No related topics were found.

No topics were found.

Lets you select, move, and resize objects using the mouse. After you select an object, you can use commands in the menus or the toolbar to change its appearance. You can also do basic node editing with the Pick tool.

Lets you manipulate nodes and paths to change the shape of lines, text, bitmaps, rectangles, and ellipses. The function of the Shape tool varies depending on the type of object selected.

Holding down the mouse button on either of the two tools shown opens the Zoom flyout. The flyout gives you access to the Zoom In and Panning tools－used for changing the vantage point on your drawing.

Holding down the mouse button on either of the five tools shown opens the Curve flyout. The flyout gives you access to the Freehand, Bezier, Natural Pen, Dimension, and Connector Line tools.

Holding down the mouse button on either of the five tools shown opens the Interactive Tools flyout. The flyout gives you access to the Blend, Distortion, Envelope, Extrude, and Drop Shadow interactive tools.

Lets you draw freehand lines and shapes using a click-and-drag style of drawing similar to the way you move a pencil on paper.

Lets you create curves using a connect-the-dots style of drawing, where you specify the start and end points of the line or curve you want to draw. CorelDRAW then connects these points.

Lets you create closed objects that are shaped like curves with variable thickness. There are four types of Natural Pen tool that you can select from the Property Bar.

Lets you draw curves that are the same thickness along their entire length.

Lets you draw curves that change thickness, based on feedback from a pressure-sensitive pen or keyboard input.

Lets you draw curves that change thickness, based on the direction of the curve. This creates an effect similar to using a calligraphic pen.

Lets you draw curves that change thickness, based on preset line types that you can choose from a list box.

Lets you draw vertical, horizontal, slanted, and angular dimension lines.

Lets you create a label showing the lengths of objects or the distances between them.

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Lets you create a label showing the lengths of objects or the distances between them.

Lets you create an angle and measure the distance between the two points and an apex.

Lets you create labels that are attached to objects. A callout line can consist of one or two segments.

Lets you join two objects together with a line－creating a connection that is maintained when you move either one of the "linked" objects.

Lets you draw rectangles and squares by dragging the mouse. The Status Bar displays the dimensions of the rectangle as you draw it. Objects drawn with the Rectangle tool use the current default fill, outline pen, and outline color attributes.

Lets you draw ellipses and circles by dragging the mouse. The Status Bar displays the dimensions of the ellipse as you draw it. Objects drawn with the Ellipse tool use the current default fill, outline pen, and outline color attributes.

Holding down the mouse button on any of the three tools shown opens the Object flyout. The flyout gives you access to the Polygon, Spiral, and Graph Paper tools.

Lets you draw polygons and stars by dragging the mouse.

Lets you create spirals by clicking and dragging.

Lets you create a symmetrical spiral. In a symmetrical spiral, the distance between each revolution of the spiral is constant.

Lets you create a logarithmic spiral. In a logarithmic spiral, the distance between each revolution of the spiral increases towards the outer edge of the spiral.

Lets you create a lined grid, similar to graph paper, by clicking and dragging.

 A context-sensitive toolbar that displays different information and controls depending upon the currently selected tool or object. You can use the Property Bar to do almost everything from changing the size of an object, to formatting text and positioning objects on the screen.

 The Interactive Transparency tool lets you apply uniform, fountain, pattern, or texture transparencies to objects. Although it appears that you are applying a fill to the object, you are actually applying a grayscale mask on top of the object's current fill. As a result, any colors you specify for your transparency are lost once you apply your transparency. As well, since the transparency is applied on top of any other attributes that are applied to the object, any fill properties that were applied before the transparency will be shown through the transparency.

 The Interactive Fill tool allows you to apply fills using the mouse. The direction and position of the fills are controlled using fill arrows, which can be dragged across the surface of the selected object.

 The Lock To Connector Node button lets you set connector lines so that they are always locked to the same nodes on the objects they connect. When this button is disabled, connector lines always connect two objects across the shortest possible distance.

In a symmetrical spiral, the distance between each revolution of the spiral is constant. In a logarithmic spiral, this distance increases as the spiral progresses outward.

 The Auto Dimension tool can draw both horizontal and vertical dimension lines. It is useful for experimenting to see which type of line suits a particular object.

The drawing tools include the Rectangle tool, the Ellipse tool, the Polygon tool, the Spiral tool, and the Graph Paper tool.

Gives you access to the four Free Transform tools on the Property Bar.
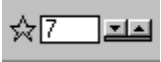
Lets you erase portions of an object without breaking any closed paths. For example, if you drag the Eraser tool across a filled square, you create an object with two closed subpaths.
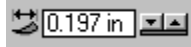
Lets you convert a polygon to a star and back. When depressed the button changes to a star.
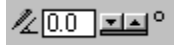
Sets the sharpness of stars and star-shaped polygons.

☆ 7 ▾▴ Lets you change the number of sides a polygon has or the number of points a star has.

0.197 in Lets you specify how wide you want the line to be at its widest point.

 Lets you set the angle for the Calligraphic Natural Pen. Type 0 degrees if you want the pen Nib to be horizontal, and type 90 degrees if you want the nib to be vertical. If you want the pen nib to be slanted, type a value between 0 and 360 degrees.

 Shows the units beside the dimension text. This option is grayed out for U.S. Engineering and U.S. Architectural.

 Displays the dimension placement buttons. Click one of the placement buttons to specify where you want the dimension text placed relative to the dimension line.

 Lets you to separate a subpath from an object to create a separate path.

 Changes the way multiple-selected nodes move when dragged with the mouse. If left unchecked, all nodes move by the same amount leaving the object's shape unchanged. When checked, nodes move in proportion to their distance from the base node (i.e., the node you are dragging). The end result is that the curve appears to behave like an elastic, expanding and contracting in response to the movement of the mouse.
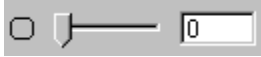
 Lets you set the direction of an arc or pie-wedge. The direction determines how the arc or pie wedge is drawn along the path of the original ellipse.

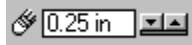 Lets you change the ellipse or arc into an pie wedge.

 Lets you change the ellipse or pie wedge into an arc.

Lets you change the roundness of the rectangle's corners.
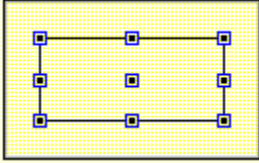
 Converts objects to curve objects.

Lets you change the size of the area that the Eraser tool erases.

 Lets you set the Knife tool to create subpaths of a single object rather than separate objects.

Lets you set the Knife tool to automatically close open objects when it cuts them.

Snap points on objects act as points of attachment for connector lines, dimension lines, and, when Snap To Objects is enabled, other objects. All objects have snap points associated with them. The exact location of these snap points depends on the object. When Snap To Objects is enabled, every snap point on every object takes on a gravitational effect, attracting other objects you draw or move nearby.

⊢— 2.26" —⊣ Text indicating the distance or angle measured by a dimension line. You can customize the style and position of dimension text.

Sets the number of revolutions of the spiral. The spiral appears tighter when you use more revolutions.
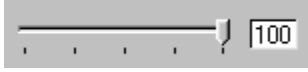
Sets the amount that the distance between each revolution of a logarithmic spiral increases.
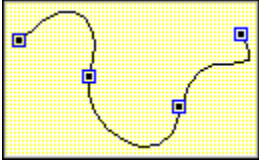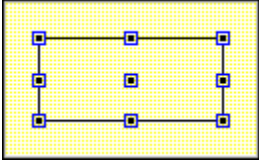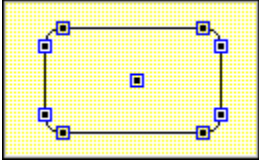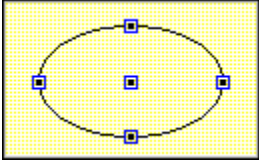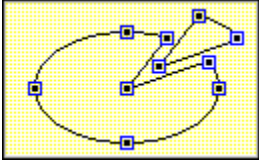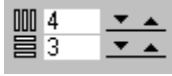
Sets the number of rows and columns in the graph paper.

Enable to select a node using the Pick tool or any of the basic drawing tools.

Simplifies objects by deleting excess nodes, i.e., nodes that can be deleted without changing the basic shape of the object. You can control how many nodes are deleted by changing the Auto-reduce setting in the properties for the Shape Tool. The higher the setting, the more nodes are deleted.

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.

These two arrow buttons allow you to flip through the pages of your document. They are located at the lower-right corner of the Preview box.

Adds a node at the spot along the segment that you click. Add nodes if you cannot shape a curve the way you want by moving the existing nodes and control points.

  Deletes the selected node or segment. Use to remove surplus nodes from an excessively complex drawing and to smooth unwanted bumps along a curve.

 Lets you align selected nodes and their associated control points. Use to align the edges of objects that share a common boundary such as regions of a map.

To align nodes of different objects, you must first combine the objects with the Combine command in the Arrange menu.

Splits the curve into two or more subpaths. Two unconnected nodes will appear at the break. Useful for separating curves in a traced bitmap.

 Connects two nodes at the beginning or end of curve segments that are part of the same object. Use to close an open path or make two subpaths into a single continuous curve.

You can join nodes of different objects by first combining the objects with the Combine command in the Arrange menu.

Displays eight stretching/scaling handles that let you stretch and scale selected parts of a curve.

Displays eight rotating/skewing handles that let you rotate and skew selected parts of a curve.

Lets you draw a line between two unconnected nodes. Each node must be at the end of a subpath.

The Shape tool lets you manipulate nodes and paths.

Lets you break an object into separate objects. For example, when you cut a circle in two places, you create two separate pie-shaped objects. You can also set the Knife tool to break an object into subpaths rather than into separate objects.

The Shape Edit flyout can be opened by clicking on any of the four tool buttons it contains. One of these is visible in the Toolbox.

When applying a fill color to an object using drag and drop, the mouse pointer changes shape from ⬉ to ⬉🟦 as you move over the object, to show where the color will be applied.

When applying an outline color to an object using drag and drop, the mouse pointer changes shape from ⬉ to ⬉▢ as you move over the object, to show where the color will be applied.

Gives you quick access to the most commonly used outline styles, such as outline thickness, line pattern, calligraphic pen effects, and arrowheads.

Holding down the mouse button on this tool opens the Outline flyout (shown below).

Opens the Outline Color dialog box, which allows you to create and apply a custom outline color. You can also create and select colors from a custom palette.

Opens the Pen Roll-Up, which allows you to define and apply pen attributes such as thickness, arrowheads, and color.

Opens the Outline Pen dialog box, which allows you to set and apply Outline Pen attributes such as color, width, style, nib shape, and arrowheads.

Removes the outline from the current object.

 Holding down the mouse button on this tool opens the Fill flyout (shown below). The Fill flyout provides preset fills, as well as various tools for setting uniform, fountain, texture, and pattern fills.

Opens the Uniform Fill dialog box, which allows you to create and apply a uniform fill color.

Opens the Color Roll-Up, a quick way to create and apply fills and outline colors.

Opens the Special Fill Roll-Up, a quick way to apply custom fountain, texture, vector, and bitmap fills.

Removes the fill from the current object, leaving it transparent.

Used for specifying fountain fills. You can choose from a linear, radial, conical, or square path.

Used to apply two-color bitmap pattern fills to your objects.

Opens the Pattern Fill dialog box, used to apply two-color bitmap pattern fills, full-color bitmap fills, or vector pattern fills to your objects.

Used to apply full-color pattern fills to your objects.

Used to apply bitmap pattern fills to your objects.

—
Opens the Texture Fill dialog box, used to apply texture fills to your objects.

Opens the PostScript Texture Fill dialog box, used to fill the selected object with a special type of pattern fill designed using the PostScript language.

A type of fountain 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.

A type of fountain fill that shows a progression of colors in a circular path that radiates from the center of the object. 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.

A type of fountain fill that shows a progression of colors in a series of concentric circles that radiates from the center of the object outwards. 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.

A type of fountain fill that shows a progression of colors in a series of concentric squares that radiate from the center of the object outwards. 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.

A type of fountain transparency that shows a progression of transparencies in a straight line. You can apply custom or built-in linear transparencies that use a direct progression from one color to another or a cascade of different colors.

A type of fountain transparency that shows a progression of colors in a circular path that radiates from the center of the object. You can apply custom or built-in radial transparencies that use a direct progression from one color to another or a cascade of different colors.

A type of fountain transparency that shows a progression of colors in a series of concentric circles that radiates from the center of the object outward. You can apply custom or built-in conical transparencies that use a direct progression from one color to another or a cascade of different colors.

A type of fountain transparency that shows a progression of colors in a series of concentric squares that radiate from the center of the object outward. You can apply custom or built-in square transparencies that use a direct progression from one color to another or a cascade of different colors.

 Click the Color Models button to display a preview window that represents the color model that is selected.

 Click the Palettes button to display a Color Palette.

 Click the Color Blender button to display a preview box that allows you to blend colors.

 Click the Mixing Area button to display an area that allows you to create your own colors by mixing colors together.

 Click the Paintbrush tool to apply color to the mixing area (the cursor changes to a paintbrush).

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

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

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.

Removes the current texture from the list.

+

Add the new label style to the Label Style list.

+

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

Removes the current label style from the Label Style list.

Locks and unlocks the Steps box. The Steps box is unlocked when the button is depressed.

Determines the intermediate fill colors according to hue and saturation changes along a straight line, beginning at the From color and continuing across the color wheel to the To color.

Intermediate colors change in the fountain fill using a counterclockwise path around the color wheel.

Intermediate colors change in the fountain fill using a clockwise path around the color wheel.

Displays a Color Palette. Click the color you want or click the More button to select or create a custom color.

Displays a Color Palette. Click the color you want or click the Others button to create a custom color.

A tool that lets you apply fill and outline colors by clicking the left or right mouse button. You can display the Color Palette anywhere in the CorelDRAW window, but by default it appears along the right-hand side of the screen. You can also create your own Color Palettes with the colors you need to give your drawings the look you want.

Previews your custom fountain fill. You can add, remove, or edit color markers by clicking just above the preview ribbon.
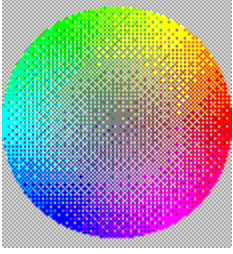
Shows the color path that determines your intermediate fill colors.

Displays controls that let you change outline and fill colors.

Removes the fill or outline color from the current object, leaving it transparent.

Use the mid-point slider of the fill vector to adjust the transition of one color to another.
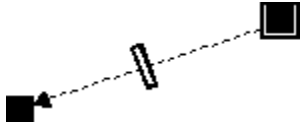
Allows you to set the start and end position of a fill, as well as set the angle, mid-point and distribution of color.
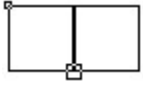
Lets you adjust the tiling in the current object.

| 0.5 in | ▾ ▴ |
| 0.5 in | ▾ ▴ |
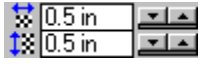
Specifies a custom pattern tile width (top box) and height (bottom box) from .10 of an inch to 15 inches.

Enables or disables the transformation of a pattern fill with the transformation of an object.
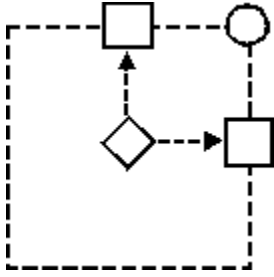
Allows you to size, rotate, skew, and position a pattern or texture fill.

256 ▾▴
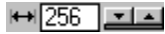
Changes the appearance of fountain fills, both on screen and when printed. Increasing the number of bands used to display the fountain fill will provide a smoother blend but results in increased printing times. Decreasing this value will result in faster printing, but the transition between shades may be coarse, which causes an effect known as banding.

When the Steps box is locked, the fill prints with the number of steps specified in the Print Options dialog box and displays with the number of steps specified in the Options dialog box.

Move the slider to adjust the fountain fill's mid-point, an imaginary line between two colors in a fountain fill. The value of the mid-point represents the position of the mid-point in relation to two fountain fill colors. By adjusting this value, you can set the point at which two colors in a fountain fill converge.

You can also adjust the mid-point by typing a specific value in the Mid-point box. You can specify a value from 1 to 99.
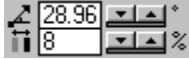
The Angle (top box) changes the slant of linear, conical, and square fountain fills. Changing the angle of gradation affects the appearance of the fountain fill. Positive values rotate the fill counterclockwise; negative values rotate it clockwise. Radial fountain fills, however, progress in a series of concentric circles, so you cannot change their angle.

The Edge Pad (bottom box) determines how long the beginning and ending colors remain as solid colors before they start blending with the next color in the fountain fill. Higher values allow the colors to remain solid longer before blending, causing the colors to spread more quickly. Lower values result in a smooth transformation between the two colors. The maximum setting is 45%. The edge pad option is not available for conical fills.
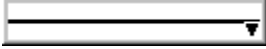
Opens a flyout where you can choose from a variety of line styles. Press the ESC key to exit without making a selection.
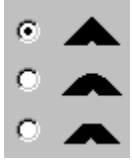
Setting the corner shape can greatly affect the appearance of lines and curves, especially if the object has a particularly thick line weight or the object is particularly small.

Mitered Corners produces mitered (pointed) corners.

Rounded Corners produces round corners.

Beveled Corners produces blunted corners.
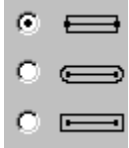
Setting Line Caps determines the shape of the end of the line.

Square Line Caps cuts the line off exactly at the end points.

Rounds off the ends of each line segment so that it appears to be dotted.

Extended Square Line Caps squares off the ends of the line.

Displays a thumbnail image of the selected fountain fill. You can change the fill's orientation by dragging the pointer in the preview box. Hold down the CTRL key while dragging to constrain the angle of the arrow to 15-degree intervals.
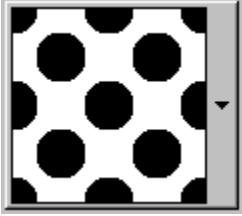
Displays a thumbnail image of the currently selected pattern. Click the preview box to display a list of available patterns.

Displays a thumbnail image of the currently selected pattern. Click the preview box to display a list of available patterns.
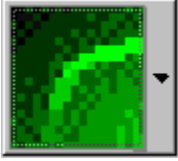
Displays a thumbnail image of the currently selected pattern. Click the preview box to display a list of available patterns.
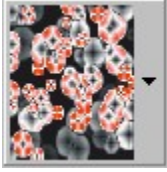
Displays a thumbnail image of the currently selected pattern. Click the preview box to display a list of available patterns.

Displays a thumbnail image of the currently selected outline. Click the scroll arrows to adjust the thickness of your line by 0.01 inches.
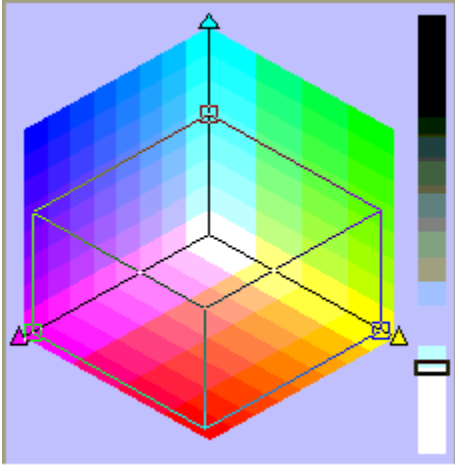
Displays the colors available for the CMYK and CMYK255 color models. Modify the level of cyan, magenta, and yellow using the three-dimensional visual selector; the vertical slider defines the level of black.
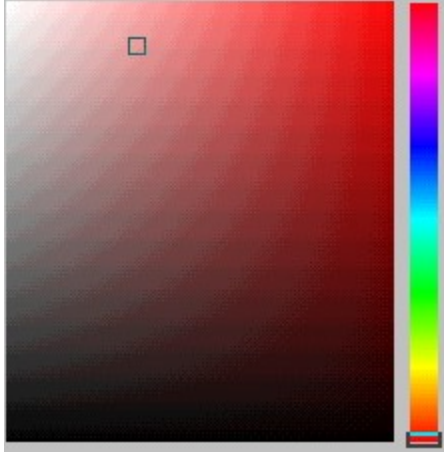
Displays the colors available based on the color model selected. Select a color by adjusting the vertical slider that appears. You can modify the color by clicking and dragging the small square that appears inside the preview box.
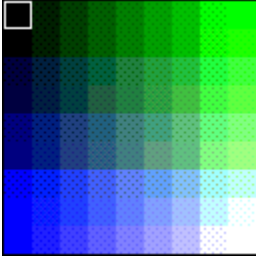
Displays the colors available based on the color blend select. Select a color by clicking one of the small squares that appears.

R	G	B
35	31	28

Depending on the color model selected, different boxes are displayed. For example, if you select RGB, there will be three boxes representing the Red, Green, and Blue component of the color.
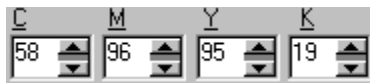
C	M	Y	K
58	96	95	19

Depending on the color model selected, different boxes are displayed. For example, if you select CMYK, there will be four boxes representing the Cyan, Magenta, Yellow and Black component of the color.
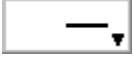
Opens a flyout where you can choose from a variety of line-ending shapes. Press the ESC key to exit without making a selection.
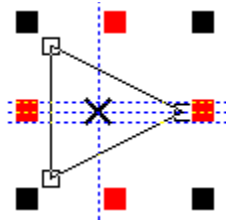
The nodes marked in red stretch the arrowhead in one direction.
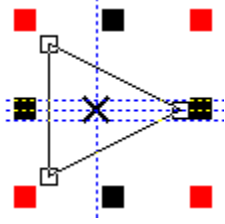
The nodes marked in red scale the arrowhead evenly.
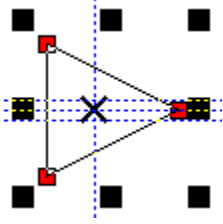
The nodes marked in red move the arrowhead without changing its size or shape.

 The New Child Color button opens the Create a New Child Color dialog box, which allows you to create a child color. The link between parent and child colors is based on a common hue. You create the different shades by adjusting levels of saturation and brightness for the child colors.

 The Edit Color Style button opens the Edit Color Style dialog box, which allows you to change a parent or child color. When you change a parent color, the child colors that are linked to the parent also change.

 The Create Shades button opens the Create Shades dialog box, which allows you to create child colors automatically, based on the hue of the parent color. You can automatically create up to 20 children colors.

 The Auto Create Color Styles button opens the Automatically Create Color Styles dialog box, which allows you to create color styles automatically, based on the colors used in your current drawing.

The Path button allows you start a new path, show a path, and detach objects from a path.

The Start button allows you to specify a new start object or show the start of a blend.

The End button allows you to specify a new end object or show the end of a blend.

Launches another CorelDRAW 8 Graphics Suite application.

Starts CorelTutor.

Starts online Hints.

 Opens the Open Drawing dialog box, which allows you to load a drawing or style template into CorelDRAW. If you already have a drawing open, the new drawing opens over top of the current drawing. Before you open a file, you might find it useful to enable the Preview check box to display a thumbnail of the file to make sure that it's the file you want.

Saves the current file.

 Restores changes reversed by the Undo command. Redo becomes available immediately after you select the Undo command. The name of the Undo command changes depending on the last action. For example, Undo Fill if your last action was a fill operation, or Undo Rotate if your last action was a rotation. Clicking the arrow to the left of the list button will undo the last action performed.

Repeats your last command or action, if possible. The name of the command depends on the action you performed most recently. For example, Repeat Fill, if your last action was a fill operation, or Repeat Rotate, if your last action was a rotation. Clicking the arrow to the left of the list button will redo the next action performed. If you can't repeat an action, or if there are no actions to be repeated, the Repeat command appears grayed out.

Creates a new drawing, represented by a blank Drawing Page. If you already have a drawing open, the new drawing opens over top of the current drawing. The new drawing uses the same program settings that were in effect for the previous drawing.

Go forward one page.

Reveals all the colors in the Color Palette.

Go back one page.

Displays the current page. Click to display a dialog box where you can specify the page you want to go to.

Rotates the object by the specified number of degrees.

Reflects an object left to right and vice versa.

Reflects an object top to bottom and vice versa.

x: 2.664 in
y: 8.109 in

Type a value in the X box to move the selected object horizontally relative to the horizontal ruler coordinate.
Type a value in the Y box to move the selected object vertically relative to the vertical ruler coordinate.

↔ 2.594 in ▾▲
↕ 2.918 in ▾▲

Type a value in the top box to size the selected object horizontally. Type a value in the bottom box to size the selected object vertically.

100. ▼▲ %
100. ▼▲ %

Type a value in the top box to scale the object by a percentage horizontally. Type a value in the bottom box to scale the object by a percentage vertically.

Lets you rotate an object around a fixed point, called the center of rotation. You set the center of rotation by clicking anywhere in the Drawing Window with the Free Rotation tool.

Lets you mirror an object according to the angle you specify. You specify an angle by dragging the line of reflection.

Lets you scale an object along the horizontal and vertical axis simultaneously relative to the object's anchor point. You set the anchor point by clicking anywhere in the Drawing Window with the Free Scale tool.

Lets you slant the horizontal and vertical lines of an object simultaneously relative to the object's anchor point. You set the anchor point by clicking anywhere in the Drawing Window with the Free Skew tool.

Lets you move an object a specified distance from its current position. You can use this button in combination with the Object(s) Position boxes and the Position Of Center Of Rotation boxes also located on the Transform toolbar.

Lets you apply transformations to a copy of the object when you are using the transformation controls on the Transform toolbar.
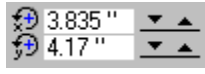
Lets you set the horizontal and vertical position of the center of rotation.
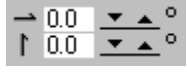
Lets you specify values to skew the object by the number of degrees vertically and horizontally.

Lets you size and scale objects nonproportionally. Disable this button to maintain the ratio of height to width while using the Object(s) Size boxes and Scale Factor boxes on the Transform toolbar.

Lets you treat unfilled objects as though they were filled. This allows you to select unfilled objects by clicking anywhere inside them.

Lets you set the distance the selected object moves when you press one of the Arrow keys.

Lets you enter words directly on the screen as Artistic Text or in frames as Paragraph Text.

Entering text as Artistic text allows you to fit the text to a path and apply all special effects. Entering text as Paragraph Text allows you to create text-intensive projects such as ads and brochures. Formatting features for Paragraph Text allow you to flow text in columns, create bulleted lists, and set tabs and indents. Options include linking blocks of Paragraph text and wrapping text around and inside other objects.

x^2

Character formatting option. Decreases font size and raises selected text from the baseline.

x_2

Character formatting option. Decreases font size and lowers selected text from the baseline.

Artistic text fit to path options. Determines the orientation of the letters on the path.

Rotate letters. Rotates individual characters to follow the contours of the path.
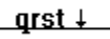
Vertical skew. Vertically skews each character, creating the impression that the text is standing upright on the path. The amount of skewing varies with the slope of the path.
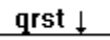
Horizontal skew. Horizontally skews each character, creating the impression that the text is turning in toward the screen. The amount of skewing varies with the slope of the path.

Artistic text fit to path options. Determines the vertical position of Artistic text on a path.

qrst ↓　Baseline. Aligns the baseline of the text with the path.

qrst ↑　Top. Aligns the ascender line of the text with the path.

qrst ↓　Bottom. Aligns the descender line of the text with the path.

qrst ↕　Center. Centers the text vertically on the path.

qrst ↕　Variable. Allows you to move the text off the path by dragging with the mouse.

Artistic text fit to an open path options. Determines the horizontal position of the text relative to the path.

abc ⟵⎯⎯   Aligns the text with the start node of the line or curve.

⟶**abc**⟵   Centers the text on the path.

⎯⎯⟶**abc**   Aligns the text with the end point of the line or curve.

Artistic text fit to a closed path options. Specifies the quandrant of the object to which you want to fit Artistic Text.

Artistic text fit to path Property Bar button. Changes orientation of text fit to a path.

Artistic text fit to path Property Bar button. Changes vertical position of text fit to a path.

Artistic text fit to path Property Bar button. Changes horizontal position of text fit to an open path.

Artistic text fit to path Property Bar button. Changes horizontal position of text fit to a closed path.

Artistic text fit to path Property Bar button. Type a value to specify vertical position.

Artistic text fit to path Property Bar button. Type a value to specify horizontal position.

Applies the bold character formatting to text.

Applies italic character formatting to selected text.

U

Applies underline character formatting to selected text.

Applies no justification to text objects.

Left justifies text objects.

Aligns text between the left and right margins of the text object.

Right justifies text objects.

Full justification. Creates even margins along the left and the right sides.

Force justification. Creates even margins along the left and right sides and stretches the last line to the end of the line.

Decreases the indent (space between the frame and the text) in an indented paragraph of Paragraph Text.

Increases the indent (space between the frame and the text) in an indented paragraph of Paragraph Text.

Adds and removes bullets in selected Paragraph Text.

If the button is not pressed down, click to add a drop cap to the selected Paragraph Text. When the button is pressed down, click to remove the existing drop cap.

¶

Displays nonprinting characters such as spaces, paragraph markers, and tabs in the Drawing Window or the Text Edit window.

Opens the Edit Text window where you can edit Artistic text with special effects.

Opens the Format Text Dialog Box where you can specify text formatting properties.

Adjusts the horizontal space between text characters. Type a value as a percentage of point size.

Adjusts the vertical space between text characters. Type a value as a percentage of point size.

Converts selected Artistic text into Paragraph text. Converts selected Paragraph text into Artistic text.

Character formatting option. Makes all characters uppercase.

Character formatting option. Makes all characters small capital letters.
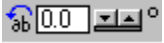
Sets the angle of rotation for text characters. Positive values rotate counterclockwise; negative values rotate clockwise.

Allows you to create an envelope based on the shape of any object and apply it to the selected object. When you click this button, a special mouse pointer appears. Use this pointer to click the object from which you want to create the envelope. The envelope you create is automatically applied to the object that is currently selected.

‡ 0.0 in
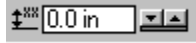
Type the distance you want to move the text away from the path vertically.
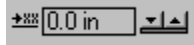
Type the distance you want to move the text along the path horizontally.

Adjusts the space between characters or words you select with the Shape tool.

Adjusts the space above and below characters or words you select with the Shape tool.

Displays the outlines of Paragraph text frames in the Drawing WIndow.

The top button changes the default formatting properties for Artistic text when no text object is selected. The bottom button changes the default formatting properties for Paragraph text when no text object is selected.

Displays controls that let you accelerate the intermediate colors and objects in a blend.

Allows you to blend two objects by dragging the mouse from one object to the other.

Rotates the intermediate objects in a blend around a point midway between the blend's start and end objects. The result is an arc-shaped blend. The amount of rotation depends on the setting in the Blend Direction box.

Applies a color progression that passes directly through the spectrum between the blend's start and end objects.

Applies a color progression that passes clockwise through the spectrum between the blend's start and end objects.

 Applies a color progression that passes counterclockwise through the spectrum between the blend's start and end objects.

The top box, Number Of Steps, sets the number of intermediate shapes in the blend. The bottom box, Offset Between Shapes, sets the distance between intermediate shapes when a blend is attached to a path.

Applies a color progression that passes directly through the spectrum between the blend's start and end objects.

Applies a color progression that passes clockwise through the spectrum between the blend's start and end objects.

Applies a color progression that passes counterclockwise through the spectrum between the blend's start and end objects.

Sets the rate of object acceleration in the blend. Drag right to have objects get closer together as they approach the end object. Drag left to have objects get closer together as they approach the start object.

Sets the rate of color acceleration in the selected blend. Drag right to have colors move quicker through the spectrum as they approach the end object. Drag left to have colors move quicker through the spectrum as they approach the start object.

Enables and disables linking of color and object accelerations in the selected blend. When you enable this option, color acceleration automatically matches the rate you set for objects using the Blend Object Acceleration slider.

Enables and disables acceleration of object size in the selected blend. When you enable this option, acceleration is reflected in terms of size, as well as object spacing and shape.

Displays controls that let you map the start and end nodes in a blend, split a blend, or fuse a split blend.

Opens a drop-down page of miscellaneous controls for blends. These controls let you map the start and end nodes in a blend, split a blend, or fuse a split blend.

Changes the number of contour steps or lines associated with the selected object. This box is grayed out for To Center contours.

`0.1 in`
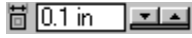
Changes the distance between contour lines associated with the selected object.

Adds contour lines to the center of the selected object.

Adds contour lines inside the outline of the selected object.

Adds contour lines outside the outline of the selected object.

Applies a color progression that passes clockwise through the spectrum between the original object and the last contour line.

Applies a color progression that passes counterclockwise thorough the spectrum between the original object and the last contour line.

Applies a color progression that passes directly through the spectrum between the original object and the last contour line.

Applies a color progression that passes clockwise through the spectrum between the original object and the last contour line.

Applies a color progression that passes counterclockwise thorough the spectrum between the original object and the last contour line.

Applies a color progression that passes directly through the spectrum between the original object and the last contour line.

Sets the color of the last contour line on the selected object.

Sets the fill color of the area between the last two contour lines on the selected object. If the object has a fountain fill, this color picker sets the start color of the fill in the area between these contour lines.

Selects the Unconstrained envelope editing mode, which lets you drag envelope nodes freely. You can shape an envelope almost any way you want using this mode.

Selects the Single Arc envelope editing mode. Using this editing mode, you can drag an envelope node horizontally or vertically to apply an arc shape to one side of the envelope.

Selects the Double Arc envelope editing mode. Using this editing mode, you can drag an envelope node horizontally or vertically to apply an "S" shape to one side of the envelope.

Selects the Straight Line envelope editing mode. Using this editing mode, you can drag an envelope node horizontally or vertically to apply a "V" shape to one side of the envelope.

Allows you to create an envelope based on the shape of any object and apply it to the selected object. When you click this button, a special mouse pointer appears. Use this pointer to click the object from which you want to create the envelope. The envelope you create is automatically applied to the object that is currently selected.

Displays controls that let you set the vanishing point of an extrusion by specifying exact horizontal and vertical coordinates.

Displays controls that let you add beveled edges to an object or extrusion.

Displays the Bevels page on the Extrude Roll-Up. This page displays controls that let you add beveled edges to an object or extrusion.
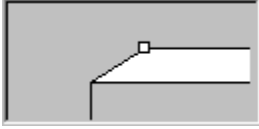
Shows a visual representation of the angle and depth of the beveled edge. To set the angle and depth using the mouse, drag the white square inside this box.

Applies the control object's fill to its extruded surfaces.

Applies a solid fill color to extruded surfaces.

Applies a gradient fill to extruded surfaces.

Displays controls that let you simulate light sources to create a shading effect on the extrusion.

Displays controls that let you rotate an extrusion in 3D.

The Freeze button fixes the current contents of a transparency. You can then move the transparency anywhere you want without changing its appearance.

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Switches the From and To colors in a Custom Color Map lens.

Move the slider to adjust the opacity of the transparency. Lower values (less than 20) produce a more opaque transparency. Higher values (over 80) produce a more transparent transparency.

Displays the Vanishing Point page on the Extrude Roll-Up. This page displays controls for selecting the type, depth, and vanishing point of an extrusion.

Displays controls for selecting the type, depth, and vanishing point of an extrusion.

| $\square_x$ | 9.3 in | ▼ ▲ |
| $\square_y$ | 3.2 in | ▼ ▲ |

Lets you specify new horizontal and vertical coordinates for an extrusion's vanishing point.

Lets you set the depth of an extrusion. The depth represents how far the extrusion recedes towards its vanishing point. You can only set the depth for a perspective extrusion.

Sets the rotation of intermediate objects in a blend. You can set values between -360 and 360. Negative values rotate the shapes clockwise.

`100%`
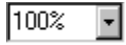
Controls how small or large a drawing appears on the screen. You can choose one of the preset magnification levels or type one of your own.

Letter ▼

Displays the width (top box) and height (bottom box) of the page type selected in the Paper list box. Change these values to set a custom page size.
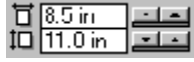
Lets you set precise horizontal and vertical dimensions for the Drawing Page. If you change these values, the Custom option automatically becomes selected in the Paper Type / Size box.

Sets the Drawing Page so that its short end is horizontal.

Sets the Drawing Page so that its long end is horizontal.

Lets you set the ruler origin by clicking and dragging the ruler onto the Drawing Window.

Magnifies or reduces your drawing. Click and drag in the Drawing Window to zoom in on an area; right-click to zoom out.

Zooms in by a factor of two.

Zooms in by a factor of two.

Zooms out by a factor of two or to the previous level of magnification.

Zooms out by a factor of two or to the previous level of magnification.

1:1

Displays items in the drawing at their actual size.

1:1

Displays items in the drawing at their actual size.

Zooms to the entire Drawing Page.

Fits all selected objects inside the Drawing Window.

Zooms in or out to display all selected objects.

Fits all objects in the Drawing Window.

Fits all objects in the Drawing Window.

Fits the entire Drawing Page inside the Drawing Window.

Fits the height of the Drawing Page inside the Drawing Window.

{bml popgraphic_zoom_height.bmpFits the height of the Drawing Page inside the Drawing Window.

Fits the width of the Drawing Page inside the Drawing Window.

Fits the width of the Drawing Page inside the Drawing Window.

Lets you move the display in the Drawing Window, allowing you to change your view by moving your drawing within the Drawing Window.

Normal View ▾

Lets you choose the view quality you want to use to display the active drawing.

Saves the current view and adds it to the list box in the View Manager.

Deletes the view selected in the list box in the View Manager.

Enables and disables the page information stored with a saved view.

🔍

Enables and disables the magnification level stored with a saved view.

Enables and disables the Snap To Grid command, which automatically aligns objects with the grid as you drag them.

Enables and disables the Snap To Guidelines command, which automatically aligns objects with any guidelines you pass as you drag them.

Enables and disables the Snap To Objects command, which automatically aligns an object with other objects as you drag it.

Locks and unlocks a layer to prevent or allow editing.

Shows and hides a layer.

Enables and disables printing of a layer.

Welds the selected objects,

Trims the target object using the selected objects.

Intersects the selected objects.

Separates combined objects, leaving the objects with their original shapes.

Locks and unlocks a guideline to prevent or allow movement.

Creates a new layer in your drawing.

Allows you to edit objects on any unlocked layer.

Enables and disables display of object properties in the Object Manager.

Opens the Object Data Manager, which allows you to view, format, and edit object data summaries.

x 4.0 in

y 4.0 in
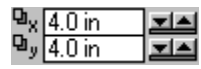
Lets you set the horizontal and vertical offset distances for objects created using the Duplicate and Clone commands.

The Preview Eye button, when enabled, allows you to view any effect changes to a bitmap automatically on the Drawing Window.

The import placement start cursor lets you size and position the top left corner of an image at an exact location on your drawing.

The import placement end cursor lets you size and position the bottom right corner of an image at an exact location on your drawing.

Opens the Bitmap Color Mask Roll-up that allows you to mask colors as well as save and retrieve other masks.

Opens the Resample dialog box that allows you to resample the image size and resolution.

Launches Corel PHOTO-PAINT that allows you to edit the bitmap.

Opens the Brightness-Contrast-Intensity dialog box that allows you to adjust and preview the settings.

Opens the Color Balance dialog box that allows you to adjust and preview the color settings.

Opens the Gamma dialog box that allows you to adjust and preview the gamma settings.

Opens the Hue, Saturation & Lightness dialog box that allows you to adjust and preview the settings.

 Use the Direction dial to specify the location of the light source relative to the bitmap (theoretically, in the center of the circle). Click on a point along the edge of the Direction dial to choose an angle, or type the angle directly in the Direction box.
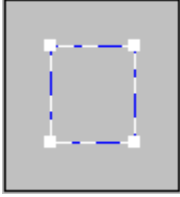
 Enabling Perspective allows you to move two nodes toward or away from each other simultaneously. Enabling Shear maintains the distance between two nodes at a time, while allowing you to skew the bitmap.
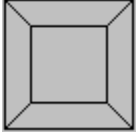
 The 3D model shows how adjustments using the Vertical and Horizontal sliders affect the rotation and position of the bitmap.

The Color Selector lets you select a color from a bitmap. You can then use the other controls on the Bitmap Color Mask Roll-Up to mask or show the color you select.

 Click to determine the center of a radial effect.
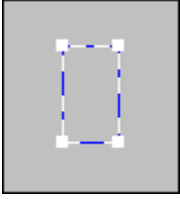
 The Preview window in the Perspective dialog box shows how dragging nodes affects the perspective of the bitmap.

+ Saves the conversion options that you set for use on other images later on.

 Removes the selected preset. The conversion options specified in the preset are no longer available.

 Accesses the Select a Plug-In folder dialog box to select a folder.

Click a button to determine the position of the page curl. The options are top left, bottom left, top right, and bottom right.

 Selects colors from an open image. Use the left mouse button to select a color. Use the right mouse button to select a fill color. Hold down CTRL and click either mouse button to select a paper color.

(On the left or right side of the Navigator.) Adds a page to your document.

Page 1 | **Page 2** | Page 3

Jumps to the specified page of your document.

(On the right side of the Navigator.) Displays the last page of your document.

(On the left side of the Navigator.) Displays the first page of your document.

Page tabs appear on the Navigator (displayed in the bottom left corner of the Application Window) when you create multiple-page documents. Click a Page tab to move to that page. Right-click a Page tab to insert pages or delete that page.

Click to use the object as the hotspot.

Click to use the object's bounding box as the hotspot.

Click to show all objects with URLs assigned to them.

 Choose a color from the palette to choose a cross-hatch color for Internet objects when the Show Internet Objects button is pressed down.

 Choose a color from the palette to choose a fill color for Internet objects when the Show Internet Objects button is pressed down.

Scrolls to and selects the conflicting object you choose from the HTML object conflict list.

Scrolls down through the HTML object conflict list to select the warning or error message associated with the conflicting object you want to fix.

Scrolls up through the HTML object conflict list to select the warning or error message associated with the conflicting object you want to fix.

 Opens the Options dialog box to the HTML Conflicts page. You can enable check boxes on the HTML Conflicts page to have CorelDRAW verify specific properties of Internet objects before you publish your document to the Internet.

Rescans the current page of your Web document to check for HTML object conflicts. If you rescan the page after you fix conflicts, the associated error or warning messages are deleted from the HTML object conflict list.

Rescans your entire Web document to check for HTML object conflicts. If you rescan the document after you fix conflicts, the associated error or warning messages are deleted from the HTML object conflict list.

Automatically repairs HTML object conflicts that don't need to be manually repaired. For example, you can have CorelDRAW automatically convert standard text to HTML-compatible text by clicking this button. The standard text must be selected first in your Web document. CorelDRAW cannot automatically repair conflicts such as objects that are positioned partly off your page. You'll need to manually reposition the conflicting object.

Lets you select and move 3D models and light objects in the 3D Viewport, as well as move and resize the 3D Viewport.

Lets you rotate 3D models and light objects in the 3D Viewport.

Changes the lens magnification of the default camera in the 3D Viewport.

Moves the default camera along the xy plane in the 3D Viewport.

Moves the camera toward or away from the 3D model, along the z-axis in the 3D Viewport.

Holding down the mouse button on any Camera tool opens the Camera Tools flyout. The Camera Tools flyout allows you to manipulate the camera to customize the viewpoint of a 3D object in the 3D Viewport.

Points the camera in a different direction.

Rotates the camera.

Holding down the mouse button on the Director View button opens the Director View flyout (shown below). The Director View flyout allows you to choose a preset view of the 3D model in the 3D Viewport.
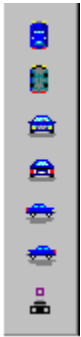
Changes to the default camera view in the 3D Viewport.

Adds a Spot light to the 3D model in the 3D Viewport.

Adds a Point light to the 3D model in the 3D Viewport.

The Grid button hides and displays the grid design aid, which provides a point of reference when rotating and translating objects and cameras in the 3D Viewport.

 The Coordinate Widget button hides and displays the coordinate widget design aid, which provides a point of reference when moving and rotating objects and cameras along the x, y and z axes in the 3D Viewport.

Hides and displays light objects in the 3D Viewport.

 Lets you apply a Push And Pull distortion, a Zipper distortion, or a Twister distortion to the selected object. After you apply the basic distortion effect you want, you can refine the effect using the controls on the Property Bar or the controls in the Drawing Window.

Lets you distort an object by dragging the nodes of the envelope that is placed on top of the object.

Lets you give objects a three-dimensional look by creating the illusion of depth. The direction and depth of the extrusion, the position of the vanishing point, and the color of the extrusion allow you to vary the extrusion's attributes.

Lets you create the illusion of depth in two-dimensional drawings. A drop shadow's properties, such as feathering, opacity, edge style, and color, can be adjusted using the controls on the Property Bar or the controls in the Drawing Window.

Lets you distort the selected object either by pushing the object's nodes away from the center of the distortion or by pulling the object's nodes toward the center of the distortion. You can distort the object using the Push And Pull distortion controls in the Drawing Window or on the Property Bar.

Lets you apply a Zipper distortion to the selected object. You can apply a basic Zipper distortion using the controls in the Drawing Window or a more advanced Zipper distortion using the controls on the Property Bar.

Lets you apply a Twister distortion to the selected object. You can apply a Twister distortion using the controls in the Drawing Window or the controls on the Property Bar.

Lets you randomize the existing Zipper distortion for the selected object. Random Zipper distortion is applied when this button appears pressed.

 Lets you smooth the points of the existing Zipper distortion for the selected object. Smooth Zipper distortion is applied when this button appears pressed.

Lets you emphasize the existing Zipper distortion in a specific area of the selected object. Local Distortion mode is enabled when this button appears pressed. After you enable Local Distortion mode, drag the diamond-shaped reposition handle in the Drawing Window to localize the distortion effect.

Lets you position a selected object's distortion effect at the exact center of the object.

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W

Weight

Weld

White point

Wireframe view

Wizard

WMF

Word spacing

Working page

WPG

WYSIWYG (What-you-see-is-what-you-get)

X

X-height

Y

YIQ

Z

Zoom

2D (Two-dimensional)

An object with two dimensions: width and height.

3D (Three-dimensional)

An object that exists in the dimensions of width, height, and depth.

3DMF (Three-dimensional Metafile)

The QuickDRAW Metafile file format for importing and exporting 3D models.

3D model

An object that exists in the dimensions of height, width, and depth and can be viewed from all angles.

Accelerator table

Files containing lists of shortcut keys. Shortcut keys are used to speed up, or "accelerate", editing tasks. Different tables are active depending on what you're doing. For example, when you highlight text the Text Editing accelerator table becomes active. If no text is selected the Main accelerator table is active.

Active window

The window that contains the document on which you are working. Clicking another window makes that window the active window.

Additive Color Model

A color model that creates color by adding wavelengths of light together. The most common color model, the RGB model, uses red, green, and blue wavelengths to produce a range of colors.

AI

The filename extension of vector graphics files created with Adobe Illustrator.

Album

A folder which contains links to multimedia files. Albums contain icons and thumbnails which are linked to source files, allowing you to arrange bitmaps, illustrations, sounds, and video files into groupings that make sense to you.

See also Thumbnail

Ambient lighting

The lighting in a room, including natural and artificial light sources. The quality and intensity of ambient light in your workspace affects the colors you see in color printouts, in scanning originals, and on your monitor. Generally speaking, the brighter the ambient light, the fewer colors you will see on your monitor. For accurate color reproduction, keep ambient light levels low and at a constant level.

Anchor point

The point that remains stationary when you stretch, scale, mirror, or skew an object. The nine anchor points correspond to the eight handles on the object's Selection box and the center of the Selection box, which is represented by an X.
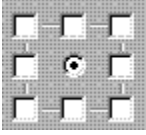
Animation

Animation files support moving images. CorelDRAW supports four animation file types: GIF animation (GIF), MPEG Animation (MPG), Quick Time Movie (MOV), and Video for Windows (AVI).

ANSI

The American National Standards Institute character set. It consists of 256 characters; the first 128 are the same as the ASCII character set.

Anti-aliasing

A method of smoothing the curved and diagonal edges contained in bitmap images. Anti-aliasing partially fills intermediate pixels along those edges to smooth the transition between the edge and the surrounding image. Anti-aliasing reduces or eliminates jagged edges.

Arrowhead

The shapes at the end of lines. They may be traditional arrow shapes or a variety of other shapes.

Artistic text

Text type created using the Text tool. Use Artistic text when you want to add single lines of text, such as titles, or to apply graphic effects such as fitting text to a path, creating extrusions and blends, and creating all other special effects. An Artistic text object can contain up to 32,000 characters. CorelDRAW automatically applies the default Artistic text style, which you can change using the Styles Manager.

Ascender

The parts of lowercase letters that extend above the x-height. In the following graphic, (1) indicates the ascender, and (2) indicates the x-height.
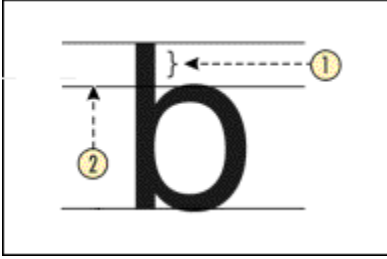
ASCII

The character set of the American Standard Code for Information Interchange. This set comprises the characters available on a standard 128-character keyboard, including non-printable control codes such as hard returns and page breaks.

Aspect ratio

The ratio of the width of an image to its height (expressed mathematically as x:y). For example, the aspect ratio of an image that is 640 x 480 pixels is 4:3.

Attributes

Characteristics of an object that define its appearance. Shapes like ellipses, for example, have attributes such as a specific fill, outline, and size that can be edited. A text object has attributes such as typeface, weight, and character spacing. Also called properties.

AutoBackup

A feature in Corel applications that automatically creates a second or backup copy of a file while you work. You can enable or disable the AutoBackup option, set the time interval at which the file is saved, and set the directory in which backup files are stored. The backup file is named Autobackup_of_*filename*, where *filename* represents the name of the file you're working on. This file is deleted when you close the file and replaced with a backup file called Backup_of_*filename*.

Auto-panning

A feature that automatically scrolls the Drawing Window when you drag beyond its borders. You can enable or disable Auto-panning.

Autotrace

A feature in CorelDRAW that automatically generates a line drawing from an imported bitmap image.

AVI

The filename extension of Windows video files.

Axis

A hypothetical linear path. The x, y, and z axes (width, height, and depth, respectively) define the coordinates of the axis in three-dimensional space. The axis about which an object rotates is its axis of rotation. In CorelDRAW, an object's axes are parallel to its Selection box, a hypothetical box that appears around an object or group when it is selected.

Backup

Each time you save a file in a Corel application, an additional backup file is created. These files can be saved in any directory you want. The backup file will be named Backup_of_*filename*.

Baseline

The invisible, horizontal line on which all the letters of a line sit. In the following, (1) indicates the baseline.
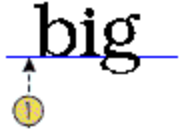
Baseline shift

A setting that raises or lowers the baseline of text. By shifting the baseline, you can create subscript or superscript effects.

Bezier curve

A path defined by the position of the four control points that are located at the ends of the tangents of the vertices. The length and angle of the tangents describe how a path deviates from linear between its vertices.

Bit depth

The number of binary bits that define the shade or color of each pixel in an image. For example, a pixel in a Black-and-White image has a depth of 1 bit, since it can only be white or black. The number of color values a given bit depth can produce is equal to 2 to the power of the bit depth.

Bitmap

An image composed of grids of pixels or dots. Scanners and paint programs such as Corel PHOTO-PAINT generate bitmap images. CorelDRAW creates images using vector objects.

Bitmap texture

Adjustable preset fills that are available from the Texture Fills dialog box. They include variable fills that look like clouds, water, gravel, minerals, and dozens of other substances. Bitmap textures display on your screen and print to virtually any type of printer.

Black-and-White

A 1-bit color mode that stores images as two solid colors－black and white －with no gradations. This mode is useful for line art and simple graphics.

Black point

A color printing term that describes the blackness level relative to either a 4-color or a 3-color black. A 4-color black is produced by printing 100% cyan, 100% magenta, 100% yellow, and 100% black. A 3-color black is produced by using 100% of only the CMY inks, and is therefore not as dark.

Bleed

In commercial printing, the part of a layout that extends beyond the edge of the area to be printed. A bleed lets you extend an image to the edge of the page.

Blend

A special effect that is created by merging one object with another through a progression of intermediate shapes and colors. The following examples show a basic blend and a blend on a path. In both cases, the blended objects are the start and finish (i.e., bottom and top) objects in the progression.

Basic Blend
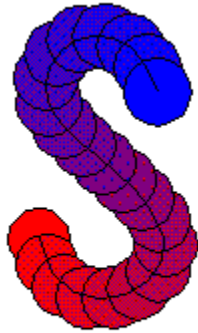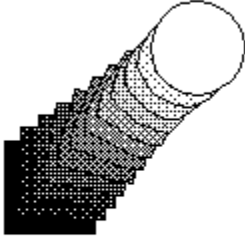
Blend on a path

BMP

The filename extension for Windows bitmap files. Although the .BMP file extension is the native bitmap format of Windows, it is also supported by many non-Windows and non-PC applications. The bitmap file format is a binary file format that is used to store virtually any type of bitmap data.

Brighten

A type of lens you can create using the Lens Roll-Up. A Brighten lens adds a specific level of brightness to objects. Place Brighten lenses over bitmaps to create interesting effects.

Brightness

The amount of light that is transmitted, or reflected from a given pixel. In the HSB color model, brightness is a measure of how much white a color contains. In this case, a brightness value of 0 produces black and a brightness value of 255 produces white.

Browser

Computer software that interprets HTML (Hypertext Markup Language) tags, displays Web pages, runs Java programs, and more. A browser can be used to view Web pages (HTML documents).

Bullet

A dot or other character used to differentiate between, or to add emphasis to, items in a list.

Calibration

In color management, calibration is the process of tuning a color hardware device or color production system so that its output is always consistent and accurate. This process involves matching output from the device to manufacturers' standards or to a standard set by another device.

See also Characterization.

Calibration bar

Strips of color printed with an illustration. The calibration bar is used as a reference to calibrate a monitor so that it displays colors as they appear in the printed output.

Calligraphic

An effect created with the Outline tool. Objects are given an outline that varies in thickness and gives curved objects a hand-drawn appearance.

calligraphic
letter "a"

Callout

Lines used to point to components in a drawing. A callout line can consist of one or two segments.

Camera

A device that provides viewpoints for viewing 3D models and for renderings.

Cap height

The distance from the baseline to the top of an uppercase character. In the following graphic, (1) indicates the cap height.

CDR

The filename extension of CorelDRAW's vector-based native file format.

Cell

In the Object Data Manager, the basic unit in which data is stored.

Center of rotation

The point around which an object rotates. In the following graphic, (1) indicates the center of rotation.
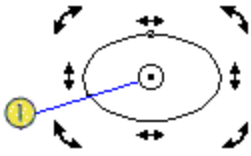
CERN

CERN (Conseil Europeen pour la Recherche Nucleaire) is the scientific laboratory in which the World Wide Web was developed. There are two World Wide Web server systems: CERN and NCSA (National Center for Supercomputing Applications). Contact your server administrator to find out which system your server uses.

CGI

The standard for the methods that Web servers and external programs and scripts use to communicate. CGI (Common Gateway Interface) is the command protocol between the server and a program. Imagemaps, forms, and index handling programs use CGI conventions.

If you are creating server-side image maps, you must have the image map CGI program on the server. Confirm with your server administrator that you can create server-side image maps.

CGM

The filename extension for Computer Graphics Metafile, a vector-based file format.

Channel (Color)

A channel is an 8-bit grayscale version of your image that functions like a plate used in the commercial printing process: each channel represents one level of color in your image. When all of the channels are printed together, they produce the entire range of colors in the image.

For example, an RGB image comprises three channels (red, green, and blue). When all three channels are printed or displayed together, they create the entire range of colors in the image.

Character code

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

Character properties

Characteristics that determine the appearance of text―for example, typeface, style, and size.

Character set

The letters, punctuation marks, and special characters in a font. Accents and mathematical symbols are examples of special characters.

Characterization

In color management, characterization is the process of defining a device's color characteristics in the form of an electronic device profile.

See also Device Profile.

Check box

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

Child

An object that is linked to another object (its parent) in a hierarchy. When the parent is moved, the child and all other objects also move.

Child color

The Color Styles Manager allows you to link colors. You can create a parent color to which you can link a number of child colors. Any change made to the parent color in a style is also reflected in the child color(s). After you define a color style, you can use the Color Styles Manager to apply it to any object.

Choke

In commercial printing, a form of trapping created by extending the background object into the foreground object.

Chromaticity

In monitor calibration, chromaticity refers to the chroma (hue adjustment) of your monitor.

Cicero

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

CIE

Commission Internationale de l'Eclairage. An independent organization that sets standards for color and light measurement. CIE has developed a number of device-independent color models (e.g., Lab) to describe the range of visible color.

Click

To press and release a mouse button.

Client application

An OLE (Object Linking and Embedding) compatible application that contains OLE objects (e.g., pictures, charts, and text) that were created in other OLE-compatible applications. Not all OLE applications can be clients. For example, CorelDRAW can be a client or a server, but Corel PHOTO-PAINT can only be a client. If you are uncertain about whether an application is behaving as a client, check its documentation.

Client-side image maps

Client-side image maps do not depend on the server to process the map information, but the user's browser must support image map display. It is always possible that your audience will not have a suitable browser to view the map.

Clipart

Ready-made images that can be brought into Corel applications and edited if required. Corel applications offer thousands of Clipart images in many different formats. You can purchase additional images, including some in bitmap format, from commercial suppliers.

Clipboard

A temporary storage area that is used to hold cut or copied information. The Clipboard stores information until it is replaced by another object or selection that has been cut or copied.

Clipping hole

A transparent hole in a curve object through which underlying objects are visible. You can create clipping holes by combining overlapping objects using the Combine command.

Clone

A copy of an object or an area of an image that is linked to the original object. Most changes made to the original object (the master) are automatically applied to its clones.

You can also clone a special effect that is applied to an object and apply it to other objects. Objects with a cloned effect take on all changes that are made to that effect in the master.

Closed path

A path that completely encloses an area because the path's start and end points are connected.

CMY

A color mode made up of cyan (C), magenta (M), and yellow (Y). This mode is used in the three-color printing process. In Corel applications, the CMY mode is the inverse of the RGB mode, with values ranging from 0 to 255. The CMY color mode is based on the CMY color model.

CMYK

A color mode made up of cyan (C), magenta (M), yellow (Y), and black (K). In the CMYK color mode, color values are expressed as percentages, so a value of 100 for any ink means that it is being applied at full saturation. Used in most full-color commercial printing, CMYK is like CMY, but the addition of black (K) allows for true blacks and a wider tonal range. The CMYK color mode is based on the CMYK color model.

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 correction

In color management, on-screen color correction is the process of making the RGB colors you see on your monitor match the colors that your CMYK printer will produce.

Printing color correction is the process of shifting printed colors so that the print output more closely resembles the original or intended design.

Color depth

Determines the range of colors and tones that are available in an image, and is usually measured by the number of colors displayed, e.g., 256 colors, or 16 million colors.

The color depth you select for your image affects the file size, as well as the quality of the final image that is printed or displayed on a monitor. Color depth is identified by a number of bits. For example, Corel TWAIN allows you to choose from the following color depths: 16 million (24-bit), 256 colors (8-bit), 256 grays (8-bit), and black and white (1-bit). The number of bits a color uses dictates both the horsepower it requires from your system as well as the number of colors or shades it is capable of producing. One bit can either be on or off, so 1-bit color is capable of producing just two pixel depths: 0 (off) results in a white pixel, and 1 (on) results in a black pixel. On the other end of the scale, 24-bit color has more than 16 million possible pixel depths (colors), and requires a great deal more memory.

Color gamut

The range of colors that a device, such as a monitor or color printer, can produce or detect.

Colorimeter

An instrument used to measure color values for device calibration. It is designed to "perceive" colors as the human eye perceives them.

Colorimetric (gamut mapping)

See Illustration Gamut Mapping.

Color management

The process of ensuring that color is reproduced as accurately as possible by all of the devices in your computer system. The major functions of electronic color management are gamut mapping, device characterization, and onscreen color correction.

Color Manager

Corel COLOR MANAGER is an application that works with your Corel software to ensure that color is being plotted as consistently as possible by the devices in your system.

Once it is familiar with your color-producing devices, Corel COLOR MANAGER is able to perform the following within your Corel applications:

- fine tune scanned input based on your scanner's characteristics
- ensure that on-screen simulation of printer colors is accurate
- enable the gamut alarm
- manage color channels
- handle color printing and separation
- regulate conversion between color modes

Color matching system

A color chart, printed in a swatchbook and stored as part of a computer program, that is used to specify colors for print publishing. Choosing colors from the swatchbook of a proprietary color matching system, such as the PANTONE MATCHING SYSTEM, ensures predictable and consistent color reproduction.

Color measurement device

An instrument that captures colors and defines them numerically, used in device calibration. These devices can also be used to capture colors for use in your Corel applications. Color measurement devices include spectrophotometers, colorimeters, and densitometers.

Color mode

A system that defines the number and kind of colors that make up a bitmap image. Black-and-White, Grayscale, RGB, CMYK, and Paletted are examples of some popular color modes.

Color model

A simple color chart that defines the range of colors displayed in a color mode. RGB (red, green, blue), CMY (cyan, magenta, yellow), CMYK (cyan, magenta, yellow, black), HSB (Hue, Saturation, Brightness) , HLS (Hue, Lightness, Saturation), and CIE L*a*b (Lab) are examples of some popular color models.

Color palette

A color palette is a collection of solid colors. In CorelDRAW and Corel PHOTO-PAINT, you can use the on-screen Color Palette, the Select Color dialog box, or the Color Roll-Up to choose colors for fills, outlines, paper, and more. You can use standard color collections like the Uniform Color Palette, fully customizable color palettes that you create and arrange, or color matching systems like the PANTONE MATCHING SYSTEM. See also On-screen color palette.

Color proof

See Composite

Color separation

In commercial printing, the process of splitting colors in a composite image to produce a number of separate grayscale images, one for each primary color in the original image. In the case of a CMYK image, four separations (one for each of cyan, magenta, yellow, and black) must be made.

Color space

A virtual representation of a device or color model's color gamut in electronic color management. The boundaries and contours of a device's color space are mapped by color management software. See also Color gamut.

Color temperature

In monitor calibration, color temperature is the color of light expressed as an absolute temperature (on the Kelvin scale). The white point of your monitor is defined in terms of color temperature. 6500° K is bluish white, like daylight, while 5000° K is a yellowish white, like an incandescent bulb.

Color values (color components)

A set of numbers that define a color within a color model. For example, in the RGB color model, color values of 255 for red (R) and zero for both green (G) and blue (B) will result in the color red.

Combine

A tool that joins multiple objects to create a single object. This object becomes a curve object, even if its components aren't curve objects. If the combined objects overlap, the overlapping areas are removed to create clipping holes. Clipping holes allow you to see objects that are behind.

Command

A word or control that initiates an action when selected or clicked. Commands can be accessed either from a menu or by clicking buttons on a toolbar.

Command button

A button in a dialog box or toolbar that is used to carry out an action such as resetting values or opening a dialog box.

Composite

In commercial printing, a preliminary output of a design that includes all image, line art, and text elements. Color composites are often printed on color PostScript printers to check the artwork before color separations are produced for four-color process printing. Also called a comprehensive, proof, or comp.

Compound blend

A blend created by blending the start or end object from one blend into a blend with another object. This term also refers to a blend that's been divided into two or more components using the Split command in the Blend Roll-Up.
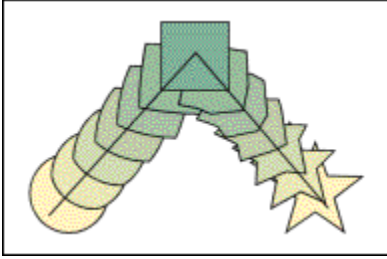
Conical fountain fill

A type of fountain fill that shows a progression of colors that radiate in a circular path from the center of the object. You can apply custom or built-in conical fountain fills that use either a direct progression from one color to another or a cascade of different colors.

Constrain

To restrict object movement to a particular plane, axis, or angle. The primary way of constraining is to hold down CTRL while transforming or creating an object.

Continuous tone

An image represented by smooth graduated tones from one color to another―as in a photographic print. Continuous tone images must be converted into raster files before they can be reproduced on digital devices such as computer monitors.

Contour

A special effect created through the addition of evenly spaced concentric lines inside or outside the borders of an object. These lines use the same shape as the outline of the original object, but they are smaller or larger depending on where they are created.

The spaces between contour lines are filled with colors that follow a progression from the original object to the last shape created. If there is a difference in color between the contour lines and the original object's outline, a second progression occurs. You can modify both color progressions to get the look you want.

Contrast

The difference in tone between the dark and light areas of an image. Higher contrast values indicate greater differences between dark and light with fewer gradations between them.

Control object

A term used in CorelDRAW to refer to the original object in an extrusion. Changes made to this object control the appearance of the extruded surfaces.

Control point

Points that extend from nodes along curves that are being edited with the Shape tool. Control points determine the angle at which the curve passes through the node. Control points appear when you select a node or segment with the Shape tool.

nodes

control
points
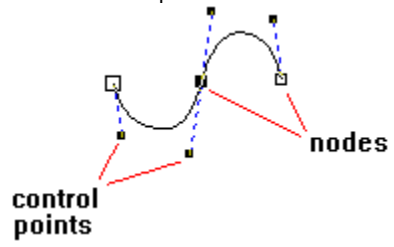
Corel OCR-TRACE

An application included in the CorelDRAW suite that traces bitmap images. The result is a vector graphic that you can import into CorelDRAW for editing.

Corel PHOTO-PAINT

Corel PHOTO-PAINT is a powerful bitmap-based image editing and painting program that is ideal for retouching photographs, editing images and video files, and creating original artwork. Corel PHOTO-PAINT combines a vast array of special effects filters with impressive painting, masking, and object handling tools to allow you to produce effects ranging from the simple to the sublime.

Corel RGB

In Corel Color Manager, Corel RGB is a large RGB color space used as a standard by Corel graphics software.

While Corel RGB is technically a device-dependent color space, it is based on a theoretical monitor, and is therefore large enough to accommodate almost any color that desktop devices are capable of producing.

CPT

The filename extension associated with Corel PHOTO-PAINT's native file format. CPTs are bitmapped graphics that represent shapes as pixels arranged to form an image.

CorelDRAW can import and export files in .CPT format, including those that contain color and grayscale information.

In Corel PHOTO-PAINT, masks, floating objects, and lenses are saved along with the image when you save in the .CPT format.

Crop

To reduce the visible area of an imported bitmap. When you crop a bitmap prior to importing it into DRAW, the imported bitmap consists only of the area within the cropping frame. If you are not certain how much you want to crop, you can crop the bitmap more precisely within CorelDRAW using the Shape tool. This feature is very powerful. You can add nodes, remove nodes, and convert lines to curves to create many interesting effects.

Crop marks

Alignment marks that appear at the four corners of a printed page. Crop marks make it easier to trim the paper to the proper size and appear only when the page size is smaller than the paper used by the printer.

Crosshairs

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

Cursor

Indicates the position of the mouse or equivalent pointing device on the computer screen. Use the cursor to point to the place you want to draw or the object you want to select. The shape of the cursor changes depending on the tool or command you select.

Curve object

An object that can be any shape. Curve objects have nodes (the points on a path that determine its shape) and control points (points that extend from nodes to further define a path's shape) that you manipulate to change the object's shape. Curve objects can be drawn with the Freehand tool, Bezier tool, Spiral tool, and Natural Pen tool. You can also convert text and objects drawn with the Rectangle tool, Ellipse tool, and Polygon tool into curve objects by using the Convert To Curves command in the Arrange menu.

Cusp node

A node that allows you to move the two control points independently. Moving one control point does not affect the other one in any way. Use a cusp node when you want to add a sharp bend to a curve.

Custom color palette

A fully customizable color palette composed of up to 256 solid colors. You can choose, edit, and arrange the colors in your custom palette, then save the collection as a file with a .CPL extension. Custom palettes are useful for setting aside and organizing the colors that you use most often in your work.

See also Color palette.

Default printer

The printing device that is used automatically when you choose the Print command. You can have only one default printer selected at a time.

Default settings

Preset options built into a program. Each new document you open uses the default settings.

Densitometer

An instrument used to measure the density of tones in printed and photographic output for printer calibration.

Densitometer scale

Scales that are printed on each page of a color-separated image to help you gauge the accuracy, quality, and consistency of the output.

Descender

The parts of lowercase letters that extend below the baseline. In the following graphic, (1) indicates the baseline, and (2) indicates the descender.
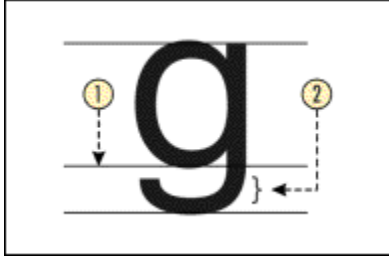
Deselect

The action of clicking on white space or selecting another object to move the focus of the next command or action away from the currently selected object.

Destination file

The file into which an embedded or linked object is being inserted.

Device-dependent color model

A color model that bases color values on the color characteristics of a specific device. For example, since CMYK is a device-dependent color model, CMYK color values used to produce an image on one device may produce different colors on another device.

Device-independent color model

A color model that bases color values on fixed standards rather than on the color characteristics of a specific device. For example, since Lab is a device-independent color model, Lab values remain constant, even if a file moves between devices.

Device driver

A program through which a computer and a device such as a mouse, printer, or scanner communicate. A mouse driver, for example, displays a pointer on the screen and translates clicks into actions.

Device profile

A file that describes the color-producing characteristics of a device in color management. Most color management software, including the Corel Color Manager, use profiles that are in the ICC (International Color Consortium) format.

See also Characterization.

Dialog box

A window that is displayed when the application program needs additional information in order to perform an action or command. For example, when you choose the Open command to open a file, the Open dialog box appears, prompting you to indicate a file name and location.

DIC

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.

Didot

A unit of measurement equivalent to 1.07 U.S. points. One inch equals 67.567 didots.

Digital image

An image comprised of discrete units or pixels (picture elements) that a computer can interpret. Each pixel has a single bit depth and tonal value.

See Bit depth.

Direction keys

Include the arrow keys (up, down, left, and right), and the HOME, END, PAGE UP, and PAGE DOWN keys that appear on the numeric keypad.

The arrow keys move selected objects in small steps (called nudging). They also move the insertion point (a vertical bar that indicates where text will be inserted) when you type or edit text on-screen or in a dialog box.

The HOME and END keys select the start and end nodes (the points at the end of lines and curved segments) on a curve object when the Shape tool is selected. They also move the insertion point in a block of text to the beginning or end of a line.

Press the PAGE UP or PAGE DOWN keys (make sure the NUM LOCK key is off) to move either back or forward one page at a time.

Dithering

Randomization of pixels on devices or images that use a limited Color Palette to simulate continuous tone progressions. Screen dithering is a method of enhancing the display of monitors that are capable of 16-bit color or less. It works by averaging the depth of pixels in a given area to create additional colors or shades of gray. Image Dithering is a method of enhancing the appearance of photographic images which use a limited Color Palette.

Dithered color

Colors that are simulated by putting dots of another color very close together. Windows uses dithering to display colors that the graphics adapter can't display.

Dot gain

The result of a printing press increasing the size of the dots that make up a bitmap when the image is printed. Dot gain can cause the overall image to appear darker than intended.

Double-Click
To press and release the left mouse button twice quickly in succession.

Downloadable fonts

Fonts stored on disk that, unlike printer-resident fonts, must be transmitted to the printer before you can print your document.

dpi

A measure of a printer's resolution in dots per inch. Typical desktop laser printers print at 300 dpi; whereas image setters are capable of printing at resolutions of 1270 or 2540 dpi. Printers with higher dpi capabilities produce smoother and cleaner output. The term dpi is also used to measure scanning resolution and to indicate bitmap resolution.

Draft view

One of five view quality settings in CorelDRAW that control the way a drawing is displayed on your monitor. Draft view shows uniform fills and low-resolution bitmaps. This view displays lenses and fountain fills as colors. The fountain fill is a blend of the first and last colot. Draft view also displays a unique pattern to represent each fill. The checker board pattern represents 2-color fills. The two-way arrow pattern represents full-color fills. The hatched line pattern represents the bitmap fill. The PS pattern represents the PostScript fill.

The view quality settings have no effect on the actual size of a drawing, only on how a drawing is displayed on your monitor.

Drag

To drag an object to a new location using the mouse. For example, you can drag an object from one document to another. You can also drag files from another application to import them.

Drawing Page

The portion of the Drawing Window that appears on the printed page. This area is enclosed by a rectangle with a shadow effect. Although you can draw anywhere in the Drawing Window, only objects on the Drawing Page appear in your print jobs.

See Drawing Window.

Drawing Window

The Drawing Window contains a CorelDRAW drawing. You can draw anywhere in the Drawing Window, but only objects that appear on the Drawing Page (indicated by a rectangle with a drop shadow) will print.

Drive

A device in a computer that spins disks that are used to store information. Personal computers normally have a fixed-disk drive labeled C: or D: (hard drives), and one or two floppy-disk drives labeled A: or B:. In addition, many computers have a CD-ROM drive E: or F:.

Drop cap

A Paragraph Text formatting option. The initial letter of a paragraph that is displayed inset into the body of the text. Drop caps often appear at the beginning of each chapter in a book.

Duotone

An 8-bit color mode that displays images using 256 shades of up to four tones. An image in the Duotone color mode is simply a <u>grayscale</u> image that has been enhanced with one to four additional colors. Use the Duotone color mode to add a touch of color to grayscale images or to create interesting effects using tone curve settings. A duotone image can be monotone, duotone, tritone, or quadtone.

DuPont palette

A standard color matching system for selecting DuPont high performance automotive-quality paint colors. The 3,368 actual paint chips of the SpectraMaster Solid Color Library can be used for accurate specification and selection of ten types of paint worldwide.

The colors are based on Lab and are converted to RGB for display and CMYK for printing.

Edge pad

In fountain fills, determines how long the beginning and ending colors remain as solid colors before they start blending with the next color. Higher values allow the colors to remain solid longer before blending, causing the colors to spread more quickly. Lower values result in a smooth transformation between the two colors. The maximum setting is 45%. The edge pad option is not available for conical fills.

Em

A unit of measurement used in typesetting that is exactly as wide as the point size being used. There are approximately 72 points (pts) to an inch and exactly 12 points to a pica.

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 graphic created in CorelDRAW into a Corel WordPerfect document.

Emboss

The process of creating three-dimensional relief on a two-dimensional surface.

The Emboss effect filter evaluates tonal values and exaggerates edges between dark and light areas, darkens shadows, and brightens highlights to give the appearance of texture and greater depth.

Emulsion

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

En

A typesetting unit of measure equal to half the width of an em (which is exactly as wide as the point size being used).

End node

The small square that appears at the end of an open path when you select the path with the Shape tool. The end node is smaller than the start node.

Enhanced view

One of the five view quality settings in CorelDRAW. These settings control the way a drawing is displayed on your monitor. Enhanced view uses 2X oversampling to ensure the best possible display quality.

The view quality settings have no effect on the actual size of a drawing, only on how the drawing is displayed on the monitor.

Envelope

A feature (accessible from the Effects menu) that allows you to distort the shape of an object. Distortion is created by dragging nodes on an imaginary box (the envelope) that is placed on top of the object.

EPS

The filename extension for Encapsulated PostScript files. Corel applications can import and export .EPS files. CorelDRAW can export to the generic .EPS format, as well as to .EPS files with clipping paths. CorelDRAW can also import objects containing .EPS files. The .EPS files CorelTRACE creates can be imported by programs such as Corel VENTURA and Aldus PageMaker.

Extension

The characters following the period in a filename. These characters identify the type of information contained in the file (the file format). The .CPT extension, for example, indicates that the file contains a bitmap saved using Corel PHOTO-PAINT; while the .CDR extension indicates that the file contains a vector graphic created using CorelDRAW.

Extrude

A feature that allows you to give objects a three-dimensional (3D) look by creating the illusion of depth. Controls available in the Extrude Roll-Up (and on the Property Bar) allow you to change the direction and depth of the extrude, the position of the vanishing point, its placement in 3D space, and the color of the extrusion.

FH3

The filename extension for vector graphics files created using Aldus Freehand 3.

File compression

Computer files are often stored in a compressed format to save space on your hard disk. There are several compression techniques that can be used, depending on the original file format. Generally, the more compressed a file is, the slower it is to read from and/or write to.

Compression can be lossless or lossy. Lossless compression retains all the original data through the compression and decompression processes. Lossless compression is recommended for storing text or numerical data, such as spreadsheets. Lossy compression loses some of the original data, but depending on your requirements this loss may not make a difference in the final result of your work. Lossy compression can compress your original files to a much greater extent than lossless compression, and so it may be desired when disk space is at a premium.

File preview

In the Open and Import dialog boxes, a small bitmap representation that lets you preview the contents of a selected file. Also called a thumbnail.

Fill

Fills are colors, bitmaps, color gradients, or patterns that are applied to areas of your image.

In CorelDRAW, fills can be applied to any drawn object or curve.

In Corel PHOTO-PAINT, fills can be applied to the contents of rectangles, polygons, etc., but are more often applied to portions of your bitmap image using the Fill tool.

Film

In commercial printing, a photo-sensitive transparent sheet onto which images are transferred as either a positive or a negative. These sheets are then used by a commercial printer to create printing plates.

Filter

The general name for a program that translates digital information from one form to another.

Import/Export filters convert files from one format to another. For example, to import a CorelDRAW image into Corel PHOTO-PAINT, the image must be converted from a vector file into bitmap form. When you select a file format in the Export dialog box of CorelDRAW, you are automatically activating the appropriate filter program to take care of the translation.

Special Effects filters process image information and alter the image according to preset specifications to produce a special effect. For example, the Median filter in PHOTO-PAINT analyzes all the pixels in an area of your image and applies an average color across the area to create a smooth, slightly blurry effect with less detail.

Flyout

A tool or menu command that displays additional tools or commands when selected. Tools or commands that have a flyout have a small arrow located in the bottom right corner of the tool button, or to the right of the command name. The example shown below illustrates a tool flyout that can be accessed by clicking and holding down the Polygon tool.

FOCOLTONE

A color system that provides a range of spot colors that are built with the process colors－cyan, magenta, yellow, and black (CMYK). The FOCOLTONE colors are organized so that you can choose FOCOLTONE colors that have at least 10% of one process color in common with another FOCOLTONE color. This minimizes the need for trapping and makes it a good Color Palette for color separations.

Folder

A named section of computer disk space used to store and organize your documents, programs, and other files. For example, you could create a folder called "LOGOS" for storing logo designs. In Windows 3.x, folders are known as directories.

Font

A single style, weight, and size of a typeface, such as Times Roman bold, 10 point. Times Roman 18 point is a different font.

10 point

18 point

36 point

Force justification

Stretches the last line of a paragraph to the right margin. Force justification is distinct from full justification. Full justification (also called justification) modifies the spacing between characters and words so that edges on both the left and right margins of a block of text are even.

Force line breaks

You can force a line break in a paragraph by pressing SHIFT + ENTER. Force line breaks cause text to wrap to the following line without starting a new paragraph－unlike hard returns that are created when you press ENTER.
No spacing is added between lines that are separated by a force line break. In effects such as a bulleted paragraph, a bullet doesn't appear on the line that follows. The next bullet appears when you press ENTER.

Fountain fill

A complex fill that displays a progression between two colors that follow a linear, radial, conical, or square path. By using fountain fills－also known as gradient or graduated fills
－you can create a direct blend from one color to another or a cascade of different colors. You can also use pre-generated fountain fills to create neon tubes, metal cylinders, and a variety of similar effects.

Four-color process

A printing process that uses four semi-transparent inks (cyan, magenta, yellow, and black) to produce the full range of colors in your artwork. The final colors, called process colors, are produced using four halftone screens—one for each CMYK color.

Frame or Paragraph text frame

The rectangle that contains a block of Paragraph text created with the Text tool.

Full-color pattern

A full-color pattern fill is a regular color picture－such as one you might get by scanning a photograph. They can vary widely in complexity. It is best to use simpler bitmaps for fill patterns, because complex bitmaps are very memory-intensive and slow to draw. The complexity of a bitmap is determined by its size, resolution, and color depth.

Full-color pattern

See Vector pattern.

Full-screen preview

A view option that displays a fully detailed version of your drawing without any of the user interface (e.g., the window elements such as the Title Bar, Menu Bar, and Status Bar) showing. You can switch to the preview screen by choosing Full-Screen Preview from the View menu or by pressing F9. Pressing any key returns you to the Drawing Window.

See Drawing Window.

Gamma

A measure of the overall contrast of an image. Gamma adjustments affect midtones, while maintaining overall contrast. Shadows and highlights are maintained.

Gamut

See Color Gamut.

Gamut alarm

A color management tool that alerts you to the presence of colors in your artwork that are outside the range of colors that your printer is capable of printing. It does so by changing the out-of-gamut colors into a single solid color—the gamut alarm color.

Gamut mapping

The electronic assessment of the gamut of devices in your system and the reassignment of out-of-gamut colors to others that can be reproduced. Gamut mapping is handled by Corel Color Manager for all Corel graphics applications. Colorimetric gamut mapping is used for spot colors and vector-based art, and photographic gamut mapping is used for bitmap art.

See also Color Space.
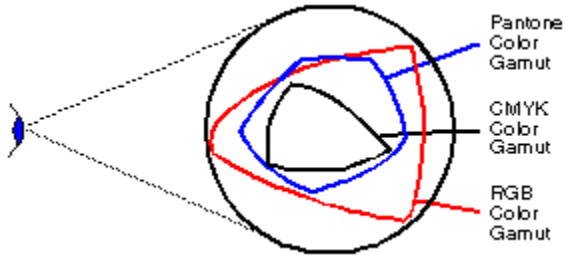
Gaussian

Refers to gaussian distribution, which applies an effect using bell-shaped distribution curves rather than straight lines.

Gaussian blur

Blurs the image according to a bell-shaped distribution curve to spread pixel information outward.

Gaussian drop-off

A drop-off effect in either the Boss or Glass effect filters. The "S"-shaped curve begins and ends with a round and gradual slope and has a steep section in the middle. The Gaussian drop-off results in a smooth and less noticeable transition between the bevel and the rest of the image.

GDF

The filename extension for vector graphics files created by IBM mainframe computers. Corel applications can import .GDF files and export them as .PIF files, which can then be translated to .GDF format by the mainframe computer.

GEM

Graphics Environment Manager. GEM is a menu-driven interface used by some programs. Also a filename extension for files created by programs such as GEM Artline. Corel applications can import files in GEM format.

GIF

Graphics Interchange Format. Originally developed by CompuServe, GIF is a graphic file format designed to take up a minimum of disk space and to be easily read and exchanged between systems. This format is commonly used for publishing images of 256 colors or less to the Internet.

Gradient fill

See Fountain fill.

Gray component

In commercial full-color printing, the gray component of a CMY color represents the amount of gray the color contains. Since all three CMY inks together produce black, any combination of all three inks can be treated as a shade of gray.

See also Gray Component Replacement (GCR).

Gray Component Replacement (GCR)

In commercial full-color printing, GCR substitutes black ink (K) for some or all of the gray component of each color. This process reduces total area coverage (TAC) in CMYK output, as well as replacing expensive colored inks with less expensive black ink.

See also Gray component.

Grayscale

A color mode that displays images using 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). In the RGB color mode, 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. The Grayscale color mode is based on the Grayscale color model.

Grayscale image

An image that uses the grayscale color model which can display up to 256 shades of gray, ranging from white to black. Grayscale images, especially photographs, are commonly referred to as "black and white."

Grayscale values 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.

Greeking

Represents text using either dummy type that has no meaning or a series of straight lines. Greeking increases screen drawing speed when text is too small to be legible on the screen. Greeking does not affect print quality.

Grid

A series of evenly spaced horizontal and vertical dots that are used to help draw and arrange 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 illustration snap to the grid when they are moved or drawn.

Group

A set of objects that behave as a single unit. Also refers to the command. Most operations you perform on a group apply equally to each of its components.

Gutter

The space between columns of Paragraph text.

Halftone

An image that has been converted from a continuous tone image to a series of dots of various sizes to represent different tones (See Halftone screen). A photograph must be converted into a halftone before it can be printed on conventional devices and printing presses. Halftones are often referred to as PMTs. On laser printers that cannot print different sizes of dots, the halftone is produced by printing different numbers of dots in a given area.

Halftone screen

A grid pattern that simulates the appearance of shading in a printed image by converting a continuous-tone image into an image composed of tiny dots of various sizes. The resolution of a halftone screen, or screen frequency, is expressed in lpi (lines per inch).

Handles

A set of eight black squares that appear at the corners and sides of an object when the object is selected. By dragging individual handles, you can scale, resize, or mirror the object. If you click a selected object, the handles change to arrows that let you rotate and skew the object. The following graphics display selection handles, skewing handles, and rotation handles.
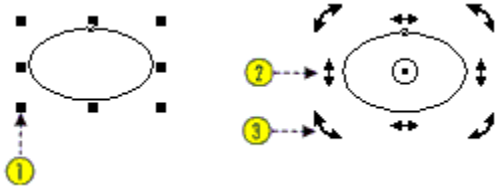
Hanging indent

A format applied to paragraph text in which the first line of text begins farther to the right than subsequent lines. Hanging indents are used for bibliographies, glossary terms, and bulleted and numbered lists.

Header

An optional bitmap image that is created when you save a CorelDRAW file or export it in .EPS format. Including an image header allows you to see a representation of the file contents when you open that file in a non-native application, such as Corel VENTURA. The header—also called "thumbnail"—provides the preview in the File, Open dialog box.

Hexachrome color

A method for producing process colors using two additional inks (orange and green) to extend the range of the four traditional process inks (cyan, magenta, yellow, black).

Hinting

A method of defining exactly which pixels are turned on to improve the appearance of fonts at small point sizes and low screen and/or printer resolutions. Hinting is automatically applied to the TrueType and Adobe Type 1 fonts supplied with CorelDRAW.

Histogram

A chart that represents the range of tonal values in a bitmap image.
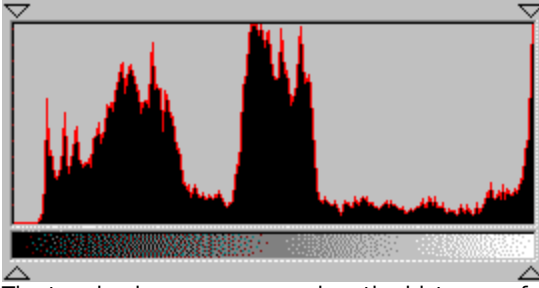
The tonal values are arranged on the histogram from dark to light; the spikes represent the relative number of pixels at any given level. When you adjust tonal values, you can change the level and distribution of dark and light areas of an image by moving the threshold sliders left or right.

HLS

The HLS model is a variation of the HSB model and contains three components: hue, lightness, and saturation. 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).

HPGL

A file format Hewlett Packard Graphics Language (HPGL) created by programs such as AutoCAD. This format is used to print drawings on plotters. CorelDRAW can import and export HPGL files that have the extension .PLT (PLoT).

HSB

A color model that approximates the way the human eye perceives color. In the HSB model, color is defined by three components: hue, saturation, and brightness. Hue determines color (yellow, orange, red, etc.), brightness determines perceived intensity (lighter or darker color), and saturation determines color depth (from dull to intense). In the HSB color model, Hue (H) is expressed as a degree of rotation on a circular color wheel. Saturation (S) and brightness (B) are expressed as percentages of full intensity.

HTML

Hypertext Markup Language (HTML) is the World Wide Web authoring standard. HTML is comprised of markup tags that define the structure and components of a document. The tags are used to tag text and integrate resources (such as images, sound, video, and animation) when creating a Web page.

HTML has changed radically over the last few years. The number of HTML tags has grown, allowing Web authors to greatly enhance the design of pages.

Hue

The property of a color that allows us to classify it by its name. For example, blue, green, and red are all hues.

Icon

A pictorial representation of a tool, object, file, or other program item. An item is selected by clicking, or sometimes double-clicking, its icon. For example, double-clicking the CorelDRAW icon on your desktop starts CorelDRAW.

ICC

International Color Consortium (ICC) is an organization that sets standards for device characterization.

See also <u>Device profile.</u>

Illustration gamut mapping

A technique in which only colors that fall outside the color gamut of the printing device you are using are re-mapped, ensuring that in-gamut colors maintain their original color characteristics. The illustration gamut mapping technique (also called colorimetric) is suited to vector graphics.

See also Photographic gamut mapping.

Image colors (palette)

A palette composed of all the colors that appear in your image.

Image header

See Header.

Image map

A hypergraphic found in an HyperText Markup Language (HTML) document that contains clickable areas that link to Universal Resource Locator (URLs) on the World Wide Web (WWW). When you click one of the clickable areas (also called hot spots) in the image, the browser displays the HTML document named in the URL. An image map graphic is made up of a bitmap (the image) and a series of coordinates describing the location of the hotspots on the bitmap (the map).

Imagesetter

A generic term for printers that are capable of printing text and graphics (line art and photographs) on film or photographic paper at resolutions greater than or equal to 1200 dpi.

Indent

A Paragraph text formatting option. An indent positions text a specific distance from the left and/or right frame borders. Indents are often used to indicate the beginning of a paragraph. You can either indent an entire paragraph or only the first line.

Insertion point

A vertical bar that indicates where text will be inserted when you type. The insertion point appears when you click the Drawing Window with the Text tool, draw a frame using the Text tool, or open a dialog box that requires you to type in information.
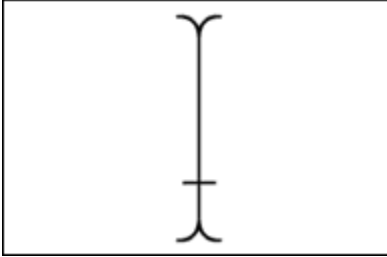
Intensity

Intensity is a measure of the brightness of the light pixels in a bitmap image compared with the darker mid-tones and dark pixels. An increase in intensity increases the vividness of whites while maintaining true darks.

Intercharacter spacing

The amount of spacing between characters of text. Intercharacter spacing is also called letter spacing and kerning.

Interlacing

A method of having the image appear on-screen in its entirety, but at a low, blocky resolution as soon as the image appears on-screen. As the image data loads, the image quality improves.

Interline spacing

The amount of white space between the baseline of one line of text and the baseline of the adjacent line of text. Interline spacing is also called leading.

Interparagraph spacing

The amount of spacing between paragraphs. (A paragraph is created each time you press ENTER in a Paragraph text frame.) If the interparagraph spacing between two adjacent paragraphs differs, the larger of the two values applies.

Interruptible refresh

A feature in CorelDRAW that stops the screen during a redraw whenever the mouse button or a key is pressed. If you are working on a complex drawing, interruptible refresh can save time by allowing you to select tools and commands without waiting for the screen to redraw completely. You can enable or disable Interruptible Refresh by using the control provided on the Display tab of the Options dialog box.

Intersection

A feature that lets you create a new object from the area where two or more objects overlap.

Interword spacing

The amount of spacing between words. Increasing and decreasing interword spacing affects the readability and appearance of text.

IT8 target

In scanner calibration, an IT8 target provides a standard against which to measure scanner output.

An IT8 target has two parts: a photographically reproduced image on paper, which contains a wide range of colors; and a reference file that contains the same image as it was scanned by the manufacturer using a precisely calibrated instrument.

Jaggies

A stair-step effect that often occurs when text and bitmap images are resized. When you enlarge the bitmap, it appears that each pixel is enlarged because extra pixels are added. This makes the graphic look jagged and distorted. Reducing the size of the bitmap also causes distortion because pixels are eliminated to shrink the bitmap to its new size. Jaggies can be reduced with the use of anti-aliasing.

Vector images are defined by two points joined mathematically by lines. As a result, you can resize vector graphics without having to worry about jaggies.

JPEG (.JPG)

Established by the JPEG (Joint Photographic Experts Group), this format is an international standard for compressed photographic images; it offers compression with minimal loss of image quality. Because of their essentially lossless compression (20 to 1), and small file size, JPEG images are widely used in Internet publishing.

Justify

An alignment option for Paragraph text. Full justification (also called "justification") modifies the spacing between characters and words so that the edges on both the left and right margins of a block of text are even.

Kerning

To adjust the spacing between two consecutive characters. With certain letter pairs, such as AV, moving the letters closer together improves their appearance on the printed page. You can either kern text interactively with the Shape tool or manually by typing specific values in the Format Text dialog box.

Keyboard shortcuts

A key or combination of keys that activates a command. 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 to use with different types of operations.

Lab (CIE L*a*b)

A color mode created by the Commission Internationale de l'Eclairage (CIE). It contains a luminance (or lightness) component (L) and two chromatic components: "a" (green to red) and "b" (blue to yellow). The Lab color mode is based on the Lab color model.

Landscape

A page oriented so that the horizontal dimension of the page is greater than the vertical dimension.

Layer

One of a series of transparent planes on which you can place objects in a drawing. 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 nonprintable. Use layers to help you organize different components of complex drawing.

Layout style

In CorelDRAW, layout styles determine the way a multipage document is organized for printing. CorelDRAW provides preset layout styles for several types of publications, including books, booklets, and tent cards.

In Corel PHOTO-PAINT, layout styles determine the way the images of your print job are placed on the printed page. For example, if you are printing a brochure, two images or animation frames may appear on a single printed page.

Trailing Leader tabs

A row of characters placed between text objects to help the reader follow a line across white space. Trailing leaders are often used in tab stops especially before text that is flush right, such as in a list or table of contents. The leaders character can be changed to any character in the current font. Refer to the following example of a line in a table of contents:

Formatting Text 152

A trailing leader tab automatically creates the dots that precede the number.

Lens

Lenses let you change the appearance of objects and, more significantly, the way you perceive objects located behind it. Lens effects can be applied to almost any closed shape that has been created using the drawing tools in CorelDRAW.

Lights

Light sources that can be added to a three-dimensional model (3D) model for rendering purposes. They simulate lighting, providing photographic realism and the appearance of 3D depth.

Limitcheck error

A PostScript printing error that occurs when a drawing contains too many line segments or when a bitmap is too large for the printer to reproduce.

Line art

In traditional graphic arts, an illustration containing only black and white.

Line style

The collection of attributes that are assigned to an object's outline. You can assign custom line styles or choose from a number of presets that apply a solid, dashed, dotted, or dashed-and-dotted line style.

Linear fountain fill

A type of fountain fill that shows a progression of colors in a straight line. You can apply custom or built-in linear fountain fills that use a direct progression from one color to another or a cascade of different colors.

Linked object

Objects are considered to be linked in Object Linking and Embedding (OLE) when information from one file (the source file) is inserted into another file (the destination file). The source file is then linked to the destination file. Changes made to the information in the source file can be automatically or manually updated in the destination file.

Lino

Linotronic (Lino) is a line of PostScript image setters that is used for high-resolution printing. Over the years, the term has come to mean any type of image setter used by service bureaus that output to film.

List box

A control that allows you to select from a list of options. If the list cannot accommodate all available options, scroll bars are provided. List boxes are found on toolbars and Roll-Ups and in dialog boxes.
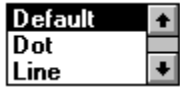
Lossless

The maintenance of image quality of an image that has been compressed and decompressed. The process of compressing and decompressing often degrades image quality. A lossless image is one in which the image quality of a decompressed file appears nearly identical to the original.

Lossy

A noticeable degradation to image quality as a result of file compression. Choosing a high quality compression often results in very little loss of perceptible information. The lower the quality of compression, the poorer the image quality will be when the image is decompressed.

lpi (lines per inch)

The screen frequency used for halftone screens for photos and tints. The density of dots on PMTs and film output of continuous-tone images from imagesetters is measured in lpi.

Luminosity

A value corresponding to the brightness of a color.

Marquee box

A box with a dotted outline that appears when you click and drag diagonally to select either multiple objects or nodes on a curve. CorelDRAW selects the objects that are enclosed within the marquee box when you release the mouse button.

Marquee select

A method of selecting objects (or nodes) using the Pick tool or the Shape tool. To marquee select, you click and drag to enclose objects in a dotted rectangle called the marquee box.

Master

An object that has been copied using the Clone command. Most changes you make to the Master object are automatically applied to the clone.

Master layer

A layer containing information that you want to appear on every page of a multipage document. For example, you can use master layers to place a header or footer on every page.

Maximize
To enlarge an application's window to full-screen size.

Measurement file

In Corel COLOR MANAGER, a text file that contains a list of color values as they were measured from printed output using a color measurement device. The information is used to characterize the device that printed it.

Menu

A list of commands that appears when you click a menu name in the Menu Bar. Click a menu name to display a list of commands used to access various functions.

Menu Bar

The bar that contains the names of the program menus. The Menu Bar appears across the top of the Application Window just below the Title Bar.

File   Edit   View   Layout   Arrange   Eff

Merge mode

Determines how the color of a transparency is combined with the color of objects that appear behind the transparency. The effect is dependent upon the colors that are contained in the transparency and the object. CorelDRAW offers 19 different merge modes for you to experiment with.

Microsoft Internet Explorer palette

An 8-bit palette of 256 colors used by the Web browser, Microsoft Internet Explorer. By using colors only found on this Color Palette, you ensure that your image colors will display clearly on using this browser.

Minimize

To reduce an application's window to an icon in the task bar.

Mirror

To flip an object horizontally, vertically, or diagonally.

Mirror editing

A type of node editing that allows you to maintain the symmetry of an object created with the Polygon tool. Each node of an object created with the Polygon tool is associated with other nodes. All the corner or point nodes are associated with each other, and all the side or interior nodes are associated with each other.

When you edit a node on an object created with the Polygon tool (e.g., move it or change it to a curve), all the associated nodes reflect this edit. For example, if you move a corner node toward the center of a pentagon, all the corner nodes also move toward the center.

Moiré pattern

Undesirable wave patterns that are created in an image by conflicting dot patterns. A moiré pattern is created when halftone screens of two different frequencies are superimposed on the same image. For example, if you scan a halftone image, you will likely see moiré patterns on your monitor screen because the original halftone screen is different than the dpi frequency of the scanned image.

These patterns can be especially damaging when they occur in color separations. It is crucial to set the screen angles and frequencies of your halftone screen correctly to avoid this problem.

CorelSCAN provides a moiré removal feature to remove these patterns before opening the scanned image.

Monochrome

An image containing a single color, usually black, on a background that uses a different color, usually white.

Multiple select

A method of selecting multiple objects with the Pick tool or multiple nodes with the Shape tool. Hold down SHIFT and click the objects or nodes you want to select.

Navigator

Lets you move through your document quickly. Displayed in the bottom, left corner of the Application Window, the Navigator shows the total number of pages in your drawing and the number of the page currently displayed. You can move to any page in your document with a single mouse click and quickly add blank pages without interrupting your work.

When your document contains one page, the Navigator looks like this:
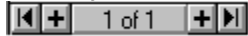
When your document consists of multiple pages, the Navigator looks like this:

NCSA

National Center for Supercomputing Applications. Developed a Web server system.

If you are creating an image map to be displayed on the World Wide Web, it is not really important to know what NCSA is, but you do need to know whether the server you are using runs CERN or NCSA, as different codes are used in the map files. Contact your server administrator to find this information.

Negative

An image in which the values in the original are reversed so that black areas appear white, white areas appear black, and colors are represented by their complementary colors (as displayed on the color wheel).

Nested group

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

Netscape Navigator palette

An 8-bit palette of 256 colors used by the Web browser, Netscape Navigator. By using colors found in this color palette, you can ensure that your image colors will display clearly on systems using this browser.

Newspaper-style columns

Columns in which text wrapping causes text to flow down from paragraph to paragraph in the first left column. The text flow continues to the top of the next right column. This pattern is repeated on subsequent pages.

Nib

The size, shape, and color of a line. By changing the attributes used to draw lines, you change the attributes of the pen, or nib.

Nodes

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

Noise

In bitmap editing, random pixels on the surface of a bitmap, resembling static on a television screen.

Noise filters

Filters in Corel PHOTO-PAINT and CorelDRAW used to add or remove unwanted information from an image.

Normal view

One of five view-quality settings of CorelDraw. These settings control how your drawing appears on your monitor. Normal view shows all fills, all objects, and high-resolution bitmaps.

The view-quality settings have no effect on the actual size of a drawing, only on how the drawing is displayed on the monitor.

Nudge

To move an object in increments.

Object

A generic term for any item you create or place in a drawing. Objects include lines, shapes, graphics, and text.

Object Linking and Embedding (OLE)

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

On-screen Color Palette

The Color Palette is a toolbar that displays a series of color swatches. It is used to select colors for use in CorelDRAW and Corel PHOTO-PAINT.

One-point perspective

An effect created by lengthening or shortening one side of an object to create the impression that the object is receding from view in a single direction. You can create one-point perspective by using the Add Perspective command in the Effects menu.

Opacity

The opposite of transparency. If an area is 100% opaque, you cannot see through it. Levels under 100% increase the ability to see through objects.

See also Transparency.

Open path

A line or curve of which the start point and the end point are not connected. If you apply a fill to an open path, it will not be visible unless the path becomes closed.

Open prepress interface (OPI)

A method that positions high-resolution bitmaps on the printed page by using low-resolution replicas.

Two images are created using a high-quality scanner. A high-resolution version (which is kept on file) and a low-resolution equivalent. The low-resolution image is imported into your documents and used for position only (FPO). Working with FPO images keeps your document size smaller and reduces the time needed to redraw the screen. When you send your artwork back to the service bureau for final imaging to film, your high-resolution files are positioned in place of the FPO images and the final product is a high-resolution output.

Orientation

The direction in which a document is displayed on the page. A page oriented so that the horizontal dimension is greater than the vertical dimension is said to have a landscape orientation whereas a page whose vertical dimension is greater than the horizontal dimension has a portrait orientation.

Out-of-gamut color

A color that is beyond the capabilities (outside the gamut) of a given device.

See also color gamut.

Outline

The line that defines the shape of an object. You can change outline attributes including color, width, size, and shape using the options in the Outline Tool flyout.

Overprinting

Overprinting is a method of color trapping. Color trapping is necessary when you print on a color commercial press to avoid white gaps between adjoining colors caused by printing plates that are not aligned properly.

Normally, portions of an object that are obscured by another object are not printed. However, if the top object is set to overprint, the obscured portions of any underlying objects will also print. This eliminates potential white gaps between different colors. Overprinting 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 might result in an orange object).

Page border

In the Drawing Window, the page border is the rectangle with the drop shadow that represents the printable portion of the current drawing. This area is also called the printable page. You can turn the page border on and off through the Page Setup command in the Layout menu.
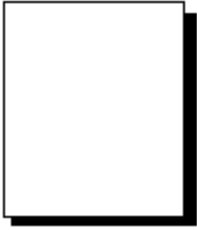
Paint Color

The color used by the Paint tool to apply color and by the Shape Tools as an outline color.

Paint programs

A generic term for computer illustration programs that store graphics as bitmaps—a graphic image format that represents shapes as a series of pixels, or dots, that are arranged to represent an image. Corel PHOTO-PAINT and Windows Paintbrush are examples of paint programs.

Palette

See Color Palette

Paletted

An <u>8-bit</u> color mode that displays images using up to 256 colors. You can convert a complex image to the Paletted color mode to reduce file size and to allow more precise control over the colors used throughout the conversion process.

PANTONE HEXACHROME palette

Colors that are available through the PANTONE HEXACHROME system, which is based on the CMYK color model but adds two additional inks for a total of six inks and a broader range of colors.

PANTONE MATCHING SYSTEM Colors

A palette of spot colors that are available through the PANTONE Matching System (also known as PANTONE Spot Colors). Because 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 CorelDRAW, you can use spot colors freely. In Corel PHOTO-PAINT, you can use spot colors only in CMYK images to affect duotones. Colors can be displayed by name or swatch.

PANTONE process colors

Colors that are available through the PANTONE Process Color system, which is based on the CMYK color model. The first 2000 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. Colors can be displayed by name or swatch.

PANTONE Process Colors palette

A palette of colors that are available through the PANTONE Process Color system, which is based on the CMYK color model. The first 2000 colors are two-color combinations; the remainder are three- and four-color combinations. Colors are based on CMYK and, therefore, can be printed without additional color separation plates.

Paper color

A feature that allows you to display an approximation of the paper color you plan to use when you print your document. The color you choose is for viewing only; it doesn't appear in printed copies of the document.

Paragraph text

The text type you create when you use the Text tool. Use Paragraph text when you want to add large blocks of text for ads, brochures, and other text-intensive projects. Paragraph formatting features enable you to flow text between frames and columns, create bulleted lists, set tabs and indents, and add drop caps. CorelDRAW automatically applies the default Paragraph text style, which you can change using the Styles Manager.

Parent

An object that is linked to another object (its child) in a hierarchy. When the parent is moved, the child and all other objects also move.

Parent color

You can create styles based on colors and link colors together. Any changes that are made to the parent color in a style are also reflected in the child colors.

You can create parent colors quickly and easily by dragging colors from your image. You can also have CorelDRAW scan your image and create parent colors automatically.

Path

The basic component from which objects are constructed. Paths can be open (e.g., a line or curve) or closed (e.g., a circle or polygon). They can also constitute a single line or curve segment or many segments joined together.

Path name

Location of a folder or file on your computer. For example, Corel application files are stored in the path C:\COREL\ by default. This means that the files are stored in a folder called COREL on the C: drive.

Pattern fill

Pattern fills are pregenerated, symmetrical images that can be tiled easily. You can import bitmaps or vector graphics for use as pattern fills, or you can create simple two-color bitmap patterns. The effect you create is similar to that created by applying wallpaper to a wall. There are three types of pattern fills   two-color, full-color, and bitmap.

PCD

The filename extension for Eastman Kodak Photo-CD images.

PCT

The filename extension for vector graphics files (in PICT format) created by applications on Macintosh computers. Corel applications can import PICT 1 (black and white) and PICT 2 (color) files and export PICT 2 files. CorelDRAW also supports PICT bitmaps.

PCX

The filename extension for bitmap files created by paint programs such as PC Paintbrush.

Phosphors

The light-producing elements in your monitor display.

Photo CD

A process developed by the Eastman Kodak Company that converts 35-mm film negatives or slides to digital (RGB) format and stores them on a compact disc (CD).

Photographic (gamut mapping)

A technique in which the entire range of image color is compressed to fit the color space of the destination device, maintaining smooth transitions between colors.

Photographic gamut mapping (also called photometric) is suited to photographs and continuous tone artwork.

See also Illustration Gamut Mapping.

PSD

The file extension of a file in Adobe Photoshop format.

PIC

A vector file format with the extension .PIC.

PIC files are created by some presentations programs and Lotus 123.

Pica

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

PICT

An image file format used frequently in applications that run on Macintosh computers. This file format can use up to four channels: red, green, blue, and alpha.

Pitch

The aspect of an object's orientation that describes its angular deviation along its vertical (top-to-bottom) axis.

Pixel

Abbreviation for picture element. Pixels are dots on a computer or television screen that combine to form an image. Computer images are created as an array of such dots, each having a specific color.

See also Resolution.

PLT

The filename extension for vector graphics files conforming to the HPGL format. These are primarily files created by programs such as AutoCAD to print drawings on plotters. Corel applications can import and export .PLT files.

Point

A unit of measurement used primarily in typesetting to design type sizes. There are approximately 72 points _(pts) to an inch and exactly 12 points to a pica.

Polygon

A shape with three or more sides. In CorelDRAW, you can create simple polygons (e.g., pentagons) or complex, multisided polygons (e.g., stars) using the Polygon tool. The examples shown below can all be created using the Polygon tool.

Portrait

A page oriented so that the vertical dimension of the page is greater than the horizontal dimension.

Position

Specifying the horizontal and vertical coordinates (using the rulers as a reference) to place an object.

Positive

A reproduction of an image in which dark, light, and color values are the same as in the original image.

PostScript

A page-description language used to send instructions to a PostScript printer. All the objects in a print job are represented by lines of PostScript code that the printer uses to reproduce your work.

PostScript textures

A type of pattern fill designed using the PostScript language. Some textures are extremely complicated and require several minutes or more to either print or to update on the screen. Therefore, PostScript fills are displayed as the letters－PS
－rather than as the actual texture.

Powerclip

A feature that allows you to place objects (called contents objects) inside other objects (called container objects). If the contents object is larger than the container object, the contents object is automatically cropped. Only the contents that fit inside the container object are visible.

Preview selected only

A view option that, when used with the Full-Screen Preview command, displays a fully detailed version of selected objects without any of the user interface showing. When Preview Selected Only is disabled, Full-Screen Preview displays all objects on the current page.

Printable page

The portion of the Drawing Window that will appear on the printed page. This area is enclosed by a rectangle with a drop shadow. Although you can draw anywhere in the Drawing Window, only objects on the printable page appear in your print jobs.

Process color

In commercial printing, colors that are produced from a blend of cyan, magenta, yellow, and black. This is different from a spot color, which is a solid ink color printed individually (one printing plate is required for each spot color).

Progressive

In JPEG images, a method of having the image appear onscreen in its entirety, at a low, blocky resolution. As the image data loads, the image quality progressively improves.

Proof

To print a trial version of a graphic to see how it will look when output in its final form. Laser printers are commonly used to proof monochrome artwork; whereas color artwork is often proofed on thermal color printers. High-quality proofing systems such as Chromalin (DuPont) or Matchprint (3M) can be used to proof color separations.

Pure color

Any color that can be assumed by the individual pixels on a monitor. On a monochrome screen, for example, there are only two pure colors, black and white, whereas 24-bit cards display 16.7 million pure colors.

Radial fountain fill

A type of fountain fill that shows a progression of colors in a series of concentric circles that radiate from the center of the fill. You can apply custom or built-in radial fountain fills that use either a direct progression from one color to another or a cascade of different colors.

Rasterized image

An image that has been rendered into pixels. When you convert vector graphics files to bitmap files, you create rasterized images.

Registration marks

Cross hairs or other marks that are used to align the film produced from color separations. Corel applications automatically add registration marks outside the printable page when you print color separations to a PostScript printer. Registration marks can also be printed on non-PostScript printers.

Render

The process of capturing a two-dimensional (2D) image from a three-dimensional (3D) model.

Resample

The process of changing the resolution or size of an image to alter the number of pixels it contains. Upsampling increases the resolution, increasing the number of pixels; downsampling reduces the resolution, decreasing the number of pixels in an image.

Resident fonts

Typefaces permanently stored in the printer's memory.

Resolution

The amount of detail and information an image file contains, as well as the level of detail an input, output or display device is capable of producing. When you work with bitmaps, resolution affects both the quality of your final output and the file size.

Image resolution

Refers to the spacing of pixels in the image and is measured in pixels per inch (ppi) or dots per inch (dpi).

Output resolution

Refers to the number of dots per inch (dpi) that an output device, such as an imagesetter or laser printer, produces.

RGB

A color mode that contains three components: red (R), green(G), and blue(B). The RGB color mode is based on the RGB color model. In the RGB color mode, a value between 0 and 255 is assigned to each channel of red, green, and blue. An RGB color with the component values 0:25:118, for example, contains no red, some green, and more blue, resulting in a slightly greenish blue color. Monitors, scanners, and the human eye use RGB to produce or detect color.

Roll-Up

A floating dialog box that contains a set of related controls. Unlike other dialog boxes, Roll-Ups remain on the screen after you apply changes. This allows you to make adjustments without having to reopen the Roll-Up. When you are not using a Roll-Up, you can minimize it (or "roll it up") to leave only its Title Bar visible.

Rotate

To reposition and reorient an object by turning it around its center of rotation.

Ruler cross hairs

The pair of intersecting lines that can be dragged from the spot where the rulers meet. Used to set the 0,0 points on the rulers.
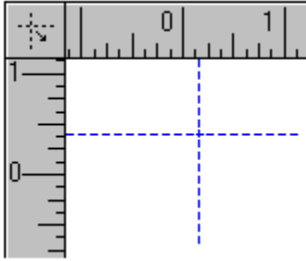
Rulers

Measuring tools that are displayed on the left side and along the top of the Application Window. The rulers help you size and position the objects in your drawing.

Sans serif

A font or typeface that lacks serifs (the short strokes at the ends of individual letters). Helvetica and Arial are examples of sans serif fonts.

serif

Saturation

The purity or vividness of a color, expressed as the absence of white. A color that has 100% saturation contains no white whereas a color with 0% saturation is a shade of gray.

Scale

To change an object's horizontal and vertical dimensions or to maintain the aspect ratio. Scaling alters the object's dimensions by a specified percentage.

Scanner

A device that converts images on paper, transparency, or film into digital form. Scanners produce bitmap or raster images.

Scanning resolution

Describes the density of information that a scanner can capture per inch, measured in pixels per inch (ppi) or dots per inch (dpi). Also called input resolution.

Scitex

An export format that saves drawings in a 32-bit color format that can be processed or modified for output by high-end image setters and film recorders. SCITEX is ideal for color-separated images because it is a native, 32-bit CMYK format.

SCODL

Scan Conversion Object Description Language. A file format used by film recorders to make slides. CorelDRAW can export files in SCODL (.SCD) format.

Screen angles

When printing color separations, the angles at which each of the four process colors are printed. Setting the screen angles and frequencies of your halftone screen correctly is critical to avoid undesirable moiré patterns.

Screen frequency

Screen frequency, also called screen ruling and halftone frequency, is a measure of a halftone screen in lines per inch (lpi). Screen frequency is related to, but is not the same as, printer resolution.

A laser printer with a resolution of 300 dpi might produce an acceptable screen at 60 lpi. A high-resolution image setter may be capable of producing a 150 lpi screen.

Scroll

To shift the view in the window to see portions of a document that are outside the current viewing area. You can scroll by using the scroll bars along the edges of the window.

CorelDRAW also provides an Auto-panning feature that automatically scrolls the Drawing Window when you drag beyond its borders.
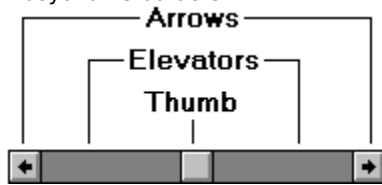
Segments

Lines or curves between nodes in a curve object.
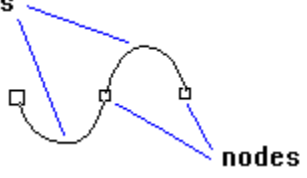
Select

To choose either an object with the Pick tool or a node with the Shape tool. Selected objects display eight handles; selected nodes display control points. After an object is selected, you can choose a command or perform an action to edit the object.

See Control point.

Selection box

An invisible rectangle with eight visible handles that appears around any object you select with the Pick tool. By dragging individual handles on an object's Selection box (also called a Highlighting box), you can scale or stretch the object.
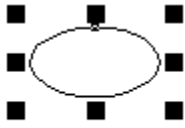
When you move or otherwise transform an object or mask, a dotted rectangle representing the Selection box appears in place of the object.

Serif

The short strokes at the ends of individual letters in fonts such as Times Roman and Bookman. Sans serif fonts such as Arial and Helvetica lack these strokes.

serif

Server application

An OLE- (Object Linking and Embedding) compatible application that is used to create OLE objects (e.g., pictures, charts, and text). These OLE objects can be placed in other OLE applications. Not all OLE applications can be servers. If you are uncertain about whether an application is capable of performing as a server, check its documentation.

Server-side

Server-side image maps are not dependent on any browser to process the map information, but the server must be able to recognize the code in the map file. NCSA and CERN use different codes, so you must know whether the server you are using runs CERN or NCSA. Contact your server administrator to find this information.

Image maps are graphics with clickable areas, also called hyperlinks, that are used on the World Wide Web (WWW).

Service bureau

In commercial printing, a commercial business that is separate from the printer and prepares documents and artwork for commercial printing. Generally, a service bureau will be able to prepare halftones, separations, and proofs using high-resolution PostScript devices.

Simple Wireframe view

One of CorelDRAW's five view quality settings. These settings control the way drawings are displayed on your monitor. Simple Wireframe view shows objects as outlines, and hides fills, extrusions, contours, and intermediate blend shapes. Simple Wireframe view also shows monochrome bitmaps. Editing a drawing in Simple Wireframe view is faster because only the object outlines need to be refreshed.

The view quality settings have no effect on the actual size of a drawing, only on how the drawing is displayed on the monitor.

Size

To change an object's horizontal and vertical dimensions while maintaining the aspect ratio (the ratio of height to width). Sizing alters the object's dimensions by specific values.

Skew

To slant an object.

Smooth node

A node where the control points are always directly opposite each other. When you move one of these control points, the other also moves. However, you can vary the distance between the control points and the node independently. Smooth nodes produce a smooth transition between line segments.
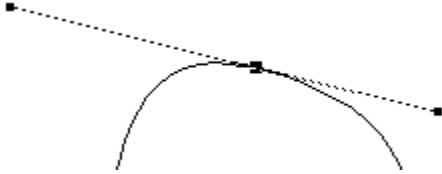
Snap

To force an object that is being 1 drawn or moved to align automatically to a point on the grid, a guideline, or to another object.

Snap points

Snap points on objects act as points of attachment for connector lines, dimension lines and when enabled to other objects. The exact location of these snap points depends on the object. When Snap to Objects is enabled, every point on every object takes on a gravitational effect, attracting other objects you draw or move nearby.

Source file
  The file that contains information that is being embedded or linked using Object Linking and Embedding (OLE).

Spectral power distribution

The power of each wavelength in a source of white light. Because white light consists of all wavelengths, we can create a spectral signature based on a measurement of each wavelength.

Spectral signature

The power of each wavelength measured individually in a reflective or radiant object.

Spectrophotometer

An instrument that measures the spectral reflectance of an object. Used for both monitor and printer calibration. Also used to sample colors for use in graphics applications.

Spot color

In commercial printing, a solid ink color printed individually, one plate per spot color.

This is different from a process color, in which each color is expressed as a combination of four separate inks.

Spread

A type of trap that is created by extending the foreground object into the background object. CorelDRAW provides both an Overprint feature that lets you create a spread manually, and an Autotrapping feature that can create a spread automatically.

Square fountain fill

A type of fountain fill that shows a progression of colors in a series of concentric squares that radiate from the center of the fill. You can apply custom or built-in square fountain fills that use either a direct progression from one color to another or a cascade of different colors.

Stacking order

The sequence in which objects are created in the Image Window. This order determines the relationship between objects and, therefore, the appearance of your image. The first object you create appears on the bottom; the last object appears on the top. You can use the Order commands to place the objects where you want them; however, the background object always appears on the bottom and cannot be reordered.

Start node

The large square that appears at the beginning of an open path when you select the path with the Shape tool. The start node is larger than the end node.

Status Bar

An on-screen display area that shows information about such things as objects, ongoing operations, and mouse position. You can specify the Status Bar's contents, appearance, and location within the Application Window.

Stretch

To size an object horizontally or vertically. Stretching changes the size of an object in one direction only, as opposed to sizing, where the aspect ratio (the ratio of height to width) is maintained.

Style template

A collection of styles that work together to govern the overall appearance of a drawing. Every CorelDRAW drawing is based on a template. You can choose a preset template or create your own custom template.

Styles

A set of attributes that controls the appearance of a specific type of object. There are three basic style types: Graphic styles, Artistic text styles, and Paragraph text styles. You can use the styles in any one of the templates provided with CorelDRAW or create and save your own custom styles.

Subpath

Paths that are part of a single object. You can create an object that has several subpaths by using the Combine command in the Arrange menu.

Subscript

Characters that are positioned below the baseline of the other characters in a line of text. In the following graphic, (1) indicates subscript text.

$$H_2O$$
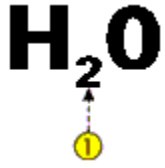
Subtractive color model

A color model, such as CMYK, that creates color by subtracting wavelengths of light reflected from an object. For example, a colored ink appears blue if it absorbs all colors except blue.

Superscript

Characters that are positioned above the baseline of the other characters in a line of text. In the following graphic, (1) indicates superscript text.

Swap disk

A swap disk is hard drive space used by software applications to store temporary files not currently in use. CorelDRAW provides an option for selecting two swap disks. This artificially increases the amount of memory available on your system. It also makes CorelDRAW use the space in bigger increments than Windows.

Swatch

One of a series of solid-colored patches that is used as a sample when selecting color. A printed booklet of swatches is called a swatchbook. Swatch also refers to the colors contained in the Color Palette.

Swatchbook

A book containing printed patches of solid color that represent the collection of colors available from a color-matching system. It is used to compare and select colors.

Symbol

A predesigned curve object. Symbols are vector objects that can be edited like other objects.

Symmetrical node

A node where the control points are always directly opposite each other. Symmetrical nodes produce the same curvature on both sides of the node. The distance between the node and each control point is always the same.

Tab

A set amount of space that is inserted in a line of text when you press TAB.

TAC

Total Area Coverage. In commercial full-color printing, TAC is a measure of the amount of ink applied by a printing press.

In the CMYK printing process, TAC can range from 400% (all inks at full intensity) to 0% (no inks/plain paper). However, commercial printers will rarely allow a TAC of higher than 300%.

Template

See Style template.

Text styles or variations

Variations within a typeface or font. Some common styles include Roman (regular or normal), bold, italic, and bold italic.

Texture fill

A texture fill is a fractally generated fill such as water, minerals, and clouds that you can use to give your objects a natural appearance. Texture fills, unlike tiling bitmap fills, fill a designated area with a single image instead of with a series of repeating images.

TGA

A bitmap image file format.

Thumbnail

　A thumbnail－also called "header"
－is a miniature, low-resolution version of an image or illustration.
Including an image header allows you to see a representation of the file contents when you open the file in a non native application such as Corel VENTURA. The "thumbnail" or header provides the file preview in the Open dialog box.

Tick divisions

Evenly spaced division marks found between markers ("ticks") on the Horizontal and Vertical rulers. You can use the Rulers page in the Options dialog box to specify whether you want 6, 8, or 10 division marks between each tick.

TIFF

Tagged Image File Format. A file format that was specifically developed for page-layout applications and is supported by all image-editing applications. TIFF files can save RGB, CMYK, and LAB color mode information, but not duotones.

Tile

To use multiple pages to print a drawing that is larger than the printer's paper size.

Tiling

The technique of repeating a small image across a large surface to cover. Tiling is often used to create a patterned background for World Wide Web pages.

Tints

Lighter shades of a spot color that are created by adjusting the percentage tint value in either the Outline Color or the Uniform Fill dialog box.

Title Bar

The bar that appears along the top of the application's window. It contains the name of the application or file, the Maximize and Minimize buttons, and the Close button. Dialog boxes and Roll-Up windows in Corel applications also have Title Bars but not Maximize and Minimize buttons.
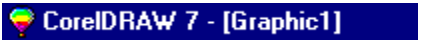
Toggle

Alternately enabling and disabling a program function.

Tone curve

A color grid that displays the dynamic ink curves used in duotone conversion. The horizontal plane, or x-axis, displays the 256 possible shades of gray in a grayscale image (0 is black; 256 is white). The vertical plane, or y-axis, illustrates the intensity of an ink (from 1 to 100 percent) that is applied to the corresponding grayscale values.

Toolbar

A group of buttons that provide quick access to a series of related commands. In Corel applications, you can either use any combination of the preset toolbars or create your own toolbar that contains the buttons and button arrangements you find most efficient.

Toolbox

A collection of buttons (normally found on the left side of the application's window) that is used for quick access to an application's set of tools.

ToolTips

Online ToolTips display the name of an icon or buttons when the mouse pointer rests over a button. ToolTips are also referred to as "pop-up Help", Help balloons, and Help bubbles.

TOYO COLOR FINDER palette

Colors that are available through the TOYO 88 Color Finder system. The range of colors includes those created using TOYO process inks and those that are reproduced using TOYO standard inks. These colors are defined using the Lab color mode and are converted to RGB for display and to CMYK for printing.

Tracing

Following the outline of a bitmap to turn it into a vector-based graphic that can be edited without distortion.

Transformation

Changing an object's orientation or appearance without altering its basic shape. Types of transformations include positioning, rotating, scaling, mirroring, sizing, and skewing.

Transparent background

When creating Web pages, all bitmapped graphics are rectangular. Since this obscures the background color of the Web window, you need to create a transparent background. Saving a graphic as a .GIF file, allows you to specify one color in your inline graphic as a transparency color. Each pixel that has that color value is rendered transparent, allowing the background color of the Web browser to show through. Note that transparency cannot be achieved with HTML tags.

Transparency

The ability to see through an item. The opposite of transparent is opaque. Setting lower levels of transparency causes higher levels of opacity and less visibility of the underlying items or image.

Trap

In commercial printing, the process of adding a slight overlap between adjacent areas of color to avoid gaps caused by registration errors. You can create a trap in Corel applications if you are printing color separations.

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 the overlapping area removed.

True color

A term referring to digital RGB color that is composed of 24-bits, or 16.7 million colors.

TrueDoc

A font technology that allows you to save a font used in a drawing with the file. TrueDoc allows those who don't have a particular font installed on their computer to open the drawing with editable text. Otherwise, CorelDRAW will convert the text to curves and the person opening the document will be unable to edit the text.

TrueType fonts

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

TRUMATCH Colors

A color-matching system for specifying process colors. The TRUMATCH color system is based on the CMYK color model and, therefore, extra 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).

Tutors

Interactive Help tools that give you step-by-step instructions on selected features. If you prefer, you can choose to have a Tutor apply a feature for you. You can access Tutors either by clicking the CorelTUTOR button on the Toolbar or by clicking Help, CorelTUTOR.

Two-color pattern

Fill composed of repeating bitmap images. CorelDRAW supplies a collection of two-color patterns to which you can add your own custom patterns.
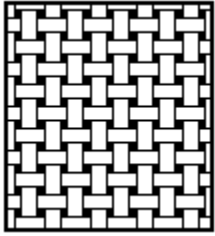
Two-point perspective

An effect created by lengthening or shortening two adjacent sides of an object to create the impression that the object is receding from view in two directions. You can create two-point perspective by using the Add Perspective command in the Effects menu.

Type Assist

A feature that automatically displays the full form for abbreviations as you type. You can use Type Assist to capitalize words or to correct common spelling and typographic errors automatically. For example, Type Assist can replace "asap" with "as soon as possible" and "hte" with "the."

Typeface

A set of numbers, letters, and symbols of a single design, such as Avant Garde, Garamond, or Bookman. Most typefaces are available in different variations or type styles. Some common styles include Roman (regular or normal), bold, italic, and bold italic.

Uniform Colors palette

An independent palette (not based on a color-matching system or your image) that provides 256 colors that are uniformly spread between red, green, and blue.

Uniform fill

A type of fill that is used to apply a single, solid color to your image.

In CorelDRAW and Corel PHOTO-PAINT, Uniform Fill colors can be chosen from the on-screen Color Palette, Select Color dialog box, or the Color Roll-Up.

See also Fill.

Undercolor removal (UCR)

In color printing, a technique that reduces the amount of cyan(C), magenta(M), and yellow(Y) ink in shadows and neutral areas of an image by replacing them with an appropriate amount of black. This reduces the total area coverage (TAC) of the ink. TAC is defined as the sum of the dot percentages of all four inks (CMYK) that contribute to a printed color.

Another technique, called Gray Component Replacement (GCR), also substitutes black for CMY inks, but does so over a greater color range.

Ungroup

A command that causes a set of objects that behave as a single unit to behave as individual objects.

Uniform Resource Locator (URL)

A Uniform Resource Locator (URL) is a unique address that defines where a document is found on the Internet.
An example of a URL is http://www.corel.com/visitors/welcome.htm. A URL is made up of four components.

Vanishing point

A marker that appears when you select either an extrusion or an object to which perspective has been added. With an extrusion, the vanishing point marker indicates either the depth (parallel extrusion) or the point at which the extruded surfaces would meet if extended (perspective extrusion). With the Perspective effect, the marker indicates the point (or points) at which the nonparallel lines would meet.

In both cases, the vanishing point is indicated by an X.
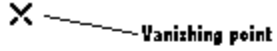
Vector graphics

Images are stored as algebraic equations defining the various lines and curves of the drawing. They can also include bitmap information. They are created in illustration applications, such as CorelDRAW, or bitmap tracing applications, such as Corel OCR-TRACE. Vector formats are not restricted to certain color depths.

Compare to bitmap images which are created pixel by pixel in paint programs and by scanners.

Vector pattern

Also called a full-color pattern. A picture composed of lines and fills instead of dots of color like a bitmap. These pictures are smoother and more complex than bitmap images and are generally easier to manipulate.

You can select a vector pattern from a variety of pregenerated patterns that are included with CorelDRAW, or import any CorelDRAW file to use as a vector pattern. Unlike two-color and four-color bitmap patterns, there is no limit to the number of colors that can be included in a vector pattern.

Visual selector

A graphic representation of a color model that includes an indicator for selecting colors.
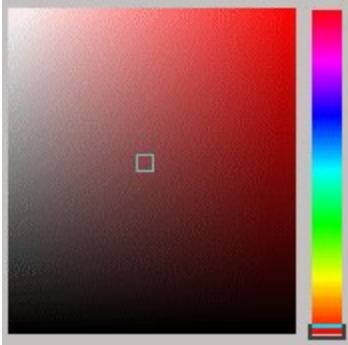
VRML

Virtual Reality Modeling Language. A file format for importing and exporting three-dimensional models.

Weight

The thickness of outlines you assign to objects by using the Outline tool. Sometimes used to refer to different type styles (e.g., normal, light, or bold).

Weld

A feature that allows you to join several objects to create one object with a single outline.

White point

In monitor calibration white point is the color of "pure" white (RGB 255:255:255) on your monitor, expressed as an absolute temperature (in degrees Kelvin). Adjusting the white point of your monitor allows you to ensure that on-screen colors appear accurately given the lighting in your work environment.

See also Color Temperature.

Wireframe view

A view setting that controls the way drawings are displayed on your computer screen. In Wireframe view, objects display in skeleton form without fills or outlines. Because the screen redraws faster in this view, you may want to use it when you for edit complex drawings.

The view-quality settings have no effect on the actual size of a drawing, only on how the drawing is displayed on the monitor.

Wizard

An automated assistant that helps make each task simple and trouble free. The wizard asks you questions and then performs the appropriate actions based on your answers.

WMF

The filename extension for a Windows Metafile. Corel applications can import and export .WMF files.

Word spacing

The space between words. Word spacing can be varied to increase or decrease the space between words.

Working page

_In the Drawing Window, the rectangle with the drop shadow that represents the printable area of your drawing.

WPG

The filename extension for Corel WordPerfect graphics files that are in vector-graphic format. CorelDRAW can import and export these files. When importing or exporting this format, note that .WPG files can contain bitmaps as well as vector graphics.

WYSIWYG

What-you-see-is-what-you-get. A term that describes a program's ability to provide an accurate on-screen representation of what an image or document will look like when it is printed.

X-height

The main body of a lowercase letter. The x-height is equal to the height of a lowercase x. In the following graphic, (1) indicates the x-height.

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 enlarge or reduce the viewing size of a document onscreen. Zooming has no effect on the document; rather, zooming is much like moving toward or away from a picture to get a better look at it.

Using writing utilities

Using writing utilities

The sophisticated writing tools enable you to correct errors in spelling and grammar, correct mistakes automatically, and help you refine your writing style. You'll find these writing tools in CorelDRAW:

- Spell Checker
- Grammatik
- Thesaurus
- Type Assist

{button ,AL(`OVR Using writing utilities;',0,"Defaultoverview",)} More Detailed Information

Using the Spell Checker

Using the Spell Checker

You can use the Spell Checker to check your whole document at one time, or set the Automatic Spell Checker option to verify spelling as you type. You can also set options to check for words with numbers, duplicate words, and irregular capitalization.

{button ,AL(`OVR Using writing utilities;',0,"Defaultoverview",)} **Related Topics**
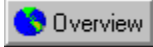
Using automatic spell checking

Automatic spell checking verifies the spelling of text as you type. You have the option of enabling or disabling the Perform Automatic Spell Checking check box. Spelling errors flagged by the automatic spell checker are underlined with a red squiggly line. You can have the automatic spell checker identify errors in all or selected Paragraph text frames and flag the errors you ignore during the spell check with a blue squiggly line. You can also specify the maximum number of errors that are displayed and add your corrections to Type Assist automatically.

You can control the automatic spell checker using the right mouse button, as well as the Spell Checker dialog box. When you right-click a misspelled word, you can choose from a list of alternative words or choose the Ignore All option to maintain the original spelling. Keep in mind that the Ignore All option isn't available in the Spell Checker dialog box.

To enable or disable automatic spell checking

1. Click Tools, Options.
2. In the list of categories, double-click Text, and click Spelling.
3. Do one of the following:
   - Enable the Perform Automatic Spell Checking check box.
   - Disable the Perform Automatic Spell Checking check box.

To show errors in all or selected text frames

1. Follow steps 1 and 2 from the previous procedure.
2. Enable one of the following buttons:
   - Show Errors In All Text Frames
   - Show Errors In Selected Text Frame Only

To show errors you ignore during the spell check

1. Follow steps 1 and 2 from the "To enable or disable automatic spell checking" procedure.
2. Enable the Show Errors Which Have Been Ignored check box.

To ignore an error during a spell check

- Right-click the misspelled word, and choose Ignore All.

To specify the maximum number of automatic spell checking suggestions

1. Follow steps 1 and 2 from the "To enable or disable automatic spell checking" procedure.
2. Type a value in the Display Spelling Suggestions box.

To add your corrections to Type Assist automatically

1. Follow steps 1 and 2 from the "To enable or disable automatic spell checking" procedure.
2. Enable the Add Corrections To Type Assist check box.

 Note

- You can remove the Ignore All flag by right-clicking the ignored errors, and clicking Unignore All.

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{button ,AL(`PRC Using the Spell Checker;',0,"Defaultoverview",)} <u>Related Topics</u>

Using the Spell Checker

The Spell Checker checks documents for misspelled words. You can check a whole document, a paragraph, a word, or specified text. You can use the Spell Checker dialog box to insert corrections, or you can interrupt the spell check by typing corrections directly in the Drawing Window.

The Spell Checker may not recognize words in your document and flag them as an error. You can add these words to a user word list, so that they're recognized in future spell checks. For more information about user word lists, see "Working with user word lists."

Keep in mind that the Spell Checker can't correct words used in the wrong context. For example, if you type "she had too apples" instead of "she had two apples," the Spell Checker doesn't flag the word "too" as an error.

To spell check the whole document

1. Click a blank space in the Drawing Window to deselect any objects.
2. Click Text, Writing Tools, Spell Check.

   The misspelled word appears in the Not Found box. The most likely correction appears in the Replace With box. A list of other possible replacements appear in the Replacements box.
3. Choose the correct word from the Replacements list to display it in the Replace With box, if required.

   If necessary, type your own correction in the Replace With box, and press ENTER.
4. Click one of the following buttons:
   - Replace, to replace the highlighted word in your document with the word in the Replace With box
   - Auto Replace, to replace all instances of the same error in your document with the word in the Replace With box
   - Skip Once, to overlook this occurrence of the word, during this spell check, and move to the next word
   - Skip All, to overlook all occurrences of this word during this spell check

To spell check part of the document

1. Select a text object with the Pick tool.
2. Click Text, Writing Tools, Spell Check.
3. Choose an option from the Check list box.
4. Click the Start or the Resume button.

To spell check selected text

1. Select the specific word or words with the Text tool.
2. Click Text, Writing Tools, Spell Check.

To edit text manually in the Drawing Window during a spell check

1. Click the Text tool.
2. Follow steps 1 and 2 from the "To spell check the whole document" procedure.

   The misspelled word is highlighted in the document.
3. Select the highlighted text, and type the correction in the Drawing Window.
4. Click the Resume button to continue with the spell check.

To add a word to a user word list during a spell check

1. Follow steps 1 and 2 from the "To check spelling for the whole document" procedure.
2. Click the Add button when the Spell Checker stops on a word it doesn't recognize.

Tips
- To check the whole document after a selection is verified, choose Document from the Check list box.
- Click the Undo button to go back to the last correction made during the spell check.

{button ,AL(`PRC Using the Spell Checker;',0,"Defaultoverview",)} Related Topics
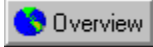
Specifying options for the Spell Checker

In CorelDRAW, you have several options for how the Spell Checker verifies and corrects misspelled words. By default, the Spell Checker starts automatically when you open it. You can change this setting by disabling the Auto Start option.

During a subsequent spell check, the Spell Checker rechecks only new or changed text since the previous spell check. When you enable the Recheck All Text option, the Spell Checker flags a word as an error, even if you enabled Skip Always for that word.

To specify spell check options

1. Click Text, Writing Tools, Spell Checker.
2. Click the Options button.
3. Enable any of the following options:
   - Auto Start, to start the Spell Checker as soon as you open it
   - Beep on Misspelled, to make CorelDRAW beep when the Spell Checker finds misspelled words
   - Recheck All Text, to recheck the entire text, not just new or modified text, after you have spell checked the document
   - Check Words With Numbers, to check any text containing numbers
   - Check Duplicate Words, to check for duplicate words positioned side-by-side
   - Check Irregular Capitalization, to check any irregular capitalization
   - Prompt Before Auto Replacement, to ask you before the Spell Checker automatically replaces text
   - Show Phonetic Suggestions, to display a list of words that sound like the word in the Replace With (or Insert Word) box

   A check mark appears beside enabled options.

{button ,AL(`PRC Using the Spell Checker;',0,"Defaultoverview",)} **Related Topics**
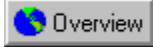
Changing the spell check language

The Spell Checker provides a number a languages that which you can use to spell check documents. You can set any of these languages as the default language used in all of the writing tools.

To change the spell check language

1. Click Text, Writing Tools, Spell Check.

2. Click the Options button, and click Language.

3. Do one of the following:
   - Choose a language from the Current Language list.
   - Type the abbreviated language name in the Language box.

To save a language as the default spell check language

1. Follow all the steps from the previous procedure.

2. Enable the Save As Default Writing Tool Language check box.

{button ,AL(`PRC Using the Spell Checker;',0,"Defaultoverview",)} Related Topics

Using Grammatik

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Using Grammatik

Use Grammatik to check your document for spelling, grammar, punctuation errors, and style. Because different occasions demand different formality levels, you can choose the checking style that Grammatik uses to verify your documents.

When Grammatik finds a grammatical error, you can replace the sentence with an alternative that Grammatik suggests, skip the error for this instance only, or skip it for the rest of the proofreading session. You can also turn off the rule associated with the error, so that Grammatik ignores all errors of the same type.

{button ,AL(`OVR Using writing utilities;',0,"Defaultoverview",)} <u>Related Topics</u>

Proofreading text using Grammatik

Grammatik verifies the spelling, grammar, and punctuation in your document. You can grammar check all of or part of your document, or check specific text. Additionally, you can use the Grammatik dialog box to edit text, or you can edit the text manually in the Drawing Window.

If the Passive Voice check box is enabled in the Edit Checking Styles dialog box, you can replace a passive sentence with an active sentence. When Grammatik finds a sentence written in the passive voice, it displays suggestions for rewriting it using the active voice. If you choose to add a subject to the sentence, Grammatik prompts you to type a subject.

To grammar check the whole document

1. Select the text with the Pick tool.
2. Click Text, Writing Tools, Grammatik.
3. Choose Document from the Check list box.

   Suggestions for corrections appear in the Replacements box. The sentence with the suggested correction appears in the New Sentence box.
4. Click one of the following buttons:
   - Replace, to replace the highlighted text in your document with the highlighted correction in the Replacements box
   - Skip Once to overlook the highlighted text during this grammar check and move on to the next error
   - Skip All to overlook all occurrences of the highlighted text during this grammar check
   - Auto Replace, to replace all instances of the same error in your document with the word in the Replacements box

To grammar check part of a document

1. Follow steps 1 and 2 from the previous procedure.
2. Choose an option from the Check list box.
3. Click the Start or the Resume button.

To grammar check specific text

1. Select the specific word or words with the Text tool.
2. Click Text, Writing Tools, Grammatik.

To edit text manually in the Drawing Window during a grammar check

1. Click the Text tool.
2. Follow steps 1 and 2 from the "To grammar check the whole document" procedure.
3. Select the highlighted text, and type the correction in the Drawing Window.
4. Click the Resume button to continue with the spell check.

**To replace a passive sentence with an active sentence**

1. Follow steps 1 to 3 from the "To grammar check the whole document" procedure.
2. Choose the replacement text from the Replacement.
3. Click the Replace button.

   If you select replacement text beginning with SUBJECT, type a new subject for the sentence in the New Subject box and click OK.

To add a word to a user word list during a spell check

1. Follow steps 1 and 2 from the "To check grammar the whole document" procedure.
2. Click the Add button when Grammatik stops on a word it doesn't recognize.

Notes

- Grammatik flags passive sentences when the Passive Voice rule enabled.
- To enable the Passive Voice rule, click the Options button in the Grammatik dialog box, click Checking Styles, and click the Edit button. Enable the Passive Voice check box in the Rule classes list. Click Save to edit the grammar checking style, or click Save As to create a grammar checking style.

Tip

- Click the Undo button to reverse changes you make in the Grammatik dialog box.

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

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Changing the grammar checking style

Grammatik bases the grammar check on a grammar checking style. Grammar checking styles are compositions of grammar rules, writing styles, and levels of formality. By changing the grammar checking style, you change the interpretation of these elements.

There may be grammar rules contained in a grammar checking style that you don't want to apply to your document. You can disable these rules during a grammar check. When you disable a rule, an asterisk (*) appears beside the grammar checking style name to show that it's been edited. You can also create a grammar checking style or edit an existing one. For more information, see "Creating and editing grammar checking styles."

To change the grammar checking style

1. Click Text, Writing Tools, Grammatik.

2. Choose one of the following options from the Checking Style list box.

- Fiction checking style allows for a writer's artistic license. Many rule classes are disabled. The level of formality is Informal.

- Advertising checking style is designed for advertising copy and other marketing and sales literature. The emphasis is on mechanics and grammatical accuracy rather than style. Certain rule classes are disabled. The level of formality is Informal.

- Documentation Or Speech checking style is designed for documentation targeted for a general, non-scientific audience. Jargon and special terminology are challenged, and the level of formality is Standard.

- Technical or Scientific checking style, is designed for scientific publications containing long, complex noun phrases and a technical vocabulary. The level of formality is Formal.

- Informal Memo or Letter checking style is designed for less formal memos and letters. This style allows industry-specific jargon. The level of formality is Informal.

- Formal Memo or Letter checking style is designed for documents that require a formal tone and a strict interpretation of grammar and style rules. This style is appropriate for correspondence, meeting minutes, and legal documents. The level of formality is Formal.

- Student Composition checking style is designed for longer documents. The level of formality is Formal.

- Spelling Plus checking style is designed to quickly check spelling and simple rules such as punctuation and capitalization. The level of formality is Standard.

- Quick Check checking style is designed for most types of documents written for a general audience, such as general correspondence, informal reports, essays, and speeches. The level of formality is Standard.

- Very Strict checking style is designed for writing that requires a formal tone and a strict interpretation of grammar and style rules. This style is appropriate for correspondence, meeting minutes, and legal documents. The level of formality is Formal.

3. Click the Resume button.

To disable a rule during a proofreading session

1. Click Text, Writing Tools, Grammatik.

2. Click the Turn Off button when Grammatik displays an error message you don't want it to flag.

To enable rule classes during a proofreading session

1. Click Text, Writing Tools, Grammatik.

2. Click the Options button, and enable the Turn On Rules check box.

3. Enable the check boxes beside the rules you want in the Rules list.

📌 **Note**

- The Turn On Rules option is available only when you disable a rule during a proofreading session.

{button ,AL(`PRC Using Grammatik;',0,"Defaultoverview",)} Related Topics

Creating and editing grammar checking styles

When Grammatik checks a document, it uses a grammar checking style to identify spelling, grammar, and style errors. You can customize a predefined grammar checking style or create a new one and use it to check your document. Keep in mind that you can restore a predefined checking style to its original settings; however you can't restore a checking style that you create. For more information, see "Restoring an edited grammar checking style."

To customize the rules of a grammar checking style

1. Click Text, Writing Tools, Grammatik.

2. Click the Options button, and click Checking Styles.

3. Choose the checking style you want to modify from the list box.

4. Click the Edit button.

5. Do one of the following:

   - Enable the check boxes beside the rules you want to apply in the Rule Classes list.

   - Disable the check boxes beside the rules you don't want to apply in the Rule Classes list.

6. Do one of the following:

   - Click Save to save the changes to the checking style.

   - Click Save As to save create a new checking style. Type the name of the new style in the Custom Style Name box.

To change the maximum allowed settings

1. Follow steps 1 to 4 from the previous procedure.

2. Enable the Consecutive Elements check box in the Rule Classes list.

3. Do any of the following:

   - Type a value in the Consecutive Nouns box to specify the number of consecutive nouns allowed.

   - Type a value in the Consecutive Prepositional Phrases box to specify the number of consecutive prepositional phrases allowed.

   - Type a value in the Long Sentence Length box to specify the maximum number of words allowed in a sentence.

   - Type a value in the Spell Numbers Below Or Equal To box to specify the range of numbers to be spelled out. Set this value to zero if you don't want figures to be flagged as errors.

   - Type a value in the Words Allowed In Split Infinitive box to specify the number of words allowed in a split infinitive.

4. Follow step 6 from the previous procedure.

To set the formality level

1. Follow steps 1 to 4 from the "To customize the rules of a grammar checking style" procedure.

2. Click one of the following buttons:

   - Informal, to check for relaxed usage of the language and allow colloquial expressions

   - Standard, to check for moderate, everyday language

   - Formal, to use strict rules of diction and usage

3. Follow step 6 from the "To customize the rules of a grammar checking style" procedure.

Note

- When you save an edited default checking style, an asterisk (*) appears beside the style name.

{button ,AL(`PRC Using Grammatik;',0,"Defaultoverview",)} Related Topics

Restoring an edited grammar checking style

You can quickly restore an edited predefined grammar checking style to its original settings using the Editing Checking Styles dialog box. You can identify an edited checking style by the asterisk (*) that appears beside its name.

To restore an edited checking style

1. Click Text, Writing Tools, Grammatik.
2. Click the Options button, and click Checking Styles.
3. Choose the checking style you want to restore from the list.
4. Click the Edit button.
5. Click the Restore button.
6. Click the Save button.

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

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Deleting a grammar checking style

You may want to remove a grammar checking style that you no longer require. Keep in mind that you can only delete grammar checking styles that you create; you can't delete predefined checking styles.

To delete a checking style

1. Click Text, Writing Tools, Grammatik.

2. Click the Options button, and click Checking Styles.

3. Choose the checking style you want to delete from the list.

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

Specifying options for Grammatik

You can determine how Grammatik works by specifying options in the Grammatik dialog box. A check mark appears beside enabled options.

To specify options for Grammatik

1. Click Text, Writing Tools, Grammatik.
2. Click the Options button.
3. Click one of the following options:
   - Auto Start, to begin proofreading as soon as you open Grammatik
   - Prompt Before Auto Replacement, to display a prompt before Grammatik inserts an automatic replacement
   - Suggest Spelling Replacements, to display suggestions for replacements automatically

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

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Changing the grammar checking language

Every language has specific ways of formatting dates, time, currency symbols, and other text. You can check the formatting conventions of another language. For example, you can format all the dates in your document in the language you select (e.g., "12 avril 1996" for French).

To change the language

1. Click Text, Writing Tools, Grammatik.

2. Click the Options button, and click Language.

3. Choose a language from the Current Language list.

To save a language as the default grammar check language

1. Follow all the steps from the previous procedure.

2. Enable the Save As Default Writing Tool Language check box.

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

Using Grammatik to analyze writing style

Grammatik can analyze the grammatical structure of your writing and your writing style to determine the level of readability. You can use this information to decide how to correct possible errors and refine your writing style.

Grammatik assigns a part of speech to each word or group of words in a sentence (e.g., subject, verb, and subordinate clause) and displays it in a Parse tree. You can also analyze the parts of speech (e.g., conjunction, abbreviation, and preposition) of a selected sentence.

Using Grammatik, you can also view three statistical summaries: Basic Counts, Flagged List, and Readability Report.

To analyze text

1. Using the Text tool, place the cursor in the sentence you want to analyze.
2. Click Text, Writing Tools, Grammatik.
3. Click the Options button.
4. Click Analysis.
5. Click one of the following:
   - Parse Tree, to analyze the parts of sentences
   - Parts Of Speech, to identify the parts of speech
   - Basic Counts, to count the text elements
   - Flagged, to display the number and types of flagged grammar issues
   - Readability, to analyze the readability of the text

{button ,AL(`PRC Using Grammatik;',0,"Defaultoverview",)} Related Topics

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Analyzing parts of speech

When Grammatik analyzes text, it assigns a part of speech to each word or group of words in a sentence (e.g., subject, verb, and subordinate clause). You can also analyze the parts of speech (e.g., conjunction, abbreviation, and preposition) of a selected sentence. Enable the Use Part Of Speech option to view the assignments.

The following table lists the abbreviations that identify the parts of speech.

Abbreviation	Meaning
3v	Third person, present form of a verb
<>	Punctuation
abrv	Abbreviation
adj	Adjective
adv	Adverb
aux	Auxiliary verb
bv	Base verb, comes after to in an infinitive, or after a modal
.cj	Conjunction
c/s	Comparative or superlative forms of adjectives or adverbs
det	Determiner
ij	Interjection
inf	Infinitive
mod	Modal
num	Number
pn	Plural noun
poss	Possessive noun
ppt	Past participle
prep	Preposition
pres-p	Present participle
prn	Pronoun
pv	Past tense of a verb
sn	Singular noun

To view parts of speech

1. Using the Text tool, place the cursor in the sentence you want to analyze.
2. Click Text, Writing Tools, Grammatik.
3. Click the Options button.
4. Click Analysis.
5. Click Parts Of Speech.

— **Tip**

- The Parts Of Speech dialog box automatically updates as new errors are found.

{button ,AL(`PRC Using Grammatik;',0,"Defaultoverview",)} Related Topics

Analyzing parts of a sentence

When analyzing a sentence, Grammatik assigns a sentence part to each word or group of words. You can view the assignments by using the Parse Tree option. The Parse Tree dialog box automatically updates as new errors are found.

The following table lists the abbreviations that identify the parts of a sentence.

Abbreviation	Meaning
adv	Adverb
cj	Conjunction
direct object	Direct object
ij	Interjection
indirect object	Indirect object
main clause	Main clause
phrasal	Phrasal
prep phr	Prepositional phrase
relative clause	Relative clause
rel prn	Relative pronoun
subject	Subject
subordinate clause	Subordinate clause, referred to as "Clause #Subord."
that clause	A specialized subordinate clause starting with "that"
verb or verb phrase	Verb or verb phrase. Verb is used for a single word; verb phrase is used when several words make up the verb
wh- clause	Subordinate clause starting with "when," "how," "why," or "where"

To view a parse tree

1. Place the Insertion point in the sentence you want to analyze with the Text tool.
2. Click Text, Writing Tools, Grammatik.
3. Click the Options button.
4. Click Analysis.
5. Click Parse Tree.

{button ,AL(`PRC Using Grammatik;',0,"Defaultoverview",)} Related Topics

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Displaying a count of the basic text elements used

By using the Basis Counts and the Flagged options, you allow Grammatik to analyze your writing style and determine the level of readability.

When you use the Basic Counts option, Grammatik provides a count of paragraphs, sentences, words, as well as their levels of complexity, and syllables used in the document. It also provides counts for the average number of syllables per word, words per sentence, and sentences per paragraph used in your document. You can use the Basic Counts report to determine if you use many long words in your writing or if your paragraphs are too long for the reader to easily understand.

When you enable the Flagged option, Grammatik produces of a list of the types of errors flagged in the document. It also lists the number of times each error was flagged. This feature can be useful for identifying the types of grammar problems that appear often in your writing.

To view basic word counts

1. Place the Insertion point in the sentence you want to analyze with the Text tool.
2. Click Text, Writing Tools, Grammatik.
3. Click the Options button.
4. Click Analysis.
5. Click Basic Counts.

   A check mark appears beside enabled options.

To view a list of error types flagged

1. Follow steps 1 to 4 from the previous procedure.
2. Click the Flagged option.

   A check mark appears beside enabled options.

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{button ,AL(`PRC Using Grammatik;',0,"Defaultoverview",)} Related Topics

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Testing the readability of a document

The Readability option estimates the amount of skill required for a reader to understand your document. Grammatik analyzes readability by comparing your document with a comparison document, then generates a Readability report. You can choose a Grammatik comparison documents or add your comparison document.

Grammatik evaluates a document according to

- a readability formula, which is dependent on the language you select
- the level of difficulty required to read the document
- how often you use the passive voice
- the length and complexity of sentence structure
- the complexity of words

To test the readability of a document

1. Place the <u>Insertion point</u> in the sentence you want to analyze with the <u>Text tool</u>.
2. Click Text, Writing Tools, Grammatik.
3. Click the Options button.
4. Click Analysis.
5. Click Readability.

To change the comparison document

1. Follow all the steps from the previous procedure.
2. Choose a comparison document from the Comparison Document list box.

To add a comparison document

1. Open the document you want to use as a comparison document.
2. Follow the steps from the "To test the readability of a document" procedure.
3. Click the Add Document button.
— **Note**
- You can add custom comparison documents to the list of comparison documents only one at a time.
— **Tip**
- You can use the Compare Documents feature to track your writing progress by comparing one version of your document to the next revision.

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

Working with user word lists

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Working with user word lists

A user word list is a personal vocabulary list that you can create and to which you add words or phrases that you commonly misspell. When the Spell Checker and Grammatik detect an unknown word or phrase, it treats the word like an error. You can add such words or phrases to your user word list so that the writing tools recognize those words as being correct.

{button ,AL(`OVR Using writing utilities;',0,"Defaultoverview",)} <u>Related Topics</u>

Creating and activating user word lists

A word list is a list of words or phrases that you create and that CorelDRAW accesses when you run the Spell Checker or Grammatik.

The Spell Checker scans two types of word lists, user word lists and main word lists. You can have ten lists of each type active when you use the writing tools. CorelDRAW first scans the active user word lists. If the word or phrase is not found there, CorelDRAW scans the active word lists in the order they are displayed in the Word List list. If your document is written in another language, you can want to create and use a word list for that language.

Alternative words appear in the Replacements or Suggestions list box in the Spell Checker and Grammatik.

To create a user word list

1. Click Text, Writing Tools, Grammatik or Spell Check.
2. Click the Options button, and click User Word Lists.
3. Click the Add List button.
4. Choose the drive and folder where you want to store the file, and type a name in the File Name box.
5. Click the Open button.

To add a word to a user word list

1. Follow steps 1 and 2 from the previous procedure.
2. In the Word Lists list, enable the check box next to the user word list to which you want to add a word.
3. Click the Add Entry button when Grammatik stops on a word you want to add.

To enable a user word list

1. Follow steps 1 and 2 from the "To create a user word list" procedure.
2. In the Word Lists list box, enable the check box next to the word list you want.

To select a user word list for another language

1. Follow steps 1 and 2 from the "To create a user word list" procedure.
2. Choose a language from the Language list box.

{button ,AL(`PRC Working with user word lists;',0,"Defaultoverview",)} **Related Topics**

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Customizing user word lists

You can add words and phrases that you want the Spell Checker and Grammatik to replace and skip. You can also add a list of alternative words or phrasing for the Spell Checker and Grammatik to display. If a user word list contains an error, you can edit the list or delete the entry.

Keep in mind that each document has its own user word list to which you can add words and phrases that pertain specifically to that document. You can create and use multiple user word lists when you spell check or grammar check a document. If more than one word list activated, the document user word list is the first list the program scans.

To add a list of alternative words to a user word list

1. Click Text, Writing Tools, Grammatik or Spell Check.
2. Click the Options button, and click User Word Lists.
3. In the Word Lists list, enable the check box next to the word list you want to edit.
4. Type the word or phrase you want to replace in the Word/Phrase box, then type its replacement in the Replace With box.
5. Click the Add Entry button.
6. Repeat steps 3 and 4 for each additional alternative.

To add a replacement word to a user word list

1. Follow steps 1 and 2 from the "To add a list of alternative words to a user word list" procedure.
2. In the Word Lists list, enable the check box next to the word list you want to edit.
3. Type the word or phrase you want to replace in the Word/Phrase box, then type its replacement in the Replace With box.
4. Click the Add Entry button.

To add a word you want skipped to a user word list

1. Follow steps 1 and 2 from the "To add a list of alternative words to a user word list" procedure.
2. In the Word Lists list, enable the check box next to the word list you want to add a word or phrase.
3. Type the word or phrase you want skipped in the Word/Phrase box.
4. Click the Add Entry button.

To delete a word from a user word list

1. Follow steps 1 and 2 from the "To add a list of alternative words to a user word list" procedure.
2. In the Word Lists list, enable the check box on the left side next to the word list you want to edit.
3. Choose the word or phrase you want to delete in the box located at the bottom of the User Word Lists dialog box.
4. Click the Delete Entry button.

To edit a word or phrase in a user word list

1. Follow steps 1 and 2 from the "To add a list of alternative words to a user word list" procedure.
2. In the Word Lists list, enable the check box on the left side next to the word list containing the word or phrase you want to edit.
3. Select the word or phrase you want to edit in the box located at the bottom of the User Word Lists dialog box.
4. Edit the word or phrase in the Replace With box.
5. Click the Replace Entry button.

{button ,AL(`PRC Working with user word lists;',0,"Defaultoverview",)} <u>Related Topics</u>

Disabling and removing user word lists

You can quickly disable or remove a user word list using the Grammatik or Spell Checker dialog box. Keep in mind that removing a user word list does not delete it.

To disable a user word list

1. Click Text, Writing Tools, Grammatik or Spell Check.

2. Click the Options button, and click User Word Lists.

3. In the Word Lists list, disable the check box next to the word list you want to disable.

To remove a user word list

1. Follow steps 1 and 2 from the previous procedure.

2. Choose the user word list from the Word Lists list box.

3. Click Remove List button.

{button ,AL(`PRC Working with user word lists;',0,"Defaultoverview",)} **Related Topics**

Checking statistics

Checking statistics

With text statistics, you can count text elements including the number of lines, words, characters, and the names of the fonts and styles used. You can either display statistics for selected text objects or for the entire document. If no text objects are selected, all text elements in the document, including tab and space characters, are counted.

{button ,AL(`OVR Using writing utilities;',0,"Defaultoverview",)} <u>Related Topics</u>

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Checking text statistics

If you want to count the number of words and display information about the styles and fonts in your document, you can check the text statistics.

To count text elements for selected objects

1. Using the <u>Pick tool</u>, select a text object－either a line of <u>Artistic text</u> or <u>Paragraph text</u> frame.
2.　　Click Text, Text Statistics.
3.　　Enable the Show Style Statistics check box to display information about the <u>styles</u> used.

To count text elements for your entire document

1. Click a blank space in the <u>Drawing Window</u> to deselect any objects.

2. Click Text, Text Statistics.

Using the Thesaurus

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Using the Thesaurus

The Thesaurus displays a list of synonyms, antonyms, definitions, and examples of usage for words for which you request alternatives. You can use the Thesaurus to look up a specific word in a document, or you can type a word for which you want to find a definition or alternate phrasing.

{button ,AL(`OVR Using writing utilities;',0,"Defaultoverview",)} <u>Related Topics</u>

Looking for alternative phrasing

The Thesaurus displays alternatives for the selected word in the Replacements list. If you want to verify a word's meaning further, you can double-click it to display a list of synonyms.

Definitions and examples of selected words are displayed in the Definitions list, including different definitions for when the word is used as a different part of speech (e.g., noun and verb).

To use the Thesaurus

1. Select the text object with the Text tool.
2. Click Text, Writing Tools, Thesaurus.

   The selected word and its part of speech appears in the Replacements box. The definitions appear in the Definitions list.
3. Double-click a word in the Replacements box to display the list of its definitions in the Definitions For list.
4. Click the word you want to use as the replacement text.
5. Click the Replace button.

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{button ,AL(`PRC Using the Thesaurus;',0,"Defaultoverview",)} Related Topics

Customizing Thesaurus settings

Using the Options button in the Thesaurus, you can customize the settings of the Thesaurus. By default, Auto Look Up and Auto Close are enabled. Consequently, when you open the Thesaurus, it automatically looks up the word at the insertion point, and it closes automatically when you click the Replace button. You can also specify the language and whether the Thesaurus displays definitions for words, spelling suggestions, or words for one definition at a time.

To customize Thesaurus settings

1. Click Text, Writing Tools, Thesaurus.
2. Click the Options button.
3. Enable any of the following options:
   - Auto Look Up, to turn on the automatic look up
   - Auto Close, to close the Thesaurus when you click the Replace button
   - Show Definitions, to display definitions for words
   - Spelling Assist, to display spelling suggestions when you type a word the Thesaurus doesn't recognize
   - Language, and choose the language you want to use from the Current Language list box to select another language

   A check mark appears beside enabled options.

{button ,AL(`PRC Using the Thesaurus;',0,"Defaultoverview",)} Related Topics

Customizing Thesaurus look-up options

You can customize the Thesaurus look-up options to specify what types of alternative words appear when you look up a word.

To customize Thesaurus look up options

1. Click Text, Writing Tools, Thesaurus.
2. Click the Options button.
3. Enable any of the following options:
   - Synonyms, to look up words with the same meaning
   - Related Words, to look up words with a similar meaning
   - Antonyms, to look up words with opposite meanings
   - Words For One Definition, to display words for one definition of a word at a time

   A check mark appears beside enabled options.
4. Select a word or type a word in the Replace With box.
5. Click the Look Up button.

   You can also look up a word by double-clicking it in the Thesaurus dialog box.

{button ,AL(`PRC Using the Thesaurus;',0,"Defaultoverview",)} <u>Related Topics</u>

Making automatic text corrections and changes (Type Assist)

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Making automatic text corrections and changes (Type Assist)

With Type Assist, you can correct capitalization errors automatically and create shortcuts to frequently used words and phrases. For example, you can store the phrase "for your information" under the abbreviation "FYI" so that each time you type "FYI" followed by a space, it is replaced with the phrase in full.

{button ,AL(`OVR Using writing utilities;',0,"Defaultoverview",)} <u>Related Topics</u>

Using Type Assist

Type Assist allows you to replace text and punctuation marks and change letter case automatically. When you enable the Correct Two Initial, Consecutive Capitals check box, no change is made when a capital letter is followed by a space or period or if a word contains other capital letters.

Remember that you can also use the Change Case command instead of enabling the Capitalize First Letter Of Sentences check box to change selected text to sentence case.

To customize Type Assist

1. Click Text, Writing Tools, Type Assist.

2. Enable any of the following check boxes:

   - Capitalize First Letter Of Sentences
   - Change Straight Quotes To Typographic Quotes
   - Correct Two Initial, Consecutive Capitals
   - Capitalize Names of Days
   - Replace Text While Typing, and type the text in the Replace box. Type the replacement text in the With box, and click the Add button