

11 Intermediate Desktop Publishing and Proofing Tools

After reading [Chapter 10](#), you should be up and running and getting some handsome results from *some* of CorelDRAW's Type tool features. But like the child in all of us who wanted to skip the bicycle riding and get straight to Formula 1 racing, this chapter is intended to train you up on professional typesetting, Desktop Publishing, and the proofing tools CorelDRAW offers so that your typed ideas are as easy to understand as the way these typed gems *look* on a page. Bring an idea and an open mind, and let's explore some of the more advanced typographic tools that version X8 has to offer.



Note Download and extract all the files from the Chapter11.zip archive to follow the tutorials in this chapter.

A Few Paragraphs Covering Advanced Paragraph Features

When you set type in a text-intensive document, you'll certainly have special needs for the formatting of the text. You might want a set numbers of columns, moving sections around to make an article read better; perhaps you even have a need for a bulleted list such as you'd find in a fancy restaurant's outrageously priced menu. The following sections take you through the mechanics of accomplishing special formatting requirements with DRAW's tools.

Working With Columns

Although you can manually create flowing columns of Paragraph Text, it's often less time-consuming to use the automated Columns feature in CorelDRAW. Text columns divide Paragraph Text frames into several vertical columns separated by *gutters* (margins).

Multiple columns can be created only in the Text | Columns dialog, shown next. The following section describes how to adjust columns with the mouse. Naturally, you need Paragraph Text on a page to start with before creating columns; you diagonally drag with the Text tool to create a Paragraph frame. Also, you must have Paragraph Text selected with the Text tool to work with columns: the tabs do not show on the rulers using other tools.

Michael was turning on the spigot to the hose, prepared to stick his thumb over it as usual, to make a sprayer. Not peeved at all that there were at least 8 expensive Craftsman hose nozzles hactively in the garage, the few tomato plants in the front garden nee nourishment this dry season. Michael enjoyed eating his botanical experiments.

He looked up, unsurprised by a slight glimpse of one half of his family—Claire—making a dash for the front door with her shopping bags.

The shopping bags were Michael's cue. Claire didn't drive, and she'd beg Michael to bum a ride to the hospital where her spouse Jake was recovering from a knee injury. Or, Michael would be gallant and psychic, and beat her to the punch and ask her if she needed a

then brought up her other hand, positioned her finger next to her other, and made a separating motion.

At this moment, Michael was driving Claire to the mental institution.

Things got weird.

re created an opening in the wall from Michael's point of view. The wall disappeared as she stepped forwards, and then stepped backwards, holding a stack of new American bills, a pen, and apparently a pocket shut in the same way as those "seal-tite"

Column Settings

Number of columns:

3.0

Column	Width	Gutter
1	2.000 in	0.194 in
2	3.000 in	0.194 in
3	2.0"	0.000 in

☐ Equal column width

Frame Settings

☐ Maintain current frame width

☒ Automatically adjust frame width

☒ Preview

OK

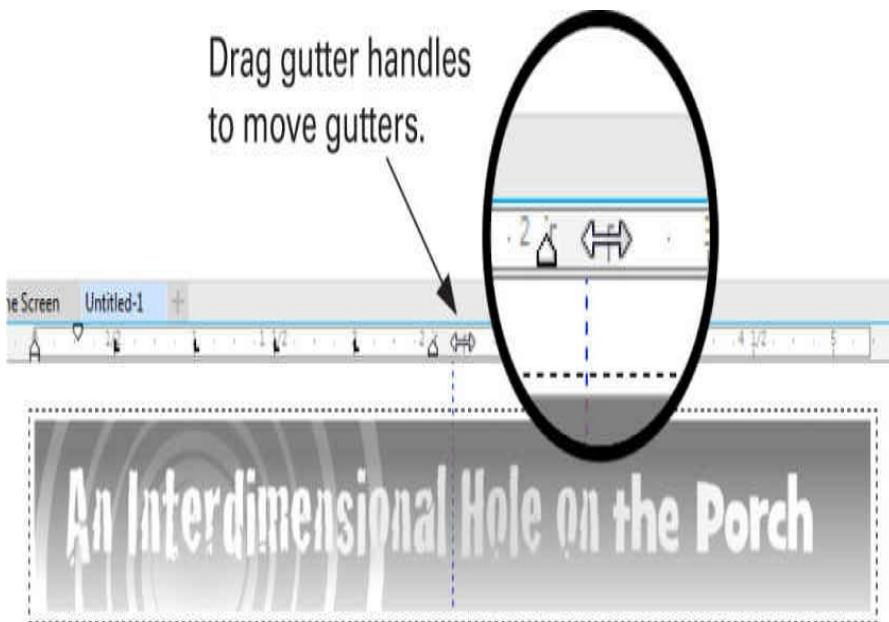
Cancel

Help

Select the frame in which you want to place columns, open the Text | Columns dialog, and then set the number of columns in the Column Settings dialog box. It is always a good idea to keep the number of columns balanced, so each column is neither too wide nor too narrow. A good rule of thumb for legibility is, each line of text should be no wider than six inches or 16 words, but it should be wide enough to have *at least* four words per line. Anything else becomes hard for your audience to read, and the look of your layout seems unprofessional.

To change the width of the columns and margins, drag the column guides, column-boundary markers, gutter handles, and horizontal-resize handles, as shown in [Figure 11-1](#). When you're dragging the column guides or boundary markers, if the Equal Column Width option is selected in the Format Text dialog, all the gutters will be resized together; the gutter handles are available only when this option is not selected.

Drag gutter handles to move gutters.



C H A P T E R O N E

Michael was turning on the spigot to the hose, prepared to stick his thumb over it as usual, to make a sprayer. Not peeved at all that there were at least 8 expensive Craftsman hose nozzles actively hiding in the garage, the few tomato plants in his front garden needed some nourishment this dry summer, and Michael enjoyed eating some of his botanical experiments.

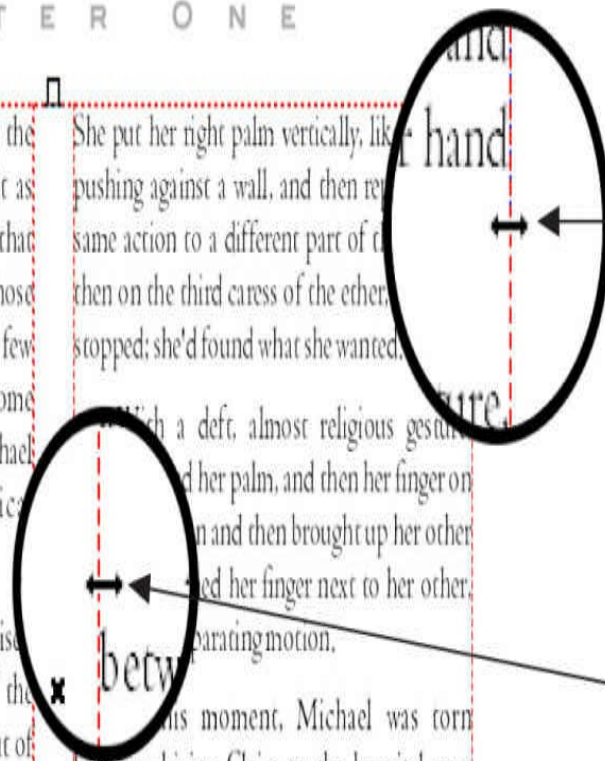
He looked up, casually and unsurprised by a slight door creak to see one half of the Daly family—Claire—making her way out of the front door with two loaded shopping bags.

The shopping bags were Michael's cue. Claire didn't drive, and she'd beg Michael to bum a ride to the hospital where her spouse Jake was recovering from a knee injury. Or Michael would be gallant and psychic, and beat her to the punch, and ask her if she needed a ride.

She put her right palm vertically, like pushing against a wall, and then repeated the same action to a different part of the wall, then on the third caress of the ether, she stopped; she'd found what she wanted.

With a deft, almost religious gesture, she moved her palm, and then her finger on the wall, and then brought up her other hand, and then her finger next to her other, in a separating motion.

In this moment, Michael was torn between driving Claire to the hospital or a mental institution.



Drag resize handle to adjust the width of all columns and gutters.

Drag column guides to resize columns and gutters.

FIGURE 11-1 Column widths can be edited directly by dragging with the mouse.



Note Columns can be applied only to entire Paragraph Text frames and cannot be applied to individual paragraphs or Artistic Text.

Column Settings

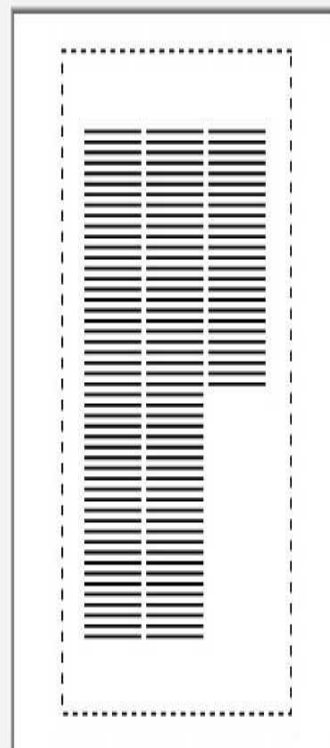
Once you've created a Paragraph Text object with columns, you can refine and make precise columns and gutter widths through the Text | Columns | Column Settings dialog, shown in [Figure 11-2](#).

Column Settings

Number of columns:

3.0

Column	Width	Gutter
1	2.000 in	0.200 in
2	2.000 in	0.200 in
3	2.000 in	0.000 in



☒ Equal column width

Frame Settings

☐ Maintain current frame width

☒ Automatically adjust frame width

☒ Preview

OK

Cancel

Help

FIGURE 11-2 Under Text | Columns, use the Column Settings dialog to apply columns to Paragraph Text.

To add extra columns, first set the number of columns and then set the widths of the columns. The Gutter value is the distance between the selected column and the next one. If Equal Column Width is selected, changing the width of any column or gutter changes the width of all columns or gutters to the same value. If Maintain Current Frame Width is selected, changing the width of any column or gutter will not change the overall width of the frame, so the other columns and gutters will be resized to accommodate the change. A preview of the column settings is shown in the preview frame on the right side of the dialog.

Text in columns (even if only one column is used) can be justified via the Alignment button on the Property Bar, the Text Bar, and the Object Properties docker when you click the Paragraph tab.



Tip You can have more control over columns by laying them out as multiple text frames, each one containing a single column.

Moving Text Within a Paragraph

You can move a selection of text with the mouse by dragging and dropping; select the word or phrase you want to move, and then click-drag the text to its new location in the current text object—or any other text object—with the primary mouse button. A vertical bar indicates the insertion point at the new location; the cursor becomes the international “no” sign (a circle with a slash through it) if it is not possible to drop the text at the current location. Dragging with the *right* mouse button causes a pop-up menu to appear when you drop the text, with options for what to do with the text. The options are Copy Here and Move Here (Add To Rollover doesn’t do anything unless you have a web page rollover defined). You can use this editing gesture to copy and move words within Paragraph and Artistic Text, but you can also put the copied or moved text outside of the body of Artistic and Paragraph Text. In this event, the text is no longer inline with the text from which you copied or moved, so use this command (particularly Move Here) with a *very* good reason in mind.



Tip If you click on the Paragraph Text box with the Pick tool and then change justification, all paragraphs included are changed. If you click on one paragraph with the Text tool, then only that one paragraph is affected.

Converting Between Artistic Text and Paragraph Text

To convert a block of Artistic Text to Paragraph Text, right-click the Artistic Text object with the Pick tool; then choose Convert To Paragraph Text from the pop-up menu. The menu command is Text | Convert To Paragraph Text, and the keyboard shortcut is CTRL-F8. All the text formatting is maintained as closely as possible each time you convert between the two text types, although some formatting, such as Paragraph Text Columns and Effects, cannot be applied to Artistic Text and is lost.

Going the other way is similarly simple; however, all the text in a Paragraph Text frame must be visible: it cannot be hidden, and you cannot convert a linked Paragraph Text frame. With the Pick tool, right-click over Paragraph Text and then choose Convert To Artistic Text (CTRL-F8 works, too).

The Text Bar and Special Paragraph Formatting

Because of the large screen resolutions we enjoy today, we can view pages at almost a 1:1 resolution as they would print, but this also means we might need to scroll and mouse around a document more than is healthy for the wrists. The solution in CorelDRAW is simple: if you're working extensively with text, you *float* the Text Bar close to the area of the document in which you're fine-tuning. Right-click over any area of the Property Bar and then choose Text from the pop-up menu. You can drag the Text Bar to hover over any area you like.

The Text Bar can be used to edit single characters in Artistic Text and Paragraph Text, but its real strength is in the offering of options for making Paragraph Text look polished and sophisticated. When the Pick tool or the Text tool is active, all the features are active and at your disposal. There are additional modifications to the available options, described a little later in this chapter.



Tip The Text Bar and the Text options on the Property Bar are essentially identical for text that has been selected using the Pick tool or the Text tool. The Text Bar is simply a more portable device for working closely with text.

Formatting Bulleted Lists

Bulleted lists are commonly needed for page layouts: restaurant menus, assembly instructions, and just about anything that's a list that doesn't need to be a numbered list! In the following sections, you'll see not only how to create a bulleted list but also how to choose any character you like for the bullet and even create a hanging indent for the bullet.

Making Bulleted Paragraph Text

Like the toggling Drop Cap button, the Show/Hide Bullet button can be your one-click stop for creating bulleted lists; however, you'll surely want a custom bulleted list that looks as artistic as your document layout. On the Text menu, you'll find the Bullets command: it's straightforward, and you'll quickly achieve great results. Find or create a list of something and follow along to see how to work the options for Bullets.

Creating a Bullet Motif

Tutorial

1. There's no real harm in simply using the Pick tool to select the Paragraph Text you want to make a fancy bulleted list: every line break in the list begins a new bulleted item, so select the text and then click the Show/Hide Bullets button on the Property Bar or the Text Bar.
2. Choose Text | Bullets, as shown in the following illustration.

House Vinaigrette

- Three tbsp virgin olive oil
- 1 tbsp red wine vinegar
- A dash of ground black pepper
- two twists of ground sea salt



House Vinaigrette

- ★ 3 tbsp virgin olive oil
- ★ 1 tbsp red wine vinegar
- ★ A dash of ground black pepper
- ★ Two twists of ground sea salt

Bullets

☒ Use bullets

Appearance

Font: Wingdings

Symbol: ★

Size: 22.3 pt

Baseline shift: -3.0 pt

☒ Use hanging indent style for text

Spacing

Text frame to bullet: 0.0 "

Bullet to text: 0.139 "

☒ Preview

OK Cancel Help

Amount bullet is shifted from the baseline

3. Choose a typeface that contrasts, yet is compatible, with ITC Machine, the font used in the extruded headline text. Kabel Book BT comes with the Graphics Suite, and is used in these illustrations.
4. The illustration here is an “All-Star Recipe,” and the interiors of the A’s are stars, so a bullet shaped like a star is appropriate.
5. Microsoft’s Wingdings font is installed with every copy of Windows, and it features some nice symbols: choose Wingdings from the Font drop-down list in this example, and then click the Symbol drop-down button and locate a good star shape.
6. Click the Use Hanging Indent Style For Bulleted Lists check box to get a polished look for the list.
7. Increase the point size of the bullets by dragging upward in the center of the spin box control labeled Size.
8. Most likely, the baseline of the enlarged symbol won’t look right compared to the text in the list (it’ll be too high). Drag on the Baseline Shift spin box control until the bullets look aligned.
9. Optionally, if your symbol is crowding into the list text, increase the Bullet To Text spacing. Similarly, the Paragraph Text frame might be too tight to the left of the bullet; in this case, you increase the Text Frame To Bullet amount.
10. Optionally, you can color the bullets by selecting each one individually and then choosing a color from the mini-swatch pop-up. See the following illustration for the completed design.

5 STAR RECIPE

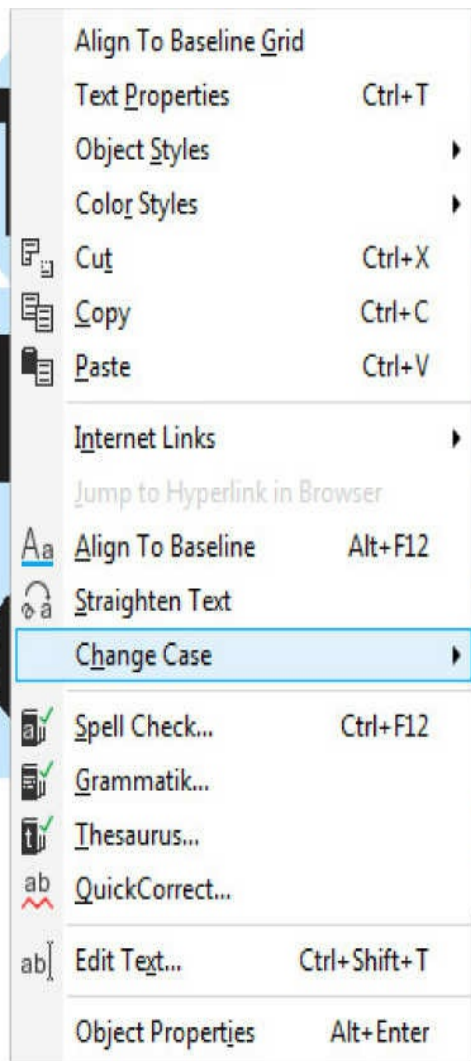
House Vinaigrette

- ★ 3 tbsp virgin olive oil
- ★ 1 tbsp red wine vinegar
- ★ A dash of ground black pepper
- ★ Two twists of ground sea salt

Changing Text Case

Occasionally you'll receive text from a client who doesn't know where the Caps Lock key is on the keyboard, or you have a really, really old plain-text file created using a DOS application. In any event, all caps in a text message, unless it's a very brief headline, can be a real eyesore.

To change the case of text you have typed, insert the Text tool cursor in text, right-click the text, and then choose an option from the Change Case submenu. Changing the case of characters replaces the original characters with new characters of the correct case.



AMAZING NEW
VACUUM

The Amazing New
Power Vacuum
Cleaner!!!

Formatting Paragraph Text

Stepping inside the frame and column formatting of Paragraph Text, you'll see that CorelDRAW has extensive options for specifying how lines of text look compared to one another, how tightly characters and words are spaced, and how you want individual paragraphs to separate from each other. The following sections cover the use of the Paragraph features on the Object Properties docker.

Paragraph Alignment

The Alignment settings on the Paragraph section of Object Properties affect the spacing for the entire selected paragraph; you can choose the entire Paragraph Text object using the Pick tool, or only pages by highlighting them with the Text tool. You have left, right, center, full, and forced as alignment settings (called *justification* in the publishing world), and None at far left, which removes the current alignment.

Spacing

Below Alignment are controls for indent preferences, how much space should go before or after a paragraph, line spacing (leading), and finally intercharacter and interword spacing. It should be noted here that proper typographical form dictates that separate paragraphs are usually indicated by either a first line indent or a line space between paragraphs, but not both. It's also important to understand that character and word spacing apply to the entire paragraph, whether you have only a portion highlighted with the Text tool or not. See the following illustration.

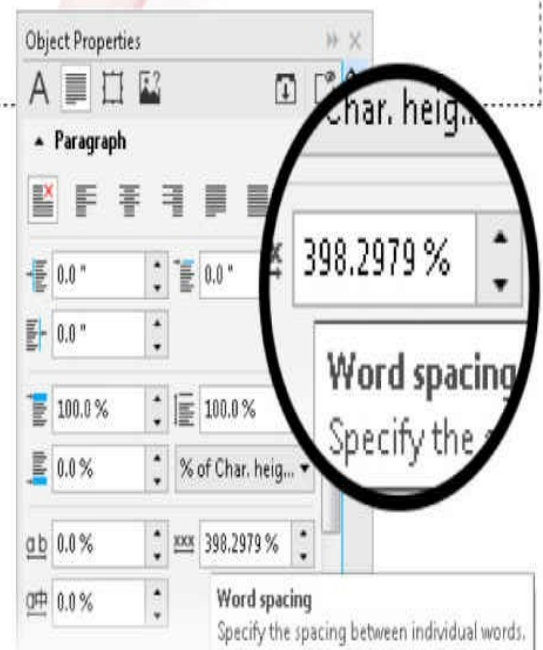
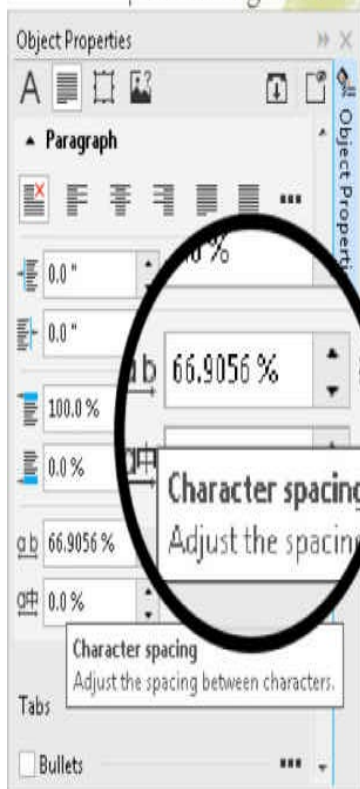
Once there was an elephant,
Who tried to use the
telephant—
No! No! I mean an elephone
Who tried to use the
telephone—
(Dear me! I am not certain
quite
That even now I've got it
right.)
Howe'er it was, he got his trunk
Entangled in the telephunk;
He tried to get it free,
He buzzed the

He tried to get it free,
He buzzed the

He tried to get it free,
He buzzed the

Once there was an elephant,
Who tried to use the telephant—
No! No! I mean an elephone
Who tried to use the telephone—
(Dear me! I am not certain quite
That even now I've got it right.)
Howe'er it was, he got his trunk
Entangled in the telephunk;
The more he tried to get it free,
The louder buzzed the telephoe—
(I fear I'd better drop the song
Of elephop and telephong!)

Auna Elizabeth Richards



Paragraph and Line Spacing

You might choose to separate paragraphs by using the Before Paragraph or After Paragraph spin box, but not both. By default, the spacing between paragraphs is the percentage of the character height, the *total* height of a character in a digital font. The *actual* height of a character in a font can vary—some uppercase characters are 650 units for example, while others are 750 units. You cannot always know the absolute height of a capital letter, but typically CorelDRAW puts in 30 percent more line spacing than a capital letter in the average font. However, you can always choose Points or Percentage of Point Size from the drop-down list to create custom inter-paragraph spacing. This is an option you want to experiment with, depending on the typeface you're using. Anywhere from 125 percent to 200 percent can work from an artistic standpoint.



Tip Although *you* measure text in points, when you create typefaces, each character lies on an imaginary grid, measured in *units*.

Line Spacing is used to let some “air” into paragraph text and is especially useful when you have a font whose ascenders or descenders are unusually tall. You can also use very wide Line Spacing to create an artistic effect when starting, for example, a magazine article. It has been fashionable in layout for several years now to put about 300 percent line spacing in the opening paragraph: it lightens the page when using a bold font and also allows the reader to see more of any decorative background you've used.

Language, Character, and Word Spacing

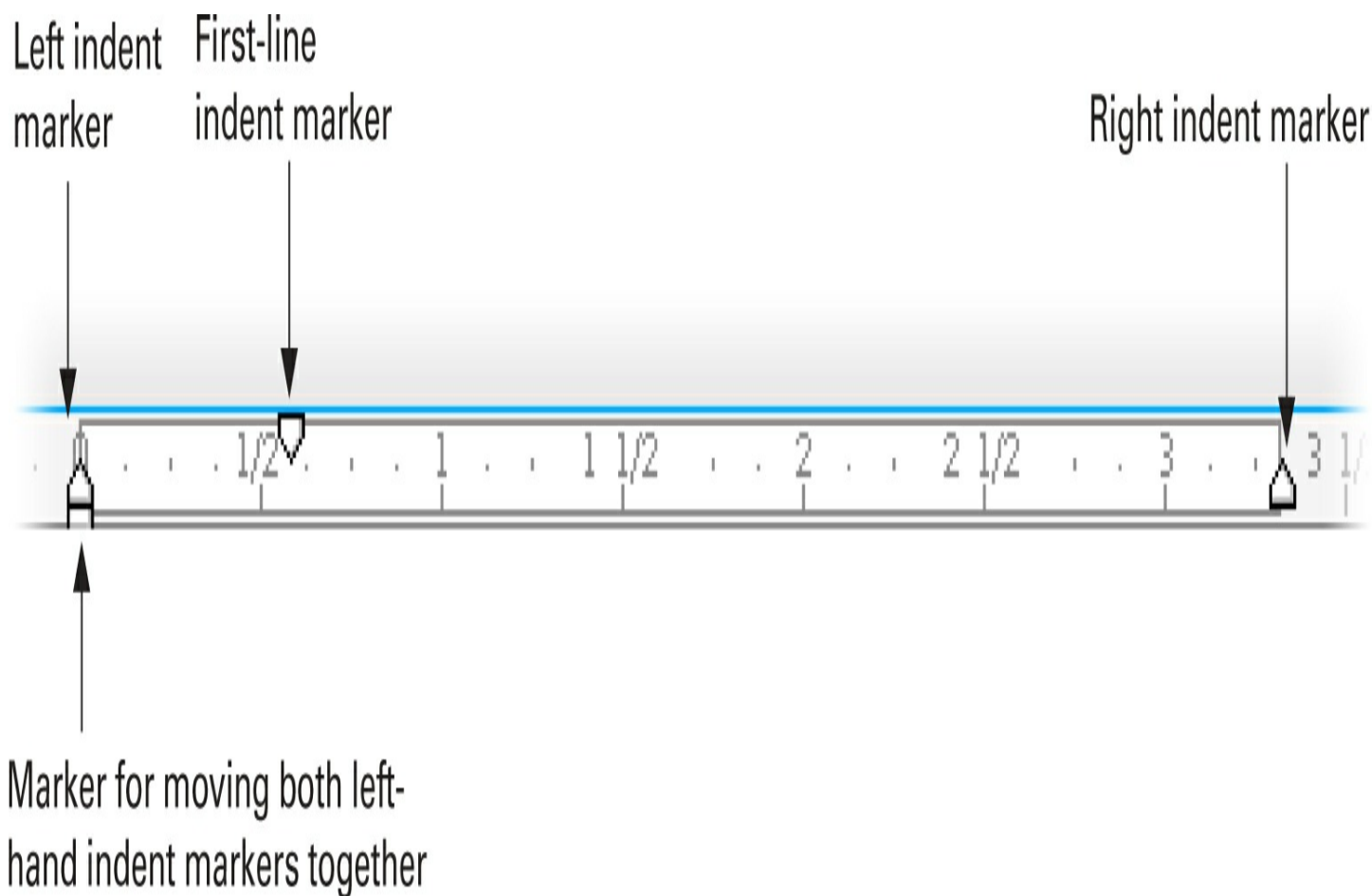
If you're typesetting, for example, an article using an Asian font, Language Spacing will be useful to space non-left-to-right sentences; otherwise, you'll have very little use for this option. You can set how much extra space is added to the default intercharacter space for the paragraph as a whole by using Character Spacing. The values are a percentage of a normal space character for the current font. You can also modify the interword spacing—this has the effect of adjusting the width of the space character. As a rule, if you need to adjust typeface kerning to all the contents of a paragraph frame, you use Character Spacing in the Paragraph area of Object Properties. If, however, there is only a bothersome line or two in a paragraph, you highlight only those lines and then adjust character spacing with the Range Kerning spin combo box in the Character area of the Object Properties docker.



Tip Remember the control handles on the bounding boxes of Paragraph Text. Also remember that the Shape tool is the only tool for editing Paragraph Text. They offer less precision for character and line spacing than the Paragraph Formatting dialog, but they're quick to use and provide a good coarse view of how your layout is shaping up.

Indentation and Margins of Paragraph Text

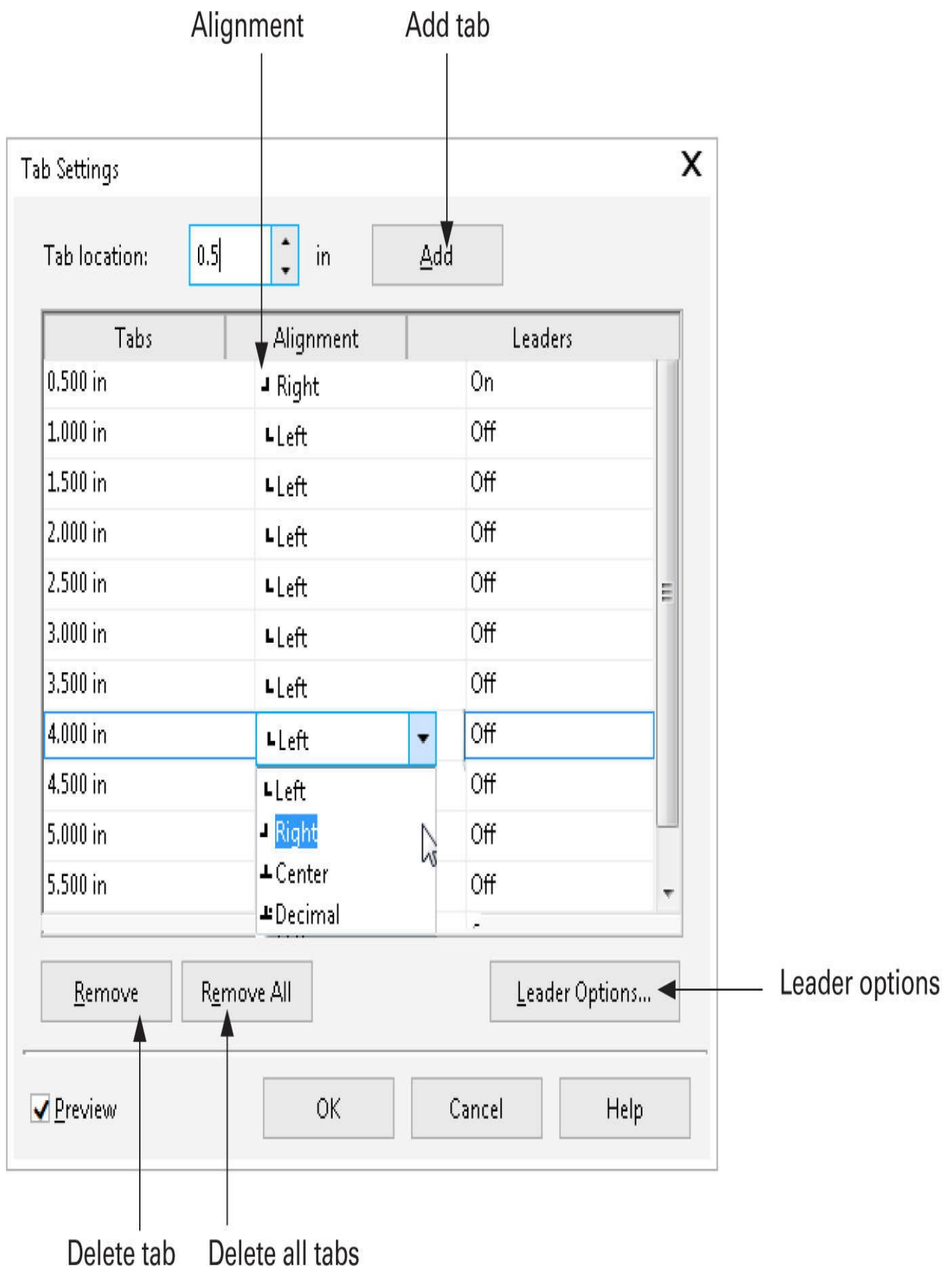
You can set the sizes of the indents of the left and right margins, as well as the size of the first-line indentation, just as you do in a word processor. These can be set precisely from the Paragraph Formatting dialog, or you can set them with a little less precision using the triangular markers on the ruler, which are shown next:



Formatting Tabs

Tab stops for Paragraph Text can be edited either directly in the ruler or in the Text | Tabs | Tab Settings dialog, as shown in the following illustration. CorelDRAW supports left,

right, center, and decimal tabs, just like most word processors.



Adding, Moving, and Deleting Tabs from the Dialog

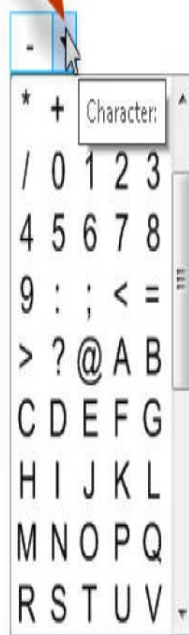
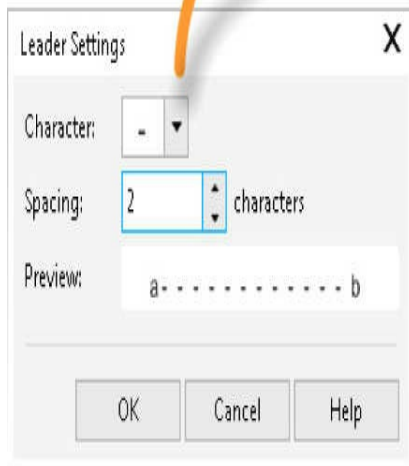
Tabs can be added to the current paragraph in the Text | Tabs | Tab Settings by first entering a value in the Tab Location spin box and then by clicking Add. To set the type of the new tab, you choose from the drop-down list associated with the tab. Similarly, you can adjust an existing tab by clicking its position (thus opening the value for editing) and then typing in a new value. To delete a tab, select it in the list and then click the Remove button.

When you create a new paragraph, unless you have modified the default paragraph style, tab stops are positioned every half-inch. To remove all the tabs, click the Remove All button.

Formatting Tab Leaders from the Dialog

You can choose whether text positioned to any tab has a leader between the tab settings from the Leader Settings box, which you can go to by clicking the Leader Options button in Tab Settings. *Leading characters* are often used in tabulated lists, such as tables of contents and menus, to join the section titles or menu items on the left with their respective page numbers or prices on the right.

Leaders are usually displayed as a series of dots, but they can be changed to any of the characters shown in the Character drop-down list. Unfortunately, you can't make a leader using a font other than the one used in the Paragraph Text. To change the leader character, select a character from the Character drop-down list, as shown in this illustration. The distance between the leader characters is set with the Spacing setting: this value is the number of space characters to insert between each leader character.



PRE-FLIGHT CHECKLIST

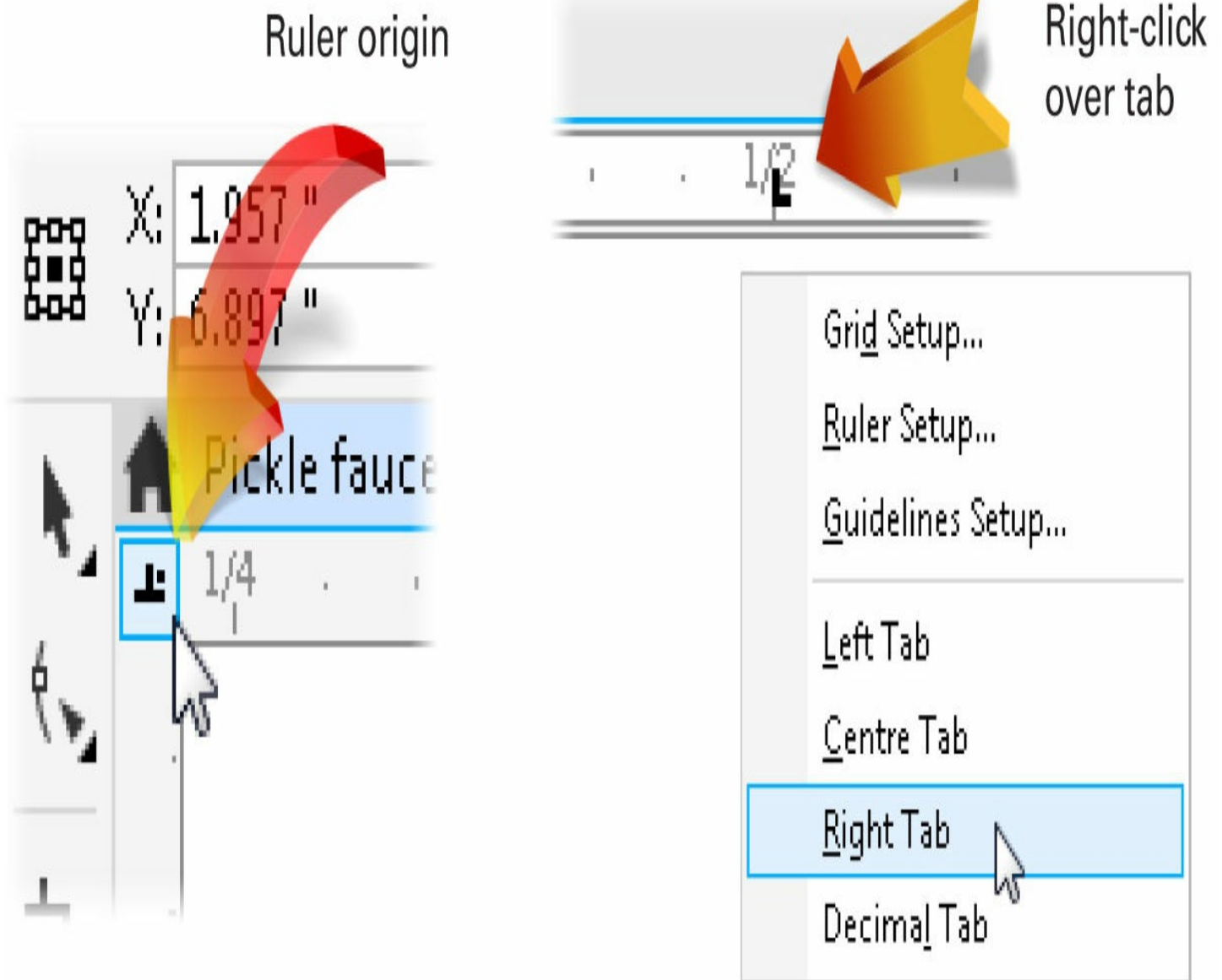
Hobbs / Tach time	- - - - -	Check
Weight and C.G.	- - - - -	Check
Charts and Nav aids	- - - - -	Check
Phone w/ ABBA's Greatest Hits	- - - -	Check
Woods Path® Trail Mix-Sweet 'n' Salty	- -	Check
Fuel Quantity	- - - - -	Check
Lights (Night)	- - - - -	Check
Lapel Pin	- - - - -	Check
Flaps - Down	- - - - -	Check
148 oz. After Shave	- - - - -	Check
Flight Controls	- - - - -	Check
Circuit Breakers	- - - - -	Check
Oil Pressure	- - - - -	Check
Brakes	- - - - -	Check
Carb Heat	- - - - -	Check
Engine Instruments	- - - - -	Check
Suction Gauge	- - - - -	Check

Using the Ruler to Set Tabs

To edit tab stops on the ruler, you must make sure the ruler is visible (choose View | Rulers), you use the Text tool in selecting the Paragraph Text, and you click to set or edit the tab stops. To view tab characters in the body of your Paragraph Text, press CTRL-SHIFT-C (Text | Show Non-Printing Characters). Before creating new tabs, you should delete all the tabs that are already in place—select Remove All from the Tabs Settings dialog.

To create new tabs with the ruler, use the Text tool to select the paragraphs to which you want to add tabs and then click on the horizontal ruler where you want to add the new tab stop. The type of the tab can be set by right-clicking over the tab. There is also a selector button where the ruler origin usually is when working with Paragraph Text. Clicking the selector button cycles between the four tab states: left, right, center, and decimal. Note that clicking the selector button doesn't change existing tabs; instead, it only sets new *successive* tabs.

Ruler



To move a tab, drag it to its new position on the ruler. To delete a tab, drag it off the ruler and into the workspace. To change the type of a tab, you have three options: delete it and create a new one of the correct type, right-click it in the ruler and select a new type from the pop-up menu, or change its type in the Tab Settings dialog. Tabs cannot be added to Artistic Text.

Here's a practical example of the value of knowing how to set up tabs: create a folding menu design and then create Paragraph Text with menu items and their corresponding prices on the same lines (make up anything you like—have fun here!). Here's how to create a dot leader so the guests can see the prices at the far right easily, based on the menu items on the far left.

Take Me to Your Leader

Tutorial

1. Open the One Café menu.cdr file. Notice that all the prices are directly after the menu item with no space in between. This is done deliberately so when you add leaders, the prices will align to the right. The headline text (Gillies Gothic) and all elements except the menu text are locked. With the Text tool cursor inserted in the body of any of the linked text blocks, press CTRL-A to select all the text. Now choose Text | Tabs.
2. Click Remove All; you don't want the default evenly spaced tabs in this menu. If you look closely at the ruler in the tabs region above the document, you'll see that the paragraph box is a little more than 4" wide. Therefore, type **3.75** in the Tab Location box at the top and then click Add.
3. The first entry in the list, as shown in the following illustration, is 3.75", but its alignment is by default to the left, which is wrong for making a tab leader layout. Click the Left entry in the Alignment column, and it turns into a drop-down box—choose Right from the list. If you haven't checked the Preview box in the Tab Settings dialog, do so now so you can watch live updates on the page as you work. Also, you probably want to set Leaders to On; this is done the same way as you chose Right alignment for the 3.75" tab. Finally, the shortcut for toggling visibility of nonprinting characters is CTRL-SHIFT-C; use this to be able to tell leader dots from spaces marked in the text. See the following illustration.

Starters

Coffee\$1
Sparkling
Tap Water
Lemonade
Milk75¢

French F
Onion R
Wings\$3
Cheese

Tab Settings

Tab location: 0.5 in Add

Tabs	Alignment	Leaders
3.750 in	Left	Off

Remove Reorder

☒ Preview

00

Main Content

4. Click Leader Options.
5. Choose a period as the character. If you want something fancier, you might try a caret (^) or a tilde (~) instead.
6. Set the spacing for the leader character.
7. Click OK, and then place the Text tool between the price and the menu item, and then press TAB. [Figure 11-3](#) shows the nearly complete, easy-to-read, somewhat underpriced menu. Notice that your document updates in real time, so you can preview how your dot leader looks before clicking OK.



Starters

Coffee	\$1.00
Sparkling Water	\$1.00
Tap Water	Free
Lemonade	\$1.50
Milk	75¢

Appetizers

■ French Fries	\$2.75	■
Onion Rings	\$2.95	
■ Wings \$3.50		■
Cheese Fingers		

French Fries

Onion Rings

■ Wings \$3.50

Cheese Fingers \$4.75

Pie	\$2.75
Cakes	\$3.25
Ice Cream Sundae	\$4.50



FIGURE 11-3 Tab leaders help guide the eye from an item to its price.

Spelling and Grammar

You want your text to look as good as your drawings, and the same powerful grammar and spelling tools offered in Corel WordPerfect Office suite are right inside CorelDRAW. A spell-checking system, thesaurus, and grammar checker—in 25 different languages—are at your fingertips. This means you can both compose in CorelDRAW and import writing to CorelDRAW—and be assured your words are perfect.

CorelDRAW also has the same QuickCorrect feature that's in WordPerfect, for correcting common typos and spelling mistakes *as you type*. This is extremely helpful for words that you commonly mistype and for common extended characters such as © and ™.

CorelDRAW and WordPerfect use the same writing tools, dictionaries, word lists, and configurations. If you add a word to your User Word List in WordPerfect, it is there for you in CorelDRAW. If you're a Microsoft Word user, CorelDRAW's proofing tools are as easy to learn as Word's—the dialogs and labels are a little different in appearance, but you'll soon get the idea. It's time now for you to step up to the title of Literary Wizard in addition to CorelDRAW Design Guru.

Using CorelDRAW's Writing Tools

With text proofing in 25 different languages available right out of the box, CorelDRAW makes it easy for you to get your sales language proofed perfectly regardless of the world destination for your products or services. When you install CorelDRAW, choose the languages you are most likely to use, and you are ready to check the spelling and grammar of anything that comes your way.

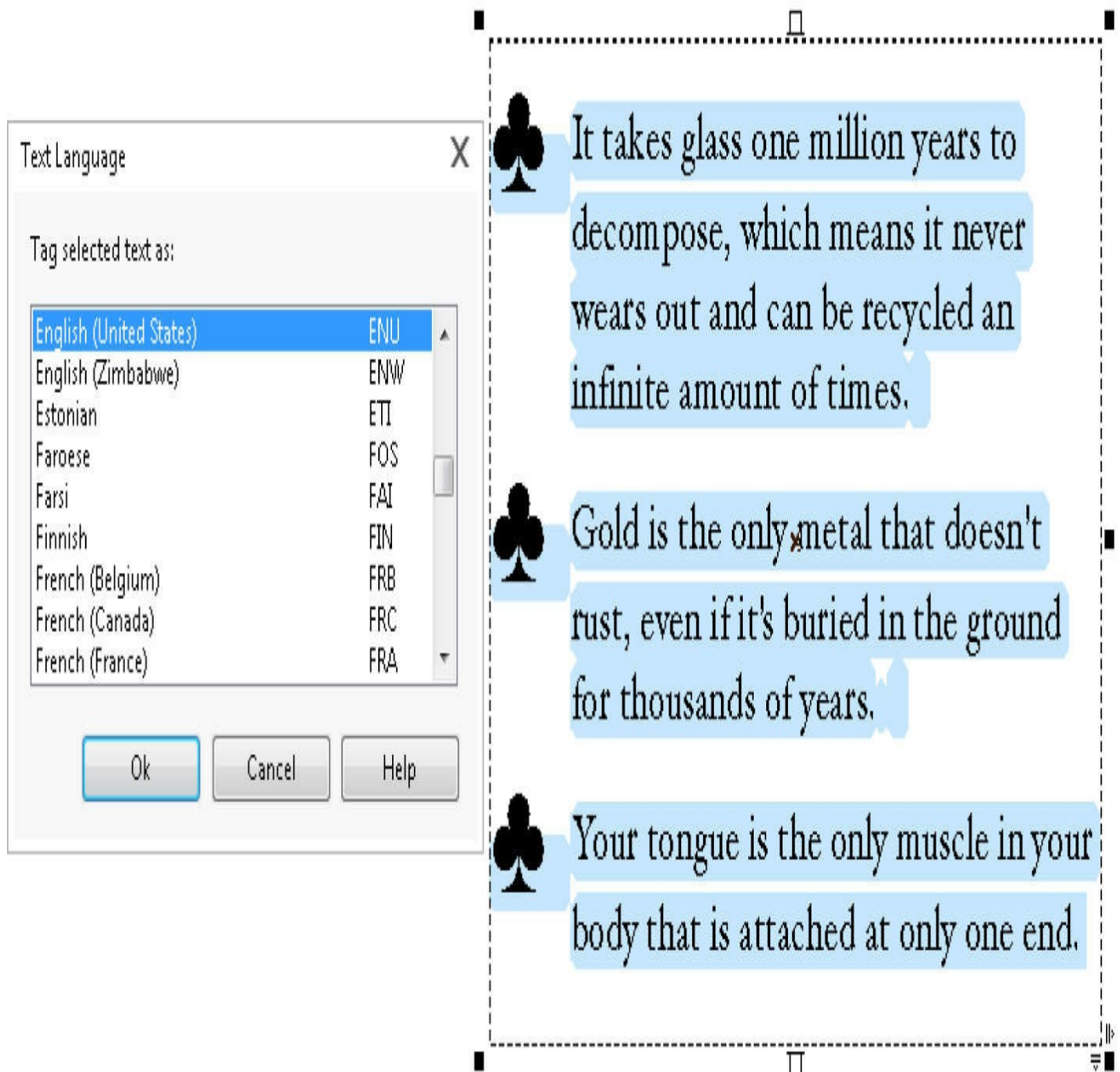
By default, CorelDRAW assigns a language code and checks all text using the proofing tools that correspond to the language your operating system uses. If you use a U.S. English copy of Windows, CorelDRAW automatically installs English–U.S. proofing tools and assigns all text to U.S. English (ENU).

Assigning Language Codes

If your document contains text in a language other than the default language, you need to select the foreign language text and assign the proper language code to the text so CorelDRAW will use the appropriate proofing tools. The language currently assigned to selected text is noted by a three-letter code in parentheses next to the font description in the Status Bar—for example, by “(ENU)” shown in most of this book.

To change the language assignment of any character, word, or paragraph of Artistic or Paragraph Text in a document, select the text and then choose Text | Writing Tools |

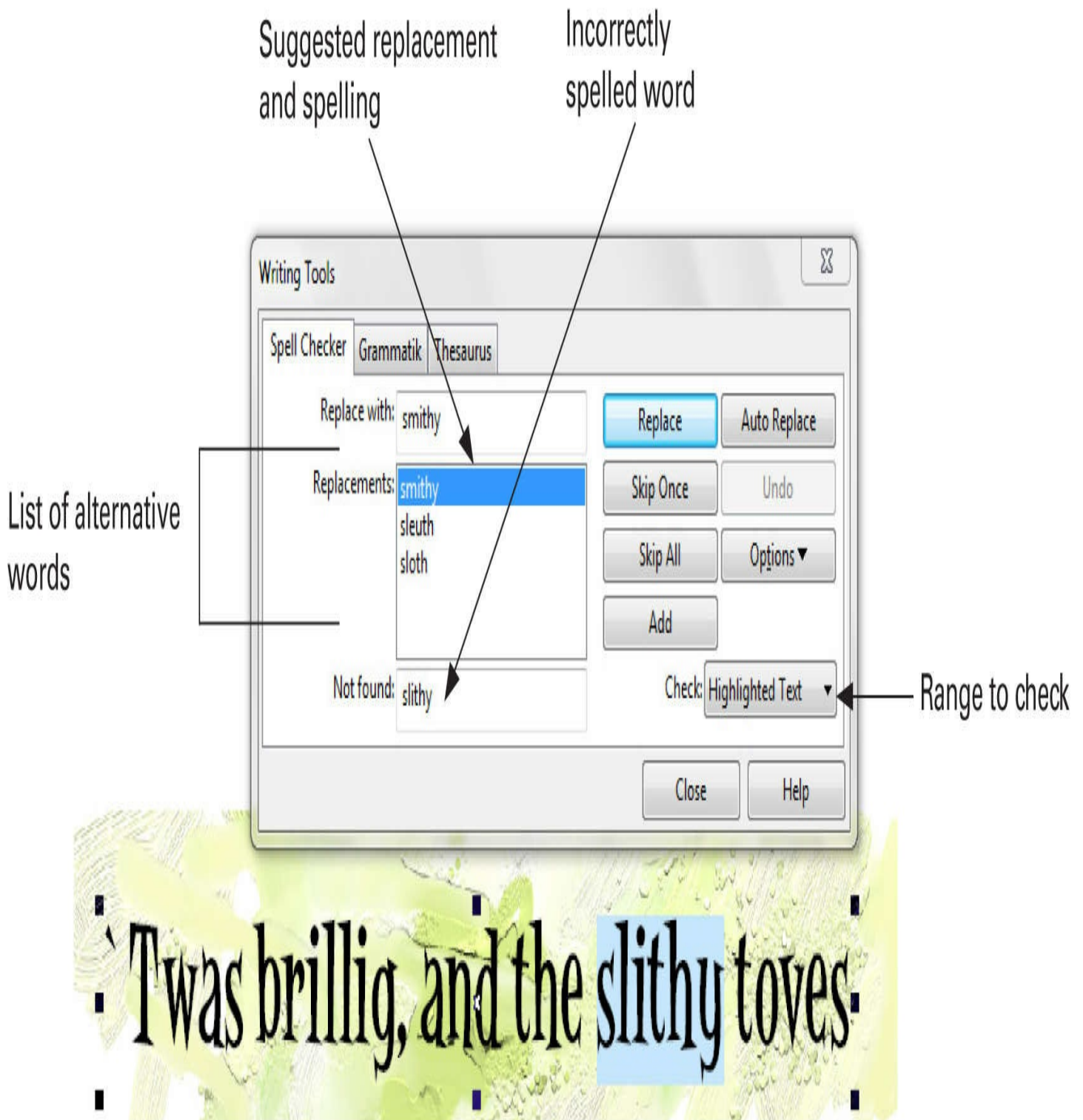
Language. When the Text Language dialog opens, you can choose any one of the 122 different language and language variants that appear in the list (see the following illustration). Click OK to make the change.



Using the Proofing Tools

To use CorelDRAW's spell checker, thesaurus, or grammar check, select the text with the Pick tool or the Text tool, and then choose the appropriate writing tool from the Text | Writing Tools menu. Alternatively, you can right-click a text object with the Text tool and then choose a proofing tool from the pop-up menu. CTRL-F12 is the shortcut for opening the

Writing Tools dialog to the Spell Checker tab, as shown here:



Common Buttons

The Spell Checker and Grammatik tools share common buttons in the Writing Tools dialog. These buttons perform the functions described here:

- **Start** The Start button starts the Spell Checker or Grammatik. This button is visible only if Auto Start is off—it is on by default. To enable or disable the Auto Start option, in the Writing Tools dialog, click the Options button and then select Auto Start.
- **Replace** As the check is performed, when a misspelled word or grammatical error is found, the Start button changes to Replace, and the misspelled word or grammatical error is highlighted. Select the suggested correction from the list and then click Replace to apply it. You can also edit the replacement word in the Spell Checker's Replace With box, or type in a new word before replacing it. After the replacement has been made, the checker rechecks the replacement and continues checking.
- **Undo** The Undo button reverts the last correction to its previous state.
- **Resume** After you correct a mistake, if you move the insertion point—for example, to a different part of the text—the Start button changes to the Resume button. Simply click it to recheck any selected text and to continue checking from the insertion point.
- **Skip Once and Skip All** If the word or sentence that a checker has queried is actually correct—for example, a brand name such as Pringles or Humvee—you can click one of the Skip buttons to have the checker ignore it. Skip Once causes the check to continue, but future instances of the same problem will stop the checker. Skip All tells the checker to ignore *all* instances of this spelling or grammatical error.
- **Add** Add allows you to add a word to the current User Word List. Many unusual names and technical terms are not included in the Spell Checker's dictionary, and these can be added to the User Word List for the current language. In the future, these words will not be queried. If a word appears in the Replace With box or in the Not Found box, clicking Add immediately adds the queried word to the default User Word List. Otherwise, if no word appears in either box, clicking the Add button opens an input box, where you can type the word you want to enter into the User Word List.
- **Auto Replace** If you choose an alternative spelling for a queried word, the Auto Replace button becomes active. Clicking this button will add the misspelled word and its replacement to the default User Word List, *and* if QuickCorrect is enabled, then the next time you type the same mistake, the correct word will be automatically substituted.
- **Options** The Options button displays a drop-down menu that contains various settings for the current Writing tool.
- **Range of Text** By using the options from the Check drop-down list, you can set the range of text for performing a spell check or a Grammatik check. The available options depend on whether text is selected with the Text tool or the Pick tool.

Setting Spell Checker Options

You can click the Options button on the Spell Checker page of the Writing Tools dialog to access various settings that affect how the Spell Checker works.

Using Word Lists

CorelDRAW's writing tools maintain Word Lists that contain all the valid words and phrases for spelling checks. If a word in your document is not in one of the active lists, it is flagged as being incorrectly spelled. CorelDRAW has two types of Word Lists:

- **Main Word Lists** These lists are provided by Corel and contain the most common words and spellings in each language. One Main Word List exists per language, and this list is not editable.
- **User Word Lists** These lists contain words that are not in the Corel-supplied lists but rather are made up of words you have added during a spell check by clicking the Add button. Words and phrases that are common to an industry are very useful to create. It is up to you to ensure that the words you add to a User Word List are spelled correctly! User Word Lists also contain the QuickCorrect entries for the text's language. Each language has at least one User Word List.

You can also use third-party-created lists. Specialized User Word Lists, such as those containing medical, legal, engineering, scientific, or other professional terms, can be created and then shared.

Using Main Word Lists

The Main Word Lists are predefined by Corel and cannot be edited by CorelDRAW. However, they can be edited by the WordPerfect suite's Spell Utility if you happen to have a copy. Main Word Lists contain only words used by the Spell Checker—no QuickCorrect word pairs are included.

Which Main Word List is currently being used changes according to the Language setting. Click the Change button (Writing Tools | Spell Check | Options | Main Word Lists), choose a different language, and CorelDRAW will use the Main Word List for the new language you chose. Changing which word list CorelDRAW is currently using does not change the language code of the selected text but rather temporarily proofs that text using the new Main Word List.

You can also switch spell checking, for example, to check a language other than the default in the CorelDRAW document. For example, some U.S. English users might want their U.S. Spell Checker to include Spanish words. When a U.S. English user adds the Spanish word list, the Spell Checker will first check words against the English list. Then, if the words are not found in the English list, the checker compares against the Spanish list. Only if the check fails against both lists will the Spell Checker display an error. Using this method, you don't have to specifically set a language code for the Spanish text.

Other Spell-Checking Options

Some other options available from the Options drop-down menu of the Writing Tools dialog are described here:

- **Auto Start** The Spell Checker and Grammatik start the check automatically when the Writing Tools dialog is opened or when that checker's page is opened in the Writing Tools dialog.
- **Check Words with Numbers** Checks or ignores words that include numbers.
- **Check Duplicate Words** Flags words that appear twice in succession.
- **Check Irregular Capitalization** Checks for words that have capital letters in places other than the first character.
- **Show Phonetic Suggestions** Makes *phonetic* suggestions—replacement words that *sound* like the unrecognized word.

Main Spell-Checking Options

The Workplace | Text | Spelling section of CorelDRAW's global Options dialog (CTRL-J) also includes various options that modify how the writing tools work:

- **Perform Automatic Spell Checking** Check this if you want to check spelling as you type. When it is turned on, unrecognized words are underlined with a red zigzag line while you're editing text with the Text tool.
- **Visibility of Errors** Choose here to have all errors underlined in all text objects or just the text object being edited.
- **Display Spelling Suggestions** You set the number of suggestions to display in the pop-up menu after right-clicking a misspelled word with the Text tool. The maximum and default number of suggestions is 10.
- **Add Corrections to QuickCorrect** When this option is checked, CorelDRAW will add a correction pair to the User Word List based on a correction made from the right-click pop-up menu.
- **Show Errors Which Have Been Ignored** When you right-click a word, the pop-up menu includes an Ignore All command, which tells the Spell Checker to ignore this word. With this option set, CorelDRAW will still show ignored errors, but it will use a blue zigzag line to indicate that they have been ignored.

Using Grammatik

Spelling errors aren't the only proofing goof that can make your work look unprofessional. Poor grammar is a big, red flag that reflects on your education and communication skills. CorelDRAW includes the Grammatik grammar checker in many of the languages that spell checkers are available in.

Grammatik is a flexible, powerful tool for checking your work. What Grammatik excels at is calling your attention to parts of your text that *might be* grammatically incorrect; it second-guesses you. Grammatik encourages you to stop and think about what you’ve written and offers helpful suggestions to fix the problem it *thinks* is a thorn in your rosy prose. The day-to-day operation of Grammatik is not difficult to manage, as you’ll see in the next section, where the basics are covered.

Checking and Correcting Grammar

To check your grammar, select the text objects to check with the Pick tool, or select sentences with the Text tool; in the Writing Tools dialog, open the Grammatik tab, shown in [Figure 11-4](#), by choosing Text | Writing Tools | Grammatik. As with all of the other writing tools, you can also select text and then use the right-click pop-up menu to launch the tool you want to use. It’s common to use a word that sounds like the word you want. For example, “affects” is indeed a real word, but it’s a homonym—a word that *sounds* like a word you might intend to use, such as “effects.”

SO I BARGES INTO MY BOSS'S OFFICE, AND I GO, "WORD'S GOING AROUND YOU FIRED ME. WHAT GIVES?" SO THEN MR. PERKINS GOES TO ME, "YOU'RE NOT FIRED, BOB. SLAVES CAN'T BE FIRED...THEY'RE TRADED."

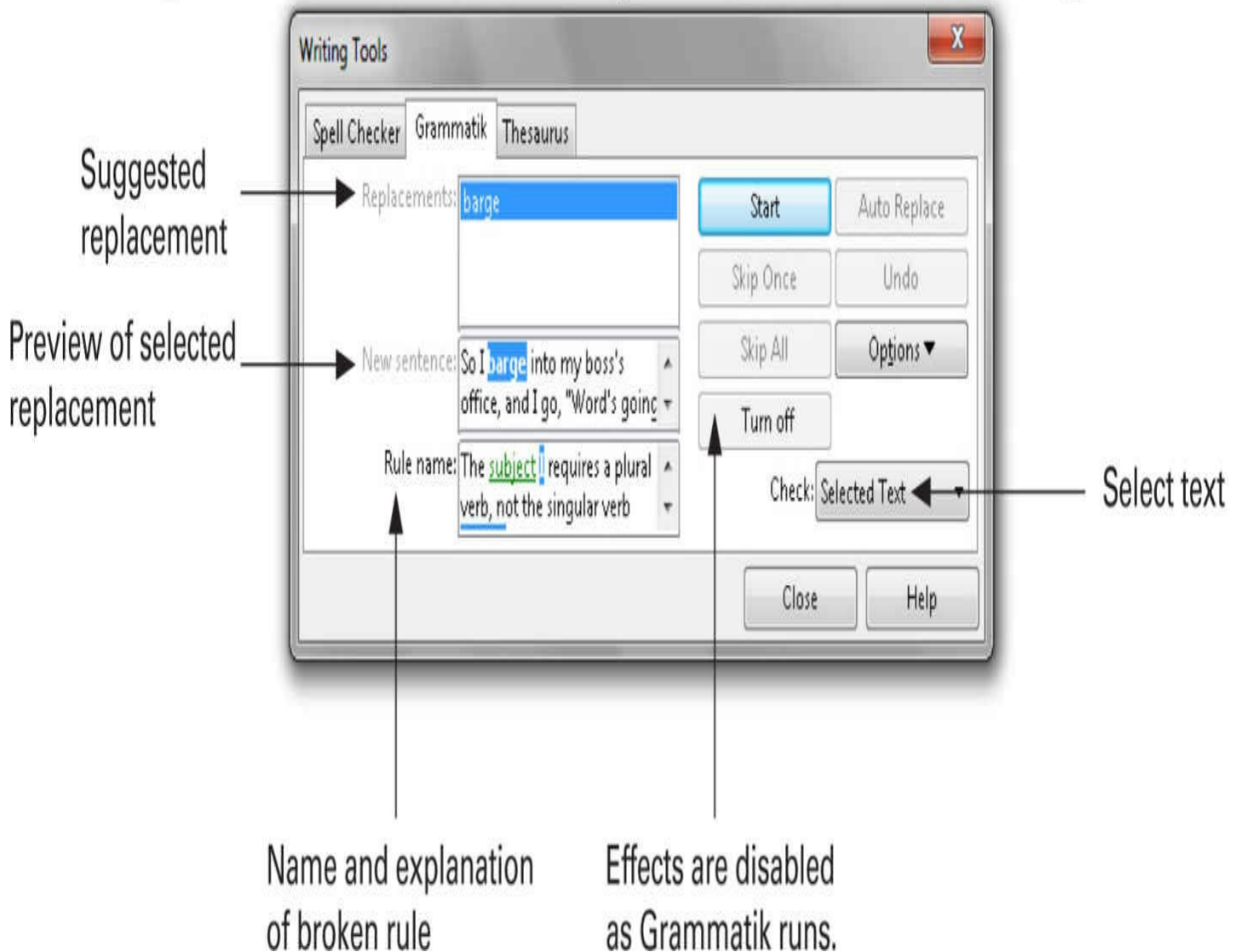


FIGURE 11-4 Grammatik catches errors in your writing that spell checking wouldn't alert you to.

Grammatik highlights potential grammar problems with light blue on the page. Occasionally when it finds more than one space between words, the white space is underlined. This is very helpful; modern rules of good digital typography call for only one space between sentences and not the two that were required in the days of typewriters.

If Auto Start is enabled, Grammatik will immediately start checking the text; otherwise, you must click the Start button.

If Grammatik finds something that breaks the rules of grammar using the current settings, it displays an explanation of the problem next to the name of the broken rule—the “Rule Class” that has been broken. Grammatik may make one or more suggestions of better grammar, and if you click an option, the new sentence is shown so that you can decide if that's what you meant to say. Click Replace to apply the change and continue checking.

Turning Grammatik's Rules On and Off

If you don't want Grammatik to check a certain kind of grammatical error, you can tell it to ignore it. As soon as Grammatik pops up a grammar query, the Add button in the Writing Tools dialog changes to Turn Off. If you click Turn Off, the specific grammar rule that is currently being used will be deactivated for as long as the Writing Tools dialog is open. If you want to turn it back on again, choose Options | Turn On Rules, which brings up the Turn On Rules dialog. Choose those rules that you want to reactivate and click OK. The next time you perform a check, these rules are included.

After you have pared down the rules to the one you want to keep, you can save this new “profile” for future use: choose Options | Save Rules. The Save Rules dialog opens, and you can either click the Save button to update the current style or click Save As to create a new checking style.

Using the Thesaurus

When the word you're using doesn't convey exactly the right shade of meaning or if you've already used it three or four times, check out the available synonyms with the Thesaurus Writing tool. Right-click with the Text tool on the word you want to replace with a better word, and then choose Thesaurus from the pop-up menu. Alternatively, choose Text | Writing Tools | Thesaurus. The Writing Tools dialog opens with the word in the look-up word box.

The look-up word box contains the word you want to look up. The suggestions area of the dialog contains a folder-like tree view list of alternative words and meanings for the word you are looking up. Find one that matches the message you are trying to present and

click to expand the entry. If you find the word you want to use, select it and click the Replace button to insert the word into your text. You can also choose *the opposite meaning* of a word in case inverting a sentence is a style of writing you like—*antonyms* are available for the word you chose in the expandable tree in the suggestions area.

If you find a word that is close, but not exactly the right word for you, double-click on the word to automatically open another suggestion area in the dialog that makes suggestions for words that are similar to the selected word. Up to three panes of suggestions are visible at once, but you can keep clicking on suggestions and open up more panes that you can navigate through using the left and right navigation buttons at the top of the dialog. To use a word in one of the alternate panes as your replacement word, select it and click the Replace button.

Setting Thesaurus Options

You can set various options for the Thesaurus by clicking the Options button in the Writing Tools dialog and clicking the Thesaurus tab to view the drop-down menu; the most useful ones are described here:

- **Auto Look Up** This option speeds up your work by starting the process right away.
- **Auto Close** When turned on, this option closes the dialog as soon as the Replace button is clicked.
- **Spelling Assist** When this option is enabled, if the word that you selected to check in the Thesaurus is not recognized, a list of similar words from the Thesaurus is shown. Click the word that best matches the correct spelling of the word you typed, and then click Look Up. The suggestions area will contain alternatives.
- **Synonyms** This option displays synonyms of the look-up word in the list of suggested alternatives.
- **Antonym** This option displays antonyms of the look-up word—a lifesaver for those times when you can't think of an opposite for the word you want.
- **Language** Choose this to change which language's Thesaurus is used for the current session. This does not change the language of the text in your document, but any replacements will be set to the new language. This only works with languages you have currently installed.

Finding and Replacing Text and Special Characters

All too often you may find yourself in the situation of having to locate a specific piece of text so you can change the font or formatting or even the content of the text itself.

CorelDRAW has terrific tools for searching for and replacing text—and text attributes—regardless of whether your layout is a paragraph or a multipage document.

Finding Text

To find a word, phrases, and other marks such as dashes, hyphens, and special characters like tabs, paragraph breaks, and spaces, open the Find Text dialog by choosing Edit | Find And Replace | Find Text. In the Find box, enter the word or exact phrase you want to find.

You can include special characters such as an em or en space or dash, a ¼ em space, a nonbreaking space, a nonbreaking hyphen, a column/frame break, an optional hyphen, a space, a tab, or a hard return in your search. To enter the search tag for a special character into the Find box, click on the right arrow next to the Find drop-down and then choose the character you want to include in your search.

If you know the exact character case of the word or phrase, enter it and check the Match Case check box—if the Match Case check box is cleared, all matching words will be found, regardless of the case of the characters (a case-insensitive search). The Find Text dialog is shown here.

Row, Row, Row the boat
Gently down the stream.
Merrily, merrily, merrily, merrily.
Life is but a dream.

Find Text

Find:

☐ Match case

☒ Find whole words only

Find Next

Close

Click for list

- Find Next
- Em Space
 - En Space
 - | ¼ Em Space
 - Non-breaking Space
 - Column/Frame Break
 - Em Dash
 - En Dash
 - Non-breaking Hyphen
 - m Optional Hyphen
 - Space
 - Tab
 - ↵ Hard Return

Click the Find Next button to find the next instance of the searched text within the document. All the text objects in the document—Paragraph, Artistic, and Fitted Text—will be searched, starting with the current page and working to the end of the document. You will be asked whether you want to continue from the start of the document when you reach

the end: clicking Yes takes the search back to page 1, and it will continue through to the start position, so the whole document is checked once. If the search text is not found, CorelDRAW tells you.

Replacing Text

If you want to replace a word, phrase, or special character in the text with another word, phrase, or special character, use the Replace Text dialog, which is accessed by choosing Edit | Find And Replace | Replace Text.

You enter the word or phrase you want to find into the Find box, and enter the replacement word or phrase into the Replace With box using the same process as described for finding text in the previous section. Click the Find Next button to find the first instance of the search text. When the search text is found, click the Replace button to replace it with the replacement text, or click the Find Next button to skip over the found text and to find the next instance to replace.

If you are sure that you want to replace *all* instances of the Find text in the current document with the Replace With text, click the Replace All button.



Note The ability to search and replace special characters in addition to text is incredibly useful when you are cleaning up imported text, changing five spaces into a tab, and removing column/frame breaks (soft returns). It is also a useful feature if you want to tweak your typography; for example, you can search for a hyphen between numbers and replace it with an en dash. You can also give your text some breathing room and search for all the em dashes in your text and put ¼ em spaces on either side of the em dash.

And this is the last word on typography in CorelDRAW! You now know how to spell check, grammar check, and find and replace text. Our next stop is setting properties for filling objects and outline properties for paths. Let's get your objects—including text objects—looking as visually captivating as you'd like them to be.



PART V Attributes for Objects and Lines

12 Options for Filling Objects

A shape without a fill on your drawing page is like a brand-new coloring book. To make a coloring book—and your CorelDRAW artwork—more complete, you need to *fill* your shapes with colors and textures. CorelDRAW has more than a half-dozen types of fills you can apply to your shapes, and these types have hundreds of variations. In computer graphics, you have over 16 million solid shades of color at your disposal; imagine what you can do with *blends*, *patterns*, and *textures* of colors! The worst part of filling CorelDRAW objects will be deciding on a style of fill. The *best* part, as you explore filling shapes in this chapter, is that it's very difficult to color outside of the lines.



Note Download and extract all the files from the Chapter12.zip archive to follow the tutorials in this chapter.

Examining the Fill Types

Each type of CorelDRAW fill has its own special characteristics:

- **Uniform** Uniform fills apply flat, solid color.
- **Fountain** Fountain fills make a color transition from one color to another, in different directions—sometimes also called a *gradient fill*. You can also create a fountain fill composed of more than two different colors. CorelDRAW ships with many preset fills, and this chapter demonstrates how to pick and apply them.
- **PostScript** PostScript fills are good for repeating patterns. Although PostScript is a *printing* technology, you don't need to print a CorelDRAW document to see a PostScript fill, and you can indeed export a PostScript-filled object to bitmap format and the fill will look fine. PostScript fills support transparency and are ideal for exporting to EPS file format to use in desktop publishing programs. And, naturally, a PostScript fill is valid for printing to a PostScript printer.