COREL™
Grafigo™ 2
Ideas go here™

USER GUIDE

Corel® Grafigo™ 2 User Guide

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Welcome to Corel Grafigo 1

Corel® Grafigo™ is a graphics program for the Microsoft® Windows® XP Tablet PC. It provides the simplicity of pencil and paper, yet allows you to quickly visualize and communicate your ideas online.

In this section, you'll learn about

- what's new in Corel Grafigo
- documentation conventions
- getting help
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What's new in Corel Grafigo

Corel Grafigo 2 provides new and enhanced features including the following.

Bringing content into Corel Grafigo

Corel Grafigo now lets you bring in content from virtually everywhere. You can import documents from all programs installed on your Tablet PC that support the standard Windows OS print functionality. You can also open documents in their native programs, print them to a Corel Grafigo SVG file or the Corel Grafigo printer driver, and open them in Corel Grafigo. In addition, the new **Grab-It** tool lets you capture content from other programs and bring it into Corel Grafigo as an underlay. For more information, see "Sharing information between programs" on page 69.

Underlays

This version of Corel Grafigo makes it easier to work with underlays: you can move, resize, and delete underlays. You can import multipage documents as underlays. Each page is brought in as a separate underlay, which in turn is automatically added as a view to the **View manager** toolbar for easy access. For more information, see "Working with underlays" on page 32.

Library

The **Library** toolbar replaces the **Symbols** palette. You can now create reusable content from underlays, onionskins, text frames, and ink strokes and organize content more easily with a new intuitive workflow. For more information, see "The Library toolbar" on page 15 and "Reusing content" on page 63.

Drawing assistance

Corel Grafigo provides new drawing aids that recognize the shapes you draw and convert them into perfect forms, and that allow line straightening and alignment, symmetry recognition, and snapping. In addition to the hand-drawn shapes recognized in version 1.0, Corel Grafigo now recognizes arrows and trapezoids. For more information, see "Using drawing assistance" on page 48.

Selecting content

Using the **Pick** selector and the **Lasso** selector, you can now select ink strokes, text frames, and underlays with a tap of the pen and grab anywhere within a selection to move the selected content. The new **Pick** selector allows you to use one motion to select and move content around the workspace.

Ink

You can resize and rotate ink strokes. The new **Local eraser** tool lets you erase portions of an ink stroke. For more information, see "Working with ink strokes" on page 41.

Onionskins

Corel Grafigo provides new options for onionskins: you can show, hide, lock, and unlock onionskins. For more information, see "Working with onionskins" on page 35.

Navigating in documents

This version of Corel Grafigo provides new tools for viewing document contents and navigating in documents. The **Navigator** facilitates navigating the workspace; you can now pan to any area of the workspace with a tap of the pen. You can also auto-pan to move the document view in the direction you drag a selected object. For more information, see "Viewing documents" on page 24.

View manager

You can save specific views while working and access them at any time on the **View manager** toolbar. For more information, see "The View manager toolbar" on page 18 and "Viewing documents" on page 24.

Slide shows

You can save views as a slide show and view them in an SVG viewer. This is especially useful for viewing large SVG documents. When you view a multiview document in an SVG viewer, Corel Grafigo provides navigation controls that let you navigate through the views you've defined. For more information, see "Saving documents" on page 27.

Collaboration

In addition to using Microsoft® NetMeeting®, you can now collaborate in real time using Microsoft peer-to-peer technology. For more information, see "Choosing a collaboration engine" on page 73.

E-mailing documents

You can e-mail documents directly from Corel Grafigo. For more information, see "E-mailing documents" on page 82.

Exchanging information between programs

You can now copy selected ink strokes from Corel Grafigo to another program that supports ink. You can also take selected ink strokes from a program that supports ink and insert them in Corel Grafigo as ink. For more information, see "Exchanging information between programs" on page 71.

Documentation conventions

The table below describes important conventions used in the user guide and Help.

Convention	Description	Examples
List box	A list of options that drops down when a user taps the down arrow button	From the **Recognizer language** list box, choose the language that you want recognized.
Drag	Tap an object and, without raising the tablet pen, drag the object	Drag the selected ink stroke to a new location in the workspace.
Point to	Hover the tip of the tablet pen over an item	Point to the selection box and, when the cursor changes to a four-headed arrow, drag the text frame to a new location in the workspace.
Workspace	The area in which you create and edit the content in a document	The **Cut** button lets you cut selected ink strokes from the workspace and copy them to the Clipboard.
Note	A note contains information that is important to the preceding steps. It can describe conditions under which the procedure can be performed.	The ink strokes that you paste are added to the workspace as selected ink strokes.
Tip	A tip contains suggestions for performing the preceding steps, and other benefits and uses of the procedure.	To maintain the relative line weight of an ink stroke, tap **Settings** on the standard toolbar, tap the **Work area** tab, and enable the **Relative line weight** check box in the **Scale ink** area.

Getting help

You can get help directly from the user interface or from the user guide.

Corel Grafigo offers you a variety of ways to help you learn the program:

- Help — from the **Help** menu in the program, provides commonly used procedures and information, as well as screen captures of user interface components and graphics illustrating a wide range of concepts and features. The Help lets you find topics using the contents, index, and word/phrase search tool.
- ToolTips — let you access names or functions of icons and buttons
- User guide — lets you access Corel Grafigo concepts and procedures in a PDF format. You can print out either the entire user guide and use it as a reference or selected topics relevant to the task you are performing.

To use Help

1 On the standard toolbar, tap the arrow to the right of **Help**, and tap **Help topics**.

2 Tap one of the following tabs:
   - **Contents** — lets you browse through topics in the Help
   - **Index** — lets you use the index to find a topic
   - **Search** — lets you search the full text of the online documentation for a particular word

To access ToolTips

- Point to an icon or button.

You can display or hide ToolTips by tapping **Settings** on the standard toolbar, tapping the **Work area** tab, and enabling or disabling the **Show ToolTips** option in the **Display** area.

To access the user guide in PDF format

- Download the user guide in PDF format from http://www.corel.com/grafigo.

Activating Corel products

To use Corel products beyond the 15-day grace period, you must activate them. Activating a product generates a unique activation code for the computer by using the product serial number and by profiling the system.

You can activate a product online, by phone, or by using a previously attained product activation code. When you activate a product online, the process is anonymous, requiring no personal information.

Registering Corel products

Registering Corel products is important. Registration provides you with timely access to the latest product updates, valuable information about product releases, and access to free downloads, articles, tips and tricks, and special offers. Also, when you register a product, you are eligible for 30 days of free technical support.

You can register when you install the program, or choose to register at a later date.

You can register using the following methods:

- online — you can launch online registration if you are connected to the Internet when you install the Corel graphics program. If no Internet connection is detected, a list of options displays in a dialog box.
- FTP — you can complete the registration form and it will be sent automatically when an Internet connection is detected
- by phone — you can call the Corel Customer Service Center nearest you

For more information about registering a Corel product, visit www.corel.com/support/register.

Technical support

Corel Support Services

Corel Support Services can provide you with prompt and accurate information about product features, specifications, pricing, availability, services, and technical support.

Online Support

For information about online support services, visit www.corel.com/support. Please note, some of the services are available only in English.

- **Corel® Knowledge Base** — allows you to read, print, and download documents that contain answers to many technical questions. You can access Corel Knowledge Base at kb.corel.com.
- **Newsgroups (peer-to-peer forums)** — allow you to exchange information, tips, and techniques with other users of Corel products. You can access the newsgroups at www.corel.com/newsgroups.
- **Downloads** — allow you to access product patches, updates, and trial versions. You can access downloads at www.corel.com/downloads.

Telephone Support

For detailed information regarding telephone support services, please visit www.corel.com/support.

Live telephone support services are available for all Corel products from warranty support (30 days) to fee-based Priority and Premium Services. OEM, "white box," jewel case (CD only), trial, and Academic versions of Corel products are eligible for fee-based support services only.

North America

- For pricing, purchasing, or general inquiries about Corel products, you can call Customer Service toll-free at 1-800-772-6735.
- To speak directly to a technician, please dial 1-613-274-0500. The hours of operation are 8:30 a.m. to 7:30 p.m., Monday to Friday, Eastern Standard Time (EST).

Outside North America

For pricing, purchasing, or general inquiries about Corel products, call Customer Service toll-free at the corresponding in-country number listed below.

Please note that these numbers may change as we adapt our services to fit user needs. Check the international support numbers page at www.corel.com/support for the most up to date contact details.

Contact Customer Service for pricing, purchasing, general inquiries, or replacement CDs. Contact Technical Support should you require technical assistance operating your Corel software.

Country	Customer Service	Technical Support
Argentina	0800 777 3203	57 1 523 1240
Australia	1 800 658 850	61 2 8844 4101
Austria	0192 89600	0192 89600
Belgium (Dutch)	0240 06733	0240 06733
Belgium (French)	0240 06777	0240 06777
Brazil	0800 14 1212	55 11 5696 5797
Chile	54 0800 777 3203	57 1 523 1240

Country	Customer Service	Technical Support
China	10 800 610 2323	10 800 610 2673
Colombia	01 800 091 9370	57 1 523 1240
Czech Republic	0224 239645	0224 239645
Denmark	352 58008	352 58008
Finland	922 906040	922 906040
France	0170 706090	0170 706090
Germany	06922 2220288	06922 2220288
Hong Kong	800 964 514	800 964 515
Hungary	204 117089	204 117089
Indonesia	1 803 61 539	1 803 61 544
Ireland	0124 77724	0124 77724
Israel	44 1628 581601	44 1628 581601
Italy	0236 003600	0236 003600
Japan	813 5319 3017	813 5319 3013
Luxembourg	44 1628 581603	44 1628 581603
Malaysia	1 800 807 895	1 800 807 899
Mexico	1 800 1234 854	57 1 523 1240
Netherlands	0207 132700	0207 132700
New Zealand	0508 267 351	0800 908 592
Norway	229 71908	229 71908
Poland	071 3477279	071 3477279
Portugal	44 1628 581601	44 1628 581601
Singapore	800 6161 853	800 6161 854
South Africa	0860 223 388	0860 223 388

Country	Customer Service	Technical Support
South Korea	82 2 392 4198	82 2 392 4199
Spain	0914 141500	0914 141500
Sweden	0856 610555	0856 610555
Switzerland (German)	0158 03280	0158 03280
Switzerland (French)	0158 03300	0158 03300
Taiwan	00801 61 1411	00801 61 1412
UK	0870 774 0202	0870 774 0202

Mail and Fax Support

You can send inquiries to Corel Support Services representatives by mail or fax.

Corel Support Services
1600 Carling Avenue
Ottawa, Ontario, Canada
K1Z 8R7

Fax: 1-613-761-9176

Customer feedback

If you have any comments or suggestions about Corel Grafigo, you can send them by e-mail to grafigosuggest@corel.com. If you have any comments or suggestions about the Corel Grafigo Help, you can send them by e-mail to 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

Corel Corporation

Founded in 1985, Corel Corporation (www.corel.com) is a leading technology company specializing in content creation tools, 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 visual content that is always relevant, accurate and available. Corel Corporation has its headquarters in Ottawa, Canada.

Workspace tour

2

Becoming familiar with the terminology and workspace of Corel Grafigo will help you follow the concepts and procedures found in the Help and will allow you to learn the program more quickly.

In this section, you'll learn about

- Corel Grafigo terminology and concepts
- Corel Grafigo program window
- Corel Grafigo workspace tools
- changing workspace options

Corel Grafigo terminology and concepts

Before you get started with Corel Grafigo, you should be familiar with the following terms.

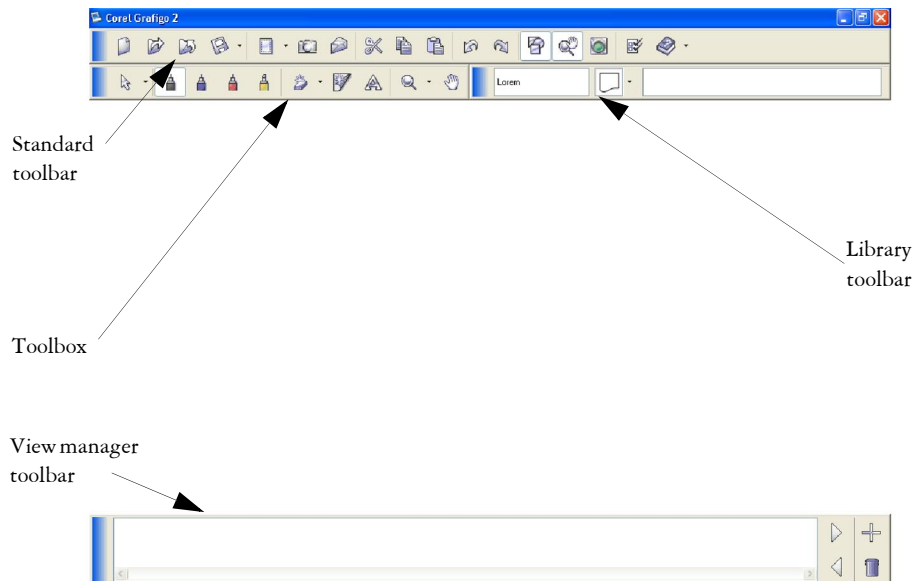| Term	Description
Tap	To touch an item once with the tablet pen and then lift the pen quickly. Corresponds to a click with a mouse.
Double-tap	To tap twice quickly with the tablet pen. Corresponds to a double-click with a mouse.
Pressure sensitivity	The ability of a Tablet PC to sense pressure. It allows 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 workspace. You can use it like tracing paper when drawing.
Ink strokes	The writing or drawing strokes that you make with the tablet pen.

Term	Description
Underlay	An underlay is an image that can be inserted in the background of the workspace. You can draw and place text on the underlay.

Corel Grafigo program window

When you start Corel Grafigo, the program window opens containing the workspace, the standard toolbar, the toolbox, the **Library** toolbar, and the **View manager** toolbar.

You can customize the elements in the program window to suit your needs. For information about customizing workspace options, see "Changing workspace options" on page 20.

The Corel Grafigo program window appears below. A description of its parts follows.

Standard toolbar

Toolbox

Library toolbar

View manager toolbar

Part	Description
Standard toolbar	A bar with buttons for managing documents, underlays, and document components, capturing content from other programs, e-mailing documents, customizing settings, accessing Help, and collaborating with other users
Toolbox	A bar with tools for adding and manipulating ink strokes, adding text and onionskins, and navigating in the workspace
Library toolbar	A bar containing reusable content that you can add to a document
View manager toolbar	A bar located at the bottom of the screen with controls for adding, deleting, and navigating through document views

Corel Grafigo workspace tools

Program commands are accessible through the standard toolbar, toolbox, **Library** toolbar, **View manager** toolbar, and shortcuts. For information about the shortcuts available in Corel Grafigo, see "Shortcuts" on page 85.

The standard toolbar

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

Button	Description
	The **New** button lets you create a new document.
	The **Open** button lets you open a document.
	The **Close** button lets you close a document.
	The **Save** flyout lets you save and export a document.

Button	Description
	The **Underlay** flyout lets you add and remove an underlay.
	The **Grab-It** button lets you capture an area of the computer screen and bring it into Corel Grafigo as an underlay.
	The **Send to e-mail** recipient button lets you send a document by e-mail.
	The **Cut** button lets you cut selected ink strokes, text frames, and underlays from the workspace and copy them to the Clipboard.
	The **Copy** button lets you copy selected ink strokes, text frames, and underlays to the Clipboard.
	The **Paste** button lets you paste the Clipboard contents into the workspace (only ink strokes, text frames, and underlays that are supported in Corel Grafigo can be pasted into a document).
	The **Undo** button lets you reverse an action.
	The **Redo** button lets you restore an action that was undone.
	The **Drawing assistance** button lets you enable and disable drawing assistance.
	The **View manager** button lets you display and hide the **View manager** toolbar.
	The **Collaborate** button lets you collaborate with other users over the Internet or a network by using Microsoft Peer-to-Peer or Microsoft NetMeeting technology. Depending on the collaboration engine you choose, the icon on the standard toolbar changes from a traffic light icon for Peer-to-Peer collaboration to a handshake icon for Microsoft NetMeeting.
	The **Settings** button lets you customize settings.
	The **Help** flyout lets you access the Help.

The toolbox

The toolbox contains tools for drawing, creating text, and manipulating ink strokes in the workspace. It contains the following tools.

Tool	Description
	The **Selection tools** flyout lets you access the **Pick** selector and the **Lasso** selector. The **Pick** selector lets you select and move ink, underlays, and text frames by tapping them and dragging. The **Lasso** selector lets you select and move ink, underlays, and text frames by circling them and dragging.
	The **Pen** tools let you draw using opaque ink.
	The **Marker** tool lets you draw using partially transparent ink.
	The **Eraser** flyout lets you access the **Stroke eraser** and **Local eraser** tools. The **Stroke eraser** tool lets you erase one or multiple ink strokes. The **Local eraser** tool lets you erase an area of an ink stroke.
	The **Onionskin** tool lets you place a translucent drawing surface on top of the workspace.
	The **Text** tool lets you add a text frame or convert handwriting to text.
	The **Zoom** tool lets you reduce or magnify the view.
	The **Pan** tool lets you move the view within the workspace and access the **Navigator**.

The Library toolbar

The **Library** toolbar provides access to reusable content, as well as to commands that allow you to create, delete, and rearrange content categories and share categories with other users. For more information about storing and reusing document content, see "Reusing content" on page 63.

The **Library** toolbar consists of a **Category preview** control, which displays the currently selected category; a **Content preview** control, which displays the currently selected category item; and a **Most Recently Used (MRU)** items list, which displays

the most recently used category items. You can change the size of the **Library** toolbar to see more items in the **MRU** list.

Category preview control   Content preview control   Most Recently Used items list

Library toolbar

The **Library** toolbar lets you access the **Library** flyout. The **Library** flyout contains a **Category** list, **Content** list, content preview window, and buttons for creating, deleting, importing, and exporting categories. The **Category** list shows all categories that you have created or imported; the **Content** list shows all items in a selected category; the content preview window lets you preview content before you add it to a document.

Content preview window

Category list

Content list
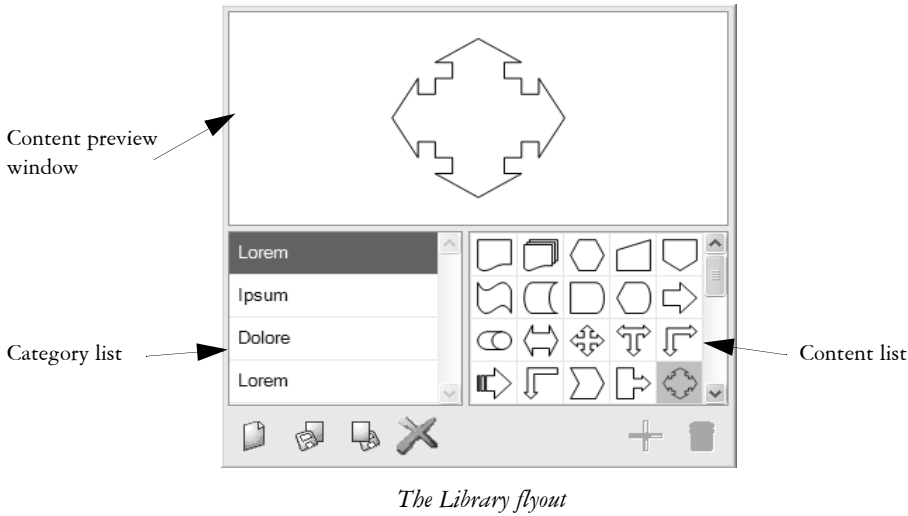
The Library flyout

At the bottom of the **Library** flyout, you'll find the following buttons.

Button	Description
	The **New category** button lets you add content categories.

Button	Description
	The **Import category** button lets you import content categories.
	The **Export category** button lets you export content categories.
	The **Delete category** button lets you delete content categories.
	The **Add content** button lets you add content from the workspace to a selected category.
	The **Delete content** button lets you delete category items.

You can change the size of the **Library** flyout. You can also change the size of the content preview window, as well as the size of the **Content** and **Category** lists.

To change the size of the Library toolbar

- Point to the edge of the **Library** toolbar and, using the two-directional arrow, drag the edge of the toolbar.

To open the Library flyout

- On the **Library** toolbar, tap the arrow to the right of the **Content preview** control.

To change the size of the Library flyout

- Point to the edge of the **Library** flyout and, using the two-directional arrow, drag the edge of the flyout.

To change the size of the content preview window

- Point to the border between the content preview window and the **Category** and **Content** lists and, when the pointer changes to a bar with two vertical arrows, drag up or down until the preview window is the size you want.

To change the size of the Category and Content lists

- Point to the border between the **Category** and **Content** lists and, when the pointer changes to a bar with two horizontal arrows, drag until the lists are the size you want.

The View manager toolbar

The **View manager** toolbar contains thumbnails of document views that you have created, as well as buttons for adding, deleting, and navigating through views. For information about creating, deleting, and navigating through views, see "Viewing documents" on page 24.

The View manager toolbar allows you to save specific views and quickly jump to them at any time.

The **View manager** toolbar contains the following commands.

Button	Description
	The **Add** button lets you add a view in a document by capturing a specific coordinate and magnification level.
	The **Delete** button lets you delete a view that you have defined.
	The **Next** button lets you go to the next view.
	The **Previous** button lets you go back to the previous view.

You can toggle between displaying and hiding the **View manager** toolbar. You can also change its size.

To display or hide the View manager toolbar

- Tap **View manager** ⌖ on the standard toolbar.

  The **View manager** toolbar is displayed when the **View manager** button on the standard toolbar appears raised.

To change the size of the View manager toolbar

- Point to the edge of the toolbar and, using the two-directional arrow, drag the edge of the toolbar.

  You can change the size of the **View manager** toolbar only when the toolbar is undocked. For information about undocking a toolbar, see "To dock a toolbar" on page 21.

The Collaboration palette

The **Collaboration** palette contains a list of your online meeting contacts, as well as commands for changing the collaboration status, adding and deleting contacts, importing User Identifier Files (UIF), and inviting contacts.

Button	Description
✓	The **Invite this contact** button lets you invite another Corel Grafigo user to participate in a collaboration session.
✗	The **Leave this session** button lets you leave a collaboration session and assign host privileges to another participant.
⌖	The **Import user identifier file** button lets you import a User Identifier File (UIF).
⌖	The **Export user identifier file** button lets you export a User Identifier File (UIF).
🗑	The **Delete this contact** button lets you remove a contact from your contact list.

To open or close the Collaboration palette

- Tap **Collaborate** ⬛ on the standard toolbar.

  When the **Collaboration** palette is open, the **Collaborate** button appears pressed.

To change the size of the Collaboration palette

- Point to the edge of the **Collaboration** palette and, using the two-directional arrow, drag the edge of the palette.

Changing workspace options

In Corel Grafigo, you can change the default workspace settings according to your preferences.

Toolbars can be either docked or floating. Docking a toolbar attaches it to the top or bottom edge of the program window. Undocking a toolbar pulls it away from the edge of the program window, so that it "floats" and can be easily moved around. You can change the size of toolbars. You can also hide toolbars.

You can change the size of buttons on toolbars.

The workspace display can be changed by adding a background color.

You can also add a grid. The grid is a series of intersecting lines that can help you align and position ink strokes accurately. You can display or hide the grid. You can change the color of the grid to make it stand out against the workspace background.
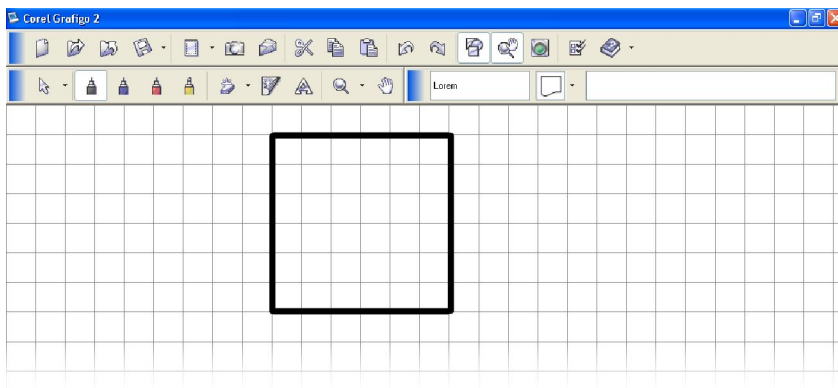
The grid can be displayed in the workspace to aid in object and ink placement.

To dock a toolbar

- Place the tablet pen on the grab area of a toolbar ▮ ▯ ▱ , and do one of the following:
  - Drag the bar to the top or bottom edge of the program window — to dock the standard toolbar, the toolbox, or the **Library** toolbar
  - Drag the bar to the top or bottom edge of the program window — to dock the **View manager** toolbar

To undock a toolbar

- Place the tablet pen on the grab area of a toolbar ▮ ▯ ▱ , and drag the bar to a new position.

✍ With the exception of the **View manager** toolbar, which is docked to the bottom edge of the program window, all toolbars are docked by default to the top edge of the program window.

To change the size of a toolbar

1 Tap **Settings** ▱ on the standard toolbar.
2 Tap the **Work area** tab.
3 In the **Display** area, enable the **Small** or **Large** option.
4 Tap **OK**.

To display or hide a toolbar

- Double-tap the grab area ▮ ▯ ▱ of a toolbar.
  When a toolbar is hidden, only its grab area is visible.

✍ You can display or hide a toolbar only when it is undocked.

To change the size of buttons on a toolbar

1 Tap **Settings** ▱ on the standard toolbar.
2 Tap the **Work area** tab.
3 In the **Display** area, enable the **Small** or **Large** option.

4 Tap **OK**.

To change the color of the workspace

1 Tap **Settings** ☑ on the standard toolbar.

2 Tap the **Work area** tab.

3 In the **Display** area, tap the **Canvas color** button, and choose a color.

4 Tap **OK**.

✍ The color of the workspace is program-specific; that is, it applies only to the active program and is neither saved with the document nor displayed in the workspace of a guest during a collaboration session.

To add a grid to the workspace

1 Tap **Settings** ☑ on the standard toolbar.

2 Tap the **Work area** tab.

3 In the **Grid** area, enable either the **Small** or **Large** option.

4 Tap **OK**.

To	Do the following
Hide the grid	In the **Grid** area, enable the **None** option.
Set the color of the grid	In the **Grid** area, tap the **Color** button, and choose a color for the grid.
Change the grid size	In the **Grid** area, enable either the **Small** or **Large** option.

✍ The grid settings are program-specific; that is, they apply only to the active program and are neither saved with the document nor displayed in the workspace of a guest during a collaboration session.

Basics

3

Before learning the more advanced features of Corel Grafigo, you may want to familiarize yourself with the basic functionality of the program.

In this section, you'll learn about

* creating and opening documents
* undoing and redoing actions
* viewing documents
* saving documents
* previewing documents
* closing documents and quitting Corel Grafigo

Creating and opening documents

You can start a new document, open a document created in Corel Grafigo, or import a document created in another program. For information about importing documents created in other programs, see "Importing documents" on page 69.

To create a new document

* Tap **New** ▯ on the standard toolbar.

When you tap **New** ▯, a new instance of Corel Grafigo is launched.

Corel Grafigo creates documents in Scalable Vector Graphics (SVG) format.

To open a document

1 Tap **Open** ▱ on the standard toolbar.
2 Choose the drive and folder where the Corel Grafigo SVG file is stored.
3 Choose a file.
4 Tap the **Open** button.

Only SVG files created in Corel Grafigo can be opened.

Undoing and redoing actions

You can undo the actions you perform in a document, starting with the most recent action. If you don't like the result of undoing an action, you can redo it.

To undo or redo an action

To	Do the following
Undo an action	Tap **Undo** ✏ on the standard toolbar.
Redo an action	Tap **Redo** ✏ on the standard toolbar.

✍ You can undo up to twenty-one actions.

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

You can also undo an action by using the undo gesture. For more information about the undo gesture, see "Undo" on page 86.

You can also redo an action by using the redo gesture. For more information about the redo gesture, see "Redo" on page 86.

Viewing documents

Since the Corel Grafigo workspace is virtually endless and you often have to work with large documents, the program provides a number of tools for viewing document contents and navigating in documents.

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

You can view document areas that fall outside the current workspace view. For example, when you are working at a high magnification level or with large underlays, you can pan or jump to a different area of a document without having to adjust the magnification level. Auto-panning moves the document view in the direction you drag a selected object such as an ink stroke, underlay, or text frame.

You can create multiple views in a document by capturing a specific coordinate and magnification level and return to them at any time. The views you define are part of the document properties; so when you save a document, the views are saved with the

document and will be available the next time you open it. Views are especially useful when viewing large SVG documents in an SVG viewer. For more information, see "Saving documents" on page 27. You can delete views when you no longer need them.

To zoom

• In the toolbox, tap **Zoom** .

To	Do the following
Zoom in	Tap the area of the document that you want to magnify.
Zoom in to a specific area	Drag a box to define the area that you want to magnify.
Zoom out	Hold down the tablet pen button, and tap the area that you want to zoom out of.

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

The program title bar displays the current zoom setting.

You can fit your work to the view by double-tapping **Zoom** .

You can also zoom in and out by tapping the arrow to the right of **Zoom** , and moving the slider.

You can also zoom in by using the up gesture. For information about the up gesture, see "Zoom in" on page 86.

You can also zoom out by using the down gesture. For more information about the down gesture, see "Zoom out" on page 87.

To view a document that falls outside the current workspace view

To	Do the following
Pan	In the toolbox, tap **Pan** . Drag until the area you want to view appears.

To	Do the following
Jump to another area of the document	In the toolbox, tap **Pan** ✋, and hold down the tablet pen button. In the **Navigator** window that appears, move the rectangle to the area of the document you want to view, and release the tablet pen button.
Auto-pan	In the toolbox, open the **Selection tools** flyout, and tap the **Pick** selector ▹·. In the workspace, drag an object close to any of the edges of the viewable workspace.

To create a view

1 Tap **View manager** 🔍 on the standard toolbar.

2 On the **View manager** toolbar, tap the **Add** button ✛.

3 Lift the pen off the screen.

A thumbnail preview of the selected view is added to the strip on the **View manager** toolbar.

Any changes you make to the document are automatically reflected in the views that you have defined.

You can change the order of views in the **View manager** strip by dragging a view to a new location. As you drag, a vertical bar appears to indicate the new position of the view.

To access a view

• On the **View manager** toolbar, tap the view you want to access.

You can also navigate through views using the **Next** ▷ and **Previous** ◁ buttons.

You can scroll through views using the horizontal scroll bar.

To delete a view

- On the **View manager** toolbar, tap a view, and tap the **Delete** button ▮.

  You can also delete a view by dragging it to the **Delete** button ▮.

  You can also delete a view using the scratch-out gesture. For information about the scratch-out gesture, see "Erase" on page 85.

Saving documents

Corel Grafigo lets you save a document as you work. By default, documents are saved to the Scalable Vector Graphics (SVG) file format. Large SVG files can be saved as multiview documents for easier viewing. To save a document with multiple views, you need to define views. For information about defining views, see "To create a view" on page 26. When you view a multiview document in an SVG viewer, Corel Grafigo provides navigation controls that let you navigate through the views that you have defined.

You can also export and save images to a variety of file formats that can be used in other programs. For example, you can export a file to the Windows Bitmap format (BMP). For information about exporting files, see "Exporting documents" on page 70.

To save a document

1 On the standard toolbar, tap the arrow to the right of **Save** ▮·, and tap **Save**.

2 Chose the folder where you want to save the document.

3 Enter a name in the **File name** box.

4 Tap **Save**.

To navigate through views

1 Open a multiview document in an SVG viewer.

2 On the navigation control at the top of the document, tap one of the following:
   - **Beginning** ◁◁ — takes you to the first saved view
   - **Previous** ◁ — takes you to the previous saved view
   - **Next** ▷ — takes you to the next saved view
   - **End** ▷▷ — takes you to the last saved view

Views are numbered in the order they are arranged on the View manager strip. For information about changing the order of views in the **View manager** strip, see "To create a view" on page 26.

If you navigate outside of a specified view by zooming out or panning, the dynamic string in the **Views** control, which displays the number of the current view and the total number of views, is grayed. To go back to the specified view, tap the dynamic string in the **Views** control.

You can zoom in or out by tapping **Zoom in** ⊕ or **Zoom out** ⊖, respectively.

You can move around the document by tapping one of the following **Pan** controls:
- **Up** △
- **Down** ▽
- **Left** ◁
- **Right** ▷

Previewing documents

You can preview a Corel Grafigo document in Windows Picture and Fax Viewer to see how it will look when you export. Windows Picture and Fax Viewer allows you to view documents without having to open them in an image editing application.

To preview a document

1 On the standard toolbar, tap the arrow to the right of **Save** ⊞ ·.

2 Tap **Export**.

3 Choose a file format from the **Type** box.

4 Tap **Preview**.

To return to your Corel Grafigo document, close Windows Picture and Fax Viewer by clicking the **Close** button ✕ on the program title bar.

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 program close.

To close a document

- Tap **Close document** 🗷 on the standard toolbar.

✍ When you have more than one instances of Corel Grafigo open, tapping **Close document** 🗷 closes both the active document and the active instance of Corel Grafigo. When you have only one instance of Corel Grafigo open, tapping **Close document** 🗷 closes the active document.

To quit Corel Grafigo

- Tap the **Close** button ✕ on the program title bar.

Organizing document components

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A Corel Grafigo document consists of objects, such as underlays, onionskins, text frames, and ink strokes, that coexist across multiple layers.

In this section, you'll learn about

- understanding layers
- working with underlays
- working with onionskins

Understanding layers

Corel Grafigo documents are divided into multiple layers, each containing a portion of the document's contents. Understanding the vertical order of these objects — the stacking order — can help you organize and edit objects in complex documents.

What you see   View of layers
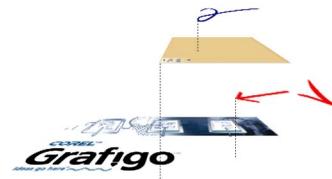
Document view (left), view of layers (right)

By default, underlays are placed on the bottom layer of a document. When you insert onionskins, they are placed above underlays. However, you can move underlays between layers. For example, you can select an underlay and place it on an onionskin. You can also select an underlay and bring it to the front of other underlays. For

information about moving underlays between layers, see "To move an underlay" on page 35.

While ink and onionskins can be layered in any order, ink always stays on top of underlays. For example, when you create a new document, add ink strokes, and insert an underlay, the ink strokes stay on top of the underlay. You can move ink strokes between layers. For more information about working with ink strokes, see "Working with ink strokes" on page 41.

Working with underlays

An underlay is an image that can be added to the background of the workspace. Once you insert an underlay, it is embedded in the document and becomes part of it.

You can place onionskins, ink strokes, and text on top of underlays. For information about adding onionskins, see "Working with onionskins" on page 35. For information about placing ink on top of underlays, see "Adding ink strokes" on page 41. For information about placing text on top of underlays, see "Working with text" on page 53. Unlike onionskins, underlays do not hold ink; so if you change the position of an underlay, the ink strokes that you have placed on top of it do not move with the underlay.

You can insert one or more underlays in a Corel Grafigo document. For information about importing documents as underlays, see "Importing documents" on page 69. Selecting an underlay makes it active and changes its position in the stacking order of underlays by bringing the underlay to the front of other underlays.
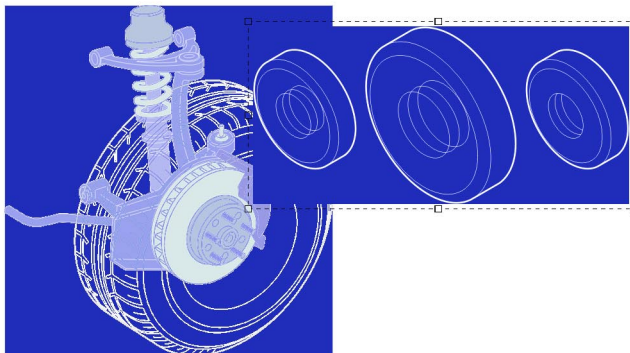
Selecting an underlay changes the underlay's place in the stacking order by bringing the underlay to the front of other underlays.

You can cut or copy an underlay and paste it into a Corel Grafigo document. You can change the dimensions of an underlay. You can move an underlay to a new location in a document. If you no longer need an underlay, you can remove it from your document.

You can store an underlay for reuse later on. For information about creating reusable content, see "To add content to a category" on page 64.

To insert an underlay

1 On the standard toolbar, tap the arrow to the right of **Underlay** ▢ ▾, and tap **Add underlay**.

2 In the **Underlay** dialog box, choose the drive and folder where the file is stored.

3 Choose a file.

4 Tap **Open**.

   If you are importing a document created in another program, a dialog box appears, notifying you that Corel Grafigo will start the program native to the document and will print a document image of the file to Corel Grafigo. Enable one of the following options:
   • **Use standard format** — prints the file to a Windows Enhanced Metafile (EMF) vector image
   • **Use image format** — prints the file to a raster image

   Tap **OK** to continue.

Corel Grafigo lets you import documents created in other programs and place them in the workspace as underlays. For more information about importing documents as underlays, see "To import a document" on page 69.

When you import a multipage document, each page is brought into Corel Grafigo as a separate underlay, and the underlays are positioned below each other in the workspace. As well, each underlay is automatically saved as a view and can be accessed through the **View manager** toolbar. For more information about views, see "The View manager toolbar" on page 18.

Every underlay that you insert displays at the center of your current workspace view.

Every underlay that you insert is automatically selected. If you insert a multipage document, only the first underlay is selected.

To select or deselect an underlay

- In the toolbox, open the **Selection tools** flyout, tap the **Lasso** selector ⌐, and drag around an underlay.

  To deselect an underlay, tap anywhere outside the selection box of the underlay.

  You can also select an underlay by tapping the **Lasso** selector ⌐, and tapping an underlay. If you have ink strokes, underlays, or text boxes on top of the underlay, tap successively until a selection box displays around the underlay you want to select.

  You can also select an underlay by opening the **Selection tools** flyout in the toolbox, tapping the **Pick** selector ▸, and tapping an underlay.

To copy and paste an underlay

1 Select an underlay.

2 Tap one of the following on the standard toolbar:
   - **Copy** 📋
   - **Cut** ✂

3 Tap **Paste** 📋 on the standard toolbar.

  The underlays that you paste are added to the workspace as active underlays.

  If you have an active onionskin in the workspace, the underlay is pasted to the onionskin.

To resize an underlay

- Drag any of the corner selection handles.

  Dragging the corner handles maintains the underlay's height-to-width proportions.

  Bitmaps are not resampled when resizing.

  You can also stretch a selected underlay as you size it by dragging any of the middle selection handles.

To move an underlay

1   Select an underlay.

2   Drag the selected underlay to a new location in the workspace.

You can also

Move an underlay to an area that falls outside the workspace	Drag the underlay toward the edge of the current workspace view to enable auto-panning.
Move an underlay to an onionskin	Select the underlay, and drag it to an onionskin.
Move an underlay to the front of another underlay	Select the underlay. If the two underlays overlap each other, the active underlay is brought to the front of the other underlay.

When you drag an underlay toward the edge of the current workspace view, you enable auto-panning. For more information about auto-panning, see "To view a document that falls outside the current workspace view" on page 25.

When moving an underlay to an onionskin, the onionskin must be unlocked.

To delete an underlay

1   Select an underlay.

2   On the standard toolbar, tap the arrow to the right of **Underlay** ⬚ ·, and tap **Remove underlay**.

Working with onionskins

Onionskins are transparent overlays used for annotating or marking up documents, allowing you to see an underlay and annotate it without modifying the original. You can use onionskins to add comments, draw sketches, and write notes on top of imported underlays. Onionskins hold ink on their surface, so when you change the position of an onionskin, the ink strokes that you have placed on the onionskin move with it.
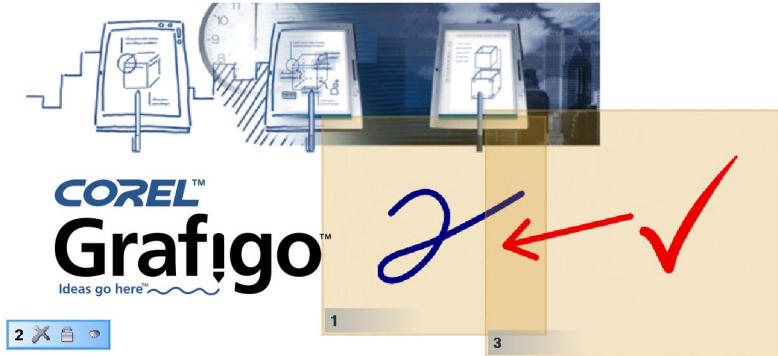
Onionskins function like tracing paper that you can place over an underlay.

One or more onionskins can be inserted in a document. When you save a file, onionskins are saved with the document.

Selecting an onionskin makes it active. You can change the size of an onionskin, and you can move an onionskin to a new location in a document.

You can display or hide onionskins. For example, you can hide an onionskin to select an ink stroke that lies under the onionskin.

Locking an onionskin prevents changes to its size and position. When you lock an onionskin, you cannot delete it or edit its ink strokes, but you can hide it.

You can change the properties of an onionskin. For example, you can adjust the opacity of an onionskin, change the size of its control bar, and choose a different color for its surface. You can also dim inactive onionskins to distinguish them from active onionskins.

You can save an onionskin for reuse later on. For example, you can insert an onionskin, add text, lines, and shapes on it, and save it for use in other documents. For information about creating reusable content, see "Reusing content" on page 63.

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

To add an onionskin

1   In the toolbox, tap **Onionskin** 📝 .

2   Drag to define the size of the onionskin.

Corel Grafigo assigns a number to each onionskin that you insert in a document. The number is displayed on the onionskin's control bar.

If an ink stroke that you create on top of an active onionskin extends beyond the boundaries of the onionskin, the onionskin is resized automatically to accommodate the ink stroke.

To select an onionskin

• Tap anywhere in an onionskin.

The control bar and the color of onionskins both provide visual clues that help you distinguish between active and inactive onionskins. By default, active onionskins have a darker color than inactive onionskins. The control bar of active onionskins contains buttons for deleting, locking and unlocking, and hiding and displaying onionskins; whereas the control bar of inactive onionskins contains only the number that Corel Grafigo assigns to every onionskin you insert.

You don't need to select an onionskin to be able to add ink strokes to it.

To resize an onionskin

1 Select an onionskin.
2 Point to the edge of the onionskin and, using the two-directional arrow, drag the edge of the onionskin.

If an ink stroke that you create on top of an active onionskin extends beyond the boundaries of the onionskin, the onionskin is resized automatically to accommodate the ink stroke.

To move an onionskin

1 Select an onionskin.
2 On the control bar of the onionskin, point to the onionskin's number, and drag the onionskin to a new location in the workspace.

To display or hide an onionskin

To	Do the following
Display an active onionskin	Tap the **Hide/Show onionskin** button 👁 on the control bar of an onionskin.
Hide an active onionskin	Tap the **Hide/Show onionskin** button 👁 on the control bar of an onionskin.

When you hide an onionskin, its control bar remains visible and lets you display, select, move, delete, and lock the onionskin at any time.

To lock or unlock an onionskin

To	Do the following
Lock an active onionskin	Tap the **Lock/Unlock onionskin** button 🔒 on the control bar of the onionskin.
Unlock an active onionskin	Tap the **Lock/Unlock onionskin** button 🔒 on the control bar of the onionskin.

To set the properties of an onionskin

1 Tap **Settings** 📝 on the standard toolbar.

2 Tap the **Other tools** tab.

To	Do the following
Set the size of an onionskin's control bar	In the **Onionskin** area, enable either the **Small** or **Large** option.
Set the opacity of an onionskin	Move the **Active onionskin opacity** slider.
Set the color for new onionskins	Tap the **Color** button, and choose a color.
Dim an inactive onionskin	Enable the **Dim inactive onionskins** option.

A lower opacity makes the onionskin more transparent.

Changes to the color of onionskins apply only to new onionskins that you add to a document; existing onionskins are not affected.

You can also set the properties of an onionskin by double-tapping **Onionskin** in the toolbox, and adjusting the settings in the **Onionskins** area.

To delete an onionskin

1   Select an onionskin.

2   Tap the **Delete** button on the control bar of the onionskin.

When you delete an onionskin, any ink strokes, text frames, and underlays on that onionskin are also deleted.

If you delete an onionskin, you can bring back the onionskin and any ink strokes on it by tapping **Undo** on the standard toolbar.

Working with ink strokes

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In Corel Grafigo, working with ink strokes is an essential part of annotating documents and drawing content such as lines and shapes.

Ink strokes are independent document components that float above the background. You can place ink strokes in the workspace, on onionskins, and on top of text frames and underlays. When you apply ink, a new layer is formed on top of the previous one. For example, if you add an ink stroke in the workspace, add a text frame, and then add another ink stroke, the text frame will lie between the two ink strokes. For more information about layers, see "Understanding layers" on page 31. Corel Grafigo lets you add ink strokes using a variety of tools and techniques. Once you add ink strokes to a document, you can move, resize, and edit them.

In this section, you'll learn about

- adding ink strokes
- selecting ink strokes
- copying and pasting ink strokes
- sizing ink strokes
- moving ink strokes
- rotating ink strokes
- erasing ink strokes
- using drawing assistance

Adding ink strokes

Corel Grafigo provides three **Pen** tools and a **Marker** tool so you can add ink strokes. The **Pen** tools use opaque ink, while the **Marker** tool uses ink that is partially transparent. As well, the **Marker** tool has a different nib shape than the **Pen** tools.
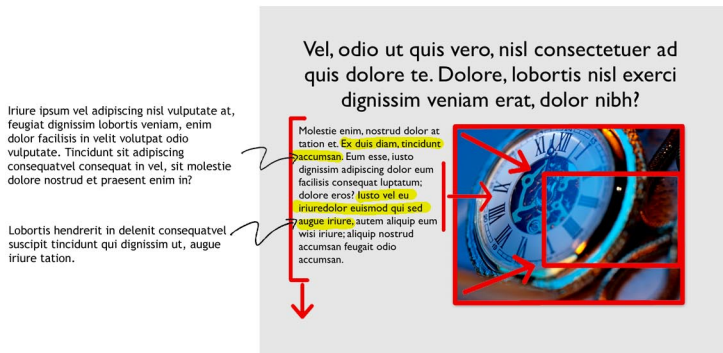
You can add ink strokes of different size and color using the Pen and Marker tools. For example, you can choose a fine red point for editing documents, an extra fine black point for detailed drawing, and a thick yellow point for highlighting text.

You can change the width and color of ink strokes by setting the attributes of the **Pen** and **Marker** tools. For example, you can set the nib size to control the thickness of ink strokes. You can choose different colors for the different pens. You can also enable pressure sensitivity to make the thickness of ink strokes respond to subtle changes in pen pressure.

To add an ink stroke

1   In the toolbox, tap one of the **Pen** tools ⬚ or the **Marker** tool ⬚ .

2   Add an ink stroke.

✍   Ink strokes that you add with the **Marker** tool ⬚ are not affected by drawing assistance or handwriting recognition.

💡   To make a bolded ink stroke, go over the stroke several times. Use the same motion as you would when using a pencil to make a thicker outline on paper. The more you go over an ink stroke, the thicker the stroke becomes.

To set the attributes of the Pen and Marker tools

1   Tap **Settings** ⬚ on the standard toolbar.

2   In the **Settings** dialog box, tap the **Pen tool** tab.

3   Choose a nib size and ink color.

If you want to increase the thickness of ink while drawing by varying the amount of pressure on the tablet pen, enable the **Pressure sensitive** option.

You can also set the attributes of the **Pen** and **Marker** tools by double-tapping one of the **Pen** tools ⊻ or the **Marker** tool ⊻ in the toolbox, and adjusting the settings in the **Pen**s or **Marker** areas of the **Pen tool** page.

Selecting ink strokes

Before you can change or move an ink stroke, you have to select it. You can select a single ink stroke or multiple ink strokes. When ink strokes are selected, a selection box displays around them.
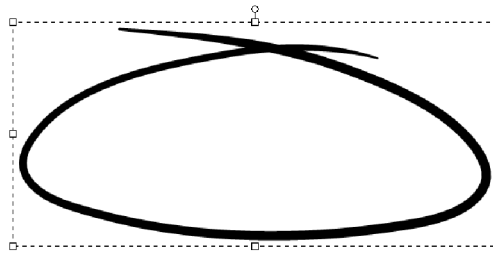
A selection box with eight selection handles displays around selected ink strokes.

To select an ink stroke

1   In the toolbox, open the **Selection tools** flyout, and tap one of the following:
    • **Pick** selector ⬚ ·
    • **Lasso** selector ⬚

2   In the workspace, drag around one ink stroke or multiple ink strokes.

There is a subtle difference between the **Pick** selector ⬚ · and the **Lasso** selector ⬚. The **Pick** selector lets you select and move ink, underlays, and text frames by tapping and dragging them in one step; whereas the **Lasso** selector lets you select and move ink, underlays, and text frames by circling them and then dragging, which involves two steps.

You can also select an ink stroke by opening the **Selection tools** flyout, tapping the **Lasso** selector or **Pick** selector, and tapping an ink stroke. If you have multiple ink strokes that overlap each other, tap successively until a selection box displays around the ink stroke you want selected.

To select an ink stroke that is under an onionskin, you must first hide the onionskin and then select the ink stroke. For information about hiding onionskins, see "To display or hide an onionskin" on page 38.

To deselect an ink stroke

- Tap anywhere in the workspace.

Copying and pasting ink strokes

You can cut or copy an ink stroke and paste it into a Corel Grafigo document. Cutting an ink stroke removes the original from the document; copying an ink stroke leaves the original in the document.

To copy and paste an ink stroke

1 Select an ink stroke.

2 On the standard toolbar, tap one of the following:
   - **Cut** ✂
   - **Copy** 📋

3 Tap **Paste** 📋 on the standard toolbar.

The ink strokes that you paste are added to the workspace as selected ink strokes.

If you have an active onionskin in the workspace, the ink strokes are pasted to the onionskin.

Sizing ink strokes

Corel Grafigo lets you change the dimensions of ink strokes. When you size an ink stroke, you change its dimensions proportionally by preserving its aspect ratio. When you stretch an ink stroke, you change the ratio between its width and height.
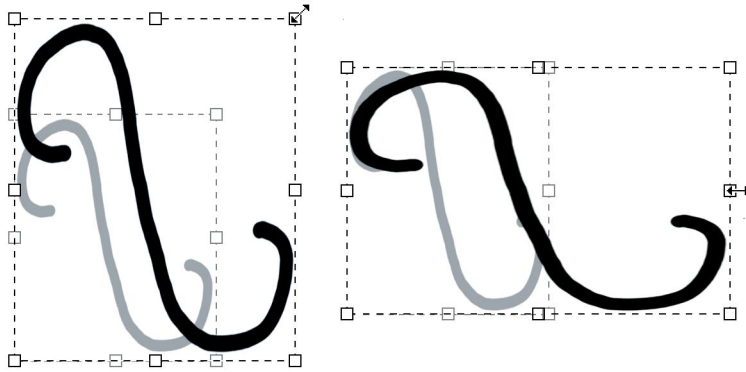
Dragging a corner handle sizes the height and width proportionally (left).
Dragging a middle handle stretches the shape (right).

To size an ink stroke

1 Select an ink stroke.

2 Drag any of the corner selection handles.

You can stretch a selected ink stroke as you size it by dragging any of the middle selection handles.

If you want the line weight of ink strokes to increase proportionally as you resize an ink stroke, tap **Settings** ⊞ on the standard toolbar, tap the **Work area** tab, and enable the **Relative line weight** check box in the **Scale ink** area.

Moving ink strokes

You can position ink strokes by dragging them to a new location.

To move an ink stroke

1 In the toolbox, open the **Selection tools** flyout, and tap **Pick** selector ⊾ .

2 In the workspace, drag an ink stroke to a new location.

You can also

Move an ink stroke to an area that falls outside the current workspace view	Drag the ink stroke toward the edge of the current workspace view to enable auto-panning.
Move an ink stroke from one onionskin to another	Make the onionskin that contains the ink stroke active. Drag the ink stroke to another onionskin.

When you drag an ink stroke toward the edge of the current workspace view, you enable auto-panning. For more information about auto-panning, see "To view a document that falls outside the current workspace view" on page 25.
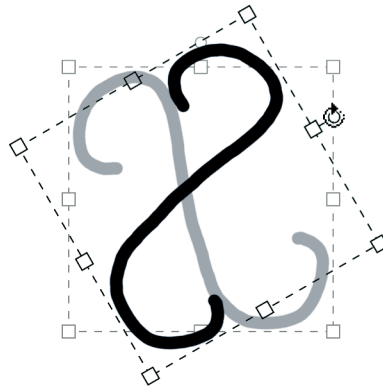
For information about making onionskins active, see "To select an onionskin" on page 37.

You can also move an ink stroke from an onionskin to the workspace by selecting the ink stroke and dragging it to the workspace.

Rotating ink strokes

You can rotate an ink stroke clockwise and counterclockwise.
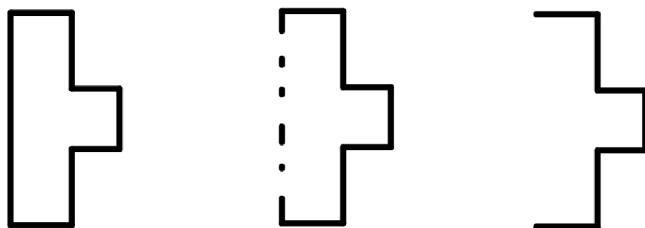

Rotating an ink stroke

To rotate an ink stroke

• Drag the rotation handle ⌷ clockwise or counterclockwise.

The selected ink stroke rotates around the center of the selection.

Erasing ink strokes

You can erase an ink stroke or portions of it. For example, you can erase part of an ink stroke to change its shape or to reveal more of an underlying ink stroke or underlay.

Original ink strokes (left). Local eraser is used to modify ink strokes (middle).
Stroke eraser is used to delete entire ink strokes (right).

To erase an ink stroke

To	Do the following
Erase an ink stroke	In the toolbox, open the **Eraser** flyout, and tap **Stroke eraser**. Tap or drag over an ink stroke.
Erase an area of an ink stroke	In the toolbox, open the **Eraser** flyout, and tap **Local eraser**. Drag across the area you want to erase.

You can also erase an ink stroke by selecting it, and tapping **Cut** ✂ on the standard toolbar.

You can also erase an ink stroke by using the scratch-out gesture. For more information about the scratch-out gesture, see "Erase" on page 85.
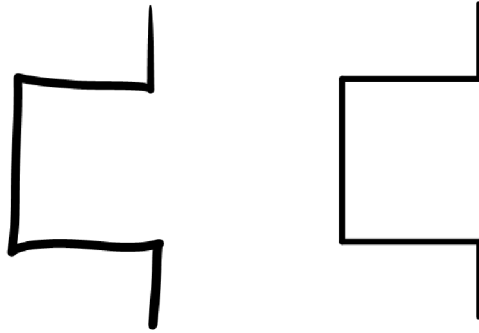
Using drawing assistance

Corel Grafigo includes drawing assistance tools, which let you apply ink strokes with precision. You can enable or disable drawing assistance. You can also choose drawing assistance settings.

Using drawing assistance, Corel Grafigo can recognize the shapes you draw and convert them into perfect forms. For example, you can draw an arrow that consists of two pen strokes: one for the body and one for the arrowhead. Whether you start with the arrowhead or the body, Corel Grafigo converts your hand-drawn arrow into a more symmetrical and straightened arrow.

Corel Grafigo uses shape recognition to convert hand-drawn shapes (left) into perfect forms (right).

Drawing assistance also allows line straightening and collinear alignment. For example, if you draw a staircase pattern that is not perfectly straight, the line segments that are arranged at approximately 90 degrees will be adjusted to be exactly horizontal or vertical and set at 90 degrees.

Line segments can be straightened and aligned to the vertical or horizontal axis. Line segments can also be aligned along a single line.

You can also use drawing assistance to create symmetrical lines and shapes. For example, if you draw a star, Corel Grafigo will make all opposing sides symmetrical and of equal length. Symmetry affects only straight line segments and not curves.
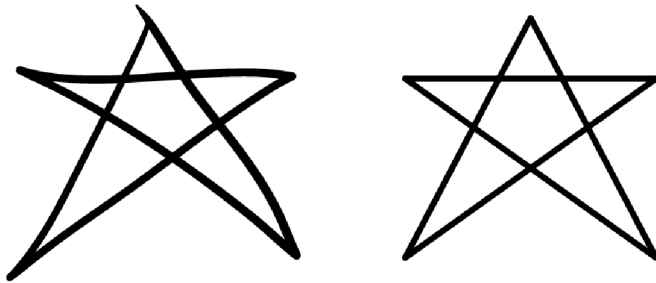
Corel Grafigo will make opposing sides of a shape symmetrical and of equal length.

Corel Grafigo also lets you use drawing assistance to snap lines and curves to other lines, and to shapes. For example, if you draw a line close to an existing ink stroke or between two existing ink strokes, the new line is repositioned so that it snaps to the closest

hotspots of the existing ink strokes. If you draw a line close to an existing shape, the new line is repositioned so that it snaps to the closest hotspot of the existing shape.
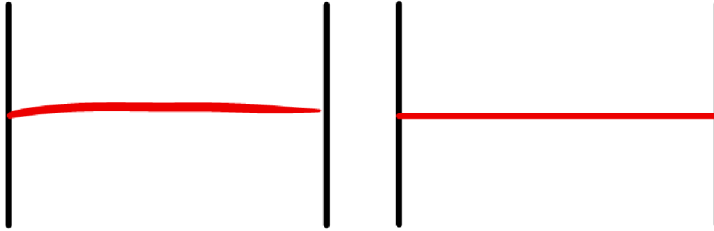
If you draw a line between two existing ink strokes, the line is repositioned so that it snaps to the closest hotspots of the existing ink strokes.
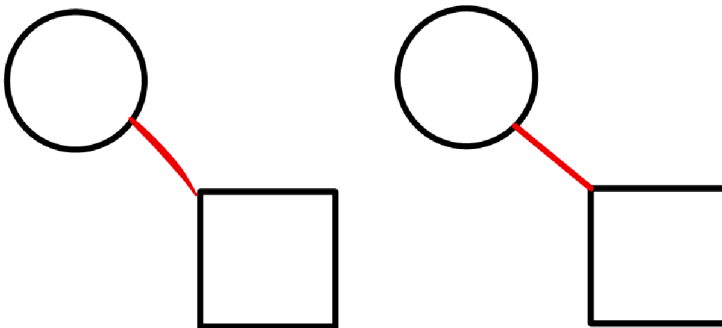
When you draw a line between two existing shapes, the line is repositioned so that it snaps to the closest hotspots of the existing shapes.

You can also set the delay between drawing a stroke and the implementation of drawing assistance. For example, if the timer is set to one second and you draw a circle, drawing assistance takes effect one second after you draw the circle. If the delay is set to zero, drawing assistance occurs the instant you lift the pen.

You can undo the implementation of drawing assistance. For more information, see "Undoing and redoing actions" on page 24.

To enable or disable drawing assistance

* Tap **Drawing assistance** 🖉 on the standard toolbar.

  When drawing assistance is enabled, the button appears pressed.

Drawing assistance is available only for the **Pen** tools.

To choose drawing assistance settings

1 Tap **Settings** 🖳 on the standard toolbar.

2 In the **Settings** dialog box, tap the **Pen tool** tab.

To	Do the following
Set the delay between drawing a stroke and the implementation of drawing assistance	In the **Drawing assistance** area of the **Pen tool** page, move the **Timer** slider.
Enable line straightening and collinear alignment	In the **Drawing assistance** area of the **Pen tool** page, enable the **Align shapes** option.
Enable symmetry of lines and straight-line shapes	In the **Drawing assistance** area of the **Pen tool** page, enable the **Symmetry** option.
Enable snapping of lines, curves, and shapes	In the **Drawing assistance** area of the **Pen tool** page, enable the **Snap to shapes** option.

The **Align shapes**, **Symmetry**, and **Snap to shapes** commands are available only when drawing assistance is enabled.

When drawing assistance is enabled and ink strokes are sent to the recognizer, information about the pen pressure applied when creating the ink strokes is not used.

Shape recognition and curve smoothing work only for ink drawn with the **Pen** tools. Shapes that you create with the **Marker** tool 🖊 are not recognized.

When the timer is set to zero, you can only draw recognized shapes consisting of one continuous stroke.

To disable the implementation of drawing assistance for a single ink stroke, draw an ink stroke, lift the tablet pen, and quickly press the tablet pen button before drawing assistance takes effect.

To undo the implementation of drawing assistance to the ink strokes just drawn, tap **Undo** on the standard toolbar.

Working with text   6

Corel Grafigo lets you annotate documents by adding text. When you are working with text in Corel Grafigo, you are actually working with typed text in a text frame, not the writing strokes you make with the tablet pen. You can always add words in ink; however, if you don't convert them into text, Corel Grafigo will interpret them as drawing strokes, and not as text.

In this section, you'll learn about

- managing text frames
- adding, selecting, and deleting text
- converting ink into text
- editing text
- changing the recognized language

Managing text frames

When adding text, you must first create a text frame. By default, text frames remain the size you create them regardless of how much text you add. Text frames have vertical scroll bars that allow you to scroll through the text you add.

Before you can resize or move a text frame, you need to select it. Corel Grafigo provides different tools for selecting text frames. The **Text** tool allows you to add text to a text frame, edit it, and move a text frame within the same layer. The **Pick** selector and **Lasso** selector allow you to move a text frame between layers. For information about layers, see "Understanding layers" on page 31.

You can change the size of a text frame.

You can move a frame to a new location in the workspace.

You can save a text frame for reuse later on. For information about creating reusable content, see "To add content to a category" on page 64.

If you don't need a text frame, you can delete it.

To insert a text frame

1   In the toolbox, tap **Text** ⓐ.

2 Tap in the workspace.

To select a text frame

1 Do one of the following:
    - In the toolbox, tap **Text** $\mathbb{A}$ — to add text or move text frames within a layer
    - In the toolbox, open the **Selection tools** flyout, and tap the **Pick** selector $\mathbb{k}$ · or **Lasso** selector $\wp$ — to move text frames between layers
2 Tap anywhere in a text frame.

> Selecting a text frame with the **Text** tool $\mathbb{A}$ allows you to move the text frame within the same layer. For example, if you select a text frame in the workspace with the **Text** tool, you can place it elsewhere in the workspace, but you can't move it to an onionskin.
>
> Selecting a text frame with the **Pick** selector $\mathbb{k}$ · or **Lasso** selector $\wp$ allows you to move the text frame from one layer to another. For example, if you want to move a text frame from the workspace to an onionskin, you must select it with the **Pick** selector or **Lasso** selector.

> If you have ink strokes placed on top of a text frame, open the **Selection tools** flyout, tap the **Pick** selector $\mathbb{k}$ · or **Lasso** selector $\wp$, tap the text frame, and tap successively until a selection box displays around the text frame you want to select.

To resize a text frame

1 Select a text frame.
2 Drag any of the selection handles.

> Dragging the corner handles changes the dimensions of a text frame proportionally by preserving its aspect ratio.
>
> Dragging the middle handles changes the width or height of a text frame without preserving its aspect ratio.

To move a text frame

1 Select a text frame using one of the following tools:
    - **Text** tool $\mathbb{A}$ — to move text frames within a layer

- **Pick** selector ⬍· — to move text frames between layers

2 Point to the selected text frame.

   The pointer becomes a four-headed arrow.

3 Drag the text frame to a new location.

You can also

Move a text frame to an area that falls outside the current workspace view	In the toolbox, open the **Selection tools** flyout, and tap the **Pick** selector ⬍·. Drag the text frame toward the edge of the current workspace view to enable auto-panning.
Move a text frame from one onionskin to another	Make the onionskin that contains the text frame active. In the toolbox, open the **Selection tools** flyout, and tap the **Pick** selector ⬍·. Drag the frame to another onionskin.

✍ For more information about auto-panning, see "To view a document that falls outside the current workspace view" on page 25.

For information about making onionskins active, see "To select an onionskin" on page 37.

If you place a text frame in an onionskin, add some text, select the text frame with the **Text** tool Ⓐ, and move the text frame to an area that falls outside the active onionskin, the onionskin is resized automatically to accommodate the text frame.

💡 You can also move a text frame by tapping **Text** Ⓐ in the toolbox, tapping anywhere in a text frame, pointing to the selection box, and, when the cursor changes to a four-headed arrow, dragging the text frame to a new location in the workspace.

You can also move a text frame by selecting the text frame with the **Pick** selector ⬍· or **Lasso** selector ⬯, tapping **Cut** ✂ on the standard toolbar, moving to another location in the workspace, and tapping **Paste** 📋 on the standard toolbar. If you have an active onionskin in the workspace, the text frame is pasted to the onionskin.

To delete a text frame

1 In the toolbox, open the **Eraser** flyout, and tap one of the following:
   - **Stroke** eraser ✎
   - **Local** eraser ✐

2 Tap anywhere in a text frame.

✍ Selecting a text frame with the **Text** tool Ⓐ does not allow you to delete the frame.

Empty text frames are automatically removed from documents.

Adding, selecting, and deleting text

You can add text to a Corel Grafigo document in a number of ways. You can enter text by using the standard keyboard or the Tablet PC Input Panel. You can write with the tablet pen in a text frame and have the ink converted into text. You can copy or cut text from another document, place it on the Clipboard, and then paste into a Corel Grafigo document. You can also write with the tablet pen in the workspace and have the ink converted into text. For more information about converting writing into typed text, see "Converting ink into text" on page 58.

When you add text, you must first create a text frame. For information about text frames, see "Managing text frames" on page 53.

You can annotate documents by adding text.

Before you can delete or edit text, you have to select it. You can select the text that's in a text frame or you can select the whole frame. For information about selecting text frames, see "To select a text frame" on page 54.

You can delete text from a text frame or you can delete the whole frame. For information about deleting text frames, see "To delete a text frame" on page 56.

To add text

- Insert a text frame.

To	Do the following
Add text using the standard keyboard	Type the text you want.
Add text using the Input Panel	Tap the Input Panel button on the Windows taskbar, and enter text using the Keyboard or Writing Pad.
Write text using the tablet pen	Write text in the text frame. Corel Grafigo converts your handwriting into typed text.
Add text by cutting or copying	In Corel Grafigo or another program, select the text you want. Cut or copy the text to place it on the Clipboard. In Corel Grafigo, do one of the following: Tap **Paste** ⬚ on the standard toolbar. Select an existing text frame, tap where you want to insert the text, and tap **Paste** ⬚ on the standard toolbar.

✍ You can also add text to a document by writing in the workspace with the tablet pen and having Corel Grafigo convert your handwriting into typed text. For more information about converting handwriting into typed text, see "Converting ink into text" on page 58.

To select text

1 In the toolbox, tap **Text** ⬚ , and select a text frame.
2 In the text frame, tap at the beginning of the text you want to select, and drag across the text.

To delete text

1   In the toolbox, tap **Text** 𝔸 , and select a text frame.

2   Select the text you want to delete.

3   Tap **Cut** ✂ on the standard toolbar.

> You can also delete words converted from handwriting by selecting a word, pointing to the carat ▾ ❡ that displays to the left of the word, tapping the arrow, and tapping **Delete**.

Converting ink into text

You can write with the tablet pen in the workspace or in a text frame and have Corel Grafigo convert your handwriting into typed text. If you want to write text in another language, you have to change the language that is recognized by Corel Grafigo. For more information about changing the recognized language, see "Changing the recognized language" on page 61.

Lorem Lorem

You can write with the tablet pen in the workspace or in a text frame and have Corel Grafigo convert your handwriting (left) into typed text (right).

To convert ink into text

To	Do the following
Convert selected ink into text	In the toolbox, tap a **Pen** tool , and write text with the tablet pen. In the toolbox, tap **Text** , and drag around the handwriting. Lift the pen off the screen.
Convert ink into text as you write	In the toolbox, tap **Text** , and tap in the workspace to insert a text frame. In the text frame, write text with the tablet pen.

When adding words in ink, disable drawing assistance to avoid curve smoothing, line straightening, and snapping, which Corel Grafigo applies to the strokes you make with the tablet pen. For information about disabling drawing assistance, see "To enable or disable drawing assistance" on page 51.

You can also convert ink into text by opening the **Selection tools** flyout in the toolbox, tapping the **Lasso** selector , selecting the handwriting, and tapping **Text** .

Editing text

You can edit text that you have entered using the standard keyboard, the Input Panel, or the Clipboard. You can also edit converted text.

You can format text by modifying its character properties. For example, you can change the font type and size or make the text bold or italic. You can add underlines and strikeout lines to text. You can also change the color of text.

Lorem

Lorem

Lorem

Lorem

Lorem

Lorem

You can change the font type and size.

To edit text

To	Do the following
Edit typed text	Select the text and make the changes you want.
Edit converted text	In a text frame, tap anywhere in a converted word. Point to the carat ▾ ◣ that displays to the left of the word, tap the arrow, and choose an alternative word.

You can also edit text with gestures. For example, you can use gestures for keyboard actions, such as inserting a space using the Spacebar or inserting a line using the Enter key. When you use these gestures, you get the same result as pressing the corresponding key on the keyboard. For more information, open the Input Panel, tap **Tools ▶ Help ▶ Help topics**, and use the contents, index, and word/phrase search tool in the Tablet PC Input Panel Help to find information about gestures.

To format text

1 In the toolbox, double-tap **Text** 𝔸.

2 In the **Settings** dialog box, tap the **Other tools** tab.

3 In the **Text** area, tap **Format**.

To	Do the following
Change the font type	Choose a font type from the **Font** list box.
Change the font style	Choose a font style from the **Font style** list box.
Change the font size	Choose a font size from the **Size** list box.
Add underlines and strikeout lines	Enable the **Strikeout** or **Underline** check box.
Change the color of text	Choose a color from the **Color** list box.

All font settings apply to the text in all text frames. As well, they are program-specific; that is, they apply only to the active program and may vary from one Corel Grafigo user to another. For example, if you set up Corel Grafigo to use a 12-point Arial font, copy text from a Microsoft® Word document where the text uses a 10-point Times New Roman font, and paste it into Corel Grafigo, the pasted text will use the Corel Grafigo font settings. As well, if you open a Corel Grafigo document created by another Corel Grafigo user, the text in the document will use your current font settings and not the font settings of the program where the document was originally created.

Underlines and strikeout lines are retained when you save the document as a Corel Grafigo (SVG) file and view it in an SVG viewer.

You can also format text by tapping **Settings** on the standard toolbar, tapping the **Other tools** tab, tapping **Format** in the **Text** area, and specifying the settings you want.

Changing the recognized language

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

To change the recognized language

1 Tap **Settings** on the standard toolbar.

2 Tap the **Other tools** tab.

3 From the **Recognizer language** list box, choose the language that you want recognized.

The **Recognizer language** list is populated from the Multilingual User Interface (MUI) or Language Interface Pack (LIP) that you have installed on your Tablet PC. The Windows XP Multilingual User Interface and Language Interface packs are add-ons to the English version of Windows XP Professional. For more information about these products, please contact Microsoft or visit http://www.microsoft.com/windowsxp/pro/techinfo/planning/multilingual/.

Reusing content 7

Corel Grafigo provides an efficient way to manage document content by storing and reusing document components. For example, you can save ink strokes, underlays, text frames, and onionskins as reusable content. Reusable content is defined only once, but can be inserted many times in a document. Reusable content is stored in categories and can be shared between documents.

In this section, you'll learn about

- managing categories
- reusing content in documents
- sharing content between documents

Managing categories

Corel Grafigo lets you store reusable content in categories, so you can keep your content organized. A category is a collection of similar or related items. For example, a category could contain a collection of similar items related by a common function, such as text frames. Or it could contain a collection of different items, such as underlays, onionskins, text frames, and ink strokes, related by a common motif, subject, or project.

You can create a new category or import a category. For information about importing categories, see "To import a category" on page 67.

Categories can be customized as needed. In addition to renaming categories, you can add content to a category, delete content from a category, rearrange items within a category, and move content between categories. Customization features also allow you to change the order of the categories themselves.

When you no longer need a category, you can delete it.

To create a category

1 Open the **Library** flyout.

2 Tap the **New category** ▯ button.

> To open the **Library** flyout, tap the arrow to the right of the **Content preview** control on the **Library** toolbar. For more information about the **Library** toolbar, see "The Library toolbar" on page 15.

To rename a category

- On the **Library** flyout, double-tap a category name in the **Category** list, and enter a name.

The maximum number of characters you can use in a category name is 50.

You can enter a name by using the standard keyboard or the Input Panel.

To add content to a category

1 In the workspace, select any content that you want to save for reuse.

2 Open the **Library** flyout.

3 Choose a category from the **Category** list.

4 Tap the **Add content** button ⊹ .

To select content, open the **Selection tools** flyout in the toolbox, tap the **Lasso** selector ⌒ , and drag around the content.

You can also add content to a category by selecting content in the workspace, and dragging the selected content to the **Library** toolbar. The content is added to the currently selected category.

You can also add content to a category by moving content from one category to another category. For more information, see "To move content between categories" on page 65.

If you want to create reusable content from an onionskin and another object that is placed in the workspace, you must first place the object on the onionskin, and then drag the onionskin to the **Library** toolbar.

To delete content from a category

1 Open the **Library** flyout.

2 Choose a category from the **Category** list.

3 Tap an item in the **Content** list.

4 Tap the **Delete content** button 🗑 .

You can also delete content from a category by selecting an item in the **Content** list, and dragging it to the **Delete** button 🗑 .

You can also delete content from a category by using the scratch-out gesture. For more information about the scratch-out gesture, see "Erase" on page 85.

To move content within a category

1   Open the **Library** flyout.

2   Choose a category from the **Category** list.

3   In the **Content** list, drag an item to a new position.

    As you drag, a vertical bar appears to indicate the new position of the item.

To move content between categories

1   Open the **Library** flyout.

2   In the **Category** list, tap the category that contains the content you want to move.

3   In the **Content** list, drag an item to another category.

To move a category

1   Open the **Library** flyout.

2   In the **Category** list, drag a category to a new position.

    As you drag, a horizontal bar appears to indicate the new position of the category.

To delete a category

1   Open the **Library** flyout.

2   Choose a category from the **Category** list.

3   Tap the **Delete category** button ✕.

You can also delete a category by selecting the category, and dragging it to the **Delete category** button ✕.

You can also delete a category by using the scratch-out gesture. For more information about the scratch-out gesture, see "Erase" on page 85.

Reusing content in documents

Content that you have created and saved can be reused in any document. For information about creating reusable content, see "To add content to a category" on page 64. Corel Grafigo also comes with a number of categories that contain predefined ink strokes, text frames, onionskins, and underlays that you can use in your documents.
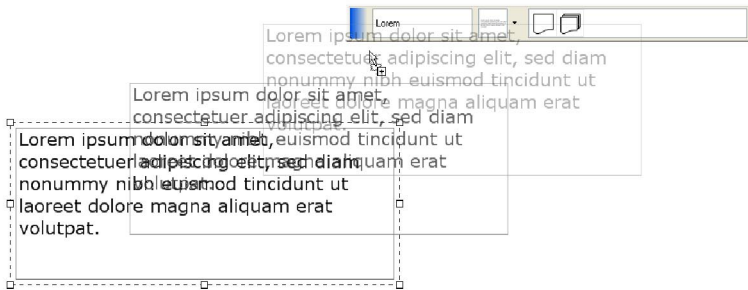
Objects such as text frames that appear many times in a document can be saved as reusable content.

To insert saved content

1 Open the **Library** flyout.

2 Choose a category from the **Category** list.

3 Tap an item in the **Content** list.

4 Tap in the workspace to close the **Library** flyout, and then tap again to add the selected item.

✍ The content preview window allows you to preview content before you insert it in a document. You can change the size of the preview window. For more information, see "To change the size of the content preview window" on page 17.

✎ You can also insert content from the **Library** flyout by tapping an item in the **Content** list, and dragging in the workspace until the item is the size you want. A preview of the selected item follows the pointer while you are dragging.

You can also insert content by tapping an item in the list of most recently used items, and tapping in the workspace. For more information about the list of most recently used items, see "The Library toolbar" on page 15.

After you tap an item in the **Content** list and place it in the workspace, you can tap the selected item in the **Content preview** control to deselect it and return to the tool that you last used.

Sharing content between documents

Reusable content is stored in compiled category files, which have a **.glf** (Grafigo Library file) file name extension. You can export a category so that other users will be able to use the content stored in the file. You can also import categories that other users have created.

To export a category

1   On the **Library** flyout, choose a category from the **Category** list.

2   Tap the **Export category** button ⬓.

3   In the **Export category** dialog box, choose the drive and folder where you want to save the Grafigo Library (GLF) file.

4   Enter a file name in the **File name** box.

 Grafigo Library file (GLF) is chosen by default in the **Save as type** list box.

5   Tap **Save**.

To import a category

1   On the **Library** flyout, tap the **Import category** button ⬓.

2   In the **Import category** dialog box, choose the drive and folder where the compiled Grafigo Library file (GLF) file is stored.

 Grafigo Library file (GLF) is chosen by default in the **Save as type** list box.

3   Choose a file.

4   Tap **Open**.

✍   The file name of the imported compiled category file is used as the name for the new category.

Sharing information between programs 8

Corel Grafigo lets you use documents created in other programs and create documents that can be used in other programs.

In this section, you'll learn about

- importing documents
- exporting documents
- exchanging information between programs

Importing documents

Corel Grafigo lets you import documents created in other programs. You can import a file and place it in the workspace as an underlay. For information about underlays, see "Working with underlays" on page 32. The imported file becomes part of the active Corel Grafigo document.

You can import documents in any of the following file formats: JPEG, Windows Bitmap (BMP), TIFF, GIF, Portable Network Graphics (PNG), and Enhanced Windows Metafile (EMF).

You can also import documents created in programs that are installed on your Tablet PC. When you import a file created in an installed program, Corel Grafigo starts the program native to the file and prints a document image of the original file to Corel Grafigo. For example, if you have Microsoft Word installed on your computer, you can import a Microsoft Word (DOC) file. Corel Grafigo will start Microsoft Word and print the Microsoft Word (DOC) file to an image. Then the image will be brought into Corel Grafigo as an underlay.

To import a document

1 On the standard toolbar, tap the arrow to the right of **Underlay** ▢ ᐧ , and tap **Add underlay**.
2 In the **Underlay** dialog box, choose the drive and folder where the file is stored.
3 Choose a file.
4 Tap **Open**.

If you are importing a document created in an installed program, a dialog box appears, notifying you that Corel Grafigo will start the program native to the document and will print a document image of the file to Corel Grafigo. Enable one of the following options:

- **Use standard format** — prints the file to an Enhanced Windows Metafile (EMF) vector image
- **Use image format** — prints the file to a raster image

Tap **OK** to continue.

Even if a program is installed on your Tablet PC, you cannot import documents created in programs that do not support the standard Windows OS print functionality. To check whether the printing engine of a program supports this print functionality, tap a file in Windows Explorer, and hold down the tablet pen until the shortcut menu appears. If the **Print** command is listed among the available commands, the program native to the file supports the standard Windows print functionality and you can import the file as an underlay. If the **Print** command is not available, you cannot import the file as an underlay.

If the document that you want to import is created in a program that doesn't support the standard Windows OS print functionality, you can capture the entire document, or part of it, and bring it into Corel Grafigo using the **Grab-It** tool. For more information, see "To capture content from another program and bring it in as an underlay" on page 72.

Exporting documents

You can export and save documents to a variety of file formats that can be used in other programs. Corel Grafigo allows you to export to the following formats: JPEG, Portable Network Graphics (PNG), GIF, TIFF, Windows Bitmap (BMP), and Enhanced Windows Metafile (EMF).

You can preview a document to see how it will look when you export. For information about previewing documents on export, see "Previewing documents" on page 28.

To export a document

1 On the standard toolbar, tap the arrow to the right of **Save**, and tap **Export**.

2 From the **Type** box, choose the type of file format that you want to export to.

The settings available for the exported file change depending on the file format you choose.

3   Tap **OK**.

Exchanging information between programs

One way to exchange information between programs is to copy ink strokes from one program, called the source program, to another program, called the destination program. You can copy selected ink strokes from Corel Grafigo to another program. If the program supports ink, the ink strokes will be inserted as ink. If the program doesn't support ink, the ink strokes will be inserted as a raster image. For example, you can select an ink stroke in a Corel Grafigo document and insert it in a CorelDRAW® (CDR) file as a raster image. If you take an ink stroke from Corel Grafigo and insert it in a Microsoft® Windows® Journal note, you will be able to apply to it all the commands that you can apply to ink. Once you place the ink stroke in the destination program, the ink stroke is embedded in the file and is not linked to its source. You can also take selected ink strokes from a program that supports ink and insert them in Corel Grafigo as ink. For example, you can take an ink stroke from a Microsoft Windows Journal note and insert it in a Corel Grafigo document.

Another way to exchange information between programs is to use the print functionality of the program native to the document and print the document to a Corel Grafigo SVG file. For example, if you are working in CorelDRAW and you want to use the active document in Corel Grafigo, the document can be printed to a Corel Grafigo SVG file using the Corel Grafigo Writer and opened in Corel Grafigo.

To copy an ink stroke to another program

1   In the source program, select an ink stroke.

2   Drag the ink stroke to the destination program.

You can also insert an ink stroke into another program by selecting the ink stroke in Corel Grafigo, tapping **Copy** on the standard toolbar, and pasting the stroke into the destination program.

To print a document to a Corel Grafigo SVG file

1   Open a file in its native program.

2   Tap **File ▶ Print**.

3   From the list of printers, choose the **Corel Grafigo Writer** printer driver.

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

5   Tap **Print**.

6   In Corel Grafigo, tap **Open** ✐ on the standard toolbar, browse to the folder where you saved the file, and open the file.

To capture content from another program and bring it in as an underlay

1   Tap **Grab-It** ▢ on the standard toolbar.

2   Make the program that contains the image or document you want to capture active.

3   In the **Grab-It** dialog box, enable one of the following options:
    • **Lasso** — lets you make a freeform selection
    • **Rectangular** — lets you make a rectangular selection

4   Tap **Start**.

5   Drag to select an area of the computer screen.

6   Lift the tablet pen off the screen.

☞   The **Grab-It** dialog box always stays on top of all other windows that you open.

Collaborating online **9**

People collaborate on projects by sharing information and processes. Corel Grafigo allows you to share information with your colleagues in a number of ways. You can share documents in real time over the Web or e-mail documents using your default e-mail program.

In this section, you'll learn about

- choosing a collaboration engine
- collaborating in real time using Microsoft peer-to-peer technology
- collaborating in real time using NetMeeting
- e-mailing documents

Choosing a collaboration engine

Two or more tablet users can view, discuss, annotate, and revise a Corel Grafigo document. Collaboration is accomplished over the Web by using Microsoft peer-to-peer technology or Microsoft NetMeeting. For information about using Microsoft peer-to-peer technology, see "Collaborating in real time using Microsoft peer-to-peer technology" on page 74. For information about using Microsoft NetMeeting, see "Collaborating in real time using NetMeeting" on page 80.

To choose a collaboration engine

1 Tap **Settings** ✏ on the standard toolbar.
2 Tap the **Other tools** tab.
3 In the **Collaboration engine** area, enable one of the following options:
   - **Peer-to-Peer** — to collaborate using Microsoft peer-to-peer technology
   - **NetMeeting** — to collaborate using Microsoft NetMeeting
4 Tap **OK**.
5 Restart Corel Grafigo.

You can also choose a collaboration engine by double-tapping **Collaboration** ◉ on the standard toolbar, tapping the **Other tools** tab, and enabling the **Peer-to-Peer** or **NetMeeting** option in the **Collaboration engine** area.

Collaborating in real time using Microsoft peer-to-peer technology

You can collaborate using Microsoft peer-to-peer technology. To use peer-to-peer collaboration, you must have the Advanced Networking Pack for Windows XP installed on your computer. For information about the Advanced Networking Pack, please visit the Microsoft Windows Update site http://windowsupdate.microsoft.com.

You can change your user name, which others can use to identify you in a collaboration session. By default, your user name is the same as your Windows login name.

You can change your collaboration status to indicate whether you are available to collaborate or not. For example, if you are in a meeting and cannot participate in a collaboration session, you must indicate that you are not available. Before you invite others, you must always check their collaboration status.

Before you initiate a collaboration session with others, you must have their User Identifier File. A User Identifier File (UIF) contains the following information:

- display name for the user
- internal peer-to-peer data used to create invitations for the user
- peer-to-peer ID for finding the user, checking the user collaboration status, and sending invitations to the user

You can exchange User Identifier Files with others by e-mail using your default e-mail program. When you receive a UIF, you can add it to your contact list.

The contact list provides convenient means for storing and accessing contact information about people you often collaborate with. There are various ways to add new people to your contact list. You can add contacts by adding User Identifier Files that others send to you. You can also add contacts by accepting an invitation from someone who has your UIF. For more information, see "To accept or reject a peer-to-peer collaboration request" on page 79. If the person who invites you is in a collaboration session with other people, you automatically receive all paticipants' UIFs. You can change the name of a contact if two contacts in your contact list have identical names. You can also delete a contact.

You can send a collaboration request to, or accept a collaboration request from, another Corel Grafigo user. The person who sends the collaboration request is called the host, and the person who receives the collaboration request is called the guest. The document in the workspace of the host is displayed in the workspace of the guest. When you are in a collaboration session, any changes made on one computer appear on the others. You can send requests to more than one Corel Grafigo user, and anyone who joins the session can include others by inviting them. You can participate in one collaboration session at a time. You can leave a session at any time.

During a collaboration session, only the host can draw in the workspace. Guests can draw only on onionskins that they create. For information about inserting onionskins, see "Working with onionskins" on page 35. All onionskins on which you cannot draw are marked with an asterisk in your workspace.

During a collaboration session, only the host can create and delete views. Guests can only jump to the views that the host has defined. For information about defining views, see "Viewing documents" on page 24.

To set up a collaboration session using Microsoft peer-to-peer technology

1   All participants must start Corel Grafigo.

2   If you are sending a collaboration request, follow the instructions in "To send a peer-to-peer collaboration request" on page 78.

3   If you are receiving a collaboration request, follow the instructions in "To accept or reject a peer-to-peer collaboration request" on page 79.

   The participant who is receiving the call must accept it before the collaboration session can begin.

To change the user name in peer-to-peer collaboration

1   Open the **Collaboration** palette.

2   Tap the **Change user name** button ✎.

3   In the **Change user name** dialog box, enter a name that others can use to identify you.

✍   To open the **Collaboration** palette, tap **Collaborate** ⊚ on the standard toolbar. For more information about the **Collaboration** palette, see "The Collaboration palette" on page 19.

To change the peer-to-peer collaboration status

1   Open the **Collaboration** palette.

2   From the **Status** list box, choose one of the following:
   • **Available** — to indicate that you are available to collaborate
   • **Not available** — to indicate that you are not available to collaborate

The **Collaborate** button on the standard toolbar and the icon to the left of each name on the contact list both provide visual clues that help you identify the different status modes. When you are available to communicate, the **Collaborate** button is green; when you are not available to communicate, the **Collaborate** button is red. As well, the icon to the left of each name in the contact list changes its color to indicate the contact's current status mode. For more information, see "To check the peer-to-peer collaboration status" on page 76.

If you change your status to **Not available** while in a session, the participants in the session will see your status as **Collaborating**; other users, however, will not be able to invite you.

Once you set your collaboration status, you can close the **Collaboration** palette and continue your work. To get invited by another user, you don't need to keep the **Collaboration** palette open.

To check the peer-to-peer collaboration status

1 Open the **Collaboration** palette.

2 Check the icon to the left of a contact's name in the contact list.

If a contact is available to collaborate, the icon is green.

If a contact is not available to collaborate, the icon is red, and the **Invite this contact** button ✓ is grayed.

If a contact is in a collaboration session with you, the icon is yellow.

To send a User Identifier File in peer-to-peer collaboration

1 Open the **Collaboration** palette.

2 Tap the **Export user identifier file** button ⬇ .

To	Do the following
E-mail a User Identifier File	Enable the **Send user identifier file by e-mail** option. Tap **OK**. When your default e-mail client launches, enter the required information in the **New message** dialog box. Tap **Send**. The User Identifier File is added as an attachment to your e-mail message.
Save a User Identifier File to disk	Enable the **Save user identifier file to disk** option. Tap **OK**. In the **Save as** dialog box, choose the file and folder where you want to save the file. Enter a file name in the **File name** box. Tap **Save**.

To add a User Identifier File to your peer-to-peer contact list

1 Open the **Collaboration** palette.

2 Tap the **Import user identifier file** button ⌧ .

3 In the **Import user identifier file** dialog box, choose the drive and folder where the User Identifier File sent by another user is stored.

4 Choose a User Identifier File.

5 Tap **Open**.

The User Identifier File is added to your contact list.

If you try to import a User Identifier File that already exists in your contact list, a standard dialog box displays notifying you that you are going to replace the existing file.

Only one user must send a User Identifier File to initiate a collaboration session. The person who receives the User Identifier File can invite that user. When the session begins, the guest automatically receives the host's User Identifier File through the collaboration connection. This User Identifier File is automatically added to the guest's contact list.

To change a contact's name in peer-to-peer collaboration

1 Open the **Collaboration** palette.

2   Double-tap a name in the contact list.

3   Enter a new user name.

You can enter a name by using the standard keyboard or the Input Panel.

To delete a peer-to-peer contact

1   Open the **Collaboration** palette.

2   Tap a contact in the contact list.

3   Tap the **Delete this contact** button 🗑 .

You can also delete a contact by tapping a contact in the contact list, and dragging the item over the **Delete this contact** button 🗑 .

To send a peer-to-peer collaboration request

1   Open the **Collaboration** palette.

2   Tap a name in the contact list.

3   Tap the **Invite this contact** button ✓ .

The person that you are calling is contacted and must accept your invitation before a connection is made. The text in brackets beside the contact's name, which displays the message **Connecting**, indicates the collaboration status.

If the person accepts the invitation, the text in brackets beside the contact's name disappears and the icon to the left of the contact's name in the contact list turns yellow.

If the person you want to contact does not accept the invitation, a dialog box displays notifying you that the invitation was not accepted, the text in brackets beside the contact's name disappears, and the color does not change to yellow.

4   Repeat steps 1 and 2 for each user that you want to include in the collaboration session.

When you are in a session, you don't need to keep the **Collaboration** palette open. For information about closing the **Collaboration** palette, see "To open or close the Collaboration palette" on page 20.

To accept or reject a peer-to-peer collaboration request

1   When someone invites you to a meeting, a dialog box appears with the user name of the person who is trying to contact you.

2   Do one of the following:
    • Tap **Yes** — to accept a collaboration request

    The **Collaboration** dialog box that appears indicates the collaboration status, and the inviter's icon in your contact list turns yellow.
    • Tap **No** — to reject a collaboration request

    The icon to the left of the inviter's name in your contact list returns to green.

    Accepting an invitation closes your active document. If you are working on a document when you receive a collaboration request, Corel Grafigo prompts you to save the document. The workspace is cleared and is replaced by the document that is open on the host computer.

    If an error occurs in the processing of the collaboration request, a dialog box appears, which notifies the guest that the collaboration request could not be processed.

    The text in brackets to the left of the host's user name in the contact list displays the message **(Host)** to help you identify who is hosting the session.

    During collaboration, underlays can be opened only by the host.

    When the collaboration session starts, none of the drawing tools except the **Onionskin** tool are accessible. You must create an onionskin before you can use the other tools.

To leave a peer-to-peer collaboration session

1   Open the **Collaboration** palette.

2   Tap on the **Leave this session** button .

    If you are the host in a collaboration session, a dialog box appears, which prompts you to designate host privileges to another participant. Choose a participant from the list of people participating in the meeting, and tap **OK**.

    When a participant leaves a session, that participant's onionskins now belong to the host.

Collaborating in real time using NetMeeting

You can collaborate over the Web through NetMeeting. Once set up, NetMeeting lets you place a call to, or receive a call from, another computer. NetMeeting must be installed and configured properly on all computers that participate in a collaboration session. For more information on using NetMeeting, tap the **Help** menu in the **NetMeeting** dialog box.

You can place a call to, or listen for a call from, another computer. The person who places the call is called the host, and the person who receives the call is called the guest. You can place calls to more than one computer, and anyone who joins the session can include others by calling them. The document in the workspace of the host is displayed in the workspace of the guest. When you are in a collaboration session, any changes made on one computer appear on the others.

During a collaboration session, only the host can draw in the workspace. Guests can draw only on onionskins that they create, provided the host grants them write permission. For information about inserting onionskins, see "Working with onionskins" on page 35. All onionskins on which you cannot draw are marked with an asterisk in your workspace.

During a collaboration session, only the host can create and delete views. Guests can only jump to the views that the host has defined. For information about defining views, see "Viewing documents" on page 24.

The host can restrict guests from performing certain tasks, such as modifying, saving, and e-mailing a document, by giving them read-only access.

To set up NetMeeting

1   On the Windows taskbar, tap **Start**, and tap **Run**.

2   In the **Open** box, type **conf**, and tap **OK**.

    If NetMeeting is already set up on your computer, the NetMeeting dialog box opens.

    If NetMeeting is not set up on your computer, a wizard opens to guide you through the setup procedure for NetMeeting. Follow the instructions in the wizard until the main NetMeeting window displays.

To set up a collaboration session using NetMeeting

1   All participants must start Corel Grafigo.

2   If you are placing a call, follow the instructions in "To place a call in NetMeeting" on page 81

3   If you are receiving a call, follow the instructions in "To listen for and accept an incoming call in NetMeeting" on page 81

The participant who is receiving the call must accept it before the collaboration session can begin.

To place a call in NetMeeting

1   Tap **Collaborate** 🐟 on the toolbar.

2   In the **Collaborate** dialog box, enable the **Place a call to another computer** option.

3   In the **IP address or computer name** box, type the IP address of the computer you want to call.

If you want to prevent the participants in a meeting from modifying your document, enable the **Read only** check box.

4   Tap **OK**.

A dialog box appears, which notifies you that NetMeeting is placing a call. The computer that you are calling is contacted and must accept your call before a connection is made.

5   Repeat steps 2 to 4 for each computer that you want to include in the collaboration session.

If the guest computer is on the same network as the host computer, the host can type the guest computer name instead of the IP address.

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.

If the person you want to contact does not accept your call, NetMeeting displays a warning message that your call has been cancelled or rejected.

To listen for and accept an incoming call in NetMeeting

1   Tap **Collaborate** 🐟 on the toolbar.

2   In the **Collaborate** dialog box, enable the **Listen for an incoming call** option.

3   Tap **OK** to start NetMeeting.

A dialog box displays, which notifies you that NetMeeting is waiting for a call.

4   When a call is received, the **NetMeeting - Incoming call** dialog box displays with the user name of the person who is trying to contact you. Tap **Accept** to begin the collaboration session.

✎   Listening for a call closes your active document. If you are working on a document when you tap **Collaborate** 🗨, Corel Grafigo prompts you to save the document. The workspace is cleared and is replaced by the document that is open on the host computer.

During collaboration, underlays can be opened only by the host.

When the collaboration session starts, none of the drawing tools except the **Onionskin** 🗒 tool are accessible. You must create an onionskin before you can use the other tools.

If the host assigns you read-only access during a collaboration session, you can view a document, but you cannot make any changes to it.

To end a call in NetMeeting

• In NetMeeting, tap the **End call** button.

E-mailing documents

You can send a document by e-mail using your default e-mail program. By default, a copy of the document is added as an attachment to your e-mail.

To e-mail a document

1   Tap **Send to e-mail recipient** 🖂 on the standard toolbar.

If your Internet connection and e-mail client are already set up, the **New message** dialog box opens.

If your Internet connection is not set up on your computer, a wizard opens to guide you through the setup procedure for configuring an Internet connection. Follow the instructions in the wizard until the **New message** dialog box displays.

2   In the **New message** dialog box, enter the required information.

3   Tap **Send**.

Before you can send a document by e-mail, you must save it.

Shortcuts

10

Application commands are accessible through gestures.

In this section, you'll learn about

• using gestures

Using gestures

Gestures are shortcuts for performing frequently used commands. For example, you can use gestures to erase pen strokes and text frames, undo or redo actions, change the magnification level, and switch between layers of onionskins. When you use gestures, you get the same result as pressing the corresponding buttons on the standard toolbar.

To make a gesture

• Press the tablet pen button and make the gesture strokes.

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.
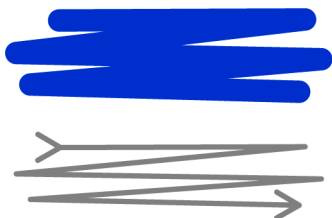
Undo

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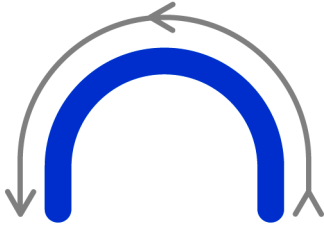
Redo

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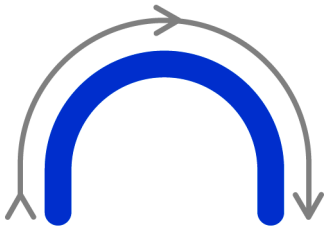
Zoom in

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-right gesture activates the next higher layer of onionskin. Draw the chevron in a single stroke.
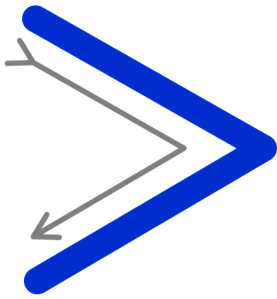
Down one onionskin

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

Glossary $\qquad$ 11
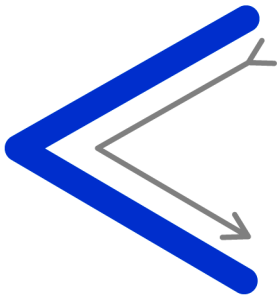
aspect ratio

The ratio of the width of an ink stroke to its height (expressed mathematically as x:y)

bitmap (raster) image

An image composed of grids of pixels, or dots

center of rotation

The point around which an ink stroke rotates

collinear

Two or more line segments are collinear when they lie along the same straight line.

Corel Grafigo Writer

The printer driver that converts a document from another program into a Corel Grafigo (SVG) file

grab area

The area of a toolbar that can be dragged. Dragging the grab area moves the bar, while dragging any other area of the bar has no effect. Toolbars with grab areas include the standard toolbar, the toolbox, the Library toolbar, and the View manager toolbar.

grid

A series of nonprinting vertical and horizontal lines that can be used to determine placement of ink and objects in the workspace

hotspots

A snap point, such as an endpoint, midpoint, or centerpoint, used to position and align an ink stroke more precisely.

ink strokes

The writing or drawing strokes that you make with your tablet pen

line weight

The thickness of an ink stroke. Ink strokes can vary in thickness depending on the amount of pressure you apply.

onionskin

A transparent overlay for annotating or marking up documents, allowing you to see the underlay and annotate it without modifying the original.

opacity

The quality of an onionskin that makes it difficult to see through. If an onionskin is 100% opaque, you cannot see through it. Opacity levels under 100% increase the ability to see through onionskins.

pan

To move the document in any direction while maintaining the current zoom level.

Scalable Vector Graphics (SVG)

The Scalable Vector Graphics (SVG) format is an Extensible Markup Language (XML) grammar for defining vector-based two-dimensional graphics for the Web and other applications. Scalable Vector Graphics can provide superior detail and faster download times than bitmaps.

snap

To force an object being drawn to align automatically to a point on another object

SVG viewer

A browser plug-in that parses, processes, and displays files in the Scalable Vector Graphics (SVG) format

selection handles

A set of eight squares that appear at the corners and sides of an object when the object is selected. By dragging individual handles, you can resize the object.

selection box

A visible rectangle with eight handles that appears around any object you select using the Pick selector or Lasso selector

stacking order

The vertical order in which objects, such as onionskins and underlays, are arranged in a Corel Grafigo document

Tablet PC Input Panel

A Tablet PC accessory that lets you use handwriting or an on-screen keyboard to enter text, numbers, symbols, and keyboard shortcuts

text frame

The rectangle that appears around a block of text created using the Text tool

typed text

The text you convert from handwriting or enter by using the standard keyboard or the Tablet PC Input Panel

underlay

An image that can be inserted in the background of the workspace. You can place onionskins, ink, and text on the underlay. You can also delete an underlay.

vector graphic

An image generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn. Vector graphics are created as collections of lines rather than as patterns of individual dots, or pixels.

Windows Picture and Fax Viewer

A program that allows you to view documents without having to open them in an image editing application.

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