CorelMOSAIC Help Contents

Help topics for CorelMOSAIC are divided into four categories represented by the icons below.

To select a category with the mouse, point to its icon then click. With the keyboard, press Tab to highlight the category you want then press ENTER. For more information on using Help, choose the Using Help icon or press F1. To return to this screen, select the Contents button at the top of the Help window.

Restore command (Control menu)

Returns the active window to the size and location it had before you chose the Minimize or the Maximize commands from the Control menu.

You can also restore a window by clicking on its Restore button.

- This command will not affect a window moved or resized with the Move or Size commands in the Control menu.

Move command (Control menu)

Allows you to move the active window with the Direction keys on the keyboard.

- This command is unavailable if the window is maximized.
- You can also use this command to move Application icons and dialog boxes that have a Control menu.

Size command (Control menu)

Allows you to resize the active window with the Direction keys on the keyboard.

- This command is unavailable if the window is maximized.

Minimize command (Control menu)

Shrinks the active windows to a small icon at the bottom of the screen.

- Using the Minimize command in the Control menu is equivalent to clicking on the Minimize button with the mouse.
- You can use the Restore command in the Control menu to restore the minimized window to its former size.

Maximize command (Control menu)

Expands the active window to fill the entire screen.

- Using the Maximize command in the Control menu is equivalent to clicking on the Maximize button with the mouse.
- You can choose the Restore command in Control menu or click on the Restore button to return the window to its former size.

Close command (Control menu)

Closes the active window or dialog box. If you have made changes to the current drawing, a dialog box appears asking you whether you want to save the drawing.

- Closing Mosaic is the same as choosing Exit from the File menu.
- Double-clicking on the Control Menu box is equivalent to choosing the Close command.

Switch To command (Control menu)

Opens the Task List which lists all the applications currently running on your system.

Dialog Box Options

Switch To
Opens the selected application.

End Task
Closes the selected application.

Cancel
Closes the Task List.

Cascade
Overlaps all open applications so that their Title bars are visible.

Tile
Sizes all open applications to fit on the screen.

Arrange Icons
Arranges the icons of all minimized applications evenly across the bottom of the screen.

New Catalog/Library command (File menu)

Creates a new catalog or library master file for storing thumbnails of associated files or for archiving files. If you select catalog, the master file will contain thumbnails but not the actual files. If you select library, the master file will contain archived versions of the original files. As a general rule, when you wish to create a new library, ensure that there is free space available on your system equal to the total size of all the files you want to archive. (See Disk Space Requirements for Library files.)

Dialog Box Options

File Name

Displays a list of all library or catalog names in the current directory. Libraries have a CLB extension after their filename, catalog have a CLC extension.

Directories

Displays a list of directories where you can place your new library or catalog. Double-clicking on a directory will select it, display all related subdirectories, and list all library names in the **File Name** box.

List files of Type

Displays the two file formats available for selection, Corel Catalog File or Corel Library File. Choose the format according to the master file you wish to create.

Drives

Lists the drives you can choose from. Click on the arrow to the right of the **Drives** box to view the range of options.

Description

Allows you to add a user-definable text string to a catalog.

Open Catalog/Library (File menu)

Opens an existing catalog or library master file and displays the thumbnails of each file organized within.

Dialog Box Options

File Name

Displays a list of all catalogs or libraries in the current directory. Double-click on a library or catalog name and all thumbnails for the files within the library or catalog will be displayed in the file display screen.

Directories

Displays a list of directories for selecting catalogs and libraries. Click on a directory, select the catalog or library you wish to open, choose OK, and the thumbnails of the library or catalog will be shown in the file display screen.

Double-click on a directory to display the related subdirectories and to list all file names of a given format in the **File Name** box.

List Files of Type

Displays the two file formats available for selection, Corel Catalog File or Corel Library File. Choose the format according to the master file you wish to open.

Drives

Lists the drives available for selection.

Find >>

Searches a catalog or library for files that contain specific keywords (indexing terms) and displays their thumbnail images in the file display screen. See Keyword Search Dialog box.

Disk Space Requirements for Library files

When you create a new library, CorelMOSAIC does not tamper with your original files. As you add files to the library, CorelMOSAIC is making an archived copy of each. This means you must temporarily reserve additional space on your hard drive for the library. Once the library has been created, and you have checked to ensure all files were successfully archived, you may delete the original files.

Whenever you update a library file in CorelMOSAIC by adding or deleting a file, the program makes copies of your original library files and then uses these copies for the updates you request. Once the updates are complete, the updated files overwrite your original library files to complete the process.

If an error (for example, a bad disk sector error) should occur in this final stage, your original library files may only be partially overwritten and thereby rendered useless. This is rare, but it can happen. If it does, you can use the updated copies located in the directory you specified. (NOTE: If insufficient space exists in this directory, CorelMOSAIC will create the updated copies either on your TEMP drive or in your Windows directory.)

The copies will have the same names as the original but with .~LB extensions. So that CorelMOSAIC will recognize the files as library files, you'll need to change the extensions to CLB.

Using a RAM drive as your TEMP drive

If you're using a RAM drive as your TEMP drive any files--including library files CorelMOSAIC creates--will disappear when you turn your computer off or if you're forced to reboot.

If you are building large libraries, this is a good reason not to use RAM for your TEMP drive. Instead, assign it a directory on one of your physical drives that has at least several megabytes of free space available. You'll also have to change the appropriate entry in your AUTOEXEC.BAT file to let your system know exactly where your TEMP drive is.

Creating a library while running MS-DOS 6

If you want to save space on your hard drive, it is important to note that files archived using MS-DOS 6 compression will not be further compressed when placed in a library.

View Directory command (File menu)

Allows you to select a directory containing graphics files for viewing in the file display screen. You can also search for specific files by keywords and choose the order (by name or date) the images will be displayed in.

To help you select files, thumbnails of your graphics files will be displayed in the file display screen. If the file is not a graphic file, but is a file type recognized by CorelMOSAIC, the icon representing the program it was created in will be displayed. If a directory contains files in unrecognized formats you will see a symbol instead of a thumbnail or program icon.

indicates that the file is in a format that CorelMOSAIC does not recognize. If CorelDRAW supports the format, you can still import, export and print the file via CorelDRAW.

Dialog Box Options

File Name

Displays a list of all files of a particular file format in the current directory which can be chosen in the **List Files of Type** box.

Directories

Displays a list of directories for selecting graphics files for viewing. Click on a directory, choose OK, and all files of a given format within that directory will be shown in the file display screen.

Double-click on a directory to display the related subdirectories and to list all file names of a given format in the **File Name** box.

List Files of Type

Lists all the file formats available for selection. Click on the arrow button to view the range of file types.

Drives

Lists the drives available for selection.

Options >>

Sort by	Displays the options for organizing your thumbnails in the file display screen. You can sort by file name or file date.
Subdirectories	When selected, CorelMOSAIC searches the current directory and all directories below it for graphics files of a specified file format. Choose the subdirectories option, click on a directory in the Directories box, and click on a file type in the List Files of Type box. Click on OK, and all files within the directory and any subdirectories beneath it of a chosen file format will be shown in the display screen.
Preview	When enabled, shows a thumbnail image of the graphics file highlighted in the **File Name** box.
Keywords	Displays the indexing terms associated with a selected CorelDRAW file.
Notes	Displays the annotations associated with a selected CorelDRAW file.
Fonts	Displays the names of the fonts used in a selected CorelDRAW file.
Find	Searches a directory for CorelDRAW files that contain specific keywords (indexing terms) and displays their thumbnail images in the file display screen. See Keyword Search Dialog box.

Tip

If you are viewing a directory containing a large number of files, clicking on the window as

the files are being loaded will halt the display. When you are ready to see the rest of the files, hitting the ESC key will continue the display.

Delete Catalog/Library command

Allows you to delete a catalog or library you have created.

NOTE: CorelMOSAIC displays a confirmation dialog box before deleting the selected file(s). You can choose not to have this dialog box appear, by choosing Preferences from the File menu and clearing the **Confirm on File Deletion** check box.

Dialog Box Options

File Name

Displays a list of all libraries or catalogs in the current directory.

Directories

Displays a list of directories for selecting libraries or catalogs for deleting. Click on a directory, choose OK, and all files of a given format within that directory will be shown in the file display screen.

Double-click on a directory to display the related subdirectories and to list all file names of a given format in the **File Name** box.

List Files of Type

Lists the two choices of file formats available for selection (.CLB for Library files, .CLC for Catalog files.)

Drives

Lists the drives available for selection.

Keyword Search dialog box

Locates CorelDRAW files that contain specified keywords and displays their thumbnails on the file display screen. To locate files by keywords, select a directory, catalog or library, click on the **Find** button, and enter the keywords to use in your search for files. When you have entered your keywords, click on the **Start Search** button. CorelMOSAIC will then display the CorelDRAW files containing those keywords in the display screen.

NOTE: To increase the number of directories CorelMOSAIC searches through, click on the subdirectories option before selecting this command. All directories below the selected one will also be searched for files containing the keywords.

Dialog Box Options

Search Criteria

Type up to four keywords (one per box) to use in the search and link each with either an AND or OR command. The AND command will cause CorelMOSAIC to display only those files that contain all the specified keywords. The OR command will cause all files containing any of the keywords to appear on the file display screen.

Start Search

When selected, CorelMOSAIC will begin to search for files containing the specified keywords within the directory. Once found, their thumbnails will be displayed in the file display screen.

Print Thumbnails command (File menu)

Prints pages of thumbnail images from within CorelMOSAIC. Use the Page Setup command to select formatting options for the pages.

To print the thumbnails for every file in the window you are viewing, choose Print Thumbnails from the File menu with either all files selected, or no files selected. (If you have no files selected, CorelMOSAIC will assume you want to print all the thumbnails).

To print your choice of thumbnails, select the thumbnails you want to print, then choose Print Thumbnails from the File menu. (Please note that the Selected button within the Print dialog is automatically enabled when you select thumbnails in the window you are viewing).

NOTE: If you are using the Windows Print Manager, make sure you have enough free disk space to store the print file that will be created. You can check the status of your Temp directory by viewing the CorelMOSAIC About Box.

Print Setup command (File menu)

Use this command to select the printer and printer options you want to use to print your drawing.

Dialog Box Options

Printer

Selects the default printer or a printer listed in the box under **Specific Printer**. Only installed printers appear in the list. You install printers through the Windows Control Panel.

Orientation

Selects the orientation of the printer page.

Paper

Selects the paper size and source. Click on the arrows on the right of the **Size** and **Source** boxes to see a list of options you can choose.

Options

Displays a dialog box where you can choose default options for the printer you select. For more information, choose the **Help** button after you choose the **Options** button.

Page Setup command (File menu)

Displays a dialog box containing options for formatting page titles and file labels for your printed thumbnails.

Dialog Box Options

Page Title Alignment

Lists the types of justification (left, right, center) that can be chosen for your page titles.

Directory, Library or Catalog name

Prints the directory, library or catalog name as part of the page title information.

File types

Prints a list of the file types contained in the current directory, library or catalog as part of the page title information.

Page numbers
Prints the page number as part of the page title information.

Catalog Description
Prints the text assigned as catalog or library descriptionas part of the page title information.

Custom text
Prints a string of user definable text as part of the title information.

Font
Indicates which font is currently selected and displays a dialog box for changing the appearance of page titles. See Font Dialog Box.

File Labels

Print file name

Prints the name of the file under each thumbnail image. To add the extension, click on the **Include Extension** box below this option.

Number of keywords to print

Prints the number of keywords you specify below each thumbnail.

Font

Indicates which font is currently selected and displays a dialog box for changing the appearance of your labels. See Font Dialog Box.

Draw frame around page

Puts a frame around each thumbnail image on the page.

Draw frame around thumbnail

Puts a frame around each page of thumbnail images.

Font dialog box

Sets the print style of the titles and labels on the pages of thumbnails.

Dialog Box Options

Font

Lists the different fonts you can choose for your titles. Click on the arrow button to view the range of options or type in a selection,

Font Style

Lists type style options such as bold and italic that can be applied to your titles.

Size

Lists the font sizes in points that can be chosen.

Effects

Strikeout prints a line behind all titles.

Underline prints a line under all titles.

Color

Lists the colors that can be applied to your page titles. Click on the arrow button to view the selection of colors available.

Sample

Displays a sample of text using the selected font attributes. Immediately below the sample is a short description of the type of font displayed.

Preferences command (File menu)

Sets the display format and size of thumbnail images. You can also select operational features, such as confirming the deletion of files, within this dialog box.

Dialog Box Options

Thumbnail Size

Portrait Automatically sizes thumbnails taller than wide (133 pixels by 100 pixels).

Landscape Automatically sizes thumbnails wider than tall (100 pixels by 75 pixels).

Square Automatically sizes thumbnails with equal height and width (100 pixels by 100 pixels).

Custom Allows you to define a precise height and width for your thumbnails, as well as the pad height and pad width between thumbnails. Thumbnail sizes can be no less than 50 pixels and no greater than 300 pixels.

Once you have selected a size for your thumbnails, the CorelMOSAIC will indicate how the thumbnails will print on each page and the printer currently selected.

Confirm on

File Deletion When selected, CorelMOSAIC will display a dialog box asking you to confirm the deletion of files within directories, catalogs and libraries.

File Replace When selected, CorelMOSAIC will display a dialog box asking you to confirm the replacing of files within directories, catalogs and libraries.

File Copy or Move When selected, CorelMOSAIC will display a dialog box asking you to confirm the copying or moving of files within directories, catalogs and libraries.

Page Color

Allows you to change the display color of the background screen. Click on any color in the palette. The Define Custom Color option is not operational within CorelMOSAIC.

Text Mode Display

When enabled (a check mark in the box), CorelMOSAIC displays file information (file name, size, date and time of last modification and location), in place of thumbnails.

Font

Displays a dialog box for changing the appearance of thumbnail labels within the file display screen. See Font Dialog Box.

Font dialog box

Sets the display style of thumbnail labels on the file display screen.

Dialog Box Options

Font

Lists the different fonts you can choose for your labels. Click on the arrow button to view the range of fonts available, or type in a selection.

Font Style

Lists type style options such as bold and italic that can be applied to the labels.

Size

Lists the font sizes in points that can be chosen.

Effects

Strikeout prints a line behind all titles.

Underline prints a line under all titles.

Color

Displays a list of colors that can be applied to your thumbnail labels.

Sample

Displays a sample of text using the selected font attributes. Immediately below the sample is a short description of the type of font displayed.

Exit command (File menu)

Closes CorelMOSAIC and returns to Windows. If you use the Exit command in the CorelDRAW mode, CorelMOSAIC will close and you will return to the CorelDRAW interface.

Select by Keyword command (Edit menu)

Allows you to select specific CorelDRAW files within the display screen by entering keywords that are associated with each graphics file. After you enter the keywords to use in the search, CorelMOSAIC will highlight the files in the display screen that contain the specified terms.

Dialog Box Options

Search Criteria

Type up to four keywords (one per box) to use in the search and choose either the AND or the OR command. The AND command will cause CorelMOSAIC to select only those files that contain all the selected terms. The OR command will cause all files containing any of the chosen terms to be selected in the file display screen.

Start Search

Begins searching for files containing the specified keywords within the selected directory (or directories). Once found, the file thumbnails will be highlighted in the file display screen.

Select All command (Edit menu)

Selects all thumbnails in the file display screen simultaneously.

Clear All command (Edit menu)

Deselects any selected thumbnails in the file display screen.

Insert Files command (Edit menu)

Inserts selected thumbnails (files) into a catalog or library of your choice.

Dialog Box Options

File Name

Displays a list of all files of a particular file format in the current directory. The file format is chosen from the **List Files of Type** box.

Directories

Displays a list of directories for selecting the catalog or library where you want to insert your files. Select the directory containing the catalog or library you want, select the specific file from the **File Name** box, choose OK, and the files will be added to the library or catalog.

Double-click on a directory to display the related subdirectories and to list all file names of a given format in the **File Name** box.

List Files of Type

Lists the file formats available for selection. CLB for library files and CLC for catalog files.

Drives

Lists the drives available for selection.

Shortcut

You can copy a new file to a catalog or library by clicking on the file in a directory and dragging it into the catalog or library of your choice. If you hold down the Shift key while dragging the file, it will be moved instead of copied.

Please note: A file can not be moved into a catalog because a catalog does not contain files, only thumbnails.

Expand Files command (Edit menu)

Unarchives a selected file from a library and places it in the directory of your choice. Files within a library can not be edited until they have been expanded. You may expand multiple files by selecting a number of thumbnails before choosing Expand from the Edit menu but all expanded files will be placed in a single directory. Since catalogs contain only thumbnails and a pointer describing the location of the original file, you can not expand a library file into a catalog.

Dialog Box Options

File Name

Displays a list of all files of a particular file format in the current directory. The file format is chosen from the **List Files of Type** box. The name of the file you have chosen to expand is highlighted here, giving you the option of changing the file name as you expand the file into a new directory.

Directories

Displays a list of directories for expanding your file. Select the directory you want to expand your file into, choose OK, and the file will be automatically expanded into the selected directory.

Double-click on a directory to display the related subdirectories and to list all file names of a given format in the **File Name** box.

List Files of Type

Lists all the file formats available for selection. Click on the arrow button to view the range of file types.

Drives

Lists the drives available for selection.

Confirm file copy dialog box

Displayed when you drag a file from one directory and drop it into another.

You can choose not to have this dialog box appear, by selecting Preferences from the File menu and clearing the **Confirm on File Copy or Move** check box.

Update Catalog command (Edit menu)

Updates thumbnails and file information to reflect changes made to files within a catalog.

Dialog Box Options

Delete files from catalog that no longer exist

Checks path information, confirms files which no longer exist and deletes the appropriate thumbnails from the catalog.

Update information for files in the catalog

Updates all file information for thumbnails in the catalog.

Add Files

Displays the view directory dialog box and allows you to select all files in a directory for inclusion in the catalog.

Edit command (Edit menu)

Opens a file into the Corel application associated with that file format. If there is no Corel application associated with a particular format, CorelMOSAIC uses the associations specified in the Windows Registration Database to allow you to edit files without closing CorelMOSAIC.

NOTE: CorelMOSAIC associates all files with a .DOC extension with Microsoft Word.

Shortcut

Double-clicking on a thumbnail in the file display screen will also open a file in an appropriate application.

Import into CorelDRAW command (Edit menu)

Loads graphics files from CorelMOSAIC into CorelDRAW. You can import files into an existing drawing or a new drawing window.

NOTE: Unless you specified differently with the Convert Image command, Photo CD images are imported in Windows BMP format at 768x512 pixels.

Convert from CorelDRAW command (Edit menu)

Opens CorelDRAW and allows you to specify a new file format for your file. If you choose a file with a format other than CorelDRAW (CDR), the file will be imported into CorelDRAW where you can then export it to a new format.

NOTE: In a multi-page document only objects on the currently displayed page (or facing pages if View Facing Pages is enabled) will be exported.

Dialog Box Options

File Name
Proposes a name for the export file (the same name as the drawing). Either accept it, or type n your own. The file extension corresponds to the Export file format selected from the **List Files of Type** box.

Directories
Select the directory in which the file you want to export is stored.

Drives
Select the drive in which the file you want to export is stored.

List Files of Type
Use to select the type of file you want to export.

About...
Displays the developer and version number of the filter used to export the selected file type.

Selected Only
Exports only those objects in the drawing that are currently selected.

OK
Exports the file, or displays another dialog box for the specific filter you are using.

Delete command (Edit menu)

Deletes one or more files from the selected directory, catalog or library.

NOTE: CorelMOSAIC displays a confirmation dialog box before deleting the selected file(s). You can choose not to have this dialog box appear, by choosing Preferences from the File menu and clearing the **Confirm on File Deletion** check box.

Dialog Box Options

Delete File

Shows the name of the currently selected file.

Yes

Deletes the currently selected file. If you selected more than one file, CorelMOSAIC will prompt you to confirm each deletion.

Yes to all

Deletes all the selected files without prompting you to confirm each deletion.

No

Skips the currently selected file.

Extract Text command (Edit menu)

Copies and saves text within CorelDRAW files in ASCII format, so that you can edit the text without having to edit the drawing. This is particularly useful for larger bodies of text. Text from your CorelDRAW file is placed in a text file (TXT) with the same name as your graphic file. Once the text has been extracted, you can edit the text files using a word processor such as Notepad, then use the Merge-back text function to recombine the text and graphic image. In CorelMOSAIC, you can run single or batch (multiple) extractions.

Merge-Back Text command (Edit menu)

Updates CorelDRAW files with text revisions after an Extract text operation has been performed.

Keywords command (Edit menu)

Allows you to add or delete keywords associated with CorelDRAW files. These keywords are stored with the drawing and are used to locate images with the Select by Keyword command.

You can change the keywords on one or more graphics files by selecting the CorelDRAW thumbnails in the file display screen, choosing the Keywords command in the Edit menu, and using the **Next** or **Previous** buttons to step through the different files.

NOTE: You can not add or delete keywords associated with files that have been compressed into libraries unless you first unarchive the files.

Dialog Box Options

New Keyword

Box for entering a new keyword that you would like associated with a graphics file.

Current Keyword

Lists all keywords associated with the selected file.

Add

Stores a keyword with the selected graphics file. Type a keyword in the **New Keyword** box and click on the **Add** button. The new term will appear in the **Current Keywords** box.

Delete

Eliminates a keyword associated with a graphics file. Click on a keyword in the **Current Keywords** box that you would like to eliminate and click on the **Delete** button.

Update All Selected Files

When chosen, makes changes to the keywords of all selected files simultaneously.

Edit Description (Edit menu)

Allows you to edit the text string you assigned to your catalog when it was created. This description can be up to 128 characters, and can be printed with your thumbnails.

You may only edit the catalog description when you have the catalog open.

Get Info command (Edit menu)

Displays a program icon, a thumbnail, or a large representation of a bitmapped file, as well as relevant file information. You can get information on one or more files by selecting the thumbnails, choosing the Get Info command, and stepping through the file information boxes using the **Previous**, **Next** or **Cycle** buttons.

Shortcut

You can open the File Information box for a single file by double-clicking on the thumbnail using the secondary mouse button.

The following items are shown in the File Information box:

- Name of the file
- Path: drive and directory
- Date and time of last modification
- Size: width and height (in pixels) of thumbnails
- Colors: color resolution of the thumbnail image (i.e. 8 bits = 256 colors)
- Graphics file size in bytes
- Bitmap image of the selected file
- Keywords associated with the file (CorelDRAW files only)
- Notes associated with the file (CorelDRAW files only)
- Fonts used in the file (CorelDRAW files only)

View Kodak Photo CD command (Photo CD menu)

Allows you to view thumbnails of images stored on a Photo CD disk. When you choose the command, CorelMOSAIC automatically checks your system for a CD-ROM drive and asks you to select the appropriate drive letter for the Photo CD containing the images.

Once displayed, you can select the images and use the Convert Image command to convert them to other file formats. You can also use the Print commands in the File menu to print the images or their thumbnails.

Dialog Box Options

Drive

Lists all the drives available to you, including network drives. By default, CorelMOSAIC selects the drive corresponding to your CD-ROM. Click on the arrow to the right of the **Drives** box to view the list of drive letters.

Convert Images command (Photo CD menu)

Displays a dialog box where you can select a format and size for converting Photo CD images. Once you've made your selections, choosing OK will display another dialog box so that you can specify where you want the converted files stored.

Dialog Box Options

File Name

Displays a list of all files of a particular file format in the current directory. The name of the file you have chosen to convert is highlighted here, giving you the option of changing the file name as you convert the file to a new format.

Directories

Displays a list of directories for placing your new file. Select the directory where you want the converted file, choose OK, and the file will be automatically converted and placed into the selected directory.

Double-click on a directory to display the related subdirectories and to list all file names of a given format in the **File Name** box.

List Files of Type

Lists all the file formats available for selection. Click on the arrow button to view the range of file types. The choice of formats includes three bitmap formats (BMP, PCX and TIFF) and EPS, a vector format that page layout programs such a Ventura Publisher and Aldus PageMaker support.

Drives

Lists the drives available for selection.

Color Depth

Lists the color choices available for selection. You may choose to convert your bitmap image to gray scale, black and white, 256 color or 24 bit color.

File Resolution

Lists the resolutions available for selection. You may choose to convert your bitmap image to wallet (128 x 192 pixels), snapshot (256 x 384), standard (512 x 768), large (1024 x 1536), or poster (2048 x 3072) resolution.

NOTE: The amount of disk space required to store the image increases with the image size. Choosing the largest size, for example, produces a file that's roughly 18 megabytes in size. The time required to export the file also increases with image size.

Shortcut

Double-clicking on a thumbnail exports the image and then opens it in CorelPHOTO-PAINT. Note, unless you specified differently with this command, the image will be exported in Windows BMP format at 768x512 pixels.

Cascade command (Window menu)

Allows you to arrange open directory and library windows atop one another with each title bar showing.

Tile Horizontally command (Window menu)

Allows you to arrange open library and directory windows side by side in rows so each is visible. The size of the windows will vary according to the number open.

Tile Vertically command (Window menu)

Allows you to arrange open library and directory windows side by side in columns so each is visible. The size of the windows will vary according to the number open.

Arrange Icons command (Window menu)

Allows you to arrange minimized window icons in a row.

1, 2, 3... (Window menu)

Lists the windows currently open on the file display screen.

Contents command (Help menu)

Displays the opening CorelMOSAIC Help screen. From this screen, you can choose the type of Help you want. When you are in Help, clicking on the Contents button takes you back to the opening screen.

Shortcut

- Pressing F1 displays the CorelMOSAIC Help Contents or a Help topic on an open dialog box.
- Pressing SHIFT+F1 then clicking on an active (undimmed) command displays a Help topic on that command.

How to use Help command (Help menu)

Displays topics which explain how to use the online Help system. You can access the same information from the Help window by choosing the **Using Help** button or pressing F1.

Search for Help On command (Help menu)

Displays the Help Search dialog box where you can enter keywords to search for and go to a specific Help topic. The Search dialog box can also be opened by choosing the **Search** button from the Help window.

About CorelMOSAIC command (Help menu)

Displays a dialog box with information about which version of CorelMOSAIC you are running.

Archiving

The creation of compressed copies of your graphics files into library files. The creation of these compressed files does not affect your original graphics files but once your files are successfully archived, you may delete the original files to save space on your hard drive. Unarchiving is the process of expanding or decompressing files from a library.

ASCII

An acronym for the American Standard Code for Information Interchange, which is a standard code for representing characters and non-printable control codes such as carriage returns and page breaks.

Bitmap

An image composed of a series of dots (pixels). Paint programs such as Corel PHOTO-PAINT generate this type of image. CorelDRAW creates small bitmapped representations of its vector-based graphics for use in file management utilities such as CorelMOSAIC.

Calibration bar

Strips of color printed with an illustration. Used as a reference for calibrating a monitor to display colors as they appear in printed output.

Catalog

A master file which stores thumbnails of your files, along with keywords and pointers indicating the location of your files. A catalog does not contain the actual files.

Color separation

The process of separating colors in an image into the primary printing colors: cyan, magenta, yellow, and black.

Crop marks

Alignment marks at the corners of a page printed on a PostScript printer. Used as aids for trimming the paper to the proper size. Crop marks appear only when the page size in CorelDRAW is smaller than the paper size of the printer.

Densitometer scale

Printed on each page of a color-separated image for the purposes of gauging the accuracy, quality, and consistency of the output.

Direction keys

The arrow keys (←, →, , ↓) and the HOME, END, PgUp and PgDn keys on the numeric keypad.

Directory

Like a drawer in a filing cabinet, a directory is part of the structure used to organize files on a disk. Directories have names and can have subdirectories existing below them. For example, you could create a directory called LOGOS for storing logo designs. Two possible subdirectories beneath LOGOS might be ROUGH and FINAL, for storing your preliminary and finished work, respectively.

Dithered color

Color simulated by putting dots of another color very close together. Windows uses dithering to display colors that the graphics adaptor is unable to display.

Double-click

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

Emulsion

The light-sensitive coating material on a piece of film.

Extract text

Command which transfers text from a selected CorelDRAW file into an ASCII text file for editing.

File display screen

The file display screen is the first window you see when you open CorelMOSAIC. It can display open windows representing directories, catalog and libraries simultaneously. When you minimize an open window, it will be represented at the bottom of the file display screen by an icon unique to its file type.

File Format

When you save a graphic, it is stored in a particular format by the application. To import a graphic into another program, the graphic must be in a format which the other program accepts. CorelMOSAIC recognizes a variety of different graphics file formats including CorelDRAW (CDR), CorelCHART (CCH), CorelPHOTO-PAINT (PCX), CorelSHOW (SHW), EPS, and Adobe Illustrator(AI).

Filter

A program that translates information from one format to another.

Fountain fill

A fill that fades gradually from one color to another. Also called a "gradient" or "graduated" fill.

Halftone screen

In photography, a sheet of glass or film with a grid pattern of lines used to convert a continuous tone image into dots of variuos sizes.

Hue

In the HSB color model, hue is the main attribute in a color that distinguishes it from other colors. Blue, green, and red, for example, are all hues.

Image setter

A generic term for printers capable of printing text and graphics (line art and photographs) at resolutions of about 1200 dots per inch or more.

Inverse

A grouping consisting of the opposite thumbnails than currently selected. For example, if you have the third, seventh and twelfth thumbnails selected, choosing inverse would select all thumbnails in the file display screen except those three thumbnails.

Keywords

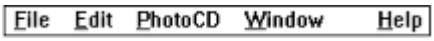
Indexing terms which can be added when CorelDRAW files are saved, or added later using the Keyword command in the Edit menu. Keywords can make locating specific files easier. For example, if you have a number of graphic files you are using for a project, you might add the keyword **Project 1** to each. A search on that keyword will locate your files.

Library

A master file which stores individual graphics files in compressed format.

Luminosity

A value corresponding to the brightness of a color.

Menu bar 

The bar near the top of a window that contains the names of the program menus.

Merge-back text

Command which recombines a revised text file with the original CorelDRAW file after an Extract Text operation has been performed.

Pad

The space between thumbnail images. The space on left/right of a thumbnail is referred to as Pad Width; the space under/above is referred to as Pad Height.

Pixels

Dots of color or shade that together form a graphic image. Paint programs such as Corel PHOTO-PAINT use pixels to build graphics whereas CorelDRAW uses vectors to create graphic images.

Photo CD

A revolutionary process developed by the Eastman Kodak company that converts 35mm film negatives or slides into digital format and stores them on a compact disc (CD). CorelMOSAIC can open Photo CD images and convert them into formats which CorelDRAW, CorelPHOTO-PAINT and other applications can import.

NOTE: Photo CD files store multiple resolutions of the image in one large, compressed file. A single Photo CD file may exceed 8 megabytes of data, which will not be further compressed in a library.

Point

A unit of measurement relating to the height of a character. A point equals 1/72 of an inch.

Primary mouse button

Normally the left mouse button. If, however, you've swapped mouse buttons using the Windows Control Panel, the right mouse button becomes the primary button.

Process color

The primary colors used in four-color process printing: cyan, yellow, magenta, and black.

Registration

Crosshairs or other marks on paper or film used for aligning color separations. Registration marks are automatically added when printing color separations to a PostScript printer using CorelDRAW.

Saturation

In the HSB color model, the component that determines the purity or intensity of a color.

Secondary mouse button

Normally the right mouse button. If, however, you've swapped mouse buttons using the Windows Control Panel, the left mouse button becomes the secondary button.

Service bureau

A commercial business that prints customer-provided documents or artwork, usually on high-resolution PostScript devices.

Spot color

In offset printing, solid colors commonly specified using the PANTONE color matching system. Spot color is used whenever exact colors are required.

Thumbnails

Small bitmapped representations of graphic files created and saved with original drawing files. Thumbnails are used within CorelMOSAIC as a way of organizing, displaying, and selecting graphics files visually rather than by filename.

Title bar

The bar along the top of a Windows application that contains the name of the application, the Control menu box and the Maximize and Minimize boxes. In CorelMOSAIC, the Title bar of each window contains the path and name of an open library or directory.

Trap

Also referred to as "chokes" or "spreads". The process of adding a slight overlap between adjacent areas of color to avoid gaps caused by registration errors.

Window Border

Borders appear around windows that are less than full size. When you move your cursor over a border, the cursor becomes a two-directional arrow, and at this point you may drag the border to make the window larger or smaller.

- Drag the top, bottom, or side border to size the window in one direction only.
- Drag the corner of the border to size the window vertically and horizontally.

When the window is less than full size, you can also resize it by choosing the Size command from the Control menu and using the keyboard arrow keys.

Control Menu

Restore	returns the active window to its former size and location.
Move	allows you to use the keyboard to move the active window.
Size	allows you to use the keyboard to resize the active window.
Minimize	shrinks the active window to an icon.
Maximize	enlarges the active window to fill the screen.
Close	closes the active window.
Switch To	lets you switch among currently open applications.

File Menu

New Catalog/Library	allows you to create a new catalog or library.
Open Catalog/Library	allows you to open an existing catalog or library.
View Directory	allows you to select a directory for viewing files.
Delete Catalog/Library	deletes a catalog or library you have created.
Print Files	opens CorelDRAW and individually prints selected files.
Print Thumbnails	prints multiple thumbnail images per page from within CorelMOSAIC.
Print Setup	sets printer options from within CorelMOSAIC.
Page Setup	allows you to choose the type and placement of titles when printing thumbnail images.
Preferences	lets you change the sizing and orientation of thumbnail images and set user options.
Exit	closes CorelMOSAIC and returns to Windows. In the CorelDRAW mode, the Exit command would close CorelMOSAIC and return you to CorelDRAW.

Edit Menu

Select by Keyword	locates CorelDRAW files in the file display screen that contain specific keywords.
Select All	selects all thumbnails in the current directory, catalog or library.
Clear All	unselects all thumbnails currently selected in the directory, catalog or library.
Insert Files	allows you to add a file or thumbnail into a library or catalog.
Expand Files	extracts and decompresses individual or multiple files from a library.
Update Catalog	updates the thumbnails and file information to reflect any changes made to the files in a catalog.
Edit	opens a file in the Corel application best suited to edit that file format. Files not associated with a Corel application will be imported into CorelDRAW. Double-clicking on a thumbnail in the file display screen will also open the appropriate application and display the file.
Convert from CorelDRAW	allows you to convert your file to another file format.
Import into CorelDRAW	loads graphics files into an existing drawing or a new drawing window within CorelDRAW.
Delete	eliminates files from a specified directory, or library.
Extract text	transfers text from selected CorelDRAW files into ASCII text files for editing.
Merge-back text	updates CorelDRAW files with text revisions after an Extract text operation has been performed.
Keywords	allows you to add or delete keywords that are associated with CorelDRAW files.
Edit Description	allows you to change the text assigned as catalog description.
Get Info	displays a larger representation of bitmapped files and information such as file size, date last amended and number of colors used. CorelDRAW files also show keywords and the fonts used in the file.

Photo CD Menu

View Kodak Photo CD allows you to view Photo CD images on a CD-ROM disk.

Convert Images converts Photo CD images into other formats so that they can be used in other applications.

Window Menu

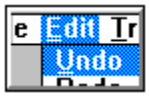
Cascade	layers open windows so that each title bar is visible.
Tile Horizontally	arranges open windows side by side so that all are visible.
Tile Vertically	arranges open windows one under the other so that all are visible.
Arrange Icons	arranges all minimized window icons in a row.
1, 2, 3...	lists all currently open windows.

Help Menu

Contents	displays the CorelMOSAIC Help Contents.
How to Use Help	explains how to use Help.
Search for Help On	displays the Search dialog box which lets you find Help information using keywords.
About CorelMOSAIC	displays which version of CorelMOSAIC you are using.

CorelMOSAIC Help Contents

To select a category with the mouse, point to a category icon then click. Keyboard users press TAB to highlight the category you want, then press ENTER. For more information on using Help, choose the Using Help button or press F1. To return to this screen, select the Contents button at the top of the Help window.



Menu Commands

- Control Menu
- File Menu
- Edit Menu
- Photo CD Menu
- Window Menu
- Help Menu

How to...

- Get started
- Create a library
- Create a catalog
- Expand library files
- Edit text within files
- Perform batch operations
- Format and print thumbnail images
- Customize thumbnail size
- Import files into CorelDRAW
- Convert images
- Search for files
- Resize the CorelMOSAIC window

Overview

- What CorelMOSAIC Does
- Modes of Operation
- Getting Started

What CorelMOSAIC Does

CorelMOSAIC is an innovative CorelDRAW application designed to display, organize, and manage your graphics files.

Main Features

The File Display Screen

The file display screen shows either small bitmapped representations of your graphics files --called thumbnails-- or program icons. The option to view thumbnails allows you to select files visually rather than by filename only. When you create a drawing in a graphics program such as CorelDRAW, thumbnails are saved along with the main image. CorelMOSAIC uses these thumbnails to allow you to organize and manipulate your graphics files with ease. Graphics files from a variety of different file formats can be viewed and managed within CorelMOSAIC. It's best to keep your directories to a reasonable size, as there is a limitation on the number of files Mosaic will scan and view - 8000.

To help you make full use of the variety of options available within the program, an information bar is provided at the bottom of the screen which identifies the purpose of each function as you move through the options in the menus.

Batch Operations

CorelMOSAIC allows you to perform repetitive tasks on multiple graphics files. You can run batch printing, importing, exporting, and extract/merge back text operations. Files can be selected for batch operations from within directories as well as libraries and catalogs.

Library function

You can store graphics files from different drives and directories in a filing system called a library. CorelMOSAIC automatically compresses all files in a library. Once successfully archived, you can then delete the original files which saves valuable space on your hard drive for other applications and the files they create.

Catalog function

You can also organize your graphics files in a visual filing system called a catalog. CorelMOSAIC stores the thumbnails of your files and the locations of the original files within a catalog. This allows you to associate files together without moving them around on your drives.

Formatting and printing thumbnail images

This feature allows you to:

- **Arrange the orientation** of your thumbnail images in the file display screen using the Preferences option.
- **Assign titles** to pages and thumbnail images using the Page Setup option.
- **Specify printer options** within CorelMOSAIC using the Printer Setup option.
- **Print selected thumbnails** from a directory, catalog or library of your choice using the Print Thumbnails option.

Modes of Operation

You have the option of running CorelMOSAIC in one of two modes:

Standalone Mode accessed by clicking on the CorelMOSAIC icon in the Windows program manager.

Corel Application Mode is accessed by choosing the MOSAIC option from the Open file in each Corel application and the Import file in CorelDRAW.

The **Cancel!** item on the menu bar appears only in Corel Application mode. All other menus (File, Edit, Photo CD, Window) are identical to those found in the Standalone mode.

The following menu commands will be available when you open CorelMOSAIC from within a Corel application:

File Menu: New Catalog/Library, Open Catalog/Library, View Directory, Delete Catalog/Library, Preferences, Exit

Edit Menu: Select by Keyword, Select All, Clear All

PhotoCD Menu: View Photo CD

Window Menu: All

Help Menu: All

Getting Started

These introductory procedures will get you started using CorelMOSAIC. The first step is learning how to select a directory for viewing files in the file display screen. The second step is learning how to select thumbnail(s) in the file display screen. Once you have learned these procedures, you can make use of the variety of file management techniques available through CorelMOSAIC.

NOTE: If you click your mouse button while CorelMOSAIC is loading files, you will halt the loading process. If you click your mouse button after the files are loaded, but while CorelMOSAIC is adding thumbnails to the file display screen, you will halt the display process. In both cases, hitting the Escape (Esc) key on your keyboard will continue the process.

To select a directory:

1. Choose the View Directory command in the File menu.
2. Choose the type of graphics files that you would like CorelMOSAIC to display by clicking on a file format in the **List files of Type** box.
3. Select a disk drive to search for the desired directory.
4. Click on the **Options** button to choose additional program features.
5. Select a directory containing graphics files by clicking on a directory in the **Directories** box and choosing OK. All files within that directory of a given file format will be shown in the file display screen. Double-clicking on a directory will show all related subdirectories and display the names of each file of a chosen format within the **File Name** box.

To select thumbnails in the file display screen using a mouse:

1. Position the mouse pointer over a thumbnail image and click on the primary mouse button.
   - If you want to select additional thumbnail images, move to a second image, hold down the CTRL key and click. To deselect individual images, simply click on them with the primary mouse button.
   - If you want to select a series of adjacent files, click on the first file in the series, hold down the SHIFT key, and click on the last file in the series. The files you selected and those in between will be highlighted.
   - If you want to select all the thumbnails in the file display screen, choose Select All in the Edit menu and all thumbnails will be highlighted.
   - If you want to deselect any or all of the thumbnails in the file display screen, choose Clear All from the Edit menu.
2. Click on either the UP or DOWN arrow on the vertical scroll bar to move through the screens of thumbnails. You can also use the PGUP or PGDN keys on the keyboard to move to additional screens.

Create a library

You can store selected graphics files in a filing system called a library. Your files will be stored in compressed format. Once successfully archived, you can delete the original files, freeing up space on your hard drive for other applications. As a rule of thumb, ensure that there is free space available on your system equal to the total size of all the files you want to archive.

IMPORTANT: If you are creating libraries to compress files and save on disk space, remember you should only delete files after they have been successfully archived. Test the libraries you create to make sure you can successfully expand any of the images it contains before deleting your originals.

To create a library:

1. Open a directory containing the files you would like to include in your library.
2. Select the thumbnails in the file display screen.
3. Choose the New Library/Catalog command in the File menu.
4. Choose All Library Files from the **List Files of Type** box.
5. Select a directory for your new library by clicking on one in the **Directories** box. Double-clicking on a directory will display all related subdirectories and show all libraries within that directory in the **File Name** box.
6. Type in a library name in the bar above the **File Name** box.
7. Choose OK.
8. You may now add files to your library by dragging selected thumbnails from a directory window and dropping them into the library window. Your library files will automatically be archived to the location you specified.

Create a catalog

You can link files together without moving them, by grouping their thumbnails and keywords in a visual filing system called a catalog. Along with the thumbnails, the catalog will store the location of the original files, allowing you to call up the files by double-clicking on the thumbnails.

To create a catalog:

1. Open a directory containing the files you would like to include in your catalog.
2. Select the thumbnails in the file display screen.
3. Choose the New Library/Catalog command in the File menu.
4. Choose Corel Catalog File (CLC) from the **List Files of Type** box.
5. Select a directory for your new catalog by clicking on one in the **Directories** box. Double-clicking on a directory will display all related subdirectories and show all catalogs within that directory in the **File Name** box.
6. Type in a catalog name in the bar above the **File Name** box.
7. Type a description of your choice in the **Description box**.
8. Choose OK.
9. Add files to your catalog by dragging selected thumbnails from a directory window and dropping them into the catalog window. The thumbnails and keywords of the files will automatically be copied into the catalog.

Perform batch operations

CorelMOSAIC allows you to perform repetitive tasks on consecutive graphics files. You can run batch printing, importing, converting and extract/merge-back operations on your graphics files. All files that you want to perform the batch operation on must reside on the same drive.

NOTE: Options that you specify for the initial file will apply to all selected files. Batch operations are not available when running CorelMOSAIC in Corel Application mode.

To perform a batch operation:

1. Open a directory, library or catalog containing the files you would like to use.
2. Select thumbnails in the file display screen.
3. Choose one of the batch commands such as Print or Import into CorelDRAW. CorelDRAW will open, the first image will be displayed along with a dialog box allowing you to specify options pertaining to the function.
4. Choose OK and all files will be brought into CorelDRAW sequentially and the tasks performed.

Edit text within files

You can revise or update text in CorelDRAW graphics files using the Extract text and Merge-back text commands. You can run single or batch (multiple) operations.

- **Extract Text command** saves text within CorelDRAW files in ASCII format so that you can edit the text without editing the graphic file in CorelDRAW.
- **Merge-Back Text command** recombines the revised text files with the original image.

NOTE: If you are planning a merge-back operation, keep all text files in the same directory as your graphics files.

To extract text from CorelDRAW files:

1. Open a directory.
2. Select thumbnails in the file display screen that you would like to extract text from.
3. Choose the Extract Text command in the Edit menu.

   CorelDRAW will open and display the first image along with a dialog box allowing you to choose a directory where you want to put the text extracted from the selected files. All files will then be opened sequentially in CorelDRAW and the text extracted and placed in files identified by a TXT extension.
4. Edit the text in a word processor such as NotePad.

To merge back the revised text with the source images:

1. Select thumbnails in the file display screen that you wish to merge-back.
2. Choose the Merge-Back Text command in the Edit menu.

   CorelDRAW will open and display the first image along with a dialog box allowing you to specify the directory containing the extracted and revised text files. Once chosen, the text files will be recombined with the original images.

Expand library files

Library files contain compressed versions of graphics files. After you have put them in a library, you can delete the original files to save room on your hard drive. To open or edit files in a library, they must be expanded to full size and placed in a directory.

Even if files are from different subdirectories, they will be expanded in the one directory location. Once you have specified a directory for expanding your files, the program will automatically use this directory again for all subsequent expanding tasks in a batch operation.

To expand library files:

1. Open a library.
2. Select thumbnails in the file display screen that you would like to expand.
3. Choose Expand Files from the Edit menu.
4. Choose a directory and drive for the expanded files from the **Directories** and **Drive** boxes.
5. Choose OK.

Shortcut

You can expand a file from a library by clicking on the file in the file display screen and dragging it into the directory of your choice.

Format and print thumbnail images

You can format and print pages of thumbnails from within CorelMOSAIC.

To format the page(s):

1. Open a directory, catalog or library with images to format.
2. Choose Preferences in the File menu.
3. Choose the options you want.
4. Choose OK.
5. Choose Page Setup in the File menu.
6. Click on the title and file label options you would like to see accompany your printed images.
7. Choose OK and all pages of printed thumbnail images for this operation will be formatted according to the display and title options you originally specified.

To print the thumbnail images:

1. Choose Print Setup in the File menu.
2. Select the printer options you want.
3. Choose OK.
4. Select thumbnails in the file display screen.
5. Choose Print Thumbnails in the File menu and all selected thumbnails will be printed.

   If no thumbnails are selected, the program will automatically print all thumbnails in the directory or library.

NOTE: If you are using the Windows Print Manager, make sure you have enough free disk space to store the print file that will be created.

Customize thumbnail size

You can customize the size of your thumbnails and the spacing between them to change the appearance of your printed pages.

To customize your thumbnail size:

1. Choose Preferences from the File menu.
2. Select Custom from the list of Thumbnail Size options. You may now enter precise figures for the thumbnail size, including height, width, pad height and pad width.
3. Choose OK.

Import files into CorelDRAW

You can import files from CorelMOSAIC into an existing CorelDRAW graphic or into a new one. If you choose a library or Photo CD file to import, you will be prompted for a directory in which to place the expanded file before entering CorelDRAW. You can also import a file into CorelDRAW by double-clicking on the thumbnail in the file display screen.

To import files into CorelDRAW:

1. Open a directory, catalog or library.
2. Select thumbnails in the file display screen that you would like to import into CorelDRAW.
3. Choose Import into CorelDRAW in the Edit menu and your files will be imported into CorelDRAW. Each imported file will consist of a group, making it easy to separate, scale and place in a new drawing.

NOTE: If you wish to import the file into an existing CorelDRAW graphic, you must have that CorelDRAW graphic already open.

Convert images to other file formats

You can convert your graphics files to different file formats for use in other applications. If you selected a library or Photo CD file for converting, you will be prompted for a directory in which to place the expanded file(s) before entering CorelDRAW.

NOTE: When changing the format of more than one file, the initial format you specified will apply to all subsequent files in a batch operation.

To convert a graphics file:

1. Open a directory, catalog or library.
2. Select thumbnails in the file display screen that you would like to convert.
3. Choose the Convert from CorelDRAW command in the Edit menu.

   CorelDRAW will open and you will be prompted to enter the file format you would like to change your image files to. (For further instructions on how to convert file formats, refer to your *CorelDRAW User's Guide*.)

Search for files

CorelMOSAIC can locate files using the keywords that are linked to CorelDRAW graphics files. When files are saved in CorelDRAW, keywords can be specified and linked with the files, making it easy to locate them using CorelMOSAIC.

These keywords can be changed with the Edit Keywords command in the Edit Menu. CorelMOSAIC can then be used to either locate files that contain chosen keywords by selecting those files in the file display screen, or to display only those files that contain the chosen keywords on screen.

To locate files in the file display screen that contain specified keywords:

1. Open a directory, catalog or library
2. Choose the Select by Keyword command in the Edit menu.
3. Type in the keywords you would like to use in the search separated by either AND or OR.

   The AND command will cause CorelMOSAIC to select only those files that contain all the selected keywords. The OR command will cause all files containing any of the chosen keywords to be selected in the file display screen.
4. Click on the **Start Search** button and the files containing the chosen keywords will be selected in the file display screen.

To display only those files containing specified keywords in the file display screen:

1. Choose the View Directory or Open Catalog/Library command in the File menu.
2. Select a directory, catalog or library that you would like CorelMOSAIC to search.
2. For a directory, click on the **Options** button within the dialog box.
4. Click on the **Find** button to begin selecting keywords.
5. Type in the keywords you would like to use in the search separated by either AND or OR.

   The AND command will cause CorelMOSAIC to display only those files that contain all the selected keywords. The OR command will cause all files containing any of the chosen keywords to be displayed in the file display screen.
6. Click on the **Start Search** button and the files containing the chosen keywords will be displayed in the file display screen.

Resize the CorelMOSAIC window

You can resize the CorelMOSAIC window so that it takes up more or less space on your screen.

To resize the CorelMOSAIC window with the keyboard:

1. If they are not already displayed, click on to display CorelMOSAIC's window borders.
2. Press ALT+Spacebar then S.
3. Press the Arrow key that corresponds to the side, top or bottom border you want to move.
4. Press the Arrow keys to move the border.
5. Press the ENTER key when the window is the size you want.

To resize of the CorelMOSAIC window with the mouse:

1. If they are not already displayed, click on to display CorelMOSAIC's window borders.
2. Do one of the following:
   - Drag the side, top or bottom border to resize the window in one direction.
   - Drag a corner of the border to resize the window in horizontally and vertically.
3. Release the mouse button when the window is the size you want.

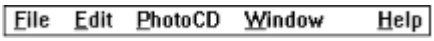
Control Menu box

Located at the left end of the Title bar in the CorelMOSAIC and Help windows. Clicking on the Control Menu box displays commands for sizing and positioning the window.

Maximize button

Located in the upper right corner of the CorelMOSAIC and Help windows if they are not fully expanded. Clicking on the Maximize button expands the window to fill the entire screen. After you expand a window, the button changes to the Restore button . Use this button to return the window to its former size.

- You can also maximize a window by choosing Maximize from the Control menu.
- You can also restore a maximized window to its former size by choosing Restore from the Control menu.

Menu Bar 

The horizontal bar near the top of the window contains the names of the available pull-down menus. Choose the desired menu by clicking on it, or by pressing the ALT key plus the underlined character in the menu name.

Minimize button

Located in the upper right corner of the CorelMOSAIC and Help windows. Clicking on the minimize button shrinks the window to an icon at the bottom of the screen.

- As an icon, the application stays in memory but its window does not take up space on your screen.
- To restore the window, double-click on its icon, or click once on the icon and choose Restore from the Control menu.

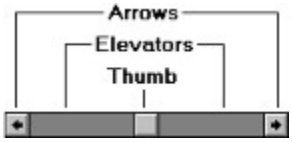
Restore button

Located in the upper right corner of the CorelMOSAIC and Help windows. Clicking on the Restore button returns the window to its previous size and location.

- You can also restore a window by choosing Restore from the Control menu.
- Using the Restore button does not affect a window moved or resized with the Move or Size commands in the Control menu.

Scroll Bars

Bars along the bottom and right side of the screen used to view portions of a drawing outside the current viewing area.



Click on	to
An arrow	move the current view 10% in selected direction
An elevator	move the view a distance of one window size
On a thumb and drag	move the view an arbitrary amount in any direction

Title Bar

Located along the top of a window, the Title Bar displays the name of the program and the file you are working on. If the window is less than full-size, dragging the Title Bar moves the window around on the screen.

The Title Bar may contain the following buttons for controlling the window:

Maximize button
Minimize button
Restore button
Control Menu box

Window Border

Borders appear around windows that are less than full size. When you move your cursor over a border, the cursor becomes a two-directional arrow, and at this point you may drag the border to make the window larger or smaller.

- Drag the top, bottom, or side border to size the window in one direction only.
- Drag the corner of the border to size the window vertically and horizontally.

With the window less than full size you can also choose Size from the Control menu then use the arrow keys to size the window.

How to...

- Resize the CorelMOSAIC window

No Help Available

No help exists for the selected item. Either choose another item or press F1 for index of Help topics.

Print Files command (File menu)

Opens CorelDRAW and prints the selected graphics files according to the print options you specify. If you are printing more than one file, each will print using the same options.

Dialog Box Options

Page Window

Shows how a drawing will look when printed. The bounding box surrounding the preview image indicates where crop marks will print. To ensure crop marks print with pages of thumbnails, you must resize the image to about 80 percent by dragging the handles around it. To change its position on the page, click anywhere inside the image and drag. For more precision, specify values in the Position and Size boxes.

The rulers allow to you judge the relative size and placement of the image. You can change the rulers' units by clicking on the Units box and selecting a new unit from the list.

NOTE: Changing the drawing's size and position does not affect the drawing file, only how it is printed.

Printer

Shows the active printer and the port it is connected to. If you have other printers installed, you can select the one you want to use from the list.

Clicking displays information about the active printer and it's capabilities.

You can also select installed printers with the Print Setup command.

Print to File

Creates a PostScript file that can be printed from DOS. Commonly used to print files from systems which do not have CorelDRAW installed or when sending files to a service bureau for high-resolution printing. When you choose OK, the Print to File dialog box opens, prompting you to type a filename.

Images printed to file always use a default screen frequency of 60 lines per inch. If you want to use a different one, specify it using the **Screen Frequency** setting.

For Mac When printing to file, select this option if you are printing on an image setter controlled by a Macintosh computer. Available only with **Print to File** checked.

Pages

Check **All** to print all pages in a multi-page document. Or, specify the range of pages you want printed in the **From** and **To** boxes.

Copies

Prints multiple copies of the current drawing. You can print as many as 10,000 copies, depending on the type of printer you are using.

Print Only Selected

Prints only the currently selected objects. Use this option if you want to proof portions of a complex drawing which takes a long time to print.

Use Color Correction

Check this box to enable the Color button. This permits access to the calibration and prepress tools. Color will be closer to the screen representation and to true color. Color output may not match those of earlier versions of CorelDRAW.

Options...

Displays the Options dialog box with more advanced options for controlling the way a drawing prints.

Color...

Displays a dialog box with controls for preparing drawings for color separation. See Color dialog box.

Printer...

Displays a dialog box for selecting a printer and various printer setup options. See Printer Setup command.

Position and Size

Lets you adjust the size and position of a drawing with numeric precision. NOTE: Changing the drawing's size and position does not affect the drawing file, only how it is printed.

Preview Image displays the current drawing in the "page" window.

Fit to Page reduces the drawing to fit on the size of paper in the printer. Use this option to proof large drawings that exceed the printer's maximum paper size.

Center centers the drawing on the page.

Tile prints parts of the drawing outside the Printable Page on additional pages. You will need to use this option if you are also using the **Scale** option to print your drawing at a size larger than the printer's paper size.

Width, Height adjusts the size of the image. When you change the value in one box the value in the other changes proportionately so that the drawing's aspect ratio is maintained.

Left, Top adjusts the position of the drawing on the page. The value in the Left box represents the location of the top left corner of the drawing. The Top value represents the location of the top of the drawing.

Scale Factor resizes the drawing when it is printed. Values below 100 shrink the drawing; values above 100 enlarge it. Useful for proofing very small or very large drawings. You can use this option to print a single page drawing as a large poster if you also enable the **Tile** option.

Shortcut

Pressing CTRL + P opens the Print Options dialog box

Options dialog box

Use this dialog box to specify how your drawing prints and to access controls for printing color separations.

Dialog Box Options

Fountain Steps

Determines the number of stripes printers use to render a fountain fill. Values higher than 40 produce a smooth fountain, but at the expense of longer printing times.

Set Flatness to

Determines how many segments PostScript printers use to draw a curve. Reducing the number of segments helps overcome PostScript limit check errors (which can prevent drawings with complex curves from printing). Remember that curves may become noticeably rough if the Flatness setting is increased too much.

If you are getting PostScript limit check errors, increase the Flatness setting in increments of four or five until the drawing prints.

Auto Increase Flatness

Automatically increases the flatness setting in increments of one until the drawing prints. If the limit of 10 is reached and a particular object still will not print, the printer will skip that object and print the next.

Screen Frequency

Determines the halftone screen frequency used to print your drawing.

If you are printing color separations, you can adjust the screen frequency of each of the CMYK colors in the Separations dialog box.

Print Negative

Creates a reversed image of the drawing for printing on an image setter that images directly on film. This option is selected automatically when you choose **Print As Separations**. If you are not printing to film, deselect **Film Negative**.

Emulsion Down

Select when printing to film if you want the drawing to print emulsion side down.

All Fonts Resident

Prints text in the drawing using the printer's resident PostScript fonts rather than CorelDRAW's. Use this option if you are sending your work to a service bureau that has Adobe versions of the fonts you have used. If the font is not resident in the printer, the text will print in Courier, or the drawing will not print.

Print as Separations

Prints each Process color component or Spot color used in the drawing on a separate page. The **Crop Marks**, **Print Negative** and **File Information** options are checked automatically.

Separations

Available when Print As Separations is checked. Click on it to display another dialog box with controls for preparing the drawing for color separation. See Separations dialog box.

References

Adds standard printers' marks and file information to your drawing when you check the appropriate options.

NOTE: For references to appear, the size of the Printable Page must be smaller than the size of the page you are printing on.

Crop Marks

Prints crop marks to the printed page. If you are printing color separations, the color, screen angle and density for each page are also printed.

Calibration Bar

Prints calibration bars for each color in the drawing.

Registration Marks

Prints registration marks on each page of a color separated drawing.

Densitometer Scale

Prints a densitometer scale on each page of a color separated drawing.

File Information

Prints the filename of the drawing, the screen frequency, and the current date and time outside the left margin of the Printable Page. Also includes the color name and screen angle when printing color separations.

> If the size of the Printable Page exceeds the size of the paper you are printing on, the file info will not appear. In this case, use the Within Page option if your Printable Page is 8.5x11 inches.
>
> For larger page sizes, use the File Page Setup command to define a custom page size that is smaller than the printer paper. You may then have to resize your drawing to fit on the new page size.

Separations dialog box

Use this dialog box to prepare a drawing for color separation. After specifying settings here, you can access the Prepress tools dialog box which contains controls for enhancing the quality of the printed image.

Dialog Box Options

Print Separations in Color

When checked, prints the separations in color rather than grayscale. This option is available if you are printing to a color printer or if you are printing to file. Printing on transparencies with this option enabled will allow you to check any traps you've applied to objects in your drawing.

Convert Spot to CMYK

Converts spot colors in the drawing to their process color equivalents.

NOTE: While the converted color appears the same on screen, it will not match the Spot color exactly when printed.

Colors

Lists the four process colors (cyan, magenta, yellow and black) and any spot colors used in the drawing. Click on the colors for which you want to print separations.

Select All	Prints separations for all colors.
Clear All	Deselects all colors.

Auto Trapping

Adds trap to certain objects in your drawing.

Always Overprint Black	Adds trap to any object that contains 95 percent black.
Auto-Spreading	Adds trap to all objects which meet three conditions: they have no outline, they are filled with a uniform color and they have not already been designated to overprint via the Overprint Fill command in the CorelDRAW Object menu. In the **Maximum** box, specify the maximum amount of trap you want to add. The actual amount added depends on the object's color: the lighter the color, the greater the percentage of the maximum value CorelDRAW adds. If **Always Overprint Black** is also checked, black overprinting will occur even if the object does not meet the three conditions for auto-trapping.

Screen Angles and Frequencies

Controls the screen angles and frequencies for each of the four Process colors.

Use Custom Halftone	Select this option if you want to specify halftone screen angles and line frequencies for each of the CMYK colors. If left unchecked, your drawing prints using the printer's default angle and frequency.

Color dialog box

Use this dialog box to compare your drawing with a version adjusted according to settings in the current Color Circuit. Another dialog box accessed from this one, allows you to change the settings to fit particular image characteristics and print production requirements.

Dialog Box Options

Original, Preview

Shows the original unadjusted image on the left and the color-corrected image on the right. The name of the circuit used to adjust image appears in the dialog box's title bar.

You can magnify the original and preview images by clicking their respective buttons. Drag the box in the Original window to select the area you want to magnify.

Colors

Lists the colors in your image. Select or deselect the desired CMYK plates to view progressive press proofs on screen. Those you select will be combined and displayed accordingly in the Preview window. Selecting and deselecting colors here has no affect on the printed image.

Show as Grayscale Select to preview the image in 256 color grayscale. This option is only available when only one of the four CMYK plates is enabled.

Select All Click to select all colors.

Clear All Click to deselect all colors.

Circuits

Displays dialog boxes for loading, modifying and viewing information on Color Circuits.

Load Displays another dialog box in which you can specify the Color Circuit you want to modify. See Load Circuit dialog box.

Save Displays another dialog box so that you can save the modified circuit settings as a new circuit. See Save Circuit dialog box.

Info Displays information on the current Color circuit.

Prepress Displays another dialog box with controls for modifying and creating Color circuits. See Prepress Tools dialog box.

About Color Circuits

Color Circuit (.SMT) files are editable files that contain color separation controls for setting parameters which prepare the image for separation. An .SMT circuit includes six parameters that you can modify using the Prepress Tools dialog box. The parameters are as follows:

- Output Device Calibration
- Undercolor Removal (UCR)
- Black Point Generation
- Gray Component Replacement (GCR)
- Press and Paper Dot Gain
- Color Separation Quality

Opening the Color dialog box, loads the default .SMT circuit that comes with CorelDRAW. When you configure the circuit by modifying any of the parameters in the Prepress Tools dialog box, you must save the modified circuit under a new name. You can configure and modify the default. SMT circuit over and over again, and save and reuse as many of them as you need to fit different image characteristics and prepress application requirements.

See also

Prepress Controls

Prepress Tools dialog box

Use this dialog box to adjust Color Circuit settings which prepare the image for color printing or separation. An .SMT Circuit must be created before you print the image. This means you must use (or modify) the default circuit included with CorelDRAW.

After modifying the default circuit and clicking OK another dialog box will appear where you can give the modified circuit a new name.

Dialog Box Options

Circuit

Shows the name and location of the current circuit.

Gray Component Replacement (GCR)

Sets the amount of GCR. Drag the tonal range handles on the GCR graph up or down to set the desired level. The value at the top of the selected tonal range changes accordingly.

Dot Gain

Adjusts halftone dot size to compensate for the dot gain produced by web, offset and off press proofs. Select the option that corresponds to the type of press you plan to use.

Select the desired CMYK channel from the Dot Gain list box. You can set the dot gain percentage for all four CMYK channels separately, or all at once by selecting **Master** from the list box. Enter the amount of gain for the selected channel in the text box. (The most typical percentages are between 18% and 24% for web, offset and off-press proofs alike.

Quality

Determines the quality of the color separation. Choose Better if you are printing a proof copy of your graphic. Choose Best when you're printing your final copy.

UnderColor Removal (UCR)

Adjusts the amount of UCR. Select the desired UCR value by dragging the slide bar or by entering the value in the text box.

Film, Printer Indicate whether you are ouputting to film or directly to an imagesetter by selecting Film or Printer.

Black Point Set the desired Black Point value by clicking the up or down arrows or by entering the value in the text box.

Load, Save

These buttons are always dimmed.

Calibrate...

Displays another dialog that allows you to match the colors on your monitor to the printed output. See Calibrate dialog box.

See also

Prepress Controls

Load Circuit dialog box

Use this dialog box to specify the Color Circuit you want to use with a drawing.

Dialog Box Options

File Name

Either type the name of the circuit you want to open or select it from the list.

Drives

Select the drive in which the circuit you want to open is stored.

Directories

Select the directory in which the circuit you want to open is stored.

List Files of Type

Shows Color Circuit (*.SMT) as the type of file to be opened.

Save Circuit dialog box

Use this dialog box to save changes you've made to the Color Circuit settings in the Prepress Tools dialog box.

Dialog Box Options

File Name

Type a name for the new circuit. Use the current name or select a name from the list if you want to overwrite an existing circuit.

The filename precedes the .SMT extension and can contain up to eight characters.

Drives

Select the drive in which you want the file stored.

Directories

Select the directory in which you want the files stored.

List Files of Type

Shows Color Circuit (*.SMT) as the type of file to be saved.

Prepress Controls

Choose the control you want to learn more about.

Gray Component Replacement (GCR)

Undercolor Removal (UCR)

Black Point

Dot Gain

Gray Component Replacement (GCR)

A technique for reducing the cyan, magenta and yellow in an image and replacing them with an appropriate amount of black.

When you use GCR, separations will print with improved sharpness, better color fidelity, and increased contrast. They will also print with better consistency during the print run. Using GCR in an .SMT circuit is not critical to producing a quality separation. However, GCR can make quality separations even better, especially for darker images or those that contain considerable amounts of problem colors such as purples, browns, deep reds, flesh tones, and grays.

CorelDRAW's GCR tool allows you to set the GCR to different levels along the tonal range. You produce skeletal blacks by setting the GCR level to very low values near the highlights, and to higher values in the shadows. Because high levels of GCR reduce the total amount of ink, deep shadow and black areas may appear to be less glossy and have less depth. You can compensate for this by using less GCR in the shadow areas.

Undercolor Removal (UCR)

UCR refers to the reduction of the cyan, magenta and yellow colors in the dark or neutral shadow areas to reduce the total amount of ink coverage. In an ideal printing environment, a press would be able to print any combination of ink densities, up to 100% of each of the four colors, or what is known as 400% TAC (Total Area Coverage). However, the maximum generally accepted TAC is 300%. TAC values higher than the maximum generally cause problems with black ink transfer, ink drying, and ink trapping.

Black Point

A black produced by 100% of each of the CMYK components is darker than one produced by full amounts of CMY. The black point specifies the blackness level relative to these two references in a range from 0 to 1.0. A black point of 0.0 yields a black as dark as a 3-color black (CMY). A black point of 1.0 yields a black as dark as a full 4-color black (i.e., darker).

NOTE: The black point only specifies the apparent darkness of black. The actual CMYK percentages used to produce this appearance is determined by the GCR and UCR settings in the Prepress Controls dialog box.

Dot Gain

Halftone dots that make up an image gain in size from the time you view them on film to the time they come off the press. This unavoidable increase in size results in colors that appear more intense in the printed image than intended. Fortunately, dot gain can be compensated for during the color separation process.

Factors that contribute to dot gain are the quality of the paper, especially its absorbency; the properties of the ink, and the capabilities of the printing press.

CorelDRAW's Dot Gain control can compensate for all four colors separately (CMYK), or for all four collectively (Master). The compensation technique reduces the size of a given pixel in the image to compensate for the fact that the same dot will increase in size on the printing press. For example, a pixel having a density value of 60% when measured before printing might have a measured value of 70% when printed on paper. If you want to maintain the 60% value, the value must be reduced such that the increase caused by dot gain will result in the desired 60% dot. So when you calculate a dot gain and then apply a percentage, you enter a positive number that represents the percentage of decrease that you wish to apply to the pixels in that channel(s).

Calibrate dialog box

Use this dialog box to match the six primary colors on your monitor with their printed equivalents. Matching them ensures that the colors you see on your monitor will look as much as possible like those in your printed output. Setting the calibration values is a critical step in making a Color Circuit.

Clicking on a color displays another dialog box with controls for calibrating that color. See Color dialog box.

NOTE: If you work with different CMYK devices (i.e., imagesetter, proof printer, or matchprint system), you'll probably need to specify color calibration values for each device.

Color dialog box (Calibration)

Use this dialog box to calibrate colors selected in the Calibrate dialog box.

You calibrate a color by adjusting its hue, saturation, and luminosity or by specifying its red, green, and blue values.

Dialog Box Options

Basic Colors

Displays a palette of preset colors available for your screen. You can begin the calibration process by selecting the color that most closely matches the color you are calibrating (i.e., the color you are changing) then using the Color Picker to adjust it.

Custom Colors

Displays a palette of colors you selected with the Color Picker.

Define Custom Colors...

Displays a Color Picker for creating and refining colors.

Color Picker

Drag the cursor to the area of the box that shows the printed color you are trying to match. Or type values in the Hue and Sat boxes. To adjust the color's luminosity, drag the cursor in the narrow box. Or type a value in the Lum box.

Color/Solid Box

The left side of the box show the color selected in the Calibrate dialog box. The right side shows the color selected in the Color Picker.

Hue, Sat, Lum

Shows numeric values for the selected color's hue, saturation and luminosity. As you drag the cursors in the Color Picker, the values change accordingly. You can also type values in these boxes or click the arrows to increase or decrease them.

Red, Green, Blue

Shows numeric values for the red, green and blue components of the selected color. As you drag the cursors in the Color Picker, the values change accordingly. You can also type values in these boxes or click the arrows to increase or decrease them.

Add to Custom Colors

Click to add the calibrated color to the selected square in the Custom Colors.

Print to File dialog box

Use this dialog box to give a name to a file you want to print to disk.

Dialog Box Options

File Name

Type a name for the file. If you want or overwrite an existing file, select its name from the list.

The file name precedes the .PRN extension and can contain up to eight characters.

Drives

Select the drive to which you want the file printed.

Directories

Select the directory in which you want the file printed.

List Files of Type

Shows Print File as file type being created.

Read Only

Select this option to prevent the file from being overwritten or altered.