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**USER GUIDE**

## Corel Grafigo User Guide

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## Table of Contents

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<b>Welcome to Corel Grafigo</b> . . . . .	<b>5</b>
Corel Corporation . . . . .	5
Technical support . . . . .	5
Customer feedback. . . . .	6
<b>Getting Started</b> . . . . .	<b>7</b>
Understanding Corel Grafigo terms . . . . .	7
The toolbar . . . . .	8
The Toolbox . . . . .	8
The Symbols palette . . . . .	9
Creating and opening documents . . . . .	9
Changing the look of the work area . . . . .	10
Using underlays . . . . .	10
Changing the view . . . . .	11
Selecting, moving, and copying objects . . . . .	12
Undoing and redoing actions . . . . .	13
Using gestures . . . . .	13
Saving and exporting documents. . . . .	16
Closing documents and quitting Corel Grafigo . . . . .	16
<b>Drawing</b> . . . . .	<b>18</b>
Drawing with the Pen tools . . . . .	18
Drawing with the Marker tool . . . . .	20
Erasing . . . . .	21
Working with Onionskins . . . . .	22

Working with symbols . . . . .	23
<b>Working with text . . . . .</b>	<b>26</b>
Adding, editing, moving, and deleting text . . . . .	26
Converting Ink into text . . . . .	28
Formatting text . . . . .	28
Changing the recognized language . . . . .	29
<b>Collaborating with others . . . . .</b>	<b>30</b>
Setting up Microsoft NetMeeting . . . . .	30
Placing or receiving a call . . . . .	30

## **Welcome to Corel Grafigo**

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Corel Grafigo is a graphics application for the Tablet PC. It provides the simplicity of a pencil and paper, and allows you to quickly visualize and communicate your ideas. This chapter provides information on the following:

- Corel Corporation
- Technical support
- Customer feedback

### **Corel Corporation**

Founded in 1985, Corel Corporation ([www.corel.com](http://www.corel.com)) is a leading technology company specializing in content development (both text and graphics), business process management and XML-enabled enterprise solutions. The company's goal is to give consumers and enterprise customers the ability to create, exchange and instantly interact with content that is always relevant, accurate and available. With its headquarters in Ottawa, Canada, Corel's common stock trades on the Nasdaq Stock Market under the symbol CORL and on the Toronto Stock Exchange under the symbol COR.

### **Technical support**

Priority Service is fee-based, toll-free technical service designed for individual users and small businesses, including Academic and OEM users, and encompasses two options:

#### **Pay-As-You-Go**

Traditional, per-minute telephone support.

For Pay-As-You-Go service call: 1-900-733-8780 (Mon-Fri: 8:30 - 19:30 EST)

#### **Support Incident**

A support incident is the resolution of one technical question, problem or issue, regardless of the number of telephone calls required to resolve it. You can purchase support incidents in the following ways:

- Purchase your single support incident at the time of use. This is payable over the phone by major credit card only.
- Purchase your support incidents, in packs of three or more, before you encounter any technical issues and save over 15% of the individual purchase price. These are payable by major credit card, check, or purchase order. All support incident packs expire one year from the date of purchase.

For Support Incident service call: 1-877-662-6735 (Mon-Fri: 8:30 - 19:30 EST)

### **Customer feedback**

If you have any comments or suggestions about Corel Grafigo, you can send them by email to [grafigosuggest@corel.com](mailto:grafigosuggest@corel.com). If you have any comments or suggestions about the Corel Grafigo Help, you can send them by email to [grafigodoc@corel.com](mailto:grafigodoc@corel.com) or by regular mail to the following address: Product Manager, Corel Grafigo, Corel Corporation, 1600 Carling Avenue, Ottawa, Ontario, Canada, K1Z 8R7.

## Getting Started

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In this chapter you will learn about:

- Understanding Corel Grafigo terms
- The toolbar
- The Toolbox
- The Symbols palette
- Creating and opening documents
- Changing the look of the work area
- Using underlays
- Changing the view
- Selecting, moving, and copying objects
- Undoing and redoing actions
- Using gestures
- Saving and exporting documents
- Closing documents and quitting Corel Grafigo

### Understanding Corel Grafigo terms

**Tap:** To touch an item once with your tablet pen and then lift the pen quickly. Corresponds to a click with a mouse.

**Double-tap:** To tap twice quickly with your tablet pen. Corresponds to a double-click with a mouse.

**Pressure sensitivity:** The ability of a Tablet PC to sense pressure. It allows you to increase or decrease the thickness of ink by varying the amount of pressure on the tablet pen.

**Onionskin:** A translucent drawing surface that is placed on top of a work area. You can use it like trace paper when drawing.














**Ink:** The writing or drawing strokes that you make with your tablet pen.

**Underlay:** A background image that can be inserted in the work area.

**Work area:** The area in which you create and edit the content in a document.



## The toolbar







When you open Corel Grafigo the toolbar is, by default, at the top of the screen. It includes the following commands:

-  **New**—creates a new document.
-  **Open**—lets you browse for a file to open.
-  **Close**—closes a document.
-  **Save**—saves the open document
-  **Cut**—removes a selected object from the work area and copies it to the Clipboard
-  **Copy**—places a selected object on the Clipboard so it can be pasted
-  **Paste**—places the contents of the Clipboard into the work area (only objects that are supported in Corel Grafigo can be pasted into a document).
-  **Undo**—reverses the previous action. You can undo up to 21 of the previous actions.
-  **Redo**—reverses the previous Undo
-  **Underlay**—allows you to select a file to place as an underlay in your work area.
-  **Collaborate**—allows you to collaborate with other users over the Internet or a network by using Microsoft NetMeeting .
-  **Settings**—opens a dialog box for setting options.
-  **Help**—opens the Corel Grafigo Help.

## The Toolbox

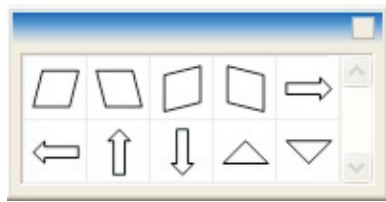
The Toolbox contains tools for drawing, creating text, and manipulating objects in the work area. It contains the following tools:

-  **Lasso**—lets you select ink and text in the work area
-  **Pen 1, Pen 2, and Pen 3**—These pens let you draw using opaque ink.

-  **Marker**—lets you draw lines and shapes using partially transparent ink
-  **Onionskin**—lets you place a translucent drawing surface on top of a work area. An Onionskin works like a piece of trace paper on a drawing.
-  **Eraser**—lets you remove ink and text from the work area
-  **Text**—lets you add a text box, or convert handwriting to text
-  **Zoom**—lets you reduce or magnify the view, or fit your work to the view
-  **Pan**—lets you move the view within the work area

## The Symbols palette

The Symbols palette contains shapes that you can add to a drawing. From the Symbols palette you can place a shape on the work area and determine its size and orientation by dragging. You can create new symbols and add them to the Symbols palette.




## Creating and opening documents

Corel Grafigo creates SVG files. Only SVG files created in Corel Grafigo can be opened by the application.

### To create a new document

- 1 On the toolbar, tap **New**  . A new instance of Corel Grafigo is launched.

### To open a Corel Grafigo document

- 1 On the toolbar, tap **Open**  .
- 2 In the **Look in** box, choose the drive and folder where the Corel Grafigo SVG file is stored.
- 3 Choose a file.
- 4 Tap **Open**.


## Notes

- Only SVG files created in Corel Grafigo can be opened.


## Changing the look of the work area

You can change the look of the work area by adding a background color or a grid. These elements are for display only, and are not part of a document.

### To add a grid to the work area

- 1 On the toolbar, tap **Settings**  .
- 2 Tap the **Work area** tab.
- 3 In the **Grid** section, choose either **Small** or **Large** to set the size of the grid.
- 4 Tap the **Color** button and choose a color for the grid.
- 5 Tap **OK**.


### To change the color of the canvas

- 1 On the toolbar, tap **Settings**  .
- 2 Tap the **Work area** tab.
- 3 In the **Display** section, tap the **Canvas color** button and choose a color.
- 4 Tap **OK**.

## Using underlays

An underlay is an image that you place in the background of your work area. The underlay is embedded in a document and becomes part of it. You can draw and place text on the underlay.

### To insert an underlay

- 1 On the toolbar, tap **Underlay**  .
- 2 Browse to select the image file you want to use as an underlay.
- 3 Tap **Open**.



## Notes

- Underlays must be in one of the following file formats: JPG, BMP, TIF, GIF, PNG, EMF.
- Once you insert an underlay and save your document, the underlay is embedded in the document and cannot be removed. However, you can replace it with another underlay.

## Changing the view

You can change the view by zooming in or out, or panning within the work area.


### To zoom in and out

- 1 In the Toolbox, tap **Zoom**  .
- 2 In the work area, tap the area that you want to zoom in on.
- 3 To increase the magnification, tap the work area again.
- 4 To zoom out, tap **Zoom**  then hold down the button on the tablet pen and tap the area that you want to zoom out on.


### Note

- By default, a document is at a zoom level of 100%. The minimum zoom level is 25% and the maximum zoom level is 400%.


### Tips

- You can zoom in on a specific area by tapping **Zoom**  and then dragging a box on the work area to define the area you want to zoom on.
- You can also Zoom in or out by using Gestures. For more information see "Using gestures" on page 13.
- You can double-tap **Zoom** to fit your work to the view.

### To pan

- 1 In the Toolbox, tap **Pan**  .
- 2 Place the tablet pen on the screen, and drag to move the view within the work area.


## To fit your work to the view

- 1 In the Toolbox, double-tap **Zoom**  . The zoom level and panning is adjusted to fit your document to the view.

## Selecting, moving, and copying objects



You can select one or more objects in a document by using the Lasso tool. Selected objects can be cut, copied, or moved.

### To select objects





- 1 In the Toolbox, tap **Lasso**  .
- 2 Drag around one or more objects, then lift the tablet pen from the screen. The appearance of a selected object changes as shown below. In the following picture, an object is shown when it is not selected (left) and when it is selected (right).



### To move objects

- 1 In the Toolbox, tap **Lasso**  and select one or more objects.
- 2 Place the tablet pen on a line in the object, and when the pointer changes to  , drag the selected object or objects to another location within the work area.



### To copy, cut, and paste objects

- 1 In the Toolbox, tap **Lasso**  and select one or more objects that you want to copy or cut.
- 2 On the toolbar, tap **Copy**  , or to remove selected objects and place them on the Clipboard, tap **Cut**  .
- 3 To paste a copy of the selected objects, tap **Paste**  . The objects that you paste are added to the work area as selected objects. You can tap and drag the selected objects to move them within the work area.

## Undoing and redoing actions

If you make a mistake you can undo up to 21 of your previous actions. Immediately after undoing actions, you can redo them.

### To undo or redo an action

- 1 On the toolbar, tap **Undo** .
- 2 To redo the action that was just undone, tap **Redo** .

#### Note

- If you want to undo or redo more than one action, continue tapping the appropriate button.

#### Tip

- You can also undo or redo actions by using gestures. For more information see "Using gestures," below.

## Using gestures

Gestures are shortcuts for performing frequently used commands. Gestures are invoked by pressing the tablet pen button as you make the gesture strokes. The following is a list of gestures that can be used in Corel Grafigo.

### Erase

The **Scratch-out** gesture erases content. Make the strokes as horizontal as possible, and draw at least three strokes. If the height of the gesture increases, the number of back and forth strokes also needs to increase.



### Undo

The **Left-semicircle** gesture invokes the **Undo** command. Make sure to draw the

semicircle from the right to the left. The two ends of the arc should be on the same horizontal line.



### Redo

The **Right-semicircle** gesture invokes the **Redo** command. Make sure to draw the semicircle from the left to the right. The two ends of the arc should be on the same horizontal line.



### Zoom-in

The **Up** gesture magnifies the view to the next zoom level. This gesture is a single, fast flick upward.



### Zoom-out

The **Down** gesture reduces the view to the lowest level of magnification. This gesture is a single fast flick downward.



### Up one Onionskin

The **Chevron-left** gesture activates the next lower layer of onionskin. Draw the chevron in a single stroke.



### **Down one Onionskin**


The **Chevron-right** gesture activates the next higher layer of onionskin. Draw the chevron in a single stroke.



## Saving and exporting documents

You can save a document in SVG format, or export it to a bitmap format.


### To save a new document

- 1 On the toolbar, tap **Save** .
- 2 In the **Save in** box, browse to select the folder in which you want to save the document.
- 3 In the **File name** box, enter a name for the document.
- 4 Tap **Save**.

### To save changes to a document

- 1 On the toolbar, tap **Save** .

### To export a document

- 1 On the toolbar, tap the small arrow to the right of **Save** . A menu appears.
- 2 Tap **Export**.
- 3 In the **Type** box, select the type of file format that you want to export to. The available settings for the exported file will change depending on the file format you choose.
- 4 Tap **OK**.


### Note

- Corel Grafigo allows you to export to the following formats: JPG, PNG, GIF, TIF, BMP, EMF

## Closing documents and quitting Corel Grafigo

When you close a document, Corel Grafigo remains open as a new document. When you quit Corel Grafigo, both the document and the application close.

### **To close a document**

- 1 On the toolbar, tap **Close Document**  . If the document has been changed since it was last saved, you will be asked if you want to save the document.

### **To quit Corel Grafigo**

- 1 Tap  in the upper right corner of the work area.

## Drawing

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Corel Grafigo provides tools for drawing lines and shapes. Corel Grafigo has drawing assistance which automatically smooths lines and recognize shapes. For example, if you draw a square or circle, Corel Grafigo will recognize your intent and convert the shape to a perfect square or circle. The sensitivity of the drawing assistance tools can be adjusted or turned off.

- Drawing with the Pen tools
- Drawing with the Marker tool
- Erasing
- Working with Onionskins
- Working with symbols


### Drawing with the Pen tools

The Toolbox provides four tools for drawing. There are three Pen tools and a Marker tool. The Pen tools use opaque ink while the Marker tool uses ink that is partially transparent. Shape recognition, curve smoothing, and text recognition work only for lines and shapes drawn with a Pen tool.


#### To draw with a Pen tool

- 1 In the Toolbox, tap one of the three **Pen**  tools.
- 2 Use the tablet pen to draw in the work area.


#### Notes

- You can change the line thickness and color for each of the pens by tapping **Settings**  , and making changes in the **Pen Tool** tab of the **Settings** dialog box.


### To change settings for the Pen tools

- 1 On the toolbar, tap **Settings**  .
- 2 In the **Settings** dialog box, tap the **Pen Tool** tab.
- 3 For each of the three pens, choose a nib size and ink color.
- 4 For each of the three pens, enable or disable the **Pressure sensitive** check box.  
When pressure sensitivity is enabled, you can increase or decrease the thickness of ink while drawing by varying the amount of pressure on the tablet pen.

### To change the Drawing Assistance settings

- 1 On the toolbar, tap **Settings**  .
- 2 In the **Settings** dialog box, tap the **Pen Tool** tab.
- 3 In the **Drawing Assistance** section, set the following options:
  - **Timer**—specifies the time between a pen stroke and the implementation of drawing assistance and the auto-growing for Onionskins. For example, if the timer is set to 1 second and you draw a circle, shape recognition will take effect one second after you lift your tablet pen. If the timer is set to zero, shape recognition will occur the instant you lift your pen. Therefore, when the timer is set to zero you can only draw recognized shapes consisting of one stroke.
  - **Curve smoothing level**—determines the amount of curve smoothing that is applied. To turn curve smoothing off, move the slider all the way to the left.
  - **Shape recognition level**—determines the tolerances that are set for shape recognition. If this control is set to its highest level, shapes will be recognized even when they are not drawn very precisely. If the control is set to a lower level, only shapes that are drawn more precisely will be recognized. To turn shape recognition off, move the slider all the way to the left.
  - **Automatically straighten shapes**—If this check box is enabled, recognized shapes that are close to the vertical or horizontal axis will be automatically straightened. If the Shape recognition level is set to off, this check box is not available.

## To draw a recognized shape

- 1 In the Toolbox, tap one of the Pen tools  .
- 2 In the work area, draw a circle, square, or other recognized shape. If the shape is recognized, it will change to a precise shape.


### Notes

- The following shapes are recognized: straight line, square, rectangle, parallelogram, diamond, circle, ellipse, and triangle. Dashed lines are also recognized.
- For shapes to be recognized, shape recognition must be turned on in the **Settings** dialog box. For more information, see "To change the Drawing Assistance settings" on page 19 .

### Tips

- To make the outline of your shape thicker, go over the shape several times with the tablet pen. Use the same motion that you would when using a pencil to make a thicker outline on paper. The outline becomes thicker for each time that you go over the shape.

## To disable shape recognition for a single shape

- 1 In the Toolbox, tap one of the **Pen** tools  .
- 2 Immediately lift the tablet pen slightly and click the tablet pen button.


### Notes

- You must click the tablet pen button before shape recognition takes effect. For information on increasing the lag time between when you lift your tablet pen and when a shape is recognized, see "To change the Drawing Assistance settings" on page 19


## Drawing with the Marker tool

The Marker tool uses ink that is partially transparent. It has a different nib shape than the Pen tools. The size of the nib and the color of the ink can be changed in the Settings dialog box. The lines and shapes you draw with the Marker tool are not affected by shape recognition, curve smoothing, or text recognition.


### To draw with the Marker tool

- 1 In the Toolbox, tap **Marker**  .
- 2 Use the tablet pen to draw in the work area.

#### Notes

- You can change the line thickness and color for the **Marker** tool by tapping **Settings**  , and making changes in the **Other tools** tab of the dialog box.
- Lines and shapes that you create with the **Marker** tool are not recognized by shape recognition, text recognition, or curve smoothing.


### To change settings for the Marker tool

- 1 On the toolbar, tap **Settings**  .
- 2 In the **Settings** dialog box, tap the **Other Tools** tab.
- 3 In the **Marker** section, choose a nib size and ink color.
- 4 Enable or disable the **Pressure sensitive** check box. When pressure sensitivity is enabled, you can increase or decrease the thickness of ink while drawing by varying the amount of pressure on the tablet pen.



### Erasing

You can erase lines, shapes, or text.

### To erase with the Eraser

- 1 In the Toolbox, tap **Eraser**  .
- 2 With the tablet pen, tap or drag over the line, shape, or text you want to erase.

### To erase by cutting

- 1 In the toolbox, tap **Lasso**  .
- 2 Drag around the object you want to cut to select it.
- 3 Tap **Cut**  .


### To erase by using the scratch-out gesture

- 1 Hold down the button on the tablet pen.
- 2 Make three or more horizontal back and forth strokes without lifting the tablet pen.

### Working with Onionskins

Onionskins function like trace paper that you can place over a drawing. You can change the color of Onionskins and use multiple Onionskins in the same drawing. When you save a file, any Onionskins are saved with the document.


### To add an Onionskin

- 1 On the Toolbox, tap **Onionskin**  .
- 2 With the tablet pen, drag to define the size of the Onionskin.

### Notes

- If a drawing stroke extends beyond the boundaries of an active Onionskin, the Onionskin is automatically enlarged to accommodate the stroke.



### To change Onionskin settings

- 1 On the toolbar, tap **Settings**  .
- 2 Tap the **Other tools** tab.
- 3 In the **Onionskin** section, set the size of the control bar to either small or large, set a color for Onionskins, and set the percentage of opacity. A lower opacity makes the Onionskins more transparent.



### To make an Onionskin active.

- 1 In the Toolbox, tap the **Lasso**, **Marker**, or one of the **Pen** tools.
- 2 Tap the Onionskin that you want to make active. The active Onionskin will have a darker color than inactive Onionskins.

### To move an object between Onionskins

- 1 For the object that you want to move, make the Onionskin active.
- 2 In the Toolbox, tap **Lasso**  .
- 3 Drag around the object that you want to move to select it. When you drag, make sure to start with the tablet pen on the active Onionskin.
- 4 Place the tablet pen on the object and when the pointer changes to  , drag the object from one Onionskin to another. When you lift the tablet pen, the object is placed on the Onionskin.


#### Tip

- You can also move an object from one Onionskin to another or to the canvas by using Cut and Paste. Select an object you want to move, tap **Cut**  , make the Onionskin or canvas you want to move to active, and tap **Paste**  .

### To delete an Onionskin

- 1 Make the Onionskin active.
- 2 Tap the **X** in the lower left corner of the Onionskin.

#### Notes

- When you delete an Onionskin, any objects on that Onionskin are also deleted.
- If you delete an Onionskin, you can return the Onionskin and any objects on it by clicking **Undo**  .


### Working with symbols

The Symbols palette contains shapes that you can place in your drawing. You can select a symbol and then drag in the work area to define its size and orientation. You can also create objects in your document and add them to Symbols palette. Symbols can be used with or without a relative line weight. If the line weight is set to relative, it will increase as the scale of the symbol increases. You can delete any symbol from the Symbols palette, and you can hide the Symbols palette if you don't need it.

### **To insert a symbol**

- 1 In the Symbols palette, tap the symbol you want to insert.
- 2 Drag the tablet pen in the work area to define the size and orientation of the symbol.
- 3 Lift the tablet pen to place the symbol in a document.

### **To add a symbol to the Symbols palette**

- 1 In the Toolbox, tap **Lasso**  .
- 2 Drag around the object that you want to add to the Symbols palette to select it.
- 3 Click the button in the top right corner of the Symbols palette to display a pull-down menu.
- 4 Tap **Add New Symbol**.

#### **Notes**

- The pull-down menu in the Symbols palette, allows you to undo the addition of a symbol immediately after you add it.

### **To maintain the relative line weight of a symbol**

- 1 In the Symbols palette, tap the button in the upper right corner to display a pull-down menu.
- 2 Tap **Relative Line Weight** to enable it.

#### **Note**

- When Relative Line Weight is enabled and you place a symbol in the work area, the line thickness will retain its relative value. For example, if you increase the size of a symbol its line thickness will also increase proportionally.

### **To delete a symbol from the Symbols palette**

- 1 In the Symbols palette, tap the symbol that you want to delete.
- 2 Tap the button in the upper right corner of the Symbols palette to display a pull-down menu.
- 3 Tap Delete Symbol.

### **To hide the Symbols palette**

- 1 Double-tap the bar at the top of the Symbols palette.

## Working with text

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You can enter text into a Corel Grafigo document by typing, by using the Tablet PC input panel, or by writing on the screen with the tablet pen and having the ink converted into text. All text is contained within a text box.

- Adding, editing, moving, and deleting text
- Converting Ink into text
- Formatting text
- Changing the recognized language

### Adding, editing, moving, and deleting text

To add text to a Corel Grafigo document, you must insert a text box. You can then add text to the text box.


#### To insert a text box into the work area

- 1 In the Toolbox, tap **Text** .
- 2 In the work area, tap to place the text box.





#### To enter text in a text box

- 1 Insert a text box into your document.
- 2 Do one of the following:
  - Use the keyboard to type text.
  - Tap the Tablet PC Input Panel button on the Windows taskbar, and use either the Keyboard tab or Writing Pad tab to enter text.
  - Use the tablet pen to write directly in the text box. Your handwriting is converted to text.


### To paste text in a text box

- 1 From within Corel Grafigo, or another application, highlight the text you want to place in a text box and use the Copy or Cut command to place the text on the Clipboard.
- 2 In your Corel Grafigo document, insert a text box.
- 3 On the toolbar, tap **Paste**  .



### To paste a text box in a document

- 1 On the Toolbox, tap **Lasso**  .
- 2 Drag around the text box to select it.
- 3 When the text box is selected, tap **Copy**  or **Cut**  .
- 4 Open the Corel Grafigo document that you want to paste the text box into.
- 5 On the Toolbar, tap **Paste**  .



### To select and edit text

- 1 In the Toolbox, tap **Text**  .
- 2 Tap the text that you want to edit. The text box becomes active and you can edit the text.

### To move text

- 1 On the Toolbox, tap **Lasso**  .
- 2 Drag around the text box to select it.
- 3 Move the tablet pen over the boundary of the text box. When the pointer changes to  , drag the text box and drop it in a new location.

### To delete text

- 1 On the Toolbox, tap **Lasso**  .
- 2 Drag around the text box to select it.
- 3 When the text box is selected, tap **Cut**  .



### Tips

- You can also delete text by selecting the text box and removing the text. When a text box is empty it is automatically removed from the document.
- You can also delete text by using the **Eraser** tool.


### Converting Ink into text

When you use a pen to write directly in the work area, you can select your handwriting and convert it to text. You can also write directly in a text box and have the ink converted to text as you write.

#### To convert selected ink into text

- 1 Use one of the **Pen** tools  to create the handwriting you want to convert to text.
- 2 Tap **Text**  and drag around the handwriting.
- 3 Lift the tablet pen. The handwriting is converted to text.

#### Notes

- You can also convert ink into text by using **Lasso**  to select the handwriting, and then tapping **Text**.


#### To convert ink into text as you write

- 1 Insert a text box.
- 2 With the tablet pen, write directly in the text box. Your handwriting is automatically converted to text.

### Formatting text

You can change the font, font style, size and color for the text that is displayed in a document. When you format the text, your settings are applied to all text that is displayed in a document.


### **To change the display font**

- 1 On the toolbar, tap **Settings**  .
- 2 Tap the **Tools** tab.
- 3 In the **Text** section, tap **Format**.
- 4 Adjust any of the font settings. The settings you choose are applied to all text in a document.

### **Changing the recognized language**

You can change the language that is recognized by Corel Grafigo.

### **To change the recognized language**

- 1 On the toolbar, tap **Settings**  .
- 2 Tap the **Tools** tab.
- 3 In the **Recognizer language** box, select the language that you want recognized.

## **Collaborating with others**

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Two or more users can view and work on the same Corel Grafigo document. Collaboration is accomplished over the Internet through Microsoft NetMeeting. With NetMeeting, you can place a call to another computer or receive a call from another computer.

- Setting up Microsoft NetMeeting
- Placing or receiving a call

### **Setting up Microsoft NetMeeting**

NetMeeting must be installed and configured properly on all computers that will participate in a collaboration session.

#### **To set up Microsoft NetMeeting**

- 1 On the Windows Taskbar, tap **Start**, and then tap **Run**.
- 2 In the **Open** box, type **conf** and press **OK**. If Microsoft NetMeeting is already set up on your computer, then the **NetMeeting** dialog box opens.
- 3 If Microsoft NetMeeting is not set up on your computer, a wizard opens which will guide you through the setup procedure for NetMeeting. Follow the instructions in the wizard until the main NetMeeting window appears.
- 4 Close Microsoft NetMeeting.

### **Placing or receiving a call**

You can either place a call to another computer or listen for a call from another computer. You can place calls to more than one computer and anyone who joins the session can include others by calling them. When you are in a collaboration session, any changes made on one computer will appear on the others. For more information on using Microsoft NetMeeting, tap the **Help** menu in the NetMeeting dialog box.


The person who places the call is the host and anything that is in their Corel Grafigo work area will be displayed in the Corel Grafigo work area of the computer that receives the call.

During a collaboration session, only the host can draw on the canvas of the work area. Other collaborators will be able to draw only on Onionskins that they create. All Onionskins on which you cannot draw are marked with an asterisk.

### **To set up a collaboration session**

- 1 All participants in the session must launch Corel Grafigo.
- 2 Those who will receive the call should follow the instructions in the following procedure.
- 3 If you are placing the call, follow the instructions in "To place a call" on the next page . The participant who is receiving the call must accept it before the collaboration session can begin.
- 4 If NetMeeting remains in the foreground, minimize it to the taskbar.


### **To listen for and accept an incoming call**

- 1 On the toolbar, tap Collaborate  .
- 2 In the Collaborate dialog box, choose **Listen for an incoming call**.
- 3 When a call is received, a window appears with the user name of the person trying to contact you. Click **Accept** to begin the collaboration session.

### **Notes**

- If you have anything in your work area when you accept a call, a message will ask you if you wish to save your document. Your work area is cleared and is replaced by the document that is open on the host computer.
- When the collaboration session starts, none of the drawing tools except for the the Onionskin tool are accessible. You must create an onionskin before the tools become accessible.

## To place a call

- 1 On the toolbar, tap Collaborate. 
- 2 In the Collaborate dialog box, choose **Place a call to another computer**.
- 3 In the IP address or computer name box, type the IP address of the computer you want to call. If the computer is on the same network as your computer, you can type the computer name.
- 4 Tap **OK** to launch Microsoft NetMeeting. The computer that you call is contacted and must accept your call before a connection is made.
- 5 Repeat the above steps for each computer that you want to include in the collaboration session.

## Tip

- If you don't know the IP address of your computer, tap **Collaborate** to display the Collaborate dialog box. The IP address of your computer is displayed at the bottom of the **Collaborate** dialog box.

## Index

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### A

accepting a call . . . . . 31

### B

bitmaps . . . . . 16

BMP . . . . . 16

### C

canvas

color . . . . . 10

closing Corel Grafigo . . . . . 16-17

closing documents . . . . . 16-17

collaborate . . . . . 30-32

color

canvas . . . . . 10

converting ink to text . . . . . 28

copying . . . . . 12

copying objects . . . . . 12

Corel Corporation . . . . . 5

creating documents . . . . . 9

cutting . . . . . 12, 21

### D

deleting onionskins . . . . . 23

deleting text . . . . . 27

documents

closing . . . . . 16-17

creating . . . . . 9

exporting . . . . . 16

opening . . . . . 9

saving . . . . . 16

drawing assistance settings . . . . . 19

### E

EMF . . . . . 16

erasing . . . . . 21

exporting documents . . . . . 16

### F

font . . . . . 29

formatting text . . . . . 28

### G

gestures . . . . . 13, 22

GIF . . . . . 16

grid . . . . . 10

### H

handwriting recognition . . . . . 28-29

hiding the symbols palette . . . . . 25

### J

JPG . . . . . 16

### L

language . . . . . 29

## M

- magnification . . . . . 11
- Marker tool . . . . . 20-21
- Microsoft NetMeeting . . . . . 30
- moving objects. . . . . 12
- moving text . . . . . 27

## N

- NetMeeting . . . . . 30

## O

- Onionskin settings. . . . . 22
- Onionskins. . . . . 22
- opening documents . . . . . 9

## P

- panning . . . . . 11
- pasting. . . . . 12
- pasting text . . . . . 27
- Pen tool settings . . . . . 19
- Pen tools . . . . . 18
- placing a call . . . . . 30, 32
- PNG . . . . . 16

## Q

- quitting Corel Grafigo . . . . . 16-17

## R

- raster images . . . . . 16
- receiving a call . . . . . 30-31
- redoing actions. . . . . 13
- relative line weight . . . . . 24

## S

- saving documents . . . . . 16
- scratch-out gesture . . . . . 22
- selecting objects . . . . . 12
- selecting text . . . . . 27
- shape recognition . . . . . 20
- shortcuts . . . . . 13
- symbols . . . . . 23-24
- Symbols palette . . . . . 9

## T

- Technical support . . . . . 5
- terms . . . . . 7
- text . . . . . 26
- text box . . . . . 26
- TIF . . . . . 16
- toolbar . . . . . 8
- Toolbox . . . . . 8

## U

- underlays
  - inserting . . . . . 10
  - overview . . . . . 10
- undoing actions . . . . . 13

## V

- view . . . . . 11

## Z

- zoom in or out . . . . . 11