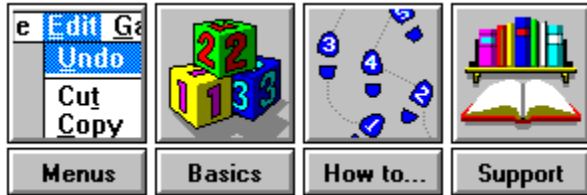


## Corel GALLERY 2 Help Contents

To choose a category with the mouse, point to a category icon, then click. From the keyboard, press TAB to highlight a category, then press ENTER. To return to this screen, click the Contents button at the top of the Help window.





## Menu Commands

For help on a **Corel GALLERY 2 main window** menu item, click the appropriate menu, then the menu item.



For help on a Corel GALLERY 2 **Image** menu item, click the appropriate menu, then the menu item.





## **Basics**

[What Corel GALLERY does](#)

[The Corel GALLERY 2 main window](#)

[Resizing the Corel GALLERY 2 window](#)

[Drag and drop - Overview](#)

[Viewing Corel ARTSHOW 6 images](#)

[Supported file formats](#)



## **Corel Support Services**

Corel is committed to providing customers with high quality, real-time technical support. We recognize that support needs vary from user to user, and offer a wide range of choices when you need answers to technical queries and problems which may arise from the use of this application.

If you have a question about Corel Gallery 2 features and functions, look in this online Help.

You can also find late-breaking updates and technical information by double-clicking the Readme File.

If you cannot find the answer in these locations, you can speak to a Technical Support Representative located in North America or in Europe.

If you have problems after hours or on weekends or holidays, you can contact *IVAN* - our Interactive Voice Answering Network or the Automated FaxBack System.

We also offer Electronic Support Services from our Bulletin Board, Internet World Wide Web site, and our FTP site

[How to reach Corel in North America](#)

[How to reach Corel worldwide](#)

[Electronic support options](#)

[How to use Automated Fax System](#)

# **How to reach Corel in North America**

## **Technical Support**

Corel is committed to providing customers with high quality real-time technical support. We recognize that support needs vary from user to user, and offer a wide range of choices when you need answers to technical queries and problems which may arise from the use of this application. This document will introduce you to the variety of support services we provide.

## **Warranty Technical Support Services**

### **1-613-728-6173 (North America Only)**

Free technical support is available to you for 30 days from the day you place your first call to technical support. Corel Gallery 2 support personnel are available to respond to your call from Monday to Friday, 8:30 a.m. to 4:30 p.m. Eastern Standard Time. During and after your warranty support period, you can also use the basic services listed below.

## **Basic Services**

Corel offers the following technical support options, most of which are available 365 days of the year, 24 hours a day. These services are useful if you prefer not to pay for support or encounter problems during off-hours.

## **IVAN (Interactive Voice Answering Network)**

Ivan contains answers to commonly asked questions and is available 24 hours a day, 365 days a year. IVAN is regularly updated with the latest information, tips, and tricks. You can request that IVAN's solutions be faxed to you.

## **Calling IVAN**

Dial 613-728-6398. There is no charge for this service other than the cost of the telephone call.

## **Automated Faxback System**

Technical Support maintains an automated faxback system of numbered documents that contain up-to-date information about common issues, tips, and tricks. This service is available 24 hours a day, 365 days a year.

## **Calling the Automated FaxBack System**

Dial 613-728-0826, extension 3080. You will be asked for a document number and your fax number. The document you request is automatically sent to you. To fax a catalogue of documents to yourself, call the

automated FaxBack System and request document 2000.

### **Before You Call**

Before calling Technical Support, please have the following information available. It will assist the Technical Support Representative in helping you with your problem quickly and efficiently:

- A brief description of the problem including the exact text of any error messages received, and the steps to recreate it.
- Type of computer, monitor, pointing device (e.g., mouse, tablet), printer and video card (display adapter) in use.
- The versions of Microsoft Windows and the Corel Gallery 2 product in use. Choose the About Windows 95 command from the Help menu in Explorer to find which version of Windows 95 you are running.
- A list of any programs loaded into RAM (e.g., TSRs). Check the Startup folder in the Programs menu to determine if you are running any other programs.

### **Customer Service in North America**

Customer Service Representatives answer questions about specifications and pricing, sell Corel products, and issue replacement disks. There is no charge for calling Customer Service.

General customer service and product information can be accessed through the MSN and WorldWide Web at <http://www.Corel.ca>.

**Internet**      [custserv@Corel.ca](mailto:custserv@Corel.ca)

**United States and Canada**      1-800-772-6735

### **Customer Service**

Corel Corporation, c/o UCA&L  
P.O. Box 3595  
Salinas, California  
93912 - 3595

## How to reach Corel worldwide

### Worldwide Technical Support

Customer Service Worldwide is handled by Alexander and Lord, Dublin, on behalf of Corel Corporation. Customer service for any countries not listed below is handled on a toll-line at +(353)1 706 3912

### Telephone Numbers for Corel Gallery 2 Technical Support

Austria	0660 5875
Belgium	0800 11930
Denmark	800 18755
France	0590 6512
Germany	01 308 15074
Holland	0602 22084
Italy	1678 74791
Norway	800 11661
Spain	900 953538
Switzerland	155 8224
Sweden	0207 91085
United Kingdom	0800 581028

### Corel Corporation

49 B Bracken Road  
Sandyford Industrial Estate  
Sandyford, Dublin, Ireland

### Customer Service in Australia

Micromatch Pty. Limited      1-800-658-850  
7B Green Street  
Brookvale, NSW  
2100, Australia

### WorldWide Support

Corel customers residing outside of North America can contact Corel Technical Support representatives in Dublin, Ireland, or a local *Authorized* Support Partner. The Corel Support Representatives in Ireland handle calls in the following languages: German, French, Spanish, Italian, Dutch, and English. Calls are handled on toll lines. A charge will appear on your

telephone bill, but there is no charge for the technical support.

### **Warranty Support**

Free technical support is available to you for 30 days from the first day you place your first call to technical support. If you require technical support beyond your warranty period, see "Extended Technical Support Services" listed below.

#### Access Numbers for Corel Technical Support

Dutch     +(353) 1-708-2266

English   +(353) 1-708-2333

French     +(353) 1-708-2355

German    +(353) 1-708-2344

Italian    +(353) 1-708-2377

Spanish   +(353) 1-708-2388

### **Extended Technical Support services**

To request an up-to-date listing of Corel's Authorized Support Partners world-wide, and a copy of Corel's extended technical support policy, please contact Corel Technical Support at the numbers listed above.

### **Australian Authorized Support Partner**

Support 24   07-55-918-0043



## **Electronic support options**

### **BBS**

Technical Support operates a BBS service that allows you to download program files that have been modified between releases. A Technical Support representative may request that you upload troublesome files to the BBS.

### **Calling the BBS**

Dial 613-728-4752 or (613) 761-7798. Both lines are set for 8 bit word, 1 stop bit, no parity. The supported speeds on these Hayes 288 modems are 2400-28,800 baud.

### **Microsoft Network (MSN)**

Technical Support operates a forum on the Microsoft Network. Periodic updates or patches are made available in the Corel Forum. You will also often find utilities and interesting information that forum members have made available. Interact with other users and Corel technicians to obtain product information and support.

For quick access to forums in the MSN, use Go Words. In the MSN Central, go to the Edit Menu and choose Go To. Choose Other Location, then type COREL GALLERY 2. Then click OK or press ENTER to go directly to the Corel Gallery 2 Forum.

### **To Access the Corel Forum in the MSN**

In the MSN Central, go to the Edit Menu. Click on GoTo. Choose Other Location. Type Corel. Click on OK.

### **Internet Services**

#### **WorldWide Web Site (WWW)**

For late breaking technical news and information on all Corel products, visit our WWW home page at <http://www.Corel Gallery 2.ca>. From the home page, you can access Corel Gallery 2s Technical Knowledge base, as well as corporate, marketing, and product information.

### **FTP**

You can download updates, patches and utilities by accessing our anonymous FTP site at <ftp.corel.com>.

### **Extended Technical Support Services**

For details on the support options available after your warranty support expires, please contact Corel Technical Support at 613-728-6173

## **How to use the Automated Fax System**

Technical Support maintains an Automated FaxBack System of numbered documents that contain up-to-date information about common issues, tips, and tricks. This service is available 24 hours a day, 365 days a year. Fax the catalogue.

### **Calling the Automated FaxBack System**

Dial **613-728-0826, extension 3080**. You will then be prompted for a document number and your own fax number. The document you request is automatically sent to you. To fax a catalogue of documents to yourself, call the Automated FaxBack System number and request document #2000.

## **What Corel GALLERY 2 does**

A powerful desktop publishing utility, Corel GALLERY 2 is designed to help you organize, manage and manipulate your multimedia files. The Corel ARTSHOW 6 version of Corel GALLERY 2 includes a collection of ARTSHOW entries and a slide show viewer.

## **The Corel GALLERY 2 main window**

Similar to Windows File Manager, Corel GALLERY 2 uses a Multi-Document Interface (MDI) construction that lets you open and cascade or tile multiple windows at once within the main window. The main application window is bordered by a title, menu, ribbon, scroll and status bar. The drive window appears in the main window when you open the program and is docked to the bottom edge of the main screen. Album windows are split into two viewing areas with individual scrolling bars. The left viewing area shows the overall tree structure, while the right view shows sub-albums and items.

In the drive window, drives, folders and files are accompanied by an icon.

In the album window, small book-like icons represent expanded or collapsed albums and sub-albums, thumbnails represent graphic files, and icons represent non-graphic files.


### **Note on working with the Drive Window**

Files in the Drive Window are read-only and cannot be modified by functions performed using Corel GALLERY 2.

## Resizing the Corel GALLERY 2 window

You can resize the Corel GALLERY 2 window so that it uses more or less space on your screen.

### To resize the Corel GALLERY 2 window with the mouse:

1. If they are not already displayed, click  to display Corel GALLERY 2s 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 horizontally and vertically.
3. Release the mouse button when the window is sized.

## **Supported file formats**

### **Images**

#### **CorelDRAW & vector formats:**

- CDR, CMX 5, CPX

## Viewing Corel ARTSHOW 6 images

### To view Corel ARTSHOW 6 images:

1. Insert the Corel ARTSHOW 6 disc into your CD-ROM drive.
2. Choose the drive letter corresponding to your CD-ROM drive in the drive window.
3. Click the **Artshow6** folder and then the **Albums** folder.
4. Double-click the album you want to open.
5. Double-click the sub-album to want to open. The selected sub-album will open displaying its contents.
6. Double-click an item to launch the Corel GALLERY mini-editor.

## **Creating an album using drag and drop**

### **To create a new album using drag and drop:**

1. Choose File, New in the Corel GALLERY 2 main window. A new album window opens.
2. From the Drive window, click the drive and directory containing the files you want to include in the new album.
3. Select the files you want and drag and drop them into the New Album window.



## **Opening an album**

### **To open an album that has been previously saved:**

1. Choose File, Open. The File Open dialog box appears.
2. In the Drive box, click the drive where the album is located.
3. In the Directories box, click the directory or subdirectory where the album is located.
4. Click the album name in the File Name box.
5. Click OK. The album opens in the Corel GALLERY 2 main window.

## **Saving an album**

### **To save a newly created album:**

1. Click the album window in the Corel GALLERY 2 main window.
2. Choose File, Save. The File Save As dialog box appears.
3. In the File Name box assign a name to the album.
4. Choose a drive and directory for your album.
5. Click OK.

### **To save an album that has been modified:**

1. Activate the album window in the Corel GALLERY 2 main window.
2. Choose File, Save.

## Moving and copying an item between albums

You can move and copy an item between albums using drag and drop.

### To move an item using drag and drop:

1. Open the album that contains the item you want to move.
2. Open the album where you want to move the new item.
3. In the first album, select the item you want to move.
4. Hold down the mouse button click and drag the item from the first to the second album.
5. Drop the item by releasing the mouse button.

To **copy** an item between albums, press and hold down the Ctrl key while dragging and dropping the item.

## **Batch operations - Overview**

A batch operation is a task performed on several consecutive graphic files. Corel GALLERY 2 lets you perform repetitive tasks on consecutive graphics files, including archiving, batch file path and drive linking, keyword and data generation.

## Using Search

Corel GALLERY 2 can locate files using the keywords that are linked to graphics files. You can assign keywords to files in Corel GALLERY 2.

The Corel GALLERY 2 Search command lets you search a drive, directory, album or sub-album. When you search a drive or folder in the drive window, you can search by name and path. When you search an album, you can search by label, keyword, description, notes, link-name and link-path. In both cases, logical operators help to define the search.

Four **logical operators** help define a search: Like, Not Like, Exactly Like, and Not Exactly Like. You choose the logical operator, in connection with a Keyword, File Name and/or Description, that best characterizes the focus or intensity of your search. For example, to search for all files within an album using DOG as a keyword:

**Like** Finds all files with keywords having the root letters D, O, and G, and where the root letters appear and can be accompanied by additional words or letters. For example, HOTDOG, DOGS and DOG POUND.

**Not Like** Finds all files but those with keywords possessing the root letters D, O, G and all files in which the root letters appear and are accompanied by additional words or letters. E.g. HOTDOG, DOGS and DOG POUND.

**Exactly Like** Finds only those files possessing exact letter matches. In this case only the word DOG would be found.

**Not Exactly Like** Finds all files except those possessing exact letter matches. In this case all files but DOG would be found.

**Show labels** Displays a list of item labels included in the search.

**Include Sub-Albums** Includes sub-albums in a search selection.

**Match case** Searches for items with the exact combination of uppercase and lowercase letters.

**Criteria** To search for items or files containing more than one specific label, keyword, description, note, link-name and link-path keyword, enter the additional search data and add it to the Criteria list box. Then, click And or Or to group and organize the search data.

## Search results

After performing a search through an **album** or **sub-album**, a list of files is displayed in the Search Results dialog box. Using the generated search results, you can perform the following operations: Copy, view file Properties, Batch Edit, Print, Export, and (create) Slide Show.

After performing a search through a **drive** or **directory**, you can perform the following operations: Copy and view file Properties.

## **Copy**

The Copy button copies the selected items generated by a search to the clipboard. You can paste them from the clipboard into a new or existing album, or into another Windows application.

## Slide Show

Using the items generated by the search, highlight the images you want to include in your slide show and choose the Slide Show button. The slide show begins immediately.

**Note:** .EPS files can not be displayed in a slide show presentation.

## **Slide Show (File Menu)**

Choose Slide Show to run a presentation of supported graphics files. Use the File, Preferences to choose slide show transitional effects.

See [Creating a slide show](#)



## **Archiving - Overview**

Items and albums can be archived to conserve disk space on your hard drive and more easily distribute files and albums to other users. Compressing them does not affect the original graphics files. However, once they are successfully archived, you can delete the original files to save space on your hard drive.

[Archiving an item](#)

[Archiving an album](#)

[Unarchiving an item](#)

[Unarchiving an album](#)

## **Creating a slide show**

You can create slide shows using manual image selection or using results generated by a search.

### **Using manual image selection:**

Select an album or specific items and choose File, Slide Show. The slide show begins immediately.

### **Using results generated by a search:**

Using the results generated by a search, highlight the files you want to include in your slide show and click the Slide Show button. The slide show begins immediately.

See [Preferences](#) for more options

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## **Title Bar**

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



## **Menu Bar**

The horizontal bar near the top of the window that contains the menus. Choose a menu by clicking it, or by pressing the ALT key plus the underlined character in the menu name. See the Menu section for help on menus.

## **Scroll Bars**

Bars along the bottom and right side of the screen used to view portions of the directory and album windows.

## **Status Bar (View Menu)**

The area at the bottom of the Corel GALLERY 2 screen that shows information about the selected item and the action in progress.

## **Thumbnail**

A small, low-resolution visual representation of the graphic file information found in an album. Thumbnails are bitmap images.

## **Bitmap**

An image composed of a series of dots (pixels).

## **Toolbar**

A line of shortcut buttons usually located directly below the menu bar.

## **Icon**

Symbol representing a drive, directory, application, file, album, etc.

## **Drive View window**

A Corel GALLERY 2 window that displays the contents of a disk. The Drive View window is divided in two. The left half displays the drives and directories on your system. The right half displays the contents of the selected directory. When you select a directory in the left half, its contents are displayed on the right.



## **Album View window**

A Corel GALLERY 2 window that displays an album and its contents. The Album View window is divided in two. The left half displays the album structure. The right half displays the album contents.

## **Album**

A general term referring to organizational master files containing thumbnails. The thumbnails are associated with files and are displayed in the right half of the Album View window.

## **Archiving**

The process of compressing copies of graphics files into archive files. Compressing them does not affect the original graphics files; however, once your files are archived, you can delete the original files to save space on your hard drive.

See also [Unarchiving](#)

## **Unarchiving**

Unarchiving is the process of expanding or decompressing files.

See also [Archiving](#)

## **New (File Menu)**

Opens a new album window in the Corel GALLERY 2 main window into which you add the files you want to include in the new album.

## Open (File Menu)

Opens an album into the Corel GALLERY 2 main window. To locate an album, choose the drive and directory where it is located, and the Corel GALLERY 2 file extension.

---

### *Dialog box options*

**File Name** Displays a list of files of the selected file type contained in the current directory.

**List Files of Type** Displays the file formats available for selection, including Gallery Albums (.gal) and supported file formats for all applications. When you open a directory, choose a specific file type to have only files of that type display in the display screen.

**Drives** Displays the drives on your system.

**Directories** Displays the directories contained in the current drive.

**Network** Opens the Connect Network Drive dialog box allowing you to connect to a network drive.

## Save As (File Menu)

Displays the Save As dialog box, where you specify the name and location of the active album. You can also use Save As to save an album under a different name without affecting the original.

To quickly save an album with its existing name and location, click the Save button located on the toolbar.

---

### ***Dialog box options***

**File Name** Displays a list of files of the selected file type contained in the current directory.

**Save File As Type** Designates a file extension to a file when there is no extension specified. The default extension for Corel GALLERY 2 albums is .gal.

**Drives** Lists the drives available on your system.

**Directories** Displays a list of directories on the selected drive. Double-click a directory to display the related sub-directories and to list all file names of the format in the File Name box.

**Network** Opens the Connect Network Drive dialog box, allowing you to connect to a network drive.

## **Workspace (File Menu)**

Opens the Workspace dialog box, which lets you save customized screen settings defined using the View menu commands.

For example, you can save the workspace of a complex Corel GALLERY 2 session in which you have opened and tiled several albums. Saving these screen settings lets you access them again later without having to recreate them.

There is, technically, no limit to the number of albums you can open in the Corel GALLERY 2 main window and then customize using the workspace command.

**Note:** Changes made to or in the positioning or resizing of toolbars are also reflected workspaces

See also [Saving, loading, and deleting workspaces](#)



## **Saving, loading, and deleting a workspace**

### **To save a workspace:**

1. Choose File, Workspace. The Workspace dialog box appears.
2. Enter a new workspace name in the text box.
3. Click **Save**.

### **To load a workspace:**

1. Click File, Workspace. The Workspace dialog box appears.
2. Click the drop-down list arrow. A drop-down list displays saved workspaces.
3. Click a workspace.
4. Click **Load**.

### **To delete a workspace:**

1. Click File, Workspace. The Workspace dialog box appears.
2. Click the drop-down list arrow. A drop-down list displays saved workspaces.
3. Click a workspace.
4. Click **Delete**.

## **Close (File Menu)**

Closes the active album window.

## **Acquire Image (File Menu)**

Lets you select a scanning device and scan an image from within Corel GALLERY 2.

When you scan an image using Corel GALLERY 2, a bitmap is created and automatically placed in the GALLERY2 **IMAGES** directory.

### **Select Source**

Use this command to choose a standard image input driver such as the Corel Image Source. The sources that appear in the Select Source dialog box depend on the scanner driver(s) installed on your computer. Once you select a source, you can use the Acquire command described below to obtain an image for tracing.

### **Acquire**

Use this command to control your scanner. The dialog box displayed varies according to the type of scanner in use. Some scanners will provide more options that are accessed by clicking the Settings button.

## **Drag and Drop - Overview**

Corel GALLERY 2 lets you move and copy files from the drive window to an album, from an album to a different album, from an editor or album to an OLE 2.0 client.

To drag and drop, press and hold the mouse button over a thumbnail, drag it into the destination album or OLE 2.0 client, and drop it by releasing the mouse button. This procedure copies the file associated with it.

**Note:** Should you experience any difficulty in dragging and dropping using Corel GALLERY 2, try copying and pasting using the clipboard.

## **Save (File Menu)**

Saves the active album with the name and location you previously set in the Save As dialog box. When you first save an album, Corel GALLERY 2 displays the Save As dialog box.

To save a document quickly, click the Save button on the toolbar.

## Search (Edit Menu)

Opens the Item Search dialog box. Search by label, description, keyword, notes, link-name and link-path using logical operators to help define the search. The search generates a list of files which are displayed in the Search Results dialog box.

Using the search results you can perform the following operations: Copy, Properties, Batch Edit, Print, Export, and create Slide Show.

**Note:** The operations you can perform using search results depends on the source of your search. More extensive operations can be performed using results generated by an album or sub-album search than a drive or directory search.

See also [Using Search](#)

## **File Properties**

Lets you review the general properties of a file, including its path, size, attributes, and permissions.

## **Folder Properties**

Lets you review both general and detailed properties pertaining to a folder.



## **Drive Properties**

Lets you review both general and detailed properties pertaining to a drive.

## Properties (Edit Menu)

Lets you view and change the properties of an album, sub-album and item. The Properties dialog box appears as a five tabbed dialog box when you are working with an item, and a four tabbed dialog box when working with albums or sub-albums.

You can also view file, folder and drive properties.

[File Properties](#)

[Folder Properties](#)

[Drive Properties](#)

---

### ***Dialog box options***

#### **General**

**Item properties** Lets you view and change the [Label](#) and Description assigned to items.

**Album properties** Lets you view and change the Description assigned to albums (you can not change the label of an album). You can also change the default drive assigned to the album. By default, this is the letter assigned to your hard drive.

#### **File Link (Item properties only)**

Lets you view and change the item [File Link](#); check file size, modification dates, [attributes](#), and permissions.

Use the File Link tab to [archive](#) an item.

#### **Keywords**

**Item properties** Lets you add and remove item keywords and view album keywords.

**Album properties** Lets you view the keywords assigned to the items in an album and its sub-albums.

#### **Notes (Item properties only)**

Lets you add notes to include with an item.

#### **Thumbnail**

Lets you change thumbnail settings (Type, Size, Generation, and Compression).

**Type** Changes the thumbnail color depth.

**Size** Changes the thumbnail **resolution**. Thumbnail size affects the thumbnail quality as it appears in an album window. A large thumbnail creates a better image that a small thumbnail, but requires more memory.

- Note: Changing the thumbnail size does **not** affect the size of the thumbnail when displayed on-screen.

**Generation** Changes the way in which a thumbnail is created. **File Header** produces a thumbnail based on limited file information allowing for fast thumbnail generation time. **File Data** produces an accurate, high quality, thumbnail based on image data contained in the file. This thumbnail type requires more memory and additional time to generate.

**Compression** Changes thumbnail compression. Compressing a thumbnail reduces its size so it requires less space in an album. A compressed thumbnail requires additional time to draw.

Check the **Use as album default** checkbox in Item properties to set the thumbnail settings default; otherwise the default is set by the settings in the album into which items are added.

## Properties

Lets you view and change the properties of an item.

**General** Lets you view and change the Label and Description assigned to items.

**File Link** Lets you view and change the item File Link; check file size, creation and modification dates, attributes, and permissions.

Use the File Link tab to archive an item.

**Keywords** Lets you add and remove item keywords and view album keywords.

**Notes** Lets you add notes to include with an item.

**Thumbnail** Lets you select thumbnail settings (Type, Size, Generation, Compression).

**Type** Changes the thumbnail color depth.

**Size** Changes the thumbnail **resolution**. Thumbnail size affects the thumbnail quality as it appears in an album window. A large thumbnail creates a better image than a small thumbnail, but requires more memory.

- **Note:** Changing the thumbnail size does **not** affect the size of the thumbnail when displayed on-screen

**Generation** Changes the way in which a thumbnail is created. **File Header** produces a thumbnail based on limited file information and allows for the fastest screen redraw. **File Data** produces an accurate, high quality, thumbnail based on the sum of the information that makes up the graphic file, but requires more memory redraw time.

**Compression** Changes thumbnail compression. Compressing a thumbnail reduces its size so it requires less space in an album. A compressed thumbnail requires additional time to draw.

Check the **Use as album default** checkbox in Item properties to set the thumbnail settings default; otherwise the default is set by the settings in the album into which items are added.

## **Label**

A name you give an item to identify it. By default, Corel GALLERY 2 assigns the filename of an item as its label. You can change this using the Properties dialog box.

## **File Link**

The location of the file on the disk drive to which the item refers.

## **Attributes**

Information that indicates whether a file is a read-only, hidden, or system file.

## Print (File Menu)

Opens the Print dialog box.

---

### ***Dialog box options***

**Printer** Shows the active printer. If other printers are installed, choose the one you want to use from the list. You can also choose installed printers using File, Print Setup.

**Printer Quality** Displays the printer resolution, measured in dots per inch (dpi). Choose a resolution for the active printer.

**Copies** Prints multiple copies of the current drawing. You can print as many as 999 copies.

**Collate Copies** When printing several copies of a multi-page document, check this option to print the entire range of pages several times. Clear the option to print multiple copies of the first page and then the second page and so on until the last page.

**Print to File** Creates a file that can be printed from DOS.

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

**Setup** Lets you choose printer options such as paper size, orientation, and paper source, that are unique to the printer selected.

**Options** Opens the Print Options dialog box for more advanced options for controlling the way album items print.

Print Options



## **Print Setup (File Menu)**

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

### **Printer**

**Name** Displays a drop-down list of available printers.

**Print Quality** Choose the quality required for the printout. Use a lower quality to have shorter printing times when proofing files or pages of thumbnails.

### **Setup**

Displays a dialog box that shows the current printer's setup options. The options can be changed. To do so, click the Setup box to access the Print Setup dialog box.

## **Print Setup dialog box**

This dialog box appears when you click the Setup button in the Print dialog box. It shows the active printer in its title bar and allows you to select printer options.

---

### ***Dialog box options***

#### **Paper Source**

Select the paper source from the options in the Source drop-down list box.

#### **Paper Size**

Select the paper size from the options in the Size drop-down list box.

#### **Orientation**

Select the orientation (Portrait or Landscape) of the printer page.

#### **Copies**

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

#### **Options**

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

## **Export**

Opens the Export dialog box, where you save files in a format that other programs can read.

The Corel ARTSHOW 6 version of Gallery allows files to be exported to the Corel Presentation Exchange for DRAW 5 (CMX) file format.

## **Export (File Menu)**

The Corel ARTSHOW 6 version of Gallery allows files to be exported to the Corel Presentation Exchange for DRAW 5 (CMX) file format.

## **Recent File (File Menu)**

Opens any one of the last four files you closed. Type the number next to the file you want to open, or click its filename.

## **Exit (File Menu) Corel GALLERY 2 main window**

Exits Corel GALLERY 2 and prompts you to save changes.

## **Return (File Menu) Corel GALLERY Image Editor**

---

Closes the image you are working on and returns you to the Corel GALLERY 2 main window. If you have made any changes to the image, you will be prompted to update the image before exiting the editor.

## **Delete (Edit Menu)**

Lets you delete an item (sub-album, thumbnail, etc.) from an album.

## **Insert Sub-Album (Edit Menu)**

Lets you insert a sub-album into an album. This is also accomplished be pressing the Insert key on the keyboard.

In both instances, a Rename dialog box appears prompting you to assign a name to the new sub-album. If you do not want to enter a new name, click OK.



## **Insert Item (Edit Menu)**

Lets you insert files into albums using a dialog box. Choose a drive and directory, select the desired files, and click OK.

The Insert Item command is especially useful for keyboard-only users who cannot use drag and drop techniques to add files to albums.

## Batch Edit (Edit Menu)

### File Links

Lets you update the drive and path of linked items. When you are working with albums created by another user, whose computer drive letter configuration is different from your own, you may have to update data file links to read the source information. You do this using the **Update Drive** and **Update Path**.

### File Data

**Embed data from Link** Embeds the file data into the album.

**Create Link from embedded data** Decompresses the file data in the album, restores the specified link, and discards the data.

**Discard embedded data** Removes the embedded data from the album.

### Keywords

Lets you add and remove keywords to and from a batch of items.

### Thumbnail

A thumbnail can be generated for any supported file type. Using the Thumbnail tab in the Batch Edit Properties dialog box, you can change these settings. The **Unchanged** and **Dont change** settings indicate that the thumbnails have not been changed and will retain their original characteristics. Changing any one setting will affect every selected thumbnail.

**Type** Changes the thumbnail color depth.

**Size** Changes the thumbnail **resolution**. Thumbnail size affects the thumbnail quality as it appears in an album window. A large thumbnail creates a better image than a small thumbnail, but requires more memory.

- **Note:** Changing the thumbnail size does **not** affect the size of the thumbnail when displayed on-screen

**Generation** Changes the way in which a thumbnail is created. **File Header** produces a thumbnail based on limited file information allowing for fast thumbnail generation time. **File Data** produces an accurate, high quality, thumbnail based on image data contained in the file. This thumbnail type requires more memory and additional time to generate.

**Compression** Changes thumbnail compression. Compressing a thumbnail reduces its size so it requires less space in an album. A compressed thumbnail requires additional time to draw.

## **Rename (Edit Menu)**

Lets you rename any sub-album or item located in an album window. Use a maximum of 32 characters to rename a sub-album; use a maximum of 256 character to rename an item.

**Note:** You cannot rename top level albums. To name these, use Save As to rename top level albums.

## **Undo (Edit Menu)**

Reverses actions performed during the current session. Use Undo after making a change you do not want implemented.

## **Cut (Edit Menu)**

Removes a selected object from an album and places it onto the clipboard. From the clipboard, you can paste it into another album or Windows application.

## **Clipboard**

A temporary storage area used to transfer information between Windows applications.

## **Copy (Edit Menu)**

Places a copy of the selected object(s) onto the clipboard.

## **Paste (Edit Menu)**


Places a copy of the object(s) currently on the clipboard into the active album or application. The original remains on the clipboard until you copy or cut another object or end the current Windows session.





## **Directory Tree**


A graphical display of the directory structure on a disk.

## Indicate Expandable (View Menu)

Shows or hides the expandable  and collapsed

 icons that appear in the directory tree, indicating the presence of sub-directories within main directories.

The Corel GALLERY 2 directory along the directory tree, for example, shows a  icon, since the Corel GALLERY 2 directory includes several sub-directories. Once the Corel GALLERY 2 directory is fully expanded, to show its contents, the icon becomes a

, indicating that there are no other sub-directories available.

## **Show Lines (View Menu)**

Shows or hides the lines connecting the directory tree drives, directories and sub-directories.

## **Show Details (View Menu)**

Shows or hides the details of all the drives listed in the [drive view window](#). They include the letter assigned to each drive, the drive type (3.5 floppy, CD-ROM, optical, etc.) and, in the case of a network drive, a description about the network connection (e.g., cc: Mail).

## Arrange By (View Menu)

Lets you view and organize thumbnails and file information in three different ways: by list, details or thumbnails.

- **By list:** the filename is aligned to the right of the thumbnail image.
- **By details:** the information pertaining to the file is listed to the right of the thumbnail image.
- **By thumbnail:** the label is centered below the thumbnail.

## **Sort By (View Menu)**

Lets you sort the files in a window.

- To sort contents alphabetically by filename, choose Sort By, Name.
- To sort contents by file size, choose Sort By, Size.
- To sort contents alphabetically by extension, choose Sort By, Type.
- To sort contents by date, choose Sort By, Date.
- By default, items follow the order in which they have been inserted in an album.

## **Thumbnail Size (View Menu)**

Corel GALLERY 2 offers you a choice of four thumbnail and icon viewing sizes (small, medium, large and extra large). To change the size of your thumbnails or icons, ensure that the window listing the thumbnails is selected. The resizing will affect only the thumbnails listed in the active window.

## **Toolbars (View Menu)**

Lets you specify whether the toolbars are visible or hidden. When the command is checked, the toolbar is visible; when the command is unchecked, the toolbar is hidden.

You can move a toolbar from its default position to another position on the screen. When you move a toolbar anywhere else, it becomes a floating toolbar.

### **Toolbar docking positions:**

**Main** Can be docked to the top, left edge, right edge, or bottom of the screen.

**Launcher** Can be docked to the top, left edge, right edge, or bottom of the screen.

**Bookshelf** Can be docked to the top or bottom of the screen.



## **Status Bar (View Menu)**

Lets you show or hide the Status Bar.

## Font (View Menu)

Changes the font that Corel GALLERY 2 uses to display the characters within the main window. You can also change the type and size of the font. Changing the font affects only the characters within active window.

**Font** Lists the fonts available. Click the arrow button to view the fonts or type 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.

**Sample** Displays a sample of text using the selected font attributes.

## Preferences (File Menu)

Opens the Preferences dialog box.

Preferences lets you choose control settings which affect how Corel GALLERY 2 displays objects on the screen and how it performs certain operations. The dialog box contains six tabbed sections: New Items, Editors, Confirmation, Workspace, Slide Show, and Advanced. These are accessed by clicking the appropriate tab.

### New Items

Lets you include or exclude the keywords and notes included with .CMX and .CDR files. Enabling the **Scan Link Files for Keywords and Notes** checkbox will include all the keywords and notes previously assigned to .CMX and .CDR files in your albums. Disabling this checkbox will exclude all these keywords and notes and increase the speed when loading albums.

Enabling the **Embed Link File Data in Album** checkbox lets you archive files. Each file you copy into an album is automatically archived. If you know that you want to archive selections made in a new album, enable this checkbox.

### Editors

Lets you control the method by which you launch the editors and associated applications. Enable the **Minimize Editor windows with Corel GALLERY 2** checkbox to minimize open editor windows when you minimize the Corel GALLERY 2 main window.

### Confirmation

Disable the appropriate checkboxes when you do not want a confirmation message to appear when you delete or replace albums, sub-albums, and items; perform certain tasks with a mouse, such as move and copy; and cancel an operation.

### Workspace

Controls Initial Workspace display. Select either Last Workspace Used, which opens the Corel GALLERY 2 main screen as it appeared when the application was last closed; None, which opens a new, blank Corel GALLERY 2 main screen; or a workspace of your choice (all of which appear in the drop down box).

Enable the **Close current workspace on load** checkbox to close a current workspace when you load another. Disabling this check box simply loads consecutively loaded workspaces atop one another.

### Slide Show

Lets you control the duration of time the images appear on screen. Choose either Manual or Automatic frame advance. When you choose manual advance, you must click the left mouse button to display the images sequentially. Enable the Include Sub-Albums checkbox to include sub-albums in a full album presentation.

**Note:** EPS files can not be displayed in a slide show presentation.

## Advanced

Lets you set advanced Corel GALLERY 2 preferences.

- **Publish File Name Format on Drag and Drop or Copy and Paste** Enable this checkbox to maintain the link between an item and its associated application when dragged and dropped or copied and pasted into another application. This lets you open the item and start its associated application from the client application.  
**Note:** This checkbox should be enabled only if the link to the source application is desired. When enabled, dropping may not function as expected when working with older applications.
- **Display Thumbnail During Drag and Drop Operations** Disable this checkbox when problems occur when dragging and dropping thumbnails from Corel GALLERY 2 into other applications (e.g., scrolling/placement and image breakdown problems). Disabling the checkbox will hide the thumbnail after leaving the Corel GALLERY 2 main window and may correct any drag and drop faults. Enabling the checkbox retains standard drag and drop functionality, where the thumbnail is visible throughout the operation.
- **Display Paste Picture Dialog on Paste or Drop** Enable this checkbox to display the Corel GALLERY 2 Paste Picture dialog box which lets you control the size of the image as it will appear in your target document. Disable this checkbox to bypass this dialog box.
- **Display Paste Bitmap Dialog on Paste or Drop** Enable this checkbox to display the Corel GALLERY 2 Paste Picture dialog box which lets you control the size of the image as it will appear in your target document. Disable this checkbox to bypass this dialog box and retain the original image size.

## **New Window (Window Menu)**

Opens a duplicate of the selected album window in the Corel GALLERY 2 main window, allowing you to work with multiple files simultaneously.

## **Cascade (Window Menu)**

Cascades open album windows with their title bars showing.

## **Tile Horizontally (Window Menu)**

Tiles open album windows horizontally so that each is visible.

## **Refresh (Window Menu)**

Redraws the drive window after changing a network drive or contents of a drive.



## **Tile Vertically (Window Menu)**

Tiles open album windows vertically in columns so that each is visible.

## **Arrange Icons (Window Menu)**

Lets you arrange minimized window icons in a row.

## **Close All (Window Menu)**

Closes all open windows in the Corel GALLERY 2 main window.

## **Close (File Menu)**

Closes the active album.

## **Drive Window (View Menu)**

Opens the drive window in the Corel GALLERY 2 main window.

## **1 2 3 4 Menu (Window Menu)**

Lists all the selections currently opened in the Corel GALLERY 2 main window.

## **Contents/Index (Help Menu)**

Displays the opening Corel GALLERY 2 Help screen. From this screen, you can choose the type of Help you want. When you are in Help, clicking the Contents button takes you back to the opening screen.

### **Shortcuts**

- Pressing F1 displays the Corel GALLERY 2 Help Contents. If you have a dialog box opened on screen when you press F1, a Help topic about the dialog box appears.
- Pressing SHIFT+F1 then clicking on an active (undimmed) command displays a Help topic on that command.
- Pressing CTRL+F1 displays the Search Help dialog box for finding help topics on a specific topic with the use of keywords.

## **How to Use Help (Help Menu)**

Opens the How to Use Help file, which explains how to use Help.



## **About Corel GALLERY 2 (Help Menu)**

Displays a dialog box containing information about the particular version of Corel GALLERY 2 or GALLERY editor you are running. The System Info button opens the System Info dialog box.



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## **Creating an album by copying and pasting**

### **To create and album by copying and pasting:**

1. In the Corel GALLERY 2 main window, choose File, New. A new album window opens.
2. From the Drive window, choose the drive and directory containing the files you want to include in the new album.
3. Select the file(s) you want to include in the new album.
4. Choose Edit, Copy.
5. In the album window, choose Edit, Paste.

## Searching for files

### To search for files from the drive window:

1. Select a drive, folder, or sub-folder in the drive window.
2. Choose Edit, Search. The File Search dialog box opens.
3. In the Search For box, choose **name** (file extension) or **path**.
4. Choose a logical operator to define the search (like, not like, exactly like, not exactly like). For more information on logical operators, see [Using Search](#)
5. Enter a name or path in the Search For text box.
6. Click Add.
7. Click Search.

### To search for files from the album window:

1. Select an album or multiple files you want to search.
2. Choose Edit, Search. The File Search dialog box opens.
3. In the Search For box, choose the operator that best fits your search requirements (label, keyword, link-path, etc.).
4. Choose a logical operator to define the search (like, not like, exactly like, not exactly like). For more information on logical operators, see [Using Search](#).
5. Enter a name in the Search For text box.
6. Click Add.
7. Click OK.

The Search Results dialog box appears with the results generated by your search.

## **Assigning keywords to an item**

### **To assign keywords to an item:**

1. Select an item from an album window.
2. Choose Edit, Properties. The Properties dialog box opens.
3. Click the Keywords tab.
4. In the New Keyword box, enter a keyword.
5. Click Add. The new keyword is added to the Item Keywords and Album Keyword text boxes.
6. Repeat the above steps if you want to add more than one keyword to the item.
7. Click OK.

## **Assigning keywords to multiple items**

### **To assign keywords to multiple items:**

1. Select the items from an album window.
2. Choose Edit, Batch Edit. The Batch Properties Edit dialog box opens.
3. Click the Keywords tab.
4. In the New Keyword box enter a new keyword.
5. Click Add. The keyword is added to the Item Keywords text box.
6. Repeat the above steps if you want to add more than one keyword to the items.
7. Click OK.

## Deleting keywords

### To delete a keyword associated with an item:

1. Select the item from an album window.
2. Choose Edit, Properties. The Properties dialog box appears.
3. Click the Keywords tab.
4. Click the keyword you want to delete in the Item Keywords box.
5. Click Remove. The keyword is removed from the Item Keywords box.

See [Assigning keywords to an item](#)

See [Assigning keywords to multiple items](#)



## **Batch operations: Updating file links**

Lets you update the drive and path of linked objects. When you are working with albums created by another user whose computer drive letter configuration is different from yours, you may have to update data file links.

### **To update a drive and/or path link:**

1. Enable the Update Drive and/or Update Path checkbox.
2. Enter the updated drive letter in the Drive box and/or enter the new path in the Path box. If you do not know the drive or path name, click browse to search through a list of drives, files, and directories and select the drive and path you want.
3. Click OK.

## **Batch operations: Archiving and unarchiving**

See [Archiving an album](#)

See [Unarchiving an album](#)

## **Batch operations: Assigning keywords**

See [Assigning keywords to multiple items](#)

## **Unarchiving an item**

### **To unarchive an item:**

1. Open and select the archived item.
2. Choose Edit, Properties. The Properties dialog box opens.
3. Click the File Link tab.
4. In the File Data box, enable the Update checkbox.
5. Enable the Create Link from Embedded Data or Discard Embedded Data radio button.
6. Click OK.

## **Unarchiving an album**

### **To unarchive an album:**

1. Open and select the archived items.
2. Choose Edit, Batch Edit. The Batch Property Edit dialog box opens.
3. Click the File Link tab.
4. In the File Data box, enable the Update checkbox.
5. Enable the Create Link from Embedded Data or Discard Embedded Data radio button.
6. Click OK.

## **Converting images - Overview**

Corel GALLERY 2 lets you convert vector files to the Corel Presentation Exchange (CMX 5) file format.

## **Keywords - Overview**

Keywords are indexing terms you attach to your files. They are stored in your albums when you create them. Corel GALLERY 2 lets you sort through files searching for a keyword reference, even if you are dealing with many files.

Update Ctrl+U
<u>R</u> eturn



**T**oolbar  
**E**ffect Toolbar  
**S**tatus Bar

<u>U</u> ndo	Ctrl+Z
<u>C</u> opy	Ctrl+C

<u>F</u> lip	▶
<u>R</u> otate	▶
<u>R</u> esample ... Ctrl+A	
<u>C</u> rop	▶
<u>E</u> ffects	▶
<u>C</u> onvert to	▶
<u>I</u> nformation Ctrl+I	

<b>Refresh</b>	<b>Ctrl+W</b>
<b>Zoom In</b>	<b>F2</b>
<b>Zoom Out</b>	<b>F3</b>
<b>Zoom 1 To 1</b>	<b>Shift+F3</b>
<b>Zoom To Fit</b>	<b>F4</b>
<b>Zoom To Page</b>	<b>Shift+F4</b>

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## **Update (File Menu)**

The Update command updates and saves the current image after changes have been made using the editor.

**Note:** Should you want to make changes to an unsupported image, convert the image to a supported file format using the Corel GALLERY 2 Export command, edit the image, and update it in that format.

## **Return (File Menu)**

Closes the image you are working on and returns you to the Corel GALLERY 2 main window. If you have made any changes to the image, you will be prompted to update the image before exiting the editor.

## **Undo (Edit Menu)**

Reverses actions performed during the current session. Use Undo after making a change that you do not want implemented.



## **Copy (Edit Menu)**

Places a copy of the selected object(s) onto the clipboard. From the clipboard, you can paste the object into another Windows application.

## **Flip (Image Menu)**

Flips an image vertically or horizontally.

## Rotate (Image Menu)

### Rotate an object as follows:

**90° Clockwise** Rotates an object by 90° clockwise.

**90° Counterclockwise** Rotates an object by 90° counterclockwise.

**180°** Rotates an object 180°.

**Custom** Lets you choose absolute rotational values, including rotation direction and degree.

**Free** Lets you rotate an object by clicking and dragging the nodes with the mouse. Click and drag a corner handle to determine the amount of rotation.

## **Custom Rotate dialog box**

Lets you choose absolute rotational values, including rotation direction and degree.

## **Resample (Image Menu)**

Creates a new image of a different size and/or resolution. The width and height of the image can be adjusted by size or percentage.

**Note:** You can also resample an image by clicking and dragging a handle with the mouse.

## Resample dialog box

Lets you change the size and resolution of an image.

---

### ***Dialog box options***

**Units** Choose a unit of measurement from the drop-down list box: pixels or ciceros.

**Width** Enter a number or use the scroll arrows to choose a number.

**Height** Enter a number or use the scroll arrows to choose a number.

**Horizontal** Enter a resolution.

**Vertical** Enter a resolution.

**Maintain Aspect Ratio** When checked, the dimensions of the image remain proportional to the original.

**Note:** You can also resample an image by clicking and dragging a handle with the mouse.

## **Crop (Image Menu)**

Lets you crop, or reduce, the visible area of an image.

[Cropping an image](#)

## **Cropping an image**

### **To crop an image:**

1. Choose Image, Crop. Choose Selected Area from the flyout menu.
2. Define an area of the image with the cross-hair cursor.
3. Choose Image, Crop. Choose Crop Image from the flyout menu.

The image is now cropped and displays only the cropped area of the image. The parts of the image excluded from the defined area are not displayed, but are still stored in the image file.



## Effects (Image Menu)

The Effects command features a list of filters used to enhance images and create special effects.

**Note:** These effects are not available for bitmap images in the ARTSHOW 6 version of Corel Gallery.

Color

Fancy

Noise

Sharpen

Tone

## Color

**Brightness and Contrast** Lightens or darkens an image (brightness), or alters the distinction between light and dark areas (contrast). Intensity affects the brighter areas of an image by making them brighter or darker.

**Gamma** Enhances detail by adjusting middle grayscale values (mid tones). This filter does not affect shadow areas (darkest black areas), or highlight areas (lightest white areas).

**Hue and Saturation** Adjusts Hue (a particular color) and Saturation (the amount of that color) without affecting brightness.

## **Fancy**

**Gaussian Blur** Produces a hazy effect. This filter improves the quality of images with sharp edges. Gaussian refers to the bell-shaped curve that is generated by mapping the color values of the affected pixels. The higher the Radius number, the greater the blurring effect.

**Invert** Changes the colors so that they appear as if they were a photographic negative.

## Noise

**Add Noise** Creates a granular effect that adds texture to a flat or overly blended image. Choose a Uniform, Gaussian, or Spike method.

- **Uniform** for an overall grainy appearance.
- **Gaussian** for a heavier, larger grain size for the texture.
- **Spike** for a thinner, lighter colored grain.

**Remove Noise** Softens edges and reduces the speckled effect created by the scanning process. Each pixel is compared to surrounding pixels and an average value is computed.

## Sharpen

**Adaptive unsharp** Accentuates edge detail without affecting the rest of the image or defined area.

**Directional sharpen** Analyzes values of pixels of similar color shades to determine in which direction to apply the greatest amount of sharpening.

**Sharpen** Sharpens the image.

## Tone

**Equalize** Use this filter to redistribute shades of colors. Equalize makes the darkest colors black and the lightest colors white and stretches the colors in between. The histogram that is displayed represents the shades in the image. The height of each bar shows the number of dots with that amount of shading. The bottom of the histogram shows the range of shades in your image. It is often best to equalize a scanned image first to improve its appearance before using other filters.

## **Convert To (Image Menu)**

Converts an image to another color depth.

**Black and White [1-bit]** Converts the image to black and white.

**16 Colors [4-bit]** Converts the image to 16 colors.

**Grayscale [8-bit]** Converts the image to grayscale.

**256 Colors [8-bit]** Converts the image to 256 colors.

**RGB Color [24-bit]** Converts the image to 16 million colors.

## **Information (Image Menu)**

Displays the Type, Size and Resolution details of the image opened in the editor.



## **Toolbar, Effect Toolbar, and Status Bar (View Menu)**

Lets you show or hide the Toolbar, Effect Toolbar, and Status Bar.

## **Effect Toolbar**

Lets you show or hide the Effect Toolbar.

## **Refresh (Window Menu)**

Redraws the object on screen.

## **Zoom In (Window Menu)**

Lets you zoom in on a portion of the image. After you choose this command, the cursor changes from an arrow to a magnifying glass. To zoom in, position it over the section of the image you want to enlarge and click the left mouse button; or, click the left mouse button to drag a rubber band box around the portion of the clipart file on which you want to zoom in.

## **Zoom Out (Window Menu)**

Lets you zoom out after you have zoomed in on an image. The tool zooms out by a factor of two until the image reaches its minimum size.

## **Zoom 1 To 1 (Window Menu)**

Displays the actual size of the image in the editor window.

## **Zoom To Fit (Window Menu)**

Lets you zoom in or out on the image so that it fits the size of the editor window.

## **Zoom To Page (Window Menu)**

Displays the image within the dimensions of a page.



## **Index (Help Menu)**

Displays an index to information contained in the Corel GALLERY 2 Help.

To see the entries for a topic, click the first letter of the word you want to look up, or press TAB to select the letter and then press ENTER.

## **Using Help (Help Menu)**

Provides information about using online Help in Windows applications.

## **About (Help Menu)**

Displays a dialog box with information about the version of Corel GALLERY 2 you are running.

## **About (Help Menu)**

Displays a dialog box with information about the version of Corel GALLERY mini-editor you are running.

## Archiving an item

### To archive an item:

1. Select an item from an album window.
2. Choose Edit, Properties. The Properties dialog box opens.
3. Click the File Link tab.
4. In the File Data box, enable the Update checkbox.
5. Enable the Embed data from File Link radio button.
5. Click OK.

## **Archiving an album**

### **To archive an album:**

1. Select an album from an album window.
2. Choose Edit, Batch Edit. The Batch Property Edit dialog box opens.
3. Click the File Links tab.
4. In the File Data box, enable the Update Data checkbox.
5. Enable the Embed data from Link radio button.
6. Click OK.

## Exporting files

You can convert your graphics files to different file formats for use in other applications.

### To export graphics for use in other programs:

1. Select the file(s) you want to export from an album window.
2. Choose File, Export. The Export dialog box appears.
3. In the Export Files as Type text box, choose the file format you want (e.g. Windows Bitmap, TIFF Bitmap).
4. Type a name for the file you are exporting in the File Name box or choose a new one from the File Name list.
5. Click OK.

Depending on the format you choose, another export dialog box may appear. This dialog box lets you control color depth, resolution, and a number of other controls relevant to the file format to which you are exporting. Choose any options and click OK.

See [Export dialog box](#)

## Export dialog box

These dialog boxes vary depending on the file format you are exporting to. The following list details the options for exporting a CMX file to a BMP file.

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### ***Dialog Box Options***

**Colors** Exports your file as shades of gray or color. Choose the number shades of gray or color you want in the exported file from the list box. The greater the number of colors, the larger the exported file.

**Dithered** Dithers the colors and gray shades in the exported file. Dithering may produce better results when exporting fewer colors than the original image. Here are some guidelines to help you decide whether to dither the bitmap:

- If you are exporting 16 or 256 colors or grays, use dithering.
- If you intend to scale the file in another application, dithering is not recommended.

**Compressed** Compresses the exported file so that it takes less disk space. Compressed files take more time to save and load. Compression is optional for some file formats; for others, compression is always performed.

**Resolution** Specifies the resolution (in dots per inch) for files exported at a size of 1 to 1.

**Size** Specifies the dimensions of the exported file. Choose one of the preset sizes from the list box or choose Custom and type or select the dimensions in the Width and Height boxes.

**Reset** Returns to the settings in effect when you opened the dialog box.

**Projected uncompressed file size** Shows the estimated size of the exported file before compression. Compressed files will be smaller than the value displayed.



## **Accessing the Corel GALLERY 2 Image Editor**

### **To access the Image Editor:**

1. Select a thumbnail from an album window.
2. Double-click the image.

## Printing an album

### To print all the files included in an album:

1. Open an album.
2. Select the album icon.
3. Choose File, Print. The Print dialog box appears.
4. Click the Options button. The Print Options dialog box appears.
5. Click the Options tab.
6. Ensure that the Print Files radio button is enabled.
7. In the Header Options box, choose the elements you want to appear (Include header, Header on each page, Print page numbers, etc.). Enable the Preview Image checkbox to display an image on the page window.
8. Click OK.

**Note:** Only one file will appear in the page window at a time. Scroll through the pages of files using the arrow keys located on the bottom left corner of the page window.

## Formatting and printing thumbnails

You can format and print pages of thumbnails. You can also choose elements that you want to appear on every printed page, such as the page number, path, and name of the album, and a user-definable test string.

### To format pages of thumbnails:

1. Open an album.
2. Select the thumbnails you want to print. To print all thumbnails, select the album icon.
3. Choose File, Print. The Print dialog box appears.
4. Click the Options button. The Print Options dialog box appears.
5. Click the Options tab.
6. Enable the Print Thumbnails radio button.
7. In the Thumbnails Options and Header Options boxes, choose the elements you want to appear (Number of columns, Print frame, Print name, Regenerate, etc.). Enable the Preview Image checkbox to display the images on the page window.
8. Click OK.

## **Printing a file**

### **To print a file:**

1. Open an album.
2. Select the file you want to print.
3. Choose File, Print. The Print dialog box appears.
4. Click the Options button. The Print Options dialog box appears.
5. Click the Options tab.
6. Ensure that the Print Files radio button is enabled.
7. In the Header Options box, choose the elements you want to appear (Include header, Header on each page, Print page numbers, etc.). Enable the Preview Image checkbox to display the image on the preview page.
8. Click OK.

## **Contents (Help Menu)**

Displays the opening Corel GALLERY 2 Help screen. From this screen, you can choose the type of Help you want. When you are in Help, clicking the Contents button takes you back to the opening screen.

## **Screen/Menu Help command (Help Menu)**

Changes the mouse pointer to an arrow with a question mark. Click on an available menu command or a part of the screen to get Help on that item.

## **How to Use Help (Help Menu)**

When you choose this command, Using Help appears. It describes how to use online Help in Windows.

## **About Corel GALLERY 2 (Help Menu)**

Opens a dialog box with information about which version of Corel GALLERY you are running.



## **Search For Help On (Help Menu)**

Opens the Search dialog box, where you enter keywords to search for a Help topic. You can also open the Search dialog box choosing the Search button from the Help window.

## **Bookshelf (Edit Menu)**

Bookshelf is a permanent album storage area. It lets you access any album placed on the bookshelf so you do not have to search through your directories to locate albums that you may not have worked with for some time.

See [Using the Bookshelf](#)

## **Bookshelf**

Bookshelf is a permanent album storage area. It lets you access any album placed on the bookshelf so you do not have to search through your directories to locate albums that you may not have worked with for some time.

## Using the Bookshelf



Add to, open, and view the contents of the Bookshelf at any time by choosing Edit, Bookshelf. You can also use the bookshelf toolbar buttons to quickly add an album to the bookshelf or to open an album from the bookshelf in the Corel GALLERY 2 main window.


[Bookshelf: Adding an album](#)

[Bookshelf: Opening an album](#)

[Bookshelf: Viewing contents](#)


## **Bookshelf: Adding an album**

### **To add an album to the Bookshelf:**

1. Open an album and activate the album window.
2. Choose Bookshelf, Add from the bookshelf flyout or click the  on the bookshelf toolbar.

## **Bookshelf: Opening an album**

### **To open an album from the Bookshelf:**

1. In the Corel GALLERY 2 main window, click the arrow on the drop-down list box. A list of all the available albums is displayed.
2. Click the album you want to open. The drop-down list box collapses, displaying the selected album in the text box window.
3. Choose Bookshelf, Open from the bookshelf flyout or click the  button on the bookshelf toolbar.

## **Bookshelf: Viewing contents**

The Bookshelf, Contents command lets you open, close, and delete albums from the Bookshelf and close active albums.

### **To open, close, or delete albums:**

1. Choose Edit, Bookshelf. The Bookshelf dialog box appears.
2. Select the album or albums you want to open, close, or delete.
3. Click **Open** to open all selected albums; click **Delete** to delete all selected albums from the Bookshelf; or click **Close** to close those albums open in the Corel GALLERY 2 main window.

## **Status Line**

Displays information about the a selected item.



## **Confirm**

Prompts you to confirm additions, changes, etc. before you proceed or exit the program.

## **Properties: Drives and folders**

Provides you with general and detailed information about drives and folders.

## **File Properties**

Provides you with general information about a file, including attributes (read-only, hidden, etc.), permissions, path, etc.

## **File Link**

Lets you view and change the item File Link; check file size, creation and modification dates, attributes, and permissions.

### **Open dialog box**

Lets you replace an existing file link with a new file link.

#### **To create a new file link:**

1. In the Drive box, select a drive.
2. In the Directories box, select a directory or subdirectory.
3. Enter a new file name in the File Name box or select an existing name from the list box.
4. Click OK.

## **Corel GALLERY 2 Toolbar**

Click a button on the toolbar to perform one of the following operations (from left to right): new album, open files, save, print, cut, copy, paste, drive window, export, properties, batch edit, search, slide show, and get context-sensitive help.

## **Status bar**

Provides information about a selected drive, directory, file, album, or item and displays the progress of certain operations performed using Corel GALLERY 2.

## **List**

Displays a list of items that could not be exported. Check the item file, target directory, etc., and retry.

## Selecting a source device

The Select Source command lets you choose a standard image input driver such as Corel Image Source. The sources that appear in the Select Source dialog box depend on the scanner driver(s) installed on your computer.

### To select a source device:

1. Choose Select Source from the Acquire Image flyout menu. The Select Source dialog box opens.
2. Click a device name.
3. Click Select.



## Acquiring an image

The Acquire command lets you control your scanner. The dialog box displayed depends on the type of scanner in use.

When you scan an image using Corel GALLERY 2, a bitmap is created and automatically placed in the GALLERY2 **IMAGES** directory.

### To acquire an image:

1. Choose Acquire from the Acquire Image flyout menu to access your scanner.

The Corel Image Source dialog box that opens depends on the type of scanner in use. Some scanners provide more options that can be accessed by clicking the Settings button.

2. Click **Prescan** to perform a preliminary scan of the entire image.
3. Select an area by dragging on the corner handles of the marquee.
4. Click **Scan** to perform a final scan.
5. A bitmap is created and saved in your GALLERY2 **IMAGES** directory.

## Corel GALLERY 2 Paste Picture dialog box

Lets you control the size of the image as it will appear in your target document.

### Sizing options

**Absolute** Enable the Absolute radio button to size the image using absolute numerical values. There are four options from which to choose to size the image: inches, millimeters, picas, or points.

**Proportional** Enable the Proportional radio button to size the image using percentage values.

**Width** Enter a number or use the scroll arrows to choose a numerical value or enter a percentage in the % box. If a number is entered in the first box, the % box reflects the change and vice versa. You can enter either a number or percentage but not both.

**Height** Enter a number or use the scroll arrows to choose a number or enter a percentage in the % box. If a number is entered in the first box, the % box reflects the change and vice versa. You can enter either a number or percentage but not both.

**Maintain Aspect** When checked, the dimensions of the image remain proportional to the original. If you enable Maintain Aspect, values in the Width and Height boxes remain proportional to the original values and the Horizontal and Vertical resolutions are equal whatever values are entered.

## **Tools**

Flip

Rotate

Resample

Crop

Convert To

Zoom

## **Zoom**

Zoom In

Zoom Out

Zoom 1 To 1

Zoom To Fit

Zoom To Page

## **Pasting an image from an editor into another application**

### **To copy and paste an image into another application:**

1. Open an image in an editor window.
2. Choose Edit, Copy. The image is copied to the clipboard.
3. Activate the application window into which you want to paste the image and choose Edit, Paste.

## **Dragging an item from an album into another application**

### **To drag and drop an item into another application:**

1. Open an album in the Corel GALLERY 2 main window.
2. Reduce the size of the main window so that the window of your client application is visible.
3. Click and drag the item from the album into the client application and release the mouse button.

The Paste Picture dialog box appears. This dialog box lets you control the size of the image as it will appear in your client application.

## Copying an item from an album into another application

### To copy and paste an item into another application:

1. Open an album in the Corel GALLERY 2 main window.
2. Click the item you want to copy.
3. Choose Edit, Copy. The image is copied to the clipboard.
4. Activate the application window into which you want to paste the image and choose Edit, Paste.

The Paste Picture dialog box appears. This dialog box lets you control the size of the image as it will appear in your client application.

## **Screen/Menu Help command (Help menu)**

Changes the mouse pointer to an arrow with a question mark. You can then click on an available menu command or a part of the screen to get Help about that item.



## **Renaming an item or sub-album**

### **To rename an item or sub-album:**

1. Select the item or sub-album to be renamed.
2. Choose Edit, Rename.
3. Enter a new name.

## **Set As Default (View Menu)**

Lets you create album default settings. Lets you choose the album settings that will automatically affect each subsequent album you create using Corel GALLERY 2.

## **Default Settings**

Preset options built into a program.

## **Bookshelf Toolbar**

Provides you with quick access to Bookshelf commands and functionality. Click the arrow button on the drop down box to view the contents of the bookshelf.

## **Minimize button**

Reduces the Corel GALLERY 2 main window or an album window to an icon.

## **Maximize/Restore button**

The **Maximize** button is located in the upper right corner of the Corel GALLERY 2 main window and all open albums that are not fully expanded. Clicking on it 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.

## Print Options dialog box

Opens the Print Options dialog box with more advanced options for controlling the way files and thumbnails print.

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### ***Dialog Box Options***

#### **Page Window**

The bounding box shows the area within which the selected printer is capable of printing. Resize or change the position of an image or thumbnail selections by specifying values in the Position and Size boxes.

Rulers allow to you judge the relative size and placement of an image or thumbnail selections. Change the rulers' units by clicking the Units box and choosing a new unit from the list.

**Note:** Changing the size and position of an image or thumbnail selections within this area does not affect the original file(s).

See also:

[Print Options - Layout dialog box](#)

[Print Options - Options dialog box](#)

## Print Options - Layout dialog box

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### ***Dialog Box Options***

#### **Position and Size**

**Top, Left** Adjusts the position of an image or thumbnail selections on a 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.

**Width, Height** Adjusts the size of an image or thumbnail selections. When the value in one box is changed, the value in the other changes proportionately to maintain the aspect ratio.

**Center** Centers the image or thumbnail selections on the page.

**Fit to Page** Reduces or enlarges the image or thumbnail selections to fit on the size of paper in the printer.

**Maintain Aspect** Resizes the image or thumbnail selections when printed.

**Print Tile Pages (Applicable for a single image only.)** Prints parts of an image outside the Printable Page on additional pages.

**Preview Image** Displays current image or thumbnail selections in the "page" window.

**File info within page** Prints reference information within a page.

For information on adding standard printers marks and file information to a file or selection of thumbnails, see [Print Options - References.](#)



## Print Options - References

Using the mouse, choose the reference you want and click.



## **Crop marks**

Prints crop marks to the printed page.

## **Registration marks**

Prints registration marks on each page so the printer can line up the colors properly.

## **Filename marks**

Prints the filename of the drawing, the current date and time, Tile and Plate number outside the top and bottom margins of the page.

## **Emulsion side down**

Choose when printing to film to print the emulsion side down. Check with your printer as to whether they prefer the emulsion side up or down.

## **Reverse**

Creates a reversed image that images directly on film.

## Print Options - Options dialog box

Use to specify additional settings for printed files and thumbnail selections..

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### **Dialog Box Options**

#### **Print Files**

Prints pages of files. Scroll through the images you have selected in a Corel GALLERY 2 album using the arrow keys in the bottom left hand corner of the page window one from Corel GALLERY 2. When you enable the Print Files radio button, the Thumbnail Options box and all its functions are disabled.

#### **Print Thumbnails**

Prints pages of thumbnail images from Corel GALLERY 2. This command can be used to print a selection of or all the thumbnail images in an album.

### **Thumbnail Options box**

**Number of columns** Arranges thumbnails in horizontal columns. Choose a value from 1 to 20.

**Print frame** Prints a frame around each thumbnail on a page.

**Print name** Prints the name of the file under each thumbnail image.

**Regenerate** Renders the thumbnail from internal file data producing a high-resolution thumbnail. This type of thumbnail will require additional printing time.

**Print path** Prints the name of the file path under each thumbnail image.

### **Header Options box**

**Include header** Header options are accessible when you enable this checkbox. These options are used to add headers to pages of files or thumbnails.

**Print header on each page** Prints a header on every page of a multiple page print operation.

**Print page numbers** Prints page number on every page of a multiple page print operation.

**Custom text (text box)** Lets you add custom text to header information.

**Print border** Lets you add a frame surrounding the header and file or group of thumbnails and is printed on every page.

**Include Sub-Albums** When you print an album, enabling this checkbox will include the contents of all sub-albums belonging to that album.

**Preview Image** Displays current image or thumbnail selections in the "page" window.

**File info within page** Prints reference information within a page.

For information on adding standard printers marks and file information to a file or selection of thumbnails, see [Print Options - References.](#)



## **Header**

Information pertaining to a file - album name, number of printed pages, custom text, and page number.

## Open dialog box

Opens an existing album in the Corel GALLERY 2 main window.

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### ***Dialog Box Options***

**File Name** Select or type the name of the album you want to open. This box lists albums and all other file types with the filename extension selected in the List Files Of Type box.

**List Files Of Type** Select the type of file you want to see in the File Name list. Gallery Albums (\*.gal) lists all Corel GALLERY 2 albums in the current directory; All Files (\*.\*) lists all files in the current directory.

**Drives** Select the drive that contains the album or file you want to open.

**Directories** Select the directory that contains the album or file you want to open.

**Network** Opens the Connect Network Drive dialog box so that you can make a connection to a network drive. For more information, choose the Help button in the dialog box.

## Scale

Lets you resize an image using absolute and proportional numerical values.

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### ***Dialog box options***

**Absolute** Enable the Absolute radio button to size the image using absolute numerical values. There are four options from which to choose to size the image: inches, millimeters, picas, or points.

**Proportional** Enable the Proportional radio button to size the image using percentage values.

**Width** Enter a number or use the scroll arrows to choose a numerical value or enter a percentage in the % box. If a number is entered in the first box, the % box reflects the change and vice versa. You can enter either a number or percentage but not both.

**Height** Enter a number or use the scroll arrows to choose a number or enter a percentage in the % box. If a number is entered in the first box, the % box reflects the change and vice versa. You can enter either a number or percentage but not both.

**Maintain Aspect** When checked, the dimensions of the image remain proportional to the original. If you enable Maintain Aspect, values in the Width and Height boxes remain proportional to the original values and the Horizontal and Vertical resolutions are equal whatever values are entered.

## **Toolbar**

Lets you show or hide the Toolbar.

