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## Aligning Objects

To align objects in columns or rows:

1. Select the objects you want to align.
2. Choose Row Align from the Arrange menu or click the [Row Align button](#) on the Ribbon Bar to horizontally align the objects.
3. Choose Column Align from the Arrange menu or click the [Column Align button](#) on the Ribbon Bar to vertically align the objects.

### **See also**

[Distributing Objects](#)

[General Alignment Options](#)

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## Aligning Objects to the Grid

To align object centers to the grid as you draw them, choose Snap to Grid from the View menu (Ctrl+Y) or click the [Snap to Grid button](#) on the Ribbon Bar.

### To align the centers of objects to the grid:

1. Select the object(s) you want to align.
2. Choose Align from the Arrange menu.
3. Check the Align to Grid box.
4. Choose OK.

### To align the edges of an object to the grid:

1. Select the object(s) you want to align.
2. Enable Snap to Grid in the View menu.
3. Point to an [edit handle](#) surrounding the selected object(s).
4. Press and hold down the left mouse button to resize the object. The edges of the object lock to the grid.
5. Release the left mouse button.

### **See also**

[General Alignment Options](#)

[Grid Setup](#)

[Resizing Objects](#)

[Snap to Grid](#)



## General Alignment Options

The Align command in the Arrange menu opens the Align dialog box. It displays the portion of the current diagram containing the selected objects. Align the selected objects as follows:

- Left/Center/Right: Aligns the selected objects in a column along either the left, center, or right side of the objects' bounding box.
- Top/Center/Bottom: Aligns the selected objects in a row either on the top, center, or bottom of the objects' bounding box.

### **See also**

[Aligning Objects to the Grid](#)

[Centering Objects on a Page](#)

[Distributing Objects](#)

[Aligning Objects](#)

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## Centering Objects on a Page

To center objects on a page:

1. Select the objects you want to center.
2. Choose Grouped from the Arrange menu or click the [Group button](#) on the Ribbon Bar.
3. Choose Align from the Arrange menu.
4. Check the Align to Center of Page box. All selected objects are moved to the page center in the preview box.
5. If you do not want the objects to move vertically, deselect the Center box on the right side of the preview box. If you do not want the objects to move horizontally, deselect the Center box on the top of the preview window.
6. Choose OK.

**Note:** The Align to Center of Page option is only available for single-page diagrams. If your diagram has several tiled pages, this option is grayed.

### **See also**

[Aligning Objects to the Grid](#)

[General Alignment Options](#)

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## Distributing Objects

### To distribute a set of objects:

1. Select the objects to distribute.
2. Choose Align from the Arrange menu.
3. Choose a column align option (Left, Center, or Right), or a row align option (Top, Center, or Bottom).
4. Choose Distribute. The centers of the selected objects are distributed at equal intervals within the bounding rectangle.
5. Adjust the object spacing by choosing a distribution value.
6. Choose Center or Edges. Center aligns each object to the center of the bounding box, spaced apart according to the distribution value. Edges aligns the objects to the edge (top/bottom, left/right, center) of the bounding box, depending on the distribution value.
7. Choose OK.

### **See also**

[General Alignment Options](#)

[Aligning Objects](#)

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## Moving Objects To Front

**To move an object to the front of a layer:**

1. Select the object.
2. Choose To Front from the Arrange menu, or click the [To Front button](#) on the Ribbon Bar. The selected object is moved to the front of the layer.

If the selected objects are located on different layers, arranging them using To Front or To Back does not alter the appearance of the image.

**Note:** The redraw and printing order for objects is determined by which layer they reside on. Layer 10, the bottom-most layer, is redrawn and printed first. Layer 1, the top-most layer, is redrawn and printed last.

### **See also**

[Setting up Layers](#)

[Moving Objects Between Layers](#)

[Moving objects To Back](#)

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## Moving Objects To Back

**To move an object to the back of a layer:**

1. Select the object.
2. Choose To Back on the Arrange menu or click the [To Back button](#) on the Ribbon Bar. The selected object is moved to the back of the layer.

If the selected objects are located on different layers, arranging them using To Front or To Back does not alter the appearance of the image.

**Note:** The redraw and printing order for objects is determined by which layer they reside on. Layer 10, the bottom-most layer, is redrawn and printed first. Layer 1, the top-most layer, is redrawn and printed last.

### **See also**

[Setting up Layers](#)

[Moving Objects Between Layers](#)

[Moving Objects To Front](#)

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## Setting up Layers

You can define up to 10 layers in a diagram, each with its own image content. Layer 1 is the top layer; layer 10 is the bottom one.

### To set up the layers in a diagram:

1. Choose Layer Setup from the Arrange menu.
2. Define the current layer by typing a value in the Current Layer box. Objects added to the diagram are added to the layer you defined.
3. Designate each layer as either active, hidden or protected by clicking on the associated radio button.

### **See also**

[Moving objects To Back](#)

[Moving objects To Front](#)

[Moving Objects Between Layers](#)



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## **Moving Objects Between Layers**

**To move an object to another layer:**

1. Select one or more objects.
2. Choose Change Layers from the Arrange menu.
3. Choose the new layer for the selected objects.
4. Choose OK.

### **See also**

[Setting up Layers](#)

[Moving objects To Back](#)

[Moving objects To Front](#)



## Rotating Objects

### To rotate an objects(s):

1. Select the object(s) to be rotated.
2. Choose Rotate from the Arrange menu or click the [Rotate button](#) on the Ribbon Bar.
3. Move the pointer over one of the [edit handles](#).
4. Press the left mouse button and hold it down.
5. Drag the mouse to rotate the objects.
6. Release the left mouse button to end the rotate.

All shapes may be rotated except for imported bitmaps and metafiles.

### To constrain the rotation:

Hold down the CTRL key while rotating an object to constrain the rotation to 15-degree increments.

### **See also**

[Selecting a Single Object](#)



## Scaling Objects

### To scale objects:

1. Select an object(s).
2. Choose Scale & Mirror from the Arrange menu.
3. Change the horizontal and/or vertical scaling factors to adjust the size of the selected objects.
4. Choose OK.

### **See also**

[Mirroring Objects](#)

[Resizing Objects](#)



## **Mirroring Objects**

### **To mirror objects:**

1. Select an object(s).
2. Choose Scale & Mirror from the Arrange menu.
3. Horizontally and/or vertically mirror the selected objects by clicking on the appropriate check box.
4. Choose OK.

### **See also**

[Resizing Objects](#)

[Rotating Objects](#)

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## Grouping Objects

A group of objects behaves as a single object. Grouping is useful for editing more than one object at a time.

### To group objects:

1. Select the objects you want to group.
2. Choose Grouped from the Arrange menu or click the Group button on the Ribbon Bar.

Grouped objects behave like symbols. You can only perform operations such as selecting, moving, etc., to the group. To edit a single object in the group, you must ungroup the objects.

### To ungroup objects:

1. Select the group.
2. Choose Ungroup from the Arrange menu or disable the Group button on the Ribbon Bar.

### **See also**

Designing a Symbol

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## Breaking Apart Lines

### To break apart a line(s):

1. Select the desired line(s).
2. Choose Break Apart from the Arrange menu. The line breaks at each point and disconnects from any connected shapes.

### To break a line at a point:

1. Select any point of a line other than an end point.
2. Choose Break Apart from the Arrange menu.

### **See also**

[Breaking Apart Symbols](#)

[Drawing Lines](#)

[Joining Lines](#)

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## **Breaking Apart Symbols**

Symbols often consist of several grouped objects.

**To break the connections between the components of a symbol:**

1. Select the symbol(s) to fragment.
2. Choose Break Apart from the Arrange menu
3. Deselect the selected objects. Now you can select and edit the individual components of the symbol.

**Note:** Break Apart ungroups grouped objects.

### **See also**

[Designing a Symbol](#)

[Drawing Symbols from a Library](#)

[Grouping Objects](#)

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## Joining Lines

**To join two separate lines:**

1. Select two line ends.
2. Choose Join Lines from the Arrange menu.

**Note:** The point at which two lines are joined is marked by a hollow rectangle. This is to remind you that, although the lines are joined, they are still distinct. A curve cannot span a point marked by a hollow rectangle.

**Note:** Only the endpoint of one line can be joined to the endpoint of another line.

### **See also**

[Breaking Apart Lines](#)

[Drawing Lines](#)





## Creating New Arrows

### When designing new arrows:

- Arrows may be created with any combination of symbols, shapes or lines.
- When you draw an arrow, note that the last pixel of a line is not drawn, which can cause arrows to appear asymmetrical. See instructions in the CorelFLOWS User's Guide on how to avoid this problem.
- Some arrows need to be filled with white so that lines do not show through from underneath the arrow. See the CorelFLOWS User's Guide for further information.
- The black parts of an arrow are assigned the color of the attached line.

### To create a new arrow:

1. Draw the new arrow in the drawing window and orient it so that it may be attached to the right end of a horizontal line. An arrow may consist of any combination of symbols, shapes or lines.
2. Select the objects to include in the new arrow.
3. Choose Arrows, Save As from the File menu.
4. Name the new arrow in the File Name box.

To save the new arrow file in a directory other than the current directory, select the desired drive in the Drives box and directory from the Directory box.

5. Choose OK. If the arrow palette is full, a message box appears stating that the maximum number of arrows has been reached, and the save operation is terminated.
6. A message box appears, stating that you must click the left mouse button on the hot spot of the arrow. Click OK.
7. Center the cursor on the desired hot spot and click the left mouse button.

A file containing the new arrow information is created in the specified arrow directory. The new arrow is automatically added to the arrow palette.

### **See also**

[Adding Arrows to the Arrow Palette](#)

[Updating Arrows](#)

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## Updating Arrows

### To update an arrow:

1. Draw the arrow in the drawing window and orient it so that it may be attached to the right end of a horizontal line. An arrow may consist of any combination of shapes and lines.
2. Select the objects to include in the arrow.
3. Choose Arrows, Save As from the File menu.
4. Choose the arrow to update in the File Name list box.

If the arrow to update is not found in the current directory, select the desired drive and directory in the Drives and Directories boxes.

5. Choose OK.
6. Confirm the save operation by choosing OK.
7. A message box appears, stating that you must click the left mouse button on the hot spot of the arrow. Click OK.
8. Move the center of the cursor over the hot spot and click the left mouse button.

**Note:** Updating an arrow does not affect existing diagrams which contain the arrow.

### **See also**

[Adding Arrows to the Arrow Palette](#)

[Changing Arrows on an Existing Line](#)

[Creating New Arrows](#)

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## **Adding Arrows to the Arrow Palette**

**To add an arrow to the arrow palette:**

1. Choose Arrows, Open from the File menu.
2. Choose an arrow in the File Name list.

If the desired arrow is not located in the current directory, select the drive in the Drives box and directory in the Directories box.

3. Choose OK.

### **See also**

[Creating New Arrows](#)

[Updating Arrows](#)

[Setting Preferences](#)

# Basics

## Overview

### Drawing Objects

- [Drawing Rectangles](#)
- [Drawing Ellipses](#)
- [Drawing Polygons](#)
- [Drawing Lines](#)
- [Drawing Curves](#)
- [Entering Text](#)
- [Drawing Symbols](#)

### Editing Objects

- [Selecting Objects](#)
- [Moving Objects](#)
- [Resizing Objects](#)
- [Quick Formatting](#)

## Basics Overview

CorelFLOW is an ideal drawing tool for technical and business diagrams. Designed as a flow-charter, CorelFLOW is also an illustrator, design tool, organizer, problem solver, and communicator.

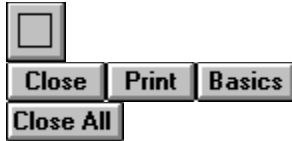
You can use CorelFLOW to create an array of diagrams, charts, and training aids, including the following:

- Flow Charts
- Software Diagrams
- System Diagrams
- Technical Illustrations
- Organizational Charts
- Process Documentation
- Tutorials
- Training materials

CorelFLOW's hierarchical tools let you to build multi-page drawings joined by hypertext parent and child links, and open other programs and their files. Using Smart Libraries, you can quickly insert a range of symbols with a click of the mouse button.

Connecting text, lines and objects is a breeze--type text inside a shape or drop text onto a line. CorelFLOW also makes moving connected objects easy, automatically redrawing connecting lines when you move objects.

Other useful features include right-mouse-button access to attributes dialog boxes, many standard word-processing features, and libraries of predefined objects you can add to your diagrams by dragging and dropping.

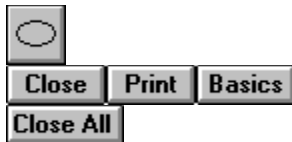


## Basics: Drawing Rectangles

### To draw a rectangle:

1. Choose the Rectangle tool on the Toolbox.
2. Click and hold down the left mouse button to place the upper left point of the rectangle.
3. Drag the mouse to create the rectangle.
4. Release the left mouse button to complete the operation.

**Tip:** Draw a square with a left mouse button click and drag the mouse while holding down the CTRL key. Draw a rectangle relative to its center by holding down the SHIFT key.



## Basics: Drawing Ellipses

### To draw an ellipse:

1. Choose the Ellipse tool on the Toolbox.
2. Click and hold down the left mouse button to place the upper left point of the ellipse.
3. Drag the mouse to create the ellipse.
4. Release the left mouse button to complete the operation.

**Tip:** Draw a circle with a left mouse button click and drag the mouse while holding down the CTRL key. Draw an ellipse relative to its center by holding down the SHIFT key.



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## Basics: Drawing Polygons

### To draw a polygon:

1. Choose the Polygon tool on the Toolbox.
2. Click the left mouse button to place the first point of the polygon.
3. Draw the desired polygon by adding points with the left mouse button. You may also add points to the polygon by pressing the Spacebar on the keyboard.
4. Add the last point using one of the following methods:
  - double click the left mouse button.
  - click the right mouse button.

A line connects the first and last points, completing the polygon.





## Basics: Drawing Lines

### To draw a line:

1. Choose the Line tool on the Toolbox.
2. Click the left mouse button to add the first point of the line.
3. Add points by clicking the left mouse button or pressing the Spacebar on the keyboard.
4. End the line using one of the following methods:
  - double click the left mouse button.
  - click the right mouse button.

**Tip:** Constrain lines horizontally and vertically by holding down the SHIFT key while drawing the line.



## Basics: Drawing Curves

### To draw a curve:

1. Choose the Curve tool on the Toolbox.
2. Click the left mouse button to place the first point of the curve.
3. Add control points by clicking the left mouse button or pressing the Spacebar on the keyboard.
4. End the curve using either of the following methods:
  - Double click the left mouse button.
  - Click the right mouse button.

**Tip:** Constrain curves horizontally and vertically by holding down the SHIFT key while drawing the curve.



## Basics: Entering Text

### To enter text:

1. Click the Text tool on the Toolbox.
2. Click the left mouse button to place the text cursor. If a shape or line is highlighted when the left mouse button is clicked, text connects to the highlighted object.
3. Type the text. To enable the Pick tool while the Text tool is active, press the spacebar while holding down the Ctrl key.

**Tip:** You may also place the text cursor using the Pick tool. Double-click an empty space in your diagram and start typing.



## Basics: Drawing Symbols

### To draw a symbol:

1. Move the cursor over a symbol from a smart library.  
**Note:** If a symbol is not defined on the smart library, see Adding Symbols to a Smart Library.
2. Press and hold down the left mouse button on the desired symbol.
3. Drag the symbol to the desired location in the drawing window.
4. Release the left mouse button to complete the operation.



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## Basics: Selecting Objects

### To select a single object:

1. Choose the Pick tool.
2. Point to an object. The object is highlighted.
3. Click the left mouse button.

### To select multiple objects:

1. Choose the Pick tool.
2. Point to an object. The object is highlighted.
3. Click the left mouse button.
4. Hold down the SHIFT key. Repeat Steps 2 & 3. Previously selected objects remain selected.

### Marquee Selection:

1. Choose the Pick tool.
2. Position the pointer so that it is not over any objects.
3. Press the left mouse button and hold it down.
4. Move the mouse to enclose the desired objects in the dotted rectangle (called a marquee box).
5. Release the left mouse button.

If the SHIFT key is held down while the marquee box is drawn, previously selected objects remain selected.

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## Basics: Moving Objects

### To move a single object:

1. Choose the Pick tool.
2. Point to the object to move.
3. Press the left mouse button and hold it down.
4. Drag the object to the desired location.
5. Release the left mouse button to end the move.

### To move more than one object:

1. Select the objects you want to move (see Basics: Selecting Objects).
2. Point to one of the objects.
3. Press the left mouse button and hold it down.
4. Drag the objects to the desired location.
5. Release the left mouse button to end the move.

### To constrain the move:

- Use CTRL + ALT + any Arrow key to move selected objects one grid point.
- Use the SHIFT key to constrain movements horizontally and vertically.

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## Basics: Resizing Objects

### To resize one or more objects:

1. Select the objects to resize. Edit handles appear.
2. Point to the handle you want to move. The cursor changes to crosshairs.

If the handle selected is on the left or right of the object, the object scales horizontally. If the handle selected is on the top or bottom of the object, the object scales vertically. If the handle selected is on a corner of the object, the object scales both horizontally and vertically. In all cases, the object retains its aspect ratio and resizes symmetrically.

3. Drag the edit handle with the left mouse button to scale the objects.
4. Release the left mouse button to end resizing.

**Note:** Lines selected via a left mouse button click have handles drawn at each point. These handles are used to reshape a line, not to resize a line. To resize a line using the above approach, marquee select the line.

### Constrain the resize:

- To scale an object without maintaining its aspect ratio, hold down the CTRL key and drag a corner handle.
- To scale an object relative to one of its sides, hold down the SHIFT key and drag the handle opposite the side or corner you want to remain stationary.

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## Basics: Quick Formatting

To change the attributes of an object:

1. Select one or more objects (see Basics: Selecting Objects).
2. Click the right mouse button over a selected object.
3. The appropriate format dialog box opens. Make the desired changes and choose OK.



# CoreFLOW Help Contents

Help topics for CoreFLOW are divided into eight categories represented by the icons below.

To choose a category with the mouse, point to its icon, then click. With the keyboard, press Tab to highlight the category you want, then press ENTER. For more information on using Help, choose the Using Help icon or press F1 on the keyboard. To return to this screen, click the Contents button at the top of the Help window.



Using Help



Screen



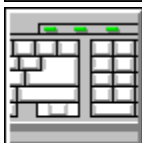
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## Drawing Rectangles

Objects drawn with the Rectangle tool are given predefined outline and fill default attributes.

### To draw a rectangle:

1. Click the Rectangle tool on the Toolbox.
2. Press and hold down the left mouse button to place the upper left point of the rectangle.
3. Drag the mouse to create the rectangle.
4. Release the left mouse button.
5. To enable the Pick tool, click the right mouse button.

By default, rectangles are drawn outwards from the point where you first clicked the rectangle tool. To draw them outwards from the center of the rectangle, press the SHIFT key before you click the mouse button to draw the rectangle. Hold the SHIFT key down until after you've released the mouse button.

**Tip:** Draw a square by pressing and dragging the left mouse button while holding down the CTRL key.

### See also

[Formatting Outline and Fill Defaults](#)

[Formatting Symbols](#)

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## Drawing Ellipses

Shapes drawn with the Ellipse tool are given predefined outline and fill default attributes.

### To draw an ellipse:

1. Click the Ellipse tool on the Toolbox.
2. Press and hold down the left mouse button to place the upper left point of the ellipse.
3. Drag the mouse to create the ellipse.
4. Release the left mouse button to complete the operation.
5. To enable the Pick tool, click the right mouse button.

**Tip:** Draw an ellipse relative to the center by pressing and dragging the left mouse button while holding down the SHIFT key.

**Tip:** Draw a circle by pressing and dragging left mouse button while holding down the CTRL key.

### **See also**

Formatting Outline and Fill Defaults

Formatting Symbols

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## Drawing Polygons

Polygons drawn with the Polygon tool are given predefined outline and fill default attributes.

### To draw a polygon:

1. Click the Polygon tool on the Toolbox.
2. Click the left mouse button to place the first point of the polygon.
3. Draw the polygon by adding points with either the left mouse button or the Spacebar on the keyboard.
4. Add the last point using either of the following methods:
  - Click the right mouse button.
  - Double-click the left mouse button.

A line is drawn between the first and last points, completing the polygon.

5. To enable the Pick tool, click the right mouse button.

Each segment of a polygon can be given different attributes. For example, a polygon can contain both straight and curved segments, dotted and solid segments, and segments with different colors (refer to Formatting Lines).

**Tip:** Constrain lines horizontally and vertically by holding down the SHIFT key while drawing the polygon.

### See also

Formatting Outline and Fill Defaults

Formatting Symbols

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## Drawing Lines

Lines drawn with the Line tool are given predefined outline and fill default attributes. The fill default is used if the line becomes a polygon.

### To draw a line:

1. Choose the Line tool on the Toolbox.
2. Click the left mouse button to place the first point of the line.
3. Add points by either clicking the left mouse button or pressing the Spacebar on the keyboard.
4. End the line using either of the following methods:
  - Click the right mouse button.
  - Double click the left mouse button.
5. To enable the Pick tool, click the right mouse button.

When you draw a line with more than ten points, every tenth point is marked with a hollow rectangle. A curve cannot span a point marked with a hollow rectangle.

**Tip:** Constrain lines horizontally and vertically by holding down the SHIFT key while drawing the line.

**Tip:** When drawing a line, create a polygon by ending the line at the same point where it began.

### **See also**

Formatting Lines

Formatting Outline and Fill Defaults

Joining Lines

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## Drawing Curves

Lines and shapes drawn with the Curve tool are given predefined outline and fill default attributes. The fill default is used if the curve becomes a polygon.

### To draw a curve:

1. Choose the Curve tool on the Toolbox.
2. Click the left mouse button to place the first control points of the curve.
3. Add control points by clicking the left mouse button or by pressing the Spacebar on the keyboard.
4. End the curve using either of the following methods:
  - Click the right mouse button.
  - Double click the left mouse button.
5. To enable the Pick tool, click the right mouse button.

If you're drawing a curve with more than ten control points, note that every tenth control point is marked with a hollow rectangle. A curve cannot span a point marked with a hollow rectangle. Although CoreFLOW allows you to create curves with several control points, you should generally limit the number of points to five or fewer.

**Tip:** Constrain curves horizontally and vertically by holding down the SHIFT key while drawing the curve.

**Tip:** When drawing a curve, create a polygon by ending the curve at the same point where it began.

### **See also**

[Formatting Lines](#)

[Formatting Outline and Fill Defaults](#)

[Joining Lines](#)



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## Entering Text

### To enter text:

1. Choose the [Text tool](#) on the Toolbox.
2. Click the left mouse button to place the text cursor. If a [shape](#) or line is highlighted when the text cursor is placed, text connects to the highlighted shape or line.
3. Type the text.
4. To enable the [Pick tool](#), click the right mouse button or press Ctrl + Spacebar.

**Tip:** You may also enter text using the Pick tool. Double-click an empty space in your diagram to place the text cursor and start typing.

**Note:** Text entered with the Text tool is given predefined text default [attributes](#).

**Note:** Background and text colors are not displayed while text is being edited.

### **See also**

[Editing Text Strings](#)

[Formatting Text](#)

[Formatting Text Defaults](#)

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## Adding Symbols from a Smart Library

### To add a symbol from a smart library:

1. Press and hold down the left mouse button on a symbol from a smart library. If there are no symbols in a smart library, see [Adding Symbols to a Smart Library](#).
2. Drag the symbol to the desired location in the drawing window.
3. Release the left mouse button to drop the symbol.

### To continuously add a symbol from a smart library:

1. Click the left mouse button on a symbol from a smart library.
2. Click the left mouse button in the drawing window to place the symbol.
3. Continue to place the symbol with left mouse button clicks until another tool is selected. To enable the Pick tool, click the right mouse button.

### **See also**

[Formatting Symbols](#)

[Smart Library Overview](#)

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## Drawing Lines from a Smart Library

### To draw a line from a smart library:

1. Press and hold down the left mouse button on a line style from a smart library. If there are no line styles in a smart library, see [Adding Line Styles to a Smart Library](#).
2. Place the first point of the line by dragging the mouse to the desired location in the drawing window and releasing the left mouse button.
3. Add points by clicking the left mouse button or by pressing the Spacebar on the keyboard.
4. End the line using either of the following methods:
  - Click the right mouse button.
  - Double-click the left mouse button.

The line is drawn with the attributes of the chosen line style.

When you draw a line with more than ten points, every tenth point is marked with a hollow rectangle. A curve cannot span a point marked by a hollow rectangle.

**Tip:** Constrain lines horizontally and vertically by holding down the SHIFT key while drawing the line.

**Tip:** When drawing a line, create a polygon by ending the line at the same point where it began.

**Tip:** You may continuously draw lines from a smart library by choosing a line style as you would the Line tool (instead of drag and drop). This enables you to draw multiple lines without changing the mouse mode.

**Note:** If drawing a line with more than ten points, note that every tenth point is marked with a hollow rectangle. A curve cannot span a point marked by a hollow rectangle.

### **See also**

[Drawing Lines](#)

[Formatting Lines](#)

[Smart Library Overview](#)

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## Entering Text from a Smart Library

To enter text from a smart library:

1. Press and hold down the left mouse button on a text style from a smart library. If there are no text styles located in a smart library, see [Adding Text Styles to a Smart Library](#).
2. Place the text cursor by releasing the left mouse button. If a shape or line is highlighted when the left mouse button is released, text connects to the shape or line.
3. Type the text. To enable the Pick tool, press the spacebar while holding down the Ctrl key.

The text is entered with the attributes of the chosen text style.

**Tip:** You may also enter text using the Pick tool. Double-click an empty space in your diagram to place the text cursor and start typing.

**Tip:** You can enter text from a smart library by choosing a text style as you would the Text tool (instead of dragging and dropping). This enables you to enter multiple text objects without changing the mouse mode.

**Note:** Background and text colors are not displayed while text is being edited.

### **See also**

[Formatting Text](#)

[Smart Library Overview](#)

Close All

Close All

## Connecting Symbols to Shapes

To connect symbols to shapes while drawing:

1. Click the left mouse button on a symbol from a smart library.
2. Point to a shape in your diagram. The shape is highlighted.
3. Click and drag the symbol toward the location where you want the symbol to be. A line with the attributes of the last line drawn connects the symbol to the shape.
4. Add points to the line by clicking the right mouse button or by pressing the Spacebar on the keyboard.
5. Place the symbol in the desired location by releasing the left mouse button.

### **See also**

[Formatting Symbols](#)

[Setting Preferences](#)

Close All

Close All

## Connecting Lines to Shapes

### To connect the end of a line to a shape:

1. Begin drawing a line (see [Drawing Lines](#)). Place all points except the last.
2. Move the pointer over a [shape](#). The shape is highlighted.
3. Click the right mouse button to end the line. The line is connected to the shape relative to the shape center. The connected line is only drawn to the boundary of the shape.

**Note:** The Glue and Center Lines options must be enabled in the Preferences dialog box for the previous steps to perform accurately (see [Setting Preferences](#)). These options are enabled by default.

### Connecting lines to off-center points:

Connect a line to an off-center point of a shape by holding down the CTRL key while you make the connection. If you want all lines connecting to off-center points, disable Center Lines in the Preferences dialog box.

### To connect a line to a point outside of a shape:

1. Click the [Line tool](#) on the Toolbox or choose a [line style](#) from a smart library.
2. Point to a shape in your diagram.
3. Hold down the CTRL key. This freezes the highlighting when you move the mouse.
4. Point to where you want the line to begin and click the left mouse button.
5. Release the CTRL key and finish drawing the line.

### Line Connection Rules

- Lines may not be connected to other lines or text objects.
- Only the start and end points of a line may be connected to a shape.
- When attaching the end of a line to a symbol, the line is actually connected to the lower-most shape under the pointer. This rule is important when designing new symbols (see [Designing a Symbol](#)).

### See also

[Formatting Lines](#)

[Setting Preferences](#)

Close All

Close All

## Connecting Two Symbols on the Page

Using the Line Tool, you can connect two symbols that are already on the page in your diagram.

### To connect two symbols on the page:

1. Click the Line Tool in the Toolbox.
2. Click the first symbol.
3. Move the mouse pointer over the second symbol so that the symbol becomes highlighted and the cursor changes to the connection cursor.
4. Double-click to end the line. The two symbols are connected.

Close All

Close All

## Connecting Text to Shapes and Lines

### To connect text to the center of a shape:

1. Choose the Text tool on the Toolbox or a text style from a smart library
2. Point to the shape in which to connect the text. It becomes highlighted.
3. Click the left mouse button. The text cursor displays in the center of the shape.
4. Type the text string. As you type, the text is centered within the shape. To enable the Pick tool while the Text tool is active, hold down the Ctrl key and press the spacebar.

**Note:** Glue and Center Text must be enabled in the Preferences dialog box for the previous steps to perform accurately (see Setting Preferences).

### To connect text to a line:

1. Choose the Text tool on the Toolbox.
2. Click a line at the point where you want the text to connect. The text cursor displays where you clicked.
3. Type the text string. As you type, the text is centered at the cursor point.

**Note:** Glue and Center Text must be enabled in the Preferences dialog box for the previous steps to perform accurately.

### To connect text to an off-center point of a shape or line:

Connect text to off-center points by pressing the CTRL key while making the connection. To have all text connecting to off-center points, disable Center Text in the Preferences dialog box (see Setting Preferences).

### To connect text outside of a shape or off a line:

1. Point to a line or shape so that it is highlighted.
2. Press and hold down the CTRL key. This freezes the highlight.
3. Click the left mouse button at the location where you want to enter connected text. The text cursor displays.
4. Release the CTRL key.
5. Type the text string.

### Notes for Connecting Text

- Text may be connected to shapes or lines, but not to other text objects.



- When attaching text to a symbol, text actually connects to a shape or line within the symbol. If more than one object is under the pointer when connecting, text connects to the top-most shape or line. This rule is important when designing new symbols (see [Designing a Symbol](#)).

**See also**

[Formatting Text](#)

[Setting Preferences](#)

Close All

Close All

## Connection Feedback

Whenever it is possible to connect a new symbol, line, or text to an object in your diagram, CoreIFLOW highlights the object by redrawing it with a gray pen. Generally, the highlighted object is the one under the pointer. If the pointer is over more than one object, the object with the highest priority is highlighted under the following scheme:

1. Lines have priority over shapes, and text has priority over lines.
2. Smaller shapes have priority over larger shapes.
3. An object, B, added after another object, A, has priority over A.

### **See also**

[Setting Preferences](#)

Close All

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## Selecting a Single Object

### To select a single object:

1. Choose the [Pick tool](#).
2. Point to an object. The object is highlighted.
3. Click the left mouse button.

### To marquee select a single object:

1. Choose the Pick tool.
2. Position the pointer so that it is not over any objects.
3. Press the left mouse button and hold it down.
4. Move the mouse to enclose the desired object in the dotted rectangle (called a "marquee box").
5. Release the left mouse button.

### **See also**

[Deselecting Objects](#)

[Selecting Multiple Objects](#)

[Selecting Objects by Type](#)

[Selecting Objects with Edge Selection](#)

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## Selecting Multiple Objects

### To select multiple objects:

1. Choose the [Pick tool](#).
2. Point and click on an object. Eight sizing handles appear around the object.
3. While holding down the SHIFT key, click on the other objects that you want to select. Sizing handles will appear around each object as it is selected.

**Note:** If you click on a previously-selected object, it will become deselected.

### To marquee select multiple objects:

1. Choose the [Pick tool](#).
2. Position the pointer above and to the left of the objects that you want to select.
3. Press and hold the left mouse button.
4. Drag the mouse diagonally towards the right until the desired objects are enclosed in a dotted rectangle (called a [marquee box](#)).
5. Release the left mouse button. Sizing handles appear around the objects.

### To select all objects in a diagram:

Choose Select, All from the Edit menu.

### See also

[Deselecting Objects](#)

[Selecting a Single Object](#)

[Selecting Objects by Type](#)

[Selecting Objects with Edge Selection](#)

Close All

Close All

## Selecting Objects by Type

To select all the shapes and symbols in a diagram, choose Select, Symbols from the Edit menu. To select all of the lines in a diagram, choose Select, Lines. To select all of the text in a diagram choose Select, Text.

### **See also**

[Deselecting Objects](#)

[Selecting a Single Object](#)

[Selecting Multiple Objects](#)

[Selecting Objects with Edge Selection](#)

Close All

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## Selecting Objects with Edge Selection

Generally, shapes are highlighted whenever the pointer is over the inside of the shape.

When the Edge Selection option is enabled (see [Setting Preferences](#)), a shape will only be highlighted when the pointer is over the edge of the shape.

Edge Selection is useful when drawing complex diagrams or when drawing diagrams that contain shapes within other shapes.

### **See also**

[Deselecting Objects](#)

[Selecting a Single Object](#)

[Selecting Objects by Type](#)

[Selecting Multiple Objects](#)

Close All

Close All

## Deselecting Objects

### To deselect multiple objects or marquee-selected objects:

Using the [Pick tool](#), click the left mouse button on any empty part of the drawing window.

### To deselect a single object in a group of selected objects:

Using the Pick tool, click on the object while holding down the SHIFT key.

### **See also**

[Selecting a Single Object](#)

[Selecting Multiple Objects](#)

[Selecting Objects by Type](#)

[Selecting Objects with Edge Selection](#)

Close All

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## Moving Objects

### To move a single object:

1. Choose the Pick tool.
2. Point to the object you want to move.
3. Press the left mouse button and hold it down.
4. Drag the object to the desired location.
5. Release the left mouse button to drop the object.

### To move multiple objects:

1. Marquee select the objects to move.
2. Point to one of the objects.
3. Press the left mouse button and hold it down.
4. Drag the objects to the desired location.
5. Release the left mouse button to drop the objects.

### To constrain the movement:

- Use CTRL + ALT + any Arrow key to move selected objects one grid point.
- Use the SHIFT key to constrain movements horizontally and vertically.

### See also

[Selecting a Single Object](#)

[Selecting Multiple Objects](#)



Close All

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## Resizing Objects

### To resize one or more objects:

1. Select the object(s) to resize. Sizing handles appear.
2. Point to the handle you want to move.

If the handle selected is on the left or right of the object, the object scales horizontally. If the handle selected is on the top or bottom of the object, the object scales vertically. If the handle selected is on a corner of the object, the object scales horizontally and vertically. In all of these cases, the object scales symmetrically.

3. Drag the handle with the left mouse button to scale the objects.
4. Release the left mouse button.

Lines you select using a left mouse button click have handles drawn at each point. These handles are used to reshape a line; they cannot be used to scale a line. To scale a line using the above method, marquee select the line.

### To Constrain the resizing of one or more objects:

- To scale an object without symmetrical constraints, hold down the CTRL key and drag a corner handle.
- To scale an object relative to one of its sides, hold down the SHIFT key and drag the handle opposite the side or corner that you want to remain stationary.

### See also

[Scaling Objects](#)

[Selecting a Single Object](#)

[Selecting Multiple Objects](#)

Close All

Close All

## Undoing Operations

### To undo the last operation:

Choose Undo from the Edit menu (Ctrl+Z). Redo the operation by choosing Undo again.

Close All

Close All

## Cutting Objects

To cut objects to the clipboard:

1. Select one or more objects.
2. Click the [Cut button](#) on the Ribbon Bar, or choose Cut from the Edit menu (Ctrl+X). All selected objects are deleted and moved to the clipboard. Connected objects are also deleted.

### See also

[Copying Objects](#)

[Cutting, Copying, and Pasting](#)

[Deleting Objects](#)

[Pasting Objects](#)

Close All

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## Copying Objects

To copy objects to the clipboard:

1. Select one or more objects.
2. Click the [Copy button](#) on the Ribbon Bar, or choose Copy from the Edit menu (Ctrl+C). All selected objects remain in the drawing window, but are copied to the clipboard.

### See also

[Cutting, Copying, and Pasting](#)

[Cutting Objects](#)

[Duplicating Objects](#)

[Pasting Objects](#)

Close All

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## Pasting Objects

### To paste objects from the clipboard into your diagram:

Click the [Paste button](#) on the Ribbon Bar, or choose Paste from the Edit menu (Ctrl+V). Objects from the clipboard will appear in the center of the current view.

### To paste objects to a specific point in your diagram:

1. With the Pick tool, double click in an empty space in your diagram. This places the cursor.
2. Choose Paste from the Edit menu. Objects are pasted from the clipboard and centered on the point where you double clicked.

### To paste objects using a different format:

1. Choose Paste Special from the Edit menu. The Paste Special dialog box opens.
2. Choose the desired format from the As list box.
3. If desired, choose Display as icon to display the clipboard objects as an icon in your diagram.
4. Choose Paste.
5. Choose OK. The objects on the clipboard are placed in the center of the current view.

### **See also**

[Cutting, Copying, and Pasting](#)

[Copying Objects](#)

[Cutting Objects](#)

[Lining Objects as a Client using the Clipboard](#)

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## Duplicating Objects

### To duplicate objects:

1. Select one or more objects.
2. Choose Duplicate from the Edit menu (Ctrl+D). A copy of the selected objects is created and positioned one grid point above and to the right of the original objects.

### See also

[Cut, Copy, and Paste to Exchange Data with other Applications](#)

[Copying Objects](#)

[Pasting Objects](#)

Close All

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## Deleting Objects

To delete objects:

1. Select the objects you want deleted.
2. Choose Delete from the Edit menu or press the DELETE key.

### **See also**

[Cutting Objects](#)

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## Moving Points of a Line

If a line is not part of a symbol or a group (see Grouping Objects), the individual points of the line can be moved.

### To move a single point of a line:

1. Choose the Pick tool.
2. Position the pointer over a point on a line.
3. Press and hold down the left mouse button. If the line is connected to a shape at the selected point, the line will disconnect.
4. Drag the point to the desired location.
5. Release the left mouse button. If a shape is highlighted when the move ends, the line will connect to the shape.

### To move multiple points of a line:

1. Hold down the Shift key and click on the points you want to move.
2. Point to either one of the selected points or to a selected line segment.
3. Press the left mouse button and hold it down.
4. Drag the points to the desired location.
5. Release the left mouse button.

### To constrain the movement:

- Move selected points one grid point by using the CTRL + Alt + Arrow keys.
- Hold down the SHIFT key to restrict movements horizontally and vertically.

**Note:** If you want to deselect all points on a line, hold down the shift key and click anywhere in the diagram.

### See also

[Adding and Deleting Points of a Line](#)

[Drawing Lines](#)

[Moving Objects](#)



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## Adding and Deleting Points of a Line

### To add a point to a line:

1. Choose the [Pick tool](#).
2. Move the pointer over a point of a line.
3. Click the right mouse button.
4. Choose Add Point from the pop-up menu. A new point is added before the existing point on the line.

### To add a series of points to a line:

1. Click and hold the left mouse button on the desired point.
2. Move the pointer to where you want the next point to be (see [Moving Points of a Line](#)).
3. Click the right mouse button to add the point or press the Spacebar on the keyboard.
4. To add additional points, continue to move the pointer to different locations and click the right mouse button or press the Spacebar.
5. Release the left mouse button when you have finished adding points to the line. The last point is placed where you release the left mouse button.

### To delete a point from a line:

1. Choose the [Pick tool](#).
2. Move the cursor over a point on a line. The point is highlighted.
3. Choose one of the following methods to delete the point:
  - Click the left mouse button to select the point and either press Delete on the keyboard or choose Delete from the Edit menu.
  - Click the right mouse button on the point and choose Delete Point from the pop-up menu.

### **See also**

[Drawing Lines](#)

[Moving Points of a Line](#)

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## Changing Line Connections

### To change a line connection:

1. Choose the [Pick tool](#).
2. Point to the desired end point of a line to change. The point is highlighted.
3. Press the left mouse button and hold it down. If the point is attached to a shape, it will disconnect.
4. Drag the end point to the desired location.
5. Release the left mouse button. If a shape is highlighted when the button is released, the line will connect to the shape.

### **See also**

[Connecting Lines to Shapes](#)

[Connecting Shapes to Shapes](#)

[Drawing Lines](#)

[Setting Preferences](#)

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## Shaping Curves

The shape of a curve can be modified by manipulating its control polygon.

### To shape a curve:

1. Choose the Pick tool.
2. Click the left mouse button on a curve (it is not possible to edit the control polygon of a curve which has been marquee selected). The control polygon appears in a blue dotted line.
3. Point to a control point.
4. Press the left mouse button and hold it down.
5. Drag the control point to adjust the shape of the curve.
6. Release the left mouse button to end the operation.

If the point being moved is an end point and a shape is highlighted when the move is ended, the curve end will connect to the highlighted shape.

### **See also**

Drawing Curves

Adding and Deleting Points of a Line

Moving Points of a Line

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## Editing Text Strings

### To edit a text string:

1. Choose the [Text tool](#) or [Pick tool](#) in the Toolbox.
2. Select the [text object](#) you want to edit. A text cursor is placed in the text where you clicked. If a shape is selected which has a text string connected to it, a text cursor will appear in the dependent text string.
3. Edit the text using keyboard and mouse commands (see [Editing Text with keyboard and Mouse Commands](#)). To enable the Pick tool when the Text tool is active, hold down the Ctrl key and press the spacebar.
4. Click the left mouse button outside of the text object to end the text edit.

**Note:** If you chose the Pick tool to edit the text string, press any key on the keyboard to begin text editing (except the DELETE key, which will delete the text object).

### **See also**

[Check Spelling](#)

[Entering Text](#)

[Editing Text with keyboard and Mouse Commands](#)

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## Editing Text with keyboard and Mouse Commands

### Keyboard Commands

#### Cursor Movement

Right/Left Arrow	Right or left one character.
Ctrl-Right/Left Arrow	Right or left one word.
Up/Down Arrow	Up or down one line.
Home	Beginning of a line.
Ctrl+Home	Beginning of text object.
End	End of a line.
Ctrl+End	End of text object.

#### Text Selection:

Shift+Right/Left Arrow	Advance or reduce selected text by one character.
Shift+Ctrl+Left Arrow	To the previous word.
Shift+Ctrl+Right Arrow	To the next word.
Shift+Up/Down Arrow	Up or down one line of text.
Shift+Home	To the beginning of a line.
Shift+Ctrl+Home	To the beginning of the text object.
Shift+End	To the end of a line.
Shift+Ctrl+End	To the end of the text object.

### Mouse Commands

To position the text cursor using the mouse, click the left mouse button on the point where you want the text cursor to be located.

To select a string of characters, you can use the SHIFT key or the mouse.

#### To select characters using the SHIFT key:

1. Place the text cursor at the start of the string you want to select.
2. Move the pointer so that it points to the end of the string you want to select.
3. While holding down the SHIFT key, click the left mouse button.

#### To select characters using the mouse:

1. Position the cursor at the start of the string you want to select.
2. Press the left mouse button and hold it down.
3. Move the cursor to the end of the string.
4. Release the left mouse button.

Use the above method to advance or reduce selected text one character at a time. If, however, you double click the left mouse button and hold it down, the selected text will advance or reduce one word at a time.

### See also

[Check Spelling](#)

[Editing Text Strings](#)

[Entering Text](#)



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## Checking Spelling

### To check the spelling of a text object:

1. Select a text object to check the spelling of selected text only. If nothing is selected, the entire diagram will be checked for spelling errors.
2. Choose Spell Check from the Edit menu or click the Spell Check button on the Ribbon Bar.
3. Choose Begin Check.
4. If a spelling error is found, choose a new word from the Change To list box or type the new word in the entry box.
5. Click the Change button. The word is changed and the spell check continues.

### To check the spelling of a word:

1. Choose Check Spelling from the Edit menu or click the Spell Check button on the Ribbon Bar.
2. Type a word in the Unknown Word box.
3. Choose Begin Check.
4. If the word is misspelled, choose a new word from the Change To list box or type a new word in the entry box.
5. Click the Change button. The word is changed and the spell check is complete.

### Using a personalized dictionary:

1. To create a personalized dictionary, type the name in the Dictionary entry box and choose Create.
2. To add the current word to a personal dictionary, choose Add Word. The word is added to the dictionary you created.

### **See also**

[Editing Text Strings](#)

[Editing Text with keyboard and Mouse Commands](#)

[Entering Text](#)

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## Changing Text Connections

### To connect an existing text object to a shape or line:

1. Move the text over the object. The object is highlighted.
2. To connect the text to an off-center point or to a point away from the object:
  - Press the CTRL key.
  - Move the text to any location in the diagram. The highlighted object remains highlighted.
3. Release the left mouse button. The text is connected to the highlighted object.

### To disconnect a text object from a shape or line:

1. Choose the Pick tool.
2. Point to a text object that is connected to a shape or line.
3. Press and hold down the left mouse button.
4. Drag the mouse. If the text is connected to an object, it will disconnect.
5. Release the left mouse button to end the move.

### **See also**

[Connecting Text to Shapes and Lines](#)

[Moving Objects](#)

[Setting Preferences](#)




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## Creating a New Diagram

To create a new diagram:

1. Choose New from the File menu or click  on the Ribbon Bar.

You are prompted to save any existing work. The default name for a new diagram is "untitled.cfl".

### **See also**

[Creating a New Library](#)

[Creating a Project](#)

[Opening a Diagram](#)


[Saving a Diagram](#)

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## Opening a Diagram

To open a diagram:

1. Choose Open from the File menu or click  on the Ribbon Bar.
2. Choose a file from the File Name list.  
If the file you want is not in the current directory, select a drive from the Drives box and directory from the Directories box.
3. Choose OK. When the file opens, it appears at the view used when it was last saved. See [View Diagrams](#) to list topics on viewing a diagram.

**Tip:** You can open a file by double-clicking the filename in the File Name list.

**To use file recall:**

Use file recall to quickly open recently-edited diagrams. Choose a file name from the list of four located at the bottom of the File menu.

**Note:** When you first open the Open dialog box, CoreIFLOW defaults to the Working Directory specified in the Program Item Properties dialog box in the Windows Program Manager.

**See also**

[Importing Data](#)

[Opening a Project](#)


[Opening a Library](#)

[Saving a Diagram](#)

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## Saving a Diagram

To save the current diagram, choose Save from the File menu or click  on the Ribbon Bar.

### To save the current diagram under a new name:

1. Choose Save As from the File menu.
2. Name the new file in the File Name box. This name must adhere to DOS file naming conventions.

To save the file in a location other than the current directory, choose the drive in the Drives box and directory in the Directories box.

3. Choose OK.

### To save selected objects only:

1. Select the portion of the diagram that you want to save.
2. Choose Save As from the File menu.
3. Check the Selected Only box.
4. Name the new file and directory in which to save the selected objects and choose OK.

### **See also**

[Exporting Data](#)

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## Setting up the Page

1. Choose Page Setup from the File menu to set the following options:

### Page Size:

Choose a preset page size from the drop-down list box . For example, if you choose Letter, the paper width and height is automatically set to 8.5" and 11.0" inches. You can also enter your own values for the width and height in the numeric entry boxes.

**Note:** The maximum paper size is 47 by 47".

If you choose Business Card as your Page Size, see [Creating Business Cards](#).

### Page Margins:

Choose measurements for left, right, top, and bottom margins in the Margins box. The page boundary adjusts according to the current margins.

### Page Orientation:

Check the Landscape box to give the diagram a landscape orientation (an 11 x 8.5" page boundary). Check Portrait for a portrait orientation (an 8.5 x 11" page boundary).

### Units:

Set the unit of measurement for the Page Setup dialog box by choosing either inches or centimeters.

### Number of Pages:

Choose the number of vertical and horizontal pages in the Vertical and Horizontal boxes. This tiles multiple pages in a diagram. The allowed number of pages varies depending on the current page size.

**Note:** All Page Setup options are saved in each diagram file.

### See also

[Printing Diagrams](#)

[Shifting and Scaling Printed Diagrams](#)

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## Creating Business Cards

### To create business cards:

1. Choose Page Setup from the File Menu.
2. Choose either Business Card 1, 2, or 3 in the Page Size list box. The page width and height is set to the size of one individual card.
3. If the predefined settings for width and height are not what you want, enter the measurements in the Width and Height boxes. (Use this method to create cards of any type, for example, greeting cards.)
4. Choose OK.
5. Draw symbols, lines, and text to design the business card.
6. To print the cards, choose Print from the File menu. Choose Clone in the Range box of the Print dialog box. A display of how many cards will fit on the printed page is displayed. CoreIFLOW fits as many cards as possible given the printer paper size and margin settings of the printer. For example, if your page size is 3.5 by 2", paper size 8.5 by 14" and your printer can print to the very edge of the paper, the card is placed twice horizontally and seven times vertically when printed.

**Notes:** Setting the Page Size smaller than the printer paper size sets all margins in the Page Setup dialog box to zero. All Page Setup options are saved in each diagram file.

### **See also**

[Page Setup](#)

[Printing Diagrams](#)

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## Setting Preferences

Choosing Preferences from the File menu opens the Preferences dialog box, which allows you to specify some CoreIFLOW operating options. You *enable* an option in the Preferences dialog box by clicking the box beside the option so that a check mark appears. You *disable* an option by clicking the box so that the check mark disappears

Choose Preferences from the File menu to alter the following options:

### Center Lines:

Generally, lines are connected to the center of shapes. Deselect the Center Lines box to have lines connect to points other than the center.

### Center Text:

Generally, text is connected to the center of shapes. Deselect the Center Text box to have text connect to points other than the center.

### Glue:

When the Glue option is deselected, you cannot connect any lines, symbols, shapes, text, or objects to each other. You may want to deselect this option when you're drawing an object and you don't want to inadvertently connect anything.

### Edge Selection:

By default, shapes are highlighted whenever the cursor is over the inside of the shape. If you enable the Edge Selection option, shapes are highlighted whenever the pointer is over the edge of a shape.

Enabling Edge Selection is useful when you're drawing complex diagrams or objects inside of shapes.

### Auto-Panning:

When Auto-Panning is enabled, the drawing window scrolls when you drag objects beyond its edges. When it's disabled, you can't drag an object beyond the edges of the drawing window.

### View Options:

Keep the Ribbon Bar , Text Ribbon, Color Palette, and/or Status Line hidden or in view by enabling or disabling the appropriate option. Show or hide the Pop-Up Help by enabling or disabling the Pop-Up Help option.

### Arrow Directory:

At program startup, all arrows in the directory selected here are copied into the Arrow Palette . To change the arrow directory, enter a new directory in the Arrow Directory box or click the Browse button to find a new one.

**Note:** All preference options are stored in the CFLOW20.INI file and are read at program startup.

### See also

[Adding Arrows to the Arrow Palette](#)

[Connecting Shapes to Shapes](#)

Connecting Lines to Shapes

Connecting Text to Shapes and Lines


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## Printing Diagrams

### To print a diagram:

1. Choose Print from the File menu.
2. Specify any print options in the Print dialog box.
3. Choose OK.

**Tip:** Click  on the Ribbon Bar to bypass the Print dialog box and immediately begin printing.

### **See also**

[Fitting Diagrams to the Printed Page](#)

[Setting up the Printer](#)

[Printing Selected Pages and Multiple Copies](#)

[Printing Projects](#)

[Printing to an Encapsulated Postscript \(EPS\) File](#)

[Shifting and Scaling Printed Diagrams](#)



Close All

Close All

## Setting up the Printer

### To select a printer:

1. Choose Print from the File menu.
2. Choose Printers.
3. Highlight a printer in the Printers box and choose OK.

### To specify the printer settings:

1. Choose Print from the File menu.
2. Click the Setup button. The printer settings and controls vary from printer to printer, but typically you are able to set the printer page source, size and orientation.

**Note:** CorelFLOW does not automatically set the printer page size; you must set it. Any changes you make in the printer driver dialog boxes affect the printer environment for all Windows applications.

### **See also**

[Setting up the Page](#)

[Printing Diagrams](#)

[Printing to an Encapsulated Postscript \(EPS\) File](#)

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## Shifting and Scaling Printed Diagrams

### To shift a printed diagram:

1. Choose Print from the File menu.
2. Shift a diagram up, down, right or left on the printed page using the Horizontal and Vertical settings in the Offset box. The range is between -47.00 (inches) and 47.00 (inches). A positive horizontal value shifts the diagram to the right, and a positive vertical value shifts the diagram up. Shift values may be specified to a maximum of .01" resolution.

### To scale a printed diagram:

1. Choose Print from the File menu.
2. Scale output relative to the upper left corner of the page using the Width and Height values in the Scale box. The valid range is .1 to 10.00 (inches). These values may be specified to a maximum of .01" resolution.
3. Scale the Pen value up to 10 points in the Scale box. For example, if the Pen Scale value is 2, lines print at twice their thickness.

### **See also**

[Fitting Diagrams to the Printed Page](#)

[Printing Diagrams](#)

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## Fitting Diagrams to the Printed Page

To scale a diagram to fit on a page:

1. Choose Print from the File menu.
2. Check the Fit to Page box. This expands or compresses a diagram to fit on a single printed page. For example, if the page size is set to 8.5 x 11" but your diagram extends beyond the page boundary, choosing Fit to Page scales the printed output to fit on an 8.5 x 11" sheet of paper.

### **See also**

[Printing Diagrams](#)

[Shifting and Scaling Printed Diagrams](#)

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## Printing Selected Pages and Multiple Copies

To print selected pages and multiple copies:

1. Choose Print from the File menu.
2. Increase the number of copies to print by typing a value in the Copies box (maximum of 100 copies).
3. Use the Range box to determine which pages get printed. Choose File to print all pages in the diagram. Choose Pages to specify which pages get printed by clicking the left mouse button over the pages you want to print. Pages drawn black are printed. Pages drawn white are not printed.

### **See also**

[Creating Business Cards](#)

[Printing Diagrams](#)

[Printing Projects](#)

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## Printing Projects

To print all diagrams in a project:

1. Choose Print from the File menu.
2. In the Range box, choose Project.
3. Choose OK. All diagrams located within the current project are printed.

### **See also**

[Creating Business Cards](#)

[Printing Selected Pages and Multiple Copies](#)

[Printing Diagrams](#)

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## Cloning Diagrams on the Printed Page

To clone diagrams on the printed page:

1. Choose Print from the File menu.
2. In the Range box, choose Clone. This places your diagram on the printed page as many times as it will fit within the printer paper size and margins. The Range box displays the number of times the diagram will be printed . For example, if your page size is 3.5 by 2", paper size 8.5 by 14" and the printer can print to the very edge of the page, the card is placed twice horizontally and seven times vertically when printed.
3. Choose OK.

### **See also**

[Creating Business Cards](#)

[Printing Selected Pages and Multiple Copies](#)

[Printing Diagrams](#)

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## Printing to an Encapsulated Postscript (EPS) File

The Windows postscript printer driver allows printing to an EPS file.

### To print to an EPS file:

1. Choose Print from the File menu.
2. Click the Setup button.
3. In the Setup dialog box, click the Options button.
4. In the Print To section of the Options dialog box, click Encapsulated PostScript File and enter a name for the file.
5. Choose OK.

**Note:** When printing to an EPS file format, you are restricted to the page sizes supported by the printer driver. For example if your diagram is 8.5 x 5.5", and your printer driver only supports pages 8.5 x 11" and larger, the page will have a 5.5" white space at the bottom when imported into a word processor.

### See also

[Printing Diagrams](#)

## **Format Overview**

CorelFLOW's format commands let you change the attributes of shapes, symbols, lines, curves, and text in your diagram. You can also change the attributes of symbols, line styles, and text styles in a smart library.

CorelFLOW's Quick Formatting option lets you quickly format objects. When you click the right mouse button on an object, the appropriate Attributes dialog box opens, where you can quickly make formatting changes.

You can also make formatting changes using the Outline and Fill Tools flyout menus.

### **See also**

[Applying Styles to Objects in a Diagram](#)

[Formatting Lines](#)

[Formatting Shapes and Symbols](#)

[Formatting Text](#)

[Quick Formatting](#)









Close All


Close All

## Formatting Shapes and Symbols

### To format shapes or symbols using the Toolbox:

1. Select the shapes or symbols to format.
2. Click the Outline tool to change the outline format:
  - Click  for a hidden outline with a width of zero points.
  - Click  for a hairline outline with a width of .2 points.
  - Click  or  for dashed or dotted outlines.
  - Choose from 5 other outline widths: width 1, 2, 3, 4 and 5 points.
3. Click the Fill tool to change the fill format:
  - Click  for no fill.
  - Click  for a solid fill.
  - Choose from 6 patterns to fill the symbol: horizontal, vertical, forward diagonal, crosshatch, backward diagonal, and diagonal crosshatch fills.

### To color shapes and symbols using the Color Palette:

1. Select the shapes or symbols to color.
2. Click the left mouse button on the Color Palette to choose a fill color.
3. Click the right mouse button on the Color Palette to choose an outline color.
4. Click  with the left mouse button to remove a fill.

### To format shapes and symbols using the Symbol Attributes dialog box:

1. Click the right mouse button on a shape or symbol.

or

Select the shapes or symbols to change and choose Symbol from the Format menu.

2. Change the attributes of the selected objects:

#### Pen

Choose a solid, dashed, or dotted pen. Set the pen width in .1-point increments. Choose the Pen Color button and click the left mouse button to choose a color.

#### Fill

Choose no fill (marked with an 'X'), solid, or patterned fill type. Choose the Fill Color button and click the left mouse button to choose a color.

3. Choose OK.

When symbol attributes change, all applicable objects in the symbol are affected by the change. For example, if a symbol contains two shapes (one blue and one green), setting the fill color of one shape to black changes the fill color of both shapes to black.

See also

[Applying Styles to Objects in a Diagram](#)

[Drawing Symbols from a Smart Library](#)





[Quick Formatting](#)



## Formatting Lines

### To format lines using the Toolbox:

1. Select the lines to format.
2. Click the Outline tool to change the outline format:

- Click  for a hidden outline with a width of zero points.
- Click  for a hairline outline with a width of .2 points.
- Click  or  for dashed or dotted outlines.
- Choose from 5 other outline widths: width 1, 2, 3, 4 and 5 points.

### To color lines using the Color Palette:

1. Select the lines to color.
2. Click the right mouse button on the Color Palette to choose an outline color.

### To format lines using the Line Attributes dialog box:

1. Click the right mouse button on a line.

**or**

Select one or more lines and choose Line from the Format menu.

2. Change the attributes of the line:

#### **Pen**

Choose a solid, dashed, or dotted pen. Set the pen width in .1-point increments. Choose the Pen Color button and click the left mouse button to choose a color.

#### **Line Type**

Choose a straight or curved line type.

#### **Arrows**

Choose the Start Arrow button and click the left mouse button to choose an arrow. Choose the End Arrow button to choose an arrow for the end of a line.

3. Choose OK.

See also

[Applying Styles to Objects in a Diagram](#)

[Changing Arrows](#)

[Drawing Lines](#)

[Quick Formatting](#)





## Changing Arrows

### To change a line arrow:

1. Select the end points and/or start points of one or more lines.
2. Open the Arrow dialog box using one of the following methods:
  - Click the right mouse button on a selected point and choose Arrow from the pop-up menu.
  - Click the [Arrow button](#) on the Ribbon Bar.
  - Choose Arrow from the Format menu.
3. Choose an arrow.

**Note:** The black parts of an arrow are assigned the color of the line to which they are attached.

[See also](#)

[Creating New Arrows](#)

[Drawing Lines](#)

[Formatting Lines](#)



## Formatting Text

### To format text using the Text Ribbon Bar:

1. Select one or more text objects.
2. Change the format using the Text Ribbon Bar:


**Font Name:** Choose a font name from the list or type the font name in the font text field.


**Font Size:** Choose a font size from the list or type the size in the size text field.


**Style:** Click **B** to choose bold. Click


**I** to choose italic. Click

**U** to choose underline.

**Justification:** Click  for default justification. The default justification is center-justified for connected text and left-justified for unconnected text. Click

 for left justification,

 for center justification and

 for right justification.

### To color text using the Color Palette:

1. Select the text objects to color. Parts of text objects may not be given different text or background colors.
2. Click the left mouse button on the Color Palette to choose a text color.
3. Click the right mouse button on the Color Palette to choose a text background color.

### To format text using the Text Attributes dialog box:

1. Point to a text object and click the right mouse button.

**or**

Select one or more text objects and choose Text from the Format menu.

2. Change the attributes of the selected text as follows:

#### **Background Mode**

If you choose Default, unconnected text and text connected to shapes will have a transparent background. Text connected to a line will have an opaque background.

If you choose Opaque, the background of the text string is filled with the text background color.

If you choose Transparent, the background of the text string is transparent regardless of the text background color.

#### **Symbol-Linked Text**

If you choose Wordwrap, text stays within the boundary of the shape in which it resides. If you choose Size to Text, shapes are resized to encompass connected text. Choosing Normal disables both of these options.

## **Font**

Choose a font and font style from the list box: Regular, Bold, Italic, or Bold Italic. Choose a font size and underline and/or strikeout.

## **Justification**

Click the side arrow to choose Left, Center, Right or Default Justification. With default justification, text connected to shapes and lines is center-justified; unconnected text is left-justified.

## **Text Color**

Click the Text Color button and click the left mouse button to choose a text color.

## **Background Color**

Click the Background Color button and click the left mouse button to choose a background color.

3. Choose OK.

**Note:** You can have different font attributes within a text object (font name, style, size, underline, and strikeout). However, you cannot have different text justification, color, background color and mode, and symbol-linked text within a text object.

See also

[Applying Styles to Objects in a Diagram](#)

[Connecting Text to Shapes and Lines](#)


[Entering Text](#)

[Quick Formatting](#)



## Applying Styles to Objects in a Diagram

To apply a symbol, line style, or text style from a smart library to object(s) in a diagram:

1. Select one or more objects.
2. Choose a symbol, line style, or text style from a smart library. If a smart library is not open, see [Opening a Smart Library](#).
3. Click  on the Ribbon Bar or choose Apply Style from the Format menu. If you chose in Step 2, selected shapes are replaced with the symbol chosen from the smart library. If you chose a line in Step 2, selected lines are assigned the attributes of the line style chosen from the smart library. If you chose a text style in Step 3, selected text is assigned the attributes of the text style chosen from the smart library.

**-or-**

1. Press the right mouse button on a symbol, line style, or text style from a smart library and drag it onto an object in your diagram.

**Note:** A [symbol](#) is made up of [shapes](#) and other objects combined. When you apply a symbol from smart library to a selected shape in your diagram, the selected shape is replaced with the symbol.

[See also](#)

[Formatting Shapes and Symbols](#)

[Formatting Lines](#)

[Formatting Text](#)

[Quick Formatting](#)





## Quick Formatting

### To quickly format an object:

Point to an object in a diagram or in a smart library and click the right mouse button. The appropriate format dialog box opens, where you can quickly make format changes.

See also

[Appying Styles to Objects in a Diagram](#)

[Formatting Shapes and Symbols](#)

[Formatting Lines](#)

[Formatting Text](#)



## Formatting Outline and Fill Defaults

### To globally change the default Toolbox outline and fill attributes:

1. Deselect any objects that may be selected in your diagram.
2. Choose either the Line, Curve, Rectangle, Ellipse, or Polygon tool.
3. Choose a new outline color by clicking on the [Color Palette](#) with the right mouse button. Use the left mouse button to choose a new fill color.
4. Click the [Outline tool](#) to change various outline attributes from left to right: hidden outline, hairline outline, dashed outline, dotted outline, or an outline width from 1 to 5 points.
5. Click the [Fill tool](#) to change various fill attributes from left to right: no fill, solid fill, or one of the 6 patterned fills.

Objects created with the Line, Curve, Rectangle, Ellipse and Polygon tools are drawn with the format previously specified.

### To change the defaults using the Symbol and Line Attributes dialog boxes:

1. Deselect any objects that may be selected in your diagram.
2. Choose Symbol from the Format menu to change the following: fill color, fill pattern, outline width, outline color, and solid, dashed or dotted outlines.
3. Choose OK.
4. Choose Line from the Format menu to change to following: outline type, outline width, outline color, start and end arrows, and solid, dashed or dotted outlines.
5. Choose OK. Objects created with the Line, Curve, Rectangle, Ellipse, and Polygon tools are drawn with the format specified.

[See also](#)

[Drawing Curves](#)

[Drawing Ellipses](#)

[Drawing Lines](#)

[Drawing Polygons](#)

[Drawing Rectangles](#)

[Formatting Shapes and Symbols](#)

[Formatting Lines](#)



## Formatting Text Defaults

### To globally change the text default attributes of the Text tool:

1. Deselect any objects that may be selected in your diagram.
2. Choose the Text tool on the [Toolbox](#).
3. Choose a new text color by clicking on the [Color Palette](#) with the left mouse button. Use the right mouse button to choose a new background color.
4. Use the [Text Ribbon Bar](#) to change the following: font name, font size, bold, italic, underline, or justification.
5. Click the left mouse button in your diagram to place the text cursor.
6. Type the text. New text is drawn with the format specified.

### To change the defaults using the Text Attributes dialog box:

1. Deselect any objects that may be selected in your diagram.
2. Choose Text from the Format menu to change the following: text background, symbol-linked text, font name, font size, font style, underline, strikeout, justification, text color and background color.
3. Choose OK. New text entered with the Text tool is drawn with the format specified.

[See also](#)

[Entering Text](#)

[Formatting Text](#)

## **Glossary**

**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**

Active Layer

Apply Style Button

Arrow Button

Arrow File

Arrow Palette

Attributes

## **Glossary**

**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

## **Glossary**

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

Child File

Client

Clipboard

Color Palette

Column Align Button

Connected Object

Control Point

Control Polygon

Convex Hull

Copy Button

Curve Tool

Cut Button

## **Glossary**

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

Dependent Objects

Drawing Order

Drawing Window

## **Glossary**

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

Edge Selection

Edit Handles

Ellipse Tool

Embed



## **Glossary**

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

Fill Tool

## **Glossary**

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

Grid Snap Button

Group

Group Button

## **Glossary**

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

Hidden Layer

Hidden Lines

## **Glossary**

ABCDEFGH**I**JKLMNOPQRSTUVWXYZ

## **Glossary**

ABCDEFGHI**J**KLMNOPQRSTUVWXYZ

## **Glossary**

ABCDEFGHIJ**K**LMNOPQRSTUVWXYZ

## **Glossary**

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

Library

Library Object

Library Title Bar

Library Style

Line Tool

## **Glossary**

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

Marquee Box

Marquee Select



## **Glossary**

ABCDEFGHIJKLM**N**OPQRSTUVWXYZ

New Diagram Button

## **Glossary**

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

Object

OLE Link

Open Diagram Button

Open Library Button

## **Glossary**

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

Parent File

Parent Object

Paste Button

Pen Tool

Pick Tool

Polygon

Polygon Tool

Print Button

Printable Page

PRJ File

Project

Project Directory

Protected Layer

## **Glossary**

ABCDEFGHIJKLMNOP**Q**RSTUVWXYZ

## **Glossary**

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

Rectangle Tool  
Ribbon Bar  
Root File  
Rotate Button  
Rotation Point  
Row Align Button

## **Glossary**

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

Save Button

Server

Shapes

Smart Library

Spell Check Button

Status Line

Symbol

## **Glossary**

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

Text Object

Text Ribbon

Text Style

Text Tool

To Back Button

To Front Button

Toolbox

True Type Fonts

## **Glossary**

ABCDEFGHIJKLMNOPQRST**U**VWXYZ



## **Glossary**

ABCDEFGHIJKLMNOPQRSTU**V**WXYZ

## **Glossary**

ABCDEFGHIJKLMNOPQRSTUV**W**XYZ

## **Glossary**

ABCDEFGHIJKLMNOPQRSTUVW**X**YZ

## **Glossary**

ABCDEFGHIJKLMNOPQRSTUVWX**Y**Z

## **Glossary**

ABCDEFGHIJKLMNOPQRSTUVWXY**Z**

Zoom Tool

**Active Layer**

Objects on layers designated "Active" can be selected, edited and printed.



### **Apply Style Button**

An icon located on the Ribbon Bar used to apply text, lines, or symbols from a library to selected objects in a diagram.



### **Arrow Button**

An icon located on the Ribbon Bar used to change the arrow of one or more selected line ends.



**Arrow File**

An Arrow File contains all information needed by CoreFLOW to describe one line arrow. Arrow Files all have a '.ter' extension.

**Arrow Palette**

The Arrow Palette displays all open arrows. It is invoked by choosing Arrow from the Format menu.

**Attributes**

Characteristics of an object that govern its appearance.

**Bounding Box**

The invisible perimeter that surrounds an object.

**Child File**

A file or application that's pointed to by a parent object within a CoreIFLOW project. In the hierarchical structure, it is below the parent file.

**Client**

A Client is a program that *receives* data from a Server program using the OLE data exchange protocol.

**Clipboard**

A temporary storage area where CoreFLOW places cut or copied objects. The Clipboard stores information until either it is pasted into a diagram or replaced by another object that has been cut or copied to the clipboard.

**Color Palette**

The strip of 256 colors located at the bottom of the CoreIFLOW screen.





### **Column Align Button**

An icon located on the Ribbon Bar used to vertically align selected objects.

**Connected Object**

Object A is *connected* to object B if A moves when B is moved. Line ends may be connected to shapes, and text may be connected to lines and shapes.

**Control Point**

A vertex used to manipulate the shape of a curve. Control points are part of the control polygon, drawn in a blue dotted pen.

**Control Polygon**

A set of vertices that control the shape of a curve. When drawing or editing a curve, the control polygon is drawn in a blue dotted pen.

**Convex Hull**

The convex hull is the minimum convex polygon which includes all points of the control polygon.



### **Copy Button**

An icon located on the Ribbon Bar used to copy selected objects to the clipboard.



### Curve Tool

An icon located on the Toolbox used to draw curves.



### **Cut Button**

An icon located on the Ribbon Bar used to remove selected objects and move them to the clipboard.



**Dependent Objects**

A Dependent object is any object (line or text) which is connected to another object.

**Drawing Order**

The sequence in which objects are drawn on the screen. If object A is on bottom of all other objects, it is drawn first and is first in the Drawing Order. If object B is on top of all other objects, it is drawn last and is last in the Drawing Order.

**Drawing Window**

The portion of the CorelFLOW window that is available for drawing. All objects in the drawing window may not be available for printing, only objects on the [Printable Page](#) may be printed.

## **Edge Selection**

In this mode, symbols, lines, and text are highlighted when the cursor is *over the edge* of the object.

**Edit Handles**

Eight black squares surrounding one or more selected objects.

**Embed**

Store objects produced by one application in another application. Using this method, the embedded object can be edited from within the application it was embedded. For example, you can embed objects created in CoreIFLOW into a Microsoft Word document. You can also embed text created in Microsoft Word into your CoreIFLOW diagram.

**Close All**

### **Ellipse Tool**

An icon located on the Toolbox used to draw ellipses.



### **Fill Tool**

An icon located on the Toolbox used to give selected shapes a new fill color and pattern.





### **Grid Snap Button**

An icon located on the Ribbon Bar used to constrain objects to the grid.

**Group**

Constrain objects to act as a single unit.



### **Group Button**

An icon located on the Ribbon Bar used to constrain selected objects to act as a single unit.

**Hidden Layer**

Objects on layers designated "hidden" are not displayed in the Drawing Window and cannot be printed until the layer setting is changed to either Active or Protected.

**Hidden Lines**

A line with zero width.

**Hot Spot**

The point at which the end of a line rotates on an arrow. When you create a new arrow, typically the rotation point is located at the tip of the arrow.

**Library**

A collection of predefined text, lines, and symbols. Each library is a unique file with a .set extension.

**Library Object**

A predefined object located in a library which includes text, lines, and symbols.



 **Library Title Bar**

The Library Title Bar is located at the top of every open library and displays the library name.

## **Line Style**

Pre-drawn lines that are found in a Smart Library. When you apply a line style to a line in a diagram, the style of the line in the Smart Library is applied to the line in the diagram.

**Close All**

**Line Tool**

An icon located on the Toolbox used to draw lines.

**Marquee Box**

A dashed box used to select objects; a marquee box is created when using the Pick tool.

## **Marquee Select**

Drag a dotted rectangle around objects to marquee select.

**Close All**

### **New Diagram Button**

An icon located on the Ribbon Bar used to close the existing diagram and clear the screen.

**Object**

A generic term used for shapes, symbols, lines, curves, text, etc.

**Close All**

### **OLE Link**

Where information is created and stored in one application but is also referenced in another application. Changes made to the information are automatically reflected in the representation in the other application. For example, you can link objects from CoreIFLOW to Microsoft Word, when the objects change in CoreIFLOW they also change in Microsoft Word. You can also link text from Microsoft Word to CoreIFLOW.



**Close All**

### **Open Diagram Button**

An icon located on the Ribbon Bar used to invoke the Open Diagram dialog box.



### **Open Library Button**

An icon located on the Ribbon Bar used to invoke the Open Library dialog box.

**Parent File**

A project file which contains one or more Parent Objects. In the hierarchical structure, it is said to be 'above' the child file.

**Parent Object**

A text object in a project file which contains a link to another CoreIFLOW Diagram file or contains a command string that launches another application.



### **Paste Button**

An icon located on the Ribbon Bar used to copy objects from the clipboard to a specific point in the diagram.



### **Pen Tool**

An icon located on the Toolbox used to give selected objects a new pen width and type.

**Close All**

**Pick Tool**

An icon located on the Toolbox used to select, resize, move, and edit objects.

## **Polygon**

An object drawn with a line and closed to contain an interior is a polygon. Rectangles and octagons are examples of polygons.



**Close All**

### **Polygon Tool**

An icon located on the Toolbox used to draw polygons.

**Close All**

### **Print Button**

An icon located on the Ribbon Bar used to bypass the Print dialog box and immediately begin the print operation.

**Printable Page**

The area on the screen marked with a drop shadow is the Printable Page. You can draw anywhere in the drawing window, but only objects located on the printable page may be printed.

**PRJ File**

A PRJ File is the file which contains all the link information for a project. All PRJ files have a '.prj' extension.

**Project**

A project is a set of CoreIFLOW diagrams linked together in a hierarchical fashion.

**Project Directory**

The directory in which a project is stored. All CoreFLOW diagram files included in a project are located in the same directory.

**Protected Layer**

Objects on layers designated "Protected" are displayed on the printable page, but cannot be selected or edited. This option is useful for locking objects which you do not want to accidentally edit or misalign.

**Close All**

## **Rectangle Tool**

An icon located on the Toolbox used to draw rectangles.



**Ribbon Bar**

The Ribbon Bar is located just under the Menu Bar and above the Text Ribbon in the drawing window. It displays several buttons used to shortcut options located on CorelFLOWs menus.

**Root File**

The Root File is the first CoreFLOW diagram displayed when a project is opened. Typically, it is the top file in a project, meaning that there is no parent above it in the project hierarchy.



### **Rotate Button**

An icon located on the Ribbon Bar used to rotate selected objects.

**Rotation Point**

The point at which the end of a line rotates on an arrow. When you're creating a new arrow, typically the rotation point is located at the tip of the arrow.



### **Row Align Button**

An icon located on the Ribbon Bar used to horizontally align selected objects.

**Close All**

### **Save Button**

An icon located on the Ribbon Bar used to save the current diagram.

**Server**

A Server is a program that *provides* data to a Client program using the OLE data exchange protocol.

**Shapes**

A closed object you draw using a Toolbox tool, for example, rectangles, squares, ellipses, circles, and polygons.



**Smart Library**

A collection of predefined text, lines, and symbols. Each library is a unique file with a .set extension.



### **Spell Check Button**

An icon located on the Ribbon Bar used to check the spelling of selected text.

**Status Line**

The Status Line is located at the very bottom of the screen. It displays status line hints, mouse positions, library object names, and insertion and number lock modes.

## **Symbol**

All objects in the Smart Libraries except for Line Styles and Text Styles are symbols. Symbols include objects you've added to a Smart Library using the Add Object as Symbol option.

**Text Object**

A text object is a string of characters.

**Text Ribbon**

The Text Ribbon is located just above the drawing window. It displays several buttons and edit fields used to shortcut options located in the Format Text dialog box.

## **Text Style**

Pre-drawn text that's found in a Smart Library (for example, in the **Default1** library). When you apply the text to text in the diagram, the style of the text in the Smart Library is applied to the text in the diagram.

**Close All**

**Text Tool**

An icon located on the Toolbox used to enter and edit text.





### **To Back Button**

An icon located on the Ribbon Bar used to move selected objects to the back of the current layer.



### **To Front Button**

An icon located on the Ribbon Bar used to move selected object to the front of the current layer.

**Toolbox**

The Toolbox is positioned on the left side of the CorelFLOW screen. It is a collection of icons used to draw, view, and edit objects.

**True Type Fonts**

True Type Fonts are text fonts that print as they appear on the screen and may be resized to any height.



### **Zoom Tool**

An icon located on the Toolbox used to change the view of the current diagram.



## How To...

- [Draw Objects](#)
- [Edit Objects](#)
- [Format Objects](#)
- [View Diagrams](#)
- [Arrange Objects](#)
- [Manage Files](#)
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- [Use Smart Libraries](#)
- [Manage and Create Arrows](#)
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## Draw Objects

### Drawing Shapes

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- [Drawing Ellipses](#)
- [Drawing Polygons](#)

### Drawing Lines and Text

- [Drawing Lines](#)
- [Drawing Curves](#)
- [Entering Text](#)

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- [Connecting Lines to Shapes](#)
- [Connecting Two Symbols on the Page](#)
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## **Edit Objects**

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**Close All**

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**Close All**

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**Close All**

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## Exchange Data with Other Applications

**Close All**

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- [Importing Data](#)
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### **Embedding Objects from another Application**

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## Shortcuts

- [Function Keys](#)
- [Menu Command Keys](#)
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## Function Keys

F1	Help Contents
Shift + F1	Screen/Menu Help
Ctrl + F1	Search For Help On
F2	Zoom In
F3	Zoom Out
F4	Zoom to all Objects
Shift+F4	Zoom to Page
F5	Line Tool
F6	Rectangle Tool
F7	Ellipse Tool
F8	Text Tool

## **Menu Command Keys**

### **File Menu**

Ctrl + N    New  
Ctrl + O    Open  
Ctrl + S    Save  
Ctrl + P    Print  
Ctrl + J    Preferences  
Alt + F4    Exit

### **Edit Menu**

Ctrl + Z    Undo  
Ctrl + X    Cut  
Ctrl + C    Copy  
Ctrl + V    Paste  
Del Delete  
Ctrl + D    Duplicate

### **View Menu**

Ctrl + Y    Snap to Grid  
Ctrl + G    Show Grid  
Ctrl + W    Refresh Window

### **Arrange Menu**

Ctrl + A    Align  
To Front    Shift + PgUp  
To Back    Shift + PgDn  
Grouped    Ctrl + G

### **Help Menu**

F1    Contents  
Shift + F1    Screen/Menu Help  
Ctrl + F1    Search For Help On

## Toolbox Keys and Mouse

**Close All**

Pick Tool



Zoom Tool

**Close All**

Line Tool

**Close All**

Curve Tool

**Close All**

Rectangle Tool

**Close All**

Ellipse Tool

**Close All**

Polygon Tool

**Close All**

Text Tool

**Close All**

Pen Tool

**Close All**

Fill Tool

**Close All**

## Pick Tool

<b>Press</b>	<b>To</b>
Spacebar	Enable the Pick tool when any tool except for the Text tool is active
Ctrl + Spacebar	Enable the Pick tool when the Text tool is active
<b>Hold Down</b>	<b>To</b>
Shift	Select more than one object. Deselect a single object. Resize objects relative to their sides. Constrain movements horizontally and vertically.
Ctrl	Resize objects symmetrically. Freeze the highlight state. Connect text or lines to an off-center point. Limit rotation to 15-degree increments.
Alt + Click	Specify the view center point and zoom to actual size.
Ctrl + Alt + Any Arrow	Move selected objects one grid point.
<b>Use Mouse</b>	<b>To</b>
left button click	Select, resize, and move objects. Enter text.
double left button click	When clicked on text or a symbol with connected text, pushes to specified child file. If no file is specified, opens the Set Child dialog box.
right mouse click	When clicked on an object, enables the appropriate format dialog box.



## Zoom Tool

<b>Use Mouse</b>	<b>To</b>
left button click or drag	Choose either Zoom In,

left button click and  
drag with Zoom In  
chosen

Zoom Out, Actual Size, Fit  
Selected, Fit All, Show  
Page, Show Diagram.

Define filling the viewing  
area with a drawn  
rectangle.

**Close All**

## Line Tool

### Hold Down

Shift

### To

Constrain movements  
horizontally and vertically.

Ctrl

Freeze the highlight state  
when connecting lines.  
Connect a line to an off-  
center point.

Spacebar

Add line points.

### Use Mouse

left button click

### To

Begin line draw. Add line  
points.

double left button click

End line draw.

right button click

End line draw. Before or  
after drawing line, switch to  
the Pick tool.

**Close All**

## Curve Tool

### Hold Down

Shift

### To

Constrain movements  
horizontally and vertically.

Ctrl

Freeze the highlight state  
when connecting curves.  
Connect a curve to an off-  
center point.

Spacebar

Add line points.

### Use Mouse

left button click

### To

Begin curve draw. Add line  
points.

double left button click

End curve draw.

right button click

End curve draw. Before or  
after drawing curve, switch  
to the Pick tool.



Close All

## Rectangle Tool

### Hold Down

Ctrl

### To

Draw a square.

### Use Mouse

left button click and  
drag

### To

Place upper left point of  
rectangle. Draw rectangle  
by dragging the mouse,  
release to end draw.

right button click

Switch to the Pick tool.

Close All

## Ellipse Tool

### Hold Down

Ctrl

### To

Draw an ellipse.

### Use Mouse

left button click and  
drag

### To

Place upper left point of  
ellipse. Draw ellipse by  
dragging the mouse,  
release to end draw.

right button click

Switch to the Pick tool.

Close All

## Polygon Tool

### Hold Down

Shift

### To

Constrain movements  
horizontally and vertically.

Spacebar

Add line points.

### Use Mouse

left button click

### To

Begin polygon draw. Add  
line points.

double left button click

End polygon draw.

right button click

End polygon draw. Before  
or after drawing polygon,  
switch to the Pick tool.

Close All

## Text Tool

<b>Hold Down</b>	<b>To</b>
Ctrl	Freeze the highlight state when connecting text. Connect text to an off-center point.
Spacebar	Enables the Text tool when the Pick tool is active
Ctrl + Spacebar	Enable the Pick tool
Ctrl + Home	Beginning of a text object.
Ctrl + End	End of a text object.
Up/Down Arrow	Up or down one line.
Left/Right Arrow	Right or left one character.
Ctrl + Left Arrow	Left one word.
Ctrl + Right Arrow	Right one word.
Home	Beginning of a line.
End	End of a line.
Shift + Left Arrow	Reduce selected text by one character.
Shift + Right Arrow	Advance selected text by one character.
Shift + Up Arrow	Select text up one line.
Shift + Down Arrow	Select text down one line.
Shift + Home	Select text to the beginning of a line.
Shift + End	Select text to the end of a line
Ctrl + Shift + Left Arrow	Select text to the previous word.
Ctrl + Shift + Right Arrow	Select text to the next word.
Ctrl + Shift + Home	Select text to the beginning of the text object.
Ctrl + Shift + End	Select text to the end of the text object.
<b>Use Mouse</b>	<b>To</b>
left button click	Enter text. Begin text editing.
double left button click	Push to a specified child file. If no file is specified, open the Set Child dialog box.

right button click      Switch to the Pick tool.

**Close All**

## Pen Tool

### Use Mouse      To

left button click or drag      Choose either Zero Width, Solid, Dashed, Dotted, Width2, Width4, Width6, Width8, or Width10.

**Close All**

## Fill Tool

### Use Mouse      To

left button click or drag      Choose either Transparent, Solid, or one of the 6 Patterns.

## Ribbon Bar Keys

**Close All**

New Diagram Button (Ctrl + N)

**Close All**

Open Diagram Button (Ctrl + O)

**Close All**

Save Button (Ctrl + S)

**Close All**

Print Button (Ctrl + P)

**Close All**

Cut Button (Ctrl + X)

**Close All**

Copy Button (Ctrl + C)

**Close All**

Paste Button (Ctrl + V)

**Close All**

Arrow Button (Ctrl + K)

**Close All**

Apply Style Button (Ctrl + M)

**Close All**

Snap to Grid Button (Ctrl + G)

**Close All**

Column Align Button (Ctrl + Alt + A)



Row Align Button (Ctrl + Shift + A)



Rotate Button (Ctrl + Alt + R)



Group Button (Ctrl + G)



To Front Button (Shift + PgUp)



To Back Button (Shift + PgDn)



Open Library Button



Bold Button (Ctrl + B)



Italics Button (Ctrl + I)



Underline Button (Ctrl + U)



Left Align Text Button (Ctrl + L)



Center Text Button (Ctrl + E)



Right Align Text Button (Ctrl + R)



Default Align Text Button (Ctrl + T)



Spell Check Button

## Dialog Box Keys

Tab	Moves to next list box, command button, text field, check box, or group of option buttons.
Shift + Tab	Moves to previous list box, command button, text field, check box, or group of option buttons.
Arrow Keys	Moves and selects within an active group of option buttons.
Spacebar	Turns on or off the active command button.
Letter Keys	Moves to the next option beginning with the specified letter in an active list box.
Alt + Underlined Letter	Moves to the option with that specified underlined letter.
Enter	Chooses the active command button.
Esc	Cancels commands and closes the dialog box.

## Dialog Box Shortcuts

To open this dialog box	Do This
Format Symbols	With the Pick tool active, right mouse click on a symbol or object.
Format Lines	With the Pick tool active, right mouse click on a line.
Format Text	With the Pick tool active, right mouse click on a text object.
Format Arrows	With the Pick tool active, right mouse click on a line end.

## Exchanging Data with Other Applications Overview

You can exchange CorelFLOW data directly from one file to another or using the Windows clipboard. CorelFLOW's import and export filters allow you to exchange CorelFLOW data among different applications.

You can also embed objects produced in one application into another application. You can embed objects directly from the server or via the clipboard. For example, when you embed a CorelFLOW diagram in a Microsoft Word document, the file is stored and maintained within the Word document.

Linking lets you create and store objects in one application and reference them in one or more other applications. You can link objects directly from the server or via the clipboard. For example, you can link a CorelFLOW diagram to several files in Microsoft Word. The file is stored in CorelFLOW. When you edit the diagram in CorelFLOW, every linked document in Word is updated.

### **See also**

[Cutting, Copying, and Pasting](#)

[Embedding as a Client](#)

[Embedding as a Server](#)

[Exporting Data](#)

[Importing Data](#)

[Linking as a Client](#)

[Linking as a Server](#)

Close All

Close All

## Cutting, Copying, and Pasting

Exchange data between applications using the Cut, Copy, and Paste options in the Edit menu of most applications. These options use the [clipboard](#) as a temporary storage area to transfer data between Windows applications.

### To cut objects to the clipboard:

1. Select the objects.
2. Choose Cut from the Edit menu (Ctrl + X).

The objects are cut from the diagram and placed on the clipboard.

To paste the objects into another file, switch to the file and choose Paste from the Edit menu (Ctrl + V). The cut objects are pasted into the destination file.

### To copy objects to the clipboard:

1. Select the objects.
2. Choose Copy from the Edit menu (Ctrl + C).

To paste the objects into another file, switch to the file and choose Paste from the Edit menu (Ctrl + V). The objects are copied into the destination file.

### See also

[Copying Objects](#)

[Cutting Objects](#)

[Embedding as a Client](#)

[Embedding as a Server](#)

[Linking as a Client](#)

[Linking as a Server](#)

[Pasting Objects](#)

Close All

Close All

## Importing Data

### To import a file into a CoreIFLOW diagram:

1. Choose Import from the File menu.
2. Choose a data format in the List Files of Type list box.
3. Choose the drive and directory in which the file you want to import resides.
4. Type the file name in the File Name list box.
5. If desired:
  - Check the Preview box to view the diagram in the example box. Choose Full Image or Resample in the list box under the Preview section of the dialog box.
  - Click the Filter Information button to view information about the selected filter.
  - Click the Options button to view more information about the selected file, including, date, file size, file format, and image size. In the Sort By list box, you can choose the order in which the file names are sorted in the File Name list box.
6. Choose OK to import the file.

### **See also**

[Cutting, Copying, and Pasting](#)

[Embedding as a Client](#)

[Exporting Data](#)

[Linking as a Client](#)

[Pasting Objects](#)



Close All

Close All

## Exporting Data

### To export CorelFLOW data to another graphics format:

1. Choose Export from the File menu.
2. Choose a data format in the List Files of Type list box.
3. Choose a directory and drive to export the file to.
4. Enter a file name in the File Name box.
5. Click the Filter Information button to view information about the selected filter.
6. Choose OK to export the file.

### See also

[Copying Objects](#)

[Cutting, Copying, and Pasting](#)

[Cutting Objects](#)

[Embedding as a Server](#)

[Importing Data](#)

[Linking as a Server](#)

Close All

Close All

## Embedding as a Client

### To embed objects into your CoreFLOW diagram:

1. Choose Insert Object from the Edit menu.
2. Choose Create New if you want to embed new objects that have not yet been created. Choose an object type in the Object Type list box. To embed from an existing file, choose Create from File. Name the file and path in the File box. If you don't know the file name, click the Browse button. Be sure that the Link check box is not enabled.
3. Click the Display as Icon box to if you want to represent the embedded objects as an icon in the CoreFLOW diagram. Change the icon by choosing the Change Icon button.
4. Choose OK. The objects are embedded into CoreFLOW and placed in the center of the current view.

### See also

[Embedding as a Client using the Clipboard](#)

[Embedding as a Server](#)

[Linking as a Client](#)

[Updating Embedded Object in a CoreFLOW diagram](#)

Close All

Close All

## Embedding as a Client via the Clipboard

### To embed objects via the clipboard:

1. Switch to the Server application. This application must support embedding as a server.
2. Copy the objects to the clipboard (Ctrl + C).
3. Switch to CoreIFLOW.
4. If desired, choose the Pick tool and double-click in an empty space in your diagram to mark where the embedded objects are to be placed. (If you don't mark the place, they will be centered in the diagram.)
5. Choose Paste from the Edit menu.

### See also

[Embedding as a Client](#)

[Embedding as a Server](#)

[Linking as a Client using the Clipboard](#)

[Updating Links as a Client](#)

Close All

Close All

## Updating Embedded Objects in a CoreIFLOW diagram

To update embedded objects stored in a CoreIFLOW diagram:

1. Select the embedded objects in your diagram.
2. Choose Object from the Edit menu.
3. The server application opens along with the associated file. The embedded objects are available to edit.
4. Update the objects in the server application and exit to CoreIFLOW. The objects are updated in the CoreIFLOW diagram.

**Note:** You may want to refer to the other application's documentation on updating embedded objects as a server.

### **See also**

[Embedding as a Client](#)

[Embedding as a Client using the Clipboard](#)

[Updating Embedded Objects as a Server](#)

[Updating Links as a Client](#)

Close All

Close All

## Linking as a Client

### To link objects from another application into CoreIFLOW:

1. Choose Insert Object from the Edit Menu.
2. Choose Create from File.
3. Name the path and file to link from. This may be any file created from an application that supports linking as a server.
4. If you don't know the file name or path, click the Browse button. Double-click the directory and drive, then type the file name in the File list box.
5. Check the Link box.
6. Choose OK to create a link between the two documents. Now when the source file is edited, the changes are reflected in the linked data in the CoreIFLOW file.

**Note:** Formatted text is not preserved when linking. For example, if you're linking a string of bold and italic text, the text is linked without the bold and italic formatting.

### **See also**

[Editing Links](#)

[Embedding as a Client](#)

[Linking as a Client using the Clipboard](#)

[Linking as a Server](#)

[Updating Links as a Client](#)

Close All

Close All

## Linking as a Client using the Clipboard

1. From the server application, select the objects to link. The server application must support linking as a server.
2. Copy the selected objects to the clipboard by choosing Copy from the Edit menu (Ctrl + C).
3. Open the file in CorelFLOW in which you want to insert the linked data.
4. If desired, place the cursor in the diagram with a double-click. This is where the linked data will be inserted. If you don't mark the place, it will be inserted into the center of the diagram.
5. Choose Paste Special from the Edit menu.
6. In the Paste Special dialog box, choose the data type in the As list box.
7. Choose Paste Link.
8. If desired, check the Display as Icon box to represent the linked objects as an icon in the CorelFLOW diagram. You may also change the icon by clicking the Change Icon button and choosing a new icon.
9. Choose OK to link the two documents.

**Note:** Formatted text is not preserved when linking. For example, if you're linking a string of bold and italic text, the text is linked without the bold and italic formatting.

### **See also**

[Editing Links](#)

[Embedding as a Client](#)

[Linking as a Client](#)

[Updating Links as a Client](#)

Close All

Close All

## Updating Linked Objects as a Client

Links default to automatic updating. When changes occur in the source file, the CoreIFLOW diagram automatically updates.

### To edit linked objects in the source document:

1. Choose Links from the Edit menu in CoreIFLOW.
2. Select the link to edit in the Link list box.
3. Click the Open Source button. The server application is invoked and the source document opened.
4. Make the changes to the linked objects.
5. Exit the server application.
6. Switch to CoreIFLOW. Choose Yes when prompted to update the link.

### To change a link to manual updating:

1. Choose Links from the Edit menu in CoreIFLOW.
2. Select the link(s) to be changed in the Link list box.
3. Choose Manual. Selected links must now be updated manually.

### To manually update linked data:

1. Choose Links from the Edit menu in CoreIFLOW.
2. Select the link(s) to be updated in the Link list box.
3. Click the Update Now button.

### See also

[Editing Links](#)

[Linking as a Client](#)

[Updating Embedded Objects in a CoreIFLOW diagram](#)

[Updating Linked Objects as a Server](#)

Close All

Close All

## Editing Links

You may want to edit a link if it is broken (a link can be broken, for example, if the source has been moved or renamed).

### To edit a link:

1. Choose Links from the Edit menu.
1. Select the link with a left mouse button click.
2. Choose Change Source.
3. Change the necessary information (e.g., give a new source name) and choose OK.

### To break or cancel a link:

1. Choose Links from the Edit menu.
1. Select the link to be removed.
2. Choose Break Link.
3. Confirm by choosing Yes.

If the linked data format was unformatted text, a copy of the linked data is retained and may be edited like a normal text object (see [Editing Text Strings](#)). For all other formats, the object is deleted when the link is canceled (this is identical to selecting the object in the diagram and pressing the DELETE key).

### See also

[Linking as a Client](#)

[Updating Links as a Client](#)



Close All

Close All

## Embedding as a Server via the Clipboard

**To embed objects created in CoreIFLOW into another application via the clipboard:**

1. Select the objects in CoreIFLOW to embed.
2. Choose Copy from the Edit menu (Ctrl + C). The selected objects are copied to the clipboard.
3. Open the file in the client application. This application must support embedding as a client.
4. Choose Paste Special from the Edit menu while in the client application.
5. Select CoreIFLOW Diagram Object and choose Paste.

The procedure for pasting and embedding data in the client application may vary depending on that particular application. You may want to refer to the client application's documentation on OLE embedding.

Some OLE client applications allow you to insert a new embedded object directly into a document instead of using the clipboard. The procedure is usually similar to Embedding as a Client in this application (choose Insert Object from an Edit menu or choose Object from an Insert menu).

### **See also**

Embedding as a Client

Linking as a Server

Updating Embedded Objects as a Server

Close All

Close All

## Updating Embedded Objects as a Server

Editing embedded objects varies according to the application which contains the embedded object. For example, to edit an embedded object in Microsoft Word, double-click on the object. CoreIFLOW is invoked with the embedded object already loaded, ready to be edited. Notice the following differences in the CoreIFLOW application:

- The title of the CoreIFLOW Diagram is CoreIFLOW Diagram in filename, filename being the name of the client document which contains the embedded object.
- The New and Open options on the File menu are disabled. While running CoreIFLOW as a server, you can only edit the embedded object. In addition, all project functionality is disabled while running as a server.
- The File menu option 'Save As' is changed to 'Save Copy As', a copy of the embedded object may be saved to a CoreIFLOW file.
- The File menu option 'Save' is changed to 'Update'. To save changes to the embedded object, choose Update from the File menu.
- To return to Word, choose Exit to [filename] from the File menu.

You must cancel embedding in the client application. For example, if the object is embedded in a Word document, select the object and press Unlink Field or Ctrl+Shift+F9.

Because each application is different, refer to the client application's documentation on embedding objects.

### See also

[Embedding as a Server](#)

[Updating Embedded Objects in a CoreIFLOW diagram](#)

[Updating Linked Objects as a Server](#)

Close All

Close All

## Linking as a Server via the Clipboard

1. In CorelFLOW, select the objects to link.
2. From the Edit menu, choose Copy (Ctrl + C).
3. Open the file in the client application. This application must support linking as a client.
4. Choose Paste Special from the Edit menu.
5. Select CorelFLOW Diagram Object.
6. Choose Paste Link.

The procedure for pasting and linking data in the client application may vary depending on that particular application. Refer to the client application's documentation on creating OLE links.

Some OLE client applications allow you to insert a linked object directly into a document instead of using the clipboard. The procedure is usually similar to Linking as a Client in this application (choose Insert Object from an Edit menu or choose Object from an Insert menu).

### **See also**

[Embedding as a Server](#)

[Linking as a Client](#)

[Updating Linked Objects as a Server](#)

Close All

Close All

## Updating Linked Objects as a Server

Links created with CorelFLOW as a server may be edited directly in CorelFLOW. To do this, save the changes to the file containing the linked data in CorelFLOW. When the client files are opened, you are prompted to update the changes.

You can also edit linked data from within the client application. However, editing the linked data varies depending on the client application. The procedure is usually similar to [Updating Links as a Client](#) in CorelFLOW. For many applications, you choose Links from the Edit menu to do this. Refer to the client application's documentation on updating links.

### **See also**

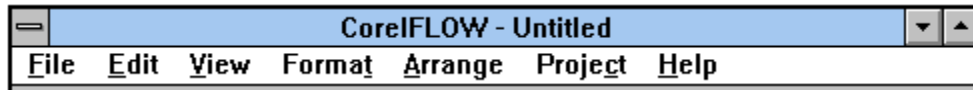
[Linking as a Server](#)

[Updating Embedded Objects as a Server](#)

[Updating Links Objects as a Client](#)

## Menus

For help on a menu item, click the appropriate menu, then click the menu item.



<u>R</u> estore	
<u>M</u> ove	
<u>S</u> ize	
<u>M</u> inimize	
<u>M</u> aximize	
<u>C</u> lose	Alt+F4
<u>S</u> witch To...	Ctrl+Esc

## **Restore: Control menu**

Returns the active window to its previous size and location before Minimize or Maximize were chosen from the Control menu. You can also restore the window by clicking the Restore button.

**Note:** The restore command does not affect a window moved or sized with the Move or Size commands from the Control menu.

## **Move: Control menu**

Allows you to move the active window using the arrow keys on the keyboard. Press ENTER on the keyboard to end the move. You can also move the active window by clicking and dragging the left mouse button on the Title bar.

**Note:** You can not move a maximized window.



## **Size: Control menu**

Allows you to resize the active window with the arrow keys on the keyboard. Press ENTER on the keyboard to end the resize. You can also size the active window by clicking and dragging the left mouse button on the edge or corner of the active window.

**Note:** You can not resize a maximized window.

## **Minimize: Control menu**

Reduces the active window to an icon at the bottom of the screen. You can also minimize the window by clicking the Minimize button.

**Note:** Choose Restore from the Control menu to return the window to its previous size.

## **Maximize: Control menu**

Expands the active window to fill the screen. You can also minimize the window by clicking the Maximize button.

**Note:** Choose Restore from the Control menu to return the window to its previous size.

**Close: Control menu**

Closes the active window. CoreIFLOW prompts you to save any changes if not previously saved. You can also close the active window by double-clicking on the Control menu or choosing Exit from the File menu.

## **Switch To: Control menu**

Opens the Task List dialog box which lists all currently open applications.

### ***Dialog Box Options***

#### **Switch To**

Displays the currently selected application.

#### **End Task**

Closes the selected application.

#### **Cancel**

Closes the Task List dialog box without performing an operation.

#### **Cascade**

Overlaps all open applications so that each Title bar is visible.

#### **Tile**

Sizes all open applications to fit on the screen.

#### **Arrange Icons**

Arranges all minimized application icons evenly across the bottom of the screen.

**File**

<b><u>N</u>ew</b>	<b>Ctrl+N</b>
<b><u>O</u>pen...</b>	<b>Ctrl+O</b>
<b><u>S</u>ave</b>	<b>Ctrl+S</b>
<b>Save <u>A</u>s...</b>	
<b><u>I</u>mport...</b>	
<b><u>E</u>xport...</b>	
<b>Smart <u>L</u>ibrary</b>	<b>▶</b>
<b><u>A</u>rrows</b>	<b>▶</b>
<b><u>P</u>rint...</b>	<b>Ctrl+P</b>
<b>Page Setup...</b>	
<b><u>P</u>references...</b>	<b>Ctrl+J</b>
<b><u>E</u>xit</b>	<b>Alt+F4</b>
<b><u>1</u> C:\CFLOW20\SMARTLIB\UNTITLED.CFL</b>	

## **New: File menu**

Displays an empty page. If a diagram was open you chose New, a dialog box opens, prompting you to save any changes.

**Shortcut:** Click the New button on the Ribbon Bar.

## **Open: File menu**

Opens a CorelFLOW diagram. If a diagram was open before you chose Open, a dialog box opens, prompting you to save any changes.

### **Dialog Box Options**

#### **File Name**

Enter a file name in the entry box or highlight a file name in the list box.

#### **Directories**

Select the directory in which the desired diagram is stored by double-clicking on a directory name.

#### **List Files of Type**

Highlight the diagram format you want to open.

#### **Drives**

Highlight the drive in which the diagram is stored.

#### **Network**

The Network button is only available if Windows for Workgroups is installed. Choose the Network button to open a diagram located on a network.

**Shortcut:** Click the Open button on the Ribbon Bar.



**Save: File menu**

Saves the current diagram. CoreIFLOW diagrams are saved with a .cfl extension (unless another format is specified).

**Shortcut:** Click the Save button on the Ribbon Bar.

## **Save As: File menu**

Saves the current diagram under a new name or in a new directory.

### ***Dialog Box Options***

#### **File Name**

Either type the file name in the entry box or highlight a file name in the list box.

#### **Directories**

Select the desired directory in which the diagram is to be stored.

#### **Network**

The Network button is only available if Windows for Workgroups is installed. Choose the network button to save the diagram on a network.

#### **Selected Only**

Check the Selected Only box to save selected objects as a new diagram.

#### **Save File as Type**

Highlight the desired format in which to save the diagram.

#### **Drives**

Highlight the desired drive on which to save the diagram.

## **Import: File menu**

Imports a CoreIFLOW diagram into the current diagram.

### ***Dialog Box Options***

#### **File Name**

Only files of the chosen format in the List Files of Type box are listed. Either type the file name in the entry box or highlight a file name in the list box.

#### **Directories**

Choose the directory from which to import the diagram.

#### **List Files of Type**

Highlight the desired format of the imported diagram.

#### **Drives**

Highlight the desired drive from which to import the diagram.

#### **Preview**

Check the Preview box to view the selected diagram in the preview box. Choose Full Image or Resample in the list box.

#### **Filter Information**

Click the Filter Information button to view facts on the filter used to import the data specified in the List Files of Type box.

#### **Options**

Click the Options button to view more information about the file chosen in the File Name list box, including date, file size, file format, and image size. You can also choose the method in which the file names are sorted in the File Name list box.

## **Export: File menu**

Exports a CoreIFLOW diagram in a specified graphics format.

### ***Dialog Box Options***

#### **File Name**

Only files of the chosen format in the List Files of Type box are listed. Either type the file name in the entry box or highlight a file name in the list box.

#### **Directories**

Select the desired directory in which to export the diagram.

#### **Network**

The Network button is only visible if Windows for Workgroups is installed. Choose the network button to export the diagram to a network.

#### **List File of Type**

Highlight the desired format of the exported diagram.

#### **Drives**

Highlight the desired drive to export the diagram.

#### **Filter Information**

Click the Filter Information button to view basic facts on the filter used to export the data specified in the List Files of Type box.

## **Smart Library, New: File menu**

Creates a new library named "undefined.ssl".

## **Smart Library, Open: File menu**

Opens an existing library.

### ***Dialog Box Options***

#### **File Name**

Type the file name in the entry box or highlight the file name in the list box.

#### **Directories**

Choose the directory in which the desired library is stored.

#### **List File of Type**

Choose Library to list only library in the File Name list box.

#### **Drives**

Highlight the drive on which the desired library is stored.

## **Arrows: File menu**

The Arrows command has two options, Open and Save As, which let you load arrows onto the Arrow Palette and save arrows.

### **Arrows - Open:**

#### ***Dialog Box Options***

##### **File Name**

Type the file name of the arrow in the entry box or highlight the file name in the list box.

##### **Directories**

Choose the directory in which the desired arrow is stored.

##### **List File of Type**

Arrows (\*.ter) is the only option that may be listed.

##### **Drives**

Highlight the drive on which the desired arrow is stored.

### **Arrows - Save As:**

#### ***Dialog Box Options***

##### **File Name**

Type a file name in the File Name entry box. Naming an existing arrow updates that arrow.

##### **Directories**

Choose the desired directory in which the arrow is to be stored.

##### **Save File as Type**

Highlight the desired format in which to save the diagram.

##### **Drives**

Highlight the desired drive on which to save the arrow.

## **Print: File menu**

Prints the current diagram.

### ***Dialog Box Options***

#### **Offset**

Shift the diagram up, down, left or right by changing the horizontal and vertical settings. A positive vertical value shifts the diagram up. A positive horizontal value shifts the diagram to the right. The valid range for these variables is from -47.00 and 47.00 (inches).

#### **Scale**

Scale the diagram relative to the upper left corner of the page. The valid range for these variables is from .10 to 10.00. Scale the pen width from 1 to 10 pixels.

#### **Copies**

Increase the number of copies printed using the arrows to the right of the Copies box.

#### **Range**

Choose File to print the entire file. Choose Project to print all files in the current project. Choose Pages to specify which pages of the current diagram to print. Pages drawn black will be printed, whereas pages drawn white will not be printed. Choose Clone to duplicate the diagram on the printed page (only if the page size defined in the Page Setup dialog box is smaller than the printed page).

#### **Print to File**

Print to a file by checking the Print to File box. If a different name is desired rather than the default, type it in the box.

#### **Fit to Page**

Check the Fit to Page box to expand or compress your diagram to fit on a single printed page.

**Shortcut:** Click the Print button on the Ribbon Bar to bypass the Print dialog box and immediately begin printing.



## **Page Setup: File menu**

Creates a page environment for the diagram according to specified options.

### ***Dialog Box Options***

#### **Page Size**

Choose the desired page size. For example, if Letter is chosen, the page width and height will automatically be set to 8.5 and 11.0 inches respectively. Manually set the page width and height by either typing the measurements in the entry box or by using the arrows to specify a value. The maximum paper size is 48" by 48".

#### **Page Orientation**

Choose either Portrait or Landscape orientation.

#### **Page Margins**

Set the top, bottom, left and right margins by either typing the measurements in the appropriate entry box or by using the arrows to specify a value.

#### **Number of Pages**

Set the number of horizontal and vertical pages by either typing the number in the appropriate entry box or by using the arrows to specify a value. The allowed number of pages varies depending on the current page size.

#### **Units**

Set the unit of measurement for the entire Page Setup dialog box by choosing either inches or centimeters.

## **Preferences: File menu**

Defines preferences for the CoreIFLOW drawing environment.

### ***Dialog Box Options***

#### **Center Lines**

Enable to connect lines at the center of shapes. Disable to connect lines to an off-center point of a shape.

#### **Center Text**

Enable to connect text at the center of shapes. Disable to connect text to an off-center point of a shape.

#### **Edge Selection**

Enabling this option lets you highlight shapes when the pointer is over the edge of a shape. Disabling it lets you highlight shapes when the pointer is over the interior of a shape.

#### **Auto Panning**

Enabling this option lets you scroll the diagram when an object is moved past the edge of the screen. Disabling it lets you keep the view constant when trying to move objects past the edge of the screen.

#### **Glue**

Enabling this option lets you connect CoreIFLOW objects. When this option is disabled, you cannot connect objects.

#### **Display**

View or hide the Ribbon Bar, Text Ribbon Bar, Color Palette, Status Line, or Pop-Up Help by checking or clearing the appropriate box.

#### **Arrow Directory**

Type the default Arrow Directory in the entry box. All arrows in the named directory are added to the Arrow Palette at program startup.

**Exit: File menu**

Closes CoreIFLOW. If the current diagram has not been saved, you are prompted to save it.

## **1, 2, 3, 4: File menu**

Displays the last four files saved or opened. Click on a file name to open it.

Edit

<u>U</u> ndo	Ctrl+Z
C <u>u</u> t	Ctrl+X
<u>C</u> opy	Ctrl+C
<u>P</u> aste	Ctrl+V
Paste <u>S</u> pecial...	
<u>D</u> elete	Del
<u>D</u> uplicate	Ctrl+D
Spell <u>C</u> heck...	
<u>S</u> elect	▶
<u>I</u> nsert Object...	
<u>O</u> bject	
<u>L</u> inks...	

**Undo: Edit menu**

Reverses the last operation.

**Cut: Edit menu**

Removes selected objects from the diagram and places them on the clipboard.

**Copy: Edit menu**

Places a copy of selected objects on the clipboard.



**Paste: Edit menu**

Places objects on the clipboard in the center of the drawing window.

## **Paste Special: Edit menu**

Allows you to choose the format in which to move objects from the clipboard to the drawing window. It is also possible to create a link from another application to CoreIFLOW.

### ***Dialog Box Options***

#### **As**

Highlight the desired data type.

#### **Paste**

Click Paste to place objects stored on the clipboard in the center of the drawing window.

#### **Paste Link**

Click Paste Link to place objects stored on the clipboard in the center of the drawing window and create a link between the object in CoreIFLOW and the source document.

**Note:** The source document is named at the top of the dialog box.

#### **Display as Icon**

Click this option to represent the embedded objects as an icon in the CoreIFLOW diagram. The icon associated with the currently-named application or file displays in the lower right corner of the dialog box. You can also change the icon by clicking the Change Icon button and choosing a new icon.

#### **Result**

Gives a text description of what will happen based on the options selected in the dialog box.

**Delete: Edit menu**

Deletes selected objects from the drawing window. You can also delete objects by clicking the Delete key on the keyboard.

## **Duplicate: Edit menu**

Makes a copy of selected objects and places the copy one grid point above and to the right of the original objects.

## **Spell Check: Edit menu**

Checks the spelling of selected text.

### ***Dialog Box Options***

#### **Unknown Word**

Displays misspelled words or words not found in the current dictionary. You can also type the word you want to check and then choose the Begin Check button.

#### **Change To**

Choose the correct word from the list box.

#### **Change**

Click to change the spelling of the word in the text.

#### **Change All**

Click to change all instances of a misspelled word in the text.

#### **Skip**

Leaves the word in the Word Unknown box unchanged and continues with the Spell Check.

#### **Skip All**

Leaves the word in the Word Unknown box unchanged for the remainder of the text object(s).

#### **Dictionary**

Lists previously-created personal dictionaries.

#### **Create**

Add your own personal dictionary to the spell checker. Type a file name for the dictionary you want to create in the Dictionary box and then choose the Create button.

#### **Add Word**

Adds the word in the Unknown Word box to the dictionary named in the Dictionary box.

#### **Context**

Displays the text string in which the misspelled word was found.

#### **Range**

Click the Range button to view options in which to check text: check word, selected text, current object, all document text. The current range is listed at the top of the dialog box.

#### **Begin Check**

Click to begin spell checking. Choose one of the range options before starting the operation.

#### **Close**

Closes the Spell Check dialog box.

**Select, All: Edit menu**

Selects all objects in the current diagram.

## **Select, Symbols: Edit menu**

Selects all shapes and symbols in the current diagram.

## **Select, Lines: Edit menu**

Selects all lines in the current diagram.



## **Select, Text: Edit menu**

Selects all text in the current diagram.

## **Insert Object: Edit menu**

Inserts an embedded or linked object into the current CoreIFLOW diagram.

### ***Dialog Box Options***

#### **Create New**

Creates new embedded objects. The chosen application opens, ready to create your new embedded objects.

Object Type: Choose the type of object desired to embed in the list box.

#### **Create from File**

Calls upon an existing file in which to embed or link data. If embedding, the appropriate application is invoked and the named file is opened. If linking, a representation of the chosen file is placed in CoreIFLOW.

**File**: Type the name and the path of the desired file.

**Browse**: If you don't know the name or path of the desired file, click the Browse button. Choose a drive, directory and file name in the dialog box.

**Link**: Click the Link box to link the chosen file. A representation of the file is placed in CoreIFLOW. If the Link box is not checked, the file is embedded.

#### **Display as Icon**

Check the Display as Icon box to represent the embedded object as an icon in the CoreIFLOW diagram. The icon associated with the currently-named application or file displays in the lower-right corner of the dialog box. You can also change the icon by clicking the Change Icon button and choosing a new icon.

#### **Result**

Gives a text description of what will happen based on the options chosen in the dialog box.

**Object: Edit menu**

Opens the application associated with a linked or embedded object. When you exit the other application, edited objects are reflected in the CoreFLOW diagram.

## **Links: Edit menu**

Edits links located in CoreIFLOW.

### ***Dialog Box Options***

#### **Link**

Lists all links located in your diagram. Also lists the type and update information of the link.

#### **Source**

Displays the file name and directory where the selected link in is stored.

#### **Type**

Displays the file type of the selected link.

#### **Update**

Specifies Automatic or Manual updating for the selected link. Choose Automatic to update the data in CoreIFLOW whenever a change is made to the linked object in the other application. Choose Manual to update the data in CoreIFLOW whenever you choose the Update Now button.

#### **Update Now**

Manually updates the selected link.

#### **Open Source**

Opens the application where the linked information originated.

#### **Change Source**

Displays the Change Link dialog box. Choose a new file in which to receive information.

#### **Break Link**

Breaks the selected link so that there is no longer a connection between the CoreIFLOW diagram and the original source.

**View**

<b><u>T</u>oolbox</b>	▶
<b><u>H</u>idden Lines</b>	
<b><u>C</u>hild Links</b>	
<b>✓ <u>S</u>peed Move</b>	
<b><u>S</u>nap to Grid</b>	Ctrl+Y
<b><u>S</u>how Grid</b>	Ctrl+G
<b><u>G</u>rid Setup...</b>	
<b><u>R</u>efresh Window</b>	Ctrl+W

## **Toolbox, Visible: View menu**

Enable the Visible option to view the Toolbox. Disable it to hide the toolbox.

## **Toolbox, Floating: View menu**

Enable this option to release the Toolbox from its anchor point so you can reposition it in the drawing window. Disable this option to lock the Toolbox in its default position.

## **Hidden Outlines: View menu**

Displays all hidden outlines in your diagram in a blue dotted pen.



## Child Links: View menu

Marks all parent objects with a bounding box.

## **Speed Move: View menu**

Enable this option to see only an object's outline while you move it. Disable this option to see the entire object during a move operation. Enabling Speed Move speeds up the move operation.

## **Snap to Grid: View menu**

Constrains objects to the grid.

## **Show Grid: View menu**

Enable this command to display the grid. Grid marks will appear in the drawing window. To change the frequency of the grid marks, choose Grid Setup from the View menu.

Disable this command to hide the grid.

## **Grid Setup: View menu**

Sets the default grid settings. Grid settings are saved with each CorelFLOW file.

### ***Dialog Box Options***

#### **Show Grid**

Check the Show Grid box to draw the grid on the diagram.

#### **Snap to Grid**

Check the Snap to Grid box to constrain objects to the grid.

#### **Grid Frequency**

Set the Grid Frequency in points/inches by typing the units in the text field or by using the arrows to the right of the text field.

## **Refresh Window: View menu**

Redraws the current diagram.

**Format**

<b>S</b> ymbol...
<b>L</b> ine...
<b>T</b> ext...
<b>A</b> rrow...
<b>A</b> pply Style

## **Symbol: Format menu**

Formats any of the following:

- Symbols located in a smart library.
- Existing shapes and symbols in the workspace, including rectangles, ellipses, and polygons.

An example of the shape or symbol is displayed in the lower right corner of the dialog box.

### ***Dialog Box Options***

#### **Pen**

Choose a solid, dashed, or dotted outline. Set the width from zero to ten. Click the Color button and choose an outline color.

#### **Fill**

Choose a transparent, solid, or patterned fill type. Click the Color button and choose a fill color.



## **Line: Format menu**

Formats any of the following:

- Line style located in a smart library.
- Existing lines in the workspace.

An example of the line will be displayed in the lower right corner of the dialog box.

### ***Dialog Box Options***

#### **Pen**

Choose a solid, dashed, or dotted pen. Set the line width from zero to ten. Click the Color button and choose a pen color.

#### **Line Type**

Choose either a straight or curve line type.

#### **Arrows**

Click the Start or End button to choose start and end arrows. An 'X' is displayed if no arrow is chosen.

## **Text: Format menu**

Formats any of the following:

- Text style located in a smart library.
- Existing text in the workspace.

An example of the text is displayed in the lower right corner of the dialog box.

### ***Dialog Box Options***

#### **Background Mode**

- **Default:** Unconnected text and text connected to shapes will have a transparent background. Text connected to a line will have an opaque background.
- **Opaque:** The background of the text string is filled with the text background color.
- **Transparent:** The background of the text string is transparent regardless of the text background color.

#### **Symbol-Linked Text**

- **Normal:** Text is neither wordwrapped or sized to text.
- **Wordwrap:** Text is restricted to stay within the boundary of a host shape.
- **Size to Text:** Shapes resize to encompass connected text.

#### **Font**

Choose a font, font style, and size from the list box. Choose underline and/or strikeout.

#### **Justification**

Choose Left, Center, Right or Default Justification. If you choose Default justification, text connected to shapes and lines is center-justified, and unconnected text is left-justified.

#### **Text Color**

Click the Color button to choose a text color.

#### **Background Color**

Click the Color button to choose a background color.

## **Arrow: Format menu**

Adds a new arrow head to the end of a line. Click the left mouse button to choose a new arrow or None.

## **Apply Style: Format menu**

Applies the attributes of the chosen symbol, line, or text in a smart library to selected objects in your diagram.

**A**rrange

<b>A</b> lign...                      Ctrl+A C <u>o</u> lumn Align R <u>o</u> w Align	
To F <u>r</u> ont                      Shift+PgUp To B <u>a</u> ck                      Shift+PgDn	
<b>R</b> otate S <u>c</u> ale & Mirror...	
<b>G</b> rouped                      Ctrl+G	
<b>J</b> oin B <u>r</u> eak Apart	
<b>L</b> ayer Setup... C <u>h</u> ange Layers...	

**Project**

<b><u>N</u>ew...</b> <b><u>O</u>pen...</b> <b>Sa<u>v</u>e <u>A</u>s...</b>
<b>O<u>p</u>en <u>C</u>hild</b> <b>O<u>p</u>en <u>P</u>arent</b>
<b><u>D</u>efine Child Link...</b> <b><u>I</u>nsert Parent</b>

## **Align: Arrange menu**

Opens the Align dialog box used for aligning objects.

### ***Dialog Box Options***

#### **Left, Center, Right**

Enable these options to align objects vertically to the left, center, or right of selected objects. Disable them to cancel alignment.

#### **Top, Center, Bottom**

Enable these options to align objects horizontally to the top, center, or bottom of selected objects. Disable them to cancel alignment.

#### **Center on Page**

Enable this option box to center selected objects on the page. If you selected more than one object, you may want to group them before using this option.

#### **Align to Grid**

Enable this option to align all selected objects to the grid.

#### **Distribute**

Enable this option to equally space selected objects. The Distribute option is available only when left, center, right, top, center, or bottom have been enabled. Use the arrows to the right of the distribute box to set the amount of spacing. Choose Center to equally space between object centers, or choose Edges to equally space between object edges.

## **Column Align: Arrange menu**

Vertically aligns selected objects.



## **Row Align: Arrange menu**

Horizontally aligns selected objects.

## **To Front: Arrange menu**

Moves selected objects to the front of the current layer. Objects located in front will be drawn and printed last.

## **To Back: Arrange menu**

Moves selected objects to the back of the current layer. Objects located in back will be drawn and printed first.

## **Rotate: Arrange menu**

Rotates selected objects. Move the rotate cursor over an edit handle and press and drag the left mouse button to rotate.

## **Scale & Mirror: Arrange menu**

Scales and/or mirrors objects horizontally and vertically.

### ***Dialog Box Options***

#### **Mirror**

Check the horizontal and/or vertical mirror boxes to flip selected objects relative to each object's center point.

#### **Scale**

Use the arrows to the right of the Horizontal and/or Vertical Scale boxes to set the scale factor for selected objects. Enter a value above 100% to increase the size, and a value below 100% to decrease the size.

## **Grouped: Arrange menu**

Groups selected objects, allowing you to select and manipulate them as a single unit. A checkmark appears beside the command when a group of objects is selected. Selecting a group of objects and choosing the Grouped command again ungroups them. The checkmark beside the command disappears.

## **Join: Arrange menu**

Joins two end points of a line to make one continuous line. Note that a curve may not span across a joined point.

## **Break Apart: Arrange menu**

Breaks apart lines or symbols. When you break a line, the points of the line separate. You can also break a line at individually selected points. When you Break Apart a symbol, it separates into its original components.



## **Layer Setup: Arrange menu**

Opens the Layers dialog box, where you specify layer attributes.

### ***Dialog Box Options***

#### **Current Layer**

Type the number of the layer (1-10) where new objects will be added.

#### **Active**

Objects may be added and edited on active layers.

#### **Hidden**

Objects on hidden layers will not be displayed or printed.

#### **Protected**

Objects on protected layers can not be selected or edited.

## **Change Layers: Arrange menu**

Changes selected objects to a new layer.

### ***Dialog Box Options***

#### **Selected objects are on**

Displays the layers of selected objects.

#### **Move selected objects to layer**

Type the number of the layer (1-10) where all selected objects will be moved.

## **New: Project menu**

Opens the New Project dialog box for opening a new CoreIFLOW project.

### **Dialog Box Options**

#### **File Name**

Type the new project file name in the File Name box.

#### **New Subdirectory**

Choose the directory in which the project is stored. If desired, create a new directory by naming it in the New Subdirectory box.

#### **List Files of Type**

Choose a format for the file.

#### **Drives**

Choose the drive in which the new project is to be stored.

## **Open: Project menu**

Opens the Open Project dialog box for opening a CoreIFLOW project.

### **Dialog Box Options**

#### **File Name**

Choose the project name from the File Name list.

#### **New Subdirectory**

Choose the directory in which the project is stored.

#### **List Files of Type**

Choose a format for the file.

#### **Drives**

Choose the drive in which the project is stored.

## **Save As: Project menu**

Opens the Save As Project dialog box for saving a project under a new name and in a different directory.

### **Dialog Box Options**

#### **File Name**

Type the name of the new project in the File Name box.

#### **New Subdirectory**

Create a new directory by typing it in the New Subdirectory box. You must name a new directory.

#### **List Files of Type**

Highlight the desired format.

#### **Drives**

Highlight the drive in which to store the project.

## **Open Child: Project menu**

Opens a defined child or application in a CoreIFLOW project. If no child has been defined, CoreIFLOW prompts for a file name or command string. This option is only available if a text object or shape with connected text is selected.

## **Open Parent: Project menu**

Opens a parent in a CorelFLOW project. If more than one parent file exists, the Open Parent dialog box opens. Choose a file and click the Open button.

## **Define Child Link: Project menu**

Creates a project link to another CoreIFLOW diagram or launches an application. A text object or shape with connected text must be selected for this option to be enabled.

### ***Dialog Box Options***

#### **File Name/Command**

Name a child. If the desired child is a CoreIFLOW diagram, type the name in the File Name/Command box. If the desired child is not a CoreIFLOW diagram, type a command string in the File Name/Command box (you may launch another application or launch and open a file from another application). For example, open a file on the notepad by naming the executable and the file name: c:\notepad.exe c:\notes\example.txt.

#### **CoreIFLOW Diagram**

Create a project link to a CoreIFLOW diagram. The CoreIFLOW diagram is named in the File Name/Command box.

#### **Other Application/File**

Create a project link to another application or file generated by another application. The executable and/or file name is named in the File Name/Command box.

#### **Open**

Saves the project link and opens the child.

#### **OK**

Saves the project link and returns to the current CoreIFLOW file.

#### **Cancel**

Cancels any changes made in the Define Child Link dialog box and returns to the current CoreIFLOW diagram.

#### **Browse**

Click to search directories and drives for the desired file.



## **Insert Parent: Project menu**

Inserts a new parent above the current file. Type the name of the new file and click OK (only new CoreFLOW diagrams can be inserted in this manner). The Insert Parent option is available only if the current diagram is already located within a project.

## Help

<u>C</u> ontents	F1
<u>S</u> earch For Help On...	Ctrl+F1
<u>T</u> utorial	
<u>A</u> bout CoreIFLOW...	

## **Contents: Help menu**

Opens the Contents screen of the CoreIFLOW online help. Click one of the icons in the Help Contents screen.

### ***Contents Options***

#### **Using Help**

Opens a help file on how to use online Help.

#### **Screen**

Shows information on the CoreIFLOW screen.

#### **Menus**

Shows information on menu items.

#### **Basics**

Gives instructions on basic CoreIFLOW operations.

#### **How To...**

Gives procedures on CoreIFLOW operations.

#### **Shortcuts**

Gives CoreIFLOW keyboard shortcuts.

#### **Glossary**

Lists CoreIFLOW definitions.

#### **Support**

Opens CoreIFLOW Support help file.

## **Search For Help On: Help menu**

Performs a topic search on keywords or phrases.

### ***Dialog Box Options***

#### **Keyword List**

Type or select a key word or phrase to search.

#### **Show Topics**

Click the Show Topics button to display all related topics in the Topic List.

#### **Topic List**

Displays all topics associated with the key word or phrase previously searched.

#### **Go To**

Clicking the Go To button moves to a more detailed description of the highlighted topic in the Topic List.

## **Tutorial: Help menu**

Opens the CoreIFLOW Tutorial. Double-click to choose Beginner, Intermediate, or Advanced levels.

**Note:** The tutorial is a project created with CoreIFLOW.

## **About CoreIFLOW: Help menu**

Provides facts about CoreIFLOW and the current diagram, including:

- Version number
- Copyright
- The name to which the copy is registered
- Serial number
- Amount of free disk space and memory

### ***Dialog Box Options***

#### **System Info**

Choose a category in the Choose a Category list box for information on that category.

#### **Save**

Saves the displayed information in a new file 'sysinfo.txt' located in the \CONFIG directory.

## Library Menu

- Roll Down
- Roll Up
- Arrange
- Arrange All
- Close
- Close All
- Save Library
- Save Library As
- Add Object, Symbol
- Add Object, Line Style
- Add Object, Text Style
- Edit Object, Edit
- Edit Object, Name
- Edit Object, Delete

## **Roll Up: Library menu**

Reduces the library to its Library Title Bar. You can also roll up the library by double-clicking the Library Title Bar.



## **Roll Down: Library menu**

Opens the library so you can view all predefined symbols, line styles, and text styles. You can also roll down the library by double-clicking the Library Title Bar.

## **Arrange All: Library menu**

Arranges all open libraries in a row starting from the left side of the screen.

**Arrange: Library menu**

Rolls up the open library and places it in the top right corner of the drawing window.

## **Save Library: Library menu**

Saves the current library.

## **Save Library As: Library menu**

Saves the current library under a new name or directory.

### ***Dialog Box Options***

#### **File Name**

Either type the file name in the entry box or highlight a file name in the list box.

#### **Directories**

Select the desired directory in which the library is to be stored.

#### **Drives**

Choose the desired drive on which to save the library.

## **Edit Object, Edit: Library menu**

Changes the attributes of the currently selected symbol, line style, or text style from the library. When you choose Edit Object and then choose Edit from the flyout menu, a dialog box opens for editing the type of object that's currently selected in the library.

### ***Dialog Box Options***

#### **If editing a text style:**

##### **Background Mode**

Choose either Default, Opaque, and Transparent.

##### **Symbol-Linked Text**

Choose either Normal, Wordwrap, or Size to Text.

##### **Font**

Choose a font, font style, and size from the list box.

##### **Justification**

Choose Left, Center, Right or Default Justification.

##### **Text Color**

Click the Color button and choose a text color.

##### **Background Color**

Click the Color button and choose a background color.

#### **If editing a line style:**

##### **Pen**

Choose a solid, dashed, or dotted pen type. Set the pen width from zero to ten. Click the Color button and choose a pen color.

##### **Line Type**

Choose a straight or curved line type.

##### **Arrows**

Click the Start and End buttons and choose start and end arrows.

#### **If editing a symbol:**

##### **Pen**

Choose a solid, dashed, or dotted pen type. Set the pen width from zero to ten. Click the Color button and choose a pen color.

##### **Fill**

Choose a transparent, solid, or patterned fill type. Click the Color button and choose a fill color.

## **Edit Object, Edit Name: Library menu**

When you choose Edit Object and then choose Edit Name from the flyout menu, a dialog box opens where you edit the name of the currently selected symbol, line style, or text style from the library.

## **Edit Object, Delete: Library menu**

When you choose Edit Object, Delete, the currently selected symbol, line style, or text style is deleted from the library.



## **Add Object, As Symbol: Library menu**

Adds the selected object to the library as a symbol.

### ***Dialog Box Options***

#### **Pen**

Choose a solid, dashed, or dotted pen type. Set the pen width from zero to ten. Click the Color button to choose a pen color.

#### **Fill**

Choose a transparent, solid, or patterned fill type. Click the Color button to choose a fill color.

## **Add Object, As Line Style: Library menu**

Adds a line style to the library.

### ***Dialog Box Options***

#### **Pen**

Choose a solid, dashed, or dotted pen type. Set the pen width from zero to ten. Click the Color button to choose a pen color.

#### **Line Type**

Choose a straight or curve line type.

#### **Arrows**

Click the Start and End buttons and choose start and end arrows.

## Add Object, As Text Style: Library menu

Adds a text style to the library.

### *Dialog Box Options*

#### **Background Mode**

- **Default:** Unconnected text and text connected to shapes will have a transparent background. Text connected to a line has an opaque background.
- **Opaque:** The background of the text string is filled with the text background color.
- **Transparent:** The background of the text string is transparent regardless of the text background color.

#### **Symbol-Linked Text**

- **Normal:** Text is neither wordwrapped or sized to text.
- **Wordwrap:** Text is restricted to stay within the boundary of a host shape.
- **Size to Text:** Shapes resize to encompass connected text.

#### **Font**

Choose a font font style, and size from the list box. Choose underline and/or strikeout.

#### **Justification**

Choose Left, Center, Right or Default Justification. If you choose Default justification, text connected to shapes and lines is center-justified, and unconnected text is left-justified.


#### **Text Color**

Click the Color button to choose a text color.

#### **Background Color**

Click the Color button to choose a background color.

## **Close: Library menu**

Closes the current library. CoreIFLOW prompts you to save any changes you've made to the library. Double-click  to close the library.

## **Close All: Library menu**

Closes all open libraries.

## Project Overview

You can develop interactive training programs, tutorials, or multi-level presentation material using CoreIFLOW's project management features.

You begin by creating a CoreIFLOW project file which tracks the organization of the diagrams in your project. Then, you establish project links between text objects in CoreIFLOW diagrams and other diagrams or applications. CoreIFLOW gives you the flexibility to create as many project links as you need to build a dynamic, interactive project.

For instance, you could link the term "organizational chart" in one diagram to a flow chart depicting the different levels within a company. Then, when a user double-clicked on the text, an organizational chart would display. The text string in the example is called a **Parent Object** because it is linked to a lower-level file. The organizational chart is called a **Child File** because it is linked to a higher-level parent file.

You can also create links between text objects and other applications. For example, you could create a link that causes Microsoft Word to launch and display a particular file when a user double-clicks on a text string.

### **See also**

[Creating a Project](#)

[Exiting a Project](#)

[Opening a Project](#)

[Opening a Parent](#)

[Opening a Child](#)

Close All

Close All

## Creating a New Project

### To create a new project:

1. Choose New from the Project menu.
2. Name the project in the File Name box.
3. Select a directory for the new project by clicking on a drive letter and a directory name. You can also create a new directory by typing a name in the New Subdirectory box.
4. Choose OK. You are prompted to save changes to any previously unsaved work.

CoreFLOW displays a blank page on which you can create a diagram, choose parent objects and establish links to child files. Whenever you open the project again, this first file, called a **Root File**, will open.

**Note:** The CoreFLOW title bar displays the project and file names.

### To create a new project using an existing CoreFLOW diagram:

1. Open or create a CoreFLOW Diagram. This file must NOT be part of an existing project.
2. Select an object to be the parent object. This must be either a text object, a symbol with connected text or a shape with connected text.
3. Choose Define Child Link from the Project menu.
4. Choose one of the following to create a child link:

**CoreFLOW Diagram:** Click CoreFLOW Diagram and enter the name of the Child File you want to link in the File Name/Command box. You can also use the Browse button to search for an existing file. If the chosen CoreFLOW diagram is not in the current project directory, it will be moved to that directory.

**Other Files/Applications:** Click Other File/Application and type the executable and/or file name in the File Name/Command box.

5. Choose OK to save the link or Open to save the link and open the child.
6. When the program prompts, type the name of the new project in the File Name box.
7. Choose the project directory by double-clicking on a name in the Directories list box. If desired, create a new directory for the project by naming it in the New Subdirectories box.

### **See also**

[Adding a Child](#)

[Inserting a Parent](#)

[Opening a Child](#)

[Opening a Parent](#)





Close All

Close All

## Opening a Project

### To open a project with the Root File displayed:

1. Choose Open from the Project menu.
2. Choose the directory where the project is located by double-clicking on a Drive and Directory name.
3. Choose the project name in the File Name box.
4. Choose OK. The project opens with the root file displayed.

### To open a project with an alternate file displayed:

1. Choose Open from the File menu.
2. Choose the directory where the project is located by double-clicking on a Drive and Directory name.
3. Choose the file from the project in the File Name box.
4. Choose OK. The named file is opened within the project.

### **See also**

[Exiting a Project](#)

[Opening a Child](#)

[Opening a Diagram](#)

[Opening a Parent](#)

Close All

Close All

## **Saving a Project to a Different Location**

**To save a project to a different location:**

1. Open the project that you want to save to a different location.
1. Choose Save As from the Project menu.
2. Type the name of the project in the File Name box.
3. Type the name of the new directory in the New Subdirectories box.
4. Choose OK. A new project directory is created and all files in the project are copied to the new location.

### **See also**

[Exiting a Project](#)

[Opening a Project](#)

Close All

Close All

## Opening a Child

Open a child using any of the following methods:

- Double-click a parent object.
- Select the parent object and choose Open Child from the Project menu.
- Select the parent object and press PAGE DOWN on the keyboard.

If a child has already been defined in the Define Child Link dialog box, the child opens. If not, the Define Child Link dialog box opens (see Adding a Child).

### **See also**

Adding a Child

Creating a Project

Opening a Parent

Close All

Close All

## Opening a Parent

### To open a parent:

1. While working in a child, choose Open Parent from the Project menu or press PAGE UP on the keyboard. If there is only one parent, CoreIFLOW opens that file.
2. If there is more than one parent, select the parent in the Open Parent dialog box and click the Open button.

The Open Parent option on the Project menu is only enabled if the current child has at least one parent.

### **See also**

[Adding a Child](#)

[Inserting a Parent](#)

[Opening a Child](#)

Close All

Close All

## Adding a Child

### To add a child to a project:

1. Select the text, symbol with connected text, or shape with connected text to be the parent object of the added file.
2. Choose Define Child Link from the Project menu.
3. Choose one of the following to create a child link:

**CoreFLOW Diagram:** Click CoreFLOW Diagram and enter the name of the Child File you want to link in the File Name/Command box. You can also use the Browse button to search for an existing file. If the chosen CoreFLOW diagram is not in the current project directory, it will be moved to that directory.

**Other Files/Applications:** Click Other File/Application and type the executable and/or file name in the File Name/Command box.

4. Choose OK to save the link, or choose Open to save the link and open the child.

### **See also**

[Creating a Project](#)

[Inserting a Parent Object](#)

[Opening a Child](#)

[Opening a Parent](#)

Close All

Close All

## Inserting a Parent

### To insert a parent to a project:

1. While working in a child, choose Insert Parent from the Project menu.
2. Enter a name for the new file. The named file must be a new CoreIFLOW diagram. Existing diagrams can not be added to a project in this manner.
3. Choose OK. The new diagram opens and is inserted into the project between the current diagram and its parent. A text object is inserted into the diagram, this text object is the parent object which links to the child.

If the current file already has one or more parents, Insert Parent changes these parents to link to the inserted diagram. The inserted diagram links to the current diagram.

**Note:** This procedure can still be done if the current file has no parents. This is how to create a new root file.

### **See also**

[Adding a Child](#)

[Opening a Parent](#)

[Opening a Child](#)

Close All

Close All

## Changing a Project Link

### To change a project link:

1. Select the parent object containing the link.
2. Choose Define Child Link from the Project menu.
3. Name a new child using the CoreIFLOW Diagram or Other File/Application options.
4. Choose OK to save the project link or choose Open to save the link and open the new child.

### See also

[Deleting a Project Link](#)

[Opening a Child](#)

[Deleting a File From a Project](#)

Close All

Close All

## Deleting a Project Link

To delete a project link:

1. Select the parent object containing the link.
2. Choose Define Child Link from the Project menu.
3. Remove all text from the File Name/Command box to delete the link.
4. Choose OK to confirm the changes.

### **See also**

[Changing a Project Link](#)

[Opening a Child](#)

[Deleting a File From a Project](#)



Close All

Close All

## Deleting a File From a Project

Before deleting a file from its project directory, you should remove all links to and from other CoreIFLOW diagrams

### To remove links to child files:

1. Open the file to be deleted (see Opening a Diagram).
2. Select each parent object in the diagram and perform steps 3 to 5.
3. Choose Define Child Link from the Project menu.
4. Delete all text from the File Name/Command box to remove the link to the child file.
5. Choose OK.

### To remove links to parent files:

1. Choose Open Parent from the Project menu to view a list of all files linking to the current file. These links must be deleted while in the parent files.
2. Open each parent file referenced in the list (see Opening a Diagram) and perform steps 3 to 6.
3. Select the parent object that is linked to the file you want deleted.
4. Choose Define Child Link from the Project menu.
5. Delete all text from the File Name/Command box to remove the link to the child file.
6. Choose OK.

### To delete the file from the File Manager:

1. Open or switch to the File Manager.
2. Select the drive and directory where the file is saved.
3. Select the file in the File Name list box.
4. Press Delete on the keyboard to remove the file from the project directory.

### **See also**

[Changing a Project Link](#)

[Deleting a Project Link](#)

Close All


Close All

## Exiting a Project

To exit a project:

- Open any diagram which is not part of the current project (see [Opening a Diagram](#)).

-or-

- Choose New from the File menu or click  on the Ribbon Bar.

### **See also**

[Opening a Project](#)



## **Technical Support**

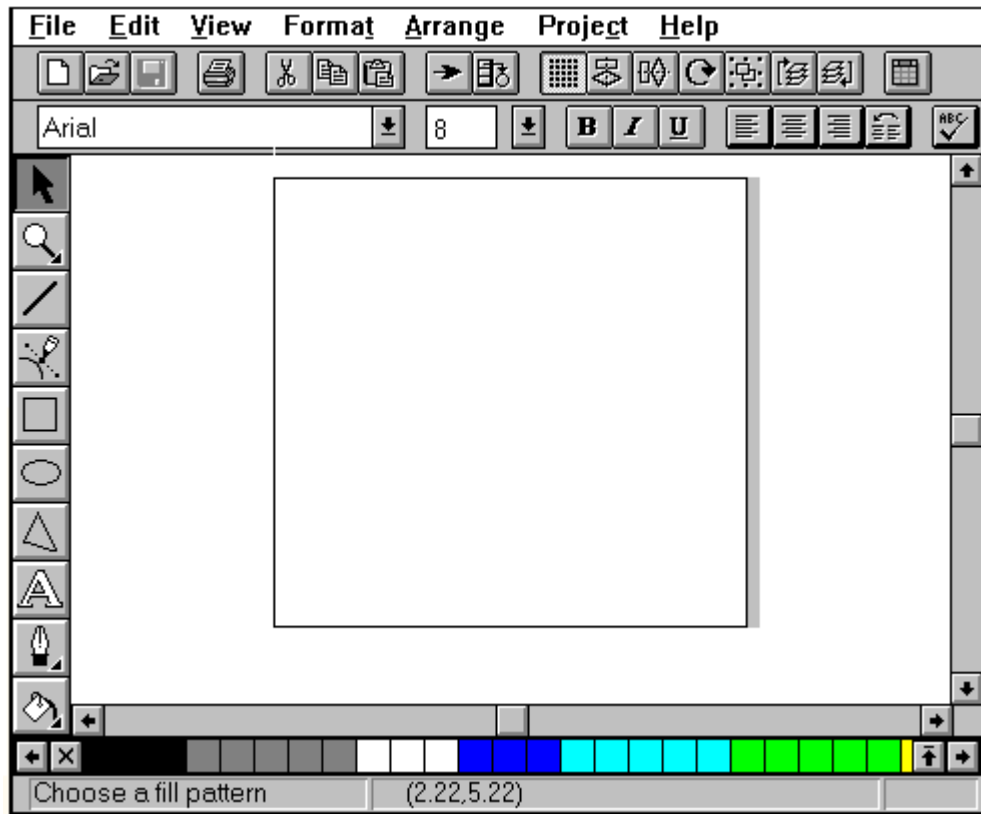
The Technical Support Help file contains information pertaining to:

- Corel Support Services
- Common Error Messages
- Import and Export File Filters
- The Control Polygon
- The Registration Database
- other technical information

Click the highlighted text below to open the Technical Support Help file.

[Technical Support](#)





## **Drawing Window**

The large white area of the CorelFLOW window. You can draw anywhere in the drawing window, but only objects on the printable page are printed.

## Printable Page



The rectangle with the drop shadow in the drawing window represents the Printable Page. You can draw beyond the borders of the Printable Page but normally only objects on the printable page are printed.

## Control Menu box

The Control Menu box is located in the uppermost left corner of the screen. When enabled, commands for sizing and positioning the window are displayed:

- Restore
- Move
- Size
- Minimize
- Maximize
- Close
- Switch To



## Maximize button

Located in the upper right corner of the CorelFLOW window if not fully expanded. Click the Maximize button to expand the window to fill the entire screen.

## Minimize button

Located in the upper right corner of the CoreFLOW window. Click the Minimize button to shrink the window to an icon at the bottom of the screen.

## Restore button


Located in the upper right corner of the CorelFLOW window. Click the Restore button to return the window to the previous size and location.

**Title Bar** 

The Title Bar at the top of the CoreIFLOW window displays the program title and the currently opened file name. Press and drag the left mouse button on the Title Bar to move the window. Double left mouse click on the Title Bar to maximize the window. The following buttons may also be on the Title Bar:

 Control Menu box

 Minimize button

 Maximize button

 Restore button

## **Menu Bar**

The Menu Bar is located directly under the title bar and lists all menu titles:

- File Menu
- Edit Menu
- View Menu
- Format Menu
- Arrange Menu
- Project Menu
- Help Menu

## Ribbon Bar

The Ribbon Bar is located just under the Menu Bar and above the Text Ribbon Bar. The Ribbon Bar displays the following 18 buttons:

**Close All**

**New Diagram:** Start a new diagram.

**Close All**

**Open Diagram:** Open an existing diagram via the Open Diagram dialog box.

**Close All**

**Save Diagram:** Save the current diagram. If the diagram has not been previously saved, save the current diagram via the Save As dialog box.

**Close All**

**Print Diagram:** Print the current diagram using the current printer settings.

**Close All**

**Cut:** Remove selected objects and place them on the clipboard.

**Close All**

**Copy:** Place a copy of selected objects on the clipboard.

**Close All**

**Paste:** Place objects on the clipboard in the workspace at a specified point.

**Close All**

**Arrows:** Choose arrows for selected line ends.

**Close All**

**Apply Style:** Apply the current style in a library to selected objects.

**Close All**

**Grid Snap:** Enable to constrain objects to the grid. Disable to no longer constrain objects to the grid.

**Close All**

**Column Align:** Vertically align selected objects.

**Close All**

**Row Align:** Horizontally align selected objects.

**Close All**

**Rotate:** Rotate selected objects.

**Close All**

**Group:** Enable to constrain selected objects to act as a single unit. Disable to ungroup selected objects.

**Close All**

**To Front:** Move selected objects to the front of the current layer.

**Close All**

**To Back:** Move selected objects to the back of the current layer.

**Close All**

**Open Library:** Open an existing library via the Open Library dialog box.

## Text Ribbon Bar

The Text Ribbon Bar is located just under the [Ribbon Bar](#) and above the workspace. The Text Ribbon Bar displays nine text options:

**Font:** Change the font of selected text. Click the side arrow to view font options, or type the font name in the font edit field.



**Size:** Change the size of selected text. Click the side arrow to view size options, or type any size in the size edit field.



**Bold:** Turn bold format on or off selected text.



**Italic:** Turn italic format on or off selected text.



**Underline:** Turn underline format on or off selected text.



**Left Justification:** Change a selected text object to left justification.



**Center Justification:** Change a selected text object to center justification.



**Right Justification:** Change a selected text object to right justification.



**Default Justification:** Change a selected text object to default justification. Connected text is center justified and unconnected text is left justified.



**Spell Check:** Check the spelling of selected text.



## Pick Tool

Select, edit or format objects. Enter text. Push to a child file.

- Select an object by clicking the left mouse button on the object or marquee select it.
- Move an object by dragging the object with the left mouse button.
- Resize an object by dragging an edit handle after and object has been selected.
- Format an object with a right mouse button click.
- Enter text by placing the text caret with a left mouse button click and begin typing.
- Push to a child file with a double left mouse button click on text, or a symbol with connected text.

## Zoom Tool

Opens a menu with six viewing options:



**Zoom In:** Click the left mouse button to zoom in on the clicked point by a factor of two. Drag the left mouse button to zoom in on a specific area drawn with a rectangle.



**Zoom Out:** Zooms out by a factor of two.



**Actual Size:** Sets the zoom magnification to 100%.



**Fit Selected:** Fills the viewing area with previously selected objects.



**Show All:** View all objects in the current diagram.



**Show Page:** View the current page.

## Line Tool Close All

Draws lines.

- Begin drawing a line with a left mouse button click.
- Add points to a line with left mouse button clicks.
- End a line with either a right mouse button click or a double left mouse button click.
- Lines drawn with the Line tool are automatically assigned the default format assigned to the tool.
- Constrain drawing horizontally and vertically by holding down the CTRL key while drawing lines.
- Switch to the Pick tool with a right mouse button click.

## Curve Tool

Draws curves.

- Begin drawing a curve with a left mouse button click.
- Add control points to a curve with left mouse button clicks.
- End a curve with either a right mouse button click or a double left mouse button click.
- Curves drawn with the Curve tool are automatically assigned the default format assigned to the tool.
- Constrain drawing horizontally and vertically by holding down the CTRL key while drawing curves.
- Switch to the Pick tool with a right mouse button click.

## Rectangle Tool

Draws rectangles and squares.

- Draw a rectangle with a left mouse button click and drag.
- Draw a rectangle in relation to the center while holding down the SHIFT key.
- Draw a square while holding down the CTRL key.
- Objects drawn with the Rectangle tool are automatically assigned the default format assigned to the tool.
- Switch to the Pick tool with a right mouse button click.

## Ellipse Tool

Draws ellipses and circles:

- Draw an ellipse with a left mouse button click and drag.
- Draw an ellipse relative to the center while holding down the SHIFT key.
- Draw a circle while holding down the CTRL key.
- Objects drawn with the Ellipse tool are automatically assigned the default format assigned to the tool.
- Switch to the Pick tool with a right mouse button click.

## Polygon Tool

Draws a polygon.

- Begin drawing a polygon with a left mouse button click.
- Add points to a polygon with left mouse button clicks.
- Add the last point of a polygon with either a right mouse button click or a double left mouse button click. A line is automatically drawn between the start and end points.
- Constrain drawing horizontally and vertically by holding down the CTRL key while drawing the polygon.
- Polygons drawn with the Polygon tool are automatically assigned the default format assigned to the tool.
- Switch to the Pick tool with a right mouse button click.

## Text Tool

Enters text.

- Click the left mouse button to place the text caret and begin typing.
- Text entered with the Text tool is automatically assigned the default format assigned to the tool.
- Click the left mouse button on an existing text object to begin editing text.
- Text edited with the Text tool is automatically assigned the default format of the selected text object.
- Switch to the Pick tool with a right mouse button click.



## Pen Tool **Close All**

Opens a menu with nine pen options:



**Hidden Line:** Change the selected pen width to zero points.



**Hairline:** Change the selected pen width to .2 points.



**Dashed Line:** Change selected pen type to dashed.



**Dotted Line:** Change selected pen type to dotted.



**Width 1:** Change selected pen width to 1 point.



**Width 2:** Change selected pen width to 2 points.



**Width 3:** Change selected pen width to 3 points.



**Width 4:** Change selected pen width to 4 points.



**Width 5:** Change selected pen width to 5 points.

## Fill Tool Close All

Opens a menu with eight fill options:



**Transparent Fill:** Change selected objects to a transparent fill.



**Uniform Fill:** Change selected objects to a uniform fill.



**Fill Pattern1:** Change selected objects to a pattern1 fill.



**Fill Pattern2:** Change selected objects to a pattern2 fill.



**Fill Pattern3:** Change selected objects to a pattern3 fill.



**Fill Pattern4:** Change selected objects to a pattern4 fill.



**Fill Pattern5:** Change selected objects to a pattern5 fill.



**Fill Pattern6:** Change selected objects to a pattern6 fill.


## Library Menu box

The Library Menu box is located in the upper left corner of every open library. Click to view the following menu options:

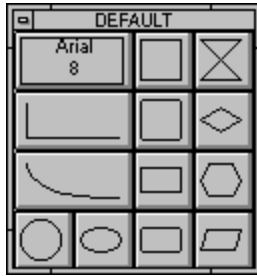
- [Roll Down](#)
- [Roll Up](#)
- [Arrange](#)
- [Arrange All](#)
- [Close](#)
- [Close All](#)
- [Save Library](#)
- [Save Library As](#)
- [Add Object, As Symbol](#)
- [Add Object, As Line Style](#)
- [Add Object, As Text Style](#)
- [Edit Object, Edit](#)
- [Edit Object, Name](#)
- [Edit Object, Delete](#)

## Library Title Bar

The Library Title Bar at the top of a library displays the library name.

- Click  to open the Library menu.
- Press and drag the left mouse button on the Library Title Bar to move the library.
- Double-click on the Library Title Bar to minimize or maximize the library.

## Smart Library



Each Smart Library holds a collection of predefined text, lines, and symbols. Resize, move, maximize, and minimize libraries. Open more than one library at a time. Create new libraries.

- Draw library objects with a left mouse button click, drag, and drop in the current diagram. Add symbols, lines and text to your library by dragging objects from the diagram to the library with the left mouse button.
- Apply styles to existing objects in a diagram with a left mouse button click, drag, and drop on objects in a diagram. Replace symbols, lines and text in your library by dragging objects from your diagram to a library with the right mouse button.
- Press and drag the left mouse button on the edge of a library to resize the library.

## Color Palette



The Color Palette is located at the bottom of the screen. It displays 256 colors and is used to change the color of selected objects. Click the left mouse button on a color to choose a fill or text color. Click the right mouse button to choose a pen or background text color.



Scrolls the Color Palette to the left with a left mouse button click. Use the right mouse button to move up one row on the Color Palette.



Gives a transparent fill or returns a text color to black with a left mouse button click. Returns a pen color to black or gives text a transparent background with a right mouse button click.



Displays all 256 colors.



Scrolls the Color Palette to the right with a left mouse button click. Use the right mouse button to move down one row on the Color Palette.

## Scroll Bars

The Horizontal Scroll Bar is located just below the drawing window. The Vertical Scroll Bar is located to the right of the drawing window. Both may be used in the following manner:

- Click on the scroll arrows to move  $1/12$  of the viewing area.
- Click on the scroll bar directly to move  $5/6$  of the viewing area.
- Drag the scroll button to continuously scroll the workspace.

## Status Line

Pos: 2.50, 5.50 in

INS

The Status Line is an optional bar located at the very bottom of the screen. The Status Line displays the following information (from left to right):

**Status Line Hints:** Instructions and explanations that lead you through the basics so you can immediately start drawing diagrams. When the pointer is over a button on the Ribbon Bar or Text Ribbon Bar, an explanation of that option is displayed. While you are performing operations, instructions are displayed. These instructions often contain information on secondary features accessed via the right mouse button, the CTRL key, and the SHIFT key.

**Mouse Position (in inches):** The origin of the coordinate system is the upper left corner of the page.

If the cursor is over a library, the Mouse Position displays the name of the symbol, line, or text object.

**Number Lock:** NUM indicates that the keyboard number lock is on.

**Text Insertion Mode:** INS indicates that new text will be inserted in between existing characters; otherwise, typed text will overwrite existing characters.

### To show or hide the Status Line:

1. Choose Preferences from the File menu.
2. Check the Status Line box to show the Status Line.
3. Uncheck the Status Line box to hide the Status Line.



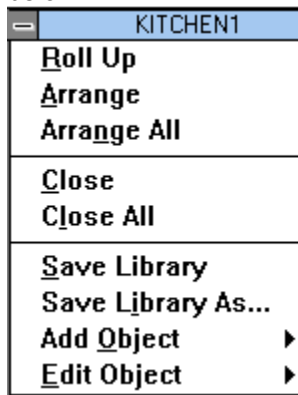


## Smart Library Overview

CorelFLOWS Smart Libraries make drawing easier than ever. Point and click to select symbols, line styles, or text styles. CorelFLOW comes with 90 different Smart Libraries containing over 2,000 symbols. You can add symbols, line styles and text styles to Smart Libraries, create new Smart Libraries, and swap objects between Smart Libraries. You can open more than one Smart Library at a time, and roll up a Smart Library for easy access and more space to draw. Symbols, line styles, and text styles may be used to create new objects or applied to existing objects.

Commands in the Smart Library System menu let you roll the library up and down, arrange all the Smart Libraries you have open on your screen, add and edit objects, and save libraries. You access the Smart Library System menu by clicking the **Close All** on the top left of the Smart Library's title bar.

For help on a Smart Library System menu item, click the item on the Smart Library System menu shown below.



### See also

[Creating a New Smart Library](#)

[Drawing Lines from a Smart Library](#)

[Drawing Symbols from a Smart Library](#)

[Editing an Object from a Smart Library](#)

[Entering Text from a Smart Library](#)

[Opening a Smart Library](#)

## **Roll Up**

Choosing Roll Up rolls up the Smart Library.

## **Arrange**

Choosing Arrange rolls up the Smart Library and positions it in either the top right or left corner of the drawing window.

## **Arrange All**

Choosing Arrange All rolls up all open Smart Libraries and positions them in the top right and left corners of the drawing window.

## **Close**

Choosing Close closes the Smart Library.

## **Close All**

Choosing Close All closes all open Smart Libraries.

## **Save Library**

Choosing Save Library saves any changes you've made to the Smart Library since you opened it.



## **Save Library As**

Choosing Save Library As saves the Smart Library under a new name.

## **Add Object**

Choosing Add Object adds a selected object to the Smart Library as a symbol, line style, or text style.

## **Edit Object**

Choosing Edit Object allows you to edit an object you've selected from the Smart Library. When you choose Edit Object, a flyout menu opens with the following options:

### **Name**

Opens the Symbol Name dialog box, where you enter a new name for the object.

### **Edit**

Opens the Symbol Attributes dialog box, where you edit the object's attributes.

### **Delete**


Deletes the object from the Smart Library. Once you delete an object from a Smart Library, you cannot retrieve it using the Undo command in the Edit menu. If you delete an object by accident, close the Smart Library without saving any changes





## Creating a New Smart Library

To create a new Smart Library:

1. Choose Smart Library, New from the File menu. An empty Smart Library is created.
2. Add text styles, line styles, and symbols to the Smart Library (see [Adding Symbols to a Smart Library](#), [Adding Line Styles to a Smart Library](#) and [Adding Text Styles to a Smart Library](#)).
3. Click  and choose Save Library.
4. Specify a name for the new Smart Library in the File Name box.  
To save the Smart Library in a location other than the current directory, select the drive from the Drives box and directory from the Directories box.
5. Choose OK.

### **See also**

[Opening a Smart Library](#)


[Saving a Smart Library](#)





## Opening a Smart Library

### To open a Smart Library:

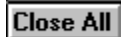
1. Choose Smart Library, Open from the File menu or click  on the Ribbon Bar.
2. Choose a Smart Library from the File Name list.  
If the Smart Library you want is not in the current directory, choose the desired drive from the Directories box.

**Note:** All Smart Libraries that are open when you exit CoreIFLOW are loaded at the same position the next time you open CoreIFLOW.

### **See also**

[Creating a New Smart Library](#)






## **Saving Changes to a Smart Library**

To save changes to a Smart Library, click  on the Smart Library and choose Save Library.

### **To save a Smart Library under a new name:**

1. Click  on the Smart Library and choose Save Library As.
2. Name the Smart Library in the File Name box.  
To save the Smart Library in a location other than the directory shown, choose the desired directory from the Directories box.
3. Choose OK. If a Smart Library with the specified name already exists, you are prompted to overwrite the existing Smart Library.

### **See also**

[Creating a New Smart Library](#)


[Opening a Smart Library](#)







## Closing a Smart Library

### To close a Smart Library:

1. Click  on the Smart Library.
2. Chose Close. You are prompted to save any changes you made to the Smart Library.

**Tip:** Close a Smart Library by double-clicking  on its title bar.

### To close all open libraries:

1. Click  on any open Smart Library.
2. Choose Close All. You are prompted to save any changes you've made to the Smart Libraries.

### **See also**

[Opening a Smart Library](#)

[Rolling a Smart Library Up or Down](#)



## **Moving a Smart Library**

### **To move a Smart Library:**

1. Move the cursor over the title bar of the Smart Library.
2. Click the title bar and drag it to a new location.
3. Release the left mouse button.

### **See also**

[Arranging Smart Libraries](#)

[Rolling a Smart Library Up or Down](#)

[Sizing a Smart Library](#)





## **Sizing a Smart Library**

### **To size a Smart Library:**

1. Move the cursor over the edge or corner of the Smart Library.
2. Press the left mouse button drag the mouse to size the library.
3. Release the left mouse button.

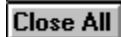
### **See also**

[Arranging Smart Libraries](#)

[Moving a Smart Library](#)


[Rolling a Smart Library Up or Down](#)






## Rolling a Smart Library Up or Down

To roll up/down a Smart Library:

1. Click  on the desired Smart Library.
2. If the Smart Library is minimized, choose Roll Down to roll it down. If the Smart Library is maximized, choose Roll Up. The Smart Library reduces to its title bar.

**Tip:** Click  on a Smart Library to roll it up or down. You may also double-click the title bar of a library to roll it up or down.

### **See also**

[Arranging Smart Libraries](#)

[Moving a Smart Library](#)

[Sizing a Smart Library](#)

**Close All**

**Close All**

## Arranging Smart Libraries

### To arrange a Smart Library:

1. Click **Close All** on the Smart Library.
2. Choose Arrange. The Smart Library is rolled up and placed in the upper right corner of the screen.

### To arrange all open Smart Libraries:

1. Click **Close All** on any Smart Library.
2. Choose Arrange All. All open Smart Libraries are rolled up and placed in the upper right corner of the screen.

### **See also**

[Moving a Smart Library](#)

[Rolling a Smart Library Up or Down](#)

[Sizing a Smart Library](#)

Close All

Close All

## Exchanging Objects Between Smart Libraries

Symbols, line styles and text styles are interchangeable between Smart Libraries.

**To move a symbol, line style, or text style to another Smart Library:**

1. Open the Smart Libraries in which in which you want to exchange objects (see Opening a Smart Library).
2. Press and hold down the left mouse button on the symbol, line style, or text style that you want to move.
3. Drag the object to the new Smart Library. The object is added where the mouse is released on the Smart Library.


### **See also**

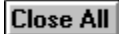
Adding Symbols to a Smart Library

Adding Line Styles to a Smart Library

Adding Text Styles to a Smart Library


Editing Objects from a Smart Library





## Editing Smart Library Objects

### To edit a symbol, line style, or text style from a Smart Library:

1. Choose a symbol, line style, or text style from a Smart Library using one of the following methods:
  - Click the right mouse button on the desired object.
  - Click the left mouse button on the desired object, click  and choose Edit Object, Edit.

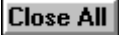
The format dialog box corresponding to the selected object type opens.

2. Change the format.
3. Choose OK.

### To edit an object from a Smart Library using objects in a diagram:

1. Press and hold down the right mouse button on one or more objects in your diagram.
2. Drag the object(s) to a Smart Library and drop them on the desired symbol, line style, or text style to edit. The chosen object from the Smart Library is updated.

### To edit the name of an object from a library:

1. Choose a symbol, line style, or text style from a library.
2. Click  and choose Edit Object, Edit Name.
3. Type the new name and choose OK.

### **See also**

[Formatting Symbols](#)

[Formatting Lines](#)

[Formatting Text](#)

[Applying Styles to Objects](#)


[Quick Formatting](#)

Close All

Close All

## Deleting Objects from a Smart Library

To delete a symbol, line style, or text style from a Smart Library:

1. Choose a symbol, line style, or text style from a Smart Library.
2. Click  and choose Edit Object, Delete.

**Warning:** This operation permanently removes the chosen symbol, line style, or text style. If you delete an object accidentally, close the Smart Library without saving any changes (see [Closing a Smart Library](#)).

### **See also**

[Adding Line Styles to a Smart Library](#)

[Adding Symbols to a Smart Library](#)

[Adding Text Styles to a Smart Library](#)

Close All

Close All

## Designing a Symbol

The following types of objects may be included in a symbol:

- Symbols
- Lines
- Text
- Graphics (bitmaps & metafiles) generated by other applications

Generally, all you have to do in designing a new symbol is create the symbol image. However, the following rules may influence the symbol design.

- Lines connect to any shape contained within a symbol.
- If more than one shape is directly underneath the pointer, lines connect to the shape that is lowest in the drawing order.
- When more than one shape is directly underneath the pointer, text connects to the smaller shape.
- Lines can only be connected to shapes. If the new symbol contains only lines and/or text, lines will not connect to the symbol. In some cases, you may want to include a rectangle with a hidden outline.

**Tip:** You may want to disable the Glue option in the Preferences dialog box (see Setting Preferences) when designing a new symbol. This allows you to draw lines within shapes without inadvertently connecting lines to the shapes.

### **See also**

Adding Symbols to a Smart Library

Editing Objects from a Smart Library


Formatting Symbols

Close All

Close All

## Adding Symbols to a Smart Library

To add a symbol to a Smart Library:

1. Specify the new symbol in one of the following ways:
  - Create the symbol in the drawing window and then select it.
  - Deselect all objects in the current diagram, and choose a symbol from a Smart Library.
2. Click  and choose Add Object, As Symbol.
3. Name the new symbol in the Symbol Name dialog box.
4. Choose OK. The new symbol is added. If a symbol in the Smart Library was selected, CorelFLOW places the new symbol immediately before it. If no symbols were selected, the new symbol is added to the end of the Smart Library.

**Tip:** Shortcut Steps 1 and 2 by pressing the left mouse button on one or more objects in your diagram and dragging them to the Smart Library. The new symbol is added where the mouse button is released.

### **See also**

[Adding Line Styles to a Smart Library](#)

[Adding Text Styles to a Smart Library](#)

[Designing a Symbol](#)

[Drawing Symbols from a Smart Library](#)

[Editing Objects from a Smart Library](#)

[Formatting Symbols](#)




Close All

Close All

## Adding Line Styles to a Smart Library

To add a line style to a Smart Library:

1. Specify the new line style in one of the following ways:
  - Create an example line in the current diagram and select it.
  - Deselect all objects in the current diagram, and choose a line style from a Smart Library.
2. Click  and choose Add Object, As Line Style.
3. Name the line style in the Line Style Name dialog box.
4. Choose OK. The new line style is added and placed before any selected line style from the Smart Library. If no line styles are selected, the new line style is added as the last line style in the Smart Library.

**Tip:** Shortcut Steps 1 and 2 by pressing the left mouse button on a line in your diagram and dragging it to a Smart Library. The new line style is added where the mouse button is released.

### **See also**

[Adding Symbols to a Smart Library](#)

[Adding Text Styles to a Smart Library](#)

[Drawing Lines from a Smart Library](#)

[Editing Objects from a Smart Library](#)


[Formatting Lines](#)

Close All

Close All

## Adding Text Styles to a Smart Library

To add text styles to a Smart Library:

1. Specify the new text style in one of the following ways:
  - Create example text in the current diagram and select it.
  - Deselect all objects in the current diagram, and choose a text style from a Smart Library.
2. Click  and choose Add Object, As Text Style.
3. Name the new text style in the Text Style Name dialog box.
4. Choose OK. The new text style is added before any selected text style from the Smart Library. If no text styles are selected, the new text style is added as the last text style in the Smart Library.

**Tip:** Shortcut Steps 1 and 2 by pressing the left mouse button on text in your diagram and dragging it to a Smart Library. The new text style is added where the mouse button is released.

### **See also**

[Adding Symbols to a Smart Library](#)

[Adding Line Styles to a Smart Library](#)

[Editing Objects from a Smart Library](#)

[Entering Text from a Smart Library](#)


[Formatting Text](#)

**Close All**


**Close All**

## **Zooming In**

### **To zoom in by a factor of two:**

1. Click the Zoom tool in the Toolbox.
2. Click  from the flyout menu.
3. Position the cursor on the area you want to zoom in on and click. The view centers on the point you clicked and is magnified by a factor of two.

### **To zoom in on a specific area:**

1. Click the Zoom tool in the Toolbox.
2. Click  from the flyout menu.
3. Position the cursor at the top left corner of the area to be zoomed.
4. Press the left mouse button and drag the cursor until the area you want zoomed is enclosed by a rectangle.
5. Release the mouse button. The enclosed objects are magnified to fill the screen.

**Note:** The zoom magnification range is between 25% - 400%.

### **See also**

Actual Size

Fit Selected

Show All


Show Page

Zooming Out



## Zooming Out

To zoom out:

Click the [Zoom tool](#) from the Toolbox, then click  to zoom by a factor of two.

### **See also**

[Actual Size](#)

[Fit Selected](#)

[Show All](#)

[Show Page](#)

[Zoom In](#)

**Close All**

**Close All**

## **Actual Size**

**To view the actual size of a diagram:**

Click the Zoom tool in the Toolbox and then click **1:1** to set the zoom magnification to 100%. If any objects are selected before you choose

**1:1**, the zoom centers on those objects.

### **See also**

Fit Selected

Show All

Show Page


Zooming In

Zooming Out



## **Fit Selected**

**To zoom-in on selected objects:**

Click the [Zoom tool](#) in the Toolbox and then click  to zoom in on a selected object or group of objects.

### **See also**

[Actual Size](#)

[Show All](#)

[Show Page](#)

[Zooming In](#)


[Zooming Out](#)

**Close All**

**Close All**

## **Show All**

**To show all the objects in a diagram:**

Click the Zoom tool in the Toolbox and then click  to view all the objects in the diagram.

**Note:** Sometimes your drawing may contain objects that extend beyond the boundaries of the workspace, causing them to appear cut off. The Show All option adjusts the size of the drawing so that all the objects are displayed.

### **See also**

Actual Size

Fit Selected

Show Page


Zooming In

Zooming Out



## Show Page

To show the entire printable page:

Click the Zoom tool in the Toolbox and then click  to view the current page.

### **See also**

Actual Size

Fit Selected

Show All

Zooming In

Zooming Out



**Close All**

**Close All**

## **Quick View**

**To center and magnify an object in a diagram:**

1. Point to the part of the diagram you want centered in the window.
2. Press ALT on the keyboard and hold it down.
3. Click the left mouse button. The point you click is moved to the center of the window, and the zoom magnification is set to actual size (100%).

### **See also**

[Actual Size](#)

[Fit Selected](#)

[Show All](#)

[Show Page](#)

[Zooming In](#)

[Zooming Out](#)

Close All

Close All

## Viewing the Toolbox


### To make the Toolbox visible/invisible:

Choose Toolbox from the View menu. Enable Visible to keep the Toolbox in view. (A check mark appears beside the command when it's enabled.) Choose the command again to make the Toolbox invisible. (The check mark beside the command disappears.)


### To make the Toolbox floating/stationary:

- Choose Toolbox from the View menu. Enable Floating to unlock the Toolbox from the stationary location at the left of the screen. (A check mark appears beside the command when it's enabled.) When the Toolbox is unlocked, you can click its title bar and drag it anywhere in the drawing window. Choose the command again to dock the Toolbox back to its position on the left side of the screen.

You can also unlock the Toolbox by holding down the SHIFT key while dragging the Toolbox with the left mouse button.

With a floating Toolbox, click  on the Toolbox. Deselect Floating to return the Toolbox to the left side of the screen.

### To view all flyout menus in the Toolbox:

Click  on the Toolbox and disable the Grouped command to view all Toolbox flyout menus, including Zoom, Pen, and Fill options. To hide the flyout menus, choose the Grouped command again.



## **Snap to Grid**

### **To constrain the cursor to the grid:**

Choose Snap to Grid from the View menu (Ctrl+Y) or click the [Grid Snap button](#) on the Ribbon Bar.

**Note:** Once Snap to Grid has been enabled, objects will snap to the grid lines when you draw or move them.

### **See also**

[Grid Setup](#)

Close All

Close All

## Grid Setup

### To modify the grid settings:

1. Choose Grid Setup from the View menu to open the Grid Setup dialog box.
2. Enter a Grid Frequency of up to 72 points per inch.
3. Check the Show Grid box to make the grid visible on the [printable page](#). The grid is drawn in the following manner, depending on the zoom magnification:
  - Zoom less than 35%: Inch markers are drawn only.
  - Zoom greater than or equal to 35 but less than 100%: Every other grid point is drawn between inch markers.
  - Zoom greater than or equal to 100%: Every grid point is drawn between inch markers. Every other grid point is drawn for the interior.
4. Check the Snap to Grid box to have objects you draw and move snap to the grid points.

### **See also**

[Snap to Grid](#)

Close All

Close All

## Hidden Outlines

The Hidden Outlines command in the View menu allows you to show or hide outlines on objects in your diagram that are hidden.

### To view hidden outlines:

Enable the Hidden Outlines command in the View menu. (A check mark appears beside the command when it's enabled. The Hidden Outlines command is enabled by default.) All hidden outlines are drawn with a dotted blue outline.

### To hide hidden outlines:

Choose the Hidden Outlines command again to disable it. (The check mark beside the command disappears when it's disabled.)

**Note:** Hidden outlines are not printed.

### **See also**

[Drawing Lines](#)

[Formatting Lines](#)

**Close All**

**Close All**

## **Child Links**

### **To show all parent objects:**

Enable Child Links from the View menu. (A check mark appears beside the command when it's enabled.) All Parent objects are marked with a box surrounding the text. Choose Child Links again to disable this mode. (The check mark beside the command disappears when it's disabled.)

### **See also**

[Project Overview](#)

Close All

Close All

## **Speed Move**

When Speed Move is enabled, a bounding box representing objects that are moved is displayed rather than the objects themselves. This speeds up the move operation.

### **To enable the Speed Move option:**

Choose Speed Move from the View menu to enable the command. (A check mark appears beside the command when it's enabled.) Choose Speed Move again to disable this mode. (The check mark beside the command disappears when it's disabled.)

### **See also**

[Moving Objects](#)

Close All

Close All


## **Refresh Window**










### **To refresh the window:**

Choose Refresh Window from the View menu to redraw objects in the Drawing Window. The screen is cleared of any remnants left over from earlier CoreIFLOW manipulations.



## Import File Filters - Technical Notes

Click  for technical information about CorelFLOW's import filters.

-  All Files \*.\*
-  Windows Bitmaps \*.BMP
-  Compuserve Bitmaps \*.GIF
-  PCX Bitmap \*.PCX
-  TIFF 5.0 Bitmaps \*.TIF
-  Adobe Illustrator 1.1, 88, 3.0 \*.AI, \*.EPS
-  Macintosh PICT \*.PCT
-  Computer Graphics Metafile \*.CGM
-  Corel Binary Metafile \*.BMF

**Import - All Files (\*.\*)**

This option automatically senses which file format you are importing and uses the appropriate filter to bring the object into CorelFLOW.

## **Import - Windows Bitmaps (BMP, RLE, DIB)**

### ***Technical Notes***

Imports bitmap graphics created in paint programs such as CorelPHOTO-PAINT and Windows Paintbrush (BMP). CorelFLOW stores bitmaps as DIB's.

You can import black & white, color and gray-scale bitmap graphics.

**Full Image** Imports the complete file.

**Resample** Allows you to change the size and level of resolution of the imported bitmap file. Use the Width and Height number boxes to control the size of the file. Adjust Resolution with the Horizontal and Vertical number boxes. If you choose Identical values, an adjustment to one axis will change the other.

### **Windows & OS/2 BMP Bitmaps**

CorelFLOW imports BMP files conforming to the Windows BMP specification. They may be either color, gray-scale or black & white and will print accordingly, depending on your printer. CorelFLOW imports OS/2 bitmaps and also handles RLE's (compressed bitmaps).

## **Import - Compuserve Bitmaps (GIF)**

### ***Technical Notes***

CoreIFLOW imports GIF files conforming to the 87A and 89A specifications. Preview of interlaced GIF images is not supported. CoreIFLOW stores bitmap objects as DIB's.

## **Import - Adobe Illustrator (AI, EPS)**

### ***Technical Notes***

Imports vector graphics created by Adobe Illustrator for Windows or Macintosh. CoreIFLOW stores vector objects as native CoreIFLOW objects.

CoreIFLOW provides full support for all Adobe Illustrator formats up to and including 3.0, Illustrator 88 and 1.1.

Imported Illustrator graphics come into the program as a group of objects. Use the Ungroup command in the Arrange menu so you can manipulate objects in the imported graphic.

**Note:** Any EPS file format other than AI may not import correctly using this filter. Also, importing AI files using the All Files option may not work correctly, so to import AI files successfully, choose the AI import filter.

## **Import Computer Graphics Metafile (CGM)**

### ***Technical Notes***

Imports vector graphics from such programs as Harvard Graphics, Lotus Freelance and Arts & Letters. Also gives you access to graphics produced on mini and mainframe computers, as well as clipart from vendors such as MGI and New Vision. CoreIFLOW stores vector objects as native CoreIFLOW objects.

### **Bitmaps**

Bitmaps are not supported.

### **Markers**

CoreIFLOW's CGM import filter only accepts markers supported by the CGM standard. Private-use markers are ignored.

### **Text in CGM Files**

- Text will be editable, provided the file was exported by the originating program using the correct text options (for example, in Harvard Graphics 3.0, you must select the CGM font).
- The typeface you see in CoreIFLOW will probably not correspond to the one used in the originating program. However, you can easily change this in CoreIFLOW.

## **Import - Macintosh PICT (PCT)**

### ***Technical Notes***

Imports graphics created in Macintosh programs such as MacDraw. CorelFLOW can import vector and bitmap images contained in these files. CorelFLOW stores vector objects as native CorelFLOW objects.

### **Objects**

Objects that contain a fill and an outline will come into CorelFLOW as a group of two objects. One object will be the outline and the other the fill.

### **Colors**

While not always obvious, PICT fills are often bitmap patterns. CorelFLOW will not support these fills. They will be replaced by a uniform fill.

### **Pattern Outlines**

Pattern outlines are converted to a solid color.

### **Arrowheads and Dashed Lines**

These are not supported from MacDraw II into CorelFLOW.

### **Text**

- Text in the PICT file will come into CorelFLOW as editable text.
- If a typeface in the imported file is not available on your system, it will default to the font it most closely resembles that is available on your system.
- Unsupported Macintosh fonts come into CorelFLOW as the default font.
- Text alignment may not quite agree with the original file. This is due to the differences in font size, and inter-character and inter-word spacing between the two formats. Any misalignment is easily corrected in CorelFLOW.
- Unsupported characters appear as question marks in CorelFLOW.
- The following PICT text styles are supported: Bold, Italic, Outline, Shadow and any combination of these. Underlined text is not supported.

## **Import PCX Bitmap (.PCX)**

### ***Technical Notes***

CoreIFLOW imports PCX files conforming to the following specifications: 2.5, 2.8, and 3.0. These files can contain 1, 2 or 4 color planes. Files containing 3 color planes cannot be imported.











## **Import Corel Binary Metafile (BMF)**

### ***Technical Notes***

CorelFLOW imports BMF files as native CorelFLOW objects.

## Export File Filters - Technical Notes

Click  for technical information about CorelFLOW's export filters.

-  Windows 3.0 Bitmaps, BMP
-  TIFF Bitmaps, TIF
-  Adobe Illustrator, AI
-  Computer Graphics Meatfile, CGM
-  PCX Bitmaps, PCX
-  Windows Metafile (WMF)
-  Macintosh PICT

## Export - Bitmaps

### *Technical Notes*

Saves drawings as bitmap graphics. CorelFLOW exports to three bitmap formats: **RLE**, **BMP** and **TIFF**. You can use bitmaps of various formats in desktop publishing programs such as CorelVentura. You can also edit them in paint programs such as CorelPHOTO-PAINT and PC Paintbrush.

### **Scaling Bitmaps**

Bitmaps are mapped pixel by pixel to the page, so if you enlarge a bitmap in another application the resolution will not increase. What you see will be an apparent loss of resolution, your bitmap will become "jagged". If you shrink a bitmap, the result should be acceptable, but you will be wasting disk space storing information which is not used. A common rule of thumb is to sample bitmaps to size, with two pixels of information for every one line of screen. If your picture will print on a high resolution printer with a 150-line screen, you'd sample your photo to 300 dpi resolution.

### **File Size**

To avoid unnecessarily large bitmap files (a full page at 300 dpi uncompressed can take several megabytes of disk space), scale the CorelFLOW graphic so that it's the same size as the space it will occupy in your word processing or page layout package or change the destination size in the dialog box.

<b>Paintbrush</b>	RLE (PCX Version 3.0)
<b>TIFF</b>	CorelFLOW exports to version 5.0 only.

**Note:** All bitmaps are exported in 24-bit color.

## **Export Adobe Illustrator (AI)**

Lets you choose the version of Adobe Illustrator you want to export to, and whether text is exported as text or curves.

### **Format**

By default, exports to the AI 1.1 format.

### **Exporting Text as Text**

Exporting **Text As Text** will create smaller files, and the text will be editable in the destination application. Fonts and spacing may not be maintained.

- You may also **Use Macintosh Characters**. This is very useful when exporting text using an extended character set, such as foreign language or other special characters.

## **Export - Computer Graphics Metafile (CGM)**

Saves drawings in a vector format for use in desktop publishing programs, such as Ventura Publisher or Aldus PageMaker.

### ***Technical Notes***

- Bitmaps are unsupported
- Text is exported as text

## **Export - Windows Metafile (.WMF)**

Saves drawings in a vector format familiar to many Windows applications. Corel Ventura and Microsoft Word are popular programs that can read WMF files.

### ***Technical Notes***

#### **WMF File Complexity**

WMF files can be very large if your graphic contains a lot of curves or text. This can cause problems in programs such as Corel Ventura Publisher and PageMaker, which impose limits on the size of imported files.

#### **Text**

Text is exported as text by default.

## **Export Macintosh PICT**

Saves drawings in PICT2 (color) format for use in many Macintosh graphics programs. Only vector objects can be exported in this format. Any bitmaps in the drawing will be ignored.

## **Exporting Text as Text**

By default, text is exported as text. Exporting **Text As Text** will create smaller files, and the text will be editable in the destination application. Fonts and spacing may not be maintained.

## **Corel Technical Support**

[Corel Support Services](#)

[Common Error Messages](#)

[Troubleshooting Tips](#)

[Printing Information](#)

[Import/Export - File Transfer Information](#)

[The Control Polygon](#)

[Editing EPS Files](#)

[Registration Database](#)



## **Corel support services**

Corel recognizes that support needs vary from user to user, and we offer you a wide range of choices when you need answers to your technical queries and problems in using the Corel applications.

If you have a question about CorelFLOW functions, first look in the CorelFLOW Manual or consult on-line Help.

You can also find late-breaking updates and technical information by double-clicking the Readme Icon in the CorelFLOW program group.

If you cannot find the answer, you can speak to a Technical Support Representative located in North America or in Europe.

If you encounter problems after hours or on weekends or holidays, you can contact *IVAN* - our Interactive Voice Answering Network.

We also offer Electronic Support Services in the form of a Compuserve forum and a bulletin board.

[How to reach Corel in North America](#)

[How to reach Corel worldwide](#)

[IVAN](#)

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[How to use Automated Fax System](#)

## **Common error messages**

General Protection Faults (GPF)

1000 series errors

2000 series errors

5000 series errors

Other memory errors

OLE problems

## **Troubleshooting tips**

[Enhancing system performance](#)

[Troubleshooting techniques](#)

[Tips & tricks for troubleshooting](#)

[Having memory problems?](#)

## **Working with fonts & text**

[How to install TrueType fonts](#)

## **Printing information**

[What to do if your print job doesn't print](#)

[Printing to non-PostScript printers](#)

[PostScript printing errors](#)

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## **Import/Export - File transfer information**

[Import filters](#)

[Export filters](#)

## How to reach Corel in North America

### Technical Support

Corel is committed to providing customers with high quality, timely technical support. Technical Support Representatives are available, on an 1-800 line, to answer your technical questions. A fee will be charged for the technical support, but there will be no additional charge to your telephone bill. Also, you may opt to call on a 1-900 line. You will not be charged by Corel for this support option, but a charge will appear on your telephone bill. We also offer a number of Free Support options which you can access at any time.

### Free Support Services

These services include IVAN, our Interactive Voice Answering Network and the Automated Fax System.

### Calling 1-800-818-1848 (US and Canada)

CorelFLOW includes **one free technical support credit** in the box. This credit will be valid for one 15-minute technical support call. The technician answering the call **will not** use your credit if the issue which you are calling about is a known or documented problem, with the software, which does not have a fix.

After you have used your free credit, you will have the option of buying additional credits as follows:

One credit - \$25.00US/\$30.00CDN.

A five-pack of credits - \$100.00US/\$120.00CDN

A ten-pack of credits - \$175.00US/\$240.00CDN

If you do not have any remaining credits when you place your call, the technical support representative you reach will be able to sell one of the above options.

You can reach a representative Monday to Friday, excluding holidays.

### Calling 1-900-896-8880 (US only)

If you do not wish to purchase these credits, you have the option of calling the 1-900 number at a rate of \$2.00 per minute. This option can benefit you if you have a question you believe can be answered briefly, or if you are an occasional user of technical support.

You can reach a representative Monday to Friday, excluding holidays.

### Before You Call

Before calling Technical Support, please have the following information available. It will assist the Technical Support Representative in helping you with your problem more quickly and efficiently:

- A brief description of the problem including the exact text of any error messages received, and the steps to recreate it.
- Type of computer, monitor and video card (display adapter) you are using.

- Type of pointing device in use (i.e. mouse, tablet).
- Type of printer that you are using to print your files.
- The version of DOS and Microsoft Windows you are running.
- A list of any programs loaded into RAM (i.e. TSR's).
- The contents of the AUTOEXEC.BAT and CONFIG.SYS files.

### **Corels Address**

Corel Corporation  
1600 Carling Avenue  
Ottawa, Ontario, Canada  
K1Z 8R7

### **Customer Service**

Customer Service Representatives answer questions about specifications and pricing, and sell all of the Corel products. They can also issue replacement disks. There is no charge for calling Customer Service. Please note that Customer Service Representatives **cannot** transfer you to a Technical Support Representative.

### **Telephone Numbers**

800-77-COREL (US and Canada)

800-836-3729 (US only)

613-728-3733 (outside US and Canada)



## How to reach Corel worldwide

### Corel European Technical Support

Corel is committed to providing customers with high quality, timely technical support. Corel customers residing outside North America can contact Corel Technical Support Representatives in Dublin, Ireland. These representatives handle calls in the following languages: German, French, Spanish, Italian, Dutch and of course English. Calls are handled on toll lines. A charge will appear on your telephone bill, but there is no additional charge by Corel for the technical support.

### Telephone Number

353-1-4781900

### Before You Call

Before calling Technical Support, please have the following information available. It will assist the Technical Support Representative in helping you with your problem more quickly and efficiently:

- A brief description of the problem including the exact text of any error messages received, and the steps to recreate it.
- Type of computer, monitor and video card (display adapter) you are using.
- Type of pointing device in use (i.e. mouse, tablet).
- Type of printer that you are using to print your files.
- The version of DOS and Microsoft Windows you are running.
- A list of any programs loaded into RAM (i.e. TSR's).
- The contents of the AUTOEXEC.BAT and CONFIG.SYS files.

### Corel's Addresses

#### Canada

Corel Corporation  
1600 Carling Avenue  
Ottawa, Ontario, Canada  
K1Z 8R7

#### Ireland

Corel Corporation Limited  
Europa House, 3rd Floor  
Dublin 2, Ireland

### Third Party Worldwide Support

Corel has developed a working partnership with the following organizations who will also provide technical support to customers residing out of North America:

Country	Company	Phone & Fax
Australia	Webster & Associates Pty Ltd.,	Phone:

	Unit 2, 25 Frenchs Forest Road, Frenchs Forest, NSW 2086	011 612 975 3182 Fax: 011 612 975 4273
<b>Benelux</b>	Brightware Solutions B.V., Postbus, 3620 AD Breukelen	Phone: 011 31 3462 611 23 Fax: 011 31 3462 654 09
<b>Denmark</b>	DTP Service, Bymestervej 2, DK- 2400 Copenhagen	Phone: 011 45 35 82 82 66 Fax: 011 45 35 82 82 23
<b>Finland</b>	Subroutine OY, Harakanite 18, Sähkötalo, 02600 Espoo, Finland	Phone: 011 358 0 512 1491 Fax: 011 358 0 516 365
<b>Germany</b>	EDCON Computer GmbH, Ennsstr. 17, 47809 Krefeld	Phone: 011 49 2151 91 96 30 Fax: 011 49 2151 91 96 51
<b>Germany</b>	DTP Partner GmbH, Kredenburgstr.44, 22041 Hamburg	Phone: 011 49 40 65 737 456 Fax: 011 49 40 65 737 441
<b>UK</b>	Channel Market Makers, The Old Bank, School Grounds, Southampton Road, Cadnam, Southampton SO4 2NF, UK	Phone: 011 44 703 812 755 or 703 814 142 Fax: 011 44 703 813 830
<b>Japan</b>	Sumitomo Metal Industries, LTD. Mita Nittodai Building 11-36 Mita, 3-Chome, Minato-ku, Tokyo 108, Japan	Phone: 011 81 354 769 816 Fax: 011 81 354 769 886
<b>Austria</b>	Update EDV, Landstrasser Hauptstr. 146/8, A-1030 Wien	Phone: 011 43 1 718 02 76 Fax: 011 43 1715 41 41 99

### **Customer Service**

Customer Service Representatives answer questions about specifications and pricing, and

sell all of the Corel products. They can also issue replacement disks. There is no charge for calling Customer Service. Please note that Customer Service Representatives **cannot** transfer you to a Technical Support Representative.

Customer Service worldwide for the UK, France and Germany is handled by Alexander and Lord, Dublin, on behalf of Corel Corporation. Customer Service for all other countries is handled by Corel in Canada.

### **Telephone Numbers**

UK	0800-58-1028
France	0590-6512
Germany	0130-815074
Other Countries	613-728-3733 (Customer Service in Canada)

**See also**

IVAN

Electronic Support Options

How to use Automated Fax System

## **How to use the Automated Fax System**

Technical Support maintains an automated fax system where up-to-date information about common issues and tips and tricks is stored in numbered documents. If you have a fax machine, you have access to this service 24 hours a day, 365 days a year. There is a catalogue of documents available. You can fax this catalogue to yourself and then order any document at your convenience.

### **Calling the Automated Fax System**

To access the automated fax system, dial **613-728-0826** and request **extension 3080**. You will then be prompted for a document number and your own fax number. The document you request will be automatically sent to you.

### **To Obtain a Catalogue of Document Numbers:**

Call the Automated Fax System number and request document 2000.

## **Electronic support options**

### **BBS**

Technical Support operates a BBS service, where customers are able to download any available program files that have been modified by our engineers, between releases. Also, during the process of providing technical support, an agent may request that you upload troublesome files to the BBS.

### **Calling the BBS**

(613) 728-4752 or

(613) 761-7798

Both lines are set for 8 bit word, 1 stop bit, no parity. The supported speeds on these Hayes 288 modems are 2400-28,800 baud

### **COMPUSERVE**

Technical Support operates a forum on CompuServe. Any available program files that have been modified between releases will be available via CompuServe. As well, you will often find utilities and interesting information that have been made available by forum members. Corel sysops provide technical support to CompuServe users wishing to request support in this manner.

### **CompuServe Command**

GO COREL- to access the Corel forums

### **Joining CompuServe**

As a Corel customer, you are entitled to a free introductory Membership to CompuServe, including:

a FREE one month membership to access all of CompuServe's Basic Services,

a \$15 introductory usage credit to explore the Corel Forum and CompuServe's other Extended and Premium Service Offerings,

a private user ID number and password,

a complimentary subscription to CompuServe Magazine, CompuServe's monthly computing publication.

Start connecting with Corel and other CompuServe members by calling:

<b>US and Canada</b>	1(800) 524-3388 and asking for representative #369
<b>United Kingdom</b>	0800-289-378
<b>Germany</b>	0130-37-32
<b>Rest of Europe</b>	ask for representative #369



## **IVAN**

IVAN is our Interactive Voice Answering Network. This system contains answers to commonly-asked CoreFLOW questions, and allows customers to 'solve their own problems' 24 hours a day, 7 days a week. This system is regularly updated with the latest information, tips & tricks and also provides a feature whereby customers can request that IVANs solutions be faxed to them.

### **Calling IVAN**

Dial (613) 728-1990. There is no charge for the IVAN service beyond the cost of the telephone call. IVAN **will not** transfer callers to a technical support representative.

## Diagnosing GPF's, application errors and system lockups.

General Protection Faults, Application Errors and system lockups generally indicate memory problems. These problems can include memory shortages, memory conflicts, and sometimes corrupted files. Unless an error or lockup becomes predictable, it is often difficult to pinpoint the exact cause of the problem. The following lists a number of steps that should be followed when dealing with random and predictable system problems. If the problem can be re-created, then follow the steps one at a time to determine which step solves the problem.

After any GPF, application error or lockup

1. Save files that are currently open, if possible.
2. Exit from all applications including Windows.
3. Ensure that the system meets Corel's minimum requirements i.e., 386DX with 8 MB of RAM.
4. Reboot the system. In the case of repeatable problems, you should definitely reboot the system using a bootable floppy disk with a minimal system configuration. Here are the steps for creating that disk:

Format a diskette for the A: drive, using the following DOS command:

```
FORMAT A: /S      (Note: /S copies system files)
```

Copy the AUTOEXEC.BAT and CONFIG.SYS files to the diskette  
Edit them so they contain the following lines, only:

### **Autoexec.bat**

```
@ECHO OFF  
PROMPT $P$G  
PATH=C:\;C:\DOS;C:\WINDOWS
```

### **Config.sys**

```
DEVICE=C:\WINDOWS\HIMEM.SYS  
FILES=40  
BUFFERS=30
```

\*\*\*Add any other drivers that are necessary for the system to operate

6. Run the SET command from a DOS prompt to determine the location of the TEMP directory. Change to that directory and delete any \*.TMP files. Ensure that the TMP files are being created on an UNCOMPRESSED drive.

If the GPF, Application Error or lockup becomes predictable, follow the above steps, then continue with steps 7-20



7. Run either Checkdisk with the fix parameter ie. CHKDSK /F or SCANDISK /ALL (if using DOS 6.2) to locate any possible disk errors (e.g. lost clusters, lost allocation units, cross-linked files) Ensure that the bytes total memory line reads 655,360. Any other number could indicate a virus.
8. Check for viruses using the DOS virus checker MSAV.EXE and run VSAFE.COM for constant monitoring of file writes/loading.
9. Before restarting Windows, open the WIN.INI file in a DOS editor and ensure that there is nothing after the Load= and Run= statements. If there are entries on those lines, insert a semi-colon (;) in front of the 'L' in Load and the 'R' in Run. This will prevent the applications from loading. Check to make sure that the WIN.INI does not exceed 64KB in size.
10. Restart Windows. Try adding the following parameters to the WIN command, if necessary, to determine where the problem lies:

Win /3 /D:FSVX /B

/3 -> forces 386 enhanced mode

/D:F ->turns off 32-bit disk access.

/D:S ->specifies that windows should not use ROM address space between F000:0000 and 1 MB for a break point.

/D:V -> specifies that the ROM routine handles interrupts from the hard drive controller instead of using Windows internal code.

/D: X -> Excludes all of the adapter area from the range of memory Windows scans to find unused space.

/B -> Starts Windows bootlog, for diagnosing why Windows won't start. Creates a file called BOOTLOG.TXT in the Windows directory.

11. Disable or uninstall alternative window shells to the Program Manager (ie. Norton Desktop, DashBoard, Central Points PCTools for Windows...)
12. Turn off all TSR's (Screen savers, Disk cache displayers, Mouse watchers, etc.)
13. Change video to the standard Windows VGA driver (16 colors 640x480 resolution). Other graphic cards using comparable VGA resolutions may be accessing different memory addresses and may be causing a memory problem (Video or GPF related). To reload the Windows VGA driver, try the following:

From a DOS prompt (make sure Windows is shut down) change to the Windows directory.

Type SETUP and change the Video to VGA. Restart windows.

If you are already running the Windows VGA driver and wish to reload it because you suspect that it may be corrupted:

From a DOS prompt (make sure Windows is shut down) change to the Windows directory.

Type SETUP and change the Video to something other than VGA. Restart windows. Repeat the setup procedure, but select VGA. This will reload the original driver files from the Window 3.1 diskettes.

\*\*\*If the video or GPF problem goes away, when running VGA, then contact the Video Manufacturer for updated drivers.\*\*\*

**Note:** If you are running a video manufacturers driver and are trying the VGA test, please make sure you have the install diskette from the manufacturer. This may be required to set your video back to the original state after the test.

14. Recreate the windows SWAP file with the following procedure;

Control Panel -> 386 Enhanced -> Virtual Memory -> Change.

Set the SWAP file size to NONE, then restart Windows.

Repeat this procedure, then set the SWAP file size to 10 MB Permanent (preferred by Windows).

You may have to run an OPTIMIZER (e.g. Norton SpeedDisk, PCTools Optimize, etc.) to access a larger continuous section of disk space. Make sure that the swap file is located on an UNCOMPRESSED drive.

15. Reload any device or file causing the problem from diskettes or CDROM.

\*\*\*Please contact the manufacturer if you are unsure of the proper procedures\*\*\*

A font file may have to be re-added or re-loaded from disk or CDROM. To check and see if the font is the problem use this test;

Control Panel -> Fonts, highlight the font thought to be causing the problem. Check the preview window, if there is no display then the .FOT file is probably corrupted, also if the number of bytes displays 0 (zero) then it is also likely that the font file is corrupted.

16. Try reloading the printer driver. Verify with Microsoft that you have the most up-to-date Postscript or Non-Postscript drivers.

17. Check the Properties of the designated program's icon. Are the Command line and Working directory correct? Try re-establishing the Command line and/or Working directory.

18. Try executing the program directly from File Manager.

19. Check BIOS date;

#### **AMI BIOS:**

1987 causes system reboot when a floppy is accessed through File Manager.  
1989 causes intermittent system hangs.

1991 causes serial port problem; mouse or modem stops working.

**PHOENIX:**

Any BIOS dated 1988 or earlier should be upgraded.

**AWARD:**

Should be version 3.1 or higher.

20. If none of these steps resolve the problem, please contact Technical Support for further assistance.

## 1000 Series Errors

The error messages listed below are the result of memory shortages or memory conflicts on your system. Usually, you can bypass these messages and continue working. However, you should always:

1. Save your file immediately, if possible.
2. Exit Windows.
3. Reboot your system.

Since these memory problems are often intermittent, you should save your work at regular intervals during your CorelFLOW session.

### The 1000 series of error messages:

- 1000** Allocate memory failed
- 1001** Lock memory failed
- 1002** Reallocate memory failed
- 1010** Memory block exceeded length limits

See the steps below on dealing with memory error messages. The tips and information are quite generic because, though the errors have different numbers and different causes, the troubleshooting steps are identical. These error messages are often intermittent, making troubleshooting difficult. If they become persistent and predictable, treat them like General Protection Faults.

### Restoring files after a memory error or system lockup

If you work on a file for several hours, only to have the system produce an unrecoverable memory error or lock up completely, you will obviously look for all possible ways to recover that information. In different situations, there are three possible sources of backup files. You will have a 50-100% chance of restore lost data by accessing these files.

**TMP files** - created by Windows as you work in CorelFLOW. They are saved only if the system crashes or locks up. If you cannot open a file or did not have a chance to save the file before the crash, you may be able to restore some the information by renaming the TMP file to CFL. TMP files are stored in a subdirectory determined by a line in the AUTOEXEC.BAT file. The best way to determine where these files are is to run the SET command at the DOS prompt and to look for a line stating TEMP=... Check this subdirectory for any files with a TMP extension, a byte size other than zero (0), and a date and time that match when the crash occurred. Rename the file(s) and attempt to open them in CorelFLOW. Windows requires 5-10 MB of free disk space on the drive where TMP files will be created.

### What to do after a memory error has appeared

1. Try to clear the error message. If possible, exit from the CoreIFLOW application and exit and re-start Windows. If it isn't possible to clear the message, re-boot the system.
2. Try opening the CFL file, if you had saved the file. If that is not possible, try importing it.
3. Search for a TMP file and rename it.
4. At the DOS prompt, change to the directory where TMP files are stored and delete any remaining TMP files.

**After a lockup or crash**

Reboot the system and follow steps 2-4 above.

## **2000 Series Errors**

Errors numbered 2000 - 2013 are all Disk errors based on read, write, create, seek and open file problems. They usually occur because the drive, where Windows TMP files are stored is full.

**TMP files** - created by Windows as you work in CoreIFLOW. The TMP files will be stored in a subdirectory determined by a line in the AUTOEXEC.BAT file. The best way to determine where these files are is to run the SET command at the DOS prompt and to look for a line stating TEMP=. Check this directory for TMP files and delete any that exist from the DOS prompt, rather than through Windows. As a note, Windows requires 5-10 MB of free disk space on the drive where TMP files will be created.

### **Troubleshooting 2000 Series Errors**

1. Exit Windows.
2. At the DOS prompt, change to the directory where TMP files are stored and delete any files with the .TMP extension.
3. Make sure you have 5-10 MB of free disk space to accommodate future TMP files. If not, clear space on the hard disk or redirect the SET TEMP statement in AUTOEXEC.BAT to another drive.

## **5000 Series Errors**

The 5000 series of error messages occur as a direct result of a memory conflict in your system. Usually such conflicts are object or file specific and can be easily isolated. When such an error occurs, and CorelFLOW will allow, save your work and exit from CorelFLOW and Windows.

In all cases, another contributing factor to the generation of 5000 series errors is inadequate space for Windows to create temporary files. These files are created by Windows as you work in Corel applications. The TMP files will be stored in a subdirectory dictated by a line in the AUTOEXEC.BAT file. The best way to determine where these files are is to run the SET command at the DOS prompt and to look for a line stating TEMP=... Check this directory for TMP files and delete any that exist from the DOS prompt, rather than through Windows. Windows requires 5-10 MB of free disk space on the drive where TMP files will be created.

### **5000**

These errors occur as a direct result of a memory conflict on your system. Fault can be easily isolated because the message is either file or object specific. If the error message returns, follow the instructions below to isolate the offending object and delete it. Check if you have adequate Temp space. If not, delete .TMP files. (TMP files are created on your system while you work in CorelFLOW.)

### **5001**

These errors occur as a result of two conflicting pieces of data. Exit from CorelFLOW, delete CorelFLOW from your system, and re-install CorelFLOW.

### **5002**

These errors occur as a result of two conflicting pieces of data. Exit from CorelFLOW, delete CorelFLOW from your system, and re-install CorelFLOW.

## **Dealing With Corrupted Objects or Files**

- Marquee select half of the objects, then save them in a new file using the Selected Objects Only option. In the new file, if a problem occurs again, marquee select a smaller number of objects until you locate the corrupted object by process of elimination. Once you've identified the corrupted object(s), delete it.
- For large files, often the error can be reproduced by selecting the offending object and copying it to the clipboard. To isolate the object, marquee select half of the objects on your page and copy them to the clipboard. If no error occurs, marquee select another area and try the same. Once the error occurs, you will need to select fewer objects from that area and continue with the copying process until you have located the offending object. Once identified, delete and recreate it.

## Dealing with memory-related errors

The common troubleshooting steps associated with handling memory errors are:

1. Save the file immediately.
2. Exit the application and Windows.
3. Reboot the system.
4. At the DOS prompt, type SET. The screen will display the directory where Windows temp files (\*.TMP) are saved. (e.g., TEMP=C:\WINDOWS\TEMP.)
5. Change to that directory and delete any files with the .TMP extension. Any TMP files created by Corel will automatically be deleted. Any TMP files you find will be files created by other Windows applications and can be safely deleted.
6. Make sure you have 5-10 MB of free disk space to accommodate future TMP file creation.

If the messages become persistent and predictable, treat them like General Protection Faults.



## **OLE Problems**

1. Sometimes the REG.DAT file becomes damaged, generating OLE Error Messages in the Corel applications. If you encounter these error messages, close the Corel application and open the Windows File Manager. Double click on REGEDIT.EXE. If this file opens, you will see the Registration Information Editor. Locate the Corel application which had the OLE problem and delete it from the list. You can do this by highlighting the item, then clicking on Edit and Delete File Type. Then, exit from the Registration Information Editor and exit and restart Windows. When you open and close the Corel application, it will re-register itself in REG.DAT.
2. If you cannot open the Registration Information Editor, rename REG.DAT to REG.OLD, then exit and restart Windows, and open and close the Corel Application.
3. Another requirement for OLE to function properly is having SHARE.EXE loaded in the AUTOEXEC.BAT file. By default, the SHARE statement is placed at the end of the AUTOEXEC.BAT file. This means that it may not execute properly if you have a batch file that starts Windows listed before this reference. If so, move the SHARE statement up under the PATH and PROMPT statements.

## Enhancing system performance

Here are a number of considerations for improving the performance of CoreIFLOW:

- the microprocessor and clock speed are important ie. a 486-50 will run CoreIFLOW more quickly than a 386-33
- a math co-processor will enhance the performance of some functions
- ensure that you have at least 10 megabytes of free disk space on the drive where Window \*.TMP files will be created ( you can determine the location of this directory by running the SET command at the DOS prompt)
- follow the suggestions in the chapter on 'Optimizing Windows' in your Window's User's Guide
- consider establishing a Swap file to provide Windows with extra memory. See your Windows User's Guide for more details.
- you may want to consider an accelerated video card. We cannot make recommendations on any hardware.

## Troubleshooting techniques

While working in CorelFLOW, you may encounter problems printing, saving files, opening files, importing, exporting, etc. Though each problem may have a different cause, there are some general steps you can follow in attempting to troubleshoot your problem. In many cases it will save you a call to Technical Support!

### 1. Can you duplicate the problem?

Try performing the same function again. This is the first step in troubleshooting. Occasionally, a temporary memory problem will interrupt a function, and simply trying again will allow you to complete that task.

#### No

Problems that can't be reproduced are difficult to explain. Continue working, but note details of the circumstances if the problem does occur again. That will enable Technical Support to assist you more effectively if you decide to call.

#### Yes

If you can duplicate the problem, it may be file, program or system specific. Proceed to the next step.

### 2. Is the problem system-specific?

This step is sometimes appropriate at the beginning of a troubleshooting session and is sometimes left to the end. Before spending a lot of time analyzing the causes of a problem, it is often a good idea to determine if the problems occur only on one system. This is easy to do, if you have access to another computer and can try your function or file here. Or, if the problems are printing related, try using a different printer. If the problems persist on more than one system, zero in on file specific issues. If not, concentrate on the system settings, installation and finally hardware issues.

If you do not have access to another system running CorelFLOW, proceed to the next step.

### 3. Is the problem file-specific?

If you can reproduce the problem, the culprit may be the file itself, the Corel program or something about this particular system. This step attempts to determine if the problem is unique to this file or if it may be caused by a program or system issue.

If you are having problems saving, printing or exporting, etc., try opening another file of the same type and perform the same function. If subsequent file works properly, you are most likely dealing with a file that contains a corrupted object(s) or may too complex for the particular function you are trying to perform. If so, see the notes below on Dealing With Complexity Issues or Dealing With Corrupted Objects or Files.

If you are having problems opening or importing, try opening or importing other files into the same application. Also, try taking the problem file in other applications. e.g.

if you have trouble importing a CGM file, try taking it into a different Windows application. The goal is to determine whether problems are contained in the file or are caused by something else.

#### **4. Is the problem software-specific?**

If a problem is reproducible but not limited to just one file, then problems are being caused by the Corel program, other software on the system ie. drivers, Windows, etc., or by hardware. If it is possible to try the same files and functions on another system running CorelFLOW, you can determine whether the root of the problem is based on one system as opposed to being software generated. If this test is not possible, try to collect as much information as possible about whether the problem occurs only in Corel applications. You can do this by trying to perform similar functions, ie. printing or importing, into other Windows applications. If problems appear in other applications, then the cause is at a more basic level than Corel. Sometimes video or printer drivers can cause problems. Sometimes there are even problems with a particular Windows setup.

If following the above steps do not allow you to resolve the problem you are encountering, you may wish to contact Technical Support.

#### **Dealing With Corrupted Objects or Files**

- Marquee select half of the objects, then save them in a new file using the Selected Objects Only option. In the new file, if a problem occurs again, marquee select a smaller number of objects until you locate the corrupted object by process of elimination. Once you've identified the corrupted object(s), delete it.
- For large files, often the error can be reproduced by selecting the offending object and copying it to the clipboard. To isolate the object, marquee select half of the objects on your page and copy them to the clipboard. If no error occurs, marquee select another area and try the same. Once the error occurs, you will need to select fewer objects from that area and continue with the copying process until you have located the offending object. Once identified, delete and recreate it.

## **Tips & tricks for troubleshooting**

### **Problems Caused by Windows TMP files**

Windows generates temporary files as you work in Corel applications. Many functions such as printing, saving, importing and exporting can be affected by a shortage of temp space. It is recommended that you have at least 10 MB of free disk space on the drive where TMP files will be written. You can identify that location by running the SET command at the DOS prompt. Reference will be made to TEMP=... Delete any TMP files from the DOS prompt that you find in this subdirectory. In CorelFLOW, Corel will automatically delete its own TMP files when you restart the application after a crash.

### **Damaged Program Files**

If you suspect problems with program files including import and export filters, you may want to consider running the SETUP program again, and re-installing the portions of the program that may be causing problems.

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#### ***See also***

[What To Do If Your Print Job Doesn't Print](#)

## Having memory problems?

The common troubleshooting steps associated with handling memory errors are:

1. Save the file immediately.
2. Exit the application and Windows.
3. Reboot the system.
4. At the DOS prompt, type SET. The screen will display the directory where Windows temp files (\*.TMP) are saved. (e.g., TEMP=C:\WINDOWS\TEMP.)
5. Change to that directory and delete any files with the .TMP extension. Note: any TMP files created by Corel will automatically be deleted. Any TMP files you find will be files created by other Windows applications and can be safely deleted.
6. Make sure you have 5-10 MB of free disk space to accommodate future TMP file creation.

If the messages become persistent and predictable, treat them like General Protection Faults.

## **How to install True Type fonts**

The True Type engine is internal to Windows, so you do not require a third-party font manager to use True Type fonts in Windows applications. For an application use a True Type font, that font must be installed through Windows.

There are two files associated with an installed font; the True Type font file (extension TTF) and the resource file (extension FOT). During the CorelFLOW installation, both files for each True Type font are copied into the WINDOWS\SYSTEM directory. Windows requires that the FOT (resource) files reside in this directory. The TTF file does not have to be in this directory, but the FOT file maintains a pointer to the TTF file. It is important that the TTF file is not moved or deleted from the directory into which it's installed. If you think this may have happened, remove and the font and add again it through the Windows Control Panel.

### **Windows Control Panel Install**

To add third-party or custom True Type fonts, follow the Windows True Type font installation procedure. This involves accessing the Fonts dialog box through the Windows Control Panel. Once a font has been installed into Windows, it will be available in CorelFLOW. This installation option is a good choice when adding one or two fonts.

## What to do if your print job doesn't print

When you print a file through a Corel application:

1. Corel processes the information.
2. If the process is completed successfully, the print job will be passed to the Windows Print Manager. You can watch the job progress by clicking on the Print Manager icon.
3. If everything runs smoothly, the print job will then be passed to the printer.

At any one of these stages, the process may break down. The first step in determining where the problem lies is to identify at which of the above three steps printing stopped.

If you encounter problems while printing a file, consider the following troubleshooting tips in an attempt to determine where the problem lies and how to resolve it

### Printing Stops in the Corel Application

- Exit and re-start the Corel application.
- Has the file printed before? Is this a repeatable problem?
- Is it one file or all files which are having print problems?
- Ensure that the default printer is correct.
- Check System Resources and Free Memory in the Help menu of the Windows Program Manager. If these values are low, exit and re-start Windows. Also, make sure you do not have other Windows applications running.
- Is the Print Manager on? Try disabling it.

### Printing Stops in the Print Manager

- Open the WIN.INI file. Find the reference to **TransmissionRetryTimeout=45**. Set this value to **999** (this sets the time that Windows waits for the printer to report that it is ready to receive more data). A value of 999 is equal to an infinite amount of time. Once changed, exit from Windows and then start it again.
- Check Load and Run statements in WIN.INI. Programs and utilities can be set to run automatically when Windows is started by adding references to these lines. Type a semi-colon (;) in front of either line if there is anything referenced. Remember to save, exit and restart Windows after making changes to the WIN.INI.
- Move any icons found in the Windows Startup group to another icon group.
- While working in CorelFLOW, temporary files are created and placed on your system. Exit Windows completely delete any .TMP files found in the Windows temp directory. While here, ensure that you have at least 5-10 MB of free disk space.
- Is fast printing direct to port on? Try disabling it.
- Make sure you are using an up-to-date printer driver.



- Will other Windows applications print? If not, look at Windows setup or configuration issues as the problem will be occurring at a more basic level than CoreIFLOW

### **Printing Stops in the Printer**

- Maximize time-outs on the printer if possible. Refer to your printer documentation for instructions.
- Check time-outs on the network, if applicable.
- Check to see how much RAM is resident in the printer. A minimum of 1.5 megabytes is required to print a full page of graphics to a 300dpi device. To print fairly complex files, we recommend a minimum of 4 megabytes of RAM in the printer. (Note: some files may require more than 4 megabytes).
- Do you print directly or through a switchbox or network. If possible, try connecting directly.
- Make sure you are using an up to date printer driver.
- What port is being used? If you're using LPT1, try LPT1.DOS.

### **Postscript Specific Checklist:**

Download the Postscript Error Handler under the Windows Control Panel; Printers icon; Setup; Options; Advanced. If Postscript is having difficulty interpreting the file, an error code will be produced.

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#### ***See also***

[PostScript Printing Errors](#)

[Troubleshooting Techniques](#)

## **Printing to non-PostScript printers**

### **Video Driver**

With non-postscript devices, you should watch out for a non-Windows 3.1-supported video driver. When an image on the CorelFLOW screen is output, it is rasterized from information in the video driver. Therefore, if a drawing is not printing correctly, or just not printing, go to the Windows Setup icon and check the video driver that Windows is currently using. If Windows is set up for anything other than the standard VGA video driver, make a backup of the System.ini file and switch to the standard VGA driver.

**Note:** It is important to make a backup of the System.ini file before making any changes to the Windows Setup. If you want to return to the original configuration, simply rename this backup file back to System.ini.

## PostScript printing errors

The Windows Control Panel allows you to enable a Postscript Error Handler under the Printers icon; Setup; Options; Advanced. This error handler defines the errors that the Postscript language encounters when processing a file. Listed below are some of the common Postscript error codes, their definitions, and solutions where applicable.

### **Error: Limitcheck. Offending Command=Nametype: EOCLIP**

This error may occur if you had imported a object(s) into CorelFLOW. This message indicates a path implementation error, usually where Postscript is unable to complete the clipping routine for filled objects. Try removing any extraneous outlines from objects in the application from which you imported them to fix this problem.

### **Error: Limitcheck. Offending Command=Nametype: EOFILL**

This message indicates a path implementation error when Postscript is completing a fill routine.

### **Error: Limitcheck. Offending Command=Nametype: LINETO or CURVETO**

An implementation limit has been exceeded, usually indicating too many nodes on a straight or curved path. This error may occur if you had imported an object(s) into CorelFLOW. Try to manually remove extraneous nodes from the objects in the application from which you imported the object(s).

### **Error: Stack Overflow**

The stack limit has been exceeded. Try the suggestions above for EOCLIP.

### **Offending Command: Stack Underflow**

The stack does not have enough objects for the requested operation. Try the suggestions above for EOCLIP.

### **Error: Invalid restore**

This message may appear after you cancel a print job. Try clearing the Print Manager and repeating the printing process.

### **Error: invalid font**

This error message may appear if the file requires a font that has become corrupted. Try re-installing font.

## **Troubleshooting printing problems**

### **Printer Drivers**

Corel does not develop or distribute printer drivers. We rely on the printer manufacturer or Microsoft to provide drivers that are supported in the Windows environment. If you can print in Windows, you should be able to print from Corel applications.

### **Printed Output Is Incorrect**

If you print a file from CorelFLOW and the output is incorrect:

- Check cables and connections for potential communication problems. A telltale sign of communication problems are ASCII characters appearing on your page where graphics should be appearing, i.e. happy faces, stars, etc.
- Make sure you are using the most up-to-date printer driver.
- Try changing your video driver to plain VGA.

### **Dealing With Corrupted Objects or Files**

- Marquee select half of the objects, then save them in a new file using the Selected Objects Only option. In the new file, if a problem occurs again, marquee select a smaller number of objects until you locate the corrupted object by process of elimination. Once you've identified the corrupted object(s), delete it.
- For large files, often the error can be reproduced by selecting the offending object and copying it to the clipboard. To isolate the object, marquee select half of the objects on your page and copy them to the clipboard. If no error occurs, marquee select another area and try the same. Once the error occurs, you will need to select fewer objects from that area and continue with the copying process until you have located the offending object. Once identified, delete and recreate it.

## The Control Polygon

When you draw a curve, both the curve and its control polygon are rendered. The control polygon is drawn as a dotted blue line, and is related to the shape of the curve in the following ways:

- The end points of the curve and the control polygon are the same.
- The slope of the curve at the start point is equal to the slope of the first segment of the control polygon. Similarly, the slope of the curve at the end point is equal to the slope of the last segment of the control polygon.
- While the curve does not generally pass through the interior points of the control polygon, it approaches them.
- The curve is contained entirely within the convex hull defined by the points of the control polygon.

## Editing EPS Files

When printing to an EPS file, you are restricted to the page sizes supported by the printer driver. For example, if your diagram has a page size of 8.5 x 5.5", and the smallest page size supported by the printer driver is 8.5 x 11", when you import your EPS file into a word processor you will get an 8.5 x 11" diagram and the lower 5.5" is white space.

If your word processor does not allow cropping of the diagram, you may crop the diagram by editing the EPS file itself (before importing it into the word processor) as follows:

The 4th line of the EPS file contains the bounding box of the diagram as four numbers:

- lower left x coordinate.
- lower left y coordinate.
- upper right x coordinate.
- upper right y coordinate.

The lower left corner of the diagram is the origin and the coordinates are in units of 1/70". For example, an 8.5 x 11" diagram might have the numbers: 0, 0, 585, 770. To change such a diagram into an 8.5 x 5.5" diagram, 'raise' the lower left y coordinate by 5.5" by adding 385 to it ( $5.5 \times 70 = 385$ ): 0, 385, 595, 770.

## **The Registration Database**

Other applications can only invoke CoreIFLOW as an OLE Server if the necessary information is in the registration database. This information is automatically added to the database when CoreIFLOW is installed.

If CoreIFLOW is not registered in your database, register it as follows:

1. Open the Windows File Manager and locate the CORELFLW\CUSTOM directory.
2. Double-click the CORELFLW.REG file that's found in the CORELFLW\CUSTOM directory.

## **Corel Technical Support**

[Corel Support Services](#)

[Common Error Messages](#)

[Troubleshooting Tips](#)

[Printing Information](#)

[Import/Export - File Transfer Information](#)

[The Control Polygon](#)

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[Registration Database](#)





