No related topics were found.

No procedure topics were found.

Vertical bar chart

A chart that uses bars to show the magnitudes of several categories. Bars run vertically, while the numeric scale travels in the same direction as the bars.

Vertical Bar chars show how values change over time. In contrast to line charts, vertical bar charts are best for a limited time series--just a few years, quarters, months, or whatever time period you're working with. Vertical bar charts are good for handling multiple series for comparison purposes.

Subtypes: Side-by-Side, Stacked, Dual Axis Side-by-Side, Dual Axis Stacked, Bipolar Side-by-Side, Bipolar Stacked, Percent

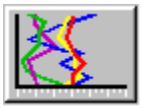
{button ,AL(`chart_type;;;;;',0,"Defaultoverview",`main')} **Related Topics**

Vertical line chart

A chart that uses lines to show the magnitudes of several categories. The numeric scale is perpendicular to the lines.

Vertical Line charts are best for showing changes in a group of values over longer periods of time. If you're trying to plot three or four series of values on a line chart, and they intersect so often you lose track of which is which, consider a vertical bar or vertical area chart.

Subtypes: Absolute, Stacked, Bipolar Absolute, Bipolar Stacked, Dual Axis Absolute, Dual Axis Stacked and Percent



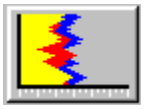
{button ,AL(`chart_type;;;;;',0,"Defaultoverview",`main')} **Related Topics**

Vertical area chart

A chart that uses area risers to show the magnitudes of several categories. The numeric scale is perpendicular to the areas.

Shows continuous proportions and totals. Like line charts, vertical area charts don't handle multiple series well; the areas representing larger quantities tend to obscure those representing smaller quantities. If this is the problem with your vertical area chart, consider a stacked vertical bar chart.

Subtypes: Absolute, Stacked, Bipolar Absolute, Bipolar Stacked, Dual Axis Absolute, Dual Axis Stacked and Percent



{button ,AL(`chart_type;;;;;',0,"Defaultoverview",`main')} Related Topics

Horizontal bar chart

A chart that uses bars to show the magnitudes of several categories. Bars run horizontally, while the numeric scale travels in the same direction as the bars.

Horizontal Bar charts are best for simple comparisons of different individual values at one time. If you want to express change in a value or values over time, switch to a line, area or 3D riser chart.

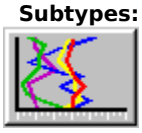
Subtypes: Side-by-side, Stacked, Dual Axis Side-by-Side, Dual Axis Stacked, Bipolar Side-by-Side, Bipolar Stacked, Percent

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

Horizontal line chart

Best for showing changes in a group of values over longer periods of time. If you're trying to plot three or four series of values on a line chart, and they intersect so often you lose track of which is which, consider a horizontal bar or horizontal area chart.

Subtypes: Absolute, Stacked, Bipolar Absolute, Bipolar Stacked, Dual Axis Absolute, Dual Axis Stacked, Percent

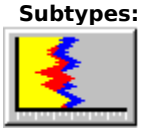


{button ,AL(`chart_type;;;;;',0,"Defaultoverview",`main')} **Related Topics**

Horizontal area chart

Useful for graphing data that frequently intersects, making visual tracking easier.

Subtypes: Absolute, Stacked, Bipolar Absolute, Bipolar Stacked, Dual Axis Absolute, Dual Axis Stacked, Percent

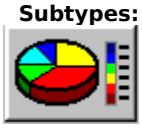


{button ,AL(`chart_type;;;;;',0,"Defaultoverview",`main')} **Related Topics**

Pie chart

Shows the relative sizes of data points, compared to their sums. The slices show proportions, not absolute values. Slice labels name the slice and can include the slice's percentage or its absolute value.For multiple pie charts, if you assign each pie to represent a time period, each conveys the contribution of parts to a whole and how the whole itself can grow or shrink over time.

Subtypes: Pie, Ring Pie, Multiple Pie, Multiple Ring Pie, Multiple Proportional Pie, Multiple Proportional Ring Pie

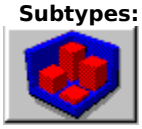


{button ,AL(`chart_type;;;;;',0,"Defaultoverview",`main')} Related Topics

3D Riser chart

Three-dimensional (3D) charts suggest a connection between three groups of data. 3D Riser charts represent data using three-dimensional bars or other riser shapes that rise from the floor of the chart.

Subtypes: Bar, Pyramid, Octagon and Cut-Corner Bar



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

3D Floating chart

Three-dimensional (3D) charts suggest a connection between three groups of data. 3D Floating charts represent data with three-dimensional cubes or spheres in three dimensions.

Subtypes: Cube and Sphere

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

3D Connect Series chart

Three-dimensional (3D) charts suggest a connection between three groups of data. In 3d Connect Series charts, markers or data points in a series are connected to form three-dimensional floating lines or areas, usually representing year-over-year economic performance. Ribbon and step lines let you see below them, while areas rise from the floor.

Subtypes: Area, Ribbon and Step

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

3D Connect Group chart

Three-dimensional (3D) charts suggest a connection between three groups of data. Markers or data points in a group are connected to form three-dimensional floating "lines" or areas. Ribbon and step lines let you see below them, while areas rise from the floor.

Subtypes: Area, Ribbon and Step

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

3D Surface chart

Three-dimensional (3D) charts suggest a connection between three groups of data. Data points are connected to form a net. The areas between the points are planes that can be colored to make the net look like a solid surface rather than a wireframe. For large amounts of data, surface charts help show hot spots both high and low areas in the data.

A 3D surface with contour lines can be made by activating grid lines for the riser and making the edges of the riser surface transparent.

Subtypes: Surface, Surface with Sides and Honeycomb Surface

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

3D Scatter chart

Three-dimensional (3D) charts suggest a connection between three groups of data. 3D scatter chart data is random along all three axes. Unlike the other 3D charts, the data is not spaced evenly along the floor (X and Y axes).

Since the data points are floating in space, there are several visual methods to help gauge their values:

- Color by distance from floor, left wall, or right wall
- Tie lines to the floor, left wall, right wall, or neighbor.

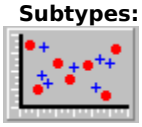
Subtypes: XYZ Scatter and XYX Scatter with Labels

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

Scatter chart

Shows the correlation of two sets of numbers by plotting where the variables intersect. Scatter charts are useful when the co-ordinates on the horizontal scale--often time intervals--are irregular.

Subtypes: X-Y Scatter, X-Y Dual Axes, X-Y with Labels, X-Y Dual Axes with Labels

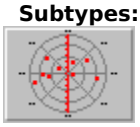


{button ,AL(`chart_type;;;;;',0,"Defaultoverview",`main')} Related Topics

Polar Chart

This chart type is based on an X-Y plane in which each data point represents the distance (or radius) and angle from the X axis, i.e., distance, angle.

Subtypes: Single and Dual Axis



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

Radar Chart

Used to display the occurrence of data or the variation of data in relation to each other. Several series of data can be represented on a single radar chart. The different data points in a series are connected by lines.

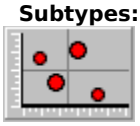
Subtypes: Regular, Stacked Radar and Dual Axis Radar

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

Bubble chart

Similar to a scatter chart, a bubble chart represents three-variable (also known as trivariate) data: the standard X and Y axis and the Z variable, represented by the size of the data point or bubble as it is called in this chart type.

Subtypes: Bubble, Dual Axis Bubble, Bubble with Labels and Dual Axis Bubble with Labels



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

High-Low-Open-Close chart

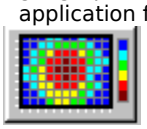
This is a traditional stock-market chart type. Vertical lines indicate the highest and lowest values, while horizontal bars indicate the opening and closing values.

Subtypes: HiLo, HiLo Dual Axes, HiLoOpen, HiLoOpen Dual Axes, HiLoOpenClose, HiLoOpenClose Dual Axes

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

Spectral mapped chart

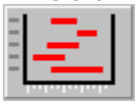
Spectral maps are specialized charts used with data that carries some kind of spatial relationship, such as geographical data. Showing a population density across a group of contiguous areas of a city would be one application for a spectrally-mapped chart.



{button ,AL(`chart_type;;;;;',0,"Defaultoverview",`main')} Related Topics

Gantt chart

This chart type is used to represent the duration and start and end times of particular events.

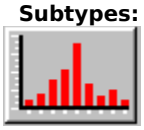


{button ,AL(`chart_type;;;;;',0,"Defaultoverview",`main')} **Related Topics**

Histogram

Displays the distribution of data. The difference between the largest and smallest data values is broken into equally-spaced intervals. The histogram displays a count of the number of data points in each interval. The shape of the chart is often the traditional Gaussian or bell-shaped normal distribution curve.

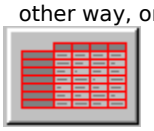
Subtypes: Vertical Histogram and Horizontal Histogram



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

Table Charts (Gallery menu)

Table charts display data in columns and rows. This format is often used for data that is difficult to chart in any other way, or in scientific and technical settings where a graph's data is shown next to it in a table.



Undo command (Edit menu)

Reverses actions performed during the current session. Use Undo after making a change that you do not want to implement. Immediately after choosing Undo, the Redo command becomes available, allowing you to restore what you just undid. The command name changes to Can't Undo when the last action taken cannot be undone.

You cannot Undo the following actions:

- Any change of view (Zoom-in, Zoom-out, etc.)
- Any file operations (Open, Save, Import, etc.)
- Any selection operations (Marquee select, Nodes select, etc.)

The name of the Undo command changes depending on the last action; for example, Undo Fill or Undo Rotate.

Cut command/button

Removes an object and places it on the Clipboard. Once on the Clipboard, you can paste the object onto another slide or another Windows application.

Note

- To permanently remove the selected object, use the Delete command in the Edit menu.

Copy command/button

Places a copy of an object onto the Clipboard. Once it is on the Clipboard, you can paste the object into another Windows application or Corel PRESENTS presentation.

Paste Command/button

Places a copy of the object currently on the Clipboard onto the active slide. The object remains on the Clipboard until you copy or cut another object or end the current Windows session.

Delete command (Edit menu)

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

Titles command (View menu)

Click to toggle between displaying titles and header and hiding them.

Grid lines command (View menu)

Click to display the Grid Lines dialog box, from which you can set the grid walls and floors, show risers, and choose Z-axis divisions.

Toolbars command (View menu)

Click to display a dialog box you can use to display or hide the toolbars. You can display the toolbars in three sizes.

Toolbars dialog box (View menu)

Displays the Toolbars dialog box, which allows you to select the toolbars to display on the screen. You can display the toolbars in three sizes.

Grid lines dialog box (2D charts)

Use this dialog box to choose data display and format options for grid lines on your chart.

Click to apply options to the Primary Data axis.

Click to apply options to the Secondary Data axis.

Check to display all major grid lines and define characteristics of tick marks. Un-check to hide.

Click to display grid lines without tick marks.

Click to display grid lines with tick marks.

Click to display ticks inside the scale axis and hide Grid Lines.

Hides grid lines but displays ticks outside the scale axis.

Click to display tics on both sides of the scale axis and hide the grid lines.

Click to display grid lines and tick marks at intervals determined by data values in the chart.

Click to type the number of grid lines you want in the Number of divisions text box.

Type the number of divisions you want to use in the grid lines.

Click to display the minor grid lines that lie between major grid lines.

Click to display the Scale Range dialog box for modifying the scale range of an axis, as well as choosing minimum and maximum values and Automatic or Manual scale.

Check to display the Category axis.

Grid lines dialog box (3D Charts)

Controls the display of grids lines on risers and the walls and floor of the chart and the number of divisions on the grid. You can specify the number of divisions you want or let the program decide based on the on the data in the chart.

Refresh Chart command (View menu)

Redraws objects on the screen, clearing the screen of "dirt" left over from earlier manipulations.

Click to refresh the screen display.

Click to return to the previous window.

Click to advance to the next window.

Click to close the Wizard and apply the settings you selected.

Click to return to the presentation or the datasheet if you are in Datasheet without applying any changes from the settings you selected.

Click to close the dialog box and apply the settings you selected.

Click to apply the settings you selected.

Enable the button to display a preview of the selected item with the options or settings you selected.

Click to access the Contents menu of the online help.

Click to display a list of measurement systems, then click the one you want to use.

No

Yes

Click to remove all the items listed in the display box.

Cut command/button

Removes an object and places it on the Clipboard. Once on the Clipboard, you can paste the object onto another slide sorter or another Windows application.

Note

- To permanently remove the selected object, use the Delete command in the Edit menu.

Copy command/button

Places a copy of an object onto the Clipboard. Once it is on the Clipboard, you can paste the object into another Windows application or Corel PRESENTS presentation.

Paste Command/button

Places a copy of the object currently on the Clipboard onto the active slide. The object remains on the Clipboard until you copy or cut another object or end the current Windows session.

Insert command

Inserts one or several rows/columns of empty cells.

Delete command

Removes entire rows or columns and the contents of the cells they include.

Paste Values command

Places previously cut or copied Clipboard data into the current datasheet, beginning at the current cell.

When you paste data from a group of cells, you may select a paste area that is a multiple of the original to repeat the data. The selected paste area must, however, be of the same shape as the original, or a message box appears stating that the cut and paste areas are different shapes.

Example: If you cut or copied cells C7, D7 and E7, containing the values 30, 35 and 40, you could paste them to a selected cell area of the same shape (three cells in a row) or a multiple of the original shape. If you pasted the data into six cells in a row, e.g., F7-K7, the data would paste into the first three cells and repeat in the next three as follows: 30, 35, 40, 30, 35, 40.

Clear command

Removes the contents of the selection from the datasheet. Unlike the Cut and Copy commands, the Clear command does not copy data to the Clipboard. Data previously copied to the Clipboard will not be replaced by cleared data. As with Cut and Copy, data to be removed using the Clear command can be a cell, range of cells or characters in the Formula bar.

Clear dialog box

Use this dialog box to remove data or data attributes or both from selected cells.

Click to remove both formulas and values from the selected cells.

Click to delete only formulas from the selected cells.

Click to delete only constant values from the selected cells.

Number Format command

Use the Number Format command to choose or create new numeric styles in both Chart View and Datasheet. CorelCHART provides several built-in formats based on serial values used with dates. If none of the built-in formats suit your needs, you can create new ones by editing a built-in format code or typing your own codes. Numeric formats applied in Chart View affect all similar numeric data, while numeric formats applied in Datasheet affect only the selected cell(s).

CorelCHART uses symbols to represent how the number will look when formatted. The symbols "m/d/yy," for example, represent the appearance of one of the built-in date formats. Typing 10-2-93 in a Datasheet cell with this format produces this result: 10/2/93.

Custom Format dialog box

Adds a predefined number format to data in selected cells and to create your own custom format using operators provided in Presents Help.

Lists all available formats for the category showing in the Category list box.

Displays format selected in the Format list box. You can also type your own format styles in this text box.

Select the category you want from the drop down list.

Import command (File menu)

Brings files into Corel PRESENTS from other programs. You can also use this command to merge other PRESENTS files with the current presentation. You can have PRESENTS choose the import filter type for you by choosing All Files in the List Files of Type box.

Export command

Saves the current datasheet in a format that other programs can read.

Close command (File menu)

Closes the Datasheet and returns to the Chart window.

Import command (File menu)

Brings files into Corel PRESENTS from other programs. You can also use this command to merge other PRESENTS files with the current presentation. You can have PRESENTS choose the import filter type for you by choosing All Files in the List Files of Type box.

Export command

Saves the current datasheet in a format that other programs can read.

Close command (File menu)

Closes the Datasheet and returns to the Chart window.

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

ABS
ACOS
ACOSH
ADDRESS
AND
ASIN
ASINH
ATAN2
ATAN
ATANH
AVERAGE
CEILING
CHAR
CHOOSE
CLEAN
CODE
COLUMN
COLUMNS
COS
COSH
COUNTA
COUNT
DATE
DATEVALUE
DAY
DB
DDB
DOLLAR
ERROR.TYPE
EVEN
EXACT
EXP
FACT
FALSE
FIND
FIXED
FLOOR
FV
HLOOKUP
HOUR
IF
INDEX
INDIRECT
INT
IPMT
IRR

ISBLANK
ISERR
ISERROR
ISLOGICAL
ISNA
ISNONTEXT
ISNUMBER
ISREF
ISTEXT
LEFT
LEN
LN
LOG10
LOG
LOOKUP
LOWER
MATCH
MAX
MID
MIN
MINUTE
MIRR
MOD
MONTH
NA
N
NOT
NOW
NPER
NPV
ODD
OFFSET
OR
PI
PMT
PPMT
PRODUCT
PROPER
PV
RAND
RATE
REPLACE
REPT
RIGHT
ROUND
ROW
ROWS
SEARCH
SECOND

SIGN
SINH
SIN
SLN
SQRT
STDEVP
STDEV
SUBSTITUTE
SUMSQ
SUM
SYD
TANH
TAN
TEXT
TIME
TIMEVALUE
TODAY
TRIM
TRUE
TRUNC
T
TYPE
UPPER
VALUE
VARP
VAR
VDB
VLOOKUP
WEEKDAY
YEAR

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

There are no functions beginning with the letter B.

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

CEILING
CHAR
CHOOSE
CLEAN
CODE
COLUMN
COLUMNS
COS
COSH
COUNTA
COUNT
DATE
DATEVALUE
DAY
DB
DDB
DOLLAR
ERROR.TYPE
EVEN
EXACT
EXP
FACT
FALSE
FIND
FIXED
FLOOR
FV
HLOOKUP
HOUR
IF
INDEX
INDIRECT
INT
IPMT
IRR
ISBLANK
ISERR
ISERROR
ISLOGICAL
ISNA
ISNONTEXT
ISNUMBER
ISREF
ISTEXT
LEFT
LEN

LN
LOG10
LOG
LOOKUP
LOWER
MATCH
MAX
MID
MIN
MINUTE
MIRR
MOD
MONTH
NA
N
NOT
NOW
NPER
NPV
ODD
OFFSET
OR
PI
PMT
PPMT
PRODUCT
PROPER
PV
RAND
RATE
REPLACE
REPT
RIGHT
ROUND
ROW
ROWS
SEARCH
SECOND
SIGN
SINH
SIN
SLN
SQRT
STDEVP
STDEV
SUBSTITUTE
SUMSQ
SUM
SYD

TANH
TAN
TEXT
TIME
TIMEVALUE
TODAY
TRIM
TRUE
TRUNC
T
TYPE
UPPER
VALUE
VARP
VAR
VDB
VLOOKUP
WEEKDAY
YEAR

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DATE
DATEVALUE
DAY
DB
DDB
DOLLAR
ERROR.TYPE
EVEN
EXACT
EXP
FACT
FALSE
FIND
FIXED
FLOOR
FV
HLOOKUP
HOUR
IF
INDEX
INDIRECT
INT
IPMT
IRR
ISBLANK
ISERR
ISERROR
ISLOGICAL
ISNA
ISNONTEXT
ISNUMBER
ISREF
ISTEXT
LEFT
LEN
LN
LOG10
LOG
LOOKUP
LOWER
MATCH
MAX
MID
MIN
MINUTE
MIRR

MOD
MONTH
NA
N
NOT
NOW
NPER
NPV
ODD
OFFSET
OR
PI
PMT
PPMT
PRODUCT
PROPER
PV
RAND
RATE
REPLACE
REPT
RIGHT
ROUND
ROW
ROWS
SEARCH
SECOND
SIGN
SINH
SIN
SLN
SQRT
STDEVP
STDEV
SUBSTITUTE
SUMSQ
SUM
SYD
TANH
TAN
TEXT
TIME
TIMEVALUE
TODAY
TRIM
TRUE
TRUNC
T
TYPE

UPPER
VALUE
VARP
VAR
VDB
VLOOKUP
WEEKDAY
YEAR

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

NPER
NPV
ODD
OFFSET
OR
PI
PMT
PPMT
PRODUCT
PROPER
PV
RAND
RATE
REPLACE
REPT
RIGHT
ROUND
ROW
ROWS
SEARCH
SECOND
SIGN
SINH
SIN
SLN
SQRT
STDEVP
STDEV
SUBSTITUTE
SUMSQ
SUM
SYD
TANH
TAN
TEXT
TIME
TIMEVALUE
TODAY
TRIM
TRUE
TRUNC
T
TYPE
UPPER
VALUE
VARP
VAR
VDB
VLOOKUP

WEEKDAY
YEAR

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

FACT
FALSE
FIND
FIXED
FLOOR
FV
HLOOKUP
HOUR
IF
INDEX
INDIRECT
INT
IPMT
IRR
ISBLANK
ISERR
ISERROR
ISLOGICAL
ISNA
ISNONTEXT
ISNUMBER
ISREF
ISTEXT
LEFT
LEN
LN
LOG10
LOG
LOOKUP
LOWER
MATCH
MAX
MID
MIN
MINUTE
MIRR
MOD
MONTH
NA
N
NOT
NOW
NPER
NPV
ODD
OFFSET

OR
PI
PMT
PPMT
PRODUCT
PROPER
PV
RAND
RATE
REPLACE
REPT
RIGHT
ROUND
ROW
ROWS
SEARCH
SECOND
SIGN
SINH
SIN
SLN
SQRT
STDEVP
STDEV
SUBSTITUTE
SUMSQ
SUM
SYD
TANH
TAN
TEXT
TIME
TIMEVALUE
TODAY
TRIM
TRUE
TRUNC
T
TYPE
UPPER
VALUE
VARP
VAR
VDB
VLOOKUP
WEEKDAY
YEAR

Data Sheet Functions

There are no functions beginning with the letter G.

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PV
RAND
RATE
REPLACE
REPT
RIGHT
ROUND
ROW
ROWS
SEARCH
SECOND
SIGN
SINH
SIN
SLN
SQRT
STDEVP
STDEV
SUBSTITUTE
SUMSQ
SUM
SYD
TANH
TAN
TEXT
TIME
TIMEVALUE
TODAY
TRIM
TRUE
TRUNC
T
TYPE
UPPER
VALUE
VARP
VAR
VDB
VLOOKUP
WEEKDAY
YEAR

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

IF
INDEX
INDIRECT
INT
IPMT
IRR
ISBLANK
ISERR
ISERROR
ISLOGICAL
ISNA
ISNONTEXT
ISNUMBER
ISREF
ISTEXT
LEFT
LEN
LN
LOG10
LOG
LOOKUP
LOWER
MATCH
MAX
MID
MIN
MINUTE
MIRR
MOD
MONTH
NA
N
NOT
NOW
NPER
NPV
ODD
OFFSET
OR
PI
PMT
PPMT
PRODUCT
PROPER
PV
RAND

RATE
REPLACE
REPT
RIGHT
ROUND
ROW
ROWS
SEARCH
SECOND
SIGN
SINH
SIN
SLN
SQRT
STDEVP
STDEV
SUBSTITUTE
SUMSQ
SUM
SYD
TANH
TAN
TEXT
TIME
TIMEVALUE
TODAY
TRIM
TRUE
TRUNC
T
TYPE
UPPER
VALUE
VARP
VAR
VDB
VLOOKUP
WEEKDAY
YEAR

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

There are no functions beginning with the letter J.

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

There are no functions beginning with the letter K.

Data Sheet Functions

STDEV
SUBSTITUTE
SUMSQ
SUM
SYD
TANH
TAN
TEXT
TIME
TIMEVALUE
TODAY
TRIM
TRUE
TRUNC
T
TYPE
UPPER
VALUE
VARP
VAR
VDB
VLOOKUP
WEEKDAY
YEAR

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Data Sheet Functions

TYPE
UPPER
VALUE
VARP
VAR
VDB
VLOOKUP
WEEKDAY
YEAR

Data Sheet Functions

VLOOKUP
WEEKDAY
YEAR

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PI
PMT
PPMT
PRODUCT
PROPER
PV
RAND
RATE
REPLACE
REPT
RIGHT
ROUND
ROW
ROWS
SEARCH
SECOND
SIGN
SINH
SIN
SLN
SQRT
STDEVP
STDEV
SUBSTITUTE
SUMSQ
SUM
SYD
TANH
TAN
TEXT
TIME
TIMEVALUE
TODAY
TRIM
TRUE
TRUNC
T
TYPE
UPPER
VALUE
VARP
VAR
VDB
VLOOKUP
WEEKDAY
YEAR

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

There are no functions beginning with the letter Q.

Data Sheet Functions

Data Sheet Functions

Data Sheet Functions

Data Sheet Functions

Data Sheet Functions

Data Sheet Functions

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

There are no functions beginning with the letter X

Data Sheet Functions

YEAR

Data Sheet Functions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

There are no functions beginning with the letter Z

ABS

Description

Returns the absolute value of a number.

Syntax

ABS(*number*)

number is any integer.

Remarks

An absolute value does not display a positive or negative sign.

Example

```
=ABS(-1)
```

returns 1

```
=ABS(1)
```

returns 1

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

ACOS

Description

Returns the arc cosine of a number.

Syntax

ACOS(*number*)

number is the cosine of the angle. The cosine can range from 1 to -1.

Remarks

The resulting angle is returned in radians (from 0 to π). To convert the resulting radians to degrees, multiply the radians by 180/**PI** ().

Example

```
=ACOS(.5)
```
returns 1.05

```
=ACOS(-.2)
returns 1.77
```

{button ,AL(`COS_Worksheet_Function;PI_Worksheet_Function;;;;',0,"Defaultoverview",)} Related Topics

ACOSH

Description

Returns the inverse hyperbolic cosine of a number.

Syntax

ACOSH(*number*)

number is any number equal to or greater than 1.

Example

```
=ACOSH(1.2)
```
returns .62

```
=ACOSH(3)
returns 1.76
```

{button ,AL(`ASINH_Worksheet_Function;ATANH_Worksheet_Function;COSH_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

ADDRESS

Description

Creates cell addresses as text.

Syntax

ADDRESS(*row*, *column*, *ref_type* [, *a1*] [, *sheet*])

row is the row number for the cell addresses.

column is the column number for the cell addresses.

ref_type is the cell reference type. The following table lists the values for this argument.

Argument	Reference type
1	Absolute reference
2	Absolute row, relative column
3	Relative Reference row, absolute column
4	Relative

a1 is the reference format. This argument must be TRUE() to represent an A1 reference format; Datasheet does not support the R1C1 reference format.

sheet is the name of an external spreadsheet. Omitting this argument assumes that the reference exists in the current datasheet.

Example

```
=ADDRESS(5, 6, 1)
```

returns "F5"

```
=ADDRESS(5, 6, 4, TRUE(), "SALES.VTS")
```

returns "SALES.VTS!F5"

{button ,AL(`COLUMN_Worksheet_Function;OFFSET_Worksheet_Function;ROW_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

AND

Description

Returns True if all arguments are true; returns False if at least one argument is false.

Syntax

AND(*logical_list*)

logical_list is a list of conditions separated by commas. You can include as many as 30 conditions in the list. The list can contain logical values or a reference to a range containing logical values. Text and empty cells are ignored. If there are no logical values in the list, #VALUE! is returned.

Example

```
=AND(1+1=2, 5+5=10)
```
returns True because both arguments are true

```
=AND(TRUE(), FALSE())
returns False
```

{button ,AL(`IF_Worksheet_Function;NOT_Worksheet_Function;OR_Worksheet_Function;;;',0,"Default overview",)} Related Topics

ASIN

Description

Returns the arcsine of a number.

Syntax

ASIN(*number*)

number is the sine of the resulting angle, ranging from -1 to 1.

Remarks

The resulting angle is returned in radians (ranging from -π/2 to π/2). To convert the resulting radians to degrees, multiply the radians by 180/**PI** ()

Example

```
=ASIN(-1)
returns -1.57

=ASIN(.4)
returns .41
```

{button ,AL(`ASINH_Worksheet_Function;PI_Worksheet_Function;SIN_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

ASINH

Description

Returns the inverse hyperbolic sine of a number.

Syntax

ASINH(*number*)

number is any number.

Example

```
=ASINH(5.3)
returns 2.37

=ASINH(-4)
```

returns -2.09

{button ,AL(`ACOSH_Worksheet_Function;ASIN_Worksheet_Function;ATANH_Worksheet_Function;SINH_Worksheet_Function;;',0,"Defaultoverview",)} **Related Topics**

ATAN

Description

Returns the arctangent of a number.

Syntax

ATAN(*number*)

number is the tangent of the angle.

Remarks

The resulting angle is returned in radians, ranging from -π/2 to π/2. To convert the resulting radians to degrees, multiply the radians by 180/**PI**().

Example

```
=ATAN(3.5)
```
returns 1.29

```
=ATAN(-4)
returns -1.33
```

{button ,AL(`ATAN2_Worksheet_Function;ATANH_Worksheet_Function;PI_Worksheet_Function;TAN_Worksheet_Function;;',0,"Defaultoverview",)} Related Topics

ATAN2

Description

Returns the arctangent of the specified coordinates.

Syntax

ATAN2(*x*, *y*)

x is the x coordinate.

y is the y coordinate.

Remarks

The arctangent is the angle from the x axis to a line with end points at the origin (0, 0) and a point with the given coordinates (*x, y*). The angle is returned in radians, ranging from -π to π, excluding -π.

Example

```
=ATAN2(3, 6)
```
returns 1.11

```
=ATAN2(-1, .1)
returns 3.04
```

{button ,AL(`ATAN_Worksheet_Function;ATANH_Worksheet_Function;PI_Worksheet_Function;TAN_Worksheet_Function;;',0,"Defaultoverview",)} **Related Topics**

ATANH

Description

Returns the inverse hyperbolic tangent of a number.

Syntax

ATANH(*number*)

number is a number between -1 and 1, excluding -1 and 1.

Example

```
=ATANH(.5)
```
returns .55

```
=ATANH(-.25)
returns -.26
```

{button ,AL(`ACOS_Worksheet_Function;ASINH_Worksheet_Function;TANH_Worksheet_Function;;;',0, "Defaultoverview",)} Related Topics

AVERAGE

Description

Returns the average of the supplied numbers. The result of AVERAGE is also known as the arithmetic mean.

Syntax

AVERAGE(*number_list*)

number_list is a list of numbers separated by commas. As many as 30 numbers can be included in the list, and the list can contain numbers or a reference to a range that contains numbers. Text, logical expressions, or empty cells in a referenced range are ignored. All numeric values (including 0) are used.

Example

```
=AVERAGE(5, 6, 8, 14)
```
returns 8.25

```
=AVERAGE(C15:C17)
returns 134; C15:C17 contains 24,144, and 234
```

{button ,AL(`MAX_Worksheet_Function;MIN_Worksheet_Function;;;;',0,"Defaultoverview",)} Related Topics

CEILING

Description

Rounds a number up to the nearest multiple of a specified significance.

Syntax

CEILING(*number*, *significance*)

number is the value to round.

significance is the multiple to which to round.

Remarks

Regardless of the sign of the number, the value is rounded up, away from zero. If number is an exact multiple of significance, no rounding occurs.

If number or significance is non-numeric, #VALUE! is returned. When the arguments have opposite signs, #NUM! is returned.

Example

```
=CEILING(1.23459, .05)
```
returns 1.25

```
=CEILING(-148.24, -2)
returns -150
```

{button ,AL(`EVEN_Worksheet_Function;FLOOR_Worksheet_Function;INT_Worksheet_Function;ODD_Worksheet_Function;ROUND_Worksheet_Function;TRUNC_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

CHAR

Description

Returns a character that corresponds to the supplied ANSI code.

Syntax

CHAR(*number*)

number is a value between 1 and 255 that specifies an ANSI character.

Remarks

The character and associated numeric code are defined by Windows in the ANSI character set.

Example

```
=CHAR(70)
```
returns F

```
=CHAR(35)
returns #
```

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

CHOOSE

Description

Returns a value from a list of numbers based on the index number supplied.

Syntax

CHOOSE(*index*, *item_list*)

index is a number that refers to an item in item_list.

- *index* can be a cell reference. index can also be a formula that returns any value from 1 to 29.
- If *index* is less than 1 or greater than the number of items in *item_list*, #VALUE! is returned.
- If *index* is a fractional number, it is truncated to an integer.

item_list is a list of numbers, formulas, or text separated by commas. This argument can also be a range reference. You can specify as many as 29 items in the list.

Example

```
=CHOOSE(2,"Q1", "Q2", "Q3", "Q4")
```
returns "Q2"

```
=AVERAGE(CHOOSE(1, A1:A10, B1:B10, C1:C10))
returns the average of the contents of range A1:A10.
```

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

CLEAN

Description

Removes all non-printable characters from the supplied text.

Syntax

CLEAN(*text*)

text is any worksheet information.

Remarks

Text that is imported from another environment may require this function.

Example

```
=CLEAN("Payments " & CHAR(8) & "Due")
returns Payments Due because the character returned by CHAR(8) is non-printable
```

{button ,AL(`CHAR_Worksheet_Function;TRIM_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

CODE

Description

Returns a numeric code representing the first character of the supplied string.

Syntax

CODE(*text*)

text is any string.

Remarks

The numeric code and associated string are defined in your computer's character set. The character set used by Windows is the ANSI character set.

Example

```
=CODE("A")
```
returns 65

```
=CODE("b")
returns 98
```

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

COLUMN

Description

Returns the column number of the supplied reference.

Syntax

COLUMN(*reference*)

reference is a reference to a cell or range. Omitting the argument returns the number of the column in which COLUMN is placed.

Example

```
=COLUMN(B3)
```
returns 2

```
=COLUMN()
returns 4 if the function is entered in cell D2
```

{button ,AL(`COLUMNS_Worksheet_Function;ROW_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

COLUMNS

Description

Returns the number of columns in a range reference.

Syntax

COLUMNS(*range*)

range is a reference to a range of cells.

Example

```
=COLUMNS(A1:D5)
returns 4
```

{button ,AL(`COLUMN_Worksheet_Function;ROWS_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

COS

Description

Returns the cosine of an angle.

Syntax

COS(*number*)

number is the angle in radians. If the angle is in degrees, convert the angle to radians by multiplying the angle by **PI** ()/180.

Example

```
=COS(1.444)
```
returns .126

```
=COS(5)
returns .28
```

{button ,AL(`ACOS_Worksheet_Function;ASINH_Worksheet_Function;ATANH_Worksheet_Function;COSH_Worksheet_Function;PI_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

COSH

Description

Returns the hyperbolic cosine of a number.

Syntax

COSH(*number*)

number is any number.

Example

```
=COSH(2.10)
```
returns 4.14

```
=COSH(.24)
returns 1.03
```

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

COUNT

Description

Returns the number of values in the supplied list.

Syntax

COUNT(*value_list*)

value_list is a list of values. The list can contain as many as 30 values.

Remarks

COUNT only numerates numbers or numerical values (e.g., logical values, dates, or text representations of dates). If you supply a range, only numbers and numerical values in the range are counted. Empty cells, logical values, text, and error values in the range are ignored.

Example

```
=COUNT(5, 6, "Q2")
```
returns 2

```
=COUNT("03/06/94", "06/21/94", "10/19/94")
returns 3
```

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

COUNTA

Description

Returns the number of non-blank values in the supplied list.

Syntax

COUNTA(*expression_list*)

expression_list is a list of expressions. As many as 30 expressions can be included in the list.

Remarks

COUNTA returns the number of cells that contain data in a range. Null values ("") are counted, but references to empty cells are ignored.

Example

```
=COUNTA(32, 45, "Earnings", "")
```
returns 4

```
=COUNTA(C38:C40)
returns 0 when the specified range contains empty cells
```

{button ,AL(`AVERAGE_Worksheet_Function;COUNT_Worksheet_Function;PRODUCT_Worksheet_Function;SUM_Worksheet_Function;;',0,"Defaultoverview",)} Related Topics

DATE

Description

Returns the serial number of the supplied date.

Syntax

DATE(*year*, *month*, *day*)

year is a number from 1900 to 2078. If year is between 1920 to 2019, you can specify two digits to represent the year; otherwise specify all four digits.

month is a number representing the month (e.g., 12 represents December). If a number greater than 12 is supplied, the number is added to the first month of the specified year.

day is a number representing the day of the month. If the number you specify for day exceeds the number of days in that month, the number is added to the first day of the specified month.

Example

```
=DATE(94, 6, 21)
```
returns 34506

```
=DATE(99, 3, 6)
returns 36225
```

{button ,AL(`DATEVALUE_Worksheet_Function;DAY_Worksheet_Function;MONTH_Worksheet_Function;NOW_Worksheet_Function;TIMEVALUE_Worksheet_Function;TODAY_Worksheet_Function;YEAR_Worksheet Function;',0,"Defaultoverview",)} Related Topics

DATEVALUE

Description

Returns the serial number of a date supplied as a text string.

Syntax

DATEVALUE(*text*)

text is a date, in text format, between January 1, 1900, and December 31, 2078. If you omit the year, the current year is used.

Example

```
=DATEVALUE("3/6/94")
```
returns 34399

```
=DATEVALUE("12/25/95")
returns 35058
```

{button ,AL(`NOW_Worksheet_Function;TIMEVALUE_Worksheet_Function;TODAY_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

DAY

Description

Returns the day of the month that corresponds to the date represented by the supplied number.

Syntax

DAY(*serial_number*)

serial_number is a date represented as a serial number or as text (e.g., "06-21-94" or "21-Jun-94").

Example

```
=DAY(34399)
```
returns 6

```
=DAY("06-21-94")
returns 21
```

{button ,AL(`HOUR_Worksheet_Function;MINUTE_Worksheet_Function;MONTH_Worksheet_Function;NOW_Worksheet_Function;SECONDS_Worksheet_Function;TODAY_Worksheet_Function;WEEKDAY_Worksheet_Function;YEAR_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

DB

Description

Returns the real depreciation of an asset for a specific period of time using the fixed-declining balance method.

Syntax

DB(*cost*, *salvage*, *life*, *period* [, *months*])

cost is the initial cost of the asset.

salvage is the salvage value of the asset.

life is the number of periods in the useful life of the asset.

period is the period for which to calculate the depreciation. The time units used to determine period and life must match.

months is the number of months in the first year of the item's life. Omitting this argument assumes there are 12 months in the first year.

Example

```
=DB(10000, 1000, 7, 3)
returns 1451.52
```

{button ,AL(`DDB_Worksheet_Function;SLN_Worksheet_Function;SYD_Worksheet_Function;VDB_Worksheet_Function;;',0,"Defaultoverview",)} Related Topics

DDB

Description

Returns the depreciation of an asset for a specific period of time using the double-declining balance method or a declining balance factor you supply.

Syntax

DDB(*cost*, *salvage*, *life*, *period* [, *factor*])

cost is the initial cost of the asset.

salvage is the salvage value of the asset.

life is the number of periods in the useful life of the asset.

period is the period for which to calculate the depreciation. The time units used to determine period and life must match.

factor is the rate at which the balance declines. Omitting this argument assumes a default factor of 2, the double-declining balance factor.

Remarks

The double-declining balance method uses an accelerated rate where the highest depreciation occurs in the first period, decreasing in successive periods.

All arguments for this function must be positive numbers.

Example

```
=DDB(10000,1000, 7, 3)
returns 1457.73
```

{button ,AL(`DB_Worksheet_Function;SLN_Worksheet_Function;SYD_Worksheet_Function;VDB_Worksheet_Function;;',0,"Defaultoverview",)} Related Topics

DOLLAR

Description

Returns the specified number as text, using currency format and the supplied precision.

Syntax

DOLLAR(*number* [, *precision*])

number is a number, a formula that evaluates to a number, or a reference to a cell that contains a number.

precision is a value representing the number of decimal places to the right of the decimal point. Omitting this argument assumes two decimal places.

Example

```
=DOLLAR(1023.789)
```
returns "$1023.79"

```
=DOLLAR(495.301, -2)
returns "$500"
```

{button ,AL(`FIXED_Worksheet_Function;TEXT_Worksheet_Function;VALUE_Worksheet_Function;;;',0, "Defaultoverview",)} Related Topics

ERROR.TYPE

Description

Returns a number corresponding to an error.

Syntax

ERROR.TYPE(*error_ref*)

error_ref is a cell reference.

Remarks

The following table lists the error text and associated error numbers returned by this function.

Number	Error text
1	#NULL!
2	#DIV/0!
3	#VALUE!
4	#REF!
5	#NAME?
6	#NUM!
7	#N/A
#N/A	Other

Example

```
=ERROR.TYPE(A1)
returns 2 if the formula in cell A1 attempts to divide by zero.
```

{button ,AL(`ISERR_Worksheet_Function;ISERROR_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

EVEN

Description

Rounds the specified number up to the nearest even integer.

Syntax

EVEN(*number*)

number is any number, a formula that evaluates to a number, or a reference to a cell that contains a number.

Example

```
=EVEN(2.5)
```
returns 4

```
=EVEN(2030.45)
returns 2032
```

{button ,AL(`CEILING_Worksheet_Function;FLOOR_Worksheet_Function;INT_Worksheet_Function;ODD_Worksheet_Function;ROUND_Worksheet_Function;TRUNC_Worksheet_Function;',0,"Defaultoverview",)} **Related Topics**

EXACT

Description

Compares two expressions for identical, case-sensitive matches. True is returned if the expressions are identical; False is returned if they are not.

Syntax

EXACT(*expression1*, *expression2*)

expression1 is any text.

expression2 is any text.

Example

```
=EXACT("Match", "Match")
```
returns True

```
=EXACT("Match", "match")
returns False
```

{button ,AL(`LEN_Worksheet_Function;SEARCH_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

EXP

Description

Returns e raised to the specified power. The constant e is 2.71828182845904 (the base of the natural logarithm).

Syntax

EXP(*number*)

number is any number as the exponent.

Example

```
=EXP(2.5)
```
returns 12.18

```
=EXP(3)
returns 20.09
```

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

FACT

Description

Returns the factorial of a specified number.

Syntax

FACT(*number*)

number is any non-negative integer. If you supply a real number, FACT truncates the number to an integer before calculation.

Example

```
=FACT(2.5)
```
returns 2

```
=FACT(6)
returns 720
```

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

FALSE

Description

Returns the logical value False. This function always requires the trailing parentheses.

Syntax

FALSE()

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

FIND

Description

Searches for a string of text within another text string and returns the character position at which the search string first occurs.

Syntax

FIND(*search_text*, *text* [, *start_position*])

search_text is the text to find. If you specify an empty string (""), FIND matches the first character in *text*.

text is the text to be searched.

start_position is the character position in *text* where the search begins. The first character in *text* is character number 1. When you omit this argument, the default starting position is character number 1.

Remarks

FIND is case-sensitive. You cannot use wildcard characters in the *search_text*.

Example

```
=FIND("time", "There's no time like the present")
```
returns 12

```
=FIND("4", "Aisle 4, Part 123-4-11", 9)
returns 19
```

{button ,AL(`EXACT_Worksheet_Function;LEN_Worksheet_Function;MID_Worksheet_Function;SEARCH_Worksheet_Function;;',0,"Defaultoverview",)} **Related Topics**

FIXED

Description

Rounds a number to the supplied precision, formats the number in decimal format, and returns the result as text.

Syntax

FIXED(*number* [, *precision*][, *no_commas*])

number is any number.

precision is the number of digits that appear to the right of the decimal place. When this argument is omitted, a default precision of 2 is used. If you specify negative precision, number is rounded to the left of the decimal point. You can specify a precision as great as 127 digits.

no_commas determines if thousands separators (commas) are used in the result. Use 1 to exclude commas in the result. If *no_commas* is 0 or the argument is omitted, thousands separators are included (e.g., 1,000.00).

Example

```
=FIXED(2000.5, 3)
```
returns "2,000.500"

```
=FIXED(2009.5, -1, 1)
returns "2010"
```

{button ,AL(`DOLLAR_Worksheet_Function;ROUND_Worksheet_Function;TEXT_Worksheet_Function;VALUE_Worksheet_Function;;',0,"Defaultoverview",)} Related Topics

FLOOR

Description

Rounds a number down to the nearest multiple of a specified significance.

Syntax

FLOOR(*number*, *significance*)

number is the value to round.

significance is the multiple to which to round.

Remarks

Regardless of the sign of the number, the value is rounded down, toward zero. If number is an exact multiple of significance, no rounding occurs.

If *number* or *significance* is non-numeric, #NAME? is returned. When the arguments have opposite signs, #NUM! is returned.

Example

```
=FLOOR(1.23459, .05)
```
returns 1.2

```
=FLOOR(-148.24, -2)
returns -148
```

{button ,AL(`CEILING_Worksheet_Function;EVEN_Worksheet_Function;INT_Worksheet_Function;ODD_Worksheet_Function;ROUND_Worksheet_Function;TRUNC_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

FV

Description

Returns the future value of an annuity based on regular payments and a fixed interest rate.

Syntax

FV(*interest*, *nper*, *payment* [, *pv*] [, *type*])

interest is the fixed interest rate.

nper is the number of payments in an annuity.

payment is the fixed payment made each period.

pv is the present value, or the lump sum amount, the annuity is currently worth. When you omit this argument, a present value of 0 is assumed.

type indicates when payments are due. Use 0 if payments are due at the end of the period or 1 if payments are due at the beginning of the period. When you omit this argument, 0 is assumed.

Remarks

The units used for *interest* must match those used for *nper*. For example, if the annuity has an 8% annual interest rate over a period of 5 years, specify 8%/12 for *interest* and 5*12 for *nper*.

Cash paid out, such as a payment, is shown as a negative number. Cash received, such as a dividend check, is shown as a positive number.

Example

```
=FV(5%, 8, -500)
```
returns 4,774.55

```
=FV(10%/12, 240, -700, 1)
returns 531,550.86
```

{button ,AL(`IMPT_Worksheet_Function;NPER_Worksheet_Function;PMT_Worksheet_Function;PPMT_Worksheet_Function;PV_Worksheet_Function;RATE_Worksheet_Function;',0,"Defaultoverview",)} _
Related Topics

HLOOKUP

Description

Searches the top row of a table for a value and returns the contents of a cell in that table that corresponds to the location of the search value.

Syntax

HLOOKUP(*search_item*, *search_range*, *row_index*)

search_item is a value, text string, or reference to a cell containing a value that is matched against data in the top row of search_range.

search_range is a reference to the range (table) to be searched. The cells in the first row of search_range can contain numbers, text, or logical values. The contents of the first row must be in ascending order (e.g., -2, -1, 0, 2...A through Z, False, True). Text searches are not case-sensitive.

row_index is the row in search_range from which the matching value is returned.

- *row_index* can be a number from 1 to the number of rows in search_range.
- If *row_index* is less than 1, #VALUE! is returned.
- When *row_index* is greater than the number of rows in the table, #REF! is returned.

Remarks

HLOOKUP compares the information in the top row of *search_range* to the supplied *search_item*. When a match is found, information located in the same column and supplied row (*row_index*) is returned.

If *search_item* cannot be found in the top row of *search_range*, the largest value that is less than *search_item* is used. When *search_item* is less than the smallest value in the first row of the *search_range*, #REF! is returned.

Example

	A	B	C	D	E	F
1	1		Midwest	Northeast	Pacific	South
2	2	Q1	48.23	278.21	61.97	164.8
3	3	Q2	163.83	22.63	161.73	183.96
4	4	Q3	43.96	233.56	278.16	171.98
5	5	Q4	245.69	167.09	245.23	163.00

In the preceding datasheet:

```
=HLOOKUP("Northeast", B1:E5, 3)
```

returns 22.63

```
=HLOOKUP("Pacific", B1:E5, 7)
```

returns #REF!

{button ,AL(`INDEX_Worksheet_Function;LOOKUP_Worksheet_Function;MATCH_Worksheet_Function; VLOOKUP_Worksheet_Function;;',0,"Defaultoverview",)} **Related Topics**

HOUR

Description

Returns the hour component of the specified time in 24-hour format.

Syntax

HOUR(*serial_number*)

serial_number is the time as a serial number. The decimal portion of the number represents time as a fraction of the day.

Remarks

The result is an integer ranging from 0 (12:00 AM) to 23 (11:00 PM).

Example

```
=HOUR(34259.4)
```
returns 9

```
=HOUR(34619.976)
returns 23
```

{button ,AL(`DAY_Worksheet_Function;MINUTE_Worksheet_Function;MONTH_Worksheet_Function;NOW_Worksheet_Function;SECONDS_Worksheet_Function;WEEKDAY_Worksheet_Function;YEAR_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

IF

Description

Tests the condition and returns the specified value.

Syntax

IF(*condition*, *true_value*, *false_value*)

condition is any logical expression.

true_value is the value to be returned if condition evaluates to True.

false_value is the value to be returned if condition evaluates to False.

Example

```
=IF(A1>10, "Greater", "Less")
returns Greater if the contents of A1 are greater than 10 and Less if the contents of A1 are
less than 10.
```

{button ,AL(`AND_Worksheet_Function;FALSE_Worksheet_Function;NOT_Worksheet_Function;OR_Worksheet_Function;TRUE_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

INDEX

Description

Returns the contents of a cell from a specified range.

Syntax

INDEX(*reference* [, *row*] [, *column*] [, *range_number*])

reference is a reference to one or more ranges.

- If *reference* specifies more than one range, separate each reference with a comma and enclose *reference* in parentheses (e.g., (A1:C6, B7:E14, F4)).
- If each range in *reference* contains only one row or column, you can omit the row or column argument. For example, if *reference* is A1:A15, you can omit the *column* argument (e.g., INDEX(A1:A15, 3,, 1)).

row is the row number in reference from which to return data.

column is column number in reference from which to return data.

range_number specifies the range from which data is returned if *reference* contains more than one range. For example, if *reference* is (A1:A10, B1:B5, D14:E23), A1:A10 is *range_number* 1, B1:B5 is *range_number* 2, and D14:E23 is *range_number* 3.

Remarks

If *row*, *column*, and *range_number* do not point to a cell within *reference*, #REF! is returned. If *row* and *column* are omitted, INDEX returns the range in *reference* specified by *range_number*.

Example

	A	B	C	D	E
1	Sales Group 1			Sales Group 2	
2	Adams	$ 1,225.14		Cash	$ 1,819.47
3	Baker	$ 1,415.35		Johnson	$ 1,733.67
4	Martinez	$ 1,573.57		Nelson	$ 1,138.23
5	Smith	$ 1,469.78		Randall	$ 1,634.58
6	White	$ 1,390.89		Schultz	$ 1,093.82

In the preceding worksheet:

```
=INDEX(A2:B6, 2, 2)
```

returns $1415.35

```
=INDEX((A2:B6, D2:E6), 4, 2, 2)
returns $1634.58
```

{button ,AL(`CHOOSE_Worksheet_Function;HLOOKUP_Worksheet_Function;LOOKUP_Worksheet_Function;MATCH_Worksheet_Function;VLOOKUP_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

INDIRECT

Description

Returns the contents of the cell referenced by the specified cell.

Syntax

INDIRECT(*ref_text* [, *a1*])

ref_text is a reference to a cell that references a third cell. If *ref_text* is not a valid reference, #REF! is returned.

a1 is the reference format. This argument must be TRUE() to represent an A1 reference format.

Example

```
=INDIRECT(C1)
returns the contents of the cell that C1 references. If C1 contains "D1", the contents of D1
are returned by INDIRECT.
```

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

INT

Description

Rounds the supplied number down to the nearest integer.

Syntax

INT(*number*)

number is any real numbers.

Example

```
=INT(10.99)
```
returns 10

```
=INT(-10.99)
returns -11
```

{button ,AL(`CEILING_Worksheet_Function;FLOOR_Worksheet_Function;MOD_Worksheet_Function;ROUND_Worksheet_Function;TRUNC_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

IPMT

Description

Returns the interest payment of an annuity for a given period, based on regular payments and a fixed periodic interest rate.

Syntax

IPMT(*interest*, *per*, *nper*, *pv*, [*fv*,] [*type*])

interest is the fixed periodic interest rate.

per is the period for which to return the interest payment. This number must be between 1 and *nper*.

nper is the number of payments.

pv is the present value, or the lump sum amount the annuity is currently worth.

fv is the future value, or the value after all payments are made. If this argument is omitted, the future value is assumed to be 0.

type indicates when payments are due. Use 0 if payments are due at the end of the period or 1 if payments are due at the beginning of the period. When you omit this argument, 0 is assumed.

Remarks

The units used for *interest* must match those used for *nper*. For example, if the annuity has an 8% annual interest rate over a period of 5 years, specify 8%/12 for *interest* and 5*12 for *nper*.

Cash paid out, such as a payment, is shown as a negative number. Cash received, such as a dividend check, is shown as a positive number.

Example

```
=IPMT(8%/12, 2, 48, 18000)
```
returns -117.87

```
=IPMT(8%/12, 2, 48, 18000, 0, 1)
returns -117.09
```

{button ,AL(`FV_Worksheet_Function;PMT_Worksheet_Function;PPMT_Worksheet_Function;RATE_Worksheet_Function;;',0,"Defaultoverview",)} Related Topics

IRR

Description

Returns internal rate of return for a series of periodic cash flows.

Syntax

IRR(*cash_flow* [, *guess*])

cash_flow is a reference to a range that contains values for which to calculate the internal rate of return. The values must contain at least one positive and one negative value.

- During calculation, IRR uses the order in which the values appear to determine the order of the cash flow.
- Text, logical values, and empty cells in the range are ignored.

guess is the estimate of the internal rate of return. If no argument is supplied, a rate of return of 10 percent is assumed.

Remarks

The internal rate of return is the interest rate received for an investment consisting of payments (specified by negative numbers) and investments (specified by positive numbers).

IRR is calculated iteratively, cycling through the calculation until the result is accurate to .00001 percent. If the result cannot be found after 20 iterations, #NUM! is returned. When this occurs, supply a different value for guess.

Example

	A	B
1	Investment	($60,000.00)
2	1989 income	$9,590.00
3	1990 income	$10,580.00
4	1991 income	$12,790.00
5	1992 income	$15,830.00
6	1993 income	$18,930.00

In the preceding worksheet:

```
=IRR(B1:B6)
returns 3.72%

=IRR(B1:B3, -20%)
returns -49.26%
```

{button ,AL(`MIRR_Worksheet_Function;NPV_Worksheet_Function;RATE_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

ISBLANK

Description

Determines if the specified cell is blank.

Syntax

ISBLANK(*reference*)

reference is a reference to any cell.

Remarks

If the referenced cell is blank, True is returned. False is returned if the cell is not blank.

Example

```
=ISBLANK(A1)
returns True if A1 is a blank cell.
```

{button ,AL(`ISERR_Worksheet_Function;ISERROR_Worksheet_Function;ISLOGICAL_Worksheet_Function;ISNA_Worksheet_Function;ISNONTEXT_Worksheet_Function;ISNUMBER_Worksheet_Function;ISREF_Worksheet_Function;ISTEXT_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

ISERR

Description

Determines if the specified expression returns an error value.

Syntax

ISERR(*expression*)

expression is any expression.

Remarks

If the expression returns any error except #N/A!, True is returned. Otherwise, False is returned.

Example

```
=ISERR(A1)
returns True if A1 contains a formula that returns an error (e.g., #NUM!).
```

{button ,AL(`ISBLANK_Worksheet_Function;ISERROR_Worksheet_Function;ISLOGICAL_Worksheet_Function;ISNA_Worksheet_Function;ISNONTEXT_Worksheet_Function;ISNUMBER_Worksheet_Function;ISREF_Worksheet_Function;ISTEXT_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

ISERROR

Description

Determines if the specified expression returns an error value.

Syntax

ISERROR(*expression*)

expression is any expression.

Remarks

If the expression returns any error value (e.g., #N/A!, #VALUE!, #REF!, #DIV/0!, #NUM!, #NAME?, or #NULL!), True is returned. Otherwise, False is returned.

Example

```
=ISERROR(4/0)
```
returns True

```
=ISERROR(A1)
returns False if A1 contains a formula that does not return an error.
```

{button ,AL(`ISERR_Worksheet_Function;ISBLANK_Worksheet_Function;ISLOGICAL_Worksheet_Function;ISNA_Worksheet_Function;ISNONTEXT_Worksheet_Function;ISNUMBER_Worksheet_Function;ISREF_Worksheet_Function;ISTEXT_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

ISLOGICAL

Description

Determines if the specified expression returns a logical value.

Syntax

ISLOGICAL(*expression*)

expression is any expression.

Remarks

If the expression returns a logical value, True is returned. Otherwise, False is returned.

Example

```
=ISLOGICAL(ISBLANK(A1))
returns True because ISBLANK returns a logical value.
```

{button ,AL(`ISERR_Worksheet_Function;ISERROR_Worksheet_Function;ISBLANK_Worksheet_Function;ISNA_Worksheet_Function;ISNONTEXT_Worksheet_Function;ISNUMBER_Worksheet_Function;ISREF_Worksheet_Function;ISTEXT_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

ISNA

Description

Determines if the specified expression returns the value not available error.

Syntax

ISNA(expression)

expression is any expression.

Remarks

If the expression returns the #N/A! error, True is returned. Otherwise, False is returned.

Example

```
=ISNA(A1)
returns True if cell A1 contains the NA() function or returns the error value #N/A!.
```

{button ,AL(`ISERR_Worksheet_Function;ISERROR_Worksheet_Function;ISLOGICAL_Worksheet_Function;ISBLANK_Worksheet_Function;ISNONTEXT_Worksheet_Function;ISNUMBER_Worksheet_Function;ISREF_Worksheet_Function;ISTEXT_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

ISNONTEXT

Description

Determines if the specified expression is not text.

Syntax

ISNONTEXT(expression)

expression is any expression.

Remarks

If the expression returns any value that is not text, True is returned. Otherwise, False is returned.

Example

```
=ISNONTEXT(F3)
```

returns True if cell F3 contains a number or is a blank cell.

```
=ISNONTEXT("text")
returns False.
```

{button ,AL(`ISERR_Worksheet_Function;ISERROR_Worksheet_Function;ISLOGICAL_Worksheet_Function;ISNA_Worksheet_Function;ISBLANK_Worksheet_Function;ISNUMBER_Worksheet_Function;ISREF_Worksheet_Function;ISTEXT_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

ISNUMBER

Description

Determines if the specified expression is a number.

Syntax

ISNUMBER(expression)

expression is any expression.

Remarks

If the expression returns a number, True is returned. Otherwise, False is returned. If the expression returns a number represented as text (e.g., "12"), False is returned.

Example

```
=ISNUMBER(123.45)
```
returns True

```
=ISNUMBER("123")
returns False
```

{button ,AL(`ISERR_Worksheet_Function;ISERROR_Worksheet_Function;ISLOGICAL_Worksheet_Function;ISNA_Worksheet_Function;ISNONTEXT_Worksheet_Function;ISBLANK_Worksheet_Function;ISREF_Worksheet_Function;ISTEXT_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

ISREF

Description

Determines if the specified expression is a range reference.

Syntax

ISREF(*expression*)

expression is any expression.

Remarks

If the expression returns a range reference, True is returned. Otherwise, False is returned.

Example

```
=ISREF(A3)
returns True
```

{button ,AL(`ISERR_Worksheet_Function;ISERROR_Worksheet_Function;ISLOGICAL_Worksheet_Function;ISNA_Worksheet_Function;ISNONTEXT_Worksheet_Function;ISNUMBER_Worksheet_Function;ISBLANK_Worksheet_Function;ISTEXT_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

ISTEXT

Description

Determines if the specified expression is text.

Syntax

ISTEXT(expression)

expression is any expression.

Remarks

If the expression returns text, True is returned. Otherwise, False is returned.

Example

```
=ISTEXT("2nd Quarter")
returns True
```

{button ,AL(`ISERR_Worksheet_Function;ISERROR_Worksheet_Function;ISLOGICAL_Worksheet_Function;ISNA_Worksheet_Function;ISNONTEXT_Worksheet_Function;ISNUMBER_Worksheet_Function;ISREF_Worksheet_Function;ISBLANK_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

LEFT

Description

Returns the leftmost characters from the specified text string.

Syntax

LEFT(*text* [, *num_chars*])

text is any text string.

num_chars is the number of characters to return. This value must be greater than or equal to zero. If *num_chars* is greater than the number of characters in the text, the entire string is returned. Omitting this argument assumes a value of 1.

Example

```
=LEFT("2nd Quarter")
```
returns "2"

```
=LEFT("2nd Quarter", 3)
```
returns "2nd"

{button ,AL(`MID_Worksheet_Function;RIGHT_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

LEN

Description

Returns the number of characters in the supplied text string.

Syntax

LEN(*text*)

text is any text string. Spaces in the string are counted as characters.

Example

```
=LEN("3rd Quarter")
```
returns 11

```
=LEN("1-3")
returns 3
```

{button ,AL(`EXACT_Worksheet_Function;SEARCH_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

LN

Description

Returns the natural logarithm (based on the constant e) of a number.

Syntax

LN(*number*)

number is any positive real number.

Remarks

LN is the inverse of the EXP function.

Example

```
=LN(12.18)
```
returns 2.50

```
=LN(20.09)
returns 3.00
```

{button ,AL(`EXP_Worksheet_Function;LOG_Worksheet_Function;LOG10_Worksheet_Function;;;',0,"Defaultoverview",)} **Related Topics**

LOG

Description

Returns the logarithm of a number to the specified base.

Syntax

LOG(*number* [, *base*])

number is any positive real number.

base is the base of the logarithm. Omitting this argument assumes a base of 10.

Example

```
=LOG(1)
```
returns 0

Example

```
=LOG(1)
```
returns 0

```
=LOG(10)
returns 1returns 1
```

{button ,AL(`EXP_Worksheet_Function;LN_Worksheet_Function;LOG10_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

LOG10

Description

Returns the base-10 logarithm of a number.

Syntax

LOG10(*number*)

number is any positive real number.

Example

```
=LOG10(260)
```
returns 2.41

```
=LOG10(100)
```
returns 2

{button ,AL(`EXP_Worksheet_Function;LN_Worksheet_Function;LOG_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

LOOKUP

Description

Searches for a value in one range and returns the contents of the corresponding position in a second range.

Syntax

LOOKUP(*lookup_value*, *lookup_range*, *result_range*)

lookup_value is the value for which to search in the first range.

lookup_range is the first range to search and contains only one row or one column.

- The range can contain numbers, text, or logical values.
- To search *lookup_range* correctly, the expressions in the range must be placed in ascending order (e.g., -2, -1, 0, 1, 2...A through Z, False, True). The search is not case-sensitive.

result_range is a range of one row or one column that is the same size as *lookup_range*.

Remarks

If *lookup_value* does not have an exact match in *lookup_range*, the largest value that is less than or equal to *lookup_value* is found and the corresponding position in *result_range* is returned. When *lookup_value* is smaller than the data in *lookup_range*, #N/A is returned.

Example

	A	B
1	**Region**	**Headquarters**
2	Midwest	Kansas City
3	North	Detroit
4	Northeast	Philadelphia
5	Pacific	Portland
6	South	Atlanta
7	Soutwest	Phoenix

In the preceding worksheet:

```
=LOOKUP("North", A2:A7, B2:B7)
```

returns Detroit

```
=LOOKUP("Alabama", A2:A7, B2:B7)
returns #N/A
```

{button ,AL(`HLOOKUP_Worksheet_Function;INDEX_Worksheet_Function;VLOOKUP_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

LOWER

Description

Changes the characters in the specified string to lowercase characters. Numeric characters in the string are not changed.

Syntax

LOWER(*text*)

text is any string.

Example

```
=LOWER("3rd Quarter")
```
returns "3rd quarter"

```
=LOWER("JOHN DOE")
returns "john doe"
```

{button ,AL(`PROPER_Worksheet_Function;UPPER_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

MATCH

Description

A specified value is compared against values in a range. The position of the matching value in the search range is returned.

Syntax

MATCH(*lookup_value*, *lookup_range*, *comparison*)

lookup_value is the value against which to compare. It can be a number, text, or logical value or a reference to a cell that contains one of those values.

lookup_range is the range to search and contains only one row or one column. The range can contain numbers, text, or logical values.

comparison is a number that represents the type of comparison to be made between *lookup_value* and the values in *lookup_range*. When you omit this argument, comparison method 1 is assumed.

- When comparison is 1, the largest value that is less than or equal to *lookup_value* is matched. When using this comparison method, the values in *lookup_range* must be in ascending order (e.g., ...-2, -1, 0, 1, 2..., A through Z, False, True).
- When comparison is 0, the first value that is equal to *lookup_value* is matched. When using this comparison method, the values in *lookup_range* can be in any order.
- When comparison is -1, the smallest value that is greater than or equal to *lookup_value* is matched. When using this comparison method, the values in *lookup_range* must be in descending order (e.g., True, False, Z through A, ...2, 1, 0, -1, -2...).

Remarks

When using comparison method 0 and *lookup_value* is text, *lookup_value* can contain wildcard characters. The wildcard characters are * (asterisk), which matches any sequence of characters, and ? (question mark), which matches any single character.

When no match is found for *lookup_value*, #N/A is returned.

Example

	A	B
1	Mfr Code	Stock No.
2	BAJ	0677
3	DOD	0753
4	FMH	0816
5	JMR	0913
6	PLY	7534
7	TJL	7763

In the preceding datasheet:

```
=MATCH(7600, B2:B7,1)
```

returns 5

```
=MATCH("D*", A2:A7,0)
```

returns 2

{button ,AL(`HLOOKUP_Worksheet_Function;INDEX_Worksheet_Function;LOOKUP_Worksheet_Function;VLOOKUP_Worksheet_Function;;',0,"Defaultoverview",)} Related Topics

MAX

Description

Returns the largest value in the specified list of numbers.

Syntax

MAX(*number_list*)

number_list is a list of as many as 30 numbers, separated by commas.

- The list can contain numbers, logical values, text representations of numbers, or a reference to a range containing those values.
- Error values or text that cannot be translated into numbers return errors.
- If a range reference is included in the list, text, logical expression s, and empty cells in the range are ignored.
- If there are no numbers in the list, 0 is returned.

Example

```
=MAX(50, 100, 150, 500, 200)
```

returns 500

```
=MAX(A1:F12)
returns the largest value in the range
```

{button ,AL(`AVERAGE_Worksheet_Function;MIN_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

MID

Description

Returns the specified number of characters from a text string, beginning with the specified starting position.

Syntax

MID(*text*, *start_position*, *num_chars*)

text is the string from which to return characters.

start_position is the position of the first character to return from text.

- If *start_position* is 1, the first character in text is returned.
- If *start_position* is greater than the number of characters in text, an empty string ("") is returned.
- If *start_position* is less than 1, #VALUE! is returned.

num_chars is the number of characters to return. If *num_chars* is negative, #VALUE! is returned.

Remarks

If *start_position* plus the number of characters in *num_chars* exceeds the length of text, the characters from *start_position* to the end of text are returned.

Example

```
=MID("Travel Expenses", 8, 8)
```
returns "Expenses"

```
=MID("Part #45-7234", 7, 2)
returns 45
```

{button ,AL(`CODE_Worksheet_Function;FIND_Worksheet_Function;LEFT_Worksheet_Function;RIGHT_Worksheet_Function;SEARCH_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

MIN

Description

Returns the smallest value in the specified list of numbers.

Syntax

MIN(*number_list*)

number_list is a list of as many as 30 numbers, separated by commas.

- The list can contain numbers, logical values, text representations of numbers, or a reference to a range containing those values.
- Error values or text that cannot be translated into numbers return errors.
- If a range reference is included in the list, text, logical expressions, and empty cells in the range are ignored.
- If there are no numbers in the list, 0 is returned.

Example

```
=MIN(50, 100, 150, 500, 200)
```

returns 50

```
=MIN(A1:F12)
returns the smallest value in the range
```

{button ,AL(`AVERAGE_Worksheet_Function;MAX_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

MINUTE

Description

Returns the minute that corresponds to the supplied date.

Syntax

MINUTE(*serial_number*)

serial_number is the time as a serial number. The decimal portion of the number represents time as a fraction of the day.

Remarks

The result is an integer ranging from 0 to 59.

Example

```
=MINUTE(34506.4)
```
returns 36

```
=MINUTE(34399.825)
returns 48
```

{button ,AL(`DAY_Worksheet_Function;HOUR_Worksheet_Function;MONTH_Worksheet_Function;NOW_Worksheet_Function;SECONDS_Worksheet_Function;WEEKDAY_Worksheet_Function;YEAR_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

MIRR

Description

Returns the modified internal rate of return for a series of periodic cash flows.

Syntax

MIRR(*cash_flows*, *finance_rate*, *reinvest_rate*)

cash_flow is a reference to a range that contains values for which to calculate the modified internal rate of return. The values must contain at least one positive and one negative value.

- During calculation, MIRR uses the order in which the values appear to determine the order of cash flow.
- Values that represent cash received should be positive; negative values represent cash paid.
- Text, logical values, and empty cells in the range are ignored.

finance_rate is the interest rate paid on money used in the cash flow.

reinvest_rate is the interest rate received on money reinvested from the cash flow.

Remarks

The modified internal rate of return considers the cost of the investment and the interest received on the reinvestment of cash.

Example

	A	B
1	Investment	($60,000.00)
2	1989 income	$9,590.00
3	1990 income	$10,580.00
4	1991 income	$12,790.00
5	1992 income	$15,830.00
6	1993 income	$18,930.00

In the preceding worksheet:

```
=MIRR(B1:B6, 12%, 8%)
```

returns 5.20%

```
=MIRR(B1:B3, 12%, 8%)
returns -40.93%
```

{button ,AL(`IRR_Worksheet_Function;NPV_Worksheet_Function;RATE_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

MOD

Description

Returns the remainder after dividing a number by a specified divisor.

Syntax

MOD(*number*, *divisor*)

number is any number.

divisor is any non-zero number. If *divisor* is 0, #DIV/0! is returned.

Example

```
=MOD(-23, 3)
```
returns 1

```
=MOD(-23, -3)
```
returns -2

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

MONTH

Description

Returns the month that corresponds to the supplied date.

Syntax

MONTH(*serial_number*)

serial_number is the date as a serial number or as text (e.g., "06-21-94" or "21-Jun-94").

Remarks

MONTH returns a number ranging from 1 (January) to 12 (December).

Example

```
=MONTH("06-21-94")
```
returns 6

```
=MONTH(34626)
returns 10
```

{button ,AL(`DAY_Worksheet_Function;HOUR_Worksheet_Function;MINUTE_Worksheet_Function;NOW_Worksheet_Function;SECONDS_Worksheet_Function;WEEKDAY_Worksheet_Function;YEAR_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

N

Description

Tests the supplied value and returns the value if it is a number.

Syntax

N(*value*)

value is a value or a reference to a cell containing a value to test.

Remarks

Numbers are returned as numbers, serial numbers formatted as dates are returned as serial numbers, and the logical function TRUE() is returned as 1. All other expressions return 0.

Example

```
=N(32467)
```
returns 32467

```
=N(A4)
returns 1 if A4 contains the logical function True
```

{button ,AL(`T_Worksheet_Function;VALUE_Worksheet_Function;;;;',0,"Defaultoverview",)} Related Topics

NA

Description

Returns the error value #N/A, which represents "not available."

Syntax

NA()

Remarks

Use NA to mark cells that lack data without leaving them empty. Empty cells may not be correctly represented in some calculations.

Although NA does not use arguments, you must supply the empty parentheses to correctly reference the function.

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

NOT

Description

Returns a logical value that is the opposite of its value.

Syntax

NOT(*logical*)

logical is an expression that returns a logical value (e.g., True or False).

Remarks

If logical is false, NOT returns True. Conversely, if logical is true, NOT returns False.

Example

```
=NOT(TRUE())
```
returns False

```
=NOT(MONTH("12/25/94") = 12)
returns False
```

{button ,AL(`AND_Worksheet_Function;IF_Worksheet_Function;OR_Worksheet_Function;;;',0,"Default overview",)} Related Topics

NOW

Description

Returns the current date and time as a serial number.

Syntax

NOW()

Remarks

In a serial number, numbers to the left of the decimal point represent the date; numbers to the right of the decimal point represent the time. The result of this function changes only when a recalculation of the worksheet occurs.

{button ,AL(`DAY_Worksheet_Function;HOUR_Worksheet_Function;MINUTE_Worksheet_Function;MONTH_Worksheet_Function;SECONDS_Worksheet_Function;WEEKDAY_Worksheet_Function;YEAR_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

NPER

Description

Returns the number of periods of an investment based on regular periodic payments and a fixed interest rate.

Syntax

NPER(*interest*, *pmt*, *pf* [, *fv*] [, *type*])

interest is the fixed interest rate.

pmt is the fixed payment made each period. Generally, pmt includes the principle and interest, not taxes or other fees.

pf is the present value, the lump-sum amount that a series of future payments is currently worth.

fv is the future value, the balance to attain after the final payment. Omitting this argument assumes a future balance of 0.

type indicates when payments are due. Use 0 if payments are due at the end of the period or 1 if payments are due at the beginning of the period. When you omit this argument, 0 is assumed.

Example

```
=NPER(12%/12, -350, -300, 16000, 1)
```
returns 36.67

```
=NPER(1%, -350, -300, 16000)
```
returns 36.98

{button ,AL(`FV_Worsheet_Function;IPMT_Worsheet_Function;PMT_Worsheet_Function;PPMT_Worsheet_Function;PV_Worsheet_Function;RATE_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

NPV

Description

Returns the net present value of an investment based on a series of periodic payments and a discount rate.

Syntax

NPV(*discount_rate*, *value_list*)

discount_rate is the rate of discount for one period.

value_list is a list of as many as 29 arguments or a reference to a range that contains values that represent payments and income.

- During calculation, NPV uses the order in which the values appear to determine the order of cash flow.
- Numbers, empty cells, and text representations of numbers are included in the calculation. Errors and text that cannot be translated into numbers are ignored.
- If *value_list* is a range reference, only numeric data in the range is included in the calculation. Other types of data in the range (e.g., empty cells, logical values, text, and error values) are ignored.

Remarks

The time span NPV uses for calculation begins one period before the first cash flow date and ends when the last cash flow payment is made. This function is based on future cash flows. When your first cash flow occurs at the beginning of the first period, the first value must be added to the NPV result, not supplied as a value in *value_list*.

Example

```
=NPV(8%, -12000, 3000, 3000, 3000, 7000)
returns 811.57
```

{button ,AL(`FV_Worsheet_Function;IRR_Worsheet_Function;PV_Worsheet_Function;;;',0,"Defaultoverview",)} Related Topics

ODD

Description

Rounds the specified number up to the nearest odd integer.

Syntax

ODD(*number*)

number is any number, a formula that evaluates to a number, or a reference to a cell that contains a number.

Example

```
=ODD(3.5)
```
returns 5

```
=ODD(6)
```
returns 7

{button ,AL(`CEILING_Worsheet_Function;EVEN_Worsheet_Function;FLOOR_Worsheet_Function;INT_Worsheet_Function;ROUND_Worsheet_Function;TRUNC_Worksheet_Function;',0,"Defaultoverview",)}
Related Topics

OFFSET

Description

Returns the contents of a range that is offset from a starting point in the datasheet.

Syntax

OFFSET(*reference*, *rows*, *columns* [, *height*] [, *width*])

reference is a reference to a cell from which the offset reference is based. If you specify a range reference, #VALUE! is returned.

rows is the number of rows from reference that represents the upper-left cell of the offset range. A positive number represents rows below the starting cell; a negative number represents rows above the starting cell. If *rows* places the upper-left cell of the offset range outside the datasheet boundary, #REF! is returned.

columns is the number of columns from reference that represents the upper-left cell of the offset range. A positive number represents columns right of the starting cell; a negative number represents columns left of the starting cell. If *columns* places the upper-left cell of the offset range outside the datasheet boundary, #REF! is returned.

height is a positive number representing the number of rows to include in the offset range. Omitting this argument assumes a single row .

width is a positive number representing the number of columns to include in the offset range. Omitting this argument assumes a single column.

Remarks

OFFSET does not change the current selection in the worksheet. Because it returns a reference, OFFSET can be used in any function that requires or uses a cell or range reference as an argument.

Example

```
=OFFSET(B1, 3, 2, 1, 1)
```
returns the contents of cell D4

```
=SUM(OFFSET(A1, 2, 4, 3, 2))
```
equals the sum of the range E3:F5

OR

Description

Returns True if at least one of a series of logical arguments is true.

Syntax

OR(*logical_list*)

logical_list is a list of conditions separated by commas. You can include as many as 30 conditions in the list. The list can contain logical values or a reference to a range containing logical values. Text and empty cells are ignored. If there are no logical values in the list, the error value #VALUE! is returned.

Example

```
=OR(1 + 1 = 1, 5 + 5 = 10)
returns True because one of the arguments is true.
```

{button ,AL(`AND_Worsheet_Function;IF_Worsheet_Function;NOT_Worsheet_Function;;;',0,"Defaultoverview",)} Related Topics

PI

Description

Returns the value of pi (π), which is approximately 3.14159265358979 when calculated to 15 significant digits.

Syntax

PI()

Remarks

Although PI does not use arguments, you must supply the empty parentheses to correctly reference the function.

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

PMT

Description

Returns the periodic payment of an annuity, based on regular payments and a fixed periodic interest rate.

Syntax

PMT(*interest*, *nper*, *pv* [, *fv*] [, *type*])

interest is the fixed periodic interest rate.

nper is the number of periods in the annuity.

pv is the present value, or the amount the annuity is currently worth.

fv is the future value, or the amount the annuity will be worth. When you omit this argument, a future value of 0 is assumed.

type indicates when payments are due. Use 0 if payments are due at the end of the period or 1 if payments are due at the beginning of the period. When you omit this argument, 0 is assumed.

Remarks

PMT returns only the principal and interest payment, it does not include taxes or other fees.

The units used for interest must match those used for nper. For example, if the annuity has an 8% annual interest rate over a period of 5 years, specify 8%/12 for interest and 5*12 for nper.

Cash paid out, such as a payment, is shown as a negative number. Cash received, such as a dividend check, is shown as a positive number.

Example

```
=PMT(8%/12, 48, 18000)
```
returns -439.43

```
=PMT(8%/12, 48, 18000, 0, 1)
returns -436.52
```

{button ,AL(`IPMT_Worsheet_Function;FV_Worsheet_Function;NPER_Worsheet_Function;PPMT_Worsheet_Function;PV_Worsheet_Function;RATE_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

PPMT

Description

Returns the principle paid on an annuity for a given period.

Syntax

PPMT(*interest*, *per*, *nper*, *pv*, [*fv*,] [*type*])

interest is the fixed periodic interest rate.

per is the period for which to return the principle.

nper is the number of periods in the annuity.

pv is the present value, or the amount the annuity is currently worth.

fv is the future value, or the amount the annuity will be worth. When you omit this argument, a future value of 0 is assumed.

type indicates when payments are due. Use 0 if payments are due at the end of the period or 1 if payments are due at the beginning of the period. When you omit this argument, 0 is assumed.

Remarks

The units used for interest must match those used for nper. For example, if the annuity has an 8% annual interest rate over a period of 5 years, specify 8%/12 for interest and 5*12 for nper.

Example

```
=PPMT(8%/12, 2, 48, 18000)
```
returns -321.56

```
=PPMT(8%/12, 2, 48, 18000, 0, 1)
```
returns -319.43

{button ,AL(`IPMT_Worsheet_Function;FV_Worsheet_Function;NPER_Worsheet_Function;PMT_Worsheet_Function;PV_Worsheet_Function;RATE_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

PRODUCT

Description

Multiplies a list of numbers and returns the result.

Syntax

PRODUCT(*number_list*)

number_list is a list of as many as 30 numbers, separated by commas.

- The list can contain numbers, logical values, text representations of numbers, or a reference to a range containing those values.
- Error values or text that cannot be translated into numbers return errors.
- If a range reference is included in the list, text, logical expressions, and empty cells in the range are ignored.
- All numeric values, including 0, are used in the calculation.

Example

```
=PRODUCT(1, 2, 3, 4)
returns 24
```

{button ,AL(`FACT_Worksheet_Function;SUM_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

PROPER

Description

Returns the specified string in proper-case format.

Syntax

PROPER(*text*)

text is any string.

Remarks

In proper-case format, the first alphabetic character in a word is capitalized. If an alphabetic character follows a number, punctuation mark, or space, it is capitalized. All other alphabetic characters are lowercase. Numbers are not changed by PROPER.

Example

```
=PROPER("3rd Quarter")
```
returns "3Rd Quarter"

```
=PROPER("JOHN DOE")
returns "John Doe"
```

{button ,AL(`LOWER_Worksheet_Function;UPPER_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

PV

Description

Returns the present value of an annuity, considering a series of constant payments made over a regular payment period.

Syntax

PV(*interest*, *nper*, *pmt* [, *fv*] [, *type*])

interest is the fixed periodic interest rate.

nper is the number of payment periods in the investment.

pmt is the fixed payment made each period.

fv is the future value, or the amount the annuity will be worth. When you omit this argument, a future value of 0 is assumed.

type indicates when payments are due. Use 0 if payments are due at the end of the period or 1 if payments are due at the beginning of the period. When you omit this argument, 0 is assumed.

Remarks

The units used for interest must match those used for *nper*. For example, if the annuity has an 8% annual interest rate over a period of 5 years, specify 8%/12 for *interest* and 5*12 for *nper*.

Cash paid out, such as a payment, is shown as a negative number. Cash received, such as a dividend check, is shown as a positive number.

Example

```
=PV(8%/12, 48, 439.43)
```
returns -17999.89

```
=PV(8%/12, 48, -439.43)
```
returns 17999.89

{button ,AL(`IPMT_Worsheet_Function;FV_Worsheet_Function;NPER_Worsheet_Function;PMT_Worsheet_Function;PPMT_Worsheet_Function;RATE_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

RAND

Description

Returns a number selected randomly from a uniform distribution greater than or equal to 0 and less than 1.

Syntax

RAND()

Remarks

Although RAND does not use arguments, you must supply the empty parentheses to correctly reference the function.

Example

```
=RAND()*10
```

returns a random number greater than or equal to 0 and less than 10.

RATE

Description

Returns the interest rate per period of an annuity, given a series of constant cash payments made over a regular payment period.

Syntax

RATE(*nper*, *pmt*, *pv* [, *fv*] [, *type*] [, *guess*])

nper is the number of periods in the annuity.

pmt is the fixed payment made each period. Generally, *pmt* includes only principle and interest, not taxes or other fees.

pv is the present value of the annuity.

fv is the future value, or the amount the annuity will be worth. When you omit this argument, a future value of 0 is assumed.

type indicates when payments are due. Use 0 if payments are due at the end of the period or 1 if payments are due at the beginning of the period. When you omit this argument, 0 is assumed.

guess is your estimate of the interest rate. If no argument is supplied, a value of .1 (10%) is assumed.

Remarks

RATE is calculated iteratively, cycling through the calculation until the result is accurate to .00001 percent. If the result cannot be found after 20 iterations, #NUM! is returned. When this occurs, supply a different value for guess.

Example

```
=RATE(48, -439.43, 18000)
returns .0067 (rounded to 4 decimals), which is the monthly interest rate. The annual interest
rate (.0067 multiplied by 12) is 8%.
```

{button ,AL(`IPMT_Worsheet_Function;FV_Worsheet_Function;NPER_Worsheet_Function;PMT_Worsheet_Function;PV_Worsheet_Function;PPMT_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

REPLACE

Description

Replaces part of a text string with another text string.

Syntax

REPLACE(*orig_text*, *start_position*, *num_chars*, *repl_text*)

orig_text is the original text string.

start_position is the character position where the replacement begins.

- If *start_position* is greater than the number of characters in *orig_text*, *repl_text* is appended to the end of *orig_text*.
- If *start_position* is less than 1, #VALUE! is returned.

num_chars is the number of characters to replace. If this argument is negative, #VALUE! is returned.

repl_text is the replacement text string.

Example

```
=REPLACE("For the year: 1993", 18, 1, "4")
returns "For the year: 1994"
```

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

REPT

Description

Repeats a text string the specified number of times.

Syntax

REPT(*text*, *number*)

text is any text string.

number is the number of times you want text to repeat. If number is 0, empty text ("") is returned.

Remarks

The result of REPT cannot exceed 255 characters.

Example

```
=REPT(\"error-", 3)
```

returns "error-error-error-"

RIGHT

Description

Returns the rightmost characters from the given text string.

Syntax

RIGHT(*text* [, *num_chars*])

text is any text string.

num_chars is the number of characters to return. The value must be greater than or equal to zero. If *num_chars* is greater than the number of characters in text, the entire string is returned. Omitting this argument assumes a value of 1.

Example

```
=RIGHT("2nd Quarter")
```
returns "r"

```
=RIGHT("2nd Quarter", 7)
returns "Quarter"
```

{button ,AL(`LEFT_Worksheet_Function;MID_Worksheet_Function;;;;',0,"Defaultoverview",)} Related Topics

ROUND

Description

Rounds the given number to the supplied number of decimal places.

Syntax

ROUND(*number*, *precision*)

number is any value.

precision is the number of decimal places to which number is rounded.

- When a negative precision is used, the digits to the right of the decimal point are dropped and the absolute number of significant digits specified by *precision* are replaced with zeros.
- If *precision* is 0, number is rounded to the nearest integer.

Example

```
=ROUND(123.456, 2)
```
returns 123.46

```
=ROUND(9899.435, -2)
```
returns 9900

{button ,AL(`CEILING_Worksheet_Function;FLOOR_Worksheet_Function;INT_Worksheet_Function;MOD_Worksheet_Function;TRUNC;',0,"Defaultoverview",)} Related Topics

ROW

Description

Returns the row number of the supplied reference.

Syntax

ROW(*reference*)

reference is a cell or range reference. Omitting this argument returns the row number of the cell in which ROW is entered.

Example

```
=ROW(B3)
returns 3
```

{button ,AL(`COLUMN_Worksheet_Function;ROWS_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

ROWS

Description

Returns the number of rows in a range reference.

Syntax

ROWS(*range*)

range is a reference to a range of cells.

Example

```
=ROWS(A1:D5)
```
returns 5

```
=ROWS(C30:F35)
```
returns 6

{button ,AL(`COLUMNS_Worksheet_Function;ROW_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

SEARCH

Description

Locates the position of the first character of a specified text string within another text string.

Syntax

SEARCH(*search_text*, *text* [, *start_position*])

search_text is the text to find.

- The search string can contain wildcard characters. The available wildcard characters are * (asterisk), which matches any sequence of characters, and ? (question mark), which matches any single character.
- To search for an asterisk or question mark, include a tilde (~) before the character.

text is the text to be searched.

start_position is the character position where the search begins. If the number you specify is less than 0 or greater than the number of characters in text, #VALUE! is returned. Omitting this argument assumes a starting position of 1.

Remarks

Text is searched from left to right, starting at the position specified. The search is not case-sensitive. If text does not contain the search string, #VALUE! is returned.

Example

```
=SEARCH("?5", "Bin b45")
```
returns 6

```
=SEARCH("b", "Bin b45", 4)
returns 5
```

{button ,AL(`FIND_Worksheet_Function;MID_Worksheet_Function;REPLACE_Worksheet_Function;SUBSTITUTE_Worksheet_Function;;',0,"Defaultoverview",)} **Related Topics**

SECOND

Description

Returns the second that corresponds to the supplied date.

Syntax

SECOND(*serial_number*)

serial_number is the time as a serial number. The decimal portion of the number represents time as a fraction of the day.

Example

```
=SECOND(.259)
```
returns 58

```
=SECOND(34657.904)
returns 46
```

{button ,AL(`DAY_Worksheet_Function;HOUR_Worksheet_Function;MINUTE_Worksheet_Function;NOW_Worksheet_Function;MONTH_Worksheet_Function;WEEKDAY_Worksheet_Function;YEAR_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

SIGN

Description

Determines the sign of the specified number.

Syntax

SIGN(*number*)

number is any number.

Remarks

SIGN returns 1 if the specified number is positive, -1 if it is negative, and 0 if it is 0.

Example

```
=SIGN(-123)
returns -1

=SIGN(123)
returns 1
```

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

SIN

Description

Returns the sine of the supplied angle.

Syntax

SIN(*number*)

number is the angle in radians. If the angle is in degrees, convert the angle to radians by multiplying the angle by **PI**()/180.

Example

```
=SIN(45)
```
returns .85

```
=SIN(90)
returns .89
```

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

SINH

Description

Returns the hyperbolic sine of the specified number.

Syntax

SINH(*number*)

number is any number.

Example

```
=SINH(1)
```
returns 1.18

```
=SINH(3)
returns 10.02
```

{button ,AL(`ASINH_Worksheet_Function;PI_Worksheet_Function;;;;',0,"Defaultoverview",)} Related Topics

SLN

Description

Returns the depreciation of an asset for a specific period of time using the straight-line balance method.

Syntax

SLN(*cost*, *salvage*, *life*)

cost is the initial cost of the asset.

salvage is the salvage value of the asset.

life is the number of periods of the useful life of the asset.

Example

```
=SLN(10000, 1000, 7)
returns 1285.71
```

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

SQRT

Description

Returns the square root of the specified number.

Syntax

SQRT(*number*)

number is any positive number. If you specify a negative number, #NUM! is returned.

Example

```
=SQRT(9)
```
returns 3

```
=SQRT(2.5)
returns 1.58
```

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

STDEV

Description

Returns the standard deviation of a population based on a sample of supplied values. The standard deviation of a population represents an average of deviations from the population mean within a list of values.

Syntax

STDEV(*number_list*)

number_list is a list of as many as 30 numbers, separated by commas. The list can contain numbers or a reference to a range that contains numbers.

Example

```
=STDEV(4.0, 3.0, 3.0, 3.5, 2.5, 4.0, 3.5)
returns .56
```

{button ,AL(`STDEVP_Worksheet_Function;VAR_Worksheet_Function;VARP_Worksheet_Function;;;',0, "Defaultoverview",)} Related Topics

STDEVP

Description

Returns the standard deviation of a population based on an entire population of values. The standard deviation of a population represents an average of deviations from the population mean within a list of values.

Syntax

STDEVP(*number_list*)

number_list is a list of as many as 30 numbers, separated by commas. The list can contain numbers or a reference to a range that contains numbers.

Example

```
=STDEVP(4.0, 3.0, 3.0, 3.5, 2.5, 4.0, 3.5)
returns .52
```

{button ,AL(`STDEV_Worksheet_Function;VAR_Worksheet_Function;VARP_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

SUBSTITUTE

Description

Replaces a specified part of a text string with another text string.

Syntax

SUBSTITUTE(*text*, *old_text*, *new_text* [, *instance*])

text is a text string that contains the text to replace. You can also specify a reference to a cell that contains text.

old_text is the text string to be replaced.

new_text is the replacement text.

instance specifies the occurrence of *old_text* to replace. If this argument is omitted, every instance of *old_text* is replaced.

Example

```
=SUBSTITUTE("First Quarter Results", "First", "Second")
```
returns "Second Quarter Results"

```
=SUBSTITUTE("Shipment 45, Bin 45", "45", "52", 2)
```
returns "Shipment 45, Bin 52"

{button ,AL(`REPLACE_Worksheet_Function;TRIM_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

SUM

Description

Returns the sum of the supplied numbers.

Syntax

SUM(*number_list*)

number_list is a list of as many as 30 numbers, separated by commas.

- The list can contain numbers, logical values, text representations of numbers, or a reference to a range containing those values.
- Error values or text that cannot be translated into numbers return errors.
- If a range reference is included in the list, text, logical expressions, and empty cells in the range are ignored.

Example

```
=SUM(1000, 2000, 3000)
returns 6000

=SUM(A10:D10)
returns 4000 when each cell in the range contains 1000
```

{button ,AL(`AVERAGE_Worksheet_Function;COUNT_Worksheet_Function;COUNTA_Worksheet_Function;PRODUCT_Worksheet_Function;SUMSQ_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

SUMSQ

Description

Squares each of the supplied numbers and returns the sum of the squares.

Syntax

SUMSQ(*number_list*)

number_list is a list of as many as 30 numbers, separated by commas.

- The list can contain numbers, logical values, text representations of numbers, or a reference to a range containing those values.
- Error values or text that cannot be translated into numbers return errors.
- If a range reference is included in the list, text, logical expressions, and empty cells in the range are ignored.

Example

```
=SUMSQ(9, 10, 11)
returns 302
```

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

SYD

Description

Returns the depreciation of an asset for a specified period using the sum-of-years method. This depreciation method uses an accelerated rate, where the greatest depreciation occurs early in the useful life of the asset.

Syntax

SYD(*cost*, *salvage*, *life*, *per*)

cost is the initial cost of the asset.

salvage is the salvage value of the asset.

life is the number of periods in the useful life of the asset.

period is the period for which to calculate the depreciation. The time units used to determine period and life must match.

Example

```
=SYD(10000, 1000, 7, 3)
returns 1607.14
```

{button ,AL(`DDB_Worksheet_Function;SLN_Worksheet_Function;VDB_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

T

Description

Tests the supplied value and returns the value if it is text.

Syntax

T(*value*)

value is the value to test.

Remarks

Empty text ("") is returned for any value that is not text.

Example

```
=T("Report")
```
returns "Report"

```
=T(A4)
```
returns empty text ("") if A4 contains a number

{button ,AL(`N_Worksheet_Function;VALUE_Worksheet_Function;;;;',0,"Defaultoverview",)} Related Topics

TAN

Description

Returns the tangent of the specified angle.

Syntax

TAN(*number*)

number is the angle in radians. To convert a number expressed as degrees to radians, multiply the degrees by 180/**PI**().

Example

```
=TAN(45)
```
returns 1.62

```
=TAN(90)
returns -2.00
```

{button ,AL(`ATAN_Worksheet_Function;ATAN2_Worksheet_Function;PI_Worksheet_Function;TANH_Worksheet_Function;;',0,"Defaultoverview",)} Related Topics

TANH

Description

Returns the hyperbolic tangent of a number.

Syntax

TANH(*number*)

number is any number.

Example

```
=TANH(-2)
```
returns -.96

```
=TANH(1.2)
returns .83
```

{button ,AL(`ATANH_Worksheet_Function;COSH_Worksheet_Function;SINH_Worksheet_Function;TAN_Worksheet_Function;;',0,"Defaultoverview",)} Related Topics

TEXT

Description

Returns the given number as text, using the specified formatting.

Syntax

TEXT(*number*, *format*)

number is any value, a formula that evaluates to a number, or a reference to a cell that contains a value.

format is a string representing a number format. The string can be any valid format string including "General," "M/DD/YY," or "H:MM AM/PM." The format must be surrounded by a set of double quotation marks. Asterisks cannot be included in format.

Example

```
=TEXT(123.62, "0.000")
```
returns 123.620

```
=TEXT(34626.2, "MM/DD/YY")
returns 10/19/94
```

{button ,AL(`DOLLAR_Worksheet_Function;FIXED_Worksheet_Function;T_Worksheet_Function;VALUE_Worksheet_Function;;',0,"Defaultoverview",)} Related Topics

TIME

Description

Returns a serial number for the supplied time.

Syntax

TIME(*hour*, *minute*, *second*)

hour is a number from 0 to 23.

minute is a number from 0 to 59.

second is a number from 0 to 59.

Example

```
=TIME(12, 26, 24)
```
returns .52

```
=TIME(1, 43, 34)
```
returns .07

{button ,AL(`HOUR_Worksheet_Function;MINUTE_Worksheet_Function;NOW_Worksheet_Function;SECONDS_Worksheet_Function;TIMEVALUE_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

TIMEVALUE

Description

Returns a serial number for the supplied text representation of time.

Syntax

TIMEVALUE(*text*)

text is a time in text format.

Example

```
=TIMEVALUE("1:43:43 am")
```
returns .07

```
=TIMEVALUE("14:10:07")
returns .59
```

{button ,AL(`HOUR_Worksheet_Function;MINUTE_Worksheet_Function;NOW_Worksheet_Function;SECONDS_Worksheet_Function;TIME_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

TODAY

Description

Returns the current date as a serial number.

Syntax

TODAY()

Remarks

This function is updated only when the worksheet is recalculated.

{button ,AL(`DATE_Worksheet_Function;DAY_Worksheet_Function;NOW_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

TRIM

Description

Removes all spaces from text except single spaces between words.

Syntax

TRIM(*text*)

text is any text string or a reference to a cell that contains a text string.

Remarks

Text that is imported from another environment may require this function.

Example

```
=TRIM(" Level 3, Gate 45 ")
returns "Level 3, Gate 45"
```

{button ,AL(`CLEAN_Worksheet_Function;MID_Worksheet_Function;REPLACE_Worksheet_Function;SUBSTITUTE_Worksheet_Function;;',0,"Defaultoverview",)} **Related Topics**

TRUE

Description

Returns the logical value True. This function always requires the trailing parentheses.

Syntax

TRUE()

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

TRUNC

Description

Truncates the given number to an integer.

Syntax

TRUNC(*number* [, *precision*])

number is any value.

precision is the number of decimal places allowed in the truncated number. Omitting this argument assumes a precision of 0.

Remarks

TRUNC removes the fractional part of a number to the specified precision without rounding the number.

Example

```
=TRUNC(123.456, 2)
```
returns 123.45

```
=TRUNC(9899.435, -2)
```
returns 9800

{button ,AL(`CEILING_Worksheet_Function;FLOOR_Worksheet_Function;INT_Worksheet_Function;MOD_Worksheet_Function;ROUND_Worksheet_Function;',0,"Defaultoverview",)} **Related Topics**

TYPE

Description

Returns the argument type of the given expression.

Syntax

TYPE(*expression*)

expression is any expression.

Remarks

The following table lists the expression types and numbers.

Expression type	Number
Number	1
Text string	2
Logical value	4
Error value	16

Example

```
=TYPE(A1)
```
returns 1 if cell A1 contains a number

```
=TYPE("Customer")
returns 2
```

{button ,AL(`ISBLANK_Worksheet_Function;ISERR_Worksheet_Function;ISERROR_Worksheet_Function;ISLOGICAL_Worksheet_Function;ISNA_Worksheet_Function;ISNONTEXT_Worksheet_Function;ISNUMBER_Worksheet_Function;ISREF_Worksheet_Function;ISTEXT_Worksheet_Function;',0,"Defaultoverview",)} Related Topics

UPPER

Description

Changes the characters in the specified string to uppercase characters.

Syntax

UPPER(*text*)

text is any string.

Remarks

Numeric characters in the string are not changed.

Example

```
=UPPER("3rd Quarter")
```
returns "3RD QUARTER"

```
=UPPER("JOHN DOE")
returns "JOHN DOE"
```

{button ,AL(`LOWER_Worksheet_Function;PROPER_Worksheet_Function;;;;',0,"Defaultoverview",)}
Related Topics

VALUE

Description

Returns the specified text as a number.

Syntax

VALUE(*text*)

text is any text string, a formula that evaluates to a text string, or a cell reference that contains a text string. You can also specify a date or time in a recognizable format (e.g., M/DD/YY for dates or H:MM AM/PM for time). If the format is not recognized, #VALUE! is returned.

Example

```
=VALUE(9800)
```
returns 9800

```
=VALUE("123")
returns 123
```

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

VAR

Description

Returns the variance of a population based on a sample of values.

Syntax

VAR(*number_list*)

number_list is a list of as many as 30 numbers, separated by commas. The list can contain numbers or a reference to a range that contains numbers.

Example

```
=VAR(4.0, 3.0, 3.0, 3.5, 2.5, 4.0, 3.5)
returns .31
```

{button ,AL(`STDEV_Worksheet_Function;STDEVP_Worksheet_Function;VARP_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

VARP

Description

Returns the variance of a population based on an entire population of values.

Syntax

VARP(*number_list*)

number_list is a list of as many as 30 numbers, separated by commas. The list can contain numbers or a reference to a range that contains numbers.

Example

```
=VARP(4.0, 3.0, 3.0, 3.5, 2.5, 4.0, 3.5)
returns .27
```

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

VDB

Description

Returns the depreciation of an asset for a specified period using a variable method of depreciation.

Syntax

VDB(*cost*, *salvage*, *life*, *start_period*, *end_period* [, *factor*] [, *method*])

cost is the initial cost of the asset.

salvage is the salvage value of the asset.

life is the number of periods in the useful life of the asset.

start_period is the beginning period for which to calculate the depreciation. The time units used to determine *start_period* and life must match.

end_period is the ending period for which to calculate the depreciation. The time units used to determine *end_period* and life must match.

factor is the rate at which the balance declines. Omitting this argument assumes a default of 2, which is the double-declining balance factor.

method is a logical value that determines if you want to switch to straight-line depreciation when depreciation is greater than the declining balance calculation. Use True to maintain declining balance calculation; use False or omit the argument to switch to straight-line depreciation calculation.

Example

```
=VDB(10000, 1000, 7, 3, 4)
returns 1041.23
```

{button ,AL(`DDB_Worksheet_Function;SLN_Worksheet_Function;SYD_Worksheet_Function;;;',0,"Defaultoverview",)} Related Topics

VLOOKUP

Description

Searches the first column of a table for a value and returns the contents of a cell in that table that corresponds to the location of the search value.

Syntax

VLOOKUP(*search_item*, *search_range*, *column_index*)

search_item is a value, text string, or reference to a cell containing a value that is matched against data in the top row of *search_range*.

search_range is the reference of the range (table) to be searched. The cells in the first column of *search_range* can contain numbers, text, or logical values. The contents of the first column must be in ascending order (e.g., -2, -1, 0, 2...A through Z, False, True). Text searches are not case-sensitive.

column_index is the column in the search range from which the matching value is returned.

- *column_index* can be a number from 1 to the number of rows in the search range.
- If *column_index* is less than 1, #VALUE! is returned.
- When *column_index* is greater than the number of rows in the table, #REF! is returned.

Remarks

VLOOKUP compares the information in the first column of *search_range* to the supplied *search_item*. When a match is found, information located in the same row and supplied column (*column _index*) is returned.

If *search_item* cannot be found in the first column of *search_range*, the largest value that is less than *search_item* is used. When *search_item* is less than the smallest value in the first column of the *search_range*, #REF! is returned.

Example

	A	B	C	D	E
1	Employee	Start Date	Emp No.	Salary	Exempt
2	Anderson	1/15/84	2348	$37,800	Y
3	Clark	2/6/90	4891	$28,700	N
4	Davis	6/21/80	2480	$46,950	Y
5	Franklin	4/20/88	3793	$30,275	Y
6	Lee	8/30/89	3961	$25,000	N
7	Olson	11/1/81	2578	$45,780	Y
8	Turner	2/15/93	5129	$26,100	N
9	Wilson	9/1/89	3965	$31,650	Y

In the preceding worksheet:

```
=VLOOKUP("Clark", A2:E9, 4)
```

returns $28,700

```
=VLOOKUP("Lee", A2:E9, 3)
returns 3961
```

{button ,AL(`HLOOKUP_Worksheet_Function;INDEX_Worksheet_Function;LOOKUP_Worksheet_Function;MATCH_Worksheet_Function;;',0,"Defaultoverview",)} **Related Topics**

WEEKDAY

Description

Returns the day of the week that corresponds to the supplied date.

Syntax

WEEKDAY(*serial_number*)

serial_number is the date as a serial number or as text (e.g., "06-21-94" or "21-Jun-94").

@g0.00 0.00 0.00 1.00 k171.14 339.41 m171.22 339.41 171.29 339.48 171.29 339.41 C170.78 339.05 170.06 339.12 169.49 338.83 C169.27 338.76 169.20 338.62 168.98 338.54 C168.70 338.47 168.62 338.26 168.34 338.18 C167.69 337.68 167.47 336.82 166.90 336.17 C166.75 336.02 166.68 335.74 166.54 335.59 C166.46 335.30 166.39 335.16 166.32 334.94 C166.25 334.87 166.25 334.87 166.18 334.80 C166.25 335.02 166.39 335.30 166.46 335.59 C166.68 336.10 167.04 336.46 167.33 336.89 C167.40 337.10 167.54 337.18 167.47 337.32 C167.69 337.61 168.05 337.82 168.19 338.11 C168.62 338.40 168.98 338.69 169.49 338.90 C169.78 339.05 170.06 339.05 170.28 339.19 C170.64 339.19 171.00 339.19 171.14 339.41 C@cF@rax %Note: Object156.02 338.54 157.54 339.12 @E 0 O 0 @g0.00 0.00 0.00 1.00 k157.54 339.12 m157.25 338.76 156.67 338.98 156.31 338.76 C156.31 338.76 156.31 338.69 156.31 338.69 C156.31 338.69 156.38 338.69 156.38 338.69 C156.31 338.69 156.17 338.54 156.10 338.62 C156.02 338.69 156.02 338.69 156.02 338.69 C156.38 339.12 157.03 338.90 157.54 339.12 C@cF@rax %Note: Object178.42 338.76 179.06 339.05 @E 0 O 0 @g0.00 0.00 0.00 1.00 k178.42 339.05 m178.70 339.05 178.92 338.90 179.06 338.76 C178.92 338.76 178.63 338.90 178.42 339.05 C@cF@rax %Note: Object159.34 338.62 161.57 338.98 @E 0 O 0 @g0.00 0.00 0.00 1.00 k160.63 338.90 m160.92 338.90 161.28 338.76 161.57 338.62 C160.99 338.83 160.06 338.90 159.41 338.69 C159.41 338.69 159.34 338.69 159.34 338.69 C159.70 338.98 160.20 338.76 160.63 338.90 C@cF@rax %Note: Object175.10 338.62 177.41 338.98 @E 0 O 0 @g0.00 0.00 0.00 1.00 k175.25 338.90 m175.97 338.90 176.76 338.98 177.41 338.62 C176.76 338.90 175.90 338.98 175.10 338.83 C175.18 338.83 175.18 338.90 175.25 338.90 C@cF@rax %Note: Object155.09 336.53 159.48 338.54 @E 0 O 0 @g0.00 0.00 0.00 1.00 k158.33 338.54 m158.69 338.47 159.12 338.40 159.48 338.40 C159.48 338.26 159.19 338.26 159.05 338.33 C158.69 338.47 158.18 338.47 157.82 338.40 C157.46 338.18 157.03 338.18 156.74 337.97 C156.31 337.75 155.95 337.46 155.66 337.03 C155.52 336.82 155.30 336.60 155.09 336.53 C155.23 336.74 155.45 336.82 155.52 337.10 C156.02 337.75 156.67 338.11 157.46 338.33 C157.75 338.40 158.04 338.47 158.33 338.54 C@cF@rax %Note: Object170.86 337.18 173.74 338.54 @E 0 O 0 @g0.00 0.00 0.00 1.00 k173.59 338.54 m173.66 338.54 173.66 338.54 173.74 338.54 C173.59 338.54 173.45 338.47 173.23 338.40 C172.94 338.26 172.58 338.26 172.30 338.11 C171.79 337.82 171.36 337.61 171.00 337.25 C170.93 337.18 170.86 337.18 170.86 337.18 C171.00 337.46 171.43 337.68

171.79 337.90 C172.08 338.11 172.37 338.18 172.80 338.26 C172.94 338.47 173.30 338.47 173.59 338.54 C@cF@rax %Note: Object160.92 338.11 161.21 338.26 @E 0 O 0 @g0.00 0.00 0.00 1.00 k160.99 338.26 m161.06 338.18 161.21 338.26 161.21 338.11 C161.06 338.11 161.06 338.26 160.92 338.18 C160.92 338.18 160.92 338.26 160.99 338.26 C@cF@rax %Note: Object166.39 337.97 166.68 338.26 @E 0 O 0 @g0.00 0.00 0.00 1.00 k166.68 338.26 m166.

About CorelCHART

Corel's charting program is an OLE server that allows you to simply and quickly produce complex and Colorful charts and datasheets, add sizzle to your presentations, and compute a multitude of mathematical formulas. Available chart types include line, bar, area And pie charts, histograms, scatter and 3D charts, bubble charts, Gantt charts, Polar charts, and Radar charts.

The datasheet is the powerful spreadsheet program underlying your charts. Whether you're building a new chart or changing an existing one, the datasheet is a valuable data analysis tool. You are able to create and analyze your own data or bring in chart data using OLE 2.0.

To display the data analysis formula in a chart

1. Select the chart and the data marker you want to use for the data analysis.
2. Click the right mouse button.
3. Click Properties.
4. Click Data Analysis.
5. Select the data analysis you want to use.
6. Check Show Formula.

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

To display the correlation coefficient (charts)

1. Select the chart you want to use.
2. Click the right mouse button on a data marker.
3. Click Data Analysis.
4. Check any regression type data analysis.
5. Check Show Correlation Coefficient.

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

To define a smooth factor for data analysis (charts)

1. Select the chart you want to use.
2. Click the data marker with the right mouse button.
3. Click Data Analysis.
4. Check Smooth.
5. In the Smooth Factor text box, type the smooth factor you want to use.

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

To modify legend display properties (charts)

1. Select the chart you want to use.
2. Select the Legend.
3. Click Chart, Legend.
4. Modify options as required.

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

To create custom numeric formats in your chart

1. Click a data marker or data axis label with the right mouse button.
2. Click Properties.
3. Type a new format in the text box below the Format list box.

{button ,AL(`num_formats_proc;user_defined_formats;understanding_formats;;;',0,"Defaultoverview",)} Related topics

To create a chart using sample data

1. Click Insert, Chart.
2. Click the Presentation window.
3. Select a chart type from the Select Chart Type list box.
4. Select a chart sub-type from the thumbnail previews.

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

To create a new chart from your own data

1. Click Insert, Chart.
2. Drag the pointer over the area on the slide where you want the chart to display.
3. Select a chart type from the Select Chart Type list box.
4. Select a chart sub-type from the thumbnail previews.
5. Click Edit, CorelCHART Document Object, Edit.
6. Click Chart, Data.
7. Select all data you want to remove from your datasheet.
8. Click Clear.
9. Type the new data.

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

To modify the general format of a chart

1. Select the chart you want to modify.
2. Click Chart, Format.
3. Modify options as required.

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

To choose a number format for a chart

1. Select the chart you want to modify.
2. Click a data marker with the right mouse button.
3. Click Number Format.
4. Click the category you want from the Category list box.
5. Click the format you want from the Format list box.

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

To apply pictographs to data markers in 2D charts

1. Click a data riser with the right mouse button.
2. Click Properties.
3. Click Show as Pictograph.
4. Click OK.
5. Click a fill type from the Fill flyout.

Note

You can only use two color fills and vector patterns in a pictograph.

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

To modify a chart object using the Selected Object command

1. Select a chart object such as a bar riser or one of the grid lines.
2. Click Chart, Selected Object.
3. Modify options as required.

To display data analysis functions in your chart

1. Click a chart data marker.
1. Click Tools, Data Analysis.
2. Choose the types of analysis you want to display.

Choosing chart types

When choosing chart types, you must determine which one best emphasizes the point you want to make. Click the categories below for information about each chart type and what types of presentations they are suited for.

Bar, Line, Area and Pie charts

Vertical bar chart

Vertical line chart

Vertical area chart

Horizontal bar chart

Horizontal line chart

Horizontal area chart

Pie chart

3D charts

3D Riser chart

3D Floating chart

3D Connect Series chart

3D Connect Group chart

3D Surface chart

3D Scatter chart

Other chart types

Scatter chart

Polar chart

Radar chart

Bubble chart

High-Low-Open-Close chart

Spectral chart

Gantt chart

Histogram

Table chart

To change the chart type

1. In chart view, click Chart, Chart Type.
2. Select the chart type you want.

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

To change the font, size, and style of chart text

1. Select the text object.
2. Select the font in the Fonts list box.
3. Select the font size in the Font Size list box.
4. Click the buttons on the text toolbar to apply the options you want such as Bold, Italic, Underline, and justification styles.

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

To make a combination Bar chart

1. Open the chart.
2. Select the bar you want to display as a line.
3. Click Chart, Selected Object.
4. Click Display as Line.

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

To make a combination Line chart

1. Open the chart.
2. Select the line you want to display as a bar.
3. Click Chart, Selected Object.
4. Click Display as bar.

To choose numeric formats for your chart

1. Click a data value with the right mouse button
2. Click Properties.
3. Click Number Format.
4. From the Category list, select the Category you want.
5. From the Format list, select the format you want.

{button ,AL(`num_formats_proc;understanding_formats;user_defined_formats;;;',0,"Defaultoverview",)} Related Topics

To enter a formula directly in a cell (charts)

1. Select a cell.
2. Type an equal sign (=).
3. Type your function.

Note

For example: the following formula adds the value of cell B2 to B4: =sum(B2:B4).

{button ,AL(`formulas_proc;enter_cell_info_proc;functions_formulas;;;;',0,"Defaultoverview",)}
Related Topics

To edit cell data using the formula bar

1. Select a cell.
2. Click the Formula Bar where you want to make changes.
3. Make changes as required.

Tip

- You can press ESC to cancel changes and retain the previous data.

{button ,AL(`enter_cell_info_proc;formulas_proc;;;;',0,"Defaultoverview",)} Related Topics

To select text in a cell (charts)

1. Click a cell.
2. Press F2.
3. Move the insertion point to where you want to make changes.
4. Drag over the text you want to select.
5. Make your changes and press ENTER .

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

To edit data in-cell (charts)

1. Click the cell.
2. Press F2.
3. Click the data where you want to make changes.
4. Make your changes and press ENTER .

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

To edit a formula directly in a cell (charts)

1. Select a cell.
2. Press F2.
3. Click the formula where you want to make changes.
4. Edit the formula.
5. Press ENTER.

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

To enter dates and times (charts)

Corel PRESENTS recognizes the following date and time formats and separators. Follow these conventions when entering dates and times. The earliest available date is December 31, 1899, and the last available date is June 4, 2079.

12/03/93	Displays month first, then day, then year
3-Dec-93	Displays day first, then month, then year
3-Dec	Displays day, then month
Dec-93	Displays only the month and year
11:33	Displays hours and minutes
11:33:44	Displays hours, minutes and seconds
11:33 AM	Displays the time using the 12-hour clock
12/03/93 11:33	Displays date and time

Note

- Use "/" or "-" to separate year, month, and day; use ":" to separate hour, minute, and second.

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

To fill a group of adjacent cells with the same value (charts)

1. Select the cell with the value you want to extend.
2. Click the handle at the bottom right of the cell and drag through the range of adjacent cells you want to fill.

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

To type data in the Formula bar (charts)

1. Click the Formula Bar.
2. Press the equal sign.
3. Type your formula including any required functions, cell references and separators.

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

To edit formulas in the Formula bar (charts)

1. Select the cell.
2. Click the Formula where you want to make changes.
3. Make changes as required.
4. Press ENTER.

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

To enter a cell reference in a formula (charts)

1. Click the formula where you want to enter the reference.
2. Type the reference as follows:

- **Relative reference:** Type the column and row co-ordinates of the cell to which you want the formula to refer, without spaces e.g., E4.
- **Absolute reference:** Type the dollar sign ($) before the column and row co-ordinates of the cell, e.g., E4.
- **Mixed reference:** Type a combination of the syntax used in the two previous points; type the $ before either the column or row co-ordinate to make half of the reference relative and the other absolute.

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

To select multiple cells (charts)

1. Click the upper-left cell of the area that is going to be selected.
2. Drag the pointer until the area you want is highlighted.

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

To insert a column or row (charts)

1. Select a column or row title label.
2. Click Edit.
3. Click Insert.

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

To delete a column or row

1. Select a column or row label.
2. Click Edit.
3. Click Delete.

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

To adjust row height using the mouse (charts)

1. Position the cursor at the junction of adjacent row titles until it displays as a two-headed, vertical arrow.
2. Drag the cursor in the direction you want to resize the row.

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

To adjust column width using the mouse (charts)

1. Position the cursor at the junction of two column titles until it displays as a two-headed, horizontal arrow.
2. Drag the cursor in the direction you want to resize.

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

To select multiple rows or columns (charts)

1. Position the mouse pointer over a column or row title
2. Drag to include other rows or columns.

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

To deselect multiple rows or columns (charts)

- Click anywhere in the datasheet.

{button ,AL(`select_rows_cols_proc;show_scrolling_dm;sho_right_mouse_worksheet_dm;;;',0,"Default overview",)} Related Topics

To create custom numeric formats in a datasheet

1. Select the cells you want to modify.
2. Click Edit, Number Format.
3. Type the custom format in the text box below the Formats list box.
4. Click the Add and OK buttons successively.

{button ,AL(`num_formats_proc;user_defined_formats;understanding_formats;;;',0,"Defaultoverview",)} Related Topics

To drag data to a new location in the datasheet using the mouse

1. Select the cells you want to relocate
2. Position the cursor at the top edge of the selection until it displays as a pointer.
3. Drag the selection to the new location.

To choose numeric formats in a datasheet

1. Select a cell or range of cells.
2. Click Format, Number Format.
3. From the Category list, select the Category you want.
4. From the Format list, select the format you want.

{button ,AL(`num_formats_proc;understanding_formats;user_defined_formats;;;',0,"Defaultoverview",)} Related Topics

To type data into a cell (charts)

1. Click a cell.
2. Type the data.
3. Press ENTER.

Note

- Each cell contains text, numerical values or formulas. You can type up to 255 characters in a cell.
- Some characters may not be shown in a cell if a column is not wide enough and an adjacent cell contains data. But the data does display in the Formula Bar.
- You can press ESC to cancel your entry and remove the data from the cell.

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

To type data into a group of cells (charts)

1. Select a range of cells.
2. Type the first entry.
3. Press ENTER.
4. Repeat steps 2 and 3 until all data is entered.

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

To import data from other programs (charts)

1. In Datasheet click File, Import.
2. In the files of type list box click the file type you want to import.
3. In the Look in list box, click the folder containing the file you want to use.
4. In the list of folders and files for the selected folder, click the file you want to use.
5. Verify the name of the file in the File name text box.

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

To import data from another application using drag and drop

1. While in chart view, arrange PRESENTS and the other application so the source data you want to import and chart are both clearly visible.
2. Drag the data from the other application to your chart.

Note

You can drag data from any application that has OLE 2 capabilities and can create charts or tables. Some examples include Formula 1, WordPerfect 6.1, Excel 7 and Word for Windows 6 and 7. The data you drag to a PRESENTS chart is automatically added to the datasheet and the chart display is update to give a graphical depiction of the new data only. You can create a chart from other source data by deleting current data before or after you drag the source data onto the chart.

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

To chart only a selected group of cells in Datasheet

- In Datasheet, select the group of cells you want to chart.

Note

The selection you make is not saved with he datasheet. Also, if you want to chart the full chart again you have to reselect it.

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

To export a datasheet as a Microsoft Excel file (charts)

1. Click File, Export.
2. Select the directory, you want to use.
3. Type the filename you want to use.
4. Select the Excel (*.xls) item in the Save as type list box.

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

To clear data from a range of cells without copying to the Clipboard (charts)

1. Select the cells you want to clear.
2. Click Edit, Clear.

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

To cut data from a range of cells to the Clipboard (charts)

1. Select the cells with the data you want to cut to the clipboard.
2. Click Edit, Cut.

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

To copy a range of data and its format to the Clipboard (charts)

1. Select the cells with the data you want to copy.
2. Click Edit, Copy.

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

To paste data into a cell (charts)

1. Select the same number of cells in the datasheet as there are in the clipboard data.
2. Click Edit, Paste.

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

To paste only the data values from a group of cells (charts)

1. Select the same number of cells on the datasheet as there are on the clipboard.
2. Click Edit, Paste Values.

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

To move 3D charts horizontally or vertically

1. In Chart view, click Tools, 3D Tool.
2. Click the move button at the top left of the 3D Tool dialog box.
3. Click the arrows to move the chart in the required direction.

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

To modify the perspective of 3D charts

1. In Chart view, click Tools, 3D Tool.
2. At the top of the dialog box, click the second button from the left.
3. In the preview screen, click the appropriate arrows to modify the chart as required.

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

To modify the size of 3D charts

1. In Chart view, click Tools, 3D Tool.
2. Click the third icon from the left at the top of the 3D Tool dialog box.
3. In the preview screen, click the arrows to modify the size as required.

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

To rotate a 3D chart

1. In Chart view, click Tools, 3D Tool.
2. Click the fourth icon from the left at the top of the 3D Tool dialog box.
3. In the preview screen, click the arrows until the chart displays as required.

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

To move annotation objects to the top or bottom layer of the display (charts)

1. Click the annotation object you want to move.
2. Click Tools, Arrange.
3. Click To Front to move the object to the front of the display, click Backward to move the object to the back of the display.

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

To move objects forward or backward by one layer at a time (charts)

1. Click the object you want to move.
2. Click Tools, Arrange.
3. Click Forward one to move the object one layer forward, click Backward one to move the object one layer back.

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

To open a datasheet (charts)

- In Chart view, click Chart, Data.

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

To modify general display options for charts

1. In Chart view, click Tools, Options.
2. Modify options as required.

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

To turn display of chart titles on/off

1. Click View.
2. Clicking to place a check mark beside Titles and display the chart Titles. Click to remove the check mark beside Titles and hide the chart Titles.

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

To modify chart toolbars

1. In Chart view, click View, Toolbars.
2. Select a toolbars in the Toolbars list box and check the options you want to apply.

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

To refresh the chart display

- Click View, Refresh Chart.

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

To import data from other programs using drag and drop

1. Arrange PRESENTS and the source program so the source data and the target are visible.
2. Select the range of data you want to drag from the source table.
3. Drag the data to the chart in PRESENTS.

Note

- PRESENTS accepts data from Formula 1, WordPerfect 6.1, Excel 7 and Word for Windows 6 and 7 tables.

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

To add text annotations to a chart

1. Click artistic text or Paragraph Text from the Toolbox.
2. Click the chart where you want to add the text.
3. Type the text.

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

To add graphic annotations to charts

1. In the Toolbox, click the drawing tool you want use.
2. Draw the graphic on the chart.

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

To create a two color bitmap fill for use in a pictograph (charts)

1. Click the Bitmap Fill tool in the Fill flyout.
2. Click Create.
3. In the Two-Color Pattern Editor, click the Bitmap size and Pen size you want to use.
4. In the work area of the Two-Color Pattern Editor, use a combination of clicking and dragging to create the pattern you want.

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

To import a bitmap pattern for use in a pictograph (charts)

1. Click the Bitmap Fill tool in the Fill flyout.
2. Click Import and select the file you want to use.

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

To load a vector pattern for use in a pictograph (charts)

1. Click the Vector Fill tool from the Fill flyout.
2. Click Load.
3. Select the file you want to use.

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

To import a vector fill for use in a pictograph (charts)

1. Click the Vector Fill tool in the Fill flyout.
2. Click Import.
3. Select the file you want to use.

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

To change the color of a data marker (charts)

1. Click the data marker you want to modify.
2. Click the color you want from the color toolbar.

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

To chart Datasheet columns or rows as series

- In Chart view, click Chart, Show Columns as Series or Show Rows as series.

Note

- This command is a toggle. When you click Show Columns as Series, columns in Datasheet are displayed as series and the menu changes to Show Rows as Series. When you click Show Rows as Series, rows in Datasheet are displayed as series, and the menu changes to Show Columns as Series.

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

To modify display options for titles, Legends and axis

1. In Chart view, click Chart, Display Status.
2. Click options as required.

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

Help Topics command (Help menu)

Opens the Help Contents, which lists available Help topics. If you are viewing a Help topic and you want to return to Help Contents, click the Contents button.

Double-click on a book to view a list of associated topics.

Double-click on a topic to open the relevant information.

What's This command (Help menu)

Changes the mouse pointer into a question mark. Click any area on the screen, or any command, to obtain pop-up help on the selected item.

Technical Support command (Help menu)

Opens the Technical Support help file, which provides details on product support for Corel applications; including available support services, Import and Export filters information, error messages, and troubleshooting tips.

About CorelCHART command (Help menu)

Opens the About CorelCHART dialog box, which displays the version, copyright, and license information for CorelCHART.

About CorelCHART dialog box

Displays the version, copyright, and license information for CorelCHART.

Click to escape from the dialog box and return to the presentation.

Click to open the System Info dialog box, which provides you with information about your operating system, display, network, printers, Corel executable files, and .DLL files.

System Info dialog box

Displays information about your operating system, display, network, printers, Corel executable files. and .DLL files.

Choose a category from the drop-down list box. The categories are: System, Display, Network, Printing, Corel EXEs and DLL and System DLLs.

Displays the system information for the chosen category.

- **System**: information about your computer. For example, Windows version, DOS version, processor, etc.
- **Display**: information about your monitor. For example, driver, driver version, etc.
- **Network**: information about the network. For example, drivers, whether a network is installed, etc.
- **Printing**: information about installed printers.
- **Corel EXEs and DLLs**: lists all of the Corel EXEs and DLL.
- **System DLLs**: lists all of the system DLLs.

Click to save all of the chosen category's details to a predefined file.

Toolbox

Includes tools allowing you to draw, select, stretch, and scale objects, add text, and apply attributes to the objects.

Selects objects or groups of objects. After you select an object, you can use commands in the menus or the toolbox to change the object’s appearance.

You can also use the Pick Tool to interactively move, stretch, scale, rotate, and skew objects.

Shapes lines/curves, text, bitmaps, rectangles/squares, ellipses/circles. The function of the Shape Tool varies depending on the type of object selected.

Object Type	Function
Line/Curve	Changing the shape by moving nodes and control points and using the Node Edit Roll-Up
Text	Editing character attributes and interactive kerning
Rectangle/Square	Rounding corners
Ellipse/Circle	Creating arcs and pie wedges

Draws lines and curves. Holding the mouse button down on the Pencil tool opens a menu that lets you choose the drawing mode—Freehand or Bezier—you want to use to draw.

Selects the Freehand drawing tool, which is a click and drag style of drawing similar to moving a pencil on paper. Draws lines, curves, and dimension lines. You can also use the Pencil tool to trace bitmaps. Holding the mouse button down on the Pencil tool opens a menu that lets you choose the drawing mode and the type of dimension line you want to draw.

Selects the Bezier drawing tool, which is a connect-the-dots style of drawing where you specify the start and end points of the line/curve you want to draw and how CorelDRAW connects them. Draws lines, curves and dimension lines. You can also use the Pencil tool to trace bitmaps. Holding the mouse button down on the Pencil tool opens a menu that lets you choose the drawing mode and the type of dimension line you want to draw.

Draws rectangles, ellipses and stars. Holding down the mouse button on the Shapes tool opens a menu that lets you choose the the type of shape you want to draw.

Draws rectangles and squares. Objects drawn with the Rectangle tool are assigned the current default Fill, Outline Pen, and Outline Color attributes.

Draws ellipses and circles. Objects drawn with the Ellipse tool are assigned the current default Fill, Outline Pen, and Outline Color attributes.

Draws polygons. Objects drawn with the Polygon tool are assigned the current default Fill, Outline Pen, and Outline Color attributes.

To create a star, click on the Shape tool after drawing the star, then click on the star and drag any of its points.

Enables you to add text directly on the screen as strings of Artistic Text.or blocks fo Paragraph text.

Enables you to add text directly on the screen as strings of Artistic Text.

Enables you to enter text directly on the screen as blocks of Paragraph Text.

Opens the Outline Pen flyout menu, from which you can specify preset or custom attributes including outline thickness, line pattern, and calligraphic pen effects. Choose an icon from the flyout with no object selected to change the default outline pen attributes for new objects you create.

Opens the Outline Color dialog box or the Color Preferences dialog box if no object is selected. Choose it with no object selected to change the default outline color for new objects you create.

Opens the Outline Pen dialog box, from which you can choose color, width, corners, line caps, arrows and calligraphic options. Choose it with no object selected to to change the default pen attributes for new objects you create.

Applies a white outline. Click it with no object selected to to make white the default outline color for new objects you create.

Applies a 10% black outline. Click it with no object selected to to make 10% black the default outline color for new objects you create.

Applies a 30% black outline. Click it with no object selected to to make 30% black the default outline color for new objects you create.

Applies a 50% black outline. Click it with no object selected to to make 50% black the default outline color for new objects you create.

Applies a 70% black outline. Click it with no object selected to to make 70% black the default outline color for new objects you create.

Applies a 90% black outline. Click it with no object selected to to make 90% black the default outline color for new objects you create.

Chooses a black outline. Click it with no object selected to to make black the default outline color for new objects you create.

Removes outlines from the selected object(s). Click it with no object selected to have new objects you create drawn without an outline.

You can also remove outlines by right-clicking the  at the left end of the Color Palette.

Applies a 0.2 point line width. Click it with no object selected to to make this the default outline width for new objects you create.

Applies a 2 point line width. Click it with no object selected to to make this the default outline width for new objects you create.

Applies an 8 point line width..Click it with no object selected to to make this the default outline width for new objects you create.

Applies a 15 point line width. Click it with no object selected to to make this the default outline width for new objects you create.

Applies a 24 point line width. Click it with no object selected to to make this the default outline width for new objects you create.

Opens the Fill flyout menu, from which you can choose preset fills or set custom attributes including solid color, bitmaps, textures, and patterns. Click an icon in the flyout with no object selected to change the default fill attributes for new objects you create..

Opens the Uniform Fill dialog box for specifying uniform fills. Click it with no object selected to make the uniform color the default fill for new objects you create.

Opens the Fountain Fill dialog box, from which you can create linear, radial, conical, or square fountain fill. Click it with no object selected to make the fountain fill the default fill for new objects you create.

Selects white for the fill color. Click it with no object selected to to make white the default fill for new objects you create.

Selects black for the fill color. Click it with no object selected to to make black the default fill for new objects you create.

Selects 10% black for the fill color Click it with no object selected to to make 10% black the default fill for new objects you create.

Selects 30% black for the fill color. Click it with no object selected to to make 30% black the default fill for new objects you create.

Selects 50% black for the fill color. Click it with no object selected to to make 50% black the default fill for new objects you create.

Selects 70% black for the fill color. Click it with no object selected to to make 70% black the default fill for new objects you create.

Selects 90% black for the fill color. Click it with no object selected to to make 90% black the default fill for new objects you create.

Removes the fill from the object, allowing objects behind it to show through.). Click it with no object selected to have new objects you create drawn without a fill.

You can also remove fills by clicking with the left mouse button on the  button at the left end of the Color Palette.

Opens the Two-Color Pattern dialog box, from which you choose two-color pattern fills. Click the icon with no object selected to make the pattern the new default fill for new objects you create.

Opens the Vector Pattern dialog box, from which you inport vector images. Click the icon with no object selected to to make the pattern the new default fill for new objects you create.

Opens the Texture fill s dialog box, from which you choose Texture Fills. Click the icon with no object selected to make the texture the new default fill for new objects you create.

Opens the Full Color Bitmap Pattern dialog box, from which you import bitmap images to use as fills. Click the icon with no object selected to make the pattern the new default fill for new objects you create.

Includes drop-down lists and buttons for editing text objects in your chart. It includes buttons and lists for font selection, text styles, and alignment.

Changes the font for the selected text or the default font.

Changes a point size for the selected text or for the default font. The arrow located on the right of the Point size box is used to see the list of point sizes and make a selection. You can type the point size directly.

Applies or removes bolding for selected text or the default font.

Applies or removes italics for selected text or the default font.

Applies or removes underlining for selected text or the default font.

Aligns text to the left side of its bounding box.

Centers text in its bounding box.

Aligns text to the right side of its bounding box.

Increases spacing between characters to align the text to the left and right sides of its bounding box.

Color Palette

Displays the last four colors selected. Click the arrow key to view all colors, from which you can choose outline and fill colors.

- To select a fill color, click on it with the left mouse button.
- To select an outline color, click on it with the right mouse button.

Chart Tools

Removes the selected object from the current slide and places it on the Clipboard. Once on the Clipboard, you can paste the object anywhere in your file, or into another Windows application.

To permanently remove the selected object, use the Delete command in the Edit menu.

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

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

Opens a dialog box containing controls for the chart's legend.

Opens a dialog box containing check boxes for showing and hiding chart elements such as the title, subtitle, data values and legend.

Displays the Select Chart dialog box, which allows you to choose a new chart style. You can choose a chart type by double-clicking its name in the list box or double-clicking its icon in the preview window.

Click this command to display a dialog box containing options you can modify for the selected object.

Displays a dialog box where you can edit chart properties, such as the Data Axis, Category Axis, Chart Titles, and Frame titles, modify scale range, or create custom number formats.

Displays the Grid Lines dialog box, from which you can set the grid walls and floors, show risers, and choose Z-axis divisions.

Redraws objects on the screen, clearing the screen of "dirt" left over from earlier manipulations.

Launches a special roll-up window for manipulating 3D charts. The 3D Roll-Up allows you to change the perceived position of the chart in space and create your own viewing angles.

Opens the Data Analysis dialog box, used to graph trends or values. The data analysis functions you can use include:

- Mean
- Standard Deviation
- Connector Line
- Smooth Curve
- Moving Average
- Financial Moving Average
- Scientific Moving Average
- Linear Regression
- Power Law Regression
- Natural Logarithmic Regression
- Exponential Regression
- Polynomial Regression Line
- Order box
- Smooth Factor box
- Show Correlation Coefficient

Every row in the Data Sheet is numbered. The row button can be used to set row height or select an entire row. You can have up to 16,384 rows.

All columns in the Data Sheet are identified by a letter or pair of letters on the button at the top of each column. Clicking a column button selects all cells in that column. You can have up to 256 columns. The columns are labeled from A to Z, then from AA to AZ and so on up to IF.

Data entered in the Data Sheet appears in both the Formula bar and the current cell. The cell's address is displayed in the Current Cell Address box to the left of the formula bar. Formulas may contain text, numbers, or functions.

As its name suggests, this area displays the selected cell's address. The address is made up of the column heading and the row number, such as A3 or AB5. If multiple cells are selected, only the address of the first cell in the range of cells is displayed.

This button, available only when the cursor is in the Formula bar, abandons changes made to a cell's contents when clicked before the current changes are entered. You must click the Cancel button or press the ESC key to exit a cell if you enter an invalid formula.

Click this button, available only when the cursor is in the Formula bar, when you have finished editing a cell's contents to make your changes take effect.

The Corel PRESENTS Data Sheet is made up of data cells. A cell is the white rectangular area formed at the intersection of a row and column. Cells contain data in the form of text, numbers, values, or functions.

Note

- Text that is wider than the current cell is visible unless the adjacent cell also contains data. To display any text hidden in this way, widen its column. Where a number contains more digits than can be displayed in the current column width, number signs appear in the cell. To display the number correctly, widen its column.

Datasheet Toolbar

Switches the current window from Chart View to Datasheet, allowing you to switch from the chart itself to the datasheet containing that chart's data.

Data Sheet

You can edit the data in your chart using the datasheet displayed here.

The datasheet is made up or rows, which are identified with letters, and columns which are identified with numbers. Each cell in the datasheet has as unique identify, comprising the column and row in which it is located. For example, the top left cell of the datasheet is A1. The identify of a selected cell is displayed in the Cell Addresses box.

You can enter data directly into the cells or in the formula bar.

Chart Area in Chart Server

You are in CorelCHART. Click outside the bounding box surrounding the chart to return to CorelPRESENTS or other application from which CHART was launched.

Chart Frame

Riser

Mimor axis

Major Axis

Major primary Y axis

Minor primary Y axis

Major secondary Y axis

Minor secondary Y axis

X-Axis Frame Grid

Y-Axis Frame Grid

Z-Axis Frame Grid

Column Dividers

Row Divider

O2D_O2_MINOR

Quadrant Line

Body

Label

Body

Label

Body

Label

Body

Label

Y-Axis Header

Y-Axis Header

Y-Axis Header

Y-Axis Header

Column Header

Row Header

Major Axis

Body

Label

Left Wall

Left Wall

Left Wall

Right Wall

Right Wall

Right Wall

Floor

Floor

Floor

Riser Face

Riser Face

Riser Face

Riser Face

Riser Face

Riser Face

Riser Face

Riser Face

Riser Face

Riser Grid (X-Axis)

Riser Grid (Y-Axis)

Riser

Data Marker

Scatter Line

Tie Line

Tie Line

Tie Line

Column Header Label

Row Header Label

Column Marker

Data Area

Column Header

Row Header

Cell Label

Subject Area

Feeler

Slice

Slice Crust

Slice Face

Slice Ring

Feeler Label

Pie Label

Area Riser

Label Ring

Data Marker

Data Line

Legend Area

Legend Line

Legend Marker

Legend Text

Scale Marker

Title Label

Label Subtitle

Label Footnote

Background

Curve Line

Exponential Regression (Data Analysis)

Linear Regression (Data Analysis)

Natural Logarithmic Regression (Data Analysis)

Natural Log Regression (Data Analysis)

Natural Log Regression (Data Analysis)

Natural Log Regression (Data Analysis)

Mean Line

Moving Average (Data Analysis)

Data Text

Title

Title

Primary Y-Axis Title

Secondary Y-Axis Title

Z-Axis Title

Column Header

Column Title

Column Title

Title

Row Header

Row Title

Row Title

Row Title

Clicking on an object in the chart with the right mouse button, then clicking What's This identifies the object. To change the selected object, use the Selected Object command in the Chart menu or the Properties command displayed by clicking the right mouse button on the object.

Standard Deviation Line

Connected Line (Data Analysis)

Data Analysis Line

Grid Line

Grid Line

Row/Column Dividers

Axis

Axis Label

Axis

Wall

Riser Face

Data Label

Scatter Tie Line

Header Label

Header Area

Z-Axis Riser Grid

Group Header

X-Axis

Series Header

Y-Axis

Pie Ring Total

Chart Type command (Chart menu)

Click to display the Select Chart dialog box and choose a new chart style. You can choose a chart type by double-clicking its name in the list box or double-clicking its icon in the preview window.

{button ,AL(`create_chart_proc;how_choose_chart_types;chart_over;how_change_chrt_type;chart_type;;',0,"Defaultoverview",)} **Related Topics**

Select Chart dialog box

Displays a list of the chart types and previews of the variations available for each type. You can choose a chart type by double-clicking its name in the list box or double-clicking its icon in the preview window.

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

Select the chart type you want to use. Scroll the list if you want to see more chart types.

Displays information about the selected chart type. The first line shows the main chart type selected in the list on the left. The second line shows the chart sub-type selected in the preview window on the right.

Selected Object command (Chart menu)

Click this command to display a dialog box containing options you can modify for the selected object. You can also display the same dialog box by clicking the object with the right mouse button and clicking Properties from the pop-up menu that appears.

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

Format Chart dialog box

Use this dialog box to edit chart properties such as Data Axis, Category Axis, Chart titles, and Frame titles, or modify scale range, or create custom number formats.

Show Columns as Series/Show Rows as Series command (Chart menu)

Displays column data as the series or row data as the series. The command name changes depending to reflect how the rows and columns are currently displayed

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

Data command

Opens your Chart Datasheet, where you can edit the data for your chart.

How To:

Chart Data dialog box

You can edit the data in your chart using the datasheet displayed here.

The datasheet is made up or rows, which are identified with numbers, and columns which are identified with letters. Each cell in the datasheet has as unique identify, comprising the column and row in which it is located. For example, the top left cell of the datasheet is A1. The identify of a selected cell is displayed in the Cell Addresses box.

You can enter data directly into the cells or in the formula bar.

Format command (Chart menu)

Use this command to display a dialog box where you can edit chart properties, such as the Data Axis, Category Axis, Chart titles, and Frame titles, or modify scale range, or create custom number formats.

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

Legend command (Chart menu)

Modifies display settings such as placement of text, orientation of the legend, and the number of markers per column you want to use.

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

Legend dialog box

Modifies display settings such as placement of text, orientation of the legend, and the number of markers per column you want to use.

Display Status command (Chart menu)

Displays a dialog box which enables you to show, hide and position elements in a chart such as titles, legends, axes, and data values. You can also set how information is displayed in the selected cells using one of the built-in number formats, or a custom format you create.

Display Status dialog box

Enables you to show, hide and position elements in a chart such as titles, legends, axes, and data values. You can also set how information is displayed in the selected cells using one of the built-in number formats, or a custom format you create.

Riser properties

Enables you to reverse data by series or group and use zero or a minimum value as the starting value for data markers. You can show or hide data values and define number format and assign display locations for axes.

Use these options to reverse data by series or group and use zero or a minimum value as the starting value for Data Marker. You can show or hide data values and define number format and assign display locations for axes.

Data Marker and Line properties

Enables you display markers as bars, and display them or hide them. Also allows you to reverse series and groups, use zero or minimum values as the base value, and change marker shape and size. You can show or hide data values and define number format, use data analysis tools, and assign axis to different display locations.

Use these options to to display markers as bars, and display them or hide them. Also allows you to reverse series and groups, use zero or minimum values as the base value, and change marker shape and size. You can show or hide data values and define number format, use data analysis tools, and assign axes to different display locations.

Bar Riser Style properties

Enables you to choose bar thickness, shape, and size. You can also reverse data, define minimum base values and show markers as pictographs. Includes options for changing marker display and the display of values and options for defining number format, using data analysis tools and assigning display locations to axes.

Use these options to choose bar thickness, shape, and size. You can also reverse data, define minimum base values and show markers as pictographs. Includes options for changing marker display and the display of values and options for defining number format, using data analysis tools and assigning display locations to axes.

Bar Riser properties

Enables you to define marker shape, display markers as lines, and emphasize bars. You can also define number format, use data analysis tools, and assign display locations of axes.

Use these options to define marker shape, display markers as lines, and emphasize bars. You can also define number format, use data analysis tools, and assign display locations of axes.

Category Axis properties

Enables you to modify the display location of the Category Axis for Vertical, Hi-low, Horizontal, and Gantt charts. Also allows you to display or hide grid lines and use autofitted text or staggered text on the category Axis.

Use these options to modify the display location of the Category Axis for Vertical, Hi-low, Horizontal, and Gantt charts. Also allows you to display or hide grid lines and use autofitted text or staggered text on the category Axis.

Data Marker properties

Enables you to show or hide data marker and define marker size.

Use these options to show or hide data marker and define marker size.

Data Axis properties

Enables you to define display properties for the primary and secondary data axes. You can define display properties for the Data Axis and the scale it uses.

Use these options to define display properties for the primary and secondary data axes. You can define display properties for the Data Axis and the scale it uses.

Line Bar Riser Style properties

Enables you to reverse series and groups, use zero or minimum values as the base value, and change marker shape and size. You can display the line marker as bars and use data analysis tools and assign display locations to axes.

Use these options Enables you to reverse series and groups, use zero or minimum values as the base value, and change marker shape and size. You can display the line marker as bars and use data analysis tools and assign display locations to axes.

Data Marker and Data Line properties

Enables you to display markers as bars, and display them or hide them. Also allows you to reverse series and groups, use zero or minimum values as the base value, and change marker shape and size. You can show or hide data values and define number format, use data analysis tools, and assign axes to different display locations.

Use these options to display markers as bars, and display them or hide them. Also allows you to reverse series and groups, use zero or minimum values as the base value, and change marker shape and size. You can show or hide data values and define number format, use data analysis tools, and assign axes to different display locations.

Grid Line properties

Enables you to define options for the Primary and Secondary data axis as well as general display properties for grid lines and axis tick marks. You can also show or hide the Category Axis Minor Grid Line and define the limits of the scale range.

Use these options to define options for the Primary and Secondary data axis as well as general display properties for grid lines lines and axis tick marks. You can also show or hide the Category Axis Minor Grid Line and define the limits of the scale range.

Hi-Low Riser properties

Enables you to choose bar thickness and the open/close width. You can reverse series and groups, show or hide data values, assign axis display location and define number format.

Use these options to choose bar thickness and the open/close width. You can reverse series and groups, show or hide data values, assign axis display location and define number format.

Titles properties

Enables you to type titles, subtitles, and footnotes for the chart and for frames. Also allows you to hide or display axes and titles.

Use these options to type titles, subtitles, and footnotes for the chart and for frames. Also allows you to hide or display axes and titles.

Data Values properties

Enables you to show or hide data values and labels, and define a number format.

Use these options to show or hide data values and labels, and define a number format.

Pie Axis properties

Enables you to choose pie rotation and tilt.

Use these options to choose pie rotation and tilt.

Pie Data Analysis properties

Enables you to choose pie size and hole size. You can choose to detach a slice or leave it in the pie and you can reverse series and groups. You can also define the number of pies to use for each row.

Use these options to choose pie size and hole size. You can choose to detach a slice or leave it in the pie and you can reverse series and groups. You can also define the number of pies to use for each row.

Slice Feeler properties

Enables you to show or hide slice feeler line, name, and values. Also allows you to change the slice feeler size.

Click a node in the dialog box and drag it to change the length of each segment of slice feelers. In a single-pie chart, select one feeler, and your adjustments apply only to that feeler. In a multiple-pie chart, your adjustments apply to all feelers in the same data series.

Use these options to show or hide slice feeler line, name, and values. Also allows you to change the slice feeler size.

Click a node in the dialog box and drag it to change the length of each segment of slice feelers. In a single-pie chart, select one feeler, and your adjustments apply only to that feeler. In a multiple-pie chart, your adjustments apply to all feelers in the same data series.

Pie Dimensions properties

Enables you to choose pie thickness and size. You can also define the pies per row you want to use.

Use these options to choose pie thickness and size. You can also define the pies per row you want to use.

Pie Slice properties

Enables you to display pie slices as attached or detached and choose the hole size you want to use. You can define general display properties for slice and ring data, reverse series and groups and change ring format, feeler size and slice format.

Use these options to display pie slices as attached or detached and choose the hole size you want to use. You can define general display properties for slice and ring data, reverse series and groups and change ring format, feeler size and slice format.

Pie Slice Number properties

Enables you to show or hide slice feeler, name, and value as well as the slice format.

Use these options to show or hide slice feeler, name, and value as well as the slice format.

Table Chart Divisions properties

Enables you to use uniform height and width for cells, autofit the table, and set the number of divisions to use.

Use these options to use uniform height and width for cells, autofit the table, and set the number of divisions to use.

Gantt Bar Riser properties

Enables you to choose a bar thickness, reverse series and groups, show or hide data values and define number format.

Use these options to choose a bar thickness, reverse series and groups, show or hide data values and define number format.

Axis properties

Enables you to display your chart at different preset viewing angles, apply autoshading to cubes and riser bar, and use Linear or Logarithmic scales. You can also use zero or minimum values for base of bars and define scale range properties and number format.

Use these options to display your chart at different preset viewing angles, apply autoshading to cubes and riser bar, and use Linear or Logarithmic scales. You can also use zero or minimum values for base of bars and define scale range properties and number format.

Histogram Bar Riser properties

Enables you to choose bar thickness, marker shape, reverse series and groups, show or hide data values and define number format.

Use these options to choose bar thickness, marker shape, reverse series and groups, show or hide data values and define number format.

Axis properties

Enables you to shade or hide labels headers and lines. You can also choose ascending or autofitted scale and use linear or logarithmic plot scale.

Use these options to shade or hide labels headers and lines. You can also choose ascender or autofitted scale and use linear or logarithmic plot scale.

Radial Axis properties

Enables you to change options for the Radial and 2nd Radial Axis. You can hide or show the axis and define scale format and use of Linear or Logarithmic plot scale.

Use these options to change options for the Radial and 2nd Radial Axis. You can hide or show the axis and define scale format and use of Linear or Logarithmic plot scale.

Grid Lines

Enables you to apply changes to Circular Axis, Radial Axis and 2nd Radial Axis. You can hide or display axis and their tick marks. You can define the number of divisions or use automatically defined divisions and define the scale range.

Use these options to apply changes to Circular Axis, Radial Axis and 2nd Radial Axis. You can hide or display axis and their tick marks. You can define the number of divisions or use automatically defined divisions and define the scale range.

Axis properties

Enables you to change options for x-Axis, Y1 Axis, Y2 Axis. You can change display locations for axes, the type of scale, and linear or logarithmic values. You can also assign display locations for axis number format and define the scale range you want to use.

Use these options to change options for x-Axis, Y1 Axis, Y2 Axis. You can change display locations for axes, the type of scale, and linear or logarithmic values. You can also assign display locations for axis number format and define the scale range you want to use.

Data Marker and Values properties

Enables you to define Marker Shape and size, show or hide data values, and reverse series and groups. You can also define number format and use data analysis tools.

Use these options to define Marker Shape and size, show or hide data values, and reverse series and groups. You can also define number format and use data analysis tools.

Spectral Data Cell and Values properties

Enables you to select a marker shape, reverse series or groups, choose the color and number format.

Use these options to select a marker shape, reverse series or groups, choose the color and number format.

Spectral Headers properties

Enables you to change display locations for series and group headers and to show or hide grid lines and choose a text fitting scheme.

Use these options to change display locations for series and group headers and to show or hide grid lines and choose a text fitting scheme.

Spectral Label properties

Enables you to choose scale type, display location, and the number format and scale range. You can also choose the color spectrum you want to use.

Use these options to choose scale type, display location, and the number format and scale range. You can also choose the color spectrum you want to use.

Grid Lines

3D Riser Style properties

Enables you to choose riser size and type, color risers according to type, use autoshading, reverse series and groups, and use zero or minimum values as the base for bars. Also allows you to define general display properties for 3D grid lines .

Use these options to choose riser size and type, color risers according to type, use autoshading, reverse series and groups, and use zero or minimum values as the base for bars. Also allows you to define general display properties for 3D grid liness.

Wall properties

Enables you to show or hide walls and use linear or logarithmic scale. You can also show or hide autoshading and define properties for 3D grid lines .

Use these options to show or hide walls and use linear or logarithmic scale. You can also show or hide autoshading and define properties for 3D grid lines

Axis properties

Enables you to define display locations for Interval and Data axes. Also allows you to show or hide grid lines and choose type of scale fitting. You can define number of intervals, number format, modify display properties of grid lines and scale range.

Use these options to define display locations for Interval and Data axes. Also allows you to show or hide grid lines and choose type of scale fitting. You can define number of intervals, number format, modify display properties of grid lines and scale range.

3D Riser properties

Enables you to choose riser size and type, color risers according to type, use autoshading, reverse series and groups, and use zero or minimum values as the base for bars. Also allows you to define general display properties for 3D grid lines.

Use these options to choose riser size and type, color risers according to type, use autoshading, reverse series and groups, and use zero or minimum values as the base for bars. Also allows you to define general display properties for 3D grid lines .

3D Scatter properties

Enables you to choose data point shapes, and size. You can color markers based on preset criteria and use tie lines. You an also hide or display scatter label (3D) and autoshade.

Use these options to choose data point shapes, and size. You can color markers based on preset criteria and use tie lines. You an also hide or display scatter label (3D) and autoshade.

3D Text View properties

Enables you to show or hide titles and axes and define general text display options.

Use these options to show or hide titles and axis and define general text display options.

Legend Marker properties

Modifies display settings such as placement of text, orientation of the legend, and the number of markers per column you want to use.

Modifies display settings such as placement of text, orientation of the legend, and the number of markers per column you want to use.

Scale Range dialog box

Use this dialog box to specify the range for values to plot on the chart.

Check to exclude the minimum data value from the scale that displays on the data axis.

Check to exclude display of the maximum data value on the data axis.

Click to include values from the datasheet selection that are out of the specified range of values.

Check to exclude values from the datasheet selection that are out of the specified range.

From lowest to highest of the selected range.

Check to highlight the From and To text boxes so you can enter the beginning and end values you want to use.

Type the beginning value you want to use.

Type the end value you want to use.

Check to display a 2nd radial axis.

Check to display values along the radial axis beginning with the lowest value. Un-check to display values beginning with the highest value.

Check to display data values starting with the lowest value on the bottom of the vertical data axis.

Click to display grid lines and tick marks at intervals determined by data values in the chart.

Check to format text along the Category Axis.

Check to scale values to fit beside the markers.

Automatically shades the cube data marker in 3D charts.

Click to display the Axis Assignment dialog box and modify the axis display position.

Displays a selection of thicknesses. Hold down the mouse button and move down the flyout menu; a preview of each option is displayed. Release the mouse button to make a selection.

Click to color risers by group.

Deletes the selected chart object.

Separates a slice from the pie.

Previews the removed slice.

Click a slice to select it.

Check to display bars as lines.

Check to display the footnote.

Check to display the Groups title.

Check to display group headers along the bottom border of the chart. Un-check to hide.

Check to display a Data Axis along the left-hand, vertical axis.

Check to display a Data Axis along the right-hand, vertical axis of the chart.

Check to display the Series title.

Check to include the subtitle, uncheck to hide the subtitle.

Check to display the title.

Click to display data markers according to their distance from the floor.

Click to display data markers according to their distance from the left wall.

Click to display data markers according to their distance from the right wall.

Click to color the faces of data points.

Type the footnote for the chart.

Click to base all bars from the floor.

Type the groups title you want to use.

Click a hole size to select it.

Check to display the text using Hotel Text (letters stacked on top of each other) for the font.

Click to display ticks inside the scale axis and hide grid lines.

Check to display data as linear values.

Check to display data as linear values along the Data Axis.

Check to display data as logarithmic values along the Interval Axis.

Check to display data as logarithmic values along the Data Axis.

Click to type the number of grid lines you want in the Number of divisions text box.

Click a marker shape to select and display it in the preview area.

Click the marker shape you want to apply to the risers.

Check to set the starting minimum value at the lowest value in the datasheet selection.

Click if you don’t want to perform any action.

Click to display grid lines with tick marks outside the scale axis.

Click to display grid lines without tick marks.

Displays a dialog for controlling display of data. You can use one the formats provided or create your own. This command works with ring pie charts only.

Type the number of divisions you want to use in the grid lines.

Click the distance between open and close markers you want to use.

Hides grid lines but displays ticks outside the scale axis.

Check to display the pie label.

Select a rotation type for your pie chart.

Select the pie size you want to use.

Click to select the title you want to use.

Check to display the pie title.

Click to display the Pies Per Row dialog box and type the number of pies per row you want to use.

polar charts

Previews the preset viewing angles you can apply to your 3D chart.

Lists the preset viewing angles you can apply to your 3D chart.

Check to apply options to the Primary Data Axis.

Check to display a radial axis.

Restores the chart to its original appearance.

Reverses Groups along the non-numeric axis.

Reverses Series data within groups.

Automatically shades the risers in 3D charts.

Click to display the Scale Range dialog box and modify the scale range.

Check to apply options to the Secondary Data Axis.

Type the Series title you want to use.

Click to color the markers according to series.

Click to divide each bar into slices based on the major grid lines and prepare for inserting a bitmap fill or importing a bitmap file.

Check to display data values

Check to include grid lines on the chart.

Check to display all major grid lines and define characteristics of tic marks. Un-check to hide.

Displays markers for data points.

Click to display the minor grid lines that lie between major grid lines.

Check to display the name of the selected object.

Check to display Scatter labels.

Check to display the vlaue for the selected object.

Check to display Slice Feeler lines.

Displays a selection of spacing intervals. Hold down the mouse button and move down the flyout menu; a preview of each option is displayed. Release the mouse button to make a selection.

Click to display tics on both sides of the scale axis and hide the grid lines.

Check to display the Spectrum label.

Check to stagger text along the Category Axis.

Type the sub-title for the chart.

Type the title you want to use for the chart.

Check to display the data for the X axis.

Check to display data values for the Y axis.

Check to display the Y1 title.

Type the Y1 title you want to use.

Check to display the Y2 title, uncheck to hide the Y2 title.

Type the Y2 title you want to use.

Check to display data values for the Z axis.

Check to display data values for the Z2 axis.

Check to display the zero line dividing positive and negative values.

Check to set the starting minimum value for bar risers to Zero.

we have no topic

we have no topic

Check to display group headers along the top border of the chart. Un-check to hide.

New command [File menu]

Provides access to the Document, From Template and From Wizard commands, which you can use to start a new presentation.

New presentations use the same ruler and guideline settings plus the Presentation Options in effect for the current session. Use the Preferences command in the Tools menu to change presentation options.

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

Document command (File,New)

Starts a new, blank presentation. The new presentation uses the default page, ruler, and guideline settings. Click File, Page Setup to change the page settings.

From Template command (File,New)

Opens the Templates dialog box, which allows you to start a new presentation from a template of your choice. The template provides one slide, with a preset background and layout. You can add slides to the presentation, following the template style, by clicking Insert, Slide.

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

Templates dialog box

Allows you to start a new presentation from a template of your choice. The template provides one slide, with a preset background and layout. You can add slides to the presentation, following the template style, by clicking Insert, Slide.

Double-click the thumbnail that you want to use as the template for your presentation. type of presentation you want to create. The template provides one slide, with a preset background and layout. You can add slides to the presentation, following the template style, by clicking Insert, Slide.

From Wizard command [File menu]

Opens the Corel PRESENTS Presentation Wizard dialog box, which guides you through the creation of a new presentation that is customized to your requirements. You respond to a series of simple questions, and the Wizard reflects the formatting you choose.

Corel PRESENTS Presentation Wizard dialog box

Respond to the questions in each dialog box; the Wizard creates a new presentation that is customized to your requirements. Click Next to continue.

Note

The presentation is based on the default presentation template, but the formatting reflects your choices when responding to the Wizard.

Corel PRESENTS Presentation Wizard dialog box

Choose the type of presentation you want to create. Based on the topic you select, a presentation is created with backgrounds, layouts, sample titles and body text cues. You can modify the presentation to suit you requirements.

Choose the type of presentation you want to create. A presentation is created with backgrounds, layouts, sample titles and body text cues. You can modify the presentation to suit you requirements.

Open command/button

Opens the Open dialog box, which lets you choose an existing presentation, background or screen show. If you already have a presentation open, PRESENTS opens the presentation over the original. Use Tile Horizontally or Tile Vertically to display a number of presentations simultaneously.

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

Open dialog box

Opens an existing presentation in a new window. If you already have a presentation open, PRESENTS opens the presentation over the original. Use Tile Horizontally or Tile Vertically to display a number of presentations simultaneously.

Choose the directory from which you want to open the presentation file. Click the down arrow to see how the current folder fits into the hierarchy on your computer. Double-click a file to open it.

Shows the folders or files stored in the directory you specified in the Look in box.

Click the filename in the display window. The name is inserted in the File Name box. Double-click on the filename in the display window to open the presentation file.

Type the name of the file you want to open.

Click the filename in the display window. The name is inserted in the File Name box. Double-click the filename in the display window to open the presentation file.

Click the type of file you want to open.

Presentations have the .CPR Extension. Background libraries have the .CPB extension, and portable screen show files have the .CRP extension.

Click to view a higher level of folders.

Click to create a sub-folder under the level listed in the Look in box.
To delete a sub-folder you create, choose the folder and press delete.

Click to list the folders or files stored in the directory in the Look in box.

Click to view details on the name, size, type, and modification date of the folders or files listed in the display window.

Click to open the file you identified in the File Name box. You can also double-click the filename in the display window to open the file.

Save command/button

Saves the current presentation under the name displayed in the title bar. If you have not saved the presentation yet, the Save As dialog box appears, prompting you to enter a name. If you are altering an existing presentation, but want to keep the original version, use the Save As command.

Note

When saving a presentation, the following settings are saved with the file:

- page size and orientation
- ruler units and origins
- snap to guidelines status
- presentation options

{button ,AL(`how_saveall;how_save_file;how_save_changes;how_save_new_name;;;',0,"Defaultoverview",)} **Related Topics**

Save As command (File menu)

Opens the Save As dialog box, which allows you to save:

- a new presentation
- a new version of an existing presentation
- an existing presentation with a new name or in a different location

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{button ,AL(`how_saveall;how_save_file;how_save_changes;how_save_new_name;;;',0,"Defaultoverview",)} **Related Topics**

Save As dialog box

Saves a new presentation, a new version of an existing presentation, or an existing presentation with a new name or in a different location.

Choose the directory in which you want to save the presentation file. Click the down arrow to see how the current folder fits into the hierarchy on your computer.

Shows the folders or files stored in the directory you specified in the Save in box.

Type the name of the file you want to save. You can also type the full path of the file. For example, you can type c:\myfiles\show.cpr to save the show.cpr file to the myfiles directory on the c: drive.

Choose .CPR as the type of file to be saved for a presentation.
To save a background, choose .CPB as the file type.
To save a portable screen show, choose .CRP as the file type.

Click to view a higher level of folders.

Click to create a sub-folder under the level listed in the Save in box.
To delete a sub-folder you create, choose the folder and press delete.

Click to list the folders or files stored in the directory in the Save in box.

Click to view details about the name, size, type, and modification date of the folders or files listed in the display window.

Click to save the file you identified in the File Name box.

Save All command (File menu)

Saves all open presentations. If you have not saved a presentation yet, the Save As dialog box appears, prompting you to enter a name. If you are altering an existing presentation, but want to keep the original version, use the Save As command.

Note

When saving a presentation, the following settings are saved with the file:

- page size and orientation
- ruler units and origins
- snap to guidelines status
- presentation options

{button ,AL(`how_saveall;how_save_file;how_save_changes;how_save_new_name;;;',0,"Defaultoverview",)} **Related Topics**

Close command (File menu)

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

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

Tip

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

Import command (File menu)

Brings files into Corel PRESENTS from other programs. You can also use this command to merge other PRESENTS files with the current presentation. You can have PRESENTS choose the import filter type for you by choosing All Files in the List Files of Type box.

Send command (File menu)

Opens Microsoft Exchange, which allows you to send and receive electronic mail or fax messages. You send messages from and store all messages in Microsoft Exchange. You must have the necessary hardware, and belong to the Exchange.

Print command (File menu)

Opens the Print dialog box. This dialog box allows you to print your work, change the print options, and change the printer and printer properties.

Print Setup command (File menu)

Opens the Print Setup dialog box. This dialog box allows you to change the printer and printer properties.

Page Setup command (File menu)

Opens the Page Size dialog box, which allows you to set the page size, orientation, margins, headers and footers for all slides in the current presentation. The Page Setup dialog box has two sections: Size/Margin and Header/Footer.

When you save a presentation, the Page Setup settings are also saved.

The page orientation you choose here should match the orientation specified with the Print Setup command.

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

Page Setup dialog box

Opens the Size/Margin and Header/Footer tabs, from which you can set the page size, orientation, margins, headers, and footers for all slides in the current presentation. When you save a presentation, the Page Setup settings are also saved.

The page orientation you choose here should match the orientation specified with the Print Setup command.

Size/Margin page

Sets options for the current view, page size, and margin width of the presentation page. If you change the page size, you can set scale objects options to ensure that objects maintain their aspect ratios. The page orientation you choose here should match the orientation specified with the Print Setup command.

Enable the button to set the default view for all slides in the current presentation to Slide view, with backgrounds displayed. You must have created or chosen a background from the library for a background to be displayed. Otherwise, the background will display as a white page.

Enable the radio button to set the default view for all slides in the current presentation to Speaker Notes view. Speaker Notes display a thumbnail of the slide, with a body text section for you to add notes.

Enable the radio button to set the default view for all slides in the current presentation to Handout view. Handouts display thumbnails of several slides per page, with body text sections for you to add notes for the audience.

Enable the radio button to set the page to be longer vertically than horizontally. The page is oriented so that it prints from left to right across its shortest dimension.

Enable the radio button to set the page to be longer horizontally than vertically. The page is oriented so that it prints from left to right across its longest dimension.

Choose one of the standard paper sizes or choose Custom.
The following options set page sizes for producing slides, overheads and screen shows.

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

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

Overhead adds margins that are required when mounting overheads in frames.

If you chose a custom paper size, set the horizontal dimensions that you require. You can specify a custom page size up to 17x17 inches.

If you chose a custom paper size, set the vertical dimensions that you require. You can specify a custom page size up to 17x17 inches.

Set the distance from the top of the page that you want the top margin to appear. The margin cannot be less than the margin set for your printer.

Set the distance from the bottom of the page that you want the bottom margin to appear. The margin cannot be less than the margin set for your printer.

Set the distance from the left side of the page that you want the left margin to appear. The margin cannot be less than the margin set for your printer.

Set the distance from the right side of the page that you want the right margin to appear. The margin cannot be less than the margin set for your printer.

If you changed the paper size, enable the radio button to modify the aspect ratio of all objects to best fit the page.

If you changed the paper size, enable the radio button to change the aspect ratio of all objects to fit to the page size.

If you changed the paper size, enable the radio button to leave the aspect ratio of all objects as is.

Header/Footer page

Creates headers and footers in the presentation slides, handouts and speaker notes. The header repeats at the top of every page or slide; the footer at the bottom.

Enable the radio button to create a header and footer for your presentation slides. The header and footer are diplayed on every slide in the presentation.

Enable the radio button to create a header and footer for your presentation handouts. The header and footer are diplayed on every handout page.

Enable the radio button to create a header and footer for your presentation speaker notes. The header and footer are diplayed on every speaker notes page.

Choose the information to insert into the header from the list box. You can click the Custom Header button to type your own information to display in the header.

Click to create a customized header. You can change the font type, size and characteristics (bold, italics and underlining); choose macros to insert information; or type your own text in the Left, Center, and Right display windows.

Displays the information that you chose or created. You can type your own text in the Left, Center, and Right display windows.

Click to create a customized footer. You can change the font type, size and characteristics (bold, italics and underlining); choose macros to insert information; or type your own text in the Left, Center, and Right display windows.

Customize Header/Footer dialog box

Creates customized headers and footers in the presentation slides, handouts and speaker notes. The header repeats at the top of every page or slide; the footer at the bottom.

Type text you want to appear on the left side of the header or footer. You can choose the font type, size and characteristics (bold, italics, and underlining) from the Attributes section. You can also choose a macro to insert into the display window, from the Macros section.

Type text you want to appear in the center of the header or footer. You can choose the font type, size and characteristics (bold, italics, and underlining) from the Attributes section. You can also choose a macro to insert into the display window, from the Macros section.

Type text you want to appear on the right side of the header or footer. You can choose the font type, size and characteristics (bold, italics, and underlining) from the Attributes section. You can also choose a macro to insert into the display window, from the Macros section.

Changes the font style for the selected text or the default font. Scoll down the list to view all fonts installed on your computer.

Changes a point size for the selected text or for the default font. The arrow located on the right of the Point size box is used to see the list of point sizes and make a selection. You can type the point size directly.

Applies or removes bolding, italics and underlining to the selected text or the default font.

Inserts the number of the slide in the header or footer.

Inserts the total number of slides in the presentation, e.g.. Slide 1 of 10.

Inserts the date and time, which is automatically updated every time you open the presentation file. Choose the date and time format from the dialog box that appears when you click the Date and Time button.

Inserts the user name that is specified in the Tools, Options menu. A name must be entered in the User Info dialog box for the information to appear in the header.

To change the user name, click on the User Info tab in the Options menu and change the name in the User Name box.

Inserts the user organization that is specified in the Tools, Options menu. A name must be entered in the User Info dialog box for the information to appear in the header.

To change the user organization, click on the User Info tab in the Options menu and change the name in the User Organization box.

Run Presentation command/button

Runs the current presentation including transition effects, time on screen, and sound and animation files. The show runs according to the presentation options chose in the Tools, Options command. You can click the ESC key to exit the running presentation and return to the PRESENTS window.

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

Exit command (File menu)

Ends the current Corel PRESENTS session. If you have any open presentations with unsaved changes, PRESENTS prompts you to save those presentations before closing.

The next time you run PRESENTS, the program will use the same settings in effect during the last session. These settings are as follows:

- default template
- Page Setup settings
- Grid Frequency and Origin settings
- Guidelines and Grid Snap To settings
- all settings in the View menu
- all settings in the Options dialog box
- disk drive and directory for Open, Save, Export, Import, and Print to File dialog boxes

Recent File command (File menu)

Lists the last four presentation files you closed. Type the number next to a file, or click the filename to open that presentation.

Cascade command (Window menu)

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

Tile Horizontally command (Window menu)

Sets up two or more open presentation windows in equally-sized frames arranged horizontally.

Tile Vertically command (Window menu)

Sets up two or more open presentation windows in equally-sized frames arranged vertically.

Arrange Icons command (Window menu)

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

Refresh Window command (Window menu)

Redraws objects on the screen, clearing the screen of "dirt" left over from earlier manipulations.

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

Opens and activates a presentation window. The windows are listed in the order in which they were opened.

3D Tool command (Tools menu)

Launches a special roll-up window for manipulating 3D charts. The 3D Roll-Up allows you to change the perceived position of the chart in space and create your own viewing angles.

Data Analysis command (Tools menu)

Opens the Data Analysis dialog box, used to graph trends or values. The data analysis functions you can use include:

- Mean
- Standard Deviation
- Connector Line
- Smooth Curve
- Moving Average
- Financial Moving Average
- Scientific Moving Average
- Linear Regression
- Power Law Regression
- Natural Logarithmic Regression
- Exponential Regression
- Polynomial Regression Line
- Order box
- Smooth Factor box
- Show Correlation Coefficient

Data Analysis dialog box

Use this dialog box to display graphic display of your data to highlight particular trends or values. The data analysis functions you can use include:

- Mean
- Standard Deviation
- Connector Line
- Smooth Curve
- Moving Average
- Financial Moving Average
- Scientific Moving Average
- Linear Regression
- Power Law Regression
- Natural Logarithmic Regression
- Exponential Regression
- Polynomial Regression Line
- Order box
- Smooth Factor box
- Show Correlation Coefficient

Check to display the Mean value as a line.

Check to display the Standard Deviation as a line.

Check to display data values of a selected group as a Connected Line.

Check to display a Smooth Curve drawn through evenly distributed intervals between two defined data points.

Check to display the Moving Average asa line connecting the moving average of data points. Specify if the Moving average you want to use is financial or scientific.

Check to display the Financial Moving.

Check to display the Scientific Moving average.

Check to display the Linear Regression for the selected series.

Check to join data points in accordance with the Power Law Regression.

Check to display the least squares approximation of the selected series as a curved line developed according to the Natural Logarithmic regression.

Check to display the Exponential regression for the selected series.

In the Order Box type the number of values to be used for calculating the moving average.

Check to display a Polynomial Regression curve for the selected series.

Type the number points in the Smooth Factor box to be used in calculations. Higher numbers result in smoother lines.

Check to display the formula used for a given regression type or polynomial fit.

Check to display the Correlation Coefficient for selected data points.

Arrange command (Tools menu)

Opens a flyout menu, from which you can choose options to rearrange the stacking order of objects on the chart. Options include moving to front, to back, forward one, backward one, grouping,and ungrouping.

To Front command (Tools menu)

Moves the selected object in front of all others on the page.

To Back command (Tools menu)

Moves the selected object behind all others on the page but still in front of the slide’s background.

Forward One command (Tools menu)

Moves the selected object on top of the object that's in front of it.

Backward One command (Tools menu)

Moves the selected object in back of the object that's behind it.

Group command (Tools menu)

Groups all selected objects together so that they can be selected and manipulated as a single object.

When an object in a group is selected, a single Highlighting box appears around the entire group. Any command or operation applied to the group affects all objects in the group except for those listed below:

- Combine (Arrange menu)
- Break Apart (Arrange menu)
- Fit Text to Path (Format menu)
- Any operations using the Shape Tool

You can also collect groups into larger groups with other objects and/or groups. A single group can have as many as 10 sub-levels of grouping.

To break a group apart, use the Ungroup command.

Ungroup command (Tools menu)

Breaks up the selected group into its individual objects. If you have groups of objects grouped together, Ungroup breaks up one level of grouping at a time.

Options command (Tools menu)

Click the Options command to adjust settings for Fountain Fills, Greek Text, Miter Limit, dithering, and display.

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

Options dialog box

Use the Options dialog box to adjust settings for Fountain Fills, Greek Text, Miter Limit, dithering, and display.

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

Type the number of bands used to represent fountain fills on the screen. Low values for quick screen redraws with noticeable banding.

Type the point size below which fonts are to be displayed as greyed rectangles.

Type a number. Below this limit, corners come to a bevelled point. Above this limit, corners come to a sharp point.

Check to have screen draws stop when the mouse is moved or a key is pressed.

Displays colors using Corel’s dithering scheme.

Displays colors using the screen driver’s default dithering scheme.

To select an object

1. Click  .
2. Click anywhere on the object you want to select.

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

To marquee select objects

1. Click ▪.
2. Hold down the mouse button and drag the marquee box until it completely encloses the objects.
3. Release the mouse button.

Note

- Selecting more than one object lets you apply the same commands, transformations, or attributes to them. When you select multiple objects, a single highlighting box enclosing them all appears.
- When you hold down ALT while you drag, any object that intersects with the marquee box is selected. If you do not release the mouse button before releasing ALT, only those objects enclosed by the marquee box will be selected.

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

To select the next object

1. Click ▪.
2. Press the TAB key to select the next object.

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

To select multiple objects

1. Click ▪.
2. Hold down SHIFT and click on the objects.

Note

- Selecting more than one object lets you apply the same commands, transformations, or attributes to them. When you select multiple objects, a single highlighting box enclosing them all appears.

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

To select all objects

- Click Edit, Select All.

Tip

- You can also double-click on Pick tool to select all objects.

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

To select multiple groups

- Hold down SHIFT and click an object in each group.

Note

- You can also drag a marquee box around all objects in the groups to select. When you select a group, a highlighting box enclosing all of the objects in the group appears.

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

To deselect all objects

- Click any open space on the slide or press ESC.

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

To deselect only one of several objects selected

- Hold down the SHIFT key and click anywhere on the object.

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

To select the previous object

1. Click ▪.
2. Press the SHIFT and TAB keys to select the previous object.

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

To delete an object

1. Select the object.
2. Click Edit, Delete.

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

Creating basic objects

Corel PRESENTS provides a variety of tools that you can use to create shapes. The Freehand and Bezier tools allow you to create shapes line by line, or curve by curve. For example, you can draw irregular shapes or sign your name with these tools. The Rectangle, Ellipse, and Star tools allow you to create shapes by clicking and dragging. For example, you can create a circle with the Ellipse tool or a ten-sided star with the Star tool.

Shaping objects

Objects are constructed from basic elements called paths. A line, for example, is a path drawn between a start point and an end point. Each point is called a node. A line is an open path that cannot be filled. A closed path (e.g., a circle) can be filled. A path must have at least two nodes, and can have a virtually unlimited number of nodes. An object can consist of several separate paths, called subpaths (e.g., a donut created from a circle within a circle).

The Shape tool and allows you to:

- change the characteristics of a path and its nodes
- round the corners of rectangles and squares
- create arcs and pie wedges from ellipses and circles

To add text

1. Click the Text.tool  .
2. Click the document window.
3. Type the text.

Note

- Once the text is on the page, you can use the text toolbar to change the font, point size, and other character attributes.

To select text with the Text tool

1. Click the Text tool and hold down the left mouse button.
2. Click and hold the mouse button to the left of the first character you want to select.
3. Drag the mouse pointer over the characters you want to edit to select.

Notes

- To select one character at a time, hold down the SHIFT key and press an Arrow key.

To select text with the Pick tool

- Click on any text character with the Pick tool.

To edit text

1. Select the text you want to edit.
2. Position the insertion point and make changes.

To choose a new font

1. Select the text you want to change.
2. Choose a font from text toolbar.

To change font size

1. Select the text you want to change.
2. Click the Font Size list on the text toolbar.

Tip

- In text editing mode, select the text in the current object, click the Font list, and select a new font size or type in a new one.

To choose a new font style

1. Select the text you want to change.
2. Click Bold, Italic, or Underline on the text toolbar.

Note

{bmc bullet.bmp If a font does not support a text style, the button for that text style is grayed out.

To copy and paste text

1. Select the text you want to copy.
2. Click Edit, Copy.
3. Place the cursor where you want the text copied to.
4. Click Edit, Paste.

To cut and paste text

1. Select the text you want to cut.
2. Click Edit, Cut.
3. Place the cursor where you want the text moved to.
4. Click Edit, Paste.

To display the text toolbar

1. Click View, Toolbars.
2. Click Text Toolbar.

To select characters with the Shape tool

1. Click the text with the Shape tool  .
   Character nodes appear next to each character along with a pair of handle for adjusting spacing.
2. To select a single character, click the node to the left of the character.

Note

- To select multiple characters, hold down the SHIFT key and click the nodes of each character you want selected. Or, drag until the marquee box encloses the characters' nodes.

To deselect a character with the Shape tool

- Hold down the SHIFT key and click the node to the left of the character.

To increase the redraw speed of text using Greek Text

1. Click Tools, Options.
2. In the Greek text below number box, type the value at which text will display as small rectangles.

Filling objects

Any object with a closed path can be filled in with a solid color or one of several Special Fill types. If you leave an object without a fill or remove an object's existing fill, objects behind it will show through as if it were transparent.

Fountain Fills

A fountain fill is a progression of colors following a circular, square, straight, or radial path. You can have a direct blend from one color to another, or a cascade of different colors. You can use pre-generated fountain fills to create neon tubes, metal cylinders, and a variety of similar effects.

Texture fills

A texture fill is a fractally-generated picture that you can use to give your object the appearance of natural materials. You can choose from a series of pre-generated textures, or randomly generate variations.

Pattern Fills

Pattern fills are pre-generated, symmetrical images that easily lend themselves to tiling. You can fill an object completely with one image, but you would more often use a series of repeated images to form a tiled fill. You can import bitmaps or vector graphics to use as pattern fills, and you can create simple two-color bitmap patterns.

Uniform Fills

You can quickly fill an object with a solid color using the on-screen palette. If you want more control over the color, you should use the Color dialog box.

{button ,AL(`fill_over;clr_palettes_for_clr;clr_cr_overview;clr_cr_overview;;',0,"Defaultoverview",)}
Related Topics

To make an object transparent using the Fill tool

1. Select the object with the fill you want to remove.
2. Click Fill tool.
3. Click No Fill.

To make an object transparent using the on-screen color palette

1. If the palette is not displayed:
   Click View, Color Palette.
   Choose one of the palettes from the sub-menu (see Related Topics).
2. Select the object with the fill you want to remove.
3. Click No Color.

To fill an object with a uniform color using the Fill tool

1. Select the object.
2. Click Fill tool.
3. Click Black Fill or White Fill.

To fill an object with a uniform color using the on-screen color palette

1. If the palette is not displayed:
   Click View, Color Palette.
   Choose one of the palettes from the sub-menu (see Related Topics).
2. Select the object.
3. Click the palette’s scroll arrows until the color you want is visible.
4. Click the color you want with the left mouse button.

To fill an object with a uniform color using the Fill Color dialog box

1. Select the object.
2. Click Fill tool, Fill Color.
3. Choose the color you want (see Related Topics).

Fountain fills

A fountain fill is a progression of colors following a circular, square, straight, or radial path. You can have a direct blend from one color to another, a rainbow of several colors, or a set of color peaks and highlights. You can use pre-generated fountain fills to create neon tubes, metal cylinders, and a variety of similar effects.

You can change the number of color steps in a fill to give it a smoother or rougher appearance. However, since a large number of steps is slow to draw, you might want to limit how the fill appears on screen and how it prints.

- The Preview Fountain Steps option in the Display pane of the Options dialog box sets the number of steps that are drawn on screen.
- The Fountain Steps option in the Options pane of the Print Options dialog box sets the number of steps that are printed.
- The Steps option in the Fountain Fill dialog box overrides these two settings when unlocked (see Related Topics).

{button ,AL(`fill_over;g_h_pt_fountain;cc09_pro2_cd;;;',0,"Defaultoverview",)} **Related Topics**

To create a fountain fill

1. Select the object you want to fill.
2. Click Fill tool, Fountain Fill.
3. In the Type list, click the type of fountain you want:
   Linear Fountain creates a fill that changes color in one direction.
   Radial Fountain creates a fill that changes color in concentric circles from the center of the object outwards.
   Conical Fountain creates a fill that radiates from the center of the object.
   Square Fountain creates a fill that changes color in concentric squares from the center of the object outwards.
4. Click the From color button and choose a color for the start of the fountain.
5. Click the To color button and choose a color for the end of the fountain.

Tip

- You can change the number of color steps in a fountain fill with the Steps option. Enable Unlock and enter a new value. When the Steps option is locked, the fill will print with the number of steps specified in the Print Options dialog box and display with the number of steps specified in the Options dialog box (see Related Topics)

To change the orientation of a fountain fill

1. Select the object you want to fill.
2. Click Fill tool, Fountain Fill.
3. Adjust the Horizontal Offset setting until the center of the fill is where you want it. A value of -50% will place the center on the left edge of your object; a value of 50% will place it on the right edge.
4. Adjust the Vertical Offset setting until the center of the fill is where you want it. A value of -50% will place the center on the bottom edge of your object; a value of 50% will place it on the top edge.
5. Adjust the Angle setting until the fill is oriented the way you want it. Positive values will rotate the fill counter-clockwise, negative values will rotate it clockwise.

Note

- The Horizontal and Vertical Offset options are not available for linear fountain fills.
- The Angle option is not available for radial fountain fills.

To create a fountain fill containing only two colors

1. Select the object you want to fill.
2. Click Fill tool, Fountain Fill.
3. Click Two Color.
4. Click Direct Color Path.
5. Click the From color button and choose a color for the start of the fountain.
6. Click the To color button and choose a color for the end of the fountain.
7. Adjust the Mid-Point slider until the color proportions are correct.

Tip

- You can increase the percentage of start and end color by adjusting the Edge Pad value.

To create a fountain fill containing multiple colors

1. Select the object you want to fill.
2. Click Fill tool, Fountain Fill.
3. Click Two Color.
4. Click the From color button and choose a color for the start of the fountain.
5. Click the To color button and choose a color for the end of the fountain.
6. Click Clockwise Color Path to determine the intermediate colors from a clockwise path around the color wheel.

   or

   Click Counter-Clockwise Color Path to determine the intermediate colors from a counter-clockwise path around the color wheel.
7. Adjust the Mid-Point slider until the color proportions are correct.

Note

- You can increase the percentage of start and end color by adjusting the Edge Pad value.

To specify the intermediate colors of a fountain fill

1. Select the object you want to fill.
2. Click Fill tool, Fountain Fill.
3. Click Custom.
4. Double-click in the preview ribbon to add a color marker.
   You can move existing markers by dragging them along the preview ribbon, and delete them by double-clicking.
5. Click a color in the palette to assign it to the marker.
   You can change the color of an existing marker by selecting it and clicking a new color in the palette.
6. Repeat steps 4 and 5 until you achieve the desired effect.

Two-color bitmap patterns

A two-color bitmap is a very simple picture composed of only “on” and “off” pixels. There are no colors in the bitmap except for the two you define. The pre-generated patterns are designed so that they will interlock to fill an object with seamless tiles.

You can import an external bitmap to use as a two-color pattern, providing it is composed of just two colors. If you want to import a multi-colored pattern, use the Full-Color Bitmap Pattern dialog box (see Related Topics).

Transformations applied to objects with two-color bitmap pattern fills do not affect the pattern. For example, if you rotate the object, the orientation of the pattern remains constant. However, you can have the designs maintain their aspect when you scale or stretch the object.

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

Two-Color Bitmap Pattern Editor

This dialog box lets you create your own two-color bitmap patterns. A two-color bitmap is a very simple picture composed of only “on” and “off” pixels. There are no colors in the bitmap except for the two you define in the Two-Color Bitmap Pattern dialog box.

Remember that two-color bitmap patterns are meant to be tiled. If the pattern you create is not symmetrical, it might not look very good as a tiled fill.

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

To fill an object with a two-color bitmap pattern

1. Select the object you want to fill.
2. Click Fill tool, Two-Color Bitmap pattern.
3. Click the preview box.
4. Click the pattern you want.
5. Click the Back color button and choose a color for the background.
6. Click the Front color button and choose a color for the foreground.

To create a new two-color bitmap pattern fill

1. Select the object you want to fill.
2. Click Fill tool, Two-Color Bitmap Pattern.
3. Click Create.
4. Click the Bitmap Pattern size you want. The size you choose determines the resolution of the pattern.
5. Click the Pen Size you want. The size you choose determines how many squares in the drawing area are filled when you click with the mouse.
6. Click with the left mouse button to fill squares in the drawing area.
   Click with the right mouse button to erase squares in the drawing area.

Note

- Once you have completed your pattern, you can change its colors and tile properties just as you would any other two-color bitmap pattern. The pattern you create is added to the end of the pattern list.

To set the size of two-color bitmap pattern tiles

1. Select the object you want to change.
2. Click Fill tool, Two-Color Bitmap Pattern.
3. Enable one of the Small (0.25x0.25 inches), Medium (0.50x0.50 inches) or Large (1.00x1.00 inches) options
   or
   Click Tiling.
4. Type a value in the Width box. The maximum tile width is 3 inches.
5. Type a value in the Height box. The maximum tile height is 3 inches.

Note

- To use a different unit of measurement, choose it from the Units list. The height and width values are automatically converted when you change units.

To offset the first tile of a two-color bitmap pattern using the dialog box

1. Select the object you want to change.
2. Click Fill tool, Two-Color Bitmap Pattern.
3. Click Tiling.
4. Type the amount of horizontal offset in the X box under First Tile Offset.
5. Type the amount of vertical offset in the Y box under First Tile Offset.

To offset rows of two-color bitmap pattern tiles using the dialog box

1. Select the object you want to change.
2. Click Fill tool, Two-Color Bitmap Pattern.
3. Click Tiling.
4. Click Row.
5. Type the amount of offset in the % of Tile Side box.

To offset columns of two-color bitmap pattern tiles

1. Select the object you want to change.
2. Click Fill tool, Two-Color Bitmap Pattern.
3. Click Tiling.
4. Click Column.
5. Type the amount of offset in the % of Tile Side box.

To create a two-color bitmap pattern fill from an imported image

1. Select the object you want to fill.
2. Click Fill tool, Two-Color Bitmap Pattern.
3. Click Import.
4. Choose the file to import (see Related Topics). For best results, import graphics with only two colors.

Note

- Imported patterns appear at the end of the pattern list.

To delete a two-color bitmap pattern

1. Select the object you want to fill.
2. Click Fill tool, Two-Color Bitmap Pattern.
3. Click the Preview box.
4. Click the pattern you want to delete.
5. Click Delete.

Full-color bitmap patterns

A full-color bitmap is a regular color picture such as you might get with an electronic photograph. They can vary widely in complexity, and it is best to use simpler bitmaps for fill patterns, as complex ones will be very memory-intensive and slow to draw. The pre-generated patterns are designed so that they will interlock to fill an object with seamless tiles.

You can import external bitmaps to use as full-color bitmap patterns. If you want to import a simple two-color or black and white bitmap, you might want to use the Two-Color Bitmap Pattern dialog box (see Related Topics).

Transformations applied to objects with full-color bitmap pattern fills do not affect the pattern. For example, if you rotate the object, the orientation of the pattern remains constant. However, you can have the designs maintain their aspect when you scale or stretch the object.

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

To fill an object with a full-color bitmap pattern

1. Select the object you want to fill.
2. Click Fill tool, Full-Color Bitmap Pattern.
3. Click the preview box.
4. Click the pattern you want.

To fill an object with a full-color bitmap pattern

1. Select the object you want to fill.
2. Click Fill tool, Special Fill Roll-Up.
3. Click Full-Color Bitmap Pattern.
4. Click the preview box.
5. Click the pattern you want.
6. Click Apply.

Tip

- You can further refine the attributes of your fill by clicking Edit.

To set the size of full-color bitmap pattern tiles

1. Select the object you want to change.
2. Click Fill tool, Full-Color Bitmap Pattern.
3. Enable one of the Small (0.25x0.25 inches), Medium (0.50x0.50 inches) or Large (1.00x1.00 inches) options
   or
   Click Tiling.
4. Type a value in the Width box. The maximum tile width is 3 inches.
5. Type a value in the Height box. The maximum tile height is 3 inches.

Note

- To use a different unit of measurement, choose it from the Units list. The height and width values are automatically converted when you change units.

To offset the first tile of a full-color bitmap pattern

1. Select the object you want to change.
2. Click Fill tool, Full-Color Bitmap Pattern.
3. Click Tiling
4. Type the amount of horizontal offset in the X box under First Tile Offset.
5. Type the amount of vertical offset in the Y box under First Tile Offset.

To offset rows of full-color bitmap pattern tiles

1. Select the object you want to change.
2. Click Fill tool, Full-Color Bitmap Pattern.
3. Click Tiling.
4. Click Row.
5. Type the amount of offset in the % of Tile Side box.

To offset columns of full-color bitmap pattern tiles

1. Select the object you want to change.
2. Click Fill tool, Full-Color Bitmap Pattern.
3. Click Tiling.
4. Click Column.
5. Type the amount of offset in the % of Tile Side box.

To create full-color bitmap pattern fills from imported images

1. Select the object you want to fill.
2. Click Fill tool, Full-Color Bitmap Pattern.
3. Click Import.
4. Choose the file to import (see Related Topics).

Note

- Imported patterns appear at the end of the pattern list.

To delete a full-color bitmap pattern

1. Select the object you want to fill.
2. Click Fill tool, Full-Color Bitmap Pattern.
3. Click the Preview box.
4. Click the pattern you want to delete.
5. Click Delete.

Vector patterns

A vector pattern is a picture composed of lines and fills, instead of just dots of color like a bitmap. These pictures are smoother and more complex than bitmap images, and are generally easier to manipulate.

You can import any CorelDRAW file to use as a vector pattern.

Transformations applied to objects with vector pattern fills do not affect the pattern. For example, if you rotate the object, the orientation of the pattern remains constant. However, you can have the designs maintain their aspect when you scale or stretch the object.

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

To fill an object with a vector pattern

1. Select the object you want to fill.
2. Click Fill tool, Vector Pattern.
3. Click the preview box.
4. Click the pattern you want.

To set the size of vector pattern tiles

1. Select the object you want to change.
2. Click Fill tool, Vector Pattern.
3. Enable one of the Small (0.25x0.25 inches), Medium (0.50x0.50 inches) or Large (1.00x1.00 inches) options

   or

3. Click Tiling.
4. Type a value in the Width box. The maximum tile width is 3 inches.
5. Type a value in the Height box. The maximum tile height is 3 inches.

Note

- To use a different unit of measurement, choose it from the Units list. The height and width values are automatically converted when you change units.

To offset the first tile of a vector pattern

1. Select the object you want to change.
2. Click Fill tool, Vector Pattern.
3. Click Tiling
4. Type the amount of horizontal offset in the X box under First Tile Offset.
5. Type the amount of vertical offset in the Y box under First Tile Offset.

To offset rows of vector pattern tiles

1. Select the object you want to change.
2. Click Fill tool, Vector Pattern.
3. Click Tiling
4. Click Row.
5. Type the amount of offset in the % of Tile Side box.

To offset columns of vector pattern tiles

1. Select the object you want to change.
2. Click Fill tool, Vector Pattern.
3. Click Tiling
4. Click Column.
5. Type the amount of offset in the % of Tile Side box.

To create vector pattern fills from imported images

1. Select the object you want to fill.
2. Click Fill tool, Vector Pattern.
3. Click Import.
4. Choose the file to import (see Related Topics).

Note

- Imported patterns appear at the end of the pattern list.

To delete a vector pattern

1. Select the object you want to fill.
2. Click Fill tool, Vector Pattern.
3. Click the Preview box.
4. Click the pattern you want to delete.
5. Click Delete.

Texture fills

A texture fill is a fractally-generated picture that you can use to give your objects a natural appearance. There are more than three hundred pre-generated textures, and each texture has a set of parameters that you can change to create millions of variations.

Texture fills add significantly to the size of your file and the time it takes to print. As such, you should avoid filling numerous or large objects with them.

When you rotate an object with a texture fill, the fill does not rotate. Re-sizing an object with a texture fill can distort the texture. To restore its appearance, apply the texture to the object a second time.

Note

You can use colors from any color model or palette for texture fills. However, if you apply a Spot color to a texture fill, it is converted to a Process color (CMYK) when you create color separations. Since the conversion may not reproduce exactly the same color, and since you would necessarily have four color plates in a CMYK separation, it's best to apply Process colors to texture fills.

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

To fill an object with a texture using the dialog box

1. Select the object you want to fill.
2. Click Fill tool, Texture.
3. In the Textures Library list box, click the library containing the texture you want.
4. In the Textures List box, click the texture you want.
5. Adjust the parameters to customize the texture as required. Click the Preview button to see the results of your modifications.

Tip

- Click the Preview button to randomly change the unlocked parameters. You can unlock a parameter by enabling the Unlock button next to it.

To save a customized texture

1. Make sure the texture you want to save is displayed in the Preview box.
2. Click Add.
3. Type a name in the Texture Name box. The name can be up to 32 characters long, including spaces. You can overwrite an existing texture by typing its name.
4. Click the library in which you want to save the texture.

   or

   Type the name of a new library in the Library Name box.

Note

- You cannot save or overwrite textures in the Styles library. You can, however, modify a Styles texture and then save it in another library.

To delete a texture

1. In the Textures Library list box, click the library containing the texture you want.
2. In the Texture List box, click the texture you want to delete.
3. Click Delete.

Note

- You cannot save or overwrite textures in the Styles library. You can, however, modify a Styles texture and then save it in another library.

Shaping objects

Objects created in Corel DRAW are constructed from basic elements called paths. A line, for example, is a path drawn between a start point and an end point. Each point is called a node. A line is an open path that cannot be filled. A closed path (e.g., a circle) can be filled. A path must have at least two nodes, and can have a virtually unlimited number of nodes. An object can consist of several separate paths, called subpaths (e.g., a donut created from a circle within a circle).

The Shape tool and Node Edit Roll-Up allow you to change the characteristics of a path and its nodes. Doing this allows you to reshape an object. To edit the paths and nodes of an object, convert the object to curves using the Convert to Curves command in the Arrange menu. This step isn't necessary for objects drawn with the Freehand tool or Bezier tool because they are already curve objects.

Three special types of shaping don't require converting the object to curves:

- rounding the corners of rectangles and squares
- creating arcs and pie wedges from ellipses and circles
- mirror editing objects created with the Polygon tool

Note

- You cannot edit text after you convert it to curves.
- You cannot convert groups of objects to curves.
- When you use the Knife tool or the Eraser tool on an object, it automatically converts the object to curves.

To round the corners of a rectangle or square

1. Select the rectangle or square with the Shape tool.
2. Click and drag one of the corner nodes along the outline of the rectangle or square.
   As you drag, the four corner nodes each divide into two nodes with a round corner forming in between. As you continue to drag, the corners become increasingly round.
3. Release the mouse button when the rectangle/square is shaped the way you want.

Note

- The amount of rounding (the corner radius) is displayed on the Status Line.

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

To convert an ellipse or circle into an arc or pie wedge

1. Select the ellipse or circle with the Shape tool.
2. Drag the node at the top or bottom of the ellipse or circle around the outside to create an arc, or around the inside to create a pie wedge.

   As you drag, the node divides into two nodes with the arc or pie wedge forming in between.
3. Continue dragging until the arc or pie wedge is the shape and size you want.

Notes

- The Status Line shows the position of the two nodes and the distance (the total angle) between them in degrees.
- If you are creating the arc or pie wedge from an ellipse, the word "distorted" appears after the total angle. This means, for example, that a 45-degree angle will be an eighth of the way around the ellipse rather than actually being at 45 degrees.
- Holding down the CTRL key as you drag the arc or pie wedge constrains the movement to 15-degree increments.

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

To select the first or end node in a curve object

1. Select the curve object with the Shape tool.
2. Press HOME to select the first node and END to select the end node.

Notes

- On a closed curve, the first and last nodes are the same.
- In an object with subpaths, HOME selects the first node of the first object and END selects the last node of the last object.

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

To select a single node or segment on a curve object

- Click the node or segment with the Shape tool.

Notes

- Selected nodes becomes highlighted in one of two ways: hollow if the associated segment is a line; solid if it's a curve.
- If the node is on a curve, control points extending from the selected node and those on either side of it appear.
- The Status Line shows the type of node (smooth, cusped or symmetrical) and segment (line or curve).
- If you click the segment, a dot appears.
- Once you select a node or segment, you can change its characteristics by applying commands from the Node Edit Roll-Up. You can also move a selected node and its associated control points.

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

To select multiple nodes

- Hold down SHIFT and click the nodes you want to select.

Notes

- You can also drag a marquee box around the nodes to select them.

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

To deselect one or more nodes

- Hold down SHIFT and click the nodes you want to deselect.

Notes

- You can also hold down SHIFT and drag a marquee box around the nodes you want to deselect. This method also selects any nodes inside the marquee box that are not selected.
- To deselect all of the nodes, click any white space away from the outline of the curve.

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

To shape a curve object by moving its segments

1. Select the curve object with the Shape tool.
2. Click and drag the segment.

Note

- You cannot move line segments in this fashion.

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

To shape a curve object by moving its nodes

1. Select the curve object with the Shape tool.
2. Click and drag a node.

Note

- As you drag, the segments on either side of the node move. If the node is on a curved segment, the control points also move so that the angles at which the curve enters and leaves the node remain unchanged.

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

To shape a curve object by moving several nodes at once

1. Select the curve object with the Shape tool.
2. Hold down SHIFT and click the nodes you want to select.
3. Enable Elastic Mode (optional).
4. Click and drag any of the selected nodes.

Note

- Elastic Mode changes the way several nodes move when dragged with the mouse. If left unchecked, all nodes move by the same amount. 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.

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

To shape a curve object by moving its control points

1. Select the curve object with the Shape tool.
2. Click the node you want to manipulate.
3. Click and drag the control points.

Notes

- Control points only extend from the selected node and those on either side of it if the node is on a curved segment.
- The control points move differently depending on whether the node they are associated with is smooth, cusped or symmetrical. This, in turn, affects the shape of the curve.

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

To constrain the movement of a node or control point

- Pressing CTRL while dragging forces the node or control point to move horizontally or vertically from its starting point.

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

The Shape tool allows you to manipulate nodes and paths.

Outlining objects

Every object has a set of outline attributes that you can manipulate in a variety of ways. You can think of each object as being drawn with a pen that changes size, shape, and color. You can use round or square nibs, slanted or symmetrical, thick or hairline-thin to draw dashed, dotted, solid , or calligraphic lines.

In addition to the shape and color of the nib, you can also change the ending shape of an outline. Lines, or objects with open paths, can have ends that are rounded, square, cropped, or tipped with arrowheads and other line-ending shapes. Objects with closed paths (squares, polygons, etc.) naturally have no end-points, but you can still choose from pointed, rounded, or truncated corners.

You can change the outline of an object using the Outline tool or the Outline Pen dialog box.

- The Outline tool gives you quick access to the most commonly-used outline styles, and buttons to access more detailed controls.
- The Outline Pen dialog box lets you change any aspect of your outline or line-ending shape.

If you just want to change the color of an outline, you can also use the on-screen palette (see Related Topics).

The outline attributes of the current object are always displayed on the far right end of the Status Line.

{button ,AL(`filling_objects;arrowhead_editor;clr_palettes_for_clr;clr_cr_overview;clr_cr_overview;',0, "Defaultoverview",)} Related Topics

To set an object’s corner shape

1. Select the object.
2. Click Outline tool, Outline Pen.
3. Click a corner style.

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

To set an object’s line cap shape

1. Select the object.
2. Click Outline tool, Outline Pen.
3. Click Square Line Caps to cut the line off exactly at the end points.

   Click Rounded Line Caps to round off the ends of the line.

   Click Extended Square Line Caps to square off the line and extend it beyond the endpoints for a distance equal to half the line thickness.

{button ,AL(`outdial_proc;arrow_proc;;;;',0,"Defaultoverview",)} Related Topics

To set outline width using the Outline tool

1. Select the object you want to outline.
2. Click the Outline tool.
3. Click the line width you want.
   The available widths are: Hairline, Thin, Medium, Medium-Thick, and Thick.

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

To set outline width using the Outline Pen dialog box

1. Select the object you want to outline.
2. Click Outline tool, Outline Pen.
3. In the Width box, type the line width you want.

Note

- To use a different unit of measurement, choose it from the Units list. The width value is automatically converted when you change units.

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

To set outline color using the Outline tool

1. Select the object you want to outline.
2. Click the Outline tool.
3. Click Black Outline Color or White Outline Color.

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

To set outline color using the on-screen color palette

1. If the palette is not displayed:
   Click View, Color Palette.
   Click one of the palettes in the sub-menu (see Related Topics).
2. Select the object you want to outline.
3. Click the palette's scroll arrows until the color you want is visible.
4. Click the color you want with the right mouse button.

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

To set outline color using the Outline Color dialog box

1. Select the object you want to outline.
2. Click Outline tool, Outline Color.
3. Select the color you want (see Related Topics).

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

To remove an object's outline using the Outline tool

1. Select the object with the outline you want to remove.
2. Click the Outline tool.
3. Click No Outline.

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

To remove an object's outline using the on-screen color palette

1. If the palette is not displayed:
   Click View, Color Palette.
   Click one of the palettes in the sub-menu (see Related Topics).
2. Select the object with the outline you want to remove.
3. Click No Color with the right mouse button.

{button ,AL(`clr_palettes_for_clr;Outlining_Objects;;;;',0,"Defaultoverview",)} Related Topics

To create a dashed outline

1. Select the object you want to outline.
2. Click Outline tool, Outline Pen.
3. Click the Line Style Selector.
4. Click the style you want.

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

To create a dotted line or a line with rounded line segments

1. Select the object you want to outline.
2. Click Outline tool, Outline Pen.
3. Click the Line Style Selector.
4. Click the style you want. For a dotted line, click a style with short, widely spaced segments.
5. Click Rounded Line Caps.

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

To create a calligraphic outline

1. Select the object with the outline you want to change.
2. Click Outline tool, Outline Pen.
3. Click one of the Corner Styles. The first and third options make the nib square; the second makes it round.
4. Type a value in the Stretch box.

   Lowering the value makes a square nib rectangular and a round nib oval. A low value will create a more pronounced calligraphic effect.
5. Type a value in the Angle box. The angle controls the orientation of the pen to the drawing surface.

Tip

- You can adjust Stretch and Angle interactively by dragging in the Nib Shape box. Experiment to find the combination you want.

Note

- To change line widths after creating the calligraphic outline, use the Width setting in the Outline Pen dialog box. Choosing a line width from the Outline menu will reset the Angle to zero degrees and Stretch to 100 percent, thus removing the calligraphic effect.

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

Arrowhead Editor

The Arrowhead Editor lets you make changes to the existing line-ending shapes. You can stretch, scale, or move the arrowhead around in relation to the ending point of the line, but you cannot change its basic shape.

If you are looking for a specific effect, choose the line-ending shape closest to what you are looking for, and then edit it using the Arrowhead Editor.

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

To apply line-ending shapes

1. Select a line or curve.
2. Click Outline tool, Outline Pen.
3. Click the left Arrowhead Selector, then click the shape you want for the start of the line.
4. Click the right Arrowhead Selector, then click the shape you want for the end of the line.

Note

- To swap arrowheads from one end of the line to another, click Options, Swap.
- To remove an arrowhead, click Options, None.

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

To stretch an arrowhead or line-ending shape

1. Select a line or curve.
2. Click Outline tool, Outline Pen.
3. Under the arrowhead you want to edit, Click Options, Edit.
4. Drag on the solid handles along the sides of the arrow’s box to stretch, or on the corner handles to scale.

Tip

- To get a closer view of the arrowhead, enable the 4X zoom option.

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

To move an arrowhead or line-ending shape

1. Select a line or curve.
2. Click Outline tool, Outline Pen.
3. Under the arrowhead you want to edit, Click Options, Edit.
4. Drag the hollow nodes along the arrow’s outline.

Tip

- To get a closer view of the arrowhead, enable the 4X zoom option.

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

To center an arrowhead or line-ending shape

1. Select a line or curve.
2. Click Outline tool, Outline Pen.
3. Under the arrowhead you want to edit, Click Options, Edit.
4. Click Center in X to center the arrowhead horizontally.
   Click Center in Y to center it vertically.

Tip

- To get a closer view of the arrowhead, enable the 4X zoom option.

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

To flip an arrowhead

1. Select a line or curve.
2. Click Outline tool, Outline Pen.
3. Under the arrowhead you want to edit, Click Options, Edit.
4. Click Reflect in X to flip the arrowhead horizontally.
   Click Reflect in Y to flip it vertically.

Tip

- To get a closer view of the arrowhead, enable the 4X zoom option.

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

To draw a rectangle

1. Click the Rectangle tool.
2. Position the crossbar where you want one corner of the rectangle to appear.
3. Click and drag.

Tip

- Press SHIFT while dragging to draw the rectangle from the corner opposite to the mouse pointer.
- Press CTRL while dragging to constrain the shape to a square.
- Press CTRL and SHIFT while dragging to draw the rectangle from the center.

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

To draw a square

1. Click the Rectangle tool.
2. Position the crossbar where you want one corner of the square to appear.
3. Hold down CTRL, click and drag.

Tip

- Press SHIFT while dragging to draw the square from the corner opposite to the mouse pointer.
- Press CTRL and SHIFT while dragging to draw the square from the center.

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

To draw an ellipse

1. Click the Ellipse tool.
2. Position the crossbar where you want one corner of the ellipse's highlighting box to appear.
3. Click and drag.

Tip

- Press SHIFT while dragging to draw the ellipse from the side opposite to the mouse pointer.
- Press CTRL while dragging to constrain the shape to a circle.
- Press CTRL and SHIFT while dragging to draw the ellipse from the center.

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

To draw a circle

1. Click the Ellipse tool.
2. Position the crossbar where you want the center of the ellipse to appear.
3. Hold down CTRL, click and drag.

Tip

- Press SHIFT while dragging to draw the circle from the center.

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

To draw a star

1. Click the Star from the toolbar.
2. Mark the size you want the shape to appear on the slide.
3. Click the Node Edit tool.
4. Click and drag the shape to create the star image you want.

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

To draw curves with the Freehand tool

1. Open the Curve flyout.
2. Click the Freehand tool.
3. Click and drag along the desired path.

Note

- To erase part of the path you have drawn, hold down SHIFT while continuing to drag backwards. When you release SHIFT, you will resume drawing your line.

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

To draw a curve connected to another with the Freehand tool

1. Open the Curve flyout.
2. Click the Freehand tool.
3. Click and drag from the endpoint of another curve.

Note

- To connect the line segments, you must click within five pixels of the endpoint. You can adjust this five-pixel threshold by changing the pixel value in the AutoJoin box on the Curve, Bezier tool properties sheet.

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

To draw curves with the Bezier tool.

1. Open the Curve flyout.
2. Choose the Bezier tool.
3. Click where you want the curve segment to start and drag.

   As you drag, two control points move in opposite directions from the node. The distance between the control points and the node determines the height or depth of the curve. The angle of the control points determines the slope of the curve.
4. Click where you want the curve segment to end and drag.

   As you drag, two more control points appear. These allow you to change the curve further.
5. Click where you want the next curve segment to end and drag.

   As you drag, two more control points appear.
6. Repeat step 5 to draw more connected curves.
7. Press SPACEBAR twice or choose another tool to stop drawing connected curves.

Tip

- Hold down CTRL as you position the control points to move in 15 degree increments. You can specify a different angle on the General page in the Options dialog box.
- To draw a curve with no change of direction (i.e., a curve with one bump) drag in the direction the curve is moving through the end node. Dragging in the opposite direction creates a curve with a smooth change in direction (i.e., a curve with two bumps).

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

To draw unconnected curves with the Bezier tool

1. Open the Curve flyout.
2. Choose the Bezier tool.
3. Click where you want the curve segment to start and drag.

   As you drag, two control points move in opposite directions from the node. The distance between the control points and the node determines the height or depth of the curve. The angle of the control points determines the slope of the curve.
4. Click where you want the curve segment to end and drag.

   As you drag, two more control points appear. These allow you to change the curve further.
5. Press SPACEBAR twice.
6. Repeat steps 3 through 5 to create the next curve.

Note

- Curves created with the bezier tool have symmetrical nodes.

Tip

- Hold down CTRL as you position the control points to move in 15 degree increments. You can specify a different angle on the General page in the Options dialog box.
- To draw a curve with no change of direction (i.e., a curve with one bump) drag in the direction the curve is moving through the end node. Dragging in the opposite direction creates a curve with a smooth change in direction (i.e., a curve with two bumps).

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

To draw a straight line with the Freehand tool

1. Open the Curve flyout.
2. Click the Freehand tool.
3. Click where you want the line to begin.
4. Click where you want the line to end.

Note

- To draw another line connected to the first, click the endpoint of the last line and continue drawing. You can streamline this action by double-clicking to finish each line segment and start the next. Remember to click, not double-click, when you finish the final segment.
- To connect the line segments, you must click within five pixels of the endpoint. You can adjust this five-pixel threshold by changing the pixel value in the AutoJoin box on the Curve, Bezier tool properties sheet.

Tip

- Hold down CTRL as you draw the line to constrain it to 15 degree increments. You can specify a different angle on the General page in the Options dialog box.

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

To draw connected straight lines with the Bezier tool

1. Open the Curve flyout.
2. Choose the Bezier tool.
3. Click where you want the line to start.
4. Click where you want the line to end.
5. Click where you want the next line to end.
6. Repeat step 5 to draw more lines.
7. Press SPACEBAR twice or choose another tool to stop drawing connected lines.

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

To draw unconnected lines with the Bezier tool

1. Open the Curve flyout.
2. Choose the Bezier tool.
3. Click where you want the line to start.
4. Click where you want the line to end.
5. Press SPACEBAR twice
6. Repeat steps 3 through 5 to draw another line.

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

To draw a closed shape with the Bezier tool

1. Draw the shape segment by segment.
2. When placing the final node, click the start node of the first segment.

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

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

The Freehand tool allows you to create a curve by dragging the mouse along the path of the curve.

The Bezier tool allows you to create a curve by placing and manipulating bezier nodes.

The Polygon tool allows you to create complex shapes by clicking and dragging.

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

To move an object

1. Select the object.
2. Drag the object to the location you want.
   As you drag, the object is replaced by a dotted rectangle.
3. Release the mouse button.

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

To scale an object

1. Select the object.
2. Move the mouse pointer over one of the corner handles until it becomes a cross.
3. Drag the handle until the object is scaled to the size you want.
4. Release the mouse button.

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

To stretch an object

1. Select the object.
2. Move the mouse pointer over one of the middle handles until it becomes a cross.
3. Drag the handle until the object is stretched to the size you want.
4. Release the mouse button.

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

To scale/stretch an object in multiple directions

1. Select the object.
2. Move the mouse pointer over one of the handles until it becomes a cross.
3. Hold down the SHIFT key.
4. Drag the handle until the object is stretched or scaled to the size you want.
5. Release the mouse button.

Tip

- Release the mouse button before you release the SHIFT key.

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

To stretch/scale in 100%-increments

1. Select the object.
2. Move the mouse pointer over one of the handles until it becomes a cross.
3. Hold down the CTRL key.
4. Drag the handle until the object is stretched or scaled to the size you want.
5. Release the mouse button.

Tip

- Release the mouse button before you release the CTRL key.

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

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

1. Select the object.
2. Move the mouse pointer over one of the handles until it becomes a cross.
3. Hold down the CTRL and SHIFT keys.
4. Drag the handle until the object is stretched or scaled to the size you want.
5. Release the mouse button.

Tip

- Release the mouse button before you release the CTRL and SHIFT keys.

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

To leave a copy of the object behind

1. Select the object.
2. Hold down the CTRL key.
3. Drag the object to the location where you want to place the copy.
4. Release the mouse button and the CTRL key.

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

To rotate an object

1. Double-click the object. The object's handles change to double-headed arrows.
2. Move the mouse pointer over one of the corner arrows until it becomes a cross.
3. Drag in a circular motion around the object.
4. Release the mouse button.

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

To constrain an object’s angle of rotation

1. Double-click the object. The object's handles change to double-headed arrows.
2. Move the mouse pointer over one of the corner arrows until it becomes a cross.
3. Hold down the CTRL key.
4. Drag in a circular motion around the object.
5. Release the mouse button.

Tip

- Release the mouse button before you release the CTRL key.

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

To move an object's center of rotation

1. Double-click the object. The object's handles change to double-headed arrows.
2. Drag the center of rotation to the desired spot.
3. Release the mouse button.

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

To slant an object

1. Double-click the object.

   The object's handles change to double-headed arrows.
2. Drag the handles in the direction you want to slant:
   - Drag handles on vertical sides in a vertical direction.
   - Drag handles on horizontal sides in a horizontal direction.
3. Release the mouse button.

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

To constrain the object's movement when slanting

1. Double-click the object. The object's handles change to double-headed arrows.
2. Hold down the CTRL key.
3. Drag the handles in the direction you want to slant:
   - Drag handles on vertical sides in a vertical direction.
   - Drag handles on horizontal sides in a horizontal direction.
4. Release the mouse button.

Tip

- Release the mouse button before you release the CTRL key.

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

To move an object in front of all others

1. Select the object.
2. Click Tools, Arrange, To Front.

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

To move an object behind all others

1. Select the object.
2. Click Tools, Arrange, To Back.

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

To move an object forward one

1. Select the object.
2. Click Tools, Arrange, Forward One.

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

To move an object backward one

1. Select the object.
2. Click Tools, Arrange, Backward One.

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

To copy an object to the Clipboard

1. Select an object.
2. Click Edit, Copy.

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

To cut an object to the Clipboard

1. Select an object.
2. Click Edit, Cut.

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

To paste an object from the Clipboard

1. Select a slide.
2. Click Edit, Paste.

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

To duplicate an object

1. Select the object.
2. Click Edit, Duplicate.

Note

- The copied object is offset slightly from the original. The default amount is 0.10 inches.

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

To group objects

1. Select one of the objects you want to group.
2. Hold down the SHIFT key and select each of the other objects you want to group.
3. Click Tools, Arrange, Group.

   The objects are now a group. Selecting any object in the group results in the selection of all other objects in the group.

Tip

- You can edit individual objects in a group by holding down the CTRL key and clicking on the object.

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

To ungroup objects

1. Select any object in the group.
2. Click Tools, Arrange, Ungroup.
   The objects can now be selected individually.

Tip

- If you have grouped two or more groups together, click Arrange, Ungroup to ungroup each level at time.

{button ,AL(`groupobj_proc;selectobj_proc;;;;',0,"Defaultoverview",`proc4')} Related Topics

To select an object in a group

- Hold down the CTRL key and click on the object.

If you have nested groups (groups within groups), continue clicking until the object you want is selected.

{button ,AL(`groupobj_proc;selectobj_proc;;;;',0,"Defaultoverview",`proc4')} **Related Topics**

To create a nested group

1. Select one of the groups that you want to nest.
2. Hold down the SHIFT key and select all other groups you want to include in the nest.
3. Click Arrange, Group.

   The objects are now in a nested group. Selecting any object in the nest results in the selection of all other objects in the nest.

{button ,AL(`groupobj_proc;selectobj_proc;;;;',0,"Defaultoverview",`proc4')} **Related Topics**

To select an object in a nested group

- Hold down CTRL and click on an object in the group you want to select.

{button ,AL(`groupobj_proc;selectobj_proc;;;;',0,"Defaultoverview",`proc4')} **Related Topics**

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

The available corner styles.

The available line cap styles.

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

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

These controls change the margins of a sheet of labels.

These controls change the distance between labels in a sheet.

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

The width of the text on each page.

The width of the text on each page.

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

The height of the text on each page.

The height of the text on each page.

The label type.

Displays controls for choosing and editing fountain fills.

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

Displays controls for choosing full-color bitmap pattern fills.

Displays controls for choosing texture fills.

Displays controls for choosing vector pattern fills.

Displays controls for choosing PostScript texture fills.

Displays controls for choosing uniform color fills.

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

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

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

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

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

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

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

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

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

Displays a linear fountain in the Preview box.

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

Displays a radial fountain in the Preview box.

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

Displays a conical fountain in the Preview box.

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

Displays a square fountain in the Preview box.

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

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

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

Previews the current fill.

Previews the current fill.

Previews the current fill.

Previews the current fill.

Previews the current fill.

Previews the current fill.

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

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

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

Displays the current color.

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

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

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

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

Displays a selection of dashed and dotted line styles.

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

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

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

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

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

Specifies whether the outline is placed behind or in front of the object's fill. When placed behind, only half the outline's thickness will be visible. This option is particularly useful for outlined text.

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

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

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

Displays controls for choosing and editing fountain fills.

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

Displays controls for choosing full-color bitmap pattern fills.

Displays controls for choosing texture fills.

Displays controls for choosing vector pattern fills.

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

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

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

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

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

Previews the current fill.

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

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

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

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

Displays a linear fountain in the Preview box.

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

Displays a radial fountain in the Preview box.

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

Displays a conical fountain in the Preview box.

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

Displays a square fountain in the Preview box.

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

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

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

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

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

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

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

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

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

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

Permanently removes the current pattern from the pattern list.

Reveals controls for editing the pattern's tiling properties.

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

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

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

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

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

The width of each tile.

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

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

The height of each tile.

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

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

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

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

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

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

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

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

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

Shifts alternating rows of tiles by the amount specified.

Shifts alternating columns of tiles by the amount specified.

Shifts alternating rows or columns by the amount specified.

Shifts alternating rows or columns by the amount specified.

Shifts alternating rows or columns by the amount specified.

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

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

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

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

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

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

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

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

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

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

Changes the pen size to 1 grid square.

Changes the pen size to a 2 x 2 square.

Changes the pen size to a 4 x 4 square.

Changes the pen size to an 8 x 8 square.

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

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

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

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

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

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

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

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

Toggles the lock on the Steps box.

Adds extra steps of the From and To colors to the ends of your fountain fill.

Previews the selected fountain fill.

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

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

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

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

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

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

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

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

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

Shows the color path that determines your intermediate fill colors.

Adjusts the midpoint of the color blend.

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

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

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

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

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

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

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

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

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

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

Deletes the selected fill from the Presets list.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Locks and unlocks the texture parameters.

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

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

The name of the library where you want to store your texture. It can be up to 32 characters long, including spaces.

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

Sets the resolution at which your pattern will print.

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

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

Returns the texture options to their default settings.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Truncates the line at each endpoint.

Draws round caps extending beyond the ends of the line.

Draws square caps extending beyond the ends of the line.

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

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

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

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

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

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

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

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

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

Specifies whether the outline is placed behind or in front of the object's fill. When placed behind, only half the outline's thickness will be visible. This option is particularly useful for outlined text.

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

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

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

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

Flips the arrowhead horizontally.

Flips the arrowhead vertically.

Centers the arrowhead horizontally with respect to the X marker.

Centers the arrowhead vertically with respect to the X marker.

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

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

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

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

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

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

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

Displays a selection of dashed and dotted line styles.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Shows the available label styles, grouped by manufacturer.

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

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

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

Adjusts the bottom page margin.

Adjusts the number of label columns.

Removes the current label style from the Label Style list.

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

Adjusts the height of each label.

Adjusts the horizontal space between labels.

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

Adjusts the left page margin.

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

Previews the current label settings.

Adjusts the right page margin.

Toggles the label corners from square to rounded.

Adjusts the number of label rows.

Shows the name of the current label style.

Adjusts the top page margin.

Adjusts the vertical space between labels.

Adjusts the width of each label.

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

The name of the new custom label style.

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

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

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

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

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

Removes the current label style from the Label Style list.

Displays controls for choosing texture fills.

- 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.

- Deletes the selected texture.

Locks and unlocks the parameter.

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

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

Displays a linear fountain in the roll-up's Preview box.

Displays a radial fountain in the roll-up's Preview box.

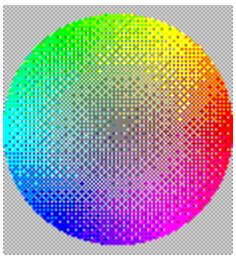
Displays a conical fountain in the roll-up's Preview box.

Displays a square fountain in the roll-up's Preview box.

Opens a flyout from which you can choose colors. Click More to open the Color dialog box.

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

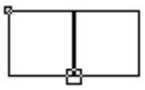
Adjusts the midpoint of the color blend.



Shows the color path that determines your intermediate fill colors.

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

Removes the current fill or outline color.



Lets you adjust the tiling in the current object.

Opens the Fill Tool flyout.

Opens the Special Fill Roll-Up.

Displays controls for editing fountain fills.

Displays controls for choosing full-color bitmap pattern fills.

Displays controls for choosing vector pattern fills.

Displays controls for choosing two-color bitmap pattern fills.

Opens the PostScript Texture dialog box.

Deletes the fill of the current object, leaving it transparent.

Fills the current object with solid black.

Fills the current object with solid white.

Opens the Color Roll-Up.

Opens the Fill Color dialog box.

Opens the Outline Tool flyout.

Applies a hairline (0.25-point) outline to the current object.

Applies a thin (2-point) outline to the current object.

Applies a medium (8-point) outline to the current object.

Applies a medium-thick (16-point) outline to the current object.

Applies a thick (24-point) outline to the current object.

Opens the Pen Roll-Up.

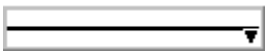
Opens the Outline Pen dialog box.

Opens the Outline Color dialog box.

Applies a solid black outline to the current object.

Applies a solid white outline to the current object.

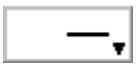
Removes the outline from the current object.



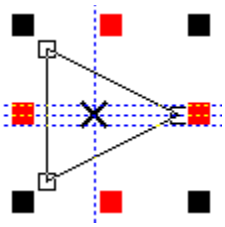
Opens a flyout where you can choose from a variety of line styles. Press the ESC key to exit without making a selection.

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

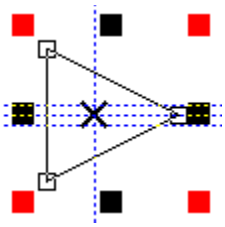
Determines the corner shape, and, therefore, the nib shape of the outline.



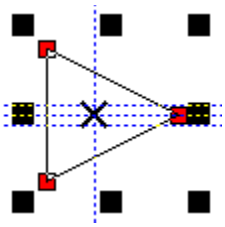
Opens a flyout where you can choose from a variety of line -ending shapes. Press the ESC key to exit without making a selection.



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.

COLOR MODEL RADIO BUTTON

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

PALETTES RADIO BUTTON

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

MIXERS RADIO BUTTON

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

LIST BOX

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

REFERENCE COLOR

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

NEW COLOR

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

PRINTABLE COLOR

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

UPDATE REFERENCE COLOR BUTTON

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

UPDATE NEW COLOR BUTTON

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

COMPONENT FIELDS

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

NAME FIELD

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

CUSTOM PALETTE

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

COLOR OPTIONS BUTTON

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

PALETTE OPTIONS BUTTON

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

CMY

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

CMYK

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

CMYK 255

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

RGB

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

HSB

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

HLS

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

LAB

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

YIQ

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

GRAYSCALE COLOR MODEL

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

UNIFORM PALETTE

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

DIC PALETTES

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

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

DUPONT PALETTE

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

FOCOLTONE PALETTE

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

PANTONE SPOT COLORS PALETTE

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

PANTONE PROCESS COLOR PALETTE

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

TOYO PALETTE

Offers colors that are available through the TOYO 88 Color Finder system. The range of colors offered here includes those created using TOYO process inks and those that are reproduced using TOYO standard inks. These colors are defined using the L*a*b* color space and are converted to RGB for display and CMYK for printing. Colors can be displayed by name or swatch through the Color Options menu.

TRUMATCH PALETTE

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

COLOR SEARCH FIELD

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

TINT FIELD

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

COLOR BLEND

Use the color blend to create a four-way blend of color and choose from the range of color variations. Grids are square, ranging in size from 3x3 to 12x12 (smaller grids produce more distinct colors while larger grids produce more subtle color variations). Colors are selected from the custom palette and can be mapped to the CMYK, RGB, and HSB color models.

COLOR BUTTON

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

AUTOBLEND BUTTON

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

MIXING AREA

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

PAINT BRUSH

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

EYEDROPPER

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

BLEND FIELD

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

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

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

Removes all existing horizontal, vertical, and slanted guidelines.

Click here to display an overview of this dialog box.
For Help on an item, click the question mark at the top of the dialog box, and then click the item.

IDH_GUIDELINES_SETUP_GUIDE_ADD (0x5400003A)

IDH_GUIDELINES_SETUP_GUIDE_DELETE (0x5400003B)

IDH_GUIDELINES_SETUP_GUIDE_DELETE_ALL (0x5400003C)

IDH_GUIDELINES_SETUP_GUIDE_HORZ (0x5400003D)

IDH_GUIDELINES_SETUP_GUIDE_MOVE (0x5400003E)

IDH_GUIDELINES_SETUP_GUIDE_POS (0x5400003F)

IDH_GUIDELINES_SETUP_GUIDE_SHOW_GUIDELINES (0x54000040)

IDH_GUIDELINES_SETUP_GUIDE_SNAP_GUIDELINES (0x54000041)

IDH_GUIDELINES_SETUP_GUIDE_UNITS (0x54000042)

IDH_GUIDELINES_SETUP_GUIDE_VERT (0x54000043)

IDH_CDRUI_THREADLIST_CDRUI_ABORTPROCESS (0x5400001A)

IDH_CDRUI_THREADLIST_CDRUI_HIGHERPRIORITY (0x5400001B)

IDH_CDRUI_THREADLIST_CDRUI_LOWERPRIORITY (0x5400001C)

IDH_CDRUI_THREADLIST_CDRUI_SUSPENDPROCESS (0x5400001D)

IDH_CDRUI_THREADLIST_CDRUI_THREADHELP (0x5400001E)

IDH_CDRUI_THREADLIST_CDRUI_THREADTITLE (0x5400001F)

IDH_ROLLUPPAGE_LEFTMOVEDOWN (0x54000064)

IDH_ROLLUPPAGE_LEFTMOVEUP (0x54000065)

IDH_ROLLUPPAGE_RIGHTMOVEDOWN (0x5400006E)

IDH_ROLLUPPAGE_RIGHTMOVEUP (0x5400006F)

IDH_CDRUI_TOOLPAGE_CDRUI_TB_NOITEMS

IDH_SETUP_GRID_CDRUI_SNAPTOFRAMES

IDH_SETUP_GRID_CDRUI_SNAPTOMARGINS

IDH_SETUP_GRID_SHOWMARGINS2

IDH_SETUP_GRID_SNAPTOFRAMES2

The units in which the current value is expressed.

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

The units in which the increment value is expressed.

The highest value you can use.

The units in which the maximum value is expressed.

The lowest value you can use.

The units in which the minimum value is expressed.

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

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

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

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

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

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

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

Resets the roll-up arrangements to their original configuration.

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

Moves the current group down.

Moves the current group up.

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

Moves the current group down.

Moves the current group up.

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

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

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

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

Enables large toolbar buttons.

Enables medium toolbar buttons.

Enables small toolbar buttons.

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

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

Gives a short description of the selected command.

Resets the keyboard assignments to their original configuration.

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

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

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

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

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

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

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

Displays any existing shortcut keys for the current command.

Displays any existing shortcut keys for the current command.

The name of the current keyboard assignment set.

The name of the current keyboard assignment set.

Assigns the new keyboard combination to the current command.

Deletes the selected shortcut keys.

Loads a new keyboard assignment table.

Saves the current keyboard assignment table.

Gives a short description of the selected command

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

Adds the selected command to the menu.

Removes the selected command from the menu.

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

Adds a new menu.

Moves the current menu or menu entry up.

Moves the current menu or menu entry down.

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

Resets the menu assignments to their original configuration.

Gives a short description of the selected command

Gives a short description of any toolbar button you click.

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

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

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

Resets the toolbar assignments to their original configuration.

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

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

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

Shows and hides the color swatch borders.

Toggles between large and small color swatches.

Shows and hides the No Color swatch.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Determines the horizontal position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

Determines the horizontal position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

You can choose another unit of measure for the horizontal ruler from the units box. When you change units, you must specify the Grid Frequency you want to use with that unit.

Determines the vertical position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

Determines the vertical position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

You can choose another unit of measure for the vertical ruler from the units box. When you change units, you must specify the Grid Frequency you want to use with that unit.

Displays markers showing where the grid lines are.

The frequency of the grid marks is determined by the current view. When you use the Zoom tool to magnify the view, the frequency of the grid marks increases.

Forces objects drawn or moved close to a grid line into alignment with the grid. You can also toggle Snap To Grid using the Snap To Grid command in the Layout menu.

Opens the Drawing Scale dialog box where you can set a scale to your drawing other than one to one.

Represents the distance in your drawing that is equivalent to the World Distance value.

Displays the current Page Distance units. Click in this field to display a list of available units. The Page Distance value is automatically converted when you change units.

Displays the current World Distance units. Click in this field to display a list of available units. The World Distance value is automatically converted when you change units.

Selects one of several pre-defined drawing scales. The Page Distance and World Distance values are updated to reflect your choice.

Represents the real distance, in inches, that is equivalent to the Page Distance in your drawing.

Creates a slanted guideline at the position and angle you have specified.

The guideline definition method. You can define a slanted guideline using two points, or a single point and an angle. A guideline defined by the points (1,1) and (5,5) would follow the same path as a guideline starting at (1,1) with a 45-degree angle.

The guideline definition method. You can define a slanted guideline using two points, or a single point and an angle. A guideline defined by the points (1,1) and (5,5) would follow the same path as a guideline starting at (1,1) with a 45-degree angle.

The horizontal position of the guideline's origin point.

The horizontal position of the guideline's origin point.

The horizontal position of the guideline's first origin point.

The vertical position of the guideline's origin point.

The vertical position of the guideline's origin point.

The vertical position of the guideline's origin point.

The vertical position of the guideline's first origin point.

The guideline's angle, or the horizontal position of the second origin point.

The guideline's angle, or the horizontal position of the second origin point.

The guideline's angle.

The horizontal position of the guideline's second origin point.

The vertical position of the guideline's second origin point.

The vertical position of the guideline's second origin point.

The vertical position of the guideline's second origin point.

The current guideline definition.

Displays the current guideline units. Click to display a list of available units. The guideline position value is automatically converted when you change units.

Changing the guideline units has no effect on the Ruler units. To change the ruler display units, use the Grid & Ruler Setup command in the Layout menu.

Displays a list of existing slanted guidelines. Click a guideline to edit it.

Removes the selected guideline.

Removes all existing horizontal, vertical, and slanted guidelines.

Moves the current guideline to the position and angle you have specified.

Creates a vertical guideline at the position you have specified.

The guideline position. Click Add to make a new guideline at this point, or Move to change the selected guideline's position.

Displays the current guideline units. Click to display a list of available units. The guideline position value is automatically converted when you change units.

Changing the guideline units has no effect on the Ruler units. To change the ruler display units, use the Grid & Ruler Setup command in the Layout menu.

Displays a list of existing vertical guidelines. Click a guideline to edit it.

Removes the selected guideline.

Removes all existing vertical guidelines.

Moves the current guideline to the position you have specified.

Creates a horizontal guideline at the position you have specified.

The guideline position. Click Add to make a new guideline at this point, or Move to change the selected guideline's position.

Displays the current guideline units. Click to display a list of available units. The guideline position value is automatically converted when you change units.

Changing the guideline units has no effect on the Ruler units. To change the ruler display units, use the Grid & Ruler Setup command in the Layout menu.

Displays a list of existing horizontal guidelines. Click a guideline to edit it.

Removes the selected guideline.

Removes all existing horizontal guidelines.

Moves the current guideline to the position you have specified.

Changes the current value.

Displays the roll-ups in this group. Click a roll-up to activate it, or drag it to another part of the screen to split it from the group.

Customize command

Opens the Customize dialog box, where you can customize your toolbars, menus, status bar information, keyboard shortcuts, and other properties of the Corel user interface.

To launch other installed Corel applications

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

Customizing keyboard assignments

Accelerator keys give you quick access to commands that you use frequently.

You can change built-in keyboard assignments, or assign an accelerator key combination to any command. You can create several sets of keyboard assignments to use for different types of operations, saving and loading sets as they are needed.

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

To assign an accelerator key to a command

1. Click Tools, Customize.
2. Click Keyboard.
3. In the Commands box, double-click the command category folder containing the command you want to customize.
4. Click the command.
5. Click the Press new shortcut key box.
6. Press the keyboard combination that you want to assign to the command. If you need to make a correction, press the Backspace key.

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

Tip

- To automatically resolve accelerator conflicts, enable the Go to conflict on assign option.

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

To assign an accelerator key to a text style

1. Click Tools, Customize.
2. Click Keyboard.
3. In the Commands box, double-click the Style folder.
4. Click the style you want to change.
5. Click the Press new shortcut key box.
6. Press the keyboard combination you want to assign to the style. If you need to make a correction, press the Backspace key.

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

Tip

- To automatically resolve accelerator conflicts, enable Go to conflict on assign.

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

To remove an accelerator key from a command

1. Click Tools, Customize.
2. Click Keyboard.
3. In the Commands box, double-click the command category folder containing the command you want to customize.
4. Click the command.
5. In the Current shortcut keys box, select the key combination you want to remove.
6. Click Delete.

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

To restore all keyboard assignments to their original settings

1. Click Tools, Customize.
2. Click Keyboard.
3. Click Reset All.

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

To save a set of customized keyboard assignments

1. Click Tools, Customize.
2. Click Keyboard.
3. Click Save As.
4. Choose the Accelerator File in which you want to save your assignments.

Tip

- To change the default settings, save your custom accelerator set over the file DEFAULT.ACL.

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

To load a set of customized keyboard assignments

1. Click Tools, Customize.
2. Click Keyboard.
3. Click Load.
4. Choose the Accelerator File you want to load.

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

Customizing menus

Your Corel menus are completely customizable. You can add commands to existing menus, or you can add new menus to the menu bar. You can change the order of the menus and their commands to give you quick, easy access to the functions you use most.

Note

When you customize your menus, keep in mind that the help topics referring to those menus do not change.

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

To change the order of menus and menu commands

1. Click Tools, Customize.
2. Click Menu.
3. In the Menu box, click the menu or menu command you want to move. Double-click to open a menu or sub-menu.
4. Click Move Up or Move Down.

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

To add a command to a menu

1. Click Tools, Customize.
2. Click Menu.
3. In the Commands box, double-click the command category folder containing the command you want to add.
4. Click the command.
5. In the Menu box, click the menu or sub-menu where you want to add the command.
6. Click Add.

Tip

- Use the Separator button to add organizational lines to your menus.

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

To remove a menu or menu command

1. Click Tools, Customize.
2. Click Menu.
3. In the Menu box, click the menu or menu command you want to remove. Double-click to open a menu or sub-menu.
4. Click Remove.

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

To rename a menu

1. Click Tools, Customize.
2. Click Menu.
3. In the Menu box, click the menu or menu command you want to rename. Double-click to open a menu or sub-menu.
4. Click the command's name tag, and type the new name.

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

To change a menu command's accelerator key

1. Click Tools, Customize.
2. Click Menu.
3. In the Menu box, click the menu or menu command you want to rename. Double-click to open a menu or sub-menu.
4. Click the command's name tag, and insert an ampersand (&) before the letter you want to use as an accelerator.
5. Remove all unnecessary ampersands.

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

To add a new menu

1. Click Tools, Customize.
2. Click Menu.
3. Click Add Menu.
4. Type a name for the new menu.

Tip

- You can add a sub-menu to an existing menu by first double-clicking the existing menu.

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

To restore the original menu settings

1. Click Tools, Customize.
2. Click Menu.
3. Click Reset All.

Note

- You will lose all changes to the menu settings.

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

Customizing the on-screen color palette

Using the on-screen color palette is the easiest way to change colors in your objects. You can move the palette anywhere on the screen and edit the color order to make it easy to find your favorite colors.

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

To move the on-screen palette

1. Click the border of the palette.
2. Drag the palette to its new position.

Tip

- To dock the palette, drag it towards the edge of the window until it changes shape.

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

To resize the on-screen palette while it's floating

1. Move the mouse pointer to the edge of the palette.
2. Drag the edge until the palette is the size you want.

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

To resize the on-screen palette while it's docked

1. Click Tools, Customize.
2. Click Color Palette.
3. Type a new value in the Display rows while docked box.

Note

- The palette will display up to seven rows of colors.

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

To move a color swatch on the on-screen palette

1. Click the color you want to move.
2. Drag the color swatch to its new position.

Note

- You cannot move the No Color swatch.

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

To remove a color swatch from the on-screen palette

1. Click the color you want to remove.
2. Right-click the palette border to bring up the palette menu.
3. Click Delete Color.

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

To edit a color swatch on the on-screen palette

1. Click the color you want to edit.
2. Right-click the palette border to bring up the palette menu.
3. Click Edit Color.
4. Choose the new swatch color (See Related Topics).

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

Using roll-ups

Roll-ups are a quick and easy way to access often-used functions. When you activate a roll-up, you can leave it on screen so its functions are always available, or you can have it close after a single use, like a dialog box. If you like to have several roll-ups available, you can arrange them in a cascading list to conserve screen space.

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

To minimize a roll-up

- Click the Roll Wind button.

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

To close all open roll-ups

1. Right-click the title bar of an open roll-up.
2. In the Roll-up menu, click Close All.

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

To arrange open roll-ups

1. Right-click the title bar of an open roll-up.
2. In the Roll-up menu, click Arrange to minimize the active roll-up and move it to the side of the window
   or
   Click Arrange All to minimize and arrange all open roll-ups.

Note

- When a set of roll-ups is arranged, you can activate them by double-clicking their title bars.

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

To get help on roll-ups

1. Right-click the title bar of an open roll-up.
2. In the Roll-up menu, click Help.

Tip

- You can also get help on a roll-up by pressing Shift-F1 and clicking the roll-up.

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

Customizing toolbars

Except for the toolbox and its flyouts, you have complete control over the commands on your toolbars. With simple mouse actions, you can dock, undock, resize, and move your toolbars anywhere on the screen.

You can also add and remove buttons to the built-in toolbars, or create your own toolbars containing only the commands you use most often.

Note

When you customize your toolbars, keep in mind that the help topics referring to those toolbars do not change.

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

Customizing toolbars

You have complete control over your toolbars. With simple mouse actions, you can dock, undock, resize, and move your toolbars anywhere on the screen.

The Toolbars dialog box to controls which toolbars are displayed on the screen at any given moment.

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

To move a toolbar

1. Click the border of the toolbar.
2. Drag it to its new location. Right-click to cancel the movement.

Tip

- Double-click a toolbar's title or border to dock and undock it.

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

To resize a toolbar

1. Move the cursor to the edge of a floating toolbar.
2. Drag the edge until the toolbar is the correct size. Right-click to cancel the movement.

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

To display an existing toolbar

1. Click View, Toolbars.
2. Click the check box next to the toolbar that you want to activate.

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

To create a custom toolbar

1. Click View, Toolbars.
2. Click New.
3. Type a name for the new toolbar.
4. Use the Customize command to add commands buttons to the new toolbar (See Related Topics).

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

To add a button to a toolbar

1. Activate the toolbar you want to edit (See Related Topics).
2. Click View, Toolbars.
3. Click Customize.
4. In the Commands box, click the command category folder containing the command you want to add.
5. Drag the appropriate command button to the toolbar. Right-click to cancel the movement.

Tip

- Click a button to see its description.
- You can also hold down the CTRL and ALT keys and drag a button to copy it to another toolbar without opening the dialog box.

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

To remove a button from a toolbar

1. Activate the toolbar you want to edit (See Related Topics).
2. Click View, Toolbars.
3. Click Customize.
4. Drag the button off the toolbar. Right-click to cancel the movement.

Tip

- You can also hold down the ALT key and drag a button off a toolbar to delete it without opening the dialog box.

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

To rename a toolbar

1. Click View, Toolbars.
2. Click the toolbar you want to rename.
3. Click the toolbar's name tag.
4. Type the new name.

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

To move a toolbar button

1. Activate the toolbar you want to edit (See Related Topics).
2. Click View, Toolbars.
3. Click Customize.
4. Drag the button to another toolbar, or to another spot on the same toolbar. Right-click to cancel the movement.

Tip

- To add space between two toolbar buttons, drag the right-most button slightly further to the right.
- You can also hold down the ALT key and drag a button to move it without opening the dialog box.

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

To delete a custom toolbar

1. Click View, Toolbars.
2. Click the custom toolbar you want to delete.
3. Click Delete.

Note

- You cannot delete a built-in toolbar.

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

To restore the original configuration of a built-in toolbar

1. Click View, Toolbars.
2. Click the built-in toolbar you want to reset.
3. Click Reset.

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

Navigating your document

The Navigator gives you a quick and easy way to move around in your documents. You can move to any page in your document with a single mouse click, or quickly add blank pages without interrupting your work.

{button ,AL(`smd01_pro2_cd;;;;;',0,"Defaultoverview",)} **Related Topics**

To add a page to the beginning of your document using the Navigator

1. Move to the first page of the document.
2. In the Navigator, click Add Beginning Page.

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

To add a page to the end of your document using the Navigator

1. Move to the last page of the document.
2. In the Navigator, click Add Ending Page.

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

To go to an existing page of your document using the Navigator

1. Scroll through the Navigator until you can see the page you want.
2. Click the Page icon that corresponds to the page you want.

{button ,AL(`cdrui_navigate_proc;multipag_proc;;;;;',0,"Defaultoverview",)} Related Topics

To go to the first page of your document using the Navigator

- In the Navigator, click First Page.

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

To go to the last page of your document using the Navigator

- In the Navigator, click Last Page.

{button ,AL(`cdrui_navigate_proc;multipag_proc;;;;;',0,"Defaultoverview",)} Related Topics

To resize the Navigator

1. Move the mouse pointer to the right border of the Navigator.
2. Drag the border until the Navigator is the size you want.

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

Customizing the status bar

The status bar gives you constant, up-to-date information about your document. You can control the information it gives you so that you always know what you need to know about your work.

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

To move the status bar

1. Right-click the status bar.
2. In the Status Bar menu, click Place at Top or Place at Bottom.

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

To change the number of status bar display regions

1. Right-click the status bar.
2. In the Status Bar menu, click Number of Regions.
3. Click the number of regions you want displayed.

Tip

- You can have up to six regions displaying different information on a small status bar. When you use a large status bar, you have space for double that amount (see Related Topics).

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

To change what the status bar displays

1. Right-click the area of the status bar you want to change.
2. In the Status Bar menu, click Show.
3. Click the type of information you want to display.

Tip

- To clear the current region, click None.

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

To resize the status bar

1. Right-click the status bar.
2. In the Status Bar menu, Click Large Status Bar or Small Status Bar.

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

Working with grids and rulers

Among its many powerful drawing aids, CorelDRAW allows you to display rulers at the edges of the Drawing window that help determine the size and position of objects in your drawing. CorelDRAW also provides an adjustable grid that lets you align these objects. Using these tools, you can give your drawing the precise look you want.

The Grid and Ruler Setup dialog box provides controls that let you set the grid and ruler parameters, including scale, units, and frequency. You can use rulers or a grid to help you align objects in your drawing.

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

Drawing Scale dialog box

Use the Drawing Scale dialog box to set the scale for your drawing. For example, if you are drawing floor plans for your office, this feature allows you to specify how many units on your page (the Page Distance) are equivalent to a given number of units on the floor (the World Distance).

Note

- The units you specify in Page Distance are the units used by the Contour Roll-Up and Transform Roll-Up. These units are also the ones used for the rulers. However, if the Drawing Scale is set to its default values (where 1 inch of Page Distance equals 1 inch of World Distance), the rulers use the units specified for Grid Frequency.

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

To set ruler parameters

1. Click Layout, Grid & Ruler Setup.
2. Click the Ruler tab.
3. In the Horizontal and Vertical Unit boxes, specify the unit of measurement you want displayed on the ruler.
4. Set the 0,0 point in the Horizontal and Vertical Original number boxes.

   The 0,0 points determine the cursor and object position information you see in the Status Line. The coordinate values you specify in some dialog boxes are also based on the position of the 0,0 points.
5. Click OK.

Tip

- You can drag the cross hairs onto the drawing window to set the Horizontal and Vertical origins.

{button ,AL(`grid_procedures;;;;',0,"Defaultoverview",`proc4')} Related Topics

To change the units of measurement on the rulers

1. Click Layout, Grid & Ruler Setup.
2. Click the Ruler tab.
3. In the Horizontal Units box, choose the unit of measurement you want the horizontal ruler to use.
4. In the Vertical Units box, choose the unit of measurement you want the vertical ruler to use.
5. Click OK.

{button ,AL(`grid_procedures;;;;',0,"Defaultoverview",`proc4')} **Related Topics**

To reposition the rulers

1. Hold down the SHIFT key and click the ruler you want to move.
2. Drag it to a new position.

Tip

- To return a ruler to its previous position, hold down the SHIFT key and double-click it.
- To move both rulers at once, hold down the SHIFT key and drag the intersection point of the two rulers.

{button ,AL(`grid_procedures;;;;',0,"Defaultoverview",`proc4')} **Related Topics**

To display or hide the grid

1. Click Layout, Grid & Ruler Setup.
2. Click the Grid tab.
3. Enable or disable the Show Grid check box.

{button ,AL(`grid_procedures;;;;',0,"Defaultoverview",`proc4')} Related Topics

To set grid parameters

1. Click Layout, Grid & Ruler Setup.
2. Click the Grid tab.
3. Under Grid Frequency, specify the number of Horizontal and Vertical grid lines you want per unit of measure.
   The unit of measure corresponds to the unit set for the rulers.
4. Enable the Show Grid check box to display the grid in the drawing window. Enable the Snap to Grid check box to have objects snap to the grid.

Notes

- When you change the ruler units, you must also specify a new grid frequency. Changing the grid frequency unit also changes the corresponding ruler unit. If the drawing scale setting is not 1:1, the Grid Frequency units appear grayed out and correspond to the drawing scale units.
- To space the grid lines more than one whole unit apart, type a fractional value in the Grid Frequency field. If the unit of measure is set to inches, for example, you can specify 0.5 to space the grid lines two inches apart.
- The Horizontal and Vertical field units are accurate up to two decimal places.

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

Working with guidelines

Guidelines provide a useful and easy way to align objects. Guidelines are non-printing lines that you can place anywhere in the drawing window. You can create any number of guidelines and have CorelDRAW save them along with your drawing.

The Guidelines Setup dialog box provides controls that let you set up horizontal, vertical, and slanted guidelines.

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

To move a horizontal or vertical guideline

1. Click Layout, Guidelines Setup.
2. Click the Horizontal or Vertical tab.
3. Choose the guideline you want from the list of guidelines. The guidelines are listed by location.
4. Specify the location you want relative to the 0 point on the guideline's ruler.
5. Change the unit of measure as required.
6. Click Move.

Tip

- You can also move a guideline by dragging it. However, If you drag a horizontal or vertical guideline by the handles at the edge of the drawing window, it will convert to a slanted guideline, and cannot be converted back (see Related Topics).

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

To move a slanted guideline

1. Click Layout, Guidelines Setup.
2. Click the Slanted tab.
3. Choose the guideline you want from the list of guidelines. The guidelines are listed by the coordinates of their endpoints.
4. Choose a two-point guideline or one that has an angle and one point.
5. Change the unit of measure as required.
6. Type the guideline's new endpoint coordinates in the four boxes provided; X1, Y1, X2, and Y2.
7. Click Move.

Tip

- You can also move a guideline by dragging the handles where it meets the edge of the drawing window.

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

To set up a horizontal guideline

1. Click Layout, Guidelines Setup.
2. Click the Horizontal tab.
3. Type the units and the location relative to the 0,0 point on the rulers.
4. Click Add.

Tip

- You can also set up a horizontal guideline by pointing to the horizontal ruler and dragging into the drawing window.

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

To set up a slanted guideline

1. Click Layout, Guidelines Setup.
2. Click the Slanted tab.
3. Type the units and endpoint coordinates (X1, Y1, X2, and Y2) relative to the 0,0 point on the rulers.
4. Click Add.

Tip

- You can also set up a slanted guideline by creating a horizontal or vertical guideline, then dragging one of the handles until the guideline reaches the desired angle.

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

To set up a vertical guideline

1. Click Layout, Guidelines Setup.
2. Click the Vertical tab.
3. Type the units and the location relative to the 0,0 point on the rulers.
4. Click Add.

Tip

- You can also set up a vertical guideline by pointing to the vertical ruler and dragging into the drawing window.

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

To delete a guideline

1. Click Layout, Guidelines Setup.
2. Click the tab that corresponds to the type of guideline you want to delete.
3. Choose the guideline you want to delete.
3. Click Delete.

Tip

- You can also delete a horizontal or vertical guideline by dragging it off the drawing window.

{button ,AL(`guideline_procedures;;;;;',0,"Defaultoverview",`proc4')} Related Topics

To position slanted guidelines using the rulers

1. If you don't see the horizontal and vertical rulers, click View and enable Rulers.
2. Point to the horizontal or vertical ruler.
3. Click and drag the guideline onto the drawing window.
4. Click and drag one of the guideline handles until it is at the desired angle.

Note

- Once you have converted a horizontal or vertical guideline to a slanted guideline, you cannot convert it back.

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

To position slanted guidelines using the Guidelines Setup box

1. Click Layout, Guidelines Setup.
2. Click Slanted Guideline.
3. Type the guideline angle relative to the 0,0 points on the ruler.
4. Click Add.

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

Customizing roll-ups

If you use roll-ups often, you'll want to organize them for easier access. Roll-ups can be grouped together so that a single roll-up window gives you access to the commands of several roll-ups.

Roll-up groups support drag-and-drop, so you can quickly group and ungroup roll-ups while you work.

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

To create a roll-up group

1. Open the roll-ups you want to group together.
2. Hold down the CTRL key and drag one of the roll-ups onto another.
3. Continue adding roll-ups until your group is complete.

Tip

- To remove a roll-up from a group, drag its icon out of the group window.

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

To rename a roll-up group

1. Click Tools, Customize.
2. Click Roll-ups.
3. Click the roll-up group you want to change.
4. Click the name tag of the roll-up group.
5. Type the new name.

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

To change a roll-up's alignment

1. Click Tools, Customize.
2. Click Roll-ups.
3. Click the roll-up you want to change.
4. Click Move.

Note

- When you change a roll-up's alignment, it appears on the other side of the window.

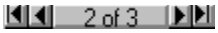
{button ,AL(`cdrui_rollups_proc;;;;;',0,"Defaultoverview",)} **Related Topics**

To change the initial roll-up configuration

1. Click Tools, Customize.
2. Click Roll-ups.
3. Click Start Up Setting.
4. Choose a start-up option.

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

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



(In the bottom, left-hand corner of the window.) Helps you move through your document quickly.

(In the upper, right-hand corner of a roll-up.) Minimizes and maximizes the roll-up.

(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.

Jumps to the specified page of your document.

Launches installed Corel applications.

- Removes the current fill or outline color.