



Size of CoreMEMO (Edit menu)

Use this dialog box when you want to change the width and/or height of your CoreMEMO.



Select Picture in CorelMEMO (Edit menu)

Use this dialog box when you want to change the picture in your CorelMEMO.

Update Document command (File menu)

Updates the changes you made in your CorelMEMO and reflects those changes in the CorelMEMO you inserted in your program.

Exit and Return to Document command (File menu)

Exits the main CorelMEMO window and returns to the program.

Save as Default Settings command (File menu)

Saves the current CorelMEMO's header text, body text, colors, fonts, and picture as default settings.

Undo command (Edit menu)

Reverses cut and paste functions performed during the current session.

Cut command (Edit menu)

Removes the selected text and places it on the Clipboard.

Copy command (Edit menu)

Places a copy of the selected text on the Clipboard.

Paste command (Edit menu)

Places text from the clipboard at the insertion point in your CoreMEMO.

Change CoreMEMO Size command (Edit menu)

Displays the Size of Corel CoreMEMO dialog box.

Change CoreMEMO Picture command (Edit menu)

Opens the Change CoreMEMO Picture dialog box.

Header Text command (Color menu)

Opens the Header Text Color dialog box.

Body Text command (Color menu)

Opens the Body Text Color dialog box.

Paper command (Color menu)

Opens the Paper Text Color dialog box.

Header Text command (Font menu)

Opens the Header Text Font dialog box.

Body Text command (Font menu)

Opens the Body Text Font dialog box.

Toolbar command (View menu)

Toggles the CoreMEMO Toolbar.

Status Bar command (View menu)

Toggles the CoreMEMO Status Bar.

Adjust Window command (View menu)

Resizes the main CorelMEMO window to fit the CorelMEMO's size.

Display as Picture command (View menu)

Displays the current CoreMEMO as a small picture in your program.

Width

The width of your current CoreMEMO.

Displays the current width of the CoreMEMO.
Use the scroll bars to change the width or enter a specific value.

The height of your current CoreMEMO.

Displays the current height of the CoreMEMO.
Use the scroll bars to change the height or enter a specific value.

Current Picture

Displays the current picture used in the CoreMEMO.

Browse

Allows you to browse directories on your system for other bitmaps.

Header

The header of your CoreMEMO.

Body

The body of your CoreMEMO

Frame

The frame of your CorelMEMO

Picture List Box

Displays pictures you can include in your CoreMEMO.

Inches

Changes CoreMEMO's units to inches.

Millimeters

Changes CoreMEMO's units to millimeters.

Help Index

Opens CorleMEMO help.

Using Help

Opens Windows Help.

Print command (File Menu)

Opens the Print dialog box.

Print Preview

Opens the Print Preview dialog box.

Printer Setup

Opens the Printer Setup dialog Box.

Scrollbars

Allow you to move the CorelMEMO horizontally and/or vertically.

CoreMEMO

CoreMEMO; an electronic notepad that includes bitmapped imaging.

CoreMEMO allows you to insert notes and bitmapped images into any program that supports Object Linking and Embedding (OLE). Add one of the bitmapped images provided with CoreMEMO, or include your own bitmapped image to customize your CoreMEMO.

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

Maximize

Enlarges the window size to fit your screen.

Minimize

Minimizes the size of the main CoreMEMO window to an icon.

Status Bar

Displays relevant information about CoreMEMO, i.e., the current width and height.

Title

Displays the title of your CoreMEMO and the application where you are currently working.

CoreMEMO Toolbar

Allows you to cut, copy, paste, print, display program information and access help for your CoreMEMO.

About Button

Displays program, version and copyright information.

Help Button

Displays help for buttons, menu commands and windows.

Restore Command

Restores the main CorelMEMO window to a normal size.

Move Command

Changes the position of the main CoreMEMO window.

Size Command

Changes the size of the main CoreMEMO window.

Minimize Window

Minimizes the size of the main CoreMEMO window to an icon.

Maximize

Enlarges the CoreMEMO window to fit your entire screen area.

Close Command

Closes CoreMEMO.

Blank Area

Provides space for you to position your CorelMEMO toolbar.

To insert a CorelMEMO into your program

1. Place the insertion point where you want to insert a CorelMEMO.
2. Click Insert, Object.
3. Choose Corel CorelMEMO from the Object Type List.
4. Enter your text.
5. Click File, Update Document.
6. Click File, Exit and Return to Document.

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

To edit your CoreMEMO

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Make any changes to your CoreMEMO.
3. Click File, Update Document.
4. Click File, Exit and Return to Document.

Note

- To save the current CoreMEMO's settings as your default CoreMEMO, click File, Save As Default Settings. Then click File, Exit and Return to Document. The next time you insert a CoreMEMO into an application, the CoreMEMO settings (the text, colors and size), will appear in the main CoreMEMO window.

To resize your CoreMEMO

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click Edit, Change MEMO Size.
3. Enter a new width.
4. Enter a new height.
5. Click File, Update Document.
6. Click File, Exit and Return to Document.

Tips

- You can also resize the CoreMEMO by using the sizing handles.
- You can change the units of your CoreMEMO by right clicking the picture in the main MEMO window.

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

To resize the Main CoreMEMO window

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click View, Adjust Window.
3. Click File, Update Document.
4. Click File, Exit and Return to Document.

Tips

- It's a good idea to resize the main CoreMEMO window after each resizing of the CoreMEMO.
- You can display the Adjust Window command by right clicking the image when you're in the main CoreMEMO window.

To change the picture in your CoreMEMO

1. Double click the CoreMEMO to open the main CoreMEMO window.
2. Click Edit, Change MEMO Picture.
3. Choose a picture from the dialog box.
4. Click File, Update Document.
5. Click File, Exit and Return to Document.

Tips

- You can display the Change CoreMEMO Picture command by right clicking the image when you're in the main CoreMEMO window.
- Use the browse key to locate bitmapped images in different directories.

To save your CoreMEMO as a default

1. Click File, Save as Default Settings.
2. Click File, Exit and Return to Document.

Note

- This saves your current CoreMEMO as your default CoreMEMO. Each time you insert a new CoreMEMO, the default CoreMEMO will appear in the Main CoreMEMO window.

To change the header text color

1. Double-click the CorelMEMO to open the [main CorelMEMO window](#).
2. Click Color, Header Text.
3. Choose a color.
4. Click File, Update Document.
5. Click File, Exit and Return to Document.

Tips

- To see a change in header text color, you must have text in the CorelMEMO header.
- When pasting text into the header of CorelMEMO, the text assumes the header's text attributes.

`{button ,AL(`proc_body_text_color;proc_paper_color;proc_save_note;;;,0,"Defaultoverview",)}`
Related Topics

To change the header text font

1. Double click the CoreMEMO to open the main CoreMEMO window.
2. Click Font, Header Text.
3. Choose a font, style and size.
4. Click File, Update Document.
5. Click File, Exit and Return to Document.

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

To change the body text color

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click Color, Body Text.
3. Choose a color.
4. Click File, Update Document.
5. Click File, Exit and Return to Document.

Tips

- To see a change in body text color you must have text in the body of the CoreMEMO.
- When pasting text into the body of CoreMEMO, the text assumes the body's text attributes.

{button ,AL(` proc_paper_color;proc_header_color;proc_save_note;;;',0,"Defaultoverview",)} Related Topics

To change the body text font

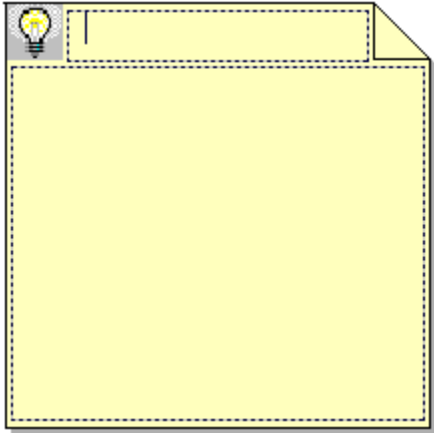
1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click Font, Body Text.
3. Choose a font, style and size.
4. Click File, Update Document.
5. Click File, Exit and Return to Document.

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

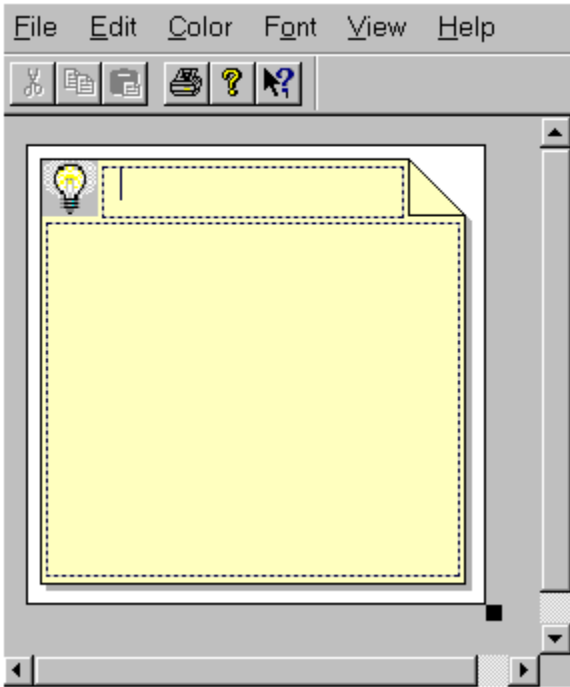
To change the paper color

1. Double-click the CorelMEMO to open the main CorelMEMO window.
2. Click Color, Paper.
3. Choose a color.
4. Click File, Update Document.
5. Click File, Exit and Return to Document.

CoreMEMO



Main CoreMEMO Window



To change the units in your CoreMEMO

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click View, Units.
3. Select either inches or millimeters.

Notes

- The CoreMEMO will automatically reflect the new units of measure in the main CoreMEMO window.
- You can display the Units command by right clicking the image when you're in the main CoreMEMO window.

To print your CoreMEMO

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click File, Print.
3. Choose a printing device.

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

To set up a printer from CoreMEMO

1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click File, Print Setup.
3. Choose a printing device.
4. Choose a paper size from the Size box.
5. Choose a paper source from the Source box.
6. Click either Portrait or Landscape to set paper orientation.

Note

- If you click Properties you open a Windows dialog box that allows you to set advanced options for your printer. See your Windows help for more information.

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

To preview a CoreMEMO before printing

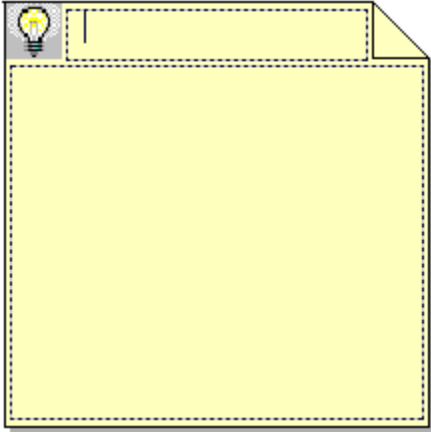
1. Double-click the CoreMEMO to open the main CoreMEMO window.
2. Click File, Print Preview.
3. View each page using the viewing features of the Preview window.
4. If you are satisfied with the preview, click Print.

Note

- If you want to make changes to your CoreMEMO before printing, click Close.

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

Introducing CoreMEMO



CoreMEMO is an electronic notepad that includes bitmapped imaging.

CoreMEMO allows you to insert notes and bitmapped images into any program that supports Object Linking and Embedding (OLE). Use CoreMEMO when you want to leave yourself a reminder, note a change in a document, or place a comment into a program. Add one of the bitmapped images provided with CoreMEMO, or include your own bitmapped image to customize your CoreMEMO.

You can access CoreMEMO from the Edit menu in CorelDRAW 6 or insert a CoreMEMO as an object in most other programs.

