CorelDRAW® 10

USER MANUAL

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Introduction

Welcome to CorelDRAW®

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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.

This section introduces the main features of CorelDRAW, provides information about using the online Help, and offers information about obtaining technical support.

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).

Corel wants your feedback

If you have any comments or suggestions about CorelDRAW documentation, you can send them by email to **drawdoc@corel.ca** or by regular mail to the following address:
Creative Products Documentation Manager
Corel Corporation
1600 Carling Avenue

Ottawa, Ontario, Canada
K1Z 8R7

Corel can't respond to your messages individually, but you can check the CorelDRAW Web site for the latest product news, tips and tricks, and product upgrade information. You can access the CorelDRAW Web site at **http://www.corel.com/draw10/index.htm** on the Internet.

Corel training manuals

Corel training manuals are the fast and easy way to learn about all of our applications. Corel training manuals include easy to follow, step-by-step instructions, and are illustrated throughout. Comprehensive, hands-on exercises provide the opportunity to practice the new concepts and skills that you have learned. The modular structure of the course material makes Corel training manuals easily adaptable to different user groups and learning needs. Designed for both instructor-led training and self-paced study, the manuals target various levels of software knowledge, from new to experienced users.

For more information and pricing details, call 1-800-77-COREL or visit **www.corel.com** on the Internet.

Corel support and services

The Corel product you are using is supported by the Corel Client Services team. This team is committed to providing quality customer service and support that is easy to access and convenient to use, while fostering one-to-one customer relationships.

If you have a question about the features and functions of Corel applications or operating systems, see the user guide or online Help for the product you are using. Updates and technical information are also available in the Release Notes.

Year 2000 information

Presenting timely solutions to the Year 2000 needs of users is a critical concern at Corel. For the latest information about new products and major upgrades of existing products that have been tested for Year 2000 date-related issues, visit Corel Corporation's year 2000 policy Web site at **http://www.corel.com/year2000** on the Internet.

Registering Corel products

Registering Corel products is important. Registration provides you with timely access to the latest product updates, valuable information about product releases and access to free downloads, articles, tips and tricks, and special offers.

For more information about registering a Corel product see the online Help for the product or see **http://www.corel.com/support/register** on the Internet.

Technical support

The Web address for Corel is **http://www.corel.com** on the Internet. A list of localized Corel Web sites is available at **http://www.corel.com/international/country.htm** on the Internet. Corel LINUX information is available at **http://linux.corel.com** on the Internet.

Self-serve technical support options

Several self-serve tools are available to address technical questions 24 hours a day, seven days a week.

Self-serve option	How to access
Support newsgroups	**http://www.corel.com/support/newsgroup.htm**
Knowledge Base	**http://kb.corel.com**
Frequently Asked Questions (FAQs)	**http://www.corel.com/support/faq**
AnswerPerfect	**http://www.corel.com/support/answerperfect.htm**
File Transfer Protocol (FTP)	**ftp://ftp.corel.com**
FTP information	**http://www.corel.com/support/ftpsite/ftpindex.htm**

Self-serve option	How to access
Online Help	Type keyword **Technical Support**
Interactive Voice Answering Network (IVAN)*	1-877-42-COREL
Automated Fax on Demand*	1-877-42-COREL

*IVAN and Fax on Demand are available only in North America.

Telephone technical support options

Corel users can use complimentary and fee-based telephone technical support options. Three levels of support are available.

Installation and Configuration Service

Installation and Configuration Service is a complimentary, 30-day service designed to address installation, configuration, and new feature issues. This service begins on the day of your first technical support call.

Installation and Configuration Service replaces Classic Service, however, Corel will honor previously purchased Classic contracts. For more information see **http://www.corel.com/support/options/telephone.htm** on the Internet.

Installation and Configuration Service is not available for OEM, "White box," Jewel Case (CD only), trial, or Academic versions of Corel products.

Priority Service

Priority Service is a fee-based service for users who require the help of second-level technicians. Priority Service may be purchased by the minute, by the incident, or on a term basis. Options range from core-business-hour access for individual users to around-the-clock access for multiuser environments.

Premium Service

Premium Service is Corel's highest level of support. This service is designed for organizations that want to establish a direct relationship with Corel and for organizations that employ dedicated support professionals or have centralized technical management.

Customer Service

Corel Customer Service can provide you with prompt and accurate information about Corel product features, specifications, pricing, availability, and services. Corel Customer Service does not provide technical support. You can access Customer Service support through the following avenues.

World Wide Web

You can access general customer service and product information at **http://www.corel.com/support** on the Internet.

Mail, fax, email

You can send specific customer-service questions to Corel Customer Service representatives by mail, fax, and email.

Corel Corporation
Corel Customer Service
1600 Carling Avenue
Ottawa, Ontario
Canada K1Z 8R7

Fax: 1-613-761-9176

Email: custserv2@corel.ca

Telephone

You can telephone Corel Customer Service centers with your questions.

In North America, you can reach Corel Customer Service by calling the 1-800-772-6735 toll-free line. The hours of operation are 9:00 A.M. to 9:00 P.M., eastern time (ET), Monday through Friday, and 10:00 A.M. to 7:00 P.M. on Saturdays.

Corel customers residing outside North America can contact Corel Customer Service representatives in Dublin, Ireland, by calling the 353-1-213-3912 toll line, or they can call a local authorized Corel Customer Service Partner.

Installing and uninstalling applications

The Corel setup wizard makes it easy to install and uninstall Corel applications. The setup wizard lets you:

- install any Corel applications included in your software package
- add components to currently installed applications
- refresh files and configurations of currently installed applications
- uninstall all or some of the components of Corel applications

To install new components or update your current installation

1 Close all applications

2 Insert **CorelDRAW Disc 1** into the CD drive.

   If the Corel setup wizard does not start automatically, click **Start** on the Windows taskbar, and click **Run**. Type D:\Setup, where D is the letter that corresponds to the CD drive.

3 Select one of the following three options and follow the instructions in the Corel setup wizard:

- **Add New Components** — if you want to install components that are not already installed
- **Update Current Installation** — if you want to refresh your installation of the application and restore all settings to their default values
- **Custom Setup** — if you want to specify which components to include

To uninstall CorelDRAW

1 Click **Start** on the Windows taskbar and click **Programs ▸ CorelDRAW 10 ▸ Setup and notes ▸ Corel uninstaller**.

2 Follow the instructions in the **Corel uninstaller** wizard.

Registering CorelDRAW

You must register CorelDRAW to be eligible for technical support. Registered users receive our email newsletter, which contains information about new product releases and updates, free downloads, articles, tips, and special offers. If you have an Internet connection, you can register by following the instructions provided during installation. You can also register CorelDRAW online after installation.

To register CorelDRAW

1 Click **Start** on the Windows taskbar, and click **Programs ▶ CorelDRAW 10 ▶ Setup and notes ▶ Corel registration**.

2 Follow the instructions on the screen.

Using CorelDRAW Help

CorelDRAW has a variety of tools that help you work with the application:

- **User guide** — lets you access CorelDRAW concepts and procedures in a paper-based format

- **Online documentation** — lets you access Help directly from the user interface and find topics using the contents topic, index, and word/phrase search tool

- **Context help** — lets you access online Help that provides information on a specific screen item

- **CorelTUTOR** — lets you work through a series of practical lessons that introduce you to the application's major capabilities

- **ToolTips** — lets you access tips for using CorelDRAW icons and buttons

To use online Help

1 Click **Help ▶ Help topics**.

2 Click one of the following tabs:

- **Contents** — lets you choose a topic from a section of the online Help

- **Index** — lets you use the index to find a topic

- **Find** — lets you find a topic by searching for a particular word or phrase in the online Help

You can also

Print a specific Help topic	Open a Help topic, and click **Print**.
Print an entire section	On the **Contents** page, choose a section, and click **Print**.

To use context Help

To access context Help for	Do the following
Dialog boxes	Click **?** in the dialog box, and click the item you want help on.
Menu commands	Click on the standard toolbar, and click the item you want help on.
Tools and controls	Click on the standard toolbar, and click the item you want help on.

To access context Help for	Do the following
Docker windows	Click [icon] on the standard toolbar, and click the item you want help on.
The status bar	Click [icon] on the standard toolbar, and click the item you want help on.

To use CorelTUTOR

• Click **Help** ▶ **CorelTUTOR**.

> You can also select **CorelTUTOR** from the **Welcome screen** at startup.

To display ToolTips

• Position the cursor over an icon or a button.

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.
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 10 work area appears below with the **Scrapbook** Docker window open.

Tool bar (standard)

Title bar

Menu bar

Property bar

Toolbox

Drawing page

Document navigator

Ruler

Docker (Scrapbook)

Desktop

Color palette

Navigator

Status bar
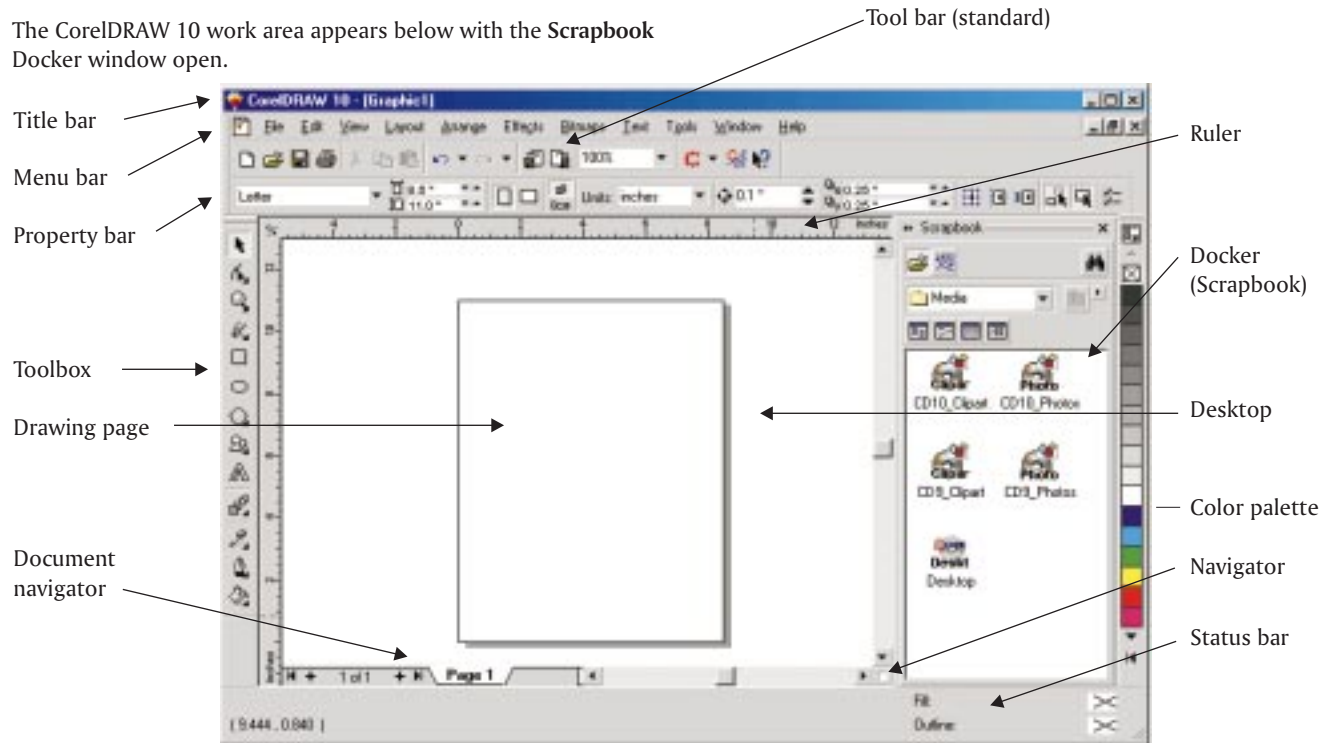
Work area element	Function
Title bar	The area displaying the title of the currently open drawing.
Menu bar	The area containing menu options.
Toolbar	A dockable bar that contains shortcuts to menus and commands.
Property bar	A detachable bar with commands that relate to an active tool or object. For example, 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.

Work area element	Function
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

Press this button	To
	Undo an action
	Restore a canceled action
	Import a drawing
	Export a drawing
100%	Set a zoom level
	Launch Corel applications
	Launch to Corel Graphics Community Web site
	Launch What's This? or context Help

Exploring the toolbox

Each flyout contains a set a related CorelDRAW tools. A small arrow in the right-hand corner of a toolbox button indicates a flyout, for example, the **Shape edit** flyout.

Descriptions of CorelDRAW's flyouts and their tools appear below.

Flyout	Description
Shape edit	Lets you access the **Shape**, **Knife**, **Eraser**, and **Free transform** tools.
Zoom	Lets you access the **Zoom** and **Pan** tools.
Curve	Lets you access the **Freehand**, **Bezier**, **Artistic media**, **Dimension**, and **Interactive connector** tools.
Object	Lets you access the **Polygon**, **Spiral**, and **Graph** tools.

Flyout	Description
Perfect shapes	Lets you access the **Basic shapes**, **Arrow shapes**, **Flowchart shapes**, **Star shapes**, and **Callout shapes** tools.
Interactive tools	Lets you access the **Interactive blend**, **Interactive contour**, **Interactive distortion**, **Interactive envelope**, **Interactive extrude**, **Interactive drop shadow**, and **Interactive transparency** tools.
Eye dropper	Lets you access the **Eyedropper** and **Paintbucket** tools.
Outline tool	Lets you access an **Outline pen** dialog, **Outline color** dialog , **Color Docker** window and a selection of outlines of various widths.
Fill	Lets you access the **Fill color**, **Fountain fill**, **Pattern fill**, **Texture fill**, **Postscript fill** dialogs, and the **Color Docker** window.

Flyout	Description
Interactive Fill	Lets you access **Interactive fill** and **Interactive mesh** tools.

Tool	Description
Pick	Lets you select and transform objects.
Shape	Lets you edit the shape of objects.
Knife	Lets you cut through objects.
Eraser	Lets you remove areas of your drawing.
Free transform	Lets you transform your object by using the **Free rotation**, **Angle rotation**, **Scale**, and **Skew** tools.
Zoom	Lets you change the magnification level in the drawing window.
Pan	Lets you move the display of the drawing window.

	Freehand	Lets you draw lines and curves.
	Bezier	Lets you draw curves using a connect-the-dots style of drawing.
	Artistic media	Provides access to the **Brush**, **Sprayer**, **Calligraphic**, and **Pressure** tools.
	Dimension	Lets you draw vertical, horizontal, slanted, or angular dimension lines.
	Interactive connector	Lets you join two objects with a line.
	Rectangle	Lets you draw rectangles and squares.
	Ellipse	Lets you draw ellipses and circles.
	Polygon	Lets you draw polygons and stars.
	Spiral	Lets you draw symmetrical and logarithmic spirals.
	Graph paper	Lets you draw a grid of lines similar to that on graph paper.
	Basic shapes	Lets you choose from a full set of shapes, including hexagram, a smiley face, and a right-angle triangle.

	Arrow shapes	Lets you draw arrows.
	Flowchart shapes	Lets you draw flowchart symbols.
	Star shapes	Lets you draw ribbon objects and explosion shapes.
	Callout shapes	Lets you draw callouts and labels.
	Text	Lets you type words directly on the screen as artistic text or as paragraph text.
	Interactive fill	Lets you apply various fills using the mouse.
	Interactive mesh	Lets you apply a mesh grid to an object using the mouse.
	Interactive transparency	Lets you apply transparencies to objects using the mouse.
	Interactive blend	Lets you blend two objects.
	Interaction distortion	Lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object.
	Interactive envelope	Lets you distort an object by dragging the nodes of the envelope that is placed on top of the object.
	Interactive extrude	Lets you apply a third dimension to objects.
	Interactive drop shadow	Lets you apply a drop shadow to an object.
	Interactive contour	Lets you apply a contour to an object.
	Eyedropper	Lets you select a fill from an object on the Drawing window using the mouse.
	Paintbucket	Lets you fill an object on the drawing window after selecting a fill using the **Eyedropper** tool.
	Outline	Opens a flyout that lets you set the outline properties.
	Fill	Opens a flyout that lets you set the fill properties.

GETTING STARTED

Drawings are the work that you create and edit in CorelDRAW.

In this section, you'll learn about

- starting and opening drawings
- using the basic features of CorelDRAW
- undoing, redoing, and repeating actions
- specifying the page layout
- adding, renaming, and deleting pages
- accessing drawing information
- setting up the rulers
- zooming and panning
- saving drawings

- closing drawings and quitting CorelDRAW

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**

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" in the online Help.

CorelDRAW lets you use clipart, photos, and sound files that are stored on the CorelDRAW CD, or that are available on Corel's Content on the Web site (an http://protocol site only accessible from the CorelDRAW Scrapbook Docker). You can access these files by browsing or searching.

To start a drawing

To	Do the following
Start a drawing from a blank page	Click **File ▶ New**.
Start a drawing from a template	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 browse for clip art, photos, and sound files

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

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.

> You can specify how you want the search results displayed by clicking on 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	Using lines, outlines, and brush strokes on page 31
Drawing shapes	Drawing shapes on page 37
Creating and manipulating objects	Working with objects on page 43
Adding color to objects	Filling objects on page 81

For information on	See
Adding text to a drawing	Working with text on page 131
Creating drawings for use on the World Wide Web	Publishing to the Web on page 167
Printing drawings	Printing on page 149

Undoing, redoing, and repeating actions

You can undo the actions you perform on 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 undo, redo, and repeat actions

To	Do the following
Undo an action	Click **Edit ▸ Undo.**

To	Do the following
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.

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.

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 set the page size and orientation

To	Do the following
Choose a preset page size	Click **Layout ▸ Page setup**, and choose a paper type and size from the **Paper** list box.
Specify a custom page size	Click **Layout ▸ Page Setup**, choose **Custom** from the **Paper** list box, and type values in the **Width** and **Height** boxes.
Set the page orientation for all pages in a drawing	Click **Layout ▸ Page Setup**, and enable the **Landscape** or the **Portrait** option.

To	Do the following
Set the page orientation for an individual page in a drawing	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 drawings 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.

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**.

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**.
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 if you don't need to display them 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 information about nudging, see "Positioning objects" on page 47. 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 rulers units, disable the **Same units for duplicate distance, nudge and rulers** check box.

You can specify nudge settings by typing values in the **Nudge**, **Super nudge**, and **Micro nudge** boxes. For more information about nudging, see "Positioning objects" on page 47.

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**.

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 page 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. For example, 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 [icon], and click the **Zoom** tool [icon].

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 window.

[icon] The **Zoom to selected** button is available only when you select one or more objects before you open the **Zoom** flyout.

[icon] 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 [icon], and click the **Hand** tool [icon].

2 Drag in the drawing window until the area you want to view displays.

[icon] You can also zoom in by double-clicking with the **Hand** tool and zoom out by right-clicking with the **Hand** tool.

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   Click **Tools ▶ Options**.

2   Double-click **Toolbox**, and click **Zoom, Hand Tool** in the list of categories..

3   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

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. You can specify advanced save options to change a drawing's thumbnail, compress a drawing to reduce the file size, and save blends and extrusions with a drawing.

By default, drawings are saved to the CorelDRAW file format; however, advanced save options also let you choose other file formats. For example, if you want to use a drawing in WordPerfect, you can save it to the 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**.

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	Do the following
One drawing	Click **File ▸ Close**.
All open drawings	Click **Window ▸ Close all**.

To quit CorelDRAW

Click **File ▸ Exit**.

From here

For more information about…	In the online Help Index, type…
Saving drawings	drawings, saving
Choosing a page background	page, choosing backgrounds
Calibrating the rulers	rulers, aligning objects
Setting up the grid	grid, setting up
Setting up guidelines	guidelines, adding
Setting the drawing scale	drawings, scaling
Previewing a drawing	drawings, previewing
Working with views	viewing, modes

Drawing

Using lines, outlines, and brush strokes 3

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. For information about formatting lines, see the online Help.

In this section, you'll learn about

- drawing lines
- applying brush strokes

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 as you draw to shape the lines. You can change the node type after you draw a line. For information about node types, see "Working with curve objects" on page 68.

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" on page 81.

To draw a straight or curved line

To draw	Do the following
A straight line	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.
A curved line	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	Do the following
A straight or jagged bezier line	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.
A curved bezier line	Open the **Curve** flyout, and click the **Bezier** tool. Click and drag to shape the line.
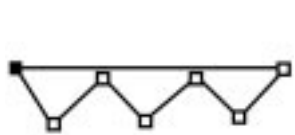
You can draw jagged lines using the Bezier tool, by clicking each time you want the line to change direction.
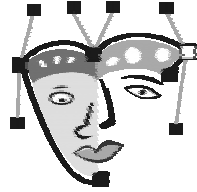
You can create complex objects by drawing Bezier curves.

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.

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" on page 53. 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.

To create a custom brush stroke

1 Select an object or a set of grouped objects.

2 Open the **Curve** flyout, and click the **Artistic media** tool.

3 Click the **Brush** button on the property bar.

4 Click the object or grouped objects.

5 Click the **Save artistic media stroke** button on the property bar.

6 Type a name for the brush stroke in the **Filename** box.

7 Click **Save**.

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

From Here

For more information about…	In the online Help Index, type…
Drawing preset lines	lines, drawing preset lines
Formatting lines and outlines	lines, formatting

Drawing shapes

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

In this section, you'll learn about

- drawing rectangles and squares
- drawing ellipses, circles, arcs, and wedges
- drawing polygons and stars
- drawing spirals
- drawing grids
- drawing pre-defined shapes

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

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

To draw an arc or a wedge

To draw	Do the following
An arc	Open the **Shape** flyout , and click the **Shape** tool. Click the node of the ellipse or circle, and drag outside the shape's perimeter.
A wedge	Open the **Shape** flyout, and click the **Shape** tool. Click the node of the ellipse or circle, and drag inside the shape's perimeter.
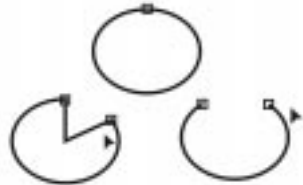
To create a wedge, drag the node of an ellipse to the inside of an ellipse, as shown above and to the left. To create an arc, drag the node to the outside of the ellipse, as shown above and to the right.

You can change the direction of a selected arc or a wedge by clicking the **Clockwise/counterclockwise 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.

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.

You can make the changes in one node apply in the other related nodes of the polygon or star so that all changes are symmetrical.

To draw a polygon or a star

To draw a	Do the following
Polygon	Open the **Object** flyout , click the **Polygon** tool, and drag in the drawing window until the polygon is the size you want.
Star	Open the **Object** flyout, click the **Polygon** tool, and 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	Select a polygon or star, and click the **Polygon or Star** button on the property bar.

To	Do the following
Change the number of sides of a polygon or number of points on a star	Select a polygon or star, type a value in the **Number of points on polygon** box on the property bar, and press **ENTER**.
Sharpen a star's points	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 unevenly; that is, with increasingly larger distances between revolutions. You can also set the rate by which a logarithmic spiral expands outward.

A symmetrical spiral (left) and a logarithmic spiral (right).

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 size you want.

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-shaped object and set the number of its 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 [icon] , and click the **Graph paper** tool [icon] .
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 the **Pick** tool and clicking **Ungroup** on the Group property bar.

Drawing pre-defined shapes

You can draw pre-defined, nongeometrical 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 a shape's appearance. The right-angle, heart, lightning bolt, and explosion shapes do not have glyphs.
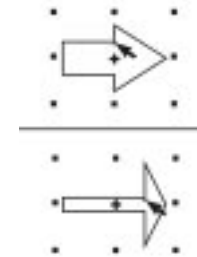
You can drag a glyph to alter a shape.

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 text font inside the shape.

WORKING WITH OBJECTS

5

Working with objects is an essential part of creating drawings.

In this section, you'll learn about

- selecting objects
- copying, duplicating, and deleting objects
- positioning objects
- sizing and scaling objects
- skewing and stretching objects
- rotating and mirroring objects
- changing the order of objects
- grouping and combining objects
- aligning, distributing, and snapping objects

- cloning objects
- blending objects
- spraying objects along a line
- drawing flow and dimension lines

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.

When you select an object, selection handles appear around the object. A small "x" marks the center of the selection box.

You can select a single object from a group of objects.

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.
An object, starting with the first object created and moving toward the last object created.	Press **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.

To select	Do the following
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 objects	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	Do the following
A single object	Click the **Pick** tool , and click a blank space in the drawing window.
A single object in multiple selected objects	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 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 duplicate an object

1 Select an object.

2 Click **Edit ▶ Duplicate**.

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 moving 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.

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 multiple of the nudge distance	Hold down **SHIFT**, and press an **Arrow** key.
Nudge a selected object by a fraction of the nudge distance	Hold down **CTRL**, 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 values 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.

To	Do the following
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**.

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

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

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.

Skewing an object horizontally.

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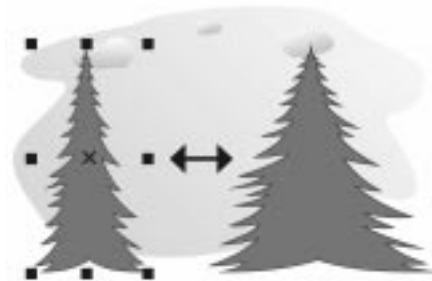
Stretching an object horizontally.

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	Do the following
Stretch an object from its center	Hold down **SHIFT**, and drag a corner selection handle.
Stretch an object in increments of 100%	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.

Rotating objects around a single point.

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.
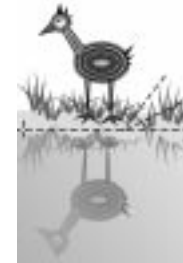
Mirroring an object top to bottom.

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 mirror an object

1 Select an object.

2 Click **Window** ▶ **Dockers** ▶ **Transformations** ▶ **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

5 Enable the check box that corresponds to the anchor point you want to set.

6 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.
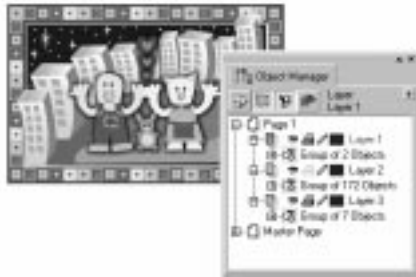
The stacking order determines the depth at which objects are positioned. In this example, objects have been stacked to create a border, background, and foreground.

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

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 helps prevent accidental changes to the relationships between objects and lets you apply the same formatting, properties, and other changes to all the objects at the same time. CorelDRAW also lets you group grouped objects to create nested groups.
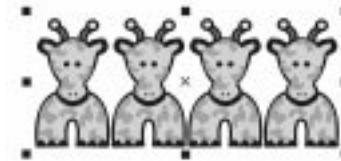
Single objects retain their individual attributes when they are grouped.

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.

Combined objects share attributes and change appearance.

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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**.

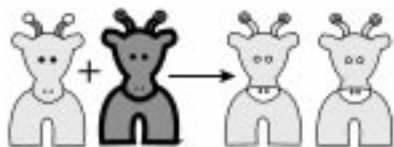You can select objects from different layers and group them; however, once grouped, the objects will reside on the same layer.

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.

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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.

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CorelDRAW lets you align and distribute objects in a drawing.

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

Objects before and after alignment.

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.

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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.

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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.

   If you want to preview the distributed object, click the **Preview** button.

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	Right-click the clone, and click **Select master**.
Specify a master's clone object	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.

Blending objects

CorelDRAW lets you create blends, such as straight-line blends, blends along a path, and compound blends.

A straight-line blend shows a progression in shape and size from one object to another. The outline and fill colors of the intermediate objects progress along a straight-line path across the color spectrum. The outlines of intermediate objects show a gradual progression in different thicknesses and shape.
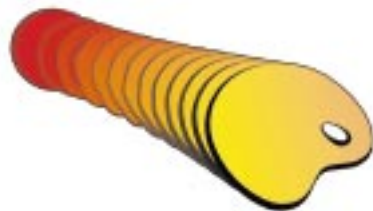
A straight line blend.

After you create a blend, you can copy or clone its settings to other objects. When you copy a blend, the object takes on all the blend-related settings, except for their outline and fill attributes. When you clone a blend, changes you make to the original blend (also called the master) are applied to the clone.

You can fit objects along part or all of a path's shape, and you can add one or more objects to a blend to create a compound blend.
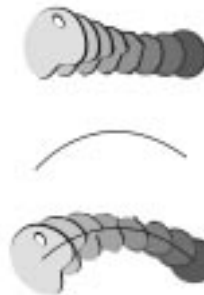
A blend along a path.

A compound blend using four objects and three single blends.

You can change the appearance of a blend by adjusting the number and spacing of its intermediate objects, and changing the color progression, the nodes the blends map to, the blend's path, and the start and end objects.
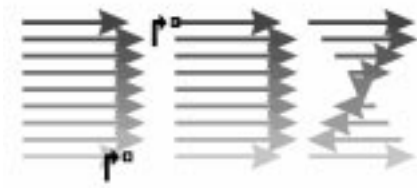

The blend on the right was created by mapping the start and end nodes of the two objects on the left.

You can also split and remove a blend.

To blend objects

To	Do the following
Blend along a straight line	Open the **Interactive tools** flyout , and click the **Interactive blend tool** . Select the first object and drag over the second object. If you want to reset the blend, press **ESC** as you drag.
Blend an object along a freehand path or a shape	Open the **Interactive tools** flyout, and click the **Interactive blend** tool. Select the first object. Hold down **ALT**, and drag to draw a line to the second object.
Fit a blend to a path	Select a blend. Hold down the right mouse button, drag the blend over a curved object, and click **Fit blend to path**.
Stretch the blend over an entire path	Select a blend. Hold down the right mouse button, drag the blend over a curved object, and click **Fit blend to path**. Click the **Miscellaneous blend options** button on the property bar, and enable the **Blend along full path** check box.
Create a compound blend	Using the **Interactive blend** tool, drag an object to the start or end object of a blend.

To copy or clone a blend

1   Select the two objects you want to blend.

2   Click **Effects**, and one of the following:

    •   **Copy effect ▸ Blend from**

    •   **Clone effect ▸ Blend from**

3   Select the blend whose attributes you want to copy or clone.

You can't copy or clone a compound blend.

To set the distance for intermediate objects in a blend fitted to a path

1   Select a blend.

2   Click the **Use steps or fixed spacing for blend** button on the property bar.

3   Type a value in the **Number of steps or offset between blend shapes** box on the property bar.

4   Press **ENTER**.

You can set color acceleration rates by clicking the **Object and color acceleration** button and moving the corresponding slider.

To set the color progression for intermediate objects in a blend

1   Select a blend.

2   On the property bar, click one of the following buttons:

    •   **Direct blend**

    •   **Clockwise blend**

    •   **Counterclockwise blend**

You can't create color progressions using blended objects filled with bitmapped images, texture, two, and full-color patterns, and PostScript fills.

You can set color acceleration rates by clicking the **Object and color acceleration** button and moving the corresponding sliders.

To map the nodes of a blend

1   Select a blend.

2   Click the **Miscellaneous blend options** button on the property bar.

3   Click the **Map nodes** button.

4   Click a node on the start object and on the end object.

To work with the start or end objects in a blend

To	Do the following
Select the start or end object	Select a blend, click the **Start and end object properties** button on the property bar, and click **Show start**, or **Show end**.
Change the start or end object of a blend	Select a blend, click the **Start and end object properties** button on the property bar, and click **New start**, or **New end**. Click an object you want to use as the start or end of the blend.
Fuse the start or end object in a split or compound blend	Hold down **CTRL**, and click the start or end object of the blend. Click the **Miscellaneous options** button on the property bar. If you have selected the start object, click the **Fuse start** button. If you have selected the end object, click the **Fuse end** button.

You can reverse the direction of the blend by clicking **Arrange ▶ Order ▶ Reverse order.**

To change the blend path

1 Select a blend.
2 Click the **Path properties** button on the property bar, and click **New path**.
3 Click the path you want to use for the blend.

You can also	
Detach a blend from a selected path	Click the **Path properties** button on the property bar, and click **Detach from path**.
To change the path of a selected freehand blend	Click the blend path with the **Shape tool**, and drag a path's node.

To select the blend path, click the **Path properties button** and click **Show path**.

You can select and detach a component of a compound blend by holding down **CTRL** while you select the component.

To split a blend

1 Select a blend.

2 Click the **Miscellaneous options** button on the property bar.

3 Click the **Split** button.

4 Click the intermediate object at which you want to split the blend.

> You can't split a blend at the intermediate object that is immediately adjacent to the start or end object.

To remove a blend

1 Select a blend.

2 Click **Effects ▶ Clear blend**.

> You can also remove a selected blend by clicking the **Clear blend** button on the property bar.

Spraying objects along a line

CorelDRAW lets you spray a series of objects in a line. Besides graphic and text objects, you can import bitmapped images to spray along a line. However, the more complex the object you spray, the more system resources you use, the longer CorelDRAW takes to produce the line, and the larger your file size.

You can control how a sprayed line appears by adjusting the spacing between objects so they are closer or farther apart from each other. You can also vary the order of objects in the line. For example, if you are spraying a series of objects that includes a star, a triangle, and a square, you can change the spray order so that the square appears first, followed by the triangle and then the star. CorelDRAW also lets you shift the position of objects in a sprayed line by rotating them along the path or offsetting them in one of four different directions: alternating, left, random, or right. For instance, you can choose a left offset direction to align the objects you spray to the left of the path.

You can also create a spraylist.

To spray a line

1 Open the **Curve** flyout ⬚⬚⬚⬚⬚ , and click the **Artistic media** tool.

2 Click the **Sprayer** button on the property bar.

3 Choose a spraylist from the **Spraylist file list** box.

If the spraylist you want is not listed, click the **Browse** button on the property bar to select the folder in which the file is located.

4 Position the cursor where you want the line to start.

5 Drag to draw the line.

You can also

|	
Adjust the number of objects sprayed at each spacing point	Type a number in the top box of the **Dabs/Spacing of objects to be sprayed** box on the property bar.
Adjust the spacing between dabs	Type a number in the bottom box of the **Dabs/Spacing of objects to be sprayed** box on the property bar.
Set the spray order	Choose a spray order from the **Choice of spray order** list box on the property bar.
Adjust the size of spray objects	Type a number in the top box of the **Size of objects to be sprayed** box on the property bar.
Adjust the size of spray objects along the path of the line (for example, increasing the value causes objects to become larger in size as you move along the path).	Type a number in the bottom box of the **Size of objects to be sprayed** box on the property bar.
Reset a spraylist to its saved settings	Click the **Reset values** button on the property bar.

Spraylists that have more complex objects use more system resources. CorelDRAW takes longer to produce lines using complex objects, and these objects will increase your file size.

FROM HERE

For more information about…	In the online Help Index, type…
Copying, duplicating and deleting objects	objects, copying
Moving and positioning objects	objects, positioning
Sizing and scaling objects	sizing objects
Skewing and stretching objects	objects, skewing and stretching
Rotating and mirroring objects	objects, rotating and mirroring
Changing the order of objects	objects, changing the order of
Grouping and combining objects	objects, grouping and combining
Aligning, distributing and snapping objects	objects, aligning
Cloning objects	objects, cloning

For more information about…	In the online Help Index, type…
Blending objects	blends, creating
Spraying objects	objects, spraying
Drawing flow and dimension lines	flow lines, drawing

Shaping objects

6
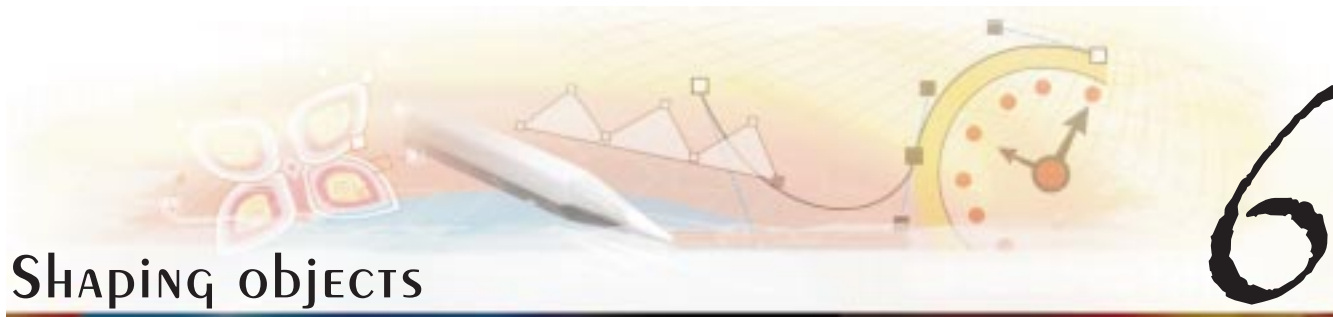
CorelDRAW lets you shape objects in various ways.

In this section, you'll learn about

- applying distortion effects
- using envelopes
- working with curve objects
- creating PowerClip™ objects

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.

Original drawing before any of the four distortion effects are applied to it.
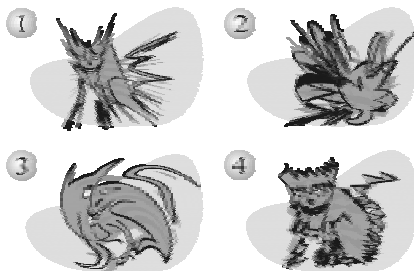
1. Pull distortion 2. Push distortion 3. Twister distortion 4. Zipper distortion

After you distort an object, you can change the effect by altering the center of distortion. This point is a fixed location, 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 , 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" on page 68.

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, 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.

Working with curve objects

CorelDRAW lets you shape objects by manipulating their nodes and segments. An object's nodes are the tiny squares that display at regular intervals along a selected object's outline. The line between two adjacent nodes is a called a segment. Moving an object's segments lets you make coarse adjustments to the object's shape, while changing the position of its nodes lets you fine-tune the shape of the object.

By converting objects to curves, you can shape them by adding, removing, positioning, as well as aligning and transforming their nodes. With the exception of spirals and freehand and bezier lines, most objects you add to a drawing are not curve objects, therefore, if you want greater control in changing the shape of a noncurve object, you must convert that object to a curve object.

Before you can manipulate an object's nodes, you must select them. When working with curve objects you can select individual, multiple, or all of the object's nodes. Selecting multiple nodes lets you shape different parts of an object simultaneously.

When you add nodes, you increase the number of segments, and, therefore, the amount of control you have over the shape of the object. You can also remove nodes to simplify an object's shape.

When you create an object, it is made up of one path. If you are working on an open object, such as a freehand line, you can join its end nodes. When you join end nodes, they are pulled together to create a closed object. You can break this path apart to create subpaths, which have end nodes that you can join to create a link between the subpaths. For information about breaking paths apart see "Splitting and erasing portions of objects" in the online Help.
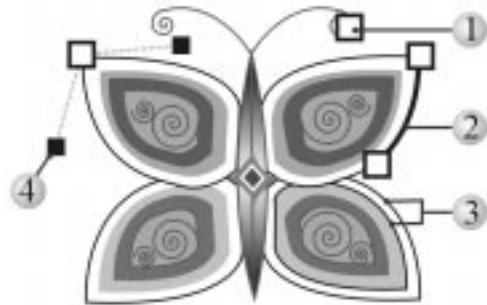
*The components of a curve: 1. node 2. segment 3. path and subpath
4. control handle*

You can change the nodes of a curve object to one of three types: cusp, smooth, or symmetrical. Cusp nodes make the node's intersecting line take on the shape of a corner or point when you adjust the position of the node's control points. Smooth nodes make the node's intersecting line take on the shape of a curve. Each control point can be shortened or lengthened independently, giving you smaller or larger angles to work with. Symmetrical nodes make the node's intersecting line take on the shape of a curve as well as intersect the node at exactly the same angle.

After you create a curve object, you can align its nodes. For example, you can line nodes up horizontally and vertically.

You can also shape objects by stretching, scaling, rotating, and skewing their nodes. For example, you can scale the corner nodes of a curve object to enlarge the curve object proportionally. Stretching, on the other hand, elongates a curve object so that its shape is distorted. Rotating the nodes of a curve object allows you to move the object in a counterclockwise or clockwise direction. You can also skew nodes to shape a curve object.

CorelDRAW also lets you shape objects by changing the shape of their segments. You can make a curve segment straight or a straight segment curved. You can also change the direction of a segment by reversing the position of its start and end nodes. The

effect is transparent only when the ends of a segment are different.

To convert objects to curve objects

1 Select the object.
2 Click **Arrange ▶ Convert to curves**.

You can convert artistic text to curves so that you can shape individual characters.

You can also convert an object to a curve object by selecting the object and clicking the **Convert to curves** button on the property bar.

To select a node

1 Open the **Shape edit** flyout , and click the **Shape tool** .
2 Select a curve object.
3 Click a node.

You can also	
Select multiple nodes	Hold down **SHIFT**, and click each node.
Select all nodes	Click **Edit ▶ Select all ▶ Nodes**.

Deselect a node	Hold down **SHIFT**, and click a selected node.
Deselect multiple nodes	Hold down **SHIFT**, and click each selected node.
Deselect all nodes	Click a blank space in the drawing window.

You can select the first node in a curve object by pressing **HOME**, or the last node by pressing **END**.

To add or remove a node

To	Do the following
Add a node	Open the **Shape edit** flyout, click the **Shape tool**, select a curve object, and double-click where you want to add a node.
Delete a node	Open the **Shape** edit flyout, click the **Shape** tool, select a curve object, and double-click a node.

To join the end nodes of a single subpath

1 Open the **Shape edit** flyout, and click the **Shape** tool.
2 Hold down **SHIFT**, and click the end nodes.
3 Click the **Auto-close curve** button on the property bar.

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.

The picture on the left shows two separate objects before the PowerClip object is created. The picture on the right shows a PowerClip object created from the two objects. The bitmapped image becomes the content object and the artistic text becomes its container.

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.

From Here

For more information about…	In the online Help Index, type…
Editing envelopes	envelopes, editing
Editing the nodes of curve objects	nodes, manipulating
Splitting and erasing portions of objects	splitting
Welding, trimming, and intersecting objects	trimming
Editing PowerClip objects	PowerClip objects

CREATING WEB-ENABLED OBJECTS

7

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
- using preset Internet objects
- creating rollovers
- working with bookmarks and hyperlinks

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 "Changing the appearance of text" on page 134

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 document to the World Wide Web as HTML.

To make text Web-compatible

To	Do the following
Change paragraph text to Web-compatible text	Select the paragraph text. Click **Text ▶ Make text web compatible**.
Make new 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 and optimize the object to a Web-compatible format.

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 and optimize an image to a Web-compatible format

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

You can also	Do the following
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.

CREATING ROLLOVERS

You can create rollovers using objects. Rollovers differ from other Web objects because they change in appearance when they are clicked or when a cursor is passed over them. When you create a rollover, you design three separate objects, each of which represents a rollover state. These three states are grouped by a single rollover:

- **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

Rollovers showing Normal (left), Over (center), and Down (right) states.

Before you publish an object to the Internet, you must save it to a Web-compatible file format; for example, use the GIF, JPEG or PNG format.

For information about creating and editing objects such as rollovers, see "Working with objects" on page 43.

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 it and holding down **CTRL**. When you are finished editing, hold down **CTRL** and click the **Web object** button.

To view the rollover states

1 Click **Window▸ Dockers ▸ Object manager**.
2 Expand any of the rollover objects in the window.

You can preview a rollover object's states in the drawing page by clicking **View ▸ Enable rollovers**.

Working with bookmarks and hyperlinks

CorelDRAW lets you create bookmarks and hyperlinks in your Web document. You can apply these to rollovers, bitmapped images, and other objects.

Bookmarks

To create an internal link in an HTML file, you can assign a bookmark to text or to an object. You can then assign a Uniform Resource Locator (URL) to an object that links to the bookmark. The object containing a URL has a hotspot, an area that activates a hyperlink when clicked in a browser.

Hyperlinks

Hyperlinks connect to any object in a document that is assigned a bookmark, or to any document published to the World Wide Web by using that document's URL.

CorelDRAW applies a crosshatch pattern to an object containing a hyperlink. You can change the color of the crosshatch pattern as well as its background fill. You can also set a hotspot that follows the outline of the object, limits itself to the same areas as the object's fill, or fills the object's bounding box.

After you create hyperlinks, you can display and verify them.

To assign a bookmark

1   Right-click an object and click **Properties**.
2   Click **Internet tab**.
3   Choose **Bookmark name** from the **Behavior** list box.
4   Type the name of the bookmark.

To assign a hyperlink to a bookmark or external Web site

1   Right-click an object, and click **Properties.**
2   Click **Internet tab**.
3   Choose **URL** name from the **Behavior** list box.
4   Type a URL address.

You can also

Specify what frame will display when the button is clicked	Choose a target frame from the **Target** list box.
Add text for the browser status line	Type the text in the **Alt comments** text box.

Define the hotspot area	Choose **Object shape** or **Bounding box of object** from the **Define hotspot using** list box.

You can also create a hyperlink using the **Internet** toolbar.

You can rename a bookmark and create a hyperlinked bookmarked object from a document object by using the **Internet bookmark manager** Docker window.

URLs to external Web sites must contain the **http://** prefix. Other supported protocols include **mailto:**, **ftp:**, and **file:**.

To assign crosshatch and background hotspot colors

1   Click **Window ▸ Dockers ▸ Properties**.

2   Click the **Internet** tab.

3   Open the **Cross-hatch color** picker, and click a color.

4   Open the **Background color** picker, and click a color.

If you choose a hyperlinked object first and then change the crosshatch and background hotspot colors, the change applies to the selected object only. If you change the hotspot colors with no object selected, the default colors are changed for this drawing and for future sessions of CorelDRAW.

To display hyperlinked objects

• On the **Internet** toolbar, enable the **Show hotspots** button.

All objects to which you've assigned URLs display in the crosshatch and background hotspot colors.

To verify links in a Web document

1   Click **Window ▸ Dockers ▸ Link manager**.

2   In the list, verify that all URL links display a green check mark.

3   Click the **Refresh** button to verify any broken links.

If you want to test a link by opening an URL in a Web browser, right-click the object, and click **Jump to hyperlink in browser**.

Filling and Coloring

Filling objects

8

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.

In this section, you'll learn about

- applying uniform fills
- applying fountain fills
- applying pattern fills
- applying texture fills
- working with fills

Applying uniform fills

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" on page 91.

To apply a uniform fill

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.
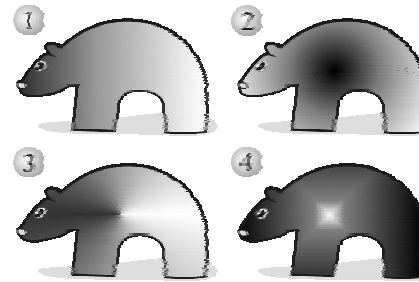
There are four types of fountain fills: 1. Linear 2. Radial 3. Conical 4. Square

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" in the online Help.

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.
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.
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.

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, and click a color on the color palette.
Delete a color	Double-click the pointer just above the color you want to delete.
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.

Applying pattern fills

You can fill objects with two-color, full-color, or bitmapped pattern fills. A two-color pattern is composed of only the two colors that you choose. A full-color pattern is a more complex vector graphic that can be composed of lines and fills. A bitmapped pattern is a bitmapped image whose complexity is determined by its size, image resolution, and bit depth.

You can fill an object with a repeating pattern, set the pattern's foreground and background, and mix the colors in the pattern. CorelDRAW provides preset pattern fills that you can apply to objects; however, you can also create your own pattern fills. For example, you can create pattern fills from objects that you draw or graphics that you import.

You can create a pattern using the Bitmap Pattern Editor, or import your own 1-bit bitmapped image. You can also remove a pattern fill from the list of pattern fills.

You can change the tile size of pattern fills. Decreasing the size of a pattern 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 pattern, 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 pattern to create a custom fill. You can also adjust the pattern fill using the on-screen fill tiling vector.

You can choose how the pattern fill appears by specifying whether to mirror the fill so that alternating tiles are the reflections of one another. If you want a pattern fill to change according to 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 pattern that transforms, the pattern becomes larger instead of increasing the number of tiles.

To apply a two-color pattern fill

1   Select an object.

2   Open the **Interactive fill** flyout ![icon] , and click the **Interactive fill** tool.

3   Choose **Two color pattern** from the **Fill type** list box on the property bar.

4   Open the **Fill dropdown** picker, and click a pattern.

5   Open the **Front** color picker, and click a color.

6   Open the **Back** color picker, and click a color.

> ![tip icon]   You can also mix colors in a two-color pattern fill by pressing **CTRL** and clicking a color on the color palette.

You can apply a pattern of two colors to an entire object or only part of an object. The butterfly's wings are filled with a blue and green two-color pattern.

To apply a full-color or bitmap pattern fill

1   Select an object.

2   Open the **Interactive fill** flyout ![icon] , and click the **Interactive fill** tool ![icon] .

3   Choose one of the following from the **Fill type** list box on the property bar:

   • **Full-color pattern**

   • **Bitmap pattern**

4 Open the **Fill dropdown** picker and click a pattern.

A full-color pattern allows you to fill objects with a pattern made up of many different colors.

A bitmap pattern fill allows you to use a bitmapped image as a pattern fill.

Applying texture fills

A texture fill is a random, fractally 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, this can cause a color shift when you display or print the files. For information about color models, see "Understanding color models" on page 97.

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 the fill begins by setting the tile origin. CorelDRAW also lets you offset tiles in a fill. Adjusting the horizontal or vertical position of the first texture, 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 to mirror the fill so that alternating tiles are the

reflections of one another. 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.

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.

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 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.

Working with fills

There are a number of actions 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 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.

From here

For more information about…	In the online Help Index, type…
Applying uniform fills	fills, applying uniform
Applying fountain fills	fountain fills, overview
Adjusting fountain fill quality	fountain fills, overview
Applying pattern fills	pattern fills, applying
Applying texture fills	texture fills, overview

Working with color

9

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

In this section, you'll learn about

- choosing colors
- working with custom color palettes
- reproducing colors accurately

This section includes a reference topic that contains information about reproducing colors accurately.

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" on page 81 and "Formatting lines and outlines" in the online Help.

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" in the online Help.

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" on page 97.

To choose a color using a fixed or custom color palette

1 Select an object.
2 Do one of the following:
   - Open the **Fill** flyout ![toolbar], and click the **Fill color dialog** tool.
   - Open the **Outline** flyout ![toolbar], 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** flyout ![toolbar], and click the **Fill color dialog** tool.
   - Open the **Outline** flyout ![toolbar], 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" on page 93.
>
> 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**.

Reproducing colors accurately

You can ensure that colors are reproduced accurately by using color profiles and color correction.

Each device that you use to create a drawing has a range of colors, or color gamut, that it can reproduce. The range of colors of a device is a device gamut. For example, a monitor displays a different range of colors than a printer reproduces. This means that your drawing might contain colors that display properly on your monitor, but cannot be printed properly. Different monitors, scanners, printers, and other devices might have a different gamut. To minimize the differences in gamut, you can use a color management system. A color management system uses color profiles, which contain the color gamut of various devices.

For more information about color management, see "Understanding color management" on page 98.

Color profiles

Color profiles contain the color gamut of input and output devices. You can choose color profiles for a

- monitor
- scanner/digital camera
- composite printer

- separations printer

- internal RGB

ICC (International Color Consortium) color profiles are standard profiles that contain information about how color is reproduced by devices. The ICC options available in Corel graphics applications include setting the rendering intent, which is a way to map colors to various output devices by controlling how the color management system converts colors between different spaces.

Color correction

Color correction lets you adjust colors so that they display as accurately as possible on screen. If you correct only the display colors, the colors are adjusted according to your monitor's color profile. If you display colors as they will print, on-screen colors are adjusted according to your monitor and your printer's color profiles.

Some color management settings can result in on-screen colors appearing dull. For more information, see "Color management styles" in the online Help.

To choose a color profile

1 Click **Tools ▶ Color management**.

2 Click a profile name under one of the following icons:

Scanner/digital camera

Separations printer

Monitor

Composite printer

Internal RGB

3 Choose a profile from the list box.

> You can access a color profile online by choosing **Color profiles online** from the list box.
>
> You can access profiles on a disk by choosing **Get profiles from disk** from the list box. The profiles are stored in the **Color** folder on CorelDRAW Disc 1.

To choose ICC options

1 Click **Tools ▶ Color management**.

2 Click on the **Internal RGB** icon .

3 From the **Rendering intent** list box, choose one of the following:

- **Absolute colorimetric** — good for images that use spot colors

- **Automatic** — default setting

- **Perceptual** — good for a variety of images, especially bitmapped and photographic images
- **Relative colorimetric** — good for producing proofs on inkjet printers
- **Saturation** — good for vector graphics (lines, text, and solid colored objects)

4 Choose an option from the **Color engine** list box.

To choose advanced import and export settings

1 Click **Tools ▶ Color management**.
2 Click the **Import/Export** icon .
3 In the **Import** area, enable one of the following options :
   - **Use embedded ICC profile**
   - **Always convert using**
   - **Ignore embedded ICC profile**
4 In the **Export** area, enable one of the following options:
   - **Embed internal RGB profile**
   - **Always embed using**
   - **Do not embed ICC profiles**

When you enable the **Use embedded ICC profile** or **Always convert using** import options, as well as the

Always embed using export option, you can choose a profile from the list box.

When you enable the **Embed internal RGB profile** or the **Always embed using** export options, certain file formats are exported with an embedded ICC profile. These file formats are: **TIFF (.tif)**, **EPS (.eps)**, **COREL PHOTO-PAINT (.cpt)**, **CorelDRAW (.cdr)**, **JPEG (.jpg)**, **PDF (.pdf)**.

To choose advanced settings for printers

1 Click **Tools ▶ Color management**.
2 Click one of the following icons:
   - **Composite printer**
   - **Separations printer**
3 Choose a setting from the list box.

If you choose an advanced setting, that setting will override the profile that displays under the printer icon in the **Color management** dialog box.

To enable the gamut alarm

1 Click **Tools ▶ Color management**.

2 Click the **Monitor** icon [icon] .

3 Enable the **Highlight display colors out of printer gamut** check box.

If you want to show CMYK in percentages, enable the **Show CMYK in percentages** check box.

[icon] You can map spot colors into the CMYK gamut by enabling the **Map spot colors into CMYK gamut** check box.

You can change the warning color of the gamut alarm by opening the **Warning color** picker and choosing a color.

To correct colors

To	Do the following
Correct display colors	Click **Tools ▶ Color management**, and click the arrow that points from the **Internal RGB** icon [icon] to the **Monitor** icon [icon] .

To	Do the following
Display for a composite printer	Click **Tools ▶ Color management**, and click the arrow that points from the **Composite printer** icon [icon] to the Monitor icon [icon] . The arrow should appear orange.
Display for a color separations printer	Click **Tools ▶ Color management**, and click the arrow that points from the **Separations printer** icon [icon] to the Monitor icon [icon] . The arrow should appear orange.
Simulate separations printer output on composite printer	Click **Tools ▶ Color management**, and click the arrow that points from the **Separations printer** icon [icon] to the **Composite printer** icon [icon] . The arrow should appear orange.

[icon] Arrows appear orange when they are turned on, and grayed and broken when they are turned off. For more information about using the arrows for color correction, see "Understanding the management dialog box" on page 98.

To use color management styles

1 Click **Tools ▶ Color management**.

2 Choose one of the following from the **Styles** list box:

   • **Color management off**

   • **Default settings**

   • **Optimized for desktop printing**

   • **Optimized for professional output**

   • **Optimized for the Web**

Some color management settings, such as **Default**, **Optimized for desktop**, and **Optimized for professional output**, can result in on-screen colors appearing dull. For a brighter display of on-screen colors, choose another color management setting, or turn off color management.

You can add or delete a color management style by clicking on the plus (**+**) or minus (**-**) buttons.

Reference: Working with color

You can work with color more effectively when you understand basic color models and color management.

In this reference topic, you'll learn about

   • understanding color models

   • understanding the **Color management** dialog box

Understanding color models

You need a precise method to define colors. Color models provide various methods to define colors, each model defining colors through the use of specific color components. There are a range of color models to choose from when creating graphics.

CMYK color model

The CMYK color model defines color using the following components:

   • cyan (C)

   • magenta (M)

   • yellow (Y)

   • black (K)

The cyan, magenta, yellow, and black components are the amounts of cyan, magenta, yellow, and black ink that a CMYK color contains and are measured in percent from 0 to 100.

The CMYK color model is a subtractive color model. Subtractive color models use reflected light to display color. Printed materials are produced using the CMYK color model. The combinations and the amounts of cyan, magenta, yellow, and black ink define the colors in the CMYK color model. When you combine cyan,

magenta, yellow, and black, so that the value of each component is 100, the result is black. When the value of each component is 0, the result is pure white.

RGB color model

The RGB color model defines color using the following components:

- red (R)
- green (G)
- blue (B)

The red, green, and blue components are the amounts of red, green, and blue light that an RGB color contains and are measured in values ranging from 0 to 255.

The RGB color model is an additive color model. Additive color models use transmitted light to display color. Monitors use the RGB color model. The combination of red, green, and blue light defines the colors in the RGB color model. When you add red light, blue light, and green light together, so that the value of each component is 255, the color white displays. When the value of each component is 0, the result is pure black.

HSB color model

The HSB color model defines color using the following components:

- hue (H)
- saturation (S)
- brightness (B)

Hue describes the pigment of a color and is measured in degrees from 0 to 359 (for example, 0 degrees is red, 60 degrees yellow, 120 degrees green, 180 degrees cyan, 240 degrees blue, and 300 degrees magenta). Saturation describes the vividness or dullness of a color and is measured in percent from 0 to 100 (the higher the percentage, the more vivid the color). Brightness describes the amount of white that the color contains and is measured in percent from 0 to 100 (the higher the percentage, the brighter the color).

Grayscale color model

The Grayscale color model defines color using only one component, lightness, and is measured in values ranging from 0 to 255. Each Grayscale color has equal values of the red, green, and blue components of the RGB color model.

Understanding the Color management dialog box

Color management is the process of matching colors between various devices, such as scanners, digital cameras, printers, and monitors. Corel graphics applications feature color management controls designed to ensure color matching between various devices.

The **Color management** dialog box, with its default settings, looks like this:
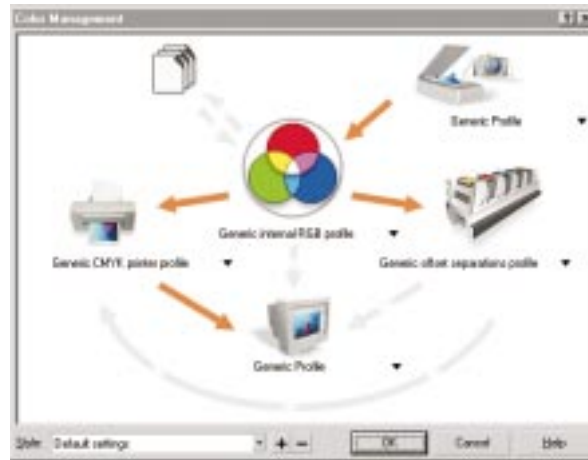
In the **Color management** dialog box, you can activate the following visual elements :

Scanner/digital camera icon

Separations printer icon

Monitor icon

Composite printer icon

Import/export icon

Internal RGB icon

Arrows

With the exception of the scanner/digital camera icon, you can click these elements to choose color management options. When you click on the icons, you can choose advanced settings that relate to the devices they represent. For example, clicking on the composite printer icon allows you to link color profiles with any printer connected to your computer.

You can also click the caption text under the icons. Clicking the text under the icons allows you to choose profiles for the devices listed above. You can also choose to get profiles from Disc 1 of the CorelDRAW discs, or get profiles online. You should check the manufacturer's documentation for a device to choose the appropriate profile.

In addition, you can click the arrows to turn them on or off. The arrows appear orange when on, and grayed and broken when off. You can use the arrows to correct colors between devices, and control how colors are displayed.

The following table contains descriptions of what happens when an arrow is on or off.

Arrow	On	Off
From the scanner/digital camera to internal RGB	The scanner/digital camera profile is used for color correction.	The profile is not used.

Arrow	On	Off
From internal RGB to the monitor	Colors are calibrated for display using the monitor's color profile.	The profile is not used.
From internal RGB to the composite printer	The printer's profile is used for color correction.	The profile is not used.
From the composite printer to the monitor	The monitor simulates a composite printer output.	The monitor does not simulate a composite printer output.
From internal RGB to the separations printer	The separations printer profile is used for color correction when printing color separations.	The profile is not used. You can override this setting in the **Print** dialog box.
From the separations printer to the monitor	The monitor simulates color separations printer output.	The monitor does not simulate color separations printer output.

Arrow	On	Off
From the separations printer to composite printer	The composite printer simulates separations printer output.	The composite printer does not simulate separations printer output.
From the internal RGB to the import/export	Internal RGB profiles are embedded.	ICC profiles are not embedded.
From the import/export to the internal RGB	Embedded ICC profiles are used.	ICC profiles are ignored.

From Here

For more information about…	In the online Help Index, type…
Choosing colors	colors, choosing
Working with custom color palettes	working with custom palettes
Reproducing colors accurately	colors, reproducing
Understanding color models and color management	color reference

Adding 3-D Effects to Objects

10

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

In this section, you'll learn about

- contouring objects
- applying perspective to objects
- creating vector extrusions
- creating drop shadows

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.

A center contour applied to an object.
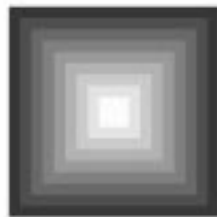
An outside contour applied to an object.

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 contour, where one color blends into another. The color progression can follow a straight, clockwise, or counterclockwise path through the color spectrum.

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	Do the following
Specify the number of contour lines	Click the **Inside** button on the property bar, and type a value in the **Contour steps** box on the property bar.
Specify the distance between contour lines	Type a value in the **Contour offset** box on the property bar.

You can also	Do the following
Accelerate contour line progression	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.

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.

Graphics 2 and 3 show one-point and two-point perspective applied to the object in graphic 1.

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.

Basic vector extrusions and a beveled extrusion (right).

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.
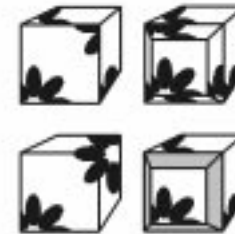
Fills for vector extrusions. Clockwise from the top left: object fill, bevel to extrusion fill, beveled fill, and draped fill.

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.

A light source applied to an extrusion.

Vector extrusions with different vanishing points.

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.
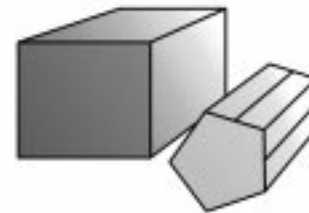
Vector extrusions with the same vanishing point.

To create a vector extrusion

1 Open the **Interactive tools** flyout ![icon] , 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 apply preset extrusions by selecting the shape you want to extrude, clicking the **Interactive extrude** tool and choosing the **Preset** list box.

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 apply a fill to a vector extrusion

1 Select an extruded object.

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 light 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.

A bevel applied to a bitmapped extrusion.

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.

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1   Open the **Interactive tools** flyout [icon] , 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.

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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 bevel 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.

A drop shadow applied to an object.

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.

The feathered effect softens the edges of a drop shadow.

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. In cloning, a 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 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.

FROM HERE

For more information about…	In the online Help Index, type…
Contouring objects	objects, applying contours
Creating vector extrusions	extrusions, vector
Creating bitmapped extrusions	extrusions, applying to bitmapped images
Creating drop shadows	drop shadows
Applying lenses	lenses, creating
Editing lenses	lenses, changing viewpoint

Changing the transparency of objects   11

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.

In this section, you'll learn about

• applying a transparency

• applying merge modes

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" on page 81.

After you decide what type of transparency you want to apply, you have several options. By default, CorelDRAW applies all transparencies to the object's fill; however you can specify whether you want the transparency to apply to the object's outline only or to both the fill and the outline.

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 [icons] , 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.

A uniform transparency

To apply a fountain transparency

1 Select an object.

2 Open the **Interactive tools** flyout [icons] , and click the **Interactive transparency** tool [icon] .

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.

A fountain transparency.

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.

A textured transparency.

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.

A pattern transparency.

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.

Merge mode	Description
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.
If lighter	Replaces any base color pixels that are a darker color with the transparency color. Base color pixels that are lighter than the transparency color are not affected.
If darker	Replaces any base color pixels that are a lighter color with the transparency color. Base color pixels that are darker than the transparency color are not affected.
Texturize	Converts the transparency color to grayscale, and then multiplies the grayscale value by the base color.
Hue	Uses the hue of the transparency color, as well as the saturation and lightness of the base color. If you are adding color to a grayscale image, there will be no change because the colors are desaturated.

Merge mode	Description
Saturation	Uses the lightness and hue of the base color and the saturation of the transparency color
Lightness	Uses the hue and saturation of the base color and the lightness of the transparency color
Invert	Uses the transparency color's complementary color. If a transparency color value is 127, there will be no change because the color value falls in the center of the color wheel.
Logical AND	Converts the transparency and base colors to binary values, and then applies the Boolean algebraic formula AND to these values
Logical OR	Converts the transparency and base colors to binary values, and then applies the Boolean algebraic formula OR to these values
Logical XOR	Converts the transparency and base colors to binary values, and then applies the Boolean algebraic formula XOR to these values
Red	Applies the transparency color to the red channel of RGB objects

Merge mode	Description
Green	Applies the transparency color to the green channel of RGB objects
Blue	Applies the transparency color to the blue channel of RGB objects

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.

Working with Bitmaps
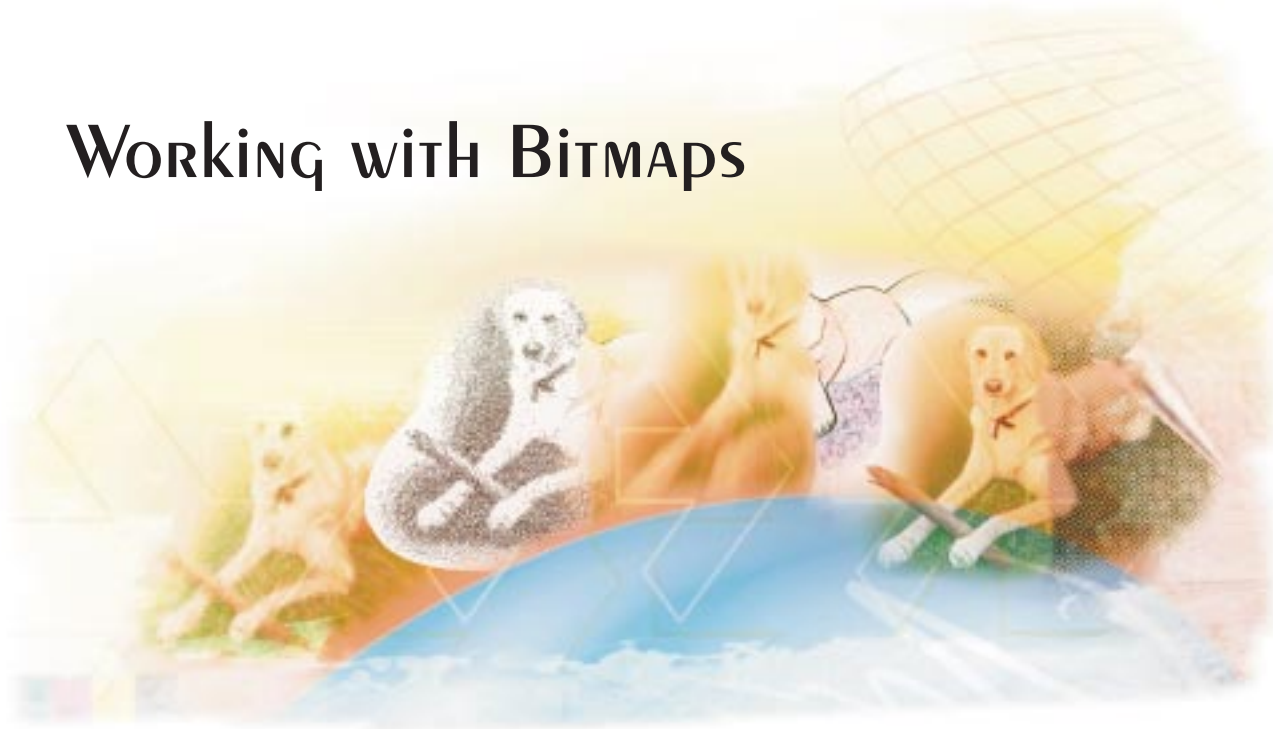
Working with bitmapped images

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.

In this section, you'll learn about

- adding bitmapped images
- cropping and editing bitmapped images
- applying special effects to bitmapped 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 link to an external file, any changes to the original file can be updated in the imported image.

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**.

Cropping and editing bitmapped images

After you add a bitmapped image to a drawing, you can crop, resample, inflate, and edit the image.

Cropping removes unwanted areas of a bitmapped image. Resampling changes the size or the resolution of a bitmapped image by adding or removing pixels. When you resample a bitmapped image, you can change the image size, the resolution, or both.

Editing a bitmapped image is done in Corel PHOTO-PAINT, which starts automatically when you start to edit the bitmapped image. For more information about editing bitmapped images, see Corel PHOTO-PAINT online Help.

CorelDRAW automatically inflates a bitmapped image to make a special effect cover the entire image. You can disable the automatic inflate and specify how much you want to inflate the bitmap manually.

To crop a bitmapped image

1 Open the **Shape** flyout ▭, and click the **Shape** tool ▭.

2 Select a bitmapped image.

3 Drag nodes to crop the bitmapped image.

4 Click **Bitmaps ▸ Crop bitmap**.

> You can also crop a bitmapped image by clicking the **Crop bitmap** button on the property bar.

To change the size of a bitmapped image

1 Select a bitmapped image.

2 Click **Bitmaps ▸ Resample**.

3 Choose a unit of measure from the list box beside the **Width** and **Height** boxes.

4 Type values in any of the following boxes:

- **Width**
- **Height**

If you want to minimize the jagged appearance of curves, enable the **Anti-alias** check box.

> You can maintain the proportions of the bitmapped image by enabling the **Maintain aspect ratio** check

box and typing a value in either the **Width** or the **Height** box.

You can also resample the bitmapped image as a percentage of its original size by typing values in the **%** boxes.

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.

Special effect type	Description
3-D	Lets you create the illusion of three-dimensional depth. The 3-D effects include embossing, page curl, and perspective.

Special effect type	Description
Art strokes	Lets you apply hand-painted techniques. The art strokes effects include crayon, impressionist, pastels, watercolor, and pen and ink.
Blur effects	Lets you blur an image to simulate gradual change, movement, or speckling. The blur effects include Gaussian blur, motion blur, and zoom.
Color transform	Lets you create photographic illusions by using color reduction and replacements. The color transform effects include half-tones, psychedelic, and solarizing.
Contour	Lets you highlight and enhance the edges of an image. The contour effects include edge tracing and highlighting.
Creative	Lets you apply a variety of textures and shapes to an image. The creative effects include fabric, glass block, crystal fragments, vortex, and stained glass.
Distort	Lets you distort image surfaces. The distort effects include ripples, blocks, swirl, and tile.

Special effect type	Description
Noise	Lets you modify the graininess of an image. The noise effects include adding noise, applying dust and scratch, and diffusing to change an image's granularity.
Sharpen	Lets you create a sharpening effect to focus and enhance edges. The sharpen effects include accentuating edge detail and sharpening smooth areas.
Plug-ins	Lets you apply effects from a third-party filter to bitmapped images in CorelDRAW. An installed plug-in appears at the bottom of the **Bitmaps** menu.

The following pictures show an original image followed by the same image with special effects applied.

Original image

Emboss effect in original color

Cubist artistic effect

Mosaic creative effect

Distort pixelate effect

Add noise effect

Zoom blur effect

Solarize color transform effect

Edge detect contour effect

Sharpen effect

Working with bitmapped images

To apply a special effect

1   Click **Bitmaps**, choose a special effect type and click an effect.

2   Adjust any special-effect settings.

From Here

For more information about…	In the online Help Index, type…
Cropping and editing bitmapped images	cropping images
Applying special effects to bitmapped images	special effects, applying to bitmapped images
Applying color and tone effects	bitmapped images, applying color and tone effects to
Changing the color mode of bitmapped images	bitmapped images, color modes
Changing bitmapped images to black and white color mode	color modes, changing to black-and-white
Changing bitmapped images to paletted color mode	paletted color mode
Changing bitmapped images to the duotone color mode	duotone color mode

Working with text

Working with text

13

CorelDRAW lets you use text to create or enhance drawings.

In this section, you'll learn about

- adding and selecting text
- finding, editing, and converting text
- moving text
- changing the appearance of text
- formatting paragraph text

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 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 ![icon] and type.

To add paragraph text

To	Do the following
Add paragraph text	Click the **Text** tool ![icon] . 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.

To	Do the following
Separate a paragraph text frame from an object	Select the object using the Pick tool ![icon] , click **Arrange ▸ Break paragraph text inside a path apart.** Click a blank space in the drawing window, select either the text frame or the object, and drag 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 select text

To select	Do the following
An entire text object	Click the text object using the **Pick** tool. ![icon]
Specific characters	Drag across the text using the **Text** tool. ![icon]

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" on page 68.

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	Do the following
Paragraph text to artistic text	Select the text using the **Pick** tool and click **Text ▸ Convert to artistic text**.
Artistic text to paragraph 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. You can also move artistic text to create an artistic text object, and you can move paragraph text to create a paragraph text frame.

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

Formatting paragraph text

CorelDRAW offers various formatting options for paragraph text. By default, CorelDRAW applies formatting to all selected paragraph text frames; however, you can change your settings so that formatting is applied to all linked frames, selected frames, or all selected and subsequently created frames. For example, if you make the text in one text frame bold, you can choose whether you want all the linked frames to include bold text or just those you specify. For information on linking paragraph text frames, see "Combining and linking paragraph text frames" in the online Help.

You can fit text to a paragraph text frame. Fitting text to a frame increases or decreases the point size of text so that it fits the text frame exactly.

You can use columns to lay out text-intensive drawings, such as newsletters, magazines, and newspapers. You can create columns of equal or varying widths and gutters. Adding, editing, or deleting columns lets you maintain the width of the paragraph text frame. You can also edit the columns and gutters proportionately.

Applying drop caps to paragraphs enlarges the initial letter and insets it into the body of text. You can remove the drop cap at any point, without deleting the letter. You can also customize a drop cap by changing its settings. For example, you can change the distance between the drop cap and the body of text, or specify the number of lines of text you want to appear beside the drop cap.

You can use bulleted lists to format nonsequential, parallel pieces of information consistently. You can add bullets that text wraps around. You can also offset a bullet from text to create a hanging indent. After you add a bullet, you can remove it without deleting the text. CorelDRAW also lets you customize bullets by changing their size, position, and distance from text. You can also make your own bullets by adding symbols to a symbol set. For more information, see "Embedding graphics and adding symbols" in the online Help.

You can add tabs to indent paragraph text. You can also remove tabs and change tab alignment. Setting trailing leader tabs automatically creates dots that precede the tab. You can customize a trailing leader tab by changing the leader character and by increasing or decreasing the space between the characters.

Indenting changes the space between a paragraph text frame and the text that it contains. You can indent an entire paragraph, the first line of a paragraph, all but the first line of a paragraph (a hanging indent), or indent from the right side of the frame. You can also remove an indent without deleting or retyping text.

Hyphenating divides words at the end of lines instead of wrapping them to the next line. For example, you can specify the minimum number of letters before and after a hyphen, as well as the distance from the right margin that CorelDRAW starts hyphenating words, which is called the hot zone.

Managing paragraph text frames helps you use them more effectively. CorelDRAW lets you size a paragraph text frame like any other object.

To choose paragraph text frame formatting options

1   Click **Tools ▶ Options**.
2   In the list of categories, double-click **Text**, and click
    Paragraph.
3   Click one of the following options:
    - **To all linked frames** — applies the same text formatting
      to all connected frames
    - **To selected frames only** — applies the same text
      formatting only to selected frames
    - **To selected and subsequent frames** — applies the same
      text formatting only to selected and succeeding linked
      frames

You can add color to text but you must apply it to
each linked frame or to the text object separately.

To fit text to a paragraph text frame

1   Select a paragraph text frame.
2   Click **Text ▶ Fit text to frame**.

If you fit text to linked paragraph text frames,
CorelDRAW adjusts the size of text in all the linked
text frames. For more information about linking
frames, see "Combining and linking paragraph text
frames" in the online Help.

To add columns to paragraph text frames

1   Select a paragraph text frame.
2   Click **Text ▶ Format text**.
3   Click the **Columns** tab.
4   Type a value in the **Number of columns** box.
5   Specify the options you want.

You can also change the size of columns and gutters
by dragging a side selection handle using the **Text**
tool.

To add a drop cap

1   Select a paragraph text frame.
2   Click **Text ▶ Format text**.
3   Click the **Effects** tab.
4   Choose **Drop cap** from the **Effect type** list box.
5   Click one of the following:
    - **Dropped** — wraps text around the drop cap

- **Hanging indent** — offsets the drop cap from the body of text

You can also

Specify the number of lines beside a drop cap	Type a value in the **Dropped lines** box.
Specify the distance between the drop cap and the body of text	Type a value in the **Distance from text** box.
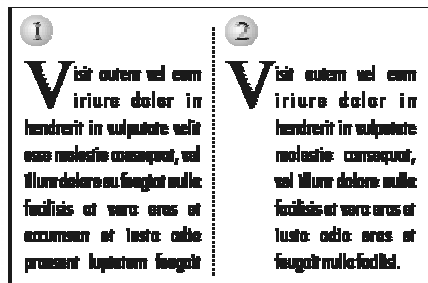
1. You can make the first character in a paragraph a drop cap so that it appears as part of the text.
2. You can make the first character in a paragraph a hanging indent so that it is offset from the paragraph.

To add a bullet

1 Select the paragraph text.
2 Click **Text ▸ Format text**.
3 Click the **Effects** tab.
4 Choose **Bullet** from the **Effect type** list box.
5 Choose a font from the **Font** list box.
6 Choose a symbol from the **Symbol** picker.
7 Click one of the following:
   - **Bulleted** — wraps text around the bullet
   - **Hanging indent** — adds a bullet with a hanging indent. Type a value in the **Position** box to specify the distance the bullet is indented from the paragraph text frame.

You can also

Change the bullet size	Type a value in the **Size** box.
Raise or lower a bullet	Type a value in the **Baseline shift** box.
Change the amount of space between the bullet and text	Click the **Paragraph** tab and type the same value in the **First line** and **Left** boxes.

You can also choose a bullet symbol by typing its ASCII number in the **Symbol #** box.

To add a tab

1 Select the paragraph text.
2 Click **Text ▸ Format text**.
3 Click the **Tabs** tab.
4 Click **Add tab**.
5 Click the new cell in the **Tabs** column, and type a value.

You can also

Change the alignment of tabs	Double-click the cell in the **Alignment** column, and choose an alignment option from the list box.
Set tabs with trailing leader characters	Click the cell in the **Leadered** column.
Delete a tab	Click the **Delete** button 🔲 .

You can also add, remove, or change the alignment of tabs in selected text using the horizontal ruler.

The arrow points to the trailing leader tab. Trailing leader tabs are often used in tables of contents and indexes.

FROM HERE

For more information about…	In the online Help Index, type…
Greeking text	text, changing the appearance of
Indenting and hyphenating paragraph text	paragraph text, formatting
Shifting, rotating and spacing text	text, manipulating
Aligning text	text, aligning

For more information about…	In the online Help Index, type…
Adding graphics and symbols to text	symbols, adding to text
Displaying nonprinting characters	nonprinting characters
Assigning language to text	languages, alternating in text
Formatting Asian text	formatting, Asian text
Using Asian line breaking rules	Asian text, using line-breaking rules
Formatting Arabic or Hebrew text	Arabic text, formatting

Shaping text

14

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.

In this section, you'll learn about

- wrapping paragraph text around objects and text
- fitting text to a path

Wrapping 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.
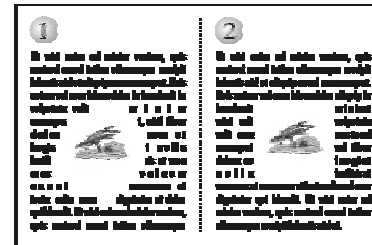
1. You can wrap text around an object using the contour wrapping style so that the text follows the shape of the object.
2. You can wrap paragraph text around an object using the square wrapping style so that the text follows the bounding box of the object.

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 ![icon] , 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.

   ![tip icon] 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).

1. Artistic text following the path of an open object.
2. Artistic text following the path of a closed object.

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 ![icon] .
2 Click **Text ▶ Fit text to path**.
3 Type along the path.

> The text is centered along the path.
>
> 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 ![icon] , 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 ![icon] .
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 ![icon] , 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 ![icon] .
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**.

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.

In this section, you'll learn about

• substituting unavailable fonts

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 font match you want to substitute for each missing font.

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.

To match a Windows font to a Macintosh font

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 **Spelling**.

5 Click **Add**.

6 Choose a Windows font name from the **Windows name** box.

7 Type the Macintosh spelling for the font in the **Macintosh name** box.

> The PANOSE font matching feature works only with CorelDRAW (**.cdr**) and CorelDRAW template (**.cdt**) files, or with imported Adobe Illustrator files. It does not work with text that you copy from the Clipboard.

From Here

For more information about…	In the online Help Index, type…
Smoothing font edges	fonts, smoothing
Embedding fonts	fonts, embedding
Customizing font lists	fonts, listing

Input and output

PRINTING

16

CorelDRAW 10 provides extensive options for printing your work.

In this section, you'll learn about

- printing your work
- laying out print jobs
- previewing print jobs

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

Previewing print jobs

You can preview your work to show you how the position and size of the print job will appear on paper. For a detailed view, you can zoom in on an area. You can view how the individual color separations will appear when printed. You can also increase the speed of a print preview by hiding the graphics.

Before printing your work, you can view a summary of issues for a print job to find potential printing problems. For example, you can check the current print job for print errors, possible print problems, and suggestions for resolving issues.

To preview a print job

- Click **File ▶ Print preview**.

You can also preview your work by clicking on the **Mini preview** button ▶▶ on the title bar.

To magnify the preview page

1 Click **File ▶ Print preview**.

2 Click **View ▶ Zoom**.

3 Enable the **Percent** option, and type a value in the box.

You can also magnify the preview page by choosing a preset zoom level.

You can also zoom in on a portion of the print preview by clicking the **Zoom** tool 🔍 in the toolbox and marquee selecting an area.

To preview color separations

1 Click **File ▶ Print preview**.

2 Click **View ▶ Preview color ▶ Color**.

3 Click **View ▶ Preview separations ▶ Separations**.

You can only preview color separations if you have enabled the **Print separations** check box under the **Separations** tab in the **Print** dialog box.

You can preview the composite by clicking **View** ▶ **Preview separations** ▶ **Composite** under the **View** menu.

You can view individual color separations by clicking on the tabs at the bottom of the application window.

To hide or display graphics

1 Click **File** ▶ **Print preview**.
2 Click **View** ▶ **Show image**.

A check mark beside the menu command name indicates the graphic is displayed.

When the **Show image** menu command is disabled, the print job is represented by a bounding box that you can use to position and size the job.

To view a summary of issues for a print job

1 Click **File** ▶ **Print**.
2 Click the **Issues** tab.

If you don't want Preflight to check for certain issues, click **Settings**, double-click **Printing warnings**, and disable any check boxes that correspond to issues you want overlooked.

You can save settings by clicking the plus sign (+) and typing a name in the **Save preflight style** box.

Commercial printing

With CorelDRAW, you can prepare a print job for commercial printing.

In this section, you'll learn about

• preparing a print job for a service bureau

• working with imposition layouts

• printing printer's marks

• specifying In-RIP trapping settings

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.

Printing a drawing to a file 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.

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" on page 165.

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**

Working with imposition layouts

Working with imposition layouts lets you print more than one page of a document on each sheet of paper. You can choose a preset imposition layout to create documents such as magazines and books to print on a commercial printing press; produce documents that involve cutting or folding, such as mailing labels, business cards, pamphlets, or greeting cards; or print multiple thumbnails of a document on one page. You can also edit a preset imposition layout to create your own layout.

You can select a binding method by choosing from three preset binding methods or you can customize a binding method. When you choose a preset binding method, all but the first signature are automatically arranged.

You can arrange pages on a signature manually or automatically. When you arrange the pages automatically, you can choose the angle of the image. If you have more than one page across or down, you can specify the size of gutters between pages; for example, you can choose the automatic gutter spacing option, which sizes gutters so that the document's pages fill the entire available space in the layout.

When printing on a desktop printer, you can adjust the margins to accommodate the nonprintable area of a page. If the margin is smaller than the nonprintable area, the edges of some pages or some printer's marks may be clipped by your printer.

To choose a preset imposition layout

1 Click **File ▸ Print**.
2 Click the **Layout** tab.
3 Choose an imposition layout from the **Imposition layout** list box.

> The layout you choose does not affect the original document, only the way it is printed.

To edit an imposition layout

1 Click **File ▶ Print**.

2 Click the **Layout** tab.

3 Choose an imposition layout from the **Imposition layout** list box.

4 Click **Edit**.

5 Edit any imposition layout settings.

6 Click **Save layout** on the property bar.

7 Type a name for the imposition layout in the **Save as** box.

When editing an imposition layout, you should save it with a new name; otherwise the settings for a preset imposition layout will be overwritten.

To select a binding method

1 Click **File ▶ Print preview**.

2 Click the **Imposition layout** tool.

3 Choose **Edit basic settings** from the **What to edit** list box on the property bar.

4 Type values in the **Pages across/down** boxes.

If you want the page to be double-sided, click the **Single/double sided** button.

5 Select one of the following binding methods from the **Binding mode** list box:

- **Perfect binding**
- **Saddle stitch**
- **Collate and cut**
- **Custom binding**

If you choose either **Perfect binding** or **Custom binding**, type a value in the corresponding box.

When you click the **Single/double sided layout** for double-sided printing, and you are printing on a nonduplex printing device, a wizard automatically provides instructions on how to insert the paper into the printer, so that you can print on both sides of the page.

To arrange pages

1 Click **File ▶ Print preview**.

2 Click the **Imposition layout** tool.

3 Choose **Edit page placements** from the **What to edit** list box on the property bar.

4 Click one of the following buttons:

- **Intelligent auto-ordering**
- **Sequential auto-ordering**
- **Cloned auto-ordering**

If you want to arrange the page numbering manually, click on the page and specify the page number in the **Page sequence number** box.

5 Choose an angle from the **Page rotation** list box.

To edit gutters

1 Click **File ▶ Print preview**.

2 Click the **Imposition layout** tool ▨ .

3 Choose **Edit gutters and finishing** from the **What to edit** list box on the property bar.

4 Click one of the following buttons:
- **Auto gutter spacing** ▨
- **Equal gutters** ▨

5 Click one of the following buttons:
- **Cut location** ✂
- **Fold location** ▯

✍ If you click the **Equal gutters** button, you must specify a value in the **Gutter size** box.

You can edit the gutters only if you've selected an imposition layout with two or more pages across and down.

To adjust margins

1 Click **File ▶ Print preview**.

2 Click the **Imposition layout** tool ▨ .

3 Choose **Edit margins** from the **What to edit** list box on the property bar.

4 Click one of the following buttons:
- **Auto margins** ▨
- **Equal margins** ▨

✍ If you click the **Equal margins** button, you must specify values in the **Top/left margin** boxes.

When preparing a job for a commercial press, the service bureau may request minimum margin sizes, such as for page grippers and printer's marks.

Printing printer's marks

Printing printer's marks lets you print information on a page about how a drawing should be printed. You can set crop/fold marks, bleed limits, and registration marks; print composite crop/fold marks, color calibration marks, and densitometer scales; and include page numbers and file information, such as the job name and date. You can also specify the position of the printer's marks on the page.

The available printer's marks are as follows:

- **Crop/fold marks —** represent the size of the paper and print at the corners of the page. You can print crop/fold marks to use as guides to trim the paper. If you print multiple pages per sheet (for example, two rows by two columns) you can choose to print the crop/fold marks on the outside edge of the page so that all marks are removed after the cropping process, or you can choose to add crop/fold marks around each row and column.

- **Bleed limit —** determines how far an image can extend beyond the crop/fold marks. When you use a bleed to extend the print job to the edge of the page, you must set a bleed limit. A bleed requires that the paper you are printing on is larger than the size of paper you ultimately want, and the print job must extend beyond the edge of the final paper size.

- **Registration marks —** are required to line up film for proofing or printing plates on a color press. They print on each sheet of a color separation.

- **Color calibration bars —** are color scales that print on each sheet of a color separation and ensure accurate color reproduction. To see calibration bars, the page size of the print job must be larger than the page size of the work you are printing.

- **Densitometer scale —** is a series of gray boxes ranging from light to dark. These boxes are required to test the density of halftone images. You can position the densitometer scale anywhere on the page. You can also customize the levels of gray that appear in each of the seven squares on the densitometer scale.

- **Page numbers —** help you collate pages of an image that do not include any page numbers or do not contain page numbers that correspond to the actual number of pages.

- **File information —** prints file information, such as, the color profile; halftone settings; name, date, and time the image was created; plate number; and job name.

To print crop and fold marks

1 Click **File ▶ Print**.

2 Click the **Prepress** tab.

3 Enable the **Crop/fold marks** check box.

If you want to print only the exterior crop/fold marks, enable the **Exterior only** check box.

> To print crop and fold marks, the paper on which you print must be 0.5 inches larger on all sides than the page size of the image that you are printing.

> To set crop and fold marks, see "To edit gutters" on page 157.

To print composite crop/fold marks

1 Click **Tools ▶ Options**.

2 In the list of categories, double-click **Global**, and click **Printing**.

3 Choose **Composite crop marks** from the **Option** list.

4 Choose **Output in CMYK** from the **Setting** list.

To set a bleed limit

1 Click **File ▶ Print**.

2 Click the **Layout** tab.

3 Enable the **Bleed limit** check box.

4 Type a bleed limit in the **Bleed limit** 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.

To print registration marks

1 Click **File ▶ Print**.

2 Click the **Prepress** tab.

3 Enable the **Print registration marks** button.

4 Choose a registration mark style from the **Style** list box.

To print registrations marks, the paper on which you print must be 0.5 inches larger on all sides than the page size of the image that you are printing.

To print color calibration bars and densitometer scales

1 Click **File ▶ Print**.

2 Click the **Prepress** tab.

3 In the **Calibration bars** area, enable any of the following check boxes:

- **Color calibration bar**
- **Densitometer scales**

If you want to customize the levels of gray in one of the densitometer scale squares, choose a number from the **Densities** list (lower values represent lighter squares) and type a new density for that square.

To print page numbers

1 Click **File ▶ Print**.

2 Click the **Prepress** tab.

3 Enable the **Print page numbers** check box.

If you want to position the page number inside the page, enable the **Position within page** check box.

To print file information

1 Click **File ▶ Print**.

2 Click the **Prepress** tab.

3 Enable the **Print file information** check box.

4 Type a job name in the **Job name/slug line** box.

If you want to position the file information inside the page, enable the **Position within page** check box.

To position printer's marks

1 Click **File ▶ Print preview**.

2 Click the **Marks placement** tool ![icon].

3 Click the **Auto-position marks rectangle** button on the property bar.

4 Type values in the **Marks alignment rectangle** boxes.

You can also change the position of printer's marks by clicking on a printer's mark icon in the print preview window and dragging the bounding box.

If you want to affix printer's marks to the object's bounding box instead of to the page bounding box, click the **Prepress** tab in the **Print** dialog box, and enable the **Marks to objects** button.

Specifying In-RIP trapping settings

In-RIP (raster image processor) 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.

You can specify a threshold at which a trap will be created by specifying a step trap limit. If trap colors are of similar neutral densities, the trap placement will be adjusted accordingly. The step trap limit specifies a threshold at which a trap will adjust.

Before trapping, you can set the inks; for example, you can set an ink to opaque, as in the case of a metallic ink, so that nothing shows through it. To reduce the visibility of a trap, you can decrease the amount of ink color in a trap. This is especially helpful in the case of pastel colors, contrasting colors, and colors with similar neutral densities.

Examples of image trap placement (from left to right): spread, choke, and trapped object.

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 specify a threshold

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 one or any of the following boxes:

    •   **Step limit** — specifies a threshold between color variations. The lower the threshold value, the more likely it is that a trap will be created

    •   **Black limit** — specifies the threshold at which process black is considered pure black

    •   **Black density limit** — specifies a neutral density value for the black ink

    •   **Sliding trap limit** — specifies the difference between the neutral densities of adjacent colors at which a trap adjusts (slides) from the darker side of a color edge toward the centerline. The lower the sliding trap limit, the more gradual the transition.

To set inks for trapping

1   Click **File ▶ Print**.

2   Click the **Separations** tab.

3   Enable the **In-RIP trapping** check box.

4   Click **Settings**.

5   Click **Type**, and for each color separation, select one of the following:

    •   **Transparent** — the selected ink doesn't get trapped, but anything beneath it does

    •   **Neutral density** — the neutral density of the selected ink determines how it is treated

    •   **Opaque** — the selected ink is treated as opaque

    •   **Opaque ignore** — the selected ink doesn't get trapped nor does anything beneath it

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.

From Here

For more information about…	In the online Help Index, type…
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Setting up halftone screens	halftone screens, printing
Maintaining OPI links	printing, OPI links
Printing color separations	color separations, printing
Working with color trapping	trapping
Printing to film	printing, to film

Publishing to PDF

17

PDF is a file format designed to preserve fonts, images, graphics, and formatting of an original application file.

In this section, you'll learn about

• saving documents as PDF files

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 save a document as a PDF file

1   Click **File ▶ Publish to PDF**.

2   From the **PDF style** list box, choose one of the following:

   • **PDF for document distribution** — is best used for general document delivery. These documents can be printed on a laser or desktop printer.

- **PDF for prepress** — contains LZW bitmap compression, embeds fonts, and preserves spot color options best designed for high-end quality printing. Consult the service bureau for their preferred settings.
- **PDF for the Web** — contains JPEG bitmap compression, embeds fonts, and compresses text for publishing the document to the World Wide Web.
- **PDF for editing** — contains LZW compression, embeds all fonts, and includes hyperlinks, bookmarks, and thumbnails. It displays the PDF file with all the fonts, all of the images at full resolution, and hyperlinks, so that you can edit the file at a later date.
- **PDF/X-1** — contains ZIP bitmap compression, embeds fonts, and preserves spot color options. This style contains the basic settings for prepress.

3 Choose the drive and folder where you want to save the file.

4 Type a filename in the **File name** box.

From Here

For more information about…	In the online Help Index, type…
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For more information about…	In the online Help Index, type…
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Reducing PDF file size	PDF, reducing file size
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Exporting PDF files in an encoding format	PDF, exporting in encoding format
Setting the number of fountain steps in PDF files	PDF, setting fountain steps
Embedding files in a PDF file	embedding files, PDF
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Preparing PDF files for a service bureau	PDF, preparing for service bureau
Viewing preflight summaries for PDF files	Preflight, for PDF files
Optimizing PDF files	PDF, optimizing files

Publishing to the Web

18

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 preflight issues. You can then use the HTML and images in HTML authoring software for creating a Web site or page.

In this section, you'll learn about

• Preparing files and objects for Web publishing

• Uploading to the Web

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 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. so that your published HTML is simpler.

To change text and link export preferences

To change	Do the following
HTML text export preferences	Click **Tools ▶ Options**. Click **Document**, **Publish to Web** and **Text**. Enable one of the following options:
	Export Web-compatible text as text —exports the Web-compatible text as text
	Export all text as images—exports the text images and ensures compatibility for all browsers
	Export Web-compatible text as text using TrueDoc—exports the text using TrueDoc for use in Netscape Communicator
HTML link export preferences	Click **Tools ▶ Options**. Click **Document**, **Publish to the Web** and **Links**. Enable the **Underline** check box. Enable **Normal link, Active link,** and **Visited link** check boxes, and select a color for each.

The link colors set in the **Options** dialog box will override the default link colors used in the Web browser, eliminating any conflict between link color and your document's page background color.

Exporting all text as images increases download times.

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 one of the image format options.**

Importing and exporting files

19

Corel applications provide filters that convert files from one format to another when you import or export files. In this section, you will learn about

- importing files
- exporting 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

  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" on page 18.

  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.

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**.

From Here

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File formats	file formats
Object linking and embedding (OLE)	objects, linking
Filter technical notes	file formats

Reference

Reference information

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The CorelDRAW 10 *User Guide* provides information about concepts, as well procedures, to help you become productive quickly. The Reference section in the online Help provides additional information and technical notes about application tools, procedures, and CorelDRAW concepts.

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