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Anchor point

The point that remains stationary when you rotate, mirror, stretch, or scale an object. This point can be a handle on the object's selection box or its center of rotation.

Aspect ratio

The ratio of the width to the height of an image (x:y). For example, the aspect ratio of an image 640 x 480 pixels is 4:3. You can change an object's aspect ratio by stretching it in one direction.

Attributes

Editable characteristics that control the appearance of each object. For example, an object's fill attribute can be a solid color, a fountain fill, a pattern, or no fill. Text objects, on the other hand, have attributes such as typeface and character spacing.

Baseline

The imaginary line that aligns the bottom edges of a line of text.

Baseline shift

The baseline shift raises or lowers the baseline — the imaginary line that aligns the bottom edges of a line of text. By shifting the baseline, you can create subscript or superscript effects.

Brightness

In the HSB color model, the component that determines the amount of black in a color. *See also* Hue and Saturation.

Bullet

A dot or other character used to differentiate items in a list or add emphasis. You can choose a bullet style using the controls on the Paragraph dialog box.

Center of rotation

The point around which an object rotates. You can reposition the center of rotation using the mouse or by specifying exact values on the Transform dialog box.

The center of rotation is also the location of every object's built-in connector pin. By moving an object's center of rotation, you also move its connector pin.

Character attributes

Characteristics — for example, font, style, and point size — that control the appearance of text.

Character code

The number corresponding to a character in a character set, such as the ASCII or ANSI character sets.

Check box

A square box in a dialog box used to enable and disable options. An option is enabled when an X or check mark appears in the check box, and is disabled when the check box is empty. Click a check box to enable or disable it.

Clipboard

A temporary storage area where Corel Print Space places cut or copied objects. The Clipboard stores information until it is pasted into a layout or replaced by another object that has been cut or copied.

Cicero

A unit of measure equivalent to 12 didots. One inch equals 5.63 ciceros.

Click

To press and release a mouse button in a continuous motion.

Closed path

A continuous line that is joined at a point (or node) to form an object to which you can apply different fills and outlines.

CMY

A color model made up of cyan, magenta, and yellow. Use this color model if the drawing or image will be produced on a CMY device, such as a 3-ink printer. C, M, and Y values range from 0 to 255.

CMYK

The subtractive color model used in printing. Colors are created by assembling different densities of cyan, magenta, yellow, and black pigments on a surface.

CMYK255

A subtractive color model created by assembling different densities of cyan, magenta, yellow, and black pigments on a surface.
C, M, Y, and K values range from 0 to 255.

Color palette

A tool that lets you select from an array of colors by clicking the mouse button. You'll find color palettes in the Shape Properties and Color Select dialog boxes as well as an on-screen palette that you can display anywhere on the Corel Print Space window. You can also create your own color palettes with the colors you need to give your layouts the look you want.

Combine

To join multiple objects to create a single object.

Conical fill

A fill that shows a progression of colors in a circular path. You can apply custom or built-in conical fills that use a direct progression from one color to another or a cascade of different colors. Use conical fills to give shapes, shadows, and FlowLines a distinctive appearance.

Constrain

To restrict object movement to a particular plane, axis, or angle. Holding down the CTRL key while transforming or creating an object is the primary constraint method.

Corner radius

A term referring to the amount of rounding applied to an object's corners using the controls on the Shape Properties dialog box. By specifying a higher value for the corner radius, you increase the roundness of the selected object's corners.

Crosshairs

A pair of intersecting lines that can be dragged from the spot where the rulers meet to set the ruler origin.

Deselect

To indicate, by clicking on white space or selecting another object, that you do not want the next command or action to apply to the currently selected object.

Dialog box

A window displayed when additional information is needed to perform an action or command.

Double-click

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

Drag

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

Drag and drop

To drag an object to a new location using the mouse—for example, dragging a Smart Library object into a layout. You can also use drag and drop to import files created using other applications.

Drawing order

The sequence in which objects are drawn on the screen. When you use the Connect command, Corel Print Space connects the objects in the order in which you drew them.

Embedded object

Information from a file created in one program (the source program) that has been inserted into a file in another program (the destination program). For example, you can embed a Corel Print Space layout in a Microsoft Word document. You can edit the embedded information from within the destination program.

Filter

A program that translates one file format to another, or that processes the information in a file to produce a special effect, such as embossing. Corel Print Space uses filters for importing and exporting information.

Flyout

A menu command or tool that, when selected, displays two or more additional menu commands or tools.

Font

A set of characters in a given typeface and point size (see below). For example, 10 point Times Roman. Most fonts are available in families that include different styles such as bold and italic.

10 pts 18 pts 36 pts

Fountain fill

A fill that shows a progression of colors in a circular, square, straight, or radial path. You can apply custom or built-in fountain fills that use a direct progression from one color to another or a cascade of different colors. Use fountain fills to give shapes, shadows, and FlowLines a distinctive appearance.

Framed text

Text added and constrained within a non-printing frame that you create by dragging the mouse. By using framed text, you can take advantage of advanced features like automatic wrapping and hyphenation, indenting, and bullets. You'll find framed text most effective for more extensive entries (for example, paragraphs) that call for advanced formatting techniques.

Grayscale

Color model that lets you choose from 256 shades of gray. Each color is defined as a single value between 0 and 255, where 0 is darkest (black) and 255 is lightest (white). A single visual selector is used. A grayscale value can also be thought of in terms of the other color models: in RGB, a grayscale value corresponds to equal amounts of all RGB colors; in CMYK, a grayscale value corresponds to zero C, M, and Y values with a positive K value; in HSB, a grayscale value corresponds to zero H and S values with a positive B value.

Grid

A series of evenly spaced horizontal and vertical lines that can help you align objects. You can use the controls on the Grid and Ruler Setup dialog box to set the grid's parameters. For greater accuracy, you can also have objects in your layout snap to the grid.

Group

A set of objects that behaves as a single unit. All operations you perform on a group apply equally to each of its components.

Guidelines

Non-printing lines that you can use to help you align objects. You can place guidelines in the drawing window by dragging from the rulers or by using the controls on the Guidelines Setup dialog box. By enabling the Snap to Guidelines option, you can force objects to snap to a guideline when drawn or moved near it.

Handles

A set of eight black squares that indicate the corners and sides of an object's selection box. By dragging individual handles, you can scale, resize, or mirror an object.

Highlighting box

An invisible rectangle with eight visible handles that indicates and encloses the selected object. By dragging individual handles on an object's highlighting box (also called a selection box), you can scale or stretch the object.
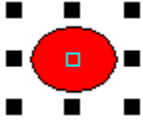
HLS

Hue, lightness, and saturation are the components of the HLS color model, a variation on HSB and an alternative to RGB. Hue determines color (yellow, orange, red, etc.), lightness determines perceived intensity (lighter or darker color), and saturation determines color depth (from dull to intense). The circular visual selector defines the H value (0 to 360) and the S value (0 to 100); the vertical visual selector defines the L value (0 to 100).

Hot keys

A key or combination of keys that activates a command. Hot keys (also called keyboard shortcuts) give you quick access to commands that you use frequently. You can change built-in keyboard assignments or assign new key combinations to any command. You can also create sets of keyboard assignments for use with different types of operations.

HSB

Hue, saturation, and brightness are the components in the HSB color model. Hue determines color, saturation determines color depth, and brightness determines the percentage of white used to make the color lighter or darker. This model is the closest approximation to how we perceive color.

Hue

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

Intersect

To create a new object using the area common to two or more objects. The resulting object takes on the fill and outline attributes of the topmost selected object.

Justify

An alignment option for framed text and text inside shapes that aligns the text between the right and left margins of the frame or object.

Landscape

A page oriented so that it prints from left to right across its longest dimension.

Layer

One of a series of transparent planes on which you can place objects in a layout. You can control how objects in your drawing overlay one another by moving the layer and the objects they contain. You can also choose to lock layers as well as make them invisible and non-printable.

Linear fill

A fill that shows a progression of colors in a straight line. You can apply custom or built-in linear fills that use a direct progression from one color to another or a cascade of different colors. Use linear fills to give shapes, shadows, and FlowLines a distinctive appearance.

Linked object

In Object Linking and Embedding (OLE), information from one file (the source file) that has been inserted into another file (the destination file) while maintaining a link to the source file. Changes made to the information in the source file are automatically made to the information in the destination files.

Marquee selecting

A method of selecting multiple objects by using the Pick tool and dragging the mouse to enclose them in a rectangle (called a marquee box).

Menu

A list of commands that appears when you click a name in the menu bar.

Menu bar

The bar near the top of the Corel Print Space window that contains the names of its command menus.

Mirror

To create a mirror reflection of an object. You can mirror an object using the controls on the Transform dialog box or by holding down CTRL and dragging a side handle across the object.

Nested group

The grouping of two or more groups so that they behave as a single object.

Nodes

The points at the end of lines and curved segments. You can alter the shape of a line or curve by dragging one or more of its nodes.

Nudge

To move an object in small increments using the arrow keys on the keyboard. You can adjust the nudge increment ━ the distance the object moves each time you press an arrow key
━ using the Nudge number box on the Options dialog box.

Object

A generic term referring to any item you create or place in a layout. Objects include lines, shapes, graphics, and strings of text.

Object Linking and Embedding (OLE)

A method of bringing data objects from one Windows application into another.

OLE link

Refers to information that is created and stored in one program but is also referenced in another program. Changes made to the original information are automatically reflected in the in the other program. For example, you can link objects from Microsoft Word to Corel Print Space. Once this link is established, Corel Print Space automatically incorporates changes made to the Word file.

Path

The basic component from which lines and shapes are constructed in Corel Print Space. Paths can be open (for example, a line or curve) or closed (for example, a circle or polygon) and can constitute a single line or curve segment, or many segments joined together.

Pattern fill

A fill constructed by repeated instances of a particular pattern. You can create fountain fills using your own custom patterns or use the built-in patterns from Corel Print Space's pattern Smart Libraries.

Pica

A unit of measurement used primarily in typesetting. One pica equals approximately 1/6 of an inch (exactly 12 points).

Polygon

A polygon is a shape with three or more sides. In Corel Print Space, you can create simple (for example, pentagons) or star-shaped polygons using the Polygon Tool.

Portrait

A page oriented so that it prints from left to right across its shortest dimension.

Printable page

The portion of the drawing window that will appear on the printed page. This area is enclosed by a rectangle with a shadow effect below it and to its right. Although you can draw anywhere in the drawing window, only objects on the printable page appear in your print jobs.

Radial fill

A fill that shows a progression of colors in a series of concentric circles. You can apply custom or built-in radial fills that use a direct progression from one color to another or a cascade of different colors. Use radial fills to give shapes, shadows, and FlowLines a distinctive appearance.

RGB

The initial letters in red, green and blue, the component colors in one of the color models you can use to create custom colors for use in color palettes and layouts.

Roll-up

A special type of window that contains controls often found in dialog boxes ▬ for example, command buttons, text boxes, list boxes and so on. Unlike most dialog boxes, roll-ups open after you apply the selected options, allowing you to make adjustments without having to re-open it. When you are not using a roll-up, you can roll it up and leave only the title bar visible.

Rotate

To reposition and reorient an object by turning it around its center of rotation. You can rotate an object using the mouse or by using the controls on the Transform dialog box.

Rulers

Measuring tools displayed on the left side and top of the editing window. You can control the unit of measurement and location of each ruler. Use the rulers to position the objects in your layouts.

Saturation

The component of the HSB color model that determines the purity or intensity of a color. As more colors are used to mix a color, the color looks duller. *See also* Hue and Brightness.

Selection box

The invisible rectangle with eight visible handles that indicates and encloses the selected object. By dragging a handle on an object's selection box (also called a highlighting box), you can scale or stretch the object.
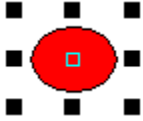
Snap

To force an object being drawn or moved to move next to a grid line or guideline.

When you connect objects and lines, Corel Print Space forces them to snap to connector pins and connection points to establish the connection you want.

Square fill

A fountain fill that shows a progression of colors in a series of concentric squares. You can apply custom or built-in square fills that use a direct progression from one color to another or a cascade of different colors. Use square fills to give shapes, shadows, and FlowLines a distinctive appearance.

Status Bar

A display area that can show information about objects, ongoing operations, mouse position, and so on. You can specify the Status Bar's contents, appearance, and location within the Corel Print Space window.

Template

A file that provides the basic foundation for a specific layout or layout type. You can use any of Corel Print Space's built-in templates or create your own templates to suit your exact layout requirements.

Tick divisions

Evenly spaced division marks found between inch markers－"ticks"－on the horizontal and vertical rulers. You can use the Grid and Ruler Setup dialog box to specify whether you want 8 or 10 division marks between each tick.

Tiling

The technique of repeating a small image to cover a larger surface. In Corel Print Space, you use tiling to create pattern fills. By decreasing the tile size, you increase the density of the fill.

Toolbar

A group of buttons that provides quick access to a series of related commands. You can use any combination of Corel Print Space's six preset toolbars or create your own containing the buttons and button arrangements you find most efficient.

Toolbox

The collection of buttons (normally found on the left side of the Corel Print Space window) used to perform tasks ranging from selecting and drawing objects to choosing outline and fill attributes.

Trim

To reshape an object by removing the area that is overlapped by another object. The object you trim retains its fill and outline attributes but has overlapped areas－the area it shares with the object on top of it
－removed.

True Type fonts

Fonts that print as vectors or bitmaps depending on the capabilities of your printer. True Type fonts print as they appear on screen and can be resized to any height.

Type Assist

Provides automatic formatting based on criteria you choose. You can use Type Assist to capitalize certain words or correct spelling and typographical errors automatically. You can also have Type Assist automatically replace shortcuts for common text strings or typographical errors—for example, "asap" for "as soon as possible" or "teh" for "the".

Unframed text

Text that is not constrained within the borders of an object or text frame. You'll find unframed text particularly effective for short text entries that require only simple character formatting.

Uniform color

A solid color, black, white, or shade of gray used to outline or fill objects. You can select uniform colors from the Outline and Fill tool flyouts, the on-screen color palette, or the Shape Properties dialog box.

Weld

The joining of overlapping objects' paths at points where they intersect. Welding also removes sections of the path between those intersect points. The resulting object assumes the fill and outline attributes of the topmost selected object.

YIQ

A color model used in television broadcast systems (North American video standard - NTSC). Colors are split into a luminance value (Y) and two chromaticity values (I and Q). On a color monitor, all three components are visible; on a monochrome monitor, only the Y component is visible. The square, two-dimensional visual selector defines the I and Q values, and the vertical visual selector defines the Y value. All values are scaled from 0 to 255.

Zoom

To expand or reduce the image of a document or graphic on the screen. Zooming does not change the actual size of the text or graphics.

How To:

Aligning objects

Having objects line up is an important requirement for any professional layout. To help you achieve this professional look, Corel Print Space provides tools that make object alignment simple. Using these tools, you can align objects with one another, with the grid, and with the center of the drawing page.

{button ,AL(`distribute_overview;;;;;',0,"Defaultoverview",)} **Related Topics**

To align objects in a column

1. Select the objects you want to align.
2. Click Arrange, Column Align.

Tip

- For even quicker column alignment, select the objects, then click the <u>Column Align button</u> on the Arrangement <u>toolbar</u>.

{button ,AL(`align_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To align objects in a row

1. Select the objects you want to align.
2. Click Arrange, Row Align.

Tip

- For even quicker row alignment, select the objects, then click the <u>Row Align button</u> on the Arrangement <u>toolbar</u>.

{button ,AL(`align_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To align objects horizontally

1. Select the objects you want to align.
2. Click Arrange, Align and Distribute.
3. Click the Align tab.
4. Enable the Top, Center, or Bottom check box (found beside the preview box) to indicate how you want the objects to line up.

Tips

- By default, Corel Print Space aligns objects with the <u>selection box</u> that surrounds them. To have alignment occur at the center of the page, enable the Align to Center of Page check box.
- Enable the Align to Grid check box to have objects snap to the <u>grid</u> as they line up.
- Watch the preview box to see how your settings will affect the objects.

{button ,AL(`align_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To align objects vertically

1. Select the objects you want to align.
2. Click Arrange, Align and Distribute.
3. Click the Align tab.
4. Enable the Left, Center, or Right check box (found above the preview box) to indicate how you want the objects to line up.

Tips

—   By default, Corel Print Space aligns objects with the <u>selection box</u> that surrounds them. To have alignment occur at the center of the page, enable the Align to Center of Page check box.

—   Enable the Align to Grid check box to have the objects <u>snap</u> to the <u>grid</u> as they line up.

—   Watch the preview box to see how your settings will affect the objects.

_____

{button ,AL(`align_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To align objects horizontally and vertically

1. Select the objects you want to align.
2. Click Arrange, Align and Distribute.
3. Click the Align tab.
4. Enable the Left, Center, or Right check box (found above the preview box) to indicate how you want the objects to line up vertically.
5. Enable the Top, Right, or Bottom check box (found beside the preview box) to indicate how you want the objects to line up horizontally.

Tips

−   By default, Corel Print Space aligns objects with the <u>selection box</u> that surrounds them. To have alignment occur at the center of the page, enable the Align to Center of Page check box.

−   Enable the Align to Grid check box to have the objects <u>snap</u> to the <u>grid</u> as they line up.

−   Watch the preview box to see how your settings will affect the objects.

{button ,AL(`align_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

COLOR MODEL RADIO BUTTON

Click the color model radio button to use a model for color editing. Color models are listed in the Model list box. Your choice of model is based on whether you are working with a drawing or an image. If you're working with an image, you choice is further limited by the image mode. When you choose a model, number boxes for the model's digital components are displayed to the left of the Model drop-down list.

PALETTES RADIO BUTTON

Click the palettes radio button to use a color matching palette. Palettes are listed in the Type list box. You may want to use the palettes if you are working with spot or process color systems by DIC, DuPont, FOCOLTONE, PANTONE, TOYO, or TRUMATCH. By using these palettes along with a color reference book, you can be reasonably certain of how the colors will look when printed. The Uniform palette is also provided, with colors based on the RGB color model.

MIXERS RADIO BUTTON

Click the mixers radio button to use either the Color Blend or the Mixing area to create a custom color. The mixing modes are listed in the Mode list box.

LIST BOX

Lists the color models, color matching palettes, and mixing modes－depending on the radio button that you enable. The label changes to "Model" for color models, "Type" for palettes, and "Mode" for mixers. Click this box to display the models, types, and modes that are available.

REFERENCE COLOR

The Reference Color swatch shows the color of the selected object when you open the dialog box, or the last color placed in the reference area from the color models, color matching palettes, mixers, or the custom palette. The contents of this swatch remains unchanged, regardless of the color editing you undertake, until you update it by clicking the Update Reference Color Button.

NEW COLOR

The New Color swatch shows the color of the selected object when you open the dialog box, or the last color selected from the color models, color matching palettes, mixers, or the custom palette. If this color is not available in the color gamut of the delivery system (which is usually your printer), the Printable Color swatch appears below it to show the color you'll print in place of the New Color. You can update the New Color with the Printable Color by clicking Update New Color button.

PRINTABLE COLOR

The Printable Color swatch shows the color that will print if the color in the New Color swatch is not possible in the printer's color space. The gamut mapping used to do this is determined using the Color Manager. Change the printable color to the new color by clicking the Update New Color button. When the edited color does fall within the printer's color space, this color does not display.

UPDATE REFERENCE COLOR BUTTON

Click the update reference color button to use the New Color as the Reference Color. This is useful when you are matching colors and wish to update your reference point. To swap the Reference and New Colors, use the Color Options, Swap Color menu selection.

UPDATE NEW COLOR BUTTON

Click the update new color button to use the Printable Color as the New Color, which you can then edit. This button appears only if the New Color is not available in the printer's color space and a Printable Color swatch is displayed.

COMPONENT FIELDS

The color component fields show the numeric values of the selected color. These fields are accessible when you have edited the New Color through a color model or a mixer. They are inaccessible (grayed out) if the color is selected from a color matching palette. Components change for each color model and palette selected. For colors in the custom palette, the components correspond to the color model or color matching palette through which the color was edited.

NAME FIELD

The color name field shows the name of the selected color, if a name is available. Color names are shown only for the color matching palettes, the custom palette, and the color buttons for the Color Blend (which correspond to swatches in the custom palette). Use this field to name a new color or to rename the selected color in the custom palette. Colors in the color matching palettes cannot be renamed.

CUSTOM PALETTE

Shows the colors in the current user palette. Use the scroll bar on the right to display other areas of the palette. You can create new custom palettes and save them to create a library of palettes.

COLOR OPTIONS BUTTON

Click this button to open the Color Options menu. Use this menu to add the selected color to the custom palette, to swap the Reference Color with the Selected Color, and to use the features of the color model, palettes, and mixers.

PALETTE OPTIONS BUTTON

Click this button to open the Palette Options menu. Use this menu to rename or delete the selected color on the custom palette, to open and save the custom palette, and to start a new custom palette.

CMY

Cyan, Magenta, Yellow. Use this color model if the drawing or image will be produced on a CMY device, such as a 3-ink printer. C, M, and Y values range between 0 and 255. The three-dimensional visual selector defines the C, M, and Y values; the vertical visual selector scales all current C, M, and Y values geometrically.

CMYK

Cyan, Magenta, Yellow, Black ("K" is used to indicate black). Use this color model to use CMYK values on a percentage scale (0 to 100). Color values correspond to CMYK swatches. The three-dimensional visual selector defines the level of cyan, magenta, and yellow; the vertical visual selector defines the level of black. This model is based on the printer primary colors.

CMYK 255

Cyan, Magenta, Yellow, Black ("K" is used to indicate black). Use this color model to use CMYK values on a computer-based scale (0 to 255). The three-dimensional visual selector defines the level of cyan, magenta, and yellow; the vertical visual selector defines the level of black. This model is based on the printer primary colors.

RGB

Red, Green, Blue. Use this color model if the drawing or image will be produced on a radiant device, such as a computer monitor or a television screen, or on a transparent media such as slides. R, G, and B values range between 0 and 255. The three-dimensional visual selector defines the R, G, and B values; the vertical Visual adjusts color brightness by scaling all current R, G, and B values geometrically. This model is based on the light primary colors.

HSB

Hue, Saturation, Brightness. An alternative to RGB. Hue determines color, saturation determines color depth, and brightness determines the percentage of white used to make the color lighter or darker. This model is the closest approximation to how we perceive color. There are two visual selectors. The circular selector is for hue (0 to 360), and the triangular selector is used to simultaneously adjust saturation (0 to 100) and brightness. Also known as HSV (hue, saturation, value). The HLS color model is a variant.

HLS

Hue, Lightness, Saturation. A variation on HSB and an alternative to RGB. Hue determines color (yellow, orange, red, etc.), lightness determines perceived intensity (lighter or darker color), and saturation determines color depth (from dull to intense). The circular visual selector defines the H value (0 to 360) and the S value (0 to 100); the vertical visual selector defines the L value (0 to 100).

LAB

The color model developed by Commission Internationale de l'Eclairage (CIE) based on three parameters: lightness (L*), green to red chromaticity (a*), and blue to yellow chromaticity (b*). The square two-dimensional visual selector defines the a* and b* coordinates from -60 to 60; the vertical visual selector defines the L* value from 0 to 100. This model is device-independent, and encompasses the color gamuts of both the CMYK and the RGB color models.

YIQ

YIQ is the color model used in television broadcast systems (North American video standard - NTSC). Colors are split into a luminance value (Y) and two chromaticity values (I and Q). On a color monitor, all three components are visible; on a monochrome monitor, only the Y component is visible. The square two-dimensional visual selector defines the I and Q values, and the vertical visual selector defines the Y value. All values are scaled from 0 to 255. In Corel PHOTO-PAINT, the Y component of the splitting process produces a grayscale image that is often superior to results obtained with a grayscale conversion using the Convert To command from the Image menu.

GRAYSCALE COLOR MODEL

Use grayscale to choose from 256 shades of gray. Each colors is defined as a single value between 0 and 255, where 0 is darkest (black) and 255 is lightest (white). A single visual selector is used. A grayscale value can also be thought of in terms of the other color models: in RGB, a grayscale value corresponds to equal amounts of all RGB colors; in CMYK, a grayscale value corresponds to zero C, M, and Y values with a positive K value; in HSB, a grayscale value corresponds to zero H and S values with a positive B value.

UNIFORM PALETTE

The uniform palette offers 255 standard RGB colors for quick selection. Colors are expressed as RGB values to the right of the Type box. Use the scroll bar on the right to display other areas of the palette. Colors can be displayed by name through the Color Options menu (the color names correspond to the R, G, and B values).

DIC PALETTES

Offers colors that are available through the DIC Color Guide, DIC Color Guide Part II, and DIC Traditional Colors of Japan. Colors in these palettes are created by mixing DIC brand inks. Reproduction through Corel applications is achieved through the CMYK color space. Colors can be displayed by name or swatch through the Color Options menu. Swatches are identified by palette and color ID code:

- DIC id# for DIC Color Guide
- DIC Part II id# for DIC Color Guide Part II
- DIC Traditional id# for DIC Traditional Colors of Japan

DUPONT PALETTE

Offers colors that are available through the DuPont Spectramaster solid color library. This library was developed to provide a paint color selection and matching tool for industrial coatings and colorants. Colors are based on L*a*b* and are converted to RGB for display and CMYK for printing. Colors can be displayed by name or swatch through the Color Options menu.

FOCOLTONE PALETTE

Offers colors that are available through the FOCOLTONE color system. Colors are based on CMYK, and therefore do not add additional color separation plates. Use the scroll bar on the right to display other areas of the palette. Colors can be displayed by name or swatch through the Color Options menu.

PANTONE SPOT COLORS PALETTE

Offers colors that are available through the PANTONE Spot Colors (also known as PANTONE Matching System). You define tint through the Tint Number Box, ranging from 0 (lightest) to 100 (darkest) to control saturation. You can also define PostScript options. Since spot colors correspond to solid inks and are not CMYK-based, each unique color applied to an object results in an additional color separation plate. In Corel DRAW, you can use spot colors freely. In PHOTO-PAINT, you can use spot colors only in CMYK images to affect duotones. Colors can be displayed by name or swatch through the Color Options menu. See also PANTONE Process Color system.

PANTONE PROCESS COLOR PALETTE

Offers colors that are available through the PANTONE Process Color system, which is based on the CMYK color model. The first 2,000 colors are two-color combinations; the remainder are three- and four-color combinations. Colors are based on CMYK, and therefore do not add additional color separation plates. Use the scroll bar on the right to display other areas of the palette. Colors can be displayed by name or swatch through the Color Options menu. See also PANTONE Spot Colors.

TOYO PALETTE

Offers colors that are available through the TOYO 88 Color Finder system. The range of colors offered here includes those created using TOYO process inks and those that are reproduced using TOYO standard inks. Colors can be displayed by name or swatch through the Color Options menu.

TRUMATCH PALETTE

Offers colors that are available through the TRUMATCH color system. This system is based on the CMYK color model and therefore colors do not add additional color separation plates. Colors are organized by hue (red to violet), saturation (deep to pastel), and brightness (adding or removing black). Use the scroll bar on the right to display other areas of the palette. Colors can be displayed by name or swatch through the Color Options menu.

COLOR SEARCH FIELD

Click the Search field to find a color in the palette using the color name. You can search on a full or partial name. Color names consist of two parts: the first is the palette name, and the second is the color name or code. A search can be done using only the color name or code.

TINT FIELD

Used the Tint field to control the saturation of the selected PANTONE Spot Color. This color parameter is available only for the PANTONE Spot Color palette.

COLOR BLEND

Use the color blend to create a four-way blend of color and choose from the range of color variations. Grids are square, ranging in size from 3x3 to 25x25 (smaller grids produce more distinct colors while larger grids produce more subtle color variations). Colors are selected from the custom palette and can be mapped to the CMYK, RGB, and HSB color models.

COLOR BUTTON

The color button displays the color chosen for this corner of the grid. Click the color button in each corner to display the custom palette from which you can choose a new color.

AUTOBLEND BUTTON

Click this button to enable or disable automatic blending. When enabled, colors are automatically blended in the grid when a new color is selected in the color boxes. When disabled, colors are not automatically blended in the grid.

MIXING AREA

Use the mixing area to mix any number of colors from the color models, palettes, or color blend. The color in the New Color swatch is the active color in the mixing area.

PAINT BRUSH

Use the paint brush to apply color to the mixing area (the cursor changes to a paintbrush). Adjust the blend value through the Blend number box (this is a means of controlling color saturation). Brush size can be adjusted to small, medium, or large, and hard, medium, and soft through the Color Options button.

EYEDROPPER

Used to pick up color from the mixing area (the cursor changes to an eye dropper).

BLEND FIELD

Click the Blend number box to increase or decrease the amount of color blending when you apply color to the mixing area. A large value increases the blending effect (the color is more transparent); a low value decreases the blending effect (the color is more opaque).

These controls let you specify the number of rows and columns of labels you want to appear on each sheet.

The available corner styles.

The available line cap styles.

These controls let you change the nib shape and angle to create calligraphic effects.

These controls specify the size of each label on the sheet.

These controls change the margins of a sheet of labels.

These controls change the distance between labels in a sheet.

The number of pages on each sheet of paper. Some layout styles have more than one page per sheet.

The width of the text on each page.

The width of the text on each page.

The type of fold or cut used in the specified layout style.

The height of the text on each page.

The height of the text on each page.

The label type.

Displays controls for choosing and editing fountain fills.

Displays controls for choosing and editing two-color bitmap pattern fills.

Displays controls for choosing full-color bitmap pattern fills.

Displays controls for choosing texture fills.

Displays controls for choosing vector pattern fills.

Displays controls for choosing PostScript texture fills.

Displays controls for choosing uniform color fills.

Displays a pair of boxes inside the selected object for scaling and offsetting tiles.

- Drag the left box to offset the first tile.
- Drag the node along the bottom edge of the boxes to scale the tiles. Hold down the CTRL key as you drag to maintain the pattern's aspect.
- Drag the right box down to offset alternating columns of tiles.
- Drag the right box down and to the left to offset alternating rows of tiles.

Prompts you to choose an existing object, and displays that object's fill attributes in the Fill Roll-up. You can then easily apply the same fill to other objects.

Opens a dialog box where you can further refine your fill properties.

Applies your fill to the selected objects. If no objects are selected, you can define the default fill for new objects.

Opens a flyout from which you can choose a new foreground color.

Opens a flyout from which you can choose a new background color.

Changes the foreground color to one you select from a palette.

Changes the background color to one you select from a palette.

Displays a linear fountain in the Preview box.

To change the angle of the linear fountain, click in the preview box. Hold down the CTRL key to constrain the angle to multiples of 15 degrees.

Displays a radial fountain in the Preview box.

To move the center of a radial fountain, click in the preview box. Hold down the CTRL key to constrain your movements to 10-percent increments.

Displays a conical fountain in the Preview box.

- To move the center of a conical fountain, left-click in the preview box. Hold down the CTRL key to constrain your movements to 10-percent increments.
- To change the angle of a conical fountain, right-click in the preview box. Hold down the CTRL key to constrain the angle to multiples of 15 degrees.

Displays a square fountain in the Preview box.

- To move the center of a square fountain, left-click in the preview box. Hold down the CTRL key to constrain your movements to 10-percent increments.
- To change the angle of a square fountain, right-click in the preview box. Hold down the CTRL key to constrain the angle to multiples of 15 degrees.

Shows the current texture library. Click in this field to get a drop-down list of available texture libraries.

Shows the name of the current texture. Click in this field to get a drop-down list of the textures in this library.

Previews the current fill.

Previews the current fill.

Previews the current fill.

Previews the current fill.

Previews the current fill.

Previews the current fill.

Lists the available textures by name. Click on a name, or use the scroll bars to see the entire list.

Each name represents a special type of pattern fill which will only print on a PostScript printer. In the Drawing Window, PostScript textures are represented by the letters PS instead of the actual pattern.

Changes the current color. Click the color you want, or use the scroll bars to see more of the palette.

Displays the current color.

Opens a box with a selection of arrowheads you can apply to the start of an open path.

Use the scroll bars to see other arrowheads in the list. Click the one you want. To close the box without making a selection, press the ESC key.

Opens a box with a selection of arrowheads you can apply to the end of an open path.

Use the scroll bars to see other arrowheads in the list. Click the one you want. To close the box without making a selection, press the ESC key.

Displays a selection of dashed and dotted line styles.

Use the scroll bars to see other styles in the list. Click the one you want. To close the box without making a selection, press the ESC key.

Displays a palette of outline colors. Use the scroll bars to see other colors in the list. Click the one you want.

Opens the Outline Pen dialog box where you can access all of the available Outline Pen controls.

Applies your choices to the selected objects. If no objects are selected, you can define the default outline for new objects.

Displays the current thickness of the outline. To change the width, enter a new value, or click the arrow buttons.

Specifies 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. This option is particularly useful for outlined text.

Specifies whether the outline thickness and nib orientation remain the same or change in proportion to the object.

If enabled, the outline thickness increases when the object is enlarged (by scaling or stretching) and decreases when the object is made smaller. If the object is rotated, the nib shape also changes accordingly.

Toggles the current outline on and off. If the button is depressed, the object will have no outline.

Displays controls for choosing and editing fountain fills.

Displays controls for choosing and editing two-color bitmap pattern fills.

Displays controls for choosing full-color bitmap pattern fills.

Displays controls for choosing texture fills.

Displays controls for choosing vector pattern fills.

Displays a pair of boxes inside the selected object for scaling and offsetting tiles.

- Drag the left box to offset the first tile.
- Drag the node along the bottom edge of the boxes to scale the tiles. Hold down the CTRL key as you drag to maintain the pattern's aspect.
- Drag the right box down to offset alternating columns of tiles.
- Drag the right box down and to the left to offset alternating rows of tiles.

Prompts you to choose an existing object, and displays that object's fill attributes in the Fill Roll-up. You can then easily apply the same fill to other objects.

Opens a dialog box where you can further refine your fill properties.

Applies your fill to the selected objects. If no objects are selected, you can define the default fill for new objects.

Previews the current fill.

Opens a flyout from which you can choose a new starting color.

Opens a flyout from which you can choose a new ending color.

Opens a flyout from which you can choose a new foreground color.

Opens a flyout from which you can choose a new background color.

Displays a linear fountain in the Preview box.

To change the angle of the linear fountain, click in the preview box. Hold down the CTRL key to constrain the angle to multiples of 15 degrees.

Displays a radial fountain in the Preview box.

To move the center of a radial fountain, click in the preview box. Hold down the CTRL key to constrain your movements to 10-percent increments.

Displays a conical fountain in the Preview box.

- To move the center of a conical fountain, left-click in the preview box. Hold down the CTRL key to constrain your movements to 10-percent increments.
- To change the angle of a conical fountain, right-click in the preview box. Hold down the CTRL key to constrain the angle to multiples of 15 degrees.

Displays a square fountain in the Preview box.

- To move the center of a square fountain, left-click in the preview box. Hold down the CTRL key to constrain your movements to 10-percent increments.
- To change the angle of a square fountain, right-click in the preview box. Hold down the CTRL key to constrain the angle to multiples of 15 degrees.

Previews the current pattern. Click the preview box to display a list of available patterns.

Opens the Load dialog box, where you can load a new vector pattern file.

These controls let you choose the foreground and background colors of your pattern.

Opens a flyout from which you can choose a new background color.

Opens a flyout from which you can choose a new background color.

Opens a flyout from which you can choose a new foreground color.

Opens a flyout from which you can choose a new foreground color.

Opens the PostScript Options Dialog Box, where you can adjust the halftone screen settings for spot colors. This button is only active when there is a spot color selected for both the background and foreground.

Opens the Two-Color Pattern Editor, where you can create your own two-color patterns.

Opens the Import dialog box, where you can import a graphic to use as your pattern.

Permanently removes the current pattern from the pattern list.

Reveals controls for editing the pattern's tiling properties.

Sets the size of your pattern tiles. You can choose one of the pre-set sizes, or enter custom dimensions.

Sets the tile size to 0.25 x 0.25 inches, or to 25% if Scale pattern with object is enabled.

Sets the tile size to 0.50 x 0.50 inches, or to 50% if Scale pattern with object is enabled.

Sets the tile size to 1.00 x 1.00 inches, or to 100% if Scale pattern with object is enabled.

The width of each tile. You can specify new tile widths from 0.1 to 15 inches.

The width of each tile.

Displays the units you are using to measure the tile width. Click in this field to display a list of available units. The Width value is automatically converted when you change units.

The height   of each tile. You can specify new tile heights from 0.1 to 15 inches.

The height   of each tile.

Displays the units you are using to measure the tile height. Click in this field to display a list of available units. The Height value is automatically converted when you change units.

Sets the offset of the first tile (and therefor, the rest of the pattern) relative to the top right-hand corner of the object. If you want the pattern to start flush with the corner, set these two values to zero.

Sets the horizontal position of the first pattern tile relative to the left side of the object.

Sets the horizontal position of the first pattern tile relative to the left side of the object.

Sets the horizontal position of the first pattern tile relative to the left side of the object.

Sets the vertical position of the first pattern tile relative to the top of the object.

Sets the vertical position of the first pattern tile relative to the top of the object.

Sets the vertical position of the first pattern tile relative to the top of the object.

Shifts rows or columns of tiles so that the pattern is staggered, rather than continuous.

Shifts alternating rows of tiles by the amount specified.

Shifts alternating columns of tiles by the amount specified.

Shifts alternating rows or columns by the amount specified.

Shifts alternating rows or columns by the amount specified.

Shifts alternating rows or columns by the amount specified.

Alters the pattern tiles so that they seem to be continuous.

Toggles between absolute and proportional tile sizes. When the option is enabled, the tiles will grow and shrink with the object.

The width of each tile. You can specify widths from 5 to 500% of the object width.

The width of each tile. You can specify widths from 5 to 500% of the object width.

The height of each tile. You can specify heights from 5 to 500% of the object height.

The height of each tile. You can specify heights from 5 to 500% of the object height.

Displays a magnified, editable image of your pattern as you draw it. Left-click to add a colored area to the grid, right-click to erase.

Changes the resolution of the Edit Grid to 16 x 16 squares. You lose all pattern edits when you change resolutions.

Changes the resolution of the Edit Grid to 32 x 32 squares. You lose all pattern edits when you change resolutions.

Changes the resolution of the Edit Grid to 64 x 64 squares. You lose all pattern edits when you change resolutions.

Changes the pen size to 1 grid square.

Changes the pen size to a 2 x 2 square.

Changes the pen size to a 4 x 4 square.

Changes the pen size to an 8 x 8 square.

Shows the current texture library. Click in this field to get a drop-down list of available texture libraries.

Shows the name of the current texture. Click in this field to get a drop-down list of the textures in this library.

Displays the current fountain fill type. Click in this field to choose one of the four fountain fill types.

A Linear fountain fill changes color in one direction. A Radial fountain fill changes color in concentric circles from the center of the object outwards. A Conical fountain fill radiates from the center of the object like rays of light. A Square fountain fill changes color in concentric squares from the center of the object outwards.

Repositions the center of a radial, conical, or square fountain fill so that it no longer coincides with the center of the object. Negative values shift to the left, positive values shift to the right.

Repositions the center of a radial, conical, or square fountain fill so that it no longer coincides with the center of the object. Negative values shift the center down, positive values shift it up.

Changes the angle of linear, conical, and square fountain fills. Positive values rotate the fill counter-clockwise, negative values rotate it clockwise.

Changes the number of bands used to display and print the fountain fill. For a smoother gradation, increase the number of steps.

Toggles the lock on the Steps box.

Increases the amount of From and To color in your fountain fill. The ends of a fountain fill will often be obscured by the edges of circular and irregular objects. Padding the edges will allow more of the end colors to show.

The Edge Pad option is not available for conical fills.

Previews the selected fountain fill.

You can change the fill's orientation by dragging the pointer in the preview box. Left-click to move the center of radial, conical and square fills. Right-click to change the angle of linear, conical, and square fills. Holding down the CTRL key while dragging constrains your adjustments to regular increments.

These controls let you modify the intermediate colors of your fill.

Determines the intermediate fill colors from a straight line beginning at the From color and continuing across the color wheel to the To color.

This option produces a color series composed of blends of your From and To colors.

Opens a flyout from which you can choose a starting color for your fill.

Opens a flyout from which you can choose an ending color for your fill.

Displays controls to set the starting and ending colors of your fill, and the color wheel path that the intermediated colors follow. You can create a direct blend containing only two colors, or a multi-colored rainbow blend.

Determines the intermediate colors from a counter-clockwise path around the color wheel.

Determines the intermediate colors from a clockwise path around the color wheel.

Shows the color path that determines your intermediate fill colors.

Adjusts the midpoint of the color blend.

Displays controls that let you manually determine the intermediate colors of your fountain fill. You can add up to 99 color markers to control your blend.

Shows the position of the current color marker. You can change a marker's position by editing its position value.

Opens a flyout from which you can change the current color.

Changes the current color. Click the color you want, or use the scroll bars to see more of the palette.

Previews your custom fountain fill. You can add, remove, or edit color markers by clicking in the marker bar just above the preview ribbon.

Previews your custom fountain fill. You can add, remove, or edit color markers by clicking in the marker bar just above the preview ribbon.

Shows the positions of your color markers. Each triangle marks a peak of color in your fountain fill. Once you have selected a color marker by clicking it, you can change its color with the on-screen palette.

You reposition a peak by dragging it along the marker bar, and you delete it by double-clicking. You can add a new peak by double-clicking a blank spot on the bar.

Displays a list of pregenerated fountain fills. You can save a modified fill by typing a name in this field and clicking on the add button.

Saves the current fountain fill. If you have created the fill from scratch, you must first type a name in the Presets field.

Deletes the selected fill from the Presets list.

Opens the PostScript Options Dialog Box, where you can adjust the halftone screen settings for spot colors.

Shows the current texture library. Click in this field to get a drop-down list of available texture libraries.

Opens the Save Texture As dialog box, where you can add a new texture to one of your libraries, or overwrite an existing texture with the current one.

You cannot overwrite textures in the Style Library, but you can modify them and then save the modified textures in other libraries.

Deletes the selected texture. You can delete textures from any Library except the Styles library.

Shows a list of the textures in the current texture library. Click on the texture you want, or use the scrollbars to see the entire list.

Displays a preview of the texture with the current parameters. Click the Preview button to update the preview after making changes to the texture parameters.

Updates the texture preview to reflect any changes to the texture parameters.

If you have not made any changes, the Preview button varies the selected texture by randomly changing all unlocked parameters. Click a parameter's Lock icon to lock or unlock it.

Opens the Texture Options dialog box where you can set the resolution and maximum tile width of your texture fill.

Lists parameters for the current texture. Changing one or more of these parameters alters the appearance of the texture.

To see the effect of your changes to the texture parameters, click the Preview button. If you have not made any changes since the last time you updated the preview, clicking the Preview button randomizes all unlocked parameters. Click a parameter's Lock icon to lock or unlock it.

Lists parameters for the current texture. Changing one or more of these parameters alters the appearance of the texture.

To see the effect of your changes to the texture parameters, click the Preview button. If you have not made any changes since the last time you updated the preview, clicking the Preview button randomizes all unlocked parameters. Click a parameter's Lock icon to lock or unlock it.

Each texture can have up to eleven numeric parameters that control different aspects of the texture generation. To change a numeric parameter, enter a value in the text box.

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Each texture can have up to eleven color parameters that control the different shades used to create the texture. To change a color, click on the color button and select a new one from the pop-up palette. Click the More button to create a color or to choose it by name.

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Locks and unlocks the texture parameters.

If you have not made changes to any parameters, clicking the Preview button varies the selected texture by randomly changing all unlocked parameters. Locked parameters are not randomized when you click the Preview button.

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The name of your texture. It can be up to 32 characters long, including spaces.

You cannot save new textures or overwrite existing textures in the Style Library.

The name of the library where you want to store your texture. It can be up to 32 characters long, including spaces. You cannot save new textures or overwrite existing textures in the Style Library.

Sets the resolution at which your pattern will print.

Sets the maximum width of your pattern at full resolution. Larger tile widths take more memory to draw.

The amount of memory your bitmap will use at its maximum tile width. Reduce the Maximum Tile Width value to conserve memory.

Returns the texture options to their default settings.

Opens a flyout from which you can choose a new color.

These controls let you add arrowheads and other line-ending shapes to the ends of lines (open paths).

Opens a flyout containing a list of arrowheads and symbols you can apply to the beginning of a line. Use the scroll bars to see other arrowheads in the list. Click the one you want. To close the flyout without making a selection, press the ESC key.

To find out which terminus of a line is the beginning, select the line with the Shape Tool and press the HOME key.

Opens a flyout containing a list of arrowheads and symbols you can apply to the end of a line. Use the scroll bars to see other arrowheads in the list. Click the one you want. To close the box without making a selection, press the ESC key.

To find out which terminus of a line is the end, select the line with the Shape Tool and press the END key.

Opens a menu of options that you can apply to the start of the line.

- The None option removes the current arrowhead from your line.
- The Swap option moves the arrowhead to the other end of the line.
- The Edit option opens the Arrowhead Editor, where you can change the size, Placement , and general shape of the arrowhead.
- The Delete option deletes the current arrowhead.

Opens a menu of options that you can apply to the end of the line.
- The None option removes the current arrowhead from your line.
- The Swap option moves the arrowhead to the other end of the line.
- The Edit option opens the Arrowhead Editor, where you can change the size, Placement , and general shape of the arrowhead.
- The Delete option deletes the current arrowhead.

Displays the current thickness of the outline. To change the width, enter a new value, or click the arrow buttons.

Displays the current thickness of the outline. To change the width, enter a new value, or click the arrow buttons.

Displays the units you are using to measure the line width. Click in this field to display a list of units. The width value is automatically converted when you change units.

Opens a flyout containing a list of dashed styles that you can apply to your line. Use the scroll bars to see other line styles in the list. Click the one you want. To close the flyout without making a selection, press the ESC key

You can create dotted lines by applying round Line Caps to a line style with short, widely-spaced dashes.

Draws mitered (pointed) corners for polygons, and selects a square nib shape.

Draws rounded corners for polygons, and selects a round nib shape.

Draws blunted corners for polygons, and selects a square nib shape.

Truncates the line at each endpoint.

Draws round caps extending beyond the ends of the line.

Draws square caps extending beyond the ends of the line.

Previews the shape and orientation of the nib, showing the effects of varying Angle and Stretch. You can also change the shape of the nib by dragging in the preview box.

Previews the shape and orientation of the nib, showing the effects of varying Angle and Stretch. You can also change the shape of the nib by dragging in the preview box.

Changes the width of the nib. A square nib has a stretch value of 100%; smaller values will make the nib narrower, creating a calligraphy effect.

Changes the width of the nib. A square nib has a stretch value of 100%; smaller values will make the nib narrower, creating a calligraphy effect.

Changes the width of the nib. A square nib has a stretch value of 100%; smaller values will make the nib narrower, creating a calligraphy effect.

Varies the angle of the nib, creating a calligraphy effect.

Varies the angle of the nib, creating a calligraphy effect.

Varies the angle of the nib, creating a calligraphy effect.

Resets the Angle value to 0.0 degrees and the Stretch value to 100%.

Specifies 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. This option is particularly useful for outlined text.

Specifies whether the outline thickness and nib orientation remain the same or change in proportion to the object.

If enabled, the outline thickness increases when the object is enlarged (by scaling or stretching) and decreases when the object is made smaller. If the object is rotated, the nib shape also changes accordingly.

Displays a magnified, editable image of your arrowhead. You can stretch the arrowhead with the solid markers, and move it with the hollow markers.

Displays a magnified, editable image of your arrowhead. You can stretch the arrowhead with the solid markers, and move it with the hollow markers.

Flips the arrowhead horizontally.

Flips the arrowhead vertically.

Centers the arrowhead horizontally with respect to the X marker.

Centers the arrowhead vertically with respect to the X marker.

Magnifies the arrowhead by a factor of four. Helpful when positioning the arrowhead.

Selects a line thickness. Each click on the scroll arrows changes the thickness by .01 inches. Scroll down repeatedly for the Hairline or No Outline options.

Selects a line thickness from .001 to 0.5 inches. Each click on the scroll arrows changes the thickness by .01 inches. Scroll down repeatedly for the Hairline or No Outline options.

Opens a box with a selection of arrowheads you can apply to the ends of open paths. The left and right selectors let you choose different arrowheads for both ends of the path.

Use the scroll bars to see other arrowheads in the list. Click the one you want. To close the box without making a selection, press the ESC key.

Opens a box with a selection of arrowheads you can apply to the ends of open paths. The left and right selectors let you choose different arrowheads for both ends of the path.

Use the scroll bars to see other arrowheads in the list. Click the one you want. To close the box without making a selection, press the ESC key.

Displays a selection of dashed and dotted line styles.

Use the scroll bars to see other styles in the list. Click the one you want. To close the box without making a selection, press the ESC key.

Displays a palette of outline colors. Use the scroll bars to see other colors in the list. Click the one you want.

Prompts you to choose an existing object, and displays that object's outline attributes in the roll-up. You can then easily apply the same outline to other objects.

Opens the Outline Pen dialog box where you can access all of the available Outline Pen controls.

Applies your choices to the selected objects. If no objects are selected, you can define the default outline for new objects.

Swaps the height and width values so that the vertical dimension of the page is greater than the horizontal dimension. This switch is not available with paper styles that have fixed orientations, such as labels and envelopes.

Swaps the height and width values so that the horizontal dimension of the page is greater than the vertical dimension. This switch is not available with paper styles that have fixed orientations, such as labels and envelopes.

The current paper style. Click in this field to get a list of available paper styles. When you select a style, the height and width values will adjust to reflect the paper you are using.

Use the Custom style to manually determine the size of your page. Use the Labels style to create your own labels.

The width of the page. When you modify this value, the paper style is automatically set to Custom.

The height of the page. When you modify this value, the paper style is automatically set to Custom.

Displays the units you are using to measure the page size. Click in this field to display a list of available units. The Height and Width values are automatically converted when you change units.

Queries the current printer for the page size and orientation, and displays those dimensions in the Width and Height fields.

Previews the page dimensions and orientation, and shows examples of the page layout you have selected.

Previews the page dimensions and orientation, and shows examples of the page layout you have selected.

Toggles the working page border in the Drawing Window. When you disable this option, the shadowed page outline is no longer displayed in the Drawing Window.

Note that any part of your drawing that falls outside the border will not be printed, so it's a good idea to make sure this option is enabled before printing.

Displays two facing pages at the same time in the Drawing Window.

When this option is enabled, and your document has multiple pages, individual objects can lie across two facing pages. Such objects will not print in the page gutter.

This option is not available for top-fold and tent cards.

Indicates whether you want to begin a document with facing pages on the left or right page. This option is only available when using the Book layout style or the Facing Pages option.

Puts a printable background frame the same size as the page on the screen. The frame will have the default fill and outline, and you can change it the same way as you would any other object.

Opens a flyout that lets you color the Preview screen to approximate the paper you plan to print on.

The color you choose is for viewing and information only; it does not print. If you want a color background that does print, choose Add Page Frame.

Displays the current page layout style. Click in this field to get a list of available styles. When you choose a style from the list, an example of it appears in the preview box above.

Once you've chosen a page layout style, you still need to insert the required number of pages for the particular style. For example, Side-Fold Card prints four pages per sheet, however, when you start a new drawing and choose this style, you still need to insert the three remaining pages.

Note that the layout styles in the Print Options Dialog Box will not work properly unless the Full Page Layout is selected here. Any other combination will have unpredictable results.

Opens the Customize Label dialog box, where you can modify an existing label style, or create your own labels from scratch.

Shows the available label styles, grouped by manufacturer.

Saves the current custom label setting under a name you specify.

Automatically adjusts the margins to evenly space the labels on the page.

Automatically equalizes the space between labels. If possible, auto spacing will keep the labels within the defined margins.

Adjusts the bottom page margin.

Adjusts the number of label columns.

Removes the current label style from the Label Style list.

Automatically sets the right margin to mirror the left, and the bottom margin to mirror the top.

Adjusts the height of each label.

Adjusts the horizontal space between labels.

Sets the Gutter units. When you choose a new unit, the values are automatically recalculated.

Adjusts the left page margin.

Sets the Margin units. When you choose a new unit, the values are automatically recalculated.

Previews the current label settings.

Adjusts the right page margin.

Toggles the label corners from square to rounded.

Adjusts the number of label rows.

Shows the name of the current label style.

Adjusts the top page margin.

Adjusts the vertical space between labels.

Adjusts the width of each label.

Sets the Label Size units. When you choose a new unit, the values are automatically recalculated.

The name of the new custom label style.

Three unique PHOTO-PAINT controls in the Full-Color Bmp Pattern DB

Enable to use the original (default) tile size of the currently selected bitmap pattern.

Enable to scale the tile pattern to fit entirely within the tile Preview window.

Enable to maintain identical tile width and height values. When enabled, any value entered in one number box will cause the other box to change automatically.

Opens a Windows dialog box which allows you to set printing options not controlled by Corel.

Opens the Print Options dialog box which allows you to set advanced printing parameters such as sizing and positioning, halftone screening, color separations, etc.

Indicates which device driver is selected. Click the arrow to access a list of other available printer and imagesetter drivers. If the driver you need is not listed, install it by using the usual Windows procedure.

Ensures that colors will print as expected.

The printer color profile shown here matches the printer that was chosen in the System Profile (Color Manager).

If you want your print job to be filtered through a different profile, you must go back to the Color Manager, select the appropriate printer, and generate a new System Profile.

Stores a configuration of print settings that can be used again.

Stores a configuration of print settings that can be used again.

Saves the current print settings as a new style.

Deletes the selected style.

Creates a .PRN file from your print job (instead of actually printing).

Prepares the .PRN file for printing from a Macintosh computer.

Identifies the number of copies that will be printed.

Note

– When printing to file, request one copy only, with no collation.

Prints one full set of the selected pages before printing the second full set (e.g., a first set of pages 1 to 10 will print, before the second set of pages 1 to 10 will print, and so on).

If you do not enable Collate, the requested number of copies of each selected page will print before the next page will print (e.g., five copies of page 1 will print before five copies of page 2 will print, and so on).

Prints one full set of the selected pages before printing the second full set (e.g., a first set of pages 1 to 10 will print, before the second set of pages 1 to 10 will print, and so on).

If you do not enable Collate, the requested number of copies of each selected page will print before the next page will print (e.g., five copies of page 1 will print before five copies of page 2 will print, and so on).

Print all pages in your document.

Prints only the objects that are currently selected.

Prints only the page currently displayed.

Specifies the pages, or the range of pages, to print.

−   A dash (-) between numbers defines a range of sequential pages (e.g., 1-5 will print pages 1 to 5).

−   A comma (,) between numbers defines a series of non-sequential pages (e.g., 1,5 will print pages 1 and 5 only).

−   Any combination of dashes and commas is supported (e.g., 1-3, 5, 7, 10-12 will print pages 1, 2, 3, 5, 7, 10, 11 and 12).

−   Inserting a tilde (~) between two numbers will cause those two pages plus every second page in between to print. For example, 1~6 will print pages 1, 3, 5 and 6. If you enter 2~6, pages 2, 4 and 6 will print.

The option works in conjunction with the Print Odd/Even Pages option.

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- A dash (-) between numbers defines a range of sequential pages (e.g., 1-5 will print pages 1 to 5).
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- Any combination of dashes and commas is supported (e.g., 1-3, 5, 7, 10-12 will print pages 1, 2, 3, 5, 7, 10, 11 and 12).
- Inserting a tilde (~) between two numbers will cause those two pages plus every second page in between to print. For example, 1~6 will print pages 1, 3, 5 and 6. If you enter 2~6, pages 2, 4 and 6 will print.

The option works in conjunction with the Print Odd/Even Pages option.

Allows you to specify whether odd, even, or both odd and even pages will be printed.

Displays your file as it will print and allows you to size and reposition your image. Right click on the preview window to choose one of four options: Preview Image, Preview in Color, Full Image Drag, and Print This Sheet Now.

Note

– For your image to appear, you must enable Preview image. Otherwise your image will be represented by a bounding box.

Displays your file as it will print and allows you to size and reposition your image. Right click on the preview window to choose one of four options: Preview Image, Preview in Color, Full Image Drag, and Print This Sheet Now.

Note

– For your image to appear, you must enable Preview image. Otherwise your image will be represented by a bounding box.

Allows you to move back in a multi-page document.

Allows you to move forward in a multi-page document.

Changes to a full screen preview. Click it again to return to a normal preview.

Displays your file in the Preview box as it will print.

Allows you to choose whether the Preview box will display a composite view of your print job or only a specific color separation.

Note
— This feature is only available when Print Separations is enabled.

Prints the filename, current date, and time (and tile number, if applicable) at the bottom of the sheet.

If applicable, color separation information (color, screen frequency and angle, plate number) is printed at the top of the sheet.

Note

– To see the file information, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work. If not, you can request that the file information be printed within the page.

Places page numbers on the printed sheets.

Note

— To see the page numbers, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Causes the file information to print within the page.

Tip

— If the working page size is identical to the paper or film size, enable File Info Within Page. Make sure the artwork is positioned so that the file information does not overlap it.

Prints crop marks. These marks are used as alignment aids when trimming the printed output down to its final size.

Note

— To see the crop marks, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints crop marks only along the outer edge of the sheet.

Tip

— This option is often preferable when you are printing multiple layouts per sheet.

Prints registration marks on each sheet. These marks serve as guides for aligning color separations.

Note

— To see the registration marks, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints a bar of the six basic colors (red, green, blue; cyan, magenta, yellow) beside your artwork. These color patches are used to verify the quality of the printed output.

Note
– To see the calibration bar, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints a Densitometer Scale, a bar of varying shades of gray, on each separation sheet. This is an advanced feature that allows you to check the accuracy, quality, and consistency of the output with an instrument called a densitometer.

Note

– To see the densitometer scale, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work

Prints a negative image when enabled.

Specifies that the film emulsion faces down when enabled.

Emulsion is the coating of light-sensitive material on a piece of film.

These options allow you to resize and reposition your artwork.

Note
— These options do not affect the artwork itself, only the way it is printed.

Applies positioning and sizing to all pages.

Identifies the unit of measurement that is used when you specify the layout of your artwork.

Specifies the placement of your artwork on the page. The Top value indicates the distance from the top edge of the printable page.

Specifies the placement of your artwork on the page. The Top value indicates the distance from the top edge of the printable page.

Specifies the placement of your artwork on the page. The Left value indicates the distance from the left edge of the printable page.

Specifies the placement of your artwork on the page. The Left value indicates the distance from the left edge of the printable page.

Resizes your printed artwork (not the original document) according to the width specified.

Resizes your printed artwork (not the original document) according to the width specified.

Scales the width of your printed artwork (not the original document) by the specified percentage.

Scales the width of your printed artwork (not the original document) by the specified percentage.

Scales the height of your printed artwork (not the original document) by the specified percentage.

Scales the height of your printed artwork (not the original document) by the specified percentage.

Resizes your printed artwork (not the original document) according to the height specified.

Resizes your printed artwork (not the original document) according to the height specified.

Automatically centers your artwork on the page.

Automatically scales your artwork so that it fits the printable page.

Note
— Unless Maintain aspect ratio is enabled, Fit to Page will distort your image.

Constrains resizing and scaling so that the height and width ratio of the artwork is maintained.

Enables a limit for bleeds. The bleed limit determines how far beyond the crop marks a graphic can extend when printed. The corresponding value identifies how far beyond the crop marks the bleed can extend.

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Allows you to print large artwork on multiple sheets, or tiles, that can later be assembled to form the whole picture.

Indicates the level of flatness that will be applied to curves when you print.

Tip

—   Increasing the flatness reduces printing time and therefore is useful when you need to produce quick proofs. Be careful however as a flatness level set too high will produce distorted curves.

Causes Corel to automatically increase the flatness in increments of 2, as needed. Attempts to print an object will stop when the flatness value exceeds the value set in the Set Flatness To box by 10. At this point, the printer skips the problematic object and goes on to the next object.

Specifies the maximum allowable number of control points per curve. Reducing this number helps alleviate printing problems caused by objects that are too complex.

Allows one or more warnings to be issued if objects that are too complex and could cause printing problems are detected.

This value reflects the number of steps that will be used to render any fountain fills in your artwork. A low value (less than 20) will print faster but the transition between shades may be coarse, which causes what is known as banding. A higher value (over 40) will result in a smoother blend but longer printing times.

Note

— Fountain steps that are set in the Options dialog box only affect the way fountain fills display on your monitor. To control how the fountain fills actually print, you must set the value for fountain steps here or in the Fountain Fill dialog box.

Warns you of potential banding (the appearance of discreet strips in a fill) which is caused by to few steps in a fountain fill, when it is enabled.

Note
– This warning only applies to linear fountain fills.

Prints a job information sheet with your print job. This report 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 allows you to specify which categories of information you want included in the report.

Allows you to choose an option and assign a new setting to it.

Note
— The Special Settings options allow you to change settings that were previously edited in the CORELPRN.INI file.

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Identifies the basic halftone screen frequency that your job will print at.

Screen frequency is expressed as a number of lines per inch (lpi). This value refers to the number of lines of dots (or other shapes) that make up a halftone screen. A halftone screen is a pattern of shapes of various sizes that is used to simulate a continuous tone image.

Note
— Check with your service bureau for the optimum setting for your print job.

Enables the use of PostScript level 2 features.

Note

This option is only available to level 2 PostScript devices. If you are not certain whether you will be printing on a level 2 postscript device, DO NOT enable this option.

Enables an analysis of your file and the various print settings you have specified, and, if necessary, automatically increases the number of steps used to render fountain fills to avoid banding.

Note
− This option may increase print time, but it will ensure the best possible rendering of fountain fills.

Enables an analysis of your file and the various print settings you have specified. 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.

Downloads Type 1 fonts to the output device. Generally, this option is enabled because it is particularly beneficial when you want to print large tracts of text that use only a few fonts. Printing is faster as each font is first downloaded, and then only referenced by text that uses it.

If you disable this option, fonts are output as graphics (either curves or bitmaps). This may be useful if the file contains a large number of fonts that would take longer to download, or not download at all, because of sheer size.

Converts True Type fonts to Type 1 fonts. If you enabled 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.

Only disable this option if your output device has difficulty interpreting the Type 1 fonts.

Tells the service bureau's 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.

Defines bitmaps in RGB values instead of the usual CMYK values that are found in PostScript files.

Tip
— Use this option when you are outputting to RGB devices (e.g., slidemakers).
— Also use this option when you are printing to CMY devices. It is easier for these devices to translate from RGB to CMY than from CMYK to CMY.

Separates color artwork into its component colors, causing each component color to print out on a single sheet.

If you used a process color model (which uses four colors to simulate any color), you'll get up to four sheets per page.

If you used spot colors, one sheet per color is printed.

Allows you to print the separations in color (i.e., on a color printer). Separations are usually printed in black, with a screen to represent shading. This option allows you to print the separations in color instead.

Converts any spot colors present in your artwork to process colors.

Note
— This does not affect the artwork itself, only the way it is printed.

Prints all plates, including those that contain no image.

— Printing empty plates wastes film and adds to the cost of your job. Generally, you'll want to leave this option disabled.

Specifies which color separation(s) to print.

The list of colors shows all separations used in your artwork. You can choose to print all separations, one separation only, or any combination of separations.

Allows you to adjust the advanced settings of your color separations, which includes setting halftone screens and creating color trapping.

Note

—   Do not adjust these settings without first talking to your service bureau or printing shop.

Opens the Advanced Separations Setting dialog box that allows you to set advanced screening parameters such as screening technology, screen frequency and angle per color plate, overprinting per plate, halftone dot type, etc.

Identifies the imagesetter and screening technology that will be used to image your job.

Proprietary screening technologies supported by Corel include AGFA Balanced screening, Linotronic RT and, HQS screening.

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Identifies the resolution (in dots per inch, or "dpi") the job will be printed at.

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Identifies the basic screen frequency (in lines per inch, or "lpi") the job will be printed at.

Note

— 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.

— The upper limit of your screen frequency is define by the type of printing press to be used and the type of paper stock.

Identifies the basic screen frequency (in lines per inch, or "lpi") the job will be printed at.

Note

— 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.

— The upper limit of your screen frequency is define by the type of printing press to be used and the type of paper stock.

Identifies the screen frequency the selected color separation will be printed at. The default values are based on the imagesetter, screening technology, and basic screen frequency chosen; it is best not to change these values.

Note

— Check with your service bureau before modifying these values.

Shows the screen angle for the selected color separation. Screen angles are used to offset the different films in process color separations to avoid moiré patterns. The default values are based on the imagesetter, screening technology, and basic screen frequency chosen; it is best not to change these values.

Note
— Check with your service bureau before modifying these values.

Allows you to select a color to print over any underlying color (instead of the underlying color being knocked out), thereby making white gaps impossible. This option is best used when the top color is much darker than the underlying color, otherwise an undesirable third color might result (e.g., red over yellow would result in an orange object).

When you enable Overprint color both text and graphics are selected by default. If you do not want one of these options to overprint, disable it.

Allows you to select a color to print over any underlying color (instead of the underlying color being knocked out), thereby making white gaps impossible. This option is best used when the top color is much darker than the underlying color, otherwise an undesirable third color might result (e.g., red over yellow would result in an orange object).

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When you enable Overprint color both text and graphics are selected by default. If you do not want one of these options to overprint, disable it.

Allows you to specify a halftone screen for your drawing if you are printing to a PostScript device. A halftone screen is a pattern of shapes that is used to simulate shades of colors (i.e. darker to lighter) while using the same ink. Dot, line, diamond, elliptical, and Euclidean are only a few of the available halftone types.

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Creates color trapping by assigning an outline to an object that is the same color as the object's fill, and by then having the outline overprint underlying objects.

To be able to apply Auto-spreading to an object, it must
- not already have an outline
- be filled with a uniform fill
- not already be designated to overprint

The maximum trap value defines the amount of spread that autotrapping assigns to an object, along with 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.

The value for Text Above determines the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

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The value for Text Above determines the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

Causes any object that contains 95% black or more to overprint underlying objects.

Note

— This is a useful option for artwork containing a lot of black text, but it should be used with caution on artwork with a high graphics content.

Provides preset page layouts and allows you to store custom styles.

Provides preset page layouts and allows you to store custom styles.

Opens the Edit Layout dialog box.

Specifies the number of working pages to place on a single printable page.

Specifies the number of working pages to place on a single printable page.

Places the current layout in each frame of the printable page.

Allows you to set the amount the images on each tile overlap with the images on adjacent tiles.

Allows you to set the amount the images on each tile overlap with the images on adjacent tiles.

Allows you to set the amount the images on each tile overlap with the images on adjacent tiles based on a percentage of the page width.

Allows you to set the amount the images on each tile overlap with the images on adjacent tiles based on a percentage of the page width.

Specifies the placement of your artwork on the page. The Left value indicates the distance from the left edge of the printable page.

Resizes your printed artwork (not the original document) according to the width specified.

Resizes your printed artwork (not the original document) according to the height specified.

Stores the page positioning settings specified in the Positioning dialog box.

Opens the Positioning dialog box. This dialog box allows you to specify positioning settings that can be save in Positioning styles.

Stores the page positioning settings specified in the Positioning dialog box.

Prints only vector graphics unless combined with Print bitmaps or Print text.

Prints only bitmaps unless combined with Print vectors or Print text.

Prints only text unless combined with Print vectors or Print bitmaps.

Prints all text in black.

Prints using the full color capabilities of the selected printing device.

Prints all colors in black.

Prints all colors in grayscale.

Opens the Postscript Preferences dialog box.

Scales everything that will be printed so that it fits within the printable page of the current printer. Use this setting to proof a large layout on your desktop printer.

This option is only intended for proofing, and should be disabled for the final output. If you wish to scale your artwork to fill the printable page, you should use the fit to page option. Position and size measurements reflect the size of the final output, not the size of the proof.

Provides information about the current printing device.

Provides information about the current printing device.

Provides information about the current printing device's location.

Provides information about the current printing device.

Displays a list of documents that you can print.

Allows you to choose what to print.

Stores a configuration of print settings that can be used again.

Stores a configuration of print settings that can be used again.

Displays a list of the current device's mode settings.

Displays information about the current printing device.

Displays a list of the current device's capabilities.

Displays information about the current printing device.

Specifies which color separation(s) to print.

The list of colors shows all separations used in your artwork. You can choose to print all separations, one separation only, or any combination of separations.

Shows all separations used in your artwork. Click each one to change frequency, angle, and to enable overprinting.

Shows all separations used in your artwork. Click each one to change frequency, angle, and to enable overprinting.

Displays the present print style, or a name you have typed for a new style.

Provides a list of the present print options and allows you to change them.

Allows you to save this dialog box's settings.

Makes the right margin equal to the left margin, and the bottom margin equal to the top margin.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

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Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Automatically sets the gutters.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Displays a model of the printable page based on the positioning settings.

Automatically sets the margins.

Specifies the number of rows of positioning frames to be placed on the printable page.

Specifies the number of columns of positioning frames to be placed on the printable page.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Stores the page positioning settings specified in this dialog box.

Saves the present positioning settings.

Deletes the selected positioning style.

Specifies the number of rows of positioning frames to be placed on the printable page.

Specifies the number of columns of positioning frames to be placed on the printable page.

Stores the page positioning settings specified in this dialog box.

Specifies the number of working pages to position across the printable page.

Specifies the number of working pages to position across the printable page.

Specifies the number of working pages to position down the printable page.

Specifies the number of working pages to position down the printable page.

Places the current working page in each frame of the printable page.

Keeps the frame size equal to the working page size.

Displays a model of how the pages will be arranged on the printed sheet.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Shows the other side of a double sided layout.

Allows you to print on both sides of the page.

Note
— When you enable this option, and you print to a non-double sided printer, Corel automatically runs a wizard that ensures all of the pages are ordered and oriented correctly.

Provides preset page layouts and allows you to store custom styles.

Saves the present layout settings.

Deletes the selected layout style.

Selects a page to be placed on the layout sheet.

Selects a page to be placed on the layout sheet.

Allows you to specify whether the top of the selected page points up or down.

Allows you to specify whether the top of the selected page points up or down.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Shows the contents of the Print Job Information Sheet.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to specify what information the Print Job Information Sheet will contain.

Sends the Print Job Information Sheet to a .TXT file.

Allows you to specify the .TXT file the Print Job Information Sheet is sent to.

Sends the Print Job Information Sheet to a printer.

Allows you to specify the printer the Print Job Information Sheet is sent to.

Places the current working page in each frame of the printable page.

BOO

Allows you to choose proofing options.

Allows you to choose an option and assign a new setting to it.

Note
–	The Special Settings options allow you to change settings that were previously edited in the CORELPRN.INI file.

Provides information about the current printing device.

Provides information about the current printing device.

Provides information about the current printing device's location.

Provides information about the current printing device.

Provides information about the current printing device, and allows you to change devices.

Allows you to specify the number of copies and whether to collate them.

Allows you to specify color trapping settings.

Allows you to change screening options for the selected color separation.

Provides a list of the present print options and allows you to change them.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Sets PostScript font handling.

Sets PostScript bitmap handling.

Allows you to enable PostScript warnings.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to choose the output format and destination of the Print Job Information Sheet.

Opens the Print Preview dialog box, where you can view your document before it prints.

When checked, enables you to change the default Artistic Text.

When checked, enables you to change the default Paragraph Text.

Displays the names of the available fonts you can choose from. If necessary, use the scroll bar to the right to scroll through the list.

Displays the names of the available fonts you can choose from. If necessary, use the scroll bar to the right to scroll through the list.

Converts selected text to subscript or superscript.

Converts selected text to SmallCaps or AllCaps.

Sets the size of the current font (available sizes are 0.72 to 4,000 points).

Sets the size of the current font (available sizes are 0.72 to 4,000 points).

Lists the available units of measure. Choose another if required.

Lists the type styles available for the chosen font.

Lists the type styles available for the chosen font.

Underlines selected text. The options are: Single Thin, Single Thin Word, Single Thick, Single Thick Word, Double Thin or Double Thin Word.

If you want to underline each word in the selected text but not space between words, choose Single Thin Word, Single Thick Word, Double Thin or Double Thin Word.

Opens the Edit Underline dialog box, where you can change default line thicknesses or baseline shift.

Applies overlines to selected text. The options are: Single Thin, Single Thin Word, Single Thick, Single Thick Word, Double Thin or Double Thin Word.

If you want to overline each word in the selected text but not space between words, choose Single Thin Word, Single Thick Word, Double Thin or Double Thin Word.

Opens the Edit Overline dialog box, where you can change default line thicknesses or baseline shift.

Applies strikeout to (draws a line through) selected text. The options are: Single Thin, Single Thin Word, Single Thick, Single Thick Word, Double Thin, and Double Thin Word.

If you want to strike out each word in the selected text but not space between words, choose Single Thin Word, Single Thick Word, or Double Thin Word.

Opens the Edit Strikeout Line dialog box, where you can change default line thicknesses or baseline shift.

Adjusts the amount of space, or range kerning, between selected characters.

Displays sample characters in the selected font and text style. The type of font you have selected, for example TrueType or PostScript Type 1, is indicated below the Preview area.

Applies Single Thin, Single Thin Word, Single Thick, Single Thick Word, Double Thin, or Double Thin Word underlining, overlining, or strikeout formatting.

If you want to apply formatting each word in the selected text but not space between words, choose Single Thin Word, Single Thick Word, Double Thin or Double Thin Word.

Provides choice of unit of measure.

You can use the list boxes below to the default text line thicknesses.

You can use the list boxes below to set default baseline shift for the current type of line attribute you are editing.

Sets thickness for Single Thin lines.

Sets thickness for Single Thick lines.

Sets thickness for Double Thin lines.

Sets thickness for Double Thin lines.

Sets the amount of Baseline Shift applied for line effect.

Sets Inter-character, Inter-line   and Inter-word spacing options.

Sets spacing between Artistic Text and Paragraph Text characters as a percentage of the SPACE character in the selected font.

Sets spacing between words as a percentage of the SPACE character in the selected font.

Sets spacing between lines of text in points or percentages of character height or point size.

Provides choice of unit of measure.

Moves selected text along the baseline. Increments are measured in percent of point size.

Moves selected text above the baseline. Increments are measured in percent of point size.

Rotates selected text from the baseline. Increments are measured in degrees.

Use the character alignment controls to set text alignment, or justification options－Left, Center, Right, Full Justify, Force Justifiy or None. Choose None if you want to use the Shape tool to change the position of individual characters, adjust kerning or rotate a character without automatically repositioning remaining text.

Sets Paragraph Text spacing between characters as a percentage of the SPACE character in the selected font.

Sets spacing between words as a percentage of the SPACE character in the selected font.

Sets spacing between lines of text in points or percentages of character height or point size.

Sets spacing before paragraphs in percentages of character height; uses the same measurement type set for Line spacing.

Sets spacing after paragraphs in percentages of character height; uses the same measurement type set for Line spacing.

Provides choices for the unit of measure for spacing before and after paragraphs. Choose % of Char. height, points, or % of Pt. size.

Turns off Alignment, enabling you to use the Shape tool to change the position of individual characters, adjust kerning or rotate a character without automatically repositioning remaining text.

Aligns text to both the left and right margins of the Paragraph Text frame.

Stretches the last line of a paragraph to the right frame margin.

Aligns text to the left margin, resulting in a "ragged" or uneven right margin.

Aligns text to the center of the Paragraph Text frame.

Aligns text to the right margin, resulting in a ragged left margin.

If you choose Full Justify or Force Justify you can edit the settings for Maximum Word Spacing (0-999 %).

If you choose Full Justify or Force Justify you can edit the settings for Minimum Word Spacing (0-999 %).

If you choose Full Justify or Force Justify you can edit the default settings for how far apart you can set characters － the Maximum Character Spacing (0-999 %).

Enables the International Hyphenator. You can choose between various language databases for hyphenation in the International Proofreader's Advanced Options dialog box.

Enables hyphenation of capitalized words if required.

Sets how far the end of a line must be from the right margin before hyphenation of the first word of the next line occurs. A smaller hot zone results in more hyphens and better word spacing along the margin.

Choose alternate units of measure from the list as required.

Sets the minimum length of words to be included for automatic hyphenation.

Sets the minimum number of characters (including spaces) that must appear in the Hot Zone before a hyphen.

Sets the minimum number of characters (including spaces) that must appear in the Hot Zone after a hyphen.

Displays the current tab settings and unit of measure selected. Drag tabs along the ruler if you want to move them. If you prefer another unit of measure, choose one from the Units list box.

Displays the current tab settings and unit of measure selected. Drag tabs along the ruler if you want to move them. If you prefer another unit of measure, choose one from the Units list box.

Displays the current tab settings and unit of measure selected. Drag tabs along the ruler if you want to move them. If you prefer another unit of measure, choose one from the Units list box.

Change the number if you want to change the distance between evenly spaced tabs along the ruler.

Inserts tab stops at evenly spaced intervals as specified in the number box at right.

Lists available units of measure. Choose another from the list box if required.

Click a tab to select it or type in a tab stop above.

Click to place a new tab on the ruler at the tab stop location selected in the tabs list. The new tab assumes current alignment options.

Clears a tab stop selected from the list or ruler.

Clears all tab stops.

Sets leadered tab stops.

Sets the character used for leadered tab stops.

Sets the spacing for leadered tab stops. You can also enter a value from 0 (tight) to 10 (loose) to set leader spacing numerically.

Enables you to choose leader characters for leadered tab stops by their symbol numbers.

Drag the slider left or right to make leader tab spacing tighter or looser.

You can also enter a value from 0 (tight) to 10 (loose) to set leader spacing numerically.

Sets leadered tab stops close together.

Spreads leadered tab stops apart.

Text flows from the tab stop to the right

Centers text at the tab stop.

Text flows from the tab stop to the left.

Aligns decimal points in the text to the tab stop. Text without decimal points extends to the left of the tab stop.

Use the Indents group box to set Paragraph Text indents.

Displays the current indent settings and unit of measure selected. You can drag the markers along the ruler to change indents as required or use the Indents area below to make precise changes. If you prefer another unit of measure, choose one from the Units list box.

Sets the distance the first line of a paragraph is set from the left side of the text frame.

Drag the top marker along the ruler if you want to change your first-line indent visually.

Sets the distance of lines coming after the first line from the left side of the text frame.

Drag the bottom marker along the ruler if you want to change your indent visually.

Sets the distance of lines coming from the right side of the text frame. Drag the right-side bottom marker along the ruler if you want to change your right margin indents visually.

Choose another unit of measure from the list box if required.

Disables bullet effects.

Enables bullet effects. You can choose from all of the symbol sets included with your software.

Sets the size of the current bullet, from 0 to 360 points.

List units of measure for bullet indents.

Sets how far the bullet is set from the left margin of the text frame.

Sets the distance of the bullet from the baseline.

Lists all of the available bullet categories (symbol sets). Choose a bullet type from the preview area.

Displays all of the bullet symbols available in the selected symbol set.

Applies bullets using the bullet index numbers listed in the Symbol and Clipart Catalog supplied with your software.

Enter a number to divide the selected text frame into columns The maximum number of columns for one frame is eight. If you want to add more columns you can drag out more text frames.

The preview area at right displays how your changes will look as you make them.

Displays the number of the column currently shown in the Width and Gutter boxes at right.

You can scroll through the Column number list to show other columns when you want to edit column and gutter widths. Column width editing is disabled if the Equal column width option is selected.

Displays a preview of your changes as you make them.

Sets the size of the column. Width also controls the overall frame width if you choose Automatically adjust frame width. Column width is adjustable from 0.25 to 1,000.00 inches.

The preview area at right displays how your changes will look as you make them.

Sets the spacing between columns. The maximum spacing is 200.00 inches.

The preview area at right displays how your changes will look as you make them.

Specifies the unit of measurement. If you prefer another unit of measure, choose one from the Units list box.

Sets the same column and gutter widths for all columns. Disable this option to set individual column and gutter widths.

Ensures frame width remains unchanged and adjusts column and gutter widths automatically, preventing settings that exceed the frame or page size.

The preview area at right displays how your changes will look as you make them.

Adjusts frame, column, and gutter widths automatically.

The preview area at right displays how your changes will look as you make them.

Displays Help about the current dialog box.

Enables on-screen text editing. When disabled, the Edit Text dialog box opens whenever you select a text object with a text tool or click in the drawing window or pasteboard area with a text tool.

Enables display of a font for drop-down list boxes. Disable this command if you want to turn the sample off.

Sets the minimum number of characters permitted in lines of Paragraph Text shaped to fit into odd-shaped envelopes. When set to the default value of three, lines must have at least three characters to appear.

Simplifies the appearance of text below a certain size to increase screen redraw speed. This option does not affect the appearance of printed text. You can make greeked text readable again by choosing a higher Greeking level or using Zoom.

Sets the threshold determining when CorelDRAW shows the outlines of characters kerned using the mouse. If the number of characters selected is less than or equal to the value specified here, CorelDRAW displays their outlines as they are being kerned. The default is 25 characters.

Specifies whether calligraphic pen outlines are transferred to the Clipboard or exported using any of the vector graphics export filters. If your file contains many calligraphic outlines, excluding them during cut and paste operations reduces the size of the exported file and time required to transfer the file through the Clipboard.

Some export filters retain calligraphic outlines regardless of the setting chosen.

Specifies whether text cut or copied to the Clipboard should be pasted as text or curves. When enabled, text is pasted as text; when disabled, text is pasted as curve objects. When text is pasted as text, font, point size and other text attributes are copied along with the text string.

Enables PANOSE font matching. Font matching occurs when (a) you open a Corel file from another user or computer system, or (b) import text or graphics files that supports text and your current system does not have the same fonts.

Applies the same text formatting to all connected Paragraph Text frames.

Applies the same text formatting only to selected Paragraph Text frames.

Applies the same text formatting only to selected and succeeding linked Paragraph Text frames.

Toggles display of non-printing characters you want to appear in your document while in text editing mode.

To display, the Text menu's Show non-printing characters command must be enabled.

Determines the orientation of the letters on the path.

	Rotate Letters	rotates individual characters to follow the contours of the path.
	Vertical Skew	vertically skews each character, creating the impression that the text is standing upright on the path. The amount of skewing varies with the slope of the path.
	Horizontal Skew	similar to Vertical Skew, but with an added effect that makes letters appear to turn into the screen as they wrap around the path. The amount of skewing varies with the slope of the path.
	Center Base	centers the base of each letter on the path.

Determines the vertical placement of text with respect to the path.
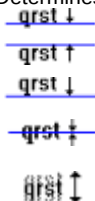
	Baseline	aligns the text baseline with the path.
	Top	aligns the text ascender line with the path.
	Bottom	aligns the descender line of the text with the path.
	Center	Centers the text on the path.
	Variable	allows you to move the text off the path by dragging with the mouse.

Flips the text to the opposite side of the path and reverses the path's start and end nodes.

Displays a dialog box you can use to specify text placement on the path.

Specifies how far along the path you want to position the text.

Specifies how far above or below the path you want to position the text.

Describes what text objects in the document have been counted. If objects are selected, they are listed. If no objects are selected, all text in the document is counted, including tab and space characters.

Lists all text object types counted and displays totals for each.

Enables you to choose between checking the current text object or the full document if necessary.

Highlights unrecognized words. Click the word and make your changes as you would in the document window.

Describes errors when found. The type of rule shown depends on the proofreading level you choose.

Opens a dialog box you can use to add words to your personal dictionary.

Displays a menu you can use to undo changes you make to errors highlighted in the Sentence box, explain errors, set advanced options or formality levels, open the Rule Manager, or create or apply personal dictionaries.

Lists all alternative spelling words found in the International Proofreader's databases.

Moves the International Proofreader to the next sentence.

Leaves the current word unchanged and continues checking.

Ignores all subsequent words or phrases during the current proofreading session.

Replaces the currently flagged error with the word or phrase in the Change To box.

Replaces all instances of the currently flagged error and continues the proofreading session.

Stops the checking session and closes the International Proofreader.

Gives a detailed explanation of the grammatical conventions used by the International Proofreader to identify the current error.

Lists all installed International Proofreader checking languages.

Lists all available International Proofreader Rule languages.

Lists all available International Proofreader Error languages.

Causes the International Proofreader to search the current language database for alternative spellings when an error is encountered.

Enables the creation of personal dictionaries.

Enables you to turn off your personal dictionary or the International Proofreader's dictionary.

Opens the New Personal Dictionary dialog box, where you can save Advanced Option settings in a file for reuse.

You can set the maximum number of sentence elements for each language that you initialize. Sentence elements are words or punctuation that International Proofreader treats as units. The default setting for each language should be acceptable for most text; you should not change the default unless you need to reduce the memory overhead required by the buffer-processing function.

Opens the Rule Manager, where you can customize the International Proofreader's rules.

Opens a dialog box where you can enter a name for a new user profile, a file containing personal rule settings.

Lists all personal user profiles created.

Enables you to choose between Spelling, Quick Proofreading, and Full Proofreading modes for your user profile changes.

Enables you to choose between Formal, Standard, and Informal modes for your user profile changes.

Restores the default settings for the Check Mode selected.

Describes the error type highlighted in the Rules Types box.

The following topic was rolled into one because there is only one ID for the two dialog boxes. A new id should be provided for Rev. B

Displays the currently selected word. You can also type in any word you want to look up. Click the down arrow to display previously looked up words.

Displays a list of found definitions of the word shown in the Looked up box.

Displays all of the text in the definition of the word in the Looked up box.

Displays the first synonym for the word you looked up.

Lists all synonyms for the word you looked up. Double-click any word in the list to look up its definition.

Click to look up a word.

Click to replace the word you looked up with the word in the Replace with box.

Click to see the previous word.

Capitalizes the first letter following a sentence end. A sentence end is defined by a period (.), an exclamation mark (!), or a question mark (?). In Spanish, the marks ¿ and ¡ are also supported.

Changes the standard quotation marks (") included in most font sets to curly, typographical quotes typically used in newspapers and books.

Changes the second capital to lowercase if by mistake you hold down the SHIFT key too long and start a word with two capitals. No change is made if the capitals are followed by a space or period or the word contains other capital letters.

Automatically capitalizes the names of days.

Enables the Replacement Text option, shown below. Text replacement occurs when you press the Spacebar or press ENTER.

Type the code you want Type Assist to use to replace longer text strings automatically .

Type the full word, phrase or text string you want to replace the abbreviation.

Click to add Replacement text to the list.

Deletes replacement options, including the defaults provided in Type Assist if you choose.

Lists the preset strings included with your software and any new ones you've created.

Finds and selects each occurrence of the specified text. You can type as many as 100 characters. The text scrolls horizontally as you type.

Select this option if you want to find only text that matches the combination of upper and lowercase letters you type in the Find What box.

Closes the dialog box.

Type the text you want to find. You can type as many as 100 characters. The text scrolls horizontally as you type.

Type the replacement text. You can type as many as 100 characters. The text scrolls horizontally as you type.

If you want to delete the text in the Find What box from the document, leave the Replace With box empty.

Finds and selects each occurrence of the specified text.

Choose this button if you want to confirm the replacement of each occurrence of the text you are searching for. For long documents, it is recommended that you use Replace for a few occurrences of the text you want to replace. When you are sure that no similar text strings you do not want to include will be replaced, you can click Replace All.

Choose this button if you want to replace all instances of the text you are searching for.

You can press ESC to cancel replacing. To reverse changes made before you pressed ESC, choose the Undo command from the Edit menu.

For long documents, it is recommended that you use Replace for a few occurrences of the text you want to replace. When you are sure that no similar text strings you do not want to include will be replaced, you can click Replace All.

Select this option to find only text that matches the combination of upper and lowercase letters you type in the Find What box.

Capitalizes the first word of each sentence.

Changes all capitals in the selection to lower case.

Changes all capitals in the selection to UPPER case.

Capitalizes the first letter of all words in the selection.

Toggles the case of all letters in the selection.

Opens the Character Attributes dialog box, where you can apply special font and alignment effects to Artistic Text or Paragraph Text.

Opens the Paragraph dialog box, which controls Paragraph Text spacing, tabs, indents, and bullet effects.

Provides an editing window you can use to enter text without waiting for screen redraws.

Scrolls the text window up and down.

Applies boldface text style. If no text is selected, boldfacing begins at the insertion point.

Applies boldface text style. If no text is selected, boldfacing begins at the insertion point.

Applies italic text style to selected text. If no text is selected, italics begin at the insertion point.

Applies italic text style to selected text. If no text is selected, italics begin at the insertion point.

Applies underline text style to selected text. If no text is selected, underlining begins at the insertion point.

Applies underline text style to selected text. If no text is selected, underlining begins at the insertion point.

Aligns lines of text down an imaginary center line down the middle of the current page or frame.

Aligns lines of text down an imaginary center line down the middle of the current page or frame.

Stretches the last line of a paragraph to the right margin.

Stretches the last line of a paragraph to the right margin.

Automatically adjusts inter-word spacing to align text to both right and left margins

Automatically adjusts inter-word spacing to align text to both right and left margins

Aligns text to the left text frame margin, removing any shift effects you may have applied.

Aligns text to the left text frame margin, removing any shift effects you may have applied.

Like left justification, No justification causes text to align along a straight left margin, with "ragged right" margins. With this option, however, shifted or kerned characters are unaffected.

Like left justification, No justification causes text to align along a straight left margin, with "ragged right" margins. With this option, however, shifted or kerned characters are unaffected.

Causes text to align along a straight right margin, with uneven left margins.

Causes text to align along a straight right margin, with uneven left margins.

Applies bullets to the selected text.

Locks current changes.

Makes your changes without closing the dialog box.

Opens the Columns dialog box.

Provides options for which frames your changes apply to.

Enables you to enter Artistic Text directly on the screen.

Enables you to enter Paragraph Text directly on the screen.

Changes the selected text to capital letters.

Changes the style of the selected text to superscript.

Changes the style of the selected text to subscript.

Sets/resets the bullet for the text object.

Changes the line spacing of the text to 1.

Changes the line spacing of the text to 1.5.

Changes the line spacing of the text to 2.

Increases the text indent.

Decrease the text indent.

The current font size of your text. Enter a new font size, or use the arrows to scroll through available sizes.

Toggles guideline visibility. When Show Guidelines is disabled, guidelines will not appear on the screen.

Toggles the guideline snap on and off. When Snap To Guidelines is enabled, objects dragged close to a guideline will fall into alignment with it.

Removes all existing horizontal, vertical, and slanted guidelines.

Click here to display an overview of this dialog box.

For Help on an item, click the question mark at the top of the dialog box, and then click the item.

IDH_GUIDELINES_SETUP_GUIDE_ADD   (0x5400003A)

IDH_GUIDELINES_SETUP_GUIDE_DELETE   (0x5400003B)

IDH_GUIDELINES_SETUP_GUIDE_DELETE_ALL   (0x5400003C)

IDH_GUIDELINES_SETUP_GUIDE_HORZ   (0x5400003D)

IDH_GUIDELINES_SETUP_GUIDE_MOVE   (0x5400003E)

IDH_GUIDELINES_SETUP_GUIDE_POS   (0x5400003F)

IDH_GUIDELINES_SETUP_GUIDE_SHOW_GUIDELINES(0x54000040)

IDH_GUIDELINES_SETUP_GUIDE_SNAP_GUIDELINES   (0x54000041)

IDH_GUIDELINES_SETUP_GUIDE_UNITS   (0x54000042)

IDH_GUIDELINES_SETUP_GUIDE_VERT   (0x54000043)

IDH_CDRUI_THREADLIST_CDRUI_ABORTPROCESS   (0x5400001A)

IDH_CDRUI_THREADLIST_CDRUI_HIGHERPRIORITY   (0x5400001B)

IDH_CDRUI_THREADLIST_CDRUI_LOWERPRIORITY   (0x5400001C)

IDH_CDRUI_THREADLIST_CDRUI_SUSPENDPROCESS(0x5400001D)

IDH_CDRUI_THREADLIST_CDRUI_THREADHELP   (0x5400001E)

IDH_CDRUI_THREADLIST_CDRUI_THREADTITLE   (0x5400001F)

IDH_ROLLUPPAGE_LEFTMOVEDOWN   (0x54000064)

IDH_ROLLUPPAGE_LEFTMOVEUP   (0x54000065)

IDH_ROLLUPPAGE_RIGHTMOVEDOWN   (0x5400006E)

IDH_ROLLUPPAGE_RIGHTMOVEUP (0x5400006F)

IDH_CDRUI_TOOLPAGE_CDRUI_TB_NOITEMS

IDH_SETUP_GRID_CDRUI_SNAPTOFRAMES

IDH_SETUP_GRID_CDRUI_SNAPTOMARGINS

IDH_SETUP_GRID_SHOWMARGINS2

IDH_SETUP_GRID_SNAPTOFRAMES2

The units in which the current value is expressed.

The minimum increment. This is the amount by which the value will increase or decrease when you click one of the spin box arrows.

The units in which the increment value is expressed.

The highest value you can use.

The units in which the maximum value is expressed.

The lowest value you can use.

The units in which the minimum value is expressed.

Displays the roll-ups and roll-up groups that arrange to the left side of the screen.

Displays the roll-ups and roll-up groups that arrange to the right side of the screen.

Moves the current roll-up or roll-up group from the right list to the left list.

Moves the current roll-up or roll-up group from the left list to the right list.

Adds a new, empty roll-up group to the left list.

Adds a new, empty roll-up group to the right list.

The roll-up configuration that will appear on start up.

Resets the roll-up arrangements to their original configuration.

Removes the current roll-up group from the left list.

Moves the current group down.

Moves the current group up.

Removes the current roll-up group from the right list.

Moves the current group down.

Moves the current group up.

Opens the Customize dialog box, where you can change the configuration of your toolbar buttons.

Deletes a custom toolbar, or resets a built-in toolbar.

Displays the available toolbars. Enable the checkbox next to a toolbar to activate it. Click the toolbar's name tag to rename it.

Creates a new toolbar. Click Customize to add buttons to the new toolbar.

Enables large toolbar buttons.

Enables medium toolbar buttons.

Enables small toolbar buttons.

Displays the available commands. Double-click a command category to open it.

Displays the available commands. Double-click a command category to open it.

Gives a short description of   the selected command.

Resets the keyboard assignments to their original configuration.

Shows the new keyboard combination that you want to assign to the command. If you need to make a correction, press the Backspace key.

You can have up to four layers of keystrokes. For example, the key combination CTRL+ALT+1,2,3,4 is accomplished by holding down the CTRL and ALT keys, then pressing the 1,2,3, and 4 keys in succession.

Shows the new keyboard combination that you want to assign to the command. If you need to make a correction, press the Backspace key.

You can have up to four layers of keystrokes. For example, the key combination CTRL+ALT+1,2,3,4 is accomplished by holding down the CTRL and ALT keys, then pressing the 1,2,3, and 4 keys in succession.

Displays any commands assigned to the keyboard combination you typed. You cannot have the same combination for more than one command.

Displays any commands assigned to the keyboard combination you typed. You cannot have the same combination for more than one command.

Automatically resolves conflicts by erasing the old keyboard assignment, and prompting you to assign a new combination to the old command.

Displays any existing shortcut keys for the current command.

Displays any existing shortcut keys for the current command.

The name of the current keyboard assignment set.

The name of the current keyboard assignment set.

Assigns the new keyboard combination to the current command.

Deletes the selected shortcut keys.

Loads a new keyboard assignment table.

Saves the current keyboard assignment table.

Gives a short description of   the selected command

Displays the available commands. Double-click a command category to open it.

Adds the selected command to the menu.

Removes the selected command from the menu.

Adds a separating line to a menu below the current selection.

Adds a new menu.

Moves the current menu or menu entry up.

Moves the current menu or menu entry down.

Displays the current menu structure. Double-click a menu or sub-menu to open it.

Resets the menu assignments to their original configuration.

Gives a short description of   the selected command

Gives a short description of any toolbar button you click.

Displays the available command categories. Click a category to display its command buttons.

Displays the command buttons for the current command category. Click a button to see its description, or drag it to add it to any toolbar on the screen.

A command button. Click it to see its description, or drag it to add it to any toolbar on the screen.

Resets the toolbar assignments to their original configuration.

You can also open the color palette menu by right-clicking the palette border.

These controls let you change the appearance of the on-screen color palette.

The colors in the current palette. Right-click the palette border to open the Color Palette menu.

Shows and hides the color swatch borders.

Toggles between large and small color swatches.

Shows and hides the No Color swatch.

Specifies the number of rows of colors to be displayed while the color palette is docked.

Specifies the number of rows of colors to be displayed while the color palette is docked.

Specifies the number of rows of colors to be displayed while the color palette is docked.

These controls let you change the effect of right-clicking the color palette.

Changes the effect of right-clicking a color swatch on the palette.

Changes the effect of right-clicking a color swatch on the palette.

Determines the number of horizontal grid lines per unit of measure.

To space the grid lines more than one whole unit of measure apart, enter fractional values from the keyboard. For example, to space the grid lines two inches apart, enter 0.5. The maximum number of grid lines is 200 per inch, 33.3 per pica, 1.01 per point, 7.87 per millimeter, 1.01 per didot, and 35.52 per cicero.

Determines the number of horizontal grid lines per unit of measure.

To space the grid lines more than one whole unit of measure apart, enter fractional values from the keyboard. For example, to space the grid lines two inches apart, enter 0.5. The maximum number of grid lines is 200 per inch, 33.3 per pica, 1.01 per point, 7.87 per millimeter, 1.01 per didot, and 35.52 per cicero.

Determines the number of vertical grid lines per unit of measure.

To space the grid lines more than one whole unit of measure apart, enter fractional values from the keyboard. For example, to space the grid lines two inches apart, enter 0.5. The maximum number of grid lines is 200 per inch, 33.3 per pica, 1.01 per point, 7.87 per millimeter, 1.01 per didot, and 35.52 per cicero.

Determines the number of vertical grid lines per unit of measure.

To space the grid lines more than one whole unit of measure apart, enter fractional values from the keyboard. For example, to space the grid lines two inches apart, enter 0.5. The maximum number of grid lines is 200 per inch, 33.3 per pica, 1.01 per point, 7.87 per millimeter, 1.01 per didot, and 35.52 per cicero.

Determines the horizontal position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

Determines the horizontal position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

You can choose another unit of measure for the horizontal ruler from the units box. When you change units, you must specify the Grid Frequency you want to use with that unit.

Determines the vertical position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

Determines the vertical position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

You can choose another unit of measure for the vertical ruler from the units box. When you change units, you must specify the Grid Frequency you want to use with that unit.

Displays markers showing where the grid lines are.

The frequency of the grid marks is determined by the current view. When you use the Zoom tool to magnify the view, the frequency of the grid marks increases.

Forces objects drawn or moved close to a grid line into alignment with the grid. You can also toggle Snap To Grid using the Snap To Grid command in the Layout menu.

Opens the Drawing Scale dialog box where you can set a scale to your drawing other than one to one.

Represents the distance in your drawing that is equivalent to the World Distance value.

Displays the current Page Distance units. Click in this field to display a list of available units. The Page Distance value is automatically converted when you change units.

Displays the current World Distance units. Click in this field to display a list of available units. The World Distance value is automatically converted when you change units.

Selects one of several pre-defined drawing scales. The Page Distance and World Distance values are updated to reflect your choice.

Represents the real distance, in inches, that is equivalent to the Page Distance in your drawing.

Creates a slanted guideline at the position and angle you have specified.

The guideline definition method. You can define a slanted guideline using two points, or a single point and an angle. A guideline defined by the points (1,1) and (5,5) would follow the same path as a guideline starting at (1,1) with a 45-degree angle.

The guideline definition method. You can define a slanted guideline using two points, or a single point and an angle. A guideline defined by the points (1,1) and (5,5) would follow the same path as a guideline starting at (1,1) with a 45-degree angle.

The horizontal position of the guideline's origin point.

The horizontal position of the guideline's origin point.

The horizontal position of the guideline's first origin point.

The vertical position of the guideline's origin point.

The vertical position of the guideline's origin point.

The vertical position of the guideline's origin point.

The vertical position of the guideline's first origin point.

The guideline's angle, or the horizontal position of the second origin point.

The guideline's angle, or the horizontal position of the second origin point.

The guideline's angle.

The horizontal position of the guideline's second origin point.

The vertical position of the guideline's second origin point.

The vertical position of the guideline's second origin point.

The vertical position of the guideline's second origin point.

The current guideline definition.

Displays the current guideline units. Click to display a list of available units. The guideline position value is automatically converted when you change units.

Changing the guideline units has no effect on the Ruler units. To change the ruler display units, use the Grid & Ruler Setup command in the Layout menu.

Displays a list of existing slanted guidelines. Click a guideline to edit it.

Removes the selected guideline.

Removes all existing horizontal, vertical, and slanted guidelines.

Moves the current guideline to the position and angle you have specified.

Creates a vertical guideline at the position you have specified.

The guideline position. Click Add to make a new guideline at this point, or Move to change the selected guideline's position.

Displays the current guideline units. Click to display a list of available units. The guideline position value is automatically converted when you change units.

Changing the guideline units has no effect on the Ruler units. To change the ruler display units, use the Grid & Ruler Setup command in the Layout menu.

Displays a list of existing vertical guidelines. Click a guideline to edit it.

Removes the selected guideline.

Removes all existing vertical guidelines.

Moves the current guideline to the position you have specified.

Creates a horizontal guideline at the position you have specified.

The guideline position. Click Add to make a new guideline at this point, or Move to change the selected guideline's position.

Displays the current guideline units. Click to display a list of available units. The guideline position value is automatically converted when you change units.

Changing the guideline units has no effect on the Ruler units. To change the ruler display units, use the Grid & Ruler Setup command in the Layout menu.

Displays a list of existing horizontal guidelines. Click a guideline to edit it.

Removes the selected guideline.

Removes all existing horizontal guidelines.

Moves the current guideline to the position you have specified.

Changes the current value.

Displays the roll-ups in this group. Click a roll-up to activate it, or drag it to another part of the screen to split it from the group.

Opens the System Info dialog box where you can get information about your system, display,   printing, Corel EXEs & DLLs and system DLLs.

Displays the disk space available on the drive where the program is installed.

Displays the name of the registered user and the serial number.

Displays copyright information.

Displays the version of the product currently installed.

Displays the name of the product.

Double-click to open the credits window. To exit the credits and return to your program, click the ESC button.

Provides a list of system information categories. Click one of the following:

System	Displays information about your computer For example, Windows version or processor.
Display	Displays information about your monitor. For example, driver,or driver version.
Printing	Displays information about installed printers.
Corel EXEs and DLLs	Displays information all of the Corel EXEs and DLLs.
System DLLs:	Displays all of the system DLLs.

Displays the system information for the chosen category.

Saves all system information as SYSINFO.TXT. Once it's saved, a message box appears informing you of the location of the saved file.

Double-click to open the credits window. To exit the credits and return to your program, click the ESC button.

Displays information about the contents of the file.

Determines the number of pixels per unit of measure for the horizontal ruler.

Determines the number of pixels per unit of measure for the vertical ruler.

Displays text just as you entered it. Numbers display without leading or trailing zeroes, and with no thousands separators.

You can use the & placeholder symbol to add a common string to another string. For example, the format string "Hello," & ",you may have already won $5,000,000.00" would format the string "John Doe" as: Hello, John Doe, you may have already won $5,000,000.00.

Note the use of the quotation marks around the strings before and after the &. You must include these when creating your own General format.

Creates date/time formats.

The default date and time formats are based upon the current International settings which you can modify using the Windows Control Panel.

Creates numeric formats to display non-linear values, including currency.

Creates Linear formats to display measurements in the Imperial or Metric system, or in picas and points. Each format can have one or two entries with the first used for the major (or larger unit) and the second the minor (or smaller unit). If the first unit contains digits after the decimal, or a fraction, then you cannot enter a minor unit.

When entering values for formats with major and minor units, enter them in the minor units. A format with miles as the major and feet as the minor unit, for example, would be entered in feet.

Provides a space for you to edit the built-in format or type a new format.

Removes the selected format.

Lists available formats.

No help topic is available for this item.

Enable this check box to have Corel Print Space automatically scroll the drawing window when you drag outside its borders.

Enable this check box to have Corel Print Space notify you each time you adjust the performance of a drawing or editing tool.

Enable this check box to have Corel Print Space automatically open your last working directory when you open or save your work.

Enable this check box to set Corel Print Space's default folder as the default folder for saving new layouts.

Lets you set the number of consecutive operations that can be reversed using the Undo command. As the number of levels increases, so does the memory Corel Print Space requires to operate.

Lets you set the action that is to occur each time you start Corel Print Space. Click inside the box to display a list of start-up options, then click the option you want.

Enable this check box to have Corel Print Space display a pop-up identification label when you position the mouse pointer over any toolbar or toolbox button.

Enable this check box to have Corel Print Space display a pop-up identification label when you position the mouse pointer over any object in any Smart Library.

No help topic is available for this item.

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When enabled, aligns the selected objects' left edges vertically.

When enabled, aligns the selected objects' center points horizontally.

When enabled, aligns the selected objects' right edges vertically.

When enabled, aligns the selected objects' top edges horizontally.

When enabled, aligns the selected objects' center points vertically.

When enabled, aligns the selected objects' bottom edges horizontally.

When enabled, aligns the selected objects with the grid.

No help topic is available for this item.

Displays the effects of your current alignment settings.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

Lets you set the horizontal distance the duplicate is offset from the original object when you copy it using the Duplicate command.

Lets you set the horizontal distance the duplicate is offset from the original object when you copy it using the Duplicate command.

Lets you set the horizontal distance the duplicate is offset from the original object when you copy it using the Duplicate command.

Lets you set the vertical distance the duplicate is offset from the original object when you copy it using the Duplicate command.

Lets you set the vertical distance the duplicate is offset from the original object when you copy it using the Duplicate command.

Lets you set the vertical distance the duplicate is offset from the original object when you copy it using the Duplicate command.

Controls how far a selected object moves when you press the direction keys on the numeric keypad. You can set an increment of up to 2 inches or an equivalent amount in another unit of measurement.

Controls how far a selected object moves when you press the direction keys on the numeric keypad. You can set an increment of up to 2 inches or an equivalent amount in another unit of measurement.

Controls how far a selected object moves when you press the direction keys on the numeric keypad. You can set an increment of up to 2 inches or an equivalent amount in another unit of measurement.

Controls the angle of motion when you rotate an object or draw a line while holding down the constraint key (CTRL by default).

Controls the angle of motion when you rotate an object or draw a line while holding down the constraint key (CTRL by default).

Controls the angle of motion when you rotate an object or draw a line while holding down the constraint key (CTRL by default).

Click this to have Corel Print Space display objects as bounding boxes while you edit them using the mouse.

Click this to have Corel Print Space display objects as outlines while you edit them using the mouse.

Click this button to have Corel Print Space display objects with all fill and outline attributes while you edit them using the mouse.

These controls let you change the key used to constrain object rotations.

When selected, lets you hold down SHIFT to constrain the rotation of an object that you're rotating using the mouse. The rotation is constrained to the angle set using the Rotation Constraint number box above.

When selected, lets you hold down CTRL to constrain the rotation of an object that you're rotating using the mouse. The rotation is constrained to the angle set using the Rotation Constraint number box above.

No help topic is available for this item.

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No help topic is available for this item.

Displays the names and basic attributes of all layers in the current layout. The grid and guides layers contain the grid and guidelines and can't be removed or renamed. Layer 1 is the default name assigned to the initial drawing layer for each new layout.

Opens a color palette that you can use to select a color to identify the highlighted layer. If you enable the Color Override check box, Corel Print Space displays the layer using outlines of this color.

Toggles display of the bottom part of the Roll-Up to save screen space.

When enabled, displays the objects on the highlighted layer using outlines of the color displayed on Layer Color picker. Enabling color override allows for easy identification of objects on different layers and has no effect on printed page.

Displays or hides all objects on highlighted layer.

Enables or disables printing of objects on the highlighted layer. Printing selected layers lets you proof parts of your drawing more quickly.

Allows or prevents selection and editing of objects on highlighted layer.

No help topic is available for this item.

Adds a new layer to the bottom of the layers list. Drag the layer name to place it in the desired position.

Removes the highlighted layer and all the objects it contains.

Copies the selected object to the highlighted layer.

Moves the selected object to the highlighted layer.

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No help topic is available for this item.

Enable this button if you want to create a Hyperlink to a new Corel Print Space diagram.

Enable this button to create a Hyperlink to an existing Corel Print Space diagram. You can select the diagram by clicking its file name in the Contents of list or by clicking the Browse button.

Enable this button to create a Hyperlink to another program or to a file created using another program. You can select the program or file by clicking its file name in the Contents of list or by clicking the Browse button.

Displays the names of files in the current directory. Click the name of the file to which you want to create a Hyperlink. If the file you want doesn't appear in this list, click Browse.

Displays the names of files in the current directory. Click the name of the file to which you want to create a Hyperlink. If the file you want doesn't appear in this list, click Browse.

Displays the Opens Hyperlink dialog box, which lets you browse drives and folders to find the file to which you want to create a Hyperlink.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

No help topic is available for this item.

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No help topic is available for this item.

Lists the styles available for the font displayed above. Click the downward arrow to see the list.

Lets you set the size of the selected font. Use the list box to the right to set the unit of measurement.

Enable this button to add field text to the selected shape or text frame, then select the information you want from the list box below.

Enable this button if you want to type text in the selected shape or text frame. This button is enabled by default.

Click this button to prevent changes to the selected text entry.

Lists the styles available for the font displayed above. Click the downward arrow to see the list.

Lists the available units of font measurement. Click the downward arrow to see the list.

Opens the Character Attributes dialog box, which provides controls for specifying more complex font and alignment options.

Opens the Paragraph dialog box, which provides controls for setting paragraph attributes like spacing, tabs, indents, and effects.

No help topic is available for this item.

Opens a color palette that you can use to change the color of selected text.

When enabled, selecting text inside a symbol also selects the symbol.

Enable this check box if you want Corel Print Space to scale the selected text when you scale the object that contains it. This check box is only available when the selected text is contained within a symbol.

No help topic is available for this item.

No help topic is available for this item.

Click this button to apply no fill to (or remove the fill from) the selected object.

Click this button if you want to apply a uniform fill to the selected object.

Click this button if you want to apply a pattern fill to the selected object.

Click this button if you want to apply a fountain fill to the selected object. You can apply linear, conical, radial, or square fountain fills.

Use this palette to choose a color for the uniform fill.

Use this palette to choose a color for the uniform fill.

Click this button if you want to apply a linear fountain fill to the selected object.

Click this button if you want to apply a radial fountain fill to the selected object.

Click this button if you want to apply a conical fountain fill to the selected object.

Click this button if you want to apply a square fountain fill to the selected object.

Opens a palette that you can use to select the start color in the fountain fill.

Opens a palette that you can use to select the end color in the fountain fill.

Opens the Fountain Fill dialog box, which contains controls that let you edit and customize the linear fountain fill.

Opens a palette that you can use to choose the foreground color of the selected pattern fill.

Opens a palette that you can use to choose the background color of the selected pattern fill.

Opens a catalog of fill patterns. Click the pattern you want to use to fill the selected object.

These controls let you set the height and width of each of the pattern tiles used to fill the selected object.

Lets you set the width of each of the pattern tiles used to fill the selected object. Specify lower values to increase the horizontal density of the pattern.

Lets you set the width of each of the pattern tiles used to fill the selected object. Specify lower values to increase the horizontal density of the pattern.

Lets you set the width of each of the pattern tiles used to fill the selected object. Specify lower values to increase the horizontal density of the pattern.

Lets you set the height of each of the pattern tiles used to fill the selected object. Specify lower values to increase the vertical density of the pattern.

Lets you set the height of each of the pattern tiles used to fill the selected object. Specify lower values to increase the vertical density of the pattern.

Lets you set the height of each of the pattern tiles used to fill the selected object. Specify lower values to increase the vertical density of the pattern.

Displays the effect the current settings would have on the selected object.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

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No help topic is available for this item.

The current backup directory. To change it, click the Select Directory button below.

Lets you specify the directory where you want Corel Print Space to store backup copies of your work. The current directory is displayed above this button.

Enable this check box to create a backup file each time you save a Corel Print Space file. You can specify the backup directory by clicking the Select Directory button.

Lets you have Corel Print Space automatically create a backup file at set intervals while you work. When you enable this check box, the number box beside it becomes available. Use this box to specify the time between backups. You can specify the backup directory by clicking the Select Directory button.

Lets you specify the time between backups if you have enabled the Auto-Backup check box. You can specify any value from 1 and 120 minutes.

Controls the AutoJoin radius for lines drawn using the Line, Curve, Freehand, and Autorouted Line tools. If you set a low number, the cursor must be drawn or dragged closer to the end node of an existing line segment before it joins automatically.

Controls the display properties and redrawing speed of complex objects. Set low values to simplify the display of complex objects and increase on-screen redrawing speed. The value you set affects only the on-screen display, not the quality of the printed layout.

Controls the display properties and redrawing speed of complex objects. Set low values to simplify the display of complex objects and increase on-screen redrawing speed. The value you set affects only the on-screen display, not the quality of the printed layout.

Enable this check box to preserve copies of the selected objects when you weld, trim, or intersect.

Enable this check box to preserve copies of the selected objects when you weld, trim, or intersect.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

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No help topic is available for this item.

No help topic is available for this item.

Lets you set the number of shadows you want to apply to the object. The shadows are positioned according to the Direction and Offset controls.

Lets you specify the shadow's offset. Shadows are positioned according to the Direction and Number controls.

Opens a color palette that you can use to select the color of the shadow's outline.

These controls let you change the direction of your object's shadow.

These controls let you change the appearance of your shadow. Enable the Use shadow check box to activate the Shadow Fill controls.

When enabled, applies a shadow with the settings specified using the Fill, Direction, Number, Offset, and Outline controls.

Applies a shadow that above and to the left of the object. The offset depends on the value set using the Offset number box.

Applies a shadow below and to the left of the object. The offset depends on the value set using the Offset number box.

Applies a shadow above and to the right of the object. The offset depends on the value set using the Offset number box.

Applies a shadow below and to the right of the object. The offset depends on the value set using the Offset number box.

Click this button if you want to remove the current shadow from the object.

Click this button if you want to apply a uniform fill to the shadow.

Click this button if you want to apply a fountain fill to the shadow. You can apply a linear, conical, radial, or square fountain fill.

Click this button if you want to apply a pattern fill to the shadow.

Click this button if you want to apply a linear fountain fill to the shadow.

Click this button if you want to apply a radial fountain fill to the shadow.

Click this button if you want to apply a conical fountain fill to the shadow.

Click this button if you want to apply a square fountain fill to the shadow.

Opens a palette that you can use to select a solid color for a uniform fill, or a start color for a fountain fill.

Opens a palette that you can use to select the end color of your fountain fill.

Opens the Fountain Fill dialog box, which contains controls that let you edit and customize the linear fountain fill.

Lets you set the number of shadows you want to apply to the object. The shadows are positioned according to the Direction and Offset controls.

Lets you specify the shadow's offset. Shadows are positioned according to the Direction and Number controls.

Lets you specify the shadow's offset. Shadows are positioned according to the Direction and Number controls.

Opens a color palette that you can use to select the color of the shadow's outline.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

Opens a catalog of fill patterns. Click the pattern you want to use to fill the shadow.

Displays the effect the current settings would have on the selected object.

Opens a palette that you can use to choose the foreground color of the selected pattern fill.

Opens a palette that you can use to choose the background color of the selected pattern fill.

No help topic is available for this item.

Lets you change the shape of the current polygon or star by increasing or decreasing the number of points.

Changes a star to a polygon with the number of points shown above.

Changes a polygon to a star with the number of points shown above.

Displays effects of the current settings.

No help topic is available for this item.

Enable this button to add a new layout.

Enable this button to add an existing Corel Print Space layout. You can select the layout by clicking its file name in the Contents of list or by clicking the Browse button.

Enable this button to add a program or a file created using another program. You can select the file or program by clicking its file name in the Contents of list box or by clicking the Browse button.

Lets you choose the folder to which you want to add the selected file. To create a blank folder, click OK without having specified a file using the Contents of or Browse controls.

Lets you choose the folder to which you want to add the selected file. To create a blank folder, click OK without having specified a file using the Contents of or Browse controls.

No help topic is available for this item.

No help topic is available for this item.

Displays the names of files in the current directory. Click the name of the file you want to add to the current. If the file you want doesn't appear in this list, click Browse.

When enabled, adds the selected file as well as all files connected to it using Hyperlinks.

Displays the New File dialog box, which lets you browse drives and folders to find the file you want to add to the current.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

No help topic is available for this item.

Displays the current paper style. Click this field to see a list of available paper styles. When you select a style, the height and width values automatically adjust to reflect the paper you are using. Select Custom to set the page size manually.

Displays the width of the selected paper style. When you modify this value, the paper style is automatically set to Custom.

Displays the height of the selected paper style. When you modify this value, the paper is automatically set to Custom.

Swaps the height and width values so that the vertical dimension of the page is greater than the horizontal dimension. This button is not available with paper styles that have fixed orientations, such as labels and envelopes.

Swaps the height and width values so that the horizontal dimension of the page is greater than the vertical dimension. This button is not available with paper styles that have fixed orientations, such as labels and envelopes.

Lets you set the location of the top page margin relative to the top edge of the page.

Lets you set the location of the left page margin relative to the left edge of the page.

Lets you set the location of the bottom page margin relative to the bottom edge of the page.

Lets you set the location of the right page margin relative to the right edge of the page.

Displays the width of the selected paper style. When you modify this value, the paper style is automatically set to Custom.

Displays the height of the selected paper style. When you modify this value, the paper is automatically set to Custom.

No help topic is available for this item.

Enable this check box to have all margins automatically incorporate changes to any margin. For example, if you set the Right margin at 2 inches, FLOW automatically sets the Left, Top, and Bottom at 2 inches.

Lets you set the location of the left page margin relative to the left edge of the page.

Lets you set the location of the top page margin relative to the top edge of the page.

Lets you set the location of the bottom page margin relative to the bottom edge of the page.

Lets you set the location of the right page margin relative to the right edge of the page.

Lets you set the location of the right page margin relative to the right edge of the page.

Lets you set the location of the top page margin relative to the top edge of the page.

Lets you set the location of the bottom page margin relative to the bottom edge of the page.

Displays the current paper style. Click this field to see a list of available paper styles. When you select a style, the height and width values automatically adjust to reflect the paper you are using. Select Custom to set the page size manually.

Opens a color palette that lets you simulate the effect of printing on colored paper. The color you choose has no effect on the printed layout; it is for viewing and information only.

Opens a color palette that lets you simulate the effect of printing on colored paper. The color you choose has no effect on the printed layout; it is for viewing and information only.

Lets you set the location of the left page margin relative to the left edge of the page.

Displays the width of the selected paper style. When you modify this value, the paper style is automatically set to Custom.

No help topic is available for this item.

Enable this check box to display objects on hidden layers.

Enable this check box to have Corel Print Space highlight an object's outline when you position the mouse pointer over it.

When enabled, allows you to edit and manipulate locked objects or objects on layers for which editing is disabled.

No help topic is available for this item.

No help topic is available for this item.

Sets the minimum horizontal distance allowed between lines and symbols when Autorouting is enabled. This number box is only available when the Enable Autorouting check box is enabled.

Sets the minimum horizontal distance allowed between lines and symbols when Autorouting is enabled. This number box is only available when the Enable Autorouting check box is enabled.

Sets the minimum vertical distance allowed between lines and symbols when Autorouting is enabled. This number box is only available when the Enable Autorouting check box is enabled.

Sets the minimum vertical distance allowed between lines and symbols when Autorouting is enabled. This number box is only available when the Enable Autorouting check box is enabled.

Lets you choose whether you want Autorouting to reroute connecting lines quickly or to reroute using the best and most effective route.

When enabled, applies automatic line routing for all connecting lines in the current layout.

Click this to select a solid crossover style for lines in the current layout. This button is only available when the Enable Autorouting check box is enabled.

Click this to select a broken crossover style for lines in the current layout. This button is only available when the Enable Autorouting check box is enabled.

Click this to select a bridged crossover style for lines in the current layout. This button is only available when the Enable Autorouting check box is enabled.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

Lets you choose whether you want Autorouting to reroute connecting lines quickly or to reroute using the best and most effective route.

No help topic is available for this item.

Lets you position the selected object at a precise horizontal coordinate based on Corel Print Space's ruler system. If the Relative Position check box is enabled, this number box lets you move the object by a specific horizontal distance.

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Lets you position the selected object at a precise horizontal coordinate based on Corel Print Space's ruler system. If the Relative Position check box is enabled, this number box lets you move the object by a specific horizontal distance.

Lets you position the selected object at a precise vertical coordinate based on Corel Print Space's ruler system. If the Relative Position check box is enabled, this number box lets you move the object by a specific vertical distance.

Lets you position the selected object at a precise vertical coordinate based on Corel Print Space's ruler system. If the Relative Position check box is enabled, this number box lets you move the object by a specific vertical distance.

Lets you position the selected object at a precise vertical coordinate based on Corel Print Space's ruler system. If the Relative Position check box is enabled, this number box lets you move the object by a specific vertical distance.

When enabled, allows you to move the selected object a specific horizontal or vertical distance relative to its current position.

Lets you specify which point of the selected object is to be moved or positioned based on the Horizontal and Vertical settings. The nine controls correspond to the object's eight selection handles and center point.

Lets you specify which point of the selected object is to be moved or positioned based on the Horizontal and Vertical settings. The nine controls correspond to the object's eight selection handles and center point.

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No help topic is available for this item.

No help topic is available for this item.

Sets the angle by which you want to rotate the object. Positive values rotate counterclockwise, negative values rotate clockwise.

Sets the angle by which you want to rotate the object. Positive values rotate counterclockwise, negative values rotate clockwise.

Sets the angle by which you want to rotate the object. Positive values rotate counterclockwise, negative values rotate clockwise.

Lets you specify a horizontal coordinate for the selected object's center of rotation. If the Relative Center check box is enabled, this number box lets you move the center of rotation by a specific horizontal distance.

Lets you specify a horizontal coordinate for the selected object's center of rotation. If the Relative Center check box is enabled, this number box lets you move the center of rotation by a specific horizontal distance.

Lets you specify a vertical coordinate for the selected object's center of rotation. If the Relative Center check box is enabled, this number box lets you move the center of rotation by a specific vertical distance.

Lets you specify a vertical coordinate for the selected object's center of rotation. If the Relative Center check box is enabled, this number box lets you move the center of rotation by a specific vertical distance.

Lets you specify a vertical coordinate for the selected object's center of rotation. If the Relative Center check box is enabled, this number box lets you move the center of rotation by a specific vertical distance.

When enabled, allows you to move the center of rotation a specific horizontal or vertical distance relative to its current position.

Lets you use one of the selected object's selection handles as its center of rotation. The nine controls correspond to the object's eight selection handles and center point.

Lets you use one of the selected object's selection handles as its center of rotation. The nine controls correspond to the object's eight selection handles and center point.

Lets you use one of the selected object's selection handles as its center of rotation. The nine controls correspond to the object's eight selection handles and center point.

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Lets you use one of the selected object's selection handles as its center of rotation. The nine controls correspond to the object's eight selection handles and center point.

No help topic is available for this item.

No help topic is available for this item.

Lets you change the selected object's width using a precise measurement.

Lets you change the selected object's width using a precise measurement.

Lets you change the selected object's height using a precise measurement.

Lets you change the selected object's height using a precise measurement.

Lets you change the selected object's height using a precise measurement.

Lets you set the percentage by which you want to scale the selected object's height.

Lets you set the percentage by which you want to scale the selected object's height.

Lets you set the percentage by which you want to scale the selected object's height.

Lets you set the percentage by which you want to scale the selected object's width.

Lets you set the percentage by which you want to scale the selected object's width.

Lets you set the percentage by which you want to scale the selected object's width.

Mirrors the object vertically using the specified scale factors and anchor point.

Mirrors the object horizontally using the specified scale factors and anchor point.

When enabled, automatically maintains current width and height proportions.

Lets you to specify which point of the selected object remains stationary during scaling or mirroring. The nine controls correspond to the object's eight selection handles and center point.

Lets you to specify which point of the selected object remains stationary during scaling or mirroring. The nine controls correspond to the object's eight selection handles and center point.

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No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

Distributes the selected objects horizontally by spacing their left edges evenly.

Distributes the selected objects vertically by spacing their center points evenly.

Distributes the selected objects vertically by placing equal spaces between them.

Distributes the selected objects horizontally by spacing their right edges evenly.

Distributes the selected objects vertically by spacing their top edges evenly.

Distributes the selected objects horizontally by spacing their center points evenly.

Distributes the selected objects vertically by placing equal spaces between them.

Distributes the selected objects vertically by spacing their bottom edges evenly.

Lets you choose the scope of the distribution. You can distribute objects to the extent of the page, to the extent of the selection box that surrounds them, or at a specific interval.

No help topic is available for this item.

Displays the effects of your current distribution settings.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

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No help topic is available for this item.

No help topic is available for this item.

Opens a catalog of arrows that you can apply to the start of the selected line.

When enabled, reverses the direction of the selected start arrow.

Opens a catalog of arrows that you can apply to the center of the selected line.

When enabled, reverses the direction of the selected center arrow.

Opens a catalog of arrows that you can apply to the end of the selected line.

When enabled, reverses the direction of the selected end arrow.

Opens a catalog of arrows that you can apply to every node on the selected line.

When enabled, reverses the direction of the selected repeating arrow.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

Applies straight corners to the selected line or object outline. If the On check box is enabled, this setting applies to the FlowLine's outline.

Lets you apply a custom corner radius to the selected line or object outline. Increase the value to increase corner roundness.

Lets you set the width of the selected line or object outline. If the On check box is enabled, this box sets the width of the FlowLine's outline.

Lets you set the width of the selected line or object outline. If the On check box is enabled, this box sets the width of the FlowLine's outline.

Lets you apply a custom corner radius to the selected line or object outline. Increase the value to increase corner roundness.

Click this button if you want to apply a plain, dotted, or dashed line or outline style.

Click this button if you want to apply a patterned line or outline style.

Opens a catalog of FlowLine patterns. Click the pattern you want to apply to the selected line or object outline.

Applies rounded corners to the selected line or object outline. If the On check box is enabled, this setting applies to the FlowLine's outline.

No help topic is available for this item.

Opens a color palette that you can use to change the color of the selected line or object outline. If the On check box is enabled, the color applies to the FlowLine's outline.

No help topic is available for this item.

Opens a color palette that you can use to select the pattern's background color.

No help topic is available for this item.

Lets you choose a style for the selected line or object outline. If the On check box is enabled, this box specifies the FlowLine's outline style.

No help topic is available for this item.

Lets you choose a line type for the selected line or object outline. If the On check box is enabled, this list box specifies the FlowLine's outline type.

Opens a color palette that you can use to change the color of the selected line or object outline. If the On check box is enabled, the color applies to the FlowLine's outline.

Opens a color palette that you can use to select the fountain fill's start color.

Opens a color palette that you can use to select the fountain fill's end color.

Lets you set the percentage by which you want to scale the pattern horizontally. To use the pattern's original width, for example, you would type 100. To double the pattern's width, you would type 200.

Lets you set the percentage by which you want to scale the pattern horizontally. To use the pattern's original width, for example, you would type 100. To double the pattern's width, you would type 200.

Click this button to apply an unfilled FlowLine or to remove the fill from the selected FlowLine.

Opens a color palette that you can use to select the pattern's foreground color.

Opens a color palette that you can use to select the pattern's background color.

Opens a color palette that you can use to select the fountain fill's end color.

Opens a color palette that you can use to select the fountain fill's start color.

Opens the Fountain Fill dialog box, which provides controls that let you adjust and customize fountain fills.

Use this palette to choose a uniform color for the FlowLine.

Opens the Color Selector dialog box. You can use the controls on this dialog box to create or select custom colors.

Opens the Color Selector dialog box. You can use the controls on this dialog box to create or select custom colors.

Displays the selected uniform color.

Displays the selected uniform color.

Displays the selected uniform color.

Displays the selected uniform color.

Enable the On check box to apply   a FlowLine to the selected line or object outline using the controls below.

No help topic is available for this item.

Lets you choose a style for the selected line or object outline. If the On check box is enabled, this box specifies the FlowLine's outline style.

Opens a color palette that you can use to select the pattern's foreground color.

Opens a color palette that you can use to select the pattern's background color.

When enabled, lets you apply a FlowLine to the selected line or object outline using the controls below.

Lets you set the total width of the FlowLine (excluding its outline).

Lets you set the total width of the FlowLine (excluding its outline).

Lets you set the total width of the FlowLine (excluding its outline).

Click this button to apply a FlowLine with a uniform fill.

Click this button to apply a FlowLine with a pattern fill.

Click this button to apply a FlowLine with a fountain fill.

Click this button to apply a FlowLine with a linear fountain fill.

Click this button to apply a FlowLine with a radial fountain fill.

Click this button to apply a FlowLine with a conical fountain fill.

Click this button to apply a FlowLine with a square fountain fill.

Opens a catalog of line styles that you can apply to the selected line or object outline.

Lets you set the width of the selected line or object outline. If the On check box is enabled, this box sets the width of the FlowLine's outline.

Applies slightly rounded corners to the selected line or object outline. If the On check box is enabled, this setting applies to the FlowLine's outline.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

Displays the number of objects in the current selection.

No help topic is available for this item.

Provides a place for you to specify a name for the selected object.

Enable this check box to have all lines automatically route around the selected object.

Enable this check box to have only those lines on the selected object's layer route around it.

Enable this check box to make the selected object visible. Disable it to hide the object.

Enable this check box to make the selected object editable. Disable it to prevent accidental changes to the object.

Enable this check box to include the selected object in printed copies of the current layout.

Enable this check box to turn on the selected object's connection points.

Enable this check box to allow deletion of the selected object. Disable it to prevent accidental deletion.

Enable this check box to have the selected object's center point remain stationary when you stretch or scale it using the mouse.

Enable this check box to have the selected object's opposite edge or corner remain stationary when you stretch or scale it using the mouse.

No help topic is available for this item.

No help topic is available for this item.

Enable this check box to search for objects that have the same name as the currently selected object.

Enable this check box to search for objects that have the same fill color as the selected object.

Enable this check box to search for objects that have the same outline color as the selected object.

Enable this check box to search for objects that have the same outline width as the selected object.

Enable this check box to search for objects that have the same outline style as the selected object.

Enable this check box to search for objects that have the same shadow color as the selected object.

Enable this check box to search for objects that have the same number of outline shadows as the selected object.

Enable this check box to search for objects that have the same name as the currently selected object.

Enable this check box to search for objects that have the same number of outline shadows as the selected object.

You can use this preview to help decide what attributes you want to use to conduct your search.

No help topic is available for this item.

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Properties command

Opens the Document Information dialog box, which allows you to specify summary information and view statistics about the active layout.

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No help topic is available for this item.

New Layout command

Creates and opens a new layout using Corel Print Space's default all-purpose template.

New From Template command

Creates and opens a new layout that uses the template of your choice as its base.

New Template command

Creates and opens a new template.

New Smart Library button

Creates and opens a new, empty Smart Library. You can begin adding objects at any time.

New Smart Library command

Creates and opens a new, empty Smart Library. You can begin adding objects at any time.

Save All command

Saves all open files. If you haven't saved a certain layout or template before, the Save As dialog box appears and prompts you to enter a name. If you're altering an existing file but want to keep the original version, use the Save As command.

Import command

Opens the Import dialog box, which allows you to add to the active layout using information from other programs or other layouts.

Export command

Opens the Export dialog box, which allows you to save the current layout in a format that other programs can use.

Page Setup command

Opens the Page Setup dialog box, which allows you to set the page layout and miscellaneous object attributes.

Print Preview command

Opens the Print Preview dialog box so you can see how your layout will look on the printed page.

Select All command

Selects all objects in the current layout. Once selected, all operations you perform apply to all objects.

Select By Properties command

Opens the Select by Properties dialog box, which searches for and selects objects based on criteria you specify.

Delete command

Removes selected objects or text. Unlike the Cut command, the Delete command removes the selected objects or text without placing a copy on the Windows clipboard.

Duplicate command

Adds a copy of the selected objects or text to the current layout. The duplicate appears on top of and slightly offset from the original.

Insert Memo command

Opens the CorelMEMO dialog box, which allows you to insert notes and bitmapped images into any program that supports Object Linking and Embedding (OLE). Use a CorelMEMO when you want to leave yourself a reminder, note a change in a document, or place a comment into a program. Add one of the bitmapped images provided with CorelMEMO or include your own bitmapped image to customize your CorelMEMO.

Toolbars command

Opens the Toolbars dialog box, which allows you to specify which toolbars are displayed as well as their size. This dialog box also lets you create new Toolbars to which you can add the buttons you want.

Status Bar command

Displays and hides the Status Bar. When the Status Bar is displayed, this command has a check box to its left.

Rulers command

Displays or hides the on-screen rulers. When the rulers are displayed, this command has a check mark to its left.

None Command

Hides the color palette so that no palette is visible on the Corel Print Space window.

Custom Colors command

Displays the current custom palette. You can create new custom palettes that have the colors and color arrangement you want.

Uniform Colors command

Displays the Uniform color palette. When the Uniform color palette is displayed, this command has a check mark to its left.

Grid command

Displays or hides the grid. When the grid is displayed, this command has a check mark to its left.

Hyperlink Browser command

Opens the Hyperlink Browser, which displays all the Hyperlinks in the current layout. You can use the controls on the Hyperlink Browser to view or remove Hyperlinked files.

Symbol command

Opens the Shape Properties dialog box, which provides controls for setting symbol attributes including fill, outline, shadows.

Line command

Opens the Outline tab on the Shape Properties dialog box. This tab provides controls for changing the appearance and behavior of lines and object outlines.

Text command

Opens the Text tab on the Shape Properties dialog box. This tab provides controls for changing text appearance and characteristics.

Polygon Settings command

Opens the Polygon Settings dialog box, which provides controls for changing the polygon and star attributes.

Grid and Ruler Setup command

Opens the Grid and Ruler Setup dialog box, which provides controls for changing the properties of the grid, ruler, and drawing scale.

Guidelines Setup command

Opens the Guidelines Setup dialog box, which provides controls for adding, deleting, and moving horizontal and vertical guidelines.

Snap To Grid command

Enables and disables the snapping of objects to the grid. Enabling Snap To Grid forces the cursor to stay on grid points, giving you precision as you draw or manipulate objects in your layouts. When enabled, a check mark appears to the left of this command.

Snap To Guidelines command

Enables and disables the snapping of objects to horizontal and vertical guidelines. Enabling Snap to Guidelines forces objects to snap to a guideline when drawn or moved near it, giving you added precision as you align or position objects in your layouts.

Position command

Opens the Position tab on the Transform dialog box. This tab provides controls for moving or positioning selected objects with precision.

Size command

Opens the Size tab on the Transform dialog box. This tab provides controls for stretching, scaling, and mirroring selected objects with precision.

Rotate command

Opens the Rotate tab on the Transform dialog box. This tab provides controls for rotating selected objects with precision. You'll also find controls for changing the object's center of rotation.

Fragment command

Intersect command

Intersects the selected objects. The new object takes on the outline, fill, and shadow attributes of the topmost selected object.

Trim command

Trims the topmost selected object. The new object maintains its outline, fill, and shadow attributes.

Weld command

Welds the selected objects. The new object takes on the outline, fill, and shadow attributes of the topmost selected object.

Options command

Opens the Options dialog box, which allows you to set your preferences regarding how Corel Print Space performs certain operations and displays objects on the screen. This dialog box also lets have FLOW automatically back up your work in the directory of your choice.

Customize command

Opens the Customize dialog box, which allows you to customize Corel Print Space's appearance and the way it performs your commands. Use this command to customize the keyboard, menus, toolbars, and color palette.

Spelling command

Opens the Spelling dialog box, which lets you check spelling in the active layout. This dialog box also provides controls for substituting corrections for spelling and typographical errors.

Thesaurus command

Opens the Thesaurus dialog box, which allows you to replace the selected word with a synonym or antonym. This dialog box also provides definitions to help ensure accuracy and precision in layout text.

Type Assist command

Opens the Type Assist dialog box, which allows you to customize settings for correcting and formatting text automatically as you type.

Align and Distribute command

Opens the Align and Distribute dialog box, which lets you align or distribute objects horizontally and/or vertically. This command is available only when you have two or more objects selected.

Column Align command

Aligns selected objects' vertical center points with the vertical center of the selection box that surrounds them. This command is available only when you have two or more objects selected.

Row Align command

Aligns selected objects' horizontal center points vertical the horizontal center of the selection box that surrounds them. This command is available only when you have two or more objects selected.

To Front command

Places the selected object on top of all objects on its layer. This command is available only when you have one or more objects selected.

To Back command

Places the selected object beneath all objects on its layer. This command is available only when you have one or more objects selected.

In Front Of command

Lets you place the selected object in front of any object on the same layer. When activated, this command changes the mouse pointer to a horizontal arrow that you can use to choose the object in front of which you want to place the selected object.

Behind command

Lets you place the selected object behind any object on the same layer. When activated, this command changes the mouse pointer to a horizontal arrow that you can use to choose the object behind which you want to place the selected object.

No help topic is available for this item.

Group command

Combines the selected objects so that you can manipulate and format them as a single unit.

Ungroup command

Separates the selected group so that you can manipulate its components as individual objects.

Layers command

Opens the Layers dialog box, which provides controls for adding, deleting, and arranging layers as well as setting layer attributes.

Refresh Window command

Clears the active window of any "debris" left over from editing and manipulating symbols, lines, and text.

Technical Support command

Opens Technical Support Help, which provides details on product support for Corel applications; including available support services, Import and Export filters information, error messages, and troubleshooting tips.

No help topic is available for this item.

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No help topic is available for this item.

New Layout button

Creates and opens a new layout using Corel Print Space's default all-purpose template.

Print Preview button

Opens the Print Preview dialog box so you can see how your layout will look on the printed page.

Check Spelling button

Opens the Spelling dialog box, which lets you check spelling in the active layout. This dialog box also provides controls for substituting corrections for spelling and typographical errors.

Align button

Opens the Align tab on the Align and Distribute dialog box. This tab provides controls that let you align objects horizontally and/or vertically. This button is available only when you have two or more objects selected.

Distribute button

Opens the Distribute tab on the Align and Distribute dialog box. This tab provides controls that let you distribute objects horizontally and/or vertically. This button is available only when you have two or more objects selected.

Group button

Combines the selected objects so that you can manipulate and format them as a single unit. If you select a group, you can click this button to ungroup it.

Move To Front button

Places the selected object on top of all objects on its layer. This command is available only when you have one or more objects selected.

Move To Back button

Places the selected object beneath all objects on its layer. This command is available only when you have one or more objects selected.

Snap To Grid button

Enables and disables the snapping of objects to the grid. Enabling Snap To Grid forces the cursor to stay on grid points, giving you precision as you draw or manipulate objects in your layouts.

Smart Library button

Opens any Smart Library you select.

No help topic is available for this item.

Outline Tool

Opens the Outline Flyout, which provides a series of preset outlines that you can apply to objects in your layouts.

Fill Tool

Opens the Fill Flyout, which allows you to apply uniform, pattern, and fountain fills to objects in your layouts. This flyout also provides a no fill option and a series of preset fills.

Zoom Flyout

Displays controls that let you change your vantage point on the active layout. These controls allow you to magnify or reduce your viewpoint, see your layout at actual size, see all or selected objects, or see just what fits on the drawing page.

Shadow Tool

Opens the Shadow Flyout, which provides a series of preset shadows that you can apply to objects in your layouts.

Pick Tool

Lets you select symbols, text, and lines. After you select an object, you can use menu or toolbar commands to edit, manipulate, or format it. You can also use the Pick Tool to move, stretch, scale, and rotate objects.

Frame Tool

Lets you create a frame on the working page of your layout in which you can associate a CorelCAD file.

Rotate Tool

When selected lets you rotate the selected object and/or change its center of rotation using the mouse.

Zoom In

Lets you magnify a portion of the screen.

Zoom Out

Zooms out by a factor of two or returns you to your previous viewpoint.

Zoom Actual Size

Shows your layout at its actual size.

Zoom to Selected

Magnifies or reduces your viewpoint so that the selected objects fit in the drawing window.

Zoom to All

Magnifies or reduces your viewpoint so that all objects in the layout fit in the drawing window.

Zoom to Page

Magnifies or reduces your viewpoint so that the entire drawing page fits in the drawing window.

Panning Tool

Lets you change your viewpoint on a layout by dragging it within the drawing window.

Line Tool

Lets you draw straight lines and connected straight lines by clicking and dragging the mouse. Double-click to end the line.

Holding the mouse button on the Line Tool in the toolbox opens a flyout menu from which you can select the Curve Tool or Freehand Tool.

Curve Tool

Lets you draw curves by clicking and dragging the mouse. The points at which you click become the curves vertexes. Double-click to end the curve.

Holding the mouse button on the Curve Tool in the toolbox opens a flyout menu from which you can select the Line Tool or Freehand Tool.

Freehand Tool

Lets you draw freehand lines and curves by dragging the mouse. Release the mouse button to end the line or curve.

Holding the mouse button on the Freehand Tool in the toolbox opens a flyout menu from which you can select the Line Tool or Curve Tool.

Rectangle Tool

Lets you draw rectangles and squares by clicking and dragging the mouse.

Ellipse Tool

Lets you draw ellipses and circles by clicking and dragging the mouse.

Polygon Tool

Lets you draw polygons and stars by clicking and dragging the mouse. Click Format, Polygon Settings to adjust the tool's performance.

Text Tool

Lets you type framed or unframed text directly into your layouts.

Hairline Outline

Sets the outline thickness to 0.2 points for the selected object.

Choose this tool with no objects selected to make the default line and outline thickness 0.2 points.

1 Point Outline

Sets the outline thickness to 1 point for the selected object.

Choose this tool with no objects selected to make the default line and outline thickness 1 point.

2 Point Outline

Sets the outline thickness to 2 points for the selected object.

Choose this tool with no objects selected to make the default line and outline thickness 2 points.

4 Point Outline

Sets the outline thickness to 4 points for the selected object.

Choose this tool with no objects selected to make the default line and outline thickness 4 points.

6 Point Outline

Sets the outline thickness to 6 points for the selected object.

Choose this tool with no objects selected to make the default line and outline thickness 6 points.

No help topic is available for this item.

Remove Outline

Removes outlines from the selected object.

No help topic is available for this item.

No help topic is available for this item.

Dotted Outline button

Applies a dotted outline to all selected lines and shape outlines. Click this button with no objects selected to make this the default line and outline style.

Dot-Dashed Outline button

Applies a dot-dashed pattern to all selected lines and shape outlines. Click this button with no objects selected to make this the default line and outline style.

Dot-Dash-Dashed Outline button

Applies a dot-dash-dashed pattern to all selected lines and shape outlines. Click this button with no objects selected to make this the default line and outline style.

No Fill

Removes the fill from the object, allowing objects to show through from behind it.

Solid Outline button

Applies a solid outline to all selected lines and shape outlines. Click this button with no objects selected to make this the default line and object outline style.

Pattern Fill

Opens the Shape Properties dialog box with controls visible for specifying pattern fills.

Fountain Fill

Opens the Shape Properties dialog box with controls visible for specifying fountain fills.

White Fill

Selects white for the fill color.

Choose this tool with no objects selected to make white the default fill color.

Black Fill

Selects black for the fill color.

Choose this tool with no objects selected to make black the default fill color.

Transparent Shadow button

Applies a transparent shadow to all selected objects. Click this button with no objects selected to apply a transparent shadow to all new objects by default.

Light Shadow button

Applies a gray shadow to all selected objects. Click this button with no objects selected to apply a light shadow to all new objects by default.

Black Shadow button

Applies a black shadow to all selected objects. Click this button with no objects selected to apply a black shadow to all new objects by default.

Fountain Filled Shadow button

Applies a fountain filled shadow to all selected objects. Click this button with no objects selected to apply a fountain filled shadow to all new objects by default.

No help topic is available for this item.

Decrease Text Size button

Makes selected text one font size smaller. The increment is based on sizes available for the current font.

Increase Text Size button

Makes selected text one font size larger. The increment is based on sizes available for the current font.

Bold button

Applies bold style to the selected text. If no text is selected, bold becomes the default text style.

Italic button

Applies italic style to the selected text. If no text is selected, italic becomes the default style.

Underline button

Applies an underline to the selected text. If no text is selected, underline becomes the default text style.

Left Justification button

Aligns text to the left text frame margin. You can apply left justification to framed text only.

Centered button

Aligns lines of text down an imaginary center line down the middle of the selected text frame. You can apply centering to framed text only.

Right Justification button

Aligns text to the right frame margin. You can apply right justification to framed text only.

Full Justification button

Aligns text so that it reaches both the right and left frame margins. You can apply full justification to framed text only.

Rotate Left button

Rotates the selected object 90 degrees counterclockwise.

Rotate Right button

Rotates the selected object 90 degrees clockwise.

Toolbox button

Displays and hides the Toolbox.

Rulers button

Displays and hides the horizontal and vertical rulers.

Color Palette button

Displays and hides the on-screen color palette.

Status Bar button

Displays and hides the Status Bar.

Standard Toolbar button

Displays and hides the Standard toolbar.

Text Toolbar button

Displays and hides the Text toolbar.

Zoom Toolbar button

Displays and hides the Zoom toolbar.

Arrangement Toolbar button

Displays and hides the Arrangement toolbar.

Save All button

Saves all open files. If you haven't saved a certain layout or template before, the Save As dialog box appears and prompts you to enter a name. If you're altering an existing file but want to keep the original version, use the Save As command.

Properties button

Opens the Document Information dialog box, which allows you to specify summary information and view statistics about the active layout.

Page Setup button

Opens the Page Setup dialog box, which allows you to set the page layout and miscellaneous object attributes.

Import button

Opens the Import dialog box, which allows you to add to the active layout using information from other programs or other FLOW layouts.

Export button

Opens the Export dialog box, which allows you to save the current layout in a format that other programs can use.

Options button

Opens the Options dialog box, which allows you to set your preferences regarding how Corel Print Space performs certain operations and displays objects on the screen. This dialog box also lets have FLOW automatically back up your work in the directory of your choice.

Toolbars button

Opens the Toolbars dialog box, which allows you to specify which toolbars are displayed as well as their size. This dialog box also lets you create new Toolbars to which you can add the buttons you want.

Select All button

Selects all objects in the current layout. Once selected, all operations you perform apply to all objects.

Delete button

Removes selected objects or text. Unlike the Cut command, the Delete command removes the selected objects or text without placing a copy on the Windows clipboard.

Duplicate button

Adds a copy of the selected objects or text to the current layout. The duplicate appears on top of and slightly offset from the original.

Hyperlink Browser button

Opens the Hyperlink Browser, which displays all the Hyperlinks in the current layout. You can use the controls on the Hyperlink Browser to view or remove Hyperlinked files.

Grid button

Displays or hides the grid. When the grid is displayed, this command has a check mark to its left.

Symbol button

Opens the Shape Properties dialog box, which provides controls for setting symbol attributes including fill, outline, shadows.

Line button

Opens the Outline tab on the Shape Properties dialog box. This tab provides controls for changing the appearance and behavior of lines and object outlines.

Text button

Opens the Text tab on the Shape Properties dialog box. This tab provides controls for changing text appearance and characteristics.

Polygon Settings button

Opens the Polygon Settings dialog box, which provides controls for changing the polygon and star attributes.

Grid and Ruler Setup button

Opens the Grid and Ruler Setup dialog box, which provides controls for changing the properties of the grid, ruler, and drawing scale.

Guidelines Setup button

Opens the Guidelines Setup dialog box, which provides controls for adding, deleting, and moving horizontal and vertical guidelines.

Position Dialog button

Opens the Position tab on the Transform dialog box. This tab provides controls for moving or positioning selected objects with precision.

Size Dialog button

Opens the Size tab on the Transform dialog box. This tab provides controls for stretching, scaling, and mirroring selected objects with precision.

Rotate Dialog button

Opens the Rotate tab on the Transform dialog box. This tab provides controls for rotating selected objects with precision. You'll also find controls for changing the object's center of rotation.

Weld button

Welds the selected objects. The new object takes on the outline, fill, and shadow attributes of the topmost selected object.

Intersect button

Intersects the selected objects. The new object takes on the outline, fill, and shadow attributes of the topmost selected object.

Trim button

Trims the topmost selected object. The new object maintains its outline, fill, and shadow attributes.

No help topic is available for this item.

Column Align button

Aligns selected objects' vertical center points with the vertical center of the selection box that surrounds them. This command is available only when you have two or more objects selected.

Row Align button

Aligns selected objects' horizontal center points vertical the horizontal center of the selection box that surrounds them. This command is available only when you have two or more objects selected.

In Front Of button

Lets you place the selected object in front of any object on the same layer. When activated, this command changes the mouse pointer to a horizontal arrow that you can use to choose the object in front of which you want to place the selected object.

Behind button

Lets you place the selected object behind any object on the same layer. When activated, this command changes the mouse pointer to a horizontal arrow that you can use to choose the object behind which you want to place the selected object.

Layers button

Opens the Layers dialog box, which provides controls for adding, deleting, and arranging layers as well as setting layer attributes.

Customize button

Opens the Customize dialog box, which allows you to customize Corel Print Space's appearance and the way it performs your commands. Use this command to customize the keyboard, menus, toolbars, and color palette.

Thesaurus button

Opens the Thesaurus dialog box, which allows you to replace the selected word with a synonym or antonym. This dialog box also provides definitions to help ensure accuracy and precision in layout text.

Type Assist button

Opens the Type Assist dialog box, which allows you to customize settings for correcting and formatting text automatically as you type.

Start Recording button

Use the Start Recording command to start recording your actions. You can record most keystrokes, mouse, toolbar, and menu actions. When you have finished performing the actions you want to record, choose Stop Recording. You can then use the Playback Recording command to replay your actions.

When you click Start Recording, the command is grayed until you click Stop Recording.

Playback Recording button

Use the Playback Recording command to replay the actions you recorded with the Start and Stop Recording commands. If no actions have been recorded during the current Corel Print Space session, the command is grayed.

Save Recording button

Opens the Save Recording dialog box that saves the current recording as a Corel SCRIPT. Once you save a recording as a script, you can edit it with the Corel SCRIPT Editor. When your recorded actions are saved as a script, they are translated into Corel SCRIPT application commands.

If you intend on using your recorded script often, you can assign it to the FLOW menu, toolbar or a keystroke.

If no actions have been recorded during the current Corel Print Space session, the command is grayed.

Stop Recording button

When you have finished performing the actions you want to record, click Stop Recording. You can then use the Playback Recording command to replay your actions.

The Stop Recording command is grayed until you click Start Recording.

Run Wizard / Script button

Opens the Run Script dialog box. Click the saved Corel SCRIPT script or wizard you want to execute. The default folder and drive are shown but you can execute a script or wizard from any drive or folder.

The script or wizard is executed from the active layout window.

Tip

— Remember that you can also assign a keystroke, add a menu item, or add a button to the toolbar to run a script or a wizard.

Corel SCRIPT Editor button

Opens the Corel SCRIPT Editor. The Corel Script Editor is a tool you use to create and edit Corel SCRIPT script files (or saved recordings).

Since script files are Windows text files, the Corel Script Editor works like a standard text editor, but also includes features to test, debug, and run script files. Corel SCRIPT script files do not contain a compiled binary component. Before a script is executed, it is compiled internally into a program file.

Note
— You can edit a recording until it has been first saved.
— The Corel SCRIPT Editor does not change the recording in memory when you edit a saved recording. You can still playback the original recording with the Playback Recording command.
— You can run a Corel SCRIPT script in your application using the Run Script command.

Refresh Window button

Clears the active window of any "debris" left over from editing and manipulating symbols, lines, and text.

Technical Support button

Opens Technical Support Help, which provides details on product support for Corel applications; including available support services, Import and Export filters information, error messages, and troubleshooting tips.

Color Setup command

Opens the color selector dialog box, where you can select and modify your color palettes.

No help topic is available for this item.

No help topic is available for this item.

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No help topic is available for this item.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

No help topic is available for this item.

Saves all the changes you have made without closing this dialog box.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

No help topic is available for this item.

Saves all the changes you have made without closing this dialog box.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

No help topic is available for this item.

Saves all the changes you have made without closing this dialog box.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

No help topic is available for this item.

Saves all the changes you have made without closing this dialog box.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

No help topic is available for this item.

Saves all the changes you have made without closing this dialog box.

Enable this check box to apply the current settings on all tabs to all new symbols, lines, and text.

Open command

Loads the layout template you select.

Close command

Closes the active layout or template. If you've made any changes since you last saved the file, Corel Print Space prompts you to save before closing.

Save command

Saves the active layout template using the file name displayed in the title bar. If you haven't saved the active work before, the Save As dialog box appears and prompts you to enter a file name. If you're altering an existing file but want to keep the original version, use the Save As command and specify a new file name.

Save As command

Opens the Save As dialog box, which allows you to save new work, a new version of an existing file, or an existing file using a new file name or location.

Print command

Opens the Print dialog box, which allows you to choose and set up a printer, change printing options, and print the current layout.

Palette Setup command

Opens the Palette Setup dialog box, which provides controls for creating colors and managing custom color palettes.

Queries the current printer for the page size and orientation and displays those dimensions in the Width and Height fields.

Tile Horizontally button

Displays all open windows and arranges them in horizontal rows.

Tile Vertically button

Displays all open windows and arranges them in vertical columns.

Color Setup command

Opens the color selector dialog box, where you can select and modify your color palettes.

No help topic is available for this item.

Enable this check box to have lines and other objects' connector pins snap to selected object's connector pin when drawn or dragged nearby.

Enable this button to have the selected object's connector pin act as a pivot point when the object is attached to another object.

Convert to Symbol command

Reverses the conversion of an object to a series of line or curve segments. Once you've made changes to the individual segments, you can use this command to reunite the segments as a single object.

Replace command

Opens the Replace dialog box, which searches for and replaces occurrences of the text you specify. You can search the entire layout or any number of individual text entries.

Tutorial command

Opens the Corel Print Space Tutorial.

Lets you specify the interval at which you want to distribute the objects.

No help topic is available for this item.

Corel Print Space Help Topics command

Displays the contents of the Corel Print Space help system, which provides easy access to descriptions and procedures that will help you learn how to use Corel Print Space to create high-quality layouts. The help system also provides a glossary of terms and a reference section with information on using CorelMEMO.

No help topic is available for this item.

Combine command

Joins the selected objects to create a single object.

Using Help command

Opens the Windows Help contents, which provides easy access to descriptions and procedures that will help you learn to use the Windows help system.

Paste button

Places a copy of the contents of the Windows clipboard at the center of the drawing page.

Links command

Lists all the links in the current file. This list includes internal links to other Corel Print Space files and external links to other Windows applications.

No help topic is available for this item.

Lets you specify a horizontal coordinate for the selected object's center of rotation. If the Relative Center check box is enabled, this number box lets you move the center of rotation by a specific horizontal distance.

Paste Special command

Places a copy of the contents of the Windows clipboard at the center of the drawing page. Unlike the Paste command, you can specify what format the information uses and even create a link to its source file,

About Corel Print Space command

Opens the About Corel Print Space window, which displays information about your copy of Corel Print Space and provides quick access to information about the current state of your computer system.

New From Template button

Creates and opens a new layout that uses the template of your choice as its base.

No help topic is available for this item.

No help topic is available for this item.

Insert New Object command

Opens the Insert New object dialog box, which lets you insert a linked or embedded object created using another program. You can also insert the contents of another file as an embedded or linked object.

No help topic is available for this item.

Cascade command

Arranges all open windows so that you can see each window's title bar. Minimized windows are arranged at the bottom of the Corel Print Space window.

Arrange Icons button

Arranges all currently minimized windows in the bottom left corner of the Corel Print Space window.

Lets you specify the interval at which you want to distribute the objects.

No help topic is available for this item.

Connect command

Draws connecting lines between the selected objects. If you select more than two objects, connections are made based on the drawing order－the order in which you added the objects to the layout.

Lets you set the percentage by which you want to scale the pattern horizontally. To use the pattern's original width, for example, you would type 100. To double the pattern's width, you would type 200.

New Window command

Opens a new window with the same contents as the active window. You can use this command to view layouts from different vantage points.

About Corel Print Space button

Opens the About Corel Print Space window, which displays information about your copy of Corel Print Space and provides quick access to information about the current state of your computer system.

Exit command

Ends the current Corel Print Space session. If you've made any changes since you last saved your work, Corel Print Space prompts you to save before exiting.

Corel Print Space Help Topics button

Displays the contents of the Corel Print Space help system, which provides easy access to descriptions and procedures that will help you learn how to use Corel Print Space to create high-quality layouts. The help system also provides a glossary of terms and a reference section with information on using CorelMEMO.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

Lets you set the percentage by which you want to scale the pattern vertically. To use the pattern's original height, for example, you would type 100. To double the pattern's height, you would type 200.

Send command

Lets you send drawings to other users by way of the Microsoft Exchange. The Inbox Setup Wizard will help you set up your mailbox so you can send and receive images through e-mail.

Font list box

Displays the names of the selected font. Click the downward arrow to see the list of available fonts.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

Tutorial button

Opens the Corel Print Space Tutorial.

No help topic is available for this item.

Save As button

Opens the Save As dialog box, which allows you to save new work, a new version of an existing file, or an existing file using a new file name or location.

No help topic is available for this item.

Aligns the selected objects to the center of the drawing page.

Convert to Curves command

Converts the selected object to a series of line or curve segments. You can manipulate, edit, and format each of these segments as a separate line.

Lets you set the percentage by which you want to scale the pattern vertically. To use the pattern's original height, for example, you would type 100. To double the pattern's height, you would type 200.

No help topic is available for this item.

No help topic is available for this item.

Insert New Object button

Opens the Insert New object dialog box, which lets you insert a linked or embedded object created using another program. You can also insert the contents of another file as an embedded or linked object.

Open button

Loads the layout or template you select.

Save button

Saves the active layout or template using the file name displayed in the title bar. If you haven't saved the active work before, the Save As dialog box appears and prompts you to enter a file name. If you're altering an existing file but want to keep the original version, use the Save As command and specify a new file name.

No help topic is available for this item.

No help topic is available for this item.

Cut command

Removes the selected object or text from the layout and places it on the Windows Clipboard. This command is only available when objects or text are selected.

Cascade button

Arranges all open windows so that you can see each window's title bar. Minimized windows are arranged at the bottom of the Corel Print Space window.

No help topic is available for this item.

Replace button

Opens the Replace dialog box, which searches for and replaces occurrences of the text you specify. You can search the entire layout or any number of individual text entries.

Paste Special button

Places a copy of the contents of the Windows clipboard at the center of the drawing page. Unlike the Paste command, you can specify what format the information uses and even create a link to its source file,

No help topic is available for this item.

Paste command

Places a copy of the contents of the Windows clipboard at the center of the drawing page.

Font Size list box

Displays the size of the selected font. Click the downward arrow to see the list of available sizes

Enable this button to remove the selected object's connector pin.

Displays the height of the selected paper style. When you modify this value, the paper style is automatically set to Custom.

Copy command

Places a copy of the selected object or text on the Windows Clipboard. This command is only available when objects or text are selected.

Find command

Opens the Find dialog box, which lets you search for occurrences of the text you specify. You can search the entire layout or any number of individual text entries.

Redo command

Restores the action just undone. The Redo command only becomes available immediately after you have used the Undo command. The name of the Redo command changes depending on the last action－for example, Redo Fill or Redo Rotate.

Undo command

Reverses the action you just performed. The name of the command depends on the action you performed most recently — for example, Undo Fill or Undo Rotate. If you can't undo an action, the Undo command appears as Can't Undo.

No help topic is available for this item.

No help topic is available for this item.

Print button

Prints the active layout using the default printer.

Break Apart command

Separates the selected combined object. This command is only available when a combined object is selected.

Send button

Lets you send drawings to other users by way of the Microsoft Exchange. The Inbox Setup Wizard will help you set up your mailbox so you can send and receive images through e-mail.

Help button

Opens a help topic for any toolbar button or menu command you click.

No help topic is available for this item.

New Template button

Creates and opens a new template.

Break Apart button

Separates the selected combined object. This command is only available when a combined object is selected.

New Window button

Opens a new window with the same contents as the active window. You can use this command to view layouts from different vantage points.

No help topic is available for this item.

Combine button

Joins the selected objects to create a single object.

Cut button

Removes the selected object or text from the layout and places it on the Windows Clipboard. This button is only available when objects or text are selected.

Copy button

Places a copy of the selected object or text on the Windows Clipboard. This button is only available when objects or text are selected.

Find button

Opens the Find dialog box, which lets you search for occurrences of the text you specify. You can search the entire layout or any number of individual text entries.

Redo button

Restores the action just undone. The Redo button only becomes available immediately after you have used the Undo button or menu command.

Undo button

Reverses the action you just performed. If you can't undo an action, the Undo button appears grayed out.

No help topic is available for this item.

Arrange Icons command

Arranges all currently minimized windows in the bottom left corner of the Corel Print Space window.

Autorouted Line Tool

Draws an Autorouted connecting line between the start and end points you specify.

Tile Horizontally command

Displays all open windows and arranges them in horizontal rows.

Tile Vertically command

Displays all open windows and arranges them in vertical columns.

Object command

Allows you to edit linked and embedded objects using the source program while remaining within the Corel Print Space window.

Connect button

Draws connecting lines between the selected objects. If you select more than two objects, connections are made based on the drawing order－the order in which you added the objects to the layout.

File list command

Opens the document. Click the number or name that corresponds to the document you want to open.

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Opens the document. Click the number or name that corresponds to the document you want to open.

File list command

Opens the document. Click the number or name that corresponds to the document you want to open.

Select By Properties button

Opens the Select by Properties dialog box, which searches for and selects objects based on criteria you specify.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

When enabled, aligns selected text with the bottom of the text frame or shape that contains it.

When enabled, aligns selected text with the center of the text frame or shape that contains it.

Lets you select the type of information you want to displayed in the selected shape or text frame. This list box is only enabled when the Field button is enabled.

When enabled, aligns selected text with the top of the text frame or shape that contains it.

Displays the current arrow Smart Library. This library provides the arrows that appear on arrow pickers in the Shape Properties dialog box. To change the arrow library, type a new file name in this box or click Browse and search for the library you want.

Displays the Open dialog box. You can use this dialog box to choose a new arrow Smart Library.

Displays the Open dialog box. You can use this dialog box to choose a new fill pattern Smart Library.

Displays the Open dialog box. You can use this dialog box to choose a new line pattern Smart Library.

Lets you specify the default unit of measurement.

Displays the current fill pattern Smart Library. This library provides the patterns that appear on fill pattern pickers in the Shape Properties dialog box. To change the pattern library, type a new file name in this box or click Browse to search for the library you want.

Displays the current line pattern Smart Library. This library provides the patterns that appear on line pattern pickers in the Shape Properties dialog box. To change the pattern library, type a new file name in this box or click Browse to search for the library you want.

When enabled, applies grid only to drawing page, not to the entire drawing window.

When enabled, places the pattern on top of the FlowLine outline.

Displays the date and time that the file was last opened.

When enabled, the file is an archived file. To change this characteristic, use the Windows Explorer to find the file, click the file's icon using the right mouse button, then click Properties.

Displays the date and time that the file was first saved.

When enabled, the file is a hidden file. To change this characteristic, use the Windows Explorer to find the file, click the file's icon using the right mouse button, then click Properties.

Displays the location of the file.

Displays the date and time that the file was last saved after being modified.

Displays the file name in a format that MS-DOS programs can use.

When enabled, the file is a Read Only file. To change this characteristic, use the Windows Explorer to find the file, click the file's icon using the right mouse button, then click Properties.

Displays the size of the file.

When enabled, the file is a system file. To change this characteristic, use the Windows Explorer to find the file, click the file's icon using the right mouse button, then click Properties.

Displays the file type.

Displays the file name in a format that MS-DOS programs can use.

No help topic is available for this item.

Deletes the custom property selected in the Properties box.

When enabled, links the selected custom property to a specific object in the current document. This check box is available only if you've defined specific contents in your file.

No help topic is available for this item.

If you want to assign a custom property to the current document, type the name of the property in this box.

Lists any custom properties you've created for the current file.

Lets you select the type of custom property assigned to the name displayed in the Name box.

Adds the current custom property to the document.

Lets you enter a value for the custom property. You must type a value that is compatible with the selection in the Type box. For example, if you've chosen text in the Type box, you must type text in this box.

When the Link To Content check box is enabled, the name of this box changes to Source. You can link the custom property to specific contents in the file by choosing a definition from this box.

No help topic is available for this item.

No help topic is available for this item.

Provides a space for you to enter the name of the author of the document. You can use this information to help you identify the document.

Provides a space for you to enter comments that identify the document. These comments appear in the Save As and Open dialog boxes.

Provides a space for you to enter a company name to help identify the document.

Provides a space for you to enter a category to help identify the document.

Provides a space for you to enter keywords that identify the document. These keywords appear in the Save As and Open dialog boxes.

Provides a space for you to enter a manager name to help identify the document.

Provides a space for you to enter a title for the document. This title can be different from the document's file name. You can use this information to help you identify the document.

When enabled, saves a picture of the first page of the file for previewing in the Open dialog box.

Provides a space for you to enter the subject of the document. You can use this information to help you identify the document.

Displays the template used to created the document.

Displays the date and time that the file was first saved.

Displays the date and time that the file was last opened.

Displays the date and time that the file was last saved after being modified.

Displays the date and time that the document was last printed.

Displays the number of times the document has been saved.

Displays the name of the person who last saved the document.

Displays statistics for the current document.

Displays the total minutes a document has been open for editing since it was created.

Lists the parts of the current document－for example, the names of objects in technical layout.

Rounded Corners button

Applies rounded corners to the selected line or object outline.

No help topic is available for this item.

Displays the contents of the project. Double-click a folder to display its contents or a file icon to open a file.

Opens the highlighted file.

Adds a new file to the current project.

Add command

Adds a new file to the current project.

Removes the highlighted file from the current project.

Remove command

Removes the highlighted file from the current project.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

No help topic is available for this item.

Conical Fountain Fill button

Applies a preset conical fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Linear Fountain Fill

Applies a preset linear fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Radial Fountain Fill button

Applies a preset radial fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Square Fountain Fill button

Applies a preset square fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Radial Fountain Fill button

Applies a preset radial fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Conical Fountain Fill button

Applies a preset conical fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Square Fountain Fill button

Applies a preset square fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Current Default Fill button

Applies the current default fill to all selected objects. You can create a default fill by clicking a color well on the color palette when no objects are selected or by using the controls on the Shape Properties dialog box.

Linear Fountain Fill

Applies a preset linear fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Autorouted Line Tool

Draws an Autorouted connecting line between the start and end points you specify.

Autorouted Line Tool

Draws an Autorouted connecting line between the start and end points you specify.

Current Default Fill button

Applies the current default fill to all selected objects. You can create a default fill by clicking a color well on the color palette when no objects are selected or by using the controls on the Shape Properties dialog box.

Dashed Outline button

Applies a dashed pattern to all selected lines and shape outlines. Click this button with no objects selected to make this the default line and outline style.

Dot-Dot-Dashed Outline button

Applies a dot-dot-dashed pattern to all selected lines and shape outlines. Click this button with no objects selected to make this the default line and outline style.

Dashed Outline button

Applies a dashed pattern to all selected lines and shape outlines. Click this button with no objects selected to make this the default line and outline style.

Dot-Dot-Dashed Outline button

Applies a dot-dot-dashed pattern to all selected lines and shape outlines. Click this button with no objects selected to make this the default line and outline style.

Drawing Window

You can draw anywhere in the Drawing Window, but if your Working page size is the same as the size of the page you're printing on, only portions of the drawing on the Printable page will appear when you print your drawing.

Title Bar

The title bar displays the name of the current window or toolbar. You can move toolbars or windows by dragging their title bars.

The icons found at the right end of a window title bar can be used to reduce the window to its smallest size, maximize it to full screen size, or close the window.

The icon on a toolbar can be used to close the toolbar. To re-open a toolbar you have closed, click View, Toolbars.

Desktop

The Corel Print Space desktop. Use the commands in the File menu to start a new layout, or open an existing one.

Color Palette

This is an on-screen color palette used for choosing outline and fill colors. You can display the color palette anywhere in the CorelDRAW window.

- To specify a fill color, click it with the left mouse button.
- To specify an outline color, click it with the right mouse button.
- Clicking the arrows at the ends of the palette with the left mouse button scrolls the colors one at a time.
- Clicking the arrows with the right mouse button scrolls a screen-width of colors.
- Clicking the up arrow with the left mouse button enlarges the color palette.
- Clicking the No Fill button at the left end of the palette removes the object's fill.

Toolbar

The toolbar contains icons you can click to quickly carry out common operations such as saving, printing, importing, exporting, and so on. You can also have Corel Print Space display Tooltips (short pop-up descriptions of the toolbar buttons) by enabling the Show Tooltips button in the Options dialog box.

To move a toolbar around the screen, drag it by the edges. To dock a toolbar at the borders of the screen, drag it to a border until its outline changes shape.

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To move a toolbar around the screen, drag it by the edges. To dock a toolbar at the borders of the screen, drag it to a border until its outline changes shape.

Flyout menu

Click this menu entry to get a flyout sub-menu.

Right mouse button menu

You can right-click anywhere on the screen and get context-sensitive shortcut menus. These menus contain the commands you would most often use in the areas you click.

Window List

A list of open windows. Click one of the entries to switch to a different window.

Radial Fountain Fill button

Applies a preset radial fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Conical Fountain Fill button

Applies a preset conical fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Square Fountain Fill button

Applies a preset square fountain fill to all selected objects. Click this button with no objects selected to make this the default fill.

Customizing keyboard shortcuts

Keyboard shortcuts give you quick access to the commands and tools you use most often. For example, pressing CTRL+S saves your work, just as clicking File, Save saves your work. By assigning keyboard shortcuts, you customize Corel Print Space so that it suits your working style.

In addition to assigning your own shortcuts, you can save and load keyboard shortcut configurations for use with particular projects or types of layouts. You can also edit and remove keyboard shortcuts or restore the shortcuts to the default configuration.

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

To assign a keyboard shortcut to a command

1. Click Tools, Customize.
2. Click the Keyboard tab.
3. In the Commands box, double-click the folder containing the command you want.
4. Click the command.
5. Click the Press New Shortcut Key box.
6. Press the keyboard shortcut you want to assign to the command. Press BACKSPACE if you need to make a correction.

   Your shortcut can use up to four layers of keystrokes. For example, you activate the key combination CTRL+ALT+1,2,3,4 by holding down CTRL and ALT, then pressing the 1,2,3, and 4 keys in succession.
7. Click Assign.

Tip
- To resolve accelerator conflicts automatically, enable the Go To Conflict On Assign check box.

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

To delete a shortcut

1. Click Tools, Customize.
2. Click the Keyboard tab.
3. In the Commands box, double-click the folder that contains the command you want to delete.
4. Click the command.
5. In the Current shortcut keys box, click the shortcut you want to remove.
6. Click Delete.

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{button ,AL(`shortcut_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To load a shortcut configuration

1. Click Tools, Customize.
2. Click the Keyboard tab.
3. Click Load.
4. Double-click the Accelerator File you want to load.

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

To save a shortcut key configuration

1. Click Tools, Customize.
2. Click the Keyboard tab.
3. Click Save As.
4. Click the Accelerator File in which you want to save your assignments.

    To overwrite the default shortcut settings, save your configuration using the filename CDRDEF.ACL. You can also use a new name (with the file extension .ACL) for a shortcut key configuration.
5. Click Save.

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

To restore the default keyboard shortcut configuration

1. Click Tools, Customize.
2. Click the Keyboard tab.
3. Click Reset All.

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

Customizing menus

Corel Print Space's customization tools let you adjust the menu bar and the menus it contains. For example, you can add commands to existing menus or add new menus to the menu bar. You can also remove menu commands or entire menus. Further, you can change the name or order of menus and the commands they provide to give you the easiest access to the functions you use most often.

Note
– When you customize menus and menu commands, the online Help topics associated with them do not change to reflect your changes.

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

To add a command to a menu

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Commands box, double-click the command category folder that contains the command you want to add.
4. Click the command.
5. In the Menu box, double-click the menu to which you want to add the command.
6. Click the command below which you want to add the new command.
7. Click Add.

_____

{button ,AL(`menu_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To remove a menu command

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, double-click the menu that contains the command you want to remove.
4. Click the command.
5. Click Remove.

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

To add a menu command separator

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, double-click the menu to which you want to add a separator.
4. Click the command below which you want to add the separator.
5. Click Separator.

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

To remove a menu command separator

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, double-click the menu that contains the separator you want to remove.
4. Click the command separator.
5. Click Remove.

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{button ,AL(`menu_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add a menu

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, click the menu below which you want to add the new menu.

   On the Corel Print Space window, the new menu will appear to the right of this menu.
4. Click Add Menu.
5. Type a name for the menu in the Menu box.

Tip

– You can specify a keyboard shortcut for any menu by typing an ampersand (&) before the letter you want to use as the shortcut key. Once you've specified a shortcut key, you can then open the menu by pressing ALT+KEY. For example, if you want to open the File menu by pressing ALT+E, type Fil&e. The underlined letter in any menu name indicates its accelerator key.

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

To remove a menu

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, click the menu you want to remove.
4. Click Remove.

Note

– You can also use this procedure to remove submenus.

{button ,AL(`menu_custom_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To move a command towards the top of a menu

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, double-click the menu or submenu that contains the command you want to move.
4. Click the command.
5. Click Move Up until the command occupies the position you want.

Note
— You can also use this procedure to move submenus towards the top of a menu.

{button ,AL(`menu_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move a command towards the bottom of a menu

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, double-click the menu or submenu that contains the command you want to move.
4. Click the command
5. Click Move Down until the command occupies the position you want.

Note
— You can also use this procedure to move submenus towards the bottom of a menu.

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{button ,AL(`menu_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move a menu left in the menu bar

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, click the menu you want to move.
4. Click Move Up until the menu occupies the position you want.

    By moving the menu up in this list, you move it left in the menu bar.

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

To move a menu right in the menu bar

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, click the menu you want to move.
4. Click Move Down until the menu occupies the position you want.

   By moving the menu down in this list, you move it right in the menu bar.

{button ,AL(`menu_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To rename a menu

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, click the menu you want to rename.
4. Click the menu's name tag.
5. Type the new name.

Tip

— You can specify a keyboard shortcut for any menu by typing an ampersand (&) before the letter you want to use as the shortcut key. Once you've specified a shortcut key, you can then open the menu by pressing ALT+KEY. For example, if you want to open the File menu by pressing ALT+E, type Fil&e. The underlined letter in any menu name indicates its accelerator key.

{button ,AL(`menu_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To rename a menu command

1. Click Tools, Customize.
2. Click the Menu tab.
3. In the Menu box, open the menu that contains the command you want to rename.

   To open a menu or submenu, double-click its icon or click once on the plus sign to its left.
4. Click the command.
5. Click the command's name tag.
6. Type the new name.

Tip
─   As with menus, you can specify a keyboard shortcut for any command by typing an ampersand (&) before the letter you want to use as the shortcut key. You can then activate the command by opening the menu and typing its accelerator key. For example, if you want to activate the Cut command by pressing C, type &Cut. The underlined letter in any command name indicates its accelerator key.

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{button ,AL(`menu_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Customizing toolbars

You have complete control over the placement and content of Corel Print Space's toolbars. With simple mouse actions, you can resize or move your toolbars anywhere inside the Corel Print Space main window. You can also add, remove, and rearrange toolbar controls (except the toolbox controls and flyouts), or create your own toolbars containing the controls you use most often.

You also have some control over Corel Print Space's toolbox and its flyouts. For example, you can move the toolbox, copy buttons to other toolbars, or drag copies of the flyouts to create floating or docked toolbars. In these ways, the toolbox and its flyouts function like other toolbars. Unlike other toolbars, however, you can't remove a button from the toolbox or its flyouts.

Note
─   When you customize toolbars and toolbar controls, the online Help topics associated with them do not change to reflect your changes.

{button ,AL(`custom_overviews;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add a button to a toolbar

1. Click Tools, Customize.
2. Click the Toolbar tab.
3. In the Command Categories box, click the folder that corresponds to the button you want to add.

   Corel Print Space displays the command category's collection of buttons.
4. Drag the button to the desired <u>toolbar</u>.

   To cancel the operation, click the right mouse button while you drag.

Note

— You can't add a button to the <u>toolbox</u> or to any of its <u>flyouts</u>.

Tips

— You can also move a button from one toolbar to another by holding ALT and dragging the button to its new position.

— You can also copy a button to another toolbar by holding down CTRL+ALT and dragging the button to its new position.

{button ,AL(`toolbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To remove a button from a toolbar

1. Click Tools, Customize.
2. Click the Toolbar tab.
3. Drag the button from its <u>toolbar</u> onto the drawing window.

   To cancel the operation, click the right mouse button while you drag.

Note
 — You can't remove a button from the <u>toolbox</u> or from any of its <u>flyouts</u>.

Tip
 — You can also remove a button by holding down ALT and dragging the button onto the drawing window.

{button ,AL(`toolbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add a new toolbar

1. Click View, Toolbars.
2. Click New.

   Corel Print Space adds a new <u>toolbar</u> at the end of the list.
3. Type a name for the new toolbar.

   You can now click Customize and begin adding command buttons to your new toolbar.

{button ,AL(`toolbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To delete a toolbar

1. Click View, Toolbars.
2. Click the name of the toolbar you want to delete.
3. Click Delete.

Note

— You can delete only custom toolbars. You can't delete a built-in toolbar.

{button ,AL(`toolbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move a toolbar

1. Point to the border of the <u>toolbar</u>.
2. Drag the toolbar to its new position.

   If you drag a toolbar onto the drawing window it becomes a floating toolbar.

Tips
- Try this procedure to move the <u>toolbox</u> or any of its flyouts.
- Double-click a toolbar's border to dock and undock it.

{button ,AL(`toolbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To resize a floating toolbar

1. Move the cursor to the edge of a floating <u>toolbar</u>.
2. Drag the edge until the toolbar is the correct size.

   To cancel resizing, click the right mouse button while you drag.

Note

— You can't resize a docked toolbar.

{button ,AL(`toolbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display an existing toolbar

1. Click View, Toolbars.
2. Enable the check box next to the underline toolbar you want to display.

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

To rename a toolbar

1. Click View, Toolbars.
2. Click the <u>toolbar</u> you want to rename.
3. Click the toolbar's name tag.
4. Type the new name.

{button ,AL(`toolbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move a toolbar button

1. Click Tools, Customize.
2. Drag the button to another <u>toolbar</u>, or to another spot on the same toolbar.

   To cancel the movement, click the right mouse button while you drag.

Tips

— You can also move a button by holding down ALT and dragging the button to its new position.
— You can also copy a button to another toolbar by holding down CTRL+ALT and dragging the button to its new position.

{button ,AL(`toolbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To restore the original configuration of a built-in toolbar

1. Click View, Toolbars.
2. Click the <u>toolbar</u> you want to reset.
3. Click Reset.

{button ,AL(`toolbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Customizing color palettes

As with many of Corel Print Space's other components, manipulating the on-screen color palette couldn't be easier. Using simple mouse actions like clicking and dragging, for example, you can display, hide, and move the on-screen palette. You can choose to dock the palette at the bottom, top, or side of the Corel Print Space window or drag it onto the drawing window to create a floating palette.

You can also create custom palettes for which you choose the contents, color, and arrangement. With custom palettes, you can also add colors you produce using Corel Print Space's powerful color building tools. Further, you can have Corel Print Space display color swatches in two- or three-dimensional wells, in small or large swatches, and in multiple rows (up to seven). You can also save and load your customizations so you can use them for specific projects or types of layouts. In short, you can adjust the palette and its colors to suit any way you want to work.

{button ,AL(`custom_overviews;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move the on-screen palette

1. Point to the palette's border.
2. Drag the palette to a new position.

   If you drag the palette onto the drawing window it becomes a floating palette.

Tip

— Double-click a floating palette's title bar to dock it.

{button ,AL(`palette_appearance_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To resize a floating palette

1. Point to one of the palette's edges.

   The cursor changes to a two-directional arrow.

2. Drag until the palette is the size you want.

Tip

— Increase the size of a floating palette to see more colors.

{button ,AL(`palette_appearance_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To display color swatches using three-dimensional color wells

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Enable the Use 3D Wells check box.

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

To display color swatches using two-dimensional color wells

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Disable the Use 3D Wells check box.

{button ,AL(`palette_appearance_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display large color swatches

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Enable the Large Swatches check box.

{button ,AL(`palette_appearance_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display small color swatches

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Disable the Large Swatches check box.

{button ,AL(`palette_appearance_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display the No Color well

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Enable the Show No Color Well check box.
   In the on-screen palette, the No Color well is represented by an "X".

Tip
−   Display the No Color well to gain quickest access to blank fills and outlines.

{button ,AL(`palette_appearance_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To hide the No Color well

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Disable the Show No Color Well check box.

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{button ,AL(`palette_appearance_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display more or fewer colors

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Increase or decrease the value in the Display Rows While Docked box.

Note
— You must set a value from one to seven.

Tips
— You can also view more colors by clicking the up arrow button at the end of the palette.
— You can also resize a floating toolbar to display more colors.

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

To delete a color

1. Click File, Color Setup.
2. If the palette you want isn't already displayed, click Palette Options, Open Palette.
3. Double-click the palette you want.
4. Click the color you want to delete.
5. Click Palette Options, Delete Color.

– You can also delete a palette color from the Corel Print Space window. Start by clicking the color you want to delete. Click the palette's border with the right mouse button, then click Delete Color.

{button ,AL(`palette_customize;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To rearrange the order of colors on the palette

1. Click File, Color Setup.
2. If the palette you want isn't already displayed, click Palette Options, Open Palette.
3. Double-click the palette you want.
4. Click the color you want to move.
5. Drag and drop it in a new location on the palette.
6. Repeat steps 4 and 5 until you have the palette arrangement you want.
7. Click Palette Options, Save Palette.

Tip

─   You can also rearrange the palette from the Corel Print Space window. Drag the color you want to move and drop it in a new location.

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

To change the right mouse button's palette-related function

1. Click Tools, Customize.
2. Click the Color Palette tab.
3. Enable the Display Pop-Up Menu button to have Corel Print Space display a pop-up menu when you click the palette with the right mouse button.

   Enable the Set Outline Color button to be able to change outline colors by clicking a color swatch with the right mouse button.

Tip
— If you enable the Set Outline Color button, you can still view the palette's pop-up menu using the right mouse button. Try holding the right mouse button on a color swatch or clicking the right mouse button anywhere on the palette's border.

{button ,AL(`palette_customize;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display a different palette

1. Click View, Color Palette.
2. Click the palette you want to display.

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{button ,AL(`palette_customize;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To save a custom palette

1. In the Color Selector dialog box, click Palette Options, Save.
2. If you haven't saved the custom palette before, type the file name you want.

   You must use the .PAL file name extension.
3. Click Save.

Tips

‒ You can also save changes you make to a custom palette from the Corel Print Space window. Click the palette's border with the right mouse button, then click Save.

‒ Click File, Color Setup to open the Color Selector dialog box.

{button ,AL(`palette_customize;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To save a palette using a new file name

1. In the Color Selector dialog box, click Palette Options, Save As.
2. Type a new file name. You must use the .PAL file name extension.

   By default, Corel Print Space saves all palette configurations in the same directory. You can use the controls on the Save Palette As dialog box to specify a different directory.
3. Click Save.

Tips

― You can also save a custom palette to another file from the from the Corel Print Space window. Click the palette's border with the right mouse button, then click Save As.

― Click File, Color Setup to open the Color Selector dialog box.

{button ,AL(`palette_customize;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To create a new custom palette

1. Click File, Color Setup.
2. Click Palette Options, New Palette.
3. Type a file name for the new palette. You must use the .PAL file name extension.
4. Click Save.

   Corel Print Space automatically displays the new palette. This palette appears blank except for the No Color well. Click File, Color Setup to begin adding colors.

Tip

‒   You can also create a new custom palette from the Corel Print Space window. Click the existing palette's border with the right mouse button, then click New.

{button ,AL(`palette_customize;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To open a custom palette

1. Click File, Color Setup.
2. Click Palette Options, Open Palette.
3. Double-click the name of the palette you want to open.

Tip

— You can also open a custom palette from the from the Corel Print Space window. Click the palette's border with the right mouse button, then click Open.

{button ,AL(`palette_customize;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

—

Creating and selecting custom colors

Corel Print Space provides powerful controls that let you create custom colors for use in your custom palettes and layouts. These controls allow for interactive color creation based on three simple color creation principles—color models, matching palettes, and mixers.

Color model controls let you select colors from eight basic color models—RGB, CMY, CMYK, CMYK255, HSB, HLS, YIQ, and Grayscale. For each model, you can choose to select colors by dragging visual selector controls or by specifying exact numerical values.

Matching palettes let you select from a spectrum-wide range of uniform colors. These colors conform to the RGB color model. You can select matching palette colors by clicking the mouse or by conducting a color name search.

Mixers provide two ways to create custom colors. Color blending allows you to combine the qualities of four colors to produce a range of intermediate colors. You can use the mouse to select any of the intermediate colors and adjust them as required by specifying exact numerical values.

Color mixing also allows you to combine the qualities of multiple colors. The Mixing Area resembles an artist's palette on which you apply and mix colors using a brush-like tool. While the Color Blend is limited to four colors in the blend, the Mixing Area is unlimited in the number of colors you can use.

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

To create a color using a color model

1. Click File, Color Setup.
2. Enable the Color Models button.
3. Choose a color model from the Model list box to display the visual selectors for that model.

   You'll find the Visual Selector above the Color Options button.
4. Drag the markers in the Visual Selectors to edit the color. Depending on the color model you use, these markers appear as unfilled squares, rectangles, or circles.

   You can also set a color precisely using the boxes provided with each color model. These boxes appear to the right of the Model list box.

Tips
− To add this color to the current palette, click Color Options, Add Color to Palette
− The color that you choose is shown in the New Color swatch. In addition to adding this color to the custom palette, you can use it directly in both the Mixing Area and in your layout.
− To make the New Color the Reference Color, click the Update Reference Color button.

{button ,AL(`color_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To create a color using the Color Blend mixer

1. Click File, Color Setup.
2. Enable the Mixers button.
3. Choose Color Blend from the Mode list box.
4. Click a <u>color picker</u> at one of the corners of the blend grid, then click a color on the palette that pops up.
5. Repeat step 4 for each color picker.
6. Click Auto-Blend.
7. Click a color in the blend grid.

Note
— You can also define a color by typing values in the <u>color component boxes</u>.

Tips
— Click Color Options, Add Color to Palette to add this color to the current palette.
— To make the New Color the Reference Color, click the <u>Update Reference Color button</u>.
— Click Color Options, Grid Size to change the density of the Color Blend grid.

{button ,AL(`color_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To create a color in the Mixing Area

1. Click File, Color Setup.
2. Choose a color from any of the color models, the color blend, the custom palette, or the Mixing Area.
3. Enable the Mixers button.
4. Choose Mixing Area from the Mode list box.
5. Type a percentage value in the Blend box (or adjust the value using the slider).
   Use a high value if you want to build up colors gradually. Use a low value if you want to lay down a saturated base.
6. Click the <u>Paint Brush button</u>, then click inside the Mixing Area to apply the color.
7. Select another color and repeat steps 5 and 6 (if desired) to create the color you want.
8. Click the <u>Eye Dropper button</u> and click the desired color.
   The color you create appears in the New Color swatch.

Note
‒   You can also define a color by typing values in the <u>color component boxes</u>.

Tips
‒   Use the custom palette to collect from the color models or the color matching palettes; you then use those colors in the mix. You can also open different custom palettes while you mix colors.
‒   Click Color Options, Add Color to Palette to add this color to the current palette.
‒   To make the New Color the Reference Color, click the <u>Update Reference Color button</u>.

{button ,AL(`color_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To select a color from a color matching palette

1. Click File, Color Setup.
2. Enable the Palettes button.
3. Choose the palette you want using the Type list box.
4. Click the scroll bar to display different areas of the palette.
5. Click the color you want to put the color in the New Color swatch.

Note

— The color components used to define the color depends on the palette and not the layout.

Tips

— Click Color Options, Add Color to Palette to add this color to the current palette.

— To make the New Color the Reference Color, click the Update Reference Color button.

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

To see the names of palette colors

1. In the Color Selector dialog box, enable the Palettes button.
2. Choose a palette from the Type list box.
3. Click Color Options.
4. Enable the Show Color Names command.

    When enabled, a check mark appears to the left of the command.

Tips

— To show palette color swatches only, click the Color Options button and disable the Show Color Names command.
— Click File, Color Setup to open the Color Selector dialog box.

{button ,AL(`color_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To search for a palette color by name

1. In the Color Selector dialog box, enable the Palettes button.
2. Choose a palette from the Type list box.
3. Type the name of the color in the Search box.

Tips

— Color names consist of two parts: the palette name and the color name or code. You can reduce typing by using only the color name or code.

— You can search by color name when either the color names or color swatches are displayed.

— Click File, Color Setup to open the Color Selector dialog box.

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

To change the color model used for blending colors

1. In the Color Selector dialog box, enable the Mixers button.
2. Choose Color Blend from the Mode list box.
3. Click Color Options, Color Model.
4. Click the color model you want.

Note

‒ When you choose a different color model, Corel Print Space maps the colors in all color buttons to their corresponding colors. If the Auto-Blend button is depressed, Corel Print Space also automatically blends the colors.

Tip

‒ Click File, Color Setup to open the Color Selector dialog box.

{button ,AL(`color_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the size and type of brush used in the Mixing Area

1. In the Color Selector dialog box, enable the Mixers button.
2. Choose Mixing Area from the Mode list box.
3. Click Color Options, Brush Size.
4. Click the brush size you want.

Note
— You can choose a small, medium, or large brush.

Tips
— Click Color Options, Clear Bitmap to clear the Mixing Area.
— Click File, Color Setup to open the Color Selector dialog box.

{button ,AL(`color_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the color model used in the Mixing Area

1. In the Color Selector dialog box, enable the Mixers button.
2. Choose Mixing Area from the Mode list box.
3. Click Color Options, Color Model.
4. Click the color model you want.

Tips
- If you're creating a library of Mixing Areas, you can organize them according to the color model you use to create them.
- Click Color Options, Clear Bitmap to clear the Mixing Area.
- Click File, Color Setup to open the Color Selector dialog box.

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

To save the contents of the color Mixing Area

1. In the Color Selector dialog box, enable the Mixers button.
2. Choose Mixing Area from the Mode list box.
3. Click Color Options, Save Bitmap.
4. Type a filename in the File name field.
   If you're saving to an existing file, double-click the file name.

Tips
— By using the Save Bitmap and Load Bitmap menu options, you can create Mixing Areas for specific applications or projects, and save them to a library of Mixing Areas that you use in the Color dialog box.
— Click File, Color Setup to open the Color Selector dialog box.

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{button ,AL(`color_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To load a color mix

1. Click File, Color Setup.
2. Enable the Mixers button.
3. Choose Mixing Area from the Mode list box.
4. Click Color Options, Load Bitmap.
5. Double-click the file you want.

Note
— If you haven't saved the current Mixing Area, you will lose any changes you made when the new Mixing Area opens.

Tips
— By using the Save Bitmap and Load Bitmap menu options, you can create Mixing Areas for specific applications or projects and save them to a library of Mixing Areas.
— Click Color Options, Clear Bitmap to clear the Mixing Area.

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

To clear the Mixing Area

1. In the Color Selector dialog box, enable the Mixers button.
2. Choose Mixing Area from the Mode list box.
3. Click Color Options, Clear Bitmap.

Note

—   If you have not saved the current Mixing Area, you will lose any changes you made when the new Mixing Area opens.

{button ,AL(`color_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add a color to a custom palette

1. Click File, Color Setup.
2. Use the controls provided to create the color you want.
3. Type a name for the color.
4. Click Color Options, Add Color to Palette.
5. Click Palette Options, Save Palette.

Tip

— You do not have to name a color to add it to the custom palette. If you do name a color, however, the name must be unique.

Note

— When you add a color from one of the color matching palettes, the color name is also used in the custom palette.

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

To rename a color

1. Click File, Color Setup.
2. Click the color in the custom palette.
3. Type a name for the color in the Name box.
4. Click Palette Options, Save Palette.

{button ,AL(`color_proc;;',0,"Defaultoverview",)} <u>Related Topics</u>

To swap the Reference and New Colors

– In the Color Selector dialog box, click Swap Color.

{button ,AL(`color_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display the color palette

1. Click View, Color Palette.

2. Click Custom Colors or Uniform Colors.

{button ,AL(`;palette_customize;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To hide the color palette

1. Click View, Color Palette.

2. Click None.

{button ,AL(`palette_customize;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display the status bar

1. Click View.
2. Enable the Status Bar command.
   When enabled, the Status Bar command has a check box to its left.

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

To hide the status bar

1. Click View.
2. Disable the Status Bar command.

   When enabled, the Status Bar command has a check box to its left.

{button ,AL(`statusbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To enable Tooltips

1. Click Tools, Options.
2. Click the General tab.
3. Enable the Show Tooltips check box.
4. Click Apply.

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{button ,AL(`popup_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To disable Tooltips

1. Click Tools, Options.
2. Click the General tab.
3. Disable the Pop-Up Help check box.
4. Click Apply.

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

To enable automatic panning

1. Click Tools, Options.
2. Click the General tab.
3. Enable the Auto-panning check box.
4. Click Apply.

Note
−　　　When enabled, Auto-panning forces the Corel Print Space window to scroll as you perform actions in which you drag outside the visible portion of the drawing window.

{button ,AL(`view_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To disable automatic panning

1. Click Tools, Options.
2. Click the General tab.
3. Enable the Auto-panning check box.
4. Click Apply.

Note
–   When enabled, Auto-panning forces the Corel Print Space window to scroll as you perform actions in which you drag outside the visible portion of the drawing window.

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

To set Corel Print Space's start-up mode

1. Click Tools, Options.
2. Click the General tab.
3. Choose a start-up mode from the On start-up list box.
4. Click Apply.

{button ,AL(`preferences_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To have Corel Print Space notify you when you set a tool default

1. Click Tools, Options.
2. Click the General tab.
3. Enable the Notify when setting tool default check box.
4. Click Apply.

{button ,AL(`preferences_proc;;;;;',0,"Defaultoverview",)} **Related Topics**

To specify how objects will appear during manipulation

1. Click Tools, Options.
2. Click the Objects tab.
3. Enable the Display as Bounding Box, or Display as Wireframe button.
4. Click Apply.

   During manipulation with the mouse, objects appear in the format you selected.

{button ,AL(`preferences_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set the default unit

1. Click File, Page Setup.
2. Click the Options tab.
3. Choose a unit from the Default Units list box.
4. Click Apply.

Note
— The settings you make apply to the current layout only.

{button ,AL(`ruler_proc;grid_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set the nudge increment

1. Click Tools, Options.
2. Click the Objects tab.
3. Specify the nudge increment in the Nudge box.
4. Click Apply.

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

To change the duplicate offset increment

1. Click Tools, Options.
2. Click the Objects tab.
3. Specify values in the Horizontal and Vertical number boxes to indicate how you want Corel Print Space to offset duplicates.
   For example, if you want Corel Print Space to place duplicates 1 unit up and two units to the left, type 1 in the Vertical box and -2 in the Horizontal box.
4. Click Apply.

Tip

– To see the effect of your settings, select an object and click Edit, Duplicate.

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

To set the default working folder

1. Click Tools, Options.
2. Click the General tab.
3. To have Corel Print Space open the last folder used when you save or open a file, enable the Remember Last Folder Used button.
   To have Corel Print Space open its default folder when you save or open a file, enable the Use default folder all the time.

{button ,AL(`file_save_proc;file_open_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To lock an attribute

1. Using the right mouse button, click the control you used to set the attribute.

   If you want to lock a number box control, you must click its text label.

2. Click Toggle Lock.

   For example, to prevent changes to the Number of Points setting on the Polygon tab, click the Number of Points box with the right mouse button, then click Toggle Lock.

   Notes
   —   You can't change a locked attribute until you unlock it.
   —   The mouse pointer changes to a lock icon when you point to a locked attribute control.

{button ,AL(`lock_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To unlock an attribute

1. Using the right mouse button, clicked the locked attribute control.

   If you want to unlock a number box control, you must click its text label.
2. Click Toggle Lock.

Notes
— You can't change this attribute until you unlock it.
— The mouse pointer changes to a lock icon when you point to a locked attribute control.

{button ,AL(`lock_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the units displayed with a number box

1. Using the right mouse button, click inside the number box.
2. Click Units, then click the unit you want.

{button ,AL(`lock_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

—

Customizing the status bar

The status bar gives you constant, up-to-date information about your layout. You can customize its position, appearance, and content so that you have easy access to the information you require to work most efficiently.

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

To move the status bar

‒ Click the <u>status bar</u> with the right mouse button, then click Place at Top or Place at Bottom.

Note

‒ You can also drag the status bar to the top or bottom of the window.

{button ,AL(`statusbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To change the number of status bar display regions

1. Click the <u>status bar</u> with the right mouse button, then click Number of regions.
2. Click the number of regions you want displayed.

Tip
— You can have up to six regions displaying different information.

{button ,AL(`statusbar_custom_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change what the status bar displays

1. Point to the <u>status bar</u> display region you want to change.
2. Click the right mouse button, then click Show.
3. Click the type of information you want to display.

Tip
—   To leave a region blank, click None.

_____

{button ,AL(`statusbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To resize the status bar

– Click the <u>status bar</u> with the right mouse button, then click Large Status Bar or Small Status Bar.

{button ,AL(`statusbar_custom_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

Distributing objects

Corel Print Space's object distribution controls help meet the need for even spacing. These controls allow you to arrange objects so that their left, right, top, or bottom edges are separated by equal intervals. You can also use these tools to distribute objects so that they sit an equal distance apart. In all cases, you can specify an exact distribution interval or have Corel Print Space distribute the objects automatically.

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

To distribute objects horizontally

1. Select the objects.
2. Click Arrange, Align and Distribute.
3. Click the Distribute tab.
4. Enable the Left, Center, Spacing, or Right check box (found over the preview box) to indicate how you want to distribute the objects.

   For example, if you want to distribute the objects so that their left edges are evenly spaced, enable the Left check box. If you enable the Spacing check box, Corel Print Space distributes the objects so that there is equal horizontal distance between them.

Note
— By default, Corel Print Space distributes the objects within the <u>selection box</u> that surrounds them. To distribute objects at a specific interval, enable the Specific Interval check box and specify an interval and unit using the Interval boxes.

Tip
— Watch the preview box to see how your settings will affect the objects.

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{button ,AL(`distribute_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To distribute objects vertically

1. Select the objects.
2. Click Arrange, Align and Distribute.
3. Click the Distribute tab.
4. Enable the Top, Center, Spacing, or Bottom check box (found beside the preview box) to indicate how you want to distribute the objects.

   For example, if you want to distribute the objects so that their bottom edges are evenly spaced, enable the Bottom check box. If you enable the Spacing check box, Corel Print Space distributes the objects so that there is equal vertical distance between them.

Note

– By default, Corel Print Space distributes the objects within the <u>selection box</u> that surrounds them. To distribute objects at a specific interval, enable the Specific Interval check box and specify an interval and unit using the Interval boxes.

Tip

– Watch the preview box to see how your settings will affect the objects.

{button ,AL(`distribute_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To distribute objects horizontally and vertically

1. Select the objects.
2. Click Arrange, Align and Distribute.
3. Click the Distribute tab.
4. Enable the Top, Center, Spacing, or Bottom check box (found beside the preview box) to indicate how you want to distribute the objects vertically.
5. Enable the Left, Center, Spacing, or Right check box (found over the preview box) to indicate how you want to distribute the objects horizontally.

   For example, if you want to distribute the objects so that their bottom right corners are evenly spaced, enable the Bottom and Right check boxes. If you enable the Spacing check box, Corel Print Space distributes the objects so that there is equal distance between them.

   Note
   ‒ By default, Corel Print Space distributes the objects within the <u>selection box</u> that surrounds them. To distribute objects at a specific interval, enable the Specific Interval check box and specify an interval and unit using the Interval boxes.

   Tip
   ‒ Watch the preview box to see how your settings will affect the objects.

{button ,AL(`distribute_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Drawing shapes and lines

Corel Print Space provides a versatile set of tools that you can use to draw objects of virtually any shape. The Freehand, Line, and Curve tools, for example, let you draw anything from lines and curves to your signature. The Rectangle, Ellipse, and Polygon tools, on the other hand, let you draw regular shapes. For example, you can create a circle with the Ellipse tool or a five-pointed star with the Polygon tool.

Although Corel Print Space's drawing tools let you draw a wide variety of objects, you need learn only one set of basic skills to use all the tools. In each case, you start by clicking the tool's button in the toolbox. Once you select the tool you want, you position the mouse where you want to start drawing the object. You then use a combination of simple mouse actions to draw the shape you want.

{button ,AL(`select_overview;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To draw a rectangle

1. Choose the <u>Rectangle tool</u> from the <u>Shape flyout</u>.
2. Position the mouse pointer where you want a corner of the rectangle.
3. Hold down the left mouse button.
4. Drag the mouse diagonally until the rectangle is the size you want.
5. Release the mouse button.

Tips

— Hold down SHIFT to draw the rectangle from the center outward.
— Enable the Snap to Grid command and zoom in to draw more precisely.

{button ,AL(`draw_square;smartlib_add_symbol;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To draw a square

1. Choose the <u>Rectangle tool</u> from the <u>Shape flyout</u>.
2. Position the mouse pointer where you want a corner of the square.
3. Hold down CTRL and the left mouse button.
4. Drag the mouse diagonally until the square is the size you want.
5. Release the mouse button, then release CTRL.

Note
— The CTRL key constrains the movement of the mouse so that you draw a square.

Tips
— Hold down CTRL+SHIFT to draw the square from the center outward.
— Enable the Snap to Grid command and zoom in to draw more precisely.

{button ,AL(`draw_rectangle;smartlib_add_symbol;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To draw an ellipse

1. Choose the <u>Ellipse tool</u> from the <u>Shape flyout</u>.
2. Position the mouse pointer where you want a corner of the ellipse's <u>selection box</u>.
3. Hold down the left mouse button.
3. Drag the mouse horizontally until the ellipse has the dimensions you want.
5. Release the mouse button.

Tips
—   Hold down SHIFT to draw the ellipse from the center outward.
—   Enable the Snap to Grid command and zoom in to draw more precisely.

{button ,AL(`draw_circle;smartlib_add_symbol;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To draw a circle

1. Choose the <u>Ellipse tool</u> from the <u>Shape flyout</u>.
2. Position the mouse pointer where you want a corner of the circle's <u>selection box</u>.
3. Hold down CTRL and the left mouse button.
4. Drag the mouse diagonally until the circle has the dimensions you want.
5. Release the mouse button, then release CTRL.

Note

— The CTRL key constrains the movement of the mouse so that you draw a circle.

Tips

— Hold down CTRL+SHIFT to draw the circle from the center outward.
— Enable the Snap to Grid command and zoom in to draw more precisely.

{button ,AL(`draw_ellipse;smartlib_add_symbol;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To draw a polygon

1. Click the Polygon tool from the Shape flyout.
2. Position the mouse pointer where you want a corner of the polygon's selection box.
3. Hold down the left mouse button.
4. Drag the mouse diagonally until the polygon has the dimensions you want.
5. Release the mouse button.

Tips

—   Click Format, Polygon to access controls that let you change polygon properties. For example, you can set the Polygon tool so that it draws stars.

—   Hold down SHIFT to draw the polygon from a the center outward.

—   Enable the Snap to Grid command and zoom in to draw more precisely.

{button ,AL(`;smartlib_add_symbol;set_polygon_props;;',0,"Defaultoverview",)} Related Topics

To change the shape of a polygon

1. Select the polygon you want to edit.
2. Click Format, Polygon.
3. Click the Polygon tab.
4. Enable the Polygon or Star button.
5. Specify the number of points you want.

Tips

— Watch the preview box to see how your settings will affect the polygon's appearance.

— Enable the Make Default check box to use these settings for each new polygon you draw. You can also make default settings by deselecting all objects before you click Format, Polygon.

{button ,AL(`draw_polygon;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To draw a freehand curve

1. Click the Freehand tool from the Line flyout.
2. Position the mouse pointer where you want to start drawing the curve.
3. Hold down the left mouse button.
4. Drag the mouse along the curve you want.
5. Release the mouse button.

Tip
— Enable the Snap to Grid command and zoom in to draw more precisely.

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{button ,AL(`draw_bezier_curve;draw_closedpath_freehand;smartlib_add_symbol;;',0,"Defaultoverview",)} Related Topics

To draw a curve

1. Choose the <u>Curve tool</u> from the <u>Line flyout</u>.
2. Click where you want to place the curve's start point.
3. Drag the mouse and click to add additional control points.
   Control points act as vertexes that control the shape of the curve.
4. Double-click where you want to end the curve.

Tips
— Hold down SHIFT while you drag to constrain the mouse to horizontal and vertical movement only.
— Enable the Snap to Grid command and zoom in to draw more precisely.

{button ,AL(`draw_freehand_curve;draw_closedpath_bezier;draw_connected_curves;smartlib_add_symbol;;',0,"Default overview",)} Related <u>Topics</u>

To draw a straight line

1. Choose the <u>Line tool</u> from the <u>Line flyout</u>.
2. Click where you want the line to begin.
3. Double-click where you want the line to end.

Tips
- Hold down SHIFT while you drag to constrain the mouse to horizontal and vertical movement only.
- Enable the Snap to Grid command and zoom in to draw more precisely.

{button ,AL(`;draw_connected_line;;draw_closedpath_freehand;smartlib_add_symbol;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To draw connected straight lines

1. Choose the <u>Line tool</u> from the <u>Line flyout</u>.
2. Click where you want the start of the first line segment.
3. Click where you want the segment to end.

   This, of course, is the start of the next line segment.
4. Click where you want the next line segment to end.
5. Repeat step 4 to add additional segments.
6. Double-click where you want the line to end.

Tips

− Hold down SHIFT while you drag to constrain the mouse to horizontal and vertical movement only.

− Enable the Snap to Grid command and zoom in to draw more precisely.

{button ,AL(`;draw_straight_line;draw_closedpath_freehand;smartlib_add_symbol;',0,"Defaultoverview",)} <u>Related Topics</u>

To draw connected curves

1. Choose the <u>Freehand</u> or <u>Curve tool</u> from the <u>Line flyout</u>.
2. Position the mouse pointer over the endpoint of the existing curve.
3. Draw the curve you want.

Tips
— Hold down SHIFT while you drag to constrain the mouse to horizontal and vertical movement only.
— Enable the Snap to Grid command and zoom in to draw more precisely.

{button ,AL(`draw_bezier_curve;draw_freehand_curve;draw_closedpath_freehand;smartlib_add_symbol;',0,"Defaultove rview",)} <u>Related Topics</u>

To draw a closed path with the Curve tool

1. Choose the <u>Curve tool</u> from the <u>Line flyout</u>.
2. Draw a series of connected curves.
3. Double-click the start point of the original segment to close the shape.

Tips
— You can also draw a closed shape with the <u>Freehand tool</u>.
— Enable the Snap to Grid command and zoom in to draw more precisely.
— To make joining start and end points easier, increase the AutoJoin sensitivity level using the control on the Options dialog box.

{button ,AL(`draw _curve;draw_connected_curves;smartlib_add_symbol;;',0,"Defaultoverview",)} <u>Related Topics</u>

To draw a closed freehand path

1. Choose the <u>Freehand tool</u> from the <u>Line flyout</u>.
2. Draw a freehand curve.
3. Join the endpoint and start point to close the shape.

Tips
—   Enable the Snap to Grid command and zoom in to draw more precisely.
—   To make joining start and end points easier, increase the AutoJoin sensitivity level using the control on the Options dialog box.

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{button ,AL(`;draw_freehand_curve;draw_connected_line;draw_straight_line;smartlib_add_symbol;',0,"Defaultoverview ",)} <u>Related Topics</u>

To draw a closed straight-line path

1. Choose the <u>Line tool</u> from the <u>Line flyout</u>.
2. Draw a series of connected straight lines.
3. Double-click the line's start point to close the path.

Tips
— 　　　Enable the Snap to Grid command and zoom in to draw more precisely.
— 　　　To make joining start and end points easier, increase the AutoJoin sensitivity level using the control on the Options dialog box.

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{button ,AL(`draw_straight_line;draw_connected_line;smartlib_add_symbol;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To view general file information

1. Click File, Properties.
2. Click the General tab.

Note
—   To change file attributes, find the file using Windows Explorer, click the file icon with the right mouse button, then edit the attributes as required.

{button ,AL(`fileinfo_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To view file summary information

1. Click File, Properties.
2. Click the Summary tab.

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{button ,AL(`fileinfo_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To view file statistics

1. Click File, Properties.
2. Click the Statistics tab.

{button ,AL(`fileinfo_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To view custom file properties

1. Click File, Properties.
2. Click the Custom tab.

{button ,AL(`fileinfo_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To enter file summary information

1. Click File, Properties.
2. Click the Summary tab.
3. Use the boxes provided to specify summary information about the current file.

Note
— When you save the file, Corel Print Space also saves the information you specify in this dialog box.

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{button ,AL(`fileinfo_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To enter custom file properties

1. Click File, Properties.
2. Click the Custom tab.
3. In the Name box, type a name for the custom property.
4. In the Type box, choose the type of property you want.
5. In the Value box, type a value for the property.
6. Click Add.

Note

– The value you type must correspond to the selection in the Type box. For example, if you chose Text in the type box, you must type text in the Value box. If the value doesn't match the selection in the Type box, it is stored as text.

{button ,AL(`fileinfo_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Filling objects

Corel Print Space lets you change the appearance of any shape by using any of several fill types. By filling an object, you apply colors or patterns to the area inside its borders. If you leave an object without a fill or remove its fill, it appears transparent.

Uniform fills are Corel Print Space's most basic fills. When you apply a uniform fill, you give an object a solid color. With pattern fills, on the other hand, you fill an object with a pattern created by <u>tiling</u> a basic item or element. The effect is like that you create when you apply wallpaper to a wall. You can use Corel Print Space's built-in patterns or create your own custom patterns.

Fountain fills are Corel Print Space's most complex fills, displaying a progression between two colors following a linear, radial, conical, or square path. You can customize fountain fills by changing their orientation, intermediate colors, and center points. You can also adjust the edge pad－how much of the fill is taken up by the progression's start and end colors.
In all cases, you can apply fills to specific objects or set defaults so that every object you draw has the same fill.

{button ,AL(`symbol_shadow_overview;symbol_overview;color_overview;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To apply a uniform fill

1. Select the object you want to fill.
2. Click Format, Symbol.
3. Click the Fill tab.
4. Click the Uniform Fill button.
5. Choose a fill color from the color palette provided or click Edit and create a custom color.

Tips
— Enable the Set As Default check box to apply this fill to all objects you draw.
— Try using the on-screen color palette to apply uniform fills. Select the object, then click a color with the left mouse button. To set a default fill color, deselect all objects, then click a color with the left mouse button.
— For quick access to preset fills, click the Fill tool.

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

To remove an object's fill

1. Select the object.
2. Click Format, Symbol.
3. Click the Fill tab.
4. Click the <u>No Fill button</u>.

Tips
- Enable the Set As Default check box apply no fill to all objects you draw.
- Click the No Fill well on the on-screen color palette to achieve the same effect. You'll also find a No Fill button if you click the <u>Fill Tool</u>. Click either of these controls with no objects selected to use no fill as the default setting.

{button ,AL(`fill_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To apply a fountain fill

1. Select the object you want to fill.
2. Click Format, Symbol.
3. Click the Fill tab.
4. Click the Fountain Fill button.
5. Click the button that corresponds to the type of fountain fill you want.

   You can choose a Linear, Radial, Conical, or Square fountain fill.
6. Click the topmost color picker, then click a color for the start of the fountain fill's color progression.

   Click the Other button to create or select a custom color.
7. Click the bottom color picker, then click a color for the end of the fountain fill's color progression.

   Click the Other button to create or select a custom color.

Tips
– Watch the preview box to see how your settings will affect the selected objects.
– Enable the Set As Default check box to apply this fill to all objects you draw.
– Click Edit to customize the fountain fill. You can adjust its orientation, intermediate colors, and center points. You can also control how much of the fill is taken up by the progression's start and end colors.

{button ,AL(`fill_proc;fountain_proc;color_overview;;;',0,"Defaultoverview",)} Related Topics

To apply a pattern fill

1. Select the object you want to fill.
2. Click Format, Symbol.
3. Click the Fill tab.
4. Click the Pattern Fill button.
5. Click the pattern picker, then click the pattern you want.
6. Click the topmost color picker, then click a color for the pattern's foreground.

   Click the Other button to create or select a custom color.
7. Click the bottom color picker, then click a color for the pattern's background.

   Click the Other button to create or select a custom color.

Tips
–   Watch the preview box to see how your settings will affect the selected objects.
–   Enable the Set As Default check box to apply this fill to all objects you draw.
–   Use the Tile Size controls if you want to change the dimensions of the pattern tile used to fill the object. By decreasing the size of a pattern tile, you increase the pattern's density.

{button ,AL(`fill_proc;;color_overview;;;',0,"Defaultoverview",)} Related Topics

To change the density of a pattern fill

1. Select the object with the pattern fill you want to edit.
2. Click Format, Symbol.
3. Click the Fill tab.
4. Click the Pattern Fill button.
5. Type percentage values in the Horizontal and Vertical boxes to scale the tile's dimensions.

Tip

— To increase the pattern's density, type smaller percentage values. This, in turn, decreases the pattern's tile size.

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

To change the orientation of a fountain fill

1. Select the object with the fountain fill you want to edit.
2. Click Format, Symbol.
3. Click the Fill tab.
4. Click Edit.
5. Adjust the Horizontal Center Offset settings until the fill's center has the horizontal position you want.
   A value of -50% places the center at the left edge of your object; a value of 50% places the center at the right edge.
6. Adjust the Vertical Center Offset settings until the fill's has the vertical position you want.
   A value of -50% places the center at the bottom edge of your object; a value of 50% places the center at the top edge.
7. Adjust the Angle setting until the fill has the rotation angle you want. Positive values rotate the fill counter-clockwise, negative values rotate it clockwise.

Notes
– You cannot adjust the center offset for linear fountain fills.
– You cannot adjust the angle of a radial fountain fill.

Tip
– Enable the Set As Default check box on the Symbol Properties dialog box to apply these settings to all new objects you add.

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{button ,AL(`fountain_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To adjust the quality of a fountain fill

1. Select the object with the fountain fill you want to edit.
2. Click Format, Symbol.
3. Click the Fill tab.
3. Click Edit.
4. Increase or decrease the Steps setting.

    Higher values result in higher printing quality, while lower values result in higher printing speed.

Notes
−   The Steps controls are available only if you are printing to a PostScript printer.
−   You can lock your Steps settings by clicking the <u>Lock icon</u> that appears to the right of the Steps number box. Depress the button to unlock the settings.

Tip
—   Enable the Set As Default check box on the Symbol Properties dialog box to apply these settings to all new objects you add.

{button ,AL(`fountain_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To change the edge pad for a fountain fill

1. Select the object with the fountain fill you want to edit.
2. Click Format, Symbol.
3. Click the Fill tab.
4. Click Edit.
5. Adjust the value in the Edge Pad box to increase the percentage of start and end colors used to fill the object.

   Higher values result in an even split between the two colors. Lower values result in a smooth transformation between the two colors.

   Note
   − The Edge Pad option is not available for conical fills.

   Tip
   − Enable the Set As Default check box on the Symbol Properties dialog box to apply these settings to all new objects you add.

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{button ,AL(`fountain_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To adjust the intermediate colors in a fountain fill

1. Select the object with the fountain fill you want to edit.
2. Click Format, Symbol.
3. Click the Fill tab.
4. Click Edit.
5. Click one of the direction buttons.

    The <u>line</u>, <u>counterclockwise</u>, and <u>clockwise</u> buttons control how the fill's color blend moves through the spectrum. The black line in the color wheel display shows the direction of the path.

Tips
- Use the <u>color pickers</u> provided to change the fill's start and end colors.
- Watch the preview box in the top-right corner of the dialog box to see how your settings will affect the fill's appearance.
- Enable the Set As Default check box on the Symbol Properties dialog box to apply these settings to all new objects you add.

{button ,AL(`fountain_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the midpoint of a fountain fill

1. Select the object with the fountain fill you want to edit.
2. Click Format, Symbol.
3. Click the Fill tab.
4. Click Edit.
5. Drag the Midpoint slider to change the start and end color proportions.
   Higher values create a narrow, focused mid-point. Lower values create a wide, unfocussed mid-point.

Tip

— You can also adjust the midpoint by typing a specific value in the Midpoint box. You must specify a value from 1 to 99.

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

To copy fill attributes from one object to another

1. Hold down the right mouse button on the object with the fill you want to copy.
2. Drag the object over the object to which you want to copy the fill.
3. Release the mouse button, then click Copy Fill.

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

To copy all attributes from one object to another

1. Hold down the right mouse button on the object with the attributes you want to copy.
2. Drag the object over the object to which you want to copy its attributes
3. Release the mouse button, then click Copy All Attributes.

{button ,AL(`copy_attributes_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Printing

Printing your work

Size

What size will the final product be? Set up your artwork to those dimensions and work in "actual size" to avoid the problems inherent to resizing images (e.g., bitmap reproduction suffers when bitmaps are enlarged). If you wish to print the same material at different sizes, however, you may resize your image when you print.

The paper size and the working page size will not necessarily be the same. For instance, you can fit two pages that are 8.5 by 11 inches on one 11 by 17 inch piece of paper.

Orientation

What page orientation best accommodates your work? Portrait (vertical) or landscape (horizontal)? The orientation you choose when you print should match the orientation of the artwork.

Bleed

Must certain areas of your artwork extend to the edge of the final page? Then, you must allow for a "bleed", that is, ensure your artwork "overflows" the edge of your final page. To accomplish this you must print your work on paper that is larger than the paper size you ultimately want. This paper is then trimmed to the appropriate size. A bleed of .125 to .25 inches is usually sufficient. Any object extending beyond that needlessly uses up memory and may cause problems when you are printing more than one final page on a single sheet of paper.

{button ,AL(`Printing;',0,"Defaultoverview",)} <u>Related Topics</u>

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Printing text and graphics

Fonts

Make sure the typefaces and point sizes you choose are suitable for the paper stock you will be printing on. For example, delicate typefaces or small point sizes may not reproduce well on textured papers, or they may be difficult to read on colored or speckled paper.

Fills

Use fills judiciously; avoid complex fills (e.g., <u>fountain fills</u>) on small objects that aren't big enough to warrant intricate details. If you are using a Level 1 PostScript device avoid complex fills with complex outlines and complex fills in text objects. When you set the postscript options you can enable tests that will warn you if there are any potential problems with your fills.

If you use fountain fills, be aware that too many steps may cause errors or slow down printing, and too few steps may cause banding (the appearance of strips across a fountain fill). You can optimize your fountain fills when you set the PostScript options.

Lean and clean

Keep file size manageable by deleting all unnecessary elements. Get rid of redundant objects hidden behind other objects, and any leftover objects outside the working page.

{button ,AL(`Printing;',0,"Defaultoverview",)} <u>**Related Topics**</u>

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PostScript

What is it?

PostScript is a page description language used to send instructions to a PostScript device about how to print each page. All the objects in a print job (e.g., curves and fills) are represented by lines of PostScript code that the printer uses to produce your work.

PostScript is not the only method for sending a printer instructions, and some printers are not compatible with PostScript; however, there are several functions that are unavailable if you are not using the PostScript printer language. For example, without PostScript, you cannot adjust color separations and halftone screens.

There are two levels of PostScript available. PostScript level 2 is the most recent version of PostScript and it is more powerful than its predecessor, PostScript level 1.

Tip
— 	When purchasing a printer or choosing a service bureau you should find out which type of PostScript you will be using. Where you have a choice, choose level 2.

Limitations of PostScript level 1

There are certain problems that may arise when you are using PostScript level 1 that have been largely eliminated in level 2.
— 	To create curves, a PostScript device prints a series of short straight lines at varying angles. Each of these lines is a segment. Also, any straight line is a segment. Level 1 devices can't print Corel Draw objects with more than 1500 segments. This limits the allowable complexity of an object.
— 	If you use a complex fill in an object, the allowable complexity is reduced further.
— 	If you fill a text object with a texture fill then a level 1 PostScript may not be able to print it.

There are several ways around these limitations.
— 	Wherever possible, break complex objects up into several less complex objects. This may not be possible if you are using complicated line attributes or complex fills.
— 	Use the PostScript features designed to reduce complexity (click How to for a list of help topics about how to use these features).

Note
— 	If you are printing to a level 1 PostScript device, you should try to avoid including any of the problematic objects mentioned above into your design.

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

Printing

Specifying what to print

To print a document

1. Click File, Print.
2. Choose All.

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

To print only selected objects

1. Select the objects to print.
2. Click File, Print.
3. Choose Selection.

{button ,AL(`Specifying_what_to_print;',0,"Defaultoverview",)} <u>Related Topics</u>

To print only vectors, bitmaps or text

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Enable Vectors, Bitmaps, Text, or a combination of these.
5. (Optional) Enable Print All Text In Black if you want to print text in black instead of in color.

{button ,AL(`Specifying_what_to_print;',0,"Defaultoverview",)} <u>Related Topics</u>

To print only certain layers

1. Click Layout, Layers Roll-Up.
2. Enable or disable the Printable option for each layer, as required.

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

To print the sheet being previewed

1. Point to the Preview box.
2. Click the right mouse button, click Print This Sheet Now.

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

To print a CorelMEMO

1. Select the memo you want to print.
2. Click Edit, Note object, Open.
3. Click File, Print from inside the Memo window.
4. Choose a printing device.

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

Setting up the print job

To select a device

1. Click File, Print.
2. Choose a printer or image setter from the Name list box. If the device driver you need is not listed, install it following the usual Windows procedure.

Tips
— If you're proofing or printing a job in-house, choose the driver for your local device.
— If you're sending a file to a service bureau, choose the device driver that's specified by the service bureau.

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

To set the device properties

1. Click File, Print.
2. Click Properties.
3. If printing to a PostScript device, set only the Page Size, Orientation, Tray, and Resolution here. Leave all other options at their default and set them from Print options instead.

   or

   If printing to a non-PostScript device, set all relevant options here.

   Note
   ‒ As these are Windows-controlled options, see your Windows documentation for more information.

   Tips
   ‒ To verify the extent of the unprintable area for the selected device, click Unprintable Area.
   ‒ To print on both sides of the page (duplex printing), click More Options.

{button ,AL(`Setting_up_the_print_job;',0,"Defaultoverview",)} <u>Related Topics</u>

To print to file

1. Click File, Print.
2. Enable Print to File.
3. Enable For Mac if your print file is being sent to a service bureau with Macintosh equipment.

   PostScript files created using the Print to File option contain two Control-D (^D) characters that prevent them from printing on any PostScript device controlled by Macintosh computers. Enabling the For Mac option removes the ^D characters from the files.
4. Click OK.
5. Type a filename and choose a destination. The appropriate extension (.PRN) will be appended to your filename.

{button ,AL(`Setting_up_the_print_job;',0,"Defaultoverview",)} <u>Related Topics</u>

To print color artwork in black or grayscale

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Click All Colors As Black or All Colors As Grayscale.

{button ,AL(`Setting_up_the_print_job;',0,"Defaultoverview",)} <u>Related Topics</u>

To print multiple copies

1. Click File, Print.
2. Type the number of copies you need in the Number of copies number box.

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

Previewing your print job

To preview your print job

– Click File, Print Preview.

Note

– You can also preview your print job by clicking the Print Preview button in the Print dialog box.

{button ,AL(`Previewing_your_print_job;',0,"Defaultoverview",)} <u>Related Topics</u>

To specify a color or grayscale print preview

1. Point to the Preview box.
2. Click the right mouse button. Enable Preview In Color to specify a color preview. Disable this option to specify a grayscale preview.

Tip

— Displaying individual color separations in grayscale instead of color can be helpful when you are attempting to study color distribution. Yellow in particular can be difficult to discern against a white background. Even magenta and cyan, if sparse, can be easier to discern when displayed in grayscale.

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{button ,AL(`Previewing_your_print_job;',0,"Defaultoverview",)} <u>Related Topics</u>

To specify full image or marquee drag in print preview

1. Point to the Preview box.
2. Click the right mouse button. Enable Full Image Drag to keep the image visible while it is being repositioned. Disable this option to change the image to a marquee box while it is being repositioned.

Tip

— The default is Full Image Drag. To make the default drag marquee, click the Options tab, and in Special Settings, and choose Print Preview Drag Mode. Change the setting to Drag Marquee.

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

Setting up your artwork

Sizing and Positioning your artwork

To size your artwork when printing

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Layout tab.
4. (Optional) Enable (or disable) Maintain Aspect.
5. Assign the height and width values in the unit of measurement you want
   or
   Drag the handles in the Preview box.

Notes
− You can only size your artwork this way when you are using the Full Page layout style with no rows or columns, or when you are using the Manual layout style.
− If you enabled Maintain Aspect, you can only resize the image proportionally.
− This option does not affect the artwork itself, only the way it is printed.

{button ,AL(`Sizing_and_Positioning_your_artwork;',0,"Defaultoverview",)} <u>Related Topics</u>

To fit your artwork to the page when printing

1. Click File, Print Preview.
2. Click the Print Options button.
3. Click the Layout tab.
4. (Optional) Enable (or disable) Maintain aspect ratio.
5. Click Fit to Page.

Notes

— Your artwork is automatically scaled (up or down) so that it fits the printable page. Your image will be distorted if you do not enable Maintain Aspect.

— This option does not affect the artwork itself, only the way it is printed.

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

To maintain the aspect ratio of your artwork when sizing

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Layout tab.
4. Enable Maintain aspect ratio.

Notes
‒   This is the default setting.
‒   This option does not affect your artwork. When you are finished printing you will still be able to change the aspect ratio of your work.

Tip
‒   The height and width ratio of an image is known as its "aspect". If you are resizing or scaling your artwork using the print preview, it is a good idea to enable Maintain Aspect to prevent image distortion.

{button ,AL(`Sizing_and_Positioning_your_artwork;',0,"Defaultoverview",)} <u>Related Topics</u>

To position your artwork manually for printing

1. Click File, Print Preview.
2. Click the Print Options button.
3. Click the Layout tab.
4. Change the Top value (distance from the top of the printable area) and the Left value (distance from the left side of the printable area).
   or
   Drag the graphic in the Preview box.

Notes
–   This option does not affect the artwork itself, only the way it is printed.
–   If you select the Manual Layout style, you can place several working pages on a single printable page. Each of these pages can be sized and positioned individually. You can also use the Clone Page option to place several copies of the same working page on a single sheet of paper.

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

To center your artwork for printing

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Layout tab.
4. Enable Center image.

Note
–   This option does not affect the artwork itself, only the way it is printed.

{button ,AL(`Sizing_and_Positioning_your_artwork;',0,"Defaultoverview",)} <u>Related Topics</u>

Setting up the page

To set a bleed limit

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Layout tab.
4. Enable Bleed Limit.
6. Enter a bleed limit value. This value represents the distance the artwork will be allowed to bleed beyond the crop marks (i.e. the edge of final paper size).

Note

– This setting has no effect unless the working page size is smaller than the printable page and your artwork extends beyond the edge of the working page (see Page layout (and printing) in related topics).

– Consult your service bureau or printing shop to determine the appropriate bleed limit for your job. Excessive bleeds waste film and may cause other problems.

{button ,AL(`Setting_up_the_page;',0,"Defaultoverview",)} <u>Related Topics</u>

To print large artwork as tiles

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Layout tab.
4. Enable Print tiled pages.
5. Indicate by how much you want the tiles to overlap. Enter a value (e.g., a quarter of an inch) or a percentage of the page size.

{button ,AL(`Setting_up_the_page;',0,"Defaultoverview",)} <u>Related Topics</u>

Working with PostScript devices

To use PostScript Level 2

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Click PostScript Preferences.
5. Enable Use PostScript Level 2 Features.

Note

This option is only available to Level 2 PostScript devices. If you are not certain whether you will be printing on a Level 2 PostScript device, DO NOT enable this option.

{button ,AL(`Working_with_PostScript_devices;',0,"Defaultoverview",)} <u>Related Topics</u>

Controlling complex objects

To test for complex objects

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Click PostScript Preferences.
5. Enable Complex Objects Warnings.

Note

—   This option is available to PostScript devices only.

{button ,AL(`Controlling_complex_objects;',0,"Defaultoverview",)} <u>Related Topics</u>

To reduce curve complexity by increasing flatness

1. Click File, Print Preview.
2. Click the Print Options button.
3. Click the Options tab.
4. Click PostScript Preferences.
5. Increase the flatness value manually.

    or

    Enable Auto Increase Flatness.

  Notes

  —   If you enable Auto Increase Flatness, the printer increases the flatness of curves in each object which is too complex by increments of 2. If the object is still too complex when the flatness value exceeds the value in the Set Flatness To box by 10, the printer will skip the problematic object and go on to the next object. With this option enabled, the PostScript program is far less likely to cause errors on complex printing jobs.

  —   If the printer skips an object because Auto increase flatness is enabled then the object will NOT appear in the final output. You will not be informed that this has happened while you print. The problem will only become evident when the print job is imaged to paper or film. Therefore it is important to inspect proofs before your job is printed.

  —   This option is available to PostScript devices only.

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

To reduce curve complexity by limiting control points

1. Click File, Print Preview.
2. Click the Print Options button.
3. Click the Options tab.
4. Click PostScript Preferences.
5. Enter a value for Maximum points per curve.

Notes

— Reducing this number helps alleviate printing problems caused by objects that are too complex. A lower number of points per curve will not reduce quality but it will increase printing time.

— This option is available to PostScript devices only.

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

Controlling fountain fills

To verify fountain fills for banding

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Click PostScript Preferences.
5. Enable Banded fountain fill warnings.

   Notes
   — This warning only applies to linear fountain fills.
   — This option is available to PostScript devices only.

{button ,AL(`Controlling_fountain_fills;',0,"Defaultoverview",)} <u>Related Topics</u>

To increase fountain steps automatically

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Click PostScript Preferences.
5. Enable Auto increase fountain steps.

Notes

— This option will increase the number of steps that are used to render fountain fills to avoid banding (the appearance of discreet strips in a fountain fill). This may increase printing time, but it will ensure the best possible rendering of fountain fills.

— This option is available to PostScript devices only.

Tip

— You can enable both Auto increase fountain steps and Optimize Fountain Fills. Fountain steps will be increased in fountain fills that require more steps and fountain steps will be reduced in fountain fills that have too many.

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{button ,AL(`Controlling_fountain_fills;',0,"Defaultoverview",)} <u>Related Topics</u>

To optimize fountain fills to reduce complexity

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Click PostScript Preferences.
5. Enable Optimize fountain fills.

Note

— This option is available to PostScript devices only.

Tip

— You can enable both Auto increase Fountain steps and Optimize Fountain Fills. Fountain steps will be increased in fountain fills that require more steps and fountain steps will be reduced in fountain fills that have too many.

{button ,AL(`Controlling_fountain_fills;',0,"Defaultoverview",)} <u>Related Topics</u>

Controlling fonts

To download type 1 fonts

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Click PostScript Preferences.
5. Click Download Type 1 Fonts.

Notes

— If you enable the Download Type 1 Fonts , by default 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. Only disable this option if your output device has difficulty interpreting the Type 1 fonts.

— This option is available to PostScript devices only.

Tip

— Generally, you will want to leave this option enabled and let the driver download the Type 1 fonts to the output device. If you disable this option, fonts are output as graphics (either curves or bitmaps). This may be useful if the file contains a large number of fonts that would take an unacceptably long time to download, or not download at all, because of sheer size.

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{button ,AL(`Controlling_fonts;',0,"Defaultoverview",)} <u>Related Topics</u>

To limit the number of bitmap fonts created

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. From the Special Settings group box, choose Bitmap Font Limit.
5. Enter a number between 0 and 250.

Notes

— This option applies to text that will be printed on a PostScript printer.

— If the font used meets certain criteria, a bitmap version of the font is created in the printer's memory. Bitmap character descriptions are used because they look better at small point sizes and they print faster than the normal character outline descriptions. The fonts created in this way consume a large amount of PostScript memory. As a result, you may need to limit the number of such fonts created to avoid a PostScript error when you are printing.

— The following criteria must be met for a bitmap version of the font to be created in printer memory:

The printed character size is no larger than 75 pixels. This corresponds to a point size of 18 at 300 dpi, 9 points at 600 dpi, and so on.

The text is not scaled or skewed.

The text does not have an outline or a fill other than a uniform fill.

The text does not have any envelopes (non-linear transformations) applied to it.

The drawing is not being printed using the Sizing options or Fit To Page option in the Print Options dialog box.

{button ,AL(`Controlling_fonts;',0,"Defaultoverview",)} <u>Related Topics</u>

To set a bitmap font size threshold

1. Click File, Print Preview.

2. Click the <u>Print Options button</u>.

3. Click the Options tab.

4. From Special Settings choose Bitmap Font Size Threshold.

5. Enter a number between 0 and 1000. This value represents the bitmap height in pixels.

Notes

— The value set here determines if a Bitmap representation of the font can be created by the printer if the specific font is not loaded on the printer. The value represents the bitmap height in pixels. The higher the value, the bigger the bitmaps. If a bitmap cannot be created, the text can be sent to the printer as curves.

— This option applies to text that will be printed on a Postscript printer.

{button ,AL(`Controlling_fonts;',0,"Defaultoverview",)} <u>Related Topics</u>

Controlling bitmaps

To control bitmap conversion to grayscale

1. Click File, Print Preview.
2. Click the Print Options button.
3. Click the Options tab.
4. From the Special Settings group box, choose Color Bitmap Output.
5. Choose Send Color Bitmaps As Grayscale or Send Color Bitmaps As Color.

Notes

— The default setting calls for color bitmaps to be reduced to grayscale if they are going to a grayscale device. Transmission time is much faster this way and the file size is smaller. If you switch this setting to Send As Color the device will do the conversion which results in slower transmission and a larger file size.

— This option is available to PostScript devices only.

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

To output color bitmaps in RGB

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Click PostScript Preferences.
5. Enable Output Color Bitmaps in RGB.

Note
—   This option is available to PostScript devices only.

Tip
—   PostScript output normally uses the <u>CMYK</u> color model. If outputting color bitmaps to an <u>RGB</u> or <u>CMY</u> device, enable the Output Color Bitmaps in RGB option. RGB devices will then receive ready-to-use RGB values (instead of CMYK). CMY devices will have an easier time translating RGB to CMY (3-color model to 3-color model) than CMYK to CMY (4-color model to 3-color model).

{button ,AL(`Controlling_bitmaps;',0,"Defaultoverview",)} <u>Related Topics</u>

To set the halftone screen frequency

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Choose a screen frequency, expressed in lines per inch (lpi). Check with your service bureau for the optimum setting for your job.

Notes

— When the screen frequency is set to Default, your artwork is printed using the default screen frequency of the output device.

— If you are using the Advanced settings, found on the Separations page in the Print Options dialog box, set the screen frequencies for each color separation here. These settings override the settings on the Options page.

— This option is available to PostScript devices only.

{button ,AL(`Controlling_bitmaps;',0,"Defaultoverview",)} <u>Related Topics</u>

Setting advanced options

To specify fountain steps

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Specify the number of steps to be used when rendering fountain fills.

Notes

‒   Fountain steps set from the Options dialog box only affect the way fountain fills display on your monitor. To control how they actually print, you must set the fountain steps on the Print Options page.

‒   A low value will print faster but the transition between shades may be rather coarse, causing what is known as "banding". A higher value will result in a smoother blend but the printing times will be longer.

Tip

‒   You can assign a custom fountain fill to one particular object. Select the object and 'open' the lock in the Fountain Fill dialog box (if the lock is closed then the number box is grayed out). Objects that are locked will print according to the number of steps assigned in the Print facilities. For example, you might want to set a high number of fountain steps for the one or two big objects in your drawing and leave the smaller items locked into the printer settings to be printed at a smaller step setting.

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{button ,AL(`Setting_advanced_options;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To print a job information sheet

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. Enable Print job information sheet.
5. (Optional) To customize this report, click Info Settings and indicate which categories of information are to be included. Also specify whether the job information is to be saved to a file or printed or both.

{button ,AL(`Setting_advanced_options;',0,"Defaultoverview",)} <u>Related Topics</u>

To define special settings

1. Click File, Print Preview.
2. Click the Print Options button.
3. Click the Options tab.
4. Choose an option from the Special Settings group box.
5. Choose a new setting for it.

Notes

− In previous versions of Corel products, these options were only changed by editing the CORELPRN.INI file. This new feature in the Print Options dialog box allows you to customize these options directly from the Corel program.

− This is a list of all of the special settings:
  Bitmap Font Limit (PostScript only)
  Bitmap Font Size Threshold (PostScript only)
  Composite Crop Marks (PostScript only)
  Conform to DSC (PostScript only)
  Grayscale Driver Bitmap Output (PostScript only)

Overprint Black Threshold (PostScript only)

Postscript 2 Stroke Adjust (PostScript only)

Registration Mark Type (PostScript only)

Bitmap Printing

Drive Banding

Fill Clipping

Page Orientation Warning

Preview Image Default

Print Preview Drag Mode

Text Output Method

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

To print bitmaps in small chunks

1. Click File, Print Preview.
2. Click the Print Options button.
3. Click the Options tab.
4. From the Special Settings group box, choose Bitmap Printing.
5. Choose Output In 64K Chunks.

  Note
— This switch determines whether bitmaps are sent to non-PostScript printers all at once or in smaller blocks (below 64K). Usually, the driver tells the application which method it can or cannot handle. If you find that bitmaps do not print as expected, try forcing bitmaps to be output in a number of smaller blocks.

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

To assign control over printer bands

1. Click File, Print Preview.
2. Click the Print Options button.
3. Click the Options tab.
4. From the Special Settings group box, choose Driver Banding.
5. Choose Let Driver Handle Banding (the printer driver creates the bands) or Send Bands to Driver (the Corel application splits the print job into bands before sending it to the printer driver).

Note
‒   This option applies to non-PostScript printers only.

Tip
‒   Some printers can't hold a full page in memory; therefore they must print the page in multiple passes, or "bands". The default setting lets the driver split the page into bands before sending them to the printer. If this proves too slow, or you encounter problems, request that Corel send the page to the driver already split into bands.

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

To assign control over fill clipping

1. Click File, Print Preview.
2. Click the <u>Print Options button</u>.
3. Click the Options tab.
4. From the Special Settings group box, choose Fill Clipping.
5. Choose Use Driver Clipping For Fills or Use Software Clipping For Fills.

Note
— This option applies to non-PostScript printers only.

Tip
— Any fill other than Uniform fill requires clipping if the object is not rectangular. The default setting is clipping controlled by the driver, because that usually means faster processing. If you encounter a problem printing non-Uniform fills, switch to clipping controlled by the software.

{button ,AL(`Setting_advanced_options;',0,"Defaultoverview",)} <u>Related Topics</u>
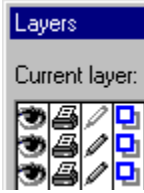
The printer icon is in the second column from the left. When it is not grayed out (as in the fourth row), the layer will print.

The Enlarge Print Preview button allows you to switch from a regular to a full-screen print preview and back again.

These two arrow buttons allow you flip through the pages of your document. They are located at the lower-right corner of the Preview box.

The File Information button allows you to print the filename, current date, and time (and tile number, if applicable) at the bottom of the sheet.

If applicable, color separation information (color, screen frequency and angle, plate number) is printed at the top of the sheet.

The Crop Mark button allows you to print crop marks. These marks are used as alignment aids when trimming the printed output down to its final size.

The Registration mark button allows you to print registration marks on each sheet. These marks serve as guides for aligning color separations.

The Page Number button allows you to place page numbers on the printed sheets.

The Calibration bar button allows you to print a bar of the six basic colors (red, green, blue; cyan, magenta, yellow) beside your artwork. These color patches are used to verify the quality of the printed output.

The Densitometer Scale button allows you to print a Densitometer Scale, a bar of varying shades of gray, on each separation sheet. This is an advanced feature that allows you to check the accuracy, quality, and consistency of the output with an instrument called a densitometer.

The Negative button allows you to print a negative image.

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The Emulsion Down button allows you to specify that the film emulsion faces down.

The Print options button opens the Print Options dialog box.

Print dialog box

The Print dialog box allows you to set basic print settings, to set more complex print settings, and to print. Use the dialog box to indicate:

− which device driver to use
− whether to print to the device or to a file instead
− which objects to print
− how many copies you require
− whether to collate the pages

You can also choose the following:

− To change or to review your printer settings
− To print using the settings you have chosen

{button ,AL(`dial_print;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

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Print Options dialog box

The Print Options dialog box allows you to set more complex parameters.

Layout page

Use Layout page options to position and size your artwork.

Options page

Use the Options page to set various advanced options.

The Fountain steps option allows you to specify how many steps your linear fountain fills will contain when printed.

The Screen frequency option allows you to specify what halftone screen frequency you will use.

The PostScript Preferences button allows you to change your PostScript settings if you are using a PostScript device driver.

The Proofing options allow you to specify specific types of objects to print (e.g., text only). They also allows you to print colors as black or grayscale, to print text as black.

The Print job information sheet option prints a report with information about your print job. Use the Info Settings to customize the information sheet.

The Special settings option allows you to change settings that were previously edited in CORELPRN.INI.

{button ,AL(`dial_print;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

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Print Job Information dialog box

The Print Job Information dialog box allows you to specify what type of information you want included in the print job report. You can direct the report to a printer or text file or both.

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

PostScript Preferences dialog box

The PostScript Preferences dialog box allows you to set advanced PostScript options. You can optimize object outlines and fills for printing, and control the way your PostScript driver handles fonts and bitmaps.

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

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Print Setup dialog box

The Print Setup dialog box allows you to select a device driver. Click Properties to change or review your printer settings.

{button ,AL(`dial_print;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

Formatting lines

When you format a line, you give it a new appearance by changing specific <u>attributes</u>. Corel Print Space's line formatting tools give you the power to format lines virtually any way you want. To this end, these tools let you set default line attributes or change the appearance of existing lines. You can use these tools to choose specific line types, widths, and colors or add arrowheads to improve your layout's effectiveness. You can even change straight lines to curves (or vice versa) in one simple step.

{button ,AL(`;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To change the width of a line

1. Select the line you want to edit.
2. Click Format, Line.
3. Click the Outline tab.
4. Type a new line width in the Pen Width box.

Tips
− To apply these settings to all new lines, enable the Set as default check box.
− To choose a preset line width, click the Outline tool, then click the width you want.

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

To redraw a line using a different line style

1. Select the line you want to edit.
2. Click Format, Line.
3. Click the Outline tab.
4. Choose a line style from the Line Style list box.

Tips

− To apply these settings to all new lines, enable the Set as default check box.
− For quicker access to preset outline styles, click the <u>Outline tool</u> to display its flyout menu.

{button ,AL(`line_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the color of a line

1. Select the line you want to edit.
2. Click Format, Line.
3. Click the Outline tab.
4. Click the <u>Color picker</u>, then click the color you want. If you want to create or select a custom color, click Other.

Tips

‒   To apply these settings to all new lines, enable the Set as default check box.

‒   Use the on-screen color palette to change a line's color more quickly. Select the line, then click the color you want with the right mouse button.

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{button ,AL(`line_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To convert straight lines to curves

1. Select the line you want to edit.
2. Click Format, Line.
3. Click the Outline tab.
4. Choose Curved from the Type list box.

Note

— You can only convert multi-segmented lines to curves.

Tip

— To apply these settings to all new lines, enable the Set as default check box.

{button ,AL(`line_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change curves to straight lines

1. Select the curve you want to edit.
2. Click Format, Line.
3. Click the Outline tab.
4. Choose Straight from the Type list box.

Tip

 To apply these settings to all new lines, enable the Set as default check box.

{button ,AL(`line_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change a line's arrowheads

1. Select the line you want to edit.
2. Click Format, Line.
3. Click the Arrows tab.
4. Choose the start, center, and end arrowheads using the arrow pickers provided.

Tips

– To have an arrow point the other way, enable its Reverse check box.
– To apply these settings to all new lines, enable the Set as default check box.

{button ,AL(`line_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add arrowheads at every point in a multi-segmented line

1. Select the line you want to edit.
2. Click Format, Line.
3. Click the Arrows tab.
4. Choose the arrowhead you want using the Repeating Arrow picker.

Tips
- To have the arrows point the other way, enable the Reverse check box.
- To apply these settings to all new lines, enable the Set as default check box.

{button ,AL(`line_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To round the bends in a line

1. Select the line you want to edit.
2. Click Format, Line.
3. Click the Outline tab.
4. In the Corners box, click the button that corresponds to the corner radius you want.

   To specify a precise corner radius, type a value in the box provided.

Tip
— To apply these settings to all new lines, enable the Set as default check box.

{button ,AL(`line_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To copy a line's attributes to another line

1. Hold down the right mouse button on the line with the attributes you want to copy.
2. Drag the line over the line to which you want to copy the attributes.
3. Release the mouse button, then click Copy Outline.

Tip

— You can also use this procedure to copy the line's attributes to an object's outline.

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

To delete a line node

1. Marquee select the node you want to delete.
2. Using the right mouse button, click the node, then click Delete.

Note
- By deleting a node, you also delete any line segments it starts or ends.

{button ,AL(`node_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add a node to a line

1. Marquee select the line segment to which you want to add a line.
2. Using the right mouse button, click the line, then Click Insert Nodes.
   Corel Print Space inserts a node at the middle of the line segment. By dragging this node, you can change the shape of the line.

Note
–   To add nodes to all segments in a multi-segmented line, click the line with the right mouse button, then click Insert Nodes.

{button ,AL(`node_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To join line nodes to create a closed path

1. Marquee select the two line nodes you want to join.
2. Using the right mouse button, click one of the nodes, then click Join Nodes.
   Corel Print Space joins the two nodes to create a closed path.

{button ,AL(`node_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Formatting object outlines

Every object you create has outlines. Corel Print Space's object formatting tools give you the power to change these outlines in virtually any way you want. You can use these tools to choose specific outline types, widths, and colors. In addition, you can apply these formats to a particular object or to all objects you add to your layout.

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{button ,AL(`symbol_shadow_overview;fill_overview;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change an object's outline width

1. Select the object you want to edit.
2. Click Format, Symbol.
3. Click the Outline tab.
4. Type a new outline width in the Pen Width box.

Tips
- Enable the Set as default check box to apply these settings to all new objects.
- To choose a preset outline width, click the <u>Outline tool</u>, then click the width you want.

{button ,AL(`outline_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To redraw an object using a solid, dashed, or dotted outline

1. Select the object you want to edit.
2. Click Format, Symbol.
3. Click the Outline tab.
4. Choose a line style from the Line Style list box.

Tips
- To apply these settings to all new objects, enable the Set as default check box.
- For quicker access to preset outline styles, click the Outline tool.

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

To change an object's outline color

1. Select the object.
2. Click Format, Symbol.
3. Click the Outline tab.
4. Click the Color picker, then click the color you want. If you want to create or select a custom color, click Other.

Tips
- To apply your settings to all new objects, enable the Set as default check box.
- Use the on-screen color palette to change an object's outline color more quickly. Select the object, then click the color you want with the right mouse button.

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

To change an object's corner radius

1. Select the object you want to edit.
2. Click Format, Line.
3. Click the Outline tab.
4. In the Corners box, click the button that corresponds to the corner radius you want.

   To specify a precise corner radius, type a value in the box provided.

Tip
— To apply these settings to all new objects, enable the Set as default check box.

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

To copy outline attributes from one object to another

1. Hold down the right mouse button on the object with the attributes you want to copy.
2. Drag the object over the object to which you want to copy the attributes.
3. Release the mouse button, then click Copy Outline.

Tip

— You can also use this procedure to copy the object's outline attributes to a line.

{button ,AL(`copy_attributes_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

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Applying shadow effects

By applying a shadow effect to an object, you give it a three-dimensional appearance. Corel Print Space lets you apply simple or complex shadows to any object in any layout. You can also choose to set a default shadow that applies to all new objects. In all cases, you control the direction and offset of the shadow as well as its fill and outline attributes. You can even apply multiple shadows to an object to enhance the three-dimensional effect.

{button ,AL(`fill_overview;symbol_overview;;;;',0,"Defaultoverview",)} Related Topics

To set the direction of an object's shadow

1. Select the object you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Enable the Direction button that corresponds to the direction you want.

Tips
— To apply your settings to all new objects, enable the Set as default check box.
— For quick access to preset shadows, click the Shadow tool.

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

To apply multiple shadows to an object

1. Select the object you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Type the number of shadows you want in the Number box.

Tips
- To apply your settings to all new objects, enable the Set as default check box.
- For quick access to preset shadows, click the <u>Shadow tool</u>.

{button ,AL(`shadow_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set the shadow offset

1. Select the object you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Specify a new offset value and unit using the boxes provided.

Tips

— To apply your settings to all new objects, enable the Set as default check box.

— For quick access to preset shadows, click the Shadow tool.

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

To set a shadow's outline color

1. Choose the object you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Click the Outline picker, then click the color you want.
   Click the Other button to create or select a custom color.

Tips
− To apply your settings to all new objects, enable the Set as default check box.
− For quick access to preset shadows, click the <u>Shadow tool</u>.

{button ,AL(`shadow_proc;color_overview;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To apply a shadow with a uniform fill

1. Select the object you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Click the <u>Uniform Fill button</u>.
6. Click the <u>color picker</u>, then choose the color you want.

   Click the Other button to create or select a custom color.

Tips
- To apply your settings to all new objects, enable the Set as default check box.
- For quick access to preset shadows, click the <u>Shadow tool</u>.

{button ,AL(`shadow_proc;color_overview;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To apply a shadow with a fountain fill

1. Select the object you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Click the Fountain Fill button.
6. Click the button that corresponds to the type of fountain fill you want.
7. Use the color pickers to choose the fill's start and end colors or click the Edit button to create a custom fountain fill.
   Click the Other button to create or select custom colors.

Tips
- To apply your settings to all new objects, enable the Set as default check box.
- For quick access to preset shadows, click the Shadow tool.

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{button ,AL(`shadow_proc;fountain_proc;color_overview;;;',0,"Defaultoverview",)} Related Topics

To apply a shadow with a pattern fill

1. Select the object you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Click the <u>Pattern Fill button</u>.
6. Click the Pattern picker, then click the pattern you want.
7. Click the topmost <u>color picker</u>, then click a color for the pattern's foreground.
   Click the Other button to create or select a custom color.
8. Click the bottom color picker, then click a color for the pattern's background.
   Click the Other button to create or select a custom color.

Tip
− To apply your settings to all new objects, enable the Set as default check box.
− For quick access to preset shadows, click the <u>Shadow tool</u>.

{button ,AL(`shadow_proc;color_overview;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To change the way you resize objects

1. Select the object.
2. Click File, Page Setup.
3. Click the Options tab.
4. If you want to have the object's center point stationary when you resize it with the mouse, enable the From center button.

   If you want to have the object stretch in one direction only when you resize it with the mouse, enable the From edges button.

Note
—   This setting applies to all objects in the current layout.

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{button ,AL(`page_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Grouping and ungrouping objects

Corel Print Space's Group command lets you bind objects together and manipulate them as a single unit. You'll find this command particularly effective for protecting and maintaining connections between objects and lines. For example, you can group all the objects in a flowchart and move them without disturbing their relative positioning. If you want to separate a group, you can do so using the Ungroup command.

Notes
- If you group objects on different layers, they maintain settings applied to their respective layers for example, whether printing or editing are enabled or disabled.
- You can enter text in an individual object once it has been grouped with other objects. A text entry in a grouped object is bound by its borders.

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{button ,AL(`select_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To group objects

1. Select the objects.
2. Click Arrange, Group.

   You can now manipulate the objects as a single unit.

   Notes
   — You can also group a series of groups to create <u>nested groups</u>.
   — You can group objects on different layers. However, each object maintains the properties of the layer on which it resides. For example, if you disable printing on a layer that contains an object grouped with objects on another layer, the object remains part of the group but does not appear on the printed page.

   Tip
   — Group connected objects to prevent disturbance of their connections and relative positioning.

{button ,AL(`group_proc;select_multiple_objects;select_multiple_objects_marquee;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To separate grouped objects

1. Select the group.
2. Click Arrange, Ungroup.

   You can now manipulate the objects individually.

Note
—   Use this procedure to ungroup nested groups.

{button ,AL(`group_proc;select_multiple_objects_marquee;select_multiple_objects;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

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Viewing system and program information

Corel Print Space provides easy access to information about your computer as well as Corel Print Space itself. Program information consists of the program name, version number, registration number, and user name. This information does not change. You'll find this information particularly useful if you ever need help from Corel Technical Support Services.

System information, on the other hand, shows the current state of your computer. You can choose any of five different categories of system information. These categories let you see details about your system, display, printers, Corel EXE and DLL files, and system DLL files. For example, you can use this feature to see how much memory you have on the drive to which you want to save a file. You can save any system information in a text file called SYSINFO.TXT.

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

To view information about your computer system

1. Click Help, About Corel Print Space.
2. Click System Info.
3. Click the Choose a Category list box.
4. Click the information category you want.

{button ,AL(`infoview_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To view information about Corel Print Space

‒   Click Help, About Corel Print Space.

Tip

‒   Use this procedure to gain quick access to your product registration number.

{button ,AL(`infoview_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To save system information

1. Click Help, About Corel Print Space.
2. Click System Info.
3. Click the Choose a Category list box.
4. Click the information category you want.
5. Click Save.

   Corel Print Space saves the information in a file named SYSINFO.TXT.

{button ,AL(`infoview_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

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Managing files

To manage files in Corel Print Space, you must possess three simple skills. First, you need to know how to indicate that you want to start a new layout. Once you've created a layout, you'll need to know how to save it in a file so that you can retrieve it later. Finally, if you want to view and edit the work you've saved, you'll need to know how to retrieve or open the file that contains your work.

By learning these three basic skills, you'll be able to manage any job you tackle using Corel Print Space.

{button ,AL(`;page_setup_overview;getting_started;;;',0,"Defaultoverview",)} <u>Related Topics</u>

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Choosing a starting point

Now that you've started Corel Print Space, you're probably anxious to try out some of its tools and features. Before you begin working, however, you'll need to decide what type of work you want to do. Corel Print Space's File menu lets you choose from the following basic starting points:

- creating a new layout
- creating a new template
- creating a new layout using a template

Once you choose a start point, you can begin learning how to use Corel Print Space's tools to get the results you want. Click the How To: button at the top of this page to get started.

{button ,AL(`manage_overview;getting_help;;;;',0,"Defaultoverview",)} Related Topics

To create a new layout

1. Click File, New.
2. Click Layout.

   Corel Print Space creates and opens a new Layout using its default all-purpose template. You can now create and save your Layout using Corel Print Space's tools and features.

   Tip
   – You can also start a new layout using Corel Print Space's default template by clicking the New Layout button on the toolbar.

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   {button ,AL(`new_proc;smartlib_create;;;;',0,"Defaultoverview",)} Related Topics

To create a new layout using a template

1. Click File, New.
2. Click From Template.
3. Double-click the template you want to use.

   You can now create and save your layout using Corel Print Space's tools and features.

Note
‒   Corel Print Space provides templates with the program; however, you can also create your own templates.

Tips
‒   Corel Print Space's templates are organized alphabetically by type.
‒   To start a new layout using Corel Print Space's default template, click the <u>New Layout button</u> on the toolbar.

{button ,AL(`new_proc;smartlib_create;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To create a new layout template

1. Click File, New.
2. Click Template.
   You can now define and save your template using Corel Print Space's tools and features.

{button ,AL(`new_proc;smartlib_create;;;;',0,"Defaultoverview",)} Related Topics

To save a file

1. Click File, Save.
2. If you haven't saved the file before, specify a directory and type a name for the file in the File Name box.

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{button ,AL(`file_save_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To save a file using a new name or directory

1. Click File, Save As.
2. Type the new file name and specify the directory in which you want to save the file.

Note
 — If you previously saved the file with a different name, that version remains unchanged.

{button ,AL(`file_save_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To save all open files

1. Click File, Save All.
2. If you haven't saved the files before, specify a directory and type a name for each file in the File Name box.

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{button ,AL(`file_save_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To open a file

1. Click File, Open.

2. Choose the file type you want from the Files of Type list box.

3. Double-click the drive that contains the file.

4. Double-click the file you want to open.

Tips

— Enable the Preview check box to see a preview of your file before you open it.

— Try clicking the <u>Open button</u> on the toolbar to open a file.

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{button ,AL(`file_open_proc;file_save_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To close a file

– Click File, Close.

If you haven't saved the file, Corel Print Space prompts you to confirm whether you want keep or discard your changes.

{button ,AL(`file_close_proc;file_save_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

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Moving and positioning objects

Corel Print Space's positioning tools let you choose between simplicity and precision when you move objects in your layouts. The mouse provides the quickest and simplest mode of object movement. By putting together two basic mouse actions－clicking and dragging
－you can move an object anywhere in your drawing.
The Transform dialog box, on the other hand, gives you the advantage of precision without sacrificing ease of use. You can use the controls provided to position your object at an exact coordinate (based on Corel Print Space's ruler system) or move your object a precise amount in any direction.

Corel Print Space also gives you the option to move－or <u>nudge</u>
－objects in small increments using the keyboard. By setting the nudge distance, you can make the increment any size you want.

{button ,AL(`;manipulate_overviews;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move an object using the mouse

1. Select the object you want to move.
2. Drag the object to the position you want.

Notes
– You can also use this procedure to move multiple objects and groups.
– Moving several objects simultaneously has no effect on their relative positioning.

Tips
– Hold down SHIFT as you drag to constrain the object's movement to the horizontal and vertical planes only.
– To leave a copy of the original object behind, drag the object with the right mouse button, then click Copy Here.

{button ,AL(`position_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move an object using the keyboard

1. Select the object.
2. Press the Arrow key(s) to move the object to the position you want.

Tip
- Click Tools, Options to change the distance the object moves
- that is, the <u>nudge</u> distance
- when you press an Arrow key.

{button ,AL(`position_proc;preferences_set_nudge_increment;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To position an object at a precise location

1. Select the object.
2. Click Transform, Position.
3. Specify a new position by typing values in the H (horizontal) and V (vertical) number boxes.
4. Click Apply.

Tip

 ̶   Use the Anchor Points control to position the object using a handle on its selection box.

Each check box corresponds to a handle on the object's selection box. For example, you would enable the bottom-left check box to have the object's bottom-left sizing handle occupy a specific coordinate. The default setting is the center check box, which represents the highlighting box's center point.

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

To position an object relative to its current location

1. Select the object.
2. Click Transform, Position.
3. Enable the Relative Position check box.
4. Specify how much you want to move the object by typing values in the H (horizontal) and V (vertical) number boxes.

   For example, if you want to move an object 3 units to the left and 2 units up, type -3 in the H number box and 2 in the V number box.
5. Click Apply.

{button ,AL(`position_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

Copying objects

Corel Print Space provides two ways to copy objects. The Duplicate command copies objects without using the Windows Clipboard. When you duplicate an object, Corel Print Space places the duplicate on top of and slightly offset from the original object. Duplication is the quickest way to make and use a copy of any object.

The Copy command provides more flexibility but slightly less speed than the Duplicate command. Unlike the duplicate command, the Copy command uses the Windows Clipboard. As a result, Corel Print Space doesn't place the duplicate object in your layout immediately. Instead, you need to paste the object from the Clipboard. However, the Copy command's use of the Clipboard gives you two important options. First, you can paste a copied object as often as you want. Second, you can paste a copied object into any compatible program.

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

To duplicate an object

1. Select the object.
2. Click Edit, Duplicate.

Notes
— Corel Print Space places the duplicate on top and slightly offset from the original object.
— You can also use this procedure to duplicate text, lines, grouped objects, or multiple objects.

Tip
— To duplicate an object quickly, click the object with the right mouse button, then click Duplicate.

{button ,AL(`copy_proc;change_duplicate_offset_increment;;;;',0,"Defaultoverview",)} Related Topics

To copy an object

1. Select the object.
2. Click Edit, Copy.

Notes
— Corel Print Space copies the object to the Windows Clipboard. You can now paste the object into Corel Print Space or any other compatible program. The object remains on the Clipboard until you copy or cut another object using Corel Print Space or any other program.
— You can also use this procedure to copy text, lines, grouped objects, or multiple objects.

Tip
— To copy an object quickly, click the object with the right mouse button, then click Copy.

{button ,AL(`copy_proc;paste_contents_Clipboard;;;;',0,"Defaultoverview",)} Related Topics

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Removing objects

Corel Print Space provides two ways of removing objects from your layout. The Delete command removes objects from layouts without using the Windows Clipboard. In other words, once you delete an object, you can't retrieve it.

The Cut command gives you extra flexibility in terms of removing objects from layouts. Unlike deleting, cutting removes objects from drawings but places them on the Windows Clipboard. This use of the Clipboard gives you two important options. First, you can paste the object you cut as often as you want (until you cut or copy again). Second, you can paste the object you cut into any compatible program.

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

To cut an object

1. Select the object.
2. Click Edit, Cut.

Notes

—   Corel Print Space removes the object from the layout and places it on the Windows <u>Clipboard</u>. You can paste the object into Corel Print Space or any other compatible program. The object remains on the Clipboard until you copy or cut another object using Corel Print Space or any other program.

—   You can also use this procedure to cut text, lines, grouped objects, or multiple objects.

Tip

—   To cut an object quickly, click the object with the right mouse button, then click Cut.

{button ,AL(`cut_proc;paste_contents_Clipboard;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To delete an object

1. Select the object.
2. Click Edit, Delete.

Notes
–   When you delete an object, Corel Print Space removes it from the layout but does not place it on the Windows <u>Clipboard</u>. As a result, you should only delete an object if you know you won't need it later.
–   You can also use this procedure to cut text, grouped objects, or multiple objects.

Tip
–   To streamline this procedure further, click the object with the right mouse button, then click Delete.

{button ,AL(`delete_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Pasting objects

Corel Print Space's Paste command represents one of the simplest ways to place existing objects in your layouts. When you choose the paste command, Corel Print Space places the contents of the Windows Clipboard at the center of your layout's printable page. In Corel Print Space, you place objects on the Clipboard using the Cut and Copy commands. You can paste any object created using Corel Print Space or those created using other compatible programs.

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

To paste the contents of the Clipboard

–   Click Edit, Paste.

Note

–   By default, Corel Print Space pastes the object or text at the middle of the page. You can then manipulate the object to suit your needs.

Tip

–   To streamline this procedure further, click the right mouse button in the drawing window, then click Paste. Corel Print Space pastes the object at the spot you clicked.

{button ,AL(`cut_proc;copy_proc;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

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Mirroring objects

Corel Print Space's Mirror command lets you make a reflection of any object or objects in a layout. You can mirror an object on two planes—horizontal and vertical. By mirroring an object horizontally, you flip it so it appears backwards. Similarly, by mirroring an object vertically, you flip it so it appears upside-down. When you mirror an object horizontally and vertically, then, it appears upside-down and backwards. You can mirror any object in your drawing.

{button ,AL(`manipulate_overviews;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To mirror an object horizontally

1. Select the object.
2. Click Transform, Size.
3. Click the <u>Horizontal Mirror button</u> to depress it.
4. Using the <u>Anchor Points control</u>, enable the <u>selection box</u> handle you want to use to mirror the object.

   Each check box corresponds to a handle on the object's selection box. For example, to have Corel Print Space create the mirror object directly to the selected object's right, enable the right-center check box.
5. Click Apply.

{button ,AL(`mirror_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To mirror an object vertically

1. Select the object.
2. Click Transform, Size.
3. Click the Vertical Mirror button to depress it.
4. Using the Anchor Points control, enable the selection box handle you want to use to mirror the object.

   Each check box corresponds to a handle on the object's selection box. For example, to have Corel Print Space create the mirror object directly below the selected object, enable the bottom-center check box.
5. Click Apply.

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

To mirror an object diagonally

1. Select the object.
2. Click Transform, Size.
3. Click the <u>Vertical button</u> to depress it.
4. Click the <u>Horizontal Mirror button</u> to depress it.
5. Using the <u>Anchor Points control</u>, enable the <u>selection box</u> handle you want to use to mirror the object.

   Each check box corresponds to a handle on the object's selection box. For example, to have Corel Print Space create the mirror object from the top-left corner of the selected object, enable the top-left check box.
6. Click Apply.

{button ,AL(`mirror_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To mirror an object using the mouse

1. Select the object.

   When you select the object, its <u>selection box</u> appears.

2. Point to one of the handles on the selection box.

3. Drag the handle across the object.

   To mirror horizontally, drag the left-middle or right-middle handle. To mirror vertically, drag the top-middle or bottom-middle handle. To mirror horizontally, drag one of the corner handles.

{button ,AL(`mirror_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

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Adding text

Corel Print Space provides three simple ways to add text to your layouts. The first and most basic method — adding unframed text
— lets you add text that has no horizontal or vertical borders. You'll find this method particularly useful for short text entries that require only simple formatting.

By adding framed text, on the other hand, you can constrain text inside invisible borders of any dimension. You can also take advantage of advanced features like automatic wrapping and hyphenation, indenting, and bullets. You'll find framed text most effective for more extensive entries (for example, paragraphs) that call for advanced formatting techniques.

The third method — adding text inside symbols
— combines the skills and options of adding framed and unframed text. Adding text inside shapes gives you the same speed and convenience as unframed text. In addition, Corel Print Space automatically constrains text inside a symbol's border and lets you apply advanced formatting features. This combination of power and ease of use will suit any layout that combines symbols and text. In all three cases, you start by using the mouse to indicate where you want the text. Once you've indicated a starting point, you can simply begin typing.

{button ,AL(`text_overviews;paratext_overviews;;;;',0,"Defaultoverview",)} **Related Topics**

To add unframed text to a layout

1. Click the Text tool.
2. Click the spot where you want to add text.
3. Type the appropriate text.

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

To add text inside a symbol

1. Click the <u>Text tool</u>.
2. Click inside the symbol.
3. Type the appropriate text.

Note

— Text inside symbols follows the same conventions as text inside frames. For example, Corel Print Space automatically wraps the text as you approach the right edge of the symbol.

Tip

— To streamline this procedure, select the symbol and begin typing.

{button ,AL(`add_text_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To add framed text

1. Choose the <u>Text tool</u>.
2. Position the mouse where you want a corner of the text frame.
3. Drag the mouse diagonally.
4. Release the mouse button when the frame is the size you want.
   When you release the mouse button, a text cursor appears in the frame's top-left corner.
5. Type the appropriate text.

Note
−   Corel Print Space automatically wraps the text as you approach the right edge of the text frame.

{button ,AL(`add_text_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Selecting text

Before you begin formatting and manipulating the text in your layouts, you need to know how to select it. By selecting specific text characters or entries, you indicate that you want your next action or command to apply to that text only. Similarly, by deselecting text, you indicate that you want to stop manipulating it.

Corel Print Space provides simple ways to select specific characters and entire text entries, each involving basic mouse skills. Once you learn to select text, you can begin exploring Corel Print Space's extensive text formatting and manipulating options.

{button ,AL(`text_overviews;paratext_overviews;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To select an entire text entry

1. Click the Pick tool.
2. Click any part of the text entry.

   When you select a text entry this way, a highlighting box surrounds it.

Notes

— If you use this procedure to select text inside a symbol, you also select the symbol.

— You can also drag a marquee box to select an entire text entry.

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

To select specific text characters

1. Choose the <u>Text Tool</u>.
2. Drag the mouse to highlight the appropriate text.

   As you position the pointer over text, it changes to a text cursor.

Tip

— To select an entire word, choose the Text tool, then double-click the word you want.

{button ,AL(`select_text_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To copy an entire text entry

1. Click the Pick tool.
2. Click any part of the text entry.
3. Click Edit, Copy.

   Corel Print Space places a copy of the text on the Windows Clipboard.

Note
－ If you use this procedure with text inside a symbol, Corel Print Space copies both text and symbol.

Tip
－ Use the Paste command to insert the text at additional locations in your layout.

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

To copy specific text characters

1. Click the <u>Text Tool</u>.
2. Drag the mouse to highlight the appropriate text.
3. Click Edit, Copy.

   Corel Print Space places a copy of the text on the Windows Clipboard.

Tip
–   Use the Paste command to insert the text at additional locations in your layout.

{button ,AL(`manipulate_text_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To delete an entire text entry

1. Click the Pick tool.
2. Click any part of the text entry.
3. Click Edit, Delete.

Notes

— If you use this procedure with text inside a symbol, Corel Print Space deletes both symbol and text.
— You can't retrieve text after you've deleted it.

Tip

— You can also delete text by pressing DELETE.

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

To delete specific text characters

1. Click the <u>Text tool</u>.
2. Drag the mouse to highlight the appropriate text.
3. Click Edit, Delete.

Note
— You can't retrieve text after you've deleted it.

Tip
— You can also delete text by pressing DELETE.

{button ,AL(`manipulate_text_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To cut an entire text entry

1. Choose the <u>Pick tool</u>.
2. Click any part of the text entry.
3. Click Edit, Cut.
   Corel Print Space removes the entry from the layout and places it on the Windows Clipboard.

Note
—   If you use this procedure with text inside a symbol, Corel Print Space cuts both symbol and text.

Tip
—   Use the Paste command to insert the text at a different location in your layout.

{button ,AL(`manipulate_text_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To cut specific text characters

1. Choose the Text tool.
2. Drag the mouse to highlight the appropriate text.
3. Click Edit, Cut.
   Corel Print Space removes the characters from the layout and places them on the Windows Clipboard.

Tip
—   Use the Paste command to insert the text at a different location in your layout.

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

To paste text from the Clipboard

–   Click Edit, Paste.

Corel Print Space places the pasted text in the center of the drawing page.

Tip

–   You can also paste text at a specific location. Click the right mouse button where you want to paste the text, then click Paste.

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

Changing character attributes

Each text character has a set of attributes that governs its appearance, placement, and relation to other characters. Corel Print Space's character formatting tools give you complete control over each of these attributes. For example, you can apply distinctive fonts, styles, and effects to single characters, words, and paragraphs. Or, you can change character color and spacing to create unique effects. With effective character formatting, you can enhance a layout's appearance, clarity, and overall effectiveness.

{button ,AL(`text_overviews;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change fonts

1. Select the text you want to change.
2. Click Format, Text.
3. Choose a new font from the Font list box.

Tips

— Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

— Use the controls on the Text <u>toolbar</u> for faster changes to text attributes.

{button ,AL(`font_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To change font styles

1. Select the text you want to change.
2. Click Format, Text.
3. Choose the style you want from the Style list box.

Tips

— Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

— Use the controls on the Text toolbar for faster changes to text attributes.

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

To change the font size

1. Select the text you want to change.
2. Click Format, Text.
3. Specify a size and unit using the Size boxes.

Tips

— Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

— Use the controls on the Text toolbar for faster changes to text attributes.

— You can resize unframed text using the mouse. Select the entire entry using the Pick tool, then drag one of the handles on its selection box.

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

To change text colors

1. Select the text you want to change.
2. Click Format, Text.
3. Click the Color picker to display its color palette.
4. Click the color you want.

Tip
‒   Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

{button ,AL(`font_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change text character placement

1. Select the text you want to change.
2. Click Format, Text.
3. Click the Character button.
4. Choose an option from the Placement list box.

   You can choose normal, subscript, or superscript character placement.

Tip
—   Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

{button ,AL(`text_placement_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change text character effects

1. Select the text you want to change.
2. Click Format, Text.
3. Click Character.
4. Choose an option from the Effect list box.

   You can choose to apply no effect, small capital letters, or all capital letters.

Tip

—   Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

{button ,AL(`font_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To add underlines to text

1. Select the text you want to change.
2. Click Format, Text.
3. Click Character.
4. Choose an underline type from the Underline list box.

Tips

−   Click the Edit button to the right of the list box to change underline attributes.

−   Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

{button ,AL(`text_line_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the thickness and placement of underlines

1. Select the text that has the underline you want to change.
2. Click Format, Text.
3. Click Character.
4. Click the Edit button beside the Underline list box.
5. Change the thickness and placement of the appropriate underline type using the boxes provided.

Tips
— To save time, set thickness and placement values for all the underline types.
— Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

{button ,AL(`text_line_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To add overlines to text

1. Select the text you want to change.
2. Click Format, Text.
3. Click Character.
4. Choose an overline type from the Overline list box.

Tips
- Click the Edit button to the right of the list box to change overline attributes.
- Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

{button ,AL(`text_line_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the thickness and placement of text overlines

1. Select the text that has the overline you want to change.
2. Click Format, Text.
3. Click Character.
4. Click the Edit button beside the Overline list box.
5. Change the thickness and placement of the appropriate overline type using the number boxes provided.

Tips
— To save time, set thickness and placement values for all the overline types.
— Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

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

To add strikeout lines to text

1. Select the text you want to change.
2. Click Format, Text.
3. Click Character.
4. Choose a strikeout type from the Strikeout list box.

Tips

—   Click the Edit button to the right of the list box to change strikeout attributes.

—   Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

{button ,AL(`text_line_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the thickness and placement of text strikeout lines

1. Select the text that has the strikeout you want to change.
2. Click Format, Text.
3. Click Character.
4. Click the Edit button beside the Strikeout list box.
5. Change the thickness and placement of the appropriate strikeout type using the boxes provided.

Tips
— To save time, set thickness and placement values for all strikeout types.
— Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

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

To change character spacing

1. Select the text you want to change.
2. Click Format, Text.
3. Click Character.
4. Click the Alignment tab.
5. Specify a value in the Character number box.

Tip

— Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

{button ,AL(`text_placement_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change word spacing

1. Select the text you want to change.
2. Click Format, Text.
3. Click Character.
4. Click the Alignment tab.
5. Specify a value in the Word box.

Tip

—   Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

{button ,AL(`text_placement_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the line height

1. Select the text you want to change.
2. Click Format, Text.
3. Click Character.
4. Click the Alignment tab.
5. Specify a line height and unit using the Line boxes.

Tip

— Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

{button ,AL(`text_placement_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change character alignment

1. Select the text you want to change.
2. Click Format, Text.
3. Click Character.
4. Click the Alignment tab.
5. In the Alignment box, enable the button beside the alignment option you want.

Tip
— Enable the Set As Default check box to have Corel Print Space apply your settings to all text you add.

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

Changing paragraph attributes

Paragraphs, like individual text characters, have sets of attributes that govern their appearance. Corel Print Space's paragraph formatting tools give you complete control over each of these attributes. For example, you can change line, word, and character spacing to give paragraphs a distinctive look. Or, you can change paragraph alignment and add tabs to help organize your information. With effective paragraph formatting, you can enhance any layout's appearance, clarity, and overall effectiveness.

{button ,AL(`paratext_overviews;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change paragraph character spacing

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Specify the space you want between characters using the Character box.

   The value you set represents a percentage of the SPACE character in the selected font.

Tip

‒   To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`paratext_attributes_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change paragraph word spacing

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Specify the space you want between words using the Word number box.

   The value you set represents a percentage of the SPACE character in the selected font.

Tip
‒   To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`paratext_attributes_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change paragraph line height

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Specify the line height you want using the Line boxes.

   The value you specify can be a number of points, a percentage of character height, or a percentage of point size

Tip
—   To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

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

To change the space before and after a paragraph

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Specify the space you want above the paragraph using the Before Paragraph box.

   The value you specify represents a percentage of the paragraph's character height.
6. Specify the space you want below the paragraph using the After Paragraph box.

   The value you specify represents a percentage of the paragraph's character height.

Tip
 –   To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

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

To change paragraph alignment

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. In the Alignment box, enable the button beside the alignment type you want.
6. If you selected full or forced justification, use the boxes provided to specify maximum word spacing, minimum word spacing, and maximum character spacing. If you selected another alignment type, these boxes appear grayed out.

Tip

‒ To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`paratext_attributes_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set maximum word spacing in justified paragraphs

1. Select the justified paragraph you want to edit.
2. Click Format, Text.
3. Click the Paragraph button.
4. Click the Spacing tab.
5. Specify the maximum allowable space between words using the Max. Word Spacing box.

   The value you specify represents a percentage of the current value in the Word box.

Tip
—   To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`paratext_attributes_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set minimum word spacing in justified paragraphs

1. Select the justified paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Specify the maximum allowable space between words using the Min. Word Spacing box.

   The value you specify represents a percentage of the current value in the Word number box.

Tip

   To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`paratext_attributes_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To set maximum character spacing

1. Select the justified paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Specify the maximum allowable space between characters using the Max. Char. Spacing box.

   The value you specify represents a percentage of the current value in the Character number box.

Tip
▬ To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`paratext_attributes_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

Using automatic hyphenation

By having Corel Print Space hyphenate words automatically as you type, you can give your paragraphs a neater appearance and fit more text in each text frame. Without Automatic Hyphenation, Corel Print Space automatically wraps words that don't fit at the end of a text line. With Automatic hyphenation, however, Corel Print Space automatically hyphenates words at the right place and wraps the characters after the hyphen.

In unjustified text, Automatic Hyphenation helps eliminate ragged right margins and lets you fit more text on each line. In justified text, Automatic Hyphenation helps reduce the space between words. This reduction, in turn, lets you maximize the space provided by your text frame or symbol.

{button ,AL(`paratext_overviews;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To apply automatic hyphenation

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Enable the Automatic Hyphenation check box.
6. Use the controls provided to set hyphenation preferences.

Note
— You can use this procedure for framed text or text inside symbols.

Tip
— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`hyphenation_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To disable automatic hyphenation

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Disable the Automatic Hyphenation check box.

Note

— You can use this procedure for framed text or text inside symbols.

Tip

— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`hyphenation_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To allow hyphenation of capitalized words

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Enable the Break Capitalized check box.

Notes
− You can use this procedure for framed text or text inside symbols.
− You must enable the Automatic Hyphenation check box to set hyphenation options. If the Automatic Hyphenation check box is disabled, the hyphenation option controls appear grayed out.

Tip
− To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`hyphenation_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To prevent hyphenation of capitalized words

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Disable the Break Capitalized check box.

Notes
- You can use this procedure for framed text or text inside symbols.
- You must enable the Automatic Hyphenation check box to set hyphenation options. If the Automatic Hyphenation check box is disabled, the hyphenation option controls appear grayed out.

Tip
- To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`hyphenation_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set the hyphenation hot zone

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Spacing tab.
5. Specify the point at which hyphenation occurs using the Hot Zone boxes.

   The Hot Zone represents the distance between the end of the line and the right margin. When a line of text reaches the Hot Zone, hyphenation occurs as is necessary. A smaller hot zone results in more hyphens and more consistent word spacing along the margin.

Notes
– You can use this procedure for framed text or text inside symbols.
– You must enable the Automatic Hyphenation check box to set hyphenation options. If the Automatic Hyphenation check box is disabled, the hyphenation option controls appear grayed out.

Tip
– To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`hyphenation_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To specify rules regarding hyphen placement

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click the Paragraph button.
4. Click the Spacing tab.
5. Specify the smallest word length to which Corel Print Space can apply automatic hyphenation using the Minimum Word Length box.
6. Specify the minimum number of characters (including spaces) that must appear in the Hot Zone before hyphenation occurs using the Minimum Characters Before box.
7. Specify the minimum number of characters (including spaces) allowed after a hyphen using the Minimum Characters After box.

Notes
– You can use this procedure for framed text or text inside symbols.
– You must enable the Automatic Hyphenation check box to set hyphenation options. If the Automatic Hyphenation check box is disabled, the hyphenation option controls appear grayed out.

Tip
– To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`hyphenation_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Setting tab stops

By default, Corel Print Space sets tab stops at 0.5-inch intervals starting from the left margin of each text frame or symbol to which you're adding text. You can reposition or delete any of these tab stops or add your own as required. You can also apply leading characters to any tab stop or apply alignments ━ right, left, center, or decimal ━ to give paragraphs the appearance you want.

{button ,AL(`paratext_overviews;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set tab stops at consistent increments

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Tabs tab.
5. Specify an increment and unit of measurement using the Apply Tabs Every boxes.
6. Specify the alignment and leader you want.
7. Click the Apply Tabs Every button.

Note
— You can use this procedure for framed text or text inside frames.

Tip
— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`tab_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the alignment of a tab stop

1. Select the paragraph that contains the tab stop.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Tabs tab.
5. Choose the appropriate tab from the tabs list.
6. In the Alignment box, enable a new alignment option.

Note

 − You can use this procedure for framed text or text inside symbols.

Tip

 − To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`tab_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To delete a tab stop

1. Select the paragraph that contains the tab stop.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Tabs tab.
5. Choose the appropriate tab from the tabs list.
6. Click Delete.

Note
— You can use this procedure for framed text or text inside shapes.

Tips
— You can also delete a tab stop by dragging it off the <u>ruler</u> at the top of the dialog box.
— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`tab_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add a tab stop

1. Select the paragraph to which you want to add a tab stop.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Tabs tab.
5. Type the location in the box below the Apply Tabs Every button.
6. Choose alignment and leader options using the controls provided.
7. Click Add.

Note
— You can use this procedure for framed text or text inside shapes.

Tips
— You can also add tabs by clicking the desired position on the <u>ruler</u> at the top of the dialog box.
— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`tab_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To delete all tab stops in a paragraph

1. Select the paragraph.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Tabs tab.
5. Click Delete All.

Note

— You can use this procedure for framed text inside shapes.

Tip

— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`tab_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move a tab stop

1. Select the paragraph that contains the tab stop.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Tabs tab.
5. Choose the tab stop from the tabs list.
   The tab stop appears in the box at the top of the list.
6. Type a new location.
7. Click Add.

Note
‒ You can use this procedure for framed text or text inside shapes.

Tips
‒ You can also move a tab stop by dragging it within the <u>ruler</u> at the top of the dialog box.
‒ To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`tab_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To apply a leading characters before a tab stop

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Select an existing tab stop or type a location for a new tab stop.
5. Enable the Leadered check box.
6. Specify the leader character by typing it or by specifying its character number.
7. Specify the spacing between leader characters using the slider or box provided.
   You can specify a value from 0 (tight spacing) to 10 (loose spacing).

Note
 ─   You can use this procedure for framed text or text inside shapes.

Tip
 ─   To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

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{button ,AL(`tab_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

—

Setting indents

Indents can often help improve layout clarity by providing a way to distinguish between different types of paragraphs. For example, you can use indents to draw attention to an important list or to the start of longer paragraphs. By using indents effectively, you can convey text-based information in an organized and effective fashion.

{button ,AL(`paratext_overviews;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To set paragraph indents

1. Select the paragraph you want to edit.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Indents tab.
5. Specify the first line indent and unit of measurement using the boxes provided.
   If you change the unit, the Rest of Line and Right Margin controls automatically incorporate the change.
6. Specify the indent you want for the rest of the lines using the box provided.
7. Specify the right margin indent using the box provided.

Note
— You can use this procedure for framed text or text inside shapes.

Tip
— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

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

Adding bullets to paragraphs

Like indents, bullets help make text entries easier to read and understand. When used in a list, for example, bullets help draw attention to each point, thereby enhancing the list's clarity and effectiveness.

Corel Print Space provides a wide range of symbols for use as bullets. Once you select a symbol, you can set its size and position as well as the indent that precedes it.

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

To add a bullet to a paragraph

1. Select the paragraph.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Effects tab.
5. Enable the Bullet button.
6. Choose a bullet and apply the settings you want.

Tip

— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

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

To change bullets

1. Select the paragraph that has the bullet you want to change.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Effects tab.
5. Choose a font from the Symbol Category list box.
6. Click the symbol you want or type its symbol number in the Symbol # box.

Note

— If you haven't enabled the Bullet button, you can't make bullet settings.

Tip

— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

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

To change the size of a bullet

1. Select the paragraph that has the bullet you want to change.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Effects tab.
5. Specify the size and unit you want using the Bullet Size boxes.

Note

—   If you haven't enabled the Bullet button, you can't make bullet settings.

Tip

—   To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`bullet_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set the indent of a bulleted paragraph

1. Select the paragraph.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Effects tab.
5. Specify the indent you want before the bullet using the Bullet Indent box.

Tip

—   To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

{button ,AL(`bullet_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set the vertical placement of a bullet

1. Select the paragraph that contains the bullet.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Effects tab.
5. Specify the bullet's vertical placement using the Baseline Shift number box.

Notes

— The baseline aligns the bottom edges of a line of characters. Specify a negative number to shift the bullet below the baseline; specify a positive number to shift the bullet above the baseline.

— If you haven't enabled the Bullet button, you can't make bullet settings.

Tip

— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

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{button ,AL(`bullet_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To remove a bullet from a paragraph

1. Select the paragraph.
2. Click Format, Text.
3. Click Paragraph.
4. Click the Effects tab.
5. Enable the No Effect button.

Tip

— To apply your settings to all new paragraphs, enable the Set As Default check box on the Shape Properties dialog box.

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{button ,AL(`bullet_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

—

Finding and replacing text

Corel Print Space's Find command lets you search your layout for specific text. You can include upper and lower case characters in your search criteria.

The Replace command lets find and replace text while maintaining its formatting attributes. As with the Find command, you can include upper and lower case characters in your search criteria.

When the Text Tool is selected, searching begins at the insertion point and continues to the end of the selected text. When the Pick Tool is active, Corel Print Space searches the entire layout one text object at a time.

{button ,AL(`paratext_overviews;text_overviews;;;;',0,"Defaultoverview",)} **Related Topics**

To find text

1. Select the text entry you want to search.

   Deselect all objects to search all text entries.
2. Click Edit, Find.
3. In the Find box, type the text you want to find.
4. Enable the Match Case check box to conduct a case-sensitive search.

Note

— You can type as many as 100 characters into the Find and Replace boxes. The text scrolls horizontally as you type.

{button ,AL(`find_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To find and replace text

1. Select the text entry you want to search.

   Deselect all objects to search all text entries.
2. Click Edit, Replace.
3. In the Find box, type the text you want to find.
4. Enable the Match case check box to conduct a case sensitive search.
5. In the Replace With box, type the replacement text.
6. Click Find.
7. Click Replace to replace the occurrences one at a time.

   Click Replace All to replace all occurrences at once.

Note
−   You can type as many as 100 characters into the Find and Replace boxes. The text scrolls horizontally as you type.

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{button ,AL(`find_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Checking your spelling

Corel Print Space's Spelling Checker makes it easy to remove spelling and typographical errors from your layouts. When you run the Spelling Checker, it searches your layout for unrecognized text strings. You can correct or ignore any unrecognized string or add it to a personal dictionary.

Like many of Corel Print Space's tools, you can adjust the Spelling Checker so that it operates exactly the way you want. For example, you can adjust the Spelling Checker's search criteria or have it use your personal dictionaries in addition to its built-in dictionary.

{button ,AL(`textproof_overviews;;;;;',0,"Defaultoverview",)} **Related Topics**

To run a spelling check

1. Select the text entry you want to check.

   Deselect all objects to have Corel Print Space check all text in the layout.
2. Click Tools, Spelling.
3. Choose the scope of the spelling check using the Check range list box.
4. For each unknown word, choose one of the following options:

   Edit the word in the Sentence box. The unrecognized word is highlighted. Click the word and make your changes as you would in the document window.

   Click Next Sentence to skip the current sentence.

   Click Change if the Change To box shows the word you want. Click Change All to substitute each occurrence.

   Click Change All if you want to change all instances of the word to the contents of the Change To box.

   Click Ignore to leave the current word unchanged. Click Ignore All to ignore every occurrence of the word.

   Click Add Word to include unrecognized words in the current personal dictionary.

Note

‒ By default, the Spelling Checker refers to the Personal Dictionary USERPD during spelling checks.

Tip

‒ Click Options to customize your spelling check.

{button ,AL(`spell_proc;text_use_thesaurus;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set the formality level of a spelling check

1. In the Spelling Check dialog box, click the Options button.
2. Choose an option from the Formality Level list box.

Tip

– Click Tools, Spelling to run the Spelling Checker.

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

To undo a change in the Spelling Checker

1. In the Spelling Check dialog box, click Options.
2. Click Undo Edit.

Tip

—   Click Tools, Spelling to run the Spelling Checker.

{button ,AL(`spell_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To create a new personal dictionary

1. In the Spelling Check dialog box, click Options.
2. Click Create New Dictionary.
3. Type a name for the new dictionary.
4. Click OK.

   The new dictionary becomes the current dictionary.

Tip

— Click Tools, Spelling to run the Spelling Checker.

{button ,AL(`spell_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To choose a personal dictionary

1. In the Spelling Check dialog box, click Options.
2. Click Personal Dictionary.
3. Click the dictionary you want.

Tip

— Click Tools, Spelling to run the Spelling Checker.

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

To add a word to a personal dictionary

1. Click Tools, Spelling and run a spelling check.
2. When the Spelling Checker highlights the word you want to add, click Add Word.
3. Click the appropriate dictionary.

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

To see an explanation of a spelling error

1. Click Tools, Spelling and run a spelling check.
2. Click Options, Explain Error.

Note

– By default, the Spelling Checker provides an explanation for every unknown word.

{button ,AL(`spell_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set advanced spell checking options

1. In the Spelling Check window, click Options.
2. Click Advanced Options.
3. Choose language options using the list boxes provided.
4. Enable the check box provided to have the Spelling Checker supply alternative word spellings.
5. Enable the check box provided to use personal dictionaries.
6. Enable the appropriate check boxes to choose the dictionaries you want.

Note

− You can set the maximum number of sentence elements for each language that you initialize. Sentence elements are words or punctuation that International Proofreader treats as units. The default setting for each language should be acceptable for most text; you should not change the default unless you need to reduce the memory overhead required by the buffer-processing function.

Tip

− Click Tools, Spelling to run the Spelling Checker.

{button ,AL(`spell_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the Spelling Checker's proofreading criteria

1. Click Tools, Spelling to run the Spelling Checker.
2. Click Options.
3. Click Rule Manager.
4. Choose a profile from the User Profile list box.
5. Choose Spelling from the Check mode list box.
6. Specify the formality level using the Formality list box.
7. Enable or disable the rules as required.

Note
—   Click New to create a new user profile.

Tip
—   Click a rule to see its description.

{button ,AL(`spell_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

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Using the Thesaurus

Corel Print Space's thesaurus can help you add variety and clarity to the text in your layouts. The thesaurus gives you access to synonyms, antonyms, and definitions for virtually any word you select.

Tip
—   Since the thesaurus is always available, you can use it to look up synonyms of any words, not just those in the current drawing.

{button ,AL(`textproof_overviews;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To use the thesaurus

1. With the Text tool active, click the word for which you want to find synonyms.

2. Click Tools, Thesaurus.

3. Click the synonym you want.

4. Click Replace.

Tips

–   Double-click a synonym to see its definition and synonyms.

–   Click a definition to see its synonyms.

{button ,AL(`text_run_spell_check;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Using Type Assist

Corel Print Space's Type Assist feature lets you correct misspelled words and capitalization errors automatically. For example, you can have Type Assist replace "teh" with "the" and "NAme" with "Name". You can also have Type Assist insert common words, phrases, and symbols automatically. For instance, you can store the word "building" using the text string "bldg". Then, whenever you type bldg followed by a space, Corel Print Space replaces it with "building".

Whatever your layout, you'll find Type Assist a valuable verification and time-saving tool.

{button ,AL(`textproof_overviews;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To have Corel Print Space capitalize the first letter of sentences automatically

1. Click Tools, Type Assist.
2. Enable the Capitalize First Letter of Sentences check box.

Tip

 ─   Corel Print Space applies your settings to all new text entries you add. To apply your settings to one entry only, select it with the Pick tool before clicking Tools, Type Assist.

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{button ,AL(`typeassist_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To have Corel Print Space change straight quotes to typographic quotes

1. Click Tools, Type Assist.
2. Enable the Change Straight Quotes to Typographic Quotes check box.

Tip
– Corel Print Space applies your settings to all new text entries you add. To apply your settings to one entry only, select it with the Pick tool before clicking Tools, Type Assist.

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

To have Corel Print Space correct consecutive initial capitals

1. Click Tools, Type Assist.
2. Enable the Correct Two Initial, Consecutive Capitals check box.

Tip
─ Corel Print Space applies your settings to all new text entries you add. To apply your settings to one entry only, select it with the Pick Tool before clicking Tools, Type Assist

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

To have Corel Print Space capitalize the names of days

1. Click Tools, Type Assist.
2. Enable the Capitalize Names of Days check box.

Tip
– Corel Print Space applies your settings to all new text entries you add. To apply your settings to one entry only, select it with the Pick Tool before clicking Tools, Type Assist.

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

To have Corel Print Space automatically replace text as you type

1. Click Tools, Type Assist.
2. Enable the Replace Text While Typing check box.
3. In the Replace box, type the text you want Corel Print Space to replace.
4. In the With box, type the replacement text.
5. Click Add.

Tip

— Use automatic replacement to speed up text entry and prevent typographical errors. You can accelerate text entry by having Corel Print Space replace abbreviations with words and phrases
— for example, "bldg" for building or "asap" for "as soon as possible". You can also correct common typographical errors
— for example, replacing "hte" or "teh" with "the".

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

Setting advanced spell checking options

The Advanced Options dialog box lets you control the behavior of the Spelling Checker by indicating the language you'll be using in your layout. You can also choose which language the Spelling checker uses to check your layout and to display any errors. Further, you can specify whether you want the Spelling Checker to display alternative spellings, whether you want to use a personal dictionary, and the maximum number of elements allowed in each sentence.

{button ,AL(`spellcheck_dialogs;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Creating personal dictionaries and user profiles

The New Personal Dictionary dialog box lets you create a custom dictionary that incorporates your own spellings, abbreviations, and acronyms. By default, Corel Print Space keeps these custom settings in the personal dictionary "USERPD". Type a new name if you want to create a new personal dictionary.

The New User Profile dialog box lets you create a custom file containing your own rule changes for the Spelling Checker. By default, Corel Print Space keeps these settings in the user profile USERPF. If you turn off a rule or rule type without saving your settings, the Rule Manager discards the information at the end of the work session.

{button ,AL(`spellcheck_dialogs;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Specifying rules for the Spelling Checker

The Rule Manager lets you enable and disable proofreading rules to suit different types of writing. You can then save these rule combinations and load them for specific layouts. These rule combinations, called user profiles, are saved with your document and are used each time you run a spelling check on it. If you turn off a rule or rule type without saving your settings, the Rule Manager discards the information at the end of the work session.

{button ,AL(`spellcheck_dialogs;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

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Editing underlines, overlines, and strikeouts

Use the Edit Underline, Overline, and Strikeout dialog boxes if you want to change the default underline, overline, and strikeout thickness or <u>baseline</u> shift. You can also use the Edit Underline, Overline, and Strikeout dialog boxes to change unit of measurement if required.

{button ,AL(`text_overviews;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

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Using field text

Corel Print Space's field text option lets you display specific information about any object in your layout. Field text differs from normal text in that instead of typing the text, you specify only the type of information you want. Once you specify an information type, Corel Print Space fills in the values automatically. For example, you can use field text to have an object or text frame display the current time or date. Or, you can have the object or frame display the date or time it was created.

You can also have a field text entry display information about another object. For example, you can add an entry that displays information about object width, length, or height. Once you've added this entry, you can connect it to another object and learn the specified dimension. You'll find this feature particularly useful for creating dimension lines in technical layouts.

You can add field text to any shape or text frame and (if desired) connect it with any type of object.

{button ,AL(`text_overviews;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add field text to a text frame

1. Select the text frame to which you want to add field text.
2. Click Format, Text.
3. In the Shape Text box, enable the Field button.
4. Choose the type of field text you want from the list box provided.

   For example, if you want the text frame to display the current date, choose Current Date.

Notes
—   Field text replaces any text currently inside the text frame.
—   You can format field text just as you edit framed text, unframed text, and text inside shapes. You can't edit field text directly.

Tips
—   You can attach a framed field text entry to an object so that it displays information about the object. For example, if you choose Width from the list box, you can attach the frame to a shape so that it displays the shape's width. The field text automatically updates to reflect any changes you make to the shape's width.
—   If no information is available for the type of field text you select, the frame displays question marks. Once you provide a source of information
— for example, by attaching the frame to another object so that Corel Print Space can read its dimensions
— the frame will display the information you want.

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{button ,AL(`field_text_proc;connect_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add field text to a shape

1. Select the shape to which you want to add field text.

   This shape must already contain text or have a text cursor displayed inside it.
2. Click Format, Symbol.
3. Click the text tab.
4. In the Shape Text box, enable the Field button.
5. Choose the type of field text you want from the list box provided.

   For example, if you want the shape to display the current date, choose Current Date.

Notes
- Field text replaces any text inside the shape.
- You can format field text just as you edit framed text, unframed text, and text inside shapes. You can't edit field text directly.

Tips
- You can attach a field text entry to an object so that it displays information about the object. For example, if you choose Length from the list box, you can attach the shape to a line so that it displays the line's length. The field text automatically updates to reflect any changes you make to the line.
- If no information is available for the type of field text you select, the shape displays question marks. Once you provide a source of information
- for example, by attaching the shape to a line so that Corel Print Space can read its dimensions
- the shape will display the information you want.

{button ,AL(`shape_text_proc;connect_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To protect a text entry

1. Select the object or frame that contains the text you want to protect.
2. Click Format, Text.
3. In the Shape Text box, enable the None button.

{button ,AL`shape_text_proc;manipulate_text_proc;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To enable field text

1. Select the shape or text frame for which you want to enable field text.
2. Click Format, Text.
3. In the Shape Text box, enable the Field text button.
   You can now add field text to this frame or shape.

Tip
‒   Enable None to prevent accidental changes to the text entry. Enable Normal to replace field text with text you type in manually.

{button ,AL(`field_text_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To import files using drag and drop

– Drag the file you want to import into the Corel Print Space window.

{button ,AL(`import_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Linking and embedding objects

Linking and embedding let you include information from a file created in another application. When you link an object in Corel Print Space, you establish an active connection between your layout and the linked object's source document. Corel Print Space then uses this connection to update the object as you modify its source. As a result, you should use linking if you want Corel Print Space to update your layout whenever you make changes to the original object. You can specify when updates occur, or update the information automatically whenever the source file changes.

When you embed an object, you copy the object from its source document and place it in your layout. After this point, Corel Print Space will not automatically incorporate changes you make to the source file directly. If you want Corel Print Space incorporate changes, you must use Corel Print Space to open its source document. Once you've edited the object, you can save it and return to Corel Print Space to see that your layout has incorporated your changes.

Note
–   To have a link work properly, you must ensure that the linked file is available to the host file. For example, if you send a file to another computer, you must include all the linked files.

{button ,AL(`impexp_overviews;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To embed a new object starting from Corel Print Space

1. Click Edit, Insert New Object.
2. Enable the Create New button.
3. In the Object Type box, choose the type of object you want to create.

   The list includes items from applications on your system that support <u>object linking and embedding</u>. You need to install these applications using their setup programs if you want them to appear on the list.
4. Click OK to open the source application.
5. Create the object you want to embed.
6. Choose Update, Exit, or Exit and Return from the source application's File menu.

   In some applications, a dialog box appears prompting you to update. Click Yes or OK.

Note
‒   Corel Print Space places the <u>embedded objects</u> in the center of your layout. You can select the object and move it as required.

Tips
‒   You can edit an embedded object by double-clicking the object in Corel Print Space. This will launch the server application and allow you to edit the information. When you exit and return to Corel Print Space the changes will be reflected in your drawing.
‒   You can insert an embedded object by pasting the object from the source program.

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{button ,AL(`embed_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To embed an existing object starting from Corel Print Space

1. Click Edit, Insert New Object.
2. Enable the Create From File button.
3. Click Browse and select the file that contains the object you want.

   The list includes items from applications on your system that support object linking and embedding.
4. Click OK to open the source application.
5. Select the object you want to embed.
6. Choose Update, Exit, or Exit and Return from the source application's File menu.

   In some applications, a dialog box appears prompting you to update. Click Yes or OK.

Note

‒   Corel Print Space places the embedded objects in the center of your layout. You can select the object and move it as required.

Tips

‒   You can edit an embedded object by double-clicking the object in Corel Print Space. This will launch the server application and allow you to edit the information. When you exit and return to Corel Print Space the changes will be reflected in your drawing.

‒   You can also insert an embedded object by pasting the object from the server applications.

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

To embed an object starting from the source program

1. Open the source program.
2. Choose or create the object you want to embed.
3. Copy the information to the Windows Clipboard.
4. Open Corel Print Space.
5. Click Edit, Paste.

Note

— You can also insert an embedded object by opening the source file from Corel Print Space.

Tips

— You can edit an embedded object by double-clicking the object in Corel Print Space.

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

To embed a file

1. Click Edit, Insert New Object.
2. Click Create from File.
3. Type the name, including the directory path and extension, of the file you want to embed. If you don't know the name of the file or its location, click the Browse button to display the Browse dialog box.

{button ,AL(`embed_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To edit an embedded object

1. Select the <u>embedded object</u>.
2. Click Edit.
3. Click the object type (for example, Spreadsheet Object), then click Edit.

   This launches the object's source program.
3. Make the changes you want.

   Note
   —   Try double-clicking the embedded object to launch its source program.

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{button ,AL(`embed_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To link a new object starting from Corel Print Space

1. Click Edit, Insert New Object.
2. Enable the Create New button.
3. Enable the Link check box.
4. In the Object Type box, choose the type of object you want to create.

    The list includes items from applications on your system that support object linking and embedding. You need to install these applications using their setup programs if you want them to appear on the list.

4. Click OK to open the source application.
5. Create the object you want to link.
6. Choose Update, Exit, or Exit and Return from the source application's File menu.

    In some applications, a dialog box appears prompting you to update. Click Yes or OK.

   Notes
   ‒   Corel Print Space places the <u>linked object</u> in the center of your drawing. You can select the object and move it as required.
   ‒   Corel Print Space uses this link to incorporate any changes you make to the information in the source file.

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{button ,AL(`link_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To link an existing object starting from Corel Print Space

1. Click Edit, Insert New Object.
2. Enable the Create From File button.
3. Enable the Link check box.
4. Click Browse and select the file that contains the object you want.

   The list includes items from applications on your system that support object linking and embedding. You need to install these applications using their setup programs if you want them to appear on the list.
5. Click OK to open the source application.
6. Select the object you want to link.
7. Choose Update, Exit, or Exit and Return from the source application's File menu.

   In some applications, a dialog box appears prompting you to update. Click Yes or OK.

Notes

− Corel Print Space places the <u>linked object</u> in the center of your drawing. You can select this object and move it as required.

− Corel Print Space uses this link to incorporate any changes you make to the information in the source file.

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{button ,AL(`link_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To link an object from the source application

1. Start the application used to create the object you want to link.
2. Open the file that contains the object.
3. Select and copy the object.
4. Start or open Corel Print Space and click Edit, Paste Special.
5. Enable the Paste Link button.
6. In the Data Type box, select the type of information that corresponds to the object you want to a link.

Notes
— Corel Print Space places the <u>linked object</u> in the center of your page. You can select the object and move it to any position.
— Corel Print Space places the linked object in the center of your drawing. You can select this object and move it as required.

Tips
— You can also insert a linked object by opening the source file from Corel Print Space.
— You can link an object by dragging it into the drawing window while pressing CTRL + SHIFT.

{button ,AL(`link_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To specify automatic or manual link updating

1. Select the linked information in the destination file you want to update.
2. Click Edit, Links.
3. Choose Manual or Automatic.

{button ,AL(`link_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To update a link manually

1. Click Edit, Links.
2. In the Links box, select the links you want to update.
3. Click Update Now.
   Your layout now incorporates any changes made to the source file since the last update.

{button ,AL(`link_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To update all links in a file

1. Click Edit, Links.
2. Select all the links in the Links box.
3. Click Update Now.

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

To jump to a linked object's source file

1. In your layout (the destination file), select the <u>linked objects</u> you want to edit.
2. Click Edit, Links.
3. Click Open Source to launch the source application and file.
   You can now edit and save the source file as required.

Notes
–   If you make the changes in the destination file, Corel Print Space will ignore them when it updates the link.
–   You can also double-click a linked object to jump to the source file.
–   If you don't need further updates from the source file, you can break the link.

{button ,AL(`link_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change a link

1. Select the <u>linked object</u> in your layout.
2. Click Edit, Links.
3. Click Change Source.
4. In the source box, type a new name for the source file.

{button ,AL(`link_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To break a link

1. Select the linked object.
2. Click Edit, Links.
3. Click Break Link.

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

Ordering objects

In most basic terms, a Corel Print Space layout consists of a series of objects stacked on top of one another. The vertical order of these objects—the stacking order—determines their absolute relationship and, therefore, the appearance of the drawing Corel Print Space's To Front and To Back commands let you change the stacking order. For example, if you select the bottom object and choose the To Front command, Corel Print Space places it on top of all other objects. The topmost object becomes the second object, the second moves to third, and so on.

The Behind and In Front Of commands also let you place objects at an exact location in the stacking order. For example, if you have ten overlapping objects, you can use the Behind command to place the top object behind the third object. To restore the previous order, you would use the In Front Of command and place the object back on top.

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

To move an object to the front

1. Select the object.
2. Click Arrange, To Front.

{button ,AL(`order_proc;select_overview;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move an object to the back

1. Select the object.
2. Click Arrange, To Back.

{button ,AL(`order_proc;select_overview;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To move an object behind another object

1. Select the object you want to move.
2. Click Arrange, Behind.
   The mouse pointer becomes a horizontal arrow.
3. Click the object behind which you want to place the selected object.

{button ,AL(`order_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move an object in front of another object

1. Select the object you want to move.
2. Click Arrange, In Front Of.
   The mouse pointer becomes a horizontal arrow.
3. Click the object in front of which you want to place the selected object.

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

Introducing Corel Print Space

Welcome to Corel Print Space, the advanced printing application that allows CorelCAD models to be printed along with any other type of OLE objects. You can view CorelCAD models in frames which are created using a special Frame tool. Viewing, scaling and rendering of each frame can be independently controlled. As well, you can add text and create objects using the text and drawing tools.

In Corel Print Space, you can create layouts and templates for presenting and printing your CorelCAD drawings. A layout file contains all elements on your Corel Print Space page including links to the CorelCAD drawings in the frames. A template contains any text, and graphics created in Corel Print Space. It also includes frames, but does not save the CorelCAD drawings in the frames.

Corel Print Space's features let you take full advantage of Windows 95 and its 32-bit architecture to create superior layouts for printing. To help you build layouts, Corel Print Space provides a set of precision drawing tools. Once you've started building a layout, you can manipulate the object and then use Corel Print Space's formatting and verification tools ━ including a spell-checker and thesaurus
━ to add in the finishing touches.
With its combination of new and enhanced features, Corel Print Space merges power, versatility, and ease of use to help you tackle any layout.

{button ,AL(`getting_started;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

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Getting help

Corel Print Space's extensive, multi-faceted online help system provides easy access to descriptions and procedures that cover all of Corel Print Space's features and functions. By using the help system, you'll be able to get the information you need and return to your work quickly.

{button ,AL(`getting_started;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To get help on using Corel Print Space

–   Click Help, Corel Print Space Help Topics.

If you need help finding the information you need, press F1.

{button ,AL(`help_proc;smartlib_see_information;;;;',0,"Defaultoverview",)} Related Topics

To get help on a menu command

1. Click the Help button on the toolbar.
2. Click the menu that contains the command.
3. Click the command.

Tip

— You can also get help by pressing F1 when a command is highlighted.

{button ,AL(`help_proc;smartlib_see_information;;;;',0,"Defaultoverview",)} Related Topics

To get help on tools and controls

1. Click the <u>Help button</u> on the toolbar.
2. Click the item for which you want help.

Tips

— You can also get help by clicking an item with the right mouse button, then clicking the What's This? menu command.
— Corel Print Space also provides "pop-up" help
— called Tooltips
— on toolbar and toolbox buttons. Position the mouse pointer over any button to see its name or function.

{button ,AL(`help_proc;smartlib_see_information;popup_proc;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To get help in a dialog box

1. Click Help.

   If the dialog box doesn't have a Help button, try pressing F1.

Tip

— You can also get help by clicking an item with the right mouse button, then clicking the What's This? menu command.

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

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Setting up your layout

Corel Print Space's Page Setup dialog box lets you adjust the size, orientation, and margins of your drawing page to suit the layout you want to create. To help you set up your page, Corel Print Space provides easy access to several pre-defined page sizes and orientations, including standard legal and letter paper. You can also customize the drawing page if your layout calls for an unusual page size or specify precise margins to make sure your layout fits on the page exactly as you want it.

In addition, you'll find controls that let you control the display of hidden objects as well as how objects appear during selection. You'll also find controls for overriding protected or locked objects.

By setting up the layout first, you can prepare your work environment so that it meets your exact needs.

{button ,AL(`print_overview;grid_and_ruler_overview;guidelines_overview;;;',0,"Defaultoverview",)} Related Topics

To set the page orientation

1. Click File, Page Setup.
2. Enable the Landscape button if you want the horizontal dimension of the page to be greater than the vertical dimension.

   Enable the Portrait button if you want the vertical dimension of the page to be greater than the horizontal dimension.

Note

—   When you print a layout, a message appears if the current orientation does not match the printer's page orientation. Click Yes to change the printer's orientation to match that of the Working Page.

Tips

—   Click Set From Printer to set the size and orientation of your page to the current printer settings.

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{button ,AL(`page_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To choose a preset page size

1. Click File, Page Setup.
2. Choose a preset paper size from the Paper list box.

Tips
– Click Set From Printer to set the size and orientation of your page to the current printer settings.

{button ,AL(`page_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To define a custom page size

1. Click File, Page Setup.
2. Choose Custom from the Paper list box.
3. Specify the page dimensions using the Width and Height boxes.

Tips

— Click Set From Printer to have the size and orientation of your page match the current printer settings.

{button ,AL(`page_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To choose a simulated paper color

1. Click File, Page Setup.
2. Click the Layout tab.
3. Choose a paper color using the <u>Paper Color picker</u>.

{button ,AL(`page_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set the page margins

1. Click File, Page Setup.
2. If required, change the unit using the list box provided.
3. Specify margins using the Left, Right, Top, and Bottom boxes.

Note

— The values you specify represent the distance from the corresponding edge of the page.

Tip

— To have equal margins, specify a value for one margin, then enable the Equal Margins check box.

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

To display hidden objects

1. Click File, Page Setup.
2. Click the Options tab.
3. Enable the View Hidden objects check box.
4. Click Apply.

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{button ,AL(`preferences_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To enable object highlighting

1. Click File, Page Setup.
2. Click the Options tab.
3. Enable the Highlight Objects check box.
4. Click Apply.

Tip

– To see the effect of enabling object highlighting, point to any object. As you move the mouse pointer over an object, Corel Print Space highlights its outline.

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{button ,AL(`preferences_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To disable object highlighting

1. Click File, Page Setup.
2. Click the Options tab.
3. Disable the Highlight Objects check box.
4. Click Apply.

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

To override object protection

1. Click File, Page Setup.
2. Click the Options tab.
3. Enable the Override Object Protection check box.
4. Click Apply.

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

Lets you create a frame on the working page of your layout in which you can associate a CorelCAD file.

Lets you rotate objects using the mouse. Also lets you move an object's center of rotation/connector pin.

Lets you draw straight lines with single or multiple segments.

Displays a color palette. Click the color you want or click the Other button to create a custom color.

Lets you pick up a color from the Mixing Area.

Lets you mix colors in the Mixing Area.

Changes the Reference Color swatch so that it matches the New Color swatch.

Lets you draw rectangles and squares by dragging the mouse.

Lets you draw ellipses and circles by dragging the mouse.

Lets you draw polygons and stars by dragging the mouse.

Lets you draw freehand lines and shapes by dragging the mouse.

Displays the Line, Autorouted Line, Freehand, and Curve tools.

Lets you draw curves by dragging the mouse.

Specifies a uniform fill for the selected object or FlowLine.

Opens the Fill Flyout, which provides preset fills as well as access to tools for setting uniform, fountain, and pattern fills.

Specifies no fill for (or removes the fill from) the selected object or FlowLine.

Specifies a fountain fill for the selected object or FlowLine. You can choose linear, radial, conical, and square fountain fills.

Specifies a linear fountain fill for the selected object or FlowLine.

Specifies a radial fountain fill for the selected object or FlowLine.

Specifies a conical fountain fill for the selected object or FlowLine.

Specifies a square fountain fill for the selected object or FlowLine.

Specifies a pattern fill for the selected object or FlowLine.

Locks and unlocks the Steps number box.

Determines the intermediate fountain fill colors using a straight line across the color wheel.

Determines the intermediate fountain fill colors using a counterclockwise path around the color wheel.

Determines the intermediate fountain fill colors using a clockwise path around the color wheel.

Mid-point: [slider] 0

Adjusts the midpoint between colors in the fountain fill.

Opens the Outline Flyout, which provides a series of preset line styles that you can apply to lines and object outlines.

Displays the Shadow Flyout, which provides a series of preset shadows that you can apply to any object.

Enables and disables color overriding of a layer.

➡

Indicates the active layer.

✏️

Allows or prevents editing of a layer.

Makes a layer visible or invisible.

Enables and disables printing of a layer.

Creates and opens a new layout using Corel Print Space's all-purpose default template.

Displays the Open dialog box.
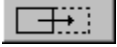
Mirrors the selected object horizontally.
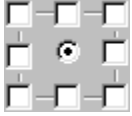
Represents the selected object's center of rotation and the eight handles its selection box. Click a box to have its corresponding handle remain stationary during mirroring, rotating, and resizing.

Mirrors the selected object horizontally.

Lets you enter and edit framed text, unframed text, and text inside symbols.

Lets you add tab stops by clicking the mouse. Drag an existing tab stop to reposition it.

Fast   Smart

Lets you control how FLOW reroutes connecting lines around obstacles.

Lets you reposition the ruler origin point by dragging onto the drawing window.

Lets you select, reposition, and resize objects using the mouse. You can also use the Pick Tool to reshape a line or curve.

Displays the Open dialog box so that you can open a Smart Library.

Rolls a Smart Library up or down.

Displays the Zoom Flyout, which provides tools for changing your vantage point on your drawing.

Lets you magnify your view of a specific part of a layout by dragging the mouse.

—
Lets you reduce your view of a layout by clicking the mouse.

1:1

Shows your layout at actual size.

Magnifies or reduces your viewpoint so that the selected objects fit in the drawing window.

Magnifies or reduces your viewpoint so that all objects fit in the drawing window.

Magnifies or reduces your viewpoint so that the drawing page fits inside the drawing window.

Lets you move your layout within the drawing window by dragging the mouse.

Aligns selected objects in a vertical column.

Aligns selected objects in a horizontal row.

Extends the palette to display all of its colors.

H	S	B
0	0	0

Let you create a color by specifying exact values for each component in a color model.

+

Saves your fountain fill and adds it to the list of presets.

Lets you get help on menu commands and toolbar buttons.

Lets you create Autorouted connecting lines between objects.

Displays the Rectangle, Ellipse, and Polygon tools.

—

Rotating objects

Like its other positioning tools, Corel Print Space's rotation tools are effective, flexible, and easy to use. Corel Print Space's rotation tools let you choose between speed and precision when you rotate objects in your layouts. The mouse provides the quickest and simplest mode of object rotation. By putting together two basic mouse actions ─ clicking and dragging ─ you can rotate an object around any point in your layout. The Transform dialog box, on the other hand, gives you the advantage of precision. You can use the controls provided to rotate an object by a precise amount around any coordinate in your layout.

{button ,AL(`manipulate_overviews;;;;;',0,"Defaultoverview",)} **Related Topics**

To rotate an object with the mouse

1. Select the object.

   When you select the object, its <u>selection box</u> appears. A selection box consists of eight <u>handles</u>.

2. Click the <u>Rotate tool</u>.

   Rotation handles replace the object's sizing handles. The <u>center of rotation</u> appears as a round dot at the absolute center of the selection box.

3. Drag the object to achieve the rotation you want.

Tip
   −   Hold down SHIFT as you drag to constrain rotation to 15-degree increments.

{button ,AL(`;rotate_proc;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To change an object's center of rotation with the mouse

1. Select the object.

   When you select the object, its <u>selection box</u> appears. A selection box consists of eight <u>handles</u>.

2. Click the <u>Rotate tool</u>.

   Rotation handles replace the object's sizing handles. The center of rotation appears as a round dot at the absolute center of an object's handles.

3. Drag the center of rotation to the location you want.

   The object now rotates around this point.

{button ,AL(`rotate_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To rotate an object by a precise amount

1. Select the object.
2. Click Transform, Rotate.
3. Use the Angle number box to specify the angle by which you want to rotate the object.
4. Click Apply.

Note
  —   Use the controls in the Center box to specify a precise <u>center of rotation</u>.

{button ,AL(`;rotate_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To specify a precise center of rotation

1. Select the object.
2. Click Transform, Rotate.
3. Specify the coordinates for the new center of rotation using the Horizontal and Vertical boxes.

   The object now rotates around this coordinate.

   Note

   − The Anchor Point control corresponds to the handles on the object's selection box. To rotate the object around one of these handles, enable the corresponding check box. For example, enable the top-center check box to rotate the object around the top-center handle.

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

To move the center of rotation by a specific amount

1. Select the object.
2. Click Transform, Rotate.
3. Enable the Relative Center check box.

   You must perform this step if you want to position the center of rotation relative to one of its rotation handles.
4. Specify how much you want to move the center of rotation using the H (horizontal) and V (vertical) boxes.

   For example, if you want to move the center of rotation 3 units to the left and 2 units up relative to the bottom-left handle, type -3 in the Horizontal box and 2 in the Vertical box.

   The object now rotates around this point.

Notes

– The <u>Anchor Point control</u> corresponds to the handles on the object's <u>selection box</u>. To rotate the object around one of these handles, enable the corresponding check box. For example, enable the top-center check box to rotate the object around the top-center handle.

_____

{button ,AL(`rotate_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To set the object rotation increment

1. Click Tools, Options.
2. Click the Objects tab.
3. Specify an angle using the Rotation Constraint box. You must use a value from 1 to 359.
4. Click Apply.
   When you rotate an object with the mouse, Corel Print Space forces it to rotate in the increment you specified.

{button ,AL(`rotate_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

—

Working with grids and rulers

Corel Print Space's grid and ruler system combines simplicity and precision to help you arrange objects in your layouts. Corel Print Space's movable on-screen rulers provide a visual reference that can help you determine the size and position of objects in your drawing. As you move in the drawing window, the rulers let you determine your current position relative to the origin (the position where the rulers' 0 points intersect). You can have the rulers display the unit of measurement that best suits your layout.

The grid system works with the rulers to help you align objects accurately. Corel Print Space displays the grid as a series of intersecting dotted lines spaced according to your settings. By displaying the grid, you have an easy and accurate way to position objects relative to one another and to the printable page. In addition, you can use Corel Print Space's Snap to Grid command to have objects automatically line up with the grid as you move them.

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{button ,AL(`guidelines_overview;;',0,"Defaultoverview",)} **Related Topics**

To set a precise ruler origin

1. Click Format, Grid and Ruler Setup.
2. Click the Ruler tab.
3. Set the ruler origin using the Horizontal and Vertical Origin boxes.

The numbers you specify represent the position of the 0,0 ruler coordinate ー the origin
ー relative to the bottom-left corner of the drawing page. For example, if you set 1.0 for the horizontal coordinate and 5.0 for the vertical coordinate, Corel Print Space places the ruler origin 1 inch to the right and 5 inches up from the bottom-left corner of the drawing page.

Tips
ー You can also set the ruler origin by dragging the <u>ruler intersection point</u> onto the screen. The ruler insertion point is the button located at the junction of the horizontal and vertical rulers.
ー Try double-clicking a ruler to open the Grid and Ruler Setup dialog box.

{button ,AL(`ruler_proc;;;;',0,"Defaultoverview",`proc4')} <u>Related Topics</u>

To change the units of measurement on the rulers

1. Click Format, Grid and Ruler Setup.
2. Click the Ruler tab.
3. Choose the horizontal ruler units.
4. Choose the vertical ruler units.

Note

⁻ When you change the ruler units, you must also specify a new grid frequency.

Tips

⁻ If you choose inches as the unit of measurement, you can use the Tick Divisions list box to specify how many division marks you want between the inch markers.

⁻ Try double-clicking a ruler to open the Grid and Ruler Setup dialog box.

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{button ,AL(`ruler_proc;ruler_tick_divisions;;;',0,"Defaultoverview",`proc4')} <u>Related Topics</u>

To set the number of tick division marks

1. Click Format, Grid and Ruler Setup.
2. Click the Ruler tab.
3. Choose the option you want from the Tick Divisions list box.

Note
— You must set inches as the unit of measurement to specify tick divisions.

Tip
— Try double-clicking a ruler to open the Grid and Ruler Setup dialog box.

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

To reposition a ruler

– Hold down SHIFT and drag the ruler to a new position.

Tips

– Hold down SHIFT and double-click a ruler to return it to its previous position.
– Hold down SHIFT and drag the ruler intersection point to move both rulers simultaneously.

{button ,AL(`ruler_proc;;;;;',0,"Defaultoverview",`proc4')} <u>Related Topics</u>

To choose a preset drawing scale

1. Click Format, Grid and Ruler Setup.
2. Click the Ruler tab.
3. Click Edit Scale.
4. Choose a drawing scale from the Typical Scales list box.

   The drawing scale represents the relationship between the units displayed on the rulers and real world distances. For example, if you choose a drawing scale of 1:10, 1 unit on the ruler corresponds to 10 units of "real" distance.

Tip
‒   Try double-clicking a ruler to open the Grid and Ruler Setup dialog box.

{button ,AL(`ruler_proc;grid_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set a custom drawing scale

1. Click Format, Grid and Ruler Setup.
2. Click the Ruler tab.
3. Click Edit Scale.
4. Choose the page distance you want to use as the base unit of your drawing scale.
5. Choose a unit for your drawing scale.
6. Choose the world distance you want represented by each unit of page distance.

Tip

– Try double-clicking a ruler to open the Grid and Ruler Setup dialog box.

{button ,AL(`ruler_proc;grid_proc;;;;',0,"Defaultoverview",)} Related Topics

To display the grid

1. Click View.
2. Enable the Grid command.

 When enabled, the Grid command has a check mark to its left.

Note

— You can also display the grid by enabling the Show Grid check box on the Grid and Ruler Setup dialog box.

{button ,AL(`grid_proc;;;;',0,"Defaultoverview",`proc4')} <u>Related Topics</u>

To hide the grid

1. Click View.
2. Disable the Grid command.

   When enabled, the Grid command has a check mark to its left.

Note

— You can also hide the grid by disabling the Show Grid check box on the Grid and Ruler dialog box.

{button ,AL(`grid_proc;;;;',0,"Defaultoverview",`proc4')} <u>Related Topics</u>

To set the grid frequency

1. Click Format, Grid and Ruler Setup.
2. Click the Grid tab.
3. Specify how many horizontal and vertical grid lines you want per unit of measurement using the Horizontal and Vertical number boxes.

   The unit of measurement corresponds to the unit or units set for the rulers.

Notes

−   Changing the grid frequency unit also changes the corresponding ruler unit. If the drawing scale setting is not 1:1, the Grid Frequency units appear grayed out and correspond to the drawing scale units.

−   The Horizontal and Vertical field units are accurate up to two decimal places.

Tips

−   To space the grid lines more than one unit apart, specify a Grid Frequency value between 0 and 1. To have grid lines 2 units apart, for example, you would specify a grid frequency of 0.5.

−   Try double-clicking a ruler to open the Grid and Ruler Setup dialog box.

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

To have objects snap to the grid

1. Click Format.
2. Enable the Snap to Grid command.

   When enabled, the Snap to Grid command has a check mark to its left.

   Note
   — You can also have objects snap to the grid by enabling the Snap To Grid check box on the Grid and Ruler Setup dialog box.

{button ,AL(`grid_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To display the grid on the drawing page only

1. Click Tools, Options.
2. Click the General tab.
3. Enable the Limit grid to extent of page check box.

{button ,AL(`grid_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Working with guidelines

Corel Print Space's guidelines serve as a simple and effective way to align objects. Guidelines are non-printing horizontal or vertical lines that you can place anywhere in the drawing window. You can then use these guidelines as rough or precise visual references to help you align the components of your layout. You can also move and delete guidelines as required. When you save your layout, Corel Print Space saves all your guidelines so that you can use them as often as you need.

{button ,AL(`grid_and_ruler_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move a horizontal guideline

1. Click Format, Guidelines Setup.
2. Click the Horizontal tab.
3. Choose the guideline from the list.
   Corel Print Space lists the guidelines by location.
4. Type a new location relative to the 0 point on the horizontal ruler.
   If you want to move the guideline to the left of the 0 point, type a negative number.
5. Change the unit of measurement as required.
6. Click Move.

Tips
– You can also move a guideline by dragging it.
– Try double-clicking a guideline to open the Guidelines Setup dialog box.

{button ,AL(`guideline_proc;;;;',0,"Defaultoverview",)} **Related Topics**

To move a vertical guideline

1. Click Format, Guidelines Setup.
2. Click the Vertical tab.
3. Choose the guideline from the list.
4. Type a new location relative to the 0 point on the vertical ruler.

   If you want to move the guideline below the 0 point, type a negative number.
5. Change the unit of measurement as required.
6. Click Move.

Tips
- You can also move a guideline by dragging it.
- Try double-clicking a guideline to open the Guidelines Setup dialog box.

{button ,AL(`guideline_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To add a horizontal guideline

1. Click Format, Guidelines Setup.
2. Click the Horizontal tab.
3. Type a location for the guideline (relative to the 0 point on the horizontal ruler).

   If you want to put the guideline below the 0 point, type a negative number.
4. Choose a unit from the Unit list box.
5. Click Add.

Tips

– You can also set up a horizontal guideline by pointing to the horizontal ruler and dragging into the drawing window.

– Try double-clicking a guideline to open the Guidelines Setup dialog box.

{button ,AL(`guideline_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add a vertical guideline

1. Click Format, Guidelines Setup.
2. Click the Vertical tab.
3. Type a location for the guideline (relative to the 0 point on the vertical ruler).

   If you want to put the guideline to the left of the 0 point, type a negative number.
4. Choose a unit from the Unit list box.
5. Click Add.

Tips

- You can also set up a vertical guideline by pointing to the vertical ruler and dragging into the drawing window.
- Try double-clicking a guideline to open the Guidelines Setup dialog box.

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

To delete a horizontal guideline

1. Click Format, Guidelines Setup.
2. Click the Horizontal tab.
3. Choose the guideline you want to delete.
   Corel Print Space lists the guidelines by location.
4. Click Delete.

Tips
- You can also delete a horizontal guideline by dragging it off the drawing window.
- Try double-clicking a guideline to open the Guidelines Setup dialog box.

{button ,AL(`guideline_proc;;;;;',0,"Defaultoverview",`proc4')} Related Topics

To delete a vertical guideline

1. Click Format, Guidelines Setup.
2. Click the Vertical tab.
3. Choose the guideline you want to delete.
   Corel Print Space lists the guidelines by location.
4. Click Delete.

Tips
- You can also delete a vertical guideline by dragging it off the drawing window.
- Try double-clicking a guideline to open the Guidelines Setup dialog box.

{button ,AL(`guideline_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To delete all horizontal guidelines

1. Click Format, Guidelines Setup.
2. Click the Horizontal tab.
3. Click Clear.

Tip

— Try double-clicking a guideline to open the Guidelines Setup dialog box.

{button ,AL(`guideline_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To delete all vertical guidelines

1. Click Format, Guidelines Setup.
2. Click the Vertical tab.
3. Click Clear.

Tip

— Try double-clicking a guideline to open the Guidelines Setup dialog box.

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

To delete all guidelines

1. Click Format, Guidelines Setup.
2. Click Clear All.

Tip

— Try double-clicking a guideline to open the Guidelines Setup dialog box.

{button ,AL(`guideline_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To display guidelines

1. Click Format, Guidelines Setup.
2. Enable the Show Guidelines check box.

Tip
– 　　　　Try double-clicking a guideline to open the Guidelines Setup dialog box.

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

To hide guidelines

1. Click Format, Guidelines Setup.
2. Disable the Show Guidelines check box.

Tip

—   Try double-clicking a guideline to open the Guidelines Setup dialog box.

{button ,AL(`guideline_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Scaling and stretching objects

When you scale or stretch an object in Corel Print Space, you change its horizontal and/or vertical dimensions without altering its basic shape. Corel Print Space's scaling and stretching tools let you opt for speed or precision as you decide how you want to change objects in your diagrams. The mouse provides the quickest and simplest method of stretching and scaling objects. By using two basic mouse actions--clicking and dragging--you can stretch or scale any object. The Transform dialog box, on the other hand, gives you the advantage of precision. You can use the controls provided to scale your object precisely or to resize it to exact dimensions.

You can use these tools and techniques to stretch any object in Corel Print Space — for example, unframed text, text frames, lines, and groups.

{button ,AL(`;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To scale an object by a precise amount

1. Select the object.
2. Click Transform, Size.
3. Specify the percentage by which you want to scale the object's height and width using the Scale Height and Width boxes.
4. Click Apply.

Notes

‒ You can use this procedure to scale grouped or multiple objects or text. When you apply your changes, the objects maintain their positions relative to one another.

Tip

‒ Enable the Proportional check box to have Corel Print Space maintain the scale proportions as you change the horizontal and vertical scale factor.

‒ Change the object's scale anchor point to have one of its sizing handles remain stationary during scaling.

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

To resize an object by giving it precise dimensions

1. Select the object.
2. Click Transform, Size.
3. Specify the object's new dimensions using the Height and Width boxes.
4. Click Apply.

Note
−　　　You can also use this procedure to resize grouped or multiple objects or text. When you apply your changes, the objects maintain their positions relative to one another.

Tip
−　　　Change the object's scale anchor point to have one of its sizing handles remain stationary during resizing.

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

To change an object's scale anchor point

1. Select the object.
2. Click Transform, Size.
3. Use the <u>Anchor Point control</u> to specify the handle you want to use as the scale anchor point.

   The Anchor Point－the series of check boxes to the right of the Height and Width number boxes
－represents the selected object's sizing handles. If you want to make the top-left handle the scale anchor point, enable the top-left
check box.
4.   Scale or resize the object using the appropriate controls.
           When you click Apply, the point you specified remains stationary.

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{button ,AL(`scale_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To scale an object using the mouse

1. Select the object.

   When you select the object, its <u>selection box</u> appears. A selection box consists of eight sizing handles.

2. Drag one of the corner handles to achieve the desired size.

   As you drag, the object's center point remains stationary.

   Note
   ‒   You can also use this procedure to scale grouped or multiple objects or text. As you stretch them, the objects maintain
their positions relative to one another.

   Tips
   ‒   To scale the object in one direction only, hold down SHIFT as you drag.
   ‒   To scale the object's horizontal and vertical dimensions by different amounts, hold down CTRL as you drag.

{button ,AL(`scale_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To stretch an object using the mouse

1. Select the object.

   When you select the object, its <u>selection box</u> appears. A selection box consists of eight sizing handles.

2. Drag one of the side handles to achieve the desired height or width.

   As you drag, the object's center point remains stationary.

   Note
   − You can also use this procedure to stretch grouped or multiple objects or text. As you stretch them, the objects maintain their positions relative to one another.

   Tip
   − To stretch the object in one direction only, hold down SHIFT as you drag.

{button ,AL(`stretch_proc;scale_precise_dimensions;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To stretch an object by a precise amount

1. Select the object.
2. Click Transform, Size.
3. Specify the percentage by which you want to stretch the object's height or width using the Scale Height or Width box.
4. Click Apply.

Note
–   You can also use this procedure to stretch grouped or multiple objects or text. When you apply your changes, the objects maintain their positions relative to one another.

Tip
–   Change the object's scale anchor point to have one of its sizing handles remain stationary during resizing.

{button ,AL(`stretch_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Selecting objects

Before you begin manipulating the objects in your drawings, you need to know how to select them. By selecting an object, you indicate that you want your next action or command to apply to that object only. Similarly, by deselecting an object, you indicate that you want to stop manipulating it.

Corel Print Space provides two easy ways to select objects using the mouse. The quickest method involves pointing to the object you want to select, then clicking the left mouse button. The second method, called marquee selecting, involves dragging the mouse to enclose an object in a "marquee box". Using these simple techniques, you can select single or multiple objects, groups, text items, and lines. You can then begin learning how to manipulate the objects you've created.

In addition, Corel Print Space lets you search for and select objects based on shared properties. For example, you can select an object, then use Select By Properties to find other objects that have similar outline, fill, and shadow properties.

{button ,AL(`draw_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To select an object

1. Click the Pick tool.
2. Click the object.

Tip
— If you're using any of Corel Print Space's drawing tools, press SPACEBAR to choose the Pick tool.

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

To deselect all objects

1. Click the Pick tool.
2. Click any open space in the drawing window.

Tip

– If you're using any of Corel Print Space's drawing tools, press SPACEBAR to choose the Pick tool.

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

To deselect a specific object

1. Click the Pick tool.
2. Hold down SHIFT and click the object you want to deselect.

Tip
— If you're using any of Corel Print Space's drawing tools, press SPACEBAR to choose the Pick tool.

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

To marquee select an object

1. Choose the <u>Pick tool</u>.
2. Drag the mouse diagonally until a marquee box encloses the entire object.
3. Release the mouse button.

Tip

— If you're using any of Corel Print Space's drawing tools, press SPACEBAR to choose the Pick tool.

{button ,AL(`select_procedures;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To marquee select a group

1. Choose the Pick tool.
2. Drag the mouse diagonally until a marquee box encloses the entire group.
3. Release the mouse button.

Tip
— If you're using any of Corel Print Space's drawing tools, press SPACEBAR to choose the Pick tool.

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

To marquee select multiple objects

1. Choose the <u>Pick tool</u>.
2. Drag the mouse diagonally until a marquee box encloses all the objects you want to select.
3. Release the mouse button.

Tip
— If you're using any of Corel Print Space's drawing tools, press SPACEBAR to choose the Pick tool.

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{button ,AL(`select_procedures;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To select a group

1. Choose the <u>Pick tool</u>.
2. Click any object in the group.
3. Release the mouse button.

Tip
— If you're using any of Corel Print Space's drawing tools, press SPACEBAR to choose the Pick tool.

{button ,AL(`select_procedures;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To select multiple groups

1. Choose the <u>Pick tool</u>.
2. Hold down SHIFT.
3. Click an object in each group.

Tips
- If you're using any of Corel Print Space's drawing tools, press SPACEBAR to choose the Pick tool.
- Hold down SHIFT and click a selected group to deselect it.

{button ,AL(`select_procedures;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To select multiple objects

1. Choose the <u>Pick tool</u>.
2. Hold down SHIFT.
3. Click each object.

Tips
— If you're using any of Corel Print Space's drawing tools, press SPACEBAR to choose the Pick tool.
— Hold down SHIFT and click a selected object to deselect it.

{button ,AL(`;;select_procedures;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To select objects based on shared properties

1. Select an object that has one or more of the properties for which you want to search.
2. Click Edit, Select By Properties.
3. Enable the check boxes that correspond to the properties you want to use for your search.

   For example, if you want to find objects that have the same outline width and color as the selected object, enable the Width and Color check boxes.
4. Click OK to conduct your search.

{button ,AL(`select_procedures;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Starting Corel Print Space

Corel Print Space follows all Windows 95 conventions for starting programs. You can start Corel Print Space using the Windows 95 Start menu, the run command, or by creating a desktop shortcut.

{button ,AL(`;manage_overview;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To start Corel Print Space using the Start button

1. On the Windows taskbar, click Start, Programs.
2. Point to the folder that contains Corel Print Space.
3. Click Corel Print Space.

Tip
— Refer to Windows 95 documentation to learn how to create a shortcut to Corel Print Space.

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{button ,AL(`start_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To start Corel Print Space using the Run command

1. On the Windows taskbar, click Start, Run.
2. In the Open list box, type Corel Print Space's folder location and file name.

   For example, if Corel Print Space resides on your "C" drive in the directory CORELCAD\PROGRAMS, you would type: c:\CORELCAD\PROGRAMS\PRINTSPACE.EXE.

Tip

— Refer to Windows 95 documentation to learn how to create a shortcut to Corel Print Space.

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

To exit Corel Print Space

– Click File, Exit.

Note

– If you haven't saved an open file, Corel Print Space will prompt you to choose whether you want to save or discard your changes.

{button ,AL(`diagram_close_proc;diagram_save_proc;;;;',0,"Defaultoverview",)} **Related Topics**

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Undoing and redoing operations

When you work on a layout, Corel Print Space keeps track of the operations and commands you perform. Corel Print Space's Undo and Redo commands let you take advantage of this memory functionality. For example, if you make a mistake or change your mind about a specific operation, you can use the Undo command to reverse it. Similarly, you can use the Redo command to reproduce the operations you reverse.

Corel Print Space also lets you set a limit on the number of consecutive actions you can undo. You can set any value from 1 to 99. By setting a high value, you give yourself confidence in knowing that you can change almost any previous error. However, setting a high value also takes up more of your computer's memory, as Corel Print Space needs to keep track of your actions. As a result, your computer may operate slightly slower than normal. By setting a lower value, you can still provide a good level of safety without sacrificing any computer or program speed.

{button ,AL(`;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To undo an operation

– Click Edit, Undo.

Note

– You can change the number of consecutive operations you can undo, redo, or repeat. Click Tools, Options to set the value using the Undo Levels box.

Tip

– For quick access to the Undo command, click the right mouse button anywhere in the drawing window, then click Undo.

{button ,AL(`undoredo_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set the undo limit

1. Click Tools, Options.
2. Click the General tab.
3. Use the Undo Levels box to specify the maximum number of consecutive operations you can redo or undo.

Note

— You must specify a value from 1 to 99.

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

To redo an operation

– Click Edit, Redo.

Notes

– You can only redo an operation you reversed using the Undo command.
– You can change the number of consecutive operations you can redo, undo, or repeat. Click Tools, Options to set the value using the Undo Levels box.

Tip

– For quick access to the Redo command, click the right mouse button anywhere in the drawing window, then click Redo.

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

Adjusting your vantage point

No two people work exactly alike and no two projects are exactly alike. As a result, how you view your Corel Print Space layouts can be almost as important as the tools you use to create them. Corel Print Space eliminates any questions regarding your vantage point by giving you all the tools you need to examine your work.

Corel Print Space's Zoom flyout menu provides easy-to-use tools that let you reduce or magnify your view of your layout. You can use these tools to get a closer look or an overview of individual objects, groups of objects, the drawing page, or the entire layout. Zooming has no effect on the final printed product. Rather, zooming is much like moving towards or away from a picture to get a better look at it ▬ you change only your vantage point.

Corel Print Space also lets you adjust your viewpoint by moving your layout within the drawing window or by having Corel Print Space refresh your window to clear up any marks created by editing actions. As with the Zoom tools, moving or refreshing your layout has no effect on the final product.

{button ,AL(`;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To magnify an area of your drawing

1. Click the Zoom tool to open its flyout menu.
2. Click the Zoom In tool.
3. Drag the mouse diagonally until the marquee box encloses the area you want to magnify.

Note
— You can continue magnifying until you reach the magnification limit for your screen.

Tip
— For easier access to the tools on the Zoom flyout, point to the flyout's border and drag it onto the drawing window or the toolbar.

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

To see more of your layout

1. Click the <u>Zoom tool</u> to open its flyout menu.
2. Click the <u>Zoom Out tool</u>.

Note
–   When you click the Zoom Out tool, your viewpoint zooms out by a factor of two. If you are using a magnified view, choosing Zoom Out returns you to the previous viewpoint.

Tip
–   For easier access to the tools on the Zoom flyout, point to the flyout's border and drag it onto the drawing window or the toolbar.

{button ,AL(`zoom_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To see your drawing at actual size

1. Click the Zoom tool to open its flyout menu.
2. Click the Zoom to Actual tool.

Note

− When you click the Zoom to Actual tool, Corel Print Space displays your drawing in 1:1 scale. In other words, 1 on-screen inch is actually 1 real-world inch.

Tip

− For easier access to the tools on the Zoom flyout, point to the flyout's border and drag it onto the drawing window or the toolbar.

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

To zoom in on selected objects

1. Select the objects you want to view.
2. Click the Zoom tool to open its flyout menu.
3. Choose the Zoom to Selected tool.

Note
— When you click the Zoom to Selected tool, Corel Print Space magnifies or reduces your viewpoint to display the selected objects at the largest size possible.

Tip
— For easier access to the tools on the Zoom flyout, point to the flyout's border and drag it onto the drawing window or the toolbar.

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

To see all objects in your layout

1. Click the Zoom tool to open its flyout menu.
2. Choose the Zoom to All Objects tool.

Note

− When you click the Zoom to All Objects tool, Corel Print Space magnifies or reduces your viewpoint to display the objects in your drawing at the largest size possible.

Tip

− For easier access to the tools on the Zoom flyout, point to the flyout's border and drag it onto the drawing window or the toolbar.

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

To see the entire printable page

1. Click the Zoom tool to open its flyout menu.
2. Choose the Zoom to Page tool.

Note
–   When you click the Zoom to Page tool, Corel Print Space magnifies or reduces your viewpoint to display the entire printable page at the largest size possible.

Tip
–   For easier access to the tools on the Zoom flyout, point to the flyout's border and drag it onto the drawing window or the toolbar.

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

To scroll the drawing window

— Click next to any scroll bar thumb to move the window in that direction. You can also drag a scroll bar thumb to move the window.

Note

— You can also use the Panning tool to scroll the drawing window in any direction.

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

To refresh the screen

−   Press CTRL+W.

{button ,AL(`scroll_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To drag your layout within the drawing window

1. Choose the Panning tool.
2. Drag your layout in any direction.

Notes

– Corel Print Space moves the point where you started dragging to the point where you stopped dragging.
– You can also drag or click next to a scroll bar thumb to scroll the window.

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

—

Manipulating windows in Corel Print Space

Manipulation of the Corel Print Space window and its drawing windows follows Windows 95 conventions. You can resize, arrange, and move these windows the same way you do with conventional Windows 95 programs. Please refer to Windows 95 documentation for more information on manipulating windows.

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{button ,AL(`;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To resize the Corel Print Space window using the mouse

1. If the window is maximized, click the Corel Print Space window's restore button.
2. Drag a side, top, or bottom border to resize the window horizontally or vertically.
   Drag a corner border to resize the window horizontally and vertically.

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

To resize the Corel Print Space window using the keyboard

1. If the window is maximized, press ALT, SPACEBAR, R.
2. Press ALT, SPACEBAR, S.
3. Press the Arrow key that corresponds to the border you want to move.
   For example, if you want to resize by moving the bottom border, press the Down Arrow key.
4. Press the Arrow keys to move the border.
5. Press ENTER when the window is the size you want.

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{button ,AL(`window_resize;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To view all open drawing windows

−   Click Window, Tile Horizontally/Tile Vertically.

{button ,AL(`window_arrange;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To cascade all open drawing windows

−   Click Window, Cascade.

{button ,AL(`window_arrange;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To arrange minimized drawing windows

−   Click Window, Arrange Icons.

{button ,AL(`window_arrange;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move the Corel Print Space window

‒   Drag the title bar until the window occupies the position you want.

{button ,AL(`window_arrange;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move the drawing window
- Drag the title bar until the window occupies the position you want.

{button ,AL(`window_arrange;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Working with frames

Corel Print Space uses frames to lay out CorelCAD files and print them. The frames are containers for CorelCAD files. You can change the properties of the frame such as the outline style and the shadow. As well, you can change the way in which the CorelCAD file is displayed and printed by setting the View properties and the CorelCAD layer properties. View includes rotation, distance, pan and zoom, rendering, and projection. Layer properties include, visibility, color, and line style.

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

To create a new frame

1. Click the <u>Frame tool</u>.
2. Position the mouse pointer where you want a corner of the frame.
3. Hold down the left mouse button.
4. Drag the mouse diagonally until the frame is the size you want.
5. Release the mouse button.
6. In the Select CorelCAD Document dialog box, choose the folder and drive.
7. Double-click the CorelCAD file that you want to load into the frame.

Tips
- Hold down SHIFT to draw the frame from the center outward.
- Enable the Snap to Grid command to draw more precisely.

{button ,AL(`create_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To delete a frame

1. Select the frame.
2. Click Edit, Cut.

{button ,AL(`create_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

—

Formatting frame outlines

Every frame you create has outlines. Corel Print Space's frame formatting tools give you the power to change these outlines. You can choose specific outline types, widths, and colors. In addition, you can apply these formats to a particular frame or to all frames you add to your layout.

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{button ,AL(`frame_over;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change a frame's outline width

1. Select the frame you want to edit.
2. Click Format, Symbol.
3. Click the Outline tab.
4. Type a new outline width in the Pen Width box.

Tips
- Enable the Set as default check box to apply these settings to all new frames.
- To choose a preset outline width, click the <u>Outline tool</u>, then click the width you want.

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{button ,AL(`frameout_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To redraw a frame using a solid, dashed, or dotted outline

1. Select the frame you want to edit.
2. Click Format, Symbol.
3. Click the Outline tab.
4. Choose a line style from the Line Style list box.

Tips
- To apply these settings to all new objects, enable the Set as default check box.
- For quicker access to preset outline styles, click the <u>Outline tool</u>.

{button ,AL(`frameout_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change a frame's outline color

1. Select the frame.
2. Click Format, Symbol.
3. Click the Outline tab.
4. Click the <u>Color picker</u>, then click the color you want. If you want to create or select a custom color, click Other.

Tips
− To apply your settings to all new frames, enable the Set as default check box.
− Use the on-screen color palette to change a frame's outline color more quickly. Select the frame, then click the color you want with the right mouse button.

{button ,AL(`frame_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change a frame's corner radius

1. Select the frame you want to edit.
2. Click Format, Line.
3. Click the Outline tab.
4. In the Corners box, click the button that corresponds to the corner radius you want.

   To specify a precise corner radius, type a value in the box provided.

Tip
— To apply these settings to all new objects, enable the Set as default check box.

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{button ,AL(`frameout_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To copy outline attributes from one frame to another

1. Hold down the right mouse button on the frame with the attributes you want to copy.
2. Drag the frame over the frame to which you want to copy the attributes.
3. Release the mouse button, then click Copy Outline.

Tip

— You can also use this procedure to copy the object's outline attributes to a line.

{button ,AL(`frameout_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

Applying shadow effects to a frame

By applying a shadow effect to a frame, you give it a three-dimensional appearance. Corel Print Space lets you apply simple or complex shadows to any frame in any layout. You can also choose to set a default shadow that applies to all new frames. In all cases, you control the direction and offset of the shadow as well as its fill and outline attributes. You can even apply multiple shadows to a frame to enhance the three-dimensional effect.

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

To set the direction of a frame's shadow

1. Select the frame you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Enable the Direction button that corresponds to the direction you want.

Tips

— To apply your settings to all new frames, enable the Set as default check box.

— For quick access to preset shadows, click the <u>Shadow tool</u>.

{button ,AL(`frameshadow_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To apply multiple shadows to a frame

1. Select the frame you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Type the number of shadows you want in the Number box.

Tips
— To apply your settings to all new frames, enable the Set as default check box.
— For quick access to preset shadows, click the <u>Shadow tool</u>.

{button ,AL(`frameshadow_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To set the shadow offset

1. Select the frame you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Specify a new offset value and unit using the boxes provided.

Tips
— To apply your settings to all new frames, enable the Set as default check box.
— For quick access to preset shadows, click the Shadow tool.

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

To set a shadow's outline color

1. Choose the frame you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Click the Outline picker, then click the color you want.
   Click the Other button to create or select a custom color.

Tips
− To apply your settings to all new frames, enable the Set as default check box.
− For quick access to preset shadows, click the Shadow tool.

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{button ,AL(`frameshadow_proc;color_overview;;;;',0,"Defaultoverview",)} Related Topics

To apply a shadow with a uniform fill

1. Select the frame you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Click the Uniform Fill button.
6. Click the color picker, then choose the color you want.

   Click the Other button to create or select a custom color.

Tips
- To apply your settings to all new frames, enable the Set as default check box.
- For quick access to preset shadows, click the Shadow tool.

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{button ,AL(`frameshadow_proc;color_overview;;;;',0,"Defaultoverview",)} Related Topics

To apply a shadow with a fountain fill

1. Select the frame you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Click the Fountain Fill button.
6. Click the button that corresponds to the type of fountain fill you want.
7. Use the color pickers to choose the fill's start and end colors or click the Edit button to create a custom fountain fill.
   Click the Other button to create or select custom colors.

Tips
 – 　　　　To apply your settings to all new frames, enable the Set as default check box.
 – 　　　　For quick access to preset shadows, click the Shadow tool.

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{button ,AL(`frameshadow_proc;color_overview;;;',0,"Defaultoverview",)} Related Topics

To apply a shadow with a pattern fill

1. Select the frame you want to edit.
2. Click Format, Symbol.
3. Click the Shadow tab.
4. Enable the Use Shadow check box.
5. Click the Pattern Fill button.
6. Click the Pattern picker, then click the pattern you want.
7. Click the topmost color picker, then click a color for the pattern's foreground.
   Click the Other button to create or select a custom color.
8. Click the bottom color picker, then click a color for the pattern's background.
   Click the Other button to create or select a custom color.

Tip
- To apply your settings to all new frames, enable the Set as default check box.
- For quick access to preset shadows, click the Shadow tool.

{button ,AL(`frameshadow_proc;color_overview;;;;',0,"Defaultoverview",)} Related Topics

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Changing the view in a frame

You can change the view of a CorelCAD file in the frame using the View command on the Format menu. Display options such as projection and render can be set. As well, you can scale and position the file in the frame.

{button ,AL(`frame_over;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the projection in a frame

1. Select the frame.

2. Click Format, View.

3. In the Projection list box, choose a projection.

Note:

— Enable the Set as default checkbox, to choose the selected projection as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

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{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the render type in a frame

1. Select the frame.

2. Click Format, View.

3. In the Render list box, choose a render type.

Note:

— Enable the Set as default checkbox, to choose the selected render type as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To display render shadow in a frame

1. Select the frame.

2. Click Format, View.

3. Enable the Render Shadow checkbox.

Note

— Enable the Set as default checkbox, to have Render Shadow as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display text in a frame

1. Select the frame.

2. Click Format, View.

3. Enable the Text checkbox.

Note

— Enable the Set as default checkbox, to show text as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} Related Topics

To display dimensions in a frame

1. Select the frame.

2. Click Format, View.

3. Enable the Dimensions checkbox.

Note

— Enable the Set as default checkbox, to show dimension lines as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

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{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To display silhouettes in a frame

1. Select the frame.

2. Click Format, View.

3. Enable the Silhouette checkbox.

Note

— Enable the Set as default checkbox, to show silhouettes as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To display colored hidden lines in a frame

1. Select the frame.

2. Click Format, View.

3. Enable the Color checkbox.

Note

— To set the color of hidden lines, you must have Hidden or Hidden (Visible) selected in the Render list box and Silhouette must be disabled.

— Enable the Set as default checkbox, to show colored hidden lines as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To change the scale in the frame

1. Select the frame.

2. Click Format, View.

3. In the Scale list box, choose a preset scale.

Note

— Enable the Set as default checkbox, to choose the selected scaling option as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To customize the scale in a frame

1. Select the frame
2. Click Format, View.
3. In the Printed Units box, enter the value of the printed unit.
4. In the Real World Units box, enter the equivalent value in the CorelCAD file.

   For example, if you want to print your drawing at a scale of ¼ inch = 1 foot, enter ¼" in the Printed Units box and 1' (or 12") in the Real World Units box.

Note

‒   Enable the Set as default checkbox, to choose the customized scaling values as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To change the position of the file in the frame

1. Select the frame
2. Click Format, View.
3. Enter a value in the Pan X box to move the file left or right.
4. Enter a value in the Pan Y box to move the file up or down.

   The display box above illustrates how the file looks in the frame.

   Note
   —   Enable the Set as default checkbox, to choose the selected position of the file as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the CorelCAD file in the frame

1. Select the frame
2. Click Format, View.
3. Click Browse.
4. In the Select CorelCAD Document dialog box, choose the folder and drive.
5. Double-click the CorelCAD file you want to load.
6. Click OK.

Note

− Enable the Set as default checkbox, to choose the selected file as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

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Using CorelCAD layers in Corel Print Space

When you have created a CorelCAD file and placed it in a frame in Corel Print Space, you can then determine which of the layers is to be displayed in the frame. The Layers tab in the Shape Properties dialog box allows you make layers visible and invisible. It also allows you to change the line style and color for each layer. However, the settings in this dialog box only affect the frame in Corel Print Space and not the CorelCAD file.

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{button ,AL(`frame_over;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display a CorelCAD layer in a frame

1. Select the frame
2. Click Format, Layers.
3. Click the layer in the Layers list box.
3. Enable the Visible checkbox.

Note

 Enable the Set as default checkbox, to set the selected layer as visible for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`framelayer_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To hide a CorelCAD layer in a frame

1. Select the frame
2. Click Format, Layers.
3. Click the layer in the Layers list box.
3. Disable the Printable checkbox.

   Note
   −   Enable the Set as default checkbox, to set the selected layer as hidden for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`framelayer_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the color of objects in a CorelCAD layer

1. Select the frame
2. Click Format, Layers.
3. Click the layer in the Layers list box.
3. Enable the Override Color checkbox.

Note
−   Enable the Set as default checkbox, to set the color for objects in the selected layer for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

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

To change the line style of a CorelCAD layer

1. Select the frame
2. Click Format, Layers.
3. Click the layer in the Layers list box.
3. In the Line Style list box, choose a line style.

Note
‒	Enable the Set as default checkbox, to set the selected line style as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

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

To change the color of a CorelCAD layer

1. Select the frame
2. Click Format, Layers.
3. Click the Color button.
4. Choose a color from the color palette.

   If you want to choose a color other than those on the palette or create your own color, click Other.

   Note
   — Enable the Set as default checkbox, to set the selected layer color as the default for all frames. If you choose to use the Set as default checkbox, all changes made during the current session in any of the tabs for the Shape Properties dialog box will be set as the default.

{button ,AL(`layer_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To reset CorelCAD layers

1. Select the frame
2. Click Format, Layers.
3. Click Reset.

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

To set full image resolution

1. Click Tools, Options.
2. Click the Advanced tab.
3. Click Full: Large images may take a long time to print.

{button ,AL(`preference_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set automatic image resolution

1. Click Tools, Options.
2. Click the Advanced tab.
3. Click Automatic: Let Print Space reduce the resolution of large images.

{button ,AL(`preference_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To show/hide all CorelCAD views

‒ Click View, Show All CAD Views.

Note

‒ This command toggles between Show All CAD Views and Hide All CAD Views.

‒ Enable Hide All CAD Views on the View menu to ensure that the CorelCAD images are not redrawn each time you edit the frames in your layout. When you have finished editiing, click View, Show All CAD Views.

‒ If you select None as your render type in the View tab of the Shape Properties dialog box, you can hide the CorelCAD image in the current frame.

{button ,AL(`3dview_proc;;;;;',0,"Defaultoverview",)} Related Topics

No related topics were found.

No procedure topics were found.

Sets the display options for the selected frame. It allows you to change the projection, rendering, scale and position of the CorelCAD file. As well, you can set the display of shadow, text and dimensions. Settings in this dialog box only affect the drawing in Print Space－the CorelCAD file remains unchanged.

Displays the name of the current view. To switch to another view, click the arrow to the right of the view name and select a view from the list.

Displays the rendering quality to be applied to the drawing in the frame. To switch the rendering quality, click the arrow and select a quality from the list. The option "None" allows you to display a frame with no image, which allows you to arrange frames quickly without having to wait for the screen to redraw.

When this check box is enabled, the image in the frame will be rendered with shadow. Shadow will only appear in the rendered image if you have selected one of the higher quality rendering modes (Preview to Raytrace full).

When this check box is enabled, text included in the file will be displayed.

When this check box is enabled, dimensions will be displayed.

Select a scale for the printed image. Click the arrow to the right of this box to select a predefined scale, AutoFit, Fit to Frame, or Custom from the list. If you select Custom, you must then use the next two boxes to specify the number of printed units relative to real world units. If you select Fit to Frame, the CorelCAD file is sized to fit the frame. If you select AutoFit, the largest CorelCAD view is used to fit the frame.

Enter a value and a unit (e.g. 3") to specify the size of the printed image relative to the real world units. It represents the left side of the scale equation (e.g. ¼" = 1').

Enter a value and a unit (e.g. 1') to specify the size of the printed image relative to the real world units. It represents the right side of the scale equation (e.g. ¼" = 1').

Displays the position of the image within the frame.

Updates the display of the image in the Position window.

Select a positive value to move the image to the right within the frame, or a negative value to move it to the left.

Select a positive value to move the image up within the frame, or a negative value to move it down.

Click here to search for another file from the drives and folders to which you have access. Select a file to load it into the Print Space frame.

Displays the name of the current CorelCAD file in the frame.

Opens the View tab on the Shape Properties dialog box. This tab provides controls for changing the view of the CorelCAD file in a frame.

Opens the Layer tab on the Shape Properties dialog box. This tab provides controls for CorelCAD layers.

Displays the layers from the CorelCAD drawing in the selected frame. It allows you to make layers visible or invisible. It also allows you to change the line style and color for each layer. Settings in this box only affect the drawing in Print Space ー the CorelCAD file remains unchanged.

Enable this checkbox to make the selected layer visible and printable. Disable it to make the layer invisible and not printable.

Enable this checkbox if you want the layer color to override any color selected for specific objects in your drawing. (e.g. if your CorelCAD drawing has an object on the F-WALL layer that has the color red assigned to it from the color palette, the object will be displayed in red if the Override Color check box is not enabled. If Override Color is enabled and blue is selected from the Color palette, blue will override the assigned color for the object.)

Displays the line style for the selected layer. To change the line style, select another line style from the list of line styles.

Displays the color for the selected layer. To change the color, click the arrow to the right of this box to display a color palette, then select a color.

Click this button to clear all settings and return to the layer settings specified in the CorelCAD drawing.

Frame Tool

Lets you create a frame on the working page of your layout in which you can associate a CorelCAD file.

Displays the available layers in the CorelCAD file and indicates whether the layer is visible or colored. If the icons for Visible and Color are CorelCAD icons, the CorelCAD layer settings are being used.

Hides all interior lines in the drawing, producing a silhouette effect.

Displays the hidden lines in color.

Sets the image resolution to full. A high resolution is used to render the drawing.

Sets the image resolution automatic. A lower resolution is used to render the drawing faster.

Displays all of the CorelCAD images in the current layout. The command toggles between Show All CAD Views and Hide All CAD Views. Hide All CAD Views hides all of the CorelCAD images.