

## Changing color modes

Changing an image to another color mode, such as RGB, CMYK or Grayscale, changes a bitmapped image's color structure.

In this section, you'll learn about

- [changing the color mode of bitmapped images](#)
- [changing bitmapped images to the Black-and-white color mode](#)
- [changing bitmapped images to the Paletted color mode](#)
- [changing bitmapped images to the Duotone color mode](#)

## Changing the color mode of bitmapped images

The colors of the images that you work with in CorelDRAW are based on color modes. Color modes define the color characteristics of images and are described by their component colors. The RGB color mode is composed of red, green, and blue values and the CMYK color mode is composed of cyan, magenta, yellow, and black values.

Although you may not be able to see the difference between an image in the CMYK color mode and an image in the RGB color mode on screen, the images are quite different. Colors from the RGB color space can cover a greater range of the visual spectrum (that is, they have a larger color gamut) than those in the CMYK color space. For the same image dimensions, a CMYK image has a larger file size than an RGB image.

Each time you convert an image, you may lose color information. For this reason, you should save an edited image before you change it to a different color mode.

For more information about color modes, see "Working with color".

Corel DRAW supports the following color modes:

### Color

Black-and-White (1-bit)

Grayscale (8-bit)

Duotone (8-bit)

Paletted (8-bit)

RGB Color (24-bit)

Lab Color (24-bit)

CMYK Color (32-bit)

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## To change the color mode of a bitmapped image

1 Click a bitmapped image.

2 Click **Bitmaps ► Mode**, and click one of the following:

- Grayscale (8-bit)
- RGB color (24-bit)
- Lab color (24-bit)
- CMYK color (32-bit)

{button ,AL('AChanging the color mode of bitmapped images;',0,"Defaultoverview",,)} [Related topics](#)

## Changing bitmapped images to the Black-and-White color mode

You can change any image to the 1-bit Black-and-White color mode. In addition to conversion settings such as [threshold](#), screen type, and intensity, there are seven conversion options that affect how the converted images will look.

### Conversion

Line art	Produces a high-contrast, black-and-white image. Colors with a grayscale value lower than the threshold value that you set change to black, while colors with a grayscale value higher than the threshold value change to white.
Ordered	Organizes the gray levels into repeating geometric patterns of black and white pixels. Solid colors are emphasized and image edges are hard. This option is best suited for uniform colors.
Halftone	Creates different shades of gray by varying the pattern of black and white pixels in an image. You can choose the screen type, angle for the halftone, lines per unit, and the unit of measure.
Cardinality-Distribution	Creates a textured look by applying a calculation and distributing the result to each pixel.
Jarvis	Applies the Jarvis algorithm to individual pixels. This form of error diffusion is suitable for photographic images.
Stucki	Applies the Stucki algorithm to individual pixels. This form of error diffusion is suitable for photographic images.
Floyd-Steinberg	Applies the Floyd-Steinberg algorithm to individual pixels. This form of error diffusion is suitable for photographic images.

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## To change a bitmapped image to the Black-and-White color mode

- 1 Click a bitmapped image.
- 2 Click **Bitmaps ▸ Mode**  
▸ **Black-and-white (1-bit)**.
- 3 Choose an option from the **Conversion** list box.
- 4 Move the slider.

If you want to view parts of the image, you can drag the image in the **Preview** window.

{button ,AL('AChanging bitmapped images to the BlackandWhite color mode;',0,"Defaultoverview",,)} [Related topics](#)

## Changing bitmapped images to the Paletted color mode

The Paletted color mode is an 8-bit color mode that stores and displays images using up to 256 colors. You can change a complex image to the Paletted color mode to reduce its file size.

### Choosing, editing, and saving a color palette

When you change an image to the Paletted color mode, you can use a predefined or a custom color palette and edit the palette by replacing individual colors. If you choose the Optimized color palette, you can also edit the palette by specifying a range sensitivity color. The color palette you use is called the processed color palette. It can be saved for use with other images.

For more information about the predefined color palettes available for the Paletted color mode, see "[Palette types](#)"

### Dithering

Changing images to the Paletted color mode lets you use dithering to enhance color information. Dithering places pixels with specific colors or values relative to other pixels of a specific color. The relationship of one colored pixel to another creates the appearance of additional colors that do not exist in the color palette.

You can use two types of dithering: ordered dithering and error diffusion. Ordered dithering approximates color blends using fixed dot patterns; as a result, solid colors are emphasized and edges appear harder. Error diffusion scatters pixels irregularly, making edges and colors softer. Jarvis, Stucki, and Floyd-Steinberg are conversion options that provide error diffusion.

The Ordered dithering option applies more quickly than the error diffusion options (Jarvis, Stucki, and Floyd-Steinberg) but is less accurate.

### Specifying a range sensitivity color

You can change an image to the Paletted color mode and specify a focus color and a range sensitivity for the focus color, so that the focus color and colors that fall within the range settings are included in the processed color palette. You can also specify how much emphasis to place on the range sensitivity. Because the palette has a maximum of 256 colors, emphasizing a focus color reduces the number of colors that fall outside the range sensitivity.

### Saving conversion settings

After you choose a [color palette](#) and set the dithering and range sensitivity for changing an image to the Paletted color mode, you can save the settings as a conversion preset that you can use with other images. You can add and remove as many conversion presets as you want.

### Changing multiple images to the Paletted color mode

You can change multiple images to the Paletted color mode simultaneously. Before you perform a batch conversion, you must import the files to CorelDRAW. All the images that you include in the batch are converted using the color palette and conversion options you specify. After you choose a palette and set the dithering and range sensitivity for the conversion, you can save your settings for future use. You can add and remove preset conversion options as well.

For more information about creating and opening custom color palettes, see "[Working with custom color palettes](#)"

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## Palette types

Palette type	Description
Uniform	Provides a range of 256 colors with equal parts of red, green, and blue
Standard VGA	Provides the Standard VGA 16-color palette
Adaptive	Provides colors original to the image and preserves the individual colors (the entire color spectrum) in the image
Optimized	Creates a color palette based on the highest percentage of colors in the image. You can also specify a range sensitivity color for the color palette
Black Body	Contains colors that are based on temperature. For example, black may represent cold temperatures, while red, orange, yellow, and white may represent hot temperatures
Grayscale	Provides 256 shades of gray, ranging from black (0) to white (255)
System	Provides the predefined palette of colors used by Windows.
Microsoft Internet Explorer	Provides the predefined Microsoft Internet Explorer colors
Netscape Navigator	Provides the predefined Netscape Navigator colors
Custom	Lets you add colors to create a customized color palette

{button ,AL('AChanging bitmapped images to the Paletted color mode;',0,"Defaultoverview",)} [Related topics](#)

## To change an image to the Paletted color mode

- 1 Click a bitmapped image.
- 2 Click **Bitmaps ▶ Mode ▶ Paletted (8-bit)**.
- 3 Click the **Options** tab.
- 4 Choose a color palette type from the **Palette** list box.
- 5 Choose an option from the **Dithering** list box.
- 6 Move the **Dithering** intensity slider.

### You can also

Save the conversion settings as a preset

Save the processed palette

### Do the following

Click **Add preset**, and type a name in the **Save preset** box.

Click the **Processed palette** tab, and click **Save**. Choose the drive and folder where you want to save the processed color palette, and type a filename in the **File name** box.



### **Note**

- You can achieve better color fidelity by choosing the palette you want to use when you change an image to a paletted bitmapped image or when you export a GIF or JPEG. For example, the standard color palette provides more colors than necessary for an image with a limited range of colors, but you can choose an optimized palette to ensure that color representation is accurate.



### **Tips**

- You can choose a custom color palette by clicking **Open**, locating the color palette file you want, and double-clicking the filename.
- You can load preset conversion settings by choosing a preset from the **Preset** list box.

{button ,AL("Changing bitmapped images to the Paletted color mode;",0,"Defaultoverview",)} [Related topics](#)

## To edit the processed color palette

- 1 Click a bitmapped image.
- 2 Click **Bitmaps ▶ Mode**  
**▶ Paletted (8-bit)**.
- 3 Click the **Processed palette** tab.
- 4 Click a color.
- 5 Click the **Edit** button.
- 6 In the **Color table**, specify the color you want, and click **OK**.
- 7 In the **Save palette as** dialog box, choose the drive and folder where you want to store the color palette.
- 8 Type a name in the **File name** box, and click **Save**.

{button ,AL("Changing bitmapped images to the Paletted color mode;",0,"Defaultoverview",)} [Related topics](#)

## To change a bitmapped image by setting range sensitivity

- 1 Click a bitmapped image.
- 2 Click **Bitmaps ▶ Mode**  
▶ **Paletted (8-bit)**.
- 3 Click the **Options** tab.
- 4 Choose **Optimized** from the **Palette** list box.
- 5 Enable the **Color range sensitivity to** check box.
- 6 Click the **Eyedropper tool**, and click a color in the image.
- 7 Click the **Range sensitivity** tab.
- 8 Move the range sensitivity sliders.  
If you want to preview the color palette, click the **Processed palette** tab.

{button ,AL("Changing bitmapped images to the Paletted color mode;",0,"Defaultoverview",)} [Related topics](#)

## To change multiple files to the Paletted color mode

1 Click a bitmapped image.

2 Click **Bitmaps ▸ Mode**

▸ **Paletted (8-bit)**.

3 Click the **Batch** tab.

4 From the left column, choose each file you want to change, and click **Add**.



### Tip

- You can preview an image by choosing it from the **Preview image** list box and clicking the **Preview** button.

{button ,AL('AChanging bitmapped images to the Paletted color mode;',0,"Defaultoverview",)} [Related topics](#)

## Changing bitmapped images to the Duotone color mode

To convert an image to the Duotone color mode, you can change a bitmapped image to the grayscale color mode and enhance it using one to four additional inks, giving the image greater tonal depth.

The following four variations of the color mode correspond to the number of additional inks:

- **Monotone** — a grayscale image colored with a single ink
- **Duotone** — a grayscale image colored with two inks. In most cases, one ink is black and the other ink is colored.
- **Tritone** — a grayscale image colored with three inks. In most cases, one ink is black and the other inks are colored.
- **Quadtone** — a grayscale image colored with four inks. In most cases, one ink is black and the other inks are colored.

### Adjusting tone curves

When you change an image to the Duotone color mode, a tone curve grid that represents the dynamic ink curves that are used throughout the conversion is displayed. The horizontal plane (x-axis) displays the 256 possible shades of gray in a grayscale image (0 is black; 255 is white). The vertical plane (y-axis) indicates the intensity of an ink (from 0 to 100 percent) that is applied to the corresponding grayscale values. For example, a grayscale pixel with a color value of 25 is printed with a 25-percent tint of the ink color. By adjusting the tone curves, you can control the color and intensity of the ink that is added to an image.

### Saving and loading inks

You can save an adjusted Duotone tone curve and ink settings and then load them for use with other bitmapped images.

### Specifying how overprint colors display

When you change an image to the Duotone color mode, you can specify which colors will overprint when you print an image. Overprint colors are the colors that have too much ink when two or more colors overlap. When you display the image, each color is applied on the screen in sequence, creating a layered effect.

You can view all instances in which the colors you choose for the Duotone conversion overlap. Associated with each instance is the color that is produced by the overlap. You can also choose new overprint colors to see how they overlap.

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## To change an image to the Duotone color mode

- 1 Click a bitmapped image.
- 2 Click **Bitmaps ▶ Mode ▶ Duotone (8-bit)**.
- 3 Click the **Curves** tab.
- 4 Choose a Duotone type from the **Type** list box.
- 5 Double-click an ink color in the **Type** window.
- 6 In the **Select color** dialog box, choose a color, and click **OK**.  
If you want to adjust the color's tone curve, click the ink tone curve on the grid to add a node.
- 7 Drag the node to adjust the percentage of color at that point on the curve.
- 8 Repeat steps 5 to 7 for each ink color you want to use.

### You can also

Display all the ink tone curves on the grid.

Enable the **Show all** check box.

Save the ink settings

Click **Save**. Choose the drive and folder where you want to save the file, and type a filename in the **File name** box.

Specify how overprint colors display

Click the **Overprint** tab, and enable the **Use overprint** check box. Double-click the color you want to edit, and choose a new color.



### **Tip**

- You can load ink settings by clicking **Load**, locating the file in which the ink settings are stored, and double-clicking the filename.

{button ,AL('AChanging bitmapped images to the Duotone color mode;',0,"Defaultoverview",)} [Related topics](#)

## Working with bitmapped images

You can scan, import, and edit bitmapped images in CorelDRAW. You can also add special effects and change the color and tone of the images.

In this section, you'll learn about

- [adding bitmapped images](#)
- [cropping and editing bitmapped images](#)
- [applying special effects to bitmapped images](#)
- [applying color and tone effects](#)
- [optimizing bitmapped images for the World Wide Web](#)

## Adding bitmapped images

You can import a bitmapped image into a drawing either directly or by linking to an external image file. When you externally link to an image file, any edits to the original file can be updated in the imported file.

You can also add a bitmapped image by scanning it or by loading it from a digital camera.

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## To import a bitmapped image

- 1 Click **File ► Import**.
- 2 Choose the drive and folder where the bitmapped image is stored.
- 3 Double-click the folder to open it.  
If you want to link the image to the drawing, enable the **Link bitmap externally** check box.
- 4 Select the file.
- 5 Click **Import**.
- 6 Click where you want to place the bitmapped image.



### Notes

- Ensure that **Files of type** is set to **All file formats** when you import an image.
- The status bar provides information about the bitmapped image, including color mode, size, and resolution.



### Tip

- You can import a bitmapped image in its original size by pressing **SPACEBAR** when you click the **Import** button.

{button ,AL(^AAdding bitmapped images;',0,"Defaultoverview",)} [Related topics](#)

## To scan a bitmapped image

1 Click **File ▶ Acquire image**

▶ **Select source.**

2 Select a scanner from the **Select source** dialog box, and click **Select**.

3 Place an image on your scanner.

4 Click **File ▶ Acquire image**

▶ **Acquire.**

▶ **Note**

- Refer to scanner's documentation for details on scanning procedures and options.

{button ,AL('AAdding bitmapped images;',0,"Defaultoverview",)} [Related topics](#)

## To load a bitmapped image from a digital camera

- 1 Click **File** ► **Acquire image**
- **Select source.**
- 2 From the **Sources** list, click the selection that corresponds to your digital camera.
- 3 Click **Select**.
- 4 Click **File** ► **Acquire image**
- **Acquire.**

{button ,AL('AAdding bitmapped images;',0,"Defaultoverview",)} [Related topics](#)

## Cropping and editing bitmapped images

After you add a bitmapped image to a drawing, you can crop, resample, inflate, and edit the image.

Cropping removes unwanted areas of a bitmapped image. Resampling changes the size or the resolution of a bitmapped image by adding or removing pixels. When you resample a bitmapped image, you can change the image size, the resolution, or both.

Editing a bitmapped image is done in Corel PHOTO-PAINT, which starts automatically when you start to edit the bitmapped image. For more information about editing bitmapped images, see Corel PHOTO-PAINT online Help.

CorelDRAW automatically inflates a bitmapped image to make a special effect cover the entire image. You can disable the automatic inflate and specify how much you want to inflate the bitmapped image manually.

{button ,AL('ACropping and editing bitmapped images;',0,"Defaultoverview"),} How to

## To crop a bitmapped image

- 1 Open the [Shape flyout](#), and click the [Shape tool](#).
- 2 Select a bitmapped image.
- 3 Drag [nodes](#) to crop the bitmapped image.
- 4 Click **Bitmaps ▶ Crop bitmap**.

### ▶ Tip

- You can also crop a bitmapped image by clicking the [Crop bitmap button](#) on the property bar.

{button ,AL('ACropping and editing bitmapped images;',0,"Defaultoverview",)} [Related topics](#)



## To change the size of a bitmapped image

- 1 Select a bitmapped image.
- 2 Click **Bitmaps ▸ Resample**.
- 3 Choose a unit of measure from the list box beside the **Width** and **Height** boxes.
- 4 Type values in any of the following boxes:

- **Width**
- **Height**

If you want to minimize the jagged appearance of curves, enable the **Anti-alias** check box.

### ► **Tips**

- You can maintain the proportions of the bitmapped image by enabling the **Maintain aspect ratio** check box and typing a value in either the **Width** or **Height** box.
- You can also resample the bitmapped image as a percentage of its original size by typing values in the % boxes.

{button ,AL("ACropping and editing bitmapped images";'0,"Defaultoverview",)} [Related topics](#)

## To change the resolution of a bitmapped image

1 Select a bitmapped image.

2 Click **Bitmaps ▸ Resample**.

3 In the **Resolution** area, type values in any of the following boxes:

- **Horizontal**
- **Vertical**

If you want to maintain the proportions of the bitmapped image, enable the **Maintain aspect ratio** check box.

If you want to maintain the file size, enable the **Maintain original size** check box.

4 Enable the **Anti-alias** check box to minimize the jagged appearance of curves.

### ▸ Notes

- If you enable the **Maintain aspect ratio** check box, the **Identical values** check box is enabled automatically.
- When you enable the **Maintain original size** check box, the image size increases as you decrease resolution, or decreases as you increase resolution.

### ▸ Tip

- You can also resample a selected bitmapped image by clicking the **Resample button** on the property bar.

{button ,AL('ACropping and editing bitmapped images;',0,"Defaultoverview",)} **Related topics**

## To inflate a bitmapped image manually

1 Select a bitmapped image.

2 Click **Bitmaps ▸ Inflate bitmap**

▸ **Manually inflate bitmap.**

3 Type a number representing the pixel amount to inflate in the **Width** and **Height** boxes or a percentage amount to inflate the bitmapped image in the **Percentage** boxes. Use the original bitmapped image size as reference.

4 Enable the **Maintain aspect ratio** check box to inflate the bitmapped image proportionally.

▸ **Tip**

- To automatically inflate the bitmapped image to cover the entire image, enable the **Auto inflate bitmap** check box.

{button ,AL('ACropping and editing bitmapped images;',0,"Defaultoverview"),} **Related topics**

## To start Corel PHOTO-PAINT

- 1 Select a bitmapped image.
- 2 Click **Bitmaps ▸ Edit bitmap**.

### ▸ Tip

- You can also start Corel PHOTO-PAINT by clicking the [Edit bitmap button](#) on the property bar.

{button ,AL('ACropping and editing bitmapped images;',0,"Defaultoverview",)} [Related topics](#)

## Applying special effects to bitmapped images

You can apply a wide range of special effects to bitmapped images, such as three-dimensional and artistic effects.

Adding plug-in filters to CorelDRAW provides additional features and effects that you can use to edit images. You can enable or disable plug-in filters and you can remove them when you no longer need them.

<u>Special effect type</u>	<u>Description</u>
3-D	Lets you create the illusion of three-dimensional depth. The 3-D effects include embossing, page curl, and perspective.
Art strokes	Lets you apply hand-painted techniques. The art stroke effects include crayon, impressionist, pastels, watercolor, and pen and ink.
Blur effects	Lets you blur an image to simulate gradual change, movement, or speckling. The blur effects include Gaussian blur, motion blur, and zoom.
Color transform	Lets you create photographic illusions by using color reduction and replacements. The color transform effects include half-tones, psychedelic, and solarizing.
Contour	Lets you highlight and enhance the edges of an image. The contour effects include edge tracing and highlighting.
Creative	Lets you apply a variety of textures and shapes to an image. The creative effects include fabric, glass block, crystal fragments, vortex, and stained glass.
Distort	Lets you distort image surfaces. The distort effects include ripples, blocks, swirl, and tile.
Noise	Lets you modify the graininess of an image. The noise effects include adding noise, applying dust and scratch, and diffusing to change an image's granularity.
Sharpen	Lets you create a sharpening effect to focus and enhance edges. The sharpen effects include accentuating edge detail and sharpening smooth areas.
Plug-ins	Lets you apply effects from a third-party filter to bitmapped images in CorelDRAW. An installed plug-in appears at the bottom of the <b>Bitmaps</b> menu.

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## To apply a special effect

- 1 Click **Bitmaps**, choose a special effect type. and click an effect.
- 2 Adjust any special-effect settings.

{button ,AL('AApplying special effects to bitmapped images;',0,"Defaultoverview",)} [Related topics](#)

## To add a plug-in filter

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Plug-ins**.
- 3 Click **Add**.
- 4 Select the folder in which the plug-in is stored.

### ▶ Note

- The **Options** dialog box does not show the files in the folder. You must know the folder before you use the **Options** dialog box.

{button ,AL('Applying special effects to bitmapped images';0,"Defaultoverview",)} [Related topics](#)

## To manage a plug-in filter

### To

Enable a plug-in filter

Disable a plug-in filter

Remove a plug-in filter

### Do the following

Click **Tools ► Options** and click **Plug-ins**.  
In the **Plug-ins** list, enable the check box that corresponds to a filter.

Click **Tools ► Options** and click **Plug-ins**.  
In the **Plug-ins** list, disable check box that corresponds to a filter.

Click **Tools ► Options** and click **Plug-ins**.  
From the **Plug-ins** list, choose the folder that contains the plug-in to remove. Click **Remove**.

{button ,AL('AApplying special effects to bitmapped images;',0,"Defaultoverview",)} [Related topics](#)



## Applying color and tone effects

CorelDRAW lets you apply color and tone to a bitmapped image. For example, you can replace colors, shift them between RGB and CMYK color modes, and adjust the brightness, lightness, and darkness of colors.

By applying color and tone effects, you can restore detail lost in shadows or highlights, remove color casts, correct underexposure or overexposure, and generally improve the quality of the bitmapped images.

You can apply the following color and tone effects.

<u>Effect</u>	<u>Description</u>
<b>Hue-Saturation-Lightness</b>	Lets you adjust the <u>color channels</u> in a bitmapped image and change the position of colors in the spectrum. This effect allows you to change colors and their richness, as well as the percentage of white in an image.
<b>Color balance</b>	Lets you add cyan or red, magenta or green, and yellow or blue to selected tones in a bitmapped image
<b>Selective color</b>	Lets you change color by changing the percentage of spectrum <u>CMY</u> process colors from the red, yellow, green, cyan, blue, and magenta color spectrums in a bitmapped image. For example, decreasing the percentage of magenta in the reds spectrum results in a color shift toward yellow.
<b>Sample/Target balance</b>	Lets you adjust color values in a bitmapped image with sample colors taken from the image. You can choose sample colors from the dark, midtone, and light ranges of an image and apply target colors to each of the sample colors.
<b>Desaturate</b>	Lets you reduce the <u>saturation</u> of each color in a bitmapped image to zero, remove the hue component, and convert each color to its grayscale equivalent. This creates a grayscale image without changing the color mode.
<b>Level equalization</b>	Lets you increase <u>contrast</u> by setting input values to map the darkest pixels in the bitmapped image to black and the lightest to white. You can decrease contrast so that all tones in a bitmapped image are represented by a specific tonal range.
<b>Local equalization</b>	Lets you enhance contrast near edges to reveal detail in both light and dark regions. You can set the height and width around the region to accentuate contrast.
<b>Brightness-contrast-intensity</b>	Lets you adjust the brightness of all colors and the difference between light and dark areas.
<b>Gamma</b>	Lets you accentuate detail in low contrast areas without affecting shadows or highlights.
<b>Tone curve</b>	Lets you perform color corrections precisely by controlling individual pixel values. By changing pixel brightness values, you can make changes to shadows, midtones, and highlights.

{button ,AL('Applying color and tone effects;',0,"Defaultoverview",)} How to

## To apply a color or tone effect

- 1 Select a bitmapped image.
- 2 Click **Effects ► Adjust**, and click a color or tone effect.
- 3 Specify any settings.

{button ,AL('AAppling color and tone effects;',0,"Defaultoverview",,)} [Related topics](#)

## Optimizing bitmapped images for the World Wide Web

You can save objects and optimize them for the World Wide Web.

{button ,AL("AOptimizing bitmapped images for the World Wide Web";,0,"Defaultoverview",)} How to

## To save and optimize a bitmapped image to Web-compatible format

- 1 Click **File ▶ Publish to the Web**
- ▶ **Web image optimizer.**
- 2 In each preview window, choose a file format.
- 3 Choose a filter type.
- 4 Click the **Edit filter** button to customize the filter options.
- 5 In the export window of the file format you want to export to and customize the options you want.

### You can also

Preview the file download time for a particular modem speed

Save a custom filter

Delete a custom filter

Pan to another section of the image

Zoom in the preview window

Choose a speed from the **Modem speed** list box.

Click **Add**.

Click **Delete**.

Click the **Hand** tool and drag in the preview window.

Choose a magnification from the **Zoom level** list box.

{button ,AL('AOptimizing bitmapped images for the World Wide Web;',0,"Defaultoverview",)} [Related topics](#)

## Working with lines, outlines, and brush strokes

CorelDRAW lets you add lines and brush strokes using a variety of techniques and tools. After you draw lines or apply brush strokes to lines, you can format them. You can also format the outlines that surround objects.

In this section, you'll learn about

- [drawing lines](#)
- [formatting lines and outlines](#)
- [applying brush strokes](#)

## Drawing lines

CorelDRAW lets you draw all kinds of different lines, from curved or straight freehand lines to calligraphic lines. Curved freehand lines look hand drawn. If you make a mistake while you're drawing freehand lines, curved or straight, you have the option to erase the most recently created portion of the line.

Another type of line you can draw is a bezier line. You can draw straight or curved segments, adding one segment at a time. Bezier lines have nodes and control points that you can manipulate to shape lines as you draw. You can change the types of nodes after you complete a line. For information about node types, see "[Working with curve objects.](#)"

CorelDRAW also lets you simulate the effect of a calligraphic pen when you draw lines. Calligraphic lines vary in thickness according to the direction of the line and the angle of the pen nib. By default, calligraphic lines display as closed shapes drawn with a pencil. You can control the thickness of a calligraphic line by changing the angle of the line you draw in relation to the calligraphic angle you choose. For example, when you draw perpendicular to the calligraphic angle, the line is at the maximum thickness specified by the pen width. Lines drawn at the calligraphic angle, however, have little or no thickness.

CorelDRAW lets you create pressure-sensitive lines which vary in thickness . You can create this effect using the mouse or a pressure-sensitive pen and graphics tablet. Both methods result in lines with curved edges and varying widths along a path. For information about using a pressure-sensitive pen on a graphics tablet, see the manufacturer's instructions.

CorelDRAW provides preset lines that let you create thick strokes in a variety of shapes. After you draw a calligraphic or preset line, you can apply a fill to it as you would to any other object. For information about applying fills, see "[Filling objects.](#)"

`{button ,AL('ADrawing lines;',0,"Defaultoverview",)} How to`

## To draw a straight or curved line

### To draw

A straight line

A curved line

### Do the following

Open the [Curve flyout](#), and click the [Freehand tool](#). Click where you want to start the line, and click where you want to end it.

Open the [Curve flyout](#), and click the [Freehand tool](#). Click and drag across the drawing page.

### ► Tips

- You can constrain the angle at which you draw a straight line by holding down **CTRL** as you drag.
- You can erase a portion of a curved line before you release the mouse button by holding down **SHIFT** and dragging back over the line.
- You can use these procedures to add [segments](#) to a selected line by clicking the line's end node and dragging. If you want to draw a closed shape, draw a line connecting the end node to the beginning node.

{button ,AL('ADrawing lines';0,"Defaultoverview",)} [Related topics](#)

## To draw bezier lines

### To draw

A straight or jagged bezier line

A curved bezier line

### Do the following

Open the [Curve flyout](#), and click the [Bezier tool](#). Click where you want to start the line, and click where you want to change direction. Press **SPACEBAR** to finish the line.

Open the [Curve flyout](#), and click the [Bezier tool](#). Click and drag to shape the line.

### ► Tip

- You can draw a closed shape while you draw a bezier line, by clicking the first node created.

{button ,AL('ADrawing lines;',0,"Defaultoverview",,)} [Related topics](#)



## To draw a calligraphic line

1 Open the [Curve flyout](#), and click the [Artistic media tool](#).

2 Click the [Calligraphic button](#) on the property bar.

3 Type a value in the **Calligraphic angle** box on the property bar.

If you want to smooth the edges of the line, type a value in the **Freehand smoothing** box on the property bar.

4 Drag until the line is the shape you want.

If you want to set the width of the line, type a value in the **Artistic media tool width** box on the property bar.

### ► Note

- The width you set is the maximum line width. The angle of the line you draw in relation to the [calligraphic angle](#) determines the line's actual width.

### ► Tip

- You can also access calligraphic lines by clicking **Effects ► Artistic media**, and specifying the settings you want in the **Artistic media** Docker window.

{button ,AL('ADrawing lines;',0,"Defaultoverview",)} [Related topics](#)

## To draw a pressure-sensitive line

1 Open the [Curve flyout](#), and click the [Artistic media tool](#).

2 Click the [Pressure button](#) on the property bar.

If you want to smooth the edges of the line, type a value in the **Freehand smoothing** box on the property bar.

3 Drag until the line is the shape you want.

If you want to change the width of the line, type a value in the **Artistic media tool width** box on the property bar.

### ► Note

- The width you set represents the line's maximum width. The amount of pressure you apply determines the line's actual width.

### ► Tips

- If you are using the mouse, press the **UP ARROW** or **DOWN ARROW** to vary the pen pressure, and, therefore, the width of the line.
- You can also access pressure-sensitive lines by clicking **Effects ► Artistic media**, and specifying the settings you want in the **Artistic media** Docker window.

{button ,AL('ADrawing lines;',0,"Defaultoverview",)} [Related topics](#)

## To draw a preset line

- 1 Open the [Curve flyout](#), and click the [Artistic media tool](#).
- 2 Click the [Preset button](#) on the property bar.
- 3 Choose a preset line shape from the **Preset stroke list** list box.  
If you want to smooth the edges of the line, type a value in the **Freehand smoothing** box on the property bar.
- 4 Drag until the line is the shape you want.  
If you want to set the width of the line, type a value in the **Artistic media tool width** box on the property bar.

{button ,AL('ADrawing lines';,0,"Defaultoverview",,)} [Related topics](#)

## Formatting lines and outlines

You can change the appearance of both lines and outlines. For example, you can specify their color, width, style, corner shape, and cap style. You can also remove a line or outline, and you can create your own line or outline style by adjusting the distance between segments in the line.

CorelDRAW also lets you copy customized outlines to other objects, convert outlines to objects so that you can apply a fill to them, and create calligraphic outlines.

Setting the miter limit for outlines lets you specify whether the spike that forms when two lines meet at a sharp angle is either mitered (pointed) or beveled (squared-off).

{button ,AL('AFormatting lines and outlines;',0,"Defaultoverview",)} How to

## To specify line and outline settings

- 1 Select an object.
- 2 Open the **Outline tool** flyout, and click the **Outline tool**.
- 3 Specify the settings you want.

### You can also

Create a new line style

Click **Edit style** and adjust the slider in the **Edit line style** dialog box. By clicking the boxes to the left of the slider, you can specify the placement and frequency of the dots in the new line style you create.

Edit an existing line style

Choose a line style from the **Style** list box and click **Edit style**. Create a new line style in the **Edit line style** dialog box, and click **Replace**.

### ► Tips

- You can change the outline color of a selected object by right-clicking a color on the [color palette](#).
- You can choose a default line and outline color by clicking a blank area on the [drawing page](#), right-clicking a color on the color palette, and enabling any of the following check boxes: **Graphic**, **Artistic text**, or **Paragraph text**.

{button ,AL('AFormatting lines and outlines','0',"Defaultoverview"),} [Related topics](#)

## To copy an outline to another object

- 1 Open the Eyedropper flyout, and click the Eyedropper tool.
- 2 Click the Eyedropper fill/outline button on the property bar.
- 3 Click the edge of the object whose outline you want to copy.
- 4 Open the Eyedropper flyout, and click the Paintbucket tool.
- 5 Click the edge of the object to which you want to copy the outline.

### ► Note

- The color of copied outlines may not match the color of the original outline. In some cases, the closest equivalent RGB color displays.

{button ,AL('AFormatting lines and outlines;',0,"Defaultoverview",)} Related topics

## To convert an outline to an object

- 1 Select an object.
- 2 Click **Arrange ▸ Convert outline to object**.

{button ,AL('AFormatting lines and outlines;',0,"Defaultoverview",,)} [Related topics](#)

## To create a calligraphic outline

- 1 Select an object.
- 2 Open the **Outline tool** flyout, and click the **Outline pen dialog** button
- 3 In the **Corners area**, enable a corner style option.
- 4 Type a value in the **Stretch** box.
- 5 Type a value in the **Angle** box.

{button ,AL(^AFormatting lines and outlines;',0,"Defaultoverview",)} [Related topics](#)



## To set the miter limit

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Workspace**, and click **Edit**.
- 3 Type a value the **Miter limit** box.

{button ,AL('AFormatting lines and outlines;',0,"Defaultoverview",,)} [Related topics](#)

## Applying brush strokes

CorelDRAW lets you apply a variety of preset brush strokes, ranging from strokes with arrowheads to ones that are filled with rainbow patterns. When you draw a preset brush stroke, you can specify some of its attributes. For example, you can change the width of a brush stroke and specify its smoothness.

You can also create custom brush strokes using an object or a group of objects. For information about grouping objects, see ["Grouping and combining objects."](#) The objects that you use to create a brush stroke can be [vector objects](#) or [bitmapped images](#), including those with [dropshadows](#) or [transparencies](#). When you create a custom brush stroke, you can save it as a preset.

{button ,AL(^AApplying brush strokes;',0,"Defaultoverview",,)} [How to](#)

## To apply a preset brush stroke

1 Open the [Curve flyout](#), and click the [Artistic media tool](#).

2 Click the [Brush button](#) on the property bar.

3 Choose a brush stroke from the **Brush stroke** list box.

If you want to smooth the edges of the brush stroke, type a value in the **Freehand smoothing** box on the property bar.

4 Drag until the stroke is the shape you want.

If you want to set the width of the stroke, type a value in the **Artistic media tool width** box on the property bar.

### ► Tip

- You can apply a brush stroke that isn't listed in the **Brush stroke** list box by clicking the **Browse** button on the property bar, and locating the brush stroke file.

{button ,AL('Applying brush strokes;',0,"Defaultoverview",)} [Related topics](#)

## To create a custom brush stroke

- 1 Select an object or a set of grouped objects.
- 2 Open the **Curve** flyout, and click the **Artistic media** tool.
- 3 Click the **Brush** button on the property bar.
- 4 Click the object or grouped objects.
- 5 Click the **Save artistic media stroke** button on the property bar.
- 6 Type a name for the brush stroke in the **Filename** box.
- 7 Click **Save**.

### ► Tip

- You can create custom brush strokes by clicking **Effects ► Artistic media**, and specifying the settings you want in the **Artistic media** Docker window.

{button ,AL('Applying brush strokes;',0,"Defaultoverview",)} [Related topics](#)

## Drawing shapes

CorelDRAW lets you draw basic shapes, which you can transform using special effects and reshaping tools.

In this section, you'll learn about

- [drawing rectangles and squares](#)
- [drawing ellipses, circles, arcs, and wedges](#)
- [drawing polygons and stars](#)
- [drawing spirals](#)
- [drawing grids](#)
- [drawing pre-defined shapes](#)

## Drawing rectangles and squares

CorelDRAW lets you draw rectangles and squares. After you draw a rectangle or square, you can reshape it by rounding one or more of its corners.

{button ,AL('ADrawing rectangles and squares;',0,"Defaultoverview",)} How to

## To draw a rectangle or a square

### To draw a

Rectangle

Square

### Do the following

Click the **Rectangle tool**, and drag in the drawing window until the rectangle is the size you want.

Click the **Rectangle tool**, hold down **CTRL**, and drag diagonally in the drawing window until the square is the size you want.

### ► Tips

- You can draw a rectangle or a square from its center outward by holding down **SHIFT** as you drag.
- You can draw a rectangle that covers the drawing page by double-clicking the **Rectangle tool**.

{button ,AL('ADrawing rectangles and squares','0,"Defaultoverview"),} [Related topics](#)

## To round the corners of a rectangle or a square

- 1 Open the [Shape flyout](#), and click the [Shape tool](#).
- 2 Click a rectangle or a square.
- 3 Drag a corner node along the outline of the shape.

### ► Tip

- To round a single corner of a rectangle or a square, click a node with a **Shape** tool, pause and drag along the outline of the shape.

{button ,AL('ADrawing rectangles and squares';0,"Defaultoverview"),} [Related topics](#)



## Drawing ellipses, circles, arcs, and wedges

You can draw an ellipse or circle and change the shape into an arc or wedge. You can also change the direction of arcs and wedges.

{button ,AL('ADrawing ellipses circles arcs and wedges;',0,"Defaultoverview",)} [How to](#)

## To draw an ellipse or a circle

### To draw

An ellipse

A circle

### Do the following

Click the **Ellipse** tool, and drag in the drawing window until the ellipse is the shape you want.

Click the **Ellipse** tool, hold down CTRL, and drag in the drawing window until the circle is the size you want.

### ► Tip

- You can draw an ellipse or a circle from its center outward by holding down **SHIFT** as you drag.

{button ,AL('ADrawing ellipses circles arcs and wedges;',0,"Defaultoverview",)} [Related topics](#)

## To draw an arc or a wedge

### To draw

An arc

A wedge

### Do the following

Open the **Shape** flyout, and click the **Shape** tool. Click the node of the ellipse or circle, and drag outside the shape's perimeter.

Open the **Shape** flyout, and click the **Shape** tool. Click the node of the ellipse or circle, and drag inside the shape's perimeter.

### ► Tips

- You can change the direction of a selected arc or a wedge by clicking the Clockwise/counterclockwise arcs or pies button on the property bar.
- You can constrain the movement of the node to 15-degree increments by holding down **CTRL** as you drag.

{button ,AL("ADrawing ellipses circles arcs and wedges";0,"Defaultoverview",)} Related topics

## Drawing polygons and stars

CorelDRAW lets you draw polygons and stars and then reshape them. For example, you can convert polygons to stars and stars to polygons, change the number of sides on a polygon or the number of points on a star, and sharpen the points of a star.

Changes made to a single node of a polygon or star can be applied to all other nodes so that all changes are symmetrical.

{button ,AL('ADrawing polygons and stars;',0,"Defaultoverview",,)} How to

## To draw a polygon or a star

### To draw a

Polygon

Star

### Do the following

Open the [Object flyout](#), click the **Polygon tool**, and drag in the drawing window until the polygon is the size you want.

Open the **Object** flyout, click the **Polygon** tool, drag in the drawing window until the polygon is the size you want, and click the [Star button](#) on the property bar.

### ► Tips

- You can draw a polygon or a star from its center by holding down **SHIFT** as you drag.
- You can draw a symmetrical polygon or a star from its center by holding down **CTRL** as you drag.

{button ,AL('ADrawing polygons and stars';0,"Defaultoverview",,)} [Related topics](#)

## To reshape a polygon or a star

### To

Change a polygon to a star or a star to a polygon

Change the number of sides of a polygon or number of points on a star

Sharpen a star's points

### Do the following

Select a polygon or a star, and click the **Polygon/star** button on the property bar.

Select a polygon or star, type a value in the **Number of points on polygon** box on the property bar, and press **ENTER**.

Select a star, and move the **Sharpness** slider on the property bar.

### ► Note

- The **Sharpness** slider displays only if the star you select has at least seven points. The sensitivity of the slider increases with the number of points.

{button ,AL('ADrawing polygons and stars;',0,"Defaultoverview",,)} [Related topics](#)

## Drawing spirals

You can draw two types of spirals: symmetrical and logarithmic. Symmetrical spirals expand evenly so that the distance between each revolution is equal. Logarithmic spirals expand with increasingly larger distances between revolutions. You can set the rate by which a logarithmic spiral expands outward.

{button ,AL('ADrawing spirals;',0,"Defaultoverview",,)} How to

## To draw a spiral

- 1 Open the [Object flyout](#), and click the [Spiral tool](#).
- 2 Type a value in the **Spiral revolutions** box on the property bar.
- 3 On the property bar, click one of the following buttons:

- [Symmetrical spiral](#)
- [Logarithmic spiral](#)

If you want to change the amount by which the spiral expands as it moves outward, move the **Spiral expansion** slider.

- 4 Drag diagonally in the drawing window until the spiral is the required size.

### ► Tips

- You can draw a spiral from its center outward by holding down **SHIFT** as you drag.
- You can also draw a spiral with even horizontal and vertical dimensions by holding down **CTRL** as you drag.

{button ,AL('ADrawing spirals;',0,"Defaultoverview",)} [Related topics](#)



## Drawing grids

You can draw a grid and set the number of rows and columns. A grid is a grouped set of rectangles, which you can break apart.

{button ,AL("ADrawing grids;",0,"Defaultoverview",,)} How to

## To draw a grid

1 Open the [Object flyout](#), and click the [Graph paper tool](#).

2 Type values in the top and bottom portions of the [Graph paper columns and rows box](#) on the property bar.

The value you type in the top portion specifies the number of columns; the value in the bottom portion specifies the number of rows.

3 Position the cursor where you want the grid to appear.

4 Drag diagonally to draw the grid.

If you want to draw the grid from its center point outward, hold down **SHIFT**.

### ► Tip

- You can break apart a grid into its component rectangles by selecting the grid with a **Pick** tool and clicking **Ungroup** on the Group property bar.

{button ,AL('ADrawing grids;',0,"Defaultoverview",,)} [Related topics](#)

## Drawing pre-defined shapes

You can draw pre-defined shapes, such as basic shapes, arrows, stars, and callouts using the Perfect Shapes collection. Basic shapes, arrows shapes, star shapes, and callout shapes have glyphs which let you modify their appearance. The right-angle, heart, lightning bolt, and explosion shapes do not have glyphs.

You can add text to the inside or outside of the shape. For example, you might want to put a label inside a flowchart symbol or a callout.

`{button ,AL('ADrawing predefined shapes;',0,"Defaultoverview",)} How to`

## To draw a pre-defined shape

1 Open the **Perfect shapes** flyout, and click one of the following tools:

- **Basic shapes**
- **Arrows shapes**
- **Flowchart shapes**
- **Star shapes**
- **Callout shapes**

2 Open **Perfect shapes** picker on the property bar, and click a shape.

3 Drag in the drawing window until the shape is the size you want.

{button ,AL("ADrawing predefined shapes";,0,"Defaultoverview",)} **Related topics**

## To change a pre-defined shape using its glyphs

- 1 Select a shape with a glyph.
- 2 Drag a glyph until the shape is the form you want.

### ► Note

- Flowchart shapes do not have glyphs.

{button ,AL('ADrawing predefined shapes;',0,"Defaultoverview",)} Related topics

## To add text to a pre-defined form

- 1 Click the [Text tool](#).
- 2 Position the cursor inside the shape's outline until it changes to a [Text cursor box](#).
- 3 Type and format the font inside the shape.

{button ,AL('ADrawing predefined shapes;',0,"Defaultoverview",)} [Related topics](#)

## Filling objects

You can add colored, patterned, textured, and other fills to the inside of objects. After you apply a fill, you can customize it and set it as a default, so that each object you draw has the same fill.

In this section, you'll learn about

- [applying uniform fills](#)
- [applying fountain fills](#)
- [applying pattern fills](#)
- [applying texture fills](#)
- [applying PostScript texture fills](#)
- [applying mesh fills](#)
- [working with fills](#)

## Applying uniform fills

CorelDRAW lets you apply a uniform fill to objects. Uniform fills are solid colors you can choose or create using color models and color palettes. For information about creating colors, see "Working with color."

{button ,AL('AApplying uniform fills;',0,"Defaultoverview",)} How to



## To apply a uniform fill

- 1 Select an object.
- 2 Open the **Interactive fill** flyout, and click the **Interactive fill** tool.
- 3 Choose **Uniform fill** from the **Fill type** list box on the property bar.
- 4 Specify the settings you want on the property bar.

### ► Tips

- You can also fill a selected object by clicking a color on the [color palette](#).
- You can mix colors in a uniform fill by selecting an object, pressing **CTRL**, and clicking a color on the color palette.

{button ,AL('AAppling uniform fills;',0,"Defaultoverview",)} [Related topics](#)

## Applying fountain fills

A fountain fill is a smooth progression of two or more colors that adds depth to an object. There are four types of fountain fills: linear, radial, conical, and square. A linear fountain fill flows in a straight line across the object. A conical fountain fill circles from the center of the object, a radial fountain fill radiates from the center of the object, and a square fountain fill is dispersed in concentric squares from the center of the object.

You can apply preset fountain fills, two-color fountain fills, and custom fountain fills to objects. Custom fountain fills can contain two or more colors, which you can position anywhere in the fill's progression. After you create a custom fountain fill, you can save it as a preset.

When you apply a fountain fill, you can specify attributes for the fill type you choose; for example, the direction of a fill's color blend, as well as the fill's angle, center point, midpoint, and edge pad. You can also adjust the print and display quality of the fountain fill by specifying the number of fountain steps. By default, the fountain step setting is locked so that the print quality of the fountain fill is determined by the value specified in the print settings and the display quality is determined by the default value you can set. However, you can unlock the fountain steps setting when you apply a fountain fill and specify a value that applies to both the print and view quality of the fill. For information about setting fountain fill steps for printing, see ["Fine-tuning print jobs."](#)

**{button ,AL('AAppling fountain fills;',0,"Defaultoverview",)} [How to](#)**

## To apply a preset fountain fill

- 1 Select an object.
- 2 Open the **Fill flyout** and click the **Fountain fill dialog** button.
- 3 Choose a fountain fill from the **Type** list box on the property bar.
- 4 Choose a fill from the **Presets** list box.

If you want to change the fill's attributes, specify the settings you want.

{button ,AL('AAppling fountain fills;',0,"Defaultoverview",,)} [Related topics](#)

## To apply a fountain fill

- 1 Select an object.
- 2 Open the **Interactive fill** flyout, and click the **Interactive fill** tool.
- 3 Choose a fountain fill from the **Fill Type** list box on the property bar.
- 4 Open the **Fill dropdown** picker, and click a color.
- 5 Open the **Last fill** picker, and click a color.

If you want to change the fill's attributes, specify the settings you want.

{button ,AL('Applying fountain fills;',0,"Defaultoverview",)} [Related topics](#)

## To apply a custom fountain fill

- 1 Select an object.
- 2 Open the **Fill flyout** and click the **Fountain fill dialog** button.
- 3 Choose a fountain fill from the **Type** list box on the property bar.
- 4 Enable the **Custom** option.
- 5 Click the box at one end of the area just above the color band, and click a color on the color palette.
- 6 Click the box at the opposite end of the area just above the color band, and click a color.
- 7 Specify the attributes you want.

### You can also

Add an intermediate color

Double-click in between the two ends of the area just above the color band, and click a color on the color palette.

Change a color

Click the pointer just above the color band, and click a color on the color palette.

Delete a color

Double-click the pointer just above the color you want to delete.

Change the position of a color

Drag the pointer just above the color to a new location.

Save the fill as a preset

Click the **Add button** and type a name in the **Presets** box.

### ► Tip

- You can also create a custom fountain fill by dragging colors from the color palette in the drawing window onto the object's interactive vector handles.

{button ,AL('Applying fountain fills';0,"Defaultoverview",)} Related topics

## To change the fountain fill quality

- 1 Select an object.
- 2 Open the **Interactive fill** flyout, and click the **Interactive fill** tool.
- 3 Choose a fountain fill from the **Fill type** list box on the property bar
- 4 Click the **Fountain step lock/unlock** button, and type a value in the **Fountain step** box.

### ► Note

- When the **Fountain step** box is locked, the number of steps in the printed fountain fill is determined by the value specified in the **Print** dialog box. For information about setting fountain fill steps for printing, see "[Fine-tuning print jobs.](#)"

### ► Tips

- You can mix colors in a two-color fountain fill by selecting one of the [interactive vector handles](#), pressing **CTRL**, and clicking a color on the color palette.
- You can add a color to a fountain fill by pressing **CTRL** and dragging a color from the color palette to an object.

{button ,AL('AApplying fountain fills;',0,"Defaultoverview",,)} [Related topics](#)

## To set the display quality for fountain fills

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Workspace**, and click **Display**.
- 3 Type a value in the **Preview fountain steps** box.

{button ,AL('Applying fountain fills;',0,"Defaultoverview",)} [Related topics](#)

## Applying pattern fills

You can fill objects with two-color, full-color, or bitmapped pattern fills. A two-color pattern fill is composed of only the two colors that you choose. A full-color pattern fill is a more complex vector graphic that can be composed of lines and fills. A bitmapped pattern fill is a bitmapped image whose complexity is determined by its size, image resolution, and bit depth.

You can fill an object with a repeating pattern, set the pattern's foreground and background, and mix the colors in the pattern. CorelDRAW provides preset pattern fills that you can apply to objects; however, you can also create your own pattern fills. For example, you can create pattern fills from objects that you draw or graphics that you import.

You can create a pattern using the Bitmap Pattern Editor, or import your own 1-bit bitmapped image. You can also remove a pattern fill from the list of pattern fills.

You can change the tile size of pattern fills. Decreasing the size of a pattern tile increases the density of the fill. You can also specify exactly where these fills begin by setting the tile origin. CorelDRAW also lets you offset tiles in a fill. Adjusting the horizontal or vertical position of the first pattern, relative to the top of the object, affects the rest of the fill. You can preview any changes you make to the offset.

You can rotate, skew, adjust the tile size, and change the center of the pattern to create a custom fill. You can also adjust the pattern fill using the on-screen fill tiling vector.

You can choose how the pattern fill appears by specifying whether to mirror the fill so that alternating tiles are the reflections of one another. If you want a pattern fill to change according to actions you perform on the filled object, you can specify that you want it to transform with the object. For example, if you enlarge an object filled with a pattern that transforms, the pattern becomes larger instead of increasing the number of tiles.

{button ,AL('Applying pattern fills';0,"Defaultoverview",)} How to



## To apply a two-color pattern fill

- 1 Select an object.
- 2 Open the **Interactive fill** flyout, and click the **Interactive fill** tool.
- 3 Choose **Two color pattern** from the **Fill type** list box on the property bar.
- 4 Open the **Fill dropdown** picker, and click a pattern.
- 5 Open the **Front** color picker, and click a color.
- 6 Open the **Back** color picker, and click a color.

### ► Tip

- You can also mix colors in a two-color pattern fill by pressing **CTRL** and clicking a color on the color palette.

{button ,AL('Applying pattern fills;',0,"Defaultoverview",,)} [Related topics](#)

## To apply a full-color or bitmap pattern fill

- 1 Select an object.
- 2 Open the **Interactive fill** flyout, and click the **Interactive fill** tool.
- 3 Choose one of the following from the Fill type list box on the property bar:
  - **Full-color pattern**
  - **Bitmap pattern**
- 4 Open the **Fill dropdown** picker, and click a pattern.

{button ,AL('AAppling pattern fills;',0,"Defaultoverview",)} [Related topics](#)

## To create a two-color pattern fill

- 1 Select an object.
- 2 Open the **Fill** flyout, and click the **Pattern fill dialog** button.
- 3 Enable the **2-color** option and click **Create**.
- 4 In the **Two-color pattern editor** dialog box, enable one of the following options in the **Bitmap size** area:
  - **16 X 16** changes the resolution of the **Edit grid** to 16 x 16 squares
  - **32 X 32** changes the resolution of the **Edit grid** to 32 x 32 squares
  - **64 X 64** changes the resolution of the **Edit grid** to 64 x 64 squares
- 5 In the **Pen size** area, enable one of the following options:
  - **1 X 1** changes the pen size to a 1-grid square
  - **2 X 2** changes the pen size to a 2 x 2 square
  - **4 X 4** changes the pen size to a 4 x 4 square
  - **8 X 8** changes the pen size to an 8 x 8 square
- 6 Click in the grid to create a pattern.

### ► Tip

- You can remove a cell you add to the pattern by right-clicking the cell.

{button ,AL('Applying pattern fills;',0,"Defaultoverview",)} [Related topics](#)

## To create a two-color pattern fill from a graphic

- 1 Click **Tools ▶ Create**
- ▶ **Pattern**.
- 2 Enable the **Two-color** option.
- 3 In the **Resolution area**, enable one of the following options:
  - **Low** ▶ creates a low-resolution, two-color pattern
  - **Medium** ▶ creates a medium-resolution, two-color pattern
  - **High** ▶ creates a high-resolution, two-color pattern
- 4 Click **OK**.
- 5 Select the graphic or area of the graphic that you want to use in the pattern.

{button ,AL('Applying pattern fills;',0,"Defaultoverview",)} [Related topics](#)

## To create a full-color pattern from a graphic

- 1 Click **Tools ▶ Create**
- ▶ **Pattern.**
- 2 Enable the **Full color** option.
- 3 Click **OK**.
- 4 Select the graphic or area of the graphic that you want to use in the pattern.
- 5 In the **Create pattern** dialog box, click **OK**.
- 6 Type a name for the pattern in the **File name** box.

{button ,AL('AApplying pattern fills;',0,"Defaultoverview",)} [Related topics](#)

## To create a pattern fill from an imported image

- 1 Open the Fill flyout, and click the Pattern fill dialog button.
- 2 Enable one of the following options:
  - **2-color**
  - **Full-color**
  - **Bitmap**
- 3 Click **Load**.
- 4 In the **Import** dialog box, locate the image you want to use, and double-click the filename.

{button ,AL('AApplying pattern fills;',0,"Defaultoverview",)} Related topics

## To change the size of pattern tiles

- 1 Select an object.
- 2 Open the **Fill flyout**, and click the **Pattern fill dialog** button.
- 3 Enable one of the following options:
  - **2-color**
  - **Full-color**
  - **Bitmap**
- 4 Type a value in the following boxes:
  - **Width** lets you change the width of a pattern tile
  - **Height** lets you change the height of a pattern tile

### You can also

Set the tile origin of a pattern fill	Type values in the <b>X</b> and <b>Y</b> boxes in the <b>Origin</b> area.
Offset the tile origin of a pattern fill	Enable the <b>Row</b> or <b>Column</b> option, and type a value in the <b>% of tile size</b> box.
Rotate a pattern fill	Type a value in the <b>Rotate</b> box.
Skew a pattern fill	Type a value in the <b>Skew</b> box.
Mirror a pattern fill	Enable the <b>Mirror fill</b> check box.
Transform a pattern fill with the object	Enable the <b>Transform fill with object</b> check box.

### ► **Tip**

- You can also change the size of pattern tiles by opening the **Interactive fill flyout**, clicking the **Interactive fill tool**, selecting an object, and enabling the **Small tile for pattern**, **Medium tile for pattern**, or **Large tile for pattern** button on the property bar.

{button ,AL('AApplying pattern fills;',0,"Defaultoverview",)} [Related topics](#)

## Applying texture fills

A texture fill is a randomly generated fill that you can use to give your objects a natural appearance. Texture fills increase the size of a file and the time it takes to print. Therefore, you may want to use these fills sparingly, especially with larger objects.

CorelDRAW provides preset textures, and each texture has a set of options that you can change. You can use colors from any [color model](#) or [palette](#) to customize texture fills. Since texture fills can only hold [RGB](#) colors, however, other color models and palettes can cause a color shift when you display or print the files. For information about color models, see "[Understanding color models](#)."

You can change the tile size of texture fills. Decreasing the size of a texture tile increases the density of the fill. You can also specify exactly where these fills begin by setting the tile origin. CorelDRAW also lets you offset tiles in a fill. Adjusting the horizontal or vertical position of the first tile, relative to the top of the object, affects the rest of the fill. You can preview any changes you make to the offset.

You can rotate, skew, adjust the tile size, and change the center of the texture to create a custom fill. You can also adjust the texture fill using the on-screen fill tiling vector.

You can choose how the texture fill appears by specifying whether or not to mirror the fill. If you want a texture fill to change according to the actions you perform on the filled object, you can specify that you want it to transform with the object. For example, if you enlarge an object filled with a texture that transforms, the texture becomes larger instead of increasing the number of tiles.

**{button ,AL('AApplying texture fills;',0,"Defaultoverview",)} [How to](#)**



## To apply a texture fill

- 1 Select an object.
- 2 Open the **Fill** flyout, and click the **Texture fill dialog** button.
- 3 Choose a texture library from the **Texture library** list box.
- 4 Choose a texture from the **Texture** list box.

### You can also

Create a custom texture fill	Specify the settings you want in the <b>Style name</b> area.
Change the size of texture tiles	Click <b>Tiling</b> , and type values in the <b>Width</b> and <b>Height</b> boxes.
Set the tile origin of a texture fill	Type values in the <b>X</b> and <b>Y</b> boxes in the <b>Origin</b> area.
Offset the tile origin of a texture fill	Enable the <b>Row</b> or <b>Column</b> option, and type an amount of offset in the <b>% of tile size</b> box.
Rotate a texture fill	Type a value in the <b>Rotate</b> box.
Skew a texture fill	Type a value in the <b>Skew</b> box.
Mirror a texture fill	Enable the <b>Mirror fill</b> check box.

### ► **Note**

- You can modify the texture you choose from the texture library and save it to another library, but you cannot save textures to or overwrite textures in the texture library.

### ► **Tips**

- You can save a custom texture fill by clicking **Add** and typing a name for the fill in the **Texture library** list box.
- You can also change the size of texture tiles by selecting an object using the **Interactive fill** tool, and enabling the **Small tile for pattern**, **Medium tile for pattern**, or **Large tile for pattern** button on the property bar.

{button ,AL('AApplying texture fills;',0,"Defaultoverview",,)} [Related topics](#)

## Applying PostScript texture fills

You can apply PostScript texture fills to objects. A PostScript texture fill is created using [PostScript](#) language. Some textures are very complex and large objects that contain PostScript texture fills may take time to print or to update on screen, depending on the view quality settings you have specified and the view mode you are using. The letters "PS" display rather than the fill. For more information about displaying PostScript fills see, "[Working with views.](#)"

When you apply a PostScript texture fill, you can change several parameters, such as it's size, line width, and the amount of gray that appears in the texture's foreground and background.

{button ,AL('AApplying PostScript texture fills;',0,"Defaultoverview",,)} [How to](#)

## To apply a PostScript texture fill

- 1 Select an object.
- 2 Open the **Interactive fill** flyout, and click the **Interactive fill** tool.
- 3 Choose **PostScript fill** from the **Fill type** list box on the property bar.
- 4 Choose a PostScript fill from the **PostScript fill textures** list box.

If you want to change the fill's parameters, click the **Edit fill** button and specify the settings you want.

{button ,AL('Applying PostScript texture fills;',0,"Defaultoverview",)} [Related topics](#)

## Applying mesh fills

When you fill an object with a [mesh](#), you can create unique effects by adjusting its properties. For example, you can create smooth color transitions in any direction without having to create [blends](#) or [contours](#).

When you apply a mesh fill, you specify the number of columns and rows in the grid, and specify the grid's intersecting points. You can then add or remove nodes and change their position to shape the mesh.

After you have created a mesh object, you can edit the mesh fill grid by adding and removing nodes or intersections. You can shape or remove the mesh.

A mesh fill can only be applied to closed objects or a single path. If an object is complex you need to create a PowerClip object. For more information about working with PowerClip objects, see "[Creating PowerClip objects](#)."

You can add color to a patch of a mesh fill and to the individual intersection nodes. You can also choose to mix colors for a more blended appearance.

{button ,AL(^AApplying mesh fills ;',0,"Defaultoverview"),} [How to](#)

## To apply a mesh fill to an object

- 1 Select an object.
- 2 Open the **Interactive fill** flyout, and click the **Interactive mesh fill** tool.
- 3 Type the number of columns in the top portion of the **Grid size** box on the property bar, and press **ENTER**.
- 4 Type the number of rows in the bottom portion of the **Grid size** box on the property bar, and press **ENTER**.
- 5 Adjust the grid nodes on the object.

### You can also

Add an intersection

Click the **Add intersection** button on the property bar.

Add a node

Hold down **SHIFT**, and double-click where you want to add the node.

Remove a node or an intersection

Click a node, and click the **Delete node(s)** button on the property bar.

Shape the mesh fill

Drag a node to a new location.

Remove the mesh fill

Click the **Clear mesh** button on the property bar.

### ► **Note**

- If the mesh object contains color, adjusting the intersection nodes of the mesh affects how the colors blend together.

### ► **Tips**

- You can also marquee select or freehand marquee select nodes to shape an entire area of the mesh.
- After you apply a mesh fill to an object, you can transform the object. For more information about transforming objects, see "Working with objects."

{button ,AL('AApplying mesh fills ;',0,"Defaultoverview",)} Related topics

## To add color to a patch in a mesh fill

- 1 Select a mesh-filled object.
- 2 Open the [Interactive fill flyout](#), and click the [Interactive mesh fill tool](#).
- 3 Drag a color from the color palette to a patch in the object.

### You can also

Color an intersection node in a mesh fill

Click an intersection node, and click a color on the color palette.

Mix a color in a mesh fill

Press **CTRL**, and click a color on the color palette.

### ► **Tips**

- You can also drag a color from the color palette to an intersection node.
- You can also [freehand marquee select](#) nodes to apply a color to an entire area of the mesh.

{button ,AL('AApplying mesh fills ;',0,"Defaultoverview",,)} [Related topics](#)

## Working with fills

There are a number of tasks that are common to all types of fills. You can choose a default fill so that every object you add to a drawing has the same fill. You can also remove any fill that you've applied, copy it to another object or use it to fill the area surrounded by an open curve.

{button ,AL('AWorking with fills;',0,"Defaultoverview",,)} How to

## To choose a default fill color

- 1 Click a blank area on the [drawing page](#) to deselect all objects.
- 2 Click a color on the color palette.
- 3 In the **Uniform fill** dialog box, enable any of the following check boxes:
  - **Graphic** applies the default fill color to shapes you draw
  - **Artistic text** applies the default fill color to artistic text you add
  - **Paragraph text** applies the default fill color to paragraph text you add

{button ,AL('AWorking with fills;',0,"Defaultoverview",)} [Related topics](#)



## To copy a fill to another object

1 Open the [Eyedropper flyout](#), and click the [Eyedropper tool](#).

2 On the property bar, click one of the following buttons:

- **Fill/outline** Lets you choose the color of the object's fill or outline
- **1X1** Lets you choose the average color in a 1X1 pixel area of the object
- **3X3** Lets you choose the average color in a 3X3 pixel area of the object
- **5X5** Lets you choose the average color in a 5X5 pixel area of the object
- **Selection** Lets you choose the average color in [marquee selected](#) area of the object

3 Click the object whose fill you want to copy.

4 Open the [Eyedropper flyout](#), and click the [Paintbucket tool](#).

5 Click the object to which you want to apply the fill.

### ► Note

- Fills you copy may not match the original fill. The closest equivalent RGB color is applied.

{button ,AL('AWorking with fills;',0,"Defaultoverview",)} [Related topics](#)

## To remove a fill

- 1 Select an object.
- 2 Open the Fill flyout, and click the No fill button.

### ► Tip

- You can also remove a fill from a selected object by clicking the No color swatch on the color palette.

{button ,AL('AWorking with fills;',0,"Defaultoverview",)} Related topics

## To apply fills to open curves

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Document**, and click **General**.
- 3 Enable the **Fill open curves** check box.

{button ,AL('AWorking with fills;',0,"Defaultoverview",,)} [Related topics](#)

# Managing fonts

CorelDRAW lets you substitute missing fonts in drawings you open for those installed on your computer. You can also embed fonts and format them.

In this section, you'll learn about

- [substituting unavailable fonts](#)
- [smoothing font edges](#)
- [embedding fonts](#)
- [customizing font lists](#)

## Substituting unavailable fonts

You can use [PANOSE](#) to access a list of [TrueType fonts](#) that can be used as substitutes for fonts not installed on your computer. You can accept a substitute font, or you can choose another font to install. You can apply the substitution to the active [drawing](#) only or apply it to all drawings.

You can also build a list of matches for uninstalled fonts and specify the Windows equivalents for Macintosh fonts in a drawing.

{button ,AL('ASubstituting unavailable fonts;',0,"Defaultoverview",)} [How to](#)

## To change a font substitution

1 Open a drawing.

2 In the **PANOSE font matching results** dialog box, enable one of the following options:

- **Temporary** displays the font of your choice in place of the missing font, but only in the current session of the drawing. The missing font remains applied to the text.
- **Permanent** substitutes the font of your choice for all text objects in the drawing that use the missing font

3 Choose the missing font for which you want to find a match.

4 Choose a new font from the **Substituted font** list box.

### ► Note

- In order for the **PANOSE font matching results** dialog box to display, the drawing that you open must contain fonts that aren't installed on your computer.

{button ,AL('ASubstituting unavailable fonts;',0,"Defaultoverview",)} [Related topics](#)

## To build a list of matches for missing fonts

- 1 Click **Tools ► Options**.
- 2 In the list of categories, double-click **Text**, and click **Fonts**.
- 3 Click **PANOSE font matching**.
- 4 In the **PANOSE font matching preferences** dialog box, click **Exceptions**.
- 5 In the **PANOSE font matching exceptions** dialog box, click **Add**.
- 6 In the **Add matching exceptions** dialog box, type the name of the font you want to replace in the **Missing font** box.
- 7 Choose a font that is installed on your computer from the **Substituted font** list.

{button ,AL('ASubstituting unavailable fonts;',0,"Defaultoverview",)} [Related topics](#)

## To match a Windows font to a Macintosh font

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Text**, and click **Fonts**.
- 3 Click **PANOSE font matching**.
- 4 In the **PANOSE font matching preferences** dialog box, click **Spelling**.
- 5 Click **Add**.
- 6 Choose a Windows font name from the **Windows name** box.
- 7 Type the Macintosh spelling for the font in the **Macintosh name** box.

### ▶ Note

- The PANOSE font matching feature works only with CorelDRAW (.cdr) and CorelDRAW template (.cdt) files, or with imported Adobe Illustrator files. It does not work with text that you copy from the [Clipboard](#).

{button ,AL('ASubstituting unavailable fonts;'0,"Defaultoverview",)} [Related topics](#)



## Smoothing font edges

You can change the on-screen appearance of text by smoothing the font edges. Anti-aliasing fills jagged pixels with intermediate color or shades of gray to increase clarity. The effect is easier to view on large fonts or by zooming in on the text.

`{button ,AL('ASmoothing font edges';0,"Defaultoverview",)} How to`

## To smooth edges of screen fonts

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, click **Text**.
- 3 Enable the **Smooth edges of screen fonts** check box.

### ▶ Note

- If you are running in less than 256 colors, the **Smooth edges of screen fonts** option is disabled.

{button ,AL('ASmoothing font edges;',0,"Defaultoverview",,)} [Related topics](#)

## Embedding fonts

When you save a drawing, you can embed the fonts so that the drawing can be opened on computers on which any of the fonts in the drawing are not installed.

{button ,AL('AEmbedding fonts';0,"Defaultoverview",)} How to

## To embed fonts in a file

- 1 Click **File** ► **Save as**.
- 2 Enable the **Embed fonts using TrueDoc** check box.
- 3 Click **Save**.

### ► Note

- You can only embed TrueType fonts using TrueDoc.

{button ,AL('AEmbedding fonts;',0,"Defaultoverview",,)} [Related topics](#)

## Customizing font lists

You can change how CorelDRAW lists fonts and specify the font types displayed in the font lists. For example, you can display only TrueType fonts, display samples in the font lists, show only the fonts used in the active drawing, and specify the number of most recently used fonts displayed in the font lists.

{button ,AL('ACustomizing font lists;',0,"Defaultoverview",,)} How to

## To customize the contents of the font list

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Text**, and click **Fonts**.
- 3 Specify the settings you want.

### ▶ Note

- Enabled fonts display on the property bar and in the **Edit text** and **Format text** dialog boxes, while enabled symbols and special characters display in the **Symbol and special character** Docker window.

{button ,AL('ACustomizing font lists;',0,"Defaultoverview",,)} [Related topics](#)

## Working with layers

You can work with layers in CorelDRAW to help you organize and arrange objects in complex illustrations.

In this section, you'll learn about

- [creating layers](#)
- [changing and moving layers](#)
- [moving and copying objects between layers](#)
- [printing layers](#)

## Creating layers

All CorelDRAW drawings consist of stacked objects. The vertical order of these objects, the stacking order, contributes to the appearance of the drawing. You can organize these objects using invisible planes called layers. Layering gives you added flexibility when organizing and editing the objects in complex drawings. You can divide a drawing into multiple layers, each containing a portion of the drawing's contents. For example, using layers can help you organize an architectural plan for a building. You can organize the building's various components (for example, plumbing, electrical, structural) by placing them on separate layers. You can display pages only and layers only. You can also display selected objects.

You can add a master layer to a Master Page. This layer contains information that you want to display on every page of a multipage document. For example, you can use a master layer to place a header, footer, or static background on every page.

By default, each new layer has its editing, printing, and display properties enabled and its master layer property disabled; however, you can change these properties. Hiding a layer lets you identify and edit the objects on other layers. You also reduce the time CorelDRAW needs to refresh your drawing when you edit it.

## The Master Page

Each new file has one Master Page that contains and controls three default layers: the Grid, Guides, and Desktop layers. The Grid, Guides, and Desktop layers contain the grid, guidelines, and objects outside the borders of the drawing page. The Desktop layer lets you create drawings you might want to use later. You can add one or more master layers to a Master Page.

{button ,AL('ACreating layers;',0,"Defaultoverview"),} How to



## To create a layer

### To

Create a layer

Create a master layer

### Do the following

Click **Tools ► Object manager**. Then click the [flyout](#), and **New layer**.

Click **Tools ► Object manager**. Click the [flyout button](#), and click **New master layer**.

### ► Notes

- To use a layer in the drawing, you must first make the layer active. In the **Object manager** Docker window, the active layer is highlighted in red. When you start a drawing, the default layer (Layer 1) is the active layer.
- When you create a master layer, the selected layer moves to the Master Page.

### ► Tips

- You can also add a layer by clicking the [New layer button](#) in the **Object manager** Docker window.
- You can make any layer a master layer by right-clicking the layer name and clicking **New master layer**.

{button ,AL('ACreating layers','0',"Defaultoverview",)} [Related topics](#)

## To specify settings for the grid and guidelines on the Master Page

- 1 Click **Tools ► Object manager**.
- 2 Click the **Grid** layer on the Master Page.
- 3 Right-click the layer, and click **Properties**.
- 4 Click **Setup**.
- 5 Change the grid and guideline settings.

{button ,AL('ACreating layers;',0,"Defaultoverview",,)} [Related topics](#)

## To delete a layer

- 1 Click **Tools ▶ Object manager**.
- 2 Click the name of a layer.
- 3 Click the flyout button, and click **Delete layer**.

### ▶ Notes

- When you delete a layer, you also delete all the objects on it. To keep an object on the layer you're deleting, move it to a different layer first.
- You can delete any unlocked layer except the three default layers of the Master Page (Grid, Guides, or Desktop). For more information about locking and unlocking layers, see "Changing and moving layers"

{button ,AL('ACreating layers;',0,"Defaultoverview",,)} Related topics

## To display or hide a layer

- 1 Click **Tools ▶ Object manager**.
- 2 Click the **Eye icon** beside the layer name.  
The layer is hidden when the **Eye** icon appears grayed.

### ▶ Tips

- You can also display or hide a layer by right-clicking the layer in the **Object manager** Docker window and clicking **Visible**.

{button ,AL('ACreating layers;',0,"Defaultoverview",,)} [Related topics](#)

## To display pages, layers, and objects

### To

View pages

Click **Window ► Tools ► Object manager**.  
Click the flyout and then **Show pages**.

View layers

Click **Window ► Tools ► Object manager**.  
Click the Layer manager view button.

View objects

Click **Window ► Tools ► Object manager**.  
Click the flyout and then **Expand to show selection**.

{button ,AL('ACreating layers;',0,"Defaultoverview",)} [Related topics](#)

## Changing and moving layers

You can set a layer's editing properties to make a layer active, and allow the editing of all layers or the active layer only. When you are making changes to a drawing, you can lock a layer to prevent accidental changes to its objects. When you lock a layer you cannot select or edit it.

Renaming layers can be used to indicate their contents, position in the stacking order, and relationship with other layers.

You can change a layer's place in the stacking order.

{button ,AL('ACreating layers;',0,"Defaultoverview",)} [Related topics](#)

## To set a layer's editing properties

### To

Make a layer active

Allow editing of all layers

Allow editing of the active layer only

Lock or unlock a layer

### Do the following

Click **Tools ► Object manager**. Click the name of a layer.

Click **Tools ► Object manager**. Click the flyout button, and click **Edit across layers**.

Click **Tools ► Object manager**. Click the flyout button, and click **Edit across layers**.

Click **Tools ► Object manager**. Click the Pencil icon beside the layer name.

### ► **Notes**

- If you disable the **Edit across layers button**, you can work on the active layer and the Desktop layer only. You can't select or edit objects on inactive layers.
- You can't "lock" or "unlock" the Grid layer.

### ► **Tips**

- You can also allow editing of the active or of all layers by enabling or disabling the **Edit across layers** button on the **Object manager** Docker window. Editing across layers is enabled when the button appears pressed.
- You can also lock or unlock a layer by right-clicking the layer in the **Object manager** Docker window and clicking **Editable**.

`{button ,AL(' Acreating layers;',0,"Defaultoverview",,)} Related topics`

## To rename a layer

- 1 Click **Tools ▶ Object manager**.
- 2 Right-click the layer name, and click **Rename**.

### ▶ Tip

- You can also rename a layer by clicking the layer name and by typing a new name.

{button ,AL('ACreating layers;',0,"Defaultoverview",,)} [Related topics](#)



## To change the position of a layer in the stacking order

- 1 Click **Tools ▶ Object manager**.
- 2 In the **Layers** list, drag a layer name tag to the new position.

{button ,AL('ACreating layers;',0,"Defaultoverview",)} [Related topics](#)

## Moving and copying objects between layers

You can move or copy selected objects to new layers, as long as the layers are unlocked and are on the same page (or on the Master Page and another page).

Moving or copying an object to a layer below its current layer causes the object to become the top object on its new layer. Similarly, moving or copying an object to a layer above its current layer causes the object to become the bottom object.

{button ,AL('AMoving and copying objects between layers;',0,"Defaultoverview",,)} How to

## To move or copy an object to another layer

- 1 Click **Tools ▶ Object manager**.
  - 2 Click an object in the **Object manager**.
  - 3 Click the flyout button, and click one of the following:
    - **Move to layer**
    - **Copy to layer**
  - 4 Point to the layer to which you want to move or copy the object, and click.
- ▶ **Tip**
- You can move and copy an object to another layer by dragging an object to a new layer within the **Object manager** Docker window.

{button ,AL('AMoving and copying objects between layers';0,"Defaultoverview",,)} [Related topics](#)

## Printing layers

Enabling the print setting of a layer lets you print the layer and its contents. If you disable a layer's print setting, the layer and its contents won't appear when you print the drawing.

{button ,AL('APrinting layers;',0,"Defaultoverview",)} How to

## To enable or disable printing for a specific layer

- 1 Click **Tools ▸ Object manager**.
- 2 Click the **Printer icon** beside the layer name.

### ▸ Note

- Disabling the printing of a layer prevents its contents from displaying in full-screen previews. For information about full-screen previews, see ["Using full-screen previews."](#)

### ▸ Tip

- You can also enable or disable the printing of a layer by right-clicking the layer in the **Object manager** Docker window and clicking **Printable**.

{button ,AL('APrinting layers;',0,"Defaultoverview",)} [Related topics](#)

## Using lenses with objects

Lenses contain creative effects that let you view objects from an interesting perspective.

In this section, you'll learn about

- [applying lenses](#)
- [editing lenses](#)

## Applying lenses

Lenses change how the object area beneath the lens appears, not the actual properties and attributes of the objects. You can apply lenses to any vector object, such as a rectangle, ellipse, or polygon. You can also apply lenses to paragraph text, artistic text, and bitmapped images. When you apply a lens over a vector object, the lens itself becomes a vector image. Likewise, if the lens is placed over a bitmapped image, the lens also becomes a bitmapped image.

After you apply a lens, you can copy it and use it with another object.

The following are the types of lenses you can apply to objects.

<u>Lens</u>	<u>Description</u>
Brighten	Lets you brighten and darken object areas and set the rate of the brightness and darkness
Color add	Lets you simulate a light model by shining three spotlights—red, blue, and green—on a black background. You can choose the color and the amount of color you want to add.
Color limit	Lets you view an object area with only black and the lens color showing through. For example, if you place a green color limit lens over a bitmapped image, all colors except green and black are filtered out in the lens area.
Custom color map	Lets you change all the colors of the object area beneath the lens to a color ranging between two colors you specify. You can choose the range's start and end colors and the progression between the two colors. The progression can follow a direct, forward, or reverse route through the color spectrum.
Fish eye	Lets you distort, magnify, or shrink the objects beneath the lens, according to the percentage value you specify
Heat map	Lets you create the effect of an infrared image by mimicking the heat levels of colors in object areas beneath the lens
Invert	Lets you change the colors beneath the lens to their complementary <u>CMYK</u> colors. Complementary colors are colors that are opposite one another on the color wheel.
Magnify	Lets you magnify an area on an object by an amount that you specify. The magnify lens overrides the original object's fill, making the object look transparent.
Tinted grayscale	Lets you change the colors of object areas beneath the lens to their grayscale equivalents. Tinted grayscale lenses are particularly effective for creating sepia-tone effects.
Transparency	Lets you make an object look like a piece of tinted film or colored glass
Wireframe	Lets you display the object area beneath the lens with the outline or fill color you choose. For example, if you set red for the outline and blue for the fill, all areas beneath the lens appear to have red outlines and blue fills.

{button ,AL('AApplying lenses;',0,"Defaultoverview",)} How to

## To apply a lens

- 1 Select an object.
- 2 Click **Effects ▶ Lens**.
- 3 Choose a lens type from the list box in the **Lens Docker** window.
- 4 Specify the settings you want.

### ▶ Note

- You cannot apply the lens effect directly to linked groups such as blended objects, contoured objects, beveled objects, extruded objects, drop shadows, or objects created with the **Artistic media tool**. If you apply a lens to a group, the lens applies separately to each object in the group.

### ▶ Tips

- You can preview the different types of lenses in real-time before applying one to a drawing by disabling the **Lock** button and then choosing a lens and settings to preview. Click **Apply** when you find the lens you want to use.
- You can apply a lens to a linked group by selecting an unrelated object, applying a lens to that object, and dragging the object over the linked group.

{button ,AL('AApplying lenses;',0,"Defaultoverview",)} [Related topics](#)



## To copy a lens

- 1 Select an object.
- 2 Click **Effects ▶ Copy effect**  
**▶ Lens from**.
- 3 Click the object whose lens you want to copy.

{button ,AL('AApplying lenses;',0,"Defaultoverview",)} [Related topics](#)

## Editing lenses

You can edit a lens to change how it affects the area beneath it. For example, you can change the viewpoint of a lens, indicated by an X in the drawing window, to display any part of a drawing. The viewpoint represents the center point of what is being viewed through the lens. You can position the lens anywhere in the drawing window, but it always shows the area around its viewpoint marker. For example, you can use the viewpoint marker on the magnify lens to enlarge part of a map.

You can also display a lens only where it overlaps other objects or the background. As a result, the lens effect is not seen where the lens covers blank space (white space) in the drawing window.

Freezing the current view of a lens lets you move the lens without changing what's displayed through it. In addition, changes you make to the areas beneath the lens have no effect on the view.

`{button ,AL('AEditing lenses;',0,"Defaultoverview",,)} How to`

## To edit a lens

1 Select an object.

2 Click **Effects ▶ Lens**.

3 Enable the **Viewpoint** check box in the **Lens** Docker window.

If you want to display a lens only where it covers other objects, enable the **Remove face** check box.

4 Click **Edit** to display the viewpoint marker.

5 Drag the viewpoint marker in the drawing window to a new location.

6 Click **End**.

If you want to freeze the current view of a lens, enable the **Frozen** check box.

7 Click **Apply**.

### ▶ Note

- The **Remove face** check box is not available for Fish Eye and Magnify lenses.

{button ,AL("AEditing lenses;",0,"Defaultoverview",,)} [Related topics](#)

## Changing the transparency of objects

You can apply a transparency to an object so that all objects behind it show through. CorelDRAW also lets you specify how the color of the transparent object combines with the color of the object beneath it.

In this section, you'll learn about

- [applying a transparency](#)
- [applying merge modes](#)

## Applying a transparency

When you apply a transparency to an object, you create a grayscale mask similar to a fill. By positioning a transparent object on top of another object, you simulate a lens. You can apply transparencies using the same kind of fills you apply to objects; that is, uniform, fountain, texture, and pattern. For more information about these fills, see "Filling objects."

After you decide what type of transparency you want to apply, you have a couple of options. By default, CorelDRAW applies all transparencies to the object's fill and outline; however you can specify whether you want the transparency to apply only to the object's outline or fill.

You can also copy a transparency from one object to another.

{button ,AL('AApplying a transparency';,0,"Defaultoverview",)} How to

## To apply a uniform transparency

- 1 Select an object.
- 2 Open the [Interactive tools flyout](#), and click the [Interactive transparency tool](#).
- 3 On the property bar, choose **Uniform** from the **Transparency type** list box.
- 4 Click a color on the [color palette](#).
- 5 Type a value in the **Starting transparency** box on the property bar, and press **ENTER**.

### ► Tip

- You can fix the contents of the transparency so that the contents move with the object, by clicking the [Freeze button](#) on the property bar.

{button ,AL('AApplying a transparency;',0,"Defaultoverview",)} [Related topics](#)

## To apply a fountain transparency

- 1 Select an object.
  - 2 Open the [Interactive tools flyout](#), and click the [Interactive transparency tool](#).
  - 3 On the property bar, choose one of the following fountain transparencies from the **Transparency type** list box:
    - **Linear**
    - **Radial**
    - **Conical**
    - **Square**
  - 4 Point to where you want the transparency to start on the object, and drag to where you want the transparency to end.  
If you want to reset the transparency, press **ESC** before releasing the mouse button.
  - 5 Type a value in the **Transparency midpoint** box on the property bar, and press **ENTER**.
- **Tips**
- You can fix the contents of the transparency so that the contents move with the object, by clicking the [Freeze button](#) on the property bar.
  - You can create a custom fountain transparency by dragging colors from the color palette onto the object's [interactive vector handles](#).

{button ,AL('AApplying a transparency;',0,"Defaultoverview",)} [Related topics](#)

## To apply a textured transparency

- 1 Select an object.
  - 2 Open the [Interactive tools flyout](#), and click the [Interactive transparency tool](#).
  - 3 Choose **Texture** from the **Transparency type** list box on the property bar.
  - 4 Choose a sample from the **Texture library** list box on the property bar.
  - 5 Open the **First transparency picker** on the property bar and click a texture.
  - 6 On the property bar, type values in the following boxes:
    - **Starting transparency** lets you change the opacity of the starting color
    - **Ending transparency** lets you change the opacity of the ending color
- **Tip**
- You can fix the contents of the transparency so that the contents move with the object, by clicking the [Freeze button](#) on the property bar.

{button ,AL('AAppling a transparency;',0,"Defaultoverview"),} [Related topics](#)



## To apply a pattern transparency

- 1 Select an object.
  - 2 Open the [Interactive tools flyout](#), and click the [Interactive transparency tool](#).
  - 3 On the property bar, choose one of the following from the **Transparency type** list box:
    - **Two-color pattern** ▶ a simple picture composed of "on" and "off" [pixels](#). The only colors included in the picture are the two that you assign.
    - **Full-color pattern** ▶ a picture composed of lines and fills, instead of dots of color like [bitmapped images](#). These [vector graphics](#) are smoother and more complex than bitmapped images and are easier to manipulate.
    - **Bitmap pattern** ▶ a color picture composed of patterns of light and dark or differently colored pixels in a rectangular array.
  - 4 Open the **First transparency** picker on the property bar and click a pattern.
  - 5 On the property bar, type values in the following boxes:
    - **Starting transparency**
    - **Ending transparency**
- ▶ **Tip**
- You can fix the contents of the transparency so that the contents move with the object, by clicking the [Freeze button](#) on the property bar.

{button ,AL('Applying a transparency;',0,"Defaultoverview",)} [Related topics](#)

## To specify the location of a transparency

- 1 Open the [Interactive tools flyout](#) and click the [Interactive transparency tool](#).
- 2 Select the object.
- 3 On the property bar, choose one of the following from the **Apply transparency to** list box:
  - **Fill**
  - **Outline**
  - **All**

{button ,AL('AApplying a transparency;',0,"Defaultoverview",)} [Related topics](#)

## To copy a transparency

- 1 Select an object.
- 2 Click **Effects ▶ Copy effect**
- ▶ **Lens from.**
- 3 Using the horizontal cursor, select an object with the transparency you want to copy.

{button ,AL('AApplying a transparency;',0,"Defaultoverview",)} [Related topics](#)

## Applying merge modes

You can apply a merge mode to a transparency to specify how the color of a transparency is combined with the color of the object behind it.

<b>Merge mode</b>	<b>Description</b>
Normal	Applies the transparency color on top of the <u>base color</u>
Add	Adds the values of the transparency color and the base color
Subtract	Adds the values of the transparency color and the base color together, and then subtracts 255
Difference	Subtracts the transparency color from the base color and multiplies by 255. If the transparency color value is 0, the result will always be 255.
Multiply	Multiplies the base color by the transparency color, and then divides by 255. This has a darkening effect, unless you are applying color to white. Multiplying black with any color results in black. Multiplying white with any color leaves the color unchanged.
Divide	Divides the base color by the transparency color, or conversely, divides the transparency color by the base color, depending on which color has the higher value
If lighter	Replaces any base color pixels that are a darker color with the transparency color. Base color pixels that are lighter than the transparency color are not affected.
If darker	Replaces any base color pixels that are a lighter color with the transparency color. Base color pixels that are darker than the transparency color are not affected.
Texturize	Converts the transparency color to <u>grayscale</u> , and then multiplies the grayscale value by the base color
Hue	Uses the <u>hue</u> of the transparency color, as well as the <u>saturation</u> and <u>lightness</u> of the base color. If you are adding color to a grayscale image, there will be no change because the colors are desaturated.
Saturation	Uses the lightness and hue of the base color and the saturation of the transparency color
Lightness	Uses the hue and saturation of the base color and the lightness of the transparency color
Invert	Uses the transparency color's complementary color. If a transparency color value is 127, there will be no change because the color value falls in the center of the color wheel.
Logical AND	Converts the transparency and base colors to binary values, and then applies the Boolean algebraic formula AND to these values
Logical OR	Converts the transparency and base colors to binary values, and then applies the Boolean algebraic formula OR to these

	values
Logical XOR	Converts the transparency and base colors to binary values, and then applies the Boolean algebraic formula XOR to these values
Red	Applies the transparency color to the red channel of <u>RGB</u> objects
Green	Applies the transparency color to the green channel of RGB objects
Blue	Applies the transparency color to the blue channel of RGB objects

{button ,AL(^AAppling merge modes;',0,"Defaultoverview",)} How to

## To apply merge modes

- 1 Open the [Interactive tools flyout](#), and click the [Interactive transparency tool](#).
- 2 Select an object with a fountain, texture, or pattern transparency.
- 3 Choose a merge mode from the **Transparency operation** list box on the property bar.

{button ,AL('AApplying merge modes;',0,"Defaultoverview",,)} [Related topics](#)

# Printing

CorelDRAW 10 provides extensive options for printing your work.

In this section, you'll learn about

- [printing your work](#)
- [laying out print jobs](#)
- [previewing print jobs](#)
- [applying print styles](#)
- [fine-tuning print jobs](#)
- [printing colors accurately](#)
- [printing to a PostScript printer](#)
- [using Print merge wizard](#)

## Printing your work

In CorelDRAW, you can print multiple copies of the same drawing. You can specify what to print, as well as which parts of a drawing to print; for example, you can print selected vectors or bitmapped images.

Before printing a drawing, you can specify printer properties, including paper size, graphics, and device options.

`{button ,AL('APrinting your work;',0,"Defaultoverview",,)} How to`



## To set printer properties

- 1 Click **File** ► **Print**.
- 2 Click the **General** tab.
- 3 Click **Properties**.
- 4 In the **Properties** dialog box, set any properties.

{button ,AL('APrinting your work;',0,"Defaultoverview",,)} [Related topics](#)

## To print your work

- 1 Click **File ▶ Print**.
- 2 Click the **General** tab.
- 3 Choose a printer from the **Name** list box.
- 4 Type a value in the **Number of copies** box.

If you want the copies collated, enable the **Collate** check box.

- 5 Enable one of the following options:

- **Current document** ▶ prints the active drawing
- **Current page** ▶ prints the active page
- **Pages** ▶ prints the pages that you specify
- **Documents** ▶ prints the drawings that you specify
- **Selection** ▶ prints the objects that you specify

### ▶ Note

- You must select objects before printing a selection.

### ▶ Tip

- You can preview your work by clicking on the **Mini preview button** on the title bar.

{button ,AL('APrinting your work;',0,"Defaultoverview",,)} [Related topics](#)

## To print selected vectors, bitmapped images, or text

- 1 Click **File ▶ Print**.
- 2 Click the **Misc** tab.
- 3 In the **Proofing options** area, enable any of the following check boxes:

- **Print vectors**
- **Print bitmaps**
- **Print text**

### ▶ Tips

- You can print graphics in full color, monochrome, or grayscale, by enabling the corresponding check boxes in the **Bitmap downsampling** area.
- You can print all text in black by enabling the **Print all text in black** check box.

{button ,AL('APrinting your work;',0,"Defaultoverview",,)} [Related topics](#)

## To print selected layers

- 1 Click **Tools ▶ Object manager**.
- 2 Click the printer icon that corresponds to a layer.
- 3 Click **File ▶ Print**.

{button ,AL('APrinting your work;',0,"Defaultoverview",,)} [Related topics](#)

## Laying out print jobs

You can lay out a print job by specifying the size, position, and scale. Tiling a print job prints portions of each page on separate sheets of paper that you can assemble into one sheet. You would, for example, tile a print job that is larger than your printer paper.

If the orientation of a print job differs from the orientation specified in the printer properties, a message prompts you to adjust the paper orientation of the printing device. You can disable this prompt, so that the printer adjusts paper orientation automatically.

`{button ,AL('ALaying out print jobs;',0,"Defaultoverview",)} How to`

## To specify the size and position of a print job

- 1 Click **File ▶ Print**.
  - 2 Click the **Layout** tab.
  - 3 Enable one of the following options:
    - **As in document** Sizes and positions the printed image
    - **Fit to page** Sizes and positions the print job to fit to a printed page
    - **Reposition images to** Lets you reposition the print job by choosing a position from the list box
- ▶ **Note**
- Enabling the **Reposition images to** option lets you specify size, position, and scale in the corresponding boxes.

{button ,AL('ALaying out print jobs;',0,"Defaultoverview",)} [Related topics](#)

## To tile a print job

- 1 Click **File ▶ Print**.
  - 2 Click the **Layout** tab.
  - 3 Enable the **Print tiled pages** check box.
  - 4 Type values in the following boxes:
    - **Tile overlap** ▶ Lets you specify the number of inches by which to overlap tiles
    - **% of page width** ▶ Lets you specify the percentage of the page width the tiles will occupy
    - **# of tiles** ▶ Lets you specify the number of horizontal and vertical tiles
- ▶ **Tip**
- Enable the **Tiling marks** check box to include tiling alignment marks.

{button ,AL('ALaying out print jobs;',0,"Defaultoverview",)} [Related topics](#)

## To change the page orientation prompt

- 1 Click **Tools ► Options**.
- 2 In the list of categories, double-click **Global**, and click **Printing**.
- 3 Choose **Page orientation prompt** from the **Option** list.
- 4 Choose one of the following from the **Setting** list box:
  - **Off** ☒ **Always match orientation**
  - **On** ☐ **Ask if orientations differ**
  - **Off** ☐ **Don't change orientation**

{button ,AL('ALaying out print jobs;',0,"Defaultoverview",)} [Related topics](#)



## Previewing print jobs

You can preview your work to show you how the position and size of the print job will appear on paper. For a detailed view, you can zoom in on an area. You can view how the individual color separations will appear when printed. You can also increase the speed of a print preview by hiding the graphics.

Before printing your work, you can view a summary of issues for a print job to find potential printing problems. For example, you can check the current print job for print errors, possible print problems, and suggestions for resolving issues.

`{button ,AL('APreviewing print jobs;',0,"Defaultoverview",)} How to`

## Using Preflight

Preflight checks the status of your file before you decide to output it. A summary of issues of potential problems and suggestions for resolving them is provided. You can specify which issues Preflight checks for. You can also save Preflight settings. For more information about specific Preflight settings, see any of the following:

- [To check for issues relating to printing a file](#)
- [To check for issues relating to publishing a PDF file](#)
- [To check for issues relating to publishing to the Web](#)
- [To check for issues relating to exporting a SWF file](#)
- [To check for issues relating to exporting a SVG file](#)

{button ,AL('AUsing Preflight;',0,"Defaultoverview",)} [How to](#)

## To preview a print job

- Click **File ▶ Print preview**.

### ▶ Tip

- You can also preview your work by clicking on the [Mini preview button](#) on the title bar.

{button ,AL(^AUUsing Preflight;',0,"Defaultoverview",)} [Related topics](#)

## To magnify the preview page

- 1 Click **File** ► **Print preview**.
- 2 Click **View** ► **Zoom**.
- 3 Enable the **Percent** option, and type a value in the box.

### ► Tips

- You can also magnify the preview page by choosing a preset zoom level.
- You can also zoom in on a portion of the print preview by clicking the [Zoom tool](#) in the toolbox and marquee selecting an area.

{button ,AL('AUsing Preflight;',0,"Defaultoverview",)} [Related topics](#)

## To preview color separations

- 1 Click **File ▶ Print preview**.
- 2 Click **View ▶ Preview color**  
▶ **Color**.
- 3 Click **View ▶ Preview separations**  
▶ **Separations**.
- ▶ **Note**

- You can only preview color separations if you have enabled the **Print separations** check box under the **Separations** tab in the **Print** dialog box.

### ▶ **Tips**

- You can preview the composite by clicking **View ▶ Preview separations**
- ▶ **Composite**.
- You can view individual color separations by clicking on the tabs at the bottom of the application window.

{button ,AL('AUsing Preflight;',0,"Defaultoverview",,)} [Related topics](#)

## To hide or display graphics

- 1 Click **File ▶ Print preview**.
- 2 Click **View ▶ Show image**.

A check mark beside the menu command name indicates the graphic is displayed.

### ▶ Note

- When the **Show image** menu command is disabled, the print job is represented by a bounding box that you can use to position and size the job.

{button ,AL('AUsing Preflight';0,"Defaultoverview",)} [Related topics](#)

## To view a summary of issues for a print job

- 1 Click **File ▶ Print**.
- 2 Click the **Issues** tab.

If you don't want Preflight to check for certain issues, click **Settings**, double-click **Printing**, and disable any check boxes that correspond to issues you want overlooked.

### ▶ Tip

- You can save settings by clicking the plus sign (+) and typing a name in the **Save preflight style** box.

{button ,AL('AUsing Preflight;',0,"Defaultoverview",)} [Related topics](#)

## Applying print styles

A print style is a set of saved printing options. Each print style is a separate file. This lets you move a print style from one machine to another, back up a print style, and keep document specific styles in the same directory as the document file.

You can select a print style or edit a print style and save your changes. You can also delete print styles.

{button ,AL('AApplying print styles;',0,"Defaultoverview",)} How to



## To select a print style

- 1 Click **File ▶ Print**.
- 2 Choose one of the following from the **Print Style** list box:

- CorelDRAW defaults
- CorelR.A.V.E
- Corel PHOTO-PAINT defaults
- Browse

{button ,AL('Applying print styles;',0,"Defaultoverview",)} [Related topics](#)

## To save a print style

- 1 Click **File ▶ Print**.
- 2 Click the **General** tab.
- 3 Set any printing options.
- 4 Click **Save as**.
- 5 Choose the drive and folder where you want to save the print style.
- 6 Type a name for the style in the **File name** box.

### ▶ Tips

- When you save a print style, a dialog box opens that includes a section called **Settings to include**. The settings in this section correspond to the printing options you have already selected. You can also specify which settings to include in a print style in this dialog box.
- You can also save a print style by clicking **File ▶ Print preview** mode.

{button ,AL('AApplying print styles;',0,"Defaultoverview",,)} [Related topics](#)

## To edit a print style

- 1 Click **File ▶ Print**.
- 2 Choose a print style from the **Print style** list box.
- 3 Modify any of the printing options.
- 4 Click **Save as**.
- 5 Choose the drive and folder where the print style is stored.
- 6 Click the filename.

### ▶ Note

- You should save the modified settings as a print style or apply the changes before canceling; otherwise, you'll lose all of the modified settings.

{button ,AL('Applying print styles;',0,"Defaultoverview",)} [Related topics](#)

## To delete a print style

- 1 Click **File ▶ Print preview**.
- 2 Select a print style.
- 3 Click the minus sign (-).

{button ,AL(^AApplying print styles;',0,"Defaultoverview",)} [Related topics](#)

## Fine-tuning print jobs

Problems sometimes occur when you are printing text to a non-PostScript printing device; for example, lower numbers of fountain steps can result in banding. You can specify the number of steps in the fountain fills in a print job. A higher value results in a smoother blend, but the printing time is longer.

You can specify driver compatibility settings for a selected printing device driver. For example, some non-PostScript printing devices cannot hold a full page in memory and must print the page in multiple passes, or bands. If printing is too slow, you can split a print job into bands before it is sent to the printer driver.

You can send bitmapped images to non-PostScript printing devices all at once or in smaller blocks (below 64 KB), called chunks. You can choose the threshold over which bitmapped images print in chunks and specify the degree to which each chunk overlaps adjacent chunks.

When printing color print jobs to a black-and-white printing device, you can specify whether to print in black or grayscale.

You can rasterize a page of a print job. Rasterizing a page converts it to a bitmapped image and improves the print speed when printing to non-PostScript printing devices.

To reduce file size, you can downsample bitmapped images. Because bitmapped images are made up of pixels, when you downsample a bitmapped image, the number of pixels per line decreases, which decreases the file size.

{button ,AL('AFinetuning print jobs';0,"Defaultoverview",)} How to

## To specify fountain steps in a print job

- 1 Click **File** ► **Print**.
- 2 Click the **Misc** tab.
- 3 Type a value in the **Fountain steps** box.

### ► Note

- Specifying the number of fountain steps in the **Fountain fill** dialog box will override the settings you specify on the **Misc** page. For information about specifying the number of fountain steps in the **Fountain fill** dialog box, see "[To change the fountain fill quality.](#)"

{button ,AL('AFinetuning print jobs;',0,"Defaultoverview",)} [Related topics](#)

## To specify driver compatibility settings

- 1 Click **Tools ► Options**.
- 2 In the list of categories, double-click **Global, Printing**, and click **Driver compatibility**.
- 3 Select a non-PostScript printing device from the **Printer** list box.
- 4 Enable any of the check boxes that correspond to the settings you want to specify.

{button ,AL('AFinetuning print jobs;',0,"Defaultoverview",,)} [Related topics](#)

## To choose a threshold and chunk overlap

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Global**, and click **Printing**.
- 3 Choose one of the following from the **Option** list:
  - **Bitmap output threshold (K)**
  - **Bitmap chunk overlap pixels**
- 4 Choose a value from the **Setting** list box.

{button ,AL(^AFinetuning print jobs;',0,"Defaultoverview",,)} [Related topics](#)



## To print color print jobs in black or grayscale

- 1 Click **File ▶ Print**.
- 2 Click the **Misc** tab.
- 3 Enable one of the following options:

- **All colors as black**
- **All colors as grayscale**

{button ,AL('AFinetuning print jobs;',0,"Defaultoverview",,)} [Related topics](#)

## To rasterize a page

- 1 Click **File ▶ Print**.
- 2 Click the **Misc** tab.
- 3 Enable the **Rasterize entire page** check box, and type a number in the box.

{button ,AL('AFinetuning print jobs;',0,"Defaultoverview",)} [Related topics](#)

## To downsample bitmapped images

- 1 Click **File ▶ Print**.
- 2 Click the **Misc** tab.
- 3 From the **Bitmap downsampling** area, enable any of the following check boxes and type a value in the corresponding box:

- **Color**
- **Grayscale**
- **Monochrome**

### ▶ Note

- Downsampling bitmapped images affects them only when their resolution is higher than the resolution specified in the **Bitmap downsampling** area.

{button ,AL("AFinetuning print jobs;",0,"Defaultoverview",,)} [Related topics](#)

## Printing colors accurately

To print colors accurately, you can apply a generic International Color Consortium (ICC) color profile or you can choose a specific [color profile](#) for your printer.

Using color management also helps you ensure accurate color reproduction. You can output color bitmapped images as CMYK, RGB, or grayscale. For more information on color management, see "[Reproducing colors accurately](#)."

{button ,AL('APrinting colors accurately';,0,"Defaultoverview",)} [How to](#)

## To apply the ICC color profile

- 1 Click **File** ► **Print**.
- 2 Click the **Misc** tab.
- 3 Enable the **Apply ICC profile** check box.

### ► Note

- Applying the ICC color profile on the **Misc** page will override any settings that you specified for separations printer profiles in the **Color management** dialog box. For information about applying the ICC color profile in the **Color management** dialog box, see ["To choose a color profile."](#)

{button ,AL('APrinting colors accurately;',0,"Defaultoverview",)} [Related topics](#)

## To output color bitmapped images

- 1 Click **File ▶ Print**.
- 2 Click the **Misc** tab.
- 3 Choose one of the following from the **Output color bitmaps as** list box,:
  - **RGB**
  - **Grayscale**
  - **CMYK**

### ▶ Note

- The CMYK option is available only for Postscript devices.

{button ,AL('APrinting colors accurately';,0,"Defaultoverview",)} Related topics

## Printing to a PostScript printer

PostScript is a page-description language that sends printing instructions to a PostScript device. All the elements in a print job (for example, curves and text) are represented by lines of PostScript code that the printing device uses to produce the document. For improved compatibility with third-party prepress software, you can select a PostScript Printer Description (**.ppd**) file. A **.ppd** file describes the capabilities and features of your PostScript printer and is available from your printer's manufacturer.

You can print to a PostScript printing device. To ensure that a print job prints properly on a PostScript Level 1 device, you can test for potential issues such as complex graphics and fountain fills for banding. To ensure that your print jobs print properly, you can reduce curve complexity by increasing flatness. Curve flatness determines how smooth a curve appears when printed. As the flatness increases, curves begin to appear as connected straight lines.

A print job that contains too many fonts may not print properly, and a print job that contains too many spot colors increases file size. You can set the PostScript options to warn you when a print job contains more than a set number of fonts or spot colors.

By default, the printing device driver downloads Type 1 fonts to the printing device. You can disable the Download Type 1 Fonts option, so that fonts are printed as graphics (either curves or bitmaps). This may be useful when the file contains many fonts that would take an unacceptably long time to download or would fail to download because of their file size. Bitmap versions of TrueType fonts look better in small print and print faster than regular fonts. You can choose the maximum number of bitmap fonts that a print job can contain.

{button ,AL('APrinting to a PostScript printer;',0,"Defaultoverview",)} How to

## To select a PPD file

- 1 Click **File ▶ Print**.
- 2 Click the **General** tab.
- 3 Select a PostScript printer from the **Name** list box.
- 4 Enable the **Use PPD** check box.
- 5 Choose the drive and folder where the file is stored.
- 6 Double-click the filename.

{button ,AL(^APrinting to a PostScript printer;',0,"Defaultoverview",)} [Related topics](#)



## To print to a PostScript device

- 1 Click **File ▶ Print**.
  - 2 Select a PostScript printer from the **Name** list box.
  - 3 Click the **PostScript** tab.
  - 4 From the **Compatibility** list box, choose the PostScript level that corresponds to the printer.
- If you want to compress your bitmaps when printing, enable the **Use JPEG compression** check box, and adjust the **Quality factor** slider.

### ▶ Note

- You can only compress bitmaps by saving them as **.prn** or **.ps** files.

{button ,AL(' APrinting to a PostScript printer;',0,"Defaultoverview"),} [Related topics](#)

## To test for complex graphics

- 1 Click **File** ► **Print**.
- 2 Click the **Issues** tab.
- 3 Click **Settings**.
- 4 Double-click **Printing warnings**.
- 5 Enable any of the following check boxes:
  - **Text with texture fills (PS Level1 Only)**
  - **Bitmaps in complex clipping paths (PS Level1 only)**
  - **Texture fills in complex objects (PS Level1 only)**
  - **Complex clipping regions (PS Level1 only)**
  - **Objects with outline having many nodes (PS Level1 only)**
  - **Objects with outline and fill having many nodes (PS Level1 only)**

{button ,AL("APrinting to a PostScript printer;",0,"Defaultoverview",)} [Related topics](#)

## To test fountain fills for banding

- 1 Click **File** ► **Print**.
- 2 Click the **Issues** tab.
- 3 Click **Settings**.
- 4 Double-click **Printing warnings**.
- 5 Enable the **Banded fountain fills** check box.

If you want to optimize fountain fills to reduce complexity, enable the **Optimize fountain fills** check box under the **PostScript** tab.

### ► Note

- Testing fountain fills for banding applies only to linear fountain fills.

{button ,AL("APrinting to a PostScript printer";,0,"Defaultoverview",)} [Related topics](#)

## To reduce curve complexity

- 1 Click **File ▶ Print**.
- 2 Click the **PostScript** tab.
- 3 Type a value in the **Maximum points per curve** box.
- 4 Type a value in the **Set flatness to** box.
- 5 Enable the **Auto increase flatness** check box.

### ▶ Note

- Reducing curve complexity can help alleviate printing problems caused by curves that have too many points on each curve, but results in increased printing time.

### ▶ Tips

- When the **Auto increase flatness** check box is enabled, the maximum allowable flatness value that is specified in the **Set flatness to** box, plus 10. If a curve is still too complex when the flatness value exceeds this limit, the printing device skips the problematic curve. If the printing device skips a curve, it does not appear in the final output. For this reason, it is important to inspect proofs before you publish the work.
- If you are having problems printing complex objects, type 10 in the **Set flatness to** box. If this does not achieve the required results, continue to increase the flatness value by increments of two, and evaluate the results.

{button ,AL('APrinting to a PostScript printer;',0,"Defaultoverview",)} [Related topics](#)

## To set color separations and font warning options

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Global**, and click **Printing**.
- 3 Choose **Spot color separations warning** from the **Option** list.
- 4 Choose one of the following from the **Setting** list:
  - If any spot colors are used
  - If more than 1 spot color used
  - If more than 2 spot colors used
  - If more than 3 spot colors used
- 5 Choose **Fonts warning threshold** from the **Option** list.
- 6 Choose a number from the **Setting** list.

{button ,AL('APrinting to a PostScript printer;',0,"Defaultoverview",)} [Related topics](#)

## To automatically increase fountain steps

- 1 Click **File** ► **Print**.
- 2 Click the **PostScript** tab.
- 3 Enable the **Auto increase fountain steps** check box.

### ► Note

- Enabling the **Auto increase fountain steps** check box increases the number of steps used to render fountain fills, which may increase printing time.

{button ,AL("APrinting to a PostScript printer;",0,"Defaultoverview",)} [Related topics](#)

## To download Type 1 fonts

- 1 Click **File ▶ Print**.
- 2 Click the **PostScript** tab.
- 3 Enable the **Download Type1 fonts** check box.

### ▶ Notes

- You can download Type 1 fonts only for PostScript devices.
- When you enable the **Download Type1 fonts** check box, the **Convert True Type to Type1** check box is enabled by default. This ensures that TrueType fonts are converted to Type 1 fonts so that they can be downloaded. Disable this check box only if the output device has difficulty interpreting Type 1 fonts.

{button ,AL(' APrinting to a PostScript printer;',0,"Defaultoverview",)} [Related topics](#)

## To choose the maximum number of bitmap fonts

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Global**, and click **Printing**.
- 3 Choose a number from the **Bitmap font limit (PS)** list box.  
If you want to set a maximum bitmap font size, choose a font size from the **Bitmap font size threshold (PS)** list box.

{button ,AL('APrinting to a PostScript printer;',0,"Defaultoverview",)} [Related topics](#)



## Using Print merge wizard

You can use Print merge wizard to combine text with a drawing; for example, you can personalize an invitation by printing a different recipient's name on each invitation.

The following steps provide a general overview of the process of merging a document.

- 1 **Create or open an existing data file**▶ You can open a new file or an existing data file. CorelDRAW supports the following files: .txt, .csv, .rtf, CorelCENTRAL, Windows Address books and ODBC data sources.
- 2 **Create data fields**▶ You can specify data field names.
- 3 **Input data in the data fields**▶ Once you have created a list of data fields, you can input data under the data field names.
- 4 **Save the data file**▶ You can save information in the data fields in a text file.
- 5 **Insert the fields in the drawing**▶ You can specify fields and their position in a drawing clicking on the **Insert selected print merge field** icon, selecting a field name in the drop down list, and clicking anywhere on the drawing.
- 6 **Merge the data file and the drawing**▶ You can preview the merged document in the Print Preview window. Data fields are merged with a drawing when you print the document.

{button ,AL('AUsing Print merge wizard;',0,"Defaultoverview",,)} How to

## To create merge fields

1 Click **File ▶ Print merge**

▶ **Create merge fields.**

2 Follow the instructions in the **Print merge wizard**.

▶ **Note**

- If you select a larger ODBC data files as your data source, your computer, depending upon its resources, may not be able to handle the file.

▶ **Tip**

- You can also create merge fields by clicking the **Create/Load print merge fields** button on the **Print merge** property bar.

{button ,AL('AUsing Print merge wizard;',0,"Defaultoverview",)} [Related topics](#)

## To edit merge fields

1 Click **File** ► **Print merge**

► **Edit merge fields**.

2 Follow the instructions in the **Print merge wizard**.

► **Note**

- If you select a larger ODBC data files as your data source, your computer, depending upon its resources, may not be able to handle the file.

► **Tip**

- You can also edit merge fields by clicking the **Edit print merge fields** button on the **Print merge** property bar.

{button ,AL('AUsing Print merge wizard;',0,"Defaultoverview",)} [Related topics](#)

## To perform a merge

- 1 Click **File** ► **Print merge**
- **Perform merge**.
- 2 Specify any printer settings.
- 3 Click **Print**.

If you want to ensure that all fields and pages print, enable the **Current document** option.

{button ,AL('AUsing Print merge wizard;',0,"Defaultoverview",,)} [Related topics](#)

# Commercial printing

With CorelDRAW, you can prepare a print job for commercial printing.

In this section, you'll learn about

- [preparing a print job for a service bureau](#)
- [working with imposition layouts](#)
- [printing printer's marks](#)
- [maintaining OPI links](#)
- [printing color separations](#)
- [working with color trapping](#)
- [specifying In-RIP trapping settings](#)
- [printing to film](#)

## Preparing a print job for a service bureau

You can use the Prepare for service bureau wizard to guide you through the process of sending a file to a service bureau. The wizard simplifies processes such as creating PostScript and PDF files; gathering different pieces required for outputting an image; and copying the original image, embedded image files, and fonts to a user-defined location.

You can print a drawing to a file, which lets the service bureau send the file directly to an output device. If a PostScript file is to be trapped or imposed by a service bureau, you can ensure that the file conforms to the Document Structuring Convention (DSC). If you are unsure about which settings to choose, consult the service bureau.

You can include a job information sheet with all the prepress settings that you have specified.

For more information about commercial printing, see [Reference: commercial printing](#).

**{button ,AL('APreparing a print job for a service bureau;',0,"Defaultoverview",)} [How to](#)**

## To use the Prepare for Service Bureau wizard

- 1 Click **File ▶ Prepare for service bureau**.
- 2 Enable one of the following buttons:

- **Gather all files associated with this document**
- **Choose a profile provided by your service bureau**

### ▶ Note

- The PDF file settings created by the service bureau are identical to the **PDF for prepress** style settings. For information about the **PDF for prepress** style settings, see "[Saving documents as PDF files.](#)"
- To create a service bureau profile, you need the Service Bureau Profiler utility, which you can custom install with Corel DRAW 10.

{button ,AL('APreparing a print job for a service bureau;',0,"Defaultoverview",,)} [Related topics](#)

## To print to a file

- 1 Click **File ▶ Print**.
  - 2 Click the **General** tab.
  - 3 Enable the **Print to file** check box.
  - 4 Click the flyout arrow, and click one of the following commands:
    - **For Mac** ▶ saves the drawing to be readable on a Macintosh computer
    - **Single file** ▶ prints pages to a single file
    - **Pages to separate files** ▶ prints pages to separate files
    - **Plates to separate files** ▶ prints plates to separate files
  - 5 Click **Print**.
  - 6 Choose one of the following from the **Save as type** list box:
    - **Print file** ▶ saves the file as a **.prn** file
    - **PostScript file** ▶ saves the file as a **.ps** file
  - 7 Choose the drive and folder where you want to save the file.
  - 8 Type a filename in the **File name** box.
- ▶ **Note**
- If you prefer not to prepare PostScript files, service bureaus equipped with the application in which you created your work can take the original files (for example, CorelDRAW files) and apply the required prepress settings.

{button ,AL('APreparing a print job for a service bureau;',0,"Defaultoverview",,)} [Related topics](#)



## To conform to DSC

- 1 Click **File** ► **Print**.
- 2 Click the **PostScript** tab.
- 3 Enable the **Conform to DSC** check box.

{button ,AL('APreparing a print job for a service bureau;',0,"Defaultoverview",,)} [Related topics](#)

## To include a job information sheet with the print job

- 1 Click File ► **Print**.
- 2 Click the **Misc** tab.
- 3 Enable the **Print job information sheet** check box.
- 4 Click **Info settings**.
- 5 In the **Information** area, disable any of the options.
- 6 In the **Destination** area, enable one of the following :
  - **send to text file**
  - **send to printer**

{button ,AL('APreparing a print job for a service bureau;',0,"Defaultoverview",,)} [Related topics](#)

## Working with imposition layouts

Working with imposition layouts lets you print more than one page of a document on each sheet of paper. You can choose a preset imposition layout to create documents such as magazines and books to print on a commercial printing press; produce documents that involve cutting or folding, such as mailing labels, business cards, pamphlets, or greeting cards; or print multiple thumbnails of a document on one page. You can also edit a preset imposition layout to create your own layout.

You can select a binding method by choosing from three preset binding methods or you can customize a binding method. When you choose a preset binding method, all but the first signature are automatically arranged.

You can arrange pages on a signature manually or automatically. When you arrange the pages automatically, you can choose the angle of the image. If you have more than one page across or down, you can specify the size of gutters between pages; for example, you can choose the automatic gutter spacing option, which sizes gutters so that the document's pages fill the entire available space in the layout.

When printing on a desktop printer, you can adjust the margins to accommodate the nonprintable area of a page. If the margin is smaller than the nonprintable area, the edges of some pages or some printer's marks may be clipped by your printer.

**{button ,AL('AWorking with imposition layouts';0,"Defaultoverview",)} How to**

## To choose a preset imposition layout

- 1 Click **File ▶ Print**.
- 2 Click the **Layout** tab.
- 3 Choose an imposition layout from the **Imposition layout** list box.

### ▶ Note

- The layout you choose does not affect the original document, only the way it is printed.

{button ,AL('AWorking with imposition layouts;',0,"Defaultoverview",)} [Related topics](#)

## To edit an imposition layout

- 1 Click **File ▶ Print**.
- 2 Click the **Layout** tab.
- 3 Choose an imposition layout from the **Imposition layout** list box.
- 4 Click **Edit**.
- 5 Edit any imposition layout settings.
- 6 Click **Save layout** on the property bar.
- 7 Type a name for the imposition layout in the **Save as** box.

### ▶ Note

- When editing an imposition layout, you should save it with a new name; otherwise the settings for a preset imposition layout will be overwritten.

{button ,AL('AWorking with imposition layouts';,0,"Defaultoverview",)} [Related topics](#)

## To select a binding method

- 1 Click **File ▶ Print preview**.
- 2 Click the **Imposition layout** tool.
- 3 Choose **Edit basic settings** from the **What to edit** list box on the property bar.
- 4 Type values in the **Pages across/down** boxes.

If you want the page to be double-sided, click the **Single/double sided** button.

- 5 Choose one of the following binding methods from the **Binding mode** list box:

- **Perfect binding**
- **Saddle stitch**
- **Collate and cut**
- **Custom binding**

### ▶ Notes

- If you choose either **Perfect binding** or **Custom binding**, type a value in the corresponding box.
- When you click the **Single/double sided layout** for double-sided printing, and you are printing on a nonduplex printing device, a wizard automatically provides instructions on how to insert the paper into the printer, so that you can print on both sides of the page.

{button ,AL('AWorking with imposition layouts;',0,"Defaultoverview",)} [Related topics](#)

## To arrange pages

- 1 Click **File ▶ Print preview**.
- 2 Click the **Imposition layout** tool.
- 3 Choose **Edit page placements** from the **What to edit** list box on the property bar.
- 4 Click one of the following buttons:

- **Intelligent auto-ordering**
- **Sequential auto-ordering**
- **Cloned auto-ordering**

If you want to arrange the page numbering manually, click on the page and specify the page number in the **Page sequence number** box.

- 5 Choose an angle from the **Page rotation** list box.

{button ,AL('AWorking with imposition layouts;',0,"Defaultoverview",)} [Related topics](#)

## To edit gutters

- 1 Click **File ▶ Print preview**.
- 2 Click the **Imposition layout** tool.
- 3 Choose **Edit gutters and finishing** from the **What to edit** list box on the property bar.
- 4 Click one of the following buttons:

- **Auto gutter spacing**
- **Equal gutters**

- 5 Click one of the following buttons:

- **Cut location**
- **Fold location**

### ▶ Notes

- If you click the **Equal gutters** button, you must specify a value in the **Gutter size** box.
- You can edit the gutters only if you've selected an imposition layout with two or more pages across and down.

{button ,AL('AWorking with imposition layouts';,0,"Defaultoverview",)} **Related topics**



## To adjust margins

- 1 Click **File ▶ Print preview**.
- 2 Click the **Imposition layout** tool.
- 3 Choose **Edit margins** from the **What to edit** list box on the property bar.
- 4 Click one of the following buttons:

- **Auto margins**
- **Equal margins**

### ▶ Notes

- If you click the **Equal margins** button, you must specify values in the **Top/left margin** boxes.
- When preparing a job for a commercial press, the service bureau may request minimum margin sizes, such as for page grippers and printer's marks.

{button ,AL('AWorking with imposition layouts';,0,"Defaultoverview"),} **Related topics**

## Printing printer's marks

Printing printer's marks lets you print information on a page about how a work should be printed. You can set crop/fold marks, bleed limits, and registration marks; print composite crop/fold marks, color calibration marks, and densitometer scales; and include page numbers and file information, such as the job name and date. You can also specify the position of the printer's marks on the page.

The available printer's marks are as follows:

- **Crop/fold marks** represent the size of the paper and print at the corners of the page. You can print crop/fold marks to use as guides to trim the paper. If you print multiple pages per sheet (for example, two rows by two columns) you can choose to print the crop/fold marks on the outside edge of the page so that all crop/fold marks are removed after the cropping process, or you can choose to add crop marks around each row and column.
- **Bleed limit** determines how far an image can extend beyond the crop marks. When you use a **bleed** to extend the print job to the edge of the page, you must set a bleed limit. A bleed requires that the paper you are printing on is larger than the size of paper you ultimately want, and the print job must extend beyond the edge of the final paper size.
  - **Registration marks** are required to line up film for proofing or printing plates on a color press. They print on each sheet of a color separation.
- **Color calibration bars** are color scales that print on each sheet of a color separation and ensure accurate color reproduction. To see calibration bars, the page size of the print job must be larger than the page size of the work you are printing.
- **Densitometer scale** is a series of gray boxes ranging from light to dark. These boxes are required to test the density of halftone images. You can position the densitometer scale anywhere on the page. You can also customize the levels of gray that appear in each of the seven squares on the densitometer scale.
  - **Page numbers** helps you collate pages of an image that do not include any page numbers or do not contain page numbers that correspond to the actual number of pages.
- **File information** prints file information, such as, the color profile; halftone settings; name, date, and time the image was created; plate number; and job name.

{button ,AL('APrinting printers marks;',0,"Defaultoverview",)} [How to](#)

## To print crop and fold marks

- 1 Click **File ▶ Print**.
- 2 Click the **Prepress** tab.
- 3 Enable the **Crop/fold marks** check box.

If you want to print only the exterior crop/fold marks, enable the **Exterior only** check box.

### ▶ Note

- To print crop and fold marks, the paper on which you print must be 0.5 inches larger on all sides than the page size of the image that you are printing.

### ▶ Tip

- To set crop and fold marks, see ["To edit gutters."](#)

{button ,AL("APrinting printers marks;",0,"Defaultoverview",)} [Related topics](#)

## To print composite crop/fold marks

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Global**, and click **Printing**.
- 3 Choose **Composite crop marks** from the **Option** list.
- 4 Choose **Output in CMYK** from the **Setting** list.

{button ,AL('APrinting printers marks;',0,"Defaultoverview",)} [Related topics](#)

## To set a bleed limit

- 1 Click **File** ► **Print**.
- 2 Click the **Layout** tab.
- 3 Enable the **Bleed limit** check box.
- 4 Type a bleed limit in the **Bleed limit** box.

### ► Note

- Usually, a bleed limit of .125 to .25 inches is sufficient. Any object extending beyond that uses memory needlessly and may cause problems when you print multiple pages with bleeds on a single sheet of paper.

{button ,AL('APrinting printers marks;',0,"Defaultoverview",,)} [Related topics](#)

## To print registration marks

- 1 Click **File** ► **Print**.
- 2 Click the **Prepress** tab.
- 3 Enable the **Print registration marks** button.
- 4 Choose a registration mark style from the **Style** list box.

### ► Note

- To print registrations marks, the paper on which you print must be 0.5 inches larger on all sides than the page size of the image that you are printing.

{button ,AL('APrinting printers marks;',0,"Defaultoverview",,)} [Related topics](#)

## To print color calibration bars and densitometer scales

- 1 Click **File ▶ Print**.
- 2 Click the **Prepress** tab.
- 3 In the **Calibration bars** area, enable any of the following check boxes:

- **Color calibration bar**
- **Densitometer scales**

If you want to customize the levels of gray in one of the densitometer scale squares, choose a number from the **Densities** list (lower values represent lighter squares) and type a new density for that square.

{button ,AL('APrinting printers marks;',0,"Defaultoverview",,)} [Related topics](#)

## To print page numbers

- 1 Click **File ▶ Print**.
- 2 Click the **Prepress** tab.
- 3 Enable the **Print page numbers** check box.

If you want to position the page number inside the page, enable the **Position within page** check box.

{button ,AL('APrinting printers marks;',0,"Defaultoverview",,)} [Related topics](#)



## To print file information

- 1 Click **File ► Print**.
- 2 Click the **Prepress** tab.
- 3 Enable the **Print file information** check box.
- 4 Type a job name in the **Job name/slug line** box.

If you want to position the file information inside the page, enable the **Position within page** check box.

{button ,AL('APrinting printers marks;',0,"Defaultoverview",,)} Related topics

## To position printer's marks

- 1 Click **File** ► **Print preview**.
- 2 Click the **Marks placement tool**.
- 3 Click the **Auto-position marks rectangle** button on the property bar.
- 4 Type values in the **Marks alignment rectangle** boxes.

### ► Tips

- You can also change the position of printer's marks by clicking on a printer's mark icon in the print preview window and dragging the bounding box.
- If you want to affix printer's marks to the object's bounding box instead of to the page bounding box, click the **Prepress** tab in the **Print** dialog box, and enable the **Marks to objects** button.

{button ,AL("APrinting printers marks";0,"Defaultoverview",)} [Related topics](#)

## Maintaining OPI links

Open Prepress Interface (OPI) lets you use low-resolution images as placeholders for the high-resolution images that appear in your final work. When a service bureau receives your file, the OPI server substitutes the low-resolution images for the high-resolution images.

{button ,AL('AMaintaining OPI links;',0,"Defaultoverview",)} How to

## To maintain OPI links

- 1 Click **File** ► **Print**.
- 2 Click the **PostScript** tab.
- 3 Enable the **Maintain OPI links** check box.

### ► Notes

- The **Maintain OPI links** option is available for PostScript devices only.
- You can reduce your work time by using OPI and print management server solutions, such as Imation Color Central. Low-resolution samples are automatically created from the high-resolution originals and are placed in CorelDRAW. These files contain their own OPI comments, which the Imation Color Central server recognizes when it receives the job and then substitutes the low-resolution version of the file for the high-resolution version.
- When you import the low-resolution images into your document, they must be flagged as OPI images.

{button ,AL('AMaintaining OPI links;',0,"Defaultoverview",)} [Related topics](#)

## Printing color separations

When you send color work to a service bureau or printing shop, either you or the service bureau must create color separations. Color separations are necessary because a typical printing press applies only one color of ink at a time to a sheet of paper. You can specify the color separations to print, including the order in which they print.

Printing presses produce color using either process color or spot color, or both. You can convert the spot colors to process colors at printing time. For more information on spot and process colors, see "[Choosing colors](#)."

Corel also supports Pantone Hexachrome, a type of printing process that increases the range of printable colors. To use Pantone Hexachrome color effectively, you can use the Pantone Hexachrome process color. Talk to the service bureau about whether you should use Pantone Hexachrome color.

When setting halftone screens to print color separations, we recommend that you use default settings; otherwise, screens can be improperly set and result in undesirable moiré patterns and poor color reproduction. However, if you are using an imagesetter, the screen technology should be set to match the type of imagesetter the service bureau uses. Before customizing a halftone screen, consult the service bureau to determine the correct setting.

{button ,AL('APrinting color separations;',0,"Defaultoverview",)} How to

## To print color separations

- 1 Click **File ▶ Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **Print separations** check box.

If you want to print specific color separations, enable the corresponding check box in the list of color separations.

### ▶ Tips

- Although not recommended, you can print separations in color by enabling the **Print separations in color** check box in the **Options** area.
- You can change the order in which color separations print, by enabling the **Use advanced settings** check box, clicking **Advanced**, and choosing an order from the **Order** list box.

{button ,AL('APrinting color separations;',0,"Defaultoverview",)} [Related topics](#)

## To use PANTONE Hexachrome process color

- 1 Click **File ▶ Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **Print separations** check box.
- 4 Enable the **Hexachrome plates** check box in the **Options** area.

{button ,AL('APrinting color separations;',0,"Defaultoverview",)} [Related topics](#)

## To convert spot colors to process colors

- 1 Click **File** ► **Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **Print separations** check box.
- 4 Enable the **Convert spot colors to process** check box in the **Options** area.

### ► Note

- Changing the spot colors to process colors when you print does not affect the document, only the way it is printed.

{button ,AL('APrinting color separations;',0,"Defaultoverview"),} [Related topics](#)



## To customize a halftone screen

- 1 Click **File ▶ Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **Print separations** check box.
- 4 Enable the **Use advanced settings** check box.
- 5 Click **Advanced**.
- 6 Change any of the following settings:
  - **Screening technology**
  - **Halftone type**
  - **Resolution**

### ▶ Note

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

{button ,AL('APrinting color separations;',0,"Defaultoverview"),} [Related topics](#)

## Working with color trapping

Trapping intentionally overlaps colors so that minor problems with the alignment of printing plates are not noticed. To overlap colors and create color trapping, one color must overprint the other. Overprinting works best when the top color is much darker than the underlying color; otherwise, an undesirable third color may result (for example, cyan over yellow may result in a green object).

You can choose to preserve overprint settings if you want to trap objects in a document. You can set specific objects to overprint; you can overprint each object's fill, outline, or both. You can also overprint specific color separations, specify in which order they will print, and specify whether you want to overprint graphics, text, or both.

The two methods for color trapping automatically are always overprinting black and auto-spreading. Always overprinting black creates a color trap by causing any object that contains 95% black or more to overprint any underlying objects. This option is useful for artwork containing a lot of black text, but it should be used with caution on artwork with a high graphics content. You can adjust the threshold, if the service bureau recommends a black threshold value other than 95%.

Auto-spreading creates color trapping by assigning an outline to an object that is the same color as the object's fill and having it overprint underlying objects. Auto-spreading is created for all objects in the file that meet three conditions: they do not already have an outline, are filled with a uniform fill, and have not already been designated to overprint.

For advanced trapping options, see "[Specifying In-RIP trapping settings.](#)"

{button ,AL('AWorking with color trapping;',0,"Defaultoverview"),}} [How to](#)

## To preserve document overprints

- 1 Click **File ▶ Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **Print separations** check box.
- 4 Enable the **Preserve document overprints** check box in the **Trapping** area.

{button ,AL('AWorking with color trapping;',0,"Defaultoverview",)} [Related topics](#)

## To trap by overprinting selected objects

- 1 Right-click an object.
- 2 Click any of the following options:
  - **Overprint fill**
  - **Overprint outline**

{button ,AL('AWorking with color trapping;',0,"Defaultoverview",)} [Related topics](#)

## To overprint selected color separations

- 1 Click **File ▶ Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **Print separations** check box.
- 4 Enable the **Use advanced settings** check box.
- 5 Click **Advanced**.
- 6 In the **Advanced separations settings** dialog box, choose a color separation from the **Screening technology** list box.
- 7 In the **Overprint** column, click one or both of the following icons:
  - **Overprint graphics**
  - **Overprint text**

### ▶ Note

- The icons appear darker when the separation is set to overprint.

### ▶ Tip

- You can change the order in which color separations print by selecting a color separation and choosing an order from the **Order** list box.

{button ,AL('AWorking with color trapping;',0,"Defaultoverview",)} [Related topics](#)

## To trap by always overprinting black

- 1 Click **File ▶ Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **Print separations** check box.
- 4 Enable the **Always overprint black** check box in the **Trapping** area.

{button ,AL('AWorking with color trapping;',0,"Defaultoverview",)} [Related topics](#)

## To set the overprint black threshold

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Global**, and click **Printing**.
- 3 Choose **Overprint black threshold (PS)** from the **Option** list.
- 4 Choose a number from the **Setting** list box.

The number you choose represents the percentage of black above which black objects overprint.

{button ,AL('AWorking with color trapping;',0,"Defaultoverview",)} [Related topics](#)

## To trap by auto-spreading

- 1 Click **File ▶ Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **Print separations** check box.
- 4 Enable the **Auto-spreading** check box.
- 5 Type a value in the **Maximum** box.
- 6 Enable the **Fixed width** check box.

The **Maximum** box changes to the **Width** box when you enable the **Fixed width** check box.

- 7 Type a value in the **Text above** box.

### ▶ Notes

- The value that you type in the **Text above** box represents the minimum size to which auto-spreading is applied. If you set this value too low, small text may be rendered illegible when auto-spreading is applied.
- The amount of spread assigned to an object depends on the maximum trap value specified in the **Maximum** box and the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

{button ,AL('AWorking with color trapping;',0,"Defaultoverview",,)} [Related topics](#)



## Specifying In-RIP trapping settings

In-RIP trapping allows you to specify advanced trapping settings. Before selecting In-RIP trapping, ensure that your PostScript 3 printer has In-RIP options.

You can select a trap width, the amount that one color spreads into another. You can also specify image trap placement, which determines where the trap occurs. You can, for example, specify whether the trap is a choke or a spread, depending upon the neutral densities of adjacent colors. Neutral density indicates the lightness or darkness of a color and helps determine how adjacent colors spread into one another.

You can specify a threshold at which a trap will be created by specifying a step trap limit. If trap colors are of similar neutral densities, the trap placement will be adjusted accordingly. The step trap limit specifies a threshold at which a trap will adjust.

Before trapping, you can set the inks; for example, you can set an ink to opaque, as in the case of a metallic ink, so that nothing shows through it. To reduce the visibility of a trap, you can decrease the amount of ink color in a trap. This is especially helpful in the case of pastel colors, contrasting colors, and colors with similar neutral densities.

{button ,AL('ASpecifying InRIP trapping settings';0,"Defaultoverview"),} How to

## To select a trap width

- 1 Click **File ▶ Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **In-RIP trapping** check box.
- 4 Click **Settings**.
- 5 Type a value in the **Trap width** box.

If you are trapping to black, type a value in the **Black trap width** box.

### ▶ Note

- To select **In-RIP trapping** options, you must have selected **PostScript 3** from the **Compatibility** list box under the **PostScript** tab of the **Print** dialog box.

{button ,AL('ASpecifying InRIP trapping settings;',0,"Defaultoverview",)} [Related topics](#)

## To specify image trap placement

- 1 Click **File ▶ Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **In-RIP trapping** check box.
- 4 Click **Settings**.
- 5 From the **Image trap placement** list box, choose one of the following placements:
  - **Neutral density** ▶ used to determine the lighter object and thus, the direction and placement of the trap
  - **Choke** ▶ used to trap a dark foreground object to a light background image
  - **Spread** ▶ used to trap a light foreground object to a dark background image
  - **Centerline** ▶ used when adjacent images and objects have similar neutral densities or when image density changes along an object's edge

If you want to trap an object to an image, enable the **Trap objects to images** option.

### ▶ Note

- To select **In-RIP trapping** options, you must have selected **PostScript 3** from the **Compatibility** list box under the **PostScript** tab of the **Print** dialog box.

{button ,AL('ASpecifying InRIP trapping settings;',0,"Defaultoverview",,)} [Related topics](#)

## To specify a threshold

- 1 Click **File ▶ Print**.
  - 2 Click the **Separations** tab.
  - 3 Enable the **In-RIP trapping** check box.
  - 4 Click **Settings**.
  - 5 Type a value in one or any of the following boxes:
    - **Step limit** specifies a threshold between color variations. The lower the threshold value, the more likely it is that a trap will be created
    - **Black limit** specifies the threshold at which process black is considered pure black
    - **Black density limit** specifies a neutral density value for the black ink
    - **Sliding trap limit** specifies the difference between the neutral densities of adjacent colors at which a trap adjusts (slides) from the darker side of a color edge toward the centerline. The lower the sliding trap limit, the more gradual the transition
- ▶ **Note**
- To select **In-RIP trapping** options, you must have selected **PostScript 3** from the **Compatibility** list box under the **PostScript** tab in the **Print** dialog box.

{button ,AL('ASpecifying InRIP trapping settings;',0,"Defaultoverview",,)} [Related topics](#)

## To set inks for trapping

- 1 Click **File ▶ Print**.
  - 2 Click the **Separations** tab.
  - 3 Enable the **In-RIP trapping** check box.
  - 4 Click **Settings**.
  - 5 Click **Type**, and for each color separation, select one of the following:
    - **Transparent** the selected ink doesn't get trapped, but anything beneath it does
    - **Neutral density** the neutral density of the selected ink determines how it is treated
    - **Opaque** the selected ink is treated as opaque
    - **Opaque ignore** the selected ink is doesn't get trapped nor does anything beneath it
- ▶ **Note**
- To select **In-RIP trapping** options, you must have selected **PostScript 3** from the **Compatibility** list box under the **PostScript** tab in the **Print** dialog box.

{button ,AL('ASpecifying InRIP trapping settings;',0,"Defaultoverview",,)} [Related topics](#)

## To select a trap color reduction

- 1 Click **File ▶ Print**.
- 2 Click the **Separations** tab.
- 3 Enable the **In-RIP trapping** check box.
- 4 Click **Settings**.
- 5 Type a value in the **Trap color reduction** box.

### ▶ Notes

- A reduction value of 100% indicates no reduction, while a lower value reduces the neutral density.
- To select **In-RIP trapping** options, you must have selected **PostScript 3** from the **Compatibility** list box under the **PostScript** tab in the **Print** dialog box.

{button ,AL(^ASpecifying InRIP trapping settings;',0,"Defaultoverview",,)} [Related topics](#)

## Printing to film

You can set up a print job to produce negative images. An imagesetter produces images on film that may need to be produced as negatives depending on which printing device you are using. Consult the service bureau or printing shop to determine whether you can produce images on film.

You can specify to print with the emulsion down. Printing with the emulsion down produces a backward image on desktop printers.

`{button ,AL('APrinting to film;',0,"Defaultoverview",)} How to`

## To print a negative

- 1 Click **File ▶ Print**.
- 2 Click the **Prepress** tab.
- 3 Enable the **Invert** check box.

### ▶ Note

- Do not choose negative film if you are printing to a desktop printer.

{button ,AL('APrinting to film;',0,"Defaultoverview",)} [Related topics](#)



## To specify film with the emulsion down

- 1 Click **File** ► **Print**.
- 2 Click the **Prepress** tab.
- 3 Enable the **Mirror** check box.

{button ,AL('APrinting to film;',0,"Defaultoverview",)} [Related topics](#)

## Reference: commercial printing

If you use commercial printing services for your print jobs, you probably use a service bureau or a printing shop. The service bureau takes your file and converts it directly to film or to plates. The printing shop uses the film from a service bureau to make printing plates.

When you prepare a print job for commercial printing, you can send camera-ready paper output or the work on disk. If you send the work on disk, the service bureau needs either a PostScript file or a native file from the application that you use. If you are creating a file to send to an imagesetter or a platesetter, speak with the service bureau about the best file format and printing device settings to use. Always provide a final printout of the work to the service bureau, even if it is only a black-and-white representation. This helps the service bureau to identify and assess any potential problems.

Before printing a drawing, you must choose and properly configure the appropriate printing device driver. Consult the printing device manufacturer instructions, or the service bureau or printing shop that you use to print the work, to find out the best way to set up the printing device driver.



## Customizing Corel applications

You can customize Corel graphics applications by arranging command bars and commands to suit your needs. Command bars include menus, toolbars, the property bar, and the status bar.

Corel online Help is based on an application's default settings. When you customize command bars, commands, and buttons, the Help topics associated with them do not reflect your changes.

In this section, you'll learn about

- [setting multiple workspaces](#)
- [customizing keyboard shortcuts](#)
- [customizing toolbars](#)

You can also learn about additional customization features specific to the Corel graphics application you are using.

## Setting multiple workspaces

A workspace is a configuration of settings that specifies how the various command bars, commands, and buttons are arranged when you open the application. You can create, choose, and delete workspaces. You can also import and export workspaces to and from other computers using the same application. For example, you may want a group of users to have a similar look and feel to the workspace they are using.

`{button ,AL('ASetting multiple workspaces;',0,"Defaultoverview",,)} How to`

## To create a workspace

- 1 Click **Tools ▶ Options**.
  - 2 In the list of categories, click **Workspace**.
  - 3 Click **New**.
  - 4 Type the name of the workspace in the **Name of new workspace** box.
  - 5 From the **Base new workspace on** list box, choose an existing workspace on which to base the new workspace.
- If you want to include a description of the workspace, type a description in the **Description of new workspace** box.

{button ,AL("ASetting multiple workspaces;',0,"Defaultoverview",,)} [Related topics](#)

## To choose a workspace

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, click **Workspace**.
- 3 Enable a checkbox beside a workspace in the **Workspaces available** list.

### ▶ Tip

- You can restore the default workspace by pressing **F8** while starting the application.

{button ,AL('ASetting multiple workspaces;',0,"Defaultoverview",,)} [Related topics](#)

## To delete a workspace

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, click **Workspace**.
- 3 Choose a workspace from the **Workspaces available** list.
- 4 Click **Delete**.

### ▶ Note

- You cannot delete the default workspace.

{button ,AL("ASetting multiple workspaces;",0,"Defaultoverview",,)} [Related topics](#)



## To import a workspace

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, click **Workspace**.
- 3 Click **Import**.
- 4 Click **Browse**.
- 5 Choose the drive and folder where the file is stored.
- 6 Double-click the file.
- 7 Follow the instructions on screen.

{button ,AL('ASetting multiple workspaces;',0,"Defaultoverview",,)} [Related topics](#)

## To export a workspace

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, click **Workspace**.
- 3 Click **Export**.
- 4 Enable the check boxes beside the workspace items you want to export.
- 5 Click **Save**.
- 6 Type a file name in the **File name** box.
- 7 Click **Save**.
- 8 Click **Close**.

### ▶ Note

- The workspace items available for export are toolbars, menu bars, and the status bar.

### ▶ Tip

- You can email a workspace as an attachment by clicking **Email**.

{button ,AL('ASetting multiple workspaces;',0,"Defaultoverview",,)} [Related topics](#)

## Customizing keyboard shortcuts

Although Corel applications already have preset keyboard shortcuts, you can change these or add your own shortcuts to suit your working style. You can assign keyboard shortcuts to the commands and text styles that you use the most, and you can delete keyboard shortcuts. You can also print keyboard shortcuts. You can also save a list of the keyboard shortcuts to a file format that applications such as word processors or spreadsheets can open.

When you change keyboard shortcuts, the changes are saved in a file called an accelerator table. Corel applications come with two accelerator tables which can be customized to suit your work habits:

- Main table contains all non-text related shortcut keys
- Text Editing table contains all text-related shortcut keys

{button ,AL('ACustomizing keyboard shortcuts;',0,"Defaultoverview",)} How to

## To assign a keyboard shortcut to a command

- 1 Click **Tools ▶ Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Click the **Shortcut keys** tab.
- 4 Choose a shortcut key table from the **Shortcut key table** list box.
- 5 Choose an item from the list box.
- 6 Click a command in the **Commands** list.
- 7 Type a key combination in the **New shortcut key** box.

If you want to see what keyboard shortcuts are overwritten as a result of the new shortcut, enable the **Navigate to conflict** check box.

- 8 Click **Assign**.

### ▶ Note

- The shortcut keys currently assigned to the selected command are displayed in the **Currently assigned to** box.

### ▶ Tips

- You can reset keyboard shortcuts by clicking **Reset all**.
- You can view all of the existing keyboard shortcuts by clicking **View all**.

{button ,AL('ACustomizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

## To delete a keyboard shortcut assigned to a command

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Click the **Shortcut keys** tab.
- 4 Choose a shortcut key table from the **Shortcut key table** list box.
- 5 Choose an item from the list box.
- 6 Click a command in the **Commands** list.
- 7 Click a shortcut key in the **Current shortcut keys** box.
- 8 Click **Delete**.

### ► Note

- You cannot delete the following keyboard shortcuts: **F1**, **ALT + F6**, **ALT + TAB**, **ALT + ESC**, **CTRL + ESC**, and **CTRL + /**.

{button ,AL('ACustomizing keyboard shortcuts','0,"Defaultoverview",)} [Related topics](#)

## To assign a keyboard shortcut to a text style

- 1 Click **Tools ▶ Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Click the **Shortcut keys** tab.
- 4 Choose a shortcut key table from the **Shortcut key table** list box.
- 5 Double-click the **Apply styles** folder in the **Commands** list.
- 6 Choose a text style from the list.
- 7 Type a key combination in the **New shortcut key** box.  
  
If you want to see what keyboard shortcuts are overwritten as a result of the new shortcut, enable the **Navigate to conflict** check box.

- 8 Click **Assign**.

### ▶ Note

- The **Current shortcut keys** box contains all the shortcut keys assigned to the selected command.

### ▶ Tips

- You cannot reassign the following shortcuts **F1**, **ALT + F6**, **ALT + TAB**, **ALT + ESC**, **CTRL + ESC**, and **CTRL + /**.
- You can reset keyboard shortcuts by clicking **Reset all**.

{button ,AL('ACustomizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

## To print keyboard shortcuts

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Click the **Shortcut keys** tab.
- 4 Choose a shortcut key table from the **Shortcut key table** list box.
- 5 Click **View all**.
- 6 Click **Print**.

{button ,AL('ACustomizing keyboard shortcuts';0,"Defaultoverview",)} [Related topics](#)

## To save keyboard shortcuts to a format readable by other programs

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Click the **Shortcut keys** tab.
- 4 Choose a shortcut key table from the **Shortcut key table** list box.
- 5 Click **View all**.
- 6 Click **Export to CSV**.
- 7 Choose the drive and directory in which you want to save the file.
- 8 Type a filename in the **File name** box.
- 9 Click **Save**.

{button ,AL('ACustomizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)



## Customizing color palettes

Corel applications offer you the option of customizing color palettes. You can set the right-mouse-button menu of a color palette to either view a pop-up menu or to set the outline color. You can also change the border width of a color palette, resize color swatches, hide or view the No Color Well, and change the number of rows displayed when a color palette is docked.

{button ,AL('ACustomizing color palettes;',0,"Defaultoverview",,)} How to

## To set the right-mouse-button menu of a color palette

- 1 Click **Tools ▶ Customization**.
- 2 In the list of categories, click **Color palette**.
- 3 Enable one of the following check boxes:

- **Pop-up menu**
- **Set outline color**

### ▶ Tip

- If you enable **Set outline color**, you can still view the pop-up menu of a color palette by right-clicking anywhere on the border of a color palette.

{button ,AL('ACustomizing color palettes;',0,"Defaultoverview",)} [Related topics](#)

## To change the border width of a color palette

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Color palette**.
- 3 Enable the **Wide borders** check box to increase the border width.  
If you want to decrease the border width, disable the **Wide borders** check box.

{button ,AL('ACustomizing color palettes;',0,"Defaultoverview",,)} [Related topics](#)

## To resize color swatches

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Color palette**.
- 3 Enable the **Large swatches** check box to display large color swatches.  
If you want to display small color swatches, disable the **Large swatches** check box.

{button ,AL('ACustomizing color palettes;',0,"Defaultoverview",,)} [Related topics](#)

## To display the No Color Well

- 1 Click **Tools ▶ Customization**.
  - 2 In the list of categories, click **Color palette**.
  - 3 Enable the **Show No Color Well** check box.
- If you want to hide the **No Color Well**, disable the **Show No Color Well** check box.

### ▶ Note

- On the color palette, the **No Color Well** is represented by an **X**.

{button ,AL('ACustomizing color palettes;',0,"Defaultoverview",)} [Related topics](#)

## To change the number of rows on a docked color palette

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Color palette**.
- 3 Type a value in the **Maximum palette rows when docked** box.

{button ,AL('ACustomizing color palettes;',0,"Defaultoverview",)} [Related topics](#)

## Customizing menus

Corel customization features let you modify the menu bar and the menus it contains. You can change the order of menus and menu commands; add, remove, and rename menus and menu commands; and add and remove menu command separators. For further customization, you can change keyboard shortcuts to menus and menu commands. You can also reset menus to the default setting.

The customization options apply to the menu bar menus as well as to pop-up menus that you access by right-clicking.

Corel online Help is based on the application's default settings. When you customize menus and menu commands, the Help topics associated with them do not change to reflect your changes.

{button ,AL('ACustomizing menus;',0,"Defaultoverview",)} How to

## To change the order of menus and menu commands

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Click a menu on the menu bar and drag it to the left or right.  
If you want to change the order of a menu command, click a menu on the menu bar, click a menu command, and drag it up or down.

{button ,AL('ACustomizing menus;',0,"Defaultoverview",)} [Related topics](#)



## To add an item to the menu bar

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Choose an item from the list box.
- 4 Click an item and drag it onto the menu bar.

### ► Tip

- When you click Commands in the list of categories, you can remove an item from the menu bar by clicking the item and dragging it off the menu bar.

{button ,AL('ACustomizing menus';0,"Defaultoverview",)} [Related topics](#)

## To rename a menu

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Choose **Application menus** from the list box.
- 4 Click a menu in the list.
- 5 Click the **Appearance** tab.
- 6 Type a name in the **Caption** box.

### ► Tip

- If you want to use a letter in the menu name as a shortcut to the menu, type an ampersand (&) before the letter.

{button ,AL('ACustomizing menus;',0,"Defaultoverview",,)} [Related topics](#)

## To add a command to a menu

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Choose an item from the list box.
- 4 Click a command and drag it onto a menu in the application window.

### ► Tip

- When you click Commands in the list of categories, you can remove a menu command from a menu by clicking on the command and dragging it off the menu.

{button ,AL('ACustomizing menus';0,"Defaultoverview",)} [Related topics](#)

## To add a menu command separator

- 1 Click **Tools ▶ Customization**.
- 2 In the list of categories, click **Commands** .
- 3 Choose **User menus** from the list box.
- 4 Click **Separator** and drag it onto a menu in the application window.

### ▶ Tip

- When you click Commands in the list of categories, you can remove a menu command separator by clicking on the separator and dragging it off the menu.

{button ,AL('ACustomizing menus';0,"Defaultoverview",,)} [Related topics](#)

## To change the keyboard shortcut to a menu

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Choose **Application menus** from the list box.
- 4 Click a menu in the list.
- 5 Click the **Appearance** tab.
- 6 In the **Caption** box, type an ampersand (&) before the letter you want to use as the shortcut.
- 7 Remove all other ampersands from the menu name.

{button ,AL('ACustomizing menus;',0,"Defaultoverview",)} [Related topics](#)

## To change the keyboard shortcut to a menu command

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Choose an item from the list box.
- 4 Click a menu command in the list.
- 5 Click the **Appearance** tab.
- 6 In the **Caption** box, type an ampersand (&) before the letter you want to use as the shortcut.
- 7 Remove all other ampersands from the menu command name.

### ► Note

- Be sure that the shortcut letter you choose is not already being used in the same menu.

{button ,AL('ACustomizing menus;',0,"Defaultoverview",)} [Related topics](#)

## To reset menus to the default setting

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Command bars**.
- 3 Enable the checkbox beside **Menus**.
- 4 Click **Reset**.

{button ,AL('ACustomizing menus;',0,"Defaultoverview",)} [Related topics](#)

## Customizing toolbars

You can create, delete, and rename custom toolbars and adjust toolbar position and display. You can also customize toolbars by editing toolbar buttons, adding toolbar items to toolbars, and specifying what toolbar items appear on a toolbar and in what order.

{button ,AL('ACustomizing toolbars;',0,"Defaultoverview",)} How to



## To customize toolbar position and display

### To

Move a toolbar

Dock a toolbar

Resize a toolbar

Display a toolbar

Display titles on a toolbar

Hide titles on a toolbar

Reset a toolbar to its default setting

### Do the following

Click the toolbar border, and drag the toolbar to a new position.

Click the toolbar border, and drag the toolbar to the edge of the application window until it changes shape.

Point to the edge of the toolbar and, using the two-directional arrow, drag the edge of the toolbar.

Click **Tools ► Options**, double-click **Customization**, click **Command bars**, and enable the check box next to the toolbar you want to display.

Click **Tools ► Options**, double-click **Customization**, click **Command bars**, and enable the **Show title when toolbar is floating** check box.

Click **Tools ► Options**, double-click **Customization**, click **Command bars**, and disable the **Show title when toolbar is floating** check box.

Click **Tools ► Options**, double-click **Customization**, click **Command bars**, click a toolbar, and click **Reset**.

{button ,AL('ACustomizing toolbars;',0,"Defaultoverview",,)} [Related topics](#)

## To create custom toolbars

### To

Delete a custom toolbar

To rename a custom toolbar

### Do the following

Click **Tools ► Options**, double-click **Customization**, click **Command bars**, click a toolbar, and click **Delete**.

Click **Tools ► Options**, double-click **Customization**, click **Command bars**, click a toolbar, click the toolbar name, and type a new name.

{button ,AL(^ACustomizing toolbars;',0,"Defaultoverview",)} [Related topics](#)

## To resize toolbar buttons and button borders

- 1 Click **Tools ► Customization**.
  - 2 In the list of categories, click **Command bars**.
  - 3 Enable the check box beside a toolbar, and click the name of the toolbar.
  - 4 Choose a size from the **Button** list box.
  - 5 Type a value from **1** to **8** in the **Border** list box.
- **Tip**
- You can reset the toolbar button and button borders on built-in toolbars by clicking **Reset**.

{button ,AL('ACustomizing toolbars;',0,"Defaultoverview",)} [Related topics](#)

## To change the appearance of toolbar buttons

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Command bars**.
- 3 Enable the check box beside a toolbar.

If you want to choose all command bars in the list, hold down **SHIFT** when you select.

- 4 From the **Default button appearance** list box, choose one of the following:

- **Caption below image**
- **Caption only**
- **Caption to right of image**
- **Image only**

### ► Tip

- You can change the size of toolbar buttons by choosing **Small**, **Medium**, or **Large** from the **Button** list box in the **Size** area.

{button ,AL('ACustomizing toolbars;',0,"Defaultoverview",,)} [Related topics](#)

## To edit a toolbar button image

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Commands**.
- 3 Choose an item from the list box.
- 4 Click a toolbar command.
- 5 Click the **Appearance** tab.
- 6 Edit the button image using the options in the **Image area**.

### ► Note

- When you choose either **Small** or **Medium** in the **Size** list box, you edit the small or medium versions of a particular button image. For information about how to display all buttons as small, medium, or large, see "[To change the appearance of toolbar buttons.](#)"

### ► Tip

- You can reset toolbar button images to the default settings by clicking **Restore defaults**.

{button ,AL('ACustomizing toolbars;',0,"Defaultoverview",,)} [Related topics](#)

## To add an item to a toolbar

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Command bars**.
- 3 Enable the check box beside the toolbar to which you are adding an item.
- 4 In the list of categories, click **Commands**.
- 5 Choose an item from the list box.
- 6 Drag a toolbar item icon to a custom toolbar in the application window.  
If you want to remove an item from a custom toolbar, drag the toolbar item icon from the toolbar to the application window.

{button ,AL('ACustomizing toolbars;',0,"Defaultoverview",,)} [Related topics](#)

## To arrange toolbar items

1 Click **Tools ► Customization**.

2 In the list of categories, click **Command bars**.

3 Enable the check box beside the toolbar whose items you are arranging.

If you want to move a toolbar item to another toolbar, enable the checkboxes of both the source and target toolbars.

4 In the list of categories, click **Commands**.

5 Drag the toolbar item icon to a new position.

If you want to move a toolbar item to another toolbar, drag the toolbar item icon from one toolbar to the other.

### ► Tip

- You can copy a toolbar item to another toolbar by holding down **ALT** when clicking a toolbar item icon.

{button ,AL('ACustomizing toolbars;',0,"Defaultoverview",)} [Related topics](#)

## Customizing the property bar

You have control over the placement and content of the property bar. You can move the property bar anywhere on screen. Placing it inside the application window creates a floating property bar with a title bar. Placing it on any of the four sides of the application window docks it, making it part of the window border.

You can also set up a custom property bar by adding, removing, and rearranging toolbar items. This lets you customize what appears on the property bar when you choose various tools.

`{button ,AL('ACustomizing the property bar;',0,"Defaultoverview",)} How to`



## To position the property bar

### To

Move the property bar

Dock the property bar

### Do the following

Click the property bar border, and drag the property bar to a new position.

Click the property bar border, and drag the property bar toward the edge of the application window until it changes shape.

{button ,AL(^ACustomizing the property bar;',0,"Defaultoverview",)} Related topics

## To add a toolbar item to the property bar

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Command bars**.
- 3 Enable the check box beside **Property bar**.
- 4 In the list of categories, click **Commands**.
- 5 Choose an item from the list box.
- 6 Drag the toolbar item icon to the property bar.

### ► Tip

- If you want to remove an item from the property bar, drag the toolbar item icon off the property bar.

{button ,AL('ACustomizing the property bar','0',"Defaultoverview",)} [Related topics](#)

## To rearrange toolbar items on the property bar

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Command bars**.
- 3 Enable the check box beside **Property bar**.
- 4 In the list of categories, click **Commands**.
- 5 Drag the toolbar item icon to a new position on the property bar.

{button ,AL('ACustomizing the property bar;',0,"Defaultoverview",,)} [Related topics](#)

## Customizing the status bar

The status bar gives you up-to-date information about your workspace, such as the colors you are working with and the position of the cursor. You can customize the status bar by resizing the status bar or a status bar item. If you want to see more of the application window, you can hide the status bar. You can also customize the status bar by adding and removing toolbar items.

{button ,AL('ACustomizing the status bar;',0,"Defaultoverview",,)} How to

## To resize the status bar

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Command bars**.
- 3 Click **Status bar**, and enable the check box.
- 4 Type a value in the **Number of lines when docked** box.

### ► Note

- You can only choose one or two as the values for the **Number of lines when docked** box.

{button ,AL('ACustomizing the status bar;',0,"Defaultoverview",,)} [Related topics](#)

## To resize a status bar item

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Command bars**.
- 3 Choose one of the following options from the **Button** list box:
  - **Small**
  - **Medium**
  - **Large**

{button ,AL('ACustomizing the status bar;',0,"Defaultoverview",)} [Related topics](#)

## To hide the status bar

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Command bars**.
- 3 Enable the check box beside **Status bar**.

{button ,AL('ACustomizing the status bar;',0,"Defaultoverview",)} [Related topics](#)

## To add items to the status bar

- 1 Click **Tools ► Customization**.
- 2 In the list of categories, click **Command bars**.
- 3 Enable the check box beside **Status bar**.
- 4 In the list of categories, click **Commands**.
- 5 Choose an item from the list box.
- 6 Drag a toolbar item onto the status bar.

If you want to remove an item from the status bar, drag the toolbar item off the status bar.

{button ,AL('ACustomizing the status bar;',0,"Defaultoverview",)} [Related topics](#)



## Customizing filters

Filters are used to convert files from one format to another. They are organized into three types: Raster, Vector, and Text. You can customize filter settings by adding or removing filters so that only the filters you need are loaded. You can also change the order of the list of filters and reset filters to the default setting.

{button ,AL('ACustomizing filters;',0,"Defaultoverview",)} How to

## To add a filter

- 1 Click **Tools ► Options**.
- 2 Double-click **Global**, and click **Filters**.
- 3 Double-click a type of filter in the **Available file types** list.
- 4 Click a filter.
- 5 Click **Add**.

{button ,AL('ACustomizing filters;',0,"Defaultoverview",)} [Related topics](#)

## To remove a filter

- 1 Click **Tools ▶ Options**.
- 2 Double-click **Global**, and click **Filters**.
- 3 Click a filter in the **List of active filters**.
- 4 Click **Remove**.

{button ,AL('ACustomizing filters;',0,"Defaultoverview",,)} [Related topics](#)

## To change the order of the list of filters

- 1 Click **Tools ▶ Options**.
  - 2 Double-click **Global**, and click **Filters**.
  - 3 Click a filter in the **List of active filters**.
  - 4 Click one of the following:
    - **Move up** ▶ moves the filter up the list
    - **Move down** ▶ moves the filter down the list
- ▶ **Tip**
- You can reset the **List of active filters** to the default setting by clicking **Reset**.

{button ,AL('ACustomizing filters;',0,"Defaultoverview",,)} [Related topics](#)

## Customizing file associations

You can associate a number of different file types with Corel applications. When you double-click a file you have associated with an application, the application starts and the file opens. When you no longer need a file type association, you can break it.

{button ,AL('ACustomizing file associations;',0,"Defaultoverview",,)} How to

## To associate a file type with CorelDRAW

- 1 Click **Tools ▶ Options**.
- 2 Double-click **Global, Filters**.
- 3 Click **Associate**.
- 3 In the **Associated file extensions with CorelDRAW** list, enable the check box of the file type you want to associate.

### ▶ Note

- You can reset file associations by clicking **Reset**.

{button ,AL('ACustomizing file associations;',0,"Defaultoverview",)} [Related topics](#)

## To break a CorelDRAW file type association

- 1 Click **Tools ▶ Options**.
- 2 Double-click **Global, Filters**.
- 3 Click **Associate**.
- 4 In the **Associated file extensions with CorelDRAW** list, disable the check box of the file type association you want break.

### ▶ Note

- You can reset file associations by clicking **Reset**.

{button ,AL('ACustomizing file associations;',0,"Defaultoverview",,)} [Related topics](#)

## Customizing feedback sounds

CorelDRAW supports sounds through the operating system. These sounds, which provide feedback through audio cues, are associated with certain user interface events. Though CorelDRAW registers events available for sound cues, it does not supply any sounds. You can assign feedback sounds to specific events and you can enable feedback sounds.

{button ,AL('ACustomizing feedback sounds;',0,"Defaultoverview",)} [How to](#)



## To assign feedback sounds

- 1 Click **Start** on the Windows taskbar.
- 2 Click **Settings** ► **Control panel**.
- 3 Double-click **Sounds**.
- 4 Choose **Core!DRAW 10** from the **Events** list.
- 5 Click an event.
- 6 Choose a sound from the **Name** list box.

### ► Note

- For more information about feedback sounds, consult your operating system's Help file.

{button ,AL('ACustomizing feedback sounds;',0,"Defaultoverview",)} [Related topics](#)

## To enable feedback sounds

- 1 Click **Tools ▶ Options**.
  - 2 In the list of categories, click **General**.
  - 3 Enable the **Enable sounds** check box.
- If you want to disable feedback sounds, disable the **Enable sounds** check box.

### ▶ Notes

- You must restart CorelDRAW for the disable command to take effect.
- The **Enable sounds** check box is enabled by default.

{button ,AL('ACustomizing feedback sounds;',0,"Defaultoverview",)} [Related topics](#)

# Command Line

You can start CorelDRAW from the Start, Run command line. You can also use the command line to provide several options on startup. For example, you can choose to load graphics directly from the command line.

In this section, you'll learn about

- [displaying the Help window](#)
- [starting the application in a minimized state](#)
- [suppressing the splash screen](#)
- [loading graphics](#)
- [restoring the default workspace](#)

## Displaying the Help window

This procedure allows you to display CorelDRAW Help from the command line. Once you display the Help window, you can use the Help Contents to navigate the Help system and get information on a range of topics.

`{button ,AL('ADisplaying the Help window;',0,"Defaultoverview",)} How to`

## To display the Help window

- 1 Click **Start ▶ Run**.
- 2 Type the pathname for the **Coreldrw.exe** followed by **/h**, for example:

**x:\draw10\programs\coreldrw /h**

### ▶ Note

- When typing the pathname for the **Coreldrw.exe**, do not include **exe** at the end of the pathname and be sure to type a space before the **/h**.

{button ,AL('ADisplaying the Help window;',0,"Defaultoverview",)} [Related topics](#)

## Starting the application in a minimized state

You can start CorelDRAW so that the application remains in a minimized state on the Windows taskbar.

{button ,AL("Starting the application in a minimized state";0,"Defaultoverview",)} How to

## To start the application in a minimized state

- 1 Click **Start ▶ Run**.
- 2 Type the pathname for the Coreldrw.exe followed by **/min**, for example:

**x:\draw10\programs\coreldrw /min**

The application will display the splash screen, then reduce to a minimized state.

### ▶ Note

- When typing the pathname for the Coreldrw.exe, do not include **exe** at the end of the pathname and be sure to type a space before the **/min**.

{button ,AL('AStarting the application in a minimized state;',0,"Defaultoverview",,)} [Related topics](#)

## Suppressing the splash screen

A splash screen displays by default when you start CorelDRAW. The splash screen monitors the progress of the startup process and provides information on copyright and registration. You can choose to suppress the splash screen on startup.

{button ,AL('ASuppressing the splash screen;',0,"Defaultoverview",,)} How to



## To suppress the splash screen

- 1 Click **Start ▶ Run**.
- 2 Type the pathname for the Coreldrw.exe followed by **/nosplash**, for example:

**x:\draw10\programs\coreldrw /nosplash**

### ▶ Note

- When typing the pathname for the Coreldrw.exe, do not include **exe** at the end of the pathname and be sure to type a space before the **/nosplash**.

{button ,AL('ASuppressing the splash screen;',0,"Defaultoverview",)} [Related topics](#)

## Loading graphics

A welcome screen displays by default when you start CorelDRAW. The welcome screen provides you with six options, one of which is opening an existing graphic. You can skip this screen and load a graphic using the command line.

`{button ,AL('ALoading graphics;',0,"Defaultoverview",,)} How to`

## To load a graphic

- 1 Click **Start ▶ Run**.
- 2 Type the pathname for the Coreldrw.exe followed by the pathname for the graphic, for example:

`x:\draw10\programs\coreldrw x:\coreldraw10\samples\camera.cdr`

### ▶ Note

- More than one file may be opened at a time by typing additional pathname(s) at the end of the command line, for example:  
`x:\draw10\programs\coreldrw x:\coreldraw10\samples\camera.cdr x:\coreldraw10\samples\test.cdr`

{button ,AL('ALoading graphics;',0,"Defaultoverview",,)} [Related topics](#)

## Restoring the default workspace

You can restore the default CorelDRAW workspace. This may be useful if, for example, you have customized your workspace but wish to return to the default.

{button ,AL('ARestoring the default workspace;',0,"Defaultoverview",)} How to

## To restore the default workspace

- 1 Click **Start ▶ Run**.
- 2 Type the pathname for the Coreldrw.exe followed by **/factory**, for example:

**x:\draw10\programs\coreldrw /factory**

### ▶ Note

- When typing the pathname for the **Coreldrw.exe**, do not include **exe** at the end of the pathname and be sure to type a space before the **/h**.

### ▶ Tip

- You can also restore the default workspace by holding down **F8** while starting CorelDRAW.

{button ,AL(^ARestoring the default workspace;',0,"Defaultoverview",)} [Related topics](#)

## Working with color

Corel graphics applications let you choose and create colors using various [color models](#).

In this section, you'll learn about

- [choosing colors](#)
- [working with custom color palettes](#)
- [reproducing colors accurately](#)

This section also includes a reference topic that contains additional information about color.

## Choosing colors

You can choose fill and outline colors using fixed or custom color palettes, color viewers, color harmonies, or color blends.

For information about applying the colors you choose, and choosing default colors, see ["Applying uniform fills"](#) and ["Formatting lines and outlines."](#)

### Choosing a color using fixed or custom color palettes

Fixed color palettes are provided by third-party manufacturers. Some examples of these are PANTONE, HKS, and TRUMATCH. It may be useful to have on hand a manufacturer's swatch book, which is a collection of color samples that shows exactly what each color looks like when printed.

The PANTONE, HKS, and TRUMATCH fixed color palettes are collections of [spot colors](#). If you create color separations when you print, each color from these color palettes requires a separate printing plate. This can significantly increase the cost of your print job. If you want to use these colors but you don't want to use spot colors, convert the spot colors to [process colors](#) when printing. For more information, see ["Printing color separations."](#)

Custom color palettes can include colors from any color model or fixed color palette. Custom color palettes are saved as color palette files.

### Choosing a color using color viewers

Color viewers give a representation of a range of colors using either one-dimensional or three-dimensional shapes. The default color viewer is based on the [HSB color model](#), but you can use this viewer to choose CMYK, CMY, or [RGB](#) colors. For information about color models, see ["Understanding color models."](#)

### Choosing a color using color harmonies

Color harmonies work by superimposing a shape, such as a rectangle or a triangle, over a color wheel. Each vertical row in the color grid begins with the color located at one of the points on the superimposed shape.

The colors at each corner of the shape are always complementary, contrasting, or harmonious, depending on the shape you choose. The color harmonies allow you to choose the color model you prefer to use, and are most useful when you're choosing several colors for a project.

### Choosing a color using color blends

When you choose a color using color blends, you combine base colors to get the color you want. The color blender displays a grid of colors that it creates from the four base colors you choose.

`{button ,AL('AChoosing colors;',0,"Defaultoverview"),}` [How to](#)

## To choose a color using a fixed or custom color palette

- 1 Select an object.
- 2 Do one of the following:
  - Open the **Fill tool flyout**, and click the **Fill color dialog tool**.
  - Open the **Outline tool flyout**, and click the **Outline color dialog tool**.
- 3 Click the **Palettes** tab.
- 4 Choose a fixed or custom palette from the **Palette** list box.
- 5 Click the color scroll bar to set the range of colors displayed in the color selection area.
- 6 Click a color in the color selection area.

### ► Notes

- Each color swatch on a fixed color palette is marked with a small white square.
- You should use the same color model for all the colors in a drawing.

### ► Tips

- You can display or hide the names of fixed or custom colors by clicking **Options ► Show color names**.
- You can swap the old and new colors by clicking **Options ► Swap color**.

{button ,AL('Achoosing colors;',0,"Defaultoverview",)} [Related topics](#)



## To choose a color using a color viewer

- 1 Select an object.
- 2 Do one of the following:
  - Open the **Fill tool flyout**, and click the **Fill color dialog tool**.
  - Open the **Outline tool flyout**, and click the **Outline color dialog tool**.
- 3 Click the **Models** tab.
- 4 Choose a color model from the **Model** list box.
- 5 Click **Options ▶ Color viewers**, and click a color viewer.
- 6 Click the color scroll bar to set the range of colors displayed in the color selection area.
- 7 Click a color in the color selection area.

### ▶ Notes

- If you choose a color that is out of the printer's gamut, the color in the smaller swatch next to the **New** color swatch is the closest in-gamut color to the color you choose. You can click this closest in-gamut color, or you can correct the out-of-gamut color. For information about color correction, see "Reproducing colors accurately."
- You should use the same color model for all the colors in a drawing.

### ▶ Tips

- You can swap the old and new colors by clicking **Options ▶ Swap color**.
- You can disable the gamut alarm by clicking **Options ▶ Gamut alarm**.

{button ,AL('AChoosing colors;',0,"Defaultoverview"),} Related topics

## To choose a color using color harmonies

- 1 Select an object.
- 2 Do one of the following:
  - Open the **Fill tool flyout**, and click the **Fill color dialog tool**.
  - Open the **Outline tool flyout**, and click the **Outline color dialog tool**.

3 Click the **Mixers** tab.

4 Click **Options ▶ Mixers**

### ▶ Color harmonies.

- 5 Choose a shape from the **Hues** list box.
- 6 Choose an option from the **Variation** list box.
- 7 Drag the black dot on the color wheel.
- 8 Click a color swatch on the color palette below the color wheel.

### ▶ Note

- If you choose a color that is out of the printer's gamut, the color in the smaller swatch next to the **New** color swatch is the closest in-gamut color to the color you choose. You can click this closest in-gamut color, or you can correct the out-of-gamut color. For information about color correction, see "[Reproducing colors accurately.](#)"

### ▶ Tips

- You can change the number of swatches in the color grid by typing a value in the **Number** box.
- You can swap the old and new colors by clicking **Options ▶ Swap color**.

{button ,AL('AChoosing colors;',0,"Defaultoverview",)} [Related topics](#)

## To choose a color using color blends

- 1 Select an object.
- 2 Do one of the following:
  - Open the **Fill tool flyout**, and click the **Fill color dialog tool**.
  - Open the **Outline tool flyout**, and click the **Outline Color Dialog tool**.

3 Click the **Mixers** tab.

4 Click **Options ▶ Mixers**

### ▶ Color blend.

5 Open each color picker, and click a color.

6 Click a color in the color selection area.

### ▶ Note

- You can only blend colors that are in the default color palette. If you want to blend other colors, change the default on-screen color palette. For information about how to change the default color palette, see ["To open a custom color palette."](#)

### ▶ Tips

- You can change the cell size of the color grid by moving the **Size** slider.
- You can swap the old and new colors by clicking **Options ▶ Swap color**.

{button ,AL('Achoosing colors;',0,"Defaultoverview",)} [Related topics](#)

## Working with custom color palettes

Custom color palettes are collections of colors that you save as a color palette file. A number of preset custom color palettes are available; however, you can create color palettes from scratch. Custom color palettes are useful when you repeatedly choose the same colors, or when you want to work with a set of colors that look good together.

You can create a custom color palette using the Palette Editor, from an object in a document, or from all the colors used in a document. When you create a custom color palette, the color palette is empty; however, you can edit it by adding the colors you want to include, as well as changing, deleting, sorting, and renaming colors.

You can also open a custom color palette, and set a custom color palette as the default on-screen color palette.

For more information about customizing color palettes, see "[Customizing color palettes](#)."

`{button ,AL('AWorking with custom color palettes;',0,"Defaultoverview",)} How to`

## To create a custom color palette

### To

Create a palette from the Palette Editor

Create a palette from an object

Create a palette from a document

### Do the following

Click **Window ▶ Color palettes ▶ Palette Editor**, click **New palette**, type a filename, and click **Save**.

Select an object, click **Window ▶ Color palettes ▶ Create palette from selection**, type a filename, and click **Save**.

Click **Window ▶ Color palettes ▶ Create palette from document**, type a filename, and click **Save**.

{button ,AL("AWorking with custom color palettes";0,"Defaultoverview",)} [Related topics](#)

## To open a custom color palette

- 1 Click **Window ▶ Color palettes**.
- 2 Click **Open palette**.
- 3 Choose the drive and folder where the custom color palette is stored.
- 4 Double-click the filename.

### ▶ Tips

- You can close a custom color palette by right-clicking its border, and clicking **Palette ▶ Close**.
- You can set the opened custom color palette as the default on-screen palette by right-clicking the top of the palette and clicking **Set as default**.

{button ,AL('AWorking with custom color palettes;',0,"Defaultoverview",)} [Related topics](#)

## To edit a custom color palette

- 1 Click **Window ▸ Color palettes**
- **Palette Editor**.
- 2 Choose a palette from the list box.
- 3 Click **Add color**.
- 4 Click a color from the color selection area.
- 5 Click **Add to palette**.

### You can also

Change a color in a palette

Click **Window ▸ Color palettes ▸ Palette Editor**, choose a palette from the list box, click a color in the color selection area, click **Edit color**, and click a color in the color selection area.

Delete a color in a palette

Click **Window ▸ Color palettes ▸ Palette Editor**, choose a palette from the list box, click a color in the color selection area, and click **Delete color**.

Sort colors in a palette

Click **Window ▸ Color palettes ▸ Palette Editor**, choose a palette from the list box, click **Sort colors**, and choose a color sorting method.

Rename a color in a palette

Click **Window ▸ Color palettes ▸ Palette Editor**, choose a palette from the list box, click a color in the color selection area, and type a name in the **Name** box.

### ▸ **Tip**

- You can delete multiple colors from a custom color palette by holding down **SHIFT** or **CTRL** when you click a color in the color selection area.

{button ,AL('AWorking with custom color palettes';0,"Defaultoverview",)} [Related topics](#)

## Reproducing colors accurately

You can ensure that colors are reproduced accurately by using color profiles and color correction.

Each device that you use to create a drawing has a range of colors, or color gamut, that it can reproduce. The range of colors of a device is a device gamut. For example, a monitor displays a different range of colors than a printer reproduces. This means that your drawing might contain colors that display properly on your monitor, but cannot be printed properly. Different monitors, scanners, printers, and other devices might have a different gamut. To minimize the differences in gamut, you can use a color management system. A color management system uses color profiles, which contain the color gamut of various devices.

For more information about color management, see "[Understanding the Color management dialog box](#)."

### Color profiles

Color profiles contain the color gamut of input and output devices. You can choose color profiles for a

- monitor
- scanner/digital camera
- composite printer
- separations printer
- internal RGB

ICC (International Color Consortium) color profiles are standard profiles that contain information about how color is reproduced by devices. The ICC options available in Corel graphics applications include setting the rendering intent, which is a way to map colors to various output devices by controlling how the color management system converts colors between different spaces.

### Color correction

Color correction lets you adjust colors so that they display as accurately as possible on screen. If you correct only the display colors, the colors are adjusted according to your monitor's color profile. If you display colors as they will print, on-screen colors are adjusted according to your monitor and your printer's color profiles.

Some color management settings can result in on-screen colors appearing dull. For more information, see "[To use color management styles](#)."

{button ,AL("Reproducing colors accurately";0,"Defaultoverview",)} [How to](#)



## To choose a color profile

- 1 Click **Tools ▶ Color management**.
  - 2 Click a profile name under one of the following icons:
    - **Scanner/digital camera**
    - **Separations printer**
    - **Monitor**
    - **Composite printer**
    - **Internal RGB**
  - 3 Choose a profile from the list box.
- ▶ **Tips**
- You can access a color profile online by choosing **Color profiles online** from the list box.
  - You can access profiles on a disk by choosing **Get profiles from disk** from the list box. The profiles are stored in the **Color** folder on CorelDRAW Disc 1.

{button ,AL('AReproducing colors accurately;',0,"Defaultoverview",)} [Related topics](#)

## To choose ICC options

- 1 Click **Tools ▶ Color management**.
- 2 Click on the **Internal RGB** icon.
- 3 From the **Rendering intent** list box, choose one of the following:
  - **Absolute colorimetric** ▶ good for images that use spot colors
  - **Automatic** ▶ default setting
  - **Perceptual** ▶ good for a variety of images, especially bitmapped images and photographic images
  - **Relative colorimetric** ▶ good for producing proofs on inkjet printers
  - **Saturation** ▶ good for vector graphics (lines, text, and solid colored objects)
- 4 Choose an option from the **Color engine** list box.

{button ,AL('AReproducing colors accurately;',0,"Defaultoverview",)} [Related topics](#)

## To choose advanced import and export settings

- 1 Click **Tools ▶ Color management**.
- 2 Click the **Import/Export** icon.
- 3 In the **Import** area, enable one of the following options :
  - **Use embedded ICC profile**
  - **Always convert using**
  - **Ignore embedded ICC profile**
- 4 In the **Export** area, enable one of the following options:
  - **Embed internal RGB profile**
  - **Always embed using**
  - **Do not embed ICC profiles**

### ▶ Notes

- When you enable the **Use embedded ICC profile** or **Always convert using** import options, as well as the **Always embed using** export option, you can choose a profile from the list box.
- When you enable the **Embed internal RGB profile** or the **Always embed using** export options, certain file formats are exported with an embedded ICC profile. These file formats are: **TIFF (.tif)**, **EPS (.eps)**, **COREL PHOTO-PAINT (.cpt)**, **COREL DRAW (.cdr)**, **JPEG (.jpg)**, **PDF (.pdf)**.

{button ,AL('AReproducing colors accurately;',0,"Defaultoverview",,)} [Related topics](#)

## To choose advanced settings for printers

- 1 Click **Tools ▶ Color management**.
- 2 Click one of the following icons:

- **Composite printer**
- **Separations printer**

- 3 Choose a setting from the list box.

### ▶ **Note**

- If you choose an advanced setting, that setting will override the profile that displays under the printer icon in the **Color management** dialog box.

{button ,AL('AReproducing colors accurately;',0,"Defaultoverview",)} **Related topics**

## To enable the gamut alarm

- 1 Click **Tools ▶ Color management**.
- 2 Click the **Monitor icon**.
- 3 Enable the **Highlight display colors out of printer gamut** check box.  
If you want to show CMYK in percentages, enable the **Show CMYK in percentages** check box.

### ▶ Tips

- You can map spot colors into CMYK gamut by enabling the **Map spot colors into CMYK gamut** check box.
- You can change the warning color of the gamut alarm by opening the **Warning color** picker and choosing a color.

{button ,AL('AReproducing colors accurately;',0,"Defaultoverview",)} Related topics

## To correct colors

### To

Correct display colors

Display for a composite printer

Display for a color separations printer

Simulate separations printer output on composite printer

### Do the following

Click **Tools ► Color management**, and click the arrow from the **Internal RGB icon** to the **Monitor icon**.

Click **Tools ► Color management**, and click the arrow from the **Composite printer icon** to the **Monitor icon**.

Click **Tools ► Color management**, and click the arrow from the **Separations printer icon** to the **Monitor icon**.

Click **Tools ► Color management**, and click the arrow from the **Separations printer icon** to the **Composite printer icon**.

### ► **Note**

- Arrows appear orange when they are turned on, and grayed and broken when they are turned off. For more information about using the arrows for color correction, see "[Understanding the Color management dialog box.](#)"

{button ,AL('AReproducing colors accurately','0',"Defaultoverview"),} [Related topics](#)

## To use color management styles

- 1 Click **Tools ▶ Color management**.
- 2 Choose one of the following from the **Styles** list box:

- **Color management off**
- **Default settings**
- **Optimized for desktop printing**
- **Optimized for professional output**
- **Optimized for the Web**

### ▶ Note

- Some color management settings, such as **Default**, **Optimized for desktop**, and **Optimized for professional output**, can result in on-screen colors appearing dull. For a brighter display of on-screen colors, choose another color management setting, or turn off color management.

### ▶ Tip

- You can add or delete a color management style by clicking on the plus (+) or minus (-) buttons.

{button ,AL('AReproducing colors accurately;',0,"Defaultoverview",,)} [Related topics](#)

## Reference: working with color

You can work with color more effectively when you understand basic color models and color management.

In this reference topic, you'll learn about

- [understanding color models](#)
- [understanding the Color management dialog box](#)

{button ,AL('AReference working with color;',0,"Defaultoverview",)} [How to](#)



## Understanding color models

You need a precise method to define colors. Color models provide various methods to define colors, each model defining colors through the use of specific color components. There are a range of color models to choose from when creating graphics.

### CMYK color model

The CMYK color model defines color using the following components:

- cyan (C)
- magenta (M)
- yellow (Y)
- black (K)

The cyan, magenta, yellow, and black components are the amounts of cyan, magenta, yellow, and black ink that a CMYK color contains and are measured in percent from 0 to 100.

The CMYK color model is a subtractive color model. Subtractive color models use reflected light to display color. Printed materials are produced using the CMYK color model. The combinations of the amounts of cyan, magenta, yellow, and black ink define the colors in the CMYK color model. When you combine cyan, magenta, yellow, and black, so that the value of each component is 100, the result is black. When the value of each component is 0, the result is pure white.

### RGB color model

The RGB color model defines color using the following components:

- red (R)
- green (G)
- blue (B)

The red, green, and blue components are the amounts of red, green, and blue light that an RGB color contains and are measured in values ranging from 0 to 255.

The RGB color model is an additive color model. Additive color models use transmitted light to display color. Monitors use the RGB color model. The combination of red, green, and blue light defines the colors in the RGB color model. When you add red light, blue light, and green light together, so that the value of each component is 255, the color white displays. When the value of each component is 0, the result is pure black.

### HSB color model

The HSB color model defines color using the following components:

- hue (H)
- saturation (S)
- brightness (B)

Hue describes the pigment of a color and is measured in degrees from 0 to 359 (for example, 0 degrees is red, 60 degrees yellow, 120 degrees green, 180 degrees cyan, 240 degrees blue, and 300 degrees magenta). Saturation describes the vividness or dullness of a color and is measured in percent from 0 to 100 (the higher the percentage, the more vivid the color). Brightness describes the amount of white that the color contains and is measured in percent from 0 to 100 (the higher the percentage, the brighter the color).

### Grayscale color model

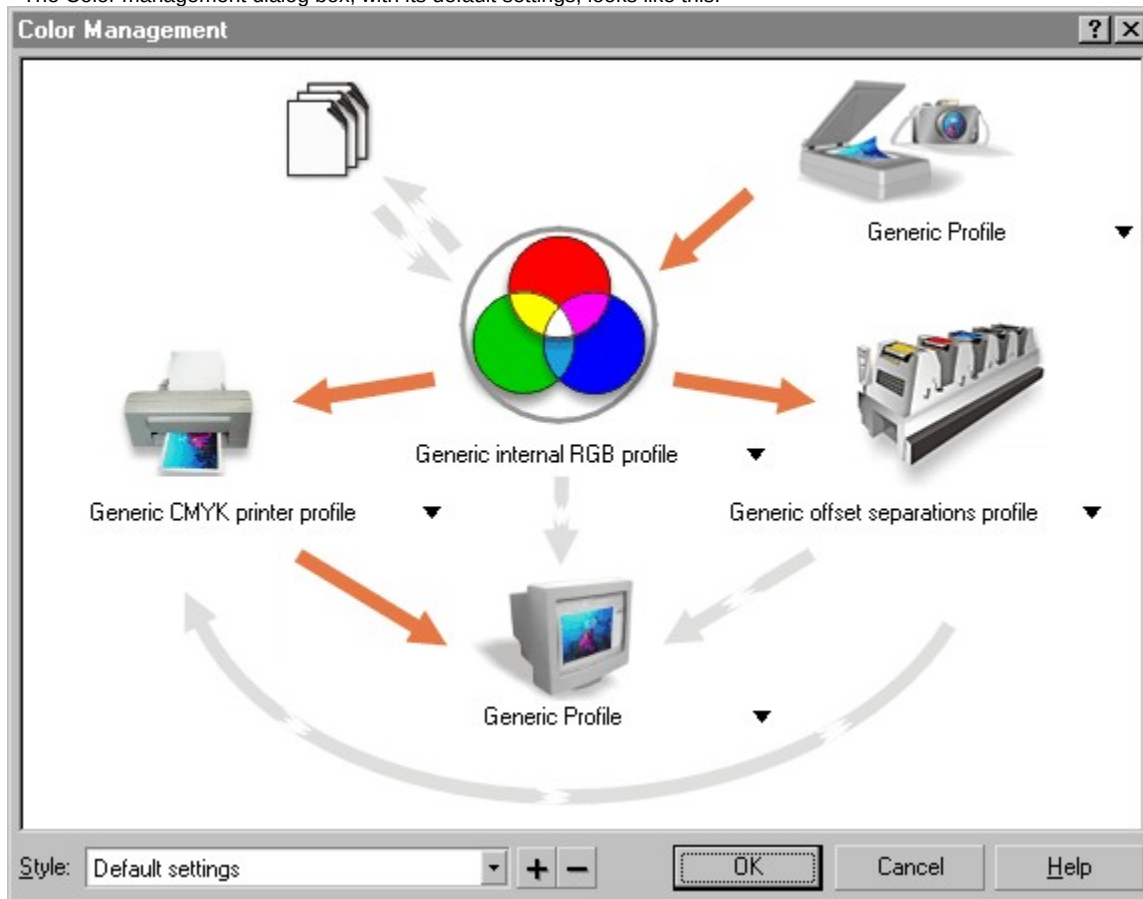
The Grayscale color model defines color using only one component, lightness, and is measured in values ranging from 0 to 255. Each Grayscale color has equal values of the red, green, and blue components of the RGB color model.

{button ,AL( AReference working with color;'0,"Defaultoverview",)} [Related topics](#)

## Understanding the Color management dialog box

Color management is the process of matching colors between various devices, such as scanners, digital cameras, printers, and monitors. Corel graphics applications feature color management controls designed to ensure color matching between various devices.

The Color management dialog box, with its default settings, looks like this:



In the Color management dialog box, you can activate the following visual elements :

- [Scanner/digital camera icon](#)
- [Separations printer icon](#)
- [Monitor icon](#)
- [Composite printer icon](#)
- [Import/export icon](#)
- [Internal RGB icon](#)
- [Arrows](#)

With the exception of the scanner/digital camera icon, you can click these elements to choose color management options. When you click on the icons, you can choose advanced settings that relate to the devices they represent. For example, clicking on the composite printer icon allows you to link color profiles with any printer connected to your computer.

You can also click the caption text under the icons. Clicking the text under the icons allows you to choose profiles for the devices listed above. You can also choose to get profiles from disk (Disc 1 of the CorelDRAW discs), or get profiles online. You should check the manufacturer's documentation for a device to choose the appropriate profile.

In addition, you can click the arrows to turn them on or off. The arrows appear orange when on, and grayed and broken when off. You can use the arrows to correct colors between devices, and control how colors are displayed.

The following table contains descriptions of what happens when an arrow is on or off.

<u>Arrow</u>	<u>On</u>	<u>Off</u>
	From the scanner/digital	The scanner/digital camera
		The profile is not used.

camera to internal RGB	profile is used for color correction.	
From internal RGB to the monitor	Colors are calibrated for display using the monitor's color profile.	The profile is not used.
From internal RGB to the composite printer	The printer's profile is used for color correction.	The profile is not used.
From the composite printer to the monitor	The monitor simulates a composite printer output.	The monitor does not simulate a composite printer output.
From internal RGB to the separations printer	The separations printer profile is used for color correction.	The profile is not used. You can override this setting in the Print dialog.
From the separations printer to the monitor	The monitor simulates color separations printer output.	The monitor does not simulate color separations printer output.
From the separations printer to composite printer	The composite printer simulates separations printer output.	The composite printer does not simulate separations printer output.
From internal RGB to import/export	Internal RGB profiles are embedded.	ICC profiles are not embedded.
From import/export to internal RGB	Embedded ICC profiles are used.	ICC profiles are ignored.

{button ,AL('AReference working with color;',0,"Defaultoverview"),} [Related topics](#)



## Publishing to PDF

PDF is a file format designed to preserve fonts, images, graphics, and formatting of an original application file.

In this section, you'll learn about

- [saving documents as PDF files](#)
- [including hyperlinks, bookmarks, and thumbnails in PDF files](#)
- [reducing PDF file size](#)
- [working with fonts in PDF files](#)
- [exporting PDF files in an encoding format](#)
- [setting the number of fountain steps in PDF files](#)
- [embedding files in a PDF file](#)
- [outputting objects in PDF files](#)
- [preparing PDF files for a service bureau](#)
- [viewing Preflight summaries for PDF files](#)
- [optimizing PDF files](#)

## Saving documents as PDF files

You can save a document as a PDF file. A PDF file can be viewed, shared, and printed on any platform provided that users have Adobe Acrobat or Acrobat Reader installed on their computers. A PDF file can also be placed on an Intranet or the World Wide Web. You can also export a selection or all of a document to a PDF file.

When you save a document as a PDF file, you can choose from five preset PDF styles, which apply settings that are specific to a particular PDF style. For example, with the **PDF for the Web** style, the resolution of the images in the PDF file will be optimized for the World Wide Web. You can also create a PDF style or edit a preset style.

{button ,AL(^ASaving documents as PDF files;',0,"Defaultoverview",,)} How to

## To save a document as a PDF file

- 1 Click **File ▶ Publish to PDF**.
- 2 From the **PDF style** list box, choose one of the following:
  - **PDF for document distribution** is best used for general document delivery. These documents can be printed on a laser or desktop printer.
  - **PDF for prepress** contains LZW bitmap compression, embeds fonts, and preserves spot color options best designed for high-end quality printing. Consult the service bureau for their preferred settings.
  - **PDF for the Web** contains JPEG bitmap compression, embeds fonts, and compresses text for publishing the document to the World Wide Web.
  - **PDF for editing** contains LZW compression, embeds all fonts, and includes hyperlinks, bookmarks, and thumbnails. It displays the PDF file with all the fonts, all of the images at full resolution, and hyperlinks, so that you can edit the file at a later date.
  - **PDF/X-1** contains ZIP bitmap compression, embeds fonts, and preserves spot color options. This style contains the basic settings for prepress.
- 3 Choose the drive and folder where you want to save the file.
- 4 Type a filename in the **File name** box.

{button ,AL('ASaving documents as PDF files;',0,"Defaultoverview",)} [Related topics](#)

## To create a PDF style

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 In the **Publish to PDF** dialog box, specify any settings.
- 4 Click the **General** tab.
- 5 Click the plus sign (+).
- 6 Type a name for the style in the **Save PDF style as** list box.

### ► Tip

- If you want to delete a PDF style, select the style and click the minus sign (-).

{button ,AL('ASaving documents as PDF files;',0,"Defaultoverview",)} [Related topics](#)



## To edit a PDF style

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 In the **Publish to PDF** dialog box, make any changes to settings.
- 4 Click the **General** tab.
- 5 Click the plus sign.
- 6 Choose a style from the **Save PDF style as** list box.

### ► Note

- If you save changes you make to preset style settings, the original settings will be overwritten. To avoid this, save any changes to preset style settings with a new name.

{button ,AL('ASaving documents as PDF files;',0,"Defaultoverview",,)} [Related topics](#)

## Including hyperlinks, bookmarks, and thumbnails in PDF files

You can include [hyperlinks](#), bookmarks, and [thumbnails](#) in a PDF file. Hyperlinks are useful for adding jumps to other web pages or to Internet URLs. Bookmarks allow you to link to specific areas in a PDF file. You can specify whether bookmarks or thumbnails are displayed when the PDF file is first opened in Adobe Acrobat or Acrobat Reader.

For information about assigning hyperlinks and bookmarks, see "[Working with bookmarks and hyperlinks](#)."

{button ,AL('AIncluding hyperlinks bookmarks and thumbnails in PDF files;',0,"Defaultoverview",)} [How to](#)

## To include hyperlinks, bookmarks, and thumbnails in a PDF file

- 1 Choose **File ► Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Document** tab.
- 4 Enable any of the following check boxes:

- **Include hyperlinks**
- **Generate bookmarks**
- **Generate thumbnails**

If you want to display bookmarks or thumbnails on startup, enable the **Bookmarks** or **Thumbnails** button in the **On start, display** area.

{button ,AL('Including hyperlinks bookmarks and thumbnails in PDF files;',0,"Defaultoverview",)} [Related topics](#)

## Reducing PDF file size

You can compress bitmapped images, text, and line art to reduce the size of a PDF file. Bitmap compression is available for JPEG, LZW, or ZIP files. Bitmaps using JPEG compression have a quality scale ranging from 2 (high) to 255 (low). The higher the image quality, the larger the file size.

Downsampling color, grayscale, or monochrome bitmapped images also reduces file size.

{button ,AL('AReducing PDF file size;',0,"Defaultoverview",)} How to

## To compress bitmapped images in a PDF file

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Objects** tab.
- 4 Choose one of the following from the **Compression type** list box:

- **None**
- **LZW**
- **JPEG**
- **ZIP**

### ► Tip

- If you choose JPEG compression, you can specify the compression quality by adjusting the **Quality factor** slider.

{button ,AL('AReducing PDF file size;',0,"Defaultoverview",)} [Related topics](#)

## To compress text and line art in a PDF file

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Objects** tab.
- 4 Enable the **Compress text and line art** check box.

{button ,AL('AReducing PDF file size;',0,"Defaultoverview",)} [Related topics](#)

## To downsample bitmapped images in a PDF file

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Objects** tab.
- 4 Enable any of the following check boxes, and type a value in the corresponding box:

- **Color**
- **Grayscale**
- **Monochrome**

### ► Note

- Downsampling color, grayscale, or monochrome bitmapped images is effective only when the resolution of the bitmapped image is higher than the resolution specified in the **Bitmap downsampling** area.

{button ,AL('AReducing PDF file size;',0,"Defaultoverview",,)} [Related topics](#)

## Working with fonts in PDF files

You can embed fonts in a PDF file, including base 14 fonts, which increases the file size but makes a PDF file more portable since the fonts do not have to reside on other systems. When you embed base 14 fonts, CorelDRAW adds the fonts to your system, thus eliminating font variances on different systems. The base 14 PostScript fonts are resident on all PostScript devices.

You can also convert TrueType fonts to Type 1 fonts, which can increase file size if there are many fonts in a file. When you convert fonts, you can reduce file size by subsetting Type 1 fonts if you use only a smaller number of characters (for example English characters A to E). You can also include a percentage of fonts used. For example, you can create a subset of 50 percent of fonts. If the number of characters used in the document exceeds 50 percent, the whole set of characters is embedded. If the number of characters used in the document is less than 50 percent, only the characters used are embedded.

You can also eliminate font variances on different computers by exporting text as curves. For example, if you are using unusual text characters, you can export the text as curves. This method does not use fonts, thus eliminating problems with font variances on different systems. Exporting text as curves increases the complexity of the file and can increase file size. For general document publication, embed fonts in a document rather than convert text to curves.

{button ,AL('AWorking with fonts in PDF files;',0,"Defaultoverview",)} How to



## To embed fonts in a PDF file

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Objects** tab.
- 4 Enable the **Embed fonts in document** check box.

If you want to install the basic fonts to your computer, enable the **Embed base 14 fonts** check box.

### ► Note

- Enabling the **Embed base 14 fonts** check box increases file size, and, therefore, it is not recommended for publishing to the World Wide Web.

{button ,AL(' AWorking with fonts in PDF files;',0,"Defaultoverview",)} [Related topics](#)

## To convert TrueType fonts to Type 1 fonts

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Objects** tab.
- 4 Enable the **Convert TrueType to Type 1** check box.

If you want to reduce file size, you can create a subset of Type 1 fonts by enabling the **Subset Type 1 Fonts** and typing a percentage of fonts used in the **Under % of charset** box.

### ► Note

- If you create a subset of Type 1 fonts, you should not edit or correct the PDF file using Adobe Acrobat, since the characters you add when editing may not be present in the file.

{button ,AL('AWorking with fonts in PDF files;',0,"Defaultoverview",)} [Related topics](#)

## To export text as curves

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Objects** tab.
- 4 Enable the **Export all text as curves** check box.

{button ,AL('AWorking with fonts in PDF files;',0,"Defaultoverview",)} [Related topics](#)

## Exporting PDF files in an encoding format

ASCII and binary are encoding formats. When you publish a file to PDF, you can choose between exporting ASCII or binary files. ASCII creates files that are fully portable to all platforms. Binary creates smaller files that are less portable, since some platforms cannot handle the file format.

{button ,AL('AExporting PDF files in an encoding format;',0,"Defaultoverview",)} How to

## To export a PDF file in an encoding format

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Objects** tab.
- 4 Enable one of the following options:
  - **ASCII**
  - **Binary**

{button ,AL('AExporting PDF files in an encoding format;',0,"Defaultoverview",,)} [Related topics](#)

## Setting the number of fountain steps in PDF files

You can increase or decrease the number of steps for fountain fills. A low number of steps prints faster, but the transition between shades may be rather coarse. The number of fountain steps can be set between 1 to 256

{button ,AL('ASetting the number of fountain steps in PDF files';0,"Defaultoverview",,)} How to

## To set the number of steps for fountain fills in a PDF file

- 1 Choose **File ▶ Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Advanced** tab.
- 4 Type a value in the **Fountain steps** box.

{button ,AL("ASetting the number of fountain steps in PDF files;",0,"Defaultoverview",,)} [Related topics](#)

## Embedding files in a PDF file

You can embed any type of file in a PDF file. For example, you can embed the CorelDRAW file from which the PDF file was generated.

You can choose how Encapsulated PostScript (EPS) files are treated in a PDF document. EPS files are PostScript files that are embedded in a document. They contain two parts: the PostScript portion and the preview portion. The PostScript portion includes high-resolution images. It is best suited to publishing to prepress. The Preview portion includes low-resolution images. Because of its small file size, it is best suited for publishing to the World Wide Web.

{button ,AL('AEmbedding files in a PDF file;',0,"Defaultoverview",)} How to



## To embed a file in a PDF file

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Advanced** tab.
- 4 Enable the **Embedded file** check box.
- 5 Click **Browse**.
- 6 Choose the drive and folder where the embedded file is stored.
- 7 Double-click the filename.

{button ,AL('AEmbedding files in a PDF file;',0,"Defaultoverview",)} [Related topics](#)

## To choose an EPS file format

- 1 Choose **File ▶ Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Advanced** tab.
- 4 Choose one of the following from the **EPS files** list box:

- **PostScript**
- **Preview**

### ▶ Note

- You cannot publish PostScript and preview EPS portions of a file at the same time.

{button ,AL('AEmbedding files in a PDF file;',0,"Defaultoverview",)} [Related topics](#)

## Outputting objects in PDF files

You can output objects in a PDF file as RGB, CMYK, or Grayscale. If you choose to output objects as CMYK, you can apply a generic ICC profile to define the CMYK color space of your printer. For more information on ICC color profiles, see "Reproducing colors accurately."

{button ,AL('AOutputting objects in PDF files;',0,"Defaultoverview"),} How to

## To output objects in a PDF file as RGB, CMYK, or grayscale

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Advanced** tab.
- 4 Choose one of the following from the **Output all objects as** list box:

- **Native**
- **RGB**
- **CMYK**
- **Grayscale**

If you want to use ICC profiles to define the CMYK color space of your printer, enable the **Apply ICC profile** and choose a printer profile from the list.

### ► **Note**

- The ICC color profile option is only available for CMYK.

{button ,AL('AOutputting objects in PDF files;',0,"Defaultoverview",)} [Related topics](#)

## Preparing PDF files for a service bureau

A job ticket is useful when you want to send a PDF file to a service bureau, where the file is converted to film or plates. You can include specifications for publishing PDF files, including information about the customer, delivery, and the finishing of a job.

Generating a job ticket lets you embed a job ticket file or save an external file. When you embed a job ticket file, you create a PDF file that contains a Portable Job Ticket object. When you create an external file, you create two separate files; a PDF file and a **.jtf** file, which can be opened by a Job Ticket Editor. Consult the service bureau or print shop before sending a **.jtf** file.

Open Prepress Interface (OPI) lets you use low-resolution images as placeholders for the high-resolution images that appear in your final work. When a service bureau receives your file, the OPI server substitutes the low-resolution images for the high-resolution images.

Printers' marks provide information to the service bureau. You can specify which printers' marks to include on the page. The available printers' marks are as follows:

- **Crop marks** represent the size of the paper and appear at the corners of the page. You can add crop marks to use as guides to trim the paper. If you output multiple pages per sheet (for example, two rows by two columns) you can add the crop marks on the outside edge of the page so that all crop marks are removed after the cropping process, or you can choose to add crop marks around each row and column. A **bleed** determines how far an image can extend beyond the crop marks. A bleed requires that the paper you are printing on is larger than the size of paper you ultimately want, and the image area must extend beyond the edge of the final paper size.
- **Registration marks** are required to line up the film, analog proofs, or print plates on a color press. Registration marks print on each sheet of a color separation.
- **Densitometer scale** is a series of gray boxes ranging from light to dark. These boxes are required to test the density of halftone images. You can position the densitometer scale anywhere on the page. You can also customize the levels of gray that appear in each of the seven squares on the densitometer scale.
- **File information** can be printed, including the color profile; name, date, and time the image was created; and page number.

## To set up a job ticket for a PDF file

- 1 Click **File** ► **Publish to PDF**.
  - 2 Click **Settings**.
  - 3 Click the **Prepress** tab.
  - 3 Enable the **Include job ticket** check box.
  - 4 Enable one of the following options:
    - **External file** ► Lets you create two separate files, a PDF file and a **.jtf** file
    - **Embedded** ► Lets you create a PDF file that contains a portable job ticket object
  - 5 Click **Settings**.
  - 6 In the **Job ticket settings** dialog box, type job specifications on any of the following pages:
    - **Customer info**
    - **Delivery**
    - **Finishing**
- **Tip**
- If you enable the **External** option, you can save the **.jtf** file by clicking **Browse** and typing a filename in the **File name** box.

## To maintain OPI links in a PDF file

- 1 Choose **File ▶ Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Advanced** tab.
- 4 Enable the **Maintain OPI links** check box.

### ▶ Note

- Don't use OPI links if you are not sure whether your PDF file is destined for an OPI server.

{button ,AL("AOutputting objects in PDF files;",0,"Defaultoverview",)} [Related topics](#)

## To include printer's marks in a PDF file

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Prepress** tab.
- 4 Enable any of the following check boxes:

- **Crop marks**
- **File information**
- **Registration marks**
- **Densitometer scales**

If you want to include a bleed limit, enable the **Include bleed** check box, and type a bleed limit in the corresponding box.

### ► Note

- Usually, a bleed limit of .125 to .25 inches is sufficient. Any object extending beyond that uses memory needlessly and may cause problems when you print multiple pages with bleeds on a single sheet of paper.

{button ,AL('AOutputting objects in PDF files;',0,"Defaultoverview"),} [Related topics](#)



## Viewing Preflight summaries for PDF files

Before printing your work, you can use Preflight to find potential problems. Preflight checks and displays a summary of errors, possible problems, and suggestions for resolving issues. By default, Preflight checks for many PDF issues, but you can disable the issues that you do not want Preflight to check.

{button ,AL('AViewing Preflight summaries for PDF files';,0,"Defaultoverview",)} [How to](#)

## To view the Preflight summary for a PDF file

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Issues** tab.

If there are issues that you don't want Preflight to check, click the **Settings** button, double-click **Publishing to PDF**, and disable the check boxes that correspond to the issues that you want Preflight to overlook.

### ► Tip

- You can save Preflight settings by clicking the plus sign (+) and typing a name in the **Save as** box.

{button ,AL('AViewing Preflight summaries for PDF files;',0,"Defaultoverview",)} [Related topics](#)

## Optimizing PDF files

You can optimize PDF files for different versions of Adobe Acrobat or Acrobat Reader. You can select a compatibility depending upon what kind of viewer the recipients have. In CorelDRAW, you can select one of three compatibilities: Acrobat 3.0, Acrobat 4.0 or PDF/X-1. Different compatibilities have different options; for example, the bleed option is only available for Acrobat 4.0 and PDF/X-1.

To optimize viewing of a PDF document on the Web, you can linearize a PDF file. Linearizing a file speeds up processing time by loading one page at a time.

{button ,AL(^AOptimizing PDF files;',0,"Defaultoverview",,)} How to

## To select a compatibility

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **General** tab.
- 4 From the **Compatibility** list box, choose one of the following:
  - **Acrobat 3.0**
  - **Acrobat 4.0**
  - **PDF/X-1**

{button ,AL('AOptimizing PDF files;',0,"Defaultoverview",)} [Related topics](#)

## To linearize a PDF file

- 1 Click **File** ► **Publish to PDF**.
- 2 Click **Settings**.
- 3 Click the **Advanced** tab.
- 4 Enable the **Optimize PDF** check box.

{button ,AL('AOptimizing PDF files;',0,"Defaultoverview",)} [Related topics](#)





Allow you to correct colors between devices, and control how colors are displayed. The arrows appear orange when on, and grayed and broken when off.



Opens the Uniform Fill dialog box, which allows you to create and apply a uniform fill color.





Opens the Fill flyout (shown below). The Fill flyout provides preset fills, as well as various tools for setting uniform, fountain, texture, and pattern fills.





Opens the Advanced Import/Export Settings dialog box, which allows you to choose import and export options for profiles.



Opens the Advanced Settings dialog box, which allows you to choose Rendering Intent and Color Engine settings.



Opens the Advanced Display Settings dialog box, which allows you to choose settings for the out-of-gamut warning color and mapping colors into CMYK gamut.



Lets you create a new custom color palette.



Lets you open a custom color palette.



Opens the Outline Color dialog box, which allows you to create and apply a custom outline color. You can also create and select colors from a custom palette.



Gives you quick access to the most commonly used outline styles, such as outline thickness, line pattern, calligraphic pen effects, and arrowheads.





Opens the Advanced Printer Settings dialog box, which allows you to link a color profile to a composite printer.



Lets you save a custom color palette.



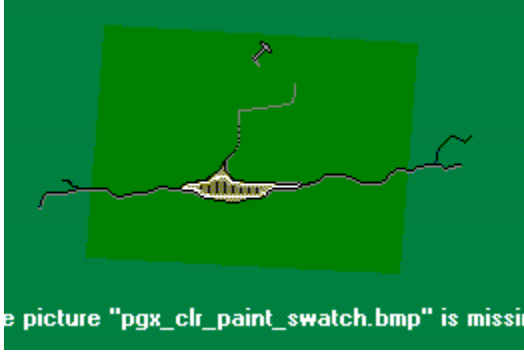
Lets you save a custom color palette.



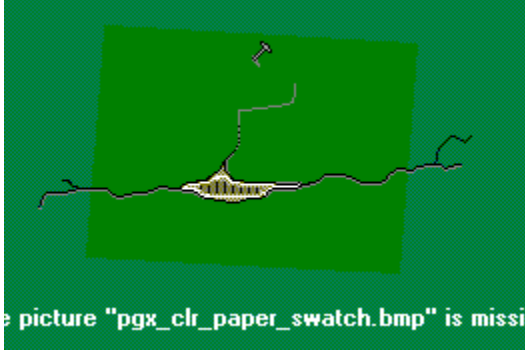
Represents a scanner and digital camera.



Opens the Advanced Printer Settings dialog box, which allows you to link a color profile to a separations printer.



The picture "pgx\_clr\_paint\_swatch.bmp" is missing. Opens the Paint Color dialog box, which lets you choose or create a paint color.



The picture "pgx\_clr\_paper\_swatch.bmp" is missing.  
color.

Opens the Paper Color dialog box, which lets you choose or create a paper



Opens the Select Fill dialog box, which lets you choose a fill color or texture.









Lets you view the Mini Preview window in the Print dialog box.



Allows you to print on both sides of the page.



Lets you create and edit imposition layouts.



Sets the margins automatically.



Sets gutter spacing automatically.



Arranges the same page at each location on a signature.





Positions where the document is cut.



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



Applies equal horizontal and vertical gutter sizes.



Positions where the document is folded.



Arranges pages on a signature automatically.



Lets you add, remove, and position printers' marks.



Arranges pages in reading order, from left to right and top to bottom.



Crops the edge of the signature, instead of scaling down the document page.





## CorelDRAW Poptool File

**Rave** specific tools added at the end

**Tools and buttons listed alphabetically**



Lets you add an intersection to a mesh fill



Adds nodes to a selected curve or envelope



Saves the conversion options that you set for use on other images



Lets you save a customized fountain fill as a preset



Saves the current view, and adds it to the list of views





Aligns selected nodes of an object and their associated control points



Lets you scale an object or mirror an object vertically or horizontally



Lets you draw perfect shape arrows



Lets you apply brush strokes to a curve



Lets you apply strokes or objects to a curve using one of five modes: preset, brush, object sprayer, calligraphic, and pressure-sensitive



Lets you draw curves using preset strokes



Closes an open path



Lets you automatically close objects that are open after you cut them using the **Knife** tool





Opens the **Automatically create color styles** dialog box, which lets you create color styles from the selected objects in a drawing



Lets you maintain the nodes of an object's area being erased



Lets you draw a wide variety of shapes, such as triangles, cans, parallelograms, and smiley faces



Lets you draw curves by placing nodes and shaping the segments between the nodes



Lets you pick a background color for hypergraphics ▶ hyperlink navigation tools you can add to Web documents



Lets you control the rate of change in the size of intermediate objects in a blend



Applies a color progression that passes clockwise through the spectrum between the colors in a blend's start and end objects



Applies a color progression that passes counterclockwise through the spectrum between the colors in a blend's start and end objects





Lets you match the rate of color acceleration to object acceleration in a selected blend object



Lets you map the start and end nodes in a blend, split a blend, or fuse a split blend



The top button lets you specify the number of intermediate objects between a blend's start and end objects. The bottom button lets you specify the spacing between the intermediate objects of a blend that's fitted to a path.



Lets you adjust the object and color acceleration of a selected blend



Lets you select a new path, detach from a path, or show the path to which a blend is fit



Lets you show the start or end object of a blend and select a new start or end object



Applies a color progression that passes directly through the spectrum between the colors in a blend's start and end objects



Lets you apply bold formatting to selected text





Lets you navigate to a spraylist file



Lets you draw curves as if you were using a calligraphic pen









Lets you draw callouts



Lets you draw callouts on a dimension line



Lets you position a selected object's distortion effect at the center of the object

	3.835 "	 
	4.17 "	 

Lets you set the horizontal (top box) and vertical (bottom box) position of an object's center of rotation



Lets you change the shape of the eraser nib to a circle or a square



Lets you remove the most recent distortion applied to an object





Removes the interactive effect you applied to a selected object



Removes the extrusion you applied to a selected object



Lets you remove the mesh fill from an object



Displays a color palette that lets you select a color or create a custom color



Lets you combine selected objects



Creates a color progression that passes through the color spectrum in a counterclockwise path from the original object's fill color to the last contour shape's fill color



Creates a contour



Creates a color progression that passes through the color spectrum in a clockwise path from the original object's fill color to the last contour shape's fill color





Lets you create an inside contour effect and set the number of contour steps in an object



Creates a color progression that passes through the color spectrum in a straight line from the original object's fill color to the last contour shape's fill color



Changes the selected curve or envelope segment from curved to straight



Lets you convert a line segment of an envelope into a curve



Lets you convert an object to curves so that you can freely shape the object



Copies the properties of an effect to another object



Copies the effect of an object and applies it to the selected object



Starts another Corel application





Links to the Corel Designer.com Web site



Lets you change the direction of an arc or wedge



Opens the **Create a new child color** dialog box, which lets you create a child color based on the selected color style



Opens the **Create shades** dialog box, which lets you automatically create up to 20 child color styles from a selected color style



Lets you choose a crosshatch color for Internet objects



Crops a bitmapped image to the area inside its bounding box. To reposition the bounding box around the area of the bitmapped image, use the **Shape** tool.



Curve flyout

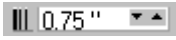


Changes the selected node to a cusp node





Lets you break an object into separate objects. For example, when you cut a circle in two places, you create two separate pie-shaped objects. You can also set the **Knife** tool to break an object into subpaths rather than into separate objects.



Lets you adjust the spacing between dabs

Lets you adjust the number of objects sprayed at each spacing point



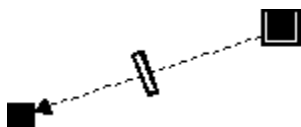
Lets you delete the selected item



Deletes the selected view



Lets you draw vertical, horizontal, slanted, and angular dimension lines, as well as callouts



The start handle lets you change the perspective type. The end handle lets you change the angle of the drop shadow. The slider lets you change the opacity.



Opens the Bitmap editor, allowing you to edit a bitmapped image





Opens either the **Edit color style** or the **Edit child color** dialog box, which let you change the color of a color style



Lets you edit the properties of a fill



Lets you specify export options for the selected Web-compatible file format



Lets you edit all the layers in a drawing



Removes an effect from an object



Lets you draw ellipses and circles



Adds a rectangular envelope to the selected object so that you can reshape the object, based on the shape you give the envelope



Shapes an envelope by applying a double-arc curve to a segment of an envelope





Shapes an envelope by applying a single-arc curve to a segment of the envelope



Shapes an envelope by applying a straight line to a segment of the envelope



Shapes an envelope by moving envelope nodes freely and using control points to make precise adjustments



Lets you erase portions of an object



Lets you save a drawing to a different file format



Draws a line between two unconnected nodes. Each node must be at the end of a path.



Lets you resize an object by scaling it along the horizontal and vertical axes, relative to its anchor point



Lets you slant the horizontal and vertical lines of an object, relative to the object's anchor point





Lets you extract a path from an object



Adds a point light, which you can position to cast a light in a specific direction



Provides controls that let you apply ambient light to a bitmapped image extrusion



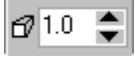
Provides additional controls that let you set bevel properties for the selected control object



Provides additional controls that let you set bevel properties for the selected bitmapped image extrusion



Provides additional controls that let you set color properties for extruded surfaces of the selected object



Lets you specify the size of an extrusion in a bitmapped object



Provides additional controls that let you set lighting properties for the selected extrusion





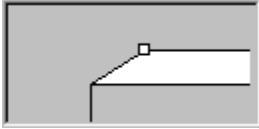
Provides controls that let you apply point light to a bitmapped image extrusion



Lets you add or remove a simulated light source. A light source projects toward the selected extruded object when the button appears pressed.



Provides additional controls that let you set bevel properties for the selected control object



Provides additional controls that let you set a bevel for the control object interactively



Removes the selected point light from the bitmapped image extrusion



Provides additional controls that let you specify rotation values for the selected extrusion



Lets you apply a color, other than that of the control object, to the extruded surfaces



Lets you blend two colors along the length of the extruded surfaces





Applies the fill of the control object to all of its extruded surfaces



Provides additional controls that let you set bevel properties for the selected control object



Lets you apply a vector extrusion to an object



Lets you fill an object with a color that you select from an object in a drawing using the Eyedropper tool



Lets you fill an object with a color that you select from an object in a drawing using the Eyedropper tool



**Eyedropper flyout**



Lets you select a fill color from an object in a drawing



Opens the **Uniform fill** dialog box which lets you specify solid color settings for a fill





Fill flyout



Lets you apply fills to the selected object



Lets you draw flowchart shapes



Opens a flyout menu



Lets you apply a conical fountain fill, which displays a progression of colors in a circular path that radiates from the center of the object



Opens the **Fountain fill** dialog box, which lets you specify attributes for a fountain fill



Lets you apply a radial fountain fill, which displays a progression of colors in a series of concentric circles that radiates from the center of the object



Lets you apply a square fountain fill, which displays a progression of colors in a series of concentric squares that radiates from the center of the object outwards





Lets you apply a linear fountain fill, which displays a progression of colors in a straight line



Lets you change the orientation and appearance of objects and gives you access to the four free-transform tools on the property bar









Lets you draw freehand lines and shapes by dragging the cursor across the drawing page



Fixes the contents of a transparency so that you can move the transparency without changing its appearance



Lets you move to the first page in a drawing using the document navigator located at the bottom left of the drawing window

	4		
	3		

Lets you specify the number of rows and columns in the grid you want to draw with the **Graph paper** tool



Lets you draw a grid with the **Graph paper** tool



Lets you move a drawing around in the drawing window like you would move a paper around on a desk with your hand





Mirrors an object horizontally



Lets you bring another drawing into the active drawing



Lets you choose where you want to position an imported file in the drawing window



Rescans the entire drawing to check for HTML object conflicts



Opens the **HTML conflicts** page of the **Options** dialog box, which lets you set the type of conflicts you want displayed



Lets you create the illusion of lighting in a two-dimensional drawing by adding a shadow to an object. You can adjust properties such as feathering, opacity, edge style, and color.



Lets you blend one object into another through a series of intermediate shapes



Lets you draw a flow line between two shapes





Lets you create a series of concentric shapes radiating into, or out of an object



Lets you apply a push or pull distortion, a zipper distortion, or a twister distortion to the selected object



Lets you distort the shape of an object by applying an envelope to it and shaping the envelope



Lets you give objects a three-dimensional look



Lets you apply fills to the selected object



**Interactive fill flyout**



**Interactive flyout**



Lets you adjust the space between characters or words you select with the Shape tool





Lets you apply a transparency to an object



Automatically repairs HTML object conflicts that don't need manual repair



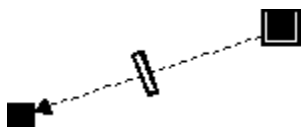
Lets you view Internet hotspot objects



Lets you create a new object from the area where multiple objects overlap



Lets you set the ruler origin by dragging the ruler onto the drawing window



Lets you change the attributes of a fill such as the angle, center point, and opacity by dragging the handles and moving the slider



Lets you apply italic formatting to the selected text



Lets you keep the lines of an object straight or convert them to curves. Straight lines are applied when the button appears pressed.





Lets you break an object into separate objects



Lets you move to the last page in a drawing using the document navigator located at the bottom left of the drawing window



Lets you display or hide a layer



Lets you lock and unlock a layer to prevent or allow editing



Lets you print or export a layer



Switches to layer manager view, displaying lists of layers, but no objects or sublevels



Lets you split an object into two subpaths rather than two objects



Lets you access the pop-up slider





Lets you update all links in Web-enabled objects in **Link manager** Docker window



Lets you access the magnification level stored with a saved view and apply it to any page of a drawing



Lets you apply a mesh object to simple objects, curves, and bitmapped images



Lets you move back one page in a drawing using the document navigator located at the bottom left of the drawing window



Lets you reposition your view of a drawing after you change the zoom level. A miniature, pop-up version of the drawing window lets you control the position of the actual drawing window.



Lets you move forward one page in a drawing using the document navigator located at the bottom left of the drawing window

Lets you choose a specific page number to move to in a drawing using the document navigator located at the bottom left of the drawing window



Begins a new file by creating a blank drawing page





Lets you create a new color style



Adds a layer to a drawing



Lets you remove the fill or outline color from the selected object, leaving it transparent



Lets you display or hide nonprinting characters



Lets you remove a fill from an object



Lets you adjust the acceleration for contour color and lines



**Object flyout**



Lets you open an existing file or style template





Opens the **Object properties** Docker window, which lets you specify outline properties for objects



Outline flyout



In a multipage drawing, lets you revert to the magnification level stored with a saved view and apply it to the specific page the view was saved at



Lets you fill an object with a color that you select from an object in a drawing using the **Eyedropper** tool



Pastes Clipboard contents into a drawing



Opens the **Pattern fill** dialog box, which lets you apply a pattern fill to an object



Perfect shapes flyout



Lets you select objects and then move or resize them





Lets you draw polygons and stars



Lets you position an object precisely using the **Transformation** Docker window on the property bar



Opens the PostScript texture dialog box, which lets you apply a PostScript texture fill to an object



Lets you draw curves using preset strokes



Lets you select preset extrusions for vector objects



Lets you draw curves with a pressure-sensitive pen controlling the width of the stroke



Lets you print a drawing, modify print options, and change the printer and its properties



Distorts the selected object either by pushing the object's nodes away from the center of the distortion or by pulling the object's nodes toward the center of the distortion





Lets you make the zipper distortion random or return it to a uniform pattern. Random zipper distortion is applied when the button appears pressed.



Lets you draw rectangles and squares



Lets you restore an action you have cancelled



Lets you move an object a specified distance from its current position in the drawing window



Deletes the selected node or nodes



Removes the selected preset by making the conversion options specified in the preset no longer available



Opens the **Resample** dialog box, which lets you change the dimensions or resolution of the selected bitmapped image



Reverses the direction of a curve





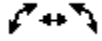
Opens a menu which lets you choose display options for a window



Lets you specify rotation settings such as the angle and center of rotation for an object



Displays eight rotating/skewing handles that let you rotate and skew selected parts of a curve



Lets you drag an object in circular motions to rotate it around its current position



Saves the active drawing



Displays **Scrapbook** Docker window search result files as large icons



Displays **Scrapbook** Docker window search result files as small icons



Displays **Scrapbook** Docker window search result as listed files





Displays **Scrapbook** Docker window search result in a detail list



Allows you to search the Corel http site for images, clip art, and photos.



**Shape flyout button**



Shape flyout



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



Lets you show the dimension units of a dimension line



Changes the selected node to a smooth node



Snaps objects to guidelines





Lets you draw logarithmic spirals so that the distance between each revolution increases towards the spiral's outer edge



Lets you draw symmetrical spirals so that the distance between each revolution is constant



Lets you draw symmetrical and logarithmic spirals



Lets you draw a sprayline object



Lets you choose from preset or customized spraylines



Lets you offset objects from the path of the line sprayed



Lets you reset a spraylist to its saved settings



Lets you rotate a sprayline





Lets you draw a star



Lets you change a polygon to a star



Displays eight stretching/scaling handles that let you stretch and scale selected parts of a curve



Changes the selected node to a symmetrical node



Lets you choose the browser frame in which the target file will appear



Lets you insert a paragraph text frame inside an object



Lets you insert an object into paragraph or artistic text



Lets you type words directly on the screen as artistic text or create a paragraph text frame and enter text in the frame





Lets you type directly in the drawing window or drag to create a text frame in which you can type



Lets you add a preset texture fill



Lets you delete the selected preset texture fill



Lets you add a texture fill to one of the libraries or modify an existing texture fill. You can also specify and apply a texture fill.



Deletes the selected texture fill from the library



Opens the **Texture fill** dialog box, which lets you apply a texture fill to an object



Lets you trim objects to create new, irregularly shaped objects by removing the areas that overlap other selected objects



Lets you apply a twister distortion to the selected object





Lets you specify where you will place dimension text on the dimension line



Lets you shift a character horizontally



Lets you rotate a character clockwise or counterclockwise



Lets you shift a character vertically

{whatsthis.bmp}No explanation required



Lets you underline selected text



Lets you cancel your previous action



Divides the selected group into its original components. Use this command if the selected group is composed of nested groups and you want to work with the individual objects.





Lets you move an object a specified distance from its position in the drawing window



Mirrors an object vertically



Opens the Web tab, which lets you specify Web properties



Lets you weld objects together to create one object with a single outline



Lets you apply a zipper distortion to the selected object



**Zoom flyout**



Lets you magnify or reduce the view of a drawing



Zooms in on a drawing by a factor of two





Zooms out of a drawing by a factor of two or to the previous level of magnification



Fits all selected objects inside the drawing window



Fits the height of the drawing page inside the drawing window



Fits the width of the drawing page inside the drawing window



Fits the entire drawing page inside the drawing window



Fits all objects in the drawing window



Lets you add layers to the **Timeline** Docker window



Lets you delete layers from the **Timeline** Docker window





## Reference information

The CorelDRAW 10 *User Guide* provides information about concepts, as well procedures, to help you become productive quickly. The Reference section in the online Help provides additional information and technical notes about application tools, procedures, and CorelDRAW concepts.

## Specifying memory options

You can increase the amount of memory available using [swap disks](#). When you perform an action that requires more RAM than is available in your computer, image information can be swapped to the hard disk. If you have two hard disks, or two partitions, you can set up both a primary and a secondary swap disk.

Although swap disks let you artificially increase the amount of memory available on your computer, swapping image information to hard disks requires more processing time than when it is sent to your computer's RAM.

You can also choose how much of the available RAM on your computer is reserved for storing the images you open and edit. Set the amount of memory based on the type of work you perform and the number of applications you usually run simultaneously. If you increase the amount of memory reserved for images and find the application's performance has decreased, you might need to reduce this amount so that more RAM is available to run CorelDRAW.

{button ,AL('ASpecifying memory options;',0,"Defaultoverview"),} [How to](#)

## To create swap disk space for temporary storage

- 1 Click **Tools ▸ Options**.
- 2 Click **Workspace**, and click **Memory** in the list of categories.
- 3 Choose the primary hard disk to use as swap disk space from the **Primary** list box.
- 4 Choose the secondary hard disk to use as swap disk space from the **Secondary** list box.
- 5 Click **OK**.
- 6 Restart CorelDRAW to apply the changes.

### ▸ Notes

- The amount of swap disk space is displayed on the status bar.
- You should set the total amount of swap disk space two or three times larger than the size of your uncompressed images.

{button ,AL("ASpecifying memory options";0,"Defaultoverview"),} [Related topics](#)

## To specify how much RAM is used to store images

- 1 Click **Tools ▸ Options**.
  - 2 Click **Workspace**, and click **Memory** in the list of categories.

The **Memory usage** section of the **Memory** page displays the total amount of memory available on your computer.
  - 3 In the **Maximum** box, type the percentage of the total memory you want to make available for images in CorelDRAW.

The amount of memory this percentage corresponds to appears to the right of the **Maximum** box.
  - 4 You will need to restart CorelDRAW for the new settings to take effect.
- **Note**
- The amount of memory allocated for images is displayed in the status bar.

{button ,AL('ASpecifying memory options;',0,"Defaultoverview",)} [Related topics](#)

## Viewing system information

You can view information about your computer as well as information about CorelDRAW itself. For example, you can view details about your computer's setup. You can view detailed information about your system, display and printing properties, Corel .EXE and .DLL files, and system .DLL files. This feature is useful, for instance, to find out how much memory you have on the drive to which you want to save a file.

`{button ,AL('AViewing system information;',0,"Defaultoverview",)} How to`

## To view system information

- 1 Click Help ► About CorelDRAW.
- 2 Click System info.
- 3 Choose a category from the Choose a category list box.

### ► Note

- Use the Save button to store system information for printing. System information is saved as SYSINFO.TXT. A message box tells you where the file is saved.

{button ,AL('AViewing system information;',0,"Defaultoverview",)} [Related topics](#)

## Disabling warning messages

You may encounter warning messages while working in CorelDRAW. Warning messages explain the consequences of an action you are about to perform, and inform you of permanent changes that might result from that action. Although the warnings are helpful, you can disable them so you don't have to view them after you become familiar with the software. Avoid disabling warning messages until you are comfortable with the application and familiar with the results of the commands you use.

`{button ,AL('ADisabling warning messages;',0,"Defaultoverview",)} How to`



## To disable warning messages

- 1 Click **Tools ► Options**.
- 2 Click **Workspace**, and click **Warnings** in the list of categories.
- 3 Disable one or more of the check boxes.

{button ,AL('ADisabling warning messages;',0,"Defaultoverview",)} [Related topics](#)

## Using watermarks to identify bitmapped images

CorelDRAW includes the PictureMarc plugin from Digimarc, which allows you to embed and detect digital watermarks in an image. These watermarks let you embed a persistent identity containing copyright and authorship information which is not apparent to the viewer of an image.

A Digimarc watermark carries a unique Creator ID and image attributes. You can get a Creator ID when you subscribe to Digimarc's online service. The information associated with a Creator ID includes contact details, such as name, phone number, address, email and World Wide Web addresses.

A Digimarc watermark is a small amount of random noise added to the luminance component of the pixels in an image. At high magnification, you might notice changes in the brightness of a pixel. These changes are not enough to harm the visual integrity of an image, but they carry information that survives normal editing, printing, and scanning.

Digimarc watermarks do not prevent someone from using images or infringing copyrights. But they do communicate that you are claiming copyrights, and they provide a mechanism for interested parties to contact you about the use of an image or about licensing details.

When you open an image in CorelDRAW, you can check for a watermark. If a watermark is present, a copyright symbol appears on the title bar. You can obtain information about the watermarked image by reading the embedded message and by linking to the contact profile in the Digimarc database.

For more information about Digimarc, see <http://www.digimarc.com>.

{button ,AL('AUsing watermarks to identify bitmapped images;',0,"Defaultoverview",)} How to

## To get a Creator ID

- 1 Click **Bitmaps** ➤ **Plugins** ➤ **Digimarc** ➤ **Embed watermark**.
- 2 Click the **Personalize** button.
- 3 In the **Personalize Creator ID** dialog box, click the **Register** button, and follow the instructions on the Digimarc Web site.
- 4 In the **Personalize Creator ID** dialog box, type your Creator ID in the **Creator ID** box.

{button ,AL(^AUUsing watermarks to identify bitmapped images;',0,"Defaultoverview",)} [Related topics](#)

## To embed a watermark

1 Click **Effects ▸ Digimarc**

### ► Embed watermark.

2 In the **Copyright year(s)** box, type the year, or years, to be included in the copyright information.

3 In the **Image attributes** section, enable the check boxes for the image attributes that apply to the image.

4 Choose an option from the **Target output** list box, depending on whether the image is intended for print or online distribution.

5 Type a value in the **Watermark durability** box.

Higher values increase the persistence of the watermark.

If you want to confirm the information available to viewers when they detect the watermark, enable the **Verify** check box.

### ► Tip

- Combine all objects with the background before adding a watermark. For more information about combining objects with the background, see "[Grouping and combining objects](#)".

### ► Notes

- In the **Copyright year(s)** box, you cannot enter a year before 1922 or after the current year. Separate the years that you enter with commas.
- In the **Target Output** box, **Monitor** and **Web** require a dpi setting of less than 200 while **Printer** requires a dpi setting of 300 or higher.

{button ,AL('AUsing watermarks to identify bitmapped images;',0,"Defaultoverview",)} [Related topics](#)

## To detect a watermark

- 1 Click **Bitmaps** ▶ **Plugins**  
▶ **Digimarc**  
▶ **Read watermark**.

2 Click the **Web lookup** button to go to the page with contact details or call the Digimarc fax-back service at the listed fax number.

{button ,AL('AUsing watermarks to identify bitmapped images;',0,"Defaultoverview",)} [Related topics](#)

## Corel Application Recovery Manager

Corel Application Recovery Manager (Corel A.R.M.) is an online wizard that allows you to save a drawing and exit CorelDRAW if the program ever becomes unstable. You can also send an online report to Corel that documents the nature of the problem and the events that led to it.

The Corel A.R.M. Wizard opens automatically at program failure and then offers three courses of action:

- saving the drawing and closing the application
- exiting the application without saving the drawing
- continue working

With the last option, there is no guarantee that you can recover any work in your drawing after the last time you saved or keep the program open.

After you have made your selection, you can report the details of the problem to Corel with an attached program log. Your report will be vital part of Corel's product improvement efforts.

# Shaping objects

CorelDRAW lets you shape objects in various ways.

In this section, you'll learn about

- [applying distortion effects](#)
- [using envelopes](#)
- [working with curve objects](#)
- [splitting and erasing portions of objects](#)
- [welding, trimming, and intersecting objects](#)
- [creating PowerClip objects](#)

## Applying distortion effects

You can apply three types of distortion effects to shape objects.

<u>Distortion effect</u>	<u>Description</u>
Push and pull	Lets you push the edges of an object in or pull the edges of an object out
Zipper	Lets you apply a saw tooth effect to the edges of the object. You can adjust the amplitude and frequency of the effect.
Twister	Lets you rotate an object to create a swirl effect. You can choose the direction of the swirl, as well as the origin, degree, and amount of rotation.

After you distort an object, you can change the effect by altering the center of distortion. This point is identified by a diamond-shaped handle, around which a distortion appears. It is similar to a mathematical compass, where the pencil moves around a stationary point. You can place the center of distortion anywhere in the drawing window, or choose to center it in the middle of an object so that the distortion is distributed evenly and the shape of the object changes in relation to its center.

You can create an even more dramatic effect by applying a new distortion to an already distorted object. You don't lose the effect of the original distortion if, for example, you apply a zipper distortion on top of a twister distortion.

`{button ,AL('AApplying distortion effects;',0,"Defaultoverview",)} How to`



## To distort an object

- 1 Open the [Interactive tool flyout](#), `pgx_interactive_flyout` and click the [Interactive distortion](#) tool.
- 2 On the property bar, click one of the following buttons and specify the settings you want:
  - **Push and pull distortion**
  - **Zipper distortion**
  - **Twister distortion**
- 3 Click where you want to place the center of distortion.
- 4 Drag until the object is the shape you want.

### You can also

Change the center of distortion

Drag the diamond-shaped position handle to a new location.

Adjust the number of points on a zipper distortion

Move the slider on the center of the distortion handle.

### ► **Note**

- You can reapply the effects to distorted objects.

### ► **Tip**

- You can center a distortion by clicking the [Center distortion button](#) on the property bar.

`{button ,AL('Applying distortion effects;',0,"Defaultoverview",)} Related topics`

## To remove a distortion

- 1 Select a distorted object.
- 2 Click **Effects** ► **Clear distortion**.

### Note

- Removing a distortion this way clears the most recent distortion you've applied.

### ► Tip

- You can also remove a distortion from a selected object by clicking the [Clear distortion button](#) on the property bar.

{button ,AL('Applying distortion effects;',0,"Defaultoverview",)} [Related topics](#)

## To copy a distortion

- 1 Select the object to which you want to copy a distortion.
- 2 Click **Effects ▶ Copy effect**
- ▶ **Distortion from.**
- 3 Click a distorted object.

{button ,AL('AAppling distortion effects;',0,"Defaultoverview",,)} [Related topics](#)

## Shaping objects using envelopes

CorelDRAW lets you shape objects, including lines, [artistic text](#), and [paragraph text frames](#) by applying [envelopes](#) to them. Envelopes are made of multiple [nodes](#) that you can move to shape the envelope, and as a result, change the shape of the object. You can apply a basic envelope that conforms to the shape of an object or a preset envelope. After you apply an envelope, you can edit it, or add a new envelope to continue changing the object's shape. CorelDRAW also lets you copy and remove envelopes.

You can edit an envelope by adding and positioning its nodes. Adding nodes gives you more control over the shape of the object contained in the envelope. CorelDRAW also lets you delete nodes, move multiple nodes simultaneously, change nodes from one type to another, and change a [segment](#) of an envelope to a line or curve. For more information about the different types of nodes, see "[Working with curve objects](#)."

You can also change the mapping mode of an envelope to specify how the object fits to the envelope. For example, you can stretch an object to fit the basic dimensions of the envelope, and then apply the horizontal mapping mode to compress it horizontally so that it fits the shape of the envelope.

{button ,AL('AShaping objects using envelopes;',0,"Defaultoverview",,)} [How to](#)

## To apply an envelope

1 Select an object.

2 Open the [Interactive tools flyout](#), and click the [Interactive envelope tool](#).

3 On the property bar, click one of the following buttons:

- [Envelope straight line mode](#) creates envelopes based on straight lines, adding perspective to objects
- [Envelope single arc mode](#) creates envelopes with an arc shape on one side, giving objects a [concave](#) or [convex](#) appearance
- [Envelope double arc mode](#) creates envelopes with an S shape on one or more sides
- [Envelope unconstrained mode](#) creates freeform envelopes, that let you change the properties of the [nodes](#), [glos\\_nodes](#) and add and delete the nodes

4 Drag the nodes to shape the envelope.

If you want to reset the envelope, press **ESC** before releasing the mouse.

### You can also

Apply a preset envelope

Click the **Add preset** picker on the property bar and click an envelope shape.

Apply an envelope to an object with an envelope

Click the [Add new envelope button](#) on the property bar, and drag the [nodes](#) to change the shape of the envelope.

Remove an envelope

Click **Effects** ▶ **Clear envelope**.

### ▶ **Tip**

- You can prevent the object's straight lines from being converted to curves by enabling the [Keep lines button](#) on the property bar.

{button ,AL('AShaping objects using envelopes;',0,"Defaultoverview",,)} [Related topics](#)

## To copy an envelope

1 Select an object.

2 Click **Effects ▶ Copy effect**

▶ **Envelope from.**

3 Select the object from which you want to copy the envelope.

▶ **Tip**

- You can also copy an envelope by selecting an object, clicking the **Copy envelope properties** button on the property bar, and selecting an object with the envelope you want to copy.

{button ,AL('AShaping objects using envelopes;',0,"Defaultoverview",)} [Related topics](#)

## To edit an envelope's nodes and segments

- 1 Open the [Interactive tools flyout](#), click the [Interactive envelope tool](#).
- 2 Select an object with an envelope.
- 3 Double-click the envelope to add a node or double-click a node to delete it.

### You can also

Move several envelope nodes at once

Click the **Envelope unconstrained mode button** on the property bar, [marquee select](#) the nodes you want to move, and drag any node to a new position.

Move opposing nodes an equal distance in the same direction

Hold down **SHIFT**, select two opposing nodes, and drag them to a new position.

Move opposing nodes an equal distance in the opposite direction

Click the **Envelope unconstrained mode button** on the property bar so that it appears raised, hold down **SHIFT**, select two opposing nodes, and drag them to a new position.

Change an envelope node type

Click the **Envelope unconstrained mode button** on the property bar so that it appears pressed, and click either the [Make node a cusp](#), [Make node smooth](#), or [Make node symmetrical](#) button.

Change an envelope segment to a straight line or curve

Click the **Envelope unconstrained mode button** on the property bar so that it appears pressed, click a line segment, and click the [Convert curve to line](#) button or the [Convert line to curve](#) button.

{button ,AL("AShaping objects using envelopes";0,"Defaultoverview",)} [Related topics](#)

## To change the mapping mode

1 Open the [Interactive tools flyout](#), and click the [Interactive envelope tool](#).

2 Click an object with an envelope.

3 On the property bar, choose one of the following from the **Mapping mode** list box:

- **Horizontal** stretches the object to fit the basic dimensions of the envelope, and then compresses the object horizontally to fit the shape of the envelope
- **Original** maps the corner handles of the object's selection box to the envelope's corner nodes. The other nodes are mapped linearly along the edge of the object's selection box.
- **Putty** maps the corner handles of the object's selection box to the envelope's corner nodes
- **Vertical** stretches the object to fit the basic dimensions of the envelope, and then compresses the object vertically to fit the shape of the envelope

4 Drag the [nodes](#) or the nodes' [control points](#).

### ► Note

- You can't change the mapping mode of [paragraph text frames](#) to which you've applied an envelope.

{button ,AL('AShaping objects using envelopes;',0,"Defaultoverview",,)} [Related topics](#)



## Working with curve objects

CorelDRAW lets you shape objects by manipulating their nodes and segments. An object's nodes are the tiny squares the display at regular intervals along the object's outline. The line between two adjacent nodes is called a segment. Moving an object's segments lets you make coarse adjustments to the object's shape, while changing the position of its nodes lets you fine tune the shape of the object.

By converting objects to curves, you can shape them by adding, removing, positioning, as well as aligning and transforming their nodes. Most objects that are added to a drawing are not curve objects, with the exception of spirals and freehand and bezier lines. Therefore, if you want to customize the shape of an object, it is recommended that you convert that object to a curve object.

Before you can manipulate an object's nodes, you must select them. When working with curve objects you can select individual, multiple, or all of the object's nodes. Selecting multiple nodes lets you shape different parts of an object simultaneously.

When you add nodes, you increase the number of segments, and therefore the amount of control you have over the shape of the object. You can also remove nodes to simplify an object's shape.

When you create an object, it is made up of one path. If you are working on an open object, such as a freehand line, you can join its end nodes. When you join the end nodes, the two nodes are pulled together to create a closed object. You can add color to the inside of closed objects that you create. For information on applying fills, see "[Filling objects.](#)" You can break this path apart to create subpaths. For information on breaking paths apart see "[Splitting and erasing portions of objects.](#)".

You can change the nodes on a curve object to one of three types: cusp, smooth, or symmetrical. Cusp nodes make the node's intersecting line take on the shape of a corner or point when you adjust the position of the node's [control points](#). Smooth nodes make the node's intersecting line take on the shape of a curve. Each control point can be shortened or lengthened independently, giving you smaller or larger angles to work with. Symmetrical nodes make the node's intersecting line take on the shape of a curve as well as intersect the node at exactly the same angle.

After you create a curve object, you can align its nodes. For example, you can line nodes up horizontally and vertically.

You can also shape objects by stretching, scaling, rotating, and skewing their nodes. For example, you can scale the corner nodes of a curve object to enlarge the curve object proportionally. Stretching, on the other hand, elongates a curve object so that its shape is distorted. Rotating all or parts of a curve object allows you to move the object in a counterclockwise or clockwise direction. You can also skew nodes to shape a curve object.

CorelDRAW also lets you shape objects by changing the shape of their segments. You can make a curve segment straight or a straight segment curved. You can also change the direction of a segment by reversing the position of its start and end nodes. The effect is transparent only when the ends of a segment are different.

`{button ,AL('AWorking with curve objects;',0,"Defaultoverview",)} How to`

## To convert objects to curve objects

1 Select the object.

2 Click **Arrange ▸ Convert to curves**.

### ▸ Note

- You can convert artistic text to curves so that you can shape individual characters.

### ▸ Tips

- You can also convert an object to a curve object by selecting the object and clicking the **Convert to curves button** on the property bar.

{button ,AL('AWorking with curve objects;',0,"Defaultoverview",)} Related topics

## To select a node

- 1 Open the Shape edit flyout, and click the Shape tool.
- 2 Select a curve object.
- 3 Click a node.

### You can also

Select multiple nodes

Hold down **SHIFT**, and click each node.

Select all nodes

Click **Edit ▶ Select all ▶ Nodes**.

Deselect a node

Hold down **SHIFT**, and click a selected node.

Deselect multiple nodes

Hold down **SHIFT**, and click each selected node.

Deselect all nodes

Click a blank space in the drawing window.

### ▶ **Tip**

- You can select the first node in a curve object by pressing **HOME**, or the last node by pressing **END**.

{button ,AL('AWorking with curve objects;',0,"Defaultoverview",)} Related topics

## To add or remove a node

### To

Add a node

Delete a node

### Do the following

Open the **Shape edit** flyout, click the **Shape** tool, select a curve object, and double-click where you want to add a node.

Open the **Shape** edit flyout, click the **Shape** tool, select a curve object, and double-click a node.

{button ,AL('AWorking with curve objects;',0,"Defaultoverview",)} **Related topics**

### To join the end nodes of a single subpath

- 1 Open the [Shape edit flyout](#), and click the [Shape tool](#).
- 2 Click the [Auto-close curve button](#) on the property bar.

{button ,AL('AWorking with curve objects;',0,"Defaultoverview",)} [Related topics](#)

## To join the nodes of multiple subpaths

- 1 Open the [Shape edit flyout](#), and click the [Shape tool](#).
- 2 Hold down **SHIFT**, and click a node from each subpath.
- 3 Click the [Extend curve to close button](#) on the property bar.

### ► Note

- The [suppaths](#) must be combined. For information about combining objects, see "[Grouping and combining objects](#)."

{button ,AL('AWorking with curve objects;',0,"Defaultoverview",)} [Related topics](#)

## To make a curve cusp, smooth, or symmetrical

1 Open the [Shape edit flyout](#), and click the [Shape tool](#).

2 Click a node.

3 On the property bar, click one of the following buttons:

- [Make node a cusp](#)
- [Make node smooth](#)
- [Make node symmetrical](#)

### ► Tip

- You can also change an existing node from one type to another using shortcut keys. To change a smooth node to a cusp node or a cusp node to a smooth node, click the node using the **Shape** tool and press **C**. To change a symmetrical node to a smooth node or a smooth node to a symmetrical node, click the node using the **Shape** tool and press **S**.

{button ,AL('AWorking with curve objects;',0,"Defaultoverview",)} [Related topics](#)

## To align nodes

- 1 Open the [Shape edit flyout](#), and click the [Shape tool](#).
- 2 Select a curve object.
- 3 Hold down **SHIFT**, and select the nodes you want to align.
- 4 Click the [Align nodes button](#) on the property bar.

{button ,AL('AWorking with curve objects;',0,"Defaultoverview",)} [Related topics](#)



## To stretch, scale, rotate, or skew nodes

- 1 Open the [Shape edit flyout](#), and click the [Shape tool](#).
- 2 Select a curve object.
- 3 Select the nodes along the curve you want to transform.
- 4 On the property bar, click one of the following buttons:
  - [Stretch and scale nodes](#)
  - [Rotate and skew nodes](#)
- 5 Drag a set of handles to transform the nodes.

{button ,AL('AWorking with curve objects;',0,"Defaultoverview",)} [Related topics](#)

## To manipulate a curve object's segments

- 1 Open the [Shape edit flyout](#), and click the [Shape tool](#).
- 2 Select a curve object.
- 3 Drag a segment until it's the shape you want.

### You can also

Straighten a curve segment

Click a curve segment, and click the [Convert curve to line button](#) on the property bar.

Curve a straight segment

Click a straight segment, and click the [Convert line to curve button](#) on the property bar.

Change the direction of the curve

Click a segment, and click the [Reverse curve direction button](#) on the property bar.

{button ,AL('AWorking with curve objects;',0,"Defaultoverview",)} [Related topics](#)

## Splitting and erasing portions of objects

You can split a bitmapped image or vector object in two and reshape it by redrawing its path. You can split a closed object along a straight or jagged line. CorelDRAW lets you choose between splitting an object into two objects, or leaving it as one object composed of two or more subpaths. You can specify whether you want to close paths automatically or keep them open.

CorelDRAW lets you erase unwanted portions of bitmapped images and vector objects. Erasing automatically closes any affected paths and converts the object to curves. If you erase connecting lines, CorelDRAW creates subpaths rather than individual objects.

{button ,AL('ASplitting and erasing portions of objects;',0,"Defaultoverview"),} How to

## To split an object

- 1 Open the [Shape edit flyout](#), and click the **Knife tool**.
- 2 Position the **Knife** tool over the object's outline where you want to start cutting.  
The **Knife** tool snaps upright when positioned properly.
- 3 Click the outline to start cutting.
- 4 Position the **Knife** tool where you want to stop cutting, and click again.

### You can also

Split an object along a freehand line

Drag from where you want the cut to start to where you want it to end.

Split an object along a [bezier line](#)

Hold down **SHIFT**, click where you want to start cutting an object, and click each time you want to change the direction of the line. If you want to constrain the line by 15-degree increments, hold down **CTRL + SHIFT**.

Redraw a path along a freehand line

Split the object along a freehand line, but before you click where you want the cut to end, press **TAB** once or twice to choose the cut you want.

Redraw a path along a bezier line

Split the object along a bezier line, and press **TAB** until you get the path you want.

Split an object into two subpaths

Click the [Leave as one object button](#) on the property bar.

### ► Notes

- By default, objects are split into two objects and paths are automatically closed.
- When you use the **Knife** tool on a selected object, the object becomes a [curve object](#).

### ► Tip

- You can leave new paths open so that they don't automatically close after splitting by disabling the [Auto-close on cut button](#) on the property bar.

{button ,AL('ASplitting and erasing portions of objects';0,"Defaultoverview"),}} [Related topics](#)

## To break a path

### To

Break a path

Extract a path from an object

### Do the following

Open the **Shape edit** flyout, click the **Shape** tool, [pgx\\_shape\\_tool](#) right-click a path, and click **Break apart**.

Open the **Shape edit** flyout click the **Shape** tool, select a segment, node, or group of nodes that represents the portion of the path you want to extract, and click the **Extract subpath** button on the property bar.

{button ,AL("ASplitting and erasing portions of objects";',0,"Defaultoverview",)} [Related topics](#)

## To erase portions of an object

- 1 Select an object.
- 2 Open the [Shape edit flyout](#), and click the **Eraser tool**.
- 3 Drag over the object.

### You can also

Change the size of the eraser nib

Type a value in the **Eraser thickness** box on the property bar, and press **ENTER**.

Change the shape of the eraser nib

Click the [Circle/square button](#) on the property bar.

Maintain the nodes of the area being erased

Disable the [Auto-reduce on erase button](#) on the property bar.

### ► **Note**

- When you erase portions of objects, any affected [paths](#) are closed.

### ► **Tips**

- You can erase in straight lines by clicking where you want to start erasing, and then clicking where you want to finish erasing. Hold down **CTRL** if you want to constrain the line's angle.
- You can also erase an area of a selected object by double-clicking the area with the **Eraser tool**.

{button ,AL('ASplitting and erasing portions of objects';,0,"Defaultoverview",,)} [Related topics](#)

## Welding, trimming, and intersecting objects

You can create irregular and unusual shapes by welding, trimming, and intersecting objects. You can weld, trim, or intersect almost any object, including clones, objects on different layers, and single objects with intersecting lines. However, you cannot weld, trim, or intersect paragraph text, dimension lines, bitmapped images, or masters of clones.

When you weld, trim, or intersect objects, you work with source objects and target objects. For example, if you want to create a star-shaped cutout on a square object, the star is the source object because you are using it to trim the square. The square is the target object because it's the object you want to trim.

You can weld objects to create one object with a single outline. This new object uses the welded objects' perimeter as its outline, and all intersecting lines disappear.

You can weld objects regardless of whether they overlap each other. If you weld objects that do not overlap, they form a weld group that acts as a single object. In both cases, the welded object takes on the fill and outline attributes of the target object.

You can weld single objects with intersecting lines so that the object breaks into several subpaths, but its appearance remains the same.

Trimming creates irregularly shaped objects by removing object areas that overlap. The target object retains its fill and outline attributes. For example, if you trim a rectangle that is overlapped by a circle, the area of the rectangle that was covered by the circle is removed creating an irregular shape.

Before you trim objects, you must decide which object you want to trim and which objects you want to use to trim it. The objects you use to trim must overlap or be overlapped by the target object.

Intersecting creates an object from the area where two or more objects overlap. The shape of this new object can be simple or complex, depending on the shapes you intersect. The new object's fill and outline attributes depend on the object you define as the target object.

**{button ,AL('AWelding trimming and intersecting objects;',0,"Defaultoverview",,)} How to**

## To weld an object

1 Select the source object or objects.

2 Click **Arrange ▸ Shaping**

▸ **Weld**.

3 In the **Shaping** Docker window, enable one of the following check boxes:

- **Source object(s)** ▸ lets you keep a copy of the selected objects after welding
- **Target object(s)** ▸ lets you keep a copy of the target object after welding

5 Click **Weld to**.

6 Click the target object.

▸ **Tip**

- You can also weld objects by marquee-selecting the source and target objects and clicking the **Weld button** on the property bar.

{button ,AL('AWelding trimming and intersecting objects';,0,"Defaultoverview",,)} Related topics



## To trim an object

1 Select the source objects.

2 Click **Arrange ▸ Shaping**

▸ **Trim**.

3 In the **Shaping** Docker window, enable one of the following check boxes:

- **Source object(s)** ▸ lets you keep a copy of the object you're using to trim
- **Target object(s)** ▸ lets you keep a copy of the object you're trimming

4 Click **Trim**.

5 Click the target object.

▸ **Note**

- If you marquee select the objects, CorelDRAW trims the bottommost selected object. If you select multiple objects individually, the last object selected is trimmed.

▸ **Tip**

- You can also trim objects by marquee-selecting the source and target objects and clicking the **Trim button** on the property bar.

{button ,AL('AWelding trimming and intersecting objects;',0,"Defaultoverview",,)} [Related topics](#)

## To trim multiple objects using multiple objects

- 1 Marquee select the source objects.
- 2 Click **Arrange ▶ Shaping**
- ▶ **Trim**.
- 3 Hold down **SHIFT**, and click each target object.

{button ,AL('AWelding trimming and intersecting objects;',0,"Defaultoverview",,)} [Related topics](#)

## To intersect objects

1 Select the source object or objects.

2 Click **Arrange ▸ Shaping**

▸ **Intersect.**

3 In the **Shaping** Docker window, enable one of the following check boxes:

- **Source object(s)**▸ lets you keep a copy of all selected objects
- **Target object(s)**▸ lets you keep a copy of the target object

4 Click **Intersect with.**

5 Click the target object.

{button ,AL('AWelding trimming and intersecting objects;',0,"Defaultoverview",,)} [Related topics](#)

## To intersect multiple objects

1 Marquee select the source object or objects.

2 Click **Arrange ▸ Shaping**

▸ **Intersect.**

3 In the **Shaping** Docker window, click **Intersect with.**

4 Hold down **SHIFT**, and click each target object.

▸ **Tip**

- You can also intersect objects by marquee-selecting the source and target objects and clicking the **Intersect button** on the property bar.

{button ,AL('AWelding trimming and intersecting objects';0,"Defaultoverview"),} **Related topics**

## Creating PowerClip objects

CorelDRAW lets you place vector objects and bitmapped images, such as photos, inside other objects, or containers. A container can be any object, for example artistic text or a rectangle. When you place an object into a container that is larger than the container, the object, called the content, is cropped to fit the form of the container. This creates a PowerClip object.

You can create more complex PowerClip objects by placing one PowerClip object inside another PowerClip object to produce a nested PowerClip object. You can also copy the contents of one PowerClip object to another PowerClip object.

After you create a PowerClip object you can modify the content and the container. For example, you can lock the content, so that when you move the container, the content moves with it. CorelDRAW also lets you extract the content from a PowerClip object, so that you can delete the content or modify it without affecting the container.

{button ,AL('ACreating PowerClip objects;',0,"Defaultoverview",)} How to

## To create a PowerClip object

1 Select an object.

2 Click **Effects ▶ PowerClip**

▶ **Place inside container.**

3 Click the object you want to use as the container.

If you want to create a nested PowerClip object, drag the PowerClip object inside a container.

▶ **Tip**

- You can also create a PowerClip object by holding down the right mouse button and dragging an object onto a container, releasing the mouse button, and clicking **PowerClip inside**.

{button ,AL('ACreating PowerClip objects';,0,"Defaultoverview",)} [Related topics](#)

## To copy the content of a PowerClip object

- 1 Select an object.
- 2 Click **Effects ► Copy effect**  
**► PowerClip from.**
- 3 Click a PowerClip object.

{button ,AL('ACreating PowerClip objects;',0,"Defaultoverview",)} [Related topics](#)

## To edit the content of a PowerClip object

1 Select a PowerClip object.

2 Click **Effects ▶ PowerClip**

▶ **Edit contents.**

3 Edit the contents of the PowerClip object.

4 Click **Effects ▶ PowerClip**

▶ **Finish editing this level.**

▶ **Note**

- While you edit, the container displays in Wireframe mode and cannot be selected.

{button ,AL('ACreating PowerClip objects;',0,"Defaultoverview",)} [Related topics](#)



## To lock or unlock the content of a PowerClip object

- Right-click a [PowerClip object](#), and click **Lock contents to PowerClip**.

### ► Note

- If you move the container while the content is unlocked, the content remains stationary and is not visible until you move the container over it.

{button ,AL("ACreating PowerClip objects;",0,"Defaultoverview",)} [Related topics](#)

## To extract the content of a PowerClip object

1 Select a PowerClip object.

2 Click **Effects ▶ PowerClip**

▶ **Extract contents.**

▶ **Note**

- You must extract the contents of each level in a nested PowerClip separately.

{button ,AL('ACreating PowerClip objects;',0,"Defaultoverview",)} Related topics

## Reference: Shaping objects

Objects created in CorelDRAW follow a path that gives them their defining shape. When this path is broken or cut, subpaths remain.

### Paths and subpaths

Paths outline an object's shape and are often visible as one or more line or curve segments. You can disconnect line segments from one another to create subpaths. Even though they are not connected, subpaths are still part of the defining path of the original object; however, you can extract a subpath to create two separate objects: the extracted object and the object it was extracted from.

Subpaths are the basic curves and shapes from which a single curve object is constructed. For example, a single curve object with subpaths is often created when text is converted to curves. The letter "O," for instance, is composed of two ellipses. The ellipses are subpaths that compose the single curve object, "O". One of the basic reasons for creating an object with subpaths is that you can produce objects with holes in them. In the preceding example, you can see objects underneath the center of the letter "O".

{button ,AL(' AReference Shaping objects;',0,"Defaultoverview",)} [How to](#)

## Working with styles and templates

CorelDRAW has three types of styles you can create and apply in drawings: graphic, text, and color. After you create a style, you can edit it and apply it to any number of graphic and text objects. When you edit a style, all the objects using that style are automatically updated, letting you make design changes to a drawing in one step.

A template is a set of styles and page layout settings that determine the appearance of a drawing. Templates are useful if you frequently use the same page outline. For example, if you regularly put together a newsletter, you can save the newsletter's page layout settings and styles to a template.

In this section, you'll learn about

- [creating, applying, and editing graphic or text styles](#)
- [customizing the Graphic and text styles Docker window](#)
- [creating and applying color styles](#)
- [editing and sorting color styles](#)
- [moving and copying color styles](#)
- [working with templates](#)

## Creating, applying, and editing graphic or text styles

A style is a set of formatting attributes. When you apply a style to an object, all the attributes of the style are applied to that object in one step. Styles can save you considerable time if you must apply the same formatting to several objects.

There are graphic styles and text styles. A graphic style consists of fill and outline settings that you can apply to graphic objects such as rectangles, ellipses, and curves. For example, if you have a group of objects in a drawing that use one graphic style, you can simultaneously change their fill by editing the graphic style. For more information on applying fills see ["Filling objects."](#) For more information about changing the appearance of outlines, see ["Formatting lines and outlines."](#)

A text style is a set of text settings such as font type and size. Text styles also include fill and outline attributes. For example, you can create a style that applies a texture fill to 72 point AvantGarde font. There are two types of text styles: [artistic](#) and [paragraph](#). You can also change the properties of default artistic and paragraph text. For example, you can change the properties of default artistic text, so that every artistic text object you create has the same formatting. For information about default text, see ["Changing the appearance of text."](#)

You can create a graphic or text style from scratch or from the properties of an existing object, at which time the style is saved. When you apply a style to an object, CorelDRAW overrides the existing text or graphic properties with the properties of the current style. To use the style in another drawing, you can copy the style to the new drawing or save the style in a template. For more information about templates, see ["Working with templates."](#) If you copy or import a style with the same name as an existing style, CorelDRAW renames the style by adding a number to the style name. At any point, you can rename a style. You can also change the properties of an object back to its previous style if you made a mistake or decide that the previous style was better suited to that object.

After you create a style, you can edit its properties and find any object using a given style. For example, you can find all objects that use the default graphic style. Finding objects assigned a specific style makes editing that style even more efficient.

**{button ,AL('ACreating applying and editing graphic or text styles';0,"Defaultoverview"),} [How to](#)**

## To create a graphic or text style

- 1 Click **Tools ▶ Graphic and text styles**.
- 2 In the **Graphics and text styles** Docker window, click the [flyout button](#).
- 3 Click **New**, and click one of the following style types:
  - **Graphic style**
  - **Artistic text style**
  - **Paragraph text style**
- 4 Choose a new style from the list.
- 5 Click the flyout button and click **Properties**.
- 6 Click **Edit** beside a property.
- 7 Modify any text, fill, or outline properties.

### You can also

Apply a style to an object

Select an object, and double-click a style.

Delete a style

Choose a style, click the flyout button, and click **Delete**.

Rename a style

Right-click a style, click **Rename**, type a new name, and press **ENTER**.

Revert to an object's style

Right-click an object using the **Pick** tool, and click **Styles ▶ Revert to style**.

### ▶ **Note**

- When you create a style from an existing object, CoreIDRAW does not automatically apply the style to the object. If you want the object to use the style, you must apply the style.

### ▶ **Tips**

- You can create a graphic or text style from an selected object by right-clicking the object, clicking **Styles ▶ Save style properties**, typing a name in the **Name** box, and enabling the **Text**, **Fill**, or **Outline** check boxes.
- You can copy object properties by choosing the style, and then using the **Copy properties from** command from the **Graphic and text styles** Docker window menu.

{button ,AL('ACreating applying and editing graphic or text styles';0,"Defaultoverview"),} [Related topics](#)

## To find objects assigned a specific graphic or text style

- 1 Click **Tools ► Graphic and text styles**.
- 2 Choose a style from the list in the **Graphic and text styles** Docker window.
- 3 Click the flyout button, and click **Find**.

{button ,AL('ACreating applying and editing graphic or text styles;',0,"Defaultoverview",)} Related topics

## Customizing the Graphic and text styles Docker window

You can specify what types of styles—graphic, artistic text, or paragraph text—are displayed in the **Graphic and text styles** Docker window. You can also specify that only the styles available to selected objects will display. For example, when you select artistic text, only artistic text styles appear in the **Graphic and text styles** Docker window.

If you are using several styles to format a drawing, displaying only the styles applicable to the selected object makes it easier to find the style you want. As you move your cursor over graphic objects and text objects, CorelDRAW automatically refreshes the Docker window and displays only the relevant styles.

{button ,AL('ACustomizing the Graphic and text styles Docker window;',0,"Defaultoverview",)} How to



## To specify which styles display in the Graphics and text styles Docker window

- 1 Click **Tools ► Graphic and text styles**.
- 2 Click the flyout button, in the Graphic and text styles Docker window.
- 3 Click **Show** and click any of the following options:
  - **Graphic styles** to display graphic styles
  - **Artistic text styles** to display artistic text styles
  - **Paragraph text styles** to display paragraph text styles
  - **Auto-view** to display only those styles available to a selected object

{button ,AL('ACustomizing the Graphic and text styles Docker window;',0,"Defaultoverview"),} Related topics

## Creating and applying color styles

A color style is a color you save and apply to objects in a drawing. Since an infinite number of colors are available in CorelDRAW, color styles can make it easier to apply the exact color you want. One powerful feature of color styles is that you can create a shade or series of shades based on a color style. The original color style is referred to as the "parent" color, and the shades are referred to as "child" colors. For most of the available color models and palettes, child colors share the same hue as the parent color but have different saturation and brightness levels. With the Pantone Matching System, Pantone Hexachrome, and Custom spot color palettes, child and parents are linked to one another but have different tint levels.

When you create a color style, the new style is saved to the active drawing. You can also apply the same style to another drawing. After you create a color style, you can apply it to objects in the drawing. You can also delete color styles if you no longer require them.

CorelDRAW also has an Auto-create feature for creating color styles from selected objects. For example, you can import a drawing and Auto-create color styles from an object in the drawing. When you create color styles from an object, the color style is automatically applied to that object so that if you decide to change a color style, the object's related color will also be updated. When you use the Auto-create feature, you can choose to create few or many parent color styles. After you have converted all colors to color styles, you can, for example, use one parent color to control all red objects, or many parents, one for each shade of red in the drawing.

You can create styles and link colors together in a "parent-child" relationship. You can easily create parent and child colors from colors in a drawing using the Auto-create Color Styles feature. You can choose to create a number of unrelated color styles, or you can group related colors together in a parent-child relationship. You can create child colors based on a color style by selecting the style and adjusting the saturation, brightness, or tint of the child color. You can create child colors one at a time or you can create multiple child colors automatically.

When creating child colors, colors added from a color-matching system are converted to the parent color's color model so that they can be grouped into appropriate parent-child groups automatically.

**{button ,AL('ACreating and applying color styles;',0,"Defaulttooverview",)} How to**

## To create a color style

- 1 Click **Tools ▶ Color styles**.
- 2 In the **Color styles** Docker window, click the **New color style** button.
- 3 Select a color from the **New color style** dialog box.

### You can also

Apply a color style

Select an object, and double-click the name of the style you want to apply in the **Color styles** Docker window.

Delete a color style

Right-click the color style in the **Color styles** Docker window, and click **Delete**.

### ▶ **Tips**

- You can also create a color style from an object or the [color palette](#) by dragging a color to the **Color styles** Docker window.
- You can also apply a color style to an object by dragging a color from the **Color styles** Docker window.

{button ,AL('ACreating and applying color styles;',0,"Defaultoverview",)} [Related topics](#)

## To create a child color

- 1 Click **Tools ▶ Color styles**.
- 2 In the **Color styles** Docker window, choose the color style to which you want to link a child color.
- 3 Click the **New child color(s)** button.
- 4 In the **Create a new child color** dialog box, specify the settings you want.
- 5 Type a name in the **Color name** box.

### ▶ Tip

- You can also create a child color by typing values in the **Saturation** and **Brightness** boxes.

{button ,AL('ACreating and applying color styles';0,"Defaultoverview",)} [Related topics](#)

## To create a series of child colors

- 1 Click **Tools ▶ Color styles**.
  - 2 In the Color styles Docker window, choose the color style to which you want to link a [child color](#).
  - 3 Click the **New child color(s)** button.
  - 4 In the **Number of shades** area, type a value in the **Create** box.
  - 5 Enable one of the following options:
    - **Lighter shades** ▶ creates child colors that are lighter than the parent
    - **Darker shades** ▶ creates child colors that are darker than the parent
    - **Light and darker shades** ▶ creates an equal number of light and dark child colors
  - 6 Adjust the **Shade similarity** slider.

Move the slider to the left to create very different shades; move the slider to the right to create very similar shades.
- ▶ **Tip**
- You can also create a series of child colors by right-clicking a color style and clicking **Create a child color**.

{button ,AL('ACreating and applying color styles','0,"Defaultoverview",,)} [Related topics](#)

## To create parent and child colors from an object

- 1 Click **Tools ▶ Color styles**.
  - 2 Select an object or a group of objects.
  - 3 In the **Color styles** Docker window, click the **Auto create color styles** button.
  - 4 Enable any of the following check boxes:
    - **Use fill colors**
    - **Use outline colors**
  - 5 Enable the **Automatically link similar colors together** check box to link similar colors together under their appropriate parent colors.
  - 6 Click the **Convert child palette colors to CMYK** check box.

If you want to convert colors added from a color-matching system to CMYK so that they can be grouped under an appropriate parent color, enable this check box. If you want these colors to represent separate color styles, disable the check box.
- ▶ **Tip**
- If you enable the **Automatically link similar colors** check box, move the **Parent creation index** slider to determine the number of parent colors created. To test different slider values, click **Preview**.

{button ,AL('ACreating and applying color styles;',0,"Defaultoverview",,)} **Related topics**

## Editing and sorting color styles

You can edit both parent and child colors in CorelDRAW. When you change the hue of a parent color, all of its child colors are updated, based on the new hue and the original saturation and brightness values. For color styles using the Pantone Matching System, Pantone Hexachrome, and Custom spot color palettes, if you change the color of a parent, all child colors are updated, based on the new color and the original tint.

If you want to change the color of the object later, you can edit the parent color, and CorelDRAW will automatically adjust the child colors. For example, if you change a parent color from red to yellow, CorelDRAW converts the child colors of the red parent to shades of yellow.

Sorting color styles allows you to locate a style in less time. Instead of having color styles appearing randomly in a list, you can sort color styles alphabetically by name, or you can have all parent colors with child colors listed first.

**{button ,AL('AEditing and sorting color styles;',0,"Defaultoverview",)} How to**

## To edit a parent or child color

- 1 Click **Tools ▶ Color styles**
- 2 In the **Color styles** Docker window, choose the parent or child color you want to edit.
- 3 Click the **Edit color style** button.
- 4 Select a color from either of the following dialog boxes:

- **Edit color style** for parent colors
- **Edit child color** for child colors

### You can also

Rename a color style

Right-click a color style, click **Rename**, type a new name for the color, and press **ENTER**.

Sort colors by name

Click **Tools ▶ Color styles**, right-click the folder whose color styles you want to sort, and click **Sort ▶ By names**.

Sort by links

Click **Tools ▶ Color styles**, right-click the folder whose color styles you want to sort, and click **Sort ▶ By color styles with children**.

### ▶ Tips

- You can also edit a parent or child color by right-clicking the color and clicking **Edit color**.
- You can also rename a color style by double-clicking the color style, typing the new name, and pressing **ENTER**.

{button ,AL('AEditing and sorting color styles;',0,"Defaultoverview",,)} Related topics



## Moving and copying color styles

You can move a child color from one parent to another. The child color will change color based on the new hue and the original saturation, brightness, or tint levels. You can also copy color styles from one drawing to another.

{button ,AL('AMoving and copying color styles;',0,"Defaultoverview",,)} How to

## To move a child color

- 1 Click **Tools ► Color styles**
- 2 In the **Color styles** Docker window, drag the child color under another parent color using the **Pick tool**.

## To copy a color style from one drawing to another

- 1 Open the drawing with the color style you want to copy.
- 2 Open the drawing to which you want to copy the style.
- 3 Click **Tools ► Color styles**.
- 4 In the **Color styles** Docker window, drag the color style to another drawing folder.

{button ,AL('AMoving and copying color styles;',0,"Defaultoverview",)} [Related topics](#)

## Working with templates

A template is a set of styles and page layout settings that govern the layout and appearance of a drawing. You can use the default template (**CorelDRAW.cdt**) or choose one from a wide variety of preset templates available on the CorelDRAW CD. If none of the preset templates that CorelDRAW provides meet your requirements, you can create a template based on styles you create or styles taken from other templates. For example, if you regularly put together a newsletter, you can save the newsletter's page layout settings and styles to a template.

You can also create a template from any drawing you create in CorelDRAW. You can even save graphics or text objects with the template. When you save objects with a template, you can choose to include these objects when you create a new drawing using the template. As with the preceding example, you can save a newsletter's banner with the template.

When you create a new drawing using a template, CorelDRAW formats the page using the page layout settings and loads the styles saved with the template. For information on starting a drawing from a template, see "[Starting and opening drawings.](#)"

You can edit a template by making changes to the styles, page layout settings, or objects. For example, if you like a template but want to make it more versatile, you can add styles that you've created or that you've taken from another template. For information on setting page layout options, see "[Getting started.](#)"

You can load a different template after you have started a drawing with a template. When you load a template, you can choose to load just the styles or to load styles, page layout settings, and objects.

If you want, you can save templates to the Template folder on your hard disk.

{button ,AL('AWorking with templates;',0,"Defaultoverview",,)} [How to](#)

## To create a template

- 1 Click **Tools ▶ Graphic and text styles**.
  - 2 In the Graphics and text styles Docker window, choose any of the following actions:
    - Create text and graphics, and use them to create the styles you want.
    - Use the Clipboard to add objects with the styles you want to save in the new template.
    - Load an existing template with the styles you want, and apply them to objects on the page.
  - 3 Click the flyout button, and click **Template ▶ Save as**.
  - 4 Choose the drive and folder where you want to save the template.
  - 5 Type a name in the **File name** box.
- If, in addition to saving styles, you also want to save page settings and objects, enable the **With contents** check box.
- 6 Click **Save**.
- ▶ **Note**
- You can also save a template by clicking **File ▶ Save as**, and saving the file in the CorelDRAW Templates folder as a CorelDRAW Template (.cdt) file. For more information, see "[Saving drawings](#)."

{button ,AL('AWorking with templates;',0,"Defaultoverview",,)} [Related topics](#)

## To edit a template

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the template is stored.
- 3 Choose **CorelDRAW Template (cdt)** from the **Files of type** list box.
- 4 Double-click a template filename.
- 5 In the **Open** dialog box, enable the **Open for editing** check box.

### ► Tip

- To preview the contents of a template, enable the **Open with contents** check box.

{button ,AL('AWorking with templates;',0,"Defaultoverview",)} [Related topics](#)

## To load a template

- 1 Click **File ▶ Open**.
- 2 Choose the drive and folder where the template is stored.
- 3 Choose **CorelDRAW template (cdt)** from the **Files of type** list box.
- 4 Double-click a template filename.
- 5 Enable the **New from template** check box in the **Open template** dialog box.

If, in addition to loading the template's styles, you also want to load page settings and objects, enable the **With contents** check box.

### ▶ Tip

- To preview the contents of a template, enable the **With contents** check box.

{button ,AL('AWorking with templates;',0,"Defaultoverview",,)} [Related topics](#)

## To load styles from another template

- 1 Click **Tools ► Graphic and text styles**.
- 2 In the **Graphic and text styles** Docker window, click the [flyout button](#) and click **Template ► Load**.
- 3 Choose the drive and folder where the template is stored.
- 4 Click a template whose styles you want to load.
- 5 Click **Open**.

### ► Note

- When you use the **Load** command, only the styles are loaded. CorelDRAW does not use the template's page layout settings and does not add objects saved with the template to the page.

{button ,AL('AWorking with templates;',0,"Defaultoverview",,)} [Related topics](#)



# Working with text

CorelDRAW lets you use text to create or enhance drawings.

In this section, you'll learn about

- [adding and selecting text](#)
- [finding, editing, and converting text](#)
- [moving text](#)
- [changing the appearance of text](#)
- [formatting paragraph text](#)
- [shifting, rotating, and spacing text](#)
- [aligning text](#)
- [combining and linking paragraph text frames](#)
- [embedding graphics and adding symbols](#)
- [displaying nonprinting characters](#)
- [assigning different languages to text](#)
- [using Spell check and Grammatik](#)
- [specifying Quick Correct settings](#)
- [using the Thesaurus](#)
- [customizing the Writing tools](#)
- [using checking styles](#)
- [using rule classes](#)
- [analyzing a drawing](#)
- [customizing look up options](#)
- [using User word lists](#)
- [working with languages](#)

## Adding and selecting text

There are two types of text you can add to drawings: artistic text and paragraph text. Artistic text can be used to add short lines of text to which you can apply a large range of effects, such as drop shadows. Paragraph text can be used for larger bodies of text that have greater formatting requirements.

You can add text directly in the drawing window; however, you must create a text frame for each paragraph text object that you want to add.

A text frame can be fixed-sized or automatically sized. A fixed-sized text frame displays a limited amount of paragraph text. Any text that continues past the bottom right border of the text frame is hidden until you enlarge the text frame. An automatically sized text frame adjusts as you type to display all of the text.

Inserting paragraph text frames in graphic objects lets you use objects as containers for text so that you can change the shape of the text frames. You can also separate a text frame from a container object. When you do, the text frame retains the object's shape.

To modify text, you must first select it. You can select entire text objects, specific characters, or single characters. The tool that you use to select text depends on whether you want to affect an entire text object (for example, a paragraph text frame) or only a portion of the text.

{button ,AL('AAdding and selecting text;',0,"Defaultoverview",)} How to

### To add artistic text

- Click anywhere in the drawing window using the Text tool and type.

{button ,AL('AAdding and selecting text;',0,"Defaultoverview",)} Related topics

## To add paragraph text

### To

Add paragraph text

Add paragraph text in an object

Separate a paragraph text frame from an object

### Do the following

Click the **Text** tool. Drag in the drawing window to size the paragraph text frame, and type.

Click the **Text** tool. Move the cursor over the object's outline, and click the object when the cursor changes to an Insert in object cursor. Type inside the frame.

Select the object using the **Pick** tool, and click **Arrange ► Break paragraph text inside a path apart**. Click a blank space in the drawing window and drag either the text frame or the object to a new location.

### ► Tip

- You can adjust the size of a paragraph text frame by clicking the text frame using the Pick tool, and dragging any selection handle.

{button ,AL('AAdding and selecting text;',0,"Defaultoverview",)} Related topics

## To add paragraph text in an automatically sized frame

- 1 Click **Tools ▶ Options**.
- 2 Double-click **Text** and click **Paragraph** in the list of categories.
- 3 Enable the **Expand and shrink paragraph text frames to fit text** check box.

{button ,AL('AAdding and selecting text;',0,"Defaultoverview",)} [Related topics](#)

## To select text

### To select

An entire text object

Specific characters

### ► Tip

- You can select multiple text objects by holding down **SHIFT** and clicking each text object.

### Do the following

Click the text object using the **Pick tool**.

Drag across the text using the **Text tool**.

{button ,AL('AAdding and selecting text;',0,"Defaultoverview",)} [Related topics](#)

## Finding, editing, and converting text

You can find text in a drawing and replace it without having to retype the text. This is especially useful when a drawing consists of a lot of text. You can also retype selected text directly in the [drawing window](#).

CorelDRAW lets you convert [artistic text](#) to [paragraph text](#) if you decide you require more formatting options, and paragraph text to artistic text if you'd like to apply special effects. You can also convert artistic text to curves so that you can modify the shape of characters and preserve their appearance when you open a drawing on another computer.

Converting text to curves transforms characters to single line and curve objects, letting you add, delete, or move the [nodes](#) of a character to alter its shape. By converting artistic text to curves, you can change the shape of individual characters. For more information, see "[Working with curve objects](#)."

{button ,AL('AFinding editing and converting text;',0,"Defaultoverview",)} [How to](#)

## To find text

- 1 Click **Edit** ► **Find and replace** ► **Find text**.
- 2 Type the text you want to find in the **Find what** box.  
If you want to find the exact case of the text you specified, enable the **Match case** check box.
- 3 Click **Find next**.

{button ,AL("AFinding editing and converting text";0,"Defaultoverview",)} [Related topics](#)



## To find and replace text

- 1 Click **Edit** ► **Find and replace**
  - **Replace text.**
  - 2 Type the text you want to find in the **Find what** box.  
If you want to find the exact case of the text specified, enable the **Match case** check box.
  - 3 Type the replacement text in the **Replace with** box.
  - 4 Click **Replace**.
- {button ,AL('AFinding editing and converting text;',0,"Defaultoverview",)} [Related topics](#)

## To edit text

- 1 Select the text.
- 2 Click **Text ▶ Edit text**.
- 3 Retype the text.

### You can also

Edit text in the drawing window

Select the text using the Text tool, and retype the text.

### ▶ Note

- You can edit artistic text only if it hasn't been converted to curves.

{button ,AL(^AFinding editing and converting text;',0,"Defaultoverview",,)} Related topics

## To convert text

### To convert

Paragraph text to artistic text

Artistic text to paragraph text

### Do the following

Select the text using the **Pick tool**, and click **Text ► Convert to artistic text**.

Select the text using the **Pick tool**, and click **Text ► Convert to paragraph text**.

### ► Note

- You cannot convert paragraph text to artistic text when the paragraph text is linked to another frame, has special effects applied to it, or overflows its frame.

### ► Tip

- You can also convert selected artistic text to curves by right-clicking the text, and clicking **Convert to curves**.

{button ,AL('AFinding editing and converting text;',0,"Defaultoverview",)} [Related topics](#)

## Moving text

CorelDRAW lets you move paragraph text between frames, artistic text between artistic text objects, and both types of text between paragraph text and artistic text.

{button ,AL('AMoving text;',0,"Defaultoverview",)} How to

### To move text

- Drag the text using the Pick tool.

{button ,AL('AMoving text;',0,"Defaultoverview",)} Related topics

## Changing the appearance of text

You can enhance artistic text and paragraph text by modifying their character properties. For example, you can change the font type and size or make the text bold or italic. You can also change the default text style, so that every artistic or paragraph text object you create has the same properties, and change the case of text to lowercase or uppercase without deleting or replacing letters. If a drawing includes scientific notation, you can make text subscript or superscript.

You can also add underlines, overscores, and strikethrough lines to text and change the thickness of these lines, as well as the distance between text and a line.

As you add text, you can change its appearance. By default, the unit of measure is points; you can change this setting for the active drawing and all subsequent drawings you create.

Greeking text lets you increase the redraw speed by representing text with lines. You can make text readable again by reducing the greeking value.

`{button ,AL('AChanging the appearance of text';0,"Defaultoverview",)} How to`

## To change font attributes

- 1 Select the text.
- 2 Click **Text** ► **Format text**.
- 3 Click the **Character** tab.
- 4 Specify the font attributes you want.

{button ,AL('AChanging the appearance of text;',0,"Defaultoverview",,)} [Related topics](#)

## To change the default text style

- 1 Click a blank space in the drawing window using the **Pick** tool.
- 2 Click **Text ▶ Format text**.
- 3 Click the **Character** tab.
- 4 Specify the properties you want, and click **OK**.
- 5 Enable any of the following boxes:

- Artistic text
- Paragraph text

### ► Tip

- You can also change the default text style by clicking **Tools ▶ Graphic and text styles**, and dragging a text object over either the Default artistic text, or Default paragraph text style in the **Graphic and text styles** Docker window.

{button ,AL('AChanging the appearance of text;',0,"Defaultoverview",)} Related topics



## To change text case

- 1 Select the text.
- 2 Click **Text ► Change case**.
- 3 Enable one of the following options:
  - **Sentence case** ► capitalizes the initial letter of the first word in each sentence
  - **Lowercase** ► makes all text lowercase
  - **Uppercase** ► makes all text uppercase
  - **Title case** ► capitalizes the initial letter of each word
  - **Toggle case** ► reverses the case; all uppercase letters become lowercase and all lowercase letters become uppercase

{button ,AL('AChanging the appearance of text;',0,"Defaultoverview",,)} [Related topics](#)

## To specify the increment by which to size text

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, click **Text**.
- 3 Type a value in the **Keyboard text increment** box.  
If you want to specify a default unit of measure, choose a unit of measurement from the **Default text units** list box.

{button ,AL('AChanging the appearance of text;',0,"Defaultoverview",,)} [Related topics](#)

## To greek text

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, click **Text**.
- 3 Type a value in the **Greek text below** box.

{button ,AL('AChanging the appearance of text;',0,"Defaultoverview",,)} [Related topics](#)

## Formatting paragraph text

CorelDRAW offers various formatting options for paragraph text. By default, CorelDRAW applies formatting to all selected paragraph text frames; however, you can change your settings so that formatting is applied to all linked frames, selected frames, or all selected and subsequently created frames. For example, if you make the text in one text frame bold, you can choose whether you want all of the linked frames to include bold text or just those you specify. For information on linking paragraph text frames, see "[Combining and linking paragraph text frames](#)."

You can fit text to a paragraph text frame. Fitting text to a frame increases or decreases the point size of text so that it fits the text frame exactly.

You can use columns to lay out text-intensive drawings, such as newsletters, magazines, and newspapers. You can create columns of equal or varying widths and gutters. Adding, editing, or deleting columns lets you maintain the width of the paragraph text frame. You can also edit the columns and gutters proportionately.

Applying drop caps to paragraphs enlarges the initial letter and insets it into the body of text. You can remove the drop cap at any point, without deleting the letter. You can also customize a drop cap by changing its settings. For example, you can change the distance between the drop cap and the body of text, or specify the number of lines of text you want to appear beside the drop cap.

You can use bulleted lists to format nonsequential, parallel pieces of information consistently. You can add bullets that text wraps around. You can also offset a bullet from text to create a hanging indent. After you add bullet, you can remove it without deleting the text. CorelDRAW also lets you customize bullets by changing their size, position, and distance from text. You can also make your own bullets by adding symbols to a symbol set. For more information, see "[Embedding graphics and adding symbols](#)."

You can add tabs to indent paragraph text. You can also remove tabs and change tab alignment. Setting trailing leader tabs automatically creates dots that precede the tab. You can customize a trailing leader tab by changing the leader character and by increasing or decreasing the space between the characters.

Indenting changes the space between a paragraph text frame and the text that it contains. You can indent an entire paragraph, the first line of a paragraph, all but the first line of a paragraph (a hanging indent), or indent from the right side of the frame. You can also remove an indent without deleting or retyping text.

Hyphenating divides words at the end of lines instead of wrapping them to the next line. For example, you can specify the minimum number of letters before and after a hyphen, as well as the distance from the right margin that CorelDRAW starts hyphenating words, which is called the hot zone.

Managing paragraph text frames helps you use them more effectively. CorelDRAW lets you size a paragraph text frame like any other object.

**{button ,AL('AFormatting paragraph text;',0,"Defaultoverview",,)} [How to](#)**

## To choose paragraph text frame formatting options

- 1 Click **Tools ▶ Options**.
  - 2 In the list of categories, double-click **Text**, and click **Paragraph**.
  - 3 Click one of the following options:
    - **To all linked frames** ▶ applies the same text formatting to all connected frames
    - **To selected frames only** ▶ applies the same text formatting only to selected frames
    - **To selected and subsequent frames** ▶ applies the same text formatting only to selected and succeeding linked frames
- ▶ **Note**
- If you want to add color to text, you must apply it to the text in each linked frame or to the text object separately.

{button ,AL('AFormatting paragraph text;',0,"Defaultoverview",)} [Related topics](#)

## To fit text to a paragraph text frame

1 Select a [paragraph text frame](#).

2 Click **Text ► Fit text to frame**.

### ► Note

- If you fit text to linked paragraph text frames, CorelDRAW adjusts the size of text in all of the linked text frames. For more information about linking frames, see "[Combining and linking paragraph text frames](#)."

{button ,AL('AFormatting paragraph text;',0,"Defaultoverview",)} [Related topics](#)

## To add columns to paragraph text frames

- 1 Select a paragraph text frame.
- 2 Click **Text ▶ Format text**.
- 3 Click the **Columns** tab.
- 4 Type a value in the **Number of columns** box.
- 5 Specify the options you want.

### ▶ Tip

- You can also change the size of columns and gutters by dragging a side selection handle using the **Text tool**.

{button ,AL('AFormatting paragraph text;',0,"Defaultoverview",)} Related topics

## To add a drop cap

- 1 Select a paragraph text frame.
- 2 Click **Text ► Format text**.
- 3 Click the **Effects** tab.
- 4 Choose **Drop cap** from the **Effect type** list box.
- 5 Click one of the following:
  - **Dropped** wraps text around the drop cap
  - **Hanging indent** offsets the drop cap from the body of text

### You can also

Specify the number of lines beside a drop cap      Type a value in the **Dropped lines** box.

Specify the distance between the drop cap and the body of text      Type a value in the **Distance from text** box.

{button ,AL('AFormatting paragraph text;',0,"Defaultoverview",)} Related topics



## To add a bullet

- 1 Select the paragraph text.
- 2 Click **Text ► Format text**.
- 3 Click the **Effects** tab.
- 4 Choose **Bullet** from the **Effect type** list box.
- 5 Choose a font from the **Font** list box.
- 6 Choose a symbol from the **Symbol** picker.
- 7 Click one of the following:
  - **Bulleted** wraps text around the bullet
  - **Hanging indent** adds a bullet with a hanging indent. Type a value in the **Position** box to specify the distance the bullet is indented from the paragraph text frame.

### You can also

Change the bullet size

Type a value in the **Size** box.

Raise or lower a bullet

Type a value in the **Baseline shift** box.

Change the amount of space between the bullet and text

Click the **Paragraph** tab and type the same value in the **First line** and **Left** boxes.

### ► **Tip**

- You can also choose a bullet symbol by typing its ASCII number in the **Symbol #** box.

{button ,AL('AFormatting paragraph text;',0,"Defaultoverview",)} [Related topics](#)

## To add a tab

- 1 Select the paragraph text.
- 2 Click **Text ▶ Format text**.
- 3 Click the **Tabs** tab.
- 4 Click **Add tab**.
- 5 Click the new cell in the **Tabs** column, and type a value.

### You can also

Change the alignment of tabs

Double-click the cell in the **Alignment** column, and choose an alignment option from the list box.

Set tabs with trailing leader characters

Click the cell in the **Leadered** column.

Delete a tab

Click the Delete button.

### ▶ **Tip**

- You can also add, remove, or change the alignment of tabs in selected text using the horizontal ruler.

{button ,AL('AFormatting paragraph text','0',"Defaultoverview",)} Related topics

## To indent paragraph text

- 1 Select the paragraph text.
  - 2 Click **Text** ► **Format text**.
  - 3 Click the **Paragraph** tab.
  - 4 Type values in the following boxes:
    - **First line** ► indents the first line of paragraph text.
    - **Left** ► creates a hanging indent in which all but the first line of text is indented.
    - **Right** ► indents the right side of paragraph text
- **Note**
- Equal values in the **First line** and **Left** boxes, indents the entire paragraph.
- **Tips**
- You can remove indents by typing **0** in the **First Line**, **Left**, and **Right** boxes.
  - You can indent an entire paragraph by typing the same value in the **First line** and **Left** boxes.

{button ,AL('AFormatting paragraph text;',0,"Defaultoverview",)} [Related topics](#)

## To hyphenate paragraph text automatically

- 1 Select the paragraph text frame or a paragraph.
- 2 Click **Text ► Format text**.
- 3 Click the **Paragraph** tab.
- 4 Click **Hyphenation settings**, and enable the **Automatic hyphenation** check box.
- 5 Specify the settings you want.

### Note

- The hyphenation settings you specify apply to subsequent paragraph text frames you create.

{button ,AL('AFormatting paragraph text;',0,"Defaultoverview",,)} Related topics

## Shifting, rotating, and spacing text

Shifting artistic and paragraph text vertically and horizontally can create an interesting effect. You can also rotate characters and straighten characters that you've angled or shifted. Straightening text pulls the text into its original position. You can return characters you've shifted vertically to the baseline and maintain a rotation.

You can change character and word spacing in an entire paragraph text frame or in selected paragraphs only. Changing the spacing of artistic text and paragraph text can make it more readable. Changing the line spacing for artistic text applies the spacing to lines of text separated by a carriage return. For paragraph text, the spacing applies to lines of text within the same paragraph. You can also change the spacing before and after paragraphs in paragraph text, as well as the spacing between all characters, all words, or characters and words proportionately.

You can kern specific characters. Kerning balances the optical space between letters in a word. Kerning differs from spacing in that it affects only the white space between the specified characters. You can also specify whether character outlines are hidden or displayed when you space characters manually.

{button ,AL('AShifting rotating and spacing text;',0,"Defaultoverview",)} How to

## To shift or rotate a character

- 1 Select the character or characters.
  - 2 Click **Text ▶ Format text**.
  - 3 Click the **Character** tab.
  - 4 In the **Shift** area, type a value in one of the following boxes:
    - **Horizontal** ▶ moves a character to the right or the left
    - **Vertical** ▶ moves a character up or down
    - **Rotate** ▶ rotates a character
- ▶ **Tip**
- You can also shift or rotate characters you select using the **Shape** tool by typing values in the **Horizontal shift** box, **Vertical shift** box, or **Angle of rotation** box on the property bar.

{button ,AL('AShifting rotating and spacing text;',0,"Defaultoverview",,)} [Related topics](#)

## To straighten a shifted or rotated character

- 1 Select the text.
- 2 Click **Text ► Straighten text**.

{button ,AL('AShifting rotating and spacing text;',0,"Defaultoverview",)} [Related topics](#)

## To return a vertically shifted character to the baseline

- 1 Open the Shape edit flyout, and click the Shape tool.
- 2 Select the node to the left of the character.
- 3 Click **Text ▶ Align to baseline**.

{button ,AL("AShifting rotating and spacing text;",0,"Defaultoverview",)} Related topics



## To change the spacing of text

1 Select the text.

2 Click **Text** ► **Format text**.

3 Click the **Paragraph** tab.

4 In the **Spacing** area, type values in any of the boxes.

### ► Note

- All of the above values, excluding the **Character** values, range from 0 to 2000 percent. The character values range from -100 to 2000 percent.

### ► Tip

- You can also change the spacing between words and characters proportionately by selecting the text using the **Shape tool** and dragging the Interactive horizontal spacing arrow.

{button ,AL('AShifting rotating and spacing text;',0,"Defaultoverview",,)} [Related topics](#)

## To apply range kerning

- 1 Select two or more characters using the [Text tool](#).
- 2 Click **Text ► Format text**.
- 3 Click the **Character** tab.
- 4 Type a value in the **Range kerning** box.

{button ,AL('AShifting rotating and spacing text;',0,"Defaultoverview",)} [Related topics](#)

## Aligning text

You can align both paragraph and artistic text. Aligning paragraph text lines up text relative to the paragraph text frame. You can horizontally align all paragraphs or only selected paragraphs in a paragraph text frame. Furthermore, you can vertically align all paragraphs in the columns of a paragraph text frame.

When you align artistic text, it is aligned with the point you clicked to type the text. If characters have not been shifted horizontally, applying no alignment produces the same result as applying left alignment. Artistic text can only be aligned horizontally.

{button ,AL('AAaligning text';0,"Defaultoverview",)} How to

## To align text horizontally

- 1 Select the text.
- 2 Click **Text ► Format text**.
- 3 Click the **Paragraph** tab.
- 4 Choose an option from the **Alignment** list box.

{button ,AL('AAligning text;',0,"Defaultoverview",,)} Related topics

## To align paragraph text vertically

- 1 Select the paragraph text.
- 2 Click **Text ► Format text**.
- 3 Click the **Columns** tab.
- 4 Choose an alignment option from the **Vertical justification** list box.

{button ,AL('AAligning text;',0,"Defaultoverview",,)} Related topics

## Combining and linking paragraph text frames

You can combine paragraph text frames. You can also break paragraph text frames apart into subcomponents—columns, paragraphs, bullets, lines, words, and characters. Every time you break apart a text frame, the subcomponents are placed in separate paragraph text frames.

Linking paragraph text frames directs the flow of text from one text frame to another if the amount of text exceeds the size of the first text frame.

Shrinking or enlarging a linked paragraph text frame or changing the size of the text automatically adjusts the amount of text in the next text frame. You can also create and link paragraph text frames before you begin typing text in the first text frame.

You can link a paragraph text frame to an open or closed object. When you link a paragraph text frame to an open object (for example, a line), the text flows along the path of the line. Linking a text frame to a closed object (for example, a rectangle) inserts a paragraph text frame and directs the flow of text inside the object. If text exceeds the open or closed path, you can link it to another text frame or object. You can also link to paragraph text frames and objects across pages.

You can remove links between paragraph text frames and between paragraph text frames and objects. When you have only two linked paragraph text frames and you remove the link, the text flows into the remaining paragraph text frame. Removing a link between paragraph text frames or objects with a series of links redirects the flow of text into the next paragraph text frame or object.

After linking paragraph text frames, you can redirect the flow from one object or text frame to another. When you select the text frame or object, a blue arrow indicates the direction of the text flow. You can also hide or display the arrows that indicate the direction of the text flow.

{button ,AL('ACombining and linking paragraph text frames;',0,"Defaultoverview",)} How to

## To combine or break apart paragraph text frames

1 Select a text frame.

If you are combining text frames, hold down **SHIFT** while making your selections.

2 Click **Arrange ▸ Combine** or **Break apart**.

### ▸ Notes

- The text in the first text frame you select appears first in the combined text frame.
- You can't combine text frames with envelopes or text fitted to a curve or linked frames.
- If you select a text frame with columns first, the combined text frame will have columns.

{button ,AL('ACombining and linking paragraph text frames;',0,"Defaultoverview",)} [Related topics](#)

## To link a paragraph text frame to an object or frame

1 Marquee-select the text frame and the object or frame to which you want the text to flow.

2 Click **Text ► Link**.

If you want to link a paragraph text frame to an object or frame on a different page, click the **Page** tab on the Document navigator that contains the object or frame to which you want the text to flow.

### ► Notes

- In order to link paragraph text frames successfully, the text frames cannot be automatically sized. For information, see "Adding and selecting text."
- You can also insert text inside an object with a closed path, then link to other objects and text frames. For more information on adding paragraph text in an object, see "Adding and selecting text."

### ► Tip

- You can also display or hide the link flow indicators by clicking **Tools ► Options**, clicking **Text, Paragraph** in the list of categories, and clicking the **Show linking of text frames** check box.

{button ,AL('ACombining and linking paragraph text frames;',0,"Defaultoverview",,)} Related topics




## To remove links between frames or objects

1 Marquee-select the text frames or object that you want to unlink.

2 Click **Text ► Unlink**.

{button ,AL('ACombining and linking paragraph text frames;',0,"Defaultoverview",,)} [Related topics](#)

## To change text flow to a different paragraph text frame or object

- 1 Select the  **Text flow** tab at the bottom of the text frame or object from which you want to change the link using the **Pick tool**.
- 2 Select the new text frame or object into which you want the text flow to continue.

{button ,AL('ACombining and linking paragraph text frames;',0,"Defaultoverview",,)} [Related topics](#)

## Embedding graphics and adding symbols

You can embed a graphic object or bitmapped image in text. The graphic object or bitmapped image is treated as a text character. As a result, you can apply formatting options according to the type of text in which you embed the graphic object. You can also remove an embedded object from text, after which the object returns to its original state. When you save a drawing in which you embed objects in text, you must save it as a CorelDRAW version 8, 9, or 10 file to preserve the graphic object in text, as earlier versions do not support embedded graphic objects.

You can add symbols and special characters to text as text objects or as graphic objects. When you add symbols and special characters as text, you can format the symbols as you do the text. When you add symbols as graphic objects, the symbols and special characters are curves. Consequently, you can edit them as you would other graphic objects or use them to create background patterns for a drawing.

When you tile symbols, each symbol in the pattern is a separate object to which you can apply effects. You can change the spacing between the rows and columns in which the symbols are arranged. Additionally, you can change objects, such as company logos or modified letters, into symbol characters, and then add them to a symbol set. The object is automatically resized to match the proportions of other symbols in the set.

**{button ,AL('AEmbedding graphics and adding symbols';0,"Defaultoverview"),} How to**

## To embed a graphic object in text

- 1 Select a graphic object.
- 2 Click **Edit ► Cut**.
- 3 Using the Text tool, and click where you want to embed the graphic object.
- 4 Click **Edit ► Paste**.

{button ,AL('AEmbedding graphics and adding symbols;',0,"Defaultoverview",)} [Related topics](#)

## To remove an embedded object from text

- 1 Select an object using the [Text tool](#).
- 2 Hold down the right mouse button, drag the graphic object to a new location, and click **Move here**.

{button ,AL('AEmbedding graphics and adding symbols;',0,"Defaultoverview",)} [Related topics](#)

## To add a symbol or a special character as a text object

- 1 Select the text.
- 2 Click where you want to add the symbol.
- 3 Click **Window ▸ Dockers**  
▸ **Symbols and special characters**.
- 4 Choose a symbol category from the list box.
- 5 Type a value in the **Symbol size** box.
- 6 Double-click a symbol in the list.

{button ,AL('AEmbedding graphics and adding symbols;',0,"Defaultoverview",)} [Related topics](#)

## To add a symbol or special character as a graphic object

1 Click **Window ▶ Dockers**

▶ **Symbols and special characters.**

2 Choose a symbol category from the list box.

3 Type a value in the **Symbol size** box.

4 Drag a symbol or special character from the list to the drawing page.

▶ **Tip**

- You can also choose a symbol by typing its index number in the **Number (#)** box.

{button ,AL('AEmbedding graphics and adding symbols;',0,"Defaultoverview",)} Related topics

## To create a pattern using a symbol

- 1 Click **Window ▸ Dockers**
- **Symbols and special characters.**
- 2 Choose a symbol category from the list box.
- 3 Choose a symbol from the sample window.
- 4 Click the flyout button, and click **Tile symbol/special character**.  
If you want to change the row and column spacing, click the flyout button, click **Tile options**, and type values in the **Horizontal** and **Vertical** boxes.
- 5 Drag the **symbol** to the drawing page.

{button ,AL('AEmbedding graphics and adding symbols;',0,"Defaultoverview",)} Related topics



## To create a symbol from an object

1 Select an object.

2 Click **Tools ▶ Create**

▶ **Symbol.**

3 Type a name for the symbol category, or choose an existing category from the list box.

▶ **Notes**

- To add a symbol or special character to a symbol set, the object must have a closed path. If the object contains multiple objects, you must combine all of the objects. For more information, see "[Grouping and combining objects](#)"
- You must use TrueType fonts to create symbols.

{button ,AL('AEmbedding graphics and adding symbols';0,"Defaultoverview",)} [Related topics](#)

## Displaying nonprinting characters

You can specify which nonprinting characters, such as spaces and tabs, displays. For example, if you choose to display nonprinting characters, each space you add displays as a tiny black dot. You can display nonprinting characters only when you edit text or as part of your drawing when you add text.

{button ,AL('ADisplaying nonprinting characters;',0,"Defaultoverview",)} How to

## To display nonprinting characters

1 Select a text object.

2 Click **Text** ► **Edit Text**.

3 Click the **Nonprinting characters** button.

### ► Tip

- You can also display or hide nonprinting characters in the drawing window by clicking the **Text tool**, and clicking the **Nonprinting characters** button on the property bar.

{button ,AL('ADisplaying nonprinting characters;',0,"Defaultoverview",,)} **Related topics**

## To specify which nonprinting characters display

- 1 Click **Tools ► Options**.
- 2 In the list of categories, click **Text**.
- 3 In the **Non-printing character** list, enable a check box.

### Tip

- By default, the nonprinting characters you specify will display in the **Edit text** dialog box. You can also display nonprinting characters in the drawing window by clicking the Text tool, and clicking the Nonprinting characters button on the property bar.

{button ,AL(^ADisplaying nonprinting characters;',0,"Defaultoverview",)} Related topics

## Assigning different languages to text

A drawing can consist of text that alternates between different languages. As long as you identify the language of each paragraph or word as you type, CorelDRAW will check the spelling of the drawing and automatically switch between the languages. For example, if you have a French language module installed on your computer, you can include a French word or paragraph in English text. In order for CorelDRAW to recognize the languages as being different, you have to identify them before or after you type the text. When you check the spelling of the text, CorelDRAW identifies each language, as opposed to indicating them as errors. You can use the writing tools the same way you would if the text was all in one language. For a list of jumps to all of the writing tools in CorelDRAW, see "[Working with text.](#)"

{button ,AL(^AAssigning different languages to text;',0,"Defaultoverview"),} [How to](#)

## To assign a language

1 Select the text.

2 Click **Text ► Writing tools**

► **Language.**

3 Choose a language.

► **Tip**

- You can also set the language you choose as the default language by enabling the **Save as default writing tools language** check box.

{button ,AL('AAssigning different languages to text;',0,"Defaultoverview",)} [Related topics](#)

## Using Spell check and Grammatik

Spell check checks for misspelled words, duplicate words, and irregular capitalization in text selections. Spell check lets you start and close a spell checking session at any time, replace a misspelled word with a suggested word, edit the word manually, or skip the word. You can also add replacements for words to [User word lists](#), and Main word lists. Main word lists are lists of specialized words used by Spell check for a particular language, field, or company.

You can use the [Spell utility](#) to create and edit a main word list for your business or field (such as medicine or law). The utility can be used to merge main word lists together and to convert main word lists (formerly called dictionaries) from previous formats. Main word lists are available only in Spell check.

You can customize Spell check settings so that it starts automatically, replaces words, beeps when it finds misspelled words, or offers phonetic word suggestions automatically.

You can use Grammatik to check an entire drawing, or part of a drawing for grammar, spelling, and style errors. You can replace a sentence that has a grammatical error with a suggested sentence, or you can skip the error once or for the rest of the current session. You can also disable the rule associated with the error, so that Grammatik does not flag errors of the same type.

You can choose a [checking style](#) designed for the type of writing you are checking, or you can create a customized checking style.

You can customize Grammatik to start automatically, to prompt before it automatically replaces words, and to show spelling suggestions for misspelled words.

Grammatik can also analyze the grammatical structure of a drawing and provides statistics about the writing style, the types of errors flagged in your drawing, and the level of readability of the text.

### Checking spelling

Spell check lets you check your text in several ways. You can use Spell check to check all of the spelling in a drawing, a portion of a drawing, or only selected text.

### Manually editing spelling

Spell check lets you manually edit text during a spell check. You can also continue to spell check a drawing after manually editing text.

### Replacing misspelled words

Spell check replaces misspelled words in two ways; you can choose a word from the Replacements list box or you can use the [Auto replace](#) option to define an automatic replacement for a word. The Auto replace option is useful for words that are misspelled regularly. Auto replace replacement words are stored in a User word list file (WT9XX.UWL, where "XX" is your language code).

### Skipping words

The Skip once or Skip all options are useful when Spell check stops on a word that you do not want to change. If you use the Skip once option, Spell check skips the current occurrence of the word but flags subsequent occurrences of the word. If you use the Skip all option, Spell check ignores the word for the rest of the spell checking session. Unless Recheck all text is enabled, Spell check also ignores the word in and any subsequent session. You can also skip all occurrences of a word for all spell checking sessions by adding it to a [User word list](#).

### Checking the grammar in text

Grammatik lets you check your text in many ways. You can check the grammar in an entire drawing, part of a drawing, or only selected text.

### Manually editing text

Grammatik lets you manually edit text during a Grammatik session. You can resume checking the drawing after manually editing text.

### Replacing specific words and phrases

Grammatik replaces words or phrases in two ways; you can choose a word from the Replacements list box or you can use the [Auto replace](#) option to define an automatic replacement for a word. The Auto replace option is useful for words that are regularly misspelled. Auto replace replacement words are stored in a User word list file (WT9XX.UWL, where "XX" is your language code).

### Skipping a writing error

You can use the Skip once or Skip all options to skip a writing error. Skip once skips the current error but flags subsequent occurrences of the problem. Skip all skips the error for the rest of the proofreading session. You can also skip all occurrences of a word for all proofreading sessions by adding it to a [User word list](#).

{button ,AL(^AUsing Spell check and Grammatik;',0,"Defaultoverview"),} [How to](#)

## To check an entire drawing

- 1 Click a blank space in the drawing window.
- 2 Click **Text ► Writing tools** and click one of the following
  - **Spell check**
  - **Grammatik**
- 3 Choose **Document** from the **Check** list box.
- 4 Click **Start**.

{button ,AL('AUsing Spell check and Grammatik;',0,"Defaultoverview",)} [Related topics](#)



## To check part of a drawing

- 1 Select the text you want to check.
- 2 Click **Text ► Writing tools** and click one of the following
  - **Spell check**
  - **Grammatik**
- 3 Choose **Selected text** from the **Check** list box.
- 4 Click **Start** or **Resume**.

{button ,AL('AUsing Spell check and Grammatik;',0,"Defaultoverview",)} [Related topics](#)

## To check selected text

- 1 Select the text you want to check.
- 2 Click **Text ► Writing tools** and click one of the following
  - **Spell check**
  - **Grammatik**
- 3 Click **Start**.

### ► Note

- By default, **Spell check** and **Grammatik** start checking text automatically. To disable **Auto start** click **Options ► Auto start**.

{button ,AL('AUsing Spell check and Grammatik;',0,"Defaultoverview",)} [Related topics](#)

## To edit text manually

1 Click **Text ► Writing tools** and click one of the following

- **Spell check**
- **Grammatik**

2 When **Spell check** or **Grammatik** stops on a word or phrase, click in the drawing where you want to make changes.

3 Edit the text using the [Text tool](#).

4 Click **Resume**.

{button ,AL('AUsing Spell check and Grammatik;',0,"Defaultoverview",)} [Related topics](#)

## To replace a word or phrase

1 Click **Text** ► **Writing tools** and click one of the following

- **Spell check**
- **Grammatik**

2 When **Spell check** or **Grammatik** stops, choose a word or phrase from the **Replacements** list box.

3 Click **Replace**.

### ► Note

- If **Spell check** does not offer replacement words, click **Skip** or edit text manually in the **Replace with** box.

{button ,AL('AUsing Spell check and Grammatik;',0,"Defaultoverview",)} [Related topics](#)

## To define automatic replacements

1 Click **Text ► Writing tools** and click one of the following

- **Spell check**
- **Grammatik**

2 When **Spell check** or **Grammatik** stops on a word, click **Auto replace**.

{button ,AL('AUUsing Spell check and Grammatik;',0,"Defaultoverview",)} [Related topics](#)

## To skip an error once

1 Click **Text ► Writing tools** and click one of the following

- **Spell check**
- **Grammatik**

2 When **Spell check** or **Grammatik** stops, click **Skip once**.

{button ,AL('AUsing Spell check and Grammatik;',0,"Defaultoverview",)} [Related topics](#)

## To skip all occurrences of an error

1 Click **Text ► Writing tools** and click one of the following

- **Spell check**
- **Grammatik**

2 When **Spell check** or **Grammatik** stops, click **Skip all**.

{button ,AL(^AUUsing Spell check and Grammatik;',0,"Defaultoverview",)} [Related topics](#)

## Specifying Quick Correct settings

Adding words to Quick Correct lets you replace abbreviations and words that you often mistype. The next time you type the misspelled word, Quick Correct corrects the word automatically.

Using Quick Correct, you can correct capitalization errors automatically and create shortcuts to frequently used words and phrases. For example, you can store the phrase "for your information" under the abbreviation "FYI" so that each time you type "FYI" followed by a space, it is replaced with the phrase. You can also undo a Quick Correct correction.

{button ,AL('ASpecifying Quick Correct settings;',0,"Defaultoverview",)} How to



## To add corrections to Quick Correct

- 1 Click **Tools ▸ Options**.
- 2 In the list of categories, double-click **Text**, and click **Spelling**.
- 3 Enable the **Add corrections to Quick Correct** check box.

### ▸ Note

- Choosing an alternate word when the **Add corrections to Quick Correct** check box is enabled adds the correction to Quick Correct.

{button ,AL("ASpecifying Quick Correct settings;",0,"Defaultoverview",)} [Related topics](#)

## To customize Quick Correct

1 Click **Text** ► **Writing tools**

► **Quick Correct.**

2 In the **Options** dialog box, click **Quick Correct** in the list of categories.

3 Enable any of the following check boxes:

- **Capitalize first letter of sentences**
- **Change straight quotes to typographic quotes**
- **Correct two initial, consecutive capitals**
- **Capitalize names of days**
- **Replace text while typing**, and type the text in the **Replace** box. Type the replacement text in the **With** box, and click **Add**.

► **Notes**

- The **Correct two initial, consecutive capitals** option doesn't make a change when a capital letter is followed by a space or period, or if a word contains other capital letters.
- You can change the text case instead of enabling the **Capitalize first letter of sentences** check box to change selected text to sentence case. For more information, see "[Changing the appearance of text.](#)"

{button ,AL('ASpecifying Quick Correct settings';,0,"Defaultoverview",)} [Related topics](#)

## To undo a Quick Correct correction

- Click **Edit** ► **Undo** typing.

{button ,AL('ASpecifying Quick Correct settings;',0,"Defaultoverview",)} [Related topics](#)

## Using the Thesaurus

You can use the Thesaurus to refine your writing style. The Thesaurus lets you look up options such as Synonyms, Antonyms, and Related words, depending on the language and version of Thesaurus you're using. When you select more than one look-up option in the **Options** list box, the Thesaurus displays the look-up options selected and suggests words.

The Thesaurus replaces or inserts words in a drawing. The Insert button becomes a Replace button when you want to replace a word in a drawing with a word the Thesaurus suggests. The Thesaurus does not specify word forms for verbs that appear the same in both the present and past tense and words used as multiple parts of speech. Thesaurus lets you choose the correct word form to insert or replace in a drawing.

You can customize the Thesaurus to automatically look up a word, help you with the spelling, or automatically close. You can also choose the language that you want to work in, and set data files for that language for future use. Not all languages support all look up options. For information about which languages support which look up options, see Languages and supported look up options.

### Looking up words

You can look up a word in the Thesaurus and maintain a history list of the words looked up in the current drawing. When you look up a word, the Thesaurus provides a short definition and a list of the look up options selected. The Thesaurus also maintains a history list of the words that you have looked up. Each time you start the Thesaurus, it begins a new history list.

### Replacing and inserting words in Thesaurus

The Thesaurus automatically replaces a word with a suggested word. When the insertion point is on a blank line or is surrounded by spaces, the Replace button changes to the Insert button to let you insert a word from the Thesaurus.

{button ,AL('AUsing the Thesaurus;',0,"Defaultoverview",)} How to

## To look up a word

1 Select the word you want to look up.

2 Click **Text ► Writing tools**

► **Thesaurus.**

3 Click **Look up.**

► **Tips**

- You can also look up a word directly from the **Thesaurus** dialog box by typing a word in the **Look up** list box.
- Use the left and right arrows to scroll through word lists.

{button ,AL('AUsing the Thesaurus;',0,"Defaultoverview",)} [Related topics](#)

## To replace a word

1 Select the word you want to replace.

2 Click **Text** ► **Writing tools**

► **Thesaurus.**

3 Click **Look up.**

4 Choose a word from the list, and click **Replace.**

► **Note**

- In some instances, the Thesaurus prompts you to select the correct form of the word you want to insert. This happens when you want to replace a word that is the same in the present or past tense (such as "read") or a word that can be used as multiple parts of speech (as either a noun or a verb.)

{button ,AL('AUsing the Thesaurus;',0,"Defaultoverview",,)} [Related topics](#)

## To insert a word

- 1 Click **Text** ► **Writing tools**
  - **Thesaurus**.
  - 2 Type a word in the **Look up** list box.
  - 3 Click in the drawing window where you want to insert the word.
  - 4 Choose a word from the list box and click **Insert**.
- {button ,AL('AUsing the Thesaurus;',0,"Defaultoverview",)} Related topics

## Customizing the Writing tools

You can customize how Spell check checks spelling in a drawing. You can choose how Spell check starts, searches for misspelled words, irregular capitalization, duplicate words, and words with numbers. You can also have Spell check spell check your text in a specific [language](#) and you can add words to a [User word list](#) or a [Main word list](#).

You can customize how Grammatik checks grammar in a drawing. You can customize Grammatik to start automatically, to prompt you before it automatically replaces words and to show spelling suggestions for misspelled words. You can also choose a different [language](#), to check your grammar and add words to a [User word list](#) for future use.

You can customize the Thesaurus to look up words or close automatically. The Thesaurus can also be customized to suggest spelling suggestions for misspelled words and display multiple alternative word lists. You can also specify the [language](#) you want to look up a word in and to set a data file for that language.

Not all Writing tools support all languages. For a list of writing tools and the languages they support, see [Writing tools supported languages](#).

### Setting Spell check options

You can customize Spell check to start automatically and to prompt you for automatic replacement of words. The Prompt before automatic replacement option prompts you for words that have been added to a [User word list](#). You can also have Spell check beep on misspelled words and show [phonetic suggestions](#) for words.

### Setting Spell check text and style options

You can customize the way Spell check checks text. You can have Spell check check for irregular capitalization, words that contain both letters and numbers, and duplicate words. You can also have Spell check recheck text every time you check your spelling. By default, once you have spell checked a drawing, Spell check rechecks only new or changed text. You can recheck your entire drawing by clicking the Recheck All Text option.

### Setting Grammatik options

You can customize Grammatik to start automatically, and to prompt you before it replaces words. The Prompt before automatic replacement option prompts you for words that have been added to a [User word list](#). You can also customize Grammatik to show spelling suggestions during a proofreading session.

### To look up a word and close the Thesaurus automatically

You can customize the Thesaurus to look up words and close automatically.

### Setting display options

The Thesaurus can display spelling suggestions and multiple alternative word lists. Spelling assist displays spelling suggestions when you type a word the Thesaurus doesn't recognize. Multiple alternative words are useful when you work with large drawings.

### Using User word lists

User word lists are lists of words and phrases that Spell check and Grammatik use to check for errors. During a checking session Spell check and Grammatik scan two types of word list files: [User word lists](#) and [Main word lists](#). You can activate up to 10 lists of each type. Spell check and Grammatik first scan the active User Word lists. If it does not find a word or phrase, Spell check and Grammatik then scan the Main Word lists you have activated. If you want to create or edit a Main word list, you can use the [Spell utility](#). The utility can be used to merge main word lists together and to convert main word lists (formerly called dictionaries) from previous formats. Main word lists are available only in Spell check.

{button ,AL('ACustomizing the Writing tools;',0,"Defaultoverview",)} [How to](#)



## To set Spell check options

1 Click **Text** ▶ **Writing tools**

▶ **Spell check.**

2 Click **Options** and click one of the following:

- **Auto start**
- **Beep on Misspelled**
- **Recheck all text**
- **Check words with numbers**
- **Check duplicate words**
- **Check irregular capitalization**
- **Prompt before auto replacement**
- **Show phonetic suggestions**

▶ **Note**

- Any options you change will be effective the next time you open Spell check.

{button ,AL('ACustomizing the Writing tools;',0,"Defaultoverview",,)} [Related topics](#)

## To set Grammatik options

1 Click **Text** ▶ **Writing tools**

▶ **Grammatik.**

2 Click **Options** and click one of the following:

- **Auto start**
- **Prompt before auto replacement**
- **Suggest spelling replacements**

▶ **Note**

- Any options you change will be effective the next time you open Grammatik.

{button ,AL('ACustomizing the Writing tools;',0,"Defaultoverview",,)} [Related topics](#)

## To set Thesaurus options

- 1 Click **Tools ▶ Thesaurus**.
- 2 Click **Options** and click one of the following:
  - **Auto look up**
  - **Auto close**
  - **Spelling assist**
  - **WordPerfect 8 Thesaurus**

### ▶ Note

- Any options you change will be effective the next time you open the Thesaurus.

{button ,AL('ACustomizing the Writing tools;',0,"Defaultoverview",)} [Related topics](#)

## Customizing look up options

The Thesaurus lets you customize look up options for synonyms, antonyms, related words, related information and cross references. You can also look up [hypernyms](#), [hyponyms](#), and phrases. However, not all languages support all look up options. For information about which languages support which look up options, see "[Languages and supported look up options](#)." The look up options that are available also depend on the version of Thesaurus you are using.

### Looking up synonyms and antonyms

You can specify that the Thesaurus looks up synonyms and antonyms. Synonyms are words with the same meaning. For example, if you look up "happy," the Thesaurus lists words such as "glad," "carefree," and "lighthearted." Antonyms are words with an opposite meaning. For example, if you look up "ugly," Thesaurus lists words such as "attractive," "beautiful," and "pretty."

### Looking up related words and related information

You can specify that the Thesaurus looks up related words and related information on a word. Related words are words that have a similar meaning to a word that you look up. For example, if you look up "old," the Thesaurus lists words such as "senior," "original," and "outdated." Related information lists all words associated to the genus of a word. For example, the related information for "tree" includes "plants," "leaves," "gardening," "pruning," and "roots."

### Looking up hypernyms and hyponyms

You can specify that the Thesaurus looks up hypernyms and hyponyms. Hypernyms display the superordinate of a word. For example, the hypernym of "branch" is "tree." Hyponyms display the subordinate of a word. For example, the hyponym of "animal" is "cat."

### Looking up cross references and phrases

You can specify that the Thesaurus looks up cross references and phrases. Cross references are useful when you want to look up information from other drawings. Phrases gives you different meanings of a word. For example, if you look up "time," the Thesaurus suggests lists phrases such as "it's about time", "time to go now", and "what time is it."

`{button ,AL('ACustomizing look up options;',0,"Defaultoverview",)} How to`

## To customize Thesaurus look up options

1 Click **Text** ► **Writing tools**

► **Thesaurus.**

2 Click **Options** and choose a look up option.

3 Choose a word or type a word in the **Replace with** (or **Insert**) box.

4 Click **Look up**.

► **Note**

- Not all languages support all look up options. For information about which languages support which look up options, click [here](#).

► **Tip**

- You can also look up a word by clicking it in the list box in the Thesaurus window.

{button ,AL('ACustomizing look up options';0,"Defaultoverview",)} [Related topics](#)

## Using checking styles

A checking style is a preset writing style rule applied to a drawing. Use a checking style to check a drawing for a specific type of writing. For example, you can choose the Advertising checking style to check advertising copy or marketing materials. The Advertising checking style is designed to check for mechanics and grammatical accuracy.

You can choose from the following 11 preset checking styles or create your own.

- [Spelling plus](#)
- [Quick check](#)
- [Very strict](#)
- [Formal memo or letter](#)
- [Informal memo or letter](#)
- [Technical or scientific](#)
- [Documentation or speech](#)
- [Student composition](#)
- [Advertising](#)
- [Fiction](#)
- [Grammar-as-you-go](#)

You can also customize a checking style by adding, deleting, or editing rule classes; setting a maximum number on certain grammar rules, and choosing a formality level. The grammar and style rules can be added, deleted, or edited. The maximum allowed option lets you set a maximum number that Grammatik allows for consecutive nouns, consecutive prepositional phrases, long sentence length, the range of numbers that should be spelled out, and the number of words allowed in a split infinitive. The formality level allows Grammatik to check a drawing for strict or relaxed use of language and diction. You can choose from three formality levels, informal, standard, and formal.

## Choosing a checking style

Use a checking style to check your drawing using specific grammar and style rules. You can use a checking style for only one drawing or for all drawings. A checking style, remains effective until you disable the checking style or choose another one.

## Creating, deleting, and editing a checking style

Use Grammatik to create, delete, edit, and restore a checking style.

## Specifying maximum values in a checking style

You can specify how Grammatik checks the grammar of a drawing. For example, you can specify the maximum number of consecutive nouns that Grammatik allows. Grammatik lets you specify a limit for five grammar rules, [Consecutive nouns](#), [Consecutive prepositional phrases](#), [Long sentence length](#), [Spell numbers below or equal to](#), and [Words allowed in split Infinitive](#).

## Changing formality levels in a checking style

Choosing a formality level lets Grammatik check a drawing for strict or relaxed use of language and diction. Each checking style has a default level of formality assigned to it. Each formality level focuses on a different style of writing. You can choose from three formality levels, informal, standard, and formal.

{button ,AL('AUsing checking styles;',0,"Defaultoverview",)} [How to](#)

## To select a checking style

- 1 Click **Text ▶ Writing tools**
- ▶ **Grammatik.**
- 2 Click **Options ▶ Checking Styles.**
- 3 Choose a checking style from the list box.

{button ,AL('AUUsing checking styles;',0,"Defaultoverview",,)} [Related topics](#)

## To create a checking style

- 1 Click **Text ▶ Writing tools**
  - ▶ **Grammatik.**
  - 2 Click **Options ▶ Checking styles.**
  - 3 Choose **Very strict** from the **Checking styles** list and click **Edit.**
  - 4 Disable the **Rule Classes** that you do not want to include.
  - 5 In the **Maximum allowed** area, type values in the following boxes:
    - **Consecutive nouns**
    - **Consecutive prepositional phrases**
    - **Long sentence length**
    - **Spell numbers below or equal to**
    - **Words allowed in split infinitive**
  - 6 Choose a **Formality level.**
  - 7 Click **Save as** and type a name for the new checking style.
- {button ,AL('AUsing checking styles;',0,"Defaultoverview",,)} [Related topics](#)



## To delete a checking style

- 1 Click **Text** ▶ **Writing tools**
  - ▶ **Grammatik**.
  - 2 Click **Options** ▶ **Checking styles**.
  - 3 Choose a **Checking style** and click **Delete**.
- ▶ **Note**

- You can delete custom checking styles, but you cannot delete preset checking styles.

{button ,AL('AUsing checking styles;',0,"Defaultoverview",,)} [Related topics](#)

## To edit a checking style

- 1 Click **Text ▶ Writing tools**
  - ▶ **Grammatik.**
  - 2 Click **Options ▶ Checking styles.**
  - 3 Choose a checking style and click **Edit.**
  - 4 Enable or disable the **Rule classes** that you want to include.
  - 5 In the **Maximum allowed** area, type values in the following boxes:
    - **Consecutive nouns**
    - **Consecutive prepositional phrases**
    - **Long sentence length**
    - **Spell numbers below or equal to**
    - **Words allowed in split infinitive**
  - 6 Choose a **Formality level.**
  - 7 Click **Save.**
- {button ,AL('AUsing checking styles;',0,"Defaultoverview",,)} [Related topics](#)

## To restore an edited checking style

1 Click **Text** ► **Writing tools**

► **Grammatik.**

2 Click **Options** ► **Checking styles.**

3 Choose an edited checking style and click **Edit.**

4 Click **Restore.**

► **Note**

- When you save an edited default checking style, an asterisk (\*) is added to the style name.

► **Tips**

- To save an edited or restored checking style with a new name, click **Save as**, then type the new name.
- Custom checking styles saved with new names cannot be returned to default settings.

{button ,AL('AUsing checking styles';0,"Defaultoverview",)} [Related topics](#)

## To specify the maximum number of certain items

1 Click **Text** ▶ **Writing tools**

▶ **Grammatik.**

2 Click **Options** ▶ **Checking styles.**

3 Choose a checking style and click **Edit.**

4 In the **Maximum allowed** area, type values in any or all of the following boxes:

- **Consecutive nouns**
- **Consecutive prepositional phrases**
- **Long sentence length**
- **Spell numbers below or equal to**
- **Words allowed in split infinitive**

▶ **Tip**

- Set the **Spell numbers below or equal to** value to zero if you do not want figures to be flagged as errors.

{button ,AL('AUsing checking styles;',0,"Defaultoverview",,)} [Related topics](#)

## To change a formality level

- 1 Click **Text** ▶ **Writing tools**
- ▶ **Grammatik**.
- 2 Click **Options** ▶ **Checking styles**.
- 3 Choose a checking style and click **Edit**.
- 4 Enable one of the following **Formality levels**:

- **Informal**
- **Standard**
- **Formal**

### ▶ Note

- To save an edited checking style with a different name, click **Save as** and type a name for the style.

{button ,AL('AUsing checking styles;',0,"Defaultoverview",,)} **Related topics**

## Using rule classes

Rule classes contain groups of grammar and style rules. Grammatik uses rule classes to detect common writing errors.

You can enable or disable rule classes at any time during a Grammatik session. You can also choose which rule classes to apply during a Grammatik session, edit a rule class or save a new set of rules as a [Checking style](#).

### Enabling or disabling rule classes

You can enable or disable rule classes at any time during a Grammatik session. When you disable a rule, Grammatik ignores all of the errors associated with that rule during the current proofreading session.

### Adding, deleting, or saving rule classes

You can customize rule classes to suit proofreading requirements. For example you can create rule classes for certain types of drawings such as technical reports. You can also add a rule, delete a rule, and save a set of rules as a new [checking style](#).

`{button ,AL('AUsing rule classes;',0,"Defaultoverview",)} How to`

## To enable a rule

- 1 Click **Text** ▶ **Writing tools**
  - ▶ **Grammatik**.
  - 2 Click **Options** ▶ **Turn on rules**.
  - 3 Choose the rules you want to enable.
- ▶ **Note**

- The **Turn on rules** option is available only when you have disabled a rule during proofreading. Otherwise, it is grayed.

{button ,AL('AUsing rule classes;',0,"Defaultoverview",,)} [Related topics](#)

## To disable a rule

- 1 Click **Text** ► **Writing tools** ► **Grammatik**.
- 2 When Grammatik alerts you to an error you do not want to flag, click **Turn off**.

{button ,AL(^AUsing rule classes;',0,"Defaultoverview",,)} [Related topics](#)



## To add or delete rule classes

- 1 Click **Text ▶ Writing tools**
- ▶ **Grammatik.**
- 2 Click **Options ▶ Checking styles.**
- 3 In the **Checking styles** dialog box, choose a checking style and click **Edit.**
- 4 In the **Edit checking styles** dialog box, enable or disable check boxes in the **Rule classes** list.

{button ,AL('AUsing rule classes;',0,"Defaultoverview",,)} [Related topics](#)

## To save a set of rules as a new checking style

1 Click **Text** ▶ **Writing tools**

▶ **Grammatik.**

2 Click **Options** ▶ **Save rules.**

3 Click **Save as** and type a name for the new checking style.

▶ **Notes**

- When you change a preset checking style, an asterisk (\*) is added to the style name.
- The **Save rules** option is available only when a rule has been turned off.

{button ,AL('AUsing rule classes;',0,"Defaultoverview",,)} [Related topics](#)

## Analyzing a drawing

Grammatik lets you analyze the grammatical structure of text in a drawing. You can analyze parts of a sentence and parts of speech. When Grammatik analyzes parts of a sentence it assigns a sentence part to each word or group of words. When Grammatik analyzes parts of speech, it assigns a part of speech to each word in a sentence.

You can also analyze text by using three statistical reports: Basic counts, Flagged list, and Readability report. The Basic counts report analyzes the writing style in the drawing. The Flagged report displays the types of errors flagged in the drawing. The Readability report estimates the amount of skill required for a reader to understand the drawing.

## Analyzing parts of a sentence

When Grammatik analyzes a sentence, it assigns a sentence part to each word or group of words. Grammatik uses Parse tree to let you view the parts of a sentence.

The abbreviations that identify parts of a sentence are listed below. Click any of the following for a brief explanation.

- [adv](#)
- [cj](#)
- [direct object](#)
- [ij](#)
- [indirect object](#)
- [main clause](#)
- [phrasal](#)
- [prep phr](#)
- [relative clause](#)
- [rel prn](#)
- [subject](#)
- [subordinate clause](#)
- [that clause](#)
- [verb or verb phrase](#)
- [wh- clause](#)

## Analyzing parts of speech

When Grammatik analyzes text, it assigns a part of speech to each word in a sentence. The parts of speech that Grammatik assigns to a sentence can be viewed in the **Parts of speech** dialog box.

The abbreviations that identify parts of speech are listed below. Click any of the following for a brief explanation.

- [3v](#)
- [<>](#)
- [abrv](#)
- [adj](#)
- [adv](#)
- [aux](#)
- [bv](#)
- [cj](#)
- [c/s](#)
- [det](#)
- [ij](#)
- [inf](#)
- [mod](#)
- [num](#)
- [pn](#)
- [poss](#)
- [ppt](#)
- [prep](#)
- [pres-p](#)

- [prn](#)
- [pv](#)
- [sn](#)

## Displaying Basic counts reports

You can create a Basic counts report to analyze a writing style. The Basic counts report determines if there are too many long words, or if paragraphs are too long and complicated for the reader to easily understand.

## Displaying Flagged errors reports

You can create a Flagged errors report to analyze a writing style. The Flagged errors report lists the types of errors flagged in a drawing, and reports the number of times each error was flagged. You can also use this report to identify the types of grammar problems that often appear in a drawing.

## Displaying Readability reports and comparing drawings

You can create a Readability report to analyze a writing style. The Readability report analyzes the amount of skill required for a reader to understand the text in a drawing. Grammatik analyzes the readability of a drawing by comparing the text with a comparison drawing. You can choose from one of three Grammatik comparison drawings, or you can add a custom comparison drawing. Grammatik lets you add only one custom comparison drawing at a time. If you add a second drawing, it overwrites the first custom comparison drawing.

{button ,AL('AAAnalyzing a drawing;',0,"Defaultoverview",)} [How to](#)

## To view a parse tree

- 1 Click **Text** ▶ **Writing tools**  
▶ **Grammatik**.
- 2 Click **Options** ▶ **Analysis**  
▶ **Parse tree**.
- ▶ **Note**

- Only the current sentence will be shown in the Parse tree.

{button ,AL('AAAnalyzing a drawing;',0,"Defaultoverview",,)} [Related topics](#)

## To view parts of speech

- 1 Click **Text** ▶ **Writing tools**  
▶ **Grammatik**.
- 2 Click **Options** ▶ **Analysis**  
▶ **Parts of speech**.
- ▶ **Note**

- Only the current sentence will be shown in the **Parts of speech** dialog box.

{button ,AL('AAAnalyzing a drawing;',0,"Defaultoverview",,)} [Related topics](#)

## To view a Basic counts report

- 1 Click **Text** ▶ **Writing tools**  
▶ **Grammatik**.
- 2 Click **Options** ▶ **Analysis**  
▶ **Basic counts**.

{button ,AL('AAAnalyzing a drawing;',0,"Defaultoverview",,)} [Related topics](#)

## To view a Flagged errors report

- 1 Click **Text** ▶ **Writing tools**  
▶ **Grammatik**.
- 2 Click **Options** ▶ **Analysis**  
▶ **Flagged**.

{button ,AL('AAAnalyzing a drawing;',0,"Defaultoverview",,)} [Related topics](#)



## To view the readability of a drawing

- 1 Click **Text** ▶ **Writing tools**
- ▶ **Grammatik**.
- 2 Click **Options** ▶ **Analysis**
- ▶ **Readability**.
- 3 Choose a comparison drawing from the **Comparison document** list box.

{button ,AL('AAAnalyzing a drawing;',0,"Defaultoverview",,)} [Related topics](#)

## To add a comparison drawing

- 1 Open the drawing you want to use as a comparison drawing.
- 2 Click **Text ▶ Writing tools**  
▶ **Grammatik**.
- 3 Click **Options ▶ Analysis**  
▶ **Parts of speech**.
- 4 Click **Add document**.

{button ,AL('AAnalyzing a drawing;',0,"Defaultoverview",,)} [Related topics](#)

## Using User word lists

A word list is a list of words or phrases scanned when you proof your text using the Writing tools. Writing tools scan two types of word lists: User word lists and Main word lists. Each language comes with a default User word list. You can customize User word lists by adding, deleting, or replacing words. Main word lists are lists of specialized words used by Spell check for a particular language, field or company. You can have ten lists of each type active when you use the writing tools. The active User word lists are scanned first; if the word or phrase is not found there, the active Main Word lists are scanned.

### Choosing User word lists

Use User word lists to help proof a text. You can have up to 10 User word lists active simultaneously.

### Adding words and phrases to a User word list

You can add a word or phrase to the User word list so that the word or phrase is not flagged as an error. You can also define replacement words and phrases and add them to a User word list. If you define more than one replacement or add alternative words, you can choose the replacement you want when Spell check or Grammatik stops on a word. To view some examples of how you can use this option click [here](#).

### Editing and deleting words or phrases in a User word list

You can edit or delete words in a User word list at any time.

### Using multiple User word lists

You can activate up to 10 User word lists and 10 Main word lists at the same time. For example, if you want Spell check to scan both the U.S. English and the Canadian English Main word lists, choose both lists. If you work in the medical profession, you can select a third-party medical word list that runs with CorelDRAW writing tools. Each language supported by Spell check has a default Main word list.

The writing tools scan the active User word lists in the order in which they appear in the Word lists box, and then scan the active Main word lists. You can change the order of word lists.

{button ,AL('AUsing User word lists';0,"Defaultoverview"),} [How to](#)

## To choose a User word list

- 1 Click **Text ► Writing tools** and click one of the following
  - **Spell check**
  - **Grammatik**
- 2 Click **Options ► User word lists**
- 3 Enable the **User word list** check box for the User word list(s) you want.

{button ,AL('AUsing User word lists;',0,"Defaultoverview",,)} [Related topics](#)

## To add a word to a User word list

1 Click **Text ► Writing tools** and click one of the following

- **Spell check**
- **Grammatik**

2 Click **Options ► User word lists**.

3 Choose the **User word list** to which you want to add a word or phrase.

4 Type the word or phrase you want in the **Word/phrase** box.

If you want to add a replacement word, type it in the **Replace with** box

5 Click **Add entry**.

### ► Tip

- Click **Add** from the **Spell check** or **Grammatik** tabs to add the word to the default **User word list**.

{button ,AL('AUsing User word lists;',0,"Defaultoverview",,)} [Related topics](#)

## To add alternative words to a User word list

1 Click **Text ▶ Writing tools** and click one of the following:

- **Spell check**
- **Grammatik**

2 Click **Options ▶ User word lists**.

3 Choose the User word list you want to edit.

4 Type a word or phrase in the **Word/phrase** box, then type its replacement in the **Replace with** box.

5 Click **Add entry**.

6 Repeat steps 4 and 5 for each additional alternative.

### ▶ Notes

- In **Spell check**, alternative words appear in the **Replacements** box.

{button ,AL('AUsing User word lists;',0,"Defaultoverview",,)} [Related topics](#)

## To edit a word or phrase in a User word list

1 Click **Text ► Writing tools** and click one of the following

- **Spell check**
- **Grammatik**

2 Click **Options ► User word lists**.

3 Choose the **User word list** that contains the word or phrase you want to edit.

4 Choose the word or phrase you want to edit.

5 Edit the word or phrase in the **Replace with** box.

6 Click **Replace entry**.

### ► Note

- If the word list you want to edit does not appear in the Word lists box, click **Add list** to open the list.

{button ,AL('AUsing User word lists;',0,"Defaultoverview",,)} [Related topics](#)

## To delete a word from a User word list

- 1 Click **Text ► Writing tools** and click one of the following
  - **Spell check**
  - **Grammatik**
- 2 Click **Options ► User word lists**.
- 3 Choose the word list you want to edit.
- 4 Choose the word or phrase you want to delete.
- 5 Click **Delete entry**.

{button ,AL('AUsing User word lists;',0,"Defaultoverview",,)} [Related topics](#)



## To add a User word list

1 Click **Text ▶ Writing tools** and click one of the following

- **Spell check**
- **Grammatik**

2 Click **Options ▶ User word lists**.

3 Click in the list box where you want to position the new **User word list**.

4 Click **Add list**.

5 Choose the new **User word list**, and click **Open**.

### ▶ Notes

- The filename extension for a User word list is **.UWL**.
- When you check a drawing, the User word lists are scanned in the order they appear in the list box.

{button ,AL('AUsing User word lists;',0,"Defaultoverview",)} [Related topics](#)

## To disable a User word list

- 1 Click **Text ► Writing tools** and click one of the following
  - **Spell check**
  - **Grammatik**
- 2 Click **Options ► User word lists**.
- 3       Disable the check box that corresponds to the **User word list** you want to disable.  
      If you want to remove the **User word list**, choose it and click **Remove list**.

{button ,AL('AUsing User word lists;',0,"Defaultoverview",,)} [Related topics](#)

## Working with languages

You can check the spelling or grammar of dates, time, currency symbols and other text in another language. You can also look up a word in a different language.

All available languages are integrated in the suite. You can add and remove languages in Spell check, Grammatik, and the Thesaurus. The language option lets you choose a language from the languages already added, and set a default Writing tools language.

Many of the languages support hyphenation. Hyphenation lets you reduce the raggedness of text along the right margin by dividing a word that falls at the end of a line, instead of forcing the entire word to the next line. To check which languages support hyphenation see [Writing Tools supported languages](#).

### Choosing a language

Every language has specific ways of formatting dates, time, currency symbols, and other text. You can use the Language option to check for the formatting conventions of another language. For example, Spell check can format all dates in a drawing according to French conventions (such as 12 avril 1996 for French).

### Adding and removing languages

You can add a language to the Writing tools. If you no longer require a language, you can remove it. You can make a language your default language.

### Setting a data file

A data file sets the language file that the Thesaurus uses to look up words.

### Using and adding languages in User word lists

Each language has a default User word list. If you want Writing tools to scan your drawing using more than one language, then you can add the language you want.

{button ,AL('AWorking with languages;',0,"Defaultoverview"),} [How to](#)

## To choose or set a default language

1 Click **Text ► Writing tools** and click one of the following

- **Spell check**
- **Grammatik**
- **Thesaurus**

2 Click **Options ► Language**.

3 Choose a language from the **Language** list.

If you want Writing tools to use this language as the default language, enable the **Save as default Writing tools language** check box

### ► Tip

- To see only the languages supported by the current Writing tool, enable the **Show available languages only** check box.

{button ,AL('AWorking with languages;',0,"Defaultoverview",)} [Related topics](#)

## To add a language

- 1 Click **Text ► Writing tools** and click one of the following
  - **Spell check**
  - **Grammatik**
  - **Thesaurus**
- 2 Click **Options ► Language**.
- 3 Click **Add**.
- 4 Type the language code and description of the language that you want to add.

{button ,AL('AWorking with languages;',0,"Defaultoverview",)} Related topics

## To remove a language

1 Click **Text ► Writing tools** and click one of the following

- **Spell check**
- **Grammatik**
- **Thesaurus**

2 Click **Options ► Language**.

3 From the **Language** list box, choose the language you want to remove.

4 Click **Remove**.

### ► Note

- You can only remove languages you have added.

{button ,AL(^AWorking with languages;',0,"Defaultoverview",,)} [Related topics](#)

## To set a data file

- 1 Click **Text ► Writing tools**
- **Thesaurus.**
- 2 Click **Options ► Set data file.**
- 3 Choose the language file that you want the Thesaurus to use.

{button ,AL('AWorking with languages;',0,"Defaultoverview",,)} [Related topics](#)

## To choose an existing User word list for another language

- 1 Click **Text ► Writing tools** and click one of the following
  - **Spell check**
  - **Grammatik**
- 2 Click **Options ► User word lists**
- 3 Click **Add list**.
- 4 Choose a User word list from the list.

{button ,AL(^AWorking with languages;',0,"Defaultoverview",)} [Related topics](#)



## To change the current language from the User word list dialog box

- 1 Click **Text ► Writing tools** and click one of the following
  - **Spell check**
  - **Grammatik**
- 2 Click **Options ► User word lists**
- 3 Click **Change**.
- 4 Choose a language from the language list.

{button ,AL(^AWorking with languages;',0,"Defaultoverview",,)} [Related topics](#)

## Languages and supported look up options

The following table lists the languages and the options they support

Language	Synonym	Antonym	Related Words	Related Information	Cross References	Hypernym	Hyponym	Phrases
Catalan	■	■		■				
Danish	■							
Dutch	■	■	■		■	■	■	■
English-US	■							
English-UK	■							
English-CE	■							
English-OZ	▶							
Finnish	▶							
French-National	▶	▶			▶	▶	▶	
French-Canada	▶	▶			▶	▶	▶	
German-National	▶			▶				
German-Swiss	▶			▶				
Italian	▶	▶			▶	▶	▶	
Norwegian	▶	▶	▶					
Portuguese-National	▶		▶					
Portuguese-Brazilian	▶		▶					
Spanish-National	▶	▶	▶	▶				
Spanish-Latin American	▶	▶						
Swedish	▶	▶			▶			

## Writing tools supported languages

The following table lists languages and the writing tools .

Language	Code	Spell check	Grammatik	Thesaurus	Hyphenation
Afrikaans	AF	Yes	No	No	Yes
Catalan	CA	Yes	No	Yes	Yes
Czech	CZ	Yes	No	No	Yes
Danish	DK	Yes	No	Yes	Yes
Dutch	NL	Yes	Yes	Yes	Yes
English-U.S.	US	Yes	Yes	Yes	Yes
English-U.K.	UK	Yes	Yes	Yes	Yes
English-Canada	CE	Yes	Yes	Yes	Yes
English-Australia	OZ	Yes	Yes	Yes	Yes
Finnish	SU	Yes	No	Yes	Yes
French-National	FR	Yes	Yes	Yes	Yes
French-Canada	CF	Yes	Yes	Yes	Yes
Galician	GA	Yes	No	No	Yes
German-National	DE	Yes	Yes	Yes	Yes
German-Swiss	SD	Yes	Yes	Yes	Yes
Greek	GR	Yes	No	No	Yes
Hungarian	MA	Yes	No	No	Yes
Icelandic	IS	Yes	No	No	Yes
Italian	IT	Yes	Yes	Yes	Yes
Japanese	JP	Yes	No	No	No
Norwegian	NO	Yes	No	Yes	Yes
Polish	PL	Yes	No	No	Yes
Portuguese-Portugal	PO	Yes	No	Yes	Yes
Portuguese-Brazil	BR	Yes	No	Yes	Yes
Russian	RU	Yes	No	No	Yes
Slovak	SK	Yes	No	No	Yes

Sotho	ST	Yes	No	No	Yes
Spanish-National	ES	Yes	Yes	Yes	Yes
Spanish-America	EA	Yes	Yes	Yes	Yes
Swedish	SV	Yes	No	Yes	Yes
Tswana	TN	Yes	No	No	Yes
Turkish	TR	Yes	No	No	No
Xhosa	XH	Yes	No	No	Yes
Zulu	ZU	Yes	No	No	Yes

## Shaping text

CorelDRAW lets you shape both paragraph and artistic text in unique ways. For example, you can make paragraph text straddle an object or a sentence follow the outline of a circle.

In this section, you'll learn about

- wrapping paragraph text around objects and text
- fitting text to a path

## Wrapping paragraph text around objects and text

You can change the shape of text by wrapping a paragraph text frame around an object, artistic text, or another paragraph text frame. You can wrap text using contour or square wrapping styles. The contour wrapping styles follow the curve of the object. The square wrapping styles follow the bounding box of the object. You can also adjust the amount of space between paragraph text and the object or text, as well as remove any wrapping style you apply.

{button ,AL('AWrapping paragraph text around objects and text;',0,"Defaultoverview",)} How to

## To wrap paragraph text around an object or text

1 Select the object or text.

2 Click **Window ▸ Dockers**

▸ **Properties.**

3 In the **Object properties** Docker window, click the **General** tab and choose a wrapping style from the **Wrap paragraph text** list box.

If you want to change the amount of space between wrapped text and the object or text, type a value in the **Text wrap offset** box.

4 Click the **Text tool**, and either draw a new or drag an existing paragraph text frame over the object or text.

5 Type text in the paragraph text frame.

▸ **Tip**

- You can wrap existing paragraph text around a selected object by applying a wrapping style to the object and dragging the paragraph text frame over the object.

{button ,AL('AWrapping paragraph text around objects and text;',0,"Defaultoverview",,)} [Related topics](#)

## To remove a wrapping style

- 1 Select the object or wrapped text.
- 2 Click **Window ▸ Dockers**  
**▸ Properties**.
- 3 In the **Object properties** Docker window, choose **None** from the **Wrap paragraph text** list box.

{button ,AL('AWrapping paragraph text around objects and text;',0,"Defaultoverview",,)} [Related topics](#)

## Fitting text to a path

You can position artistic text along the path of an open object (for example, a line) or a closed object (for example, a square).

After you fit text to a path, you can adjust the text's position relative to that path. For example, you can place the text on the opposite side of the path, or you can adjust the distance between the text and the path.

CorelDRAW treats text fitted to a path as one object; however, you can separate the text from the object if you no longer want it to be part of the path. When you separate text from a curved or closed path, the text retains the shape of the object to which it was fitted. Straightening reverts the text to its original appearance.

{button ,AL('AFitting text to a path;',0,"Defaultoverview",,)} How to



## To fit text to a path

1 Select the path using the [Pick tool](#).

2 Click **Text ▶ Fit text to path**.

3 Type along the path.

### ▶ Notes

- If the text is fitted to an closed path, the text is centered along the path. If the text is fitted to an open path, the text flows from the point of insertion.
- You can't fit text to the path of another text object.

### ▶ Tip

- You can also fit text to a path by clicking the [Text tool](#), pointing over an object, clicking where you want the text to begin, and typing the text.

{button ,AL('AFitting text to a path;',0,"Defaultoverview"),} [Related topics](#)

## To adjust the position of text fitted to a path

- 1 Select the text using the [Pick tool](#).
- 2 On the property bar, choose a setting from any of the following list boxes:

- Distance from path
- Vertical placement
- Horizontal offset
- Text orientation
- Text placement

### ► Tips

- You can also change the horizontal position of fitted text by selecting it with the [Shape tool](#), and dragging the character nodes you want to reposition.
- Using the **Pick** tool, you can move text along the path by dragging the small red node that appears beside the text.

{button ,AL('AFitting text to a path;',0,"Defaultoverview",,)} [Related topics](#)

## To separate text from a path

- 1 Select the fitted text using the Pick tool.
- 2 Click **Arrange** ► **Break apart**.

{button ,AL('AFitting text to a path;',0,"Defaultoverview",,)} Related topics

## To straighten text

- 1 Select the fitted text using the Pick tool.
- 2 Separate the text from the path.
- 3 Click **Text ▶ Straighten text**.

{button ,AL('AFitting text to a path;',0,"Defaultoverview",)} Related topics

## Publishing to the Web

You can ensure that your CorelDRAW files and objects publish to HTML successfully by setting document elements to be Web-compatible, selecting the settings you want, and checking pre-flight issues. You can then use the HTML and images in HTML authoring software for creating a Web site or page.

In this section, you'll learn about

- Preparing files and objects for Web publishing
- Publishing to HTML

## Preparing files and objects for Web publishing

You can prepare your files and objects for the Web by setting preferences and verifying the objects before you export them.

CorelDRAW provides options for publishing your document to the World Wide Web. You can determine layout options, set link colors, and select HTML text preferences.

You can check the download times of your Web page objects through a browser preview. A statistics frame displays the downloading times of individual objects and entire pages for modems of different speeds.

`{button ,AL('APreparing files and objects for Web publishing;',0,"Defaultoverview",)} How to`

## To change HTML layout export preferences

- 1 Click **Tools ▶ Options**.
- 2 Type values in the following boxes:
  - **Position tolerance** ▶ lets you specify the number of pixels text can be automatically nudged to avoid introducing rows or columns that are 1 or 2 pixels in size
  - **Image white space** ▶ lets you specify the number of pixels that can occur in an empty cell before it's merged with an adjacent cell. This lets you avoid splitting a single graphic that spans adjacent cells. Cells, or tables, are used to position Internet objects in your Web document when you choose the HTML Tables layout method
  - **Position white space** ▶ lets you specify the amount of white space allowed in an image

{button ,AL('APreparing files and objects for Web publishing;',0,"Defaultoverview",)} [Related topics](#)

## To change text and link export preferences

### To change

HTML text export preferences

### Do the following

Click **Tools ▶ Options**. Click **Document, Publish to Web** and **Text**. Enable one of the following options:

- **Export Web-compatible text as text** exports the Web-compatible text as text
- **Export all text as images** exports the text images and ensures compatibility for all browsers
- **Export Web-compatible text as text using TrueDoc** exports the text using TrueDoc for use in Netscape Communicator

HTML link export preferences

Click **Tools ▶ Options**. Click **Document, Publish to the Web** and **Links**. Enable the **Underline** check box. Enable **Normal link, Active link, and Visited link** check boxes and select a color for each.

### ▶ Notes

- The link colors set in the **Options** dialog box will override the default link colors used in the Web browser, eliminating any conflict between link color and your document's page background color.
- Exporting all text as images increases download times.

{button ,AL('Preparing files and objects for Web publishing';0,"Defaultoverview",)} [Related topics](#)



## To view Web page performance

- 1 Click **Files** ▶ **Publish to the Web** ▶ **HTML**.
- 2 Click the **General** tab.
- 3 Click the **Browse preview** button.

{button ,AL("Preparing files and objects for Web publishing;",0,"Defaultoverview",)} [Related topics](#)

## Publishing to HTML

CorelDRAW provides several options for publishing your document or selection for use on the World Wide Web. You can choose several options such as image format, HTML layout, export range, and file transfer protocol (FTP) site parameters for uploading your files.

You can publish your document as a single image, from which CorelDRAW creates an image map. An image map is a hypergraphic whose hotspots link to different URLs when you view the HTML document with a browser. Note that image maps will cause slow downloads for those with a slow Internet connection.

You can export your graphics to preset JPEG, GIF, or PNG formats.

**{button ,AL('APublishing to HTML;','0,"Defaultoverview",)} How to**

## To set Web preflight options

- 1 Click **File** ► **Publish to the Web**
- **HTML**.
- 2 Click the **Issues** tab.
- 3 Choose **Web output** in the **Preflight for** drop-down list.
- 4 Click **Settings**.
- 5 In the **Issues to check for** list, expand the **Web publishing** tree.
- 6 Deselect the issues you do not want to check.

{button ,AL('APublishing to HTML;','0,"Defaultoverview",)} [Related topics](#)

## To publish to the Web

1 Click **File** ► **Publish to the Web**

► **HTML**.

2 Set the following options in the **Publish to the Web** dialog.

- **General** contains options for HTML layout, folder for HTML file and images, and file transfer protocol (FTP) site and export range. You can also select, add, and move dialog presets.
- **Details** contains details of HTML files produced, including page name and file name.
- **Images** lists all images for the current HTML export. You can set individual objects to JPEG, GIF, and PNG formats. Click **Options** to select presets for each image type.
- **Advanced** provides options for generating Javascript and Cascading Style Sheets.
- **Summary** shows statistics for files according to various download speeds
- **Issues** a list of potential issues displays, including explanations, suggestions, and tips

► **Note**

- CorelDRAW assigns the extension .HTM to documents you publish in the HTML format. By default, .HTM files share the same name as the CorelDRAW .CDR source file and are saved in the last folder you used to store exported Web documents.

► **Tip**

- You can set all images to a single format ► JPEG, GIF, or PNG

► by clicking **Tools**

► **Options**. In the list of categories, double-click **Document**, **Publish to the Web**, and click **Image**. Enable the one of the image format options.

{button ,AL('APublishing to HTML;','0',"Defaultoverview"),} [Related topics](#)

## Creating Web-enabled objects

CorelDRAW lets you create Web-enabled objects for optimum viewing in browsers. You can convert text to a Web compatible format so that it can be edited in a browser, add Web form objects such as radio buttons and check boxes, and create interactive rollovers from CorelDRAW objects.

In this section, you'll learn about

- [creating Web-compatible text](#)
- [using preset Internet objects](#)
- [creating rollovers](#)
- [working with bookmarks and hyperlinks](#)

## Creating Web-compatible text

When you convert paragraph text to Web-compatible text, you can edit the text of your published document in an HTML browser. You can change text font characteristics, including the font type, size, and style. The Web-compatible text sizes, numbered 1 through 7, correspond to particular point sizes between the 10-point and 48-point range. For more information about formatting text, see "Formatting paragraph text."

The default Web font style is used automatically, unless you override it with another font. If you choose to override it, the default font is used when visitors to your Web site don't have the same font installed on their computers. The bold, italic, and underline text styles, are also available. You can apply uniform fills, but not outlines, to Web-compatible text.

Any non-Web-compatible text in your drawing is converted to bitmapped images when you publish your drawing to the World Wide Web as HTML.

**{button ,AL('ACreating Webcompatible text';,0,"Defaultoverview",)} How to**

## To make text Web-compatible

### To

Change paragraph text to Web-compatible text

Make new text Web-compatible

### Do the following

Select the paragraph text. Click **Text ► Make text web compatible**.

Click **Tools ► Options**. In the list of categories, double-click **Workspace, Text**, and click **Paragraph**. Enable the **Make all new paragraph text frames web compatible** check box.

### ► Notes

- Ensure that the Web-compatible text does not intersect or overlap other Internet objects or extend beyond the boundaries of the drawing page; otherwise the text will be converted to a bitmapped image, and it will lose its Internet properties.
- Artistic text cannot be converted to Web-compatible text and is always treated as a bitmapped image. However, you can convert it to paragraph text and then make it Web compatible.

{button ,AL(^ACreating Webcompatible text;',0,"Defaultoverview",)} [Related topics](#)

## Using preset Internet objects

CorelDRAW provides you with a set of Internet objects, such as radio buttons, Java applets, text edit boxes, pop-up menus, and check boxes to use when designing an [HTML](#) page. You can customize Internet objects by adjusting their parameters.

If your document has form-related Internet objects, you need a [CGI](#) script address to enable these Internet objects to be automated once a document is published to the World Wide Web as an HTML file. Except for Java applets and embedded files, the Internet objects provided by CorelDRAW are form-related.

After you create a preset Internet object, you can save it. For information about optimizing, see "[Optimizing bitmapped images for the World Wide Web](#)."

`{button ,AL('AUsing preset Internet objects';,0,"Defaultoverview",)} How to`



## To add or customize an Internet object

To	Do the following
Add an Internet object	Click <b>Edit ► Insert Internet object</b> , and click the object you want. Click where you want to place the Internet object.
Customize an Internet object	Right-click an Internet object, and click <b>Properties</b> . In the <b>Object properties</b> Docker window, click the Internet object's tab and specify the attributes you want to add.
Add a CGI Script address to an Internet object	Deselect any objects. Click <b>Edit ► Properties</b> . Click the <b>Form</b> tab, and type the CGI Script address in the <b>URL of CGI script</b> box. Choose an <u>HTML</u> equivalent method from the <b>Method</b> list box and a frame type from the <b>Target</b> list box.

### ► Note

- All Internet objects, except for Java applets and embedded files, require a CGI Script address to function properly after you publish a drawing to the World Wide Web.

{button ,AL("AUsing preset Internet objects;",0,"Defaultoverview",)} [Related topics](#)

## To save objects to Web-compatible format

1 Click **File** ► **Publish to the Web**

► **HTML**.

2 Choose the HTML layout from the HTML layout method list box.

3 Choose a destination folder.

4 Choose an image subfolder

5 Choose an export range.

► **Tip**

- You can check to see whether there are any issues by clicking the **Issues** tab.

{button ,AL('AUsing preset Internet objects';,0,"Defaultoverview",)} [Related topics](#)

## Creating rollovers

You can create rollovers using objects. Rollovers are interactive objects that change in appearance when you click or point to them.

To create a rollover, you add and edit the following rollover states:

- **Normal** the default state of a button when no mouse activity is associated with the button
- **Over** the state of a button when the cursor passes over it
- **Down** the state of a clicked button

Before you publish an object to the Internet, you must save it to a Web-compatible file format by publishing as HTML or Macromedia Flash (.swf).

For information about creating and editing objects such as rollovers, see "[Working with objects](#)".

{button ,AL('ACreating rollovers;',0,"Defaultoverview",)} [How to](#)

## To create a rollover object

1 Select an object.

2 Click **Effects ▶ Rollover**

▶ **Create rollover.**

▶ **Note**

- You cannot create a rollover from a clone.

{button ,AL('ACreating rollovers;',0,"Defaultoverview",)} [Related topics](#)

## To edit a rollover object

1 Select an object.

2 Click **Effects ► Rollover**

► **Edit rollover.**

3 Specify attributes of the object.

4 Click **Effects ► Rollover**

► **Finish editing rollover.**

► **Note**

- You cannot close a drawing in which you are editing a rollover. You must finishing editing the button first.

► **Tip**

- You can also edit a rollover object by clicking the **Edit rollover** button on the Internet toolbar.

{button ,AL(^ACreating rollovers;";0,"Defaultoverview",)} [Related topics](#)

## To view the rollover states

1 Click **Window ▶ Toolbar**

▶ **Internet.**

2 Click the **Active rollover state** list box, and toggle between the **Normal**, **Over**, and **Down** states.

▶ **Tip**

- You can preview a rollover object's states in the drawing page by clicking **View ▶ Enable** rollovers.

{button ,AL('ACreating rollovers;',0,"Defaultoverview",)} [Related topics](#)

## Working with bookmarks and hyperlinks

CorelDRAW lets you create bookmarks and hyperlinks in your Web document. You can apply these to rollovers, bitmapped images, and other objects.

### Bookmarks

To create an internal link in an HTML file, you can assign a bookmark to text or to an object. You can then assign a Uniform Resource Locator (URL) to an object that links to the bookmark. The object containing a URL has a hotspot, an area that activates a hyperlink when clicked in a browser.

### Hyperlinks

Hyperlinks connect to any object in a document that is assigned a bookmark, or to any document published to the World Wide Web by using that document's URL.

CorelDRAW applies a crosshatch pattern to an object containing a hyperlink. You can change the color of the crosshatch pattern as well as its background fill. You can also set a hotspot that follows the outline of the object, limits itself to the same areas as the object's fill, or fills the object's bounding box.

After you create hyperlinks, you can display and verify them.

{button ,AL('AWorking with bookmarks and hyperlinks;',0,"Defaultoverview",)} How to

## To assign a bookmark

- 1 Right-click an object and click **Properties**.
- 2 Click **Internet tab**.
- 3 Choose **Bookmark** name from the **Behavior** list box.
- 4 Type the name of the bookmark.

{button ,AL('AWorking with bookmarks and hyperlinks;',0,"Defaultoverview",)} **Related topics**



## To assign a hyperlink to a bookmark or external Web site

- 1 Right-click an object, and click **Properties**.
- 2 Click **Internet tab**.
- 3 Choose **URL name** name from the **Behavior** list box.
- 4 Type a URL address.

### You can also

Specify what frame will display when the button is clicked

Add text for the browser status line

Define the hotspot area

Choose a target frame from the **Target** list box.

Type the text in the **Alt comments** text box.

Choose **Object shape** or **Bounding box of object** from the **Define hotspot using** list box.

### ► **Note**

- URLs to external Web sites must contain the **http://** prefix. Other supported protocols include **mailto:**, **ftp:**, and **file:**.

### ► **Tips**

- You can also create a hyperlink using the **Internet** toolbar.
- You can rename a bookmark and create a hyperlinked bookmarked object from a document object by using the **Internet bookmark manager** Docker window.

{button ,AL('AWorking with bookmarks and hyperlinks','0,"Defaultoverview"),} [Related topics](#)

## To assign crosshatch and background hotspot colors

1 Click **Window** ► **Dockers**

► **Properties.**

2 Click the **Internet** tab.

3 Open the **Cross-hatch color** picker, and click a color.

4 Open the **Background color** picker, and click a color.

► **Note**

- If you choose a hyperlinked object first and then change the crosshatch and background hotspot colors, the change applies to the selected object only. If you change the hotspot colors with no object selected, the default colors are changed for this drawing and for future sessions of CorelDRAW.

{button ,AL('AWorking with bookmarks and hyperlinks;',0,"Defaultoverview"),} **Related topics**

## To display hyperlinked objects

- On the **Internet** toolbar, enable the Show hotspots button.

All objects to which you've assigned URLs display in the crosshatch and background hotspot colors.

{button ,AL('AWorking with bookmarks and hyperlinks;',0,"Defaultoverview"),} Related topics

## To verify links in a Web document

1 Click **Window** ► **Dockers**

► **Link manager.**

2 In the list, verify that all URL links display a green check mark.

3 Click the Refresh button to verify any broken links.

► **Tip**

- If you want to test a link by opening an URL in a Web browser, right-click the object, and click **Jump to hyperlink in browser**.

{button ,AL('AWorking with bookmarks and hyperlinks;',0,"Defaultoverview"),} [Related topics](#)

## Welcome to CorelDRAW

CorelDRAW is a comprehensive vector-based drawing program that makes it easy to create professional artwork ► from simple logos to technical illustrations. CorelDRAW's tools are designed to meet the demands of the graphic arts professional. This section introduces the main features of CorelDRAW, provides information about using the online Help, and offers information about obtaining technical support.

## About Corel Corporation

Corel Corporation is an internationally recognized developer of award-winning business productivity, graphics, and operating system solutions on the Windows, Linux, UNIX, Macintosh, and Java platforms. Corel also develops market-leading, Web-based solutions including applications, e-commerce and online services. For access to these services and more information about Corel and its products, see [www.corel.com](http://www.corel.com) or [www.corelcity.com](http://www.corelcity.com) on the Internet. Corel is headquartered in Ottawa, Canada. Corel's common stock trades on the NASDAQ Stock Market (symbol: CORL) and on the Toronto Stock Exchange (symbol: COR).

### Corel wants your feedback

If you have any comments or suggestions about CorelDRAW documentation, you can send them by email to [drawdoc@corel.ca](mailto:drawdoc@corel.ca) or by regular mail to the following address. Corel can't respond to your messages individually, but you can check the CorelDRAW Web site for the latest product news, tips and tricks, and product upgrade information. You can access the CorelDRAW Web site at <http://www.corel.com/draw10/index.htm> on the Internet.

#### Creative Products Documentation Manager

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## Installing and uninstalling applications

The Corel setup wizard makes it easy to install and uninstall Corel applications. The setup wizard lets you:

- install any Corel applications included in your software package
- add components to currently installed applications
- refresh files and configurations of currently installed applications
- uninstall all or some of the components of Corel applications

{button ,AL('Installing and uninstalling applications;',0,"Defaultoverview",)} How to

## To install new components or update your current installation

1 Close all applications

2 Insert **CorelDRAW Disc 1** in the CD drive.

If the Corel Setup wizard does not start automatically, click **Start** on the Windows taskbar, and click **Run**. Type D:\Setup, where D is the letter that corresponds to the CD drive.

3 Select one of the following three options and follow the instructions in the Corel setup wizard:

- **Add New Components** if you want to install components that are not already installed
- **Update Current Installation** if you want to refresh your installation of the application and restore all settings to their default values
- **Custom Setup** if you want to specify which components to include

{button ,AL('Installing and uninstalling applications;',0,"Defaultoverview",)} [Related topics](#)



## To uninstall CorelDRAW

1. Click **Start** on the Windows taskbar and click **Programs ▶ CorelDRAW 10 ▶ Setup and notes**  
▶ **Corel uninstaller**.

2. Follow the instructions in the **Corel uninstaller** wizard.

{button ,AL('Installing and uninstalling applications;',0,"Defaultoverview",)} [Related topics](#)

## Registering CorelDRAW

You must register CorelDRAW to be eligible for technical support. Registered users receive our email newsletter, which contains information about new product releases and updates, free downloads, articles, tips, and special offers. If you have an Internet connection, you can register by following the instructions provided during installation. You can also register CorelDRAW online after installation.

{button ,AL('ARegistering CorelDRAW;',0,"Defaultoverview",)} [How to](#)

## To register CorelDRAW

- 1 Click **Start** on the Windows taskbar, and click **Programs ▶ CorelDRAW 10 ▶ Setup and notes ▶ Corel online registration.**
- 2 Follow the instructions on the screen.

{button ,AL('ARegistering CorelDRAW;',0,"Defaultoverview",,)} [Related topics](#)

## Using CorelDRAW Help

CorelDRAW has a variety of tools that help you work with the application:

- **User guide** ▶ Lets you access CorelDRAW concepts and procedures in a paper-based format
- **Online documentation** ▶ Lets you access Help directly from the user interface and find topics using the contents topic, index, and word/phrase search tool
- **Context help** ▶ Lets you get access to a type of online Help that provides information on a specific item
- **CorelTUTOR** ▶ Lets you work through a series of practical lessons that introduce you to the application's major capabilities
- **ToolTips** ▶ Lets you access tips for using CorelDRAW icons and buttons

{button ,AL('AUsing CorelDRAW Help;',0,"Defaultoverview",,)} How to

## To use online Help

- 1 Click **Help ► Help topics**.
- 2 Click one of the following tabs:
  - **Contents** ►lets you choose a topic from a section of the online Help
  - **Index** ►lets you use the index to find a topic
  - **Find** ►lets you find a topic by searching for a particular word or phrase in the online Help

### You can also

Print a specific Help topic

Print an entire section

### To

Open a Help topic, and click **Print**.

On the **Contents** page, choose a section, and click **Print**.

{button ,AL('AUsing CorelDRAW Help;',0,"Defaultoverview",,)} Related topics

## To use context Help


### To get help on


Buttons and controls


Menu commands

Dialog box controls

### Do this

Click  on the standard toolbar, then click the button.

Click  on the standard toolbar, and press **ALT** + the underlined letter of the menu name. Click the command you want help on.

Click , then click the dialog box control.

### ► Tip

- You can also access context Help by right-clicking an item and clicking **What's this?**

`{button ,AL('AUsing CorelDRAW Help;',0,"Defaultoverview",,)} Related topics`

## To use CorelTUTOR

- Click **Help** ► **CorelTUTOR**.

### ► Tip

- Select **CorelTUTOR** from the **Welcome** screen at startup.

{button ,AL(^AUsing CorelDRAW Help;',0,"Defaultoverview",,)} [Related topics](#)

## To display ToolTips

- Position the cursor over an icon or a button.

```
{button ,AL('AUsing CoreIDRAW Help';0,"Defaultoverview",)} Related topics
```



## CorelDRAW terms

Before you get started in CorelDRAW, you should be familiar with the following terms.

Term	Description
Object	An independent element that you can modify. Objects include images, shapes, lines, curves, symbols, and text.
Drawing	The work you create in CorelDRAW; for example, custom artwork, calendars, posters, and newsletters
Docker window	A window containing available commands in a dialog box that remains open as you work
Flyouts	A button that opens a group of related tools
Scrapbook	A folder filled with clipart, photos, fills, outlines, FTP sites, and other items you can use in your drawings
Thumbnails	Small, low resolution representations of images
Artistic text	A type of text to which you can apply special effects, such as shadows
Paragraph text	A type of text that you can use to add blocks of text, which is useful for drawings such as brochures

## Exploring the work area

The CorelDRAW work area contains two sets of button tools:
















- toolbar
- toolbox

Descriptions of them appear below in addition to procedures for hiding and displaying them. You can undock these and CorelDRAW Docker windows.

{button ,AL('AExploring the work area;',0,"Defaultoverview",,)} [How to](#)

# Exploring the toolbar

The toolbar consists of buttons that are shortcuts to many of the menu commands.

<u>Press this button</u>	<u>To</u>
	Start a new drawing
	Open a drawing
	Save a drawing
	Print a drawing
	Cut selected objects to the Clipboard
	Copy selected objects to the Clipboard
	Paste the Clipboard contents into a drawing
	Undo an action
	Restore a cancelled action
	Import a drawing
	Export a drawing
	Set a zoom level
	Launch Corel applications
	Launch to Corel Graphics Community Web site
	Launch What's This? or context Help

{button ,AL('AExploring the work area;',0,"Defaultoverview",,)} Related topics


















## Exploring the toolbox

Flyouts contain a set of related CorelDRAW tools. A small arrow in the right-hand corner of a toolbox button indicates a flyout: for example, the **Shape edit** flyout.

The following table provides descriptions of the tools in the toolbox and its flyouts.

<u>Flyout</u>	<u>Description</u>
<b>Shape edit</b>	Lets you access the <b>Shape</b> , <b>Knife</b> , <b>Eraser</b> , and <b>Free transform</b> tools
<b>Zoom</b>	Lets you access the <b>Zoom</b> and <b>Pan</b> tools
<b>Curve</b>	Lets you access the <b>Freehand</b> , <b>Bezier</b> , <b>Artistic media</b> , <b>Dimension</b> , and <b>Interactive connector</b> tools
<b>Object</b>	Lets you access the <b>Polygon</b> , <b>Spiral</b> , and <b>Graph</b> tools
<b>Perfect shapes</b>	Lets you access the <b>Basic shapes</b> , <b>Arrow shapes</b> , <b>Flowchart shapes</b> , <b>Stars shapes</b> , and <b>Callout shapes</b> tools
<b>Interactive tools</b>	Lets you access the <b>Interactive blend</b> , <b>Interactive contour</b> , <b>Interactive distortion</b> , <b>Interactive envelope</b> , <b>Interactive extrude</b> , <b>Interactive drop shadow</b> , and <b>Interactive transparency</b> tools
<b>Eyedropper</b>	Lets you access the <b>Eyedropper</b> and <b>Paintbucket</b> tools
<b>Outline tool</b>	Lets you access an <b>Outline pen</b> dialog, <b>Outline color</b> dialog , <b>Color Docker</b> window and a selection of outlines of various widths
<b>Fill</b>	Lets you access the <b>Fill color</b> , <b>Fountain fill</b> , <b>Pattern fill</b> , <b>Texture fill</b> , <b>Postscript fill</b> dialogs, and the <b>Color Docker</b> window
<b>Interactive Fill</b>	Lets you access <b>Interactive fill</b> and <b>Interactive mesh</b> tools

<u>Tool</u>	<u>Description</u>
	The <b>Pick</b> tool lets you select and transform objects.
	The <b>Shape</b> tool lets you edit the shape of objects
	The <b>Knife</b> tool lets you cut through objects
	The <b>Eraser</b> tool lets you remove areas of your drawing
	The <b>Free transform</b> tool lets you transform your object by using the <b>Free totation</b> , <b>Angle rotation</b> , <b>Scale</b> , and <b>Skew</b> tools
	The <b>Zoom</b> tool lets you change the magnification level in the Drawing window
	The <b>Pan</b> tool lets you move the display of the drawing window
	The <b>Freehand</b> tool lets you draw lines and curves
	The <b>Bezier</b> tool lets you draw curves using a connect-the-dots style of drawing
	The <b>Artistic media</b> tool provides access to the <b>Brush</b> , <b>Sprayer</b> , <b>Calligraphic</b> , and <b>Pressure</b> tools
	The <b>Dimension</b> tool lets you draw vertical, horizontal, slanted, or angular dimension lines
	The <b>Interactive connector</b> tool lets you join two objects with a line
	The <b>Rectangle</b> tool lets you draw rectangles and squares
	The <b>Ellipse</b> tool lets you draw ellipses and circles
	The <b>Polygon</b> tool lets you draw polygons and stars
	The <b>Spiral</b> tool lets you draw symmetrical and logarithmic spirals
	The <b>Graph paper</b> tool lets you draw a grid of lines similar to that on graph paper



The **Basic shapes** tool lets you choose from a full set of shapes, including hexagram, a smiley face, and a right-angle triangle.

The **Arrow shapes** tool lets you draw arrows of various shapes, directions, and number of heads.

The **Flowchart shapes** tool lets you draw flowchart symbols.

The **Stars shapes** tool lets you draw ribbon objects and explosion shapes.

The **Callout shapes** tool lets you draw callouts and labels.

The **Text** tool lets you type words directly on the screen as artistic text or as paragraph text

The **Interactive blend** tool lets you blend two objects

The **Interactive contour** tool lets you apply a contour to an object

The **Interactive distortion** tool lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object

The **Interactive envelope** tool lets you distort an object by dragging the nodes of the envelope that is placed on top of the object

The **Interactive extrude** tool lets you apply a third dimension to objects

The **Interactive drop shadow** tool lets you apply a drop shadow to an object

The **Interactive transparency** tool lets you apply transparencies to objects

The **Eyedropper** tool lets you select a fill from an object on the Drawing window

The **Paintbucket** tool lets you fill an object on the drawing window after selecting a fill using the **Eyedropper** tool

The **Outline** tool opens a flyout that lets you set the outline properties

The **Fill** tool opens a flyout that lets you set the fill properties

The **Interactive fill** tool lets you apply various fills

The **Interactive mesh** tool lets you apply a mesh grid to an object

{button ,AL('AExploring the work area;',0,"Defaultoverview",,)} [Related topics](#)

## Working with objects

Working with objects is an essential part of creating drawings.

In this section, you'll learn about

- [selecting objects](#)
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- [positioning objects](#)
- [sizing and scaling objects](#)
- [skewing and stretching objects](#)
- [rotating and mirroring objects](#)
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## Selecting objects

Before you can change an object, you must select it. You can select visible objects, hidden objects, and a single object in a group or a nested group. You can also select all objects at once.

{button ,AL('ASelecting objects;',0,"Defaultoverview",)} How to

## To select objects

### To select

An object

Multiple objects

An object, starting with the first object created and moving toward the last object created

An object, starting with the last object created and moving toward the first object created

All objects

An object in a group

An object in a nested group

A hidden object

Multiple hidden objects

A hidden object in a group

### Do the following

Click an object with the **Pick tool**.

Hold down **SHIFT**, and click each object you want to select.

Press **TAB** until a selection box displays around the object you want to select.

Press **SHIFT + TAB** until a selection box displays around the object you want to select.

Click **Edit ► Select all ► Objects**.

Hold down **CTRL**, and click an object in a group.

Hold down **CTRL**, and click an object you want to select until a selection box displays around it.

Hold down **ALT**, and click the topmost object until a selection box displays around the hidden object you want to select.

Hold down **ALT + SHIFT**, and click the topmost object until a selection box displays around the hidden objects you want to select.

Hold down **CTRL + SHIFT**, and click the topmost object until a selection box displays around the hidden object you want to select.

### ► Note

- The status bar displays a description of each hidden object as you select it.

### ► Tip

- You can also select one or more objects by dragging around the object or objects with the **Pick tool**.

{button ,AL("ASelecting objects";'0,"Defaultoverview",)} [Related topics](#)

## To deselect objects

### To deselect

A single object

A single object in multiple selected objects

### Do the following

Click the **Pick tool**, and click a blank space in the drawing window.

Hold down **SHIFT**, and click the object using the **Pick tool**.

{button ,AL('ASelecting objects;',0,"Defaultoverview",)} [Related topics](#)



## Copying, duplicating, and deleting objects

CorelDRAW gives you two ways to copy objects. You can cut or copy an object to place it on the Clipboard and paste it into a drawing or you can duplicate an object.

You can copy entire objects or just their fill properties. Cutting an object to the Clipboard removes it from the drawing; copying an object to the Clipboard leaves the original in the drawing; and duplicating an object places a copy directly in the drawing window, not the Clipboard.

You can create a transformed duplicate of an object while keeping the original object intact. If you decide that you want to keep the original object, you can delete the duplicate. Duplicating an object is also faster than cutting and pasting.

When you no longer need an object, you can delete it.

`{button ,AL('ACopying duplicating and deleting objects;',0,"Defaultoverview",)} How to`

## To place an object on the Clipboard

- 1 Select an object.
- 2 Click **Edit**, and click one of the following:
  - **Cut**
  - **Copy**

### ► Tips

- You can also cut or copy an object by right-clicking the object and clicking **Cut** or **Copy**.

{button ,AL("ACopying duplicating and deleting objects;"0,"Defaultoverview",)} [Related topics](#)

## To paste an object into a drawing

- Click **Edit ▶ Paste**.

{button ,AL('ACopying duplicating and deleting objects;',0,"Defaultoverview",)} [Related topics](#)

## To copy an object's fill properties to another object

- 1 Click the Pick tool.
- 2 Select the object to which you want to copy another object's properties.
- 3 Click **Edit ▶ Copy properties from**.
- 4 Enable any of the following check boxes:
  - **Outline pen**
  - **Outline color**
  - **Fill**
  - **Text properties**
- 5 Click **OK**.
- 6 Click the object whose properties you want to copy.

{button ,AL('ACopying duplicating and deleting objects;',0,"Defaultoverview",,)} [Related topics](#)

## To duplicate an object

- 1 Select an object.
- 2 Click **Edit ▶ Duplicate**.

{button ,AL('ACopying duplicating and deleting objects;',0,"Defaultoverview",)} [Related topics](#)

## To create a transformed duplicate

1 Select an object.

2 Click **Window ▶ Toolbars**

▶ **Transform.**

3 Click **Apply to duplicate** on the **Transform** toolbar.

4 Type new values in the **Transform** toolbar boxes, then press **ENTER**.

▶ **Tip**

- You can clear a transformation by selecting an object and clicking **Under arrange ▶ Clear transformations**.

{button ,AL('ACopying duplicating and deleting objects;',0,"Defaultoverview",,)} [Related topics](#)

## To delete an object

- 1 Select an object.
- 2 Click **Edit ▶ Delete**.

### ▶ Tip

- You can also delete an object by right-clicking the object and clicking **Delete**.

{button ,AL('ACopying duplicating and deleting objects;',0,"Defaultoverview",)} [Related topics](#)

## Positioning objects

You can position objects by dragging them to a new location, by nudging, or by specifying their horizontal and vertical position.

The values you set in super nudging, and micro nudging allow you to move objects into place by increments. By default, you can nudge objects in 0.1-inch increments, but you can change the nudge values to suit your needs.

When you specify the position of an object, you can set horizontal and vertical coordinates that are relative to the object's center anchor point or to another anchor point. You can also position objects by placing them at specific horizontal and vertical coordinates in the drawing window according to the center or one that you specify in the object.

By default, the point of origin (0,0) is at the lower left corner of the drawing page. When you enable the **Relative position** check box in the **Transformation** Docker window, the **H** and **V** boxes identify the position of the center anchor point as 0,0. When you specify a different position using the **H** and **V** boxes, the values represent a change from the object's current position as measured from the center anchor point.

{button ,AL('APositioning objects;',0,"Defaultoverview",)} How to



## To move an object

- Drag an object to a new position in the drawing.

### ► Tip

- You can move an object to another page by dragging the object to a page number tab.

{button ,AL('APositioning objects';,0,"Defaultoverview",)} [Related topics](#)

## To nudge an object

### To

Nudge a selected object by the nudge distance

Nudge a selected object by a fraction of the nudge distance

Nudge a selected object by a multiple of the nudge distance

### Do the following

Press an **Arrow** key.

Hold down **CTRL**, and press an **Arrow** key.

Hold down **SHIFT**, and press an **Arrow** key.

{button ,AL(^APositioning objects';0,"Defaultoverview",)} [Related topics](#)

## To set nudge distances

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Document** and click **Rulers**.
- 3 Type a value in the **Nudge** box.
- 4 Type a value in either the **Super nudge** or the **Micro nudge** box.
- 5 Choose a unit of measure from the **Units** list box.

### ▶ Tip

- You can also set the nudge distance by deselecting all objects and typing a value in the **Nudge Offset** box in the property bar.

{button ,AL('APositioning objects;',0,"Defaultoverview",)} [Related topics](#)

## To position an object

- 1 Select an object.
- 2 On the property bar, type values in the following stacked boxes:
  - **x** lets you position the object on the x axis
  - **y** lets you position the object on the y axis
- 3 Press **ENTER**.

{button ,AL('APositioning objects';0,"Defaultoverview",)} [Related topics](#)

## To position an object using a different anchor point

1 Select an object.

2 Click **Window ▸ Dockers**

▸ **Transformations**

▸ **Positions.**

3 Disable the **Relative position** check box.

4 Type value in the following boxes:

- **H**▸ lets you specify a value for the horizontal position of an object
- **V**▸ lets you specify a value for the vertical position of an object

5 Enable the check box that corresponds to the anchor point that you want to set.

6 Click **Apply**.

{button ,AL("APositioning objects";,0,"Defaultoverview",)} Related topics

## Sizing and scaling objects

CorelDRAW lets you size and scale objects. In both cases, you change the dimensions of an object proportionally by preserving its aspect ratio. You can size an object's dimensions by specifying values or changing the object directly. Scaling changes an object's dimensions by a specified percentage.

You can change an object's anchor point from its center to any of its eight selection handles. CorelDRAW also lets you reset the anchor point to the center of an object.

{button ,AL('ASizing and scaling objects;',0,"Defaultoverview",,)} How to

## To size an object

### To

Size a selected object

Size a selected object from its center

Size a selected object to a multiple of its original size

Stretch a selected object as you size it

### Do the following

Drag any of the corner selection handles.

Hold down **SHIFT**, and drag one of the selection handles.

Hold down **CTRL**, and drag one of the selection handles.

Hold down **ALT**, and drag one of the selection handles.

### ► Tip

- You can also set a precise size for the object by typing values in the **Object size** boxes on the property bar.

{button ,AL(^ASizing and scaling objects;',0,"Defaultoverview",)} Related topics

## To scale an object

1 Select an object.

2 Click **Window ▸ Dockers**

### ▸ Transformations

#### ▸ Scale.

3 Type values in the following boxes:

- **H** lets you specify a percentage by which you want to scale the object horizontally
- **V** lets you specify a percentage by which you want to scale the object vertically

If you want to change the object's anchor point, enable the check box that corresponds to the anchor point you want to set.

#### ▸ Tips

- You can also scale an object by dragging a selection handle.
- If you want to maintain the aspect ratio, disable the **Non-proportional** check box.

{button ,AL('ASizing and scaling objects';,0,"Defaultoverview",)} Related topics



## Skewing and stretching objects

You can skew and stretch objects in CorelDRAW. When you skew an object, you specify the degree by which you want to slant the object.

Stretching changes an object's vertical and horizontal dimensions nonproportionally. You can stretch an object from its center and in increments of 100%.

CorelDRAW also lets you change the skew anchor point of an object from its default center position. If you move the skew anchor point, you can reset it to the center again.

{button ,AL('ASkewing and stretching objects;',0,"Defaultoverview",,)} How to

## To skew an object

1 Select an object.

2 Click **Window ▸ Dockers**

▸ **Transformations**

▸ **Skew.**

3 Type a value in one or both of the following boxes:

- **H** lets you specify the number of degrees by which you want to skew the object horizontally
- **V** lets you specify the number of degrees by which you want to skew the object vertically

4 Click **Apply**.

▸ **Tip**

- You can also skew an object interactively by dragging one of its skew handles.

{button ,AL('ASkewing and stretching objects;',0,"Defaultoverview",,)} **Related topics**

## To stretch an object

1 Select an object.

2 Click **Window ▸ Dockers**

### ▸ Transformations

#### ▸ Size.

3 Enable the **Non-proportional** check box.

If you want to change the object's anchor point, enable the check box that corresponds to the anchor point you want to set.

4 Type a value in one of the following boxes:

- **H** lets you specify the width of a selected object
- **V** lets you specify the height of a selected object

5 Click **Apply**.

#### You can also

Stretch an object from its center

Stretch an object in increments of 100%

#### Do the following

Hold down **SHIFT**, and drag a corner selection handle.

Hold down **CTRL**, and drag a corner selection handle.

#### ▸ Note

- To revert the object to its original one-to-one proportions before transforming it again, you must disable the **Non-proportional** check box, and then re-type the equal values.

#### ▸ Tip

- You can stretch an object non-proportionally by holding down **ALT** and drag a corner selection handle.

{button ,AL('ASkewing and stretching objects;',0,"Defaultoverview",)} [Related topics](#)

## Rotating and mirroring objects

CorelDRAW lets you rotate and create mirror images of objects.

You can rotate an object in a drawing by specifying horizontal and vertical coordinates. You can move the center of rotation to a specific ruler coordinate or to a point that is relative to the current position of the object depending on the effect you are creating.

Mirroring an object horizontally flips it from left to right, top to bottom, or vice versa. By default, the mirror anchor point is in the center of the object.

**{button ,AL('ARotating and mirroring objects;',0,"Defaultoverview",)} How to**

## To rotate an object

1 Select an object.

2 Click **Window ▸ Dockers**

▸ **Transformations**

▸ **Rotate.**

3 Disable the **Relative center** check box.

To rotate an object around a point relative to its current position, enable the **Relative center** check box.

4 Type a value in the **Angle** box.

5 Type values in any of the following boxes:

- **H** lets you specify the horizontal coordinates around which you want to rotate the object
- **V** lets you specify the vertical coordinates around which you want to rotate the object

6 Click **Apply**.

▸ **Tip**

- You can also rotate a selected object by dragging a rotation handle clockwise or counterclockwise.

{button ,AL('ARotating and mirroring objects;',0,"Defaultoverview",)} **Related topics**

## To rotate an object around a ruler coordinate

- 1 Select an object.
- 2 Open the **Shape edit** flyout, and click the **Free transform** tool..
- 3 Disable the **Relative to object** button on the property bar.
- 4 Type values in one or both of the following **Center of rotation position** boxes:
  - **x** lets you specify the object's position on the horizontal ruler
  - **y** lets you specify the object's position on the vertical ruler
- 5 Type a value in the **Angle of rotation** box on the property bar.
- 6 Press **ENTER**.

{button ,AL("ARotating and mirroring objects";,0,"Defaultoverview",)} [Related topics](#)

## To mirror an object

1 Select an object.

2 Click **Window ▶ Dockers**

▶ **Transformation**

▶ **Scale.**

3 Click one of the following buttons:

- **Horizontal mirror** ▶ lets you flip the object left to right
- **Vertical mirror** ▶ lets you flip the object top to bottom

4 Enable the check box that corresponds to the anchor point you want to set.

5 Click **Apply.**

▶ **Tip**

- You can also mirror a selected object by holding down **CTRL** and dragging a selection handle to the opposite side of the object.

{button ,AL('ARotating and mirroring objects;',0,"Defaultoverview",)} [Related topics](#)

## Changing the order of objects

You can change the stacking order of objects on a layer by sending objects to the front or back, or behind or in front of other objects. You can also position objects precisely in the stacking order, as well as reverse the stacking order of multiple objects.

{button ,AL('AChanging the order of objects;',0,"Defaultoverview",)} [How to](#)



## To change the order of an object

1 Select an object.

2 Click **Arrange ▸ Order**, and click one of the following:

- **To front** moves the selected object to the front of all other objects.
- **To back** moves the selected object behind all other objects.
- **Forward one** moves the selected object forward one position
- **Back one** moves the selected object behind one position
- **In front of** moves the selected object in front of a specific object
- **Behind** moves the selected object behind a specific object

{button ,AL('AChanging the order of objects;',0,"Defaultoverview",,)} [Related topics](#)

## To reverse the order of multiple objects

- 1 Select the objects.
- 2 Click **Arrange ▸ Order**  
▸ **Reverse order**.

{button ,AL('AChanging the order of objects;',0,"Defaultoverview",)} [Related topics](#)

## Grouping and combining objects

You can group and combine objects in CorelDRAW.

When you group two or more objects, they are treated as a single unit. This lets you apply the same formatting, properties, and other changes to all the objects within the group at the same time. CorelDRAW also lets you group grouped objects to create nested groups.

If you want to edit an object in a group individually, you can ungroup the objects. You can also add and delete objects to and from a group.

Combining two or more objects creates a single object with common fill and outline attributes. You can combine rectangles, ellipses, polygons, stars, spirals, graphs, or text. CorelDRAW converts these objects to a single curve object. If you need to modify the attributes of an object that is combined, you can break the combined object apart.

{button ,AL('AGrouping and combining objects;',0,"Defaultoverview",,)} How to

## To group objects

- 1 Select the objects.
- 2 Click **Arrange ► Group**.

You can create a nested group, by selecting two or more groups of objects and clicking **Arrange ► Group**.

### ► Note

- You can select objects from different layers and group them; however, once grouped, the objects will reside on the same layer.

### ► Tip

- You can also group objects by clicking **Window ► Dockers**

► **Object manager**, and dragging an object's name in the **Object manager** Docker window over the name of another object.

{button ,AL('AGrouping and combining objects;',0,"Defaultoverview",)} [Related topics](#)

## To add an object to a group

- 1 Click **Window ▶ Dockers**  
▶ **Object manager**.
- 2 In the **Object manager** window, drag the name of the object to the name of the group you want to add it to.  
If you're removing an object from a group, click the object in the object list, and drag it out of the group.  
If you want to delete an object from a group, select the object in the object list and click **Edit ▶ Delete**.

{button ,AL("AGrouping and combining objects;",0,"Defaultoverview",,)} [Related topics](#)

## To remove an object from a group

- 1 Click **Window** ► **Dockers** ► **Object manager**.
- 2 Double-click the name of the group in the **Object manager** Docker window.
- 3 Drag an object from the group to a position outside the group.

{button ,AL('AGrouping and combining objects';0,"Defaultoverview",,)} [Related topics](#)

## To ungroup objects

1 Select a grouped object or all grouped objects.

2 Click **Arrange ▸ Ungroup**.

### ►Tip

- You can also ungroup objects by clicking the **Ungroup all** button on the property bar.

{button ,AL('AGrouping and combining objects';0,"Defaultoverview",)} [Related topics](#)

## To combine objects

1 Select the objects.

2 Click **Arrange ▸ Combine**.

### ▸ Note

- Combined text objects become larger blocks of text.

### ▸ Tip

- You can also combine selected objects by clicking the **Combine button** on the property bar.

{button ,AL('AGrouping and combining objects';0,"Defaultoverview",,)} **Related topics**



## To break apart combined objects

1 Select a combined object.

2 Click **Arrange ▸ Break apart**.

### ▸ Note

- If you break apart a combined object that contains artistic text, the text breaks apart into lines first, then into words. Paragraph text breaks into separate paragraphs.

{button ,AL('AGrouping and combining objects;',0,"Defaultoverview",,)} Related topics

## Aligning, distributing, and snapping objects

CorelDRAW lets you align and distribute objects in a drawing.

Aligning objects lines any series of objects precisely. You can, for example, align a series of objects horizontally and vertically.

You can distribute objects at equal intervals in a specified area.

Snapping links one object to another. For example, a callout snapped to an object will move with that object.

{button ,AL('Aligning distributing and snapping objects;',0,"Defaultoverview",)} [How to](#)

## To align a series of objects

- 1 Select the objects.
  - 2 Click **Arrange ► Align and Distribute**.
  - 3 Click the **Align** tab.
  - 4 Enable the check boxes that correspond to the horizontal and vertical alignment you want.  
If you want to align objects vertically, enable the **Left**, **Center**, or **Right** check box.
  - 5 In the **Align** area, enable one of the following check boxes:
    - **Edge of page** aligns objects with the edge of the page
    - **Center of page** centers objects on the page
    - **Align to grid** aligns objects with the nearest grid line
- **Tip**
- You can also align objects by selecting them and clicking the **Align** button on the property bar.

{button ,AL('AAaligning distributing and snapping objects;',0,"Defaultoverview",,)} [Related topics](#)

## To distribute objects

- 1 Select the objects.
- 2 Click **Arrange ► Align and Distribute**.
- 3 Click the **Distribute** tab.
- 4 Enable the check boxes that correspond to the distribution you want.
- 5 In the **Distribute** area, enable a check box that corresponds to the distribution area.

### ► Tip

- Click the **Preview** button to preview the distributed object.

{button ,AL('AAaligning distributing and snapping objects;',0,"Defaultoverview",,)} [Related topics](#)

## To snap objects

- 1 Select the objects.
- 2 Click **View ▶ Snap to objects**.

{button ,AL('AAligning distributing and snapping objects;',0,"Defaultoverview",)} [Related topics](#)

## Cloning objects

When you clone an object, you create a copy of an object that is linked to the original. Any changes to the original (or master) object will be reflected automatically in the clone (copy). You can, however, change the clone independently. If you want, you can remove those changes by reverting back to the original.

## To clone an object

- 1 Select an object.
- 2 Click **Edit ▶ Clone**.

### You can also

Specify a clone's master object

Right-click the clone, and click **Select master**.

Specify a master's clone object

Right-click the master, and click **Select clones**.

{button ,AL('Aligning distributing and snapping objects;',0,"Defaultoverview",)} [Related topics](#)

## To revert to a clone's master

1 Right-click a modified clone, and click **Revert to master**.

2 Enable any of the following check boxes:

- **Clone fill** restores the master fill attributes
- **Clone outline** restores the master outline attributes
- **Clone path shape** restores the master shape attributes
- **Clone transformations** restores the master shape and size attributes
- **Clone bitmap color mask** restores the master color settings

### ► Notes

- If you change a clone's attribute, that attribute will be no longer linked with the master.
- You can only restore attributes that have changed from the master object's properties.



## Blending objects

CorelDRAW lets you create blends, such as straight-line blends, blends along a path, and compound blends.

A straight-line blend shows a progression in shape and size from one object to another. The outline and fill colors of the intermediate objects progress along a straight-line path across the color spectrum. The outlines of intermediate objects show a gradual progression in different thicknesses and shape.

After you create a blend, you can copy or clone its settings to other objects. When you copy a blend, the object takes on all the blend-related settings, except for their outline and fill attributes. When you clone a blend, changes you make to the original blend (also called the master) are applied to the clone.

You can fit objects along part or all of a path's shape, and you can add one or more objects to a blend to create a compound blend.

You can change the appearance of a blend by adjusting the number and spacing of its intermediate objects, and changing the color progression, the nodes the blends map to, the blend's path, and the start and end objects.

You can also split and remove a blend.

{button ,AL('ABlending objects;',0,"Defaultoverview"),} How to

## To blend objects

### To

Blend along a straight line

Blend an object along a freehand path or a shape.

Fit a blend to a path

Stretch the blend over an entire path

Create a compound blend

### Do the following

Open the **Interactive tools** flyout, and click the **Interactive blend** tool. Select the first object and drag over the second object. If you want to reset the blend, press **ESC** as you drag.

Open the **Interactive tools** flyout, and click the **Interactive blend** tool. Select the first object. Hold down **ALT**, and drag to draw a line to the second object.

Select a **blend**. Hold down the right mouse button, drag the blend over a curved object, and click **Fit blend to path**.

Select a **blend**. Hold down the right mouse button, drag the blend over a curved object, and click **Fit blend to path**. Click the **Miscellaneous blend options** button on the property bar, and enable the **Blend along full path** check box.

Using the **Interactive blend** tool, drag an object to the start or end object of a blend.

{button ,AL('ABlending objects','0',"Defaultoverview"),} [Related topics](#)

## To copy or clone a blend

1 Select the two objects you want to blend.

2 Click **Effects**, and one of the following:

- **Copy effect ▶ Blend from**
- **Clone effect ▶ Blend from**

3 Select the blend whose attributes you want to copy or clone.

### ▶ Note

- You can't copy or clone a compound blend.

{button ,AL('ABlending objects;',0,"Defaultoverview",,)} [Related topics](#)

## To set the distance for intermediate objects in a blend fitted to a path

- 1 Select a [blend](#).
- 2 Click the [Use steps or fixed spacing for blend](#) button on the property bar.
- 3 Type a value in the [Number of steps or offset between blend shapes](#) box on the property bar.
- 4 Press **ENTER**.

### ► Tip

- You can set color acceleration rates by clicking the [Object and color acceleration](#) button, and moving the corresponding slider.

{button ,AL('ABlending objects';0,"Defaultoverview",)} [Related topics](#)

## To set the color progression for intermediate objects in a blend

1 Select a [blend](#).

2 On the property bar, click one of the following:

- [Direct blend](#)
- [Clockwise blend](#)
- [Counterclockwise blend](#)

### ► Note

- You can't create color progressions using blended objects filled with bitmapped images, [texture](#), two, and full-color patterns, and [PostScript](#) fills.

### ► Tip

- You can set color acceleration rates by clicking the [Object and color acceleration button](#) and moving the corresponding sliders.

{button ,AL("ABlending objects",'0',"Defaultoverview",)} [Related topics](#)

## To map the nodes of a blend

- 1 Select a [blend](#)
- 2 Click the **Miscellaneous blend options** [button](#) on the property bar.
- 3 Click the **Map nodes** button.
- 4 Click a node on the start object and on the end object.

{button ,AL("ABlending objects",'0,"Defaultoverview",)} [Related topics](#)

## To work with the start or end objects in a blend

### To

Select the start or end object

Change the start or end object of a blend

Fuse the start or end object in a split or compound blend

### Do the following

Select a **blend**, click the **Start and end object properties** button on the property bar, and click **Show start**, or **Show end**.

Select a blend, click the **Start and end object properties** button on the property bar, and click **New start**, or **New end**. Click an object you want to use as the start or end of the blend.

Hold down **CTRL**, and click the start or end object of the blend. Click the **Miscellaneous options** button on the property bar. If you have selected the start object, click the **Fuse start** button. If you have selected the end object, click the **Fuse end** button.

### ► Tip

- You can reverse the direction of the blend by clicking **Arrange ► Order**

► **Reverse order**.

{button ,AL('ABlending objects';0,"Defaultoverview",)} [Related topics](#)

## To change the blend path

- 1 Select a [blend](#).
- 2 Click the [Path properties button](#) on the property bar, and click **New path**.
- 3 Click the path you want to use for the blend.

### You can also

Detach a blend from a selected path

Click the [Path properties button](#) on the property bar, and click **Detach from path**.

Change the path of a selected freehand blend

Click the blend path with the [Shape tool](#), and drag a path's node.

### ► **Tips**

- To select the blend path, click the **Path properties** button and click **Show path**.
- You can select and detach a component of a [compound blend](#) by holding down **CTRL** while you select the component.

{button ,AL('ABlending objects;',0,"Defaultoverview",,)} [Related topics](#)



## To split a blend

- 1 Select a [blend](#).
- 2 Click the **Miscellaneous options** [button](#) on the property bar.
- 3 Click the **Split** button.
- 4 Click the intermediate object at which you want to split the blend.

### ► Note

- You can't split a blend at the intermediate object that is immediately adjacent to the start or end object.

{button ,AL('ABlending objects;',0,"Defaultoverview",,)} [Related topics](#)

## To remove a blend

1 Select a [blend](#).

2 Click **Effects** ► **Clear blend**.

### ► Tip

- You can also remove a selected blend by clicking the [Clear blend button](#) on the property bar.

{button ,AL('ABlending objects';0,"Defaultoverview",,)} [Related topics](#)

## Spraying objects along a line

CorelDRAW lets you spray a series of objects in a line. Besides graphic and text objects, you can import bitmapped images to spray along a line. However, the more complex the object you spray, the more system resources you use, the longer CorelDRAW takes to produce the line, and the larger your file size.

You can control how a sprayed line appears by adjusting the spacing between objects so they are closer or farther apart from each other. You can also vary the order of objects in the line. For example, if you are spraying a series of objects that includes a star, a triangle, and a square, you can change the spray order so that the square appears first, followed by the triangle and then the star. CorelDRAW also lets you shift the position of objects in a sprayed line by rotating them along the path or offsetting them in one of four different directions: alternating, left, random, or right. For instance, you can choose a left offset direction to align the objects you spray to the left of the path.

You can also create a spraylist.

{button ,AL('ASpraying objects along a line;',0,"Defaultoverview",)} How to

## To spray a line

- 1 Open the [Curve flyout](#), and click the [Artistic media tool](#).
- 2 Click the [Sprayer button](#) on the property bar.
- 3 Choose a spraylist from the [Spraylist file list box](#).  
If the spraylist you want is not listed, click the [Browse button](#) on the property bar to select the folder in which the file is located.
- 4 Position the cursor where you want the line to start.
- 5 Drag to draw the line.

### You can also

Adjust the number of objects sprayed at each spacing point

Type a number in the [top box of the Dabs/Spacing of objects to be sprayed](#) box

Adjust the spacing between dabs

Type a number in the [bottom box of the Dabs/Spacing of objects to be sprayed](#) box

Set the spray order

Choose a spray order from the **Choice of spray order** list box.

Adjust the size of spray objects

Type a number in the top box of the **Size of objects to be sprayed** box.

Adjust the size of spray objects along the path of the line (for example, increasing the value causes objects to become larger in size as you move along the path)

Type a number in the bottom box of the **Size of objects to be sprayed** box.

Reset a spraylist to its saved settings

Click the [Reset values button](#) on the property bar.

### ► Note

- Spraylists that have more complex objects use more system resources. CorelDRAW takes longer to produce lines using complex objects, and these objects will increase your file size.

{button ,AL('ASpraying objects along a line';0,"Defaultoverview"),} [Related topics](#)

## To rotate the lines that you spray

- 1 Select the spraylist you want to adjust.
- 2 Click the **Rotation** button on the property bar.
- 3 Type a value between zero and **360** in the **Angle** box.  
For example, to rotate all objects in the spray by 45 degrees, type "45" in the **Angle** box.
- 4 If you want each object in the spray to rotate incrementally, enable the **Use Increment** check box and type a value in the Increment box.
- 5 Do one of the following:
  - Enable the **Path based** option to rotate objects in relation to the line.
  - Enable the **Page based** option to rotate objects in relation to the page.
- 6 Press **ENTER**.

{button ,AL('ASpraying objects along a line;',0,"Defaultoverview",)} [Related topics](#)

## To offset the lines that you spray

- 1 Select a spraylist.
- 2 Click the **Offset** button on the property bar.
- 3 Enable the **Use Offset** check box to offset objects from the path of the line sprayed.  
If you want the objects to follow the line, disable the check box.
- 4 If you want to adjust the offset distance, type a new value in the **Offset** box.
- 5 Choose an offset direction from the **Offset direction** list box.  
For example, if you want to alternate between the left and right of the line, choose **Alternating**.

{button ,AL('ASpraying objects along a line;',0,"Defaultoverview",)} [Related topics](#)

## To create a new spray list

- 1 Click **Effects ▶ Artistic media**.
- 2 Select an object or a set of grouped objects.
- 3 Click the **Save** button in the **Artistic media** Docker window.
- 4 Enable **Object sprayer**.
- 5 Type a filename in the **File name** box.
- 6 Click **Save**.

{button ,AL(^ASpraying objects along a line;',0,"Defaultoverview",)} [Related topics](#)

## Drawing flow and dimension lines

You can draw flow lines in flowcharts and organizational charts to connect chart shapes. Objects stay connected by these lines even when you move one or both objects. For information about drawing flowchart shapes, see ["Drawing pre-defined shapes"](#).

The Callout tool allows you to draw lines that point to and label objects. When you draw a callout line, a text cursor appears at the end of line, showing where to type a label for the object.

You can also draw dimension lines to indicate the distance between two points in a drawing or the size of objects. Dimension lines change with an object will show in the measurement on the line. You can also set how dimension lines are displayed.

`{button ,AL('ADrawing flow and dimension lines;',0,"Defaultoverview",)} How to`



## To draw a flow line between two or more objects

### To

Draw a flow line

### Do the following

Open the **Curve flyout**, and click the **Interactive connector tool**. Drag from a node on one object to a node on another object.

Move a flow line

Select a flow line using the **Shape tool**, and drag the node you want to move.

### ► Note

- You can draw a flow line horizontally or vertically, but not both. All angles in a flow line, therefore, are right angles.

{button ,AL('ADrawing flow and dimension lines;',0,"Defaultoverview",)} [Related topics](#)

## To draw a dimension line

### To

Draw a dimension line

### Do the following

Open the **Curve** flyout, and click the **Dimension** tool. On the property bar, click one of the following buttons:

- **Vertical dimension** tool
- **Horizontal dimension** tool
- **Slanted dimension** tool

Click the start and end points of the dimension line. Click where you want to place the dimension text.

Draw an angular dimension line

Open the **Curve** flyout, and click the **Dimension** tool. Click the **Angular dimension** tool button on the property bar. Click where you want the two lines that measure the angle to intersect. Click where you want the first line to end, and click where you want the second line to end. Click where you want the angle's label to appear.

{button ,AL('ADrawing flow and dimension lines';0,"Defaultoverview"),} [Related topics](#)

## To draw a callout

- 1 Open the [Curve flyout](#), and click the [Dimension tool](#).
- 2 Click the [Callout tool](#) on the property bar.
- 3 Click where you want the first callout segment to start.
- 4 Click where you want the second segment to start.
- 5 Click where you want to place the callout text, and type the text.

{button ,AL("ADrawing flow and dimension lines";0,"Defaultoverview"),} [Related topics](#)

## To set how the dimension units are displayed

- 1 Select a dimension line.
- 2 Click the **Show units for dimension** button on the property bar.
- 3 On the property bar, choose options from the following list boxes:
  - **Dimension style** list box
  - **Dimension precision** list box
  - **Dimension units** list box

### You can also

Specify the position of the dimension units

Click the **Text position drop down button** on the property bar, and click a text position.

Change the point size and font of the dimension units

Type a value in the **Font size** list box on the property bar, and choose a font from the **Font** list box.

{button ,AL("ADrawing flow and dimension lines";',0,"Defaultoverview",)} Related topics

# Getting started

Drawings are the work that you create and edit in CorelDRAW.

In this section, you'll learn about

- [starting and opening drawings](#)
- [using the basic features of CorelDRAW](#)
- [undoing, redoing, and repeating actions](#)
- [saving drawings](#)
- [closing drawings and quitting CorelDRAW](#)
- [specifying the page layout](#)
- [choosing a page background](#)
- [adding, renaming, and deleting pages](#)
- [accessing drawing information](#)
- [setting up the rulers](#)
- [calibrating the rulers](#)
- [setting up the grid](#)
- [setting up guidelines](#)
- [setting the drawing scale](#)
- [zooming and panning](#)
- [previewing a drawing](#)
- [working with views](#)

## Starting and opening drawings

CorelDRAW lets you start a new drawing from a blank page, from a [template](#), or from an existing drawing.

A blank page gives you the freedom to specify every aspect of a drawing.

A template provides you with a starting point and leaves the amount of customization to you. The templates included with CorelDRAW are available under the following categories:

- **Full page**
- **Label**
- **Booklet**
- **Side-fold**
- **Web**
- **Browse**

Basing a new drawing on an existing drawing lets you reuse objects and page settings without having to recreate them.

CorelDRAW lets you open existing drawings saved to a variety of file formats. For information about the file formats CorelDRAW lets you open, see "[File formats](#)."

CorelDRAW lets you use clipart, photos, and sound files that are stored on the CorelDRAW CD, or that are available on Corel's Content on the Web site (an **http:// protocol** site not accessible through a browser), to start or enhance drawings. You can access these files by browsing or by searching.

{button ,AL('AStarting and opening drawings;',0,"Defaultoverview"),} [How to](#)

## To start a drawing

### To

Start a drawing from a blank page

Start a drawing from a template

### Do the following

Click **File** ► **New**.

Click **File** ► **New from template**, click the tab that corresponds to the template category you want, and choose a template.

### ► Tip

- You can specify a layout style (template) by clicking **Layout** ► **Page setup**, clicking **Layout** in the list of categories, and choosing a layout style from the **Layout** list box.

{button ,AL('AStarting and opening drawings;',0,"Defaultoverview",)} [Related topics](#)

## To open a drawing

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the drawing is stored.
- 3 Click a filename.  
If you want to view a [thumbnail](#) of the drawing, enable the **Preview** check box.
- 4 Click **Open**.

### ► Tip

- You can also open a drawing by clicking the [Open button](#) on the property bar.

{button ,AL('AStarting and opening drawings;',0,"Defaultoverview",)} [Related topics](#)



## To browse for clip art, photos, and sound files

1 Click **Window** ► **Dockers**

► **Scrapbook**

► **Browse.**

2 Navigate to a file stored on your computer or on the CD installed in your CD drive.

► **Tips**

- You can browse contents online by clicking the [Content on the Web](#) button.
- You can specify how you want the search results displayed by clicking one of the following buttons: **Large icons**, **Small icons**, **List icons**, **Detail view**.

{button ,AL(^AStarting and opening drawings;',0,"Defaultoverview"),} [Related topics](#)

## To search for clip art, photos, and sound files

- 1 Click **Window** ► **Dockers**
- **Scrapbook**
- **Search**.
- 2 Type a search keyword in the **Search for** text box.
- 3 Click the **Search** button.
- 4 Click one of the following buttons to specify how you want the search results displayed:
  - **Large icons**
  - **Small icons**
  - **List icons**
  - **Detail view**

{button ,AL('AStarting and opening drawings;',0,"Defaultoverview",)} **Related topics**

## Using the basic features of CorelDRAW

CorelDRAW has a virtually unlimited number of tools and capabilities to help you create drawings. The following table provides you with the basic features of CorelDRAW so that you can get started.

<b><u>For information on</u></b>	<b><u>See</u></b>
Drawing lines	<a href="#"><u>Working with lines, outlines, and brush strokes</u></a>
Drawing shapes	<a href="#"><u>Drawing shapes</u></a>
Creating and manipulating objects	<a href="#"><u>Working with objects</u></a>
Adding color to objects	<a href="#"><u>Filling objects</u></a>
Adding text to a drawing	<a href="#"><u>Working with text</u></a>
Creating drawings for use on the World Wide Web	<a href="#"><u>Publishing to the Web</u></a>
Printing drawings	<a href="#"><u>Printing</u></a>

{button ,AL('AUsing the basic features of CorelDRAW;',0,"Defaultoverview",,)} [How to](#)

## Undoing, redoing, and repeating actions

You can undo the actions you perform in a drawing, starting with the most recent action. Reverting to the last saved version of a drawing also lets you remove one or more actions.

If you accidentally undo an action, you can redo it. Customizing the undo settings lets you increase or decrease the number of actions that you can undo or redo.

You can also repeat an action you apply to create a stronger visual effect.

{button ,AL('AUndoing redoing and repeating actions;',0,"Defaultoverview",,)} How to

## To undo, redo, and repeat actions

### To

Undo an action

Redo an action

Undo or redo a series of actions

Revert to the last saved version of a drawing

Repeat an action

### Do the following

Click **Edit ▸ Undo**.

Click **Edit ▸ Redo**.

Click **Tools ▸ Undo Docker**, choose an action from the list, and apply a new action to the drawing.

Click **File ▸ Revert**.

Click **Edit ▸ Repeat**.

### ▸ Notes

- When you undo a series of actions, all actions listed below the action you choose are undone.
- When you redo a series of actions, the action you choose and all actions listed between it and the last undone action are redone.

### ▸ Tip

- You can also undo or redo a single or series of actions in the **Undo** Docker window, by clicking the last action you want to appear. Actions below the selected action in the list are undone or redone.

{button ,AL('AUndoing redoing and repeating actions;',0,"Defaultoverview",,)} [Related topics](#)

## To customize the undo settings

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Workspace** and click **General**.
- 3 Type a value in the **Regular** box.

### ▶ Note

- The value you specify is limited only by your computer's memory resources; therefore, the higher the value you specify, the greater the demand on the memory resources.

{button ,AL("AUndoing redoing and repeating actions;",0,"Defaultoverview",,)} [Related topics](#)

## Saving drawings

CorelDRAW lets you save a drawing as you work. When you save a drawing for the first time, you must specify a filename, drive, and folder. CorelDRAW offers advanced options that let you assign notes, keywords, and thumbnails to drawings so that you can find them more easily. You can also save textures, blends and extrusions with a drawing. This option increases the size of your drawing, and therefore uses more of your computer's resources. If you want to reduce the size of a drawing, you can rebuild each of these special effects every time you open a drawing as well as compress bitmapped images and vector graphics.

By default, drawings are saved to the CorelDRAW file format; however, advanced save options let you choose other file formats as well. For example, if you want to use a drawing in Corel WordPerfect, you can save it to the Corel WordPerfect Graphic (WPG) format. If you are saving a drawing to use in another application, you must save it to a file format that is supported by that application. You can also save a drawing to a previous version of CorelDRAW.

Drawings can also be saved as templates, letting you create drawings based on the properties of saved drawings.

CorelDRAW also lets you save selected objects in a drawing. If you are working on a large drawing, saving only the selected objects can decrease the time it takes to load a drawing, and reduce the demands on your computer's memory.

To protect changes to a drawing as you work, you can specify autobackup settings. When you save automatically, you specify a time interval in which a backup of the current drawing is saved.

{button ,AL('ASaving drawings;',0,"Defaultoverview",)} How to

## To save a drawing

- 1 Click **File** ► **Save**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Choose a file type from the **Files of type** list box.
- 4 Type a filename in the **Filename** box.

If you want to specify advanced settings, click **Advanced**, and specify the settings you want in the **Options** dialog box.

- 5 Click **Save**.

### ► Tips

- You can also save a drawing by clicking the [Save button](#) on the property bar.
- You can save a drawing to an earlier version of CorelDRAW by choosing **CDR-CorelDRAW** from the **Files of type** list box and choosing a version number from the **Version** list box.

{button ,AL('ASaving drawings','0',"Defaultoverview",)} [Related topics](#)



## To save a drawing with a new filename

- 1 Click **File ► Save as**.
- 2 Type a filename in the **Filename** box.  
If you want to change the location where the renamed drawing is stored, choose a drive and folder.
- 3 Click **Save**.

{button ,AL('ASaving drawings;',0,"Defaultoverview",)} [Related topics](#)

## To save a drawing as a template

- 1 Click **File ▶ Save as**.
  - 2 Choose **CDT - CorelDRAW Template** from the **Files of type** list box.
  - 3 Choose the drive and folder where CorelDRAW is installed.
  - 4 Choose the folder where the CorelDRAW templates are stored.
  - 5 Choose a category in which to save the drawing.
  - 6 Type a filename in the **Filename** box.
  - 7 Click **Save**.
- ▶ **Note**
- In most installations, the folder in which CorelDRAW templates are stored is **Program Files/Corel/Graphics10/Draw/Template**.

{button ,AL('ASaving drawings;',0,"Defaultoverview",)} [Related topics](#)

## To save only selected objects

- 1 Select the objects.
- 2 Click **File ► Save as**.
- 3 Enable the **Selected only** check box.
- 4 Type a filename in the **File name** box.
- 5 Choose a file type from the **Files of type** list box.
- 6 Click **Save**.

{button ,AL('ASaving drawings;',0,"Defaultoverview",)} [Related topics](#)

## To specify auto backup settings

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, double-click **Workspace**, and click **Save**.
- 3 Enable the **Auto-backup** check box, and type a value in the **Minutes** box.
- 4 Enable one of the following options:
  - **Save back-up to same folder as the CDR file** ▶ Lets you save auto backup drawings in the same location as the original drawing and to the CorelDRAW file format (**CDR**)
  - **Always back-up to** ▶ Lets you specify the location where you want to save the auto backup drawings

If you want a backup copy created every time you save a drawing, enable the **Make backup on save** check box.

### ▶ Note

- Auto backup drawings are named **auto\_backup\_of\_filename** and can be saved in any folder you specify. Backup files created when you save a drawing are named **backup\_of\_filename** and are always stored in the same folder as the original drawing.

{button ,AL('ASaving drawings;',0,"Defaultoverview",)} [Related topics](#)

## Closing drawings and quitting CorelDRAW

You can close one or all open drawings at any time. You can also quit CorelDRAW.

{button ,AL("Closing drawings and quitting CorelDRAW;",0,"Defaultoverview",,)} How to

## To close drawings

### To close

One drawing

All open drawings

### Do the following

Click **File** ► **Close**.

Click **Window** ► **Close all**.

{button ,AL(^AClosing drawings and quitting CorelDRAW;',0,"Defaultoverview",,)} [Related topics](#)

## To quit CorelDRAW

- Click **File** ► **Exit**.

{button ,AL('AClosing drawings and quitting CorelDRAW;',0,"Defaultoverview",)} [Related topics](#)

## Specifying the page layout

You can begin working on a drawing by specifying settings for the size, orientation, and layout style of the page.

There are two options for specifying a page size: choosing a preset page size or creating your own. You can choose from hundreds of preset page sizes ranging from legal paper and envelopes to posters and Web pages. If a preset page size does not meet your needs, you can create a custom page size by specifying a drawing's dimensions.

The orientation of the page can be landscape or portrait. Landscape orientation defines whether the drawing's width is greater than its height, while portrait orientation defines whether the drawing's height is greater than its width. Any pages you add to a drawing project assume the current orientation; however, you can give single pages in a drawing project a different orientation. The options you choose when specifying the page layout can be used as a default for all new drawings you create. You can also adjust the orientation settings of the drawing to match the standard paper size for printing.

`{button ,AL('ASpecifying the page layout;',0,"Defaultoverview",)} How to`



## To set the page size and orientation

### To

Choose a preset page size

Specify a custom page size

Set the page orientation for all pages in a drawing

Set the page orientation for an individual page in a drawing

### Do the following

Click **Layout ► Page setup**, and choose a paper type and size from the **Paper** list box.

Click **Layout ► Page Setup**, choose **Custom** from the **Paper** list box, and type values in the **Width** and **Height** boxes.

Click **Layout ► Page Setup**, and enable the **Landscape** or the **Portrait** option.

Click the bottom half of the **Set default or current page size and orientation** button on the property bar, and click the **Landscape** or **Portrait** button.

### ► Tip

- You can also specify the page size and orientation for individual pages by clicking **View ► Page sorter view**, clicking a page, and specifying your options using the buttons on the property bar.

{button ,AL('ASpecifying the page layout;',0,"Defaultoverview",)} [Related topics](#)

## To start new documents with specific page layout options

- 1 Click **Tools ► Options**.
- 2 In the list of categories, click **Document**.
- 3 Enable the **Save options as defaults for new documents** check box.

{button ,AL('ASpecifying the page layout;',0,"Defaultoverview",)} [Related topics](#)

## To match the orientation settings to the printer settings

- 1 Click **Layout ► Page setup**.
- 2 Enable the **Normal paper** option.
- 3 Click **Set from printer**.

{button ,AL('ASpecifying the page layout;',0,"Defaultoverview",)} [Related topics](#)

## Choosing a page background

You can choose the color and type of background for a drawing. For example, you can use a solid color if you want a uniform background, or if you want a more intricate or dynamic background, you can use a [bitmapped image](#). Some examples of bitmapped images include textured designs, photographs, and clipart.

When you use a bitmapped image as the background, you must link it to the drawing or embed it in the drawing. If you link a bitmapped image to the drawing and later change the source of that image, the change is automatically applied to the drawing. This means that if you send the drawing to someone else, you must also send all the linked bitmapped images so that the drawing reflects any changes and displays accurately. If you choose to embed a bitmapped image in a drawing, changes to the source image aren't updated in the drawing.

You can also ensure that the bitmapped image used as the background can be printed and exported, and because the bitmapped image is tiled across the drawing page, you can change the size of the bitmapped image to create smaller or larger tiles.

If you no longer need a background, you can remove it.

**{button ,AL('AChoosing a page background;',0,"Defaultoverview",)} [How to](#)**

## To use a solid color as the background

- 1 Click **Layout** ► **Page background**.
- 2 Enable the **Solid** option.
- 3 Open the **Color** picker, and click a color.

{button ,AL('Achoosing a page background;',0,"Defaultoverview",,)} [Related topics](#)

## To use a bitmapped image as the background

- 1 Click **Layout** ► **Page background**.
  - 2 Enable the **Bitmap** option.
  - 3 Click **Browse**.
  - 4 Choose a file format from the **Files of type** list box.
  - 5 Choose the drive and folder where the file is stored.
  - 6 Double-click the filename.
  - 7 Enable one of the following options:
    - **Linked** ► Links the bitmapped image to the drawing so that changes made to the source file are reflected in the bitmapped image background
    - **Embedded** ► Embeds the bitmapped image in the drawing so that changes made to the source file are not reflected in the bitmapped image background
- If you want the background to be printable and exportable, enable the **Print and export background** check box.
- 8 Enable one of the following options:
    - **Default size** ► Lets you either tile or crop the bitmapped image to fit the page. If the bitmapped image is larger than the page, the bitmapped image will be cropped. If it's smaller than the page, it will be tiled to create a background.
    - **Custom size** ► Lets you specify the dimensions of the bitmapped image. Type values in the **H** and **V** boxes.
- **Tip**
- You can specify nonproportional height and width values by disabling the **Maintain aspect ratio** check box.

{button ,AL('AChoosing a page background;',0,"Defaultoverview",)} [Related topics](#)

## To remove a background

- 1 Click **Layout** ► **Page background**.
- 2 Enable the **No background** option.

{button ,AL('AChoosing a page background;',0,"Defaultoverview",,)} [Related topics](#)

## Adding, renaming, and deleting pages

CorelDRAW lets you add a page to a drawing, rename it anytime, and delete a single page or an entire range of pages. You can also rearrange the order of pages after you have created a multipage drawing.

{button ,AL(^AAdding renaming and deleting pages;',0,"Defaultoverview",)} How to



## To add a page

- 1 Click **Layout ▶ Insert page**.
- 2 Type the number of pages you want to add in the **Insert pages** box.
- 3 Enable one of the following options:

- **Before**
- **After**

### ▶ Tip

- You can also add pages by clicking the **Add page** button on the [Document Navigator](#), if you're on the first or last page.
- You can also choose where to add a page by right-clicking an existing page in the Document Navigator and clicking **Insert page after** or **Insert page before**.

{button ,AL('AAdding renaming and deleting pages;',0,"Defaultoverview",)} [Related topics](#)

## To rename a page

- 1 Click **Layout ► Rename page**.
- 2 Type the name of the page in the **Page name** box.

{button ,AL('AAdding renaming and deleting pages;',0,"Defaultoverview",)} [Related topics](#)

## To delete a page

- 1 Click **Layout ▶ Delete page**.
  - 2 In the **Delete page** dialog box, type the number of the page you want to delete.
- ▶ **Tip**
- You can delete a range of pages by enabling the **Through to page** check box and typing the number of the last page in the **Through to page** box.

{button ,AL('AAdding renaming and deleting pages;',0,"Defaultoverview",)} [Related topics](#)

## To rearrange the order of pages

- 1 Click **View ▶ Page sorter view**.
- 2 Click and drag a page to its new location.

### You can also

Copy a page

Right-click and drag the page you want to copy and click **Copy here** from the pop-up menu.

Return to normal view

Double-click a page to get back to the regular view of that page.

### ▶ **Tips**

- You can also change the layout and orientation of individual pages, by clicking the relevant buttons on the property bar while in Page sorter view.
- You can also rearrange the order of pages by clicking and dragging the page tabs on the [Document Navigator](#) at the bottom of the [drawing window](#).

{button ,AL('AAdding renaming and deleting pages;',0,"Defaultoverview",)} [Related topics](#)

## Accessing drawing information

You can access drawing information such as the number of pages in a drawing, and the types of objects it contains, as you work. You can also save and print this information.

{button ,AL('AAccessing drawing information;',0,"Defaultoverview",,)} How to

## To access drawing information

- 1 Click **File ► Document info**.
- 2 Enable the check box beside each type of information you want to display.

### You can also

Save drawing information

Click **Save as**, specify a drive, folder, and filename, and click **Save**.

Print drawing information

Click **Print**.

{button ,AL('AAccessing drawing information;',0,"Defaultoverview",,)} [Related topics](#)

## Setting up the rulers

The rulers display in the drawing window by default and can help you size, align, and draw objects precisely. You can hide the rulers or move them to another position in the drawing window. You can also customize the ruler settings to suit your needs. For example, you can set the ruler origin, choose a unit of measure and specify how many marks or ticks display between each full unit mark.

By default, CorelDRAW applies the same units used for the rulers to the duplicate and nudge distances. For more information about nudging, see "Positioning objects."Main You can change the default so that you can specify different units for these and other settings.

{button ,AL('ASetting up the rulers;',0,"Defaultoverview",,)} How to

## To hide or display the rulers

- Click **View ▸ Rulers**.

{button ,AL('ASetting up the rulers;',0,"Defaultoverview",)} [Related topics](#)



### To move a ruler

- Hold down **SHIFT** and drag a ruler to a new position in the drawing window.

{button ,AL('ASetting up the rulers;',0,"Defaultoverview",)} Related topics

## To customize ruler settings

- 1 Click **View ▶ Grid and ruler setup**.
- 2 In the list of categories, click **Rulers**.
- 3 In the **Units** area, choose a unit of measure from the **Horizontal** list box:
- 4 In the **Origin** area, type values in the following boxes:
  - **Horizontal origin**
  - **Vertical origin**
- 5 Type a value in the **Tick divisions** box.

If you don't want the unit of measure for the placement of duplicate objects and for the nudge value to be the same as the ruler units, disable the **Same units for duplicate distance, nudge and rulers** check box.

### ▶ Tips

- You can specify a different unit of measure for each ruler by disabling the **Same units for horizontal and vertical rulers** check box and typing values in the boxes.
- You can access ruler settings directly by right-clicking on a ruler and clicking **Ruler setup**.
- You can specify nudge settings by typing values in the **Nudge**, **Super nudge**, and **Micro nudge** boxes.

{button ,AL('ASetting up the rulers;',0,"Defaultoverview",,)} [Related topics](#)

## Calibrating the rulers

You can specify that one inch on your screen equals one inch of "real" distance. You'll find this tool particularly useful if you are drawing in 1:1 Zoom mode, as it lets you work using real world distances as opposed to relative distances that depend on screen resolution.

Before you can perform this procedure, you must have a clear plastic ruler for comparing real-world and on-screen distances. This ruler should use the same unit of measurement you set for the grid and rulers. For information about using the rulers and the grid, see "[Setting up the rulers.](#)"

{button ,AL('ACalibrating the rulers';,0,"Defaultoverview",)} How to

### To calibrate the rulers to match real world distance

- 1 Right-click the Zoom tool on the Zoom flyout, and select Properties.
- 2 Click **Calibrate Rulers**.
- 3 Place a plastic ruler under the on-screen horizontal ruler.
- 4 Click the Up or Down Arrow on the **Horizontal** box to match one unit of measurement on the on-screen ruler with one unit of measurement on the actual ruler.
- 5 Place the ruler beside the on-screen vertical ruler.
- 6 Click the Up or Down Arrow button on the **Vertical** box to match one unit of measurement on the on-screen ruler with one unit of measurement on the actual ruler.

{button ,AL('ACalibrating the rulers;',0,"Defaultoverview",)} Related topics

## Setting up the grid

The grid is a series of intersecting dashed lines or dots you can use to precisely align and position objects in the drawing window. You can set the distance between the grid lines or dots by specifying the frequency or spacing. Frequency refers to the number of lines or dots that display between each horizontal and vertical unit. Spacing refers to the exact distance between each line or dot. High frequency values or low spacing values can help you align and position objects more precisely.

You can have objects snap to the grid so that when you move an object it jumps between the nearest grid line or dot.

`{button ,AL('ASetting up the grid;',0,"Defaultoverview",)} How to`

## To display or hide the grid

- Click **View ▶ Grid**.

{button ,AL('ASetting up the grid;',0,"Defaultoverview",,)} [Related topics](#)

## To set the distance between the grid lines

- 1 Click **View ► Grid and ruler setup**.
- 2 Click one of the following options:
  - **Frequency** ► specifies the grid spacing as a number of lines per unit of measure specified
  - **Spacing** ► specifies the distance between each grid line
- 3 Type values in the following boxes:
  - **Horizontal**
  - **Vertical**

{button ,AL('ASetting up the grid;',0,"Defaultoverview",,)} [Related topics](#)

## To have objects snap to the grid

- 1 Click **View ▶ Snap to grid**.
- 2 Move the objects using the **Pick tool**.

{button ,AL("ASetting up the grid;",0,"Defaultoverview",,)} **Related topics**



## Setting up guidelines

Guidelines let you align and position objects with precision. There are three types of guidelines: horizontal, vertical, and slanted. By default, CorelDRAW displays guidelines you add to the drawing window; however, you can hide them at any time.

You can add a guideline wherever you need one; however, you can also choose to add preset guidelines. There are two types of preset guidelines: Corel presets and user defined presets. An example of a Corel preset is a guideline that displays within one inch of the page border. User defined presets are guidelines whose location you specify by adding margins and columns.

After you add a guideline, you can select it, move it, rotate it, lock it in place, change its color, or delete it.

You can have objects snap to the guidelines to help you position and align objects more precisely or to center objects to the guidelines.

`{button ,AL('ASetting up guidelines;',0,"Defaultoverview",)} How to`

## To hide or display the guidelines

- Click **View ► Guidelines**.

{button ,AL('ASetting up guidelines;',0,"Defaultoverview",)} [Related topics](#)

## To add a guideline

- 1 Click **View ▶ Guidelines setup**.
  - 2 In the list of categories, click one of the following:
    - **Horizontal**
    - **Vertical**
    - **Guides**
  - 3 Specify the guideline settings you want.
  - 4 Click **Add**.
- ▶ **Tip**
- You can also add a guideline by dragging one from the horizontal or vertical ruler.

{button ,AL("ASetting up guidelines;",0,"Defaultoverview",)} [Related topics](#)

## To add preset guidelines

- 1 Click **View ► Guidelines setup**.
- 2 In the list of categories, click **Presets**.
- 3 Enable one of the following options:
  - **Corel presets**
  - **User defined presets**
- 4 Enable the check boxes beside each guideline setting you want.  
If you enabled the **User defined presets** option, type values in the **Margins**, **Columns** and **Grid** boxes.
- 5 Click **Apply presets**.

{button ,AL('ASetting up guidelines;',0,"Defaultoverview",)} [Related topics](#)

## To modify guidelines

### To

- Select a single guideline
- Select all guidelines
- Move a guideline
- Rotate a guideline
- Lock a guideline
- Unlock a guideline
- Delete a guideline
- Delete a preset guideline

### Do the following

- Click the guideline using the **Pick tool**.
- Click **Edit ► Select all ► Guidelines**.
- Drag a guideline to a new position in the drawing window.
- Click a guideline twice using the **Pick tool** and rotate it when skewing handles appear.
- Click a guideline using the **Pick tool**, and click **Arrange ► Lock object**.
- Click a guideline using the **Pick tool**, and click **Arrange ► Unlock object**.
- Click a guideline using the **Pick tool**, and press **DELETE**.
- Click **View ► Guidelines setup**, click **Presets** in the list of categories, and disable the check box beside the appropriate preset.

### ► Tip

- You can also lock or unlock a guideline by right-clicking the guideline and clicking **Lock** or **Unlock object**.
- You can access the guidelines setup directly by right-clicking on a ruler and clicking **Guidelines setup**.

{button ,AL('ASetting up guidelines;',0,"Defaultoverview",)} [Related topics](#)

## To have objects snap to the guidelines

- 1 Click **View ▶ Snap to guidelines**.
- 2 Drag the object to the guideline.

If you want to snap the center of an object to a guideline, select the object and move it over the guideline until its center of rotation snaps to the guideline.

{button ,AL('ASetting up guidelines;',0,"Defaultoverview",)} Related topics

## Setting the drawing scale

You can choose a preset or custom drawing scale to relate distances in a drawing to real-world distances. For example, you can specify that one inch in the drawing corresponds to one meter in reality. A preset drawing scale lets you set a typical scale, such as 1:2 or 1:10, while a custom drawing scale lets you set any distance on the page equal to a real-world distance. For example, you can set a more accurate, precise scale that includes decimal numbers, such as 4.5 to 10.6.

Drawing scales are particularly useful if you are creating a technical or architectural drawing with [dimension lines](#). For information about dimension lines, see "[Drawing flow and dimension lines](#)."

{button ,AL(^ASetting the drawing scale;'0,"Defaultoverview",)} [How to](#)

## To choose a preset drawing scale

- 1 Click **View** ► **Grid and ruler setup**.
- 2 In the list of categories, click **Rulers**.
- 3 Click **Edit scale**.
- 4 Choose a drawing scale from the **Typical scales** list box.

{button ,AL('ASetting the drawing scale;',0,"Defaultoverview",,)} [Related topics](#)



## To create a custom drawing scale

- 1 Click **View ▶ Grid and ruler setup**.
- 2 In the list of categories, click **Rulers**.
- 3 Click **Edit scale**.
- 4 Choose **Custom** from the **Typical scales** list box.
- 5 Specify the settings you want.

### ▶ Notes

- The **Edit scale** button does not display if the ruler's unit of measure is pixels.
- If the drawing scale is set to anything other than 1:1, the vertical ruler's units will always be the same as the horizontal ruler units.

{button ,AL("Setting the drawing scale";0,"Defaultoverview",)} [Related topics](#)

## Zooming and panning

You can change the view of a drawing by zooming in to get a closer look or by zooming out to see more of the drawing. You can experiment with a variety of zoom options to see the amount of detail you want.

Another way in which you can view specific areas of a drawing is by panning. Panning lets you view areas of the drawing window that aren't displayed at the zoom level you're working with. While you are panning, you can zoom in and out. This saves you from having to alternate between the two tools.

You can also view areas that fall outside the drawing page by using the Navigator in the bottom, right-hand corner of the drawing window. For example, when you work at high magnification levels or with large drawings, you may not be able to see everything in a drawing. The Navigator allows you to jump to a different drawing area without having to adjust the magnification level.

You can customize the default settings for zooming and panning. You can specify whether you want to zoom out by a factor of two, or display a menu of commands that lets you quickly choose from a variety of other zoom levels.

`{button ,AL('AZooming and panning';0,"Defaultoverview",)} How to`

## To zoom

- 1 Open the [Zoom flyout](#), and click the [Zoom tool](#).
- 2 On the property bar, click one of the following buttons :

- [Zoom in](#)
- [Zoom out](#)
- [Zoom to selected](#)
- [Zoom to all objects](#)
- [Zoom to page](#)
- [Zoom to page width](#)
- [Zoom to page height](#)

If you want a different view, you can click the [Navigator](#) in the bottom, right-hand corner of the drawing window, holding the mouse button down as you do so, and move the drawing page around in the Navigator pop-up window.

### ► Note

- The [Zoom to selected](#) and [Zoom to all objects](#) buttons are available only when you select one or more objects before you open the [Zoom](#) flyout.

### ► Tip

- You can also zoom in by opening the [Zoom](#) flyout, clicking the [Hand tool](#), and double-clicking anywhere in the [drawing window](#). To zoom out, right-click with the [Hand](#) tool.

{button ,AL('AZooming and panning;',0,"Defaultoverview",,)} [Related topics](#)

## To pan in the drawing window

- 1 Open the Zoom flyout, and click the Hand tool.
- 2 Drag in the drawing window until the area you want to view displays.

If you want to zoom in or out, double-click or right-click.

### ► Tip

- You can also get a different view of a drawing by clicking the Navigator in the bottom, right-hand corner of the drawing window, holding the mouse button down as you do so, and moving the cross-haired cursor around in the Navigator pop-up window.

{button ,AL('AZooming and panning;',0,"Defaultoverview",,)} Related topics

## To establish default settings for the Zoom or Hand tool

- 1 Right-click the Zoom tool or the Hand tool on the Zoom flyout, and select **Properties**.
- 2 To specify what you want the **Zoom** or **Hand** tool to do when you right-click on it in the drawing window, enable one of the following options:

- **Zoom Out** zooms out by a factor of two
- **Context Menu** displays a menu of commands that you can choose from to zoom to a specific level

{button ,AL('AZooming and panning;',0,"Defaultoverview",,)} Related topics

## Previewing a drawing

You can preview a [drawing page](#) to see how it will look when you print and export. When you preview a drawing, only the objects on the drawing page and in the immediate area of the drawing window are displayed, and you can see all layers that are set to print in Object Manager. If you want to get a closer look at specific objects in a drawing, you can select and preview them, too. When you preview selected objects, the rest of the drawing is hidden.

Before you preview a drawing, you can specify the preview. The preview mode changes the speed in which your preview displays.

{button ,AL(^APreviewing a drawing;',0,"Defaultoverview",)} [How to](#)

## To preview a drawing

- Click **View ▶ Full-screen preview**.

{button ,AL('APreviewing a drawing;',0,"Defaultoverview",)} [Related topics](#)

## To preview selected objects

1 Select the objects.

2 Click **View ► Preview selected only**.

3 Click **View ► Full-screen preview**.

### ► Tips

- You can return to the application window by pressing any key.
- You can disable **Preview selected only** mode after you return to the application window by clicking **View ► Preview selected only**.

{button ,AL('APreviewing a drawing;',0,"Defaultoverview",,)} [Related topics](#)



## To specify the preview mode

- 1 Click **Tools ▶ Options**.
  - 2 In the list of categories, double-click **Workspace** and **Display**.
  - 3 Enable one of the following options:
    - **Use normal view** ▶ displays the drawing without PostScript fills and high-resolution bitmapped images
    - **Use enhanced view** ▶ displays the drawing without PostScript fills
- ▶ **Tip**
- You can have PostScript fills display when you preview in Enhanced mode by enabling the **Show postscript fills in enhanced view** check box.

{button ,AL('APreviewing a drawing;',0,"Defaultoverview",,)} [Related topics](#)

## To view facing pages

- 1 Click **Layout** ► **Page setup**.
- 2 In the list of categories, click **Layout**.
- 3 Enable the **Facing pages** check box.
- 4 Choose one of the following settings from the **Start on** list box:
  - **Left side** ► starts the document on a left-facing page
  - **Right side** ► starts the document on a right-facing page

### ► Note

- You will be unable to view facing pages if the document uses a Tent card or Top fold card layout style, or if it contains multiple page orientations. The Left side option is only available for the Full page and Book layout styles.

{button ,AL('APreviewing a drawing;',0,"Defaultoverview",,)} [Related topics](#)

## To go to a specific page in the document

- Click one of the following buttons on the Document Navigator:
  - **First page** ➤ moves to the first page in the document
  - **Last page** ➤ moves to the last page in the document
  - **Forward one** ➤ moves forward one page
  - **Back one** ➤ moves back one page
  - **Page number** ➤ lets you choose a specific page number to go to

{button ,AL("APreviewing a drawing;",0,"Defaultoverview",)} Related topics

## Working with views

As you work, CorelDRAW lets you display a drawing in any of the following modes:

- **Simple wireframe** displays an outline of the drawing by hiding fills, extrusions, contours, dropshadows, and intermediate blend shapes, also displays the bitmapped images in monochrome
- **Wireframe** displays an outline of the drawing by hiding fills only
- **Draft** displays a drawing's fills and bitmapped images using a low resolution
- **Normal** displays a drawing without PostScript fills and high-resolution bitmapped images
- **Enhanced** displays a drawing with PostScript fills and high-resolution bitmapped images

The view you choose affects the amount of time it takes for a drawing to refresh or open. For example, a drawing displayed in **Simple wireframe** view takes less time to refresh or open than does a drawing displayed in **Enhanced** view.

You can save a view of any part of a drawing so that you can return to that view later. For example, you can save a view of an object in **Wireframe** view at 230 per cent magnification, and then switch to this specific view at any time.

{button ,AL('AWorking with views;',0,"Defaultoverview",,)} How to

## To choose a viewing mode

1 Click **View**, and click one of the following modes:

- **Simple wireframe**
- **Wireframe**
- **Draft**
- **Normal**
- **Enhanced**

{button ,AL(' AWorking with views;',0,"Defaultoverview",)} [Related topics](#)

## To save a view

- 1 Click **Tools ▶ View manager**.
- 2 Use the **Zoom** tools in the **View manager** Docker window to set up a view.
- 3 Click **Add current view**.pgx\_addview\_button

### You can also

Rename a view

Double-click a view name and type a new name.

Delete a saved view

Click a view and click **Delete current view button**.

### ▶ Note

- If you disable the **Page** icon beside a saved view in the **View manager** Docker window, CorelDRAW reverts to the magnification level only, not the page. Similarly, if you disable the **Magnifying glass** icon, CorelDRAW reverts to the page only, not the magnification level.

{button ,AL('AWorking with views';,0,"Defaultoverview",)} Related topics

## To switch to a saved view

- 1 Click **Tools ▸ View manager**.
- 2 Click a view in the **View manager** Docker window.
- 3 Click the flyout button, and click **Switch to view**.

{button ,AL('AWorking with views;',0,"Defaultoverview",)} Related topics

## Adding three-dimensional effects to objects

You can create the illusion of three-dimensional depth in CorelDRAW objects by adding contour, perspective, extrusion, or drop-shadow effects.

In this section, you'll learn about

- [contouring objects](#)
- [applying perspective to objects](#)
- [creating vector extrusions](#)
- [creating bitmapped extrusions](#)
- [creating drop shadows](#)



## Contouring objects

You can contour an object to create lines that progress to the center, inside, or outside of the objects. The lines create a series of concentric steps within an object. CorelDRAW also lets you set the number and distance of the contour lines.

After contouring an object, you can copy or clone its contour settings to another object.

You can also change the colors of the fill between the contour lines and the contour lines themselves. You can set a color progression in the contour effect, where one color blends into another. The color progression can follow a straight, clockwise, or counterclockwise path through the color range of your choice.

{button ,AL('AContouring objects;',0,"Defaultoverview",)} How to

## To contour an object

- 1 Open the [Interactive tools flyout](#), and click the [Interactive contour tool](#).
- 2 Click an object or a set of grouped objects and drag the start handle toward the center to create an inside contour.
- 3 Move the slider to change the number of contour steps.

### You can also

Specify the number of contour lines

Specify the distance between contour lines

Accelerate contour line progression

### Do the following

Click the [Inside button](#) on the property bar, and type a value in the **Contour steps** box on the property bar.

Type a value in the **Contour offset** box on the property bar.

Click the [Object and color acceleration button](#) on the property bar and adjust the object slider.

### ► Tip

- You can create an outside contour by dragging the start handle away from the center.

{button ,AL('AContouring objects';'0',"Defaultoverview",)} [Related topics](#)

## To copy or clone a contour

- 1 Select the object you want to contour.
- 2 Click **Effects** ► and click one of the following:
  - **Copy effect ► Contour from**
  - **Clone effect ► Contour from**
- 3 Click a contour object.

{button ,AL('AContouring objects;',0,"Defaultoverview",)} [Related topics](#)

## To specify an outline color for the contour object

- 1 Open the [Interactive tools flyout](#), and click the [Interactive contour tool](#).
- 2 Select a contour object.
- 3 Open the **Outline** color picker on the property bar, and click a color.

{button ,AL("AContouring objects";0,"Defaultoverview",)} [Related topics](#)

## To set the fill color for a contour object

- 1 Open the [Interactive tools flyout](#), and click the [Interactive contour tool](#).
- 2 Select a contour object.
- 3 Open the **Fill** color picker on the property bar, and click a color.

If the original object has a fountain fill, a second color picker displays.

### ► Tips

- You can accelerate the fill color progression by clicking the [Object and color acceleration button](#) on the property bar.
- You can change the contour center's color by dragging a color from the [color palette](#) to the end fill handle.

{button ,AL("AContouring objects";0,"Defaultoverview",)} [Related topics](#)

## To set the fill progression

- 1 Open the [Interactive tools flyout](#), and click the [Interactive contour tool](#).
- 2 Select a contour object.
- 3 Click one of the following buttons on the property bar:
  - [Linear contour colors](#)
  - [Clockwise contour colors](#)
  - [Counterclockwise contour colors](#)

{button ,AL('AContouring objects;',0,"Defaultoverview",)} [Related topics](#)

## Applying perspective to objects

You can create a perspective effect by shortening one or two sides of an object. This effect gives an object the appearance of receding in one or two directions, thereby creating a one-point perspective or a two-point perspective.

You can add a perspective effect to objects or grouped objects. However, you can't add a perspective effect to paragraph text; bitmapped images; linked groups, such as contours, blends, extrusions; and objects created with the **Artistic media** tool.

After you apply a perspective effect, you can copy it to other objects in your drawing, and you can remove it from the object.

{button ,AL('AAppling perspective to objects;',0,"Defaultoverview",,)} How to

## To apply a one-point perspective

1 Select an object.

2 Click **Effects ▶ Add perspective**.

3 Hold down **CTRL**, and drag a node.

### ▶ Note

- Holding down **CTRL** constrains the node's movement to the horizontal or vertical axis to create a one-point perspective effect.

### ▶ Tip

- You can move opposing nodes the same distance in opposite directions, by holding down **CTRL + SHIFT** as you drag.

{button ,AL('AAppling perspective to objects;',0,"Defaultoverview",)} [Related topics](#)



## To apply a two-point perspective

- 1 Select an object.
- 2 Click **Effects ► Add perspective**.
- 3 Drag two nodes to apply the effect you want.

{button ,AL('AAppling perspective to objects;',0,"Defaultoverview",)} [Related topics](#)

## To copy an object's perspective effect

- 1 Select an object to which you want to apply a perspective effect.
- 2 Click **Effects ▶ Copy effect**
- ▶ **Perspective from.**
- 3 Select an whose perspective effect you want to copy.

{button ,AL('AAppling perspective to objects;',0,"Defaultoverview",)} [Related topics](#)

## To remove an object's perspective effect

- 1 Select an object that has a perspective effect.
- 2 Click **Effects** ► **Clear perspective**.

{button ,AL('AApplying perspective to objects;',0,"Defaultoverview",)} [Related topics](#)

## To adjust the perspective

- 1 Open the Shape edit flyout, and click the Shape tool.
- 2 Select an object that has a perspective effect.
- 3 Drag a node to a new position.

### ►Tips

- You can also adjust the perspective by dragging one or both of the vanishing points.
- You can move opposing nodes the same distance in opposite directions by holding down **CTRL + SHIFT**.

{button ,AL('AAppling perspective to objects;',0,"Defaultoverview",)} Related topics

## Creating vector extrusions

You can make objects appear three-dimensional by creating vector extrusions. You can create vector extrusions by projecting points from an object and joining them to create an illusion of three dimensions.

After you create an extrusion, you can copy or clone its attributes to a selected object. You can also change its form by rotating it, changing its direction, and rounding its corners.

### Bevels

Another way in which you can give an object a three-dimensional appearance is by applying a beveled edge to an extrusion. A bevel creates the illusion that an object's extruded edges are cut on an angle. You can specify the angle and depth values of the bevel to control the effect.

### Extruded fills

You can apply fills to an entire vector extrusion, the extruded surfaces only, or to the beveled surfaces of a vector extrusion. You can cover each surface individually with the fill, or you can drape the fill so that it blankets the entire object with no breaks to the pattern or texture.

### Lighting

You can enhance vector extrusions by applying light sources. You can add up to three light sources to project toward the extruded object with varying intensity. When you no longer need light sources, you can remove them.

### Vanishing points

You can create a vector extrusion in which the lines of the extrusion converge at a vanishing point. The vanishing point of a vector extrusion can be copied to another object so that both objects appear to recede toward the same point. You can also give two vector extrusions the same vanishing point.

{button ,AL('ACreating vector extrusions;',0,"Defaultoverview",,)} How to

## To create a vector extrusion

- 1 Open the [Interactive tools flyout](#), and click the [Interactive extrude tool](#).
- 2 Click the [Vector extrusion mode button](#) on the property bar.
- 3 Choose an extrusion type from the **Extrusion type** list box on the property bar.
- 4 Select an object.
- 5 Drag the object's selection handles to set the direction and depth of the extrusion.  
If you want to reset the extrusion, press **ESC** before releasing the mouse button.

### You can also

Apply preset settings to a vector extrusion

Select an extrude object, click **Interactive extrude** tool, and choose a preset setting from the [Preset list box](#) on the property bar.

Apply an extrusion to a [child](#) object in a group.

Open the **Interactive tools** flyout, and click the **Interactive extrude** tool. Hold down **CTRL**, and click the child object. Drag the child object's selection handles to set the direction and depth of the extrusion.

### ► Tip

- You can apply preset extrusions by selecting the shape you want to extrude, clicking the **Interactive extrude** tool and choosing the **Preset** list box.

{button ,AL('ACreating vector extrusions;',0,"Defaultoverview",)} [Related topics](#)

## To copy or clone a vector extrusion

- 1 Select the object you want to extrude.
- 2 Click **Effects** ► and click one of the following:
  - **Copy effect ► Extrude from**
  - **Clone effect ► Extrude from**

- 3 Click an extruded object.

### ► Note

- You can't edit a cloned object's extrusion settings; any changes must be made to the master object.

{button ,AL('ACreating vector extrusions;',0,"Defaultoverview",,)} [Related topics](#)

## To remove a vector extrusion

- 1 Select an extruded object.
- 2 Click **Effects ▶ Clear extrude**.

### ▶Tip

- You can also remove a vector extrusion by clicking the [Clear extrude button](#) on the property bar.

{button ,AL('ACreating vector extrusions';0,"Defaultoverview",)} [Related topics](#)



## To change a vector extrusion's form

### To

Rotate an extrusion

Change the direction of an extrusion

Round the corners of an extruded rectangle or square

### Do the following

Select an extruded object. Click the **Extrude rotation** button on the property bar. Drag the Corel logo in the interactive display to rotate the extrusion.

Double-click an extrusion. Drag to the direction you want.

Open the **Shape edit** flyout, and click the **Shape tool**. Drag a corner node along the outline of the rectangle or square.

{button ,AL('ACreating vector extrusions;',0,"Defaultoverview",,)} Related topics

## To apply beveled edges to a vector extrusion

- 1 Open the [Interactive tools flyout](#), and click the [Interactive extrude tool](#).
- 2 Select an extruded object.
- 3 Click the [Bevels button](#) on the property bar.
- 4 Enable the **Use bevel** check box.
- 5 Type a value in the **Bevel depth** box.
- 6 Type a value in the **Bevel angle** box.

### ►Tips

- You can also set the bevel depth and angle by using the [Interactive display box](#) in the bevel pop-up.
- You can show only the bevel and hide the extrusion by enabling the **Show bevel only** check box.

{button ,AL('ACreating vector extrusions;',0,"Defaultoverview",,)} [Related topics](#)

## To apply a fill to a vector extrusion

1 Select an extruded object with the [Interactive extrude tool](#).

2 Click the [Color button](#) on the property bar.

3 Click one of the following buttons:

- [Use object fill](#) applies the object's fill to the extrusion.
- [Use solid color](#) applies a solid color to the extrusion
- [Use color shading](#) applies a gradient fill to the extrusion

### Tip

- You can drape the object's fill by enabling the **Drape fill** check box when you enable the **Use object fill** button.

### You can also

Apply an extrude fill to bevels

Click [Use extrude fill for bevel](#) and click a color on the **Bevel color** picker.

Apply a solid fill to bevels

Click [Use solid color](#) button and click a color on the **Bevel color** picker.

{button ,AL('ACreating vector extrusions';0,"Defaultoverview",,)} [Related topics](#)

## To add light to a vector extrusion

- 1 Select an extruded object.
- 2 Click the **Lighting** button on the property bar.
- 3 Click any of the three **Light** buttons.  
The lights appear as numbered circles in the preview window.
- 4 Drag the numbered circles in the **Light intensity preview** window to position the lights.  
If you want to create more realistic shading, enable the **Use full color range** check box.

### You can also

Adjust the intensity of a light source

Select a light in the **Light intensity preview** window and move the Intensity slider.

Remove a light source

Click an active **Light** button.

{button ,AL('ACreating vector extrusions;',0,"Defaultoverview",)} [Related topics](#)

## To change the vanishing point of a vector extrusion

### To

Lock a vanishing point

Copy a vanishing point

Set one vanishing point for two extrusions

### Do the following

Double-click an extruded object. Choose **VP locked to object** or **VP locked to page** from the **Vanishing point properties** list box on the property bar.

Double-click an extruded object. Choose **Copy VP** from the **Vanishing point properties** list box on the property bar. Select the extruded object that has the vanishing point you want to copy.

Double-click an extruded object. Choose **Shared vanishing point** from the **Vanishing point properties** list box on the property bar. Select the extruded object that has the vanishing point you want to share.

{button ,AL('ACreating vector extrusions;',0,"Defaultoverview",)} [Related topics](#)

## Creating bitmapped extrusions

You can apply extrusions to bitmapped objects created in CorelDRAW. You can also apply preset beveled edges to the front face of a bitmapped extrusion, the back face, or both, and specify the height and width of a bevel.

You can change the depth and fill of a bitmapped extrusion as well as rotate it and change its position.

You can add two kinds of lighting effects: ambient and point. Ambient light is uniform, has no specific origin, and casts no shadows. It is the equivalent of daylight and radiates in every direction. You can position the point light to project it toward the object from one or more directions. You can also change the intensity and color of a point light.

{button ,AL('ACreating bitmapped extrusions;',0,"Defaultoverview",,)} How to

## To apply a bitmapped extrusion

- 1 Open the [Interactive tools flyout](#), and click the [Interactive extrude tool](#).
- 2 Select an object.
- 3 Click the [Bitmap extrusion mode button](#) on the property bar.
- 4 Double-click the object to create and add extrude effects.

### ► Note

- You cannot remove a bitmapped extrusion from an object.

### ► Tip

- You can [render](#) a bitmapped extrusion by clicking outside its bounding box.

{button ,AL('ACreating bitmapped extrusions;',0,"Defaultoverview",)} [Related topics](#)

## To position a bitmapped extrusion

- 1 Double-click a bitmapped extrusion.
- 2 On the property bar, type values in the following boxes:
  - X object(s) position
  - Y object(s) position

{button ,AL(^ACreating bitmapped extrusions;',0,"Defaultoverview",)} [Related topics](#)



## To apply beveled edges to a bitmapped extrusion

### To

Add beveled edges

Adjust the size of beveled edges

### Do the following

Double-click a bitmapped extrusion. Click **Front bevel** or **Back bevel** on the property bar to choose beveled edges for the extrusion.

Double-click a bitmapped extrusion. Click the **Bevels** button on the property bar, and type values in the **Bevel width** and **Bevel height** boxes.

{button ,AL('ACreating bitmapped extrusions;',0,"Defaultoverview",,)} [Related topics](#)

## To edit a bitmapped extrusion

### To

Set the depth of a bitmapped extrusion

Rotate a bitmapped extrusion

Add a fill to a bitmapped extrusion

### Do the following

Double-click the bitmapped extrusion, and type a value in the **Extrude depth** box.

Double-click the bitmapped extrusion, to rotate the object along the cross-hairs.

Double-click a bitmapped extrusion with the **Pick** tool, and choose a color from the color palette or another fill from the **Fill** flyout.

### ► Note

- Texture fills significantly increase the size of a file and the time it takes to print.

{button ,AL('ACreating bitmapped extrusions;',0,"Defaultoverview",)} **Related topics**

## To apply ambient light to a bitmapped extrusion

- 1 Double-click a bitmapped extrusion.
- 2 Click the **Ambient light** button on the property bar.
- 3 Enable the **On** check box.
- 4 Open the **Color picker**, and click a color.
- 5 Move the **Brightness** slider.

{button ,AL(^ACreating bitmapped extrusions;',0,"Defaultoverview",)} [Related topics](#)

## To apply a point light

- 1 Double-click a bitmapped extrusion.
- 2 Click the **Point light** button on the property bar.
- 3 Click the **Add light** button.
- 4 Drag the light source to position it in the preview window.
- 5 Open the **Color picker**, and click a color.
- 6 Move the **Brightness** slider.

### ► Tip

- You can remove a point light by clicking the light source in the preview window and clicking the **Remove light** button.

{button ,AL('ACreating bitmapped extrusions;',0,"Defaultoverview",)} [Related topics](#)

## Creating drop shadows

Drop shadows simulate light falling on an object from one of five particular perspectives: flat, right, left, bottom, and top. You can add drop shadows to most objects or groups of objects, including artistic text, paragraph text, and bitmapped images. When you add a drop shadow, you can change its perspective, and you can adjust attributes such as color, opacity, fade level, angle, and feathering.

After you create a drop shadow, you can copy it or clone it to a selected object. When you copy a drop shadow, the original and copy have no connection and can be edited independently. With cloning, master object's drop shadow attributes are automatically applied to its clone.

By separating a drop shadow from its object, you can gain more control over the drop shadow itself. You can also set the rendering resolution of a drop shadow.

You can also remove a drop shadow.

`{button ,AL('ACreating drop shadows;',0,"Defaultoverview",)} How to`

## To add a drop shadow

- 1 Open the [Interactive tools flyout](#), and click the [Interactive drop shadow tool](#).
- 2 Click an object.
- 3 Drag from the center or side of the object until the drop shadow is the size you want.
- 4 Specify any attributes on the property bar.

### ► Note

- You can't add drop shadows to linked groups, such as blended objects, contoured objects, beveled objects, extruded objects, objects created with the **Artistic media** tool, or other drop shadows.

{button ,AL('ACreating drop shadows;',0,"Defaultoverview",,)} [Related topics](#)

## To copy or clone a drop shadow

- 1 Select the object to which you want to copy or clone a drop shadow.
- 2 Click **Effects** and click one of the following:
  - **Copy effect ▶ Drop shadow from**
  - **Clone effect ▶ Drop shadow from.**
- 3 Click an object that has a drop shadow.

{button ,AL('ACreating drop shadows;',0,"Defaultoverview",,)} [Related topics](#)

## To adjust the resolution of a drop shadow

- 1 Click **Tools ▶ Options**.
- 2 In the list of categories, click **General**.
- 3 Type a value in the **Resolution** box.

{button ,AL('ACreating drop shadows;',0,"Defaultoverview",)} [Related topics](#)



## To separate a drop shadow from an object

- 1 Select an object that has a drop shadow.
- 2 Click **Arrange ► Break drop shadow group apart**.
- 3 Drag the shadow.

{button ,AL(^ACreating drop shadows;',0,"Defaultoverview",,)} [Related topics](#)

## To remove a drop shadow

1 Select an object that has a drop shadow.

2 Click **Effects ▶ Clear drop shadow**.

### ▶ Tip

- You can also remove a drop shadow from an object by clicking the [Clear drop shadow button](#) on the property bar.

{button ,AL('ACreating drop shadows;',0,"Defaultoverview",,)} [Related topics](#)

## Working with Asian and Middle Eastern text

If you are running CorelDRAW on an Asian or Middle Eastern operating system, or if you have an Input Method Editor (IME) installed on another operating system, you can take advantage of the Asian and Middle Eastern text formatting capabilities available with CorelDRAW.

In this section, you'll learn about

- [formatting Asian text](#)
- [using Asian line-breaking rules](#)
- [formatting Middle Eastern text](#)

## Formatting Asian text

You can choose a default font and text orientation (either horizontal or vertical) when typing text on an operating system that has Asian language support, and you can change either of these settings for new or existing text. When you type artistic or paragraph text, CorelDRAW uses a default artistic or paragraph text style. When you turn the Input Method Editor (IME) on, CorelDRAW uses the default Asian font and font attributes (such as size, style, outline, and fill).

You can also mix Latin and Asian text on one line and set the spacing between the two.

Asian character input is only supported in CorelDRAW when using an Asian language (double byte) operating system or when an IME is installed on a non-Asian operating system such as Windows 98. CorelDRAW does not support the use of plug-ins for the English language version of Microsoft Windows. Asian text features are available for Asian language versions of Windows 98, Windows 2000, and Windows NT 4. You must use the Asian fonts appropriate to your operating system. For instance, Chinese Simplified fonts will not work on a Japanese operating system.

You can change the font properties of one or both languages in a block of Latin or Asian text.

You can type and format Asian artistic and paragraph text the same way you do Latin text. You can also apply the same effects to Asian text that you can apply to Latin text, such as fitting text to a path or converting text to curves. For information about formatting text, see "Working with text."

{button ,AL('AFormatting Asian text;',0,"Defaultoverview",)} How to

## To choose a default font for Asian text

- 1 Click a blank space in the drawing window.
- 2 Click **Text ► Format text**.
- 3 Click the **Character** tab.
- 4 Choose **Asian** from the **Script** list box.
- 5 Choose a font from the **Font** list box.

{button ,AL('AFormatting Asian text;',0,"Defaultoverview",)} Related topics

## To choose a text orientation for Asian text

### To

Choose a default text orientation

### Do the following

Click a blank space in the drawing window, click **Text ► Format text**, click the **Paragraph** tab, and click either **Horizontal** or **Vertical** from the **Orientation** list box.

Change the text orientation

Select the text, click **Text ► Format text**, click the **Paragraph** tab, and choose either **Horizontal** or **Vertical** from the **Orientation** list box.

### ► Notes

- The default orientation for Asian text is horizontal.
- When you change the text orientation from horizontal to vertical, underlines become left lines and overlines become right lines.

{button ,AL('AFormatting Asian text;',0,"Defaultoverview",)} Related topics

## To specify spacing between Latin and Asian text

- 1 Click **Text** ► **Format text**.
- 2 Click the **Paragraph** tab.
- 3 Type a value in the **Language** list box.

### ► Note

- The inter-language spacing is based on the percentage of a standard space. For example, two spaces is represented by typing a value of 200.

{button ,AL('AFormatting Asian text;',0,"Defaultoverview",,)} [Related topics](#)

## To change the font properties of Latin and Asian text

- 1 Select the text.
  - 2 Click **Text** ► **Format text**.
  - 3 Click the **Character** tab.
  - 4 Choose one of the following from the **Script** list box:
    - **Latin characters**
    - **Asian characters**
  - 5 Change any font properties.
- **Note**
- Text orientation applies to the entire text object. You cannot mix orientations in one text object.

{button ,AL('AFormatting Asian text;',0,"Defaultoverview",)} [Related topics](#)



## Using Asian line-breaking rules

CorelDRAW includes line-breaking rules for use with Asian text when you're working on an Asian language operating system because Asian text has its own rules for breaking lines. For most Asian languages, a line of text can break between any two characters, with a few exceptions. Some characters cannot appear at the end of a line. These characters are referred to as "leading characters." Other characters are referred to as "following characters."

- ▶ cannot appear at the beginning of a line. The line breaks either after the following character or before the character that precedes the following character. Still others

- ▶ are referred to as "overflow characters"

- ▶ are not wrapped but are instead allowed to extend beyond the right or bottom margin.

To enforce one or more of the line-breaking rules, you can enable any of the rules. To customize the rules, you can add characters. You can also reset the rules to the CorelDRAW default.

{button ,AL(^AUsing Asian linebreaking rules;";0,"Defaultoverview",)} How to

## To disable or enable line-breaking rules

- 1 Click **Text ► Format text**.
- 2 Click the **Rules** tab.
- 3 Click any of the following check boxes:
  - **Leading characters** ensures CorelDRAW does not break a line after any of the characters in the list
  - **Following characters** ensures CorelDRAW does not break a line before any of the characters in the list
  - **Overflow characters** ensures CorelDRAW allows the characters in the list to extend beyond the margin of the line

{button ,AL('AUsing Asian linebreaking rules;',0,"Defaultoverview",,)} [Related topics](#)

## To add characters to a line-breaking rule

- 1 Click **Text** ► **Format text**.
- 2 Click the **Rules** tab.
- 3 Type the characters in the appropriate box.

{button ,AL(^AUsing Asian linebreaking rules;',0,"Defaultoverview",)} [Related topics](#)

## To reset a line-breaking rule to the default

- 1 Click **Text** ► **Format text**.
- 2 Click the **Rules** tab.
- 3 Click the **Default** button beside a rule.

{button ,AL(^AUsing Asian linebreaking rules;',0,"Defaultoverview",)} [Related topics](#)

## Formatting Middle Eastern text

You can choose a default font for Middle Eastern text. When you use the **Text tool** in Middle Eastern mode, the default Middle Eastern font displays in the Font list. If you want to use another Middle Eastern font, you can choose the font you want from the list.

When you use CorelDRAW on a Middle Eastern operating system, you can switch your input language to add both Latin and Middle Eastern text. CorelDRAW lets you format paragraph text either left-to-right (Latin) or right-to left (Middle Eastern).

When you type artistic or paragraph text, CorelDRAW uses a default artistic or paragraph text style. When you choose Middle Eastern as the input language, CorelDRAW uses the font size, style, outline, and fill attributes of the default style but uses the default Middle Eastern font. You can change the font properties of an artistic or paragraph text object. If the selected text object includes both Middle Eastern and Latin text, you can choose to apply the changes to the Middle Eastern text, Latin text, or both.

CorelDRAW lets you fully justify Arabic text. When you use full justification, the *Kashidah* character is inserted between letters to elongate the connection between words. CorelDRAW also substitutes ligatures for all the ligature combinations supported by the Middle Eastern version of Microsoft Windows. Also, CorelDRAW lets you type Middle Eastern diacritical marks.

When you use the **Text tool**, the language you are using is controlled by your operating system. To alternate between Latin and Middle Eastern text modes, you must use either the language indicator on the system taskbar or the appropriate shortcut key combination. For more information about changing input languages on Microsoft Windows, consult your Windows manual.

{button ,AL('AFormatting Middle Eastern text;',0,"Defaultoverview",)} How to

## To choose a default font for Middle Eastern text

1 Click a blank space in the drawing window.

2 Click **Text ▶ Format text**.

3 Click the **Character** tab.

4 Choose **Middle Eastern** from the **Script** list box.

5 Choose a font from the **Font** list box.

### ▶ Tip

- You must use the Middle Eastern fonts appropriate to your operating system. For instance, Arabic fonts will not work on a Hebrew operating system.

{button ,AL('AFormatting Middle Eastern text;',0,"Defaultoverview",)} Related topics

## To change the font properties of Latin and Middle Eastern text

- 1 Select the text.
- 2 Click **Text ► Format text**.
- 3 Click the **Character** tab.
- 4 Choose one of the following from the **Script** list box:
  - **Latin characters**
  - **Arabic/Hebrew characters**
- 5 Change any font properties.

{button ,AL('AFormatting Middle Eastern text;',0,"Defaultoverview",)} [Related topics](#)

## To choose a default text direction for paragraph text

- 1 Click **Text** ► **Format text**.
- 2 Click the **Paragraph** tab.
- 3 In the **Text direction** area, enable one of the following buttons:

- **Latin** ► to format text left-to-right
- **Arabic or Hebrew** ► to format text right-to-left

### ► Notes

- To indicate the input language, the cursor displays a left arrow in Middle Eastern mode, and a right arrow in Latin mode.
  - To switch between the two modes ► left-to-right (Latin) and right-to-left (Middle Eastern)
- select the input language using the language indicator on the system taskbar.

{button ,AL('AFormatting Middle Eastern text';',0,"Defaultoverview",,)} [Related topics](#)



## To change the text direction for existing paragraph text

1 Select the paragraph text frame.

2 Click **Text** ► **Format text**.

3 Click the **Paragraph** tab.

4 In the **Direction** area, enable one of the following buttons:

- **Latin** ► to format the paragraph left-to-right
- **Middle Eastern** ► to format the paragraph right-to-left

### ► Notes

- To indicate the input language, the cursor displays a left arrow in Middle Eastern mode, and a right arrow in Latin mode.
- Paragraphs within a single paragraph text frame can alternate between the two modes ► left-to-right (Latin) and right-to-left (Middle Eastern).

### ► Tip

- To switch between the two modes ► left-to-right (Latin) and right-to-left (Middle Eastern)

► select the input language using the language indicator on the system taskbar.

{button ,AL('AFormatting Middle Eastern text;',0,"Defaultoverview"),} [Related topics](#)

**Publishing to PDF**

Opens the Publish to PDF dialog box, which lets you specify PDF settings.

Lets you choose from a list of five preset PDF styles.

## PDF - General tab

Lets you browse for a file name and location.

Enable to publish or export all frames in a file.

Enable to publish or export the currently displayed frame.



Enable to specify the frames, or the range of frames, to publish.

A dash (-) between numbers defines a range of sequential frames (e.g., 1-5 prints pages 1 to 5).

A comma (,) between numbers defines a series of nonsequential frames (e.g., 1,5 prints pages 1 and 5 only).

Any combination of dashes and commas is supported (e.g., 1-3, 5, 7, 10-12 prints pages 1, 2, 3, 5, 7, 10, 11, and 12).

Lets you specify the pages, or the range of pages, to publish.

Enable to publish more than one open document at a time.

Enable to publish the selected object.

Enable to publish all pages in a document.

Displays a list of documents that you can print.

Displays the name and location of a .PDF file.

Lets you choose a compatibility, depending upon what kind of viewer the recipients of the PDF file have.



Displays the name of the author of the PDF file.

Displays keywords associated with the PDF file.

Lets you delete a .PDF style.

Displays a .PDF style from the list box. You can choose a preset .PDF style or create your own. The preset PDF styles contain guidelines for general publishing, prepress publishing, and publishing to the Web.

Lets you add or save a .PDF style.

Lets you choose a name for the PDF style you want to save.

**PDF - Objects tab**

Lets you compress bitmaps using JPEG, LZW, or ZIP compression. This is useful when you want to reduce file size.



Enable to compress text and line art. This is useful when you want to reduce file size.

Lets you downsample color, grayscale, and monochrome images. This is useful when you want to reduce file size.

Enable to downsample color bitmaps. This is useful when you want to reduce file size.

Lets you type a number by which you can downsample a color bitmap.

Enable to downsample grayscale bitmaps. This is useful when you want to reduce file size.

Lets you type a number by which you can downsample a grayscale bitmap.

Lets you type a number by which you can downsample a monochrome bitmap.

Enable to downsample monochrome bitmaps. This is useful when you want to reduce file size.



Enable to convert True Type to Type 1 fonts. Converting True Type to Type 1 fonts can increase file size if there are many fonts in a file.

Enable to let CorelDRAW embed the 14 basic fonts to your computer system. This eliminates font variances on different systems.

Enable to embed fonts. This makes a .PDF file more portable since the fonts do not have to reside on other systems.

Enable to export files in ASCII file format. ASCII is a fully portable file format.

Enable to export files in binary file format. Binary is less portable as some computers do not support the file format.

Displays the degree of JPEG compression quality used when publishing bitmaps.

Lets you change JPEG compression quality. The higher the image quality, the larger the file size.

Lets you change JPEG compression quality. The higher the image quality, the larger the file size.



Lets you change JPEG compression quality. The higher the image quality, the larger the file size.

Lets you change JPEG compression quality. The higher the image quality, the larger the file size.

Displays a percentage of the fonts used.

Enable to subset Type 1 fonts. Subsetting fonts can reduce file size.

Lets you type a percentage of fonts used in a document.

Enable to export text as curves. If you are using unusual text characters, exporting text as curves can eliminate problems with font variances on different computer systems.

**PDF - Documents tab**

Enable to include hyperlinks in a .PDF file. Including hyperlinks lets you view, in Adobe Acrobat or Acrobat Reader, jumps to other Web pages or the Internet.



Enable to generate bookmarks in a .PDF file. Bookmarks are links represented by text.

Enable to display the project page in Adobe Acrobat or Acrobat Reader.

Enable to display a full screen in Adobe Acrobat or Acrobat Reader.

Enable to display bookmarks in Adobe Acrobat or Acrobat Reader.

Enable to display thumbnails in Adobe Acrobat or Acrobat Reader.

Enable to generate thumbnails in a .PDF file. Thumbnails are low-resolution miniatures of a page.

**PDF - Prepress tab**

Lets you generate a job ticket. A job ticket lets you view, share, or print a .PDF file on any platform.



Enable to include a job ticket for the .PDF file.

Lets you choose the drive where you want to save a .JTF file. This option is available only when you choose the External option from the Generate Job Ticket section.

Enable to create a .PDF file that contains a Portable Job Ticket object.

Enable to create two separate files: a .PDF file and a .JTF file.

Displays the filename and location of a .JTF file.

Lets you set up information about the customer and on the delivery, and finishing of a job.

Enable to specify a bleed limit, which determines how far beyond the crop marks an image can extend when it is printed.

Lets you specify a bleed limit, which determines how far beyond the crop marks an image can extend when it is printed.



Enable to include crop marks, which represent the size of the paper.

Enable to print the file information on the page.

Enable to include registration marks on each sheet. These marks serve as guides for aligning color separations.

Enable to print a densitometer scale, a bar of varying shades of gray, on each separation sheet. This lets you check the accuracy, quality, and consistency of the output with a densitometer.

**PDF - Prepress tab/job ticket settings**

Lets you add, delete, or edit an account number.

Displays the customer's account number.

Displays the address of the primary contact.



Enable to identify that the information given is the billing address.

Enable to identify yourself as the creator or submitter of the job.

Displays the address of the primary contact.

Displays the name of the primary contact's city.

Displays the name of the primary contact's company.

Displays the name of the primary contact's country.

Displays the email address of the primary contact.

Displays the FAX number of the primary contact.



Displays the name of the primary contact.

Displays the phone number of the primary contact.

Displays the postal code of the primary contact.

Displays the primary contact's state or province.

Displays the name of the job.

Lets you type the primary contact's mobile/pager number.

Displays the mobile/pager number of the primary contact.

Enable to identify yourself as the primary contact for the job.



Enable to identify that the information given is the shipping address.

Displays any comments or notes necessary to the finishing of a job.

Lets you add to your job specifications, the binding or finishing method selected in the Available Finishing Operations list box.

Displays a list of available binding and finishing methods.

Lets you move the selected binding or finishing method down in the Selected Finishing Operations list box.

Lets you move the selected binding or finishing method up in the Selected Finishing Operations list box.

Let you remove the selected binding or finishing method from the Selected Finishing Operations list box.

Displays a list of selected binding and finishing methods.



Displays the number of copies to be delivered.

Lets you change the number of copies to be delivered.

Displays instructions for delivering a job.

Displays the method of delivery. You can choose a method of delivery from the list box.

**PDF - Advanced tab**

Enable to preserve spot colors. This maintains color consistency.

Displays the chosen Encapsulated PostScript (EPS) file. EPS files contain two portions: the PostScript portion and the preview portion. Use the PostScript portion for high-resolution images and a large file size; use the preview portion for low-resolution images and a small file size.

Enable to render complex fills as bitmaps. This reduces the complexity of a file.



Displays the number of steps used in a fountain fill. A low number of steps prints faster, but the transition between shades may appear coarse.

Displays the generic printer profile.

Displays the offset separations printer profile.

Lets you output values as Native, CMYK, RGB, or grayscale. This ensures accurate color reproduction.

Enable to substitute low-resolution images for high-resolution images.

Lets you output an .EPS file as a PostScript or preview file.

Enable to preserve document overprints. This is useful if you are not trapping an object in another application.

Enable to preserve the halftone screen information. This is useful if you do not need to change the halftone screen information.



Enable to use a composite printer profile. Use the composite printer profile if you are printing to a full-color desktop printer.

Enable to use a separations printer profile. Use the separations printer profile if you are printing to an imagesetter.

Opens the Color Profiles dialog box that lets you set color profiles.

Enable to use a color printer profile.

Enable to optimize the resolution of images in the PDF file for the World Wide Web.

Enable to embed a file within a PDF file.

Lets you choose the drive and folder where the file you want to embed is stored.

**Print merge wizard**



Enable to create a new data table.

Enable to select data from an existing data file. CorelDRAW supports the following files: **.txt**, **.csv**, **.rtf**, CorelCENTRAL, Windows Address books and ODBC data sources.

Enable to select a data file.

Enable to select data from an address book.

Enable to select data from an ODBC source.

Type a name in the data field.

Adds the data field to the list.

Enable to include data in the selected field.



Lets you specify with which number to start.

Enable to automatically increment by one.

Lets you specify with which number to end.

Lets you specify the format of the data.

Displays a list of the data fields.

Moves the selected data field up the list.

Moves the selected data field down the list.

Renames the selected data field.



Deletes the selected data field.

Click to create new record.

Click to delete selected record.

Displays a list of records, including record number and field names.

Moves to first record in the list.

Moves to previous record in the list.

Moves to next record in the list.

Moves to the last record in the list.



## Object linking and embedding

Object linking and embedding (OLE) is a method of exchanging information between applications. Using OLE, you can take selected objects or entire files from one application, called the source application, and place them into another application, called the destination application. Objects that are placed into an application using OLE are called OLE objects. You can freely move objects and files between applications as long as all the applications involved support OLE. CorelDRAW lets you create and edit OLE objects, as well as insert objects and files created in other applications.

In this section, you'll learn about

- inserting linked or embedded objects
- editing linked or embedded objects

## Inserting linked or embedded objects

You can insert a linked or embedded object in a file. A linked object remains connected to its source file; whereas an embedded object is not linked to its source file but is integrated into the new file. Linking is useful when you want to use an object several times in the same file or in multiple files. Embedding results in a larger file size, but is useful when you want to include all objects in one file. You can insert an embedded object or create an embedded object. You can also insert a linked or embedded object by copying it into the source application and pasting it in the destination application.

{button ,AL('AInserting linked or embedded objects;',0,"Defaultoverview",)} How to

## To insert a linked object

- 1 In the source application, select an object, and click **Edit ▶ Copy**.
- 2 In the destination application, click **Edit ▶ Paste special**.
- 3 Enable the **Paste link** option.

### ▶ Note

- The file from which you copy the object in the source application must be saved before you insert the object in the destination application.

{button ,AL("Inserting linked or embedded objects;",0,"Defaultoverview",)} [Related topics](#)

## To insert an embedded object

- 1 Click **Edit ▶ Insert new object**.
- 2 Enable the **Create from file** option.
- 3 Click the **Browse** button.
- 4 Click a filename.
- 5 Click **Insert**.

### ▶ Tips

- You can also insert a linked object by enabling the **Link** check box.
- You can also create an embedded object by enabling the **Create new** option, and choosing the application in which you want to create the object from the **Object type** list box.
- You can also insert an embedded object by selecting an object in the source application, and dragging it to the destination application window.

{button ,AL('Inserting linked or embedded objects;',0,"Defaultoverview",)} [Related topics](#)

## Editing linked or embedded objects

You can edit a linked or embedded object. You can edit a linked object by editing its source file. Any changes you make to the source file are automatically applied to the linked object. You can also modify a linked object; for example, you can update a linked object, substitute the source file of a linked object for another, or break a link between a linked object and its source file. An embedded object is edited without switching to the source application. Instead, the source application starts within the application window of the active application.

{button ,AL('AEditing linked or embedded objects';,0,"Defaultoverview",)} How to

## To edit a linked or embedded object

- 1 Double-click the linked or embedded object to start the source application.
- 2 Edit the object in the source application.
- 3 Save the changes in the source application.
- 4 Close the source application.
- 5 Return to the active application window to review the edits.

### ► Note

- In most cases, you can edit OLE objects only in the source application. If you try to change an OLE object using CorelDRAW, note the following limitations. You cannot rotate, skew, clone, trim, weld, intersect, or combine OLE objects. Neither can you apply any of the effects in the Effects menu to OLE objects, except for PowerClip objects. You can only size, move, copy OLE objects and place them into PowerClip containers.

### ► Tip

- You can also edit linked or embedded objects by starting the source application and opening the file directly.

{button ,AL('AEditing linked or embedded objects','0,"Defaultoverview",)} [Related topics](#)

## To modify a linked object

- 1 Select a linked object with the [Pick tool](#).
- 2 Click **Edit ▶ Links**.
- 3 Click one of the following buttons:
  - **Update now** ▶ updates the linked object to reflect changes made in the source file
  - **Open source** ▶ opens the object in the source application
  - **Change source** ▶ redirects the link to another file
  - **Break link** ▶ disconnects the link so that the object is embedded in the file

{button ,AL("Editing linked or embedded objects";'0,"Defaultoverview"),} [Related topics](#)





### 3D technical notes

- If you want to make changes after rendering an image, double-click the image to restore the controls of the **Import 3-D model** dialog box.
- You cannot place the image on the drawing page before importing.
- Multi-importing 3DMF files is supported in Corel PHOTO-PAINT, CorelDRAW, and Corel VENTURA.

## AI technical notes

### Exporting an AI file

- To make export conversion easier, avoid combining objects in a file.
- During export conversion, objects can become complex, making it difficult to edit them in other drawing applications or in CorelDRAW if you reimport them. To avoid this problem, keep a copy of the image in CorelDRAW format (CDR), and use CorelDRAW for all editing.
- If you create a file that will be printed in desktop publishing applications, such as Corel VENTURA or Adobe PageMaker, export it using the Encapsulated PostScript filter (EPS), not the Adobe Illustrator filter (AI). The Encapsulated PostScript filter supports more drawing effects than the Adobe Illustrator filter and generally yields better results.
- Files created by applications implementing the full AI specification can be large and complex and may be slow to render.
- The AI format is a subset of the EPS format. When you export to the AI format, you may sacrifice some of the drawing effects that only EPS supports.
- Fountain fills are exported as a series of filled bands, similar to the effect achieved by blending. You can set the number of bands by clicking **Tools ▶ Options**. In the list of categories, double-click **Workspace**, click **Display**, and type a number in the **Preview fountain steps** box. The maximum number of bands supported is 50.
- Texture fills, bitmap pattern fills, and cropped bitmapped images are supported only in Adobe Illustrator 6.0 and 7.0.
- Arrowhead line caps are simulated by drawing them as separate objects.
- End caps (round, square) will be lost upon export. Try enabling **Simulate outline effects** in the **Adobe Illustrator export** dialog box.
- The **Fit text to path** function is supported; however, each character is exported as a separate text string.
- If a text object contains characters with special attributes (kerning, rotation, typeface changes, and scaling), each is exported as a separate object and converted to curves.
- Cropped bitmapped images are ignored in the exported file.
- Adobe Illustrator 6.0 and 7.0 are the only versions that support multiple layers.
- To accurately reproduce calligraphic outlines, corner styles, and line caps, click **Tools ▶ Options**. In the list of categories, double-click **Workspace**, double-click **Text**, and enable the **Calligraphic text** check box in the **Clipboard** area. The outlines will export as a group of polygons that match the appearance of the outlines in the application but add significantly to the size of the exported file.
- If exported text displays in another font (usually the default font) or prints in Courier font, export the file again enabling the **Export text as curves** option in the **Adobe Illustrator export** dialog box. This option should be enabled whenever a file contains a font that is not available in Adobe Illustrator.

### Importing an AI file

- Corel applications provide full support for all AI file formats up to and including Adobe Illustrator 8.0. Corel applications cannot import **.ai** files containing bitmapped images linked as **.eps** files.
- Imported Adobe Illustrator graphics come into the application as a group of objects. Click **Arrange ▶ Ungroup** to manipulate objects in the imported graphic.
- The following features are supported: Adobe Photoshop paths; Adobe Illustrator 7.0 files; CMYK fills; Pantone fills (if the Pantone color is not supported by the Corel application, the fill will be imported as CMYK); nested groups; filled open paths; locked objects and locked object groups; text and vectors; and bitmapped images saved as inline images.
- The following features are not supported: cropped bitmapped images; PostScript, full-color bitmap, two-color bitmap, and texture fills; interactive and transparency fills; multiple layers; multiple pages; and bitmap PowerClip objects.

## BMP technical notes

### Exporting a BMP file

- Bitmapped images are mapped pixel by pixel to the page, so if you enlarge a bitmapped image in an application, the resolution will not increase. You'll see an apparent loss of resolution and your bitmapped image will appear "jagged." You can reduce the apparent loss of resolution by shrinking the bitmap which will waste disk space by storing information that is not used. It would be better to sample bitmapped images to size, with two pixels of information for every one line of screen. For example, if you are printing on a high resolution printer with a 150 line screen, sample the image to 300 dots per inch (dpi) resolution.
- To avoid unnecessarily large Windows bitmap (**.bmp**) files (a full page at 300 dpi uncompressed can take several megabytes of disk space), scale the graphic to make it the same size as the space it will occupy in your word processing or page layout application, or change the destination size.

### Importing a BMP file

- You can import **.bmp** files conforming to the Windows and OS/2 BMP specification.
- BMP files may be either black & white, 16 colors, grayscale, Palletted, or RGB color (24-bit), and will print accordingly, depending on your printer.
- Run-length encoding (RLE) compression may be used on all bitmapped images.
- The resolution can range from 72 to 300 dpi and go higher if you choose custom settings
- The maximum image size is 64,535 x 64,535 pixels.

## CDR technical notes

- Imported **.cdr** files appear as a group of objects. Click **Arrange ► Ungroup** to manipulate individual objects in the imported graphic.
- Intercharacter spacing may appear slightly off in files created in earlier versions of CorelDRAW. This happens only to certain typefaces and is not noticeable in most cases. The effect is more apparent when letters are immediately adjacent to other graphics elements or when text is fitted to a curve. To correct character spacing, use the **Shape** tool. For text fitted to a curve, straighten the text, and refit it to the curve.
- In CorelDRAW 10, you can edit CorelDRAW 5 and later. Images created in CorelDRAW 3 and 4 can be edited in CorelDRAW 10 if there are no WFO fonts in the image.

## CGM technical notes

### Importing a CGM file

- Corel applications support all versions of compatible American National Standards Institute (ANSI) Computer Graphics Metafile (CGM) file formats.
- Corel's CGM import filter imports vector graphics from programs such as Harvard Graphics, Lotus Freelance, and Arts & Letters. The filter also gives you access to graphics produced on mini computers and mainframe computers, as well as clipart from vendors such as MGI and New Vision.
- The CGM filter accepts only markers supported by the CGM file format standard. Private-use markers are ignored.
- Text is editable, provided the file is exported from the source application using the correct text options. The typeface you see may not correspond to the one used in the source application; however, you can easily change this in the Corel application.
- The following features are not supported: cropped bitmapped images; PostScript fills, full-color bitmap, two-color bitmap, and texture fills; interactive and transparency fills; multiple layers; multiple pages; bitmap PowerClip objects; text fit to path; and lens effects.

### Exporting a CGM file

- Corel's CGM export filter saves drawings in a vector format for use in desktop publishing programs such as Corel VENTURA or Aldus PageMaker.
- The CGM export filter supports radial and linear fountain fills but not square or conical ones.
- PostScript textures are converted to solid gray fills.
- You can set the number of bands used to represent fountain fills in the exported file by clicking **Tools**➤**Options**. In the list of categories, double-click **Workspace**, click **Display**, and type a number in the **Preview fountain** steps box.

### **CMX technical notes**

- The following versions are available: 5 (Older Corel products) and 6, 7, 8, 9, and 10 (32-bit).
- This file format is available in CorelDRAW, CorelTRACE, and Corel PHOTO-PAINT, which imports Corel Presentation Exchange (.cmx) files as bitmapped images.
- The following features are not supported in version 5: interactive/transparency fills, layers.

**CPT technical notes**

- Corel PHOTO-PAINT (.cpt) files are now stored in a proprietary format and support "floating objects" imported into CorelDRAW, Corel PHOTO-PAINT, and Corel R.A.V.E.
- This filter is available in CorelDRAW, Corel PHOTO-PAINT, and CorelTRACE.
- CPT files may be either black & white, 16 colors, gray-scale, Palletted, or RGB color (24-bit).

## **CUR technical notes**

- The Windows 3.x/NT Cursor Resource (.cur files) file format is used to create icons for Windows 3.1, Windows NT, and Windows 95 interfaces.
- The Windows 3.x/NT Cursor Resource file format supports cursor graphic elements that are used in Windows pointers. You can select a color for Transparent and Inverse masks.
- Corel applications support the following color depths when importing .cur files: 1-bit black-and-white, 16 color (4-bit) paletted, 256 color (8-bit) paletted
- The Windows 3.x/NT Cursor Resource file format supports a maximum image size of 32 x 32 pixels.



## DCS technical notes

- The following versions of the Desktop Color Separation (.dcs files) file format are supported: 1.0 and 2.0.
- The following features are supported when exporting .dcs files: all color depths, masks created in 256 shade (8-bit) grayscale and 32-bit, single and multiple file type options, maximum .dcs file size of 4,294,967,295 x 4,294,967,295 pixels.
- DCS files imported from Corel PHOTO-PAINT 6 can be saved in a single file.
- Corel applications support all color depths when importing .dcs files; however, to import a .dcs file in Corel VENTURA, the Encapsulated Postscript filter should be used.

## DOC technical notes

- The following Microsoft Word for Windows (DOC) versions are available: MS Word 97/2000, MS Word for Windows 6/7, MS Word for Windows 2.x, MS Word 3.0, 4.0, 5.0, 5.5.
- The embedded-field method for building indexes in Microsoft Word is supported, while the style-implied method for building indexes is not.
- The Corel application tries to match the fonts in the file you are importing with the same or similar fonts, depending on the fonts installed on your computer. However, Microsoft Word's Normal text style is converted to the default text style. To set the default text style, click **Tools ► Customization**. In the list of categories, double-click **Document**, double-click **Styles**, and choose a text style.
- Whenever possible, the application automatically converts characters available in the sets "Symbol" or "MS Linedraw" to the corresponding Windows character set entries.
- Most fonts are proportionally spaced and text is reflowed when imported. As a result, soft line and page breaks often appear in new locations if you are converting to a fixed-pitch or nonscalable font.
- When importing text, the page size in the original document is ignored. The text is fit to the current page size, and this may affect the placement of text.
- Footnotes or endnotes created in Microsoft Word 3.x, 4.x, 5.0, or 5.5 are not supported.

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### See also

[General notes on importing text files](#)

## EPS technical notes

### Exporting an EPS file

- On a PostScript printer, graphics exported to the Encapsulated PostScript (EPS) format will print from other applications exactly as they did from a Corel 10 application.
- You can save a header to the Windows Metafile format (.wmf files) or Tagged Image File format (.tif files) in black and white, 4-bit grayscale or color, or 8-bit grayscale or color. You can set the header resolution between 1 and 300 dots per inch (dpi); the default header resolution is 72 dpi. If the application importing the .eps file has a limitation on the image header size, you might receive an error message stating that the file is too large. To reduce file size, in the **EPS export** dialog box, choose **Black and White** from the **Type** box, and lower the header resolution before exporting the file. The setting determines only the resolution of the header and has no impact on the print quality of a drawing. Color headers are useful when viewing placed .eps files. If the application in which you are going to use the file does not support color headers, try exporting with a mono header instead. You can also export without a header.
- Along with the graphic, exported .eps files contain a filename, program name, and date.
- Your application automatically determines the size of the bounding box.
- If you want to use Adobe PostScript typefaces instead of the Corel application's typefaces, make sure all necessary fonts are downloaded to your printer.
- To save font information in an .eps file, enable the **Include fonts** check box in the **Export text as** area.
- No fonts are saved if you export text as curves.
- If a font used in the file is not resident on the printer or has not been saved in the file, either the text will print in Courier font or the drawing will not print.

### Importing an EPS file

- The .eps files are imported in a placeable format. The applications display a thumbnail, or preview, in the active file.
- If the .eps file contains a placeable header (that is, a small bitmap representation of the image), the placeable header is imported and displayed. The EPS information remains attached to the header and is used when the image is printed to a PostScript printer. You can't edit a .eps, nor can text in the .eps file be edited.
- Placeable graphics are imported as a group of objects.
- PostScript (Interpreted) imports the Corel EPS format.
- Because of the way PostScript describes gradient fills, when you import a file with large or complex gradient fills, you may generate a large number of objects. If the file becomes too large, you may not be able to import it due to memory limitations.

## **FPX technical notes**

### **Exporting an FPX file**

- You can export 8-bit Grayscale and 24-bit RGB color images.
- Masking information is supported.
- Three different compression types are supported: single color, JPEG unspecified, and JPEG by quality.
- You can preview and adjust the settings of the image you are exporting. You can zoom in to get a closer look at the image by clicking in the **Original** window. You can also zoom out by right-clicking in the **Original** window.

### **Importing an FPX file**

- You can preview and adjust the settings of the image you are importing. For example, you can adjust the amount of red, green, and blue in the image, as well as its brightness, contrast, saturation, and sharpness.
- Corel applications support the following color depths: 256 shade, grayscale (8-bit), and 24-bit RGB.

## GEM technical notes

### Exporting a GEM file

- Using the Corel Graphics Environment Manager (GEM) filter, you can save drawings in vector format for use in GEM Artline, Delrina, Perform, and Corel VENTURA (Versions 2.0 to 4.2).
- Objects' fills and outlines, arrowheads, and segments in dotted and dashed lines are exported as separate polygons.
- Colors in exported files are matched to the 16 colors that GEM supports.
- Fountain fills often appear coarse because of the limited color availability in GEM.
- Texture fills are replaced by a solid gray fill.
- Breaks sometimes occur where object outlines come to a point. Whether this is noticeable (or even occurs) depends on the size of the objects, the thickness of the outline, and the angle at which the outlines meet at the point.
- Text is exported as curves and cannot be edited.
- The number of objects in an exported file is limited. If the original file contains many complex objects, the image imported in GEM Artline may be fragmented and incomplete. To solve this problem, reduce the number of objects in the file, and reexport it to the GEM format.
- The following features are not supported: bitmapped images, bitmap pattern fills, PostScript textures (converted to uniform mid-gray fills), dotted and dashed lines, lenses, layers, multiple pages, vector fills, and transparencies.
- Corners (joins) appear round in GEM Artline.
- Bezier curves are converted to line segments. Objects with more than 128 points are broken into smaller objects, which are then grouped. This produces clipping lines, which don't appear in the printed output but show in wireframe view when you import the exported file in GEM Artline.
- This filter is available in CorelDRAW, Corel PHOTO-PAINT, and Corel TRACE.

### Importing a GEM file

- You can import vector graphics created in applications such as GEM Draw and GEM Artline. You can also import **.gem** files from earlier versions of Ventura Publisher.
- Objects in a **.gem** file that have a solid or percentage fill of a particular color have a corresponding fill in the Corel application. Custom fills, such as grids, hatches, and ball bearings, are not supported. Objects containing such fills have a tinted color fill in the Corel application that corresponds to the color of the pattern fill of the object in the **.gem** file.
- The types of line-end styles imported by Corel's GEM filter depend on the application in which the **.gem** file was created. From GEM Artline, no end caps or corners import into Corel applications. In a file created in GEM Draw, round end caps on both ends of a line are successfully imported and round end caps on one end of a line are successfully imported, but lines with arrows are imported with no end caps (arrows).
- The symbols available in GEM Artline are created as text objects and are imported as curves.
- Text in a **.gem** file is imported into the Corel application as editable characters. If the file is created in GEM Artline, however, text strings are imported as curves.
- If a typeface in the imported file is not available on your computer, the typeface will default to the font that it most closely resembles.
- Because of differences in font sizes and in intercharacter and interword spacing between applications, text in the imported file may not align exactly as it does in the original file.
- Unsupported keyboard characters appear as question marks. Underlined text in a **.gem** file is not supported.
- This filter is available in CorelDRAW and Corel PHOTO-PAINT, which imports **.gem** files as bitmapped images.

## GIF technical notes

- You can save movies you create in Corel R.A.V.E. and Corel PHOTO-PAINT as animated **.gif** files. You can also open and edit animated **.gif** files in Corel R.A.V.E. and Corel PHOTO-PAINT.
- Corel applications import versions 87A and 89A of the GIF file format, but export only to version 89A. Version 87A supports basic features and interlacing. The newer version, 89A, includes all features found in 87A plus the ability to use transparent colors and to include comments and other data of the image file.
- Corel applications support the following color depths when importing animated **.gif** files: black and white (1-bit), 16 colors, grayscale (8-bit), and 256 color paletted (8-bit).
- The GIF file format supports a maximum image size of 64,535 pixels by 64,535 pixels and uses Lempel-Ziv Welch (LZW) compression.
- You can preview and adjust the settings of the image you are exporting. You can zoom in to get a closer look at the image by clicking in the **Original** window. You can also zoom out by right-clicking in the **Original** window.

## **HTM technical notes**

### **Importing an HTM file**

- The HTM import filter can be installed during a custom installation (Import/Export File Types - Internet File Types). It extracts editable information from a web document and brings objects into CorelDRAW in a manner similar to the original layout.
- Imported **.htm** files that exceed the boundaries of the drawing page continue down the workspace without a page break.

### **Exporting an HTM file**

- All objects that are not within the boundaries of the drawing page are ignored on export.
- Overlapping HTML text frames cause difficulties during export. As a solution, try exporting the file to the GIF or JPEG file format.

### **JPG technical notes**

- You can preview and adjust the settings of the image you are exporting. You can zoom in to get a closer look at the image by clicking in the Original image window. You can also zoom out by right-clicking in the Original image window.



### **MOV technical notes**

- To open a movie saved to the QuickTime 4 format or export a movie to the QuickTime 4 format, you must have QuickTime installed on your computer.
- The Movie-QuickTime (**.mov**) files are animation files that support 24-bit and 8-bit color. Multiple tracks are not supported.
- You can export to the MOV format only in Corel PHOTO-PAINT and Corel R.A.V.E.

## PCD technical notes

- PCD images are derived from 35mm film negatives or slides that have been converted to digital format and stored on a CD.
- Kodak Photo CD (PCD) images may be subject to copyright. The Corel application will not display a warning message about this.
- Other Kodak-compatible applications may install Kodak's **pcdlib.dll** file in the **Windows** folder instead of the **Windows\System** folder. This will produce an error message.
- When you import **.pcd** files, a dialog box will display prompting you to choose the desired file resolution and color. The resolution is limited to 72 dpi and the maximum image size is 2048 x 3072 pixels.
- You can import the following color modes: RGB (24 bit), paletted (8 bit), and grayscale (8 bit).
- Click on the **Enhancement** tab if you want to color-correct the image before importing it.
- The **Image size** indicator will update to reflect the choices you have made regarding resolution and color.
- This file format is available in CorelDRAW, Corel PHOTO-PAINT, Corel TRACE, and Corel R.A.V.E.

### GamutCD color correction

This color correction method uses gamut mapping to enhance the color fidelity and tonal ranges of the CD image.

#### Set active area

Use the mouse to specify an active area within the image in the view field. This ensures GamutCD will base its color correction on the area of the photo that you are going to use and removes any black borders left from the original scan.

#### Set neutral colors

Define neutral colors by clicking on pure whites, blacks, and grays within the active area.

#### White in image

Choose this option if an image has pure white elements. If you do not have any white elements, disable this option. Otherwise, the gamut mapping will over-brighten your image as it maps the lightest elements of your image to white.

This option will assist GamutCD in enhancing the tonal range of an image and removing color cast. If the white element in an image is not pure white, you may want to lower the setting from 255 in the number box to the right.

#### Black in Image

Choose this option if you have pure black elements in an image. If the image does not have any black elements, disable this option. Otherwise, the gamut mapping will darken your image since it maps the darkest elements of your image to black.

This option will assist GamutCD in enhancing the tonal range of an image and removing color cast. If the black element in an image is not pure black, you may want to raise the setting from 0 in the number box to the right.

#### Fast preview

Displays the effect of the GamutCD settings on an image.

#### Best preview

Displays the effect of the GamutCD settings on an image. This method is more accurate than fast preview, but it takes longer to build.

### Kodak color correction

This color correction method allows you to alter color tints, adjust brightness and color saturation, as well as make adjustments to the level of contrast.

#### Remove scene

Turns off the Scene balance adjustment.

#### Balance adjustment

The photo finisher applied at the time the original image was scanned and placed on the Photo CD disk.

#### Color metric

Allows you to adjust contrast by preset amounts.

#### Show out-of-gamut

If the changes you've made are too extreme, the preview colors will display out-of-gamut pixels as pure red or pure blue.

## PCT technical notes

- The PICT filter imports graphics created in Macintosh programs, such as MacDraw. Corel version 10 applications can import vector and bitmapped images contained in Macintosh PICT (.pct) files.
- Objects that contain a fill and an outline will open as a group of two objects. One object will be the outline and the other the fill.
- PICT fills are often bitmap patterns, and the Corel application tries to maintain these fills as bitmap patterns.
- Pattern outlines are converted to a solid color.
- Arrowheads and dashed lines in MacDraw II are not supported in Corel version 10 applications.
- Text in .pct files opens as editable text. If a typeface in the imported file is not available on your computer, it is converted to the font that it most closely resembles. Unsupported Macintosh fonts display in the application as the default font. Unsupported characters appear as question marks.

The following PICT text styles are supported: bold, italic, outline, shadow, and any combination of these. Underlining text is not supported.

Text alignment may not quite agree with the original file. This is due to the differences in font size, and inter-character and inter-word spacing between the two formats. Any misalignment is easily corrected.

- The following features are not supported: cropped bitmapped images; PostScript, full-color bitmap, two-color bitmap, vector, and texture fills; interactive and transparency fills; multiple layers; multiple pages; bitmap PowerClip objects; and lens effects.
- This filter is only available in Corel PHOTO-PAINT, which imports Macintosh PICT files as bitmapped images, and CorelDRAW.

## **PCX technical notes**

### **Exporting a PCX file**

- Bitmaps may be either black and white, 16 colors, grayscale (8-bit), Paletted (8-bit), or RGB color (24-bit).
- Run-length encoding (RLE) compression is supported, and the maximum image size is 64,535 x 64,535 pixels.
- These files may contain one, two, or four color planes.
- This file format is supported in CorelDRAW, Corel PHOTO-PAINT, Corel TRACE, and Corel CAPTURE.

### **Importing a PCX file**

- PCX files can be imported if they conform to the following PCX specifications: 2.5, 2.8, and 3.0.
- Bitmaps may be either black and white, 16 colors, grayscale (8-bit), Paletted (8-bit), or RGB color (24-bit).
- RLE compression is supported and the maximum image size is 64,535 x 64,535.
- These files may contain one, two, or four color planes. Files containing three or more than four color planes cannot be imported.
- This file format is supported in CorelDRAW, Corel PHOTO-PAINT, Corel TRACE, Corel CAPTURE, and Corel R.A.V.E.

## PDF technical notes

### Exporting a PDF file

- This filter is available by clicking **File ► Publish to PDF** in CorelDRAW and Corel PHOTO-PAINT.
- Some fills may display as gray. They will print correctly to a PostScript printer.

### Importing a PDF file

- Imports portable document files.
- The following features are not supported: cropped bitmapped images; PostScript, full-color bitmap, two-color bitmap, and texture fills; interactive and transparency fills; multiple layers; text fit to path; and bitmap PowerClip objects.

## PNG technical notes

- You can import Portable Networks Graphics (**.png**) files from 1-bit black and white to 24-bit color; 48-bit color is not supported.
- Masks and indexed-color, grayscale, and true color images are supported. Masks, however, are not saved in 1-bit black and white or 8-bit paletted files.
- LZ77 compression is supported, and the maximum image size is 30,000 x 30,000 pixels. Sample depths range from 1 to 16 bits.
- The PNG file format is also robust, checking full-file integrity and detecting common transmission errors. The PNG file format can store gamma and chromaticity data for improved color matching on heterogeneous platforms.
- You can preview and adjust the settings of the image you are exporting. You can zoom in to get a closer look at the image by clicking in the **Original** window. You can also zoom out by right-clicking in the **Original** window.

## **PSD technical notes**

### **Exporting a PSD file**

- This format supports 1-bit black and white up to 32-bit CMYK color images; however, 24-bit RGB does not support objects or channels on export.
- Objects and masking information are supported.

### **Importing a PSD file**

- PSD files with mono, grayscale, and color up to 32-bit CMYK are supported. Duotone and multitone PSD images are converted to grayscale when loaded into Corel PHOTO-PAINT.

## **SWF technical notes**

- Macromedia Flash (**.swf**) files cannot be imported into CorelDRAW. You can, however, link, embed, export, and publish **.swf** files to the World Wide Web.



## WPD technical notes

- The WPD filter imports text files created in Corel WordPerfect 4.2, 5.0, 5.1, 6, 7, 8, and 9.
- The following features are not supported: index functions, text in table of contents, and style sheets.
- Equations and formulas created in Corel WordPerfect's equation language are converted to regular text.
- Graphic features like HLine and VLine are not converted.
- When importing text, the page size in the original document is ignored. The text is fit to the current page size which may affect the placement of text.
- You can import Corel WordPerfect (.wpd) files in CorelDRAW and Corel PHOTO-PAINT. However, Corel PHOTO-PAINT imports .wpd files as bitmapped images.
- Corel version 10 applications substitute fonts missing from an Enhanced Metafile (.emf) file to similar fonts available on your computer. Multiple pages are not supported.

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### See also

[General notes on importing text files](#)

## TGA technical notes

- The following features are supported: uncompressed color-mapped images, uncompressed RGB images, Run-length encoding (RLE) compressed color-mapped images, RLE-compressed RGB images (types 1, 2, 9, and 10 as defined by AT&T Electronic Photography and Imaging Center), and masks.
- The type of file produced depends on the number of colors exported. For example, 24-bit color TGA files are exported as RLE-compressed RGB bitmapped images.
- You can import **.tga** files from 8-bit grayscale to 24-bit RGB.
- Masks are not saved in 1-bit black and white or 8-bit paletted files.
- RLE compression is supported, and the maximum image size is 64,535 x 64,535 pixels.

## TIF technical notes

### Exporting a TIF file

- Masks are not saved in 1-bit black and white, 16-bit grayscale, and 48-bit RGB files.
- When you export to Tagged Image File format (TIFF), the following versions are supported: 4.2, 5.0, and 6.0.

<u>If you export as</u>	<u>You will automatically use this filter</u>
CMYK	6.0
16 million colors	5.0
256 colors or less	4.2

### Importing a TIF file

- Black and white, color, and grayscale **.tif** files up to and including the 6.0 specification can be imported.
- The **.tif** files compressed using the International Consultative Committee on Telecommunications and Telegraphy (CCITT), Packbits 32773, or Lempel-Ziv Welch (LZW) compression can also be imported. However, you may notice additional loading time with these files since the application decodes the file compression.
- TIFF 6.0 support includes **.tif** 6.0 files with CMYK data, but not other **.tif** 6.0 extensions, such as YCbCr. CMYK TIFFs are read by the Four Color TIFF import filter. Also, CorelDRAW will read the standalone version of the JPEG extension.

**WPG technical notes**

- The WPG filter imports graphics created in WordPerfect applications.
- The following features are not supported: Graphics Text Type 2, WordPerfect Graphic (WPG) version 2.
- This file format is only available in CorelDRAW and Corel PHOTO-PAINT, which imports WordPerfect Graphic files as bitmapped images.

## General notes on importing text files

- When you import a text file into a Corel application, it appears almost the same as in the source application. However, some formatting attributes and page layout features may not be supported. In such cases, the application tries to simulate the results of a feature when a reasonable substitution can be made.
- The following word processing features are not supported: headers, footers, footnotes and endnotes, underlining, embedded graphics, columns, tables, and macros.
- Font matching support is included. You can modify font matching settings in **coreldrw.ini**. Fonts are converted by size and by family, provided the source file format includes font family information that the application can access.
- Rich Text Format (.rtf) files are automatically converted to the Microsoft Windows ANSI (American National Standards Institute) character set. The Macintosh Character Set and Standard IBM PC Code Page 437 are also supported.
- You can convert PC fonts so that they are readable on a Macintosh platform by using a third-party software tool.
- Because languages other than English use more than 256 characters, code page definitions (tables of information that define the character sets used by your computer) will lack certain characters found in other languages.
- Characters are automatically converted to logical equivalents if they are not matched between the source code page and the application's code page. If there is no logical equivalent for the unidentifiable character, the application will mark that character space with the underscore symbol (\_).
- Conversion of font sizes is supported. The following table shows font family conversion capabilities.

<u>Word processing application</u>	<u>From .rtf to Corel 10</u>
WordPerfect	All fonts supported
Microsoft .rtf	All fonts supported
Microsoft Word PC	All fonts supported
Ami Professional	All fonts supported
Microsoft Word Macintosh	Limited font support
Word for Windows	All fonts supported

"All fonts supported" means that Corel version 10 applications support all font families supported by that application.

"Limited font support" means that CorelDRAW supports only selected fonts from the fonts supported by that application. This typically includes Standard PostScript fonts and the Standard HP PCL fonts.

- When converting Macintosh files, font support is limited by the supported font families of the PC formats.
- Fonts converted to formats other than those listed in the table above will map to fonts that Corel version 10 applications find as the best fit.
- You may encounter alignment problems when converting from and to a proportional and nonproportional font. Therefore, if you import a document created in a nonproportional font to a proportional font, some pages that have more text on a page than the original document.
- Also known as Absolute Positioned Objects or APOs, CorelDRAW 10 converts anchored text and frames from WordPerfect 5.x, Microsoft RTF, Microsoft Word for Windows, Microsoft Word for Macintosh 4.0 and 5.0, and Ami Professional. In all other cases, the content of the frame or APO will convert to regular text.
- Center-right and full justification are applied to an entire paragraph. RTF does not allow these attributes to be applied to individual lines of a paragraph.
- Source documents that contain a table of contents and indexing convert into the appropriate functions in the .rtf file.
- Data that is automatically outlined converts to regular text.
- Style sheet properties are converted to RTF. The file will appear as in the source application; however, the style sheet from the original application is not imported.
- Text contained within a frame or a positioned object is retained.

## DXF technical notes

- This file format is available in CorelDRAW and Corel PHOTO-PAINT, which imports AutoCAD files as bitmapped images.
- The Data Exchange File (DXF) filter is supported in AutoCAD 2.5, 2.6, R9, R10, R11, R13, R14, and R2000 (R15).
- Layers are retained on import and export of DXF file format from and to a CorelDRAW file format.

## Exporting a DXF file

- CorelDRAW 10 saves drawings in a vector format accepted by Computer-aided design/Computer-aided manufacturing (CAD/CAM) programs and devices, such as AutoCAD and certain computer-driven sign and glass cutters.
- Only the outlines of objects are exported.
- All line weights are converted to solid lines 0.003 inches thick.
- Texture fills are replaced with a solid gray fill. All other fills are ignored.
- Filled objects with no outlines have an outline appended to them on export.
- DXF files created with this filter can become quite large, especially if text is exported as curves. A complex drawing occupying only 20 or 30K may easily balloon to 500K or more in the DXF format.
- The following features are not supported: calligraphic pen effects, dashed and dotted lines, arrowheads, bitmapped images

## Importing a DXF file

- The DXF filter imports vector graphics created in AutoCAD 12, AutoCAD 13, and AutoCAD 14.
- If a .dxf file is too complex to import into CorelDRAW, configure your AutoCAD output device as an HP7475 plotter and perform a plot-to-file of the drawing. Then you should be able to import this plot file using Corel's HPGL import filter.
- The Corel application tries to center the imported image in an 18 x 18-inch area. This size is not guaranteed though, especially with 3D images. Drawings larger than 18 x 18 inches can be scaled to fit within these dimensions. You will see a dialog box that allows you to enter a scale factor; you may scale an image up or down as long as it is not larger than 18 x 18 inches.
- Dashed lines in .dxf files are given a similar dashed line pattern in the Corel application.
- The line width of a polyline is imported as the minimum line width which that polyline had in AutoCAD. The maximum line width is 4 inches. Variable line width information is not retained when the file is imported.
- The curve resolution factor can be set to a value between 0.0 and 1.0 inches. The value entered can be very precise; up to eight decimal places are accepted. While a setting of 0.0 results in the highest resolution, it also greatly increases file size. A curve resolution of 0.004 inches is recommended.
- Solid and trace entities are filled, provided the view is not 3-D (that is, they are filled on the x-y axis view only).
- A point is imported as an ellipse of minimum size. An extruded point is imported as a line segment with two nodes. PDMODE is ignored.
- Files exported as "Entities only" may come into the Corel application incorrectly due to a lack of header information.
- Various justifications on text entries may not be preserved. Normal text placement (no justification) works best.
- The Corel application has limits on values for text's point size and skew. If the AutoCAD text object exceeds these limits, the object is brought within these limits when it is imported.
- Control characters are ignored.
- Overscore and underscore indicators are ignored.
- If a character is referred to by number, the number must be three digits; for example, character 65 is %%065.
- A carriage return and linefeed is indicated by %%010.
- Any nonstandard character becomes a question mark (?) in the Corel application, including the degrees symbol (°), the tolerance symbol (+/-), and the circle dimensioning symbol.
- The typefaces used in AutoCAD are matched by PANOSE font matching with the closest available typeface in the Corel application. If a font is not found, the default font will be used.
- The following features are not supported: shape entities; Corel applications cannot read .shx files; line types; line weight; polylines including variable-width polylines (such as curves, polyface mesh, quadratics, cubic splines and bezier curves, and continuous linetype); OLE frames; hatches (fills); proxy entity graphics commands; arc-aligned text (AC2000); construction lines; RTEXT; MTEXT; paper space entities within a model space; bitmapped images with transparent color; MININSERT (multiple inserts); dimension text; import of wire frame images; and the extrude effect for Point, Solid, Trace, Attribute, Attribute Def, Shape, Insert, Hatch, Image.

## DWG technical notes

- The AutoCAD Drawing Database (DWG) filter is supported in AutoCAD 2.5, 2.6, R9, R10, R11, R13, R14, and R2000 (R15).
- CorelDRAW 10 supports only AutoCAD 12, AutoCAD 13, and AutoCAD 14 **.dwg** files.
- When a color depth is not specified, the DWG file format uses the default color depth option, which is 256 colors.
- Only one viewport is imported from a multi-viewport **.dwg** file.
- AutoCAD ensures that colors from one to seven remain the same when exporting to another system. The seventh color is either black or white, depending on the background of the file.
- The following features are not supported: proxy entities, control codes and special characters embedded in text shapes; the Mline command; the Tolerance command symbols; body, region, and 3-D solids; elevation; extended ASCII characters; and shape entities, such as symbols.

## **WMF technical notes**

### **Importing a WMF file**

- Corel VENTURA and CorelDRAW substitute fonts that are missing from a Windows Metafile Format (.wmf) file from similar fonts available on your computer.
- The following features are not supported: PANOSE font matching and rotated and skewed bitmapped images.
- There is no preview available for .wmf files.

### **Exporting a WMF file**

- The Windows Metafile Format is used to export graphics created in programs such as CorelDRAW and Corel VENTURA.
- A header contains additional information, such as sizing. Therefore, a .wmf file can successfully be exported to CorelDRAW if the header is included.
- Because text exports as individual characters, .wmf files can be very large if a file contains a lot of curves or text. This can cause problems in applications such as Corel VENTURA, which imposes limits on the size of imported files.
- The Windows Metafile Format is 16 bits, while CorelDRAW is 32 bits. When you export a .wmf file, the 32-bit numbers are converted to 16 bits. For example, lines that are 0.01388 inches and thinner appear as hairlines because there isn't enough precision in the WMF filter to specify these widths accurately.
- Straight lines, curved lines, and calligraphic lines are exported as rectangles if thicker than 0.014 inches. Lines thicker than 0.003 inches are exported as arrows. Dashed lines are always exported as rectangles.



## PLT technical notes

### Importing a PLT file

- Corel applications support versions 1 and 2 of PLT file formats although some features of version 2 are not supported.
- You can import images larger than Corel's maximum page size by enabling the **Scale** option in the **HPGL options** dialog box, which lets you resize the imported image.
- The curve resolution factor can be set to a value between 0.0 and 1.0 inches. The value can be very precise; up to eight decimal places are accepted. A setting of 0.0 results in the highest resolution, but it also greatly increases file size. A curve resolution of 0.004 inches is recommended.
- The PLT file format does not contain color information. Instead, the various objects in a **.plt** file have certain pen numbers associated with them. When imported into a Corel application, each pen number is assigned a specific color. You can specify the color assigned to a particular pen, so that you can match the original colors of the graphic.
- The **Pen selection** list contains 256 pens although not all of the pens may be assigned. You can change the color assignments by choosing the pen and then choosing a new color for that pen from the **Pen color** list box. Choosing **Custom colors** brings up a color definition dialog box that allows you to define a custom color using RGB values.
- You can change the pen width assignments by choosing the pen and then choosing a new width for that pen from the **Pen width** list box.
- You can change the pen velocity by choosing the pen and then choosing a new velocity for that pen from the **Pen velocity** list box. This is only useful for exporting **.plt** files.
- You can set a defined pen to the Unused option. You can also reset the current Pen Library pen settings back to the previously saved settings.
- Corel applications support numerous dotted, dashed, and solid line types of the PLT file format. The pattern number of a line in a **.plt** file is translated to a line type pattern.
- Text in **.plt** files imports into a Corel application as editable text. Text strings are assigned the default font, but they can subsequently be assigned any typeface and size. Imported text has no fill color, only an outline color.

### Exporting a PLT file

- Only the outlines of objects are exported to the PLT file format.
- Dotted lines, dashed lines, and arrowheads are mapped to standard line types of the PLT file format.
- Bezier curves are converted to line segments.
- Outline thickness and calligraphic settings are lost.
- Outline colors are limited to eight: black, blue, red, green, magenta, yellow, cyan, and brown.

## PS technical notes

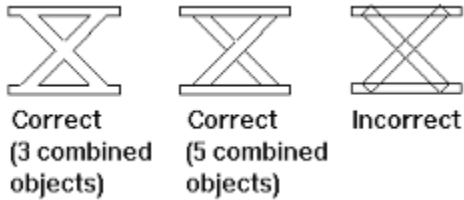
- The PostScript Interpreted import filter can import PostScript (**.ps**), Printer (**.prn**), and Encapsulated PostScript (**.eps**) files.
- The PostScript information is converted to objects.
- The PostScript Interpreted import filter lets you import multiple pages. In contrast, the EPS filter is used only to import **.eps** files and displays the EPS bitmap header or, if there is no header, a gray box.
- The PostScript Interpreted import filter converts RGB bitmaps to CMYK.
- Font information is maintained only if the font was embedded in the original file prior to import.
- Files that are too large may not import into Corel VENTURA due to memory limitations. This problem can be caused by complex gradient fills that increase the number of objects in a graphic.
- EPS file formats (EPS placeable, PostScript Interpreted) may not import properly if you choose **All files** from the **Files of type** list box. To import PostScript Interpreted files successfully, choose the The PostScript Interpreted import filter.

## **SVG technical notes**

- Scalable Vector Graphics (SVG) allows three types of graphic objects: vector graphic shapes (for example., paths consisting of straight lines and curves), images, and text.
- Graphical objects can be grouped, styled, transformed, and composited into previously rendered objects.
- You can export text as editable characters, so that after you publish an SVG graphic to the World Wide Web, text continues to be recognized as text. Text strings can be restyled, copied and pasted, or indexed by search engines. Text can also be edited by SVG-capable editing programs, eliminating the need for maintaining multiple versions of graphic images for editing.
- The SVG standard allows the use of Cascading Style Sheets (CSS) to define font, text, and color properties of objects on a page.

## TTF technical notes

- TrueType fonts (TTF) print as bitmaps or vectors depending on the capabilities of your printer. TrueType fonts print as they appear on screen and can be resized to any height.
- TrueType fonts exported from CorelDRAW are unhinted.
- Each exported character must comprise a single object. Before you export multiple objects, you must combine them by clicking **Arrange ► Combine**. You cannot export multiple objects or grouped objects.
- Fill and outline attributes applied to objects are not exported.
- Avoid intersecting lines. Any object in your character should lie completely inside or outside of others, as shown in the example below:

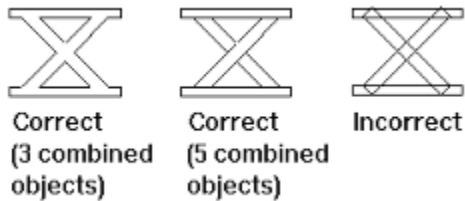


## Adobe Type 1 fonts technical notes

- Most Type 1 fonts are single master fonts that permit only style editing; for example, Roman, italic, bold. A single master Type 1 font contains two files: a Printer Font Metrics (**.pfm**) file and a Printer Font Binary (**.pfb**) file.

Some Type 1 fonts are also available in multiple master format. You can customize design elements of multiple master fonts such as weight, width, style, and optical size. A multiple master base font is the multiple master font itself, from which you create variations called multiple master instances. A multiple master base font is composed of a **.pfm** file, a **.pfb** file, and a Multiple Master Metrics (**.mmm**) file. A multiple master instance is composed of a **.pfm** file and a PostScript Printer Stub (**.pss**) file.

- Adobe Type 1 fonts exported from CorelDRAW are unhinted.
- Each exported character must comprise a single object. Before you export multiple objects, you must combine them by clicking **Arrange ► Combine**. You cannot export multiple objects or grouped objects.
- Avoid intersecting lines. Any object in your character should lie completely inside or outside of others, as shown in the example below:



- Fill and outline attributes applied to objects are not exported.
- Adobe Type 1 fonts you create are compatible with Adobe TypeManager version 2.0, but not with earlier versions.

## **WI technical notes**

### **Importing a WI file**

- Corel applications support the following color depths when importing Wavelet Compressed Bitmap (.wi files): 256-shade (8-bit) grayscale, and 24-bit RGB.

### **Exporting a WI file**

- Corel applications support the following color depths when exporting to the Wavelet Compressed Bitmap file format: 256 shade (8-bit) grayscale, 24-bit RGB.
- The Wavelet Compressed Bitmap file format supports Wavelet compression. It also supports a minimum image size of 16 pixels and a maximum size of 2048 pixels.

## OS/2 Bitmap technical notes

- Corel applications support Standard Version 1.3 and Enhanced Version 2.0 or later versions of the OS/2 Bitmap file format.
- Corel applications support the following color depths when importing and exporting **.bmp** files: 1-bit black and white, 256 shade (8-bit) grayscale, 16-color (4-bit) and 256-color (8-bit) paletted, and 24-bit RGB.
- The OS/2 Bitmap file format supports a maximum image size of 64,535 x 64,535 pixels. OS/2 uses Run-length encoding (RLE) compression.

# File formats

A file format defines how an application stores information in a file. When you name a file, an application automatically appends a filename extension, usually three characters in length; for example, **.cdr**, **.bmp**, **.tif**, and **.eps**. This filename extension helps you and the computer differentiate between different file types or file formats.

If you want to use a file created in a different application than the one you are currently using, you must import that file. Conversely, if you create a file in one application and want to use it in another application, you must export the file to a different file format.

The following file formats are used in Corel applications and supported across Windows and Macintosh platforms:

[3-D file formats \(3DMF, WRL, B3D\)](#)

[AI \(Adobe Illustrator\)](#)

[BMP \(Windows Bitmap\)](#)

[CDR \(CorelDRAW\)](#)

[CMX \(Corel Presentation Exchange\)](#)

[CPT \(Corel PHOTO-PAINT\)](#)

[DOC \(Microsoft Word for Windows\)](#)

[DWG \(AutoCAD Drawing Database file\)](#)

[DXF \(Data Exchange File\)](#)

[EPS \(Encapsulated PostScript\)](#)

[FPX \(Kodak FlashPIX Image\)](#)

[GIF \(Graphics Interchange Format\)](#)

[HTM \(Hypertext Markup Language\)](#)

[JPG \(Joint Photographic Experts Group Bitmaps\)](#)

[PCD \(Kodak Photo CD Image\)](#)

[PCT \(Macintosh PICT\)](#)

[PCX \(PaintBrush\)](#)

[PDF \(Portable Document File\)](#)

[PNG \(Portable Network Graphics\)](#)

[PSD \(Adobe Photoshop\)](#)

[RIFF \(Painter 5\)](#)

[SVG \(Scalable Vector Graphics\)](#)

[SWF \(Flash\)](#)

[TGA \(Targa Bitmap\)](#)

[TIF \(Tagged Image File\)](#)

[WPD \(Corel WordPerfect\)](#)

[WPG \(Corel WordPerfect Graphic\)](#)

[Other file formats](#)

[Recommended formats for importing graphics from other applications](#)

[Recommended formats for exporting graphics](#)



## 3-D file formats

QuickDraw's 3-D metafile format (3DMF) can contain any 3-D information the user creates, including all types of geometries and objects, textures, lights, shaders, cameras, active renderers, material properties, and hierarchical information. Both text and binary formats are supported. The **.3dmf** files are supported across Mac, Windows, and UNIX platforms.

You can import any 3-D model file saved as a QuickDraw Meta File (**.3dmf**), QuickDraw Binary 3-D File (**.b3d**), or Virtual Reality Modeling Language File (**.wrl**), directly into the image.

You can import 3-D images into Corel applications. When you import a 3-D image, it is rendered as a two-dimensional object in a drawing. You can view the model at any angle and degree of magnification by rotating the camera, moving the camera along the horizontal and vertical planes, and changing the camera lens magnification. You can also add a light to a 3-D model.

[To import a 3-D model into an active drawing](#)

[To select the way a 3-D model displays](#)

[To add a light to a 3-D model](#)

[Technical notes](#)

{button ,AL('A3D file formats;',0,"Defaultoverview",)} [How to](#)

## To import a 3-D model into an active drawing

- 1 Click **File ► Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose a file format from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.

{button ,AL(' A3D file formats;',0,"Defaultoverview",)} [Related topics](#)

## To select the way a 3-D model displays

1 In the **Import 3-D model** dialog box, choose one of the following formats from the list box below the **Preview** window:

- **QuickDraw 3-D Interactive** displays a regular 3-D model
- **QuickDraw 3-D Wireframe** displays a wire frame of the 3-D model

2 Click one of the following buttons:

- **Rotate camera** rotates 3-D models in the 3-D Viewport
- **Slide camera** moves the camera anywhere in the 3-D Viewport
- **Zoom camera** changes the lens magnification of the camera in the 3-D Viewport

3 Drag in the **Preview** window.

### ► Tip

- When you click **Zoom camera**, drag up to zoom in, or drag down to zoom out.

{button ,AL('A3D file formats;',0,"Defaultoverview",)} [Related topics](#)

## To add a light to a 3-D model

### To

Add a point light

Add a spot light

Add a distant light

Add an ambient light

### Do the following

Click the **Distant lights** tab in the **Import 3-D model** dialog box. Choose **Point** from the **Light options** list box. Click **Add**. Click **Color**, and choose a color for the light. Move the **Brightness** slider to set the intensity of the light. Choose a falloff from the **Distance falloff** list box.

Click the **Distant lights** tab in the **Import 3-D model** dialog box. Choose **Spot** from the **Light options** list box. Click **Add**. Click **Color**, and choose a color for the light. Move the **Brightness** slider to set the intensity of the light. Choose a falloff from the **Angular falloff** list box. Move the **Half angle** slider to set the degree of the half angle of the light. Move the **Angle** slider to set the degree of the light's angle.

Click the **Distant lights** tab in the **Import 3-D model** dialog box. Choose **Distant** from the **Light options** list box. Click **Add**. Click **Color**, and choose a color for the light. Move the **Brightness** slider to set the intensity of the light.

Click the **Ambient light** tab in the **Import 3-D model** dialog box. Enable the **On** check box. Click **Color**, and choose a color for the light. Move the **Brightness** slider to set the brightness of the light.

### ► **Notes**

- Disabling the **On** check box removes the light.
- Increasing the brightness of ambient light decreases the intensity of shadows and other effects generated by your other lights. Use a lower ambient light setting for deeper shadows and high contrast. If you set the ambient light to zero, you will rely exclusively on the other lights.

### ► **Tip**

- You can enable the **Shadows** check box to create a shadow effect.

{button ,AL('A3D file formats';0,"Defaultoverview"),} [Related topics](#)

## AI

The Adobe Illustrator file format (.ai files) was developed by Adobe Systems for the Windows and Macintosh platforms. It is primarily vector based although later versions, such as versions 6.0 and 7.0, support bitmap information.

[To import an AI file](#)

[To export an AI file](#)

[Technical notes](#)

{button ,AL('AAI';0,"Defaultoverview",)} [How to](#)

## To import an AI file

- 1 Click **File ► Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **AI - Adobe Illustrator** from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.

{button ,AL('AAI';0,"Defaultoverview",)} [Related topics](#)

## To export an AI file

- 1 Click **File ▶ Export**.
- 2 Choose **AI - Adobe Illustrator** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Compatibility** list box, choose an Adobe Illustrator file format.
- 6 In the **Destination** area, enable one of the following options:
  - **PC** Lets you export a file that can be edited on a PC compatible computer
  - **Macintosh** Lets you export a file that can be edited on a Macintosh system
- 7 In the **Export text as** area, enable one of the following options:
  - **Curves** Lets you export text as curves
  - **Text** Lets you export text as editable characters
- 8 Enable any of the check boxes corresponding to conversion options.

{button ,AL('AI';',0,"Defaultoverview",,)} [Related topics](#)

## BMP

The Windows bitmap file format (**.bmp** files) was developed as a standard for representing graphic images as bitmapped images. Bitmapped images, also called raster or paint images, are made of individual dots, called pixels (picture elements), that are arranged and colored to form a pattern. Increasing the size of a bitmapped image has the effect of increasing individual pixels, making lines and shapes appear jagged.

[To import a BMP file](#)

[To export a BMP file](#)

[Technical notes](#)

{button ,AL('ABMP';0,"Defaultoverview",)} [How to](#)



## To import a BMP file

- 1 Click **File ► Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **BMP - Windows bitmap** from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.

{button ,AL('ABMP;',0,"Defaultoverview",)} [Related topics](#)

## To export a BMP file

- 1 Click **File ▶ Export**.
- 2 Choose **BMP - Windows bitmap** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Bitmap export** dialog box, adjust any of the settings.

### ▶ Note

- The file name extension for the format you've chosen is appended to the filename automatically.

{button ,AL('ABMP;',0,"Defaultoverview",)} [Related topics](#)

## CDR

CorelDRAW files (.cdr) are drawings made up of vector graphics. Vectors define a picture as a list of graphic primitives (rectangles, lines, text, arcs, and ellipses). Vectors are mapped point by point to the page, so if you reduce or increase the size of a vector graphic, the original image will not be distorted.

Vector graphics are created in illustration applications, such as CorelDRAW, or bitmap-tracing applications, such as CorelTRACE, but you can also edit them in image-editing applications like Corel PHOTO-PAINT. You can use vector images of various formats in desktop publishing programs such as Corel VENTURA.

[To import a CDR file](#)

[To export a CDR file](#)

[Technical notes](#)

## CPT

Files saved to the Corel PHOTO-PAINT file format (.cpt files) are bitmapped graphics that represent shapes as pixels arranged to form an image. When you save a graphic to the CPT format, masks, floating objects, and lenses are saved with the image. CorelDRAW can import and export files in CPT format, including files that contain color and grayscale information.

[To import a CPT file](#)

[To export a CPT file](#)

{button ,AL('ACPT';'0',"Defaultoverview"),} [How to](#)

## To export a CPT file

- 1 Click **File ► Export**.
- 2 Choose **CPT - Corel PHOTO-PAINT Image** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Bitmap Export** dialog box, adjust any of the settings.

{button ,AL('ACPT';'0',"Defaultoverview"),} [Related topics](#)

## DOC

DOC is the native file format for Microsoft Word files. CorelDRAW supports **.doc** files from Microsoft Word version 2 to Microsoft Word 97. When you import a **.doc** file to, or export it from CorelDRAW, only the text is transferred. If there are graphic elements in your file, they will not be imported to or exported from CorelDRAW.

[To import a DOC file](#)

[To export a DOC file](#)

[Technical notes](#)

**{button ,AL('ADOC;';0,"Defaultoverview",)} [How to](#)**

## To import a DOC file

- 1 Click **File ► Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **DOC - MS Word for Windows 6/7** from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.
- 6 Position the import placement start cursor in the drawing window, and click.

### ► Note

- Only text is imported from Microsoft Word for Windows format. If the **.doc** file contains graphical elements, these are lost during conversion and do not display in CorelDRAW.

{button ,AL('ADOC;',0,"Defaultoverview",)} [Related topics](#)

## To export a DOC file

1 Open a drawing that contains a text object.

2 Click **File ► Export**.

3 Choose **DOC - MS Word for Windows 97/2000** from the **Files of type** list box.

4 Type a filename in the **File name** list box.

5 Click **Export**.

### ► Note

- The file name extension for the format you choose is appended to the filename automatically.
- Only text in drawings can be exported to the Microsoft Word for Windows format. Other graphical elements, such as lines, curves, and rectangles are lost during conversion and do not display in the **.doc** file.

{button ,AL('ADOC;',0,"Defaultoverview",,)} [Related topics](#)



## EPS

An Encapsulated PostScript file is a metafile supported by most illustration and page layout programs. To view or print a **.eps** file, you must have a PostScript printer installed.

When you export to an Encapsulated Postscript file format (**.eps** files), you set general and advanced exporting options.

[To import an EPS file](#)

[To export an EPS file](#)

[To set general exporting options](#)

[To set advanced exporting options](#)

[Technical notes](#)

`{button ,AL('AEPS';0,"Defaultoverview"),}` [How to](#)

## To export an EPS file

- 1 Open a file.
- 2 Click **File ▶ Export**.
- 3 Choose **EPS - Encapsulated PostScript** from the **Files of type** list box.
- 4 Type a filename in the **File name** list box.
- 5 Click **Export**.

### ▶ Note

- The file name extension for the format you've chosen is appended to the filename automatically.

{button ,AL('AEPS;',0,"Defaultoverview",)} [Related topics](#)

## To set general exporting options

### To

Specify an image header

### Do the following

In the **EPS Export** dialog box, click the **General** page tab. In the **Image header** area, enable the **Include thumbnail** option. Choose a preview format from the **Format** list box. Choose a color depth for the preview from the **Type** list box. Type a value in the **Resolution** box.

Apply an ICC profile

In the **EPS Export** dialog box, click the **General** tab. Enable the **Apply ICC profile** option in the **Color management** area. Enable one of the following options:

- **Composite printer profile**
- **Separations printer profile**

Select a color mode

In the **EPS Export** dialog box, click the **General** tab. Choose a color mode from the **Send Bitmaps as** list box.

Specify how to export text

In the **EPS Export** dialog box, click the **General** tab. Enable one of the following options in the **Export text as** area:

- **Curves** Lets you export text as curves
- **Text** Lets you export text as editable characters

If you want to include PostScript font information with your file, enable the **Include Fonts** check box.

Maintain OPI link

In the **EPS Export** dialog box, click the **General** tab. Enable the **Maintain OPI links** check box to use low-resolution images as place holders for high-resolution images.

Auto-increase fountain steps

In the **EPS Export** dialog box, click the **General** tab. Enable the **Auto-increase fountain steps** check box to automatically increase the number of steps used to create fountain fills.

Change the number of fountain steps

In the **EPS Export** dialog box, click the **General** tab. Type a value in the **Fountain steps** box.

### ► Notes

- If you output all objects as grayscale objects, no color profiles are available. If you output objects as colors, composite color profiles are available. If you output colors as CMYK, composite or separations color profiles are available.

### ► Tip

- If you choose a bitmap format, you can make the background of the bitmapped image transparent by enabling the **Transparent background** check box in the **Image header** area.

{button ,AL('AEPS';,0,"Defaultoverview",)} [Related topics](#)

## To set advanced exporting options

### To

Apply a bounding box

### Do the following

In the **EPS Export** dialog box, click the **Advanced** tab. In the **Bounding box** area, enable any of the following options:

- **Objects** ▶ Lets you align the bounding box exactly to the objects in the file
- **Page** ▶ Lets you align the bounding box to the page
- **Bleed area** ▶ Lets you set the amount the bleed extends beyond the edge of the area to be printed
- **Crop marks** ▶ Lets you use crop marks as alignment aids when you trim the print output to its final size
- **Floating point numbers** ▶ Lets you use numbers with decimals

Apply bitmap compression

In the **EPS Export** dialog box, click the **Advanced** tab. In the **Bitmap compression** area, enable **Use JPEG Compression**. Move the **Quality factor** slider to adjust the compression quality scale of the bitmapped image.

Apply a trapping option

In the **EPS Export** dialog box, click the **Advanced** tab. In the **Trapping** area, enable any of the following options:

- **Preserve document overprint settings** ▶ Lets you maintain current settings on objects
- **Always overprint black** ▶ Lets you create a color trap by causing any objects that contain 95 percent or more black to overprint any underlying objects
- **Auto-spreading** ▶ Lets you create a color trap by assigning an outline to an object that is the same color as its fill and having it overprint underlying objects
- **Maximum** ▶ Lets you specify the amount of spread that the Auto-Spreading option assigns to an object
- **Text Above** ▶ Lets you specify the minimum font size to which Auto-Spreading is applied to

If you want the outlines of all objects on the page to have the same width, enable the **Fixed width** check box.

Choose a compatibility option

In the **EPS Export** dialog box, click the **Advanced** tab. Choose a PostScript level from the **Compatibility** list box.

### ► Notes

- The **Use JPEG compression** check box remains disabled until you choose a PostScript level that supports this feature.

{button ,AL('AEPS';0,"Defaultoverview",)} Related topics

## To import an EPS file

- 1 Click **File ▶ Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **EPS - Encapsulated PostScript** from the **Files of type** list box.
- 4 Click the filename.
- 5 Enable any of the following check boxes:
  - **Link bitmap externally** ▶ Lets you link the bitmapped externally instead of saving it in a file
  - **Combine multilayer bitmap** ▶ Lets you import bitmapped images that contain multiple layers
  - **Extract embedded ICC profile** ▶ Lets you save the embedded International Color Consortium (ICC) profile to the color directory where the application was installed
  - **Check for watermark** ▶ Lets you check for an encoded Digimarc watermark
  - **Do not show filter dialog** ▶ Lets you use the filter's default settings without opening its dialog box
  - **Maintain layers and pages** ▶ Lets you maintain layers and pages when importing files

{button ,AL('AEPS';0,"Defaultoverview",)} [Related topics](#)

## FPX

The FlashPix (**.fpx** files) file format, originally designed by Eastman Kodak Company, is a bitmap format used mostly for digital photographs. It provides the ability to store several resolutions of an image in the same file. It also supports digital watermarks.

[To import an FPX file](#)

[To export an FPX file](#)

[Technical notes](#)

{button ,AL('AFPX';0,"Defaultoverview",)} [How to](#)

## To import an FPX file

- 1 Click **File ▶ Import**.
  - 2 Choose the drive and folder where the file is stored.
  - 3 Choose **FPX - Kodak FlashPix image** from the **Files of type** list box.
  - 4 Click the filename.
  - 5 Click **Import**.
  - 6 In the **FPX import** dialog box, move any of the following sliders:
    - **Brightness** ▶ lets you specify the amount of light emitted in the image
    - **Contrast** ▶ lets you specify the contrast between the pixels in the image to improve the focus and enhance edges
    - **Saturation** ▶ lets you specify the purity of a color (the extent to which a color is made of a selected hue rather than of a mixture of that color and its complement)
    - **Sharpness** ▶ lets you specify the ratio between the lightest part of the image and the darkest part of the image
    - **Red** ▶ lets you specify the amount of red in the image
    - **Green** ▶ lets you specify the amount of green in the image
    - **Blue** ▶ lets you specify the amount of blue in the image
- If you want to read a summary and description for the image, click [Image Properties](#) to open the **Import FlashPix Image Properties** dialog box.
- 7 Position the [import placement start cursor](#) on the drawing page, and click.
- ▶ **Tip**
- You can drag on the drawing page to place the bitmapped image proportionally at the size you choose.

{button ,AL(' AFPX;',0,"Defaultoverview",,)} [Related topics](#)

## To export an FPX file

- 1 Click **File ▶ Export**.
- 2 Choose **FPX - Kodak FlashPix image** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Bitmap export** dialog box, adjust any of the settings.
- 6 In the **FPX export** dialog box, choose one of the following compression types from the **Compression** list box:
  - **None** ▶ for no compression
  - **Single color** ▶ for one color images
  - **JPEG unspecified** ▶ lets the filter choose the optimum compression level
  - **JPEG by quality** ▶ lets you choose the compression level by moving the **Quality** slider

If you want to reduce file size with no loss of quality, choose a decimation type from the **Decimation** list box.

### ▶ Note

- You can move the **Quality** slider only when you choose **JPEG by quality** from the **Compression** list box.

### ▶ Tip

- Click [Image Properties](#) to open the **Export FlashPix image properties** dialog box, where you can specify a summary and description for the image.

{button ,AL(^AFPX;',0,"Defaultoverview",)} [Related topics](#)



## GIF

The Graphic Interchange Format (**.gif** files), developed by CompuServe Inc., is a bitmap-based format designed for use on the World Wide Web. It is highly compressed to minimize file transfer time and supports images with 256 colors or fewer. The GIF format provides the ability to store multiple bitmaps in a file. When the multiple images are displayed in rapid succession, the file is called an animated **.gif** file.

For Internet use, you can save images to the GIF, JPG, or PNG format. If you want to publish an image to the World Wide Web and you are not sure which format to use, see ["To save and optimize an image to a Web-compatible format"](#).

[To import a GIF file](#)

[To export a GIF file](#)

[Technical notes](#)

`{button ,AL('AFPX';0,"Defaultoverview",)}` [Related topics](#)

## To import a GIF file

- 1 Click **File ▶ Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **GIF - CompuServe bitmap** from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.
- 6 Position the import placement start cursor on the drawing page, and click.

---

### You can also

Resample a graphic while importing

For more information, see "[To resample a graphic while importing.](#)"

Crop a graphic while importing

For more information, see "[To crop a graphic while importing.](#)"

### ▶ Tip

- You can drag on the drawing page to place the image proportionally at the size you choose.

{button ,AL('AFPX';0,"Defaultoverview"),} [Related topics](#)

## To export a GIF file

- 1 Click **File ▶ Export**.
  - 2 Choose **GIF - CompuServe bitmap** from the **Files of type** list box.
  - 3 Type a filename in the **File name** box.
  - 4 Click **Export**.
  - 5 In the **Bitmap export** dialog box, any of the settings.
  - 6 In the **GIF export** dialog box, enable one of the following options in the **Transparency** area:
    - **None** ▶ Lets you specify that you do not want any colors to be transparent when viewed in a Web browser
    - **Image color** ▶ Lets you make transparent the color you click on the color paletteIf you want to display the image in the Web browser gradually so that you can see portions of the image before it finishes loading, enable the **Interlace image** check box.
- ▶ **Tip**
- You can also specify the transparent color by using the **Eyedropper** tool to click a color in the original image window or by moving the **Index** slider.

{button ,AL('AFPX';'0',"Defaultoverview",)} [Related topics](#)

## HTM

HTM (or HTML) files are plain-text (also known as ASCII) files that can be created using any text editor; for example, Emacs or vi on UNIX platforms; SimpleText on a Macintosh platform; Notepad on a Windows platform. HTM files are intended for display on a Web browser.

You can import **.htm** files into CorelDRAW to edit text and add Web objects, bookmarks, and hyperlinks. You can also publish files to the World Wide Web. For more information about preparing files and objects for Web publishing and uploading to the World Wide Web, see "[Publishing to the Web](#)".

[To import an HTM file](#)

[To publish a file to the Web](#)

[Technical notes](#)

{button ,AL('AHTM;',0,"Defaultoverview",,)} [How to](#)

## To import an HTM file

- 1 Click **File ► Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **HTM - HyperText Markup Language** from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.
- 6 In the **Use default text colors** area, enable one of the following options:
  - **Yes** Lets you use the default color for text and for visited, unvisited, and active links, ignoring the colors specified in the **.htm** file
  - **No** Lets you use the colors specified in the **.htm** file
- 7 Position the import placement start cursor on the drawing page, and click.

{button ,AL('AHTM;',0,"Defaultoverview",)} [Related topics](#)

## JPG

JPEG is a standard format developed by the Joint Photographic Experts Group, allowing the transfer of files between a wide variety of platforms, using superior compression techniques. JPEG supports 8-bit grayscale and color depths up to 32-bit CMYK.

For Internet use, you can save images to the GIF, JPG, or PNG format. If you want to publish an image to the World Wide Web and you are not sure which format to use, see "[To save and optimize an image to a Web-compatible format](#)".

[To import a JPG file](#)

[To export a JPG file](#)

[Technical notes](#)

{button ,AL('AJPG;',0,"Defaultoverview",,)} [How to](#)

## To import a JPG file

- 1 Click **File ▶ Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **JPG - JPEG bitmaps** from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.
- 6 Position the import placement start cursor on the drawing page, and click.

### You can also

Resample a graphic while importing

For more information, see "[To resample a graphic while importing.](#)"

Crop a graphic while importing

For more information, see "[To crop a graphic while importing.](#)"

### ▶ **Tip**

- You can drag on the drawing page to place the image proportionally at the size you choose.

{button ,AL('AJPG;',0,"Defaultoverview",)} Related topics

## To export a JPG file

- 1 Click **File ► Export**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **File name** box.
- 4 Choose **JPG - JPEG bitmaps** from the **Files of type** list box, and click **Export**.
- 5 In the **Bitmap export** dialog box, any of the settings.
- 6 Click **OK**.
- 7 In the **Encoding method** area, enable one of the following check boxes:
  - **Progressive** loads the image gradually in certain browsers so that you can see portions of the image before it finishes loading
  - **Optimize** uses the optimal encoding method to produce the smallest file sizeIf you want to set the quality of the image resolution, move the **Compression** slider.  
If you want to smooth the transitions between adjacent pixels of different colors, move the **Smoothing** slider.
- 8 From the **Sub format** list box, choose one of the following encoding methods:
  - **Standard (4:2:2)** creates a smaller file with some image quality loss
  - **Optional (4:4:4)** creates a larger file, but preserves image quality

{button ,AL('AJPG;',0,"Defaultoverview",)} [Related topics](#)



## PCD

Kodak Photo CD (.**pcd** files) is a raster format developed by Eastman Kodak for scanning photographic images onto compact discs. Photo CD allows high-quality digital storage and manipulation of photographic images. It is typically used by photofinishers and service bureaus who provide the service of placing photographs on CDs.

[To import a PCD file](#)

[Technical notes](#)

{button ,AL('APCD;',0,"Defaultoverview",)} [How to](#)

## To import a PCD file

- 1 Click **File ▶ Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **PCD - Kodak Photo-CD** from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.
- 6 In the **PCD import** dialog box, move any of the following sliders:
  - **Brightness** ▶ lets you set the amount of light
  - **Contrast** ▶ lets you specify the contrast between the pixels in the image
  - **Saturation** ▶ lets you specify the purity of a color
  - **Red** ▶ lets you specify the amount of red in the image
  - **Green** ▶ lets you specify the amount of green in the image
  - **Blue** ▶ lets you specify the amount of blue in the image
- 7 Choose an image size from the **Resolutions** list box.
- 8 Choose a color mode from the **Image type** list box.
- 9 Position the import placement start cursor on the drawing page, and click.

---

### You can also

Resample a graphic while importing

For more information, see ["To resample a graphic while importing."](#)

Crop a graphic while importing

For more information, see ["To crop a graphic while importing."](#)

### ▶ Tips

- You can drag on the drawing page to place the image proportionally at the size you choose.
- You can remove the adjustments made by the photofinisher at the time the original image was scanned and placed on the Photo CD disk by enabling the **Subtract scene balance** check box.
- You can identify out-of-gamut areas of the image by enabling the **Show colors out of gamut** check box which renders the out-of-gamut pixels in pure red or pure blue.

{button ,AL('APCD';,0,"Defaultoverview",,)} [Related topics](#)

## CMX

Corel Metafile Exchange (.**cmx** files) is a metafile format that supports bitmap and vector information and the full range of Pantone, RGB, and CMYK colors. It was developed to save files created in CorelDRAW with the data necessary to open and edit them in other Corel applications.

[To import a CMX file](#)

[To export a CMX file](#)

[Technical notes](#)

## PCT

The Macintosh PICT file format (**.pct** files) was developed for the Macintosh platform by Apple Computer Inc. It is a native file format of QuickDraw and can contain both vectors and bitmaps. The Macintosh PICT file format is widely used in Macintosh applications where graphics are used.

[To import a PCT file](#)

[To export a PCT file](#)

[Technical notes](#)

{button ,AL('APCT';0,"Defaultoverview"),} [How to](#)

## To import a PCT file

- 1 Click **File ▶ Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **PCT - Macintosh PICT** from the **Files of type** list box.
- 4 Click **Import**.
- 5 Click the filename.
- 6 Position the import placement start cursor on the drawing page, and click.

### ▶ Tip

- You can drag on the drawing page to place the graphic proportionally at the size you choose.

{button ,AL('APCT';'0',"Defaultoverview"),} Related topics

## To export a PCT file

- 1 Click **File ► Export**.
- 2 Choose the drive where the file is stored from the **Look In** list box.
- 3 Double-click the folder in which the file is stored.
- 4 Click the filename.
- 5 Choose **PCT - Macintosh PICT** from the **Files of type** list box.
- 6 Click **Export**.

{button ,AL('APCT;',0,"Defaultoverview",)} [Related topics](#)

## PCX

The PaintBrush file format (.**pcx** files) is a bitmap format originally developed by the ZSoft Corporation for the PC Paintbrush program. It is a very simple format that uses Run Length Encoding (RLE) to compress image data.

[To import a PCX file](#)

[To export a PCX file](#)

[Technical notes](#)

{button ,AL('APCX;',0,"Defaultoverview",)} [How to](#)

## To import a PCX file

- 1 Click **File ▶ Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **PCX - PaintBrush** from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.
- 6 Position the import placement start cursor on the drawing page, and click.

---

### You can also

Resample a graphic while importing

For more information, see "[To resample a graphic while importing.](#)"

Crop a graphic while importing

For more information, see "[To crop a graphic while importing.](#)"

### ▶ Tip

- You can drag on the drawing page to place the image proportionally at the size you choose.

{button ,AL('APCX;',0,"Defaultoverview",)} [Related topics](#)



## To export a PCX file

- 1 Click **File ► Export**.
- 2 Choose **PCX - PaintBrush** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Bitmap export** dialog box, any of the settings.

{button ,AL('APCX;',0,"Defaultoverview",)} Related topics

## PDF

The Portable Document Format (**.pdf** files) is a file format designed to preserve fonts, images, graphics, and formatting of an original application file. Using Adobe Acrobat Reader and Adobe Acrobat Exchange, a **.pdf** file can be viewed, shared, and printed by PC, UNIX, and Macintosh users. For more information about publishing to the Portable Document Format, see ["Publishing to PDF."](#)

[To save a document as a PDF file](#)

[Technical notes](#)

## PNG

The Portable Network Graphics file format (**.png** files) is an excellent file format for lossless, portable, and well-compressed storage of raster images. It takes up a minimum amount of disk space and can be easily read and exchanged between computers. The PNG format provides a replacement for the GIF format and can also replace many common uses of the TIFF format.

PNG is designed to work well in online viewing applications, such as the World Wide Web, and it's fully streamable with a progressive display option. You can export images to the PNG file format if you want to publish images of 256 colors or fewer to the Internet or if you want to use transparent backgrounds, image interlacing, image maps, or animation in your Web pages.

Exporting drawings to the PNG format converts them to raster images that can be used in desktop publishing programs such as Corel VENTURA. You can also edit PNG graphics in paint programs such as Corel PHOTO-PAINT and PC Paintbrush.

For Internet use, you can save images to the GIF, JPG, or PNG format. If you want to publish an image to the World Wide Web and you are not sure which format to use, see ["To save and optimize an image to a Web-compatible format"](#).

[To import a PNG file](#)

[To export a PNG file](#)

[Technical notes](#)

{button ,AL(' APNG;',0,"Defaultoverview",,)} [How to](#)

## To import a PNG file

- 1 Click **File ▶ Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **PNG - Portable Network Graphics** from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.
- 6 Position the import placement start cursor on the drawing page, and click.

### You can also

Resample a graphic while importing

For more information, see "[To resample a graphic while importing.](#)"

Crop a graphic while importing

For more information, see "[To crop a graphic while importing.](#)"

### ▶ **Tip**

- You can drag on the drawing page to place the image proportionally at the size you choose.

{button ,AL('APNG;',0,"Defaultoverview",,)} Related topics

## To export a PNG file

- 1 Click **File ▶ Export**.
  - 2 Choose **PNG - Portable Network Graphics** from the **Files of type** list box.
  - 3 Type a filename in the **File name** box.
  - 4 Click **Export**.
  - 5 Specify any options in the **Bitmap export** dialog box.
  - 6 In the **Transparency** area of the **PNG export** dialog box, enable one of the following options:
    - **None** Lets you specify that you do not want any colors to be transparent when viewed in a Web browser
    - **Image Color** Lets you make the color you click on the Color Palette transparentIf you want to display the image in the Web browser gradually so that you can see portions of the image before it finishes loading, enable the **Interlace image** check box.
- ▶ **Tip**
- You can also specify the transparent color by typing values in the **Index** boxes or by using the **Eyedropper** tool to click a color in the original image window.

{button ,AL('APNG;',0,"Defaultoverview",,)} [Related topics](#)

## PSD

The PSD file format (**.psd** files) is the native bitmap file format for Adobe Photoshop.

[To import a PSD file](#)

[To resample a graphic while importing](#)

[To crop a graphic while importing](#)

[To export a PSD file](#)

[Technical notes](#)

{button ,AL('APSD;',0,"Defaultoverview"),} [How to](#)

## To export a PSD file

- 1 Click **File** ► **Export**.
- 2 Choose **PSD - Adobe Photoshop** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In **Bitmap export** dialog box, adjust any of the settings.

{button ,AL('APSD;',0,"Defaultoverview",)} [Related topics](#)

## RIFF

RIFF (.rif files) is the native file format for Corel Painter (formerly Metacreations Painter). Saving a file to the RIFF format retains all the information of a project, such as floating objects, making RIFF files are much larger than GIF or JPG files. RIFF files can be opened for editing, resizing, and adjusting floaters and shapes and can be compressed using a lossless compression method.

[To import a RIF file](#)

[To resample a graphic while importing](#)

[To crop a graphic while importing](#)



## SWF

Macromedia Flash is a file format for creating and displaying vector-based images. MacromediaFlash files are extremely compact and high quality, making them ideal for use on the World Wide Web.

You can save a file to the Macromedia Flash file format, but before do, you can find potential export problems. You can check the current file and display a summary of errors, possible problems, and a suggestion for resolving the issue. To publish a **.swf** file to the Internet, you have to create a **.htm** file that activates the **.swf** file and specifies browser settings. The Corel application lets you generate the required HTML document automatically.

[To export a SWF file](#)

[To publish a SWF file to the Web](#)

[Technical notes](#)

{button ,AL(' ASWF;' ,0,"Defaultoverview",)} [How to](#)

## To export a SWF file

- 1 Click **File** ► **Export**.
- 2 Double-click the folder where you want to store the file.
- 3 Choose **SWF - Macromedia Flash** from the **Files of type** list box.
- 4 Type a filename in the **File name** box.
- 5 Click **Export**.
- 6 In the **Flash export** dialog box, choose values from any of the following list boxes:
  - **JPG compression** ► Lets you determine the amount of JPEG file compression
  - **Resolution** ► Lets you set the resolution of the image
  - **Smoothing** ► Lets you tone down differences between adjacent pixels
- 7 In the **Bounding box size** area, enable one of the following options:
  - **Page** ► Lets you apply the bounding box to the page
  - **Objects** ► Lets you align the bounding box exactly to the objects in the file
- 8 In the **Optimization** area, enable any of the following check boxes:
  - **Convert dashed outlines** ► Converts dashed outlines to solid lines
  - **Round caps and corners** ► Rounds the corners and endpoints of lines and curves
  - **Use default fountain steps** ► Lets you use default fountain steps for fountain fills

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### You can also

Prevent a **.swf** file from being loaded into the Flash editor.

Export sounds

Enable the **File Protection from import** check box.

Enable the **Use sound behaviors** check box and choose a value for the sound compression from the **Compression** list box below the **Use sound behaviors** check box.

### ► Note

- The more you compress a sound, the smaller the size and the lower the sound quality.

### ► Tips

- You can save the settings in the **Flash export** dialog box to a preset by clicking **Add preset** and typing a name in the **Setting name** box.
- To preview a **.swf** file in a browser, you must have the latest Flash Player plug-in installed on your computer.

{button ,AL('ASWF';',0,"Defaultoverview",,)} [Related topics](#)

## To view the issues summary for a SWF file

- 1 Click **File ► Export**.
  - 2 Double-click the folder where you want to save the file.
  - 3 Type a filename in the **File name** box.
  - 4 Choose **SWF - Macromedia Flash** from the **Files of type** list box.
  - 5 Click **Export**.
  - 6 In the **Flash export** dialog box, click the **Issues** tab.
  - 7 Click on an error or warning in the error list to see the details and suggestions for resolving the issue.  
If you want to overlook certain issues, click **Settings**, and disable the check boxes that correspond to those issues.
- **Note**
- The **Issues** tab heading indicates the number of issues. The icon on the tab heading changes depending on the severity of the issue(s) identified.

{button ,AL('ASWF;',0,"Defaultoverview",)} [Related topics](#)

## To publish a SWF file to the Web

- 1 Click **File** ► **Publish to the Web**
- **Flash embedded in HTML.**
- 2 Double-click the folder where you want to save the file.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Flash export** dialog box, click the **HTML** tab.
- 6 Choose a template from the **Flash HTML template** list box.
- 7 Type values in the **Width** and **Height** boxes to specify the dimensions of the HTML document.  
If you want to set the movie dimensions relative to the browser window, type percentage values in the **Width** and **Height** boxes.
- 8 Enable any of the following check boxes:
  - **Paused at start** ► pauses the movie until you initiate play
  - **Loop** ► repeats the movie when it reaches the last frame
  - **Display menu** ► displays a shortcut menu when you right-click on the movie
- 9 Choose any of the options available in the following list boxes:
  - **Quality** ► lets you set the level of anti-aliasing
  - **Window mode** ► lets you use the absolute positioning, transparent movie, and layering capabilities of Internet Explorer 4.0
  - **HTML alignment** ► lets you define the position of the movie within the browser window
  - **Scale** ► determines how the movie is placed within the boundaries set in the **Width** and **Height** boxes
- **Notes**
  - You can type values in the **Width** and **Height** boxes only when you disable the **Match movie** check box. **Match movie** is the default and sets the dimensions of the HTML document to the size of the movie.
  - You should have the latest Macromedia Flash player plug-in installed on your computer to preview a .swf file in a browser.
- **Tips**
  - You can also set the dimensions of the HTML document in pixels by typing values in the **Width** and **Height** boxes.
  - You can also choose a template by clicking **Open**.
  - You can preview a movie in a Web browser window by clicking **Preview**.

{button ,AL('ASWF;',0,"Defaultoverview",)} [Related topics](#)

## TGA

The TARGA (**.tga** files) graphics format is a format for describing bitmapped images. It supports various compression systems and is capable of representing bitmaps ranging from black and white to RGB color.

[To import a TGA file](#)

[To crop a graphic while importing](#)

[To resample a graphic while importing](#)

[To export a TGA file](#)

[Technical notes](#)

{button ,AL('ATGA;',0,"Defaultoverview",)} [How to](#)

## To export a TGA file

- 1 Click **File ▶ Export**.
- 2 Choose **TGA - Targa Bitmap** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Bitmap Export** dialog box, adjust any of the settings.
- 6 Click **OK**.
- 7 In the **TGA export** dialog box, enable one of the following options:
  - **Normal**
  - **Enhanced**

### ▶ Notes

- You can't save masks if you use the Normal TGA file format, but the Enhanced TGA file format saves any masks with the image.
- You can't save black-and-white images as **.tga** files.

### ▶ Tip

- To compress an image while exporting, choose a compression type from the **Compression type** list box.

{button ,AL(' ATGA;',0,"Defaultoverview",,)} [Related topics](#)

## TIF

The Tagged Image File format (.tif files) is a raster format designed as a standard. Almost every graphics application can read and write .tif files. There are many variations of TIFF, considering that TIFF supports six different encoding routines and three different image modes: black and white, grayscale, and color. Uncompressed TIFF images may be 1, 4, 8, 24 bits per pixel. TIFF images compressed using the LZW algorithm may be 4, 8, or 24 bits per pixel. TIFF files can save RGB, CMYK, and Lab color mode information, but not duotones.

[To import a TIF file](#)

[To crop a graphic while importing](#)

[To resample a graphic while importing](#)

[To export a TIF file](#)

[Technical notes](#)

{button ,AL('ATIF';0,"Defaultoverview",)} [How to](#)

## To export a TIF file

- 1 Click **File ► Export**.
- 2 Choose **TIF - TIFF Bitmap** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Bitmap export** dialog box, adjust any of the settings.

{button ,AL('ATIF';'0',"Defaultoverview",,)} [Related topics](#)



## WPD

The Corel WordPerfect Document format (**.wpd** files) is the native file format for Corel WordPerfect files. CorelDRAW supports WPD files from WordPerfect 4.2 to 9. When you import a **.wpd** file to, or export it from, CorelDRAW, only text is transferred. Graphic elements are not be imported to or exported from CorelDRAW. WordPerfect files for versions 4 and 5 have the file extensions **.wp4** and **.wp5**.

[To import a WPD file](#)

[To export a WPD file](#)

[Technical notes](#)

## WPG

The Corel WordPerfect Graphic file format (**.wpg** files) is primarily a vector graphic format, but it can store both bitmap and vector data. The **.wpg** files may contain up to 256 colors chosen from a palette of more than one million colors.

[To import a WPG file](#)

[To export a WPG file](#)

[Technical notes](#)

{button ,AL('AWPG;',0,"Defaultoverview",,)} [How to](#)

## To export a WPG file

- 1 Click **File ► Export**.
- 2 Choose **WPG - Corel WordPerfect Graphic** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Export colors** area, enable one of the following options:
  - **16 colors** ► Lets you export the image as a 16 color image
  - **256 colors** ► Lets you export the image as a 256 color image
- 6 In the **Export text as** area, enable one of the following options:
  - **Text** ► Lets you export text as editable characters
  - **Curves** ► Lets you export text as curves
- 7 In the **Export file as** area, enable one of the following options:
  - **WordPerfect Version 1.0**
  - **WordPerfect Version 2.0**

{button ,AL('AWPG;',0,"Defaultoverview",,)} [Related topics](#)

## DXF

The Data Exchange File (.**dxf** files) format is a tagged data representation of the information contained in an AutoCAD drawing file. The DXF file format is a native file format of AutoCAD. It has become a standard for exchanging CAD drawings and is supported by many CAD applications. DXF format is vector based and supports up to 256 colors.

[To import a DXF file](#)

[To export a DXF file](#)

[Technical notes](#)

{button ,AL('ADXF;',0,"Defaultoverview",,)} [How to](#)

## To import a DXF file

- 1 Click **File ► Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **DXF - AutoCAD** from the **Files of type** list box.
- 4 Double-click the filename.
- 5 In the **3-D Projection** area, enable one of the options corresponding to a plane projection of a three-dimensional object as seen from a given focal point.
- 6 In the **Import curves as** area, enable one of the following options:
  - **Lines** ► Lets you import curves in drawings as lines
  - **Curves** ► Lets you import curves in drawings as curves
- 7 In the **Scaling area**, enable one of the following options:
  - **Automatic** ► scales the drawing using the scale of the AutoCAD source file
  - **English (1 unit - 1 inch)** ► Lets you scale the drawing in inches
  - **Metric (1 unit - 1 mm)** ► Lets you scale the drawing in millimeters

{button ,AL('ADXF;',0,"Defaultoverview",)} [Related topics](#)

## To export a DXF file

- 1 Click **File ► Export**.
- 2 Choose **DXF - AutoCAD** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Export version** area, enable one of the options to save the file to an available AutoCAD version.
- 6 In the **Export text as** area, enable one of the following options:
  - **Text** Lets you export text as editable characters
  - **Curves** Lets you export text as curves
- 7 In the **Export bitmaps as** area, enable one of the options to export the bitmapped images in a drawing to a supported bitmap format.

{button ,AL('ADXF;',0,"Defaultoverview",)} [Related topics](#)

## DWG

AutoCAD Drawing Database (.**dwg** files) are vector files used as a native format for AutoCAD drawings.

[To import a DWG file](#)

[To export a DWG file](#)

[Technical notes](#)

{button ,AL('ADWG';',0,"Defaultoverview",)} [How to](#)

## To import a DWG file

- 1 Click **File ► Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **DWG - AutoCAD** from the **Files of type** list box.
- 4 Click the filename.
- 5 Click **Import**.
- 6 In the **3-D Projection** area, enable one of the options corresponding to a plane projection of a three-dimensional object as seen from a given focal point.
- 7 In the **Import curves as** area, enable one of the following options:
  - **Lines** Lets you import curves in drawings as lines
  - **Curves** Lets you import curves in drawings as curves
- 8 In the **Scaling area**, enable one of the following options:
  - **Automatic** scales the drawing using the scale of the AutoCAD source file
  - **English (1 unit - 1 inch)** Lets you scale the drawing in inches
  - **Metric (1 unit - 1 mm)** Lets you scale the drawing in millimeters

{button ,AL('ADWG';',0,"Defaultoverview",)} [Related topics](#)



## To export a DWG file

- 1 Click **File ► Export**.
- 2 Choose **DWG - AutoCAD** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Export version** area, enable one of the options to save the file to an available AutoCAD version.
- 6 In the **Export text as** area, enable one of the following options:
  - **Text** Lets you export text as editable characters
  - **Curves** Lets you export text as curves
- 7 In the **Export bitmaps as** area, enable one of the options to export the bitmapped images in a drawing to a supported bitmap format.

{button ,AL('ADWG;',0,"Defaultoverview",)} [Related topics](#)

## SVG

Scalable Vector Graphics (SVG) is a new graphics file format that allows designers to put the power of vector graphics to work on the World Wide Web. SVG is a language for describing graphics in Extensible Markup Language (XML). SVG allows users to create vector graphic images, which can provide superior detail and faster download times than current Web graphics standards.

[To import an SVG file](#)

[To export an SVG file](#)

[Technical notes](#)

`{button ,AL('ASVG';,0,"Defaultoverview",)} How to`

## To export an SVG file

- 1 Click **File ▶ Export**.
- 2 Choose **SVG - W3C SVG** from the **Files of type** list box.
- 3 Type a filename in the **File name** box.
- 4 Click **Export**.
- 5 In the **Export text** area, enable one of the following options:
  - **As text** ▶ lets you export text as editable characters
  - **As curves** ▶ lets you export text as curves
- 6 In the **CSS options** area, enable one of the following options:
  - **CSS data embedded in internal style sheet** ▶ lets you embed the style sheet in the **.svg** file by using the **STYLE** element
  - **CSS data embedded in the style attribute** ▶ lets you apply a style sheet to an individual element by using the **STYLE** attribute
  - **External CSS file** ▶ creates an external cascading style sheet file and links it to the **.svg** file

### You can also

---

Embed a font	Enable the <b>Embed font in file</b> check box.
Give an embedded font priority over the default browser font	Enable the <b>Give embedded font priority</b> check box.
Set the drawing precision	From the <b>Drawing precision</b> list box, select the drawing precision defined as a number of units per inch.
Export a bitmapped image to the JPEG, GIF, or PNG file format	Choose a bitmap format from the <b>Bitmap export type</b> list box.

### ▶ Note

- You should embed fonts when you require the display of a specific font that the users may not have installed on their computers.

{button ,AL('ASVG';,0,"Defaultoverview",,)} [Related topics](#)

## Other file formats

Corel products also support the following file formats:

<u>BMP (OS/2)</u>	<u>CAL</u>	<u>CDX</u>
<u>CGM</u>	<u>CLK</u>	<u>CPX</u>
<u>DCS</u>	<u>DSF</u>	<u>EMF</u>
<u>FH</u>	<u>IMG</u>	<u>MAC</u>
<u>MCW</u>	<u>MIF</u>	<u>PBM</u>
<u>PGM</u>	<u>PLT</u>	<u>PNM</u>
<u>PP4</u>	<u>PP5</u>	<u>PPM</u>
<u>PPT</u>	<u>PRN</u>	<u>PS</u>
<u>RTF</u>	<u>SAM</u>	<u>SCT</u>
<u>SHW</u>	<u>SVG</u>	<u>TTF</u>
<u>TXT</u>	<u>VSD</u>	<u>WB</u>
<u>WI</u>	<u>WK</u>	<u>WME</u>
<u>WPM</u>	<u>WQ</u>	<u>WS*</u>
<u>WSD</u>	<u>WSW</u>	<u>XLS</u>
<u>XY</u>		

## Recommended formats for importing graphics from other applications

Application	Recommended import format
Adobe Illustrator	.ai
Arts & Letters	.ai, Clipboard
AutoCAD	.dxf, HPGL (PLT files)
ASCII text	Clipboard and Paragraph text import
CorelDRAW	.cdr, Clipboard
GEM Artline	.gem
GEM Graph	.gem
GEM Draw Plus	.gem
Lotus 1-2-3	.pic
Macintosh-based vector packages	.pct, .ai
Micrografx Designer, Graph Plus	.drw, .ai
Scan Gallery	.tif
WordPerfect	.wpg

## Recommended formats for exporting graphics

- The following recommendations are based on the type of printer you are using and a page layout or desktop publishing program that doesn't support graphics editing capabilities. If you have a PostScript printer and the desktop publishing program supports PostScript, use the EPS file format. Otherwise, use the format shown in the table.

Application	Recommended format	Recommended format
	PostScript printers	Non-PostScript printers
Ami Professional	.eps	.wmf
Delrina Perform	.gem	.gem
PageMaker	.eps	.wmf
Corel VENTURA	.eps	.cmx
WordPerfect	.eps	.wpg

- Corel version 10 applications do not support PageMaker file formats.

- The following table contains recommended file formats for exporting to page layout and desktop publishing packages that have graphics editing capabilities.

<b><u>Application</u></b>	<b><u>Recommended format</u></b>
Adobe Illustrator	.ai
Arts & Letters	.wmf, .eps (using Decipher)
AutoCAD	.dxf
GEM Artline	.gem
Macintosh-based vector programs	.pct, .ai
Micrografx Designer	.cgm
PC Paintbrush	.pcx

- The following table contains recommended file formats for exporting to graphics devices.

<b><u>Device</u></b>	<b><u>Recommended format</u></b>
Machines, plotters, and computer-driven cutters	.hpgl or .dxf outlines

## Importing and exporting files

Corel applications provide filters that convert files from one format to another when you import or export files. In this section, you will learn about

- [importing files](#)
- [exporting files](#)

## Importing files

Corel applications let you import files created in other applications. For example, you can import a JPEG, GIF, or text file. You can import a file and place it in the active application window as an object. The imported file becomes part of the active file. You can also import a file by opening it in a new application window. While importing a graphic, you can resample it to change the number of pixels, eliminate unusable detail, and reduce the file size. You can also crop a graphic to select only the exact area and size of the image you want to import.

{button ,AL('AImporting files;',0,"Defaultoverview",,)} How to

## To import a file into an active drawing

- 1 Click **File ▶ Import**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose a file format from the **Files of type** list box.
- 4 Click the filename.
- 5 Enable any of the following check boxes:
  - **Link bitmap externally** ▶ Lets you link a bitmapped image externally instead of saving it in a file
  - **Combine multi-layer bitmap** ▶ Lets you import bitmapped images that contain multiple layers
  - **Extract embedded ICC profile** ▶ Lets you save the embedded International Color Consortium (ICC) profile to the color directory where the application was installed
  - **Check for watermark** ▶ Lets you check for an encoded Digimarc watermark when you import files
  - **Do not show filter dialog** ▶ Lets you use the filter's default settings without opening its dialog box
  - **Maintain layers and pages** ▶ Lets you maintain layers and pages when importing files
- 6 Click **Import**.
- 7 Position the import placement start cursor where you choose, and click on the drawing page.

### ▶ Tips

- You can also import a file by opening it in a new application window. For more information about opening a file in a new application window, see ["To open a drawing"](#).
- You can change the sorting order of the file formats in the **Files of type** list box by choosing a sorting method from the **Sort type** list box.

{button ,AL('Importing files';,0,"Defaultoverview",,)} [Related topics](#)



## To resample a graphic while importing

- 1 Click **File ▶ Import**.
  - 2 Choose the drive and folder where the file is stored.
  - 3 Choose a file format from the **Files of type** list box.
  - 4 Click the filename.
  - 5 Enable any of the following check boxes:
    - **Link bitmap externally** ▶ Lets you link a bitmapped image externally instead of saving it in a file
    - **Combine multi-layer bitmap** ▶ Lets you import bitmapped images that contain multiple layers
    - **Extract embedded ICC profile** ▶ Lets you save the embedded International Color Consortium (ICC) profile to the color directory where the application was installed
    - **Check for watermark** ▶ Lets you check for an encoded Digimarc watermark when you import files
    - **Do not show filter dialog** ▶ Lets you use the filter's default settings without opening its dialog box
    - **Maintain layers and pages** ▶ Lets you maintain layers and pages when importing files
  - 6 Choose **Resample** from the list box beside the **Files of type** list box.
  - 7 Click **Import**.
  - 8 In the **Resample Image** dialog box, type values in any of the following boxes:
    - **Width** ▶ Specifies the width of the graphic
    - **Height** ▶ Specifies the height of the graphic
    - **Percentage** ▶ Specifies the percentage by which you want to resample the graphic
  - 9 Type values in the following boxes in the **Resolution** section.
    - **Horizontal** ▶ Lets you specify the horizontal resolution of the graphic in pixels or dots per inch (dpi)
    - **Vertical** ▶ Lets you specify the vertical resolution of the graphic in pixels or dots per inch (dpi)
- ▶ **Notes**
- If a dialog box for the import format opens, specify the options you want. For detailed information about file formats, see "[File formats](#)" in the online Help.
  - You cannot increase the resolution of a file when importing.
- ▶ **Tip**
- You can change the units of measurement by choosing a unit type from the **Units** list box.

{button ,AL('Alimporting files;',0,"Defaultoverview",,)} [Related topics](#)

## To crop a graphic while importing

- 1 Click **File ▶ Import**.
  - 2 Choose the drive and folder where the file is stored.
  - 3 Choose a file format from the **Files of type** list box.
  - 4 Click the filename.
  - 5 Enable any of the following check boxes:
    - **Link bitmap externally** ▶ Lets you link a bitmapped image externally instead of saving it in a file
    - **Combine multi-layer bitmap** ▶ Lets you import bitmapped images that contain multiple layers
    - **Extract embedded ICC profile** ▶ Lets you save the embedded International Color Consortium (ICC) profile to the color directory where the application was installed
    - **Check for watermark** ▶ Lets you check for an encoded Digimarc watermark when you import files
    - **Do not show filter dialog** ▶ Lets you use the filter's default settings without opening its dialog box
    - **Maintain layers and pages** ▶ Lets you maintain layers and pages when importing files
  - 6 Choose **Crop** from the list box that appears beside the **Files of type** list box.
  - 7 Click **Import**.
  - 8 Type values in any of the following boxes:
    - **Top** ▶ Specifies the area to remove from the top of the graphic
    - **Left** ▶ Specifies the area to remove from the left edge of the graphic
    - **Width** ▶ Specifies the width of the graphic you want to keep
    - **Height** ▶ Specifies the height of the graphic you want to keep
- ▶ **Note**
- When you import 16-color bitmaps, they are automatically converted to 256-color.
- ▶ **Tips**
- You can also resize a graphic by dragging the selection box in the preview window.
  - You can change the units of measurement by choosing a unit type from the **Units** list box.

{button ,AL('Almporting files;',0,"Defaultoverview",,)} [Related topics](#)

## Exporting files

Corel applications let you export and save files to a variety of file formats that can be used in other applications. For example, you can export a file to the JPEG or GIF format.

You can export a file to a selected file format. You can also export a file by saving the open file under a different name or to a different file format while leaving the open file in its existing format.

{button ,AL(^AExporting files;',0,"Defaultoverview",)} How to

## To export a file

- 1 Click **File ▶ Export**.
- 2 Choose a file format from the **Files of type** list box.
- 3 Type a filename in the **File name** box.

The file extension for the file format you choose is appended to the filename automatically.

- 4 Enable any of the following check boxes:

- **Selected only** saves only the objects selected in the active drawing
- **Web\_safe\_filenames** replaces the white space in a filename with an underscore. Special characters are replaced by characters suitable for Web-based filenames.
- **Do not show filter dialog** suppresses dialog boxes that provide other options when exporting

- 5 Click **Export**.

### ▶ Note

- If a dialog box for the export format opens, specify the options you want. For detailed information about file formats, see "[File formats](#)" in the online Help.

### ▶ Tip

- To compress an image while exporting, choose a compression type from the **Compression Type** list box.

{button ,AL('AExporting files;',0,"Defaultoverview",,)} [Related topics](#)

## To save a file to a different format

- 1 Click **File ► Save as**.
- 2 Choose a file format from the **Files of type** list box.
- 3 Type a filename in the **File name** box.

The file extension for the file format you choose is appended to the filename automatically.
- 4 Enable any of the following check boxes:
  - **Selected only** saves only the objects selected in the active drawing
  - **Web\_safe\_filenames** replaces the white space in a filename with an underscore. Special characters are replaced by characters suitable for Web-based filenames.
  - **Embed fonts using TrueDoc** ensures that the fonts in a drawing can be viewed on a computer on which those fonts are not installed
  - **Save with embedded VBA project** saves a Visual Basic for Applications (VBA) project in your file
- 5 Click **Save**.

{button ,AL('AExporting files;',0,"Defaultoverview",,)} [Related topics](#)



**BMP (OS/2)**

This type of bitmap file is designed for the OS/2 operating system.

## **CAL**

CALS Raster (**.cal**) is a bitmap format used mainly for document storage by high-end CAD programs. It supports a monochrome (1-bit) color depth and is used as a data graphics exchange format for computer aided design and manufacturing, technical graphics, and image processing applications.



## **CDX**

The CDX file format is a compressed CorelDRAW file.

## **CGM**

Computer Graphics Metafile (**.cgm**) is a metafile format used for transferring vector graphics between drawing applications. It supports RGB color. CGM files can contain both vectors and bitmaps, but usually contain one graphic type or the other. Rarely both.

## **CLK**

The CLK file format is an animation file native to CorelR.A.V.E.

## **CPX**

The CPX file format is a native file format of Corel ArtShow 5. It can contain both vectors and bitmaps.

## **DCS**

The DCS file format, developed by QuarkXPress, is an extension of the standard Encapsulated PostScript (EPS) file format. Generally, the DCS file format consists of five files. Four of the five files contain information about high-resolution color. This information is expressed in CMYK (cyan, magenta, yellow and black) format. The fifth file, considered the master file, contains a PICT preview of the .dcs file.

## **DSF**

The DSF file format is a native format of MicroGraphx Designer.

## EMF

Enhanced Metafile Format (**.emf**) is the native internal file format of Windows 95 and Windows NT. It supports both bitmap and vector information and 24-bit RGB color. EMF is a metafile format used to import graphics from Windows applications.

## **FH**

The FH format is the native vector file format for Macromedia Freehand.



## IMG

GEM Paint (**.img**) is a bitmap format that is the native bitmapped file format of the GEM environment. IMG files support 1 and 4-bit paletted color, and are compressed using an RLE method. IMG was a common format in the early days of desktop publishing.

## **MAC**

MacPaint (**.mac**) is a bitmap format that uses the file extensions MAC, PCT, PNT and PIX. It is the format used by the MacPaint program that was included with the Macintosh 128. It supports only 2 colors and a palette of patterns. It is used mainly by Macintosh graphics applications to store black-and-white graphics and clipart. The maximum size for MAC images is 720x576.

## **MCW**

The MCW file format is a native format of Microsoft Word for the Macintosh.

## **MIF**

Maker Interchange Format (MIF) is an ascii format for exchanging files between Adobe FrameMaker and other applications. When you import or export MIF files to or from CorelDRAW, only the formatted text is transferred. Any graphic elements in the file are not transferred.

## **PBM**

Portable bitmap format (PBM) supports only monochrome bitmaps. It is supported by the PNM format.

## **PLT**

The PLT file format, developed by Hewlett-Packard is vector-based. It is used in programs, such as AutoCAD, for printing drawings on plotters. Corel VENTURA and other Corel applications can interpret a SUBSET of the HPGL and HPGL/2 command set. A scaling factor of 1016 plotter units = 1 inch is used.

## **PGM**

Portable Grayscale image (PGM) is a bitmap format that supports grayscale.

## **PNM**

Portable Anymap (PNM) format is a bitmap format that supports PGM, PGM, or PPM.



## **PP4**

The PP4 file format is a native file format for Micrographx Picture Publisher version 4.

## **PP5**

The PP5 file format is a native file format for Micrographx Picture Publisher version 5.

## PPM

Portable Pixel bitmap (**.ppm**) is a bitmap format that supports full-color images.

## **PPT**

The PPT file format is native to Microsoft PowerPoint Presentation.

## **PRN**

PostScript (**.ps or .prn**) is a metafile format for PostScript printers. This format is written in ASCII text. The PostScript Interpreted import filter can import .PS, .PRN, and .EPS PostScript files.

## PS

PostScript (**.ps** or **.prn**) is a metafile format for PostScript printers. This format is written in ASCII text. The PostScript Interpreted import filter can import .PS, .PRN, and .EPS PostScript files.

## **RTF**

Rich Text Format (**.rtf**) is a text format that stores plain text plus text formatting such as bold. When you import an RTF file to, or export it from CorelDRAW, only the text is transferred. If there are graphic elements in your file they will not be imported to or exported from CorelDRAW.

## **SAM**

The SAM file format is a native format of Ami Professional, a word processing application. When you import a SAM file to, or export it from CorelDRAW, only the text is transferred. If there are graphic elements in the file, they will not be imported or exported.



## **SCT**

The SCT file format is used for importing 32-bit color and grayscale SCITEX images. SCITEX bitmaps are created from high-end scanners. The bitmaps are then processed for output by film recorders or high-end page layout programs.

## **SHW**

The SHW file format is a native format for Corel Presentations.

## SVG

Scaleable Vector Graphics format (**.svg**) is a vector format developed by Adobe.

## **TTF**

The TrueType Font (**.ttf**) file format was created jointly by Apple Computer and Microsoft Corporation. It is the most common format for fonts used in both Macintosh and Windows operating systems. The TTF file format prints a font as bitmaps or vectors depending on the capabilities of your printer. True Type fonts print as they appear on screen and can be resized to any height.

## **TXT**

ASCII Text (.txt) is a vector format that stores ASCII characters. This format is able to store text information but not formatting information, such as the font type or size. When you import a TXT file to, or export it file from CorelDRAW, only the text is transferred. If there are graphic elements in the file, they will not be imported or exported.

## **VSD**

VSD is the Visio drawing format. It can contain bitmaps and vectors.

## **WI**

The Wavelet Compressed Bitmap (WI) is a bitmap file developed by Corel Corporation.

## **WK**

The WK file format, developed by Lotus, is the native format for Lotus 1-2-3 files.



## **WMF**

Windows Metafile Format (**.wmf**), developed by Microsoft Corporation, stores both vector and bitmap information. It was developed as the internal file format for Microsoft Windows 3. It supports 24-bit RGB color and is supported by most Windows applications.

## **WPM**

The WPM file format is a native format of Corel WordPerfect for the Macintosh.

## **WQ**

The WQ, WB file format is the native file format for Corel Quattro Pro.

## **WB**

The WQ, WB file format is the native file format for Corel Quattro Pro.

**WS\***

The WS\* file format is a native format of the word processing application, Wordstar version 3.3 to 6.0. When you import a WS\* file to, or export it from CorelDRAW, only the text is transferred. If there are graphic elements in the file they will not be imported or exported.

## **WSD**

The WSD file format is a native format of the word processing application, Wordstar 7. When you import a WSD file to, or export it from CorelDRAW, only the text is transferred. If there are graphic elements in the file they will not be imported or exported.

## **WSW**

The WSW file format is a native format of the word processing application, Wordstar 2000. When you export a WSW file from CorelDRAW, only the text is transferred. If there are graphic elements in the file they will not be exported to the WSW file.

## **XLS**

The XLS file format, developed by Microsoft Corporation, is the native file format for the spreadsheet application, Microsoft Excel.



## **XY**

The XY file format is a native format of the word processing application, XY Write. When you import an XY file to, or export it from CorelDRAW, only the text is transferred. If there are graphic elements in the file they will not be imported or exported.





Changes the lens magnification of the default camera in the 3D Viewport.



Lets you drag the 3D model into the Preview Window.



Rotates the camera.



Adds a light to the 3D model.



Lets you open the **Import FlashPix Image Properties** dialog box where you can read a summary and description for the image.



Lets you open the **Export FlashPix Image Properties** dialog box where you can specify a summary and description for the image.





Saves the export options that you set for use on other images.



**Arrange menu commands (Help  
Contents opens)**

Opens the **Transformation** Docker window, which lets you position, rotate, size, scale, mirror, or skew objects.

Opens the **Transformation** Docker window, which lets you move and position a selected object with precision.

Opens the **Transformation** Docker window, which lets you rotate a selected object with precision.

Opens the **Transformation** Docker window, which lets you scale a selected object with precision, or mirror a selected object vertically or horizontally.

Opens the **Transformation** Docker window, which lets you increase or decrease the size of a selected object with precision.



Opens the **Transformation** Docker window, which lets you skew or slant a selected object with precision.

Removes the last transformation applied to an object, with the exception of changes to position.

Opens the **Align And Distribute** dialog box, which lets you align or distribute objects horizontally and vertically. This command is available only when you select two or more objects.

Places the selected object on top of all objects on its layer. This command is available only when you select one or more objects.

Places the selected object beneath all objects on its layer. This command is available only when you select one or more objects.

Moves the selected object forward by one object on its layer.

Moves the selected object back by one object on its layer.

Places the selected object in front of any object on the same layer. The cursor changes to a horizontal arrow that you can use to choose the object in front of which you want to place the selected object.



Places the selected object behind any object on the same layer. The cursor changes to a horizontal arrow that you can use to choose the object behind which you want to place the selected object.

Reverses the order of all objects on a layer.

Groups the selected objects to create a single unit.

Divides the selected group into its original components.

Divides the selected group into its original components. Use this command if the selected group is composed of nested groups and you want to be left with all of the individual objects.

Combines the selected objects to create a single curve object. Overlapping areas of the objects are removed to create "clipping holes."

Separates combined objects, leaving the objects with their original shapes.

Locks the selected object to prevent it from being modified in any way.



Unlocks the selected object, allowing you to modify it.

Unlocks all the objects in your drawing.

Opens the **Shaping** Docker window and lets you create an object from the area where two or more objects overlap.

Opens the **Shaping** Docker window and lets you reshape an object by removing the area overlapped by two or more other objects.

Opens the **Shaping** Docker window and lets you create an object by joining two or more objects at points where their paths intersect.

Separates the original objects from intermediate shapes created using the **Blend** or **Contour** commands, and from the extruded surfaces created by the **Extrude** command. Also separates text fitted to a path.

Converts an object to curves, allowing it to be reshaped.

Converts an outline to an object.







Enable to horizontally align the selected objects' bottom edges.

Enable to align the selected objects' horizontal centers.

Enable to align the selected objects' top edges.

Enable to align the selected objects' left edges.

Enable to vertically align the selected objects' center points.

Enable to align the selected objects' right edges.



Enable to align the selected objects at the center of the drawing page, based on the settings you specify. For example, if you enable the **Left** check box, the object's left edges line up at the center of the page.

Enable to align the selected objects at the edge of the drawing page, based on the settings you specify. For example, if you enable the **Left** check box, the objects' left edges line up at the left edge of the page.

Enable to move the selected objects so that they line up with the grid, based on the settings you specify. For example, if you enable the **Left** check box, the objects move so that their left edges line up with the nearest grid point.

**Distribute tab**

Enable to distribute the selected objects vertically by spacing their top edges evenly.

Enable to distribute the selected objects horizontally by spacing their center points evenly.

Enable to distribute the selected objects vertically by spacing their center points evenly.

Enable to distribute the selected objects vertically by placing equal spaces between them.



Enable to distribute the selected objects horizontally by placing equal spaces between them.

Enable to distribute the selected objects vertically by spacing their bottom edges evenly.

Enable to distribute the selected objects vertically by spacing their center points evenly.

Enable to distribute the selected objects horizontally by spacing their left edges evenly.

Enable to distribute the selected objects horizontally by spacing their right edges evenly.

Enable to distribute the selected objects to the extent of the marquee box that surrounds them when they are selected.

Enable to distribute the selected objects to the extent of the drawing page.

## General



Reverts the settings in the dialog box to their defaults so you can start over again. (NO ID)

Lets you preview your drawing with the align or distribute settings you specify, without permanently altering the drawing. (NO ID)

**Customizable Align & Distribute buttons**

Aligns the selected objects' left edges on the drawing page.

Aligns the selected objects' center points horizontally on the drawing page.

Aligns the selected objects' right edges on the drawing page.

Aligns the selected objects' top edges on the drawing page.

Aligns the selected objects' center points vertically on the drawing page.



Aligns the selected objects' bottom edges on the drawing page.

Distributes the selected objects vertically down the center of the drawing page by spacing their center points evenly.

Distributes the selected objects horizontally across the center of the drawing page by spacing their center points evenly.

Centers the objects horizontally and vertically on the drawing page according to their center points.

## **Weld, Trim, and Intersection on the Property Bar**

**(Property Bar: Multiple Objects)**

Welds the selected objects. If you marquee select the objects, the welded object takes on the fill and outline properties of the bottom-most selected object. If you use multiple selection, the welded object takes on the fill and outline properties of the object you select last.

Creates a trimmed object from multiple selected objects. If you marquee select the objects, the bottom-most selected object is trimmed by the other selected objects. If you use multiple selection, the object you selected last is trimmed by the other selected objects.

Intersects the selected objects out of the area where they overlap. If you marquee select the objects, the new object takes on the fill and outline properties of the bottom-most selected object. If you use multiple selection, the new object takes on the fill and outline properties of the object you select last.



Click the top button to mirror an object horizontally. Click the bottom button to mirror an object vertically.

## Transformation Docker – 9.0

Lets you position an object with precision.

Lets you rotate an object with precision.

Lets you scale an object with precision, or mirror an object vertically or horizontally.

Lets you increase or decrease the size of an object with precision.

Lets you skew an object with precision.

## Position



Lets you specify values for the position of an object. If the **Relative position** check box is enabled, the object moves relative to its position in the drawing window. If the check box is disabled, the object moves in relation to the Horizontal ruler.

Lets you specify a value for the horizontal position of an object. If the **Relative position** check box is enabled, the object moves relative to its position in the drawing window. If the check box is disabled, the object moves in relation to the Horizontal ruler.

Lets you specify a value for the vertical position of an object. If the **Relative position** check box is enabled, the object moves relative to its position in the drawing window. If the check box is disabled, the object moves in relation to the Vertical ruler.

Enable to move an object a specified distance relative to its position in the drawing window.

Enable to use the top left corner of the selected object's bounding box as the anchor point.

Enable to use the top mid point of the selected object's bounding box as the anchor point.

Enable to use the top right corner of the selected object's bounding box as the anchor point.

Enable to use the right mid point of the selected object's bounding box as the anchor point.



Enable to use the bottom right corner of the selected object's bounding box as the anchor point.

Enable to use the bottom mid point of the selected object's bounding box as the anchor point.

Enable to use the bottom left corner of the selected object's bounding box as the anchor point.

Enable to use the left mid point of the selected object's bounding box as the anchor point.

Enable to use the center of the selected object's bounding box as the anchor point.

Applies the transformations you specify to the selected object.

Applies the transformations you specify to a copy of the selected object.

## Rotation



Lets you specify the number of degrees by which you want to rotate the selected object.

Lets you specify the number of degrees by which you want to rotate the selected object.

Lets you specify the horizontal coordinate around which you want the object to rotate. If you want to specify a coordinate in relation to the current position of the object, enable the **Relative center** check box. If you want to specify a relative to the Horizontal ruler, disable the check box.

Lets you specify the vertical coordinate around which you want the object to rotate. If you want to specify a coordinate in relation to the current position of the object, enable the **Relative center** check box. If you want to specify a relative to the Horizontal ruler, disable the check box.

Enable to rotate the object, relative to the object's current position.

Enable to rotate the object around the top left corner of its bounding box.

Enable to rotate the object around the top mid point of its bounding box.

Enable to rotate the object around the top right corner of its bounding box.



Enable to rotate the object around the right mid point of its bounding box.

Enable to rotate the object around the bottom right corner of its bounding box.

Enable to rotate the object around the bottom mid point of its bounding box.

Enable to rotate the object around the bottom left corner of its bounding box.

Enable to rotate the object around the left mid point of its bounding box.

Enable to rotate the object around the center of its bounding box.

Applies the transformations you specify to a copy of the selected object.

Applies the transformations you specify to the selected object.



## Scale & Mirror

Lets you specify the percentages by which you want to scale the selected object.

Lets you flip the selected object horizontally or vertically.

Lets you specify the percentage by which you want to scale the selected object horizontally.

Lets you specify the percentage by which the you want to scale the selected object vertically.

Flips the selected object left to right, and vice versa.

Flips the selected object top to bottom, and vice versa.

Enable to maintain the ratio of height to width while you scale the selected object.



Enable to keep the top left corner of the selected object's bounding box fixed when you scale or mirror the object.

Enable to keep the bottom left corner of the selected object's bounding box fixed when you scale or mirror the object.

Enable to keep the left mid point of the selected object's bounding box fixed when you scale or mirror the object.

Enable to keep the top mid point of the selected object's bounding box fixed when you scale or mirror the object.

Enable to keep the top right corner of the selected object's bounding box fixed when you scale or mirror the object.

Enable to keep the center of the selected object's bounding box fixed when you scale or mirror the object.

Enable to keep the bottom right corner of the selected object's bounding box fixed when you scale or mirror the object.

Enable to keep the bottom mid point of the selected object's bounding box fixed when you scale or mirror the object.



Enable to keep the right mid point of the selected object's bounding box fixed when you scale or mirror the object.

Applies the transformations you specify to a copy of the selected object.

Applies the transformations to the selected object.

**Size**

Lets you specify a new size for the selected object.

Lets you specify width of a selected object.

Lets you specify the height of a selected object.

Enable to maintain the ratio of height to width while you size the selected object.



Enable to keep the bottom left corner of the selected object's bounding box fixed while you size the object.

Enable to keep the top mid point of the selected object's bounding box fixed while you size the object.

Enable to keep the top right corner of the selected object's bounding box fixed while you size the object.

Enable to keep the right mid point of the selected object's bounding box fixed while you size the object.

Enable to keep the bottom right corner of the selected object's bounding box fixed while you size the object.

Enable to keep the bottom mid point of the selected object's bounding box fixed while you size the object.

Enable to keep the left mid point of the selected object's bounding box fixed while you size the object.

Enable to keep the center of the selected object's bounding box fixed while you size the object.



Enable to keep the bottom left corner of the selected object's bounding box fixed while you size the object.

Applies the transformations to the selected object.

Applies the transformations you specify to a copy of the selected object.

## Skew

Lets you specify the number of degrees by which you want to skew the selected object.

Lets you specify the number of degrees by which you want to skew the selected object horizontally.

Lets you specify the number of degrees by which you want to skew the selected object vertically.

Enable to choose an anchor point.



Enable to keep the top left corner of the selected object's bounding box fixed while you skew the object.

Enable to keep the top mid point of the selected object's bounding box fixed while you skew the object.

Enable to keep the top right corner of the selected object's bounding box fixed while you skew the object.

Enable to keep the right mid point of the selected object's bounding box fixed while you skew the object.

Enable to keep the bottom right corner of the selected object's bounding box fixed while you skew the object.

Enable to keep the bottom mid point of the selected object's bounding box fixed while you skew the object.

Enable to keep the bottom left corner of the selected object's bounding box fixed while you skew the object.

Enable to keep the left mid point of the selected object's bounding box fixed while you skew the object.



Enable to keep the center of the selected object's bounding box fixed while you skew the object.

Applies the transformations you specify to the selected object.

Applies the transformations you specify to a copy of the selected object.

# Shaping Docker

Lets you weld two or more objects together.

Displays an example of a weld, trim, or intersection operation, depending on which of the three buttons you click.

Enable to keep a copy of the selected object after welding.

Enable to keep a copy of the target object after welding.



Welds, trims, or intersects the selected objects, according to the settings you specify.

Lets you reshape an object by removing the area overlapped by other objects.

Enable to keep a copy of the object you're using to trim, after trimming.

Enable to keep a copy of the target object after trimming.

Lets you create an object from the intersection of two or more objects.

Enable to keep a copy of all selected objects except the target object after the intersection.

Enable to keep a copy of the target object after the intersection.

**Customizable Shaping buttons that are not elsewhere defined**



Trims the selected objects by letting you choose a target object for the trim. The object created by the trim takes on the properties of the target object you select.

Intersects two or more objects by letting you choose a target object for the intersection. The object created by the intersection takes on the properties of the target object you select.

Welds two or more objects by letting you choose a target object for the weld. The object created by the weld takes on the properties of the target object.

## Transform Property Bar

Lets you move an object relative to ruler coordinates by specifying values in the horizontal (X) vertical (Y) boxes.

Lets you specify the width of the selected object in the top box and the height in the bottom box.

Lets you specify a value the percentage by which you want to scale the selected object horizontally (top box) and vertically (bottom box).

Sizes or scales objects nonproportionally. Disable this button to maintain the ratio of height to width.



Lets you rotate an object around a fixed point, called the center of rotation. You set the center of rotation by clicking anywhere in the drawing window with the **Free rotation** tool.

Lets you mirror an object according to the angle you specify. You specify the angle by dragging the line of reflection.

Lets you scale an object along the horizontal and vertical axes simultaneously, relative to the object's anchor point. You set the anchor point by clicking anywhere in the drawing window with the **Free scale** tool.

Lets you slant the horizontal and vertical lines of an object simultaneously, relative to the object's anchor point. You set the anchor point by clicking anywhere in the drawing window with the **Free skew** tool.

Lets you rotate the selected object.

Lets you set the horizontal (top box)and vertical (bottom box) position of the object's center of rotation.

Lets you specify the angle to which you want to skew the object vertically and horizontally.

Enable to move an object a specified distance from its position in the drawing window.



Applies the transformation you specify to a copy of the selected object.



Opens the **Transform** Docker window you used last.





Lets you convert vector objects in your drawing to bitmapped image form.

Opens the Bitmap Editor, which lets you edit a bitmapped image.

Crops a bitmapped image to the area inside its bounding box. To reposition the bounding box, use the **Shape** tool.



Opens the **Resample** dialog box, which lets you change the dimensions or resolution of the selected bitmapped image.

Applies an International Color Consortium (ICC) profile to a bitmapped image.

Opens the **Bitmap color mask** Docker window, which lets you hide or show colors in a bitmapped image.

Lets you convert the existing bitmapped image to a 1-bit black-and-white bitmapped image. You can choose from different black and white conversion options.

Lets you convert the existing bitmapped image to grayscale.

Lets you convert the existing bitmapped image to duotone. A duotone image can be monotone, duotone, tritone, or quadtone.

Lets you convert a bitmapped image to an 8-bit paletted color bitmapped image . You can choose from different conversion options.

Lets you convert a bitmapped image to 24-bit (RGB) color.



Lets you convert a bitmapped image to 32-bit (CMYK) color.

Lets you convert a bitmapped image to 24-bit Lab color.



Lets you rotate a bitmapped image horizontally and vertically as if it is one face of a box.

Lets you wrap a bitmapped image along the outside or inside of a cylinder.

Lets you create a three-dimensional relief effect, so that lines in the bitmapped image appear as three-dimensional ridges and crevices on a flat surface.

Lets you give the impression that a corner of the bitmapped image has rolled up.

Lets you give a bitmapped image the appearance of three-dimensional depth.



Lets you distort a bitmapped image by either "pinching" the bitmap away from you or "punching" it toward you.

Lets you wrap a bitmapped image around the outside or inside of a sphere.



Lets you make a bitmapped image look like a charcoal drawing.

Lets you make a bitmapped image look like it was drawn using a conté crayon.

Lets you make a bitmapped image look like it was drawn using a crayon.

Lets you make a bitmapped image look like a Cubist painting.

Lets you make a bitmapped image look like an Impressionist painting.



Lets you make a bitmapped image look like it was made using a palette knife to spread paint on a canvas.

Lets you make a bitmapped image look like it was drawn using pastels.

Lets you make a bitmapped image look like a pen and ink sketch.

Lets you make a bitmapped image look like a Pointillist painting.

Lets you make a bitmapped image look like it was made by scraping paint from a canvas.

Lets you make a bitmapped image look like a pencil sketch.

Lets you make a bitmapped image look like a watercolor painting.

Lets you make a bitmapped image look like a water marker sketch.



Lets you a bitmapped image look like a painting on textured wave paper.



Lets you smooth regions of gradual change in a bitmapped image while preserving the edge detail and texture.

Lets you blur a bitmapped image by spreading the pixel information outward using bell-shaped curves.

Lets you scatter bitmapped image colors to create a soft, blurred image with minimal distortion.

Lets you remove sharp edges and detail from a bitmapped image, leaving smooth gradients and low-frequency areas.

Lets you create the illusion of movement in a bitmapped image.

Lets you create a blurring effect that radiates outward from a central point in a bitmapped image.



Lets you tone down differences between adjacent pixels, resulting in only a slight loss of detail while smoothing the bitmapped image.

Lets you smooth and tone down the harsh edges in bitmapped images without losing important image detail.

Lets you blur pixels outward from a center point in a bitmapped image.



Lets you reduce a bitmapped image to basic RGB color components and emphasize tonal changes.

Lets you edit the color settings and convert to duotone.

Lets you give a bitmapped image the look of a color halftone.

Lets you change the colors in a bitmapped image to bright, electric colors.



Lets you transform colors to appear like those of a photographic negative.



Lets you find the edges of items in a bitmapped image and converts these edges to lines on a single-color background.

Lets you locate edges in a bitmapped image and converts these edges to soft or solid lines.

Lets you trace bitmapped image items using a 16-color palette.



Lets you use the shapes of traditional craft items as a framework for effects.

Lets you transform a bitmapped image into crystal fragments.



Lets you transform a bitmapped image using different textiles.

Lets you put a preset or custom frame around a bitmapped image.

Lets you give the impression of viewing a bitmapped image through blocks of glass.

Lets you transform a bitmapped image into shapes.

Lets you make a bitmapped image look like it was made using mosaic tiles.

Lets you add bubbles and stars to a bitmapped image .

Lets you distort a bitmapped image by scattering its pixels.

Lets you apply a tint to a bitmapped image.



Lets you make a bitmapped image look like a stained glass window.

Lets you produce a whirlpool around the center point of a bitmapped image.

Lets you create a frame around a bitmapped image.

Lets you add the appearance of snow, rain, or fog to a bitmapped image.



Lets you break a bitmapped image into blocks.

Lets you alter a bitmapped image using a displacement map.

Lets you shift a bitmapped image according to the specific values.



Lets you break a bitmapped image into square, rectangular, or circular cells.

Lets you warp a bitmapped image by adding a wave.

Lets you rotate a bitmapped image in a swirling pattern.

Lets you reduce the dimensions of a bitmapped image and reproduce it as a series of tiles on a grid.

Lets you make a bitmapped image look like it has been painted with dripping paint.

Lets you apply whirlpool pattern to a bitmapped image.

Lets you create the effect of wind blowing across the bitmapped image.





Lets you create a granular effect that adds a texture to a flat or overly blended bitmapped image .

Lets you distribute a bitmapped image's pixels to fill blank spaces and remove noise.

Lets you reduce bitmapped image noise by averaging pixel values.

Lets you remove noise by adjusting a pixel's color value, based on the maximum color values of its neighboring pixels.

Lets you remove noise and detail by averaging the color values of the pixels in a bitmapped image .

Lets you remove noise by adjusting a pixel's color value, based on the minimum color values of its neighboring pixels.

Lets you remove undesired wave patterns that occur when halftone screens of two different frequencies are superimposed in the same bitmapped image .

Lets you soften a bitmapped image and reduce the speckled effect that can occur during the scanning or video-capturing process.





Lets you accentuate edge detail by analyzing the values of neighboring pixels.

Lets you analyze pixels near an edge to determine the direction in which to apply the greatest amount of sharpening.

Lets you remove low-frequency areas and shading in a bitmapped image.

Lets you accentuate the edges of a bitmapped image by increasing the contrast between adjacent pixels.

Lets you accentuate edge detail and focus some blurred areas in a bitmapped image.



Lets you choose a color mode for the bitmapped image.



Lets you choose a resolution setting for the bitmapped image.

Enable to smooth the curves of a bitmapped image.

Enable to use color dithering to simulate colors not found on the palette.

Enable to convert a vector object to bitmapped image form using the active separations profile.

Enable to make the background of the bitmapped image transparent.

Displays the projected uncompressed file size of the bitmapped image.



Enable to hide the selected colors in a bitmapped image.



Enable to display the selected colors in a bitmapped image.

Lets you choose colors and enable them in the active mask.

Lets you select a color from a bitmapped image.

Lets you edit the selected color in the color list.

Lets you load bitmapped image color masks on your system.

Lets you save a color mask.

Lets you set the color tolerance for each color. Increasing the tolerance masks a broader range of the selected color.

Removes all color masking and restores the original bitmapped image.



Applies a mask to the selected bitmapped image.

Lists commands for opening an existing mask, saving the active one, and editing the color in the **Select color** dialog box.



Enable to link the bitmapped image externally instead of saving it in the file.

Enable when importing TIFF (or CT) files to link a low-resolution place holder image to a high-resolution file. These TIFF (or CT) images become known as OPI images.

**Resample**

Lets you specify the width of the bitmapped image in the specified unit of measure.

Lets you specify the height of the bitmapped image in the specified unit of measure.



Lets you specify the width of the resampled bitmapped image as a percentage of the original width.

Lets you specify the height of the resampled bitmapped image as a percentage of the original height.

Lets you choose a unit of measure for the height and width.

Displays the unit of measure for the height and width.

Lets you specify the horizontal resolution of the image in dots per inch (dpi).

Lets you specify the vertical resolution of the image in dots per inch (dpi).

Enable to use the same horizontal and vertical resolution values.

Displays the original file size of the bitmapped image.



Displays the projected file size of the resampled bitmapped image.

Enable to minimize the jagged appearance of curves in the bitmapped image.

Enable to maintain the proportions of the original bitmapped image for the resampled bitmapped image.

Enable to maintain the original file size (in bytes) when you resample a bitmapped image.

**Black-And-White Mode**

Lets you choose a conversion option.

Lets you specify conversion options.

Lets you set the level at which conversion takes place.



Lets you set the amount of the conversion.

Lets you choose the shape that creates the halftone dot pattern.

Lets you specify the angle of the halftone pattern.

Lets you specify the line frequency of the halftone pattern.

Lets you choose the unit of measure to calculate the line frequency.

Updates the preview of the modified image.



Lets you preview changes to the bitmapped image in the drawing or Preview window without applying the effect.



Enable to update the Preview window automatically when you change settings in the dialog box.

Lets you reset the dialog box to its default settings.

Displays the bitmapped image as it appears before the settings in the dialog box are applied.

Displays the bitmapped image as it will appear after the settings in the dialog box are applied. To update the Preview window, click the **Preview** button.

**Convert to Palette**

## Options Tab

Lets you set the amount of smoothing you want. This controls color transitions to minimize abrupt color changes.

Lets you choose a color palette to convert the image.



Opens the **Open palette** dialog box which lets you locate and open a custom palette to convert the image to the 8-bit Paletted color mode.

Lets you choose a dithering type that determines how adjacent pixels are arranged to create colors.

Lets you set the amount by which adjacent pixels are arranged to create colors.

Lets you specify the number of colors to include in an adaptive or optimized color palette.

Enable to specify a target color for optimized conversion.

Lets you choose the color you want to emphasize in Processed Palette.

Displays the color you selected using the eyedropper tool or lets you choose a color from the drop down color palette so similar colors are used during the conversion.

Returns the target color to the default color.



Lets you select a preset conversion option.

Opens the save **Preset** dialog box from which you can save the conversion option.

Deletes the selected preset option.

**Range Sensitivity Tab**

Displays the specified target color.

Lets you set the emphasis placed on the selected color and colors related to it. A higher Importance value includes more shades of the selected color in the color palette.

Lets you set the emphasis placed on the selected color.

Lets you set the lightness component of the target color during the conversion.



Lets you set the lightness component of the selected value.

Lets you set the emphasis of the green/red component of the target color during the conversion.

Lets you set the emphasis of the blue/yellow component of the target color during the conversion.

Resets the Importance and the **Lightness** sliders to the default value.

Resets the **Importance** slider to the default value.

Resets the **Lightness** slider to the default value.

Resets the **Green red axis** slider to the default value.

Resets the **Blue yellow axis** slider to the default value.



**Processed Palette**

Displays the colors you are using to convert the current image.

Opens the **Color table** dialog box, which lets you edit the Process Palette.

Opens the **Save palette** As dialog box, which lets you save the color palette as a .CPL file.

Displays the RGB color values of the color swatch in the Process Palette.

Displays the numeric location of the selected color in the Process Palette.

Displays the Hex values of the color swatch in the Process Palette.

**Batch Mode**



Displays open images that you can convert to the 8-bit Paletted color mode.

Displays the images you are converting to the 8-bit Paletted color mode.

Adds the selected image to the list of images you are converting.

Adds all open images to the list of images you are converting.

Removes the selected image from the list of images you are converting.

Removes all the images except the active image from the list of images you are converting.

Lets you choose the image you want to preview.

Duotone Mode



Lets you choose the number of inks to use in the conversion and displays a visual representation of the ink curves. The display is based on the grayscale value and ink intensity of each point on the curve.

Displays the ink colors, and lets you change an ink color.

Resets the current curve to the default setting.

Enable to display all ink curves in the grid simultaneously.

Opens the **Load duotone files** dialog box, which lets you load duotone files (.CPD).

Opens the **Save duotone files** dialog box, which lets you save the set of ink curves.

Lets you choose an overprint ink color.

Enable to view overprint areas on screen.



Returns the current overprint to the default settings.

Returns all items in the **Overprint** list to their default settings.

Lets you add the chosen color to the selected custom color palette

Opens the **Options** flyout which lets you choose different options to manipulate the colors.

Displays the dynamic ink curves. The horizontal plane displays the 256 possible shades of gray in a grayscale image (0 is black; 255 is white). The vertical plane represents the intensity of an ink (from 1 to 100 per cent) that is applied to the corresponding grayscale values.

Displays the selected overprint ink colors and how they appear when printed to a composite printer.



## **Print Options - General tab**



Lets you choose a device driver. Click the arrow to access a list of other available printer and imagesetter drivers.

Displays the name of the printing device.

Displays the status of the printing device.

Displays information about the printing device.

Displays the path of the printing device.

Opens the Properties dialog box. The Properties dialog box lets you choose settings for each printer you select.

Enable to specify options for printing from a Macintosh computer or for separating files.

Enable to print more than one open document at a time.



Click the flyout tool to prepare the **.prn** file for printing from a Macintosh computer system, sending a single file, sending pages as separate files, or sending plates as separate files.

Displays a range of pages to print.

Enable to print all pages in the document.

Enable to print all frames in a movie.

Enable to print the current frame.

Enable to print more than one open movie at a time.

Displays a list of movies that you can print.

Displays a list of documents that you can print.



Enable to print the active page.

Enable to print selected objects.

Enable to specify the pages, or the range of pages, to print.  
The option works in conjunction with the Print Left/Right Pages option.

Enable to specify the frames, or the range of frames, to print.

The option works in conjunction with the Print Left/Right Pages option.

Lets you specify the pages, or the range of pages, to print.

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

Lets you specify the frames, or the range of frames, to print.

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

Displays the number of copies to print.

Lets you specify the number of copies to print.



Enable to print one set of the specified pages before printing the second set (e.g., a first set of pages 1 to 10 print, before the second set of pages 1 to 10 print, and so on.)

Displays how collated copies are printed (e.g., a first set of pages 1 to 10 print, before the second set of pages 1 to 10 print, and so on.)

Lets you choose a print style (a configuration of print settings).

Saves a print style (a configuration of print settings).

Opens the print preview window, which lets you see how work appears when it is printed and change print options.

## **Print Options - Layout tab**

Enable to reset the position of the printed image.

Enable to automatically scale the image so that it fits the printable page.



Enable to place the printed image in the position specified in the list box on the right.

Lets you choose the position of the printed image when the button on the left is enabled.

Displays position, size and scale factors for the selected page.

Lets you resize the width of your printed artwork (not the original document).

Lets you resize the height of your printed artwork (not the original document).

Lets you choose the width of the printed image (not the original document) by the specified percentage.

Lets you choose the height of the printed image (not the original document) by the specified percentage.

Lets you specify the number of tiles to be placed horizontally on the printable page.



Lets you specify the number of tiles to be placed vertically on the printable page.

Enable to constrain resizing and scaling so that the height and width ratio of the image is maintained.

Enable to print large print jobs on multiple sheets, or tiles, that can be assembled later to form the entire document.

Lets you choose the amount that images on each tile overlap with images on adjacent tiles.

Enable to include tiling alignment marks.

Lets you choose the amount that images on each tile overlap with images on adjacent tiles based on a percentage of the page width.

Enable to specify a bleed limit, which determines how far beyond the crop marks an image can extend when it is printed.

Lets you specify a bleed limit, which determines how far beyond the crop marks an image can extend when it it printed.



Lets you use preset page layouts and save custom styles.

Displays a list of preset or saved imposition layouts.

Opens the print preview window, in which you can edit an imposition layout.

Displays an approximate preview of the layout settings.

## **Print Options - Separations tab**

Displays print separation options.

Enable to separate a color image into its component colors so that each component color prints on one sheet.

Enable to print the separations in color (i.e., on a color printer).



Enable to specify Hexachrome process color. Hexachrome color uses six inks instead of four, adding orange and green to the regular process colors of yellow, magenta, cyan, and black.

Enable to set Hexachrome color to use high density inks when you print solid colors. Hexachrome color uses six inks instead of four, adding orange and green to the regular process colors of yellow, magenta, cyan, and black.

Enable to convert spot colors in your print job to process colors. This does not affect the document itself, only the way it is printed.

Enable to print all plates, including those that do not contain an image.

*#*Enable to cause objects that contain 95% black or more to overprint underlying objects. This is a useful option for print jobs containing a lot of black text, but use it carefully on print jobs with a high graphics content.

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

Enable to specify fixed width auto-spreading. When this option is enabled, the auto-spread outline assigned to each object is always the same width.

Enable to change the advanced settings of your color separations.



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

Displays which color separation(s) you want to print.

The list of colors shows all separations used in your print job. You can choose to print all separations, one separation only, or any combination of separations. You can also specify the order in which they print.

## Advanced settings

Displays the imagesetter and screening technology that is used to image your print job.

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

Displays the resolution in dots per inch (DPI) of the print job.

Displays the basic screen frequency in lines per inch (LPI) of the print job.

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

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

Displays all separations used in your print job.

Lets you specify a halftone screen for the drawing if you are printing to a PostScript device.



Enable to select advanced In-RIP trapping settings.

Opens the In-RIP trapping settings dialog box, which lets you select advanced In-RIP trapping settings.

## In-RIP trapping settings

Displays the list of color separations that will print. The neutral density of each color separation is displayed, as well as their settings - whether they are opaque or transparent etc. You can also specify the order in which they print.

Lets you specify a the amount that one color spreads into another.

Lets you specify the amount by which a color spreads into black.

Lets you specify the amount by which the ink color in a trap decreases.

Let you specify a threshold between color variations. The lower the threshold value, the more likely it is that a trap will be created.



Lets you specify the threshold at which process black is considered pure black.

Lets you specify a neutral density value for the black ink.

Lets you specify the threshold at which a trap will adjust.

Lets you specify where the trap occurs.

Enable to trap vector objects to images.

Enable to trap within each image.

Enable to trap a black-and-white image.

**Print Options - Prepress tab**



Enable to print a negative image.

Enable to specify that the film emulsion faces down.

Displays options available for printing to film.

Displays a graphical representation of the enabled film options (emulsion up or down and negative or positive).

Enable to print the filename, current date, and time (and tile number, if applicable) at the bottom of the page.

Enable to print the filename, current date, and time (and tile number, if applicable) at the bottom of the frame

Lets you specify the text that is displayed in the file information.

Enable to place page numbers on the printed sheets.



Enable to place frame numbers on the printed sheets.

Enable to position file information within the frame.

Enable to position file information within the page.

Enable to print crop and fold marks, which are used as alignment aids when you trim the printed output to its final size.

Enable to print crop and fold marks only along the outer edge of the sheet. This option is often preferable when you are printing multiple layouts per sheet.

Enable to print registration marks on each sheet. These marks serve as guides for aligning color separations.

Displays the chosen registration marks style.

Displays the calibration bar options.



Enable to print a bar of the six basic colors (red, green, blue, cyan, magenta, and yellow) beside the print job. These color patches are used to verify the quality of the printed output.

Enable to print a densitometer scale, a bar of varying shades of gray, on each separation sheet. This lets you check the accuracy, quality, and consistency of the output with a densitometer.

Displays the density (the levels of gray) that appear in each of the seven squares of the densitometer scale. This option is available only when you have chosen the Densitometer Scales check box.

Enable to affix printer's marks to an object's bounding box instead of the page bounding box.

## Print Options - PostScript tab

Lets you choose a PostScript level.

Enable to ensure that the PostScript file conforms to the Document Structuring Convention. Some prepress devices, such as color trapping software, require that the PostScript file conform to DSC.

Enable to compress bitmaps using JPEG compression. Enabling this option can reduce the size of a print job.



Lets you set the degree of JPEG compression used when you print bitmaps.

Enable to tell the service bureau's Open Prepress Interface (OPI) server to substitute the corresponding high-resolution images for the low-resolution ones in your file. This substitution is done before your print file is rasterized and imaged to film.

Enable to replace the low-resolution Desktop Color Separation placeholder with high-resolution Desktop Color Separation images in the PostScript file. If this option is not enabled, the service bureau must replace the low-resolution files when the print file is rasterized and imaged to film.

Displays the basic halftone screen frequency for the print job, in lines per inch (LPI.)

Enable to download Type 1 fonts to the output device. If you disable this option, fonts are printed as graphics (either curves or bitmaps).

Enable to convert True Type fonts to Type 1 fonts. If you enable the Download Type 1 Fonts option, by default the Convert True Type to Type 1 is also enabled. This ensures that True Type fonts are converted to Type 1 fonts so that they can be downloaded.

Lets you choose to display a full screen, current page, or only the thumbnails on startup in Adobe Acrobat or Acrobat Reader.

Enable to include links or URLs to other Web page or the Internet.



Enable to include links to other pages in the file represented by text.

Lets you choose the maximum allowable number of control points per curve. Reducing this number helps alleviate printing problems caused by objects that are too complex.

Lets you choose the level of flatness that is applied to curves when you print. Increasing the flatness reduces printing time. A high flatness level produces distorted curves.

Enable to automatically increase the flatness in increments of 2. Attempts to print an object will stop when the flatness value exceeds the value set in the Set Flatness To box by 10. The printer skips the problematic object and goes to the next object.

Enable to analyze the file and the print settings, and, if necessary, automatically increase the number of steps used to render fountain fills to avoid banding.

This option may increase printing time, but it ensures the best possible rendering of fountain fills.

Enable to analyze the file and the print settings. If the number of steps in a fountain fill is greater than the number that your output device can render, the number of steps used to render the fountain fill is decreased automatically.

## Print Options - Misc tab

Enable to reproduce colors accurately based on the ICC color profile.



Enable to print a job information sheet with the print job. The sheet contains information about the application that produced the job, the driver that was used, the print settings, the font information, and the file links.

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

Lets you specify the number of steps to use to render fountain fills in a print job. A low value prints faster but the transition between shades may be coarse, which causes banding. A higher value results in a smoother blend but longer printing times.

Enable to print only vector graphics.

Enable to print only pictures and graphics.

Enable to print only hidden pictures.

Enable to print only bitmaps.

Enable to print only text.



Enable to fit the print job in the printable page. Use this setting to proof a large layout on your desktop printer.

Enable to print all text in black.

Enable to print using the full-color capabilities of the printing device.

Enable to print all colors in black.

Enable to print all colors in grayscale.

Opens a dialog box that lets you choose color profiles.

Enable to reduce the number of pixels per line in a color bitmap

Enable to reduce the number of pixels per line in a bitmap.



Lets you change the number by which the color bitmap is downsampled.

Lets you change the number by which the bitmap is downsampled

Lets you downsample bitmaps to reduce file size.

Enable to reduce the number of pixels per line in a grayscale bitmap.

Lets you change the number by which the grayscale bitmap is downsampled.

Lets you change the number by which the monochrome bitmap is downsampled.

Enable to reduce the number of pixels per line in a monochrome bitmap

Lets you print color bitmaps as CMYK (cyan, magenta, yellow, and black,) RGB (red, green, blue,) or grayscale.



Displays how color bitmaps are printed.

Displays the number of steps used to render fountain fills in a print job.

Displays a list of proofing options.

Enable to convert each page to a bitmap.

Lets you change the resolution of the bitmap.

## **Print options - Info settings**

Displays the contents of the Print Job Information Sheet.

Lets you specify the information that the Print Job Information Sheet contains.



Displays a list of options to include in the Job Information Sheet.

Sends the Print Job Information Sheet to a .TXT file.

Lets you specify the .TXT file that the Print Job Information Sheet is sent to.

Sends the Print Job Information Sheet to a printer.

Lets you specify the printer that the Print Job Information Sheet is sent to.

## Printing options - Preflight Tab

Enable so that Preflight does not check for the selected issue.

Displays that Preflight is analyzing the file.



Opens the Preflight Settings dialog box which lets you choose which issues Preflight checks for.

Displays a summary of the selected issue and a suggestion of how to resolve the issue.

Displays a list of issues that can cause problems.

Saves the current Preflight settings with a name that you specify in the **Save Preflight style as** dialog box.

Deletes the selected Preflight style.

Lets you specify a name for the Preflight style.

Displays a list of issues that Preflight checks for. If you don't want Preflight to check for certain issues, disable any check boxes that correspond to issues you want overlooked.

Lets you choose a style from the list of saved Preflight styles.



## Standard toolbar

Displays a list of print styles.

Saves the print options in a print style with a name that you specify.

Deletes the print style.

Opens the Print Options dialog box, that lets you specify print options.

Enable to print the document.

Displays a list of preset zoom settings.

Enable to specify a full-screen preview.



Closes the print preview.

**Pick Tool and Property Bar**

Lets you select, position, and scale images in the document.

Lets you choose a preset position on the page for the print job.

Lets you specify the placement on the page of the print job. The X value indicates the distance from the left edge of the printable page. The Y value indicates the distance from the top edge of the printable page.

Lets you specify the height and width of the printed image.

Lets you specify the percentage by which to scale the printed image.

Displays the unit of measure that is used when you specify the layout of the print job.



Lets you specify the number of tiles to be placed horizontally and vertically on the printable page.

## **Imposition layout and Property bar**

Lets you choose and edit an imposition layout.

Lets you select, position and edit imposition layouts and binding methods.

Lets you choose a preset or custom imposition layouts.

Lets you save an imposition layout.

Lets you delete an imposition layout.

Lets you specify the number of frames to be placed on the printable page.



Enable to place the working page in each frame of the printable page.

Enable to keep the frame size equal to the working page size.

Lets you specify the distance between each frame that is placed on the printable page.

Enable to set the gutters automatically.

Lets you set the top and left page margins.

Lets you set the bottom and right page margins.

Enable to make the right margin equal to the left margin, and the bottom margin equal to the top margin.

Enable to set the margins automatically.



Enable to change basic settings of a layout. For example, you can change the binding method, and document page size.

Enable to change the position of a page. For example, you can change page numbers and the rotation of a page.

Enable to change gutter size, spacing, and cut and fold locations.

Enable to change margin size.

Enable to choose the Perfect Binding method where individual pages are cut apart and glued at the spine.

Enable to choose the Saddle Binding method where sheets are folded and inserted into one another.

Enable to choose the Collate Cut binding method where all signatures forming a copy of the document are collated and stacked together.

Enable to choose the Custom binding method to individually arrange the pages that are printed on each signature.



Enable to print on both sides of the page.

Enable to switch between a preview of the print job and a preview of the current imposition layout.

Lets you choose the number of signatures on a page.

Lets you choose the number of signatures per group.

Enable to automatically arrange the page on a signature.

Enable to arrange the page(s) left to right, top to bottom, in reading order.

Enable to place the same page at each location on a signature.

Lets you choose the number of pages on a signature.



Lets you choose whether the page is printed top up (0 degrees) or top down (180) degrees.

Enable to apply equal horizontal and vertical gutter sizes.

Lets you change the size of the gutters.

Enable to place cut marks between any two pages.

Enable to place fold marks between any two pages.

**Marks Placement tool and property bar**

Lets you add, remove, and position printers' marks.

Resets the position of the bounding box.



Lets you specify the position of the bounding box. By repositioning the bounding box, you can change the position of printers' marks.

**Zoom tool and property bar**

Lets you magnify areas of the document.

Enable to increase the magnification of the document.

Enable to decrease the magnification of the document.

Enable to display items in the drawing at their actual size.

Enable to display the selected image.

Enable to increase or decrease the magnification which lets you display the entire image.



Enable to display the entire page.

Enable to display the width of the page.

Enable to display the height of the page.

Opens the Zoom dialog box which lets you set zoom options.

**Status Bar**

Displays the name of the selected image.

Lets you choose a printing device.

Displays the name of the printing device.



Displays whether you're printing a composite print job or color separations.

Displays whether you're printing a negative image or whether you're printing a mirrored image.

Enable to tile large images so that they are printed on several sheets of paper.

Displays information about the tiling settings.

Displays the mouse position.

Displays the range of pages to be printed.

## Zoom dialog

Enable to set the magnification to 200%.



Enable to set the magnification to 100%.

Enable to set the magnification to 75%.

Enable to set the magnification to 50%.

Enable to set the magnification to 25%.

Lets you specify a magnification percentage.

Displays a preview of the zoom settings.

**Go To dialog**

Lets you specify the page number to go to.



Enable to specify the side of the page to go to.

Lets you specify the color separation to go to.

Displays a list of pages in the document.

## **Driver compatibility**

Lets you choose a printer.

Displays the capabilities of the printer you choose.

Enable to send text as graphics to the printer.

Enable to switch to clipping controlled by the application. Clipping is the process through which portions of a fill that should not be visible are removed.



Enable to determine whether bitmaps are sent to non-PostScript printers all at once or in smaller blocks (below 64 KB) called chunks. Usually, the driver tells the application which method it can handle.

Enable to let the printing device render bezier curves and paths.

Enable to use the selected color profile.

Enable to send the printed page already split into bands to the driver.

Enable to specify a color profile.

**Save Print style**

Displays the print style or the name you specified for a new style.

Displays the print options and lets you change them.



## Warning dialogs

*#*Click this to display an overview of this dialog box.

For Help on an item, click ? at the top of the dialog box, and then click the item.

Itemizes in list/details form.

Click to display more options.

Opens a Help file containing a list of Corel Approved Service Bureaus.

## **Printing from the copy editor**

When you print from the Corel VENTURA copy editor you don't have access to all of the available printing options. You can select a printer and specify which pages you want to print, but you can't set any of the PostScript or Prepress options that are available when you aren't printing from the copy editor.

**Changes made for Draw 9 release**

Displays a list of present print options and lets you change them.



Displays information about the printing device.

Enable to choose a PostScript Description (PPD) file. The PPD file describes the capabilities and features of your PostScript printer.

Displays the destination of the Job Information Sheet.

**layout tab**

Displays the height of your printed artwork (not the original document.)

Displays a list of preset or saved imposition layouts.

Displays the number of horizontal and vertical tiles on the printable page.

Click the flyout to choose a page from the list.



Displays position, size and scale factors for the selected page.

Displays the position of your document on the page.

Displays the scale of your printed artwork (not the original document) by the specified percentage.

Displays the size of your printed artwork (not the original document.)

Displays the specified width of your printed artwork.

Displays the distance from the left edge of the printable page.

Displays the number of tiles placed horizontally on the printable page.

Displays the distance from top edge of the printable page.



Displays the number of tiles placed vertically on the printable page.

**Halftone Screen - Under Fixed Templates/Options/PostScript**

Displays the shape of the dots in the halftone screen.

Displays the shape of the dots in the halftone screen.

Displays the screen frequency of the halftone screen.

Displays the lines per inch (LPI) of the screen frequency.

Lets you choose the screen angle of the halftone screen.

Lets you choose the frequency and angle of a halftone screen.



Displays the screen angle of the halftone screen.

Displays the degree of the screen angle.

Lets you choose the screen frequency of the halftone screen.

**Tools options/global/printing/driver compatibility**

Enable to send the printed page already split into bands to the driver.

Enable to determine whether bitmaps are sent to non-PostScript printers all at once or in smaller blocks (below 64 KB) called chunks. Usually, the driver tells the application which method it can handle.

Displays the currently selected printer.

Lets you specify a color profile.



Enable to let the printing device render bezier curves and paths.

Enable to switch to clipping controlled by the application.

Enable to send text as graphics to the printer.

Enable to specify a color profile.

Enable to print the current page by default.

Displays a list of printing options and lets you assign them new settings.

Displays the default print style.

**Tools options/global/printing/preflight**



Displays a list of issues that can cause print problems.

Displays a list of issues that can cause print problems.

Displays a list of print separation options.

**separations/ trapping**

Displays a list of trapping options which let you maintain color consistency.

Enable to preserve overprint settings in a document.

**PPD Properties dialog box**

Displays .PPD print settings



Lists .PPD file printing options.

Enable to turn on collating.

Enable to turn off collating.

Displays .PPD printing options.

Displays paper print settings of a .PPD file.

Enable to print one set of the specified pages before printing the second set (e.g., a first set of pages 1 to 10 print, before the second set of pages 1 to 10 print, and so on).

Enable to print the document in color.

Lets you choose the number of copies to print.



Displays the name and type of the PostScript printer using the .PPD file.

Displays the position of the paper when printed.

Enable to print along the long side of the page on both sides.

Enable when you do not want to print on both sides of a paper.

Enable to print along the short side of the page on both sides.

Displays the file version of the selected .PPD file.

Displays the name and location of a .PPD file.

Enable to print the document as monochrome.



Displays the name and type of the PostScript printer using the .PPD file.

Enable to print the document with the long side of the page (landscape.)

Enable to print the document with the short side of the page (portrait.)

Enable to print the document rotated at 180 degrees.

Lets you choose the size of the paper the .PPD prints on.

Lets you choose the paper feed location for the currently selected printer.

Opens the Select PPD file dialog box that lets you choose a .PPD file from the hard drive or network.

Lets you specify the paper width.



Lets you specify the paper height.

Lets you select a paper feed direction.

Enable to select roll feed as the paper type.

Enable to select cut sheet as the paper type.

Lets you specify the amount by which the print job is offset.

## **File Menu**

Saves the print options in a print style.

Prints the active page.



**View menu**

Lets you display the image to be printed or hide the image. A check mark beside the print preview represents the position of the image.

Lets you automatically set a dot beside the view options to best simulate the output of your printer.

Displays the image in color.

Displays the image in grayscale.

Displays a composite color image (all colors on one page).

Displays each color separation on a different page.

Displays the toolbar of the Print Preview window.



Displays the status bar of the Print Preview window.

Displays the rulers of the Print Preview window.

Displays a dotted line around the edge of the page that indicates the limit of the printable area.

Displays PostScript fills the way they will be printed. When PostScript fills aren't rendered, the fills are replaced with a PS pattern.

Displays the selected tile.

Opens the Go To dialog box, which lets you navigate the document.

## Settings Menu

Open the Print Options dialog box to the General tab.



Opens the Print Options dialog box to the Layout tab.

Opens the Print Options dialog box to the Separations tab.

Opens the Print Options dialog box to the Prepress tab.

Open the Print Options dialog box to the PostScript tab.

Open the Print Options dialog box to the Miscellaneous tab.

Opens the Print Job Information Sheet dialog box, which lets you specify the categories of information you want to include in the report.

Opens the Duplex Printing wizard, which helps you produce double-sided output using a single-sided printer.

Opens the Driver Compatibility dialog box, which contains options that let you fine-tune printer performance.



**Help menu**

Opens the Printing online Help.

Opens the About dialog box, which displays information about the application.

**Print merge wizard**

Enable to create new data.

Enable to select data from an existing file.

Enable to select a data file.

Opens the **Open** dialog box, which enables you to find and open a data file. You can open files saved to the following formats:  
**.txt**, **.csv**, or **.rtf**.



Enable to select an Address book.

Enable to select an ODBC source.

Opens **Select data source** dialog box, which enables you to select a data source file that refers to an ODBC driver.

Displays the name of the data field.

Enable to include incremental field data.

Lets you specify the number at which you want to start incrementing.

Enable to increment by one.

Lets you specify the number at wich you want to finish incrementing.



Lets you specify how the incremental field data appears.

Displays a list of names of the data fields.

Moves the selected field up one.

Moves the selected field down one.

Renames the selected field.

Deletes the selected field.

Displays a list of the data fields and entries.

Moves to the first data entry.



Moves to the previous data entry in the list.

Moves to the next data entry in the list.

Moves to the last data entry in the list.

Looks for a specified record number.

Displays by record.

Displays the list of records.

Adds a record.

Deletes a selected record.



Enable to save data entries with a name you specify.

Opens the **Save as** dialog box, which enables you to save a data file in the specified folder. You can save a data file in any of the following formats: **.txt**, **.csv**, or **.rtf**.

Enable to save incremental data settings.

**Device independent PostScript tab**

Lets you choose a paper size.

Lets you specify a paper width.

Lets you choose a unit of measurement.

Lets you specify a paper height.



Enable to specify portrait as the page orientation.

Enable to specify landscape as the page orientation.

Enable to rotate page orientation.



**Workspace**

Lets you set the size of toolbar buttons.

Lets you set the width of the border surrounding toolbar buttons.

Enable to show titles on floating toolbars.



Enable to display the name and image on the toolbar buttons.

Enable to display or hide toolbars.

Displays a list of command bars for export. Enable the checkbox beside the command bars you want to export.

Opens the Import workspace wizard, which lets you import a new workspace.

Opens the Export workspace dialog box, which lets you save or email your workspace.

Opens your default mail client with the selected workspaces as attachments.

## Command Bars

Enable the checkbox beside the command bars you want to display. Disable the checkbox to hide a command bar.



Lets you choose a size for command bar buttons.

Lets you choose a size for command bar button borders.

Lets you choose the default button appearance.

Creates a new toolbar.

Resets the selected command bar to its default settings.

Enable to view only images on buttons.

Enable to view only text on buttons.

Enable to display the toolbar name on the title bar of a floating toolbar.



Lets you choose the number of lines the status bar displays when docked.

Lets you choose the docked position of the Status bar

Enable to view text below images on buttons.

Displays the size options for toolbar buttons and button borders.

Displays the appearance options for toolbar buttons.

## Commands - General

Displays the **Quick tip Help** for the selected command.

Lists where the selected command is currently available.



## Commands - Shortcut Keys

Displays a list of commands to which you can assign a shortcut.

Displays a list of commands, and lets you choose a command to which you can assign a shortcut.

Opens the Find text dialog box.

Displays a list of current menus.

Lets you specify a new shortcut key combination to assign to the selected command.

Displays any command that is already assigned to the specified shortcut key combination.

Enable to delete the shortcut key combination from the old command and assign it to the new one.



Enable to assign the shortcut key combination to the new command and automatically select the old command.

Displays existing shortcut key combinations for the current command.

Lets you choose a table.

Assigns the new shortcut key combination to the selected command.

Deletes the selected shortcut key combination.

Resets all shortcut key combinations to their default configuration.

Opens the **Shortcut keys** dialog box, which displays all shortcut key combinations and lets you save and print shortcut key combinations.

Displays a short description of the selected shortcut.



**When click View All button**

Displays the list of available shortcut keys.

Opens the **Save as** dialog box, which lets you save your keyboard shortcuts as a text file.

Opens the **Keyboard shortcuts** dialog box, in which you can save the keyboard shortcuts as a text file or print them.

Closes this dialog without saving any attributes.

## Commands - Shortcut Keys

Displays the toolbar or menu caption.

Lets you specify the caption for the selected item.



Displays the image attributes for the selected item.

Lets you choose which image size to edit.

Lets you choose a color from the color palette and changes the pointer to the pen tool.

Lets you apply a transparency to individual pixels in the image.

Lets you apply a transparency to a color in the image.

Reverses the last action you performed.

Restores changes reversed by the Undo command.

Lets you choose or import a new graphic for the selected item.



Restores the caption and image of the selected item to the default settings.

Displays the image for the selected item.

## Menus Page

Displays a list of commands that you can add to a menu.

Adds the selected item to the menu.

Removes the selected item from the menu.

Adds a separating line below the selected menu item.

Adds a menu.



Moves the selected menu item up.

Moves the selected menu item down.

Resets the selected menu to its default setting.

Lets you choose a menu.

Displays the current menu structure and lets you add, remove, rename, or reorder a menu or a menu command.

Displays a description of the selected command.

## Toolbars Page

Lets you choose a command to add to a toolbar.



Displays a list of the commands that you can add to a toolbar.

Lets you choose a property bar.

Displays a description of the selected toolbar button.

Displays the toolbar buttons for the selected command category.

## Color Palette Page

Displays the color wells options.

Enable to increase the space between color swatches on the color palette.

Enable to increase the size of the color swatches on the color palette.



Enable to display the **No color well** check box on the color palette.

Lets you specify the maximum number of rows that are displayed when the color palette is docked.

Displays a hint on how to display a pop-up menu.

Enable to change the effect of the right mouse button when right-clicking a color swatch on the color palette.

Displays the right-mouse-button menu options.

**Application (Win 2000 only)**

Enable to make workspace items transparent.

Enable to make the Command bars transparent.



Enable to make the Dockers transparent.

Enable to make items with color information transparent.

Displays workspace items you can make transparent.

Displays the amount of transparency assigned to a workspace item.

Lets you set the amount of transparency for the selected item.

## Button properties

Enable to label toolbar buttons using text.

Lets you specify a toolbar button label.



Enable to label the toolbar buttons using images.

Lets you edit a bitmap image on a toolbar button by choosing a different color.

Restores the toolbar button to its original configuration.

Lets you adjust the horizontal and vertical position of the bitmap on the toolbar button.

Enable to view only text on the selected toolbar button.

Enable to view only an image on the selected toolbar button.

Displays a preview of the toolbar button.

Displays a preview of the toolbar button.



Lets you choose the shadow, highlight, face, or text color.

Lets you choose a color.

Restores the toolbar button to its original configuration.

## Import Workspace Wizard

Displays the workspace name and file pathway.

Opens the Import dialog box, which lets you choose a workspace to import.

Lets you choose items to import.

Enable to overwrite your current workspace with the workspace options you have chosen.



Enable to create a new workspace based on the imported options.

Lets you specify the name for the new workspace.

Lets you choose the workspace the new workspace is based on.

Lets you specify a description for the new workspace which is visible in the Options dialog box

Displays the workspace name.

Displays the items you have chosen to include with the workspace.



**DRAW and PAINT**



## Uniform Fill Dialog

Lets you choose a custom or fixed color palette.

Lets you choose a color model.

Lets you choose a color from the palette.

Displays the color of the selected object and the currently selected color. A dot in the corner of the color indicates that the color is a spot color.

Lets you choose the closest in-gamut color your printer can print.

Displays the color of the selected object and the currently selected color.

Displays a color component value for the current color. The letter next to the box identifies the component name, for example, C for cyan when you use the CMYK model, R for red when you use the RGB model, and so on.



Lets you specify a numeric value for a color component.

Displays the name of the current color, and lets you choose the name of an existing color to display that color.

Lets you choose a color.

Lets you choose outline or fill color for text or objects.

Displays the current and the selected colors. An in-gamut color swatch will appear if you select a color outside of the printer's color range.

Displays the current and the selected colors. An in-gamut color swatch will appear if you select a color outside of the printer's color range. A dot in the corner of the color indicates that the color is a spot color.

Displays the color currently selected.

Displays the color of the currently selected object or text.



Displays the color currently selected. A dot in the corner of the color indicates that the color is a spot color.

Displays the color of the currently selected object or text. A dot in the corner of the color indicates that the color is a spot color.

Displays the color component values for the current color, and lets you view different component values through the **Options** flyout.

## Mixers and Blends

Lets you choose a color to blend with the three other colors chosen from the color pickers.

Displays the blended colors.

Lets you set the number of blended color swatches displayed.

**Color Harmonies**



Lets you superimpose a dot or a shape over the color wheel. The shape you choose determines the number of rows displayed below the color wheel.

Displays a grid of colors derived from the position of the black and white circles on the color wheel.

Lets you choose the shape that is superimposed on the color wheel. The shape determines the relationship between colors displayed in the color grid below the color wheel.

Lets you choose variations in a color's appearance.

Lets you set the number of colors displayed in the color grid below the color wheel.

## Fixed and Custom Palettes

Lets you set a tint for the selected color.

Hides all the on-screen color palettes.



Displays the default color palette.

Displays and lets you choose colors from an independent palette that provides 256 colors uniformly spread between red, green, and blue.

Displays and lets you choose colors from the HKS Color system. The HKS Color system contains spot colors which correspond to solid inks and are not CMYK-based.

Lets you choose colors from a palette of 216 colors used by Microsoft® Internet Explorer web browser.

Lets you choose colors from a palette of 216 colors used by Netscape Navigator(TM) web browser.

Lets you choose colors from the PANTONE® Matching System Coated palette which simulates printing colors on coated paper. PANTONE® Matching System Coated palette contains spot colors that correspond to solid inks.

Lets you choose colors from the PANTONE® Matching System Uncoated palette which simulates printing these colors on uncoated paper. The PANTONE® Matching System Uncoated palette contains spot colors that correspond to solid inks.

Lets you choose colors from the PANTONE® Matching System palette that was included in DRAW 9. This palette is for compatibility purposes only and is superseded by the PANTONE® Matching System Coated palette.



Lets you choose colors from the PANTONE® Process Color system. The PANTONE® Process Color system colors are based on CMYK and do not add color separation plates.

Lets you choose colors from the PANTONE® Hexachrome Uncoated palette which is based on the Hexachrome color model and contains six process inks and a broader range of colors. The PANTONE® Hexachrome Uncoated palette simulates printing colors on uncoated paper.

Lets you choose colors from the PANTONE® Hexachrome Coated palette which is based on the Hexachrome color model and contains six process inks and a broader range of colors. PANTONE® Coated palette simulates printing colors on coated paper.

Lets you choose colors from the PANTONE® Metallic Colors palette which is based on spot colors that correspond to solid inks.

Lets you choose colors from the PANTONE® Pastel Colors Coated palette which simulates printing colors on coated paper. The PANTONE® Pastel Colors Coated palette contains spot colors that correspond to solid inks.

Lets you choose colors from the PANTONE® Pastel Colors Uncoated palette which simulates printing colors on uncoated paper.  
The PANTONE® Pastel Colors Uncoated palette contains spot colors that correspond to solid inks.

Lets you choose colors from the TRUMATCH® color matching system, which is based on the CMYK color model does not add color separation plates. Colors are organized by hue (red to violet), saturation (deep to pastel), and brightness (adding or removing black).

Opens the **Open palette** dialog box, which lets you locate and open a color palette.



Opens the **Save palette as** dialog box, which lets you save a custom color palette from the chosen selection.

Opens the **Save palette as** dialog box, which lets you save a custom color palette from the chosen document.

Opens the **Palette editor**, which lets you edit the active color palette.

Displays the contents of the color palette.

## Color Docker

Applies the current color as the outline.

Applies the current color to the background.

Applies the current color as the fill.



Shows the currently selected color.

Shows the currently selected **Paint** and **Paper** colors. The small boxes on the bottom left corner reset the **Paint** and **Paper** colors to their default values.

Lets you automatically apply the colors you choose to a selected object. Auto-apply is on when the button is appears pressed.

Opens a menu which lets you choose color options.

Lets you choose a color model.

Lets you select the closest in-gamut color your printer can print.

Lets you specify a numeric value for a color component.

Lets you use sliders for choosing colors.



Lets you use a color picker for choosing colors.

Lets you use a color palette for choosing colors.

Lets you choose a color model.

Lets you choose a color.

Displays a color component value for the current color. The letter next to the box identifies the component name, for example, C for cyan when you use the CMYK model, R for red when you use the RGB model, and so on.

Lets you specify a numeric value for a color component.

## Palette Editor

Opens a color palette.



Creates a new color palette.

Saves the color palette.

Saves the color palette with a name that you specify.

Lets you choose a color palette.

Displays the colors in the active color palette.

Opens the **Select color** dialog box and lets you to edit the active color palette.

Adds the selected color or colors to the active color palette.

Deletes the selected color or colors from the active color palette.



Lets you sort the colors in the active color palette.

Lets you load colors in the active color palette.

Resets a color palette, which cancels the changes made to the palette since it was last saved.

Opens the **Duotone** dialog box.

Displays the numeric values, name and a color swatch of the selected color. Edit the color name by entering a new color name in the name box.

Displays a color component value for the current color. The letter next to the box identifies the component name, for example, C for cyan when you use the CMYK model, R for red when you use the RGB model, and so on.

Displays the color name and allows you to change the color name of the selected color.

Displays the selected color.



## Color Palette Browser

Opens the **Color palette browser**, which lets you browse the color palettes on your computer and load them into the on-screen color palette.

Displays a list of color palettes.

Lets you open a color palette.

Opens the **Open palette** dialog box, which lets you choose a color palette.

Lets you create a new color palette.

Lets you create a color palette from the selected object.

Lets you create a color palette from the document.



Lets you open the **Palette editor**.

## Color Management dialog

Lets you choose advanced display settings.

Lets you choose a profile for a monitor.

Lets you choose ICC options, such as rendering intent and color engine.

Lets you choose a profile for internal RGB color.

Represents a scanner or digital camera.

Lets you choose a profile for a scanner or digital camera.



Lets you choose advanced printer settings.

Lets you choose a profile for a separations printer.

Lets you choose advanced printer settings.

Lets you choose advanced printer settings.

Lets you choose advanced import and export settings.

## Arrows

Lets you turn color management on or off for files acquired from a scanner or digital camera. Color management is turned on when the arrow is orange, and off when the arrow is gray and broken.

Lets you turn color management on or off for a separations printer. Color management is turned on when the arrow is orange, and off when the arrow is gray and broken.



Lets your monitor simulate the output of a separations printer. Simulation is turned on when the arrow is orange, and off when the arrow is gray and broken.

Lets you calibrate colors for display using the monitor's color profile. Calibration is turned on when the arrow is orange, and off when the arrow is gray and broken.

Lets your composite printer simulate the output of a separations printer. Simulation is turned on when the arrow is orange, and off when the arrow is gray and broken.

Lets your monitor simulate the output of a composite printer. Simulation is turned on when the arrow is orange, and off when the arrow is gray and broken.

Lets you turn color management on or off for a composite printer. Color management is turned on when the arrow is orange, and off when the arrow is gray and broken.

Lets you turn color management on or off for files being exported. Color management is turned on when the arrow is orange, and off when the arrow is gray and broken.

Lets you turn color management on or off for files being imported. Color management is turned on when the arrow is orange, and off when the arrow is gray and broken.

## Color Management Styles



Lets you choose a preset color management style.

Lets you save a color management style.

Lets you delete a color management style.

Lets you specify a name for a color management style.

## Advanced Display dialog

Enable to use the selected warning color to highlight colors that are out of your printer's gamut.

Lets you choose a warning color for colors that are out of your printer's gamut.

Sets the transparency of the selected warning color. Making the warning color transparent lets you view the image even when the colors are out of your printer's color gamut.



Enable to set CMYK values ranging from 0 to 100 (percentages) or 0 to 255. When you display values as percentages, 100 is equivalent to 255.

Enable to map spot colors into CMYK gamut.

## Advanced printer settings dialog

Displays a list of printers and color profiles, and lets you link a color profile with a printer driver.

**Internal RGB dialog**

Lets you choose a color space conversion method.

Lets you choose a color engine.

## Advanced import export settings dialog



Lets you import using the embedded ICC profile.

Lets you choose a default profile.

Lets you use a profile for converting files.

Lets you choose a profile for an imported file.

Lets you ignore the embedded ICC profile.

Lets you export using the embedded Internal RGB profile.

Lets you export using an embedded profile.

Lets you choose an embedded profile.



Lets you export without embedding ICC profiles.

**Trace (convert to paletted)**

## Options Tab

Lets you set the amount of smoothing you want. This controls color transitions to minimize abrupt color changes.

Lets you choose a color palette to convert the image.

Opens the **Open palette** dialog box which lets you locate and open a custom palette to convert the image to the 8-bit Paletted color mode.

Lets you choose a dithering type that determines how adjacent pixels are arranged to create colors.

Lets you set the amount by which adjacent pixels are arranged to create colors.



Lets you specify the number of colors to include in an adaptive or optimized color palette.

Enable to specify a target color for optimized conversion.

Lets you choose the color you want to emphasize in the processed palette.

Displays the color you selected using the eyedropper tool or lets you choose a color from the drop down color palette so similar colors are used during the conversion.

Returns the target color to the default color.

Lets you select a preset conversion option

Opens the save **Preset** dialog box from which you can save the conversion option.

Deletes the selected preset option.



Previews the changes that you apply.

Enable to preview the changes automatically.

Resets the image to the default values.

Displays the source image.

Displays the preview image.

Displays a preview of the changes made to the source file.

**Range Sensitivity Tab**

Displays the specified target color.



Lets you set the emphasis placed on the selected color and colors related to it. A higher Importance value includes more shades of the selected color in the color palette.

Lets you set the emphasis placed on the selected color.

Lets you set the lightness component of the target color during the conversion.

Lets you set the lightness component of the selected value.

Lets you set the emphasis of the green/red component of the target color during the conversion.

Lets you set the emphasis of the blue/yellow component of the target color during the conversion.

Resets the **Importance** and the **Lightness** sliders to the default value.

Resets the **Importance** slider to the default value.



Resets the **Lightness** slider to the default value.

Resets the **Green red axis** slider to the default value.

Resets the **Blue yellow axis** slider to the default value.

**Processed Palette**

Displays the colors you are using to convert the current image.

Opens the **Color table** dialog box, which lets you edit the process palette.

Opens the **Save palette as** dialog box, which lets you save the color palette as a **.cpl** file.

Displays the RGB color values of the color swatch in the process palette.



Displays the numeric location of the selected color in the process palette.

Displays the Hex values of the color swatch in the process palette.

**Batch Mode**

Displays open images that you can convert to the 8-bit paletted color mode.

Displays the images you are converting to the 8-bit paletted color mode.

Adds the selected image to the list of images you are converting.

Adds all open images to the list of images you are converting.

Removes the selected image from the list of images you are converting.



Removes all the images except the active image from the list of images you are converting.

Lets you choose the image you want to preview.

**Duotone Mode**

Lets you choose the number of inks to use in the conversion and displays a visual representation of the ink curves. The display is based on the grayscale value and ink intensity of each point on the curve.

Displays the ink colors, and lets you change an ink color.

Resets the current curve to the default setting.

Enable to display all ink curves in the grid simultaneously.

Opens the **Load duotone files** dialog box, which lets you load duotone files (.cpd).



Opens the **Save duotone files** dialog box, which lets you save the set of ink curves.

Lets you choose an overprint ink color.

Enable to view overprint areas on screen.

Returns the current overprint to the default settings.

Returns all items in the **Overprint** list to their default settings.

Lets you add a color to a color palette.

Opens the **Options** flyout, which lets you choose different options to manipulate the colors.

Displays the dynamic ink curves. The horizontal plane displays the 256 possible shades of gray in a grayscale image (0 is black; 255 is white). The vertical plane represents the intensity of an ink (from 1 to 100 percent) applied to the corresponding grayscale values.



Displays the selected overprint ink colors and how they appear when printed to a composite printer.



**Edit menu**

Reverses the last action you performed.

Restores changes reversed by the Undo command. It becomes available immediately after you click the Undo command.

Repeats the last action you performed.

Removes selected objects or text from your drawing and places them on the Clipboard.

Copies selected objects or text to the Clipboard. From the Clipboard, you can paste them into another Windows application or CorelDRAW file.



Pastes the text or objects that have been cut or copied to the Clipboard into your drawing.

Places a copy of the Clipboard's contents at the center of the Drawing Page. Lets you specify what format the pasted object uses and create a link to its source file.

Removes selected objects or nodes without placing a copy on the Clipboard. You can only restore a deleted object or node using the Undo command if no further action has been performed.

Creates a copy of the selected object in your drawing. By default, the duplicate appears slightly offset from the original.

Creates a copy of a selected object in your drawing. By default, the clone appears slightly offset from the original. Most subsequent changes applied to the original object (the master) are automatically applied to the copy (the clone).

Selects all objects in the Drawing Window. Once the objects are selected, any operation you perform applies to all objects.

Selects all text objects in the Drawing Window. Once the text objects are selected, any operation you perform applies to all text objects.

Selects all guidelines in the Drawing Window. Once the guidelines are selected, any operation you perform applies to all guidelines.



Selects all nodes in the selected object. Once the nodes are selected, any operation you perform applies to all nodes.

Opens the Object Properties Docker window which displays the properties of an object.

Lets you copy properties from one object to another.

Opens the Organizational Chart Wizard which lets you create an organizational chart.

Starts the Find Wizard, which lets you find an object that matches the search criteria you specify.

Starts the Replace Wizard, which lets you find an object that has the properties you specify and replace those properties with others you specify.

Lets you find text that matches the search criteria you specify.

Lets you find text that matches the search criteria and replace it with text you specify.



Searches for objects with Pantone fills.

Searches for objects with Pantone outlines.

Searches for objects with overprinted outlines.

Searches for objects that have the Scale With Image option disabled.

Searches for text filled with RGB color.

Inserts a Java applet in your drawing.

Inserts an embedded file in your drawing.

Inserts a simple button in your drawing.



Inserts a submit button in your drawing.

Inserts a reset button in your drawing.

Inserts a radio button in your drawing.

Inserts a check box in your drawing.

Inserts a text edit field in your drawing.

Inserts a text edit box in your drawing.

Inserts a pop-up menu in your drawing.

Inserts an options list in your drawing.



Lets you view a URL link using your browser.

Lets you assign a URL to the Internet object.

Lets you link or embed an object created in another application. You can also insert the contents of another file as an embedded or linked object.

Lets you insert a Corel Presentation Chart object into your drawing.

Starts the Barcode wizard, which lets you create bar codes that conform to industry-wide symbology standards.

Lets you edit the selected OLE object.

Lets you convert an OLE object to another type of OLE object.

Lists all the links in the active drawing. This list includes internal links to other CorelDRAW files and external links to other Windows applications.



Selects the master object of a cloned object.

Opens the Revert to Master dialog box, which lets you specify settings to revert to based on the master object.

Selects all the clones for the selected master object.

## Object Properties

**General tab**

Displays the number of objects in your selection.

Displays the layer on which the selected object is located.

Displays a description of the selected object.



Enable to make Paragraph text flow around objects.

Lets you specify the offset by which you want text to flow around objects.

Lets you specify a graphic or text style for the selected object.

Lets you choose the unit of measure for the offset by which you want text to flow around objects.

Applies the changes you make on the General page to the selected object.

**Detail tab**

Displays the width of the area enclosed by the selection handles.

Displays the height of the area enclosed by the selection handles.



Displays the horizontal and vertical coordinates of the selection's center point location, relative to the rulers.

Displays the horizontal and vertical coordinates of the selection's center of rotation, relative to the rulers. The coordinates shown here are different from the selection's center point only if the center of rotation has been moved manually from its default location.

Displays the number of words in the selected text object.

**Fill tab**

Opens the associated Fill dialog box, in which you can set specific values for your fill.

Lets you choose a uniform color fill.

Lets you choose a two-color, full-color, or bitmap pattern fill for selected objects.

Lets you choose a PostScript texture fill.



Removes the fill from the selected object, leaving it transparent.

Displays the uniform fill color of the selected object.

Lets you choose colors from the default color palette.

Displays the uniform fill color of the selected object

Displays a linear fountain fill, which is a progression of colors that follows a straight line.

Displays a conical fountain fill, which is a progression of colors that follows a circular path that radiates from the center of the object.

Displays a radial fountain fill, which is a progression of colors in a series of concentric circles that radiate from the center of the object.

Displays a square fountain fill, which is a progression of colors in a series of concentric squares that radiate from the center of the object.



Displays a preview of the selected fill.

Enable to create a bitmap pattern.

Lets you choose a texture fill to apply.

Applies the changes you make on the Fill page to the selected object.

**Outline tab**

Lets you choose the width of an outline.

Opens a Color Palette, from which you can choose the outline color.

Lets you choose a dashed or dotted line style.



Removes the outline from the selected objects.

Enable to specify whether the outline is placed behind or in front of the object's fill. When placed behind, only half the outline's thickness will be visible.

Enable to specify whether the outline thickness and nib orientation remain the same or change in proportion to the object.

Lets you choose a line-ending shape to apply to the start of an open path.

Lets you specify a line-ending shape to apply to the end of an open path.

Opens the Outline Pen dialog box, which lets you set and apply outline pen attributes such as color, width, style, nib shape, and arrowheads.

Applies the changes you make on the Outline page to the selected object.

**Rectangle Tab**



Lets you set a roundness value between 0 and 100 for each corner of a rectangle.

Locks the corner roundness settings on the Rectangle page so you can apply these settings to other rectangles in your drawing.

Lets you round the upper left corner of a rectangle.

Lets you round the upper right corner of a rectangle.

Lets you round the lower left corner of a rectangle.

Lets you round the lower right corner of a rectangle.

Enable to round all corners of a rectangle at the same time. Disable to round each corner individually.

Applies the changes you make on the Rectangle page to the selected object.



## **Ellipse Tab**

Locks the settings on the Ellipse page so you can apply these settings to other ellipses in your drawing.

Enable to set the Ellipse tool to draw ellipses and circles.

Enable to set the Ellipse tool to draw pie shapes.

Enable to set the Ellipse tool to draw arcs.

Lets you specify the angle at which you want the arc or pie shape to begin.

Lets you specify the angle at which you want the arc or pie shape to end.

Enable to draw pie shapes and arcs in a clockwise direction. The beginning and ending points of pie shapes and arcs are determined by the angles specified in the Starting and Ending angles boxes.



Enable to draw pie shapes and arcs in a counterclockwise direction. The beginning and ending points of pie shapes and arcs are determined by the angles specified in the Starting and Ending angles boxes.

Applies the changes you make on the Ellipse page to the selected object.

**Polygon tab**

Lets you specify the number of sides or points on the selected polygon, star, or polygon as star.

Lets you specify the number of sides or points on the selected polygon, star, or polygon as star.

Lets you set a sharpness level for the selected star or polygon as star.

Enable to change a star to a polygon.

Enable to change a polygon to a star.



Locks the settings on the Polygon page so you can apply these settings to other polygons in your drawing.

Displays a thumbnail image of the polygon based on the settings on the Polygon page.

Applies the changes you make on the Polygon page to the selected object.

**OLE object tab**

Displays the type of OLE object that is selected.

Displays the location of the selected OLE object.

**Bitmap tab**

Displays the size in pixels of the selected bitmap.



Displays the color mode of the selected bitmap.

Displays the resolution of the selected bitmap in dots per inch.

Displays the path name of the externally linked bitmap.

**Curve tab**

Displays the number of nodes on the selected curve.

Displays the number of subpaths in the selected curve.

Displays the coordinates of the first node on the selected curve.

Displays the coordinates of the last node on the selected curve.



Enable to close the selected curve.

**Connector Lines page**

Indicates the connector line is set to snap to the closest nodes on the two connected objects.

Indicates the connector line is locked to the nodes on the two connected objects.

Displays the straight line threshold for the selected interactive connector line. Line segments smaller than the threshold are removed and the interactive connector line is redrawn.

## Dimension Page

Displays the type of dimension line.

Displays the size or angle of the selected dimension line.



**Mesh Fill Page**

Lets you specify the number of columns to create on the selected mesh object.

Lets you specify the number of rows to create on the selected mesh object.

Locks the column and row settings so they apply to any other mesh objects you create.

Applies the changes you make on the Mesh Fill page to the selected object.

**Internet page**

Lets you choose or specify a URL to assign a hyperlink destination for the selected object.

Lets you specify a name to assign a bookmark to the selected object.



Enable to use the object's bounding box as the hotspot.

Enable to use the object's shape as the hotspot.

Applies the changes you make on the Internet page to the selected object.

**Page page**

Lets you specify the name of the page in your Web document. The Page Title box updates as you move from page to page in your document.

Lets you specify the name of the HTML file that's associated with the page you're viewing in your Web document. The HTML File box updates as you move from page to page in your document.

Lets you specify additional information about your file, such as the author's name, a description of the file's contents, and associated keywords.

Applies the changes you make on the Page page to the selected object.



**Form page**

Lets you specify the address of the CGI Script that controls the functionality of the preconfigured Internet objects on the active page of your Web document.

Lets you choose how the GET or Post form data is sent to the server.

Lets you choose the type of frame or window in which your published Web document will be loaded.

Applies the changes you make on the Form page to the selected object.

**Common page**

Lets you specify additional attributes and values that will apply specific conditions, as defined in the CGI Script, to the preconfigured Internet object.

Applies the changes you make on the Common page to the selected object.



**Java Applet page**

Lets you specify the name of the Java applet's class file. The class filename is usually identical to the name of the inserted Java applet in your Web document.

Lets you specify the path that points to the location of the Java applet. A path is required only if the Java applet is located in a folder other than the one in which your published Web document will reside.

Lets you specify text that acts as a placeholder for the Java applet's graphic while your Web document loads into a browser.

Lets you specify the Java applet's parameters and corresponding values. The parameters and values define the applet in your published Web document.

Applies the changes you make on the Java Applet page to the selected object.

**Embedded File page**

Lets you specify the name of a source file you want to insert in your Web document. The source file is not native to the Web browser software and requires extended commands.



Lets you search your computer for source files you want to insert in your Web document.

Applies the changes you make on the Embedded File page to the selected object.

**Simple Button page**

Lets you specify a simple button name that corresponds to a specific CGI Script control reference. The CGI Script determines the function of the simple button.

Lets you specify the text that will appear on the simple button in your Web document.

Applies the changes you make on the Simple Button page to the selected object.

**Submit Button page**

Lets you specify a submit button name that corresponds to a specific CGI Script control reference. The CGI Script determines the function of the submit button.



Lets you specify the text that will appear on the submit button in your Web document.

Applies the changes you make on the Submit Button page to the selected object.

**Reset Button page**

Lets you specify a reset button name that corresponds to a specific CGI Script control reference. The CGI Script determines the function of the reset button.

Lets you specify the text that will appear on the reset button in your Web document.

Applies the changes you make on the Reset Button page to the selected object.

**Radio Button page**

Lets you specify a radio button name that corresponds to a specific CGI Script control reference. The CGI Script determines the function of the radio button.



Lets you specify the text that will appear on the radio button in your Web document.

Enable to specify the default state(i.e., enabled or disabled) of the radio button in your published Web document.

Applies the changes you make on the Radio Button page to the selected object.

**Check Box page**

Lets you specify a check box name that corresponds to a specific CGI Script control reference. The CGI Script determines the function of the check box.

Lets you specify the text that will appear with the check box in your Web document.

Lets you specify the default state of the check box in your published Web document(i.e., enabled or disabled).

Applies the changes you make on the Check Box page to the selected object.



**Text And Password Field page**

Lets you specify a text edit field name that corresponds to a specific CGI Script control reference. The CGI Script determines the function of the text edit field.

Lets you specify the text that will appear in the text edit field in your published Web document.

Lets you specify the maximum number of characters that can be typed in the text edit field. You can type a value between 1 and 50.

Lets you specify the size of the text edit field, based on the number of characters that can be typed in the field. If the maximum number of characters exceeds the size value, the Web browser will provide scroll bars. You can type a value between 1 and 50.

Lets you specify whether this Internet object is a standard text edit field or if it has password functionality.

Applies the changes you make on the Text And Password Field page to the selected object.

**Text Edit Box page**



Lets you specify a text edit box name that corresponds to a specific CGI Script control reference. The CGI Script determines the function of the text edit box.

Lets you specify the number of columns available in the text edit box. You can type a value between 1 and 255.

Lets you specify the number of rows available in the text edit box. You can type a value between 1 and 255.

# Lets you specify the default text that will appear in your Web document when the document is viewed in a Web browser.

Applies the changes you make on the Text Edit Box page to the selected object.

**Pop-up Menu/Options List page**

Lets you specify a pop-up menu or options list name that corresponds to a specific CGI Script control reference. The CGI Script determines the function of the pop-up menu or options list.

Enable to select multiple items from your Web document's Options list box when the document is viewed in a Web browser. This control is disabled by default if you insert a pop-up menu Internet object.



Enable to specify the number of rows that can be viewed in the list. This control is disabled by default if you insert a pop-up menu Internet object.

Enable to specify that the options list is a drop-down menu.

Enable to specify that the options list is a list.

Displays the names contained in the options list in the Label column and the corresponding reference to the CGI Script in the Value column. You can determine which names are selected by default in the options list by enabling the associated check boxes.

Applies the changes you make on the List page to the selected object.



Enable to copy the outline pen attributes from one object to another.

Enable to copy the outline color attributes from one object to another.



Enable to copy the fill attributes from one object to another.

Enable to copy the text attributes from one text object to another.

Confirms your selections and changes the cursor to a large horizontal arrow, which lets you select the object whose attributes you want to copy.

Disregards your selections and closes the dialog box.

## Find and Replace: Find Objects

**Find Wizard screen 1**

Enable to start a new search.

Enable to load a preset search or one you've saved before.



Enable to find objects that have properties matching those of the selected object.

## Find Wizard screen 2: Begin a New Search

Enable to find objects of any name or style.

Enable to find objects that use specific names or styles.

Enable the check box next to each object type you want to find.

Enable the check box next to each fill attribute you want to find.

Enable the check box next to each outline attribute you want to find.

Enable the check box next to each special effect you want to find.



**Find Wizard screen: find objects (rectangles, ellipses, curves, polygons)**

Displays the categories of objects you have selected.

Lets you specify more specific properties of the object you are looking for.

Displays a list of the objects and specific properties you have specified for your search.

**Find Wizard screen: find special effects**

Lets you specify more specific properties of the object you are looking for.

Displays a list of the objects and specific properties you have specified for your search.

**Find Wizard screen: list of what you have selected**



Displays the objects and properties you've specified for your search.

Returns you to the previous screen so you can change your search.

Click the Finish button if you are satisfied with the objects you have specified.

Opens a dialog box that allows you to save the current search.

**Find toolbar**

Finds and selects the previously selected occurrence of the object or properties specified using the Find And Replace wizard.

Finds and selects the next occurrence of the object or properties specified using the Find And Replace wizard.

Finds and selects all occurrences of the object or properties specified using the Find And Replace wizard.



Starts the Find And Replace wizard so that you can change your search criteria.

Click a button on the Find toolbar to find the previous, next, or every occurrence of the object or properties you specified in the Find And Replace wizard, or to modify your search criteria.

## Common controls

Closes the Find And Replace Wizard and displays your search results.

Returns to the previous screen.

Moves to the next screen.

## Specific Curve dialog

Enable to search for curves with a specific number of nodes.



Lets you specify search criteria for the curves you want to find.

Lets you specify whether to search for more than, less than, or exactly the same number of nodes you specify.

Lets you specify the number of nodes that corresponds to the search criteria.

Lets you specify the number of nodes that corresponds to the search criteria.

**Specific Rectangle screen**

Displays the shape of the polygon or star you are searching for, based on the options you set.

Enable to specify the search criteria for rectangles with corner roundness.

Lets you specify the search criteria used to find rectangles with a specific corner roundness.



Enable to search for rectangles with all four corners rounded according to the value you specify.

Enable to search for rectangles with at least one corner rounded according to the value you specify.

Lets you specify a corner roundness value to search for, ranging from one to 100. You can type a value in the box, or use the slider.

Lets you specify the width of the rectangle you want to find.

Enable to search for rectangles of a specific width.

Lets you choose the unit of measure you want to use to specify the rectangle's width.

Enable to search for rectangles of a specific height.

Lets you specify the height of the rectangle.



Lets you choose the unit of measure you want to use to specify the rectangle's height.

Resets the options in the dialog box to their default settings so you can start over.

**Specific Ellipse dialog**

Enable to search for a specific type of ellipse.

Enable to search for full ellipses and circles.

Enable to search for pie shapes.

Enable to search for arcs.

Enable to search for pie shapes or arcs with specific starting or ending angles.



Lets you specify the starting angle of the pie or arc.

Lets you specify the starting angle of the pie or arc.

Displays the unit of measure or degree of the starting angle of the pie or arc.

Lets you specify the ending angle of the pie or arc.

Lets you specify the ending angle of the pie or arc.

Displays the unit of measure or degree of the ending angle of the pie or arc.

Enable to search for pie shapes or arcs drawn in a clockwise direction.

Enable to search for pie shapes or arcs drawn in a counterclockwise direction.



Enable to search for ellipses of a specific width.

Lets you specify the width of the ellipse you want to find.

Lets you choose the unit of measure you want to use to specify the width of the ellipse.

Enable to search for ellipses of a specific height.

Lets you specify the height of the ellipse you want to find.

Lets you choose the unit of measure you want to use to specify the height of the ellipse.

Resets the options in the dialog box to their default settings so you can start over.

## Specific Polygon dialog



Enable to search for polygons or stars with a specific number of points.

Lets you specify the number of points in a polygon or star you want to find.

# Lets you specify the number of points in a polygon or star you want to find.

Enable to search for stars with a specific sharpness level.

Lets you specify the sharpness level of stars you want to find.

Enable to search specifically for polygons or stars.

Enable to search for a polygon.

Enable to search for a star.



Enable to search for a polygon or star of a specific width.

Lets you specify the width of the polygon or star you want to find.

Lets you choose the unit of measure you want to use to specify the width of the polygon or star.

Enable to search for a polygon or star of a specific height.

Lets you specify the height of the polygon or star.

Lets you choose the unit of measure you want to use to specify the height of the polygon or star.

Displays the shape of the polygon or star you are searching for based on the options you set.

Resets the options in the dialog box to their default settings so you can start over.



## **Specific Artistic Text dialog**

Enable to search for specific strings of text. Type the string you want to search for in the box.

Lets you type a specific string of text to search for.

Enable to search for the text string using the same combinations of uppercase and lowercase text you typed.

Enable to search for text in a specific font.

Lets you choose a specific font.

Enable to search for text that is a specific font size.

Lets you specify a font size.



Lets you choose the unit of measure you want to use to specify font size.

Enable to search for text with specific attributes, such as bold or italics.

Lets you choose a text attribute.

Enable to search for text with a specific alignment style.

Lets you choose an alignment style.

Enable to search for text with a specific underline style.

Lets you choose an underline style.

Enable to search for text with a specific overline style.



Lets you choose an overline style.

Enable to search for text with a specific strikethrough style.

Lets you choose a strikeout style.

Enable to search for normal, subscript, or superscript text.

Lets you choose a placement style.

Enable to search for text that has a specific text effect applied.

Lets you choose a text effect.

Resets the options in the dialog box to their default settings so you can start over.



**Specific paragraph Text dialog**

Enable to search for specific strings of text. Type the string you want to search for in the box.

Lets you type a specific string of text to search for.

Enable to search for the text string using the same combinations of upper and lower case text you typed.

Enable to search for text in a specific font.

Lets you choose a specific font.

Enable to search for text that is a specific font size.

Lets you specify a font size.



Lets you choose the unit of measure you want to use to specify font size.

Enable to search for text with specific attributes, such as bold or italics.

Lets you choose a text attribute.

Enable to search for text with a specific alignment style.

Lets you choose an alignment style.

Enable to search for text with a specific underline style.

Lets you choose an underline style.

Enable to search for text with a specific overline style.



Lets you choose an overline style.

Enable to search for text with a specific strikethrough style.

Lets you choose a strikeouts style.

Enable to search for normal, subscript, or superscript text.

Lets you choose a placement style.

Enable to search for text that has a specific text effect applied.

Lets you choose a text effect.

Resets the options in the dialog box to their default settings so you can start over.



**Specific Text on a Path dialog**

Enable to search for specific strings of text. Type the string you want to search for in the box.

Lets you type a specific string of text to search for.

Enable to search for the text string using the same combinations of upper and lower case text you typed.

Enable to search for text in a specific font.

Lets you choose a specific font.

Enable to search for text that is a specific font size.

Lets you specify a font size.



Lets you choose the unit of measure you want to use to specify font size.

Enable to search for text with specific attributes, such as bold or italics.

Lets you choose a text attribute.

Enable to search for text with a specific alignment style.

Lets you choose an alignment style.

Enable to search for text with a specific underline style.

Lets you choose an underline style.

Enable to search for text with a specific overline style.



Lets you choose an overline style.

Enable to search for text with a specific strikethrough style.

Lets you choose a strikeout style.

Enable to search for normal, subscript, or superscript text.

Lets you choose a placement style.

Enable to search for text that has a specific text effect applied.

Lets you choose a text effect.

Resets the options in the dialog box to their default settings so you can start over.



## Specific Linear Dimensions dialog

Select the type of linear dimensions you want to find.

Enable to specify the size of the dimension line you want to find.

Lets you specify how exact the match must be between the search angle and a dimension line's angle for that dimension line to be found.

Lets you choose the search criteria for the dimension line you want to find.

Lets you specify the size of the dimension line you want to find.

Lets you choose the units of measure you want for the dimension line size.

Enable to specify the style of the dimension line you want to find.



Lets you choose the dimension line style you want to find.

Enable to specify the precision of the dimension line you want to find.

Lets you choose the precision of the dimension line you want to find.

Enable to specify the prefix of the dimension line you want to find.

Lets you specify the dimension line prefix you want to find.

Enable to specify the suffix of the dimension line you want to find.

Lets you specify the dimension line suffix you want to find.

Resets the options in the dialog box to their default settings so you can start over.



## Specific Angular Dimensions

Select the type of Angular Dimensions you want to find.

Enable to specify the angle of the dimension line you want to find.

Lets you choose whether to find a dimension line whose angle is more than, less than, or the same as the degree you specify.

Lets you specify the angle of the dimension line you want to find.

Lets you choose the unit of measure you want to use to specify the dimension line angle you want to find.

Enable to search for a dimension line with precision.

Lets you specify the number of decimal places with which to search for a dimension line.



Enable to search for a dimension line prefix.

Lets you specify the dimension line prefix you want to find.

Enable to search for a dimension line suffix.

Lets you specify the dimension line suffix you want to find.

Resets the options in the dialog box to their default settings so you can start over.

## Specific Call outs

Lets you specify the text of the callout you want to find.

Enable to specify the text of the callout you want to find.



Lets you specify the text of the callout you want to find.

Enable to search for the callout using the same combinations of upper and lower case text you typed.

**Specific Bitmap screen**

Enable to search for a bitmap of a specific color mode.

Lets you choose a color mode.

**Specific OLE object screen**

Enable to search for a specific type of OLE object.

Lets you choose the type of OLE object.



## Specific Envelope

Displays the objects and properties you've specified for your search.

Enable to find objects that use a specific type of envelope.

Lets you choose the type of envelope you want to find.

## Specific Blend

Enable to find blends that have a specific number of intermediate steps.

Lets you specify the number of steps in the blends you want to find.

Enable to find blends that have a specific rotation angle.



Lets you set the rotation angle of the blends you want to find.

Enable to specify whether or not to include blends that are attached to a path in your search criteria.

Lets you choose whether you want to search for blends that are attached to a path or are not attached to a path.

Enable to specify whether or not to include blends that show a color progression passing clockwise or counterclockwise through the color spectrum in your search.

Enable to search for blends that show a rainbow or linear color progression through the color spectrum.

Resets the options in the dialog box to their default settings so you can start over.

**Specific Extrude**

Enable to search for extrusions that have a specific depth setting.



Lets you set the depth of the extrusions you want to find.

Enable to search for extrusions of a specific type.

Lets you choose the style of extrusion you want to find.

Enable to specify whether or not to include light sources in your search criteria.

Lets you choose whether to search for extrusions that have light sources applied to them, or extrusions that don't have light sources applied to them.

Enable to search for extrusions that use a specific vanishing point or rotation setting.

Lets you choose the vanishing point or rotation setting you want to find.

Enable to specify whether or not to include beveled edges in your search criteria.



Lets you choose whether you want to search for objects that have beveled edges or objects that don't have beveled edges.

Resets the options in the dialog box to their default settings so you can start over.

## Specific Contour

Enable to search for objects that have a specific contour style.

Lets you choose the style of contour used by the objects you want to find.

Enable to search for objects that have a specific contour offset.

Lets you specify the exact contour offset applied to the objects you want to find.

Lets you choose the units of measure you want to use to specify the contour offset you want to find.



Enable to search for objects that have a specific number of contour shapes.

Lets you set the exact of contour steps applied to the objects you want to find.

Enable to specify whether or not to include clockwise or counterclockwise progression through the color spectrum in your search criteria.

Lets you choose whether you want to search for contoured objects that show a rainbow or linear progression through the color spectrum.

Resets the options in the dialog box to their default settings so you can start over.

**Specific Lens**

Enable to search for objects that have a specific type of lens applied to them.

Lets you choose the type of lens you want to find.



Enable to specify whether or not to include the Frozen option in your search criteria.

Lets you choose whether you want to find lenses that use the Frozen option or that don't use the Frozen option.

Enable to search for lenses that use a specific numeric or color setting. Use the control to the right to set the value or color.

Lets you specify the numeric setting of the lenses you want to find.

Enable to specify a color used by the lenses you want to find.

Lets you choose the color used by the lenses you want to find.

Resets the options in the dialog box to their default settings so you can start over.

## Specific Transparency



Enable to search for objects that have a specific type of transparency applied to them.

Lets you choose the type of transparency you want to find.

## Specific Distortion

Enable to search for objects that have a Push And Pull distortion applied to them.

Enable to search for objects that have a Zipper distortion applied to them.

Enable to search for objects that have a random Zipper distortion applied to them.

Enable to search for objects that have a smooth Zipper distortion applied to them.

Enable to search for objects that have a local Zipper distortion applied to them.



Enable to search for objects that have a Twister distortion applied to them.

## Fills Tab



Enable to search for objects with any uniform fill color.

Enable to search for objects with a specific uniform fill color.

Lets you specify the color of the uniform fill color.

Enable to specify whether or not to include objects with an overprint fill in your search criteria.

Lets you choose whether you want to find objects with an overprint fill.



Lets you choose a special fill and specify its properties.

Displays each category of object for which you are searching, along with the properties you have specified.



Displays the categories of fill you have selected.

Enable to search for objects with any type of the selected fill.

Enable to search for objects with a specific type of the selected fill.

Displays the categories of fill you have selected.

Opens the associated Fill dialog box, which lets you adjust the search criteria for the fills you want to find.





Lets you specify the type of outline you want like to find.

Enable to search for objects based, on the width of their outline.

Lets you choose whether you want to search for outlines that have a specific width or that are smaller or larger than a specific width.

Lets you specify the outline width you want to use as the basis of the search. You can search for outlines that are the same size, smaller or larger than the value you set here.

Lets you choose the unit of measure you want to use to specify the outline width you want to find.

Enable to search for objects that have outlines of a specific color.

Lets you choose the outline color you want to find.



Enable to specify whether or not to include objects with the Overprint Outline option enabled.

Enable to find objects that have the Overprint Outline option enabled.

Enable to display the details of the current search.

Enable to specify whether or not to include objects that have been outlined using the Behind Fill option in your search criteria.

# Enable to specify whether or not to include objects that have been outlined using the Behind Fill option in your search criteria.

Lets you choose whether you want to find objects that have the Behind Fill option enabled or disabled.

Enable to specify whether or not to include objects that have been outlined using the Scale With Image option in your search criteria.

Lets you choose whether you want to find objects that have the Scale With Image option enabled or disabled.



Enable to find objects that have a specific line cap.

Enable to find objects that have butted line caps.

Enable to find objects that have butted line caps.

Enable to find objects that have rounded line caps.

Enable to find objects that have rounded line caps.

Enable to find objects that have square line caps.

Enable to find objects that have square line caps.





Enable to search for objects by name. You can type the name in the box to the right.

Lets you specify the name of the objects you want to find.

Enable to search using the same combination of uppercase and lowercase characters you specify.

Enable to search for objects that have a specific style name and type.

Enable to search for objects that use a specific style.

Lets you choose the name of the style you want to find.

Enable to search for objects that use a specific style type.

Lets you choose the style type you want to find.



**Edit: Find and Replace: Replace Objects**

Enable to replace a specific color with another color.

Enable to replace a specific color model or color palette with another color model or palette.

Enable to replace specific outline pen properties in your drawing.

Enable to replace specific text properties with other text properties.

Enable to replace the objects that are selected in the Drawing Window.

**Replace a color screen**

Lets you specify the color you want to find and the color you want to replace it with.



Lets you choose the color you want to use to replace the color you find.

Lets you choose the color you want to find.

Lets you choose the color you want to find.

Lets you choose the color you want to use to replace the color you find.

Enable to replace the color where it appears as a fill.

Enable to replace the color where it appears as an outline.

Enable to replace the color where it forms part of a fountain fill.

Enable to replace the color wherever it is used in a two-color pattern fill.



Enable to replace the color where it occurs in a monochrome bitmap fill.

**Replace a color model or palette screen**

Lets you select the color model or palette you want to find, and the color model you want to replace it with.

Enable to find any color palette or color model and replace it with a specific color model.

Enable to find a specific color model and replace it with a specific color model.

Lets you choose the color model you want to find and replace.

Lets you choose the color palette you want to find and replace with a specific color model.

# Enable to find a specific color palette and replace it with a specific color model.



Lets you choose the color model with which you want to replace the selected models or palettes.

Enable to replace the color model or color palette where it occurs in object fills.

Enable to replace the color model or color palette where it occurs as an outline.

Enable to replace the color model or color palette where it forms part of a fountain fill.

Enable to replace the color model or color palette wherever it is used in a two-color pattern fill.

Enable to replace the color model or color palette wherever it is used for a monochrome bitmap fill.

**Replace outline pen properties: Find section**

Lets you specify which Outline Pen properties you want to find and with which attributes you would like to replace them.



Enable to replace outlines of a specific width.

Lets you specify the outline width you want to replace.

Lets you choose a unit of measure in which to specify the outline width you want to find.

Enable to specify whether or not to replace outlines that have the Scale With Image option enabled, or to replace objects that don't have it enabled.

Lets you choose whether you want to replace outlines that use the Scale With Image option, or replace objects that don't.

Enable to specify whether or not to replace outlines that have the Overprint Outline option enabled, or to replace objects that don't have it enabled.

Lets you choose whether you want to replace outlines that have the Overprint Outline option enabled, or replace objects that don't.

**Replace outline pen properties: Replace section**



Enable to replace outlines with an outline of a specific width.

Lets you specify the width of the outline you want to use to replace the one you find.

Lets you choose the unit of measure you want to use to specify the outline width to apply to the outlines you find.

Enable to specify whether or not to replace outlines with outlines that scale with the image, or to replace them with outlines that remain static.

Lets you choose whether you want to replace outlines with an outline that scale with the image, or outlines that remain static.

Enable to specify whether to replace outlines with outlines that overprint, or to replace them with outlines that don't overprint.

Lets you choose whether you want to replace outlines with outlines that overprint, or with outlines that don't.

**Replace text properties screen: Find section**



Lets you specify which text properties you want to find and the properties you want to replace them with.

Enable to find a specific font.

Lets you choose the font of the text you want to find.

Enable to find text with a specific weight (e.g., bold or italic).

Lets you choose the font weight (e.g., bold or italic) of the text you want to find.

Enable to find text of a specific size.

Lets you specify the replacement font size for the text you want to find.

Lets you choose the unit of measurement you want to use to specify the font size of the text you want to find.





Enable to replace text you find with text in a specific font.

Lets you specify the replacement font for the text you find.

Enable to replace text you find with text of a specific weight.

Lets you choose the replacement weight for the text you find.

Enable to replace text you find with text of a specific size.

Lets you choose a unit of measure to use to specify the replacement font for the text you find.

Lets you choose a unit of measure in which to specify the replacement font size for the text you want to find.



## Find And Replace Toolbar for Replace Objects

Replaces the object or properties found in your search with other objects or properties you specify using the Find And Replace wizard.

Replaces all occurrences of the object or properties found in your search with other objects or properties you specify using the Find And Replace wizard.



Moves the object to a new location.

Copies the object to a new location, leaving the original in place.

Copies the fill attributes from one object to another.

Copies the outline attributes from one object to another.



Copies the fill and outline attributes from one object to another.

Copies the fill and outline attributes from one object to a group of objects.

Places the selected object (the contents object) inside another object (the container object). The contents and container become a PowerClip object.

Closes the menu without performing any actions.



Enable to revert the clone fill to the master fill.

Enable to revert the clone outline to the master outline.

Enable to revert the clone path shape to the master path shape.



Enable to revert the clone transformation to the master transformation.

Enable to revert the clone bitmap color mask to the master bitmap color mask.

**Copy Properties From dialog box**

Enable to copy outline pen attributes from one object to another.

Enable to copy outline color attributes from one object to another.

Enable to copy fill attributes from one object to another.

Enable to copy text attributes from one object to another.







Lets you create a drawing.

Lets you open an existing file.

Closes the active drawing.

Lets you save a new drawing or a new version of an existing drawing. You can keep the original drawing if you save its new version with a different filename.

Lets you save all open drawings.

Reverts to the last saved version of a drawing, letting you undo all the changes you have made to the drawing since you last saved it.

Lets you import graphics into CoreIDRAW or merge other CoreIDRAW files (.CDR or .CMX) with the active drawing.



Lets you scan an image into CorelDRAW.

Lets you select a scanning device.

Lets you acquire an image using TWAIN.

Lets you select a digital camera to use.

Lets you download images from a digital camera.

Lets you upload images from a digital camera.

Lets you save your drawing in a different file format.

Lets you save and send drawings to other users via Microsoft Exchange.



Lets you print your work, modify print options, and change the printer and its properties.

Lets you see how your drawing will look before it is printed. For example, you can see where printers' marks will appear, and how your color separations look.

Lets you combine a specially formatted text file (.TXT) with a CorelDRAW file during printing.

Lets you change the printer and printer properties.

Lets you set page formatting options.

Starts the Prepare For Service Bureau wizard, which guides you through the steps involved in preparing and gathering files for professional output at a service bureau.

Starts the Publish To Internet wizard, which helps you publish the active drawing to the World Wide Web.

Lets you specify settings and options to publish the active drawing to a PDF (Portable Document Format) file.



Lets you view details about the active drawing.

Lets you specify archive settings and a directory for the active drawing.

Lets you view and retrieve archived versions of the active drawing.

Lets you open a saved version of an archived drawing.

Retrieves a file from a list of the four most recently opened files.

Links to a Corel Web site, where you can access information and download additional templates.

Links to the Corel community Web site for graphic designers, where you can access tips, demonstrations and more.

Links to a Corel Web site, where you can download additional clipart and photos.



Links to a Corel Web site, where you can download and access information about digital cameras.

Closes the active CorelDRAW session.



Lets you choose a project type for your new file.

Lists the available folders and project styles in a category. To view the other folders available in a category, click the down arrow. To see what's inside a folder, click it.

The box below shows the project styles in the selected folder. You can also double-click a folder or project in that box to open it.

Up one level.

Displays the available project styles.

Displays a preview of the chosen project style.



Enable to specify that your new file will be printed to a desktop printer.

Enable to specify that your new file will be used on the Internet or an Intranet.

Enable to specify that your new file will be sent to a service bureau for printing.

Enable to include graphics in the chosen project.



Displays the name of the file you whose details you are viewing.

Displays details about the active drawing.

Enable to display the name and location of the drawing.



Enable to display the number of pages, layers, page size, orientation, and other settings of the active drawing.

Enable to display the number of objects in the active drawing, as well as their properties.

Enable to display the number of text objects in the active drawing, as well as their properties.

Enable to display information (e.g., type of color model) about the bitmaps in the active drawing.

Enable to display the types of styles (e.g., Graphic, Artistic, and Paragraph) in the active drawing as well as the number of times each style is used.

Enable to display the types of special effects in the active drawing and the number of times each special effect is used.

Enable to display the types of fills in the active drawing and the number of times each type of fill is used.

Enable to display the types of outlines in the active drawing and the number of times each type of outline is used.



Opens the **Save as** dialog box, which lets you specify the location where you want to save the details of the active drawing. This information is saved as a text file.

Opens the **Print** dialog box, which lets you choose a printer and set options for printing the details of the active drawing.



Displays the CorelDRAW version of the selected file.

Displays the compression ratio of the selected file.

Displays the last version of CorelDRAW used to create the file you choose.

Enable to maintain layers and pages when importing files.

Displays keywords that identify the drawing you want to open.



Displays the language used in the selected file.



Lets you choose a version of CorelDRAW in which to save the active drawing.

Lets you choose a thumbnail's file size or choose to hide the file's thumbnail.

Lets you specify settings for the drawing you want to save.

Enable to save only selected objects in the active drawing.

Enable to ensure that the fonts in a drawing can be viewed on a computer on which the fonts are not installed.

Lets you type in keywords that will help you find and recognize your files for future use.





Lets you specify or choose a URL for the selected object.

Lets you specify a bookmark name for the selected object.

Identifies all the hypergraphics that are in the active drawing. The hypergraphics are covered by a cross-hatch pattern.

Displays a hypergraphic as the hotspot. The cross-hatch pattern covers only the hypergraphic.

Displays a hypergraphic's bounding box as the hotspot. The cross-hatch pattern extends to the hypergraphic's bounding box.

Lets you choose a hypergraphic's cross-hatch color.

Lets you choose a fill color for a hypergraphic's background.





Lets you assign a URL to the selected object.

Lets you access additional URLs.

Lets you assign a bookmark to the selected object.

Lets you access additional bookmarks.



Lets you specify a font size for the selected HTML text.





Lets you specify an Internet object name that corresponds to a specific CGI Script control reference.

Lets you specify the name of the Internet object.





Lets you specify the folder in which you want to save the drawing.

Opens the **Select directory** dialog box, which lets you choose a drive and folder where you want to save the drawing.

Enable to use the HTML name for the file.

Lets you specify the name of the folder in which you want to save the graphics in your drawing.



Lets you choose the type of HTML layout you want to use when you export your document to the Internet.

Opens the **Publish to internet** dialog box, which lets you specify the settings for publishing the active drawing to the Internet.



Enable to export graphics to the JPEG image file format.

Opens the JPEG Export dialog box, which lets you set advanced JPEG-specific options.

Enable to export graphics to the GIF image file format.

Enable to display an image in its entirety in your browser.

Enable to separate a bitmap from other types of graphics in the drawing.



Enable to automatically resample large bitmaps to 96 dots per inch, the World Wide Web's default screen resolution.

Enable to override HTML-compatible text and export it as a bitmap.



Displays the page number, the filename, and the title that will appear on the World Wide Web browser's Title Bar and lets you edit the title and filename of each page.

Lets you export all of the pages in a multipage drawing to the World Wide Web.

Enable to replace existing files with updated files when you publish to the Internet.

Enable to start your browser and verify the page.

Enable to generate a document listing the page information.





Lets you choose the type of HTML layout you want to use when you export your document to the Internet from the list.

Lets you specify the HTML folder for your document.

Lets you specify the name of the folder in which you want to save the bitmaps in a document.

Enable to use the HTML name for the file.

Lists the pages, page names, and filenames in your document to publish to the Internet.

Opens the Publish To Internet wizard, which guides you through the process of publishing a drawing to the World Wide Web.

Opens the **Select directory** dialog box, which lets you choose a drive and folder where you want to save a drawing.



Lets you export all of the pages in a multipage drawing to the World Wide Web.

Opens the **Publish to internet** page of the **Options** dialog box, which lets you set advanced Internet publishing options.

Enable to replace existing files with updated files when you publish to the Internet.

Enable to start your browser and verify the page.

Enable to generate a document listing the page information.

**Publish to Web wizard (Draw For Office)**

## Screen 1

Enable to publish your document in a format suitable for higher speed, sophisticated Web browsers.



Enable to publish your document in a format suitable for a wider audience using Web browsers of various speeds and capacities.

Enable to transfer your document to a Web server using File Transfer Protocol.

Enable if you do not want to transfer your document to a Web server using File Transfer Protocol.

The Publish To The Web wizard helps you export your drawing as an HTML file.

[Click to return to the previous screen.](#)

Click to advance to the next screen.

## Screen 2

Displays messages about any errors or conflicts the wizard identifies in your document.



Opens the **Web preflight** Docker window, which displays warning messages about potential conflicts with the file you are publishing to the Web.

[Click to return to the previous screen.](#)

Click to advance to the next screen.

Displays the number of potential conflicts the wizard has found in your document.

### Screen 3

Displays the different page numbers, titles, and filenames assigned to each page of your document.

[Click to return to the previous screen.](#)

Click to advance to the next screen.



## Screen 4

Lets you specify where on your computer to save the HTML file you create.

Displays the path and name of the file you are saving.

Lets you choose or specify the name of the FTP server to which the wizard is transferring your document.

Lets you specify a username for the FTP file.

Lets you specify a password for the FTP file.

Enable to allow users to access your FTP file anonymously.

Allows you to specify a working folder for the FTP file.



[Click to return to the previous screen.](#)

Click to have the wizard publish your document to the World Wide Web.

**Template wizard (New from Template command, File menu)**

Enable to choose a template from a set of CorelDRAW templates.

Displays all available template types and lets you choose one for your drawing.

Displays available templates and lets you choose one for your drawing.

Enable to open the template with the contents that are displayed in the **Preview** box.

Displays a thumbnail sketch of the selected template.



Displays keywords associated with the selected template.

Displays notes associated with the selected template.

Enable to choose a template from a selection of PaperDirect text and paper templates.

Enable to choose a template from a selection of PaperDirect text templates.



Enable to create a new drawing using the selected template.

Enable to open the selected template for editing.

Enable to load the template's styles, page layout settings, and objects for the new drawing. Disable to load only the template's styles.





**Page Size tab**

Enable to specify paper settings for the drawing page.

Enable to specify label settings for the drawing page.

Enable to orient the page so that its shortest dimension is horizontal.

Enable to orient the page so that its longest dimension is horizontal.

Displays a preview of the drawing page with the settings you specify.

Lets you specify the width of the drawing page.



Lets you specify the height of the drawing page.

Lets you choose a unit of measure for all controls in CorelDRAW.

Lets you specify a size for the bleed area.

Lets you choose a paper type from a list of preset options. The type of page you choose is reflected in the preview box to the right.

Lets you choose a resolution for your drawing.

Sets the size and orientation of the drawing page to the current printer settings.

Adds a rectangle the size of the drawing page to your drawing. The rectangle lies behind all other objects in your drawing.

Opens the **Custom page type** dialog box, which lets you save a custom page. After you have saved at least one custom page, this button also lets you delete a custom page.



**Edit Pixel Resolution dialog box (Page Size)**

Lets you specify a horizontal resolution for the drawing page.

Lets you specify a vertical resolution for the drawing page.

Enable to make the horizontal and vertical resolutions equal.



Lets you choose a layout style for your drawing.

Displays the width of the drawing page.

Displays the height of the drawing page



Displays how many pages of the document will be printed on one sheet of paper.

Displays where the page is intended to be folded or cut.

Enable to have pages in a multipage document face each other.

Lets you choose the side (right or left) you want the drawing to start on in a multipage document with facing pages.



Displays the name of the label style you choose.

Lets you choose a manufacturer and a label style.

Opens the **Customize label** dialog box, which lets you adjust a label style or create and save your own.



**Customize label dialog box**

Lets you choose a label to customize from a list of preset labels. You can add labels to this list by choosing them in the **Labels** dialog box.

Opens the **Save settings** dialog box, which lets you save the changes you make to the label style.

Deletes the label style displayed in the **Label style** list box.

Displays a preview of the labels on the drawing page.

Lets you specify the number of rows of labels that you want to print on a page.

Lets you specify the number of columns of labels that you want to print on a page.

Lets you specify a width for the labels.



Lets you specify a height for the labels.

Lets you choose a unit of measure for sizing labels.

Enable to round the corners of labels.

Lets you specify the distance from the left edge of the page to the left end of the labels in the first column.

Lets you specify the distance from the right edge of the page to the right edge the labels in the last column.

Lets you specify the distance from the top of the page to the top of the first row of labels on the page.

Lets you specify the distance from the bottom of the page to the bottom of the last row of labels on the page.

Lets you choose a unit of measure for setting page margins.



Enable to make the all of the margins equal in size.

Enable to center the labels horizontally and vertically on the page.

Lets you specify the amount of space you want between each column of labels.

Lets you set the amount of space you want between each row of labels.

Lets you choose a unit of measure for setting gutters.

Enable to automatically equalize the space between labels and, if possible, keep the labels within the defined margins.

**Save Settings dialog box (labels)**

Lets you specify a name for the label style you want to save.





Enable to have no background for the drawing page.

Enable to apply a solid color to the background.

Lets you choose a solid color for the background.

Enable to use a bitmap to create a tiled background.

Opens the Import dialog box, which lets you choose a bitmap for the background.

Enable to link the bitmap you choose for the background to your drawing. Changes you make to the source graphic will be updated in your document.

Enable to add the bitmap you choose for the background to your drawing.



Displays the path of the bitmap you choose for the background.

Enable to maintain the size of the bitmap you choose for the background.

Enable to customize the size of the bitmap you choose for the background.

Lets you specify the width of the bitmap you choose for the background.

Lets you specify the height of the bitmap you choose for the background.

Enable to maintain the ratio of width to height as you size the bitmap you choose for the background.

Enable to make the background printable and exportable.

**Publish to PDF Dialog**



Enable to publish your document to PDF in a format suitable for office distribution.

Enable to publish your document to PDF in a format suitable for distribution on the Internet.

Enable to publish your document to PDF in a format suitable for sending to a service bureau for commercial printing.

Displays three different types of PDF wizards that you can publish your image in.

Click this to display an overview of this dialog box.

For Help on an item, click the **Help** button at the top of the dialog box, and then click the item.



Enable to save the image to .CMX format, a file format native to CorelDRAW.

Enable to use the file's current thumbnail.



Enable to use bitmap compression.

Enable to use graphic object compression.

Enable to save texture attributes with the file.

Enable to rebuild textures when opening the file.

Enable to save blends and extrusion attributes with the file.

Enable to rebuild blends and extrusions when opening the file.







Displays the contents of the CorelDRAW Online Help system, which provides access to descriptions and procedures that will help you learn how to use CorelDRAW.

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

Starts CoreITUTOR, which provides you with step-by-step instructions on completing basic tasks, such as transforming objects, to more difficult tasks like publishing to the Internet.

Starts CorelDRAW Hints, which provides useful tips based on the operation you're performing.

Starts the CorelDRAW What's New? screens, which highlight the tools and features that are new for CorelDRAW 9.

Displays the contents of the Technical Support Help system, which provides information about product support for Corel applications including available support services, error messages, and troubleshooting tips.

Helps you to locate a service bureau near you that works with CorelDRAW software.

Links to a Corel Web site.



Links to the Corel Web site and copies the site's latest links to a text file on your hard drive in order to keep your list of Corel Web links current.

Displays information about your copy of CorelDRAW and your system.



Lets you specify the serial number of the software you've purchased as well as your personal identification number (PIN) for obtaining technical support.

Displays information about your system, display, printing, Corel EXEs, DLLs, and system DLLs.

Displays copyright information about CorelDRAW.

Lets you print licensing information about CorelDRAW.

Displays information about this version of CorelDRAW.



Displays copyright and licensing information about CorelDRAW.

Displays the registration information about CorelDRAW.



Displays system information about the selected category.

Provides a list of system information categories, including: system, display, printing, and Corel EXEs, DLLs, and System DLLs.

Saves all system information as SYSINFO.TXT. Once it's saved, a message box appears informing you of the location of the saved file.



Displays the serial number located on your proof of purchase.



Displays the personal identification number (PIN). This number is not needed to run the software but is necessary to receive customer support.



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

**Edit Links dialog box**

Displays a list of details for all the links in the Corel On The Web flyout. The details include each the command text displayed on the flyout and the corresponding URLs.

Displays the text and corresponding Uniform Resource Locator (URL) of the links that appear on the Corel On The Web flyout in the Help menu.

Lets you edit the text or the Uniform Resource Locator (URL) of the link you choose from the list on the left.

Lets you add a new link to the Corel On The Web flyout in the Help menu.



Removes the selected menu item.

Moves the selected menu item up.

Moves the selected menu item down.



Lets you create a menu command or edit an existing command on the Core! On The Web flyout. You can also assign a Uniform Resource Locator (URL) to a new command or edit the URL of an existing command.

Lets you type a name for your menu item. Insert an ampersand (&) before the letter you want to use as the shortcut.

Lets you type the Uniform Resource Locator (URL) you want to link to when you select the corresponding menu item.





Displays the CoreITUTOR.

Displays the previous page of the CoreITUTOR.

Displays the next page of the CoreITUTOR.

Displays the main page of the CoreITUTOR, from which you can access an introduction and lessons.

Opens a menu from which you can add or go to bookmarks.

Opens the Bookmarks dialog box, from which you can add and edit bookmarks.

Provides information and tips about the CoreITUTOR.







Lets you add blank pages to your drawing.

Lets you delete pages from your drawing.

Lets you rename a page.

Lets you go directly to a page in your drawing.

Lets you switch the orientation of the active page without changing that of other pages in your drawing.

Lets you change the size of pages in your drawing.









Lets you specify the number of pages you want to add to your drawing.

Enable to add the specified number of pages before the page number displayed in the Page box.

Enable to add the specified number of pages after the page number displayed in the Page box.

Lets you specify the page number before or after which you want to add a page.

Sets the page orientation so that the short end is horizontal.

Sets the page orientation so that the long end is horizontal.



Lets you choose a page size from a preset list of custom page sizes.

Lets you specify the width of a custom-sized page.

Lets you specify the height of a custom-sized page.

Lets you choose a unit of measure in which to specify width and height for a custom page size.

Displays the unit of measure in which you specify width and height for a custom page size.

Inserts a page before the active page.

Inserts a page after the active page.

Deletes the active page.





Lets you specify the number of the page you want to delete, or the number of the first page in a range of pages that you want to delete.

Enable to delete a range of pages.

Lets you specify the number of the last page in a range of pages you want to delete.

Lets you specify the number of the last page in a range of pages you want to delete.



Lets you specify a page name.





Lets you specify the number of the page you want to display in the Drawing Window.



Lets you choose a page size from a preset list of custom page sizes.

Lets you specify the width of a custom-sized page.

Lets you specify the height of a custom-sized page.

Lets you choose a unit of measure in which to specify width and height for a custom page size.

Displays the unit of measure in which you specify width and height for a custom page size.

Enable to apply resize changes only to the current page.





Lets you choose a preset size for the Drawing Page.

Lets you specify a width for the Drawing Page in the top box and a height in the bottom box.

Sets the Drawing Page so that its short end is horizontal.

Sets the Drawing Page so that its long end is horizontal.

Click the top button to apply the current page size and orientation as the default for the whole document. Click the bottom button to apply the current page size and orientation to an individual page in a multipage document.

Lets you choose a unit of measure for the drawing. The rulers will display the type of units you specify.

Lets you specify the distance an object moves when you nudge it.



Lets you specify the horizontal position (X-box) and vertical position (Y-box) of a duplicate object relative to the original object.

Lets you make the outline of a complex object dotted when you position it in the Drawing Window. The outline is dotted when the button appears pressed.

Lets you select unfilled objects by clicking inside them. You can select unfilled objects in this way when the button appears pressed.

Opens the Workspace page of the Options dialog box, which lets you view set preferences that relate to the function, performance, or display of various tools and features of CorelDRAW.













Displays the name of the active drawing or toolbar. You can right-click on the title bar to open a menu of commands such as minimize, maximize, move, size, and close.

Saves the active CoreIDRAW file.

Starts another Corel graphics application.

Opens the **Scrapbook** Docker window, which lets you manage graphic files and their properties.

Lets you choose a preset magnification level for displaying your drawing, or specify one of your own.

Lets you choose a view quality for your drawing.

Web links to CorelDRAW resources, Corel Web Services, and Corel's Technical Support.



**Status Bar**

Displays the fill name and color of the selected object.

Displays the outline name and color of the selected object.

Displays details on the selected object such as the width, height, and position as well as number of nodes.

Displays the snap setting for the active drawing.

Displays the time as set in the Control Panel.

Displays the date as set in the Control Panel.

Displays whether **CAPS LOCK** is on or off.



Displays whether **NUM LOCK** is on or off.

Displays whether **SCROLL LOCK** is on or off.

Displays how much swap space is available.

Displays how much memory is allocated to the application.

Displays the location of the mouse pointer relative to the 0,0 point on the rulers.

Displays information such as the object type and layer for the selected object.

Displays tips for using the tool selected from the toolbox.

Displays the filenames of open documents and lets you switch between them.





Let you apply fill and outline colors to text and objects.

Displays a group of buttons that provide quick access to a series of related commands or tools.

Horizontal and vertical rulers display the length and width of the drawing window using the units of measure you specify.

An object in the drawing window. For more information about the object, right-click the object, and click **What's This?**

Reduces the application window or drawing window to an icon or, if already minimized, restores the window to its previous size.

Enlarges the application or drawing window to full screen size or restores the window to the previous screen size.

Closes the active document or the application.



Restores the application window to the previous screen size.

Lets you move the application window using the arrow keys.

Lets you size the application window using the arrow keys.

Reduces the application window to an icon on the taskbar.

Enlarges the application window to full screen size.

Lets you shift the view of your drawing up, down, left, or right.

Lets you shift the view of your drawing up, down, left, or right.

Displays the current page number and the number of pages in your drawing. The Document Navigator also lets you go directly to any page and add pages. You can delete a page by right-clicking the page tab and clicking **Delete page**.



Scrolls back one page in your drawing. If the current page is the first page in your drawing, this button adds a new page before the current one.

Scrolls to the next page in your drawing. If the current page is the last page in your drawing, this button adds a new page after the current one.

Opens the first page of your drawing.

Opens the last page of your drawing.

Displays the application window and drawing window and lets you scale these windows when they are not maximized.

The drawing page is the area of the drawing window indicated by a rectangle with a drop shadow. Although you can draw anywhere in the drawing window, only objects on the drawing page appear in your print jobs.

The drawing window is the area where you create drawings. Although you can draw anywhere in the drawing window, only objects on the drawing page (the area enclosed by a rectangle with a drop shadow) appear in your print jobs.

Displays the names of the application menus, which let you access various commands.



**VBA toolbar**

Puts the VBA project into design mode, so that events are ignored. Design mode occurs when the button appears pressed.



Unsnaps objects from guidelines, the grid, and other objects.

Snap objects to guidelines, the grid, and other objects.

Aligns text between the left and right margins of the text object.

Displays the style of the selected text.

Opens the **Spelling** page in the **Options** dialog box, which lets you set options for the automatic spell checker.



Displays the previous drawing page of the active drawing.

Displays the next drawing page of the active drawing.



Lets you position Docker windows at the top of the drawing window.

Lets you position Docker windows at the left of the drawing window.

Lets you position Docker windows at the bottom of the drawing window.

Lets you position Docker windows at the right of the drawing window.





Lets you select, move, and resize objects using the mouse. You must select an object before you can carry out a task.

Lets you manipulate nodes and paths to change the shape of objects. Holding down the mouse button on this tool opens a flyout, from which you can choose a different shape tool.

Holding down the mouse button on this tool opens a flyout, from which you can choose the **Shape**, **Knife**, **Eraser**, and **Free transform** tools.

Lets you split an object into separate objects. Holding down the mouse button on this tool opens a flyout, from which you can choose a different shape tool.

Lets you erase portions of an object without cutting any closed paths. Holding down the mouse button on this tool opens a flyout, from which you can choose a different shape tool.

Lets you change the orientation and appearance of objects. Clicking this tool displays the four Free Transform tools on the property bar. Holding down the mouse button on this tool opens a flyout, from which you can choose a different shape tool.

Lets you magnify or reduce your view of the drawing. Holding down the mouse button on this tool opens a flyout, from which you can choose the Pan tool.

Holding down the mouse button on this tool opens a flyout, from which you can choose the **Zoom** and the **Hand** tools.



Lets you change your view by moving your drawing around in the drawing window. Holding down the mouse button on this tool opens a flyout, from which you can choose the **Zoom** tool.

Lets you draw freehand lines and shapes by dragging the cursor across the drawing page. Holding down the mouse button on this tool opens a flyout, from which you can choose a different curve tool.

Holding down the mouse button on this tool opens a flyout, from which you can choose the **Freehand**, **Bezier**, **Artistic media**, **Dimension**, and **Interactive connector** tools.

Lets you draw curves by placing nodes and shaping the line segments between the nodes. Holding down the mouse button on this tool opens a flyout, from which you can choose a different curve tool.

Lets you apply strokes or objects to a curve. The **Artistic media** tool has five modes: **Preset**, **Brush**, **Object sprayer**, **Calligraphic**, and **Pressure-sensitive**. Holding down the mouse button on this tool opens a flyout, from which you can choose a different curve tool.

Lets you draw vertical, horizontal, slanted, and angular dimension lines, as well as callouts. Holding down the mouse button on this tool opens a flyout, from which you can choose a different curve tool.

Lets you connect two objects with a line. Holding down the mouse button on this tool opens a flyout, from which you can choose a different curve tool.

Lets you draw flow lines between objects. Holding down the mouse button on this tool opens a flyout, from which you can choose a different curve tool.



Lets you draw rectangles and squares.

Lets you draw ellipses and circles.

Holding down the mouse button on this tool opens a flyout, from which you can choose **Basic**, **Arrow**, **Flowchart**, **Stars**, and **Callout** shapes.

Lets you draw arrows of various shapes, directions, and number of heads.

Lets you draw flowchart symbols.

Lets you draw ribbon objects and explosion shapes.

Lets you draw callout shapes and labels.

Lets you draw basic shapes such as hexagrams, right-angle triangles, lightning bolts, and a smiley face.



Holding down the mouse button on this tool opens a flyout, from which you can choose the **Polygon**, **Spiral**, and **Graph paper** tools.

Lets you draw polygons and stars. Holding down the mouse button on this tool opens a flyout, from which you can choose a different object tool.

Lets you draw symmetrical and logarithmic spirals. Holding down the mouse button on this tool opens a flyout, from which you can choose a different object tool.

Lets you draw a grid. Holding down the mouse button on this tool opens a flyout, from which you can choose a different object tool.

Lets you type words directly on the screen as artistic text, or create a Paragraph text frame and enter Paragraph text.

Holding down the mouse button on this tool opens a flyout, from which you can choose the **Interactive blend**, **Interactive contour**, **Interactive distortion**, **Interactive envelope**, **Interactive extrude**, **Interactive drop shadow**, and **Interactive transparency** tools.

Lets you apply fills to the selected object. Holding down the mouse button opens a flyout, from which you can choose the Interactive **Mesh** tool.

Lets you apply a mesh fill to an object, curve, or bitmap to create unique effects. Holding down the mouse button opens a flyout, from which you can choose the **Interactive fill** tool.



Lets you apply a transparency to an object.

Lets you blend two objects by creating a progression of intermediate objects and colors. Holding down the mouse button on this tool opens a flyout, from which you can choose a different interactive tool.

Lets you apply distortions to objects. The distortion tools are displayed on the Property bar. Holding down the mouse button on this tool opens a flyout, from which you can choose a different interactive tool.

Lets you apply an envelope to an object and shape the envelope's nodes to reshape the object. Holding down the mouse button on this tool opens a flyout, from which you can choose a different interactive tool.

Lets you make objects appear three-dimensional. Holding down the mouse button on this tool opens a flyout, from which you can choose a different interactive tool.

Lets you add a drop shadow to an object to create the illusion of depth. Holding down the mouse button on this tool opens a flyout, from which you can choose a different interactive tool.

Lets you create a series of concentric shapes radiating into or away from an object. You can adjust a contour by using controls on the property bar. Holding down the mouse button on this tool opens a flyout, from which you can choose a different interactive tool.

Holding down the mouse button on this tool opens a flyout, from which you can choose the **Eyedropper** and **Paintbucket** tools.



Lets you select a fill color from an object in your drawing. Holding down the mouse button on this tool opens a flyout, from which you can choose the **Paintbucket** tool.

Lets you fill an object with a color that you select from an object in your drawing. Holding down the mouse button on this tool opens a flyout, from which you can choose the **Eyedropper** tool.

Holding down the mouse button on this tool opens a flyout, from which you can choose the **Outline pen** tool and modify outline colors and thicknesses. You can access the **Color Docker** window from this flyout.

Lets you specify an outline style, color, and thickness.

Lets you specify outline attributes.

Lets you create and apply a custom outline color.

Lets you specify outline attributes.

Removes the outline from selected objects.



Sets the outline thickness of selected objects to 0.2 points.

Sets the outline thickness of selected objects to 0.5 points.

Sets the outline thickness of selected objects to 2 points.

Sets the outline thickness of selected objects to 8 points.

Sets the outline thickness of selected objects to 16 points.

Sets the outline thickness of selected objects to 24 points.

Holding down the mouse button on this tool opens a flyout, from which you can choose fill dialogs such as **Fill color**, **Fountain fill**, **Pattern fill**, **Texture fill**, **Postscript fill**, and **Color Docker** window.

Lets you specify a fill color, type, and pattern.



Lets you create and apply a uniform fill color.

Lets you specify and apply a fountain fill.

Lets you specify and apply a pattern fill.

Lets you specify and apply a texture fill.

Lets you apply a texture fill designed using the PostScript language.

Removes the fill from objects.

Opens the **Color** Docker window, which lets you set fill and outline colors.

Opens the **Special fill** Docker window, which lets you create custom fountain, pattern or texture fills for a bitmap or vector object.



Holding down the mouse button on this tool opens a flyout, from which you can choose fill dialogs such as **Interactive fill** and **Interactive mesh tools**.



Locks connector lines to the object nodes to which they are connected. If this button is disabled, connector lines join two objects across the shortest possible distance.

Closes an open path.

Lets you set a smoothing value for a curve.



Lets you split an object into two subpaths instead of creating two separate objects.

Lets you automatically close objects that are open after you cut them using the **Knife** tool.



Lets you specify the size of the area that you want to erase.

Lets you choose a square or circular nib shape when using the **Eraser** tool.

Lets you automatically reduce the number of nodes as you erase part of an object.



Lets you specify the number of rows and columns in the grid you want to draw.

Lets you specify the number of revolutions in the spiral you want to draw.

Makes the spiral you want to draw symmetrical; for example, the distance between each revolution is constant.

Makes the spiral you want to draw logarithmic; for example, the distance between each revolution increases towards the spiral's outer edge.



Lets you specify the factor for increasing the distance between each revolution of a logarithmic spiral you want to draw.



Lets you specify the number of sides on a polygon or the number of points on a star you want to draw.

Lets you set the sharpness of stars and star-shaped polygons.

Lets you draw a polygon or star. You can draw a star when the button appears pressed.



Converts an arc or a pie shape to an ellipse.

Converts an ellipse or arc to a pie shape.



Converts an ellipse or pie shape to an arc.

Lets you specify the starting angle of an arc or pie shape in the top box and the ending angle of an arc or pie shape in the bottom box.

Lets you specify the direction of an arc or pie shape you want to draw.



Lets you set the roundness for the top left corner of the rectangle in the top box and for the bottom left corner in the bottom box.

Lets you set the roundness for the top right corner of the rectangle in the top box and for the bottom right corner in the bottom box.

Lets you round all the corners of a rectangle at the same time. When the button appears pressed, you can only set one roundness level for all corners. When the button appears raised, you can set a different setting for each corner.





Lets you draw both horizontal and vertical dimension lines.

Lets you draw vertical dimension lines.

Lets you draw horizontal dimension lines.

Lets you draw slanted dimension lines.

Lets you draw callouts.

Lets you draw angular dimension lines.

Lets you choose a dimension style for the dimension text.

Lets you choose the number of decimal places to use to display the dimension.



Lets you choose a unit of measure for the Angular dimension line.

Enable to display the unit of measure beside the dimension text.

Lets you specify a prefix for the dimension text.

Lets you specify a suffix for the dimension text.

Lets you update the dimension after the object it is snapped to is stretched or scaled.

Lets you choose where you want the dimension text placed, relative to the dimension line.



Opens the **Linear dimensions** Docker window, which lets you set the properties of linear dimension lines.



Lets you position the dimension text in the middle of the dimension line.

Lets you position the dimension text above the dimension line.

Lets you position the dimension text below the dimension line.

Lets you position the dimension text horizontally in the middle of the dimension line.

Lets you position the dimension text in the center of the dimension line, provided you drag inside the extension lines when establishing the dimension text placement.

Enable to turn on Dynamic Dimensioning. When Dynamic Dimensioning is enabled, CorelDRAW updates the dimension line after the object it is snapped to is stretched or scaled. You can disable Dynamic Dimensioning if you need to specify custom measurements for an object.

Displays how the dimension text will look, based on the specified formatting settings.

Applies the formatting settings to the dimension text of the selected dimension line. If no dimension lines are selected, this button sets the formatting settings as the default for new dimension lines.





Opens the **Angular dimension** Docker window, which lets you set the properties of angular dimension lines.



Displays and hides the workspace toolbar. The toolbar is displayed when the button appears pressed.

Opens the **Pattern fill** dialog box, in which you can specify two-color bitmap fills.

Opens the **Pattern fill** dialog box, in which you can specify full-color bitmap fills.

Opens the **Pattern fill** dialog box, in which you can specify Bitmap pattern fills.

Drapes or maintains individual special fills across grouped objects.



Lets you apply a white fill to selected objects.

Lets you apply a fill of 10% black to selected objects.

Lets you apply a fill of 20% black to selected objects.

Lets you apply a fill of 30% black to selected objects.

Lets you apply a fill of 40% black to selected objects.

Lets you apply a fill of 50% black to selected objects.

Lets you apply a fill of 60% black to selected objects.

Lets you apply a fill of 70% black to selected objects.



Lets you apply a fill of 80% black to selected objects.

Lets you apply a fill of 90% black to selected objects.

Lets you apply a black fill to selected objects.

Lets you adjust the tint of a PANTONE MATCHING SYSTEM or PANTONE HEXACHROME palette color.

Lets you set the outline thickness of selected objects to 1 point.

Lets you set the outline thickness of selected objects to 4 points.

Lets you set the outline thickness of selected objects to 12 points.

Lets you set the outline thickness of selected objects to 20 points.



Lets you apply a white outline to selected objects.

Lets you apply an outline of 10% black to selected objects.

Lets you apply an outline of 20% black to selected objects.

Lets you apply an outline of 30% black to selected objects.

Lets you apply an outline of 40% black to selected objects.

Lets you apply an outline of 50% black to selected objects.

Lets you apply an outline of 60% black to selected objects.

Lets you apply an outline of 70% black to selected objects.



Lets you apply an outline of 80% black to selected objects.

Lets you apply an outline of 90% black to selected objects.

Lets you apply a black outline to selected objects.

Lets you specify the amount of space before (top box) and after (bottom box) a paragraph.

## Overprinting

Lets you set the selected object to overprint fill.

Overprints the selected object's outline.

Starts Corel MULTIMEDIA MANAGER, which helps you organize, manage, and work with multimedia files.





Displays open Docker windows.

Hides open Docker windows.

Lets you display or hide the standard toolbar. The toolbar is displayed when the button appears pressed.

Lets you display or hide the Text toolbar. The toolbar is displayed when the button appears pressed.

Lets you display or hide the Zoom toolbar. The toolbar is displayed when the button appears pressed.

Lets you display or hide the Dockers toolbar. The toolbar is displayed when the button appears pressed.

Lets you display or hide the Library toolbar. The toolbar is displayed when the button appears pressed.



Lets you display or hide the Internet Objects toolbar. The toolbar is displayed when the button appears pressed.

Lets you display or hide the Transform toolbar. The toolbar is displayed when the button appears pressed.

Enable to have the cursor indicate the action you're performing (for example, show a rectangle when the **Rectangle** tool is selected). The interactive cursor is active when the button appears pressed.

Enable to export only the active page.



Lets you choose and specify a linear, radial, conical, or square fountain fill.

Lets you specify the horizontal offset of a radial, conical, or square fountain fill. Negative values shift the center to the left; positive values shift the center to the right.

Lets you specify the vertical offset of a radial, conical, or square fountain fill. Negative values shift the center down; positive values shift the center up.



Lets you specify the angle of linear, conical, and square fountain fills. Positive values rotate the fill counterclockwise; negative values rotate it clockwise.

Lets you specify the numbers of bands (steps) used to display a fountain fill. When this box is locked, the fill prints with the number of steps specified in the **Print options** dialog box and displays with the number of steps specified in the **Options** dialog box.

Lets you lock and unlock the **Steps** box. The **Steps** box is unlocked when the button appears pressed.

Lets you specify how long the beginning and ending colors in a fill remain as solid colors before they start blending with the next color in the fountain fill. Lower values result in a smoother transformation between the two colors. You cannot specify an edge pad for conical fills.

Displays a thumbnail image of the selected fountain fill and lets you change the fill's orientation.

Lets you specify the blend settings for a two-color or custom fountain fill.

Enable to display the controls that let you set the start and end colors of your fill, and the path that the colors follow across the color wheel.

Enable to display the controls that let you customize your fountain fill by adding intermediate colors.



Lets you specify the position of the selected intermediate color, indicated with a color marker.

Lets you choose or create an intermediate color for the selected marker.

Lets you choose an intermediate color for the selected marker.

Previews your custom fountain fill.

Displays the positions of intermediate colors in a custom fountain fill.

Blends the intermediate fill colors, according to hue and saturation changes, along a straight line, beginning at the From color and continuing across the color wheel to the To color.

Blends the intermediate fill colors, according to hue and saturation changes, along a counterclockwise path around the color wheel.

Blends the intermediate fill colors, according to hue and saturation changes, along a clockwise path around the color wheel.



Lets you choose or create a color for the start of the fountain fill's color progression.

Lets you choose or create a color for the end of the fountain fill's color progression.

Shows the color path that determines your intermediate fill colors.

Lets you set an imaginary line that appears between two colors in a fountain fill.

Lets you choose a preset fountain fill.

Saves the current custom fountain fill. If you have created the fill, type a name in the **Preset**s box. Custom preset fills are added to the list in alphabetical order.

Deletes the selected custom fountain fill from the Presets list.

Opens the **PostScript options** dialog box, in which you can adjust the halftone screen settings for spot colors.





Enable to create a two-color pattern using two colors you choose.

Enable to create a full-color pattern using lines and fills.

Enable to create a bitmap pattern.

Lets you choose a pattern type.

Lets you choose the color to apply to the background of a pattern.

Lets you choose the color to apply to the foreground of a pattern.

Opens the Two-Color Pattern Editor, which you can use to create two-color patterns.



Lets you specify a custom pattern tile width.

Lets you specify a custom pattern tile height.

Opens the Import dialog box, from which you can import a graphic to use as your pattern.

Deletes the selected pattern from the pattern list.

Enable to change the resolution of the Edit Grid to 16 x 16 squares. You lose all pattern edits when you change resolution.

Enable to change the resolution of the Edit Grid to 32 x 32 squares. You lose all pattern edits when you change resolution.

Enable to change the resolution of the Edit Grid to 64 x 64 squares. You lose all pattern edits when you change resolution.

Enable to change the pen size to 1 grid square.



Enable to change the pen size to a 2 x 2 grid square.

Enable to change the pen size to a 4 x 4 grid square.

Enable to change the pen size to an 8 x 8 grid square.

Lets you specify the position of the first tile, relative to the upper left corner of the object's selection box. Increasing the value moves the pattern to the right; decreasing the value moves the pattern to the left.

Lets you specify the position of the first tile, relative to the upper left corner of the object's selection box. Increasing the value moves the pattern down; decreasing the value moves the pattern up.

Lets you specify the shift percentage of alternating rows or columns.

Enable to shift the tile size for the row.

Enable to shift the tile size for the column.



Enable to rotate and skew the pattern fill with the object.

Lets you specify the rotation of the pattern fill in a clockwise or counterclockwise direction.

Lets you specify the skew of the pattern fill.



Fills the selected object with the default two-color pattern fill.

Fills the selected object with the default full color pattern fill.

Fills the selected object with the default bitmap pattern fill.





Lets you choose a texture library.

Opens the **Save texture as** dialog box, in which you can add a texture to one of your libraries or modify an existing texture.

Deletes the selected texture from the library.

Lets you choose a texture from the list.

Displays a preview of the texture with the parameters you specify.

Updates the texture preview to reflect any changes to the texture parameters. If you do not make any changes, the **Preview** button varies the selected texture by randomly changing all unlocked parameters.

Opens the **Texture options** dialog box, in which you can set the bitmap resolution and the maximum tile width of your texture fill.

Lets you specify the parameters for the selected texture. Changing one or more of these parameters alters the appearance of the texture.



Lets you specify the texture numeric parameters which control different aspects of the texture's generation.

Lets you specify the texture color parameters which control the different shades used to create the texture.

Locks and unlocks the texture parameters. Locking all the buttons prevents changes from appearing in the preview area. Unlocking any button allows you to see changes in the preview area.

Lets you specify the bitmap resolution at which your pattern will print.

Lets you specify the maximum width of your pattern at full resolution.

Displays the amount of memory your bitmap will use at its maximum tile width.

Resets the texture options to their default settings.

Opens the Tiling dialog box, in which you can specify the size, origin, and transformation settings for the tile.



Opens the online Help file that displays an overview of this dialog box.



Lets you choose an available PostScript texture.

Displays the name of the selected PostScript texture or displays a preview of the texture if the Preview fill check box is enabled.

Regenerates the PostScript texture preview using the parameters you specify.

Enable to preview the PostScript texture.

Lets you specify the PostScript texture parameters, which control different aspects of the texture's generation.





Lets you choose a fill type.

Lets you choose a preset outline width.

Opens the associated fill dialog box, in which you can modify the fill's attributes.

Lets you choose the start of the fill's color progression.

Lets you choose the end of the fill's color progression.

Lets you copy the fill properties from another object you specify.



Lets you specify the number of vertical rows (top Grid Size box) and horizontal rows (bottom Grid Size box) to apply to a mesh object.



Lets you change the smoothness of curves by reducing the number of nodes between intersection points.

Lets you add additional nodes to a mesh fill.

Lets you copy the mesh properties from another object you specify.

Lets you remove the mesh fill from an object.



Lets you select the fill or outline of an area.

Lets you select the color in a 1X1 area.

Lets you select the color in a 3X3 area.



Lets you select the color in a 5X5 area.

Lets you marquee select an area in an image. Marquee selecting is a method of selecting objects or nodes using the **Pick** or **Shape** tool.



Lets you choose a color model you can use to select colors

Lets you specify a value for the color component. The color component name is identified by the letter next to the box, e.g., when you use the CMYK model, "C" represents cyan, when you use the RGB model, "R" represents red, and so on.



Applies a linear type fountain fill, which displays a progression of colors in a straight line.

Applies a radial type fountain fill, which displays a progression of colors in a series of concentric circles that radiates from the center of the object.



Applies a conical type fountain fill, which displays a progression of colors in a circular path that radiates from the center of the object.

Applies a square type fountain fill, which displays a progression of colors in a series of concentric squares that radiate from the center of the object outwards.

Lets you set the line (mid-point) between two colors in a fountain fill.

Lets you specify the angle (top box) at which a fill slants. You cannot specify an angle for radial fills. Lets you specify the Edge pad (bottom box), which determines how long the beginning and ending colors in a fill remain as solid colors before they start blending with the next color in the fountain fill. You cannot specify an edge pad for conical fills.



Lets you choose the color you can apply to the foreground of a pattern fill.

Lets you choose the color you can apply to the background of a pattern fill.

Sets the tile size to 0.25 x 0.25 inches, or to 25%.



Sets the tile size to 0.50 x 0.50 inches, or to 50%.

Sets the tile size to 1.00 x 1.00 inches, or to 100%.

Lets you specify a custom pattern tile width (top box) and height (bottom).

Rotates and skews the pattern fill with the object.

Opens the **Create pattern** dialog box, in which you can create custom two-color and full-color pattern fills.



Lets you choose a texture library.

Regenerates the texture fill, creating a totally new look.



Opens the **Texture options** dialog box, in which you can specify the resolution of the bitmapped image used in the texture, and adjust the tile width and bitmap size.



Lets you choose a PostScript texture library.



**Common**

Lets you choose the fountain fill, pattern fill, or texture fill type.

Opens the associated fill dialog box, in which you can modify the fill attributes.

Applies the fill to the selected object. If no objects are selected, you can define the default fill for new objects.



Lets you choose and edit fountain fills.

Lets you choose and edit pattern fills.

Lets you choose and edit texture fills.



Lets you choose a type pattern fill.



Lets you choose a type of texture fill.





Displays the thickness of the selected object's outline.

Lets you specify the width of the selected line or outline.

Lets you choose a dashed or dotted line style.

Lets you choose an outline color.

Opens the **Outline pen** dialog box, in which you can specify an outline's attributes.

Applies the outline settings to selected objects.

Lets you apply an object's outline attributes to other objects.





Lets you choose an outline color.

Lets you specify the thickness of an object's outline.

Lets you specify the unit of measurement for the outline width.

Lets you choose a dashed or dotted line style.

Enable to draw mitered (pointed) corners.

Enable to draw rounded corners.

Enable to draw blunted(squared-off) corners.

Enable to set squared-off (truncated) ends that are perpendicular to the path.



Enable to set the diameter of the cap equal to the width of the line which causes the line to be slightly longer.

Enable to set square ends that extend half of the line width beyond the end of the line.

Lets you choose an arrowhead to apply to the start of an open path.

Lets you specify an arrowhead to apply to the end of an open path.

Lets you create and edit a line-ending shape for the start of a line.

Lets you create and edit a line-ending shape for the end of a line.

Lets you specify the amount by which you want to stretch the nib's shape.

Displays the unit of measure for stretching the nib's shape.



Lets you specify the angle of the nib in relation to the drawing surface.

Displays the unit of measure for changing the angle of the nib in relation to the drawing surface.

Displays the shape and orientation of the nib using the values specified in the **Angle** and **Stretch** boxes.

Resets the angle value to 0.0 degrees and the stretch value to 100%.

Opens the **Edit line style** dialog box, in which you can modify the points in a line.

Adds the line style you create to the **Style** list box.

Replaces the selected line style in the **Style** list box with the one you create.

Displays the line style based on the above line style settings.



Enable to specify whether the outline is placed behind or in front of the object's fill.

Enable to specify whether the outline thickness and nib orientation remain the same or change in proportion to the object.

Centers the line-ending shape horizontally on the line. The letter X refers to the horizontal axis.

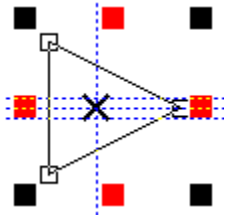
Centers the line-ending shape vertically on the line. The letter Y refers to the vertical axis.

Flips the line-ending shape horizontally on the line. The letter X refers to the horizontal axis.

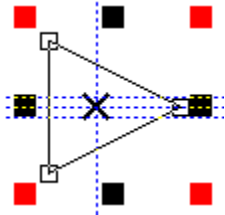
Flips the line-ending shape vertically on the line. The letter Y refers to the vertical axis.

Enable to get a closer view of the line-ending shape.

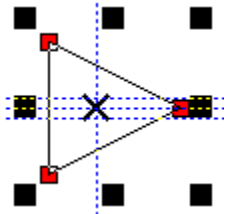
Displays a magnified, editable image of the line-ending shape. You can edit the arrowhead using the following controls:



The nodes marked in red stretch the arrowhead in one direction.



The nodes marked in red scale the arrowhead evenly.



The nodes marked in red move the arrowhead without changing its size or shape.



## Shape and Interactive Envelope tool Property bar

Joins two selected end nodes of a single curve object.

Breaks a curve into two or more subpaths at the selected nodes.

Draws a line between two unconnected nodes. Each node must be at the end of a path.

Creates a separate path from an object's subpath.

Displays eight stretching/scaling handles, which let you stretch and scale selected parts of a curve.

Displays eight rotating/skewing handles, which let you rotate and skew selected parts of a curve.

Aligns selected nodes of an object and their associated control points.



Lets you make selected nodes move according to their distance from the node you are dragging. Elastic mode is on when the button appears pressed.

Enable to move selected nodes according to their distance from the node you are dragging.

Adds nodes to the selected curve or envelope.

Deletes the selected node or nodes.

Changes the selected curve or envelope segment from curved to straight.

Changes the selected curve or envelope segment from straight to curved.

Changes the selected node to a cusp node.

Changes the selected node to a smooth node.



Changes the selected node to a symmetrical node.

Automatically reduces the number of nodes on a curve.

Lets you turn node tracking on or off. When node tracking is on, you can select a node with the **Pick** tool or a drawing tool. Node tracking is on when the button appears pressed.

Reverses the direction of the curve. If you have applied line-ending shapes to the curve, the line-ending shapes change ends.





No objects are selected. To display information on a specific object, right-click the object and select What's This?

A group of objects is selected.

A group is a set of objects that behave as a single unit. Most operations you perform on a group apply equally to each of its components.



More than one object is selected. To display information on one of the selected objects, you must first deselect all other objects.

A polygon is selected.

A polygon is a multisided, enclosed object which is drawn using the Polygon tool. You can also create stars and polygons as stars using the Polygon tool.

An ellipse is selected.a

An ellipse is an oval-shaped, closed-plane curve which is drawn using the Ellipse tool. You can change an ellipse to an arc or a pie shape using the Shape tool. You can also create circles by holding down the CTRL key while drawing with the Ellipse tool.

A rectangle is selected.

A rectangle is a parallelogram with four 90-degree angles and is drawn using the Rectangle tool. You can also create squares by holding down the CTRL key while drawing with the Rectangle tool.

A curve is selected.

Curve objects are drawn with the Freehand tool, Bezier tool, Spiral tool, or Artistic Media tool.

Artistic text is selected.

Artistic text is created using the Text tool.

Artistic Text is particularly useful for short text entries that require only simple formatting, or when you want to apply special effects to text. You can add Artistic Text objects containing up to 32,000 characters.

Paragraph text is selected.

Paragraph text is created using the Text tool.

Paragraph text is designed to let you add large blocks of text to your drawing. You can have many sets of connected frames, with each set containing up to 32,000 frames linking up to 32,000 paragraphs of 32,000 characters each.

An OLE object is selected.

The selected object has been added from an external application or from another CorelDRAW file.



A dimension line is selected.

Dimension lines are drawn using the Dimension tool. A dimension line is a line used in technical illustrations to show the size of objects or the distance between them.

A connector line is selected.

A connector line connects objects together and is drawn using the Connector Line tool.

A callout line is selected.

A callout line is a line that points to and labels objects in a drawing. Callout lines are drawn using the Callout tool. When you draw a callout, a text cursor appears at the end of the line. This cursor lets you enter text that describes the object indicated by the callout.

An Interactive Connector line is selected.

Interactive Connector lines are drawn using the Interactive Connector tool. Interactive Connector lines are used in flowcharts and organizational charts to show the connections in a system, process, or organization. They have only horizontal and vertical line segments.

The selected object(s) contains special effects.

The selected object contains no special effects.

A blend is selected.

A blend is a special effect created by the merging of one object with another through a progression of intermediate shapes and colors. The intermediate shapes are linked dynamically. This means that you can edit either of the blended objects, which will reform automatically to incorporate your changes.

A vector extrusion is selected.

A vector extrusion creates the illusion of depth. You can apply an extrusion to any object you've created using CorelDRAW.



A contour is selected.

A contour is a special effect created through the addition of evenly spaced concentric shapes inside or outside the borders of an object. These lines use the same shape as the original object, but are smaller or larger depending on where they are created.

An envelope is selected.

When an envelope is added to an object, it is superimposed on the object and appears as a dotted red line with a series of squares at points along its path. These squares represent the envelope's nodes. By dragging these nodes in any direction, you reshape the envelope.

A perspective is selected.

A perspective lets you add another dimension to your drawings by creating the illusion of distance and depth. Although objects in a drawing appear on a two-dimensional page, you can use the Add Perspective command to simulate one and two-point perspectives. With a one-point perspective, an object looks as if it's receding from view in one direction. With a two-point perspective the object looks as if it's receding from view in two directions. You can apply a perspective to any object (or group of objects) except Paragraph text or imported objects.

A clone is selected.

A clone is a duplicate of an object or area of an image. Most changes made to the original object are automatically applied to its clone.

A lens is selected.

A lens lets you simulate the effects created by certain types of camera lenses. The Lens effects can be applied to any shape that has been created using the CorelDRAW drawing tools.

A PowerClip object is selected.

PowerClip objects let you put one object inside another object. One object becomes the PowerClip object's contents, while the other becomes its container.

Any object with a closed path can be filled in with a solid color or one of several special fill types. If you leave an object without a fill or remove an object's existing fill, any object behind it shows through as if it was transparent.

The selected object contains no fill. Objects behind it will show through as if it were transparent.



A uniform fill is selected.

Uniform fills are fills that may be applied to any closed-path objects. When you apply a uniform fill, you give an object a solid color. In addition, you can choose colors from color models, color palettes, and color mixers. You can quickly fill an object with a color from the on-screen Color Palette.

A fountain fill is selected.

A fountain fill is a progression of colors that follow a linear, radial, conical, or square path.

There are two types of fountain fills: two-color and custom. Two-color fountain fills blend directly from one color to another. Custom fills let you create a cascade of different colors.

A texture fill is selected.

A texture fill is a fractally generated picture that you can use to give your objects a natural appearance. There are more than three hundred pregenerated textures. Each texture has a set of parameters that you can change to create millions of variations.

A PostScript texture fill is selected.

PostScript textures are a special type of pattern fill that are designed with the PostScript language.

A two-color bitmap pattern fill is selected.

A two-color bitmap is a very simple picture composed of "on" and "off" pixels. There are no colors in the bitmap except for the two you define.

A bitmap pattern fill is selected.

You can import external bitmaps to use as bitmap patterns. A bitmap pattern fill uses a simple bitmap pattern to fill an object. Choose from a preset bitmap fill or use your own bitmap pattern.

A bitmap is selected.

Bitmaps are graphics composed of pixels that combine to form an image. Since a bitmap is created as a collection of arranged pixels, its parts cannot not be manipulated individually.

A full-color pattern fill is selected.

A full-color pattern fill is a picture composed of lines and fills. These pictures are smoother and more complex than bitmap images and are generally easier to manipulate.

You can import any CorelDRAW file to use as a full-color pattern.



Every object you create has outlines that you can manipulate in a variety of ways. You can think of each object as being drawn with a pen that changes size, shape, and color. In addition, you can apply these effects to a particular object or to all objects you add to your diagram.

The selected object contains no outline.

A distortion lets you alter the appearance of objects.

You can use the Interactive Distortion tool to create a wide variety of interesting effects. You can alter the appearance of an object by applying a single distortion effect, or you can apply multiple distortions to create a more interesting appearance. There are four types of distortion from which you can choose: Push, Pull, Zipper, and Twister. You can apply each type of distortion effect to any object you create, including shapes, lines, curves, and Artistic text.

Adding drop shadows to objects enhances the realism of your work by creating the illusion of depth in your two-dimensional drawings.

A locked object is selected.

Locking an object allows you to anchor it to a specific location. This lets you preserve the object's properties to ensure that no changes are made to it.

A guideline is selected.

You can select, rotate, nudge, duplicate, and delete guidelines as you would objects. Unselected standard guidelines are blue, and selected guidelines are red. Unselected preset guidelines are green. You can change these default colors if you choose.

A Mesh object is selected.

You can apply a mesh to simple objects, curves, and bitmaps using the Interactive Mesh tool. Define the mesh object by specifying the grid and its points of intersection. Manipulating grid nodes using the Shape tool enables you to create unique effects.

A Java applet is selected.

Embedded Java applets are placed on a separate layer that resides above all other graphics layers in CoreIDRAW. This layer is called the Internet layer.



An embedded object is selected.

Embedded objects are placed on a separate layer that resides above all other graphics layers in CorelDRAW. This layer is called the Internet layer.

An Internet object is selected.

An Internet object is an object related to a script that performs when the end-user activates the object. You can customize Internet objects by placing text on them and by specifying the default values and constraints you want to apply to the object. You can place Internet objects anywhere in your drawing, but they cannot overlap one another.





Lets you specify text formatting properties.

Lets you add, edit, and format text.

Shapes artistic text along the outline of the selected nontext object.

Opens the **Fit text to path** Docker window which lets you shape artistic text along the outline of the selected nontext object.



Increases or decreases the point size of text in a paragraph text frame so that it fits the frame exactly.

Returns characters that you've shifted vertically to the baseline.

Returns characters that you've shifted, angled, or fit to a curved path to the baseline.

Lets you check your drawing for misspelled words, duplicate words, and irregular capitalization.

Lets you check your drawing for spelling, grammar, punctuation, and writing style errors.

Lets you replace a word in the drawing with a synonym or antonym.

Opens the Quick Correct page of the **Options** dialog box, which lets you automatically replace text and punctuation marks, change letter case, and correct common spelling and typographic errors.

Lets you change the case attributes of the selected text, such as making all of the selected text lowercase.



Lets you convert standard paragraph text in your drawing to true HTML-compatible text, so that you can edit the text directly in a Web browser.

Converts artistic text to paragraph text, and vice versa.

Summarizes the text elements, such as the number of words and the text styles used, that are present in a drawing.

Lets you display or hide nonprinting characters, such as paragraph markers. Nonprinting characters are displayed when the button appears pressed.

Links to the Fonts Information Web site, where you can access fonts and information about fonts.



Saves text objects in a drawing as ASCII text, which you can edit in a text editor. After editing the text, you can insert it into your drawing using the Merge Back command.

Lets you insert text from an ASCII file, created using the Extract command, into a drawing.





Provides online Help about editing text.

Lets you type and edit text.

Opens the **Format text** dialog box, which lets you format the selected text.

Opens the **Import** dialog box, which lets you choose a file and import it into CorelDRAW.

Lets you select and format text, access writing utilities, modify the display of text on screen, and customize the dialog box.

Lets you apply bold formatting to or remove it from the selected text. Bold formatting is applied when the button appears pressed.

Lets you apply italic formatting to or remove it from the selected text. Italic formatting is applied when the button appears pressed.



Lets you add an underline or remove it from text. Text is underlined when the button appears pressed.

Applies no justification to the selected text object. However, the text object aligns to the left margin by default.

Aligns the text object to the left margin.

Centers the text object between the left and right margins.

Aligns the text object to the right margin.

Aligns the text object to both the left and right margins.

Aligns the text object to both the left and right margins, and stretches the last line of the text to the right margin.

Lets you add bullets to or remove them from paragraph text. Bullets are applied when the button appears pressed.



Lets you add a drop cap to remove it from paragraph text. A drop cap is applied when the button appears pressed.

Lets you display or hide nonprinting characters. Nonprinting characters are displayed when the button appears pressed.

Lets you choose a font for the selected text.

Lets you choose a font size for the selected text.

Lets you format the selected text.



Lets you apply or remove a paragraph text wrap style. You can choose from a variety of wrapping styles. A paragraph text wrap style is applied when the button appears pressed.

Removes paragraph text wrapping.



Wraps text around the left side of the selected object so that the text follows the shape of the object.

Wraps text around the right side of the selected object so that the text follows the shape of the object.

Wraps text around all sides of the selected object so that the text follows the shape of the object.

Wraps text above and below the selected object so that the text follows the shape of the object.

Wraps text around the left side of the selected object so that the text follows the object's bounding box.

Wraps text around the right side of the selected object so that the text follows the object's bounding box.

Wraps text around all sides of the selected object so that the text follows the object's bounding box.

Wraps text above and below the selected object so that the text follows the object's bounding box.



Lets you specify the distance between the text and the object.



Click the top button to change the default formatting properties for artistic text when no text object is selected. Click the bottom button to change the default formatting properties for paragraph text when no text object is selected.



Decreases the indent in paragraph text.

Increases the indent of paragraph text.

Lets you add bullets to or remove them from paragraph text. Bullets are applied when the button appears pressed.

Lets you add a drop cap to or remove it from paragraph text. A drop cap is applied when the button appears pressed.



Sets paragraph line spacing to single spacing.

Lets you change the alignment of text.



Enable to change the formatting properties for the default Artistic text style.

Enable to change the formatting properties for the default Paragraph text style.

Enable to change the formatting properties for the default Graphic style.



Displays font properties options.



Lets you choose a font for the selected text.

Lets you preview the text before you apply the formatting properties.

Lets you specify a font size for the selected text.

Lets you choose a style for the selected text.

Lets you choose an underline style.

Opens the **Edit underline** dialog box, which lets you change underline properties.

Opens the **Edit strikethru** dialog box, which lets you change strikethru (line) properties.

Opens the **Edit overscore** dialog box, which lets you change overscore (line) properties.





Provides access to online Help.

Lets you specify the width of the single thin underline.

Lets you specify the width of the single thick underline.

Lets you specify the line thickness.

Lets you specify the distance by which the line is shifted from the text.

Lets you choose the unit of measure in which you want to specify the line thickness.

Lets you specify the width of the top underline.



Lets you specify the width of the bottom underline.

Lets you specify the width of the single underline.

Lets you specify the distance between the underline and the text.

Lets you choose the unit of measure in which you want to specify the line thickness.

Lets you choose the unit of measure in which you want to specify the line thickness.

Displays the unit of measure in which the line thickness is specified.

Lets you choose an overline style.

Lets you choose a strikethru line style.



Lets you choose a position for text, relative to the baseline.

Lets you choose capitalization settings.

Lets you specify the spacing between character pairs.



Lets you change the orientation of text from horizontal to vertical or vertical to horizontal.

Lets you change the direction of text flowing from right to left to text flowing from left to right.

Lets you indent the first line of a paragraph.

Lets you indent all lines in a paragraph except the first line, therefore creating a hanging indent.



Lets you indent the right side of a paragraph.

Lets you specify the amount of space you want between characters. The value is expressed as a percentage of the width of the space character.

Lets you specify the amount of space you want between words. The value is expressed as a percentage of the width of the space character.

Lets you specify the amount of space you want between lines.

Lets you choose the unit of measure in which you want to specify the spacing between lines.

Lets you specify the amount of space before the first line of a paragraph.

Lets you specify the amount of space after the last line of a paragraph.

Enable to have text hyphenate automatically.



Opens the **Hyphenation settings** dialog box, which lets you specify hyphenation settings.



Enable to hyphenate capitalized words.

Lets you specify the distance between the last word and the right margin before hyphenation occurs.

Lets you specify the minimum number of characters a word must have for it to be included in automatic hyphenation.

Lets you specify the minimum number of characters (including spaces) that must appear in the hot zone before a hyphen.

Lets you specify the minimum number of characters (including spaces) that must appear in the hot zone after a hyphen.





Displays font alignment options.

Displays character shift options.

Displays indenting options.

Enable to apply no justification to the text object, however, the text aligns to the left margin.

Enable to align the text object to the left margin.

Enable to align the text object between the left and right margins.

Enable to align the text object to the right margin.

Enable to align the text object to both the left and right margins.



Enable to align the text object between both the left and right margins, and to stretch the last line of the text to the right margin.

Lets you specify the maximum distance you can set between words.

Lets you specify the minimum distance you can set between words.

Lets you specify the maximum distance you can set between characters.

Lets you specify the distance by which you want to indent the first line in the selected paragraphs.

Lets you specify the distance by which you want to indent all lines except the first in the selected paragraphs.

Lets you specify the distance by which you want to indent text from the right margin in the selected paragraphs.

Lets you specify the distance by which you want to move the selected characters horizontally along the baseline.



Lets you specify the distance by which you want to move the selected characters vertically, relative to the baseline.

Lets you specify the number of degrees by which you want to rotate the selected characters.



Displays trailing leader options.

Adds a tab.

Deletes the selected tab.

Deletes all tabs.

Sets tabs at the interval you specify.



Lets you specify the interval at which tabs are set.

Lets you specify the tab setting, the tab type, and whether the tab is leadered.

Lets you specify a character for a leadered tab.

Lets you specify the character you want to use as the leadered tab.

Lets you specify the number of the character you want to use as the leadered tab.

Lets you change the spacing between characters in a trailing leadered tab.

Lets you change the spacing between characters in a trailing leadered tab.

Displays a preview of the trailing leader tab.





Displays column width and gutter options.

Lets you specify the number of columns in a paragraph text frame.

Displays the column number.

Lets you specify the width of the corresponding column.

Lets you specify the distance between the corresponding column and the next column.

Enable to create columns and gutters of equal width.

Displays a preview of the columns.



Displays the width of the frame.

Displays the unit of measure in which the width of the frame is specified.

Enable to keep the frame width fixed.

Enable to have the width of the frame adjust automatically when you change the column width.

Lets you choose a vertical alignment option.



Displays font properties options.

Displays indenting options.



Lets you choose the effect you want to apply to the selected paragraphs in a paragraph text frame.

Lets you choose a symbol from a selection of various symbols.

Lets you specify the number of the symbol you want to use as a bullet.

Lets you choose a font for the bullet.

Lets you specify the size of the bullet.

Lets you specify the distance by which the bullet is offset from the baseline.

Lets you specify the distance between the paragraph text frame and the paragraph text.

Wraps text around the bullet or drop cap.



Indents the text from the bullet or drop cap.

Lets you choose the symbol you want to use as a bullet.

Lets you specify the number of lines of text that will appear beside the drop cap.

Lets you specify the distance between the drop cap and the text.



Enable to capitalize the first letter of the first word in a sentence.

Enable to change uppercase characters in the selected text to lowercase.

Enable to change lowercase characters in the selected text to lowercase.



Enable to capitalize the first letter of each word of the selected text.

Enable to reverse the text case in the selected text.

Opens the online Help.



Lets you choose the vertical position of the text on the path.

Lets you choose how the text is oriented on the path.

Lets you choose the horizontal position if the text is fit to an open path or lets you choose the quadrant of the object if the text is fit to a closed path.

Enable to place text on the other side of the path.



Opens the **Fix text to path offsets** dialog box, which lets you change the vertical and horizontal position of the text in relation to the path.

Applies the selected text to the path using the settings in the Docker window.



Lets you specify the distance by which you want to move the text along the path horizontally.

Lets you specify the vertical distance between the text and the path.

Opens the online Help.



Lets you choose how the text is oriented on the path.



Lets you choose the vertical position of the text on the path.

Lets you specify the vertical distance between the text and the path.

Lets you specify the distance by which you want to move the text along the path horizontally.

Lets you place text on the other side of the path or return text to its original position on the path. Text is placed on the other side of the path when the button appears pressed.



Displays the type of text included in the active drawing.

Enable to show the number and names of text styles used in the active drawing.

Displays the number of text objects, lines, words, characters, fonts, and styles in the active drawing.



Opens the online Help guide and provides more information about checking text statistics.



Lets you position text above the baseline or return the text to the baseline. Superscript is applied when the button appears pressed.

Lets you position text below the baseline or return the text to the baseline. Subscript is applied when the button appears pressed.

Lets you capitalize text or return the text to its original case. Capitalization is applied when the button appears pressed.

Lets you make the selected text small capitals or returns the text to its original case. Small capitals are applied when the button appears pressed.

Aligns the paragraph with the top of the paragraph text frame.

Centers the paragraph vertically in the paragraph text frame.



Aligns the paragraph with the bottom of the paragraph text frame.

Aligns the paragraph equally between the top and bottom of the paragraph text frame.

Sets paragraph line spacing one and one half.

Sets paragraph line spacing to double.

Moves the cursor up one paragraph.

Moves the cursor down one paragraph.

Moves the cursor up one paragraph text frame.

Moves the cursor down one paragraph text frame.



Moves the cursor to the beginning of a paragraph text frame or column.

Moves the cursor to the end of a paragraph text frame or column.

Moves the cursor to the beginning of the text in a paragraph text frame.

Moves the cursor to the end of the text in a paragraph text frame.



Opens the **Symbols and special characters** Docker window, which provides access to symbols and graphic objects.

Selects the paragraph above the cursor.

Selects the paragraph below the cursor.



Selects all the paragraphs above the cursor.

Selects all the paragraphs below the cursor.

Selects text from the cursor to the beginning of the line.

Selects text from the cursor to the end of the line.

Selects text from the cursor to the beginning of a paragraph or column.

Selects text from the cursor to the end of a paragraph or column.

Selects text from the cursor to the beginning of the text.

Increases the spacing between the selected characters.



Decreases the spacing between the selected characters.

Deletes the word to the left of the cursor.

Deletes the word to the right of the cursor.

Adjusts the horizontal space between text characters. Type a value as a percentage of point size.

Adjusts the vertical space between text characters. Type a value as a percentage of point size.

Sets the angle of rotation for text characters. Positive values rotate text characters counterclockwise; negative values rotate clockwise.

Increases the font size by one point.

Decreases the font size by one point.



Increases the font size to the next size displayed in the Font Size List list box.

Decreases the font size to the previous size displayed in the Font Size List list box.

Lets you specify the amount of line space before and after a paragraph.

Lets you specify the amount of space between characters as a percentage of the width of the space character.

Lets you specify the amount of space between words as a percentage of the width of the space character.

Lets you change the vertical alignment of text.



Lets you choose a symbol library.



Lets you choose a symbol.

Lets you specify the index number of the symbol you want to use.

Lets you specify a size for the symbol you choose.

Opens a menu which lets you choose display options for symbols and special characters.



Lets you specify the width of a tiled object or the number of objects that appear in the row. This box works in combination with the list box.

Lets you specify the height of a tiled object or the number of object that appear in the column. This box works in combination with the list box.

Enable to make the horizontal and vertical values of the tiled object the same.



Lets you choose tile settings that affect the **Horizontal** and **Vertical** boxes. Tile Size affects the horizontal and vertical size of the objects. Number Of Tiles lets you specify the number of tiles you want in the columns and rows.



Lets you choose the font style of the selected text.

Lets you choose the range of frames to which you want to apply the formatting changes. For example you can apply the changes to the frames you select only.

Lets you lock or unlock the properties of the page. Page properties are locked when the button appears pressed.

Applies the changes you make on the **Text** page to the selected text.



Ignores the word that the Spell Checker identifies as a misspelled word.



Disables the Ignore All command so that the Spell Checker will identify misspelled words.

Suggests spelling alternatives for the misspelled word.

Capitalizes the first letter of the first word in the selected text.

Changes uppercase text to lowercase.

Changes lowercase text to uppercase.

Capitalizes the first letter of each word in the selected text.

Changes uppercase text to lowercase and lowercase text to uppercase.





Displays the name of the missing font.

Displays the name of font that will be used as a substitute for the missing font.

Reflects the status of the substitution.

Displays the results of the font matching.

Enable to install the missing font.

Enable to use the PANOSE substitute to replace the font.

Lets you choose a font for substitution.

Enable to use the substitute font to replace the missing font for this session.



Enable to use the substitute font to replace the missing font permanently.



Enable to align HTML text to the left margin

Enable to align HTML text between the left and right margins.

Enable to align HTML text to the right margin.

Lets you choose a font for the selected HTML text.

Lets you specify the font size of the selected HTML text.

Applies bold formatting to the selected HTML text.



Applies italic formatting to the selected HTML text.

Applies an underline to the selected HTML text.

Applies the strikethrough line style to the selected HTML text.

Places the selected HTML text above the baseline.

Places the selected HTML text below the baseline.

Displays the effect of changes you make to the selected HTML text.



**Tools menu**



Lets you set various preferences for the active drawing or change the default settings of a feature.

Lets you specify settings for a basic work environment that is the same every time you create a new drawing.

Opens the **Color management** page of the **Options** dialog box, which lets you set color management options.

Opens the **Object data manager** Docker window, which lets you manage the data involved in coordinating large projects.

Lets you choose and save different zoom levels of your drawing.

Lets you manage the Internet bookmarks in your document.



Opens the **Symbols** Docker window, which lets you choose symbols to add to your drawings.



Creates a line-ending shape from the selected object.

Creates two-color and full-color pattern fills from an area of your drawing.

Adds the selected object to the specified Symbol Category.

Opens the **Script and preset manager** Docker window, which lets you record, edit, and play scripts and presets.

Opens a menu that contains commands for adjusting the Script and Preset Manager.

Plays the selected script.

Stops recording a script.

Begins recording a script.



Opens the **Run script** dialog box, which lets you select and execute a script file.

Launches Corel SCRIPT Editor, which lets you create and edit script files.

Opens the **Object manager** Docker window, which lets you use layers to organize and manipulate objects in your drawing.

Opens the **Scrapbook** Docker window, which lets you choose an item from a folder and drag it directly into the active drawing.

Opens the **Scrapbook** Docker window, which lets you choose a clipart file from the CorelDRAW Clipart CD-ROM and drag it to the active drawing.

Opens the **Scrapbook** Docker window, which lets you choose a photo file from the CorelDRAW Photos CD-ROM and drag it to the active drawing.

Opens the **Scrapbook** Docker window, which lets you choose a preset fill or outline and drag it onto an object in the active drawing.

Opens the **Scrapbook** Docker window, which lets you choose a three-dimensional model file from the CorelDRAW Photos CD-ROM and drag it to the active drawing.



Opens the **Scrapbook** Docker window, which lets you connect, either anonymously or by supplying a user name and password, to any File Transfer Protocol (FTP) site.

Opens the **Visual Basic for Applications macros** dialog box, which lets you run a VBA macro.

Launches the Visual Basic Editor, which lets you create macros.

Opens the **Security** dialog box, which lets you set the security level when you load Visual Basic macros.

Links to the Corel Web site, where you can access CorelSCRIPT scripts and script information.

Links to the Corel Web site, where you can access color profiles and color profile information.

## Object Manager

Adds a layer to your drawing.



Displays the list of Internet objects on the Internet Layer of your drawing.

The Master Page is composed of the four basic master layers of an active drawing: Guides, Desktop, Layer 1, and Grid. Master layers are layers whose contents appear on each page of a multipage document.

You cannot delete any of the four master layers, but you can rename Layer 1 and add more layers if you choose.

The layer in your document where you place objects. Clicking a layer makes it the active layer. Any new objects you add to a drawing are assigned to the active layer.

If the active layer is also a master layer, any objects you add to it will appear on each page of a multipage document.

Displays or hides detailed information about objects on different layers of your drawing, such as fill, outline, and shape. This button is active when it appears pressed.

Displays the current layer name.

Opens a menu that contains commands for editing layer properties and contents.

Displays the name of the active layer.

Allows editing across all the layers in your drawing.



Switches to Layer Manager view, displaying lists of layers but no objects or sublevels.

**Layer Properties dialog box**

Displays the name of the selected layer.

Enable to display the selected layer.

Enable to print the selected layer.

Enable to edit the selected layer.

Enable to specify that the selected layer is a master layer.

Lets you specify the layer color and **Override full color** option.



Lets you choose the color to be displayed when Color Override full color view is enabled.

Enable to display the selected layer's objects as outlines of the color displayed in the **Layer color** picker.

Enable to apply the changes you make to the selected layer's settings to the active page in your drawing.

Opens the **Guidelines setup** dialog box, which lets you create, edit, and delete guidelines.



Displays the names and page numbers of all the bookmarks assigned in the active drawing.

Creates a hyperlink from a selected object to a bookmarked object.

Lets you scroll to and select the bookmarked object you choose from the Bookmark list.



Deletes the bookmark you choose from the **Bookmark** list. Only the bookmark is deleted from your document, not the object to which it is assigned.



Rescans the active page of the drawing to check for HTML object conflicts.

Rescans the entire drawing to check for HTML object conflicts.

Lets you scroll up through the HTML object conflict list to select an earlier warning or error message that you want to fix.

Lets you scroll down through the HTML object conflict list to select a later warning or error message that you want to fix.

Lets you scroll to and select the conflicting object.

Automatically repairs HTML object conflicts that don't need manual repair.



Opens the **HTML conflicts** page of the **Options** dialog box, which lets you set the type of conflicts you want displayed.

Displays the HTML object conflicts of the active drawing. The list includes the page on which the conflict occurs and a description of the error or warning.





Displays the directory tree, which you can use to access a drive or folder.

Moves up through the directory tree one level at a time.

Opens a menu that contains commands for working with the contents of the Scrapbook.





Displays the current thumbnail size, and lets you determine the thumbnail size interactively by dragging one of the corner handles. As you drag, the values in the Width and Height boxes update automatically.

Lets you choose a preset thumbnail size.

Lets you specify a thumbnail width. When you specify the width, the value in the **Height** box updates automatically to maintain the thumbnail's aspect ratio.

Lets you specify a thumbnail height. When you specify the height, the value in the **Width** box updates automatically to maintain the thumbnail's aspect ratio.



Lets you specify or choose the address of the File Transfer Protocol (FTP) site to which you want to connect.

Enable to connect anonymously to a File Transfer Protocol (FTP). Disable to login with a user name and password.





Lets you specify a user name to access a restricted File Transfer Protocol (FTP) site.

Lets you specify a password to access a restricted File Transfer Protocol (FTP) site.

Enable to perform an anonymous login. Disable to connect to a restricted File Transfer Protocol (FTP) site by supplying a valid user name and password.



Lets you choose the application in which you want to open the selected file.

Opens the contents of the selected folder in the Scrapbook.

Lets you connect to the File Transfer Protocol (FTP) site either anonymously or by supplying a valid user name and password.

Opens the selected folder.



Lets you apply your favorite fill or outline to selected objects.

Lets you send the selected file to a specific application or printer. You must predefine the application or printer to list it in the submenu.

Removes the selected file from the Scrapbook.

Copies the selected file in the Scrapbook.

Creates a shortcut to the selected file in the Scrapbook.

Deletes the selected file in the Scrapbook.

Lets you rename the selected file in the Scrapbook.

Lets you view file information, such as file type, creation date, and modification date, for the selected file in the Scrapbook.



Lets you create a thumbnail image of the fill or outline that you've dragged to the Scrapbook.



Lets you add a folder to the Scrapbook page on which you're working.

Lets you split the Scrapbook's window into two sections to increase your viewing and file management capabilities.

Lets you search drives and folders for specific files. You can use the Find command on any page in the Scrapbook, except the FTP Sites page.

Lets you display the contents of the Scrapbook as thumbnails.

Lets you display the contents of the Scrapbook as icons.

Lets you display the contents of the Scrapbook in a list format.



Lets you display the contents of the Scrapbook in a list, along with additional information such as file size, file type, and modification date.

Opens the **Thumbnail size** dialog box, in which you can choose a preset thumbnail size or define a custom thumbnail size.

Lets you display the contents of the Scrapbook in alphabetical order, according to filename.

Lets you display the contents of the Scrapbook in alphabetical order, according to file type extension.

Lets you display the contents of the Scrapbook according to file size.

Lets you display the contents of the Scrapbook according to file modification date.



Lets you connect to a File Transfer Protocol (FTP) site by typing the site's address or by choosing an existing address from the list box.



Lets you create a shortcut to a favorite File Transfer Protocol (FTP) site.

## **Object Data Docker window**

Displays the column headings, which identify the data listed below them.

Lets you enter or edit data in a field. You must first select the field from the Field list, then type or edit the data and press ENTER.  
The length of your entry is limited to the width of your screen.

Displays the field and associated values attached to the selected object. Name, Cost and Comments are built-in fields that are available for all objects.

Opens the **Object data** menu, which provides commands for manipulating the data associated with the selected object.

Opens the Object Data Manager spreadsheet, which lets you create a database using the information about the objects in your drawing.





Displays the name of the field selected in the list box below, and lets you rename the field by typing a new name.

Displays the field names for the selected object.

Creates a field and adds it to the list.

Adds selected fields to the selected object.

Removes selected fields from the selected object. If the field is assigned to more than one object in the current drawing, you can delete it from all objects.

Enable to add the selected fields to all objects (including those you add later) in the active drawing.

Enable to add the selected fields to the list of default fields for new drawings.

Enable to add the values for a selected field. Totals for each selected group of objects appear in the Object Data Manager spreadsheet.



Opens the **Format definition** dialog box which, lets you change the format of the data that appears in the selected fields.



Enable to assign a general format to the selected fields.

Enable to assign a date/time format to the selected fields. You can choose preset format from the list box to the right or type your own in the **Create** box.

Enable to assign a linear/angular format to the selected fields. You can choose a preset format from the list box to the right or type your own in the **Create** box.

Enable to assign a numeric format to the selected fields. You can choose a preset formula from the list box to the right or type your own in the **Create** box.

Lets you specify a format.

Lets you choose a format for the selected format type.



Displays a sample of the format based on the selection.

Removes the selected format.



Enable to print the grid lines displayed in the **Object data** Docker window.

Enable to print the column headers displayed in the **Object data** Docker window.

Enable to print the row headers displayed in the **Object data** Docker window.

Lets you specify the left-margin size in the **Width** box, and lets you choose the unit of measure you want to use from the **Units** box.

Lets you specify the top margin size in the **Top** box, and lets you choose the unit of measure you want to use from the **Units** box.





Displays a menu that contains commands for using the View Manager.

Zooms in on your drawing by a factor of two.

Zooms out of your drawing by a factor of two or to the previous level of magnification.

Fits all selected objects inside the drawing window.

Fits all objects in the drawing window.

Saves the current view and adds it to the list.

Zooms to an area you marquee select using the **Zoom** tool.



Deletes the view selected in the list.

Lets you choose one of the views you have saved.



Embeds the selected bitmap in the drawing.

Updates the selected link to a bitmap.

Opens the source file for the selected linked bitmap in the Bitmap Editor, or launches a browser and jumps to the selected hyperlink.

Checks all links and refreshes the Docker window.

Displays the current status of each link in your drawing.





Lets you specify a symbol category.

## Options dialog box

Lets you choose one of the last four pages that you visited.

Displays the contents of the **Options** dialog box and lets you navigate to the page you want. To expand the tree, click the plus sign (+) beside a category or section heading. To open a page, click the page title.

**Workspace**

Displays the available workspaces and lets you choose another workspace. A bullet indicates the current workspace.

Opens the **New workspace** dialog box, which lets you create a new workspace.



Deletes the selected workspace.

Sets the selected workspace as the current workspace.

Displays the name of the current workspace.

Displays a description of the selected workspace.

Displays hints on how to use the **Options** dialog box.

**New Workspace dialog box**

Lets you specify a name for the new workspace.

Lets you choose a workspace from the list to use as a basis for the new workspace.



Lets you specify a description for the new workspace.

Enable to set the new workspace as the default.

## General

Lets you specify the number of actions that can be reversed when using the **Undo** command in the **Edit** menu.

Lets you specify the number of actions that can be reversed when working with bitmaps.

Enable to set all dialog boxes to open in the center of the drawing window.

Enable to show titles on floating dockers.

Enable to set a feature that has a single item pop-up menu to execute automatically.



**Show overprints** Enable to display a patterned fill to show which objects are overprinted.

Enable to support feedback sounds for events.

Enable to preview sounds in real time.

Lets you set the resolution at which Drop Shadows, Bitmap Extrusion, and Interactive Transparencies are displayed.

Lets you choose the start-up screen you want to display when you launch CorelDRAW.

**Display**

Enable to display color using its own dithering scheme. To use this setting, you must have a monitor or graphics adapter that can display 256 simultaneous colors and a compatible Windows screen driver.

Enable to display color using the screen driver's default dithering scheme. To use this setting, you must have a monitor or graphics adapter that can display 256 simultaneous colors and a compatible Windows screen driver.



Enable to stop a screen redraw when you click the mouse or press a key.

Enable to redraw the screen when you click the slider on a scroll bar or when you click the Refresh Window command.

Enable to copy the drawing into memory, which results in no redraw.

Enable to automatically scroll when you drag beyond the drawing window's edges.

Enable to display a pop-up Help label that identifies tools and buttons.

Enable to select a node using the **Pick** tool or any of the basic drawing tools.

Enable to select a node using the **Pick** tool or any of the basic drawing tools.

Enable to select a node using the **Pick** tool or any of the basic drawing tools.



Enable to view bitmaps in Enhanced view, which uses 2X oversampling to show the best possible display quality.

Enable to select an object after you draw it.

Enable to highlight an object outline for the objects you select.

Lets you see what your drawing will look like when you print it. Use Normal view mode to view objects with their outline and fill attributes.

Enable to use the Enhanced view when you preview the drawing window without the user interface.

Enable to display the page border when you preview the drawing window without the user interface.

Lets you specify the number of bands used to represent fountain fills on the screen.

**Edit**



Lets you specify the constrain angle for rotations, skews, and reflections.

Lets you specify the number of decimal places you want to display in measurements and coordinates. This setting only affects how the numbers are displayed in the Status Bar.

Lets you specify the miter limit which controls when the application switches from a mitered (pointed) joint to a beveled (squared-off) joint.

Lets you specify the facet size for rendering and printing extruded objects. Facet size represents the distance between shades of color in extruded objects.

Enable to save the facet size you specify for rendering and printing extruded objects.

Enable to automatically center the contents of a PowerClip object inside its container.

## Warnings

Enable to display a warning message when you convert a bitmap to CMYK.



Enable to display a warning message when a transparent object interacts with a spot color.

Enable to display a warning message when a drop shadow interacts with a spot color.

Enable to display a warning message when a texture fill is not RGB.

Enable to display a warning message when you convert an object to duotone.

Enable to display a warning message when you convert a lens effect to duotone.

Enable to display a warning message when you try to apply a distortion that is too complex.

Enable to display a warning message when you replace a soft mask with a color mask.

Enable to display a warning message when you apply effects to text with embedded graphics.



Enable to display a warning message when you import a file into a document with facing pages.

Enable to display a warning message when you import multiple 3DMF files.

Enable to display a warning message when your destination file format does not support multiple pages.

Enable to display a warning message when you attempt to modify a preset guideline.

Enable to display a warning message when you open a file that uses a VBA macro and you do not have VBA installed on your system.

Enable to display a warning message if you attempt to save a brush stroke that contains invalid objects.

Enable to display a warning message if you attempt to apply a spot color to a Mesh Fill object.





Enable to automatically create a backup file at set intervals while you work.

Lets you specify the time between backups. You can specify a value between one and 120 minutes.

Enable to store a backup copy of the active drawing in the same folder from which you opened its original.

Enable to display the current auto-backup directory or specify a new one.

Lets you specify where you want to store the backup files on your system.

Opens the **Select directory** dialog box, which lets you choose the location in which you want to save a drawing's backup for backups made while you work.

Enable to create a backup file each time you save a drawing. These backup files are always saved in the same directory as the original file.

**Workspace - Memory**



Lets you choose to artificially increase the amount of memory available on your computer.

Lets you choose to artificially increase the amount of memory available on your computer.

Tells you how much RAM is available on your computer.

Lets you specify the percentage of the total memory you want to make available for drawings you create in CorelDRAW.

Calculates and displays in kilobytes the total memory available for drawings you create in CorelDRAW according to the percentage you specify.

Enable to save files in smaller sizes than normal to save space on your hard disk.

## Workspace - (Text) Spelling

Enable to automatically spell check words as you type.



Enable to underline misspelled words in a Paragraph text frame with a red wavy line.

Enable to underline misspelled words in the selected Paragraph text frame with a red wavy line.

Lets you specify the number of spelling suggestions displayed when you right-click a misspelled word.

Enable to add spelling corrections to Quick Correct automatically.

Enable to identify spelling errors that you've ignored by underlining the words with a blue wavy line.

**Workspace - (Text) Quick Correct**

Enable to capitalize the first letter of a sentence.

Enable to change the standard quotation marks included in most font sets to curly quotation marks.



Enable to change the second capital letter in a word to lowercase. Capitalization is maintained if the capitals are followed by a space, a period, or if the word contains other capitals.

Enable to automatically capitalize the names of days of the week.

Enable to replace text as you type.

Lets you specify the word, phrase, or text string you want Quick Correct to replace.

Lets you type the word, phrase, or text string you want to use as replacement text.

Lets you choose preset and custom text strings and their replacement strings.

Adds a text string and replacement text to Quick Correct.

Deletes a text string and replacement text from Quick Correct.







Enable to work with cross hairs instead of the pointer.

Enable to treat an object as filled so that you can select an unfilled object by clicking anywhere inside it.

Enable to draw a dotted outline of a complex object when you pause while moving it.

Lets you specify a delay time for redrawing complex objects. If you pause while dragging a complex object, the outline of the object is drawn after the specified interval.

Time unit used to measure the delay interval.

Enable to use the functionality associated with CorelDRAW for **SHIFT** and **CTRL**. **SHIFT** ensures that transformations are made from the center, and **CTRL** is used to constrain the movement of the mouse.



Enable to use the functionality associated with Microsoft Windows for **SHIFT** and **CTRL**. **SHIFT** constrains the movement of the mouse, and **CTRL** is used to duplicate objects, leaving the original behind.



Enable to create a subpath of a single object while keeping the object intact.

Enable to automatically close open objects once they are cut.



Lets you specify a nib size for the eraser tool. A larger nib size erases a greater area.

Enable to automatically reduce the nodes of an object that has been edited with the **Eraser** tool. The auto-reduce setting is found in the **Toolbox properties** page for the **Shape** tool.





Enable to zoom out when you right-click with the Zoom tool.

Enable to open a list of magnification levels when you right-click with the **Zoom** tool.

Enable to zoom out when you right-click with the **Hand** tool.

Enable to open a list of magnification levels when you right-click with the **Hand** tool.

Enable to replace the **Zoom** flyout with an alternate one. This flyout includes the one-shot **Hand** tool.

Enable to make the **Zoom** tool operate relative to real-world distance. You specify the real-world distance by calibrating the rulers.

Opens the **Calibrate rulers** dialog box, which lets you calibrate the Horizontal and Vertical rulers. You can calibrate rulers so that one inch in the real world equals one inch on screen.

**Zoom Tool - Calibrate Rulers dialog box**



Lets you specify a resolution for the horizontal ruler.

Lets you specify a resolution for the vertical ruler.

Displays the unit of measure in which you specify a resolution for the horizontal ruler.

Displays the unit of measure in which you specify a resolution for the vertical ruler.



Lets you specify a default Freehand smoothing value between 0 and 100 for drawing Freehand curves. A higher value produces a smoother curve.

Lets you specify how closely a bezier curve follows the edges of a bitmap traced using the autotracing feature. Low numbers produce a more accurate result.

Lets you specify whether a corner node is smooth or cusped for curves drawn using the Freehand tool or the autotracing feature.  
A node is more likely to be cusped if the value is lower.



Lets you specify whether a line is straight or curved for curves drawn using the Freehand tool or the autotracing feature. A line segment is more likely to be curved if the value is lower.

Lets you specify the Auto-join distance when drawing in Freehand or Bezier mode. CorelDRAW joins two end nodes if the distance between them is below the Auto-join threshold.

Displays the unit of measure used for specifying the **Freehand** and **Bezier** tool defaults.



Lets you specify a default dimension style for dimension text.

Lets you specify the number of decimal places to use for dimensions.

Lets you specify the default unit for the decimal and fractional styles. This option is not available for U.S. Engineering and U.S. Architectural styles.

Lets you specify a default prefix for dimension text.



Lets you specify a default suffix for dimension text.



Lets you specify the default unit for the angle.



Enable to have the ends of connector lines snap to the closest object node when you move the object on the page. Enabling Snap To Objects (Layout menu) allows you to see the nodes when you move the cursor near them.

Enable to lock the ends of connector lines to the current object node, i.e., the node the connector originally snapped to when it was created. This ensures the connection is locked to the same node when you move one or several objects on the page. Enabling Snap to Objects (Layout menu) allows you to see the nodes when you move the cursor near them.

Lets you specify a threshold (one to 10 pixels) for line segments in a flow line. If a line segment is smaller than the threshold, the line segment is removed and the flow line is redrawn.

Displays the unit of measure used for specifying the threshold of a straight line.





Lets you set a default roundness value between zero and 100 for all rectangles you draw using the **Rectangle** tool. For square corners, set the slider to zero; for full roundness, set the slider to 100.



Enable to set the **Ellipse** tool to draw ellipses.

Enable to set the **Ellipse** tool to draw pie shapes.

Enable to set the **Ellipse** tool to draw arcs.

Lets you specify the angle at which you want arcs or pie shapes to begin.

Lets you specify the angle at which you want arcs or pie shapes to end.



Enable to draw pie shapes and arcs in a clockwise direction. The beginning and ending points of pie shapes and arcs are determined by the angles specified in the **Starting angle** and **Ending angle** boxes.

Enable to draw pie shapes and arcs in a counterclockwise direction. The beginning and ending points of pie shapes and arcs are determined by the angles specified in the **Starting angle** and **Ending angle** boxes.



Enable to set the **Polygon** tool to draw polygons.

Enable to set the **Polygon** tool to draw stars.

Enable to set the **Polygon** tool to draw polygons as stars.

Lets you specify the number of points to use by default when drawing polygons, stars, and polygons as stars.

Lets you specify the sharpness level of stars and polygons as stars.



Displays a thumbnail image of the polygon, star, or polygon as a star based on the Polygon tool settings.



Enable to set the **Spiral** tool to draw symmetrical spirals by default.

Enable to set the **Spiral** tool to draw logarithmic spirals by default.

Displays a thumbnail image of the spiral, based on the **Spiral** tool settings.

Lets you specify the number of revolutions to use when drawing spirals.

Lets you specify a default expansion factor for increasing the distance between each revolution of a logarithmic spiral. Moving the slider to the right increases the distance between each revolution.





Lets you specify the default width in cells when drawing a grid.

Lets you specify the default height in cells when drawing a grid.



Lets you specify the number of columns the **Interactive mesh fill** tool creates on an object.

Lets you specify the number of rows the **Interactive mesh fill** tool creates on an object.



Opens the **Styles** page in the **Options** dialog box.





Lets you choose which properties you want to save with the selected style. You can save a property by enabling its check box.

Displays the font of the selected artistic or paragraph text style.

Displays the font size of the selected artistic or paragraph text style.

Opens the **Format text** dialog box, which lets you specify text formatting settings for the selected text style.

Lets you choose a fill for a graphic or text style.

Displays information about the color model and component values for the fill.

Opens a fill dialog box, which lets you specify fill settings for the selected graphic or text style. The fill dialog box that opens depends on the fill type you choose from the **Fill** list box.

Displays the color and width of the outline for the selected graphic or text style.



Opens the **Outline pen** dialog box, which lets you specify the outline settings for the selected graphic or text style.



Opens the **Edit** page in the **Options** dialog box, which lets you set your preferences for performing certain operations and displaying objects on the screen.

Opens the **Display** page in the **Options** dialog box, which allows you to specify display settings in CorelDRAW.

Opens the **General** page in the **Options** dialog box, which lets you specify general display settings for CorelDRAW.

Opens the **Text** page in the **Options** dialog box, which lets you set formatting and display preferences for text.

Opens the **Font** page in the **Options** dialog box, which lets you specify the fonts and symbols you want to display in CorelDRAW.

Opens the **Memory** page in the **Options** dialog box, which lets you adjust memory settings.







Enable to ensure that there are no conflicts, such as intersecting Internet objects, in your Web document before you publish it to the Internet.

Enable to ensure that text in your Web document is HTML-compatible before you publish it to the Internet.

Enable to ensure that externally linked bitmap files in your Web document can be found before you publish it to the Internet.

Enable to ensure that Internet objects in your Web document don't have transformations that may result in an unreliable published document before you publish the document to the Internet.

Enable to ensure that Internet objects aren't positioned off the pages in your Web document before you publish it to the Internet.

Enable to ensure that the appropriate link information is specified on the Java Applet and Embedded File property pages in the **Object properties** dialog box before you publish the document to the Internet.



Enable to ensure that a CGI Script address is specified for pages in your Web document that contain preconfigured Internet objects, such as Java applets, submit buttons, and check boxes, before you publish the document to the Internet.

**Settings dialog box**

Lets you specify a value that the active control will use.

Displays the minimum value you can specify in the **Full value** box.

Displays the maximum value you can specify in the **Full value** box.

Displays the smallest increment you can specify in the **Full value** box.



Lets you display or hide the toolbox. A check mark beside the command name indicates that the toolbox is displayed.



Attaches the selected blend to the path beneath the cursor.

Magnifies the area you click by a factor of two.

Magnifies the area you clicked by four times its actual size.

Magnifies the area you clicked by twice its actual size.

Magnifies the area you clicked to its actual size.

Reduces the magnification of the area you clicked to 75% of its actual size.

Reduces the magnification of the area you clicked to 50% of its actual size.

Reduces the magnification of the area you clicked to 25% of its actual size.



Reduces the magnification of the area you clicked to 10% of its actual size.

Opens the appropriate **Toolbox** page in the **Options** dialog box, which provides controls for adjusting the performance the selected tool.



Enable to create a two-color pattern from the selected object.

Enable to create a full-color pattern from the selected object.

Enable to create a low-resolution pattern.

Enable to create a medium-resolution pattern.

Enable to create a high-resolution pattern.





**View menu**

Displays only the outlines of objects in your drawing.

Displays bitmaps, extrusions, contours, and intermediate blend shapes in your drawing in monochrome color, and hides all fills.

Displays all fills except PostScript fills and high-resolution bitmaps.

Displays uniform fills, low-resolutions bitmaps, and lenses as solid colors, and displays fountain fills as a blend of the first and last color.

Displays the closest approximation to what a drawing will look like when printed.

Displays a fully detailed version of your drawing without any of the CorelDRAW interface. Depending on the view quality you specify in the Options dialog box, the preview uses the Normal or Enhanced view.



Lets you preview a selected object or all objects in a full-screen preview. A check mark beside the command indicates that previewing selected objects is enabled.

Lets you display or hide the Property Bar. A check mark beside the command indicates that the Property Bar is already displayed.

Lets you display or hide the Status Bar. A check mark beside the command indicates that the Status Bar is already displayed.

Lets you display or hide the ruler. A check mark beside the command indicates that the rulers are displayed.

Lets you display or hide the grid. A check mark beside the command indicates that the grid is displayed.

Lets you display or hide guidelines. A check mark beside the command indicates that guidelines are displayed.

Lets you display or hide the bleed. A check mark beside the command indicates that the bleed is displayed.

Lets you display or hide the dotted line that identifies the portion of the Drawing Window that can be printed. A check mark beside the command indicates that the printable area is displayed.



Disable to hide the border of the drawing page. Any objects lying outside the page border will not be printed, therefore it may help to display it while you work.

Displays a patterned fill to show which objects are overprinted. A check mark beside the command indicates that overprinted objects are displayed with a patterned fill.

Lets you display or hide Paragraph text frame outlines. A check mark beside the command indicates that the frames are displayed.

Lets you add, delete, and move guidelines.

Lets you specify settings for the grid and rulers.

Lets you snap or unsnap objects to the grid.

Lets you snap or unsnap objects to guidelines.

Lets you snap or unsnap objects to other objects.



## Options window/Document

Enable to launch CorelDRAW with any of the following default options you choose.

Enable to save the settings on the General page in the Options dialog box as the default settings for all documents you create.

Enable to save the settings on the Page, Size, Layout, Label, and Background pages in the Options dialog box as the default settings for all documents you create.

Enable to save the settings on the Grid page and the Rulers page in the Options dialog box as the default settings for all documents you create.

Enable to save the preset guideline settings you specify on the Guidelines, Presets pages in the Options dialog box as the default settings for all new documents you create.

Enable to save the settings on the Styles page in the Options dialog box as the default settings for all documents you create.

Enable to save the settings on the Save page in the Options dialog box as the default settings for all documents you create.



Enable to save the settings on the Publish To Web page in the Options dialog box as the default settings for new documents you create.

## Options window/Document/General

Lets you choose whether to display your drawing in Wireframe, Simple Wireframe, Draft, Normal, or Enhanced View.

Enable to automatically fill open curves with the default fill.

Enable to automatically inflate imported images to create a border for bitmap effects.

## Grid and Ruler Setup dialog box

## Grid

Enable to specify the number of grid lines (or dots) you want per unit of measure.



Enable to specify the precise amount of space you want between grid lines (or dots).

Lets you specify the number of vertical grid lines you want per unit of measure.

Lets you specify the number of horizontal grid lines you want per unit of measure.

Displays the unit of measure in which the horizontal grid frequency is specified.

Displays the unit of measure in which the vertical grid frequency is specified.

Displays the unit of measure in which the vertical grid spacing is specified.

Displays the unit of measure in which the horizontal grid spacing is specified.

Lets you specify the precise amount of space you want between horizontal lines.



Lets you specify the precise amount of space you want between vertical grid lines.

Lets you specify the precise amount of space you want between vertical grid lines.

Lets you specify the precise amount of space you want between horizontal grid lines.

Enable to display the grid.

Enable to have objects snap to the grid.

Enable to display the grid as lines.

Enable to display the grid as dots.

Enable to have objects snap to other objects.



## Rulers

Lets you specify the distance by which you want objects to move when you nudge them using the arrow keys.

Lets you specify how many times further you can move an object by super nudging it compared to simply nudging it.

Lets you specify the unit of measure to be used when nudging, super nudging, or micro-nudging an object.

Lets you specify a fraction of the nudge distance to be used when micro-nudging an object.

Enable to make the units of measure consistent for the amount of offset when duplicating objects, nudging objects, and aligning objects using the rulers.

Lets you specify the unit of measure you want to use for the horizontal ruler.

Lets you specify the unit of measure you want to use for the vertical ruler.



Enable to use the same unit of measure for both the horizontal and vertical rulers.

Lets you specify the number of precision marks to show between each full unit tick on the rulers.

Lets you specify the number of precision marks to show between each full unit tick on the rulers.

Enable to display partial measurement units as fractions rather than decimals.

Lets you specify a location for the origin of the horizontal ruler on the Drawing Page.

Lets you specify a location for the origin of the vertical ruler on the Drawing Page.

Displays the unit of measure used to specify the location for the origin of the vertical ruler on the Drawing Page.

Displays the unit of measure used to specify the location for the origin of the horizontal ruler on the Drawing Page.



Enable to display the rulers.

Lets you change the drawing scale (the ratio of on-screen distance to real-world distance). If you are using pixles as the unit of measure, lets you set the resolution for the Drawing Page.

**Edit Scale dialog box**

Lets you choose a preset drawing scale.

Lets you specify the component of the drawing scale that represents the distance in a drawing.

Lets you choose the unit of measure you want to use to set the drawing scale.

Lets you specify the component of the drawing scale that refers to distances in the real world.

## Guidelines Setup dialog box



Enable to have objects snap to guidelines.

Enable to display the guidelines.

Lets you choose a default color for standard guidelines.

Lets you choose a default color for preset guidelines.

## **Guidelines Setup dialog box - Slanted**



Lets you choose a slanted guideline.

Lets you choose a slanted guideline.



Displays the selected guideline and lets you specify a new location.

Lets you choose a method for positioning a slanted guideline.

Lets you specify the horizontal position of a guideline's point of origin.

Lets you specify an angle for the guideline if you're using Angle And 1 Point to define your guideline. Lets you specify the horizontal position of a guideline's second point of origin if you're using 2 Points.

Lets you choose a unit of measure to set the position of a guideline.

Displays the unit of measure used to position the selected guideline.

Displays the unit of measure used to position the selected guideline.

Displays the unit of measure used to position the selected guideline.



Lets you specify the vertical position of a guideline's origin point.

Lets you specify the vertical position of a guideline's second origin point.

Lets you specify a guideline's angle.

Adds a guideline at the specified location.

Moves the selected guideline to a specified position.

Removes the selected guideline.

Removes all slanted guidelines from the active drawing.

## Zoom Tool Property Bar



Zooms in by a factor of two.

Zooms out by a factor of two or to the previous level of magnification.

Displays objects in the drawing at their actual size.

Fits all selected objects in the Drawing Window.

Fits all objects in the Drawing Window.

Fits the entire Drawing Page inside the Drawing Window.

Fits the width of the Drawing Page inside the Drawing Window.

Fits the height of the Drawing Page inside the Drawing Window.



Opens the View Manager Docker window, which lets you adjust your view of your drawing or save any view of a specific Drawing Page.

## **Zoom Toolbar** (features not already defined above, or in Tools, View Manager)

Zooms to an area you marquee select using the Zoom tool.

Lets you change your view by moving once around the Drawing Window, then returns automatically to the tool you were using before panning.





Creates a window with the same contents as the active Drawing Window. This lets you view an object from different vantage points.

Cascades all open windows in layers so that you can see each window's Title Bar.



Displays all open windows in horizontal rows.

Displays all open windows in vertical columns.

Arranges all minimized windows at the bottom left corner of the CorelDRAW Application Window.

Closes the active window.

Closes all open windows.

Clears the screen of any "debris" left over from earlier manipulations or to resume drawing after a display interruption.

Hides all the color palettes in the Drawing Window.

Displays the CorelDRAW default color palette.



Displays the Web-safe color palette.

Displays the 256 shades of Gray color palette.

Displays and lets you choose colors from the PANTONE® Matching System Coated palette which simulates printing colors on coated paper. PANTONE® Matching System Coated palette contains spot colors which correspond to solid inks and are not CMYK-based, each unique color applied to an object results in an additional color separation plate.

Opens the Open Palette dialog box which lets you locate and open a color palette.

Opens the color palette Browser which lets you browse the color palettes on your computer and load them into the Drawing Window Color Palette.

Opens the Save Palette As dialog box which lets you save a custom color palette from the chosen selection.

Opens the Save Palette As dialog box which lets you save a custom color palette from the chosen document.





Opens the Node Edit Docker window, which lets you modify curved objects.

Opens the Link Manager Docker window, which lets you embed, update, edit or refresh the links in your document.

Opens the Internet Bookmark Manager Docker window, which lets you view a list of all the bookmarks that you've assigned in the active drawing.

Opens the Web Preflight Docker window, which lets you scan and resolve the active drawing's conflicts before publishing it to the Web.

Lets you add pre-drawn graphic images to a drawing.

Opens the Object Data Docker window, which lets you create a database to maintain and organize data about individual objects or groups of objects in a drawing.

Opens the Customize page of the Options dialog box, which lets you specify the display properties of a toolbar that you want displayed.

Opens the Dockers page of the Options dialog box.



Opens the Web Connector Docker window, which lets you access information on the World Wide Web.

Displays the Web Connector Docker window, which lets you access information on the World Wide Web.

Lets you specify an Internet address or choose an address from the list box.

The buttons on the Web connector Docker let you move back or forward to the previously viewed Web page, stop loading a Web page, refresh the active window, choose a favorite Web site from a list of bookmarked sites, and print the active window.

Lets you choose a favourite Web site from the list of bookmarked sites.

Lets you move forward to a previously viewed Web page.

Opens the URL location that you have designated as your Home page.

Lets you print the active window.



Refreshes the current window.

Stops loading the Web page.

Opens the Publish to the Web wizard, which lets you prepare your document for publication to the World Wide Web.



Opens the Graphics and Text Style Docker window, in which you can create graphic and text styles and apply them to objects in your drawing.

Displays icons for the graphic and text styles in the active template.

Lets you choose a style to apply to the selected object.

Opens the Style Properties dialog box, which lets you change the formatting properties of a style in the active template.



Displays the graphic or text formatting properties you can apply to the selected style. Enable one or more of the check boxes to apply properties to the selected style.



Opens a menu of commands for working with graphic and text styles.

Applies the styles you specify in the Docker window to the selected object.

Opens the Load Styles From Template dialog box, from which you can choose a template to load.

Opens the Save Template dialog box, which lets you save the current style set, page layout settings, and contents as a template.

Saves the active template as the default template for all new drawings.

Enable to display the available styles as large icons in the Docker window.



Enable to display the available styles as small icons in the Docker window.

Enable to display the available styles in a list.

Enable to display the available styles in a table showing style name and type.

Finds objects in your drawing using the style you specify in the Docker window.

Lets you copy properties from an object in your drawing to a style in the Docker.

Lets you assign a shortcut key combination to the selected style.

Enable to display graphic styles in the Docker window.

Enable to display Artistic text styles in the Docker window.



Enable to display Paragraph text styles in the Docker window.

Enable to display only those styles you can apply to the selected object. For example, if you select a graphic object, CorelDRAW displays only graphic styles.

Creates a graphic style based on the default graphic style.

Creates an Artistic text style based on the default Artistic text style.

Creates a Paragraph text style based on the default Paragraph text style.

Deletes the selected style.

Lets you rename the selected style.

Lets you change the text, fill, and outline properties for the selected style.





Enable to view a thumbnail sketch of the selected template.

Displays a thumbnail sketch of the selected template.



Lets you choose the version of CorelDRAW you want to use to save the template.

Lets you choose the type of thumbnail you want to save with the template. When you want to load a template, you can view the thumbnail to help you find the template you want.

Enable to save page settings, objects, and styles in the template.





Lets you choose a style and apply it to the selected object.

Opens the Apply Styles dialog box, from which you can choose a style to apply to the selected object.

Opens the Save Style As dialog box, which lets you create a style based on the selected object's properties.

Reapplies the applied style to an object. By reverting to the applied style, you discard any changes to the object's properties made since you applied the style.







Displays all of the available styles for the selected object type.





Lets you specify a name for the new style.

Displays the object's properties, and lets you enable the ones you want to save with the style.



Converts a selected color style to a spot color. Spot colors are solid ink colors that print individually, one plate per spot color.

Opens the Color Styles Docker window, in which you can create color styles and apply them to objects in your drawing as well as create shades of a color style and link them under that color style.

Displays the parent and child color styles for each open drawing.

Opens the New Color Style dialog box, which lets you create a color style.



Opens the Create a New Child Color dialog box, which lets you to create a child color based on the selected color style.

Lets you specify the brightness value for a child color.

Displays the common hue value for both the parent color style and the new child color style.

Lets you specify the saturation value for a child color.

Displays the common ID value for both the parent color style and the new child color style.

Lets you specify the tint value for a child color.

Displays the parent color style swatch and name.

Displays the available colors based on the parent color style selected.



Lets you specify a name for the new child color.

Displays the child color swatch and name.

Displays the parent color style and previews the new child color style.

Opens either the Edit Color Style or the Edit Child Color dialog box, which let you change the color of a color style.

Opens the Create Shades dialog box, which lets you automatically create up to 20 child color styles from a selected color style.

Enable to create child color styles that are lighter than the parent.

Enable to create child color styles that are darker than the parent.

Enable to create both lighter and darker child color styles.



Displays the color style from which the child color styles will be created.

Displays the name of the parent color style.

Lets you specify the number of child color styles that you want to create. You can automatically create up to 20 child color styles.

Lets you set how similar the child color styles will be to the selected color style. Higher values (moving the slider to the right), create shades that are very similar; lower values (moving the slider to the left), create shades that are less similar.

Opens the Automatically Create Color Styles dialog box, which lets you create color styles from the selected objects in your drawing.

Lets you set the number of parent color styles created.

Enable to create color styles from the fill colors of the selected object.

Enable to create color styles from the outline colors of the selected object.



Enable to link similar colors together under a parent color style.

Enable to convert colors from a specific color-matching system to CMYK, so that they can be grouped under a parent color style.

Updates the preview window to show the new color styles to be created based on the settings you specify.

Displays the new color styles to be created based on the settings you specify.



Lets you make a selected color style the child of another color style. You cannot make a color style the child of a child color style.

Deletes the selected color style.

Lets you rename the selected color style.



Sorts the color styles under the selected folder or parent alphabetically.

Sorts the color styles in the selected folder and places color styles with children at the top of the list.

Adds the selected color style to the default palette.

Displays the parent and child color styles for each open drawing.



Opens the Artistic Media Docker window, which lets you apply Artistic Media strokes and spraylists to curve objects in your drawing.

Displays the most recently used Artistic Media strokes and spraylists.

Lets you choose a folder to display Artistic Media strokes and spraylists in the Docker window.



Opens the Browse For Folder dialog box, which lets you select another folder to access Artistic Media strokes and spraylists from the Docker window.

Displays the most recently used Artistic media strokes and spraylists, as well as preset strokes, brush strokes, and spraylists available in the folder specified in the Docker window list box.

Applies the Artistic Media stroke or spraylist to the selected object on the Drawing Page.

Enable to apply an Artistic Media stroke or spraylist to a curve by selecting it from the Docker window. If you disable Auto Apply, you must first select the stroke or spraylist, and then click the Apply button. Artistic Media strokes and spraylists are automatically applied to the selected object when the button appears pressed.

Saves the selected object as a brush stroke or spraylist.

Opens a menu from which you can choose which Artistic Media strokes to display in the Docker window. You can also link to the Corel Web site, where you can download additional brush strokes.

Enable to display preset strokes in the Docker window.

Enable to display brush strokes in the Docker window.



Enable to display spraylists in the Docker window.

Links to the Corel Web site, where you can download additional brush strokes for use in your drawing.



Enable to create a brush stroke from the selected object. You can apply the new brush stroke to a curve using the Brush mode of the Artistic Media tool.

Enable to create a spraylist from the selected object. You can apply the new spraylist to a curve using the Object Sprayer mode of the Artistic Media tool.

## **Object Properties Docker window**

Lets you specify the outline or line width of a selected object.

Artistic Media Property Bar



Lets you draw curves using preset strokes.

Lets you apply brush strokes to a curve.

Lets you apply a series of objects to a curve.

Lets you draw curves as if you are using a calligraphic pen.

Lets you draw curves as if you are using a pressure-sensitive pen.

Lets you set a smoothing value between 0 and 100 for an Artistic Media stroke.

Lets you specify the maximum width of the curve.

Lets you specify an angle for the Calligraphic pen nib.



Lets you choose a preset stroke to apply to a curve.

Lets you choose a brush stroke to apply to a curve.

Saves a brush stroke or spraylist.

Deletes the selected Artistic Media stroke or spraylist.

Lets you specify the size of the sprayed object as a percentage of the original (top box), and the size of each successive object as a percentage of the preceding object (bottom box). For example, if you want the objects in the spray to decrease in size by increments of two percent, you can type "98" in the bottom box.

Lets you apply or disable incremental scaling for a spraylist. Incremental scaling is applied when the button appears pressed.

Lets you choose a spraylist to apply to a curve.

Saves a new spraylist or saves changes to a selected spraylist.



Lets you choose the order in which the objects in the playlist of a spraylist are sprayed along a curve.

Adds the selected object to a new or existing spraylist.

Lets you specify the number of objects you want placed at each spacing point (top box), and the distance between the centers of each object (bottom box).

Opens the Rotation dialog box, which lets you specify rotation angle and rotation increment settings.

Lets you specify the angle to which you want to rotate the objects in the spray.

Enable to rotate the objects incrementally to the angle specified in the Increment box.

Lets you specify the increment (in degrees) by which you want to rotate each successive object in the spray.

Enable to rotate objects in relation to the path.



Enable to rotate objects in relation to the page.

Opens the Offset dialog box, which lets you specify settings for offsetting the spray from the curve.

Enable to offset the objects from the curve by the distance specified in the Offset box.

Lets you specify the distance by which you want to offset the objects from the curve.

Lets you specify the position of the offset objects relative to the curve

Resets the settings of the selected spraylist to the saved settings. If you have changed the settings of the spraylist, you can choose to save the new settings.



Opens the Create Playlist dialog box, which lets you create a playlist from the spraylist.



Displays a list of all the objects saved to the spraylist.

Displays a list of the objects selected for the object spray.

Displays a preview of the object selected from the spraylist or playlist.

Moves the selected object up one place in the playlist.

Moves the selected object down one place in the playlist.

Reverses the order of the playlist.

Adds the object selected from the spraylist to the playlist.

Removes the selected object from the playlist.



Adds all the objects in the spraylist to the playlist.

Clears the playlist.



The information in this help file is only accessible through the application.

## Import 3-D Model

## General

Displays the 3-D model or light object.

Changes the lens magnification of the camera in the 3-D Viewport.



Drags 3-D models into the Preview Window.

Rotates 3-D models in the 3-D Viewport.

Displays and hides light objects in the 3-D model.

Lets you choose to display the 3-D model as a wire frame or interactive image.

## Size Tab

Displays the options for setting the image size and resolution.

Lets you specify the width of the 3-D model.

Lets you specify the height of the 3-D model.



Lets you choose the unit of measure for the height and width of the 3-D model.

Lets you specify the resolution of the 3-D model.

Enable to maintain the height-to-width ratio of the 3-D model.

Restores the 3-D model to its original settings.

Displays the new image size.

**Distant Lights Tab**

Lets you add distant lights.

Enable to turn on the selected light.



Lets you choose a light type.

Opens the Color dialog box, from which you can choose a color for the light.

Lets you set a brightness for the light.

Enable to show shadows.

Lets you choose the falloff distance, which determines how the brightness of the light diminishes toward the end of its range.

Lets you choose a pattern for the angular falloff, which determines how the brightness of the light diminishes toward the edge of the cone.

Lets you set the half angle.

Lets you set the angle of the rays of the spotlight.



Enable to apply the light to the front of the 3-D model.

Enable to apply the light to the back of the 3-D model.

Sends the light to the back or front of the 3-D model.

Adds a light.

Removes a light.

Displays the position and intensity of the light object.

## Ambient Lights Tab





## Adobe Illustrator Export (AI)

Lets you choose an Adobe Illustrator file format.

Enable to export text as curves.

Enable to export text as editable characters.

Enable to export a file that will be edited on a Macintosh system.

Enable to export a file that will be edited on a PC compatible system.

Enable to convert spot colors to process colors when you export the file.

Enable to simulate effects you have applied to outlines (such as adding arrowheads, corners, or creating dashed lines) in Adobe Illustrator.



Enable to include placed images in the exported file.

Enable to simulate complex filled curves.

Enable to correct colors using the current profile.

Enable to include the version 7 preview image.

## PCD Import dialog

Lets you choose the color mode of the image.

Lets you choose the image type.

Displays the original image before any enhancements have been made.



Displays the image after the enhancements have been made.

Displays a preview of the image.

Resets the image to its original state.

Lets you specify the amount of red in the image.

Lets you specify the amount of green in the image.

Lets you specify the amount of blue in the image.

Lets you specify the saturation of the image.

Lets you specify the brightness of the image.



Enable to remove the scene balance adjustments made by the photofinisher when the original image is scanned and placed on the photo CD.

Enable to check for out-of-gamut colors, which are pure red or pure blue.

Lets you choose a contrast level, which is the difference in tone between the dark and light areas of an image.

## OS/2 BMP Export

Enable to use the OS/2 version 1.3 file format. This format does not support file compression.

Enable to use the OS/2 version 2.0 or later. This format supports file compression.

## JPEG Export

Displays a preview of the original image before you apply any enhancements.



Displays the image with the enhancements you have applied.

Resets the image to the default settings.

Displays a preview of the image.

Lets you specify the compression level of the image. Higher or lower compression levels affect the file size and quality of the image.

Lets you specify the smoothing of the image. Smoothing makes transitions between adjacent colors less pronounced.

Enable to use progressive loading. As the image data loads, the quality improves from unfocused to clear.

Enable to have an encoding method chosen that will produce the smallest file.

Lets you choose an encoding method subformat. Depending on the image, one of the available options will yield a smaller file size.



Displays the current image size.

Displays the current file size.

Displays the available encoding methods and lets you choose a encoding method.

Displays the available properties and lets you choose which properties you want.

**GEM Export**

Enable to export text as curves.

Enable to export curves as combinations of small line segments. Select this option if the application in which you intend to use the exported file does not understand Bezier curve information or if you want to export curve objects as polylines rather than Bezier curves.

**BRS Import (.CUR and .ICO)**



Displays the original image.

Displays the image with the enhancements you applied.

Enable to be able to choose the color of the transparent areas of the icon or cursor when you edit the image.

Enable to be able to choose the color of any inverse colors when you edit the image. Colors you have specified as inverse in an icon or cursor file display as the inverse of the background they are on.

Displays the color of any inverse colors when you edit the image.

Displays the color index options and lets you choose a option.

Displays the color of the transparent areas of the icon or cursor when you edit the image.

Resets image the to its original state.



Displays a preview of the image.

Displays the current image size in pixels.

Lets you choose the image's color from a color palette.

## Cursor Export (CUR files)

Displays a preview of the cursor.

Displays the coordinates (x, y) of the cursor hot spot.

Lets you define the coordinates (x, y) of the cursor hot spot. The hot spot is the point that is used to click with the cursor.

Enable to make the masked area of the cursor transparent.



Lets you choose the inverse color.

Lets you choose the inverse color.

Displays the color that is selected to become the inverse color.

Lets you choose the color that you want to make transparent.

Lets you choose the color that you want to make transparent.

Displays the color that is selected to become transparent.

## GIF Export

Lets you choose the color of the image from the color palette.



Enable to have no areas of the image display as transparent when you open the image in a Web browser.

Enable to make the masked area of the image transparent.

Enable to make a color from the image transparent. Use **Image color** to make transparent backgrounds.

Enable to invert the image's mask.

Enable to use interlacing when you load the image. As the data loads, the image quality improves from unfocused to clear.

Lets you specify the index value of the color.

Opens the **Color** dialog box, which lets you select a color that is transparent when displayed in a Web browser.

Displays the color that is selected to become transparent when displayed in a Web browser.



Lets you specify the color component values of the selected color.

Displays the original image.

Displays the image with the enhancements you applied.

Makes color transparent when selected.

Resets the image to its original format.

Displays a preview of the image.

Displays the transparency options that are available.

**PNG Export**



Lets you choose the color of the image from the color palette.

Enable to have no areas of the image display as transparent when you open the image in a Web browser.

Enable to make the masked area of the image transparent.

Enable to make a color from the image transparent. Use **Image color** to make transparent backgrounds.

Enable to invert the image's mask.

Enable to use interlacing when you load the image. As the data loads, the image quality improves from unfocused to clear.

Lets you specify the index value of the color.

Opens the **Color** dialog box, which lets you select a color that is transparent when displayed in a Web browser.



Displays the color that is selected to become transparent when displayed in a Web browser.

Lets you specify the color component values of the selected color.

Displays a preview of the original image before you apply any enhancements.

Displays the image with the enhancements you applied.

Makes color transparent when selected.

Resets the image to its original format.

Displays a preview of the image.

Displays the transparency options that are available.



## HPGL Export (.PLT export)

Pen tab

Displays the pens and lets you assign individual colors to the pens so the image can be reproduced on a plotter.

Lets you choose the color assigned to the selected pen.

Lets you specify the width of the selected pen.

Lets you specify the velocity assigned to the pen, in cm/s.

Displays the velocity assigned to the pen, in cm per second.

Lets you specify the velocity assigned to the pen.



Select to define the pen as unused.

Resets the image to its original.

Lets you choose a pen library. A pen library is a saved groups of settings.

Saves the current settings as a pen library.

Deletes the selected pen library from the **Pen libraries** list box.

**Page tab**

Displays the scaling options that are available.

Enable to scale the graphic before you export it.



Lets you specify the scaled size at which you are exporting the graphic. At value of 100 percent, you export the image at its original size.

Enable to fit the image to the page size.

Displays the page size and lets you adjust its settings.

Lets you choose a page size.

Displays the width of the page.

Lets you choose the unit of measurement used to calculate page width.

Displays the height of the page.

Lets you choose the unit of measurement used to calculate page height.



Displays the plotter origin, and lets you align the image in the center or at the bottom left of the printable area.

Enable to align the image in the center of the printable area.

Enable to align the image at the bottom left of the printable area.

Displays the page orientation options that are available.

Displays the current page orientation.

Enable to set the page orientation to portrait.

Enable to set the page orientation to landscape.

Lets you specify the number of plotter units per inch.



**Advanced tab**

Displays the plotter fills and lets you specify whether the plotter creates simulated fills.

Lets you choose how the plotter creates simulated fills with either parallel lines or a crosshatch pattern.

Lets you specify the line spacing used for the parallel lines and crosshatch options.

Lets you specify the line angle used for the parallel lines and for the vertical lines of the crosshatch option.

Lets you specify the line angle used for the horizontal lines of the crosshatch option.

Displays the Curve Resolution and lets you specify the size of the lines used to represent the curves of the image.

Lets you specify the size of the line segments used to create curves in the image. The smaller the line segments, the smoother the curve appears.



Lets you choose the unit of measurement that determines the size of the line segments used to create the curves in your image.

Enable to remove lines that are hidden in the original image because they are covered by a filled object on a higher layer but that would appear in the plotted image.

Enable to weld overlapping objects so that the outline displays as one shape.



Not Welded



Welded

Enable to prevent the width and velocity settings in the Pen tab from being saved with the file.

## HPGL Options (.PLT import)

Displays the pens you can assign to individual colors to reproduce the image on the page.

Lets you choose the color to assign to the selected pen.

Lets you specify the width of the selected pen in mm.



Displays the width of the selected pen.

Lets you specify the velocity assigned to the pen in cm.

Displays the velocity assigned to the pen.

Lets you specify the velocity assigned to the pen.

Select to define the pens as unused.

Lets you choose a pen library. A pen library is a saved group of settings.

Saves the current pen settings as a pen library.

Deletes the selected pen library from the Pen Libraries list box.



Lets you specify the scaling percentage of the image when you import.

Enable to scale the image when you import.

Lets you specify the size at which the image is imported.

Enable to override the current pen widths.

Resets the pen settings to their default settings.

Enable to override the current pen colors.

Displays the velocity assigned to the pen in cm/s.

## TGA Export



Enable to use the Normal file format. You can't save masks if you use the Normal TGA file format.

Enable to use the Enhanced TGA file format, which saves any masks with the image. You can't save black-and-white images as **.tga** files.

## WMF Export

Enable to export text as editable characters.

Enable to export text as curves.

Enable to include a header with the file that specifies the dimensions of the image.

Displays the text options, and lets you select which one you want.

**EPS Export**



Displays the options you can apply to the **.eps** file before you export it, and lets you choose options.

Enable to include a bitmap or vector thumbnail as a header with the file. When you import the image, you can view the thumbnail in the **Preview** window. If you don't include a header, the **Preview** window displays an X.

Lets you choose a vector (WMF) or a bitmap (TIFF) thumbnail format when are export the file.

Lets you choose the color depth of the thumbnail you are saving with the file.

Lets you specify the resolution of the thumbnail you are saving with the file.

Enable to make the background of the bitmapped image transparent.

Displays the format options for exporting text and lets you choose the format.

Enable to export text as curves.



Enable to export text as editable characters.

Enable to include PostScript font information with the file.

Displays the projected uncompressed image header size in bytes.

Displays the printer color profiles and lets you choose printer profile.

Enable to export the file with the colors defined in the current printer's profile.

Enable to use the selected profile for your composite printer.

Enable to use the selected profile for your separations printer.

Lets you specify a color mode for the **.eps** file.



Displays the selected profile.

Enable to indicate to the service bureau's Open Pre-Press Interface (OPI) server to substitute the high-resolution images with low-resolution images in your file. This substitution is done before the print file is rasterized and imaged to film.

Enable to automatically increase the number of steps used to create fountain fills. This options reduces banding which is the appearance of stripes across a fountain fill.

Lets you specify the number of steps used to reproduce fountain fills.

Displays the PostScript levels you can use to export a file and lets you choose a level.

Lets you specify the user name.

Lets you choose the PostScript level.

Displays the color mode used when you print your file and lets you choose a color mode.



Enable to reduce the size of a **.eps** file by compressing bitmapped images.

Lets you specify the compression quality of the bitmapped image.

Displays bounding box options and lets you choose options.

Enable to align a bounding box to the objects in the file. A bounding box is a rectangular box that encloses all the selected items.

Enable to align the bounding box to page boundaries. All objects on page will now be enclosed inside of a bounding box.

Displays the bounding box you have selected.

Enable to set the amount by which the bleed extends beyond the edge of the area to be printed. A bleed limit is the extent to which an image can extend beyond the crop marks.

Lets you specify the amount of bleed you want to apply to the image. Usually, a bleed of .125 to .25 inches is enough.



Enable to use crop marks as alignment aids when you trim the print output to its final size.

Enable to have a number with decimal points.

Lets you specify a user name that is used in the **.eps** file header.

Displays the Trapping options and lets you choose options.

Enable to maintain the current settings for objects. This ensures that the service bureau or print shop does not change overprint settings.

Enable to create a color trap by causing objects that contains 95 percent or more black to overprint underlying objects.

Enable to create a color trapping by applying an outline to an object that is the same color as it's fill and overprint underlying objects.

Enable to apply an auto-spread outline to the objects on the page. When auto-spread is enabled all the objects outlines on the page are the same width.



Lets you specify the maximum trap value, which determines the amount of spread assigned to an object. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

Lets you specify the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

**Import Postscript (.PS)**

Enable to export text as curves.

Enable to export text as editable characters.

Enable to return postscript errors that might occur during conversion.

Lets you specify the amount of virtual memory.

Enable to check for PostScript 3 files.



Displays the virtual memory and lets you specify the amount of virtual memory.

Displays the text exporting options and lets you choose the file format.

## WordPerfect Graphic export

Enable to export the image as a 16 color image.

Enable to export the image as a 256 color image.

Enable to export text as editable characters.

Enable to export text as curves.

Enable to export the file in the format of WordPerfect Version 1.



Enable to export the file in the format of WordPerfect Version 2.

Displays the color mode options.

Displays the text options, and lets you select which one you want.

Displays the versions available, and lets you select which one you want.

## CGM Export

Lets you choose the CGM export format that best suits the application in which you want to open the exported file.

Displays format options and lets you choose a CGM export format.

## Wavelet Export (.WI)



Lets you specify the compression of the file. A high compression value produces a smaller file sizes but greater loss of image quality. Low compression results in larger files but less loss of image quality.

Lets you specify the contrast of the image. Contrast is the difference in tone between the dark and light areas of an image.

Lets you specify the edge of the image. Higher values result in sharper edges; lower values result in smoother edges.

Lets you choose the compression speed. Normal compression speed takes longer to save an image but gives better image quality. Fast compression speed takes less time to save an image but produces lower image quality.

Lets you choose a path for the image. Paths are another form of compression.

Displays the image size in bytes.

Displays the file size in bytes.

Displays a preview of the image.



Resets the image to the default settings.

Displays the original image.

Displays the image after modifications are made.

Displays image property options and lets you choose options.

Displays the encoding method options and lets you choose options.

**FPX import**

Lets you specify the amount of blue in the image.

Lets you specify the amount of green in the image.



Lets you specify the amount of red in the image.

Lets you specify the amount of light emitted in the image.

Lets you specify the contrast between the pixels in the image to improve the focus and enhance edges.

Lets you specify the saturation. Saturation is the purity of a color. The extent to which a color is made of a selected hue rather than of a mixture of that color and its complement.

Lets you specify the ratio between the lightest part of the image and the darkest part of the image.

Displays a preview of the image.

Resets image to the default settings.

Displays a preview of the original image before you apply any enhancements.



Enable to disable any transformations, such as size and color, applied to the image.

Displays the image after modifications are made.

Opens the **Image properties** dialog box where you can read a summary and description for the image.

## Scene Contents

Displays a description included with the image when the file was saved.

Displays a description of the people in the image.

Displays a description of the things in the image.

Displays a description of the places in the image.



Displays a description of the events in the image.

Displays the contents of the caption that appears in the image.

Displays any comments about the image.

## Summary

Displays a description included with the image when the file was saved.

Displays the title of the image.

Displays the name of the author of the image.

Displays the subject of the image.



Displays the day and time when the image was created.

Displays the last time when the image was edited.

Displays the name of the last person who worked on the image.

Displays any keywords for the image.

Displays the revision number of the image.

Displays any information about the image.

## FPX Export

Displays a preview of the original image before you apply any enhancements.



Displays a preview of the resulting image.

Refreshed result image displays automatically as you make changes to original image.

Lets you choose a compression type. Choose **None** for no compression; **Single color** for one color images; **JPEG unspecified** to let the filter choose the optimum compression level; and **JPEG by quality** to choose the compression level yourself.

Lets you choose a decimation type. Decimation is another form of compression. Depending on the image, **Standard** (2x2) or **Gaussian** (4x4) yield a smaller file size with no loss of quality.

Lets you specify the quality of the image. Lower quality files are smaller and more compressed. Higher quality files are larger and less compressed.

Displays the image size in bytes.

Displays the file size in bytes.

Opens the **Image properties** dialog box where you can specify a summary and description for the image.



Resets the image to its original state.

Displays the encoding methods that are available.

Displays the properties settings that are available.

## Scene Contents

Lets you specify the people in the image.

Lets you specify the things in the image.

Lets you specify the places in the image.

Lets you specify the events in the image.



Lets you specify the contents of the caption that appears in the image.

Lets you add comments about the image.

## Summary

Lets you assign a title to the image. This title appears in the Summary property page when the image is opened.

Lets you type in the name of the author of the image.

Lets you describe the subject of the image.

Lets you specify the name of the last person who worked on the image.

Lets you specify keywords for the image.



Lets you specify a revision number.

Lets you add information about the image.

**PFB (Adobe Type 1) Options** (this dialog box displays only the first time when you export a file to the PFB format)

Displays the typeface options that are available.

Lets you specify a family name for the font you want to export.

Enable to export the font as a symbol.

Lets you choose a font style. This option is not available with symbol fonts.

Lets you choose a grid size. You can change the grid size of the font only if you're exporting to a new typeface.



Lets you specify a space width. The space width controls the amount of space between each character.

Lets you specify the vertical space between the characters.

## Adobe Type 1 Export

Lets you specify a family name for the font you want to export.

Displays the new font.

Displays character information and the character options that are available.

Lets you choose a character set.

Displays a list of the characters, symbols, and numbers that make up the selected character set.



Displays the number of the selected character.

Enable to automatically select the character width, based on the other options you enabled.

Lets you specify the width of each character.

Lets you specify the design size of the characters.

Lets you choose a unit of measurement for the characters.

Lets you specify the position of the line upon which the letters of the font rest.

Opens the **Options** dialog box, where you can specify options, such as family name, space width, grid size, and character number.

**Adobe Type 1 Export Options** (The controls of the Options dialog box have the same IDDH strings as the controls of the True Type Export Options dialog box. Only the following controls have different IDDH strings)



Lets you choose a character set.

Displays the number of the current character.

Lets you specify the width of each character.

## Options (TTF)

Displays the typeface options that are available.

Lets you specify a family name for the font you want to export.

Enable to export the font as a symbol.

Lets you choose a font style. This option is not available with symbol fonts.



Lets you choose a grid size. You can change the grid size of the font only if you're exporting to a new typeface.

Lets you specify a space width. The space width controls the amount of space between each character.

Lets you specify the vertical space between the characters.

## True Type 1 Export

Lets you specify a family name for the font you want to export.

Displays the new font.

Displays character information and the character options that are available.

Lets you choose a character set.



Displays a list of the characters, symbols, and numbers that make up the selected character set.

Displays the number of the selected character.

Enable to automatically select the character width, based on the other options you enabled.

Lets you specify the width of each character.

Lets you specify the design size of the characters.

Lets you choose a unit of measurement for the characters.

Lets you specify the position of the line upon which the letters of the font rest.

Opens the **Options** dialog box, where you can specify options, such as family name, space width, grid size, and character number.



## True Type Export Options

Displays the typeface options that are available.

Lets you specify a family name for the font you want to export.

Enable to export the font as a symbol.

Lets you choose a font style. This option is not available with symbol fonts.

Lets you choose a grid size. You can change the grid size of the font only if you're exporting to a new typeface.

Lets you specify the vertical space between the characters.

Lets you specify a space width. The space width controls the amount of space between each character.



Opens a dialog box that lets you load Adobe Font Metrics from a file.

Displays character information and the character options that are available.

Lets you choose a character set.

Displays a list of characters and their numbers.

Displays the number of the current character.

Lets you specify the width of each character.

Deletes the current character from the character list.

## Import dialog box



Displays a thumbnail of the selected file when the **Preview** check box is enabled. If the file is not a graphics file, the preview window displays an X.

Enable to display a thumbnail of the selected file in the preview window. If the file is not a graphics file, the preview window displays an X.

Lets you choose a method for opening files.

Lets you display or hide file information such as image size, file format, keywords, and notes.

Displays the dimensions and color mode of the image.

Displays the file format of the image.

Displays any notes that are associated with the selected file.

Displays the last version with which this file was created.



Enable to use the filter's default settings without opening its dialog box.

Enable to maintain the layers and pages of a file when you import it.

Enable to link the bitmapped image externally instead of saving it in the file. This saves disk space and the image can be loaded and edited faster.

Enable to link a low Resolution place holder image to a high resolution file when you import TIFF (or CT) files.

Enable to apply the embedded International Color Consortium (ICC) profile in the imported file.

Enable to save the embedded International Color Consortium (ICC) profile of the file to the color directory where the application was installed.

Lets you choose the sorting order of the extensions in the **Files of type** or **Save as type** list box.

Enable to import bitmapped images that contain multiple layers. The multi-layers are combined into one layer upon import of image.



Enable to check for an encoded Digimarc watermark when you import files.

Provides a space for you to type the name of the file. You can use \* as a wildcard. For example, you can type \*.\* to see a list of all the files. You can also type the full path of a file. For example, you can type c:\mydocs\letter.doc or if you have used a long filename, you might type C:\mydocs\letter to mom.

Lists the type of files to display. This is useful for narrowing the list of files displayed to only those files you're interested in.

Preview video by moving Slider.

Displays keywords that identify the drawing you want to open.

**Crop Image**

Lets you define the cropping area.

Displays the path, filename, and extension of the image.



Displays the image with a cropping box around it, which you can use to resize the image.

Lets you specify the height of the cropping box.

Lets you specify the width of the cropping box.

Lets you specify the number of units to crop from the top of the image. You can choose a unit of measurement from the **Units** list box.

Lets you specify the number of units you want to crop from the left side of the image. You can choose a unit of measure from the **Units** list box.

Selects the entire image.

Lets you choose the unit of measurement for sizing and positioning the cropping box.

Displays the size of the cropped image.



**Resample image**

Displays the path, filename, and extension of the image.

Lets you specify the width of the image. You can choose the unit of measurement from the **Units** list box.

Lets you specify the height of the image. You can choose the unit of measurement from the **Units** list box.

Lets you specify the width of the resampled image as a percentage of its original width.

Lets you specify the height of the resampled image as a percentage of its original height.

Lets you specify the width of the image.

Lets you specify the height of the image.



Lets you choose the unit of measurement for sizing the image.

Lets you specify the horizontal resolution of the image in pixels or dots per inch (dpi).

Lets you specify the vertical resolution of the image in pixels or dots per inch (dpi).

Displays the vertical resolution of the original image.

Enable to maintain equal horizontal and vertical resolution values automatically.

Displays the file size of the image in bytes.

Displays the file size of the resampled image.

Lets you choose the resolution of an image.



Enable to maintain the width-to-height ratio of the image.

Displays the horizontal resolution of the original image.

## Bitmap Export

Displays the color controls and lets you change the color characteristics of the image.

Lets you choose a color mode. The number of bits a color mode uses determines both the computer power required and the number of colors or shades the color mode is capable of producing.

Enable to use image dithering. Dithering is a method of enhancing the color in Black and White, 16 bit Color, or 256 bit Color paletted images.

Enable to use a color profile when you export the bitmapped image.

Displays the dimension controls and lets you change the dimensions of the bitmapped image.



Lets you choose the export dimensions of the bitmapped image.

Lets you specify the width of the bitmapped image in pixels.

Lets you specify the height of the bitmapped image in pixels.

Displays the resolution controls and lets you change the resolution of the bitmapped image.

Lets you choose the resolution of the bitmapped image.

Lets you specify the vertical resolution of the bitmapped image.

Lets you specify the horizontal resolution of the bitmapped image.

Enable to maintain the width-to-height ratio of the image.



Displays the anti-aliasing controls and lets you choose the method of anti-aliasing for the bitmapped image.

Displays the estimated size of the file before it is compressed.

Enable to mask an area outside the selected objects.

Enable to maintain the aspect ratio between the height and the width of the image size.

Resets the bitmap properties to the default settings.

Enable to smooth the curved and diagonal edges in the bitmapped image.

**Save dialog box**

Lets you choose a compression type with which to save the file.



Lets you choose the type of compression format you want to save your image in. Will only be available if filter you are using can be compressed.

Lets you specify information about the file.

Saves the image.

Closes the dialog box without saving any of the changes.

Lets you choose the sorting order of the extensions in the **Files of type** or **Save as type** list box.

Provides a space for you to type the name of the file. You can use \* as a wildcard. For example, you can type \*.\* to see a list of all the files. You can also type the full path of a file. For example, you can type c:\mydocs\letter.doc or if you have used a long filename, you might type C:\mydocs\letter to mom.

Lists the type of files to display. This is useful for narrowing the list of files displayed to only those files you're interested in.

Enable to replace the white space in a filename with an underscore. Special characters are replaced by characters suitable for WEB Based file names.



Enable to suppress the dialog box of the filter.

Enable to save only the objects selected in the active drawing.

Enable to save your Visual Basic for Application (VBA) project in your file. If you don't save your project, you will lose any work you have done on that project.

Lets you specify keywords that will help you find and recognize your files for future use.

Lets you choose a version of CorelDRAW in which to save the active drawing.

Enable to save an embedded Internal Color Consortium (ICC) profile as part of the file.

Lets you choose a thumbnail's file size or choose to hide the file's thumbnail.

**Options dialog box, Global/Filters/Associate**



Lets you choose the file extension that will open with the Corel application you are running.

Enable to choose a file type for the Corel application you are running.

Displays a description of the selected filter.

Resets the associate page properties to the default settings.

## Options dialog box, Global/Filters

Lets you choose the filter type.

Lets you choose the active filters.

Adds a filter to the list of active filters.



Removes a filter from the list of active filters.

Moves the selected filter down one position in the list of active filters.

Moves the selected filter up one position in the list of active filters.

Displays a description of the selected filter.

Resets the file format properties to the default settings.

## Flash Export

**General tab**

Displays the options you can apply to bitmapped images and lets you set exporting options.



Lets you specify the amount of JPEG file compression.

Lets you choose a value for the JPEG compression. Lower image quality results in smaller files, while higher image quality produces larger files.

Lets you set the resolution of the image.

Lets you tone down differences between adjacent pixels.

Lets you specify the position of the bounding box.

Enable to apply the bounding box to the page borders.

Enable to align the bounding box exactly to the objects in the file.

Displays the bounding box you have selected.



Enable to export sounds associated with different states of rollovers.

Lets you choose a value for the sound compression. The more you compress a sound, the smaller the size and the lower the sound quality.

Enable to export sound tracks in a movie.

Lets you choose a value for the sound compression. The more you compress a sound, the smaller the size and the lower the sound quality.

Opens the **Presets** dialog box where you can type the name of the preset.

Lets you choose a preset of export settings.

Displays a list of preset export settings.

Lets you specify the name of the preset.



Lets you delete a preset of export settings.

Enable to convert dashed outlines to solid outlines.

Enable to round the corners and endpoints of lines and curves to match those supported by the Macromedia Flash format.

Enable to use default fountain steps for fountain fills.

Enable to prevent the exported file from being loaded into the Flash editor.

Displays a preview of the file in a browser.

**Preflight tab**

Enable so that Preflight does not check for the selected issue.



Displays that Preflight is analyzing the file.

Opens the **Preflight settings** dialog box, which lets you choose which issues Preflight checks for each time you export a file.

Displays a summary of the selected issue and a suggestion how to resolve the issue.

Displays a list of issues that can cause exporting problems.

Enable to overlook an issue.

**Preflight settings tab**

Lets you save the preflight settings to a preset.

Lets you delete a preset of preflight settings.



Displays the issues that Preflight will check for. If you want to overlook certain issues, disable the check boxes that correspond to those issues.

HTML tab

Lets you choose a template.

Lets you choose a template.

Enable to match the dimensions of the HTML document with the movie dimensions.

Lets you specify the height of the movie.

Lets you specify the width of the movie.

Lets you set the width in pixels.



Lets you set the height in pixels.

Lets you set the width of the movie relative to the browser window.

Lets you set the height of the movie relative to the browser window.

Enable to maintain equal values for the width and height of the movie.

Enable to pause the movie until you initiate play.

Enable to repeat the movie until it reaches the last frame.

Enable to display a Flash Player plug-in menu when you right-click on the movie.

Lets you choose the level of anti-aliasing.



Lets you use advanced capabilities, such as active X Flash Player capabilities, transparent background, and layering capabilities of Internet Explorer.

Lets you define the position of the movie within the browser window.

Lets you determine how the movie is placed within the boundaries set in the **Width** and **Height** boxes.

## SVG Export

Enable to export text as editable characters.

Enable to export text as curves.

Displays the options for embedding fonts in **.svg** files.

Enable to embed fonts directly in the .svg file which ensures that your fonts will always be included with the file.



Enable to give priority of the font embedded in the **.svg** file over the default browser font.

Lets you export bitmapped images to the JPEG, GIF, or PNG file format.

Lets you select the drawing precision defined as a number of units per inch.

Displays the options for applying Cascading Style Sheets and lets you choose an option.

Enable to embed the style sheet in the .svg file by using the `STYLE` element.

Enable to apply a style sheet to an individual element by using the STYLE attribute.

Enable to create an external cascading style sheet file linked to the **.svg** file.

Lets you choose a preset of export settings.



Opens the **Presets** dialog box where you can type the name of the preset.

Lets you delete a preset of export settings.

Lets you specify the name of the preset.

**Import AutoCAD file**

Enable to import a plane projection of a three-dimensional object as seen from a given focal point.

Enable to scale the drawing using the scale of the AutoCAD source file.

Enable to scale the drawing in inches.

Enable to scale the drawing in millimeters.



Enable to import curves in drawings by approximating them with lines.

Enable to import curves in drawings as curves.

**Export to AutoCAD**

Enable to export the file in the format of AutoCAD 2000.

Enable to export the file in the format of AutoCAD R14.

Enable to export the file in the format of AutoCAD R13.

Enable to export the file in the format of AutoCAD R11.

Enable to export the file in the format of AutoCAD R10.



Enable to export the file in the format of AutoCAD R9.

Enable to export the file in the format of AutoCAD 2.6.

Enable to export the file in the format of AutoCAD 2.5.

Enable to export text as editable characters.

Enable to export text as curves.

Enable to export the bitmapped image(s) in a drawing to the JPEG file format.

Enable to export the bitmapped image(s) in a drawing to the GIF file format.

Enable to export the bitmapped image(s) in a drawing to the Portable Network Graphics file format.



Enable to export the bitmapped image(s) in a drawing to the Bitmap for Windows file format.

## HTML Options

Displays text color options and lets you choose an option.

Enable to use the default color for text, visited, unvisited, and active links ignoring the colors specified in the .htm file.

Enable to use the colors specified in the .htm file.









Enable to only allow signed VBA macros to run.

Enable to choose whether to run potentially unsafe VBA macros.

Enable to run all VBA macros.

Enable to run all installed GMS modules upon startup.

Enable to select what action to take with GMS modules created with newer versions of VBA.

Enable to select what action to take when opening a document containing a newer version of VBA.

Lets you choose what action to take with GMS modules created with newer versions of VBA.

Lets you choose what action to take when opening a document containing a newer version of VBA.





**C-file DRAW10**

**Fill flyout>Uniform fill dialog>Palettes tab**

## **Working with bitmaps and halftone screens**

When the document you are sending to the service bureau or print shop contains bitmaps (for example, scanned images or photographs), you must set up halftone screens for the bitmaps.

### **Halftones**

Commercial printing presses cannot produce true shading but can create the illusion of shading, by printing images made up of tiny dots. In conventional screening, the size of the dots determines the different levels of shading (that is, the bigger the dots, the darker the shade). In Stochastic screening, the frequency of the dots determines the different levels of shading (the more dots in an area, the darker the shade). A halftone screen is necessary to convert images with true shading to images made up of tiny dots.

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

Now, however, you can create halftone images without using screens or cameras. To ensure that the bitmaps print correctly, you must set the halftone screen frequency and bitmap resolution correctly.

### **Halftone screen frequency**

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

When you choose a screen frequency, remember that the higher the frequency, the sharper the image. However, there are limits to screen frequency; these are determined by the type of printing press on which you are printing and the type of paper you are using. In general, a screen frequency of 85 LPI works on newsprint, and a frequency of 133 LPI works on bond and glossy paper. If possible, consult the service bureau or printing shop to find out which screen frequency you should use.

### **Bitmap resolution**

When you create a halftone image, the bitmap resolution, measured in dots per inch (DPI), should be no more than twice the halftone screen frequency. For example, if you use a 150 LPI screen, the bitmap should have a resolution of at least 300 DPI. A larger file size results in slower print jobs, with no improvement in bitmap quality.

## Creating and editing arrowheads

You can create and edit your arrowhead or other line-ending shape.

The arrow you create can be any size. You can adjust the size later using the Edit Arrowhead dialog box. The number of arrowheads is limited to 100. If you already have this many and want to create new ones, you must first delete some of the existing ones. If the arrowhead consists of more than one object, you must combine all objects using the Combine or Weld command.

### To create an arrowhead

- 1 Select a line or curve.
- 2 Open the **Outline tool flyout**, and click **Outline pen** dialog.
- 3 In the arrowhead section, click the **Options** button and **New**.
- 4 Drag the side handles and hollow nodes to shape the arrowhead.

### To edit an arrowhead

- 1 Select a line or curve.
- 2 Open the **Outline tool** flyout, and click **Outline pen** dialog.
- 3 In the arrowhead section, click the **Options** button and **Edit**.
- 4 Drag the side handles and hollow nodes to shape the arrowhead.

**File > Publish to the Web > HTML > Publish to the Web dialog**

## General tab

Lets you choose the type of HTML layout you want to use when you export your document to the Internet from the list.



Lets you specify the HTML folder for your document

Lets you transfer your document to a Web server using File Transfer Protocol

Lets you specify a name for your image subfolder

Lets you suppress any messages about replacing existing files

Lets you automatically display the drawing in a browser when it is published to HTML.

Lets you publish all pages to HTML

Lets you publish current page to HTML

Lets you select pages to publish to HTML



Lets you selected objects to HTML

Lets you save or delete settings found in the Publish to Web dialog.

Lets you save Publish to Web settings

Lets you delete Publish to Web settings

**Details tab**

Displays the page number, the filename, and the title that will appear on the World Wide Web browser's Title Bar. You can also edit the title and filename of each page.

**Images tab**

Displays image name and graphic format for each image being exported.



**images/options**

Lets you export graphics to the JPEG image file format.

Lets you export graphics to the GIF image file format.

Lets you export graphics to PNG image file format.

Lets you separate a bitmap from other types of graphics in the drawing.

Lets you automatically resample large bitmaps to 96 dots per inch, the World Wide Web's default screen resolution.

Lets you eliminate the stepping effect that may be apparent on rounded edges of objects in your Web document.

Lets you choose the Client image map type, which means that the code for the image map must reside on the user's computer.



Lets you choose the Server image map type, which means that the code for the image map must reside on the server.

Lets you publish the Client-Server or Server image maps used in your Web document in the NCSA format.

Lets you publish the Client-Server or Server image maps used in your Web document in the CERN format.

**Advanced tab**

Lets you keep the links you created to external files in your source document through to your published Web document.

Lets you generate JavaScript for rollover images. When it is not enabled, it will embed the default Normal state and export the remaining rollover states as unlinked images.

Lets you refer to object ids contained in the Cascading Style Sheet to which the HTML refers.

Lets you create an external.Cascading Style Sheet file of text styles used by the HTML file.



Lets you use fonts contained in the Portable Font Resource (.PFR) files for downloading onto systems that don't have the same fonts as the HTML document.

Lets you to include a standard character set.

**advanced/options**

Lets you specify the number of pixels text can be automatically nudged in order to avoid introducing rows or columns that are one or two pixels in size. The space to be nudged cannot contain graphics.

Lets you type a value that specifies the number of pixels that can occur in an empty cell before it's merged with an adjacent cell. This avoids splitting a single graphic that spans adjacent cells.

Lets you specify the amount of white space allowed in an image in order to make your published Web document simpler.

**Summary tab**

Displays the file name of the HTML file.



Displays the size the HTML file.

Displays the number of files for export to HTML.

Lets you publish the HTML file information to a frame.

**No issues tab**

## Object properties-Web tab

Lets you assign a URL link, sound (e.g., a WAV file), or bookmark to a rollover object.

You can enter the the URL address in this text box.

Lets you specify the target browser frame in which the Web site identified by the URL will load.



Lets you add comments to the status line and tooltips of the browser when the rollover is clicked.

Lets you define the rollover's active area in the object's shape or bounding box.

Lets select rollover shape or bounding box for the hotspot area.

Lets you choose the color of the cross-hatch pattern in the rollover.

Lists the cross-hatch colors.

Lets you choose the background color of the cross-hatch.

Lists the cross-hatch background colors.

**Internet toolbar**



Lets you create a rollover Web object.

Lets you make changes to the rollover Web object.

Lets you extract objects from the rollover to the work area. You can then make changes to the objects and return them to the rollover or use them elsewhere in the drawing.

Lets you return the rollover to a non-editable state. You must click the **Edit rollover** button to edit the rollover.

Lets you test the rollover states in real time.

Displays the current rollover state.

Lets you duplicate the current rollover state.

Lets you delete the current rollover state.



## Scrapbook Docker

**browse**

Lets you browse a local drive or CD-ROM for clipart, photos, and sound objects.

Lets you search an online site for clipart, photos, and sound objects.

Lets you search for drawing objects using a keyword search.

Lets you view files by large and small icons, file list, and detail list.

web

Lets you find drawing objects online. Just drag and drop selected object into the work area.



Lets you list drawing objects by keyword search. Enter a keyword in the **Search results for** text box and click the **Search** button.

**Transformation Docker**

The **Transformation** Docker lets you move, size, rotate, scale, stretch, and skew objects by specified amounts.

Color palette swatches

You can change the fill or outline color of an object by dragging the color swatch from this on-screen Color palette to the outline or fill of the object.

Effects>Adjust

Lets you control the relationship between the shadows, midtones, and highlights in bitmapped objects. These effects let you adjust the brightness, intensity, lightness, and darkness of colors.

Lets you remove horizontal lines from scanned images and interlaced lines from video captures (**DeInterlace**), convert color ranges to solid blocks of color (**Posterize**), and make a negative of a drawing by converting all color values to their opposites (**Invert**).



Effects>Transform

## Transforming color and tone effects

You can transform the color and tone of an object to produce a special effect. For example, you can create an image that looks like a photographic negative or flatten the appearance of an image.

The color and tone transform effects are

- **Deinterlace** Lets you remove lines from scanned or interlaced images.
- **Invert** Lets you reverse the colors of an object. Inverting an object creates the appearance of a photographic negative. You can invert or both bitmapped images and vector objects.
- **Posterize** Lets you reduce the number of tonal values in an image. Posterize removes gradations and creates larger areas of flat color. You can invert or both bitmapped images and vector objects.

Indicates the dimensions and orientation of the Drawing Page. You can hide or display the page border by clicking **Tools**, **Options**, **Document**, **Page** and enabling or disabling the **Show page border** check box.

## Common controls in the Adjustment, Transform, and Effect filters DB

Lets you preview the original image and the changes to the image in the dialog box when you enable the **Preview** button.



Lets you preview the changes to the original image in the dialog box when you enable the **Preview** button.



Updates the image in the image window or in the preview window in the dialog box.

Resets the image to the default values.



Lets you open another Adjustment, Transform, or special effect filter.

Lets you lock an object to prevent accidental adjust and transform changes to it.

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

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**accelerator table**

A file that contains a list of shortcut keys. Different tables are active depending on the task that you are performing.

**anchor point**

The point that remains stationary when you stretch, scale, mirror, or skew an object. Anchor points correspond to the eight handles that display when an object is selected, as well as the center of a selection box marked by an **X**.

## **animation**

Animation files support moving images. CorelDRAW 10 supports four animation file types: GIF animation (**.gif**), MPEG Animation (**.mpg**), Quick Time Movie (**.mov**), and Video for Windows (**.avi**).

**anti-aliasing**

A method of smoothing the curved and diagonal edges in bitmap images. Intermediate pixels along edges are filled to smooth the transition between the edges and the surrounding image.

**arrow keys**

Direction keys that move or "nudge" selected objects in small increments. You can also use Arrow keys to position the cursor when you type or edit text onscreen or in a dialog box.

**artistic text**

One of the three types of text type created with the Text tool. Use artistic text to add short lines of text, such as titles, or to apply graphic effects, such as fitting text to a path, creating extrusions and blends, and creating all other special effects. An artistic text object can contain up to 32,000 characters.

**aspect ratio**

The ratio of the width of an image to its height (expressed mathematically as  $x:y$ ). For example, the aspect ratio of an image that is 640 x 480 pixels is 4:3.

**base color**

The color of the object that appears under a transparency. The base color and the color of the transparency combine in various ways depending on the merge mode you apply to the transparency.



**bezier line**

A line drawn one segment at a time by adding nodes with the Bezier tool.

A path defined by the position of the four control points that are located at the ends of the tangents of the vertices. The length and angle of the tangents describe how a path deviates from linear between its vertices.

**bit depth**

The number of binary bits that define the shade or color of each pixel in a bitmapped image. For example, a pixel in a black-and-white image has a depth of 1 bit, because it can only be black or white. The number of color values that a given bit depth can produce is equal to 2 to the power of the bit depth.

**bitmapped image**

An image composed of grids of pixels or dots.

## **Black-and-white mode**

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

**bleed**

The part of the printed image that extends beyond the edge of the page. The bleed ensures that the final image goes right to the edge of the paper after binding and trimming.

**blend**

An effect created by blending one object with another through a progression of shapes and colors.

**bookmark**

An indicator for marking an address on the Internet.

**bounding box**

The perimeter dimensions of an image. For example, if an image fades into the paper color, the bounding box assists you in resizing the image.



**brightness**

The amount of light that is transmitted or reflected from a given pixel. In the HSB color mode, brightness is a measure of how much white a color contains. For example, a brightness value of 0 produces black, and a brightness value of 255 produces white.

**calligraphic angle**

The angle that controls the orientation of a pen to the drawing surface, like the slant of the nib on a calligraphy pen. A line drawn at the calligraphic angle has little or no thickness, but widens as its angle gets farther from the calligraphic angle.

**cascading style sheets**

An extension to HTML that allows styles such as color, font, and size to be specified for parts of a hypertext document. Style information can be shared by multiple HTML files.

See also [HTML](#).

**cdr**

The filename extension of files saved to the CorelDRAW format.

**center of rotation**

The point around which an object rotates.

## **CERN**

CERN (Conseil Européen pour la Recherche Nucléaire) is the scientific laboratory in which the World Wide Web was developed. There are two World Wide Web server systems: CERN and NCSA (National Center for Supercomputing Applications). Contact your server administrator to find out which system your server uses.

**CGI script**

An external application that is executed by an HTTP server in response to an action you perform in a Web browser, such as clicking a link, image, or another interactive element of a Web page

**character**

A letter, number, punctuation mark, or other symbol or control code that is represented to a computer by one (1 byte) of information.



**child color**

A color style created as a shade of another color style. For most of the available color models and palettes, child colors share the same hue as the parent, but have different saturation and brightness levels.

See also [parent color](#).

**choke**

In commercial printing, a form of trapping created by extending the background object into the foreground object.

**clipart**

Ready-made images that can be imported into Corel applications and edited if required.

**clipboard**

An area that is used to temporarily store cut or copied information. The Clipboard stores information until it is replaced by information that is subsequently cut or copied.

**clone**

A copy of an object or an area of an image that is linked to a master object or image area. Most changes made to the master are automatically applied to its clones.

**closed object**

An object defined by a path whose start point and end points are connected

**closed path**

A path whose start point and end point are connected.

## **CMYK**

A color mode made up of cyan (C), magenta (M), yellow (Y), and black (K) that produces true blacks and a wide tonal range. In the CMYK color mode, color values are expressed as percentages; therefore, a value of 100 for an ink means that it is applied at full saturation.



**color channel**

An 8-bit grayscale version of an image. Each channel represents one level of color in the image; for example, RGB has three color channels, while CMYK has four. When all the channels are printed together, they produce the entire range of colors in the image.

See also [RGB](#) and [CMYK](#).

**color gamut**

The range of colors that can be reproduced or perceived by any device. For example, a monitor displays a different color gamut than a printer, making it necessary to manage colors from original images to final output.

**color mode**

A system that defines the number and kind of colors that make up an image. Black-and-White, Grayscale, RGB, CMYK, and Paletted are examples of color modes.

## color model

A simple color chart that defines the range of colors displayed in a color mode. RGB (red, green, blue), CMY (cyan, magenta, yellow), CMYK (cyan, magenta, yellow, black), HSB (hue, saturation, brightness), HLS (hue, lightness, saturation), and CIE L\*a\*b (Lab) are examples of color models.

**color palette**

A collection of solid colors from which you can choose colors for fills and outlines.

**color profile**

A description of the color-handling capabilities and characteristics of a device.

**color separation**

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

**color space**

In electronic color management, a virtual representation of device or the color gamut of a color model. The boundaries and contours of a device's color space are mapped by color management software.

See also [Color gamut](#).



**color swatch**

A solid-colored patch in a color palette.

**color value**

A set of numbers that defines a color in a color mode. For example, in the RGB color mode, color values of 255 for red (R) and zero for both green (G) and blue (B) result in the color red.

**compound blend**

A blend created by blending the start or end object from one blend into a blend with another object.

**concave**

Hollowed or rounded inward like the inside of a bowl

**content**

The objects that appear inside a container object. When you apply PowerClip effects, one object becomes the container object, and one or more objects become its content.

**contour**

An effect created by adding evenly spaced concentric shapes inside or outside the borders of an object.

**contrast**

The difference in tone between the dark and light areas of an image. Higher contrast values indicate greater differences and fewer gradations between dark and light.

**control object**

The original object used to create effects such as envelopes, extrusions, drop shadows, contours, and objects created with the **Artistic media** tool. Changes made to the control object control the appearance of the effect.



## control points

The points that extend from a node along a curve that is being edited with the **Shape** tool. Control points determine the angle at which the curve passes through the node.

**convex**

Curved or rounded outwards like the exterior of a sphere or circle

**curve object**

An object has nodes and control points, which you can manipulate to change the object's shape. A curve object can be any shape, including straight or curved lines.

**desktop**

The layer in a drawing where you can experiment and create objects for future use. This layer is outside the borders of the drawing page. You can drag objects from the desktop layer to the drawing page when you decide to use them.

**destination application**

In Object Linking and Embedding (OLE), the application in which you insert a linked or embedded object.

**diacritical mark**

An accent mark above, below, or through a written character; for example, the acute (') and grave (`) accents

**dimension line**

A line that displays the size of objects or the distance or angle between objects

**document navigator**

A tool that lets you move through a drawing quickly. Displayed in the bottom left corner of the application window, the navigator shows the total number of pages in your drawing and the page number of the active page.



**dpi(dots per inch)**

A measure of a printer's resolution in dots per inch. Typical desktop laser printers print at 300 dpi. Image setters print at 1270 or 2540 dpi. Printers with higher dpi capabilities produce smoother and cleaner output. The term dpi is also used to measure scanning resolution and to indicate bitmap resolution.

## **drawing**

A document you create in CorelDRAW.

## **drawing page**

The portion of a drawing window enclosed by a rectangle with a shadow effect.

**drawing window**

The portion of the application window on which you can create a drawing.

**dropshadow**

A three-dimensional shadow effect that gives objects a realistic appearance.

## Duotone

An 8-bit color mode that displays images using 256 shades of up to four tones. An image in the duotone color mode is simply a grayscale image that has been enhanced with one to four additional colors.

**envelope**

A series of segments connected by nodes that you can move to conform an object to the shape of the envelope

**extrusion**

A feature that lets you apply a three-dimensional perspective by projecting lines from an object to create the illusion of depth.



**feathering**

The level of sharpness along a drop shadow's edges

**fill**

A color, bitmapped image, fountain, or pattern applied to an area of an image.

**filter**

The name for an application that translates digital information from one form to another.

**font**

A set of characters with a single style (such as italic), weight (such as bold), and size (such as 10 point) for a typeface such as Times New Roman.

**fountain fill**

A smooth progression of two or more colors applied to an area of an image that follow a linear, radial, conical, or square path. Two-color fountain fills have a direct progression from one color to another, while custom fills have a progression of many colors.

**fountain steps**

The shades of color that make up the appearance of a fountain fill. The more steps in a fill, the smoother the transition from the beginning color to the end color.

## **frame**

The rectangle that appears as a series of dashed lines and contains a block of paragraph text created using the **Text** tool

## freehand marquee select

To marquee select objects or nodes by holding down the **ALT** key while dragging the **Shape** tool and controlling the shape of the marquee box enclosure as if you were drawing a freehand line

See also [marquee select](#).



**FTP(File Transfer Protocol)**

A method of moving files between two Internet sites. Many Internet sites have established repositories of material that can be obtained using FTP.

**GIF (Graphics Interchange Format)**

A graphic file format designed to use a minimum of disk space and be easily read and exchanged between computers. This format is commonly used to publish images of 256 colors or less to the Internet.

**glyph**

Diamond-shaped handles that can be dragged to alter the form of a shape.

## Grayscale

A color mode that displays images using 256 shades of gray. Each color is defined as a value between 0 and 255, where 0 is darkest (black) and 255 is lightest (white).

**greeking**

A method of representing text using either dummy type that has no meaning or a series of straight lines.

**grid**

A series of evenly spaced horizontal and vertical dots that are used to help draw and arrange objects.

**group**

A set of objects that behave as one unit. Operations you perform on a group apply equally to each of its objects.

**gutter**

The space between columns of paragraph text.



## **handles**

A set of eight black squares that appear at the corners and sides of an object when the object is selected. By dragging individual handles, you can scale, resize or mirror the object. If you click a selected object, the shape of the handles changes to arrows so that you can rotate and skew the object.

**hotspot**

The area of an object that you can click to jump to the address specified by a URL.

**hot zone**

The distance from the right margin at which CorelDRAW starts hyphenating words

**HSB (hue, saturation, brightness)**

A color model that defines three components: hue, saturation, and brightness. Hue determines color (yellow, orange, red, etc.); brightness determines perceived intensity (lighter or darker color); and saturation determines color depth (from dull to intense).

## **HTML**

The World Wide Web authoring standard comprised of markup tags that define the structure and components of a document. The tags are used to tag text and integrate resources (such as images, sound, video, and animation) when you create a Web page.

**hue**

The property of a color that allows it to be classified by its name. For example, blue, green, and red are all hues.

**hyperlink**

An electronic link that provides access directly from one place in a document to another place in that document or to another document.

**icon**

A pictorial representation of a tool, object, file, or other application item.



**image map**

A hypergraphic in an HTML document that contains clickable areas that link to URLs on the World Wide Web.

## **Image resolution**

The number of pixels per inch in a bitmapped image measured in ppi (pixels per inch) or dpi (dots per inch). Low resolutions can result in a grainy appearance to the bitmapped image; high resolutions can produce smoother images but result in larger file sizes.

**imagesetter**

A machine that makes film or film-based paper used to make printing plates.

**interlacing**

A method that lets you display an image on screen at a low, blocky resolution. As the image data loads, the image quality improves.

**JPEG (Joint Photographic Experts Group)**

A format for compressed photographic images that offers compression with minimal loss of image quality. Because of their compression (20 to 1) and small file size, JPEG images are widely used in Internet publishing.

**justify**

To modify the spacing between characters and words so that the edges on the left, right, or both margins of a block of text are even.

**kern**

To change the spacing between two consecutive characters in a word. Kerning increases readability and makes letters appear balanced and proportional.

**Lab (CIE L\*a\*b)**

A color model created by the Commission Internationale de l'Eclairage (CIE). It contains a luminance (or lightness) component (L) and two chromatic components: "a" (green to red) and "b" (blue to yellow).



**leader tabs**

A row of characters placed between text objects to help the reader follow a line across white space. Leader tabs are often used in place of tab stops, especially before text that is flush right such as in a list or table of contents.

**ligature**

A character consisting of two or more letters joined together

**lightness**

The level of brightness that is shared between a transparency and the object to which it is applied; For example, if a transparency is applied to an object whose color appears bright, the transparency color will take on a comparable brightness. The same holds true for a transparency that is applied to an object whose color appears dark, the transparency will take on a comparable darkness.

**lossless**

The maintenance of image quality in an image that has been compressed and decompressed. The process of compressing and decompressing often degrades image quality.

**lossy**

A noticeable degradation to image quality as a result of file compression.

## **LZW**

A lossless file compression technique that results in smaller file size and faster processing time. LZW compression is commonly used on **.gif** and **.tiff** files.

## **marquee-select**

To select objects or nodes by dragging the **Pick** tool or **Shape** tool diagonally and enclosing objects in a marquee box with a dotted outline.

**master layer**

A layer on a master page whose objects appear on every page of a multipage drawing. A master page can have more than one master layer.



**master object**

An object that has been cloned. Most changes you make to the master object are automatically applied to the clone.

**master page**

A page that controls the master settings for the Grid, Guideline, and Desktop layers plus one initial active layer.

**mesh fill**

A type of fill that lets you add patches of color to the inside of a selected object.

**micro nudge**

To move an object in small increments.

See also nudge and super nudge.

**miter limit**

A value that determines when two lines that meet at a sharp angle switch from a pointed (mitered) joint to a squared-off (beveled) joint.

**moiré pattern**

Undesirable wave patterns that are created by conflicting dot patterns in an image. A Moiré pattern is created when halftone screens of two different frequencies are superimposed on an image. For example, when you scan a halftone image, you see Moiré patterns on your monitor because the original halftone screen is different than the dots per inch (dpi) frequency of the scanned image.

Moiré patterns can be damaging when they occur in color separations. Set the screen angles and frequencies of your halftone screen correctly to avoid this problem.

## multiple select

A method of selecting multiple objects using the **Pick** tool or multiple nodes using the **Shape** tool.

**nested group**

A group of two or more groups that behaves as one object.



## **nested PowerClip objects**

Containers that hold other containers to form complex PowerClip objects

## **nodes**

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

**noise**

In bitmap editing, random pixels on the surface of a bitmap, resembling static on a television screen.

**nonprinting characters**

An item that appears on the screen but does not print. They include the rulers, guidelines, table gridlines, hidden text, and formatting symbols, such as spaces, hard returns, tabs, and indents.

**nudge**

To move an object in increments.

See also micro nudge and super nudge.

**object**

A generic term for any item you create or place in a drawing. Objects include lines, shapes, graphics, and text.

**one-point perspective**

An effect created by lengthening or shortening one side of an object to create the impression that the object is receding from view in one direction.

**opaque**

The inability to see through an object. If an object is 100% opaque, you cannot see through it. Opacity levels under 100% increase the ability to see through objects.

See also [transparent](#).



**open object**

An object defined by a path whose start point and end point are not connected

**origin**

The point in the drawing window at which the rulers intersect

**output resolution**

The number of dots per inch (dpi) that an output device, such as an imagesetter or laser printer, produces

**outline**

The line that defines the shape of an object.

**overexposure**

Excessive light in an image that gives it a washed-out appearance

**paletted color mode**

An 8-bit color mode that displays images using up to 256 colors. You can convert a complex image to the paletted color mode to reduce file size and to control the colors used throughout the conversion process more precisely.

**panning**

A way of viewing specific areas of a drawing that mimics the way you might slide a piece of paper around on a desk

## **PANOSE font matching**

A feature that lets you choose a substitute font if you open a file that contains a font not installed on your computer. You can make the substitution for the current document only, or you can make the substitution permanent.



## **PANTONE process colors**

The colors that are available through the PANTONE process color system, which is based on the CMYK color model.

## **paragraph text**

A text type that allows you to apply formatting options and directly edit large blocks of text

**parent color**

An original color style that you can save and apply to objects in a drawing. You can create child colors from the parent color.  
See also [child color](#).

**path**

The basic component from which objects are constructed. A path can be open (for example, a line) or closed (for example, a circle), and it can be made up of a single line or curve segment or many joined segments.

**pattern fill**

A symmetrical image that can be tiled like desktop wallpaper, within another path. You can import bitmapped images or vector graphics as pattern fills, or you can create simple, two-color bitmapped image patterns.

**pixel**

A colored dot that is the smallest part of a bitmapped image

See also [resolution](#).

## **PNG (Portable Network Graphics)**

A graphic file format designed for use in online viewing. This format can import 24-bit color graphics.

**point**

A unit of measure used primarily in typesetting to design type sizes. There are approximately 72 points to an inch and 12 points to a pica.



## **PostScript fill**

A type of texture fill designed using the PostScript language

## **PowerClip effect**

A way of arranging objects that lets you contain one object inside another

**PowerClip object**

An object created by placing objects (contents objects) inside other objects (container objects). If the contents object is larger than the container object, the contents object is automatically cropped. Only the contents that fit inside the container object are visible.

**process color**

In commercial printing, colors that are produced from a blend of cyan, magenta, yellow, and black. This is different from a spot color, which is a solid ink color printed individually (one printing plate is required for each spot color).

**progressive**

In JPEG images, a method of having the image appear on screen in its entirety, at a low, blocky resolution. As the image data loads, the image quality progressively improves.

## **Quick Correct**

You can use QuickCorrect to capitalize words or to correct common spelling and typographic errors automatically; for example, QuickCorrect can replace "asap" with "as soon as possible" and "hte" with "the." A feature that automatically displays the fully worded form for abbreviations as you type.

**rasterized image**

An image that has been rendered into pixels. When you convert vector graphics files to bitmap files, you create rasterized images.

**render**

The process of capturing a two-dimensional image from a three-dimensional model.



**resolution**

The amount of detail and information that an image file contains, as well as the level of detail that an input, output, or display device is capable of producing. When you work with bitmapped images, resolution affects both the quality of the final output and the file size.

## **RGB**

A color mode in which the three colors of light (red, green, and blue) are combined in varying intensities to produce all other colors. A value between 0 and 255 is assigned to each channel of red, green and blue. Monitors, scanners, and the human eye use RGB to produce or detect color.

**rotate**

To reposition and reorient an object by turning it around its center of rotation.

## **rulers**

The measuring tools displayed on the left side and along the top of the application window. The rulers help you size and position the objects in your drawing.

**saturation**

The purity or vividness of a color, expressed as the absence of white. A color that has 100% saturation contains no white. A color with 0% saturation is a shade of gray.

**scale**

To change an object's horizontal and vertical dimensions or to maintain the aspect ratio. Scaling alters the object's dimensions by a specified percentage.

**segment**

The line or curve between a node in a curve object.

## **selection box**

An invisible rectangle with eight visible handles that appears around any object you select using the **Pick** tool.



**size**

To change an object's horizontal and vertical dimensions while maintaining the aspect ratio (the ratio of height to width).

**skew**

To slant an object vertically, horizontally, or both.

**snap**

To force an object that is being drawn or moved to align automatically to a point on the grid, a guideline, or another object.

**source application**

In Object Linking and Embedding (OLE), the application used to create the source file.

**source file**

In Object Linking and Embedding (OLE), the file that contains the object you want to link or embed in a Corel application.

**source object**

The object you use to perform a shaping action on another object, such as welding, trimming, or intersecting. The source object receives the fill and outline attributes of the target object.

See also [target object](#).

**splash screen**

The screen that appears when CorelDRAW 10 starts. It monitors the progress of the startup process and provides information about copyright and registration.

**spot color**

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



**spread**

A type of trap that is created by extending the foreground object into the background object.

**style**

A set of attributes that controls the appearance of a specific type of object. There are three style types: graphic styles, artistic text styles, and paragraph text styles.

**subpaths**

Paths that are part of one object.

**subscript**

The text characters that are positioned below the baseline of the other characters in a line of text.

**super nudge**

To move an object in large increments. The super nudge value is multiplied by the nudge value to obtain the distance by which the object is moved.

**superscript**

The text characters that are positioned above the baseline of the other characters in a line of text.

**swap disk**

Hard drive space used by applications to store temporary files not in use to artificially increase the amount of memory available in your computer.

**swatch**

One of a series of solid-colored patches used as a sample when selecting color. A printed booklet of swatches is called a swatchbook. Swatch also refers to the colors contained in the Color Palette.



**target object**

The object you perform a shaping action on, such as welding, trimming, or intersecting with another object. The target object retains its fill and outline attributes while copying these attributes to the source objects used to perform the action.

See also [source object](#).

**template**

A predefined set of information that sets the page size, orientation, ruler position, and grid and guideline information. A template may also include graphics and text that can be modified.

**text style**

A set of attributes that controls the appearance of a specific type of text. There are two style types: artistic text styles and paragraph text styles.

**texture fill**

A fractally generated fill that, by default, fills an object or image area with one image instead of with a series of repeating images.

**threshold**

A level of tolerance for tonal variation in a bitmapped image. For example, when you convert an image to the Black-and-White color mode, the threshold you set determines how many tonal values are converted to black and how many to white.

**thumbnail**

A miniature, low-resolution version of an image or illustration.

**tiling**

The technique of repeating a small image across a large surface. Tiling is often used to create a patterned background for World Wide Web pages.

**tint**

The lighter shade of a spot color.



**tone**

The variations in a color or the range of grays between black and white

**transparent**

The ability to see through an item. The opposite of transparent is opaque. Setting lower levels of transparency causes higher levels of opacity and less visibility of the underlying items or image.

See also [opaque](#).

**TrueType fonts**

The fonts that print as vectors or bitmaps, depending on the capabilities of your printer. TrueType fonts print the way they appear on the screen and can be resized to any height.

**two-point perspective**

An effect created by lengthening or shortening two sides of an object to create the impression that the object is receding from view in two directions

**underexposure**

The lack of light in an image that makes it too dark

**uniform fill**

A type of fill used to apply one solid color to your image.

See also [fill](#).

**URL (Uniform Resource Locator)**

A unique address that defines where a Web page is located on the Internet.

## **vanishing point**

A marker that appears when you select an extrusion or an object to which perspective has been added. With an extrusion, the vanishing point marker indicates the depth (parallel extrusion) or the point at which the extruded surfaces would meet if extended (perspective extrusion). With the Perspective effect, the marker indicates the point, or points, at which the nonparallel lines would meet.

In both cases, the vanishing point is indicated by an X.



**vector graphic**

An image generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn. Vector graphics are created as collections of lines rather than as patterns of individual dots or pixels.

**vector object**

A specific object within a drawing that is created as a collection of lines rather than as patterns of individual dots or pixels. Vector objects are generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn.

**zoom**

To reduce or magnify the view of a drawing. You can zoom in to see details or zoom out for a broader view.

**ZIP**

A lossless file compression technique that results in smaller file size and faster processing time.





Draw 10 new c file-Karrie Anderson

Tools > Undo Docker



Displays a list of actions that you can either undo or redo.

Lets you save a list of the actions you perform.

Lets you clear all of the existing actions from the Undo list.

Lets you navigate to objects that extend beyond the border of the drawing window.

Text > Format text

Lets you specify a language so that the appropriate formatting options display.

Lets you align paragraph text either horizontally or vertically relative to its text frame and artistic text horizontally relative to the placement of your cursor.

Lets you specify the amount of space that appears between different languages.



Lets you format the columns of text written in a Middle Eastern language (bi-directional text).

Text > Text statistics

## Checking statistics

You can check text statistics to count text elements, including the number of lines, words, characters, and the names of the fonts and styles used. You can either display statistics for selected text objects or for the entire drawing. If no text is selected, all text elements in the drawing, including tab and space characters, are counted.

### To count text elements for an entire drawing

- 1 Click a blank space in the drawing window.
- 2 Click **Text ► Text statistics**.

### To count text elements for selected text

- 1 Select the text.
- 2 Click **Text ► Text statistics**.

If you want to display information about the styles used, enable the **Show style statistics** check box.





Places a bounding box with handles at each corner of the selected object. You can position the handles to create the impression that the object is receding from a view in one direction (one-point perspective) or in two directions (two-point perspective).

Opens the **Envelope** Docker window, which lets you distort the shape of an object by applying an envelope to it and shaping the envelope.

Opens the **Blend** Docker window, which lets you blend one object into another through a series of intermediate shapes.



Opens the **Extrude** Docker window, which lets you give an object a three-dimensional appearance. Using the controls on the property bar, you can apply vector and bitmap extrusions to objects.

Opens the **Contour** Docker window, which lets you create a series of concentric shapes radiating inward or outward from an object.

Opens the **Lens** Docker window, which lets you apply a lens effect to an object.

Lets you adjust shadow, midtone, highlighted, and luminance areas by redistributing shades from darkest to lightest.

Lets you enhance the contrast near edges and reveals the details of light and dark areas of a bitmapped image.

Lets you correct colors precisely by changing individual pixel values.

Lets you adjust the brightness, contrast, and intensity of bitmapped images.

Lets you shift the colors in your image between CMY (cyan, magenta, and yellow) color values and RGB (red, green, and blue) values.



Lets you pick up detail in a low-contrast drawing without significantly affecting the shadows or highlights.

Lets you adjust the colors in your drawing using HSL (hue, saturation and lightness) values.

Lets you modify colors by adjusting the percentage of the component process colors (CMYK values) in a color spectrum option (reds, yellows, greens, cyans, blues, magentas).

Lets you adjust color values in an image with sample colors taken directly from the image itself.

Lets you replace one image color with another color.

Reduces the saturation of each color to zero and removes the hue component, converting each color to grayscale.

Makes a negative of your drawing by converting all color values to their opposites; e.g., black becomes white, blue becomes yellow.

Lets you convert color ranges in your image to solid blocks of color.



Lets you remove horizontal lines from scanned images to produce clearer results.

Places the selected object (the contents object) inside another object (the container object) to create a PowerClip object.

Removes the contents object from the container object. The objects remain in the same position; however, the extracted object is no longer part of the PowerClip object.

Temporarily separates the content and container objects to let you edit the content object.

Reunites the content and container objects after you edit the PowerClip object.

Removes the last effect you apply to the selected object, allowing you to restore an object to its original appearance.

Copies the perspective from an object with perspective and applies it to the selected object.

Copies the envelope of an object with an envelope and applies it to the selected object.



Copies the blend and applies it to the two selected objects.

Copies the extrusion of an extruded object and applies it to the selected object.

Copies the contour of a contoured object and applies it to the selected object.

Copies the lens from a lens object and applies it to the selected object.

Copies the content object of a PowerClip object and applies it to the selected object. The selected object becomes the container object.

Copies the drop shadow of an object and applies it to the selected object.

Copies the distortion effect of an object and applies it to the selected object.

Clones the blend and applies it to the two selected objects.



Clones the extrusion of an extruded object and applies it to the selected object.

Clones the contour of a contoured object and applies it to the selected object.

Clones the drop shadow of an object and applies it to the selected object.

Links to a Corel Web site, where you can access information and download additional tools.

## Level Equalization

Lets you choose colors in the image window to set as input and output values for the darkest image pixels.

Lets you choose colors in the image window to set as input and output values for the lightest image pixels.

Enable to set input values.



Enable to set output values.

Lets you choose a color channel to adjust its shadows, midtones, and highlights.

Enable to automatically adjust the shadows, midtones, and highlights within the specified tonal range.

Opens the **Auto-adjust range** dialog box, which lets you adjust the percentage of outlying pixels on either end of the tonal range.

Lets you specify the clipping value percentage of the histogram.

Enable to automatically clip the outlying brightness values in the image.

Lets you specify the clipping range for the darkest pixels in the image.

Lets you specify the clipping range for the brightest pixels in the image.



Lets you set the clipping range for the darkest and brightest pixels in the image.

Lets you specify the output brightness value of the darkest pixels in the image.

Lets you specify the output brightness value of the brightest pixels in the image.

Lets you set the output brightness value of the darkest and brightest pixels in the image.

Lets you set the midtones of the image.

Displays the brightness value of every pixel in the image graphically.

Lets you specify a black limit value.

Lets you specify a white limit value.



## Local Equalization

Lets you set the width of the pixel region in which the local equalization is applied.

Lets you set the height of the pixel region in which the local equalization is applied.

Enable to maintain a square pixel region in which the local equalization is applied.

**Sample/Target Balance**

Lets you choose a color channel to shift colors in the shadow, midtone, and highlight areas of the image.

Enable to apply the current settings to all channels, regardless of which channel you choose in the **Channel** list box.

Lets you choose a dark color in the image window.



Lets you choose a medium color in the image window.

Lets you choose a highlighted color in the image window.

Displays the sample or target colors you choose using the eyedropper tools, and lets you edit the colors.

Displays the distribution of pixels in the image according to brightness.

Lets you specify a clipping percentage that is displayed in the boxes below the histogram.

Enable to automatically adjust the number of light and dark pixels that are omitted from the calculations of the filter.

## Tone Curve

Lets you choose the color channel for which you want to adjust the brightness values of pixels in specific areas.



Shapes the response curve as you drag the curve by smoothing the distribution of values.

Shapes the response curve as you drag the curve by retaining straight line segments between the nodes of the response curve.

Shapes the response curve as you drag the curve.

Weighs corrections toward the midtones when you shape the response curve.

Flips the response curve vertically.

Flips the response curve horizontally.

Mirrors the response curve.

Returns the response curve to its default setting.



Equalizes the response curve.

Opens the **Auto-adjust range** dialog box, which lets you specify the boundaries for the lightest and darkest pixels in the image.

Opens the **Load tone curve files** dialog box, which lets you open preset and previously saved response curves.

Opens the **Save tone curve files** dialog box, which lets you save customized response curves.

Enable to display the response curves for all channels simultaneously.

Displays the response curve and lets you drag it to a new position.

Displays the value of the x coordinate.

Displays the value of the y coordinate.



Lets you specify a value for the gamma response curve.

**Brightness-Contrast-Intensity**

Lets you set the image brightness by lightening or darkening all image colors equally.

Lets you set the contrast by increasing or decreasing the difference between the lightest and darkest pixels in the image.

Lets you set the intensity by emphasizing or de-emphasizing lighter areas of the image without washing out the dark areas.

## Color Balance

Enable to apply the effect to the darkest pixels in the image.

Enable to apply the effect to the medium pixel areas in the image.



Enable to apply the effect to the lightest pixels in the image.

Enable to maintain the current brightness values of the image.

Lets you set the balance of cyan and red in the image.

Lets you set the balance of magenta and green in the image.

Lets you set the balance of yellow and blue in the image.

**Gamma**

Lets you set the amount of detail that is emphasized in a low-contrast image, without significantly affecting the shadows or highlights.

**Hue/Saturation/Lightness**



Enable to apply the effect to all color channels in the image.

Enable to apply the effect to the red channel.

Enable to apply the effect to the yellow channel.

Enable to apply the effect to the green channel.

Enable to apply the effect to the cyan channel.

Enable to apply the effect to the blue channel.

Enable to apply the effect to the magenta channel.

Enable to apply the effect to the grayscale channel.



Lets you set the hue of the colors in the image.

Lets you set the saturation of the colors in the image.

Lets you set the amount of black or white in the colors in the image.

Displays the original color spectrum of the image.

Displays the modified color spectrum of the image.

## Selective Color

Lets you set the percentage of cyan in the color spectrum.

Lets you set the percentage of magenta in the color spectrum.



Lets you set the percentage of yellow in the color spectrum.

Lets you set the percentage of black in the color spectrum.

Enable to modify the red color channel.

Enable to modify the yellow color channel.

Enable to modify the green color channel.

Enable to modify the cyan color channel.

Enable to modify the blue color channel.

Enable to modify the magenta color channel.



Displays the original colors in the image.

Displays the adjusted color spectrum.

Enable to add or remove a percentage of the process color from the selected color spectrum.

Enable to add or remove a percentage of the process color from the selected color spectrum.

Enable to add the process color to the image shadows.

Enable to add the process color to the image midtones.

Enable to add the process color to the image highlights.

**Replace Colors**



Lets you choose the color you want to replace in the image.

Lets you choose the color you want to replace in the image from the image window.

Lets you choose a replacement color for the image.

Lets you choose a replacement color for the image from the image window.

Lets you set the hue of the replacement color.

Lets you set the saturation of the replacement color.

Lets you set the amount of black or white in the replacement color.

Lets you set the percentage of colors that are replaced in the image.



Enable to ignore all grayscale pixels.

Enable to replace all colors that fall within the current range with the new color.

Displays the areas of the image that are affected by the color replacement.

**Deinterlace**

Enable to remove even numbered horizontal lines from scanned or interlaced video images.

Enable to remove odd numbered horizontal lines from scanned or interlaced video images.

Enable to fill alternating horizontal lines with copies of the adjacent pixels.

Enable to fill spaces with colors created by averaging the surrounding pixels.



**Posterize**

Lets you set the gradations of color in the image.



Shapes an envelope by applying a straight line to a segment of an envelope.

Shapes an envelope by applying a single-arc curve to a segment of an envelope.

Shapes an envelope by applying a double-arc curve to a segment of an envelope.

Shapes an envelope without limits. You can move envelope nodes freely and use control points to make precise adjustments.

Adds a rectangular envelope to the selected object. You can reshape the object based on the shape you give the envelope.



Lets you choose a preset envelope.

Lets you choose a mapping mode by which an object is fitted to an envelope.

Lets you keep the lines of an object straight or convert them to curves when you apply an envelope. Lines remain straight when the button appears pressed.

Removes envelopes one at a time, starting with the one you applied most recently. Before you can clear an envelope, you must remove any effects that were applied to the object after you applied the envelope.



Adds a rectangular envelope to the selected object. You can reshape the object based on the shape you give the envelope.

Displays available preset envelopes.

Lets you choose a preset envelope.



Lets you choose a mapping mode by which an object is fitted to an envelope.

Enable to prevent the selected object's straight lines from being converted to curves when you apply the envelope.

Creates an envelope around the selected object based on the shape of another object you select from the drawing window.

Resets envelope settings to the previous saved settings.

Applies the envelope, including its editing mode and mapping settings, to the selected object.



Copies the properties of the blend to another object.

Remove the blend from the objects.



Click the top button to specify the number of intermediate objects between the blend's start and end objects. Click the bottom button to specify the spacing between the intermediate objects for blends fitted to a path.

Lets you specify the number of intermediate objects you want in a blend (top box), and lets you specify the spacing between intermediate objects in a blend fitted to a path (bottom box).

Lets you specify the number of degrees the blend's intermediate objects rotate as they progress from the start object to the end object.

Lets you rotate or straighten the selected blend's intermediate objects. The value specified in the **Blend direction** box determines the degree of the loop. Looping occurs when the button appears pressed.

Blends the start and end objects' colors by following a direct path through the color spectrum. This path progresses from the start object's color to the end object's color.

Blends the start and end objects' colors by following a clockwise path through the spectrum. This path progresses from the start object's color to the end object's color.

Blends the start and end objects' colors by following a counterclockwise path through the spectrum. This path progresses from the start object's color to the end object's color.

Lets you set the rate of acceleration of objects and colors for the intermediate objects in a blend.



Lets you set the rate of acceleration of the intermediate objects in a blend. The rate you set determines the proximity of the objects as they approach the end object.

Lets you set the rate of acceleration of the fill and outline colors of the intermediate objects in a blend. The rate you set determines how quickly or slowly the colors move through the spectrum as they approach the end object.

Lets you accelerate the change in size of intermediate objects or maintain the size of intermediate objects. Size acceleration is enabled when the button appears pressed. The change in size is determined by the rate you set on the **Blend object acceleration** slider.

Lets you link and unlink the color and object rates of acceleration for the intermediate objects in a blend. Linked acceleration occurs when the button appears pressed. You can specify the object and color acceleration rate by clicking the **Object and color acceleration** button on the property bar.

Lets you work with the nodes in a blend.

Lets you change the start and end objects of a blend.

Lets you specify a new start object for the selected blend.

Selects the start object of the selected blend.



Lets you specify a new end object for the selected blend.

Selects the end object in the selected blend.

Lets you change the path of the selected blend.

Lets you specify a new path for the selected blend.

Selects the path to which the selected blend is attached.

Separates the selected blend from the path along which it's blended.



Opens the **Blend steps** page, which lets you set the number of steps, the spacing, and the rotation of a blend.



Opens the **Blend acceleration** page, which lets you specify acceleration settings for a blend.

Opens the **Blend color** page, which lets you specify settings for blending the colors of the start and end objects in the blend.

Opens the **Miscellaneous blend options** page, which lets you map the nodes of a blend, split a blend, or fuse the start or end of a blend.



Enable to specify the number of intermediate objects between the two objects being blended.

Enable to specify the amount of space between the intermediate objects of a blend that is fitted to a path.

Lets you specify the number of intermediate shapes between the start and end objects of a blend.

Lets you specify the amount of space between the intermediate objects of a blend that is fitted to a path.



Lets you specify the number of degrees by which the blend's intermediate objects rotate as they progress from the start object to the end object.

Enable to rotate a blend's intermediate objects around a point halfway between the start and end objects' centers of rotation. This creates an arc shape.

Enable to stretch the selected blend over the entire length of the path to which it's attached.

Enable to rotate the selected blend's intermediate objects so that their centers follow the path to which they're attached.



Lets you set the rate of acceleration of the intermediate objects in blend. The rate you set determines the proximity of the objects as they approach the end object.

Lets you set the rate of acceleration of the fill and outline colors of the intermediate objects in a blend. The rate you set determines how quickly or slowly the colors move through the spectrum as they approach the end object.

Enable to accelerate the change in size of intermediate objects. The change in size is determined by the rate you set on the **Acceleration objects** slider.



Enable to accelerate fills, outlines, and objects at the same rate.

Resets the sliders on the **Blend acceleration** page to the default settings.



Lets you specify which nodes you use to blend the start and end objects.

Lets you split a blend at an intermediate object, which results in a compound blend. The object at which you split the blend becomes the end object of one component and the start object of the other component.

Unites the start object of a compound or split blend to create a single blend.

Unites the end object of a compound or split blend to create a single blend

Lets you specify a new start object or display the start object of a blend.



Lets you specify a new start object for the selected blend.

Selects the start object of the selected blend.

Lets you specify a new end object or display the end object of a blend.

Lets you specify a new end object for the selected blend.

Selects the end object in the selected blend.

Lets you display the blend path, fit a blend to a new path, or detach a blend from a path.

Lets you specify a new path for the selected blend.

Selects the path to which the selected blend is attached.



Separates the selected blend from the path along which it's blended.

Applies the settings you specify in the **Blend** Docker window to the selected objects or blend.



Lets you apply a bitmap extrusion to an object.

Lets you specify the depth of an extrusion.

Lets you choose a bevel type for the front of the selected bitmap extrusion.

Lets you choose a bevel type for the back of the selected bitmap extrusion.

Lets you choose a texture for the selected bitmap extrusion.



Lets you specify rotation values for the selected extrusion.

Lets you specify a value to rotate the extrusion along the x-axis.

Lets you specify a value to rotate the extrusion along the y-axis.

Lets you specify a value to rotate the extrusion along the z-axis.

Lets you apply Ambient light to a bitmap extrusion.

Enable to apply Ambient light to the selected bitmap extrusion.

Opens the **Color** dialog box, which lets you choose a color for the Ambient light.

Lets you set the intensity of the Ambient light.



Lets you specify the intensity of the Ambient light.

Applies the Ambient light properties to the selected bitmap extrusion.

Lets you specify the height of the beveled surfaces.

Lets you apply Point light to a bitmap extrusion.

Adds a Point light, which you can position to cast a light in a specific direction.

Removes the selected Point light from the bitmap extrusion.

Opens the Color dialog box, which lets you choose a color for the Point light.

Lets you set the brightness of the selected Point light.



Lets you specify the brightness of the selected Point light.

Applies the Point light properties to the selected bitmap extrusion.

Fits a bitmap extrusion to its bounding box.

Lets you apply a vector extrusion to an object.

Lets you specify a horizontal coordinate for the vanishing point (X box) and a vertical coordinate (Y box). The coordinates can be relative to the page origin (i.e., the rulers) or to the center of the object.

Enable to position the vanishing point relative to the center of the selected extrusion or to the 0,0 points on the rulers.

Resets all rotation values to 0 for the selected extruded object.

Lets you set color properties for the extruded surfaces of the selected object.



Applies the fill of the control object to all of its extruded surfaces.

Lets you apply a color other than that of the control object to the extruded surfaces.

Lets you blend two colors along the length of the extruded surfaces.

Lets you choose a color to apply to the extruded surfaces as either a solid or shade fill, depending on the color properties you specify.

Lets you choose the shade color to which you want the extruded surfaces to fade.

Lets you apply fill of the extruded surfaces to the beveled surfaces, or lets you choose a different color for the beveled surfaces.  
Beveled surfaces use the fill of the extruded surfaces when the button appears pressed.

Lets you choose a color for the beveled surfaces of the selected extruded object.

Lets you wrap the entire extruded object with a fill, or lets you apply the fill to each extruded surface separately. Draping occurs when the button appears pressed.



Lets you set bevel properties for the selected extrusion.

Lets you apply or remove beveled surfaces. Beveled surfaces are applied to the selected object when the button appears pressed.

Lets you apply beveled surfaces only or beveled and extruded surfaces to the selected object. Only beveled surfaces are applied when the button appears pressed.

Lets you set lighting properties for the selected vector extrusion.

Lets you add a light source to the selected vector extrusion, adjust the position of the light source, and vary its intensity.

Lets you add or remove a simulated light source. A light source is projected toward the selected extruded object when the button appears pressed.

Lets you add or remove a simulated light source. A light source is projected toward the selected extruded object when the button appears pressed.

Lets you add or remove a simulated light source. A light source is projected toward the selected extruded object when the button appears pressed.



Lets you combine the light and dark shades (brightness and saturation) of a light source precisely or lets you use a more basic shading process.

Removes the extrusion you applied to the selected object.



Opens the **Extrude camera** page, which lets you set properties for an extrusion.

Opens the **Extrude rotation** page, which lets you rotate an extrusion in three dimensions.

Opens the **Extrude light** page, which lets you set lighting properties for an extrusion.

Opens the **Extrude color** page, which lets you set color properties for an extrusion.

Opens the **Extrude bevel** page, which lets you set bevel properties for an extrusion.





Displays the effect the specified extrusion type will have on an object.

Lets you choose an extrusion type.

Lets you choose the attributes of the extrusion's vanishing point.

Lets you specify how far a perspective extrusion recedes from or approaches the vanishing point.

Provides controls that let you set the horizontal and vertical coordinates of the extrusion's vanishing point.

Lets you specify the horizontal position of the extrusion's vanishing point. Its position is relative to the rulers or to the center of the selected object.

Lets you specify the vertical position of the extrusion's vanishing point. Its position is relative to the rulers or to the center of the selected object.



Lets you define the extrusion's vanishing, point relative to the rulers or relative to the center of the selected object.

Enable to position the vanishing point relative to the 0,0 points on the rulers.

Lets you edit and apply the specified vanishing point and depth to a selected extrusion.

Enable to position the vanishing point relative to the center of the selected object.



Displays the position of the extruded object. Drag the model to rotate the extruded object or set the rotation values on the x, y, and z axes.

Lets you edit and apply the specified rotation to a selected extrusion.

Cancels the rotation and returns the object to its previous position.



Lets you rotate an object by dragging the Corel logo or by specifying values.

Lets you specify a value to rotate the extrusion along the x-axis.

Lets you specify a value to rotate the extrusion along the y-axis.

Lets you specify a value to rotate the extrusion along the z-axis.



Adds a simulated light that is projected toward the extruded object. You can position the light source by dragging circle 1 in the Preview window.

Adds a simulated light that is projected toward the extruded object. You can position the light source by dragging circle 2 in the Preview window.

Adds a simulated light that is projected toward the extruded object. You can position the light source by dragging circle 3 in the preview window.



Lets you set the amount of light emanating from the selected light source.

Enable to use combine light and dark shades (brightness and saturation) of a light source precisely.

Lets you apply the specified lighting to a selected extrusion.

Resets the intensity of the light source to zero.



Lets you set color properties for the extruded surfaces of the selected object.

Enable to apply the color of the control object to all of its extruded surfaces.

Enable to apply a color other than that of the control object to the extruded surfaces.



Enable to wrap the entire extruded object with a pattern, texture, or bitmapped image, instead of filling each extruded surface separately.

Lets you choose a fill color for the extruded surfaces.

Enable to blend two colors along the length of the extruded surfaces.

Lets you choose the shade color from which you want the extruded surfaces to fade.

Lets you choose the shade color to which you want the extruded surfaces to fade.

Enable to apply the fill settings to the selected object's beveled surfaces as well as its extruded surfaces.



Enable to apply beveled surfaces to the selected object.



Enable to apply beveled surfaces only to the control object (i.e., no extruded surfaces).

Displays a graphical representation of the bevel depth, and angle settings and lets you adjust the settings.

Lets you specify the depth of the beveled surfaces.

Lets you specify the angle of the beveled surfaces.

Lets you edit the selected extruded object.

Applies the bevel settings you specify to the selected object.

Resets the bevel values.





Copies the properties of the contour to another object.

Removes the contour from the object.

Adds contour lines to the center of the selected object.

Adds contour lines inside the outline of the selected object.

Adds contour lines outside the outline of the selected object.

Lets you specify the number of concentric shapes you want to create. If you select the **To center** option, as many concentric shapes as possible given the offset value are automatically created.

Creates a color progression that passes through the color spectrum in a straight line from the original object's fill color to the last contour shape's fill color.

Creates a color progression that passes through the color spectrum in a clockwise path from the original object's fill color to the last contour shape's fill color.



Creates a color progression that passes through the color spectrum in a counterclockwise path from the original object's fill color to the last contour shape's fill color.

Lets you choose an outline color for the last concentric shape.

Lets you choose a fill color for the last concentric shape.

Lets you choose the end color for the fountain fill, which is applied to the last concentric shape. This button is available only when you apply a fountain fill to the original object.



Lets you specify the number of concentric shapes (top box) and the distance between concentric shapes (bottom box).



Opens the **Contour steps** page of the **Contour** Docker window, which lets you set the contour properties for the selected object.



Opens the **Contour color** page of the **Contour** Docker window, which lets you set the color properties for a contour.

Opens the **Contour acceleration** page of the **Contour** Docker window, which lets you accelerate the contour lines for the selected object.



Enable to create concentric shapes inside the selected object that get progressively smaller until they reach the object's center.

Enable to create concentric shapes inside the selected object that get progressively smaller as they approach the object's center.

Enable to create concentric shapes outside the selected object that get progressively larger as they move away from the object.

Lets you specify the distance you want between concentric shapes.

Lets you specify the number of concentric shapes you want to create. If you enable the To Center button, as many concentric shapes as possible given the offset value are created automatically.





Displays the path the color progression will take through the spectrum as it moves from the original object's fill color to the last contour shape's fill color. This path is indicated with a black line.

Lets you choose a fill color for the last concentric shape.

Lets you choose the start color for the fountain fill, which is applied to the last concentric shape. This color picker is available only when you apply a fountain fill to the original object.

Lets you choose the end color for the fountain fill, which is applied to the last concentric shape. This button is available only when you apply a fountain fill to the original object.

Applies the contour settings to the selected object.



Provides a preview of the lens selected in the **Lens type** list box.



Lets you choose a lens effect.

Lets you specify the rate of the lens applied to the object.

Lets you choose a color for the lens.

Lets you choose a type of Custom Color Map lens. The lens object type determines the direction of the color progression that the lens displays.

Lets you choose the color that starts the color range you want the lens object to display.

Interchanges the **To** and **From** colors.

Lets you choose the color that ends the color range you want the lens object to display.

Lets you choose a color for the Tinted Grayscale lens.



Enable to display the outlines of objects behind the lens with a specific color.

Lets you choose a color for the outlines of objects displayed through the lens.

Enable to display the fills of objects behind the lens with a specific color. Otherwise, the object's fills will appear transparent.

Lets you choose a color for all fills displayed through the lens.

Enable to fix the contents to the lens.

Enable to edit the lens' viewpoint.

Lets you specify a horizontal coordinate for the lens' viewpoint, relative to the ruler origin.

Lets you specify a vertical position for the lens' viewpoint, relative to the ruler origin.



Applies the settings you specify.

Switches to the basic controls for the selected lens type after you edit the viewpoint.

Enable to display the effects of the lens only where the lens covers the object.

Applies the lens settings to the selected object.

Lets you lock the current object's lens properties.





Opens a dialog box of the transparency applied to the selected object, which lets you adjust the transparency's attributes.



Lets you choose a transparency type.

Applies a linear fountain transparency to the selected object.

Applies a radial fountain transparency to the selected object.

Applies a conical fountain transparency to the selected object.

Applies a square fountain transparency to the selected object.

Lets you set the opacity of the transparency.

Lets you specify the angle (top box) and the edge pad (bottom box) of fountain transparencies.





Lets you create a two-color bitmap pattern, which includes the two colors that you choose for the transparency.

Lets you create a full-color bitmap pattern for the transparency.

Lets you create a vector pattern for the transparency.

Lets you choose a pattern for the transparency.

Lets you set the opacity for the front color of the transparency.

Lets you set the opacity for the back color of the transparency.



Lets you choose a texture for the transparency.





Lets you choose a merge mode for the transparency.

Fixes the contents of the transparency to the object, so that you can reposition a frozen transparent object without changing what's displayed through it.

Removes an object's transparency.

Copies the properties of the transparency to another object.



Lets you distort the selected object by either pushing the object's nodes away from the center of the distortion, or pulling the object's nodes toward the center of the distortion.

Lets you specify the amount to which the selected object is distorted. Values from -200 to -1 apply a Pull distortion; values from the 1 to 200 apply a Push distortion.



Lets you apply a Zipper distortion to the selected object.

Lets you specify the amount by which the selected object is distorted.

Lets you specify the number of zipper points per segment.

Lets you make the Zipper distortion random or uniform. Random distortion is applied when the button appears pressed.

Lets you smoothen the points of the Zipper distortion or return the points to in the original distortion. Smooth Zipper distortion is applied when the button appears pressed.

Lets you emphasize the Zipper distortion in a specific area of the selected object. Local Distortion is applied when the button appears pressed.

Lets you apply a Twister distortion to the selected object.

Twists the selected object in a clockwise direction.



Twists the selected object in a counterclockwise direction.

Lets you specify the number of complete 360-degree rotations that are applied to the selected object the horizontal line of origin.

Lets you specify the number of additional degrees of rotation, beyond the horizontal line of origin, that are applied to the selected object.

Lets you add another distortion to a distorted object.

Lets you position a selected object's distortion effect at the center of the object.

Removes the distortion effect you applied from the object.



Lets you specify the position of the drop shadow along the horizontal and vertical axis, relative to the selected object.



Lets you specify the opacity of the selected object's drop shadow. Low values produce a less opaque drop shadow; high values produce a more opaque drop shadow.

Lets you specify a value to define the selected object's drop shadow feathering properties. Low values create a more subtle feathering effect; high values create a more pronounced feathering effect.

Lets you choose a direction in which to feather the selected object's drop shadow. You can choose to feather the drop shadow toward the inside from the shadow's edges, to the outside of the shadow's edges, to the middle, or the average of the two directions.

Changes the feathering direction to Inside.

Changes the feathering direction to Middle.

Changes the feathering direction to Outside.

Changes the feathering direction to Average.

Lets you choose a feathering edge style to apply to the selected object's drop shadow.



Changes the feathering edge style to Linear.

Changes the eathering edge style to Squared.

Changes the eathering edge style to Inverse squared.

Changes the eathering edge style to Flat.

Lets you choose a position for the drop shadow relative to the object.

Changes the perspective type to Flat.

Changes the perspective type to Bottom.

Changes the perspective type to Top.



Changes the perspective type to Left.

Changes the perspective type to Right.

Lets you specify the angle of the drop shadow.

Lets you specify the fade level of the drop shadow.

Lets you choose a color to apply to the selected object's drop shadow.

Lets you specify a value to stretch the drop shadow.

Removes the drop shadow you applied to the selected object.

## Customizable Effects menu commands



Opens the Docker window that corresponds to the effect you are applying.

Copies the vanishing point settings from an extruded object to the object you select.



Locks the contents object to the PowerClip object. Locking is enabled when the button appears pressed.



Lets you specify how far the extrusion recedes.

Lets you choose a preset bevel for the front face of the extruded text.

Lets you choose a preset bevel for the back face of the extruded text.



Lets you specify a width for the bevel.

Lets you specify a height for the bevel.

Lets you simulate light sources to create a shading effect.

Lets you apply Ambient light, which is the equivalent of environmental light.



Adds a Point light, which projects a simulated light onto the text.

Removes a Point light.

Enable to use the **Brightness** slider and the **Brightness** box.



Lets you choose a color for the selected Point light.

Lets you set the amount of light emanating from the selected Point light.

Applies the specified Point light settings.

Displays a graphical representation of the Point light settings, and lets you drag a light to another location in the window.



Lets you set the amount of light emanating from the light source.

Displays a graphical representation of the Ambient light settings.

Applies the specified Ambient light settings.





Lets you specify a width for the rendered image.

Lets you specify a height for the rendered image.

Lets you specify a resolution for rendered image.

Lets you choose the unit of measure in which you want to specify the dimensions of the image.

Enable to maintain the ratio of width to height when you specify the size of the image.

Returns the object to its original size.

Displays the object's original size.



Displays the size of the object as if the specified settings were applied.

Lets you choose a render quality, which determines the resolution of the final two-dimensional image, as well as the time it takes to render an image.



Lets you specify the number of degrees by which you want to rotate text around the z-axis.

Lets you specify the number of degrees by which you want to rotate text around the x-axis.

Lets you specify the number of degrees by which you want to rotate text around the y-axis.



Lets you specify a value for the zoom level in the 3D Viewport.



Lets you choose a preset zoom level.

Applies a wide-angle lens.

Applies a normal lens.

Applies a telephoto lens.

Zooms in incrementally.

Zooms out incrementally.

Fits the 3D text object in the Viewport.





Lets you specify the distance by which you want to move the camera toward or away from the 3D text object.

Lets you choose a preset walk level.

Moves the camera toward the 3D text object incrementally.



Rotates the camera around the x-axis.

Rotates the camera around the y-axis.

Rotates the camera around the z-axis.

Lets you rotate the text object along an axis.





Displays and hides the coordinate widget design aid, which provides a point of reference when moving and rotating objects and cameras along the x, y and z axes in the 3D Viewport.

Displays and hides the grid design aid, which provides a point of reference when rotating and translating objects and cameras in the 3D Viewport.

Displays and hides light objects in the 3D Viewport.

Changes to the default camera view.

Changes the view to director view.

Displays the top of the object.

Displays the bottom of the object.



Displays the front of the object.

Displays the back of the object.

Displays the left side of the object.

Displays the right side of the object.



Rotates the object side to side (Roll) according to the specified number of degrees.

Rotates the object front to back (Pitch) according to the specified number of degrees.

Rotates the object around its upright axis (Yaw) according to the specified number of degrees.



Moves the object along the x axis according to the specified value.

Moves the object along the y axis according to the specified value.

Moves the object along the z axis according to the specified value.



Lets you point the camera in a different direction.

Lets you move the camera towards or away from the 3D object along the z-axis.

Lets you slide the camera along the xy plane for a different view of the 3D object.

Lets you change the lens magnification of the camera in the 3D Viewport.





Opens the **Illumination** dialog box, which lets you set advanced properties for the selected light.

Controls the brightness of the selected light. Move the slider or type a percentage value in the box to set brightness.

Turns the selected light on and off.

Adds a Point light. A Point light casts light in all directions.

Opens the **Render settings** dialog box, which allows you to specify settings for rendering the 3D object.

Adds a Spot light. A Spot light casts light in a specific direction.

Opens the Illumination dialog box, which allows you to set properties for light objects in the 3D Viewport.





## Writing tools popgraphics

A Main Word List is a list of specialized words that Spell Checker uses for a particular language, company, or field (such as legal and medical). The English, French, Spanish, Italian, German, and Dutch versions of WordPerfect include a .MOR file (for example, the English file is WT9EN.MOR). Spell Checker can search other Main Word Lists you have installed, such as medical word lists. You can create a Main Word List file using the Spell Utility.

A Document Word List contains words and phrases that you want Spell Checker to skip, replace, or display alternatives for in the current document only. Spell Checker scans this list first when you perform a spell check.

The Spell Utility is a separate application that you run from the Start button. The filename is WT9SPTLEN.exe (installed to X:\Program Files\Corel\Shared\WritingTools\9.0 folder where X is the drive where WordPerfect Office 2000 is installed). It is available only if you installed WordPerfect Office 2000 using the Custom option. If you used the Typical option, you can reinstall WordPerfect Office 2000, this time clicking the Custom option. The Custom option installs all the files of the Typical installation and more. Disable the applications that you do not want to reinstall.

A User Word List is a list of words and phrases that Spell Checker and Grammatik use to check for errors. You can add words to a User Word List so that the writing tools will skip or replace these words, or display alternatives for them. For example, you can specify replacements for words that you often mistype or misspell. Or, you can add words (such as your name) that you don't want Spell Checker or Grammatik to flag as incorrect.

You can also create multiple User Word Lists. User Word List files have the extension .UWL. The User Word List that ships with WordPerfect is WT9XX.UWL (where "XX" is the code for your language).

Each document has its own User Word List, to which you can add words and phrases that pertain specifically to that document.

Spell Checker and Grammatik always scan the Document User Word List first.

A coordinate term is a type of general word for example, as "oak" is a type of "tree." Its coordinates are words that are also types of a more general word. For example, "bike" is a type of "motor vehicle;" some of its coordinates are "car," "truck," "tank," and "golf cart."

If spell checking is enabled during a proofreading session, Grammatik flags words it does not find in its dictionary or your User Word List. If a flagged word is spelled correctly and you use it often in your writing, click the Add button to add the word to your User Word List.



Use the options on the Analysis menu to analyze your writing style. The options are Parse Tree, Parts Of Speech, Basic Counts reports, Flagged reports, Readability reports.

Use Exit or Close to exit any open documents and then exit Grammatik.

Auto Replace lets you substitute correct words for misspelled or mistyped words. For example, if you tend to type "freind" instead of "friend," you can add "freind" to the [User Word List](#). If Quick Correct is enabled, the word is automatically replaced every time you type it.

Replace lets you substitute a replacement word or phrase for an error Grammatik has detected.

Replace All lets you substitute a replacement word or phrase for every occurrence of an error.

Resume lets you continue checking your document after you have edited text manually.

Skip lets you ignore an error that you don't want to change. Grammatik skips the current error but flags other occurrences of the error.

The Consecutive Nouns option lets you specify how many consecutive nouns Grammatik allows before it flags an error. For example, if you set the value to 3, the following phrase is flagged as an error:

"quality assurance analysis report"



The Consecutive Prepositional Phrases options lets you specify how many consecutive prepositional phrases Grammatik allows before it flags an error. For example, if you set the value to three, the following sentence would be flagged as an error: "One of the many duties of the office of President of this company is to appear at all press conferences."

The Long Sentence Length option lets you specify how many words Grammatik allows in a sentence before it flags an error.

The Spell Numbers Below Or Equal To option lets you specify the range of numbers that should be spelled out ("nine") instead of written as a numeral ("9"). Set the value to 0 if you don't want numerals to be flagged as errors.

The Words Allowed In Split Infinitive option lets you specify how many words Grammatik allows in a split infinitive before it flags an error. Grammatik counts the number of words between the first word ("to") and the last word (base verb) of an infinitive, and reports an error when the number exceeds the maximum allowed. For example, if you set this value to 1, the phrase "to boldly go" is not flagged because only one word comes between "to" and "go." However, the phrase "to very boldly go" is flagged because two words are between the split infinitive.

Skip All lets you ignore a word or phrase for the rest of the proofreading session.

Start lets you begin proofreading.

Undo lets you undo the last word or phrase replacement.

An abbreviation is a shortened version of a word. For example: etc. is an abbreviation of etcetera.



An adjective modifies a noun. Example: a "good" book.

An adverb modifies a verb or an adjective. Examples: go "quickly," a "very" good book.

An auxiliary verb is a form of "be," "have," or "do." Examples: "is" coming, "had" not run, "did" he say.

A determiner is a type of adjective. Examples: "a," "an," "the," "some," "these," "any."

Comparative and superlative are forms of adjectives or adverbs that indicate a degree of comparison. Examples: happier, slowest.

A conjunction joins words, phrases, or clauses. Examples: the book "and" the pen, "because" it is late.

An infinitive is a verb form that uses "to" and a base verb. Examples: to read, to go.

An interjection is an exclamation. Examples: hi!, oh!, hey!



A modal is a type of auxiliary verb. Examples: will, must, can, should, might.

A number is a unit of measure. Examples of a number are: three, 497, 6:00.

The past is the past tense of a verb. Examples: He "wrote" the book. We "went" to the store.

A past participle is a past-tense form of a verb. Example: the note was "written" in ink.

A plural noun is the plural form of a noun. Examples of a plural noun are: "books," "children."

A possessive noun is a possessive form of a noun, indicating ownership. Examples: "dog's" leg, "students'" cars, "Joe's" son.

A preposition relates nouns and pronouns to other words. Examples: folder "of" notes, gift "for" you.

The third person is a present form of a verb. Examples: he "waits," she "brushes" her hair, "does" it sing.



A present participle is a form of a verb, usually created by adding "ing." Examples: He is "writing" a book. She is "going" to bed.

A pronoun takes the place of a noun. Examples: "I," "me," "you," "mine," "yourself," "these," "who," "which."

A punctuation clarifies the meaning of a phrase or statement by inserting punctuation marks. Examples: period (.), comma (,), question mark (?).

A singular noun is the name of one person, place, thing, or idea. Examples: "Tom," "Canada," "pen," "health."

A verb shows action or existence. Examples: "read" the book, it "is" informative.

A main clause is complete meaning without any other sentence component. Example: "We will have the meeting today."

A subordinate clause is also called a dependent clause. A subordinate clause cannot stand alone. It depends on another clause to complete its meaning. Example: We will have the meeting today, "since everyone is here."

A relative clause is a type of subordinate clause that acts like an adjective, describing a noun or pronoun before it. A relative clause usually starts with a relative pronoun like "who," "whom," or "what." Example: The employees "who used the dental plan" appreciated the change.



A Wh- Clause is referred to as a specialized subordinate clause starting with "when," "how," "why," or "where." A wh-clause can act like a noun, an adverb, or an adjective. Examples: We knew "where she would go," I will tell you "when I go."

A that clause is a specialized subordinate clause starting with "that." Example: We were sure "that you would pay us."

The subject of a clause performs the action. A subject can be one word or several. Examples: "John" ran, "The cats" meowed, "All the children and their mothers" took naps.

A verb or verb phrase shows action in the verb. Verbs can contain one or several words. VERB is used for a single word. For example: John "ran." A VERB PHRASE is used when several words make up the verb. For example: He "has gone" (VERB PHRASE).

A direct object receives the action. Example: Bob gave her "an apple".

An Indirect Object tells "to whom" or "for whom." Example: Bob gave an apple to "her."

A prepositional phrase is a preposition and its object, plus any modifiers. Prepositional phrases usually function as adjectives, adverbs, or nouns. Example: We came back "for the second show."

A relative pronoun introduces a subordinate clause and links it with an independent clause. Example: The noise "that" scared you was made by the boy "who" lives next door.



A phrasal is a preposition that is part of a verb phrase, but separated from it. Example: put the book "down."

The Formal Formality Level is a formality level that uses strict rules of diction and usage.

The Informal Formality Level is a formality level that allows for relaxed use of the language; this level allows colloquial expressions.

The Standard Formality Level is a formality level that allows for moderate, everyday language.

A checking style is a preset writing style that Grammatik refers to when proofreading text. There are 11 preset checking styles. Depending on which checking style you choose, a specific set of proofreading criteria is used to check your document.

A rule class is a group of related grammar and style rules. Grammatik uses rule classes to detect common writing problems.

The Fiction checking style is a checking style that makes allowances for the writer's artistic license. Many rule classes are disabled, and informal language is acceptable. The Formality level is Informal.

The Advertising checking style is a checking style for advertising copy and other marketing literature designed to make a sale. The emphasis is on mechanics and grammatical accuracy rather than on style. Certain rule classes are disabled. The Formality level is Informal.



The Documentation Or Speech checking style is a checking style for documentation targeted at a general, non-scientific audience. Jargon and special terminology are challenged. It has a low passive voice threshold. The Formality level is Standard.

The Technical Or Scientific checking style is a checking style for scientific publications containing long, complex noun phrases and a technical vocabulary. The passive voice threshold is high. The Formality level is Formal.

The Informal Memo Or Letter checking style is a checking style for informal memos and letters. This style allows industry-specific jargon. The Formality level is Informal.

The Formal Memo or Letter checking style is a checking style that requires a formal tone and a strict interpretation of grammar and style rules. This style is appropriate for correspondence, meeting minutes, and legal documents. It requires language that is more formal than an inter-office memo. The Formality level is Formal.

The Student Composition checking style is a checking style for long documents. The Formality level is Standard.

The Spelling Plus checking style is a checking style that quickly checks for spelling errors and simple rules such as punctuation and capitalization. The Formality level is Standard.

The Quick Check checking style is the default checking style. This style is appropriate for most types of documents written for a general audience, such as general correspondence, informal reports, essays, and speeches. The Formality level is Standard.

The Very Strict checking style is a checking style for writing that requires a formal tone and a strict interpretation of grammar and style rules. This style is appropriate for correspondence, meeting minutes, and legal documents. The Formality level is Formal.



The Grammar-As-You-Go checking style marks words or phrases that indicate incorrect grammar or use as you type.

The Options menu items let you specify how Grammatik proofreads your documents.

A split infinitive is a verb in its infinitive form (to be, to run) that is split by intervening modifiers. For example, in the split infinitive "to boldly go," the adverb "boldly" splits the infinitive "to go."

A base verb is the form of a verb that comes after "to" in an infinitive, or after a modal like "would."

Synonyms are words with the same meaning. For example, if you look up "happy," Thesaurus lists words such as "glad," "carefree," and "lighthearted."

Antonyms are words with an opposite meaning. For example, if you look up "ugly," thesaurus lists words such as "attractive," "beautiful," and "pretty."

Related words are words that have a similar meaning to a word that you look up. For example, if you look up "old," Thesaurus lists words such as "senior," "original," and "outdated."

An example illustrates terms and rules. For example, if you look up "city," Thesaurus lists examples of cities, such as "New York City," "Tokyo," and "Paris."



The Show Phonetic Suggestions option lets you view a list of words that sound like the word in the Replace With (or Insert Word) box. For example, Spell Checker suggests words such as "trail," "trial," or "trill" to replace "traail."

Here are examples of how you can use the Adding Words to a User Word List feature:

- If you often type incorrectly, you can define the correctly spelled word as a replacement. For example, you can specify "the" as a replacement for "hte."
- You can replace abbreviations or acronyms with words or phrases. For example, you can define Chief Executive Officer as the replacement for the acronym CEO.
- You can define multiple alternatives for a word. For example, you can define "United States of America," "United States," and "U.S.A." as replacements for the word "usa." During a spell checking or proofreading session, you can choose which alternative phrase you want to use to replace "usa."

Grammatik lets you change a passive sentence to an active sentence. For example, Grammatik suggests the following three replacements for the sentence "A good time was had:"

- They had a good time
- We had a good time
- <SUBJECT> had a good time

If you choose a replacement that begins with <SUBJECT>, Grammatik prompts you to type a subject for the sentence.

## Readability formula

Grammatik displays a readability formula based on the language used in your application. United States English uses the Flesch-Kincaid formula. This is a widely-used formula that determines the school grade level that a reader needs to understand a document. A grade level score of 6-10 is considered the most effective for a general audience.

Languages other than United States English may use different scoring systems. For example, UK English uses the Flesch Reading Ease Score. This number is high for readable writing and low for complex writing. Many companies require writing that matches one of the following Flesch Reading Ease Scores.

Score	Reading Difficulty
90-100	Very easy
80-90	Easy
70-80	Fairly easy
60-70	Standard
50-60	Fairly difficult
30-50	Difficult
0-30	Very difficult

The Flesch Reading Ease Score formula is as follows:  $206.835 - (1.015 \times \text{average words / sentence}) - (84.6 \times \text{average syllables / word})$

- passive voice → too many passive constructions can make your work boring or difficult to understand.
- sentence complexity → long sentences or sentences with complex structure are often difficult to understand.
- vocabulary complexity → long words or unusual words may be too difficult for most readers.

For example, to replace the verb "read" in the sentence "I read a magazine in the doctor's waiting room yesterday," with the correct form of the verb "peruse," choose "perused" from the Select Word Form dialog box. The sentence is now displayed as "I perused a magazine in the doctor's waiting room yesterday."

A hypernym is a superordinate of a word. For example, the hypernym of cat is animal.

A hyponym is a subordinate of a word. For example, the hyponym of animal is cat.

Related information gives you information related to a topic. For example, the related information of "tree" is "plants," "leaves," and "roots."



Cross references lets you find specific information from other documents. For example, you can use cross references to look up information on "trees" in a document that you are working in with information on "trees" from another document.

For example, you can use Phrases to \_\_\_\_\_

The Description is the name of the language you want to add. For example, the description of "Danish," is "Danish."

The Language Code is a 2 character code on the right side of the language. For example, the language code for Croatian is "HR."

For example, "read," which appears the same when you use it in the sentence "I am going to read that book tomorrow," and in the sentence "I read that book yesterday."

For example, "wonder," which appears the same when you use it in the sentence "I wonder what is going to happen today," and in the sentence "I looked upon the scene with wonder."







Text here for overall statement re Draw 10....



All the commands available in the applications can be displayed in a single list in the Options dialog box, allowing you to customize the menus, toolbox, toolbars, and status bar all at once. You can also drag-and-drop menu items from the menu to a property bar or to another menu by holding down the ALT key.

The toolbox and all of the menus and property bars have been revisited so that icons and tool placement matches throughout the applications.

You can export your customized workspace, or portions of it, and share it with others. Also included is a built-in option to export your customized workspace to email.

You can control the transparency of certain CorelDRAW workspace items for Windows 2000. After enabling the feature, you can control transparency for command bars, Dockers, and more. You can also control the level of transparency; from 0 to 100 percent.



A new Undo Docker window, similar to the one found in Corel PHOTO-PAINT keeps track of all the actions you perform, so that you can undo multiple actions in one step or save a series of actions as a Microsoft Visual Basic for Applications script.



Many of the interactive tools now come with presets that let you view and apply predefined settings for those tools quickly and easily.

You can now preview formatting options and effects before applying them to your document using RealTime Preview. You can scroll through and preview formatting options and effects, such as fitting text to a path, and see how they affect the active object or document.

The new Page Sorter lets you view thumbnails of all the pages in a document. The Page Sorter has drag-and-drop functionality that allows you to reorder and manage pages in their document. You can also reorder pages by using the page tabs located at the bottom of the workspace.

Extensive support for popular file formats have been added, including AutoCAD 2000 (.dxf and .dwg) and Scalable Vector Graphics (.svg).

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The addition of PerfectShapes lets you save time when creating complex objects by giving users a library of ready-made objects in a variety of useful categories, such as arrows, stars, callouts, and flowchart shapes.

You can now contour an object or group of objects, as well as control the object acceleration and color acceleration of a contour.

The Knife tool and Eraser tool have been enhanced, so you can now use these tools on bitmapped images as well as on vector graphics.



Change the shape of an object by manipulating the object's nodes and you can now apply distortions to paragraph frames to achieve interesting text effects.

New drag-and-drop functionality you drag colors from the color palette to any of the extruded surfaces and to the bevel. You can also extrude a single object from within a group of objects, or extrude all the objects in the group.



CorelDRAW 10 now supports text in multiple languages within the same text box, letting you create and correct multilingual documents without having to change the language of the writing tools.

The Format Text dialog box has been changed to reflect the use of styles and to make it easier to recognize formatting options working at a character level versus a paragraph level.

Type Assist has been replaced with QuickCorrect, which uses the WordPerfect libraries.

The text cursor now flashes when text is being edited, and there is no longer a white box surrounding text that is being edited.





Create rollover graphics, known as Web Buttons from the Object Properties Docker window, the Internet toolbar, or the Effects menu. Each Web Button can have up to four different states (Normal, Down, Over, and Out) that react to the viewer's mouse actions.

The Publish To The Web feature has been enhanced to give you more control over the resulting graphics and HTML code.

Corel Image Optimizer helps you reduce the file size of an image, letting you save bandwidth for faster downloading of Web pages. Image Optimizer lets you see four separate, live previews of possible export modes or other image variations before sending an image to the Internet.

The new Web Connector Docker window lets you browse the World Wide Web right from the application. This lets you connect to Corel's community Web site for graphic designers at <http://www.designer.com/> on the Internet without leaving the application.

A Preflight tab has been added to the Publish To the Web dialog, saving you time by providing preflight warnings that will alert you to potential problems prior to publishing to the World Wide Web.



A completely redesigned UI makes color management more intuitive by combining all the essential color management options in one redesigned dialog box. You can now take advantage of the predefined color management styles, or save your own color management profiles.

New color sliders have been added to the Color Docker window that work with all the standard color models as well as with Web-safe colors.



You can now embed an ICC color profile, author and keyword information, and any type of file into a PDF file. Fountain fills and Mesh fills are now exported as native PDF 1.3 objects, resulting in smaller file sizes and faster and more accurate rendering.

You can now specify the order of color separations and can align all printers' marks to the edge of a graphic or to the edge of a page.

You can streamline their workflow by specifying trapping and separations parameters in advance with a full range of In-RIP trapping options for PostScript 3 output devices and In-RIP separations options.



Bitstream Font Navigator 4.0 offers a quick and easy way to find and install fonts, organize fonts into manageable groups, and view and print font samples.

Canto Cumulus Desktop LE 5.0 organizes media and graphics files into a catalog, which can be indexed so that you can find images, designs, clipart, stock photos, and Apple QuickTime movies quickly and easily.

CorelTRACE 10 is a bitmap-to-vector tracing utility that converts bitmapped images to vector images.

Corel TEXTURE lets you simulate natural textures, such as clouds, marble, and wood, by combining up to seven user-defined material layers.



Corel CAPTURE 10 lets you capture on-screen computer images and record on-screen actions as animation files. You can capture images of an entire screen, individual windows, toolbars, flyouts, menus, or any rectangular, elliptical, or freehand area the user defines.

New features








*What's New*

CorelDRAW 10

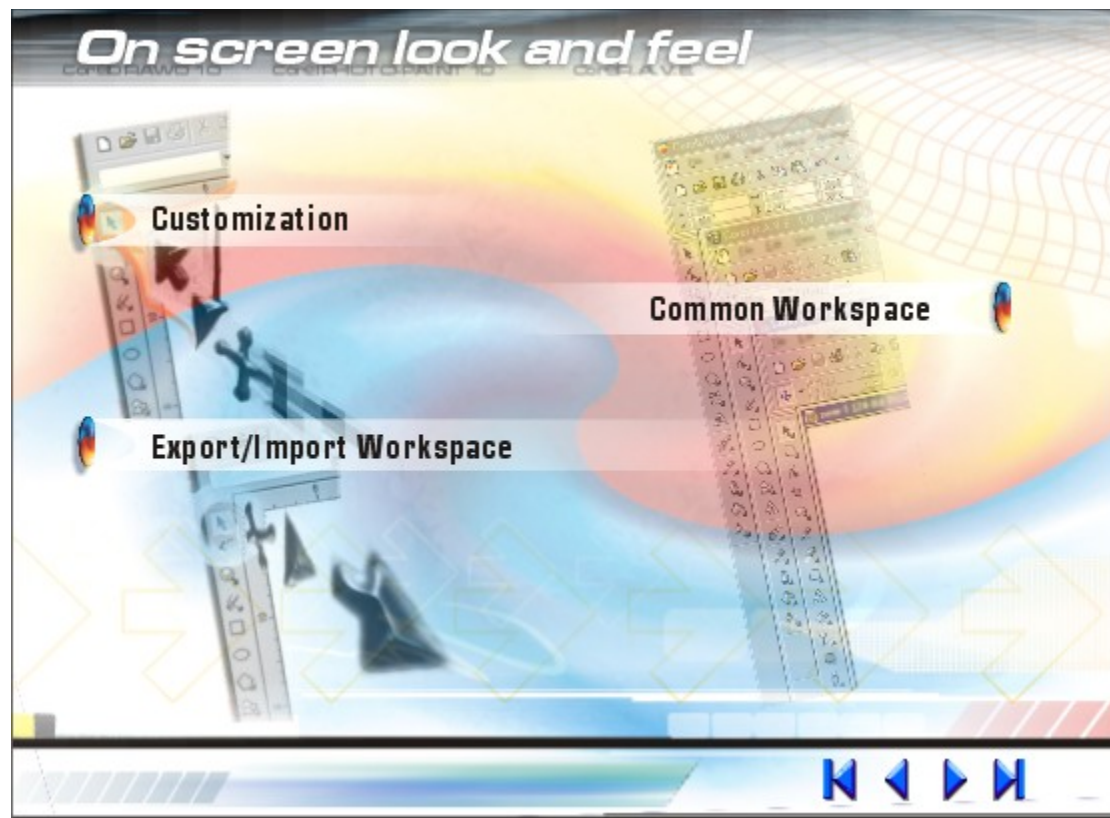
CorelPHOTOPAINT 10

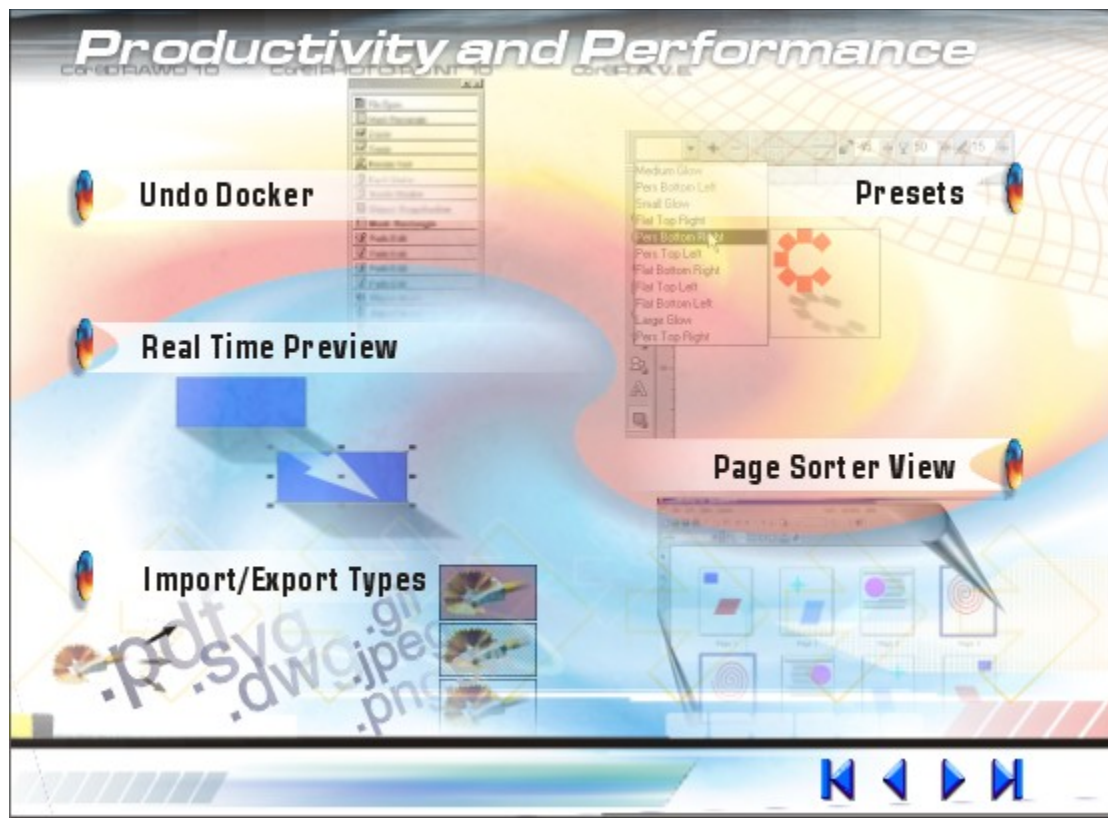
CorelRAVE

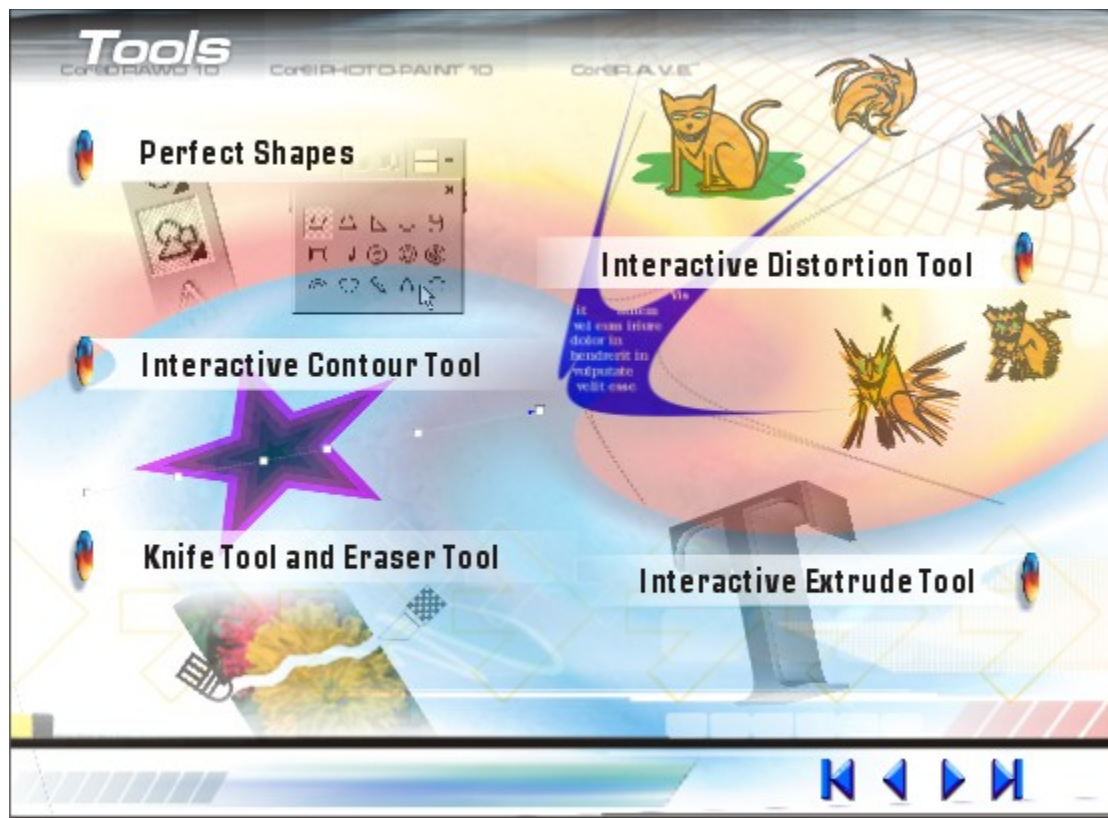
# CorelDRAW 10

-  **ON SCREEN LOOK AND FEEL**
-  **PRODUCTIVITY AND PERFORMANCE**
-  **TOOLS**
-  **TEXT HANDLING**
-  **WEB FEATURES**
-  **COLOR AND PRINTING**
-  **SUPPORTING APPLICATIONS**









# Text Handling



**Multilingual Text**

Ola! Hallo! CIAO!  
Ola! Hallo! CIAO!  
Ola! Hallo! CIAO!

ذبت  
حنجرت  
شج كجف  
لاج

laoreet dolore

**Selecting and Editing Text**



VEL ILLUM DOLOR  
EU FEUGIAT



**Format Text Dialog**

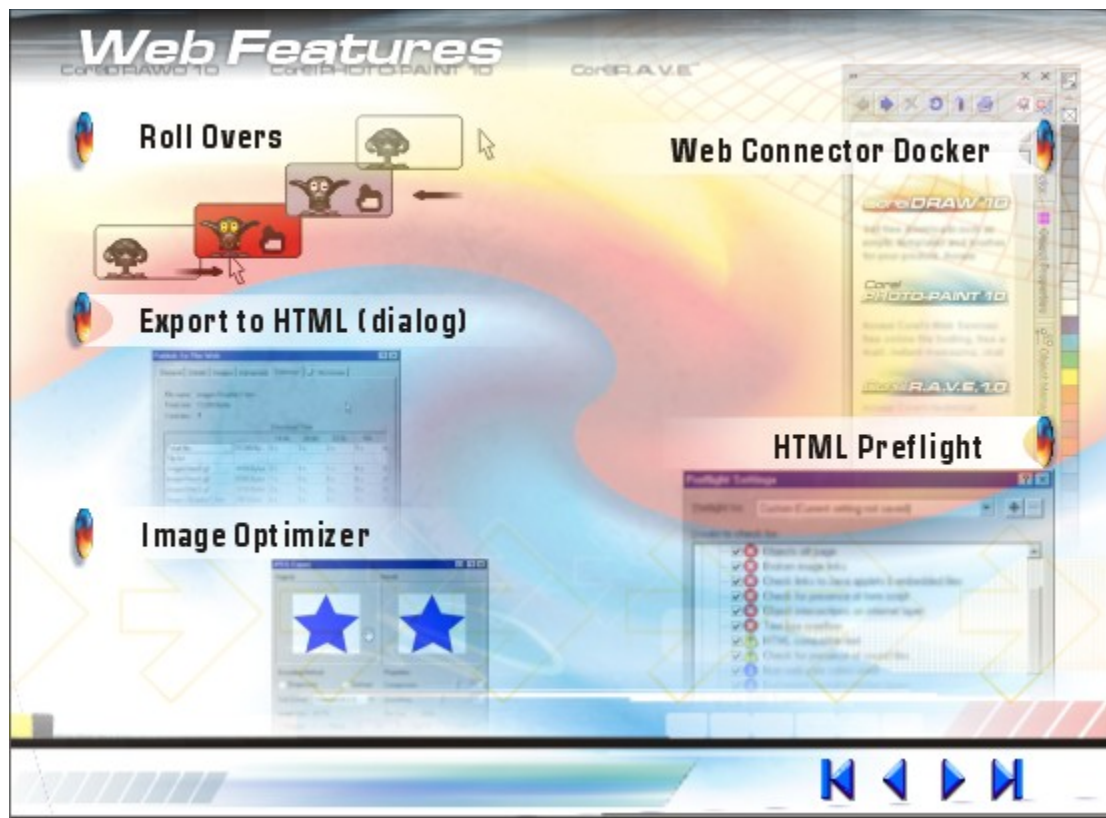
Vint utrem vel  
cum ilare dolor  
in bea dicit in vulgante  
valit esse moleste  
con seget, vel illem  
dolore ea feugiat ea de  
dallit et vero etas et  
acemtes et in do alio



**Quick Correct**





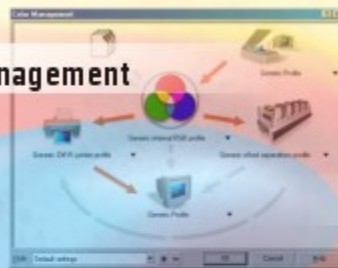




# Color, Printing and PDF

Color Management Color Sliders Print Separations Publish to PDF In-RIP Trapping

## Color Management



## Color Sliders



## Print Separations



## Publish to PDF



## In-RIP Trapping



# Supporting Applications



**Bitstream® Font Navigator™ 4.0**



**Canto® Cumulus® Desktop LE 5.0**



**Corel TEXTURE™ 10**



**CorelTRACE™ 10**



**Corel Capture™ 10**





## 3D Effects Filters

## Shared buttons

Updates the image in the Image Window.

Definition included in c\_color.rtf.

Displays the application progress of the current effect.



## 3D Rotate

Displays the image as the shaded portion of a three-dimensional model, and lets you change the image perspective.

Lets you specify the vertical rotation.

Lets you specify the horizontal rotation.

Enable to position the entire image in the Image Window.

## Cylinder

Enable to use a horizontal cylinder to shape the image.

Enable to use a vertical cylinder to shape the image.



Lets you set how closely the image conforms to the inside or outside of a cylinder.

Displays the image wrapping using a wire frame.

**Emboss**

Lets you set the depth of the ridges and indentations in the engraving.

Lets you set the amount of background color an engraving contains.

Lets you set the angle at which the light hits the engraving.

Lets you specify the angle at which the light hits the engraving.

Enable to create an engraving using the original image colors.



Enable to create an engraving using gray as the embossing color.

Enable to create an engraving using black as the embossing color.

Enable to create an engraving using the color you choose as the embossing color.

Lets you choose an embossing color.

Lets you choose an embossing color from the Image Window.

**Glass**

**Lens Tab**

Lets you set the width of the bevel.



Lets you set the sharpness of the edges of the bevel.

Lets you set the angle at which the light is bent at the bevel.

Lets you set the transparency level of the glass sheet.

Lets you choose a drop off style which defines the way the light hits the bevel.

Lets you choose a preset glass style.

Opens the Save Preset dialog box, which lets you save the glass style.

Deletes the current glass style.

**Lighting Tab**



Lets you set the intensity of the glass highlights.

Lets you set the sharpness of the light hitting the bevel.

Lets you choose a glass color.

Lets you choose a glass color from the Image Window.

Lets you set the direction of the light hitting the bevel.

Lets you specify the direction of the light hitting the bevel.

Lets you set the angle of the light hitting the bevel.

Lets you specify the angle of the light hitting the bevel.



**Page Curl**

Places a page curl on the top left corner of the image.

Places a page curl on the top right corner of the image.

Places a page curl on the bottom left corner of the image.

Places a page curl on the bottom right corner of the image.

Enable to begin the page curl along the top or bottom edge of the image.

Enable to begin the page curl along the left or right edge of the image.

Lets you set the width of the page curl.



Lets you set the height of the page curl.

Lets you choose a curl color.

Lets you choose a curl color from the Image Window.

Lets you choose a background color.

Lets you choose a background color from the Image Window.

Enable to create a page curl that you cannot see through.

Enable to create a page curl that you can see through.

## Perspective



Displays a two-dimensional model of the image and lets you drag the corner nodes to change the perspective of the image.

Enable to change the perspective of the image by moving two nodes in opposite directions simultaneously.

Enable to skew the image by moving two nodes in the same direction simultaneously.

Enable to position the entire image in the Image Window.

## Pinch/Punch

Lets you set the amount of pinching or punching. Negative values pinch the image toward you. Positive values punch the image away from you.

Lets you set the center point in the Image Window from which the pinch/punch effect originates. The Set Center button is on when the button appears pressed.

Displays the pinching and punching using a wire frame.



## Sphere

Lets you set the center point in the Image Window from which the sphere effect originates. The Set Center button is on when the button appears pressed.

Lets you set the amount by which the image conforms to the inside or outside of a sphere.

Displays the amount and direction of the wrapping using a wire frame.

## The Boss

**Edge Tab**

Lets you choose a Boss style.

Opens the Save Preset dialog box, which lets you save the current Boss style.



Deletes the current Boss style.

Lets you set the width of the bevel.

Lets you set the height of the bevel.

Lets you set the sharpness of the edges of the bevel.

Lets you choose a drop off style which defines the way the light hits the bevel.

Enable to reverse the effect so that elevated areas are indented.

**Lighting Tab**

Lets you set the brightness of the light hitting the bevel.



Lets you set the sharpness of the light hitting the bevel.

Lets you set the direction of the light hitting the bevel.

Lets you specify the direction of light as it hits the bevel.

Lets you set the angle of the light hitting the bevel.

Lets you specify the angle of the light hitting the bevel.

**Zig Zag**

Enable to create distortion waves that resemble the ripples in a pond.

Enable to create distortion waves that extend outward from a central point and dissipate toward the edges of the image.



Enable to create distortion waves around the center of the image.

Lets you set the number of waves.

Lets you set the intensity of the waves.

Lets you set the center point in the Image Window from which the zig zag effect originates. The Set Center button is on when the button appears pressed.

Displays a graphic representation of the waves.

# Art Strokes Filters

## Charcoal

Lets you set the size of the charcoal.



Lets you set the level of contouring.

## Conté Crayon

Enable to create a black conté crayon drawing.

Enable to create a white conté crayon drawing.

Enable to create a sanguine conté crayon drawing.

Enable to create a bistre conté crayon drawing.

Enable to create a sepia conté crayon drawing.

Lets you set the pressure applied to the crayon.



Lets you set the granularity level.

Lets you choose a paper color upon which the conté crayon drawing is based.

Lets you choose a paper color (from the Image Window) upon which the conté crayon drawing is based.

**Crayon**

Lets you set the crayon size.

Lets you set the edge detail of the crayon stroke.

**Cubist**

Lets you set the size of the brushstrokes.



Lets you set the amount of light in the image.

Lets you choose a paper color upon which the Cubist artwork is based.

Lets you choose a paper color (from the Image Window) upon which the Cubist artwork is based.

**Dabble**

Lets you choose a dabble brushstroke style.

Randomly distributes the dabble brushstrokes.

Lets you specify a value to randomly distribute the dabble brushstrokes.

Lets you set the size of the dabble brushstrokes.



## Impressionist

Enable to use smudged brushstrokes.

Enable to use concentrated brushstrokes.

Lets you set the size of the brushstrokes or the dabs.

Lets you set the color variation between the brushstrokes.

Lets you set the amount of light in the image.

## Palette Knife

Lets you set the size of the strokes of the palette knife.



Lets you set the amount of smudging.

Lets you set the direction of the strokes of the palette knife.

Lets you specify the direction of the strokes of the palette knife.

## Pastels

Enable to use a soft pastel.

Enable to a use smudged pastel.

Lets you set the size of the pastel brushstrokes.

Lets you set the color variation of the brushstrokes.



## Pen And Ink

Enable to shade the image using intersecting diagonal lines.

Enable to shade the image using ink dots.

Lets you set the density of the lines or dots.

Lets you set the amount of ink in the drawing.

## Pointillist

Lets you set the size of the dots.

Lets you set the amount of light in the image.



## Scraperboard

Enable to scratch the image to reveal color.

Enable to scratch the image to reveal white.

Lets you set the density of the brushstrokes.

Lets you set the size of the brushstrokes.

## Sketch Pad

Enable to create a black-and-white image, emphasizing the black lines.

Enable to create a colored image, emphasizing the colored lines.



Lets you set the detail of the drawing.

Lets you set the lead type or the pencil pressure.

Lets you set the sharpness of the outlines.

## Watercolor

Lets you set the size of the brushstroke.

Lets you set the texture of the paper.

Lets you set the amount of water in the brushstroke.

Lets you set the bleed rate of the brushstroke.



Lets you set the amount of light in the image.

**Water Marker**

Enable to create brushstrokes in a default pattern.

Enable to create brushstrokes in an ordered pattern.

Enable to create brushstrokes in a random pattern.

Lets you set the size of the brushstrokes.

Lets you set the contrast between the brushstrokes.

## Wave Paper



Enable to convert the image to a colored drawing.

Enable to convert the image to a black-and-white drawing.

Lets you set the brushstroke pressure.

# Blur Filters

## Tune Blur

Lets you set the intensity of the blurring.

Produces a hazy effect that slightly blurs the image.

Blends the colors of adjacent pixels.



Analyzes the values of similarly colored pixels to determine the direction in which to apply the greatest amount of smoothing.

Smooths and tones down harsh contrasts.

Removes the last blurring action.

## Directional Smooth

Lets you set the intensity of the directional smooth blurring.

## Gaussian Blur

Lets you set the intensity of the Gaussian blurring.

**Jaggy Despeckle**



Lets you set the number of neighboring pixels evaluated from left to right.

Lets you set the number of neighboring pixels evaluated from top to bottom.

Enable to maintain the equal height and width of neighboring pixels.

**Low Pass**

Lets you set the degree to which harsh transitions between shadows and highlights are reduced.

Lets you set the number of pixels that are modified by the low pass effect.

## Motion Blur

Lets you set the degree to which the span of the motion blur is increased.



Lets you set the direction of blurring.

Lets you specify the direction of blurring.

Enable to prevent blurring the pixels that fall outside the image.

Enable to begin the blurring effect with the paper color.

Enable to begin the blurring effect with the colors at the edge of the image.

## Radial Blur

Lets you set the intensity of the radial blur.

Lets you set the center point in the Image Window from which the radial blur originates. The Set Center button is on when the button appears pressed.



**Smooth**

Lets you set the intensity of the smooth blurring.

**Soften**

Lets you set the intensity of the soften blurring.

**Zoom**

Lets you set the intensity of the zoom blurring.

Lets you set the center point in the Image Window from which the zoom blur originates. The Set Center button is on when the button appears pressed.

# Color Transform Filters



## Bit Planes

Lets you set the tonal values on the red plane.

Lets you set the tonal values on the green plane.

Lets you set the tonal values on the blue plane.

Enable to set equal values of red, green, and blue.

## Halftone

Lets you set the angle of the cyan color channel, which lets you specify how cyan mixes with colors in other channels.

Lets you set the angle of the magenta color channel, which lets you specify how magenta mixes with colors in other channels.



Lets you set the angle of the yellow color channel, which lets you specify how yellow mixes with colors in other channels.

Lets you set the angle of the black color channel, which lets you specify how black mixes with colors in other channels.

Lets you set the radius of the biggest halftone dot.

## Psychedelic

Lets you set the intensity of the psychedelic effect.

**Solarize**

Lets you set the intensity of the solarize effect.

# Contour Filters



## Edge Detect

Enable to apply a white fill to areas that are not outlined.

Enable to apply a black fill to areas that are not outlined.

Enable to apply the selected color to areas that are not outlined.

Lets you choose a color to apply to areas that are not outlined.

Lets you choose a color (from the Image Window) to apply to areas that are not outlined.

Lets you set the intensity of the edge detection.

## Find Edges



Enable to create a smooth, blurred outline.

Enable to create a sharp, crisp outline.

Lets you set the intensity of the find edges effect.

## Trace Contour

Lets you set the brightness threshold that is used for outlining.

Enable to trace areas of the image where the brightness levels of the pixels fall below the value you set using the Level slider.

Enable to trace the areas of the image where the brightness values of the pixels exceed the value you set using the Level slider.

# Creative Filters



## Crafts

Lets you choose a craft item upon which the image is based.

Lets you set the size of the craft item.

Lets you set the percentage of the image that is covered with craft items.

Lets you set the amount of light in the image.

Lets you set the angle of the craft items.

Lets you specify the angle of the craft items.

**Crystallize**



Lets you set the size of the crystals.

## Fabric

Lets you choose a fabric item upon which the image is based.

Lets you set the size of the fabric item.

Lets you set the percentage of the image that is covered with fabric items.

Lets you set the amount of light in the image.

Lets you set the angle of the fabric items.

Lets you specify the angle of the fabric items.



## Frame

**Select Tab**

Displays the current frame.

Lets you choose a preset frame and displays the name of the frame in the Current Frame box.

Opens the Save Preset dialog box, which lets you save the current frame.

Deletes the current frame.

Removes the current frame from the Preview Window.

Lets you choose or load a frame.



**Modify Tab**

Lets you choose a frame color.

Lets you choose a frame color from the Image Window.

Lets you set the transparency of the frame.

Lets you blur or feather the edges of the frame.

Lets you choose a blend style that determines how the frame blends with the image.

Lets you set the size of the frame from left to right.

Lets you set the size of the frame from top to bottom.



Enable to maintain equal horizontal and vertical values for the frame size.

Lets you set the angle of the frame.

Lets you specify the angle of the frame.

Reverses the frame from right to left.

Reverses the frame from top to bottom.

Lets you set a center point in the Image Window from which the frame effect originates. The Align button is on when the button appears pressed.

Returns the frame to its original location.

## **Glass Block**



Lets you set the width of the glass blocks.

Lets you set the height of the glass blocks.

Enable to maintain equal height and width values for the glass blocks.

## Kid's Play

Lets you choose a game item upon which the image is based.

Lets you set the size of the game item.

Lets you set the percentage of the image that is covered with game items.

Lets you set the amount of light in the image.



Lets you set the angle of the game items.

Lets you specify the angle of the game items.

## Mosaic

Lets you set the size of the mosaic pieces.

Lets you choose a background color upon which the mosaic is created.

Lets you choose a background color (from the Image Window) upon which the mosaic is created.

Enable to create a frame around the mosaic.

## Particles



Enable to sprinkle the image with stars.

Enable to sprinkle the image with bubbles.

Lets you set the size of the particles.

Lets you set the degree to which the image is covered with particles.

Lets you set the amount of color in the particles.

Lets you set the degree to which you can see through the particles.

Lets you set the direction of the light.

Lets you specify the direction of the light.



## Scatter

Lets you set the scattering pattern of pixels from left to right.

Lets you set the scattering pattern of pixels from top to bottom.

Enable to maintain equal horizontal and vertical values.

## Smoked Glass

Lets you set the degree to which you can see through the glass tint.

Lets you set the amount of blurring on the image.

Lets you choose a tint color.



Lets you choose a tint color from the Image Window.

## Stained Glass

Lets you set the size of the stained glass fragments.

Lets you set the brightness of the effect.

Lets you specify the width of the solder between the stained glass pieces.

Lets you choose a solder color.

Lets you choose a solder color from the Image Window.

Enable to create three-dimensional lighting.



## Vignette

Enable to use black as the frame color.

Enable to use white as the frame color.

Enable to use a custom color as the frame color.

Lets you choose a frame color.

Lets you choose a frame color from the Image Window.

Enable to use an oval frame.

Enable to use a circular frame.



Enable to use a rectangular frame.

Enable to use a square frame.

Lets you set the frame size.

Lets you set the degree to which the pixels in the image blend into the frame.

## Vortex

Lets you choose a vortex brushstroke type.

Lets you set the brushstroke size.

Lets you set the center point in the Image Window from which the vortex originates. The Set Center button is on when the button appears pressed.



Lets you set the direction of the central pixels in the vortex.

Lets you specify the direction of the central pixels in the vortex.

Lets you set the direction of the peripheral pixels in the vortex.

Lets you specify the direction of the peripheral pixels in the vortex.

## Weather

Enable to create a snowy weather effect.

Enable to create a rainy weather effect.

Enable to create a foggy weather effect.



Lets you set the intensity of the weather effect.

Lets you set the size of the weather elements.

Lets you set the direction of the rain.

Lets you specify the direction of the rain.

Randomly distributes the pixel placement.

Lets you specify a value to randomly distribute the pixel placement.

# Custom Filters

## Alchemy



**Brush Tab**

Selects one of six default brush shapes.

Enable to apply the brushstrokes without a specific or repeating pattern.

Enable to apply patterned brushstrokes.

Enable to apply the brushstrokes so that the brightest portion of the stroke is always visible.

Opens the Load Brush dialog box, which lets you load a preset brush.

Randomly distributes the alchemy pixel placement.

Lets you specify a value to randomly distribute the alchemy pixel placement.



Lets you set the brushstroke variation from left to right.

Lets you set the brushstroke variation from top to bottom.

Lets you set the concentration of the brushstrokes.

Lets you choose a preset alchemy style.

Opens the Save Preset dialog box, which lets you save the current alchemy style.

Deletes the current alchemy style.

Lets you set the center point in the Image Window from which the alchemy effect originates. The Set Center button is on when the button appears pressed.

**Color Tab**



Enable to base each brushstroke on the image pixel color that falls in the center of the brushstroke.

Enable to base all brushstrokes on the color that you choose from the color picker.

Lets you choose a brushstroke color.

Enable to apply the brushstrokes to the image.

Enable to apply the brushstrokes to a solid colored background.

Lets you choose a color for a solid colored background.

Lets you set the amount of hue variation each brushstroke contains.

Lets you set the amount of saturation variation each brushstroke contains.



Lets you set the amount of brightness variation each brushstroke contains.

## Size Tab

Lets you set the size of the brushstroke, according to the pattern you choose from the Vary Brush Size list box.

Lets you set the amount of variation in the size of the brushstrokes.

Lets you set the contrasting size of the brushstroke, according to the pattern you choose from the Vary Brush Size list box.

Lets you choose a pattern style.

**Angle Tab**

Lets you set the angle of the brushstroke, according to the pattern you choose from the Vary Brush Angle list box.



Lets you set the amount of variation in the brushstroke angles.

Lets you set the contrasting angle of the brushstroke, according to the pattern you choose from the Vary Brush Angle list box.

Lets you set the transparency of the brushstroke, according to the pattern you choose from the Vary Brush Angle list box.

Lets you set the amount of variation between the transparency levels of the brushstrokes.

Lets you set the contrasting transparency of the brushstroke, according to the pattern you choose from the Vary Brush Angle list box.

## Band Pass

Lets you set the frequency levels of the image.

Lets you set the band width.



## Bump Map

Opens the Load Bump Map Files dialog box, from which you can open an image to use as a bump map.

Enable to stretch a single bump map over the entire image area.

Enable to repeat the bump map image to cover the entire image area.

Lets you specify the width of the bump map tiles.

Lets you specify the height of the bump map tiles.

Enable to maintain equal proportions for the width and height of the tiles.

Lets you choose a preset bump map style upon which the bump map is based.



Opens the Save Preset dialog box, which lets you save the current bump map.

Deletes the current bump map.

Enable to reverse the current bump map.

Enable to soften the rough edges of the current bump map.

Lets you set the size of the bump map.

Lets you set the clipping of the lower parts of the bump map.

Lets you set the clipping of the upper parts of the bump map.

Lets you set the amount of highlighting in the bump map.



Lets you set the path of the directional light source.

Lets you specify the path of the directional light source.

Lets you set the decline of the directional light source.

Lets you specify the decline of the directional light source.

Lets you choose a color for the directional light source.

Lets you choose a color (from the Image Window) for the directional light source.

Lets you set the amount of directional light.

Enable to ensure that the overall brightness of the image is maintained and falls between the values of 1 and 255.



Lets you choose a color for the ambient light source.

Lets you choose a color (from the Image Window) for the ambient light source.

Lets you set the amount of ambient light.

## User Defined

Lets you specify a name for the User Defined filter.

Opens the Load User Defined Filter Files dialog box, from which you can load a User Defined filter.

Opens the Save User Defined Filter Files dialog box, which lets you save the current User Defined filter.

Lets you specify a value by which to divide the product of each matrix value and the brightness value of the corresponding pixel.



Lets you specify a value that is added to the pixel values.

Enable to ensure the color values remain within the range of 0 to 255.

Enable to ensure the colors of the image are maintained.

Lets you specify values in the Filter Values matrix to create different effects.

Enable to set values in the Filter Values matrix to create different effects.

# Distort Filters

## Blocks

Lets you choose a fill type for the empty area in the image.



Lets you choose a fill color for the empty area in the image.

Lets you choose a fill color (from the Image Window) for the empty area in the image.

Lets you set the width of each block piece.

Lets you set the height of each block piece.

Enable to maintain equal values for the height and width of the block pieces.

Lets you set the distance between the block pieces.

**Displace**

Enable to tile multiple, side-by-side copies of the displacement map over the image.



Enable to extend the displacement map to cover the image.

Lets you choose between stretching the edges of the image to fill empty areas or using the opposite edge of the image to fill empty areas.

Lets you set the displacement map position from left to right.

Lets you set the displacement map position from top to bottom.

Displays the current displacement map.

Lets you choose a displacement map.

Opens the Load Displacement Map Files dialog box, from which you can open a displacement map.

## Mesh Warp



Displays the image with a superimposed grid and lets you manipulate the image by dragging the nodes that intersect the gridlines.

Lets you set the number of grid lines. A higher number of grid lines enhances your ability to manipulate the image.

Lets you choose a Mesh Warp style.

Opens the Save Mesh Warp Files dialog box, which lets you save the current Mesh Warp style.

Deletes the current Mesh Warp style.

**Offset**

Lets you set the position of the image from left to right.

Lets you set the position of the image from top to bottom.



Enable to specify the horizontal and vertical shift values relative to the size of the image or object.

Lets you choose a fill style for the empty areas of an image.

Lets you choose a color to fill the empty areas.

Lets you choose a color (from the Image Window) to fill empty areas.

## Pixelate

Enable to divide the image into square blocks.

Enable to divide the image into rectangular blocks.

Enable to divide the image into a series of arcs.



Lets you set the center point around which the radial pixelate effect originates. The Set Center button is on when the button appears pressed.

Lets you set the block or arc width.

Lets you set the block or arc height.

Lets you set the percentage by which you can see through the pixelate effect.

## Ripple

Lets you set the number of ripples in the primary wave.

Lets you set the size of the primary wave.

Enable to create a perpendicular wave.



Lets you set the size of the perpendicular wave.

Enable to create waves with jagged edges.

Lets you set the angle of the waves.

Lets you specify the angle of the waves.

Displays a graphic representation of the waves.

**Shear**

Lets you choose an editing style for the response curve.

Creates a response curve perpendicular to the vertical axis.



Creates a response curve perpendicular to the horizontal axis.

Softens jagged lines on the response curve when you are using the Freehand editing style.

Lets you set the degree to which the image conforms to the response curve.

Lets you choose a fill style for the empty image areas.

Lets you choose a color to fill the empty areas.

Lets you choose a color (from the Image Window) to fill empty areas.

Opens the Load Shear Map Files dialog box, from which you can load a Shear filter.

Opens the Save Shear Map Files dialog box, which lets you save the current shear map.



Displays the current shear map and lets you reshape the response curve.

**Swirl**

Enable to twist the image to the right.

Enable to twist the image to the left.

Lets you set the number of 360-degree rotations.

Lets you set the number of partial rotations.

Displays a graphic representation of the swirl.

Lets you set the center point in the Image Window from which the swirl originates. The Set Center button is on when the button appears pressed.



**Tile**

Lets you set the number of times the image appears along the horizontal axis.

Lets you set the number of times the image appears along the vertical axis.

Enable to create an equal number of horizontal and vertical tiles.

**Wet Paint**

Lets you set the amount of dripping and the colors that drip.

Lets you set the size of the paint drips.

## Whirlpool



Lets you set the distance between swirls.

Lets you set the length of each swirl.

Lets you set how many times each swirl turns.

Lets you set the visibility of fine lines in the swirls.

Lets you choose a preset Whirlpool style.

Opens the Save Preset dialog box, which lets you save the current whirlpool style.

Removes the current whirlpool style.

Enable to distort the whirlpool.



**Wind**

Lets you set the strength of the wind effect.

Lets you set the percentage by which you can see through the wind effect.

Lets you set the direction of the wind.

Lets you specify the direction of the wind.

# Noise Filters

## Noise Tune

Lets you set the degree of noise that is applied to the image.



Lets you set the concentration of random pixels that appear on the surface of the image.

Produces a thin, light-colored grain.

Prioritizes colors along a Gaussian curve.

Adds colors randomly to produce a granular appearance.

Scatters colors to create a smooth appearance.

Intensifies the color in certain areas by adding pixels of similar color.

Removes noise from scanned images that have a grainy appearance.

Lightens an image without washing out image detail.



Scatters colors in the image to create a soft, blurred effect with minimal distortion.

Softens edges to reduce the speckled effect that can occur during scanning.

Cancels your last action.

**Add Noise**

Enable to apply noise along a Gaussian distribution curve.

Enable to apply noise that produces a thin, light-colored grain.

Enable to apply noise that produces a uniform granular appearance.

Lets you set the intensity and color value range affected by the noise.



Lets you set the compression of random pixels appearing on the image.

Enable to add a significant amount of noise.

Enable to create noise using randomly-colored pixels.

Enable to create noise using the color you choose from the color picker.

Lets you choose a color for the noise.

Lets you choose a color (from the Image Window) for the noise effect.

**Diffuse**

Lets you set the intensity of the diffuse effect.



## Dust And Scratch

Lets you set the amount of image noise reduction.

Lets you set the number of pixels that are successively changed by the dust and scratch effect.

**Maximum**

Lets you set the intensity of the maximum filter.

Lets you set the number of pixels that are changed by the maximum effect.

## Median

Lets you set the number of pixels that are changed by the median effect.



**Minimum**

Lets you set the intensity of the minimum effect.

Lets you set the number of pixels that are changed by the minimum effect.

**Remove Moire**

Lets you set the amount of noise to remove.

Enable to apply a high-quality effect at a slower speed.

Enable to apply a lower-quality effect at a faster speed.

Displays the original resolution of the image.



Lets you specify the resolution of the image.

**Remove Noise**

Lets you set the brightness level at which pixels are considered noise.

Enable to automatically calculate and apply the noise reduction level that is required to improve image quality.

# Render Filters

## 3D Stereo Noise

Lets you set the three-dimensional depth of the stereogram image.

Enable to display two dots that help you focus on the stereogram image.



## Lens Flare

Enable to create a lens flare that mimics the focal lengths between a standard 50 mm lens and the magnified perspective of a 300 mm telephoto/zoom lens.

Enable to create a lens flare that mimics a moderate wide-angle lens.

Enable to create a lens flare that mimics a moderate telephoto/zoom lens.

Lets you set the intensity of the lens flare.

Lets you choose a lens flare color.

Lets you choose a lens flare color from the Image Window.

Lets you set the center point in the Image Window from which the lens flare originates. The Set Center button is on when the button appears pressed.



## Lighting Effects

**Main Area (Bottom)**

Adds a light source to the Preview Window.

Deletes the selected light source from the Preview window.

Lets you view the light sources in the Preview window.

Lets you specify the horizontal coordinate for the position of the light source.

Lets you specify the vertical coordinate for the position of the light source.

Lets you choose a preset lighting style.



Opens the Save Preset dialog box, which lets you save the current lighting source.

Deletes the current lighting source.

**Light Source Tab**

Enable to apply a concentrated light source.

Enable to apply a filtered light source.

Enable to activate the light source.

Lets you choose a light source color.

Lets you choose a light source color from the Image Window.



Lets you set the level of illumination.

Lets you set the focus of the light.

Lets you set the amount of fading at the edge of the light shaft.

Lets you specify the direction of the light source.

Lets you set the slope of the light source.

Applies the Omni preset light source style.

Lets you set the amount of white the light source contains.

## Atmosphere Tab



Lets you set the intensity of the ambient light.

Enable to activate the ambient light.

Lets you choose an ambient light color.

Lets you choose an ambient light color from the Image Window.

Lets you set the amount of light in the image.

Lets you choose a color channel in which to create a texture.

Lets you set the amount of projecting detail on the surface of the image.

Lets you set the variation of the texture.



# Sharpen Filters

## Sharpen Tune

Accentuates edge detail and sharpens smooth areas.

Accentuates edge detail without affecting the rest of the image.

Sharpens the overall focus of the image.

Analyzes similarly colored pixels to determine the direction in which to apply the greatest amount of sharpening.

Lets you set the intensity of the sharpening effect.

Lets you set the amount by which the value of a given pixel must change before the sharpen effect is applied.



Cancels your last action.

## Adaptive Unsharp

Lets you set the degree of the sharpening effect.

## Directional Sharpen

Lets you set the intensity of the directional sharpen effect.

## High Pass

Lets you set the degree to which shadow detail is removed.

Lets you set the bleed rate of the image colors.



**Sharpen**

Lets you set the degree to which edge detail is accentuated.

Lets you determine how great a change in value must occur to any pixel before the effect is applied.

Enable to prevent dramatic shifts in hue when applying a sharpening effect.

## Unsharp Mask

Lets you set the intensity of the unsharp mask effect.

Lets you set the number of pixels that are affected simultaneously.

Lets you set how many pixels are affected by the unsharp mask effect.



# Texture Filters

## Brick Wall

Lets you set the texture of the bricks.

Lets you specify width of the bricks.

Lets you specify height of the bricks.

Enable to set equal values for the width and height of the bricks.

Lets you specify the size of the space between the bricks.

Lets you set the direction of the light hitting the bricks.



Lets you specify the direction of the light hitting the bricks.

## Bubbles

Lets you set the width of the bubbles.

Lets you set the number of bubbles that cover the image.

Lets you set the direction of the light hitting the bubbles.

Lets you specify the direction of the light hitting the bubbles.

Enable to produce distortion within the bubbles through light refraction.

## Canvas



Lets you set the degree to which you can see through the effect.

Lets you set the intensity of the raised, relief effect.

Lets you set the position of the canvas map by shifting from left to right.

Lets you set the position of the canvas map by shifting from top to bottom.

Enable to change the offset of horizontal tiles.

Enable to change the offset of vertical tiles.

Enable to stretch the canvas map to fit the image.

Lets you set the offset of the canvas map tile.



Displays the current canvas map.

Displays the name of the current canvas map.

Opens the Load Canvas Map Files dialog box, from which you can open an image to use as a canvas map.

## Cobblestone

Lets you set the roughness of the cobblestones.

Lets you set the size of the cobblestones.

Lets you specify the amount of space between the cobblestones.

Lets you set the direction of the light hitting the cobblestones.



Lets you specify the direction of the light hitting the cobblestones.

Enable to distort the shape of the cobblestones.

## Elephant Skin

Lets you set the intensity of the elephant skin effect.

Lets you choose a color for the wrinkles.

Lets you choose a color (from the Image Window) for the wrinkles.

Randomly distributes the placement of the wrinkles.

Lets you specify a value to randomly distribute the placement of the wrinkles.



## Etching

Lets you set the amount of image detail.

Lets you set the depth of the etching.

Lets you set the direction of the light hitting the etching.

Lets you specify the direction of the light hitting the etching.

Lets you choose a color for the surface of the etching.

Lets you choose a color (from the Image Window) for the surface of the etching.

**Plastic**



Lets you set the brightness of the image accents.

Lets you set the depth of the plastic wrap.

Lets you set the smoothness of the plastic wrap.

Lets you set the direction of the light hitting the plastic wrap.

Lets you specify the direction of the light hitting the plastic wrap.

Lets you choose a color for the plastic wrap.

Lets you choose a color (from the Image Window) for the plastic wrap.

## Plaster Wall



Lets you set the amount of detail in the plaster.

Lets you set the amount of light hitting the plaster wall.

Randomly distributes the placement of the brushstrokes.

Lets you specify a value to randomly distributes the placement of the brushstrokes.

## Relief Sculpture

Lets you set the amount of image detail in the relief sculpture.

Lets you set the amount of embossing in the relief sculpture.

Lets you set the amount of blurring in the relief sculpture.



Lets you set the direction of the light hitting the relief sculpture.

Lets you specify the direction of the light hitting the relief sculpture.

Lets you choose a surface color for the relief sculpture.

Lets you choose a surface color (from the Image Window) for the relief sculpture.

## Screen Door

Enable to see black-and-white background through the screen door.

Enable to see colored background through the screen door.

Lets you set the density of the screen door mesh.



Lets you set the sharpness of the image pixels.

Lets you set the lightness of the image pixels.

**Stone**

Lets you set the roughness of the stone effect.

Lets you set the amount of detail in the stone effect.

Lets you choose a preset stone style upon which the image is based.

Opens the Save Preset dialog box, which lets you save the current stone style.

Deletes the current stone style.



Lets you set the direction of the light hitting the stones.

Lets you specify the direction of the light hitting the stones.

Enable to create a mirror image of the stone texture.

## Underpainting

Lets you set the intensity of the underpainting.

Lets you set the amount of light in the underpainting.

# Fancy Effects

## Terrazzo



Displays the image and resize area that is used to create a kaleidoscopic pattern.

Opens the Symmetry dialog box, which lets you choose a kaleidoscopic pattern.

Displays how the base tile looks using the current settings.

Displays the dimensions (in pixels) of the base tile.

Opens the Save Tile dialog box, which lets you save the current tile.

Displays the different symmetry patterns you can use as the basis for the kaleidoscopic pattern.

Lets you choose an image to use as the basis for the kaleidoscopic pattern.

Lets you set the fade rate between base tiles.



Enable to view the boundary that indicates where one base tile fades into the next.

Lets you set the amount by which you can see through the Terrazzo image.

Lets you choose a merge mode for the tiles.

Enable to continuously update the Result window with your changes.

## Global Bitmaps (Options Dialog Box)

Enable to preview an image in a full screen view.

Enable to preview an image (before and after an effect filter is applied) in two separate windows.

Enable to preview an image (with the effect filter applied) in one large window.



Enable to preview an image using the last preview method (i.e., full screen, before and after, etc.).

Enable to preview an image using the last values that you selected in the effects filter dialog box.



## Automating application tasks

CorelDRAW tasks can be automated using Microsoft Visual Basic for Applications (VBA), a universal programming language.

In this section, you'll learn about:

- [running Corel scripts](#)
- [automating using VBA](#)

## Running Corel scripts

CorelDRAW provides you with scripts which consist of automated tasks that you can run in the drawing window. For example, you can choose a script for a preset fill and run it so that the steps to apply the fill are automatically performed on a selected object.

{button ,AL('ARunning Corel scripts;',0,"Defaultoverview",,)} How to

## To run a Corel script

- 1 Click **Tools ▶ Run script**.
- 2 Choose the script you want to run.

### ▶ Tip

- You can also run a Corel script by clicking **Tools ▶ Corel SCRIPT**, clicking a script in the **Corel script manager** Docker window, and clicking the **Play button**.

{button ,AL('ARunning Corel scripts;',0,"Defaultoverview",,)} [Related topics](#)

## Automating using VBA

If you have Visual Basic for Applications (VBA) installed on your computer, CorelDRAW lets you record a series of operations as a VBA macro and play it in the drawing window. For example, you can create a VBA macro that draws a rectangle and fills it with a two-color fountain fill. VBA can be installed using the CorelDRAW 10 setup, Custom option.

You can create complex automation projects as well as edit those that you have created using the Visual Basic Editor which is available within CorelDRAW. The Visual Basic Editor (VBE) allows you to automate your tasks in CorelDRAW using Visual Basic language and the CorelDRAW object model. The integration of the VBE lets you create projects that you can run in CorelDRAW. By incorporating VBA, Corel provides an international programming language to users.

For more information on working with VBA, see "[CorelDRAW 10.0 VBA Help](#)."

**Note:** To access this Help file, you must run the Custom Setup and install Visual Basic for Applications from the Productivity Tools folder.

You can also install Add-ins by following the documentation provided by a third party developer. Add-ins are separate modules that extend the functionality of the application. Most Add-ins automatically load upon application startup, however you can override this specification through the Add-in manager. If an Add-in doesn't load immediately, double-check the Add-in manager to make sure it is included in the list of Add-ins. You can also unload an Add-in if you want to temporarily remove it from the user interface.

{button ,AL('AAutomating using VBA;',0,"Defaultoverview"),} How to

## To record a VBA macro

1 Click **Tools ► Visual Basic**

► **Record.**

2 Type a name for the script in the **Name** box.

3 Perform the actions you want to record.

4 Click **Tools ► Visual Basic**

► **Stop.**

► **Tip**

- You can also record a VBA macro by clicking **Tools ► Undo Docker**, performing the actions you want to record in the [drawing window](#), and clicking the **Save list to a VBA macro** button in the **Undo Docker** window.

{button ,AL('AAutomating using VBA;',0,"Defaultoverview"),} [Related topics](#)



## To run a VBA macro

1 Click **Tools ► Visual Basic**

► **Play.**

2 Choose the macro you want to play.

3 Click **Run.**

► **Note**

- You may have to choose a different option from the **Macros in** list box, depending on whether the macro is global or drawing specific.

{button ,AL('AAutomating using VBA;',0,"Defaultoverview"),} [Related topics](#)

## To edit a VBA macro

- 1 Click **Tools ► Visual Basic**.
- 2 Choose the macro you want to edit.
- 3 Click **Edit**.
- 4 Use the Visual Basic Editor to edit the macro.

{button ,AL('AAutomating using VBA;',0,"Defaultoverview",)} [Related topics](#)

## To create an automation project using Visual Basic Editor

- 1 Click **Tools ▸ Visual Basic**  
**▸ Visual Basic Editor**.
- 2 Use the Visual Basic Editor to create a project.

### ▸ Note

- For more information about working with VBA, see the online Help from the Visual Basic Editor.

{button ,AL('AAutomating using VBA;',0,"Defaultoverview",)} [Related topics](#)

## To load an Add-in

1 Click **Tools ► Visual basic**

► **Add-in manager**.

2 Enable the **Load/unload** check box.

► **Note**

- You can view a list of all Add-ins in the **Add-In manager** dialog box.
- Depending on the specifications included upon the creation of the Add-in, you may be able to access it directly by clicking **Tools ► Visual basic**

► **Add-ins**.

{button ,AL('AAutomating using VBA;',0,"Defaultoverview",)} **Related topics**

