CorelMOSAIC Help Contents

Help topics for CorelMOSAIC are divided into four categories represented by the icons below.

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

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Restore command (Control menu)

Returns the active window to the size and location it had before you chose the <u>Minimize</u> or the <u>Maximize</u> commands from the Control menu.

You can also restore a window by clicking on its <u>Restore button</u>.

- Does not affect a window moved or resized with the <u>Move</u> or <u>Size</u> commands in the Control menu.

Move command (Control menu)

Allows you to move the active window with the <u>Direction keys</u> on the keyboard.

- This command is unavailable if the window is maximized.
- You can also use this command to move Application icons and dialog boxes that have a Control menu.

Size command (Control menu)

Allows you to resize the active window with the <u>Direction keys</u> on the keyboard.

- This command is unavailable if the window is maximized.

Minimize command (Control menu)

Shrinks the active windows to a small icon at the bottom of the screen.

- Using the Minimize command in the Control menu is equivalent to clicking on the Minimize button with the mouse.
- You can use the Restore command in the Control menu to restore the minimized window to its former size.

Maximize command (Control menu)

Expands the active window to fill the entire screen.

- Using the Maximize command in the Control menu is equivalent to clicking on the Maximize button with the mouse.
- You can choose the Restore command in Control menu or click on the Restore button to return the window to its former size.

Close command (Control menu)

Closes the active window or dialog box. If you have made changes to the current drawing, a dialog box appears asking you whether you want to save the drawing.

- Closing Mosaic is the same as choosing <u>Exit</u> from the File menu.
- Double-clicking on the <u>Control Menu box</u> is equivalent to choosing the Close command.

Switch To command (Control menu)

Opens the Task List which lists all the applications currently running on your system.

Switch To
   Opens the selected application.

End Task
   Closes the selected application.

Cancel
   Closes the Task List.

Cascade
   Overlaps all open applications so that their <u>Title bars</u> are visible.

Tile
   Sizes all open applications to fit on the screen.

Arrange Icons
   Arranges the icons of all minimized applications evenly across the bottom of the screen.

Open Directory command (File menu)

Allows you to select a <u>directory</u> containing graphics files for viewing in the file display screen. You can also search for specific files by keywords and choose the order (by date or size) the images will be displayed in.

If a directory contains older CorelDRAW files and files in unrecognized formats you will see a symbol instead of a <u>thumbnail</u>.

  🚫   if it's a CorelDRAW file, indicates that the file lacks a thumbnail. You can create a thumbnail by importing the file into CorelDRAW and then saving it. Also indicates that a file is a varition of a file format which CorelMOSAIC cannot display, for example interlaced GIF.

  🔶   indicates that the file is in a format that CorelMOSAIC does not recognize. If CorelDRAW supports the format, you can still import, export and print the file via CorelDRAW.

Dialog Box Options

File Name

    Displays a list of all files in the current directory of a particular <u>file format</u> which can be chosen in the **List Files of Type** box.

Directories

    Displays a list of directories for selecting graphics files for viewing. Click on a directory, choose OK, and all files of a given format within that directory will be shown in the file display screen.

    <u>Double-click</u> on a directory to display the related subdirectories and to list all file names of a given format in the **File Name** box.

List Files of Type

    Lists all the file formats available for selection. Click on the arrow button to view the range of file types.

Drives

    Lists the <u>drives</u> available for selection.

Options >>

Sort by	Displays a series of options for organizing your thumbnails in the file display screen. You can sort by file name, date, size, or directory name.
Subdirectories	When selected, CorelMOSAIC searches the current directory and all directories below it for graphics file names of a specified file format. Choose the subdirectories option, click on a directory in the Directories box, and click on a file type in the List Files of Type box. Click on OK, and all files within the directory and any subdirectories beneath it of a chosen file format will be shown in the display screen.
Preview	When selected, shows a thumbnail image of the graphics file highlighted in the **File Name** box.
Keywords	Displays the indexing terms associated with a selected CorelDRAW file.
Notes	Displays the annotations associated with a selected CorelDRAW file.
Find	Searches a directory for CorelDRAW files that contain specific keywords (indexing terms) and displays their thumbnail images in the file display screen. See <u>Keyword Search Dialog box</u>.

Keyword Search dialog box

Locates CorelDRAW files that contain specified keywords and displays their <u>thumbnails</u> on the file display screen. When a graphics file is saved in CorelDRAW, users may enter terms (keywords) that identify the drawing in some way. A graphic of a bouquet of roses, for instance, might have the keywords flowers and roses associated with it.

These keywords are saved along with the drawing and help in locating the images later using CorelMOSAIC. To choose files by keywords, select a <u>directory</u>, click on the **Find** button, and enter the keywords to use in your search for files. CorelMOSAIC will then display the CorelDRAW files containing those keywords in the display screen.

NOTE: To increase the number of directories CorelMOSAIC searches through, click on the subdirectories option before selecting this command. All directories below the selected one will also be searched for files containing the keywords.

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Dialog Box Options

Search Criteria
Type up to four keywords (one per box) to use in the search and link each with either an AND or OR command. The AND command will cause CorelMOSAIC to display only those files that contain all the specified keywords. The OR command will cause all files containing any of the keywords to appear on the file display screen.

Start Search
When selected, CorelMOSAIC will begin to search for files containing the specified keywords within the directory. Once found, their thumbnails will be displayed in the file display screen.

Print command (File menu)

Opens CorelDRAW and prints the selected graphics files according to the print options you specify. If you are printing more than one file, they will all print using the same options.

For Help on using the Print Options dialog box, press F1 once you are in CorelDRAW.

Print Thumbnails command (File menu)

Prints pages of thumbnail images from within CorelMOSAIC. Use the Page Setup command to select formatting options for the pages.

NOTE: If you are using the Windows Print Manager, make sure you have enough free disk space to store the print file that will be created.

Printer Setup command (File menu)

Use this command to select the printer and printer options you want to use to print your drawing.

Printer

Selects the default printer or a printer listed in the box under **Specific Printer**. Only installed printers appear in the list. You install printers through the Windows Control Panel.

Orientation

Selects the orientation of the printer page.

Paper

Selects the paper size and source. Click on the arrows on the right of the **Size** and **Source** boxes to see a list of options you can choose.

Options

Displays a dialog box where you can choose default options for the printer you select. For more information, choose the **Help** button after you choose the **Options** button.

Page Setup command (File menu)

Displays a dialog box for choosing and arranging titles for your printed <u>thumbnails</u>. You have the option of specifying titles for both the pages and the thumbnails themselves.

Page Titles

Print Title on each Page	Adds the titles you select to each page of printed thumbnails.
Print Directory Name	Prints the name of the directory containing the thumbnails as part of the page title information.
Print File Type	Prints the name of the file types displayed in the current directory as part of the page title information.
Print Page Numbers	Prints the page number as part of the page title information.
Draw Box around Page	Puts a frame around each page of thumbnail images.
Title justification	Lists the types of justification(left, right, center) that can be chosen for your page titles.
Font	Displays a dialog box for changing the appearance of page titles. See <u>Font Dialog Box</u>.

File Labels

Print File Name	Prints the name of the file under each thumbnail image. To add the extension, click on the **Include Extension** box below this option.
Number of Keywords to Print	Prints the number of keywords you specify below each thumbnail.
Draw Frame Around File	Puts a frame around each thumbnail image on the page.
Font	Displays a dialog box for changing the appearance of your labels. See <u>Font Dialog Box</u>.

Font dialog box

Changes the appearance of the titles on the pages of printed <u>thumbnails</u>.

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Dialog Box Options

Font

Lists the different fonts you can choose for your titles. Click on the arrow button to view the range of options or type in a selection,

Font Style

Lists type style options such as bold and italic that can be applied to your titles.

Size

Lists the font sizes in <u>points</u> that can be chosen.

Effects

Strikeout   prints a line behind all titles.

Underline prints a line will under all titles.

Color

Lists the colors that can be applied to your page titles. Click on the arrow button to view the selection of colors available.

Sample

Displays a sample of text showing all the selected effects.

Preferences command (File menu)

Sets the display format of <u>thumbnail</u> images in the file display screen. You can also select operational features, such as confirming the deletion of files, within this dialog box.

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Dialog Box Options

Thumbnail Orientation

    Portrait   Displays thumbnails taller than wide in the file display screen.

    Landscape Displays thumbnails wider than tall in the file display screen.

    Square   Displays thumbnails in standard format in the file display screen.

Thumbnail Width

    Changes the   size of the thumbnail images by increasing or decreasing the number of <u>pixels</u>. Click on the arrow button to view the range of size options.

Show Thumbnails

    When turned off (no check mark), CorelMOSAIC displays file information (file name, size, date and time of last modification and location), in place of thumbnails:

Confirm on File Deletion

    When selected, CorelMOSAIC will display a dialog box asking you to confirm the deletion of all graphics files within <u>directories</u> and <u>libraries</u>.

Change Font

    Displays a dialog box for changing the appearance of thumbnail labels within the file display screen. See <u>Font Dialog Box</u>.

Change Color

    Allows you to change the color of the background screen. Click on any color in the palette. The Define Custom Color option is not operational within CorelMOSAIC.

Font dialog box

Changes the appearance of <u>thumbnail</u> labels on the file display screen.

Dialog Box Options

Font

Lists the different fonts you can choose for your labels. Click on the arrow button to view the range of fonts available, or type in a selection.

Font Style

Lists type style options such as bold and italic that can be applied to the labels.

Size

Lists the font sizes in <u>points</u> that can be chosen.

Effects

Strikeout   prints a line behind all titles.

Underline prints a line will under all titles.

Color

Displays a list of colors that can be applied to your thumbnail labels.

Sample

Displays a sample of text showing all the selected effects.

Exit command (File menu)

Closes CorelMOSAIC and returns to Windows. If you use the Exit command in the CorelDRAW mode, CorelMOSAIC will close and you will return to the CorelDRAW interface.

Select by Keyword command
(Edit menu)

Allows you to locate specific CorelDRAW files in the display screen by entering keywords (indexing terms) that are associated with each graphics file. When a graphics file is saved within CorelDRAW, users enter terms (keywords) that identify the drawing in some way. A graphic of a bouquet of roses, for instance, might have the keywords flowers and roses associated with it.

These keywords are saved along with the drawing and help in locating the images later using CorelMOSAIC. After you enter the keywords to use in the search, CorelMOSAIC will highlight the files in the display screen that contain the specified terms.

Dialog Box Options

Search Criteria

Type up to four keywords (one per box) to use in the search and link each with either an AND or OR command. The AND command will cause CorelMOSAIC to select only those files that contain all the selected terms. The OR command will cause all files containing any of the chosen terms to be selected in the file display screen.

Start Search

Begins searching for files containing the specified keywords within the selected <u>directory</u> (or directories). Once found, the file thumbnails will be highlighted in the file display screen.

Select All command (Edit menu)

Selects all <u>thumbnails</u> in the file display screen simultaneously.

Clear All command (Edit menu)

Deselects any selected <u>thumbnails</u> in the file display screen.

Edit command (Edit menu)

Opens a file into one of three applications depending on it's extension.

Extension	Application
CDR, EPS, AI, PAT	CorelDRAW
SHW or SHB	CorelSHOW
BMP, DIB, GIF, PCX (PCC), TGA, TIF	CorelPHOTO-PAINT

Shortcut

Double-clicking on a thumbnail in the file display screen will also open a file in the appropriate application.

Delete command (Edit menu)

Deletes one or more files from the selected <u>directory</u> or <u>library</u>.

NOTE: CorelMOSAIC displays a confirmation dialog box before deleting the selected file(s). You can choose not to have this dialog box appear, by choosing Preferences from the File menu and clearing the **Confirm on File Deletion** check box.

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Dialog Box Options

Delete File
Shows the name of the currently selected file.

Yes
Deletes the currently selected file. If you selected more than one file, CorelMOSAIC will prompt you to confirm each deletion.

Yes to all
Deletes all the selected files without prompting you to confirm each deletion.

No
Skips the currently selected file.

Import into Draw command (Edit menu)

Loads graphics files from CorelMOSAIC into CorelDRAW. You can import files into an existing drawing or a new drawing window.

NOTE: Unless you specified differently with the Export Photo CD command, Photo CD images are imported in Windows BMP format at 768x512 pixels.

Export From Draw command (Edit menu)

Opens CorelDRAW and allows you to specify an export format for your graphics files. If you choose files that are in formats other than CorelDRAW, the files will be imported into the CorelDRAW program where you can then specify an export format before the exporting can occur.

Get Info command (Edit menu)

Displays a large representation of a graphics file as well as relevant file information. You can get information on one or more files by selecting the <u>thumbnails</u>, choosing the Get Info command, and stepping through the file information boxes using the **Next** or **Previous** button.

You can open the File Information box for a single file by <u>double-clicking</u> on the thumbnail using the <u>secondary mouse button</u>

NOTE: The size and color information for graphics created in paint programs such as CorelPHOTO-PAINT and Windows Paintbrush refers to the original graphics files. The images in the file display screen are actually the original graphics files reduced to the same size as the other thumbnails.

The following items are shown in the File Information box:
- Name of the file
- Path: drive and directory
- Date and time of last modification
- Size: width and height (in <u>pixels</u>) of thumbnails
- Colors: color resolution of the thumbnail image (i.e.   8 bits = 256 colors)
- Graphics file size in bytes
- Bitmap image of the selected file
- Keywords associated with the file (CorelDRAW files only)
- Notes associated with the file (CorelDRAW files only)

Extract text command (Edit menu)

Copies and saves text within CorelDRAW files in ASCII format, so that you can edit the text without having to edit the drawing. In CorelDRAW, you can run single or batch (multiple) extractions. Once the text has been extracted, you can edit the text files using a word processor such as Notepad, then use the Merge-back text function to recombine the text and graphic image.

Merge-back text command (Edit menu)

Updates CorelDRAW files with text revisions after an Extract text operation has been performed.

Keywords command (Edit menu)

Allows you to add or delete keywords (indexing terms) associated with each CorelDRAW file. When a graphics file is saved in CorelDRAW, users may enter terms (keywords) that identify the drawing. These keywords are saved along with the drawing and help in locating the images later with CorelMOSAIC.

You can change the keywords on one or more graphics files by selecting   the CorelDRAW thumbnails in the file display screen, choosing the Keywords command in the Edit menu, and using the **Next** or **Previous** buttons to step through the different files.

NOTE: You can not add or delete keywords associated with files that have been compressed into libraries.

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Dialog Box Options

New Keyword

   Box for entering a new keyword that you would like associated with a graphics file.

Current Keyword

   Lists all keywords associated with the selected file.

Add

   Saves a keyword with the selected graphics file. Type a keyword in the **New Keyword** box and click on the **Add** button. The new term will appear in the **Current Keywords** box.

Delete

   Eliminates a keyword associated with a graphics file.   Click on a keyword in the **Current Keywords** box that you would like to eliminate and click on the **Delete** button.

Update All Selected Files

   When chosen, makes changes to the keywords of all selected files simultaneously.

Open Library command (Library menu)

Allows you to open an existing <u>library</u> which stores compressed CorelDRAW CDR files.

Dialog Box Options

File Name

Displays a list of all library names in the current directory. Libraries have a CLB extension after their filename.   <u>Double-click</u> on a library name and all files within the library will be displayed in the file display screen.

Directories

Displays a list of directories for selecting library files to view. Double-clicking on a directory will select it, display all related subdirectories, and list all library names in the **File Name** box.

List files of Type

Lists the library <u>file formats</u> available for selection.

Drives

Lists the <u>drives</u> you can choose from. Click on the arrow to the right of the **Drives** box to view the range of options.

Add Images to Library command
(Library menu)

Allows you to create a new <u>library</u> of graphics files or add selected files to an existing library. As a general rule of thumb, ensure that there is free space available on your system equal to the total size of all the files you want to archive. (See <u>Disk Space Requirements for Library files</u>.) You can choose images from directories as well as subdirectories. Ensure that no two files you choose within subdirectories have the same file name or this may affect the library file contents.

NOTE: When libraries are created they consist of two files, one ending in CLB and the other in CLH. Ensure that both files are present when you move or save libraries to disk.

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Dialog Box Options

File Name

    Displays a list of all library names in the current directory. Libraries have a CLB extension added to their filename. Click on a library that you would like to add images to, choose OK, and all files within that library will be displayed in the file display screen. To create a new library, type in a name of your choice in the box above the list of files.

Directories

    Displays a list of the directories available for selection. <u>Double-clicking</u> on a directory will select it, display all related subdirectories, and list all library names in the **File Name** box.

List files of Type

    Displays Corel Library File as the file type being created.

Drives

    Lists the <u>drives</u> you can choose from. Click on the arrow button to view the range of options.

Disk Space Requirements for Library files

Whenever you update a library file in CorelMOSAIC, the program makes copies of your original library files and then uses these copies for the updates you request. Once the updates are complete, the updated files overwrite your original library files to complete the process.

If an error (for example, a bad disk sector error) should occur in this final stage, your original library files may only be partially overwritten and thereby rendered useless. This is rare, but it can happen. If it does, you can use the updated copies located in the directory you specified. (NOTE: If insufficient space exists in this directory, CorelMOSAIC will create the updated copies either on your TEMP drive or in your Windows directory.)

The copies will have the same names as the original but with .~LB and .~LH extensions. So that CorelMOSAIC will recognize the files as library files, you'll need to change the extensions to CLB and CLH respectively.

Using a RAM drive as your TEMP drive

If you're using a RAM drive as your TEMP drive any files--including library files CorelMOSAIC creates--will disappear when you turn your computer off or if you're forced to reboot.

If you are building large libraries, this is a good reason not to use RAM for your TEMP drive. Instead, assign it a directory on one of your physical drives that has at least several megabytes of free space available. You'll also have to change the appropriate entry in your AUTOEXEC.BAT file to let your system know exactly where your TEMP drive is.

Expand Images From Library command
(Library menu)

Used to extract and decompress one or more files from a <u>library</u>. When graphics files are stored within a library, they are compressed to save room on your hard drive. Before you can work with images in a library file, they must be expanded and placed in a <u>directory</u>.

Even if files were initially from different subdirectories, they will be expanded into one directory location. Once you have chosen a directory for expanding your files, the program will automatically use this directory again for all subsequent expanding tasks, unless you choose another directory later.

Dialog Box Options

Directories

Lists the directories you can choose from to expand your library files. Click on a directory for expanding your files, and choose OK. <u>Double-clicking</u> on a directory will display all library names within the directory in the box to the right of the **Directories** box.

Drives

Lists the <u>drives</u> you can choose from. Click on the arrow button to the right of the **Drives** box to view the range of options.

Shortcuts

Double-clicking on the thumbnail of a compressed file displays the Directory To Extract Files To dialog box.

Delete Library (Library menu)

Deletes a <u>library</u> from a specified <u>directory</u>.

File Name
 Use to select the library file you want to delete. Either type the name of the file, or select it from the list.

Directories
 Used to select the directory containing the library file you want to delete.

List files of Type
 Displays Corel Library File as the file type to be deleted.

Drives
 Lists the <u>drives</u> you can choose from. Click on the arrow to the right of the **Drives** box to view the list of drive letters.

Open Photo CD command
(Photo CD menu)

Allows you to view thumbnails of images stored on a <u>Photo CD</u> disk. When you choose the command, CorelMOSAIC automatically selects the file (OVERVIEW.PCD) containing the images.

Once displayed, you can select the images and use the <u>Export Photo CD command</u> to convert them to other <u>file formats</u>, or the <u>Import into Draw command</u> to import them into CorelDRAW. You can also use the Print commands in the File menu to print the images or their thumbnails.

Dialog Box Options

File Name

Displays the OVERVIEW.PCD file containing the Photo CD <u>thumbnail</u> images.

Directories

Used to select the directory containing the OVERVIEW.PCD file you want to open.

List files of Type

Displays Photo CD Overview Pac, the <u>file format</u> Photo CD images are stored in.

Drives

Lists the <u>drives</u> you can choose from. Click on the arrow to the right of the **Drives** box to view the list of drive letters.

Export Photo CD images command
(Photo CD menu)

Displays a dialog box where you can select a format and size for exporting Photo CD images. Once you've made your selections, choosing OK will display another dialog box so that you can specify where you want the exported files stored.

Dialog Box Options

Export File Format
Clicking on the arrow lists the file formats available for selection. The choice of formats includes three bitmap formats (BMP, PCX and TIFF) and EPS, a vector format that page layout programs such a Ventura Publisher and Aldus PageMaker support.

NOTE: EPS files CorelMOSAIC exports do not include an image header.

Export File Size
Lets you specify the size at which the image is exported. Click on the arrow to display a list of the sizes you can choose from. All images are exported with 24-bit color.

NOTE: The amount of disk space required to store the image increases with the image size. Choosing the largest size, for example, produces a file that's roughly 18 megabytes in size. The time required to export the file also increases with image size.

Shortcut
Double-clicking on a thumbnail exports the image and then opens it in CorelPHOTO-PAINT. Note, unless you specified differently with this command, the image will be exported in Windows BMP format at 768x512 pixels.

Contents command (Help menu)

Displays the opening CorelMOSAIC Help screen. From this screen, you can choose the type of Help you want. When you are in Help, clicking on the Contents button takes you back to the opening screen.

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Shortcut
- Pressing F1 displays the CorelMOSAIC Help Contents or a Help topic on an open dialog box.
- Pressing SHIFT+F1 then clicking on an active (undimmed) command displays a Help topic on that command.

How to use Help command
(Help menu)

Displays topics which explain how to use the online Help system. You can access the same information from the Help window by choosing the **Using Help** button or pressing F1.

Search for Help On command
(Help menu)

Displays the Help Search dialog box where you can enter keywords to search for and go to a specific Help topic. The Search dialog box can also be opened by choosing the **Search** button from the Help window.

**About CorelMOSAIC command
(Help menu)**

Displays a dialog box with information about which version of CorelMOSAIC you are running.

Archiving

The creation of compressed copies of your graphics files into library files. The creation of these compressed files does not affect your original graphics files.

ASCII

An acronym for the American Standard for Information Interchange, which is a standard code for representing characters and non-printable control codes such as carriage returns and page breaks.

Bitmap

An image composed of a series of dots (pixels). Paint programs such as Corel PHOTO-PAINT generate this type of image. CorelDRAW creates small bitmapped representations of its vector-based graphics for use in file management utilities such as CorelMOSAIC.

Direction keys

The arrow keys (←, →, , ↓) and the HOME, END, PgUp and PgDn keys on the numeric keypad.

Directory

Like a drawer in a filing cabinet, a directory is part of the structure used to organize files on a disk. Directories have names and can have subdirectories existing below them. For example, you could create a directory called LOGOS for storing logo designs.   Two possible subdirectories beneath LOGOS might be ROUGH and FINAL, for storing your preliminary and finished work, respectively.

Double-click

To press and release the primary mouse button twice in quick succession.

Drawing Window

In CorelDRAW, the drawing window is the screen where graphics can be created and manipulated.

Drive

A device in a computer that spins disks used to store information. Personal computers normally have a fixed disk drive labeled C and one or two floppy disk drives labeled A and B.

Extract text

Command which transfers text from a selected CorelDRAW file into an ASCII text file for editing.

File Format

When you save a graphic, it is stored in a particular format by the application. To import a graphic into another program, the graphic must be in a format which the other program accepts.   CorelMOSAIC recognizes a variety of different graphics file formats including CorelDRAW (CDR), CorelCHART (CCH), CorelPHOTO-PAINT (PCX), CorelSHOW (SHW), EPS, and Adobe Illustrator(AI).

Library

A master file which can store many individual graphics files in compressed format.

Menu bar | File   Edit   Library   PhotoCD

The bar near the top of a window that contains the names of the program menus.

Merge-back text

Command which recombines a revised text file with the original graphic after an Extract Text operation has been performed.

Pixels

Minuscule dots of color or shade that together form a graphic image. Paint programs such as Corel PHOTO-PAINT use pixels to build graphics whereas CorelDRAW uses vectors to create graphic images.

Photo CD

A revolutionary process developed by the Eastman Kodak company that converts 35mm film negatives or slides into digital format and stores them on a compact disc (CD). CorelMOSAIC can open Photo CD images and convert them into formats which CorelDRAW, CorelPHOTO-PAINT and other applications can import.

Point

A unit of measurement relating to the height of a character. A point equals 1/72 of an inch.

Primary mouse button

Normally the left mouse button. If, however, you've swapped mouse buttons using the Windows Control Panel, the right mouse button becomes the primary button.

Secondary mouse button

Normally the right mouse button. If, however, you've swapped mouse buttons using the Windows Control Panel, the left mouse button becomes the secondary button.

Thumbnails

Small bitmapped sketches of graphic images created and saved with original drawing files. Thumbnails are used within CorelMOSAIC as a way of organizing, displaying, and selecting graphics files visually rather than by filename.

Title bar

The bar along the top of a Windows application that contains the name of the application, the Control menu box and the Maximize and Minimize boxes. In CorelMOSAIC, the Title bar also contains the name of an open file.

Window Border

Borders appearing around windows that are less than full size. Dragging the border lets you make the window smaller or larger.

- Drag the top, bottom, or side border to size the window in one direction only.
- Drag the corner of the border to size the window vertically and horizontally.

With the window less than full size you can also choose Size from the Control menu then use the arrow keys to size the window.

Control Menu

Restore   returns the active window to its former size and location.

Move   allows you to use the keyboard to move the active window.

Size   allows you to use the keyboard to resize the active window.

Minimize   shrinks the active window to an icon.

Maximize   enlarges the active window to fill the screen.

Close   closes the active window.

Switch To   lets you switch among currently open applications.

File Menu

Open Directory   allows you to select a <u>directory</u> for viewing files.

Print   opens CorelDRAW and prints selected files.

Print Thumbnails prints <u>thumbnail</u> images from within CorelMOSAIC.

Printer Setup   sets printer options from within CorelMOSAIC.

Page Setup   allows you to choose the type and placement of titles when printing thumbnail images.

Preferences   lets you change the orientation of thumbnail images in the file display screen and set user options.

Exit   closes CorelMOSAIC and returns to Windows. In the CorelDRAW mode, the Exit command would close CorelMOSAIC and return you to CorelDRAW.

Edit Menu

Select by Keyword	locates CorelDRAW files in the file display screen that contain specific keywords.
Select All	selects all thumbnails in the file display screen simultaneously.
Clear All	deselects all thumbnails in the file display screen.
Edit	opens a file in CorelDRAW, CorelPHOTO-PAINT or CorelSHOW (if the file has an SHW or SHB extension). Double-clicking on a thumbnail in the file display screen will also open the appropriate application and display the file.
Delete	eliminates files from a specified directory or library.
Import into Draw	loads graphics files into an existing drawing or a new drawing window within CorelDRAW.
Export from Draw	opens CorelDRAW and allows you to specify an export format for your files.
Get Info	displays a larger representation of the graphics file and information such as file size and date.
Extract text	transfers text from selected CorelDRAW files into ASCII text files for editing.
Merge-back text	updates CorelDRAW files with text revisions after an Extract text operation has been performed.
Keywords	allows you to add or delete keywords that are associated with CorelDRAW files.

Library Menu

<u>Open Library</u>	allows you to select an existing <u>library</u> which contains compressed CorelDRAW CDR files for viewing.
<u>Expand Images From Library</u>	extracts and decompresses CDR files from library files.
<u>Add Images to Library</u>	creates a new library or adds selected files to an existing library.
Delete Library	deletes a library from a specified <u>directory</u>.

Photo CD Menu

Open Photo CD   allows you to view   Photo CD images in selected directories.

Export Photo CD Images   converts Photo CD images into other formats so that they can
be used in CorelDRAW, CorelPHOTO-PAINT and other applications.

Help Menu

Contents	displays the CorelMOSAIC Help Contents.
How to Use Help	explains how to use Help.
Search for Help On	displays the Search dialog box which lets you find Help information using keywords.
About CorelMOSAIC	displays which version of CorelMOSAIC you are using.

CorelMOSAIC Help Contents

To select a category with the mouse, point to a category icon then click. Keyboard users press TAB to highlight the category you want, then press ENTER. For more information on using Help, choose the Using Help button or press F1. To return to the this screen, select the Contents button at the top of the Help window.
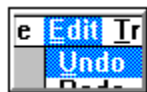
Menu Commands

- Control Menu
- File Menu
- Edit Menu
- Library Menu
- Photo CD Menu
- Help Menu

How to...

- Get started
- Create a library
- Expand library files
- Edit text within files
- Perform batch operations
- Formatting and printing thumbnail images
- Import files into CorelDRAW
- Export files
- Search for files
- Resize the CorelMOSAIC window

 Overview

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- [Modes of Operation](#)
- [Getting Started](#)

What CorelMOSAIC Does

CorelMOSAIC is an innovative CorelDRAW application designed to display, organize, and manage your graphics files.

Main Features

The File Display Screen

The file display screen shows small <u>bitmapped</u> representations of your graphics files. This feature allows you to select files visually rather than by filename only. When you create a drawing in a graphics program such as CorelDRAW, image headers are saved along with the main image. CorelMOSAIC uses these headers (called thumbnails) to allow you to organize and manipulate your graphics files with ease. Graphics files from a variety of different <u>file formats</u> can be viewed and managed within CorelMOSAIC.

To help you make full use of the variety of options available within the program, an information bar is provided at the bottom of the screen which identifies the purpose of each function as you move through the options in the menus.

Batch Operations

CorelMOSAIC allows you to perform repetitive tasks on multiple graphics files. You can run batch printing, imports, exports, and <u>extract</u>/<u>merge back text</u> operations. Files can be selected for batch operations from within <u>directories</u> as well as libraries.

Library function

You can store graphics files from different <u>drives</u> and <u>directories</u> in a filing system called a <u>library</u>. CorelMOSAIC automatically compresses all files in a library. Once successfully archived, you can then delete the original files which saves valuable space on your hard drive for other applications and the files they create.

Formatting and printing thumbnail images

This feature allows you to:

- **Arrange the orientation** of your thumbnail images in the file display screen using the Preferences option.
- **Assign titles** to pages and thumbnail images using the Page Setup option.
- **Specify printer options** within CorelMOSAIC using the Printer Setup option.
- **Print selected thumbnails** from a directory or library of your choice using the Print Thumbnails option.

Modes of Operation

You have the option of running CorelMOSAIC in one of two modes:

Standalone Mode accessed by clicking on the CorelMOSAIC icon in the Windows program manager.

CorelDRAW Mode accessed by choosing the MOSAIC option from the Open Drawing or Import dialog box in CorelDRAW.

The **Cancel** item on the <u>menu bar</u> appears only in CorelDRAW mode. All other menus (File, Edit, Library, Photo CD) are identical to those found in the Standalone mode.

The following menu commands will be available when you open CorelMOSAIC from within CorelDRAW:

- **File Menu:** Open Directory, Printer Setup, Page Setup, Preferences and Exit
- **Edit Menu:** Select by Keyword, Select All, Clear All, Edit, Get Info and Import into Draw (when Mosaic is opened from the Import dialog box)
- **Library Menu:** Open Library and Add Images to Library (when Mosaic is opened from the Open Drawing dialog box)
- **Help Menu:** all commands

Getting Started

These introductory procedures will get you started using CorelMOSAIC. The first step is learning how to select a <u>directory</u> for viewing files in the file display screen. The second step is learning how to select <u>thumbnail(s)</u> in the file display screen. Once you have learned these procedures, you can make use of the variety of file management techniques available through CorelMOSAIC.

To select a directory:

1. Choose the Open Directory command in the File menu.
2. Choose the type of graphics files that you would like CorelMOSAIC to display by clicking on a <u>file format</u> in the **List files of Type** box.
3. Select a disk drive to search for the desired directory.
4. Click on the **Options** button to choose additional program features.
5. Select a directory containing graphics files by clicking on a directory in the **Directories** box and choosing OK. All files within that directory of a given file format will be shown in the file display screen. <u>Double-clicking</u> on a directory will show all related subdirectories and display the names of each file of a chosen format within the **File Name** box.

To select thumbnails in the file display screen using a mouse:

1. Position the mouse pointer over a thumbnail image and click on the left button.

   - If you want to select additional thumbnail images, move to a second image, hold down the CTRL key and click. To deselect individual images, simply click on them with the left mouse key.

   - If you want to select a series of adjacent files, click on the first file in the series, hold down the SHIFT key, and click on the last file in the series. The files you selected and those in between will be highlighted.

   - If you want to select all the thumbnails in the file display screen, choose Select All in the Edit menu and all thumbnails will be highlighted.

2. Click on either the UP or DOWN arrow on the vertical scroll bar to move through the screens of thumbnails. You can also use the PGUP or PGDN keys on the keyboard to move to additional screens.

Creating a library

You can store selected graphics files in a filing system called a <u>library</u>. Your files will be stored in compressed format. Once successfully archived, you can delete the original files, freeing up space on your hard drive for other applications. As a rule of thumb, ensure that there is free space available on your system equal to the total size of all the files you want to archive.

When libraries are created they consist of two files, one ending in CLB and the other in CLH. Ensure that both files are present when you move or save libraries to disk.

IMPORTANT: If you are creating libraries to compress files and save on disk space, remember you should only delete files after they have been successfully archived. Test the libraries you create to make sure you can successfully expand any of the images it contains before deleting your originals.

To create a library:

1. Open a directory containing the files you would like to include in your library.
2. Select the <u>thumbnails</u> in the file display screen.
3. Choose the Add Images to Library command in the Library menu.
4. Select a directory for your new library by clicking on one in the **Directories** box. <u>Double-clicking</u> on a directory will display all related subdirectories and show all libraries within that directory in the **File Name** box.
5. Type in a library name including the CLB extension in the bar above the **File Name** box.
6. Choose OK and your library files will automatically be <u>archived</u> to the location you specified.

Performing batch operations

CorelMOSAIC allows you to perform specific tasks on consecutive graphics files. You can run batch printing, import, export and extract/merge back operations on your graphics files. All files that you want to perform the batch operation on must reside on the same <u>drive</u>.

NOTE: Options that you specify for the initial file will apply to all selected files.

To perform a batch operation:

1. Open a <u>directory</u> containing the files you would like to use.
2. Select <u>thumbnails</u> in the file display screen.
3. Choose one of the batch commands such as Print or Import. CorelDRAW will open, the first image will be displayed along with a dialog box allowing you to specify options pertaining to the function.
4. Choose OK and all files will be brought into CorelDRAW sequentially and the tasks performed.

Editing text within files

You can revise or update text in CorelDRAW graphics files using the Extract text and Merge-back text commands. You can run single or batch (multiple) operations.

- **Extract text command** saves text within CorelDRAW files in <u>ASCII</u> format so that you can edit the text without editing the graphic file in CorelDRAW.
- **Merge-back text command** recombines the revised text files with the original image.

NOTE: If you are planning a merge back operation, keep the same name for your text files as the graphics files, and place all text files in the same <u>directory</u> as your graphics files.

To extract text from CorelDRAW files:

1. Open a directory.
2. Select <u>thumbnails</u> in the file display screen that you would like to extract text from.
3. Choose the Extract text command in the Edit menu.

   CorelDRAW will open and display the first   image along with a dialog box allowing you to choose a directory for the extracted files. Once chosen, all files will be opened sequentially in CorelDRAW and the text extracted and placed in files identified by a TXT extension.

4. Edit the text in a word processor such as NotePad.

To merge back the revised text with the source images:

1. Select thumbnails in the file display screen that you wish to Merge-back.
2. Choose the Merge-back text command in the Edit menu.

   CorelDRAW will open and display the first image along with a dialog box allowing you to specify the directory containing the extracted and revised text files. Once chosen, the text files will be recombined with the original images.

3. Save the changes to your graphics files.

   You will be prompted to save the changed files in CorelDRAW before the next merge-back operation begins.

Expanding library files

Library files contain compressed versions of graphics files. After they've put in a library, you can delete the original files to save room on your hard drive. To open files in a library, they must be expanded to full size and placed in a directory.

Even if files are from different subdirectories, they will be expanded in the one directory location. Once you have specified a directory for expanding your files, the program will automatically use this directory again for all subsequent expanding tasks in a batch operation.

To expand library files:
1. Open a library.
2. Select thumbnails in the file display screen that you would like to expand.
3. Choose Expand from the Library menu.
4. Choose a directory for the expanded files from the **Directories** box.
5. Choose OK.

Formatting and printing thumbnail Images

You can format and print pages of <u>thumbnails</u> from within CorelMOSAIC.

To format the page(s):
1. Open a <u>directory</u> or <u>library</u> with images to format.
2. Choose Preferences in the File menu.
3. Choose the options you want.
4. Choose OK.
5. Choose Page Setup in the File menu.
6. Click on the title options you would like to see accompany your printed images.
7. Choose OK and all pages of printed thumbnail images for this operation will be formatted according to the display and title options you originally specified.

To print the thumbnail images:
1. Choose Printer Setup in the File menu.
2. Select the printer options you want.
3. Choose OK.
4. Select thumbnails in the file display screen.
5. Choose Print Thumbnails in the File menu and all selected thumbnails will be printed.

    If no thumbnails are selected, the program will automatically print all thumbnails in the directory or library.

NOTE: If you are using the Windows Print Manager, make sure you have enough free disk space to store the print file that will be created.

Importing files into CorelDRAW

You can import a file(s) from CorelMOSAIC and add it to an existing CorelDRAW graphic or begin a new one. If you choose a <u>library</u> or <u>Photo CD</u> file to import, you will be prompted for a <u>directory</u> in which to place the expanded file before entering CorelDRAW. You can also import a file into CorelDRAW by <u>double-clicking</u> on the thumbnail in the file display screen.

To import files into CorelDRAW:
1. Open a directory or library.
2. Select thumbnails in the file display screen that you would like to import into CorelDRAW.
3. Choose Import in the Edit menu and your files will be imported into CorelDRAW. Each imported file will consist of a group, making it easy to separate, scale and place in a new drawing.

Exporting files

You can save your graphics files in different <u>file formats</u> for use in other applications. If you selected a <u>library</u> or <u>Photo CD</u> file for exporting, you will be prompted for a <u>directory</u> in which to place the expanded file(s) before entering CorelDRAW.

NOTE: When changing the format of more than one file, the initial format you specified will apply to all subsequent files in a batch operation.

To export a graphics file:

1. Open a directory or library.
2. Select <u>thumbnails</u> in the file display screen that you would like to export.
3. Choose the Export command in the Edit menu.

    CorelDRAW will open and you will be prompted to enter the file format you would like to change your image files to. (For further instructions on how to convert file formats, refer to your *CorelDRAW User's Guide*.)

Searching for files

CorelMOSAIC can locate files using the keywords (indexing terms) that are linked to CorelDRAW graphics files. When files are saved in CorelDRAW, keywords can be specified and linked with the files, making it easy to locate them using CorelMOSAIC.

These keywords can be changed with the Keywords command in the Edit Menu. CorelMOSAIC can then be used to either locate files that contain chosen keywords by selecting those files in the file display screen, or you can cause it to display only those files that contain the chosen keywords on screen.

To locate files in the file display screen that contain specified keywords:

1. Open a <u>directory</u> or <u>library</u>
2. Choose the Select by Keyword command in the Edit menu.
3. Type in the keywords you would like to use in the search separated by either AND or OR.

   The AND command will cause CorelMOSAIC to select only those files that contain all the selected keywords. The OR command will   cause all files containing any of the chosen keywords to be selected in the file display screen.
4. Click on the **Start Search** button and the files containing the chosen keywords will be selected in the file display screen.

To display only those files containing specified keywords in the file display screen:

1. Choose the Open Directory command in the File menu.
2. Select a directory that you would like CorelMOSAIC to search.
2. Click on the **Options** button within the dialog box.
4. Click on the **Find** button to begin selecting keywords.
5. Type in the keywords you would like to use in the search separated by either AND or OR.

   The AND command will cause CorelMOSAIC to display only those files that contain all the selected keywords. The OR command will cause all files containing any of the chosen keywords to be displayed in the file display screen.
6. Click on the **Start Search** button and the files containing the chosen keywords will be displayed in the file display screen.

Resizing the CorelMOSAIC window

You can resize the CorelMOSAIC window so that it takes up more or less space on your screen.

To resize the CorelMOSAIC window with the keyboard:

1. If they are not already displayed, click on to display CorelMOSAIC's <u>window borders</u>.
2. Press ALT+Spacebar then S.
3. Press the Arrow key that corresponds to the side, top or bottom border you want to move.
4. Press the Arrow keys to move the border.
5. Press the ENTER key when the window is the size you want.

To resize of the CorelMOSAIC window with the mouse:

1. If they are not already displayed, click on to display CorelMOSAIC's window borders.
2. Do one of the following:
   - Drag the side, top or bottom border to resize the window in one direction.
   - Drag a corner of the border to resize the window in horizontally and vertically.
3. Release the mouse button when the window is the size you want.

Control Menu box ▬

Located at the left end of the Title bar in the CorelMOSAIC and Help windows. Clicking on the Control Menu box displays commands for sizing and positioning the window.

Maximize button ▲

Located in the upper right corner of the CorelMOSAIC and Help windows if they are not fully expanded. Clicking on the Maximize button expands the window to fill the entire screen. After you expand a window, the button changes to the Restore button ▲. Use this button to return the window to its former size.

- You can also maximize a window by choosing Maximize from the Control menu.
- You can also restore a maximized window to its former size by choosing Restore from the Control menu.

Menu Bar   File   Edit   Library   PhotoCD

The horizontal bar near the top of the window contains the names of the available pull-down menus. Choose the desired menu by clicking on it, or by pressing the ALT key plus the underlined character in the menu name.

Minimize button

Located in the upper right corner of the CorelMOSAIC and Help windows. Clicking on the minimize button shrinks the window to an icon at the bottom of the screen.

- As an icon, the application stays in memory but its window does not take up space on your screen.
- To restore the window, double-click on its icon, or click once on the icon and choose Restore from the Control menu.

Restore button ⬍

Located in the upper right corner of the CorelMOSAIC and Help windows. Clicking on the Restore button returns the window to its previous size and location.

- You can also restore a window by choosing Restore from the Control menu.
- Using the Restore button does not affect a window moved or resized with the Move or Size commands in the Control menu.

Scroll Bars

Bars along the bottom and right side of the screen used to view portions of a drawing outside the current viewing area.
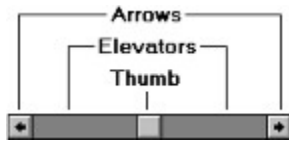
Click on	to
An arrow	move the current view 10% in selected direction
An elevator	move the view by one windowful
On a thumb and drag	move the view an arbitrary amount in any direction

Title Bar

Located along the top of the top of a window, the Title Bar displays the name of the program and the file you are working on. If it is less than full-size dragging the Title Bar moves the window.

The Title Bar may contain the following buttons for controlling the window:

Maximize button
Minimize button
Restore button
Control Menu box

Window Border

Borders appearing around windows that are less than full size. Dragging the border lets you make the window smaller or larger.

- Drag the   top, bottom, or side border to size the window in one direction only.
- Drag the corner of the border to size the window vertically and horizontally.

With the window less than full size you can also choose Size from the Control menu then use the arrow keys to size the window.

How to...

Resize the CorelMOSAIC window

No Help Available

No help exists for the selected item. Either choose another item or press F1 for index of Help topics.