys for the current command.

The name of the current keyboard assignment set.

Assigns the new keyboard combination to the current command.

Deletes the selected shortcut keys.

Loads a new keyboard assignment table.

Saves the current keyboard assignment table.

Click this button to access the Keyboard Shortcuts dialog box, which lets you save your keyboard shortcuts as a text file, or print them directly to your printer.

Opens the Save As dialog box, which allows you to save your keyboard shortcuts as a text file.

Opens the Print dialog box, which allows you to print a list of your shortcuts directly to your printer.

Closes the Keyboard Shortcuts dialog box.

Starts the Online Help, which provides easy access to descriptions and procedures that cover all application features and functions.

Resets the keyboard assignments to their original configuration.

Gives a short description of the selected shortcut.

Choose the table you want to make your changes to from the Table list box.



Displays the available commands. Double-click a command category to open it.

Adds the selected command to the menu.

Removes the selected command from the menu.

Adds a separating line to a menu below the current selection.

Adds a new menu.

Moves the current menu or menu entry up.

Moves the current menu or menu entry down.

Displays the current menu structure. Double-click a menu or sub-menu to open it.

Gives a short description of the selected command.

Resets the menu assignments to their original configuration.

Displays a list of the menus that you can customize.



Displays the available toolbars. Enable the checkbox next to a toolbar to activate it. Click the toolbar's name tag to rename it.

Displays the command buttons for the current command category. Click a button to see its description, or drag it to add it to any toolbar on the screen.

Choose a Property Bar from this list box. Changes made to the Toolbar are then also made to that Property Bar.

Choose a Property Bar from this list box. Changes made to the Toolbar are then also made to that Property Bar.

This is the complete list of built-in toolbars and custom toolbars you have created. Enable the check box associated with the toolbars you want to see on screen.

Opens the Toolbars dialog box, which allows you to customize existing toolbars, create new toolbars, adjust the size of all toolbar buttons and borders, and more.

Gives a short description of the selected toolbar command.



Click to create a new toolbar. The new toolbar is added at the bottom of the list and a blinking cursor appears next to its check box so that you can type a name for it. Click Customize to add buttons to the new toolbar.

Use this button to reset the toolbar you have selected to its default configuration. When you select a custom toolbar that you have created yourself, use this button to delete it.

Click to open the Toolbar tab of the Customize dialog box. In this dialog box, you can drag any existing button to a new or an existing toolbar displayed on-screen.

Click to see the options that are available for changing the size of toolbar buttons and borders.

Click to see the options that are available for changing the size of toolbar buttons and borders.

Adjust the slider to change the size of toolbar buttons; the options are small, medium, and large.

Adjust the slider to change the width of the border that surrounds the buttons in toolbars.

Enable to have the toolbar name appear in the Title Bar when the toolbar is floating on screen.



Displays the Roll-Ups and Roll-Up groups that arrange to the left side of the screen.

Displays the Roll-Ups and Roll-Up groups that arrange to the right side of the screen.

Moves the current Roll-Up or Roll-Up group from the right list to the left list.

Moves the current Roll-Up or Roll-Up group from the left list to the right list.

Adds a new, empty Roll-Up group to the right list.

The Roll-Up configuration that will appear on start up.



Allows you to customize the display of the swatches, or wells, used to display colors in the Color Palette.

Shows and hides the color swatch borders.

Toggles between large and small color swatches.

Shows and hides the No Color swatch.

Specifies the number of rows of colors to be displayed while the color palette is docked.

Specifies the number of rows of colors to be displayed while the color palette is docked.

These controls let you change the effect of right-clicking the color palette.

Changes the effect of right-clicking a color swatch on the palette.

Changes the effect of right-clicking a color swatch on the palette.

Holding down the right mouse button for one second on the Color Palette, display a pop-up menu.



Allows you to change toolbar buttons so that text appears, instead of bitmaps.

The text that appears in this box will now appear in the toolbar, instead of the bitmap. Or, you can change the text to anything you like.

Allows you to change the bitmaps that appear in toolbar buttons. Use the controls shown to change the appearance of the bitmap.

Allows you to change the bitmap as displayed in the Preview window. Click one of the color swatches shown in the Color Palette, then click inside the Preview Window with the left mouse button.

Displays the four colors that are used in the creation of a typical button: dark gray (for shadows), white (for highlights), light gray (for the face), and black (for the text).

Click one of the color swatches shown, then click inside the Preview Window with the left mouse button.

Click a color in either of the Color Palettes, then click inside the Preview Window with the left mouse button in the grid to fill squares, or click with the right mouse button in the grid to erase squares.

Shows a preview of what the button will look like in its three states. The first example is how the button will appear on the toolbar when it is available. The second option shows how the button will appear when it is not available. And, the third option shows how the button will appear when it is depressed.

Click the Restore Defaults button to reverse all changes that you have made to the button.





# Format Text dialog box

**Format text dialog — Font tab**

Displays the font of the selected text. Click another font in the list box to change it.

Displays the font size of selected text.

Displays the style of the selected text. Options, including Normal, Italic, Bold, Bold-italic, depend on the font. Choose another weight from the list box to change it.

Displays the style of the selected text. Options, including Normal, Italic, Bold, Bold-italic, depend on the font. Choose another weight from the list box to change it.

Displays the underline style (if any) of the selected text. Choose another style from the list box to change it.

Click to change the properties of the line style.

Specifies the width of the single thin underline.

Specifies the width of the single thin underline.

Specifies the distance the underline is away from the text.

[Click to access help.](#)

Specifies the distance the underline is away from the text.

Specifies the units.

Specifies the units.

Type a value to change the line thickness.

Type a value to change the distance the line is shifted from the text.

Displays the units of measure. Choose another unit from the list box to change the units.

Type a value to change the line thickness.

Type a value to change the distance the line is shifted from the text.

Displays the units of measure. Choose another unit from the list box to change the units.

Type a value to change the line thickness.

Type a value to change the distance the line is shifted from the text.

Displays the units of measure.

Choose another line style from the list box to change the underline line style.

Choose another line style from the list box to change the overline line style.

Choose another line style from the list box to change the overline line style.

Choose another line style from the list box to change the strikethrough line style.

Choose another line style from the list box to change the strikethrough line style.

Click to change the properties of the line style.

Click to change the properties of the line style.

Superscript button places selected text above the baseline. Subscript button places selected text below the baseline.

Places selected text above the baseline.

Places selected text below the baseline.

Small caps button changes selected text to small capital letters. All caps button changes selected text to all capital letters.

Changes selected text to small capital letters.

Changes selected text to all capital letters.

Displays a preview of text so you can see the effect of a change before you apply the change and exit the dialog box.

**Format text dialog — Spacing tab**

Type a value to specify the amount of space you want between characters as a percentage of the width of the Space character.

Type a value to specify the amount of space you want between characters as a percentage of the width of the Space character.

Type a value to specify the amount of space you want between characters as a percentage of the width of the Space character.

Type a value to specify the amount of space you want between words as a percentage of the width of the Space character.

Type a value to specify the amount of space you want between words as a percentage of the width of the Space character.

Type a value to specify the amount of space you want between words as a percentage of the width of the Space character.

Type a value to specify the amount of space you want between lines.

Type a value to specify the amount of space you want between lines.

Indicates the units of the value in the Line box.

Specifies the amount of space before a paragraph.

When checked, enables automatic hyphenation. When unchecked, disables automatic hyphenation.

Hyphenation Settings dialog **IDS IN THIS DIALOG AREN'T HOOKED UP** by Eng.

When checked, enables capitalized words to be hyphenated. When unchecked, disables capitalized words from being hyphenated.

Specifies the area that ...

Specifies the minimum length of a word to be hyphenated.

Specifies the minimum number of characters at the end of a hyphenated line.

Specifies the minimum number of characters at the beginning of a hyphenated line.

Specifies no alignment.

Specifies full justification.

Specifies force justification.

Specifies left-alignment.

Specifies center alignment.

Specifies right alignment.

## Format text dialog — Tabs and indents tab

Click to scroll the ruler left.

Click to scroll the ruler right.

Click to set tabs at the interval specified.

Type a value to change the intervals at which tabs are applied.

Tabs column indicates the placement of tabs. Alignment column indicates the type of tab — left, right, center, decimal. Leadered check box  
— when enabled specifies leadered tab; when disabled specifies un-leadered tab.

[Click to open the Online help.](#)

Click to add a new tab.

Click to delete a tab selected in the Tabs column.

Click to delete all set tabs.

Click to set leaded character properties.

Sets a character for a leadered tab.

Displays the character to use in a leadered tab.

Displays the number of the character to use in a leadered tab.

Displays the amount of space between characters in a leadered tab.

Displays the amount of space between characters in a leadered tab.

Drag the slider left to decrease the space or right to increase the space between characters in a leadered tab.

Specifies the amount of space to indent the first line in the selected paragraph(s).

Specifies the amount of space to indent the first line in the selected paragraph(s).

Specifies the amount of space to indent the remainder of the lines in the selected paragraph(s).

Specifies the amount of space to indent the remainder of the lines in the selected paragraph(s).

Specifies the amount of space to indent text at the right margin.

Specifies the amount of space to indent text at the right margin.

**Format text dialog — Frames and columns tab**

Allows you to specify the column width and the gutter (the space between columns).

Specifies the number of columns to create.

Indicates the column number.

Indicates the column number.

Indicates the column number.

Indicates the column number.

Indicates the width of the corresponding column.

Indicates the amount of space between the corresponding column and the next column.

When enabled, creates columns of equal widths and gutters. When disabled, creates columns of unequal widths.

Displays a preview of the columns and widths formatting before you click OK in the Format Text dialog box.

Displays the width of the frame.

Displays the units of the frame width.

When enabled, keeps the frame width fixed.

When enabled, adjusts the width of the frame with changes to column widths.

Displays how text is aligned vertically. Choose a different vertical alignment option from the list box to change the vertical alignment.

**Format text dialog — Effects tab**

When enabled, indicates that no bullet or drop cap is applied to the selected paragraph(s). Click one of the other buttons (Bullet or Drop Cap) to apply an effect.

Click to apply a bullet to the selected paragraph(s) and set bullet properties.

Click to apply a drop cap to the selected paragraph(s) and set properties.

Type a value to specify the size of the bullet.

Type a value to specify the size of the bullet.

Type a value to specify the amount of space between the Paragraph text frame and the paragraph.

Type a value to specify the amount of space between the Paragraph text frame and the paragraph.

Type a value to specify the amount of space that the bullet is offset from the baseline of the selected paragraph.

Type a value to specify the amount of space that the bullet is offset from the baseline of the selected paragraph.

When Bullet is enabled, click to create a bulleted paragraph where the text wraps around the bullet.

When Drop Cap is enabled, click to create a drop cap where the paragraph wraps around the drop cap.

When Bullet is enabled, click to create a bulleted paragraph where the text is indented from the bullet.  
When Drop Cap is enabled, click to create a drop cap where the text is indented from the drop cap.

Specifies the bullet category.

Specifies the bullet category.

Displays the bullets from which you can choose.

Displays the symbol category. Type a different value to change the symbol category.

Specifies the number of lines to appear beside the drop cap.

Specifies the number of lines to appear beside the drop cap.

Specifies the distance between the drop cap and the text.

Specifies the distance between the drop cap and the text.

Click one of the buttons to specify the type of drop cap you want to create.

**Font page Help button**

## Formatting Text

Text in Corel OCR-TRACE is treated in the same manner as Paragraph text in CorelDRAW. Formatting options for specifying the font type, weight, size, spacing, and other character properties are available, and you also have options for adding tabs, indents, bullets, and automatic hyphenation.

You can format text using the Text toolbar and/or the Format Text dialog box. Many of the formatting options you use most often are available on the Text toolbar. For more advanced options, use the Format Text command in the Text menu.



### Note

- You can customize toolbars to add buttons for commands and options you use frequently. For more information, see the Customizing toolbars topic on the Contents page of the Corel OCR-TRACE online Help.

For more information about the options included on this page, use the What's This? online Help tool.

**Spacing page Help button**

## **Specifying text spacing**

You can specify spacing between characters, words, and lines with precise values using the Format Text dialog box. You can also specify spacing between paragraphs.

For more information about the options included on this page, use the What's This? online Help tool.

## **Tabs and Indents page Help button**

## Applying paragraph formatting

With [Paragraph text](#), you can specify all character properties and paragraph formatting options. Paragraph properties include:

- columns in frames.
- tabs and indents.
- horizontal and vertical alignment.
- bullets.
- drop caps.
- automatic hyphenation.
- spacing before and after paragraphs.
- additional options for the full and force justify horizontal alignment settings.

For more information about the options included on this page, use the [What's This?](#) online Help tool.

**Frames and Columns page Help button**

## Applying paragraph formatting

With [Paragraph text](#), you can specify all character properties and paragraph formatting options. Paragraph properties include:

- columns in frames.
- tabs and indents.
- horizontal and vertical alignment.
- bullets.
- drop caps.
- automatic hyphenation.
- spacing before and after paragraphs.
- additional options for the full and force justify horizontal alignment settings.

For more information about the options included on this page, use the [What's This?](#) online Help tool.

**Effects page Help button**

## Applying paragraph formatting

With [Paragraph text](#), you can specify all character properties and paragraph formatting options. Paragraph properties include:

- columns in frames.
- tabs and indents.
- horizontal and vertical alignment.
- bullets.
- drop caps.
- automatic hyphenation.
- spacing before and after paragraphs.
- additional options for the full and force justify horizontal alignment settings.

For more information about the options included on this page, use the [What's This?](#) online Help tool.

**Font page, Edit dialog box Help button**

## Applying character properties

You can specify the following character properties for text in Corel OCR-TRACE:

- font type, weight, size, and other font properties including applying underlining, overlining, and strikeout.
- change preset line thickness.
- character, line, and word spacing.
- horizontal justification.

The easiest way to change basic character properties is to use the buttons in the Text toolbar. Use the Format Text dialog box for more advanced options.

For more information about the options included in this dialog box, use the What's This? online Help tool.

**Spacing page, Hyphenation Settings dialog box Help button**

## Setting hyphenation properties

You can set hyphenation properties in this dialog box. The options available allow you to

- define whether capitalized words can be hyphenated.
- specify the minimum length of a word to be hyphenated.
- specify the minimum number of characters at the end of a hyphenated line.
- specify the minimum number of characters at the beginning of a hyphenated line.

For more information about the options included in this dialog box, use the What's This? online Help tool.

**Tabs and Indents page, Leader Properties dialog box  
Help button**

## Setting leader properties

You can set a character, and the space between the characters, for a leadered tab in this dialog box. Drag the slider left to decrease the space or right to increase the space between characters in a leadered tab, or type a value directly in the Leader Spacing box.

For more information about the options included in this dialog box, use the What's This? online Help tool.



# **Finding source files and acquiring images**

## Finding source files



## Finding source files

The source files you convert using Corel OCR-TRACE can be any bitmap image produced by scanners, video board captures, screen captures, and image-editing applications such as Corel PHOTO-PAINT.

Once you have found the image you want to convert, you can open it in Corel OCR-TRACE using one of the methods available. If the file is already in a digital format (i.e., it is saved in a bitmap file format), you can open it in Corel OCR-TRACE's bitmap area or drag and drop it into Corel OCR-TRACE from a file management utility such as Corel MULTIMEDIA MANAGER.

If the image has not yet been digitized, you can place it on the bed of your scanner and scan it directly into Corel OCR-TRACE's bitmap area. The source image can be scanned into a new document, or added as a new page to an existing document. You can also scan multiple pages into Corel OCR-TRACE. Once scanned, you can convert the bitmap image into an editable vector graphic or editable text.

You can also use Corel OCR-TRACE to convert multiple pages in a single operation. You can add multiple pages to a new document by choosing the files in the Add Pages dialog box. You can always add pages to, or remove pages from a document already in Corel OCR-TRACE. New pages are always added to the end of the document, and you cannot change their order.

When you trace or perform Optical Character Recognition (OCR) on a document with multiple pages, the Trace Multiple Pages or OCR Multiple Pages dialog box automatically opens. You can specify the pages you wish to convert or accept the pages currently selected.

---

{button ,AL('OVR Finding source files and acquiring images;',0,"Defaultoverview",)} Related Topics



## Opening bitmap images to convert

Opening files from within [Corel OCR-TRACE](#) is the easiest method to obtain the [bitmap](#) images you wish to trace or convert to editable text. Each file you choose is opened as a separate document even if you're opening several files at the same time.

### To open one bitmap image to convert

1. Click File, Open.
2. Choose the drive where the file is stored in the Look In list box.
3. Double-click the folder where the file is stored.
4. Double-click the filename.

### To open several bitmap images to convert

1. Click File, Open.
2. Choose the drive where the files are stored in the Look In list box.
3. Double-click the folder where the files are stored.  
All files must be in the same folder to open them at the same time.
4. Hold down CTRL and click each filename you wish to open.
5. Click Open.

All selected files are opened as separate documents.



### Tips

- To display only the files of a specific format, choose a file type from the Files Of Type list box.
- To preview a file before you open it, enable the Preview [check box](#).
- For more detailed information about the highlighted file, click the Options button.

---

{button ,AL('PRC Finding source files;',0,'Defaultoverview',)} [Related Topics](#)



## Dragging and dropping bitmap images to convert

Drag and drop is an alternative method for opening the bitmap images you wish to trace or convert to editable text. Any file management utility, such as Corel MULTIMEDIA MANAGER, that supports drag and drop can be used.

### To drag and drop a bitmap image to convert

1. Launch the file management utility of your choice.
2. Choose the drive where the file is stored in the Look In list box.
3. Double-click the folder where the file is stored.
4. Click the file's icon and do one of the following:
  - Drag the icon to a document window in Corel OCR-TRACE to add the file as a new page of the active document.
  - Drag the icon anywhere outside document windows to open the file as the only page of a new document.

### To drag and drop several bitmap images to convert

1. Launch the file management application of your choice.
2. Choose the drive where the files are stored in the Look In list box.
3. Double-click the folder where the files are stored.  
All files must be in the same folder to open them at the same time.
4. Hold down CTRL and click the icons associated with each file you wish to open.
5. Do one of the following:
  - Drag the icons to a document window in Corel OCR-TRACE to add them as new pages of the active document.
  - Drag the icons anywhere outside document windows to open them separately as individual documents.

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{button ,AL('PRC Finding source files;',0,"Defaultoverview",)} Related Topics



## Adding bitmap images to an active document

You can add additional bitmap images to an active document when you want to convert several images to vector graphics or editable text at once.

### To add bitmap images to an active document

1. Click File, Add Pages.
2. Choose the drive where the files are stored in the Look In list box.
3. Double-click the folder where the files are stored.
4. Do one of the following:
  - Click a filename.
  - Hold down CTRL and click multiple filenames.
5. Click Open.

---

`{button ,AL('PRC Finding source files;',0,"Defaultoverview",)}` Related Topics



## Deleting bitmap images from an active document

You can remove a bitmap image that you don't want to convert from the active document.

### To delete a bitmap image from an active document

1. Right-click the bitmap image you want to delete.
2. Choose Remove Page from the popup menu.

---

`{button ,AL("PRC Finding source files";0,"Defaultoverview",)}` [Related Topics](#)

## Acquiring images

## Acquiring images

If you have an original image that you need to trace or convert to editable text and it isn't already in digital format, you can scan the image directly into Corel OCR-TRACE's bitmap area. The source image can be scanned into a new document, or added as a new page to an existing document. You can also scan multiple pages into Corel OCR-TRACE. Once scanned, you can convert the bitmap image into an editable vector graphic or editable text.

You can choose between using the Corel TWAIN or CorelSCAN utilities to scan your original images. Both of these utilities can be accessed from the File menu in Corel OCR-TRACE. Corel TWAIN is an interface that lets you scan images directly into Corel OCR-TRACE without accessing any additional applications. CorelSCAN is a wizard-based utility that guides you through the steps necessary to produce a high-quality scanned image without having to use a photo-editing application.

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`{button ,AL('OVR Finding source files and acquiring images;',0,"Defaultoverview",)} Related Topics`



# **Converting bitmaps to editable vector graphics and text**

## Converting bitmaps to editable vector graphics and text

For source documents that contain both text and graphics, the OCR-Trace feature can distinguish between the two and perform the appropriate conversion on each. The traced vector graphic and the editable text both appear in the result area as separate layers, with the text layer on top of any graphics layers.

Corel OCR-TRACE allows you to limit graphic and text conversion to specific areas of a page if you draw rectangular marquees around the desired areas. These areas are known as selection blocks.

There are two tools available in the Toolbox for drawing selection blocks: the Draw OCR Block tool and the Draw Trace Block tool. If you choose the Perform OCR or Perform Trace commands from the OCR-Trace menu, the application converts only those areas selected with the relevant tool. If you choose the Perform OCR-Trace command from the same menu, the application converts all of the selected areas appropriately. If you don't preselect the text and graphic areas of your page and you choose the Perform OCR-Trace command, the application automatically analyzes the page and selects the appropriate areas before proceeding with the Object Character Recognition (OCR) or trace.

You can specify the order in which the OCR results are displayed in the result area using the Number Block tool. By default, the OCR blocks are numbered in the order in which they are drawn, but you can renumber them at any time using the Number Block tool.

You can also create templates to convert parts of pages that are located in the same place from page to page or from document to document. For example, you may wish to save the text from a monthly newsletter that you've scanned into your computer, but not the newsletter's masthead. You can draw a selection block around the text, save the block as a template, and when the next issue comes, reload the template without having to redraw selection blocks.

The General page of the Options dialog box provides you with three choices for using templates:

- All pages can use the same template. Creating, loading, or editing the template on any page causes the same action on all of the pages.
- All pages except the first can use the same template. This is a good choice for documents with title pages that differ in format from the rest of the pages.
- All pages can use different templates, or none at all.

**For more information see the following:**

{button ,JI('`Tracing graphics')} [Tracing graphics](#)

{button ,JI('`Converting bitmaps into editable text')} [Converting bitmaps into editable text](#)

{button ,JI('`Converting bitmaps using the Object Character Recognition and Trace features simultaneously')} [Converting bitmaps using the Object Character Recognition and Trace features simultaneously](#)

# Tracing graphics



## Tracing graphics

There are six methods for tracing graphics in Corel OCR-TRACE. Each method has its own complement of tracing options, accessible in the Trace Settings [dialog box](#). For each method, multiple settings can be defined and saved to file for future use. This file is known as a preset. You can add and delete presets for each tracing method as required. Also, you can specify that your favorite trace preset is used by default for all graphic conversions unless other trace settings are defined. A description of each tracing method follows:

### Outline method

This method produces a [vector](#) graphic that closely resembles the original image. The Outline method can create from 2 to 256 colors with objects of the same color grouped into layers. You can predefine the number of colors to be used before the trace is initiated, or allow the application to optimize the result. Optimization determines the best colors for the specified number of colors. If you import the resulting vector graphic into an illustration program, such as [CorelDRAW](#), you can separate the layers and edit individual objects. Use this method when you want to maintain the appearance of the original image, but need to manipulate its size or shape.

### Centerline method

This method converts your [bitmap](#) image into a line drawing. You can specify the resulting line thickness and color, and determine whether closed paths are filled with black. Use this method to trace engineering drawings, scientific schema, maps, or any other images that are mainly line drawings. The bitmap image must be [black and white](#). If you're working with a color source, it is automatically converted to black and white based on the black and white threshold value in the Options dialog box before the trace is initiated. You can also convert a color image to black and white using the appropriate command in the Image [menu](#).

### Woodcut method

This method produces a vector graphic that contains objects of varying width, depending on the intensity of the original image at any given point.

### Sketch method

This method produces a vector graphic that contains separate layers of lines with each layer crossing at a different angle to create a mesh-like effect. You can set a line spacing value that is applicable for all layers. This method is mainly for special effect purposes.

### Mosaic method

This method produces a vector graphic consisting of an array of symmetrical objects. Each object's color is based on the average color of the original image in that area. You can vary the number of tiles used, and as the number increases, the original image becomes more recognizable.

### 3D Mosaic

This method is very similar to the Mosaic method. In both cases, the traced graphic is comprised of an array of tiled symmetrical objects. For the 3D Mosaic method, you choose the shape as well as the number of tiles. 3D Mosaic tiles look as if they are embossed.

The Centerline, Woodcut, and Sketch tracing methods use intensity [thresholds](#) to determine which part of the bitmap image is traced.

The intensity of a color refers to its pureness on a scale of 0 to 255 with 0 being black and 255 being the pure color. On a [grayscale](#) image, 255 would be white.

The threshold is a value you set between 0 and 255 that determines when the tracing stops. For example, if you set a threshold of 128, any area in the original image that falls below 128 is traced, and any area above 128 is not traced. If the threshold were set at 0, only those areas which are pure black would be traced. If the threshold were set to 255, the entire image would be traced (since every part of the image has some intensity).

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{button ,AL('OVR Converting bitmaps to editable vector graphics and text;',0,"Defaultoverview",)} [Related Topics](#)



## Tracing an entire page

You can trace an entire page using the commands in the OCR-Trace [menu](#).

### To trace an entire page

1. Open the [bitmap](#) image you want to convert to a [vector](#) graphic.
2. Click OCR-Trace, Trace Options.
3. Choose a tracing method from the Current Method list box.  
A hint describing each tracing method is provided at the bottom of the [dialog box](#).
4. Adjust the controls of the selected tracing method as desired.
5. Click OK.
6. Click OCR-Trace, Perform Trace, By (tracing method).



### Tip

- If you frequently use the same settings for particular tracing methods, save the settings as presets and load the appropriate preset when it's required.

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`{button ,AL('PRC Tracing graphics;',0,"Defaultoverview",)} Related Topics`



## Tracing selected areas of a page

You can trace selected areas of a page using the commands in the OCR-Trace [menu](#).

### To trace selected areas of a page

1. Click the [Draw Trace Block](#) tool.
2. Click and [drag](#) around the areas of the [bitmap](#) image to be traced.
3. Click OCR-Trace, Trace Options.
4. In the Trace Options [dialog box](#), do one of the following:
  - Adjust the controls for the tracing method you want to use.
  - Load a preset by double-clicking its name in the Presets list box.
5. Click OK.
6. Click OCR-Trace, Perform Trace, By (tracing method).

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{button ,AL('PRC Tracing graphics';0,"Defaultoverview",)} [Related Topics](#)



## Tracing multiple pages

You can trace multiple pages at the same time using the commands in the OCR-Trace [menu](#) and the Trace Multiple Pages dialog box.

### To trace multiple pages

1. [Click](#) OCR-Trace, Trace Options.
2. Do one of the following:
  - Adjust the controls for the tracing method you want to use.
  - Load a preset by double-clicking its name in the Presets list box.
3. Click OK.
4. Click OCR-Trace, Perform Trace, By (tracing method).
5. In the Trace Multiple Pages [dialog box](#), do any of the following:
  - Enable the page [icons](#) you want to trace.
  - Disable the page icons you don't want to trace.



### Tip

- You can select or deselect all of the page icons simultaneously by clicking the All Pages icon.

---

{button ,AL('PRC Tracing graphics';0,"Defaultoverview",)} [Related Topics](#)



## Stopping a trace in progress

You can stop a trace that is already in progress using the Stop OCR-Trace command.

### To stop a trace in progress

- [Click](#) OCR-Trace, Stop OCR-Trace.

---

{button ,AL('PRC Tracing graphics;',0,"Defaultoverview",)} [Related Topics](#)

## Converting bitmaps into editable text



## Converting bitmaps into editable text

When a document is scanned into digital format, a bitmap image of each page is produced. If the document contains text, the characters are treated as pictures and, as such, cannot be edited. The Object Character Recognition (OCR) feature converts the bitmap image back into text characters so that the document can be exported and edited in other applications, such as word processing and database programs. For acceptable OCR results, your source text document should be at least 200 dpi. The best OCR results, however, are obtained with a text document of 300 dpi.

Before you convert the bitmap image to editable text characters, you can set numerous options for converting text in the OCR Settings dialog box. The options you set can be saved to a file, creating what's called a preset, and can be reloaded for all documents requiring the same OCR configuration.

The OCR feature can convert multiple columns, graphics, bullets, and tables in normal, dot matrix, and fax-quality texts. It can convert text in five languages and includes a Spell Checker for each language. The OCR feature can detect and deskew a document that was scanned at an angle. It can also distinguish the characters' size (from 6 to 72 points), pitch (fixed or variable), and whether the character is serif or sans serif. You can set options that change text characteristics such as font and size during the OCR process.

The converted text is put into paragraph text frames similar to those in Core!DRAW. Many formatting options are available for Paragraph text such as the ability to add bullets, indents, tabs, and columns.

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{button ,AL('OVR Converting bitmaps to editable vector graphics and text;',0,"Defaultoverview",)} Related Topics



## Converting an entire page into editable text characters

You can convert an entire page to editable text characters using the commands in the OCR-Trace [menu](#).

### To convert an entire page into editable text characters

1. Open the [bitmap](#) image containing the text you want to convert.
2. [Click](#) OCR-Trace, OCR Settings.
3. Choose options from each of the tabbed pages.
4. [Click](#) OK.
5. [Click](#) OCR-Trace, Perform OCR.

---

`{button ,AL('PRC Converting bitmaps into editable text';0,"Defaultoverview",)}` [Related Topics](#)



## Converting selected areas of a page into editable text characters

You can convert selected areas of a page to editable text characters using the commands in the OCR-Trace [menu](#).

### To convert selected areas of a page into editable text characters

1. Click the [Draw OCR Block](#) tool.
2. Click and [drag](#) around the areas of the [bitmap](#) image to be converted.
3. Click OCR-Trace, OCR Settings and choose settings for performing the Object Character Recognition (OCR) on the pages of the dialog box.
4. Click OK.
5. Click OCR-Trace, Perform OCR.



### Note

- To change the OCR type for a selection block, right-click inside the appropriate block and choose a content option (i.e., Text And Graphics, Text Only, or Table) from the menu.

---

`{button ,AL('PRC Converting bitmaps into editable text;',0,"Defaultoverview",)}` [Related Topics](#)



## Renumbering the selected Object Character Recognition areas

You can change the order in which selected Object Character Recognition (OCR) areas are converted to editable text characters using the [Number Block](#) tool.

### To renumber the selected Object Character Recognition areas

1. [Click](#) the Number Block tool.
2. Click the OCR block that you want numbered as "1."
3. Click the remaining OCR blocks in the order that you want them displayed in the result area.

If you change to another tool before all of the OCR blocks have been renumbered, the remaining blocks are numbered in the order in which they were drawn.



### Note

- The renumbering feature doesn't apply if you have enabled the Retain All Page Formatting button on the Formatting page of the OCR Settings [dialog box](#).

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{button ,AL('PRC Converting bitmaps into editable text;',0,"Defaultoverview",)} [Related Topics](#)



## Converting multiple page documents into editable text characters

You can convert multiple page documents into editable text characters using the commands in the OCR-Trace [menu](#) and the Trace Multiple Pages dialog box.

### To convert multiple page documents into editable text characters

1. [Click](#) OCR-Trace, OCR Settings.
2. Choose options from any of the tabbed pages.
3. Click OK.
4. Click OCR-Trace, Perform OCR.
5. In the Trace Multiple Pages dialog box, do any of the following:
  - Enable any of the page icons you want to convert.
  - Disable any of the page icons you don't want to convert.



### Tip

- You can select or deselect all of the pages by clicking the All Pages icon.

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`{button ,AL("PRC Converting bitmaps into editable text";,0,"Defaultoverview",)}` [Related Topics](#)



## Converting single-column pages into editable text characters

You can convert pages that contain only single columns of text if you enable the Single Column Text button in the OCR Settings dialog box.

### To convert single-column pages into editable text characters

1. [Click](#) OCR-Trace, OCR Settings.
2. Enable the Single Column Text button on the Content page.
3. Choose options on each of the remaining tabbed pages.
4. Click OK.
5. Click OCR-Trace, Perform OCR.



### Note

- Object Character Recognition (OCR) will still work if you enable the Multi-Column Text And/Or Graphics button. This option determines the proper formatting for your converted text.

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**{button ,AL('PRC Converting bitmaps into editable text;',0,"Defaultoverview",)} [Related Topics](#)**



## Converting multiple-column pages into editable text characters

You can convert pages that contain multiple columns of text if you enable the Multi-Column Text And/Or Graphics button in the OCR Settings [dialog box](#).

### To convert multiple-column pages into editable text characters

1. [Click](#) OCR-Trace, OCR Settings.
2. Enable the Multi-Column Text And/Or Graphics button on the Content page.
3. Choose options on each of the remaining tabbed pages.
4. Click OK.
5. Click OCR-Trace, Perform OCR.



### Note

- If you choose Single Column Text or Table, the application can still perform the Object Character Recognition (OCR); however, there may be some errors in the converted text.

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**{button ,AL('PRC Converting bitmaps into editable text;',0,"Defaultoverview",)} [Related Topics](#)**



## Converting tables

You can convert pages that contain tables if you enable the Table button in the OCR Settings [dialog box](#).

### To convert tables

1. [Click](#) OCR-Trace, OCR Settings.

2. On the Content page, enable the Table button.

Enabling this button removes the horizontal and vertical lines from the table to make conversion more accurate. Tabs are used to separate the columns.

3. Choose options on the remaining tabbed pages.

4. Click OK.

5. Click OCR-Trace, Perform OCR.

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`{button ,AL('PRC Converting bitmaps into editable text;',0,"Defaultoverview",)}` [Related Topics](#)



## Stopping Object Character Recognition

You can stop Object Character Recognition (OCR) before the result is complete.

### To stop Object Character Recognition

- [Click](#) OCR-Trace, Stop OCR-Trace.

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{button ,AL('PRC Converting bitmaps into editable text;',0,"Defaultoverview",)} [Related Topics](#)

## **Converting bitmaps using the Object Character Recognition and Trace features simultaneously**



## Converting bitmaps using the Object Character Recognition and Trace features simultaneously

At some point you'll need to convert a document that contains both text and graphics. [Corel OCR-TRACE](#) contains a feature that can automatically distinguish between text and graphics contained on the same page and perform the appropriate conversion on each. If you need to select specific areas of the [bitmap](#) image before using the OCR-Trace feature, you can use the [Draw OCR Block](#) and [Draw Trace Block](#) tools. The traced [vector](#) graphic and the editable text will both appear in the result area as separate layers, with the text layer on top.

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`{button ,AL('OVR Converting bitmaps to editable vector graphics and text;',0,"Defaultoverview",)}` [Related Topics](#)



## **Converting text and graphics on the same page**

You can convert text and graphics on the same page using the Object Character Recognition (OCR) and trace features simultaneously.

### **To convert text and graphics on the same page**

1. Click OCR-Trace, OCR Settings.
2. Choose options on all of the tabbed pages for converting the text portions of the page and click OK.
3. Click OCR-Trace, Trace Options.
4. Choose a tracing method from the Current Method list box.
5. Choose settings for tracing the graphic portions of the page.
6. Click OK.
7. Click OCR-Trace, Perform OCR-Trace.







Accesses the Open dialog box in which you can select a bitmap image to load into Corel OCR-TRACE for conversion into an editable vector graphic or editable text.

Before you open the selected file, you might find it useful to enable the Preview check box to display a thumbnail of the file. This way, you can make sure it's the file you want.

Opens the Add Page dialog box in which you can select additional bitmap images to convert. The bitmap images that you select are added to the active document after any existing bitmaps.

Closes the active document window. If you've made any changes since the last time you saved, you are prompted to save.

Opens the Save Vector dialog box in which you can save the vector graphic to a file in the format you specify.

Opens the Save Image dialog box in which you can save the bitmap image to a file in the format you specify.

Opens the Save Text dialog box in which you can save the converted text to a file in the format you specify.

Opens the Select Source dialog box in which you can choose a TWAIN image input source such as Corel Image Source or Hewlett Packard's Deskscan II. The input sources that appear in the Select Source dialog box depend on the scanner driver(s) installed on your system. If the scanner you want does not appear in this dialog box, then the TWAIN driver has not been installed, or the computer does not recognize it due to possible system hardware conflicts. Refer to your scanner's documentation to verify proper installation and operation.

Allows you to acquire original images by accessing and controlling external input devices such as scanners or video capture boards without exiting Corel OCR-TRACE.

Allows you to acquire original images using your scanner and Corel's scanning wizard, which guides you through all of the steps required to produce a high-quality bitmap image.

Allows you to add new pages to the end of an existing document by accessing and controlling external input devices such as scanners or video capture boards without exiting Corel OCR-TRACE.

Allows you to add new pages to the end of an existing document using your scanner and Corel's scanning wizard, which guides you through all of the steps required to produce a high-quality bitmap image.

Accesses the Open dialog box in which you can choose a template file (.CTT) to load onto the active bitmap image.

Accesses the Save As dialog box in which you can save the template from the active bitmap image to a template (.CTT) file.

Opens the Print dialog box in which you can choose printers and printing options.

Opens the Print Preview dialog box in which you can see how your vector graphic or converted text will look on the printed page before it is printed. You can see, for example, where printers' marks will appear and how your color separations look. You can also set all of the desired printing options for your vector graphic or converted text in this dialog box.

Lists the most recently opened files. You can quickly open these files by clicking on their name instead of using the Open command.

Closes Corel OCR-TRACE. The application prompts you to save any unsaved changes to the bitmap image, vector graphic, or converted text.



Removes the selected text from the converted text document and sends it to the Windows Clipboard.

Retains the selected text in the converted text document and sends a copy of it to the Windows Clipboard.

Inserts the contents of the Windows Clipboard into the converted text document at the cursor insertion point.

Deletes the selected object, text, or node from the active vector graphic or converted text document. Deleting nodes from a vector object makes the object's curves smoother.

Selects all of the objects or text in the active vector graphic or converted text document.

Removes all of the objects or text from the active vector graphic or converted text document.



Displays all bitmap images in the active document at their actual size.

Displays thumbnails of all the bitmap images included in the document in the bitmap area.

Causes the next page to become active in a multi-page document.

Causes the previous page to become active in a multi-page document.

Displays the bitmap image under the associated vector graphic in the result area. Allows you to compare the two and edit the vector graphic to match the bitmap image more closely.

Displays the vector graphic in Wire Frame mode; i.e., the objects have an outline but no fill. You can choose the color of the wire frame lines in the Options dialog box.

Displays all of the layers in the vector graphic in the result area when enabled.

Places the bitmap area at the left and the result area at the right in a document window when enabled.

Places the bitmap area across the top and the result area across the bottom in a document window when enabled.

Provides no color correction to the colors displayed on your monitor when enabled. If you view the same files on another monitor (using no color correction), the colors may not appear the same.

Provides some color correction to the colors displayed on your monitor when enabled. If you view the same files on another monitor (using Fast color correction), the colors will be approximately the same.

Provides accurate color correction to the colors displayed on your monitor when enabled. If you view the same files on another monitor (using Accurate color correction), the colors will appear the same.

When enabled, displays the colors of the vector graphic on your monitor as they will appear when printed. If disabled, you may get unexpected results after printing your graphic.

Opens the Toolbars dialog box in which you can choose the toolbars you want to display.

Shows or hides the Status Bar at the bottom of the document window. The Status Bar is displayed when a check mark appears beside this command.

Hides the on-screen Color Palette.

Displays the current custom colors in the on-screen Color Palette.

Displays uniform colors in the on-screen Color Palette.

Displays FOCOLTONE colors in the on-screen Color Palette.

Displays PANTONE spot colors in the on-screen Color Palette.

Displays PANTONE process colors in the on-screen Color Palette.

Displays PANTONE HEXACHROME colors in the on-screen Color Palette.

Displays Netscape Navigator (TM) colors in the on-screen Color Palette.

Displays Microsoft Internet Explorer colors in the on-screen Color Palette.

Displays SpectraMaster colors in the on-screen Color Palette.

Displays TOYO colors in the on-screen Color Palette.

Displays DIC colors in the on-screen Color Palette.

Displays Lab colors in the on-screen Color Palette.

Opens the Open Palette dialog box in which you can load a custom palette into the on-screen Color Palette.

Opens the Document Information dialog box which provides information about the bitmap, path, Object Character Recognition (OCR) results, and layers in the vector graphic and converted text.



Inverts colors in the bitmap image.

Opens the Convert To Black And White dialog box in which you can set a threshold value for converting color bitmap images to black and white.

Before you decide on a threshold value, you might find it useful to enable the Preview check box to see how a particular threshold value affects the bitmap image. This way, you can make sure it's a suitable value.

Converts the selected bitmap image to grayscale.

Creates a horizontally mirrored bitmap image.

Creates a vertically mirrored bitmap image.

Rotates the bitmap image 90 degrees in the clockwise direction.

Rotates the bitmap image 90 degrees in the counter-clockwise direction.

Rotates the bitmap image 180 degrees.

Rotates the bitmap image from 0 to 360 degrees.

Launches Corel PHOTO-PAINT if it is installed on your system, otherwise the default Windows image-editing application.



Initiates the Object Character Recognition (OCR) process using the settings defined in the OCR Settings dialog box. Corel OCR-TRACE will convert the entire page unless selection blocks drawn using the Create OCR Block tool exist. If your document contains multiple pages, the OCR Multiple Pages dialog box opens in which you can select the pages you want to convert.

Traces the bitmap image using the settings on the Outline page of the Trace Settings dialog box. If your document contains multiple bitmap images, the Trace Multiple Pages dialog box opens in which you can select the images you want to trace.

Traces the bitmap image using the settings on the Centerline page of the Trace Settings dialog box. If your document contains multiple bitmap images, the Trace Multiple Pages dialog box opens in which you can select the images you want to trace.

Traces the bitmap image using the settings on the Woodcut page of the Trace Settings dialog box. If your document contains multiple bitmap images, the Trace Multiple Pages dialog box opens in which you can select the images you want to trace.

Traces the bitmap image using the settings on the Sketch page of the Trace Settings dialog box. If your document contains multiple bitmap images, the Trace Multiple Pages dialog box opens in which you can select the images you want to trace.

Traces the bitmap image using the settings on the Mosaic page of the Trace Settings dialog box. If your document contains multiple bitmap images, the Trace Multiple Pages dialog box opens in which you can select the images you want to trace.

Traces the bitmap image using the settings on the 3D Mosaic page of the Trace Settings dialog box. If your document contains multiple bitmap images, the Trace Multiple Pages dialog box opens in which you can select the images you want to trace.

Initiates the OCR-Trace process using the settings defined in the Trace Settings and OCR Settings dialog boxes. Corel OCR-TRACE will convert the entire page unless selection blocks drawn using the Create OCR Block and Create Trace Block tools exist. If your document contains multiple pages, the OCR-Trace Multiple Pages dialog box opens in which you can select the pages you want to convert.

Stops the trace and/or Object Character Recognition (OCR) processes before they've completed.

Opens the Verification dialog box in which you can correct rejected characters, suspected characters, and misspelled words in the converted text if necessary.

Opens the Trace Settings dialog box in which you can set preferences for each of the six tracing methods.

Opens the OCR Settings dialog box in which you can set language, content, source, and formatting preferences for performing Object Character Recognition (OCR).



Opens the Format Text dialog box in which you can define font, spacing, tabs and indents, frames and columns, and effects preferences for the selected text in the result area.

Opens the Find dialog box in which you can search for characters or words within the converted text.

Opens the Replace dialog box in which you can search for characters or words and replace them with new characters or words.



Opens the Options dialog box in which you can choose General, Display, and Advanced options for tracing bitmap images and performing Object Character Recognition (OCR).

Opens the Customize dialog box in which you can create or customize Keyboard, Menu, Toolbars, and Color Palette shortcuts.

Opens the Document Information dialog box to the Layers page which lists all of the layers contained in the vector graphic.

On the Layers page you can

- show or hide individual layers.
- toggle between Wire Frame or Fill mode for individual layers.
- add or delete layers.
- change the color associated with layers.
- designate an active layer to which new objects are added.

Opens the Corel Color Manager dialog box in which you can create or edit system color profiles.  
For further information, click the Help button in the Corel Color Manager dialog box.



Layers Corel OCR-TRACE document windows so that the Title Bar of each window is visible. To make a window active, click its Title Bar.

Arranges Corel OCR-TRACE document windows horizontally in equal sizes to fit your screen.

Arranges Corel OCR-TRACE document windows vertically in equal sizes to fit your screen.

Arranges minimized document windows across the bottom of the Corel OCR-TRACE workspace.

Closes every open Corel OCR-TRACE document window. If changes have been made in the bitmap area or result area since you last saved, you will be prompted to save these changes.

Redraws all open bitmap and result areas. System-intensive transformations can leave residue on the screen. Refreshing the bitmap or result areas will remove this residue.



Displays the Core! OCR-TRACE Help Contents. This file contains overview and procedure topics related to this application. There is also an index to assist you in finding the topic for which you want Help. When you are in Help, clicking the Contents button returns you to the opening screen.

Displays a dialog box with information about the version of Corel OCR-TRACE that you are running. The System Info button displays the System Information dialog box which contains information about your system, display, network, printer, Corel EXEs and DLLs, and system DLLs.



Chooses the Node Reshape tool as the active tool.

Chooses the Rubber Band tool as the active tool.

Chooses the Create Bezier tool as the active tool.



Converts the selected nodes to Cusp nodes.

Converts the selected nodes to Smooth nodes.

Converts the selected nodes to Symmetric nodes.

Hides all of the objects except those that are selected.



Opens the Uniform Fill dialog box in which you can change the color of the selected objects.



Displays the Path Info page of the Document Information dialog box.



Displays only the selected bitmap image in the bitmap area.

Deletes the selected bitmap image from the multiple page document.







Creates a new, empty layer at the top of the Layers list.

Removes the selected layer from the Layers list.

Displays a swatch beside each layer showing the layer's color.

Displays a small thumbnail showing the objects in each layer.

Displays a medium-sized thumbnail showing the objects in each layer.

Displays a large thumbnail showing the objects in each layer.

Opens the Uniform Fill dialog box in which you can change the color of the objects in the layer.







Indicates the full path and filename of the active bitmap image.

Indicates the width of the active bitmap image.

Indicates the height of the active bitmap image.

Indicates the horizontal resolution of the active bitmap image.

Indicates the vertical resolution of the active bitmap image.

Indicates the size of the active bitmap image.

Indicates the color depth of the active bitmap image.

Indicates the percentage of the actual size of the active bitmap image that is displayed on screen.

Indicates the width of the active bitmap image.

Indicates the height of the active bitmap image.

Indicates the horizontal resolution of the active bitmap image.

Indicates the vertical resolution of the active bitmap image.

Indicates the size of the active bitmap image.



Indicates the number of layers in the active vector graphic or converted text.

Indicates the total number of objects in the active vector graphic or converted text.

Indicates the number of objects selected in the active vector graphic or converted text.

Indicates the number of nodes on the selected object(s).

Indicates the width of the active vector graphic or converted text.

Indicates the height of the active vector graphic or converted text.

Indicates the percentage of the actual size of the active vector graphic or converted text as it is displayed on screen.

Indicates the color used to fill the selected object.







Indicates the page number of the current page.

Indicates the number of text characters that are converted.

Indicates the number of words that are converted.

Indicates the number of rejected characters that are identified.

Indicates the number of suspected characters that are identified.

Indicates the number of misspelled words that are identified.

Indicates the time it took to perform the Object Character Recognition (OCR) process.

Indicates the number of characters that were converted per second.

Relates the number of rejected characters to the total number of characters in the converted text. The higher the percentage of accuracy, the lower the percentage of characters that were unrecognizable to Corel OCR-TRACE.

Indicates the time it took to perform the Object Character Recognition (OCR) process.

Indicates the number of characters that were converted per second.

Relates the number of rejected characters to the total number of characters in the converted text. The higher the accuracy percentage, the lower the percentage of characters that were unrecognizable to Corel OCR-TRACE.



Indicates the total number of objects in the active layer (the layer with the Pencil icon beside it).

Indicates the total number of objects in the active layer (the layer with the Pencil icon beside it).

Displays a list of the layers in the active vector graphic or converted text. You can show or hide a layer by clicking its associated Eye icon and toggle between Wireframe and Fill mode by clicking its associated Wireframe/Fill icon. Double-click on the name of the layer to display only that layer.

Allows you to add a new layer to the active vector graphic or converted text. You can choose a color for the layer as well as add new objects.

Allows you to add a new layer to the active vector graphic or converted text. You can choose a color for the layer as well as add new objects.

Allows you to delete a layer from the active vector graphic or converted text. All of the objects in the layer are deleted.

Allows you to delete a layer from the active vector graphic or converted text. All of the objects in the layer are deleted.



Sets a threshold value for converting color bitmap images to black and white. Colors with brightness values larger than this value are converted to white; colors with smaller brightness values are converted to black. Therefore, the larger the value, the more black in the converted image. You can change the default threshold value (128) in the Options dialog box.

Sets a threshold value for converting color bitmap images to black and white. Colors with brightness values larger than this value are converted to white; colors with smaller brightness values are converted to black. Therefore, the larger the value, the more black in the converted image. You can change the default threshold value (128) in the Options dialog box.

When enabled, allows you to preview the result of converting a color bitmap image to black and white before you invoke the command.



## **Custom Rotate dialog box (Image menu)**

This dialog box allows you rotate the active bitmap image by any degree in a clockwise or counter clockwise direction. If you are rotating a large bitmap image, the result may take a long time to display because Corel OCR-TRACE attempts to show the result after any change to the Degrees value or rotation direction.

For more information about the options included in this dialog box, use the What's This? online Help tool.

Sets the number of degrees by which the active bitmap image is rotated.

Sets the number of degrees by which the active bitmap image is rotated.

Rotates the active bitmap image clockwise by the specified number of degrees.

Rotates the active bitmap image counter clockwise by the specified number of degrees.

When enabled, the active bitmap image remains the same size after rotation as it was before rotation; however, parts of the bitmap image may be cut off by the page borders. If disabled, the active bitmap image is reduced to fit entirely within the page.

Allows you to preview the results of the rotation of the bitmap image before you invoke the command.

Click this button to display an overview of this dialog box. For more information about the options included in this dialog box, use the *What's This?* online Help tool.



## **Verification dialog box (OCR-Trace menu)**

This dialog box allows you to choose the type of characters you want to search for and verify. You can then correct any errors in the converted text. Rejected characters are characters that Corel OCR-TRACE doesn't recognize at all. Suspected characters are characters that don't meet the confidence level you specified on the Language page in the OCR Settings dialog box. To verify misspelled words, enable the Check Spelling check box on the Language page in the OCR Settings dialog box.

For more information about the options included in this dialog box, use the What's This? online Help tool.

Displays the next word that contains either a reject or suspect character or that does not match a word in the Spell Checker's dictionary.

Displays the next word that contains either a reject or suspect character or that does not match a word in the Spell Checker's dictionary.

Provides the first of a list of suggestions with which to replace the questionable word. To replace the questionable word, click a suggestion in the list or type an alternative word in this box.

Provides the first of a list of suggestions with which to replace the questionable word. To replace the questionable word, click a suggestion in the list or type an alternative word in this box.

Provides a list of possible replacements for the questionable word. To choose one of the suggestions, click the word.

Provides a list of possible replacements for the questionable word. To choose one of the suggestions, click the word.

When enabled, instructs Corel OCR-TRACE to verify rejected characters.

When enabled, instructs Corel OCR-TRACE to verify suspected characters.

When enabled, instructs Corel OCR-TRACE to verify misspelled words.

Does not change the current questionable word and moves to the next questionable word.

Skips any subsequent occurrences of a word that exactly matches the current questionable word without making any changes to these words.

Replaces the current questionable word with the contents of the Change To box.

Replaces all subsequent occurrences of a word that exactly matches the current questionable word with the contents of the Change To box. You are prompted to confirm the replacements.

Closes this dialog box without saving any changes you've made.

Click this button to display an overview of this dialog box. For more information about the options included in this dialog box, use the *What's This?* online Help tool.



## **Outline page (Trace Settings dialog box)**

This page allows you to choose custom tracing parameters for the Outline method. This tracing method produces a vector graphic that closely resembles the bitmap image.

After a bitmap image is traced, there are often small holes left in the resulting vector graphic. Corel OCR-TRACE allows you to choose a Hole Filling option that creates a background layer of small rectangles of each area's average color. By increasing the number of rectangles, you can increase the accuracy of the color choices.

For more information about the options included on this page, use the What's This? online Help tool.

Allows you to choose a previously defined set of custom tracing parameters for this method.

Allows you to choose a previously defined set of custom tracing parameters for this method.

Allows you to save the current custom tracing parameters for this method to the list of presets.

Allows you to delete the selected preset custom tracing parameters from the list of presets for this tracing method.

Sets a value for node reduction. The higher the value, the fewer nodes on each object and the smoother the curves.

Determines the accuracy of the color representation of the vector graphic. A lower color tolerance produces more unique colors in the vector graphic, which results in a vector graphic that closely resembles the bitmap image. More colors also produce more layers.

Determines the accuracy of the color representation of the vector graphic. A lower color tolerance produces more unique colors in the vector graphic, which results in a vector graphic that closely resembles the bitmap image. More colors also produce more layers.

Allows you to adjust the accuracy of the Hole Filling option.

Allows you to adjust the accuracy of the Hole Filling option.

Eliminates any area of color that is smaller than this value. If you have some fine details in your bitmap image, they may be lost if this value is too high. If you don't want to lose any detail, you can eliminate noise in the bitmap image by using the Eraser tool. The minimum Noise Reduction value you can set is 1 pixel.

Eliminates any area of color that is smaller than this value. If you have some fine details in your bitmap image, they may be lost if this value is too high. If you don't want to lose any detail, you can eliminate noise in the bitmap image by using the Eraser tool. The minimum Noise Reduction value you can set is 1 pixel.

Eliminates any area of color that is smaller than this value. If you have some fine details in your bitmap image, they may be lost if this value is too high. If you don't want to lose any detail, you can eliminate noise in the bitmap image by using the Eraser tool. The minimum Noise Reduction value you can set is 1 pixel.

## **Centerline page (Trace Settings dialog box)**

This page allows you to choose custom tracing parameters for the Centerline method. This tracing method reduces all lines in the bitmap image to a thickness of 1 pixel.

Centerline is a good method to use with scanned engineering drawings. The source image must be black and white; if it is not, you can convert it using the Convert To Black And White command. The number of iterations (repetitions) determines the maximum number of times the program will reduce the lines in the bitmap image to try to find the center of the line.

For more information about the options included on this page, use the What's This? online Help tool.









Sets a value for node reduction. The higher the value, the fewer nodes on each object and the smoother the curves.

Eliminates any area of color that is smaller than this value. If you have some fine details in your bitmap image, they may be lost if this value is too high. If you don't want to lose any detail, you can eliminate noise in the bitmap image by using the Eraser tool. The minimum Noise Reduction value you can set is 1 pixel.

Eliminates any area of color that is smaller than this value. If you have some fine details in your bitmap image, they may be lost if this value is too high. If you don't want to lose any detail, you can eliminate noise in the bitmap image by using the Eraser tool. The minimum Noise Reduction value you can set is 1 pixel.

Eliminates any area of color that is smaller than this value. If you have some fine details in your bitmap image, they may be lost if this value is too high. If you don't want to lose any detail, you can eliminate noise in the bitmap image by using the Eraser tool. The minimum Noise Reduction value you can set is 1 pixel.

Sets the number of times the program will reduce the lines in the bitmap image to try to find the center of each line.

Sets the number of times the program will reduce the lines in the bitmap image to try to find the center of each line.

## Woodcut page (Trace Settings dialog box)

This page allows you to choose custom tracing parameters for the Woodcut method. This method traces the bitmap image with a series of parallel objects that have a fill but no outline.

The basic shape of each object is similar to a line, but the width at each point along the line changes depending on how light or dark the bitmap image is at that point. The darker the bitmap image, the thicker the object at that point.

You can set a threshold value that determines at what intensity level an object starts and ends. For example, if you choose a low threshold value, most of the bitmap image will be above that value and the resulting vector graphic will have longer, thicker objects and large areas of black. If you choose a high threshold value, most of the bitmap image will be below that value, and the resulting vector graphic will have shorter, thinner objects and more white space.

There are several options for performing a Woodcut trace. A color Woodcut uses an average of the colors in each object. A continuous cut joins objects along the same axis, and areas that fall below the threshold are drawn as thin lines. You can create objects with tapered ends or objects that are symmetric above and below the center line of the object. You can also invert the threshold value.

For more information about the options included on this page, use the What's This? online Help tool.









Sets a value for node reduction. The greater the value, the fewer nodes on each object and the smoother the curves.

Sets a value that determines the parts of the bitmap image to trace. A lower threshold value results in fewer areas being traced.

Sets a value that determines the parts of the bitmap image to trace. A lower threshold value results in fewer areas being traced.

Fills the vector objects with the average color from the corresponding area of the bitmap image.

Joins objects along the same center line and draws a thin line for the areas where the image intensity falls below the threshold value.

Creates tapered ends at each end of the objects.

Inverts the normal results of a Woodcut trace. Areas that would have been thicker become thinner, and vice-versa.

Produces objects that are symmetrical above and below the center line of the objects.

Selects the angle of the center line of the objects.

Selects the angle of the center line of the objects.

Selects the angle of the center line of the objects.

Selects the distance, in pixels, between the center line of each object. Sample width is the maximum width possible at any point in the object.

Selects the distance, in pixels, between the center line of each object. Sample width is the maximum width possible at any point in the object.

Selects the distance, in pixels, between the center line of each object. Sample width is the maximum width possible at any point in the object.

## **Sketch page (Trace Settings dialog box)**

This page allows you to choose custom tracing parameters for the Sketch method. This method produces a vector graphic that is made up of layers of thin lines that cross at different angles. The bitmap image can be color, but the resulting vector graphic will be black and white.

You can choose the number of layers to draw and the angle of the lines for each layer. You can also control how much of the image is traced by adjusting the Threshold setting. For example, if you set a low threshold value, then most of the bitmap image will be above that value and lines will cover more of the image. You can independently set the threshold value of each layer.

For more information on the options included in this dialog box, use the What's This? online Help tool.









Sets the spacing, in pixels, between each line. This value applies to all layers.

Sets the spacing, in pixels, between each line. This value applies to all layers.

Allows you to choose a cutoff point for an intensity value, which determines which parts of the bitmap image are traced.

Allows you to choose a cutoff point for an intensity value, which determines which parts of the bitmap image are traced.

Lists the number of layers of lines that will be drawn, and the angles at which the lines will be drawn.

Lists the number of layers of lines that will be drawn, and the angles at which the lines will be drawn.

Creates a new layer. You can double-click the layer name to change the assigned angle.

Deletes the selected layer.

## **Mosaic page (Trace Settings dialog box)**

This page allows you to choose custom tracing parameters for the Mosaic method. This tracing method uses a pattern of symmetrical objects to add a special effect to the vector graphic.

You can choose the number of tiles to use horizontally and vertically. As the number of tiles increases, the resemblance of the vector graphic to the bitmap image increases.

For more information about the options included on this page, use the What's This? online Help tool.









Sets rectangular objects as the basis for the tracing pattern.

Sets circular objects as the basis for the tracing pattern.

Sets diamond-shaped objects as the basis for the tracing pattern.

Sets the number of tiles that are drawn horizontally.

Sets the number of tiles that are drawn horizontally.

Sets the number of tiles that are drawn vertically.

Sets the number of tiles that are drawn vertically.

## **3D Mosaic page (Trace Settings dialog box)**

This page allows you to choose custom tracing parameters for the 3D Mosaic method. This tracing method uses a pattern of symmetrical objects to add a three-dimensional special effect to the vector graphic.

You can choose the number of tiles to use horizontally and vertically. As the number of tiles increases, the resemblance of the vector graphic to the bitmap image increases.

For more information about the options included on this page, use the What's This? online Help tool.









Uses pyramid-shaped objects as the basis for the tracing pattern.

Uses brick-shaped objects as the basis for the tracing pattern.

Creates a fanfold effect on the vector graphic.

Sets the number of tiles that are drawn horizontally.

Sets the number of tiles that are drawn horizontally.

Sets the number of tiles that are drawn vertically.

Sets the number of tiles that are drawn vertically.



## **Language page (OCR Settings dialog box)**

This page allows you to choose language options for performing Object Character Recognition (OCR). The Reject Character appears in the converted text in place of any characters Corel OCR-TRACE doesn't recognize at all. As the confidence percentage increases, more words are identified as suspect.

For more information about the options included on this page, use the What's This? online Help tool.

Selects the language Corel OCR-TRACE uses for converting characters and for spell checking.

Selects the language Corel OCR-TRACE uses for converting characters and for spell checking.

When enabled, checks the spelling of all of the words in the converted text.

Allows you to type a replacement character for all of the unrecognized characters in the converted text.

Allows you to type a replacement character for all of the unrecognized characters in the converted text.

Sets the level at which Corel OCR-TRACE decides if a character is suspect or certain.

Sets the level at which Corel OCR-TRACE decides if a character is suspect or certain.

Returns all settings on the Language page to the default settings.

## **Content page (OCR Settings dialog box)**

This page allows you to identify the contents of the bitmap image to be converted. This information prevents Corel OCR-TRACE from interpreting text as graphics and vice-versa.

For more information about the options included on this page, use the What's This? online Help tool.

Informs Corel OCR-TRACE that the area to convert contains multiple columns and/or graphic elements.

Informs Corel OCR-TRACE that the area to convert is single-column text.

Informs Corel OCR-TRACE that the area to convert is a table. Corel OCR-TRACE removes the lines from the bitmap image before it converts the text. If this button is not enabled and the lines of the table touch any of the text characters, some of those characters may be considered graphics and may be missing from the converted text.

Returns all of the settings on the Content page to the default settings.

## **Source page (OCR Settings dialog box)**

This page allows you to compensate for bitmap images that were scanned at an angle. You can also tell Corel OCR-TRACE if the characters in the image are from a fax or dot-matrix printer. Corel OCR-TRACE can then make the necessary adjustments to achieve a higher level of recognition accuracy.

For more information about the options included on this page, use the What's This? online Help tool.

Informs Corel OCR-TRACE that the bitmap image is from normal, dot-matrix, or fax-quality text. To ensure a good result you must choose the appropriate setting.

Informs Corel OCR-TRACE that the bitmap image is from normal, dot-matrix, or fax-quality text. To ensure a good result you must choose the appropriate setting.

When enabled, informs Corel OCR-TRACE that the bitmap image was scanned in portrait orientation, right side up.

When enabled, informs Corel OCR-TRACE that the bitmap image was scanned in portrait orientation, upside down.

When enabled, informs Corel OCR-TRACE that the bitmap image was scanned in landscape orientation, from left to right.

When enabled, informs Corel OCR-TRACE that the bitmap image was scanned in landscape orientation, from right to left.

When enabled, Corel OCR-TRACE automatically detects the orientation of the scanned bitmap image. If all of the pages of the document have the same orientation, it is faster to choose that specific orientation. However, if you're batch processing and you're not sure of the orientation of all of the pages, enable Auto Detect.

When enabled, instructs Corel OCR-TRACE to adjust a bitmap image that was scanned at an angle. Corel OCR-TRACE cannot convert characters if the bitmap image is not straight before the start of the Object Character Recognition (OCR) process.

Allows you to set the angle at which Corel OCR-TRACE will search to try to straighten the bitmap image. If you have an idea of the skew angle of the bitmap image, you can set the maximum angle to that value and the application will work faster. If the bitmap image is skewed to a greater angle than this setting, Corel OCR-TRACE won't be able to convert the text.

Allows you to set the angle at which Corel OCR-TRACE will search to try to straighten the bitmap image. If you have an idea of the skew angle of the bitmap image, you can set the maximum angle to that value and the application will work faster. If the bitmap image is skewed to a greater angle than this setting, Corel OCR-TRACE won't be able to convert the text.

Allows you to set the angle at which Corel OCR-TRACE will search to try to straighten the bitmap image. If you have an idea of the skew angle of the bitmap image, you can set the maximum angle to that value and the application will work faster. If the bitmap image is skewed to a greater angle than this setting, Corel OCR-TRACE won't be able to convert the text.

When enabled, rotates the bitmap image to portrait, right-side-up orientation to make verification easier. If you're batch processing, you may want to disable this check box because it will slow down the process if enabled.

Returns all of the settings on the Source page to the default settings.

## Formatting page

This page allows you to choose the aspects of the text formatting in the bitmap image that should be retained in the converted text.

The options available include: converting the columns into pages so that the converted text resembles the bitmap image; ignoring multiple columns but converting the font family and size and the indentation and alignment of each paragraph; and giving the converted text a default width and first-line indentation and substituting the chosen font and size for the entire document.

For more information about the options included on this page, use the What's This? online Help tool.

When enabled, retains the column, paragraph, and font formatting from the bitmap image.

When enabled, retains the paragraph and font formatting from the bitmap image.

When enabled, ignores all formatting information from the bitmap image and converts the text into a single column with default indentation and alignment settings.

Allows you to choose a typeface for the entire converted text when the Ignore Formatting button is enabled.

Allows you to choose a typeface for the entire converted text when the Ignore Formatting button is enabled.

Allows you to choose a font size for the entire converted text when the Ignore Formatting button is enabled.

Allows you to choose a font size for the entire converted text when the Ignore Formatting button is enabled.

Allows you to choose a font to use in the converted text for areas of the bitmap image that were recognized as serif characters with variable pitch.

Allows you to choose a font to use in the converted text for areas of the bitmap image that were recognized as serif characters with variable pitch.

Allows you to choose a font to use in the converted text for areas of the bitmap image that were recognized as sans-serif characters with variable pitch.

Allows you to choose a font to use in the converted text for areas of the bitmap image that were recognized as sans-serif characters with variable pitch.

Allows you to choose a font to use in the converted text for areas of the bitmap image that were recognized as serif characters with fixed pitch.

Allows you to choose a font to use in the converted text for areas of the bitmap image that were recognized as serif characters with fixed pitch.

Allows you to choose a font to use in the converted text for areas of the bitmap image that were recognized as sans-serif characters with fixed pitch.

Allows you to choose a font to use in the converted text for areas of the bitmap image that were recognized as sans-serif characters with fixed pitch.

Returns all of the settings on the Formatting page to the default settings.



## **General page (Options dialog box)**

This page allows you to set general options for Corel OCR-TRACE as well as options for templates and image editing. For more information about the options included on this page, use the What's This? online Help tool.

When enabled, automatically removes any existing vector graphics from the result area when you Perform Trace or Perform OCR-Trace on a bitmap image. When disabled, new vector graphics will be drawn on top of existing vector graphics unless you clear the result area by using the Clear All command.

When enabled, asks if you want to save the vector graphic before you clear it from the result area.

When enabled, automatically displays the Verification dialog box after you perform an Object Character Recognition (OCR) on a bitmap image.

When enabled, indicates that the active bitmap image is a read-only file. Any edits you make to a read-only file will not be saved.

When enabled, uses the same template for all of the pages of a multiple page document. If you create, load, or edit a template on any page of a multiple page document, the same template appears on all of the pages.

When enabled, uses a different template for only the first page of a multiple page document. All other pages use the same template.

When enabled, uses a different template for all of the pages of a multiple page document.

When enabled, specifies that Corel PHOTO-PAINT launches when you choose Advanced Editing.

When enabled, specifies that the default Windows image-editing application launches when you choose Advanced Editing.

## **Display page (Options dialog box)**

This page allows you to choose options for how vector graphics and converted text are displayed.

For more information about the options included on this page, use the What's This? online Help tool.

When enabled, the result area continually refreshes as the cursor moves over it. When disabled, Corel OCR-TRACE waits for the cursor to pause before it refreshes the result area.

When enabled, links the bitmap area and result area with regard to selected text. If you select text in the result area, the bitmap area scrolls to show the same highlighted text (and vice-versa).

When enabled, displays the color associated with each layer.

When enabled, displays a small thumbnail of each layer.

When enabled, displays a medium-size thumbnail of each layer.

When enabled, displays a large thumbnail of each layer.

Allows you to set the color for the Trace selection block.

Allows you to set the color for the Trace selection block.

Allows you to set the color for the Object Character Recognition (OCR) selection block.

Allows you to set the color for the Object Character Recognition (OCR) selection block.

Allows you to set the color for the selection handles when one or more selection blocks are selected.

Allows you to set the color for the selection handles when one or more selection blocks are selected.

Allows you to set the outline color of the vector graphic when it's displayed in Wire Frame mode.

Allows you to set the outline color of the vector graphic when it's displayed in Wire Frame mode.

Allows you to set the color for reject characters in the converted text.

Allows you to set the color for reject characters in the converted text.

Allows you to set the color for suspected characters in the converted text.

Allows you to set the color for suspected characters in the converted text.

Allows you to set the color used to highlight selected text in the bitmap area.

Allows you to set the color used to highlight selected text in the bitmap area.

## **Advanced page (Options dialog box)**

This page allows you to set a default threshold value for converting color bitmap images to black and white, and define how the scanner engine accesses data from the scanner.

For more information about the options included on this page, use the What's This? online Help tool.

Allows you to define how the scanner engine accesses data from the scanner. Memory mode is recommended for most jobs. If there are problems accessing the scan information, you can try either File or Buffered mode to see if they will correct the problem.

Allows you to define how the scanner engine accesses data from the scanner. Memory mode is recommended for most jobs. If there are problems accessing the scan information, you can try either File or Buffered mode to see if they will correct the problem.

Allows you to set a default threshold value for converting color bitmap images to black and white. Colors with brightness values larger than the threshold value will be converted to white; colors with smaller brightness values will be converted to black.

Allows you to set a default threshold value for converting color bitmap images to black and white. Colors with brightness values larger than the threshold value will be converted to white; colors with smaller brightness values will be converted to black.



Displays a list of the pages in the current document.

When enabled, the full path is included with the filenames in the list.

Opens the New Page dialog box in which you can select new pages to add to the current document. New pages are added to the end of the list.

Opens the New Page dialog box in which you can select new pages to add to the current document. New pages are added to the end of the list.

Removes the highlighted page(s) from the current document.

Removes the highlighted page(s) from the current document.



