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# Welcome to CorelDRAW™

**C**orelDRAW™ is a vector-based drawing program that makes it easy to create professional artwork — from simple logos to intricate technical illustrations. The enhanced text-handling capabilities and writing tools of CorelDRAW allow you to create text-intensive projects such as brochures and reports with greater ease than ever before.

If you're new to the world of CorelDRAW, you'll soon discover how the new interactive tools and the program's continuous feedback enable you to get up to speed in no time. If you've used CorelDRAW before, you'll soon find out how the new tools and enhanced features give you even more power to design and publish all your graphics.

## About Corel Corporation

Corel Corporation is recognized internationally as a world leader in the development of PC-based graphics and multimedia software. CorelDRAW is now available in more than 17 languages and has won more than 215 international awards from major trade publications.

We pride ourselves in delivering high-quality graphics, productivity, and multimedia software by actively seeking your input. We use this feedback and respond quickly to you, the users of Corel products worldwide.

Corel ships its products through a network of more than 160 distributors in 70 countries worldwide. Corel is traded on the Toronto Stock Exchange (symbol: COS) and the NASDAQ — National Market System (symbol: COSFF).

For more information about Corel and our products, check out our World Wide Web site at <http://www.corel.com>.

### Enough about us, what do you have to say?

In our continuing efforts to help you get the most from CorelDRAW, we look for new and better ways to document our products. If you've developed a unique effect that you'd like to share with us, please let us know. Send us the details and we may include them — with due credit to you, of course — in future CorelDRAW learning materials. Address your letter to

Documentation Manager  
Corel Corporation  
1600 Carling Avenue  
Ottawa, Ontario, Canada  
K1Z 8R7  
Fax: (613) 728-9790

## Using Help

The CorelDRAW 8 Graphics Suite features new and enhanced documentation to meet your most requested documentation needs. The comprehensive online Help system provides easy access to descriptions and procedures that cover all application features and functions. In addition to online Help, the CorelDRAW 8 Graphics Suite also includes a complete User's Guide.

The documentation set comprises the following:

### Online Help

The online Help system enables you to retrieve all the information you need quickly, and then return to your work. Help appears in a separate window on your screen. For quick access, you can keep the Help window displayed on top of the application. You can also print specific topics from the online Help system.

### Online Tutors

Online Tutors provide step-by-step instructions on how to complete specific tasks and projects. If you prefer, you can have a Tutor show you how to complete the task.

Tutors range in complexity from instructions about basic tasks to complete projects that involve several tasks. This Help feature is available in CorelDRAW and Corel PHOTO-PAINT™.

### Online Hints

Online Hints display information and guidance on the task that you're performing. When you click a tool or an object, the content of the Online Hints window is updated to provide you with relevant information. This Help feature is only available in CorelDRAW.

### Context-sensitive Help

The context-sensitive Help displays information that is relevant to the current status of the application and provides information about using commands.

## Online ToolTips

Online ToolTips provide information about icons and buttons on the toolbars and the Toolbox. ToolTips display in a balloon when you position the mouse pointer over a button.

## User's Guide

The CorelDRAW 8 Graphics Suite User's Guide provides you with comprehensive documentation that you can take away from your desk and read at your leisure.

## Documentation conventions

As you read the Corel documentation, you'll notice a number of conventions that you'll probably want to become familiar with first.

### ❖ Mouse conventions

The following are some conventions for mouse movements you'll see in the documentation:

When you see this ...	Do this ...
Click File, New	Click the File menu with the mouse, and click the word New in the menu.
Click Arrange, Order, To Back	Click the Arrange menu, click Order, and click To Back from the submenu that appears.
Enable a check box	Click the check box to place a check mark or an "X" inside the box.
Disable a check box	Click the check box to remove the check mark or "X."
Select	Click (and drag) to highlight.
Choose Italic from the Weight list box	Click the Weight list box, and click the Italic option.
Click a color in the Color Palette	Click the left mouse button on a color in the Color Palette.
Right-click, and click Paste	Click the right mouse button, and click the Paste command from the submenu that appears.
Drag a color from the Color Palette	Hold down the left mouse button on a color in the Color Palette and move the mouse.

### Keyboard conventions

The following are conventions for keyboard actions you'll probably want to become familiar with:

When you see this ...	Do this ...
Press ENTER	Press the ENTER key on your keyboard.
CTRL + SHIFT	Press the Control key and the SHIFT key at the same time.

## Using online Help

When you click Help, Help Topics, a dialog box opens that contains options for accessing three different Help features.

### ❖ To access online Help

1. Click Help, Help Topics.
2. Click one of the following tabs:
  - Contents, to display conceptual and “how-to” information
  - Index, to search by feature names, synonyms, and tasks
  - Find, to perform a full-text search of Help

## Accessing Online Tutors

The new Online Tutors help you get up to speed faster by providing step-by-step instructions on completing dozens of tasks from saving files and filling objects, to creating business cards and brochures.

### ❖ To access Tutors

- Click Help, CorelTUTOR™ for interactive step-by-step instructions.

## Accessing Online Hints

The Online Hints window appears beside your document window and relays information that applies to the action you’re performing with the active tool. When you select a different tool, the Online Hints window provides information about the new tool and its options.

### ❖ To access Hints

- Do one of the following:
  - Click Help, Hints for information that updates with the status of your work.
  - Click the *Hints button* on the Standard toolbar.



## Accessing context-sensitive Help

Context sensitive Help is accessible from wherever you are in CorelDRAW. You can access context-sensitive Help from the menus, dialog boxes, Roll-Ups, Property Bars, and all other toolbars in CorelDRAW.

The most common ways to access context-sensitive Help are as follows:

To get help on ...	Do this ...
Dialog boxes	Click the Help button, or press F1.
Menu commands	Click the Help button on the toolbar, click a menu, and click a command. Or, press F1 when a command is highlighted.
Tools and controls	Click the Help button on the toolbar, and click the item for which you want help. Or, click Help, What's This? Or, right-click the item, and click What's This?
Roll-Ups	Right-click the Title Bar of an open Roll-Up, and click Help.
Selected objects	Right-click an object, and click Properties. Information about the object's type, fill type, outline type, and any applied special effects appears in the Properties dialog box.



- Use the Status Bar at the bottom of the Application Window to familiarize yourself with the tools. The Status Bar displays details of what buttons, controls, and menu commands do as you move the mouse cursor over them.

## Printing Help

You can print specific Help topics or print entire sections of online Help.

To ...	Do this ...
Print an entire section	On the Contents page, click the Print button that appears along the bottom-right side of the window.
Print an overview topic	Click the Print button that appears along the bottom right-side of the window.
Print a How-to topic	Right-click the window, and click Print Topic.

## Corel services and support

Corel is committed to providing customers with high-quality technical support. The following sections describe the variety of support services available.

### Classic technical support services

1-613-728-7070 (North America only)

Free technical support is available to you for 30 days from the day you place your first call to Corel Technical Support. Corel representatives are available to respond to your call from Monday to Friday, 8:30 A.M. to 7:30 P.M. Eastern Standard Time.

During and after your Classic support period, you can also use the classic services listed as follows.

### Basic services

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

### IVAN (Interactive Voice Answering Network)

The Interactive Voice Answering Network contains answers to commonly asked questions about Corel products and is available 24 hours a day, 365 days a year. It is regularly updated with the latest information, tips, and tricks. You can also request that IVAN solutions be faxed to you. There is no charge for this service beyond the cost of the telephone call.

IVAN (613) 728-7070

### Automated FAX on Demand

Corel's Technical Support personnel maintain an automated FAX on Demand system of numbered documents that contain up-to-date information about common issues, tips, and tricks. This service is available 24 hours a day, 365 days a year.

FAX on Demand (613) 728-0826, extension 3080

You will be asked for a document number and your fax number. The document you request is automatically sent to you. To fax a catalog of documents to yourself, call the Automated FAX on Demand system number and request document 2000.

### AnswerPerfect

Customers can now submit support incidents (questions) by e-mail to Corel's Web site for the introductory price of \$14.95\* US per incident, payable by credit card for English language products only . Corel is committed to responding to AnswerPerfect support incidents within one business day.

### Bulletin Board System (BBS)

If you have a modem and communications software package, you can access the Corel BBS. You can download files, troubleshooting information, and utilities. You can also transfer problem files to Customer Support through the BBS.

European BBS (++353)-1-7082700 North American BBS (613) 728-4752

## CompuServe

Interact with others and Corel technicians to obtain product information and support. CompuServe is available 24 hours a day, 7 days a week, including holidays. Corel representatives will respond from 8:30 A.M. to 5:00 P.M. Eastern Standard Time, from Monday to Friday, excluding holidays.

If you have a CompuServe membership, you can access Corel technical information by entering one of the following at the CompuServe prompt:

- GO COREL (for English)
- GO CORELGER (for German)
- GO CORELFR (for French)
- GO CORELNL (for Dutch)
- GO CORELSCAN (for Scandinavian)

## World Wide Web Site (WWW)

The World Wide Web address for Corel products on the Internet is <http://www.corel.com>. At this location, you can quickly search Corel's Searchable Knowledge Base. From the database you can read, print, or download documents that contain answers to many of your technical questions or problems. This site also contains files you can download.

### File Transfer Protocol (FTP)

You can download printer files and other files through our anonymous FTP site at <ftp.corel.com>.

### Priority technical support services

For details on the support options available to you after your principal support expires, please contact Corel Technical Support at (613) 728-7070.



- The terms of Corel technical support offerings are subject to change without notice.

### Worldwide technical support

Corel customers residing outside North America can contact Corel Technical Support representatives in Dublin, Ireland, or a local Authorized Support Partner. Technical support outside North America is available to you at the following locations. If your country is not listed below, please check the Support section on our World Wide Web site at <http://www.corel.com>. You can also call (353)-1-7082500 for information about contacting Technical Support.

#### Priority technical support services

To request an up-to-date listing of Corel Authorized Support Partners worldwide, and a copy of Corel Priority Technical Support Policy, contact Corel Technical Support at (353)-1-7082500.

#### Latin America

Argentina	(0541) 954-6500
Brazil	011 5505 4725
Chile	562 671-3060
Columbia	57-1-2150411
Mexico	01-800-024-2673

#### Europe

Austria	(01)-589-241-30
Belgium-French	(02)714-41-30
Belgium-Dutch	(02)714-41-31
Denmark	35-25-80-30
Finland	(90)-229-060-30
France	(1)-40-92-76-20
Germany	01805-2582-11



Hungary	36 1 327 57 37
Italy	02-452-812-30
Netherlands	020-581-4426
Norway	22-97-19-30
Portugal	353-1-708-23-33
Russia	95-361-2000
Spain	91-661-3627
Sweden	0680-711-751
Switzerland-French	0848-80-85-90
Switzerland-German	0848-80-85-90
United Kingdom	0171-298 85 16
<b>Eastern Europe</b>	
Czech Republic	420-2-312-3871
Poland	(0048)-(71)-728-141 ext. 289
<b>Middle East</b>	
Dubai	971.4.523.526
Israel	02-6793-723
<b>Asia Pacific</b>	
Australia	02 9898 6860
Hong Kong	8100-3729
India	91 11 3351948
Japan	03-5645-8379
Malaysia	800-800-1090
New Zealand	09 526 1155
Singapore	1-800-773-1400
South Korea	82-2-639-8778
Taiwan	(886) 2-593-3693
<b>Africa</b>	
South Africa	021-658-4222



- The terms of Corel technical support offerings are subject to change without notice.

## Before calling Corel Technical Support

Before calling Corel Technical Support, please have the following information available. This information assists the Technical Support representative in helping you more quickly and efficiently:

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

## Customer service worldwide

Corel Customer Service is operated by a number of third-party companies on behalf of Corel. If you would like additional information about Corel products or services, please call one of the telephone numbers listed below. If your country is not listed, please call the general number listed below. General customer service and product information can also be accessed through the World Wide Web at <http://www.corel.com>.

Country	Call this number
United States	1-800-772-6735
Canada	1-800-772-6735
Argentina	0-800-3-9192
Australia	1-800-658-850
Austria	0660-5875
Belgium	0800 11930
Denmark	800 187 55
Finland	0800-1-13502
France	05 90 65 12

Germany	0130 815074
Ireland	1800-242800
Italy	1678 74791
Japan	03-5645-8567
Korea	82-2-639-8778
Luxembourg	0800-2213
Mexico	1-800-024-2673
Netherlands	06-022-2084
New Zealand	0800-COREL-1
Norway	800 11661
Portugal	05055-3001
South Africa	0800-23-4211
Spain	900 95 35 38
Sweden	020 791 085
Switzerland	155-8224
United Kingdom	0800-581028
General	353-1-706-3912

## CorelDRAW 8 Graphics Suite concepts

You'll probably find this section about the differences between working with vectors and bitmaps especially informative if you plan on working back and forth between Corel products.

CorelDRAW and CorelDREAM 3D work with vector-based graphics and Corel PHOTO-PAINT works with bitmap images. This section highlights basic concepts you need to understand, to work with vectors, bitmaps, and objects, and presents a brief overview of working with three-dimensional (3D) graphics.

## Understanding vector and bitmap images

Computer imaging programs are based on creating either vector graphics or bitmap images. This section presents the basic concepts of a vector-based program like CorelDRAW and outlines the differences between vector images and bitmap images such as ones you work with in Corel PHOTO-PAINT.

If you haven't worked with drawing programs, or if you've worked solely with paint or photo-editing programs, you'll find this section especially informative.

## What is a vector image?

Vector images, also called object-oriented or draw images, are defined mathematically as a series of points joined by lines. Graphical elements in a vector file are called objects. Each object is a self-contained entity with properties such as color, shape, outline, size, and position on the screen, included in its definition.

Since each object is a self-contained entity, you can move and change its properties over and over again while maintaining its original clarity and crispness, and without affecting other objects in the illustration. These characteristics make vector-based programs ideal for illustration and 3D modeling, where the design process often requires individual objects to be created and manipulated.

Vector-based drawings are resolution independent. This means that they appear at the maximum resolution of the output device, such as your printer or monitor. As a result, the image quality of your drawing is better if you print from a 600 dots per inch (dpi) printer than from a 300 dpi printer.

## What is a bitmap image?

In contrast to vector illustration programs, photo-editing programs like Corel PHOTO-PAINT work with bitmap images. When you work with bitmap images, you can refine small details, make drastic changes, and intensify effects.

Bitmap images, also called raster or paint images, are made of individual dots called pixels (picture elements) that are arranged and colored differently to form a pattern. When you zoom in, you can see the individual squares that make up the total image. Increasing the size of a bitmap has the effect of increasing individual pixels, making lines and shapes appear jagged.

However, the color and shape of a bitmap image appear continuous when viewed from a greater distance. Because each pixel is colored individually, you can create photorealistic effects such as shadowing and intensifying color by manipulating select areas, one pixel at a time.

Reducing the size of a bitmap also distorts the original image because pixels are removed to reduce the overall image size.

Also, because a bitmap image is created as a collection of arranged pixels, its parts cannot be manipulated (e.g., moved) individually.

## Why is resolution an important consideration when working with bitmaps?

When you work with bitmaps, the quality of your output is dependent on the decisions you make about resolution early in the process. Resolution is an umbrella term that refers to 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.

Working with bitmaps requires some planning, because the resolution you choose for your image will usually move with your file. Whether you print a bitmap file to a 300 dpi laser printer or to a 1270 dpi imagesetter, the file will print at the resolution you set when you created the image, unless the printer resolution is lower than the image resolution.

If you want your final output to look like its on-screen counterpart, you need to be aware of the relationship between the resolution of your image and the resolution of your various devices before you begin to work. Once you do, you'll be on your way to producing consistent results.

## Comparing a vector-based image with a bitmap image

Compare the description of vector images to bitmap images. Recall that objects are created as collections of lines in vector graphics, and bitmap images are made of individual pixels arranged in patterns. Of the two formats, bitmap images tend to offer greater subtleties of shading and texture but also require more memory and take longer to print. Vector images give you sharper lines and require less printing resources.

Paint, image processing, and scanning programs generate bitmap images where representing continuous variations in tone is required. Illustration programs (like CorelDRAW), and 3D modeling programs (like CorelDREAM 3D) work with vector images to allow you to create and manipulate individual objects over and over again during the design process.

## Working back and forth between applications

If you work with more than one of the CorelDRAW 8 Graphics Suite applications, or if you intend to work back and forth between them, you'll probably find the Application Launcher useful. The Application Launcher button is accessible within each application and allows you to run other programs without having to find their location on your system.

This section provides information about how you can take a document from one application in the CorelDRAW 8 Graphics Suite and work with it in another.

### Can I work with a bitmap image in CorelDRAW?

CorelDRAW allows you to incorporate bitmaps into your illustrations and to export bitmaps you create. For simple drawings, you can use the Autotrace command or the Freehand tool to trace around the outline manually.

For more detailed drawings, you can use Corel OCR-TRACE™ to convert bitmaps into vector graphics that you can edit, scale, print, and so on, without distortion.

### Can I work with a CorelDRAW file in Corel PHOTO-PAINT?

You can open vector-based CorelDRAW illustrations directly in Corel PHOTO-PAINT. Corel PHOTO-PAINT automatically creates a bitmapped version of the original when you open the CorelDRAW illustration.

### Can I work with a CorelDRAW file in CorelDREAM 3D?

To work with a CorelDRAW illustration in CorelDREAM 3D, first import the two dimensional (2D) shapes (called the cross-sections) from CorelDRAW into CorelDREAM 3D. In CorelDREAM 3D, you then sweep the shape along the path to form a 3D object. The sweep path is sometimes referred to as the extrusion path. The shape is now a 3D object you can manipulate like other objects in CorelDREAM 3D.

### Can I work with a CorelDREAM 3D file in Corel PHOTO-PAINT?

To work with a CorelDREAM 3D image in Corel PHOTO-PAINT, you need to render the 3D image. Rendering captures a view of your 3D scene and saves it as a 2D image. You can think of a rendering as a photograph of a scene. You can take any number of renderings of your scene from multiple angles or under different lighting conditions, and compare the results.

A rendering is distinct from the scene from which it is taken. The rendered image is a bitmap made up of pixels and does not contain objects. It is a separate file that can be stored in one of the following formats: Corel PHOTO-PAINT (.CPT), .BMP, .TIFF, .TGA, .PCX, and .PSD. To work with a CorelDREAM 3D file in Corel PHOTO-PAINT, you simply open the rendered image.

#### ❖ To launch another installed application



1. Click the *Application Launcher*.
2. Click the application you want to run.

## Understanding objects

An object in CorelDRAW is any basic drawing element or line of text, such as a single line, ellipse, polygon, rectangle, callout line, or a line of Artistic Text, that CorelDRAW handles as one unit.

After you create a simple object, you can define its characteristics such as a fill and outline color, refine the smoothness of its curves, and apply special effects to it.

CorelDRAW stores all of this information, including the object's position on the screen, the order in which it was created, and the properties you define, as part of the object's description. This means that when you apply an operation to the

object, such as moving it, CorelDRAW recreates the shape and all of its properties, and stores all of this information.

An object can have a closed path or an open path. A grouped object comprises one or more objects.

You can identify a single object by the selection box that surrounds the object when you select it with the Pick tool. When an object is selected, eight filled squares appear at the corners and mid-points of the selection box.

Each individual object has its own selection box. When you group two or more objects with the Group command, the result is a grouped object that you can select and manipulate as one object.

Objects are made up of paths which form their outlines or boundaries. A path can be made up of a single segment or several segments joined together.

At the end of each segment is a hollow square called a node. You can select an object's nodes to change its general shape and curve angle with the Shape tool.

#### What's the difference between objects with open paths and closed paths?

An object with an open path is one in which the two endpoints do not touch. An object with a closed path is one in which the two endpoints meet to form a continuous path.

An object with an open path can be a line or a curve such as those you create with the Freehand tool, lines created with the Bezier tool, or spirals created with the Spiral tool. However, when you use the Freehand and the Bezier tools, you can also create closed paths if you join the starting and ending points.

Examples of objects with closed paths include circles, squares, grids, Natural Pen lines, polygons, and stars. You can fill objects with closed paths but not objects with open paths.

## Exploring the work area

When you create a new drawing in CorelDRAW, the large white portion of the screen is the Drawing Window. The rectangle in the center with the drop shadow represents the Drawing Page. Usually, only the part of your drawing that falls within the Drawing Page is printed.

You can think of the remaining space in the Drawing Window as your work space in which you can keep your tools and pieces of your illustration handy.

The application commands available through the Menu Bars can also be accessed through toolbars and flyouts. The Property Bars and Roll-Ups allow you quick access to frequently used functions. Property Bars, accessible as you work on your document, enable you to access commands that are relevant to the active tool or the task you're currently performing.

The Docker window is a new feature in CorelDRAW that is similar to a Roll-Up, but it can be docked to the side of the application window.

Another new feature in CorelDRAW is the ability to create multiple Workspaces. A Workspace is a specific configuration of settings in the Options dialog box that you can save and reapply. If several people are using a single version of CorelDRAW, or if you find you need different settings for different tasks, you can use Workspaces to save the settings for each user or task.



- The toolbars are optimized for 800 x 600 resolution. Therefore, if you are working in a lower resolution, portions of toolbars will appear cut off.

## Using toolbars

Each button on a toolbar represents a command. Some are shortcuts to menu commands; others are commands that are available only as toolbar buttons.

### ❖ To display or hide toolbars

1. Click View, Toolbars.
2. Enable the check boxes beside the toolbars you wish to display; disable the check boxes beside the toolbars you wish to close.

### ❖ To dock toolbars

- Drag the Title Bar of the toolbar that you want to dock toward the menus at the top of the application window or to any of the other sides to place it there.

### ❖ To size floating toolbars

1. Place your cursor over one of the toolbar's edges and wait until it becomes a two-sided arrow.
2. Drag until the toolbar is the shape you want.



- You can only change the shape of floating toolbars. When you dock a toolbar, it becomes horizontal when placed on the top or bottom side of the application window or vertical when placed on the left or right side.



## Accessing flyouts

Flyouts are toolbars that are accessible through one tool. A small black arrow at the bottom right corner of a tool indicates that it is a flyout grouped with other tools. You can drag a flyout off its host toolbar by dragging any part outside the button area. This step doesn't actually remove the flyout from the toolbar, but displays it as a separate toolbar.

### ❖ To display a flyout

- Click the arrow, or click and hold the mouse button down on the tool.

## Working with Roll-Ups

A Roll-Up is a dialog box that contains the same operations as most dialog boxes, e.g., command buttons, options, and list boxes.

Unlike most other dialog boxes, you can keep Roll-Ups open while working on a document to access the operations you use most frequently, or to experiment with different effects. If you need to maximize your workspace and wish to keep the Roll-Up handy, click the arrow in the Title Bar to roll it up, leaving just the Title Bar visible. Click the arrow again to unroll it.

The following lists some common operations you can use with Roll-Ups:

To ...	Do this ...
Open a Roll-Up	Click View, Roll-Ups, and click the Roll-Up you want to open.
Roll a Roll-Up up or down	Click the arrow in the top right corner. Or, double-click the Title Bar of the Roll-Up.
Carry out your selections	Click the Apply button.
Close a Roll-Up	Click the Close button at the far right of the Title Bar. Or, click the right mouse button on the Title Bar, and click Close.
Close all open Roll-Ups	Right-click the Title Bar of an open Roll-Up, and click Close All.
Move a Roll-Up	Click and drag the Title Bar to the desired location.
Arrange Roll-Ups	Right-click the Title Bar of an open Roll-Up, and click Arrange to move it to one side of the working area.
Arrange all Roll-Ups	Click Arrange All to Roll-Up all open Roll-Up windows and move them to one side of the working area.
Get help on Roll-Ups	Right-click the Title Bar of an open Roll-Up, and click Help.



- When a set of Roll-Ups is arranged, you can activate one of them by clicking its Title Bar.

## Using Property Bars

The Property Bar is a context-sensitive command bar that displays different buttons and options depending on the selected tool or object. For example, when text is selected, the Property Bar contains only text-related commands.

If you click the Pick tool to select the object at this point, the Property Bar updates with commands that are relevant for the object. In this case, both transformation commands and formatting commands become available.

If you click a different tool at this point, the Property Bar changes again to display commands and controls for that tool.

If nothing in your drawing is selected, the Property Bar displays tools that pertain to the overall drawing such as the page size and orientation. It also displays some commonly set options such as Display Objects While Moving, and Snap To Grids, and provides access to the Options dialog box where you can set all other application options.

### ❖ To display or hide the Property Bar

1. Click View, Toolbars.
2. Enable the Property Bar check box to display; disable the Property Bar check box to hide.

### ❖ To dock the Property Bar

- Drag the Title Bar of the Property Bar toward the menus at the top of the Application Window or to any of the other sides to place it there.



- When you dock the Property Bar, it becomes horizontal when placed at the top or bottom of the Application Window or vertical when placed on the left or right side.

## Customizing toolbars and Property Bars

In CorelDRAW and Corel PHOTO-PAINT, you can move and delete tools in the toolbars and the Property Bar to suit your preferences. You can move buttons between bars (a toolbar or the Property Bar) by dragging them from one bar to another. Dragging a button to an open area deletes it

- ❖ **To display a toolbar or the Property Bar**
  1. Click View, Toolbars.
  2. Enable the toolbars you wish to display on the desktop.
  
- ❖ **To move a button**
  1. Hold down ALT + SHIFT and the mouse button.
  2. Drag the button to another toolbar.
  
- ❖ **To delete a button**
  1. Hold down ALT + SHIFT.
  2. Drag the button off the toolbar but not onto another toolbar or the Property Bar.
  
- ❖ **To restore the default setup of toolbars**
  1. Click View, Toolbars.
  2. Click the toolbar's name.
  3. Click Reset.

## Using Docker windows

A Docker window is a dialog box that contains the same operations as most dialog boxes, e.g., command buttons, options, and list boxes.

Unlike most other dialog boxes, you can keep Docker windows open while working on a document to access the operations you use most frequently, or to experiment with different effects. Docker windows can be docked to any edge of the Application window, or you can undock them. When a Docker window is docked, you can minimize it so that it doesn't use up valuable screen real estate.

The following lists some common operations you can use with Docker windows:

To ...	Do this ...
Open a Docker window	Click View, Dockers, and click the Docker window you want to open.
Undock a Docker window	Drag the top of the Docker window away from the edge of the Application window.
Dock a Docker window	Drag the Docker window to the edge of the application window.
Close a Docker window	Click the "X" button at the corner of the Docker window.

Minimize a Docker window	When a Docker window is docked, click the arrows at the corner of the Docker window.
Maximize a Docker window	Click the arrows at the corner of a minimized Docker window.

## Using multiple Workspaces

A Workspace is a specific configuration of settings in the Options dialog box. You can save multiple Workspaces for specific users or specific tasks and then apply them when you require.

### ❖ To create a Workspace

1. Click Tools, Options.
2. Click the New button.
3. Type the name of the Workspace in the Name Of New Workspace box.
4. Choose an existing Workspace on which to base the new Workspace from the Base New Workspace On list box.
5. Type a description of the Workspace in the Description Of New Workspace box if you want to include a description of the Workspace.

The description appears in the Workspace dialog box.

### ❖ To select a Workspace

1. Click Tools, Options.
2. Double-click a Workspace in the Workspaces available box.

### ❖ To delete a Workspace

1. Click Tools, Options.
2. Choose a Workspace in the Workspaces Available box.
3. Click the Delete button.



## Getting Started

**Y**ou can start drawing in CorelDRAW in several ways. The initial step is to create a new drawing, open an existing drawing, or import a file.

Once you choose a starting point, you can begin creating shapes and defining object properties with the drawing and editing tools. The next step is to save the file in a location you specify so you can continue where you leave off in your drawing. The final step is to exit CorelDRAW.

This section provides information on basic operations such as viewing document information and file management tools that you'll need to be familiar with to use CorelDRAW.

### Creating new drawings

Once you start the application, you can create a new drawing by clicking the New Graphic icon in the Welcome To CorelDRAW screen. Or, if you've turned off the Welcome screen, you can click File, New or click the New button in the Standard toolbar. You can also create a new drawing by basing it on a template you choose. You can select from CorelDRAW or PaperDirect templates.

For more information about styles and templates, see "Working with styles" on page 62 and "Working with templates" on page 69.

### Creating a new drawing

When you create a new drawing by clicking the New Graphic icon on the Welcome To CorelDRAW screen, by clicking the New button or by clicking File, New, a blank Drawing Window appears containing the styles in the default template CORELDRW.CDT. In CorelDRAW, the template is stored as a file separate from the drawing file.

Keep in mind that if you're not planning to work with styles, you don't need to be concerned with the concept of styles and templates when you create a new document; simply use the New command.

#### ❖ To create a drawing

- Do one of the following:
  - Click the New Graphic icon on the Welcome To CorelDRAW screen.



- Click File, New.
- Click the *New button*.

CorelDRAW displays a new Drawing Page. You can now create your drawing using the CorelDRAW tools and features then save the file.

## Creating a new drawing based on a template

If you have a template for a document type you create frequently, such as an advertising flyer, a brochure, or a newsletter, you'll probably want to create a new document based on the styles that it contains. You can also attach a template after you create a new document if you change your mind at a later point.

In CorelDRAW 8, the Template wizard takes you through each step to create a document based on a template supplied with CorelDRAW or based on one of your own. You can add custom templates saved in previous versions of CorelDRAW to the Template wizard for easy access. For more information, see "Working with templates" on page 69.

### ❖ To create a drawing based on a template

1. Insert CorelDRAW 8 CD #1, which contains the templates.
2. Do one of the following:
  - Click the Template graphic on the Welcome To CorelDRAW screen.
  - Click File, New From Template.
3. Enable one of the following buttons:
  - CorelDRAW Templates to choose from a set of CorelDRAW templates
  - PaperDirect Templates - text and paper samples -to choose from a selection of PaperDirect text and paper templates.
  - PaperDirect Templates - text only to choose from a selection of PaperDirect text templates.
4. Click the Next button.
5. Follow the instructions.
6. Click the Finish button when you're satisfied with your choices.

Remember you can go back to a previous option by clicking the Previous button before you reach the end.



- If you don't know the filename, you can preview its contents before opening it. Enable the Open With Contents check box to display a file's thumbnail and to open the new document with the contents of the template.

## Opening drawings

Once you start CoreIDRAW, you can open a drawing to continue working where you left off. The Open command opens drawings that have already been saved. To open a drawing, click File, Open, click the Open button in the Standard toolbar, or drag the file on to the CoreIDRAW icon.

### Opening drawings

Before you open a file, you might find it useful to enable the Preview check box in the Open dialog box to display a thumbnail of the file. This way, you can make sure it's the file you want.

#### ❖ To open a drawing

1. Do one of the following:

- Click File, Open.
- Click the *Open button*.



2. From the Look In list box choose the drive where the file is stored.
3. Double-click the folder where the file is stored.
4. Double-click the filename.

#### ❖ To open a recently opened drawing

1. Click File.

A list of the last four opened files appears at the bottom of the menu.

2. Click the file you want to open.

#### ❖ To open files in vector formats other than .CDR

1. Follow step 1 from the "To Open a Drawing" procedure.
2. Choose the vector format of the file you want to open from the File of Type list box.
3. Double-click the folder where the file is stored.
4. Double-click the filename.



- If you try to open a drawing that is already open, to which you have made changes, a message box appears asking if you want to revert to the saved version of the drawing. Click Yes to replace the open drawing with the saved version. Click No to keep the open drawing in its current state.
- The bottom right corner of the Open Drawing dialog box provides two useful pieces of information: the compression ratio with which the file was last saved. (i.e., 60% means the file was 60% smaller after saving) and the last revision of CorelDRAW 8 that saved the file.



- You can also open files by dragging them on to the CorelDRAW icon.

## Scanning with CorelDRAW

Using CorelSCAN you can scan images directly into CorelDRAW. First, you need to hook up your scanner and install the scanner software, following the documentation provided by the manufacturer. Once you've done that, you can launch CorelSCAN, select, and configure, your scanner and scan your image. CorelSCAN comes with step-by-step instructions and on-line help to make scanning easy.

### Scanning images into CorelDRAW

Using CorelSCAN you can scan images directly into CorelDRAW.

#### ❖ To scan an image into CorelDRAW

1. Click File, Acquire From CorelSCAN.
2. Click a scanner in the Scanner Configuration box.
3. Click the Configure Scanner button to configure your scanner.

For more information on using CorelSCAN, click the Help button in the CorelSCAN 8 dialog box.



- Keep in mind that the image will only appear as good as your output sources will allow. It may be a waste of disk space to scan an image at a high color depth if the monitor or printer you're using is not capable of producing such a wide range of color.



## Saving, dosing, and exiting

You can close files in CorelDRAW in several ways. First, you can close the active file using the Close command. Or, you can close the active window using the Close Window command. Finally, you can close all open windows using the Close All Windows command. The Close Window and Close All Window commands differ from the Close command.

The Close command, on the File menu, closes the active file. If that file has more than one viewing window, all windows are closed. As well, if you have more than one file open, you must repeat this command for each open file. The Close Window command, on the Windows menu, lets you close specific viewing windows of a file. The Close All Windows command, on the Windows menu, lets you close all open files, or views, using the one command.

When you close a drawing you haven't named yet, CorelDRAW asks if you want to save your changes. You have three choices: click Yes to save the latest changes and name the file, No to lose changes and close the drawing, or Cancel to indicate you've changed your mind and you want to keep working on the drawing.

You can also save files in CorelDRAW in a number of ways. You can:

- save all open drawings or selected objects from one drawing.
- make a copy of a drawing by saving it with a different name.
- save a drawing in CorelDRAW 5, 6 or 7 format.
- save a drawing in different vector formats, with or without a header, or with fonts, textures, blends, or extrudes saved with the file.
- save a drawing using Advanced Settings.
- save multiple versions of your file using the Version Control command.

### Saving files

Remember to save your files if you wish to work on them later or just keep them. Using the Save command, you can save a drawing under its existing filename. Using the Save As command, you can specify a new filename and a location in which to store the file.

By giving a file a different name when you save it, you create a copy of the existing drawing while keeping the original intact. The original file is closed leaving the new copy open.

If you only want to save parts of your drawing, you can save selected objects from your drawing in a separate file.

Using other options in the Save As dialog box, you can save various elements of your drawing (fonts, textures, blends, or extrudes) with the drawing instead of just saving a reference to these items. Saving textures, blends and extrudes with

the drawing increases the file size but makes complex drawings open faster. Embedding (saving) fonts with the file lets other people with CorelDRAW open your drawing without having the drawing fonts installed.

❖ To save a new drawing

1. Click File, Save or Save As.
2. Choose a drive and folder where you want to save your drawing from the Save In list box.
3. Type a name in the File Name box.
4. Click Save.

❖ To save a drawing that's been saved before

- Do one of the following:
  - Click File, Save.
  - Click the *Save button* on the menu bar.



❖ To save selected objects only



1. Select the objects with the *Pick tool*.
2. Click File, Save As.
3. Enable the Selected Only check box.

To keep the original drawing, type a different name in the File Name box or choose a different folder from the Save In list box.

4. Click Save.



- If any of the open files have yet to be saved, CorelDRAW prompts you to choose a drive and folder where you want to save your drawing. Type a name in the File Name box, and click Save.
- The option of saving the drawing with various elements embedded (fonts, textures, etc.) is only available when you're saving in the .CDR or .CDT format.

## Saving files using a different name or format

If you're editing a file and want to keep the original, or you want to save the file in a different location, you can make a copy of the file by saving it under a different name or in another drive or directory.

You can also save your drawing, so it can be used in versions 5, 6, or 7 of CorelDRAW, with different thumbnail formats, in vector formats other than .CDR, or with the fonts embedded allowing someone to open the file without having the drawing's fonts on their system.

❖ **To make a copy of an open drawing**

1. Open the drawing you want to copy.

For more information, see “Opening drawings” on page 23.

2. Click File, Save As.
3. Type a new name for the drawing in the File Name box.

To save the file in a different folder, choose the folder from the Save In list box.

❖ **To save a drawing in CorelDRAW 5, 6, or 7 format**

1. Follow steps 1 and 2 from the previous procedure.
2. Choose Version 5, 6, or 7 from the Version list box.

To keep the original drawing, type a different name in the File Name box or choose a different folder from the Save In list box.

3. Click Save.

❖ **To save a drawing with a different thumbnail format**

1. Follow steps 1 and 2 from the “To make a copy of an open drawing” procedure.
2. Choose 10k (color), 5k (color), 1k (mono), or None from the Thumbnail list box.
3. Click Save.

❖ **To save a drawing in vector formats other than .CDR**

1. Follow steps 1 and 2 from the “To make a copy of an open drawing” procedure.
2. Choose one of the vector formats in the Save As Type list box.

❖ **To save a drawing with the fonts embedded.**

1. Follow steps 1 and 2 from the “To make a copy of an open drawing” procedure.
2. Enable the Embed Fonts Using TrueDoc check box.



- If you want to open your drawing in CorelDRAW version 5, 6, or 7 and your drawing contains fonts not supplied with those versions, convert the text to curves using the Convert To Curves command before you save the file. For more information, see “Converting Artistic text to curves” on page 383.

## Saving files using Advanced Settings

CorelDRAW gives you several options when saving your file. Using the Advanced Settings options in the Save As dialog box, you can make your files smaller, more portable, or faster to open or save.

### ❖ To save a drawing using Advanced Settings

1. Open the drawing you want to save.
2. Click File, Save As.
3. Click the Advanced button.
4. Enable one or more of the following check boxes:
  - Save Presentation Exchange (CMX) to make the drawing readable by all applications that support the .CMX format. File size may increase.
  - Use Current Thumbnail to save the drawing with the last thumbnail generated. Speeds up saving.
5. In the File Optimization section, enable one or more of the following check boxes:
  - Use Bitmap Compression to compress bitmaps in the drawing to reduce the file size.
  - Use Graphic Object Compression to compress graphic objects in the drawing to reduce the file size.
6. In the Textures section, enable one or more of the following check boxes:
  - Save Textures With The File to allow complex drawings to open faster. Increases the file size.
  - Rebuild Textures When Opening The File to create smaller files. Complex files may take longer to open.
7. In the Blends, Extrudes And Drop Shadows section, enable one or more of the following check boxes:
  - Save Blends And Extrudes With The File to allow complex drawings to open faster. Increases the file size.
  - Rebuild Blends And Extrudes When Opening The File to create smaller files. Complex files may take longer to open.



- You can also access the Advanced save settings from the Options dialog box. Click Tools, Options then, in the list of categories, click Document, Save.

## Creating swap disk space for temporary file storage

You can store temporary files that are not currently in use in the swap disk space that you specify on the Memory page in the Options dialog box. If you have two hard drives or two partitions, you can use them to set up both a primary and a secondary swap disk. For best results, set the total amount of swap disk space two or three times larger than the size of your uncompressed image. If you have several images open at once, the total swap disk size should be 2 or 3 times the total uncompressed size of all the images.

### ❖ To create swap disk space for temporary file storage

1. Click Tools, Options.
2. In the Options dialog box, click Workspace, Memory in the list of categories.
3. In the Swap Disks section, do the following:
  - From the Primary box, choose the drive letter that corresponds to the hard disk you want to use first to store temporary files.
  - From the Secondary box, choose the drive letter that corresponds to the second hard disk you want to use to store temporary files.
4. Click OK.
5. Click Yes to restart CorelDRAW.

You must restart CorelDRAW to apply your changes.

The amount of swap disk space is displayed in the Status Bar.



- Use the Document Info command (File menu) to see an image's size. The Document Info dialog box tells you whether the file size displayed is compressed. When you work with .CPT or .BMP images, the file size is always uncompressed in the Document Info dialog box.

## Specifying how much RAM is used to store images

You can choose how much of the available RAM on your computer is set aside to store the images you open and edit. Set the amount of memory based on the type of work you perform and the number of applications you usually run

simultaneously. If you increase the amount of memory reserved for images and find that the application's performance has decreased, you might need to reduce this amount so that more memory is available to run CorelDRAW.

❖ **To specify how much RAM is used to store images**

1. Click Tools, Options.
2. In the Options dialog box, click Workspace, Memory in the list of categories.

The Memory Usage section of the Memory page displays the total amount of memory available on your computer.

3. In the Max box, type the percentage of the total memory you want to make available for images in CorelDRAW.

The amount of memory this percentage corresponds to appears to the right of the Max box.

4. Click OK.

You must restart CorelDRAW to apply your changes.

5. Click Yes to restart.

The amount of memory allocated for images is displayed in the Status Bar.

## Closing files

Before you close a drawing, save the file if you want to keep the changes made since the file was last saved. If you want to lose the changes, close without saving. If you try to close file without saving CorelDRAW will ask if you want to save the changes before closing the file.

❖ **To close a file**

- Click File, Close.

## Closing the active window

The Close command, on the Windows menu, closes the active window. This can be particularly useful when you want to close one of many files you have open.

❖ **To close the active window**

- Click Window, Close.

## Closing all active windows

The Close All Windows command closes all active windows. This is useful when working on more than one file. This command differs from the Close command, because you must repeat the Close command for each open file.

- ❖ To close all active windows
  - Click Window, Close All.

## Exiting CorelDRAW

Exiting means shutting down CorelDRAW. If you wish to end your CorelDRAW session, click File, Exit to close all open drawings that have been saved and stop running the program. If you try exiting without saving a document you have changed, a message appears asking if you want to save it.

- ❖ To exit
  - Click File, Exit.  
CorelDRAW asks if you want to save any unsaved changes in the open file(s):
    - Click Yes to save changes first and then exit the application.
    - Click No to exit without saving changes.
    - Click Cancel to close the dialog box and keep working on your drawing.

## Archiving files

Using the Version Control command on the File menu you can save successive versions of your drawings. This is called archiving and provides two main benefits: you can access previous versions of your files and do it without creating many files that take up valuable disk space.

### When to archive?

Your files are archived when you choose to do so; it is not automatic. You have complete control over which versions are archived depending on how significant they are to you, e.g., first draft, version with all approved changes made, version sent to legal department, etc.

You can archive a file as a temporary or a permanent version. Temporary versions are replaced by newer versions when the maximum number of temporary versions for the file is reached. Permanent versions are kept unless you choose to delete them.