To load an image for tracing/recognizing

1. Click File, Open.
2. Locate the drive and folder where the image are saved.
3. Click the filename.

Tip
▪ To display only the files of a specific format, choose a file type from the Files of Type list.

{button ,AL(`files_proc;files_over;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To load multiple images into a new document

1. Click File, Open.
2. Locate the drive and folder where the images are saved.
   All images must be in the same folder to open them at the same time.
3. CTRL-click each filename.

{button ,AL(`mult_proc;load_proc;mult_pages_over;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add pages to an open document

1. Click Tools, Page Manager.
2. Click the New icon.
3. Locate the drive and folder where the image(s) are saved.
4. Click the filename or CTRL-click multiple filenames.

_____

{button ,AL(`mult_proc;load_proc;mult_pages_over;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To delete a page from a document

1. Click Tools, Page Manager.
2. Click the filename to delete.
3. Click the Trash icon.

_____

{button ,AL(`mult_proc;mult_pages_over;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To save a vector graphic, recognized text, or bitmap image

1. Click File, Save.
2. Click Vector, Text or Image.
3. Choose the drive and folder where you want to save the file.
4. Choose a file format from the Save as type list box.
5. Type a filename in the list box or click the name of an existing file to save the file with that name.

_____

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

To save a multi-page vector graphic document

1. Click File, Save, Vector.
2. Choose the drive and folder where you want to save the file.
3. Choose .CMX from the Save as type list box.

   You can save multi-page documents to other formats; however, all the graphics will appear on a single page. Only .CMX supports multiple pages.
4. Type a filename in the list box or click the name of an existing file to save the file with that name.

{button ,AL(`files_proc;files_over;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To save a multi-page text document

1. Click File, Save, Text.
2. Choose the drive and folder where you want to save the file.
3. Choose a file format from the Save as type list box.
   All text formats support multi-page documents.
4. Type a filename in the list box or click the name of an existing file to save the file with that name.

To recognize text and graphics on the same page

1. In the OCR-Trace, OCR Settings dialog box, specify settings on all the tab pages for recognizing the text portions of the page.
2. In the OCR-Trace, Trace Settings dialog box, specify a method and settings for tracing the graphic elements of the page.
3. Click OCR-Trace, Perform OCR-Trace.

{button ,AL(`auto_recognize_overview;trace_full_howto;recognize_full_howto;',0,"Defaultoverview",) } Related Topics

To trace an entire page

1. Click OCR-Trace, Trace Settings.
2. Choose settings for the tracing method you will use.
3. Click OCR-Trace, Perform Trace, By (tracing method).

_____

{button ,AL(`trace_proc;trace_methods_over;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To trace selected areas of a page

1. Choose the Trace Block tool.
2. Drag to draw selection blocks around the area(s) to be traced.
3. In the OCR-Trace, Trace Settings dialog box, choose settings for the tracing method you will use.
4. Click OCR-Trace, Perform Trace, By (tracing method).

{button ,AL(`trace_part_overview;sel_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To trace multiple pages

1. Click OCR-Trace, Trace Settings.
2. Choose settings for the tracing method you will use.
3. Click OCR-Trace, Perform Trace, By (tracing method).

   The Page Manager dialog box appears.
4. Click to add a checkmark to the pages you want to trace and to remove the checkmark from the pages you don't want to trace.

Tip

▪ You can select or deselect all the pages by clicking the All Pages checkbox. If you have several pages in your document but you only want to trace a few, you should remove the checkmark from the All Pages checkbox and add a checkmark to the ones you want to trace.

{button ,AL(`trace_proc;mult_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To stop tracing an image

- Click OCR-Trace, Stop OCR-Trace.

{button ,AL(`trace_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To zoom in and out of an image

1. Choose the Zoom tool.
2. Position the cursor in the area to zoom in on.
3. Click until you have zoomed in to the desired view.
   You can also drag the mouse to draw a marquee around an area. When you release the mouse button, the area inside the marquee fills the entire image window.
4. Click the right mouse button to zoom out.

Note
  ▪ To view the image at its actual size, Click View, Actual Size.

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

To invert an image
- Click Image, Invert.

Black becomes white, and vice versa, and colors change to their complements.

{button ,AL(`bitmap_over;bitmap_proc;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To convert a color image to black and white

1. Click Image, Convert to BW.
2. Choose a threshold value.
   Colors in the image that have a higher brightness value than the threshold will become white; anything with a lower value will become black. Therefore, the higher the setting, the more black areas there will be in the converted image.

{button ,AL(`bitmap_over;bitmap_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To rotate an image

1. Click Image, Rotate.
2. Choose a degree of rotation, or Custom.
   If you choose Custom, the Custom Rotate dialog box appears.
3. Choose a degree of rotation.
4. To ensure the entire document fits within the image window, disable the Maintain Original Size option.

Note
- If you are working with multiple pages, the image thumbnails do not display differently, even though the image has been rotated.

{button ,AL(`bitmap_proc;image_over;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To flip an image

▪ Click Image, Flip Horizontal to flip the image from left to right, or Image, Flip Vertical to flip it from top to bottom.

Note

▪ If you are working with a multi-page document, you can only flip one image at a time, and the image must be the only one displayed. Double-click the desired image to hide the other pages.

_____

{button ,AL(`bitmap_over;bitmap_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To erase part of an image

1. Choose the Eraser tool.
2. Position the eraser cursor where you want to erase part of the image.
3. Click to erase an area the size of the cursor, or drag to erase a larger area.

Tip

▪ If you want to do pixel by pixel erasing, zoom in on the image until each pixel is the size of the eraser cursor.

{button ,AL(`bitmap_proc;image_over;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add lines to an image

1. Choose the Pencil tool.
2. Position the pencil cursor where you want the line to begin.
3. Drag to draw the line.

Note
- Clicking the mouse button once will add a single point to the image.

_____

{button ,AL(`bitmap_proc;image_over;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To display only one layer of the vector graphic

1. Click Tools, Layer Manager.
2. Double-click the name or any of the icons beside the layer you want to display.
   All other layers are hidden.

Note
- If the wireframe/fill icon is in the fill mode, double-clicking it will display the layer in wireframe.

{button ,AL(`vector_over;vector_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To show the bitmap image under the vector graphic

- Click View, Objects, Show Bitmap.

{button ,AL(`vector_over;vector_proc;;;;',0,"Defaultoverview",)} **Related Topics**

To display the vector graphic in wireframe mode

- Click View, Objects, Wireframe.

{button ,AL(`vector_over;vector_proc;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To show or hide a layer in the vector graphic

1. Click Tools, Layer Manager.
2. Click the eye icon beside a layer to toggle between showing or hiding the layer in the vector window.

{button ,AL(`vector_over;vector_proc;layers_proc;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To add a new layer to the vector graphic

1. Click Tools, Layer Manager.
2. Click the New icon.

   A new, empty layer appears at the top of the layers list and becomes the active layer. You can create objects on this layer.

{button ,AL(`vector_over;vector_proc;layers_proc;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To delete a layer from the vector graphic

1. Click Tools, Layer Manager.
2. Click the name of the layer you want to delete.
3. Click the Trash icon.
   The layer is deleted. If the deleted layer was the active layer, the layer immediately below it becomes the active one.

{button ,AL(`vector_over;vector_proc;layers_proc;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To create a new object in the vector graphic

1. Click Tools, Layer Manager.
2. Click in the pencil column beside the name of the layer you want to add an object to.
3. Click one of the Create Bezier or Rubber Band tools.
4. Click where   you want the starting node for the new object.
5. Click to create straight lines, or click and drag to create curves.
6. When the cursor gets close to the starting node, a small circle appears beside it. Click to close the object.
   The object is filled with black.

Note
▪   Since layers reside on top of each other, make sure the active layer is above the layer of the area on which you're drawing. Otherwise, the object will be hidden by the higher layer.

_____

{button ,AL(`vector_over;vector_proc;layers_proc;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To edit objects in the vector graphic

1. Click the Node Reshape tool.
2. Click the object you want to edit.
   Nodes appear around the object.
3. To edit the object, you can:
   - click to select a node and drag to move it
   - SHIFT-click to select multiple nodes and drag the move them
   - click to select a node's control point and drag to move it
   - right-click to change the type of selected nodes
   - delete selected nodes
   - click on a line segment and drag to move the segment
   - right-click to change the object's color

Notes
- The nodes associated with straight line segments do not have control points.
- In Outline mode, each layer is one object.
- In Mosaic and 3D Mosaic mode, the entire vector graphic is one object. You can move, delete, or change the color of individual tiles, but you cannot node edit them.

_____

{button ,AL(`vector_over;vector_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To print the vector graphic

1. Click File, Print.

   The Print dialog box appears.

2. Choose a printer and the required options.

For further information about printing vector graphics, refer to the What's This? Help in the dialog box, or the CorelDRAW online Help.

To recognize an entire page

1. Click OCR-Trace, OCR Settings.
2. Choose settings on each of the tab pages for performing the OCR.
3. Click OCR-Trace, Perform OCR.

_____

{button ,AL(`ocr_over;ocr_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To recognize selected areas of a page

1. Choose the OCR Block tool.
2. Drag to draw selection blocks around the area(s) to be traced.
   To change the OCR type for a block, click the right mouse button to display a menu from which you can choose the content, i.e. Text and graphics, Text only, or Table.
3. In the OCR-Trace, OCR Settings dialog box, choose settings for performing the OCR.
4. Click OCR-Trace, Perform OCR.

{button ,AL(`trace_part_overview;sel_proc;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To change the OCR block order

1. Choose the Renumber Block tool.
2. Click the block that you want to be numbered "1".
3. Click the remaining selection blocks in the order you want them to be displayed in the text window.

   If you change to another tool before all the blocks have been renumbered, the remaining blocks will be numbered in the order they were drawn.

Note

- The renumbering function does not apply if you have chosen the Retain All Formatting option in the OCR, Settings dialog box.

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

To recognize multiple pages

1. Click OCR-Trace, OCR Settings.
2. Choose settings for performing the OCR.
3. Click OCR-Trace, Perform OCR.
   The Page Manager dialog box appears.
4. Click to add a checkmark to the pages you want to recognize and to remove the checkmark from the ones you don't want to recognize.

Tip

▪ You can select or deselect all the pages by clicking the All Pages checkbox. If you have several pages in your document but you only want to recognize a few, you should remove the checkmark from the All Pages checkbox and add a checkmark to the ones you want to recognize.

{button ,AL(`ocr_proc;ocr_over;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To recognize single-column texts

1. Click OCR-Trace, OCR Settings.
2. On the Content page, choose Single column text.
   If you choose Multi-column text and/or graphics or Table, the program can perform the OCR. However, there may be some errors in the recognized text.
3. Choose settings on the other tab pages for performing the OCR.
4. Click OCR-Trace, Perform OCR.

{button ,AL(`ocr_over;ocr_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To recognize multi-column texts

1. Click OCR-Trace, OCR Settings.
2. On the Content page, choose Multi-column text and/or graphics.
   If you choose Single column text or Table, the program can perform the OCR. However, there may be some errors in the recognized text.
3. Choose settings on the other tab pages for performing the OCR.
4. Click OCR-Trace, Perform OCR.

{button ,AL(`ocr_over;ocr_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To recognize tables

1. Click OCR-Trace, OCR Settings.
2. On the Content page, choose Table.

   If you choose Multi-column text and/or graphics or Single Column text, the program can perform the OCR. However, there may be some errors in the recognized text.
3. Choose settings on the other tab pages for performing the OCR.
4. Click OCR-Trace, Perform OCR.

{button ,AL(`ocr_over;ocr_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To stop recognizing a text

- Click OCR-Trace, Stop OCR-Trace.

{button ,AL(`ocr_over;ocr_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To verify and correct the recognized text

1. Click OCR-Trace, OCR Verification.

   If you choose Display Verification dialog box on OCR, the dialog box appears automatically after recognizing the text.

2. Enable the option(s) for the type(s) of text you want to verify: Rejected Characters, Suspected Characters, and/or Misspelled Words.

   The cursor highlights the first occurrence in the recognized text and the original image.

3. If the text is correct, click Ignore. To change the text, type the correct characters in the Change To box, then click Change.

4. To stop the verification process, click Close.

Notes

▪ Ignore All and Change All instruct the program to ignore (or change) any further occurrences of the same original word later in the document.

{button ,AL(`text_proc;text_over;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To search for characters in the text

1. Click Text, Find.
2. Type a character string in the Find what box.
3. Enable the Match case option to find only those strings with the same case for all characters as in the Find what box.
4. Choose a direction for searching through the text.
5. Click Find Next.

To replace characters in the text

1. Click Text, Replace.
2. Type a character string in the Find what box.
3. Enable the Match case option to find only those strings with the same case for all characters as in the Find what box.
4. Type a character string in the Replace with box.
5. Click Find Next.
6. To replace the found text with the replacement text, click Replace.
   To keep the found text as is, but search for the next occurrence of the string, click Find Next again.
7. Repeat step 6 until all the strings have been replaced, or click Cancel to close the dialog box.

Tip
- To replace all occurrences of the same string with the replacement text, click Replace All.

To change the recognized text font

1. Highlight the text you want to change.
2. Click Text, Font.
3. Choose the font, style and size you want.

_____

{button ,AL(`text_proc;text_over;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the paragraph indentation and alignment of the recognized text

1. Insert the cursor in the paragraph you want to edit.
2. Click Text, Paragraph.
3. Choose settings for paragraph indentation and alignment.

Note
- If your text is multi-column, and you have chosen the Retain All Formatting option, you may be limited as to how much you can change the paragraph indentation because columns are created with tabs in the recognized text.

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

To print the recognized text

1. Click File, Print.

   The Print dialog box appears.

2. Choose a printer and the required options.

For more information, refer to the What's This? Help in the dialog box.

To create and save a template

1. Choose the appropriate Block tool.
2. Drag around the area(s) to include in your template.
3. Click File, Save Template.
4. Choose a drive and folder where you want to save the template.
5. Type a filename in the list box or click the name of an existing file to save the file with that name.

Note

▪ The template retains all information about the selection blocks, i.e., if they are Trace or OCR blocks and what type of OCR block they are.

{button ,AL(`template_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To load a template

1. Open a document or import an image into a new document.
2. Click File, Load Template.
3. Choose the drive and folder where the template is saved.
4. Double-click the template name.

The template appears on the image.

Note

▪   Selection blocks are a fixed size in pixels. If you load a template onto a different-size image than it was created on, the template may not include the areas you expect.

{button ,AL(`template_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To use the same template on all pages of a multi-page document

1. Click Tools, Options.
2. On the General page, choose the Same template for all pages option.
3. Draw a template on any of the pages in the document.
   The same template is automatically applied to all the pages.

{button ,AL(`templates_over;template_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To use a different template on the first page of a multi-page document

1. Click Tools, Options.
2. On the General page, choose the Different template for first page option.
3. Draw a template on the first page of the document.
4. Draw a template on any one of the other pages in the document.

   The same template is applied to all pages but the first.

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

To use different templates on each page of a multi-page document

1. Click Tools, Options.
2. On the General page, choose the Different template for all pages option.
3. Draw templates on the pages you want.

Tip

- To use the same template on some, but not all, of the pages, choose this option. Draw the common template on one page, save it and then load it onto the other pages that need the same one.

_____

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

To clear the vector graphic or recognized text

1. Click the vector or text window.
2. Click Edit, Clear All.

Corel OCR-TRACE 6.0 - Overview

Corel OCR-TRACE converts bitmap images to vector graphics and text characters.

Bitmaps are images made up of a series of individual dots (pixels). Vector drawings are created by mathematical equations which describe each line and curve of an object. When bitmaps are scaled to different sizes, the quality of the image deteriorates. For example, straight lines become jagged when enlarged. Vector graphics can be scaled with no loss of quality and lines remain sharp at any size.

With Corel OCR-TRACE, you can create vector copies of your bitmap graphics using several tracing methods. Some of these methods add special effects to your images.

Corel OCR-TRACE also has an Optical Character Recognition (OCR) function.

When a document is scanned into digital format, it produces a bitmap image of the pages. Text characters are then treated as pictures and, as such, they cannot be edited. The OCR function translates the bitmaps back into text characters so the document can be edited and exported into other applications, such as word processing and database programs.

Both the trace and OCR functions allow you to select portions of the document to be traced/recognized; create and save templates to use with multiple images; and work with multiple documents simultaneously.

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

■

Loading images to be traced or recognized

You can load bitmap images to be traced/recognized in several ways:
- by using the Open command in the File menu
- by dragging and dropping files from a file management program such as Corel MULTIMEDIA MANAGER or Windows Explorer
- by scanning an image directly into the image window in Corel OCR-TRACE

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

■

Automatic recognition

When you have a document that contains both text and graphics, the OCR-Trace function can recognize which parts are text and which parts are graphics, and perform the appropriate function on them. The traced vector graphic appears in the vector window, and the recognized text appears in the text window, as if each function had been performed separately.

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

Choosing a tracing method

There are six methods available for tracing a bitmap image.

The Outline method produces a vector graphic that closely resembles the original image. It creates up to 256 layers with one color associated with each layer. If you import the vector drawing into an illustration program such as CorelDRAW, you can separate the layers and edit individual objects. It is a good method to use if you want to maintain the appearance of the original image, but need to manipulate its size or shape.

The Centerline method looks for lines in the original image and shrinks them to one pixel in width. It is a good method to use to trace engineering drawings, scientific schema, maps, or any other images that are mainly line drawings. The source image must be black and white; you can convert a color image to black and white from the Image menu.

The Woodcut method produces a special effect. It creates objects of varying width, depending on the intensity of the original image at any given point.

The Sketch method produces a vector graphic using a mesh-like effect. It is mainly for special effect purposes. The original image can be color, but the final image is black and white.

The Mosaic and 3D Mosaic methods are also used to create special effects. In both cases, the traced graphic is made up of an array of symmetrical objects.

_____

{button ,AL(`trace_methods_over;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Tracing/recognizing selected areas of a page

Corel OCR-Trace allows you to trace or recognize selected areas of a page by drawing blocks around them with the Block tools.

There is a Trace Block tool and an OCR Block tool. If you ask the program to Perform Trace or Perform OCR, it will trace only those areas selected with the relevant tool. If you ask it to Perform OCR-Trace, it will convert all the selections with the appropriate function.

All trace selection blocks are traced with the same tracing method. You can identify OCR blocks as being text and graphics, text only, or tables, by clicking the right mouse button inside the block marquee.

You can specify the order in which the blocks of OCR results are displayed in the recognized text window. By default, the blocks are numbered in the order in which they are drawn, but you can renumber them at any time.

You can also create templates to trace/recognize parts of a document that are located in the same place from page to page. For example, you may wish to save the text from a monthly newsletter that you have scanned into your computer, but you don't need the newsletter's masthead. You can draw a selection block around the text, save the template, and when the next issue comes, recall the template without having to redraw the block. You can also use this option if you have several areas that are common among various pages.

The General page of the Tools, Options dialog box provides you with three options for using templates:

- All pages can use the same template. Creating, loading or editing the template on any page causes the same action on all the pages.

- All pages except the first one can use the same template. This is a good system for documents with title pages that differ in format from the rest of the pages.

- All pages can have different templates (or none at all).

{button ,AL(`choose_methods_overview;ocr_overview;;;;',0,"Defaultoverview",)} **Related Topics**

Working with multiple pages

Corel OCR-Trace allows you to trace/recognize multiple pages simultaneously.

You load multiple pages into a new document by choosing the files in the File, Open dialog box. To add or remove pages to/from an existing document, use the Page Manager dialog box from the Tools menu. New pages are always added to the end of the document, and you cannot change the order of the pages.

You can also add multiple pages to a document using the drag and drop method. You choose the file(s) from a file management program such as Windows Explorer and drag them into the image window of an active document. If you drop them anywhere else, each file is loaded into its own new document.

When you trace or perform OCR on a document with more than one page, the Page Manager dialog box automatically appears. You can specify which pages to convert or accept the currently selected ones.

{button ,AL(`choose_method_overview;ocr_overview;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

.

Printing the vector graphic or recognized text

You can print the vector graphic or recognized text from within Corel OCR-TRACE. You cannot print the bitmap image.

Printing the vector graphic uses the Corel Print dialog box, which provides you with full printing capabilities, including customizing the page layout, printing separations, and using standard printer's marks.

Printing the recognized text uses the Windows Print dialog box, which provides standard text printing options.

To print either a graphic or text, click File, Print. The appropriate dialog box appears. Use the What's This? Help to learn about each control.

For further information about printing vector graphics, refer to the CorelDRAW online Help.

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

Thresholds

The Centerline, Woodcut and Sketch methods use intensity thresholds to determine which part of the original image is traced.

The intensity of a color refers to its pureness, on a scale of 0 to 255, with 0 being black, and 255 being the pure color. On a grayscale image, 255 would be white.

The threshold is a value you set between 0 and 255 that determines when the tracing will stop. For example, if you set a threshold of 128, any area in the original image that falls below 128 is traced, and any area above 128 is not traced. If the threshold were set at 0, only those areas which are pure black would be traced. If the threshold were set to 255, the entire image would be traced (since every part of the image has some intensity).

{button ,AL(`Centerline_over;Woodcut_over;sketch_over;;;',0,"Defaultoverview",)} Related Topics

-

Working with the bitmap image

You can do simple retouching of the source image with the tools located in the Toolbox.

The Scroll and Zoom tools allow you to position the image so you can retouch even small details in the image. The Eraser tool deletes parts of the image, such as noise, and the Pencil tool adds simple lines to it.

The options in the Image menu allow you to make other adjustments to the original image. You can convert color images to black and white; invert colors; flip the image horizontally or vertically; and rotate the image to any angle.

{button ,AL(`traced_image_overview;vector_over;;;;',0,"Defaultoverview",)} **Related Topics**

Working with the vector graphic

The traced vector graphic is made up of one or more objects. The number is determined by the source image and the tracing method used.

The Outline method produces multiple layers with each color representing one color. There are a maximum of 257 layers produced during the trace (256 colors plus one hole-filling layer). You can edit individual nodes in each layer directly in the vector window. To do more extensive editing, you can import the drawing into an illustration program such as CorelDRAW, where you can separate the layers into individual objects.

The Centerline method creates one layer of multiple curves, which you can node edit.

The Woodcut method produces one layer of multiple objects.

The Sketch method produces multiple layers of straight lines.

The above methods allow you to do node editing to reshape the objects.

The Mosaic and 3D Mosaic methods produce one layer of multiple objects. You can change the color of an object, as well as move, hide or delete it.

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

Optical Character Recognition (OCR) - Overview

When a document is scanned into digital format, a bitmap image of the pages is produced. Text characters are treated as pictures and, as such, they cannot be edited. The OCR function translates the bitmaps back into text characters so the document can be edited and exported to other applications, such as word processing and database programs.

Corel OCR-TRACE provides several options for recognizing texts. The program can recognize multiple columns, graphics, and tables in normal, dot matrix and fax-quality texts. It can recognize text in five languages, and includes a spell checker for each language. It can detect and adjust for a document that has been scanned in at an angle. It can also distinguish the characters' size (from 6 to 72 points),   pitch (fixed or variable), and whether the character is serif or sans serif.

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

.

Working with the recognized text

To convert bitmap text characters into editable text characters, the OCR program tries to identify the correct character. However, sometimes there are characters it does not recognize (rejected characters), and sometimes there are characters it isn't sure about (suspected characters). You can set a confidence level which determines how many characters will be considered suspect. As the confidence level moves from 0 to 100%, more characters are treated as suspect. You choose the level of confidence on the Language page of the OCR,Settings dialog box.

After the text has been recognized, you can locate rejected and suspected characters and replace them with the correct characters as required. You can also enable a spell checker so you can correct spelling errors that may have been in the original document. You use the Verification dialog box to find and replace rejected/suspected characters and misspelled words.

You can also edit the recognized text directly in the text window. When you click the text, the same area in the original image is also highlighted, making it easy to compare the recognized text with the source document. You can type in the window and delete characters with the Backspace and Delete keys, as well as use standard editing functions such as Cut, Copy and Paste, and Find and Replace. You can also change the text font and style, and the paragraph alignment and indentation.

The recognized text can be exported to common text file formats. You can also drag and drop the text into other applications.

{button ,AL(`ocr_over;print_overview;;;;',0,"Defaultoverview",)} **Related Topics**

Corel OCR-TRACE 6.0 - What's New?

Corel OCR-TRACE 6.0 has added several new features and enhanced several others that existed in version 5. For more details on these changes, click the appropriate topic.

New Features

OCR-Trace function

Three-way screen

Templates

Image retouching

Vector editing

Multiple pages

Multiple documents

New tracing methods

OCR - Automatic page orientation detection

OCR - Automatic page deskewing

OCR - Line recognition

OCR - Basic editing

OCR - Font recognition

Image Info dialog box

Interruptable display

Dragging and dropping to other applications

Enhancements

Outline tracing method

Centerline tracing method

Woodcut tracing method

Importing and exporting

OCR options

OCR verification

Printing

OCR-Trace function

The new OCR-Trace function automatically detects which parts of a document are text and which parts are graphics and performs the appropriate function on each part.

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

Three-way screen

The Corel OCR-TRACE 6.0 interface includes a three-way-split screen so that you can view the original bitmap image, the traced vector drawing, and the recognized text simultaneously.

If you are converting a text-only or a graphics-only image, the appropriate results window is automatically maximized. If you are converting text and graphics simultaneously, the results window is split between the vector drawing area and the recognized text area.

You can change the layout of the three windows with the View, Layout command. The horizontal layout places the image window on the left of the screen, the vector window on the top right, and the text window on the bottom right. The vertical layout places the image window across the top of the screen, the vector window on the bottom left, and the text window on the bottom right.

Templates

Corel OCR-TRACE 6.0 allows you to create templates, which are layouts of selection blocks that you can save and load again to simplify tracing/recognizing documents with similar layouts.

{button ,AL(`templates_overview;template_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Image retouching

Corel OCR-TRACE 6.0 allows you to do simple retouching of the source (bitmap) image. You can erase unwanted parts of the image, such as noise, and add simple lines to it.

{button ,AL(`bitmap_image_overview;image_proc;;;;',0,"Defaultoverview",)} **Related Topics**

Vector editing

When a bitmap image is traced, it is converted to a vector drawing containing up to thousands of individual objects. Corel OCR-TRACE 6.0 allows you to select individual objects and perform standard node editing functions on them. You can also create new objects with the Create Bezier and Rubber Band tools.

If you use the Outline or Sketch method for your trace, the final result will group objects into layers. You can preview the layers in the View, Properties dialog box. You can also show or hide individual layers, display them in wireframe mode and, for the Outline method, change the color of all the objects in the layer.

{button ,AL(`vector_graphic_overview;vector_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Multi-page documents

Corel OCR-TRACE 6.0 allows you to trace/recognize multiple pages simultaneously. The Page Manager dialog box lists the pages in the document so that you can choose which ones to trace/recognize. You can also add new pages to and delete pages from this dialog box.

New pages can also be dragged and dropped from Windows Explorer or other file management systems.

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

Multiple documents

Corel OCR-TRACE 6.0 has a multi-document interface so you can trace/recognize multiple documents simultaneously.

New tracing methods

Corel OCR-TRACE 6.0 has added three new tracing methods (Sketch, Mosaic, 3D Mosaic) to create special effects in your traced drawings. The Sketch method uses layers of parallel lines, with each layer set to a designated angle, to produce a mesh-like effect. Mosaic and 3D Mosaic create an array of symmetrical objects to produce a mosaic-like and a three-dimensional effect, respectively.

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

OCR - Automatic page orientation detection

Corel OCR-TRACE 6.0 automatically detects the page orientation of a document to be recognized. This feature is particularly useful when you are recognizing multiple pages that have been scanned in with different orientations.

OCR - Automatic page deskewing

Corel OCR-TRACE 6.0 can deskew a page that has been scanned in at an angle. To save time, you can also limit the angle range the program will search (if you know the approximate skew angle of the page).

OCR - Line recognition

When the lines in a table or a form touch the characters inside a cell, those characters are often treated as a graphic element when the page is being recognized. With Corel OCR-TRACE 6.0, when you choose the Table option, the program recognizes and removes the lines to improve the accuracy of the text recognition.

OCR - Basic editing

You can now perform standard editing functions on the recognized text within the Corel OCR-TRACE 6.0 interface. Text can be inserted, deleted, moved, cut, copied and pasted. You can also use Find and Replace functions within the recognized text window.

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

OCR - Font recognition

Corel OCR-TRACE 6.0 can recognize the size of the font in the original image, as well as whether it is serif or sans serif and variable or monospaced pitch.

Document Info dialog box

The Document Properties dialog box, accessed through the View menu, provides information about the source image, vector objects and layers, and the OCR process.

Interruptable display

With Corel OCR-TRACE 6.0, you no longer have to wait for the traced vector drawing to be completely displayed before performing other actions in the program.

Dragging and dropping to other applications

Corel OCR-TRACE 6.0 allows you to drag and drop your traced/recognized results to other applications such as illustration and word processing programs.

Outline tracing method

The Outline tracing method in Corel OCR-TRACE 6.0 is fundamentally different from the one in version 5. Now, the program traces each color into a layer, up to 256 layers in total.

The Trace, Settings, Outline page provides you with several options to improve the accuracy of the trace. If you choose the tightest settings, the final result will be almost identical to the source image.

_____

{button ,AL(`choose_method_overiew;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Centerline tracing method

The Centerline tracing method has a new algorithm to improve the final traced result.

{button ,AL(`choose_method_overview;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

Woodcut tracing method

The Woodcut tracing method has added new features since version 5. The new options are Color Woodcut, Inverted and Symmetric. You can also assign a threshold value to control how much of the image is traced.

{button ,AL(`choose_method_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Opening and saving files

Corel OCR-TRACE can now open and save in many more file formats than in version 5.

{button ,AL(`files_overview;files_proc;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

OCR options

Several new options have been added to the OCR function to provide you with greater flexibility. These options include: retaining all, part, or none of the original document's column and paragraph formatting; setting a confidence level that determines how many characters need to be verified; specifying which character should be used to represent rejected characters; and assigning colors to (or removing colors from) questionable characters/words in the recognized text.

{button ,AL(`ocr_overview;ocr_proc;;;;',0,"Defaultoverview",)} **Related Topics**

OCR verification

Corel OCR-TRACE 6.0 provides a convenient dialog box for easier verification of the recognized text. You can choose which items to verify (reject characters, suspect characters, and/or misspelled words) and a list of suggestions for replacing the questionable word is provided.

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

WYSIWYG Printing

Corel OCR-TRACE 6.0 has WYSIWYG printing for the recognized text. There are also enhancements for printing the vector drawing.

Indicates the full path and filename of the bitmap image.

Indicates the width of the bitmap image.

Indicates the height of the bitmap image.

Indicates the horizontal resolution of the bitmap image.

Indicates the vertical resolution of the bitmap image.

Indicates the size of the bitmap file.

Indicates the color depth of the bitmap image.

Indicates the percentage of the actual size of the file image as it is displayed on screen.

Indicates the unit of measurement for the width of the bitmap image. The unit can be changed in the Tools, Options dialog box.

Indicates the number of objects in the vector drawing.

Indicates the number of objects selected in the vector drawing.

Indicates the number of nodes on the selected object(s).

Indicates the color used to fill the selected object.

Indicates the page number of the current page.

Indicates number of text characters recognized.

Indicates number of words recognized.

Indicates number of rejected characters identified.

Indicates number of suspected characters identified.

Indicates number of misspelled words identified.

Indicates the time it took to perform the OCR process.

Indicates the number of characters that were recognized per second.

Relates the number of rejected characters to the total number of characters. The higher the accuracy percentage, the lower the percentage of characters that were unrecognizable to the program.

Indicates total number of objects in the active layer (the one with the pencil icon beside it).

Displays a list of the layers in the vector drawing. You can show or hide the layer by clicking the eye icon beside it. Click the wireframe/fill icon to toggle between wireframe and filled mode.   Double-click the name to display only that layer.

Allows you to add a new layer to the vector drawing. You can choose a color for the layer and add new objects to it.

Allows you to delete a layer from the vector drawing. All objects in the layer are deleted.

■

Outline page (Trace Settings dialog box)

This dialog box allows you to choose preferences for tracing a bitmap using the Outline method.

This tracing method produces a vector graphic that closely resembles the original bitmap image.

After a bitmap has been traced, there are often small holes left in the resulting graphic. Corel OCR-TRACE allows you to choose a Hole Filling option, which creates a background layer of small rectangles of each area's average color. By increasing the number of rectangles, you increase the accuracy of the color choices.

_____

{button ,AL(`trace_methods_over;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Allows you to adjust the accuracy of the hole filling option.

Sets a value for node reduction. The higher the value, the fewer nodes on each object, which in turn results in smoother curves.

Determines how accurate the color representation of the vector graphic will be. Color tolerance refers to how far apart the source colors can be to be converted to the same color in the vector graphic. Therefore, the lower the color tolerance, the more unique will appear in the resulting graphic, and the more closely it will resemble the original image. The more colors you have, the more layers you will have as well.

Eliminates any area of color that is smaller than this value.

If you have some fine details in your original image, they may be lost if your value is too high. If you don't want to lose any details, you can also eliminate noise in the original image by using the Eraser tool.

The minimum value you can set is 1 pixel.

Returns the Outline page settings to their default values.

■

Sketch page (Trace Settings dialog box)

This dialog box allows you to choose preferences for tracing a bitmap using the Sketch method.

This method produces a vector graphic that is made up of layers of thin lines crossing at different angles. The original image can be color, but the resulting graphic will be black and white only.
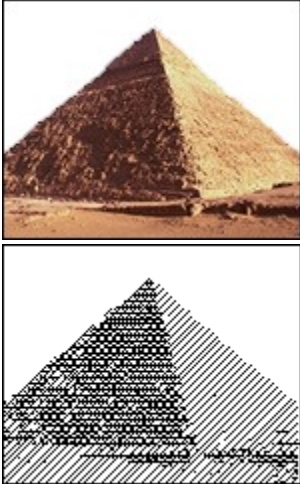
You can choose how many layers to draw and the angle of the lines for each layer.
You can also control how much of the image is traced by adjusting the Threshold setting. For example, if you set a low threshold value, then most of the image will be above that value and lines will cover   more of the image. You can set each layer's threshold value independently.

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

Lists how many layers of lines will be drawn, and at what angles.

Creates a new layer. Double-click the layer name to change the assigned angle.

Deletes the selected layer.

Allows you to choose an intensity value cutoff point to determine which parts of the image are converted. You can choose a different threshold value for each layer.

Sets the spacing in pixels between each line. Applies to all layers.

Returns the Sketch page settings to their default values.

.

Woodcut page (Trace Settings dialog box)

This dialog box allows you to choose preferences for tracing a bitmap using the Woodcut method.

This method traces the image with a series of parallel objects that have a fill but no outline. The basic shape of each object is similar to a line, but the width at each point along the line changes, depending on how light or dark the original image is at that point. The darker the image, the thicker the object at that point.

You can set a threshold value which determines at what intensity level an object starts and ends. For example, if you choose a low threshold value, then most of the image will be above that value and the final result will have longer ,thicker objects and large areas of black. If you choose a high threshold value, most of the image will be below that value, and the final image will have shorter, thinner objects and more white space.

There are several options for performing a Woodcut trace. Color Woodcut uses an average of the colors in each object. A continuous cut joins objects along the same axis with areas falling below the threshold being drawn as thin lines. You can create objects with tapered ends or which are symmetric above and below the Centerline of the object. You can also invert the threshold value.

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

Fills the vector objects with the average color from the original image's corresponding area.

Inverts which areas are traced. Areas that would have been thicker become thinner, and vice-versa.

Produces objects that are symmetric above and below the center line of the object.

Joins objects along the same center line, drawing a thin line for the areas where the image intensity falls below the threshold value.

Creates tapered ends at each end of the objects.

Selects the angle of the center line of the objects.

Selects the distance, in pixels, between the center line of each object. Sample width is the maximum width possible at any point in the object.

Sets a value which determines which parts of the image are traced. The lower the threshold, the less area that is traced.

Sets a value for node reduction. The higher the value, the fewer nodes on each object, which in turn results in smoother curves.

Returns the Woodcut page settings to their default values.

■

Centerline page (Trace Settings dialog box)

This dialog box allows you to choose preferences for tracing a bitmap using the Centerline method.

This tracing method reduces all lines of the original bitmap to a 1-pixel thickness. It is a good method to use with scanned engineering drawings. The source image must be black and white; if it is not, you can convert it with the Convert to BW command in the Image menu.

■

The number of iterations, or repetitions, determines the maximum number of   times the program will thin the lines in the original image to try to find the center of the line.

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

Sets the number of times the program will reduce the lines in the image to try to find the center of the line.

Sets a value for node reduction. The higher the value, the fewer nodes on each object, which in turn results in smoother curves.

Eliminates any area of color that is smaller than this value.

If you have some fine details in your original image, they may be lost if your value is too high. If you don't want to lose any details, you can also eliminate noise in the original image by using the Eraser tool.

The minimum value you can set is 1 pixel.

Returns the Centerline page settings to their default values.

■

Mosaic page (Trace Settings dialog box)

This dialog box allows you to choose preferences for tracing a bitmap using the Mosaic method.

This tracing method uses a pattern of symmetrical objects to add a special effect to the vector graphic.

You can choose how many tiles to use horizontally and vertically. As the number of tiles increases, the final result more closely resembles the original image.

{button ,AL(`trace_methods_over;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

Sets rectangular objects as the basis for the tracing pattern.

Sets circular objects as the basis for the tracing pattern.

Sets diamond-shaped objects as the basis for the tracing pattern.

Sets the number of tiles drawn horizontally.

Sets the number of tiles drawn vertically.

Returns the Mosaic page settings to their default values.

■

3D Mosaic page (Trace Settings dialog box)

This dialog box allows you to choose preferences for tracing a bitmap using the 3D Mosaic method.

This tracing method uses a pattern of symmetrical objects to add a three-dimensional special effect to the vector graphic.

You can choose how many tiles to use horizontally and vertically. As the number of tiles increases, the final result more closely resembles the original image.

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

Uses pyramid-shaped objects as the basis for the tracing pattern.

Uses brick-shaped objects as the basis for the tracing pattern.

Creates a fanfold effect on the traced image.

Sets the number of tiles drawn horizontally.

Sets the number of tiles drawn vertically.

Returns the 3D Mosaic page settings to their default values.

-

Verification dialog box

This dialog box allows you to choose which type of characters you wish to verify and to search for them. You can then correct any errors in the recognized text.

Rejected characters are characters that the program does not recognize at all. Suspected characters are ones that do not meet the confidence level that you have specified in the Language dialog box.

To verify misspelled words, you enable the Check Spelling option in the Language dialog box.

{button ,AL(`recognized_text_overview;ocr_overview;overview;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Instructs the program to verify rejected characters.

Click this to display an overview of this dialog box.

For Help on an item, click **?** at the top of the dialog box, and then click the item.

Closes this dialog box without saving any changes you have made.

Click this to display an overview of this dialog box. For Help on an item, click **?** at the top of the dialog box, and then click the item.

Instructs the program to verify suspected characters.

Instructs the program to verify misspelled words.

Displays the next word which either contains a reject or suspect character or does not match a word in the spell checker's dictionary.

Provides the first of a list of suggestions to replace the questionable word. To change the word, click a suggestion in the list or type an alternative word in the box.

Provides a list of possible replacements for the questionable word. To choose one of the suggestions, click it.

Does not change the questionable word and moves to the next questionable word.

Skips any subsequent occurrences of a word that exactly matches the current word without making any changes to them.

Replaces the questionable word with whatever is entered in the Change To box.

Replaces all subsequent occurrences of a word that exactly matches the current word with whatever is entered in the Change To box. You are prompted to confirm the replacements.

Identifies the typeface of the selected text. To change to another typeface, click the typeface in the list box or type the name in the box.

Identifies the type style of the selected text. To change to another type style, click the style in the drop-down list box or type the name in the box.

Identifies the font size of the selected text. To change to another size, click the size in the drop-down list box or type the number in the box.

Allows you to put a line through the center of all the letters in the selected text.

Allows you to underline the selected text.

Displays the current color of the selected text. To change to another color, click the color in the list.

Displays a sample of characters with the currently selected text characteristics.

Provides an area for you to type in the string of characters   for the program to locate in the recognized text.

When enabled, finds only those character strings where each character in the found string is the same case (upper or lower) as the string in the Find What box. For example, if "DOG" is typed in the Find What box and the Match Case box is checked, "Dog" and "dog" would not be located.

Searches for the desired character string from the cursor insertion point toward the beginning of the text. Does not continue searching from the end of the text.

Searches for the desired character string from the cursor insertion point toward the end of the text. Does not continue searching from the beginning of the text.

Locates the next occurrence of and highlights the desired character string. If there are no matches, a beep will sound.

Provides an area for you to type in the string of characters   for the program to locate in the recognized text.

Provides an area for you to type in the string of characters for the program to replace the found string. If nothing is entered, the found string will be deleted when the Replace button is clicked.

When enabled, finds only those character strings where each character in the found string is the same case (upper or lower) as the string in the Find What box. For example, if "DOG" is typed in the Find What box and the Match Case box is checked, "Dog" and "dog" would not be located.

Locates the next occurrence of and highlights the desired character string. If there are no matches, a beep will sound.

Replaces the found character string with the character string in the Replace With box.

Replaces all occurrences of the found character string within the text with the character string in the Replace With box. You are not prompted to confirm additional replacements.

Indents each line in the paragraph the specified distance from the current left margin.

Note

▪ If your text is multi-column, and you have chosen the Retain All Formatting option, you may be limited as to how much you can change the paragraph indentation because columns are created with tabs in the recognized text.

Indents each line in the paragraph the specified distance from the current right margin.

Note

▪ If your text is multi-column, and you have chosen the Retain All Formatting option, you may be limited as to how much you can change the paragraph indentation because columns are created with tabs in the recognized text.

Indents the first line of the paragraph the specified distance from the current left margin.

Note

- If your text is multi-column, and you have chosen the Retain All Formatting option, you may be limited as to how much you can change the paragraph indentation because columns are created with tabs in the recognized text.

Aligns each line of the recognized text with the left or right margin, or along the center axis.

Note

- If your text is multi-column, and you have chosen the Retain All Formatting option, you may be limited as to how much you can change the paragraph indentation because columns are created with tabs in the recognized text.

Language page (OCR Settings dialog box)

This dialog box allows you to choose options for performing an OCR.

The Reject Character appears in the recognized text in place of any characters the program does not recognize at all.

As the confidence percentage increases, more words are identified as suspects.

{button ,AL(`ocr_over;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Selects the language the program uses to recognize characters and for the spell checker.

Checks the spelling of all words in the converted text.

Sets the level at which the program decides if a character is suspect or certain.

Selects a character to replace all unrecognized characters in the converted text.

Returns all settings on the Language page to the default settings.

Content page (OCR Settings dialog box)

This dialog box allows you to identify what type of image will be converted. This information prevents the program from interpreting text as graphics and vice-versa.

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

Informs the program that the area to convert contains multiple columns and/or graphic elements.

Informs the program that the area to convert is single-column text only.

Informs the program that the area to convert is a table. The program then removes the lines from the image before recognizing the text. If this option is not selected and the lines of the table are touching any of the text characters, some of those characters may be considered graphics and may be missing from the recognized text.

Returns all settings on the Content page to the default settings.

Source page (OCR Settings dialog box)

This dialog box allows you to compensate for images that have been scanned in at an angle. You can also tell the program if the characters in the image are from a fax or dot matrix printer. The program can then make the necessary adjustments to achieve a higher level of recognition accuracy.

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

Informs the program that the original image is from normal, fax or dot-matrix quality text. To ensure a good result, you must choose the appropriate setting.

Instructs the program to adjust a document that has been scanned in at an angle. The program cannot recognize characters if the document is not straightened prior to the OCR process.

Sets the angle the program will search to try to straighten the document image. If you have an idea of the document's skew angle, you can set the angle to that value and the program will work faster. If the document is skewed to a greater angle than this setting, the program will not be able to recognize the text.

Rotates the source image to portrait, right-side-up orientation to make verification easier. If you are doing batch processing, you may not want to choose this option as it will slow down the process.

Informs the program that the original document was scanned in portrait orientation, right side up.

Informs the program that the original document was scanned in portrait orientation, upside down.

Informs the program that the original document was scanned in landscape orientation, from left to right.

Informs the program that the original document was scanned in landscape orientation, from right to left.

Automatically detects the orientation of the scanned page. If all the pages of the document have the same orientation, it is faster to choose that specific orientation. However, if you are doing batch processing and you're not sure of the orientation of all the pages, you should choose Automatic.

Returns all the settings on the Source page to the default settings.

Formatting page

This dialog box allows you to choose which aspects of the original image's text formatting should be used in the converted result.

Retain All Page Formatting converts columns into pages, so the recognized text will ressemble the original image.

Retain Font and Paragraph Formatting Only ignores multi-columns, but recognizes the font family and size, and the indentation and alignment of each paragraph.

Ignore Formatting gives the recognized text a default width and first-line indentation, and substitutes the chosen font and size for the entire document.

{button ,AL(`ocr_over;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Recognizes the column, paragraph and font formatting from the original image.

Recognizes the paragraph and font formatting from the original image.

Ignores all formatting information from the original document and converts the text into a single column with default indentation and alignment settings.

Chooses a font to use in the converted text for areas of the image that were recognized as serif characters with variable pitch.

Chooses a font to use in the converted text for areas of the image that were recognized as sans serif characters with variable pitch.

Chooses a font to use in the converted text for areas of the image that were recognized as serif characters with fixed pitch.

Chooses a font to use in the converted text for areas of the image that were recognized as sans serif characters with fixed pitch.

Chooses a typeface for the entire converted text when the Ignore Formatting option is chosen.

Chooses a font size for the entire converted text when the Ignore Formatting option is chosen.

Returns all the settings on the Formatting page to the default settings.

Displays the list of pages in the current document.

When enabled, includes the full path with the filename.

Opens the Import dialog box to add pages to the current document. Pages are added to the end of the list.

Removes the highlighted page(s) from the current document.

General page (Options dialog box)

This page contains general options, as well as options for templates and scanning.

Uses the same template for all pages of a multi-page document. You can create, load, or edit a template on any page. The same template will appear on all the pages.

Uses a different template for the first page of a multi-page document. All other pages use the same template.

Uses a different template for all pages of a multi-page document.

Allows you to choose options for using templates with multi-page documents.

Sets the default units of measurement for the program.

When enabled, automatically removes any existing vector graphics from the vector window when you Perform Trace or Perform OCR-Trace on an image.   When disabled, new vector drawings will be drawn on top of existing vector graphics unless you clear the window from the Edit menu.

When enabled, asks you if you want to save the vector graphic before clearing it from the vector window.

When enabled, asks you if you want to save the text before clearing it from the text window.

When enabled, keeps colored text for rejected and suspected characters and misspelled words when you export the file. If disabled, text will be converted to black and white before exporting. The black and white conversion uses the threshold value specified in the Image, Convert to BW dialog box.

Defines how the scanner engine accesses data from the scanner. It is recommended that you choose Memory mode for most jobs. If there are problems accessing the scan information, you can try File or Buffered mode to see if it will correct the problem.

Defines how the scanner engine accesses data from the scanner. It is recommended that you choose Memory mode for most jobs. If there are problems accessing the scan information, you can try File or Buffered mode to see if it will correct the problem.

Resets all settings to program's default values.

Display page (Options dialog box)

This page allows you to choose options for how the vector graphic and recognized text will be displayed.

Sets a user-designated default threshold value for converting color images to black and white. Colors with a brightness value higher than the threshold value will be converted to white; colors with a lower brightness value will be converted to black.

Allows you to choose options for displaying the OCR results.

When enabled, the Verification dialog box automatically opens as soon as the text is recognized.

When enabled, displays the text block numbers above the text in the text window.

When enabled, separates blocks of recognized text with specified number of blank lines.

Sets the number of lines to separate blocks of recognized text when option is enabled.

When enabled, the image and text windows are linked with regards to their zoom state. If you zoom into the image window, the text window automatically zooms to the same level and vice-versa.

Resets all settings to program's default values.

Allows you to choose whether to represent layers by color or by thumbnail.

Displays color associated with each layer.

Displays small thumbnail of each layer.

Displays medium-sized thumbnail of each layer .

Displays large thumbnail of each layer.

When enabled, the vector window continually refreshes while the cursor is moving over it. When disabled, the program waits for the cursor to pause before refreshing the window.

Links the image window and text window with regards to selected text. If you select text in the image window, the text window scrolls to show the same highlighted text, and vice-versa.

Color page (Options dialog box)

This page allows you to choose colors for representing different types of recognized characters, block marquees and handles and wireframe outlines.

Sets the color for the OCR block marquee.

Sets the color for the Trace block marquee.

Sets the color for the selection handles when one or more selection blocks are selected.

Sets the color for the outline of the vector objects when displayed in wireframe mode.

Resets all settings to program's default values.

Allows you to choose colors for the different types of recognized text characters and the OCR Block marquee.

Sets the color for reject characters in the recognized text.

Sets the color for misspelled words in the recognized text.

Sets the color for suspected characters in the recognized text.

Sets the color for highlighting selected text.

Allows you to choose colors for the Trace block marquee, selected object handles and wireframe objects.

Custom Rotate dialog box (Image menu)

This dialog box allows you choose any degree of rotation for the bitmap image.

You can preview the rotation;however, if you have a large image, it may take a long time to display the result because the program attempts to show the result after each change to the setting.

Sets the number of degrees the image will be rotated.

Click this to display an overview of this dialog box. For Help on an item, click **?** at the top of the dialog box, and then click the item.

Rotates the image clockwise the specified number of degrees.

Rotates the image counter-clockwise the specified number of degrees.

When enabled, the image remains the same size when rotated. Parts of the image may be cut off by the page borders. If disabled, the image is reduced to fit entirely within the page.

Allows you to view the result of rotating the image before invoking the command. If you have a large image, it may take a long time to display the result because the program attempts to show the result after each change to the setting.

Sets a threshold value for converting color images to black and white. Any color whose brightness level is higher than this value is converted to white; any color with a lower brightness value is converted to black. Therefore, the higher the value, the more black areas there will be in the converted image. You can change the default threshold setting in the Tools, Options dialog box.

Allows you to view the result of converting the image to black and white before invoking the command.

Displays the color palette selected in the View, Color Palette flyout menu.

Open command (File menu)

Loads an image into the program for tracing and text recognition.

{button ,AL(`load_image_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Save vector command (File menu)

Saves the vector graphic to a file in a specified file format.

Save text command (File menu)

Saves the recognized text to a file in a specified file format.

Save bitmap command (File menu)

Saves the bitmap image to a file in a specified file format.

Close command (File menu)

Closes the active document. Prompts you to save any unsaved changes.

Save Template command (File menu)

Saves the template from the active page to a file.

Load Template command (File menu)

Loads a template from a file onto the currently active image.

Select Source command (File menu)

Opens the Select Source dialog box, which lets you choose a TWAIN image input source such as Corel Image Source or HP's Deskscan II. The sources that appear in the selection box depend on the scanner driver(s) installed on your system. If the scanner you want does not appear in the Select Source dialog box, then the TWAIN driver has not been installed, or the computer does not recognize it due to possible system hardware conflicts. Refer to your scanner's documentation to verify proper installation and operation.

Acquire Image command (File menu)

Allows you to access external devices and control input devices, such as scanners or video capture boards, without exiting Corel OCR-TRACE.

Print command (File menu)

Opens the Print dialog box, which lets you choose printers and printing options.

Recent Trace File (File menu)

Lists the most-recently opened files. You can quickly open these files by clicking on the name, instead of using the Open command.

Exit command (File menu)

Closes Corel OCR-Trace. The program prompts you to save any changes to the bitmap image, vector graphic or recognized text.

Undo command (Edit menu)

Undoes the most recent command.

Redo command (Edit menu)

Redoes a command after it has been undone.

Cut command (Edit menu)

Sends the selected text to the Windows Clipboard and removes it from the recognized text document.

{button ,AL(`recognized_text_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Copy command (Edit menu)

Sends the selected text to the Windows Clipboard and retains the text in the recognized text document.

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

Paste command (Edit menu)

Inserts text from the Windows Clipboard into the recognized text document at the cursor insertion point.

{button ,AL(`recognized_text_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Delete command (Edit menu)

Deletes the selected object/text in the active vector/recognized text document.

Select All command (Edit menu)

Selects all the objects/text in the active vector/recognized text document.

Clear All command (Edit menu)

Removes all the objects/text from the active vector/recognized text document.

View Actual Size command (View menu)

Displays the bitmap image at its actual size.

All Pages command (View menu)

Displays thumbnails of all the pages of the document in the image window.

Next Page command (View menu)

Causes next page to become active in a multi-page document.

Previous Page command (View menu)

Causes previous page to become active in a multi-page document.

Horizontal command (View menu)

Places the image window at the left, the vector window at the top right, and the text window at the bottom right of the workspace.

Vertical command (View menu)

Places the image window across the top, the vector window at the bottom left, and the text window at the bottom right of the workspace.

Toolbars command (View menu)

Opens the Toolbars dialog box, which allows you to choose which toolbars to display.

Status Bar command (View menu)

Shows or hides the status bar.

None command (View menu)

When enabled, does not display an on-screen color palette.

Custom Colors command (View menu)

When enabled, displays custom on-screen color palette.

Uniform Colors command (View menu)

When enabled, displays uniform on-screen color palette. This palette breaks the color spectrum down into 256 equal steps.

FOCOLTONE Colors command (View menu)

When enabled, displays on-screen palette of FOCOLTONE colors.

PANTONE Spot Colors command (View menu)

When enabled, displays on-screen palette of PANTONE spot colors.

PANTONE Process Colors command (View menu)

When enabled, displays on-screen palette of PANTONE process colors.

TRUMATCH Colors command (View menu)

When enabled, displays on-screen palette of TRUMATCH colors.

SpectraMaster Colors command (View menu)

When enabled, displays on-screen palette of SpectraMaster colors.

TOYO Colors command (View menu)

When enabled, displays on-screen palette of TOYO colors.

DIC Colors command (View menu)

When enabled, displays on-screen palette of DIC colors.

Show Bitmap command (View menu)

Displays the bitmap image under the vector graphic. You can compare the two and edit the vector to match the bitmap more closely.

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

Wire Frame command (View menu)

Displays the vector graphic in wireframe mode, i.e., the objects have an outline but no fill. You can choose the color of the wireframe lines in the Tools, Options dialog box.

{button ,AL(`vector_graphic_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Show All Objects command (View menu)

When enabled, displays all the layers in the vector window.

Show OCR Colors (View menu)

When enabled, displays rejected characters, suspected characters and misspelled words with the colors designated in the Tools, Option dialog box. When disabled, all the text is black.

None command (View menu)

When enabled, provides no color correction to the colors displayed on your monitor. If you view the same files on another monitor, the colors may not appear the same.

Fast command (View menu)

When enabled, provides some color correction to the colors displayed on your monitor. If you view the same files on another monitor, the colors will be approximately the same.

Accurate command (View menu)

When enabled, provides accurate color correction to the colors displayed on your monitor. If you view the same files on another monitor (using Accurate color correction), the colors will appear the same.

Simulate Printer command (View menu)

When enabled, displays the colors on your monitor as they would appear if printed. If disabled, you may get unexpected results after printing your images.

Document Info command(View menu)

Opens a four-page dialog box which provides information about the source image, objects and layers in the vector graphic, and the recognized text.

Invert command (Image menu)

Inverts colors in the source image.

{button ,AL(`bitmap_image_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Convert to BW command (Image menu)

Opens a dialog box where you can sets a threshold for converting color images to black and white.

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

Flip Vertical command (Image menu)

Creates a avertically-mirrored image of the bitmap.

{button ,AL(`bitmap_image_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Flip Horizontal command (Image menu)

Creates a horizontally-mirrored image of the bitmap.

{button ,AL(`bitmap_image_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

180° command (Image menu)

Rotates the bitmap 180 degrees.

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

90° Clockwise command (Image menu)

Rotates the bitmap 90 degrees clockwise.

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

90° Counterclockwise command (Image menu)

Rotates the bitmap 90 degrees counter-clockwise.

{button ,AL(`bitmap_image_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Rotate Image Arbitrary command (Image menu)

Rotates the bitmap from 0 to 360 degrees.

{button ,AL(`bitmap_image_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Perform OCR command (OCR-Trace menu)

Begins the OCR process, using the settings chosen in the OCR Settings dialog box.

If there are selection blocks on the image, the program will convert the blocks created with the OCR Block tool. Otherwise, it will convert the entire page.

If there are multiple pages in the document, the Page Manager will appear. You can specify which pages to recognize.

{button ,AL(`ocr_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Perform OCR-Trace (OCR-Trace menu)

Begins the OCR-Trace process, using the settings chosen in the Trace and OCR Settings dialog boxes.

If there are selection blocks on the image, the program will convert the selected areas only. Otherwise, it will convert the entire page.

If there are multiple pages in the document, the Page Manager will appear. You can specify which pages to convert.

Stop OCR-Trace command (OCR-Trace menu)

Stops the tracing/recognizing process before it's completed.

{button ,AL(`auto_recognize_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Trace Settings command (OCR-Trace menu)

Opens a six-page dialog box that allows you to set preferences for the different tracing methods.

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

By Outline command (OCR-Trace menu)

Selects the Outline method as the current tracing method and traces the image.

{button ,AL(`choose_method_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

By Centerline command (OCR-Trace menu)

Selects the Centerline method as the current tracing method and traces the image.

{button ,AL(`choose_method_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

By Woodcut command (OCR-Trace menu)

Selects the Woodcut method as the current tracing method and traces the image.

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

By Sketch command (OCR-Trace menu)

Selects the Sketch method as the current tracing method and traces the image.

{button ,AL(`choose_method_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

By Mosaic command (OCR-Trace menu)

Selects the Mosaic method as the current tracing method and traces the image.

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

By 3D Mosaic command (OCR-Trace menu)

Selects the 3D Mosaic method as the current tracing method and traces the image.

{button ,AL(`choose_method_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

OCR Verification (OCR-Trace menu)

Highlights rejectcharacters, suspect characters, and misspelled words and allows you to correct them if necessary.

{button ,AL(`recognized_text_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

OCR Settings command (OCR-Trace menu)

Opens a four-page dialog box that allows you to set preferences for performing OCR.

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

Font command (Text menu)

Opens a dialog box which allows you to choose the font typeface, size and style for selected text.

{button ,AL(`recognized_text_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Paragraph command (Text menu)

Opens a dialog box which allows you to set options for paragraph indentation and alignment.

{button ,AL(`recognized_text_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Find command (Text menu)

Opens a dialog box which allows you to search for character strings within the text.

{button ,AL(`recognized_text_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Replace command (Text menu)

Opens a dialog box which allows you to search for character strings and replace them with new strings.

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

Options command (Tools menu)

Opens a three-page dialog box which allows you to choose options for tracing graphics and performing OCR.

Customize command (Tools menu)

Opens the Customize dialog box, which allows you to customize toolbars, menus, and keyboard shortcuts.

Page Manager command (Tools menu)

Opens the Page Manager dialog box which allows you to designate active pages within a multi-page document. You can also load new pages into the document and delete pages from it through this dialog box.

{button ,AL(`mult_pages_overview;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Layer Manager command (Tools menu)

Opens the Layer Manager dialog box which displays all the layers making up the vector graphic.

This dialog box also allows you to :
- show/hide individual layers
- toggle between wireframe/fill mode for individual layers
- add or delete layers
- change the color associated with layers
- designate a layer as the active one for adding new objects to

---

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

Run Color Wizard command (Tools menu)

Opens the Corel Color Manager Color Wizard dialog box, which allows you to create or edit system profiles.

For further information, click the Help button in the dialog box.

Select Color Profile command (Tools menu)

Opens the Corel Color Manager dialog box, which allows you to choose an existing system profile.

For further information, click the Help button in the dialog box.

Multimedia Manager command (Tools menu)

Launches Corel MULTIMEDIA MANAGER. MULTIMEDIA MANAGER is designed to help you organize, manage, and manipulate your multimedia files.

For further information, refer to the MULTIMEDIA MANAGER online Help.

Cascade command (Window menu)

Displays the open windows one on top of the other with a little bit of each window showing in the background.

Horizontal Tile command (Window menu)

Displays the open windows above and below each other so that you can view the contents of each window.

Vertical Tile command (Window menu)

Displays the open windows beside each other so that you can view the contents of each window.

Close All command (Window menu)

Closes all of the open windows.

Arrange Icons command (Window menu)

Arranges minimized document windows in a line along the bottom of the OCR-Trace workspace.

Refresh command (Window menu)

Refreshes the contents of the active image, vector or text window.

Help Topics command (Help window)

Opens the Corel OCR-TRACE 6.0 Help file.

This file contains procedures and overview topics related to the application. There is also an index to assist you in finding the topic you want Help for.

What's This? command (Help menu)

Displays pop-up help for items within the Corel OCR-Trace 6.0 application.

About command (Help menu)

Displays version, copyright, registration and memory information about Corel OCR-TRACE 6.0.

Create Bezier Tool command

Chooses the Create Bezier tool as the active tool.

Rubber Band Tool command

Chooses the Rubber Band tool as the active tool.

Node Reshape Tool command

Chooses the Node Reshape tool as the active tool.

Cusp command

Converts selected nodes to Cusp nodes.

Smooth command

Converts selected nodes to Smooth nodes.

Symmetric command

Converts selected nodes to Symmetric nodes.

Hide Other Objects command

Hides all objects except the selected ones.

Change Color command

Opens the Uniform Fill dialog box, which allows you to change the color of the selected objects.

Show command

Displays only the selected page of a multi-page document.

Remove Page command

Removes the selected page from a multi-page document.

New command

Creates a new, empty layer at the top of the layers list.

Remove command

Removes the selected layer from the layers list.

Color command

Displays a swatch beside each layer showing the layer's color.

Small Icon command

Displays a small thumbnail showing the objects in the layer.

Medium Icon command

Displays a medium-sized thumbnail showing the objects in the layer.

Large Icon command

Displays a large thumbnail showing the objects in each layer.

Change Layer Color command

Opens the Uniform Fill dialog box, which allows you to change the color of the objects in the layer.

Bold command

Makes the selected text bold.

Italic command

Makes the selected text italic.

Underline command

Underlines the selected text.

Left Alignment command

Aligns the selected paragraph(s) to along the left margin.

Center Alignment command

Aligns the selected paragraph(s) along a centerline axis.

Right Alignment command

Aligns the selected paragraph(s) along the right margin.

Text and Graphics command

Identifies an OCR selection block as containing text and graphics.

Text Only

Identifies an OCR selection block as containing text only.

Table command

Identifies an OCR selection block as containing a table.

File formats - Overview

Data in a computer file can be stored using several systems. The system that any one file uses is known as its file format. Different types of files, such as bitmap, vector, sound, text, etc., use different formats, but even within a type group, there can be dozens of different formats available. Formats are frequently referred to by the extension that gets added to the file when saving it in that format, e.g., .CMX, .BMP, .DOC, .AVI, .TIF, etc. In Windows 95-based applications, different formats use different icons when listed in file managers and dialog boxes, such as Corel PHOTO-PAINT's Open dialog box.

File formats are often created for use by a specific application. For example, images created in CorelDRAW are stored as .CDR files. Some formats are more generic, such as the .TXT format, which is an ASCII file and not associated with any specific application.

File compression

Computer files are often stored in a compressed format to save space on your hard disk. There are several compression techniques that can be used, depending on the original file format. Generally, the more compressed a file is, the slower it is to read from and/or write to.

Compression can be lossless or lossy. Lossless compression retains all the original data through the compression and decompression processes. Lossless compression is recommended for storing text or numerical data, such as spreadsheets. Lossy compression loses some of the original data, but depending on your requirements, this loss may not make a difference in the final result of your work. Lossy compression can compress your original files to a much greater extent than lossless compression, and so it may be desired when disk space is at a premium.

RLE, LZW, and CCITT are lossless compression techniques. JPEG is a lossy technique and is used mainly to compress color and grayscale continuous-tone images. The information that is discarded during compression does not seriously affect the image quality.

Color depth

Color depth refers to the number of colors that can be supported in a file. A 1-bit file supports two colors (usually black and white), a 2-bit file supports four colors, a 4-bit file supports 16 colors, an 8-bit file supports 256 colors and a 24-bit file supports 16 million colors. A grayscale image is an 8-bit file, with 256 increments between black and white. The higher the color depth supported by a file, the more space the file takes up on disk.

When you save or export a file, you can often specify what color depth you want to save the image to. If you have few colors in your original image, saving to a higher color depth (e.g., 16 color to 256 color) should produce an image whose colors are very similar to the original. However, if your original image has many colors, and you convert it to a lower color depth (e.g., 24 bit color to 256 color), the file will create a palette of colors and use combinations of these colors to attempt to simulate the original color of the pixel. The colors in the palette will depend on the colors in the original image.

Different applications support different color depths. As well, some file formats support only certain numbers of colors. When deciding what file format to use when saving a file, you should consider any color limitations of the file format and the application you'll be using with the file.

Note

- A file format that supports a large number of colors may not necessarily support all color depths less than its maximum. For example, a format may support 24-bit color, but not black and white.

Corel Filter Manager - overview

For an application to read a file that has been saved in a specific file format, it requires a translator to decode the format information and open the file. This translator can be embedded into the application, but with the dozens of file formats available, it would require an enormous amount of memory.

The Corel Filter Manager contains translators for all the file formats supported by all the Corel applications. For example, if you're working in CorelDRAW and you wish to open a file that has been saved in a format other than .CDR, the filter manager translates the file so that the program can open it. If you want to save an image in a format other than .CDR, the filter manager translates the file into the other format before saving it.

Corel applications that create documents, such as CorelDRAW and Corel PRESENTS, have their own native file formats that they use to store document information. The Open and Save/Save As commands are used to load and save this information. The Import command is used to load individual images that have been saved in non-native formats into an open document. The Export command is used to save images in non-native formats.

For applications that do not create documents, such as Corel PHOTO-PAINT and Corel OCR-TRACE, the Open and Save/Save As commands are used to load and save images.

Importing files

Corel applications support various file formats, but only some of them are native to the application. If you want to read a file that has a non-native format, you must import that file.

The Import command is located in the File menu. When you choose the command, a dialog box appears where you can choose the drive and folder where the file is saved. If you know the format of the file you want, you can choose it from the File As Type list to display only the files with that extension. To choose the file to import, double-click the filename in the display window.

Exporting files

Corel applications can save files in various file formats, but only some of them are native to the application. If you want to save a file in a non-native format, you must export that file.

The Export command is located in the File menu. When you choose the command, a dialog box appears where you can choose the drive and folder where the file is to be saved. You can choose a file type from the list box and the format's extension appears in the File Name box. You can give the file a name by double-clicking the filename in the display window.

Bitmap file formats

Bitmaps are images made up of an array of rectangular dots ("pixels"). They are created in imaging programs, such as Corel PHOTO-PAINT, or when a paper document is scanned.

For information about bitmap file formats supported by Corel applications, click the format name below.

Adobe Photoshop (.PSD)

CALS Raster (.CAL)

Cursors (.CUR, .DLL, .EXE))

GEM Raster (.IMG)

Graphics Interchange Format (.GIF)

Icons (.ICO, .DLL, .EXE))

Joint Photographic Experts Group, JPEG (.JPG)

Kodak Photo CD (.PCD)

Macintosh Paint (.MAC)

OS/2 Bitmap (.BMP)

Paintbrush (.PCX)

Picture Publisher 4.0 (.PP4)

Resource Bitmaps (.DLL, .EXE)

Scitex (.CT)

Tag Image File Format, TIFF (.TIF)

Targa (.TGA)

Windows Bitmap (.BMP)

Windows Bitmap (.BMP) Microsoft Windows Bitmap. Bitmap file format developed by Microsoft Corporation. Supported by Microsoft Windows and Windows NT platforms on Intel machines. Supported by many applications. Supports 1-, 4-, 8-, 16-, 24- and 32-bit color. Unlimited image size. Supports RLE compression. Used widely to exchange and store bitmap information.

OS/2 Bitmap (.BMP): Bitmap file format developed by Microsoft Corporation and IBM. Supported by Intel machines running OS/2, MS-DOS, Windows and Windows NT. Supported by numerous applications, including non-OS/2 and non-PC applications. Supports 1-bit, 4-bit, 8-bit and 24-bit color. Supports RLE compression. Maximum image size 64,000 pixels by 64,000 pixels. Used to store bitmap information.

CALS Raster (.CAL):   Bitmap file format developed by the United States Department of Defense. Supported by all platforms. Supports monochromatic images only. Unlimited image size. Supports CCITT Group 4 compression. Used in most U.S. government document-handling applications. Also used as a data exchange format for technical graphics, Computer Aided Design and Computer Aided Manufacturing, and image processing applications.

Scitex (.CT): Bitmap file format. Supported by PC platform. Supported by most applications. Supports grayscale and CMYK (32-bit) color. Does not support compression. Used primarily for color separations.

Cursors (.CUR, .DLL, .EXE): Resource file formats used to create cursors for Windows 3.1, Windows NT and Windows 95 interfaces. Supports 1-bit and 4-bit color. Corel applications can only import these formats.

Resource Bitmaps (.DLL, .EXE): Resource file formats used to create bitmaps (e.g., dialog boxes) for Windows 3.1, Windows NT, and Windows 95 interfaces. Supports 1-bit and 4-bit color. Corel applications can only import these formats.

Graphics Interchange Format (.GIF):   Graphics Interchange Format. Bitmap file format created by CompuServe Inc. Supported by MS-DOS, Macintosh, UNIX, Amiga, and other platforms. Supports 256 colors. Maximum image size is 64,000 pixels by 64,000 pixels. Supports LZW compression. Mainly used as an exchange format, but is supported by many applications. Can store multiple bitmap images in a single file.

Icons (.ICO, .DLL, .EXE): Resource file formats used to create icons for Windows 3.1, Windows NT and Windows 95 interfaces. Supports 1-bit and 4-bit color. Corel applications can only import these formats.

GEM Raster (.IMG):   GEM Raster. Bitmap file format native to the Graphical Environment Manager developed by Digital Research. Support by GEM, MS-DOS and Atari ST platforms. Supports 16,384 colors. Maximum image size is 64,000 pixels by 64,000 pixels. Supports RLE compression. Used mainly on the Atari ST platform, but is also frequently found in the PC desktop publishing environment.

Joint Photographic Experts Group, JPEG (.JPG):   Also known as JFIF (for JPEG File Interchange Format). Bitmap file format developed by C-Cube Microsystems. Supported by all platforms. Supports 24-bit color. Maximum image size is 64,000 pixels by 64,000 pixels. Supports JPEG compression. Used as a storage and exchange format for files containing data that has been compressed with JPEG.

Kodak Photo CD (.PCD):   Kodak Photo CD. Bitmap file format developed by Eastman Kodak. Supported by all platforms. and supports 24-bit color. Maximum image size is 2,048 pixels by 3,072 pixels. Used to store photographic images on CD-ROMs.

Paintbrush (.PCX):   Bitmap file format native to PC Paintbrush and Microsoft Paintbrush for Windows. Supported by MS-DOS, Windows, UNIX and other platforms, and numerous applications. Supports 24-bit color. Maximum image size is 64,000 by 64,000 pixels. Supports RLE compression. Widely used as a storage and exchange format for Windows-based applications.

Macintosh Paint (.MAC): Macintosh Paint, MacPaint. Bitmap file format developed by Apple Computer Inc. Supported by Macintosh platform. Supports monochrome artwork only. Maximum image size is 576 pixels by 720 pixels. Supports RLE compression. Used mainly by Macintosh graphics applications to store black and white graphics and clipart.

Picture Publisher 4.0 (.PP4): Bitmap file format developed by MicroGrafx. Supported by PC platforms. Supported by Picture Publisher. Supports 1-, 4-, 8-, 24-, and 32-bit color. Supports LZW compression. No maximum image size. Used for storage of bitmap information. Corel applications can only import this format.

Adobe Photoshop (.PSD): Bitmap file format native to Adobe Photoshop 2.5. Supported by Macintosh and MS Windows platforms. Maximum image size is 30,000 pixels by 30,000 pixels. Supports RLE compression. Widely used in commercial art sector.

Targa (.TGA):   Targa Image File. Bitmap file format developed by Truevision Inc. Supported by MS-DOS, Windows, UNIX, Atari, Amiga and other platorms. Supported by numerous applications. Supports 32-bit color. No maximum image size. Supports RLE compression. Used widely in paint, graphics and imaging applications. Also widely used for still video editing.

Tag Image File Format (.TIF): Tagged Image File Format (TIFF). Bitmap file format developed by Aldus. Supported by MS-DOS, Macintosh, UNIX and other platforms and most paint, imaging, and desktop publishing applications. Supports 24-bit color. Supports RLE, LZW, CCITT Group 3 and Group 4, and JPEG compression. Very widely used format for storing and exchanging graphics information among platforms and applications.

Vector file formats

Vector images are stored as algebraic equations defining the various lines and curves of the drawing. They can also include bitmap information. They are created in illustration programs, such as CorelDRAW or bitmap tracing applications, such as Corel OCR-TRACE. Vector formats are not restricted to certain color depths.

For information about vector file formats supported by Corel applications, click the format name below.

Adobe Illustrator (.AI)

AutoCAD (.DXF)

Encapsulated PostScript (.EPS)

Hewlett Packard Graphics Language (.HGL)

IBM PIF (.PIF)

Interpreted PostScript (.PS)

MAC QuickDraw (.PCT)

MicroGrafix (.DRW)

Adobe Illustrator (.AI): Vector file format developed by Adobe Systems. Supported by Windows platform and numerous Windows-based illustration applications.

MicroGrafx Draw(.DRW): Vector file format developed by MicroGrafx. Supported by Windows platform and MicroGrafx Draw illustration application.

AutoCAD (.DXF):   Vector file format native to AutoCAD, a computer aided design application. Supported by MS-DOS platform Supports 256 colors. Can store three-dimensional objects. Cannot be compressed. Supported by many other CAD programs and some drawing programs, including CorelDRAW.

Encapsulated PostScript (.EPS): Vector file format developed by Adobe Systems. Supported by MS-DOS, Windows, Macintosh, UNIX, and other platforms. Supported by numerous applications. Used for illustration and desktop publishing applications and as a bitmap and vector data interchange.

Hewlett Packard Graphics Language (.HGL): Vector file format developed by Hewlett Packard. Supported by PC and Macintosh platforms. Supported by all illustration applications. Widely used as a page description language.

MAC QuickDraw (.PCT):   Macintosh Picture, QuickDraw Picture. Vector file format developed by Apple Computer Inc. and native to QuickDraw. Supported by Macintosh platform. Supports 24-bit color. Supports PackBits and JPEG compression. Widely used in Macintosh applications using graphics.

IBM PIF (.PIF): Vector file format developed by IBM. Supported by PC platform and IBM applications. Not widely used.

Interpreted PostScript (.PS): Vector file format developed by Adobe Systems. Supported by PC, Macintosh and UNIX platforms. Supported by all graphics applications. Used as a page description language. Very common in professional printing industry.

Metafile File Formats

Metafiles are a type of vector file format that are used to facilitate the exchange of information among applications. For example, .CMX is an exchange format used by all Corel graphics applications. For more information about metafile file formats supported by Corel applications, click the format name below.

Computer Graphics Metafile (.CGM)

NAPLAS Graphic Metafile (.NAP)

OS/2 PM Metafile (.MET)

Windows Metafile (.WMF)

WordPerfect Graphics (.WPG)

Computer Graphics Metafile (.CGM): Computer Graphics Metafile. Metafile format developed by the International Standards Organization and the American Standards National Institute. Supported by all platforms. Supports an unlimited number of colors and unlimited image size. Supports RLE and CCITT Group 3 and Group 4 compression. Used to exchange vector and bitmap information between platforms. Supports the exchange of very sophisticated images.

OS/2 PM Metafile (.MET): Presentation Manager Metafile. Vector file format developed by Microsoft Corporation and IBM. Supported by OS/2 platform. Supports unlimited colors. Supports RLE compression. Used to store and exchange graphics information among OS/2-based applications.

NAPLAS Graphic Metafile (.NAP): Vector file format. Supported by PC and UNIX platforms and communications applications. Mainly used to communicate graphic images between computers.

Windows Metafile (.WMF):   Microsoft Windows Metafile. Vector file format developed by Microsoft Corporation. Supported by Windows platform and several Windows-based graphics applications. Supports 24-bit color. Widely used to store and exchange vector and bitmap data between Windows-based applications.

WordPerfect Graphics (.WPG): Vector file format developed by WordPerfect Corporation. Supported by MS-DOS, Windows, Macintosh and UNIX platforms. Supported by WordPerfect and other word processing applications. Supports 256 colors. Supports RLE compression. Used to store document and image data.

Text file formats

For information about text file formats supported by Corel applications, click the format name below.

AmiPro for Windows

ASCII (.TXT)

MS Word for DOS, Windows (.DOC)

MS Word for MAC (.MCW)

MS Write (.WRI)

Rich Text Format (.RTF)

WordPerfect for DOS, Windows (.WP?)

WordStar for DOS, Windows (.WSD)

XYWrite for DOS III, III Plus, IV

MS Word for DOS, Windows (.DOC): Text file format developed by Microsoft Corporation. Supported by PC platform. Supported by MS Word and other word processing applications.

MS Word for MAC (.MCW): Text file format developed by Microsoft Corporation. Supported by PC platform. Supported by MS Word and other word processing applications.

Rich Text Format (.RTF):   Rich Text Format. Text file format created by Microsoft Corporation. Supported by MS-DOS platform and most word processing applications. Supports 256 colors. Does not support compression. Used mainly to exchange formatted text data among platforms and word processing applications.

ASCII (.TXT): Also known as ANSI. Text file format developed by the American National Standards Institute. Supported by all platforms and all applications. Standard text format. Widely used.

WordPerfect for DOS, Windows (.WP): Text file format developed by WordPerfect Corporation. Supported by PC platform. Supported by WordPerfect and other word processing applications.

MS Write (.WRI): Text file format developed by Microsoft Corporation. Supported by Windows platform. Supported by MS Write, a word processing application included with Windows 3.1 interface.

.WordStar for DOS, Windows (WSD): Text file format developed by WordStar. Supported by Windows platform. Supported by WordStar word processing application.

AmiPro for Windows: Text file format developed by Lotus Corporation. Supported by PC platform. Supported by AmiPro word processing application.

XYWrite for DOS III, III Plus, IV, Windows: Text file format. Supported by PC platform. Supported by XYWrite word processing application.

Presentation file formats

Presentation file formats are used to store information for business graphics applications. For information about presentation file formats supported by Corel applications, click the format name below.

Harvard Graphics 2.0 (.SHW)

Harvard Graphics 3.0 (.SH3)

Lotus Freelance (.FLW)

MS PowerPoint 2.0, 3.0 (.PPT)

Lotus Freelance (.FLW): Presentation file format developed by Lotus Corporation. Supported by PC platform. Supported by Lotus Freelance application. Used for storing business graphics information.

MS PowerPoint 2.0, 3.0 (.PPT): Presentation file format developed by Microsoft Corporation. Supported by PC platform. Supported by MS PowerPoint application. Used for storing business graphics information.

Harvard Graphics 3.0 (.SH3):. Presentation file format developed by Software Publishing. Supported by PC platform. Supported by Harvard Graphics and other applications. Used for storing business graphics information. Format is proprietary to Software Publishing.

Harvard Graphics 2.0 (.SHW): Presentation file format developed by Software Publishing. Supported by MS-DOS platform. Supported by Harvard Graphics and other applications. Used for storing business graphics information. Format is proprietary to Software Publishing.

Sound file formats

Sound file formats are used to store digital audio information. For information about sound file formats supported by Corel applications, click the format name below.

AIFF (.AIF)

Amiga Sound (.SVX)

MAC Sound (.SND)

MIDI (.MID)

Sound Blaster (.VOC)

Wave (.WAV)

AIFF (.AIF): Sound file format developed by Apple Computer Inc. Supported by Macintosh platform and applications. Supports ACE2, ACE8, MAC3 and MAC6 compression. Used for storing audio information.

MIDI (.MID): Sound file format developed by International MIDI Association. Supported by Windows platform and numerous applications. Used for creating digital sound for musical instruments.

MAC Sound (.SND): Sound file format developed by Apple Computer Inc. Supproted by Macintosh platform and various Macintosh applications. Supports some compression. Used as a system resource format for storing audio information.

Amiga Sound (.SVX): Sound file format developed by Commodore. Supported by Amiga platform and applications. Does not support compression. Used for storing audio information.

Sound Blaster (.VOC): Sound file format developed by Creative Labs Inc. Supported by Windows and DOS platforms. Supports (4/3/2, 16-4), CCITT a-Law, and CCITT u-Law compression. Used for storing audio information.

WAVE (.WAV): Sound file format developed by Microsoft Corporation. Supported by Windows platform and applications. Supports MSADPCM, CCITT a-Law, CCITT u-Law and other compression. Used as the resource format for storing audio information in Windows platform.

Animation file formats

Animation file formats are used to store graphics information contained within animation frames. For information about animation file formats supported by Corel applications, click the format name below.

Autodesk FLIC (.FLC)

MacPICTS (.PCS, .PIC)

Microsoft Resource Interchange File Format, RIFF (.AVI)

MPEG (.MPG)

Quick Time (.QTM)

Microsoft Resource Interchange File Format, RIFF (.AVI): Animation file format developed by Microsoft Corporation. Supported by Windows and Windows NT platforms. Supported by Windows and OS/2 multimedia applications. Supports 256 colors. Supports RLE compression. Used to store audio, video and graphics information used in multimedia applications.

Autodesk FLIC (.FLC): Also known as .FLI or Flic. Animation file format native to Autodesk Animator and Animator Pro. Supported by Intel platforms. Supports 256 colors. Maximum image size is 64,000 pixels by 64,000 pixels. Supports RLE and delta compression. Used widely for animation sequences in animation graphics, Computer Aided Design and computer games applications. Not well suited for animating real-world images.

MPEG (.MPG): Animation file format developed by Motion Picture Experts Group of the International Standards Organization. Supported by all platforms. Supported by Xing Technologies MPEG player and other applications. Supports DCT compression. Maximum image size 4095 pixels by 4095 pixels by 30 frames per second. Used to encode audio, video, text, and graphical data.

MacPICTS (.PCS, .PIC): Animation file format developed by Macromedia. Supported by Macintosh platforms. Supported by Macromedia Director and Macintosh applications. Supports 256 colors. Supports PackBits and JPEG compression. Used to store animation data. Predecessor of Quick Time.

Quick Time (QTM): Animation file format developed by Apple Computer Inc. Supported by Apple Macintosh and Microsoft Windows platforms. Supports 24-bit color. Maximum image size is 64,000 by 64,000 pixels. Supports RLE, JPEG and other compression techniques. Used to store audio and motion video information.

Corel native file formats

The following formats are native to Corel applications. For more information, click the format name.

CorelCHART (.CCH)

CorelDRAW (.CDR)

CorelFLOW (.CFL)

Corel Meta Exchange (.CMX)

Corel Metafile (.CMF)

Corel MOVE (.MOV)

Corel PHOTO-PAINT (.CPT)

Corel SHOW (.SHW)

Wavelet (.WVT)

CorelCHART (.CCH): Presentation file format.

CorelDRAW (.CDR): Vector file format. Used to save document information from all versions of CorelDRAW.

CorelFLOW (.CFL): Design file format. CorelFLOW creates flowcharts.

Corel Metafile (.CMF): Exchange format used in Corel Version 4 products.

Corel Meta Exchange (.CMX): Exchange format used in Corel products, Version 5 and higher.

CorelMOVE (.MOV): Animation file format.

Corel PHOTO-PAINT (.CPT): Bitmap file format. Supported by Windows platform and various image editing applications. Supports 1-, 2-, 4-, 8-, 16-, 24-, and 32-bit color, and 8-bit grayscale images. Can store masks and objects created in PHOTO-PAINT.

CorelSHOW (.SHW): Presentation file format.

Wavelet (.WVT): Bitmap file format. Supports 24-bit color. Supports Wavelet compression. Used to store bitmap information at high compression levels.

OPEN DIALOG

Lists the folders and files in the selected location. To see what's inside a folder, double-click it. You can also use the Look In box to see the hierarchy of folders.

Lists the available folders and files.   To see how the current folder fits in the hierarchy on your computer, click the down arrow. To see what's inside a folder, click it. The box below shows the folders and files in the selected location. You can also double-click a folder or file in that box to open it.

Provides a space for you to type the name of the file. You can use ***** as a wildcard. For example, you can type ***.***
to see a list of all files.

Lists the type of files to display. This is useful for narrowing the list of files displayed to only those files you're interested in.

Opens the file with the name, file type, and location you have specified.

Closes this dialog box without saving any changes you have made.

Displays a thumbnail image of the currently selected graphics file. If a non-graphics file is selected, the Preview window is de-activated and appears crossed through with an X.

- **Note**

You must enable the Preview check box to display graphics files in the Preview window. If this check box is disabled, the Preview window appears crossed through with an X.

Displays the progress of the selected file as it loads into the Preview window.

Use the scroll bar to visually scroll through a file containing more than one graphic item. Executable (EXE) files, for example, often contain icons and cursors which may be viewed in the Preview window.

Only graphics files will appear in the Preview window. Non-graphics files are not displayed.

Click the Preview check box (if it is not already enabled) to see a thumbnail of your image. When Preview is disabled an X appears in the Preview window. Also, vector files that do not have a BMP header associated with them cannot be previewed and appear as an X.

Click the down arrow to display a drop-down box listing several different methods of opening files. You can load files as:

- **Full Image**

Loads the entire file. If the file you are opening is too large for your system resources, "not enough memory" is displayed. The file is loaded as a partial area.

- **Crop**

Loads a cropped area. The Crop Image dialog box opens. Crop an area.

- **Resample**

Loads a resampled version of the file. The Resample dialog box opens. Resample an area.

- **Partial Load**

Loads a partial area. The Partial Area dialog box opens. Select an area.

Click to view file information such as image size, file format, keywords, notes, and suppress filter.

Click to open the About Import Filter dialog box that displays information about the currently selected file/filter type (i.e., Corel PHOTO-PAINT Image, CPT).

Select filter.

Displays the image dimensions (in pixels) and image color mode.

Displays the file format of the currently selected image (e.g., Corel PHOTO-PAINT Image (CPT) Uncompressed).

Displays a list of all notes that are attached to the currently selected file.

Provides a space for you to type file keywords. These keywords are used to find files stored on your system. You can type single words, phrases, or combinations of both. Use commas to separate each keyword.

To use OPI links, you must enable the "Link to high resolution file for output using OPI" option when importing your TIFF (or CT) files. These TIFF (or CT) images become known as OPI images. When your service bureau receives your print file, the OPI server substitutes the high-resolution images for the low-resolution images. If there are no OPI images in your file, the Maintain OPI Links option will not be available at print time.

Enable the radio button to import the file onto a new slide.

Enable the radio button to import the file onto the current slide.

Enable the radio button to import the file onto the current background.

When enabled, suppresses the dialog box that lets you specify options for opening, importing, exporting, or saving a file to or from the specified file format. The program automatically assigns default settings.

Enable this check box when importing vector formats only. If turned on, CorelDRAW eliminates redundant points in the imported graphic. Set the tolerance value in the number box. This value controls how much the curve can vary from the original. A small value forces high accuracy, but will result in more points.

SAVE DIALOG

Lists the folders and files in the selected location. To see what's inside a folder, double-click it. You can also use the Look In box to see the hierarchy of folders.

Lists the available folders and files. To see how the current folder fits in the hierarchy on your computer, click the down arrow. To see what's inside a folder, click it. The box below shows the folders and files in the selected location. You can also double-click a folder or file in that box to open it.

Provides a space for you to type the name of the file.

Lists the type of files to display. This is useful for narrowing the list of files displayed to only those files you're interested in.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

Click to displays an overview of this dialog box. For help on an item, click the **?** button at the top of the dialog box, and then click the item.

Click to open the About Import Filter dialog box that displays information about the currently selected file/filter type (i.e., Corel PHOTO-PAINT Image, CPT).

Displays a list of all keywords that are attached to the currently selected file.

Displays a list of all notes that are attached to the currently selected file.

Displays a drop-down box listing the available compression types. The compression types vary with the file/filter type selected in the Save as type: drop-down box. Click to select a compression type before saving.

When enabled, suppresses the dialog box that lets you specify options for opening, importing, exporting, or saving a file to or from the specified file format. The program automatically assigns default settings.

Enable to create a backup copy of the file when saved.

Enable to save only selected objects.

■ **Note**

Ensure that you have selected the desired objects before choosing Save, otherwise this option will be grayed out.

CROP DIALOG

Overview info

Crop Image dialog box

The Crop Image dialog box allows you to crop an image before loading. The cropping is permanent and creates a new, smaller image.

- For more information on the options included in this dialog box, use the What's This? online Help tool.

What's This?

Displays the path, file name, and file extension of the image to be cropped.

Displays the image with a bounding box. Move the nodes on the bounding box to crop the image. Use the Hand cursor to move the bounding box to a specific area of the image.

Enter a number or use the scroll arrows to select the height of the cropped area.

Enter a number or use the scroll arrows to select the width of the cropped area.

Enter a number or use the scroll arrows to position the top of the cropped area.

Enter a number or use the scroll arrows to position the left side of the cropped area.

Click to select the entire image or to resize the bounding box to cover the entire area and reselect the cropped area.

Displays a drop-down box listing a number of image measurement units. The values displayed in the Width and Height number boxes will reflect the measurement unit selected here.

Displays the size of the new, cropped image in bytes.

RESAMPLE

Overview

Resample dialog box

The Resample dialog box creates a new image, resampled to a smaller size.

- For more information on the options included in this dialog box, use the What's This? online Help tool.

What's This?

Displays the path, file name, and file extension of the image to be resampled.

Enter a number or use the scroll arrows to select the width of the resampled image.

Enter a number or use the scroll arrows to select the height of the resampled image.

Displays a drop-down box displaying a number of measurement units by which you can resample an image. The values displayed in the Width and Height boxes reflect the chosen unit of measurement.

Displays the width of the original file according to the measurement unit selected in the Units drop-down box.

Displays the height of the original file according to the measurement unit selected in the Units drop-down box.

Controls the horizontal resolution of the image currently being resampled. Resolution refers to the fineness of image detail and the amount of information required to record, store, display and print an image. Resolution is measured in dots per inch (dpi), referring to the number of pixels used to construct an image. Choose a resolution in keeping with the resolution of both your monitor and (if you plan to print an image) printer. When you work with an image that you want to print, choose a resolution close to the maximum dpi output value of your printer, otherwise you may not be able to print much of what you see on screen. If you do not plan to print an image, you can freely choose a higher resolution to maximum image detail.

Displays the horizontal resolution of the original image prior to resampling.

Displays the vertical resolution of the original image prior to resampling.

Controls the vertical resolution of the image currently being resampled. Resolution refers to the fineness of image detail and the amount of information required to record, store, display and print an image. Resolution is measured in dots per inch (dpi), referring to the number of pixels used to construct an image. Choose a resolution in keeping with the resolution of both your monitor and (if you plan to print an image) printer. When you work with an image that you want to print, choose a resolution close to the maximum dpi output value of your printer, otherwise you may not be able to print much of what you see on screen. If you do not plan to print an image, you can freely choose a higher resolution to maximum image detail.

Enable to maintain equal horizontal and vertical resolution values. Any value entered in one box will cause the other box to change automatically.

Enable to maintain the image aspect ratio (the image width and height proportions rated in percentage values). Any value entered in one box will cause the other box to change automatically.

Displays the original image size in bytes prior to resampling.

Displays the new image size in bytes based on the current resampling settings.

BITMAP

Bitmap Import/Export dialog box

Use this dialog box to specify how you want to import or export bitmap files.

▪ For more information on the options included in this dialog box, use the What's This? online Help tool.

Displays a drop-down list box where you choose a color mode. Choose the number of shades of gray or the number of colors you want.

The greater the number of colors, the larger the file.
- Black and white = 1 bit
- 16 shades of gray = 4 bits
- 256 shades of gray = 8 bits
- 16 colors = 4 bits
- 256 colors = 8 bits
- 16 million colors = 24 bits
- CMYK image = 32 bits

Not all levels of color or grayscale are supported by all the bitmap formats. If you have chosen a bitmap format that does not support a gray or color format, the option will not appear in the list box. For example, SCITEX CT is only exportable in CMYK, 32-bit format.

Dithers the colors and gray shades in the file. Dithering may produce better results when you use fewer colors than the original image. If the image contains fountain fills or color blends, dithering can cause obvious banding. Here are some guidelines to help you decide whether to dither the bitmap:

- When you are importing 16 or 256 colors or grays, use dithering.
- When you intend to scale the bitmap in another application, dithering is not recommended.

Specifies the resolution (in dots per inch) for bitmaps. Choose one of the preset resolutions from the list box or choose Custom and type or choose the resolution in the DPI box.

▪ **Note**

As the resolution increases, so does the size of the file and the time required to print the image.

Specifies the dimensions of the bitmap. Choose one of the preset sizes from the list box or choose Custom and type the dimensions in the Width and Height boxes. If a size is not selected, the original size of the image is used.

Compresses the imported file so that it takes less disk space. Compressed files take more time to save and load. Compression is optional for some bitmap formats; for others, compression is always performed.

Shows the estimated size of the imported file before compression. Compressed files will be smaller than the value displayed.

Returns to the settings that were in effect when you opened the dialog box.

Enable to maintain equal horizontal and vertical resolution values. Any value entered in one box will cause the other box to change automatically.

Controls the width of the file in pixels. To change the file width, type (or use the scroll arrows to select) a new value.

Controls the height of the file in pixels. To change the file height, type (or use the scroll arrows to select) a new value.

Type (or use the scroll arrows to select) a new vertical resolution (dpi) value. Resolution refers to the fineness of image detail and the amount of information required to record, store, display and print an image. Resolution is measured in dots per inch (dpi), referring to the number of pixels used to construct an image. Choose a resolution in keeping with the resolution of both your monitor and (if you plan to print an image) printer. When you work with an image that you want to print, choose a resolution close to the maximum dpi output value of your printer, otherwise you may not be able to print much of what you see on screen. If you do not plan to print an image, you can freely choose a higher resolution to maximum image detail. Enter a value in the number box or use the scroll arrows to select a dpi value.

▪   **Note**

High resolutions require large amounts of disk space.

Type (or use the scroll arrows to select) a new horizontal resolution (dpi) value. Resolution refers to the fineness of image detail and the amount of information required to record, store, display and print an image. Resolution is measured in dots per inch (dpi), referring to the number of pixels used to construct an image. Choose a resolution in keeping with the resolution of both your monitor and (if you plan to print an image) printer. When you work with an image that you want to print, choose a resolution close to the maximum dpi output value of your printer, otherwise you may not be able to print much of what you see on screen. If you do not plan to print an image, you can freely choose a higher resolution to maximum image detail. Enter a value in the number box or use the scroll arrows to select a dpi value.

- **Note**

High resolutions require large amounts of disk space.

Creates a smoother graphics file by removing the jagged edges from the original.

Layout Page

The Layout page lets you define all the settings necessary to set up a scan. Using the Location settings, you can define the location and size of the area to be scanned. Precise measurements can be set by entering the units of measure in the Units box and typing values into the Left, Top, Height and Width boxes.

The Output settings let you configure the scanning parameters for your final scan. The Color Depth setting lets you define the number of colors in the image, and the Halftone/Dithering setting lets you specify whether you want to use a halftone or dithering scheme to scan the image. The Rotation setting lets you choose a rotation angle for the image. Angles are displayed in increments of 90 degrees. If you enable the Mirror setting, the scanned image will be reflected on its vertical axis.

The Resolution setting lets you define the level of detail you want in the scanned image. If the resolution you want to use isn't displayed, the list box below the Resolution setting displays all the available custom resolutions.

{button ,AL(`setup;custom;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

The location parameters define the size and location of the scan area you've selected. If you enable the Enhanced setting, the Location parameters are disabled and you specify the size and location in the Enhanced Preview window.

Defines the left limit of the selection area. The limit is measured in the units selected in the Units list box.

Defines the top limit of the selection area. The limit is measured in the units selected in the Units list box.

Defines the width of the selection area relative to the Left parameter. The limit is measured in the units selected in the Units list box.

Defines the height of the selection area relative to the Top parameter. The limit is measured in the units selected in the Units list box.

Defines the units of measurement for the location parameters and preview window rulers.

Displays pre-defined crop sizes. Only valid sizes for the image are listed. Available sizes depend on the maximum allowable scan size and on the orientation of the image. If you rotate an image, new crop sizes may appear.

Defines the number of colors that are reproduced in the final scan. The available options depend on the capabilities of the attached scanner. As you increase the amount of color, the time to complete the scan and the size of the file also increase.

Defines the halftone or dithering scheme used when scanning an image. Halftones allow a scanner to simulate shades of gray using varying densities of black dots. Dithering allows a scanner to create the effect of more colors by combining two adjacent color pixels to produce the effect of a third. Available options depend on the selected color depth as defined by the Depth parameter.

Defines the number of dots per inch (DPI) that the scanner reads from the image. A higher DPI setting creates a clearer scanned image; however, the file size of the image and the time to complete the scan also increase.

Rotates the image counterclockwise in 90-degree increments. This setting allows you to preview, scan and save the image in a different orientation. This setting affects both the final scan and the preview.

Reflects the image on its original vertical axis. If you rotate the image 90-degrees and then enable the Mirror option, the image is mirrored on its original vertical axis, which is now the horizontal axis.

Use this box to choose a custom resolution. Available resolutions vary among different scanner models. If the scanner doesn't provide any custom resolutions, this list box is disabled.

Custom Page

The settings on this page let you control the appearance of the preview image. The Color Depth and Resolution settings available on this page only affect the preview image. This allows you to experiment with different combinations of color depths and resolutions before you scan the image into your application. To change the appearance of the final scan, you must change the settings in the Layout page.

The Custom page also has several feeder settings which let you configure your Automatic Document Feeder (ADF) device.

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

Enables or disables the automatic document feeder (ADF). If the scanner isn't equipped with an ADF, this setting is disabled.

Enables a multiple scan mode that allows you to perform two or more consecutive scans using identical settings. However, you must manually change the document on the scanner in between each scan.

Defines the page size that's being fed into the ADF for scanning. Only page sizes that are supported by the scanner are listed. If the scanner isn't equipped with an ADF, this setting is disabled.

Setting changes made in this section only affect the preview image. The settings for the final scan are still determined by the Layout settings.

Defines the number of colors that are displayed during the prescan. The valid options depend on the capabilities of the attached scanner. As you increase the amount of color, the time to complete the prescan also increases.

Defines the halftone or dithering scheme used when prescanning an image. Halftones allow a scanner to simulate shades of gray using varying densities of black dots. Dithering allows a scanner to create the effect of more colors than are defined in the graphic by specifying the colors of two adjacent pixels to provide the visual effect of a third color.

Defines the resolution of the image that's displayed in the Enhanced Preview window. The specified values indicate the scanned resolution in dots per inch (DPI). This box is enabled only if the Enhanced Preview window is selected.

Connects Preview Window setting to Output settings on the Layout page. Any changes made on the Layout page are reflected in these settings.

The optional custom area usually shows only a manufacturer logo, but may also include a Rescan button if the selected image source is a SCSI scanner.

Rescan forces Corel TWAIN to scan the SCSI bus for supported scanners. For example, this button is useful if a new scanner is attached to the system or if the existing scanner is reconfigured to a different SCSI ID.

About Page

When you select the About page, Corel TWAIN displays information about available system resources. Free Page File displays the amount of memory used to store swap files. Swap files are used by Windows to store information during processing. If this memory is too low, Corel TWAIN may not be able to process large images. Physical Memory displays the amount of physical RAM installed in your system. Memory Load displays the percentage of available memory currently in use.

The Temp setting is used to define a directory for TEMP files. If you do not select a directory, the Windows TEMP directory will be used by default.

The Error Logging settings let you set up a log of errors that occur while scanning. If you enable the To File setting, you can select a path for the log file. The information provided by the log files isn't intended to provide information to you, but may help Corel Technical Support diagnose any problems you may encounter.

Displays information on system resources. Free Page File displays the amount of memory used to store swap files. Swap files are used to store information during processing. If this memory is too low, Corel TWAIN may not be able to process large images. Physical Memory displays the amount of physical RAM installed in your system. Memory Load displays the percentage of available memory currently in use.

Defines the location where Corel TWAIN stores its temporary files. By default this setting is identical to the TEMP= variable specified under DOS. You can change this to point to any other valid directory without affecting any other applications' temporary files.

Allows you to search for and select a directory to use for Corel TWAIN's Temp directory.

Displays version and copyright information for Corel TWAIN.

Enables or disables progress and error logging and specifies the type of logging to be performed. The information provided by the log files isn't intended to provide information to you, but may help Corel Technical Support diagnose your problem.

Disables progress and error logging.

Saves error information to a file.

If you've selected To File and an error occurs, the error information is written to a text file in the selected path.

Allows you to search for, and select a file to use for error logging.

Clears the error log.

Allows you to search for and select an appropriate directory for Corel TWAIN to write the error log.

Enhanced Preview Window

The Enhanced Preview window is a versatile way of editing a previewed image before completing a final scan. You can use the window's features to rotate and mirror the image, or copy a selection to the clipboard. The window also lets you print the image, or save it to a file for later use.

You can use the window to save different versions of an image as you experiment with different scanning parameters, or to define specific areas of an image to scan.

Save (File Menu)

Saves the preview image to a file. The resolution you choose for the preview determines the resolution of the saved image file.

Save As (File Menu)

Saves a previously saved image to a new filename.

Save Selection (File Menu)

Saves a selected part of the preview image to a file. The area is selected by dragging the borders of the selection box to frame the appropriate part of the image.

Print (File Menu)

Prints the preview image.

Print Preview (File Menu)

Displays the preview image as it will appear when printed.

Print Setup (File Menu)

Displays Windows' Print Setup dialog box. For further information, see your Windows documentation.

Close (File Menu)

Closes the Enhanced Preview window.

Copy (Edit Menu)

Duplicates the preview image and places it on the Windows Clipboard.

Copy Selection (Edit Menu)

Duplicates the selected region of the preview image and places it on the Windows Clipboard.

Zoom In (View Menu)

Magnifies the selected area of the preview image. Zoom In is only available if the selected scanner supports a resolution that's high enough to produce more detail.

Zoom Out (View Menu)

Reverses the effect of Zoom In.

No Rotation (Transform Menu)

Sets the orientation of the preview image to match the original scan.

90° Counterclockwise (Transform Menu)

Rotates the preview image 90° counterclockwise.

Rotate 180° (Transform Menu)

Rotates the preview image 180°.

270° Counterclockwise (Transform Menu)

Rotates the preview image 270° counterclockwise.

Mirror (Transform Menu)

Reflects the preview image on its original vertical axis. If you rotate the image 90 degrees and then you enable the Mirror check box, the image is mirrored on its original vertical axis, which is now the horizontal axis.

About CorelTWAIN (Help Menu)

Displays version and copyright information for Corel TWAIN.

Corel TWAIN Dialog Box

The Corel TWAIN dialog box is divided into two parts: the main preview window and the tab pages. The main preview window displays a preview of the scanned image when you click Prescan. The tab pages provide a variety of settings to help you set up a scan. The tabs that are available depend on the features provided by your scanner.

If you need to edit the image before scanning it into your application, enable the Enhanced Preview setting. The preview image will then appear in the Enhanced Preview window when you click the Prescan button.

{button ,AL(`dialog;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Displays a preview of the scanned image.

Enables the Enhanced Preview Window.

Indicates the manufacturer of the selected scanner.

Indicates the model of the scanner you've chosen from your scanning application.

Indicates the size of the file, in bytes, that's created by the scan, based on the parameter settings you choose on the Layout page.

Indicates the total amount of RAM and virtual memory, in bytes, that's available to Corel TWAIN.

Indicates the amount of unused disk space, in bytes, on the selected drive.

Initiates the final scan of an image and places it in the graphics application.

Initiates a scan of an image and places it in a preview window.

Closes Corel TWAIN and returns to the currently running application.

Launches help.

Measures the width of the image. The units of measure are set on the Layout page.

Measures the height of the image. The units of measure are set on the Layout page.

Automatic Document Feeder (ADF)

A mechanical device attached to the scanner that automatically pulls documents from a stack and places them, one at a time, on the scanner.

To select a source

1. In your graphics application, choose File, Acquire Image, Select Source.
2. Choose your scanner model name from the list.
3. Click Select.

_____

{button ,AL(`scan;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To preview an image

1. In your graphics application, choose File, Acquire Image, Acquire. The Corel TWAIN dialog box appears.
2. Click Prescan.

Tip

▪ If you want to edit the preview image, enable the Enhanced Preview option.

{button ,AL(`scan;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To rotate an image

1. Choose the Layout page.
2. Click the Rotation option box.
3. Use the scroll buttons to find the desired rotation angle.
4. Click the selection to make it active.

Note

▪   If the Enhanced Preview option is enabled, the image in the main preview window will not change and you use the Transform menu to select a rotation angle.

{button ,AL(`edit;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To copy an image to the clipboard

1. Enable the Enhanced Preview setting.
2. Click Prescan. The Enhanced Preview window appears.
3. Choose Edit, Copy.

Tip

- You can also use the copy button on the toolbar to copy an image.

{button ,AL(`edit;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To copy a selection to the clipboard

1. Enable the Enhanced Preview setting.
2. Click Prescan. The Enhanced Preview window appears.
3. Drag the selection box around the area you want to copy.
4. Choose Edit, Copy Selection.

Tip

- You can also use the copy button on the toolbar to copy a selection.

{button ,AL(`edit;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To save an image

1. Enable the Enhanced Preview setting.
2. Click Prescan. The Enhanced Preview window appears.
3. Choose File, Save or Save As.

Tip

- You can also use the save button on the toolbar to save a preview image.

{button ,AL(`edit;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To save a selection

1. Enable the Enhanced Preview setting.
2. Click Prescan. The Enhanced Preview window appears.
3. Drag the selection box around the area you want to save.
4. Choose File, Save Selection.

Tip

- You can also use the save selection button on the toolbar to save a preview image.

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

To adjust color depth

1. Choose the Layout page.
2. Click the Depth option box.
3. Use the scroll buttons to find the desired color depth.
4. Click the selection to make it active.

_____

{button ,AL(`enhance;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To adjust resolution

1. Choose the Layout page.
2. Click the Resolution option box.
3. Use the scroll buttons to find the desired resolution.
4. Click the selection to make it active.

_____

{button ,AL(`enhance;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To print an image

1. Enable the Enhanced Preview setting.
2. Click Prescan. The Enhanced Preview window appears.
3. Choose File, Print.

Tip
- You can also use the print button on the toolbar to print an image.

{button ,AL(`edit;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To scan an image

1. In your graphics application, choose File, Acquire Image, Acquire. The Corel TWAIN dialog box appears.
2. Click Scan.

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

To scan a selection

1. In your graphics application, choose File, Acquire Image, Acquire. The Corel TWAIN dialog box appears.
2. Click Prescan.
3. In the preview window, drag the selection box around the area you want to scan.
4. Click Scan. The selected area appears in your application.

Tip

- To enter precise measurements for the selection box, type values into the Left, Top, Width, and Height boxes.

{button ,AL(`scan;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To scan a group of images

1. In your graphics application, choose File, Acquire Image, Acquire. The Corel TWAIN dialog box appears.
2. Choose the Custom page.
3. Enable either the Feeder or ADF (Automatic Document Feeder) option.
4. Choose a page size.
5. Click Scan.

_____

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

About Corel TWAIN 2.0

Corel TWAIN 2.0 is an interface that lets you scan images directly into a photoeditor, or paint software without accessing any additional applications. Corel TWAIN works by setting up a connection between your scanner and your application. This means that you don't have to access any scanner software. The Corel TWAIN dialog box lets you set up all the necessary scanning parameters and provides access to all your scanner's features.

Using Corel TWAIN's Prescan feature, you can preview images before you scan them into your application. This allows you to adjust the scanning parameters, such as Color Depth and Resolution, to enhance image quality. You can also view the preview image using the Enhanced Preview window. This versatile window provides features to help you edit the image before you import it into your application.

{button ,AL(`dialog;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Improving Image Quality

To get the best possible scan, you should start with a high quality original. However, if you have to scan a poor quality image, Corel TWAIN provides tools to help you improve the look of the scan.

One common problem with images is what professional photographers refer to as "flat" images, meaning that a picture has very little contrast. By adjusting the contrast or brightness when scanning, you can increase the differences between highlights and shadows to give the image the appearance of more depth. These features can also be used to enhance over- or under-exposed images.

Often, images that are damaged or older may have poor color quality (e.g. sepia tones or faded color). In this case, you can use Corel TWAIN's Color features to adjust the balance of color in the scanned image.

Faded or blurry images can be enhanced by increasing the resolution or color depth of the scan. This helps sharpen edges and increase the distinction between colors.

Customizing an Image

Depending on your needs, you may want to change the original image or use only portions of it in your document. Corel TWAIN provides editing features that allow you to customize scanned images. Using the Transform features you can rotate or flip images to fit into any document. As well , you can use the Crop feature to select only a portion of the image to scan, eliminating any unwanted areas from your final scan.

If you want to use different portions of an image in your document, you can use the Enhanced Preview window to select specific areas of the image to copy to the clipboard or save to a file.

You can also convert color images to black and white using the Color Depth feature. Depending on the grayscale you choose, this conversion can reduce the size of your file.

Selecting a Resolution

Scanning resolution is measured in dots per inch (DPI) and determines the amount of detail visible in an image. To get the best possible results you should carefully choose the resolution best suited to the image you're scanning.

It is not always necessary to choose the highest possible resolution to get a good quality scan. If the image has little detail or is only black and white, you can use a lower resolution. This helps reduce the size of the file, as images scanned at higher resolutions require more disk space.

You should also consider the capabilities of your output device. If you intend to print the scanned image, you should try to match the scan resolution to your printer's capabilities. An image scanned at 600dpi and printed on a 300dpi printer will result in a 300dpi image. If you intend to edit the image, the scan resolution you choose should be appropriate for your display. For example, if you scan an image at 600dpi and display it at a lower resolution, you won't see all the information, which could make editing details difficult.

The most important thing to remember when choosing a resolution is that you want to get the highest possible image quality without making the file any larger than necessary.

Selecting an Original

The quality of your scanned image depends on the quality of the original image. When choosing an original, you should try to avoid images that are damaged or stained. Rips and tears in an image may require extensive editing to correct.

If you're using a photograph, examine it closely to make sure that it's clearly focused. Photo-editors may be able to correct a photo that is slightly our of focus, but not one that is completely out of focus. Also, avoid photographs that are over- or under-exposed. You can use Corel TWAIN's features to adjust the contrast, but you cannot highlight details that are not in the original.

Selecting a Color Depth

Color Depth determines the range of colors and tones that are visible in an image. It is usually measured by the number of colors displayed (e.g. 256 colors, or 16 million). When choosing a color depth, you should consider the purpose of the image. If it is to be used to fill an entire page, you should use the highest possible color depth. However, if the image is going to be used in a montage, a lower depth may give you adequate results while saving on file size.

As you decrease the color depth, details in darker areas may be lost. You may want to use a higher color depth for detailed images even if it has a small color range. Scanning at a higher color depth may also save you the trouble of having to do extensive color correction in a photoeditor.

Keep in mind that the image will only appear as good as your output sources will allow. It may be a waste of disk space to scan an image at a high color depth if the monitor or printer you're using is not capable of producing such a wide range of color.

Toggles guideline visibility. When Show Guidelines is disabled, guidelines will not appear on the screen.

Toggles the guideline snap on and off. When Snap To Guidelines is enabled, objects dragged close to a guideline will fall into alignment with it.

Removes all existing horizontal, vertical, and slanted guidelines.

Click here to display an overview of this dialog box.

For Help on an item, click the question mark at the top of the dialog box, and then click the item.

IDH_GUIDELINES_SETUP_GUIDE_ADD   (0x5400003A)

IDH_GUIDELINES_SETUP_GUIDE_DELETE   (0x5400003B)

IDH_GUIDELINES_SETUP_GUIDE_DELETE_ALL   (0x5400003C)

IDH_GUIDELINES_SETUP_GUIDE_HORZ   (0x5400003D)

IDH_GUIDELINES_SETUP_GUIDE_MOVE   (0x5400003E)

IDH_GUIDELINES_SETUP_GUIDE_POS   (0x5400003F)

IDH_GUIDELINES_SETUP_GUIDE_SHOW_GUIDELINES (0x54000040)

IDH_GUIDELINES_SETUP_GUIDE_SNAP_GUIDELINES   (0x54000041)

IDH_GUIDELINES_SETUP_GUIDE_UNITS   (0x54000042)

IDH_GUIDELINES_SETUP_GUIDE_VERT   (0x54000043)

IDH_CDRUI_THREADLIST_CDRUI_ABORTPROCESS   (0x5400001A)

IDH_CDRUI_THREADLIST_CDRUI_HIGHERPRIORITY   (0x5400001B)

IDH_CDRUI_THREADLIST_CDRUI_LOWERPRIORITY   (0x5400001C)

IDH_CDRUI_THREADLIST_CDRUI_SUSPENDPROCESS (0x5400001D)

IDH_CDRUI_THREADLIST_CDRUI_THREADHELP   (0x5400001E)

IDH_CDRUI_THREADLIST_CDRUI_THREADTITLE   (0x5400001F)

IDH_ROLLUPPAGE_LEFTMOVEDOWN   (0x54000064)

IDH_ROLLUPPAGE_LEFTMOVEUP   (0x54000065)

IDH_ROLLUPPAGE_RIGHTMOVEDOWN   (0x5400006E)

IDH_ROLLUPPAGE_RIGHTMOVEUP (0x5400006F)

IDH_CDRUI_TOOLPAGE_CDRUI_TB_NOITEMS

IDH_SETUP_GRID_CDRUI_SNAPTOFRAMES

IDH_SETUP_GRID_CDRUI_SNAPTOMARGINS

IDH_SETUP_GRID_SHOWMARGINS2

IDH_SETUP_GRID_SNAPTOFRAMES2

The units in which the current value is expressed.

The minimum increment. This is the amount by which the value will increase or decrease when you click one of the spin box arrows.

The units in which the increment value is expressed.

The highest value you can use.

The units in which the maximum value is expressed.

The lowest value you can use.

The units in which the minimum value is expressed.

Displays the roll-ups and roll-up groups that arrange to the left side of the screen.

Displays the roll-ups and roll-up groups that arrange to the right side of the screen.

Moves the current roll-up or roll-up group from the right list to the left list.

Moves the current roll-up or roll-up group from the left list to the right list.

Adds a new, empty roll-up group to the left list.

Adds a new, empty roll-up group to the right list.

The roll-up configuration that will appear on start up.

Resets the roll-up arrangements to their original configuration.

Removes the current roll-up group from the left list.

Moves the current group down.

Moves the current group up.

Removes the current roll-up group from the right list.

Moves the current group down.

Moves the current group up.

Opens the Customize dialog box, where you can change the configuration of your toolbar buttons.

Deletes a custom toolbar, or resets a built-in toolbar.

Displays the available toolbars. Enable the checkbox next to a toolbar to activate it. Click the toolbar's name tag to rename it.

Creates a new toolbar. Click Customize to add buttons to the new toolbar.

Enables large toolbar buttons.

Enables medium toolbar buttons.

Enables small toolbar buttons.

Displays the available commands. Double-click a command category to open it.

Displays the available commands. Double-click a command category to open it.

Gives a short description of   the selected command.

Resets the keyboard assignments to their original configuration.

Shows the new keyboard combination that you want to assign to the command. If you need to make a correction, press the Backspace key.

You can have up to four layers of keystrokes. For example, the key combination CTRL+ALT+1,2,3,4 is accomplished by holding down the CTRL and ALT keys, then pressing the 1,2,3, and 4 keys in succession.

Shows the new keyboard combination that you want to assign to the command. If you need to make a correction, press the Backspace key.

You can have up to four layers of keystrokes. For example, the key combination CTRL+ALT+1,2,3,4 is accomplished by holding down the CTRL and ALT keys, then pressing the 1,2,3, and 4 keys in succession.

Displays any commands assigned to the keyboard combination you typed. You cannot have the same combination for more than one command.

Displays any commands assigned to the keyboard combination you typed. You cannot have the same combination for more than one command.

Automatically resolves conflicts by erasing the old keyboard assignment, and prompting you to assign a new combination to the old command.

Displays any existing shortcut keys for the current command.

Displays any existing shortcut keys for the current command.

The name of the current keyboard assignment set.

The name of the current keyboard assignment set.

Assigns the new keyboard combination to the current command.

Deletes the selected shortcut keys.

Loads a new keyboard assignment table.

Saves the current keyboard assignment table.

Gives a short description of   the selected command

Displays the available commands. Double-click a command category to open it.

Adds the selected command to the menu.

Removes the selected command from the menu.

Adds a separating line to a menu below the current selection.

Adds a new menu.

Moves the current menu or menu entry up.

Moves the current menu or menu entry down.

Displays the current menu structure. Double-click a menu or sub-menu to open it.

Resets the menu assignments to their original configuration.

Gives a short description of   the selected command

Gives a short description of any toolbar button you click.

Displays the available command categories. Click a category to display its command buttons.

Displays the command buttons for the current command category. Click a button to see its description, or drag it to add it to any toolbar on the screen.

A command button. Click it to see its description, or drag it to add it to any toolbar on the screen.

Resets the toolbar assignments to their original configuration.

You can also open the color palette menu by right-clicking the palette border.

These controls let you change the appearance of the on-screen color palette.

The colors in the current palette. Right-click the palette border to open the Color Palette menu.

Shows and hides the color swatch borders.

Toggles between large and small color swatches.

Shows and hides the No Color swatch.

Specifies the number of rows of colors to be displayed while the color palette is docked.

Specifies the number of rows of colors to be displayed while the color palette is docked.

Specifies the number of rows of colors to be displayed while the color palette is docked.

These controls let you change the effect of right-clicking the color palette.

Changes the effect of right-clicking a color swatch on the palette.

Changes the effect of right-clicking a color swatch on the palette.

Determines the number of horizontal grid lines per unit of measure.

To space the grid lines more than one whole unit of measure apart, enter fractional values from the keyboard. For example, to space the grid lines two inches apart, enter 0.5. The maximum number of grid lines is 200 per inch, 33.3 per pica, 1.01 per point, 7.87 per millimeter, 1.01 per didot, and 35.52 per cicero.

Determines the number of horizontal grid lines per unit of measure.

To space the grid lines more than one whole unit of measure apart, enter fractional values from the keyboard. For example, to space the grid lines two inches apart, enter 0.5. The maximum number of grid lines is 200 per inch, 33.3 per pica, 1.01 per point, 7.87 per millimeter, 1.01 per didot, and 35.52 per cicero.

Determines the number of vertical grid lines per unit of measure.

To space the grid lines more than one whole unit of measure apart, enter fractional values from the keyboard. For example, to space the grid lines two inches apart, enter 0.5. The maximum number of grid lines is 200 per inch, 33.3 per pica, 1.01 per point, 7.87 per millimeter, 1.01 per didot, and 35.52 per cicero.

Determines the number of vertical grid lines per unit of measure.

To space the grid lines more than one whole unit of measure apart, enter fractional values from the keyboard. For example, to space the grid lines two inches apart, enter 0.5. The maximum number of grid lines is 200 per inch, 33.3 per pica, 1.01 per point, 7.87 per millimeter, 1.01 per didot, and 35.52 per cicero.

Determines the horizontal position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

Determines the horizontal position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

You can choose another unit of measure for the horizontal ruler from the units box. When you change units, you must specify the Grid Frequency you want to use with that unit.

Determines the vertical position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

Determines the vertical position of the zero point for the rulers relative to the lower left corner of the working page. Useful as a reference point when sizing and placing objects. You can also use the ruler crosshairs to set the Grid Origin.

You can choose another unit of measure for the vertical ruler from the units box. When you change units, you must specify the Grid Frequency you want to use with that unit.

Displays markers showing where the grid lines are.

The frequency of the grid marks is determined by the current view. When you use the Zoom tool to magnify the view, the frequency of the grid marks increases.

Forces objects drawn or moved close to a grid line into alignment with the grid. You can also toggle Snap To Grid using the Snap To Grid command in the Layout menu.

Opens the Drawing Scale dialog box where you can set a scale to your drawing other than one to one.

Represents the distance in your drawing that is equivalent to the World Distance value.

Displays the current Page Distance units. Click in this field to display a list of available units. The Page Distance value is automatically converted when you change units.

Displays the current World Distance units. Click in this field to display a list of available units. The World Distance value is automatically converted when you change units.

Selects one of several pre-defined drawing scales. The Page Distance and World Distance values are updated to reflect your choice.

Represents the real distance, in inches, that is equivalent to the Page Distance in your drawing.

Creates a slanted guideline at the position and angle you have specified.

The guideline definition method. You can define a slanted guideline using two points, or a single point and an angle. A guideline defined by the points (1,1) and (5,5) would follow the same path as a guideline starting at (1,1) with a 45-degree angle.

The guideline definition method. You can define a slanted guideline using two points, or a single point and an angle. A guideline defined by the points (1,1) and (5,5) would follow the same path as a guideline starting at (1,1) with a 45-degree angle.

The horizontal position of the guideline's origin point.

The horizontal position of the guideline's origin point.

The horizontal position of the guideline's first origin point.

The vertical position of the guideline's origin point.

The vertical position of the guideline's origin point.

The vertical position of the guideline's origin point.

The vertical position of the guideline's first origin point.

The guideline's angle, or the horizontal position of the second origin point.

The guideline's angle, or the horizontal position of the second origin point.

The guideline's angle.

The horizontal position of the guideline's second origin point.

The vertical position of the guideline's second origin point.

The vertical position of the guideline's second origin point.

The vertical position of the guideline's second origin point.

The current guideline definition.

Displays the current guideline units. Click to display a list of available units. The guideline position value is automatically converted when you change units.

Changing the guideline units has no effect on the Ruler units. To change the ruler display units, use the Grid & Ruler Setup command in the Layout menu.

Displays a list of existing slanted guidelines. Click a guideline to edit it.

Removes the selected guideline.

Removes all existing horizontal, vertical, and slanted guidelines.

Moves the current guideline to the position and angle you have specified.

Creates a vertical guideline at the position you have specified.

The guideline position. Click Add to make a new guideline at this point, or Move to change the selected guideline's position.

Displays the current guideline units. Click to display a list of available units. The guideline position value is automatically converted when you change units.

Changing the guideline units has no effect on the Ruler units. To change the ruler display units, use the Grid & Ruler Setup command in the Layout menu.

Displays a list of existing vertical guidelines. Click a guideline to edit it.

Removes the selected guideline.

Removes all existing vertical guidelines.

Moves the current guideline to the position you have specified.

Creates a horizontal guideline at the position you have specified.

The guideline position. Click Add to make a new guideline at this point, or Move to change the selected guideline's position.

Displays the current guideline units. Click to display a list of available units. The guideline position value is automatically converted when you change units.

Changing the guideline units has no effect on the Ruler units. To change the ruler display units, use the Grid & Ruler Setup command in the Layout menu.

Displays a list of existing horizontal guidelines. Click a guideline to edit it.

Removes the selected guideline.

Removes all existing horizontal guidelines.

Moves the current guideline to the position you have specified.

Changes the current value.

Displays the roll-ups in this group. Click a roll-up to activate it, or drag it to another part of the screen to split it from the group.

Customize command

Opens the Customize dialog box, where you can customize your toolbars, menus, status bar information, keyboard shortcuts, and other properties of the Corel user interface.

Customizing keyboard assignments

Accelerator keys give you quick access to commands that you use frequently.

You can change built-in keyboard assignments, or assign an accelerator key combination to any command. You can create several sets of keyboard assignments to use for different types of operations, saving and loading sets as they are needed.

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

To assign an accelerator key to a command

1. Click Tools, Customize.
2. Click Keyboard.
3. In the Commands box, double-click the command category folder containing the command you want to customize.
4. Click the command.
5. Click the Press new shortcut key box.
6. Press the keyboard combination that you want to assign to the command. If you need to make a correction, press the Backspace key.

   You can have up to four layers of keystrokes. For example, the key combination CTRL+ALT+1,2,3,4 is accomplished by holding down the CTRL and ALT keys, then pressing the 1,2,3, and 4 keys in succession.

Tip

- To automatically resolve accelerator conflicts, enable the Go to conflict on assign option.

{button ,AL(`cdrui_key_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To remove an accelerator key from a command

1. Click Tools, Customize.
2. Click Keyboard.
3. In the Commands box, double-click the command category folder containing the command you want to customize.
4. Click the command.
5. In the Current shortcut keys box, select the key combination you want to remove.
6. Click Delete.

_____

{button ,AL(`cdrui_key_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To restore all keyboard assignments to their original settings

1. Click Tools, Customize.
2. Click Keyboard.
3. Click Reset All.

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

To save a set of customized keyboard assignments

1. Click Tools, Customize.
2. Click Keyboard.
3. Click Save As.
4. Choose the Accelerator File in which you want to save your assignments.

Tip

- To change the default settings, save your custom accelerator set over the file DEFAULT.ACL.

_____

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

To load a set of customized keyboard assignments

1. Click Tools, Customize.
2. Click Keyboard.
3. Click Load.
4. Choose the Accelerator File you want to load.

{button ,AL(`cdrui_key_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

■

Customizing menus

Your Corel menus are completely customizable. You can add commands to existing menus, or you can add new menus to the menu bar. You can change the order of the menus and their commands to give you quick, easy access to the functions you use most.

Note
■ When you customize your menus, keep in mind that the help topics referring to those menus do not change.

_____

{button ,AL(`cdrui_over;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the order of menus and menu commands

1. Click Tools, Customize.
2. Click Menu.
3. In the Menu box, click the menu or menu command you want to move. Double-click to open a menu or sub-menu.
4. Click Move Up or Move Down.

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

To add a command to a menu

1. Click Tools, Customize.
2. Click Menu.
3. In the Commands box, double-click the command category folder containing the command you want to add.
4. Click the command.
5. In the Menu box, click the menu or sub-menu where you want to add the command.
6. Click Add.

Tip
- Use the Separator button to add organizational lines to your menus.

{button ,AL(`cdrui_menu_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To remove a menu or menu command

1. Click Tools, Customize.
2. Click Menu.
3. In the Menu box, click the menu or menu command you want to remove. Double-click to open a menu or sub-menu.
4. Click Remove.

{button ,AL(`cdrui_menu_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To rename a menu

1. Click Tools, Customize.
2. Click Menu.
3. In the Menu box, click the menu or menu command you want to rename. Double-click to open a menu or sub-menu.
4. Click the command's name tag, and type the new name.

{button ,AL(`cdrui_menu_proc;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To change a menu command's accelerator key

1. Click Tools, Customize.
2. Click Menu.
3. In the Menu box, click the menu or menu command you want to rename. Double-click to open a menu or sub-menu.
4. Click the command's name tag, and insert an ampersand (&) before the letter you want to use as an accelerator.
5. Remove all unnecessary ampersands.

_____

{button ,AL(`cdrui_menu_proc;cdrui_key_proc;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To add a new menu

1. Click Tools, Customize.
2. Click Menu.
3. Click Add Menu.
4. Type a name for the new menu.

Tip

- You can add a sub-menu to an existing menu by first double-clicking the existing menu.

_____

{button ,AL(`cdrui_menu_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To restore the original menu settings

1. Click Tools, Customize.
2. Click Menu.
3. Click Reset All.

Note
- You will lose all changes to the menu settings.

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

■

Customizing the on-screen color palette

Using the on-screen color palette is the easiest way to change colors in your objects. You can move the palette anywhere on the screen and edit the color order to make it easy to find your favorite colors.

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

To move the on-screen palette

1. Click the border of the palette.
2. Drag the palette to its new position.

Tip

- To dock the palette, drag it towards the edge of the window until it changes shape.

{button ,AL(`cdrui_palette_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To resize the on-screen palette while it's floating

1. Move the mouse pointer to the edge of the palette.
2. Drag the edge until the palette is the size you want.

{button ,AL(`cdrui_palette_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To resize the on-screen palette while it's docked

1. Click Tools, Customize.
2. Click Color Palette.
3. Type a new value in the Display rows while docked box.

Note
- The palette will display up to seven rows of colors.

{button ,AL(`cdrui_palette_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

▪

Customizing toolbars

Except for the toolbox and its flyouts, you have complete control over the commands on your toolbars. With simple mouse actions, you can dock, undock, resize, and move your toolbars anywhere on the screen.

You can also add and remove buttons to the built-in toolbars, or create your own toolbars containing only the commands you use most often.

Note
▪   When you customize your toolbars, keep in mind that the help topics referring to those toolbars do not change.

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

Customizing toolbars

You have complete control over your toolbars. With simple mouse actions, you can dock, undock, resize, and move your toolbars anywhere on the screen.

The Toolbars dialog box to controls which toolbars are displayed on the screen at any given moment.

___

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

To move a toolbar

1. Click the border of the toolbar.
2. Drag it to its new location. Right-click to cancel the movement.

Tip

- Double-click a toolbar's title or border to dock and undock it.

{button ,AL(`cdrui_toolbars_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To resize a toolbar

1. Move the cursor to the edge of a floating toolbar.
2. Drag the edge until the toolbar is the correct size. Right-click to cancel the movement.

_____

{button ,AL(`cdrui_toolbars_proc;;;;;',0,"Defaultoverview",)} **<u>Related Topics</u>**

To display an existing toolbar

1. Click View, Toolbars.
2. Click the check box next to the toolbar that you want to activate.

{button ,AL(`cdrui_toolbars_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To create a custom toolbar

1. Click View, Toolbars.
2. Click New.
3. Type a name for the new toolbar.
4. Use the Customize command to add commands buttons to the new toolbar (See Related Topics).

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

To add a button to a toolbar

1. Activate the toolbar you want to edit (See Related Topics).
2. Click View, Toolbars.
3. Click Customize.
4. In the Commands box, click the command category folder containing the command you want to add.
5. Drag the appropriate command button to the toolbar. Right-click to cancel the movement.

Tip
- Click a button to see its description.
- You can also hold down the CTRL and ALT keys and drag a button to copy it to another toolbar without opening the dialog box.

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

To remove a button from a toolbar

1. Activate the toolbar you want to edit (See Related Topics).
2. Click View, Toolbars.
3. Click Customize.
4. Drag the button off the toolbar. Right-click to cancel the movement.

Tip
- You can also hold down the ALT key and drag a button off a toolbar to delete it without opening the dialog box.

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

To rename a toolbar

1. Click View, Toolbars.
2. Click the toolbar you want to rename.
3. Click the toolbar's name tag.
4. Type the new name.

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

To move a toolbar button

1. Activate the toolbar you want to edit (See Related Topics).
2. Click View, Toolbars.
3. Click Customize.
4. Drag the button to another toolbar, or to another spot on the same toolbar. Right-click to cancel the movement.

Tip

- To add space between two toolbar buttons, drag the right-most button slightly further to the right.
- You can also hold down the ALT key and drag a button to move it without opening the dialog box.

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

To delete a custom toolbar

1. Click View, Toolbars.
2. Click the custom toolbar you want to delete.
3. Click Delete.

Note
- You cannot delete a built-in toolbar.

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

To restore the original configuration of a built-in toolbar

1. Click View, Toolbars.
2. Click the built-in toolbar you want to reset.
3. Click Reset.

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

■

Customizing the status bar

The status bar gives you constant, up-to-date information about your document. You can control the information it gives you so that you always know what you need to know about your work.

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

To move the status bar

1. Right-click the status bar.
2. In the Status Bar menu, click Place at Top or Place at Bottom.

{button ,AL(`cdrui_status_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change the number of status bar display regions

1. Right-click the status bar.
2. In the Status Bar menu, click Number of Regions.
3. Click the number of regions you want displayed.

Tip
- You can have up to six regions displaying different information on a small status bar. When you use a large status bar, you have space for double that amount (see Related Topics).

{button ,AL(`cdrui_status_proc;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To change what the status bar displays

1. Right-click the area of the status bar you want to change.
2. In the Status Bar menu, click Show.
3. Click the type of information you want to display.

Tip
- To clear the current region, click None.

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

To resize the status bar

1. Right-click the status bar.
2. In the Status Bar menu, Click Large Status Bar or Small Status Bar.

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

Working with grids and rulers

Among its many powerful drawing aids, CorelDRAW allows you to display rulers at the edges of the <u>Drawing window</u> that help determine the size and position of objects in your drawing. CorelDRAW also provides an adjustable grid that lets you align these objects. Using these tools, you can give your drawing the precise look you want.

The Grid and Ruler Setup dialog box provides controls that let you set the grid and ruler parameters, including scale, units, and frequency. You can use rulers or a grid to help you align objects in your drawing.

{button ,AL(`guidelines_overview;;',0,"Defaultoverview",)} <u>Related Topics</u>

■

Drawing Scale dialog box

Use the Drawing Scale dialog box to set the scale for your drawing. For example, if you are drawing floor plans for your office, this feature allows you to specify how many units on your page (the Page Distance) are equivalent to a given number of units on the floor (the World Distance).

Note
■   The units you specify in Page Distance are the units used by the Contour Roll-Up and Transform Roll-Up. These units are also the ones used for the rulers. However, if the Drawing Scale is set to its default values (where 1 inch of Page Distance equals 1 inch of World Distance), the rulers use the units specified for Grid Frequency.

_____

{button ,AL(`grid_and_ruler_overview;',0,"Defaultoverview",)} <u>Related Topics</u>

To set ruler parameters

1. Click Layout, Grid & Ruler Setup.
2. Click the Ruler tab.
3. In the Horizontal and Vertical Unit boxes, specify the unit of measurement you want displayed on the ruler.
4. Set the 0,0 point in the Horizontal and Vertical Original number boxes.

   The 0,0 points determine the cursor and object position information you see in the Status Line. The coordinate values you specify in some dialog boxes are also based on the position of the 0,0 points.
5. Click OK.

Tip

- You can drag the cross hairs onto the <u>drawing window</u> to set the Horizontal and Vertical origins.

{button ,AL(`grid_procedures;;;;',0,"Defaultoverview",`proc4')} <u>Related Topics</u>

To change the units of measurement on the rulers

1. Click Layout, Grid & Ruler Setup.
2. Click the Ruler tab.
3. In the Horizontal Units box, choose the unit of measurement you want the horizontal ruler to use.
4. In the Vertical Units box, choose the unit of measurement you want the vertical ruler to use.
5. Click OK.

{button ,AL(`grid_procedures;;;;',0,"Defaultoverview",`proc4')} <u>Related Topics</u>

To reposition the rulers

1. Hold down the SHIFT key and click the ruler you want to move.
2. Drag it to a new position.

Tip
- To return a ruler to its previous position, hold down the SHIFT key and double-click it.
- To move both rulers at once, hold down the SHIFT key and drag the intersection point of the two rulers.

{button ,AL(`grid_procedures;;;;',0,"Defaultoverview",`proc4')} <u>**Related Topics**</u>

To display or hide the grid

1. Click Layout, Grid & Ruler Setup.
2. Click the Grid tab.
3. Enable or disable the Show Grid check box.

{button ,AL(`grid_procedures;;;;',0,"Defaultoverview",`proc4')} <u>Related Topics</u>

To set grid parameters

1. Click Layout, Grid & Ruler Setup.
2. Click the Grid tab.
3. Under Grid Frequency, specify the number of Horizontal and Vertical grid lines you want per unit of measure.
   The unit of measure corresponds to the unit set for the rulers.
4. Enable the Show Grid check box to display the grid in the <u>drawing window</u>. Enable the Snap to Grid check box to have objects <u>snap</u> to the grid.

Notes

- When you change the ruler units, you must also specify a new grid frequency. Changing the grid frequency unit also changes the corresponding ruler unit. If the drawing scale setting is not 1:1, the Grid Frequency units appear grayed out and correspond to the drawing scale units.
- To space the grid lines more than one whole unit apart, type a fractional value in the Grid Frequency field. If the unit of measure is set to inches, for example, you can specify 0.5 to space the grid lines two inches apart.
- The Horizontal and Vertical field units are accurate up to two decimal places.

{button ,AL(`grid_procedures;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Working with guidelines

Guidelines provide a useful and easy way to align objects. Guidelines are non-printing lines that you can place anywhere in the <u>drawing window</u>. You can create any number of guidelines and have CorelDRAW save them along with your drawing.

The Guidelines Setup dialog box provides controls that let you set up horizontal, vertical, and slanted guidelines.

{button ,AL(`grid_and_ruler_overview;;;;;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To move a horizontal or vertical guideline

1. Click Layout, Guidelines Setup.
2. Click the Horizontal or Vertical tab.
3. Choose the guideline you want from the list of guidelines. The guidelines are listed by location.
4. Specify the location you want relative to the 0 point on the guideline's ruler.
5. Change the unit of measure as required.
6. Click Move.

Tip
- You can also move a guideline by dragging it. However, If you drag a horizontal or vertical guideline by the handles at the edge of the <u>drawing window</u>, it will convert to a slanted guideline, and cannot be converted back (see Related Topics).

_____

{button ,AL(`guideline_procedures;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To move a slanted guideline

1. Click Layout, Guidelines Setup.
2. Click the Slanted tab.
3. Choose the guideline you want from the list of guidelines. The guidelines are listed by the coordinates of their endpoints.
4. Choose a two-point guideline or one that has an angle and one point.
5. Change the unit of measure as required.
6. Type the guideline's new endpoint coordinates in the four boxes provided; X1, Y1, X2, and Y2.
7. Click Move.

Tip
- You can also move a guideline by dragging the handles where it meets the edge of the drawing window.

_____

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

To set up a horizontal guideline

1. Click Layout, Guidelines Setup.
2. Click the Horizontal tab.
3. Type the units and the location relative to the 0,0 point on the rulers.
4. Click Add.

Tip
▪ You can also set up a horizontal guideline by pointing to the horizontal ruler and dragging into the <u>drawing window</u>.

{button ,AL(`guideline_procedures;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To set up a slanted guideline

1. Click Layout, Guidelines Setup.
2. Click the Slanted tab.
3. Type the units and endpoint coordinates (X1, Y1, X2, and Y2) relative to the 0,0 point on the rulers.
4. Click Add.

Tip
- You can also set up a slanted guideline by creating a horizontal or vertical guideline, then dragging one of the handles until the guideline reaches the desired angle.

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

To set up a vertical guideline

1. Click Layout, Guidelines Setup.
2. Click the Vertical tab.
3. Type the units and the location relative to the 0,0 point on the rulers.
4. Click Add.

Tip

- You can also set up a vertical guideline by pointing to the vertical ruler and dragging into the <u>drawing window</u>.

{button ,AL(`guideline_procedures;;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

To delete a guideline

1. Click Layout, Guidelines Setup.
2. Click the tab that corresponds to the type of guideline you want to delete.
3. Choose the guideline you want to delete.
3. Click Delete.

Tip
- You can also delete a horizontal or vertical guideline by dragging it off the <u>drawing window</u>.

{button ,AL(`guideline_procedures;;;;;',0,"Defaultoverview",`proc4')} <u>Related Topics</u>

To position slanted guidelines using the rulers

1. If you don't see the horizontal and vertical rulers, click View and enable Rulers.
2. Point to the horizontal or vertical ruler.
3. Click and drag the guideline onto the drawing window.
4. Click and drag one of the guideline handles until it is at the desired angle.

Note

▪ Once you have converted a horizontal or vertical guideline to a slanted guideline, you cannot convert it back.

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

To position slanted guidelines using the Guidelines Setup box

1. Click Layout, Guidelines Setup.
2. Click Slanted Guideline.
3. Type the guideline angle relative to the 0,0 points on the ruler.
4. Click Add.

{button ,AL(`guideline_procedures;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

+

(On the left or right side of the Navigator.) Adds a page to your document.

(In the bottom, left-hand corner of the window.) Helps you move through your document quickly.

(In the upper, right-hand corner of a roll-up.) Minimizes and maximizes the roll-up.

(On the right side of the Navigator.) Displays the last page of your document.

(On the left side of the Navigator.) Displays the first page of your document.

Jumps to the specified page of your document.

Launches installed Corel applications.

Removes the current fill or outline color.

```
}
```

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

2D (two-dimensional)
3D (three-dimensional)
3D Riser
A sizes
ABK
Absolute reference
Active window
Actor
AI
Alignment, relative
Alignment, text
Alpha channel
Ambient_light
Amplify
Animation Frame
Animation Path
ANSI
Anti-alias
Application Command
Area
Argument
array
Artistic Text
Ascender
Ascending Scale
ASCII

■

Print dialog box

The Print dialog box allows you to set basic print settings, to set more complex print settings, and to print. Use the dialog box to indicate:
- which device driver to use
- whether to print to the device or to a file instead
- which pages or objects to print
- how many copies you require
- whether to collate the pages
- which printer color profile to use
- which printing style to use

You can also choose the following:
- To change or to review your printer settings
- To set more complex parameters, including color separation specifications, and preview your print job
- To print using the settings you have chosen

_____

{button ,AL(`dial_print;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

-

Print Options dialog box

The Print Options dialog box allows you to set more complex parameters, including color separation specifications and to preview your print job.

Printing style

Use Printing style to select, create, edit, and delete printing styles. Printing style allows you to save the Print Options settings for later use.

Preview box

Use the Preview box to position and size your artwork. The Preview box also allows you to review color-separated jobs separation by separation.

Reference tools

Use reference tools to add reference marks to your print job (e.g., crop marks and page number), as well as to specify whether you wish to print a negative or positive image and whether you wish to print with the film emulsion up or down.

Layout page

Use Layout page options to position and size your artwork.

The Layout style options allow you to print your work in different forms. For example, you can create a greeting card or a booklet with your work by properly applying layout styles.

Separations page

Use the Separations page to print color separations and to specify color separation parameters, including enabling automatic color trapping. You can also enable Use advanced settings. Once this option is enabled, click Advanced to set advanced color separation settings (i.e., halftone screen settings and color trapping).

Options page

Use the Options page to set various advanced options.

The Fountain steps option allows you to specify how many steps your linear fountain fills will contain when printed.

The Screen frequency option allows you to specify what halftone screen frequency you will use.

Note
- If you are using color separations and advanced settings, set the screen frequency in advanced settings

The PostScript Preferences button allows you to change your PostScript settings if you are using a PostScript device driver.

The Proofing options allow you to specify specific types of objects to print (e.g., text only). They also allows you to print colors as black or grayscale, to print text as black, and to fit printer's marks (such as crop marks and calibration bars) and layout to the page.

The Print job information sheet option prints a report with information about your print job. Use the Info Settings to customize the information sheet.

The Special settings option allows you to change settings that were previously edited in CORELPRN.INI.

{button ,AL(`dial_print;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

■

Print Job Information dialog box

The Print Job Information dialog box allows you to specify what type of information you want included in the print job report. You can direct the report to a printer or text file or both.

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

PostScript Preferences dialog box

The PostScript Preferences dialog box allows you to set advanced PostScript options. You can optimize object outlines and fills for printing, and control the way your PostScript driver handles fonts and bitmaps.

{button ,AL(`dial_print;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

■

Save Print Style dialog box

The Save Print Style dialog box allows you choose a name for the current print style (i.e., the current settings in Print Options). You can also change any settings you wish in Settings to save in style.

{button ,AL(`dial_print;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

■

Print Setup dialog box

The Print Setup dialog box allows you to select a device driver. Click Properties to change or review your printer settings.

{button ,AL(`dial_print;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

-

Edit Layout Style dialog box

The Edit Layout Style dialog box allows you to create custom layout styles. By increasing the Across and Down values, you allow space for several working pages on a single sheet of paper. The options in this dialog box allow you to place the working pages in any order.

Note
- When you create a custom style you are creating a template for the entire print job. If your document has a lot of pages, Corel will place subsequent pages in an order based on the page order of the template. For example, if page seven is place on the right page of a booklet, page fourteen will appear on the next right page.

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

■

Edit Positioning dialog box

The Edit Positioning dialog box allows you to place several existing printable pages on a single printable page, or to place several copies of an existing printable page on a single page. You can also set page margins in this dialog box.

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

■

Advanced Separations Settings dialog box

The Advanced Separations Settings dialog box allows you to customize the color separations. You can specify screen technology, adjust individual color separations, create color trapping for individual color separations, and select a halftone type.

Consult your service bureau to ensure that all options are set properly.

_____

{button ,AL(`dial_print;;;;',0,"Defaultoverview",)} <u>Related Topics</u>

Opens a Windows dialog box which allows you to set printing options not controlled by Corel.

Opens the Print Options dialog box which allows you to set advanced printing parameters such as sizing and positioning, halftone screening, color separations, etc.

Indicates which device driver is selected. Click the arrow to access a list of other available printer and imagesetter drivers.

If the driver you need is not listed, install it by using the usual Windows procedure.

Ensures that colors will print as expected.

The printer color profile shown here matches the printer that was chosen in the System Profile (Color Manager).

If you want your print job to be filtered through a different profile, you must go back to the Color Manager, select the appropriate printer, and generate a new System Profile.

Stores a configuration of print settings that can be used again.

Stores a configuration of print settings that can be used again.

Saves the current print settings as a new style.

Deletes the selected style.

Creates a .PRN file from your print job (instead of actually printing).

Prepares the .PRN file for printing from a Macintosh computer.

Identifies the number of copies that will be printed.

Note

- When printing to file, request one copy only, with no collation.

Prints one full set of the selected pages before printing the second full set (e.g., a first set of pages 1 to 10 will print, before the second set of pages 1 to 10 will print, and so on).

If you do not enable Collate, the requested number of copies of each selected page will print before the next page will print (e.g., five copies of page 1 will print before five copies of page 2 will print, and so on).

Prints one full set of the selected pages before printing the second full set (e.g., a first set of pages 1 to 10 will print, before the second set of pages 1 to 10 will print, and so on).

If you do not enable Collate, the requested number of copies of each selected page will print before the next page will print (e.g., five copies of page 1 will print before five copies of page 2 will print, and so on).

Print all pages in your document.

Prints only the objects that are currently selected.

Prints only the page currently displayed.

Specifies the pages, or the range of pages, to print.

- A dash (-) between numbers defines a range of sequential pages (e.g., 1-5 will print pages 1 to 5).
- A comma (,) between numbers defines a series of non-sequential pages (e.g., 1,5 will print pages 1 and 5 only).
- Any combination of dashes and commas is supported (e.g., 1-3, 5, 7, 10-12 will print pages 1, 2, 3, 5, 7, 10, 11 and 12).
- Inserting a tilde (~) between two numbers will cause those two pages plus every second page in between to print. For example, 1~6 will print pages 1, 3, 5 and 6. If you enter 2~6, pages 2, 4 and 6 will print.

The option works in conjunction with the Print Odd/Even Pages option.

Specifies the pages, or the range of pages, to print.
- A dash (-) between numbers defines a range of sequential pages (e.g., 1-5 will print pages 1 to 5).
- A comma (,) between numbers defines a series of non-sequential pages (e.g., 1,5 will print pages 1 and 5 only).
- Any combination of dashes and commas is supported (e.g., 1-3, 5, 7, 10-12 will print pages 1, 2, 3, 5, 7, 10, 11 and 12).
- Inserting a tilde (~) between two numbers will cause those two pages plus every second page in between to print. For example, 1~6 will print pages 1, 3, 5 and 6. If you enter 2~6, pages 2, 4 and 6 will print.

The option works in conjunction with the Print Odd/Even Pages option.

Allows you to specify whether odd, even, or both odd and even pages will be printed.

Displays your file as it will print and allows you to size and reposition your image. Right click on the preview window to choose one of four options: Preview Image, Preview in Color, Full Image Drag, and Print This Sheet Now.

Note

- For your image to appear, you must enable Preview image. Otherwise your image will be represented by a bounding box.

Displays your file as it will print and allows you to size and reposition your image. Right click on the preview window to choose one of four options: Preview Image, Preview in Color, Full Image Drag, and Print This Sheet Now.

Note

- For your image to appear, you must enable Preview image. Otherwise your image will be represented by a bounding box.

Allows you to move back in a multi-page document.

Allows you to move forward in a multi-page document.

Changes to a full screen preview. Click it again to return to a normal preview.

Displays your file in the Preview box as it will print.

Preview Image is a handy feature. Enable it, unless the image is complex and takes a long time to display. If you disable the preview, a bounding box will still indicate the position and size of your image.

Allows you to choose whether the Preview box will display a composite view of your print job or only a specific color separation.

Note

- This feature is only available when Print Separations is enabled.

Prints the filename, current date, and time (and tile number, if applicable) at the bottom of the sheet.

If applicable, color separation information (color, screen frequency and angle, plate number) is printed at the top of the sheet.

Note

- To see the file information, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work. If not, you can request that the file information be printed within the page.

Places page numbers on the printed sheets.

Note

- To see the page numbers, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Causes the file information to print within the page.

Tip

▪ If the working page size is identical to the paper or film size, enable File Info Within Page. Make sure the artwork is positioned so that the file information does not overlap it.

Prints crop marks. These marks are used as alignment aids when trimming the printed output down to its final size.

Note

- To see the crop marks, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints crop marks only along the outer edge of the sheet.

Tip

- This option is often preferable when you are printing multiple layouts per sheet.

Prints registration marks on each sheet. These marks serve as guides for aligning color separations.

Note

- To see the registration marks, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints a bar of the six basic colors (red, green, blue; cyan, magenta, yellow) beside your artwork. These color patches are used to verify the quality of the printed output.

Note
- To see the calibration bar, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work.

Prints a Densitometer Scale, a bar of varying shades of gray, on each separation sheet. This is an advanced feature that allows you to check the accuracy, quality, and consistency of the output with an instrument called a densitometer.

Note

- To see the densitometer scale, you must define a working page size that is smaller than the dimensions of the actual sheet of paper or film that is used to image the work

Prints a negative image when enabled.

Specifies that the film emulsion faces down when enabled.

Emulsion is the coating of light-sensitive material on a piece of film.

These options allow you to resize and reposition your artwork.

Note

- These options do not affect the artwork itself, only the way it is printed.

Applies positioning and sizing to all pages.

Identifies the unit of measurement that is used when you specify the layout of your artwork.

Specifies the placement of your artwork on the page. The Top value indicates the distance from the top edge of the printable page.

Specifies the placement of your artwork on the page. The Top value indicates the distance from the top edge of the printable page.

Specifies the placement of your artwork on the page. The Left value indicates the distance from the left edge of the printable page.

Specifies the placement of your artwork on the page. The Left value indicates the distance from the left edge of the printable page.

Resizes your printed artwork (not the original document) according to the width specified.

Resizes your printed artwork (not the original document) according to the width specified.

Scales the width of your printed artwork (not the original document) by the specified percentage.

Scales the width of your printed artwork (not the original document) by the specified percentage.

Scales the height of your printed artwork (not the original document) by the specified percentage.

Scales the height of your printed artwork (not the original document) by the specified percentage.

Resizes your printed artwork (not the original document) according to the height specified.

Resizes your printed artwork (not the original document) according to the height specified.

Automatically centers your artwork on the page.

Automatically scales your artwork so that it fits the printable page.

Note

- Unless Maintain aspect ratio is enabled, Fit to Page will distort your image.

Constrains resizing and scaling so that the height and width ratio of the artwork is maintained.

Enables a limit for bleeds. The bleed limit determines how far beyond the crop marks a graphic can extend when printed.

The corresponding value identifies how far beyond the crop marks the bleed can extend.

Enables a limit for bleeds. The bleed limit determines how far beyond the crop marks a graphic can extend when printed.

The corresponding value identifies how far beyond the crop marks the bleed can extend.

Enables a limit for bleeds. The bleed limit determines how far beyond the crop marks a graphic can extend when printed.

The corresponding value identifies how far beyond the crop marks the bleed can extend.

Allows you to print large artwork on multiple sheets, or tiles, that can later be assembled to form the whole picture.

Indicates the level of flatness that will be applied to curves when you print.

Tip

- Increasing the flatness reduces printing time and therefore is useful when you need to produce quick proofs. Be careful however as a flatness level set too high will produce distorted curves.

Causes Corel to automatically increase the flatness in increments of 2, as needed. Attempts to print an object will stop when the flatness value exceeds the value set in the Set Flatness To box by 10. At this point, the printer skips the problematic object and goes on to the next object.

Specifies the maximum allowable number of control points per curve. Reducing this number helps alleviate printing problems caused by objects that are too complex.

Allows one or more warnings to be issued if objects that are too complex and could cause printing problems are detected.

This value reflects the number of steps that will be used to render any fountain fills in your artwork. A low value (less than 20) will print faster but the transition between shades may be coarse, which causes what is known as banding. A higher value (over 40) will result in a smoother blend but longer printing times.

Note

▪ Fountain steps that are set in the Options dialog box only affect the way fountain fills display on your monitor. To control how the fountain fills actually print, you must set the value for fountain steps here or in the Fountain Fill dialog box.

Warns you of potential banding (the appearance of discreet strips in a fill) which is caused by to few steps in a fountain fill, when it is enabled.

Note
- This warning only applies to linear fountain fills.

Prints a job information sheet with your print job. This report contains information about the application that produced the job, the driver that was used, the print settings, the font information, and the file links.

Opens the Job Information Sheet dialog box, which allows you to specify which categories of information you want included in the report.

Allows you to choose an option and assign a new setting to it.

Note

- The Special Settings options allow you to change settings that were previously edited in the CORELPRN.INI file.

Allows you to choose an option and assign a new setting to it.

Note

■   The Special Settings options allow you to change settings that were previously edited in the CORELPRN.INI file.

Allows you to choose an option and assign a new setting to it.

Note

- The Special Settings options allow you to change settings that were previously edited in the CORELPRN.INI file.

Allows you to choose an option and assign a new setting to it.

Note

- The Special Settings options allow you to change settings that were previously edited in the CORELPRN.INI file.

Identifies the basic halftone screen frequency that your job will print at.

Screen frequency is expressed as a number of lines per inch (lpi). This value refers to the number of lines of dots (or other shapes) that make up a halftone screen. A halftone screen is a pattern of shapes of various sizes that is used to simulate a continuous tone image.

Note

- Check with your service bureau for the optimum setting for your print job.

Enables the use of PostScript level 2 features.

Note

This option is only available to level 2 PostScript devices. If you are not certain whether you will be printing on a level 2 postscript device, DO NOT enable this option.

Enables an analysis of your file and the various print settings you have specified, and, if necessary, automatically increases the number of steps used to render fountain fills to avoid banding.

Note

- This option may increase print time, but it will ensure the best possible rendering of fountain fills.

Enables an analysis of your file and the various print settings you have specified. If the number of steps in a fountain fill is greater than the number that your output device can render, the number of steps used to render the fountain fill is decreased automatically.

Downloads Type 1 fonts to the output device. Generally, this option is enabled because it is particularly beneficial when you want to print large tracts of text that use only a few fonts. Printing is faster as each font is first downloaded, and then only referenced by text that uses it.

If you disable this option, fonts are output as graphics (either curves or bitmaps). This may be useful if the file contains a large number of fonts that would take longer to download, or not download at all, because of sheer size.

Converts True Type fonts to Type 1 fonts. If you enabled the Download Type 1 Fonts option, by default the Convert True Type to Type 1 is also enabled. This ensures that True Type fonts are converted to Type 1 fonts so that they can be downloaded.

Only disable this option if your output device has difficulty interpreting the Type 1 fonts.

Tells the service bureau's OPI server to substitute the corresponding high-resolution images for the low-resolution ones in your file. This substitution is done before your print file is rasterized and imaged to film.

Defines bitmaps in RGB values instead of the usual CMYK values that are found in PostScript files.

Tip
- Use this option when you are outputting to RGB devices (e.g., slidemakers).
- Also use this option when you are printing to CMY devices. It is easier for these devices to translate from RGB to CMY than from CMYK to CMY.

Separates color artwork into its component colors, causing each component color to print out on a single sheet.

If you used a process color model (which uses four colors to simulate any color), you'll get up to four sheets per page.

If you used spot colors, one sheet per color is printed.

Allows you to print the separations in color (i.e., on a color printer). Separations are usually printed in black, with a screen to represent shading. This option allows you to print the separations in color instead.

Converts any spot colors present in your artwork to process colors.

Note

- This does not affect the artwork itself, only the way it is printed.

Prints all plates, including those that contain no image.

Note

- Printing empty plates wastes film and adds to the cost of your job. Generally, you'll want to leave this option disabled.

Specifies which color separation(s) to print.

The list of colors shows all separations used in your artwork. You can choose to print all separations, one separation only, or any combination of separations.

Allows you to adjust the advanced settings of your color separations, which includes setting halftone screens and creating color trapping.

Note

- Do not adjust these settings without first talking to your service bureau or printing shop.

Opens the Advanced Separations Setting dialog box that allows you to set advanced screening parameters such as screening technology, screen frequency and angle per color plate, overprinting per plate, halftone dot type, etc.

Identifies the imagesetter and screening technology that will be used to image your job.

Proprietary screening technologies supported by Corel include AGFA Balanced screening, Linotronic RT and, HQS screening.

Identifies the imagesetter and screening technology that will be used to image your job.

Proprietary screening technologies supported by Corel include AGFA Balanced screening, Linotronic RT and, HQS screening.

Identifies the resolution (in dots per inch, or "dpi") the job will be printed at.

Identifies the resolution (in dots per inch, or "dpi") the job will be printed at.

Identifies the basic screen frequency (in lines per inch, or "lpi") the job will be printed at.

Note

- The higher the screen frequency setting, the more intense the colors and the sharper the image. The lower the screen frequency, the lighter the colors and the less sharp the image.
- A high frequency gives you fewer levels of gray; a low frequency gives you more levels of gray.
- The upper limit of your screen frequency is define by the type of printing press to be used and the type of paper stock.

Identifies the basic screen frequency (in lines per inch, or "lpi") the job will be printed at.

Note

- The higher the screen frequency setting, the more intense the colors and the sharper the image. The lower the screen frequency, the lighter the colors and the less sharp the image.
- A high frequency gives you fewer levels of gray; a low frequency gives you more levels of gray.
- The upper limit of your screen frequency is define by the type of printing press to be used and the type of paper stock.

Identifies the screen frequency the selected color separation will be printed at. The default values are based on the imagesetter, screening technology, and basic screen frequency chosen; it is best not to change these values.

Note
- Check with your service bureau before modifying these values.

Shows the screen angle for the selected color separation. Screen angles are used to offset the different films in process color separations to avoid moiré patterns. The default values are based on the imagesetter, screening technology, and basic screen frequency chosen; it is best not to change these values.

Note

- Check with your service bureau before modifying these values.

Allows you to select a color to print over any underlying color (instead of the underlying color being knocked out), thereby making white gaps impossible. This option is best used when the top color is much darker than the underlying color, otherwise an undesirable third color might result (e.g., red over yellow would result in an orange object).

When you enable Overprint color both text and graphics are selected by default. If you do not want one of these options to overprint, disable it.

Allows you to select a color to print over any underlying color (instead of the underlying color being knocked out), thereby making white gaps impossible. This option is best used when the top color is much darker than the underlying color, otherwise an undesirable third color might result (e.g., red over yellow would result in an orange object).

When you enable Overprint color both text and graphics are selected by default. If you do not want one of these options to overprint, disable it.

Allows you to select a color to print over any underlying color (instead of the underlying color being knocked out), thereby making white gaps impossible. This option is best used when the top color is much darker than the underlying color, otherwise an undesirable third color might result (e.g., red over yellow would result in an orange object).

When you enable Overprint color both text and graphics are selected by default. If you do not want one of these options to overprint, disable it.

Allows you to specify a halftone screen for your drawing if you are printing to a PostScript device. A halftone screen is a pattern of shapes that is used to simulate shades of colors (i.e. darker to lighter) while using the same ink. Dot, line, diamond, elliptical, and Euclidean are only a few of the available halftone types.

Allows you to specify a halftone screen for your drawing if you are printing to a PostScript device. A halftone screen is a pattern of shapes that is used to simulate shades of colors (i.e. darker to lighter) while using the same ink. Dot, line, diamond, elliptical, and Euclidean are only a few of the available halftone types.

Creates color trapping by assigning an outline to an object that is the same color as the object's fill, and by then having the outline overprint underlying objects.

To be able to apply Auto-spreading to an object, it must
- not already have an outline
- be filled with a uniform fill
- not already be designated to overprint

The maximum trap value defines the amount of spread that autotrapping assigns to an object, along with the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

The value for Text Above determines the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

Creates color trapping by assigning an outline to an object that is the same color as the object's fill, and by then having the outline overprint underlying objects.

To be able to apply Auto-spreading to an object, it must
- not already have an outline
- be filled with a uniform fill
- not already be designated to overprint

The maximum trap value defines the amount of spread that autotrapping assigns to an object, along with the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

The value for Text Above determines the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

Creates color trapping by assigning an outline to an object that is the same color as the object's fill, and by then having the outline overprint underlying objects.

To be able to apply Auto-spreading to an object, it must
- not already have an outline
- be filled with a uniform fill
- not already be designated to overprint

The maximum trap value defines the amount of spread that autotrapping assigns to an object, along with the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

The value for Text Above determines the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

Creates color trapping by assigning an outline to an object that is the same color as the object's fill, and by then having the outline overprint underlying objects.

To be able to apply Auto-spreading to an object, it must
- not already have an outline
- be filled with a uniform fill
- not already be designated to overprint

The maximum trap value defines the amount of spread that autotrapping assigns to an object, along with the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

The value for Text Above determines the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

Creates color trapping by assigning an outline to an object that is the same color as the object's fill, and by then having the outline overprint underlying objects.

To be able to apply Auto-spreading to an object, it must
- not already have an outline
- be filled with a uniform fill
- not already be designated to overprint

The maximum trap value defines the amount of spread that autotrapping assigns to an object, along with the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

The value for Text Above determines the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

Creates color trapping by assigning an outline to an object that is the same color as the object's fill, and by then having the outline overprint underlying objects.

To be able to apply Auto-spreading to an object, it must
- not already have an outline
- be filled with a uniform fill
- not already be designated to overprint

The maximum trap value defines the amount of spread that autotrapping assigns to an object, along with the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

The value for Text Above determines the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

Creates color trapping by assigning an outline to an object that is the same color as the object's fill, and by then having the outline overprint underlying objects.

To be able to apply Auto-spreading to an object, it must
- not already have an outline
- be filled with a uniform fill
- not already be designated to overprint

The maximum trap value defines the amount of spread that autotrapping assigns to an object, along with the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

The value for Text Above determines the minimum font size to which auto-spreading is applied. Applying auto-spreading to small font sizes can make the text illegible.

Causes any object that contains 95% black or more to overprint underlying objects.

Note

▪   This is a useful option for artwork containing a lot of black text, but it should be used with caution on artwork with a high graphics content.

Provides preset page layouts and allows you to store custom styles.

Provides preset page layouts and allows you to store custom styles.

Opens the Edit Layout dialog box.

Specifies the number of working pages to place on a single printable page.

Specifies the number of working pages to place on a single printable page.

Places the current layout in each frame of the printable page.

Allows you to set the amount the images on each tile overlap with the images on adjacent tiles.

Allows you to set the amount the images on each tile overlap with the images on adjacent tiles.

Allows you to set the amount the images on each tile overlap with the images on adjacent tiles based on a percentage of the page width.

Allows you to set the amount the images on each tile overlap with the images on adjacent tiles based on a percentage of the page width.

Specifies the placement of your artwork on the page. The Left value indicates the distance from the left edge of the printable page.

Resizes your printed artwork (not the original document) according to the width specified.

Resizes your printed artwork (not the original document) according to the height specified.

Stores the page positioning settings specified in the Positioning dialog box.

Opens the Positioning dialog box. This dialog box allows you to specify positioning settings that can be save in Positioning styles.

Stores the page positioning settings specified in the Positioning dialog box.

Prints only vector graphics unless combined with Print bitmaps or Print text.

Prints only bitmaps unless combined with Print vectors or Print text.

Prints only text unless combined with Print vectors or Print bitmaps.

Prints all text in black.

Prints using the full color capabilities of the selected printing device.

Prints all colors in black.

Prints all colors in grayscale.

Opens the Postscript Preferences dialog box.

Scales everything that will be printed so that it fits within the printable page of the current printer. Use this setting to proof a large layout on your desktop printer.

This option is only intended for proofing, and should be disabled for the final output. If you wish to scale your artwork to fill the printable page, you should use the fit to page option. Position and size measurements reflect the size of the final output, not the size of the proof.

Provides information about the current printing device.

Provides information about the current printing device.

Provides information about the current printing device's location.

Provides information about the current printing device.

Displays a list of documents that you can print.

Allows you to choose what to print.

Stores a configuration of print settings that can be used again.

Stores a configuration of print settings that can be used again.

Displays a list of the current device's mode settings.

Displays information about the current printing device.

Displays a list of the current device's capabilities.

Displays information about the current printing device.

Specifies which color separation(s) to print.

The list of colors shows all separations used in your artwork. You can choose to print all separations, one separation only, or any combination of separations.

Shows all separations used in your artwork. Click each one to change frequency, angle, and to enable overprinting.

Shows all separations used in your artwork. Click each one to change frequency, angle, and to enable overprinting.

Displays the present print style, or a name you have typed for a new style.

Provides a list of the present print options and allows you to change them.

Allows you to save this dialog box's settings.

Makes the right margin equal to the left margin, and the bottom margin equal to the top margin.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Automatically sets the gutters.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Displays a model of the printable page based on the positioning settings.

Automatically sets the margins.

Specifies the number of rows of positioning frames to be placed on the printable page.

Specifies the number of columns of positioning frames to be placed on the printable page.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Stores the page positioning settings specified in this dialog box.

Saves the present positioning settings.

Deletes the selected positioning style.

Specifies the number of rows of positioning frames to be placed on the printable page.

Specifies the number of columns of positioning frames to be placed on the printable page.

Stores the page positioning settings specified in this dialog box.

Specifies the number of working pages to position across the printable page.

Specifies the number of working pages to position across the printable page.

Specifies the number of working pages to position down the printable page.

Specifies the number of working pages to position down the printable page.

Places the current working page in each frame of the printable page.

Keeps the frame size equal to the working page size.

Displays a model of how the pages will be arranged on the printed sheet.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Shows the other side of a double sided layout.

Allows you to print on both sides of the page.

Note
- When you enable this option, and you print to a non-double sided printer, Corel automatically runs a wizard that ensures all of the pages are ordered and oriented correctly.

Provides preset page layouts and allows you to store custom styles.

Saves the present layout settings.

Deletes the selected layout style.

Selects a page to be placed on the layout sheet.

Selects a page to be placed on the layout sheet.

Allows you to specify whether the top of the selected page points up or down.

Allows you to specify whether the top of the selected page points up or down.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Shows the contents of the Print Job Information Sheet.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to specify what information the Print Job Information Sheet will contain.

Sends the Print Job Information Sheet to a .TXT file.

Allows you to specify the .TXT file the Print Job Information Sheet is sent to.

Sends the Print Job Information Sheet to a printer.

Allows you to specify the printer the Print Job Information Sheet is sent to.

Places the current working page in each frame of the printable page.

BOO

Allows you to choose proofing options.

Allows you to choose an option and assign a new setting to it.

Note
▪   The Special Settings options allow you to change settings that were previously edited in the CORELPRN.INI file.

Provides information about the current printing device.

Provides information about the current printing device.

Provides information about the current printing device's location.

Provides information about the current printing device.

Provides information about the current printing device, and allows you to change devices.

Allows you to specify the number of copies and whether to collate them.

Allows you to specify color trapping settings.

Allows you to change screening options for the selected color separation.

Provides a list of the present print options and allows you to change them.

Allows you to specify the distance between each layout frame that is placed on the printable page. You can also change the units.

Allows you to set the page margins. You can also change the units.

Allows you to specify the distance between each working page that is placed on the printable page. You can also change the units.

Sets PostScript font handling.

Sets PostScript bitmap handling.

Allows you to enable PostScript warnings.

Allows you to specify what information the Print Job Information Sheet will contain.

Allows you to choose the output format and destination of the Print Job Information Sheet.