

## **File menu**

Updates the changes you made in your CoreMEMO and reflects those changes in the CoreMEMO you inserted in your program.

Saves the current CoreMEMO's header text, body text, colors, fonts, and picture as the default settings - the settings that will be used each time you create CoreMEMO.

Opens the Print dialog box, which allows you to print your work, modify print options, and change the printer and its properties.

Opens the Print Preview dialog box, which allows you to see how your drawing will look before it is printed.

Opens the Print Setup dialog box which allows you to change the printer and printer properties.

Exits the main CoreMEMO window and returns to the program.

**Edit menu**

Reverses the action you just performed. If you can't undo an action, or if there are no actions to be undone, the Undo command appears as Can't Undo or is grayed out.

Removes the current selection and places it onto the Windows Clipboard. From the Clipboard, you can paste it in to another Windows application. The cut object remains on the Clipboard until you cut or copy another object onto the Clipboard. Only one object can be placed on the Clipboard at time.

Copies the current selection on to the Windows Clipboard. From the Clipboard, you can paste it in to another Windows application. The copied object remains on the Clipboard until you cut or copy another object onto the Clipboard. Only one object can be placed on the Clipboard at time.

Pastes the contents of the Windows Clipboard into your CoreMEMO. Objects are placed on to the Clipboard using either the Cut or Copy command, and remain there until you copy or cut another object, or end the current Windows session. Only one object can be placed on the Clipboard at time.

You can change the size of the Memo, and the size of the window that contains it. Each time you resize your CoreMEMO, you should resize the main CoreMEMO window.

You can change the picture that displays in the top-left corner of the Corel Memo. By default, bitmap of light bulb appears.

## Color menu

Opens the Header Text Color dialog box, which allows you to change the color of the text that appears in the header.

Opens the Body Text Color dialog box, which allows you to change the color of the body text.

Opens the Paper Text Color dialog box, which allows you to change the color of the paper.

## Font menu

Opens the Header Text Font dialog box, which allows you to change the font of the text that appears in the header.

Opens the Body Text Font dialog box, which allows you to change the font of the body text.

**View menu**

Displays or hides the Toolbar, which is group of buttons that provides quick access to series of commands. To find out the name of button in the toolbar, position the mouse over button. The small pop-up "bubbles" that appear are called Tooltips. If no check mark appears next to the command name, the Toolbar is hidden. If check mark is there, the Toolbar is displayed.

Displays or hides the Status Bar, which provides useful information about actions performed in CoreMEMO. If no check mark appears next to the command name, the Status Bar is hidden. If check mark is there, the Status Bar is displayed.

Resizes the main CoreMEMO window to fit the CoreMEMO's size.

Displays the current CoreMEMO as small picture in your program.

Changes CorelMEMO's units to inches.

Changes CorelMEMO's units to millimeters.

## Help menu

Displays the contents of the CoreMEMO Help system, which provides easy access to descriptions and procedures that will help you learn how to use CoreMEMO. Click the Contents tab to display conceptual and "how-to" information. Click the Index tab, to search by feature names, synonyms, and tasks. Click Find to perform full-text search of Help.

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Opens the About CoreMEMO window, which displays information about your copy of CoreMEMO.

Changes the cursor to the What's This? cursor. When you click component of the application with this cursor, context-sensitive Help topic about the object you clicked is displayed in pop-up window.



Displays the current picture used in the CoreMEMO.

Allows you to browse folders on your system for other bitmaps.

The header of your CoreMEMO.

The body of your CoreMEMO.

The frame of your CoreMEMO.

Displays pictures you can include in your CoreMEMO.

Allow you to move the CoreMEMO horizontally and/or vertically.

CoreMEMO is an electronic notepad that allows you to insert notes and bitmaps into any program that supports Object Linking and Embedding (OLE). Use CoreMEMO when you want to leave yourself a reminder, note a change in a document, or place a comment into a program.

In the top left-hand corner of the main CoreMEMO window, a picture is displayed. You can use the ones provided with CoreMEMO, or include your own bitmaps to customize your CoreMEMO.

Enlarges the window size to fit your screen.

Minimizes the size of the main CoreMEMO window to an icon.

Displays relevant information about actions performed in CorelMEMO, e.g., the current width and height.

Displays the title of your CoreMEMO and the application where you are currently working.

Allows you to cut, copy, paste, print, display program information, and access the online Help.

Restores the main CoreMEMO window to normal size.

Changes the position of the main CorelMEMO window.

Changes the size of the main CorelMEMO window.

Minimizes the size of the main CoreMEMO window to an icon.

Enlarges the window size to fit your screen.

Closes CoreMEMO.

Provides space for you to position your CoreMEMO toolbar.

The width of your current CoreMEMO.

Displays the current width of the CoreMEMO. Use the scroll bars to change the width or enter specific value.

The height of your current CoreMEMO.

Displays the current height of the CoreMEMO. Use the scroll bars to change the height or enter specific value.

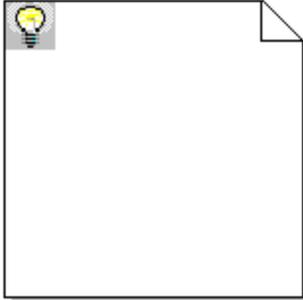


# CoreMEMO

# Introducing CoreMEMO



## Introducing CoreMEMO



CoreMEMO is an electronic notepad that allows you to insert notes and bitmaps into any program that supports Object Linking and Embedding (OLE). Use CoreMEMO when you want to leave yourself a reminder, note a change in a document, or place a comment into a program.

In the top left-hand corner of the main [CoreMEMO window](#), a picture is displayed. You can use the ones provided with CoreMEMO, or include your own bitmaps to customize your CoreMEMO.

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`{button ,AL('OVR CoreMEMO';,0,"Defaultoverview",,)} Related Topics`



## Inserting a CorelMEMO into your program

You can insert a CorelMEMO as an OLE object in CorelDRAW.

### To insert a CorelMEMO into your program

1. Click Edit, Insert New Object.
2. Choose Corel CorelMEMO 6.0 Object from the Object Type list box.
3. Click OK.
4. Type the text you want to appear in the menu.
5. Click File, Update Graphic.
6. Click File, Exit And Return To Graphic.

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`{button ,AL("PRC Introducing CorelMEMO";',0,"Defaultoverview",)} Related Topics`



## Editing your CoreMEMO

You can add, delete, or modify information contained within your CoreMEMO at any time.

### To edit your CoreMEMO

1. Double-click the CoreMEMO to open the main [CoreMEMO window](#).
2. Make any changes to your CoreMEMO.
3. Click OK.
4. Click File, Update Graphic.
5. Click File, Exit And Return To Graphic.



### Note

- To save the current CoreMEMO's settings as your default CoreMEMO, click File, Save As Default Settings. Then click File, Exit And Return To Graphic. The next time you insert a CoreMEMO into an application, the CoreMEMO settings (text attributes, colors used, and window size), will appear as you have specified.

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`{button ,AL('PRC Introducing CoreMEMO';,0,"Defaultoverview",)}` [Related Topics](#)

## Customizing your CoreMEMO



## Customizing your CoreMEMO

CoreMEMO has a number of customization features that let you change the appearance and behaviour of your CoreMEMO. You can change the units displayed, resize the CoreMEMO windows, change the picture displayed in your CoreMEMO, and change the color and font of the text used in CoreMEMO.

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



## Changing the units in your CoreMEMO

You can change the unit of measurement that appears in your CoreMEMO.

### To change the units in your CoreMEMO

1. Double-click the CoreMEMO to open the main [CoreMEMO window](#).
2. Click View, Units.
3. Choose either inches or millimeters from the submenu that appears.



### Notes

- The CoreMEMO will automatically reflect the new units of measure in the main CoreMEMO window.
- You can change the units of measurement for your CoreMEMO by right-clicking the picture, clicking Units, then clicking inches or millimeters.

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`{button ,AL("PRC Customizing your CoreMEMO";,0,"Defaultoverview",)}` [Related Topics](#)



## Resizing your CoreMEMO

You can change the size of the Memo, and the size of the window that contains it. Each time you resize your CoreMEMO, you should resize the main CoreMEMO window.

### To resize your CoreMEMO

1. Double-click the CoreMEMO to open the main [CoreMEMO window](#).
2. Click Edit, CoreMEMO Size.
3. Type a value in the Width box.
4. Type a value in the Height box.
5. Click File, Update Graphic.
6. Click File, Exit And Return To Graphic.

### To resize the Main CoreMEMO window

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click View, Adjust Window.
3. Follow steps 5 and 6 from the above procedure.



#### Tip

- You can also resize your CoreMEMO by right-clicking the picture, then clicking CoreMEMO Size, or by using the sizing handles.

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{button ,AL('PRC Customizing your CoreMEMO';,0,"Defaultoverview",)} [Related Topics](#)



## Changing the picture in your CoreMEMO

You can change the picture that displays in the top-left corner of the Corel Memo. By default, a bitmap of a light bulb appears.

### To change the picture in your CoreMEMO

1. Double click the CoreMEMO to open the main [CoreMEMO window](#).
2. Click Edit, CoreMEMO Picture.
3. Choose a picture from the dialog box.
4. Click OK.
5. Click File, Update Graphic.
6. Click File, Exit And Return To Graphic.



### Tips

- You can also change the picture in your CoreMEMO by right-clicking the picture, then clicking CoreMEMO Picture.
- Use the browse key to locate bitmaps in different directories.

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



## Changing color in CoreMEMO

You can change the paper color, as well as the color of the text both in the heading and the body of the CoreMEMO.

### To change the header text color

1. Double-click the CoreMEMO to open the main [CoreMEMO window](#).
2. Click Color, Header Text.
3. Click a color from the Color Palette that appears.
4. Click OK.
5. Click File, Update Graphic.
6. Click File, Exit And Return To Graphic.

### To change the body text color

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click Color, Body Text.
3. Follow steps 3 to 6 from the above procedure.

### To change the paper color

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click Color, Paper.
3. Follow steps 3 to 6 from the "To change the header text color" procedure.



### Tips

- To see a change in the body text color, you must have text in the body of the CoreMEMO. Similarly, to see a change in header text color, you must have text in the CoreMEMO header.
- When pasting text into the header of CoreMEMO, the text assumes the header's text attributes.

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{button ,AL("PRC Customizing your CoreMEMO";,0,"Defaultoverview",)} [Related Topics](#)



## Changing the font used in CoreMEMO

You can change the font for the text in both the heading and the body of the CoreMEMO.

### To change the header text font

1. Double click the CoreMEMO to open the main [CoreMEMO window](#).
2. Click Font, Header Text.
3. Choose a font, style, and size from the Header Text Font dialog box.
4. Click OK.
5. Click File, Update Graphic.
6. Click File, Exit And Return To Graphic.

### To change the body text font

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click Font, Body Text.
3. Choose a font, style and size from the Body Text Font dialog box.
4. Follow steps 4 to 6 from the above procedure.

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`{button ,AL("PRC Customizing your CoreMEMO";,0,"Defaultoverview",)}` [Related Topics](#)



## Saving your CoreMEMO as a default

Once you have made changes to the current CoreMEMO's settings such as its colors, fonts, and picture, you can save these settings as the default settings. This means that each new CoreMEMO you create will use these settings.

### To save your CoreMEMO as a default

1. Click File, Save as Default Settings.
2. Click File, Exit And Return To Graphic.

#### **Note**

- This saves your current CoreMEMO as your default CoreMEMO. Each time you insert a new CoreMEMO, the default CoreMEMO appears in the main [CoreMEMO window](#).

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`{button ,AL("PRC Customizing your CoreMEMO";,0,"Defaultoverview",)}` [Related Topics](#)

## **Printing in CoreMEMO**



## Printing in CoreMEMO

You can print the information you have entered in your CoreMEMO. Before you print, you will need to set up a printer and preview the CoreMEMO to ensure that it appears exactly the way that you want it to print.

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`{button ,AL('OVR CoreMEMO;',0,"Defaultoverview",,)} Related Topics`



## Printing your CorelMEMO

You can print an entire drawing, a range of pages, a single page, selected objects only, or selected layers only.

### To set up a printer from CorelMEMO

1. Double-click the CorelMEMO to open the main CorelMEMO window.
2. Click File, Print Setup.
3. Choose a printing device from the Print Setup dialog box.
4. Choose a paper size from the Size box.
5. Choose a paper source from the Source box.
6. Click either the Portrait or Landscape button to set paper orientation.

### To preview a CorelMEMO before printing

1. Double-click the CorelMEMO to open the main CorelMEMO window.
2. Click File, Print Preview.
3. View each page using the viewing features in the Preview window.
4. If you are satisfied with the preview, click Print.

### To print your CorelMEMO

1. Double-click the CorelMEMO to open the main CorelMEMO window.
2. Click File, Print.
3. Choose a printing device from the Name list box.

#### **Note**

- If you click the Properties button, a Windows dialog box opens where you can set advanced options for your printer. See your Windows documentation for more information.

**CoreMEMO**



Main CoreMEMO Window

