

CorelSHOW Help Contents

Help topics for CorelSHOW are divided into six 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.



Commands

- [Control Menu](#)
- [File Menu](#)
- [Edit Menu](#)
- [Insert Menu](#)
- [Arrange Menu](#)
- [Display Menu](#)
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Active window

The active window is the one in which you are working. The next action you perform applies to the active window.

Animation file

A series of still images which can be inserted into a presentation. When the presentation is played as a screen show, the images simulate motion.

Aspect ratio

The ratio of the width of an image to its height. You can change the aspect ratio of an object in CorelSHOW by stretching it in one direction.

Background

Underlying elements common to all pages in a presentation. Backgrounds commonly consist of a repeating text or graphic element such as a company logo.

Clipboard

A temporary storage area used to transfer information between Windows applications. In CorelSHOW, you can cut or copy an object onto the Clipboard, and then paste into another application or presentation file.

Control menu

A menu available in all Windows applications. Commands on the menu allow you to move, resize, minimize, maximize and close application and document windows. Control menus in dialog boxes have commands for moving and closing them. Pressing the ALT key and SPACEBAR or clicking on the box on the left side of the Title bar opens the Control menu.

Control menu box

Icon on the left of the title bar of all windows and dialog boxes which opens the Control menu.

CorelCHART

A program supplied with CorelDRAW for creating charts and graphs.

Deselect

To click on white space or select another object so that the currently selected object is no longer selected, indicating that you do not want the next command or action to apply to it.

Destination file

The file into which an embedded or linked object is inserted. See *also* [Embedded object](#) and [Linked object](#).

Directory

Like a drawer in a filing cabinet, a directory is part of a structure used to organize files on a disk. Directories have names and can be divided into subdirectories. For example, you could create a directory called LOGOS for storing logo designs.

Drag

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

Drive

A device in a computer that spins disks used to store information. Personal computers normally have a fixed disk drive labelled C and one or two floppy disk drives labelled A and B.

Embedded object

Information from a file created in one application that's been inserted into a file in another application. For example, you can embed a graphic created in CorelDRAW into a CorelSHOW presentation. The embedded information can be edited from within the application in which it is embedded.

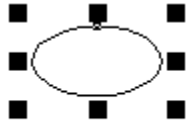
File previewer

In the Open Presentation and Open Background dialog boxes, a small bitmap representation that lets you see the contents of a selected file before you open it.

Guidelines

Non-printing lines used to align objects. Guidelines can be placed anywhere in the drawing window by dragging them from the rulers or using the Guidelines Setup command in the Display menu. By turning on Snap To Guidelines in the Display menu, you can force objects to a guideline when they are drawn or moved near it.

Highlighting box



The invisible rectangle with eight handles that encloses a selected object. When you move, stretch or scale an object, a dotted rectangle representing the highlighting box appears instead of the object.

Linked object

A reference or placeholder for information inserted into a file. Changes made to the information from the application that created it are automatically reflected in the destination files.

Maximize

To enlarge an application window to full screen size.

Menu

A list of commands that appears when you choose a name in the menu bar. The menu bar appears below the Title bar, which is at the top of the window.

Menu bar



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

OLE

Initial letters in Object Linking and Embedding, a feature in CorelSHOW (and other Windows applications) that lets you integrate charts and images from other applications and edit them by opening the application from within CorelSHOW.

Page border

In the presentation window, the rectangle with the drop shadow that represents the printable or viewable area.

Path name

Directions to a directory or file on your system. For example, C:\WINDOWS\CORELSHOW\CHART.CDR is the path name for the CHART.CDR file which is stored on drive C in a subdirectory of the Windows directory called CORELSHOW.

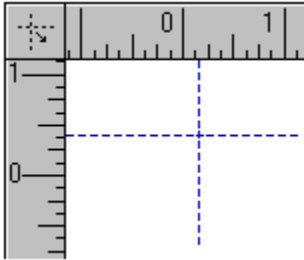
Presentation window

The area in which slides and pages in a presentation are created. Each presentation that you open appears in a separate window.

Proof

To print a trial version of a presentation to see how it will look when output in its final form.

Ruler crosshairs



The pair of intersecting lines which can be dragged from the spot where the rulers meet. Used to check the alignment of objects and to reset the 0,0 points on the rulers.

Service bureau

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

Screen show

Displaying pages in a presentation in sequences on a computer screen.

Snap

To force an object being drawn or moved to align with guideline or other object. You can turn Snap on and off by choosing the Snap To Guidelines command in the Display menu.

Source application

The application supplying information being linked or embedded.

Source file

The file that contains information being embedded or linked. See *also* [Embedded object](#) and [Linked object](#).

Title bar



Located along the top of the CorelSHOW window and in each presentation window. The CorelSHOW title bar shows the name of the program and the name and location of files in fully-expanded presentation windows.



Menu Commands

Listed below are the command menus available on the menu bar. Select a menu to view a list of the commands it contains.

- [Control Menu](#)
- [File Menu](#)
- [Edit Menu](#)
- [Insert Menu](#)
- [Arrange Menu](#)
- [Display Menu](#)
- [Help Menu](#)

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

<u>New</u>	opens a new <u>presentation window</u> so that you can create a new presentation.
<u>Open</u>	opens an existing presentation or <u>background</u> in a new window.
<u>Save</u>	saves the current presentation.
<u>Save As</u>	saves the current presentation under a new name. Also used to save a presentation in a different directory.
<u>Save As Background</u>	saves the current background so that you can use it in another presentation.
<u>Close</u>	closes the active presentation.
<u>Print</u>	prints the current presentation according to the options you specify.
<u>Page Setup</u>	lets you change the page size and orientation.
<u>Print Setup</u>	lets you choose printers and printer options.
<u>Run Screen Show</u>	runs the current presentation as a <u>screen show</u> .
<u>Exit</u>	ends the current CorelSHOW session.
<u>File 1,2,3,4</u>	lists the last four presentation files opened or saved. Choosing the file name or number opens the file.

Edit Menu

<u>Undo</u>	reverses certain commands or operations.
<u>Cut</u>	removes the selected object(s) and places it onto the <u>Clipboard</u> .
<u>Copy</u>	puts a copy of the selected object(s) onto the Clipboard.
<u>Paste</u>	places the cut or copied object(s) into the current page.
<u>Paste Special</u>	lets you select the format that information will be in when it is pasted into the current page. Also lets you <u>link</u> the information with the page or slide.
<u>Clear</u>	deletes the selected object(s) from the current page.
<u>Select All</u>	selects all objects in on the active page.
<u>Omit Background</u>	turns off the background in the selected page.
<u>Edit Object</u>	opens the application used to create the selected <u>embedded object</u> .
<u>Links</u>	displays a list of <u>linked objects</u> in the current page, and controls for managing the links.

Insert Menu

- New Page adds a new page to the current presentation.
- Insert Object inserts and embeds an object from another application into the current page.
- Insert File inserts a file from another application and creates a link that updates the file whenever changes are made.
- Insert Animation attaches an animation file to the current page.

Arrange Menu

- To Front places the selected object on top of all others on the current page.
- To Back places the selected object behind all others the current page.
- Forward One moves the selected object on top of the object that's in front of it.
- Backward One moves the selected object in back of the object that's behind it.
- Fit Object to Page resizes the selected object so that it's the same dimensions as the current page.

Display Menu

<u>Rulers Setups</u>	displays a dialog box for changing the location of the 0,0 points on the rulers and the units of measurement they use.
<u>Show Rulers</u>	toggles the display of the Rulers on and off in the active presentation window.
<u>Guidelines Setup</u>	displays a dialog box for adding, moving and deleting <u>guidelines</u> .
<u>Snap To Guidelines</u>	toggles Snap to Guidelines on and off. When on, an object can be forced into alignment with a guideline when it is moved or drawn near it.
<u>Presentation Options</u>	displays a dialog box for controlling a <u>screen show</u> .
<u>Save Settings</u>	saves the ruler and guidelines settings as the defaults for future CorelSHOW sessions.

Window Menu

- Tile arranges the open presentation so that they do not overlap.
- Cascade arranges the open presentation windows side by side with no overlap.
- Arrange Icons lines up the icons of minimized presentation windows along the bottom of the screen.
- 1, 2, 3... displays a list of open presentation windows. Choosing the name or number next to it makes the window active.

Help Menu

<u>Contents</u>	displays the CorelSHOW Help Contents.
<u>Using Help</u>	explains how to use Help.
<u>Search for Keywords</u>	displays the Search dialog box, which lets you find Help information using keywords.
<u>About CorelSHOW</u>	displays which version of CorelSHOW you are using.

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.

- Does 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 arrow keys on the keyboard.

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

Size command (Control menu)

Allows you to resize the active window with the arrow 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 the 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 CorelSHOW 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.

Welcome to CorelSHOW dialog box

Displayed each time you start CorelSHOW so that you can immediately open an existing presentation or begin a new one.

Dialog Box Options

Open an Existing Presentation

Displays the Open Presentation dialog box for selecting the presentation file you want to open.

Start a New Presentation

Begins a new presentation with the options currently displayed or with new ones you specify.

Options for New Presentations

Displays the current presentation options. Either choose OK to accept these options or specify new ones. Options you select from this dialog box can be changed at any time using commands in the CorelSHOW's menus.

- | | |
|----------------------------|---|
| Start with N Slides | Type the number of slides you want your presentation to contain. Later, you can add or delete slides as needed. |
| Page Settings | Opens the <u>Page Setup</u> dialog box where you can specify the page size and orientation you want to use. |
| Current Printer | Opens the <u>Print Setup</u> dialog box. You can select a printer and various printer options. |

New command (File menu)

Opens another window so that you can create a new presentation.

The new presentation uses the same page, ruler and guideline settings plus the Presentation Options in effect for the current session. Use the Page Setup command in the File menu to change the page settings. To change the Present Options and the other settings, use commands in the Display menu.

Open command (File menu)

Opens an existing presentation or background in a new window.

Dialog Box Options

File Name

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

List Files of Type

Use to select the type of file you want to open.

Directories

Use to select the directory in which the file you want to open is stored.

Drives

Use to select the drive in which the file you want to open is stored.

File Viewer

Displays a thumbnail representation of the first slide in the selected presentation or the selected background. The **Preview** option, revealed when you choose the **Options>>** button, toggles the display of the bitmap on and off.

Use the scroll bars to see other slides in the presentation.

Options>>

Displays options for finding and annotating files.

Sort by

Sorts files in the **File Name** list alphabetically or chronologically with the most recently saved file listed first.

Preview

Toggles the thumbnail in the File Viewer on and off.

Keywords

Lets you assign keywords to your files. CorelSHOW uses these keywords to find files stored on your system.

Notes

Lets you store remarks with your files.

Find




Displays a dialog box that lets you find files by typing keywords assigned to them. See [Keyword Search dialog box](#).

Shortcut

Pressing CTRL + O displays the Open Presentation dialog box

Keyword Search dialog box

Use this dialog box to specify the keywords you want CorelSHOW to use when searching for files. You assign keywords to files from the Open and Save Presentation dialog boxes and the Save Background dialog box.

- You can search using as many keywords as you want if you separate them with either a comma or a plus ("+") sign.
 - " ," finds files that have at least one of the keywords separated by a comma. 
 - "+" finds files that have all keywords separated by a plus sign. 
- You can also mix commas and plus signs. 
- Search is not case-sensitive; therefore, it does not matter whether you type the keywords in uppercase or lowercase letters.
- Leave **Search All Directories** unchecked if you only want to search the current directory.
- Files found during the search are listed in the the File Open dialog box under **File Name**.

Example

Keywords: Europe,map,demographic,highways

Finds files with any of the above keywords

Example

Keywords: cover designs+logos

Finds files with both of the above keywords

Example

Keywords: animals+birds,insects

Finds files that contain both the keywords "animals" and "birds" plus those containing the keyword "insects".

Save command (File menu)

Saves the current presentation under the name displayed in the title bar.

- If you have not saved the presentation yet, the Save Presentation dialog box appears prompting you to enter a name.
- If you are altering an existing presentation, but want to keep the original version, use the Save As command.
- When you save a drawing the following settings are saved with the file:
 - Page Size and Orientation
 - Ruler units and origins
 - Snap Guidelines status
 - Presentation Options

Shortcut

Pressing CTRL+S saves current drawing

Save As command (File menu)

Saves a new presentation or background or a new version of existing ones.

Dialog Box Options

File Name

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

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

Directories

Use to select the directory in which you want the files stored.

List Files of Type

Use to select .SHW as the type of file to be saved.

Drives

Use to select the drive in which you want the file stored.

Keywords

Lets you assign keywords to your files. CorelSHOW uses these keywords to find files stored on your system.

Notes

Lets you store remarks with your files.

Screen Show Only

Saves the presentation as an non-editable file which can only be run as a screen show.

NOTE: Before you save a presentation with this option, make a copy of it or save it under a new name. Without a backup copy, you won't be able to open the presentation to make changes.

Segment File for Portable Media

Divides files too large to store on a single diskette into segments. When the first segment is saved, CorelSHOW will prompt you to enter another diskette.

Choose the option that corresponds to the storage capacity of your diskette. If the diskette has less than 1.2 or 1.4 megabytes of available space, choose **Other** and type amount of space available in fractions of megabytes. For example, type 0.7 if the diskette has 700 kilobytes of available space.

Save As Background command (File menu)

Saves a new background or a new version of existing ones.

Dialog Box Options

File Name

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

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

Insert in Library

Stores the background in the Background Library for visual selection.

Directories

Use to select the directory in which you want the files stored.

List Files of Type

Shows Background File (*.SHB) as the type of file to be saved.

Drives

Use to select the drive in which you want the file stored.

Keywords

Lets you assign keywords to your files. CorelSHOW uses these keywords to find files stored on your system.

Notes

Lets you store remarks with your files.

Close command (File menu)

Closes the active presentation window. If you made changes since you last saved the presentation, a message will appear asking if you want to save those changes.

If you choose Yes and the presentation is unnamed, the Save Presentation dialog appears so that you can name and save the file.

You can also close a presentation by choosing Close from the presentation window's Control menu.

Print command (File menu)

Prints the current presentation according to the options you select.

Dialog Box Options

Printer

Shows the device name of the currently active printer and the port to which it is connected. You can change the active printer with the Printer Setup command in the File menu.

Print Range

Lets you choose which pages you want to print.

All Prints all pages in the current presentation.

Selection Prints selected pages only. You need to be in Slide view to select individual pages in a multi-page presentation.

Pages Prints the range of pages specified in the **From** and **To** boxes.

Print Quality

Selects the resolution at which the presentation prints. The choice of resolutions depends on the printer you have installed. If you are printing proofs, choosing a low resolution (for example, 150 dpi) results in faster printing times.

Print to File

Creates a PostScript file that can be printed from DOS. Select this option if you want to print files from systems which do not have CorelSHOW installed or when sending files to a service bureau for high-resolution printing or slidemaking.

When you choose OK, a dialog box opens prompting you to type a filename. See Print to File dialog box.

Collate Copies

Prints each page of the presentation in the order in which they are numbered with the Numbering Tool.

Don't Print Background

Omits the background when printing. Use this option to print proofs of your presentation more quickly.

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.

Setup

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

Shortcut

Pressing CTRL + P opens the Print dialog box

Print to File dialog box

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

Dialog Box Options

File Name

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

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

List Files of Type

Shows Print File as file type being created.

Directories

Use to select the directory in which you want the file printed.

Drives

Use to select the drive to which you want the file printed.

Printer Setup command (File menu)

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

You can also setup your printer from the Welcome To CorelSHOW dialog box displayed each time you start the program.

Dialog Box Options

Printer

Select the default printer or a printer in the drop-down list box under **Specific Printer**. Only printers installed through the Windows Control panel appear in the list.

Orientation

Select the printer page orientation that matches the orientation specified for your presentation with the Page Setup command.

Paper

Select the paper size and source from the options in the **Size** and **Source** drop-down list boxes.

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)

Sets the page size and orientation for all pages in the current presentation.

You can also setup your printer from the Welcome To CorelSHOW dialog box displayed each time you start the program.

Dialog Box Options

Orientation

Portrait prints the contents of the page down the length of the paper.

Landscape prints the contents of the page across the width of the paper.

Page Size

If you are planning to print your presentation, choose one of the seven standard paper sizes or choose **Custom** and enter dimensions in the **Horizontal** and **Vertical** boxes. (You can specify a custom page size up to 17x17 inches.)

The following options set page sizes for producing slides, overheads and screen shows.

Slide selects a page dimension with the same aspect ratio as a 35mm slide.

Screen selects a page dimension with same aspect ratio as your screen.

Overhead adds margins required when mounting overheads in frames.

Shortcut

Double-clicking on the page border in the presentation window displays the Page Setup dialog box

Run Screen Show command (File menu)

Runs the current presentation as a screen show. The show runs according to options selected through the Presentation Options command in the Display menu.

You can also run a screen show by clicking on the Screen Show button in the top-left corner of the main window.

Shortcut

Pressing CTRL+R starts the screen show

Exit command (File menu)

Ends the current CorelSHOW session. If you have any open presentations with unsaved changes, CorelSHOW will prompt you to save those presentations before closing.

Shortcut

Pressing CTRL+X ends the current CorelSHOW session

File - 1, 2, 3, 4 command (File menu)

Lists the last four presentation files you closed. Type the number next to the file you want to open or click on its filename.

Undo command (Edit menu)

Reverses the last command or action you applied to your presentation if possible. Use Undo immediately after making a change you do not want to keep.

Shortcut

Press ALT+BACKSPACE

Cut command (Edit menu)

Removes the selected object(s) from the current page and places it onto the Clipboard. Once on the Clipboard, you can paste the object onto another page or into another Windows application.

- The Paste command is only available in Slide view.
- Objects cut from other programs and pasted into CorelSHOW usually appear in the center of the page.
- To permanently remove the selected object(s), use the Clear command in the Edit menu.

Shortcut

Press SHIFT+DEL

Copy command (Edit menu)

Places a copy of the selected object(s) onto the Clipboard. Once on the Clipboard, you can paste the object into another Windows application or CorelSHOW presentation.

- The Paste command is only available in Slide view.
- Objects copied between CorelSHOW pages are pasted onto the current page at the same size and location as the original.
- Objects copied from other programs are usually pasted onto the center of the page.

Shortcut

Press CTRL+INS

Paste command (Edit menu)

Places a copy of object(s) in the Clipboard onto the current page. The object(s) remains on the Clipboard until you copy or cut another object or end the current Windows session.

- The Paste command is only available in Slide view.
- Objects cut/copied between CorelSHOW pages are pasted onto the current page at the same size and location as the original.
- Objects cut/copied from other programs are usually pasted onto the center of the page.

Shortcut

Press SHIFT+INS

Paste Special command (Edit menu)

Inserts information from the Clipboard into your drawing. You can specify the format the information will be in and create a link to the application from which the information came.

Dialog Box Options

Source

Displays the type of information you can paste from the Clipboard.

Data Type List Box

Lists the formats in which the information can be pasted.

Paste

Inserts the contents of the Clipboard into your drawing without creating a link.

Paste Link

Inserts the contents of the Clipboard and creates a link to the other application. This button is only available if the Clipboard contents come from an application which can link to information in CorelDRAW.

Clear command (Edit menu)

Deletes the selected object(s). If no subsequent action has been performed, you can restore a deleted object by choosing the Undo command.

Shortcut

Press the DEL key

Select All command (Edit menu)

Selects all objects on the page in Slide view or all pages in the presentation in Slide sorter view. With the objects or pages selected, you can apply a command or action that affects them all. For example, you can choose Omit Background from the Edit menu and turn off the background for all pages in the current presentation.

If you want to deselect one or more of the selected objects or pages, choose the Pick tool, hold down the Shift key and click on the objects or pages.

Omit Background command (Edit menu)

Turns off the background in the selected page leaving just the foreground objects to display and print.

If you're sorting pages in a large presentation, omitting the background saves time during screen redrawing. Printing proofs of your presentation may also take less time without the background.

CorelSHOW provides an option in the Print dialog box for turning off the background at print time only.

Edit Object command (Edit menu)

Opens the application in which the selected embedded object was created allowing you to make changes to it. When you finish making changes and close the application window, the revised object is incorporated into your CorelSHOW file. For example, if your file contained a chart created with CorelCHART, selecting it and choosing Edit CorelCHART from the Edit Menu opens the CorelCHART application and displays the chart for editing.

Note that the command name changes depending on the type of object you select.

Shortcut

Double-clicking on the object with the left mouse button opens the source application.

See also

[Linking and Embedding - An Overview](#)

Linking and Embedding - An Overview

Linking

Linking lets you create a file in CorelSHOW that includes information from a second file created in another application and then link the two files together. By copying an object from a *source* file (for example, a CorelDRAW file) and pasting into a *destination* file (for example, CorelSHOW), you can have the destination file updated whenever information changes in the source file.

You can control when updates occur or have CorelSHOW update the information automatically whenever the source file changes.

Embedding

Embedding allows you to create a file that includes information such as graphics and charts created in other applications. Only Windows applications that support object embedding can supply embedded information.

NOTE: You must have enough memory to run all the applications you are using at once.

Embedding is used instead of linking when you want to make changes to the embedded information within CorelSHOW. For example, you can embed a graph created in CorelCHART and edit it while in CorelSHOW. While you're working on your CorelSHOW presentation, you may decide that you want to change the size of the text in the graph. To do this, simply double-click on the graph. CorelCHART will open with the graph displayed ready for editing. When you finish editing and switch back to CorelSHOW, the chart will be updated with the changes you made.

Links command (Edit menu)

Lists all the links in the current page.

Dialog Box Options

Links

Lists the links in the current page along with the application name, item name and the type and status of the link.

Update

Specifies the type of link you want for the links selected in the **Links** box.

Automatic Revises your CorelDRAW file whenever a change is made to the linked object.

Manual Revises your CorelDRAW file when you choose the **Update Now** button.

Open Source

Opens the application in which the linked object originated. For example, if your file contained a CorelCHART graph, CorelCHART would open with the graph displayed.

Update Now

Updates the selected links and closes the dialog box.

Cancel Link

Severs the selected links so that there is no longer a connection between the CorelSHOW presentation file and the object's source application.

Change Link

Displays the Change Links dialog box which lets you to change the selected link to receive an object from another application and/or file or a different object altogether.

Change Link dialog box

Use this dialog box to change the source of existing linked objects.

Dialog Box Options

File Name

Type the name of the new file with the object you want to link.

List Files of Type

Use to select the application with the changed link if different from the original.

Directories

Use to select the directory in which you want the files stored.

Drives

Use to select the drive in which you want the file stored.

New Page command (Insert menu)

Adds pages to the current presentation. You specify the number of pages added and whether they are inserted before or after the current page. In Slide view, select the page you want as the current page before choosing the command.

The New Page command is unavailable in Background view.

Object command (Insert menu)

Inserts and embeds an object from another application into the current page. The list in the Insert New Object dialog box shows names of applications on your system which can supply embedded objects.

After you make your selection and choose **Insert**, the mouse pointer changes to a crosshair. Drag the crosshairs to indicate where on the page you want the object inserted.

You can also select the source application with the buttons along the left side of the CorelSHOW screen.

Dialog Box Options

Objects

Lists the types of objects and in many cases the names of the applications that can supply embedded objects. Some common object types include: graphics from CorelDRAW, CorelPHOTO-PAINT and worksheets from Microsoft Excel.

Only applications on your system which support object linking and embedding appear in the list.

See also

[Linking and Embedding - An Overview](#)

File command (Insert menu)

Inserts objects from a file in another application. You have the option of linking the object with the presentation file or embedding it.

Linking updates the presentation whenever you make changes to the information in the source application. To make changes to embedded information, you need to open the source application from within CorelSHOW.

Dialog Box Options

File Name

Type or select the name of the file you want to link. Select the type of file from the **List Files of Type** box or type the extension.

List Files of Type

Use to select the application with the changed link if different from the original.

Directories

Use to select the directory in which the file you want to link is stored.

Drives

Use to select the drive in which the file you want to link is stored.

Options

Lets you specify how and where to insert the information.

Link To File creates a link to the source application for subsequent updates.

Embed File allows you to open the source application to make changes to the information.

Create New Page creates a new page to receive the information.

Add to Current Page inserts the information into the current page.

Full Size inserts the object at the same size it was at in the source application. This option is only available when Create New Page is selected.

Animation command (Insert menu)

Places the first frame of an animation file onto to the current page. You can include animation files supplied with CorelSHOW anywhere in your presentation and play them as part of a screen show.

- If the current page already contains objects, CorelSHOW will create a new page for the animation and insert it before the current one.
- CorelSHOW can play animation files in Autodesk Animator Pro (.FLI files) and 3D Studio format (.FLC files).
- The Animation command is not available in Background view.

Dialog Box Options

File Name

Type or select the name of the file you want to link. Select the type of file from the **List Files of Type** box or type the extension.

List Files of Type

Use to select the application with the changed link if different from the original.

Directories

Use to select the directory in which the file you want to link is stored.

Drives

Use to select the drive in which the file you want to link is stored.

Preview box

Shows the first frame in the animation file. Use the scroll bar to see others in the file. The frame that appears on the page when you close the dialog box is the one displayed in the preview box.

Options

Displays options for playing the animation file.

Repeat repeats the animation according to the number of times specified then goes on to the next slide in the presentation.

Repeat Forever repeats the animation continuously until you double-click the left mouse button or press any of the slide advancement keys to advance to the next slide. Press the ESC key if you want to stop the screen show and return to the main screen.

Hold after Last Frame keeps that last frame on screen until you double-click the left mouse or press any of the slide advancement keys to advance to the next slide. Press the ESC key if you want to stop the screen show and return to the main screen.

Speed controls the speed of the animation and, in turn, the time it takes to play. The **Duration** counter shows how long the animation plays at the specified speed.

Duration shows how long it takes to play the selected animation at the current speed.

Shortcut

Double-clicking on the animation frame in the presentation window opens the Insert Animation dialog box

To Front and To Back commands (Arrange menu)

To Front moves the selected object in front of all others on the page.

To Back moves the selected object behind all others on the page.

Shortcut

- To Front: Press SHIFT+PGUP
- To Back: Press SHIFT+PGDN

Forward One, Backward One commands (Arrange menu)

Forward One moves the selected object on top of the object that's in front of it.

Backward One moves the selected object in back of the object that's behind it.

Shortcut

- Forward One: PGUP
- Back One: PGDN

Fit Object To Page command (Arrange menu)

Scales the selected object to fit the dimensions of the page its on. Applying this command to the background object in your presentation prevents white gaps from showing around the edges of your slides.

Rulers Setup command (Display menu)

Use this command to set the location of the zero points on the rulers and the unit of measurement they use.

The settings you specify apply to the active presentation window; other windows can have their own ruler settings.

Dialog Box Options

Ruler Origin

Determines the location of the zero points on the rulers. Type or select the locations you want for the horizontal and vertical rulers in the corresponding boxes. These locations are relative to the lower left corner of the page.

You can also use the ruler crosshairs to set the ruler origin.

If you want to use a different unit of measurement than the one currently selected, click on the arrow in the units list box, open the units list and choose the unit you want.

Show Rulers

Turns the rulers on and off in the current presentation window. You can also use the Show Rulers command to do this.

Shortcut

Double-clicking on a ruler displays the Rulers dialog box.

Show Rulers command (Display menu)

Turns the rulers on and off in the current presentation window. You can also turn them on and off in the Rulers dialog box.

Snap To Guidelines command (Display menu)

Turns Snap To Guidelines on and off. Guidelines are non-printing lines that you can place anywhere in the presentation window. With Snap To Guidelines on, an object moved near a guideline snaps to it for perfect alignment.

- The position of objects already on the screen does not change when you turn Snap To Guidelines on.
- You can position guidelines by dragging them from the rulers or by using the Guidelines Setup command.

Guidelines Setup command (Display menu)

Lets you add guidelines at specific locations in the current presentation window and lets you move and delete existing ones.

- You can add, move and delete guidelines by dragging them with the mouse.
- With Snap To Guidelines on, an object moved near a guideline snaps to it.
- You can add as many guidelines as you need.
- When you save a presentation any guidelines in the window are saved as well.

Dialog Box Options

Guideline type

Specifies the type of guideline to be added, moved or deleted.

Guideline position

Specifies the location of the guideline relative to the zero points on the rulers.

Snap To Guidelines

Forces objects into alignment with a guideline drawn or moved close to it. You can also turn Snap To Grid on and off with the Snap To Guidelines command in the Display menu.

Delete

Removes the guideline at the location displayed in the **Ruler Position** box.

Move

Moves the guideline to the new location specified in the **Ruler Position** box. If you have added more than one guideline, select the one you want to move by choosing the **Next** button. When its position appears, enter the new location, then choose the **Move** button.

Add

Adds a guideline at the position specified in the **Ruler Position** box.

Next

Cycles through all Horizontal or Vertical guidelines in the drawing window.

Shortcut

Double-clicking on a guideline displays the Guidelines dialog box.

Presentation Options command (Display menu)

Use this command to control CorelSHOW's screen show feature.

Dialog Box Options

Timing

Controls when CorelSHOW advances from one slide to the next.

Automatic Advance to next slide automatically advances from one slide to the next.

Manual Advance to next slide advances to the next slide when you double-click the left mouse button or press any of the slide advancement keys.

Run show continuously until Escape is pressed

Repeats the screen show until you press the ESC key to return to the main CorelSHOW window.

Display pointer onscreen during show

Choose this option if you are making a presentation before an audience and want to use the mouse pointer to draw attention to something on the screen.

Generate slide show in advance

Loads slides into memory to produce a smoother running screen show. When you start the show, a box appears to let you know that the slides are being loaded into memory. Another box will appear after this one, prompting you to start the slide show.

The slides will remain in memory until you exiting CorelSHOW or generate another slide show.

Save Settings command (Display menu)

Saves the current display settings for Rulers, Snap to Guidelines and Presentation Options as the defaults for future CorelSHOW sessions.

NOTE: While each presentation window can have its own display settings, you can have only one set of program settings.

Cascade (Window menu)

Arranges open presentation windows so that they overlap. Each window's title bar remains displayed allowing you to select anyone you want.

Tile command (Window menu)

Sets open presentation windows to the same size and arranges them side-by-side.

Arrange Icons command (Window menu)

Lines up the icons of minimized presentation windows along the bottom of the CorelSHOW screen.

Refresh Window command (Window menu)

Redraws objects on the screen. Used to clear the screen of "dirt" left over from earlier manipulations.

Shortcut

Press CTRL+W

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

Lists all open windows including those minimized to icons. Choosing the name or the number next to it makes the window active.

Contents (Help menu)

Displays the opening CorelDRAW 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 CorelSHOW Help Contents or a Help topic on the selected command or open dialog box
- Pressing SHIFT+F1 then clicking on an active (undimmed) command or a part of the screen displays Help about the selected item

Search for Help On command (Help menu)

Displays the Help Search dialog box. 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.

How to use Help command (Help menu)

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

About CorelDRAW command (Help menu)

Displays the version of CorelSHOW you are running.



Screen

Overview

- [CorelSHOW Control menu box](#)
- [Maximize button](#)
- [Menu bar](#)
- [Minimize button](#)
- [Numbering tool](#)
- [Page area](#)
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- [Title bar](#)
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- [Transition Effects list](#)
- [View buttons](#)
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CorelSHOW Control menu box

Located at the left end of the title bar in the CorelSHOW window.


Clicking on the Control Menu box displays commands for sizing and positioning the window.

See also

[Control menu commands](#)

Maximize button

Located in the upper right corner of the CorelSHOW window and presentation 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 it's Control menu or restore it to its original size by choosing Restore.

Shortcut

Double-clicking on a window's title bar expands the window to full size.

See also

[CorelSHOW Control menu](#)

[Presentation Control menu](#)

Menu Bar



File Edit Insert Arrange

The horizontal bar near the top of the CorelSHOW 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 CorelSHOW window and presentation windows. Clicking on the minimize button shrinks the window to an icon at the bottom of the screen.

- As an icon, the application or presentation 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 its Control menu.

See also

[CorelSHOW Control menu box](#)

[Presentation Control menu box](#)

Numbering tool

Located below the menu bar to let you arrange the order the of slides in your presentation. The Numbering Tool can only be used in Slide sorter view.

To number slides, click on the Numbering tool, then on the slide you want as the first slide, followed by the second slide, the third slide and so on. The caption beneath each slide changes to show its new position. Once you've selected the last slide in the window, Core!SHOW rearranges them into their new order.

If you haven't numbered all the slides, but you're finished for the time being, click on the tool again. The slides rearrange themselves according to your choices.

You can arrange the order of slides by selecting each of them individually and dragging them to the desired position.

Page area

The rectangle with drop shadow in a presentation window. You can place objects beyond the borders of the Page area, but only objects on the page will print or display in a screen show.

Choose Page Setup from the File menu to set the dimensions and orientation of the Page area.

Shortcut

Double-clicking on the Page\Slide border displays the Page Setup dialog box for setting the dimensions and orientation of the Page\Slide area

Page Selection buttons

Displayed in the bottom-left corner of the CorelSHOW window when you are in Slide view or Slide sorter view. One button appears for each slide or page in the current presentation.

When you select a slide\page in Slide Sorter View, its button becomes gray. Similarly, when you are in Slide View, the button of the slide\page you are working on is grayed. Double-clicking on a button in Slide View displays the corresponding slide\page in the presentation window.

Arrows appear on either side of the buttons when the presentation contains more than a screen full of slides.

To	Do this
Scroll one slide at a time	Click on the arrows with the left mouse button
Scroll to first slide	Click on left arrow with right mouse button
Scroll to last slide	Click on right arrow with the right mouse button

Presentation Control menu box

Located at the left end of the title bar in a presentation window less than full size. At full-size, the Control menu box appears at the left end of the menu bar.

Clicking on the Control Menu box displays commands for sizing and positioning the window.

See also

[Control menu commands](#)

Presentation Window

The area in which slides and pages in a presentation are created. Each presentation that you open appears in a separate window.

You can open more than one presentation at a time and move or copy entire slides, or selected objects from one presentation to another. When you move\copy a slide or object, the linking and embedding information associated with it moves as well. Slides moved or copied take on the background of slides in the destination presentation.

Commands in the Windows menu allow you to arrange open windows. The Tile command, for example, resizes all windows so that they fit on the screen without overlapping.

Each window has its own Control menu with commands for moving, sizing, closing and minimizing windows. Closing or minimizing windows you are not currently working on keeps your screen from becoming too cluttered.

Rulers

Displayed across the top and along the left side of each presentation window. You'll find the rulers helpful for sizing and positioning objects in your slides.

Choosing Show Rulers from the Display menu turns the rulers on and off. The Rulers Setup command, also in the Display menu, lets you change the units of measurement the rulers use and the location of the zero points. You can specify different ruler settings for each presentation window.

Clicking on a ruler and dragging brings a guideline onto the screen. Dragging diagonally from the spot where the rulers meet brings out a set of crosshairs.

Restore button

Located in the upper right corner of the CorelSHOW window when enlarged to full size. Presentation windows enlarged to full size have a Restore button located on the right end of the menu bar.

Clicking on the Restore button returns the window to its previous size and location.

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

Shortcut

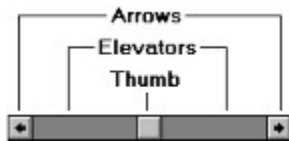
Double-clicking on the window's title bar restores the window to its former size and location.

See also

CorelSHOW Control menu
Presentation Control menu

Scroll Bars

Bars along the bottom and right side of a presentation window. If all the slides in a presentation cannot fit in the window, use the scroll bars to see those out of view.




Click on	to
----------	----

An arrow	move the current view 10% in selected direction
An elevator	move the view by one windowful
On a thumb and drag	move the view an arbitrary amount in any direction

Show Clocks

Time So Far 

Total Time 

Displayed along the bottom-right of the CorelSHOW window to indicate the duration of your screen show.

As you add new slides and set their time on screen, these clocks keep track of the length of your show from the first slide to the current one (Time So Far) and the show's total length (Total Time).

Time on Screen list



Displayed near the top-right corner of the CorelSHOW window and is for setting the length of time a slide stays on-screen during a screen show.

To assign a time to a slide, select the slide in Slide sorter view by clicking on it or in Slide view by clicking on its Page Selection button. Click in the Time on Screen box and type the time you want or select it from the list revealed by clicking the arrow on the right.

Title Bar



Located along the top of the CorelSHOW window and in each presentation window. The CorelSHOW title bar shows the name of the program plus the name and location of files in fully-expanded presentation windows.

In presentation windows less the full size, the title bar shows the file's name and location or the word "Presentation1", "Presentation2" etc., for new presentations you have not yet saved.

If it is less than full-size, dragging the title bar moves the window.

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



Maximize button



Minimize button



Restore button



Control Menu box

Control menu box

Icon on the left of a window's title bar which opens the Control menu. Dialog boxes also have this box.

Commands on the menu allow you to move, resize, minimize, maximize and close applications. Control menus in dialog boxes have commands for moving and closing them. Pressing the ALT key and SPACEBAR or clicking on the box on the left side of the Title bar opens the Control menu.

Tool bar

Displayed along the left side of the CorelSHOW screen for quick access to the tools used to assemble presentations. Choose the tool you want information on from the list below.



[Pick Tool](#)



[Background Libraries Tool](#)



[OLE to CorelDRAW Tool](#)



[OLE to CorelCHART Tools](#)



[OLE to Other Applications Tools](#)

Pick Tool

Used in Slide view or Background view to select objects. After selecting an object, you can:

- reposition it on the page
- cut or copy it to the Clipboard
- open the application which supplied it and make changes
- changes its links if its a linked object
- stretch or scale using the handles displayed around it.

In Slide Sorter view, the Pick tool is used to rearrange the order of slides in a presentation.

To	Do this
Select an object	click anywhere on the object.
To select multiple objects	hold down the SHIFT key and click on each object.
To move an object	hold the mouse button on the object and <u>drag</u> .
Scale an object	move the mouse pointer over one of the corner handles and drag away from or toward the object's center.
Stretch an object	move the mouse pointer over one of the side handles and drag away from or toward the object's center.
Edit an object	click on the object, then choose Edit Object from the Edit menu or simply double-click on it.
Change an object's link	click on the object, then choose Links from the Edit menu.
To reorder slides	switch to Slide Sorter View, click on a slide and drag it to its new position.

Background Libraries Tool

Displays a dialog box for applying ready-made backgrounds to the active presentation. You can add backgrounds of your own to the library using the Save As Background command.

Regardless of which view you are in, you can always access the Background Libraries to add or change backgrounds in your presentation.

Dialog Box Options

Background Previews

Displays previews of ready-made backgrounds in the selected library. Clicking on a preview applies it to the active presentation.

Change Library

Displays another dialog box for opening other background libraries. See [Select Background Libraries dialog box](#).

Done

Closes the dialog box.

Screen Show button

Runs the presentation in the active window as a screen show. Once started, you can stop a screen show by pressing the ESC key.

You can also run a screen show by choosing the Run Screen Show command from the File menu.

Select Background dialog box

Use this dialog box to add a background to a new presentation or change the one in an existing presentation.

Dialog Box Options

File Name

Use to select the library file you want to open. Either type the name of the file or select it from the list.

List Files of Type

Displays Background File (*.SHB) as the type of file to be opened.

Directories

Use to select the directory in which the library file you want to open is stored.

Drives

Use to select the drive in which the library file you want to open is stored.

File Viewer

Displays a thumbnail representation of the first background in the selected library. The **Preview** option revealed when you choose the **Options>>** button toggles the display of the thumbnail on and off.

Use the scroll bars to see other backgrounds in the library.

Options>>

Displays options for finding and annotating background library files.

Sort by

Sorts files in the **File Name** list alphabetically or chronologically with the most recently saved file listed first.

Preview

Toggles the thumbnail in the File Viewer on and off.

Keywords

Lets you assign keywords to your files. CorelSHOW uses these keywords to find files stored on your system.

Notes

Lets you store remarks with your files.

Find

Displays a dialog box that lets you find files by typing keywords assigned to them. See [Keyword Search dialog box](#).

OLE to CorelDRAW Tool

Used to add embedded objects created in CorelDRAW to your presentation.

The object can be used as a background element in which case you need to switch to Background view before selecting the OLE to CorelDRAW tool. To add the object to the foreground layer, you need to be in Slide view.

When you click on the tool, the mouse pointer becomes a crosshair. Move to the page and drag the crosshair to create a rectangle of any size. Within moments, the CorelDRAW screen appears. Create the object, then choose Update or Exit and Return from CorelDRAW's File menu. CorelSHOW returns to the foreground with the object displayed on the page.

You can also add embedded objects with the Object command in the Insert menu.

See also

[Linking and Embedding - An Overview](#)

OLE to CorelChart Tool

Used to add embedded objects created in CorelCHART to your presentation.

The object can be used as a background element in which case you need to switch to Background view before selecting the OLE to CorelDRAW tool. To add the object to the foreground layer, you need to be in Slide view.

When you click on the tool, the mouse pointer becomes a crosshair. Move to the page and drag the crosshair to create a rectangle of any size. Within moments, the CorelCHART screen appears. Create the object, then choose Update or Exit and Return from CorelCHART's File menu. CorelSHOW returns to the foreground with the object displayed on the page.

You can also add embedded objects with the Object command in the Insert menu.

See also

[Linking and Embedding - An Overview](#)

OLE to Other Applications Tool

Opens a fly-out menu with icons representing applications on your system that you can use to create embedded objects for your presentation. If you have more than six of these applications, click on the arrow at the end of the menu to scroll through the icons. Select the application you want by clicking on its icon.

The object you create can be used as a background element in which case you need to switch to Background view before selecting the OLE to othe Applications tool. To add the object to the foreground layer, you need to be in Slide view.

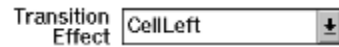
When you click on the tool, the mouse pointer becomes a crosshair. Move to the page and drag the crosshair to create a rectangle of any size. Within moments, the application's screen appears. Create the object, then choose Update or Exit and Return from the application's File menu. CorelSHOW returns to the foreground with the object displayed on the page.

You can also add embedded objects with the Object command in the Insert menu.

See also

[Linking and Embedding - An Overview](#)

Transition Effects list



Located below the menu bar for assigning transition effects to individual slides for screen shows. Transition Effects are special effects you can add to each slide in a screen show to make the transition from slide to slide more visually interesting.

Adding a transition effect to a slide determines the way it first appears on the screen. When added to successive slides, they help lend a feeling of motion to a series of otherwise static images. Some of the available effects include various types of pans, zooms, dissolves and wipes. You cannot add transition effects to animations.

To assign a transition effect to a slide, select the slide in Slide sorter view by clicking on it with the Pick tool or in Slide view by clicking on its page button. Click on the arrow in the Transition Effects box to display a list of available effects, and then click on the one you want.

Each time you select the slide in Slide Sorter View or you're editing the slide in Slide View, the transition effects assigned to the slide will appear in the Transition Effects box.

View Buttons

Located below the menu bar for changing the view in a presentation window.

Background View

Displays just the background elements common to all slides in the active presentation window. Select this view when you want to make changes to the background.

Slide View

Displays a single slide in the presentation window so that you can edit its foreground elements. You can tell from the Page Selection buttons at the bottom of the screen which slide you are working on and the number of slides in the presentation window.

Slide Sorter View

Displays all slides in the presentation as thumbnails. Select this view to arrange the order of slides in a presentation.

Double-clicking on a slide in this view, changes to Slide View.

Window Border

Borders appearing around windows that are less than full size. Dragging the border lets you make the window smaller or larger.

- 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.

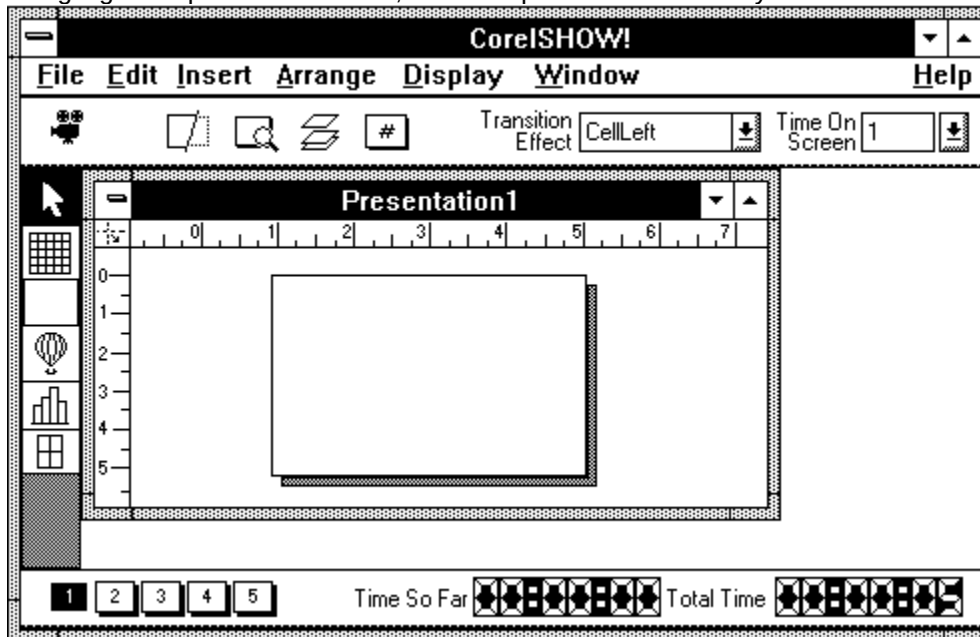
With the window less than full size, you can choose Size from the Control menu then use the arrow keys to size the window.

No Help Available

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

The CorelSHOW Screen

For a quick introduction to the CorelSHOW screen, click on the parts of the screen. Or press the TAB key to highlight the part of the screen, and then press the ENTER key.




CorelSHOW Control menu box

Clicking on the Control Menu box displays commands for sizing and positioning the window.

Maximize button

Located in the upper right corner of the CorelSHOW window and presentation 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.

Menu Bar

File Edit Insert Arrange

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

Clicking on this button shrinks the window to an icon at the bottom of the screen.

As an icon, the application or presentation 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 its Control menu.

Numbering tool

Lets you arrange the order the of slides in your presentation. The Numbering Tool can only be used in Slide Sorter View.

Page area

Represents the printed page or a slide in a screen show. You can place objects beyond the borders of the Page area, but only objects on the page will print or display in a screen show.

Choose Page Setup from the File menu to set the dimensions and orientation of the Page area.

Page Selection buttons

Displayed in the bottom-left corner of the CorelSHOW window when you are in Slide View or Slide Sorter View. One button appears for each slide or page in the current presentation.

When you select a slide\page in Slide Sorter View, its button becomes gray. Similarly, when you are in Slide View, the button of the slide\page you are working on is grayed. Double-clicking on a button in Slide View displays the corresponding slide\page in the presentation window.

Presentation Control menu box

Clicking on the Control Menu box displays commands for sizing and positioning the presentation window. If the window is expanded to full-size, the Control Menu box appears at the left end of the menu bar.

Presentation Window

The area in which slides and pages in a presentation are created. Each presentation that you open appears in a separate window.

You can open more than one presentation at a time, and move or copy entire slides, or selected objects, from one presentation to another.

Commands in the Windows menu allow you to arrange open windows. The Tile command, for example, resizes all windows so that they fit on the screen without overlapping.

Each window has its own Control menu with commands for moving, sizing, closing and minimizing windows. Closing or minimizing windows you are not currently working on keeps your screen from becoming too cluttered.

Rulers

Displayed across the top and along the left side of each presentation window. You'll find the rulers helpful for sizing and positioning objects in your slides.

Choosing Show Rulers from the Display menu turns the rulers on and off. The Rulers Setup command, also in the Display menu, lets you change the units of measurement the rulers use and the location of the zero points. You can specify different ruler settings for each presentation window.


Clicking on a ruler and dragging brings a guideline onto the screen. Dragging diagonally from the spot where the rulers meet brings out a set of crosshairs.

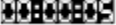
Screen Show button

Runs the presentation in the active window as a screen show. Once started, you can stop a screen show by pressing the ESC key.

You can also run a screen show by choosing the Run Screen Show command from the File menu.


Show Clocks

Time So Far 

Total Time 

Shows the duration of your screen show. As you add new slides and set their time on screen, these clocks keep track of the length of your show, from the first slide to the current one (Time So Far), and the show's total length (Total Time).

Time on Screen list

Time On
Screen 

Sets the length of time a slide stays on screen during a screen show.

Title Bar



Located along the top of the CorelSHOW window and in each presentation window. The CorelSHOW title bar shows the name of the program and the name and location of files in fully-expanded presentation windows.

In presentation windows less the full-size, the title bar shows the file's name and location or the word "Presentation1", "Presentation2" etc., for new presentations you have not yet saved.

If it is less than full-size, dragging the title bar moves the window.

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

 Maximize button

 Minimize button

 Restore button

 Control Menu box

Pick Tool

Used in Slide View or Background View to select objects. After selecting an object, you can:

- reposition it on the page
- cut or copy it to the Clipboard
- open the application which supplied it and make changes
- changes its links if its a linked object
- stretch or scale it using the handles displayed around it

In Slide Sorter, the Pick tool is used to rearrange the order of slides in a presentation.

Background Libraries Tool

Displays a dialog box for applying ready-made backgrounds to the active presentation presentation. You can add backgrounds of your own to the library using the Save As Background command.

Regardless of which view you're in, you can always access the Background Libraries to add or change backgrounds in your presentation.

OLE to CorelDRAW Tool

Used to add embedded objects created in CorelDRAW to your presentation.

To add a CorelDRAW object, select the tool and drag inside the page border to create a rectangle. The CorelDRAW screen appears, where you can create the object. When you are finished, choose Update or Exit and Return from CorelDRAW's File menu. The CorelSHOW screen reappears with the object displayed on the page.

OLE to CorelChart Tool

Used to add embedded objects created in CorelCHART to your presentation.


To add a CorelCHART object, select the tool and drag inside the page border to create a rectangle. The CorelCHART screen appears, where you can create the object. When you are finished, choose Update or Exit and Return from CorelCHART's File menu. The CorelSHOW screen reappears with the object displayed on the page.

OLE to Other Applications Tool

Opens a fly-out menu with icons representing applications on your system that you can use to create embedded objects for your presentation. If you have more than six of these applications, click on the arrow at the end of the menu to scroll the icons. Select the application you want by clicking on its icon.

To add a an object from another application, select the tool and drag inside the page border to create a rectangle. The applications screen appears, where you can create the object. When you are finished, choose Update or Exit and Return from the applications File menu. The CorelSHOW screen reappears with the object displayed on the page.

Transition Effects list

Transition
Effect CellLeft 

Lets you assign transition effects to individual slides for screen shows. Transition Effects are special effects you can add to each slide in a screen show to make the transition from slide to slide more visually interesting.

Background View

Displays just the background elements common to all slides in the active presentation window. Select this view when you want to make changes to the background.

Slide View

Displays a single slide in the presentation window so that you can edit its foreground elements. You can tell from the Page Selection buttons at the bottom of the screen which slide you are working on, and the number of slides in the presentation window.

Slide Sorter View

Displays all slides in the presentation as thumbnails. Select this view to arrange the order of slides in a presentation.

Window Border

Borders appearing around windows that are less than full-size. Dragging the border lets you make the window smaller or larger.

- 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, and then use the arrow keys to size the window.



Keyboard

- Keys for Controlling Screen Shows
- Menu Command Keys
- Pick Tool Keys

Keys for Controlling Screen Shows

In Slide View

<i>Press</i>	<i>To</i>
PgUp/PgDn	Scrolls the presentation one row of slides at a time
Ctrl+N	Displays dialog box for inserting slides

In Automatic Screen Shows

<i>Press</i>	<i>To</i>
F2	Pauses; press a second time to continue
F3	Play screen show backwards
F4	Play screen show forwards
Home or F9	Returns to first slide
End or F10	Advances to last slide
Escape	Stops screen show and returns to main screen

In Manual Slide Shows

<i>Press</i>	<i>To</i>
→,	
↓	Advance to next slide PgDn, F6, Enter, Spacebar, End, F10, Double-click left mouse button
←,	
↑	Go back to previous slide PgUp, F6, Enter, Spacebar, End, F5, Double-click right mouse button
Home or F9	Returns to first slide
End or F10	Advances to last slide
Escape	Stops screen show and returns to main screen

Menu Command Keys

File Menu

Ctrl-O	Open
Ctrl-S	Save
Ctrl-P	Print
Ctrl-X	Exit

Arrange Menu

Shift-PgUp	To Front
Shift-PgDn	To Back
Ctrl+PgUp	Forward One
Ctrl+PgDn	Back One

Edit Menu

Alt-Bksp	Undo
Shift+Del	Cut
Ctrl-Ins	Copy
Shift+Ins	Paste
Del	Clear

Window Menu

Ctrl+W	Refresh Window
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Help Menu

F1	Contents
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Insert Menu

Ctrl+N	New Page
Ctrl+A	Animation



Pick Tool

Hold down To

Ctrl	Constrains move vertically or horizontally Stretch or scale in 100% increments
Ctrl+Shft	Stretch in 100% increments in two directions Scale in 100% increments in four directions

Press To

Tab	Select objects successively
Shift+Tab	Select objects in reverse order



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Create Presentations

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- [Opening an existing presentation](#)
- [Saving a presentation](#)
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Starting a new presentation

CorelSHOW offers two ways to start new presentations: from the dialog box displayed each time you start the program, and by choosing the New command from the File menu. Using the dialog lets you specify the number of slides you want in your presentation, and the page and printer settings you want to use.

To creating a new presentation from the opening dialog box:

1. Choose **Start a New Presentation**.
2. Type the number of slides you want in your presentation.
Later, you can add and delete slides as needed.
3. Do any of the following:
 - Choose the **Page Setup** button to specify a page size and orientation. See [Changing page size and orientation](#).
 - Choose the **Print Setup** button to select a printer and printer options. See [Changing printers and printer options](#).
 - Choose OK to start your presentation using the displayed settings.

To create a new presentation with the New command:

1. Choose New from the File menu.
Another presentation window appears on top of those already on the screen. When you save the presentation, its name will replace the word "Presentation" and the number following it on the [title bar](#).

Changing the page size and orientation

You can change the page settings for all pages in a presentation at any time.

When you change page settings, the size and orientation of the page's background doesn't change. To refit the background to the page, choose Fit Object to Page from the Arrange menu. (This command is not available in [Slide Sorter View](#).)

To change the page size and orientation:

1. Choose New from the File menu.
2. Choose an **Orientation** option.
3. Choose one of the standard **Page Size** options, or choose **Custom** and type or select dimensions in the **Horizontal** and **Vertical** boxes.
You can select another unit of measurement from the list that appears when you click on the arrow in the units box.
3. Choose OK

See also

[Page Setup command](#)

Opening an existing presentation

The Open command opens a presentation previously saved to disk. You can also open a presentation you recently closed by choosing its name (or the number beside it) from the File menu.

To open a presentation:

1. Choose Open from the File menu.
2. In the **File Name** box, type the name of the drawing you want to open or select it from the list.
If the drawing you want is in another drive or directory, select the drive from the **Drives** box and the directory from the **Directories** box.
When you select a file, the first slide in the presentation appears in the File Previewer. If the presentation contains other slides, use the scroll bars to scroll the Previewer.
Choosing the **Options** button with a file selected lets you add notes and find files by typing keywords. See Finding files using keywords.
3. Choose OK.

To open a recently closed presentation:

1. Choose Open from the File menu.
2. Choose the name or number of the presentation you want to open.
3. Choose OK.

Finding files using keywords

The Find command in the Open Presentation and Open background dialog boxes help you locate files based on keywords you assigned to them. After a list of files with the keywords you specified appears, a [file previewer](#) will show you what each file contains.

You can assign keywords to a file when you open it and when you save it.

To assign keywords to your files:

1. Do one of the following:
 - In the Save Drawing or Save Background dialog box, choose the **Options>>** button.
 - In the Open Drawing dialog box, select the name of the file to which you want to assign keywords, and then choose the **Options>>** buttons.
2. In the **Keywords** box, type the keywords you want to assign to the file.
When typing more than one keyword, separate each with a comma. You can type as many keywords as you want.
3. Choose OK.

To find files using keywords:

1. Choose Open from the File menu.
2. Choose **Options**.
3. Choose **Find**.
4. In the **Keywords** box, type the keyword(s) you want to use to search for files.
When typing more than one keyword, separate each with a comma.
A comma is treated as an "or" statement and a plus sign as an "and" statement. See [Keywords Search dialog box](#).
Choose **Search All Directories** to search all directories in the current [drive](#).
5. Choose **Search**.
The names of Files found with the specified keywords will appear in the **File Name** box.

Saving a presentation

The Save command displays a dialog box where you can give a new presentation a filename and specify a location in which to store it.

To save a file for the first time:

1. Choose Save from the File menu.
2. Do one of the following:
 - To save the presentation in the current drive and directory, type a name up to eight characters in the **File Name** box.
 - To save the drawing in a different drive or directory, type the entire path name in the **File Name** box. Or select the drive from the **Drives** box and the directory from the **Directories** box.

You can type notes and assign keywords used to locate files on your system. See [Finding files using keywords](#).

4. Choose OK.

To save changes to an existing presentation:

1. Choose Save from the File menu.


See also

[Saving a presentation as a screen show](#)

Choosing a background from the Background Library

CorelSHOW comes with a library of ready-made backgrounds you can apply to all slides in your presentation. You can also add your own backgrounds to the library. See [Saving backgrounds](#).

To choose a background from the Background Library:

1. Click on  to open the background library.
2. Use the scroll bars on the right edge of the Library dialog box to browse through the previews in the library.
3. To select a background, click on its preview.
4. Click on the Done button to close the dialog box.

Saving backgrounds

The Save Background command saves just the background objects on the page so you can use them again in another presentation.

You can save the background with a name, and add the background to the Background Library. This way, you can use a [file previewer](#) to select the backgrounds.

To save a background

1. Choose Save Background from the File menu.
2. Do one of the following:
 - To save the background in the current [drive](#) and [directory](#), type a name of up to eight characters in the **File Name** box.
 - To save the background in a different drive or directory, type the [path name](#) in the **File Name** box. Or, select the drive from the **Drives** box and the directory from the **Directories** box.

You can type notes and assign keywords used to locate files on your system. See [Finding files using keywords](#).

3. To add the background to the Background Library, click on the **Insert in Library** check box.
4. Choose OK.

Adding objects (Embedding)

Embedding is one way to add objects or entire files from other applications to your presentation. (The other way is linking.) Charts, graphics and spreadsheet data are examples of the types of objects you can embed.

You can add an embedded object either by opening the source application from CorelSHOW, or by cutting or copying the object to the Clipboard in the source application and then pasting it into your presentation.

To embed an object into your presentation:

1. Click on the Background View button to add the object to the background layer. Or, click on the Slide View to add it to the foreground layer.
2. Do one of the following:
 - Click on the button in the tool bar representing the source application you want to use.
 - Choose **Object** from the Insert menu, and then select the object type that describes the application you will use to create the object.
3. Move the mouse pointer onto the page and drag to create a rectangle.
The source application will appear.
4. Create the object.
5. Once the object is created, do one of the following:
 - From the source application's File menu, choose Update, Exit, or Exit and Return. (Choosing Update leaves the application running in the background.)
 - In some applications, a dialog box appears prompting you to update. Choose Yes or OK.The embedded object now appears in CorelSHOW surrounded by handles. Drag the handles to stretch or scale the object, or drag the object to move it.

To embed a file in your presentation:

1. Click on the Background View button to add the object to the background layer. Or, click on the Slide View to add it to the foreground layer.
2. Choose File from the Insert menu.
3. From the **List Files of Type** box, choose the source application that contains the file you want to embed.
4. In the **File Name** box, type or select the name of the file.
If the file is in another drive or directory, select the drive from the **Drives** box and the directory from the **Directories** box.
5. Choose the **Options** button.
6. Choose **Embed File**.
You can add the object to the current page or to a new one by choosing the corresponding option. Choosing **Full Size** inserts the object at the same size it was at in the source application.
NOTE: Skip the next step if you choose to embed an object at full size.
7. Move the mouse pointer onto the page and drag to create a rectangle.
The source application will appear.
8. Create the object.
9. Do one of the following:
 - From the source application's File menu, choose Update, Exit, or Exit and Return. (Choosing Update leaves the application running in the background.)
 - In some applications, a dialog box appears prompting you to update. Choose Yes or OK.The embedded object now appears in CorelSHOW surrounded by handles. Drag the handles to

stretch or scale the object, or drag the object to move it.

To paste an embedded object from the source application:

1. Open the application in which you want to create the object to embed in your presentation.
2. Cut or copy the object to the Clipboard.
3. Open CorelSHOW.
4. Click on the Background View button to add the object to the background layer. Or, click on the Slide View to add it to the foreground layer.
5. Choose Paste Special from the Edit menu.
6. Choose Paste.

The embedded object now appears in CorelSHOW surrounded by handles. Drag the handles to stretch or scale the object, or drag the object to move it.

Adding objects (Linking)

You can add objects in files from other applications to your presentation and then link the two files. Any changes you make to the objects in the source file are reflected in your presentation through this link.

To create a link:

1. Clicking on the Minimize button to minimize CorelSHOW.
 1. Start the application used to create the information you want to add to your CorelDRAW file.
 2. Open the file that contains the object you want to link.
 3. Select the the object or object(s) you want to add.
 4. Choose Copy from the application's Edit menu.
 5. Switch to CorelSHOW.
 6. Click on the Background View button to add the object to the background layer. Or, click on the Slide View to add it to the foreground layer.
 7. From the **Data Type** box, select the object type.
 8. Choose the **Paste Link** button.
- The embedded object now appears in CorelSHOW surrounded by handles. Drag the handles to stretch or scale the object, or drag the object to move it.


Adding and deleting pages

You can easily add and delete pages in a presentation.

To add a page to a presentation:

1. Select the page you want to appear either before or after the new page.
Use the **Page Selection** buttons, or click on the page if you are in Slide Sorter View.
2. Choose New Page from the Insert menu.
3. Type the number of pages you want and click on an option to insert the page either before or after the currently selected one.
4. Choose OK.

To delete a page from a presentation:

1. Click on  to switch to Page Sorter View.
2. Click on the slide you want to delete.
To delete more than one file, hold down the SHIFT key as you click on them.
3. Choose Clear from the Edit menu, or press the DELETE key.

Selecting pages in a presentation

How you select pages in a multi-page presentation depends on the view you are in.

To select pages in Slide View:

- Click on the Page Selection button in the bottom left corner of the screen that corresponds to the page you want to select.

To select pages in Slide Sorter View:




Do one of the following:

- Click on the page in the presentation window you want to select.
- Click on the Page Selection button in the bottom left corner of the screen that corresponds to the page you want to select.


Rearranging the order of pages

You can rearrange the order of pages in a presentation using the Numbering Tool, or by dragging them with the mouse.

To rearrange the order of pages with the Numbering tool:

1. Click on  to switch to Slider Sorter View.
2. Click on .
3. Click on the slides in the order in which you want them to appear.
4. When you are finished, click on  to reorder the pages.

To rearrange the order of slides by dragging with the mouse:

1. Click on  to switch to Slider Sorter View.
2. Point to the slide you want to reposition, hold the mouse button and drag.
4. When a black bar appears next to the page you want to displace, release the mouse button.

Printing a presentation

The Print command opens a dialog box where you can specify which pages in your presentation to print and the printing options to use.

To print a presentation

1. Choose Print from the File menu.
2. Specify which pages to print.
 - All** print all pages in the presentation
 - Selection** prints the selected page only
 - Pages** prints the range of pages typed in the **From** and **To** boxes
2. Select any other options you want.
3. Choose OK.

See also

- [Print command](#)
- [Printing a presentation to a disk](#)
- [Changing printers and printer options](#)

Changing printers and printer options

When you print from CorelSHOW, your presentation is automatically sent to the default printer. If you installed other printers, you can specify which one CorelSHOW uses. The printer you specify remains active until you exit CorelSHOW.

You can change printers and printer options from the dialog box displayed each time you start the program, or with the Print Setup command in the File menu.

To change printers and printer options:

1. Choose **Print Setup** from the opening dialog box or the File menu.
2. Do one of the following:
 - From the box under **Specific Printer**, choose the printer you want to use.
Only installed printers appear. For information on installing printers, see your *Microsoft Windows User's Guide*.
 - Choose **Default Printer** if it's not currently selected.
3. Choose the **Orientation** and **Paper** options to use.
NOTE: The orientation you select should be the same as the page orientation of your presentation.
4. Choose **Options**.
5. Select the options you want.
Choose the **Help** button for information about the options.
6. Choose OK.

If the presentation you are printing requires different printer settings than those currently selected, you can change them from the Print dialog box. The settings you choose remain in effect for the current session only. See [Printing presentations](#).

Printing a presentation to a disk

Printing a drawing to a disk rather than a printer allows you to print it from a computer that does not have CorelSHOW installed. You would normally use this feature when you want to send your presentation to a service bureau for high-resolution printing.

To print a drawing to a disk

1. Choose Print from the File menu.
2. Turn on the **Print to File** check box.

If you are sending the drawing to a service bureau that uses Macintosh computers, turn on the **For Mac** check box.

3. Select any other options you want.
4. Choose OK.

Another dialog box appears, prompting you to give the file a name. Either accept the name CorelDRAW is proposing (the same name as the file you are printing), or type your own in the **File Name** box.

CorelDRAW will print the file to the current directory. To print it to another drive or directory, type the path name in the **File Name** box. Or, select the drive from the **Drives** box and the directory from the **Directories** box.

5. Choose OK.
Another dialog box appears, displaying the current print options for the selected printer.
6. Choose the options you want.
7. Choose OK.

Adding an Animation

Animation files included with CorelSHOW let you add eye-catching introductions and transitions to to your screen shows. You can choose from over150 files and specify how you want them played.

To add animation to your screen show:

1. Choose the slide you want the animation to precede.
2. Choose Animation from the Insert menu.
3. In the **File Name** box, type the name of the animation file you want to add, or select it from the list.

If the file you want is in another drive or directory, select the drive from the **Drives** box and the directory from the **Directories** box.

When you select a file, the first frame in the animation appears in the File Previewer. Use the scroll bars to scroll the animation frame by frame. The frame displayed in theFile Previewer when you close the dialog box will appear on.

4. Choose the **Options** to reveal options for controlling the animation.

Repeat n time(s) repeats the animation the specified number of times.

Repeat forever plays the animation continuously or until you press the Escape key.

Hold after last frame pauses the show on the last frame. Continues when you click the mouse or press a slide advancement key.

Speed adjusts the speed of the animation in frames per second.

5. Choose the options you want.
6. Choose OK.

Assigning Transition Effects and Time On Screen

If you don't want an abrupt shift between slides in your show, you can insert a transition effect. CorelSHOW gives you a choice of 21 transition effects available in the Transition List.

You specify how long individual slides remain on the screen by typing or selecting times in the Time On Screen list.

To assign a transition effect to a slide:

1. In Slide View or Slide Sorter View, click on the slide you want to introduce with a transition effect.
2. Click the arrow on the right side of the Transition Effects box to open the list of transition effects.
3. Scroll through the list, and click on one to select it.

To specify how long a screen stays on screen:

1. In Slide View or Slide Sorter View, click on the slide for which you want specify a time on screen.
2. Do one of the following:
 - Click the arrow on the right side of the Time On Screen box to open a list of times. Select the time you want.
 - Specify a custom time by clicking in the Time on Screen box and typing a number.

The timers in the bottom left corner of the screen display the length of the show, up to the currently selected slide and its total length.

Saving a presentation as screen show

CorelSHOW lets you save a presentation so that it can only be run as a screen show.

NOTE: You cannot edit a screen show file, so it's wise to save a new presentation as an editable file first, then as a screen show file. For existing presentations, save the screen file under a different name or in another directory

To save a file as a screen show:

1. Choose Save from the File menu.
2. Click on the Screen Show Only check box.
3. Click on the Segment File for Portable Media to save the screen show on a floppy disk, then choose the appropriate disk size option. See Save Presentation As command.
4. Choose OK.

If the screen show is too large to fit on a single disk, CorelSHOW will prompt you to insert additional ones

Playing a screen show

CorelSHOW provides various options for controlling the way a screen show runs. For example, you can choose to run the show automatically or manually and have it repeat continuously. Once started, you can stop a screen show by press the ESC key.

To play a screen show

1. Open the screen show you wish to play. If you have several presentation files open, click on the window of the show you'd like to play.
2. Choose whether you'd like to run the screen show automatically or manually. In manual mode, you must press a key or mouse button to advance to the next slide.
The other options you can choose are for running the show once or continuously, and for displaying or hiding the cursor during the show. Using the Generate Slide Show in Advance option makes your show run smoother, especially on slower systems.
3. Choose OK.
4. To start the screen show, click on Run Screen Show from the File menu.

Selecting and deselecting objects

You can select objects using the mouse, the keyboard keys, and the Select All command in the Edit menu.

To select an object:

- Click anywhere on the object. Do one of the following:

To select multiple objects:

1. Hold down the SHIFT key.
2. Click anywhere on each object.

To select all objects:

- Choose Select All from the Edit menu.

To select the next/previous object:

1. Select the Pick tool.
2. Press the TAB key to select the next object, or the SHIFT and TAB keys to select the previous object.
3. Repeat step 2 until the object you want is selected.

Editing linked and embedded objects in the source application

You can edit a linked or embedded object by opening the application that created it from within CorelSHOW.

Linked objects can also be edited in the source application. The changes made will be reflected in the presentation file according to the update option you selected. See [Updating a link](#).

To edit a linked or embedded object:

1. Do one of the following:
 - Open the source application by double-clicking on the linked or embedded object.
 - Select the embedded object, then choose Edit "*name of the object*" from the Edit menu.
 - Select the linked object, then choose Links from Edit menu. From the Links Properties dialog box, choose the **Open Source** button.
2. Make the changes you want.
3. Do one of the following:
 - From source application's File menu, choose Update, Exit, or Exit and Return.
 - In some applications, a dialog box appears prompting you to update. Choose Yes or OK.

Editing linked objects in the source application

1. Open the source file.
2. Make the changes you want to the linked information.
3. Choose Save from the File menu.

See also

- [Updating a link](#)
- [Changing a link](#)
- [Cancelling a link](#)

Updating a link

You can have linked objects in your CorelSHOW files updated either automatically or manually. Choosing automatic updates the presentation file immediately after a change to the source file is made. Choosing manual lets you update a link only when you specify.

To specify automatic or manual link updating:

1. Select the linked object in the presentation file you want to update.
2. Choose Links from the Edit menu.
3. Select the Update option you want.
4. Choose OK.

To update a link manually:

1. Select the linked object in the destination file you want to update.
If you have more than one link in the file that you want updated, hold down the CTRL key as you select the linked information.
2. Choose Links from the Edit menu.
Select any other links in the Links box you want updated.
3. Choose the **Update Now** button.
CorelSHOW reflects any changes made in the source file since the last update.

To update all links in a presentation file:

1. Select the entire presentation file by choosing Select All from the Edit menu.
2. Choose Links from the Edit menu.
3. Choose the **Update Now** button.

Changing a link

You can change the source file name and type for any links in your CorelSHOW presentation files.

To change a link:

1. Select the linked objects in your CorelSHOW presentation file.
2. Choose Links from the Edit menu.
3. Choose the **Change Link** button.
4. Do one or both of the following for the selected link:
 - Type a new name for the source file in the **File Name** box.
 - Select a new file type from the **List Files of Type** box.
5. Choose OK.

Cancelling a link

If you cancel a link, CorelSHOW no longer updates the presentation whenever changes are made to the source file.

To cancel a link:

1. Select the linked object or object(s).
2. Choose Links from the Edit menu.
3. Choose the **Cancel Link** button.
A message will appear asking you to confirm cancellation of the link.
4. Choose Yes to cancel the link.

Moving objects

Dragging objects with the mouse lets you position them anywhere on the page.

To move an object using the mouse:

1. Select the object(s) you want to move.
2. Press and hold the mouse button.
3. Drag the object to the location you want.
As you drag, the object's outline is replaced by a dotted rectangle.
4. Release the mouse button to complete the move.

To constrain the object's movement:

- Holding down the CTRL key while dragging forces the object to move vertically or horizontally.

Stretching and scaling objects

You can resize objects either proportionally (scale) or in different vertical and horizontal proportions (scale).

To stretch or scale an object using the mouse:

1. Select the object(s) you want to stretch or scale.
2. Move the mouse pointer over one of the handles between the corners to stretch the object, or over the corner handles to scale it.
The pointer becomes a cross.
3. Drag the handle in the desired direction.
As you drag, the object's outline is replaced by a dotted rectangle.
4. Release the mouse button when the object is the desired size.

To stretch/scale in 100% increments:

- Hold down the CTRL key while dragging.

To stretch/scale in multiple directions:

- Hold down the SHIFT key while dragging to stretch the object in two directions or scale it in all four directions.

To stretch/scale in 100% increments from the object's center:

- Hold down the CTRL and SHIFT keys while dragging.

Layering objects

Commands in the Arrange menu allow you to rearrange the order in which objects overlay one another.

To rearrange the layering of objects:

1. Select the object you want to move.
2. Choose a command from the Arrange menu to move the object as follows:.
 - To Front** moves the selected object to the front of its layer.
 - To Back** moves the selected object to the back of its layer.
 - Forward One** moves the selected object on top of the object that's in front of it.
 - Backward One** moves the selected object in back of the object that's behind it.

Aligning objects to guidelines

Guidelines are alignment aids you either drag from the rulers or position with a dialog box. You can set the guidelines to have objects snap to them for exact alignment, or you can use them for visual positioning.

To drag guidelines from the rulers:

1. If they are not already displayed, use the Show Rulers command in the Display menu to display the rulers.
2. Move the cursor over the top ruler for a horizontal guideline, or the side ruler for a vertical guideline.
3. Hold the mouse button down and drag onto presentation window.
4. Release the mouse button when the guideline is where you want it.
To reposition a guideline, drag it to a new position.
To remove a guideline, drag it off the presentation window.
5. Repeat steps 1-3 to add more guidelines.

To position guidelines using the Guidelines Setup command:

1. Choose Guidelines Setup from the Display menu.
2. Choose the type of guideline you want.
3. Specify where you want the guideline placed relative to the 0,0 points on rulers.
4. Choose the **Add** button.
To delete or move a guideline, double-click on it to display the Guidelines dialog box. Choose the **Delete** button, or specify a new position and choose the **Move** button.
To delete or move several guidelines, use the **Next** button to cycle through them.
5. Repeat steps 1 to 4 to add, move or delete more guidelines.

To snap objects to a guideline:

1. Turn on Snap to Guidelines by choosing the command in the Display menu.
Snap to Guidelines is on when a check mark appears beside the command.
2. Select the object and move it to align with the guideline.
The object snaps to the guideline when one of the sides of its highlighting box is moved near it.

Measuring and checking alignment with the ruler crosshairs

Checking the alignment of objects and measuring distances is easy with the ruler cross hairs.

To access the ruler cross hairs:

1. If they are not already displayed, use the Show Rulers command in the Display menu to display the rulers.
2. Move the mouse pointer over the area where the rulers meet.
3. Hold the mouse button down and drag the cross hairs onto the drawing window.

When you release the mouse button, the 0,0 points on the ruler reset to the spot on which the mouse pointer was pointing.

Copying and cutting objects to the Clipboard

The Clipboard is a temporary storage area used to transfer information between Windows applications. You can use the Clipboard to move objects between presentations in CorelSHOW.

To place a copy of an object on the Clipboard:

1. Select the object you want to copy.
2. Choose Copy from the Edit menu.
3. Open the CorelSHOW presentation or other application into which you want to copy the object.
4. Choose Paste from the Edit menu.

To cut an object from a drawing and place it on the Clipboard:

1. Select the object you want to cut.
2. Choose Cut from the Edit menu.
3. Open the CorelSHOW file or other application in which you want to place the object.
4. Choose Paste from the Edit menu.

What CorelSHOW Does

CorelSHOW helps you assemble multi-page presentations using files from drawing, charting and other applications including CorelDRAW, CorelCHART, CorelPHOTO-PAINT plus animation files created in Autodesk Animator Pro.

The presentation could be an automated screen show or a series of slides or overheads you'll have printed at a service bureau, or it could also be a publication.

You can easily assemble a five-panel brochure you might have done before as five separate CorelDRAW files from CorelSHOW. You can call on the tools in CorelDRAW, CorelCHART, CorelPHOTO-PAINT or any other OLE server application you have installed. As well, you can design each panel in succession and easily move elements from one panel to another.

If you're organizing a screen show, you can determine how long each slide stays on the screen, and use special transition effects such as screen wipes, zooms and dissolves when you move from one chart to another. You can use CorelSHOW to preview your presentation before you output it to slides, overheads or paper, or you can use it to rehearse.

Each page, or slide, is made up of two layers. The background layer is made up of one or more OLE objects and may also be stored in a library as an .SHB file. (CorelSHOW presentation files carry a .SHW extension.) The slide layer is made up of one or more OLE objects or an Autodesk Animator Pro .FLI file.

The background layer is, by default, common to all the slides in a show; however, you can hide the background on some or all of the slides in a show.

CorelDRAW Help Contents

Help topics for CorelDRAW are divided into eight categories represented by the icons below.

To select a category with the mouse, point to it's 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.

