

CorelDRAW 10

Graduation work

Merdan Semko

About me...



I am a graduating student in Turkish Bosnian Sarajevo College and this is my graduation work. I am sure that you will find all needed information about CorelDraw 10 in this book supported by graphic and picture illustrations.

All others information about me, you can find on the official web site of this book.

Short Contents

Chapter I: Introduction	11
Chapter II: Getting Started	21
Chapter III: Drawing	39
Chapter IV: Filling and Coloring	69
Chapter V: Working with Bitmaps	93
Chapter VI: Adding Text	101
Chapter VII: Input / Output	125
Chapter VIII: Customization	159

Contents

Introduction

Welcome to CorelDRAW	11
About Corel Corporation	11
CorelDRAW Terms	11
Exploring The Work Area	12
What's New	17

Getting Started

Starting and Opening Drawings	21
Using The Basic Features of CorelDRAW	22
Undoing, Redoing and Repeating Actions	23
Saving Drawings	24
Closing Drawings and Quitting CorelDRAW	26
Specifying the Page Layout	26
Choosing a Page Background	27
Adding, Renaming and Deleting Pages	28
Accessing Drawing Information	29
Setting Up the Rulers	30

Calibrating the Rulers	30
Setting Up the Grid	31
Setting Up Guidelines	31
Setting the Drawing Scale	33
Zooming and Panning	34
Previewing a Drawing	35
Working with Views	37
Drawing	
Working with Lines, Outlines and Brush Strokes	39
Drawing Shapes	44
Working with Objects	48
Shaping Objects	58
Creating Web-enabled Objects	65
Filling and Coloring	
Filling Objects	69
Working with Color	75
Adding Three-dimensional Effects to Object	80
Changing the Transparency of Object	88
Using Lenses with Object	91

Working with Bitmaps

Working with Bitmapped images	93
Changing Color Modes	95

Adding Text

Working with Text	101
Shaping Text	117
Working with Asian and Middle Eastern text	119
Managing Fonts	121

Input / Output

Printing	125
Commercial Printing	130
Publishing to PDF	137
Publishing to the Web	144
Importing and Exporting Files	146
Object Linking and Embedding	150
File Formats	151

Customization

Customization Corel Applications	159
Working with Styles and Templates	165
Working with Layers	167

Introduction

Chapter

I

In this chapter

- ✦ Welcome to CorelDRAW
- ✦ About Corel Corporation
- ✦ CorelDRAW Terms
- ✦ Exploring The Work Area
- ✦ What's New

Welcome to CorelDRAW

CorelDRAW is a comprehensive vector-based drawing program that makes it easy to create professional artwork from simple logos to technical illustrations. CorelDRAW's tools are designed to meet the demands of the graphic arts professional.

About Corel Corporation

Corel Corporation is an internationally recognized developer of award-winning business productivity, graphics, and operating system solutions on the Windows, Linux, UNIX, Macintosh, and Java platforms. Corel also develops market-leading, Web-based solutions including applications, e-commerce and online services. For access to these services and more information about Corel and its products, see www.corel.com or www.corelcity.com on the Internet. Corel is headquartered in Ottawa, Canada. Corel's common stock trades on the NASDAQ Stock Market (symbol: CORL) and on the Toronto Stock Exchange (symbol: COR).

CorelDRAW Terms



Before you get started in CorelDRAW, you should be familiar with the following terms.

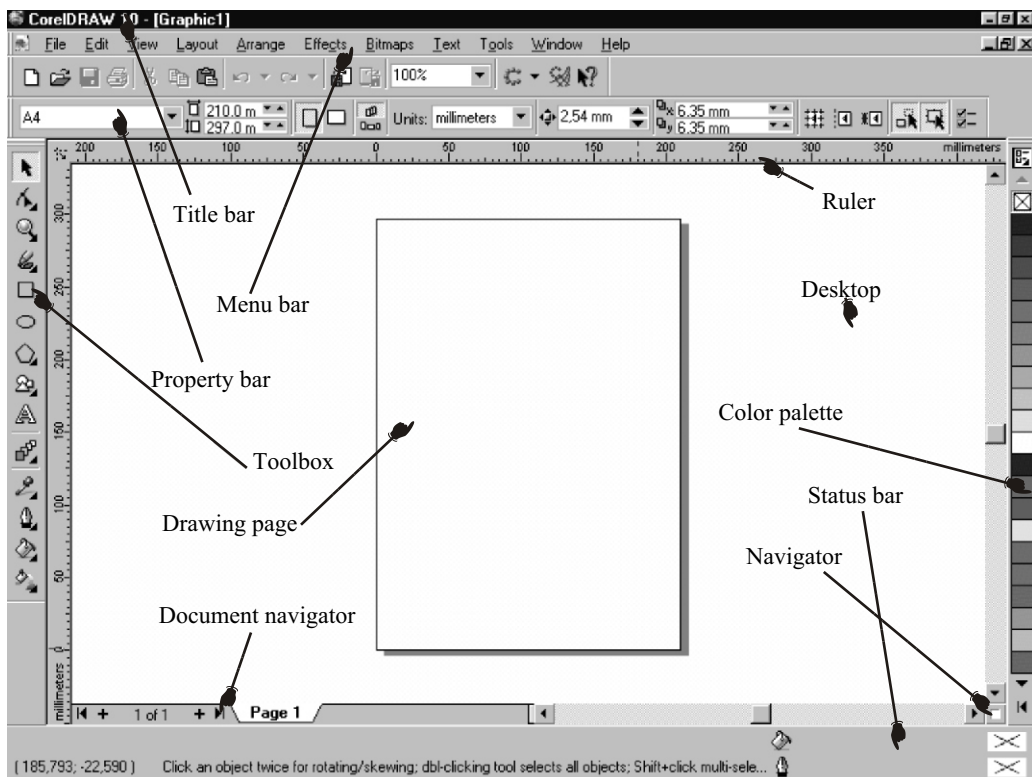
Term	Description
Object	An independent element that you can modify. Objects include images, shapes, lines, curves, symbols, and text.
Drawing	The work you create in CorelDRAW; for example, custom artwork, calendars, posters, and newsletters
Docker window	A window containing available commands in a dialog box that remains open as you work
Flyouts	A button that opens a group of related tools

Term	Description
Scrapbook	A folder filled with clipart, photos, fills, outlines, FTP sites, and other items you can use in your drawings
Thumbnails	Small, low resolution representations of images
Artistic text	A type of text to which you can apply special effects, such as shadows
Paragraph text	A type of text that you can use to add blocks of text, which is useful for drawings such as brochures

Exploring The Work Area

The CorelDRAW work area contains two sets of button tools:

-  Toolbar
-  Toolbox


















Work area element	Function
Title Bar	The area displaying the title of the currently open drawing.
Menu Bar	The area containing menu options.
Tool Bar	A dockable bar that contains shortcuts to menus and commands.
Property Bar	A detachable bar with commands that relate to an active tool or object. For example, when the text tool is active, the property bar displays commands relevant to creating and editing text.
Ruler	A border that is used to determine the size and position of objects in a drawing.
ToolBox	A dockable bar with tools for creating, filling, and modifying objects or page.
Drawing Page	The area in which you create a drawing.
Desktop	The area outside the drawing page.
Color Palette	A dockable bar that contains the current color swatches.
Status Bar	An area that contains information and tips, as well as the current type, size, color, fill, and resolution.
Document Navigator	The area that contains controls for moving between pages and adding pages.
Navigator	A button that opens a smaller display to help you locate an object or area of your drawing.
Docker	A dockable window that contains all available commands for the current object. Some Docker windows provide a visual display area from which you can access elements such as size, color, and orientation. The Scrapbook Docker window is the example shown on this page.

Exploring the toolbar

The toolbar consists of buttons that are shortcuts to many of the menu commands.

Press this button**To**

	Start a new drawing
	Open a drawing
	Save a drawing
	Print a drawing
	Cut selected objects to the Clipboard
	Copy selected objects to the Clipboard
	Paste the Clipboard contents into a drawing
	Undo an action
	Restore a cancelled action
	Import a drawing
	Export a drawing
	Set a zoom level
	Launch Corel applications
	Launch to Corel Graphics Community Web site
	Launch What's This? or context Help

Exploring the toolbox











Flyouts contain a set of related CorelDRAW tools. A small arrow in the right-hand corner of a toolbox button indicates a flyout: for example, the Shape edit flyout. The following table provides descriptions of the tools in the toolbox and its flyouts.













Flyout**Description**

























Lets you access the Shape, Knife, Eraser, and Free transform tools



Lets you access the Zoom and Pan tools

Flyout	Description
	Lets you access the Shape, Knife, Eraser, and Free transform tools
	Lets you access the Zoom and Pan tools
	Lets you access the Freehand, Bezier, Artistic media, Dimension, and Interactive connector tools
	Lets you access the Zoom and Pan tools
	Lets you access the Basic shapes, Arrow shapes, Flowchart shapes, Stars shapes, and Callout shapes tools
	Lets you access the Interactive blend, Interactive contour, Interactive distortion, Interactive envelope, Interactive extrude, Interactive drop shadow, and Interactive transparency tools
	Lets you access the Zoom and Pan tools
	Lets you access an Outline pen dialog, Outline color dialog , Color Docker window and a selection of outlines of various widths
	Lets you access the Fill color, Fountain fill, Pattern fill, Texture fill, Postscript fill dialogs, and the Color Docker window
	Lets you access Interactive fill and Interactive mesh tools

Tool	Description
	The Pick tool lets you select and transform objects.
	The Shape tool lets you edit the shape of objects
	The Knife tool lets you cut through objects
	The Eraser tool lets you remove areas of your drawing
	The Free transform tool lets you transform your object by using the Free rotation, Angle rotation, Scale, and Skew tools
	The Zoom tool lets you change the magnification level in the Drawing window
	The Pan tool lets you move the display of the drawing window
	The Freehand tool lets you draw lines and curves
	The Bezier tool lets you draw curves using a connect-the-dots style of drawing
	The Artistic media tool provides access to the Brush, Sprayer, Calligraphic, and Pressure tools
	The Dimension tool lets you draw vertical, horizontal, slanted, or angular dimension lines
	The Interactive connector tool lets you join two objects with a line

Tool	Description
	The Rectangle tool lets you draw rectangles and squares
	The Ellipse tool lets you draw ellipses and circles
	The Polygon tool lets you draw polygons and stars
	The Spiral tool lets you draw symmetrical and logarithmic spirals
	The Graph paper tool lets you draw a grid of lines similar to that on graph paper
	The Basic shapes tool lets you choose from a full set of shapes, including hexagram, a smiley face, and a right-angle triangle.
	The Arrow shapes tool lets you draw arrows of various shapes, directions, and number of heads.
	The Flowchart shapes tool lets you draw flowchart symbols.
	The Stars shapes tool lets you draw ribbon objects and explosion shapes.
	The Callout shapes tool lets you draw callouts and labels.
	The Text tool lets you type words directly on the screen as artistic text or as paragraph text
	The Interactive blend tool lets you blend two objects
	The Interactive contour tool lets you apply a contour to an object
	The Interactive distortion tool lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object
	The Interactive envelope tool lets you distort an object by dragging the nodes of the envelope that is placed on top of the object
	The Interactive extrude tool lets you apply a third dimension to objects
	The Interactive drop shadow tool lets you apply a drop shadow to an object
	The Interactive transparency tool lets you apply transparencies to objects
	The Eyedropper tool lets you select a fill from an object on the Drawing window
	The Paintbucket tool lets you fill an object on the drawing window after selecting a fill using the Eyedropper tool
	The Outline tool opens a flyout that lets you set the outline properties
	The Fill tool opens a flyout that lets you set the fill properties
	The Interactive fill tool lets you apply various fills
	The Interactive mesh tool lets you apply a mesh grid to an object

What's New

On Screen Look And Feel

Customization

All the commands available in the applications can be displayed in a single list in the Options dialog box, allowing you to customize the menus, toolbox, toolbars, and status bar all at once. You can also drag-and-drop menu items from the menu to a property bar or to another menu by holding down the ALT key.

Common Workspace

The toolbox and all of the menus and property bars have been revisited so that icons and tool placement matches throughout the applications.

Export / Import Workspace

You can export your customized workspace, or portions of it, and share it with others. Also included is a built-in option to export your customized workspace to email.

Productivity and Performance

Undo Docker

A new Undo Docker window, similar to the one found in Corel PHOTO-PAINT keeps track of all the actions you perform, so that you can undo multiple actions in one step or save a series of actions as a Microsoft Visual Basic for Applications script.

Presets

Many of the interactive tools now come with presets that let you view and apply predefined settings for those tools quickly and easily.

Real Time Preview

You can now preview formatting options and effects before applying them to your document using RealTime Preview. You can scroll through and preview formatting options and effects, such as fitting text to a path, and see how they affect the active object or document.

Page Sorter View

The new Page Sorter lets you view thumbnails of all the pages in a document. The Page Sorter has drag-and-drop functionality that allows you to reorder and manage pages in their document. You can also reorder pages by using the page tabs located at the bottom of the workspace.

Import / Export Types

Extensive support for popular file formats have been added, including AutoCAD 2000 (.dxf and .dwg) and Scalable Vector Graphics (.svg).

Tools

Perfect Shapes

The addition of PerfectShapes lets you save time when creating complex objects by giving users a library of ready-made objects in a variety of useful categories, such as arrows, stars, callouts, and flowchart shapes.

Interactive Distortion Tool

Change the shape of an object by manipulating the object's nodes and you can now apply distortions to paragraph frames to achieve interesting text effects.

Interactive Contour Tool

You can now contour an object or group of objects, as well as control the object acceleration and color acceleration of a contour.

Knife Tool And Eraser Tool

The Knife tool and Eraser tool have been enhanced, so you can now use these tools on bitmapped images as well as on vector graphics.

Interactive Extrude Tool

New drag-and-drop functionality you drag colors from the color palette to any of the extruded surfaces and to the bevel. You can also extrude a single object from within a group of objects, or extrude all the objects in the group.

Text Handling

Multilingual Text

CorelDRAW 10 now supports text in multiple languages within the same text box, letting you create and correct multilingual documents without having to change the language of the writing tools.

Selecting And Editing Text

The text cursor now flashes when text is being edited, and there is no longer a white box surrounding text that is being edited.

Format Text Dialog

The Format Text dialog box has been changed to reflect the use of styles and to make it easier to recognize formatting options working at a character level versus a paragraph level.

Quick Correct

Type Assist has been replaced with QuickCorrect, which uses the WordPerfect libraries.

Web Features***Roll Overs***

Create rollover graphics, known as Web Buttons from the Object Properties Docker window, the Internet toolbar, or the Effects menu. Each Web Button can have up to four different states (Normal, Down, Over, and Out) that react to the viewer's mouse actions.

Web Connector Docker

The new Web Connector Docker window lets you browse the World Wide Web right from the application. This lets you connect to Corel's community Web site for graphic designers at <http://www.designer.com/> on the Internet without leaving the application.

Export To HTML (dialog)

The Publish To The Web feature has been enhanced to give you more control over the resulting graphics and HTML code.

HTML Preflight

A Preflight tab has been added to the Publish To the Web dialog, saving you time by providing preflight warnings that will alert you to potential problems prior to publishing to the World Wide Web.

Image Optimizer

Corel Image Optimizer helps you reduce the file size of an image, letting you save bandwidth for faster downloading of Web pages. Image Optimizer lets you see four separate, live previews of possible export modes or other image variations before sending an image to the Internet.

Color And Printing

Color Management

A completely redesigned UI makes color management more intuitive by combining all the essential color management options in one redesigned dialog box. You can now take advantage of the predefined color management styles, or save your own color management profiles.

Color Sliders

New color sliders have been added to the Color Docker window that work with all the standard color models as well as with Web-safe colors.

Print Separations

You can now specify the order of color separations and can align all printers' marks to the edge of a graphic or to the edge of a page.

In-RIP Trapping

You can streamline their workflow by specifying trapping and separations parameters in advance with a full range of In-RIP trapping options for PostScript 3 output devices and In-RIP separations options.

Publish To PDF

You can now embed an ICC color profile, author and keyword information, and any type of file into a PDF file. Fountain fills and Mesh fills are now exported as native PDF 1.3 objects, resulting in smaller file sizes and faster and more accurate rendering.



Getting Started

Chapter II

In this chapter

- ✦ Starting and Opening Drawing
- ✦ Using The Basic Features
- ✦ Undoing, Redoing and Repeating Actions
- ✦ Saving Drawings
- ✦ Closing Drawings and Quitting
- ✦ Specifying the Page Layout
- ✦ Choosing a Page Background
- ✦ Adding, Renaming and Deleting Pages
- ✦ Accessing Drawing Information
- ✦ Setting Up the Rulers
- ✦ Calibrating the Rulers
- ✦ Setting Up the Grid
- ✦ Setting Up Guidelines
- ✦ Setting the Drawing Scale
- ✦ Zooming and Panning
- ✦ Previewing a Drawing
- ✦ Working with Views

Starting and Opening Drawings

CorelDRAW lets you start a new drawing from a blank page, from a template, or from an existing drawing.

A blank page gives you the freedom to specify every aspect of a drawing.

A template provides you with a starting point and leaves the amount of customization to you. The templates included with CorelDRAW are available under the following categories:

- Full page
- Label
- Booklet
- Side-fold
- Web
- Browse

Basing a new drawing on an existing drawing lets you reuse objects and page settings without having to recreate them. CorelDRAW lets you open existing drawings saved to a variety of file formats. For information about the file formats CorelDRAW lets you open, see "File formats."

To Start a Drawing

To

Start a drawing from a blank page
Start a drawing from a template

Do the following

Click **File►New**.
Click **File►New from template**, click the tab that corresponds to the template category you want, and choose a template.



You can specify a layout style (template) by clicking **Layout Page setup**, clicking **Layout** in the list of categories, and choosing a layout style from the **Layout** list box.

To Open a Drawing

1. Click **File**►**Open**.
2. Choose the drive and folder where the drawing is stored.
3. Click a filename.

If you want to view a thumbnail of the drawing, enable the **Preview** check box.

4. Click **Open**.



You can also open a drawing by clicking the **Open** button on the property bar.

To search for clip art, photos, and sound files

1. Click **Window**►**Dockers**►**Scrapbook**►**Search**.
2. Type a search keyword in the Search for text box.
3. Click the **Search** button.
4. Click one of the following buttons to specify how you want the search results displayed:

Large icons
Small icons
List icons
Detail view

To browse for clip art, photos, and sound files

1. Click **Window**►**Docker**► **Scrapbook** **Browse**.
2. Navigate to a file stored on your computer or on the CD installed in your CD drive.



You can browse contents online by clicking the Content on the Web button. You can specify how you want the search results displayed by clicking one of the following buttons: **Large icons**, **Small icons**, **List icons**, **Detail view**.

Using the basic features of CorelDRAW

CorelDRAW has a virtually unlimited number of tools and capabilities to help you create drawings. The following table provides you with the basic features of CorelDRAW so that you can get started.

For information on

See

Drawing lines

Working with lines, outlines, and brush strokes

For information on**See**

Drawing shapes	Drawing shapes
Creating and manipulating objects	Working with objects
Adding color to objects	Filling objects
Adding text to a drawing	Working with text
Creating drawings for use on the World Wide Web	Publishing to the Web
Printing drawings	Printing

Undoing, redoing, and repeating actions

You can undo the actions you perform in a drawing, starting with the most recent action. Reverting to the last saved version of a drawing also lets you remove one or more actions.

If you accidentally undo an action, you can redo it. Customizing the undo settings lets you increase or decrease the number of actions that you can undo or redo.

You can also repeat an action you apply to create a stronger visual effect.

To customize the undo settings

1. Click **Tools**►**Options**.
2. In the list of categories, double-click **Workspace** and click **General**.
3. Type a value in the **Regular** box.



The value you specify is limited only by your computer's memory resources; therefore, the higher the value you specify, the greater the demand on the memory resources.

To undo, redo, and repeat actions

To**Do the following**

Undo an action	Click Edit ► Undo .
Redo an action	Click Edit ► Redo .
Undo or redo a series of actions	Click Tools ► Undo Docker , choose an action from the list, and apply a new action to the drawing.
Revert to the last saved version of a drawing	Click File ► Revert .
Repeat an action	Click Edit ► Repeat .



When you undo a series of actions, all actions listed below the action you choose are undone. When you redo a series of actions, the action you choose and all actions listed between it and the last undone action are redone.



You can also undo or redo a single or series of actions in the **Undo** Docker window, by clicking the last action you want to appear. Actions below the selected action in the list are undone or redone.

Saving drawings

CorelDRAW lets you save a drawing as you work. When you save a drawing for the first time, you must specify a filename, drive, and folder. CorelDRAW offers advanced options that let you assign notes, keywords, and thumbnails to drawings so that you can find them more easily. You can also save textures, blends and extrusions with a drawing. This option increases the size of your drawing, and therefore uses more of your computer's resources. If you want to reduce the size of a drawing, you can rebuild each of these special effects every time you open a drawing as well as compress bitmapped images and vector graphics.

By default, drawings are saved to the CorelDRAW file format; however, advanced save options let you choose other file formats as well. For example, if you want to use a drawing in Corel WordPerfect, you can save it to the Corel WordPerfect Graphic (WPG) format. If you are saving a drawing to use in another application, you must save it to a file format that is supported by that application. You can also save a drawing to a previous version of CorelDRAW.

Drawings can also be saved as templates, letting you create drawings based on the properties of saved drawings.

CorelDRAW also lets you save selected objects in a drawing. If you are working on a large drawing, saving only the selected objects can decrease the time it takes to load a drawing, and reduce the demands on your computer's memory.

To protect changes to a drawing as you work, you can specify autobackup settings. When you save automatically, you specify a time interval in which a backup of the current drawing is saved.

To Save a Drawing

1. Click **File**►**Save**.
2. Choose the drive and folder where you want to save the file.
3. Choose a file type from the **Files of type** list box.
4. Type a filename in the **Filename** box.

If you want to specify advanced settings, click **Advanced**, and specify the settings you want in the **Options** dialog box.

5. Click **Save**.



You can also save a drawing by clicking the Save button on the property bar. You can save a drawing to an earlier version of CorelDRAW by choosing **CDR-CorelDRAW** from the **Files of type** list box and choosing a version number from the **Version** list box.

To save a drawing with a new filename

1. Click **File**►**Save as**.
2. Type a filename in the **Filename** box.
If you want to change the location where the renamed drawing is stored, choose a drive and folder.
3. Click **Save**.

To save a drawing as a template

1. Click **File**►**Save as**.
2. Choose **CDT - CorelDRAW Template** from the **Files of type** list box.
3. Choose the drive and folder where CorelDRAW is installed.
4. Choose the folder where the CorelDRAW templates are stored.
5. Choose a category in which to save the drawing.
6. Type a filename in the **Filename** box.
7. Click **Save**.



In most installations, the folder in which CorelDRAW templates are stored is Program Files/Corel/Graphics10/Draw/Template.

To save only selected objects

1. Select the objects.
2. Click **File**►**Save as**.
3. Enable the **Selected only** check box.
4. Type a filename in the **File name** box.
5. Choose a file type from the **Files of type** list box.
6. Click **Save**.

To specify auto backup settings

1. Click **Tools**►**Options**.
2. In the list of categories, double-click **Workspace**, and click **Save**.
3. Enable the **Auto-backup** check box, and type a value in the **Minutes** box.
4. Enable one of the following options:
Save back-up to same folder as the CDR file-lets you save auto backup drawings in the same location as the original drawing and to the CorelDRAW file format (CDR)
Always back-up to-lets you specify the location where you want to save the auto backup drawings

Closing drawings and quitting CorelDRAW

You can close one or all open drawings at any time. You can also quit CorelDRAW.

To close drawings

To close

One drawing
All open drawings

Do the following

Click **File**►**Close**.
Click **Window**►**Close all**.

To quit CorelDRAW

Click **File**►**Exit**.

Specifying the page layout

You can begin working on a drawing by specifying settings for the size, orientation, and layout style of the page.

There are two options for specifying a page size: choosing a preset page size or creating your own. You can choose from hundreds of preset page sizes ranging from legal paper and envelopes to posters and Web pages. If a preset page size does not meet your needs, you can create a custom page size by specifying a drawing's dimensions.

The orientation of the page can be landscape or portrait. Landscape orientation defines whether the drawing's width is greater than its height, while portrait orientation defines whether the drawing's height is greater than its width. Any pages you add to a drawing project assume the current orientation; however, you can give single pages in a drawing project a different orientation. The options you choose when specifying the page layout can be used as a default for all new drawings you create. You can also adjust the orientation settings of the drawing to match the standard paper size for printing.

To match the orientation settings to the printer settings

1. Click **Layout**►**Page setup**.
2. Enable the **Normal paper** option.
3. Click **Set from printer**.

To set the page size and orientation

To

Choose a preset page size

Specify a custom page size

Set the page orientation for all pages in a drawing

Do the following

Click **Layout**►**Page setup**, and choose a paper type and size from the **Paper** list box. Click **Layout**►**Page Setup**, choose **Custom** from the **Paper** list box, and type values in the **Width** and **Height** boxes. Click **Layout**►**Page Setup**, and enable the **Landscape** or the **Portrait** option.

To

Set the page orientation for an individual page in a drawing

Do the following

Click the bottom half of the **Set default or current page size and orientation button** on the property bar, and click the **Landscape** or **Portrait** button.



You can also specify the page size and orientation for individual pages by clicking **View►Page sorter view**, clicking a page, and specifying your options using the buttons on the property bar.

To start new documents with specific page layout options

1. Click **Tools►Options**.
2. In the list of categories, click **Document**.
3. Enable the **Save options as defaults for new documents** check box.

Choosing a page background

You can choose the color and type of background for a drawing. For example, you can use a solid color if you want a uniform background, or if you want a more intricate or dynamic background, you can use a bitmapped image. Some examples of bitmapped images include textured designs, photographs, and clipart.

When you use a bitmapped image as the background, you must link it to the drawing or embed it in the drawing. If you link a bitmapped image to the drawing and later change the source of that image, the change is automatically applied to the drawing. This means that if you send the drawing to someone else, you must also send all the linked bitmapped images so that the drawing reflects any changes and displays accurately. If you choose to embed a bitmapped image in a drawing, changes to the source image aren't updated in the drawing.

You can also ensure that the bitmapped image used as the background can be printed and exported, and because the bitmapped image is tiled across the drawing page, you can change the size of the bitmapped image to create smaller or larger tiles.

If you no longer need a background, you can remove it.

To use a solid color as the background

1. Click **Layout►Page background**.
2. Enable the **Solid** option.
3. Open the **Color** picker, and click a color.

To remove a background

1. Click **Layout►Page background**.
2. Enable the **No background** option.

To use a bitmapped image as the background

1. Click **Layout**►**Page background**.
2. Enable the **Bitmap** option.
3. Click **Browse**.
4. Choose a file format from the **Files of type** list box.
5. Choose the drive and folder where the file is stored.
6. Double-click the filename.
7. Enable one of the following options:

Linked-links the bitmapped image to the drawing so that changes made to the source file are reflected in the bitmapped image background

Embed-dedembeds the bitmapped image in the drawing so that changes made to the source file are not reflected in the bitmapped image background

If you want the background to be printable and exportable, enable the **Print and export background** check box.

8. Enable one of the following options:

Default size-lets you either tile or crop the bitmapped image to fit the page. If the bitmapped image is larger than the page, the bitmapped image will be cropped. If it's smaller than the page, it will be tiled to create a background.

Custom size-lets you specify the dimensions of the bitmapped image. Type values in the **H** and **V** boxes.



You can specify non-proportional height and width values by disabling the **Maintain aspect ratio** check box.

Adding, renaming, and deleting pages

CorelDRAW lets you add a page to a drawing, rename it anytime, and delete a single page or an entire range of pages.

You can also rearrange the order of pages after you have created a multipage drawing.

To add a page

1. Click **Layout**►**Insert page**.
2. Type the number of pages you want to add in the **Insert pages** box.
3. Enable one of the following options:

Before

After



You can also add pages by clicking the **Add page** button on the Document Navigator, if you're on the first or last page.

You can also choose where to add a page by right-clicking an existing page in the Document Navigator and clicking **Insert page after** or **Insert page before**.

To rename a page

1. Click **Layout►Rename page**.
2. Type the name of the page in the **Page name** box.

To delete a page

1. Click **Layout►Delete page**.
2. In the **Delete page** dialog box, type the number of the page you want to delete.



You can delete a range of pages by enabling the **Through to page** check box and typing the number of the last page in the **Through to page** box.

To rearrange the order of pages

1. Click **View►Page sorter view**.
2. Click and drag a page to its new location.

You can also

Copy a page

Right-click and drag the page you want to copy and click **Copy here** from the pop-up menu.

Return to normal view

Return to normal view Double-click a page to get back to the regular view of that page.



You can also change the layout and orientation of individual pages, by clicking the relevant buttons on the property bar while in Page sorter view.

You can also rearrange the order of pages by clicking and dragging the page tabs on the Document Navigator at the bottom of the drawing window.

Accessing drawing information

You can access drawing information such as the number of pages in a drawing, and the types of objects it contains, as you work. You can also save and print this information.

To access drawing information

1. Click **File►Document info**.
2. Enable the check box beside each type of information you want to display.

You can also

Save drawing information

Click **Save as**, specify a drive, folder, and filename, and click Save.

Print drawing information

Click **Print**

Setting up the rulers

The rulers display in the drawing window by default and can help you size, align, and draw objects precisely. You can hide the rulers or move them to another position in the drawing window. You can also customize the ruler settings to suit your needs. For example, you can set the ruler origin, choose a unit of measure and specify how many marks or ticks display between each full unit mark.

By default, CorelDRAW applies the same units used for the rulers to the duplicate and nudge distances. For more information about nudging, see "Positioning objects." Main You can change the default so that you can specify different units for these and other settings.

To hide or display the rulers

Click **View►Rulers**.

To move a ruler

Hold down **SHIFT** and drag a ruler to a new position in the drawing window.

To customize ruler settings

1. Click **View►Grid and ruler setup**.
2. In the list of categories, click **Rulers**.
3. In the **Units** area, choose a unit of measure from the **Horizontal** list box:
4. In the **Origin** area, type values in the following boxes:

Horizontal origin

Vertical origin

5. Type a value in the **Tick divisions** box.

If you don't want the unit of measure for the placement of duplicate objects and for the nudge value to be the same as the ruler units, disable the **Same units for duplicate distance, nudge and rulers** check box.



You can specify a different unit of measure for each ruler by disabling the **Same units for horizontal and vertical rulers** check box and typing values in the boxes.

You can access ruler settings directly by right-clicking on a ruler and clicking **Ruler setup**. You can specify nudge settings by typing values in the **Nudge, Super nudge, and Micro nudge** boxes.

Calibrating the rulers

You can specify that one inch on your screen equals one inch of "real" distance. You'll find this tool particularly useful if you are drawing in 1:1 Zoom mode, as it lets you work using real world distances as opposed to relative distances that depend on screen resolution.

Before you can perform this procedure, you must have a clear plastic ruler for comparing real-world and on-screen distances. This ruler should use the same unit of measurement you set for the grid and rulers. For information about using the rulers and the grid, see "Setting up the rulers."

To calibrate the rulers to match real world distance

1. Right-click the Zoom tool on the Zoom flyout, and select Properties.
2. Click **Calibrate Rulers**.
3. Place a plastic ruler under the on-screen horizontal ruler.
4. Click the Up or Down Arrow on the **Horizontal** box to match one unit of measurement on the on-screen ruler with one unit of measurement on the actual ruler.
5. Place the ruler beside the on-screen vertical ruler.
6. Click the Up or Down Arrow button on the **Vertical** box to match one unit of measurement on the on-screen ruler with one unit of measurement on the actual ruler.

Setting up the grid

The grid is a series of intersecting dashed lines or dots you can use to precisely align and position objects in the drawing window. You can set the distance between the grid lines or dots by specifying the frequency or spacing. Frequency refers to the number of lines or dots that display between each horizontal and vertical unit. Spacing refers to the exact distance between each line or dot. High frequency values or low spacing values can help you align and position objects more precisely.

You can have objects snap to the grid so that when you move an object it jumps between the nearest grid line or dot.

To display or hide the grid

Click **View▶Grid**.

To set the distance between the grid lines

1. Click **View▶Grid** and ruler setup.
2. Click one of the following options:
Frequency-specifies the grid spacing as a number of lines per unit of measure specified
Spacing-specifies the distance between each grid line
3. Type values in the following boxes:
Horizontal
Vertical

To have objects snap to the grid

1. Click **View▶Snap to grid**.
2. Move the objects using the **Pick** tool.

Setting up guidelines

Guidelines let you align and position objects with precision. There are three types of guidelines: horizontal, vertical, and slanted. By default, CorelDRAW displays guidelines you add to the drawing window; however, you can hide them at any time. You can add a guideline wherever you need one; however, you can also choose to add preset guidelines. There are two types of preset guidelines: Corel presets and user defined presets.

An example of a Corel preset is a guideline that displays within one inch of the page border. User defined presets are guidelines whose location you specify by adding margins and columns.

After you add a guideline, you can select it, move it, rotate it, lock it in place, change its color, or delete it.

You can have objects snap to the guidelines to help you position and align objects more precisely or to center objects to the guidelines.

To hide or display the guidelines

Click **View**►**Guidelines**.

To add a guideline

1. Click **View**►**Guidelines setup**.
2. In the list of categories, click one of the following:
Horizontal
Vertical
Guides
3. Specify the guideline settings you want.
4. Click **Add**.



You can also add a guideline by dragging one from the horizontal or vertical ruler.

To add preset guidelines

1. Click **View**►**Guidelines setup**.
2. In the list of categories, click **Presets**.
3. Enable one of the following options:
Corel presets
User defined presets
4. Enable the check boxes beside each guideline setting you want.

If you enabled the **User defined presets** option, type values in the **Margins**, **Columns** and **Grid** boxes.

5. Click **Apply presets**.

To modify guidelines

To

- Select a single guideline
- Select all guidelines
- Move a guideline

- Rotate a guideline

Do the following

- Click the guideline using the **Pick** tool.
- Click **Edit**►**Select all**►**Guidelines**.
- Drag a guideline to a new position in the drawing window
- Click a guideline twice using the **Pick** tool and rotate it when skewing handles appear.

To**Do the following**

Lock a guideline

Lock a guidelineClick a guideline using the **Pick** tool, and click **Arrange►Lock object**.

Unlock a guideline

Click a guideline using the **Pick** tool, and click **Arrange►Unlock object**.

Delete a guideline

Click a guideline using the **Pick** tool, and press **DELETE**

Delete a preset guideline

Click **View►Guidelines setup**, click **Presets** in the list of categories, and disable the check box beside the appropriate preset.



You can also lock or unlock a guideline by right-clicking the guideline and clicking **Lock** or **Unlock object**.

You can access the guidelines setup directly by right-clicking on a ruler and clicking **Guidelines setup**.

To have objects snap to the guidelines

1. Click **View►Snap to guidelines**.
2. Drag the object to the guideline.

If you want to snap the center of an object to a guideline, select the object and move it over the guideline until its center of rotation snaps to the guideline.

Setting the drawing scale

You can choose a preset or custom drawing scale to relate distances in a drawing to real-world distances. For example, you can specify that one inch in the drawing corresponds to one meter in reality. A preset drawing scale lets you set a typical scale, such as 1:2 or 1:10, while a custom drawing scale lets you set any distance on the page equal to a real-world distance. For example, you can set a more accurate, precise scale that includes decimal numbers, such as 4.5 to 10.6.

Drawing scales are particularly useful if you are creating a technical or architectural drawing with dimension lines. For information about dimension lines, see "Drawing flow and dimension lines."

To choose a preset drawing scale

1. Click **View►Grid and ruler setup**.
2. In the list of categories, click **Rulers**.
3. Click **Edit scale**.
4. Choose a drawing scale from the **Typical scales** list box.

To create a custom drawing scale

1. Click **View►Grid and ruler setup**.
2. In the list of categories, click **Rulers**.
3. Click **Edit scale**.
4. Choose **Custom** from the **Typical scales** list box.
5. Specify the settings you want.



The **Edit scale** button does not display if the ruler's unit of measure is pixels.

If the drawing scale is set to anything other than 1:1, the vertical ruler's units will always be the same as the horizontal ruler units.

Zooming and panning

You can change the view of a drawing by zooming in to get a closer look or by zooming out to see more of the drawing. You can experiment with a variety of zoom options to see the amount of detail you want.

Another way in which you can view specific areas of a drawing is by panning. Panning lets you view areas of the drawing window that aren't displayed at the zoom level you're working with. While you are panning, you can zoom in and out. This saves you from having to alternate between the two tools.

You can also view areas that fall outside the drawing page by using the Navigator in the bottom, right-hand corner of the drawing window. For example, when you work at high magnification levels or with large drawings, you may not be able to see everything in a drawing. The Navigator allows you to jump to a different drawing area without having to adjust the magnification level.

You can customize the default settings for zooming and panning. You can specify whether you want to zoom out by a factor of two, or display a menu of commands that lets you quickly choose from a variety of other zoom levels.

To zoom

1. Open the **Zoom** flyout, and click the **Zoom** tool.
2. On the property bar, click one of the following buttons :

Zoom in

Zoom out

Zoom to selected

Zoom to all objects

Zoom to page

Zoom to page width

Zoom to page height

If you want a different view, you can click the Navigator in the bottom, right-hand corner of the drawing window, holding the mouse button down as you do so, and move the drawing page around in the Navigator pop-up



The **Zoom to selected** and **Zoom to all objects** buttons are available only when you select one or more objects before you open the **Zoom** flyout.



You can also zoom in by opening the **Zoom** flyout, clicking the **Hand** tool, and double-clicking anywhere in the drawing window. To zoom out, right-click with the **Hand** tool.

To pan in the drawing window

1. Open the **Zoom** flyout, and click the **Hand** tool.
2. Drag in the drawing window until the area you want to view displays.

If you want to zoom in or out, double-click or right-click.



You can also get a different view of a drawing by clicking the Navigator in the bottom, right-hand corner of the drawing window, holding the mouse button down as you do so, and moving the cross-haired cursor around in the Navigator pop-up window.

To establish default settings for the Zoom or Hand tool

1. Right-click the **Zoom** tool or the **Hand** tool on the **Zoom** flyout, and select **Properties**.
2. To specify what you want the **Zoom** or **Hand** tool to do when you right-click on it in the drawing window, enable one of the following options:
 - Zoom Out**-zooms out by a factor of two
 - Context Menu**-displays a menu of commands that you can choose from to zoom to a specific level

Previewing a drawing

You can preview a drawing page to see how it will look when you print and export. When you preview a drawing, only the objects on the drawing page and in the immediate area of the drawing window are displayed, and you can see all layers that are set to print in Object Manager. If you want to get a closer look at specific objects in a drawing, you can select and preview them, too. When you preview selected objects, the rest of the drawing is hidden.

Before you preview a drawing, you can specify the preview. The preview mode changes the speed in which your preview displays.

To preview a drawing

Click **View**►**Full-screen preview**.

To preview selected objects

1. Select the objects.
2. Click **View▶Preview selected only**.
3. Click **View▶Full-screen preview**.



You can return to the application window by pressing any key.

You can disable **Preview selected only** mode after you return to the application window by clicking **View▶Preview selected only**.

To specify the preview mode

1. Click **Tools▶Options**.
2. In the list of categories, double-click **Workspace and Display**.
3. Enable one of the following options:
 - Use normal view**-displays the drawing without PostScript fills and high-resolution bitmapped images
 - Use enhanced view**-displays the drawing without PostScript fills



You can have PostScript fills display when you preview in Enhanced mode by enabling the **Show postscript fills in enhanced view** check box.

To view facing pages

1. Click **Layout▶Page setup**.
2. In the list of categories, click **Layout**.
3. Enable the **Facing pages** check box.
4. Choose one of the following settings from the **Start on** list box:
 - Left side**-starts the document on a left-facing page
 - Right side**-starts the document on a right-facing page



You will be unable to view facing pages if the document uses a Tent card or Top fold card layout style, or if it contains multiple page orientations. The Left side option is only available for the Full page and Book layout styles.

To go to a specific page in the document

Click one of the following buttons on the Document Navigator:

First page-moves to the first page in the document

Last page-moves to the last page in the document

Forward one-moves forward one page

Back one-moves back one page

Page number-lets you choose a specific page number to go to

Working with views

As you work, CorelDRAW lets you display a drawing in any of the following modes:

Simple wireframe-displays an outline of the drawing by hiding fills, extrusions, contours, dropshadows, and intermediate blend shapes, also displays the bitmapped images in monochrome

Wireframe-displays an outline of the drawing by hiding fills only

Draft-displays a drawing's fills and bitmapped images using a low resolution

Normal-displays a drawing without PostScript fills and high-resolution bitmapped images

Enhanced-displays a drawing with PostScript fills and high-resolution bitmapped images

The view you choose affects the amount of time it takes for a drawing to refresh or open. For example, a drawing displayed in **Simple wireframe** view takes less time to refresh or open than does a drawing displayed in **Enhanced** view.

You can save a view of any part of a drawing so that you can return to that view later. For example, you can save a view of an object in **Wireframe** view at 230 per cent magnification, and then switch to this specific view at any time.

To save a view

1. Click **Tools**►**View manager**.
2. Use the **Zoom** tools in the **View manager** Docker window to set up a view.
3. Click **Add current view**.`pgx_addview_button`

You can also

Rename a view

Double-click a view name and type a new name.

Delete a saved view

Click a view and click **Delete current view** button.



If you disable the **Page** icon beside a saved view in the **View manager** Docker window, CorelDRAW reverts to the magnification level only, not the page. Similarly, if you disable the **Magnifying glass** icon, CorelDRAW reverts to the page only, not the magnification level.

To switch to a saved view

1. Click **Tools**►**View manager**.
2. Click a view in the **View manager** Docker window.
3. Click the flyout button, and click **Switch to view**.



Drawing

Chapter III

In this chapter

Working with Lines, Outlines and Brush Strokes

CorelDRAW lets you add lines and brush strokes using a variety of techniques and tools. After you draw lines or apply brush strokes to lines, you can format them. You can also format the outlines that surround objects.

Drawing lines

CorelDRAW lets you draw all kinds of different lines, from curved or straight freehand lines to calligraphic lines. Curved freehand lines look hand drawn. If you make a mistake while you're drawing freehand lines, curved or straight, you have the option to erase the most recently created portion of the line.

Another type of line you can draw is a bezier line. You can draw straight or curved segments, adding one segment at a time. Bezier lines have nodes and control points that you can manipulate to shape lines as you draw. You can change the types of nodes after you complete a line. For information about node types, see "Working with curve objects."

CorelDRAW also lets you simulate the effect of a calligraphic pen when you draw lines. Calligraphic lines vary in thickness according to the direction of the line and the angle of the pen nib. By default, calligraphic lines display as closed shapes drawn with a pencil. You can control the thickness of a calligraphic line by changing the angle of the line you draw in relation to the calligraphic angle you choose. For example, when you draw perpendicular to the calligraphic angle, the line is at the maximum thickness specified by the pen width. Lines drawn at the calligraphic angle, however, have little or no thickness. CorelDRAW lets you create pressure-sensitive lines which vary in thickness. You can create this effect using the mouse or a pressure-sensitive pen and graphics tablet. Both methods result in lines with curved edges and varying widths along a path. For information about using a pressure-sensitive pen on a graphics tablet, see the manufacturer's instructions.

CorelDRAW provides preset lines that let you create thick strokes in a variety of shapes. After you draw a calligraphic or preset line, you can apply a fill to it as you would to any other object. For information about applying fills, see "Filling objects."

- ✦ Working with Lines, Outlines and Brush Strokes
- ✦ Drawing Shapes
- ✦ Working with Objects
- ✦ Shaping Objects
- ✦ Creating Web-enabled Objects

To draw a straight or curved line

To draw

A straight line

A curved line

Do the following

Open the **Curve** flyout, and click the **Freehand** tool. Click where you want to start the line, and click where you want to end it.

Open the **Curve** flyout, and click the **Freehand** tool. Click and drag across the drawing page.



You can constrain the angle at which you draw a straight line by holding down **CTRL** as you drag.

You can erase a portion of a curved line before you release the mouse button by holding down **SHIFT** and dragging back over the line.

You can use these procedures to add segments to a selected line by clicking the line's end node and dragging. If you want to draw a closed shape, draw a line connecting the end node to the beginning node.

To draw bezier lines

To draw

A straight or jagged bezier line

A curved bezier line

Do the following

Open the **Curve** flyout, and click the **Bezier** tool. Click where you want to start the line, and click where you want to change direction. Press **SPACEBAR** to finish the line.

Open the **Curve** flyout, and click the **Bezier** tool. Click and drag to shape the line.



You can draw a closed shape while you draw a bezier line, by clicking the first node created.

To draw a calligraphic line

1. Open the **Curve** flyout, and click the **Artistic media** tool.
2. Click the **Calligraphic** button on the property bar.
3. Type a value in the **Calligraphic angle** box on the property bar.
If you want to smooth the edges of the line, type a value in the **Freehand smoothing** box on the property bar.
4. Drag until the line is the shape you want.
If you want to set the width of the line, type a value in the **Artistic media** tool width box on the property bar.



The width you set is the maximum line width. The angle of the line you draw in relation to the calligraphic angle determines the line's actual width.



You can also access calligraphic lines by clicking **Effects►Artistic media**, and specifying the settings you want in the **Artistic media** Docker window.

To draw a pressure-sensitive line

1. Open the **Curve** flyout, and click the **Artistic media** tool.
2. Click the **Pressure** button on the property bar.
If you want to smooth the edges of the line, type a value in the **Freehand smoothing** box on the property bar.
3. Drag until the line is the shape you want.
If you want to change the width of the line, type a value in the **Artistic media** tool width box on the property bar.



The width you set represents the line's maximum width. The amount of pressure you apply determines the line's actual width.



If you are using the mouse, press the **UP ARROW** or **DOWN ARROW** to vary the pen pressure, and, therefore, the width of the line.

You can also access pressure-sensitive lines by clicking **Effects►Artistic media**, and specifying the settings you want in the **Artistic media** Docker window.

To draw a preset line

1. Open the **Curve** flyout, and click the **Artistic media** tool.
2. Click the **Preset** button on the property bar.
3. Choose a preset line shape from the Preset stroke list list box.
If you want to smooth the edges of the line, type a value in the **Freehand smoothing** box on the property bar.
4. Drag until the line is the shape you want.
If you want to set the width of the line, type a value in the **Artistic media** tool width box on the property bar.

Formatting lines and outlines

You can change the appearance of both lines and outlines. For example, you can specify their color, width, style, corner shape, and cap style. You can also remove a line or outline, and you can create your own line or outline style by adjusting the distance between segments in the line.

CorelDRAW also lets you copy customized outlines to other objects, convert outlines to objects so that you can apply a fill to them, and create calligraphic outlines.

Setting the miter limit for outlines lets you specify whether the spike that forms when two lines meet at a sharp angle is either mitered (pointed) or beveled (squared-off).

To specify line and outline settings

1. Select an object.
2. Open the **Outline tool** flyout, and click the **Outline tool**.
3. Specify the settings you want.

You can also

Create a new line style

Edit an existing line style

Do the following

Click **Edit style** and adjust the slider in the **Edit line style** dialog box. By clicking the boxes to the left of the slider, you can specify the placement and frequency of the dots in the new line style you create.

Choose a line style from the **Style** list box and click **Edit style**. Create a new line style in the **Edit line style** dialog box, and click **Replace**.



You can change the outline color of a selected object by right-clicking a color on the color palette.

You can choose a default line and outline color by clicking a blank area on the drawing page, right-clicking a color on the color palette, and enabling any of the following check boxes:

Graphic, **Artistic text**, or **Paragraph text**.

To copy an outline to another object

1. Open the **Eyedropper** flyout, and click the **Eyedropper** tool.
2. Click the **Eyedropper fill/outline** button on the property bar.
3. Click the edge of the object whose outline you want to copy.
4. Open the Eyedropper flyout, and click the **Paintbucket** tool.
5. Click the edge of the object to which you want to copy the outline.



The color of copied outlines may not match the color of the original outline. In some cases, the closest equivalent RGB color displays.

To convert an outline to an object

1. Select an object.
2. Click **Arrange**►**Convert outline to object**.

To create a calligraphic outline

1. Select an object.
2. Open the **Outline tool** flyout, and click the **Outline pen dialog** button.
3. In the **Corners area**, enable a corner style option.
4. Type a value in the **Stretch** box.
5. Type a value in the **Angle** box.

To set the miter limit

1. Click **Tools**►**Options**.
2. In the list of categories, double-click **Workspace**, and click **Edit**.
3. Type a value the **Miter limit** box.

Applying brush strokes

CorelDRAW lets you apply a variety of preset brush strokes, ranging from strokes with arrowheads to ones that are filled with rainbow patterns. When you draw a preset brush stroke, you can specify some of its attributes. For example, you can change the width of a brush stroke and specify its smoothness.

You can also create custom brush strokes using an object or a group of objects. For information about grouping objects, see "Grouping and combining objects." The objects that you use to create a brush stroke can be vector objects or bitmapped images, including those with dropshadows or transparencies. When you create a custom brush stroke, you can save it as a preset.

To apply a preset brush stroke

1. Open the **Curve** flyout, and click the **Artistic media** tool.
2. Click the **Brush** button on the property bar.
3. Choose a brush stroke from the **Brush stroke** list box.
If you want to smooth the edges of the brush stroke, type a value in the **Freehand smoothing** box on the property bar.
4. Drag until the stroke is the shape you want.
If you want to set the width of the stroke, type a value in the **Artistic media tool width** box on the property bar.



You can apply a brush stroke that isn't listed in the **Brush stroke** list box by clicking the **Browse** button on the property bar, and locating the brush stroke file.



You can create custom brush strokes by clicking **Effects►Artistic media**, and specifying the settings you want in the **Artistic media** Docker window.

Drawing shapes

CorelDRAW lets you draw basic shapes, which you can transform using special effects and reshaping tools.

Drawing rectangles and squares

CorelDRAW lets you draw rectangles and squares. After you draw a rectangle or square, you can reshape it by rounding one or more of its corners.

To draw a rectangle or a square

To draw a	Do the following
Rectangle	Click the Rectangle tool, and drag in the drawing window until the rectangle is the size you want.
Square	Click the Rectangle tool, hold down CTRL , and drag diagonally in the drawing window until the square is the size you want.



You can draw a rectangle or a square from its center outward by holding down **SHIFT** as you drag.

You can draw a rectangle that covers the drawing page by double-clicking the **Rectangle** tool.

To round the corners of a rectangle or a square

1. Open the **Shape** flyout, and click the **Shape** tool.
2. Click a rectangle or a square.
3. Drag a corner node along the outline of the shape.



To round a single corner of a rectangle or a square, click a node with a **Shape** tool, pause and drag along the outline of the shape.

Drawing ellipses, circles, arcs, and wedges

You can draw an ellipse or circle and change the shape into an arc or wedge. You can also change the direction of arcs and wedges.

To draw an ellipse or a circle

To draw

An ellipse

A circle



You can draw an ellipse or a circle from its center outward by holding down **SHIFT** as you drag.

Do the following

Click the **Ellipse** tool, and drag in the drawing window until the ellipse is the shape you want.
Click the **Ellipse** tool, hold down **CTRL**, and drag in the drawing window until the circle is the size you want.

To draw an arc or a wedge

To draw a

An arc

A wedge



You can change the direction of a selected arc or a wedge by clicking the **Clockwise/counter clockwise arcs or pies** button on the property bar.

You can constrain the movement of the node to 15-degree increments by holding down **CTRL** as you drag.

Do the following

Open the **Shape** flyout, and click the **Shape** tool.
Click the node of the ellipse or circle, and drag outside the shape's perimeter.
Open the **Shape** flyout, and click the **Shape** tool.
Click the node of the ellipse or circle, and drag inside the shape's perimeter.

Drawing polygons and stars

CorelDRAW lets you draw polygons and stars and then reshape them. For example, you can convert polygons to stars and stars to polygons, change the number of sides on a polygon or the number of points on a star, and sharpen the points of a star.

Changes made to a single node of a polygon or star can be applied to all other nodes so that all changes are symmetrical.

To draw a polygon or a star

To draw a

Polygon

Star

Do the following

Open the **Object** flyout, click the **Polygon** tool, and drag in the drawing window until the polygon is the size you want.

Open the **Object** flyout, click the **Polygon** tool, drag in the drawing window until the polygon is the size you want, and click the **Star** button on the property bar.



You can draw a polygon or a star from its center by holding down **SHIFT** as you drag. You can draw a symmetrical polygon or a star from its center by holding down **CTRL** as you drag.

To reshape a polygon or a star

To

Do the following

Change a polygon to a star or a star to a polygon
 Change the number of sides of a polygon or number of points on a star
 Sharpen a star's points

Select a polygon or a star, and click the **Polygon/star** button on the property bar.
 Select a polygon or star, type a value in the **Number of points on polygon** box on the property bar, and press **ENTER**.
 Select a star, and move the **Sharpness** slider on the property bar.



The **Sharpness** slider displays only if the star you select has at least seven points. The sensitivity of the slider increases with the number of points.

Drawing spirals

You can draw two types of spirals: symmetrical and logarithmic. Symmetrical spirals expand evenly so that the distance between each revolution is equal. Logarithmic spirals expand with increasingly larger distances between revolutions. You can set the rate by which a logarithmic spiral expands outward.

To draw a spiral

1. Open the **Object** flyout, and click the **Spiral** tool.
2. Type a value in the **Spiral revolutions** box on the property bar.
3. On the property bar, click one of the following buttons:

Symmetrical spiral

Logarithmic spiral

If you want to change the amount by which the spiral expands as it moves outward, move the **Spiral expansion** slider.

4. Drag diagonally in the drawing window until the spiral is the required size.



You can draw a spiral from its center outward by holding down **SHIFT** as you drag. You can also draw a spiral with even horizontal and vertical dimensions by holding down **CTRL** as you drag.

Drawing grids

You can draw a grid and set the number of rows and columns. A grid is a grouped set of rectangles, which you can break apart.

To draw a grid

1. Open the **Object** flyout, and click the **Graph paper** tool.
2. Type values in the top and bottom portions of the **Graph paper columns and rows** box on the property bar.
The value you type in the top portion specifies the number of columns; the value in the bottom portion specifies the number of rows.
3. Position the cursor where you want the grid to appear.
4. Drag diagonally to draw the grid.
If you want to draw the grid from its center point outward, hold down **SHIFT**.



You can break apart a grid into its component rectangles by selecting the grid with a **Pick** tool and clicking **Ungroup** on the Group property bar.

Drawing pre-defined shapes

You can draw pre-defined shapes, such as basic shapes, arrows, stars, and callouts using the Perfect Shapes collection. Basic shapes, arrows shapes, star shapes, and callout shapes have glyphs which let you modify their appearance. The right-angle, heart, lightning bolt, and explosion shapes do not have glyphs.

You can add text to the inside or outside of the shape. For example, you might want to put a label inside a flowchart symbol or a callout.

To draw a pre-defined shape

1. Open the **Perfect shapes** flyout, and click one of the following tools:
Basic shapes
Arrows shapes
Flowchart shapes
Star shapes
Callout shapes
2. Open **Perfect shapes** picker on the property bar, and click a shape.
3. Drag in the drawing window until the shape is the size you want.

To change a pre-defined shape using its glyphs

1. Select a shape with a glyph.
2. Drag a glyph until the shape is the form you want.



Flowchart shapes do not have glyphs.

To add text to a pre-defined form

1. Click the **Text** tool.
2. Position the cursor inside the shape's outline until it changes to a **Text cursor** box.
3. Type and format the font inside the shape.

Working with objects

Working with objects is an essential part of creating drawings.

Selecting objects

Before you can change an object, you must select it. You can select visible objects, hidden objects, and a single object in a group or a nested group. You can also select all objects at once.

To select objects

To select	Do the following
An object	Click an object with the Pick tool.
Multiple objects	Hold down SHIFT , and click each object you want to select. Press TAB until a selection box displays around the object you want to select.
An object, starting with the first object created and moving toward the last object created	Press SHIFT + TAB until a selection box displays around the object you want to select.
An object, starting with the last object created and moving toward the first object created	Press SHIFT + TAB until a selection box displays around the object you want to select.
All objects	Click Edit ▶ Select all ▶ Objects .
An object in a group	Hold down CTRL , and click an object in a group.
An object in a nested group	Hold down CTRL , and click an object you want to select until a selection box displays around it.
A hidden object	Hold down ALT , and click the topmost object until a selection box displays around the hidden object you want to select.
Multiple hidden object	Hold down ALT + SHIFT , and click the topmost object until a selection box displays around the hidden objects you want to select.
A hidden object in a group	Hold down CTRL + SHIFT , and click the topmost object until a selection box displays around the hidden object you want to select.



The status bar displays a description of each hidden object as you select it.



You can also select one or more objects by dragging around the object or objects with the **Pick** tool.

To deselect objects

To deselect

A single object

A single object in multiple selected objects

Do the following

Click the **Pick** tool, and click a blank space in the drawing window.

Hold down **SHIFT**, and click the object using the **Pick** tool.

Copying, duplicating, and deleting objects

CorelDRAW gives you two ways to copy objects. You can cut or copy an object to place it on the Clipboard and paste it into a drawing or you can duplicate an object.

You can copy entire objects or just their fill properties. Cutting an object to the Clipboard removes it from the drawing; copying an object to the Clipboard leaves the original in the drawing; and duplicating an object places a copy directly in the drawing window, not the Clipboard.

You can create a transformed duplicate of an object while keeping the original object intact. If you decide that you want to keep the original object, you can delete the duplicate. Duplicating an object is also faster than cutting and pasting.

When you no longer need an object, you can delete it.

To place an object on the Clipboard

1. Select an object.
2. Click **Edit**, and click one of the following:

Cut

Copy



You can also cut or copy an object by right-clicking the object and clicking **Cut** or **Copy**.

To paste an object into a drawing

Click **Edit**►**Paste**.

To duplicate an object

1. Select an object.
2. Click **Edit**►**Duplicate**.

To copy an object's fill properties to another object

1. Click the **Pick** tool.
2. Select the object to which you want to copy another object's properties.
3. Click **Edit**►**Copy properties from**.
4. Enable any of the following check boxes:
 - Outline pen**
 - Outline color**
 - Fill**
 - Text properties**
5. Click **OK**.
6. Click the object whose properties you want to copy.

To create a transformed duplicate

1. Select an object.
2. Click **Window**►**Toolbars**►**Transform**.
3. Click **Apply to duplicate** on the **Transform** toolbar.
4. Type new values in the **Transform** toolbar boxes, then press **ENTER**.



You can clear a transformation by selecting an object and clicking **Under arrange**►**Clear transformations**.

To delete an object

1. Select an object.
2. Click **Edit**►**Delete**.



You can also delete an object by right-clicking the object and clicking **Delete**.

Positioning objects

You can position objects by dragging them to a new location, by nudging, or by specifying their horizontal and vertical position.

The values you set in super nudging, and micro nudging allow you to move objects into place by increments. By default, you can nudge objects in 0.1-inch increments, but you can change the nudge values to suit your needs.

When you specify the position of an object, you can set horizontal and vertical coordinates that are relative to the object's center anchor point or to another anchor point. You can also position objects by placing them at specific horizontal and vertical coordinates in the drawing window according to the center or one that you specify in the object.

By default, the point of origin (0,0) is at the lower left corner of the drawing page. When you enable the **Relative position** check box in the **Transformation** Docker window, the **H** and **V** boxes identify the position of the center anchor point as 0,0. When you specify a different position using the **H** and **V** boxes, the values represent a change from the object's current position as measured from the center anchor point.

To move an object

Drag an object to a new position in the drawing.



You can move an object to another page by dragging the object to a page number tab.

To nudge an object

To	Do the following
Nudge a selected object by the nudge distance	Press an Arrow key.
Nudge a selected object by a fraction of the nudge distance	Hold down CTRL , and press an Arrow key.
Nudge a selected object by a multiple of the nudge distance	Hold down SHIFT , and press an Arrow key.

To set nudge distances

1. Click **Tools**►**Options**.
2. In the list of categories, double-click **Document** and click **Rulers**.
3. Type a value in the **Nudge** box.
4. Type a value in either the **Super nudge** or the **Micro nudge** box.
5. Choose a unit of measure from the **Units** list box.



You can also set the nudge distance by deselecting all objects and typing a value in the **Nudge Offset** box in the property bar.

To position an object

1. Select an object.
2. On the property bar, type values in the following stacked boxes:
x-lets you position the object on the x axis
y-lets you position the object on the y axis
3. Press **ENTER**.

To position an object using a different anchor point

1. Select an object.
2. Click **Window**►**Dockers**►**Transformations** **Positions**.
3. Disable the **Relative position** check box.
4. Type value in the following boxes:
H-lets you specify a value for the horizontal position of an object
V-lets you specify a value for the vertical position of an object
5. Enable the check box that corresponds to the anchor point that you want to set.
6. Click **Apply**.

Sizing and scaling objects

CorelDRAW lets you size and scale objects. In both cases, you change the dimensions of an object proportionally by preserving its aspect ratio. You can size an object's dimensions by specifying values or changing the object directly. Scaling changes an object's dimensions by a specified percentage.

You can change an object's anchor point from its center to any of its eight selection handles. CorelDRAW also lets you reset the anchor point to the center of an object.

To size an object

To	Do the following
Size a selected object	Drag any of the corner selection handles.
Size a selected object from its center	Hold down SHIFT , and drag one of the selection handles.
Size a selected object to a multiple of its original size	Hold down CTRL , and drag one of the selection handles.
Stretch a selected object as you size it	Hold down ALT , and drag one of the selection handles.



You can also set a precise size for the object by typing values in the **Object size** boxes on the property bar.

To scale an object

1. Select an object.
2. Click **Window** ▶ **Dockers** ▶ **Transformations** ▶ **Scale**.
3. Type values in the following boxes:

H-lets you specify a percentage by which you want to scale the object horizontally

V-lets you specify a percentage by which you want to scale the object vertically

If you want to change the object's anchor point, enable the check box that corresponds to the anchor point you want to set.



You can also scale an object by dragging a selection handle.

If you want to maintain the aspect ratio, disable the **Non-proportional** check box.

Skewing and stretching objects

You can skew and stretch objects in CorelDRAW. When you skew an object, you specify the degree by which you want to slant the object.

Stretching changes an object's vertical and horizontal dimensions nonproportionally. You can stretch an object from its center and in increments of 100%.

CorelDRAW also lets you change the skew anchor point of an object from its default center position. If you move the skew anchor point, you can reset it to the center again.

To skew an object

1. Select an object.
2. Click **Window**►**Dockers**►**Transformations** **Skew**.
3. Type a value in one or both of the following boxes:
 - H**-lets you specify the number of degrees by which you want to skew the object horizontally
 - V**-lets you specify the number of degrees by which you want to skew the object vertically
4. Click **Apply**.



You can also skew an object interactively by dragging one of its skew handles.

To stretch an object

1. Select an object.
2. Click **Window**►**Dockers**►**Transformations** **Size**.
3. Enable the **Non-proportional** check box.

If you want to change the object's anchor point, enable the check box that corresponds to the anchor point you want to set.
4. Type a value in one of the following boxes:
 - H**-lets you specify the width of a selected object
 - V**-lets you specify the height of a selected object
5. Click **Apply**.

You can also

Stretch an object from its center

Stretch an object in increments of 100%

Do the following

Hold down **SHIFT**, and drag a corner selection handle

Hold down **CTRL**, and drag a corner selection handle.



To revert the object to its original one-to-one proportions before transforming it again, you must disable the **Non-proportional** check box, and then re-type the equal values.



You can stretch an object non-proportionally by holding down **ALT** and drag a corner selection handle.

Rotating and mirroring objects

CorelDRAW lets you rotate and create mirror images of objects.

You can rotate an object in a drawing by specifying horizontal and vertical coordinates. You can move the center of rotation to a specific ruler coordinate or to a point that is relative to the current position of the object depending on the effect you are creating.

Mirroring an object horizontally flips it from left to right, top to bottom, or vice versa. By default, the mirror anchor point is in the center of the object.

To rotate an object

1. Select an object.
2. Click **Window▶Dockers▶Transformations ▶ Rotate**.
3. Disable the **Relative center** check box.
To rotate an object around a point relative to its current position, enable the Relative center check box.
4. Type a value in the **Angle** box.
5. Type values in any of the following boxes:
H-lets you specify the horizontal coordinates around which you want to rotate the object
V-lets you specify the vertical coordinates around which you want to rotate the object
6. Click **Apply**.



You can also rotate a selected object by dragging a rotation handle clockwise or counterclockwise.

To rotate an object around a ruler coordinate

1. Select an object.
2. Open the **Shape edit** flyout, and click the **Free transform** tool.
3. Disable the **Relative to object** button on the property bar.
4. Type values in one or both of the following **Center of rotation position** boxes:
X-lets you specify the object's position on the horizontal ruler
y-lets you specify the object's position on the vertical ruler
5. Type a value in the **Angle of rotation** box on the property bar.
6. Press **ENTER**.

To mirror an object

1. Select an object.
2. Click **Window▶Dockers▶Transformation Scale**.
3. Click one of the following buttons:
Horizontal mirror-lets you flip the object left to right
Vertical mirror-lets you flip the object top to bottom
4. Enable the check box that corresponds to the anchor point you want to set.
5. Click **Apply**.



You can also mirror a selected object by holding down **CTRL** and dragging a selection handle to the opposite side of the object.

Changing the order of objects

You can change the stacking order of objects on a layer by sending objects to the front or back, or behind or in front of other objects. You can also position objects precisely in the stacking order, as well as reverse the stacking order of multiple objects.

To change the order of an object

1. Select an object.
2. Click **Arrange►Order**, and click one of the following:
 - To front**-moves the selected object to the front of all other objects.
 - To back**-moves the selected object behind all other objects.
 - Forward one**-moves the selected object forward one position
 - Back one**-moves the selected object behind one position
 - In front of**-moves the selected object in front of a specific object
 - Behind**-moves the selected object behind a specific object

To reverse the order of multiple objects

1. Select the objects.
2. Click **Arrange►Order►Reverse order**.

Grouping and combining objects

You can group and combine objects in CorelDRAW.

When you group two or more objects, they are treated as a single unit. This lets you apply the same formatting, properties, and other changes to all the objects within the group at the same time. CorelDRAW also lets you group grouped objects to create nested groups.

If you want to edit an object in a group individually, you can ungroup the objects. You can also add and delete objects to and from a group.

Combining two or more objects creates a single object with common fill and outline attributes. You can combine rectangles, ellipses, polygons, stars, spirals, graphs, or text. CorelDRAW converts these objects to a single curve object. If you need to modify the attributes of an object that is combined, you can break the combined object apart.

To group objects

1. Select the objects.
2. Click **Arrange►Group**.
You can create a nested group, by selecting two or more groups of objects and clicking **Arrange►Group**.



You can select objects from different layers and group them; however, once grouped, the objects will reside on the same layer.



You can also group objects by clicking **Window►Dockers►Object manager**, and dragging an object's name in the **Object manager** Docker window over the name of another object.

To add an object to a group

1. Click **Window▶Dockers▶Object manager**.
2. In the **Object manager** window, drag the name of the object to the name of the group you want to add it to.
If you're removing an object from a group, click the object in the object list, and drag it out of the group.
If you want to delete an object from a group, select the object in the object list and click **Edit▶Delete**.

To remove an object from a group

1. Click **Window▶Dockers▶Object manager**.
2. Double-click the name of the group in the **Object manager** Docker window.
3. Drag an object from the group to a position outside the group.

To ungroup objects

1. Select a grouped object or all grouped objects.
2. Click **Arrange▶Ungroup**.



You can also ungroup objects by clicking the **Ungroup all** button on the property bar.

To combine objects

1. Select the objects.
2. Click **Arrange▶Combine**.



Combined text objects become larger blocks of text



You can also combine selected objects by clicking the **Combine** button on the property bar.

To break apart combined objects

1. Select a combined object.
2. Click **Arrange▶Break apart**.



If you break apart a combined object that contains artistic text, the text breaks apart into lines first, then into words. Paragraph text breaks into separate paragraphs.

Aligning, distributing, and snapping objects

CorelDRAW lets you align and distribute objects in a drawing.

Aligning objects lines any series of objects precisely. You can, for example, align a series of objects horizontally and vertically.

You can distribute objects at equal intervals in a specified area.

Snapping links one object to another. For example, a callout snapped to an object will move with that object.

To align a series of objects

1. Select the objects.
2. Click **Arrange**►**Align and Distribute**.
3. Click the **Align** tab.
4. Enable the check boxes that correspond to the horizontal and vertical alignment you want.
If you want to align objects vertically, enable the **Left**, **Center**, or **Right** check box.
5. In the **Align** area, enable one of the following check boxes:

Edge of page-aligns objects with the edge of the page

Center of page-centers objects on the page

Align to grid-aligns objects with the nearest grid line



You can also align objects by selecting them and clicking the **Align** button on the property bar.

To distribute objects

1. Select the objects.
2. Click **Arrange**►**Align and Distribute**.
3. Click the **Distribute** tab.
4. Enable the check boxes that correspond to the distribution you want.
5. In the **Distribute** area, enable a check box that corresponds to the distribution area.



Click the **Preview** button to preview the distributed object.

To snap objects

1. Select the objects.
2. Click **View**►**Snap to objects**.

Cloning objects

When you clone an object, you create a copy of an object that is linked to the original. Any changes to the original (or master) object will be reflected automatically in the clone (copy). You can, however, change the clone independently. If you want, you can remove those changes by reverting back to the original.

To clone an object

1. Select an object.
2. Click **Edit►Clone**.

You can also

Specify a clone's master object
Specify a master's clone object

Right-click the clone, and click **Select master**.
Right-click the master, and click **Select clones**.

To revert to a clone's master

1. Right-click a modified clone, and click **Revert to master**.
2. Enable any of the following check boxes:
 - Clone fill**-restores the master fill attributes
 - Clone outline**-restores the master outline attributes
 - Clone path shape**-restores the master shape attributes
 - Clone transformations**-restores the master shape and size attributes
 - Clone bitmap color mask**-restores the master color settings



If you change a clone's attribute, that attribute will be no longer linked with the master. You can only restore attributes that have changed from the master object's properties.

Shaping objects

CorelDRAW lets you shape objects in various ways.

Applying distortion effects

You can apply three types of distortion effects to shape objects.

Distortion effect	Description
Push and pull	Lets you push the edges of an object in or pull the edges of an object out
Zipper	Lets you apply a saw tooth effect to the edges of the object. You can adjust the amplitude and frequency of the effect.
Twister	Lets you rotate an object to create a swirl effect. You can choose the direction of the swirl, as well as the origin, degree, and amount of rotation.

After you distort an object, you can change the effect by altering the center of distortion. This point is identified by a diamond-shaped handle, around which a distortion appears. It is similar to a mathematical compass, where the pencil moves around a stationary point. You can place the center of distortion anywhere in the drawing window, or choose to center it in the middle

of an object so that the distortion is distributed evenly and the shape of the object changes in relation to its center.

You can create an even more dramatic effect by applying a new distortion to an already distorted object. You don't lose the effect of the original distortion if, for example, you apply a zipper distortion on top of a twister distortion.

To distort an object

1. Open the **Interactive tool** flyout, `pgx_interactive_flyout` and click the **Interactive distortion tool**.
2. On the property bar, click one of the following buttons and specify the settings you want:
Push and pull distortion
Zipper distortion
Twister distortion
3. Click where you want to place the center of distortion.
4. Drag until the object is the shape you want.

You can also

Change the center of distortion

Drag the diamond-shaped position handle to a new location.

Adjust the number of points on a zipper distortion

Move the slider on the center of the distortion handle.



You can reapply the effects to distorted objects.



You can center a distortion by clicking the **Center distortion** button on the property bar.

To remove a distortion

1. Select a distorted object.
2. Click **Effects**►**Clear distortion**.



Removing a distortion this way clears the most recent distortion you've applied.



You can also remove a distortion from a selected object by clicking the **Clear distortion** button on the property bar.

To copy a distortion

1. Select the object to which you want to copy a distortion.
2. Click **Effects**►**Copy effect Distortion from**.
3. Click a distorted object.

Shaping objects using envelopes

CorelDRAW lets you shape objects, including lines, artistic text, and paragraph text frames by applying envelopes to them. Envelopes are made of multiple nodes that you can move to shape the envelope, and as a result, change the shape of the object. You can apply a basic envelope that conforms to the shape of an object or a preset envelope. After you apply an envelope, you can edit it, or add a new envelope to continue changing the object's shape. CorelDRAW also lets you copy and remove envelopes.

You can edit an envelope by adding and positioning its nodes. Adding nodes gives you more control over the shape of the object contained in the envelope. CorelDRAW also lets you delete nodes, move multiple nodes simultaneously, change nodes from one type to another, and change a segment of an envelope to a line or curve. For more information about the different types of nodes, see "Working with curve objects."

You can also change the mapping mode of an envelope to specify how the object fits to the envelope. For example, you can stretch an object to fit the basic dimensions of the envelope, and then apply the horizontal mapping mode to compress it horizontally so that it fits the shape of the envelope.

To apply an envelope

1. Select an object.
2. Open the **Interactive tools** flyout, and click the **Interactive envelope** tool.
3. On the property bar, click one of the following buttons:
 - Envelope straight line mode**—creates envelopes based on straight lines, adding perspective to objects
 - Envelope single arc mode**—creates envelopes with an arc shape on one side, giving objects a concave or convex appearance
 - Envelope double arc mode**—creates envelopes with an S shape on one or more sides
 - Envelope unconstrained mode**—creates freeform envelopes, that let you change the properties of the nodes, glos_nodes and add and delete the nodes
4. Drag the nodes to shape the envelope.
If you want to reset the envelope, press **ESC** before releasing the mouse.

You can also

Apply a preset envelope

Click the **Add preset** picker on the property bar and click an envelope shape.

Apply an envelope to an object with an envelope

Click the **Add new envelope** button on the property bar, and drag the nodes to change the shape of the envelope.

Remove an envelope

Click **Effects** ▶ **Clear envelope**.



You can prevent the object's straight lines from being converted to curves by enabling the **Keep lines** button on the property bar.

To copy an envelope

1. Select an object.
2. Click **Effects**►**Copy effect Envelope from**.
3. Select the object from which you want to copy the envelope.



You can also copy an envelope by selecting an object, clicking the **Copy envelope properties** button on the property bar, and selecting an object with the envelope you want to copy.

To edit an envelope's nodes and segments

1. Open the **Interactive tools** flyout, click the **Interactive envelope** tool,
2. Select an object with an envelope.
3. Double-click the envelope to add a node or double-click a node to delete it.

You can also

Move several envelope nodes at once	Click the Envelope unconstrained mode button on the property bar, marquee select the nodes you want to move, and drag any node to a new position.
Move opposing nodes an equal distance in the same direction	Hold down SHIFT , select two opposing nodes, and drag them to a new position.
Move opposing nodes an equal distance in the opposite direction	Click the Envelope unconstrained mode button on the property bar so that it appears raised, hold down SHIFT , select two opposing nodes, and drag them to a new position.
Change an envelope node type	Click the Envelope unconstrained mode button on the property bar so that it appears pressed, and click either the Make node a cusp , Make node smooth , or Make node symmetrical button.
Change an envelope segment to a straight line or curve	Click the Envelope unconstrained mode button on the property bar so that it appears pressed, click a line segment, and click the Convert curve to line <code>pgx_convert_curve_button</code> or the Convert line to curve button.

To change the mapping mode

1. Open the **Interactive tools** flyout, and click the **Interactive envelope** tool.
2. Click an object with an envelope.
3. On the property bar, choose one of the following from the **Mapping mode** list box:
 - Horizontal**-stretches the object to fit the basic dimensions of the envelope, and then compresses the object horizontally to fit the shape of the envelope
 - Original**-maps the corner handles of the object's selection box to the envelope's corner nodes. The other nodes are mapped linearly along the edge of the object's selection box.
 - Putty**-maps the corner handles of the object's selection box to the envelope's corner nodes
 - Vertical**-stretches the object to fit the basic dimensions of the envelope, and then compresses the object vertically to fit the shape of the envelope
4. Drag the nodes or the nodes' control points.



You can't change the mapping mode of paragraph text frames to which you've applied an envelope.

Splitting and erasing portions of objects

You can split a bitmapped image or vector object in two and reshape it by redrawing its path. You can split a closed object along a straight or jagged line. CorelDRAW lets you choose between splitting an object into two objects, or leaving it as one object composed of two or more subpaths. You can specify whether you want to close paths automatically or keep them open.

CorelDRAW lets you erase unwanted portions of bitmapped images and vector objects. Erasing automatically closes any affected paths and converts the object to curves. If you erase connecting lines, CorelDRAW creates subpaths rather than individual objects.

To split an object

1. Open the **Shape edit** flyout, and click the **Knife** tool.
2. Position the **Knife** tool over the object's outline where you want to start cutting. The **Knife** tool snaps upright when positioned properly.
3. Click the outline to start cutting.
4. Position the **Knife** tool where you want to stop cutting, and click again.

You can also

Split an object along a freehand line

Drag from where you want the cut to start to where you want it to end.

Split an object along a bezier line

Hold down **SHIFT**, click where you want to start cutting an object, and click each time you want to change the direction of the line. If you want to constrain the line by 15-degree increments, hold down **CTRL + SHIFT**.

Redraw a path along a freehand line

Split the object along a freehand line, but before you click where you want the cut to end, press **TAB** once or twice to choose the cut you want.

Redraw a path along a bezier line

Split the object along a bezier line, and press **TAB** until you get the path you want.

Split an object into two subpaths

Click the **Leave as one object** button on the property bar.



By default, objects are split into two objects and paths are automatically closed. When you use the **Knife** tool on a selected object, the object becomes a curve object.



You can leave new paths open so that they don't automatically close after splitting by disabling the **Auto-close on cut** button on the property bar.

To break a path

To	Do the following
Break a path	Open the Shape edit flyout, click the Shape tool, click the pgx_shape_tool right-click a path, and click Break apart .
Extract a path from an object	Open the Shape edit flyout click the Shape tool, select a segment, node, or group of nodes that represents the portion of the path you want to extract, and click the Extract subpath button on the property bar.

To erase portions of an object

1. Select an object.
2. Open the **Shape edit** flyout, and click the **Eraser** tool.
3. Drag over the object.

You can also

Change the size of the eraser nib

Type a value in the **Eraser thickness** box on the property bar, and press **ENTER**.

Change the shape of the eraser nib

Click the **Circle/square** button on the property bar.

Maintain the nodes of the area being erased

Disable the **Auto-reduce on erase** button on the property bar.



When you erase portions of objects, any affected paths are closed.



You can erase in straight lines by clicking where you want to start erasing, and then clicking where you want to finish erasing. Hold down **CTRL** if you want to constrain the line's angle. You can also erase an area of a selected object by double-clicking the area with the **Eraser** tool.

Creating PowerClip objects

CorelDRAW lets you place vector objects and bitmapped images, such as photos, inside other objects, or containers. A container can be any object, for example artistic text or a rectangle. When you place an object into a container that is larger than the container, the object, called the content, is cropped to fit the form of the container. This creates a PowerClip object.

You can create more complex PowerClip objects by placing one PowerClip object inside another PowerClip object to produce a nested PowerClip object. You can also copy the contents of one PowerClip object to another PowerClip object.

After you create a PowerClip object you can modify the content and the container. For example, you can lock the content, so that when you move the container, the content moves with it. CorelDRAW also lets you extract the content from a PowerClip object, so that you can delete the content or modify it without affecting the container.

To create a PowerClip object

1. Select an object.
2. Click **Effects►PowerClip►Place inside container**.
3. Click the object you want to use as the container.
If you want to create a nested PowerClip object, drag the PowerClip object inside a container.



You can also create a PowerClip object by holding down the right mouse button and dragging an object onto a container, releasing the mouse button, and clicking **PowerClip inside**.

To copy the content of a PowerClip object

1. Select an object.
2. Click **Effects►Copy effect►PowerClip from**.
3. Click a PowerClip object.

To edit the content of a PowerClip object

1. Select a PowerClip object.
2. Click **Effects►PowerClip►Edit contents**.
3. Edit the contents of the PowerClip object.
4. Click **Effects►PowerClip►Finish editing this level**.



While you edit, the container displays in Wireframe mode and cannot be selected.

To lock or unlock the content of a PowerClip object

Right-click a PowerClip object, and click **Lock contents to PowerClip**.



If you move the container while the content is unlocked, the content remains stationary and is not visible until you move the container over it.

To extract the content of a PowerClip object

1. Select a PowerClip object.
2. Click **Effects►PowerClip►Extract contents**.



You must extract the contents of each level in a nested PowerClip separately.

Creating Web-enabled objects

CorelDRAW lets you create Web-enabled objects for optimum viewing in browsers. You can convert text to a Web compatible format so that it can be edited in a browser, add Web form objects such as radio buttons and check boxes, and create interactive rollovers from CorelDRAW objects.

In this section, you'll learn about

Creating Web-compatible text

When you convert paragraph text to Web-compatible text, you can edit the text of your published document in an HTML browser. You can change text font characteristics, including the font type, size, and style. The Web-compatible text sizes, numbered 1 through 7, correspond to particular point sizes between the 10-point and 48-point range. For more information about formatting text, see "Formatting paragraph text."

The default Web font style is used automatically, unless you override it with another font. If you choose to override it, the default font is used when visitors to your Web site don't have the same font installed on their computers. The bold, italic, and underline text styles, are also available. You can apply uniform fills, but not outlines, to Web-compatible text.

Any non-Web-compatible text in your drawing is converted to bitmapped images when you publish your drawing to the World Wide Web as HTML.

To make text Web-compatible

To	Do the following
Change paragraph text to Web-compatible text Make new text Web-compatible	Select the paragraph text. Click Text Make text web compatible . Click Tools Options . In the list of categories, double-click Workspace, Text , and click Paragraph . Enable the Make all new paragraph text frames web compatible check box.



Ensure that the Web-compatible text does not intersect or overlap other Internet objects or extend beyond the boundaries of the drawing page; otherwise the text will be converted to a bitmapped image, and it will lose its Internet properties.

Artistic text cannot be converted to Web-compatible text and is always treated as a bitmapped image. However, you can convert it to paragraph text and then make it Web compatible.

Using preset Internet objects

CorelDRAW provides you with a set of Internet objects, such as radio buttons, Java applets, text edit boxes, pop-up menus, and check boxes to use when designing an HTML page. You can customize Internet objects by adjusting their parameters.

If your document has form-related Internet objects, you need a CGI script address to enable these Internet objects to be automated once a document is published to the World Wide Web as

an HTML file. Except for Java applets and embedded files, the Internet objects provided by CorelDRAW are form-related.

After you create a preset Internet object, you can save it. For information about optimizing, see "Optimizing bitmapped images for the World Wide Web."

To add or customize an Internet object

To	Do the following
Add an Internet object	Click Edit▶Insert Internet object , and click the object you want. Click where you want to place the Internet object.
Customize an Internet object	Right-click an Internet object, and click Properties . In the Object properties Docker window, click the Internet object's tab and specify the attributes you want to add.
Add a CGI Script address to an Internet object	Deselect any objects. Click Edit▶Properties . Click the Form tab, and type the CGI Script address in the URL of CGI script box. Choose an HTML equivalent method from the Method list box and a frame type from the Target list box.



All Internet objects, except for Java applets and embedded files, require a CGI Script address to function properly after you publish a drawing to the World Wide Web.

To save objects to Web-compatible format

1. Click **File▶Publish to the Web▶HTML**.
2. Choose the HTML layout from the HTML layout method list box.
3. Choose a destination folder.
4. Choose an image subfolder
5. Choose an export range.



You can check to see whether there are any issues by clicking the **Issues** tab.

Creating rollovers

You can create rollovers using objects. Rollovers are interactive objects that change in appearance when you click or point to them.

To create a rollover, you add and edit the following rollover states:

Normal the default state of a button when no mouse activity is associated with the button

Over the state of a button when the cursor passes over it

Down the state of a clicked button

Before you publish an object to the Internet, you must save it to a Web-compatible file format by publishing as HTML or Macromedia Flash (.swf).

To create a rollover object

1. Select an object.
2. Click **Effects**►**Rollover**►**Create rollover**.



You cannot create a rollover from a clone.

To edit a rollover object

1. Select an object.
2. Click **Effects**►**Rollover**►**Edit rollover**.
3. Specify attributes of the object.
4. Click **Effects**►**Rollover**►**Finish editing rollover**.



You cannot close a drawing in which you are editing a rollover. You must finishing editing the button first.



You can also edit a rollover object by clicking the **Edit rollover** button on the Internet toolbar.



Filling and Coloring

Chapter IV

In this chapter

- ✦ Filling Objects
- ✦ Working with Color
- ✦ Adding Three-dimensional Effects to Object
- ✦ Changing the Transparency of Object
- ✦ Using Lenses with Object

Filling objects

You can add colored, patterned, textured, and other fills to the inside of objects. After you apply a fill, you can customize it and set it as a default, so that each object you draw has the same fill.

To apply a uniform fill

CorelDRAW lets you apply a uniform fill to objects. Uniform fills are solid colors you can choose or create using color models and color palettes. For information about creating colors, see "Working with color."

To edit a rollover object

1. Select an object.
2. Open the **Interactive fill** flyout, and click the **Interactive fill** tool.
3. Choose **Uniform fill** from the **Fill type** list box on the property bar.
4. Specify the settings you want on the property bar.



You can also fill a selected object by clicking a color on the color palette.

You can mix colors in a uniform fill by selecting an object, pressing **CTRL**, and clicking a color on the color palette.

Applying fountain fills

A fountain fill is a smooth progression of two or more colors that adds depth to an object. There are four types of fountain fills: linear, radial, conical, and square. A linear fountain fill flows in a straight line across the object. A conical fountain fill circles from the center of the object, a radial fountain fill radiates from the center of the object, and a square fountain fill is dispersed in concentric squares from the center of the object.

You can apply preset fountain fills, two-color fountain fills, and custom fountain fills to objects. Custom fountain fills can contain two or more colors, which you can position anywhere in the fill's

progression. After you create a custom fountain fill, you can save it as a preset.

When you apply a fountain fill, you can specify attributes for the fill type you choose; for example, the direction of a fill's color blend, as well as the fill's angle, center point, midpoint, and edge pad. You can also adjust the print and display quality of the fountain fill by specifying the number of fountain steps. By default, the fountain step setting is locked so that the print quality of the fountain fill is determined by the value specified in the print settings and the display quality is determined by the default value you can set. However, you can unlock the fountain steps setting when you apply a fountain fill and specify a value that applies to both the print and view quality of the fill. For information about setting fountain fill steps for printing, see "Fine-tuning print jobs."

To apply a preset fountain fill

1. Select an object.
2. Open the **Fill** flyout and click the **Fountain fill dialog** button.
3. Choose a fountain fill from the **Type** list box on the property bar.
4. Choose a fill from the **Presets** list box.
If you want to change the fill's attributes, specify the settings you want.

To apply a fountain fill

1. Select an object.
2. Open the **Interactive fill** flyout, and click the **Interactive fill** tool.
3. Choose a fountain fill from the **Fill Type** list box on the property bar.
4. Open the **Fill dropdown** picker, and click a color.
5. Open the **Last fill** picker, and click a color.
If you want to change the fill's attributes, specify the settings you want.

To apply a custom fountain fill

1. Select an object.
2. Open the **Fill** flyout and click the **Fountain fill dialog** button.
3. Choose a fountain fill from the **Type** list box on the property bar.
4. Enable the **Custom** option.
5. Click the box at one end of the area just above the color band, and click a color on the color palette.
6. Click the box at the opposite end of the area just above the color band, and click a color.
7. Specify the attributes you want.

You can also

Add an intermediate color

Double-click in between the two ends of the area just above the color band, and click a color on the color palette.

Change a color

Click the pointer just above the color band, and click a color on the color palette.

Delete a color

Double-click the pointer just above the color you want to delete.

You can also

Change the position of a color

Drag the pointer just above the color to a new location.

Save the fill as a preset

Click the **Add** button and type a name in the **Presets** box.



You can also create a custom fountain fill by dragging colors from the color palette in the drawing window onto the object's interactive vector handles.

To change the fountain fill quality

1. Select an object.
2. Open the **Interactive fill** flyout, and click the **Interactive fill** tool.
3. Choose a fountain fill from the **Fill type** list box on the property bar
4. Click the **Fountain step lock/unlock** button, and type a value in the **Fountain step** box.



When the **Fountain step** box is locked, the number of steps in the printed fountain fill is determined by the value specified in the **Print** dialog box. For information about setting fountain fill steps for printing, see "Fine-tuning print jobs."



You can mix colors in a two-color fountain fill by selecting one of the interactive vector handles, pressing **CTRL**, and clicking a color on the color palette.

You can add a color to a fountain fill by pressing **CTRL** and dragging a color from the color palette to an object.

To set the display quality for fountain fills

1. Click **Tools** ➤ **Options**.
2. In the list of categories, double-click **Workspace**, and click **Display**.
3. Type a value in the **Preview fountain** steps box.

Applying texture fills

A texture fill is a randomly generated fill that you can use to give your objects a natural appearance. Texture fills increase the size of a file and the time it takes to print. Therefore, you may want to use these fills sparingly, especially with larger objects.

CorelDRAW provides preset textures, and each texture has a set of options that you can change. You can use colors from any color model or palette to customize texture fills. Since texture fills can only hold RGB colors, however, other color models and palettes can cause a color shift when you display or print the files. For information about color models, see "Understanding color models."

You can change the tile size of texture fills. Decreasing the size of a texture tile increases the density of the fill. You can also specify exactly where these fills begin by setting the tile origin. CorelDRAW also lets you offset tiles in a fill. Adjusting the horizontal or vertical

position of the first tile, relative to the top of the object, affects the rest of the fill. You can preview any changes you make to the offset.

You can rotate, skew, adjust the tile size, and change the center of the texture to create a custom fill. You can also adjust the texture fill using the on-screen fill tiling vector.

You can choose how the texture fill appears by specifying whether or not to mirror the fill. If you want a texture fill to change according to the actions you perform on the filled object, you can specify that you want it to transform with the object. For example, if you enlarge an object filled with a texture that transforms, the texture becomes larger instead of increasing the number of tiles.

To apply a texture fill

1. Select an object.
2. Open the **Fill** flyout, and click the **Texture fill dialog** button.
3. Choose a texture library from the **Texture library** list box.
4. Choose a texture from the **Texture** list box.

You can also

Create a custom texture fill	Specify the settings you want in the Style name area.
Change the size of texture tiles	Click Tiling , and type values in the Width and Height boxes.
Set the tile origin of a texture fill	Type values in the X and Y boxes in the Origin area.
Offset the tile origin of a texture fill	Enable the Row or Column option, and type an amount of offset in the % of tile size box.
Rotate a texture fill	Type a value in the Rotate box.
Skew a texture fill	Type a value in the Skew box.
Mirror a texture fill	Enable the Mirror fill check box.



You can modify the texture you choose from the texture library and save it to another library, but you cannot save textures to or overwrite textures in the texture library.



You can save a custom texture fill by clicking **Add** and typing a name for the fill in the **Texture library** list box.

You can also change the size of texture tiles by selecting an object using the **Interactive fill** tool, and enabling the **Small tile for pattern**, **Medium tile for pattern**, or **Large tile for pattern** button on the property bar.

Applying PostScript texture fills

You can apply PostScript texture fills to objects. A PostScript texture fill is created using PostScript language. Some textures are very complex and large objects that contain PostScript texture fills may take time to print or to update on screen, depending on the view quality

settings you have specified and the view mode you are using. The letters "PS" display rather than the fill. For more information about displaying PostScript fills see, "Working with views."

When you apply a PostScript texture fill, you can change several parameters, such as its size, line width, and the amount of gray that appears in the texture's foreground and background.

To apply a PostScript texture fill

1. Select an object.
2. Open the **Interactive fill** flyout, and click the **Interactive fill** tool.
3. Choose **PostScript fill** from the **Fill type** list box on the property bar.
4. Choose a PostScript fill from the **PostScript fill textures** list box.
If you want to change the fill's parameters, click the **Edit fill** button and specify the settings you want.

Applying mesh fills

When you fill an object with a mesh, you can create unique effects by adjusting its properties. For example, you can create smooth color transitions in any direction without having to create blends or contours. When you apply a mesh fill, you specify the number of columns and rows in the grid, and specify the grid's intersecting points. You can then add or remove nodes and change their position to shape the mesh.

After you have created a mesh object, you can edit the mesh fill grid by adding and removing nodes or intersections. You can shape or remove the mesh.

A mesh fill can only be applied to closed objects or a single path. If an object is complex you need to create a PowerClip object. For more information about working with PowerClip objects, see "Creating PowerClip objects."

You can add color to a patch of a mesh fill and to the individual intersection nodes. You can also choose to mix colors for a more blended appearance.

To apply a mesh fill to an object

1. Select an object.
2. Open the **Interactive fill** flyout, and click the **Interactive mesh** fill tool.
3. Type the number of columns in the top portion of the **Grid size** box on the property bar, and press **ENTER**.
4. Type the number of rows in the bottom portion of the **Grid size** box on the property bar, and press **ENTER**.
5. Adjust the grid nodes on the object.

You can also

Add an intersection	Click the Add intersection button on the property bar.
Add a node	Hold down SHIFT , and double-click where you want to add the node.
Remove a node or an intersection	Click a node, and click the Delete node(s) button on the property bar.

You can also

Shape the mesh fill
Remove the mesh fill

Drag a node to a new location.
Click the **Clear mesh** button on the property bar.



If the mesh object contains color, adjusting the intersection nodes of the mesh affects how the colors blend together.



You can also marquee select or freehand marquee select nodes to shape an entire area of the mesh.

After you apply a mesh fill to an object, you can transform the object. For more information about transforming objects, see "Working with objects."

To add color to a patch in a mesh fill

1. Select a mesh-filled object.
2. Open the **Interactive fill** flyout, and click the **Interactive mesh fill** tool.
3. Drag a color from the color palette to a patch in the object..

You can also

Color an intersection node in a mesh fill Click an intersection node, and click a color on the color palette.
Mix a color in a mesh fill Press **CTRL**, and click a color on the color palette.



You can also drag a color from the color palette to an intersection node.
You can also freehand marquee select nodes to apply a color to an entire area of the mesh.

Working with fills

There are a number of tasks that are common to all types of fills. You can choose a default fill so that every object you add to a drawing has the same fill. You can also remove any fill that you've applied, copy it to another object or use it to fill the area surrounded by an open curve.

To choose a default fill color

1. Click a blank area on the drawing page to deselect all objects.
2. Click a color on the color palette.
3. In the **Uniform fill** dialog box, enable any of the following check boxes:
 - Graphic**-applies the default fill color to shapes you draw
 - Artistic text**-applies the default fill color to artistic text you add
 - Paragraph text**-applies the default fill color to paragraph text you add

To copy a fill to another object

1. Open the **Eyedropper** flyout, and click the **Eyedropper** tool.
2. On the property bar, click one of the following buttons:
 - Fill/outline**-lets you choose the color of the object's fill or outline
 - 1X1**-lets you choose the average color in a 1X1 pixel area of the object
 - 3X3**-lets you choose the average color in a 3X3 pixel area of the object
 - 5X5**-lets you choose the average color in a 5X5 pixel area of the object
 - Selection**-lets you choose the average color in marquee selected area of the object
3. Click the object whose fill you want to copy.
4. Open the **Eyedropper** flyout, and click the **Paintbucket** tool.
5. Click the object to which you want to apply the fill.



Fills you copy may not match the original fill. The closest equivalent RGB color is applied.

To remove a fill

1. Select an object.
2. Open the **Fill** flyout, and click the **No fill** button.



You can also remove a fill from a selected object by clicking the **No color** swatch on the color palette.

To apply fills to open curves

1. Click **Tools** ➤ **Options**.
2. In the list of categories, double-click **Document**, and click **General**.
3. Enable the **Fill open curves** check box.

Working with color

Corel graphics applications let you choose and create colors using various color models.

Choosing colors

You can choose fill and outline colors using fixed or custom color palettes, color viewers, color harmonies, or color blends.

For information about applying the colors you choose, and choosing default colors, see "Applying uniform fills" and "Formatting lines and outlines."

Choosing a color using fixed or custom color palettes

Fixed color palettes are provided by third-party manufacturers. Some examples of these are PANTONE, HKS, and TRUMATCH. It may be useful to have on hand a manufacturer's swatch book, which is a collection of color samples that shows exactly what each color looks like when printed.

The PANTONE, HKS, and TRUMATCH fixed color palettes are collections of spot colors. If you create color separations when you print, each color from these color palettes requires a separate printing plate. This can significantly increase the cost of your print job. If you want to use these colors but you don't want to use spot colors, convert the spot colors to process colors when printing. For more information, see "Printing color separations."

Custom color palettes can include colors from any color model or fixed color palette. Custom color palettes are saved as color palette files.

Choosing a color using color viewers

Color viewers give a representation of a range of colors using either one-dimensional or three-dimensional shapes. The default color viewer is based on the HSB color model, but you can use this viewer to choose CMYK, CMY, or RGB colors. For information about color models, see "Understanding color models."

Choosing a color using color harmonies

Color harmonies work by superimposing a shape, such as a rectangle or a triangle, over a color wheel. Each vertical row in the color grid begins with the color located at one of the points on the superimposed shape.

The colors at each corner of the shape are always complementary, contrasting, or harmonious, depending on the shape you choose. The color harmonies allow you to choose the color model you prefer to use, and are most useful when you're choosing several colors for a project.

Choosing a color using color blends

When you choose a color using color blends, you combine base colors to get the color you want. The color blender displays a grid of colors that it creates from the four base colors you choose.

To choose a color using a fixed or custom color palette

1. Select an object.
2. Do one of the following:
 - Open the **Fill tool** flyout, and click the **Fill color dialog** tool.
 - Open the **Outline tool** flyout, and click the **Outline color dialog** tool.
3. Click the **Palettes** tab.
4. Choose a fixed or custom palette from the **Palette** list box.
5. Click the color scroll bar to set the range of colors displayed in the color selection area.
6. Click a color in the color selection area.



Each color swatch on a fixed color palette is marked with a small white square. You should use the same color model for all the colors in a drawing.



You can display or hide the names of fixed or custom colors by clicking **Options►Show color names**.

You can swap the old and new colors by clicking **Options►Swap color**.

To choose a color using a color viewer

1. Select an object.
2. Do one of the following:
 - Open the **Fill tool** flyout, and click the **Fill color** dialog tool.
 - Open the **Outline tool** flyout, and click the **Outline color** dialog tool.
3. Click the **Models** tab.
4. Choose a color model from the **Model** list box.
5. Click **Options►Color viewers**, and click a color viewer.
6. Click the color scroll bar to set the range of colors displayed in the color selection area.
7. Click a color in the color selection area.



If you choose a color that is out of the printer's gamut, the color in the smaller swatch next to the **New** color swatch is the closest in-gamut color to the color you choose. You can click this closest in-gamut color, or you can correct the out-of-gamut color. For information about color correction, see "Reproducing colors accurately."

You should use the same color model for all the colors in a drawing



You can swap the old and new colors by clicking **Options►Swap color**.

You can disable the gamut alarm by clicking **Options►Gamut alarm**.

To choose a color using color harmonies

1. Select an object.
2. Do one of the following:
 - Open the **Fill tool** flyout, and click the **Fill color dialog** tool.
 - Open the **Outline tool** flyout, and click the **Outline color dialog** tool.
3. Click the **Mixers** tab.
4. Click **Options►Mixers►Color harmonies**.
5. Choose a shape from the **Hues** list box.
6. Choose an option from the **Variation** list box.
7. Drag the black dot on the color wheel.
8. Click a color swatch on the color palette below the color wheel.



If you choose a color that is out of the printer's gamut, the color in the smaller swatch next to the **New** color swatch is the closest in-gamut color to the color you choose. You can click this closest in-gamut color, or you can correct the out-of-gamut color. For information about color correction, see "Reproducing colors accurately."



You can change the number of swatches in the color grid by typing a value in the **Number** box. You can swap the old and new colors by clicking **Options** ► **Swap color**.

To choose a color using color blends

1. Select an object.
2. Do one of the following:
 - Open the **Fill tool** flyout, and click the **Fill color dialog** tool.
 - Open the **Outline tool** flyout, and click the **Outline Color Dialog** tool.
3. Click the **Mixers** tab.
4. Click **Options** ► **Mixers** ► **Color blend**.
5. Open each color picker, and click a color.
6. Click a color in the color selection area.



You can only blend colors that are in the default color palette. If you want to blend other colors, change the default on-screen color palette. For information about how to change the default color palette, see "To open a custom color palette."



You can change the cell size of the color grid by moving the **Size** slider. You can swap the old and new colors by clicking **Options** ► **Swap color**.

Working with custom color palettes

Custom color palettes are collections of colors that you save as a color palette file. A number of preset custom color palettes are available; however, you can create color palettes from scratch. Custom color palettes are useful when you repeatedly choose the same colors, or when you want to work with a set of colors that look good together.

You can create a custom color palette using the Palette Editor, from an object in a document, or from all the colors used in a document. When you create a custom color palette, the color palette is empty; however, you can edit it by adding the colors you want to include, as well as changing, deleting, sorting, and renaming colors.

You can also open a custom color palette, and set a custom color palette as the default on-screen color palette.

For more information about customizing color palettes, see "Customizing color palettes."

To create a custom color palette

To	Do the following
Create a palette from the Palette Editor	Click Window ► Color palettes ► Palette Editor , click New palette , type a filename, and click Save .
Create a palette from an object	Select an object, click Window ► Color palettes ► Create palette from selection , type a filename, and click Save .

To

Create a palette from a document

Do the following

Click **Window**►**Color palettes**►**Create palette from document**, type a filename, and click **Save**.

To open a custom color palette

1. Click **Window**►**Color palettes**.
2. Click **Open palette**.
3. Choose the drive and folder where the custom color palette is stored.
4. Double-click the filename.



You can close a custom color palette by right-clicking its border, and clicking **Palette**►**Close**. You can set the opened custom color palette as the default on-screen palette by right-clicking the top of the palette and clicking **Set as default**.

To edit a custom color palette

1. Click **Window**►**Color palettes**►**Palette Editor**.
2. Choose a palette from the list box.
3. Click **Add color**.
4. Click a color from the color selection area.
5. Click **Add to palette**.

You can also

Change a color in a palette

Click **Window**►**Color palettes**►**Palette Editor**, choose a palette from the list box, click a color in the color selection area, click **Edit color**, and click a color in the color selection area.

Delete a color in a palette

Click **Window**►**Color palettes**►**Palette Editor**, choose a palette from the list box, click a color in the color selection area, and click **Delete color**.

Sort colors in a palette

Click **Window**►**Color palettes**►**Palette Editor**, choose a palette from the list box, click **Sort colors**, and choose a color sorting method.

Rename a color in a palette

Click **Window**►**Color palettes**►**Palette Editor**, choose a palette from the list box, click a color in the color selection area, and type a name in the **Name** box.



You can delete multiple colors from a custom color palette by holding down **SHIFT** or **CTRL** when you click a color in the color selection area.

Adding three-dimensional effects to objects

You can create the illusion of three-dimensional depth in CorelDRAW objects by adding contour, perspective, extrusion, or drop-shadow effects.

Contouring objects

You can contour an object to create lines that progress to the center, inside, or outside of the objects. The lines create a series of concentric steps within an object. CorelDRAW also lets you set the number and distance of the contour lines.

After contouring an object, you can copy or clone its contour settings to another object. You can also change the colors of the fill between the contour lines and the contour lines themselves. You can set a color progression in the contour effect, where one color blends into another. The color progression can follow a straight, clockwise, or counterclockwise path through the color range of your choice.

To contour an object

1. Open the **Interactive tools** flyout, and click the **Interactive contour** tool.
2. Click an object or a set of grouped objects and drag the start handle toward the center to create an inside contour.
3. Move the slider to change the number of contour steps.

You can also

Specify the number of contour lines

Specify the distance between contour lines

Accelerate contour line progression

Do the following

Click the **Inside** button on the property bar, and type a value in the **Contour steps** box on the property bar.

Type a value in the **Contour offset** box on the property bar.

Click the **Object and color acceleration** button on the property bar and adjust the object slider.



You can create an outside contour by dragging the start handle away from the center.

To copy or clone a contour

1. Select the object you want to contour.
2. Click **Effects** and click one of the following:
Copy effect►**Contour from**
Clone effect►**Contour from**
3. Click a contour object.

To specify an outline color for the contour object

1. Open the **Interactive tools** flyout, and click the **Interactive contour** tool.
2. Select a contour object.
3. Open the **Outline** color picker on the property bar, and click a color.

To set the fill color for a contour object

1. Open the **Interactive tools** flyout, and click the **Interactive contour** tool.
2. Select a contour object.
3. Open the **Fill** color picker on the property bar, and click a color.
If the original object has a fountain fill, a second color picker displays.



You can accelerate the fill color progression by clicking the **Object and color acceleration** button on the property bar.

You can change the contour center's color by dragging a color from the color palette to the end fill handle.

To set the fill progression

1. Open the **Interactive tools** flyout, and click the **Interactive contour** tool.
2. Select a contour object.
3. Click one of the following buttons on the property bar:

Linear contour colors

Clockwise contour colors

Counterclockwise contour colors

Applying perspective to objects

You can create a perspective effect by shortening one or two sides of an object. This effect gives an object the appearance of receding in one or two directions, thereby creating a one-point perspective or a two-point perspective. You can add a perspective effect to objects or grouped objects. However, you can't add a perspective effect to paragraph text; bitmapped images; linked groups, such as contours, blends, extrusions; and objects created with the Artistic media tool.

After you apply a perspective effect, you can copy it to other objects in your drawing, and you can remove it from the object.

To apply a one-point perspective

1. Select an object.
2. Click **Effects**►**Add perspective**.
3. Hold down **CTRL**, and drag a node.



Holding down **CTRL** constrains the node's movement to the horizontal or vertical axis to create a one-point perspective effect.



You can move opposing nodes the same distance in opposite directions, by holding down **CTRL + SHIFT** as you drag.

To apply a two-point perspective

1. Select an object.
2. Click **Effects▶Add perspective**.
3. Drag two nodes to apply the effect you want.

To copy an object's perspective effect

1. Select an object to which you want to apply a perspective effect.
2. Click **Effects▶Copy effect Perspective from**.
3. Select an object whose perspective effect you want to copy.

To remove an object's perspective effect

1. Select an object that has a perspective effect.
2. Click **Effects▶Clear perspective**.

To adjust the perspective

1. Open the **Shape edit** flyout, and click the **Shape** tool.
2. Select an object that has a perspective effect.
3. Drag a node to a new position.



You can also adjust the perspective by dragging one or both of the vanishing points. You can move opposing nodes the same distance in opposite directions by holding down **CTRL + SHIFT**.

Creating vector extrusions

You can make objects appear three-dimensional by creating vector extrusions. You can create vector extrusions by projecting points from an object and joining them to create an illusion of three dimensions.

After you create an extrusion, you can copy or clone its attributes to a selected object. You can also change its form by rotating it, changing its direction, and rounding its corners.

Bevels

Another way in which you can give an object a three-dimensional appearance is by applying a beveled edge to an extrusion. A bevel creates the illusion that an object's extruded edges are cut on an angle. You can specify the angle and depth values of the bevel to control the effect.

Extruded fills

You can apply fills to an entire vector extrusion, the extruded surfaces only, or to the beveled surfaces of a vector extrusion. You can cover each surface individually with the fill, or you can drape the fill so that it blankets the entire object with no breaks to the pattern or texture.

Lighting

You can enhance vector extrusions by applying light sources. You can add up to three light sources to project toward the extruded object with varying intensity. When you no longer need light sources, you can remove them.

Vanishing points

You can create a vector extrusion in which the lines of the extrusion converge at a vanishing point. The vanishing point of a vector extrusion can be copied to another object so that both objects appear to recede toward the same point. You can also give two vector extrusions the same vanishing point.

To create a vector extrusion

1. Open the **Interactive tools** flyout, and click the **Interactive extrude** tool.
2. Click the **Vector extrusion mode** button on the property bar.
3. Choose an extrusion type from the **Extrusion type** list box on the property bar.
4. Select an object.
5. Drag the object's selection handles to set the direction and depth of the extrusion.
If you want to reset the extrusion, press **ESC** before releasing the mouse button.

You can also

Apply preset settings to a vector extrusion

Apply an extrusion to a child object in a group.



You can apply preset extrusions by selecting the shape you want to extrude, clicking the **Interactive extrude** tool and choosing the **Preset** list box.

Do the following

Select an extrude object, click **Interactive extrude** tool, and choose a preset setting from the **Preset list** box on the property bar.

Open the **Interactive tools** flyout, and click the **Interactive extrude** tool. Hold down **CTRL**, and click the child object. Drag the child object's selection handles to set the direction and depth of the extrusion.

To copy or clone a vector extrusion

1. Select the object you want to extrude.
2. Click **Effects** and click one of the following:
Copy effect ▶ **Extrude from**
Clone effect ▶ **Extrude from**
3. Click an extruded object.



You can't edit a cloned object's extrusion settings; any changes must be made to the master object.

To remove a vector extrusion

1. Select an extruded object.
2. Click **Effects** ▶ **Clear extrude**.



You can also remove a vector extrusion by clicking the **Clear extrude** button on the property bar.

To change a vector extrusion's form

To	Do the following
Rotate an extrusion	Select an extruded object. Click the Extrude rotation button on the property bar. Drag the Corel logo in the interactive display to rotate the extrusion.
Change the direction of an extrusion	Double-click an extrusion. Drag to the direction you want.
Round the corners of an extruded rectangle or square	Open the Shape edit flyout, and click the Shape tool. Drag a corner node along the outline of the rectangle or square.

To apply beveled edges to a vector extrusion

1. Open the **Interactive tools** flyout, and click the **Interactive extrude** tool.
2. Select an extruded object.
3. Click the **Bevels** button on the property bar.
4. Enable the **Use bevel** check box.
5. Type a value in the **Bevel depth** box.
6. Type a value in the **Bevel angle** box.



You can also set the bevel depth and angle by using the **Interactive display** box in the bevel pop-up.

You can show only the bevel and hide the extrusion by enabling the **Show bevel only** check box.

To apply a fill to a vector extrusion

1. Select an extruded object with the **Interactive extrude** tool.
2. Click the **Color** button on the property bar.
3. Click one of the following buttons:
 - Use object fill**-applies the object's fill to the extrusion.
 - Use solid color**-applies a solid color to the extrusion
 - Use color shading**-applies a gradient fill to the extrusion



You can drape the object's fill by enabling the **Drape fill** check box when you enable the **Use object fill** button.

You can also

Apply an extrude fill to bevels

Click **Use extrude fill for bevel** and click a color on the **Bevel color** picker.

Apply a solid fill to bevels

Click **Use solid color** button and click a color on the **Bevel color** picker.

To add light to a vector extrusion

1. Select an extruded object.
2. Click the **Lighting** button on the property bar.
3. Click any of the three **Light** buttons.
The lights appear as numbered circles in the preview window.
4. Drag the numbered circles in the **Light intensity preview** window to position the lights.
If you want to create more realistic shading, enable the **Use full color range** check box.

You can also

Adjust the intensity of a light source	Select a light in the Light intensity preview window and move the Intensity slider.
Remove a light source	Click an active Light button.

To change the vanishing point of a vector extrusion

To	Do the following
Lock a vanishing point	Double-click an extruded object. Choose VP locked to object or VP locked to page from the Vanishing point properties list box on the property bar .
Copy a vanishing point	Double-click an extruded object. Choose Copy VP from the Vanishing point properties list box on the property bar. Select the extruded object that has the vanishing point you want to copy.
Set one vanishing point for two extrusions	Double-click an extruded object. Choose Shared vanishing point from the Vanishing point properties list box on the property bar. Select the extruded object that has the vanishing point you want to share.

Creating bitmapped extrusions

You can apply extrusions to bitmapped objects created in CorelDRAW. You can also apply preset beveled edges to the front face of a bitmapped extrusion, the back face, or both, and specify the height and width of a bevel.

You can change the depth and fill of a bitmapped extrusion as well as rotate it and change its position.

You can add two kinds of lighting effects: ambient and point. Ambient light is uniform, has no specific origin, and casts no shadows. It is the equivalent of daylight and radiates in every direction. You can position the point light to project it toward the object from one or more directions. You can also change the intensity and color of a point light.

To apply a bitmapped extrusion

1. Open the **Interactive tools** flyout, and click the **Interactive extrude** tool.
2. Select an object.
3. Click the **Bitmap extrusion mode** button on the property bar.
4. Double-click the object to create and add extrude effects.



You cannot remove a bitmapped extrusion from an object.



You can render a bitmapped extrusion by clicking outside its bounding box.

To position a bitmapped extrusion

1. Double-click a bitmapped extrusion.
2. On the property bar, type values in the following boxes:

X object(s) position

Y object(s) position

To apply beveled edges to a bitmapped extrusion

To	Do the following
Add beveled edges	Double-click a bitmapped extrusion. Click Front bevel or Back bevel on the property bar to choose beveled edges for the extrusion.
Adjust the size of beveled edges	Double-click a bitmapped extrusion. Click the Bevels button on the property bar, and type values in the Bevel width and Bevel height boxes.

To edit a bitmapped extrusion

To	Do the following
Set the depth of a bitmapped extrusion	Double-click the bitmapped extrusion, and type a value in the Extrude depth box.
Rotate a bitmapped extrusion	Double-click the bitmapped extrusion, to rotate the object along the cross-hairs.
Add a fill to a bitmapped extrusion	Double-click a bitmapped extrusion with the Pick tool, and choose a color from the color palette or another fill from the Fill flyout,.



Texture fills significantly increase the size of a file and the time it takes to print.

To apply ambient light to a bitmapped extrusion

1. Double-click a bitmapped extrusion.
2. Click the **Ambient light** button on the property bar.
3. Enable the **On** check box.
4. Open the **Color picker**, and click a color.
5. Move the **Brightness** slider.

To apply a point light

1. Double-click a bitmapped extrusion.
2. Click the **Point light** button on the property bar.
3. Click the **Add light** button.
4. Drag the light source to position it in the preview window.
5. Open the **Color picker**, and click a color.
6. Move the **Brightness** slider.



You can remove a point light by clicking the light source in the preview window and clicking the **Remove light** button.

Creating drop shadows

Drop shadows simulate light falling on an object from one of five particular perspectives: flat, right, left, bottom, and top. You can add drop shadows to most objects or groups of objects, including artistic text, paragraph text, and bitmapped images. When you add a drop shadow, you can change its perspective, and you can adjust attributes such as color, opacity, fade level, angle, and feathering. After you create a drop shadow, you can copy it or clone it to a selected object. When you copy a drop shadow, the original and copy have no connection and can be edited independently. With cloning, master object's drop shadow attributes are automatically applied to its clone.

By separating a drop shadow from its object, you can gain more control over the drop shadow itself. You can also set the rendering resolution of a drop shadow.

You can also remove a drop shadow.

To add a drop shadow

1. Open the **Interactive tools** flyout, and click the **Interactive drop shadow** tool.
2. Click an object.
3. Drag from the center or side of the object until the drop shadow is the size you want.
4. Specify any attributes on the property bar.



You can't add drop shadows to linked groups, such as blended objects, contoured objects, beveled objects, extruded objects, objects created with the **Artistic media** tool, or other drop shadows.

To copy or clone a drop shadow

1. Select the object to which you want to copy or clone a drop shadow.
2. Click **Effects** and click one of the following:
 - Copy effect**►**Drop shadow from**
 - Clone effect**►**Drop shadow from.**
3. Click an object that has a drop shadow

To adjust the resolution of a drop shadow

1. Click **Tools**►**Options**.
2. In the list of categories, click **General**.
3. Type a value in the **Resolution** box.

To separate a drop shadow from an object

1. Select an object that has a drop shadow.
2. Click **Arrange**►**Break drop shadow group apart**.
3. Drag the shadow.

To remove a drop shadow

1. Select an object that has a drop shadow.
2. Click **Effects**►**Clear drop shadow**.



You can also remove a drop shadow from an object by clicking the **Clear drop shadow** button on the property bar.

Changing the transparency of objects

You can apply a transparency to an object so that all objects behind it show through. CorelDRAW also lets you specify how the color of the transparent object combines with the color of the object beneath it.

Applying a transparency

When you apply a transparency to an object, you create a grayscale mask similar to a fill. By positioning a transparent object on top of another object, you simulate a lens. You can apply transparencies using the same kind of fills you apply to objects; that is, uniform, fountain, texture, and pattern. For more information about these fills, see "Filling objects." After you decide what type of transparency you want to apply, you have a couple of options. By default, CorelDRAW applies all transparencies to the object's fill and outline; however you can specify whether you want the transparency to apply only to the object's outline or fill.

You can also copy a transparency from one object to another.

To apply a uniform transparency

1. Select an object.
2. Open the **Interactive tools** flyout, and click the **Interactive transparency** tool.
3. On the property bar, choose **Uniform** from the **Transparency type** list box.
4. Click a color on the color palette.
5. Type a value in the Starting transparency box on the property bar, and press **ENTER**.



You can fix the contents of the transparency so that the contents move with the object, by clicking the **Freeze** button on the property bar.

To apply a fountain transparency

1. Select an object.
2. Open the **Interactive tools** flyout, and click the **Interactive transparency** tool.
3. On the property bar, choose one of the following fountain transparencies from the **Transparency type** list box:
 - Linear**
 - Radial**
 - Conical**
 - Square**
4. Point to where you want the transparency to start on the object, and drag to where you want the transparency to end.
If you want to reset the transparency, press **ESC** before releasing the mouse button.
5. Type a value in the **Transparency midpoint** box on the property bar, and press **ENTER**.



You can fix the contents of the transparency so that the contents move with the object, by clicking the Freeze button on the property bar.

You can create a custom fountain transparency by dragging colors from the color palette onto the object's interactive vector handles.

To apply a textured transparency

1. Select an object.
2. Open the **Interactive tools** flyout, and click the **Interactive transparency** tool.
3. Choose **Texture** from the **Transparency type** list box on the property bar.
4. Choose a sample from the **Texture library** list box on the property bar.
5. Open the **First transparency picker** on the property bar and click a texture.
6. On the property bar, type values in the following boxes:

Starting transparency-lets you change the opacity of the starting color

Ending transparency-lets you change the opacity of the ending color



You can fix the contents of the transparency so that the contents move with the object, by clicking the **Freeze** button on the property bar.

To apply a pattern transparency

1. Select an object.
2. Open the **Interactive tools** flyout, and click the **Interactive transparency** tool.
3. On the property bar, choose one of the following from the **Transparency type** list box:
 - Two-color pattern**-a simple picture composed of "on" and "off" pixels. The only colors included in the picture are the two that you assign.

Full-color pattern-a picture composed of lines and fills, instead of dots of color like bitmapped images. These vector graphics are smoother and more complex than bitmapped images and are easier to manipulate.

Bitmap pattern-a color picture composed of patterns of light and dark or differently colored pixels in a rectangular array.

4. Open the **First transparency** picker on the property bar and click a pattern.
5. On the property bar, type values in the following boxes:

Starting transparency

Ending transparency



You can fix the contents of the transparency so that the contents move with the object, by clicking the **Freeze** button on the property bar.

To specify the location of a transparency

1. Open the **Interactive tools** flyout and click the **Interactive transparency** tool.
2. Select the object.
3. On the property bar, choose one of the following from the **Apply transparency to** list box:
 - Fill**
 - Outline**
 - All**

To copy a transparency

1. Select an object.
2. Click **Effects**►**Copy effect**►**Lens from**.
3. Using the horizontal cursor, select an object with the transparency you want to copy.

Applying merge modes

You can apply a merge mode to a transparency to specify how the color of a transparency is combined with the color of the object behind it.

Merge mode	Description
Normal	Applies the transparency color on top of the base color
Add	Adds the values of the transparency color and the base color
Subtract	Adds the values of the transparency color and the base color together, and then subtracts 255
Difference	Subtracts the transparency color from the base color and multiplies by 255. If the transparency color value is 0, the result will always be 255.
Multiply	Multiplies the base color by the transparency color, and then divides by 255. This has a darkening effect, unless you are applying color to white. Multiplying black with any color results in black. Multiplying white with any color leaves the color unchanged.
Divide	Divides the base color by the transparency color, or conversely, divides the transparency color by the base color, depending on which color has the higher value

To apply merge modes

1. Open the **Interactive tools** flyout, and click the **Interactive transparency** tool.
2. Select an object with a fountain, texture, or pattern transparency.
3. Choose a merge mode from the **Transparency operation** list box on the property bar.

Using lenses with objects

Lenses contain creative effects that let you view objects from an interesting perspective.

Applying lenses

Lenses change how the object area beneath the lens appears, not the actual properties and attributes of the objects. You can apply lenses to any vector object, such as a rectangle, ellipse, or polygon. You can also apply lenses to paragraph text, artistic text, and bitmapped images. When you apply a lens over a vector object, the lens itself becomes a vector image. Likewise, if the lens is placed over a bitmapped image, the lens also becomes a bitmapped image.

After you apply a lens, you can copy it and use it with another object.

To apply a lens

1. Select an object.
2. Click **Effects**►**Lens**.
3. Choose a lens type from the list box in the **Lens Docker** window.
4. Specify the settings you want.



You cannot apply the lens effect directly to linked groups such as blended objects, contoured objects, beveled objects, extruded objects, drop shadows, or objects created with the **Artistic media** tool. If you apply a lens to a group, the lens applies separately to each object in the group.



You can preview the different types of lenses in real-time before applying one to a drawing by disabling the **Lock** button and then choosing a lens and settings to preview. Click **Apply** when you find the lens you want to use.

You can apply a lens to a linked group by selecting an unrelated object, applying a lens to that object, and dragging the object over the linked group.

To copy a lens

1. Select an object.
2. Click **Effects**►**Copy effect**►**Lens from**.
3. Click the object whose lens you want to copy.

Editing lenses

You can edit a lens to change how it affects the area beneath it. For example, you can change the viewpoint of a lens, indicated by an X in the drawing window, to display any part of a drawing. The viewpoint represents the center point of what is being viewed through the lens. You can position the lens anywhere in the drawing window, but it always shows the area around its viewpoint marker. For example, you can use the viewpoint marker on the magnify lens to enlarge part of a map.

You can also display a lens only where it overlaps other objects or the background. As a result, the lens effect is not seen where the lens covers blank space (white space) in the drawing window.

Freezing the current view of a lens lets you move the lens without changing what's displayed through it. In addition, changes you make to the areas beneath the lens have no effect on the view.

To edit a lens

1. Select an object.
2. Click **Effects**►**Lens**.
3. Enable the **Viewpoint** check box in the **Lens Docker** window.
If you want to display a lens only where it covers other objects, enable the **Remove face check box**.
4. Click **Edit** to display the viewpoint marker.
5. Drag the viewpoint marker in the drawing window to a new location.
6. Click **End**.
7. Click **Apply**.
If you want to freeze the current view of a lens, enable the **Frozen** check box.



The Remove face check box is not available for Fish Eye and Magnify lenses.



Working With Bitmaps

Chapter

V

In this chapter

- * Working with Bitmapped images
- * Changing Color Modes

Working with bitmapped images

You can scan, import, and edit bitmapped images in CorelDRAW. You can also add special effects and change the color and tone of the images.

Adding bitmapped images

You can import a bitmapped image into a drawing either directly or by linking to an external image file. When you externally link to an image file, any edits to the original file can be updated in the imported file. You can also add a bitmapped image by scanning it or by loading it from a digital camera.

To import a bitmapped image

1. Click **File▶Import**.
2. Choose the drive and folder where the bitmapped image is stored.
3. Double-click the folder to open it.
 - If you want to link the image to the drawing, enable the **Link bitmap externally** check box.
4. Select the file.
5. Click **Import**.
6. Click where you want to place the bitmapped image.



Ensure that **Files of type** is set to **All file formats** when you import an image.

The status bar provides information about the bitmapped image, including color mode, size, and resolution.



You can import a bitmapped image in its original size by pressing **SPACEBAR** when you click the **Import** button.

To scan a bitmapped image

1. Click **File**►**Acquire image**►**Select source**.
2. Select a scanner from the **Select source** dialog box, and click **Select**.
3. Place an image on your scanner.
4. Click **File**►**Acquire image**►**Acquire**.



Refer to scanner's documentation for details on scanning procedures and options.

To load a bitmapped image from a digital camera

1. Click **File**►**Acquire image** ► **Select source**.
2. From the **Sources** list, click the selection that corresponds to your digital camera.
3. Click **Select**.
4. Click **File**►**Acquire image**►**Acquire**.

Applying special effects to bitmapped images

You can apply a wide range of special effects to bitmapped images, such as three-dimensional and artistic effects.

Adding plug-in filters to CorelDRAW provides additional features and effects that you can use to edit images. You can enable or disable plug-in filters and you can remove them when you no longer need them.

To apply a special effect

1. Click **Bitmaps**, choose a special effect type, and click an effect.
2. Adjust any special-effect settings.

To add a plug-in filter

1. Click **Tools**►**Options**.
2. In the list of categories, double-click **Plug-ins**.
3. Click **Add**.
4. Select the folder in which the plug-in is stored.



The **Options** dialog box does not show the files in the folder. You must know the folder before you use the **Options** dialog box.

To manage a plug-in filter

To	Do the following
Enable a plug-in filter	Click Tools ► Options and click Plug-ins . In the Plug-ins list, enable the check box that corresponds to a filter.
Disable a plug-in filter	Click Tools ► Options and click Plug-ins . In the Plug-ins list, disable check box that corresponds to a filter.

To**Do the following**

Remove a plug-in filter

Click **Tools►Options** and click **Plug-ins**. From the **Plug-ins** list, choose the folder that contains the plug-in to remove. Click **Remove**.

Applying color and tone effects

CorelDRAW lets you apply color and tone to a bitmapped image. For example, you can replace colors, shift them between RGB and CMYK color modes, and adjust the brightness, lightness, and darkness of colors.

By applying color and tone effects, you can restore detail lost in shadows or highlights, remove color casts, correct underexposure or overexposure, and generally improve the quality of the bitmapped images.

To apply a color or tone effect

1. Select a bitmapped image.
2. Click **Effects►Adjust**, and click a color or tone effect.
3. Specify any settings.

Optimizing bitmapped images for the World Wide Web

You can save objects and optimize them for the World Wide Web.

To save and optimize a bitmapped image to Web-compatible format

1. Click **File►Publish to the Web►Web image optimizer**.
2. In each preview window, choose a file format.
3. Choose a filter type.
4. Click the **Edit filter** button to customize the filter options.
5. In the export window of the file format you want to export to and customize the options you want.

You can also

Preview the file download time for a particular modem speed

Choose a speed from the **Modem speed** list box.

Save a custom filter

Click **Add**

Delete a custom filter

Click **Delete**.

Pan to another section of the image

Click the **Hand** tool and drag in the preview window.

Zoom in the preview window

Choose a magnification from the **Zoom level** list box.

Changing color modes

Changing an image to another color mode, such as RGB, CMYK or Grayscale, changes a bitmapped image's color structure.

Changing the color mode of bitmapped images

The colors of the images that you work with in CorelDRAW are based on color modes. Color modes define the color characteristics of images and are described by their component colors. The RGB

color mode is composed of red, green, and blue values and the CMYK color mode is composed of cyan, magenta, yellow, and black values.

Although you may not be able to see the difference between an image in the CMYK color mode and an image in the RGB color mode on screen, the images are quite different. Colors from the RGB color space can cover a greater range of the visual spectrum (that is, they have a larger color gamut) than those in the CMYK color space. For the same image dimensions, a CMYK image has a larger file size than an RGB image.

Each time you convert an image, you may lose color information. For this reason, you should save an edited image before you change it to a different color mode.

For more information about color modes, see "Working with color".

To change the color mode of a bitmapped image

1. Click a bitmapped image.
2. Click **Bitmaps►Mode**, and click one of the following:
 - Grayscale (8-bit)
 - RGB color (24-bit)
 - Lab color (24-bit)
 - CMYK color (32-bit)

Changing bitmapped images to the Black-and-White color mode

You can change any image to the 1-bit Black-and-White color mode. In addition to conversion settings such as threshold, screen type, and intensity, there are seven conversion options that affect how the converted images will look.

To change a bitmapped image to the Black-and-White color mode

1. Click a bitmapped image.
2. Click **Bitmaps►Mode►Black-and-white (1-bit)**.
3. Choose an option from the **Conversion** list box.
4. Move the slider.
If you want to view parts of the image, you can drag the image in the **Preview** window.

To change an image to the Paletted color mode

1. Click a bitmapped image.
2. Click **Bitmaps►Mode►Paletted (8-bit)**.
3. Click the **Options** tab.
4. Choose a color palette type from the **Palette** list box.
5. Choose an option from the **Dithering** list box.
6. Move the **Dithering** intensity slider.

You can also

Save the conversion settings as a preset

Save the processed palette

Do the following

Click **Add preset**, and type a name in the **Save preset** box.

Click the **Processed palette** tab, and click **Save**. Choose the drive and folder where you want to save the processed color palette, and type a filename in the **File name** box.



You can achieve better color fidelity by choosing the palette you want to use when you change an image to a paletted bitmapped image or when you export a GIF or JPEG. For example, the standard color palette provides more colors than necessary for an image with a limited range of colors, but you can choose an optimized palette to ensure that color representation is accurate.



You can choose a custom color palette by clicking **Open**, locating the color palette file you want, and double-clicking the filename.

You can load preset conversion settings by choosing a preset from the **Preset** list box.

To edit the processed color palette

1. Click a bitmapped image.
2. Click **Bitmaps►Mode►Paletted (8-bit)**.
3. Click the **Processed palette** tab.
4. Click a color.
5. Click the **Edit** button.
6. In the **Color table**, specify the color you want, and click **OK**.
7. In the **Save palette** as dialog box, choose the drive and folder where you want to store the color palette.
8. Type a name in the **File name** box, and click **Save**.

To change a bitmapped image by setting range sensitivity

1. Click a bitmapped image.
2. Click **Bitmaps►Mode►Paletted (8-bit)**.
3. Click the **Options** tab.
4. Choose **Optimized** from the **Palette** list box.
5. Enable the **Color range sensitivity to** check box.
6. Click the **Eyedropper** tool, and click a color in the image.
7. Click the **Range sensitivity** tab.
8. Move the range sensitivity sliders.
 - If you want to preview the color palette, click the **Processed palette** tab

To change multiple files to the Paletted color mode

1. Click a bitmapped image.
2. Click **Bitmaps**►**Mode**►**Paletted (8-bit)**.
3. Click the **Batch** tab.
4. From the left column, choose each file you want to change, and click **Add**.



You can preview an image by choosing it from the **Preview image** list box and clicking the **Preview** button.

Changing bitmapped images to the Duotone color mode

To convert an image to the Duotone color mode, you can change a bitmapped image to the grayscale color mode and enhance it using one to four additional inks, giving the image greater tonal depth.

The following four variations of the color mode correspond to the number of additional inks:

Monotonea grayscale image colored with a single ink

Duotonea grayscale image colored with two inks. In most cases, one ink is black and the other ink is colored.

Tritonea grayscale image colored with three inks. In most cases, one ink is black and the other inks are colored.

Quadtonea grayscale image colored with four inks. In most cases, one ink is black and the other inks are colored.

Adjusting tone curves

When you change an image to the Duotone color mode, a tone curve grid that represents the dynamic ink curves that are used throughout the conversion is displayed. The horizontal plane (x-axis) displays the 256 possible shades of gray in a grayscale image (0 is black; 255 is white). The vertical plane (y-axis) indicates the intensity of an ink (from 0 to 100 percent) that is applied to the corresponding grayscale values. For example, a grayscale pixel with a color value of 25 is printed with a 25-percent tint of the ink color. By adjusting the tone curves, you can control the color and intensity of the ink that is added to an image.

Saving and loading inks

You can save an adjusted Duotone tone curve and ink settings and then load them for use with other bitmapped images.

Specifying how overprint colors display

When you change an image to the Duotone color mode, you can specify which colors will overprint when you print an image. Overprint colors are the colors that have too much ink when two or more colors overlap. When you display the image, each color is applied on the screen in sequence, creating a layered effect.

You can view all instances in which the colors you choose for the Duotone conversion overlap. Associated with each instance is the color that is produced by the overlap. You can also choose new overprint colors to see how they overlap.

To change an image to the Duotone color mode

1. Click a bitmapped image.
2. Click **Bitmaps►Mode►Duotone (8-bit)**.
3. Click the **Curves** tab.
4. Choose a Duotone type from the **Type** list box.
5. Double-click an ink color in the **Type** window.
6. In the **Select color** dialog box, choose a color, and click **OK**.
If you want to adjust the color's tone curve, click the ink tone curve on the grid to add a node.
7. Drag the node to adjust the percentage of color at that point on the curve.
8. Repeat steps 5 to 7 for each ink color you want to use.

You can also

Display all the ink tone curves on the grid.

Save the ink settings

Specify how overprint colors display

Enable the **Show all** check box.

Click **Save**. Choose the drive and folder where you want to save the file, and type a filename in the File name box.

Click the **Overprint** tab, and enable the **Use overprint** check box. Double-click the color you want to edit, and choose a new color.



You can load ink settings by clicking **Load**, locating the file in which the ink settings are stored, and double-clicking the filename.



Adding Text

Chapter VI

In this chapter

- ✦ Working with Text
- ✦ Shaping Text
- ✦ Working with Asian and Middle Eastern text
- ✦ Managing Fonts

Working with text

CorelDRAW lets you use text to create or enhance drawings.

Adding and selecting text

There are two types of text you can add to drawings: artistic text and paragraph text. Artistic text can be used to add short lines of text to which you can apply a large range of effects, such as drop shadows. Paragraph text can be used for larger bodies of text that have greater formatting requirements.

You can add text directly in the drawing window; however, you must create a text frame for each paragraph text object that you want to add.

A text frame can be fixed-sized or automatically sized. A fixed-sized text frame displays a limited amount of paragraph text. Any text that continues past the bottom right border of the text frame is hidden until you enlarge the text frame. An automatically sized text frame adjusts as you type to display all of the text.

Inserting paragraph text frames in graphic objects lets you use objects as containers for text so that you can change the shape of the text frames. You can also separate a text frame from a container object. When you do, the text frame retains the object's shape.

To modify text, you must first select it. You can select entire text objects, specific characters, or single characters. The tool that you use to select text depends on whether you want to affect an entire text object (for example, a paragraph text frame) or only a portion of the text.

To add artistic text

Click anywhere in the drawing window using the **Text** tool and type.

To add paragraph text

To	Do the following
Add paragraph text	Click the Text tool. Drag in the drawing window to size the paragraph text frame, and type.
Add paragraph text in an object	Click the Text tool. Move the cursor over the object's outline, and click the object when the cursor changes to an Insert in object cursor. Type inside the frame.
Separate a paragraph text frame from an object	Select the object using the Pick tool, and click Arrange ► Break paragraph text inside a path apart . Click a blank space in the drawing window and drag either the text frame or the object to a new location.



You can adjust the size of a paragraph text frame by clicking the text frame using the **Pick** tool, and dragging any selection handle.

To add paragraph text in an automatically sized frame

1. Click **Tools**►**Options**.
2. Double-click **Text** and click **Paragraph** in the list of categories.
3. Enable the **Expand and shrink paragraph text frames to fit text** check box.

To manage a plug-in filter

To select text	Do the following
An entire text object	Click the text object using the Pick tool.
Specific characters	Drag across the text using the Text tool.



You can select multiple text objects by holding down **SHIFT** and clicking each text object.

Finding, editing, and converting text

You can find text in a drawing and replace it without having to retype the text. This is especially useful when a drawing consists of a lot of text. You can also retype selected text directly in the drawing window.

CorelDRAW lets you convert artistic text to paragraph text if you decide you require more formatting options, and paragraph text to artistic text if you'd like to apply special effects. You can also convert artistic text to curves so that you can modify the shape of characters and preserve their appearance when you open a drawing on another computer.

Converting text to curves transforms characters to single line and curve objects, letting you add, delete, or move the nodes of a character to alter its shape. By converting artistic text to curves, you can change the shape of individual characters. For more information, see "Working with curve objects."

To find text

1. Click **Edit►Find and replace Find text**.
2. Type the text you want to find in the **Find what** box.
If you want to find the exact case of the text you specified, enable the **Match case** check box.
3. Click **Find next**.

To find and replace text

1. Click **Edit►Find and replace Replace text**.
2. Type the text you want to find in the **Find what** box.
If you want to find the exact case of the text specified, enable the **Match case** check box.
3. Type the replacement text in the **Replace with** box.
4. Click **Replace**.

To edit text

1. Select the text.
2. Click **Text►Edit text**.
3. Retype the text.

You can also

Edit text in the drawing window

Select the text using the **Text** tool, and retype the text.



You can edit artistic text only if it hasn't been converted to curves.

To convert text

To convert

Paragraph text to artistic text

Artistic text to paragraph text

Do the following

Select the text using the **Pick** tool, and click **Text Convert to artistic text**.

Select the text using the **Pick** tool, and click **Text►Convert to paragraph text**.



You cannot convert paragraph text to artistic text when the paragraph text is linked to another frame, has special effects applied to it, or overflows its frame.



You can also convert selected artistic text to curves by right-clicking the text, and clicking **Convert to curves**.

Moving text

CorelDRAW lets you move paragraph text between frames, artistic text between artistic text objects, and both types of text between paragraph text and artistic text.

To move text

Drag the text using the **Pick** tool.

Changing the appearance of text

You can enhance artistic text and paragraph text by modifying their character properties. For example, you can change the font type and size or make the text bold or italic. You can also change the default text style, so that every artistic or paragraph text object you create has the same properties, and change the case of text to lowercase or uppercase without deleting or replacing letters. If a drawing includes scientific notation, you can make text subscript or superscript.

You can also add underlines, overscores, and strikethrough lines to text and change the thickness of these lines, as well as the distance between text and a line.

As you add text, you can change its appearance. By default, the unit of measure is points; you can change this setting for the active drawing and all subsequent drawings you create.

Greeking text lets you increase the redraw speed by representing text with lines. You can make text readable again by reducing the greeking value.

To change font attributes

1. Select the text.
2. Click **Text►Format text**.
3. Click the **Character** tab.
4. Specify the font attributes you want.

To change the default text style

1. Click a blank space in the drawing window using the **Pick** tool.
2. Click **Text►Format text**.
3. Click the **Character** tab.
4. Specify the properties you want, and click **OK**.
5. Enable any of the following boxes:

Artistic text

Paragraph text



You can also change the default text style by clicking **Tools►Graphic and text styles**, and dragging a text object over either the Default artistic text, or Default paragraph text style in the **Graphic and text styles** Docker window.

To change text case

1. Select the text.
2. Click **Text**►**Change case**.
3. Enable one of the following options:
 - Sentence case**-capitalizes the initial letter of the first word in each sentence
 - Lowercase**-makes all text lowercase
 - Uppercase**-makes all text uppercase
 - Title case**-capitalizes the initial letter of each word
 - Toggle case**-reverses the case; all uppercase letters become lowercase and all lowercase letters become uppercase

To specify the increment by which to size text

1. Click **Tools**►**Options**.
2. In the list of categories, click **Text**.
3. Type a value in the **Keyboard text increment** box.
If you want to specify a default unit of measure, choose a unit of measurement from the **Default text units** list box.

To greek text

1. Click **Tools**►**Options**.
2. In the list of categories, click **Text**.
3. Type a value in the **Greek text below** box.

Shifting, rotating, and spacing text

Shifting artistic and paragraph text vertically and horizontally can create an interesting effect. You can also rotate characters and straighten characters that you've angled or shifted.

Straightening text pulls the text into its original position. You can return characters you've shifted vertically to the baseline and maintain a rotation.

You can change character and word spacing in an entire paragraph text frame or in selected paragraphs only. Changing the spacing of artistic text and paragraph text can make it more readable. Changing the line spacing for artistic text applies the spacing to lines of text separated by a carriage return. For paragraph text, the spacing applies to lines of text within the same paragraph. You can also change the spacing before and after paragraphs in paragraph text, as well as the spacing between all characters, all words, or characters and words proportionately.

You can kern specific characters. Kerning balances the optical space between letters in a word. Kerning differs from spacing in that it affects only the white space between the specified characters. You can also specify whether character outlines are hidden or displayed when you space characters manually.

To shift or rotate a character

1. Select the character or characters.
2. Click **Text►Format text**.
3. Click the **Character** tab.
4. In the **Shift** area, type a value in one of the following boxes:
 - Horizontal**-moves a character to the right or the left
 - Vertical**-moves a character up or down
 - Rotate**-rotates a character



You can also shift or rotate characters you select using the **Shape** tool by typing values in the **Horizontal shift** box, **Vertical shift** box, or **Angle of rotation** box on the property bar.

To straighten a shifted or rotated character

1. Select the text.
2. Click **Text►Straighten text**.

To return a vertically shifted character to the baseline

1. Open the **Shape edit** flyout, and click the **Shape** tool.
2. Select the node to the left of the character.
3. Click **Text►Align to baseline**.

To change the spacing of text

1. Select the text.
2. Click **Text►Format text**.
3. Click the **Paragraph** tab.
4. In the **Spacing** area, type values in any of the boxes.



All of the above values, excluding the **Character** values, range from 0 to 2000 percent. The character values range from -100 to 2000 percent.



You can also change the spacing between words and characters proportionately by selecting the text using the **Shape** tool and dragging the Interactive horizontal spacing arrow.

To apply range kerning

1. Select two or more characters using the **Text** tool.
2. Click **Text►Format text**.
3. Click the **Character** tab.
4. Type a value in the **Range kerning** box.

Aligning text

You can align both paragraph and artistic text. Aligning paragraph text lines up text relative to the paragraph text frame. You can horizontally align all paragraphs or only selected paragraphs in a paragraph text frame. Furthermore, you can vertically align all paragraphs in the columns of a paragraph text frame.

When you align artistic text, it is aligned with the point you clicked to type the text. If characters have not been shifted horizontally, applying no alignment produces the same result as applying left alignment. Artistic text can only be aligned horizontally.

To align text horizontally

1. Select the text.
2. Click **Text►Format text**.
3. Click the **Paragraph** tab.
4. Choose an option from the **Alignment** list box.

To align paragraph text vertically

1. Select the paragraph text.
2. Click **Text►Format text**.
3. Click the **Columns** tab.
4. Choose an alignment option from the **Vertical justification** list box.

Combining and linking paragraph text frames

You can combine paragraph text frames. You can also break paragraph text frames apart into subcomponents

columns, paragraphs, bullets, lines, words, and characters. Every time you break apart a text frame, the subcomponents are placed in separate paragraph text frames.

Linking paragraph text frames directs the flow of text from one text frame to another if the amount of text exceeds the size of the first text frame.

Shrinking or enlarging a linked paragraph text frame or changing the size of the text automatically adjusts the amount of text in the next text frame. You can also create and link paragraph text frames before you begin typing text in the first text frame.

You can link a paragraph text frame to an open or closed object. When you link a paragraph text frame to an open object (for example, a line), the text flows along the path of the line.

Linking a text frame to a closed object (for example, a rectangle) inserts a paragraph text frame and directs the flow of text inside the object. If text exceeds the open or closed path, you can link it to another text frame or object. You can also link to paragraph text frames and objects across pages.

You can remove links between paragraph text frames and between paragraph text frames and objects. When you have only two linked paragraph text frames and you remove the link, the text flows into the remaining paragraph text frame. Removing a link between paragraph text frames or objects with a series of links redirects the flow of text into the next paragraph text frame or object.

After linking paragraph text frames, you can redirect the flow from one object or text frame to another. When you select the text frame or object, a blue arrow indicates the direction of the text flow. You can also hide or display the arrows that indicate the direction of the text flow.

To combine or break apart paragraph text frames

1. Select a text frame.
If you are combining text frames, hold down **SHIFT** while making your selections.
2. Click **Arrange►Combine or Break apart**.



The text in the first text frame you select appears first in the combined text frame. You can't combine text frames with envelopes or text fitted to a curve or linked frames. If you select a text frame with columns first, the combined text frame will have columns.

To link a paragraph text frame to an object or frame

1. Marquee-select the text frame and the object or frame to which you want the text to flow.
2. Click **Text►Link**.
If you want to link a paragraph text frame to an object or frame on a different page, click the **Page** tab on the Document navigator that contains the object or frame to which you want the text to flow.



In order to link paragraph text frames successfully, the text frames cannot be automatically sized. For information, see "Adding and selecting text."

You can also insert text inside an object with a closed path, then link to other objects and text frames. For more information on adding paragraph text in an object, see "Adding and selecting text."



You can also display or hide the link flow indicators by clicking **Tools►Options**, clicking **Text, Paragraph** in the list of categories, and clicking the **Show linking of text frames** check box.

To remove links between frames or objects

1. Marquee-select the text frames or object that you want to unlink.
2. Click **Text►Unlink**.

To change text flow to a different paragraph text frame or object

1. Select the **Text flow** tab at the bottom of the text frame or object from which you want to change the link using the Pick tool.
2. Select the new text frame or object into which you want the text flow to continue

Displaying nonprinting characters

You can specify which nonprinting characters, such as spaces and tabs, displays. For example, if you choose to display nonprinting characters, each space you add displays as a tiny black dot. You can display nonprinting characters only when you edit text or as part of your drawing when you add text.

To display nonprinting characters

1. Select a text object.
2. Click **Text**►**Edit Text**.
3. Click the **Nonprinting characters** button.



You can also display or hide nonprinting characters in the drawing window by clicking the **Text** tool, and clicking the **Nonprinting characters** button on the property bar.

To specify which nonprinting characters display

1. Click **Tools**►**Options**.
2. In the list of categories, click **Text**.
3. In the **Non-printing character** list, enable a check box.



By default, the nonprinting characters you specify will display in the **Edit text** dialog box. You can also display nonprinting characters in the drawing window by clicking the **Text** tool, and clicking the **Nonprinting characters button** on the property bar.

Assigning different languages to text

A drawing can consist of text that alternates between different languages. As long as you identify the language of each paragraph or word as you type, CorelDRAW will check the spelling of the drawing and automatically switch between the languages. For example, if you have a French language module installed on your computer, you can include a French word or paragraph in English text. In order for CorelDRAW to recognize the languages as being different, you have to identify them before or after you type the text. When you check the spelling of the text, CorelDRAW identifies each language, as opposed to indicating them as errors. You can use the writing tools the same way you would if the text was all in one language. For a list of jumps to all of the writing tools in CorelDRAW, see "Working with text."

To assign a language

1. Select the text.
2. Click **Text**►**Writing tools** **Language**.
3. Choose a language.



You can also set the language you choose as the default language by enabling the **Save as default writing tools language** check box.

Specifying Quick Correct settings

Adding words to Quick Correct lets you replace abbreviations and words that you often mistype. The next time you type the misspelled word, Quick Correct corrects the word automatically.

Using Quick Correct, you can correct capitalization errors automatically and create shortcuts to frequently used words and phrases. For example, you can store the phrase "for your information" under the abbreviation "FYI" so that each time you type "FYI" followed by a space, it is replaced with the phrase. You can also undo a Quick Correct correction.

To add corrections to Quick Correct

1. Click **Tools**►**Options**.
2. In the list of categories, double-click **Text**, and click **Spelling**.
3. Enable the **Add corrections to Quick Correct** check box.

To customize Quick Correct

1. Click **Text**►**Writing tools**►**Quick Correct**.
2. In the **Options** dialog box, click **Quick Correct** in the list of categories.
3. Enable any of the following check boxes:

Capitalize first letter of sentences

Change straight quotes to typographic quotes

Correct two initial, consecutive capitals

Capitalize names of days

Replace text while typing, and type the text in the **Replace** box. Type the replacement text in the **With** box, and click **Add**.



The **Correct two initial, consecutive capitals** option doesn't make a change when a capital letter is followed by a space or period, or if a word contains other capital letters.

You can change the text case instead of enabling the **Capitalize first letter of sentences** check box to change selected text to sentence case. For more information, see "Changing the appearance of text."

To undo a Quick Correct correction

Click **Edit**►**Undo typing**.

Using the Thesaurus

You can use the Thesaurus to refine your writing style. The Thesaurus lets you look up options such as Synonyms, Antonyms, and Related words, depending on the language and version of Thesaurus you're using. When you select more than one look-up option in the Options list box, the Thesaurus displays the look-up options selected and suggests words.

The Thesaurus replaces or inserts words in a drawing. The Insert button becomes a Replace button when you want to replace a word in a drawing with a word the Thesaurus suggests. The Thesaurus does not specify word forms for verbs that appear the same in both the present and past tense and words used as multiple parts of speech. Thesaurus lets you choose the correct word form to insert or replace in a drawing.

You can customize the Thesaurus to automatically look up a word, help you with the spelling, or automatically close. You can also choose the language that you want to work in, and set

data files for that language for future use. Not all languages support all look up options. For information about which languages support which look up options, see Languages and supported look up options

Looking up words

You can look up a word in the Thesaurus and maintain a history list of the words looked up in the current drawing. When you look up a word, the Thesaurus provides a short definition and a list of the look up options selected. The Thesaurus also maintains a history list of the words that you have looked up. Each time you start the Thesaurus, it begins a new history list.

Replacing and inserting words in Thesaurus

The Thesaurus automatically replaces a word with a suggested word. When the insertion point is on a blank line or is surrounded by spaces, the Replace button changes to the Insert button to let you insert a word from the Thesaurus.

To look up a word

1. Select the word you want to look up.
2. Click **Text**►**Writing tools**►**Thesaurus**.
3. Click **Look up**.



You can also look up a word directly from the **Thesaurus dialog** box by typing a word in the **Look up** list box.

Use the left and right arrows to scroll through word lists.

To replace a word

1. Select the word you want to replace.
2. Click **Text**►**Writing tools**►**Thesaurus**.
3. Click **Look up**.
4. Choose a word from the list, and click **Replace**.

To insert a word

1. Click **Text**►**Writing tools**►**Thesaurus**.
2. Type a word in the **Look up** list box.
3. Click in the drawing window where you want to insert the word.
4. Choose a word from the list box and click **Insert**.

Customizing the Writing tools

You can customize how Spell check checks spelling in a drawing. You can choose how Spell check starts, searches for misspelled words, irregular capitalization, duplicate words, and words with numbers. You can also have Spell check spell check your text in a specific language and you can add words to a User word list or a Main word list.

You can customize how Grammatik checks grammar in a drawing. You can customize Grammatik to start automatically, to prompt you before it automatically replaces words and to

show spelling suggestions for misspelled words. You can also choose a different language, to check your grammar and add words to a User word list for future use.

You can customize the Thesaurus to look up words or close automatically. The Thesaurus can also be customized to suggest spelling suggestions for misspelled words and display multiple alternative word lists. You can also specify the language you want to look up a word in and to set a data file for that language.

Not all Writing tools support all languages. For a list of writing tools and the languages they support, see [Writing tools supported languages](#)

Setting Spell check options

You can customize Spell check to start automatically and to prompt you for automatic replacement of words. The Prompt before automatic replacement option prompts you for words that have been added to a User word list. You can also have Spell check beep on misspelled words and show phonetic suggestions for words.

Setting Spell check text and style options

You can customize the way Spell check checks text. You can have Spell check check for irregular capitalization, words that contain both letters and numbers, and duplicate words. You can also have Spell check recheck text every time you check your spelling. By default, once you have spell checked a drawing, Spell check rechecks only new or changed text. You can recheck your entire drawing by clicking the Recheck All Text option.

Setting Grammatik options

You can customize Grammatik to start automatically, and to prompt you before it replaces words. The Prompt before automatic replacement option prompts you for words that have been added to a User word list. You can also customize Grammatik to show spelling suggestions during a proofreading session.

To look up a word and close the Thesaurus automatically

You can customize the Thesaurus to look up words and close automatically.

Setting display options

The Thesaurus can display spelling suggestions and multiple alternative word lists. Spelling assist displays spelling suggestions when you type a word the Thesaurus doesn't recognize. Multiple alternative words are useful when you work with large drawings.

Using User word lists

User word lists are lists of words and phrases that Spell check and Grammatik use to check for errors. During a checking session Spell check and Grammatik scan two types of word list files: User word lists and Main word lists. You can activate up to 10 lists of each type. Spell check and Grammatik first scan the active User Word lists. If it does not find a word or phrase,

Spell check and Grammatik then scan the Main Word lists you have activated. If you want to create or edit a Main word list, you can use the Spell utility. The utility can be used to merge main word lists together and to convert main word lists (formerly called dictionaries) from previous formats. Main word lists are available only in Spell check.

To set Spell check options

1. Click **Text**►**Writing tools**►**Spell check**.
2. Click **Options** and click one of the following:

Auto start
Beep on Misspelled
Recheck all text
Check words with numbers
Check duplicate words
Check irregular capitalization
Prompt before auto replacement
Show phonetic suggestions



Any options you change will be effective the next time you open Spell check.

To set Grammatik options

1. Click **Text**►**Writing tools**►**Grammatik**.
2. Click **Options** and click one of the following:

Auto start
Prompt before auto replacement
Suggest spelling replacements



Any options you change will be effective the next time you open Grammatik.

To set Thesaurus options

1. Click **Tools**►**Thesaurus**.
2. Click **Options** and click one of the following:

Auto look up
Auto close
Spelling assist
WordPerfect 8 Thesaurus



Any options you change will be effective the next time you open the Thesaurus.

Customizing look up options

The Thesaurus lets you customize look up options for synonyms, antonyms, related words, related information and cross references. You can also look up hypernyms, hyponyms, and phrases. However, not all languages support all look up options. For information about which languages support which look up options, see "Languages and supported look up options." The look up options that are available also depend on the version of Thesaurus you are using.

Looking up synonyms and antonyms

You can specify that the Thesaurus looks up synonyms and antonyms. Synonyms are words with the same meaning. For example, if you look up "happy," the Thesaurus lists words such as "glad," "carefree," and "lighthearted." Antonyms are words with an opposite meaning. For example, if you look up "ugly," Thesaurus lists words such as "attractive," "beautiful," and "pretty."

Looking up related words and related information

You can specify that the Thesaurus looks up related words and related information on a word. Related words are words that have a similar meaning to a word that you look up. For example, if you look up "old," the Thesaurus lists words such as "senior," "original," and "outdated." Related information lists all words associated to the genus of a word. For example, the related information for "tree" includes "plants," "leaves," "gardening," "pruning," and "roots."

Looking up hypernyms and hyponyms

You can specify that the Thesaurus looks up hypernyms and hyponyms. Hypernyms display the superordinate of a word. For example, the hypernym of "branch" is "tree." Hyponyms display the subordinate of a word. For example, the hyponym of "animal" is "cat."

Looking up cross references and phrases

You can specify that the Thesaurus looks up cross references and phrases. Cross references are useful when you want to look up information from other drawings. Phrases gives you different meanings of a word. For example, if you look up "time," the Thesaurus suggests lists phrases such as "it's about time", "time to go now", and "what time is it."

To customize Thesaurus look up options

1. Click **Text**►**Writing tools**►**Thesaurus**.
2. Click **Options** and choose a look up option.
3. Choose a word or type a word in the **Replace with** (or **Insert**) box.
4. Click **Look up**.



Not all languages support all look up options. For information about which languages support which look up options, click [here](#).



You can also look up a word by clicking it in the list box in the Thesaurus window.

Using rule classes

Rule classes contain groups of grammar and style rules. Grammatik uses rule classes to detect common writing errors.

You can enable or disable rule classes at any time during a Grammatik session. You can also choose which rule classes to apply during a Grammatik session, edit a rule class or save a new set of rules as a Checking style.

Enabling or disabling rule classes

You can enable or disable rule classes at any time during a Grammatik session. When you disable a rule, Grammatik ignores all of the errors associated with that rule during the current proofreading session.

Adding, deleting, or saving rule classes

You can customize rule classes to suit proofreading requirements. For example you can create rule classes for certain types of drawings such as technical reports. You can also add a rule, delete a rule, and save a set of rules as a new checking style.

To enable a rule

1. Click **Text**►**Writing tools**►**Grammatik**.
2. Click **Options**►**Turn on rules**.
3. Choose the rules you want to enable.



The Turn on rules option is available only when you have disabled a rule during proofreading. Otherwise, it is grayed.

To disable a rule

1. Click **Text**►**Writing tools**►**Grammatik**.
2. When Grammatik alerts you to an error you do not want to flag, click **Turn off**.

To add or delete rule classes

1. Click **Text**►**Writing tools**►**Grammatik**.
2. Click **Options**►**Checking styles**.
3. In the **Checking styles** dialog box, choose a checking style and click **Edit**.
4. In the **Edit checking styles** dialog box, enable or disable check boxes in the **Rule classes** list.

To save a set of rules as a new checking style

1. Click **Text**►**Writing tools**►**Grammatik**.
2. Click **Options**►**Save rules**.
3. Click **Save as** and type a name for the new checking style.



When you change a preset checking style, an asterisk (*) is added to the style name. The **Save rules** option is available only when a rule has been turned off.

Analyzing a drawing

Grammatik lets you analyze the grammatical structure of text in a drawing. You can analyze parts of a sentence and parts of speech. When Grammatik analyzes parts of a sentence it assigns a sentence part to each word or group of words. When Grammatik analyzes parts of speech, it assigns a part of speech to each word in a sentence.

You can also analyze text by using three statistical reports: Basic counts, Flagged list, and Readability report. The Basic counts report analyzes the writing style in the drawing. The Flagged report displays the types of errors flagged in the drawing. The Readability report estimates the amount of skill required for a reader to understand the drawing.

Analyzing parts of a sentence

When Grammatik analyzes a sentence, it assigns a sentence part to each word or group of words. Grammatik uses Parse tree to let you view the parts of a sentence.

To view a parse tree

1. Click **Text**►**Writing tools**►**Grammatik**.
2. Click **Options**►**Analysis**►**Parse tree**.



Only the current sentence will be shown in the Parse tree.

To view parts of speech

1. Click **Text**►**Writing tools**►**Grammatik**.
2. Click **Options**►**Analysis**►**Parts of speech**.

To view a Basic counts report

1. Click **Text**►**Writing tools**►**Grammatik**.
2. Click **Options**►**Analysis**►**Basic counts**.

To view a Flagged errors report

1. Click **Text**►**Writing tools**►**Grammatik**.
2. Click **Options**►**Analysis**►**Flagged**.

To view the readability of a drawing

1. Click **Text**►**Writing tools**►**Grammatik**.
2. Click **Options**►**Analysis**►**Readability**.
3. Choose a comparison drawing from the **Comparison document** list box.

To add a comparison drawing

1. Open the drawing you want to use as a comparison drawing.
2. Click **Text**►**Writing tools**►**Grammatik**.
3. Click **Options**►**Analysis**►**Parts of speech**.
4. Click **Add document**.

Working with text

CorelDRAW lets you shape both paragraph and artistic text in unique ways. For example, you can make paragraph text straddle an object or a sentence follow the outline of a circle.

Wrapping paragraph text around objects and text

You can change the shape of text by wrapping a paragraph text frame around an object, artistic text, or another paragraph text frame. You can wrap text using contour or square wrapping styles. The contour wrapping styles follow the curve of the object. The square wrapping styles follow the bounding box of the object. You can also adjust the amount of space between paragraph text and the object or text, as well as remove any wrapping style you apply.

To wrap paragraph text around an object or text

1. Select the object or text.
2. Click **Window**►**Dockers**►**Properties**.
3. In the **Object properties** Docker window, click the **General** tab and choose a wrapping style from the **Wrap paragraph** text list box.
If you want to change the amount of space between wrapped text and the object or text, type a value in the **Text wrap offset** box.
4. Click the **Text** tool, and either draw a new or drag an existing paragraph text frame over the object or text.
5. Type text in the paragraph text frame.



You can wrap existing paragraph text around a selected object by applying a wrapping style to the object and dragging the paragraph text frame over the object.

To remove a wrapping style

1. Select the object or wrapped text.
2. Click **Window**►**Dockers**►**Properties**.
3. In the **Object properties** Docker window, choose **None** from the **Wrap paragraph text** list box.

Fitting text to a path

You can position artistic text along the path of an open object (for example, a line) or a closed object (for example, a square).

After you fit text to a path, you can adjust the text's position relative to that path. For example,

you can place the text on the opposite side of the path, or you can adjust the distance between the text and the path.

CorelDRAW treats text fitted to a path as one object; however, you can separate the text from the object if you no longer want it to be part of the path. When you separate text from a curved or closed path, the text retains the shape of the object to which it was fitted. Straightening reverts the text to its original appearance.

To fit text to a path

1. Select the path using the **Pick** tool.
2. Click **Text**►**Fit text to path**.
3. Type along the path.



If the text is fitted to an closed path, the text is centered along the path. If the text is fitted to an open path, the text flows from the point of insertion.

You can't fit text to the path of another text object.



You can also fit text to a path by clicking the **Text** tool, pointing over an object, clicking where you want the text to begin, and typing the text.

To adjust the position of text fitted to a path

1. Select the text using the **Pick** tool.
2. On the property bar, choose a setting from any of the following list boxes:

Distance from path

Vertical placement

Horizontal offset

Text orientation

Text placement



You can also change the horizontal position of fitted text by selecting it with the **Shape** tool, and dragging the character nodes you want to reposition.

Using the **Pick** tool, you can move text along the path by dragging the small red node that appears beside the text

To separate text from a path

1. Select the fitted text using the **Pick** tool.
2. Click **Arrange**►**Break apart**.

To straighten text

1. Select the fitted text using the **Pick** tool.
2. Separate the text from the path.
3. Click **Text**►**Straighten text**.

Working with Asian and Middle Eastern text

If you are running CorelDRAW on an Asian or Middle Eastern operating system, or if you have an Input Method Editor (IME) installed on another operating system, you can take advantage of the Asian and Middle Eastern text formatting capabilities available with CorelDRAW.

Formatting Asian text

You can choose a default font and text orientation (either horizontal or vertical) when typing text on an operating system that has Asian language support, and you can change either of these settings for new or existing text. When you type artistic or paragraph text, CorelDRAW uses a default artistic or paragraph text style. When you turn the Input Method Editor (IME) on, CorelDRAW uses the default Asian font and font attributes (such as size, style, outline, and fill).

You can also mix Latin and Asian text on one line and set the spacing between the two. Asian character input is only supported in CorelDRAW when using an Asian language (double byte) operating system or when an IME is installed on a non-Asian operating system such as Windows 98. CorelDRAW does not support the use of plug-ins for the English language version of Microsoft Windows. Asian text features are available for Asian language versions of Windows 98, Windows 2000, and Windows NT 4. You must use the Asian fonts appropriate to your operating system. For instance, Chinese Simplified fonts will not work on a Japanese operating system.

You can change the font properties of one or both languages in a block of Latin or Asian text. You can type and format Asian artistic and paragraph text the same way you do Latin text. You can also apply the same effects to Asian text that you can apply to Latin text, such as fitting text to a path or converting text to curves. For information about formatting text, see "Working with text."

To choose a default font for Asian text

1. Click a blank space in the drawing window.
2. Click **Text** ► **Format text**.
3. Click the **Character** tab.
4. Choose **Asian** from the **Script** list box.
5. Choose a font from the **Font** list box.

To specify spacing between Latin and Asian text

1. Click **Text** ► **Format text**.
2. Click the **Paragraph** tab.
3. Type a value in the **Language** list box.



The inter-language spacing is based on the percentage of a standard space. For example, two spaces is represented by typing a value of 200.

To change the font properties of Latin and Asian text

1. Select the text.
2. Click **Text►Format text**.
3. Click the **Character** tab.
4. Choose one of the following from the **Script** list box:

Latin characters

Asian characters

5. Change any font properties.



Text orientation applies to the entire text object. You cannot mix orientations in one text object.

Formatting Middle Eastern text

You can choose a default font for Middle Eastern text. When you use the Text tool in Middle Eastern mode, the default Middle Eastern font displays in the Font list. If you want to use another Middle Eastern font, you can choose the font you want from the list.

When you use CorelDRAW on a Middle Eastern operating system, you can switch your input language to add both Latin and Middle Eastern text. CorelDRAW lets you format paragraph text either left-to-right (Latin) or right-to left (Middle Eastern).

When you type artistic or paragraph text, CorelDRAW uses a default artistic or paragraph text style. When you choose Middle Eastern as the input language, CorelDRAW uses the font size, style, outline, and fill attributes of the default style but uses the default Middle Eastern font. You can change the font properties of an artistic or paragraph text object. If the selected text object includes both Middle Eastern and Latin text, you can choose to apply the changes to the Middle Eastern text, Latin text, or both.

CorelDRAW lets you fully justify Arabic text. When you use full justification, the Kashidah character is inserted between letters to elongate the connection between words. CorelDRAW also substitutes ligatures for all the ligature combinations supported by the Middle Eastern version of Microsoft Windows. Also, CorelDRAW lets you type Middle Eastern diacritical marks.

When you use the Text tool, the language you are using is controlled by your operating system. To alternate between Latin and Middle Eastern text modes, you must use either the language indicator on the system taskbar or the appropriate shortcut key combination. For more information about changing input languages on Microsoft Windows, consult your Windows manual.

To choose a default font for Middle Eastern text

- 1Click a blank space in the drawing window.
- 2Click **Text►Format text**.
- 3Click the **Character** tab.
- 4Choose **Middle Eastern** from the **Script** list box.
- 5Choose a font from the **Font** list box.



You must use the Middle Eastern fonts appropriate to your operating system. For instance, Arabic fonts will not work on a Hebrew operating system.

To change the font properties of Latin and Middle Eastern text

1. Select the text.
2. Click **Text►Format text**.
3. Click the **Character** tab.
4. Choose one of the following from the **Script** list box:
 - Latin characters**
 - Arabic/Hebrew characters**
5. Change any font properties.

To choose a default text direction for paragraph text

1. Click **Text►Format text**.
2. Click the **Paragraph** tab.
3. In the **Text direction** area, enable one of the following buttons:
 - Latin-to** to format text left-to-right
 - Arabic or Hebrew-to** to format text right-to-left



To indicate the input language, the cursor displays a left arrow in Middle Eastern mode, and a right arrow in Latin mode.

To switch between the two modes left-to-right (Latin) and right-to-left (Middle Eastern) select the input language using the language indicator on the system taskbar.

Managing fonts

CorelDRAW lets you substitute missing fonts in drawings you open for those installed on your computer. You can also embed fonts and format them.

Substituting unavailable fonts

You can use PANOSE to access a list of TrueType fonts that can be used as substitutes for fonts not installed on your computer. You can accept a substitute font, or you can choose another font to install. You can apply the substitution to the active drawing only or apply it to all drawings.

You can also build a list of matches for uninstalled fonts and specify the Windows equivalents for Macintosh fonts in a drawing.

To change a font substitution

1. Open a drawing.
2. In the **PANOSE font matching results** dialog box, enable one of the following options:
 - Temporary**-displays the font of your choice in place of the missing font, but only in the current session of the drawing. The missing font remains applied to the text.
 - Permanent**-substitutes the font of your choice for all text objects in the drawing that use the missing font
3. Choose the missing font for which you want to find a match.
4. Choose a new font from the **Substituted font** list box.



In order for the **PANOSE font matching results** dialog box to display, the drawing that you open must contain fonts that aren't installed on your computer.

To build a list of matches for missing fonts

1. Click **Tools** ► **Options**.
2. In the list of categories, double-click **Text**, and click **Fonts**.
3. Click **PANOSE font matching**.
4. In the **PANOSE font matching preferences** dialog box, click **Exceptions**.
5. In the **PANOSE font matching exceptions** dialog box, click **Add**.
6. In the **Add matching exceptions** dialog box, type the name of the font you want to replace in the **Missing font** box.
7. Choose a font that is installed on your computer from the **Substituted font** list.

Smoothing font edges

You can change the on-screen appearance of text by smoothing the font edges. Anti-aliasing fills jagged pixels with intermediate color or shades of gray to increase clarity. The effect is easier to view on large fonts or by zooming in on the text.

To smooth edges of screen fonts

1. Click **Tools** ► **Options**.
2. In the list of categories, click **Text**.
3. Enable the **Smooth edges of screen fonts** check box.



If you are running in less than 256 colors, the **Smooth edges of screen fonts** option is disabled.

Embedding fonts

When you save a drawing, you can embed the fonts so that the drawing can be opened on computers on which any of the fonts in the drawing are not installed.

To embed fonts in a file

1. Click **File**►**Save as**.
2. Enable the **Embed fonts using TrueDoc** check box.
3. Click **Save**



You can only embed TrueType fonts using TrueDoc.



Input / Output

Chapter

VII

In this chapter

- * Printing
- * Commercial Printing
- * Publishing to PDF
- * Publishing to the Web
- * Importing and Exporting Files
- * Object Linking and Embedding
- * File Formats

Printing

CorelDRAW 10 provides extensive options for printing your work.

Printing your work

In CorelDRAW, you can print multiple copies of the same drawing. You can specify what to print, as well as which parts of a drawing to print; for example, you can print selected vectors or bitmapped images.

Before printing a drawing, you can specify printer properties, including paper size, graphics, and device options.

To set printer properties

1. Click **File▶Print**.
2. Click the **General** tab.
3. Click **Properties**.
4. In the **Properties** dialog box, set any properties.

To print your work

1. Click **File▶Print**.
2. Click the **General** tab.
3. Choose a printer from the **Name** list box.
4. Type a value in the **Number of copies** box.
If you want the copies collated, enable the **Collate** check box.
5. Enable one of the following options:
 - Current document**-prints the active drawing
 - Current page**-prints the active page
 - Pages**-prints the pages that you specify
 - Documents**-prints the drawings that you specify
 - Selection**-prints the objects that you specify



You must select objects before printing a selection.



You can preview your work by clicking on the **Mini preview** button on the title bar.

To print selected vectors, bitmapped images, or text

1. Click **File▶Print**.
2. Click the **Misc** tab.
3. In the **Proofing options** area, enable any of the following check boxes:

Print vectors

Print bitmaps

Print text



You can print graphics in full color, monochrome, or grayscale, by enabling the corresponding check boxes in the **Bitmap downsampling** area.

You can print all text in black by enabling the **Print all text in black** check box.

To print selected layers

1. Click **Tools▶Object manager**.
2. Click the printer icon that corresponds to a layer.
3. Click **File▶Print**.

Laying out print jobs

You can lay out a print job by specifying the size, position, and scale. Tiling a print job prints portions of each page on separate sheets of paper that you can assemble into one sheet. You would, for example, tile a print job that is larger than your printer paper.

If the orientation of a print job differs from the orientation specified in the printer properties, a message prompts you to adjust the paper orientation of the printing device. You can disable this prompt, so that the printer adjusts paper orientation automatically.

To specify the size and position of a print job

1. Click **File▶Print**.
2. Click the **Layout** tab.
3. Enable one of the following options:
 - As in document**-sizes and positions the printed image
 - Fit to page**-sizes and positions the print job to fit to a printed page
 - Reposition images to**-lets you reposition the print job by choosing a position from the list box



Enabling the **Reposition images to** option lets you specify size, position, and scale in the corresponding boxes.

To tile a print job

1. Click **File▶Print**.
2. Click the **Layout** tab.
3. Enable the **Print tiled pages** check box.
4. Type values in the following boxes:
 - Tile overlap**-lets you specify the number of inches by which to overlap tiles
 - % of page width**-lets you specify the percentage of the page width the tiles will occupy
 - # of tiles**-lets you specify the number of horizontal and vertical tiles



Enable the **Tiling marks** check box to include tiling alignment marks.

To change the page orientation prompt

1. Click **Tools▶Options**.
2. In the list of categories, double-click **Global**, and click **Printing**.
3. Choose **Page orientation prompt** from the **Option** list.
4. Choose one of the following from the **Setting** list box:
 - Off-always match orientation**
 - On-ask if orientations differ**
 - Off-don't change orientation**

Applying print styles

A print style is a set of saved printing options. Each print style is a separate file. This lets you move a print style from one machine to another, back up a print style, and keep document specific styles in the same directory as the document file.

You can select a print style or edit a print style and save your changes. You can also delete print styles.

To select a print style

1. Click **File▶Print**.
2. Choose one of the following from the **Print Style** list box:
 - CorelDRAW defaults**
 - CorelR.A.V.E**
 - Corel PHOTO-PAINT defaults**
 - Browse**

To save a print style

1. Click **File▶Print**.
2. Click the **General** tab.
3. Set any printing options.
4. Click **Save as**.
5. Choose the drive and folder where you want to save the print style.
6. Type a name for the style in the **File name** box.



When you save a print style, a dialog box opens that includes a section called **Settings to include**. The settings in this section correspond to the printing options you have already selected. You can also specify which settings to include in a print style in this dialog box. You can also save a print style by clicking **File►Print preview mode**.

To edit a print style

1. Click **File►Print**.
2. Choose a print style from the **Print style** list box.
3. Modify any of the printing options.
4. Click **Save as**.
5. Choose the drive and folder where the print style is stored.
6. Click the filename.



You should save the modified settings as a print style or apply the changes before canceling; otherwise, you'll lose all of the modified settings.

To delete a print style

1. Click **File►Print preview**.
2. Select a print style.
3. Click the minus sign (-).

Printing colors accurately

To print colors accurately, you can apply a generic International Color Consortium (ICC) color profile or you can choose a specific color profile for your printer.

Using color management also helps you ensure accurate color reproduction. You can output color bitmapped images as CMYK, RGB, or grayscale. For more information on color management, see "Reproducing colors accurately."

To apply the ICC color profile

1. Click **File►Print**.
2. Click the **Misc** tab.
3. Enable the **Apply ICC profile** check box.



Applying the ICC color profile on the **Misc** page will override any settings that you specified for separations printer profiles in the **Color management** dialog box. For information about applying the ICC color profile in the **Color management** dialog box, see "To choose a color profile."

To output color bitmapped images

1. Click **File▶Print**.
2. Click the **Misc** tab.
3. Choose one of the following from the **Output color bitmaps as** list box,:

RGB

Grayscale

CMYK



The CMYK option is available only for Postscript devices.

Using Print merge wizard

You can use Print merge wizard to combine text with a drawing; for example, you can personalize an invitation by printing a different recipient's name on each invitation.

The following steps provide a general overview of the process of merging a document.

1. **Create or open an existing data file**-You can open a new file or an existing data file. CorelDRAW supports the following files: .txt, .csv, .rtf, CorelCENTRAL, Windows Address books and ODBC data sources.
2. **Create data fields**-You can specify data field names.
3. **Input data in the data fields**-Once you have created a list of data fields, you can input data under the data field names.
4. **Save the data file**-You can save information in the data fields in a text file.
5. **Insert the fields in the drawing**-You can specify fields and their position in a drawing clicking on the Insert selected print merge field icon, selecting a field name in the drop down list, and clicking anywhere on the drawing.
6. **Merge the data file and the drawing**-You can preview the merged document in the Print Preview window. Data fields are merged with a drawing when you print the document.

To create merge fields

1. Click **File▶Print merge▶Create merge fields**.
2. Follow the instructions in the **Print merge wizard**.



If you select a larger ODBC data files as your data source, your computer, depending upon its resources, may not be able to handle the file.



You can also create merge fields by clicking the **Create/Load print merge fields** button on the **Print merge** property bar.

To edit merge fields

1. Click **File▶Print merge▶Edit merge fields**.
2. Follow the instructions in the **Print merge wizard**.



If you select a larger ODBC data files as your data source, your computer, depending upon its resources, may not be able to handle the file.



You can also edit merge fields by clicking the **Edit print merge fields** button on the **Print merge** property bar.

To perform a merge

1. Click **File**►**Print merge**►**Perform merge**.
2. Specify any printer settings.
3. Click **Print**.

If you want to ensure that all fields and pages print, enable the **Current document** option.

Commercial printing

With CorelDRAW, you can prepare a print job for commercial printing.

Preparing a print job for a service bureau

You can use the Prepare for service bureau wizard to guide you through the process of sending a file to a service bureau. The wizard simplifies processes such as creating PostScript and PDF files; gathering different pieces required for outputting an image; and copying the original image, embedded image files, and fonts to a user-defined location.

You can print a drawing to a file, which lets the service bureau send the file directly to an output device. If a PostScript file is to be trapped or imposed by a service bureau, you can ensure that the file conforms to the Document Structuring Convention (DSC). If you are unsure about which settings to choose, consult the service bureau.

You can include a job information sheet with all the prepress settings that you have specified. For more information about commercial printing, see Reference: commercial printing.

To use the Prepare for Service Bureau wizard

1. Click **File**►**Prepare for service bureau**.
2. Enable one of the following buttons:
Gather all files associated with this document
Choose a profile provided by your service bureau



The PDF file settings created by the service bureau are identical to the **PDF for prepress** style settings. For information about the **PDF for prepress** style settings, see "Saving documents as PDF files."

To create a service bureau profile, you need the Service Bureau Profiler utility, which you can custom install with Corel DRAW 10.

To print to a file

1. Click **File▶Print**.
2. Click the **General** tab.
3. Enable the **Print to file** check box.
4. Click the flyout arrow, and click one of the following commands:
 - For Mac**-saves the drawing to be readable on a Macintosh computer
 - Single file**-prints pages to a single file
 - Pages to separate files**-prints pages to separate files
 - Plates to separate files**-prints plates to separate files
5. Click **Print**.
6. Choose one of the following from the **Save as type** list box:
 - Print file**-saves the file as a **.prn** file
 - PostScript file**-saves the file as a **.ps** file
7. Choose the drive and folder where you want to save the file.
8. Type a filename in the **File name** box.



If you prefer not to prepare PostScript files, service bureaus equipped with the application in which you created your work can take the original files (for example, CorelDRAW files) and apply the required prepress settings.

To conform to DSC

1. Click **File▶Print**.
2. Click the **PostScript** tab.
3. Enable the **Conform to DSC** check box.

To include a job information sheet with the print job

1. Click **File▶Print**.
2. Click the **Misc** tab.
3. Enable the **Print job information sheet** check box.
4. Click **Info settings**.
5. In the **Information** area, disable any of the options.
6. In the **Destination** area, enable one of the following :
 - send to text file**
 - send to printer**

Maintaining OPI links

Open Prepress Interface (OPI) lets you use low-resolution images as placeholders for the high-resolution images that appear in your final work. When a service bureau receives your file, the OPI server substitutes the low-resolution images for the high-resolution images.

To maintain OPI links

1. Click **File▶Print**.
2. Click the **PostScript** tab.
3. Enable the **Maintain OPI links** check box.



The **Maintain OPI links** option is available for PostScript devices only. You can reduce your work time by using OPI and print management server solutions, such as Imation Color Central. Low-resolution samples are automatically created from the high-resolution originals and are placed in CorelDRAW. These files contain their own OPI comments, which the Imation Color Central server recognizes when it receives the job and then substitutes the low-resolution version of the file for the high-resolution version. When you import the low-resolution images into your document, they must be flagged as OPI images.

Printing color separations

When you send color work to a service bureau or printing shop, either you or the service bureau must create color separations. Color separations are necessary because a typical printing press applies only one color of ink at a time to a sheet of paper. You can specify the color separations to print, including the order in which they print. Printing presses produce color using either process color or spot color, or both. You can convert the spot colors to process colors at printing time. For more information on spot and process colors, see "Choosing colors."

Corel also supports Pantone Hexachrome, a type of printing process that increases the range of printable colors. To use Pantone Hexachrome color effectively, you can use the Pantone Hexachrome process color. Talk to the service bureau about whether you should use Pantone Hexachrome color.

When setting halftone screens to print color separations, we recommend that you use default settings; otherwise, screens can be improperly set and result in undesirable moiré patterns and poor color reproduction. However, if you are using an imagesetter, the screen technology should be set to match the type of imagesetter the service bureau uses. Before customizing a halftone screen, consult the service bureau to determine the correct setting.

To print color separations

1. Click **File▶Print**.
2. Click the **Separations** tab.
3. Enable the **Print separations** check box.

If you want to print specific color separations, enable the corresponding check box in the list of color separations.



Although not recommended, you can print separations in color by enabling the **Print separations in color** check box in the Options area.

You can change the order in which color separations print, by enabling the **Use advanced settings** check box, clicking **Advanced**, and choosing an order from the Order list box.

To use PANTONE Hexachrome process color

1. Click **File▶Print**.
2. Click the **Separations** tab.
3. Enable the **Print separations** check box.
4. Enable the **Hexachrome plates** check box in the **Options** area.

To convert spot colors to process colors

1. Click **File▶Print**.
2. Click the **Separations** tab.
3. Enable the **Print separations** check box.
4. Enable the **Convert spot colors to process** check box in the **Options** area.



Changing the spot colors to process colors when you print does not affect the document, only the way it is printed.

To customize a halftone screen

1. Click **File▶Print**.
2. Click the **Separations** tab.
3. Enable the **Print separations** check box.
4. Enable the **Use advanced settings** check box.
5. Click **Advanced**.
6. Change any of the following settings:

Screening technology

Halftone type

Resolution



You can set the screen frequency, screen angle, and overprint options for spot colors as well as process colors. For example, if you have a fountain fill made up of two spot colors, you can set one to print at 45 degrees and the other at 90 degrees.

Working with color trapping

Trapping intentionally overlaps colors so that minor problems with the alignment of printing plates are not noticed. To overlap colors and create color trapping, one color must overprint the other. Overprinting works best when the top color is much darker than the underlying color; otherwise, an undesirable third color may result (for example, cyan over yellow may result in a green object).

You can choose to preserve overprint settings if you want to trap objects in a document. You can set specific objects to overprint; you can overprint each object's fill, outline, or both. You can also overprint specific color separations, specify in which order they will print, and specify whether you want to overprint graphics, text, or both.

The two methods for color trapping automatically are always overprinting black and auto-spreading. Always overprinting black creates a color trap by causing any object that contains 95% black or more to overprint any underlying objects. This option is useful for artwork containing a lot of black text, but it should be used with caution on artwork with a high graphics content. You can adjust the threshold, if the service bureau recommends a black threshold value other than 95%.

Auto-spreading creates color trapping by assigning an outline to an object that is the same color as the object's fill and having it overprint underlying objects. Auto-spreading is created for all objects in the file that meet three conditions: they do not already have an outline, are filled with a uniform fill, and have not already been designated to overprint. For advanced trapping options, see "Specifying In-RIP trapping settings."

To preserve document overprints

1. Click **File▶Print**.
2. Click the **Separations** tab.
3. Enable the **Print separations** check box.
4. Enable the **Preserve document overprints** check box in the **Trapping** area.

To trap by overprinting selected objects

1. Right-click an object.
2. Click any of the following options:

Overprint fill

Overprint outline

To overprint selected color separations

1. Click **File▶Print**.
2. Click the **Separations** tab.
3. Enable the **Print separations** check box.
4. Enable the **Use advanced settings** check box.
5. Click **Advanced**.
6. In the **Advanced separations settings** dialog box, choose a color separation from the **Screening technology** list box.
7. In the **Overprint** column, click one or both of the following icons:
Overprint graphics
Overprint text



The icons appear darker when the separation is set to overprint.



You can change the order in which color separations print by selecting a color separation and choosing an order from the **Order** list box.

To trap by always overprinting black

1. Click **File**►**Print**.
2. Click the **Separations** tab.
3. Enable the **Print separations** check box.
4. Enable the **Always overprint black** check box in the **Trapping** area.

To set the overprint black threshold

1. Click **Tools**►**Options**.
2. In the list of categories, double-click **Global**, and click **Printing**.
3. Choose **Overprint black threshold (PS)** from the **Option** list.
4. Choose a number from the **Setting** list box.
The number you choose represents the percentage of black above which black objects overprint.

To trap by auto-spreading

1. Click **File**►**Print**.
2. Click the **Separations** tab.
3. Enable the **Print separations** check box.
4. Enable the **Auto-spreading** check box.
5. Type a value in the **Maximum** box.
6. Enable the **Fixed width** check box.
The **Maximum** box changes to the **Width** box when you enable the **Fixed width** check box.
7. Type a value in the **Text above** box.



The value that you type in the **Text above** box represents the minimum size to which auto-spreading is applied. If you set this value too low, small text may be rendered illegible when auto-spreading is applied.

The amount of spread assigned to an object depends on the maximum trap value specified in the **Maximum** box and the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

Specifying In-RIP trapping settings

In-RIP trapping allows you to specify advanced trapping settings. Before selecting In-RIP trapping, ensure that your PostScript 3 printer has In-RIP options.

You can select a trap width—the amount that one color spreads into another. You can also specify image trap placement, which determines where the trap occurs. You can, for example, specify whether the trap is a choke or a spread, depending upon the neutral densities of adjacent colors. Neutral density indicates the lightness or darkness of a color and helps determine how adjacent colors spread into one another.

To select a trap width

1. Click **File▶Print**.
2. Click the **Separations** tab.
3. Enable the **In-RIP trapping** check box.
4. Click **Settings**.
5. Type a value in the **Trap width** box.
If you are trapping to black, type a value in the **Black trap width** box.



To select **In-RIP trapping** options, you must have selected **PostScript 3** from the **Compatibility** list box under the **PostScript** tab of the **Print** dialog box.

To specify image trap placement

1. Click **File▶Print**.
2. Click the **Separations** tab.
3. Enable the **In-RIP trapping** check box.
4. Click **Settings**.
5. From the **Image trap placement** list box, choose one of the following placements:
 - Neutral density**-used to determine the lighter object and thus, the direction and placement of the trap
 - Choke**-used to trap a dark foreground object to a light background image
 - Spread**-used to trap a light foreground object to a dark background image
 - Centerline**-used when adjacent images and objects have similar neutral densities or when image density changes along an object's edge
 If you want to trap an object to an image, enable the **Trap objects to images** option.



To select **In-RIP trapping** options, you must have selected **PostScript 3** from the **Compatibility** list box under the **PostScript** tab of the **Print** dialog box.

To select a trap color reduction

1. Click **File▶Print**.
2. Click the **Separations** tab.
3. Enable the **In-RIP trapping** check box.
4. Click **Settings**.
5. Type a value in the **Trap color reduction** box.



A reduction value of 100% indicates no reduction, while a lower value reduces the neutral density.

To select **In-RIP trapping** options, you must have selected **PostScript 3** from the **Compatibility** list box under the **PostScript** tab in the **Print** dialog box.

Printing to film

You can set up a print job to produce negative images. An imagesetter produces images on film that may need to be produced as negatives depending on which printing device you are using. Consult the service bureau or printing shop to determine whether you can produce images on film.

You can specify to print with the emulsion down. Printing with the emulsion down produces a backward image on desktop printers.

To print a negative

1. Click **File►Print**.
2. Click the **Prepress** tab.
3. Enable the **Invert** check box.



Do not choose negative film if you are printing to a desktop printer.

To specify film with the emulsion down

1. Click **File►Print**.
2. Click the **Prepress** tab.
3. Enable the **Mirror** check box.

Publishing to PDF

PDF is a file format designed to preserve fonts, images, graphics, and formatting of an original application file.

Saving documents as PDF files

You can save a document as a PDF file. A PDF file can be viewed, shared, and printed on any platform provided that users have Adobe Acrobat or Acrobat Reader installed on their computers. A PDF file can also be placed on an Intranet or the World Wide Web. You can also export a selection or all of a document to a PDF file.

When you save a document as a PDF file, you can choose from five preset PDF styles, which apply settings that are specific to a particular PDF style. For example, with the **PDF for the Web** style, the resolution of the images in the PDF file will be optimized for the World Wide Web. You can also create a PDF style or edit a preset style.

To create a PDF style

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. In the **Publish to PDF** dialog box, specify any settings.
4. Click the **General** tab.
5. Click the plus sign (+).
6. Type a name for the style in the **Save PDF style as** list box.

To edit a PDF style

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. In the **Publish to PDF** dialog box, make any changes to settings.
4. Click the **General** tab.
5. Click the plus sign.
6. Choose a style from the **Save PDF style as** list box.



If you save changes you make to preset style settings, the original settings will be overwritten. To avoid this, save any changes to preset style settings with a new name.

Including hyperlinks, bookmarks, and thumbnails in PDF files

You can include hyperlinks, bookmarks, and thumbnails in a PDF file. Hyperlinks are useful for adding jumps to other web pages or to Internet URLs. Bookmarks allow you to link to specific areas in a PDF file. You can specify whether bookmarks or thumbnails are displayed when the PDF file is first opened in Adobe Acrobat or Acrobat Reader.

For information about assigning hyperlinks and bookmarks, see "Working with bookmarks and hyperlinks."

To include hyperlinks, bookmarks, and thumbnails in a PDF file

1. Choose **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Document** tab.
4. Enable any of the following check boxes:

Include hyperlinks

Generate bookmarks

Generate thumbnails

If you want to display bookmarks or thumbnails on startup, enable the **Bookmarks** or **Thumbnails** button in the **On start, display** area.

Reducing PDF file size

You can compress bitmapped images, text, and line art to reduce the size of a PDF file. Bitmap compression is available for JPEG, LZW, or ZIP files. Bitmaps using JPEG compression have a quality scale ranging from 2 (high) to 255 (low). The higher the image quality, the larger the file size.

Downsampling color, grayscale, or monochrome bitmapped images also reduces file size.

To compress text and line art in a PDF file

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Objects** tab.
4. Enable the **Compress text and line art** check box.

To compress bitmapped images in a PDF file

1. Click **File**►**Publish to PDF**.
2. Click **Settings**.
3. Click the **Objects** tab.
4. Choose one of the following from the **Compression type** list box:

None
LZW
JPEG
ZIP



If you choose JPEG compression, you can specify the compression quality by adjusting the **Quality factor** slider.

To downsample bitmapped images in a PDF file

1. Click **File**►**Publish to PDF**.
2. Click **Settings**.
3. Click the **Objects** tab.
4. Enable any of the following check boxes, and type a value in the corresponding box:

Color
Grayscale
Monochrome



Downsampling color, grayscale, or monochrome bitmapped images is effective only when the resolution of the bitmapped image is higher than the resolution specified in the **Bitmap downsampling** area.

Working with fonts in PDF files

You can embed fonts in a PDF file, including base 14 fonts, which increases the file size but makes a PDF file more portable since the fonts do not have to reside on other systems. When you embed base 14 fonts, CorelDRAW adds the fonts to your system, thus eliminating font variances on different systems. The base 14 PostScript fonts are resident on all PostScript devices.

You can also convert TrueType fonts to Type 1 fonts, which can increase file size if there are many fonts in a file. When you convert fonts, you can reduce file size by subsetting Type 1 fonts if you use only a smaller number of characters (for example English characters A to E). You can also include a percentage of fonts used. For example, you can create a subset of 50 percent of fonts. If the number of characters used in the document exceeds 50 percent, the whole set of characters is embedded. If the number of characters used in the document is less than 50 percent, only the characters used are embedded.

To embed fonts in a PDF file

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Objects** tab.
4. Enable the **Embed fonts in document** check box.
If you want to install the basic fonts to your computer, enable the **Embed base 14 fonts** check box.



Enabling the **Embed base 14 fonts** check box increases file size, and, therefore, it is not recommended for publishing to the World Wide Web.

To convert TrueType fonts to Type 1 fonts

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Objects** tab.
4. Enable the **Convert TrueType to Type 1** check box.
If you want to reduce file size, you can create a subset of Type 1 fonts by enabling the **Subset Type 1 Fonts** and typing a percentage of fonts used in the **Under % of charset** box.



If you create a subset of Type 1 fonts, you should not edit or correct the PDF file using Adobe Acrobat, since the characters you add when editing may not be present in the file.

To export text as curves

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Objects** tab.
4. Enable the **Export all text as curves** check box.

Exporting PDF files in an encoding format

ASCII and binary are encoding formats. When you publish a file to PDF, you can choose between exporting ASCII or binary files. ASCII creates files that are fully portable to all platforms. Binary creates smaller files that are less portable, since some platforms cannot handle the file format.

To export a PDF file in an encoding format

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Objects** tab.
4. Enable one of the following options:
ASCII
Binary

Setting the number of fountain steps in PDF files

You can increase or decrease the number of steps for fountain fills. A low number of steps prints faster, but the transition between shades may be rather coarse. The number of fountain steps can be set between 1 to 256

To set the number of steps for fountain fills in a PDF file

1. Choose **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Advanced** tab.
4. Type a value in the **Fountain steps** box.

Embedding files in a PDF file

You can embed any type of file in a PDF file. For example, you can embed the CorelDRAW file from which the PDF file was generated.

You can choose how Encapsulated PostScript (EPS) files are treated in a PDF document. EPS files are PostScript files that are embedded in a document. They contain two parts: the PostScript portion and the preview portion. The PostScript portion includes high-resolution images. It is best suited to publishing to prepress. The Preview portion includes low-resolution images. Because of its small file size, it is best suited for publishing to the World Wide Web.

To embed a file in a PDF file

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Advanced** tab.
4. Enable the **Embedded file** check box.
5. Click **Browse**.
6. Choose the drive and folder where the embedded file is stored.
7. Double-click the filename.

To choose an EPS file format

1. Choose **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Advanced** tab.
4. Choose one of the following from the **EPS files list** box:

PostScript
Preview



You cannot publish PostScript and preview EPS portions of a file at the same time.

Outputting objects in PDF files

You can output objects in a PDF file as RGB, CMYK, or Grayscale. If you choose to output objects as CMYK, you can apply a generic ICC profile to define the CMYK color space of your printer. For more information on ICC color profiles, see "Reproducing colors accurately."

To output objects in a PDF file as RGB, CMYK, or grayscale

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Advanced** tab.
4. Choose one of the following from the **Output all objects as** list box:

Native

RGB

CMYK

Grayscale

If you want to use ICC profiles to define the CMYK color space of your printer, enable the **Apply ICC profile** and choose a printer profile from the list.



The ICC color profile option is only available for CMYK.

Preparing PDF files for a service bureau

A job ticket is useful when you want to send a PDF file to a service bureau, where the file is converted to film or plates. You can include specifications for publishing PDF files, including information about the customer, delivery, and the finishing of a job.

Generating a job ticket lets you embed a job ticket file or save an external file. When you embed a job ticket file, you create a PDF file that contains a Portable Job Ticket object. When you create an external file, you create two separate files; a PDF file and a .jtf file, which can be opened by a Job Ticket Editor. Consult the service bureau or print shop before sending a .jtf file.

Open Prepress Interface (OPI) lets you use low-resolution images as placeholders for the high-resolution images that appear in your final work. When a service bureau receives your file, the OPI server substitutes the low-resolution images for the high-resolution images.

To maintain OPI links in a PDF file

1. Choose **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Advanced** tab.
4. Enable the **Maintain OPI links** check box.



Don't use OPI links if you are not sure whether your PDF file is destined for an OPI server.

To set up a job ticket for a PDF file

1. Click **File**►**Publish to PDF**.
2. Click **Settings**.
3. Click the **Prepress** tab.
3. Enable the **Include job ticket** check box.
4. Enable one of the following options:
 - External file**-lets you create two separate files, a PDF file and a **.jtf** file
 - Embedded**-lets you create a PDF file that contains a portable job ticket object
5. Click **Settings**.
6. In the **Job ticket settings** dialog box, type job specifications on any of the following pages:
 - Customer info**
 - Delivery**
 - Finishing**



If you enable the **External** option, you can save the **.jtf** file by clicking **Browse** and typing a filename in the **File name** box.

To include printer's marks in a PDF file

1. Click **File**►**Publish to PDF**.
2. Click **Settings**.
3. Click the **Prepress** tab.
4. Enable any of the following check boxes:
 - Crop marks**
 - File information**
 - Registration marks**
 - Densitometer scales**

If you want to include a bleed limit, enable the **Include bleed** check box, and type a bleed limit in the corresponding box.



Usually, a bleed limit of .125 to .25 inches is sufficient. Any object extending beyond that uses memory needlessly and may cause problems when you print multiple pages with bleeds on a single sheet of paper.

Viewing Preflight summaries for PDF files

Before printing your work, you can use Preflight to find potential problems. Preflight checks and displays a summary of errors, possible problems, and suggestions for resolving issues. By default, Preflight checks for many PDF issues, but you can disable the issues that you do not want Preflight to check.

To view the Preflight summary for a PDF file

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Issues** tab.

If there are issues that you don't want Preflight to check, click the **Settings** button, double-click **Publishing to PDF**, and disable the check boxes that correspond to the issues that you want Preflight to overlook.



You can save Preflight settings by clicking the plus sign (+) and typing a name in the **Save as** box.

Optimizing PDF files

You can optimize PDF files for different versions of Adobe Acrobat or Acrobat Reader. You can select a compatibility depending upon what kind of viewer the recipients have. In CorelDRAW, you can select one of three compatibilities: Acrobat 3.0, Acrobat 4.0 or PDF/X-1.

1. Different compatibilities have different options; for example, the bleed option is only available for Acrobat 4.0 and PDF/X-1.

To optimize viewing of a PDF document on the Web, you can linearize a PDF file. Linearizing a file speeds up processing time by loading one page at a time.

To select a compatibility

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **General** tab.
4. From the **Compatibility** list box, choose one of the following:
 - Acrobat 3.0**
 - Acrobat 4.0**
 - PDF/X-1**

To linearize a PDF file

1. Click **File►Publish to PDF**.
2. Click **Settings**.
3. Click the **Advanced** tab.
4. Enable the **Optimize PDF** check box.

Publishing to PDF

You can ensure that your CorelDRAW files and objects publish to HTML successfully by setting document elements to be Web-compatible, selecting the settings you want, and checking pre-flight issues. You can then use the HTML and images in HTML authoring software for creating a Web site or page.

Preparing files and objects for Web publishing

You can prepare your files and objects for the Web by setting preferences and verifying the objects before you export them.

CorelDRAW provides options for publishing your document to the World Wide Web. You can determine layout options, set link colors, and select HTML text preferences.

You can check the download times of your Web page objects through a browser preview. A statistics frame displays the downloading times of individual objects and entire pages for modems of different speeds.

To change HTML layout export preferences

1. Click **Tools**►**Options**.
2. Type values in the following boxes:
 - Position tolerance** lets you specify the number of pixels text can be automatically nudged to avoid introducing rows or columns that are 1 or 2 pixels in size
 - Image white space** lets you specify the number of pixels that can occur in an empty cell before it's merged with an adjacent cell. This lets you avoid splitting a single graphic that spans adjacent cells. Cells, or tables, are used to position Internet objects in your Web document when you choose the HTML Tables layout method
 - Position white space** lets you specify the amount of white space allowed in an image

To view Web page performance

1. Click **Files**►**Publish to the Web**►**HTML**.
2. Click the **General** tab.
3. Click the **Browse preview** button.

Publishing to HTML

CorelDRAW provides several options for publishing your document or selection for use on the World Wide Web. You can choose several options such as image format, HTML layout, export range, and file transfer protocol (FTP) site parameters for uploading your files.

You can publish your document as a single image, from which CorelDRAW creates an image map. An image map is a hypergraphic whose hotspots link to different URLs when you view the HTML document with a browser. Note that image maps will cause slow downloads for those with a slow Internet connection.

You can export your graphics to preset JPEG, GIF, or PNG formats.

To set Web preflight options

1. Click **File**►**Publish to the Web** ► **HTML**.
2. Click the **Issues** tab.
3. Choose **Web output** in the **Preflight for** drop-down list.
4. Click **Settings**.
5. In the **Issues to check for** list, expand the **Web publishing** tree.
6. Deselect the issues you do not want to check.

To publish to the Web

1. Click **File►Publish to the Web HTML**.
2. Set the following options in the **Publish to the Web** dialog.
 - General**-contains options for HTML layout, folder for HTML file and images, and file transfer protocol (FTP) site and export range. You can also select, add, and move dialog presets.
 - Details**-contains details of HTML files produced, including page name and file name.
 - Images**-lists all images for the current HTML export. You can set individual objects to JPEG, GIF, and PNG formats. Click **Options** to select presets for each image type.
 - Advanced**-provides options for generating Javascript and Cascading Style Sheets.
 - Summary**-shows statistics for files according to various download speeds
 - Issues**-a list of potential issues displays, including explanations, suggestions, and tips



CorelDRAW assigns the extension .HTM to documents you publish in the HTML format. By default, .HTM files share the same name as the CorelDRAW .CDR source file and are saved in the last folder you used to store exported Web documents.



You can set all images to a single format-JPEG, GIF, or PNG-by clicking **Tools►Options**. In the list of categories, double-click **Document, Publish to the Web**, and click **Image**. Enable the one of the image format options.

Importing and exporting files

Corel applications provide filters that convert files from one format to another when you import or export files.

Importing files

Corel applications let you import files created in other applications. For example, you can import a JPEG, GIF, or text file. You can import a file and place it in the active application window as an object. The imported file becomes part of the active file. You can also import a file by opening it in a new application window. While importing a graphic, you can resample it to change the number of pixels, eliminate unusable detail, and reduce the file size. You can also crop a graphic to select only the exact area and size of the image you want to import.

To import a file into an active drawing

1. Click **File►Import**.
2. Choose the drive and folder where the file is stored.
3. Choose a file format from the **Files of type** list box.
4. Click the filename.
5. Enable any of the following check boxes:

Link bitmap externally-lets you link a bitmapped image externally instead of saving it in a file

Combine multi-layer bitmap-lets you import bitmapped images that contain multiple layers

Extract embedded ICC profile-lets you save the embedded International Color Consortium (ICC) profile to the color directory where the application was installed

Check for watermark-lets you check for an encoded Digimarc watermark when you import files

Do not show filter dialog-lets you use the filter's default settings without opening its dialog box

Maintain layers and pages-lets you maintain layers and pages when importing files

6. Click **Import**.

7. Position the import placement start cursor where you choose, and click on the drawing page.



You can also import a file by opening it in a new application window. For more information about opening a file in a new application window, see "To open a drawing".

You can change the sorting order of the file formats in the **Files of type** list box by choosing a sorting method from the **Sort type** list box.

To resample a graphic while importing

1. Click **File►Import**.

2. Choose the drive and folder where the file is stored.

3. Choose a file format from the **Files of type** list box.

4. Click the filename.

5. Enable any of the following check boxes:

Link bitmap externally-lets you link a bitmapped image externally instead of saving it in a file

Combine multi-layer bitmap-lets you import bitmapped images that contain multiple layers

Extract embedded ICC profile-lets you save the embedded International Color Consortium (ICC) profile to the color directory where the application was installed

Check for watermark-lets you check for an encoded Digimarc watermark when you import files

Do not show filter dialog-lets you use the filter's default settings without opening its dialog box

Maintain layers and pages-lets you maintain layers and pages when importing files

6. Choose **Resample** from the list box beside the **Files of type** list box.

7. Click **Import**.

8. In the Resample Image dialog box, type values in any of the following boxes:

Width-specifies the width of the graphic

Height-specifies the height of the graphic

Percentage-specifies the percentage by which you want to resample the graphic

9. Type values in the following boxes in the **Resolution** section.

Horizontal-lets you specify the horizontal resolution of the graphic in pixels or dots per inch (dpi)



If a dialog box for the import format opens, specify the options you want. For detailed information about file formats, see "File formats" in the online Help. You cannot increase the resolution of a file when importing.



You can change the units of measurement by choosing a unit type from the **Units** list box.

To crop a graphic while importing

1. Click **File▶Import**.
2. Choose the drive and folder where the file is stored.
3. Choose a file format from the **Files of type** list box.
4. Click the filename.
5. Enable any of the following check boxes:
 - Link bitmap externally**-lets you link a bitmapped image externally instead of saving it in a file
 - Combine multi-layer bitmap**-lets you import bitmapped images that contain multiple layers
 - Extract embedded ICC profile**-lets you save the embedded International Color Consortium (ICC) profile to the color directory where the application was installed
 - Check for watermark**-lets you check for an encoded Digimarc watermark when you import files
 - Do not show filter dialog**-lets you use the filter's default settings without opening its dialog box
 - Maintain layers and pages**-lets you maintain layers and pages when importing files
6. Choose **Crop** from the list box that appears beside the **Files of type** list box.
7. Click **Import**.
8. Type values in any of the following boxes:
 - Top**-specifies the area to remove from the top of the graphic
 - Left**-specifies the area to remove from the left edge of the graphic
 - Width**-specifies the width of the graphic you want to keep
 - Height**-specifies the height of the graphic you want to keep



When you import 16-color bitmaps, they are automatically converted to 256-color.



You can also resize a graphic by dragging the selection box in the preview window. You can change the units of measurement by choosing a unit type from the **Units** list box.

Exporting files

Corel applications let you export and save files to a variety of file formats that can be used in other applications. For example, you can export a file to the JPEG or GIF format. You can export a file to a selected file format. You can also export a file by saving the open file under a different name or to a different file format while leaving the open file in its existing format.

To export a file

1. Click **File**►**Export**.
2. Choose a file format from the **Files of type** list box.
3. Type a filename in the **File name** box.
The file extension for the file format you choose is appended to the filename automatically.
4. Enable any of the following check boxes:
 - Selected only**-saves only the objects selected in the active drawing
 - Web_safe_filenames**-replaces the white space in a filename with an underscore. Special characters are replaced by characters suitable for Web-based filenames.
 - Do not show filter dialog**-suppresses dialog boxes that provide other options when exporting
5. Click **Export**.



If a dialog box for the export format opens, specify the options you want. For detailed information about file formats, see "File formats" in the online Help.



To compress an image while exporting, choose a compression type from the **Compression Type** list box.

To save a file to a different format

1. Click **File**►**Save as**.
2. Choose a file format from the **Files of type** list box.
3. Type a filename in the **File name** box.
The file extension for the file format you choose is appended to the filename automatically.
4. Enable any of the following check boxes:
 - Selected only**-saves only the objects selected in the active drawing
 - Web_safe_filenames**-replaces the white space in a filename with an underscore. Special characters are replaced by characters suitable for Web-based filenames.
 - Embed fonts using TrueDoc**-ensures that the fonts in a drawing can be viewed on a computer on which those fonts are not installed
 - Save with embedded VBA project**-saves a Visual Basic for Applications (VBA) project in your file
5. Click **Save**

Object linking and embedding

Object linking and embedding (OLE) is a method of exchanging information between applications. Using OLE, you can take selected objects or entire files from one application, called the source application, and place them into another application, called the destination application. Objects that are placed into an application using OLE are called OLE objects. You can freely move objects and files between applications as long as all the applications involved support OLE. CorelDRAW lets you create and edit OLE objects, as well as insert objects and files created in other applications.

Inserting linked or embedded objects

You can insert a linked or embedded object in a file. A linked object remains connected to its source file; whereas an embedded object is not linked to its source file but is integrated into the new file. Linking is useful when you want to use an object several times in the same file or in multiple files. Embedding results in a larger file size, but is useful when you want to include all objects in one file. You can insert an embedded object or create an embedded object. You can also insert a linked or embedded object by copying it into the source application and pasting it in the destination application.

To insert a linked object

1. In the source application, select an object, and click **Edit►Copy**.
2. In the destination application, click **Edit►Paste special**.
3. Enable the **Paste link** option.



The file from which you copy the object in the source application must be saved before you insert the object in the destination application.

To insert an embedded object

1. Click **Edit►Insert new object**.
2. Enable the **Create from file** option.
3. Click the **Browse** button.
4. Click a filename.
5. Click **Insert**.



You can also insert a linked object by enabling the **Link** check box.

You can also create an embedded object by enabling the **Create new** option, and choosing the application in which you want to create the object from the **Object type** list box.

You can also insert an embedded object by selecting an object in the source application, and dragging it to the destination application window.

Editing linked or embedded objects

You can edit a linked or embedded object. You can edit a linked object by editing its source file. Any changes you make to the source file are automatically applied to the linked object. You can also modify a linked object; for example, you can update a linked object, substitute the source file of a linked object for another, or break a link between a linked object and its source file. An embedded object is edited without switching to the source application. Instead, the source application starts within the application window of the active application.

To edit a linked or embedded object

1. Double-click the linked or embedded object to start the source application.
2. Edit the object in the source application.
3. Save the changes in the source application.
4. Close the source application.
5. Return to the active application window to review the edits.



In most cases, you can edit OLE objects only in the source application. If you try to change an OLE object using CorelDRAW, note the following limitations. You cannot rotate, skew, clone, trim, weld, intersect, or combine OLE objects. Neither can you apply any of the effects in the Effects menu to OLE objects, except for PowerClip objects. You can only size, move, copy OLE objects and place them into PowerClip containers.



You can also edit linked or embedded objects by starting the source application and opening the file directly.

To modify a linked object

1. Select a linked object with the Pick tool.
2. Click **Edit▶Links**.
3. Click one of the following buttons:
 - Update now**-updates the linked object to reflect changes made in the source file
 - Open source**-opens the object in the source application
 - Change source**-redirects the link to another file
 - Break link**-disconnects the link so that the object is embedded in the file

File formats

A file format defines how an application stores information in a file. When you name a file, an application automatically appends a filename extension, usually three characters in length; for example, **.cdr**, **.bmp**, **.tif**, and **.eps**. This filename extension helps you and the computer differentiate between different file types or file formats.

If you want to use a file created in a different application than the one you are currently using, you must import that file. Conversely, if you create a file in one application and want to use it in another application, you must export the file to a different file format.

3-D file formats

QuickDraw's 3-D metafile format (3DMF) can contain any 3-D information the user creates, including all types of geometries and objects, textures, lights, shaders, cameras, active renderers, material properties, and hierarchical information. Both text and binary formats are supported. The .3dmf files are supported across Mac, Windows, and UNIX platforms. You can import any 3-D model file saved as a QuickDraw Meta File (.3dmf), QuickDraw Binary 3-D File (.b3d), or Virtual Reality Modeling Language File (.wrl), directly into the image.

You can import 3-D images into Corel applications. When you import a 3-D image, it is rendered as a two-dimensional object in a drawing. You can view the model at any angle and degree of magnification by rotating the camera, moving the camera along the horizontal and vertical planes, and changing the camera lens magnification. You can also add a light to a 3-D model

To import a 3-D model into an active drawing

1. Click **File▶Import**.
2. Choose the drive and folder where the file is stored.
3. Choose a file format from the **Files of type** list box.
4. Click the filename.
5. Click **Import**.

To select the way a 3-D model displays

1. In the **Import 3-D model** dialog box, choose one of the following formats from the list box below the **Preview** window:
 - QuickDraw 3-D Interactive**-displays a regular 3-D model
 - QuickDraw 3-D Wireframe**-displays a wire frame of the 3-D model
2. Click one of the following buttons:
 - Rotate camera**-rotates 3-D models in the 3-D Viewport
 - Slide camera**-moves the camera anywhere in the 3-D Viewport
 - Zoom camera**-changes the lens magnification of the camera in the 3-D Viewport
3. Drag in the **Preview** window.



When you click **Zoom camera**, drag up to zoom in, or drag down to zoom out.

AI

The Adobe Illustrator file format (.ai files) was developed by Adobe Systems for the Windows and Macintosh platforms. It is primarily vector based although later versions, such as versions 6.0 and 7.0, support bitmap information.

To import an AI file

1. Click **File▶Import**.
2. Choose the drive and folder where the file is stored.
3. Choose **AI - Adobe Illustrator** from the **Files of type** list box.
4. Click the filename.
5. Click **Import**.

To export an AI file

1. Click **File**►**Export**.
2. Choose **AI - Adobe Illustrator** from the **Files of type** list box.
3. Type a filename in the **File name** box.
4. Click **Export**.
5. In the **Compatibility** list box, choose an Adobe Illustrator file format.
6. In the **Destination** area, enable one of the following options:
 - PC**-lets you export a file that can be edited on a PC compatible computer
 - Macintosh**-lets you export a file that can be edited on a Macintosh system
7. In the **Export text** as area, enable one of the following options:
 - Curves**-lets you export text as curves
 - Text**-lets you export text as editable characters
8. Enable any of the check boxes corresponding to conversion options.

BMP

The Windows bitmap file format (.bmp files) was developed as a standard for representing graphic images as bitmapped images. Bitmapped images, also called raster or paint images, are made of individual dots, called pixels (picture elements), that are arranged and colored to form a pattern. Increasing the size of a bitmapped image has the effect of increasing individual pixels, making lines and shapes appear jagged.

To import a BMP file

1. Click **File**►**Import**.
2. Choose the drive and folder where the file is stored.
3. Choose **BMP - Windows bitmap** from the **Files of type** list box.
4. Click the filename.
5. Click **Import**.

To export a BMP file

1. Click **File**►**Export**.
2. Choose **BMP - Windows bitmap** from the **Files of type** list box.
3. Type a filename in the **File name** box.
4. Click **Export**.
5. In the **Bitmap export** dialog box, adjust any of the settings.



The file name extension for the format you've chosen is appended to the filename automatically.

CDR

CorelDRAW files (.cdr) are drawings made up of vector graphics. Vectors define a picture as a list of graphic primitives (rectangles, lines, text, arcs, and ellipses). Vectors are mapped point by point to the page, so if you reduce or increase the size of a vector graphic, the original image will not be distorted.

To import a file into an active drawing

1. Click **File►Import**.
2. Choose the drive and folder where the file is stored.
3. Choose a file format from the **Files of type** list box.
4. Click the filename.
5. Enable any of the following check boxes:
 - Link bitmap externally**-lets you link a bitmapped image externally instead of saving it in a file
 - Combine multi-layer bitmap**-lets you import bitmapped images that contain multiple layers
 - Extract embedded ICC profile**-lets you save the embedded International Color Consortium (ICC) profile to the color directory where the application was installed
 - Check for watermark**-lets you check for an encoded Digimarc watermark when you import files
 - Do not show filter dialog**-lets you use the filter's default settings without opening its dialog box
 - Maintain layers and pages**-lets you maintain layers and pages when importing files
6. Click **Import**.
7. Position the import placement start cursor where you choose, and click on the drawing page.



You can also import a file by opening it in a new application window. For more information about opening a file in a new application window, see "To open a drawing". You can change the sorting order of the file formats in the **Files of type** list box by choosing a sorting method from the **Sort type** list box.

To export a file

1. Click **File►Export**.
2. Choose a file format from the **Files of type** list box.
3. Type a filename in the **File name** box.
The file extension for the file format you choose is appended to the filename automatically.
4. Enable any of the following check boxes:
 - Selected only**-saves only the objects selected in the active drawing
 - Web_safe_filenames**-replaces the white space in a filename with an underscore. Special characters are replaced by characters suitable for Web-based filenames.
 - Do not show filter dialog**-suppresses dialog boxes that provide other options when exporting
5. Click **Export**.



If a dialog box for the export format opens, specify the options you want. For detailed information about file formats, see "File formats" in the online Help.



To compress an image while exporting, choose a compression type from the **Compression Type** list box.

CMX

Corel Metafile Exchange (.cmx files) is a metafile format that supports bitmap and vector information and the full range of Pantone, RGB, and CMYK colors. It was developed to save files created in CorelDRAW with the data necessary to open and edit them in other Corel applications.

To import a file into an active drawing

1. Click **File►Import**.
2. Choose the drive and folder where the file is stored.
3. Choose a file format from the **Files of type** list box.
4. Click the filename.
5. Enable any of the following check boxes:
 - Link bitmap externally**-lets you link a bitmapped image externally instead of saving it in a file
 - Combine multi-layer bitmap**-lets you import bitmapped images that contain multiple layers
 - Extract embedded ICC profile**-lets you save the embedded International Color Consortium (ICC) profile to the color directory where the application was installed
 - Check for watermark**-lets you check for an encoded Digimarc watermark when you import files
 - Do not show filter dialog**-lets you use the filter's default settings without opening its dialog box
 - Maintain layers and pages**-lets you maintain layers and pages when importing files
6. Click **Import**.
7. Position the import placement start cursor where you choose, and click on the drawing page.



You can also import a file by opening it in a new application window. For more information about opening a file in a new application window, see "To open a drawing".

You can change the sorting order of the file formats in the **Files of type** list box by choosing a sorting method from the **Sort type** list box.

To export a file

1. Click **File►Export**.
2. Choose a file format from the **Files of type** list box.
3. Type a filename in the **File name** box.
The file extension for the file format you choose is appended to the filename automatically.
4. Enable any of the following check boxes:
 - Selected only**-saves only the objects selected in the active drawing

Web_safe_filenames-replaces the white space in a filename with an underscore. Special characters are replaced by characters suitable for Web-based filenames.

Do not show filter dialog-suppresses dialog boxes that provide other options when exporting

5. Click **Export**.



If a dialog box for the export format opens, specify the options you want. For detailed information about file formats, see "File formats" in the online Help.



To compress an image while exporting, choose a compression type from the **Compression Type** list box.

JPG

JPEG is a standard format developed by the Joint Photographic Experts Group, allowing the transfer of files between a wide variety of platforms, using superior compression techniques. JPEG supports 8-bit grayscale and color depths up to 32-bit CMYK.

For Internet use, you can save images to the GIF, JPG or PNG format. If you want to publish an image to the World Wide Web and you are not sure which format to use, see "To save and optimize an image to a Web-compatible format".

To import a JPG file

1. Click **File►Import**.
2. Choose the drive and folder where the file is stored.
3. Choose **JPG - JPEG bitmaps** from the **Files of type** list box.
4. Click the filename.
5. Click **Import**.
6. Position the import placement start cursor on the drawing page, and click.



You can drag on the drawing page to place the image proportionally at the size you choose.

To export a JPG file

1. Click **File►Export**.
2. Choose the drive and folder where you want to save the file.
3. Type a filename in the **File name** box.
4. Choose **JPG - JPEG bitmaps** from the **Files of type** list box, and click **Export**.
5. In the **Bitmap export** dialog box, any of the settings.
6. Click **OK**.
7. In the **Encoding method** area, enable one of the following check boxes:
 - Progressive**-loads the image gradually in certain browsers so that you can see portions of the image before it finishes loading
 - Optimize**-uses the optimal encoding method to produce the smallest file size

TIF

The Tagged Image File format (.tif files) is a raster format designed as a standard. Almost every graphics application can read and write .tif files. There are many variations of TIFF, considering that TIFF supports six different encoding routines and three different image modes: black and white, grayscale, and color. Uncompressed TIFF images may be 1, 4, 8, 24 bits per pixel. TIFF images compressed using the LZW algorithm may be 4, 8, or 24 bits per pixel. TIFF files can save RGB, CMYK, and Lab color mode information, but not duotones.

To import a file into an active drawing

1. Click **File►Import**.
2. Choose the drive and folder where the file is stored.
3. Choose a file format from the **Files of type** list box.
4. Click the filename.
5. Enable any of the following check boxes:
 - Link bitmap externally**-lets you link a bitmapped image externally instead of saving it in a file
 - Combine multi-layer bitmap**-lets you import bitmapped images that contain multiple layers
 - Extract embedded ICC profile**-lets you save the embedded International Color Consortium (ICC) profile to the color directory where the application was installed
 - Check for watermark**-lets you check for an encoded Digimarc watermark when you import files
 - Do not show filter dialog**-lets you use the filter's default settings without opening its dialog box
 - Maintain layers and pages**-lets you maintain layers and pages when importing files
6. Click **Import**.
7. Position the import placement start cursor where you choose, and click on the drawing page.



You can also import a file by opening it in a new application window. For more information about opening a file in a new application window, see "To open a drawing".

You can change the sorting order of the file formats in the **Files of type** list box by choosing a sorting method from the **Sort type** list box.

To export a TIF file

1. Click **File►Export**.
2. Choose **TIF - TIFF Bitmap** from the **Files of type** list box.
3. Type a filename in the **File name** box.
4. Click **Export**.
5. In the **Bitmap export** dialog box, adjust any of the settings.



Customization

Chapter

VIII

In this chapter

- * Customization
Corel Applications
- * Working with
Styles and
Templates
- * Working with
Layers


Customizing Corel applications

You can customize Corel graphics applications by arranging command bars and commands to suit your needs. Command bars include menus, toolbars, the property bar, and the status bar. Corel online Help is based on an application's default settings. When you customize command bars, commands, and buttons, the Help topics associated with them do not reflect your changes.

Setting multiple workspaces

A workspace is a configuration of settings that specifies how the various command bars, commands, and buttons are arranged when you open the application. You can create, choose, and delete workspaces. You can also import and export workspaces to and from other computers using the same application. For example, you may want a group of users to have a similar look and feel to the workspace they are using

To create a workspace

1. Click **Tools**  **Options**.
2. In the list of categories, click **Workspace**.
3. Click **New**.
4. Type the name of the workspace in the **Name of new workspace** box.
5. From the **Base new workspace on** list box, choose an existing workspace on which to base the new workspace.
If you want to include a description of the workspace, type a description in the **Description of new workspace** box.

To choose a workspace

1. Click **Tools** **Options**.
2. In the list of categories, click **Workspace**.
3. Enable a checkbox beside a workspace in the **Workspaces available** list.



You can restore the default workspace by pressing F8 while starting the application

To delete a workspace

1. Click **Tools** ➤ **Options**.
2. In the list of categories, click **Workspace**.
3. Choose a workspace from the **Workspaces available** list.
4. Click **Delete**.



You cannot delete the default workspace.

To import a workspace

1. Click **Tools** ➤ **Options**.
2. In the list of categories, click **Workspace**.
3. Click **Import**.
4. Click **Browse**.
5. Choose the drive and folder where the file is stored.
6. Double-click the file.
7. Follow the instructions on screen.

To export a workspace

1. Click **Tools** ➤ **Options**.
2. In the list of categories, click **Workspace**.
3. Click **Export**.
4. Enable the check boxes beside the workspace items you want to export.
5. Click **Save**.
6. Type a file name in the **File name** box.
7. Click **Save**.
8. Click **Close**.



The workspace items available for export are toolbars, menu bars, and the status bar.



You can email a workspace as an attachment by clicking **Email**.

Customizing keyboard shortcuts

Although Corel applications already have preset keyboard shortcuts, you can change these or add your own shortcuts to suit your working style. You can assign keyboard shortcuts to the commands and text styles that you use the most, and you can delete keyboard shortcuts. You can also print keyboard shortcuts. You can also save a list of the keyboard shortcuts to a file format that applications such as word processors or spreadsheets can open.

To assign a keyboard shortcut to a command

1. Click **Tools** ➤ **Customization**.
2. In the list of categories, click **Commands**.
3. Click the **Shortcut keys** tab.
4. Choose a shortcut key table from the **Shortcut key table** list box.
5. Choose an item from the list box.
6. Click a command in the **Commands** list.
7. Type a key combination in the **New shortcut key** box.
If you want to see what keyboard shortcuts are overwritten as a result of the new shortcut, enable the **Navigate to conflict** check box.
8. Click **Assign**.



The shortcut keys currently assigned to the selected command are displayed in the **Currently assigned to** box.



You can reset keyboard shortcuts by clicking **Reset all**.
You can view all of the existing keyboard shortcuts by clicking **View all**.

To delete a keyboard shortcut assigned to a command

1. Click **Tools** ➤ **Customization**.
2. In the list of categories, click **Commands**.
3. Click the **Shortcut keys** tab.
4. Choose a shortcut key table from the **Shortcut key table** list box.
5. Choose an item from the list box.
6. Click a command in the **Commands** list.
7. Click a shortcut key in the **Current shortcut keys** box.
8. Click **Delete**.



You cannot delete the following keyboard shortcuts: **F1**, **ALT + F6**, **ALT + TAB**, **ALT + ESC**, **CTRL + ESC**, and **CTRL + /**.

To assign a keyboard shortcut to a text style

1. Click **Tools** ➤ **Customization**.
2. In the list of categories, click **Commands**.
3. Click the **Shortcut keys** tab.
4. Choose a shortcut key table from the **Shortcut key table** list box.
5. Double-click the **Apply styles** folder in the **Commands** list.
6. Choose a text style from the list.
7. Type a key combination in the **New shortcut key** box.
8. Click **Assign**.



The **Current shortcut keys** box contains all the shortcut keys assigned to the selected command.



You cannot reassign the following shortcuts **F1**, **ALT + F6**, **ALT + TAB**, **ALT + ESC**, **CTRL + ESC**, and **CTRL + /**.

· You can reset keyboard shortcuts by clicking **Reset all**.

To print keyboard shortcuts

1. Click **Tools** ➤ **Customization**.
2. In the list of categories, click **Commands**.
3. Click the **Shortcut keys** tab.
4. Choose a shortcut key table from the **Shortcut key table** list box.
5. Click **View all**.
6. Click **Print**.

To save keyboard shortcuts to a format readable by other programs

1. Click **Tools** ➤ **Customization**.
2. In the list of categories, click **Commands**.
3. Click the **Shortcut keys** tab.
4. Choose a shortcut key table from the **Shortcut key table** list box.
5. Click **View all**.
6. Click **Export to CSV**.
7. Choose the drive and directory in which you want to save the file.
8. Type a filename in the **File name** box.
9. Click **Save**.

Customizing the property bar

You have control over the placement and content of the property bar. You can move the property bar anywhere on screen. Placing it inside the application window creates a floating property bar with a title bar. Placing it on any of the four sides of the application window docks it, making it part of the window border.

You can also set up a custom property bar by adding, removing, and rearranging toolbar items. This lets you customize what appears on the property bar when you choose various tools.

To add a toolbar item to the property bar

1. Click **Tools** ➤ **Customization**.
2. In the list of categories, click **Command bars**.
3. Enable the check box beside **Property bar**.
4. In the list of categories, click **Commands**.
5. Choose an item from the list box.
6. Drag the toolbar item icon to the property bar.



If you want to remove an item from the property bar, drag the toolbar item icon off the property bar.

To rearrange toolbar items on the property bar

1. Click **Tools** ➤ **Customization**.
2. In the list of categories, click **Command bars**.
3. Enable the check box beside **Property bar**.
4. In the list of categories, click **Commands**.
5. Drag the toolbar item icon to a new position on the property bar.

Customizing the status bar

The status bar gives you up-to-date information about your workspace, such as the colors you are working with and the position of the cursor. You can customize the status bar by resizing the status bar or a status bar item. If you want to see more of the application window, you can hide the status bar. You can also customize the status bar by adding and removing toolbar items.

To resize the status bar

1. Click **Tools** ➤ **Customization**.
2. In the list of categories, click **Command bars**.
3. Click **Status bar**, and enable the check box.
4. Type a value in the **Number of lines when docked** box.



You can only choose one or two as the values for the **Number of lines when docked** box.

To resize a status bar item

1. Click **Tools** ➤ **Customization**.
2. In the list of categories, click **Command bars**.
3. Choose one of the following options from the **Button** list box:

Small

Medium

Large

To hide the status bar

1. Click **Tools** ➤ **Customization**.
2. In the list of categories, click **Command bars**.
3. Enable the check box beside **Status bar**.

Customizing filters

Filters are used to convert files from one format to another. They are organized into three types: Raster, Vector, and Text. You can customize filter settings by adding or removing filters so that only the filters you need are loaded. You can also change the order of the list of filters and reset filters to the default setting.

To add a filter

1. Click **Tools** ➤ **Options**.
2. Double-click **Global**, and click **Filters**.
3. Double-click a type of filter in the **Available file types** list.
4. Click a filter.
5. Click **Add**.

To remove a filter

1. Click **Tools** ➤ **Options**.
2. Double-click **Global**, and click **Filters**.
3. Click a filter in the **List of active filters**.
4. Click **Remove**.

Customizing file associations

You can associate a number of different file types with Corel applications. When you double-click a file you have associated with an application, the application starts and the file opens. When you no longer need a file type association, you can break it.

To associate a file type with CorelDRAW

1. Click **Tools** ➤ **Options**.
2. Double-click **Global**, **Filters**.
3. Click **Associate**.
3. In the **Associated file extensions with CorelDRAW** list, enable the check box of the file type you want to associate.



You can reset file associations by clicking **Reset**.

To break a CorelDRAW file type association

1. Click **Tools** ➤ **Options**.
2. Double-click **Global**, **Filters**.
3. Click **Associate**.
4. In the **Associated file extensions with CorelDRAW** list, disable the check box of the file type association you want break.



You can reset file associations by clicking **Reset**.

Working with styles and templates

CorelDRAW has three types of styles you can create and apply in drawings: graphic, text, and color. After you create a style, you can edit it and apply it to any number of graphic and text objects. When you edit a style, all the objects using that style are automatically updated, letting you make design changes to a drawing in one step.

A template is a set of styles and page layout settings that determine the appearance of a drawing. Templates are useful if you frequently use the same page outline. For example, if you regularly put together a newsletter, you can save the newsletter's page layout settings and styles to a template.

Creating, applying, and editing graphic or text styles

A style is a set of formatting attributes. When you apply a style to an object, all the attributes of the style are applied to that object in one step. Styles can save you considerable time if you must apply the same formatting to several objects.

There are graphic styles and text styles. A graphic style consists of fill and outline settings that you can apply to graphic objects such as rectangles, ellipses, and curves. For example, if you have a group of objects in a drawing that use one graphic style, you can simultaneously change their fill by editing the graphic style. For more information on applying fills see "Filling objects." For more information about changing the appearance of outlines, see "Formatting lines and outlines."

A text style is a set of text settings such as font type and size. Text styles also include fill and outline attributes. For example, you can create a style that applies a texture fill to 72 point AvantGarde font. There are two types of text styles: artistic and paragraph. You can also change the properties of default artistic and paragraph text. For example, you can change the properties of default artistic text, so that every artistic text object you create has the same formatting. For information about default text, see "Changing the appearance of text."

You can create a graphic or text style from scratch or from the properties of an existing object, at which time the style is saved. When you apply a style to an object, CorelDRAW overrides the existing text or graphic properties with the properties of the current style. To use the style in another drawing, you can copy the style to the new drawing or save the style in a template. For more information about templates, see "Working with templates." If you copy or import a style with the same name as an existing style, CorelDRAW renames the style by adding a number to the style name. At any point, you can rename a style. You can also change the properties of an object back to its previous style if you made a mistake or decide that the previous style was better suited to that object.

After you create a style, you can edit its properties and find any object using a given style. For example, you can find all objects that use the default graphic style. Finding objects assigned a specific style makes editing that style even more efficient.

To find objects assigned a specific graphic or text style

1. Click **Tools** ➤ **Graphic and text styles**.
2. Choose a style from the list in the **Graphic and text styles** Docker window.
3. Click the flyout button, and click **Find**.

Customizing the Graphic and text styles Docker window

You can specify what types of styles—graphic, artistic text, or paragraph text—are displayed in the Graphic and text styles Docker window. You can also specify that only the styles available to selected objects will display. For example, when you select artistic text, only artistic text styles appear in the Graphic and text styles

Docker window. If you are using several styles to format a drawing, displaying only the styles applicable to the selected object makes it easier to find the style you want. As you move your cursor over graphic objects and text objects, CorelDRAW automatically refreshes the Docker window and displays only the relevant styles.

To specify which styles display in the Graphics and text styles Docker window

1. Click **Tools** ➤ **Graphic and text styles**.
2. Click the flyout button, in the Graphic and text styles Docker window.
3. Click **Show** and click any of the following options:
 - Graphic styles**—to display graphic styles
 - Artistic text styles**—to display artistic text styles
 - Paragraph text styles**—to display paragraph text styles
 - Auto-view**—to display only those styles available to a selected object

Editing and sorting color styles

You can edit both parent and child colors in CorelDRAW. When you change the hue of a parent color, all of its child colors are updated, based on the new hue and the original saturation and brightness values. For color styles using the Pantone Matching System, Pantone Hexachrome, and Custom spot color palettes, if you change the color of a parent, all child colors are updated, based on the new color and the original tint.

If you want to change the color of the object later, you can edit the parent color, and CorelDRAW will automatically adjust the child colors. For example, if you change a parent color from red to yellow, CorelDRAW converts the child colors of the red parent to shades of yellow.

Sorting color styles allows you to locate a style in less time. Instead of having color styles appearing randomly in a list, you can sort color styles alphabetically by name, or you can have all parent colors with child colors listed first.

Moving and copying color styles

You can move a child color from one parent to another. The child color will change color based on the new hue and the original saturation, brightness, or tint levels. You can also copy color styles from one drawing to another.

To copy a color style from one drawing to another

1. Open the drawing with the color style you want to copy.
2. Open the drawing to which you want to copy the style.
3. Click **Tools**►**Color styles**.
4. In the **Color styles** Docker window, drag the color style to another drawing folder.

Working with layers

You can work with layers in CorelDRAW to help you organize and arrange objects in complex illustrations.

Changing and moving layers

You can set a layer's editing properties to make a layer active, and allow the editing of all layers or the active layer only. When you are making changes to a drawing, you can lock a layer to prevent accidental changes to its objects. When you lock a layer you cannot select or edit it.

Renaming layers can be used to indicate their contents, position in the stacking order, and relationship with other layers.

You can change a layer's place in the stacking order.

To rename a layer

1. Click **Tools**►**Object manager**.
2. Right-click the layer name, and click **Rename**.



You can also rename a layer by clicking the layer name and by typing a new name.

To change the position of a layer in the stacking order

1. Click **Tools**►**Object manager**.
2. In the **Layers** list, drag a layer name tag to the new position.

Moving and copying objects between layers

You can move or copy selected objects to new layers, as long as the layers are unlocked and are on the same page (or on the Master Page and another page).

Moving or copying an object to a layer below its current layer causes the object to become the top object on its new layer. Similarly, moving or copying an object to a layer above its current layer causes the object to become the bottom object.

To move or copy an object to another layer

1. Click **Tools** ➤ **Object manager**.
2. Click an object in the **Object manager**.
3. Click the flyout button, and click one of the following:
 - Move to layer**
 - Copy to layer**
4. Point to the layer to which you want to move or copy the object, and click.



You can move and copy an object to another layer by dragging an object to a new layer within the **Object manager** Docker window.

Printing layers

Enabling the print setting of a layer lets you print the layer and its contents. If you disable a layer's print setting, the layer and its contents won't appear when you print the drawing.

To enable or disable printing for a specific layer

1. Click **Tools** ➤ **Object manager**.
2. Click the **Printer** icon beside the layer name.



You can reset file associations by clicking **Reset**.



You can also enable or disable the printing of a layer by right-clicking the layer in the **Object manager** Docker window and clicking **Printable**.

