# Corel VENTURA 7
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# The Corel VENTURA 7 workplace

Corel VENTURA 7 offers everything you need in paper and electronic page layout and publishing.

The new Corel VENTURA 7 workplace offers a wide array of enhancements to make your work more productive — from MDI, to intelligent toolbars and cursors, to libraries where you can keep any part of a publication for future use, to script (macro) editing.

## Multiple Document Interface (MDI)

Now you can open as many publications as you need and drag and drop text, stylesheets, and master pages between them. Each document window can be split to show different parts of your document in different views, or at different zoom levels. By reducing the zoom level, you can view multiple pages and chapters at the same time, allowing you to select text, frames, and graphic objects across facing pages.

## Modeless cursors and dialogs — Intelligent tool changing

Modeless cursor operation means that you can select frames and graphic objects, type text, and edit tables without manually switching tools. Corel VENTURA senses the different types of objects you are working on and only requires you to change tools when you need to draw objects, edit nodes, or anchor frames.

Many dialog boxes are also modeless, meaning that you can leave them open while working on your documents, or open more than one dialog box at once. You can move modeless dialog boxes away from the document window, and return to them as necessary without re-executing menu commands. To experiment with different settings, you can use the Apply button to apply changes to your document without closing the dialog box.

## VENTURA Libraries

VENTURA Libraries can hold text, pictures, graphic objects, stylesheets, tags, frames, chapters, OLE objects, and more. Once you create a VENTURA Library by clicking File> Library >New, you can drag and drop items between the VENTURA Library window and your publications. VENTURA Libraries can be shared between workgroups, or kept private by individual users. You can store network or local copies of files in VENTURA Libraries, and then incorporate the same text or illustrations in multiple publications.

## Multiple pages view

Corel VENTURA's Zoom dialog box is useful for viewing multiple pages at a time. In addition, you can drag and drop frames between zoomed pages and chapters and you can select text across zoomed pages.

## VENTURA Configuration Manager

The VENTURA Configuration Manager sets up your working environment to suit the types of projects you work on most. There are three preset environments: one for creating short, design-intensive documents; one for producing long, structured documents; and one which is mixture of short and long document types. Each environment arranges the screen to give you quick access to the tools you'll use most and preselects the appropriate formatting mode.

You can modify the preset environments by customizing the menus, toolbars and shortcut key assignments or create your own environments. Once you've selected an environment, you can switch to another by ending the current session and restarting the Configuration Manager.

## Customizable interface

The Customize dialog box is where you can make Corel VENTURA your personal workbench. Here, you can create and edit menus and toolbars, or assign new shortcut keys.

Using the Options dialog box in the Tool menu, you can change the color of workplace elements such as the drawing grid, guidelines, and frame borders. You can also customize elements like text conversions on import, object selection and snapping sensitivity, pasteboard size, file backups, and so on.

## Property Bars

Corel VENTURA's Property Bar changes automatically to display the tools you'll need for the current editing job. For example, select the base page frame, and alignment and frame column tools appear. Select a drawn frame, and the Property Bar displays frame selection and editing tools. If you click inside the base page frame or a selected drawn frame, the Property Bar displays text editing tools, and so on.

## Scripting language (macros)

Corel VENTURA 7 includes Corel SCRIPT which allows you to automate complex or repetitive tasks. Scripts are computer programs that execute a series of Corel VENTURA 7 actions with a single command (in some applications they are called macros). You create scripts by recording your actions and keystrokes, or by using the Corel SCRIPT Editor to write more complex scripts. You can even create your own dialog boxes using the Corel SCRIPT language.

## Multi level Undo/Redo

You can use the Undo command to reverse as many as 99 recent edits. Click the button on the toolbar to restore your work to its previous state, or click the down

arrow next to it to display the Undo list and choose from the list of recent actions held in memory. You can set the number of levels of Undo in the Options dialog box.

The Redo command stores a list of any of the previous commands you've reversed with the Undo command. Use Redo to reverse Undo as necessary.

★ Note

The higher the Undo setting, the more memory required to hold the actions for recall.

## Enhanced rulers

Corel VENTURA 7 features new units of measurement — inches decimal on both rulers and agates on the horizontal ruler.

You can show or hide the rulers, set different units of measure for each, change the zero points with the mouse or in the Ruler Properties dialog box, or display the rulers in large or small sizes.

Corel VENTURA's rulers are also interactive — you can add or remove tabs from the horizontal ruler with the mouse, change indents and margins, click the tab button to change between different tab types (i.e., left, center, right, decimal), and right-click to display context menus. The width of the tabs and margins area changes based on the size of the active frame.

You can have the ruler update for each object selected by using "Current Frame," or if you want the ruler to have the '0' on the left margin, use "Page."

## Autosaves and Backups

Corel VENTURA 7 can create backup copies of your documents whenever you save them, and automatically save your publications at regular intervals while you work.

## Electronic publishing

With Corel VENTURA 7, you now have the ability to publish "paperless" documents using the following electronic publishing options:

## HTML publishing

Corel VENTURA gives you the option of publishing to the World Wide Web with the Hypertext Markup Language (HTML).

You can take an existing Corel VENTURA publication and publish it to the Web, or you can create a publication specifically for electronic publishing. Either way, each Corel VENTURA style tag will be mapped to an HTML tag.

Corel VENTURA can automatically translate the publication into an HTML document; the structure of this document will mirror the original structure as closely as HTML will allow. Or, you can customize the translation by manually mapping the Corel VENTURA style tags to HTML tags.

When you choose to publish a document to HTML, you can set the layout of your document, including borders, tables of contents, indexes, etc., by altering the settings available through the Publish to HTML dialog box.

## Publishing to Corel Barista

Corel's Barista translation engine provides another way of publishing to the World Wide Web: using "applets," mini-applications written in the Java Programming Language. In Corel VENTURA 7, applets are simply portable applications that support WYSIWYG (what you see is what you get) format, multiple columns, and complex fills.

By referencing these applets in an HTML document, a dynamic application is embedded in your publication. When a user accesses your HTML document, an applet is downloaded to their system, compiled with relevant local information, and ran locally.

This means that the applet is up-to-date, customized to the current user, and runs without the delays inherent with running a remote application (because it is running on the local machine).

Corel VENTURA allows you to publish your Corel VENTURA 7 document as a Java applet that enables a WYSIWYG copy of your publication. Free of HTML restrictions, your Corel VENTURA publication can have columns, complex fills, and look exactly like the paper version.

## Publishing portable electronic documents

You create a portable document file by printing your publication to a file instead of a printer, using a portable document driver such as Novell Envoy, Adobe Acrobat, or Adobe Distiller to support hypertext links. Once it's in a portable format, the publication can be read using a reader utility that can be distributed free to users. And the portable document can be read on any system, regardless of whether it has the application, fonts, and pictures used to create the original document.

Readers can't edit portable document files, but they can annotate some files as well using Quick notes, Bookmarks, and personal hypertext links. Tables of contents and indexes are typically displayed in windows that are separate from the main document. When a reader clicks a chapter name or topic, they are instantly transported to the appropriate place in the publication. Cross-references, too, become hypertext links that let users jump from place to place in the document.

## Document structure

Corel VENTURA now uses a single file format, although you can still keep text and picture files external. A single file format offers the following benefits:

## Speed

The document formats as you view it, as opposed to previous versions that formatted the entire text file before loading. Therefore, if you are only making changes to page 3, Corel VENTURA will not load the entire document into memory, only up to page 3. In addition, the new file format offers you both internal and external file types. As a default, the single-file format will load much faster and bitmaps will refresh quickly.

When you open a previous-version publication, Corel VENTURA prompts you to save it with a new file name.

When you open the Corel VENTURA 7 version of your document, you can see how quickly you can load the document, and the load time does not increase significantly with publication size.

## Easier file exchange with other users

By choosing to embed all items, you will have only one file to give to other users. If you do reference external items, you can pass all Corel VENTURA items around. When you open the file, Corel VENTURA checks the current directory and the paths used by the publication to locate files. Consequently, you no longer need to use Fixchp or CVPFix to fix publications and chapters moved using DOS or Windows copying operations.

The VENTURA Library can be used to store copies of files, chapters and the stylesheet you want a publication to reference. This gives you the flexibility of using the same text or chapter in multiple publications.

Making it easier to exchange files with other users is also an extension of the VENTURA Library explorer. By choosing Copy With Links, VENTURA will copy the publication and all of its linked files and libraries so that nothing of the original is lost.

## Finding and Replacing and Spell Checking entire document

With Corel VENTURA's new file format, you can find and replace text and formatting in all chapters in a document, not just the chapter you are currently working on. The same applies to checking spelling and grammar.

## Support for very large files

Storing all items in a single-file format is necessary when publishing to CD-ROM and other electronic formats.

You can set a target byte size and be notified when the picture is too large to be included internally. For example, if you are creating a short document, you may want to embed all the pictures so you can pass a single Corel VENTURA file around to others.

For longer documents and magazines that require extremely large TIFF files, you could opt to reference external files. To edit your pictures outside Corel VENTURA and to make updating easy the next time you open the publication, you can keep the picture external as well.

Corel VENTURA also offers support for Hyperlinks and Bookmarks, which you can use to navigate through your document.

## Multi-user access

The single file format allows for greater control and security in a multi-user environment. This is especially important for workgroup publishing.

You have the option to select passwords and read-only access for individual users. This extends to stylesheets, chapters and libraries.

## Publication management controls available in the VENTURA Navigator

The VENTURA Navigator has everything you need to manage a publication. You can navigate through all the chapters in any publication by selecting the Go To command from the context menu or by double-clicking on the specific chapter, text

file, picture, or master page you wish to go to — Corel VENTURA keeps all items internal, so their locations are known at all times.

You can also use the Navigator to insert index entries.

## Exporting text

You can export text for editing. If you prefer to edit text in your favorite word processor, you can export Corel VENTURA text to that environment using the File/Export command.

## Document control and management

Corel VENTURA 7 offers you a faster and easier way to manage your documents.

## Conditional tags

Paragraph tags, frames, tables, and ruling lines now support conditions. With conditions you can produce different versions of a document from one Corel VENTURA publication. When you enable a condition, the element (a paragraph, table, frame, etc.) is only visible when you set the publication's properties to match. Conditions are useful for producing multilingual documents or documents which contain sensitive information which should only be viewed by certain readers.

## The VENTURA Navigator

Corel VENTURA 7 provides you with a powerful new tool for keeping your publication in perspective. With the VENTURA Navigator, you can view your document in its entirety, including chapters, tables of contents, indexes, illustrations, etc. By selecting one of these items and clicking on your right mouse button, you can create, control, and edit components of your publication without getting lost in the detail.

## Access rights

In corporate workgroups, publications are often created, edited, and shared over networks by two or more people. Without careful management of the original files, two people could end up working on separate copies of a document at once, resulting in loss of work.

Corel VENTURA 7 eliminates this problem by providing user access controls. When one person has the network document checked out or password protected, other users are denied editing rights to the document.

## Version control

With Corel VENTURA's version control software, Corel VERSIONS, you can archive different versions of the same document by using the File, Version Control, Archive Current command. Should you alter a document and then want to restore an earlier version, you can use Corel VERSIONS to retrieve an archived version. Corel VERSIONS also has controls for compressing archived copies.

## Text search and retrieval

QuickFinder, Corel VENTURA's text search and retrieval feature, looks for files or text in files quickly by creating an alphabetical listing of every word in the files or folders you specify. QuickFinder includes components you can use to save search parameters and schedule searches at specified times.

## Text editing and proofreading

Editing and proofreading your publication has never been easier. Read on for more information about the range of features offered by Corel VENTURA 7.

## Text selection across pages

Corel VENTURA 7's support for scrolling between pages and selecting text across page breaks in either Page Layout or Copy Editor view makes editing your documents easier. Selecting text for cut and paste operations or formatting purposes in either view is now possible.

## Find and replace enhancements

You can now search for tabs, returns, and combinations of text and special items. You can also replace text, tags, and attributes of text. The Find & Replace dialog box is available through the Edit menu.

Find & Replace searches for data through all chapters in the current publication. Corel VENTURA's new file structure enables Find & Replace throughout multi-chapter publications.

## Improved Copy Editor

New in Corel VENTURA 7, the Copy Editor allows you to print the current page or publication, edit text in captions, show dots for spaces, turn codes (such as symbol codes or cross-references) on or off, or change the color in which the codes display.

## Spelling and grammar checking

As with Find & Replace, Corel VENTURA's new file structure enables spell-checking throughout your document. You can spell check selected text, the current file, chapter, or your entire publication.

The new International Proofreader provides grammar checking using fully customizable grammatical rules in a wide range of languages. You can also have multiple personal dictionaries and check the spelling of text in different languages at the same time.

## Typography

Corel VENTURA's typographic controls provide greater flexibility and control, making text formatting faster and easier.

## Character tags

Character tags are another new feature of Corel VENTURA 7. You use them in the same way that you use paragraph tags, but they apply to selected text only. Character tags support many of the same features as paragraph tags, including font, color, language, and hyphenation. As in previous versions of Corel VENTURA, you can also apply formatting to text without using tags.

## More tags per stylesheet

The 128-tag limit for stylesheets has been eliminated in Corel VENTURA 7. In fact, the number of tags you can create is limited only by memory.

## Endnotes and footnote enhancements

Corel VENTURA supports both footnotes and, now for the first time, endnotes. From the Insert menu, click either Footnote or Endnote to make your choice. In the Chapter Properties dialog box, you can also choose from preset number styles or custom markers, open the Text Attributes dialog box and change the format of all footnote references, or convert footnotes to endnotes and vice versa.

Also new in version 7, you can have multiple paragraphs in each footnote or endnote.

## New tracking and kerning controls

Tracking and kerning controls are much more extensive and flexible in Corel VENTURA 7. Pair Kerning and tracking defaults can be set and edited in the Tracking and Kerning dialog box. You can select which type of tracking applies for

the current paragraph (ranging from Very Tight to Very Loose) from the Property Bar or the Defaults page of the Tag Properties or Paragraph Properties dialog box (Format menu).

## Improved hyphenation control

Hyphenation controls now include settings for minimum word size and the minimum number of letters before and after a hyphen. In addition, you can specify the number of successive hyphens in a word or use third-party hyphenators. For more information on third-party hyphenators, type Third Party Hyphenators for VENTURA in the Corel VENTURA online Help index.

## Enhanced ruling lines

Settings for ruling lines now include drop shadows and controls to add the lines outside, inside or straddling the frame.

In the Ruling Lines dialog box, you can apply ruling line presets (e.g., bottom-left shadow, top-left and bottom-right, etc.), and customize and save your own presets.

## Tabs

Corel VENTURA 7 supports up to 64 tabs per paragraph and also supports tabs in justified text.

## Typographic quote conversion

With Corel VENTURA 7, you can select the style of typographic quotation marks substituted for straight quotes on import. You can choose the English, German, or French styles, or define your own custom substitutions. This feature is available from the Options dialog box. Automatic conversion of straight quotes during editing is controlled in the Type Assist dialog box (Tools menu).

## Paragraph rotation

You can rotate paragraphs to any angle using the Paragraph Tag, Space dialog box. The advanced formatting allows you to adjust the angle to any value you wish, not just 90, 180, 270, or 360 degrees.

## Word underline

In addition to the single and double underlining available previously, Corel VENTURA 7 features word underlining — choose this setting and all the words in the selected paragraph will be underlined.

## Forced justification

This type of justification adds enough space between words in the last line of each paragraph to stretch between the line and between the margins.

## Hanging punctuation

Hanging punctuation — which hangs over the edge of the paragraph margins — often used in advertisements and may be desirable in business documents, too. In Corel VENTURA 7, you can apply this effect from the Tag Properties or Paragraph Properties dialog box (Align tab).

## Absolute "Y" Position

Absolute "Y" Position, used mainly for publishing from a database, ensures that your tag appears in the same vertical position every time it is used.

## Breaks

You can now keep a paragraph together with the one preceding or following it, providing greater control over document layout.

## Drop caps and bullets

New additions for drop caps and bullets include more presets — available from the Tag Properties and Paragraph Properties dialog box (Effects — tab)and multiple drop cap letters.

Among the newly developed presets, you can indent the first line only on bullets, use asterisk or check mark bullets, or create multiple-letter drop caps.

## Font outlines and backgrounds

While previous versions supported color for fonts, Corel VENTURA 7 offers the ability to apply color backgrounds to text and to make the background stretch to cover the entire column as well. You can also apply color to your text using the Most Recently Used (MRU) Color Palette in the standard toolbar.

## Portable fonts

You can use the new TrueDoc and PANOSE options to circulate your publications for viewing, editing, and printing, and know that formatting will be correct even if the recipients don't have the correct fonts. TrueDoc stores font information with your publication, and recreates fonts on the fly if they are not on a user's system. PANOSE font matching substitutes similar fonts if the original fonts are unavailable.

## Text Before and Text After

This feature makes it easy to add information or special characters automatically before or after text formatted with specific paragraph or character tags. You can use this feature to create special notices or highlights for some text.

## File Import/Export

Importing and exporting files is easy using the following new features in Corel VENTURA 7:

## Importing

Corel VENTURA 7 offers an updated set of all import and export filters, as well as the array of completely new import filters listed below. You can open Microsoft, WordPerfect, Ami Professional, and Word Star files with much of the character formatting, alignment, and spacing intact.

## Externally referenced files

Besides using the Import command to incorporate text and pictures into your Corel VENTURA documents, you can set options on import that create external references to large pictures. Using external references to large picture files helps to minimize the file size of your publications. Click Options on the Import dialog to view the following Import options.

**Link To High Resolution File For Output Using OPI:** Choose this option when importing TIFF, DCS, CPT, PP, CALS, or CT files if you want the pictures handled as Open Prepress Interface (OPI) images. When your service bureau receives your print file, the OPI server substitutes high-resolution images for low-resolution images.

**Linking:** Linking is a good choice when referencing shared picture files, or when you want to keep the file size smaller.

**Embedded:** When you embed a picture on import using this option, Corel VENTURA retrieves the picture file and displays the file whenever you open the document page on which it appears. You can resize the picture using Corel VENTURA's tools.

Embedding is a good choice when the imported information is static, or when you want to move the file around, because you won't have to include any external files in your copying operations.

★ Note

Pictures imported as external references do not behave as OLE objects but can be edited by closing the publication containing them, opening the file in the original program, and making the changes there. The Format, Bitmap commands are not available for externally referenced pictures.

## New text import filters

- Corel WordPerfect (*.WP*)
- Corel Quattro Pro (*.WQ, *.WB*)
- Microsoft Word (*.DOC)
- Ami Professional (*.SAM)
- Legacy (*.LEG)
- Word Star (*.WS*)

## New picture import filters

- CorelDRAW Compressed (*.CDX)
- Corel CMX Compressed (*.CPX)
- Corel Presentation Exchange 6.0 (*.CMX)
- Corel PHOTO-PAINT (*.CPT)
- Corel Metafile (*.CMF)
- CorelMOVE (*.CMV, *.MLB)
- Kodak Photo-CDs (*.PCD)
- Windows Metafile (*.WMF)
- Enhanced Windows Metafile (*.EMF)
- Desktop Color Separation (*.DCS)
- Windows 3.x/NT Bitmaps, Cursors, and Icons (*.ICO, *.CUR, *.EXE)
- OS/2 bitmaps (*.MET)
- Picture Publisher (*.PP4)
- Adobe Photoshop (*.PSD)
- MacPaint Bitmaps (*.MAC)
- Wavelet Compressed Bitmaps (*.WVL)
- CALS Compressed Bitmaps (*.CAL)

## Exporting

Previous versions of Corel VENTURA supported exporting text with the Rename File command. This has been replaced with the more standard Export command on the File menu. Rather than supporting export to a wide range of specific word processor formats, you can export your text in ANSI, ASCII and ASCII 8-Bit, and Rich Text Format files. You can export text with or without Corel VENTURA codes by clicking Exporting Without Corel VENTURA Markup in the Export dialog box.

## EPS files

To export other page elements besides text, you can export the contents of any page as a graphic to an Encapsulated PostScript (.EPS) file using the Save Page As EPS command. Saving a page as an EPS file ensures that your fonts and fills remain constant and is a useful technique when preparing files for a service bureau.

You can also use the EPS file as a scaleable "screen shot" of your page, by exporting the page as an EPS file, and then importing it as an image. The EPS file is not editable, nor can text in the EPS file be edited.

EPS file formats may not import properly using the All Files (*.*) import option. To import them, choose the EPS placeable import filter.

## Publishing to other formats

You can also convert your Corel VENTURA publications to portable formats such as HTML, Adobe Acrobat, Novell Envoy, and Corel Barista for electronic exchange.

★ Note

Because each format handles information in a text or graphics file differently, it's not always possible to translate precisely the contents of one format to another. The amount of variation depends on the object and the format used to import or export it.

## Page layout

New page layout features in Corel VENTURA 7 include master pages, preset frame shapes, and improved control over text flow, guidelines, object grouping, ruling lines, and headers and footers.

## Master Pages

Just as tags contain the formatting for text, frames, and ruling lines in a publication, master pages contain the formatting for the pages in your documents. Use master pages to set up headers and footers, repeating frames, and page margins, sizes, and orientation. Corel VENTURA creates a single default master page for all new documents automatically. Any publication can have many master pages. For

publications with facing pages, Corel VENTURA will create default facing left and right master pages. For publications created in previous versions, Corel VENTURA creates a new master page for every chapter and inserted page.

## Header/footer enhancements

In Corel VENTURA 7, you can create headers and footers in either page layout or master page view. Click Page, Enable Header or Enable Footer to display headers and footers. When you click inside a header or footer frame, the Header/Footer toolbar appears. You can type or edit text directly in the header or footer areas, and make changes to the margins, spacing, and other formatting (e.g., fills, outlines, ruling lines) directly.

Changes you make in Page Layout view are treated as overrides to those created on the associated master page. Changes to headers and footers made in Master Page view are reflected on all other pages based on that master page.

When using the First, Current or Last Match feature to create a header or footer, VENTURA will expand the header/footer frame vertically to accommodate paragraphs containing page breaks. Because the frame didn't expand in previous versions, some text in the paragraph didn't show or print.

## Enhanced text flow controls

You can flow text inside and around drawn frames or between linked frames. You can also flow text from right to left with drawn frames, or from the base page frame to a drawn frame and back. For example, you can link text frames so that text flows from a back page forward (e.g., from page 35 to page 25).

Corel VENTURA 7 also provides greater control over the number of columns text should span. In the past Corel VENTURA had column-wide and frame-wide spans. Now, you can set the exact number of columns a paragraph should span.

In addition, text can flow around drawn frames in the following ways:
- above and below
- straddle (text jumps across the frame from left to right)
- down the left side
- down the right side
- down the left side, then the right side
- through (text flows over or under the frame, depending on its place in the stacking order)

New and improved frame caption options have been added — you can now add captions both above and below or to the left and right sides of frames at the same time.

## Grids and Guidelines

To assist you with the layout and design process, Corel VENTURA now provides optional non-printing grids and guidelines. Guidelines give you a reference for placing objects in your document, while a grid gives you the option of having all objects "snap to the grid," for automatic alignment.

You can Shift-Click on the ruler to drag guidelines directly onto the page. Setting up a grid, and adding precisely positioned guidelines can be done through the Grid/Guidelines Setup dialog box in the Page menu; you can also access this dialog box by double-clicking on the grid or a guideline. You can create different grid setups for different pages by selecting the base page frame and changing the grid properties. Moreover, you can set document-wide guidelines and grids using the master page.

You can set the color and frequency of these alignment aids, and store the settings in a master page. The color of both the Grids and Guidelines can be set in the Options dialog, which is available from the Tools menu.

With Corel VENTURA, you can snap to Guidelines and/or Columns and/or Interline. You can also snap to Grids only.

## Object grouping

Corel VENTURA 7 gives you the option of grouping frames and graphic objects. By using the Group command (Edit menu), you can keep two or more selected items together. When you click any object in the group, all objects are selected and changes made will be consistent throughout the group. Use Alt + Click to select individual objects in groups for formatting without ungrouping them.

## Vertical rules between columns

The maximum number of vertical rules — the lines between — columns has been increased to 8. Also, as with other Ruling Lines, you can now use the Outline Pen dialog box to change their color, width, line-ending shape, and calligraphy.

## Pictures

Since pictures can have a significant impact on the overall effect of your publication, Corel VENTURA offers an array of new and powerful capabilities to make your illustrations picture perfect.

## Resampling and cropping

Corel VENTURA gives you the option to resample a picture before or after importing it into your publication. With this new feature, you can change the size or resolution of an image prior to import.

Likewise, you can crop a picture to fit a given space or to remove unwanted portions either before or after importing it into your publication. Corel VENTURA will prompt you to specify the settings for the new picture size if you crop an image prior to import. To crop a picture in Corel VENTURA, simply press and hold the CTRL key and move the picture within its frame to the desired size.

## OPI importing

Now that Corel offers Open Pre-Press Interface (OPI) support, you can have your images scanned on a high-end scanner by a service bureau and use the low resolution master in Corel VENTURA. When a service bureau scans an image, you are given a low resolution of the scan and it keeps the high resolution plates. Using the low resolution image while your publication is in the draft stage decreases the amount of time Corel VENTURA takes to draw the picture on your screen as well as reducing the size of the document. When you send your publication to the service bureau for final imaging to film, the high resolution plates are substituted at print time.

## Direct import of PHOTO CD images

Corel VENTURA offers a selection of standard Photo CD image sizes — from wallet to poster size.

## New bitmap conversion filters

Corel VENTURA offers dialogs similar to those available in Corel PHOTO-PAINT. By selecting a bitmap and then using the Bitmap menu command under Format, you can alter the brightness, resolution, orientation, and color format of your bitmap.

## Rotate picture independently of frame

With this release, you can rotate both a frame and its contents, as well as rotate the contents independent of its frame. You can even rotate the contents of a base page frame when the base page frame is selected.

## Size frame to picture

Simply right-click and choose Size Frame to Object to restore a picture to its actual size.

## Editable vector graphics

Vector graphics, also referred to as object-based graphics or line art, represent shapes as a series of mathematically defined curves and line objects.

Corel VENTURA offers a new feature that enables you to add enhancements to a wide range of vector graphic formats, such as CDR, CMX, or WPG. By converting the vector image into shapes, you can edit each object individually; you can rotate, resize, or add fills and outlines to any one of the vector image objects.

## Frames

Frames are tools that you can use to hold text, pictures, tables, color, and texture fills, making it easy to place text and pictures anywhere on the page. Corel VENTURA offers six basic frame types:

- Drawn frames: frames that you draw with the Frame tool.
- Base page frames: frames that contain the main text of documents, so that the text flows continuously between pages.
- Header frames: frames that appear at the top of the page and provide information about the publication. They are placed on the master page or base page and adjust automatically to contain text.
- Footer frames: frames that appear at the bottom of the page and provide information about the publication. They are placed on the master page or base page and adjust automatically to contain text.
- Caption frames: frames that are created to add text to a frame, or to identify its contents.
- Footnote frames: frames that hold footnote text.

In this release, Corel VENTURA has added more powerful features to its frames to give you better page layout and design capabilities than ever before.

Corel VENTURA 7 has added the following new features to this powerful tool:

## Preset frame shapes

Using Corel VENTURA's Frame tool flyout, you can choose from a variety of preset frame shapes, including the new star, bubble, left and right trapezoid, L90, and L270. You can even change the shape of an existing frame to a preset frame shape. This method is particularly useful when you want to breathe new life into an existing publication.

## Rotation

You can rotate drawn frames with or independently of their contents. By default, frames and their contents rotate together. You can change this Option setting so that when the frame rotates, its contents do not. You can even rotate the contents of a base page frame (but not the base page itself) when the base page frame is selected.

## Text flow

You can create a number of different effects simply by changing the way that text flows across the page. With Corel VENTURA, you can choose from a variety of different text flows, such as left to right, right to left, around frames, between frames, behind frames, and across frames. You can even flow text from back to front — for example, from page 4 to page 2.

Using another powerful new feature, you can create some spectacular effects by flowing text from one frame to the next. After you have imported text into a frame, a small arrow will appear at the bottom of the frame, indicating that the text continues (the arrow will appear only when the frame is selected). Once you click on the arrow to change it to a frame cursor, the next frame you draw will have the same frame properties (such as shape or imported pictures) as the first frame, and the text will continue automatically.

## Reshape

You can also reshape drawn frames by converting them to curves and changing their shapes with the Node edit tool. Regardless of the frame you use, the Node edit tool enables you to alter its shape by moving the nodes — which are points along a path that defines the frame's — shape to a different position. Moreover, the Node edit tool allows you to do more than just reshape open and closed paths: you can also add, delete, join, split, auto-reduce, and convert nodes.

## Selecting and grouping

You can group frames and graphic objects together so that when you select one object, all objects within that group are selected. This feature is helpful when you need to move or edit several objects at once — the commands you apply will affect all objects in the group. Use Alt + Click to select individual objects in groups for formatting without ungrouping them.

## Moving and sizing

Corel VENTURA offers a number of features that can help you make your illustrations picture perfect. For example, the Nudge feature enables you to move an object one increment at a time by pressing the arrow keys. Corel VENTURA also provides the option to change the nudge distance — the distance a selected object

moves when you press one of the arrow keys — by both the amount and the unit of measurement that you specify.

The Frame/Graphic Alignment toolbar gives you the ability to align frames and graphic objects relative to each other or the page. With this powerful feature, you can select one or more objects and use the available options to align them as needed.

## Improved anchoring

Compared to previous versions, this release of Corel VENTURA has doubled the number of frame anchor positioning options, alignment options, and baseline shift options. Moreover, you no longer have to associate the frame with the frame anchor when anchoring a frame — Corel VENTURA automatically does it for you.

## More captions

Corel VENTURA has added two new positions to the caption frame: Above and Below, and Left and Right.

## More flexible outside margin settings

This release of Corel VENTURA offers you the ability to specify individual settings for each outside margin in the Frame Properties dialog box. This way, you can set the left outside margin to 2.1, the right to 4.0, the top to 3.6, and the bottom to 1.1.

## Enhanced rotation

Corel VENTURA now has the ability to rotate a frame independent of its contents, or rotate both the contents and the frame simultaneously. Moreover, you can change a frame's center of rotation so that it rotates around any point that you specify.

## Skewing

With the new skewing feature, you can slant a frame to the left or right by dragging a double arrow to a new position.

## Text and picture in single frame

Now that Corel VENTURA supports fills, text, pictures, and tables in the same frame, you can load a picture into the frame, import or type text, and add color, gradients and patterns.

★ Tip
  Use Corel VENTURA's unique ability to convert any drawn graphic into a frame without having to redraw it.

## Tables

Corel VENTURA's tables features make it easy to create new tables, and import and edit existing ones. In addition to context menus and fast, industry-standard keyboard shortcuts, the table editing features include the following:

- import tables from the leading word processing, database, and spreadsheet packages
- automatically create tables from databases and spreadsheets
- place pictures in cells
- type multiple paragraphs in cells
- insert footnotes, cross-references, and index entries in cells
- skew the left column and/or top row and skew the text in already skewed rows or columns
- drag and drop data between cells or from tables in the document window, and drag and drop cells to create new rows, columns, or cells
- sort data in columns. Corel VENTURA's Sorting feature rearranges the data in your table alphabetically, numerically, or by date. You can sort the data within a single column or sort the entire table on a row-by-row basis
- use auto-fill to enter data automatically
- perform math and other spreadsheet functions. By placing a formula in a cell, you can perform simple or complex calculations on the data within your table. For simple formulas, such as SUM or AVERAGE, you can type the parameters of the formula into an entry box using the Insert>Formula command. For complex formulas, however, use the Function wizard to guide you in choosing the elements (functions, numeric format, etc.) that comprise a formula.
- select from a wide array of formatting operations, including changing cell margins and border styles, merging and splitting cells, skewing the top row, and shading, coloring, and adding preset fills to cells

## Drawing and editing tools

The arrival of Corel VENTURA 7 brings a whole new set of specialized drawing and editing tools. You can find these tools in Corel VENTURA's Toolbox. With this kind of capability, you can create and manipulate pictures and text to add your own artistic flair.

## Marquee select tool

You can use the Marquee tool to select multiple frames and graphics simultaneously.

## Enhanced Frame tool

With Corel VENTURA's frame tool, you can choose from a variety of preset frame shapes, including the new star, bubble, left and right trapezoid, L90, and L270.

## Enhanced Drawing tools

The connect-the-dots style of the Bezier drawing tool is fantastic for creating a path for Artistic text or drawing lines and curves with precision. Use the Freehand tool to draw lines and curves as you would using a pencil and paper. With the Callout tool, you can add labels to your illustrations, complete with a callout line pointing to the picture it is referring to.

## Node edit tool

The Node edit tool is used to change the shape of a frame, by changing the position and type of nodes. With a curved frame, the Node edit tool allows you to add a node, and then select and drag the new node to reshape the frame. With a rectangular frame, the Node edit tool allows you to select a node and drag it, to create rounded corners. You can also use the Node edit tool to carve pie-shaped wedges out of an elliptical frame. By converting a frame to curves, you can use the Nodes to create any shape.

## Frame anchor tool

With the new Frame anchor tool, you no longer have to associate the frame with the frame anchor as you did in previous versions. In addition, Corel VENTURA has doubled the number of frame anchor positioning options, alignment options, and baseline shift options for more flexibility.

## Artistic text

Artistic text is another powerful new drawing feature that enables you to create text that behaves like a graphic object, but remains editable. You can create hundreds of different special effects using Artistic text — ways that are not possible with paragraph text: you can fit Artistic text to a curved path and wrap it around objects. Altering the characteristics of individual letters can be done by converting the Artistic text to curves, and using the Node edit tool to make the desired changes. For a 3D effect, create the text design in Corel DEPTH, and then import it into Corel VENTURA.

★ Note
Once you convert Artistic text to curves, it cannot be edited as text.

# Printing

## Print styles

With Corel VENTURA 7's new print styles feature, you can save time and effort when preparing your publication for printing. Rather than reselecting the appropriate options every time you print your document, you can now store printing settings — such as proofing options, and layout settings in a Corel VENTURA print style and save it under a name that you specify. At print time, simply apply the style. You can reuse that print style as often and with as many publications as you like. Corel VENTURA also offers the ability to edit existing print styles and create new styles from old ones.

For example, you can create two print styles: one that will print your documents in draft form (e.g., graphics turned off, no color, etc.), and another when you are ready to print the final version. This way, you can use the draft print style to conserve printing time while a document is under construction, and use the final print style when a document is complete.

Troubleshooting is an added benefit to using print styles: you can see the options you set rather than trying to retrace your steps when a print job fails. In a workgroup environment, this feature can provide consistent print jobs among coworkers.

## Quick Print

Corel VENTURA has also added a new feature called Quick Print. Located in the File menu, this feature allows you to print your document quickly, bypassing the sophisticated printing features — such as separation, or trapping which increase print time. When you're ready to proofread or check for line-endings in your document, Quick Print will print your document as it appears on the screen, complete with pictures.

## High-fidelity color

With the new support for high-fidelity (HiFi) color printing, Corel VENTURA offers you a wider range of colors than ever before. HiFi color expands the range of color achievable with CMYK colorants using additional process inks. These extra colorants yield more vivid colors and enable you to print continuous tone images with greater depth. Corel VENTURA uses the PANTONE Hexachrome system (a six-color process system that employs CMYK) plus orange and green inks to define HiFi colors.

Whether you are creating a poster, a brochure, or an advertisement, Corel VENTURA's new HiFi color printing can make a world of difference.

# Database publishing

Corel VENTURA 7 also offers the latest in database publishing technology. When it comes to the complex job of transforming countless rows and columns of database information into an organized and visually appealing publication, Corel DataBase Publisher has the tools you need.

Corel DataBase Publisher still offers you all the previous capabilities that have made Corel VENTURA and Corel DataBase Publisher an incomparable database publishing team. Using Corel DataBase Publisher, you can still pre-tag your data with Corel VENTURA formatting attributes, create index and footnote references, as well as insert pictures into your publication.

This release also offers an exciting, new feature — you can now publish your data to the World Wide Web! This release of Corel DataBase Publisher supports the Common Gateway Interface (CGI), the Java Programming Language, and the latest releases of the following data sources:

- Microsoft® Access®
- Microsoft® Excel®
- Microsoft® FoxPro®
- Corel dBASE®
- Lotus® 123®
- Borland Paradox®
- Oracle®
- Microsoft® SQL server
- any ODBC SQL compliant server
- text files in fixed width or delimited format

We've even added a new user-interface, 32-bit processing, as well as the ability to batch process recipes and open multiple instances of Corel DataBase Publisher. With the new Corel DataBase Publisher Wizard, publishing to Corel VENTURA is faster and easier than ever.

Moreover, Corel DataBase Publisher still offers you its powerful record selection, sorting, and formatting features:

- record selection criteria can be conditional, linked, exclusive, or inclusive
- standard and user-defined sort criteria
- user-definable dictionaries for data modification, custom sorting, capitalization, substitution, and conversion

- versatile field position and layout controls for headings and subtotals, with counts, averages, and other summary functions available

Whether you want to publish your data to Corel VENTURA or the Web, you can use Corel DataBase Publisher to create just about anything, such as catalogs, up-to-the-minute mutual fund and stock reports, or home inventory lists for insurance purposes. Best of all, you don't have to have a degree in computer programming to use it. Fast, simple, and automated — Corel DataBase Publisher is the answer to all your database publishing needs.

# Recordings, macros, and Corel SCRIPT

Corel VENTURA 7, like Corel PHOT0-PAINT 6 and other 32-bit Corel applications, includes Corel's macro language Corel SCRIPT. Corel SCRIPT can be used to automate repetitive and complex tasks, and to customize the way VENTURA works.

The terms "macro" and "script" are interchangeable  — both describe a computer program recorded or written in the Corel SCRIPT programming language. Corel SCRIPT is a programming language designed for non-programmers.

## Recordings

By using Corel VENTURA's command recording capabilities, you can store your actions in VENTURA's memory as a recording. This recording can then be played back in Corel VENTURA as a single command. This feature is most useful when you're frequently repeating the same task such as opening the same dialog box and resetting it to the same values.

## Scripts

Since recordings only exist until you end the current Corel VENTURA session or create another recording, you can save your recordings as scripts. Essentially, scripts are text-based files that list commands that instruct VENTURA to perform a specified task. If you use a script often enough, you may want to assign it to a keystroke, add it to your menus, or turn it into a button on the toolbar. If you find that you no longer require a script, you can discard it.

## Corel SCRIPT Programming language

The commands listed in a script are part of the Corel SCRIPT Programming language. Two distinct sets of instructions make up the Corel SCRIPT programming language: Corel SCRIPT application commands and functions, and Corel SCRIPT programming statements and functions.

Application commands instruct VENTURA to perform specified actions. For example, a command may instruct VENTURA to open or close a document. Functions ask

questions about the status of Corel VENTURA or the opened documents. For example, a function may ask VENTURA about a document's page size.

Programming statements and functions are derived from traditional BASIC programming language dialects. If you're already familiar with a version of BASIC, you'll find the Corel SCRIPT programming language easy to read and understand. If you've never programmed using BASIC, you'll be happy to know that BASIC is one of the easiest languages to learn.

Corel SCRIPT programming statements and functions send instructions or perform actions that aren't part of VENTURA. For example, Corel SCRIPT programming statements can be used to display a custom dialog box, include flow control statements and constructs such as loops.

### Corel SCRIPT Editor

Since programming statements cannot be recorded in a VENTURA recording session, you must write them into a script. You can write these non-recordable commands by using the Corel SCRIPT Editor. The Corel SCRIPT Editor is similar to a standard text editor, but it features special tools to modify and debug scripts. You can also use it create and design custom dialog boxes to be used in your scripts.

### Auto scripts

In addition to assigning scripts to the menu, a toolbar button, or shortcut keystrokes, you can trigger the script execution when certain events happen in a Corel VENTURA session. These scripts are called auto scripts. For example, you can initiate a script that runs the spell checker before a document can print.

### Scripts and wizards included with VENTURA

Included with Corel VENTURA 7 are sample scripts and wizards. Wizards automate complicated and time-consuming tasks by asking you questions from dialog boxes, and then using your answers to create, layout, and format a Corel VENTURA document automatically. Since wizards are created using the Corel SCRIPT programming language, think of them as sophisticated scripts. You can use these script and wizards as they are, or you can modify them to better suit your own needs, or use them as templates for writing your own scripts.

## Third-party development for VENTURA

Corel VENTURA 7 introduces the following features for third-party developers who wants to extend and customize VENTURA's rich feature set.

## Corel SCRIPT Executables

Corel SCRIPT 7 introduces a new feature that compiles your scripts into executable program files. Compiling your scripts into executables not only speeds up their run-time, but allows you, the developer, to hide the programming code that has created the script.

## Corel Add-ons

You can use the programming environment you are most familiar with such as Corel SCRIPT, Pascal, FORTRAN, C, or C++ to add your own compiled software modules to Corel VENTURA. These software modules are called Corel Add-ons and are essentially special Windows DLLs (Dynamic Linked Libraries) with a CAO extension that have access to the Corel VENTURA application programming interface (API). Included with Corel VENTURA is a sample CAO file and the files that were used to create it.

## Corel Barista Software Developer's Kit (SDK)

Barista is technology that harnesses the power of Java to produce Web documents that look vertically identical to VENTURA documents. The Corel Barista SDK included with VENTURA allows you to build the same Java-based publishing capabilities into your own products. The SDK which comes with documentation in HTML format, is in the Barista folder on CD #2.

## OLE Automation

OLE Automation is an integration standard that allows applications to expose their programmable objects, so that other applications can control them. Exposing an object means an application makes the scripting or macro commands that control it available to other programming applications. The exposed commands become an extension of the controlling programming language.

Corel VENTURA is an OLE Automation enabled application that can be controlled by other OLE Automation applications through its Corel SCRIPT application commands. For example, you can use Microsoft Visual Basic, Microsoft Visual Basic for Applications, and most versions of C++ to control VENTURA.

## Hyphenation dictionaries for Corel VENTURA

You can create custom hyphenation dictionaries to supplement those that are supplied with Corel VENTURA 7. For example, you may want to make hyphenation dictionaries for languages not supplied with Corel VENTURA or specialized words sets such as medical hyphenation dictionaries. Corel VENTURA hyphenation dictionaries are Windows DLL files (with a VPH extension).

# SGML authoring

Until recently, implementing SGML involved custom programming to develop document type definitions (DTDs) and formatting models. Powerful UNIX workstations were needed. And because content and formatting were separate, SGML authoring tools were typically not WYSIWYG (what you see is what you get), making widespread adoption of SGML difficult.

With Corel VENTURA, you can now import SGML documents. Also, Corel VENTURA now includes a Corel VENTURA Add-On (S2V7.CAO), Corel Visual DTD (a DTD builder), In Context (an SGML authoring tool), Corel VENTURA VLR Editor (a "layout designer"), and Corel WordPerfect with its SGML component.

The VENTURA Add-On (S2V7.CAO) provides the main interface for the SGML Import functionality of Corel VENTURA 7. It assists the user in creating named groupings of the files necessary to import SGML documents of different types. S2V7.CAO includes a wizard for SGML neophytes from which the DTD compiler and VLR Editor may be launched. The .LGC (compiled DTD), the template Corel VENTURA publication, and the .VLR file can be grouped together and given an appropriate "document type" name for later use.

With Corel Visual DTD, you can create your own DTDs, which are displayed in the form of tree structures. Once you've created your DTDs or adopted industry-standard DTDs, you can use them in either In Context or the SGML component of Corel WordPerfect to create, edit, and modify SGML documents. Before you import an SGML document into Corel VENTURA, you use the Corel VENTURA VLR Editor to match up the SGML tags with Corel VENTURA tags. Then you can import your SGML documents into Corel VENTURA and take advantage of its sophisticated layout capabilities to publish them.

Because Corel VENTURA has traditionally linked a document's structure and appearance, it can easily incorporate the power of an SGML document into its own WYSIWYG environment.

If you installed the SGML component, you can access S2V7.CAO from the Corel Add-ons dialog box by clicking Tools, Add-ons. To access the online Help for the SGML authoring tools, double-click S2V7 in the Corel Add-ons dialog box, select SGML Import, and click Run. Online Help can then be accessed from the Help button in the Import SGML dialog box.

If you did not install the SGML component, you will not be able to access the SGML online Help. If you wish to install the SGML authoring tools, you can find the SGML components in the SGML folder on CD#1 of the Corel VENTURA 7 installation CDs.

# File Basics

## Creating a new document

When you create a new document you can begin from scratch with a single blank chapter or you can use another document as a model. The model can be a copy of the document or a template, which contains only the chapters, text files and pictures files you want to use in the new document. In either case, the model document is not affected by changes you make to the new document.

❖ **To create a new, blank document**

- Click the button on the toolbar.

❖ **To open a copy of an existing document**

1. Click File, New.

2. Click a tab, then click the name of the document you want to base the new document on.
   VENTURA opens a copy of the selected document. Any changes you make to the copy do not affect the original document.

❖ **To open a document**

1. Click File, Open.

2. In the Files of Type list box, choose Publication File (*.vp).

3. In the Look in box, click the drive where the document is stored.

4. Double-click the folder where the document is stored.

5. Double-click the document.

★ Note

You can use the File, Open command to open documents created in several popular word processors including Microsoft Word 6 and Corel WordPerfect 6.0. Using the Open command preserves the styles used to format the text in these document. Importing, on the other hand, retains none of the styles.

❖ **To open a document created in VENTURA 3.x, 4.x., or 5.x**

1. Click File, Open.

2. In the Files of Type list box, choose 3.x, 4.x 5.x Publications (*.PUB) to open the entire document or 3.x, 4.x, 5.x Chapter (*.chp) to open a specific chapter.

3. In the Look in box, click the drive where the document is stored.

4. Double-click the folder where the document is stored.

5. Double-click the document or chapter.

   When you open a document that uses more than one stylesheet, a dialog box appears so that you can specify how you want the tags merged into a single stylesheet.

★ Tip
If you have many pre-version 7 documents, consider using the VCONVERT script to convert them to version 7 format.

★ Notes
If the document uses more than one layout style (book, booklet, card etc.), VENTURA takes the layout of the first chapter and applies it to the others.

If the document contains text or pictures files with the same name, VENTURA will add an underscore and a number to the filename, producing names such as logo_1.eps, logo_2.eps etc.

❖ To close a document

   • Click File, Close.

★ Note
If you have not saved your document, VENTURA will prompt you to save it before closing.

❖ To exit Corel VENTURA

   • Click File, Exit.

★ Note
If you have not saved your document(s), VENTURA will prompt you to save before exiting.

❖ To save a document

1. Click File, Save.

2. In the Save in box, click the drive where you want to store the document.

3. Double-click the folder where you want to store the document.

4. Type a filename in the File name box.

★ Note
After saving the document for the first time, use the Save As command for subsequent saves. Unlike the Save command, Save As compacts the file so that it takes up as little disk space as possible. For more information, see Related Topics.

❖ To save a copy of a document under a new name

1. Click File, Save As.

2. In the Save in box, click the drive where you want to store the document.

3. Double-click the folder where you want to store the document.

4. Type a filename in the File name box.

★ Note

Unlike the Save command, Save As also compacts the file so that it takes up as little disk space as possible. For more information, see Related Topics.

# Printing documents

❖ To print a document

1. Click File, Print.

2. Click an option under Print Range to specify the portion of the document that you want to print. If you click Pages, you must also enter the page numbers or page ranges you want.

3. Click OK.

★ Tip

To print a proof copy of your document without EPS pictures and complex fills, which slow down printing, use the Quick Print command on the File menu.

★ Note

In Copy Editor view, the document prints exactly as it appears on screen. If you don't want tag names and markup codes to print, hide them using the Tools, Option command.

❖ Printing proof copies of your document

Use the Quick Print on the File menu to produce a proof copy to check the layout of you document before printing the final version. Quick Print reduces printing time by printing the document minus complex fills such as fountains and with image headers instead of EPS pictures. If an EPS picture lacks a header, a gray rectangle prints instead of the picture.

When using Quick Print to print multiple pages, all pages print with the same orientation (portrait or landscape) as the current page or the first page in the range you specify. If the document contains a mix of portrait and landscape pages, use the Print command to ensure that they print with correct orientation.

★ Note

The Selection and Collate options in the Print dialog box are unavailable when using the Quick Print feature.

# Undoing and restoring actions

❖ **To undo the last action you performed**

- Click Edit, Undo.

❖ **To restore the last action you reversed**

- Click Edit, Redo.

❖ **To change the units of measurement in a dialog box**

1. Right-click the number box with the unit of measurement you want to change.

2. Choose Units.

3. Click the unit you want to use.

★ Note

Changing the unit of measure for the upper-left number box in a group changes the unit for the entire group.

★ Tip

You can change the units for all dialog boxes at the same time using the Units command in the Tools menu.

## Sending documents in electronic mail

You can send a VENTURA document as an attachment to an electronic mail message. To mail a document you need Microsoft Exchange or other Windows 95 compatible mail system.

To access the mail system from VENTURA, assign the Send command to a menu or a toolbar button using the Customize command in the Tools menu. (See Related Topics for more information.). Then, click the command or button. Next, enter the information your mail system requires, then send the message.

★ Note

To email or copy the entire document all of its component files must be embedded rather than linked.

## Tips on using the Property Bar

The Property Bar is an alternative to using dialog boxes to change the formatting of text, frames, tables and other objects. When using the Property Bar, keep the following points in mind:

Press ENTER after typing a value in a box to register the change.

If you need to type values in two or more boxes, type the first value, press Tab to advance to the next box, then type the second value. Continue in this fashion refraining from press ENTER until you've typed the last value.

If you use a keyboard shortcut or the Tab key to select a list box as opposed to clicking it with the mouse, you must press ENTER after selecting an item from the list.

To switch the Property Bar used to format paragraphs from tag mode to override mode, click the button or right-click a paragraph and choose Override mode.

To change the formatting of whole paragraphs with the Property Bar, use the tool to select the paragraph or click the paragraph while holding down the ALT key. If the Property Bar is in override mode, the keyboard selection technique changes to ALT + CTRL.

### ❖ To launch applications from the Corel Application Launcher

1. Click the Corel Application Launcher toolbar button .

2. Click the application you want to run.

★ Note
If the Corel Application Launcher is not available on a toolbar in the Corel SCRIPT Editor or another Corel application (which supports this feature), click Tools, Customize, Toolbars tab to add the Launcher to the Toolbar.

## Document Navigation

### ❖ To move to a specific page

1. Click View, Go To.

2. Enter the page number.

3. From the Page Mode list, choose which page numbers to use to locate a page.
   **Page Number** numbers coincide with the physical location of the page within the document and appear first in the page number area of the Status Bar.
   **Page Counter** numbers differ from physical page numbers when numbering is restarted at some point in the document — for example, at the beginning of each chapter. Page counter numbers appear in parentheses in the Status Bar.

4. Click a Relative to option.

5. Click Go To.

★ Note
You can also open the Go To dialog by double-clicking the Page Number indicator in the Status Bar.

★ Tip
You can also move through a document using the Navigator.

❖ **To move to a specific chapter**

1. Click View, Go To.

2. Click Chapter.

3. Select the chapter you want to go to from the list box.

4. Click Go To.

You can use the Tools, Customize command to add buttons for moving back and forth between chapters. The buttons in question are in the Navigation folder in the Customize dialog box.

❖ **To move to a page containing text from a selected file**

1. Click View, Go To Page.

2. Select Ventura page numbers from the list box.

3. Click File.

4. Choose a file from the file list box.

5. Enter a page number.

6. Click Go To.

❖ **To move to a specific text file in the Copy Editor**

1. Click View, Copy Editor.

2. Click the down arrow on the text file list box.

3. Select the file that you want to view.

## Working with multiple windows

In Corel VENTURA, you can have multiple document windows open at once. This feature is useful if you want to copy information from one document to another, or compare text or other page elements in two or more documents.

You can also display a document in additional windows or split a window into panes. This enables you to scroll independently through one part of a document — the bottom, for example while maintaining a fixed view of another area, such as the heading. Or, you can split the window to display Page Layout view on one side and Copy Editor view on the other; this way you can add text quickly to selected areas and still see your page layout.

You might also tile Split window views to scroll left and right through documents in landscape orientation, or use a zoomed-in view in one window and a full page view in another.

All windows display your updates as you work when viewing the same part of a document.

## Moving through a document

Corel VENTURA offers a variety of ways to move from place to place in your documents.

## The Go To command

The Go To command, available from the View menu and by right-clicking file names in the VENTURA Navigator, takes you from place to place in the current chapter or a specific file. You can also use the VCR controls to move backward and forward a page at a time or to the end or beginning of the selected chapter or file.

## The Navigator

The Navigator, available from the Tools menu, maintains live links between a document's content and its table of contents, index and cross-references. By right-clicking an item in any of these lists you can display the page on which that item is found. In the Navigator's Publication Manager view, you can move to specific chapters or to pages containing a particular text or picture file.

## Scrolling

Whether you're zoomed in or out, scrolling is an important viewing feature to keep in mind. With the scroll bar you can move up or down by small amounts using the arrowkeys, a page at a time using the double arrows on the scroll bar, or from the top to the bottom or any distance in between using the thumb or slider box.

## Shortcut keys

You can use the default shortcut key assignments or assign new combinations to any command from the Keyboard page in Customize dialog box, available from the Tools menu. You can also create several sets of shortcut keys for different types of operations, saving and loading the different sets as they are needed.

★ Notes

Some key assignments are reserved by Windows and cannot be reassigned.

If you prefer to use shortcut key assignments from earlier versions of Corel VENTURA, Corel WordPerfect 6.1, Microsoft Word 7, Ami Pro, PageMaker 6, and others, you can load them by clicking Load from the Keyboard page in the Customize dialog box.

## Choosing document views

Corel VENTURA offers the following document viewing and editing choices:

## Page Layout view

In Page Layout view, what you see is what you get (WYSIWYG) — your document pages display the way they'll print. All of the graphics and formatting are visible. Text editing in Page layout view is, however, slightly slower than it is in Copy Editor view.

Changes to page formatting applied in Page Layout view are treated as overrides to the associated master page.

## Master Page view

Master Page view displays page layout formatting applied to master pages — things like page size and orientation, margins and columns, grid settings and guidelines, facing pages, headers and footers, page numbering, drawn frames, and color. Any formatting applied to master pages automatically applies to all regular pages based on that master page.

## Copy Editor

You may prefer to use the Copy Editor to do your word processing if you find it distracting to see the frames, graphic objects, and page layout formatting visible in Page Layout view.

In the Copy Editor, you can still reassign tags, apply overrides, change fonts and sizes, choose other files or chapters in your publication and access a wide range of Corel VENTURA's other controls. To view the effects of your formatting changes, switch back to Page Layout view.

The Copy Editor also features a left-column display of the tags and overrides used for each paragraph, and fully customizable preference settings (see the Options dialog box).

★ Notes

In Copy Editor view, the document prints exactly as it appears on screen. If you don't want tag names and markup codes to print, hide them using the Tools, Option command.

To edit text typed into a drawn frame, as opposed to imported, click to place the insertion point in the text and then switch to the Copy Editor.

## Displaying documents at different sizes

It's often useful to view a document in different ways on screen — when you want to review your page layout, you need to see the whole page, while for double-sided documents, you need to see both left and right pages. If you're entering text, or

manipulating illustrations, you'll want to get right up close, and if you're doing work requiring minute detail, you might want to zoom in even further.

In Corel VENTURA, you can do all of these things using the zoom tools available from the Toolbox, Toolbar, or View menu. If you need to work in facing pages view, you can click the Facing Pages icon on the toolbar. Click the icon once to switch to Facing Pages, click twice to revert to your previous Zoom level.

❖ **To view a document without pictures and formatting (Copy Editor view)**

- Click View, Copy Editor.

★ Notes

In Copy Editor view, the document prints exactly as it appears on screen. If you don't want tag names and markup codes to print, hide them using the Tools, Option command.

To edit text typed into a drawn frame, as opposed to imported, click to place the insertion point in the text and then switch to the Copy Editor.

❖ **To view a document as it will look when published (Page Layout View)**

- Click View, Page Layout.

❖ **To change to Copy Editor view**

- Click View, Copy Editor.

★ Note

In Copy Editor view, the document prints exactly as it appears on screen. If you don't want tag names and markup codes to print, hide them using the Tools, Option command.

❖ **To change to Page Layout view**

- Click View, Page Layout.

## Viewing documents at different sizes

The Zoom tool and the Zoom command in the View menu let you display pages in your documents at different sizes for comfortable viewing.

You can also display multiple pages at once and view different parts of the same document by splitting the document window.

❖ **To zoom in on a selected area**

1. Click the button on the toolbar or in the flyout.

2. Drag across the page diagonally until the area you want to magnify is completely enclosed in the marquee.

3. Release the mouse button.

### ❖ To zoom in on a selected item

1. Click the button on the toolbar or in the flyout

2. Select the item that you want to zoom in on.

### ❖ To zoom in on specific characters or words

1. Drag or click to highlight the specific characters or words.

2. Click the button on the toolbar or in the flyout.

### ❖ To zoom in by a specific amount

1. Click View, Zoom.

2. Enter the magnification you want in the Zoom Value box.

3. Click OK.

★ Tip

You can also type the amount of magnification you want in the Zoom box on the left side of the Status Bar.

Right-clicking after selecting the tool, zooms out by a factor of two.

### ❖ To zoom out

1. Click the button on the toolbar or in the flyout.

2. Click repeatedly to zoom out more.


### ❖ To display pages at actual size

• Click the button on the toolbar or in the flyout.

### ❖ To display the entire page

• Click the button on the toolbar or in the flyout.

### ❖ To fit pages to the window size

• Click the or button on the toolbar or in the flyout.

### ❖ To display facing pages in a double-side document

• Click the button on the toolbar or in the flyout.

❖ **To view multiple pages simultaneously**

1. Click View, Zoom.

2. In the Horizontal Pages box, specify the number of pages you want to display across the width of the document window.

★ Tip
You can also use the button on the Status Bar to change the number of pages displayed on screen. Click the button and then drag to select the number of pages.

★ Note
The actual number of pages that display across the width of the document window depends on the resolution of your screen and the current magnification factor. The more you zoom out, the more pages display.

❖ **To view different parts of the same document**

1. Click Window, Split.

2. Drag the mouse pointer to where you want to split the document window then click.

   You can now view and edit the document in each pane. Any changes you make to the document in one pane is reflected in the other.

★ Tips
To see more views of the same document, click Windows, New Window. Then, split these two to get four views.

To remove the split, double-click the bar dividing the window, or drag it to the bottom or top of the document window.

# Text basics

To produce a document in VENTURA, you usually begin by typing or importing the text. Originally, most desktop publishing programs were designed to work with text created in a separate, word-processing package. With most state-of-the-art programs like Corel VENTURA, you can still import external text files, or you can enter your text while you are simultaneously applying a layout. There are advantages to both approaches. If you are creating a book with sections written by several different writers, you may need to create different chapters to hold separate text files or create one chapter with multiple frames and/or inserted pages. If you are preparing the document by yourself, it may be more efficient to create the text and layout simultaneously in Corel VENTURA.

## Importing text files from other applications

Desktop publishing programs like Corel VENTURA have special filters that allow you to import text files from most popular word-processing programs. And no matter what program you use, you can always create an ASCII (.TXT) file that can be imported into any DOS or Windows-based program (see your word processor's documentation for instructions about creating ASCII files). If you are working with

text files, you can pre-tag them before you try to load them into Corel VENTURA by inserting tagging or other codes in the text using your word processor.

Documents produced with a word processor often include extra carriage returns, hidden codes, and other typographical elements which alter the look of your text file when it is imported. To save time, you can eliminate these extra spaces from your text files while importing them into Corel VENTURA.

## Typing text in Corel VENTURA

Typing text in Corel VENTURA is no different from using a word processor, except that you have much more control over how your text is entered. To insert text quickly, use Copy Editor view as it doesn't show formatting but lets you tag and apply attributes.

To type text, you must first activate text mode by clicking inside a frame. When the blinking insertion point "¦" appears, you can begin typing. In a new document, Corel VENTURA always positions the insertion point at the beginning of the first line at the top of the current window. If you want to add text to another location on the page, you can click the Frame tool and draw a frame for the text. As you type, text automatically "wraps" at the right margin to the next line. Press ENTER only when you want to start a new paragraph.

## Dragging text into your document

Rather than starting from scratch, you can also import text from other programs into Corel VENTURA by dragging and dropping blocks of text between documents. Text you drop into a Corel VENTURA frame then becomes part of your document. Holding down the CTRL key while dragging copies the text; dragging alone, moves it.

## Formatting text

Once you've imported or created a text file, you can start formatting it. If you are creating a text file, you can apply typesetting and typographic settings as your text is being entered. In Corel VENTURA, you can format text by applying character and paragraph tags. Characters tags format individual characters or words while paragraph tags apply formatting to entire paragraphs. If you need to alter the formatting of a paragraph without affecting other paragraphs formatted with the same tag, apply the formatting as an override.

Each new paragraph is automatically assigned the same paragraph tag as the one before it. When you reach the end of a base page, Corel VENTURA automatically adds another page and flows the text into it. You can also flow text between drawn frames.

★ Note
For more information about formatting text, refer to the chapters on Typesetting and Typography, Fonts, and Page Layout and Design in the Corel VENTURA Paper and Electronic Publishing Guide.

## Hyphenation

When Automatic Hyphenation is turned on, Corel VENTURA automatically breaks words at the end of lines to maintain more consistent spacing between words or to reduce the raggedness of text along the right margin. Placement of hyphens within words is determined by the current hyphenation dictionary. For words that do not appear in the dictionary, Corel VENTURA calculates hyphenation points. There's an exception dictionary (HYPHUSER.DIC, located in the \corel\ventura folder), which you can edit as a text file. You can use this dictionary to specify additional hyphenation points for some words and suppress hyphenation for words such as your company's name.

## Adding words to hyphenation dictionaries

If you want to add extra hyphens within a word, or suppress hyphenation for certain words, you need to edit the hyphenation exception dictionary; an ASCII text file named HYPHUSER.DIC.

After you add new hyphenation points, you must reopen Corel VENTURA and your document to apply the new hyphenation. Your hyphenation exceptions will be applied as needed in all paragraphs with hyphenation turned on, regardless of which hyphenation dictionary is current.

## Editing HYPHUSER.DIC

You can use Notepad or WordPad to edit HYPHUSER.DIC. Add the words with the hyphens inserted, and then save the file back to disk as an ASCII text file. Ensure that you use only lower case letters, or the word won't be read by the hyphenation algorithm. Only the first seven characters (excluding hyphens) of each word is read by the hyphenation algorithm. If you want the algorithm to read more than seven characters, place an asterisk before the eighth character and each character thereafter. The asterisk forces the algorithm to read the next character. If you want to suppress hyphenation on a specific word, simply add it to HYPHUSER.DIC with no hyphens. See the table below for examples of entries:

| Entry in HYPHUSER.DIC | Result |
|---|---|
| ventura | This word will never appear hyphenated. |
| eat-en | This word will hyphenate as necessary at the designated spot. |
| con-sid-e*r-*able | This word will appear hyphenated as necessary in any of the three designated spots. Note the asterisks that follow each character beyond the seventh character. |

## Turning hyphenation on and off

You can turn hyphenation on or off for individual paragraphs using the Format, Paragraph Overrides command. To set hyphenation for all paragraphs with the same tag, use the Format, Paragraph Tag command. For more information about this feature, type "hyphenation" in the Help Index.

## Discretionary hyphens

Corel VENTURA gives you the option to override hyphenation points specified in its hyphenation dictionaries by entering "discretionary hyphens." Unlike the regular dash on the keyboard, discretionary hyphens "disappear" if the hyphenated word wraps to the interior of a line. You can insert these hyphens at your discretion to:

- add hyphenation points anywhere within a word. Manually hyphenating words helps to tighten loose lines of justified text. You can manually hyphenate such words by inserting a discretionary hyphen (CTRL + SHIFT + H).

- suppress hyphenation to prevent Corel VENTURA from breaking a word. If you enter a discretionary hyphen at the beginning of a word, such as Alsace-Lorraine, that word will not be broken, even at the normal hyphen.

## Hyphenating previous versions of Corel VENTURA

Previous versions of Corel VENTURA (3.x - 4.x) did not store the hyphenation dictionary with the file. For chapters created using previous versions, use the Tools, Options, command (Save tab) to set Default Hyphenation for the language of the chapter.

For instance, if you would like previous-version chapters to open with a British English hyphenation, choose UK English under Default Hyphenation in the Options, Save dialog box.

## Proofing and polishing text

Corel VENTURA has a number of proofreading tools which automatically check your text for certain typographical errors, identify possible spelling and grammatical errors, replace text automatically, or look up synonyms.

# Proofreading

The default checking mode used by Corel VENTURA's International Proofreader is automatic spell checking. You can also do the following:

- check for grammatical errors with Quick or Full Proofreading
- set the grammar checking to any of three different formality levels
- check foreign languages automatically
- teach the spell checker new words by adding them to your personal dictionary, and
- use the Thesaurus to look up synonyms for the currently selected word

Corel VENTURA stores your spelling or grammar checking settings in the paragraph tag settings of the current stylesheet, so it's easy to control the way Corel VENTURA checks for errors.

Use full proofreading to have Corel VENTURA check for common grammatical errors and spelling in your text file. With full proofreading, Corel VENTURA checks spelling, spacing, use of symbols and any words in a foreign language.

And with Corel VENTURA, there is no need to separately proofread each language in your publication, nor is it necessary to change language dictionaries. Tagging your text with the appropriate language tag is all that Corel VENTURA needs to automatically proofread every language in your publication in one pass.

★ Note
    To change the spelling and grammar checking settings, click Tools, Spelling, Options, Rule Manager.

# Personal dictionaries

To speed up proofreading, you can teach the spell checker words that are not already in the standard lookup dictionary. When the spell checker identifies a correctly spelled word as a possible misspelling, you can add the word to a personal dictionary. Thereafter, Corel VENTURA ignores these words during spelling checks. A personal dictionary typically contains unusual words such as product names, names of people, or specialized terms.

You can create any number of personal dictionaries for use with different types of documents. Up to four personal dictionaries (in addition to the standard dictionary) can be used during a spelling check. The default personal dictionary is SPLDICT.PD.

If you have SPLDICT.PD. files from previous versions of VENTURA and want to use them in version 7, copy the files into the CUSTOM folder, then restart VENTURA.

## Using Type Assist

With Type Assist, you can correct misspelled words and capitalization errors automatically. For example, you can create entries that cause Corel VENTURA to replace "teh" with "the" or choose a setting that will automatically correct two initial consecutive capitals (e.g., "RObert" would be replaced with "Robert"). You can also set Corel VENTURA to automatically capitalize the first letter of sentences, change straight quotes to "curly," typographic quotes, and capitalize the names of days.

You can also use Type Assist to automatically insert frequently used words and phrases. For instance, you can store the phrase "as soon as possible" under the name "asap." Then, whenever you type asap followed by a space, Corel VENTURA replaces it with "as soon as possible."

## PANOSE Font Matching

PANOSE Font Matching is a method of substituting fonts that appear in version 5.0 and 7 documents, but that are not installed on your system. When you open such a document for the first time in version 7, a dialog box appears allowing you to choose the fonts you want to use in place of the missing ones. This dialog box appears provided you enable the Allow Font Matching option in the dialog box displayed by clicking Tools, Options, General then clicking the PANOSE Font Matching button.

Manufacturers register their fonts with PANOSE and each font is assigned a unique identifying number based on its visual characteristics. When a substitute is required, PANOSE searches through the fonts stored on your system to find the best possible replacement. The success of this system relies on the number of possible replacement fonts you have on your system.

Missing fonts appear in the Font list with a next to its name followed by the name of the substituted font in brackets.

Once a font substitution is made you must make it permanent by modifying tags that use the substituted font with another font installed on your system. Thereafter, you can use TrueDoc to address problems created by missing fonts.

★ Notes

PANOSE Font Matching does not distinguish between Adobe Type 1 and TrueType fonts. If a document uses one type of font (e.g., Type 1) and you don't have that type installed on your system, PANOSE Font Matching will automatically substitute the other type's equivalent font. No notification that the substitution took place is provided.

PANOSE Font Matching will also automatically substitute missing font's in Artistic text and text in imported CDR and CMX files with no notification of substitution.

# TrueDoc

TrueDoc is a technology developed by Bitstream. It solves the problems created by missing fonts when you distribute or print documents. TrueDoc records the shape of the characters in a document (regardless of the font format or complexity of the character shape), and compresses this data for playback when you view or print the document. Since TrueDoc records a 'picture' of each character, it does not matter whether the machine displaying or printing your document has the fonts you need.

Bitstream TrueDoc solves the problems associated with fonts in electronic documents, or in any situation where you need to transfer fonts from one computer or printer to another. TrueDoc gives you a way to deliver font fidelity while providing industry-leading font compression, imaging speed, and typographic quality.

The fonts created using Bitstream TrueDoc (TM) technology are distributed only for the purpose of rendering and viewing the original document.

## How TrueDoc works for you

TrueDoc lets you view or print Corel VENTURA documents on any computer or printer — even if that computer or printer does not have the fonts that the author used in the original document. To add TrueDoc fonts to an active document, choose Publication from the Format menu and enable the Embed TrueDoc (TM) check box.

## Use TrueDoc embedding to control the look and feel of your documents

Legitimate licensees of fonts or font software can create, print, copy, or distribute documents anywhere in the world. Bitstream's goal is to give electronic publishers control over the look and feel of the Corel VENTURA documents they distribute — the same control that print publishers have now.

At any time, you can edit documents that TrueDoc records, provided that you are a legitimate licensee of the fonts used in the documents. When you save a Corel VENTURA file, you indicate that you want to include TrueDoc embedding. TrueDoc then records all the character shapes in all the fonts you used in the document. If you or another user wants to edit that document, you have access to all the characters and symbols in those fonts.

## Advantages of TrueDoc

TrueDoc provides one of the best solutions for creating truly portable documents. With TrueDoc's file compression features, you can easily create manageable document files that you and other users can download or view without tying up

system resources. TrueDoc also provides true WYSIWYG (what you see is what you get) capability, so that you can distribute electronic documents knowing that they will look the same to you and to your readers.

### Printing documents containing embedded TrueDoc fonts

When you print documents to file, VENTURA can embed the original Adobe Type 1 or TrueType fonts, even if the document was saved with the Embed TrueDoc option enabled. However, when sending the document (i.e., the *.vp file) to a service bureau or commercial printer, you should disable the Embed TrueDoc check box so that the document prints using the higher quality Type 1 or TrueType fonts.

★ Notes

TrueDoc will not create fonts used by Artistic text and text in imported CDR and CMX files unless the document contains regular text set in those fonts. If necessary, add empty paragraphs, perhaps at the end of the document, and format them with the fonts used in by the Artistic text or imported files.

TrueDoc supports manual kerning but not kern pairs, which may change where lines of text using the TrueDoc fonts wrap.

TrueDoc fonts are unavailable for use by other applications. Keep this in mind, if you want to publish a VENTURA document you received from someone else to Envoy. If the document contains embedded TrueDoc fonts, Envoy will substitute another font, if the original font is missing from your system. The font Envoy substitutes may be a poor match for the missing font.

# Adding, Exporting, & Revising Text

❖ To type text

1. Click on the page where you want to begin typing.

2. Type the text.

★ Note

To edit text typed into a drawn frame in the Copy Editor, click to place the insertion point in the text and then switch to the Copy Editor.

❖ To start a new paragraph

1. Position the insertion point at the end of a paragraph.

2. Press ENTER.

❖ To start a new line within the same paragraph

1. Position the insertion point at the end of a line.

2. Press SHIFT + ENTER.

❖ **To move the insertion point**

• Point and click where you want to place the insertion point.

❖ **To change the case of characters**

1. Select the characters.

2. Click the right mouse button and choose either Uppercase, Lowercase, or Capitalize from the menu.

★ Tip
Another way to change the case of characters is to use the Uppercase and Lowercase buttons on the Property bar.

## Inserting symbols and special characters

You can insert symbols and typographical characters, such as em and en dashes, into your document in various ways. In the Symbol dialog box, you select the symbol or character from a window. A faster method, however, is to assign a shortcut key to a symbol and use the key combination to insert the symbol into the text. VENTURA also supports ANSI codes, enabling you to type the code and see the symbol displayed.

❖ **To insert symbols**

1. Position the insertion point in the text.

2. Click Insert, Symbol.

3. Display the Symbols tab.

4. Choose a symbol font from the list box.

   To choose an unlisted font, type the font name in the box. To display the font assigned to the current paragraph tag, choose Normal Text from the font list.

5. Select a symbol in the display window and click Insert.

★ Note
To see an enlarged view of a symbol, click the symbol's cell.

❖ **To insert special characters**

1. Position the insertion point in the text.

2. Click Insert, Symbol.

3. Display the Special Characters tab.

4. Select a character in the display window and click Insert.

★ Tip
If you frequently use international characters, including accented characters, assign them to shortcut keys using the Shortcut Key button. If you prefer you can assign them to menus or toolbar buttons (as well as shortcut keys) using the Tools, Customize command. The characters are located in the Extended Characters folder in the Commands list of the Customize dialog box.

❖ To insert symbols by typing ANSI codes

1. Position the insertion point where you want the character to appear.

2. While holding down ALT, type the ANSI number code for the character.

★ Note
To find the ANSI code for a character, open the Symbol dialog box, click on the character, and the code displays in the dialog box.

❖ To assign shortcut keys to symbols and special characters

1. Click Insert, Symbol.

2. Select the symbol or special character to which you want to assign a shortcut key.

3. Click Shortcut Key.

4. In the Press new shortcut key box, type the key combination.

❖ To override automatic hyphens with discretionary hyphens

1. Click where you want the hyphen to be placed.

2. Hold down CTRL + SHIFT + H.

   The hyphen is neither displayed on the screen nor printed unless the word needs to be hyphenated.

★ Notes
Ensure that automatic hyphenation (Tag Properties or Paragraph Properties dialog box, Hyphens tab) is enabled for those paragraphs containing discretionary hyphens. To have VENTURA use the discretionary hyphens that you insert as opposed to automatically hyphenating, enable the Override dictionary hyphens check box in the Chapter, Typography Properties dialog box (Format menu). For each paragraph or tag that you want to use only discretionary hyphens, you must select Discretionary Hyphenation Only from the Dictionary list on the Hyphens tab in the Tag Properties or Paragraph Properties dialog box (Format menu).

To suppress hyphenation for a word or numeric data, place a discretionary hyphen before the first character.

VENTURA has a hyphenation window for previewing the hyphenation points in a selected word. To access the hyphenation window, press CTRL + ALT + H.

The Hyphenation Zone settings in the Tag Properties or Paragraph Properties dialog box (Hyphens tab) do not apply to words containing discretionary hyphens.

### ❖ To insert typographical spaces (thin, figure em or en)

1. Position the insertion point where you wish to insert a typographical space.

2. Do any of the following:

| Press... | For... |
| --- | --- |
| CTRL + T | thin space |
| CTRL + ALT + F | figure space |
| CTRL + SHIFT + M | em space |
| CTRL + SHIFT + N | en space |

★ Tip

You can also use the Insert, Symbol command to insert typographical spaces.

### ❖ To insert a nonbreaking space

1. Position the insertion point between the two words you want to stay together.

2. Press CTRL + SPACEBAR.

★ Note

Inserting a non-breaking space between two words prevents them from being separated at the end of a line. If a space already exists between the two words, select the space then press CTRL+SPACEBAR.

### ❖ To insert a page break

1. Position the insertion point where you want the page to break.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Breaks tab.

4. Choose an option from the Page break list box.

★ Tip

To quickly insert a page break, click the position where you wish the break to be, press CTRL + ENTER.

### ❖ To insert the date and time

1. Position the insertion point where you want the date and time to appear.

2. Click Insert, Date and Time.

3. Choose a format in the Format window or create a custom format by clicking Custom and typing a format in the Format String box.

★ Tips

Each time you open a publication, or start a new one, a new date and time is established for that publication. Each time you update the publication or open it, the date and time is re-established. To have your inserted date and tme update in the text, enable the Update with Publication check box. If you enable this option, the date will not be editable in the document.

To insert a date and time in another language, choose a language from the Language box.

❖ To insert hidden text

1   Add the Insert Hidden Text command to the Insert menu and/or Insert Item flyout.

2.  Position the insertion point in the text.

3.  Click Insert, Insert Hidden Text.

4.  Click inside the window and type the text.

★ Note

Hidden text is only visible when in Copy Editor view.

## Importing and exporting

❖ To remove extra returns from text files before importing

1.  Open the text file in a word processor.

2.  On the first line, type: @PARAFILTR ON =

3.  Save the text file.

4.  Import the file into Corel VENTURA.

★ Note

With the exception of ASCII files, VENTURA treats each carriage return in a word processor file as a new paragraph and adds space above and below it, it's important to place the parafilter code in your file before importing. This will save you from having to remove unnecessary paragraph returns from your file later on.

## Importing text into documents

Normally, text is imported directly into a selected frame on the document page. You can also add the imported text file to the Files list (only), or place the text file into the document at the point at which the cursor is planted.

You can also specify whether you want the text file available for placement in all chapters in the document or selected chapters only.

### ❖ To import text into a frame

1. Select a frame.

2. Click File, Import Text.

3. Choose the format of the file from the Files of type box.
   If you don't know the file's format, select All Files. If VENTURA recognizes the file format, it will import the file using the correct filter.

4. Choose a drive from the Look in box and double-click the folder where the file is stored.

5. Double-click the filename.

### ❖ To import text into a file at the insertion point

1. Place the insertion point in the text where you want the second text file to start.

2. Click File, Import Text.

3. Choose the format of the file from the Files of type box.

4. Choose a drive from the Look in box and double-click the folder where the file is stored.

5. Click the filename.

6. Ensure that the Insert At Cursor check box is enabled.

7. Click Import to import the file into your document.

### ❖ To import text to the Files list

1. Click File, Import Text.

2. Choose the format of the file from the Files of type box.

3. Choose a drive from the Look in box and double-click the folder where the file is stored.

4. Click the filename.

5. Enable the Add to file list check box.

6. Click Import.

★ Note

Text files placed on a master page do not appear in the Files List.

### ❖ To use a text file in multiple chapters

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Right-click on the text file that you want to use in another chapter.

4. Choose copy from the menu that displays.

5. Right-click on the chapter into which you want to copy the text file.

6. Choose paste to add the file to the chapter.

❖ **To place a text file into a frame using the Files list**

1. Select a frame.

2. Click a filename from the Files list.

## To tell if all the text in a file is displayed

VENTURA doesn't require that all text from a given file be placed in the chapter. This is a useful feature because newsletter layouts often require truncating the end of a story so that it fits into its allotted space. Even when you truncate a story in this way, VENTURA still saves all of the original text when you save the chapter. However, most of the time you will want to make sure that all the text from an article has actually been placed into the document and is therefore visible.

VENTURA uses a hollow square, called an end of file marker, to indicate that all text from a file is visible. To see the marker, you must have text symbols showing; click the ¶ button if the symbols are hidden. If the symbols are showing and you don't see the marker make the frame larger. Or, add a new frame and flow the remaining text into it.

★ Tip

You can use the Go To command on the View menu to locate the last page containing text from a particular file.

## Is text not displaying or appearing where you want?

If text isn't displaying or appearing where you want, check the following:

• Is the file placed in a frame?

VENTURA allows you to keep text files in your document without having to actually use them. All files appear in the Files list in the toolbar, whether used or unused. Use the Go To command in the View menu to determine whether a particular file is placed in frame.

• Are the margins too wide?

Text gets "pushed" out of frames if the inside margins are too wide. The outside margins do the same to text surrounding a frame. Use the Frame command in the Format menu to adjust margins.

• Is the frame containing the text below other objects?

Other frames or graphic objects on the page could be covering the frame containing the text. To determine if that's the case, use the Tab key to cycle through the frames and graphics. If you locate the hidden frame, use the Edit, Order commands to move it to the top of the stack.

- Are break settings moving text where you don't want it?

Breaks control where paragraphs start. For example, you can set breaks that will move text after a particular paragraph to the next left or right page. To change the break settings, use the Format, Paragraph Tag, or Paragraph Overrides command.

- Have you stopped the screen from completing a redraw?

The Interruptible Display feature stops the screen during a redraw whenever the mouse button or the ESC key is pressed. To resume redrawing, press CTRL+W. You can turn the Interruptible Display feature on and off using the Tools, Options, View dialog box.

❖ **To export a text file for use in other programs**

1. Select the frame or page with text to export.

2. Click File, Export.

3. Choose a format in which to save the file from the Save as type box.

4. Choose a drive from the Look in box and double-click the folder where you wish to store the file.

5. Type a filename.

6. Click Save.

★ Notes

To export the file without the VENTURA codes (formatting, footnotes, header/footer), enable the Exporting without Ventura Markup check box.

You cannot export frame text on master pages, unless you override the master page by switching to Page Layout view and modifying the frame — for example, by resizing it.

You can also export a text file automatically each time you save the document. Right-click the frame containing the file, choose Rename File, then enable the Export on Save check box. Any changes you make to the file outside VENTURA will appear in the document the next time you open it.

# Selecting Text

## Selecting text in documents

You can select text using the mouse, or by pressing combinations of keys (shortcuts) on your keyboard. The range of your selection can extend across several pages in a document.

## To select text using the mouse

| To select... | Do this... |
| --- | --- |
| a word | Double-click the word |
| a sentence | CTRL + click the sentence |
| a paragraph (see Note) | Triple-click the paragraph, or |
| | ALT + click the paragraph |
| multiple consecutive paragraphs (see Note) | CTRL + ALT + click the paragraphs |
| from insertion point to another point | SHIFT + click where you want to end the selection |
| any amount of text | Click and drag over the text you want to select |

★ Tips

If text is very close to the edge of a frame and is proving difficult to select, decrease the Frame Selection value in the Options dialog box (Selection tab). This will keep the insertion point from changing to the pointer when it gets close to the frame boundary.

Selecting the tool, then clicking the paragraph is equivalent to ALT + clicking.

★ Note

Using the tool or ALT + click selection methods in combination with the CTRL key allows you to apply tags to multiple paragraphs. Using either selection method alone or with the CTRL keys also allows you to use the Property bar to apply formatting to the selected paragraphs.

❖ To select text using the keyboard

| Do this... | To select... |
| --- | --- |
| SHIFT + left or right arrow | a character |
| SHIFT + CTRL + left or right arrow | from the insertion point to the start or end of a word |
| SHIFT + up or down arrow | from the insertion point up or down one line |
| SHIFT + HOME or END | from the insertion point to the start or end of a line |
| SHIFT + CTRL + up or down arrow | from the insertion point to the start or end of a paragraph |
| CTRL + SHIFT + HOME or END | from in insertion point to the start or (Copy Editor only)end of a text file |
| CTRL + A | all text in the current text file |

❖ To select text across pages

1. Click View, Zoom.

2. In the Horizontal Pages box, specify the number of pages you want displayed across the page. VENTURA automatically selects the appropriate magnification level in the Custom box.

3. Position the insertion point at the beginning of the text you want to select.

4. Drag the mouse across the pages until the text you want is highlighted.

❖ To cancel a selection
  • Click away from the selected text.

## Moving and copying text

Corel VENTURA gives you various ways to move or copy text to different locations in your document. You can use the mouse to quickly drag the information from one place to the next, or use the clipboard to store the information until you are ready to paste it back into the document. Now that you can open more than one publication at a time, it's faster and easier to move and copy information between documents.

## What do you want to do?

❖ To move or copy text using the mouse

1. Select the text.

2. Do one of the following:
  • Click the selected text and drag the cursor to where you want to move the text.
  • Click the selected text, hold down CTRL, and drag the cursor to where you want the copied text placed.

❖ To move or copy text using the clipboard

1. Select the text.

2. Click Edit, Cut or Copy.

3. To paste the text elsewhere in the document, position the insertion point where you want the text placed, and click Edit, Paste.

❖ To move or copy text between documents

1. Open both publications.

2. Click Window, Tile Vertically or Tile Horizontally.
  Tiling allows you to view both publications at once, making it easier to move and copy information between the documents.

3. Select the text you want to move or copy.

4. Click Edit, Cut or Copy.

5.  To paste the text into the other document, position the insertion point where you want the text placed, and click Edit, Paste.

❖ **To move or copy inserted items in Copy Editor view**

1.  Click View, Copy Editor.

2.  Select the code for the inserted item.

3.  Click Edit, Cut or Copy.

4.  To paste the inserted item elsewhere in the document, position the insertion point where you want the item placed, and click Edit, Paste.

★ Notes

To see the codes for the inserted items, enable the Show Codes check box in the Options dialog box (Copy Editor tab).

To view text typed into a drawn frame, as opposed to imported, click to place the insertion point in the text and then switch to the Copy Editor.

❖ **To move or copy inserted items in Page Layout view**

1.  Click the ¶ button to show text symbols.

2.  Position the insertion point immediately before the degree symbol that marks the location of the inserted item. The Status Line displays the marker name.

3.  Select the item using the mouse or holding SHIFT and pressing the right arrow key.

4.  Click Edit, Cut or Copy.

5.  To paste the inserted item elsewhere in the document, position the insertion point where you want the item placed, and click Edit, Paste.

## Correcting, deleting and highlighting text

❖ **To correct typing errors automatically**

1.  Click Tools, Type Assist.

2.  Enable the Replace text while typing check box.

3.  In the Replace box, type the misspelled word, e.g., "teh."

4.  In the With box, type the correct spelling, e.g. "the."

5.  Click Add.

★ Tip

Use this feature to automatically replace abbreviations in your document with the spelled-out term. For example, you could replace AB with Aurora Borealis.

### ❖ To correct capitalization errors automatically

1. Click Tools, Type Assist

2. Enable the Correct two initial, consecutive capitals check box.

★ Note
No change is made if the capitals are followed by a space or period, or the word contains other capital letters.

### ❖ To capitalize the first letter of sentences

1. Click Tools, Type Assist.

2. Enable the Capitalize first letter of sentences check box.

★ Note
A sentence end is defined by a period (.), an exclamation mark (!), or a question mark (?). In Spanish, the marks ¿ and ¡ are also supported.

### ❖ To capitalize the names of days

1. Click Tools, Type Assist.

2. Enable the Capitalize names of days checkbox.

### ❖ To change straight quotes to typographic quotes as you type

1. Click Tools, Type Assist.

2. Enable Change straight quotes to typographic quotes check box.

★ Tip
You can also have VENTURA change straight quotes to typographic quotes when you import text files .

### ❖ To use shortcuts to insert frequently typed text

1. Click Tools, Type Assist.

2. Enable the Replace text while typing check box.

3. In the Replace box, type an abbreviation for the frequently typed text.
   For example, type "conm" for your company name

4. In the With box, type the text that will replace the abbreviation.

5. Click Add.
   Whenever you type the abbreviation followed by a space, VENTURA inserts the replacement text.

### ❖ To replace selected text

1. Select the text you want to replace.

2. Type the replacement text.

### ❖ To delete text

1. Select the text.

2. Click Edit, Delete.

★ Tip
You can also use the DELETE key on the keyboard.

### ❖ To edit text in the Copy Editor

Do either of the following:

● Switch to the Copy Editor and choose the file you want to edit from the Files list.

● Select the frame containing the text you want to edit and switch to the Copy Editor.

★ Note
To edit text typed into a drawn frame, as opposed to imported, click to place the insertion point in the text and then switch to the Copy Editor.

## Finding and replacing text

### ❖ To find text and formatting

1. Click Edit, Find & Replace.

2. Type the word or phrase you want to search for in the Find box.

3. Do any of the following

   ● To search for specific text attributes that have been applied to the text, such as an underline, click Attributes and choose options from the dialog box.

   ● To search for paragraph marks, forced line breaks and special characters, click Special and select one in the list.

   ● To search for any text or character, click Special and select Any Text or Any Character. (See Notes below for more information.)

4. Click Find Next to begin the search.

★ Tip
To specify the direction and scope of the search, click Options and choose the options you want.

★ Notes

You can use the characters * or ? as wildcards by preceding them with a backslash. For example, if you wanted to use ? as a wildcard, you would type "\?" in the Find list box.

To search for the characters "<", type the character twice. For example, if you wanted to search for "<", you would type "<<" in the Find list box.

To search for index entries belonging to a particular category or on a specific level, type the following:

<$I[]>search for entries in the default category only.

<$I[category name]>search for entries in the category you specify.

To search for index entries having more than one level, you can insert a semi-colon to represent the level you're looking for. For instance; <$I;;;> will find any index entry having 3 levels or beyond; or, <$I[category name];;> searches for entries in the category name you specify having 2 or more levels.

❖ To replace text and formatting

1. Click Edit, Find & Replace.

2. Type the word or phrase you want to search for in the Find box.

3. Do any of the following

   - To search for specific text attributes that have been applied to the text, such as an underline, click Attributes and choose options from the dialog box.

   - To search for a special character, click Special and select one in the list.

   - To search for any text or character, click Special and select Any Text or Any Character. (See Notes below for more information.)

4. Type the replacement text In the Replace box.

   To delete the found text, leave the Replace box empty.

5. Click Find Next to begin the search.

   VENTURA searches through the document and highlights the first instance of the search word or phrase it finds.

6. Click Replace or Replace All (if you want to replace every instance of the word or phrase in the document).

★ Tip

To specify the direction and scope of your search, click Options and choose the options you want.

★ Notes

The Any Character option in the Special list searches for any single character — for example, b\?y finds "bay," "boy," and "buy." The Any Text option searches for any string of charactersfor example, g\*l finds "gal" and "ghoul."

❖ To find inserted items

Inserted items can be anchored frames, markers, index entries, etc.

1. Click Edit, Find & Replace.

2. Click Items.

3. Choose the type of inserted item you wish to search for from the list box.

4. Click Find Next.

★ Tip

To specify the direction and scope of your search, click Options and choose the options you want.

## Checking spelling and grammar

❖ To check spelling in a document or selection

1. Click Tools, Spelling.

2. In the Select Range box, specify which part of the document you would like checked, e.g., the current chapter.

3. Click Start Check. When the spell checker finds a spelling error or an unrecognized word, click one of the buttons in the dialog box or edit the text in the Sentence window and click Change.

4. Click Next Sentence to continue the spell check.

★ Tips

By default, the Spell Checker refers to the Personal Dictionary USERPD during spelling checks. You can also have the Spell Checker refer to any personal dictionary you've created by clicking the Options button and enabling the dictionary's check box.

VENTURA has a Spell Checker toolbar that allows you to check and correct spelling interactively. Enable the Spell Checker option in the Toolbars dialog box (accessed from the View menu) to display the toolbar.

Use the Resume button to continue the spell check after you've made changes to the document.

## Options in the Spelling & Proofreading dialog box

When Corel VENTURA finds a word or phrase misspelled or grammatically incorrect, you can choose any of the following options:

- Change - revises the word in the document to reflect the highlighted word in the Suggestions window
- Change All - revises all instances of the word in the document with the highlighted word in the Suggestions window.
- Ignore - leaves the spelling of the word unchanged.
- Ignore All - disregards every instance of the word.
- Add - includes the unrecognized word in the selected personal dictionary.

### ❖ To add a word to a dictionary during a spelling check

1. Click Tools, Spelling.
2. When VENTURA highlights a word in the Sentence box that you want to add to a dictionary, click Add.
3. Choose the dictionary you want to add the word to.

   SPLDICT is the main dictionary. The USERPD dictionary is the default personal dictionary.

### ❖ To create a personal spelling dictionary

1. Click Tools, Spelling.
2. Click Options.
3. Click New and type a name for the dictionary in the Dictionary name box.

★ Note

After you create a personal dictionary, you can have the spell checker refer to it along with the standard dictionary during a spell check by enabling its check box.

### ❖ To edit a personal spelling dictionary

1. Close VENTURA.
2. Using the Windows Explorer, locate the x:\corel\ventura7\ventura\scripts directory.
3. Double click DICTEDIT.CSC.
4. Choose the dictionary you want to edit.
5. Add or remove words from the dictionary.

★ Note

You can also edit a personal dictionary in a word processor by opening the personal dictionary file (with a .pd extension) located in the Custom sub-directory. Make sure that each entry in the file is on a separate line and that you press ENTER after the last entry.

❖ **To consult a personal dictionary during a spell check**

1. Click Tools, Spelling.

2. Click Options.

3. Enable the check box next to the personal dictionary name.
   The spell checker consults the standard dictionary and the personal dictionary you've selected before identifying a misspelled word.

❖ **To create a user profile for grammar check settings**

1. Click Tools, Spelling.

2. Click Options.

3. On the Rule Manager tab, click New Profile.

4. Type a name for the profile in the New User Profile dialog box.

★ Note

To save settings to a user profile, select the profile in the User Profile box and enable or disable options in the Rule Types window. The settings are automatically saved when you exit from the dialog box.

❖ **To check the spelling of paragraphs written in another language**

1. Select the paragraph.

2. Click Format, Paragraph Tag to set the language for the tag or Format, Paragraph Overrides to set the language for the selected paragraph only.

3. Click the Hyphens tab.

4. In the Dictionary box, click the language in which the paragraph is written.

❖ **To choose a language for spelling/grammar error descriptions**

1. Click Tools, Spelling.

2. Click Options.

3. Choose a language from the Error Language box.

★ Notes

Error descriptions are displayed at the bottom of the Spelling & Proofreading dialog box whenever misspelled or grammatically-incorrect words are found during a spelling or grammar check.

To check the spelling of a multilingual document, you must select the language each paragraph is written in.

❖ **To check grammar**

1. Click Tools, Spelling.

2.  Click Options.

3.  On the Rule Manager tab, choose either Quick Proofreading or Full Proofreading from the Check Mode list.

    Quick Proofreading searches for spelling errors and common grammatical problems such as double-negatives, and punctuation errors. Full Proofreading, by contrast, searches for spelling errors, common grammatical problems, and stylistic errors, including the use of clichés and redundant expressions.

4.  If you chose Full Proofreading, specify the kinds of problems you want the grammar checker to identify by choosing an option from the Formality Level box. You can see which items the grammar checker will flag by looking for the checked items in the Rule Types list.

5.  Click Start Check. When the grammar checker finds an error, click one of the buttons.

6.  Click Next Sentence to continue the check.

★ Note
Use the Resume button to continue the grammar check after you've made changes to the document.

## Using the Thesaurus

❖ To look up a word in the thesaurus

1.  Click the word you want to look up synonyms for.

2.  Click Tools, Thesaurus.

3.  Choose the synonym you want to replace the selected word.

4.  Click Replace.

★ Tip
You can also use the Property Bar or the Spell Checker toolbar to look up words in the thesaurus. To display the toolbar, enable the Spell Checker option in the Toolbars dialog box (View, Toolbars).

★ Note
VENTURA comes with thesauruses for several languages, including French, German, Italian and Spanish. To look up words in another language, you must have the thesaurus for that language installed and you must mark the text with the language it's written in. To mark the text, follow the procedure for checking the spelling of paragraphs in other languages .

## Renaming text files

❖ To rename text files using the Rename dialog box

1.  Right-click the frame that contains the text, and choose Rename File.

2.  Type a name for the text file in the New Name box.

★ Notes

Enable the Export on Save check box if you want to export the text file each time you save the publication and import it each time you open the publication. This means that any changes you make to the text file in a word processor will appear the next time you open it in VENTURA.

The Export on Save function is not supported for multi-user publications. Files set to Export on Save will be embedded when a multi-user version of the publication is created using the Set Multi-User command (right-click on the publication in the Navigator).

❖ To rename text files using the Navigator

1. Click Tools, Navigator.

2. Choose Publication Manager from the drop-down list.

3. Double-click the chapter which contains the file to reveal all the filenames.

4. Select a file from the list.

5. Right-click, choose Rename.

## Adding and working with Artistic Text

❖ To add Artistic text

1. From the flyout or Toolbox, click the tool.

2. Click where you want to place the text.

3. In the dialog box that appears, type the text.

4. Use the controls in the dialog box to format the text.

❖ To format Artistic text

1. Click the Artistic text.

2. Click Format, Artistic Text, Edit. The Edit Text dialog box appears.

3. Do any of the following:

   • Use the buttons at the top of the dialog box to change the font, size and alignment or to add bullets.

   • Click the Character button to change spacing, format text as subscript, superscript or small caps or to apply underlines, overlines or strikeout lines.

★ Tips

To apply different formatting to specific characters, select them in the text editing box before applying the formatting.

To shift or rotate text, select the text in the text editing box. Next, click the Character button, then the Alignment tab. Enter values in the boxes at the bottom of the dialog box.

### ❖ To make Artistic text follow the outline of a graphic object or frame

1. Select the graphic object or frame.

2. Holding down the SHIFT key, select the Artistic text.

3. Click Format, Artistic Text, Fit Text to Path.

★ Note

If you use the Clipboard to cut/copy and paste Artistic Text that has been fit to a path, ensure that you place both the path and the text on the Clipboard, or the text will have no path to fit to in the new location. To select both the text and the path, press SHIFT while clicking them.

★ Tips

To edit the text or change its formatting after it has been fitted to a path, use the Format, Artistic Text command.

You can reposition the text along the path using the Node Edit tool. See Related Topics for instructions.

### ❖ To move Artistic Text along a path

1. Click the .

2. Click the Artistic text you want to move. Nodes appear next to each character.

3. Click the nodes next to the characters you want to move

4. Drag in the desired direction.

★ Tip

To move text vertically, click Format, Artistic Text, Edit. Select the character(s) you want to shift, then click the Character button. Click the Alignment tab, then enter a value in the Vertical Shift box.

### ❖ To change the letter shapes of Artistic text

1. Click the Artistic text.

2. Click Edit, Convert to Curves.

3. Click the .

4. Drag the nodes along the edges of the letters to change the letter's shape.

★ Note

You can further modify the letter shapes using the Node Edit toolbar. .

# Spellchecking and proofreading

### Using the International Proofreader

The International Proofreader provided with your Corel program addresses complex writing errors and style issues.

The International Proofreader's three checking modes — Spelling, Quick Proofreading, and Full Proofreading serve users with varying needs. For example, you might perform a quick check for spelling errors only, a check for spelling and mechanical errors, or a detailed check for style problems, depending on the context and time constraints of your project.

The International Proofreader works as uniformly as possible across all supported languages. It follows the conventions prescribed by accepted grammar and style manuals for each language, and it handles language variants appropriately.

## Spelling mode overview

The International Proofreader's Spelling mode detects and corrects numerous types of spelling errors, including those related to language-specific items such as compound words in the Germanic languages. Spelling mode corrects errors involving the following categories of writing elements:

- A/An use (English)
- Capitalization
- Spelling (abbreviation errors, apostrophe errors, cognitive misspellings, and typographic errors)
- Clitics (Romance languages)
- Compounding (English and the other Germanic languages)
- Doubled words
- Hyphenation (including soft-hyphen errors and hyphenation-dependent spelling errors)

## Quick Proofreading mode overview

Quick Proofreading mode provides all the functionality of Spelling mode, in addition to correcting errors involving: the spacing between words and sentences;

uppercase/lowercase spellings depending on their function or context (German); and the following categories of writing elements:

- Confused words
- Double negatives
- Format
- Homonyms
- Inappropriate prepositions
- Misspelled expressions
- Misspelled foreign expressions
- Noun-phrase agreement (Romance languages)
- Punctuation
- Ungrammatical expressions

# Full Proofreading mode overview

Full Proofreading mode provides the functionality of Spelling mode and Quick Proofreading mode plus identification of many type of stylistically questionable expressions and assistance in eliminating them. The words and expressions flagged in Full Proofreading mode are not grammatically incorrect, but style and grammar guides suggest that they be avoided in most contexts or used only for intentional effect. The error messages displayed in Full Proofreading mode are designed to provide you with the stylistic guidelines you need to make a subjective decision about including or omitting such words and expressions. The flagged categories include the following:

- Archaic expressions
- Clichés
- Contractions
- Gender-specific expressions
- Informal expressions
- Jargon expressions
- Overused phrases
- Pretentious words
- Redundant expressions
- Sexist expressions
- Stock phrases
- Unnecessary prepositions

- Vague quantifiers
- Wordy expressions

# Rule Manager overview

As the International Proofreader processes text, it distinguishes between sentence text and non-sentence text and uses appropriate rules to check each type. With the Rule Manager, you can customize your proofreading environments by turning off rule types.

The Rule Manager gives you the ability to turn off rule types, and to use different combinations of rule types when writing for different readers. It keeps track of which rule types you have turned off, and whether you want them turned off for the current VENTURA session and/or for future sessions. If you turn off rule types for future sessions, the Rule Manager maintains a list of these in a user profile and reloads the profile when the next session starts. If you turn off a rule type for the current session only, the Rule Manager discards the information at the end of that session.

The Rule Manager displays a description of each Rule Type when highlighted in the Rule Manager dialog box or when an error is found during proofreading.

## A/An use

**(Spelling mode)**

During proofreading, the International Proofreader identifies all errors using the words "a" and "an" as in the following example.

an European country                                              a European country

## Capitalization errors

**(Spelling mode)**

In addition to flagging all capitalization errors identified during a spelling check (including errors in proper nouns), the proofreader flags errors in the following categories:

**Compass points**

| English | in the South of France | in the south of France |
| --- | --- | --- |
| | in the north | in the North |

## First word in a sentence

Because the International Proofreader processes text sentence by sentence, it recognizes the first word in each sentence and flags it if it is not capitalized.

**Language-specific capitalization**

| English | Summer | summer |
|---|---|---|
| French | Mardi | mardi |
| | Janvier | janvier |
| German | Montags | montags |
| Word groups | | |
| English | mount Everest | Mount Everest |
| | New Year's day | New Year's Day |
| | New York state | New York State |
| | State of New York | state of New York |
| Portuguese | dia das mões | Dia das mões |

# Clitic errors

**(Spelling mode)**

Clitics are articles, pronouns, or prepositions that are attached to other words (called stems when clitics are attached) for grammatical reasons. The use of clitics in the Romance languages supported by the International Proofreader involves language-specific changes in spelling and accents.

In French, for example, certain grammatical constructions require that articles or pronouns called preclitics be attached to the beginnings of words in specific ways, while other constructions require that pronouns, or other forms called postclitics, be attached to the ends of words. The French words le 'the' and enfant 'child', for example, are combined in the cliticized form l'enfant 'the child', and donnez-le-moi 'give it to me' has two postclitics, -le 'it' and -moi 'me'. In Spanish, equivocarse 'to be mistaken' combines the verb equivocar 'to mistake' with the pronoun se 'oneself'. In Italian, ciascun'amica 'each (girl) friend' combines the adjective ciascuna 'each' with the noun amica '(girl) friend'.

Strict and complex rules govern the combination of stems and clitics in each Romance language. These rules take into consideration the part of speech of the clitic (article, pronoun, or preposition); its position (preceding or following the stem); the phonetic value (vowel or consonant) of the initial or final letter of the stem; and the gender, number, and grammatical role of the stem. Consequently, spelling verification for these languages requires special checking. The International Proofreader can do the following:

# Verify correct clitics

All of the following are correct and are verified as such by the International Proofreader:

| French | envoyez-les-lui [envoyez + les + lui] |
|---|---|
| | l'ordinateur [le + ordinateur] |
| Italian | portarglielo [portare + glie + lo] |

senz'alzarsi [senza + alzare + si]

| | |
|---|---|
| Portuguese | aprendê-lo-ei [aprenderei + o] |
| Spanish | dámela [da + me + la] |

## Flag incorrect clitics

In these examples, the stem is correct, but the attached clitic is not. The International Proofreader detects these errors:

| | |
|---|---|
| French | s'ordinateur (an error for l'ordinateur) is flagged as having an inappropriate preclitic |
| | veut-t-il (an error for veut-il) is flagged as having an inappropriate postclitic |

## Flag and correct unmodified stems

In these examples, the stems should have been modified when the clitic was attached:

| | | |
|---|---|---|
| Italian | senz'alzaresi | senz'alzarsi |
| Portuguese | dás-lo | dá-lo |
| Spanish | mostrémosselas | mostrémoselas |
| | aislémosnos | aislémonos |

## Flag and correct apostrophe errors

In these examples, an apostrophe should have been inserted or omitted:

| | | |
|---|---|---|
| French | lenfant | l'enfant |
| | l'ettre | lettre |
| Italian | lormai | l'ormai |
| | l'aureato | laureato |

## Flag and correct accent errors

In these examples, an accent should have been inserted or omitted:

| | | |
|---|---|---|
| Portuguese | faz-lo | fá-lo |
| Spanish | aíslemonos | aislémonos |

## Flag and correct stems with clitics

These examples contain errors in the stems:

| | | |
|---|---|---|
| French | n'appèl | n'appelle |
| | appellez-vous | appelez-vous |
| Italian | t'arabiare | t'arrabbiare |
| Portuguese | escreber-nos | escrever-nos |

# Compounding errors

(English and other Germanic languages — Spelling mode)

In English, the International Proofreader flags and corrects errors that occur when writers mistakenly hyphenate a word, as in the following example:

blue-prints                                                          blueprints

In the other Germanic languages supported by the International Proofreader (Dutch and German), two or more words can be joined to form a single word, or compound. German Lebensfreude 'joy of living', for example, is a compound of Leben and Freude.

Some compounds are well established and commonly used; however, new compounds that follow language-specific rules are constantly formed. Spelling software for Germanic languages must account for this productive and rule-governed process. The International Proofreader lists the most frequently used compounds in its databases. Less frequently used compounds are verified by confirming that they consist of grammatically valid elements. This process enables the International Proofreader to verify most two-part compound words. Also, because the database stores many common two-part compound words as valid compound components, the International Proofreader can also verify many three-part compounds. The International Proofreader can do the following:

**Verify newly formed compounds**

| | | |
|---|---|---|
| Dutch | bondsbureau | financieringsondern mingen |
| German | Textverarbeitung | Computerrevolution |

**Verify compounds formed with acronyms**

| | |
|---|---|
| Dutch | KLM-piloten |
| German | ASCII-Format |

**Flag and correct misspellings of compounds**

| | | |
|---|---|---|
| Dutch | bondsgenootscha | bondgenootschap |
| German | Mietkasernen | Mietskasernen |

# Doubled-word errors

**(Spelling mode)**

| | |
|---|---|
| Dutch | flags doubled words other than dat dat, die die, je je, and other personal pronouns |
| English | flags doubled words other than that that and had had |
| French | flags doubled words other than vous vous, nous nous, and en en |

| German | flags doubled words other than der der, die die, das das, and sie sie |
|---|---|
| Italian | flags doubled words other than via via, passo passo, and sotto sotto |
| Portuguese | flags doubled words other than se se and agora agora |

## Hyphenation errors

**(Spelling mode)**

The International Proofreader's hyphenation processing enables it to detect the following types of hyphenation errors:

## Soft-hyphen errors

A soft hyphen is a hyphen that is not part of the spelling of a word, but is used only to divide the word onto two lines. (A hard hyphen, in contrast, is part of the word's spelling and is therefore always used.) The International Proofreader generates hyphenation points by using pattern-matching technology (rather than retrieving stored hyphenation points from a database) to ensure that soft hyphens divide words correctly into syllables, as in the following example:

Entry The musician who played the last piano concerto is a child pro-

digy.

Compound The musician who played the last piano concerto is a child prod-

igy.

## Hyphenation-dependent spelling errors (Germanic languages)

The use of a soft hyphen to divide a word onto two lines sometimes results in spelling changes in Dutch and German. For example, when a German compound formed by linking two or more words would contain the same consonant three times in succession, the third consonant is omitted if the letter immediately following it is a vowel and the compound appears on one line. However, when such a compound is divided by an end-of-line hyphen at the point where the compound words are joined, German spelling rules mandate a spelling change: the word is then spelled with all three consonants.

In addition, when words containing certain combinations of letters (such as ck in the German word backen) are divided by soft hyphens, their spelling may change (backen becomes bak-ken).

The International Proofreader detects and corrects errors in these two types of hyphenation-dependent spelling changes as shown below:

| Language | Word | Incorrect spelling | Correct spelling |
|---|---|---|---|
| Dutch | speculatieïnstelling instelling | speculatie-ïnstelling | speculatie- |
| | autootje | autoo-tje | auto-the |
| German | Schiffahrt | Schif-fahrt | Schiff-fahrt |
| | Glocken | Gloc-ken | Glok-ken |

## Spelling errors

The International Proofreader corrects the following types of spelling errors:

### Abbreviation errors

| | | |
|---|---|---|
| English | O.C.R. | OCR |
| German | us.w. | usw. |
| Spanish | Sr | Sr. |
| Portuguese | Ltda | Ltda. |

### Apostrophe errors

| | | |
|---|---|---|
| English | wo'nt | won't |

## Cognitive misspellings

These occur when the writer does not know the standard spelling of a word. Cognitive misspellings may be phonetic, such as seekwell for sequel in English or étudiet for étudié in French, or they may be morphological (a wrong ending attached to a stem). The International Proofreader corrects language-specific, cognitive misspellings such as the following:

| | | |
|---|---|---|
| English | effishent | efficient |
| French | émisfere | hémisphère |
| | achetrice | acheteuse |
| German | Säson | Saison |
| | Filosofie | Philosophie |
| | Kinden | Kindern |
| Portuguese | cabeleirero | cabeleireiro |
| | atráz | atrás |
| Spanish | peremne | perenne |
| | lagrimógeno | lacrimógeno |

### Open vs. closed spelling errors

| | | |
|---|---|---|
| Dutch | dank zij | dankzij |
| English | anyone of | any one of |
| French | avoir à faire à | avoir affaire à |

| German | ab zu sein | abzusein |
|---|---|---|
| | abist | ab ist |
| Portuguese | rosa claro | rosa-claro |
| | alto relevo | alto-relevo |
| | pré-concebido | preconcebido |
| Spanish | al pormenor | al por menor |

## Typographic errors

These are the most common variety of spelling errors. In typed text, most misspellings result from errors such as transposing characters (hte instead of the), pressing the wrong key, inserting an unnecessary character, or omitting a character. The International Proofreader corrects typographic errors in all supported languages. It handles errors of transposition, substitution, insertion, and omission regardless of their position in a word. The International Proofreader's correction technology enables it to correct words that contain multiple errors and words that start with the wrong letter or letters. For example:

| English | hsa | has |
|---|---|---|
| | unessecery | unnecessary |
| | dvantage | advantage |
| French | prnd | prend |
| | kivre | ivre |
| German | bneutzt | benutzt |
| | rurmstichig | wurmstichig |
| | geraschvlol | geräuschvoll |
| Portuguese | mieo | meio |
| | caresentar | acrescentar |
| Spanish | msi | mis |
| | ortogáfico | ortográfico |
| | auotmático | automático |

## Confused words

**(Quick Proofreading mode)**

During proofreading, the International Proofreader identifies confused words.

| English | uninterested | vs. | Disinterested |
|---|---|---|---|
| | semimonthly | vs. | Bimonthly |
| Portuguese | compreensivo | vs. | Compreensível |
| | comprimento | vs. | Cumprimento |
| Spanish | apóstrofe | vs. | Apóstrofo |
| | bimensual | vs. | Bimestral |

# Double negatives

**(Quick Proofreading mode)**

During proofreading, the International Proofreader identifies double-negatives.

| English | can't help but | can't help |
| French | il n'y a pas personne | il n'y a personne |
| Spanish | tampoco no | tampoco |

# Format errors

**(Quick Proofreading mode)**

The International Proofreader checks for consistent and correct use of formatting conventions in all supported languages. Its rules handle formatting for the following types of material:

**Closings and salutations in letters**

| English | dear mr. Doe: | Dear Mr. Doe: |
| | sincerely yours, | Sincerely yours, |
| | Yours sincerely | Yours sincerely, |
| Portuguese | Estimada doutora | Estimada Doutora: **or** Estimada Doutora, |
| Spanish | estimada Sra. López: | Estimada Sra. López: |
| | Atentamente | Atentamente, |

**Time and date notation**

| English (US) | May 10 1993 | May 10, 1993 |
| French | 3 h. 15 | 3 h 15 |
| Portuguese | 4, Julho de 1776 (European) | 4 de Julho de 1776 |
| | 4 de julho de 1776 (Brazilian) | |
| Spanish | 10 de mayo 1993 | 10 de mayo de 1993 |

**Cardinal and ordinal numbers**

| English | 3nd in line | 3rd in line |
| French | soixante-onze | soixante et onze |
| German | 5,000,000.00 | 5 000 000,00 |
| Portuguese | trezentos e trinta nove | trezentos e trinta e nove |
| Spanish | treintiuno | treinta y uno |

**Fractions**

| English | 1 and 1/4 | 11/4 |
| French | 31/2 l de vin blanc | 3,5 l de vin blanc |

| | | | |
|---|---|---|---|
| Portuguese | 1e 1/4 | | 11/4 |
| Spanish | 3 y 1/2 | | 31/2 |

**Currency notation**

| | | | |
|---|---|---|---|
| English | 45,000 £ | | £ 45,000 |
| German | DM 20.50 | | 20,50 DM |
| Spanish | 500ptas. | | 500 ptas. |

**Postal addresses**

| | | | |
|---|---|---|---|
| English | Portland, ME, 04321 | | Portland, ME 04321 |
| French | 23 avenue Louise | | 23, avenue Louise |
| Portuguese | Rua Santa Helena 31 | | Rua Santa Helena, 31 |

**Units of measure**

| | | | |
|---|---|---|---|
| English | 34 ° | | 34° |
| Portuguese | 34 ° | | 34° |
| Spanish | 34°C | | 34 °C |

# Homonyms

**(Quick Proofreading mode)**

During proofreading, the International Proofreader identifies homonym errors.

| | | | |
|---|---|---|---|
| English | acclimation | vs. | acclamation |
| | assent | vs. | ascent |
| Portuguese | assento | vs. | acento |
| Spanish | basto | vs. | vasto |
| | brasa | vs. | braza |

# Inappropriate prepositions

**(Quick Proofreading mode)**

During proofreading, the International Proofreader identifies inappropriate prepositions.

| | | |
|---|---|---|
| English | accompanied with | accompanied by |
| Portuguese | defronte a | defronte de |
| Spanish | a vapor | de vapor |

# Misspelled expressions

**(Quick Proofreading mode)**

During proofreading, the International Proofreader identifies misspelled expressions.

| | | |
|---|---|---|
| English | baited breath | bated breath |
| | slight of hand | sleight of hand |
| | spinal chord | spinal cord |
| French | de plein-pied | de plain-pied |
| Portuguese | dar a luz a | dar à luz |
| Spanish | a campo través | a campo traviesa |

# Misspelled foreign expressions

**(Quick Proofreading mode)**

During proofreading, the International Proofreader identifies misspelled foreign expressions.

| | | |
|---|---|---|
| English | a dente | al dente |
| | en mass | en masse |
| Portuguese | sin qua non | sine qua non |
| Spanish | curriculum vita | curriculum vitae |

# Noun-phrase agreement errors

**(Romance languages: Quick Proofreading mode)**

The International Proofreader flags errors of number and gender agreement between nouns, adjectives, and articles in the Romance languages:

**French**

| | |
|---|---|
| Je déclare la séance ouvert. | Je déclare la séance ouverte. |
| Elle s'est toujours méfié de ces gens-là. | Elle s'est toujours méfiée de ces gens-là. |

**Italian**

| | |
|---|---|
| un grande casa | una grande casa |

**Portugese**

| | |
|---|---|
| as estradas sobre os quais | as estradas sobre as quais |

**Spanish**

| | |
|---|---|
| la agua | el agua |

# Punctuation errors

**(Quick Proofreading mode)**

The correct placement of quotation marks and other punctuation varies from language to language. International Proofreader flags errors in the following uses of punctuation and explains the correct punctuation with examples and tutorials:

**Paired punctuation (English)**

May I borrow the "Wall Street Journal from you?
May I borrow the "Wall Street Journal" from you?

# Ellipsis and suspended discourse

**Portugese**

E tudo muito belo e bem feito, mas....        E tudo muito belo e bem feito, mas...

**Punctuation combinations**

Ela repetiu: "Eu disse a ele: 'Você está com a rozão!"
Ela repetiu: "Eu disse a ele: 'Você está com a rozão!'"

**Punctuation in combination with certain words**

| English | i.e., | , i.e., |
| German | daß | , daß |
| Spanish | etc. | , etc. |

**Punctuation in abbreviations**

She completed her B.A. degree last year.        She completed her BA degree last year.

# Stock phrases

**(Full Proofreading mode)**

These rules flag stock phrases that can often be deleted without changing the meaning, or emphasis, of a sentence. Unlike clichés, these expressions are not worn-out metaphors or conventional descriptive phrases. Instead, they are introductory or parenthetical expressions often used as "filler."

- it goes without saying that
- in fact
- Use sparingly
- Consider omitting or rephrase with
- of course

## Ungrammatical expressions

**(Quick Proofreading mode)**

During proofreading, the International Proofreader identifies ungrammatical expressions.

| | | |
|---|---|---|
| English | anyways | anyway |
| | irregardless | regardless |
| Portuguese | abridas | abertas |
| Spanish | celebrísimo | celebérrimo |
| | hubieron conciertos | hubo conciertos |

## Archaic expressions

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies archaic expressions.

| | | |
|---|---|---|
| English | oftentimes | often |
| | atop | on top of |

## Clichés

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies clichés.

| | | |
|---|---|---|
| English | a far cry from | very different from |
| German | blutjung | sehr jung |
| Spanish | perder los estribos | enfadarse or encolerizarse |
| Portuguese | De cabo a rabo | Do princípio ao fim |

## Contractions

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies contractions.

| | | |
|---|---|---|
| English | Everyone's happy. | Everyone is happy. |
| Portuguese | procê | para você |

## Gender-specific expressions

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies gender-specific expressions.

| English | manpower | personnel or work | force or staff |
| | anchorman or | anchor or newscaster | or |
| | anchorwoman | commentator | |

## Informal expressions

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies informal expressions.

| English | still and all | still |
| French | des fois | parfois or quelquefois |
| German | ein Haufen | viele |
| Spanish | un montón de | muchos, muchas |

## Jargon expressions

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies jargon.

| English | to eyeball | to look over |

## Overused phrases

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies overused phrases.

| English | bare essentials | essentials |
| Portuguese | apoio incondicional | apoio total |
| Spanish | altamente improbable | muy improbable |

## Pretentious words

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies pretentious words.

| English | author a report | write a report |

## Redundant expressions

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies redundant expressions.

| English | ask a question about | ask about |
| Portuguese | acabamento final | acabamento |
| Spanish | regalo gratis | regalo |

### Sexist expressions

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies sexist expressions.

| | | | |
|---|---|---|---|
| English | the little woman | spouse, or partner, or | wife |

### Unnecessary prepositions

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies unnecessary prepositions.

| | | |
|---|---|---|
| English | divide up | divide |
| Portuguese | comentar sobre | comentar |
| Spanish | opinar de que | opinar que |

### Vague quantifiers

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies vague quantifiers.

| | | |
|---|---|---|
| English | a lot of | many |

### Wordy expressions

**(Full Proofreading mode)**

During proofreading, the International Proofreader identifies wordy expressions.

| | | |
|---|---|---|
| English | a sufficient number | enough |
| French | arriver à une décision | décider |
| German | angeblich soll | angeblich or soll |
| Portuguese | fazer uma chamada pelo telefone | telefonar |
| Spanish | dar comienzo a | comenzar |

# Formality levels

Documents and writing styles vary in degree of formality. Because informal documents may not require adherence to such stringent rules as formal documents, International Proofreader's Rule Manager allows you to choose from three levels of formality. You can set the formality level for the current session only or customize it, save it in a user profile, and load the user profile in future sessions.

## Languages supported by the International Proofreader

The International Proofreader, Hyphenator, and Thesaurus support the languages listed below. With the exception of Spanish and Portuguese, you can display error messages in the language of the current dictionary or U.S. English.

When you use multiple hyphenation dictionaries in your documents, VENTURA automatically proofreads each paragraph observing the rules and conventions prescribed for each language.

| Languages supported | Database file names |
| --- | --- |
| Danish | PDN2S152.DAT |
| Dutch | PDU1M111.DAT |
| U.K. and U.S. English | PEN3M111.DAT |
| Finnish | PFN2S111.DAT |
| French | PFR1M111.DAT |
| German | PGR1M111.DAT |
| Italian | PIT1M140.DAT |
| Norwegian | PNO2S120.DAT |
| European and Brazilian Portuguese | PPO3M140.DAT |
| Spanish | PSP3M150.DAT |
| Swedish | PSW2S131.DAT |
| Hyphenator | |
| Danish | HDANIS10.DAT |
| Dutch | HDUTCH11.DAT |
| English | HENGLI16.DAT |
| Finnish | HFINNI14.DAT |
| French | HFRENC05.DAT |
| German | HGERMA06.DAT |
| Italian | HITALI09.DAT |
| Norwegian | HNORWE13.DAT |
| European and Brazilian Portuguese | HPORTU12.DAT |
| Spanish | HSPANI08.DAT |
| Swedish | HSWEDI07.DAT |

## Thesaurus

| | |
| --- | --- |
| Danish | RDNTF300.DAT |
| Dutch | RDUTF300.DAT |
| English U.K. | REKTF400.DAT |
| English U.S. | REUTF410.DAT |
| Finnish | RFNTF400.DAT |

| French | RFRTF300.DAT |
| German | RGRTF400.DAT |
| Italian | RITTF310.DAT |
| Norwegian | RNOTF313.DAT |
| Brazilian Portuguese | RPBTF331.DAT |
| Iberian Portuguese | RIBTF311.DAT |
| Spanish | RSPTF302.DAT |
| Swedish | RSWTF300.DAT |

★ Note

Thesaurus support for Portuguese is available in Brazilian and Iberian Portuguese only.

## Personal dictionaries

To check the spelling in your document, the International Proofreader compares each word in the document with the words in the database, and returns an error message when a word is not found. If you want to save specialized terms that are not in the database, the International Proofreader provides the Personal dictionaries. When you select a personal dictionary either before, or during proofreading, the International Proofreader compares each word in your document with the words in that dictionary. If the word is found in the personal dictionary or the International Proofreader database, the International Proofreader accepts the word as correctly spelled.

You can specify whether a given personal dictionary should be opened for the current language only, or for all languages.

## Language and dialect options

The International Proofreader includes rules, error messages, and descriptions specific to each dialect of English: U.S. and U.K., and Portuguese (European and Brazilian).

## Spelling correction options

For each language that you initialize, you can specify whether you want the International Proofreader to retrieve and display all possible corrections for words not found in the spelling database. You can also specify whether you want the International Proofreader to compare each word in your document with the words in any initialized personal databases during proofreading. If the word is found in the personal database, the International Proofreader accepts the word as correctly spelled, unless the word has been assigned a negative flag.

## Error language

For all languages except Portuguese and Spanish, you can display error messages in either the current language or in U.S. English.

## Rule language

For all languages except Portuguese, and Spanish, you can display the descriptions of rule types in either the current language or in U.S. English.

## Maximum sentence elements

You can set the maximum number of sentence elements for each language that you initialize. Sentence elements are words, or punctuation, that the International Proofreader treats as units. The default setting for each language should be acceptable for most text; you should not change the default unless you need to reduce the memory overhead required by the buffer-processing function.

## Language-Specific Options

You can choose options that customize the International Proofreader's processing to reflect your preferences for specific languages.

# Formatting Text

## Formatting modes

You can format text in VENTURA using one of two modes: Tag or Override. In Tag mode, the formatting affects not only the selected paragraph but all others formatted with the same tag as the selected paragraph. Override mode is similar to a word processor where formatting is applied locally to the selected paragraph(s) leaving the tag unchanged.

You use the Format, Paragraph Tag command to format tags and the Format, Paragraph Overrides command to format the selected paragraph only. The current working environment determines whether you can use the Property Bar to format tags, apply overrides only, or both. If you're using the Long/Structured documents environment, you can switch the Property Bar from one formatting mode to the other by right-clicking in a paragraph and choosing Override Mode from the pop-up menu. With the other environments, the Property Bar applies overrides only.

## Enabling or disabling Implicit Override mode

When you work in Implicit Override mode, any change you make to a paragraph using the Text tool is an override and does not affect the paragraph tag. If you want to edit the paragraph tag while working in Implicit Override mode, use the Paragraph tool or the controls in the Paragraph Tag dialog (click Format, Paragraph) to make the changes, or select the paragraph by pressing ALT while clicking.

The working environment you select using the UI Configuration Manager determines whether you can use the Property Bar to format tags, apply overrides only, or both.

Each working environment also has an INI file with an Implicit Override Mode setting. You can change the setting in these files too and you may want to do that if you decide to create your own working environment. Note that when you change environments, the Implicit Override Mode setting for the environment you select overrides the Implicit Override Mode setting in the VENTURA.INI file.

| Folder Name | Document type Default Setting | Implicit Override Mode |
|---|---|---|
| Average | Medium/Graphic | 1 |
| Override | Short/Layout-intensive | 1 |
| Tagging | Long/Structured | 0 |
| Userdef | User-defined | 0 |

### How the Implicit Override Mode setting affects text selection and formatting

The state of the Implicit Override Mode setting (whether it's set to 0 or 1) changes VENTURA's behavior insofar as formatting text using the Property Bar and the tab bar in the ruler is concerned.

### Implicit Override Mode＝0

| Formatting Mode | Selection Technique | Extent of Formatting |
| --- | --- | --- |
| Override | Insertion point in paragraph | word containing insertion point |
| ALT + click paragraph* | selected paragraph only | |
| Tag | Insertion point in paragraph | tag |
| | ALT + click paragraph* | tag |

### Implicit Override Mode＝1

| Property Bar Formatting | ModeText Selection Technique | Extent of Formatting |
| --- | --- | --- |
| Override | Insertion point in paragraph | word containing insertion point |
| | ALT + click paragraph* | selected paragraph only |

* ALT + click is equivalent to selecting a paragraph using the tool.

## Manually inserted pages

The Insert Pages command in the Page menu lets you insert blank pages anywhere in a document. You use the Insert Pages command to add pages to documents, such as newsletters and magazines, which often consist of several text files, each placed in a separate frame.

Any text file that you place directly in an inserted page, rather than in a frame placed on top of the inserted page, automatically inserts additional pages as needed, until all text is placed in the chapter. Text already on the page that precedes the inserted page flows around the inserted file. For example, if text in a particular file flows from pages one through eight, and a new page is inserted between pages six and seven, the text from that file will flow up to page six, skip page seven and continue on pages eight and nine. If you then place another text file on page seven (the blank page) that takes up five pages, the text in the first file will skip those five pages and finish on pages twelve and thirteen.

Corel VENTURA restarts numbering of auto-numbered paragraphs and footnotes on each inserted page. If you prefer, you can continue numbering from previous pages.

★ Note

The Delete Pages command works for Inserted Pages only. Because regular pages are created automatically by Corel VENTURA based on the amount of text in your document, they also must be removed by removing the text from the page.

# Document templates

A template is simply an existing document stripped of some or all of its text and picture files. What remains is a shell made up of empty chapters, the stylesheet(s) plus any drawn frames and graphic objects contained in the document.

Using templates saves time, especially when creating documents like newsletters and magazines which often use the same layout from one issue to the next. With these types of documents, text is usually placed in drawn frames, so that an article appearing on one page can continue in another frame on any other page. Rather than spend the time to place frames in the same location for each new issue, you can extract a template from an earlier issue that contains just the empty frames. For the next issue, all you need to do is open the template, import the appropriate text and graphics files, place them in the frames, save the document, and then print.

By default, all chapter and component files (text and pictures) in the document you're basing the template on will be included in the new document. If there are chapters or component files you don't want to reuse, you can exclude them from the new document.

## Creating a new template

You can customize a template and save it in the Samples directory for use in other documents.

❖ To create a template

1. Click File, New.

2. Customize the template as desired.

3. Click File, Save.

4. Click the arrow next to the Save In list box, and choose the Ventura\Samples directory in the location where you installed VENTURA.

5. Type a file name for the template in the File Name box.

6. Click Save.

❖ To create a document using a template

1. From the File menu, choose New.

2. Enable the Create Template button.

3. Click a tab, then click the name of the document you want to use as a template.

4. Click OK.

   A dialog box appears with a list of the chapters in the selected document.

5. Click the plus button (+) to display a list of text and picture files in the chapter.

6. Click to clear the check boxes next to the files you want to exclude from the new document.

   Note that when you exclude a chapter, all its files are automatically excluded too. You cannot include files in a chapter without also including the chapter. At least one chapter must be included.

7. Choose OK.

   VENTURA opens a new document containing the component files you specified.

# Formatting text

### ❖ To change the font, style and size of selected text

1. Select the text you want to format.

2. Click Format, Text.

3. Select the attributes you want.
   The availability of styles (bold, italic, etc.) depends on the font.

### ❖ To change text to bold

1. Select the text you want to format.

2. Click Format, Text.

3. Choose Bold from the Style list.
   The availability of styles (bold, italic, etc.) depends on the font.

### ❖ To change text to italic

1. Select the text you want to format.

2. Click Format, Text.

3. Choose italic from the Style list box
   The availability of styles (bold, italic, etc.) depends on the font.

### ❖ To change the color of text

1. Select the text you want to format.

2. Click Format, Text.

3. Click Font color.

4. Choose from the preset Color Palette or create your own by clicking Others.

### ❖ To underline text

1. Select the text you want to format.

2. Click Format, Text.

3. Click Underline.

### ❖ To place a strike through line through text

1. Select the text you want to format.

2. Click Format, Text.

3. Click Strike-thru.

### ❖ To place an overscore above text

1. Select the text you want to format.

2. Click Format, Text.

3. Click Overscore.

★ Note

You can modify font and line formatting attributes.

### ❖ To adjust underline thickness, superscript size and other text attribute settings

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Defaults tab.

4. Adjust the settings.

★ Note

With Auto-adjust to Font enabled, VENTURA automatically adjusts the line settings when the font size changes, or the font style changes from normal to bold, or vice versa.

### ❖ To make text small capital letters

1. Select the text you want to format.

2. Click Format, Text.

3. Click Small Caps.

❖ **To raise or lower text from the baseline**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Space tab.

4. Adjust the Above and Below settings.

❖ **To remove character formatting**

1. Select the text you want to format.

2. Click Format, Text.

3. Choose Style, Normal.

★ Tip
You can also select text and then click .

## Font Color and Background Color

❖ **To change the font color of a paragraph**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Do either of the following:

   - To apply a uniform color, click the Font color button and choose the color you want. Click Others in the pop-up palette to select from a wider range of colors or to mix your own.

   - To apply a fountain, texture or pattern fill, click and choose the fill you want.

   - To apply the background across the entire column, click the column-wide background.

★ Note
Applying fountain, texture or pattern fills to large quantities of text slows down printing and screen redrawing.

Enabling the Overprint option causes the paragraph to print over the background color. This option is relevant only when printing color separations and should be enabled for most work.

### ❖ To change the background of a paragraph

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Do either of the following:
   - To apply a uniform color, click the Background color button and choose the color you want. Click others to select from a wider range or colors or to mix your own.
   - To apply a fountain, texture or pattern fill, click and choose the fill you want.

★ Note

Applying fountain, texture or pattern fills to large quantities of text slows down printing and screen redrawing.

Enabling the Overprint option causes the background to print over objects beneath it. This option is relevant only when printing color separations.

### ❖ To print white text on a black background

1. Select the paragraph you want to print white.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Font color button and choose white.

4. Click Format, Ruling Lines, then click the Advanced tab.

5. Click on the custom radial button.

6. Enable the first check box in the # column.

7. Click the color bar in the first row and choose a color for the background.

8. Click the Size box in the first row and enter a value that is larger than the paragraph's point size. For example, enter 36 if the point size is 24.

9. Enable the last check box in the # column.

10. Click the last box in the Space column and enter a negative value equal to the distance required to move the background over the text.

    This value is calculated by adding the paragraph's point size to the value you specified in step 7, then dividing the sum by -2. For example, if you want to place 24 point text within a background 36 points high, enter -30.

11. Type a name in the Preset box to save the settings as a style and press the plus sign.

★ Tip
You can also use the Background color setting in the Paragraph Properties dialog box to print white text on a black (or any other color) background.

# Tracking and Kerning

## Adjusting spacing between characters and words

There are a number of ways to adjust the spacing between characters. You can use kerning to change the way character pairs are spaced or tracking to change the way words and characters are spaced. You can also adjust the spacing between words on a page with Justified text and other alignment settings.

❖ **To adjust spacing between selected pairs of characters (kerning)**

1. Select the range of text you want to adjust.

2. Click Format, Text.

3. Adjust the kerning setting.

★ Tip
You can also kern selected letter pairs on-screen: while holding down the CTRL key, press [ to increase or ] to decrease the spacing.

If you want the same kerning applied to each occurrence of the selected letter pair, consider adjusting the kerning values for the font.

❖ **To adjust character and word spacing in a paragraph (tracking)**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Defaults tab and choose a preset tracking value from the Type box. Or, choose Custom and type a value in the Custom box.

★ Note
You can also adjust the preset tracking settings, using the Format, Tracking & Kerning command.

❖ **To adjust the spacing in a selected range of text (tracking)**

1. Select the range of text you want to adjust.

2. Click Format, Text

3. Adjust the kerning setting.

★ Tips

> While holding down the CTRL key, press [ to increase or ] to decrease the tracking manually.

> You can also adjust the tracking and kerning for a paragraph.

★ Note

> You cannot manually track paragraphs selected using the ALT + click selection method or the tool.

❖ **To set kerning and tracking in a tag**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Do any of the following:

   - To have Corel VENTURA kern text in all paragraphs with the selected tag, click the Typography tab and enable Automatic Kerning.

   - To adjust character tracking, click the Defaults tab and select a preset tracking setting from the Type list under Character Tracking. Or, select Custom and enter the amount of tracking you want. Type a minus sign to tighten tracking if needed.

★ Note

> Kerning takes affect when you enable Pair Kerning in the current chapter using the Format, Chapter command (Typography tab). Once enabled in the chapter, you can enable or disable it for individual paragraphs using the Format, Paragraph Tag or Paragraph Overrides command and for individual frames using the Format, Frame command.

❖ **To adjust kerning values**

1. Click Format, Tracking & Kerning.

2. Choose the Edit Kerning tab.

3. Select the font and style you want to kern and adjust the values.

★ Notes

> The adjustments you make apply to the fonts in the current document only. To apply the kerning settings to another document, use the Import/Export command. For more information, see Related Topics.

> Kerning takes affect when you enable Pair Kerning in the current chapter using the Format, Chapter command (Typography tab). Once enabled in the chapter, you can enable or disable it for individual paragraphs using the Format, Paragraph Tag or Paragraph Overrides command and for individual frames using the Format, Frame command.

> If you have Type 1, TrueType or printer fonts with the same name on your system, the font list in the Edit Kern/Tracking dialog box will show the Type 1 font, but not the others. To edit the TrueType font, remove

the Type 1 font from your system using Adobe Type Manager, which is included with VENTURA. Similarly, to edit the printer font, remove the other two. (Use the Windows Control Panel to remove TrueType fonts).

❖ To adjust tracking settings

1. Click Format, Tracking & Kerning.

2. Choose the Tracking tab.

3. Select the font and style you want to track and adjust the values.

★ Notes

The adjustments you make apply to the fonts in the current document only. To apply tracking settings to another document, use the Import/Export dialog. For more information, see Related Topics.

If you have Type 1, TrueType or printer fonts with the same name on your system, the font list in the Edit Kern/Tracking dialog box will show the Type 1 font, but not the others. To edit the TrueType font, remove the Type 1 font from your system using Adobe Type Manager, which is included with VENTURA. Similarly, to edit the printer font, remove the other two. (Use the Windows Control Panel to remove TrueType fonts).

❖ To turn automatic kerning on and off for the entire chapter

1. Click Format, Chapter, and then click the Typography tab.

2. Enable Pair Kerning.

★ Note

Manual kerning takes effect regardless of whether Pair Kerning is enabled or disabled. Paragraph kerning only takes effect if pair kerning is first enabled in chapter settings.

❖ To add a kern pair

1. Click, Format, Tracking and Kerning.

2. Click the Edit Kerning tab.

3. Select the font and style you want to add a kern pair to.

4. Enter two characters in the Kern Pair box.

5. Adjust the Value setting.

6. Click either the Add or Replace button.

★ Notes

You can also adjust the Value setting by dragging the slider bar.

Kerning takes affect when you enable Pair Kerning in the current chapter using the Format, Chapter command (Typography tab). Once enabled in the chapter, you can enable or disable it for individual paragraphs using the Format, Paragraph Tag or Paragraph Overrides command and for individual frames using the Format, Frame command.

If you have Type 1, TrueType or printer fonts with the same name on your system, the font list in the Edit Kern/Tracking dialog box will show the Type 1 font, but not the others. To edit the TrueType font, remove the Type 1 font from your system using Adobe Type Manager, which is included with VENTURA. Similarly, to edit the printer font, remove the other two. (Use the Windows Control Panel to remove TrueType fonts).

❖ To delete a kern pair

1. Click, Format, Tracking and Kerning.

2. Click the Edit Kerning tab.

3. Select the font and style you want to delete the kern pair from.

4. Choose a pair from the Kerning Values list.

5. Click Delete.

★ Note

If you have Type 1, TrueType or printer fonts with the same name on your system, the font list in the Edit Kern/Tracking dialog box will show the Type 1 font, but not the others. To edit the TrueType font, remove the Type 1 font from your system using Adobe Type Manager, which is included with VENTURA.

Similarly, to edit the printer font, remove the other two. (Use the Windows Control Panel to remove TrueType fonts).

❖ To generate examples of kerning and tracking

1. Click, Format, Tracking and Kerning, and select either the Tracking of the Kerning tab.

2. In the Sample box, type the text you wish to use for the example.

3. Click Generate Example.

4. Choose the fonts and point sizes you want to generate examples for.
   VENTURA will create a new document containing sample text tracked and kerned using the values you specified. To view the document, select it from the list at the bottom of the Window menu.

## Importing kerning and tracking settings

You can adjust kerning and tracking settings for the active document without affecting your fonts. This means that your setting adjustments apply only to the active document. Importing and exporting kerning and tracking settings allows you to copy these values from one document to another. You can also save kern pairs as ASCII text, which allows you to edit them in a word processor or other text editor. You can add the edited values back to a file using the Import command.

❖ To save a kern pair set as ASCII text

1. Click, Format, Tracking and Kerning.

2.  Click the Edit Kerning tab.

3.  Select the font and style with the kern pairs you want to save.

4.  Click Import/Export.

5.  Click Export Kern Pair Sets.

6.  Enter a file name.

7.  Click Save.

    You can then edit the kerning values in a word processor or other text editor. To use the edited values in any document, import the file using the Import command in the Import/Export Kerning dialog box.

### ❖ To load a kern pair set saved to a text file

1.  Click, Format, Tracking and Kerning.

2.  Click the Edit Kerning tab.

3.  Click Import/Export.

4.  Click Load Kern Pair Sets.

5.  Type the name of the file containing the kerning pairs or browse to find the file.

6.  Click Open.

★ Note

VENTURA does not import CorelKERN (or LetrTuc) kerning pair text files.

### ❖ To import kerning values from another document

1.  Click, Format, Tracking and Kerning.

2.  Click the Edit Kerning tab.

3.  Click Import/Export.

4.  Click Import Kerning from Publication.

5.  Type the name of the document containing the kerning pairs or browse to find the document.

6.  Click Open.

### ❖ To import tracking values from another document

1.  Click, Format, Tracking and Kerning.

2.  Click the Tracking tab.

3. Click Import/Export.

4. Click Import Tracking from Publication.

5. Type the name of the document containing the tracking values or browse to find the document.

6. Click Open.

# Indents and Alignment

### ❖ To indent the first line of a paragraph

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Align tab.

4. Adjust the Line Indents settings.

★ Tip

You can also indent paragraphs by selecting a preset displayed by clicking Quick Format on the Align tab. Or, you can use the horizontal ruler. The left-margin boundary marker on the ruler is divided has two halves top and bottom. Dragging the top half indents the first line; dragging the bottom half indents the entire paragraph.

### ❖ To indent a paragraph from the margins

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Align tab.

4. Adjust the Paragraph Indents settings.

★ Tip

You can also indent paragraphs using the horizontal ruler. The left-margin boundary marker on the ruler is divided has two halves — top and bottom. Dragging the top half indents the first line; dragging the bottom half indents the entire paragraph.

### ❖ To create a hanging indent or an outdent

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Align tab.

4. Set the number of lines you want to indent.

5. Enter a negative value in the amount box.

★ Tip
You can also create hanging indents or outdents by selecting a preset displayed by clicking Quick Format on the Align tab. Or, you can use the horizontal ruler. The left-margin boundary marker on the ruler is divided has two halves — top and bottom. Dragging the top half indents the first line; dragging the bottom half indents the entire paragraph.

★ Note
Hanging indents, paragraphs whose first line extends past the left side of the rest of the paragraph, are frequently used for numbered steps, such as these procedures. Outdents can have one or more lines extend past the left side of the rest of the paragraph.

## Tab Stops

❖ To set tabs stops

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Tabs tab.

4. Do any of the following:
   - To change the position of an existing tab stop, click the Position box, then type a position.
   - To add a new tab stop, click the Add Tab button, then enter a position.
   - To add evenly spaced tab stops, enter the amount of space you want between them in the Tabs Every box, then click the Add Tab button.

5. To fill the space between tab stops with leader characters,click the leader's position and select the character you want to fill.

★ Tip
You can also add or adjust tab stops using the ruler.

❖ To delete a tab stop

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Tabs tab.

4. In the Position column, click the tab stop you want to delete.

5. Click the Delete button.

★ Tip
You can also adjust tab stops using the ruler.

❖ To move a tab stop

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Tabs tab.

4. In the Position column, click the tab stop you want to move.

5. Enter a new location.

★ Tip
You can also drag the tab stop marker to its new location.

❖ To change the spacing between default tab stops

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Tabs tab.

4. Enter the amount of space you want between the tab stops in the Add Tabs Every box.

★ Tip
You can also add or adjust tab stops using the ruler.

❖ To set tab stops with leader characters

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Tabs tab.

4. In the Leader column, select the leader character you want each tab stop to use from the list of presets. Or, type a custom character (see Tip).

5. In the Spacing column, type the amount of space you want between the leader characters.

★ Tips

To fill the space between the end of the paragraph and the right margin with leader characters, select a character and set the spacing using the controls under Trailing Leader.

To create a solid line, type _ as the leader character and set spacing to zero.

To use a leader character that is not available on the keyboard, hold down the ALT key and its ANSI number using the numeric keypad. To determine a character's ANSI number, select it in the Symbol dialog box (click Insert, Insert Item, Symbol) and look for the number at the top of the dialog box.

❖ **To set tab stops using the ruler**

1. Make sure the rulers are displayed. (Click View, Rulers, to display rulers).

2. Select the paragraph you want to format.

3. Do any of the following:

   - To add a new tab stop, click the white bar in the horizontal ruler at the location you want the new tab stop.

   - To move a tab stop, drag the tab marker in the horizontal ruler to the left or right.

   - To delete a tab stop, drag the marker off the ruler.

   - To change the alignment of an existing tab stop, right-click the marker, then choose an alignment.

★ Tip

To move tab stops without having them snap to the tick marks on the rulers, hold down the CTRL key as you drag.

# Spacing and Rotation

❖ **To change the spacing above or below paragraphs**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Space tab.

4. Adjust the Above and Below settings.

★ Notes

The above and below spacing options set the space above the first line and below the last line in a paragraph. These settings can be fixed or variable depending on the option you select from the

Auto-adjust list. With variable spacing, VENTURA automatically adjusts the spacing between paragraphs if you change font sizes.

Above and below space settings always add space between paragraphs; inter-paragraph settings only apply to paragraphs with the same tag.

You can specify space above and below paragraph as well as between paragraphs. If you specify both, VENTURA uses the larger of the two to determine the space between successive paragraphs. The settings are not cumulative.

❖ To change inter-paragraph spacing

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Space tab.

4. Adjust the Inter-paragraph spacing settings.

★ Notes
Above and below space settings always add space between paragraphs; inter-paragraph settings only apply to paragraphs with the same tag.

❖ To change spacing between lines

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Space tab.

4. Adjust the Inter-Line spacing settings.

★ Tips
Use the Auto-adjust setting to specify if and how you want inter-line spacing adjusted when the font size of the paragraph changes.

Enable the Grow inter-line spacing to fit check box when you want to accommodate mixed font sizes in a line, or in-line pictures.

❖ To specify whether space is added above a paragraph when it appears at the top of a page or column

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Space tab.

4. Enable the Add above space at column check box if you want space added; disable it if you don't.

   If you don't want the Above space amount added between this paragraph and the previous one, enable the Above space only at column top check box.

### ❖ To rotate a paragraph

1. Select the justified paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Space tab.

4. Select an angle from the Angle list box.

5. Enter the maximum amount of space you want the rotated text to occupy in the Maximum Height box.

### ❖ To adjust the amount of spacing between words and letters in justified text

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Typography tab.

4. Adjust the settings in the Normal Word Spacing boxes.

5. Enter values in the Minimum and Maximum Word spacing boxes.

★ Tips

To reduce large gaps between words in a justified paragraph, turn Automatic Letter Spacing on and adjust the settings as required.

When setting justified text, you may want to enable the loose lines indicator. That way, if a line exceeds the maximum spacing you have set, the line will be flagged as loose. To enable the loose lines indicator, click Tools, Options, and choose the View tab. Enable the Loose Lines checkbox. You also have the option of choosing the color in which the loose lines will be indicated.

### ❖ To adjust the amount of spacing add to a paragraph during vertical justification

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Typography tab.

4. Adjust the Vertical Justification settings.

★ Note

See Related Topics for the overview on Vertical Justification.

❖ **To always start paragraphs at the same vertical position**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Align tab.

4. From the Vertical list under Text Alignment, choose Absolute.

5. Type a position relative to the top of the frame.

★ Note

Once you have set the vertical alignment to Absolute, text added to the paragraph above does not push the current paragraph down; instead, the text from the two paragraphs overlaps.

❖ **To allow paragraphs to span columns**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Breaks tab.

4. Enable the Frame-wide text check box.

5. Do either of the following:

   - To allow the paragraph to span all columns, enable the Frame-wide check box.

   - To allow the paragraph to span a certain number of columns, disable the Frame-wide check box, then enter the number of columns to span in the Columns box.

# Breaks

## Using breaks to control where a paragraph begins

A break determines where a paragraph starts. After a break, the next paragraph can begin on a new line, at the top of a new column, at the top of a new page or frame, or at the top of the next right or left page.

Breaks can be applied to a tag or as an override to a selected paragraph. You can, for example, create a tag with a page break before it, so that it will always appear at the top of a new page.

Certain break settings are used to create layout effects, such as run-in headings, lead-in paragraphs, or side-by-side paragraphs. Other settings can be used to keep paragraphs together.

❖ **To insert a soft return**

1. Insert the cursor at the point in the text where you want a soft return.

2 Press SHIFT + ENTER.

❖ **To place paragraphs side by side**

1. Select the first paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Choose the Alignment tab and enter a value in the In From Right box to indent the paragraph from the right margin, then click Apply.

   Select the second paragraph and enter a value in the In From Left box to move the paragraph a sufficient distance from the first paragraph, then click Apply.

4. Click the Breaks tab, then select the first paragraph.

5. Set Line Break to Before and the other break settings to None.

6. Select the second paragraph.

7. Set all the break settings to None.

★ Tip
You can also place paragraphs side by side by using the button. Select the paragraphs while holding down the CTRL and ALT keys, release the keys, then click the button. If this button doesn't appear on your toolbars, use the Tools, Customize command to add it. The button is located in the Format category in the Customize dialog box.

❖ **To start a paragraph on the same line as the last line of the previous paragraph**

1. Select the paragraph you want to start where the previous paragraph ends.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Align tab.

4. Enable Add Width of Preceding Line.

5. Enter a value in the Amount box under Indent to add space between the end of the first paragraph and the beginning of the second.

6.  Click the Breaks tab and set Line Break to After and the other break settings to None. Enable In Line with Preceding Paragraph. Click Apply.

7.  Select the preceding paragraph.

8.  Set Line Break to Before and the other break settings to None.

9.  Click Apply.

★ Note

This procedure is a useful technique when you want to apply the formatting from two tags to what looks like one paragraph, for example, in a lead-in or run-in paragraph.

❖  To keep lines of a paragraph together on a page or in a column

1.  Select the paragraph you want to format.

2.  Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3.  Click the Breaks tab.

4.  Disable the Allow breaks within paragraph check box.

❖  To keep paragraphs together on a page or in a column

1.  Select the paragraph you want to format.

2.  Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3.  Click the Breaks tab.

5.  Enable the Keep with previous or Keep with next check box.

★ Note

The Keep With Next/Previous Paragraph settings are designed to prevent page and columns breaks from separating a heading from the paragraph that follows it. When used for this purpose, apply the setting to the heading, not the following paragraph. Otherwise, VENTURA may not be able to place the paragraph correctly, especially if it is the body (i.e., main) text of the document.

❖  To place a specific paragraph at the top of a page or column

1.  Select the paragraph you want to format.

2.  Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3.  Click the Breaks tab.

4.  Choose Before from the Page Break or Column list.

★ Note

Choosing After from the Page Break list would cause the next paragraph to appear at the top of the page or column.

❖ **To allow or prevent breaks within a paragraph**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Breaks tab.

4. Enable or disable the Allow breaks within paragraph check box.

## Drop Caps and Bullets

❖ **To create large initial, or dropped letters**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Effects tab.

4. Enable the Drop Cap Character check box.

5 Choose the font properties and attributes you want.

6. Specify the number of characters you want formatted as Drop Caps.

7. To change the number of lines you want the character to drop, select Custom Spacing and enter a value in the Lines box. Entering a value of 1 will create a raised cap.

8. To shift the drop cap up or down, enter the amount in the Shift Up box. A negative value will shift the drop cap down.

❖ **To remove large initial, or dropped, letters**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Effects tab.

4. Disable the Drop Cap Character check box.

❖ **To modify a drop cap**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Effects tab.

4. Adjust the settings.

### ❖ To add bullets to a paragraph

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Effects tab.

4. Enable the Bullet Character check box.

5. Choose your font properties.

6. Select any attributes you want for the bullet.

7. Choose a character from the list box or enter its ANSI number.

8. Adjust the Indent setting under Bullet Settings to set the space between the bullet and the text following it.

9. To shift the bullet up or down enter the amount in the Shift Up box. A negative value will shift the bullet down.

### ❖ To remove bullets from a paragraph

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Effects tab.

4. Disable the Bullet Character check box.

### ❖ To modify a bullet character

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Effects tab.

4. Adjust the settings.

# Hyphenation

❖ **To turn automatic hyphenation on and off in a paragraph**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Hyphens tab.

4. Enable or disable the Automatic Hyphenation check box.

★ Note
You can also choose to use discretionary hyphens only.

❖ **To turn automatic hyphenation on and off in a character tag**

1. Click Format, Manage Tag List.

2. Click the Character tab.

3. Click Edit Tag.

4. Click the Hyphens tab.

5. Enable or disable the Automatic Hyphenation check box.

★ Note
Automatic hyphenation takes place only when it's enabled in the paragraph containing the text formatted with the selected character tag.

❖ **To specify the language dictionary used to hyphenate a paragraph**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Hyphens tab.

4. Enable the Automatic Hyphenation check box.

5. Choose the language from the Dictionary list box.

★ Note
VENTURA comes with dictionaries in several languages including Spanish, French, German and Italian. If the dictionary you need is not listed, copy the necessary files from the Corel VENTURA CD-ROM disk 1 to your hard drive.

❖ To control where VENTURA inserts hyphens

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Hyphens tab.

4. Enable the Automatic Hyphenation check box.

5. In the Hyphenation Zones boxes, specify the minimum length of words you want to hyphenate and the minimum number of characters that can appear before and after a hyphen.

6. Enable or disable the check boxes under Allow hyphens depending on whether you want to allow hyphens in words at the end of a column, page, or paragraph, or in capitalized words.

7. In the Number of Successive hyphens box, enter the number of consecutive lines that can be hyphenated. Or, enable the Unlimited check box to allow hyphens in any number of consecutive lines.

★ Note

The Hyphenation Zone settings do not apply to words containing discretionary hyphens.

❖ To use discretionary hyphens only

1. Click Format, Chapter, and choose the Typography tab.

2. Enable the Override dictionary hyphens in words with discretionary hyphens check box.

3. Select the paragraph you want to use only discretionary hyphens.

4. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

5. Click the Hyphens tab. Enable Automatic hyphenation.

6. From the Dictionary box, select Discretionary Hyphenation Only.

7. Repeat steps 5 and 6 for each paragraph or tag you want to use only discretionary hyphens.

★ Notes

The Hyphenation Zone settings in the Paragraph or Tag Properties dialog box (Hyphens tab) do not apply to words containing discretionary hyphens.

❖ To view hyphenation points in a selected word

• Click in the word you want to view hyphenation points in, then press CTRL + ALT + H.

★ Note

The hyphenation settings specified for the paragraph in which the selected word appears determines if, and where, hyphens appear. So, if hyphenation is turned off in the paragraph, the selected word will display without hyphens.

## Formatting Characters

❖ To format text with character tags

1. Select the text you want to format.

2. Choose a tag from the list box in the Property Bar.

❖ To remove character tag overrides

1. Select the text for which you want to remove overrides.

2. Choose None from the Character Tags list in the Property Bar.

❖ To search for and replace character tags

1. Click Edit, Find and Replace.

2. Click the Tags tab.

3. Enable the Character button.

4. Choose a tag from the Find list box.

5. Choose a tag from the Replace List box.

6. Click Find Next to search for text with the specified tag.

7. Click Replace to change the first occurrence of text with the specified tag or Replace All to replace all occurrences.

## Formatting Paragraphs

❖ To format paragraphs with paragraph tags

1. Select the paragraph you want to format.

2. Click a tag from the tag list box in the Property Bar.

★ Tips

You can assign frequently used tags to keyboard shortcuts .

VENTURA also provides a window for applying tags. To use the window you must add a command to a menu using the Tools, Customize command. The command name is Tag Window and it's located in the Tools folder.

### ❖ To remove paragraph tag overrides

1. Select the paragraph you want to format.

2. Click Edit, Manage Overrides.

3. Click Remove Overrides.

4. Select which Overrides you want to remove.

★ Tip
   You can also remove overrides by re-applying the paragraph tag.

### ❖ To copy formatting overrides to a paragraph tag

1. Select the paragraph with the overrides you want to copy.
   The name of the paragraph's tag appears with a symbol next to it in the Tags list.

2. Click Edit, Manage Overrides.

3. Click Transfer Overrides to, and choose a tag from the list.

4. Select which Overrides you want to copy.

★ Note
   You can also copy overrides to a new tag: select the paragraph, then click Format, Manage Tag List, and choose the Paragraph tab; click Add Tag, enter a tag name, then choose Selected Paragraph in the Copy Attributes From list.

### ❖ To specify a tag for the following paragraph

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Breaks tab.

4. Choose a tag from the Next tag list.
   When you press ENTER to start a new paragraph, VENTURA will format it with the tag you specify.

### ❖ To search for and replace paragraph tags

1. Click Edit, Find and Replace.

2. Click the Tags tab.

3. Enable the Paragraph button.

4. Choose a tag from the Find list box.

5. Choose a tag from the Replace List box.

6. Click Find Next to search for text with the specified tag.

7. Click Replace to change the first occurrence of text with the specified tag or Replace All to replace all occurrences.

## Selecting paragraphs to apply formatting

VENTURA provides several ways to select paragraphs so that you can change their formatting.

| To select... | Do this... |
| --- | --- |
| a single paragraph | click the paragraph using the I-bar tool |
| multiple paragraphs | ALT + CTRL + click the paragraphs using the I-bar tool, or |
| | CTRL + click the paragraphs using the paragraph tool. |

★ Note
Formatting you apply using the Property Bar when it's in Override mode applies to the word containing the insertion point, not the entire paragraph. To apply overrides to the entire paragraph using the Property Bar, click the paragraph while holding down the ALT key or use the paragraph tool.

❖ To switch the text formatting Property Bar between Tag mode and Override mode

● Right-click in text, then click Override Mode.

★ Notes
The current working environment determines whether you can use the Property Bar to format tags, apply overrides only, or both.

You can disable Override mode for the active document via the Format, Publication command.

Formatting you apply using the Property Bar when it's in Override mode applies to the word containing the insertion point, not the entire paragraph. To apply overrides to the entire paragraph using the Property Bar, click the paragraph while holding down the ALT key or use the tool.

## Choosing layout options

❖ To specify page size and orientation

1. Click Page, Master Page Properties.

2. Choose a page size from the list box.
   To set your own page size, choose Custom and enter the dimensions.

3. Choose Portrait or Landscape.

★ Tip
   To change the orientation of selected pages, apply a different master page.

❖ **To specify a layout style**

1. Click Format, Publication, then click the General tab.

2. Choose a layout style from the Layout list.

   The Book and Full Page styles print one page of your document per sheet of paper. The booklet or card layout styles print either two pages or four pages per sheet.

❖ **To start a document on a left, right or either page**

1. Click Format, Chapter, and choose the General tab.

2. Click Single or Double.

3. Choose a side from the Start On list.

   Left/Either Page and Right/Either Page applies to double-sided documents. Use these options to start the chapter on a right or left page if it's the first chapter in the document. If the chapter appears later in the document, it will begin on either side depending on where the previous chapter ended.

★ Tips
   You can set up both right and left Master Pages for your double-sided documents.

   You can have VENTURA insert a blank page between chapters that end on the same side (left or right) as the next chapter. Inserting blank pages ensures that chapters begin on the correct side when printing on both sides of the paper.

## Inserting blank pages between chapters

Multi-chapter documents printed one both sides of the paper need blank pages at the end of chapters that end on the same side (left or right) as the next chapter. Although you can manually insert the pages, it's better to let VENTURA do it. That way, you'll never need to remember to add (or remove) blank pages whenever the page count in the document changes.

1. Open the document you want VENTURA to insert blank pages into.

2. Click Format, Publication.

3. From the Blank Pages box, click Always Insert or Always Ask if you want VENTURA to ask you at print time whether you want to insert the blank pages.

★ Notes

Don't let VENTURA insert blank pages if you're having a service bureau image a document you've printed to a disk. Each blank page requires a sheet of film that you'll be charged for. If blank pages are needed, the printer will insert them after the film has been imaged.

VENTURA never inserts blank pages in the documents published to an electronic format (HTML, Adobe Acrobat, Envoy, or Corel Barista).

## Setting Margins

❖ To set margins

1. Select the frame you want to set margins for.

2. Click Format, Frame, and choose the Margins tab.

3. Adjust the settings as required.

★ Tips

To adjust margins for the entire document, click View, Master Page, and follow the above steps for each master page.

To copy or mirror the margin, column and other frame properties to the facing master page, right-click the master page's base frame and choose the appropriate command.

To adjust margins with the rulers, select the frame, then drag the margin boundary markers to a new position. The marker snaps to the tick markers on the ruler unless you hold down the CTRL key as you drag.

★ Note

If the left and right master page have the same margins and columns, changing them on one page using the rulers also changes them on the other page. However, if the margins or columns differ, changes you make them one page do not apply to the other.

❖ To add vertical rules to a page or frame

1. Select the page or drawn frame you want to add vertical rules to.

2. Click Format, Frame, and choose the Margins tab, then click Advanced.

3. Set the number of vertical rules (up to eight).

4. Adjust the settings for line Position, Rule width, and Color.

★ Tips

If you want each page in the document to have the same rules, place them on the master page.

To copy or mirror the margin, column and other frame properties to the facing master page, right-click the master page's base frame and choose the appropriate command.

❖ To add columns

1. Select the frame you want to set columns for.

2. Click Format, Frame, and choose the Columns tab, then click Advanced.

3. Set the number of columns.

4. Click a column setting under Width.

5. Adjust the width.

6. Repeat for other columns.

★ Tips

To set columns of equal width, click Equal Width.

To set columns for the entire document, click View, Master Page, and follow the above steps for each master page.

To copy or mirror the margin, column and other frame properties to the facing master page, right-click the master page's base frame and choose the appropriate command.

To adjust columns on-screen, either drag the column guides (base page only) or select the frame, then and drag the column width markers to a new position.

★ Note

If the left and right master page have the same margins and columns, changing them on one page using the rulers also changes them on the other page. However, if the margins or columns differ, changes you make on one page do not apply to the other.

❖ To adjust the space between columns

1. Select the frame with the columns you want to adjust.

2. Click Format, Frame.

3. Click the Columns tab, then click Advanced.

4. Click a gutter setting.

5. Enter the width, then press ENTER.

6. Repeat for other columns.

★ Tips

To adjust columns for the entire document, click View, Master Page, and follow the above steps for each master page.

To copy or mirror the margin, column and other frame properties to the facing master page, right-click the master page's base frame and choose the appropriate command.

To adjust columns with the rulers, select the frame, then drag the gutter width markers to a new position.

★ Notes

Gutter settings specified for the base page frame using the Format, Frame command become the default settings for drawn frames you subsequently add to the page. The settings do not apply to the drawn frame if specified using the rulers.

If the left and right master page have the same margins and columns, changing them on one page using the rulers also changes them on the other page. However, if the margins or columns differ, changes you make them one page do not apply to the other.

❖ **To place vertical lines between columns**

1. Select the frame that contains the columns.
2. Click Format, Frame.
3. Click the Columns tab, then click Advanced.
4. Click a line style button .
5. Enter the settings for color, width, and style, then click OK.
6. Repeat for other columns.

★ Tips

To apply a particular setting to all lines, right-click the column heading and choose Apply All.

You can also adjust settings for color and thickness by double-clicking the individual item setting in the column settings .

To add inter-column rules to the entire document, click View, Master Page, and follow the above steps for each master page.

To copy or mirror the margin, column and other frame properties to the facing master page, right-click the master page's base frame and choose the appropriate command.

❖ **To flow text from right to left or left to right**

1. Select the frame that contains text that you want to flow.
2. Click Format, Frame.
3. Click the Columns tab, then click Advanced.
4. Choose an option from the Flow in columns list box.

❖ **To distribute text evenly between columns**

1. Select the frame that contains text that you want to distribute evenly.
2. Click Format, Frame.
3. Click the Columns tab, then click Advanced.
4. Choose On from the Column Balance list box.

★ Note

There are both chapter and paragraph settings for column balance. To apply even text flow across a chapter, click Format, Chapter, and click the typography tab. Then, enable the Column balance option.

## Setting Typography options

❖ **To allow pair kerning**

1. Click Format, Chapter, and choose the Typography tab.

2. Enable the Pair Kerning check box.

★ Tip

The setting you specify applies to the entire chapter, unless overridden for a selected frame using the Format, Frame, Typography command.

❖ **To control widows and orphans**

1. Click Format, Chapter.

2. Click the Typography tab.

3. Specify the Widow and Orphan settings.

★ Tip

The setting you specify applies to the entire chapter, unless overridden for a selected frame using the Format, Paragraph, Typography command, and enable automatic kerning.

❖ **To control the placement of the first line of text**

1. Click Format, Chapter, and choose the Typography tab.

2. Choose a First Baseline option.

   The First Baseline options determine the location of the first line of text on a frame or page: Cap Height aligns the first line of text flush with the top of the frame. Interline moves the first line down by an amount equal to its interline spacing.

★ Note

The setting you specify applies to the entire chapter, unless overridden for a selected frame using the Format, Frame, Typography command. The chapter-wide setting does not apply to master page frames. To use the same setting as the chapter, select the frame in Master Page view, then select whatever setting the chapter is using. The default for chapters is Inter-Line and for master pages , the default is the same as the first chapter.

❖ **To use discretionary hyphens only**

1. Click Format, Chapter, and choose the Typography tab.

2. Enable the Discretionary Hyphens radial box.

❖ **To set the style and numbering of chapters, pages, and other counters**

1. Click Format, Chapter, and choose the Counters tab.

2. Choose a Counter Style and Start Number.

3. Enable the Continue option to continue the numbering scheme from the previous chapter.

★ Note
Setting zero as the start number is valid for numeric numbering styles only.

❖ To override counters

1. Select the page for which you would like to override the counter.

2. Click Format, Override Counter.

3. Adjust the settings for number style and start number.

## Working with Master Pages

❖ To apply a master page

1. Click Page, Apply Master Page.

2. Select a master page from the Apply Master Page list box.

3. Select the page (s) which you want to apply the Master Page to.

★ Note
If the master page you want is stored in a Library, you can drag it from the Library and drop it onto the page.

❖ To view master pages

• Click View, Master Page.

❖ To edit a master page

1. Open the document containing the master page you want to edit.

2. Click Tools, Navigator, then choose Master Pages from the list at the top of the Navigator.

3. Right-click the master page you want to edit, then choose Go To.

4. Make the changes.

★ Tip
You can also select the master page you want to edit by displaying a page formatted with it, then clicking View, Master Page.

❖ To create a new master page

1. Click Tools, Navigator, and choose Master Pages.

**2** Right-click on the document you wish to add a page to, then choose New Master Page

**3.** Right-click the new master page to set properties such as orientation and page size.

★ Tip
You can edit the Master page by clicking View, Master Page.

❖ **To rename a master page**

**1.** Click Tools, Navigator.

**2.** Choose Master Pages from the list box.

**3.** Click the publication that contains the master page that you want to rename.

**4.** Right-click the master page, choose Rename.

**5.** Type the new name, then press Enter.

❖ **To save a master page in the Library**

**1.** Click Tools, Navigator.

**2.** Choose Master Pages from the list box.

**3.** Click File, Library, and choose New or Open.

**4.** Drag the Master Page from the Navigator to the Library window.

❖ **To copy a master page from another document**

**1.** Open the document that contains the master page you wish to copy.

**2.** Click Tools, Navigator.

**3.** Choose Master Pages from the list box.

**4.** Right-click on the master page that you want to copy, and choose Copy.

**5.** Right-click on the document you want to add the page to, and choose Paste.

★ Tip
You can also drag the master page and drop it on the book icon next to the document you want to copy it to.

❖ **To delete a master page**

**1.** Click Tools, Navigator.

**2.** Choose Master Pages from the list box.

**3.** Right-click the master page that you wish to delete.

4. Choose Delete.

5. Choose the master page that will reformat your document.

6. Click OK.

★ Note

Once you have opened the Delete Master Page dialog, you can choose to delete any of the master pages in your document.

❖ **To override master page settings on a page**

1. Select the page frame.

2. Click Format, Frame.

3. Adjust the settings.

★ Tips

To apply the same overrides to several pages, it may be better to create a new master page with those settings.

To restore the master page settings, reapply the master page using the Page, Apply Master Page command or drag and drop it from the Navigator.

❖ **To apply the same columns and margins to facing master pages**

1. Click View, Master Page.

2. Select the base frame of the one of the master pages.

3. Set the margins and columns the way you want using the Format, Frame command.

4. Right click the master page and choose either Copy or Mirror Properties to Facing Page.

   Choosing Mirror Properties to Facing page reflects the margins so that the right margin for the right page becomes the left margin for the left page and vice versa.

★ Notes

The Copy and Mirror Properties to Facing Page commands apply not only the column and margins settings to the facing master page, but the other frame properties specified in the Frame Properties dialog box (Format menu).

If the left and right master page have the same margins and columns, changing them on one page using the rulers also changes them on the other page. However, if the margins or columns differ, changes you make them one page do not apply to the other.

## Repeating frames

### ❖ To create a frame that repeats on other pages

1. Click View, Master Page.

2. Draw or paste a frame on the right or left master page.

★ Notes

You can override (i.e., change the content of) text added to a master page by switching to Page Layout view, then clicking the border of the frame containing the text.

Header and footer frames on master pages push aside text in frames placed on top of the header or footer. Changing the order of the frames has no effect. However, the text remains visible if you place the frame over the header or footer in Page Layout view.

Keep repeating frames completely within the margins of the base page; otherwise you won't have room to add text and other items to the base page in Page Layout view.

### ❖ To remove a repeating frame from a page

1. In Page Layout view, select the frame you want to remove.

2. Click Delete.

★ Note

This removes the repeating frame from the current page. It will still appear on other pages. If you decide later you want it back, re-apply the master page using the Page, Apply Master Page command.

### ❖ To remove a repeating frame from a document

1. Click View, Master Page.

2. Select the frame.

3. Click Delete.

★ Note

To remove the repeating frame from a single page, follow the above steps while in page layout view.

## Adding and deleting pages

### ❖ To delete manually inserted pages

1. Click Page, Delete Pages.

2. Set the initial page.

3. Set a page range if required.

4. Indicate which chapter the pages are found in.

### ❖ To manually insert pages

1. Click Page, Insert Pages.

2. Set the number of pages.

3. Choose Before or After, and a page number.

★ Note

You can also choose which master page the inserted pages will be based upon, and which chapter the pages will be added to.

## Ruling lines

### ❖ To apply ruling lines to frames or paragraphs

1. Click the border of the frame or within the paragraph.

2. Click Format, Ruling Lines

3. Do either of the following:

   - click a picture to apply a preset style
   - choose a style from the Presets list

★ Note

You can modify the attributes of the selected style using the controls on the Ruling Line or Advanced tabs. The changes you make can be saved to a new style by typing a name in the Presets box and clicking .

A ruling box placed around a multi-line paragraph is only as wide as the first line.

### ❖ To remove ruling lines from frames or paragraphs

1. Click the border of the frame or within the paragraph.

2. Click Format, Ruling Lines.

3. Click None.

### ❖ To add a drop shadow to a frame or paragraph

1. Click the border of the frame or within the paragraph.

2. Click Format, Ruling Lines.

3. Click Shadow.

★ Notes

Drop Shadows are actually made up of two sets ruling lines; one for shadow and the other for a border. To modify Drop Shadow styles, click the Advanced tab and select the individual lines.

The box that makes up the drop shadow is only as wide as the first line of the paragraph.

❖ **To modify a ruling line style**

1. Click the border of the frame or within the paragraph.

2. Click Format, Ruling Lines.

3. Select the style you want to modify from the Presets list.

4. Adjust the settings.

★ Notes

Although you can adjust the basic settings such as color and line width on the Ruling Line tab, the Advanced tab allows you greater control over your settings, including line width, spacing, and nib shape.

The pen settings allow you to set attributes such as nib shape, corners, arrows, color, and line style (i.e. dotted or dashed).

The spacing settings allow you to move ruling lines inside or outside the frame or paragraph; negative spacing will move the ruling outside.

The Advanced tab allows you to create up to three lines per side.

❖ **To create a ruling line style**

1. Click the border of a frame or within a paragraph.

2. Click Format, Ruling Lines

3. Adjust the settings.

4. Enter a name in the Presets box and click

★ Note

Once you have opened the dialog, you can modify or create any number of ruling line styles.

❖ **To specify the position of a ruling line**

1. Click the border of the frame or within the paragraph.

2. Click Format, Ruling Lines, and choose the Advanced tab.

3. Adjust the Spacing settings.

❖ **To specify the ruling line color**

1. Click the border of the frame or within the paragraph.

2. Click Format, Ruling Lines

3. Choose a color.

### ❖ To specify the ruling line width

1. Click the border of the frame or within the paragraph.

2. Click Format, Ruling Lines.

3. Drag the line width cursor.

★ Tip

To set the ruling line width to a precise measurement, click the Advanced tab and then adjust the Thickness setting.

### ❖ To create change bars from ruling lines

1. Click in the paragraph you want to format

2. Click Format, Ruling Lines.

3. Choose a change bar style from the presets.

★ Note

A change bar is a vertical line that appears beside text to alert readers that the text has changed. If you are changing a lot of text, you can use a tag that has a change bar applied to it to indicate new text. Wherever you apply the tag, the change bar will appear.

# Stylesheets, master pages, and tags

## Stylesheets and tags

### Stylesheets

Tags for paragraphs, characters, frames, as well as the master pages for each document are kept in an internal Corel VENTURA file called a stylesheet. Each document has one stylesheet. By applying a different stylesheet to your document, you can change the formatting completely. Or if you want to copy tags between documents, use the Format, Manage Tag List (Merge Tags) command. You can also share tags or stylesheets between documents by placing them in a VENTURA Library.

When you apply a new stylesheet to a document, if the new stylesheet uses the same tag names as your original, the formatting is replaced automatically.

★ Note

When you open a document from a previous version of Corel VENTURA with more than one stylesheet attached, a conversion wizard guides you through the steps required to merge the stylesheets.

### Tags

Tags are collections of formatting attributes that you can apply instantly to paragraphs, characters, or drawn frames. For example, the Body Text paragraph tag in Corel VENTURA's default stylesheet includes information about justification, letter, word, line and paragraph spacing, hyphenation, spelling language, and more. In text entry mode, the Property Bar displays a list of the paragraph tags in the current document.

Frame tags also "remember" the settings applied to those drawn frames. Once you've created a frame tag, if you want to reapply the same formatting to a new object, simply select the object and apply the tag.

Anytime you want to change the attributes of a tag, just change the formatting for one item that uses that tag. Corel VENTURA instantly applies your changes to all paragraphs or frames with the same tag.

Although paragraph tags are used to give your documents a consistent look, Corel VENTURA lets you make adjustments to paragraphs without creating a separate tag. These are called "overrides." You can apply them using the Format, Paragraph Overrides command or the Property Bar when it's in Override mode. Overrides are not transferred when tags are copied to another stylesheet, but you can use them as the basis for tags, as required.

## Managing tags

In Corel VENTURA, you have several ways to manage paragraph, frame, table border, and character tags — the Manage Tag List dialog box, the Navigator, or the VENTURA Library.

## Manage Tag List dialog box

You can use the Format menu's Manage Tag List dialog box to add or edit tags in the current document. You can also copy tags from other stylesheets into the current document with the Merge Tags command. For paragraph tags, you can also use this dialog box to rename and delete tags using the right-mouse-button menu, assign shortcut keys and drag and drop tags into the Library.

## The VENTURA Navigator

The VENTURA Navigator can be used to copy all tags and the master pages in a stylesheet between open publications. You can also rename stylesheets or open the Manage Tag List dialog using the Navigator's context menus.

## Tags and VENTURA Libraries

To copy a tag into a library, in the Manage Tag List dialog box, right-click the tag and click copy — you can then paste (or drag and drop) the tag into any open Library.

If you keep your stylesheet in a VENTURA Library, any changes you make to the stylesheet are reflected in every publication that uses it.

## Tags and overrides

Every paragraph; that is, any amount of text followed by a paragraph symbol (¶), has a paragraph tag. When you need to modify the appearance of a paragraph, you can make the changes in the paragraph's tag or apply the changes as overrides. Overriding tags is useful when you need to make one-of-a-kind adjustments — for example, adding or moving tab stops to a particular paragraph without affecting other paragraphs formatted with the same paragraph tag. If you're frequently making the same adjustments to paragraphs with a particular tag, then it's probably better to modify the tag settings accordingly, or create a new tag.

Overrides are especially useful for laying out shorter, more design-intensive documents, like magazine ads and brochures. With these types of documents, you're often faced with getting text to fit a given space. When reducing the amount of text isn't sufficient, the only remedy left is adjusting the formatting, perhaps by reducing the inter-line or inter-word spacing. That's where formatting overrides come in handy. Rather than creating a new tag with the necessary formatting adjustments, you can simply apply them as overrides to the text in question.

Longer, more structured documents, such as reports and manuals, often require the occasional override, as well. The keyword here is occasional. Remember, tags are supposed to help you create consistent-looking documents faster and easier. Overusing overrides in long documents not only undermines these benefits but makes it harder for others to duplicate the formatting in your document.

When you apply overrides, Corel VENTURA puts an override symbol () next to the paragraph's tag name. This tells you that the formatting specified in a tag has been modified in one or more paragraphs.

Like most other actions you perform in Corel VENTURA, you can undo overrides with the Undo command (Edit menu) immediately after applying the formatting, or anytime thereafter by reapplying the paragraph's tag or by using the Manage Overrides command (Edit menu). The same command also lets you apply the overrides to the all paragraphs with the same tag.

### Color overrides

The Uniform Fill tool and the Fill tool palette (which lists the most recently used fill colors, and is available on the Standard toolbar) apply color overrides to text on a word by word basis, unless you apply them through the Paragraph Properties dialog box. Other fill tools, such as the Fountain Fill tool, apply color overrides on a paragraph by paragraph basis.

## Master Pages

Master pages are a component of Corel VENTURA's stylesheets. Just as tags contain the formatting for text and frames, master pages contain the formatting for the pages in your documents. Use master pages to set up headers and footers, repeating frames, page margins, sizes, and orientation. VENTURA creates a single default master page for all new documents automatically. Any document can have many master pages. For documents created in previous versions, VENTURA creates a new master page for every chapter and inserted page.

When you apply formatting to a master page, the formatting is applied to all regular pages based on that master. Formatting that you can apply to master pages include page size and orientation, margins and columns, grid settings and guidelines, headers and footers, page numbering, repeating frames, and fill.

You can apply a new master page to any regular document page in any of the following ways:

- click Page, Apply Master Page
- drag its icon over a regular page from the Navigator

- drag a master page from a VENTURA Library into the document window to apply it to the current page

For situations where you may want to change only one page element (e.g., a guideline, margin, or header/footer setting), you can override the master page settings, or create a new master page for that instance only.

You can also copy the master pages you want to reuse in future documents to a VENTURA Library, a window where you can store formatting or objects, including entire chapters. Just drag Library objects into the document window whenever you need to reuse them.

★ Notes

Although you can import and type text into frames placed on master pages the files don't appear in the Navigator or the Files List.

You cannot export frame text on master pages, unless you override the master page by switching to Page Layout view and modifying the frame — for example, by resizing it.

❖ To rename stylesheets

1. Click Tools, Navigator.
2. Choose Publication Manager from the drop-down list.
3. Double-click the document which contains the stylesheet.
4. Right-click the stylesheet, choose Rename.
5. Type the new name for the styelsheet.

❖ To create a new stylesheet

1. Click File, New.
2. Choose Default, click OK.
3. Make the required changes.
4. Save the document.

★ Note

You can assign shortcut keys to tags as a fast way to tag paragraphs in Corel VENTURA. Once you have assigned a shortcut key, tagging a paragraph is as easy as selecting the paragraph and pressing the shortcut keys on the keyboard.

## Assigning shortcut keys to paragraph tags

Instead of assigning shortcut keys directly to paragraph tags, you assign them to "Common Tags," then map the Common Tags to the paragraph tags. A common tag is a tag that is not associated with any one publication or stylesheet.Therefore, a common tag can be easily applied to any stylesheet. Mapping common tags to paragraph tags enables you to use the same set of shortcuts in other stylesheets, even though tag names might be different in each stylesheet. For example, suppose in one stylesheet, the tag name for the level 1 heading is "Heading 1", while in another it's "Level 1 Head". To assign the same shortcut to both tags, you assign it to a Common Tag, then map that Common Tag to the Heading 1 and Level 1 Head tags.

❖ **To assign shortcut keys to Common Tags**

1. Click, Tools, Customize.

2. Click the Keyboard tab.

3. From the Commands list, double-click the Common Tags folder.

4. Click the Common Tag you want to assign a shortcut key to.

5. Type the keyboard combination you want to assign to the selected tag.

   You can have up to four layers of keystrokes. For example, the key combination CTRL + ALT + 1,2,3,4 is created by holding down the CTRL and ALT keys, then pressing the 1, 2, 3, and 4 keys in succession.

6. Click Assign, and repeat step 4 and 5 for the other tags.

   After assigning the shortcuts keys to the Common Tags, use the Format, Manage Tag List command to map them to the paragraph tags in the active document. For more information, see "To map common tag shortcut keys" below.

★ Notes

   Click Reset all to clear the current assignments.

   To remove the shortcut key assigned to tag, choose None from the Common Tags column in the Manage Tag list box.

   You can also load shortcut keys from other documents. Click Load, and browse to find the correct .acl file.

The following keys or key combinations are system keys and are not valid as part of any accelerator

- F1
- Alt + F6
- Alt + TAB
- Alt + ESCAPE

- Ctrl + ESCAPE
- Ctrl + / ('/' on the numeric keypad is valid)

### ❖ To map Common Tag shortcut keys to paragraph tags

1. Click, Format, Manage Tag List.

2. Click the Paragraph tab.

3. Click Shortcut keys.

4. Click in the Common Tags column and select a tag to map its shortcut key to the corresponding paragraph tag.

★ Tis

You can change the shortcut assigned to a Common Tag via the Customize button or the Tools, Customize command.

### ❖ To change stylesheets

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Select the document with the stylesheet you want to change.

4. Right-click, choose Load Stylesheet.

5. Browse to find the stylesheet.

   Stylesheets created in Corel VENTURA 7 will have the file extension *.vp while sylesheets from previous version of VENTURA will have the extension *.sty.

6. Select the stylesheet, click Open.

★ Notes

If the stylesheet you want is stored in a Library, you can drag it from the Library and drop it onto any page in the document.

Using the Navigator, you can drag a stylesheet from one VENTURA publication to another.

### ❖ To rename a tag

1. Click Format, Manage Tag List.

2. Click the tab that corresponds to the type of tag you want to rename.

3. Right-click the tag you wish to rename and choose Rename.

4. Click Rename tag.

5. Type the desired name in the New Name box.

★ Note

You cannot rename generated paragraph tags (tags with names starting with Z_), the Default frame tag, or the built-in character tags (Bold, Underline and Italic).

❖ To override formatting in a paragraph tag

You can apply formatting changes to a paragraph without affecting all the paragraphs with the same tag. These local changes are called overrides. Overrides are used when you want to change a paragraph without affecting the paragraph tag.

1. Select the paragraph you want to format.

2. Click Format, Paragraph Overrides.

3. Choose the formatting you want.

★ Tip

You can also use the Property Bar to apply overrides. Select the paragraph you want to format, click the Override Mode Tag next to the Tag List on the Property Bar.

★ Notes

If you want to copy the formatting changes to the selected paragraph tag, use the Manage Overrides dialog box.

You can prevent formatting in tags from being overridden by enabling the Disable Overrides option in the Publication Properties dialog box (Format menu).

❖ To edit a tag

1. Click Format, Manage Tag List.

2. Click the tab that corresponds to the type of tag you want to edit.

3. Select a tag from the Tag list.

4. Click Edit Tag.

5. Select the new tag attributes.

★ Note

If you want to change the attributes of a character tag, use the Character Tags dialog box (click Format, Character Tag). If you apply attributes to selected text, those attributes will be applied to that text, but will not alter the character tag.

❖ To delete a tag

1. Click Format, Manage Tag List.

2. Click the tab that corresponds to the type of tag you want to delete.

3. Right-click the tag you want to delete, then click Delete Tag(s).

4. Select the tag you want to use to apply to items formatted with the deleted tag.

★ Tip

To delete multiple tags, click them while holding down the SHIFT key or the CTRL key.

❖ **To create a new tag**

1. Click Format, Manage Tag List.

2. Click the tab that corresponds to the type of tag you want to create.

3. Click Add Tag.

4. Enter a name for the new tag.

5. From the Copy Attributes From box, select the tag that has some of the formatting you want in the new tag.

★ Note

You can categorize paragraph tags according to the type of paragraph (heading, list item, table text etc.) you will be applying them to. If you're using the Tags window, you can sort the tags by type. To use the Tags window, you must add it to a menu or toolbar using the Tools, Customize command.

❖ **To add tags from another stylesheet**

1. Click Format, Manage Tag List.

2. Click the tab that corresponds to the type of tag you want to add.

3. Click Merge Tags.

4. Select the document or chapter that contains the tag(s) you want to add.

5. Select the tags you want to add.

6. Click Merge.

★ Tip

You can also copy paragraph tags between open documents using the Copy and Paste commands in the Edit menu. Using the tool, click the paragraph formatted with the tag you want to copy. Click Edit, Copy, select a paragraph in the other document, then click Edit, Paste.

❖ **To print tag definitions in a stylesheet**

1. Click Tools, Scripts, Run/Manage Scripts.

2. From the Available Scripts list, click STYLEINF.

3. Click Run.

4. Follow the instructions on the screen.

## Organizing and sorting paragraph tags by type

You can categorize paragraph tags according to the type of paragraph (heading, list item, table text etc.) to which you will be applying them. If you're using the Tags Window, you can sort the tags by type.

❖ **To categorize paragraph tags by type**

1. Click Format, Manage Tag List.
2. Click the Paragraph tab.
3. From the Tag List, click the tag you want to categorize.
4. Click Edit Tag.
5. Click the Breaks tab.
6. From the Tag Type box, click the category to which you want to assign the selected tag.

   The paragraph tag will appear in the specified category when you sort the tags in the Tags Window.

❖ **To sort paragraph tags in the Tags window by type**

1. Open the Tags Window. (See Note below)
2. Right-click anywhere in the Tags window.
3. Point to Sort Tags and click a command to specify how you want to sort the tags.

★ Note

To open the Tags Window, you must first add it to a menu command or toolbar using the Tools, Customize command. The icon can be found under Tools in the Toolbars tab.

## WORKING WITH CHAPTERS

❖ **To copy a chapter to another document**

1. Click Tools, Navigator.
2. Choose Publication Manager from the list box.
3. Select the chapter that you want to copy.
4. Right-click, choose Copy.
3. Select the document to which you want to copy the chapter.
4. Right-click, choose Paste.

★ Tip

You can also add a copy of a chapter to the same document. Using the right mouse button, drag the chapter on top of the document, then click Copy Here.

❖ **To add a new blank chapter to your document**

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Select the document to which you want to add a chapter.

4. Right-click, choose New chapter.

4. Type a chapter name.

❖ **To add a chapter from another version 7 document**

1. Open the document containing the chapter you want to add (the source) and the document you want add it to (the destination).

2. Click Tools, Navigator.

3. Choose Publication Manager from the list box.

4. Double-click the source and destination documents to display their contents.

5. Drag the chapter from the source document and drop it over the destination document.

★ Note

Externally-referenced files in a chapter become embedded when you add the chapter to another document. If you want the files to remain external, add the chapter, then remove and re-import the files.

Paragraph tags in the source document that don't exist in the destination document appear in the Tag list in the destination document, but assume the formatting defined in the Body Text tag. If you want to restore the tag's original formatting, add the tag to the destination document using the Format, Manage Tag List command.

❖ **To add a chapter from a pre-version 7 document**

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Select the document to which you want to add a chapter.

4. Right-click, choose Add chapter.

5. Select the chapter you want to add.

6. Follow the instructions on the screen to merge the tags in the chapter you are adding with those in the active document.

### ❖ To remove chapters from a document

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Right-click the chapter you want to remove, then choose Delete.

★ Note

If the chapter you want to delete is the only one in the document, add a blank one first by right-clicking the document name and choosing New Chapter.

### ❖ To move a chapter

1. Click Tools, Navigator.

2. Click the document containing the chapter.

3. Drag the chapter to a new location.

   To move the chapter to the end of the document, drag it over the last chapter while holding down the right mouse button. Release the mouse button, then choose Insert After.

★ Note

The order of chapters determines the order in which the chapters are numbered and the order in which information appears in the table of contents and index.

## Working with documents

### ❖ To copy a document to another location

1. In the Windows Explorer, right-click the name of the document you want to copy.

2. Point to Copy With Links To, then click a destination for the document.

3. If the destination is a folder, select the folder you want to copy the document to.

★ Notes

The Copy With Links To command copies the entire document, including libraries and linked files (i.e., externally-referenced text and picture files) to the destination. If you're copying the document to another folder on your system and want to leave the linked files and libraries where they are, use the Copy command instead. If the original files can still be located by the document, that is the copy that will be used.

### ❖ To delete a document

1. Close the document you want to delete.

2. In the Windows Explorer, right-click the name of the document you want to delete.

3. Click Delete.

★ Tip

You can also delete documents from the Open dialog box in VENTURA. Using the right mouse button, click on the document you want to delete, then click Delete.

★ Note

Deleting a document does not delete the linked files (i.e., externally-referenced text and picture files and OLE objects) in contains.

❖ **To remove a file from a document**

1. Click Tools, Navigator.

2. Choose Publication Manager from the drop-down list.

3. Double-click the chapter which contains the file to reveal all the filenames.

4. Right-click, choose Remove.

★ Note

After removing files from a document, use the Save As command to save it. Unlike the Save command, Save As compacts the file so that it takes up as little disk space as possible.

❖ **To rename chapters**

1. Click Tools, Navigator.

2. Choose Publication Manager from the drop-down list.

3. Right-click the chapter which you want to rename.

4. Choose Rename.

4. Type the new name.

## Embedding linked files

❖ **To embed an externally-referenced (linked) picture file**

1. Open the document containing the file you want to embed.

2. Open the Navigator (click Tools, Navigator), and choose Publication Manager from the list.

3. Right-click the picture file you want to embed.

4. Choose Embed File.

# Alignment and spacing

## Vertical Justification

You can use Corel VENTURA's Vertical Justification (VJ) controls to align text baselines automatically across columns and at the bottom of each page.

VJ works by adding space before and after frames, tables, paragraphs, and, if desired, between each line of text.

When turned on, vertical justification uses either of two methods to add spacing between paragraphs — Feathering or Carding.

## Carding

Carding adds space in increments equal to the inter-line spacing of the Body Text paragraph tag (or other tag or amount specified using the Format, Chapter command) to align baselines across columns and facing pages. To use VJ, set the controls as follows:

- in the Format, Chapter Properties (Typography) dialog box, set VJ to Carding
- in the Chapter Properties (Typography) dialog box, set First Baseline to Inter-Line
- in the Format Frame Properties (Typography) dialog box, set VJ to carding

Maximum settings on the Typography tab in the Chapter, Tag, Paragraph, and Frame Properties dialog boxes and the Position tab in the Table Properties Position dialog box limit the amount of space Corel VENTURA can add (using either Feathering or Carding) before, between, or after inter-lines of paragraphs, and above and below frames and tables.

Using Carding, Corel VENTURA adds spacing during VJ in multiples of the inter-line spacing of the paragraph tag selected in the General tab of the Chapter Properties dialog box. For example, if VJ is set to a maximum of 10 points and the Body Text inter-line setting is 12 points, Corel VENTURA adds no space to these elements during the process of vertical justification.

## Feathering

Feathering adds whatever space is needed to align text baselines across columns and at the bottoms of pages.

Using Feathering, Corel VENTURA adds spacing during VJ in any amount up to the maximum setting indicated on the Typography tab in the Chapter, Tag, Paragraph, Frame Properties dialog boxes and the Position tab in the Table Properties dialog box. For example, if VJ is set to a maximum of 10 and the Body Text inter-line setting is

12, Corel VENTURA can add any amount of space up from 0 to 10 points during the process of vertical justification.

## Space added around frames

Corel VENTURA has four settings which control whether Vertical justification is used and how space is added above and below frames.

## Default and Off

Choose default if you want Corel VENTURA to add space based on the Around Frame Spacing settings in the Chapter Typography dialog box. The Off setting turns vertical justification off for the frame; no space is added during VJ.

## Moveable and Fixed

Choose Moveable to allow Corel VENTURA to move frames as it vertically justifies pages, and choose Fixed if you want the frames to stay where they are. To override this setting for individual frames, use the Format, Frame Typography command.

❖ How Corel VENTURA adds space during vertical justification

Spacing is added during vertical justification in the following order:

1. Between frames and the surrounding text, until the maximum amount allowed for each frame is added.

2. If additional space is needed, it is added between paragraphs or tables and paragraphs until the maximum amount allowed for each paragraph or table is added.

3. Finally, if more space is still needed, it is added between lines of text until the maximum amount allowed for each paragraph is added.

   Vertical justification is appropriate for most documents where text flows from page to page. For forms, advertisements etc., vertical justification is unnecessary.

★ Tip
If you want body text baselines to align across columns and facing pages, make sure that the inter-line spacing settings for all paragraphs is based on multiples of the Body Text paragraph tag's inter-line spacing (leading) setting. For example, if the inter-line spacing of the Body Text tag is 12 points, set the inter-line spacing of your headings to multiples of that (e.g., 24 points).

## Tracking and Kerning

Kerning is the process of customizing the spacing of specific letter pairs, while tracking is the process of uniformly adding to or reducing the horizontal spacing of any selected text. Certain letter pairs should be placed more closely together to eliminate extra white space that sometimes appears between them, even in

proportionally spaced fonts. For instance, the letter pair "AV" sometimes requires kerning at large font sizes to improve readability.

Tracking is often used to expand or condense text to fit a given space. It's also used to "tighten" paragraphs to eliminate lines with just a couple of words.

With Corel VENTURA, you can edit tracking and kerning in your document as indicated below:

Set Pair Kerning using the Format, Chapter Typography command if you want all of the text in the chapter kerned automatically.

Turn on Automatic Kerning for the paragraph you are working on using the Format, Paragraph Tag or Paragraph Overrides command (Typography tab). If you use the Paragraph Overrides command, VENTURA kerns all letter pairs in paragraphs with the same tag automatically, but other paragraphs are not affected.

Manually kern selected text using shortcut keys to increase or decrease spacing. This method overrides automatic kerning.

Use the Format, Edit Kerning and Tracking command to change default kerning values and the preset tracking values. You can add new or remove existing kern pairs from a font or change the defaults for the five built-in tracking settings (Loose, Very Loose, Normal, Tight, and Very Tight).

★ Note

Kerning and tracking information is stored with the document and does not change the original font on your system. To use the same kerning and tracking in another document, import the information using the Tracking & Kerning command in the Format menu.

## Column Balancing

In most cases, the Column Balance option distributes lines of text evenly at the top and bottom margins of multi-column layouts by making sure that each column has the same number of lines. Inter-line and inter-paragraph spacing are not adjusted.

Column balance is also affected by the Widow and Orphan controls, Frame-Wide Text, Keep With Next Paragraph, and Line Space Above. How these options affect column balance are described below.

Widows and Orphans — Format, Chapter and Frame Typography commands

The Widow and Orphan settings can make columns uneven when they force text to the next column or page.

Keep With Next Paragraph — Format, Paragraph Breaks command

The Keep With Next setting can make columns uneven when it forces lines or paragraphs to the next column or page.

Above line spacing — Format, Paragraph Space command

The Above line spacing setting adds space above the current paragraph. If you also turn on Add Above Space At Column Top, the space is added between the top margin and the text.

## Frame wide text

This option allows you to have the paragraph span all columns in a multi-column layout. If you use this option, you should also enable Column Balance for the frame, otherwise text may not flow properly between columns.

★ Note

If a two-column page contains an odd number of lines, one column will be a line shorter than the other. Vertical Justification can resolve this problem.

## Lining up text baselines

You can ensure that baselines line up across columns and pages by setting inter-line spacing as a factor or multiple of the inter-line spacing of the body (i.e., main ) text. For example, if the Body Text inter-line spacing is 12 points, the inter-line settings for other paragraph tags should be 6, 12, 24, 36 points and so on.

To align text baselines, the vertical justification controls in the following locations must be set to Carding:

- Chapter Typography (Format menu)
- Frame Typography (Format menu)

★ Tip

For headlines, reduced inter-line spacing ties the lines together, making them more readable.

## How VENTURA calculates total space between paragraphs

Space between paragraphs is controlled by the Above, Below, and Inter-Paragraph Spacing settings on the Spacing tab in the Tag Properties and Paragraph Properties dialog box (Format menu). The First Baseline setting in the Chapter Typography and Frame Typography dialog boxes (Format menu) determines the formula Corel VENTURA uses to calculate space between paragraphs.

The First Baseline settings — Cap-Height or Inter-Line — determine where the first line of text begins on a page or in a frame in Corel VENTURA.

## Inter-Line

The Inter-Line setting moves text down from the top margin by an amount equal to the inter-line spacing of the tag in the first paragraph at the top of the column, and uses the following algorithm to calculate spacing between paragraphs:

- the Space Below value of the first paragraph, or the Space Above value for the second paragraph, whichever is greater,

  plus

- the inter-paragraph spacing if it is the same value for both the first and second paragraphs,

  plus

- the inter-line spacing of the second paragraph.

## Cap-Height

The Cap-Height setting aligns uppercase letters with the top margin and sets up the following formula to calculate spacing between paragraphs:

1. When the type size is the same for the first and second paragraphs on the page, the space between paragraphs equals:

- Either the Space Below value of the first paragraph, or the Space Above value for the second paragraph, whichever is greater,

plus

- the inter-paragraph spacing, if it is the same value for both paragraphs,

plus

- the inter-line spacing of the first paragraph.

2. When the type size is larger in the first paragraph then in the second, the space between paragraphs equals:

- Either the Space Below value for the first paragraph or the Space Above value for the second paragraph, whichever is greater,

plus

- the Inter-Paragraph Spacing if it is the same value for both paragraphs,

plus

- the Inter-Line spacing of the first paragraph plus the difference in type sizes between the first and second paragraphs.

3. When the type size is larger in the second paragraph than in the first, the space between paragraphs equals:

- Either the Space Below value for the first paragraph, or the Space Above value for the second paragraph, whichever is greater,

plus

- the inter-paragraph spacing, if it is the same value for both paragraphs,

plus

- the Inter-Line spacing of the first paragraph minus the difference in type sizes between the first and second paragraphs.

★ Note

Other paragraph formatting attributes, such as a ruling line below the first paragraph, or a ruling line above the second paragraph, affect the spacing between paragraphs. However, the overall space of these attributes is simply added to the paragraph space as calculated previously.

## Grids, guidelines, and other alignment aids

Grids, guidelines, and other alignment controls will help you to place text and objects on the page with precision. The more precisely you can control objects in your page layout, the easier your job will be.

If you create a multi-column layout for a newsletter, for example, page design standards would dictate that pictures align with the columns and lines of text align across columns. Corel VENTURA grids make setting up this kind of alignment easier. You can turn the display of the drawing grid and column guides on and off, set objects to snap to them, and change their spacing settings to suit your needs. The Nudge feature enables you to move a selected object by pressing the Arrow keys.

The following alignment aids are available in Corel VENTURA:

- The Baseline Grid —an invisible grid based on the inter-line spacing of the paragraph tag you specify. You can set up the baseline grid to align text baselines across columns and pages, and set frames to snap to the baseline grid, which is measured from the top margin of the page.

- You can also use Corel VENTURA's Vertical Justification feature to align text baselines across columns and facing pages automatically.

- The Drawing Grid—a network of lines set up along horizontal and vertical axes on the page. You can customize the frequency of the lines, location of the origin (x/y point), and how the grid is displayed using the Page, Grid/Guidelines Setup command. You can also create different grid setups for different pages by selecting the base page frame and changing the grid properties.

- Guidelines—Non-printing vertical and horizontal lines that you can drag from the ruler onto the page to line up elements. You can drag as many guidelines onto the page as you need or use them on the master page to make them available to

each page. You can place guidelines with numeric precision and lock them in place if required using Page, Grid/Guidelines Setup command.

- Column Guides—used in newspaper and other multi-column page layouts; they show the areas on the base page where you can type text.

- Frame/Graphic Alignment toolbar—used to align frames and graphic objects relative to each other or the page. You can select one or more objects and choose from the available options.

- Rulers—measurement and alignment aids normally displayed along the top and left sides of the document window. You can change the units of measure (inches, picas, etc.) to suit your needs. To change the location of the Ruler Zero Point, drag the crosshairs from the top-left corner of any document window. You can also set tabs, indents and margins from the rulers, and pull the rulers onto the page to check measurement and alignment.

## Snapping

The ability to snap to grids adds both control and speed to the layout process. Instead of needing to drag objects to an exact location, you can drag them near the grid or guideline and the object snaps, or jumps, to the closest grid line or guideline.

If you prefer, you can leave snapping turned off, and drag frames into their final positions manually. Regular text wraps at column guides and you can turn on column snap to make your frames snap into place next to them. Artistic Text behaves like any graphic object and can snap to grids and guidelines, but not column guides.

### Setting up the grid

❖ To show or hide the grid

1. Click Page, Grid/Guidelines Setup.

2. Click the Grid tab.

3. Click Show Grid.

★ Tip
   You can also show or hide the grid by selecting the base page frame and clicking in the Property Bar.

❖ To set the color of the grid

1. Click Tools, Options.

2. Click the View tab.

3. Click the Grid color button.

4. Click a color.

★ Tip
To choose from a larger selection of colors, or to use a custom color, click Others to open the Color dialog box.

❖ **To set the unit of measurement for the grid**

1. Click Page, Grid/Guidelines Setup.

2. Click the Grid tab.

3. Click the right mouse button in the Horizontal or Vertical box.

4. Click Units.

5. Click the unit of measurement you want to use.

6. Repeat steps 3 to 5 for the other box.

❖ **To set the grid spacing and origin**

1. Click outside the border of the page on which you want to set up the grid.
   To use the same grid settings on all pages, click View, Master Page.

2. Click Page, Grid/Guidelines Setup.

3. Click the Grid tab.

4. Type values in the Horizontal and Vertical boxes to set the spacing between grid lines.

5. Type values in the X and Y boxes to set the grid origin.

   The grid origin allows you to specify the horizontal and vertical starting point for the grid relative to the upper left corner of the page. The mouse pointer coordinates displayed in the Status Bar, coincide with the grid starting point.

★ Note
The number of grid lines that display depends on the magnification factor. If you space the grid lines closer together—for example, 0.1 inches apart—you won't see grid lines every tenth of an inch unless you zoom in on the page.

❖ **To enable or disable snap to grid**

1. Click View, Snap.

2. Click Grid.

★ Notes
You cannot have the Snap to Grid, Guidelines, Column Guides or Inter-line options enabled at the same time.

Guidelines snap to the grid when the Snap To Grid option is enabled.

★ Tip
   You can also enable and disable the Snap to Grid option by selecting the base page frame and clicking in the Property Bar.

## Setting up guidelines

❖ **To show or hide guidelines**

1. Click Page, Grid/Guidelines Setup.

2. Click the Guidelines tab.

3. Click Show Guidelines.

★ Tip
   You can also show or hide guidelines by selecting the base page frame and clicking in the Property Bar.

❖ **To add guidelines**

1. Display the page on which you want to add the guidelines.
   To use the same set of guidelines on every page, place them on the master page.

2. Click Page, Grid/Guidelines Setup.

3. Click the Guidelines tab.

4. In the Vertical or Horizontal box, type a position relative to the zero points on the rulers.

5. Click Add.

★ Tips
   You can also add guidelines by holding down the SHIFT key and dragging from the rulers.

   To change the unit of measurement, right-click in the Vertical or Horizontal box. Then, click Unit and choose the unit you want to use.

   You can also display the Grid/Guidelines dialog box by double-clicking a guideline.

❖ **To move a guideline**

1. Display the page containing the guidelines you want to move.
   If the guidelines are on the Master Page, click View, Master Page. Otherwise, the changes you make to the guidelines will apply to the current page only.

2. Click Page, Grid/Guidelines Setup.

3. Click the Guidelines tab.

4. Choose the guideline that you want to move from the list of guidelines. The guidelines are listed by location.

5. Specify the location you want relative to the 0 point on the ruler.

6. Click Move.

★ Tip

You can also move a guideline by dragging it.

❖ **To remove a guideline**

1. Display the page containing the guideline you want to remove.

   If the guidelines are on the Master Page, click View, Master Page. Otherwise, the changes you make to the guidelines will apply to the current page only.

2. Click Page, Grid/Guidelines Setup.

3. Click the Guidelines tab.

4. Click the guideline that you want to remove from the list of guidelines. The guidelines are listed by location.

5. Click Delete.

★ Tip

You can also remove a guideline by dragging it off the page.

❖ **To enable or disable the Snap to Guidelines option**

1. Click View, Snap.

2. Click Guidelines.

★ Tip

You can also enable and disable the Snap to Guidelines option by selecting the base page frame and clicking in the Property Bar.

## Setting up rulers

❖ **To show or hide the rulers**

• Click View, Rulers.

★ Tips

You can also show or hide the rulers by selecting the base page frame and clicking in the Property Bar.

You can maximize the space available for your document by using the Auto Hide feature which displays the rulers only when you point to the top or left side of the document window. To enable the feature, right-click either ruler, then click Auto Hide.

❖ To set the size of the rulers

1. Click Tools, Ruler Setup.

2. Enable either Large or Small in the Ruler Size section of the dialog box.

★ Tip
You can also display the Properties for Rulers dialog box by right-clicking the rulers and choosing Properties.

❖ To set the default tab alignment for tabs added using the ruler

1. Click Tools, Ruler Setup.

2. Choose the desired tab alignment from the Tab Style list box.

★ Tip
You can also set the default tab alignment by clicking the Tab button located where the rulers meet.

❖ To set the position of the zero points on the rulers

1. Click Tools, Ruler Setup.

2. Type coordinates in the boxes under Ruler Origin.

3. Click an option under Ruler Zero Point to specify whether you want the zero points to coincide with the page or the selected frame.

★ Tips
You can also set the zero points by dragging crosshairs from the lower right corner of the box where the rulers meet. This applies only when the zero points are set to coincide with the page, not the current frame.

To move the crosshairs without having them snap to the tick marks on the rulers, hold down the CONTROL key as you drag.

❖ To set the unit of measurement for the rulers

1. Click Tools, Ruler Setup.

2. Click the unit of measurement you want the Vertical and Horizontal rulers to use.

★ Tip
You can also set the unit of measurement by right-clicking on the rulers.

❖ **To move the rulers onto the document window**

1. Point to the lower right corner of the button where the rulers intersect.
   The pointer will change to a crosshair.

2. Hold down the Shift key and drag the rulers to the desired location.

★ Tip
To return the rulers to the edges of the window, double-click the lower-right corner of the intersection button. Thereafter, double-clicking on the lower-right corner moves the rulers to their previous position.

❖ **To drag the ruler crosshairs onto the document window**

1. Point to the lower-right corner of the box where the rulers meet.
   The pointer changes to a set of crosshairs.

2. Click and drag onto the document window.

★ Note
The zero points on the rulers are reset to the spot where you release the mouse button.

❖ **To set vertical and horizontal alignment for paragraphs**

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Align tab.

4. Choose the alignment options you want from the Text Alignment lists.

★ Tip
You can also adjust a paragraph's alignment using the Property Bar or by clicking Quick Format on the Align tab in the Paragraph Properties dialog box and choosing a preset format.

## Paragraph alignment options

The following tables described the options available in VENTURA for aligning paragraphs.

# Horizontal alignment options

| Choose... | To... |
|---|---|
| Left | align the paragraph at the left margin or the left indent |
| Right | align the paragraph at the right margin or the right indent. |
| Center | Center the paragraph between the left and right margins or indents. |
| Justified | aligns the paragraph with the both the left and right margins or indents |
| Forced justified | justify the last line in a paragraph contains only a few characters. You may want to force justify a heading to make it stretch across the column or page. |
| Decimal | aligns the paragraph on a particular character. Use decimal alignment to align a column of numbers along the decimal point. |

# Vertical alignment options

| Choose... | To... |
|---|---|
| Top | align the first line of the paragraph with the top margin |
| Middle | center the paragraph between the top and bottom margins |
| Bottom | align the last paragraph at with the bottom margin |
| Absolute | to start the paragraph a specific distance from the top margin. The paragraph will always start at the position, which may result in the preceding paragraphs overlapping this one. |

★ Note

Enabling the Hanging Punctuation option sets characters specified using the Format, Chapter command (General tab) outside the margins. Hanging punctuation eliminates the visual misalignment that occurs when punctuation falls at the beginning or end of lines.

❖ To position punctuation outside the margins

1. Select the paragraph you want to format.

2. Click Format, Paragraph Tag to format the paragraph's tag or Format, Paragraph Overrides to format the selected paragraph only.

3. Click the Align tab.

4. Enable the Hanging Punctuation checkbox.

   Whenever lines in the paragraph start or end with certain characters, VENTURA will set the characters in the margin. This keeps punctuation from

interrupting the visual alignment of text along the margins. Use the Format, Chapter command (General tab) to specify which characters you want to hang in the margins.

# Auto-Numbering

Corel VENTURA provides auto-numbering for creating and editing numbered lists and automatic section numbering using the Format, Chapter Auto-numbering command. Set up the numbering format once and the program updates auto-numbered paragraphs for you when you move them or add new ones. Military and legal documents in particular favor numbering sections and subsections, even paragraphs, with alpha-numeric identifiers. With Corel VENTURA you can display or suppress the number from the preceding level.

You can also use Corel VENTURA's auto-numbering feature to add text, symbols, or numbers as automatic Prefixes to headings or other tagged text. If you have a heading or paragraph that repeats the same word or symbol throughout a manuscript, add it as auto-numbering so that it's included every time. For example, if you want to add a whole series of tips to your document with a different word or bullet applied to each one, add them to tags as Prefixes. Whenever you apply those tags, the prefix text appears with them. You could also use auto-numbering to set up tags for a Q&A format magazine interview.

## Setting up auto-numbering

You can set auto-numbering in individual chapters, or have continuous auto-numbering across chapters. Corel VENTURA won't auto-number paragraphs in unnamed text files — that is, text typed directly into a drawn frame. To name the file, right-click its frame, choose Rename file, then type a new name. When you choose Update Auto-Numbering from the Format menu, the paragraph numbers will appear.

❖ **To use a preset auto-numbering style**

1. Click Format, Chapter, and select the Auto-numbering tab.

2. Enable the Auto-numbering checkbox.

3. Click Quick Format.

4. Click a formatting type to select it.

❖ **To use a custom auto-numbering style**

1. Click Format, Chapter, and select the Auto-numbering tab.

2. Enable the Auto-numbering checkbox.

3. Specify the number of levels in the Number of levels text box.

4. Do the following:

- enable the Include option to include the number (or letter) of the previous level (optional)

- enter any text in the Prefix or Suffix boxes (optional) (this is where you would specify a parenthesis or period for your number.

- choose a Number style

- choose a Paragraph Tag to determine which paragraphs get numbered

- choose a Start Number option for each level (optional — default is 1)

★ Notes

To change the information for a level, click it; either an edit box or a button appears. Type the information in the edit box or click the button to display a list of options then click the one you want.

You can insert typographical spaces (em, thin, figure etc.) in a prefix or suffix by typing markup codes in the Prefix or Suffix box.

❖ To set continuous auto-numbering across chapters

1. Go to the chapter that you want to use as your starting point for the numbering.

2. Click Format, Chapter, and select the Auto-numbering tab.

3. Enable the Auto-numbering checkbox.

4. Specify the number of levels in the Number of levels text box.

5. Do the following:

- enable the Include option to include the number (or letter) of the previous level (optional)

- enter any text in the Prefix or Suffix boxes (optional) (this is where you would specify a parenthesis or period for your number.

- choose a Number style

- choose a Paragraph Tag to determine which paragraphs get numbered

- choose a Start Number option for each level (optional)

6. Enable the Across Chapters check box.

In each subsequent chapter that you want to have the auto-numbering continue, enable the Across Chapters check box on the auto-numbering tab of the Chapter Properties dialog box.

★ Notes

Should you want to stop auto-numbering at any point in a multi-chapter pub, you may simply turn it off by deselecting the auto-numbering check box in the Chapter Properties dialog box of the chapter in question.

You can also skip chapters and pick up the autonumbering where you left off at a later chapter by, for instance, setting your autonumbering options across chapters, as in steps 1-3 above and selecting the "autonumbering" and "across chapters" check boxes in chapters 1 and 2, deselecting the autonumbering check box in chapter 3, and reselecting it with "across chapters" in chapter 4.

### Updating auto-numbering

❖ To update auto-numbering

• Click Format, Update Auto-numbering.

### Restarting auto-numbering within a chapter

If you want to create two or more lists of automatically numbered paragraphs within the same chapter, you will need to insert a break tag, which tells VENTURA to reset the automatic counter and begin counting at the next paragraph that you defined as a level 1 in the Auto-numbering dialog box. You may want to use your list header as the break tag. You will also need to disable the Preceding box for the tag following your list header. For example, you could create "Numbered List" and "List Heading" tags, set Autonumbering on, and set it up this way : Level 1: List Heading, numbering style None. Level 2: Numbered List, numbering style 1,2,3, suppress preceding levels, no prefix, suffix period.

★ Tip

If you want to add more text to paragraphs automatically, try using Text Before and After.

# Footnotes and endnotes

Footnotes and endnotes are references you place in the text of books and reports to identify information quoted directly or mentioned in the text. Footnotes and endnotes are indicated by a number or symbol, usually formatted as superscript text. Footnotes and endnotes also can be used to add information that is of secondary importance to the argument of the current paragraph.

VENTURA places the footnote text in a frame on the same page as the reference marker. Like header and footer frames, footnote frames automatically adjust to accommodate text. Endnotes, on the other hand, are stored in a file which you must place in a frame (or an inserted page) at the end of the document.

In VENTURA, you can have footnotes across the page bottom or in columns reflecting multi-column document layouts. VENTURA also supports multiple

paragraphs in footnotes and imports footnote coding in files from many word processing programs. You can also have both footnotes and endnotes in the same document if required, or convert endnotes to footnotes and vice versa.

Click Format, Chapter to choose from the wide range of footnote or endnote setup options (e.g., Number Style, Start Number, Separator Line) for your documents.

# Page, chapter, table and figure numbering

For any number of documents, from letters to books, you'll want an easy way of defining page numbering, hiding numbers on certain pages, and then forgetting about the process, letting your computer take care of the rest.

In Corel VENTURA, aside from automatically numbering chapters and pages, you can set different number styles, insert number codes anywhere on the page, and auto-number illustrations, lists, and tables.

# Counters

Number codes for chapters, pages, figures, and tables in Corel VENTURA are called counters. Counters update automatically based on the current position of the counter in the document. For example if a chapter counter code is placed on a page in the second chapter of a document, the counter displays the number 2. If the chapter is moved to another place in the document, the chapter number counter updates accordingly.

You set up the starting number and style for Chapter, Initial page, Initial figure, and Initial table counters in the Chapter Properties dialog box.

# Segregated indexes

VENTURA allows you to assign index entries to categories and then generate an index that lists entries for one or more of these categories. For example, a cook book, might have an index that lists references to appetizers, main courses, deserts and so on. First you mark the entries assigning them to the categories you specify.

When you generate the index, VENTURA finds the entries, organizes them by category, and creates an index that lists the entries for the categories you specify.\

# Headers & Footers

A header or footer is text and or graphics placed at the top or bottom of each page in a document. A header prints in the top margin; a footer prints in the bottom margin.

With two-sided documents, you can specify different headers and footers for the left and right page. Thus, pages 1, 3, 5, and 7 can have a different set of headers and footers from pages 2, 4, 6, and 8.

You create headers and footers by typing in the top or bottom margins in Master Page view and using the Header/Footer toolbar. If you need to override headers and footers on selected pages, make the changes in Page Layout view.

Corel VENTURA does most, if not all, of the work involved in setting up the header and footer for you. It will even add embellishments such as ruling lines and the date and time if that's what you want. And if necessary, you can modify the content of the headers and footers with the Header/Footer toolbar. The formatting of the headers and footers is defined in tags named Z_HEADER and Z_FOOTER. VENTURA creates these tags automatically and you can modify them to change the formatting of the header or footer. As with any other tag, you can override the formatting in the header and footer tags. You can also turn the header and footer off so that they don't appear on selected pages.

Corel VENTURA places headers and footers in frames sized to fit within the top and bottom margins. If the header or footer is too large to fit in the margins, Corel VENTURA expands them as needed to accommodate the header or footer.

Initially, the left and right margin settings for the header and footer frames are the same as those specified for the base page frame. But if you change the margin settings for the base page frame, the new settings won't be reflected in the header or footer frames. Select the header or footer frame and use the Frame command in the Format menu to make the corresponding adjustments to their left and right margins.

## First Match and Last Match

When you insert First Match and Last Match paragraph tags in headers or footers, Corel VENTURA updates the text displayed to reflect the headings in those paragraph tags in your document.

# Creating and formatting headers and footers

When you set up your headers and footers, you can use one of the many preset styles that come with VENTURA, or you can create your own formatting style using the controls on the Property Bar, or in the Paragraph Properties dialog box (click Format, Paragraph).

❖ To use a preset header format

1. Click the base page frame.

2. Click Page, Header/Footer Formats.

3. Click a formatting style to select it.

❖ To use a preset footer format

1. Click the base page frame.

2. Click Page, Header/Footer Formats.

3. Click the Footers tab.

4. Click a formatting style to select it.

❖ To use a custom header or footer format

1. Click View, Master Page.

2. Click Page, Enable Header or Enable Footer.

3. Apply the formatting you want using the controls on the Property Bar or the Format, Paragraph Tag dialog box (click Format, Paragraph).

❖ To override the formatting of a specific header or footer

1. Click View, Page Layout.

2. Click the header or footer.

3. Apply the formatting you wish using the controls on the Property Bar, or in the Paragraph Overrides dialog box.

★ Tip
You can also change the formatting of selected text in the header of footer. Drag to highlight the text, then apply the formatting using the Property Bar or the Format, Text command.

❖ To adjust the space above or below the header or footer

1. Select the header of footer frame.

2. Click Format, Frame.

3. Click the Margins tab, then click Advanced.

3. Do any of the following:

- To change the space between the header or footer and the body of the document, adjust the Top or Bottom Outside Margins settings.

- To change the space between the header or footer and edge of the page, adjust the Top or Bottom Inside Margin settings

★ Tip

Make the adjustments to the master page if you want them to apply to all pages that use that master page.

## Displaying or hiding headers and footers

❖ To display or hide the header or footer on the current page

- Click Page, Show This Header or Page, Show This Footer.

# Using running headers or footers

Running headers and footers are used to indicate to the reader that text is part of a topic or section started on an earlier page. The Current Match option provides more control than the First and Last Match options over the information placed in headers or footers. With Current Match you can create "running" headers and footers, which indicate clearly to readers that a topic is continued from a section started on an earlier page. If the first paragraph on a page uses the tag specified in the Primary Tag list box, that paragraph's text is printed as part of the header or footer. Otherwise the text of the last occurrence of the tag you specify as the Secondary tag is printed as part of the header or footer.

❖ To create running headers or footers

1. Click View, Master Page.

2. Click the Master Page base frame.

3. Click Page, Enable Header, or Enable Footer.

4. Click within the header or footer frame.

5. Click one of the following buttons in the Header/Footer Property Bar:

- Puts text in the first paragraph on a given page, which is formatted with a particular tag in the header or footer.

- Puts text in the last paragraph on a given page which is formatted with a particular tag in the header or footer.

- Identical to First and Last Match except that text only appears in the header or footer when it is the first paragraph on the page.

6. Choose the paragraph tag assigned to text you want to appear in the header or footer.

★ Note

When using the First, Last and Current Match feature, make sure to enable the Size Frame to Fit Text option in the Frame Properties dialog box (Format menu) for the header and footer frames. Otherwise, the header or footer frame may not be large enough to accommodate the paragraphs referenced by the matching feature.

## Creating headers or footers

❖ To create headers or footers on the master page

1. Click View, Master Page.

2. Click the left or right Master Page base frame to create headers or footers for left or right pages in a double-sided document.

   See the note below for information on creating headers and footers for single-side documents.

3 Click Page, Enable Header or Page, Enable Footer.

4. Enter the text you want to appear in the header or footer.

★ Tips

Click Copy or Mirror to place the corresponding header or footer on the facing page. VENTURA copies but does not mirror text attributes that you apply to one of the three tab-separated items in the header or footer and extend to one or both of the other items.

Use the , , and buttons to creating running headers and footers.

★ Notes

In a single-sided document, you can create different headers and footer for the document using multiple master pages.

You can have different headers and footers within the same document or chapter by overriding those on the master page or by creating them on a page by page basis in Page Layout view. See Related Topics for instructions.

## Inserting items in headers or footers

You can insert the date and time, as well as page or chapter numbers in your headers and footers.

❖ **To insert a chapter and page numbers in a header or footer**

1. Click View, Master Page.

2. Click the Master Page base frame.

3. Click in the header or footer.

4. Click to insert page numbers and/or to insert chapter numbers.

❖ **To insert the date and time in a header or footer**

1. Click View, Master Page.

2. Click the Master Page base frame.

3. Click in the header or footer.

4. Click to insert the current time or to insert the date and/or time which VENTURA can update automatically.

# Table Of Contents/Index

## Tables of contents, indexes, and other lists

Corel VENTURA generates tables of contents using the paragraph tags you designate, while indexes are generated from index codes you insert in the text. A file containing the extracted text in table of contents or index format is generated and placed in the files list in the Property Bar. Corel VENTURA then compiles these lists in the background continuously by scanning through your document and extracting the specified information while you continue working.

The VENTURA Navigator window displays tables of contents and indices in a tree structure like those used in the Windows Explorer and File Manager. You can use the Navigator to display your changes and move around your document. For example, when you right-click a heading in the Table of Contents view you can click Go To to jump to the page where the heading appears.

### Tables of contents

Corel VENTURA generates a table of contents (TOC) by searching your document for paragraphs (usually the headings) formatted with the tags you specify. It then copies the text from the paragraphs to a new text file. To generate a list of tables or figures, you specify the tags used to format the caption label (that is, an auto-numbered title like "Figure 1-1") and any text typed directly into the caption frame.

In fact, since there's no restriction on the tags that can be specified, you can compile a list of any paragraphs in your document. You might take advantage of this, for example, to create a glossary of terms.

After the TOC or list file has been created, you then load the file into a new or existing chapter and format it like any other text file.

### Indexes

Setting up your index involves adding markup codes to terms on the pages you want listed. You can also choose to have Corel VENTURA insert letter headings into the index for each letter of the alphabet, create up to 14 index levels, change the delimiters, or automatically add prefixes (See, See Also, or the text of your choice) to entries.

As with tables of contents, once you've set up your index, Corel VENTURA generates it in a file and places it in the files list inside your publication. When the index generation process is complete, you can see the levels of your index in the

Navigator's Index view, or use the Go To command on its pop-up menus to move to the pages where your index entries appear. Whenever necessary, you can then make changes in your document and Corel VENTURA updates your index automatically.

## Other lists

You can generate other lists, such as tables of figures or lists of charts, in Corel VENTURA in the same way you generate tables of contents. Just base the setup for your table in the Table of Contents dialog box on tags applied to the figures or charts only.

★ Tip

You can set up and generate multiple tables of contents, indexes, and other lists for individual Corel VENTURA publications if you want to identify different information for different audiences.

## Table of Contents Setup Information

| Column | Function |
|---|---|
| Level | Shows the hierarchy of levels in the table of contents or list. The value in the No. of Levels box sets the number of levels. |
| Paragraph Tag | Determines the content of the table of contents or list. In a table of contents, the paragraph tags would be those used to format headings. |
| Prefix/Suffix | Allows you to insert text or a tab before and after each entry as follows: <Prefix> (Entry) [C#/P#] <Suffix>. |

❖ To create a table of contents

1. Click Format, Table of Contents/Index.

2. Click the Table of Contents tab.

3. Enter the title you want to appear at the beginning of the table of contents.
   Click to add the title or to remove it.

4. Enter the number of levels in the # of Levels box.

5. Choose the paragraph tag assigned to the paragraph you want as the first level entry in the list.

6. Click in the Suffix box, then click the Insert button.

7. Specify whether you want to show page, chapter, or section number, either alone or in combinations — for example, the chapter number followed by page number.
   You can type a dash or some other character to serve as a separator between the number codes.

If you want to align the page, chapter or section numbers with the right margin, click the Insert button and choose Tab Character to insert a tab before the number codes in the Suffix box

8. Enter any additional text you want to appear in the table of contents in the Prefix or Suffix boxes.

9. For each level, repeat steps 5 and 6.

10. In the Chapter box, choose the chapter you want to add the text file containing the table of contents to.

    After creating the table of contents, you can move the file to another chapter using the Navigator.

11. In the File box, type a name for the text file containing the table of contents. By default, VENTURA uses the title you typed as the filename.

12. Click Update Now to generate the table of contents.

★ Tips

To change the information for a level, click it; either an edit box or a button appears. Type the information in the edit box or click the button to display a list of options then click the one you want.

To change the formatting of content in the Prefix, Suffix, Text or Preset Numbering boxes, drag to select the content, then Click Attributes. The formatting you apply overrides the formatting in the tag that VENTURA automatically applies to the table of contents entries.

★ Notes

Once the Table of Contents file is created, you can load it into your document from the list of files in the toolbar. Or, you can drag and drop it into a frame from the Publication Manager view in the Navigator.

If you decide to change the title of the table of contents after specifying the setup information, do it using the Navigator rather than the Table of Contents/Index dialog box. Otherwise, you'll need to re-enter the setup information.

If you change the location of the table of contents file by selecting a different chapter in the Table of Contents/Index Properties dialog box, the original file remains in the document, but will no longer update. If you don't want to keep the original table of contents, delete it using the Navigator.

You can insert typographical spaces (em, thin, figure etc.) in a prefix or suffix by typing markup codes in the Prefix or Suffix box.

❖ To update the table of contents or index

1. Click Tools, Navigator.

2. Choose Table of Contents or Index from the list.

3. Right-click the table of contents or index you want to update.

4. Click Update.

★ Tips

You can also update an index by selecting the index file in the Navigator and clicking the Update button. To update all index files at the same time, select the document, then click Update. Alternatively, you can use the Format, Table of Contents/Index command.

To update all tables of contents and indexes in a document at the same time, right-click the document in the Navigator. Then enable the check boxes next to the items you want to update.

# Indices

❖ **To create an index**

1. Click Format, Table of Contents/Index.

2. Click the Index tab.

3. Enter the title you want to appear at the beginning of the Index.

   Click the plus button to add the title or the minus button to remove it.

4. Click the box under Number Format and select a numbering scheme. Add any additional text after the number in the Prefix and Suffix boxes.

5. Choose the delimiters (spaces, tabs or punctuation) you want to use to separate the main entry text from the page numbers, and the page numbers from one another.

6. In the Retrieve Entries box, specify which index categories you want to appear in the index.

   Index categories are assigned when you insert the entries.

7. In the Chapter box, choose the chapter to which you want to add the text file containing the index.

   After creating the index, you can move the file to another chapter using the Navigator.

8. In the File box, type a name for text file containing the index. By default, VENTURA uses the title you typed as the filename.

9. Click Update to generate the index.

★ **Notes**

You can change the text for See and See also references.

You can also add an index from the Navigator. Click Tools, Navigator, and choose Index. Right-click on the publication name, and choose New Index. This opens the Index properties dialog, which allows you to add or edit an Index.

To show page ranges (e.g., 23-27), use the numbering buttons to insert two [P#] codes. Be sure to type a dash between the codes. The range of pages setting requires the entry appearing on each page in the range.

Once the Index file is created, you can load it into your document from the list of files in the toolbar. Or, you can drag and drop the file into a frame from the Publication Manager view in the Navigator.

If you change the location of the index file by selecting a different chapter in the Table of Contents/Index Properties dialog box, the original file remains in the document, but will not longer update. If you don't want to keep the original index, delete it using the Navigator.

## Inserting an index entry

You can insert index entries using the Navigator or the Insert, Index Entry command.

### ❖ To insert an index entry using the Navigator

1. Click Tools, Navigator and choose Index from the list.

2. Select the word that you want to make an index entry or click to the left of it.

   Avoid placing entries within words or selecting words containing commas, semicolons or brackets [ ].

3. Click the index file you want to add the entry to.

   If no index file exists, right-click No indices, then click New Index.

4. Do either of the following:

   - Click the Add button to add the word exactly as it appears in the document.
   - Right-click the index file, then choose Add to display a dialog box where you enter the text you want to use for the index entry.

★ Notes

The Index entry will be added below the item you highlight in the Index list. The default is the Index itself, but you can add an item below an index entry as a sub entry.

When you create an index entry, VENTURA places a code, which is visible in Copy Editor view, in the text near the word. If you delete the word to which the original entry referred, the code will remain unless you delete it.

Index entries are case-sensitive producing a separate entry for each variation. For example, indexing "house," "House" and HOUSE" produces three entries.

Use the sort key to list the entry under a letter different from the one under which it would normally appear.

The See and See Also options allow you to reference other entries in the index. For example, the index entry "Africa" could refer to "continents" and appear as "See Also, continents."

The Category option lets you assign index entries to groups and then generate an index that lists only the entries in a particular group.

When you want an index entry to indicate a range of pages instead of a single page, you must insert the entry on each page in the range.

### ❖ To insert an index entry using the Insert, Index Entry command

1. Select the word that you want to make an index entry or click to the left of it.

   Avoid placing entries within words or selecting words containing commas, semicolons or brackets [ ].

2. Click Insert, Index Entry.

3. From the Type list, choose Index Entry or See, or See Also to cross-reference another entry in the index.

4. Specify the level you want the entry to appear on . For example, to create a subentry, enter 2.

5. Enter the text you want to use for the index entry.

★ Notes

When you create an index entry, VENTURA places a code, which is visible in Copy Editor view, in the text near the word. If you delete the word to which the original entry referred, the code will remain.

Use the sort key to list the entry under a letter different from the one under which it would normally appear.

Index entries are case-sensitive producing a separate entry for each variation. For example, indexing "house," "House" and HOUSE" produces three entries.

The Category option lets you assign index entries to groups and then generate an index that lists only the entries in a particular group.

When you want an index entry to indicate a range of pages instead of a single page, you must insert the entry on each page in the range.

❖ To create an index cross-reference

1. Click to place the insertion point on the page.

2. Click, Insert, Index Entry.

3. In the Index Entry box, type the word under which you want the cross-reference entry to appear.

   For example, to create a cross-reference under the main entry "auto-numbering" that refers to "section numbering," type "auto-numbering" in the #1 Index Entry box.

4. From the Type box, choose See or See Also.

5. Enter 2 in the Level box.

6. In the #2 Index Entry box, type the entry you want to refer the reader to.

★ Notes

You can use words other than "see" or "see also" by editing the Reference Prefixes in the Table of Contents/Index Properties dialog box (Format menu).

To create a main level cross-reference entry you must type the prefix (See or See Also) and the cross-reference in the Index Entry box. For example, to create the entry "bugs, see insects" type "bugs, see insects."

To create an index cross-reference using the Navigator, click to place the insertion point on the page. Then, right-click the entry in the Navigator under which you want the cross-reference to appear. Click Add from the pop-up menu. From the Type list, click See or See Also, then type the cross-reference in the empty Index Entry box.

❖ To edit an index entry

1. Place the insertion point in front of the index entry.

   A degree symbol ((°) marks the location of the entry in Page Layout view. In Copy Editor view, the characters <$IPrecede the entry.

2. Click Edit, Edit Item.

3. Make the changes you want.

★ Tip
You can quickly locate an entry by right-clicking it in the Navigator's Index view and choosing Go To.

★ Notes
VENTURA updates the index in the background to reflect the changes you made. To see the changes immediately, right-click an entry in the Navigator's Index view and choose Update.

When you create an index entry, VENTURA places a code, which is visible in Copy Editor view, in the text near the word. If you delete the word to which the original entry referred, the code will remain.

❖ To delete index entries

1. Place the insertion point in front of the index entry.

   A degree symbol ((°) marks the location of the entry in Page Layout view. In Copy Editor view, the characters <$I Precede the entry.

2. Press DELETE.

★ Notes
The degree symbol also marks the location of other items (e.g., cross-references), so check the Status Bar to make sure you are deleting an index entry and not another type of item.

VENTURA updates the index in the background to reflect the changes you made. To see the changes immediately, right-click an entry in the Navigator's Index view and choose Update.

# Changing the order of entries in the index

Sort keys allow you to change the usual order for certain entries such as those beginning with numbers so that they appear in a logical place in the index. For example, select "N" to have 1984 appear under "N" in the index rather, than under the exclamation mark heading under which non-alphabetic entries are usually listed.

You can also use sort keys to ignore articles of speech (e.g., a, an, the) when they appear at the beginning of an entry. For instance, if the main entry is "The Maltese Falcon," and you want to alphabetize it under Maltese rather than "The," enter Maltese Falcon as the sort key for the main entry. Sort keys work with cross-reference entries too.

❖ To change the order of entires in the index

1. For an existing entry, place the insertion point in front of the index entry, then click, Edit Item.

   A degree symbol ((°) marks the location of the entry in Page Layout view. In Copy Editor view, the characters <$I Precede the entry.

2. Choose the letter under which you want the entry to appear, using the sort key.

★ Note

You cannot use the same Sort Key for different index entries. For example, an N can't be used as the sort key for the entries 1980, 1986, and 1992. To have these entries appear under N (for nineteen), enter N as the sort key for one of the entries, NN for another, and NNN for remaining entry.

# List of figures or tables

❖ To create a list of figures or tables

To create a list of figures or tables, follow the steps for creating a table of contents . The tags you specify are those used to format the caption label and any text you typed directly into the caption frame. These tags, which VENTURA generates, are called Z_CAPTION.

❖ To update a list of figures or tables

1. Click Tools, Navigator.

2. Choose Table of Contents or Index from the list.

3. Right-click the document containing the list of figures or tables you want to update.

4. Click Update Publication.

**5.** Enable the Table of Contents check box and those next to other items you want to update.

★ Tip
You can also update the list of figures or tables in the active document using the Format, Table of Contents/Index command.

# Cross-references

Cross-references are useful to readers navigating their way through long documents. In online documents, such as Novell Envoy or Adobe Acrobat, cross-references double as hypertext jumps. They identify the information, and, when double-clicked with the mouse, take you to that location.

## Types of cross-references

| Type of reference | Description |
| --- | --- |
| Page number | Inserts the page number where the corresponding marker is found. |
| Chapter number | Inserts the chapter number where the corresponding marker is found. |
| Figure and table numbers | Inserts the figure or table number that appears in the caption of a frame with the name matching the specified marker. |
| Section number | Inserts the generated autonumber that has been applied to the paragraph where the marker is found. You generate the section numbers by using autonumbering. |
| Caption text | Inserts the first paragraph of the caption text from the frame that has a name corresponding to the specified marker. |

★ Note
Page and chapter number cross-references can be placed on the base page or in a frame (but not in a Master Page frame).

## Unresolved cross-references and markers

An unresolved cross-reference appears with a red "X" in the Navigator (when you have chosen Cross-Reference from the Navigator's list box). Unresolved markers appear as a pencil with no paper in the Navigator. Unresolved cross-references and markers occur when a cross-reference is created without a corresponding marker or a marker is created without a corresponding cross-reference.

## Inserting cross-references

Before you can insert a cross-reference, you must first insert a marker at the location of the item you wish to cross-reference.

❖ **To insert a marker for cross-referencing**

1. Place the cursor at the location of the item you wish to cross-reference.

2. Click Insert, Marker.

3. Type a marker name or choose one from the list box.

❖ **To insert a cross-reference**

1. Place the cursor at the point you wish to insert the cross-reference.

2. Click Insert, Cross-reference.

3. Choose a cross-reference type from the Reference Type list box.

4. Choose the marker name from the Refer To list box.

5. Enable any formatting options you wish.

❖ **To cross-reference caption text**

1. Draw a frame with a caption.

2. Set the Caption Position and the Frame Name using the Frame Properties dialog box (click Format, Frame, General). The frame name is essentially a marker that you use in cross-referencing.

3. Type text in the caption frame. VENTURA 7 will automatically generate a tag called Z_CAPTION and assign it to this text.

4. Place the cursor where you want the cross-reference.

5. Click Insert, Cross-Reference.

6. Choose Caption Text from the Reference Type list box.

7. Choose the Frame Name you assigned the caption in the Refer To list box.

❖ **To cross-reference a figure or table in a frame**

1. Select the frame you want to mark.

2. Click Format, Frame, and click the General tab. Set the caption position.

3. Type a name in the Frame Name box. The frame name is essentially a marker that you use in cross-referencing.

4. Insert a figure or table number in the caption.

5. Place the cursor where you want the cross-reference.

6. Click Insert, Cross-Reference.

7. Choose Figure Number or Table Number from the Reference Type list box.

8. Choose the frame name you assigned in the Refer To list box.

### ❖ To cross-reference section numbers

1. Tag the heading of each section with the same paragraph tag.

2. Set up auto-numbering on the Auto-Numbering tab of the Chapter Properties dialog box (click Format, Chapter, Auto-Numbering).

3. On the first auto-numbering level, select the paragraph tag name that you applied to the heading of each section.

4. Set the numbering style and start number, and click OK.

5. Insert a marker in the text using the procedure "To insert a marker for cross-referencing", above.

6. Place the cursor in the text where you want the cross-reference.

7. Click Insert, Cross-Reference.

8. Choose Section Number in the Reference Type list box.

9. Choose the marker you placed in the text of the section from the Refer To list box.

★ Notes

Section number cross-referencing works in conjunction with auto-numbering.

For page, chapter, or section numbers, you may want to cross-reference the same marker in different locations. To do this, enable the Reference All Occurrences checkbox in the Insert Cross-Reference dialog box and choose an option from the Delimiter list box.

You can set the initial page, chapter, figure, or table number using the Counters tab of the Chapter Properties dialog box (click Format, Chapter, Counters).

### ❖ To locate a cross-reference or marker

1. Click Tools, Navigator, and choose Cross-References from the list.

2. Click on the Cross-Reference you wish to locate.

3. Right-click, choose GoTo.

★ Tip

You can also use the Find & Replace command to search for a specific cross-reference marker. Click Edit, Find & Replace, then click Items, Cross-Reference, and enter the Marker Name.

❖ **To move or copy a cross-reference or marker**

1. Click View, Copy Editor.

2. Select the cross-reference or marker.
   The characters <$R precede the cross-reference; <$M precedes the marker.

3. Click Edit, Cut or Edit, Copy.

4. Click where you want the cross-reference or marker to go, and then click Edit, Paste.

❖ **To delete a cross-reference marker or a cross-reference**

1. Click View, Copy Editor.

2. Select the cross-reference or marker.
   The characters <$R precede the cross-reference; <$M precedes the marker.

3. Click Edit, Delete.

❖ **To change the source for a cross-reference**

1. Click View, Copy Editor.

2. Click immediately in front of the cross-reference or marker.
   The characters <$R precede the cross-reference; <$M precedes the marker.

3. Click Edit, Edit Item.

4. Pick a marker from the list or enter a new marker name.

Add the new marker if necessary. You can also change the reference type.Variables

Variables allow you to mark locations in the document that contain text which you know will change such as dates, document version numbers, and names of customers or products. When you update the document, Corel VENTURA inserts the current definition for the variable at all marker locations.

A contract, for example, can be set up with variables at each location where a person's name should appear. The name itself is entered only once in the Variable Definitions dialog box. Then, when you update the document, Corel inserts the name wherever the variable marker appears. To insert a different name, you simply change the variable definition and update the document.

While this type of substitution can be done using the Find and Replace command, you often don't want to replace every occurrence of a particular item. And whereas the Find and Replace command can only replace one item at a time, you can replace any number of variables in a single step.

### ❖ To insert a marker for variable text

1. Click where you want the variable to appear.

2. Click Insert, Insert Item, Variable.

3. Type a name for the variable in the Name box or select it from the Name list.

### ❖ To define text to be inserted at variable marker locations

1. Click Format, Publication, and click the Variable Definition tab.

2. Enter a name in the Variable marker box or select one from the list.
   You can click Add or Rename after entering a new variable.

3. Enter text in the Substitutions box.

4. Click OK.

### ❖ To edit a variable definition

1. Click Format, Publication, and click the Variable Definition tab.

2. Choose the variable you want to edit from the Variable Marker list.

3. Do one or both of the following:
   - edit the marker name and then click the Rename button.
   - edit the text in the Substitutions box.

4. Click OK.

★ Note

VENTURA does not update the names of previously inserted markers that refer to the renamed variable.
You must rename them individually using the Edit, Edit Item or the Edit, Find & Replace command.

### ❖ To rename or delete individual markers

1. Click View, Copy Editor.

2. Click immediately in front of the variable marker.
   The characters <$R[V* precede the variable marker.

3. Click Edit, Edit Item.

4. Pick a marker from the list or enter a new marker name.

5. Click OK.

★ Notes

VENTURA does not update the names of previously inserted markers that refer to the renamed variable. You must rename them individually using the Edit, Edit Item or the Edit, Find & Replace command.

To delete a marker, click immediately in front of the variable marker, then click Edit, DELETE.

❖ To rename or delete all occurrences of a variable marker

1. Click Format, Publication, and click the Variable Definition tab.

2. Choose the variable you want to edit from the Variable Marker list.

3. Do either of the following:

   • Edit the marker name and then click the Rename button.

   • Click DELETE.

4. Click OK.

## Footnotes and endnotes

❖ To insert a footnote

1. Click where you want the footnote reference to appear.

2. Click Insert, Footnote.

3. Type the footnote text in the frame at the bottom of the page.

★ Notes

When you insert a footnote. the default formatting (based on the Body Text tag) is applied.

You cannot insert footnote references into footnote or endnote text.

❖ To insert an endnote

1. Click where you want the endnote reference to appear.

2. Click Insert, Endnote.

3. Place the Endnote file in a drawn frame or an inserted page at the end of the document..

4. Type the endnote text.

★ Notes

The formatting VENTURA applies to the endnote is based on the Body Text tag) is applied.

You cannot insert footnote or endnote references into footnote or endnote text.

### ❖ To place an endnote file in a document

1. Draw a frame to hold the endnote file or place it on a page added to the document using the Page, Insert Pages command.

2. With the frame or page selected, choose Endnotes from the Files list in the toolbar.

★ Tip
You can also drag the Endnote file from the Navigator into a drawn frame or a manually inserted page.

### ❖ To show or hide footnotes

- Click Page, Enable Footnotes.
- To show footnotes, select the base page frame, then click Page, Enable Footnotes.

## Formatting footnotes and endnotes

You can customize footnotes and endnotes in a number of ways. You can format the reference markers, change the footnote separators, or even create a custom numbering scheme. You have the choice of numbering footnotes for the whole chapter, or restarting the numbering for each page. Note text can be edited like any other kind of text.

### ❖ To format footnote or endnote text

1. Click in the footnote text.

2. Apply formatting as you would to any other text.

★ Note
A footnote or endnote's initial formatting is taken from the Body Text tag. Footnotes do have their own tags, which are hidden by default. To view footnote tags, click Tools, Options, View and enable the Generated Tags check box. You may format these tags like any other, or apply other tags to the notes.

### ❖ To format footnote or endnote reference markers

1. Click Format, Chapter, and click the Footnotes or Endnotes tab.

2. Select a Number style, or enter a custom mark.

3. Select a Format for the reference number in the footnote text.

★ Note
Click the Attributes button to edit the attributes (including font, style, shift up).

### ❖ To adjust the space between the footnote text and the main text

1. Click the footnotes frame.

2.  Click Format, Frame, and choose the Margins tab.

3.  Adjust the outside margins.

★ Notes

You can also adjust the space between footnote text and main text using a separator. Click Format, Chapter, and click the Footnotes or Endnotes tab. Enable the Footnote Separator option, then adjust the space above setting.

You can also adjust the maximum height of the footnote frame. Click Format, Chapter, Footnotes, and enable the Maximum Height Option, then adjust the setting.

❖ **To restart note numbering within a document**

1.  Click Format, Chapter, and click the Footnotes tab.

2.  Choose an option from the Restart Footnote on list.

❖ **To change or remove the note separator**

1.  Click Format, Chapter, and click the Footnotes tab.

2.  Enable the Footnotes checkbox.

3.  Enable the Add Separator Line checkbox.

4.  Adjust the settings.

❖ **To flow notes in columns**

1.  Click Format, Chapter, and click the Footnotes tab.

2.  Enable the Use Page's columns checkbox.

❖ **To move or copy a footnote or endnote reference**

1.  Click View, Copy Editor.

2.  Select the footnote reference code <$F.

3.  Click Edit, Cut, or Edit, Copy.

4.  Click where you want the footnote reference to go, and then click Edit, Paste.

★ Note

You cannot paste footnote or endnote references into footnote or endnote text.

❖ **To delete a footnote or endnote**

1.  Click View, Copy Editor.

2.  Select the footnote or endnote reference code, <$F or <$N.

3. Click Edit, Delete.

❖ **To create a custom numbering scheme**

1. Click Format, Chapter, and click the Footnotes or Endnotes tab.

2. Click Custom Mark.

3. Type or select the footnote symbol you want to define in the Custom Mark box.

4. Click OK.

❖ **To convert footnotes to endnotes (or vice versa)**

1. Click Format, Chapter, and click the Footnotes or Endnotes tab.

2. Click Convert.

3. Choose a conversion option.

★ Note
When you convert footnotes to endnotes, VENTURA places the notes in a file called "Endnotes." You must then place the file in a frame (or an inserted page) at the end of the document.

## Text Before/Text After

You can use Text Before/After to automatically insert text you wish to repeat throughout your publication. If you use this option, the text placed before or after would be repeated whenever that tag is applied.

❖ **To define Text Before/Text After entries**

1. Click Format, Publication, and choose the Text Before/After tab.

2. Click Add

3. Enter a name for the text string you want to insert before or after a tag.

4. Enter a text string in the Defined Text box.

5. Click Edit, Tag.

★ Notes
Text before or after strings are assigned to specific tags using the Format, Paragraph Tag, Character Tag or Paragraph Overrides commands.

To change a definition, choose a name from the list, and edit the text string.

To rename a definition, choose a name from the list, and click Rename.

To delete a definition, choose a name from the list, and click Delete.

❖ **To assign Text Before/Text After entries to tags**

1. Click Format, Manage Tag list.

2. Click the Paragraph or Character tab depending on which type of tag you want to assign the entry to.

3. Select the tag you want to assign the entry to.

4. Click Edit.

5. Click the Font tab.

6. From the Text Before/After lists, click the entry that identifies the text you want VENTURA to insert.

   Whenever you apply the selected tag to text, VENTURA will automatically insert the text associated with Text Before or Text entry.

# Version Control

## Comparing versions

When you have to meet a deadline and you have more than one team member, Corel VERSIONS will be invaluable in preventing major disasters. As an example, let's say you have four different people working on a document file. As you are reviewing your team's weekly progress, you discover that there are four pages of text missing in the document and you are not sure how long it has gone undetected. Corel VERSIONS will not only help you find the last version that contained the missing text, but it will also tell you how the text disappeared in the first place. All you need to do is compare the different versions from the document file's history until you find the version containing the missing text. Corel VERSIONS will generate the actual text page for each version in a split-screen Compare document. The color coding feature will indicate how the text disappeared by identifying the differences between the two versions: red for deleted items, blue for added items, and green for changed items.

As you can see, problem solving has never been easier. Best of all, you don't have to be in Corel VENTURA to use Corel VERSIONS' amazing capabilities. No matter where you are in your system, you have the power of Corel VERSIONS at your fingertips.

With Corel VENTURA or as a stand-alone within the Windows Explorer, Corel VERSIONS is one piece of software you cannot do without. Once you have used it, you will discover that it is truly the most versatile, organized, and efficient method of version control available today.

## Multi-user access

The most important function in a workgroup environment is the ability to share your files with others. Without it, a team effort is nearly impossible. For your convenience, the Corel VENTURA Navigator gives you multi-user access as an option rather than as the default. You decide if, when, and to what extent you want to share your files, and with whom. You can exercise the same control over users' access to libraries via the VENTURA Library window.

Since multi-user access is often necessary, you will not always want the same access rights for each file or for each person on your team. As you begin to assign these rights, you will discover that the more levels of read and write access involved, the more complicated it becomes. This is where the Navigator can help you sort through the confusion. With a simple right-click, you have the power to decide who has exclusive read or write access to chapters or entire publications, and who will have the administrative capabilities. You can even create or change passwords for you and

your documentation team for better security. When assignments change, the Add/Remove user option will keep your document management system up-to-date.

The best part about this new feature is the amazing amount of control that you have over accessibility to your documents and libraries in a workgroup environment. While it provides exclusive read-write access to files, it also allows others to get a read-only copy of a file. For example, if you want to make your publication available to your team for reference purposes but you do not want them to edit it, you can set up the access rights so that you are the sole author of that publication. This way, any member of your team can obtain a read-only copy of your publication but they will not be able to edit it.

★ Tip

In cases where you are the administrator, it is extremely important that you do not forget your password. Without it, if you have made yourself the sole author of a file, you will not be able to edit that file.

# Version control

No matter how many versions or types of files you need to archive, Corel VERSIONS gives you everything you need to manage documents in a workgroup environment. Moreover, Corel VERSIONS helps you to manage your files effectively by putting the power of customization in your hands. For example, you can tell Corel VERSIONS to archive up to 15 versions of a text file and only four of a graphics file. You can even annotate a few versions of a file for later reference and specify which versions you want to make permanent.

To make things less confusing, each archive file contains all of the versions for that file. Corel VERSIONS also makes it possible to archive more than one file at a time, even if each file is of a different type. Its global settings enable you to customize your version control so that all the archived files and document files are stored in one directory. Not only is a single location helpful for document security (if you want to make backups, you only need to copy one directory), but it also provides worry-free access to the archiving and retrieving capabilities of Corel VERSIONS.

The Use Compression option compresses your files so that the archive file uses only the minimum amount of required space.

## Multi-user access

❖ **To limit access to a document**

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Right-click the document and enable Set Multi-user.

4. When prompted, save the file to the desired location.

   Now, you are the only person with access rights to the document.

★ Notes

   The first person to enable the Set Multi-user command is designated the document's administrator. As the administrator, you can give access rights to other users, assign document passwords, and enable and disable the Multi-user command.

   To access the Set Multi-user command using the menus, click Format, Multi-user.

## Assigning document access rights to other users

The Access Rights dialog box allows you to choose the users who will have rights to a given document. As the administrator, you must also decide the type of rights to give each user. For example, you may give one person rights to open and edit all the chapters, while limiting another to viewing a read-only copy of the document.

❖ **To give a user rights to open and edit a document**

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Right-click the document and choose Access Rights from the menu.

4. In the Access Rights dialog box, ensure that the Multi-user Access check box is enabled.

5. Click Add User and type a representative name (usually the system name) and a password (usually the system password).

6. Enable the components of the document you will allow them to check out and edit:

   **Publication** gives a user privileges to the whole publication for stylesheet editing as well as chapter editing.

   **Chapter** gives a user privileges only for editing chapters, disallowing publication-wide format, property, or stylesheet edits.

   **Admin** gives a user privileges for modifying the access rights of other users.

7. Enable the Admin check box if you want the user to have administrator rights (i.e., to assign users and passwords).

★ Note

   To open the Access Rights dialog box using the menus, click Format, Multi-user, Access Rights.

❖ **To give a user rights to open a read-only copy of a document**

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Right-click the document and choose Access Rights from the menu.

4. In the Access Rights dialog box, enable Multi-user access.

5. Click Add User and type a representative name (usually the system name) and a password (usually the system password).

   Leave all check boxes, other than user's name, disabled.

★ Notes

Once a document has been designated as multi-user, only those listed in the Access Rights dialog box can open and view the document.

To open the Access Rights dialog box using the menus, click Format, Multi-user, Access Rights.

❖ **To take away document access rights from a user**

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Right-click the document and choose Access Rights from the menu.

4. Disable the check boxes beside the user's name that correspond to the rights you wish to take away. To allow a user read-only access, disable all of the check boxes. To prevent a user from even viewing the publication, select the user, and click Delete User. See To give a user rights to open and edit a document for more information.

★ Notes

A user's access rights can only be modified when he or she has no part of the publication checked out.

Only an administrator can give or take away rights to a document.

To open the Access Rights dialog box using the menus, click Format, Multi-user, Access Rights.

❖ **To assign or change a document password**

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Right-click the document and choose Access Rights from the menu.

4. Select the person's name and click Change Password.

5. Type the password both in the New password and Confirm new password boxes.

★ Notes

VENTURA prompts the user to enter the password each time the document is opened. If the password is not provided or entered incorrectly, the document will not display.

Only the user or an administrator can assign or change a user's password.

To open the Access Rights dialog box using the menus, click Format, Multi-user, Access Rights.

### ❖ To open a read-only copy of a multi-user document

1. Click File, Open.
2. From the Look in box, choose the drive and directory where the document is located.
3. Select the document name and click Open.
4. If prompted, type the password (usually your system password).

   A read-only copy of the document opens in Corel VENTURA. If you wish to make changes to the document, e.g., add text or graphics, you must first check out the component you wish to work on.

★ Notes

Because a document is read-only in Corel VENTURA, does not mean that it is considered read-only by your operating system. Documents can still be overwritten during regular operations.

If you are unable to open the document, you may not have been granted read-only access. Ask the document administrator to give you access rights to the document.

## Checking out and editing components of a multi-user document

When working with multi-user documents, you first open the document, then check out the entire document or the component(s) of the document you plan to edit.

You can check out as many chapters as you like providing no one else already has them checked out and that the document's administrator has previously given you rights to them.

### ❖ To check out a chapter to edit text and graphics

1. Click Tools, Navigator.
2. Choose Publication Manager from the list box.
3. Right-click the chapter you wish to edit and choose Check Out from the menu.

   With the chapter checked out, you can edit text and change the attributes of selected text; draw and edit graphics; and create frames into which you can load pictures.

★ Notes

When you are finished editing, remember to check in the file through the Navigator to ensure that your changes are saved in the publication.

If a graphic is shared between two or more chapters, the first person to check out a chapter containing the graphic will be able to edit it.

If you are unable to check out a chapter, you may not have been granted access to that component of the document. Ask the document's administrator to change your access rights to include chapters.

To make changes to a chapter that is linked to a library, you must also check out the library.

### ❖ To check out a multi-user document

All chapters of a multi-user publication must be checked in before a user can check out the entire publication. To determine who has what checked out, right click the publication in the Navigator and select Checkout Status.

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Right-click the document you wish to edit and choose Check Out from the menu.

   Provided no chapter is already checked out, all chapters and the stylesheet are checked out for editing.

★ Notes

If you are unable to check out the document, check that no one else has any of the chapters checked out. If no chapters are checked out, you may not have been granted access. Ask the document's administrator to change your access rights.

To check out a document using the menus, click Format, Multi-user, Check Out.

If the document contains items (text files, chapters, stylesheets etc.) linked to a library, you must also check out the library to make changes to the items.

### ❖ To update a multi-user document using the Check In command

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Right-click the chapter that is currently checked out.

4. Choose Check In from the menu.

   The changes are automatically saved and the chapter or publication becomes read-only. To make further changes, you must check out the file again.

★ Notes

If you close a document without checking everything back in, VENTURA displays the Check In dialog box. If you click OK, any components that have been checked out will be updated and checked back in.

The Check In command for the entire publication is also available in the Format, Multi-user flyout menu. To check in individual chapters, however, you must use the Navigator.

❖ **To undo changes made to a multi-user document since it was checked out**

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Select the chapter or document.

4. Right-click and choose Uncheck Out from the menu.

   The document or component is checked back in without any of your changes being saved. You will still see the changes on screen unless you select Yes at the "Do you want to revert to the saved version?" message, although your changes will still be discarded.

★ Tips

Another way of undoing changes is to close the document without checking everything back in. When the Check In dialog box displays, clear the check boxes for the document or the individual components you have checked out and click OK.

The Uncheckout command for the entire publication is available in the Format, Multi-user flyout menu. To undo changes to individual chapters, however, you must use the Navigator.

❖ **To view the checkout status of a document**

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Right-click the document and choose Checkout Status.

★ Notes

The Check Out Status dialog box shows whether the active document or any of its components are checked out and by whom.

To open the Checkout Status dialog box using the menus, click Format, Multi-user, Checkout Status.

# The Navigator

❖ **To open the Navigator**

- Click Tools, Navigator.

❖ **To move to a chapter using the Navigator**

1. Click Tools, Navigator.
2. Select Publication Manager from the list box.
3. Double-click the publication containing the chapter to expand the structure.
4. Select the chapter you want to move to.
5. Right-click on the chapter, then select Go To.

❖ **To open a document from the Navigator**

1. Click Tools, Navigator.
2. Place the cursor on the background of the navigator.
3. Right-click, choose Open Publication.
4. Browse to find the document.
5. Select the document.
6. Click Open.

❖ **To move an index entry using the Navigator**

1. Click Tools, Navigator.
2. Choose Index from the list box.
3. Select an Index entry.
4. Right-click on the entry, then select Go To.

❖ **To move to a Table of Contents entry using the Navigator**

1. Click Tools, Navigator.
2. Choose Table of Contents from the list box.
3. Select a Contents item.
4. Right-click on the item, choose Go To.

★ Note

This technique goes to the appropriate page, rather than to the specifc table of contents entry.

❖ **To move a cross-references or marker using the Navigator**

1. Click Tools, Navigator.

2. Choose Cross-References from the list box.

3. Select a cross-reference or marker.

4. Right-click on the cross-reference or marker, then select Go To.

❖ **To move to a specific text file in the Navigator**

1. Click Tools, Navigator.

2. Choose Publication Manager from the list box.

3. Select the text file from the chapter you wish to move by double clicking on it.

4. Select Go To and enter a location.

# VENTURA libraries

Corel VENTURA Libraries are files (*.VLB) created by Corel VENTURA that display as small windows in the Corel VENTURA document window. You can store any of the data or formatting in your publication in a library — text, pictures, tags, master pages, stylesheets, graphic or OLE objects, frames, tables, and even the content of an entire chapter — for easy access.

There are a number of ways to add items to a library: you can drag and drop them directly from a page, the Navigator or from another library. You can also paste them from the Clipboard. You can even drag and drop text and picture files from your desktop, or from a file management window such as Windows Explorer. Whenever you need something from a library, just drag it out onto the document window.

When you add stylesheets, chapters or text or picture files stored in a Library to a document you can maintain a link to the item. By linking the item, any changes you make to it will be reflected in every document with links to that item. For example, suppose you opened a Library and made changes to a stylesheet, which was linked to other documents. Because the stylesheet in the other documents is a linked copy of the first, the changes made to the first stylesheet are automatically updated in the others.

Libraries can be shared between workgroups or kept private by individual users. When sharing libraries, you can set up access rights to control which team members can make changes to the libraries.

You can store network or local copies of files in the VENTURA Library, and then incorporate the same text or graphics in multiple publications. Default libraries are available from the File menu, and you can create as many new, empty library windows as necessary.

## Linked images and libraries

If your publication contains an image that is linked from a library (as opposed to embedded in the publication), and then you move the library, you will have to relink the picture.

# Creating & Opening Libraries

❖ **To create a Library**

1. Click File, Library.

2. Choose New.

3. Enter a filename for your library.

4. Click Save.

❖ **To open a Library**

1. Click File, Library.

2. Choose Open.

3. Select a library.

★ Notes

Use the browse control to find a library file (the extension is .vlb) in another directory.

If a library has been designated as multi-user, only those persons granted access by the library's administrator will be able to open and edit the file. If you have been given rights to the library, you may be asked to enter a password (usually your system password) before the library will open.

## Adding and applying items to/in a library

There are a number of ways to add items to a library. You can simply drag an item from your desktop, or from a file management window such as the Windows Explorer. You can also add items to the library using the Clipboard. In addition, you can add items which are already in your VENTURA document to a library by using the Navigator.

The type of item you're adding to the Library determines which method you use.

❖ **To add a text or picture file to a Library**

1. Click File, Library and choose Open to open an existing Library, or New to create a new one.

2. Open the document containing the text or picture file you want to add to the Library.

3. Click Tools, Navigator and choose Publication Manager from the list box.

4. Double-click the document, then the chapter containing the text or picture file you want to add to the Library.

5. Drag the file from the Navigator to the library.

★ Tips

You can also drag text or pictures from the Windows Desktop or Explorer, or from another application. Text and pictures dragged from other applications are added to the Library as OLE objects.

Pictures and text files in drawn frames can also be dragged into a Library from a page in a VENTURA document.

Dragging a picture or text in a drawn frame from a VENTURA document places a copy of it in the Library. To remove the picture or text from the document and place it in the Library, press and hold the SHIFT key and drag the item to the Library.

★ Note

You cannot drag frames spread across facing pages into a library; use the Edit, Copy and Paste commands instead.

❖ To add a master page to a Library

1. Click File, Library and choose Open to open an existing library, or New to create a new one.

2. Open the document containing the master page you want to add to the Library.

3. Click Tools, Navigator and choose Master Pages from the list box.

4. Drag the master page from the Navigator to the library.

   If the master pages are not displayed, double-click the document in the Navigator.

❖ To add a stylesheet to a Library

1. Click File, Library and choose Open to open an existing library, or New to create a new one.

2. Open the document containing the stylesheet you want to add to the Library.

3. Click Tools, Navigator and choose Publication Manager from the list box.

4. Double-click the document containing the stylesheet you want to add to the Library.

5. Drag the stylesheet from the Navigator to the library.

### ❖ To add a tag to a Library

1. Click File, Library and choose Open to open an existing library, or New to create a new one.

2. Open a document that contains the tags you want to add to the Library.

3. Click Format, Manage Tag List.

4. Click the tab that corresponds to the type of tag you want to add to the Library.

5. Click the tag you want to add to the Library.
   To select multiple tags, click them while holding down the SHIFT key.

6. Right-click one of the selected tags and choose Copy.

7. Right-click the Library background and choose Paste.

★ Tips

You can also use the Clipboard to add paragraph tags to a Library: Using the tool, select paragraphs formatted with the tags. Click Edit, Copy, then right-click the Library background and choose Paste.

You can also drag tags from the Tags Window into a Library. To use the Tags Window, you need to add it to a menu or toolbar using the Tools, Customize command.

### ❖ To add a table to a Library

1. Click File, Library and choose Open to open an existing library, or New to create a new one.

2. Select the entire table or a portion of it.

3. Drag the selection to the Library.

★ Tip

Dragging the selection places a copy of it in the Library. To remove the selection from the document and place it in the Library, hold down the SHIFT key while dragging.

### ❖ To add selected text to a Library

1. Click File, Library and choose Open to open an existing library, or New to create a new one.

2. Select the text you want to add to the Library.

3. Drag the selection to the Library.

★ Tips

You can also drag text from an open application and place it in the Library as a OLE object.

Dragging the selection from a VENTURA document places a copy of it in the Library. To remove the selection from the document and place it in the Library, hold down the SHIFT key while dragging.

## ❖ To add a chapter to a Library

1. Click File, Library and choose Open to open an existing library or New to create a new one.

2. Open the document containing the chapter you to add to the Library.

3. Click Tools, Navigator and choose Publication Manager from the list box.

4. Double-click the document containing the chapter you wish to add to the Library.

5. Drag the chapter from the Navigator to the library.

## ❖ To use library items in a document

1. Open the library.

2. Select an item and drag it to the desired location.

   To link to a stylesheet, chapter or a text file in the library, press CTRL + SHIFT while dragging (see Note).

| To add a | drag to |
|---|---|
| master page | the page you want to format or a document in Master Pages view in the Navigator |
| stylesheet | any page in the active document or a document in the Navigator |
| tags | a page in the active document (The tag is added to the tag list in the Property Bar) |
| chapter | a document in the Navigator (see Note) |
| text or picture file | a page in the active document or a chapter in the Navigator (see Note) |
| selected text | the page containing the insertion point |
| table | the page containing the insertion point |
| OLE object | a page in the active document |

## ★ Notes

By linking an item — for example, a stylesheet — any changes you make to it will be reflected in every document with links to that item. If others have access to the library, only the first person to open a document with links to an item in the that library can make changes to the item. To better control access to shared libraries use VENTURA's multi-user acess features .

You can link stylesheets, chapters and text files to the document from which they were added to the library by dragging them back to the document while holding down the CTRL and SHIFT keys.

A text file added to the library from the Navigator or Windows Explorer and dragged onto a page is placed in the base page frame or the selected drawn frame.

Externally-referenced files in a chapter that's stored in a library become embedded when you add the chapter to another document. If you want the files to remain external, add the chapter, then remove and re-import the files.

❖ To update a stylesheet, chapter or text file linked to a library

1. Save the document containing the linked library item you changed.

2. Open the document you want to update with the changed item.

3. Open the Navigator (click Tools, Navigator), and choose Publication Manager from the list box.

4. Right-click the item (chapter, stylesheet or text file) you want to update.

5. Choose Update.

★ Note

When you save a document that uses a stylesheet linked to a library, VENTURA automatically updates the library with changes you made to the stylesheet.

## Embedding files linked to a library

Embedding files (stylesheets, chapters or text) linked to a Library, breaks the link between the Library and the document containing the file. After you break the link, changes made to the files in the Library, no longer appear in the document.

1. Right-click the linked file in the Navigator.

2. Choose Embed File to embed a text file or chapter or Embed stylesheet to embed a stylesheet.

★ Note

To reconnect the link, you must press CTRL+ SHIFT while dragging the file from the Library into the document.

## Managing libraries

❖ To view the properties of a library item

1. Select the item.

2. Right-click, choose Properties.

❖ To rename items in the Library

1. Right-click the item you want to rename and choose Properties.

2. Type a new name in the Name box.

❖ **To remove an item from a library**

1.  Select the item.

2.  Right-click, choose Cut.

❖ **To move items from one library to another**

1.  Click File, Library.

2.  Select two or more libraries.

3.  Click Open.

4.  Drag the item from the first library to the second.

❖ **To sort items in a library by name, type, date or size**

1.  Right-click the library background.

2.  Click Sort.

3.  Choose how you want objects sorted.

❖ **To control which types of items display in a library**

1.  Right-click the library background.

2.  Click Filter.

3.  Enable the check boxes next to the items you want to show in the library and disable those you want to hide.

❖ **To change the view in a library**

1.  Right-click the library background.

2.  Click View.

3.  Choose an icon size and specify whether you want to display names next to them.

## Controlling access to a library

Protect a library from unwanted changes using VENTURA's multi-user access features. The first step is to designate a library as multi-user which automatically restricts access to the file. Then, you choose which individuals will have rights to open and edit the document. Passwords can also be assigned which the users must enter before the library will open in Corel VENTURA.

Once the library is set to multi-user, then users (with the proper rights) can open, edit, and update the library using the check in, check out, and uncheckout commands.

❖ To limit library access to specified users

1. Right-click inside the library window.

2. Choose Access Rights from the menu.

3. When the Access Rights dialog box opens, enable the Multi-user access check box.

4. For new users, click Add User, and type a representative name (usually the system name) and password (optional) in the entry boxes. Repeat for additional users.

5. Enable the Library check box next to each user's name. This will allow them to check the library out, make changes to its contents (add or edit items), and check the library back in. If you don't enable this check box for a user, they will only be able to view the library, but not change it in any way.

★ Notes

The first person to enable the Set Multi-user command is designated the library's administrator. As the administrator, you can give access rights to other users, assign document passwords, and enable and disable the Multi-user command. To give a user administrator rights, enable the Admin check box next to their name.

See Related Topics for other procedures on multi-user libraries such as checking in and out library files and changing user passwords.

❖ To check out and edit a multi-user library

1. Right-click inside the library window.

2. Choose Check Out from the menu.

You can now add items to and remove them from the library

★ Notes

If you are unable to check out the library, you may not have been granted access. Ask the library's administrator to change your access rights.

Make sure the library has been designated as multi-user or the Check out command will not appear in the right-mouse menu.

You can drag items from a library onto a document regardless whether the library is checked in or out.

❖ To check in and update a multi-user library

1. Right-click inside the library window.

2. Choose Check In from the menu.

Any changes made to the library are saved and the library is checked in.

★ Note
When you check in a multi-user library, it becomes read-only which means that you can view the library's contents and drag items from it, but not make any changes.

❖ **To undo changes made to a library since it was checked out**

1. Right-click inside the library window.

2. Choose Uncheck Out from the menu.

   The library is checked back in without any changes being saved. You will still see the changes on screen unless you close the library and reopen it.

★ Tip
Another way of undoing changes is to close the library without checking everything back in. When the warning message appears telling you that the library is still checked out, click No.

❖ **To take away library access rights from a user**

1. Right-click inside the library window.

2. Choose Access Rights from the menu.

3. In the Access Rights dialog box, select the user's name you wish to remove from the list.

4. Click Delete User.

   The user no longer has rights to open or modify the library.

★ Note
Only the library's administrator can give or take away rights to a library.

❖ **To assign or change a library password**

1. Right-click inside the library window.

2. Choose Access Rights from the menu.

3. Select the person's name and click Change Password.

4. Type the password both in the New password and Confirm new password boxes.

★ Notes
VENTURA prompts the user to enter the password each time the library is opened. If the password is not provided or entered incorrectly, the library will not display.

Anyone with access rights to the library can change their own password.

# Frames

Frames are a page layout and design tool that you can use as containers to hold text, pictures, tables, and fills. They make it easy for you to place text anywhere on the page, rather than just in a continuous text flow. Frames allow you to continue stories from page to page or create special effects with pictures and text.

VENTURA offers a wide selection of frame anchor settings and typography controls for widows and orphans, text positioning and flow, vertical justification and conditions. Using frames can save a great deal of time and effort when designing your page layout because they allow you to rearrange your page with ease. For global page layout requirements, you can put frames on the master pages so that they appear throughout your document.

## Adding & Editing Frames

❖ **To add a frame**

1. Click the Frame tool.

2. Click where you want the frame.

3. Drag diagonally to make the frame the size and shape you want.

★ Tips

You can resize the frame by clicking the frame handles and adjusting them.

You can convert a graphic object drawn in VENTURA to a frame.

★ Notes

It is possible to create a frame that is larger than the base page. If you choose to do so, ensure that your frame handles are on the inside of the frame.

VENTURA automatically names the frames you draw, "Frame 1," "Frame 2," etc. The name appears under Frame Anchor in the Frame Properties dialog box (Format menu). You use this name (or another name you type in the Name box) when you want to create a link to the frame in Corel Database Publisher. For more information, consult the Corel Database Publisher Help.

❖ **To convert a graphic object to a frame**

1. Select the graphic object.

2. Right-click on the object, choose Convert To Frame.

★ Notes

VENTURA closes open paths you convert to frames by adding a line between the start and endpoints of the path.

If you want to convert a vector picture into graphic objects and then convert those objects into frames, use the Outline tool to remove the outlines around the graphic objects before converting them to frames. Otherwise, the frames created from the objects could take a long time to generate, especially if the picture is complicated.

## Selecting frames and graphic objects

You must select a frame or graphic object before you can make changes to it. You know when a frame or graphic object is selected because it is enclosed by a bounding box. Corel VENTURA automatically detects different types of frames and objects; the cursor will change to a pointer as it moves over the frame border. You can adjust the sensitivity of the frame detection by clicking Tools, Options, and adjusting the Frame Selection settings on the Selection tab.

### ❖ To select a frame or graphic object

- Click the border of the frame or graphic object.

★ Note

To select multiple frames and/or graphic objects press the SHIFT key while clicking the border or each frame or graphic object.

### ❖ To marquee select a frame or graphic object

1. Click the tool.

2. Click and drag around the frames and/or graphic objects you wish to select.

★ Notes

If you marquee select an object, ensure that your selection includes the object's entire bounding box.

To deselect a frame or graphic object in a collection of selected frames or graphic objects, press the SHIFT key, then click on the border of the frame and/or graphic object you want to deselect.

To deselect a frame or graphic object in a collection of grouped frames or objects, press the ALT key while clicking the border of the frame or graphic object you wish to deselect.

### ❖ To select all frames and graphic objects on the current page

1. Right-click on the border of one of the frames or graphic objects.

2. Choose Select All.

### ❖ To cycle through frames and graphic objects on the current page

1. Select any frame or graphic object on the page.

2. Press the TAB key repeatedly, stopping when you've selected the object you want. Press SHIFT + TAB to cycle in the other direction.

## Cutting, copying, and pasting frames

❖ **To cut, copy, or paste a frame**

1. Click the border of the frame.
2. Click Edit, Copy, or Edit, Cut.
3. Click Edit, Paste.

❖ **To copy frames between documents**

1. Copy the frame.
3. Click File, Open.
4. Choose the publication into which you want to paste the frame.
5. Go to the page where you want to paste the frame.
6. Click Edit, Paste.

❖ **To paste frames in multi-page view**

1. Select the frame.
2. Click Edit, Copy, or Edit, Cut to place the frame on the Clipboard.
3. Press F3 to switch to multi-page view.
4. Click the page on which you'd like to paste the frame.
5. Click Edit, Paste.

❖ **To spread drawn frames across facing pages**

1. Use the Zoom tool to display facing pages.
2. Right-click the frame you want to spread.
3. Click Make Spread.
4. Stretch the frame across the page boundary by dragging the frame by one of its selection handles.

★ Tip
To apply the same spread on facing pages throughout the chapter or document, create the spread on the master page.

★ Notes
You cannot spread frames across chapter boundaries.

As with any object on the pasteboard, the area of the spread that extends into the pasteboard does not print. If you want the spread to bleed off the printed page, print the document on paper larger than the page size specified in VENTURA.

You cannot edit nodes on the right side of frames spread across pages.

You cannot move or resize a spread frame with the mouse except in Facing Pages view. Use the Property Bar or Format, Frame command if you want to move or resize the frame in another view.

You cannot drag a frame spread across facing pages into a library; use the Edit, Copy and Paste commands instead.

## Working with files in frames

❖ **To place a file in a frame**

1. Select the frame you want to put the file in.

2. Click Tools, Navigator.

3. Choose Publication Manager from the list box.

4. Drag the text or picture file over the select frame and release the mouse button.

   If the file you want doesn't appear in the Navigator, use the Import, Text or Import, Picture command in the File menu to load into the document.

★ Tip
You can also select the files for placement from the Files List in the Property Bar.

★ Note
If the frame already contains a file, the new one replaces the existing one if it's the same type (i.e., two text files or two picture files). If the file types are different, the new file is added to the existing file allowing you to superimpose text on a picture.

❖ **To remove a file from a frame**

1. Right-click the border of the frame.

2. Choose Remove from Frame.

3. Choose the command that corresponds to the type of file in the frame.

4. Delete the drawn frame (optional).

★ Note
The file remains in the Files list even after it has been removed from the frame. To remove the file from the publication, use the Navigator.

## Working with text in frames

❖ **To direct text flow around and behind frames**

1. Click the border of the frame.

2. Click Format, Frame.

3. Click General.

4. Choose an option from the Flow and Rotation list box.

★ Note
The vertical order of drawn frames affects the flow of text around them.

❖ **To specify the direction of text flow in frames**

1. Select the frame containing the text file.

2. Click Format, Frame.

3. Click Margins.
   If the Advanced button is displayed, click it to reveal the advanced options.

4. Choose an option in the Flow In Frame list box.

★ Note
The default option is Highest. In the case of irregularly-shaped frames, you may wish to choose Highest Right or Highest Left. These options determine the point from which text begins flowing.

❖ **To direct text flow from one frame to another**

1. Click the border of the first frame.

2. Click the down arrow in the lower right-hand corner of the frame.

3. Drag to create a new frame.

★ Note
To direct flow between existing frames, repeat steps 1-2 for as many frames as required.

❖ **To add space around a frame**

There are three ways to increase the amount of space between a picture and the surrounding text. You can:

- Increase the margins around the frame using the Outside Margins settings on Margins tab of the Frame Settings dialog box (Format menu).

- Add inside margins to the frame to move the contents away from the edge. You can do this by dragging the margin boundaries on the rulers or by using the

Outside Margins settings on Margins tab of the Frame Settings dialog box (Format menu).

- Make the picture smaller inside the frame by using the Dimensions settings on Picture tab of the Frame Settings dialog box (Format menu).

❖ **To edit the shape of a text wrap around a picture**

1. Click the Node Edit tool.

2. Click the text wrap path.

3. Reshape the path by dragging it's segments, nodes or control points.

4. Press Enter to update the picture.

# Moving and sizing frames

## Resizing frames

Corel VENTURA gives you several ways to resize frames. You can resize a frame by entering precise measurements or by using the mouse. Or, if you have a picture in a frame, you can resize the frame to fit its contents. You can also lock a frame so that it cannot be moved or resized.

❖ **To set a frame's size and position**

1. Click the border of the frame.

2. Click Format, Frame, General and click the Advanced button if it is displayed.

3. Set the Width and Height.

4. Set the Horizontal and Vertical Frame Origin.

★ Notes

The Origin sets the position of the upper-left corner of the frame, relative to the upper-left corner of the page.

You can also set a frame's size and position using the Property Bar. When you select the frame, the frame dimensions are displayed and you can manually enter specific dimensions you wish.

❖ **To resize a frame with the mouse**

1. Click the border of the frame.

2. Move the cursor over one of the frame handles.

3. Click and drag the handle to resize the frame.

❖ **To resize a frame to precise measurements**

1. Click the border of the frame.

2. Click Format, Frame, General.

3. Enter the dimensions in the Width and Height boxes.

❖ **To fit a frame to its contents**

1. Right-click the border of the frame.

2. Click Size Frame to Object.

## Moving frames

Corel VENTURA provides several ways of moving frames; such as, moving a frame bby precise increments, or moving it with the mouse. You can also lock a frame so that it cannot be moved or resized.

❖ **To move a frame**

1. Click the border of the frame.

2. Click and drag the selected frame to the desired location on the page.

❖ **To move a frame to a specific location**

1. Click the border of the frame.

2. Click Format, Frame, General.

3. Set the Horizontal and Vertical Frame Origin.

★ Notes

   The Origin sets the position of the upper-left corner of the frame, relative to the upper-left corner of the page.

❖ **To move a frame using the Property Bar**

1. Click the border of the frame.

2. Type a value in the x-origin box , then press Enter.

3. Type a value in the y-origin box , then press Enter.

❖ **To rotate frames to a specific angle**

1. Click the border of the frame.

2. Click Format, Frame, and choose the General tab.

3. In the Rotation box, enter a value from 0° to 360°.

★ Notes

You can also rotate a frame's contents independently of the frame. Follow steps one and two, above, then enter a value in the Rotate Contents By box. Although you can rotate text on the base page frame using this setting, it's primarily intended for rotating pictures in this type of frame. If you need to rotate text, place the text in a drawn frame.

You cannot rotate OLE objects; however, you may rotate the frame containing them.

You can also rotate a frame by using the options on the Property Bar.

### ❖ To rotate a frame using the mouse

1. Double-click the frame's border. The handles on the object's bounding box change to two-way arrows.

2. Drag one of the corner arrows in a circular motion.

★ Tips

Hold down the CTRL key while dragging to constrain the rotation to 15-degree increments. Release the mouse button before releasing the CTRL key to maintain the angle. You can change the angle of constraint by using the Tools, Options command (Selection tab).

You can change your axis of rotation by dragging the point in the center of the frame. If you subsequently rotate the frame back to 0 degrees using the Format, Frame command, the center of rotation will return to the middle of the frame.

### ❖ To lock or unlock a frame's size and position

1. Click the border of the frame you want to lock or unlock.

2. Click Format, Frame, then click the General tab.

3. Enable or disable the Lock Frame option.

### ❖ To move a frame or graphic object in set increments

1. Click the border of the frame or graphic object.

2. Press the appropriate arrow key to move the frame up, down, left, or right.

★ Notes

Holding down an arrow key moves the frame or graphic object in continuous steps.

The default amount is 0.10 inches. You can change the setting in the Tools, Options, Selection by adjusting the Nudge setting.

### ❖ To skew a drawn frame or graphic object

Skewing allows you to slant a drawn frame or graphic object from left to right, or top to bottom. The content of the frame or graphic object does not skew.

1. Select the frame or graphic object you want to skew.

2. Click the frame or graphic object's border twice (a little slower than a double-click).

   The nodes on the frame or object's bounding box turn into double-headed arrows.

3. Click and drag the arrows to skew the object or frame as desired.

★ Tip

Press the CTRL key while dragging to skew in 15 degree increments. You can change this angle by adjusting the Constrain Angle setting in the Options, Selection dialog box (Tools menu).

★ Notes

Skewing is not recommended for frames with captions.

# Frame Captions

❖ To attach a caption to the selected frame

1. Click the border of the frame you want to add a caption to.

2. Click Format, Frame.

3. Click the General tab.

4. In the Caption list box under Caption Position, choose the location where the caption will appear.

5. Type text in the caption frame.

★ Note

When you move an existing caption to a different position — for example, from the left side of the frame to the right side — the text in the caption is lost. To retain the text, copy it to the clipboard before moving the caption, then paste the text into the repositioned caption.

❖ To remove a caption

1. Click the border of the frame where you wish to remove the caption.

2. Click Format, Frame.

3. Click the General tab.

4. In the Caption position list box, choose None.

★ Note

All of the text in the caption is lost when the caption is removed. To save the text, copy the text to the clipboard before removing the caption.

### ❖ To number drawn frames

You can number pictures and tables in drawn frames by attaching a caption to the frame and then inserting a counter in the caption. When you add, move or delete the frames, VENTURA updates the numbering automatically.

1. Select the drawn frame you want to number.

2. Add a caption to the frame.

3. Click in the caption frame.

4. Click in the Property Bar to insert the current chapter and/or to insert the current page.

    To separate the chapter and page numbers, type a comma, dash or other character.

## Anchoring frames

### ❖ To anchor a frame

1. Click the border of the frame.

2. Click the Frame Anchor tool .

3. Click in the text where you want to anchor the frame.

★ Note

The frame will be anchored in line with the text. To change the frame's position, click Format, Frame, and choose the General tab (click Advanced if the Advanced settings are not visible). You can then set the Frame Anchor Position and Alignment.

VENTURA automatically repositions the frame when its anchor moves. However, for frames anchored outside columns or the base page margins, you may need to use the Refresh Window command in the View menu to redraw the frame.

### ❖ To edit a frame anchor

1. Click the border of the anchored frame.

2. Click Format, Frame, General.

    Click Advanced if the Advanced settings are not visible.

3. Adjust the Position and Alignment settings.

### ❖ To delete a frame anchor

1. Click the border of the anchored frame.

2. Click Format, Frame, General.

Click Advanced if the Advanced settings are not visible.

3.  Disable the Frame Anchor box.

## Working with frame tags

❖ **To apply a frame tag**

1.  Select a frame.

2.  Click a tag from the Tags list in the Property Bar.

❖ **To untag a Frame**

1.  Select a frame.

2.  Choose <No Tag> from the tags list in the Property Bar.

## Frame typography

❖ **To use the same typography settings as the chapter**

1.  Click the border of the frame you want to change.

2.  Click Format, Frame and then click the Typography tab.

3.  Choose Default for all the setting options.

❖ **To change the typographic attributes of a frame**

1.  Click the border of the frame you want to change.

2.  Click Format, Frame and then click the Typography tab.

3.  Specify the settings you want.

    These settings override the ones specified for the chapter using the Format, Chapter command.

# Why can't I move or resize a drawn frame?

You cannot move or resize drawn frames that are locked; nor can you move or resize a drawn frame that is spread across facing pages, unless you do so in Facing Pages view or use the Property Bar or Format, Frame command. You cannot move an anchored frame without removing the anchor, although you can resize it while it's still anchored.

# Grouping and ungrouping objects

❖ **To group frames or graphic objects**

1. Hold down the SHIFT key and select the frames or graphic objects that you want to group.

2. Click Edit, Group.

❖ **To ungroup frames or graphic objects**

1. Click any object in the group.

2. Click Edit, Ungroup.

★ Note

If you have grouped two or more groups, click Edit, Ungroup to ungroup one level at time.

# Layering order for drawn frames and graphic objects

When you draw objects — either frames or graphics — VENTURA places the object you drew *last* on top of all other objects on the page. The vertical order, or "layering" order, is most evident on pages with overlapping objects that contain text or have contrasting fills or outlines.

The Order commands in the Edit menu enable you to change the layering order on any given page. For example, if you select the bottom object on a page and choose the Order, To Front command, VENTURA places the object on top of all other objects on the page. The topmost object becomes the second object, the second becomes the third, and so on. The Forward One and Back One commands let you place objects precisely where you want them in the layering order. For example, if you have ten overlapping objects, you can use the Back One command to place the top object behind the third object.

Grouping objects puts them in the same position in the layering order. If you select more than one object and choose any of the Order commands (except the Reverse Order command), the objects move together and keep the same order relative to one another.

★ Notes

The layering order of drawn frames affects the flow of text around them. For example, if you put text in a frame, then draw another frame with frame wrap turned on, the text in the bottom frame will wrap around the top frame. However, if you move the frame containing the text on top, the text no longer wraps around the frame.

Objects on master pages always occupy the lowest position in the layering order — even if they were added after objects on regular pages.

❖ **To move a frame or graphic in front of or behind another**

1. Select the drawn frame or graphic object you want to move.

2. Click Edit, Order and choose a command to move the frame or graphic to the desired location.

## Aligning frames and graphic objects

Corel VENTURA gives you several ways to align frames and graphic objects with precision.

❖ **To align frames and graphic objects using the Alignment toolbar**

1. Click View, Toolbars.

2. Enable the Frame/Graphic Alignment check box, then click OK.

3. Hold down SHIFT and select the frame(s)or graphic(s) you wish to align.

4. Choose an alignment option from the toolbar.

★ Tips

You can also use the Frame/Graphic Alignment toolbar to align single frames or graphics to the center of the page or to the nearest grid line.

For Help on using the toolbar, click at the top of VENTURA window, then click a toolbar button.

❖ **To align a frame or graphic object to the edge of a column**

1. Click View, Snap.

2. Click Columns.

3. Drag the frame against the edge of the column.

❖ **To align frames or graphic objects to the baseline of text**

1. Click View, Snap.

2. Click Inter-line.

3. Drag the frame up or down until in snaps to the baseline.

★ Notes

The baseline grid coincides with the interline spacing defined for the Body Text tag or the tag defined in the Chapter Properties dialog box (Format menu).

When a frame is snapped to interline, the outside margins will be included only if they are a multiple of the interline spacing.

### ❖ To align a frame or graphic object to the grid

1. Click View, Snap.

2. Click Grid.

3. Drag the frame or graphic to force it to the nearest grid line.

### ❖ To align a frame or graphic object to a guideline

1. Add a guideline to the page.

2. Click View, Snap.

3. Click Guidelines.

4. Drag the frame or graphic object against the guideline.

# Graphics

## Working with illustrations

In Corel VENTURA, the term "illustrations" refers to both pictures and graphic objects. Pictures are drawings, bitmaps, photographs, and other images imported from other programs. Graphic objects are shapes drawn with Corel VENTURA's drawing tools.

Pictures can be imported into the base page frame or into a drawn frame. If no frame is selected when you import the picture, Corel VENTURA creates a frame automatically. You can also draw or select an existing frame, and select the picture's filename from the File List to place it in the frame.

You can add as many drawn frames as you need, position and resize them as required, and include both text and pictures in frames at the same time. You can also add captions to drawn frames and anchor them to text in the base page frame, so that they move with the text as text flows during editing. In addition, you can resize pictures by dragging frame handles or you can use the Frame Properties dialog box. You can also crop frames or make them repeat on other pages by placing them on master pages.

### Manipulating imported pictures

For your pictures to add the most impact to your document, it is important to show them off to their best advantage. For example, a picture with a lot of small detail will look more impressive if cropped or sized to show a small section of the picture in larger scale.

### Sizing pictures

The size of a picture in your document (as opposed to its actual size when created) is determined by the size and settings of the Corel VENTURA frame that contains it. Corel VENTURA automatically maintains a picture's original aspect ratio, which is the ratio of the picture's width to its height. If you make the frame larger or smaller, the picture grows or shrinks by the same amount. To resize a picture within its frame or to alter its aspect ratio, you can override the sizing defaults, and specify precise dimensions for the picture which won't change when you resize the frame.

### Cropping pictures

In traditional graphic design, cropping refers to trimming a picture (usually a photograph) either to make it fit a given space or to remove unwanted portions. To crop a picture in Corel VENTURA, you can size it within a frame, and then move it around until only the portion of the picture you want remains.

With Corel VENTURA, you can crop a picture during or after you import it. Cropping during importing is better as it reduces the file size. Only bitmapped files that you embed in the document can be cropped during import; referenced files must be cropped outside of Corel VENTURA. You can simulate cropping by moving the image with its frame.

## Clipping paths and masks

With some graphic file formats, you can add a clipping path or mask to an image. With these options you can mark unwanted parts of a bitmap, so that only the portion of the bitmap enclosed within the path is visible. Corel VENTURA supports this feature and uses the clipping path or mask to automatically crop the image. You can use Corel PHOTO-PAINT (included with Corel VENTURA) to create images with masks, and then import the image into a Corel VENTURA document.

Other formats that support clipping paths and masks are .TIFF (version 6.0 only) and .EPS. With files in .EPS format, you can use these features to create irregular shapes when the bitmap is cropped.

## Importing pictures for use as patterns

When importing images for use as patterns, bear in mind that the amount of editing you can do once the image is in Corel VENTURA is limited. For best results, edit the image prior to importing it. The following list highlights some important restrictions.

- Images imported for use as patterns are transformed into the two colors you specify. If the image contains more than two colors, Corel VENTURA tries to select the most appropriate shade. You should check the image after importing to ensure you get the results you expect.

- You can assign foreground and background colors to an image, but you cannot edit its shape.

- Any white space around the image is considered part of the pattern, and affects how large the pattern will appear when it is tiled.

- Two-color patterns that do not exceed 256 by 256 pixels are imported at the same resolution at which they were created. Those exceeding the limit will be reduced to 256 by 256.

- To edit a pattern with Corel VENTURA's pattern editor, you will have to reduce the pattern's resolution to 64 by 64 pixels before importing it. The quality of the pattern may suffer when reduced to this lower resolution.

## Picture file formats

There are two file formats used for all picture and graphic files: bitmap and vector. It is important to understand the differences between the two formats, as well as the advantages and limitations of each type.

## Bitmap

Bitmap images are typically created in paint programs or by scanners, and are most commonly used to display photographic images. Bitmaps are formed by a grid of small dots called pixels; each pixel is a single color. The arrangement of the pixels creates both the shape and the color of the picture. The number of pixels used in an image determines its resolution. Resolution is expressed in dots per inch (dpi), which measures the exact number of pixels found in one inch, so the higher a bitmap's dpi, the higher its resolution. Images with a high resolution appear sharp and crisp, while those with a lower resolution can be jagged and indistinct.

Once a bitmap is created, the number of pixels it contains is fixed. For this reason, the quality of a bitmap image degrades when it's resized, since the same number of pixels are either stretched over a larger area, or condensed into a smaller one. This is referred to as 'resolution dependency.' It also means that bitmaps can't take advantage of higher resolution printers. A bitmap created at 300 dpi will look the same whether it's printed on a 1200-dpi imagesetter or a 300-dpi desktop printer.

In addition to the number of pixels in a bitmap, the color depth of each pixel can also affect image quality. Color depth is determined by the number of bits per pixel. A black and white image will have only one bit per pixel since it only needs to represent the presence or absence of black. A color image can use from 8 to 32 bits to represent color. If 8 bits are used, the pixel can represent one of 256 colors. If 24 bits are used, the pixel can be one of 16,777,216 colors.

An image's color depth is set when the image is created and cannot be increased. Decreasing a bitmap's color depth (through resampling) shrinks its file size, which is important when distributing electronic documents. You can experiment with different color depths to arrive at the best compromise between color quality and file size.

A special type of bitmap used for black and white pictures is a grayscale image. A grayscale image is often made up of 256 shades of gray using 8 bits for each pixel. By using several bits for each pixel, many more shades of gray are possible than in a 1-bit black and white image.

## Vector

Unlike bitmaps, a vector picture represents shapes as a series of mathematically defined curves and line objects. Vector pictures are also called object-based graphics, or line art. They are typically created in drawing programs such as CorelDRAW, and can also be created using Corel VENTURA's drawing tools.

When you import a vector picture into Corel VENTURA, each curve is drawn in turn until the whole graphic is recreated. Very complex images can be created by placing many different vector objects together to form a picture. Programs like CorelDRAW offer tools for creating complex images which can be imported into your Corel VENTURA documents.

Since vector images are stored mathematically, they can be reproduced at any resolution. Regardless of how much you resize a vector picture, it retains its crisp, smooth lines, and it always prints at the maximum resolution of the output device. Vector file formats such as .CDR, .AI, .EPS, .CGM, and .WMF. can all be imported into Corel VENTURA.

★ Tip

If you want to edit a vector picture after it's loaded into Corel VENTURA, right-click it, then choose Convert Picture to Shape. This process breaks the image up into individual objects that can be modified using VENTURA's Outline, Fill and Node Edit tools. Before editing the objects, you must ungroup them using the Ungroup command in the Edit menu.

## Wrapping text around irregular pictures

Corel VENTURA offers two ways of controlling how text flows around the pictures in your documents:

- Right-click on the picture frame, and choose Auto Wrap to reshape the frame to conform to the contours of the picture.

- Reshape the frame containing the picture manually using the Node Edit tool.

★ Notes

To make text flow around a drawn frame, the frame containing the text must be below the other frame in the stacking order. Since the base page frame is always at the bottom of the stack, text in it will always flow around a free frame unless the Flow Text Around Frame option is turned off for that frame. If you have overlapping drawn frames and you want text in one of them to flow around a picture in one of the others, the frame containing the picture must be first in the stacking order. To move a frame to the top of the stack, use the Edit, Order command.

You cannot apply an autowrap to a tagged frame.

When wrapping text around pictures in Encapsulated PostScript (EPS) file format the text wrap is performed on the image header. Therefore, there may be discrepancies between screen representations and printed output.

## Recommended settings for halftone screening

Set the Dot Shape option to Default for most work. This option uses the screen type stored in your printer and is optimized for your hardware. The screen angle is normally 45 degrees. Set the Lines Per Inch setting to 60 for laser printers, 90 for 1,200 dot per inch (dpi) typesetters, and 150 for 2,540 dpi typesetters. These settings will work for most situations. However, you may be able to dramatically reduce the size of grayscale images, and also obtain better results if you understand the halftone process which is described in Understanding the Halftoning process.

## Understanding the halftoning process

The Halftone Screen setting is but one control in the process which starts with scanning a photograph into the computer, and ends with the printing of that photograph from Corel VENTURA.

A number of parameters in this process interact to produce various levels of image quality. What follows is a definition of each parameter along with recommended ranges.

Use these formulas and ranges to decide the trade-off that is best for your particular situation.

**Printer resolution:** The number of dots that the printer can place within a square inch of paper or film. Laser printers usually print at 240, 300, 400, or 600 dots per inch (dpi).

**Gray levels:** Each dot which a printer or typesetting machine puts on paper or film is black, not a shade of gray. Therefore, gray must be approximated by a group of dots. For instance, you can print a small square which is five dots wide and five dots high. If you print all the dots in this little square, then the square looks totally black. If you print every other dot, then the square looks 50% gray.

**Screen frequency:** The screen frequency refers to how many gray dots you place on the page per square inch. The screen is set in lines per inch.

**Screen type and angle:** The screen produces a regular pattern through the image. To make this pattern less noticeable, the screen is normally rotated at an angle with respect to the image. Also, to create special effects, you can use screens made up of patterns other than circular dots.

**Scanner controls:** If you use a scanner to create an image, you can usually vary the number of gray levels stored with each image, as well as the resolution. Scanners which recognize and store gray information usually let you vary the number of gray levels stored with every dot in a picture. The more gray levels per dot, the bigger the resulting file. Typical values are 16 levels (4 bits per dot), 64 levels (6 bits per dot),

and 256 levels (8 bits per dot). Most scanners for desktop publishing can create images at 300 dpi, but let you scan at lower resolutions to create smaller files.

## Halftoning guidelines

You can trade resolution for levels of gray. Therefore, before you scan an image, you should decide on the number of gray levels and the screen frequency you want. The relationship between these two is:

If you want to print 25 levels of gray on a 300 dot-per-inch (dpi) printer, you should select a screen frequency of 60 lines per inch.

Typical screen frequencies and gray levels are as follows:

- **Screen frequency:** Newspaper picture quality is created with screen frequencies of 65 to 75 lines per inch. Magazine picture quality is created with screen frequencies of 120 to 150 lines per inch (60, 75, 120, 133, and 150 are typical values).
- **Gray levels:** The eye cannot discern 256 different gray levels. Therefore, storing more than 256 levels of gray is a waste of disk space. At the other end of the spectrum, 32 gray levels is coarse, but adequate for many uses.

You can significantly decrease the size of scanned image files without degrading image quality by limiting scanner resolution to roughly the screen frequency, and by limiting the number of gray levels stored to just slightly more than the screen frequency and printer resolution allow. Restating the formula given earlier:

For instance, if you intend to print with a 60 line-per-inch screen to a 300 dpi printer, you should scan the image at only 20 per cent more than 60 dpi, which is roughly 75 dpi. Also, you should scan for just a little more than 25 levels of gray, which translates to 32 or 64 gray levels on most scanners. You will need to experiment with your particular setup to find values that produce satisfactory results with the smallest possible numbers.

The scanner resolution you use also depends on the enlargement done in Corel VENTURA. The general formula is:

Scanner Resolution is approximately 1.414 x Screen Frequency x Magnification.

Thus, if you plan to double the size of the image using the Format, Bitmap, Resample command, and you have set the screen frequency to 60 lines per inch, you should scan the image at 1.414 x 60 x 2 which is approximately 150 dpi. The factor of 1.414 is based on experience. You should experiment to see what works for you.

If you want to create special effects, you can try changing the Halftone Screen Angle and Halftone Screen Type options.

## Manipulating graphics created with the drawing tools

Once you've drawn some graphics, there are several commands and techniques you can use to arrange them.

## Group/Ungroup

The Group command in the Edit menu is useful when you want to repeatedly move or edit several objects at the same time. When objects are grouped, any commands or actions affect all objects in the group, and they remain grouped until you ungroup them. For example, if you want to move all the objects in a group around a page several times, when they are grouped, you can do it without having to reselect each object in the group after each move.

And with Corel VENTURA, you can select and edit a single item in a group without breaking up the group by clicking on the object while holding down the ALT key.

## Alignment

The Frame/Graphic Alignment toolbar is used to align objects of different sizes more accurately than you can by eye. You can use the Align toolbar to achieve symmetry in your graphics and frames. Accurate alignment will give your designs a more professional look. Use the Toolbars command in the View menu to show or hide the toolbar.

## Order

You can use the Order command in the Edit menu to arrange overlapping graphics. When graphics are placed on top of one another, the last graphic drawn (or pasted) is always placed on top. You can use the To Back, To Front, Forward One, and Back One commands to change the order of objects quickly and easily.

## Cutting, copying, pasting and deleting objects

You can move or copy any object you've drawn by using the Cut, Copy and Paste commands in the Edit menu. When you cut or copy an object, Corel VENTURA places it on the Clipboard. From there you can paste the object elsewhere in the same document or into a different one. The object remains on the Clipboard until you cut or copy another object, or end the current Windows session.

## Working with stock images

The CD-ROM disks containing your Corel VENTURA software also include thousands of vector pictures, photos, clipart images, and symbols you can use to add color to your documents. The location of the images is identified in the Corel Libraries Catalog.

## Acquiring images with a scanner

If you have a scanner, you can scan images directly into your documents by using TWAIN software supplied with Corel VENTURA. Accessed using the Acquire Image command in the File menu, TWAIN works by setting up a connection between your scanner and your program. You can use the TWAIN dialog box to set up all the necessary scanning parameters controlling your scanner's features.

Using TWAIN's Prescan feature, you can preview images before scanning them. You can then enhance the quality of the image by adjusting such scanning parameters as color depth and resolution. You can also use the Preview feature to edit the image before you import it into your program. Corel VENTURA provides a wizard to walk you through the process of scanning images.

# Adding Pictures

## Importing pictures

In VENTURA, you can import pictures saved in a variety of file formats, including Windows bitmap (*.bmp), and Corel PHOTO-PAINT (*.cpt). Normally, you place an imported picture into a frame that you've selected or drawn. If you prefer to import the picture without adding it to a frame, you can place the picture's name on the Files list of the property bar, where you can access it later. You can also specify whether you want the picture available for placement in all chapters in the document or selected chapters only.

Other ways of importing include dragging and dropping pictures from Windows Explorer and using the Corel MultiMedia Manager to preview pictures prior to importing them into your document.

### ❖ To import a picture into a frame

1. Select a frame.
2. Click File, Import Picture.
3. Choose the format of the file from the Files of type box.
4. Choose a drive from the Look in box and double-click the folder where the picture is stored.
5. Double-click the filename.

   The picture is placed in the selected frame. If you haven't selected a frame, VENTURA loads the file into the publication. You can then apply it to frames from the file list for the currently open chapter in the Navigator, as well as in the File list box on the Property Bar.

### ❖ To import a picture to the Files list

1. Click File, Import Picture.
2. Choose the file format from the Files of type box.
3. Choose a drive from the Look in box and double-click the folder where the picture is stored.
4. Click the filename.
5. Click Options.

6.  Enable the Add to file list check box.

    This option adds the picture filename to the Files list rather than loading the picture into a selected frame. To return to the default, disable the check box.

7.  Click Import.

★ Note

Files placed on a master page do not appear in the Files List.

❖ **To import a text or picture file into multiple chapters**

1.  Make sure the base page is not selected (SHIFT + click the page to deselect it) and that no chapters are selected in the Navigator.

2.  Click Import, Text or Import, Picture.

3.  Choose the format of the file(s) from the Files of type box.

4.  Choose a drive from the Look in box and double-click the folder where the file is stored.

5.  Click the file(s) you want to import.

6.  Click Import.

7.  Select the chapters you want to import the files into.

8.  Click OK.

❖ **To import a picture using MultiMedia manager**

1.  Click () and choose Corel MultiMedia Manager.

2.  Open the album or sub-album containing the picture you want to import.

3.  Locate the picture by scrolling through the thumbnails (small representations of the pictures) on the right viewing area of the Album window.

4.  Click and drag the picture onto the page.

    VENTURA automatically creates a frame around the picture.

★ Note

Pictures imported in this way become OLE (object linking and embedding) objects.

❖ **To import a picture by dragging and dropping**

1.  In a second application, display the picture you want to import.

2.  Make both VENTURA and the other application visible on your display monitor by sizing their windows.

**3.** Click and drag the picture onto the VENTURA page.

A frame is automatically placed around the picture.

★ Notes

You can also import files from Windows Explorer or My Computer by clicking the picture's name in the File window and dragging it into VENTURA.

Pictures imported in this way become OLE (object linking and embedding) objects.

❖ **To import a Photo CD picture**

**1.** Click File, Import Picture.

**2.** From the Files of type box, click Kodak Photo-CD Image (PCD).

**3.** Choose a drive from the Look in box and double-click the folder where the picture is stored.

**4.** Double-click the filename.

**5.** On the Image tab of the Photo CD Image dialog box, choose a picture size by clicking an option in the Size box.

**6.** Choose a color mode for the picture by clicking an option in the Colors box.

★ Tip

To adjust the color in the image before opening, display the Enhancement tab and choose either the Gamut CD color correction button or Kodak Color Correction button .

## Creating watermarks

You can have text, imported pictures, graphic objects or borders appear on every page of a document as a watermark. You create watermarks in Master Pages view so that they automatically appear on every page formatted with that master page.

**1.** Click View, Master Page.

**2.** Do either of the following:

- To have text flow over the watermark click the paste board.
- To have text flow around the watermark, draw a frame on the base page.

**3.** Place the text, picture or graphic object you want to use as a watermark in the selected frame.

★ Notes

If you want to have both a fill and a watermark on the page, apply the fill to a drawn frame on the master page. Then, use the Edit, Order commands to move the frame containing the watermark on top of the filled frame.

You can remove watermarks placed in drawn frames on selected pages by deleting the frame in Page Layout view. If you decide later you want it back, re-apply the master page using the Page, Apply Master Page command.

### ❖ To place an imported picture or graphic object in front of or behind text

1. Select the frame containing the picture or graphic.

2. Click Edit, Order.

3. Click To Back to move the frame behind the text, or To Front to move it on top of the text.

★ Note

You cannot place a drawn frame between text and a fill applied to the base page frame. If you want to keep the fill, remove it from the base page and re-apply it to a drawn frame placed on top of the base page. Then, use the Edit, Order, To Back command to position the frame behind the frame containing the picture or graphic. Follow the same procedure for fills on master pages.

### ❖ To apply Gamut CD color correction to a picture

1. Open the Photo CD picture.

2. When the Photo CD Image dialog box displays, click the Enhancement tab and click the Gamut CD button.

3. Click a preview button at the right side of the dialog box. Best Preview displays an accurate color preview, but requires more processing time. Fast Preview displays a quick preview of the image.

4. Click the Set active area button and marquee select the area on the preview image that you want to color correct.

5. If there are neutral colors (black, white, and gray) in your picture, click the Set neutral colors button.

6. Enable the Adjust white in image check box. Determine how pure the whitest white is in your picture by moving the cursor over the lightest areas to see how close the R, G, B values (to the right of the preview) come to 255 (pure white). Type the highest value in the Absolute white box.

7. Enable the Adjust black in image check box. Determine how black the purest black is in your picture by moving the cursor over the darkest areas to see how close the R, G, B values come to 0 (pure black). Type the lowest value in the Absolute white box.

8. Click neutral colors on the preview image that span as much of the lightness range as possible. The color casts will be removed from the image.

9. Click Preview to evaluate your settings.

★ Tips

Disable the Adjust white in image option or Adjust black in image option if your image does not contain these elements. Otherwise, the resulting image may either be too dark or too light.

To darken an image containing no black, enable Adjust black in image and type a value greater than 0 in the box. Likewise, to lighten an image containing no white, enable Adjust white in image and type a value less than 255 in the box.

★ Notes

Gamut CD uses gamut mapping to enhance the color fidelity and tonal ranges of the CD image. Gamut mapping ensures that colors in a computer image are reproducible by a printer.

If the Suppress filter dialog option is enabled in the Import Picture dialog box, the Photo CD Image dialog box will not open. The image opens using the previous settings.

❖ **To apply Kodak color correction to a picture**

1. Open the Photo CD picture.

2. When the Photo CD Image dialog box displays, click the Enhancement tab and click the Kodak Color Correction button.

3. Adjust the tint by typing values in the Red, Green, and Blue boxes.

4. Adjust the brightness level (to brighten or darken) by typing a value in the Brightness box.

5. Adjust the degree of saturation (to alter the distinction between light and dark) by typing a value in the Saturation box.

6. In the Color Metric box, adjust the contrast by choosing a positive value to increase the contrast or a negative value to lessen the contrast.

7. Enable Show Colors Out of Screen Gamut and click Preview. If the color adjustments have been too extreme, out-of-gamut colors (those that are not printable) will be rendered as pure red or pure blue.

★ Tip

Click Preview at any time to see the results of the settings on the image.

★ Notes

The Scene Balance Adjustment is made by the photofinisher at the time the original image is scanned and placed on the Photo CD disk. Enable the Remove scene balance adjustment to discard the settings.

If the Suppress filter dialog option is enabled in the Import Picture dialog box, the Photo CD Image dialog box will not open. The image opens using the previous settings.

❖ **To capture a screen image using Corel CAPTURE**

1. Click () and choose Corel CAPTURE.

2. Choose preferences from the six tab pages in the Corel CAPTURE dialog box.

To capture a flyout or menu list, enter a delay period on the Activation page.

3. Click Capture.

4. Return to VENTURA and display what you wish to capture, e.g., a menu list.

5. Press the hot key.

   The captured image is placed on the clipboard or sent to a location you've specified in the Corel CAPTURE dialog box.

❖ **To save a page as an EPS picture**

1. Display the page you want to save as a picture.

2. Click File, Save Page as EPS.

3. Choose a drive from the Look in box and double-click the folder where you want to save the picture.

4. Type a name for the file in the File name box.

5. Click Save.

6. In the Save Page As EPS dialog box, choose the options you want.

★ Notes

The resulting file can be imported into a document as a picture using the Import Picture command (File menu). Choose Encapsulated PostScript (EPS) from the List files of type box. The PostScript picture is represented in the frame by a large X that is the same size as the actual picture.

To import the picture into CorelDRAW 6, use the PostScript Interpreted (PS) filter not the Encapsulated PostScript (EPS) filter.

❖ **To reduce the resolution of a picture prior to importing**

1. Click File, Import Picture.

2. In the list box beside the Options button, click Resample.

3. In the Files of type box, choose the format of the file you want to import.

4. In the Look in box, click the drive where the picture is stored.

5. Double-click the folder where the picture is stored.

6. Double-click the filename.

7. In the Resample Image dialog box, type values in the Horizontal and Vertical resolution boxes.

★ Tips

Check the New Image Size value at the bottom of the dialog box to see how the changes have affected the file size.

You can change an image's resolution after it has been imported in the Resample dialog box which can be accessed by clicking Format, Bitmap, Resample.

❖ **To reduce the size of the picture prior to importing**

1. Click File, Import Picture.

2. In the list box beside the Options button, click Resample.

3. In the Files of type box, choose the format of the file that you want to import.

4. In the Look in box, click the drive where the picture is stored.

5. Double-click the folder where the picture is stored.

6. Double-click the filename.

7. In the Resample Image dialog box, type values in the Width and Height boxes.

★ Tips

Disable the Maintain Aspect check box if you don't require the picture to be reduced proportionately.

You can change an image's size after it has been imported in the Resample dialog box which can be accessed by clicking Format, Bitmap, Resample.

❖ **To crop a picture prior to importing**

1. Click File, Import Picture.

2. In the list box beside the Options button, click Crop.

3. In the Files of type box, choose the format of the file that you want to import.

4. In the Look in box, click the drive where the picture is stored.

5. Double-click the folder where the picture is stored.

6. Double-click the filename to open the Crop Image dialog box.

7. In the Preview window, click and drag the nodes on the bounding box to isolate the area you want imported.

★ Tips

To specify the exact dimensions to crop, type values in the Top, Left, Width, and Height boxes.

Click Select All to return the bounding box to its original size.

You can crop a picture after it has been imported by increasing its size (relative to the frame) on the Picture page of the Frame dialog box.

## Scanning images

❖ **To select a source (scanning)**

1. In your graphics application, choose File, Acquire Image, Select Source.

2. Choose your scanner model name from the list.

3. Click Select.

❖ **To preview an image (scanning)**

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

2. Click Prescan.

❖ **To rotate an image (scanning)**

1. Choose the Layout page.

2. Click the Rotation option box.

3. Use the scroll buttons to find the desired rotation angle.

4. Click the selection to make it active.

❖ **To adjust color depth (scanning)**

1. Choose the Layout page.

2. Click the Depth option box.

3. Use the scroll buttons to find the desired color depth.

4. Click the selection to make it active.

❖ **To adjust resolution (scanning)**

1. Choose the Layout page.

2. Click the Resolution option box.

3. Use the scroll buttons to find the desired resolution.

4. Click the selection to make it active.

❖ **To scan an image**

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

2. Click Scan.

❖ **To scan a selection**

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

2. Click Prescan.

3. In the preview window, drag the selection box around the area you want to scan.

4. Click Scan. The selected area appears in your application.

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

❖ **To scan a group of images**

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

2. Choose the Custom page.

3. Enable either the Feeder or ADF (Automatic Document Feeder) option.

4. Choose a page size.

5. Click Scan.)

## Resizing pictures

There are two ways of adjusting the size of a picture in VENTURA. You can size a picture by making its frame larger or smaller, or you can size a picture independently of its frame by specifying exact dimensions for the picture in the Frame or Resample dialog box.

❖ **To resize a picture by making its frame larger or smaller**

- Select the picture and drag any of its handles.

★ Tip
Hold down CTRL and drag the handles to resize the frame from the center.

❖ **To resize a picture independently of its frame**

1. Select the frame that contains the picture you want to resize.

2. Click Format, Frame.

3. On the Picture tab, disable the Fit in Frame check box.

4. Type a new value in the Width box.

   VENTURA adjusts the height value proportionately to the width, preventing the picture from becoming distorted.

★ Notes

To adjust both the width and height (which may distort the picture), disable the Maintain Aspect Ratio check box and type values in the appropriate boxes.

Bitmaps may develop jagged edges if resized larger than their original size. You can prevent this by resizing the picture in the Resample dialog box (Format, Bitmap, Resample).

## Resizing a picture using the Frame dialog box

The Frame dialog box (Picture tab) provides a number of controls for sizing pictures. The following chart lists the controls and their effect on a picture's size.

| If you... | Picture size... |
| --- | --- |
| **Enable both** Fit in Frame and Maintain Aspect Ratio | changes with the frame's size, while the picture's aspect ratio stays the same. |
| **Enable** Fit in Frame but **Disable** Maintain Aspect Ratio | changes with the frame's size, even if this distorts the image |
| **Disable** Fit in Frame, but **Enable** Maintain Aspect Ratio | is determined by the width you specify. You need not specify the height; VENTURA automatically adjusts it to maintain the picture's original aspect ratio. |
| **Disable both** Fit in Frame and Maintain Aspect Ratio | is determined by the width and height you specify. |

❖ To resize a picture by resampling

1. Click, Format, Bitmap, Resample.

2. Choose a unit of measurement from the Units box.

3. Type new values in the Width and Height boxes.

4. Click Apply.

★ Notes

You cannot resample externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

Enable the Maintain Aspect check box to resize the picture proportionately. When you specify either a width or height value, VENTURA increases the second value by a proportionate amount.

❖ To resize the frame to fit the original dimensions of the picture

• Right-click the frame containing the click, then choose Size Frame to Object.

❖ To change the resolution of a picture

1. Click Format, Bitmap, Resample.

2. Type new values in the Horizontal and Vertical Resolution boxes.

Choose a resolution that is compatible with the resolution of the output device(s) on which you plan to display or print your picture. If you plan to print, set the resolution to the maximum dpi output value of your printer; otherwise, you may not be able to print all of what you see on screen.

★ Notes

You cannot resample externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

Higher resolution pictures require large amounts of disk space.

### ❖ To crop a picture

1. Select the frame that contains the picture you want to crop.

2. Click Format, Frame

3. On the Picture tab, disable the Fit in Frame check box.

4. Type a value in the Width box that will make the picture larger than its frame.
   With the Maintain Aspect Ration option enabled, VENTURA adjusts the height automatically to maintain the picture's original proportions.

★ Note

You can also crop a picture prior to its being imported by choosing the Crop option in the Import Picture dialog box and selecting an area of the picture to import.

### ❖ To move a picture inside its frame using the mouse

1. Select the frame that contains the picture you want to move.

2. Press the CTRL key, then click inside the frame.

3. Release the CTRL key, then drag until the portion of the picture you want to show remains.

### ❖ To move a picture inside its frame by a precise amount

1. Select the frame that contains the picture you want to move.

2. Click Format, Frame.

3. On the Picture tab, type values in the Horizontal and Vertical boxes to shift the picture inside its frame.
   A positive value moves it up; a negative value moves it down.

### ❖ To rotate a picture inside of its frame

1. Select the frame that contains the picture you want to rotate.

2. Click Format, Frame.

3. On the General tab, type a number from 0-360 in the Flow and Rotation contents box.

   A positive value rotates the picture clockwise; a negative value rotates the picture counterclockwise.

★ Note
You cannot rotate externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

### ❖ To straighten a picture

1. Select the frame that contains the picture you want to adjust.

2. Click Format, Bitmap, Deskew.

★ Notes
You cannot straighten externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

An imperfectly positioned picture can result from a scanning operation where the picture was not placed squarely on the scanning surface.

### ❖ To flip a picture horizontally

1. Select the frame that contains the picture you want to flip.

2. Click, Format, Bitmap, Flip Horizontally.

★ Tips
You cannot flip externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

To flip vertically, rotate by 180 degrees using the Property bar.

### ❖ To add space between a picture and its frame

1. Select the frame.

2. Click Format, Frame and display the Margins tab.

3. In the Inside Margins boxes, add the required amount of space between the picture and the sides of the frame. Since this reduces the size of the picture, you may need to increase the size of the frame to compensate.

## Controlling the display of pictures

### ❖ To stop a picture from redrawing

1. Make sure the Interruptible Display option is enabled on the View page of the Options dialog box accessible from the Tools menu.

2. Press any key on the keyboard to stop a picture from redrawing.

### ❖ To hide all the pictures in a document

- Click View, Hide All Pictures.
   A large X displays in each frame.

### ❖ To hide a selected picture

1. Select the frame containing the picture you want to hide.

2. Click View, Hide This Picture.
   A large X displays in the frame.

### ❖ To apply color correction to pictures

1. Choose a system profile that corresponds to the equipment you are working with.

2. Click View, Color Correction.

3. Enable one of the following:

   - **Fast** - quickly calculates and displays approximate colors

   - **Accurate** - takes longer to calculate, resulting in more accurate color correction

4. Click View, Color Correction, Simulate Printer.

❖ **To identify colors that cannot be reproduced by your printer**

1. Click View, Color Correction.

2. Enable Fast or Accurate.

3. Click View, Color Correction, Simulate Printer.

4. Click View, Color Correction, Gamut Alarm.

★ Note

Colors that cannot be reproduced by the printer appear as a single solid color. You can choose the solid color on the Page tab of the Options dialog box.

## Using image conversion and enhancement features

❖ **To adjust brightness, contrast, and intensity**

1. Select the frame that contains the picture you want to adjust.

2. Click Format, Bitmap, Brightness\Contrast.

3. Move the sliders to adjust the amount of brightness, contrast, and intensity in the picture.

   Adjust brightness to lighten or darken the tones in the picture, contrast to change the distinction between light and dark areas, and intensity to adjust the level of light.

★ Notes

You cannot adjust the brightness, contrast, or intensity of externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

You cannot adjust the brightness, contrast, or intensity of black & white, 16-color or 256-color pictures in VENTURA. Use Corel PHOTO-PAINT to adjust these types of pictures.

Contrast should be increased about one tenth the amount you increase brightness.

Slightly increasing the amount of brightness and contrast in almost any picture will give dull, flat colors more clarity.

If you are not satisfied with the results, click Edit, Undo.

❖ **To apply a halftone effect to a color picture**

1. Select the frame that contains the picture you want to change.

2. Click Format, Bitmap, Color Halftone.

3. Adjust the Max radius slider to set the maximum radius of the halftone dots.

4. Adjust the Channel Angle sliders to set the angle of each of the color screens. The angle of the screen determines how much the color mixes with the other screens. You can adjust the screen angles to produce a wider range of colors.

★ Notes

You cannot apply a halftone effect to externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

Color halftoning converts the colors in a picture into a series of dots. Light shades are represented by sparsely spaced dots, while dark shades are represented by densely spaced dots.

## Converting bitmaps into other color formats

VENTURA allows you to change the color format of the pictures in your document. Conversion is only available for images saved in bitmap formats such as Windows bitmap (*.bmp), and Corel PHOTO-PAINT (*.cpt).

❖ To convert a picture into a duotone, tritone or quadtone

1. Click Format, Bitmap, Convert To, Dutone.

2. In the Type list box, click Duotone, Tritone or Quadtone.

3. To choose different ink colors than those displayed, double-click a color's icon and choose a different color from the dialog box.

4. Repeat step 3 to choose additional colors if desired.

5. Click the Inks tab and adjust the curve for each ink . By moving the curve, you can adjust how much color is applied to the highlights, mid-tones, and shadows in the picture.

6. To specify how the overprint colors display on screen, click the Over Prints tab, click Edit and adjust the settings.

★ Note

To convert an image to a duotone, tritone or quadtone, it must first be in grayscale format.

You cannot convert externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

VENTURA uses the same screen angles and frequencies for each spot color in the duotone, tritone or quadtone picture. If you're printing color separations, consult your service bureau for appropriate angles and frequencies. Otherwise, the picture may not print the way you want.

An image header prints in place of the duotone, tritone or quadone picture when you print composites.

You cannot preview the individual spot color plates in the Print Preview window for color separated duotone, tritone or quadtone pictures.

Spot colors in duotones, tritones and quadtones cannot be converted to CMYK colors.

❖ **To adjust the duotone curve of an ink**

1. In the Inks tab of the Duotone dialog box, click a color box.

   A null curve (straight line) displays on the ink grid, indicating that the grayscale value of each pixel in the image is directly proportional to the percentage of the selected ink. For instance, a grayscale pixel with a color value of 25 will be printed with 25% of the ink color.

2. To adjust the percentage of color in the highlights and shadows, click and drag the nodes at either end of the line.

   Dragging the bottom node upwards increases the amount of color in the highlights, whereas dragging the top node downwards decreases the amount of color in the shadows.

3. To adjust the percentage of color at any point along the curve, click on the line to create a node and drag the node to adjust the curve.

   The x axis of the grid moves from highlights to shadows. The y axis moves from low to high density of color.

★ Tips
   To save the curve settings, click Save and choose a location and filename for the saved settings.

   To reset the curve to the default settings, click Null Curve.

★ Note
   The list box at the right of the dialog box displays the positions of the various nodes along the curve and the amount of color density at those points. To change any of those settings, double-click a number, type in a different one, and press ENTER. The curve automatically changes to reflect the new settings.

❖ **To specify how overprint colors will display on screen**

1. On the Over Prints tab of the Duotone dialog box, click Edit to open the Select Color dialog box.

2. Click a color swatch. The color you've selected displays on the parts of the image where the two inks overlap.

★ Note
   The changes made to the overprint colors only affect how the image displays on screen, but does not reflect the printed output.

❖ **To convert a picture to black and white**

1. Click Format, Bitmap, Convert, Black & White (1-bit).

2. Choose a conversion method.

   **Line Art** - produces a high contrast black and white image. Type a value in the Threshold box. Colors below that value turn to black; colors above that level turn to white.

   **Ordered** - performs the conversion to black and white faster, but with less accurate results since the pixel values are approximated using fixed dot patterns. Ordered conversion improves the appearance of pictures by using pixel depths that are greater than that of the display device.

   **Error Diffusion** - produces the best results since the color approximations are spread over several pixels, but takes the longest to perform. Like Ordered conversion, Error Diffusion improves the appearance of pictures by using pixel depths that are greater than that of the display device.

   **Halftone** - produces an image with continuous tones, similar to a photograph, for printing to a black and white laser printer. Select the screen type, lines per inch, and angle for the halftone from the Options section of the dialog box.

★ Note
You cannot convert externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

❖ **To convert a picture to 16 colors**

- Click Format, Bitmap, Convert, 16-colors (4-bit).

★ Tip
Use the 16-color format to create non-photographic pictures when printing to a low-end color printer, or to maximize your system's memory.

★ Note
You cannot convert externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

❖ **To convert a picture to grayscale**

- Click Format, Bitmap, Convert, Grayscale.

★ Tip
Grayscale images can be converted into duotone, tritone, or quadtone images.

★ Note
You cannot convert externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

### ❖ To convert a picture to 256 colors

1. Click Format, Bitmap, Convert, 256 Colors (8-bit).

2. Click a palette type in the Palette Type section of the dialog box.

   **Uniform** - provides a color palette with equal quantities of red, green, and blue.

   **Adaptive** - provides a color palette containing the first 256 colors found in the image.

   **Optimized** - provides a color palette containing the most frequently used colors from the image.

   **Custom** - opens the Color Table dialog box where you can choose the colors you wish the color palette to contain.

★ Notes

If your display device is not set up to display 256 colors, click a dithering option in the Dither type section. Dithering expands the range of colors that can be displayed.

You cannot convert externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

### ❖ To convert a picture to an RGB color format

● Click Format, Bitmap, Convert To, RGB Color (24-bit).

★ Tip

Use the RGB color format to create high-quality photographic color images and when printing to an RGB or CMY printer.

★ Note

You cannot convert externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

### ❖ To convert a picture to a CMYK color format

● Click Format, Bitmap, Convert, CMYK Color (32-bit).

★ Tip

Use the CMYK color format to create professional-quality images and when printing to a prepress or CMYK printer.

★ Note

You cannot convert externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

❖ Converting pictures in vector format into editable objects

You can convert vector pictures into graphic objects and then edit them by resizing, filling, outlining and even reshaping them using the Node Edit tool. After converting the picture, use the Edit, Ungroup command to separate it into individual objects.

1. Right click the picture.

2. Choose Convert Picture to Shapes.

★ Notes

You cannot convert externally referenced pictures, or pictures inserted as OLE objects, unless you incorporate them into the document.

If you want to turn the objects that make up the converted picture into frames, use the Outline tool to remove the objects' outlines before converting them to frames. Otherwise, the frames created from the objects could take a long time to generate, especially if the picture is complicated.

## Manipulating vector, OLE and externally referenced pictures

Do you need to rotate or autowrap a picture inserted into a document as an OLE object? How about converting the picture to a duotone or adjusting it's brightness or contrast?

Manipulating pictures in these and other ways is possible only with bitmaps incorporated into a document. However, with VENTURA's HTML publishing capabilities, you can quickly convert unincorporated bitmaps, screen captures, and pictures in vector format into bitmaps that you can incorporate into your document. Simply click File, Publish As, HTML, then click Publish. A bitmap version of all pictures in the document will be created in the same folder as the document. You can then import the bitmaps into the document as replacements for the originals or as additional pictures.

★ Notes

VENTURA saves pictures in HTML documents in JPEG format, but you have the option of saving them in GIF format. GIF pictures generally display faster than JPEG pictures, whereas JPEG will compress the picture to a smaller file size.

You can also incorporate externally referenced bitmaps by right-clicking in the Navigator and choosing Embed File. This option is not available for bitmaps inserted as OLE objects.

## Drawing graphic objects

Corel VENTURA includes all the tools you need to create your own graphic objects. These tools are found in the Toolbox and include the Rectangle, Ellipse, Polygon, Star, Freehand, Callout, Artistic text, and Bezier tools. If you want to edit any of these shapes, you can use the Convert To Curves command and edit them with the Node Edit tool.

## The drawing tools

The drawing tools are used to create paths. A path is the basic component from which graphic objects are constructed. It can be open (a line) or closed (a circle, square, polygon, star, or irregular shape). To edit the shape of the paths, you use the Node Edit tool.

The Ellipse, Rectangle, Polygon, and Star tools are used to create objects of their respective shapes. With the Freehand tool you can draw straight lines and curves as though you are using a pencil on paper. Use the Bezier tool to draw in a connect-the-dots style, and for more precise drawing of curves and straight lines. The more complex Artistic text and Callout tools are described in detail below.

## The Artistic text tool

Use the Artistic text tool to create text that behaves like a graphic object, but remains editable. You can manipulate Artistic text in ways that are not possible with regular text, such as fitting text to a curved path. Fitting text to a path is a great way to create eye-catching designs for mastheads, brochures, and logos.

If you want to edit the shape of individual letters, you can convert Artistic text to curves, and then use the Node Edit tool to make the changes. However, once you convert Artistic text to curves, it can no longer be edited as text. For 3D text effects, try using Corel DEPTH to create the design, and then import it into Corel VENTURA as an Windows Metafile (WMF) file.

You can use the Node Edit tool to adjust the spacing and positioning of Artistic Text letters and still edit them as text.

## The Callout tool

Once you have added an illustration to your document, you can add labels to it using the Callout tool. A callout line points to the illustration at one end, and has a text box attached to the other end. The text box holds any amount of text, so that you can type either brief captions or long descriptions. You can use callouts to identify different parts of an illustration, or to highlight one specific area.

## The Node Edit tool

Nodes are the points along a path that define its shape. With the Node Edit tool you can reshape open and closed paths, as well as add, delete, join, split, auto-reduce, and convert nodes. You can also use the tool to round the corners of a rectangle, or turn a polygon into a star. Once you've mastered the basics, the Node Edit tool can be used for more complex tasks such as creating custom text wraps, editing Artistic text and clipart, and creating irregular shapes not available through the drawing tools.

### ❖ To select a drawing tool

1. Click the in the Toolbox. The Graphic tool flyout menu appears.
2. Click the tool you want to draw with.

### ❖ To draw a rectangle or square

1. From the flyout or Toolbox, click the tool.
2. Position the mouse pointer where you want to start drawing.
3. Drag diagonally. Press CTRL while dragging to constrain the shape to a square.

★ Tips
Press SHIFT while dragging to draw the rectangle from the from the center.
Press CTRL and SHIFT while dragging to draw the square from the center.

### ❖ To draw an ellipse or circle

1. From the flyout or Toolbox, click the tool.
2. Position the mouse pointer where you want to start drawing.
3. Drag diagonally. Press CTRL while dragging to constrain the shape to a circle.

★ Tips
Press SHIFT while dragging to draw the ellipse from the center.
Press CTRL and SHIFT while dragging to draw the circle from the center.

### ❖ To draw a polygon

1. From the flyout or Toolbox, click the tool.
2. Position the mouse pointer where you want to start drawing.
3. Drag diagonally.

★ Tip
Press SHIFT while dragging to draw the polygon from the center.

### ❖ To draw a triangle

1. Draw a rectangle .
2. Click, Edit Convert to Curves.
3. Double-click a node at any corner of the rectangle.
4. Click the in the Toolbox.

5. Click the - button in the Node Edit toolbar.

❖ **To draw a star**

1. From the flyout or Toolbox, click the tool.

2. Position the mouse pointer where you want to start drawing.

3. Drag diagonally.

★ Tips

Press SHIFT while dragging to draw the star from the center.

You can use the to change the shape of the star.

## Drawing lines

Corel VENTURA offers a couple of ways of drawing lines and line segments. The Bezier tool allows you to draw using a connect-the-dots style. The Freehand tool works more like a conventional drawing tool.

❖ **To draw lines using the Freehand tool**

1. Click the Freehand tool.

2. Click and drag to draw.

   To draw curves, click and drag while drawing. To draw straight lines, click, move the mouse to where you want the line to end, and click again.

❖ **To draw lines using the Bezier tool**

1. Click the Bezier tool.

2. Click and drag to draw.

   To draw straight lines, click where you want the line to begin, move the cursor to where you want the line to end and click again. To draw curves, click where you want the curve to begin, move to where you want the line to end, and click and drag until the curve is right.

❖ **To draw a callout**

1. From the flyout or Toolbox, click the callout tool.

2. Position the mouse pointer where you want to start drawing.

3. Drag diagonally.

4. Release the mouse button at the spot where you want to place the callout text.

5. Double-click inside the callout box and type the text.

★ Tips

Press CTRL to constrain the angle of the callout line vertically.

If you want a straight callout line, select the line with the tool, then drag the middle node so that it's inline with those on either end of the line. Or, delete the node by selecting it then clicking the button on the Property Bar.

★ Note

You can format the callout text as you would any text in VENTURA and change the attributes (thickness, color, style and arrowhead) of the callout line using the Outline tool.

# Sizing, Moving, & Grouping Graphics

❖ **To resize a graphic object**

1. Select the graphic object (or objects) you want to resize.

2. Point to one of the graphic's sizing handles. When the mouse pointer changes to a two-headed arrow, drag the handle until the graphic is the size you want.

★ Tip
You can also resize a graphic object by specifying measurements in the Property Bar.

❖ **To move a graphic object**

1. Select the graphic object (or object) you want to move.

2. If the graphic has a fill, position the mouse pointer over it and drag; otherwise drag the graphic's border or the border of its bounding box.

★ Tip
You can also move a graphic object by specifying coordinates in the Property Bar.

❖ **To repeat graphic objects on other pages**

1. Click View, Master Page.

2. Draw the object or cut and paste it from a document page.

★ Tip
If you don't want a repeating graphic object to appear on a particular page, go to that page and delete the graphic. If you decide later you want it back, re-apply the master page using the Page, Apply Master Page command.

❖ **To move a graphic object or frame in front of or in back of other objects**

1. Select the graphic object or frame and click the right mouse button.

   If the graphic or frame is completely obscured by another, hold down the ALT key and click the object on top of the one you want to select. Keep clicking until the graphic or frame's selection handles appear. You may need to move the mouse since the pointer must be over some part of the graphic or frame in order to select it.

2. Click edit, Order, To Front, To Back, Forward One, or Back One depending on where you want the graphic or frame placed.

❖ **To group a graphic object with other graphics or a frame**

1.  Hold down SHIFT and select the graphic and/or the frame.

2.  Click Edit, Group.

❖ **To duplicate graphic objects or frames**

1.  Select the graphic object or frame you want to duplicate.

2.  Click Edit, Duplicate.

★ Note
You can set the amount VENTURA offsets the duplicate from the original using the Tools, Options command (Selection tab).

❖ **To rotate graphic objects**

1.  Click the object's border to select it.

2.  Click the border again to reveal the rotating and skewing handles.

3.  Drag the corner handles clockwise or counterclockwise.

★ Tips
Hold down the CTRL key while dragging to constrain the rotation to 15-degree increments. Release the mouse button before releasing the CTRL key to maintain the angle. You can change the angle of constraint by using the Tools, Options command (Selection tab).

You can change your axis of rotation by dragging the point in the center of the object.

## Shaping graphics

❖ **To shape rectangles and ellipses**

●  You can use the to round the corners of a rectangle drawn with the Graphics or Frame tools or to convert an ellipse into an arc or pie wedge.

●  To make more profound changes to the shape to these object, convert them to curves using the Edit, Convert to Curves command.

❖ **To round the corners of a rectangle or square**

1.  Select the rectangle or square with the .

2.  Drag one of the corner nodes along the outline of the rectangle or square.

    As you drag, the four corner nodes each divide into two nodes with a round corner forming in between. As you continue to drag, the corners become increasingly round.

❖ **To convert an ellipse or circle into an arc or pie wedge**

1. Select the ellipse or circle with the .

2. Drag the node at the top or bottom of the ellipse or circle around the outside to create an arc, or around the inside to create a pie wedge.

   As you drag, the node divides into two nodes with the arc or pie wedge forming in between.

3. Continue dragging until the arc or pie wedge is the shape and size you want.

★ Note

   Holding down the CTRL key as you drag the arc or pie wedge constrains the movement to 15-degree increments.

# Selecting nodes and segments

## Selecting parts of a curve object

To change the shape of a curve object you must first select it with the . Using the same tool, you can then select the part of the curve (node or segment) you want to edit.

❖ **To select a single node or segment on a curve object**

- Click the node or segment with the .

★ Tip

   Press HOME to select the first node and END to select the end node.

★ Notes

   Selected nodes becomes highlighted in one of two ways: hollow if the associated segment is a line; solid if it's a curve.

   If the node is on a curve, control points extending from the selected node and those on either side of it appear.

   Once you select a node or segment, you can change its characteristics by applying commands from the Node Edit toolbar. You can also move a selected node and its associated control points.

❖ **To select multiple nodes**

- Hold down SHIFT and click the nodes you want to select.

★ Tips

   You can also drag a marquee box around the nodes to select them.

   To select all nodes on an object, press SHIFT+CTRL and click a node.

❖ **To deselect one or more nodes**

- Hold down SHIFT and click the nodes you want to deselect.

★ Notes

You can also hold down SHIFT and drag a marquee box around the nodes you want to deselect. This method also selects any nodes inside the marquee box that are not selected.

To deselect all of the nodes, click any white space away from the outline of the curve.

## Shaping curve objects

Curve objects created with the Graphic tools are constructed from basic elements called paths. Think of a path as the skeleton that gives an object its underlying shape. A path can be open like a line, or closed like a circle. It can be made up a single segment or many that are joined together.

Using the you can change the characteristics of the path and the points (called nodes) along it, and thereby alter the shape of the object. You can also shape the path by manipulating the control points that extend from each node.

You can also change the shape of rectangles, ellipses, frames or Artistic text, but you must convert them to curves first.

❖ **To convert a graphic object or frame to a curve object**

1. Select the graphic object.

2. Click Edit, Convert To Curves.

★ Note

The graphic looks the same, but it is now a curve that you can reshape by manipulating its nodes and control points with the Node Edit tool.

❖ **To change the shape of a curve by moving its segments**

1. Select the curve with the .

2. Click and drag the segment.

★ Note

You cannot move line segments in this fashion.

❖ **To shape a curve object by moving its nodes**

1. Select the curve with the .

2. Click and drag a node.

To move several nodes at once, click on each of them while holding down SHIFT key, then drag one of the nodes.

★ Note

As you drag, the segments on either side of the node move. If the node is on a curved segment, the control points also move so that the angles at which the curve enters and leaves the node remain unchanged.

❖ **To shape a curve object by moving its control points**

1. Select the curve with the .

2. Click the node you want to manipulate.

3. Drag the control points.

★ Tips

Pressing CTRL while dragging forces the node or control point to move horizontally or vertically from its starting point.

★ Notes

Control points only extend from the selected node and those on either side of it if the node is on a curved segment.

The control points move differently depending on whether the node they are associated with is smooth, cusped or symmetrical. This, in turn, affects the shape of the curve.

# Adding and deleting nodes

## Adding and deleting nodes on a curve object

You can add more nodes to a curve object if you can't achieve the shape you want with the existing ones. Having too many nodes can also make it more difficult to get the results you want. In this case, you can delete the extraneous nodes.

❖ **To add a single node to a curve object**

1. Select the curve with the .

2. Click the spot along the curve where you want the node added.

3. Click the button, on the node edit toolbar.

★ Notes

If you clicked a node, the new node appears midway along the adjacent segment.

Adding more nodes to a curve is useful when you are shaping a curve object, especially if the existing segments, nodes and control points are not giving you the results you want.

❖ **To add several nodes at once to a curve object**

1. Select the curve with the .

2. Select the first node, hold the shift key and select the second node between which you want further nodes added.

3. Click the button, ion the node edit toolbar.

❖ **To delete a node or segment from a curve object**

1. Select the curve with the .

2. Click the node you want to delete.

3. Double-click a node or segment to open the Node Edit toolbar.

4. Click the button.

★ Tips

Deleting closely bunched nodes and segments helps to simplify complex curve objects. You can also delete them to smooth unwanted bumps along a curve.

You can delete several nodes at once by selecting multiple nodes.

★ Note

Pressing the Delete key after selecting a node, deletes the entire object.

❖ **To delete extraneous nodes automatically**

1. Select the curve with the .

2. Select all the nodes in the portion of the object that you want to simplify.

3. Click the button on the node edit toolbar.

★ Note

The Auto-reduce setting on the Node Edit tools property sheet controls the extent to which the curve's shape changes when nodes are removed.

Pressing the Delete key after selecting a node, deletes the entire object.

## Determining whether you need to add or delete nodes

A curve requires more nodes if you cannot shape it the way you want by moving the existing nodes. You need to delete nodes to remove unwanted dips or bumps associated with them.

There are three rules of thumb for determining whether you need to add or delete nodes on a curve.

For curves moving in one direction, you need a node every 120 degrees.

For curves changing direction smoothly, you need a node for at least every two points at which the curve changes direction.

For curves changing direction at a cusp (pointed corner) you need a node at every cusp.

### ❖ To split a curve object

1. Select the curve with the .

2. Click the spot where you want to break the path.

3. Click the button onthe node edit toolbar

★ Notes

When you break a path, any subpaths and nodes that are created remain a part of the original curved object.

Two superimposed nodes appear at each break.

To break the path at several nodes at once, select all of the nodes.

### ❖ To join two nodes to close a path

1. Select the curve with the .

2. Select the nodes you want to join.

3. Click the button onthe node edit toolbar.

★ Notes

You cannot join nodes of two separate objects.

If you join nodes that are not in the same place, the new node is placed in the middle.

### ❖ To change a curve to a line or vice versa

1. Select the curve with the .

2. Click the segment you want to change.

3. Click the button or the button on the node edit toolbar.

★ Notes

If you chose To Line, the curve segment redraws as a straight line.

If you chose To Curve, the line segment appears unchanged. However, if you select a node at either end of the segment, control points appear, indicating that it is now a curve.

You can also change a segment to a curve or line by selecting a node on the end of the segment.

To change several segments at once, select them or their associated nodes.

❖ To make a node smooth, cusped or symmetrical

1. Select the curve with the .

2. Click the node you want to change.

3. Click , , or  on the node edit toolbar.

★ Note
Unless the curve passed through the node on a fairly sharp angle, changing the node's type will not noticeably affect its shape. It will, however, affect the way in which you can reshape the curve by adjusting the node's control points.

★ Tip
You can change several nodes at once, select them by dragging a marquee box around them or by holding down SHIFT and clicking them.

# Color and color palettes

## Creating color and managing palettes

Corel VENTURA offers a variety of color dialog boxes you can use to do the following:

- apply color for solid fills to frames and graphic objects
- change the fill type from linear, radial, conical, or square, with controls for changing the angle
- apply preset effects like paint, paper, and other special textures and patterns
- apply color outlines to frames and drawing objects
- choose colors from color models, color matching palettes, and custom palettes
- mix custom colors using the mixing areas
- create custom palettes

Color dialog boxes appear under a variety of names (including Uniform Fill, Fountain Fill, Fill Color, Outline Color, Paint Color, Paper Color, and Outline Color) from the Fill and Outline tools in the Toolbox and the Most Recently Used Color (MRU) Palette on the toolbar at the top of your screen.

## Color dialog boxes

You can use the Color dialog boxes to create or apply colors for solid fills, outlines, and paint, paper, and other preset effects to frames and graphic objects. You can create custom colors in the mixing areas and save them in custom palettes that you organize into libraries.

Color dialog boxes appear under a variety of names (including Uniform Fill, Fountain Fill, Fill Color, and Outline Color) from the Fill and Outline tools in the Toolbox and the Most Recently Used Color (MRU) Palette on the toolbar at the top of your screen.

## Features of the dialog box

Use the left side of the dialog box to choose from color models, color matching palettes, and mixers. You can choose colors from the models and palettes and blend them in the mixers. The Color Options menu provides commands for creating new colors and adding them to the custom palette.

You can use the right side of the dialog box to develop the custom palette. The Palette Options menu provides options for starting new palettes, deleting colors from

the current palette, and saving and loading the palettes you develop. Within the custom palette area, you can reorganize and rename the color swatches.

The upper-right portion of the dialog box includes the Reference and New Color swatches. The Reference Color swatch shows either the color of the selected object or the last color used as the reference. The New Color swatch shows the color you are editing in the dialog box. You can use these swatches to fine tune the edited color by comparing the difference between the two colors; the color component fields provide values based on the color model chosen. When the new color is not in the printer's color space, a third swatch appears to show the closest printable color based on the color mapping technique defined in the Color Manager.

# Notes on using color

You can choose color from models, palettes, and mixing areas to create custom palettes. And you can use the Color dialog boxes to apply color to frames or graphic objects, without adding it to the palette.

The way you use color depends on the content of the document or illustration. For more information on Color Palettes and models, see Using color models to choose color and Using palettes to choose color.

# Using color models to choose color

## Guidelines for using color models

While there are no constraints on your choice of color from any color space, you should try to use color discriminately.

Documents are best developed in RGB, CMY, HSB, HLS, L*a*b*, or YIQ since these color spaces produce the truest representation on screen. Your choice of model is probably determined by personal preference (for example, it may be more intuitive for you to work in HSB than in RGB). You can use colors from the CMYK color space, but you must be certain of how the color will look in the context of the document once it is printed.

In a properly calibrated system, you can use color correction under the View menu to simulate on screen how the printed document or illustration will look. Device calibration and system profiling are set up through the Color Manager.

In Corel VENTURA, you can choose colors from the following color spaces:

- CMYK
- CMYK 255
- CMY

- RGB
- HSB
- HLS
- L*a*b*
- YIQ
- Grayscale
- Registration

## Using palettes to choose color

Palettes offer a range of pre-defined colors that you can use either on the document or illustration, or mix with colors from color models and other palettes to create new colors. The palettes available in color dialog boxes are the color matching palettes and custom palettes.

## Color matching palettes

Color matching palettes offer reference colors that correspond to the following established color matching systems:

- DIC Color Guides
- DuPont Spectramaster Solid Color Library
- FOCOLTONE Color System
- PANTONE Matching System
- PANTONE Process Color
- PANTONE Hexachrome
- TOYO INK COLOR FINDER system
- TRUMATCH 4-Color Swatching System

FOCOLTONE, PANTONE, and TRUMATCH are commonly used in commercial printing; DuPont is used for industrial coatings and colorants. DIC and TOYO are popular color matching systems used in Japan, based on specialty inks from the manufacturer. Typically, if you use the palette that corresponds to the color matching system used for a particular project, you can be reasonably sure that the printed color will match the color of the swatch. It's a good idea to renew your swatch books regularly, since faded swatches lead to poor color choices. Renewing your swatches ensures that the color you choose on screen is the color you chose from the swatch book.

There is also a Uniform Colors palette, which includes 255 pre-defined RGB colors. You can use it to quickly choose from a range of colors in the RGB color space.

## Custom palettes

Custom palettes are user defined. You create colors based on the color models or the color matching palettes, and then add them to the custom palette. You can create and maintain as many custom palettes as you like, saving each under a different file name.

## When palettes are available

All palettes, except for the image palette, are available in the Color dialog boxes.

Documents are best designed using the uniform palette and image palette, and any custom palettes that incorporate color from the RGB, CMY, HSB, HLS, L*a*b*, or YIQ color models. These colors produce the truest representation on screen. For the custom palettes, your choice of model is probably determined by personal preference. For example, it may be more intuitive for you to work in hue, saturation, and brightness (HSB) than in RGB. You can use color from the CMYK color space and from the other color matching palettes, but you must be certain of how the color will look in the printed document.

## Custom palettes

The custom palette area in Color dialog boxes is reserved for the palettes that you create. VENTURA comes with one pre-defined custom palette based on the RGB color space, which you can edit or copy.

You can start new palettes, save the current palette, and open saved palettes. You can also delete and move files among folders using the Windows Explorer or File Manager. Any number of files can be organized into a library. For example, you can develop a series of custom palettes by color model and color matching palettes to derive subsets of specific color spaces.

You can modify the palette adding and deleting colors, name and rename colors, and moving color swatches around the palette. For the change to be permanent, you must save the palette (the palette is also automatically saved when you close Corel VENTURA.)

Colors can be added to a custom palette from any source — the document or illustration, a color model, a color matching palette, the color blend, and the mixing area. A custom palette can incorporate colors from all of these sources while retaining the color values associated with each color. When colors are taken from the color matching palettes, the color names are carried over.

## Constraints on color and the custom palettes

You can use the Color dialog boxes to choose color from any model and any color-matching palette. While there are few constraints on your choice and use of color from any color space, you should strive to use color discriminately.

For more information, read the overviews under Using color models to choose color and Using palettes to choose color.

## Using mixers to create custom colors

There are two mixers you can use to create custom colors: the Color Blend and the Mixing Area.

## Color Blend

You can use the Color Blend to create a 4-way blend of color, with gradations created across a two-dimensional square grid. Grid sizes range from 3x3 to 12x12 in single-unit increments. To create a more subtle gradation of color, you increase the grid size; decrease the grid size for more marked gradation.

You can use Color Blend on colors from anywhere within Corel VENTURA —from the document or illustration, the Mixing Area, a color model, a color matching palette, and any of the custom palettes that you develop. To do this, pick up the color and click the arrow next to the color button in each corner. In the Color dialog box, you can drag and drop the color directly from the custom palette.

## Mixing area

The Mixing Area resembles an artist's palette on which you apply and mix colors using the Brush tool. While the Color Blend is limited to four colors, you can use an unlimited number of colors in the Mixing Area. You can match the background color to the document or illustration to see how a color will look before applying it. There is also a blend setting you can use to control how much color you apply to the mixing area to achieve subtle variations in color.

You can save a mixing area to a bitmap file. By doing this, you create a variety of mixing areas based on color models or on the needs of specific projects, and organize them into a library. Also, you can load any bitmap into the mixing area. This way, you can choose colors from bitmapped photographs and drawings.

## High-fidelity color

High-fidelity (HiFi) color uses additional process inks to expand the range of color achievable with CMYK colorants. The extra colorants also yield more vivid colors giving continuous tone images greater depth and detail. HiFi color can enhance any color-critical application: product packaging, posters, brochures, advertising and even fine art.

Corel VENTURA uses the PANTONE® Hexachrome Color System to define HiFi colors, a six-color process system that employs CMY, plus black, orange and green inks. Using the Kodak Color Management System (CMS), Corel VENTURA can

separate high-fidelity colors defined using the PANTONE® Hexachrome Color System. The Kodak CMS also permits conversion from all commonly used color spaces — RGB, CMY, HSB, HLS, etc. — allowing you to use illustrations from a variety of sources.

HiFi printing often uses frequency modulated (FM) or stochastic screening. Although different than the screening techniques used in conventional 4-color process printing, HiFi screening doesn't require special PostScript drivers.

If you intend to use HiFi colors, consult your service bureau or commercial printer, since special equipment is required to produce them.

### ❖ To pick a color from a color model

1. Click the button in the or tool flyout (or toolbar). The flyout you use depends on whether you are filling or outlining the selected object.

2. Click the Color Model radio button.

3. Click the Model box to display a list of models.

4. Click a color model from the list to display the visual selectors for that model.

5. Drag the markers in the visual selectors to edit the color.

★ Tips
You can also define a color by typing values in the color component fields.

The color that you choose is shown in the New Color swatch. In addition to adding this color to the custom palette, you can use it directly in both the mixing area and on the drawing or image.

★ Note
The Registration Color model is a fixed single color; all objects with this color are reproduced on all color separation plates including spot color plates.

### ❖ To pick a color from a color matching palette

1. Click the button in the or tool flyout (or toolbar). The flyout you use depends on whether you are filling or outlining the selected object.

2. Click the Palettes radio button.

3. Choose a palette from the Type box.

4. Click the scroll bar to locate the color you want.

5. Click the color to display it in the New Color swatch.

★ Tip

For PANTONE Matching System, you can specify a tint percentage to control color saturation (0 for low saturation to 100 for high). This enables you to print a one- or two-color job that looks like it has more color.

❖ **To show palette colors by name or swatch**

1. Click the button in the or tool flyout (or toolbar). The flyout you use depends on whether you are filling or outlining the selected object.

2. Click the Palettes radio button.

3. Click the Color Options button.

4. Enable or disable Show Color Names.

★ Note

This procedure assumes that you have a palette open for color selection. To open a palette, see To pick a color from a color matching palette.

❖ **To search for palette colors by name**

1. Click the button in the or tool flyout (or toolbar). The flyout you use depends on whether you are filling or outlining the selected object.

2. Click the Palettes radio button.

3. Choose a palette from the Type box.

4. Click in the Search box.

5. Type a color name.

★ Tips

When you use a partial name in the search field, the first color with a match is shown. As you type additional characters, the search is refined. You can use a partial name to move to an area of a palette.

Color names consist of two parts: the palette name, and the color name or code. You can reduce typing by using only the color name or code.

You can search by color name when either the color names or color swatches are displayed.

## Mixing your own colors

To create custom colors you can use the Color Blend or the Mixing Area. The Color Blend lets you create a 4-way blend of color. The Mixing Area resembles an artist's palette on which you apply and mix any number of colors, including those in an imported bitmap image, using a brush tool.

### ❖ To mix color in the color blend

1. Click the button in the or tool flyout (or toolbar). The flyout you use depends on whether you are filling or outlining the selected object.

2. Click the Mixers radio button.

3. Click the Mode box.

4. Click Color Blend.

5. Click a color button in one of the corners.

6. Click a color on the palette that pops up.

7. Repeat steps 4 and 5 for each color button.

8. Enable Auto-Blend.

9. Click the grid to choose a color.

★ Tips

Use the color blend to create the intermediary colors between highlight and shadow.

To use colors directly from the custom palette on the right half of the dialog box, drag and drop the color from the palette to the color button.

To apply the New Color to a color button, click the adjacent arrow key. This lets you pick up a color from anywhere in the dialog box and use it in the color blend.

Use the custom palette to collect the colors that you want to use in the color blend. You can save colors from the color models or the color matching palettes to the custom palette, and then use those colors in the color blend. Also, you can open different custom palettes while the color blend is available.

To change the size of the color blend grid or the color blend, click the Color Options button.

You can use a larger grid to obtain a more refined blending of color, where changes in the values of each color dimension decrease as you move between adjacent grid squares.

When you choose a different color mode, the colors in all color buttons are mapped to corresponding colors in the color model that you choose. The new colors are automatically blended if AutoBlend is enabled.

### ❖ To mix color in the mixing area

1. Click the button in the or tool flyout (or toolbar). The flyout you use depends on whether you are filling or outlining the selected object.

2. Pick up a color from any of the color models, the color matching palettes, the color blend, the custom palette, or the mixing area.

3. Click the Mixers radio button.

4. Click the Mode box.

5. Click Mixing Area.

6. Click the Paint Brush.

7. Type a percentage value in the Blend number box.

8. Click the mixing area to apply the color.

★ Tips

When you pick up a color from any of the controls, it is placed in the New Color swatch and is available for the mixing area.

Use the custom palette to collect from the color models or the color matching palettes; you then use those colors in the color blend. Also, you can open different custom palettes while the color blend is open.

You can use the Blend value to increase (high value) or decrease (low value) the subtlety of blending. This feature gives you greater control over the mixing process. Use a high value when you want to gradually build up color to the desired saturation. Use a low value when you want to lay down a saturated base.

To change the color model or the brush size or type, click Color Options.

❖ To pick up color from the mixing area

1. Click the button in the or tool flyout (or toolbar). The flyout you use depends on whether you are filling or outlining the selected object.

2. Click the Mixers radio button.

3. Click the Mode box.

4. Click Mixing Area.

5. Click the Eye Dropper.

6. Click the mixing area to pick up the mixed color.

★ Note

The color you pick up is put in the New Color swatch.

To clear the mixing area, click Color Options and choose Clear Bitmap.

❖ To save the mixing area

1. Click the button in the or tool flyout (or toolbar). The flyout you use depends on whether you are filling or outlining the selected object.

2. Click the Mixers radio button.

3. Click the Mode box.

4. Click Mixing Area.

5. Click the Color Options button.

6. Click Save Bitmap.

7. Type a filename into the File name field.

8. Press the ENTER key.

★ Tips

To save to an existing file, double-click the filename in the list and then click YES on the confirm pop-up. The confirm pop-up ensures that you do not unintentionally overwrite the existing file.

By using the Save Bitmap and Load Bitmap menu options, you can create mixing areas for specific applications or projects, and save them to a library of mixing areas that you use in the Color dialog box.

❖ To load the mixing area with a bitmap

1. Click the button in the or tool flyout (or toolbar). The flyout you use depends on whether you are filling or outlining the selected object.

2. Click the Color Options button.

3. Click Load Bitmap.

4. Locate the file in the list.

5. Double-click the filename in the list.

★ Tips

If the bitmap file is not listed in the default directory, you can move to different directories using the Windows File Manager dialog box. You can also type a filename and path in the File Name field.

By using the Save Bitmap and Load Bitmap menu options, you can create mixing areas for specific applications or projects, and save them to a library of mixing areas that you use in the Color dialog box.

To clear the mixing area, click Color Options and choose Clear Bitmap.

★ Note

The Load Bitmap action is not confirmed. If you have not saved the current mixing area, you will lose any changes you made when the new mixing area loads.

❖ To pick a color from the custom palette

1. Click the button in the or tool flyout (or toolbar). The flyout you use depends on whether you are filling or outlining the selected object.

2. Click the scroll bar to display different areas of the custom palette.

3. Click the color you want to pick up.

★ Note

The color is put in the New Color swatch.

❖ To add color to the custom palette

1. Click the button in the or tool flyout (or toolbar).

2. Pick up a color from any of the color models, the color matching palettes, the color blend, or the mixing area.

3. Click the Name field.

4. Type a name for the color.

5. Click the Color Options button.

6. Click Add Color to Palette.

7. Click OK to keep the color arrangement and close the dialog box.

★ Tips
You can continue to work in the dialog box. However, if you click Cancel to close the dialog box, you lose your color additions unless you save the palette first.

You do not have to name a color to add it to the custom palette. You can always rename the color later.

★ Notes
The color you add must have a unique name. The custom palette cannot have two colors with the same name, even if they have identical values.

When you add a color from one of the color matching palettes, the color name is also used in the custom palette.

To cancel changes, click Cancel. All changes made to the custom palette since the last save are discarded.

❖ To convert a PANTONE Matching System to a process color

1. Click the button in the or tool flyout (or toolbar).

2. Click the Palettes radio button.

3. Choose PANTONE Matching System from the Type box.

4. Click the color that you want to convert from the palette.

5. Click the Color Models radio button.

6. Click a CMYK color model.

7. Type a name for the color in the Name box.

8. Click Color Options, Add Color to Palette.

9. Click OK to keep the color arrangement and close the dialog box.

★ Tips

You may want to convert a matching system color to a process color as a way of reducing the cost of color separations for low-cost publications in which the color characteristics of the spot color do not need to be maintained.

This procedure permanently alters the colors used in the image. To convert matching system colors only at print time, use the controls in the Print dialog box.

★ Notes

This procedure adds the spot color to the custom palette as a CMYK process color.

When you open the CMYK color model, the color in the New Color swatch is translated to the closest color in the CMYK color space.

To cancel changes, click Cancel. All changes made to the custom palette since the last save are discarded.

To add a PANTONE Spot Color to the custom palette, see To add color to the custom palette and To pick a color from a color matching palette.

❖ **To rename a color in a custom palette**

1.  Click the button in the or tool flyout (or toolbar).

2.  Click the color in the custom palette.

3.  Type a name for the color in the Name box.

4.  Click Palette Options.

5.  Click Rename Color.

6.  Click OK to keep the color arrangement and close the dialog box.

★ Note

To cancel changes, click Cancel. All changes made to the custom palette since the last save are discarded.

❖ **To delete a color from the custom palette**

1.  Click the button in the or tool flyout (or toolbar).

2.  Click a color in the custom palette.

3.  Click the Palette Options button.

4.  Click Delete Color.

5.  Click YES to delete the color; click NO to cancel the delete action.

6.  Click OK to keep the new color arrangement and close the dialog box.

★ Note

To cancel changes, click Cancel. All changes made to the custom palette since the last save are discarded.

❖ **To rearrange color on the custom palette**

1. Click the button in the or tool flyout (or toolbar).

2. Click a color in the custom palette.

3. Drag and drop it to a new location on the palette.

4. Repeat these steps until you are satisfied with the palette arrangement.

5. Click OK to keep the new color arrangement and close the dialog box.

★ Notes

To cancel changes, click Cancel. All changes made to the custom palette since the last save are discarded.

If you move the cursor above or below the palette, the color swatches automatically scroll up or down.

❖ **To save a custom palette**

1. Click the Palette Options button.

2. Click Save.

★ Note

The custom palette is saved to the original file, overwriting the old palette information.

❖ **To save a custom palette to another file**

1. Click the Palette Options button.

2. Click Save As.

3. Type a filename for the palette.

4. Press the ENTER key.

★ Tips

You can use descriptive names when naming your custom palettes. Files names can be more than eight characters long, and file extensions are added automatically.

If you are saving to an existing file, double-click the filename in the list and then click YES on the confirm pop-up. The pop-up ensures that you do not unintentionally overwrite a custom palette file.

By using the New Palette, Open Palette, Save Palette, and Save As menu options, you can create custom palettes for specific applications or projects, and then save them to create a library. The dialog boxes for these menu options let you open, create, and delete.

❖ **To open a custom palette**

1. Click the button in the or tool flyout (or toolbar).

2. Save the current custom palette, if you want to keep it.

3. Click the Palette Options button.

4. Click Open Palette.

5. Choose a palette.

6. Press the ENTER key.

★ Tips

You can also type a filename in the File Name box and press the ENTER key.

By using the New Palette, Open Palette, and Save/Save As Palette menu options, you can create custom palettes for specific applications or projects, and save them in a library arrangement.

★ Note

The Open Palette action is not confirmed. If you have not saved the custom palette that is in use, you will lose it when the new custom palette loads.

❖ To start a new custom palette

1. Click the button in the or tool flyout (or toolbar).

2. Click the Palette Options button.

3. Click New Palette.

4. Type a filename for the new palette.

5. Press the ENTER key.

★ Tip

You can use descriptive names when naming your custom palettes. Files names can be more than eight characters long, and file extensions are added automatically.

★ Note

If you have not saved the custom palette that is in use, a pop-up displays so that you can confirm the new palette action. Click YES to continue if you have already saved the current palette, or if you want to discard it. Click NO to cancel the new palette action so that you can save the current palette using the Palette Options, New Palette menu option.

❖ To update the Reference Color with the New Color

• Click the Update Reference Color button.

❖ To update the New Color with the Printable Color

• Click the Update New Color button.

❖ To swap the Reference and New Colors

• Click Color Options, Swap Color.

❖ **To edit a color in the custom palette**

1. Click the color you want to edit in the palette on the right side of the Color dialog box.

2. In the color component fields, type a number within the color model's range of values.

3. Repeat steps 1 and 2 for each component.

★ Tip

Using the color component fields is one way to edit the selected color. You can also use the visual selectors on the right side of the dialog box. This method of editing is best suited to colors from the color matching palettes. The color component fields let you make slight adjustments as a way of fine tuning the selected color.

# Fills & Outlines

Fills and outlines are used to add a finishing touch to your graphic objects and frames. Often bland or flat graphic objects can be dramatically improved by experimenting with different fill or outline patterns. With the exception of halftone screens, all of Corel VENTURA's fills print on both PostScript and non-PostScript printers.

To specify colors for fills and outlines, you can choose from a variety of color models and palettes. Color models included with Corel VENTURA are: CMYK, RGB, HSB, and YIQ. Color Palettes include PANTONE Process and Spot colors, FOCOLTONE colors, and TRUMATCH colors.

## Filling objects

A fill is a color or pattern used as a background for a frame or graphic. Fills are an effective method of highlighting frames containing text. You can use the fill to differentiate the frame's text from other text on the page, and visually link separate frames. If you leave a frame without a fill or remove the existing fill from a graphic or frame, they are transparent. You can choose from the following types of fills:

### Uniform color fills

Uniform color fills are solid colors such as cyan, magenta, yellow and black.

### Fountain fills

Fountain fills blend colors together to form linear, radial, conical, or square designs. When using fountain fills, you need to specify the starting and ending colors of the fill, as well as any intermediate colors, or rainbow effects. The intermediate colors between the beginning and ending of a fountain fill are called steps. The more steps, the smoother the blend.

### Texture fills

A texture fill is a fractally-generated picture that you can use to give your object the appearance of natural materials. You can choose from a series of pre-generated textures, or randomly generated variations.

### Pattern fills

Pattern fills are symmetrical, repeated patterns that can be used to fill a frame or page. The patterns are made up of tiles that are repeated across the page as tiles are placed on a kitchen floor. By adjusting the tile size, you can specify how often the

pattern is repeated. You can choose from the two-color and full-color patterns Corel VENTURA provides, or create your own. Standard hatching patterns used in drafting, landscape design, and cartography are included, as well as patterns suitable for backgrounds, watermarks, and general use.

If you want a pattern that is not in the VENTURA Library, you can create your own with Corel PHOTO-PAINT (included with Corel VENTURA) or other paint programs. For more complex patterns, you can import any type of picture or graphic file that Corel VENTURA supports and use it to create a pattern.

# Outlining objects

## Frames

Frames can be outlined by applying ruling lines to them. A ruling line is a vertical or horizontal line that you can place or around the frame or on selected sides only. They can actually consist of as many a three lines, each with its own characteristicsthickness, width, color, spacing and pattern. Together, these characteristics define a rule style.

# Graphic Objects

Every object you create with the drawing tools has a set of outline attributes that you can manipulate in a variety of ways. You can think of each object as being drawn with a pen that changes size, shape, and color. You can use round or square nibs, slanted or symmetrical, thick or hairline-thin to draw dashed, dotted, solid, or calligraphic lines.

In addition to the shape and color of the nib, you can also change the ending shape of an outline. Lines, or objects with open paths, can have ends that are rounded, square, cropped, or tipped with arrowheads and other line-ending shapes. Objects with closed paths (squares, polygons, etc.) naturally have no end-points, but you can still choose from pointed, rounded, or truncated corners.

You can change the outline of an object using the Outline tool or the Outline Pen dialog box.

The Outline tool gives you quick access to the most commonly-used outline styles and buttons to access more detailed controls.

You can use the Outline Pen dialog box to change any aspect of your outline or line-ending shape.

If you just want to change the color of an outline, you can also use the on-screen palette.

❖ **To make an object transparent**

1. Select the object with the fill you want to remove.

2. Click the tool.

3. Click .

## Changing The Default Fill

❖ **To change the default fill for frames or graphic objects**

1. Click away from objects on the page to deselect them.

2. Hold down the SHIFT key and click again on the area outside the page.

3. Click the tool.

4. Click the tool that corresponds to the type of fill you want for the default. Click to give all frames or graphic objects a transparent fill.

   A dialog box appears where you specify whether you want to define a default fill for frames or graphic objects.

5. Select an object type.

6. Set the appropriate fill attributes.

   The set attributes are now applied to any new frame or graphic objects that you create. You can still change the fill of any individual object.

## Uniform fills

❖ **To fill an object with black, white or gray using the Fill tool**

1. Select the object.

2. Click the tool.

3. Click the color you want from the bottom row. (Clicking X removes the fill, making the object transparent).

❖ **To fill an object with a uniform color using the on-screen Color Palette**

1. If the palette is not displayed:
   Click View, Toolbars and choose Standard from the list of toolbars.

2. Select the object.

3. Click a color on the onscreen color palette. If the color you wish to use is not displayed, click the arrow and choose one from the drop-down palette. To create a new color, click Others, and use the Uniform Fill dialog box to create one.

4.  Click the color you want with the left mouse button.

★ Tip
   To choose from a larger selection of colors, or to create a custom color, click Others.

❖ **To fill an object with a uniform color using the Fill Color dialog box**

1.  Select the object.

2.  Click the tool, then click the button.

3.  Choose the color you want .

## Fountain fills

❖ **To create a fountain fill**

1.  Select the object that you want to fill.

2.  Click the tool, then click the button.

3.  In the Type list, click the type of fountain that you want.

4.  Click the From color button and choose a color for the start of the fountain.

5.  Click the To color button and choose a color for the end of the fountain.

★ Tip
   You can change the number of color steps in a fountain fill using the Steps option. Enable and enter a new value. When the Steps option is locked, the fill will print using the number of steps specified in the Print Options dialog box and display using the number of steps specified in the Options dialog box .

❖ **To change the orientation of a fountain fill**

1.  Select the object that you want to fill.

2.  Click the tool, then click button.

3.  Adjust the Horizontal Offset setting until the center of the fill is where you want it. A value of -50% will place the center on the left edge of your object; a value of 50% will place it on the right edge.

4.  Adjust the Vertical Offset setting until the center of the fill is where you want it. A value of -50% will place the center on the bottom edge of your object; a value of 50% will place it on the top edge.

5.  Adjust the Angle setting until the fill is oriented the way you want it. Positive values rotate the fill counter-clockwise; negative values rotate it clockwise.

★ Tip
   You can also change a fountain fill's orientation by dragging in the Preview box.

The Horizontal and Vertical Offset options are not available for linear fountain fills.

The Angle option is not available for radial fountain fills.

### ❖ To specify the number of steps used in a fountain fill

1. Select the object that you want to fill.
2. Click the Fill tool, then click the Fountain Fill icon..
3. Depress the lock button beside the Steps box.
4. Type in a value, or adjust the existing one using the scroll arrows.

### ❖ To create a fountain fill containing only two colors

1. Select the object that you want to fill.
2. Click the Fill tool, then click the Fountain Fill icon.
3. Click Two Color in the Color Blend section of the dialog box.
4. Click .
5. Click the From color button and choose a color for the start of the fountain.
6. Click the To color button and choose a color for the end of the fountain.
7. Adjust the Mid-Point slider until the color proportions are correct.

★ Tip

You can increase the percentage of the start and end color by adjusting the Edge Pad value.

### ❖ To create a fountain fill containing multiple colors

1. Select the object that you want to fill.
2. Click the tool, then click the button.
3. Click Two Color in the Color Blend section of the dialog box.
4. Click the From and choose a color for the start of the fountain.
5. Click the To color button and choose a color for the end of the fountain.
6. Click to determine the intermediate colors from a clockwise path around the color wheel.

    or

    Click to determine the intermediate colors from a counter-clockwise path around the color wheel.
7. Adjust the Mid-Point slider until the color proportions are correct.

★ Note
You can increase the percentage of start and end color by adjusting the Edge Pad value.

❖ **To specify the intermediate colors of a fountain fill**

1. Select the object you want to fill.

2. Click tool, then click the button.

3. Click Custom.

4. Double-click in the preview ribbon to add a color marker.

   You can move existing markers by dragging them along the preview ribbon, and delete them by double-clicking them.

5. Click a color in the palette to assign it to the marker.

   You can change the color of an existing marker by selecting it and then clicking a new color in the palette.

6. Repeat steps 4 and 5 until you achieve the desired effect.

## Two-Color, Full-color bitmap and Vector patterns

❖ **To fill an object with a two-color bitmap pattern**

1. Select the object you want to fill.

2. Click the tool, then click the button.

3. Click the preview box.

4. Click the pattern you want.

5. Click the Back color button and choose a color for the background.

6. Click the Front color button and choose a color for the foreground.

❖ **To fill an object with a full-color bitmap pattern**

1. Select the object you want to fill.

2. Click the tool, then click the button.

3. Click the preview box.

4. Click the pattern you want.

❖ **To fill an object with a vector pattern**

1. Select the object you want to fill.

2. Click the tool, then click the button.

3. Click the preview box.

4. Click the pattern you want.

❖ **To draw a two-color bitmap pattern fill**

1. Select the object you want to fill.

2. Click the tool, then click the button.

3. Click Create.

4. Click the Bitmap Pattern size you want. The size you choose determines the pattern's resolution.

5. Click the Pen Size you want. The size you choose determines how many squares in the drawing area are filled when you click with the mouse.

6. Click with the left mouse button to fill squares in the drawing area.

   Click with the right mouse button to erase squares in the drawing area.

★ Note

Once you have completed your pattern, you can change its colors and tile properties just as you would any other two-color bitmap pattern. The pattern you create is added to the end of the pattern list.

❖ **To create a pattern fill from an imported image**

1. Select the object that you want to fill.

2. Click the tool.

3. Click the pattern button (, , or ) that corresponds to type of fill you want.

4. Click Import.

5. Choose the file to import.

★ Notes

When importing images to use as two-color bitmap patterns, choose images with only two colors for best results.

Imported patterns appear at the end of the pattern list.

❖ **To set the size of pattern tiles**

1. Select the object that you want to change.

2. Click the tool.

3. Click the pattern button (, , or ) that corresponds to the object's fill type.

4.  Enable one of the Small (0.25x0.25 inches), Medium (0.50x0.50 inches) or Large (1.00x1.00 inches) options,

    or

    Click Tiling.

5.  Type a value in the Width box. The maximum tile width is 3 inches.

6.  Type a value in the Height box. The maximum tile height is 3 inches.

★ Note

To use a different unit of measurement, choose it from the Units list. The height and width values are automatically converted when you change units.

❖ To offset the first tile of a pattern fill

1.  Select the object that you want to change.

2.  Click the tool.

3.  Click the pattern button (, , or ) that corresponds to the object's fill type.

4.  Click Tiling.

5.  Type the amount of horizontal offset in the X box under First Tile Offset.

6.  Type the amount of vertical offset in the Y box under First Tile Offset.

❖ To offset rows or columns of pattern tiles

1.  Select the object that you want to change.

2.  Click the tool.

3.  Click the pattern button (, , or ) that corresponds to the object's fill type.

4.  Click Tiling.

5.  Click Row or Column.

6.  Type the amount of offset in the % of Tile Side box.

❖ To delete a pattern

1.  In the pattern dialog box, click the Preview box.

2.  Click the pattern you want to delete.

3.  Click Delete.

## Texture fills

❖ **To fill an object with a texture**

1. Select the object that you want to fill.

2. Click the tool, then click the button.

3. In the Textures Library list box, click the library containing the texture you want.

4. In the Textures List box, click the texture you want.

5. Adjust the parameters to customize the texture as required. Click the Preview button to see the results of your modifications.

★ Tip

Click the Preview button to randomly change the unlocked parameters. You can unlock a parameter by enabling the button next to it.

❖ **To save a customized texture**

1. Make sure the texture you want to save is displayed in the Preview box.

2. Click .

3. Type a name in the Texture Name box. The name can be up to 32 characters long, including spaces. You can overwrite an existing texture with the one you are saving by typing its name.

4. Click the library in which you want to save the texture.

   or

   Type the name of a new library in the Library Name box.

★ Note

You cannot save or overwrite textures in the Styles library. You can, however, modify a Styles texture and then save it in another library.

❖ **To delete a texture**

1. In the Textures Library list box, click the library containing the texture you want.

2. In the Texture List box, click the texture that you want to delete.

3. Click .

★ Note

You cannot save or overwrite textures in the Styles library. You can, however, modify a Styles texture and then save it in another library.

## PostScript texture fill

❖ **To fill an object with a PostScript texture**

1. Select the object that you want to fill.

2. Click the tool, then click the button

3. Click the name of the texture you want.

4. Adjust the parameters to customize the texture as required.

★ Tip
Enable the Preview Fill option to preview the texture with the current settings. Click Preview to refresh the image after changing the parameters.

❖ **To set outline width for frames and graphic objects**

1. Select the frame or graphic object you want to outline.

2. Click the tool.

3. Click the line width you want.

❖ **To set outline width for frames and graphic objects using the Outline Pen dialog box**

1. Select the frame or graphic object you want to outline.

2. Click the tool, then click the tool button.

3. In the Width box, type the line width you want.

★ Note
To use a different unit of measurement, choose it from the Units list. The width value is automatically converted when you change units.

❖ **To set the outline width for frames and graphic objects using the Property Bar**

1. Select the frame or graphic object you want to outline.

2. Click the line width you want from the Line Style list.
   If the Property Bar is hidden, click Edit, Toolbars and select Property Bar.

❖ **To set outline color**

1. Select the frame or graphic object you want to outline.

2. Click the tool, then click the button.

3. Select the color you want .

❖ **To set outline color using the Outline tool**

1. Select the frame or graphic object you want to outline.

2. Click the tool.

3. Click a color (white, gray or black) from the top row of buttons.

### ❖ To set outline color using the Color Palette

1. Select the frame or graphic object you want to outline.

2. Click the button next to the palette.

3. Click the color you want with the right mouse button.

### ❖ To set an object's corner or line cap shape

1. Select the graphic object.

2. Click the tool, then click the tool button.

3. Click a corner style.

4. Click Square Line Caps to cut the line off exactly at the end points.
   Click Rounded Line Caps to round off the ends of the line.
   Click Extended Square Line Caps to square off the line and extend it beyond the endpoints for a distance equal to half the line thickness.

### ❖ To apply arrowheads or other line ending shapes

1. Select a line or curve.

2. Click the tool, then click the tool button

3. Click the left Arrowhead Selector, then click the shape you want for the start of the line.

4. Click the right Arrowhead Selector, then click the shape you want for the end of the line.

★ Tip

You can also apply arrowheads or other line ending shapes using the Property Bar. If the Property Bar is hidden, click View, Toolbars and select Property Bar.

★ Notes

To swap arrowheads from one end of the line to another, click Options, Swap.

To remove an arrowhead, click Options, None.

### ❖ To edit an arrowhead or other line-ending shape

1. Select a line or curve.

2. Click the tool, then click the tool button.

3. Under the arrowhead you want to edit, Click Options, Edit.

4. Do any of the following:

    - To resize the arrowhead drag on the solid handles surrounding it.

    - To move the arrowhead relative to the endpoint of the line, drag the hollow nodes the arrowhead's outline.

    - To center the arrowhead relative to the endpoint of the line, click Center in X or Center in Y

    - To flip the arrowhead, click Reflect in X or Reflect in Y.

★ Tip
To get a closer view of the arrowhead, enable the 4X zoom option.

❖ **To remove a frame's or graphic object's outline**

1. Select the frame or graphic object with the outline you want to remove.

2. Click the tool.

3. Click tool.

★ Tip
You can also remove outlines using the Property Bar, which appears when you select the object. If the Property Bar is hidden, click View, Toolbars and select Property Bar.

❖ **To create a dashed outline**

1. Select the frame or graphic object you want to outline.

2. Click the tool, then click the tool button.

3. Click the Line Style Selector.

4. Click the style you want.

★ Tips
To create a dotted line or a line with rounded line segments, select a style with short, widely spaced segments and click radio button.

You can also apply a dashed outline using the Property Bar which appears when you select the graphic. If the Property Bar is hidden, click View, Toolbars and select Property Bar.

❖ **To create a calligraphic outline**

1. Select the frame or graphic object with the outline you want to change.

2. Click the tool, then click the tool button.

3. Click one of the corner style radio buttons (). The first and third options make the nib square; the second makes it round.

4. Type a value in the Stretch box.

   Lowering the value makes a square nib rectangular and a round nib oval. A low value will create a more pronounced calligraphic effect.

5. Type a value in the Angle box. The angle controls the orientation of the pen to the drawing surface.

★ Tip

You can adjust Stretch and Angle interactively by dragging in the Nib Shape box. Experiment to find the combination you want.

★ Note

To change line widths after creating the calligraphic outline, use the Width setting in the Outline Pen dialog box. Choosing a line width from the Outline menu will reset the Angle to zero degrees and Stretch to 100 percent, thus removing the calligraphic effect.

❖ To set the default outline for graphic objects

1. Click away from objects on the page to deselect them.

2. Hold down the SHIFT key and click again on the area outside the page.

3. Click the tool.

4. Click the tool that corresponds to the type of outline you want for the default. Click tool to give all new graphic objects a transparent outline.

   A dialog box appears asking whether you want to change the default outline for graphics

5. Click OK.

6. If you're using the Outline Pen dialog box, set the appropriate attributes .

The outline is now applied to any new non-text objects you create. You may of course change the outline of any individual object.Creating & Filling A Table

❖ To create a table

1. Position the insertion point where you want to place the table.

2. Click Table, Create Table, then display the General tab.

3. In the Rows and Columns boxes, specify the number of rows and columns for the table.

4. Choose other table settings from the pages in the dialog box if desired.

★ Note

To create a table inside a frame, select the frame prior to choosing the Create Table command. The advantage of placing a table in a frame is that you can add a caption to the table for displaying the table name and number. VENTURA will increment the number automatically if you use a counter.

❖ **To import a table**

1. Click File, Import Text.

2. Choose the format of the file you are importing from the Files of type box.

3. Choose a drive from the Look in box and double-click the folder where the file is stored.

4. Double-click the filename.

★ Note

The Import Text dialog box contains options for controlling where the table is placed in the document. Enable Add to file list to append the filename to the File list without loading the table into a frame, or enable Insert at Cursor to place the table at the location in the document where the cursor is planted.

## Creating a table from information in a database

Using the DataBase Publisher commands in the Tools menu, you can import information from a database or spreadsheet file and convert it into a pre-formatted table at the same time. The information is accessed through Corel DataBase Publisher which enables you to gather information from a variety of data sources, including files created in programs such as Borland® dbase and Microsoft® Excel.

Whereas DataBase Publisher can only collect information from existing databases, Corel DATABASE EDITOR lets you create and edit them. After creating the database you can bring the data into VENTURA via DataBase Publisher.

❖ **To use Corel DataBase Publisher to create a table from information in a database**

1. Click, Tools, DataBase Publisher, New Recipe Wizard.

2. Click the Browse button to locate the database information you want to make into table.

3. If you only want a portion of the database, specify the number of records you want to appear in the table.

   To see the contents of the database, click Display. Click the Close All button to continue.

4. Click Next.

5. Select the field(s) you want to appear in the table.

6. Select a table format.

7. Click Next and complete the remaining steps.

★ Note

Corel DataBase Publisher is an optional component. If you selected the Typical setup option when you installed VENTURA, then you installed DataBase Publisher. If you would like to install DataBase Publisher run Setup again.

❖ To create a database using Corel DATABASE EDITOR

1. Click the button on the toolbar and choose Corel DATABASE EDITOR.

2. Click File, New and type a name for the file.

3. Specify the structure of the database and the information you want in it.

For information on how to do this, consult the Help for DATABASE EDITOR.

4. Click Close.

5. Use Corel DataBase Publisher to bring the database into VENTURA as a table.

★ Note

Corel DATABASE EDITOR is an optional component. If you choose not to install it when you installed VENTURA, run Setup again and select Custom, Tools & Utilities.

# File formats for importing tables

Tables are imported into Corel VENTURA as text files. You can import using any of the following file formats.

| File Format | Version | Extension |
| --- | --- | --- |
| Ami Professional | 3.1 | *.sam |
| Corel Quattro Pro | 1 and 2 | *.wb |
| Lotus 1-2-3 | 1, 3, and 4 | *.wk |
| Microsoft Excel | 1, 3, 4, and 5 | *.xls |
| Microsoft Word | 6 and 7 | *.doc |
| Rich Text Format | N/A | *.rtf |
| Corel WordPerfect | 6x | *.wpg |

★ Notes

Only the first page in a spreadsheet is imported as a table.

Functions embedded within spreadsheets imported from Lotus 1-2-3, Excel, or Corel Quattro Pro will still work in Corel VENTURA.

### ❖ To type text in cells

1. Click in a table cell.

2. Type the text.

   As you type, Corel VENTURA wraps the text from one line to the next. The cell height increases to accommodate the amount of text you enter.

★ Tips

You can have multiple paragraphs within a single cell. Press ENTER to add additional paragraphs.

If you are unable to place the insertion point before text that is flush with the table boundary, decrease the Frame Selection value found in the Options dialog box (Selection tab). This will keep the insertion point from changing to the pointer.

### ❖ To edit the text in cells

| To | Do this |
| --- | --- |
| Remove text from one or more cells | Position the cursor directly after the text you want to delete and press BACKSPACE. |
| | Click and drag across one or more cells to highlight them and press DELETE. |
| Replace the text in a cell | Select the text you want to replace and type the replacement text. |
| Move or copy text from one cell to another | Select the text and click Edit, Cut or Copy. Position the cursor in the cell where you want the text placed, and click Edit, Paste. |

### ❖ To place a picture in a cell

1. Select the frame you want placed in a cell.

2. Click the Frame Anchor tool .

3. Click in the cell to anchor the frame inside it.

★ Notes

To change the frame's position, click Format, Frame, and choose the General tab (click Advanced if the Advanced settings are not visible). You can then set the Frame Anchor Position and Alignment.

If the cell in which you've placed the frame anchor contains text, choose the course you want the text to flow around the frame by opening the Frame Properties dialog box (Format menu) and choosing a Flow option such as Above/Below on the General tab.

## Modifying a table

### ❖ To select cells and move between them

| To | Do this |
|---|---|
| Select cells, rows, columns, or the entire table | Click in the first cell you want to select and drag across the table until the cells you want are highlighted |
| | Click in a cell, click Table, Select, and choose an option |
| Select a range of cells | Select the first cell, hold down SHIFT, and click the last cell in the range |
| Move between cells | Click inside any of the cells |
| | Use the arrow keys on the keyboard to move from one cell to the next |

## Adding and removing rows and columns

You can add or delete rows and columns in a table using the commands in the Table menu.

### ❖ To add rows to a table

1. Select a cell next to where you want to insert the rows.

2. Click Table, Insert Row.

3. Type the number of rows or columns in the Number box.

4. Enable the Before or After button to specify where the new rows are to be inserted.

★ Note

Inserted rows have the same attributes (shading, spacing, ruling style) and paragraph tag as the row below them.

### ❖ To add columns to a table

1. Select a cell next to where you want to insert the columns.

2. Click Table, Insert Column.

3. Type the number of columns in the Number box.

4. Enable the Left or Right button to specify where the new columns are to be inserted.

★ Note

Inserted columns have the attributes specified in the Table Properties dialog box and the generated Table Text paragraph tag.

### ❖ To delete rows or columns from a table

1. Select the rows or columns you want to delete.

2. Click Table, Delete.

3. Choose Row or Column from the menu.

### ❖ To delete a table

1. Click inside the table.

2. Click Table, Delete, Table.

★ Tip

You can also delete a table by selecting it and clicking Edit, Cut.

## Moving or copying in a table

Use the Cut and Copy commands in the Edit menu to reorganize the rows and columns in your table (by cutting and pasting them back in a different order), move the table to a different position on the page, or copy rows and columns from one table to paste them into another.

### ❖ To move rows or columns

1. Select the rows or columns you want to move.

2. Click Edit, Cut.

   The information is placed on the clipboard until you paste it back into your document.

3. Position the cursor in the cell before which you want to place the row or column.

4. Click Edit, Paste.

### ❖ To move or copy and paste a table

1. Select the table.

2. Click Edit, Cut (to remove the table from the document) or Copy (to duplicate the table).

3. Position the cursor in the document where you want the table placed.

4. Click Edit, Paste.

★ Tip

Another way of copying a table is to select it, click inside the table, and drag the insertion point to where you want the copy placed.

❖ **To copy and paste rows or columns**

1. Select the row or column.

2. Click Edit, Copy.

3. Position the cursor in the cell before which you want to place the copied row or column.

4. Click Edit, Paste.

❖ **To change the width of columns by dragging**

1. Move the pointer over the column boundary.

2. Drag the boundary in either direction to adjust the column's width.

★ Note

If you indented the table and it shifts to the left, it's because the table no longer fits between the indent and the right margin. To restore the table to its previous position, reduce the width of one or more of the columns.

❖ **To change the width of columns using the Table Properties dialog box**

1. Click inside the table.

2. Click Table, Format Table, and display the General tab.

3. In the Column box, specify the number of the column you want to adjust.

4. Do one of the following:

   - To set a specific width for the column, choose the Fixed button and type a value in the associated box.

   - To specify how wide the column should be relative to the other proportionately spaced columns, choose the Proportional button and type a value in the associated box. For instance, if you want column 1 to be four times wider than the other columns, set the width to 4.

★ Notes

Proportionately spaced columns use the space that is left over after all the fixed-width columns have been set.

To change the unit of measurement for a dialog box setting, right-click inside the number box, click Units from the menu, and choose a unit.

## Adjusting the spacing and position of a table

In the Table Properties dialog box, you can adjust the spacing between a table and the rest of the document, change the spacing between rows and columns, indent a table from the margin, or choose one of three horizontal alignment options. If your table is within a column or page that is vertically justified, you can specify the maximum amount of space VENTURA places between it and the surrounding text.

### ❖ To adjust the spacing above and below a table

1. Click inside the table.

2. Click Table, Format Table, and display the Position tab.

3. In the Above and Below boxes, specify the amount of space you want around the table.

★ Note

To change the unit of measurement for a dialog box setting, right-click inside the number box, click Units from the menu, and choose a unit.

### ❖ To change the spacing between rows and columns in a table

1. Click inside the table.

2. Click Table, Format Table, and display the Position tab.

3. In the Cell Spacing boxes, specify the amount of space you want between the rows and columns.

★ Note

To change the unit of measurement for a dialog box setting, right-click inside the number box, click Units from the menu, and choose a unit.

### ❖ To change the horizontal alignment of a table

1. Click inside the table.

2. Click Format, Table, and display the Position tab.

3. Enable the Custom Width check box.

4. Choose a horizontal alignment option from the Alignment box.

★ Note

Make sure the total width of the table is less than the width of the frame or column in which it is placed. Otherwise, changing the table's horizontal alignment will have no effect.

### ❖ To adjust the spacing above and below a table during vertical justification

1. Click inside the table.

2. Click Table, Format Table, and display the Position tab.

3. In the At top and At bottom box, specify the amount of space VENTURA can add above and below the table as it vertically justifies a column or page.

★ Note

These settings apply only when Vertical Justification is enabled on the Typography page of the Chapter Properties dialog box.

❖ To indent a table

1. Click in the table.

2. Click Table, Format Table, and display the Position tab.

3. Enable the Custom Width check box.

4. In the Table Indent box, type the amount by which you want the table indented.

★ Notes

Make sure the total width of the table is less than the width of the frame or column in which it is placed. Otherwise, indenting the table will have no effect.

To change the unit of measurement for a dialog box setting, right-click inside the number box, click Units from the menu, and choose a unit.

❖ To insert text before or after a table

- To insert text before a table, position the cursor in the upper left cell and press ENTER to add a paragraph above the table.

- To insert text after a table, place the insertion point before the end of the file marker (the hollow square found below the table) and start typing.

❖ To keep a table together (on the same page or column)

1. Click inside the table.

2. Click Table, Format Table.

3. On the General tab, disable the Allow table to break across pages check box.

## Formatting a table

❖ To change the overall width of the table

1. Click inside the table.

2. Click Table, Format Table.

3. On the Position tab, enable the Custom Width check box.

4. In the Custom Width box, specify how wide you want the table.

★ Note

To change the unit of measurement for a dialog box setting, right-click inside the number box, click Units from the menu, and choose a unit.

### ❖ To change the cell margins

1. Click inside the table.

2. Click Table, Format Table, and display the Position tab.

3. In the Inter-row box, specify the amount of horizontal space between the data in cells.

4. In the Inter-column box, specify the amount of vertical space between the data in cells.

★ Note
To change the unit of measurement for a dialog box setting, right-click inside the number box, click Units from the menu, and choose a unit.

### ❖ To change the border style of selected cells

1. Select one or more cells.

2. Click Table, Cell Borders.

3. Choose a border style from the Top, Left, Bottom, and Right list boxes.

★ Tip
Use the Property Inspector to change the border styles interactively. Scroll through the available styles in the Border tag list boxes and choose the ones you want.

### ❖ To change the border style of the entire table

1. Click inside the table.

2. Click Table, Format Table, and display the General tab.

3. Choose the style of border you want from the list boxes in the Table Grid section.

★ Tip
To choose a preset shading and border style for your table, click Table, Auto Formats.

### ❖ To merge cells

1. Select the range of cells you want to merge.

2. Click Table, Merge Cells.

★ Note
When cells are merged with text inside them, only the text from the upper-left cell is visible after the merge operation. The text from the remaining cells is hidden and will be lost when the document is closed.

### ❖ To split merged cells

1. Select the merged cell.

2. Click Table, Split Cells.

★ Note

When cells are merged, any text in the joined cell is placed in the upper left cell.

### ❖ To skew a table's top row

1. Click inside the table.

2. Click Table, Format Table, and display the Skew tab. If the Quick Format buttons are displayed, click the Advanced button.

3. In the Top-Row Skew Angle box, specify the number of degrees to slant the top row.

4. In the Top-Row Height box, type a value indicating how high the row should be.

★ Note

To slant the text in each cell of the row, enable the check boxes next to the cell numbers in the Skew Text In Top Row box.

### ❖ To skew a table's left column

1. Click inside the table.

2. Click Table, Format Table, and display the Skew tab. If the Quick Format buttons are displayed, click the Advanced button.

3. In the Left-Column Skew Angle box, specify the number of degrees to slant the left column.

★ Tip

To slant the text in each cell of the column, enable the Skew text in column check box.

### ❖ To repeat a table header

1. Click inside the table.

2. Click Table, Format Table, and display the General tab.

3. In the Header Row box, choose the number of rows you want repeated if the table flows to subsequent pages or columns.

### ❖ To shade or color table cells

1. Select the cells you want to shade or color.

2. Click the down arrow next to the Fill button on the standard toolbar to display the Color Palette.

3. Click a color.

★ Tips

To select from a wider range of colors, click the Others button at the bottom of the palette to open the Fill Color dialog box.

To choose a preset shading and border style for your table, click Table, Auto Formats.

# Sorting and performing special tasks

## Sorting data in a table

Use VENTURA's sorting feature to rearrange the data in your table alphabetically, numerically, or by date. You can sort the data within a single column or sort the entire table on a row-by-row basis.

❖ To sort data in the entire table

1. Select at least two columns containing the data by which you want the table sorted.

2. Click Table, Sort.

3. In the Sort By section, select a column number. The data in this column will principally determine the sorting order of the rows.

4. Select the type of data to sort, e.g., text.

5. Click either Ascending or Descending to specify the order in which you want the data displayed.

6. Choose the second column number, a data type, and an order button in the Then By section. If there are sorting conflicts when the first column is sorted, i.e., two identical values are found, VENTURA uses the second column values to resolve the conflicts.

★ Notes

Enable Case Sensitive if you want to sort a capitalized word before a lowercase word.

If you are sorting by date, make sure the dates in the cells are in the standard Windows 95 format.

❖ To sort data in a single column

1. Select the column you want to sort.

2. Click Table, Sort.

3. In the Sort By section, select the column number and the type of data it contains, e.g., text.

4. Click either Ascending or Descending to specify the order in which you want the data displayed.

5. Enable the Sort Column Only check box.

★ Notes

Enable Case Sensitive if you want to sort a capitalized word before a lowercase word.

If you are sorting by date, make sure the dates in the cells are in a format that VENTURA recognizes. A list of standard date formats can be found in the Date and Time dialog box found in the Insert menu.

## Performing calculations in a table

By placing a formula in a cell, you can perform simple or complex calculations on the data within your table. For simple formulas, such as SUM or AVERAGE, you can type the parameters of the formula into an entry box. For complex formulas, however, use the Function wizard to guide you in choosing the elements (functions, numeric format, etc. ) that comprise a formula.

❖ To insert a simple formula into a table cell

1. Click in the cell where you want to place the formula.

2. In the Formula box in the Property Bar, type an equals sign followed by the formula.

   To calculate a range of cells, place the cell references in parentheses after the formula, for example: =SUM(R1C1:R4C1).

★ Notes

To reference a cell in VENTURA, type the row number followed by the column number, for example, R1C1. A comma is used between individual cell references and a colon is used between two references in a range.

To quickly sum a series of cells, click the Sum button on the Table Functions toolbar. You display the toolbar by enabling the Toolbar option in the Toolbars dialog box, found in the View menu.

You can place only one formula in each cell. VENTURA will ignore any additional formulas.

❖ To insert a complex formula using the Function wizard

1. Click in the cell where you want to place the function.

2. Click Table, Function.

3. When the Function Wizard appears, follow the instructions provided.

❖ To sum the data in one or more cells

1. Click in the cell where you want the resulting value to be placed.

2. Click the Sum button on the Table Functions toolbar.

VENTURA sums all the values in the column above, or if there are no values above, it sums the values in all the cells to the left.

★ Note

If the toolbar is not visible, click View, Toolbars, then enable the Table Function option.

❖ To update the result of a formula

1. Click in the cell that contains the formula.

2. Click Table, Recalculate.

★ Tip

To recalculate a result more quickly, click the Recalculate button on the Table Functions toolbar. You display the toolbar by enabling the Toolbar option in the Toolbars dialog box, found in the View menu.

❖ To view and edit formulas

1. Display the Table Functions toolbar by clicking View, Toolbars, and enabling the Table Functions check box.

2. Click in the table cell containing the result of the formula.

    The formula displays in the preview box of the toolbar.

3. To edit the formula, click inside the preview box, make the changes you want, then press ENTER.

❖ To nest functions in the Function Wizard

1. From the second screen of the Function Wizard, click .

    To get to the second screen, click Next.

3. From the Function Name list, click the function you want to add to your formula.

4. Click Next.

5. Type the required parameters for the initial function.

## Filling table cells with data automatically

Use the Autofill commands to quickly fill table cells with data. You can fill with exact copies of cell data, or increment the data (numbers, dates) as it is being placed in cells. For example, you might use the Autofill feature to list the months of the year across a row. You would type January and February in the first two cells, then tell VENTURA to increment the month by one for the rest of the row. Another feature of Autofill is its trend function. It analyzes the data you select and fills in the rest of the cells with values that follow a growth curve or line.

❖ **To copy data into cells automatically**

1. Select a single cell containing the data you want to copy and any empty cells into which you want the data placed.

2. Click Table, Autofill, and choose a direction from the menu.

★ Notes

If you select a series of cells for copying that contain days of the week (Sunday, Monday, Tuesday etc.), or months of the year (January, February, March, etc.), VENTURA will increment the values instead of copying them.

If you want to fill cells with incremented dates (e.g., 01/3/96, 02/3/96, 03/3/96), use the Table, AutoFill, Series command.

❖ **To fill cells with incremented values**

1. Select the table cells containing the starting values for the series, and any empty cells into which you want the incremented values placed.

2. Click Table, Autofill, Series.

3. Do one of the following:

   • Click Growth to increment the data by multiplying a constant value. For example, a starting value of 1 and a step value of 2 would produce a growth series of 1, 2, 4, 8, and 16.

   • Click Linear to increment the data by adding a constant value. For example, a starting value of 1 and a step value of 2 would produce a linear series of 1, 3, 5, 7, and 9.

4. Click the Step button.

5. Type the value by which you want the cells incremented.

❖ **To fill cells with values that follow a trend**

1. Select at least two cells containing the starting values for the trend and any empty cells into which you want to continue the trend.

2. Click Table, Autofill, Series.

3. Do one of the following:

   • Click Growth to extend a simple growth trend (values that increase exponentially). For example, starting values of 1, 3 and 9 produce a growth trend of 1, 3, 9, 27 and 81.

   • Click Linear to extend a simple linear trend (values that increase by a set amount). For example, starting values of 1, 3 and 5 produce a linear trend of 1, 3, 5, 7, and 9.

4. Click the Trend button.

★ Note

The Growth and Linear trend options are for extending simple trends that, if charted, would produce a straight line or curve. If the starting values you choose do not fit the selected trend (e.g., the values form a more complex line or curve), VENTURA will change the starting values to fit as closely as possible to the selected trend.

❖ **To fill cells with incremented dates**

1. Select the cell with the first date in the series and any empty cells into which you want to continue the series.

2. Click Table, Autofill, Series.

3. Click the Date button and choose which part of the date you would like incremented.

4. Type the value by which you want the series updated.

★ Note

You must enter dates using the Windows language and date format as specified through the Regional Settings in the Windows Control Panel. Otherwise, VENTURA will not be able to complete the series as expected.

# Importing and Exporting

Corel VENTURA includes a wide variety of file format filters that you can use to exchange pictures and text with other programs.

## Importing

The Import Text command gives you access to text files created in word-processing programs, text editors, and spreadsheets. A single document can contain any number of text files from any of the supported formats.

The Import Picture command gives you access to pictures created in illustration programs, to clipart, and scanned images.

Files incorporated internally in Corel VENTURA can be edited directly. You can edit text and resize pictures using the mouse or the Corel VENTURA Property Bar.

### Externally referenced files

Besides using the Import command to incorporate text and pictures into your Corel VENTURA documents, you can set options on import that create external references to large pictures. Using external references to large picture files helps to minimize the file size of your publications. Click Options on the Import dialog box to view the following Import options.

**Link To High Resolution File For Output Using OPI:** Choose this option when importing TIFF, CDS, CPT, PP, CALS, or CT files if you want the pictures handled as Open Prepress Interface (OPI) images. When your service bureau receives your print file, the OPI server substitutes high-resolution images for low-resolution images.

Linking is a good choice when referencing shared picture files, or when you want to keep the file size smaller.

**Embedded:** When you embed a picture on import using this option, Corel VENTURA retrieves the picture file and displays the file whenever you open the document page on which it appears. To conserve disk space, VENTURA compresses embedded pictures by approximately 50 percent.

Embedding is a good choice when the imported information is static, or when you want to move the file around, because you don't have to include any external files in your copying operations.

★ Note

Pictures imported as external references do not behave as OLE objects but can be edited by closing the publication containing them, opening the file in the original program, and making the changes there. The Format, Bitmap commands are not available for externally referenced pictures.

# Exporting

Corel VENTURA can export the text in your publication as ANSI, ASCII, and Rich Text Format (RTF) files. These formats can then be imported into word processing and other programs. If you want to export the text without the Corel VENTURA codes, click Exporting Without Corel VENTURA Mark-up.

## EPS files

To export other page elements besides text, you can export the contents of any page as a graphic to an Encapsulated PostScript (.EPS) file using the Save Page As EPS command. Saving a page as an EPS file ensures that your fonts and fills remain constant and is a useful technique when preparing files for a service bureau. See Related Topics below for information about Service Bureaus.

You can also use the EPS file as a scaleable "screen shot" of your page, by exporting the page as an EPS file, and then importing it as an image. The EPS file is not editable, nor can text in the EPS file be edited.

EPS file formats may not import properly using the All Files (*.*) import option. To import them, choose the EPS placeable import filter.

# Publishing to other formats

You can also convert your Corel VENTURA publications to portable formats such as HTML, Adobe Acrobat, Novell Envoy, and Corel Barista for electronic exchange. See Related Topics below for more information about these kinds of special documents.

★ Note

Because each format handles information in a text or graphics file differently, it's not always possible to translate precisely the contents of one format to another. The amount of variation depends on the object and the format used to import or export it.

# Object linking and embedding

Object Linking and Embedding (OLE) is a standard method intended to facilitate sharing of formatted, freely editable information among Windows programs. For example, OLE lets you display a presentation from Corel Presentations in Corel VENTURA, and update the information easily.

OLE displays a picture of the shared information, called an object. To edit the object, double-click it, the program used to create the object called the server application, opens from within your file. You can then edit the data using the server program, update it, and see your changes in the original program, called the client. Corel VENTURA is an OLE client program and accepts information from all OLE server programs.

There are two types of OLE objects — linked objects and embedded objects.

## OLE Linking

An OLE linked object is connected to the original file in the server program. You can make changes to the original file and make changes in the client program when you choose. You can specify when updates occur, or update the information automatically whenever the server file changes. OLE creates a pointer to, but does not actually store the linked file in your Corel VENTURA publication. You can create OLE linked objects using the Copy and Paste commands, the Paste and Paste Special commands, and drag and drop. See your OLE server program's documentation for details.

OLE linking is a good choice when dealing with shared files, or with files that are updated regularly. Linking is also useful if you want to keep your Corel VENTURA file smaller, because the linked information is stored in a separate file in the server program.

If you link a file you must ensure that the linked file is available to the client file; otherwise the link displays but cannot be edited. For example, if you send a file to another computer, you must include all the linked files. If you want to edit the linked file, you must also ensure that the program in which the linked file was created is available.

## OLE Embedding

You can use OLE embedding to include information, such as pictures or spreadsheets, created in other programs in your publication. Embedded objects place a full-sized copy of the original file as an OLE object in the file you're working on. The connection is with the server program, not the original file. The original file does not update when you edit the embedded object, nor does the embedded object change if the original file is changed.

Embedding is a good choice for static information or for information you prefer to edit within Corel VENTURA. Embedded objects are more portable than linked objects. If you are moving files between systems, the only requirement is that the new system have both the server and client programs.

Since embedded files become a part of your Corel VENTURA document, they increase the size of the document. Also, only Windows programs that support object embedding can supply embedded information.

You can embed files with the Insert Object command, the Paste Special command, or by using drag and drop. See your OLE server program's documentation for details.

## In-place editing

In-place editing is an OLE feature that opens a special editing session in Corel VENTURA of the program in which the OLE object was created. When you double-click a linked object, it launches the source program in a separate window without leaving Corel VENTURA. For example, to edit an embedded Corel PHOTO-PAINT image, PHOTO-PAINT's menu structure and tools temporarily replace the Corel VENTURA interface. When you make your changes and update them from the File menu, your Corel VENTURA publication reflects the changes you have made.

As long as the source file supports in-place editing, it works in any Corel program for Windows 95 or Windows NT.

★ Note

Where In-place editing is not supported, double-clicking the OLE object in the client program opens the server program. You can then make changes there and choose Update to cause your changes to appear in the client program.

## Using the Clipboard

The Clipboard is a temporary storage area used to transfer text, graphics, and other information between Windows programs. In Corel VENTURA, the Clipboard is a convenient way to move objects from one document to another.

You transfer information to and from the Clipboard using the Cut, Copy, and Paste commands in the Edit menu.

The information you place on the Clipboard remains there until you exit Windows or replace it with other information.

Information placed on the Clipboard by other programs can be linked or embedded into your Corel VENTURA file. To embed information, use the Paste command; to link information using the Clipboard, use Paste Special.

★ Note

Since they are unique to Corel VENTURA, you cannot paste frames into other programs.

## Limitations of exchanging information with other programs

OLE objects inserted with the Paste Special or Insert Object commands can be scaled, moved, and have other basic transformations applied to them.

OLE objects can be copied. Copies of linked objects are linked to the **same** file as the original object.

OLE objects cannot be rotated within the frame, but they can be rotated or skewed with the frame.

OLE objects cannot be moved from Corel VENTURA 5 files to Corel VENTURA 7 files using the Clipboard. To incorporate an OLE object from a Corel VENTURA 5 file, open the publication in Corel VENTURA 7 and save it in a new file.

Irregular text wrap does not work with OLE objects because the content is dynamic and could change at any time.

Bitmap inserted as OLE objects cannot be manipulated using the Format, Bitmap commands.

## Drag and drop

You can use drag and drop to select and drag information from one application and drop it into another. When used from an OLE server to an OLE client application, drag and drop can be used to create embedded objects. If the program you are dragging from is not a server, drag and drop acts like the Cut and Paste commands, moving the selected data from place to place.

# Text File Formats

## General notes on importing text

Text files that you import into Corel VENTURA become a permanent part of the publication and do not remain linked to their source documents unless you enable the Export on Save command (see Renaming text files). Enable the Export on Save check box if you want to export the file each time you close the publication and import it each time you open the publication. This means that any changes you make to the file in a word processor will appear the next time you open it in VENTURA. VENTURA includes a script (called IMPORTEX.CSC) that prompts the user for a file to import, imports the file and sets file properties to export on save.

If you want to maintain the link between text and its source document, you can also use the Cut and Paste Special method to import your text. Select and cut the text from the source document and choose the Paste Special command in Corel VENTURA to include the information in the publication. The Paste Link option within the Paste Special dialog box allows you to include a picture of the text in your publication that is updated each time changes are made to the source document.

★ Notes

If you don't know the format of the file you are importing, select All Files from the Files of Type list in the Import Text dialog box. If VENTURA recognizes the file format, it will import the file using the correct filter.

When you are using importex.scs, select the WordPerfect filter for all versions of WordPerfect.

## Unsupported features

Generally, the text files that you import will look the same in Corel VENTURA as they did in their source application. However, there will be some formatting attributes and page layout features which are not supported such as the following:

- Hidden text
- Headers and footers
- Justification
- Embedded pictures
- Columns (see Columns below)
- Macros
- Style sheets
- OLE objects
- Page size and margins

When importing text, the page size in the original document is ignored. The text is fit to the current Corel VENTURA page size. This may affect the placement of text.

## Multi-column layouts

Multi-column documents come into VENTURA with columns intact provided they are in one of the following file formats and are opened using the Open command.

- Corel WordPerfect 6.0
- Rich Text Format
- MS Word for Windows 6.0
- Ami Professional 2.0, 3.0
- WordStar

In documents in which the number of columns varies, the column layout for the first page is used throughout.

## Password-protected text files

Password-protected text files cannot be imported into Corel VENTURA. To import a text file that is password-protected, you must open it in the word processor in which it originated, save it under a different name as a non-password-protected file, and then import the new file.

## Preserving the original fonts in text files

When text is imported into Corel VENTURA, it displays in the default font for the program. If you want to preserve the fonts used in the original document, use the Open command in VENTURA's File menu and choose a word processing file format.

Text enclosed in < > brackets

Text appearing between < > brackets is interpreted as a markup code. To use the < > characters without having them interpreted as a markup code, type two brackets in a row. For instance, to produce:

<text in brackets>

type:

<<text in brackets>>

## Double hyphens and quotation marks

Unless you specify otherwise, VENTURA converts two consecutive hyphens into em dashes and inch marks into typographical quotation marks. Use the Tools, Options

command to disable the conversion or to specify the type of quotation marks — for example, German or French style — you want VENTURA to use.

## Double spaces

Double spaces in imported text files are converted to a single space followed by a non-breaking space. This prevents line breaks from occurring between spaces, which would disrupt the alignment of left-aligned text.

Sentence-ending puncutation such as periods and colon are traditionally followed by a single space in typeset documents. Therefore, you should use the UnSpace.csc script to eliminate double spaces after importing the text file.

## ASCII Text (TXT)

ASCII (American Standard Code for Information Exchange) supports only the characters available on a standard computer keyboard. Text files created in Corel VENTURA are by default saved in ASCII format until you specify another format in the Export dialog box. This file format corresponds to the 7-bit text import file format found in previous versions of Corel VENTURA.

## Saving text in ASCII format-

To import text using this format, the file must be saved in the ASCII file format. When saving in ASCII format, certain attributes such as bold, italics, and underlining are not supported. Tabs and indents are removed.

## Corel VENTURA Character Limits

Corel VENTURA has a character limit of 64,000 characters per paragraph. When the 64,000 character limit is reached, a new paragraph is created for the remaining text.

## ASCII 8-bit text (TXT)

An 8-bit text file format which was developed to import non-English characters. The ASCII standard uses 7 bits for data and one for parity, which allows for 128 characters. It uses the parity bit as data, which enables the Corel VENTURA character set to be represented in a pseudo-ASCII format. Corel VENTURA also uses the full ANSI text character set.

## Unsupported features

ASCII characters below character 32

Paragraphs will merge into one another unless they are separated by two carriage returns. Note that some ASCII files, especially those transferred from mainframe computers, may only have a single carriage return between paragraphs.

## ANSI text (TXT)

A text file format developed by the American National Standards Institute. At 256 characters, the ANSI character set offers twice as many characters as ASCII text, including the paragraph symbol.

To insert ANSI characters into your text, hold down ALT and type the relevant code.

## Ami Professional (SAM)

The text file format for Ami Professional 1.1, 1.2, 2.0, 3.0 files.

## Page Size

When importing text, the page size in the original document is ignored. The text is fit to the current Corel VENTURA page size. This may affect the placement of text.

## Text formatting

VENTURA automatically converts standard Ami Professional text attributes into Corel VENTURA text attributes, (e.g., bold, italic, superscript, subscript). All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Ami Professional using the < > commands outlined in Corel VENTURA text attribute codes.

Opening Ami Professional 1.1, 1.2, 2.0 and 3.0 files

You can open Ami Professional files (version 1.1, 1.2, 2.0 and 3.0) in Corel VENTURA using the Open command. Opening files instead of importing them ensures that the majority of the formatting in the original document is preserved.

## Ami Pro protected text files

Corel VENTURA cannot import Ami Professional protected text files. Save the file as an unprotected file before importing it into Corel VENTURA.

## PageMaker 6.0 (PM6)

The text file format for text files from PageMaker 6.0 documents.

VENTURA retains styles in the PageMaker file and automatically converts standard PageMaker text attributes into Corel VENTURA text attributes, (e.g., bold, italic, superscript, subscript).

## Legacy (LEG)

The text file format created by WordStar for Legacy 1.0 and 2.0 files.

## Microsoft Rich Text Format (RTF)

A text file format developed by Microsoft Corporation. It is used mainly to exchange formatted text data among platforms and word processing applications.

- Unsupported features
- Compression
- Table of Contents and Indexing Data
- All pictures
- OLE objects
- Multiple columns
- Page Size

When importing text, the page size in the original document is ignored. The text is fit to the current VENTURA page size. This may affect the placement of text.

## Opening Microsoft Rich Text Format files

You can open Rich Text Format files in Corel VENTURA using the Open command. Opening files instead of importing them ensures that the majority of the formatting in the original document is preserved.

- Microsoft Word (DOC)
- The text file format for the following versions of Microsoft Word:
- Microsoft Word 3x, 4.x, 5.0, 5.5, 6.0
- Microsoft Word for Windows 1.x, 2.x and 6.0
- Text formatting

Corel VENTURA automatically converts standard Word text attributes to VENTURA text attributes. All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Microsoft Word using the < > commands outlined in Corel VENTURA text attribute codes. Microsoft Word for Windows style sheets are not supported by Corel VENTURA.

## Pictures

Corel VENTURA imports Word for Windows text files containing pictures (graphics). However, the graphics will not be imported into Corel VENTURA, and

all graphics codes will be stripped from the text file when the file is saved by Corel VENTURA.

## Opening files in Corel VENTURA

Files saved in certain file formats can be opened in Corel VENTURA as if they were publications. The advantages of opening a file is that the majority of the formatting attributes in the original document — such as bolding, bullets, and underlining — are preserved. You can open a text file in VENTURA by clicking File, Open and choosing one of the file formats listed below.

## File formats that can be opened

- Ami Professional 1.1, 1.2, 2.0 and 3.0 (SAM)
- Corel WordPerfect 6.0 and 7.0 (WP6, WP7)
- Rich Text Format (RTF)
- Microsoft Word for Windows 6.0 and 7.0 (DOC)
- WordStar (WSD)
- Unsupported features
- embedded pictures
- hidden text
- interline spacing
- kerning
- macros
- multiple page layouts (the first one in the document is used throughout)
- OLE objects
- Microsoft Word for Macintosh (DOC)
- The text file format for Microsoft Word for Macintosh 3.0, 4.0, and 5.0 files.

## Text formatting

Corel VENTURA automatically converts standard Word text attributes into Corel VENTURA text attributes. All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Microsoft Word using the < > commands outlined in Corel VENTURA text attribute codes.

## Pictures

Corel VENTURA imports Word for Macintosh text files containing pictures (graphics). However, the graphics will not be imported into Corel VENTURA, and

all graphics codes will be stripped from the text file when the file is saved by Corel VENTURA.

## Corel WordPerfect (WP*, WPM)

The text file format for Corel WordPerfect for DOS 4.2, 5.0, 5.1, 5.1+, 6.0, and 6.1 files, Corel WordPerfect for Windows 5.1, 5.2, 5.2+, 6.0, 6.1, and 7.0 files and Corel WordPerfect for Macintosh 1.0, 2.x, 3.0, 3.1 and 3.5 files.

## Unsupported features

Text in WordPerfect's table of contents and index functions

WordPerfect style sheets and Windows version 4.x files

Equations and formulas created in WordPerfect's equation language are converted to regular text by VENTURA.

Graphic features like HLine and VLine

Opening Corel WordPerfect 6.0 files

★ Note

You can open WordPerfect for Windows 6.0 files in Corel VENTURA using the Open command. Opening files instead of importing them ensures that the majority of the formatting in the original document is preserved.

## Page size

When importing text, the page size in the original document is ignored. The text is fit to the current Corel VENTURA page size. This may affect the placement of text.

## Text formatting

Corel VENTURA automatically converts standard WordPerfect text attributes to Corel VENTURA text attributes. All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into WordPerfect using the < > commands outlined in Corel VENTURA text attribute codes.

## Password protected files

Password protected WordPerfect files cannot be imported into Corel VENTURA. In order to import a WordPerfect file that is password protected, you must first open the text file in WordPerfect, save the text file under a different name as a non-password protected file, and then import the new file.

WordStar (WSD)

The text file format for the following versions of WordStar:

- WordStar 3.3, 3.31, 3.45, 4.0, 5.0, 6.0 and 7.0
- WordStar for Windows 2.0
- WordStar 2000

## Text formatting

Corel VENTURA automatically converts standard WordStar attributes to Corel VENTURA text attributes. Corel VENTURA also reads all WordStar dot commands as text, so you should eliminate these codes from the text file before loading the file into Corel VENTURA.

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into WordStar using the < > commands outlined in Corel VENTURA text attribute codes.

Foreign characters entered in WordStar 3.4 which are not available in both the Corel VENTURA and the IBM character sets do not display or print.

## WordStar tabs

When you press TAB, WordStar does not always place a tab character into the text, but instead inserts multiple spaces. Corel VENTURA requires the actual tab character in order to correctly format tabular information. If you use WordStar 3.0, turn the Vari-Tab feature within WordStar Off. When using WordStar 4.0 or 5.X, use the non-document mode and type Ctrl + PI for a tab character. The tab character will not display on the screen, but will be inserted in the text and recognized by Corel VENTURA as a tab.

## Opening WordStar files

You can open WordStar files in Corel VENTURA using the Open command. Opening files instead of importing them ensures that the majority of the formatting in the original document is preserved.

Xywrite (XY)

The text file format for the following versions of Xywrite:

- Xywrite III and IV
- Xywrite III Plus
- Xywrite for Windows 4.0

## Text Formatting

Corel VENTURA automatically converts standard Xywrite text attributes into Corel VENTURA text attributes. All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Xywrite using the **< >** commands outlined in Corel VENTURA text attribute codes.

## FrameMaker 3.0, 4.0, 5.0 (MIF)

The text file format for text files from FrameMaker 3.0, 4.0 and 5.0 documents. The MIF format is a text only file format meaning none of the formatting applied to the text in FrameMaker is retained when the file is imported into VENTURA.

## VENTURA Generated (GEN)

The text file format for Corel VENTURA generated files such as tables of contents and indexes.

## Exporting text to different file formats

Using the Export command in the File menu, you can save text in four formats. When you select a frame or page containing text and choose Export from the File menu, the Export dialog box opens. Use this dialog box to choose one of the following export file formats:

ANSI Text (TXT)

ASCII Text (TXT)

ASCII 8-bit Text (TXT)

Rich Text Format (RTF)

★ Notes

VENTURA includes a script (XONSAVE.CSC) that displays a list of all the files in the current publication, prompts the user to select those files they wish to set to Export on Save, makes the changes, and saves the file.

When a text file is exported in the RTF file format, certain formatting attributes, such as bolding and underlining, are saved with the file.

Unsupported items include embedded graphics and OLE objects.

To export text without VENTURA markup codes — such as margin, footnotes, and formatting codes — enable the Exporting without Ventura Markup check box.

When you open the exported file in a text editor, you'll see the code @Z_STYLE70 = at the beginning of the file. The code serves no purpose except to identify that the file was exported from version 7 of VENTURA.

# Picture File Formats

## General notes on importing pictures

In Corel VENTURA, you can import pictures saved in a variety of file formats, including Windows bitmap (*.bmp), and Corel PHOTO-PAINT (*.cpt). Normally, you place an imported picture into a frame that you've selected or drawn. If you prefer to import the picture without adding it to a frame, you can place the picture's name on the Files list of the Property Bar, where you can access it later. Other ways of importing include dragging and dropping pictures from other applications and using a VENTURA library or MultiMedia Manager to preview pictures prior to importing them into your document.

## Editing bitmaps in Corel VENTURA

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

Once imported into Corel VENTURA, you can edit bitmaps using the commands in the Bitmap submenu which is accessed from the Format menu. There are commands for changing a bitmap's color format, adjusting the brightness and contrast, creating a duotone, and flipping the bitmap horizontally.

## Editing vector graphics in Corel VENTURA

Vector graphics are created in programs such as CorelDRAW where shapes are represented as a series of Bezier curves. Vector graphics are also referred to as object-based graphics or line art.

To edit a vector graphic in Corel VENTURA, right-click the graphic, and choose Convert Picture to Shapes from the menu. Once converted, you can change the size, color, and orientation of the individual objects within the graphic or use the Node Edit tool to change their shape. You can only edit graphics that are embedded in the file, not linked.

### CorelCHART (CCH)

A file format for importing CorelCHART files. Ensure that Corel Presentation Data has been saved with the file or you will not be able to import it into Corel VENTURA.

### CorelDRAW Compressed (CDX)

A file format which uses an internal proprietary algorithm to reduce file size.

### CorelMOVE (CMV, MLB)

An animation file format for importing CorelMOVE files. A CorelMOVE file contains a number of different frames that make up the animation file. After choosing the CorelMOVE file format, Corel VENTURA will prompt you to choose one of the frames to import.

### Corel CMX Compressed (CPX)

A Corel metafile format which utilizes an internal proprietary compression algorithm to reduce file size. Metafiles are a type of vector file format that are used to facilitate the exchange of information among applications.

### Corel Metafile (CMF)

A metafile format which utilizes an internal proprietary compression algorithm to reduce file size Metafiles are a type of vector file format that are used to facilitate the exchange of information among applications.

You can import Corel Metafiles into CorelDRAW for editing.

### Desktop Color Separation (DCS)

A file format developed by Quark that is an extension of the standard EPS format (See Encapsulated PostScript). Generally, the DCS format consists of four files containing color information, and a master file which references the CMYK color schemes. DCS files imported from Corel PHOTO-PAINT 6.0, however, can be saved in a single file.

### Enhanced Windows Metafile (EMF)

A metafile format for importing graphics from Windows programs. Corel VENTURA substitutes fonts missing from a EMF file to similar fonts available on your system.

### Kodak Photo CD Image (PCD)

A file format for importing Kodak Photo CD images. Kodak Photo CD images are derived from 35mm film negatives or slides which have been converted to digital format and stored on a compact disc (CD). When you import PCD files, a dialog box appears prompting you to choose the desired file resolution, color format, and color correction method.

★ Note

   Photo CD images may be subject to copyright. Corel VENTURA will not display a warning about this.

## MET Metafile (MET)

A file format for importing graphics created in IBM's Presentation Manager for OS/2. Used as a method for interchanging data between applications under OS/2.

## PostScript Interpreted (PS)

A vector file format developed by Adobe Systems that is supported by PC, Macintosh, UNIX platforms, and all graphics applications. The PS format is often used as a page description language and is very common in the professional printing industry. PostScript information that is printed to a file can also be imported into Corel VENTURA.

## General notes and limitations

Text point size and font information are only maintained when imported if the font was imbedded in the file when it was created.

Files that are too large may not import into Corel VENTURA due to memory limitations. This problem can be caused by complex gradient fills that increase the number of objects in the graphic.

EPS file formats (EPS placeable, PostScript Interpreted) cannot be imported properly using the All Files file format. To import PostScript Interpreted files successfully choose the PostScript Interpreted import file format.

## Windows 3x/NT Icon Resource (ICO)

A resource file format used to create icons for Windows 3.1, Windows NT and Windows 95 interfaces. Supports 1-bit and 4-bit color. Corel applications can only import these formats

## Windows 3x/NT Cursor Resource (CUR)

A resource file format used to create cursors for Windows 3.1, Windows NT, and Windows 95 interfaces. This file format supports 1-bit and 4-bit color.

## Windows 3x/NT Bitmap Resource (EXE)

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

## All Files

Corel VENTURA analyzes the file you are importing and assigns the appropriate file format. If Corel VENTURA is unable to determine the format, import the file by choosing the appropriate file format from the List Files of Type box.

## Corel Presentation Exchange (CMX)

A file format for importing Corel Presentation Exchange (CMX) files. The CMX file format was originally developed to save pictures from Corel applications with the data necessary to open and edit them in non-Corel applications.

Another way of facilitating the exchange of information between Corel and non-Corel applications is to save the exchange information with the picture by enabling the Corel Presentation Data check box in the Save dialog box. This method saves additional information with the file that will make it easier to edit the picture in the chosen application and also enables the printing and preview of CDR files from Multimedia Manager. If the file does not contain the Presentation Exchange Data, Multimedia Manager must start the originating application (CorelDRAW or Corel PHOTO-PAINT) to display the file.

## CorelDRAW (CDR)

A vector file format for importing CorelDRAW 3, 4, 5 and 6 graphics. The CDR file must be saved in CorelDRAW with the Corel Presentation Exchange Data option enabled for direct import into Corel VENTURA. VENTURA can import CorelDRAW files without Presentation Exchange Data, but only if CorelDRAW is installed on your computer system. CMX does not maintain OLE links and object links (e.g., links between blend objects in CorelDRAW).

## Windows Metafile (WMF)

A file format for importing graphics created in programs such as CorelDRAW, Lotus Freelance, and Corel XARA. Corel VENTURA substitutes fonts missing from a WMF file to similar fonts available on your system.

## Bitmaps

Corel VENTURA supports a variety of bitmap file formats, including the following:

## Adobe Photoshop (PSD)

A file format for importing Adobe PhotoShop files. PSD files support monochrome, grayscale, and color up to 32-bit CMYK. Duotone PSD images are converted into grayscale when loaded into Corel PHOTO-PAINT. Maximum image size is 30,000

pixels by 30,000 pixels. This file format supports RLE compression and is widely used in the commercial art sector.

### CALS Compressed Bitmap (CAL)

A file format for importing CALS (Computer Aided Acquisition and Logistics Support) files. CAL files are a monochrome (1-bit) format with unlimited image size. This format supports CCITT Group 4 compression and is used in most U.S. government document-handling applications. It is also used as a data exchange format for technical graphics, Computer Aided Design and Computer Aided Manufacturing, and image processing applications.

### CompuServe Bitmap (GIF)

A file format for importing GIF files conforming to the 87A and 89A specifications. Preview of interlaced GIF images is not supported.

- Corel PHOTO-PAINT Image (CPT)
- See TIFF Bitmaps.
- JPEG Bitmaps (JPG)

A file format developed by the Joint Photographers Experts Group (JPEG), allowing the transfer of files between a wide variety of platforms, using superior compression techniques.

### MACPaint Bitmap (MAC)

A file format for importing MACPaint files. MAC files are in a monochrome (1-bit) format that uses either RLE compression or no compression.

This bitmap file format was developed by Apple Computer Inc. and is supported by Macintosh platforms. It supports monochrome artwork (only) with a maximum image size of 576 pixels by 720 pixels. The MAC file format is used mainly by Macintosh graphics applications to store black and white graphics and clipart.

### OS/2 Bitmap (BMP)

A file format for importing color, grayscale, or black and white images that conforms to the OS/2 BMP specification. The OS/2 format was developed by Microsoft Corporation and IBM and is supported by Intel machines running OS/2, MS-DOS, Windows, and Windows NT. It is also supported by numerous applications including non-OS/2 and non-PC applications. It supports 1-bit, 4-bit, 8-bit, and 24-bit color with a maximum image size of 64,000 pixels by 64,000 pixels. OS/2 uses RLE compression.

## PaintBrush (PCX)

A file format for importing PCX files conforming to the following specifications: 2.5, 2.8, and 3.0. PCX files can contain 1, 2 or 4 color planes. Files containing 3 color planes cannot be imported. A PCX saved once in Windows PaintBrush does not contain a palette (definition of colors for the picture). When this picture is loaded into Corel VENTURA, Corel VENTURA will, to the best of its ability, generate a palette for the picture. The colors produced in this palette may not be the same as those produced in Windows PaintBrush. If the picture is saved a second time in Windows PaintBrush before being loaded into Corel VENTURA, the palette will be saved with the picture and Corel VENTURA will not be required to generate the palette.

## Picture Publisher 4.0 (PP4)

A file format developed by MicroGrafx for importing monochrome, color, and grayscale images. The PP4 format supports LZW compression and the following color formats: 1-bit, 4-bit, 8-bit, 24-bit, and 32-bit color. There is no maximum image size.

## Scitex CT Bitmap (SCT)

A file format for importing 32-bit color and grayscale SCITEX images. SCITEX bitmaps are created from high-end scanners which can be processed or modified for output by film recorders or high-end page layout programs. SCITEX is ideal for color-separated images as it is a native 32-bit CMYK format.

## Targa Bitmaps (TGA)

A file format for importing 16-bit and 24-bit Targa files. It also imports the following variations:

- uncompressed color-mapped images
- uncompressed RGB images
- RLE-compressed color-mapped images
- RLE-compressed RGB images (types 1, 2, 9 and 10 as defined by AT&T Electronic Photography and Imaging Center)

## TIFF Bitmaps (TIF)

A file format for importing black and white, color, and grayscale TIFF files conforming to the 5.0 and 6.0 specification. Corel VENTURA does not support TIFF 6.0 extensions such as YCbCr. However, CMYK TIFFs are read by the Four Color TIFF import file format. Also, Corel VENTURA will read the stand-alone version of the JPEG extension.

TIFF supports the following variations:

TIFF files compressed using the CCITT, Packbits 32773 or LZW compression algorithms. You may notice additional loading time.

TIFF 6.0 using JPEG compression

TIFF 6.0 files with CMYK data

Corel PHOTO-PAINT CPT files which are an RGB TIFF 6.0 format. Corel VENTURA does not support the objects within CPT files.

## Wavelet Compressed Bitmap (WVL)

A file format that supports 24-bit color (16.7 million colors) and Wavelet compression. This format is used to store bitmap information at high compression levels.

## Windows Bitmaps (BMP)

A file format for importing color, grayscale, and black and white bitmap images conforming to the Windows BMP specification. This format supports 1-bit, 4-bit, 8-bit, 16-bit, 24-bit, and 32-bit color. Corel VENTURA also imports RLE's (compressed bitmaps).

## CorelTRACE (AI, EPS)

A file format for importing CorelTRACE vector graphics. CorelTRACE is a program that converts bitmap images into a vector file format.

## Adobe Illustrator (AI, EPS)

A vector file format created by Adobe Illustrator for Windows or Macintosh. Corel VENTURA provides full support for all Adobe Illustrator formats up to and including 3.0, Illustrator 88, and 1.1.

## Unsupported features

Some Postscript file formats may not import properly using the All Files (*.*) import option. To import them, choose the AI or EPS import file format.

Corel VENTURA cannot create color separations for bitmaps included in EPS files. To separate the bitmap, import it in a bitmap format separate from the EPS portion of the picture.

## GEM File (GEM)

A vector file format supported by programs such as GEM Draw and GEM Artline.

## Object Interior Fills

Objects in GEM that have a solid or percentage fill of a particular color will also have a corresponding fill in Corel VENTURA. However, custom fills (i.e., grids, hatches, ball bearings, etc.) used in the GEM programs are not supported. Objects containing such fills will have a tinted color fill in Corel VENTURA that corresponds to the color of the pattern fill of the original GEM object.

## Line End Styles

For files created in GEM Artline and GEM Draw, no end caps or corners will import into Corel VENTURA.

## Symbols

The symbols available in GEM Artline are created as text objects. They are imported as curves into Corel VENTURA.

## Text in GEM Files

If a typeface from an imported file is not available on your system, Corel VENTURA will substitute a similar font.

Text in the imported file may not align exactly as in the original file. This is due to the differences in font sizes, and inter-character and inter-word spacing between the two programs.

Underlined text from the GEM format is not supported.

## GEM Paint file (IMG)

A bitmap file format developed by Digital Research for importing GEM files. It is used mainly on the Atari ST platform, but is also frequently found in the PC desktop publishing environment. The GEM file format supports RLE compression and has a maximum picture size of 64,000 pixels by 64, 000 pixels.

In previous versions of Corel VENTURA (versions 1 through 4), the IMG format was used to import pictures. IMG files were normally smaller and therefore displayed more quickly on screen.

## Computer Graphics Metafile (CGM)

A vector file format for importing graphics from programs such as Lotus Freelance, and Arts & Letters. It also gives you access to graphics produced on mini and mainframe computers, as well as clipart from vendors such as MGI and New Vision.

## Unsupported features

bitmaps that are part of the file

only accepts markers supported by the CGM standard. Private-use markers are ignored.

Corel VENTURA substitutes the fonts in the original document with similar fonts using the PANOSE Font Matching system.

## Macintosh PICT (PCT)

A file format for importing graphics created in Macintosh programs such as MacDraw. Corel VENTURA can import vector and bitmap images contained in these files.

## General notes and limitations

While not always obvious, PICT fills are often bitmap patterns. Corel VENTURA will try to maintain these fills as bitmap patterns.

- Pattern outlines are converted to a solid color.
- Arrowheads and dashed lines are not supported from MacDraw II.

## Text

If a typeface from an imported file is not available on your system, Corel VENTURA will substitute a similar font.

Unsupported Macintosh fonts come into Corel VENTURA as the default font.

Text alignment may not be the same as in the original file. This is due to the differences in font size, and inter-character and inter-word spacing between the two formats.

The following PICT text styles are supported: Bold, Italic, Outline, Shadow, and any combination of these. Underlined text is not supported.

# AutoCAD (DXF)

A vector file format for importing graphics created in AutoCAD.

## Preparing the file in AutoCAD

To create a DXF file in AutoCAD, use the DXFOUT utility. Whenever possible, use polylines rather than regular lines to reduce the file's complexity.

## General notes

Dashed lines in the DXF file will be given a similar dashed line pattern in Corel VENTURA.

If you have a problem with the scattering of "dimension entities" in your imported file, go back to your original drawing in AutoCAD and explode the dimension entity before creating the DXF file.

The line width of a polyline is imported as the minimum line width which that polyline had in AutoCAD. The maximum line width is 4 inches. Variable line width information is not retained when the file is imported.

Solid and trace entities are filled, provided the view is not 3-D (i.e., they are filled on x-y axis view only).

A point is imported as an ellipse of minimum size. An extruded point is imported as a line segment with two nodes. PDMODE is not considered.

Files exported as Entities only may not import into Corel VENTURA correctly due to lack of header information.

Arc angles are rounded to the closest tenth of a percent. Angles smaller than a tenth of a degree are rounded up. Text objects that are smaller or larger than Corel VENTURA limits are ignored.

## Unsupported features

DXF v11 and v12 are not fully supported.

## Shape entities

Polylines including variable-width polylines, elevation (group 38), mesh M and N vertex counts (groups 71 and 72), smooth surface M and N densities (groups 73 and 74) and smooth surface type (group 75)

- Special 3-D shapes such as cones and spheres

- 3-D extrusion of circles, arcs, and text
- 3-D extrusion of polylines with width and/or dashed patterns
- Invisible lines in 3-D face entities
- Automatic wireframes
- Hidden lines removal
- Extrusion direction assumed to be parallel to the z-axis
- Binary DXF format
- Paper Space Entities within a Model Space
- AutoCAD layers cannot be mapped to VENTURA layers.

## Text limitations

Various justifications on text entries may not be preserved. Normal text placement (no justification) works best.

Corel VENTURA has limits on values for text point size and skew. If the AutoCAD text object exceeds these limits, the object is brought within these limits when it is imported.

If a font specified in the DXF file is not installed on your system, the PANOSE Font Matching utility will substitute a similar font. You can customize the font substitution so that fonts of your choice are used to replace the missing fonts.

## Control characters are ignored

Overscore and underscore indicators are ignored.

If a character is referred to by number, the number must be three digits. i.e. character 65 is %%065.

%%010 is considered to be a carriage return and line feed.

Any non-standard characters become a "?" in Corel VENTURA, including the degrees symbol, the +/- tolerance symbol, and the circle dimensioning symbol.

## HPGL Plotter File (PLT)

A file format created in programs such as AutoCAD for printing drawings on plotters. Corel VENTURA can interpret a SUBSET of the HPGL and HPGL/2 command set. A stepping factor of 1016 plotter units = 1 inch will be used.

## Colors in HPGL Files

The HPGL format does not contain color information. Instead, the various objects in an HPGL file have certain pen numbers associated with them. When imported into Corel VENTURA, each pen number is assigned a specific color. You can specify the color assigned to a particular pen and thus match the original colors of the graphic by editing the pens in the original application before importing the picture into Corel VENTURA.

## Fills

Only certain types of objects in the HPGL file will be filled in Corel VENTURA.

## Line Types

Corel VENTURA supports numerous HPGL dotted, dashed and solid line types. The pattern number of a certain line in an HPGL file will be translated to a VENTURA line type pattern, as shown in the following table:

| HPGL line: | VENTURA line type: |
| --- | --- |
| #0 | Solid |
| #1 | Dotted |
| #2 | Small dash |
| #3 | Large dash |
| #4,5 | Dot-dash |
| #6 | Double dot-dash |
| #7 and over | As per # 2 |

## Text in HPGL files

Text exported as text rather than graphic objects displays as pictures in the default font defined by the PANOSE Font Matching system as set in PANOSE Font Matching Preferences, available from the Preferences, Text dialog box (Tools menu).

Imported text has no outline color, only a fill color. The fill color is based on its associated pen number in the original HPGL file.

## IBM PIF (PF)

A vector file format for importing graphics created on IBM mainframes.

## Unsupported features

Set Background Mix or Set Foreground Mix orders are not processed. Instead, Corel VENTURA overlays objects in the order in which they are read. Each will have its own defined color where there is no overlap.

- Call Segment orders will not be processed.
- Set Character Set orders will not be processed.
- Set Paper Color
- Set Pattern Symbol
- PIF Line Types
- "1", "3", "4" and "6" become a "three-unit dash followed by a five-unit space" type of line in VENTURA.
- "2" and "5" become a "one-unit dash followed by a five-unit space" type of line.

★ Note
The translation of line types is not dependent on the contents of CORELDRW.DOT. These conversions are actually a non-alterable part of the PIF import file format.

## Text in PIF Files

Text in PIF files is imported and assigned Corel VENTURA's default font.

## Lotus Pic (PIC)

A file format for importing graphs created in Lotus 1-2-3. The colors contained in a PIC file are translated to a standard set of eight colors. Text is assigned Corel VENTURA's default font.

## Encapsulated PostScript (EPS)

A file format that facilitates the exchange of information across platforms.

An EPS file is a series of codes and information that describe how a picture will be printed. Image headers, which can be appended to EPS files, allow you preview the picture when it is imported. If there is no image header, an X displays on-screen listing the filename and originating application name.

EPS files are parsed for DSC color comments to determine which Spot and Process colors are used within them. This is necessary to properly separate them to PostScript output devices.

## General notes and limitations

EPS files can not be edited in Corel VENTURA. They must be edited in their originating applications.

Some EPS files from outside sources may reference spot or user-defined colors that are not directly supported by Corel VENTURA. Abbreviated PANTONE color names (e.g., PANTONE Wm Red) can result in an unknown PANTONE color appearing in the Separations tab of the Print Options dialog box. This color will not

separate properly and will yield an empty separation. You should either deselect the unknown color in the list before outputting separations, or save the EPS file again using only colors recognized by the Corel applications. Using PANTONE Spot colors in your EPS files will ensure that the colors will separate as anticipated.

Spot colors in EPS files won't separate properly if converted to CYMK via the Print Options dialog box.

EPS file formats may not import properly using the All Files (*.*) file format. To import them, choose the EPS import file format.

Corel VENTURA can not create color separations for the bitmaps contained in EPS files. To separate the bitmap, import it in a bitmap format separate from the EPS portion of the picture.

Clipping paths in imported EPS files do not display in VENTURA. As a result, the image header in the file (if it has one) obscures the surrounding text on screen. The text does, however, print correctly. To see the clipping path on screen, re-import the file using he PostScript Interpreted filter.

## Micrografx 2.x, 3.x (DRW)

A file format for importing graphic files created in Micrografx Draw 2.x or 3.x.

Unsupported features

Clip regions

Most raster operations

Fountain Fills

Gradient (or fountain fills) created in Micrografx .DRW files are broken down into several polygons.

Corel WordPerfect Graphic (WPG)

A file format for importing graphics created in Corel WordPerfect applications.

Unsupported features

WPG version 2 is not fully supported

Graphics Text Type 2.

Page background fills

# Spreadsheet & Database Files

## General notes on importing spreadsheet and database files

### Spreadsheet files

Data from both DOS-based and Windows-based spreadsheet applications can be imported into Corel VENTURA. The procedures used for importing the spreadsheet data into Corel VENTURA is dependent on whether the spreadsheet application is DOS-based or Windows-based, and how the data is exported from the spreadsheet application. You can export the data as a space or comma delimited ASCII file and import it into Corel VENTURA as a table using the PRN file type.

Formulas in the file will be preserved when the file is imported into VENTURA, but not text attributes, e.g., font size, underlining, italics.

### Database files

Most database applications allow you to export selected database information to an ASCII file using commands such as REPORT and LABEL. To import database information into Corel VENTURA, the files generated by the database application must be either comma delimited (a comma and two spaces are placed after the information from each field) or double space delimited (two spaces are entered after the information from each field) files. Refer to the documentation for your specific database application for information on generating a delimited ASCII file from the database application.

ASCII files generated by database applications can be imported into Corel VENTURA using the PRN to Table import option.

### Corel DataBase Publisher files

Unlike most other files, Database Publisher files cannot be directly imported into Corel VENTURA using the Import Text command. You can, however, incorporate database files into existing publications using one of the following methods:

Publish the database to Corel VENTURA. This involves opening DataBase Publisher, choosing Corel VENTURA as the publishing method, selecting a publication, using the tags found in the Tags list to pre-format the data (optional), and then processing the database. Corel VENTURA is automatically launched and the database is displayed within the chosen publication.

Create a new recipe from within Corel VENTURA. Choosing the New Recipe command in the Tools, Database Publisher menu launches the DataBase Publisher program where you can select which file to add to the current publication. If you select a frame prior to choosing the New Recipe command, the data will flow into the frame; otherwise, the file is added to the File list.

## Windows spreadsheet applications

Data from Windows-based spreadsheet applications can be imported into Corel VENTURA in two ways. The first method is to print the data to a file and then load the file into Corel VENTURA as a table. The second method is to import the data as tabbed text via the Windows clipboard.

## Print data to a file

Most Windows-based spreadsheet applications have the ability to print the spreadsheet data to a file that can be loaded into Corel VENTURA as a table using the PRN file type in the Import dialog box. Refer to the documentation accompanying the spreadsheet application for the procedures required for printing the spreadsheet data to a file.

For those Windows-based spreadsheet applications that do not have the capability to print to a file as a function of the application, the data can be printed to a file using the Generic/Text Only Windows printer driver. This driver is installed in Windows using the Printer option in the Windows control panel. Refer to the Windows documentation for information on installing this driver and configuring it to output to a file.

By installing this driver and setting it to output to a file, the spreadsheet can be output through this driver to a file that can then be loaded into Corel VENTURA as a table. However, the spreadsheet must output this data to the printer driver with either two spaces (space delimited), or a comma and two spaces (comma delimited) between each cell. This can generally be done by adding two spaces after the data in each cell. or by adjusting the column width so that two spaces will follow the data in each cell when the spreadsheet is printed to a file.

### Import via Windows clipboard

The Windows clipboard can be used to import data from Windows-based spreadsheet applications into Corel VENTURA as tabbed text.

❖ **To import the data**

1. Open the spreadsheet application and load the desired spreadsheet.

2. Highlight the cells containing the data you want to import into Corel VENTURA.

3. Select the Copy option from the spreadsheet application's menu.

4. If not already running, start Corel VENTURA.

5. Load the chapter in which you want the data imported.

6. Place the text cursor in text at the location you want the spreadsheet data to be imported.

7. Select Paste from the Edit menu.

   The spreadsheet data is pasted into the chapter as a table.

## DOS spreadsheet applications

Data from DOS-based spreadsheets can be saved as ASCII files using the spreadsheet's print-to-file option (/PF in Lotus 1-2-3.) In Lotus, the file name chosen automatically has the extension PRN added. Most spreadsheets, including Lotus 1-2-3, place spaces, not tabs, between each column and cannot be configured to automatically insert tab characters between columns. Therefore, when using proportionally spaced fonts on Corel VENTURA, the columns will not align, unless you manually place tabs between each column.

When loading a text file generated by a spreadsheet application, first set the tab stops for Body Text to the desired positions. Then, use the Import command in the File menu to load the spreadsheet print file as a PRN or WordStar file. (Because each row is separated by a single carriage return, and because Corel VENTURA ignores single carriage returns in ASCII text, loading as an ASCII file would cause each line to run directly into the next line. In WordStar files, Corel VENTURA treats single carriage returns as paragraph breaks.) Finally, use Override mode to delete all spaces and then insert tabs between each column in each row.

A simpler solution which doesn't require inserting tabs is to simply change the imported spreadsheet text to Courier or some other font which is not proportionally spaced. This can be done by creating a new tag, changing its font to Courier, and then tagging the spreadsheet paragraph(s) with this new tag. Make sure to set the Normal Word Spacing option in the Typography dialog box (Paragraph Tag or Paragraph Overrides command, Format menu) to 1.0 in order to get the columns to align perfectly.

## Microsoft Excel 1.0, 3.0, 4.0, 5.0 (XLS)

The cell widths in Excel create a ruler line in the target file with the tab stops matching the cell widths.

Formulas in the file will be preserved when the file is imported into VENTURA, but not text attributes, e.g., font size, underlining, italics.

## Lotus 1-2-3 (WK)

A file format for importing spreadsheets created in Lotus 1-2-3 1A or 2.0 directly into a Corel VENTURA frame.

Formulas in the file will be preserved when the file is imported into VENTURA, but not text attributes, e.g., font size, underlining, italics.

★ Notes

It is important to specify the currency setting with the Options / Spreadsheet Currencies command in Lotus 1-2-3 before converting spreadsheets containing international currency symbols and conventions.

The cell widths in Lotus 1-2-3 create a ruler line in the target file with the tab stops matching the cell widths.

## Lotus/Excel Print Table (PRN)

Data from DOS- and Windows-based spreadsheet applications can be imported into Corel VENTURA. Most Windows-based spreadsheet applications can print spreadsheet data to a file that can be loaded into Corel VENTURA as a table using the **PRN to Table** format option in the Import Text dialog box. Refer to the documentation accompanying the spreadsheet application for the procedures required for printing the spreadsheet data to a file.

For those Windows-based spreadsheet applications that can't print to a file, the data can be printed to a file using the Generic/Text Only Windows printer driver. This driver is installed in Windows using the Printer option in the Windows control panel. (Refer to the Windows documentation for information on installing this driver and configuring it to output to a file.)

If you install the Generic/Text Only Windows driver, the spreadsheet can be output through it to a file which you can load into Corel VENTURA as a table. However, the spreadsheet must output this data to the printer driver with either two spaces (space-delimited), or a comma and two spaces (comma-delimited) between each cell. Generally, you can do this by adding two spaces after the data in each cell, or by adjusting the column width so that two spaces will follow the data in each cell when the spreadsheet is printed to a file.

## Corel Quattro Pro (WQ, WB)

A file format for importing spreadsheets created in Corel Quattro Pro.

Formulas in the file will be preserved when the file is imported into VENTURA, but not text attributes, e.g., font size, underlining, italics etc.

# Embedding

❖ **To embed a new object in your document starting from Corel VENTURA**

1. Click Insert, Object.

2. Choose New.

3. Select the object type you wish to embed.

   The list includes items from applications on your system that support Object Linking and Embedding (OLE). You need to install applications using their setup programs if you want them to appear on the list.

4. Click OK to open the source application.

5. Create the information or picture you want to embed in your Corel VENTURA file.

6. Once the information is created, click on the VENTURA page to return to your document.

   In applications in which you are not using in-place editing, choose Update, Exit, or Exit and Return from the source application's File menu.

   In some applications, a dialog box appears prompting you to update. Choose Yes or OK.

7. The embedded object appears in the middle of the current page or in a selected frame. Select the object and move it to any position.

★ Note

You can edit an embedded object by double-clicking the object in Corel VENTURA. This will launch the server application and allow you to edit the information. When you exit and return to Corel VENTURA, the changes will be reflected in your document.

❖ **To embed an object in your document starting from the source application**

1. Open the source application.

2. Choose the object or information you wish to embed.

3. Copy the information to the clipboard.

4. Open Corel VENTURA.

5. Click Edit, Paste, or Edit, Paste Special.

❖ **To embed an existing file in your document**

1. Click Insert, Object.

2. Click Create from File.

3. Type the name, including the path and extension, of the file you want to embed.
   If you don't know the name of the file or its location, click the Browse button to
   display the Browse dialog box.

### ❖ To edit an embedded object

1. Select the embedded object, then Click Edit.

   The object type is added to the Edit Menu. For example, if you select a bitmap
   image, your Edit menu choice will be Bitmap Image Object.

   Select that option, then choose Edit.

2. Make the changes you want.

3. Click the VENTURA page outside the embedded object.

### ★ Note

You can also open the source application by double-clicking on the embedded object.

# Linking

❖ **To link a file from Corel VENTURA**

1. Click Insert, Object.

2. Click Create from File.

3. Enable Link.

4. Type the name, including the path and extension, of the file you want to link. If you don't know the name of the file, or its location, click the Browse button to display the Browse dialog box.

★ Note

Save the source file before starting this procedure.

The linked object appears in the middle of the current page or in the selected frame. You may now move or resize the object.

Any changes you make to the information in the source file are incorporated in your document through this link.

Any changes you make to the information in your document are incorporated in the source file through this link.

❖ **To link an object from the source application**

1. Start the application used to create the information you want to add to your Corel VENTURA file.

2. Open the file with the object you want to add to your Corel VENTURA file.

3. Copy the object.

4. Open Corel VENTURA and click Edit, Paste Special.

5. Click Paste Link.

6. From the Data Type box, select the type of information you want to add to your Corel VENTURA file.

❖ **To specify automatic or manual link updating**

1. Select the frame containing the linked object.

2. Click Edit, Links.

3. Choose Manual or Automatic.

### ❖ To manually update a link

1. Click Edit, Links.

2. Select any links in the Links box you want updated.
   You can select all the links.

3. Click Update Now.

★ Note

Corel VENTURA incorporates any changes made in the source file after the last update in the destination file for each selected link.

### ❖ To edit a linked object

1. Select the linked object you want to edit in the destination file.

2. Click Edit, Links.

3. Click Open Source.

4. Make the changes in the source file.

5. Click File, Save.

6. If you want, you can close the file and exit the source application.

★ Note

If you make the changes in the destination file, Corel VENTURA will ignore them when it updates the link, if manual update is selected.

You can also double-click a linked object to jump to the source file.

### ❖ To change a link

1. Select the linked information in your Corel VENTURA file.

2. Click Edit, Links.

3. Click Change Source.

4. Type a new name for the source file in the Source box.

### ❖ To break a link

1. Select the linked information.

2. Click Edit, Links.

3. Click Break Link.

★ Note

If you don't need further updates from the source file, you can break the link. Breaking the link changes the object to a picture; it cannot be edited again.

# Recordings & Scripts

The easiest way to automate a sequence of complex or repetitive actions in Corel VENTURA is to record them. Corel VENTURA keeps track of most of the actions, and stores them in a special area of memory called a "recording." This recording, can then be played back in Corel VENTURA as a single command. The recording exists until you end the current Corel VENTURA session or create another recording.

Consider using a recording when you need a quick way to replay a series of actions. Often you repeat actions, such as opening the same dialog box several times and resetting it to the same values. For example, if you have to make the same color formatting changes to all the graphics in a document, you may want to record the actions that go into changing one graphic, and then play back the actions on the other graphics in the document.

If you find you're frequently repeating the same tasks and you want to be able to use a recording in another Corel VENTURA session, save a recording as a script. When you save a recording as a script, your recorded actions are translated into script commands and stored in a text file. In the text file, each command is stored on a separate line. When the script is executed or run, each line instructs Corel VENTURA to perform a command — turning your sequence of recorded actions into a single mouse click.

A script will automate routine tasks you often perform. If you insert the same picture, a logo, for example, into many of your Corel VENTURA documents, and perform the same formatting commands on it, consider recording a script to automate the task. Almost any task that you repeat in Corel VENTURA can be turned into a script, saving you time and effort.

If you use a script often enough, you may want to assign it to a keystroke, add it to your menus, or turn it into a button on the toolbar. If you find that you no longer require a script, you can discard it.

★ Note

You can record almost any keystroke, mouse selection, and menu and toolbar command in VENTURA. For a list of commands and actions that you can't record, see Corel VENTURA recording limitations.

You can share scripts with other VENTURA users by copying script files to floppy disks, or to shared network directories. When you create a script, include comment lines at the beginning of the script with a description of the script and your name.

If you record a script, but want to make changes to it, you can edit the script.

Most large computer applications have a built-in programming language of some form, but some applications call their programs macros instead of scripts.

If you often use Corel VENTURA's recording and script features, you can display Corel VENTURA's Recording and Scripts toolbar by clicking View, Toolbars and enabling the Recording and Scripts button.

## Tips for recording VENTURA actions

Here are some handy tips to make recording actions easier:

- The Status Bar, during a recording, displays REC and the recording icon.

- Use the shortest steps possible to perform your task.

- You cannot record a script that pauses for user input. If you want the script to pause, edit it after recording it using Corel Script Editor.

- The first command you record in a recording session should be a document saving command. This will include a .**FileSave**ventura_FileSave@vent_scr.hlp or .**FileSaveAs**ventura_FileSaveAs@vent_scr.hlp line command in the recording. By including a Save command, you can restore the original document if the recording playback or script execution does not provide the desired results.

- An existing recording in your computer's Corel VENTURA memory is overwritten when you record another set of commands. To reuse your initial recording, save your recording as a script before you record other commands.

- You cannot record running a script. If you run a script while recording is on, the script runs, but nothing is recorded.

- Corel VENTURA records both the keyboard actions and mouse actions that you make. However, you must use the key strokes instead of the mouse to position the insertion point in a document and select items. Some mouse actions are recorded, but they may not give the desired results in other documents.

- Some recordings depend on the position of the insertion point. Remember to position the insertion point in the correct location before playing back those recordings.

- Recordings that switch from one document window to another might not behave correctly when you play them. If you must switch windows, use the commands on the Window menu, rather than the mouse, to switch windows.

- If you did something you didn't want to record while recording, click Edit, Undo to reverse or undo the action. Then, continue recording the actions that you want.

- Scripts that you record may not run properly in every situation. Some scripts depend on certain options or settings. When a script cannot play, a message may appear, indicating the reason and the line number(s) in the script you can check.

★ Notes

If you record a script, but want to make changes to it, you can edit the script.

For most recordings and scripts to work, the ImplicitOverrideMode setting in the VENTURA.INI file in the Ventura folder should be set to 0.

# Corel VENTURA recording limitations

You can record almost every keystroke, mouse selection, and menu and toolbar command in Corel VENTURA except for the following:

- VENTURA Library operations
- Mouse selection of text or objects
- Drag & drop operations
- Node editing
- Frame anchoring

| File menu commands | Insert menu commands | Tools menu commands |
|---|---|---|
| Save Page As EPS | CorelMEMO | Spelling |
| Version Control | Object | Thesaurus |
| Acquire Image | **Format menu commands** | Type Assist |
| Publish as commands | Artistic text | DataBase Publisher |
| Print | Publication | Scripts |
| Print setup | Tracking & Kerning | Ruler setup |
| Quick print | Override counter | Units |
| Edit menu commands | Multi-user | Options |
| Edit item | Update Auto Numbering | Customize |
| Manage overrides | **Page menu commands** | Color manager |
| Object | Show Header | Options |
| Links | Show Footer | |
| View menu commands | Enable Header | |
| Zoom | Enable Footer | |
| Toolbars | Enable Footnotes | |
| Snap | Header/Footer formats | |
| Frame borders | | |
| Hide pictures commands | | |
| Rulers | | |
| Color correction | | |
| Refresh window | | |

★ Note

Many of the commands that cannot be recorded have corresponding scripting commands that can be written into scripts.

# Using scripts in VENTURA

Scripts increase the power and flexibility of Corel VENTURA by combining many actions in a single command. A script is a text file that contains simple commands that instruct Corel VENTURA to perform specified tasks. The simplest way to create a script is to "record" the keystroke, mouse selection, and menu and toolbar command in Corel VENTURA.

Corel VENTURA only records the results of keystrokes and mouse selections, instead of recording the keystrokes themselves. For example, instead of recording each keystroke involved in changing the font of the selected text to Courier, Corel VENTURA simply records the command **FormatSelected Text "Courier"**. These commands are called application commands.

The application commands listed in a script are easy to understand. Most Corel VENTURA application commands are derived from the Corel VENTURA user-interface. For example, if your recording includes opening a document and pasting the Clipboard contents, the resulting script would include the **FileOpen** and **EditPaste** commands. The **FileOpen** command comes from clicking File, Open to open a document, and the **EditPaste** command comes from clicking Edit, Paste, to paste. If you execute these two commands using the toolbar buttons or shortcut keys, the same script commands are still recorded. Customizing your menu structure doesn't affect Corel VENTURA script command names.

Scripts can do more than just execute recorded Corel VENTURA commands — scripts can extend Corel VENTURA functionality by prompting the user for input, displaying messages, controlling other Corel and Windows applications, and performing and repeating commands while specified conditions are met. You can build complete applications that people with limited Corel VENTURA experience can use. Scripts that perform these types of actions must be written since these actions are not recordable. These type of commands that cannot be recorded are called programming statements and functions. Together, the programming statements and functions, and the Corel VENTURA application commands, make up the Corel SCRIPT Programming Language.

★ Notes

If you run a script frequently, you can assign the script to a keystroke, a menu, or a Toolbar button using Tools, Customize.

# VENTURA script file types

Corel VENTURA can use two types of script files: Internal and External.

## Internal

An internal script is embedded into a publication stylesheet, and can only be executed or edited if a document using the stylesheet has been opened. If you save a Corel VENTURA recording as a script, it is saved as an internal script by default.

## External

External scripts are saved as a text file that can be found on your system as a separate file. External scripts normally use the extension **.CSC**.

## Using internal and external scripts

An advantage of external scripts is that you can use them with any Corel VENTURA document, they are not limited to the document that they're embedded in, as with internal scripts. Another advantage to external scripts is that you can pass them to coworkers through a network, or on a diskette, without having to send an entire Corel VENTURA document.

Internal scripts also have some advantages. For example, if you move a document around on your hard drive or on a network, the script moves with it. If your script is only used with one document, you should save it in the document as an internal script.

## Importing and exporting scripts

Corel VENTURA can create a copy of an external script that can be saved in a Corel VENTURA document as an internal script. Corel VENTURA can also export an internal script to an external script wheich can then be copied to your system, or to a diskette.

# Using the Corel SCRIPT Editor

The Corel SCRIPT Editor, included with Corel VENTURA, is a tool you can use to modify your saved recordings, or scripts. For example, if you have a script that you want to make a change to, you can either re-record the script or edit the commands in the script. It's often easier just to modify a few commands, rather than re-record the entire script. As well as editing commands, you can use the Editor to add commands that can't be recorded, or to write scripts from scratch.

Since scripts are standard text files, they can be edited with any Windows text editor or word processor. However, the Corel SCRIPT Editor also includes features to test, debug, and run script files.

The Corel SCRIPT Editor includes tools to quickly create and edit custom dialog boxes that let the user return input to a running script. See Using custom dialog boxes in scripts for more information.

★ Note
> If you've used scripts and custom dialog boxes in other Corel applications such as DRAW 6, PHOTO-PAINT 6, FLOW 3, or CAD 1, you'll find the Corel SCRIPT Editor has incorporated all the features of the Corel SCRIPT Dialog Editor, making it even easier to include custom dialog boxes in your scripts. The Dialog Editor is no longer a separate application.

Unlike scripts or macros included with other applications, Corel SCRIPT scripts are text only; there is no compiled binary component in the scripts. Before a script is executed, it is compiled internally into a program file.

Script files are saved with the extension **.CSC**.

# About the Corel SCRIPT Programming Language

Any recording you save as a script contains Corel VENTURA commands. These commands are part of the Corel SCRIPT programming language. The Corel SCRIPT programming language consists of two distinct sets of instructions:

- Corel SCRIPT application commands and functions
- Corel SCRIPT programming statements and functions

Computer programming experience isn't a prerequisite for using Corel SCRIPT to modify and write scripts. However, the more knowledge, experience, and desire you have to learn the mechanics of Corel VENTURA, the more you'll be able to take advantage of the power of Corel SCRIPT.

The Corel SCRIPT online Help file contains information covering instructions for novice script writers to reference material for experienced script writers and programmers. The following information categories are available in this online Help file:

## Corel SCRIPT Basics

This section provides an overview of what Corel SCRIPT is, and how you can use it. It also provides information regarding the syntax and documentation conventions used in Corel SCRIPT.

# Corel SCRIPT application commands and functions

## Application commands

Any script you create by saving a recording of your Corel VENTURA actions is made of Corel SCRIPT application commands.

Corel SCRIPT application commands instruct Corel VENTURA and other Corel applications to perform specified actions. For example, a command may tell Corel VENTURA to open or to close a document. The application commands are easy to understand since most are one-word equivalents of the corresponding Corel application user-interface. For example, the **FileNew** command creates a new document. Most Corel VENTURA scripting commands perform the same way as their corresponding menu commands.

You can learn more about individual application commands by referring to either the Corel SCRIPT online Help, or the actual command in the Corel application's online Help.

Although most Corel VENTURA application commands are one-word equivalents of their corresponding menu commands, you need more than the command itself to execute an action in Corel VENTURA. If a command needs more information than is provided by the command name alone, parameters are required. The command name represents the feature. Parameters represent aspects of the feature you can change, or selections you can make. For example, the **FormatSelectedText** command requires parameters that indicate font properties. The following command sets the font to "Times New Roman," and the point size to 8 for selected text.

.FormatSelectedText "Times New Roman " , 8

Parameters are separated by commas and the command name is preceded by a period in a script.

## Application functions

Application functions are not recordable; they must be written into a script. Application functions ask questions about the status of Corel VENTURA, Corel application, selected item in Corel applications, or document properties. For example, a function may ask Corel VENTURA about a document's page size. Functions cannot be recorded.

★ Note
Each Corel application that supports scripts has a unique set of application commands and functions. However, some Corel applications use the same name for a command, or a function. For example, the FileNew command is available in Corel VENTURA and other applications.

The other set of instructions in the Corel SCRIPT programming language is programming statements and functions.

# Corel SCRIPT programming statements and functions

Corel SCRIPT programming statements and functions are a common set of instructions that can be used with any Corel application, including Corel VENTURA, that supports scripting. Programming statements and functions are derived from traditional BASIC programming language dialects. If you're already familiar with a version of BASIC, you'll find the Corel SCRIPT programming language easy to read and understand. If you've never programmed using BASIC, you'll be happy to know that BASIC is one of the easiest languages to read, to understand, and to learn.

Corel SCRIPT programming statements and functions send instructions or perform actions that aren't part of Corel VENTURA or any other Corel application. For example, Corel SCRIPT programming statements can be used to display a custom dialog box, include flow control statements and constructs such as loops, create and manipulate variables, and retrieve information about your computer setup. On their own, Corel SCRIPT programming statements form a powerful programming language. A script containing only Corel SCRIPT programming statements can be executed, even if Corel VENTURA or another Corel application is not running.

In the Corel SCRIPT online Help, Corel SCRIPT programming statements and functions appear in uppercase, for example, **LEFT**, **IF**, and **MESSAGEBOX**.

## Using custom dialog boxes in scripts

You can use a custom dialog box to get user input returned to a running script. Dialog boxes are created using Corel SCRIPT programming statements which supports Windows options and controls such as push buttons, drop-down list boxes, option buttons, and progress indicators.

You have two options for creating the Corel SCRIPT statements used to produce a dialog box. Your first option is to use the Corel SCRIPT Editor and type in the dialog definition statements. This can prove to be a time-consuming option, because each statement's parameters are specific, and it is difficult to visualize the dialog based on coordinate positions.

Your second option is to use dialog windows in Corel SCRIPT Editor. In dialog windows, you draw what you want your dialog box to look like. The dialog box, and the dialog controls within it, are graphical representations of Corel SCRIPT statements. Working with the dialog boxes in the SCRIPT Editor is similar to using a drawing or a painting application. In dialog windows, dialog controls are graphic

objects that can be inserted, moved, re-sized, and aligned in a dialog box. You can create or edit a dialog box in a few steps using the Corel SCRIPT Editor.

## Scripts and wizards included with VENTURA

The following list contains brief descriptions of the sample scripts and wizards that are included with Corel VENTURA 7. Wizards automate complicated and time-consuming tasks by asking you questions from dialog boxes, and then using your answers to create, layout, and format a Corel VENTURA document automatically. Since wizards are created using the Corel SCRIPT programming language, think of them as sophisticated scripts.

You can use these script and wizards as they are, or you can modify them to better suit your own needs, or use them as templates for writing your own scripts.

Most of these scripts and wizards can be executed by clicking Tools, Scripts, Run Script in Corel VENTURA or by clicking Debug, Execute in the Corel SCRIPT Editor. The sample scripts are available in the **x:\Corel\Ventura7\Ventura\Scripts** folder where **x** indicates a drive letter.

| Script/Wizard | Function |
|---|---|
| BusForms.csb | Wizard to create business forms, letterhead, bus cards, and so on. The script has been compiled as a Corel SCRIPT Binary file csb@scedit.hlp. |
| CopyFit.csc | Fits text in a selected frame. |
| CustomKB.csc | Prints a list of keyboard accelerator keys. |
| DBPEdit.csc | Substitute items in DataBase Publisher recipe. |
| DBPub.csc | Executes multiple DBPublisher recipes. |
| DictEdit.csc | Edit users hyphenation and spell checking dictionaries. |
| EPSInfo.csc | Lists the colors and fonts used in an EPS file. |
| FileFind.csc | Identifies files in chapter that do not appear in frames (or base page). |
| FileList.csc | Lists all files in current publication, on a chapter by chapter basis. |
| Guidewiz.csc | Frame, grid, and guideline maker. |
| ImportEx.csc | Prompts the user for a file to import, Imports the file and sets file properties to export on save. Choose the WordPerfect filter to import all versions of WordPerfect. |
| LIBList.csc | Creates a list of all the items in a specified Ventura library. |
| MakeLIB.csc | Creates a new (or opens an existing) Ventura Library and fills it with the selected files from a specified directory. |
| PrintSch.csc | Pre-schedules printing of publications (for example, print publications during off-peak hours). |

| | |
|---|---|
| Scaler.csc | Resizes a group of objects while maintaining the aspect ratio of the original layout. |
| StyleInf.csc | Generates paragraph tag information in a Corel VENTURA, Corel Quattro Pro, Corel Script, Microsoft Excel, or text format. |
| TagFind.csc | Searches document for unused tags. |
| TagView.csc | Creates samples of tags used in stylesheet. |
| UnSpace.csc | Replaces double spaces with single spaces. |
| VConvert.csc | Converts documents from previous versions of Ventura into Ventura 7 format. This script has been made into an executable, vconvert.exe, that you can add to the Start menu, so you can run it independently of VENTURA. |
| | **Note:** VENTURA 7 includes a text file called vconvert.txt, which allows you to view the source code for the executable file vconvert.exe. |
| VPCal.csb | Creates a calendar for a specified month and year. The script has been compiled as a Corel SCRIPT Binary file csb@scedit.hlp. |
| WordCnt.csc | Counts all the words in a publication or the number of occurrences of a specified word. |
| XOnSave.csc | displays list of all files in current publication; prompts user to select those files they wish to set to Export on Save. Performs changes and saves file. |

★ Notes

If you run a script frequently, you can assign the script to a keystroke, a menu, or a Toolbar button.

Wizards have the same extension as Corel SCRIPT scripts (.CSC).

# Measurement units in VENTURA recordings and scripts

Most recordable Corel VENTURA scripting commands that use measurement parameters use tenths of a micron as the base unit of measurement. For example, the first four parameters of the .**FilePrintOptionsLayout** command set unit measurements using tenths of a micron.

.FilePrintOptionsLayout .Left=long, .Top=long, .Width=long, .Height=long, ...

If you recorded setting the four parameters to 1.5, 2, 6, and 8 inches respectively, the following command would be recorded (an inch equals 254,000 microns):

.FilePrintOptionsLayout 381000, 508000, 1524000, 2032000

If you write a script that used this command, you could specify your measurement units in inches by multiplying each measurement parameter by 254,000:

.FilePrintOptionsLayout 1.5*254000, 2*254000, 6*254000, 8*254000

Alternatively, you could use the Corel SCRIPT **LENGTHCONVERT**LENGTHCONVERTmain@SCEDIT.HLP function to create a variable equal to the number of tenths of a micron in an inch:

M_INCH = LENGTHCONVERT (1 , 7 , 1)

.FilePrintOptionsLayout 1.5*M_INCH, 2*M_INCH, 6*M_INCH, 8*M_INCH

The following table provides conversion from other measurements to tenths of a micron:

| Unit of measurement | Number of tenths of a micron per unit |
| --- | --- |
| inch | 254,000 |
| centimeters | 100,000 |
| points | 3,527.78 |
| Ciceros | 45,118.7 |
| didots | 3,759.2 |
| picas | 42,333.33 |

★ Note

You can use the Corel SCRIPT ANGLECONVERTANGLECONVERT@SCEDIT.HLP function to convert angle measurements.

# Coordinates in VENTURA recordings and scripts

Corel VENTURA scripting commands that specify graphic or frame locations on a page use coordinates as parameters. Coordinates use tenths of a micron as the base unit of measurement, and are expressed as being relative to the base page frame's top left corner:

Most VENTURA commands that use coordinates, such as **DrawRectangle** (draws a rectangle graphic), specify four coordinate parameters. For example:

.DrawRectangle .Left=long, .Top=long, .Width=long, .Height=long

The **Left** parameter specifies the distance from the left side of the rectangle to the left side of the base page frame, in tenths of micron. Negative values indicate the left side is to the left of the base page frame.

The **Top** parameter specifies the distance from the top of the rectangle to the top side of the base page frame, in tenths of micron. Negative values indicate the top side is above the top of the base page frame.

The **Width** parameter specifies the distance, in tenths of a micron, from the left side of the rectangle to the right side of the rectangle.

The **Height** parameter specifies the distance, in tenths of a micron, from the top of the rectangle to the bottom of the rectangle.

★ Note

For more information about using microns, see Measurement units in VENTURA recordings and scripts.

## Line-by-line script examples

This topic shows three simple scripts that can be used with Corel VENTURA. The first script reverses the last two characters you typed. The second script inserts the date and a salutation which could be used at the beginning of a letter. The third script creates a VENTURA Library and copies all the paragraph tags from the active document into the new Library.

# Auto Scripts

Corel VENTURA can automatically run a script when you call certain commands on the File menu. These auto scripts enhance the way the commands work. For example, you can create an auto script that counts the number of words in a document whenever the File, Close command is issued. Or, you can create an auto script that triggers the spell checker whenever the print command is issued.

The following list notes the Corel VENTURA file menu events, and the corresponding menu command, that can trigger a script's auto execution. The first column shows the name of the auto script that is executed:

| Auto script name | Event (Menu Command) |
| --- | --- |
| OnStart | Starting Corel VENTURA |
| OnNew | Creating a new document (click File, New) |
| OnOpen | Opening a document (click File, Open) |
| OnClose | Closing a document (click File, Close) |
| OnPrint | Printing a document (click File, Print) |
| OnSave | Saving a document (click File, Save) |
| OnExit | Ending your Corel VENTURA session (click File, Exit) |

For VENTURA to automatically run an auto script, the auto script's name must replicate one of the names listed in the above table. The auto script must also reside in a specific location. The following auto scripts must reside in the Ventura StartUp folder as external scripts. In a typical Corel VENTURA installation, the Ventura folder is found in C:\Corel\Ventura7\Ventura\StartUp:

● OnStart, OnNew, OnExit

The following auto scripts must reside in a Corel VENTURA document as internal scripts:

- OnOpen, OnClose, OnPrint, OnSave

★ Note

If the StartUp folder does not exist, you should create it.

Auto scripts replace the functionality of the original File menu command. For example, if you record or write a script for OnPrint, you must execute the **.FilePrint@vent_scr.hlp command within your script if you want the command to print a document.**

If you use a button or a keystroke instead of the menu command, an auto script will still execute.

By holding down SHIFT when you click a File menu command that has an auto script associated with it, you can override an auto script's execution. For more information about overriding auto scripts, see Setting VENTURA's start up optionsSetting_VENTURA_start_up_options or the Corel VENTURA script command **.ToolsAutoScript@vent_scr.hlp.**

## Setting VENTURA's start-up options

You can set Corel VENTURA's start-up options by using start up switches.

| Startup options | Action executed |
|---|---|
| VENTURA.EXE | Starts Corel VENTURA. |
| VENTURA.EXE *file* | Starts Corel VENTURA and opens a previously saved document. *file* specifies the name (including extension) and path of the document to open. |
| VENTURA.EXE /p *file* | Prints a previously saved document at the default printer port. *file* specifies the name (including extension) and path of the document to open and print. |
| VENTURA.EXE /pt *file port* | Prints a previously saved document at a specified printer port. *file* specifies the name (including extension) and path of the document to open and print. *port* specifies the printer port. In cases where the printer name is of more than one word, enclose it with quotation marks. For example, "ABC Printer Model". |
| VENTURA.EXE /os | Prevents the execution of the OnStart auto script. |
| VENTURA.EXE /os*script* | Prevents the execution of the OnStart auto script. The *script* parameter specifies the name and path of the script to execute instead of the OnStart auto script. Do not leave a space between the switch (/os) and the script name (*script*). |
| VENTURA.EXE /d | Prevents the execution of auto scripts during a VENTURA session. |

| | |
|---|---|
| VENTURA.EXE /u*username* | Specifies the user's name if different from the network login name. *username* specifies a network login id. Do not leave a space between the switch (/u) and the network login id (*username*). |
| VENTURA.EXE /u*username* /s *pass* | Specifies a network login id (*username*) and password (*pass*) for documents that have access rights protection. This option is used in conjunction with another option which opens a VENTURA document. Do not leave a space between the switch (/u or /s) and the parameter which follows it. |
| VENTURA.EXE /n | Prevents the displaying of the VENTURA splash screen. This option cannot be used in conjunction with other options. |

❖ **To start Corel VENTURA with start-up switches**

1. Click Start, Run.

2. In the Open text box, type VENTURA.EXE, along with the appropriate switches. If using more than one startup option, add a space between options. For example, type VENTURA.EXE /n, to avoid opening documents when Corel VENTURA opens.

❖ **To always start Corel VENTURA with the same start-up switches**

1. Click Start, Settings, Taskbar.

2. Click Start Menu Programs, Advanced.

3. Click Programs, Corel 7 (or the folder where Corel VENTURA resides).

4. Right-click Corel VENTURA 7, and click Properties. Click Shortcut, then specify the startup options on the Target command line.

★ Notes

If you have a Corel VENTURA shortcut icon on the desktop, right-click the icon, then choose Properties. Click Shortcut, then specify the start-up options on the Target command line.

When you use more than one start-up option, add a space between options.

# Corel VENTURA and OLE automation

OLE Automation for Corel VENTURA is a flexible and powerful feature you can use to build applications that use Corel VENTURA components.

OLE Automation is an integration standard that allows applications to expose their programmable objects, so that other applications can control them. Exposing an object means an application makes the script or macro commands that control it available to other programming applications. The exposed commands become an extension of the controlling programming language.

Any Corel application that supports Corel SCRIPT provides one programmable OLE automation object. The object is used by OLE automation controllers such as Corel SCRIPT, to send Corel SCRIPT commands to other Corel applications. For example, Corel VENTURA application commands are sent to VENTURA. You can also use OLE automation controllers such as Microsoft Visual Basic, Microsoft Excel Visual Basic, and C++ to send commands to Corel VENTURA, and to develop applications using VENTURA and other Corel application components.

OLE Automation can be used for long and complicated manual processes that transfer data between two or more applications. For example, you may have a manual process that puts data into a spreadsheet to be used to create a presentation graphic. The graphic is then used in a desktop publishing application such as Corel VENTURA. If you use OLE Automation, you may be able to create a program that automatically performs these steps for you. OLE Automation gives you almost total control over a variety of different applications, allowing you to build the applications you need through its seamless integration capabilities.

Since Corel applications provide one programmable object, their documents cannot be directly accessed as objects from a controller. The Visual Basic **GetObject** command, for example, cannot be used to access a Corel document. Additionally, Corel applications don't expose an object library or support properties and methods. The only way to access a Corel document through OLE Automation is by using Corel SCRIPT application commands.

The Corel SCRIPT online Help provides a reference of all available Corel VENTURA application commands and functions. The online Help provides overview information about programming with OLE automation.

For more information about OLE automation, see the following reference sources:

- Microsoft Visual Basic Programmer's Guide
- Microsoft Excel Visual Basic User's Guide
- Microsoft Windows Developer's Kit
- Microsoft Office Developer's Kit

★ Note
The advanced Corel SCRIPT programming feature described above is intended for experienced Windows programmers, and not for beginner script writers.

# Corel SCRIPT Executable

Since Corel SCRIPT scripts are based on text files, they have no compiled binary executable component. Before a script is executed, it is internally compiled into an executable program file, and is re-compiled each time the script is run. To save the compile time, the Corel SCRIPT Editor includes a feature that compiles your scripts

into executable program files. Compiling your scripts into Executables not only speeds up their run-time, but allows you, the developer, to hide the programming code that has gone into the creating of a script. You can run executables without having Corel SCRIPT Editor or Corel VENTURA running.

## Corel SCRIPT and dynamic-linked libraries

Corel SCRIPT can call functions and subroutines in Windows DLLs (dynamic-linked libraries) such as those supplied with Windows, other applications' DLLs, or any custom DLL files. To find out how to use procedures in a DLL, you need the DLL's specific technical reference material. For example, to use the Windows DLLs, you need the Windows Software Development Kit.

You can also use Corel SCRIPT's programming language and the Corel SCRIPT Editor to develop your own custom Windows DLLs for your functions and subroutines. You can access your custom DLLs from Corel SCRIPT or other popular programming environments such as Pascal, C, and C++.

★ Note

DLLs created with Corel SCRIPT contain only one exportable function. This function is always named RUN. The RUN function executes the script commands in the script that was used to create the DLL.

## Corel Add-ons for VENTURA

Corel Add-ons (.CAO) for Corel VENTURA are programs that add custom features to Corel VENTURA. Third-party software developers are making Add-ons commercially available to meet the specialized needs of Corel VENTURA users and the desktop publishing community. Click the How To button for information about installing and using Corel Add-ons.

The following list contains brief descriptions of the Corel Add-ons for VENTURA that are included with Corel VENTURA 7. The Add-ons are available in the **x:\Corel\Ventura7\Ventura\Addons** folder (based on a typical Corel installation where x indicates the drive letter). **Note**: a Corel Add-on can contain and perform more than one function.

| Add-ons Name | Function Name | Purpose |
|---|---|---|
| **Ventura7** | Index Concordance | Searches the document for a list of words, and inserts an index entry for each found occurrence of a listed word. |
| | Text to table | Converts selected text to a table. |
| | Table Presets | Inserts a table using preset weekly or monthly headings, or increment range values. |
| **S2V7** | SGMLImport | Imports SGML documents into Corel VENTURA. |

❖ **To create index entries for a list of words**

1. If it does not already exist, create a text file that contains the list of words you want to create index entries for. You can use Corel VENTURA 7 (click File, Export), a Windows-based word processor such as Corel WordPerfect, or a Windows text editor such as Notepad to create the list of words.

2. Click Ventura7, Index Concordance.

   If the Ventura7 menu doesn't appear on Corel VENTURA's main Menu Bar, you must install the VENTURA7 Corel Add-on. This Corel Add-on provides the word list indexing functionality to Corel VENTURA 7. The VENTURA7 Corel Add-on is located in the x:\Corel\Ventura7\Ventura\Addons folder (where x indicates the drive letter).

3. Type the name and path of the text file containing the word list in the File Name box, or click Browse to search for the text file.

4. Set any of the following options:

   - Enable the Update now check box to have the index reflect the changes made to the document.

   - Use the Title box to specify the index's title.

   - Use the Chapter box to specify which chapter you want the text file containing the index added to.

   - Use the File box to specifies the index text file's filename.

# Formatting rules for word list text files

Each entry must be on a separate line followed by a line return. For example:

- cat
- dog
- horse

Specify index entries for segregate indexes by placing the segregated index name in parentheses preceding the index word. For example:

- (Pets,0)cat
- (Pets,0)dog
- (Farm,0)horse

In the above example, the first two words are part of the Pets index and the last word is part of the Farm index. The number following the index name indicates the entry type: 0 for Index Entry, 1 for See, and 2 for See Also. If you want to use an entry type but don't want to use a segregated index, use the Default index. For example:

- (Default,0)cat
- (Default,2)dog
- (Default,1)horse

Specify sort keys by placing the key letter in parentheses following the entry. For example:

- 1996(N)
- 2000(T)
- 4000(F)

Specify subentries by separating entries with semicolons. For example:

- Level1;Level2;Level3

★ Note

The word list is case sensitive. For example, if the word list contains "cat," an index entry will not be placed in the document for any occurrence of "Cat" or "CAT."

See the Insert Index Entry dialog box for more information about index entries (click Insert, Index Entry).

❖ To convert text to a table

1. Select the text to convert to a table. The text should include separator characters such as tabs, commas, or paragraph marks.

2. Click Ventura7, Text to table.

If the Ventura7 menu doesn't appear on Corel VENTURA's main Menu Bar, you must install the VENTURA7 Corel Add-on. This Corel Add-on provides the text to table functionality to Corel VENTURA 7. The VENTURA7 Corel Add-on is located in the x:\Corel\Ventura7\Ventura\Addons folder (where x indicates the drive letter).

3. Set the separate cell options you want.

❖ **To insert a preset table**

1. Place the insertion point where you want to insert the table.

2. Click Ventura7, Table Presets.

If the Ventura7 menu doesn't appear on Corel VENTURA's main Menu Bar, you must install the VENTURA7 Corel Add-on. This Corel Add-on provides the table presets functionality to Corel VENTURA 7. The VENTURA7 Corel Add-on is located in the x:\Corel\Ventura7\Ventura\Addons folder (where x indicates the drive letter).

3. Select one of the following table types:

   • Weekdays inserts an eight-column table that contains the days of the week (Mon to Sun) in the first row. You must specify the number of rows for this option.

   • Months inserts a 13-column table that contains the months of a year (Jan to Dec) in the first row. You must specify the number of rows for this option.

   • Range inserts a table in which you specify the number of rows and columns, and the increment range values for each cell in the first column. The increment values are specified in the Start and Increment boxes. For example, setting Start to 5, and Increment to 3, creates a table in which the first column cells contain the values 5-7, 8-10, 11-13, and so on.

   • Others inserts a table in which you specify the number of rows and columns.

4. Select any other options you want.

# Recordings

❖ **To record Corel VENTURA commands**

1. Click Tools, Scripts, Start Recording.

2. Use VENTURA as you normally would to perform the task you want to record.

3. To end the recording session, click Tools, Scripts, Stop Recording. The recording is stored in the VENTURA memory. The recording ceases to exist when the active VENTURA session ends.

★ Notes

An existing recording in your computer's VENTURA memory is overwritten when you record another set of commands. Save your recording as a script before you record other commands if you want to reuse your initial recording.

If you want to be able to use the recording each time you run VENTURA, then you must save it as a Corel SCRIPT script.

❖ **To play a recording**

● Click Tools, Scripts, Playback Recording.

★ Note

Recordings are played back in the active VENTURA document. Some recordings depend on the position of the insertion point. Remember to position the insertion point in the correct location before playing back those recordings.

Recordings exists in your computer's VENTURA memory.

❖ **To save a recording as an internal script**

1. Click Tools, Scripts, Save Recording.

2. Type a script filename in the Name text box.

★ Note

Recordings saved as internal Corel SCRIPT scripts are embedded in the active Corel VENTURA document. You can also save recordings as external script files.

You can enter a brief description of the script in the Description text box. The description is saved in the script's first line as a remark statement (REMREMmain@scedit.hlp). In addition, if a script with a description is assigned to a VENTURA toolbar, the description will appear in the Status Bar when you point to the toolbar button.

Saved recordings, in addition to recorded commands and a description, include other Corel SCRIPT syntax. The second line is a remark statement (REMREMmain@scedit.hlp) that notes the date the script was saved and other system information.

Recorded commands are enclosed by the WITHOBJECT@scedit.hlp and the END WITHOBJECT statements. These statements direct Corel SCRIPT to the application the recorded commands are executed with.

### ❖ To save a recording as an external script

1. Click Tools, Scripts, Save Recording.

2. Click External.

3. Type a script file name in the File Name text box.

## Scripts

### ❖ To run a Corel SCRIPT script (or a saved recording)

1. Click Tools, Scripts, Run / Manage Script.

2. Select a script from the Available Scripts list box.
   The Available Scripts list box lists the internal scripts () in the active VENTURA document, and the external scripts () in the current script folder. You can change the current script folder by clicking the Browse button (...).

3. Click Run.

### ★ Tip
You can also perform the procedure noted above with the VENTURA Navigator.

### ❖ To edit an internal script in VENTURA

The VENTURA document that holds the internal script must be active before the following steps can be completed.

1. Click Tools, Scripts, Run / Manage Script.

2. Select an internal script from the Available Scripts list box.
   The Available Scripts list box lists the internal scripts () in the active VENTURA document and the external scripts () in the current script folder.

3. Click Edit. From the Corel SCRIPT Editor, you can make changes to the script.

### ❖ To edit an external script from VENTURA

1. Click Tools, Scripts, Run / Manage Script.

2. Select an external script from the Available Scripts list box.

The Available Scripts list box lists the internal scripts () in the active VENTURA document and the external scripts () in the current script folder. If the script you want to edit doesn't appear in the list box, change the current script folder by clicking Browse. button (...).

3.  Click Edit. From the Corel SCRIPT Editor, you can make changes to the script.

★ Tip

You can also perform the procedures noted above using the VENTURA Navigator.

★ Note

You can also open external scripts by opening the Corel Script Editor from VENTURA by clicking Tools, Scripts, Corel Script Editor, or from the Windows desktop.

❖ **To rename an internal script in VENTURA**

The VENTURA document that holds the internal script must be active before the following steps can be completed.

1.  Click Tools, Scripts, Run / Manage Script.

2.  Select an internal script from the Available Scripts list box.

    The Available Scripts list box lists the internal scripts () in the active VENTURA document and the external scripts () in the current script folder.

3.  Click Rename.

4.  Type the new script name in the Available Scripts list box, and then press ENTER.

★ Note

Internal script names follow the Windows file naming rules (maximum 255 characters, including spaces).

❖ **To delete an internal script in VENTURA**

The VENTURA document that holds the internal script must be active before the following steps can be completed.

1.  Click Tools, Scripts, Run / Manage Script.

2.  Select an internal script from the Available Scripts list box.

    The Available Scripts list box lists the internal scripts () in the active VENTURA document, and the external scripts () in the current script folder.

3.  Click Delete.

❖ **To copy an external script to an internal VENTURA script**

1.  Click Tools, Scripts, Run / Manage Script.

2. If the external script you want to copy is not in an active script folder, click Browse button (…) to change the folder.

3. Click the script you want to copy in the Available Scripts list box.

4. Click Import. The external script is copied to the active VENTURA document as an internal script.

★ Tip
You can also perform the procedure noted above with the VENTURA Navigator.

❖ **To copy an internal VENTURA script to an external script**

1. Activate the VENTURA document that contains the internal script that you want to copy.

2. Click Tools, Scripts, Run / Manage Script.

3. If the folder where you want copy the internal scripts to is not the active script folder, click Browse (…) to change the folder.

4. Click the script you want to copy in the Available Scripts list box.

5. Click Export. The internal script is copied as an external script on your system.

★ Tip
You can also perform the procedure noted above with the VENTURA Navigator.

❖ **To start the Corel SCRIPT Editor from VENTURA**

• Click Tools, Scripts, Corel Script Editor.

★ Note
To edit an internal script, you must first open the Scripts dialog box (Click Tools, Scripts, Run / Manage Script).

❖ **To assign a Corel SCRIPT script to a shortcut key**

1. Click Tools, Customize.

2. Click Keyboard.

3. In the Commands box, double-click the Ventura Scripts folder or the Document Scripts folder (if exists).

   The Ventura Scripts folder contains all the scripts that reside in the **C:\Corel\Ventura7\Ventura\Scripts** folder on your system (with a typical installation). The Document Scripts folder contains the internal scripts that reside in the active document.

4. Click the script you want to assign.

5. Click the Press New Shortcut Key box.

6. Press the keyboard combination you want to assign to the command. To make a correction, press the Backspace key.

   You can have up to four layers of keystrokes. For example, the key combination CTRL+ALT+1,2,3,4 is accomplished by holding down the CTRL and ALT keys, then pressing the 1,2,3, and 4 keys in succession.

★ Note

To have accelerator conflicts resolved automatically, enable Go To Conflict On Assign.

If you assign an internal script to a shortcut key, the shortcut key will only execute the script when the document that contains the script is open and active.

❖ **To assign a Corel SCRIPT script to a menu**

1. Click Tools, Customize.

2. Click Menu.

3. In the Commands box, double-click the Ventura Scripts folder or the Document Scripts folder (if exists).

   The Ventura Scripts folder contains all the scripts that reside in the **C:\Corel\Ventura7\Ventura\Scripts** folder on your system (with a typical installation). The Document Scripts folder contains the internal scripts that reside in the active document.

4. Click the script you want to assign.

5. In the Menu box, click the menu or sub-menu where you want to add the command.

6. Click Add.

★ Tip

Use the Separator button to add organizational lines to your menus.

If you assign an internal script to a menu, the menu command will only execute the script when the document that contains the script is open and active.

❖ **To assign a Corel SCRIPT script to a VENTURA toolbar button**

1. Activate the toolbar you want to edit.

2. Click Tools, Customize.

3. In the Commands box, double-click the Ventura Scripts folder or the Document Scripts folder (if exists).

   The Ventura Scripts folder contains all the scripts that reside in the **C:\Corel\Ventura7\Ventura\Scripts** folder on your system (with a typical installation). The Document Scripts folder contains the internal scripts that reside in the active document.

4. Click the script you want to assign.

5. Drag the appropriate command button to the toolbar. Right-click to cancel the movement.

★ Tip

If a script's first line, second line, or both, are REM statements, they are displayed in the Description text box.

If you assign an internal script to a toolbar button, the button will only execute the script when the document that contains the script is open and active.

## Corel Add-ons

❖ To install a Corel Add-on for VENTURA

1. Click Tools, Add-ons.

2. Click New.

3. If the Corel Add-on is not in the default folder, chose the drive and folder where the Add-on is stored.

4. Double-click the Corel Add-on that you want to install.

★ Tip

You can use wild cards (* and ?) to find the file you want to open. For example, typing adds*.cao in the File Name box and clicking OK lists all CAO files in the selected folder beginning with adds. Typing ad?.cao in the File Name box and clicking OK lists all CAO files in the selected folder that begin with ad and are followed by only one more character.

❖ To remove a Corel Add-on from VENTURA

1. Click Tools, Add-ons.

2. Select an installed Corel Add-on.

3. Click Uninstall.

★ Note

Removing a Corel Add-on from VENTURA does not remove it from your system.

❖ To run a function in an installed Corel Add-on

1. Click Tools, Add-ons.

2. Select an installed Corel Add-on.

3. To display the function names in a Corel Add-on, click the **+** button beside the installed Add-on.

4. Choose the function to run and click Run.

★ Tip

If you often execute the same Corel Add-on function, you can assign it to a toolbar button, a menu command, or a keystroke. Click the Related Topics button for more information. Some Corel Add-ons are automatically assigned when they are installed.

❖ **To hide and display the function names in the Corel Add-ons dialog box**

1. Click Tools, Add-ons.

2. Select an installed Corel Add-on.

3. To display a Corel Add-ons function names, click the **+** button beside the installed Add-on.

   To hide a Corel Add-ons function names, click the **-** button beside the installed Add-on.

❖ **To assign a Corel Add-on to a shortcut key**

1. Click Tools, Customize.

2. Click Keyboard.

3. In the Commands box, double-click the Add-ons folder. This folder does not exist if there are not any Add-ons installed in VENTURA.

4. Click the Add-on that you want to assign. Add-ons are listed in the following format:

   (Add-on Name)Function Name

5. Click the Press New Shortcut Key box.

6. Press the keyboard combination that you want to assign to the command. To make a correction, press the BACKSPACE key.

   You can have up to four layers of keystrokes. For example, the key combination CTRL+ALT+1,2,3,4 is accomplished by holding down the CTRL and ALT keys, then pressing the 1,2,3, and 4 keys in succession.

★ Note

To have accelerator conflicts resolved automatically, enable Go To Conflict On Assign.

❖ **To assign a Corel Add-on to a menu**

1. Click Tools, Customize.

2. Click Menu.

3. In the Commands box, double-click the Add-ons folder. This folder does not exist if there are not any Add-ons installed in VENTURA.

4. Click the Add-on you want to assign. Add-ons are listed in the following format:

(Add-on Name)Function Name

5. In the Menu box, click the menu or sub-menu where you want to add the command.

6. Click Add.

★ Tip

Use the Separator button to add organizational lines to your menus.

❖ To assign a Corel Add-on to a VENTURA toolbar button

1. Activate the toolbar that you want to edit.

2. Click Tools, Customize.

3. In the Commands box, double-click the Add-ons folder. This folder does not exist if there are not any Add-ons installed in VENTURA.

4. Click the Add-on that you want to assign. Add-ons are listed in the following format:

(Add-on Name)Function Name

5. Drag the appropriate command button to the toolbar. Right-click to cancel the movement.

❖ To assign a description to an installed Corel Add-on function

- A description for a Corel Add-on function is displayed in a Tooltip pop-up window when the mouse pointer remains over the function name in the Corel Add-ons dialog box. Click the + button beside the installed Add-on for a list of functions the Add-on supports.

- The description is also displayed in the VENTURA Status Bar if the Add-on function is assigned to a toolbar button and the button's Tooltip pop-up window is displayed.

❖ To assign a description:

1. Open the VENTURA.INI file for editing. This file is found in the C:\Corel\VENTURA folder in a typical installation.

2. Find the section detailing the installed Corel Add-on where the function resides. This section is displayed in the following manner:

[CAO_AddOnName]

Function1=FunctionName

Function2=FunctionName

...

where **AddOnName** indicates the name of the installed Corel Add-on and **FunctionName** indicates the name(s) of the functions within the Add-on.

3.  Insert a pound symbol and the description beside the function name. For example:

    [CAO_AddOnName]

    Function1=FunctionName#Description for the first function

    Function2=FunctionName#Description for the second function

    ...

4.  Save the VENTURA.INI file and restart VENTURA for the descriptions to take effect.

# Conditional documents

## Publishing conditional documents

You can associate chapters, paragraph tags frames, and tables with conditions and then turn the conditions on or off to display or hide items in your document. When you set your Corel VENTURA publication's properties to include conditionally tagged elements, they display and print. If you turn off a condition, elements tagged with that condition are hidden. The following are some of the types of documents where using conditional tags can be helpful:

**Multilingual publications**: For a document containing text translated into two or more languages, you can set conditions on frames, paragraphs and other items so that only one language displays for each print run.

**Manuals about related product lines**: These would be used for related products, such as similar models of cars. You would code text, pictures, or sections specific to one model to print for that model's manual only. Information identical to all models would have no conditions and would appear in all versions of the document.

**Documents published both on paper and online**: When publishing the same document both in electronic and paper formats, the pictures you use in each format may be different. You can use multi-resolution bitmaps or hyper-graphics in your online document, and set separate conditions for the pictures in your paper document. Likewise, you could apply conditional text or paragraph tags to remove details for either the online or paper version as required.

★ Note

You cannot apply a condition to any of VENTURA's automatically generated tags.

# Creating conditional documents

Conditional documents contain items (chapters, paragraphs, frames and tables) which can be hidden or shown depending on the conditions assigned to them. The conditions identify which items belong to a particular version of the document. In a multilingual document, for example you would define a condition for each language and then mark the items belonging to each language with it's corresponding condition. To display or print a particular version — for example, the English version of the multilingual document — you simply turn its condition on and turn the others off.

### ❖ To define a set of conditions

1. Click Format, Publication, and choose the Set Conditions tab.
2. Enter a name for the condition you want to add to the document, then click the Add button.

★ Note

The names you type must not contain spaces.

3. Enable or disable the On check box to show or hide elements assigned that condition.
4. Repeat the above steps for each condition you want to define.

### ❖ To display or hide conditional items

1. Click Format, Publication, and choose the Set Conditions tab.
2. Enable or disable the On check box to show or hide elements assigned that condition.

★ Note

Unconditional items — that is, items which do not have a condition assigned to them —always display and print.

### ❖ To make a chapter conditional

1. Click Tools, Navigator
2. Right-click the chapter you want to make conditional, then choose Properties.
3. Click the Conditions button.
4. Click the condition associated with the version of the conditional document you want to assign the chapter to.
5. Click Add.

6. Use the And, Or and Not buttons to include or exclude the chapter from other versions of the conditional document.

★ Note

Unconditional chapters — that is, chapters which do not have a condition assigned to them — always display and print.

❖ To make a paragraph tag conditional

1. Switch to Tag mode.

2. Right-click the paragraph formatted with the tag you want to make conditional.

3. Choose Object Conditions.

4. Click the condition associated with the version of the conditional document you want to assign the tag to.

5. Click Add.

6. Use the And, Or and Not buttons to include or exclude text formatted with the tag from other versions of the conditional document.

★ Notes

You cannot apply a condition to any of VENTURA's automatically generated tags.

Paragraphs formatted with unconditional tags — that is, tags which do not have a condition assigned to them — always display and print.

If you want a frame anchored to a paragraph shown or hidden along with the paragraph, assign the same condition to both.

❖ To make a frame conditional

1. Right-click the border of the frame.

2. Choose Object Conditions.

3. Click the condition associated with the version of the conditional document you want to assign the frame to.

4. Click Add.

5. Use the And, Or and Not buttons to include or exclude the frame from other versions of the conditional document.

★ Note

Unconditional frames — that is, frames which do not have a condition assigned to them — always display and print.

If you want a frame anchored to a paragraph shown or hidden along with the paragraph, assign the same condition to both.

❖ **To make a table conditional**

1. Right-click in the table and choose Select, Table.

2. Right-click the selected table and choose Object Conditions.

3. Click the condition associated with the version of the conditional document you want to assign the table to.

4. Click Add.

5. Use the And, Or and Not buttons to include or exclude the table from other versions of the conditional document.

★ Note

Unconditional tables — that is, frames which do not have a condition assigned to them — always display and print.

# And, Or and Not operators

The And, Or and Not operators allow you to generate documents with various combinations of conditional items. For example, suppose you were producing a document in three languages: English, Spanish, and German. The following table shows how you can use the operators to control which version of the document a particular item appears in:

Examples

| Use this operator... | To... |
| --- | --- |
| AND; e.g., English + Spanish | display/print the item when English and Spanish are both enabled |
| Or; e.g., English ¦ Spanish | display/print the item when English and/orSpanish are enabled |
| Not, e.g., English + Spanish ! German | display/print the item when English and Spanish are enabled, but not when German is enabled |

# Functions

## About table functions

Table functions are the tools that enable you to turn your data into meaningful information. Each **function** automatically performs calculations for you. For example, you can use functions to calculate sums, averages, standard deviation, mortgage payments, or return on investments. Corel VENTURA contains hundreds of functions for conversion, date and time, engineering, financial, logical, mathematical, and statistical calculations.

Using functions will save you time and effort, since Corel VENTURA automatically performs the calculations for you. All you have to do is enter the required data and the answer will be generated.

Each function has a specific **name** (in uppercase) that describes what the function does. Each function also has **arguments** or data that you insert so that the function will calculate an answer for you. For example, the SUM function adds all the given arguments.

Arguments usually consist of numbers or references to cells that contain numbers; however, in some functions the arguments can be text or logical values (see the online Help for each function for further information).

Arguments always follow the name of the function and are enclosed in parentheses. If a function requires multiple arguments, each argument must be separated by a list separator which, depending on your system settings, is either a comma or a semi-colon. For example, if you wanted to add the numbers 1, 5, 8, and 10, you would use the SUM function by calling the Function Wizard, and typing its name and the arguments into a cell as follows:

=SUM(1,5,8,10)

★ Notes

An equals sign (=) must always precede the function name.

Remember to press ENTER when finished.

Similarly, if you wanted to add the numbers contained in the cells R1C1, R2C1, R3C1, and R4C1, you would access the Function wizard to use the SUM function as follows:

**=SUM(**R1C1, R2C1, R3C1, R4C1)

or you could type:

=SUM(R1C1:R4C1)

Both methods would add the values contained in the cells R1C1, R2C1, R3C1, and R4C1.

The equal sign, function name, and arguments typed into a cell in the form shown above is considered a **formula**. Once a formula is entered into a cell, Corel VENTURA calculates the answer and displays the result in the cell.

When the result is displayed in the cell, the formula is not erased. To view your formula, select the cell and look at the formula bar near the top of your screen. If you change an argument in the formula bar, a new result will be generated.

## Using a function within a function

Functions can be used as arguments within other function formulas. For example, if you wanted to add the numbers 220 and the square root of 100, you would use the SUM function and place the square root function (SQRT) in it as follows:

=SUM(220,SQRT(100))

★ Note
   The Help for each function explains in detail how to use it.

## Using the Function Wizard

The easiest way to enter functions into cells is to use the Corel VENTURA Function Wizard. The Function Wizard contains a list of all the table functions indexed by their respective categories. The Function Wizard will help guide you through the arguments and automatically fill in the commas and parentheses for you.

❖ To use the Function Wizard

1. Click Table, Function**.**

2. Choose the appropriate category from the Function Category box.

3. Choose the appropriate function name from the Name box.

4. Click Next.

5. Type each argument into its appropriate box as prompted by the text that appears in the Function Wizard.

★ Notes
   Be sure to follow the instructions that appear in the Function Wizard. These instructions will change as you click different functions or arguments.

   To display Help for any function, click ? in the top right hand corner of the Function Wizard, and click on the item you wish to see the available information about.

# CONVERSION FUNCTIONS

Converts a number from one measurement system to another.

## Syntax

CONVERT(number, from_unit, to_unit)

| Arguments | Definitions |
|---|---|
| **number** | any real number you wish to convert |
| **from_unit** | the measurement system that **number** is currently expressed in |
| **to_unit** | the measurement system you wish to convert **number** to |

★ Notes

The abbreviations for all units are case-sensitive.

A number can only be converted from one measurement system to another in the same group. For example, a number expressed in "degrees" can only be converted to another unit of angular measurement (e.g., "radians").

The metric prefixes below can be used in conversion formulas involving metric measures:

## Prefix

(Abbreviation)

| Value | Prefix |
|---|---|
| (Abbreviation) | |
| EXA (E) | DECI (d) |
| PETA (P) | CENTI (c) |
| TERA (T) | MILLI (m) |
| GIGA (G) | MICRO (u) |
| MEGA (M) | NANO (n) |
| KILO (k) | PICO (p) |
| HECTO (h) | FEMTO (f) |
| DEKA (da) | ATTO (a) |

For example, if you wish to use KILOGRAMS instead of GRAMS add the appropriate prefix KILO to GRAMS by typing **KILOGRAMS**.

Similarly, if you wish to use CENTIMETERS instead of METERS add the appropriate prefix CENTI to METERS by typing **CENTIMETERS** or its abbreviation **cm**.

# Error Messages

CONVERT returns the #VALUE! error if **number** is non-numeric.

CONVERT returns the #NAME! error if the unit does not exist or is not recognized.

CONVERT returns the #N/A error if a metric prefix is added to a non-metric unit.

CONVERT returns the #UNITS! error if **from_unit** and **to_unit** do not belong to the same measurement group.

Examples

CONVERT(25,DEGREES(),RADIANS()) = 0.436332312998

CONVERT(90,FAHRENHEIT(),CELCIUS()) = 32.222222222222

CONVERT(150,POUNDS(),KILOGRAMS()) = 68.03884646

# Date and Time Functions

Date and Time Functions are multipliers that help you compute serial valuesterm_serial_value for dates and times for use in a wide range of mathematical calculations. Click any of the Date and Time Functions shown at left below for more details on how they work.

★ Note

DATEVALUE, DAYS360 and TIMEVALUE are the only Date and Time Functions which normally recognize alphanumeric values.

See also Entering dates and time and Using alphanumeric date and time values

| Date Function | Description |
| --- | --- |
| DATE() | Calculates the serial value of a specified date |
| DATEVALUE() | Converts date values to serial values for use in formulas |
| DAY() | Calculates the day of the month for the given serial value, returning an integer from 1 to 31 inclusive |
| DAYS360() | Calculates a value for the number of days between two dates based on a 360-day year |
| MONTH() | Converts a serial value for a month to an integer from 1 to 12 inclusive |
| WEEKDAY() | Calculates a day of the week for a given serial value. The value returned is a positive integer between one and seven, where one is equal to Sunday, two is equal to Monday, and so on. |

| | |
|---|---|
| YEAR() | Calculates a year between 1900 and 2077 for a given serial value |

| Time Functions | Description |
|---|---|
| HOUR() | Converts the serial value for a given time value to an integer representing hours from 0 to 23 inclusive |
| MINUTE() | Calculates a minute value from 0 to 59 inclusive for a serial value |
| NOW() | Calculates the serial value for the current date and time held in your computer's operating system |
| SECOND() | Calculates seconds given as a serial value to an integer from 0 to 59 inclusive |
| TIME() | Calculates a serial value for a specified time. The returning value is a decimal fraction from 0 to 0.9999999999 inclusive |
| TIMEVALUE() | Converts the user specified time from text to a serial value |
| TODAY() | Calculates the serial value corresponding to the current date held in your computer's operating system |

# DATE

Calculates the serial value of a specified date.

## Syntax

DATE(year,month,day)

| Arguments | Description |
|---|---|
| **year** | an integer from 1900 to 2099 inclusive |
| **month** | an integer from 1 to 12 inclusive |
| **day** | an integer from 1 to 31 inclusive |

★ Notes

The day value must be valid for the month; e.g., if month is 6 (June) then day cannot be greater than 30, because June has only 30 days.

To convert the value returned by the DATE function from a serial value to a regular date format (e.g., mm/dd/yy), select one of the predefined options listed in the Numeric Format list box.

Use commas as separators.

Example

DATE(1994,2,25) = 34390, the serial value for February 25, 1994

# DATEVALUE

Converts date values to serial values for use in formulas.

## Syntax

DATEVALUE("text")

| Argument | Description |
| --- | --- |
| **"text"** | any alphanumeric date enclosed in quotation marks |

★ Note

To convert the value returned by the DATEVALUE function from a serial value to a regular date format, select one of the predefined options listed in the Numeric Format list box.

You can nest (i.e., combine) the DATEVALUE function in other Date functions to display a serial value as a regular date, for example 34346 as Jan 12, 1994.

Examples

DATEVALUE("Jan 12, 1994") = 34346

## DAY

Calculates the day of the month for the given serial value, returning an integer from 1 to 31 inclusive.

## Syntax

DAY(number)

| Argument | Description |
| --- | --- |
| **number** | any serial date number |

★ Note

The argument should be expressed as a serial number. However, if the function DATEVALUE is placed in the formula, it can be expressed as text, such as "February 14, 1995".

Examples

DAY(34531) = 16

DATEVALUE(34531)=July, 16, 1994

## DAYS360

Calculates the number of days between two dates based on a 360-day year.

## Syntax

DAYS360(date1,date2**,method**)

| Arguments | Description |
|---|---|
| **date1** | the serial date number representing the start date |
| **date2** | the serial date number representing the end date |
| method | logical value which specifies whether the European or U.S. method of calculation is used. The default is the U.S. (NASD) method, or FALSE. This argument is optional. |

★ Notes

The arguments should be expressed as serial numbers. However, if the function DATEVALUE is placed in the formula they can also be given as text, such as "February 14, 1996".

If date1 occurs after date2, the function returns a negative value.

Examples

DAYS360(33660,33690) = 31

DAYS360 (33690, 33660) = -31

DAYS360(DATEVALUE("February 15, 1996"),DATEVALUE("February 17, 1996")) = 2

# HOUR

Converts the serial value of a given time to an integer representing hours from 0 to 23 inclusive.

## Syntax

HOUR(number)

| Argument | Description |
|---|---|
| **number** | any serial value_date_number |

★ Note

In a serial value the numbers shown to the right of the decimal point represent seconds from midnight for the day entered.

The argument should be expressed as a serial number. However, if the function TIMEVALUE is placed in the formula it can also be given as text, such as "1:15:00 AM". (See the second example.)

Examples

HOUR(0.4999) = 11

HOUR(TIMEVALUE("1:15:00 AM")) = 1

# MINUTE

Calculates a minute value from 0 to 59 inclusive for a serial value.

## Syntax

MINUTE(number)

| Argument | Description |
|---|---|
| number | any serial value_date_number |

★ Notes

In a serial value the numbers to the right of the decimal point represent seconds from midnight for the day entered.

The argument should be expressed as a serial number. However, if the function TIMEVALUE is placed in the formula it can also be given as text, such as "1:15:00 PM". (See the second example.)

Examples

MINUTE(9.48) = 31

MINUTE(TIMEVALUE("1:15:00 PM")) = 15

# MONTH

Converts a serial date value for a month to an integer from 1 to 12 inclusive.

## Syntax

MONTH(number)

| Argument | Description |
|---|---|
| number | any serial value_date_number |

★ Note

The argument should be expressed as a serial number. However, if the function DATEVALUE is placed in the formula it can also be given as text, such as "February 14, 1995".

Examples

MONTH(15666) = 11

MONTH(345) = 12

MONTH(202) = 7

MONTH(DATEVALUE("July 12, 1996")) = 7

# NETWORKDAYS

Calculates the number of whole workdays between two dates.

## Syntax

NETWORKDAYS(start, end, **holidays**)

| Arguments | Descriptions |
|---|---|
| **start** | the serial date number representing the start date |
| **end** | the serial date number representing the end date |
| holidays | one or more serial date numbers of non-workdays to exclude from the workdays calendar, such as federal holidays and floating holidays |

★ Notes

The arguments should be expressed as serial numbers. However, if the function DATEVALUE is placed in the formula they can also be given as text, such as "February 14, 1995".

If an argument is non-numeric this function returns the #NAME! error.

If holidays is left blank it is assumed to be 0.

Examples

NETWORKDAYS(34750,34850) = 73

NETWORKDAYS(DATEVALUE("May 18, 1996"),DATEVALUE("May 24, 1996")) = 5

# NOW

Calculates the serial value for the current date and time held in your computer's operating system.

## Syntax

NOW()

★ Notes

The whole number portion of the serial number produced represents today's date; the decimal portion represents the current time.

To convert the value returned by the NOW function from a serial value to a regular date and time format (e.g., M/d/yy h:mm) nest (i.e, combine) it with the DATEVALUE function.

You cannot specify a number format for this function.

Example

If today's date is February 24, 1994, and the time 4:00:53 PM, the NOW function produces 34389.66573.

# SECOND

Calculates seconds given as a serial value to an integer from 0 to 59 inclusive.

## Syntax

SECOND(serial_value)

| Argument | Description |
|---|---|
| **serial_value** | any serial value_date_number |

★ Notes

    In serial values the numbers shown to the right of the decimal point are measured in seconds, beginning with 0 at midnight for the day entered.

    The argument should be expressed as a serial number. However, if the function TIMEVALUE is placed in the formula it can also be given as text, such as "1:15:23 PM".

Examples

SECOND(0.4999) = 51

SECOND(555.4999) = 51

SECOND(TIMEVALUE("1:15:23 PM")) = 23

# TIME

Calculates the serial value for a specified time. The returning value is a decimal fraction.

## Syntax

TIME(hour,minute,second)

| Arguments | Description |
|---|---|
| **hour** | integers from 0 (representing midnight) to 23 inclusive |
| **minute** | integers from 0 to 59 inclusive |
| **second** | integers from 0 to 59 inclusive |

★ Note

To convert the value returned by the TIME function from a serial value to a regular time format (e.g., hh:mm AM/PM), select one of the predefined options listed in the Numeric Format list box.

To properly display the result, change your number formatting to "0.0########".

Example

TIME(16,15,50) computes the serial value for 4:15:50 PM, which is 0.6777 with the Numeric Format set to Default.

# TIMEVALUE

Converts a given time from text to a serial value.

## Syntax

TIMEVALUE(text)

| Argument | Description |
|----------|-------------|
| text | any textual time format recognized by Ventura enclosed in double quotation marks (e.g., "1:45:00 PM") |

★ Notes

Use TIMEVALUE to convert time entered as text to its serial value for use in calculations.

To convert the value returned by the TIMEVALUE function from a serial value to a regular time format (e.g., hh:mm AM/PM), select one of the predefined options listed in the Numeric Format list box.

You can nest (i.e., combine) the TIMEVALUE function in other Time functions to display a serial value as a regular time, for example 0.572916667 as 1:45 PM.

Example

TIMEVALUE("1:45 PM") produces the serial value 0.572916667

# TODAY

Calculates the serial value corresponding to the current date held in your computer's operating system.

## Syntax

TODAY()

★ Notes

To convert the value returned by the TODAY function from a serial value to a regular date format (e.g., January 12, 1994) nest (i.e, combine) it with the DATEVALUE function.

You cannot specify a number format for this function.

Example

TODAY() produces the serial value 34346, if the current date held in your computer's operating system is Jan. 12, 1994.

## WEEKDAY

Calculates the day of the week for a serial date value. The value returned is a positive integer between zero and seven.

## Syntax

WEEKDAY(number, **type**)

| Arguments | Description |
| --- | --- |
| **number** | any serial value_date_number |
| type | an integer between 1 and 3 that determines the type of return; |
| | 1 or omitted will return the value 1 if the date falls on a Sunday, 2 if it is a Monday, and so on (Default); |
| | 2 will return the value 1 if the date falls on a Monday, 2 if it is a Tuesday, and so on; |
| | 3 will return the value 0 if the date falls on a Monday, 1 if it is a Tuesday, and so on; |

★ Note

The argument should be expressed as a serial number. However, if the function DATEVALUE is placed in the formula it can also be given as text, such as "February 14, 1996".

Examples

WEEKDAY(34885) = 4

WEEKDAY(TODAY()) = 3, if today is Tuesday

DATEVALUE(34567) = Sunday, August 21, 1994

## YEAR

Calculates a year between 1900 and 2099 for a given serial date value.

## Syntax

YEAR(number)

| Argument | Description |
| --- | --- |
| **number** | any serial value_date_number |

★ Notes

The argument should be expressed as a serial number. However, if the function DATEVALUE is placed in the formula it can also be given as text, such as "February 14, 1996".

If an argument is non-numeric or out of range the YEAR function returns an #INVALID DATA! error.

Examples

YEAR(34328) = 1993

YEAR(34750) = 1995

YEAR(DATEVALUE("June 30, 1995")) = 1995

## YEARFRAC

Calculates the year fraction representing the number of whole days between two dates.

## Syntax

YEARFRAC(start_date,end_date,**basis**)

| Argument | Description |
| --- | --- |
| **start** | the serial date number representing the start date |
| **end** | the serial date number representing the end date |
| basis | specifies what type of day count to use |
| **Basis** | **Day count basis** |
| 0 or omitted | US (NASD) 30/360 |
| 1 | Actual/actual |
| 2 | Actual/360 |
| 3 | Actual/365 |
| 4 | European 30/360 |

★ Notes

The arguments start and end should be expressed as serial numbers. However, if the function DATEVALUE is placed in the formula they can also be given as text, such as "February 14, 1995".

If an argument is non-numeric this function returns the #INVALID DATA! error.

If an argument is out of the range this function returns the #NUMBER! error.

Examples

YEARFRAC(3700,3805,2) = 0.2917

YEARFRAC(DATEVALUE("February 14, 1995"),DATEVALUE("April 22, 1995"),2) = 0.1861

# Engineering Functions

| Function | Description |
|---|---|
| BESSELI() | Calculates the modified Bessel function In(x) |
| BESSELJ() | Calculates the Bessel function Jn(x) |
| BESSELK() | Calculates the modified Bessel function Kn(x) |
| BESSELY() | Calculates the Bessel function Yn(x) |
| DELTA() | Tests whether two numbers are equal |
| ERF() | Calculates the error function |
| ERFC() | Calculates the value of the complementary error function integrated between **x** and infinity |
| GAMMA() | Calculates the Gamma function, G(x) |
| GAMMALN() | Calculates a value for the natural logarithm of the gamma function, G(x) |
| GESTEP() | Compares two values; result is 1 if **num** is **step** and 0 if not |

## BESSELI

Calculates the modified Bessel function ln(x).

## Syntax

**BESSELI(x, n)**

| Arguments | Definitions |
|---|---|
| **x** | any real number which specifies the value at which to evaluate the function |
| **n** | an integer which specifies the order of the Bessel function |

★ Notes and Error Messages

If n is not an integer, it is truncated.

BESSELI returns the #INVALID DATA! error if any argument is non-numeric.

BESSELI returns the #INVALID DATA! error if n<0.

Example

BESSELI(1.2, 2) = 0.2026

# BESSELJ

Calculates the Bessel function Jn(x).

## Syntax

**BESSELJ(x, n)**

| Arguments | Definitions |
|---|---|
| **x** | any real number which specifies the value to be used in evaluating BESSELJ |
| **n** | an integer which specifies the order of the Bessel function |

★ Notes and Error Messages

BESSELJ truncates n if it is not an integer.

BESSELJ returns the #INVALID DATA! error if any arguement is non-numeric.

BESSELJ returns the #INVALID DATA! error if n is less than 0.

Example

BESSELJ(1.2, 2) = 0.1593

# BESSELK

Calculates the modified Bessel function kn(x).

## Syntax

**BESSELK(x, n)**

| Arguments | Definitions |
|---|---|
| **x** | any real number which specifies the value to be used to evaluate BESSELK |
| **n** | an integer which specifies the order of the Bessel function |

★ Notes and Error Messages

BESSELK truncates n if it is a non-integer.

BESSELK returns the #INVALID DATA! error if any argument is non-numeric.

BESSELK returns the #INVALID DATA! error if n < 0

Example

BESSELK(1.7,1) = 0.2094

# BESSELY

Calculates the modified Bessel function yn(x).

## Syntax

**BESSELY(x, n)**

| Argument | Definitions |
|---|---|
| **x** | any real number which specifies the value to use in evaluating BESSELY |
| **n** | an integer which specifies the order of the Bessel function |

★ Notes and Error Messages

If n is not an integer, it is truncated.

BESSELY returns the #INVALID DATA! error if any argument is non-numeric.

BESSELY returns the #INVALID DATA! error if n < 0.

Example

BESSELY(1.2, 2) = -1.2633

# COMPLEX

Converts real and imaginary coefficients into a complex number (x+yi or x+yj).

## Syntax

**COMPLEX(real_number, imaginary_number, suffix)**

| Arguments | Definitions |
|---|---|
| **real_number** | any real number which specifies the real coefficient of the complex number |
| **imaginary_number** | the imaginary coefficient of the complex number |
| suffix | the suffix for the imaginary component of the complex number; if the suffix is not specified, "i" is used |

★ Notes and Error Messages

COMPLEX returns the #INVALID DATA! error if real_number or imaginary_number is non-numeric.

COMPLEX returns the #INVALID DATA! error if the suffix is neither "i" nor "j".

Examples

COMPLEX(1,2) = 1+2i

COMPLEX(1,2,"j") = 1+2j

COMPLEX(0,2) = 2i

COMPLEX(2,0) = 2

# DELTA

Compares two values and returns the value 1 if they are equal and 0 if they are not.

## Syntax

**DELTA(number1,** number2**)**

| Arguments | Definitions |
| --- | --- |
| **number1** | any real number |
| number2 | any real number; if omitted, it is assumed to be zero |

★ Notes and Error Messages

If the second argument is omitted, it is assumed to be equal to 0.

DELTA returns the #INVALID DATA! error if any argument is non-numeric.

Examples

DELTA(11.23654, 12.253) = 0

DELTA(12.735, 12.735) = 1

# ERF

Calculates the value of the error function integrated between **lower** and **upper** limits.

## Syntax

**ERF(lower,** upper**)**

| Arguments | Definitions |
|-----------|-------------|
| **lower** | any real number which specifies the lower bound for integration |
| upper | any real number which specifies the upper bound for integration; if omitted, it integrates between zero and **lower** |

★ Notes and Error Messages

ERF returns the #INVALID DATA! error if any argument is non-numeric.

ERF returns the #NUMBER! error for negative arguments.

Example

ERF(1.2, 2) = 0.085

ERF(1) = 0.8427

# ERFC

Calculates the value of the complementary error function integrated from **x** to infinity.

## Syntax

**ERFC(x)**

| Argument | Definition |
|----------|------------|
| **x** | any real number which specifies the lower limit of integration |

★ Notes and Error Messages

ERFC returns the #INVALID DATA! error if the argument is non-numeric.

ERFC returns the #NUMBER! error if the argument is negative.

Example

ERFC(1)       = 0.1573

# GAMMA

Calculates the value of the Gamma function. Commonly used to perform real number factorials.

## Syntax

**GAMMA(x)**

| Arguments | Definitions |
| --- | --- |
| x | any positive real number which specifies the value at which to evaluate the function |

### ★ Notes and Error Messages

GAMMA returns the #INVALID DATA! error if the argument is non-numeric.

GAMMA returns the #INVALID DATA! error if the argument is negative.

The formula for the GAMMA function is:

Example

GAMMA(6.1) = 142.4519

# GAMMALN

Calculates a value for the natural logarithm of the gamma function.

## Syntax

**GAMMALN(x)**

| Argument | Definition |
| --- | --- |
| x | a positive real number for which you want to determine GAMMALN |

### ★ Error Messages

GAMMALN returns the #INVALID DATA! error if **x**  0.

GAMMALN returns the #INVALID DATA! error if **x** is non-numeric.

Examples

GAMMALN(9) = 10.6046

GAMMALN(3) = 0.6931

# GESTEP

Compares two values; result is 1 if **number** is  **step** and 0 if not.

## Syntax

**GESTEP(number,** step**)**

| Arguments | Definitions |
|---|---|
| **number** | any real number to be compared to step |
| step | any real number which is the threshold value; if a value is omitted, zero is used |

★ Notes and Error Messages

GESTEP returns the #VALUE! error if any argument is non-numeric.

Examples

GESTEP( 5, 2) = 1

GESTEP( -5, 2) = 0

GESTEP( 2.5, 2.5) = 1

GESTEP(2) = 1

# IMABS

Calculates the absolute value of a complex number in the form x+yi or x+yj.

## Syntax

**IMABS(complex)**

| Argument | Definition |
|---|---|
| **complex** | any complex number for which you want to determine the absolute value, placed between double quotation marks |

★ Notes and Error Messages

IMABS returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMABS returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMABS("3+24i") = 24.1868

IMABS("3+24j") = 24.1868

IMABS("6+8i") = 10

# IMAGINARY

Calculates the imaginary coefficient of a complex number in the form x+yi or x+yj.

## Syntax

**IMAGINARY(complex)**

| Argument | Definition |
|---|---|
| **complex** | any complex number for which you want to determine the imaginary coefficient, placed in double quotation marks |

★ Notes and Error Messages

IMAGINARY returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMAGINARY returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMAGINARY("5+6i") = 6

IMAGINARY("5+6j") = 6

IMAGINARY("6+8i") = 8

# IMARGUMENT

Calculates the angle, A, in radians, of a complex number, such that:

## Syntax

**IMARGUMENT(complex)**

| Argument | Definition |
|---|---|
| **complex** | any complex number for which you want to determine the angle , placed in double quotation marks |

★ Notes and Error Messages

IMARGUMENT returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMARGUMENT returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMARGUMENT("5+6i") = 0.8761

IMARGUMENT("5+6j") = 0.8761

IMARGUMENT("6+8i") = 0.9273

# IMCONJUGATE

Calculates the complex conjugate of a complex number in the form x+yi or x+yj.

## Syntax

**IMCONJUGATE(complex)**

| Argument | Definition |
|---|---|
| complex | any complex number for which you want to determine the conjugate, placed in double quotation marks |

★ Notes and Error Messages

IMCONJUGATE returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMCONJUGATE returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMCONJUGATE("5+6i") = 5-6i

IMCONJUGATE("5+6j") = 5-6j

IMCONJUGATE("6+8i") = 6-8i

# IMCOS

Calculates the cosine of a complex number in the form x+yi or x+yj.

## Syntax

**IMCOS(complex)**

| Argument | Definition |
|---|---|
| complex | any complex number; the number you wish to determine the cosine of, placed in double quotation marks |

★ Notes and Error Messages

IMCOS returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMCOS returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMCOS("5+6i") = 57.2191 + 193.4276(

IMCOS("5+6j") = 57.2191 + 193.4276j

IMCOS("6+8i") = 1431.1138 + 416.4629i

## IMDIV

Calculates the quotient of two complex numbers in the form x+yi or x+yj.

## Syntax

**IMDIV(complex1, complex2)**

| Arguments | Definitions |
|---|---|
| complex1 | the complex numerator or dividend, enclosed in double quotation marks |
| complex2 | the complex denominator or divisor, enclosed in double quotation marks |

★ Notes and Error Messages

IMDIV returns the #INVALID DATA! error if complex1 or complex2 is not in the form x+yi or x+yj.

IMDIV returns the #VALUE! error if complex1 or complex2 is not placed in double quotation marks.

Examples

IMDIV("300+150i","5+6i") = 39.3443 - 17.2131i

IMDIV("300+150j","5+6j") = 39.3443 - 17.2131j

IMDIV("-100+200i","6+8i") = 10 + 20i

## IMEXP

Calculates the exponential of a complex number in the form x+yi or x+yj.

## Syntax

**IMEXP(complex)**

| Argument | Definition |
|---|---|
| complex | any complex number for which you want to determine the exponential, placed in double quotation marks |

★ Notes and Error Messages

IMEXP returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMEXP returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMEXP("5+6i") = 142.5019 - 41.4689i

IMEXP("5+6j") = 142.5019 - 41.4689j

IMEXP("6+8i") = -58.6989 + 399.1356i

# IMLN

Calculates the natural logarithm of a complex number in the form x+yi or x+yj. The natural logarithm is the logarithm base e.

## Syntax

**IMLN(complex)**

| Argument | Definition |
| --- | --- |
| **complex** | any complex number for which you want to determine the natural logarithm, placed in double quotation marks |

★ Notes and Error Messages

IMLN returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMLN returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMLN("9+12i") = 2.7081 + 0.9273i

IMLN("9+12j") = 2.7081 + 0.9273j

IMLN("15+22i") = 3.2819 + 0.9724i

# IMLOG

Calculates the logarithm of a complex number in the form x+yi or x+yj.

## Syntax

**IMLOG(complex**, number**)**

| Argument | Definition |
| --- | --- |
| **complex** | any complex number; the number you wish to determine the logarithm of, placed in double quotation marks |
| number | any real number, the number for which you wish to determine the base of the logarithm |

★ Notes and Error Messages

IMLOG returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMLOG returns the #VALUE! error if complex is not placed in double quotation marks.

If number is omitted, it is assumed to be 10.

Examples

IMLOG("9+12i", 10) = 1.1761 + 0.4027i

IMLOG("9+12j") = 1.1761 + 0.4027j

IMLOG("15+22i", 3) = 2.9874 + 0.8851i

## IMLOG10

Calculates the base 10 (common) logarithm of a complex number in the form x+yi or x+yj.

## Syntax

**IMLOG10(complex)**

| Argument | Definition |
|---|---|
| complex | any complex number; the number you wish to determine the common logarithm of, placed in double quotation marks |

★ Notes and Error Messages

IMLOG10 returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMLOG10 returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMLOG10("9+12i") = 1.1761 + 0.4027i

IMLOG10("9+12j") = 1.1761 + 0.4027j

IMLOG10("15+22i") = 1.4253 + 0.4223i

## IMLOG2

Calculates the base 2 logarithm of a complex number in the form x+yi or x+yj.

## Syntax

**IMLOG2(complex)**

| Argument | Definition |
|---|---|
| **complex** | any complex number; the number you wish to determine the base 2 logarithm of, placed in double quotation marks |

★ Notes and Error Messages

IMLOG2 returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMLOG2 returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMLOG2("9+12i") = 3.9069 + 1.3378i

IMLOG2("9+12j") = 3.9069 + 1.3378j

IMLOG2("15+22i") = 4.7348 + 1.4028i

# IMPOWER

Calculates the result of a complex number in the form x+yi or x+yj raised to a power.

## Syntax

**IMPOWER(complex, power)**

| Argument | Definition |
|---|---|
| **complex** | any complex number; the number you wish to raise to a power, placed in double quotation marks |
| **power** | any real number; the power you wish to raise the complex number to |

★ Notes and Error Messages

IMPOWER returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMPOWER returns the #VALUE! error if complex is not placed in double quotation marks.

IMPOWER returns the #NAME! error if power is non-numeric.

Examples

IMPOWER("6+10i",2) = -64 + 120i

IMPOWER("6+10j",2) = -64 + 120j

IMPOWER("9+11i",3) = -2538 + 1342i

# IMPRODUCT

Calculates the product of two or more complex numbers in the form x+yi or x+yj.

## Syntax

**IMPRODUCT(complex)**

| Arguments | Definitions |
|---|---|
| complexlist | any complex number; a number you wish to multiply, placed in double quotation marks |

★ Notes and Error Messages

IMPRODUCT returns the #INVALID DATA! error if the arguments are not in the form x+yi or x+yj.

IMPRODUCT returns the #VALUE! error if the arguments are not placed in double quotation marks.

IMPRODUCT limits the number of arguments to 30.

Examples

IMPRODUCT("6+10i","2+5i") = -38 + 50i

IMPRODUCT("6+10j","2+5j") = -38 + 50j

IMPRODUCT("9+11i","3+7i","5+8i") = -1018 + 80i

# IMREAL

Calculates the real coefficient of a complex number in the form x+yi or x+yj.

## Syntax

**IMREAL(complex)**

| Argument | Definition |
|---|---|
| complex | any complex number; the number you wish to determine the real coefficient of, placed in double quotation marks |

★ Notes and Error Messages

IMREAL returns the #NUMBER! error if complex is not in the form x+yi or x+yj.

IMREAL returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMREAL("9+12i") = 9

IMREAL("9+12j") = 9

IMREAL("15+22i") = 15

# IMSIN

Calculates the sine of a complex number in the form x+yi or x+yj.

## Syntax

**IMSIN(complex)**

| Argument | Definition |
|---|---|
| **complex** | any complex number; the number you wish to determine the sine of, placed in double quotation marks |

★ Notes and Error Messages

IMSIN returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMSIN returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMSIN("4+9i") = -3066.2171 - 2648.2645i

IMSIN("4+9j") = -3066.2171 - 2648.2645j

IMSIN("7+8i") = 979.2248 + 1123.6753i

# IMSQRT

Calculates the square root of a complex number in the form x+yi or x+yj.

## Syntax

**IMSQRT(complex)**

| Argument | Definition |
|---|---|
| **complex** | any complex number; the number you wish to determine the square root of, placed in double quotation marks |

★ Notes and Error Messages

IMSQRT returns the #INVALID DATA! error if complex is not in the form x+yi or x+yj.

IMSQRT returns the #VALUE! error if complex is not placed in double quotation marks.

Examples

IMSQRT("4+9i") = 2.6314 + 1.7101i

IMSQRT("4+9j") = 2.6314 + 1.7101j

IMSQRT("7+8i") = 2.9690 + 1.3472i

## IMSUB

Calculates the difference of two complex numbers in the form x+yi or x+yj.

## Syntax

**IMSUB(complex1, complex2)**

| Arguments | Definitions |
|---|---|
| **complex1** | any complex number; the number from which you wish to subtract **complex2**, placed in double quotation marks |
| **complex2** | any complex number; the number you wish to subtract from **complex1**, placed in double quotation marks |

★ Notes and Error Messages

IMSUB returns the #INVALID DATA! error if complex1 or complex2 is not in the form x+yi or x+yj.

IMSUB returns the #VALUE! error if complex1 or complex2 is not placed in double quotation marks.

Examples

IMSUB("6+10i","2+5i") = 4 + 5i

IMSUB("6+10j","2+5j") = 4 + 5j

IMSUB("9+11i","3+7i") = 6 + 4i

## IMSUM

Calculates the sum of two or more complex numbers in the form x+yi or x+yj.

## Syntax

**IMSUM(complexlist)**

| Arguments | Definitions |
| --- | --- |
| complexlist | a list of complex numbers you wish to add, placed in double quotation marks |

★ Notes and Error Messages

IMSUM returns the #INVALID DATA! error if the arguments are not in the form x+yi or x+yj.

IMSUM returns the #VALUE! error if the arguments are not placed in double quotation marks.

IMSUM limits the number of arguments to 30.

Examples

IMSUM("6+10i","2+5i") = 8 + 15i

IMSUM("6+10j","2+5j") = 8 + 15j

IMSUM("9+11i","3+7i","5+8i") = 17 + 26i

# ACCRINT

Calculates interest accrued on a security that returns interest periodically.

## Syntax

ACCRINT(issue, firstinterest, settlement, coupon, **par,** frequency, **basis**)

| Arguments | Definitions |
| --- | --- |
| issue | the serial date value for the issue date of the security |
| firstinterest | the serial date value for the date of the security's first interest |
| settlement | the serial date value for the date of the security's settlement |
| coupon | the annual coupon rate for the security |
| par | the par value; if no par value is entered, $1000 is used as a default |
| frequency | the number of annual coupon payments; for annual payments, frequency = 1; for semiannual, frequency = 2; for quarterly, frequency = 4 |
| basis | the day-count basis used |

★ Notes and Error Messages

Issue, firstinterest, settlement, frequency, and basis are rounded to integers.

ACCRINT returns the #NUMBER! error value if:

issue, firstinterest, or settlement is not a valid serial date value (between the years 1900 and 2099)

coupon is less than or equal to 0 or if par is less than or equal to 0

frequency is not 1, 2, or 4

basis is not 0, 1, 2, 3, or 4

issue  settlement  firstinterest

The #VALUE! error is returned if any argument is non-numeric.

Example

ACCRINT(datevalue("January 27, 1995"),datevalue("June 25, 1995"),datevalue("March 25, 1995"), 0.1,1000,4,2) = 15.8333

# ACCRINTM

Calculates interest accrued on a security that returns interest upon maturation.

## Syntax

ACCRINTM(issue, maturation, coupon, **par, basis)**

| Arguments | Definitions |
|---|---|
| **issue** | the serial date value for issue date of the security |
| **maturation** | the serial date value for the date of maturation of the security |
| **coupon** | the annual coupon rate for the security |
| par | the par value; if no par value is entered, $1000 is used as a default |
| basis | the day-count basis used |

★ Notes and Error Messages

Issue, maturation, and basis are rounded to integers.

ACCRINTM returns the #NUMBER! error value if:

issue or maturation is not a valid serial date value

coupon < 0 or if par < 0

basis is not 0, 1, 2, 3, or 4

issue  maturation

The #INVALID DATA! error is returned if any argument is non-numeric.

Example

ACCRINTM(datevalue("June 1, 1990"),datevalue("January 1, 1991"),0.1,100,1) = 5.863014

## COUPDAYBS

Calculates the number of days from the beginning of the coupon period to the date of settlement.

## Syntax

COUPDAYBS(settlement, maturation, frequency, **basis**)

| Arguments | Definitions |
|---|---|
| **settlement** | the serial date value for the date of settlement of the security |
| **maturation** | the serial date value for the date of maturation of the security |
| **frequency** | the number of annual coupon payments; frequency = 1 for annual, 2 for semiannual, and 4 for quarterly payments |
| basis | the day-count basis used |

★ Notes and Error Messages

The arguments are rounded to integers.

COUPDAYBS returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

frequency is not 1, 2, or 4

basis is not 0, 1, 2, 3, or 4

settlement  maturation

The #INVALID DATA! error is returned if any argument is non-numeric.

Example

COUPDAYBS(datevalue("January 1, 1993"),datevalue("June 1, 1994"),2,0) = 30

## COUPDAYS

Calculates the duration of the coupon period (in days) when the settlement occurs.

## Syntax

COUPDAYS(settlement, maturation, frequency, **basis**)

| Arguments | Definitions |
| --- | --- |
| **settlement** | the serial date value for the date of settlement of the security |
| **maturation** | the serial date value for the date of maturation of the security |
| **frequency** | the number of annual coupon payments; frequency = 1 for annual, 2 for semiannual, and 4 for quarterly payments |
| basis | the day-count basis used |

★ Notes and Error Messages

COUPDAYS returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

frequency is not 1, 2, or 4

basis is not 0, 1, 2, 3, or 4

settlement  maturation

The #INVALID DATA! error is returned if any argument is non-numeric.

The arguments are rounded to integers.

Example

COUPDAYS(datevalue("January 1, 1993"),datevalue("June 3, 1994"),2,1) = 182

## COUPDAYSNC

Calculates the number of days between the date of settlement and the next coupon date.

## Syntax

COUPDAYSNC(settlement, maturation, frequency, **basis)**

| Arguments | Definitions |
| --- | --- |
| **settlement** | the serial date value for the date of settlement of the security |
| **maturation** | the serial date value for the date of maturation of the security |
| **frequency** | the number of annual coupon payments; frequency = 1 for annual, 2 for semiannual, and 4 for quarterly payments |
| basis | the day-count basis used |

★ Notes and Error Messages

The arguments are rounded to integers.

COUPDAYSNC returns the #NUMBER! error value if:

frequency is not 1, 2, or 4

basis is not 0, 1, 2, 3, or 4

settlement or maturation is not a valid serial date value

settlement  maturation

The #INVALID DATA! error is returned if any argument is non-numeric.

Example

COUPDAYSNC(datevalue("January 27, 1994"),datevalue("March 1, 1994"),2,1) = 33

# COUPNCD

Calculates the next coupon date following the date of settlement.

## Syntax

COUPNCD(settlement, maturation, frequency, **basis)**

| Arguments | Definitions |
|---|---|
| **settlement** | the serial date value for the date of settlement of the security |
| **maturation** | the serial date value for the date of maturation of the security |
| **frequency** | the number of annual coupon payments; frequency = 1 for annual, 2 for semiannual, and 4 for quarterly payments |
| basis | the day-count basis used |

★ Notes and Error Messages

To learn how to convert the result of COUPNCD from a serial value to a regular date format (e.g., mm/dd/yy), click the "How to" button in the top right hand corner.

The arguments are rounded to integers.

COUPNCD returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

frequency is not 1, 2, or 4

basis is not 0, 1, 2, 3, or 4

settlement  maturation

The #INVALID DATA! error is returned if any argument is non-numeric.

Example

COUPNCD(datevalue("January 27, 1993"),datevalue("March 1, 1994"),2,1) = 34029 which is equal to March 1, 1993

## COUPNUM

Calculates the number of coupons payable between the date of settlement and date of maturation.

## Syntax

COUPNUM(settlement, maturation, frequency, **basis)**

| Arguments | Definitions |
|---|---|
| **settlement** | the serial date value for the date of settlement of the security |
| **maturation** | the serial date value for the date of maturation of the security |
| **frequency** | the number of annual coupon payments; frequency = 1 for annual, 2 for semiannual, and 4 for quarterly payments |
| basis | the day-count basis used |

★ Notes and Error Messages

The arguments are truncated to integers.

The result is rounded up to the nearest whole coupon.

COUPNUM returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

frequency is not 1, 2, or 4

basis is not 0, 1, 2, 3, or 4

settlement  maturation

The #VALUE! error is returned if any argument is non-numeric.

Example

COUPNUM(datevalue("January 27, 1994"),datevalue("March 1, 1995"),2,1) = 3

## COUPPCD

Calculates the coupon date prior to the date of settlement.

## Syntax

COUPPCD(settlement, maturation, frequency, **basis)**

| Arguments | Definitions |
|---|---|
| **settlement** | the serial date value for the date of settlement of the security |
| **maturation** | the serial date value for the date of maturation of the security |
| **frequency** | the number of annual coupon payments; frequency = 1 for annual, 2 for semiannual, and 4 for quarterly payments |
| basis | the day-count basis used |

★ Notes and Error Messages

To learn how to convert the result from a serial value to a regular date format (e.g., mm/dd/yy), click the "How to" button in the top right hand corner.

The arguments are rounded to integers.

COUPPCD returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

frequency is not 1, 2, or 4

basis is not 0, 1, 2, 3, or 4

settlement  maturation

The #INVALID DATA! error is returned if any argument is non-numeric.

Example

COUPPCD(datevalue("January 27, 1994"),datevalue("March 1, 1994"),2,1) = 34213 which is equal to 1-Sep-1993

# CUMIPMT

Calculates the cumulative interest paid on a loan from the start period to the end period.

## Syntax

CUMIPMT(rate, nper, pv, start, end, time)

| Arguments | Definitions |
|---|---|
| **rate** | a real number representing the interest rate. |
| **nper** | an integer representing the total number of payment periods. |
| **pv** | a number representing the present value |

| | |
|---|---|
| **start** | start period in the calculation; period numbers begin at 1 |
| **end** | final period in the calculation |
| **time** | the time payments are due (0 or 1): |
| | use 0 if payments are due at the end of the period (default) |
| | use 1 if payments are due at the beginning of the period |
| | (if omitted, it is assumed to be 0) |

★ Notes and Error Messages

The units for specifying rate and nper must be consistent. If you make monthly payments on a five year loan at 11% annual interest, use 11%/12 for rate and 5*12 for nper. If you make annual payments on the same loan, use 11% for rate and 5 for nper.

Nper, start and end are rounded to integers.

CUMIPMT returns the #NUMBER! error value if:

rate is less than or equal to 0, or nper is less than or equal to 0, or pv is less than or equal to 0

start < 1, end < 1, or start > end

time  0 or 1

CUMIPMT returns the #INVALID DATA! error if any argument is non-numeric.

Example

Let rate be 3% annual (**rate** = 0.03 / 12 = 0.0025 )

Term, 1 year (**nper** = 1*12 = 12 )

Present value $10,000

The total interest paid in the first half-year (periods 1 through 6) is:

CUMIPMT(0.0025,12,10000,1,6,0) = -119

# CUMPRINC

Calculates the cumulative principal paid on a loan from the start period to the end period.

## Syntax

CUMPRINC(rate, nper, pv, start_period, end_period, time)

| **Arguments** | **Definitions** |
|---|---|
| **rate** | a real number representing the interest rate |
| **nper** | an integer representing the total number of payment periods. |

| | |
|---|---|
| **pv** | present value |
| **start** | an integer representing the start period in the calculation; period numbers begin at 1 |
| **end** | an integer representing the end period in the calculation. |
| **time** | the payments are due (0 or 1): |
| | use 0 if payments are due at the end of the period (default) |
| | use 1 if payments are due at the beginning of the period |
| | (if omitted, it is assumed to be 0) |

★ Notes and Error Messages

The units for specifying rate and nper must be consistent. If you make monthly payments on a five year loan at 11% annual interest, use 11%/12 for rate and 5*12 for nper. If you make annual payments on the same loan, use 11% for rate and 5 for nper.

Nper, start and end are rounded to integers.

CUMPRINC returns the #NUMBER! error value if:

rate is less than or equal to 0, nper is less than or equal to 0, or pv is less than or equal to 0

start < 1, end < 1, or start > end

time 0 or 1

CUMPRINC returns the #INVALID DATA! error if any argument is non-numeric.

Example

Let annual interest rate be 3% (**rate** = 0.03 / 12 = 0.0025 )

Term, 1 year (**nper** = 1*12 = 12 )

Present value $10,000

The cumulative principal paid in the first half-year (periods 1 through 6) is:

CUMPRINC(0.0025,12,10000,1,6,0) = -4962.5475

# DB

Uses the fixed-declining balance method to calculate depreciation of assets over a given period.

## Syntax

DB(cost, salvage, lifetime, periods, **months)**

| Arguments | Definitions |
|---|---|
| **cost** | an integer representing the original asset cost |
| **salvage** | an integer representing the value after depreciation |
| **lifetime** | a real number specifying the number of periods, or lifetime, over which you want to determine asset depreciation |
| **periods** | the number of periods for which depreciation is calculated |
| months | the number of months in the first year; if omitted, it is assumed to be 12 |

★ Notes and Error Messages

DB returns the #NUMBER! error if salvage > cost, or periods > lifetime or months > 12.

DB returns the #INVALID DATA! error if any argument is non-numeric.

Examples

If an equipment purchase costs $20000000 and is used for two years, its salvage value is $20000. The following example shows depreciation over its lifetime:

DB(20000000,20000,2,1) = 19360000

DB(20000000,20000,2,2) = 619520

# DDB

Uses the double-declining balance method to calculate asset depreciation.

## Syntax

DDB(cost, salvage, lifetime, **periods, factor**)

| Arguments | Definitions |
|---|---|
| **cost** | an integer representing original cost of the asset |
| **salvage** | an integer representing the value after depreciation |
| **lifetime** | a real number specifying the number of periods over which the asset is being depreciated (useful life of the asset) |
| periods | the number of periods for which depreciation is calculated, represented in the same units as lifetime |
| factor | the rate at which the balance declines; if omitted, it is assumed to be 2 (the double-declining balance method) |

Notes and Error Messages

DDB returns the #NUMBER! error if salvage > cost, or periods > lifetime, or any argument is non-positive.

DDB returns the #INVALID DATA! error if any of the arguments are non-numeric.

Examples

A tool costs $20000000 and requires replacement every two years. The salvage value of the tool is $20000. The following example shows depreciation according to the double-declining balance method over the life of the tool.

DDB(20000000,20000,2,1) = $20000000

DDB(20000000,20000,2,2) = $20000

## DISC

Calculates a securities discount rate.

## Syntax

DISC(settlement, maturation, price, redemption, **basis)**

| Arguments | Definitions |
|---|---|
| **settlement** | the serial date value for the date of settlement of the security |
| **maturation** | the serial date value for the date of maturation of the security |
| **price** | the price for each $100 face value of the security |
| **redemption** | the redemption value for each $100 face value of the security |
| basis | the day-count basis used |

★ Notes and Error Messages

Settlement, maturation and basis are rounded to integers.

DISC returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

basis is not 0, 1, 2, 3, or 4

settlement  maturation

price  0 or redemption  0

The #INVALID DATA! error is returned if any argument is non-numeric.

Example

DISC(datevalue("January 1, 1994"),datevalue("June 1, 1994"),90,100) = 0.24 or 24%

# DOLLARDE

Converts dollar prices from fractions to decimals.

## Syntax

DOLLARDE(fractional, denominator)

| Arguments | Definitions |
| --- | --- |
| **fractional** | a fractional number representing a price |
| **denominator** | the fraction's denominator |

★ Notes and Error Messages

DOLLARDE returns the #NUMBER! error if denominator is zero or negative.

DOLLARDE returns the #VALUE! error if either argument is non-numeric.

Denominator is truncated if it is not an integer.

Example

DOLLARDE(1.04,40) = 1.1

# DOLLARFR

Converts dollar prices from decimals to fractions.

## Syntax

DOLLARFR(number, denominator)

| Arguments | Definitions |
| --- | --- |
| **number** | a real number |
| **denominator** | the fraction's denominator |

★ Notes and Error Messages

DOLLARFR returns the #NUMBER! error if denominator is zero or negative.

DOLLARFR returns the #INVALID DATA! error if either argument is non-numeric.

Denominator is truncated if it is not an integer.

Example

DOLLARFR(1.1,40) = 1.04

# DURATION

Calculates the annual duration for a security with periodic interest payments. Duration is the weighted average of the present value of the cash flows. It is used to measure a bond price's response to changes in yield.

## Syntax

DURATION(settlement, maturation, coupon, yield, frequency, **basis**)

| Arguments | Definitions |
|---|---|
| **settlement** | the serial date value for the date of the security's settlement |
| **maturation** | the serial date value for the date of maturation of the security |
| **coupon** | the annual coupon rate for the security |
| **yield** | the annual yield for the security |
| **frequency** | the number of annual coupon payments; for annual payments, frequency = 1; for semiannual, frequency = 2; for quarterly, frequency = 4 |
| basis | the day-count basis used |

★ Notes and Error Messages

Settlement, maturation, frequency, and basis are rounded to integers.

DURATION returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

coupon is less than 0 or if yield is less than 0

frequency is not 1, 2, or 4

basis is not 0, 1, 2, 3, or 4

settlement is greater than or equal to maturation

The #INVALID DATA! error is returned if any argument is non-numeric.

Example

DURATION(datevalue("January 1, 1995"),datevalue("December 31, 1995"),0.1,0.11,4,1) = 0.9610

# EFFECT

Calculates the effective annual interest rate, given the nominal annual interest rate and the number of compounding periods per year.

## Syntax

EFFECT(nominal, npery)

| Arguments | Definitions |
|-----------|-------------|
| **nominal** | nominal interest rate |
| **npery** | an integer representing the number of annual compounding periods |

★ Notes and Error Messages

Npery is rounded to an integer.

EFFECT returns the #NUMBER! error if nominal is less than or equal to 0 or npery < 1.

EFFECT returns the #INVALID DATA! error if any argument is non-numeric.

Example

EFFECT(0.1, 4) = 0.1038 or 10.38%

# FV

Calculates the future value of an investment where the interest rate and periodic payments are constant.

## Syntax

FV(rate, nper, payment, **pv, time**)

| Arguments | Definitions |
|-----------|-------------|
| **rate** | a real number representing the interest rate for each period |
| **nper** | an integer representing the total number of payment periods |
| **payment** | is a number representing the payment you make per period. |
| pv | a number representing the present value; the full amount that a series of future payments is worth right now; if it is omitted, it is assumed to be 0. |
| time | the time payments are due (0 or 1): |
| | use 0 if payments are due at the end of the period (default) |
| | use 1 if payments are due at the beginning of the period |
| | (if omitted, it is assumed to be 0) |

★ Notes and Error Messages

Units for rate and nper must be consistent. For monthly payments on a five-year loan at 15 percent annual interest, use 15%/12 for rate and 5*12 for nper. If annual payments are made on the same loan, use 15% for rate and 5 for nper.

Cash paid out, such as deposits to savings, should be represented by negative numbers; cash received, such as dividend checks, should be represented by positive numbers.

FV returns the #INVALID DATA! error if any of the arguments are non-numeric.

Example

If you make a $100 payment each month (**payment** = 100) to a bank account in the bank which pays 2% annual interest (**rate** = 0.02/12 = 0.001667). The future value of your investment is:

FV(0.001667, 12, 100) = -$1211.0636

Suppose you have $500 in an account initially (**pv**=-500) and make a $100 payment each month (**payment** = -100). The bank pays 2% annual interest (**rate** = .02/12 = 0.001667) and returns in 12 months:

FV(0.001667,12,-100,-500) = $1721.1578

# FVSCHEDULE

Applies a series of compound interest rates and calculates the future value of the initial principal. It is used to calculate the future value of an investment with a variable or adjustable interest rate.

## Syntax

FVSCHEDULE(principal, schedule)

| Arguments | Definitions |
| --- | --- |
| **principal** | a number representing the initial sum |
| **schedule** | the series of interest rates charged |

★ Notes and Error Messages

FVSCHEDULE returns the #INVALID DATA! error if principal is non-numeric, or if schedule consists of anything other than numbers and spaces.

Example

An account with an opening balance of $100 which grows 10% each period will have the balance shown below at the end of the 12th period.

FVSCHEDULE(100,{0.1,0.1,0.1,0.1,0.1,0.1,0.1,0.1,0.1,0.1,0.1,0.1}) = $313.8428

# INTRATE

Calculates the interest rate for an invested security.

## Syntax

INTRATE(settlement, maturation, investment, redemption, **basis)**

| Arguments | Definitions |
| --- | --- |
| **settlement** | the serial date value for the date of settlement of the security |
| **maturation** | the serial date value for the date of maturation of the security |
| **investment** | is a number representing the sum invested in the security. |
| **redemption** | the redemption value for each $100 face value of the security. |
| basis | the type of day-count basis used |

★ Notes and Error Messages

Settlement, maturation, and basis are rounded to integers.

INTRATE returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

basis is not 0, 1, 2, 3, or 4

settlement  maturation

The #INVALID DATA! error is returned if any argument is non-numeric.

Example

INTRATE(datevalue("March 1, 1994"),datevalue("May 1, 1994"),500,550) = 0.6 or 60% annually

# IPMT

Calculates the interest payment for an investment for a set period based on a constant interest rate and constant payments.

## Syntax

IPMT(rate, period, nper, pv, **fv, time)**

| Arguments | Definitions |
| --- | --- |
| **rate** | a real number representing the rate of interest |
| **period** | the period for which interest must be found |
| **nper** | is an integer representing the total number of payment periods |

| | |
|---|---|
| **pv** | a number representing the present value; the full amount that a series of future payments is worth right now |
| fv | the future value; the full amount you want to attain after the last payment is made; if omitted, it is assumed to be 0 |
| time | the time payments are due (0 or 1): |
| | use 0 if payments are due at the end of the period (default) |
| | use 1 if payments are due at the beginning of the period |
| | (if omitted, it is assumed to be 0) |

★ Notes and Error Messages

The units for specifying rate and nper must be consistent. If you make monthly payments on a five year loan at 11% annual interest, use 11%/12 for rate and 5*12 for nper. If you make annual payments on the same loan, use 11% for rate and 5 for nper.

IPMT returns the #INVALID DATA! error if any of the arguments are non-numeric.

Periods must be in the range 1 to nper inclusive.

Cash debits are to be represented as negative values; cash revenues are to be represented by positive values.

Example

To calculate the interest due after one year for a two-year $1,000 loan at 12% annual interest:

IPMT(0.12/12,12,24,1000) = -$5.71

# IRR

Calculates the internal rate of return for a series of cash flows. The internal rate of return is the rate of interest for an investment which consists of payments (negative values) and income (positive values).

## Syntax

IRR(values, **estimate**)

| Arguments | Definitions |
|---|---|
| **values** | an array or a reference to a range of cells containing values whose internal rate of return you wish to calculate |
| estimate | your estimate of the result of the function |

An array can be expressed as a cell range such as R2C2:R6C2 or in the form {2,3,4,5,6}.

At least one of the values must be negative and at least one positive to calculate IRR.

IRR uses the order of values as the order of cash flow. You must enter your payment and income values in the sequence you want with the correct signs (positive values for cash received and negative values for cash paid).

The #INVALID DATA! error is returned if any argument is non-numeric.

If estimate is omitted, an estimate of 0.1 is used.

Example

Suppose you invest $1000 and expect $200, $300, $400, and $500 incomes within the next four periods respectively. Let cells R1C2 to R5C2 contain: -1000, 200, 300, 400, 500. Your internal rate will amount to:

IRR(b1:b6) = 0.128 or 12.8%

# MDURATION

Calculates the modified Macauley duration for a security with a par value of $100.

## Syntax

MDURATION(settlement_date, maturation_date, coupon, yield, frequency, **basis**)

| Arguments | Definitions |
| --- | --- |
| **settlement** | the serial date value for the date of the security's settlement |
| **maturation** | the serial date value for the date of maturation of the security |
| **coupon** | the annual coupon rate for the security |
| **yield** | the annual yield for the security |
| **frequency** | an integer representing the number of annual coupon payments; for annual payments, frequency = 1; for semiannual, frequency = 2; for quarterly, frequency = 4 |
| basis | an integer indicating the type of day-count basis used |

★ Notes and Error Messages

Settlement, maturation, frequency, and basis are rounded to integers.

MDURATION returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

coupon is less than 0 or if yield is less than 0

frequency is not 1, 2, or 4

basis is not 0, 1, 2, 3, or 4

settlement is greater than or equal to maturation

The #INVALID DATA! error is returned if any argument is non-numeric.

Example

MDURATION(datevalue("January 26, 1995"),datevalue("June 20, 1995"),0.08,0.1,4,1) = 0.3827

## MIRR

Calculates the modified internal rate of return for a series of periodic cash flows, taking into account both the cost of the initial investment and the interest received on reinvestment of income.

## Syntax

MIRR(values, finance, reinvest)

| Arguments | Definitions |
| --- | --- |
| values | an array or a reference to cells that contain payments (negative values) and income (positive values) |
| finance | the interest rate paid on funds borrowed for investment |
| reinvest | the interest rate you receive on reinvested funds |

★ Notes and Error Messages

An array can be expressed as a cell range such as B2:B6 or in the form {2,3,4,5,6}.

MIRR uses the order of values as the order of cash flow. You must enter your payment and income values in the sequence you want with the correct signs (positive values for cash received and negative values for cash paid).

At least one of the values must be negative, and at least one positive. Otherwise, the function returns the #NUMBER! error value.

The #INVALID DATA! error is returned if any argument is non-numeric.

Example

If cells R1C2 to R5C2 contain -1000, 200, 300, 400, and 500 respectively,

MIRR(R1C2:R5C2, 0.08, 0.009) = .0906 or 9%

# NOMINAL

Calculates the annual nominal interest rate given the effective rate of interest and the number of compounding periods per year.

## Syntax

NOMINAL(rate, npery)

| Arguments | Definitions |
|---|---|
| **rate** | a real number representing the rate of interest |
| **npery** | an integer representing the number of annual compounding periods |

★ Notes and Error Messages

Npery is rounded to an integer.

NOMINAL returns the #NUMBER! error if e_rate is less than or equal to 0 or npery is less than 1.

NOMINAL returns the #INVALID DATA! error if either of the arguments are non-numeric.

Example

NOMINAL(0.1,12) = 0.09569 or 9.569%

# NPER

Calculates the number of periods or payments needed to repay a loan based on the given payment, interest rate for each period, and amount of principal.

## Syntax

NPER(rate, payment, pv, **fv, time**)

| Arguments | Definitions |
|---|---|
| **rate** | a real number representing the interest rate for each period |
| **payment** | a real number representing the payment you make per period |
| **pv** | a number representing the present value (the full amount that a series of future payments is worth right now) |
| fv | a number representing the future value (the full amount you want to attain after the last payment is made; if omitted, it is assumed to be 0) |
| time | is an integer (either 0 or 1) indicating the time payments are due: |
| | use 0 if payments are due at the end of the period (default) |

use 1 if payments are due at the beginning of the period

(if omitted, it is assumed to be 0)

★ Notes and Error Messages

NPER returns the #INVALID DATA! error if any of the arguments are non-numeric.

Example

This example assumes payment is made at the end of the period.

NPER(0.3/12, 100, 1000) = -9.0369

## NPV

Calculates the net present value of an investment based on a series of periodic cash flows and a discount rate. Use this function when payments will not be constant.

## Syntax

NPV(rate, list)

| Arguments | Definitions |
|---|---|
| **rate** | a real number indicating the rate of discount |
| **list** | a list of payments (negative values) and income (positive values) expressed as an array |

★ Notes and Error Messages

An array can be expressed as a cell range such as R2C2:R6C2 or in the form {2,3,4,5,6}.

NPV returns the #INVALID DATA! error if any of the arguments are non-numeric.

Funds paid out are to be written as negative values, funds you receive are positive.

NPV uses the order of the values as the order of cash flow. You must enter your payment and income values in the sequence you want with the correct signs (positive values for cash received and negative values for cash paid).

Example

NPV(0.1,{-1000,100,1000}) = $75.1315 (assuming payment of $1000 is made at the end of the first period)

## PMT

Calculates the periodic payment for an annuity based on constant payments and a constant interest rate. PMT assumes that interest is paid at the end of each period.

## Syntax

PMT(rate, nper, pv, **fv, time**)

| Arguments | Definitions |
|---|---|
| **rate** | a real number specifying the interest rate |
| **nper** | an integer representing the total number of payment periods |
| **pv** | a number representing the present value (the full amount that a series of future payments is worth right now) |
| fv | a number representing the future value (the full amount you want to attain after the last payment is made; if omitted, it is assumed to be 0) |
| time | an integer indicating when payments are due (0 or 1): |
| | use 0 if payments are due at the end of the period (default) |
| | use 1 if payments are due at the beginning of the period |
| | (if omitted, it is assumed to be 0) |

★ Notes and Error Messages

PMT returns the #INVALID DATA! error if any of the arguments are non-numeric.

Cash debits are represented by negative values; cash revenues are represented by positive values.

The result of PMT includes principal and interest but no taxes, reserve payments, or fees that are sometimes associated with annuities.

The units for specifying rate and nper must be consistent. If you make monthly payments on a five year loan at 11% annual interest, use 11%/12 for rate and 5*12 for nper. If you make annual payments on the same loan, use 11% for rate and 5 for nper.

Example

To calculate the monthly payment for a 5-year loan of $20,000 at an annual 12% interest rate, enter the following:

PMT(0.12/12, 5*12, 20000) = $444.889

## PPMT

Calculates the payment on the principal for an investment for a given period based on periodic, constant payments and a constant interest rate.

## Syntax

PPMT(rate, period, nper, pv, **fv, time**)

| Arguments | Definitions |
|---|---|
| **rate** | a real number specifying the interest rate |
| **period** | a real number specifying the period; must be from 1 to **nper** |
| **nper** | an integer representing the total number of payment periods. |
| **pv** | a number representing the present value (the full amount that a series of future payments is worth right now) |
| fv | a number representing the future value (the full amount you want to attain after the last payment is made; if omitted, it is assumed to be 0) |
| time | an integer indicating the time payments are due (0 or 1): |
| | use 0 if payments are due at the end of the period (default) |
| | use 1 if payments are due at the beginning of the period |
| | (if omitted, it is assumed to be 0) |

★ Notes and Error Messages

The units for specifying rate and nper must be consistent. If you make monthly payments on a five year loan at 11% annual interest, use 11%/12 for rate and 5*12 for nper. If you make annual payments on the same loan, use 11% for rate and 5 for nper.

PPMT returns the #NUMBER! error if periods is outside the range 1 to nper.

PPMT returns the #INVALID DATA! error if any of the arguments are non-numeric.

Example

The following function returns the principal payment for the last year of an 11-year, $2500 loan at 7% annual interest:

PPMT(0.07, 11, 11, 2500) = -$311.58

# PRICE

Calculates the price for each $100 face value of a security that returns periodic interest.

## Syntax

PRICE(settlement, maturation, rate, yield, redemption, frequency, **basis)**

| Arguments | Definitions |
| --- | --- |
| **settlement** | a serial date value specifying the security's date of settlement |
| **maturation** | a serial date value specifying the security's date of maturation |
| **rate** | a real number specifying the interest rate |
| **yield** | a real number specifying the security's annual yield |
| **redemption** | a real number for the security's redemption value for each $100 face value |
| **frequency** | an integer indicating the number of annual coupon payments; for annual payments, **frequency** = 1; for semiannual, **frequency** = 2; for quarterly, **frequency** = 4 |
| basis | an integer from 0 to 4, specifying the type of day-count basisterm_basis to use; if omitted, 0 is assumed |

★ Notes and Error Messages

PRICE returns the #INVALID DATA! error value if:

settlement or maturation is not a valid serial date value

rate or yield is negative

basis or frequency is out of range

settlement is greater than or equal to maturation

PRICE returns the #VALUE! error if any of the arguments are non-numeric.

If settlement, maturation, frequency and basis are non-integers they are truncated.

Example

PRICE could be used for a bond with the terms shown below:

The date of settlement is February 10, 1991

The date of maturation is November 15, 1991

The semiannual coupon is 5.89%

The yield is 7.12%

The redemption value is $80

The frequency is semiannual and based on 30/360

The bond price (using the appropriate serial date values) is:

PRICE(33279, 33557, 0.0589, 0.0712, 80, 2, 0) = 80.1289

# PRICEDISC

Calculates the price for each $100 face value of a discounted security.

## Syntax

PRICEDISC(settlement, maturation, disc, redemption, **basis)**

| Arguments | Definitions |
|---|---|
| **settlement** | a serial date value specifying the security's date of settlement |
| **maturation** | a serial date value specifying the security's date of maturation |
| **disc** | a real number specifying the security's discount rate |
| **redemption** | a real number indicating the security's redemption value for each $100 face value |
| basis | an integer from 0 to 4 specifying the type of day-count basis to use; if omitted, 0 is assumed |

★ Notes and Error Messages

PRICEDISC returns the #INVALID DATA! error value if:

settlement or maturation is not a valid serial date value

disc or redemption is negative

basis is out of the range

settlement is greater than or equal to maturation

PRICEDISC returns the #VALUE! error if any of the arguments are non-numeric.

If settlement, maturation and basis are non-integers they are truncated.

Example

PRICEDISC works as shown in the bond calculation below:

The date of settlement is February 10, 1991

The date of maturation is November 15, 1991

The discount rate is 5.89%

The redemption value is $80 and based on 30/360

The bond price (using the appropriate serial date values) is:

PRICEDISC(33279, 33557, 0.0589, 80, 0) = 76.4005

## PRICEMAT

Calculates the price for each $100 face value of a security that pays interest upon maturation.

## Syntax

PRICEMAT(settlement, maturation, issue, rate, yield, **basis**)

| Arguments | Definitions |
|---|---|
| **settlement** | a serial date value specifying the security's date of settlement |
| **maturation** | a serial date value specifying the security's date of maturation |
| **issue** | a serial date value specifying the security's date of issue |
| **rate** | a real number specifying the interest rate |
| **yield** | a real number specifying the security's annual yield |
| basis | an integer from 0 to 4 specifying the type of day-count basisterm_basis to use; if omitted, 0 is assumed |

★ Notes and Error Messages

If settlement, maturation, issue and basis are non-integers they are truncated.

PRICEMAT returns the #NUMBER! error value if:

settlement, issue or maturation is not a valid serial date value

rate or yield is negative

basis is out of the range

settlement is greater than or equal to maturation

PRICEMAT returns the #INVALID DATA! error if any of the arguments are non-numeric.

Example

PRICEMAT could be used for a bond with the terms shown below:

The date of settlement is February 10, 1991

The date of maturation is November 15, 1991

The date of issue is September 12, 1990

The semiannual coupon is 5.75%

The yield is 5.77% and based on 30/360

The price (using the appropriate serial date values) is:

PRICEMAT(33279, 33557, 33128, 0.0575, 0.0577, 0) = $99.89

# PV

Calculates an investment's present value (the total present worth of a series of future payments.)

## Syntax

PV(rate, nper, payment, **fv, time**)

| Arguments | Definitions |
| --- | --- |
| **rate** | a real number specifying the interest rate |
| **nper** | an integer specifying the total number of payment periods |
| **payment** | a real number specifying the payment made each period; it cannot change over the life of the annuity |
| fv | a number indicating the future value; the full amount you want to attain after the last payment is made; if omitted, it is assumed to be 0 |
| time | is an integer indicating when payments are due (0 or 1): |
| | use 0 if payments are due at the end of the period (default) |
| | use 1 if payments are due at the beginning of the period |
| | (if omitted, it is assumed to be 0) |

★ Notes and Error Messages

The units for specifying rate and nper must be consistent. If you make monthly payments on a five year loan at 11% annual interest, use 11%/12 for rate and 5*12 for nper. If you make annual payments on the same loan, use 11% for rate and 5 for nper.

PV returns the #INVALID DATA! error if any of the arguments are non-numeric.

Cash debits are represented by negative values; cash revenues are represented by positive values.

Example

PV is useful in the following type of analysis. Which is better, to pay $25000 up front, or $450 per month for the next 10 years at 7.5% interest?

PV(0.075/12, 12*10, 450) = $37910.1342

This tells you that the loan's present value is $12910.13 more than the initial $25000 payment.

# RATE

Calculates the interest rate per period of an annuity.

## Syntax

RATE(nper, payment, pv**, fv, time, estimate)**

| Arguments | Definitions |
|---|---|
| **nper** | a real number specifying the total number of payment periods |
| **payment** | a real number specifying the payment made each period; fixed for the life of the annuity |
| **pv** | a real number specifying the present value |
| fv | a real number specifying the future value; if omitted, it is assumed to be 0 |
| time | an integer indicating the time payments are due (0 or 1): |
| | use 0 if payments are due at the end of the period (default) |
| | use 1 if payments are due at the beginning of the period |
| | (if omitted, it is assumed to be 0) |
| estimate | your estimate of the result; if omitted, it is assumed to be 10% |

★ Notes and Error Messages

The units for specifying estimate and nper must be consistent. If you make monthly payments on a five year loan at 11% annual interest, use 11%/12 for estimate and 5*12 for nper. If you make annual payments on the same loan, use 11% for estimate and 5 for nper.

RATE returns the #INVALID DATA! error if any of the arguments are non-numeric.

Example

The following example shows how to calculate the rate of a three-year, $5000 loan with monthly payments of $300:

RATE(3*12, -300, 5000) = 0.049 or 4.9%

# RECEIVED

Calculates the amount received at maturity for a fully invested security.

## Syntax

RECEIVED(settlement, maturation, investment, disc, **basis**)

| Arguments | Definitions |
| --- | --- |
| **settlement** | a serial date value specifying the security's date of settlement |
| **maturation** | a serial date value specifying the security's date of maturation |
| **investment** | an integer representing the sum invested in the security |
| **disc** | a real number specifying the security's discount rate |
| basis | an integer from 0 to 4 specifying the type of day-count basisterm_basis to use; if omitted, 0 is assumed |

★ Notes and Error Messages

RECEIVED returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

basis is out of the range

settlement is greater than or equal to maturation

RECEIVED returns the #INVALID DATA! error if any of the arguments are non-numeric.

If settlement, maturation and basis are non-integers they are truncated.

Example

RECEIVED could be used for a bond with the terms shown below:

The date of settlement is February 10, 1990

The date of maturation is November 15, 1993

The discount rate is 5.75%

Amount invested in the security is $100000

and based on 30/360

The total to be received upon maturation (using the appropriate serial date values) is:

RECEIVED(32914, 34288, 100000, 0.0575, 0) = 127619.9761

# SLN

Calculates the straight-line depreciation of an asset for a single period.

# Syntax

SLN(cost, salvage, lifetime)

| Arguments | Definitions |
| --- | --- |
| **cost** | a real number specifying the original asset cost |
| **salvage** | a real number specifying the asset's salvage value after depreciation |
| **lifetime** | a real number specifying the number of periods, or lifetime, over which you want to determine asset depreciation (also called the useful life of the asset) |

★ Notes and Error Messages

SLN returns the #INVALID DATA! error if any of the arguments are non-numeric.

Example

If the original purchase price of a given piece of equipment is $15000, useful lifetime is 15 years, and salvage value is $2300, the annual depreciation allowance would be:

SLN(15000, 2300, 15) = $846.67

# SYD

Calculates sum-of-years' digits depreciation of an asset for a given period.

# Syntax

SYD(cost, salvage, lifetime, period)

| Arguments | Definitions |
| --- | --- |
| **cost** | a real number specifying the original asset cost |
| **salvage** | a real number specifying the salvage value after depreciation |
| **lifetime** | a real number specifying the number of periods, or lifetime, over which you want to determine asset depreciation (also called the useful life of the asset) |
| **period** | a real number specifying the period; must use the same units as **lifetime** |

★ Notes and Error Messages

SYD returns the #INVALID DATA! error if any of the arguments are non-numeric.

Examples

If the original purchase price of a given piece of equipment is $15000, useful lifetime is 15 years, and salvage value is $2300, the first-year's depreciation allowance would be:

SYD(15000, 2300, 15, 1) = $1587.50

The yearly depreciation allowance for the 12th year would be:

SYD(15000, 2300, 15, 12) = $423.33

## TBILLEQ

Calculates the bond-equivalent yield for a Treasury bill.

## Syntax

TBILLEQ(settlement, maturation, disc)

| Arguments | Definitions |
|---|---|
| settlement | a serial date value specifying the security's date of settlement |
| maturation | a serial date value specifying the security's date of maturation |
| disc | a real number specifying the security's discount rate |

★ Notes and Error Messages

TBILLEQ returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

disc is  0

settlement falls after maturation, or if maturation is more than one year after settlement

TBILLEQ returns the #INVALID DATA! error if any of the arguments are non-numeric.

If settlement and maturation are non-integers they are truncated.

Example

TBILLEQ could be used for a Treasury bill with the terms shown below:

The date of settlement is February 10, 1990

The date of maturation is November 15, 1990

The discount rate is equal to 7%

The Treasury bill bond-equivalent yield is:

TBILLEQ(datevalue("February 10, 1990"),datevalue("November 15, 1990"),0.07) = 0.07408 or 7.4%

# TBILLPRICE

Calculates the price per $100 face value for a Treasury bill.

## Syntax

TBILLPRICE(settlement, maturation, disc)

| Arguments | Definitions |
|---|---|
| settlement | a serial date value specifying the security's date of settlement |
| maturation | a serial date value specifying the security's date of maturation |
| disc | a real number specifying the security's discount rate |

★ Notes and Error Messages

TBILLPRICE returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

disc is 0

settlement falls after maturation, or if maturation is more than one year after settlement

TBILLPRICE returns the #INVALID DATA! error if any of the arguments are non-numeric.

If settlement and maturation are non-integers they are truncated.

Example

TBILLPRICE could be used for a Treasury bill with the terms shown below:

The date of settlement is February 10, 1990

The date of maturation is November 15, 1990

The discount rate is equal to 7%

The Treasury bill price is:

TBILLPRICE(datevalue("February 10, 1990"),datevalue("November 15, 1990"),0.07) = 94.5944

# TBILLYIELD

Calculates the yield for a Treasury bill.

## Syntax

TBILLYIELD(settlement, maturation, price)

| Arguments | Definitions |
| --- | --- |
| settlement | a serial date value specifying the security's date of settlement |
| maturation | a serial date value specifying the security's date of maturation |
| price | a real number specifying the Treasury bill's price for each $100 face value |

★ Notes and Error Messages

TBILLYIELD returns the #NUMBER! error value if:

settlement or maturation is not a valid serial date value

price is a negative or 0

settlement falls after maturation, or if maturation is more than one year after settlement

TBILLYIELD returns the #INVALID DATA! error if any of the arguments are non-numeric.

If settlement and maturation are non-integers they are truncated.

Example

TBILLYIELD could be used for a Treasury bill with the terms shown below:

The date of settlement is February 10, 1990

The date of maturation is November 15, 1990

The price for each $100 face value is equal to 72.22

The Treasury bill yield is:

TBILLYIELD(datevalue("February 10, 1990"),datevalue("November 15, 1990"),72.22) = 0.4981 or 49.81%

# VDB

Calculates the depreciation of an asset for a specified period using the double declining balance or any other specified method.

## Syntax

VDB(cost, salvage, lifetime, start, end, **factor, no_switch**)

| Arguments | Definitions |
|---|---|
| **cost** | an integer indicating the initial asset cost |
| **salvage** | an integer indicating the salvage value after depreciation |
| **lifetime** | a real number specifying the number of periods, or lifetime, over which you want to determine asset depreciation |
| **start** | an integer specifying the starting period for which depreciation is to be calculated |
| **end** | an integer specifying the ending period for which depreciation is to be calculated |
| factor | the rate at which the balance declines; if omitted, it is assumed to be 2 (the double-declining balance method); see DDB function |
| no_switch | a logical value specifying whether to switch to straight-line depreciation when depreciation is greater than the declining balance calculation; to prevent a switch to straight-line depreciation, even when the depreciation is greater than the declining balance calculation, use TRUE; if no_switch is FALSE or omitted, the spreadsheet will switch to straight line depreciation when the depreciation is greater than the declining balance calculation |

★ Notes and Error Messages

VDB returns the #NUMBER! error for negative arguments.

VDB returns the #INVALID DATA! error for non-numeric arguments.

Examples

The following examples show depreciation for a pair of new microcomputers purchased for $4,000 with lifetimes of five years and salvage value of $490.

VDB(4000, 490, 5*365, 0, 1) = $4.38, the first day's depreciation

VDB(4000, 490, 5*12, 0, 1) = $133.33, the first month's depreciation

VDB(4000, 490, 5, 0, 1) = $1600.00, the first year's depreciation

VDB(4000, 490, 5*12, 4, 15) = $1087.21, the depreciation calculated between the 4th and 15th months

## XIRR

Calculates the internal rate of return for regular or irregular cash flow schedules.

# Syntax

XIRR(values, dates, **estimate**)

| Arguments | Definitions |
|---|---|
| **values** | an array of cash flows matched to a series of payments in **dates** |
| **dates** | an array of payment dates matched with cash flow payments |
| estimate | an estimate; your speculated result of XIRR; if omitted, it is assumed to be 0.1 (10%) |

★ Notes and Error Messages

An array can be given as a cell range such as R2C2:R6C2 or in the form {2,3,4,5,6}.

Numbers in dates are truncated to integers.

XIRR returns the #NUMBER! error value if:

values and dates contain a different number of values

values doesn't contain at least one positive cash flow and one negative cash flow

dates contains numbers which are not serial value(s)

any serial date value is earlier than the serial date value of the starting date

XIRR returns the #INVALID DATA! error if any argument is non-numeric.

Examples

If you invested $5000 on January 1, 1994, and the return was $1000 on the first of each month for the next 6 months, you would compute Cash Internal Rate of Return as follows:

XIRR({-5000,1000,1000,1000,1000,1000,1000}, {34335,34366,34394,34425,34455,34486,34516}) = .9082

Suppose that you invested $24000 in an enterprise on December 15, 1992 and the payment returned $3500 on March 15, 1993; $2835 on June 15, 1993; $4750 on September 15, 1993; and $6000 on December 15, 1993. Compute Cash Internal Rate of Return as follows:

XIRR({-14000,3500,2835,4750,6000},A1:A5,0.1) = 0.33958219 or - 33.9582%, if range R1C1:R5C1 contains =DATEVALUE("December 15, 1992"), =DATEVALUE("March 15, 1993"), =DATEVALUE("June 15, 1993"), =DATEVALUE("September 15, 1993"), =DATEVALUE("December 15, 1993")

# XNPV

Calculates the net present value for regular or irregular cash flow schedules.

## Syntax

XNPV(rate, values, dates)

| Arguments | Definitions |
|---|---|
| **rate** | a real number specifying the discount rate to apply to cash flows |
| **values** | an array containing a series of cash flows that correspond with the schedule of payments in **dates** |
| **dates** | an array containing payment dates that correspond with the cash flow payments; the dates must be expressed as serial values |

★ Notes and Error Messages

An array can be expressed as a range such as B2:B6 or in the form {2,3,4,5,6}.

Numbers in dates are truncated to integers.

XNPV returns the #NUMBER! error value if:

values and dates contain a different number of values

dates contains invalid serial value(s)

any serial date value is less than the serial date value of the starting date

XNPV returns the #INVALID DATA! error if any of the arguments are non-numeric.

Examples

If you invested $5000 on January 1, 1994, the investment returned $1000 on the first of each month for the next six months, and you wanted to discount the cash flow at 10%, you would compute Cash Net Present Value as follows:

XNPV(0.1,{-5000,1000,1000,1000,1000,1000,1000},
{34335,34366,34394,34425,34455,34486,34516}) = 837.7471

Suppose you invested $24000 in an enterprise on December 15, 1992 and the payment returned $3500 on March 15, 1993; $2835 on June 15, 1993; $4750 on September 15, 1993; and $6000 on December 15, 1993, based on a 5% interest rate. You would compute Cash Net Present Value as follows:

XNPV(0.05,{-14000,3500,2835,4750,6000[-],A1:A5,0.1) = 2518.4668 if range R1C1:R5C1 contains DATEVALUE("December 15, 1992"),DATEVALUE("March 15, 1993"),DATEVALUE("June 15, 1993"),DATEVALUE("September 15, 1993"),DATEVALUE("December 15, 1993")

# YIELD

Calculates the yield on a security that returns periodic interest.

## Syntax

YIELD(settlement, maturation, rate, price, redemption, frequency, **basis)**

| Arguments | Definitions |
|---|---|
| **settlement** | a serial date value specifying the security's date of settlement |
| **maturation** | a serial date value specifying the security's date of maturation |
| **rate** | a real number specifying the security's annual coupon rate |
| **price** | a real number specifying the security's price for each $100 face value |
| **redemption** | a real number representing the security's redemption value for each $100 face value |
| **frequency** | the number, or frequency, of annual coupon payments; for annual payments, **frequency** = 1; for semiannual, **frequency** = 2; for quarterly, **frequency** = 4 |
| basis | an integerterm_integer from 0 to 4 specifying the type of day-count basis to use; if omitted, 0 is assumed |

★ Notes and Error Messages

YIELD returns the #NUMBER! error value if:

settlement or maturation is an invalid serial date value

price or redemption is 0 or negative

rate is negative

basis or frequency is out of range

settlement  maturation

YIELD returns the #INVALID DATA! error if any of the arguments are non-numeric.

YIELD truncates settlement, maturation and basis to integers.

Example

YIELD works as shown in the bond calculation below:

The date of settlement is February 10, 1991

The date of maturation is November 15, 1991

The coupon rate is 5.75%

The price is equal to 120.2222

The redemption value is $80

The frequency is semiannual and based on 1

The bond yield (using the appropriate serial date values) is:

YIELD(33279,33557,0.0575,120.2222,80,1) = -0.3858 or -38.58%

# YIELDDISC

Calculates the annual yield for a discounted security.

## Syntax

YIELDDISC(settlement, maturation, price, redemption, **basis)**

| Arguments | Definitions |
| --- | --- |
| **settlement** | a serial date value specifying the security's date of settlement |
| **maturation** | a serial date value specifying the security's date of maturation |
| **price** | a real number specifying the security's price for each $100 face value |
| **redemption** | a real number for the security's redemption value for each $100 face value |
| basis | an integer from 0 to 4 specifying the type of day-count basisterm_basis to use; if omitted, 0 is assumed |

★ Notes and Error Messages

Convert dates to serial values before proceeding or type them into another cell and reference them in the formula.

YIELDDISC returns the #NUMBER! error value if:

settlement or maturation is an invalid serial date value

redemption or price is 0 or negative

basis is out of range

settlement is greater than or equal to maturation

YIELDDISC returns the #INVALID DATA! error if any of the arguments are non-numeric.

If settlement, maturation, and basis are non-integers they are truncated.

Example

YIELDDISC works as shown in the bond calculation below:

The date of settlement is February 10, 1991

The date of maturation is November 15, 1991

The price is equal to 120.2222

The redemption value is $80

and based on 30/360

The bond yield (using the appropriate serial date values) is:

YIELDDISC(33279,33557,120.2222,80,0) = -0.4380 or -43.80%

## YIELDMAT

Calculates the annual yield of a security that pays interest at maturity.

## Syntax

YIELDMAT(settlement, maturation, issue, rate, price, **basis)**

| Arguments | Definitions |
|---|---|
| **settlement** | a serial date value specifying the security's date of settlement |
| **maturation** | a serial date value specifying the security's date of maturation |
| **issue** | a serial date value specifying the security's date of issue |
| **rate** | a real number specifying the security's interest rate at date of issue |
| **price** | a real number specifying the security's price for each $100 face value |
| basis | an integer from 0 to 4 specifying the type of day-count basis to use; if omitted, 0 is assumed |

★ Notes and Error Messages

Convert dates to serial values before proceeding or type them into another cell and reference them in the formula.

YIELDMAT returns the #NUMBER! error value if:

settlement, issue, or maturation is an invalid serial date value

rate is negative

price is 0 or negative

basis is out of range

settlement is greater than or equal to maturation

YIELDMAT returns the #VALUE! error if any of the arguments are non-numeric.

If settlement, maturation, issue, and basis are non-integers they are truncated.

Example

YIELDMAT could be used for a bond with the terms shown below:

The date of settlement is February 10, 1991

The date of maturation is November 15, 1991

The date of issue is September 12, 1990

The semiannual coupon rate is 5.75%

The price is equal to 120.2222 and based on 30/360

The yield (using the appropriate serial date values) is:

YIELDMAT(33279,33557,33128,0.0575,120.2222,0) = -0.1691 or -16.91%

# Logical Functions

| Function | Description |
| --- | --- |
| AND() | Result is 1 if all arguments in the list are TRUE and 0 if only one is FALSE |
| FALSE() | Result is the logical value 0 |
| IF() | Result is one of the specified values depending on the logical condition |
| NOT() | Result is the reverse of the logical expression |
| OR() | Result is 1 if any argument in the list is TRUE and 0 if all arguments are FALSE |
| TRUE() | Result is the logical value 1 |

## AND

Calculates the logical AND function. The result is TRUE if all arguments in the list are TRUE, and FALSE if at least one is FALSE. Any numeric input that is 0 is treated as FALSE and any numeric input that is not 0 is treated as TRUE.

## Syntax

AND(condlist)

| Argument | Definition |
|---|---|
| condlist | represents any combination of numbers, expressions, cell references separated by commas; or an array of values |

★ Notes and Error Messages

AND returns the #INVALID DATA! error if arguments are not logical values or arrays whose references contain logical values.

Examples

AND(1+2=4, 3+4=7, 4+4=8) = FALSE

AND(TRUE, TRUE, TRUE) = TRUE

AND(TRUE, FALSE, TRUE) = FALSE

Enter the value 12 in cell R1C2, then:

AND(3< R1C2, R1C2<20) = TRUE

AND(1,2,3,4,5,0) = FALSE

AND(1,2,3,4,5,6) = TRUE

## FALSE

Result is the logical value FALSE. It is often used to evaluate Boolean expressions and bi-conditional responses. FALSE is evaluated as the opposite of TRUE and is a Boolean input as well as a function.

## Syntax

FALSE() **or** FALSE

★ Notes and Error Messages

FALSE can be used with or without brackets i.e., FALSE() or FALSE.

Many types of spreadsheets and formulas interpret FALSE as the logical value 0.

Example

AND(TRUE(), FALSE(), TRUE()) = FALSE

AND(TRUE, FALSE, TRUE) = FALSE

NAND(TRUE(), FALSE(), TRUE()) = TRUE

# IF

Calculates a result based on a conditional IF statement. It returns the value contained in true_case if the condition **expression** is true, otherwise it returns the value contained in false_case. Any numeric input that is 0 is treated as FALSE and any numeric input that is not 0 is treated as TRUE.

## Syntax

IF(test, **truevalue, falsevalue**)

| Arguments | Definitions |
| --- | --- |
| **test** | any logical expression that can be evaluated as TRUE or FALSE |
| truevalue | the value that is returned if **test** is TRUE; if omitted and **test** is TRUE, TRUE is returned |
| falsevalue | the value that is returned if **test** is FALSE; if omitted and **test** is FALSE, FALSE is returned |

Example

IF( R3C3>= 1000, "Large Cash") **Large Cash** will be returned if the cell reference is 1000

IF( R3C3>= 1000, "Large Cash", "Small Cash") **Large Cash** will be returned if the cell reference is 1000 and **Small Cash** will be returned if the cell reference is < 1000.

# NAND

Calculates the logical NAND function. The result is FALSE if all the arguments are TRUE and TRUE if at least one is FALSE. Any numeric input that is 0 is treated as FALSE and any numeric input that is not 0 is treated as TRUE.

## Syntax

NAND(logiclist)

| Argument | Definition |
| --- | --- |
| logiclist | represents any combination of numbers, expressions, cell references separated by commas; or an array of values |

★ Notes and Error Messages

NAND returns the #VALUE! error if arguments are not logical values or arrays whose references contain logical values.

Examples

NAND(1+2=4, 3+4=7, 4+4=8) = TRUE

NAND(1+2=4, 3+4=10, 4+4=11) = TRUE

NAND(TRUE, TRUE, TRUE) = FALSE

NAND(TRUE, FALSE, TRUE) = TRUE

NAND(FALSE, FALSE, FALSE) = TRUE

Enter the value 12 in cell R1C2, then:

NAND(3<R1C2, R1C2<20) = FALSE

# NOR

Calculates the logical NOR function. The result is FALSE if any argument in the list is TRUE and TRUE if all arguments are FALSE. Any numeric input that is 0 is treated as FALSE and any numeric input that is not 0 is treated as TRUE.

## Syntax

NOR(logiclist)

| Argument | Definition |
| --- | --- |
| logiclist | represents any combination of numbers, expressions, cell references separated by commas; or an array of values |

★ Notes and Error Messages

NOR returns the #VALUE! error if the arguments are not logical values or arrays of references containing logical values.

Examples

NOR(1+2=4, 3+4=7, 4+4=8) = FALSE

NOR((1+2=4, 3+4=10, 4+4=11) = TRUE

NOR(TRUE, TRUE, TRUE) = FALSE

NOR(FALSE, FALSE, FALSE) = TRUE

If cell R1C2 contains the value 2, then:

NOR(3< R1C2, R1C2 <20) = FALSE

# NOT

Result is the reverse of the logical expression. All numerical inputs not equal to 0 are evaluated as TRUE and the result of the NOT function on a TRUE input is FALSE. Inputs equal to 0 are evaluated as FALSE and the result of the NOT function on a FALSE input is TRUE.

## Syntax

NOT(logical)

| Argument | Definition |
| --- | --- |
| logical | any logical value |

Examples

NOT(TRUE) = FALSE

AND(NOT(2+1=5), TRUE) = TRUE

# OR

Calculates the logical OR function. The result is TRUE if any argument in the list is TRUE and FALSE if all arguments are FALSE. Any numeric input that is 0 is treated as FALSE and any numeric input that is not 0 is treated as TRUE.

## Syntax

OR(logiclist)

| Argument | Definition |
|----------|------------|
| **logiclist** | represents any combination of numbers, expressions, cell references separated by commas; or an array of values |

★ Notes and Error Messages

OR returns the #VALUE! error if the arguments are not logical values or arrays of references containing logical values.

Examples

OR(1+2=4, 3+4=7, 4+4=8) = TRUE

OR(TRUE, TRUE, TRUE) = TRUE

OR(FALSE, FALSE, FALSE) = FALSE

If cell R1C2 contains the value 2, then:

OR(3< R1C2, R1C2 <20) = TRUE

# TRUE

Result is the logical value TRUE. It is often used to evaluate Boolean expressions and bi-conditional responses. TRUE is evaluated as the opposite of FALSE and is a Boolean input as well as a function.

## Syntax

TRUE() **or** TRUE

★ Notes and Error Messages

TRUE can be used with or without brackets i.e., TRUE() or TRUE.

TRUE is interpreted as the logical value 1 in many types of spreadsheets and formulas.

Example

OR(TRUE(),FALSE()) = TRUE

OR(TRUE, FALSE) = TRUE

NAND(TRUE(),TRUE()) = FALSE

# XOR

Calculates the logical XOR function. The result is TRUE if either logiclistA or logiclistB is FALSE but not both; the result is FALSE in all other cases. Any numeric input that is 0 is treated as FALSE and any numeric input that is not 0 is treated as TRUE.

## Syntax

XOR(logiclistA, logiclistB)

| Argument | Definition |
|---|---|
| **logiclistA** | represents any combination of numbers, expressions, cell references separated by commas; or an array of values |
| **logiclistB** | represents any combination of numbers, expressions, cell references separated by commas; or an array of values |

★ Notes and Error Messages

XOR returns the #VALUE! error if the arguments are not logical values or arrays of references containing logical values.

Examples

XOR(1+2=4, 3+4=7) = TRUE

XOR(TRUE, TRUE) = FALSE

XOR(FALSE, FALSE) = FALSE

XOR(TRUE, FALSE) = TRUE

If cell R1C2 contains the value 2, then:

XOR(3< R1C2, R1C2 <20) = TRUE

# ABS

Calculates the absolute value of a real number. Absolute value is the positive value of a number or, in other words, the number without its sign.

## Syntax

ABS(x)

| Argument | Definition |
|---|---|
| **x** | any real number |

Examples

ABS(-3) = 3

ABS(3) = 3

ABS(0) = 0

## ACOS

Calculates the inverse cosine (arccosine) of a number. The result is an angle measured in radians between 0 and PI.

## Syntax

ACOS(x)

| Argument | Definition |
| --- | --- |
| x | a real number from -1 to 1, inclusive that specifies the cosine of the angle |

★ Note

To convert the result from radians to degrees, use the RADTODEG function or multiply the result by 180/PI().

RADTODEG(ACOS(-0.75)) = 138.59038 (degrees)

ACOS(-0.75)*180/PI() = 138.59038 (degrees)

Examples

ACOS(-0.75) = 2.41886

ACOS(0.75) = 0.7227

ACOS(0) = 1.5708

ACOS(1) = 0

## ACOSH

Calculates the inverse hyperbolic cosine (hyperbolic arccosine) of a number.

## Syntax

ACOSH(x)

| Argument | Definition |
| --- | --- |
| x | a real number equal to or greater than 1; specifies the hyperbolic cosine of an angle |

★ Note
   The ACOSH function operates as the inverse function to COSH, such that ACOSH(COSH(x)) equals x.

Examples

ACOSH(1) = 0

ACOSH(12.5) = 3.21727

## ASIN

Calculates the inverse sine (arcsine) of a number. The result is an angle in radians bounded by -/2 and /2.

## Syntax

ASIN(x)

| Argument | Definition |
| --- | --- |
| x | a real number from -1 to 1, inclusive, which specifies the sine of the angle |

★ Note
   To convert the result from radians to degrees, use the RADTODEG function or multiply the result by 180/PI().

RADTODEG(ASIN(-0.75)) = -48.59038 (degrees)

ASIN(-0.75)*180/PI() = -48.59038 (degrees)

Examples

ASIN(-0.75) = -0.8481

ASIN(0.75) = 0.8481

ASIN(0) = 0

ASIN(1) = 1.5708

## ASINH

Calculates the inverse hyperbolic sine (hyperbolic arcsine) of a number.

## Syntax

ASINH(x)

| Argument | Definition |
| --- | --- |
| **x** | a real number; specifies the hyperbolic sine of an angle |

★ Note

The ASINH function operates as the inverse function to SINH, such that ASINH(SINH(x)) equals x.

Examples

ASINH(10.5) = 3.04678

ASINH(-0.75) = -0.6931

# ATAN

Calculates the inverse tangent (arctangent) of a number. The result is an angle bounded by -/2 (-90 degrees) and /2 (90 degrees) measured in radians.

## Syntax

ATAN(x)

| Argument | Definition |
| --- | --- |
| **x** | a real number; specifies the tangent of an angle |

★ Note

To convert the result from radians to degrees, use the RADTODEG function or multiply the result by 180/PI().

RADTODEG(ATAN(-0.75)) = -36.8699 (degrees)

ATAN(-0.75)*180/PI() = -36.8699 (degrees)

Examples

ATAN(-0.75) = -0.6435

ATAN(0.75) = 0.6435

ATAN(0) = 0

ATAN(1) = 0.7854

## ATAN2

Calculates the inverse tangent (arctangent) of specified x and y coordinates. The result is an angle bounded by - and , measured in radians.

## Syntax

ATAN2(x,y)

| Argument | Definition |
| --- | --- |
| x | a real number representing the x coordinate |
| y | a real number representing the y coordinate |

★ Note

To convert the result from radians to degrees, use the RADTODEG function or multiply the result by 180/PI().

RADTODEG(ATAN2(3,6)) = 63. 43502 (degrees)

ATAN2(3,6)*180/PI = 63. 43502 (degrees)

Examples

ATAN2(3,6) = 1.10715

ATAN2(-3,-6) = 1.10715

## ATANH

Calculates the inverse hyperbolic tangent (hyperbolic arctangent) of a number.

## Syntax

ATANH(x)

| Argument | Definition |
| --- | --- |
| x | a real number between -1 to 1; specifies the hyperbolic tangent of an angle |

★ Note

The ATANH function operates as the inverse function to TANH, such that ATANH(TANH(x)) equals x.

Examples

ATANH(-0.75) = -0.973

ATANH(0.9) = 1.47222

# CEILING

Calculates a number rounded away from zero, to the nearest integer, or multiple of significance.

## Syntax

CEILING(x,significance)

| Argument | Definition |
| --- | --- |
| x | a real number; specifies the number to round |
| significance | a real number; specifies the multiple of significancethat is, the number by which **x** can be evenly divided without leaving a remainder |

★ Note

Numbers are rounded away from zero.

Examples

CEILING(9,2) = 10

CEILING(1.64,0.25) = 1.75

CEILING(-1.64,-0.25) = -1.75

# COMBIN

Calculates the number of unordered subgroup combinations that can be formed from a given group.

## Syntax

COMBIN(group,subgroup)

| Argument | Definition |
| --- | --- |
| group | a positive integer |
| subgroup | a positive integer equal to or less than **group** |

★ Notes and Error Messages

Non-integers arguments are truncated.

COMBIN returns the #INVALID DATA! error if either argument is non-numeric.

COMBIN returns the #NUMBER! error if group < 0, subgroup < 0, or group < subgroup.

The formula to calculate combinations is as follows, where n = group and k = subgroup:

Example

You want to know the possible winning combinations in a lottery where 6 numbers out of 49 are selected. The winning lottery ticket has all 6 selected numbers. The order in which the numbers are selected does not matter. The number of potential winning combinations is 13983816.

COMBIN(49,6) = 13983816

# COS

Calculates the cosine of an angle in radians.

## Syntax

COS(x)

| Argument | Definition |
| --- | --- |
| x | a real number; specifies the angle measured in radians |

★ Notes
The result of COS is between -1 and 1.

Use the DEGTORAD function if the angle is expressed in degrees.

COS(DEGTORAD(45)) = 0.7071

Example

COS(0.7) = 0.7648

# COSH

Calculates the hyperbolic cosine of a number.

## Syntax

COSH(x)

| Argument | Definition |
| --- | --- |
| x | a real number |

★ Notes
The result of COSH is equal to or greater than 1.

The hyperbolic cosine formula is:

Examples

COSH(0.75) = 1.29468

COSH(-5) = 74.20995

# COT

Calculates the cotangent of an angle in radians. The cotangent of an angle is equal to 1 divided by the tangent of x.

## Syntax

COT(x)

| Argument | Definition |
| --- | --- |
| x | a real number; specifies the angle measured in radians for which you wish to determine the cotangent |

★ Notes

Use the DEGTORAD function if the angle is expressed in degrees.

COT(DEGTORAD(60)) = 0.5774

Example

COT(0.5) = 1.83049

# CSC

Calculates the cosecant of an angle in radians.

## Syntax

CSC(x)

| Argument | Definition |
| --- | --- |
| x | a real number; specifies the angle measured in radians for which you wish to determine the cosecant |

★ Notes

Use the DEGTORAD function if the angle is expressed in degrees.

CSC(DEGTORAD(60)) = 1.1547

Example

CSC(0.5) = 2.08583

## DEGTORAD

Converts degrees to radians. One degree is equal to (/180 radians.

## Syntax

DEGTORAD(angle_in_degrees)

| Arguments | Definitions |
|---|---|
| **angle_in_degrees** | an angle in degrees to be converted into radians |

Examples

DEGTORAD(180) = pi (3.14159)

DEGTORAD(-70.473809) = -1.23

## EVEN

Rounds a number away from 0 to the nearest even integer.

## Syntax

EVEN(x)

| Argument | Definition |
|---|---|
| **x** | a real number |

★ Notes and Error Messages

EVEN returns the #INVALID DATA! error for non-numeric expressions.

Positive and negative numbers are rounded away from zero.

Even integers are not rounded.

Examples

EVEN(2.6) = 4

EVEN(-2.1) = -4

EVEN(6) = 6

EVEN(-10) = -10

EVEN(5) =6

# EXP

Raises value *e* to a given exponent, where *e* is the base of the natural logarithm which is approximated by 2.7183.

## Syntax

EXP(x)

| Argument | Definition |
|---|---|
| **x** | a real number; specifies the exponent that *e* is raised to |

★ Note

EXP is the inverse of the natural logarithm of number (LN).

Examples

EXP(-3.25) = 0.0388

EXP( 7.89) = 2670.44392

EXP(1) = 2.71828

EXP(0) = 1

# FACT

Calculates the factorial of a number. A number's factorial equals the product of all the integers from one up to and including the number itself. For example, the factorial of 5 equals 1*2*3*4*5 or 120.

## Syntax

FACT(x)

| Argument | Definition |
|---|---|
| **x** | a real number greater than or equal to 0; if **x** is a non-integer it is truncated |

★ Notes and Error Messages

The mathematical symbol for a factorial is an exclamation mark (!).

FACT returns the #INVALID DATA! error if x is non-numeric.

FACT returns the #NUMBER! error if x is negative.

If x is not an integer then it will be truncated.

The factorial formula is:

Examples

FACT(5) = 120

FACT(5.3) = 120

FACT(0) = 1

# FACTDOUBLE

Calculates the double factorial of a number.

## Syntax

FACTDOUBLE(x)

| Argument | Definition |
| --- | --- |
| **x** | a real number greater than or equal to 0; if **x** is a non-integer, it is truncated |

★ Notes and Error Messages

The mathematical symbol for a double factorial is two exclamation marks (!!).

FACTDOUBLE returns the #INVALID DATA! error for non-numeric arguments.

FACTDOUBLE returns the #NUMBER! error for negative arguments.

If x is not an integer then it will be truncated.

If x is even:

If x is odd:

Examples

FACTDOUBLE(8) = 384

FACTDOUBLE(9) = 945

FACTDOUBLE(0) = 1

# FLOOR

Calculates a number rounded towards zero, to the nearest multiple of significance.

## Syntax

FLOOR(x,significant)

| Argument | Definition |
|---|---|
| **x** | a real number; specifies the number to round |
| **significant** | a real number; specifies the multiple of significance — that is, the number by which **x** can evenly be divided by without leaving a remainder |

★ Note
   Numbers are towards zero.

Examples

FLOOR(9,2) = 8

FLOOR(1.64,0.25) = 1.5

FLOOR(-1.64,-0.25) = -1.5

# GCD

Calculates the greatest common divisor of a group of numbers. The greatest common divisor is the largest integer that divides into a group of integers without leaving a remainder.

## Syntax

GCD(number1,**number2, ...,number30**)

| Argument | Definition |
|---|---|
| **number1** | any positive integer |
| number2 | any positive integer |

★ Notes and Error Messages
   GCD truncates non-integers.

   GCD returns the #INVALID DATA! error if any argument is non-numeric or negative.

Examples

GCD(2,4) = 2

GCD(2.5,4.01) = 2

GCD(14,56,77) = 7

GCD(13,17) = 1

GCD(R1C1:R3C1,25)=5, where R1C1=5, R2C1=10, and R3C1=15.

# INT

Calculates a number rounded down to the nearest integer.

## Syntax

INT(x)

| Argument | Definition |
| --- | --- |
| x | a real number |

★ **Note**
   You should use the ROUND function to round to the nearest integer.

Examples

INT(33.27) = 33

INT(33.95) = 33

INT(99.99999) = 99

INT(-33.95) = -34

INT(-34) = -34

# INVERSE

Calculates the multiplicative inverse of a real number.

## Syntax

INVERSE(number)

| Argument | Definition |
| --- | --- |
| number | a real number for which you wish to determine the multiplicative inverse |

★ **Notes and Error Messages**
   INVERSE returns the #INVALID DATA! error if the argument is non-numeric.

Examples

INVERSE(4) = 0.25

INVERSE(-10) = -0.1

INVERSE(0.5) = 2

# LCM

Calculates the least common multiple of a group of numbers. The LCM is the smallest positive integer that can be divided by each of the arguments without leaving a remainder.

## Syntax

LCM(number1,**number2, ...,number30**)

| Argument | Definition |
| --- | --- |
| **number1** | any positive integer |
| number2 | any positive integer |

★ Notes and Error Messages

LCM truncates non-integers.

LCM returns the #VALUE! error if any argument is non-numeric or negative.

Examples

LCM(4,8,6) = 24

LCM(3,5,2) = 30

LCM(R1C1:R3C1,25)=150, where cell R1C1=5, R2C1=10, and R3C1=15.

# LN

Calculates the natural logarithm of a number. The natural logarithm is the logarithm of a number with base $e$ (2.7183).

## Syntax

LN(x)

| Argument | Definition |
| --- | --- |
| **x** | a positive real number |

★ Notes and Error Messages

LN is the inverse of the EXP function, so LN(EXP(x)) equals x.

LN returns the #NUMBER! error value if x is equal to or less than 0.

Examples

LN(1.2) = 0.1823

LN(30) = 3.4012

LN(1) = 0

LN(EXP(30)) = 30

## LOG

Calculates the logarithm of a number to a given base.

## Syntax

LOG(x,**base**)

| Argument | Definition |
|---|---|
| **x** | a positive real number |
| base | a positive real number; specifies the base of the logarithm; if omitted, it is assumed to be 10 |

### ★ Notes and Error Messages
If a base isn't specified, 10 is used as the base.

Examples

LOG(3,2) = 1.585

LOG(3,10) = 0.4771

LOG(3) =0.4771

## LOG10

Calculates the base 10 logarithm of a number.

## Syntax

LOG10(x)

| Argument | Definition |
|---|---|
| **x** | a positive real number |

Examples

LOG10(3) = 0.4771

LOG10(100) = 2

LOG10(R1C1) = 0.4771 where cell R1C1=3

## LOG2

Calculates the base 2 logarithm of a number.

## Syntax

LOG2(x)

| Argument | Definition |
|---|---|
| x | a positive real number |

Examples

LOG2(3) = 1.58496

LOG2(1) = 0

LOG2(32) = 5

## MOD

Calculates the modulus (or the remainder) of a number divided by another number.

## Syntax

MOD(x,base)

| Argument | Definition |
|---|---|
| x | a real number; specifies the number to divide |
| base | a real number; specifies the divisor |

★ Notes and Error Messages

The result has the same sign (+ or -) as base.

MOD returns the #DIV/0! error value if base equals 0.

MOD can be expressed in terms of the INT function: MOD(x, base) = x - base*INT(x/base)

Examples

MOD(10,3) = 1

MOD(10,3.3) = 0.1

MOD(-14, 3) = 2

MOD(14, -3) = 2

# MROUND

Rounds a number to the nearest specified multiple.

## Syntax

MROUND(x,mult)

| Argument | Definition |
| --- | --- |
| **x** | a real number; specifies the value to be rounded |
| **mult** | a real number; specifies the multiple to which you want to round **x** |

★ Notes

If the remainder of dividing x by mult is equal to or greater than half the value of the multiple, MROUND rounds up (away from zero).

If the remainder of dividing x by mult is less than half the value of the multiple, MROUND rounds down (towards zero).

Examples

MROUND(11,3) = 12

MROUND(10,3) = 9

MROUND(11.3,3) = 12

MROUND(11.3,3.1) = 12.4

MROUND(-10,-3) = -9

MROUND(11,-3) = #NUMBER

# MULTINOMIAL

Calculates the multinomial of a group of numbers. The multinomial is a ratio of the factorial of the sum of the group to the product of factorials.

## Syntax

MULTINOMIAL(number1,**number2, ...,number30**)

| Argument | Definition |
|---|---|
| **list** | a list of positive real number |

★ Notes and Error Messages

MULTINOMIAL returns the #INVALID DATA! error for non-numeric arguments.

MULTINOMIAL returns the #NUMBER! error for arguments less than 1.

If any argument is not an integer, it will be truncated into an integer.

The formula of the MULTINOMIAL is:

Examples

MULTINOMIAL(5,6,7) = 14702688

MULTINOMIAL(3,5,8) = 720720

MULTINOMIAL(R1C1,R2C2,R3C2=720720 where cell R1C1=3, R2C2=5, and R3C2=8.

## ODD

Rounds a number away from 0 to the nearest odd integer.

## Syntax

ODD(x)

| Argument | Definition |
|---|---|
| **x** | a real number |

★ Notes and Error Messages

ODD returns the #INVALID DATA! error for non-numeric expressions.

Positive and negative numbers are rounded away from zero.

Odd integers are not rounded.

Examples

ODD(2.6) = 3

ODD(-2.1) = -3

ODD(7) = 7

ODD(-9) = -9

ODD(1.19) = 3

ODD(-1.19) = -3

## PCT

Divides a number argument by 100, returning the decimal version of a percentage.

## Syntax

PCT(x)

| Argument | Definition |
|---|---|
| x | a real number; specifies the number to divide |

★ Notes and Error Messages

PCT returns the #INVALID DATA! error for non-numeric arguments.

Examples

PCT(50) = 0.5

PCT(0.5) = 0.005

PCT(56) = 0.56

PCT(-20) = -0.2

## PI

Returns the value of the mathematical approximation constant (3.141592654). is the ratio of a circle's circumference to its diameter.

## Syntax

PI()

★ Notes

PI() is most commonly used in trigonometric calculations using radian measurements such as sin(x) and cos(x).

You cannot specify a number format for this function.

Examples

PI()/2 = 1.5708

SIN(PI()/4) = 0.7071

## POWER

Returns the result of a number raised to a power.

## Syntax

POWER(number,power)

| Argument | Definition |
| --- | --- |
| **number** | any real number |
| **power** | any real number |

Examples

POWER(10,2) = 100

POWER (-5,3) = -125

POWER (-0.25,2) = 0.0625

POWER (16,0.5) = 4

POWER (34.5,0) = 1

## PRODUCT

Calculates the product of a list of numbers.

## Syntax

PRODUCT(number1,**number2, ...,number30)**

| Argument | Definition |
| --- | --- |
| **list** | a list of real number |

★ Notes and Error Messages
References to non-numeric cells are ignored except in cases where logical values and text strings can be translated to numeric values.

Examples

PRODUCT(2,4,8) = 64

PRODUCT(2,-4,8,2) = -128

PRODUCT(3,65.3,12.4) = 2429.16

## QUOTIENT

Calculates the division of two numbers. Returns the integer portion of the division, discarding the remainder.

### Syntax

QUOTIENT(x,y)

| Argument | Definition |
| --- | --- |
| x | a real number; specifies the dividend (numerator) |
| y | a real number (except 0); specifies the divisor (denominator) of x |

★ Notes and Error Messages

QUOTIENT returns the #INVALID DATA! error for non-numeric arguments.

QUOTIENT returns the #DIV/0! error if y is equal to zero.

You should use the ROUND function to round a division result to the nearest integer.

Examples

QUOTIENT(7,7) = 1

QUOTIENT(33.5,3.1) = 10

QUOTIENT(-11,5.35) = -2

## RADTODEG

Converts radians to degrees. One radian is equal to 180/degrees.

### Syntax

RADTODEG(angle_in_radians)

| Arguments | Definitions |
| --- | --- |
| angle_in_radians | a real value in radians to be converted to degrees |

Examples

RADTODEG(-1.23) = -70.47381 degrees

# RAND

Calculates an evenly distributed random number between 0 and 1. A new random number is calculated whenever the table is recalculated.

## Syntax

RAND()

★ Notes

Use the RANDBETWEEN function to generate a random integer.

Use the ROUND function to set the desired decimal places on the random result.

You cannot specify a number format for this function.

Example

To compute a random number in a range other than 0 to 1, use the following formula:

RAND()*(y-x)+x, where y equals the largest number possible and x equals the smallest number possible.

Therefore, to calculate a random number between 10 and 60, the formula would equal:

RAND()*(60-10)+10

To calculate a random number between 0 and 100: type RAND()*100

To calculate a random number between 10 and 11: type RAND()+10

# RANDBETWEEN

Calculates an evenly distributed random integer between two specified numbers. A new random number is calculated whenever the worksheet is calculated.

## Syntax

RANDBETWEEN(bottom,top)

| Argument | Definition |
| --- | --- |
| bottom | an integer; specifies the smallest random value |
| top | an integer; specifies the largest random value |

★ Note

Use the ROUND function to set the desired decimal places on the random result.

Example

To compute a random number between 1 and 100 inclusive:

RANDBETWEEN(1,100)

## ROUND

Rounds a number to a specified number of decimal places.

## Syntax

ROUND(x,decimal)

| Argument | Definition |
| --- | --- |
| x | a real number; specifies the number to round |
| decimal | a real number; specifies the number of decimal places to round x to |

★ Notes

ROUND truncates decimal if it is a non-integer.

x is rounded to the indicated number of decimal places if decimal is greater than 0.

x is rounded to the left of the decimal point if decimal is less than 0. For example, if decimal = -2, then x is rounded to the nearest hundred.

ROUND rounds the number to the nearest integer if decimal equals 0.

Examples

ROUND(3.55,1) = 3.6

ROUND(-3.1499,1) = -3.1

ROUND(-115.33,-1) = -120

ROUND(221.5,-1) = 220

## SEC

Calculates the secant of an angle in radians. The secant of an angle is equal to 1 divided by the cosine of the angle.

## Syntax

SEC(x)

| Argument | Definition |
| --- | --- |
| x | a real number; specifies the angle measured in radians for which you wish to determine the secant |

★ Notes

Use the DEGTORAD function if the angle is expressed in degrees.

SEC(DEGTORAD(60)) = 2.0

Example

SEC(0.5) = 1.13949

## SERIESSUM

Calculates the sum of a power series. The following formula is the basis for SERIESSUM:

## Syntax

SERIESSUM(x,n,m,coefficient)

| Argument | Definition |
| --- | --- |
| x | a real number; specifies the input value to the power series |
| n | a real number; specifies the initial degree to raise x |
| m | a real number; specifies the amount to increase or decrease n for each term in the series |
| coefficient | a real number or an array of real numbers; specifies the coefficients by which successive powers of x are multiplied |

★ Notes and Error Messages

★ The quantity of values in coefficient dictates the number of terms in the power series.

★ SERIESSUM returns the #INVALID DATA! error if any argument is non-numeric.

Examples

SERIESSUM(2,-1.5,0.05,2) = 0.7071

SERIESSUM(2,-1.5,0.05, R9C1:R1C1) = 3.07796 where cell R9C1 = 5.6 and R1C1 = 3

## SIGN

Determines the sign (+ or -) of a number and returns -1 if the number is negative, 1 if the number is positive, and 0 if the number is 0.

## Syntax

SIGN(x)

| Argument | Definition |
| --- | --- |
| x | a real number |

Examples

SIGN(5) = 1

SIGN(0) = 0

SIGN(-0.021) = -1

## SIN

Calculates the sine of an angle measured in radians.

## Syntax

SIN(x)

| Argument | Definition |
| --- | --- |
| x | a real number; specifies the angle measured in radians |

★ Note
   The result of SIN is between -1 and 1, inclusive.

Examples

Use the DEGTORAD function if the angle is expressed in degrees.

SIN(DEGTORAD(45)) = 0.7071

## SINH

Calculates the hyperbolic sine of a number.

## Syntax

SINH(x)

| Argument | Definition |
|---|---|
| x | a real number |

★ Note
   The hyperbolic sine formula is:

Examples

SINH(0.5) = 0.5211

SINH(-0.25) = -0.2526

# SQRT

Calculates the positive square root of a non-negative real number.

## Syntax

SQRT(x)

| Argument | Definition |
|---|---|
| x | a non-negative real number |

★ Notes and Error Messages
   SQRT returns the #NUMBER! error value if x is a negative number.

Examples

SQRT(4) = 2

SQRT(0.175) = 0.4183

SQRT(R1C1) = 0.4183 where cell R1C1=0.175

SQRT(-4) = #NUMBER!

# SQRTPI

Calculates the square root of the product of a real number and pi, .

## Syntax

SQRTPI(x)

| Argument | Definition |
| --- | --- |
| **x** | a non-negative real number |

★ Notes and Error Messages
  SQRTPI returns the #NUMBER! error value if x is a negative number.

Examples

SQRTPI(0.175) = 0.7415

SQRTPI(1) = 1.77245

SQRTPI(-4) = #NUMBER!

SQRTPI(PI()) = PI (3.14159)

## SUM

Adds the values of a list of arguments.

## Syntax

SUM(number1,**number2,...,number30**)

| Argument | Definition |
| --- | --- |
| **list** | any real number, or reference to a set of real numbers |

★ Notes and Error Messages
  References to non-numeric cells are ignored except in cases where logical values and text strings can be translated to numeric values.

Examples

SUM(12,156,0.87,-10) = 158.87

SUM(5,TRUE,3) = 9, because the logical value TRUE is translated into the number 1

SUM(R1C1:R2C1) = 35 where cells R1C1=25 and R2C1=10

## SUMPRODUCT

Multiplies corresponding components in the given arrays and returns the sum of those products.

## Syntax

SUMPRODUCT(array1, array2, **array3, ..., array30)**

| Argument | Definition |
| --- | --- |
| **arraylist** | a list of arrays of real numbers |

★ Notes and Error Messages

Array arguments must have equal dimensions. If not, SUMPRODUCT returns the #VALUE! error.

Non-numeric array entries are treated as zeros.

Example

Two arrays are defined: **array1** (R6C11:R8C12) and **array2** (R6C13:R8C14).

SUMPRODUCT can be used as follows:

- SUMPRODUCT(R6C11:R8C12, R6C13:R8C14) = 119
- SUMPRODUCT({{1,2},{3,4},{5,6}},{{9,8},{7,6},{5,4}}) = 119

The formula for SUMPRODUCT calculates as follows for the above example:

- 1*9 + 2*8 + 3*7 + 4*6 + 5*5 + 6*4 = 119

## SUMSQ

Calculates the sum of the squares of the arguments.

## Syntax

SUMSQ(number1,**number2, ...,number30**)

| Argument | Definition |
| --- | --- |
| **list** | a list of real number |

★ Note

You can also use an array or a reference to an array.

Examples

SUMSQ(12,-3) = 153

SUMSQ(12,3) = 153

## SUMX2MY2

Calculates the sum of the difference of squares of corresponding values in two arrays.

## Syntax

SUMX2MY2(array1,array2)

| Argument | Definition |
| --- | --- |
| **array1** | a range or array of real numbers |
| **array2** | a range or array of real numbers |

★ Notes and Error Messages

The expression for the sum of the difference of squares is:

Arrays or arguments containing text, logical values, or empty cells are excluded; however, cells with the value zero are included.

SUMX2MY2 returns the #N/A error value if array1 and array2 do not contain the same number of values.

Examples

SUMX2MY2({2, 3, 5}, {6, 12, 4}) = -158

SUMX2MY2(R1C1:R3C1, R1C2:R3C2) = -158 where cell R1C1=2, R2C1=3, R3C1=5, R1C2=6, R2C2=12, R3C2=4

## SUMX2PY2

Calculates the sum of the sum of squares of corresponding values in two arrays.

## Syntax

SUMX2PY2(array1, array2)

| Argument | Definition |
| --- | --- |
| **array1** | a range or array of real numbers |
| **array2** | a range or array of real numbers |

★ Notes and Error Messages

The expression for the sum of the sum of squares is:

All arguments must be numeric, but may include arrays or references containing numbers.

SUMX2PY2 returns the #N/A error value if array1 and array2 do not contain the same number of values.

Examples

SUMX2PY2({2, 3, 5}, {6, 12, 4}) = 234

SUMX2PY2(R1C1: R3C1, R1C2: R3C2) = 234 where cell R1C1=2, R2C1=3, R3C1=5, R1C2=6, R2C2=12, R3C2=4

## SUMXMY2

Calculates the sum of squares of differences of corresponding values in two arrays.

## Syntax

SUMXMY2(array1,array2)

| Argument | Definition |
| --- | --- |
| **array1** | a range or array of real numbers |
| **array2** | a range or array of real numbers |

★ Notes and Error Messages

The expression for the sum of squared differences is:

All arguments must be numeric, but may include arrays or references containing numbers.

SUMXMY2 returns the #N/A error value if array1 and array2 have a different number of values.

Examples

SUMXMY2({2,3,5},{6,12,4}) = 98

SUMXMY2(R1C1:R3C1,R1C2:R3C2) = 98 where cell R1C1=2, R2C1=3, R3C1=5, R1C2=6, R2C2=12, R3C2=4

## TAN

Calculates the tangent of an angle in radians. The tangent of an angle is equal to the sine of the angle divided by the cosine of the angle.

## Syntax

TAN(x)

| Argument | Definition |
| --- | --- |
| **x** | a real number; specifies the angle measured in radians |

★ Notes

Use the DEGTORAD function if the angle is expressed in degrees.

TAN(DEGTORAD(60)) = 1.73205

Example

TAN(0.5) = 0.5463

# TANH

Calculates the hyperbolic tangent of a number.

## Syntax

TANH(x)

| Argument | Definition |
|---|---|
| x | a real number |

★ Notes

The result of TANH is between -1 and 1, inclusive.

The formula for the hyperbolic tangent is:

Examples

TANH(0.75) = 0.6351

TANH(-0.5) = -0.4621

# TRUNC

Truncates an expression to an integer with a specified number of digits. The number is rounded towards 0.

## Syntax

TRUNC(x, **digits**)

| Argument | Definition |
|---|---|
| x | a real number; specifies the number to truncate |
| digits | an integer specifying the precision of the truncation; if **digits** is omitted, 0 is the default value |

★ Notes

TRUNC truncates digits if it is a non-integer.

x is rounded to the left of the decimal point if digits is less than 0. For example, if digits＝-2, then x is rounded to the nearest hundred.

TRUNC rounds towards zero.

A difference exists between TRUNC and INT when x is a negative number. TRUNC(-5.4) returns -5, but INT(-5.4) returns -6. The difference is due to TRUNC rounding towards 0 while INT rounds down.

Examples

TRUNC(14.9) = 14

TRUNC(-14.9) = -14

TRUNC(A4) = 3 where cell A4=3.999

## AVEDEV

Calculates the mean of the absolute deviations of a list of arguments from their mean. AVEDEV measures variation in a data set.

## Syntax

AVEDEV(numberlist)

| Argument | Definition |
| --- | --- |
| **numberlist** | any list of real numbers |

★ Note

The arguments should be numbers, arrays, or references to cells that contain numbers.

AVEDEV ignores empty cells and cells containing text or logical values; however, cells containing values equal to 0 are included.

Examples

AVEDEV(2,4,6) = 1.33333

AVEDEV(1, R1C1:R2C1, {3,5,-6}) = 3.14444 where cell R1C1 = 0.5, R2C1 = -3.4

## AVERAGE

Calculates the average (arithmetic mean) of a list of arguments.

## Syntax

AVERAGE(numberlist)

| Argument | Definition |
| --- | --- |
| **numberlist** | represents any combination of real numbers |

★ Note

The arguments should be numbers, arrays, or references to cells that contain numbers.

AVERAGE ignores empty cells and cells containing text or logical values; however, cells containing values equal to 0 are included.

Examples

AVERAGE(5,10,25,30 ) = 17.5

AVERAGE(5,10,25,R1C1...R3C1) = 12.16667 where cell R1C1= 32, R2C1= 0, R3C1= 1

AVERAGE(1,R1C1:R2C1,{3,5,-6}) = 0.0167 where cell R1C1 = 0.5, R2C1 = 3.4

## BETADIST

Calculates the cumulative beta probability density function. The cumulative beta probability density function is used for studying the variability of a sample's percentage response. For example, many methods of a production quality estimation are based on the assumption that low quality products have a beta distribution.

## Syntax

BETADIST(x,alpha,beta,**A,B**)

| Arguments | Definitions |
| --- | --- |
| **x** | a real number from **A** to **B**, inclusive |
| **alpha** | a positive real number specifying the distribution parameter |
| **beta** | a positive real number specifying the distribution parameter |
| A | a real number specifying the lower limit of **x;** if **A** is omitted, 0 is the default value |
| B | a real number specifying the upper limit of **x;** if **B** is omitted, 1 is the default value. |

★ Notes and Error Messages

If A and B are omitted the function returns the standard cumulative beta distribution, assuming A = 0 and B = 1.

BETADIST returns the #NUMBER! error if any argument is out of range.

BETADIST returns the #INVALID DATA! error if any argument is non-numeric.

BETADIST returns the #NUMBER! error if x is less than A, x is greater than B, or A = B.

Examples

BETADIST(3,2.3,3.5,1,8) = 0.3126

BETADIST(0.32,3,5) = 0.3987

BETADIST(0.32,3,5,0,1) = 0.3987

# BETAINV

Calculates the inverse value of the cumulative beta probability density function such that if p=BETADISTbetadist(x,alpha,beta,A,B), then **x**=BETAINV(p,alpha,beta,A,B).

## Syntax

BETAINV(p,alpha,beta,**A, B**)

| Arguments | Definitions |
|---|---|
| **p** | a probability value to be used with the beta distribution; a non-negative real number |
| **alpha** | a positive real number specifying the distribution parameter |
| **beta** | a number between **A** and **B** |
| A | a real number specifying the lower limit to the interval of **x;** if **A** is omitted, 0 is the default value |
| B | a real number specifying the upper limit to the interval of **x;** if **B** is omitted, 1 is the default value |

★ Notes and Error Messages

BETAINV returns the #INVALID DATA! error if any argument is non-numeric.

BETAINV returns the #NUMBER! error value if p is negative or greater than 1.

BETAINV returns the #NUMBER! error value if any argument is out of the range.

If values A and B are omitted, BETAINV returns the inverse standard cumulative beta distribution, that A = 0 and B = 1.

BETAINV returns the #NUMBER! error if A>=B.

Examples

BETAINV(0.3126,2.3,3.5,1, 8) = 3.00007

BETAINV(0.32,3,5) = 0.2854

BETAINV(0.32,3,5,0,1) = 0.2854

# BINOMDIST

Calculates the magnitude of the individual term binomial probability distribution.

## Syntax

BINOMDIST(num_s,num_t,prob,cumulative)

| Arguments | Definitions |
|---|---|
| num_s | an integer which specifies the number of successes in trials |
| num_t | an integer which specifies the number of independent trials |
| prob | a non-negative real number between 0 and 1 which specifies the probability of success of each trial |
| cumulative | a logical value (TRUE or FALSE) which specifies the form of the function |

★ Notes and Error Messages

If num_s or num_t is real, BINOMDIST rounds it to an integer.

BINOMDIST returns the #NUMBER! error value if prob is negative or greater than 1.

If cumulative is FALSE, BINOMDIST returns the binomial probability of obtaining exactly num_s successes in num_t trial; if TRUE, BINOMDIST returns the cumulative binomial function which is the probability of obtaining at most num_s successes in the num_t independent trials.

The binomial probability formula is:

where  is COMBIN(t, s), s is the number of successes in trials, t is the number of independent trials, and p is the probability of success on each trial.

Examples

BINOMDIST(0,50,0.5,FALSE) = 8.88E-016

# CHIDIST

Calculates the one-tailed probability of the chi-squared ((2) distribution.

## Syntax

CHIDIST(x,df)

| Arguments | Definitions |
|---|---|
| x | a non-negative real number |
| df | a positive integer which specifies the number of degrees of freedom |

★ Notes and Error Messages

CHIDIST returns the #NUMBER! error value if x is < 0 or if df is  0.

Example

CHIDIST(1.345,9) = 0.9981

# CHIINV

Calculates the inverse of the chi-squared (X2) distribution, such that if p=CHIDIST(x, df), then x=CHIINV(p, df).

## Syntax

CHIINV(prob,df)

| Arguments | Definitions |
| --- | --- |
| prob | a non-negative real number between 0.0 and 1.0 which specifies the probability to be used with the chi-squared distribution |
| df | a positive integerterm_integer which specifies the number of degrees of freedom |

★ Notes and Error Messages

CHIINV returns the #NUMBER! error value if prob is negative or greater than 1, or if df is less than 1 or equal to 0.

Example

CHIINV(R1C1,9) = 1.345, if A1 contains the formula CHIDIST(1.345,9)

# CHITEST

Calculates the result of the test of independence. The chi-squared (X2)test can be used to verify hypothesized results.

## Syntax

CHITEST(act_range,expect_range)

| Arguments | Definitions |
| --- | --- |
| act_range | a list of values separated by commas; or an array of values which specifies the observations to test |
| expect_range | a list of values separated by commas; or an array of values which specifies the expected data |

★ Notes and Error Messages

CHITEST returns the #N/A error value if the arrays have a different number of references, or if (>1 or (<0.

CHITEST does not include empty cells and cells containing text in its calculations; however, cells with values equal to 0 are included.

Example

The hypothetical example below shows the data for expected and actual results for 100 students and 100 employees taking the same training course. In this case, the

expectation is that the students will retain more or less of the training information than the employees.

|  | Students | Employees |
|---|---|---|
| **Actual** | | |
| Improved | 60 | 40 |
| Worse | 5 | 20 |
| Unchanged | 35 | 40 |
| Expected | | |
| Improved | 70 | 60 |
| Worse | 5 | 10 |
| Unchanged | 25 | 30 |

The result of the chi-squared test of independence computes as follows:

= CHITEST(R3C2:R5C3,R7C2:R9C3) = 0.0001151

Therefore, the return probability is low.

# CONFIDENCE

Calculates the confidence interval for a population mean. The confidence interval is a range on either side of a sample mean.

## Syntax

CONFIDENCE(alpha,st_dev,size)

| Argument | Definitions |
|---|---|
| **alpha** | a positive real number which is the significance level; it is used to determine the confidence level; the confidence level equals 100(1-**alpha**)%; e.g., if alpha = 0.03 then there is a 97% confidence level |
| **st_dev** | a positive real number which specifies the standard deviation for the range of data |
| **size** | a variable integer greater than 1, representing sample size |

★ Notes and Error Messages

CONFIDENCE returns the #INVALID DATA! error for any non-numeric argument.

St_dev is assumed to be known.

If size contains a decimal, it is rounded down to the nearest integer.

Example

Suppose that 16 apples have an average weight equal to 120 grams with the standard mean square deviation of 15. With 90 percent of confidence, the population mean is within the interval from 113.8318 to 126.1682, because

90% = 100(1-**alpha**)%, therefore alpha = 0.1

CONFIDENCE(0.1,15,16) = 6.1682

113.8318 = 120 - 6.1682 which equals 113.8318

126.1682 = 120 + 6.1682 which equals 126.1682

## CORREL

Calculates the correlation coefficient between two ranges of data. The correlation coefficient is a standardized covariance and determines linear relationship between two random variables. The function returns the value from -1 to 1, inclusive. Two random variables are called non-correlated variables if their correlation coefficient equals 0. Two random variables have a function dependence if the correlation coefficient equals 1 or -1.

## Syntax

CORREL(array1,array2)

| Arguments | Definitions |
|-----------|-------------|
| **array1** | an array of real numbers or a data range of values |
| **array2** | an array of real number or a data range of values |

★ Notes and Error Messages

CORREL returns the #N/A error value if the arrays have a different number of references.

CORREL returns the #DIV/0! error value if the standard deviation of any random variable equals 0.

CORREL does not include empty cells and cells containing text in its calculations; however, the cells with values equal to 0 are included.

The correlation coefficient is expressed in the following formula:

where Cov(X,Y) is covariance (see COVARCOVAR) and , are standard deviations.

Example

Suppose that the first array contains the height of a number of trees and the second one contains their mean diameters.

CORREL({17,18,19,20,21,22,23,24,25},{19,19,18,20,23,25,27,30,32}) = 0.9576, which means those two random events are interdependent.

# COUNT

Calculates the number of cells that contain numbers in a range.

## Syntax

COUNT(valuelist)

| Argument | Definition |
|---|---|
| **valuelist** | any combination of numbers, expressions, or cell references separated by commas; or an array of values |

★ Notes

The arguments should be numbers, arrays, or references to cells that contain numbers.

COUNT does not include empty cells and cells containing text in its calculations; however, cells with values equal to 0 are included.

Examples

COUNT(2,3.4,5,"Hello") = 3

COUNT(R1C1,R2C1,R3C1,R4C1) = 2, if R1C1="Hello", R2C1 is empty, R3C1=2, R4C1=34

# COUNTA

Calculates the number of nonblank cells in a range containing data.

## Syntax

COUNTA(valuelist)

| Argument | Definition |
|---|---|
| **valuelist** | represents any combination of numbers, expressions, cell references separated by commas; or an array of values |

★ Note

COUNTA includes cells with values equal to 0 in its calculations.

Examples

COUNTA(2,3.4,5, "Hello") = 4

COUNTA(R1C1,R2C1,R3C1,R4C1) = 3, if R1C1="Hello", R2C1is blank, R3C1=2, R4C1=34

# COVAR

Calculates covariance, which is the average of the products of paired deviations of two data ranges. Use this function to determine the relationship between two sets of data. The positive value of the function means that two events have common dependencies, otherwise the events are not interdependent.

## Syntax

COVAR(array1,array2)

| Arguments | Definitions |
| --- | --- |
| array1 | an array of real numbers or a range of data values |
| array2 | an array of real number or a range of data values |

★ Notes and Error Messages

COVAR returns the #N/A error value if the arrays have a different number of references.

COVAR does not include empty cells and cells containing text in its calculations; however, cells with values equal to 0 are included.

The formula for covariance is:

where , are the mean values of the arrays

Example

COVAR({17,18,19,20,21,22,23,24,25},{19,19,18,20,23,25,27,30,32}) = 12

# CRITBINOM

Calculates the smallest value for which the cumulative binomial distribution is greater than or equal to a criterion value. This function is usually used for quality assurance applications.

## Syntax

CRITBINOM(trials,prob,alpha)

| Arguments | Definitions |
| --- | --- |
| trials | an integer which specifies the number of Bernoulli trials |
| prob | a non-negative real number between 0 and 1 which specifies the probability of success for each trial |
| alpha | a positive real number that defines the parameter of the distribution |

★ Notes and Error Messages

If trials is real, CRITBINOM truncates it to an integer.

CRITBINOM returns the #NUMBER! error value if prob is greater than 1 or less than 0.

CRITBINOM returns the #NUMBER error value alpha is greater than 1 or less than 0.

Example

CRITBINOM(12,0.9,BINOMDIST(4,12,0.9,TRUE)) = 4

## DEVSQ

Calculates the sum of the squared deviations of data points from their sample mean. The returning value is always positive.

## Syntax

DEVSQ(numberlist)

| Argument | Definition |
| --- | --- |
| numberlist | represents any combination of numbers, expressions, cell references separated by commas; or an array of values |

★ Notes

The arguments should be numbers, arrays, or references to cells that contain numbers.

The formula for DEVSQ is:

where N is the number of values in the list.

Example

DEVSQ(3, -4.5, 75, 22) = 3858.1875

## EXPONDIST

Calculates the exponential distribution. The exponential distribution is often used to model the time between events, such as how long it takes the spreadsheet to compute a result. This function could be used to determine the probability that the process takes at most ten seconds.

## Syntax

EXPONDIST(x,lambda,cumulative)

| Arguments | Definitions |
| --- | --- |
| x | a non-negative real number |
| lambda | a positive real number which specifies the function's parameter |
| cumulative | a logical value (TRUE or FALSE) which specifies the form of the function |

★ Notes and Error Messages

EXPONDIST returns the #NUMBER! error value if any argument is out of the range.

EXPONDIST returns the #INVALID DATA! error value if any argument is non-numeric.

If cumulative is FALSE, EXPONDIST returns the value of the probability exponential distribution; if TRUE, EXPONDIST returns the cumulative probability exponential distribution function.

The formula of the exponential distribution function is:

Examples

EXPONDIST(2.76,3.2,TRUE) = 0.9999

EXPONDIST(2.76,3.2,FALSE) = 0.0004672

# FDIST

Calculates the F distribution. This function is useful in determining degrees of diversity between data ranges.

## Syntax

FDIST(x,df1,df2)

| Arguments | Definitions |
| --- | --- |
| x | a non-negative real number |
| df1 | a positive integer which specifies the number of degrees of freedom |
| df2 | a positive integer which specifies the number of degrees of freedom |

★ Notes and Error Messages

FDIST returns the #NUMBER! error value if:

x is negative

df1 or df2 is less than 1 or if df1 or df2 is greater than or equal to

If df1 or df2 is a real number, the function truncates it to an integer.

Examples

FDIST(7.146381829,5,50) = 0.0

FDIST(3.251,2,8) = 0.0926

# FINV

Calculates the inverse of the F distribution, such that if p=FDIST(x, df1, df2), then FINV(p, df1, df2)=x.

## Syntax

FINV(prob,df1,df2)

| Arguments | Definitions |
|---|---|
| prob | a non-negative real number between 0 and 1 which specifies the probability of success on each trial used with the F distribution |
| df1 | a positive integer which specifies the numerator degrees of freedom |
| df2 | a positive integer which specifies the denominator degrees of freedom |

★ Notes and Error Messages

FINV returns the #NUMBER! error value if:

- prob is negative or greater than 1

- df1 or df2 is less than 1

If df1 or df2 is a real number, the function truncates it to an integer.

Examples

FINV(0.25,5,5) = 1.89466

FINV(0.09261,2,8) = 3.25096

# FISHER

Calculates the Fisher transformation. The transformation produces a normally distributed function approximation. It is used to perform hypothesis testing on the correlation coefficient.

## Syntax

FISHER(x)

| Argument | Definition |
|---|---|
| **x** | a real number from -1 to 1, exclusive |

★ Notes and Error Messages

FISHER returns the #NUMBER! error if x is less than -1 or greater than 1.

FISHER returns the #INVALID DATA! error if x is a non-numeric value.

The formula of the Fisher transformation is:

Example

FISHER(0.832) = 1.1946

# FISHERINV

Calculates the inverse of the Fisher transformation. If FISHER(x)=y, then FISHERINV(y)=x. It is used to analyze correlations between data.

## Syntax

FISHERINV(y)

| Arguments | Definition |
|---|---|
| **y** | a real number |

★ Notes and Error Messages

FISHERINV returns the #INVALID DATA! error if y is non-numeric.

The formula for the inverse of the Fisher transformation is:

Example

FISHERINV(1.1946) = 0.832

# FORECAST

Calculates a predicted value of the dependent variable for the given independent variable **x** based on a linear regression of the values in **array_X** and **array_Y**.

The values in **array_X** depend on values contained in **array_Y**. This function is useful in forecasting sales and consumer trends.

## Syntax

FORECAST(x, array_X, array_Y)

| Arguments | Definitions |
|---|---|
| **x** | a real number which represents a data point |
| **array_X** | the dependent array which represents a range of data values |
| **array_Y** | the independent array which represents a range of data values |

★ Notes and Error Messages

FORECAST returns the #VALUE! error if x is non-numeric.

FORECAST returns the #N/A error if the arrays have a different number of references.

FORECAST does not include empty cells and cells containing text in its calculations; however, cells with values equal to 0 are included.

FORECAST returns #DIV/0! If the variance of the array_X is equal to zero.

Example

Suppose that in a laboratory experiment the outcome of product **Y** (kg per hour) depends on the reaction temperature **x** ((C). The following table shows dependence of outcome from the reaction temperature:

| | |
|---|---|
| x: | R1C1=51, R2C1=32, R3C1=80, R4C1=73, R5C1=64, R6C1=45, R7C1=83, R8C1=44, R9C1=93, R10C1=28, R11C1=35, R12C1=40, R13C1=29, R14C1=53, R15C1=58, R16C1=65 (independent variables) |
| y: | R1C2=52.7, R2C2=15.2, R3C2=89.5, R4C2=94.8, R5C2=76, R6C2=39.3, R7C2=114.8, R8C2=36.5, R9C2=137.4, R10C2=5.3, R11C2=20.7, R12C2=21.7, R13C2=9.19, R14C2=55.4, R15C2=64.3, R16C2=79.1 (dependent variables) |

Predict the outcome of the product when the reaction temperature equals 75 ((C).

FORECAST(75, R1C2:R16C2, R1C1:R16C1) = 93.3139, if R1C1:R16C1 contains independent variables, R1C2:R16C2 contains dependent variables.

## FTEST

Calculates the result of a one-tailed probability that the variances in array1 and array2 are not significantly different. The F-test tests the hypothesis that two samples have different variances by trying to reject the null hypothesis that their variances are actually consistent.

## Syntax

FTEST(array1,array2)

| Arguments | Definitions |
|---|---|
| **array1** | an array or range of real numbers |
| **array2** | another array or range of real number |

★ Notes and Error Messages

FTEST returns the #N/A error value if the arrays have a different number of references.

FTEST does not include empty cells and cells containing text in its calculations; however, cells with 0 values are included.

FTEST returns #DIV/0! if either array1 or array2 have a variance of zero.

Examples

FTEST({5,4,7,8,12,11},{14,23,21,16,19,25}) = 0.567

FTEST({12,14,12.5},{17,18,16}) = 0.96

# GAMMADIST

Calculates the gamma distribution.

## Syntax

GAMMADIST(x,alpha,beta,cumulative)

| Arguments | Definitions |
|---|---|
| **x** | a non-negative real number which specifies the value at which the distribution must be evaluated |
| **alpha** | a positive real number which specifies the alpha parameter of the distribution |
| **beta** | a positive real number which specifies the beta parameter of the distribution |
| **cumulative** | a logical value (TRUE or FALSE) which specifies the form of the function |

★ Notes and Error Messages

GAMMADIST returns the standard Gamma distribution if beta equals 1.

GAMMADIST returns the #NUMBER! error if x<0.

GAMMADIST returns the #NUMBER! error if alpha<=0 or beta<=0.

GAMMADIST returns the #INVALID DATA! error if any argument is non-numeric.

If cumulative is FALSE, GAMMADIST returns the value of the distribution density function; if TRUE, GAMMADIST returns the cumulative distribution function.

The formula of the distribution density function is:

where  is the gamma function.

Examples

GAMMADIST(7,4.67,3.44,FALSE) = 0.0349

GAMMADIST(7,4.67,3.44,TRUE) = 0.0787

# GAMMAINV

Calculates the inverse of the gamma cumulative distribution. If p=GAMMADIST(x, alpha, beta, TRUE), then GAMMAINV(p, alpha, beta)=x.

## Syntax

GAMMAINV(prob,alpha,beta)

| Arguments | Definitions |
| --- | --- |
| prob | a non-negative real number between 0 and 1 which specifies the probability to be used with the gamma distribution |
| alpha | a positive real number which specifies the parameter of the distribution |
| beta | a positive real number which specifies the parameter of the distribution |

★ Notes and Error Messages

GAMMAINV returns the #INVALID DATA! error if any argument value is non-numeric.

GAMMAINV returns the #NUMBER! error if prob is negative or greater than 1.

GAMMAINV returns the #NUMBER! error if alpha  0 or beta  0.

Example

GAMMAINV(0.07869,4.67,3.44) = 6.99996

# GEOMEAN

Calculates the geometric mean of the data range containing only positive values.

## Syntax

GEOMEAN(numberlist)

| Arguments | Definition |
| --- | --- |
| **numberlist** | any combination of positive numbers or expressions, or an array of values |

★ Notes and Error Messages

The arguments should be positive numbers or arrays that contain positive numbers.

If an array or reference argument contains text, logical values, or empty cells, those values are ignored.

Cells with the value 0 are included.

GEOMEAN returns the #NUMBER! error value if any value in the list is negative.

The formula of the geometric mean is:

Examples

GEOMEAN( 2, 1, 2) = 1.5874

GEOMEAN( R1C1, 1, 2) = 1.5874, if R1C1 contains 2

# HARMEAN

Calculates the harmonic mean of a data range. The harmonic mean is the ratio of the number of data points in the list to the sum of the reciprocals.

## Syntax

HARMEAN(numberlist)

| Argument | Definition |
| --- | --- |
| **numberlist** | any combination of numbers or expressions, or an arrayterm_array of values |

★ Notes and Error Messages

The arguments should be numbers, arrays, or references to cells that contain numbers.

If an array or reference argument contains text or logical values, those values are ignored.

HARMEAN returns the #NUMBER! error value if any value in the list is less than or equal to zero.

The formula of the harmonic mean is:

Examples

HARMEAN( 2, 1, 2) = 1.5

HARMEAN( R1C1, 1, 2) = 1.5, if R1C1 contains 2

# HYPGEOMDIST

Calculates the hypergeometric distribution. The HYPGEOMDIST function evaluates the probability of sample success based on sample size, population successes, and population size.

## Syntax

HYPGEOMDIST(sample_successes,sample_size,population_successes,population_size)

| Arguments | Definitions |
|---|---|
| sample_successes | a positive integer which specifies the number of successes in the sample |
| sample_size | a positive integer which specifies the size of the sample |
| population_successes | a positive integer which specifies the number of successes in the population |
| population_size | a positive integer which specifies the population size |

★ Notes and Error Messages

The function truncates all arguments that are not integers.

HYPGEOMDIST returns the #INVALID DATA! error value if:

-sample_successes is greater than the lesser of sample_size or population_successes

-sample_successes is less than the larger of 0 or (sample_size - population_size + population_successes)

-sample_size > population_size

-population_successes > population_size

-any negative arguments are used.

The hypergeometric distribution is calculated as follows:

where:

x is the number of successes in the sample

n is the size of the sample

M is the number of successes in the population

N is the population size

Examples

Suppose you have 25 golf balls, 6 of which are fluorescent yellow, and you randomly select 12. Find the probability that only two will turn out to be fluorescent yellow.

HYPGEOMDIST(2,12,6,24) = 0.2427

Suppose you have 14 coins in your pocket. Ten of them are nickels and the others are quarters. Find the probability that if you randomly take three coins from your pocket two will be nickels.

HYPGEOMDIST(2,3,10,14) = 0.4945

# INTERCEPT

Calculates the intercept of the linear regression. Calculations are based on the dependent and independent arrays of data points. The intercept value indicates the point of intersection between the linear regression and the y-axis.

## Syntax

INTERCEPT(array_y,array_x)

| Arguments | Definitions |
| --- | --- |
| **array_y** | the dependent array or data range of values |
| **array_x** | the independent array or range of regression variables |

★ Notes and Error Messages

INTERCEPT returns the #N/A error if the arrays have a different number of references.

INTERCEPT does not include empty cells and cells containing text in its calculations; however, zero values are included.

INTERCEPT returns the #DIV/0! Error if the variance of array_x is zero.

The intercept of the linear regression has the following equation:

where

and the slope is calculated as:

Example

Evaluate the intercept of the linear regression for the following data:

**x:** 51, 32, 80, 73, 64, 45, 83, 44, 93, 28, 35, 40, 29, 53, 58, 65

**y:** 52.7, 15.2, 89.5, 94.8, 76, 39.3, 114.8, 36.5, 137.4, 5.3, 20.7, 21.7, 9.19, 55.4, 64.3, 79.1

INTERCEPT(R1C2:R16C2,R1C1:R16C1) = -47.98244. If R1C1:R16C1 contains independent variables, R1C2:R16C2 contains dependent variables.

# KURT

Calculates the kurtosis coefficient of a data range. The kurtosis coefficient reflects the relative peakedness or flatness of a distribution relative to the normal

distribution. A positive result indicates a relatively peaked distribution. A negative value of the coefficient indicates a relatively flat distribution.

## Syntax

KURT(numberlist)

| Argument | Definition |
|---|---|
| **numberlist** | any combination of numbers or expressions, or an arrayterm_array of values |

★ Notes and Error Messages

The arguments should be numbers, arrays, or references to cells that contain numbers.

KURT does not include empty cells and cells containing text in its calculations; however, zero values are included.

Example

KURT({3,-4,5},{6,7.77}) = 2.43242

KURT({3,-4,5,6}) = 2.41709

KURT({1,2,-5,7,12,-21}) = 1.77431

## LARGE

Finds the k-th largest value in a data range.

## Syntax

LARGE(array,k)

| Arguments | Definitions |
|---|---|
| **array** | an array or range reference of real numbers |
| **k** | a positive integer less than or equal to the number of values in **array;** the position from the largest value to return. |

★ Notes and Error Messages

LARGE returns the #NUMBER! error value if k is greater than the number of values in the array.

If the array is empty LARGE returns the #NAME! error

If k = 1, LARGE returns the largest value in the array.

If k = N, LARGE returns the smallest value in the array; where N is the number of data values in the array.

Examples

LARGE({1,2,3,4,5,6},2) = 5

If R1C1:R16C1 contains the following data:

52.7, 15.2, 89.5, 94.8, 76, 39.3, 114.8, 36.5, 137.4, 5.3, 20.7, 21.7, 9.19, 55.4, 64.3, 79.1

LARGE(R1C1:R16C1, 2) = 114.8

## LOGINV

Calculates the inverse magnitude of the lognormal distribution. If
p=LOGNORDIST(x,m,s), then LOGINV(p,m,s)=x.

## Syntax

LOGINV(prob,mean,st_dev)

| Arguments | Definitions |
| --- | --- |
| prob | a positive real number between 0 and 1 which specifies the probability to be used with the lognormal distribution |
| mean | a real number which specifies the mean value of the random variable |
| st_dev | a positive real number which specifies the standard deviation of the random variable. |

★ Error Messages

LOGINV returns the #NUMBER! error value if:

-st_dev is less than or equal to zero.

-prob is negative or greater than 1

LOGINV returns the #INVALID DATA! error if any argument is non-numeric.

Example

LOGINV(0.118678153,3,1.75) = 2.54

## LOGNORMDIST

Calculates the cumulative lognormal distribution of **x**, where $\ln(x)$ is normally
distributed with parameters **mean** and **st_dev**. It is used to analyze data that has been
logarithmically transformed.

## Syntax

LOGNORMDIST(x,mean,st_dev)

| Arguments | Definitions |
|---|---|
| **x** | a positive real number which specifies the value at which the distribution must be evaluated |
| **mean** | a real number which specifies the mean value of the random variable |
| **st_dev** | a positive real number which specifies the standard deviation of the random variable |

★ Notes and Error Messages

LOGNORMDIST returns the #NUMBER! error if x is 0 or if st_dev is 0.

LOGNORMDIST returns the #INVALID DATA! error if any argument is non-numeric.

The formula of the distribution density function is:

where  is the mean value and  is the standard deviation of the random variable.

Example

LOGNORMDIST(2.54,3,1.75) = 0.1187

# MAX

Returns the largest number in the data range.

## Syntax

MAX(numberlist)

| Argument | Definition |
|---|---|
| **numberlist** | any combination of real numbers or expressions, or an array of values |

★ Notes

The arguments should be numbers, arrays, or references to cells that contain numbers.

MAX does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

If all arguments in the list are non-numeric, MAX returns #INVALID DATA!.

Example

MAX(3,-4,2.999, {5,4.32}) = 5

MAX(1,2,3,4,5,6) = 6

# MEDIAN

Calculates the median value in the data range. The median value is the value at the mid-point of a list of data points in sorted order; half the values in the list are greater than the median and half are smaller.

## Syntax

MEDIAN(numberlist)

| Argument | Definition |
|---|---|
| **numberlist** | any combination of numbers or expressions, or an array of values |

★ Notes

The arguments should be numbers, arrays, or references to cells that contain numbers.

MEDIAN does not include empty cells and cells containing text in its calculations; however, zeros are included.

Example

MEDIAN(10,20,30,40,50) = 30

MEDIAN(3,9,7.6,4.5,7.6,3,3) = 4.5

# MIN

Returns the smallest number in the data range.

## Syntax

MIN(numberlist)

| Argument | Definition |
|---|---|
| **numberlist** | any combination of numbers or expressions, or an array of values |

★ Notes

The arguments should be numbers or arrays.

MIN does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

If all arguments in the list are non-numeric, MIN returns #INVALID DATA!.

Example

MIN(1,2,3,4,5,6) = 1

MIN(3,-4,2.999,{5,4.32}) = -4

MIN(SUM(1,-1,-3,-4),5,1,-1,2,-6) = -7

# MODE

Calculates the value of the most frequently repeated data points in the data range.

## Syntax

MODE(numberlist)

| Argument | Definition |
| --- | --- |
| **numberlist** | any combination of numbers or expressions, or an array of values |

★ Notes and Error Messages

The arguments should be numbers, arrays, or references to cells that contain numbers.

MODE returns the #N/A error value if the list does not contain duplicated data points.

MODE does not include empty cells and cells containing text in its calculations; however, zero values are included.

Example

MODE(3,9,7.6,4.5,7.6,3, 3) = 3

MODE(3,3,4,4) = 3 (because if there is more than one mode, MODE returns only one of them)

MODE(1,2,3,4,5,6) = #N/A

# NEGBINOMDIST

Calculates the negative binomial distribution. The returned value specifies the probability that a set number of failures will occur before a set number of successes.

## Syntax

NEGBINOMDIST(failures,successes,prob)

| Arguments | Definitions |
| --- | --- |
| failures | a non-negative integer which specifies the number of failures on each trial |
| successes | a non-negative integer which specifies the threshold number of successes on each trial |
| prob | a non-negative real number between 0 and 1 which specifies the probability of success on each trial |

★ Notes and Error Messages

NEGBINOMDIST returns the #NUMBER! error value if:

-an argument is negative

-prob is less than 0 or greater than 1

NEGBINOMDIST truncates failures or successes to integers .

If any argument is non-numeric the #INVALID DATA! error is returned.

Example

NEGBINOMDIST(1,5,0.9) = 0.2952

# NORMDIST

Calculates the normal distribution for the specified mean and standard deviation.

## Syntax

NORMDIST(x,mean,st_dev,cumulative)

| Arguments | Definitions |
| --- | --- |
| x | a real number to be measured for its distribution |
| mean | a real number which specifies the mean value of the random variable |
| st_dev | a positive real number which specifies the standard deviation of the random variable |
| cumulative | a logical value (TRUE or FALSE); specifies the form of the function |

★ Notes and Error Messages

NORMDIST returns the #NUMBER! error if st_dev 0).

NORMDIST returns the #INVALID DATA! error if any argument is non-numeric.

If mean = 0 and st_dev = 1, the standard normal distribution is returned.

If cumulative is FALSE, NORMDIST returns the probability of the normal distribution; if TRUE, it returns the cumulative normal distribution function.

The formula of the normal distribution function is:

where  is the mean value and  is the standard deviation of the random variable.

Example

NORMDIST(12,11,1.75,TRUE) = 0.7161

NORMDIST(12,11,1.75,FALSE) = 0.1936

# NORMINV

Calculates the inverse of the normal distribution. If p=NORMDIST(x,m,s,TRUE), then NORMINV(p,m,s)=x.

## Syntax

NORMINV(prob,mean,st_dev)

| Arguments | Definitions |
| --- | --- |
| prob | a positive real number between 0 and 1 which specifies the probability to be used with the standard normal distribution |
| mean | a real number which specifies the mean value of the random variable |
| st_dev | a positive real number which specifies the standard deviation of the random variable |

★ Notes and Error Messages
  NORMINV returns the #NUMBER! error value if:

  - prob is negative or greater than 1

  - st_dev is equal to or less than 0

  - NORMINV returns the #INVALID DATA! error if any argument is non-numeric.

Example

NORMINV(0.7161454169,11,1.75) = 12

# NORMSDIST

Calculates the standard cumulative normal distribution. The distribution is the special case of the normal distribution, which has a mean value equal to zero and a standard deviation equal to one.

## Syntax

NORMSDIST(*z*)

| Argument | Definition |
|---|---|
| *z* | a real number which specifies the value at which the standard distribution is to be evaluated |

★ **Notes and Error Messages**

NORMSDIST returns the #INVALID DATA! error if the argument is non-numeric.

The formula is:

Example

NORMSDIST(2.34553) = 0.9905

## NORMSINV

Calculates the inverse of the standard cumulative normal distribution. This distribution has a mean value equal to 0 and standard deviation equal to one.

## Syntax

NORMSINV(prob)

| Argument | Definition |
|---|---|
| prob | a non-negative real number between 0 and 1 which specifies the probability to be used with the standard normal distribution |

★ **Error Message**

NORMSINV returns the #NUMBER! error value if prob is negative or greater than 1.

Example

NORMSINV(0.9905) = 2.3454

## PEARSON

Calculates the Pearson product moment correlation coefficient, r, reflecting the extent of a linear relationship between two data sets. The returning value is in the range from -1.0 to 1.0 inclusive.

## Syntax

PEARSON(array1,array2)

| Arguments | Definitions |
|---|---|
| **array1** | the dependent array or a data range of values |
| **array2** | the independent array or range of regression variables |

★ Notes and Error Messages

PEARSON returns the #N/A error value if the arrays have a different number of references.

PEARSON does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

PEARSON returns the #div/0! error if either array1 or array2 has a variance of zero.

The formula for the r value of the regression is:

Example

PEARSON({2,4,5,2,1,2},{4,2,6,3,7,1}) = -0.0191

# PERCENTILE

Calculates the k-th percentile of the values contained in a data range. It can be used to establish the threshold of acceptance (e.g., to examine all scores above the 70th percentile).

## Syntax

PERCENTILE(array,k)

| Arguments | Definitions |
|---|---|
| **array** | an array or range reference of real numbers |
| **k** | a real number from 0 to 1 inclusive |

★ Notes and Error Messages

PERCENTILE returns the #NUMBER error value if:

- k is < 0 or if k is > 1

- array is empty

If k is not a multiple of $1/(n-1)$, the function interpolates to determine the value at the k-th percentile.

PERCENTILE returns the #INVALID DATA! error if any argument is non-numeric.

Example

A 10-cell range (R11C3 to R20C3) containing the values 1 to 10, returns the following PERCENTILE result:

PERCENTILE(R11C3:R20C3,0.5) = 5.5

# PERCENTRANK

Calculates the percentage rank of a value contained in a data range compared with the other values.

## Syntax

PERCENTRANK(array,x,**s**)

| Arguments | Definitions |
|---|---|
| **array** | an array or range reference of real numbers |
| **x** | the number of an element in **array** whose percentage rank you want to establish |
| s | an integer value which specifies the number of significant digits for the percentage value returned; if omitted, 3 digits are returned (i.e., 0.xxx%) |

★ Notes and Error Messages

PERCENTRANK returns a decimal representation of the percentage rank; therefore, to find the percentage multiply the result by 100.

PERCENTRANK returns the #NUMBER! error value if:

-array is empty

-s is less than 1

-PERCENTRANK returns the #INVALID DATA! error if any argument is non-numeric.

-PERCENTRANK returns the #N/A error if x is greater than every element in the array or less than every element in the array.

Examples

If the cell range (R11C3 to R20C3) contains the values 1 to 10 (therefore, R16C3 contains the value 6):

PERCENTRANK(R11C3:R20C3,R16C3,3) = 0.555 , which multiplied by 100 = 55.5%

# PERMUT

Calculates how many permutations may result from a defined number of given objects. A permutation is any set or subset of objects or events where the internal order of objects is significant. It can be used to calculate the possible permutations of a lottery.

## Syntax

PERMUT(number_objects,number_chosen)

| Arguments | Definitions |
| --- | --- |
| number_objects | a non-negative integer which specifies the number of objects |
| number_chosen | a non-negative integer which specifies the number of objects in each permutation |

★ Notes and Error Messages

PERMUT returns the #NUMBER! error value if:

-an argument is negative

-number_chosen is greater than number_objects

-If any argument is non-numeric the #INVALID DATA! error is returned.

The number of permutations is determined by the following formula:

Example

PERMUT(15,4) = 32760

# POISSON

Calculates the Poisson distribution. The Poisson distribution can be obtained from the binomial distribution when the number of trials is very large and the probability of success is small, provided that their product is constant.

## Syntax

POISSON(x,mean,cumulative)

| Arguments | Definitions |
| --- | --- |
| x | a positive real number which specifies the value at which the distribution must be evaluated |
| mean | a positive real number which specifies the mean value of the random variable |
| cumulative | a logical value (TRUE or FALSE) which specifies the form of the function |

★ Notes and Error Messages

POISSON returns the #NUMBER! error if x<0.

POISSON returns the #NUMBER! error if mean<=0.

POISSON returns the #INVALID DATA! error if x or mean is non-numeric.

If cumulative is FALSE, POISSON returns the value of the Poisson distribution; if TRUE, it returns the cumulative Poisson distribution function.

The formula of the Poisson distribution is:

The formula of the cumulative Poisson distribution is:

Examples

Suppose that 500 students were enrolled in a faculty. Find the probability that September 1 is the birthday of $k$ students simultaneously. Where $k$ can be 0,1,2,...

Let R1C1 equal 500/365, then

POISSON(0,R1C1,FALSE) = 0.2541

POISSON(1,R1C1,FALSE) = 0.3481

POISSON(2,R1C1,FALSE) = 0.2385

# PROB

Calculates the probability that the values in **xrange** belong to the interval bounded by **limit1** and **limit2**.

## Syntax

PROB(xrange,probrange,limit1,**limit2**)

| Arguments | Definitions |
| --- | --- |
| **xrange** | the array for which you wish to associate probabilities |
| **probrange** | the probabilities to be used with values in the **xrange** |
| **limit1** | a real number which specifies the lower limit of the interval |
| limit2 | a real number which specifies the upper limit of the interval |

★ Notes and Error Messages

PROB returns the #N/A error value if the arrays have a different number of data points.

PROB returns the #NUMBER! error value if:

-any value in probrange is 0 or if any value in probrange is > 1

-the sum of the values in probrange are not equal to 1

-PROB returns the probability of being equal to limit1, if limit2 is omitted.

Examples

PROB({20.33,25.87,26,23.57},{0.6,0.1,0.16,0.14},23,34) = 0.4

PROB({20.33,25.87,26,23.57},{0.6,0.1,0.16,0.14},12,19) = 0

# QUARTILE

Calculates the quartile of a data set. This function is often used to divide populations into groups.

## Syntax

QUARTILE(array,q)

| Arguments | Definitions |
| --- | --- |
| array | an array or range reference of real numbers |
| q | an integer number from 0 to 4 which specifies which value is to be returned |

★ Notes and Error Messages

If $q = 0$, the function returns the minimum value in the array.

If $q = 1$, the function returns the first quartile of the array (25%).

If $q = 2$, the function returns the median value in the array (50%).

If $q = 3$, the function returns the third quartile of the array (75%).

If $q = 4$, the function returns the maximum value in the array.

QUARTILE returns the #NUMBER! error if:

- q is not 0,1,2,3, or 4

- array is empty

QUARTILE returns the #INVALID DATA! error if any argument contains non-numeric values.

Examples

QUARTILE({2,3,5,2.1,-3.4},1) = 2

QUARTILE({2,3,5,2.1,-3.4},2) = 2.1

## RANK

Calculates the rank of a number in an array of values. Numbers are ranked by sorted order. By default, the sorted order is descending.

## Syntax

RANK(num,ref,**ord**)

| Arguments | Definitions |
| --- | --- |
| **num** | a real number whose rank you want to determine |
| **ref** | an array or range of reference of real numbers |
| ord | a number specifying how to rank **num**; if **ord** is 0 or omitted, the list is sorted as if **ref** were in descending order; if **ord** is any number other than zero, list is sorted as if **ref** were in ascending order |

★ Notes and Error Messages

RANK does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

If ord is omitted or equals zero, RANK returns the rank of the num as if the ref is sorted by descending order; otherwise RANK returns the rank of the num as if the ref is sorted by ascending order.

Rank gives duplicated numbers the same rank; however, duplicated numbers affect the ranks of subsequent numbers. For example, if the number 5 appears twice and is ranked number 2, the number 6 would be ranked 4 (no number would have a rank of 3).

Examples

RANK(2,{3,5,6,1,2[-]},1) = 2

RANK(2,{3,5,6,1,2[-]}) = 4

## RSQ

Calculates the square of the Pearson product-moment correlation coefficient, r, based on two known arrays of data. The interpretation of the r-squared value reflects the proportion of the variance in **array_y** to the variance in **array_x**. The Pearson product-moment correlation coefficient is also known as the Sample Correlation Coefficient.

## Syntax

RSQ(array_y,array_x)

| Arguments | Definitions |
|---|---|
| **array_y** | the dependent array or data range of values |
| **array_x** | the independent array or range of regression variables |

★ Notes and Error Messages

RSQ returns the #N/A error value if the arrays have a different number of data points.

RSQ does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

RSQ returns the #NUMBER error if either array_x or array_y has a variance of zero.

The formula for the r value of the regression is:

Example

RSQ({2,4,5,2,1,2[-],{4,2,6,3,7,1[-]) = 0.0004

## SKEW

Calculates the skewness of a distribution. The concept of skewness specifies the degree of a distribution around its mean. Skewness can be positive, negative, or zero. If the function returns a positive value, it means that a distribution has an asymmetric tail extended toward positive values; if the function returns a negative value, a distribution has an asymmetric tail extended toward negative values. A distribution has symmetric tails if the function returns zero.

## Syntax

SKEW(numberlist)

| Argument | Definition |
|---|---|
| **numberlist** | any combination of numbers or expressions, or an arrayterm_array of values (limited to 30 arguments) |

★ Notes and Error Messages

The arguments should be numbers, arrays, or references to cells that contain numbers.

SKEW returns the #DIV/0! error value if there are fewer than three data points, or sample standard deviation is zero.

SKEW does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

The formula for skewness is:

where  is the mean value of the data contained in the list and  is the standard deviation.

Example

SKEW({4,-3.22, 2},-12.345) = -1.09826

# SLOPE

Calculates the slope of the linear regression. Calculations are based on the dependent and independent arrays of data points.

## Syntax

SLOPE(array_y,array_x)

| Arguments | Definitions |
| --- | --- |
| **array_y** | the dependent array or data range of values |
| **array_x** | the independent array or range of regression variables |

★ Notes and Error Messages

SLOPE returns the #N/A error value if the arrays have a different number of data points.

SLOPE does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

The formula of the linear regression slope is:

where

The y intercept of the linear regression has the following equation:

Example

Evaluate the slope of the linear regression for the following data:

| x: | 51, 32, 80, 73, 64, 45, 83, 44, 93, 28, 35, 40, 29, 53, 58, 65 |
| --- | --- |
| Y: | 52.7, 15.2, 89.5, 94.8, 76, 39.3, 114.8, 36.5, 137.4, 5.3, 20.7, 21.7, 9.19, 55.4, 64.3, 79.1 |

SLOPE(R1C2:R16C2,R1C1:R16C1) = 1.92395. If A1:A16 contains independent variables, B1:B16 contains dependent variables.

# SMALL

Calculates the specified smallest value in a data range.

## Syntax

SMALL(array,k)

| Arguments | Definitions |
|---|---|
| **array** | an array or range reference of real numbers for which you want to determine the specified smallest value |
| **k** | a positive integer less than the number of values in **array**; the position (from the smallest) in the array or data range to return |

★ Notes and Error Messages

SMALL returns the #NUMBER! error value if:

-array is empty or k is greater than the number of values in array

-k is less than or equal to 0

-If k = 1, the function returns the smallest value in array.

If k = the total number of values in array, SMALL returns the largest value in array.

Example

SMALL({1,3,4,2,5,6[-]},2) = 2

Let R1C1:R16C1 contain the following data:

52.7, 15.2, 89.5, 94.8, 76, 39.3, 114.8, 36.5, 137.4, 5.3, 20.7, 21.7, 9.19, 55.4, 64.3, 79.1

SMALL(R1C1:R16C1, 2) = 9.19

# STANDARDIZE

Calculates standardized value of the variable **x** from a distribution characterized by the mean value (**mean**) and standard deviation (**st_dev**).

## Syntax

STANDARDIZE(x, mean, st_dev)

| Arguments | Definitions |
|---|---|
| **x** | a real number that you want to normalize |
| **mean** | a real number which specifies the arithmetic mean value of the distribution |
| **st_dev** | a positive real number which specifies the standard deviation of the distribution |

★ Notes and Error Messages

STANDARDIZE returns the #INVALID DATA! error if any argument is non-numeric.

STANDARDIZE returns the #NUMBER! error if st_dev is negative or zero.

The formula of standardization is:

where  is the mean value of the distribution and  is the standard deviation.

Example

STANDARDIZE(24,20,1.75) = 2.28571

# STD

Calculates the estimate of standard deviation based on a sample. The standard deviation is a measure of data dispersion from the mean.

## Syntax

STD(numberlist)

| Argument | Definition |
| --- | --- |
| **numberlist** | any combination of numbers or expressions, or an array of values (must be a sample of the entire population) |

★ Notes

STD does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

STD is calculated using the non-biased or n-1 method.

The formula of the estimate of standard deviation is:

Example

Let R1C1:R16C1 contain the following sample data:

52.7, 15.2, 89.5, 94.8, 76, 39.3, 114.8, 36.5, 137.4, 5.3, 20.7, 21.7, 9.19, 55.4, 64.3, 79.1

STD(R1C1:R16C1) = 39.34216

# STDP

Calculates the standard deviation based on the entire population. The standard deviation is a measure of data dispersion from the mean.

## Syntax

STDP(numberlist)

| Argument | Definition |
|---|---|
| **numberlist** | any combination of numbers, expressions, cell references separated by commas, or an array of values (must be the entire population) |

★ Notes

STDP does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

STDP is calculated using the biased or n method.

The formula of the standard deviation is:

Example

Let R1C1:R16C1 contain the following data:

52.7, 15.2, 89.5, 94.8, 76, 39.3, 114.8, 36.5, 137.4, 5.3, 20.7, 21.7, 9.19, 55.4, 64.3, 79.1

STDP(R1C1:R16C1) = 38.09288

# STEYX

Calculates the standard error of the forecast y-value for the x-values of a regression. The standard error is a measure of the quality of approximation $x$ by $y$.

## Syntax

STEYX(array_y,array_x)

| Arguments | Definitions |
|---|---|
| **array_y** | the dependent array or a data range of values |
| **array_x** | the independent array or range of regression variables |

★ Notes and Error Messages

STEYX returns the #N/A error value if the arrays have a different number of references.

STEYX does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

The formula of the standard error of the linear regression is:

Example

| | |
|---|---|
| **x:** | 51, 32, 80, 73, 64, 45, 83, 44, 93, 28, 35, 40, 29, 53, 58, 65 |
| **y:** | 52.7, 15.2, 89.5, 94.8, 76, 39.3, 114.8, 36.5, 137.4, 5.3, 20.7, 21.7, 9.19, 55.4, 64.3, 79.1 |

STEYX(R1C2:R16C2, R1C1:R16C1) = 5.3502, if R1C1:R16C1 contains
independent variables, R1C2:R16C2 contains dependent variables

## TDIST

Calculates the student's T-distribution with **df** (degrees of freedom). The
T-distribution is widely used in hypothesis testing of small sample data sets.

## Syntax

TDIST(x, df, tails)

| Arguments | Definitions |
|---|---|
| **x** | a real number specifying the numeric value at which to evaluate the distribution |
| **df** | a positive integer number which specifies the degrees of freedom of the distribution |
| **tails** | an integer which specifies the number of distribution tails to be returned; 1= one-tailed, 2 = two-tailed |

★ Notes and Error Messages

TDIST returns the #INVALID DATA! error if any argument is non-numeric.

TDIST returns the #NUMBER! error if:

-df < 1

-tails is not 1 or 2

-df and tails are truncated to integers.

The formula of the student's T-distribution density function is:

where G(z) is the gamma function, k is the degrees of freedom of the distribution.

Example

TDIST(1.4, 34, 1) = 0.08529

## TINV

Calculates the inverse of the student's T-distribution with **df** (degrees of freedom).

## Syntax

TINV(prob,df)

| Arguments | Definitions |
|---|---|
| prob | a non-negative real number between 0 and 1 which specifies the probability to be used with the student's T-distribution |
| df | a positive integer which specifies the degrees of freedom of the distribution |

★ Notes and Error Messages

TINV returns the #INVALID DATA! error if any argument is non-numeric.

TINV returns the #NUMBER! error value if prob is negative or greater than 1.

TINV returns the #NUMBER! error value if df < 1.

If df is not an integer it is truncated.

Examples

TINV(0.054587,60) = 1.96048

TINV(0.100032988,3) = 2.353

# TRIMMEAN

Calculates the mean of a range within a data set. This function can be used to exclude extraneous data from your analysis since it will exclude a percentage of data from the top and bottom tails of the data set when calculating the mean.

## Syntax

TRIMMEAN(array,percent)

| Arguments | Definitions |
|---|---|
| array | an array or range reference of real numbers |
| percent | a real number from 0 to 1, exclusive, which specifies the fractional number of values to be excluded from the calculation |

★ Notes and Error Messages

TRIMMEAN does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

TRIMMEAN returns the #NUMBER! error if percent is negative or if percent is greater than 1.

Examples

If the range R11C3 to R20C3 contains the values 1 to 10,

TRIMMEAN(c11:c20,0.33) = 5.5

TRIMMEAN({2,3,5,2.1,-3.4[-],0.25) = 1.74

# TTEST

Calculates the probability associated with a student's T-test. The TTEST determines the homogeneity or similarity of two normal samples.

## Syntax

TTEST(array1, array2, tails, type)

| Arguments | Definitions |
|---|---|
| **array1** | an array or range reference of real numbers |
| **array2** | an array or range reference of real numbers |
| **tails** | an integer which specifies the number of distribution tails to be returned; 1= one-tailed, 2 = two-tailed |
| **type** | an integer (either 1, 2, or 3) which specifies the **type** of test to perform (see notes in Help) |

★ Notes and Error Messages

If type equals 1, the function performs the paired test.

If type equals 2, the function performs the homoscedastic test (two-sample equal variance).

If type equals 3, the function performs the heteroscedastic test (two-sample unequal variance).

TTEST returns the #N/A error value if the arrays have a different number of data points and type =1.

If any of the arguments are non-numeric, TTEST returns the #INVALID DATA! error.

TTEST returns the #INVALID DATA! error if tails is not 1 or 2.

TTEST returns the # INVALID DATA! error if type is not 1, 2, or 3.

The function does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

The tails and type arguments are truncated to integers.

Examples

TTEST({2,3,4,5},{4.5,6.7,7.8901,10},2,2) = 0.0287

TTEST({5,6,7,4,6,7,7,8,6,5},{8,6,7,7,9,8,7,5,7,9},2,1) = 0.1039

# VAR

Estimates variance based on a sample of the population.

## Syntax

VAR(numberlist)

| Argument | Definition |
| --- | --- |
| **numberlist** | any combination of numbers or expressions, or an array of values (must be a sample of the entire population) |

★ Notes

VAR does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

The formula of an estimate for the variance of the numbers is:

Example

VAR(12,14,14.74,11.24,10.5,16.8,10.8) = 5.5890

# VARP

Calculates variance based on the entire population.

## Syntax

VARP(numberlist)

| Argument | Definition |
| --- | --- |
| **numberlist** | any combination of numbers or expressions, or an array of values (must be a sample of the entire population) |

★ Notes

VARP does not include empty cells and cells containing text in its calculations; however, cells with zero values are included.

The formula of the variance of a population is:

Example

VARP(12,14,14.74,11.24,10.5,16.8,10.8) = 4.7906

# WEIBULL

Calculates the Weibull distribution. The Weibull distribution is used to estimate the probable life of electronic equipment and approximate different non-symmetrical distributions in mathematical statistics.

## Syntax

WEIBULL(x,alpha,beta,cumulative)

| Arguments | Definitions |
|---|---|
| x | a real number which specifies the value at which the distribution has to be evaluated |
| alpha | a real number which specifies the parameter of the distribution |
| beta | a real number which specifies the parameter of the distribution |
| cumulative | a logical value (TRUE or FALSE) which specifies the form of the WEIBULL function |

★ Notes and Error Messages

WEIBULL returns the #NUMBER! error if:

-x is negative

-alpha  0

-beta  0

WEIBULL returns the #INVALID DATA! error if x, alpha, or beta is non-numeric.

If cumulative is FALSE, WEIBULL returns the value of the distribution density function; if TRUE, WEIBULL returns the cumulative distribution function.

The formula of the cumulative distribution function is:

The formula of the distribution density function is:

Examples

WEIBULL(75,43,81,FALSE) = 0.0202

WEIBULL(75,43,81,TRUE) = 0.0359

# ZTEST

Calculates the two-tailed probability of a z-test. The z-test calculates the two-tailed probability for the standard normal distribution and a standard score for x relative to the data set.

## Syntax

ZTEST(array,x,**sigma**)

| Arguments | Definitions |
|---|---|
| **array** | an array or range reference of real numbers against which to test **x** |
| **x** | a real number which specifies the value to be tested |
| sigma | the known population standard deviation; if omitted, the sample standard deviation is used |

★ Notes and Error Messages

ZTEST returns the #N/A error if array contains no data.

ZTEST returns the #INVALID DATA! error if x is non-numeric.

The formula of the z-test is:

where  is the mean value of the distribution,  is the standard deviation and n is the number of values in the array.

Examples

ZTEST({80,76,70,60,90,87,67,89,77,76,56,60,95,66,57[-],75) = 0.6498

ZTEST({1,2,3,4,5,6[-],3) = 0.2563

# Text Functions

| Function | Description |
|---|---|
| CHAR() | Returns the character specified by a user specified code number from 1 to 255 |

## CHAR

Returns the ANSI character referenced by an input value from 32 to 255.

## Syntax

CHAR(exp)

| Argument | Definition |
|---|---|
| **exp** | any integer number from 32 to 255 inclusive |

Examples

CHAR(68) = D

CHAR(82) = R

CHAR(65) = A

CHAR(87) = W

## CONCATENATE

Concatenates the two arguments.

## Syntax

CONCATENATE(text, text)

| Argument | Definition |
|----------|------------|
| text | any text string |

Examples

CONCATENATE(my, car) =mycar

CONCATENATE(FRONT, back) =FRONTback

# Equations

❖ **To create an equation**

1. Position the insertion point where you want to place the equation.

2. Click Insert, Equation.

3. Locate the elements for your equation by clicking the buttons with the down arrows to see lists of symbols or templates.

4. Add elements to your equation by clicking items from the lists. The symbols or templates you choose display in the equation window.

★ Tip
You can also insert templates and symbols using keys.

★ Notes
To choose a preset equation, e.g., E = mc2 , click Presets and choose an equation from the list.

To insert a normal space between words when typing text in an equation, press CTRL+SPACEBAR.

Equations do not appear in documents converted to HTML using the File, Publish As, HTML command.

❖ **To edit an equation**

1. Click the cursor immediately in front of the equation.

2. Click Edit, Edit Item.

3. Make the changes you want in the Insert Equation dialog box.

★ Note
Editing equations created in previous versions of VENTURA automatically converts them to version 7 format. Version 7 treats equations as inserted text, not as OLE objects as in version 5, or as imbedded codes as in versions 3.0 to 4.2. As a result, equations created prior to version 5 will no longer appear in text files exported from the program.

❖ **To select elements in an equation**

Use any of the following methods to select equation elements in the Insert Equation dialog box:

| To select | Do this |
|---|---|
| Part of an equation | Click the starting point and drag over the equation, or hold down the SHIFT key and press the arrow keys. |
| An entire equation | Double-click anywhere outside the outermost slot. |
| A symbol within a template | Hold down the CTRL key then click the symbol. |
| A slot's contents | Double-click anywhere in the slot. |

### ❖ To delete elements in an equation

Use any of the following methods to delete elements from an equation in the Insert Equation dialog box:

| To delete | Do this |
|---|---|
| The character or symbol next to the insertion point | Press DELETE or BACKSPACE. |
| The contents of a slot | Select the contents of the slot then press DELETE. |

★ Note

Some slots can't be deleted without deleting the template that contains them.

| | |
|---|---|
| A slot | If the slot is not empty, delete the contents of the slot, then delete the slot. |
| To delete a template | Select the template symbol and all its slots, then press DELETE. |
| To delete a selection | Press DELETE. |

### ❖ To position the insertion point in an equation

- Point and click.

★ Note

The size and shape of the insertion point tells you which slot it is in. The horizontal bar of the insertion point runs along the bottom edge of the slot. Its vertical bar runs from the top to the bottom of the slot.

★ Tip

You can also use the keyboard to move the insertion point through each slot in the equation.

## Moving the insertion point in an equation using keys

| Pressing | Moves the insertion point |
|---|---|
| TAB (or INSERT) | To the end of the current slot or to the next slot |
| SHIFT+TAB (or INSERT) | To the end of the previous slot |
| , | One character at a time or to the next slot |
| , | Up or down one line |
| HOME | To the beginning of the current slot |
| END | To the end of the current slot |

## Adjusting the position of an equation element

VENTURA follows established rules for typesetting equations and automatically adjusts spacing between elements as you create an equation. It is possible, however, to override the automatic spacing either by adding spacing symbols or by nudging. To change the spacing of all the equations you create, you can modify the default spacing settings.

❖ **To position equation elements by inserting spacing symbols**

1. Position the insertion point where you want to adjust spaces.

2. Click the Spaces/Ellipses palette (second column, top bottom) and select the amount of space you want, or press the following shortcut keys.

| To insert | Press |
|---|---|
| Zero space | SHIFT+SPACEBAR |
| 1-point space | CTRL+ALT+SPACEBAR |
| Thin space (one-sixth em) | CTRL+SPACEBAR |
| Thick space (one-third em) | CTRL+SHIFT+SPACEBAR |
| Em space (quad) | No shortcut key |

★ Note

To adjust Equation Editor's overall formatting, rather than repositioning individual items, use the settings on the Spacing tab in the Insert Equation dialog box.

❖ **To position equation elements by nudging**

1. Select the part of the equation that you want to reposition.

   To select an embellishment or another item that's part of a template, hold down the CTRL key and click the item.

2. Nudge the selected items using the arrow keys:

| To Nudge | Press |
|---|---|
| To the left | CTRL + |
| Upwards | CTRL + |
| Downwards | CTRL + |
| To the right | CTRL + |

The selected items are moved in small increments in the indicated direction. The size of the increment depends on the current display scale: at 100%, the increment is 1 pt; at 200%, it's 1/2 pt, and at 400%, it's 1/4 pt.

★ Note

To adjust Equation Editor's overall formatting, rather than repositioning individual items, use the settings on the Spacing tab in the Insert Equation dialog box.

### ❖ To modify the default spacing settings for equation elements

1. Click the Spacing tab in the Insert Equation dialog box.

2. From the list box on the right, click the dimension that you want to change.

   The dimension is indicated by arrows in the picture on the left.

3. Type a percentage or enter a discrete size by selecting a unit of measurement and typing a value.

   Specifying a percentage ensures that the spacing remains proportional if you change type sizes.

★ Note

To restore the original spacing settings, click the Defaults button.

## Changing fonts, styles and typesizes

VENTURA automatically assigns different character formatting to the elements in an equation in keeping with standard typesetting conventions. You can override the automatic formatting either by selecting the element and applying the formatting directly, or by modifying the default formatting.

### ❖ To change the character formatting for selected elements of an equation

1. Select the element that you want to format.

2. Choose Other from the Size list to change the typesize or Other from the style list to change the font or style.

3. From the Explicit Font Properties dialog box, choose the size, font or style you want.

★ Notes

Choosing Normal from the Size list sets the typesize of the equation to the typesize of the paragraph into which it is inserted.

Choosing Standard from the Style list applies built-in styles that conform to mathematical typesetting conventions.

After inserting the equation, you can change its character attributes just as you would text.

### ❖ To change the default character formatting for equations

1  Click the Font tab in the Insert Equation dialog box.

2. Under Size, type a percentage for each of the elements you want to change or enter a discrete size by selecting a unit of measurement and typing a value.

   Specifying a percentage ensures that the size remains proportional if the typesize of the paragraph into which you inserted the equation changes.

3. Under Font, choose the font and style you want for the Greek and symbol characters.

★ Notes

The font selected for Symbols must be the Symbol font or some other font that's very similar to it.

To restore the original character formatting, click the Defaults button.

❖ **To change the color of an equation element**

1. Select the element that you want to format.

2. Click the color button, then choose a color.

❖ **To create a pre-version 7 style equation**

1. Position the insertion point where you want to place the equation.

2. Click Insert, Equation.

3. Click the EQN button.

4. Type the equation in VENTURA's equation language format.

5. Click Apply to see how the equation will look in your document.

★ Note

Each time you click Apply, VENTURA adds the entire equation to the equation window, not just what you typed since the last time you clicked Apply. To avoid duplication when entering multiple equations, delete those you've already applied from the Ventura EQN Language dialog box before entering the others.

❖ **To add equations to the list of presets**

- Corel VENTURA supplies a collection of common functions and equations built using the program's EQN language. You can add equations to this collection which is stored in the DEFAULT.EPF file located in your COREL\VENTURA folder. Or, you can create your own collections by saving the equations in an ASCII text file with an EPF extension.

- The DEFAULT.EPF file contains instructions on how to add equations to an EPF file.

★ Tip

You can copy existing EQN language equations from documents created in earlier versions of VENTURA into EPF file. Open the text file that contains the equation in a word processor, select the text comprising the equation, then paste it into the EPF file. Make sure to enclose the equation with the required codes as described in the DEFAULT.EPF file.

### ❖ Inserting equation symbols using keys

Use any of the keyboard sequences to insert equation symbols in the Insert Equation dialog box:

| To insert | Press CTRL+K, then |
|---|---|
| | I |
| | A |
| | D |
| | SHIFT+< |
| | SHIFT+> |
| | T |
| | E |
| | SHIFT+E |
| | C |
| | SHIFT+C |

## Inserting equation templates using keys

Use any of the keyboard sequences to insert equation templates in the Insert Equation dialog box:

| To insert | Press |
|---|---|
| | CTRL+( or CTRL+) |
| | CTRL+[ or CTRL+] |
| | CTRL+SHIFT+{ or CTRL+SHIFT+} |
| | CTRL+F |
| | CTRL+/ |
| | CTRL+H |
| | CTRL+L |
| | CTRL+J |
| | CTRL+R |
| | CTRL+I |
| | CTRL + T, then N |
| | CTRL + T, then S |
| | CTRL + T, then P |
| | CTRL + T, then M |
| | CTRL + T, then U |

### Inserting spaces in equations using keys

Use any of the keyboard sequences to insert spaces between equation elements in the Insert Equation dialog box:

| To insert | Description | Press |
|---|---|---|
| | Zero space | SHIFT+SPACEBAR |
| | One point space | CTRL+ALT+SPACEBAR |
| | Thin space | CTRL+SPACEBAR |
| | Thick space | CTRL+SHIFT+SPACEBAR |

You can always create larger spaces by using several smaller spaces in succession. A thick space is exactly twice as wide as a thin space, so you can produce a thick space by pressing CTRL+SPACEBAR twice.

### Applying embellishments to equations using keys

Use the following keyboard sequences to apply embellishments to the character left of the insertion point in the Insert Equation dialog box.

| To apply | Description | Press |
|---|---|---|
| | Over-bar | CTRL+SHIFT+HYPHEN |
| | Tilde | CTRL+SHIFT+~ (CTRL+SHIFT+" on some keyboards) |
| | Arrow (vector) | CTRL+ALT+HYPHEN |
| | Single prime | CTRL+ALT+' |
| | Double prime | CTRL+SHIFT+" (CTRL+SHIFT+~ on some keyboards) |
| | Single dot | CTRL+ALT+. |

# Building equations using VENTURA's EQN language

Using the EQN language to build equations is an alternative to using VENTURA's built-in Equation Editor. Although more complicated to use than the Equation Editor, the EQN language enables you to use a word processor to build equations that will print with typeset quality when imported into VENTURA. If you prefer using the EQN language, you can build equations with it from within the Equation Editor.

# EQN language rules

Corel VENTURA's equation (EQN) language uses natural names and a simple syntax which lets you build equations in the same manner as if you were speaking them out loud. For instance, to create you type:

cos ( theta sub 1 ) + sin ( theta sub 2 )

The equation language has very few formal rules. There are, however, four rules that you must follow:

- Rule 1: Separate expressions with non-printing spaces

You must place a space before and after all commands and special words. The equation language comprises numerous commands and special words. For instance, the word omega gets translated to the Greek character ω within an equation. As another example, the word matrix is used to automatically place the characters which follow into a matrix. If you don't place a space before and after a special word, the word will simply print as you typed it.

- Rule 2: Enter commands in lower case.

Commands must always be entered into the equation edit screen in lower case letters. Commands entered with initial caps or in upper case will be displayed in Corel VENTURA just as they were entered in the word processor or the Equation Editor.

- Rule 3: A command modifies the expression that follows it.

Commands modify the expression immediately following. The only exception are the diacritical mark commands, which modify the preceding expression (e.g., xyz bar produces).

- An expression is:
- Any character
- Any special word
- Any group of characters not separated by a space
- Anything placed inside braces { }.
- Typical expressions are:
- X+Y which produces $X+Y$
- omega which produces ω.
- {x sup 2 + y sup 2}which produces

## Typing equations using the EQN language

To know what to type when creating an equation, practice saying the equation out loud. For instance, to create:

you would say: "x superscript 2 over y superscript 2." The code that you type is virtually identical:

- x sup 2 over y sup 2

## Building large equations

Larger equations require braces. For instance, $\dfrac{a\ 1+b_1}{\sqrt{c_1+d_1}}$ requires braces around everything in the numerator and braces around everything in the denominator (with the exception of the **sqrt** command) in order for the over command to correctly place one expression over the other. The actual expression used to produce this equation is:

{a sub ~ 1 + ~b sub 1}over sqrt {c sub 1~+~d sub 1}.

A good habit to get into is to always type both the opening and closing brace at the same time. Then move the insertion point between the two braces and begin typing. This way you don't forget to add the closing brace. Failure to have the same number of left and right braces prevents translation to Version 7 format.

## Typing spaces

Note the ~ characters in the previous expression. They add extra space (one-third em) between equation elements for improved readability. The carat character ( ^ ) adds an extra one-sixth em.

## Unsupported EQN Language commands

The following EQN commands are no longer supported in version 7 and will be ignored in existing equations that use them.

- back
- down
- fwd
- up

- lineup
- mark

The **Color** and **Font** commands (bold, fat, font, italic, roman, size and symbol) although recognized in existing EQN language equations are no longer supported in new EQN language equations. You can still apply color and font changes to these equations using the Style and Color controls in the Insert Equation dialog box.

## Special characters and words

The following tables list special characters and words used to build equations using VENTURA's EQN language.

## Special Characters

| Character | Result | Character | Result |
|---|---|---|---|
| ,...,  | ,...,  | approx | ≈ |
| ... | ... | cdot | . |
| != | ≠ | ceiling | ⌈ |
| +- | ± | del | ∂ |
| -> | → | floor | ⌊ |
| <- | ← | grad | ∇ |
| << | < | inf | ∞ |
| <= | ≤ | nothing | |
| == | ≡ | partial | ∂ |
| >= | ≥ | prime | ′ |
| >> | > | times | × |

## Space Characters

| Character | Result | Character | Result |
|---|---|---|---|
| ~ | thick space | ^ | thin space |

## Greek Characters

| Character | Name | Character | Name |
|---|---|---|---|
| DELTA | Δ | gamma | γ |
| EPSILON | E | iota | ι |
| GAMMA | Γ | kappa | κ |
| LAMBDA | Λ | lambda | λ |
| OMEGA | Ω | mu | μ |
| PHI | Φ | nu | ν |
| PI | Π | omega | ϖ |

| | | | |
|---|---|---|---|
| PSI | Ψ | omicron | ο |
| SIGMA | Σ | phi | φ |
| THETA | Θ | pi | π |
| UPSILON | Ψ | psi | ψ |
| XI | Ξ | rho | ρ |
| alpha | α | sigma | σ |
| beta | β | tau | τ |
| chi | χ | theta | θ |
| delta | δ | upsilon | υ |
| epsilon | ε | xi | ξ |
| eta | γ | zeta | ζ |

## Romanized Words

These are words which are translated into Roman (normal) type. All text in an equation is otherwise printed in italic type. Romanized words include math operators such as sin, cos and log.

| Word Name | Word | WordName | Word |
|---|---|---|---|
| Im | lm | if | if |
| Re | Re | lim | lim |
| and | and | ln | ln |
| arc | arc | log | log |
| cos | cos | max | max |
| cosh | cosh | min | min |
| cot | cot | sin | sin |
| coth | coth | sinh | sinh |
| det | det | tan | tan |
| exp | exp | tanh | tanh |
| for | for | | |

## Diacritical marks

A diacritical mark is any character, symbol, or accent which is displayed above a letter or group of letters. To place a diacritical mark above a lower case letter, type the following commands in lower case (e.g., x hat to get ). To place the diacritical mark above an upper case letter, type the command with the first letter capitalized (e.g., X Hat to get ).

| Command | Example |
|---------|---------|
| bar | xyz bar |
| dot | xyz dot |
| dotdot | xyz dotdot |
| dyad | xyz dyad |
| hat | xyz hat |
| tilde | xyz tilde |
| under | xyz under |
| vec | xyz vec |

## Font commands

Font commands let you change the certain font attributes of any portion of an equation. These commands must be used because the standard Corel VENTURA font and tag controls cannot be placed inside an equation.

| Command | Example | Result |
|---------|---------|--------|
| fat (bold) | This~is~fat FAT~text | *This is* **FAT** *text* |
| italic | cos ( theta )~or~italic cos ( theta ) | cos(q) or *cos*(q) |
| roman | This~is~roman ROMAN~text | *This is* ROMAN *text* |
| symbol | cos ( symbol f )~+~sin ( symbol g ) | cos(q) or sin(g) |

## Example equations

The following are examples of complex equations created using VENTURA's EQN language.

## Command sequence:

grad sup 2 symbol f~=~1 over r ^ del over {del r[-] ^ left ({r ^ {del symbol f[-]over{del r[-][-]right )~+~1 over{r sup 2[-] ^ {del sup 2 symbol f[-]over{del phi sup 2[-]~+~{del sup 2 symbol f[-]over{del z sup 2[-]

## Resulting equation:

## Command sequence:

**bold{grad~times~roman A[-]~=~ left | {matrix{ccol{{{bold roman r[-]over{r sup 2 ^ sin ^ theta[-][-]above{del over{del r[-][-]above{A sub r[-][-]~~ccol{{{bold theta[-]over{r ^ sin ^ theta[-][-]above{del over{del theta[-][-]above{rA sub theta[-][-]~~ccol{{{bold symbol f[-]over r[-]above{del over{del phi[-][-]above{rA sub phi ^ sin ^ theta[-][-][-][-]right |**

### Resulting equation:

### Command sequence:

**F(x)~=~1 over { sigma sqrt { 2 pi [-][-]~int sub { - inf [-]sup {(x-u) / sigma [-]e sup {- u sup 2 / 2 [-] ^ sigma ^ du**

### Resulting equation:

### Command sequence:

bold A~=~ left ( matrix { lcol { a sub 11 above a sub 21 above ~~cdot above a sub m1 [-]~lcol { a sub 12 above a sub 22 above ~~cdot above a sub m2 [-]~lcol { ... above ... above ... above ... [-]~lcol { a sub 1n above a sub 2n above ~~cdot above a sub mn [-][-]right )

### Resulting equation:

### Command sequence:

**int from R int ^ symbol f (x,y) ^ dx ^ dy~=~int sub a sup b ^ left [ int sub g(x) sup h(x) {symbol f (x, ^ y) ^ dy[-]right ] ~dx**

# Barcodes

## Using the Bar Code Wizard

You can create and edit your own bar codes in Corel VENTURA using the Bar Code Wizard.

To start, choose Object from the Insert menu. When you choose Corel BARCODE Object from the resulting Insert New Object dialog box, the Bar Code Wizard guides you through the process of creating your bar codes.

Using industry-standard bar-coding formats, you can enter your bar code string, choose a corresponding font and point size, and set readability.

★ Note

Bar codes generated by the Bar Code Wizard are OLE objects and as such cannot be rotated in Corel VENTURA. To rotate a bar code, you must enter the bar code digits as regular text and then format the digits using a bar code font — for example, PostNet or Upc. You then rotate the bar code as you would a regular paragraph. VENTURA supplies several bar codes fonts in Adobe Type 1 and True Type formats. The Bar Code Wizard installs only one of the available bar code fonts. If you require others, you can install them by running the Bar Code Wizard.

❖ To create bar code objects

1. Click Insert, Object.

2. Click Corel BARCODE Object from the Object Type list.

   The Bar Code Wizard appears to guide you through the following steps to create a bar code:

3. Choose one of the industry-standard bar coding formats and click Next.

4. Enter the number you want to give your bar code and click Next.

5. Choose one of the following:

   **By Font Name:** Enables you to choose a font for your bar code.

   **By Bar Code Attributes:** Enables you to set readability and bar width reduction options.

6. Click Next to move to the next step.

7. Choose the font and point size as required and click Next.

8. Preview your bar code and make changes, if required.

★ Notes

You can click Back at any time to make changes to a previous step.

Bar codes generated by the Bar Code Wizard are OLE objects and as such cannot be rotated in Corel VENTURA. To rotate a bar code, you must enter the bar code digits as regular text and then format the digits using a bar code font — for example, PostNet or Upc. You then rotate the bar code as you would a regular paragraph. VENTURA supplies several bar codes fonts in Adobe Type 1 and True Type formats. The Bar Code Wizard installs only one of the available bar code fonts. If you require others, you can install them by running the Bar Code Wizard.

❖ **To edit bar codes**

1. Select a bar code object you want to open.

2. Click Edit, CorelBarCode Object.

3. Click Edit from the flyout.

   The Bar Code Wizard opens with the 11-digit number in the window.

★ Tip

You can also double-click any bar code object with the mouse button to open the Bar Code Wizard to edit the currently selected bar code.

# Customization

## Customizing keyboard assignments

Key combinations assigned to specific commands (e.g., Ctrl + P for Print) are called shortcut keys. Shortcut keys can be quicker to use than the mouse for frequently repeated commands.

You can use the default shortcut key assignments, or assign new combinations to any command from the Keyboard page in the Customize dialog box, which is available from the Tools menu. You can also create several sets of shortcut keys for different types of operations, saving and loading the different sets as they are needed.

If you prefer to use shortcut key assignments from earlier versions of Corel VENTURA, Corel WordPerfect 6.1, Microsoft Word 7, Ami Pro, PageMaker 6, and others, you can load them by clicking Load on the Keyboard page in the Customize dialog box.

The default shortcut key file, available in the Customize dialog box, is CVPDEF.ACL. If you need to revert to the defaults at any time, click Tools, Customize, Keyboard, Reset All.

★ Note
Some key assignments are reserved by Windows and cannot be reassigned.

★ Tip
Other members of your workgroup can customize their environment to match yours by copying the *.CFG files in your Corel VENTURA folder to theirs.

## Customizing menus

Your Corel VENTURA menus are completely customizable from the Menu page in the Customize dialog box, which is available from the Tools menu. You can add commands to existing menus, or add new menus to the Menu Bar. You can also change the order of the menus and their commands if you need to make any commands more accessible. A service bureau, for example, might want to keep all color-related dialog boxes or printing and font dialogs on dedicated menus. Or, if you frequently need to insert cross-references, you can add an icon for the command to a toolbar or change its menu location.

★ Note
When you customize your menus and commands, keep in mind that Help topics referring to those menus and commands do not change.

★ Tip

Other members of your workgroup can customize their environment to match yours by copying the *.CFG files in your Corel VENTURA folder to theirs. You can also use the Configuration Manager to set up your working environment to suit the types of projects you work on most. For more information, see Using VENTURA Configuration ManagerUsing VENTURA Configuration Manager.

# Customizing toolbars

Corel VENTURA's Property Bar changes to display the tools you'll need for the current editing job, customizing automatically, as required. Select the base page frames and tools for hiding and showing screen elements such as the rulers display plus tools for enabling and disabling the various snap features. Select a drawn frame and the Property Bar displays frame editing tools. If you click inside the base page frame or a selected drawn frame, the Property Bar displays text editing tools, and so on.

The wide selection of preset toolbars you can display include frame/graphic alignment, header/footer, node edit, recording and scripts, the spell checker, table functions, and text toolbars. To display any preset toolbar, right-click an existing toolbar and choose from the resulting lists. If you want to customize any toolbar, you can add or remove commands, or use the mouse to dock, undock, resize, and move toolbars around. You can hide, display, and reconfigure existing toolbars, or create entirely new ones.

If you need tools that aren't in the Property Bar or other preset toolbars, you can customize toolbars for the current document on the Toolbars page in the Customize dialog box (Tools menu). For example, if you're working on documents involving a lot of design work, such as advertisements, you can use customization to create a special floating or docked toolbar containing the buttons used to add fill and outline colors. Or, if you use the drawing tools constantly, you can create a toolbar with those tools visible at all times.

★ Note

When you customize your toolbars, keep in mind that the Help topics referring to those toolbars do not change.

★ Tip

Other members of your workgroup can customize their environment to match yours by copying the *.CFG files in your Corel VENTURA folder to theirs.

## Adding/removing Individual Components In Ventura

❖ To remove individual components of Corel VENTURA

1. Close all open applications. (See Note if you want to remove Corel VERSIONS)

2. Click the Start button, then point to Programs.

3. Point to Corel VENTURA, then click Corel Uninstall.

4. Follow the instructions on the screen.

★ Notes

If Corel VENTURA doesn't appear on the Programs menu, click the Start button, then point to Find. Click Files or Folders. Use the Find dialog box to locate the program file.

To remove all Corel VERSIONS program files, you must disable it through the Windows Control panel before starting Corel Uninstall.

❖ **To add individual components of Corel VENTURA**

1. Close all open applications.

2. Insert the Corel VENTURA CD-ROM disk in your CD-ROM drive.

3. Follow the instructions on the screen.

★ Note

If you originally installed Corel VENTURA from a network file server or a shared folder, run that copy of the Setup program.

## Installing dictionaries and thesauruses for other languages

VENTURA comes with thesauruses and dictionaries for hyphenating and checking the spelling of words in numerous languages. You can have VENTURA consult multiple dictionaries as it hyphenates and checks the spelling of your documents. If the dictionary or thesaurus you want to use is not installed, you can run the Setup program to install it, or copy the required files from the Corel VENTURA CD-ROM disk to your hard disk.

❖ **To install a dictionary or thesaurus for another language**

• Copy the files from the \PROGRAMS\DATA\ folder on the CD-ROM disk #1 to the COREL\PROGRAMS\DATA folder on your hard disk.

★ Notes

If you want VENTURA to hyphenate and check spelling in a particular language, both the proofreader and hyphenator *.dat files for that language must be copied to COREL\PROGRAMS\DATA folder.

You can also create hyphenation dictionaries for other languages or for specialized terms.

# Installing fonts

Corel VENTURA 6.0 comes with over 1000 TrueType, Type 1 and barcode fonts, as well as 10 Win95 fonts and over 50 symbol fonts. The "Typical" installation option in the Setup program installs twelve TrueType fonts, while the "Compact" option installs just two.

You can install additional TrueType fonts by running the Setup program and performing a Custom installation. To start the Setup program, simply insert the VENTURA CD-ROM Disk 1 into your CD-ROM drive.

Installing Type 1 fonts requires Adobe Type Manager (ATM). VENTURA comes with ATM 4.0 Lite, which you can install by running INSTALL.EXE from the ATM40 folder on CD-ROM Disk 1. If you encounter problems installing or using ATM 4.0 Lite, consult the Readme file supplied by Adobe.

## Setting Viewing Options

❖ **To enable or disable the preview in the Font lists**

1. Right-click the Font list in the Property Bar or in any dialog box containing a Font list.

2. Choose Show Font Preview.

★ Note

Enabling or disabling the font preview in one location, for example, the Property Barenables or disables it in all other locations.

❖ **To change the color of guidelines, frame borders, the grid, and other screen elements**

1. Click Tools, Options.

2. Click the View tab.

3. In the View Colors box, click the color button next to the screen element whose color you want to change.

4. Click a color

5. Click OK.

★ Note

To see loose lines (if there are any) you must enable the Loose Lines option under Default View Settings.

❖ **To set the threshold for greeking text**

1. Click Tools, Options.

2. Click the View tab.

3. Enter a size in the Greek Text Below box. Any text below that size will be greeked.

4. Click OK.

★ Note
Greeked text displays as horizontal bands on screen, but prints normally.

❖ **To change the dithering scheme used to display colors**

1. Click Tools, Options.

2. Click the View tab.

3. Under View Colors, click the dithering scheme you want to use.

4. Click OK.

★ Note
The 256 Color Dithering option is only available if your graphics card supports it. Enable this option to optimize the appearance of color pictures on screen. If you are more concerned with how quickly pictures display than you are with their appearance, use the Windows Dither option instead.

❖ **To show or hide column guides, generated tags and other items**

1. Click Tools, Options.

2. Click the View tab.

3. Under Default View Settings, enable the check boxes next to the items you want to show, and disable those next to the items you want to hide.

4. Click OK.

★ Tip
You can also use the button on the toolbar to hide column guides and other non-printing items such as column guides and frame borders. To redisplay them, however, you must use the View, Frame Borders command, the ¶ button, and the Tools, Options command.

❖ **To show or hide frame borders**

- Click View, Frame Borders

★ Tip
You can also use the button on the toolbar to hide frame borders and non-printing items such as column guides and guidelines. To redisplay them, however, you must use the View, Frame Borders command.

## Setting general options

❖ **To convert straight quotes to typographical quotes when importing text**

1. Click Tools, Options.

2. Click the General tab.

3. Enable Convert "" & - on Load.

4. Select one of the preset quote types (curly, German-style or French-style), or enable Custom and type the characters you want to use as quotes in the Text boxes.

5. Click OK.

★ Note

Enabling Convert "" & - on Load also converts double hyphens in the imported text file to em dashes.

Conversion also takes place when opening documents created in previous versions of VENTURA, but not when opening version 7 documents.

★ Tip

Use Type Assist, available in the Tools menu, to convert straight quotes to other types of quotes when you type.

❖ To convert double hyphens to em dashes when importing text

1. Click Tools, Options.

2. Click the General tab.

3. Enable Convert "" & - on Load.

4. Click OK.

★ Note

Enabling Convert "" & - on Load also converts straight quotes (i.e., inch marks) to curly quotes or other types of quotes you specify.

★ Tip

Use Type Assist, available in the Tools menu, to convert double hyphens to em dashes when you type.

❖ To enable or disable tag overriding for the active document

1. Click Format, Publication.

2. Click the General tab.

3. Click Disable Overrides.

★ Notes

VENTURA automatically disables overriding when you choose Short/Layout-intensive publications as your working environment. You can't enable overriding in this environment using the Disable Overrides check box.

With tag overrides disabled, you cannot switch between Override and Tag mode.

❖ To substitute other fonts for missing fonts in version 5.0 documents (PANOSE Font Matching)

1. Click Tools, Options.

2. Click the General tab, then clicking the PANOSE Font Matching button.

3. Enable the Allow Font Matching check box.

4. Set the other options as required.

   Whenever you open a version 5.0 document that uses fonts not installed on your system, a dialog box will appear allowing you to choose the fonts you want to use in place of the missing ones.

★ Notes

Once a font substitution is made you must make it permanent by modifying tags so that they use a font installed on your system instead of the substituted font. Thereafter, you can use TrueDoc to address problems created by missing fonts.

Missing fonts appear in the Font list with a next to its name followed by the name of the substituted font in brackets. To clear the Font list of missing fonts, make the substitution permanent as described above. Next, choose Publication from the Format menu, then click the Update Fonts button. Assuming you save the document, the next time you open it, you'll no longer see the missing fonts in the Font list.

PANOSE Font Matching does not distinguish between Adobe Type 1 and TrueType fonts. If a document uses one type of font (e.g., Type 1) and you don't have that type installed on your system, PANOSE Font Matching will automatically substitute the other type's equivalent font. No notification that the substitution took place is provided. Automatic substitution without notification also takes place for missing fonts in Artistic text and text in imported CDR and CMX files.

❖ **To change the match on missing fonts in version 5.0 and 7 documents (PANOSE Font Matching)**

1. Open a version 5.0 or 7 document.

   If the document contains a font that is not installed on your system, the PANOSE Font Matching Exceptions dialog box opens. (See note)

2. Choose the Missing Font.

3. Choose a new Substituted font from the list.

4. Click OK.

5. PANOSE Font Matching will ask you whether you want to save your changes to the Font Matches Exceptions file; choose the answer that best suits your needs.

★ Note

The PANOSE Font Matching dialog box displays provided you enable the Allow Font Matching option in the dialog box displayed by clicking Tools, Options, General then clicking the PANOSE Font Matching button.

❖ **To build a list of missing font-match preferences (PANOSE Font Matching)**

1. Click Tools, Options.

2. Click the General tab.

3. Click PANOSE Font Matching.

4. Click Exceptions.

5. Click Add.

6. Enter the name of the missing font or the font you want to remap.

7. From the Substituted font list, choose a replacement font.

★ Notes

You can also edit your list of missing font matches to modify or remove a font match preference by clicking Edit or Remove.

To accurately map fonts that are the same but spelled differently, edit the list of Alternate Spellings.

❖ To edit the list of font spellings (PANOSE Font Matching)

1. Click Tools, Options.

2. Click the General tab.

3. Click PANOSE Font Matching.

4. Click Spellings.

5. Click Add, Edit, or Remove.

## Setting copy editor options

❖ To set preferences for the Copy Editor

1. Click Tools, Options.

2. Click the Copy Editor tab.

3. Specify the settings you want.

   For Help on the settings, click at the top of the dialog box, and then click the setting you want information about.

4. Click OK.

★ Note

In Copy Editor view, the document prints exactly as it appears on screen. If you don't want tag names and markup codes to print, hide them using the Tools, Option command.

## Setting save options

❖ To make backup copies of documents when you save

1. Click Tools, Options.

2.  Click the Save tab.

3.  Enable Make Backup on Save.

★ Notes

See Related Topics for instructions on how to open a backup copy.

If your system software does not fully support the default long file naming convention, see Turning off long file names for Autosave and Backup filesTurning off long file names for Autosave and Backup files to use short file names instead.

❖ To save documents automatically as you work

1.  Click Tools, Options.

2.  Click the Save tab.

3.  Enable Auto Save Every check box.

4.  In the minutes box, type the interval at which you want VENTURA to save documents.

★ Notes

The Auto Save option is not supported for multi-user publications.

Even with Auto Save enabled, you must still save the document when you finish working on it.

When you restart VENTURA after a power failure or some other problem that occurred before you saved your work, VENTURA asks if you would like to see all automatically saved documents so you can recover them.

If your system software does not fully support the default long file naming convention, see Turning off long file names for Autosave and Backup files. By turning off long file names for Autosave and Backup files, short file names are used instead.

❖ To open a backup copy of a document

1.  Click File, Open.

2.  In the Look in box, click the drive where the original document is stored.

3.  Double-click the folder where the original document is stored.

4.  Double-click the document, whose name is preceded by "Backup of [name of publication]".

★ Note

If you have disabled the default long file naming convention, your backup files will have the same name as the originals but with a $VP extension.

## Setting selection options

### ❖ To change the nudge distance

1. Click Tools, Options.

2. Click the Selection tab.

3. Type the distance you want in the Nudge boxes.

★ Note

The nudge distance represents the distance a selected object moves when you press one of the arrow keys.

### ❖ To change the constrain angle

1. Click Tools, Options.

2. Click the Selection tab.

3. In the Constrain angle number box, type the constrain angle you want.

4. Click OK.

★ Note

The constrain angle represents the increment by which an object rotates or skews when you perform either action with the mouse while pressing the CTRL key.

### ❖ To set the number of actions that can be reversed using the Undo command

1. Click Tools, Options.

2. Click the General tab.

3. Type a value from 1 to 99 in the Undo/Redo Levels box.

★ Notes

The actual number of actions you can undo/redo is equal to the Undo/Redo Level value multiplied by the number of open documents. Thus, if you set the value to 50 and have 5 documents open, you can undo/redo 250 actions.

The higher the Undo/Redo Levels setting, the greater the amount of memory VENTURA requires to operate.

### ❖ To change the snapping sensitivity

1. Click Tools, Options.

2. Click the Selection tab.

3. In the Frame & Graphic Snap boxes, specify the distance from a grid line or guideline a frame or graphic must be before it snaps to it.

❖ **To change the frame or graphic selection sensitivity**

1. Click Tools, Options.

2. Click the Selection tab.

3. In the Frame Selection boxes, specify the distance from the frame or graphic border the mouse pointer must be before the frame or graphic can be selected.

❖ **To specify whether objects snap to guidelines when nudged**

1. Click Tools, Options.

2. Click the Selection tab.

3. Enable or disable the Guideline Snap to Nudge option.

❖ **To change the offset for duplicated objects**

1. Click Tools, Options.

2. Click the Selection tab.

3. Enter the amount of offset in the Duplicate Offset boxes.

   When you duplicate a drawn frame or graphic object using the Edit, Duplicate command, VENTURA will offset the duplicate by the amount you specify.

## Setting other options

❖ **To change the gap between pages on screen**

1. Click Tools, Options.

2. Click the Others tab.

3. In the boxes under On-Screen Page gap, enter the amount of space you want between pages.

★ Note
   The Page Gap settings also set the distance from the edge of pages and the document window.

❖ **To set the size of the pasteboard**

1. Click Tools, Options.

2. Click the Page tab.

3. In the boxes under Pasteboard/Page gap, enter values to set the size of the pasteboard.

### ❖ To specify how much the units of measurement change

1. Click Tools, Units.

2. In the boxes under Increment Settings enter the amount that you want the unit value to increase or decrease when you click the scroll buttons on the Unit boxes.

## Customizing the keyboard

### ❖ To assign an accelerator key to a command

1. Click Tools, Customize.

2. Click the Keyboard tab.

3. In the Commands box, double-click the command category folder containing the command you want to customize.

4. Click the command.

5. Click the Press new shortcut key box.

6. Press the keyboard combination that you want to assign to the command. If you need to make a correction, press the Backspace key.

   You can have up to four layers of keystrokes. For example, the key combination CTRL+ALT+1,2,3,4 is accomplished by holding down the CTRL and ALT keys, then pressing the 1,2,3, and 4 keys in succession.

★ Tip
To automatically resolve accelerator key conflicts, enable the Go to conflict on assign option.

★ Note
The following keys or key combinations are system keys and are not valid as part of any accelerator

- F1
- Alt + F6
- Alt + TAB
- Alt + ESCAPE
- Ctrl + ESCAPE
- Ctrl + / ('/' on the numeric keypad is valid)

### ❖ To remove an accelerator key from a command

1. Click Tools, Customize.

2. Click the Keyboard tab.

3. In the Commands box, double-click the command category folder containing the command you want to customize.

4. Click the command.

5. In the Current shortcut keys box, select the key combination you want to remove.

6. Click Delete.

❖ **To restore all keyboard assignments to their original settings**

1. Click Tools, Customize.

2. Click the Keyboard tab.

3. Click Reset.

❖ **To save a set of customized keyboard assignments**

1. Click Tools, Customize.

2. Click the Keyboard tab.

3. Click Save As.

4. Choose the Accelerator File in which you want to save your assignments.

❖ **To load a set of customized keyboard assignments**

1. Click Tools, Customize.

2. Click the Keyboard tab.

3. Click Load.

4. Choose the Accelerator File you want to load.

## Customizing menus

❖ **To change the order of menus and menu commands**

1. Click Tools, Customize.

2. Click the Menu tab.

3. In the Menu box, click the menu or menu command you want to move. Double-click to open a menu or submenu.

4. Click Move Up or Move Down.

❖ **To add a command to a menu**

1. Click Tools, Customize.

2. Click the Menu tab.

3. In the Commands box, double-click the command category folder containing the command you want to add.

4. Click the command.

5. In the Menu box, click the menu or submenu to which you want to add the command.

6. Click Add.

★ Tip

Use the Separator button to add organizational lines to your menus.

❖ To remove a menu or menu command

1. Click Tools, Customize.

2. Click the Menu tab.

3. In the Menu box, click the menu or menu command you want to remove. Double-click to open a menu or submenu.

4. Click Remove.

❖ To rename a menu

1. Click Tools, Customize.

2. Click the Menu tab.

3. In the Menu box, click to select the menu or menu command you want to rename.

4. Click the selection and type a new name.

★ Tip

You can also rename a menu or command by right-click it and choosing Rename from the popup menu.

❖ To change a menu command's accelerator key

1. Click Tools, Customize.

2. Click the Menu tab.

3. In the Menu box, click the menu or menu command you want to rename. Double-click to open a menu or submenu.

4. Click the command's name tag, and insert an ampersand (&) before the letter you want to use as an accelerator.

5. Remove all unnecessary ampersands.

### ❖ To add a new menu

1. Click Tools, Customize.

2. Click the Menu tab.

3. Click Add Menu.

4. Type a name for the new menu.

★ Tip
You can add a submenu to an existing menu by first double-clicking the existing menu.

### ❖ To restore the original menu settings

1. Click Tools, Customize.

2. Click the Menu tab.

3. Click Reset.

★ Note
You will lose all changes to the menu settings.

## Customizing toolbars

### ❖ To move a toolbar

- Click the border of the toolbar and drag it to its new location.

- Press ESC to cancel the movement.

★ Tip
Double-click a toolbar's title or border to dock and undock it.

### ❖ To resize a toolbar

1. Move the cursor to the edge of a floating toolbar.

2. Drag the edge until the toolbar is the correct size. Press ESC to cancel the movement.

### ❖ To display an existing toolbar

1. Click View, Toolbars.

2. Click the check box next to the toolbar that you want to activate.

### ❖ To create a custom toolbar

1. Click View, Toolbars.

2. Click New.

3. Type a name for the new toolbar.

4. Use the Customize command to add commands buttons to the new toolbar .

### ❖ To add a button to a toolbar

1. Click View, Toolbars.

2. Click Customize.

3. In the Commands box, click the command category folder containing the command you want to add.

4. Drag the appropriate command button to the toolbar. Press ESC to cancel the movement.

★ Tips

Click a button to see its description.

You can also hold down the CTRL and ALT keys and drag a button to copy it to another toolbar without opening the dialog box.

To add space between two toolbar buttons, drag the right-most button slightly farther to the right.

You can display text on a button instead of a picture by right-clicking on the button and choosing Properties. You must have the Customize dialog box open to do this.

### ❖ To remove a button from a toolbar

1. Click View, Toolbars.

2. Click Customize.

3. Drag the button off the toolbar. Right-click to cancel the movement.

★ Tip

You can also hold down the ALT key and drag a button off a toolbar to delete it without opening the dialog box.

### ❖ To rename a toolbar

1. Click View, Toolbars.

2. Click the toolbar that you want to rename.

3. Click the toolbar's name tag.

4. Type the new name.

### ❖ To move a toolbar button

1. Click View, Toolbars.

2. Click Customize.

**3.** Drag the button to another toolbar, or to another spot on the same toolbar. Press ESC to cancel the movement.

★ Tips

To add space between two toolbar buttons, drag the right-most button slightly farther to the right.

Hold down the ALT key and drag a button to move it without opening the Customize dialog box.

To copy a button, hold down the ALT and CTRL keys.

❖ **To delete a custom toolbar**

**1.** Click View, Toolbars.

**2.** Click the custom toolbar that you want to delete.

**3.** Click Delete.

★ Note

You cannot delete a built-in toolbar.

❖ **To display text in a button rather than an icon**

**1.** Click View, Toolbars.

**2.** Click Customize.

**3.** Right-click the button, then click Properties.

**4.** Click Show Text. If you like, you can change the default text that appears by typing in the Edit Button Text box.

❖ **To restore the original configuration of a built-in toolbar**

**1.** Click View, Toolbars.

**2.** Click the built-in toolbar that you want to reset.

**3.** Click Reset.

## Customizing the Status Bar

❖ **To move the Status Bar to the top or bottom of the VENTURA window**

**1.** Right-click the Status Bar and choose Position.

**2.** Click Top or Bottom.

★ Tip

You can also move the Status Bar by double-clicking it.

❖ **To change what the Status Bar displays**

1. Right-click the Status Bar and choose Customize.

2. From the Command Categories list, click Status Bar.

3. Do one of the following:

   - To add a field of status information, drag the field from the Buttons area of the Customize dialog box over the Status Bar.

   - To remove a field of status information, drag it from the Status Bar onto the document window.

4. Click OK.

★ Tips

You can place any toolbar button or control on the Status Bar.

To add space between two fields, drag the right-most field slightly farther to the right. You can also move the fields without opening the Customize dialog box by holding down the ALT key as you drag.

❖ **To change the height of the Status Bar**

1. Right-click the Status Bar and choose Size.

2. Click Single Height or Double Height.

★ Tip

You can also change the height of the Status Bar by dragging the top or bottom border.

❖ **To reset the Status Bar to its original configuration**

   - Right-click the Status Bar and choose Reset Items.

## Customizing the Property Bar

❖ **To customize a Property Bar**

1. Click Tools, Customize.

2. Click the Toolbars tab.

3. Click the Property Bar you want to change from the Property Bars list.

4. Do any of the following:

- To add a button, click the folder in the Command Categories box containing the command button that you want to add. Then, drag the command button to the Property Bar. Press ESC to cancel the movement.

- To remove a button, hold down the ALT key and drag the control or button onto the document window.

- To move a button or control to another spot on the Property Bar or another toolbar, hold down the CTRL key and drag to the desired location. Press ESC to cancel the movement.

★ Tips
To add space between two buttons or controls, drag the right-most button or control slightly farther to the right.

❖ To reset the Property Bar to its original configuration

1. Click View, Toolbars.

2. Click Property Bars.

3. Click Reset.

4. Click Yes to confirm that you want to reset the Property Bar.

5. Click OK to close the Toolbars dialog box.

# Configuration Manager

## Using the Corel VENTURA Configuration Manager

The VENTURA Configuration Manager sets up your working environment to suit the types of projects you work on most. When you start VENTURA for the first time, the Configuration Manager appears with a choice of three preset environments: one for creating short, design-intensive documents, another for producing long, structured documents and a third for crafting documents that combine the characteristics of the other two. Each environment is optimized to give you quick access to the tools and the formatting modes that you'll use most, as well as an appropriately-sized pasteboard.

You can modify the preset environments by customizing the menus, toolbars and shortcut key assignments or create your own environments. Once you've selected an environment, you can switch to another by ending the current session and restarting the Configuration Manager.

Regardless which environment you are running, you always have access to all the tools and features available in VENTURA, including the formatting modes.

### ❖ To customize the preset working environments

1. Start the Configuration Manager, then select the environment you want to customize.

2. Customize the menus, toolbars and keyboard shortcuts the way you want. (See Related Topics for instructions.)

3. Exit then restart VENTURA to save the changes.

### ❖ To create a new working environment

1. Start the Configuration Manager, then select User-defined.

2. Customize the menus, toolbars and keyboard shortcuts the way you want. (See Related Topics for instructions.)

3. Exit then restart VENTURA to save the changes.

★ Notes

To create additional environments, add a separate folder for each environment under the COREL\VENTURA\UICONFIG folder. Then, perform the above steps to set up each environment. The next time you run the Configuration Manager, you'll see the new environments listed with the others

For each new environment you create, you can include a picture and some descriptive text which will appear in the Configuration Manager. Use Corel PHOTO-PAINT or other bitmap editor to create the picture and save it under the name UIBMP.BMP in the corresponding folder under \UICONFIG. The size of the picture is limited to 130 x 120 pixels. To add some descriptive text, copy an existing Uispec.ini file from a folder under \UICONFIG to the folder containing the new environment you created. Open the file in a text editor such as Windows NotePad. After LongText=, type the text you appear when you select the environment. After ShortText=, type the text you want to appear in the list box in the Configuration Manager.

### ❖ To switch between working environments

1. If VENTURA is open, click File, Exit to end the current session.

2. Click the Start button, then point to Programs.

3. Point to Corel VENTURA, then click Ventura Configuration Manager.

4. Follow the instructions on the screen.

★ Note

If Corel VENTURA doesn't appear on the Programs menu, click the Start button, then point to Find. Click Files Or Folders. Use the Find dialog box to locate the program file.

❖ **To add or remove applications from the Corel Application Launcher**

- The Corel Application Launcher is a toolbar button you can use to launch Corel applications, Corel SCRIPT Executables, and applications from other vendors. The list of applications on the Application Launcher is determined at the time of installation.

- You can add or delete other applications by editing the CORELAPP.INI which is located in the \COREL\CONFIG folder. Use a text editor such as the Windows NotePad or the Corel SCRIPT Editor to open the file, then locate the [Applications] section.

- To add an application, type its name as you want it to appear on the Application Launcher drop-down menu followed by an equals sign (=) and the path to the folder where the application is located and the application's executable file name. Using Corel PHOTO-PAINT as an example, the entry should look like this:

[Applications]

Corel PHOTO-PAINT = C:\COREL\PROGRAMS\CORELPNT.EXE

To remove an application from the Application Launcher, delete its entry in the [Applications] section.

★ Note

If the Corel Application Launcher is not available on a toolbar in the Corel SCRIPT Editor, click Tools, Customize, Toolbars tab to add the Application Launcher to the Toolbar.

## Creating backup copies of your files

Corel VENTURA can create and update a copy of your files each time you save them to disk. If a file becomes corrupted because of glitches in the system, you always have a saved version of the file on your system.

❖ **To create backup copies of your files**

1. Click Tools, Options.

2. Click the Save tab.

3. In the File Saves section, enable the Make Backup On Save check box.

★ Notes

Multi-user publications are only backed up when you check in the entire publication, or when you initially set it as a multi-user publication.

If your system software does not fully support the default long file naming convention, see Turning off long file names for Autosave and Backup files. By turning off long file names for Autosave and Backup files, short file names are used instead.

## Saving your images automatically

You can have Corel WEB.PhotoPaint perform a save or a checkpoint feature so that is performed automatically at regular intervals. Save stores the image file to disk and overwrites the previously saved version. Checkpoint temporarily saves the image at its current state, so that you can return to this image if you are not pleased with the changes you have applied to it since. Checkpoint does not overwrite the saved version of the image.

❖ **To save your images automatically**

1. Click Tools, Options.

2. Click the Save tab.

3. In the File Saves section, enable the Auto-Save Every check box.

4. Type the time interval in the Minutes box.

## Turning off long file names for Autosave and Backup files

If your system cannot deal properly with long file names, especially over a network, you should disable long file naming for Autosave and Backup files.

❖ **To turn off long file names**

- To turn off long file names, you will need to edit the ventura.ini file in your Ventura directory. Change the value of the OptionsSaveUseLFN entry in the [settings] section from 1 to 0.

- When set to 0, backups will be given the same name as their originals, but with a $VP extension. Autosaves will also have unique short file names in the system temp directory.

# Publishing for the World Wide Web (HTML)

When you use Corel VENTURA's Publish to HTML feature to convert your VENTURA document to an HTML document, you can choose between a default and a custom conversion.

If you use VENTURA's default stylesheet, VENTURA automatically maps its own style tags to HTML tags, and your World Wide Web document looks as much like the page-based version as HTML allows. You can also choose to use the sample HTML VENTURA documents in your VENTURA directory instead.

If you use a custom conversion, VENTURA allows you to specify how its tags are converted to HTML tags. You can select each VENTURA tag in turn, and map it to an HTML tag. Any tags you don't convert in this manner are converted using the default mapping method.

When you convert a document to Web format, you can also decide how various components of the document are handled. A bitmap, for example, can appear at full size, as a thumbnail that can be viewed in more detail by clicking it, or a regular hyperlink.

## Publishing Java-powered documents for the World Wide Web

### What is Java?

Java is a language created specifically for the World Wide Web by Sun Microsystems. VENTURA's Corel Barista technology employs the power of Java to produce documents for the Web that surpass the capabilities of HTML. Although the product of publishing a document to Barista is an HTML file, the person viewing the file in a Java-enabled browser sees a true WYSIWYG version of the original VENTURA document.

### Corel Barista publishing options

When you select the Publish as Corel Barista command from the File menu, you can specify the name of your HTML document, which will be saved in the Barista folder. If you decide to save the new file to another location, you will need to copy the information in the Barista folder to the new location. When you want to make your Barista document available on a Web server, you must also copy the entire Barista folder to the Web server along with the document.

Other options available for publishing Barista documents include:

## Single file vs multi-file format

You can publish your VENTURA document as a single file (single-file format), or to have a file for each page in the publication (multi-file format). Multi-file format is useful for large publications, such as encyclopedias; in this way, each page could be downloaded from the Web as needed, rather than incurring the time delay of downloading the entire publication. However, single-file format requires less hard disk space than multi-file format, which stores the page files in a folder referred to by the same name as the HTML file.

## TrueDoc fonts

Including Truedoc fonts in the Barista document allows you to display the font used in your VENTURA document, rather than using just the five fonts Java supports. Each font used in your VENTURA document is saved as a Portable Font Rendering (.PFR) file. If the user already has the required font available, the local font files will be used. If not, the .PFR files will be down-loaded. If the .PFR files cannot be used, the Java fonts will be substituted for the required fonts.

Since you don't know what fonts people reading the Barista document have on their machines, it's a good idea to include the TrueDoc fonts. Without them, the Barista document may not be a very accurate representation of the original VENTURA document.

To use TrueDoc fonts with Barista, these environment variables must be set in your AUTOEXEC.BAT file:

SET CLASSPATH=<install folder>\truedoc;%CLASSPATH%

SET LD_LIBRARY_PATH=<install folder>\truedoc\bin;%LD_LIBRARY_PATH%

SET PATH=<install folder\truedoc\bin;%PATH%

After setting the variables, restart your machine to register the changes.

★ Note
  If the TrueDoc folder does not exist, you'll need to run the Setup program to install Corel Barista; merely copying the folder from the CD is not sufficient. After starting Setup, choose the Custom installation option, then select Corel Barista under the SGML & Internet category.

## Graphics

All pictures and graphic objects in the VENTURA document are converted to bitmaps in either GIF or JPEG format. GIF generally display faster than JPEG pictures, whereas JPEG will compress the graphic to a smaller size. Graphic objects created with the drawing tools are also converted to GIF or JPEG bitmaps.

## Limitations of Corel Barista

The following is a list of VENTURA formatting or features that Corel Barista does not support:

The document contains rotated frames or text. You can still publish the document but frames and text will appear unrotated in the Barista document. Note that removing rotation may affect the layout of the document.

Certain characters, such as typographic quotes appear as black boxes

To ensure that characters appear correctly in the Barista document, use TrueDoc(TM) font embedding. (Click Format, Publication and enable Embed Fonts using TrueDoc).

Pictures clipped by irregularily shaped frames may not appear in the Barista document

To avoid this, restore the rectangular frame by right-clicking the frame and choosing Auto Wrap.

Content in frames spread across facing pages are clipped. Since Barista can't display facing pages, it clips the spread with some of the content appearing on one page and the rest on the other.

## Printer resident fonts not supported

Documents viewed on systems that don't have the printer resident fonts used in a Barista document display using a default Java font. Since the font Java subsitutes may adversely affect the appearance of document, you may want to change to TrueType fonts.

URLs in frames containing pictures are ignored

## Publishing database files

While desktop publishing provides a way to transform unformatted text into a professional-looking document, database publishing is the answer to the equally complex task of publishing database information. Database publishing gives you the power to transform endless rows and columns of numbers and characters in a

database into a well-organized, attractive document using text-handling and layout features. With VENTURA, you can also import database files directly into your publications as tables using Corel DataBase Publisher.

Database publishing offers many possibilities; for example you can create:

- a community newsletter and automate its weekly production
- a real estate catalog containing a picture of each property, a brief description, a picture of the real estate agent, and the company phone number
- a mutual fund and stock report and keep it up-to-date
- a car pool schedule listing the names, phone numbers, addresses, and license plate numbers of each participant
- a mailing list detailing the names and addresses belonging to each postal district in your area

Whether you are in business, education, or you just want to publish something for your own personal use; if it involves a database, database publishing can help.

In Corel DataBase Publisher, all your formatting and layout instructions for creating the document are stored in a file called a recipe. Since you can use a recipe more than once, you can automate your most complex publishing tasks and keep your published data current without having to re-type the same instructions over and over again. You can even modify an old recipe for a new document. Whatever the case, your document will be easy to generate and always up-to-date.

# About the World Wide Web

The World Wide Web (WWW) is an application that connects structured documents on Internet servers around the world. By using a Web browser, you can access any of these documents as though it were located on your own machine (except for transfer time lags.) In addition, each document can reference other documents.

## Imagine the ultimate publication:

The information could be read in whatever order the reader found most intuitive, with pictures, text, and intelligent searches available for clarity.

Definitions and further information would be available at the click of a button to those who require it, but would be hidden from those who don't.

Any system (DOS, Windows95, OS/2, Unix, Macintosh) could access the information without seeing a single "Invalid File Format" error.

Anyone in the world could receive it in seconds.

## Documents vs publications

Printed material is referred to as a 'publication' and a 'document' interchangeably. On the World Wide Web, though, the two words have different meanings. Information is bundled in small packages, each of which comprises a concept. Each of these bundles is a document. A collection of related documents is referred to as a publication. In traditional terminology, a publication might represent a book, and a 'document' could be considered a chapter in that book.

Each document in a publication is referred to by a unique address, called a Uniform Resource Locator (URL.) This address includes:

- the protocol for transferring the document
- the server on which it's located
- the directory in which it's located
- and the name of the file

The syntax is as follows:

http://www.myserver.com/mydirectory/myfile.html

On the other hand, a publication would generally include all the files in a certain directory, which would relate to and be inter-connected with each other.

# A brief overview of HTML

The HyperText Markup Language (HTML) is a Document Type Definition (DTD) used to create a Web document. Based on the Standard Generalized Markup Language (SGML) standard, HTML lets you structure a document without regard for the hardware displaying it. It contains generic codes that World Wide Web browsers interpret to display information (similar to the way PostScript is interpreted by PostScript printers).

HTML product (output) is used to display information, in pages, to users of the World Wide Web. HTML relies entirely on its tags for formatting instructions, and without these tags, an HTML document becomes one large paragraph.

HTML uses codes that are conceptually similar to Corel VENTURA's tags. For example, there are HTML tags for headings, body text, and indented paragraphs. Similar to Corel VENTURA, HTML allows text to be reformatted quickly by changing the definition of the tag. However, unlike Corel VENTURA, HTML has a standard set of tag names that everyone must use.

## HTML tags let you:

- hierarchically structure text and graphics content
- preserve the structure of the content — regardless of the size or type of the monitor, or the fonts available on the computer

## Using VENTURA to publish to the Web

There are many ways to publish a document to the Web, the primary two of which are:

- using the HyperText Markup Language (HTML)
- using Corel Barista to publish your document as a mini-application, written in the Java programming language.

VENTURA provides you with a way to convert your VENTURA document to either an HTML document, or an HTML document which uses Java.

## HTML (HyperText Markup Language)

Corel VENTURA offers you the option of "one-click" HTML publishing, in which VENTURA does all the work for you. By using the Publish as HTML command in the File menu, you can instantly create a Web-ready publication. You just click the Publish button, and VENTURA will convert your publication into one or more HTML documents, ready to publish to the World Wide Web. The document layout will be as close an approximation to the original, as is available with HTML.

However, for those of you who want additional control and know a little about HTML, Corel VENTURA also gives you the ability to set up guidelines for the HTML conversion. From the novice to the expert we've tried to satisfy everyone's requirements with our HTML output tool.

## You can

- determine how pictures will be converted
- create an on line table of contents, or convert the existing table of contents to HTML format
- convert existing cross-references and index entries to hyperlinks
- customize the conversion of VENTURA style tags to HTML structure tags
- import a standard setup of your own invention, to maintain consistency in conversion.

**Publishing pictures to HTML** Corel VENTURA gives you the power to publish colorful, image-rich documents to the World Wide Web. By adding charts, photographs, and drawings to your Web document, you will get your message across

clearly and with impact. When you publish your document to HTML, choose the Graphic button to set the image characteristics. Convert to either .GIF or .JPG file type, assign a border, and set alignment by selecting different options.

You can embed the graphic in your document, reference it with a hotspot, or use a thumbnail to link to the full-sized graphic. You can also exclude pictures from the Web version of a VENTURA document.

**Converting tables of contents to HTML** A paper publication's table of contents is, in many respects, the front door to the document. In the same way, a Web document can have a table of contents, which is a collection of hotspots which link to the main areas of your document.

**Converting indexes and cross references to HTML** When viewing a Web document, you can click on hotspots (specially highlighted items) to link to more information, either elsewhere in this document, or in another document on the World Wide Web. When you publish a document to the Web, indexes entries and cross-references are automatically converted to these hyperlinks.

Clicking an index entry sends you to the index reference. In a similar manner, clicking a cross-reference shows you a pop-up window with the cross-reference information.

**Custom conversion with manual tag mapping** With Corel VENTURA, you can customize your document's conversion to HTML. By mapping each VENTURA style tag individually and overriding the formatting defaults, you can vary the appearance of your HTML publication dramatically. Any tags that aren't manually mapped will be mapped using the default setting.

**Importing a standard conversion setup** To standardize your document conversion, you can import or copy the translation defaults of an existing VENTURA publication.

# Design considerations for HTML pages

In creating a Web document, issues arise which are entirely different from those involved in creating a paper publication. You are creating a document that will be accessed by people using various types of computers and Web browsers, located around the world, whose only knowledge of you is this Web publication.

Also, keep in mind that HTML and the process of converting documents to HTML have limitations, which means your Web document probably won't look exactly like the VENTURA document it was created from. For example, certain formatting in VENTURA, such as columns, ruling lines and graphic objects created with the drawing tools, won't appear in the Web document.

## Framed vs non-framed documents

Text placed in drawn frames as opposed to the base page frame, appears as a hyperlink in the HTML document. If you want the document to appear as a continuous stream of text, remove the text from their frames and place it on the base page.

## Anchor frames to establish order of information

To ensure that information in drawn frames appear in the correct place in the HTML document, anchor the frames to text on the base page. Any unanchored frames will appear at the end of the HTML document.

## Identify your Web document

Include the document's URL in your document so that a person can print a copy of your document, read it, and have the URL handy for reference. You do this using the Options menu.

## Include your email address

People reading your document on various browsers may discover incompatibilities or misbehaving links. Providing them with the Web document creator's e-mail address gives them a way to let you know about it.

## Standardize document layout

By creating and maintaining a standard conversion setup, all your Web documents will have the same look and feel. This can be done easily by using the Import Setup option in the Publish as HTML dialog box.

## Maintain browser compatibility

Web browsers vary enormously in their functionality and presentation. To present the best Web document to the largest audience, keep the following considerations in mind:

- 80 columns

    Try to maintain an 80-column maximum width to your document. This is the usual minimum width.

- Tags

    The browsers currently available vary in their support for HTML tags. Although most support the official HTML 2.0 tag set (defined by the W3 Consortium), several browsers have added functionality by defining additional tags. Unless you are certain that your audience will be using a specific browser, consider using the

HTML 2.0 standard in order to avoid presenting information in your Web page which isn't available to everyone.

- Internal jumps vs. several small documents

  Web documents can have local anchors: hotspots that link to other areas in the same document. This mechanism can be used to help a user navigate through a large online document. However, many readers feel that these internal links are cumbersome, and result in confusion about the layout of the document.

  Therefore, you should limit an HTML document to information on one topic, not in excess of two screens in size. The easiest way to do this is to create a new frame for each major concept in your VENTURA document. When you publish the document to HTML, each frame will be translated into a separate HTML document.

## Using pictures

Pictures add life to a Web page, but come with a lot of file overhead, because of their size.

VENTURA gives you three options when you include pictures in a Web publication:

## Embedding the graphic in the Web page

This is the default mode; however it slightly increases the size of your HTML file, and as a result takes longer to download the graphic to a local machine.

## Using a text link to reference the graphic

This is the fastest, most file-size efficient manner of including pictures in a document, because it offers the reader the option of viewing the object, without the overhead of automatically viewing the graphic. The hotspot uses the frame name as the identifying text.

## Using a thumbnail link to reference the graphic

Thumbnail links can be considered the best of both worlds: the reader is offered a small representation of the graphic, and can click on the link to view the entire graphic.

## Copying information vs. referencing information

In creating a Web document, you can either put all the relevant information in your own document, or, if some of the information has already been written and is available on the Web, you can create a link to it.

The World Wide Web is designed to avoid the need to copy information, through the use of references. However, if you are unsure whether the information will be stable

(which is to say, continuously available at the same address for the foreseeable future), you may be better off to copy the information, provided your document is not already over-sized. Remember that copying another person's information could violate copyright laws.

## Relative vs. absolute addressing

A Web publication consists of one or more documents, connected by URL references. These references specify the document's server name, folder, and filename (absolute addressing). This allows you to re-use the documents in different publications.

You can also use only the document's filename (*relative addressing*), if the document is in the same folder as the document referencing it.

While absolute addressing might appear to be more fool-proof than relative addressing, you must update all references with a new server and folder name whenever you move a file.

If you prefer portability, use the absolute address. On the other hand, if you want to ensure that your hyperlinks are relatively maintenance-free, use relative addressing.

## Informative hyperlink text

With hotspot text, people have a tendency to use the phrase "Click HERE." While this seems like good direction, the hotspot text is used as a label for the referenced material in bookmark lists and other directories. So consider using more descriptive text, such as "View the SMITHSONIAN, or visit the LOUVRE."

The same advice applies to hyperlinks VENTURA generates automatically for linking to chapters and frames containing text or pictures. If you've named your chapters, "Chp1," "Chp2," and so on, that's how the chapter links will appear in the HTML document. If you don't name drawn frames, VENTURA will do it for you using the names "Frame 1," "Frame 2," etc.

## Keep it simple

You'll find that publishing to the Internet is a fast evolving and constantly changing medium. To try to solve this problem, we offer different versions of HTML output, giving you the control you need to keep pace on the information superhighway.

An important consideration for any HTML project is the appearance of the final output. With the DTP power of VENTURA, you can do almost anything to the design of your document. But, because HTML is somewhat limited in its design and layout abilities, you may find that a simple design and approach is better.

# Limitations of HTML output from VENTURA

Although powerful enough to handle fairly sophisticated formatting, HTML supports only a fraction of the formatting capabilities offered by desktop publishing programs such as Corel VENTURA. This means that your Web document may not look exactly like the VENTURA document it was created from. For example, certain formatting in VENTURA, such as columns and tabs, won't appear in the Web document.

Keep these limitations, and the others listed below, in mind when designing Web pages in VENTURA. You should also be aware that HTML offers certain features which VENTURA does not support. A list of unsupported HTML features is also provided.

## VENTURA formatting not supported by HTML

- multiple column layout
- booklet and tent card layouts
- tabs and indents
- vertical ruling lines
- headers and footers
- graphic objects created with the drawing tools
- frame captions
- type effects such as background color and drop caps
- frame ruling lines
- frame anchoring positions other than in-line, unless used in a table
- text and picture in same frame (text takes precedence with picture appearing as a tiled background)
- equations
- cross-references to figure numbers

## HTML features not supported by VENTURA

- Image maps
- Animated GIFs. (treated as a GIF 87A file when imported into VENTURA)
- Linking from graphic to text.
- Embedded CGI scripts (can be called via URL text links)

## HTML and master pages

The fill of the first master page item will be applied to the HTML output. Other objects on the master page will not appear in the HTML output.

## Files created when you publish to HTML

VENTURA creates the following files when you convert a document to HTML format:

- An HTM file for the publication
- An HTM file for each chapter
- An HTM file for each drawn frame
- A GIF or JPG file for each picture (see Note)
- An _lof file for the list of figures
- An _loch file for the list of chapters
- A navigator file which combines the list of figures and chapters (Required when hyperlinks for chapters, figures and drawn frames displayed in main browser window as opposed to separate panes
- A LOG file containing information about the converted document such as the number of unanchored frames. This information is also available for viewing from the Publish As HTML dialog box.

★ Note
If the same picture is used multiple times in the same document, a separate file will be created for each instance.

# Publishing To Java

❖ **To publish a document to Corel Barista**

1. Click File, Publish as Corel Barista.

2. Enter the filename and location for the Barista document (see Note).

3. Specify the publishing options you want.

★ Note

It is recommended that you save your Barista document to the Barista folder, in order to ensure that all the necessary Java applets are available as needed, and the same classes are available to all applets. If you save the file in a location other than the Barista folder, you will need to copy the contents of the Barista folder to the same location, which contains the Java applets necessary to view your document.

❖ **To load a Corel Barista document onto a Web server**

1. Copy the Barista folder (or the directory in which you saved your document) to the Server.

2. Refer to your Web site administrator for information about opening your document.

## Conversion basics

### Publishing a document to HTML format

When you publish a VENTURA document to HTML, you can let VENTURA control the translation, or you can customize the translation as much or as little as you like.

In addition, you can copy the mapping information from another VENTURA document, which gives you the convenience of Automatic HTML Styling with the benefits of Custom HTML Styling. Provided that VENTURA paragraph tags have been used in the same manner in both documents, by using the same tag conversion setup as another document, you can ensure that the mapping will be identical. the HTML documents will have the same structure and layout.

### Publishing to HTML and long file names

Spaces in long file names are converted to underscores in the links on HTML output from VENTURA. Publication, chapter, and graphic names containing spaces will also be renamed when published to HTML from VENTURA.

### ❖ To automatically publish a document to HTML format

1. Click File, Publish as HTML.

2. Ensure that the Auto HTML tags check box is enabled.

3. (Optional) In the Publish as HTML dialog box, type a location and filename for the HTML document or click the Browse button to locate the folder you want to save the document in.

4. Click Publish.

★ Note

The automatic conversion option produces an HTML document that resembles the VENTURA document as closely as possible. For example, titles will look the same as they did in the VENTURA document, as will text and pictures.

The same VENTURA document may look radically different, depending on the browser used to view it.

Whereas text in VENTURA can be set in any size up to 2000 points, HTML supports only seven different font sizes. The size at which text actually displays varies depending on the browser used to view the document. For example, the largest font size might be 36 points in one browser and 30 points in another. You can modify the way the automatic conversion option maps the font sizes in the VENTURA to the HTML font sizes via the Options button in the Publish as HTML dialog box.

### ❖ To customize the conversion of a document to HTML format

1. Click File, Publish as HTML.

2. Disable the Auto HTML tags check box to reveal the HTML Setup buttons.

3. Click the button that corresponds to the item you want to customize.

4. Adjust the settings as required.

### ❖ To import an HTML document setup

1. Open the document that has the HTML conversion settings you want the active document to use.

2. Click File, Publish as HTML.

3. Disable the Auto HTML tags check box.

4. Click Import Setup.

5. From the Import from Ventura Publication list, select the VENTURA document with conversion settings you want to use.

**6.** Specify which conversion settings you want to use.

❖ **To map VENTURA paragraph tags to HTML tags**

**1.** Click File, Publish as HTML.

**2.** Disable the Auto HTML tags check box to reveal the HTML Setup buttons.

**3.** Click Text.

**4.** In the Ventura Tag Type list box, select the type of VENTURA tag (paragraph or character) you want to map.

**5.** In the Tag Name list, select the tag you want to map.

**6.** From the Main HTML tag list box, select the corresponding HTML tag.

By manually mapping VENTURA style tags to HTML tags, you can customize the structure of your HTML document. For example, you could publish a paper document with titles in a particular style (say, Heading1). VENTURA's Automatic HTML conversion would convert all Heading1 titles to the HTML tags which most closely resemble Heading1. But in your HTML document, you might opt to have all titles be hyperlinks to the appropriate area; by manually mapping the Heading1 style tag to the HTML hyperlink tag, you can accomplish this.

# Including Pictures In An HTML Document

By default, VENTURA embeds pictures in your HTML document, converting them to JPEG format.

If you prefer, you can leave the pictures out.

You also have the option of linking to pictures using text or thumbnail links, rather than embedding them. If you have large pictures, linking to them reduces the time required to download the file. Readers can still view the pictures by clicking the text or thumbnail.

As well, you can specify whether picture files are converted to JPG or GIF format.

You can also specify the text you want to display in your HTML document in the event that a browser cannot display a particular graphic.

❖ **To display pictures at full size in the HTML document**

**1.** Click File, Publish as HTML.

**2.** Click Setup to reveal the HTML Setup buttons.

**3.** Click Graphics.

4.  Ensure the Publish Graphics check box is enabled.

5.  Select a format from the Convert Graphic To box.

6.  From the Show as list, select Inline Image.

7.  Specify a border thickness and the amount of white space you want around the border.

    Borders indicate that the graphic is a hyperlink. The border is optional since the mouse pointer changes shape when moved over a hyperlink. To omit the border enter zero in the Border Thickness box.

★ Tip
You can specify the text you want to appear in your HTML document in the event that a browser cannot display a particular graphic. Make sure Inline Image is selected in the Show As box, then type the text in the Alternate Text box.

❖ **To exclude pictures from your HTML document**

1.  Click File, Publish as HTML.

2.  Click Setup to reveal the HTML Setup buttons.

3.  Click Graphics.

4.  Disable the Publish Graphics check box.

❖ **To specify a format for pictures in an HTML document**

1.  Click File, Publish as HTML.

2.  Click Setup then Graphics.

3.  From the Convert Graphics To box, select JPEG or GIF.

    GIF pictures generally display faster than JPEG pictures, whereas JPEG will compress the graphic to a smaller size.

❖ **To link to a picture using thumbnails**

1.  Click File, Publish as HTML.

2.  Click Setup then Graphics.

3.  From the Show As box, select Thumbnail link.

4.  Specify the size at which you want the thumbnail to display.

    The graphic will appear in the HTML document as a thumbnail which the reader can click to display the graphic at full size.

❖ **To link to pictures using text**

1. Click File, Publish as HTML.

2. Click Setup then Graphics.

3. From the Show As box, select Text link.

## Converting table of contents, index and cross-references to HTML hyperlinks

In printed documents, a table of contents, index and cross-references are indispensable tools for locating information. HTML documents take this one step further: you can provide reader's single-click access to this information by converting the table of contents, index and cross-references in to hyperlinks.

❖ **To convert a table of contents to HTML hyperlinks**

1. Click File, Publish as HTML.

2. Click on Publication in Range Section

3. Disable the Auto HTML tags check box.

4. Click Links.

5. Click the Main TOC tab.

6. Enable the Create from Pub TOC check box.

7. From the Use Publication TOC list, select the table of contents you want to use.

8. Specify whether you want the table of contents formatted as numbered or bulleted list.

9. (Optional). Choose the color or picture you want use as the background for the table of contents.

★ Note
You can have the table of contents display on its own page or in a frame that's always visible beside the main text of the HTML document. Indicate your preference via the Options button in the Publish as HTML dialog box. If the Web browser does not support frames, the table of contents will display on a page with the rest of the document. The option to display the table of contents in a separate frame is not available when converting single pages or single chapters to HTML format.

❖ **To convert an index to HTML hyperlinks**

1. Click File, Publish as HTML.

2. Click on Publication in Range Section

3. Click Setup then Links.

4. Select the Index/Cross-References tab.

5. Enable the Convert Publication Index check box.

   Each index entry in the HTML document will appear as a hyperlink, which the reader can click to jump to the location the entry points to.

★ Note

You can have the index display on its own page or in a frame that's always visible beside the main text of the HTML document. Indicate your preference via the Options button in the Publish as HTML dialog box. If the Web browser does not support frames, the index will display on a page with the rest of the document. The option to display indexes in separate frames is not available when converting single pages or single chapters to HTML format.

❖ To convert cross-references to hyperlinks

1. Click File, Publish as HTML.

2. Click on Publication in Range Section

3. Click Setup then Links.

4. Select the Index/Cross-References tab.

5. Enable the Convert Cross-references to Hyperlinks check box.

   Each cross-reference in the HTML document will appear as a hyperlink, which the reader can click to go to the location the cross-references points to.

❖ To view a report on the HTML document

1. Click File, Publish as HTML.

2. Click Setup then Report.

   The report tells you whether the VENTURA document contains any graphic objects or any empty or unanchored frames. To find out why the presence of these items is significant, click the Help button in The HTML Publishing Summary dialog box.

# Publishing portable electronic documents

## Creating and using portable document files

You can create a portable document file (.PDF) by printing your publication to a Novell Envoy or Adobe Acrobat file instead of a printer. Once it's in a portable format, the publication can be read using a reader utility that can be distributed free to users. And the portable document can be read on any system, regardless of whether it has the application, fonts, and images used to create the original document.

★ Note

PDF files require further processing using Adobe Acrobat Exchange or Adobe Acrobat Distiller (not included with VENTURA), before the document can be viewed.

Readers can't edit portable document files, but they can annotate some files, and they can use hypertext links and search facilities that you've included in them. Tables of contents and indexes are typically displayed in windows that are separate from the main document. When a reader clicks a chapter name or topic, they are instantly transported to the appropriate place in the publication. Cross-references also become hypertext links that let users jump from place to place in the document.

### Page-based vs. Window-based portable document files

Portable document files come in two forms — page-based and window-based. If your publication is to be distributed electronically, then printed, you will want to take a page-based approach. Users can still read the file on a computer screen, provided they are willing to scroll through it, but they can also print a document identical to the original, again without needing the application or any of the components used to create it, and without the line endings being altered.

If you intend your publication to be viewed on a computer screen rather than on the printed page, then a window-based portable document file is the way to go. Pages, called topics, are typically shorter in this format, allowing users to view them in their entirety on a single screen.

### Corel VENTURA and portable document files

Whether you choose a page-based or windows-based approach for your portable document files, Corel VENTURA has the tool you need for the job.

You can create page-based portable document files using Novell's Envoy, which is included with VENTURA. If you're already an Adobe Acrobat user, VENTURA provides full support for this product as well.

❖ **To publish a document to Envoy**

1. If the document contains a table of contents, index or cross-references, right-click it's name in the Navigator, then choose Update Publication.

   Or, click the button in the toolbar.

2. Enable the "Will be published to Envoy or Acrobat?" check box.

3. Click File, Publish as Envoy.

4. Enter the filename, and browse to find the appropriate drive and directory.

   VENTURA will create an Envoy document and start the Envoy viewer (if it's installed).

★ Note

   Publishing a document that uses a layout style other than Full Page to Envoy produces poor results. The non-Full Page layouts also affect hyperlinks in the Envoy document, causing them to jump to the wrong destination. To change the layout style, use the Format, Publication command.

You can also create an Envoy document by clicking File, Print and choosing Envoy 7 Driver from the Name box. Use this method if you need to use the Print Options dialog box to resize the VENTURA document for more comfortable viewing on screen. To convert the table of contents, index and cross-references in the VENTURA document to Envoy hyperlinks, enable the Generate Hyperlinks option in the Print dialog box.

Hidden text in the VENTURA document appears as a Note icon in the Envoy document. Clicking the icon displays the hidden text. If you don't want the notes to appear in the Envoy document, delete the hidden text.

If the document you are publishing to Envoy contains embedded TrueDoc fonts, Envoy will substitute another font, if the original font is missing from your system. The font Envoy substitutes may be a poor match for the missing font.

❖ **To publish a document to Adobe Acrobat**

1. If the document contains a table of contents, index or cross-references, right-click it's name in the Navigator, then choose Update Publication.

   Or, click the button in the toolbar.

2. Enable the "Will be published to Envoy or Acrobat?" check box.

3. Click File, Publish as Adobe Acrobat.

4. Enter a filename, and browse to find the appropriate drive and directory.

   VENTURA creates a PostScript file with a PRN extension that you can process into an Adobe Acrobat portable document using Acrobat Distiller (not included with VENTURA).

5. Enable the Include Notes check box if the document contains hidden text which you want to appear in the Acrobat document.

★ Note

Creating files for processing into an Envoy document requires a PostScript printer driver. If the document you are converting contains color and you want the colors to appear in the Acrobat document, use a driver for a color printer such as the QMS Color Script or one of the Tektronix models. (Drivers for these printers come with Windows).

You can also create an Adobe Acrobat document by using the File, Print command to print it to a PostScript disk file. Use this method if you need to use the Print Options dialog box to resize the VENTURA document for more comfortable viewing on screen. To convert the table of contents, index and cross-references in the VENTURA document to Acrobat hyperlinks, enable the Generate Hyperlinks option in the Print dialog box.

# Printing: Where to start

## Plan and prepare your work

Whether you are preparing an existing document for output, or creating a new one from scratch, there are questions to ask and considerations to bear in mind about the printing process at the outset.

## When you need a service bureau

When you want a finished document with a higher quality and resolution than you can get with a desktop laser printer, you'll need to send your work to a commercial printer. If you want the best possible quality, the printer will need to create printing plates from film negatives of your documents. Depending on the type of printing you have ordered, there must be negatives containing the text and color separations of every page. While most commercial printers can produce everything they need right from a disk containing a Corel VENTURA publication, service bureaus specialize in producing these items, and you may find it faster and cheaper to have them do the work.

Service bureaus are also required if you are creating a document that will be produced by several different commercial printers. For example, if you've created an article that will run in four different magazines, each magazine may require separate artwork.

Corel VENTURA offers a wide variety of features you can use to take full advantage of the options offered by most service bureaus. For example, if you want a service bureau to create plates for color printing, Corel VENTURA can create an electronic file of the color separations. Or, you can use Corel VENTURA and Corel PHOTO-PAINT to crop and mask your pictures.

Corel VENTURA makes it easy and convenient for you to send your documents to a service bureau for production.

## Work closely with your service providers

From the outset of your project, and throughout its development, consult with the service bureau and printing shop representatives who will be handling your print job. Their expertise is essential to the success of your project.

While some service bureaus offer specialized publishing services such as image scanning, file conversion, or page layout, most produce the items listed below:

- film separations
- transparencies
- slides
- color proofs
- camera-ready art work and page layouts

★ Tip
By taking advantage of the full power of Corel VENTURA, along with other Corel products (such as Corel PHOTO-PAINT), and by carefully planning your documentation projects, you should be able to significantly reduce the cost of having a service bureau prepare your work.

## Finding the right service bureau

With the number of service bureaus operating in today's market, it's important to make sure you find the right one. Not all service bureaus have the same equipment or offer the same level of service.

To get the best idea of the range of services offered, it's a good idea to visit several service bureaus and talk to the specialists there. Explain what you're doing, what software you are using (e.g., Corel VENTURA), and what results you expect. Ask to see some samples of their work, particularly any that are similar to your document. Also, pick up a form, usually called an output form, to complete ahead of time. This form describes the makeup of your document and will give you an indication of what each service bureau will require.

Since you will be working closely with the service bureau, you should be comfortable with their level of service and professionalism. You have the final say on whether their work meets your expectations, and you must feel confident that you can request changes and alterations.

## Get referrals from your commercial printer

Your commercial printer may be able to refer you to a good service bureau. If you have a specific commercial printer you plan to use, you should find out if there are any service bureaus they recommend or prefer. Keep in mind that some commercial printers have working relationships with certain service bureaus, so always shop around to ensure you are getting the best price.

The price quoted by a service bureau often reflects the level and quality of service they provide. By getting a price quote from each service bureau, you should develop a feel for the businesses with the best balance between cost and quality.

Make sure the service bureau can perform the services you require. While this sounds obvious, it's easy to become confused by different terminology and jargon. If you don't understand exactly what's being offered, ask for a further explanation. Some service bureaus may use different terms to describe the same service.

You should also examine the service bureau's font library to make sure they can reproduce the fonts included in your document. If they don't have all the fonts, find out how they plan to handle any replacements.

## Communication — the most important factor

The best way to find the right service bureau is through clear communication. Make sure the service bureau understands exactly what you require and that you understand what services are being offered. It's important to let the service bureau know the results you expect and require.

The service bureau will also need to know some very specific information about the makeup of your document. If you don't give them complete and correct information, you may run into problems later on. Fortunately, with Corel VENTURA, you can easily find all the information any service bureau will need to produce your work.

Most service bureaus will require you to complete an output form, listing all the information they need to produce your work. You should complete this form ahead of time and check it against your document before returning it. The following section explains the most important points the service bureau will need to know.

★ Tip
With Corel VENTURA, you can print a Job Information Sheet listing information such as page size and layout, fonts used, number of pages, etc. Since many of these items need to be entered on the output form, it's a good idea to print the information sheet ahead of time.

# Output

## What are the choices?

There are several different methods for producing your final work:

Print everything on a laser printer. Depending on the printer (high resolution, color) the final product can look quite good. However, this option is impractical for more than a few copies. If more copies are needed, some photocopiers are capable of quality output. This might be a good choice for an internal report or a small newsletter. This method is inappropriate if you require high-quality color output (e.g., color photographs or fine art), special paper stock (e.g., different sizes or glossy paper), or if you want "professional" output.

Create camera-ready art on a laser printer and send it directly to a printing shop. If you have a PostScript laser printer, and do not require complicated color work, you may be able to produce material that a printing shop can photograph, make printing plates from, and print. This method may be appropriate for a small newspaper. This method is inappropriate if you require high-quality color output (e.g., color photographs or fine art).

Send everything on disk to a service bureau. A service bureau will produce a high-resolution output on an imagesetter which is then used to produce printing plates. The only limits here are the service bureau's facilities and your budget.

When deciding which method to use, you will have to consider the desired quality of your output and the size of the job. Whatever you choose, make sure you use the appropriate settings (e.g., halftone screens, color separations).

## Quality

What level of quality do you need? Would output from a desktop color printer be sufficient? Or do you need to go to press? Note that the higher the output device's resolution (dpi), the better the images and colors will be reproduced.

## Job size

Job size should also be considered. How many pages and how many copies are involved? A large volume may dictate going to press.

# Page layout and printing

## Size

What size will the final product be? Set up your document to those dimensions and work in "actual size" to avoid the problems inherent to resizing images (e.g., bitmap reproduction suffers when bitmaps are enlarged). If you wish to print the same material at different sizes, however, you may resize your image when you print.

Proper planning and layout of your work will also save on expensive film. Remember that you can define a custom page to accommodate your job if it will be of non-standard dimensions.

The paper size and the working page size will not necessarily be the same. For instance, you can fit two pages that are 8.5 by 11 inches on one 11 by 17-inch piece of paper.

## Layout

Are you creating greeting cards, handbooks, a full-fledged book? There are ready-made layout styles available in the Print Options dialog box. Choose from Full Page, Book, Booklet, Tent-Card, Side-Fold Card, Top-Fold Card, and Tri-Fold Card or you can create your own custom styles.

If you choose a layout style before you open the Print Options dialog box (i.e., using Page Setup) the appropriate layout style is automatically selected in the Print Options dialog box. If you change the layout style (with the exception of Full Page) your work will not print correctly.

## Orientation

What page orientation best accommodates your work? Portrait (vertical) or landscape (horizontal)? The orientation you choose when you print should match the orientation of the document.

## Bleed

Must certain areas of your document extend to the edge of the final page? If so, you must allow for a "bleed," that is, ensure your document "overflows" the edge of your final page. To accomplish this you must print your work on paper that is larger than the paper size you ultimately want. This paper is then trimmed to the appropriate size. A bleed of .125 to .25 inches is usually sufficient. Any object extending beyond that needlessly uses up memory and may cause problems when you are printing more than one final page on a single sheet of paper.

★ Note

Don't use the feature that automatically inserts a blank page at the end of chapters that end on the same side (left or right) as the next chapter. Each blank page requires a sheet of film that you'll be charged for. If blank pages are needed, the printer will insert them after the film has been imaged. The Insert Blank Pages setting in the Publications Property dialog box (Format menu) controls whether VENTURA adds blank pages.

# Paper and printing

## Stock

Will you be using coated or uncoated paper? Matte or glossy coated? Newsprint? Textured paper? Recycled paper?

The paper stock you choose will significantly affect the quality of your final product. It will also determine your halftone screen settings and dictate the maximum amount of ink, or total area coverage (TAC), you can use to create your process colors.

Be sure to talk to your service bureau and printing shop reps.

## Colored paper

Will you be using white or colored paper? The colors in your document will look different against a colored background. You must take this into consideration.

# Printing text and pictures

## Fonts

Make sure the typefaces and point sizes you choose are suitable for the paper stock you will be printing on. For example, delicate typefaces or small point sizes may not reproduce well on textured papers, or they may be difficult to read on colored or speckled paper.

## Number of colors

Pay attention to the number of colors used, especially if you are importing clipart. Make sure you only use the colors you have chosen (i.e., process or spot).

## Duotones, Tritones and Quadtones

Duotones, tritones and quadtones, are grayscale bitmaps that have been converted into 2, 3, or 4 spot color images. If you have any of these in your document and you're printing color separations, consult your service bureau for appropriate screen angles and frequencies for the spot colors. VENTURA uses the same angles and

frequences for all the colors and as a result, the image may not print the way you want.

## Fills

Use fills judiciously; avoid complex fills (fountain fill, texture fill, PostScript textures, etc.) on small objects that aren't big enough to warrant intricate details. If you are using a Level 1 PostScript device avoid complex fills with complex outlines in text objects. When you set the PostScript options you can enable tests that will warn you if there are any potential problems with your fills.

If you use fountain fills, be aware that too many steps may cause errors or slow down printing, and too few steps may cause banding (the appearance of strips across a fountain fill). You can optimize your fountain fills when you set the PostScript options.

## Nodes

Keep the number of nodes per object to a minimum, especially when using a Level 1 PostScript device. When you set the PostScript options you can enable tests that will warn you if there are any potential problems with your objects.

## Lean and clean

Keep file size manageable by deleting all unnecessary elements. Get rid of redundant objects hidden behind other objects, and any leftover objects outside the working page.

## Scanning

If you have a scanner you can scan directly from Corel VENTURA, retouch your image in Corel PHOTO-PAINT if need be, and then bring it into Corel VENTURA or any other application.

## Quality

The end result will depend as much on the quality of the scanner as on the quality of the image being scanned. Corel PHOTO-PAINT can be used to enhance the image, but it is always a good idea to start with a high-quality image (i.e., good contrast, etc.).

## Dynamic range

If you are preparing a full-color job, note that drum scanners offer a wider dynamic range (that is, range of possible color values) than most flatbed scanners. On the

other hand, the dynamic range of a flatbed scanner should be sufficient for most lower-budget jobs.

## Size

Scan according to the size of the final output. A small scan will not maintain its integrity if enlarged too extensively. Conversely, a scan that is needlessly large will make for huge files and slow down processing.

## Resolution

Scan at a resolution related to the final output. As a rule of thumb, the scanning resolution, measured in dots per inch (dpi), should be twice the resolution of the halftone screen used for output, measured in lines per inch (lpi). For example, if you will be printing with a 150 lpi screen, set the scanning resolution to 300 dpi. Scanning at a higher resolution may be required to pick up enough detail in a poor original or when you want to enlarge the original.

## OPI

Corel now offers Open Prepress Interface (OPI) support. Here's how it works: Your service bureau professionally scans your images on a high-end scanner. They keep the high-resolution version of the scans and give you low-resolution equivalents. You import the low resolution images into your documents, using them "for position only." Working with low resolution images keeps your document size smaller and speeds up screen redrawing time. When you send your document back to the service bureau for final imaging to film, your high resolution files are automatically substituted.

★ Notes

You must import low resolution images correctly or they will not be replaced at print time

You can only scale, crop, and rotate low resolution images. You can not use any other effects.

# Printing bitmaps

## Size

The larger the bitmap, the more RAM it will use and the larger the file will be. Aim to keep your bitmaps small.

## Resolution

Will your work of art be silk-screened onto a T-shirt? Or are you producing a coffee table art book? A high resolution would be wasted on the former, but is definitely called for in the case of the latter.

# Color printing

## How many colors? Process color versus spot color

The number of colors you plan to use will be the main factor in deciding whether to use process colors or spot colors.

## Process color

Does your project call for full color (e.g., does it contain scans of color photographs)? If so, you will need to use process colors, which simulate virtually any color using only the four ink colors — cyan, magenta, yellow, and black (known as CMYK).

## Spot color

Does your project make use of only one, two or three colors (including black)? Then you'll want to use spot colors, such as those offered by PANTONE. Spot color uses a different ink for each color. If your budget is limited:

Obtain a two-color look by printing on colored stock and using only one spot color.

Use tints (percentages) of spot colors to create shadows or highlights, thus giving the impression of a broader color range.

## Both

Your project can call for both spot and process colors. For example, a marketing brochure may require the use of a spot color for the corporate color and the use of process color to reproduce scans of photographs. Remember, though, that the greater the number of colors used, the more film, plates and ink will be required, which adds to the cost of the job.

## A word about palettes

With Corel VENTURA, you can work on different elements of your document from different palettes and different color models. Ultimately however, all colors must be printed with process and spot color inks. Colors defined in the RGB or HSB models are translated automatically into CMYK (process) values. As for spot colors, Corel VENTURA allows you to convert them to CMYK at printing time if that's what you require.

# Color trapping

## What is it for?

Trapping is necessary to compensate for poor color registration, which occurs when color separations are misaligned, leaving unsightly white slivers between adjoining colors. Your Corel VENTURA package includes auto-trapping features to help with this process and eliminate some of these problems.

## How is it done?

Trapping is accomplished by intentionally overlapping colors. When printing there are three ways to create color trapping. You can

- "overprint" individual objects in the application you are working in
- use Auto-spreading (automatic color trapping) on the Separations page in the Print Options dialog box. Auto-spreading creates trap by assigning an outline to an object that is the same color as the object's fill, and then having the outline overprint underlying objects.
- use Advanced Settings on the Separations page in the Print Options dialog box

## When is trapping needed?

Trapping is necessary if two colors touch.

## When is trapping not needed?

You don't have to worry about trapping if:

- your service bureau creates color trapping by using a specialized trapping program
- there are no adjoining or overlapping objects in your document

★ Tip
To avoid problems with trapping, use Corel VENTURA's overprinting features. For more information about overprinting, see Working with Illustrations in the Corel VENTURA Paper and Electronic Publishing Guide. You can discuss trapping and overprinting options with your service bureau to find out which methods they recommend.

# Ensuring predictable color when printing

## Color management

Before you embark on any project where the finished product is to be a color print of some sort, it is essential that you ensure accurate and consistent color rendition from device to device. All components of your publishing system — scanner, monitor, and

printer — must exchange color data in a manner that gives a predictable end result. This is accomplished by calibrating your various devices and establishing a System Profile. This is done from the Corel Color Manager, using the Corel Color Manager Wizard. You can run the Color Manager Wizard at any time or select a color profile from the Tools menu.

## Color correction

For the colors on your screen to approximate as closely as possible the colors as they will appear in print, you must enable the Color Correction facilities. These options will call the chosen System Profile to ensure predictable color rendering.

# PostScript

## What is it?

PostScript is a page description language used to send instructions to a PostScript printing device about how to print each page. All the objects in a print job (e.g., curves and fills) are represented by lines of PostScript code that the printer uses to produce your work.

PostScript is not the only method for sending a printer instructions, and some printers are not compatible with PostScript; however, there are several functions that are unavailable if you are not using the PostScript printer language.

For example, without PostScript, you cannot adjust color separations and halftone screens.

There are two levels of PostScript available. PostScript level 2 is the most recent version of PostScript and it is more powerful than its predecessor, PostScript level 1.

★ Tip
When purchasing a printer or choosing a service bureau you should find out which type of PostScript you will be using. Where you have a choice, choose level 2.

## Limitations of PostScript level 1

There are certain problems that may arise when you are using PostScript level 1 that have been largely eliminated in level 2.

To create curves, a PostScript device prints a series of short straight lines at varying angles. Each of these lines is a segment. Also, any straight line between two nodes is a segment. Level 1 devices can't print objects with more than 1,500 segments. This limits the allowable number of nodes in any object to approximately 500.

If you use a complex fill (e.g., a texture fill or a PostScript fill textures) in an object, the allowable number of nodes is reduced to approximately 300.

If you fill a text object with a texture fill then a level 1 PostScript may not be able to print it.

If you use a texture fill in an object with any subpaths (e.g., a donut made from a circle within a circle), a level 1 PostScript device will not be able to print it.

### There are several ways around these limitations.

Wherever possible, break complex objects up into several less complex objects. This may not be possible if you are using complicated line attributes or complex fills.

Use the PostScript features designed to reduce complexity.

★ Note

If you are printing to a level 1 PostScript device, you should try to avoid including any of the problematic objects mentioned above in your design.

# Service bureaus and printing shops

### Who's who

If your job will be printed on a commercial press, you will most likely be dealing with a service bureau and a printing shop. These can be separate or affiliated businesses. Some larger establishments may offer both services under one roof.

The service bureau will take your file and image it onto film. The printing shop will take either film from a service bureau (or camera ready output that you've created yourself), make printing plates from it, and print your job.

### Talk to them

Talk to your service providers about the issues discussed in these topics. They will point out special considerations to bear in mind given the nature of your job.

# Sending your print job to a service bureau

### Proof your work in-house

Before sending the final files to your service bureau, verify all elements of your document on your in-house equipment. Keep in mind that desktop printers do not allow you to check halftone screens and trapping.

## Prepare the soft copy

Your files can be sent by disk, modem, or removable hard disk cartridge. Check with your service bureau to find out what they are equipped to handle. Service bureaus will need either .PRN or .EPS files.

## PRN and EPS files

Corel VENTURA allows you to exercise full control over prepress settings and save the document and color separation instructions in a .PRN file. This print file will be sent directly to an output device by your service bureau.

Some service bureaus may accept .EPS files. These Encapsulated PostScript files can be taken into other programs by the service bureau and handled from there.

Caution! Be sure to review your document thoroughly before creating the PRN file and always provide a final printout of your work to the service bureau, even if it's only a black and white representation. The printout will help them identify and assess what they're working with. Your service bureau will not be able to verify or fix a .PRN file — any mistakes in your document will be apparent only on output, which could be costly.

Also, don't use the feature that automatically inserts a blank page at the end of chapters that end on the same side (left or right) as the next chapter. Each blank page requires a sheet of film that you'll be charged for. If blank pages are needed, the printer will insert them after the film has been imaged. The Insert Blank Pages setting in the Publications Property dialog box (Format menu) controls whether VENTURA adds blank pages.

## Include print job information

If you are sending .PRN files, include all the prepress settings that you have specified. This can be done automatically from the Options page in the Print Options dialog box. If you have any doubts, check with your service bureau reps. They usually have an order form that you can use.

# Ordering proofs

## Determine which type of proof you will use

Time, cost, and quality are all factors to consider when you are deciding on a proofing method. Discuss your project with your service bureau reps. They will help you choose the most appropriate proofing method.

There are three categories of color proofs to choose from: digital proofs, off-press proofs, and press proofs.

## Digital proofs

This category includes proofs generated from laser, thermal wax, ink-jet, phase-change, and dye sublimation printers. Data is imaged directly from your file onto paper. This method is fast and economical, but it is not usually accepted by printing shops as being a good representation of what they are expected to match because the proof is not made from the film that will be used to make the printing plates.

## Keep in mind:

Digital proofs cannot reproduce press conditions such as screen frequencies and angles, dot gain, etc.

Not all desktop printers are PostScript compatible.

Not all printers can reproduce spot colors.

Dye sublimation printers are especially well-suited to proofing scans of photographs.

## Off-press proofs

These are made from the film separations that will ultimately be used to make the printing plates. This category includes blueprints, overlay proofs (e.g., Color Key) and laminate proofs (e.g., Cromalin, Matchprint, Agfaproof).

Note: Laminate proofs are more accurate and more expensive than overlay proofs. Blueprints are used to check 'fit' and to proof for imperfections such as broken letters.

## Press proofs

Because press proofs are produced using the very plates, inks, and paper that will be used for the final print, they are the most accurate and also the most expensive. They are generally reserved for high-end projects.

## Review and approve the proofs

When you receive the proofs, review them carefully. Adjustments or corrections may be in order. You may have to go through more than one proofing cycle. When you arrive at a satisfactory proof, sign it off.

### Turn the approved proofs over to the printing shop

These will be considered "contract proofs," which means that this is the output the press operators will strive to match.

### What happens at your service bureau

The service bureau will process each .PRN file through a Raster Image Processor (RIP) where your file's PostScript instructions will be rasterized.

Your rasterized files will then be sent to an imagesetter to produce the film separations which in turn will be developed in a film processor.

### Film proofs can be generated

The service bureau will provide you with blueprints, overlay proofs, or laminate proofs made from your film, depending on your preference and budget. Cost varies: inquire! Depending on the complexity of your project, the level of quality you require, and the expertise of the service bureau staff, you may be able to sign off immediately on the first proofs or you may need to go through a few more iterations before approving final proofs.

## Sending your print job to a printing shop

### Sending film to the printing shop

If you are using a service bureau, they will send the film to the printing shop or to you. Either way, make sure that the printing shop has proofs of the final product and instructions about the print job (e.g., number of copies, type and size of paper). You must also make sure that the service bureau provides your film in the form that the printing shop wants (i.e., positive or negative film, emulsion up or down, etc.)

### Sending camera-ready art to the printing shop

If you are producing paper output for the printing shop to photograph, you must make sure that you send them output they can use. For example, if you make a mistake setting halftone screen frequencies, the printing shop may not be able to print any of your photographs. Talk to the printing shop before you send your output. When you send your camera-ready art, include instructions about the print job (e.g., number of copies, type and size of paper).

### What happens at your printing shop

The final, approved film separations or camera-ready art are made into printing plates. These are mounted on the press, and your printing job begins.

The press operators set up and adjust the press so that the printed output matches as closely as possible your contract proofs.

Where color quality and accuracy is crucial (such as in reproducing works of fine art), you may be asked to be present at the printing shop when your job is run to approve any color adjustments that may need to be made.

## Checklist (service bureaus and printing shops)

❖ **To print the current page, chapter, or publication**

1. Click File, Print.

2. In the Print range box, specify what you would like printed.

3. In the Number of Copies box, specify how many copies to print.

4. To choose settings for your print job such as page positioning and layout, click Options and Preview and choose settings from the menus and three tabs of the Print Options dialog box. Or, if you've previously created a print style with the options you want for this job, select it from the Print Style list box .

★ Tips
If you plan to print multiple copies, consider using the Collate option, which prints one full set of the selected pages before going back and printing the second full set.

If CorelMEMOs appear in your document and you want them printed on the pages in which they appear, enable the Print CorelMemos check box.

❖ **To print a range of pages or chapters**

1. Click File, Print.

2. Choose Chapter or Pages as the Print Range

3. Type the page or chapter numbers to print in the associated entry boxes

   Place commas between individual references, or dashes to indicate a range to print. You can also use any combination of these styles, for instance, 3-5, 6, 8. A tilde (~) between page numbers prints every other page in the range.

4. In the Number of copies box, specify how many copies to print.

5. To choose settings for your print job such as page positioning and layout, click Options and Preview and choose settings from the three tabs of the Print Options dialog box. Or, if you've previously created a print style with the options you want for this job, select it from the Print Style list box .

### ❖ To print a job information sheet

1. Click File, Print.

2. Click Options and Preview

3. In Print Preview, click Settings, Job Information Sheet.

4. To customize the report, choose which categories of information are to be included.

5. Specify whether the job information is to be saved to a file or printed or both.

   The job information sheet is printed after the last document page has been outputted.

### ❖ Printing to a color press

1. Prepare your project. Make sure you understand the importance of color management and color correction and consult your service bureau AT THE VERY BEGINNING of your project. They will provide you with invaluable information, that if not followed, may lead to costly errors or omissions.

2. Set up the basics of the print job.

   Enable Print to File.

   Choose the imagesetter driver specified by your service bureau. Make sure the printer color profile that matches the above imagesetter is selected. If it isn't, go to Tools, Color Manager and select the appropriate profile.

   Specify a print range.

3. Set up the printable page.

   Click Preview and Options

   Adjust the size, position, and layout of your document, if required.

4. Choose which reference marks to place on your document. (Settings menu, Marks and Prepress)

   Set the printers' marks, e.g. crop marks, as specified by your service bureau.

5. Set any advanced options you require (Options tab).

   Adjust the number of fountain steps, set the screen frequency, or choose PostScript preferences.

6. Set the color separation parameters (Separations tab) if applicable.

   Enable Print Separations. Make sure the In Color option is NOT enabled.

   Choose all the color separations and indicate whether you want empty plates printed.

   Customize your halftone screen, in consultation with your service bureau, if required.

Choose the appropriate trapping strategy, in consultation with your service bureau, if required.

7. Click File, Print. At the prompt, enter a name and destination for your print file. Your document is saved in a file format (*.prn) that can be used by the service bureau to print your document.

## Setting up the print job

❖ **To select a printer**

1. Click File, Print.

2. Choose a printer from the Name list box. If the device driver you need is not listed, install it using the Print wizard (Control Panel, Printers window).

★ Tips

If you're sending a file to a service bureau, choose the device driver that's specified by the service bureau.

To set printer properties such as paper size, source, and type, click the Properties button to the right of the list box and choose the settings you want. If you require additional information about the settings, consult the Windows documentation.

❖ **To print a document to a file**

1. Click File, Print.

2. Enable Print to File.

   If your file is to be used on Macintosh equipment, enable the For Mac check box.

3. Click OK.

4. When the Print to File dialog box opens, type a filename and choose a destination for the file. The appropriate extension (.PRN) is automatically appended to your filename.

★ Notes

The Print to File option saves a document with all its formatting codes in a special, PostScript format called the PRN file format. Saving a document in this format allows you to bring it to a service bureau for high resolution printing or to print the document to a remote printer that is not connected to your system.

If you are printing to file a large publication with multiple chapters, consider enabling the Print Chapters to separate files check box. Choosing this option is advisable because if there is a problem with one prn file, the rest of the files will be unaffected.

❖ **To save print settings**

1. Click File, Print.

2. Click Options and Preview.

3. When VENTURA displays the document in Print Preview mode, choose the settings you want from the menus or from the pages of the Print Options dialog box.

4. Click File, Save Print Style As.

5. In the Save Print Style dialog box, choose the groups of settings to include by enabling and disabling their related check boxes.

6. Type a name for the style in the Save print style as box.

★ Tip
To apply this style to a print job later on, simply select the print style from the Print style box in the Print Preview or from the main Print dialog box.

❖ **To print on both sides of the paper**

1. Click File, Print Preview.

2. Click Settings, Duplex Setup Wizard.

3. Follow the instructions on the screen.

★ Note
You can have VENTURA insert a blank page between chapters that end on the same side (left or right) as the next chapter. Inserting blank pages ensures that chapters begin on the correct side when printing on both sides of the paper.

# Using a system profile to ensure that colors print as expected

When printing in color, it's important that you create a system profile that calibrates the various devices used in publishing your document (monitor, color printer, scanner). A profile ensures that the colors you see displayed on your monitor are the same as the colors you see on the printed document. System profiles are developed using the Color Wizard (Tools, Color Manager).

To use a system profile when printing your document, click File, Print and enable the Printer Color Profile check box. Make sure that the profile listed beside the check box is the one you wish to use. Otherwise, select a different one in the Select Color Profile dialog box (Tools, Color Manager).

## Previewing and setting up your document

❖ **To preview your document**

- Click File, Print Preview.

VENTURA displays the document in Print Preview mode. Using the buttons on the toolbar and the commands in the menus, you can adjust the size and position your document and choose other settings prior to printing.

★ Tips

You can control whether you see the actual page or a gray box representing the size and position of the page. Right-click on the preview and either enable or disable the Preview Image item. If the image is complex or takes a long time to display, disable the option.

The View menu lists a number of options for controlling how your document displays in the preview. You can choose how detailed the quality of the image is (Fast or High Quality) and whether the document displays in color or grayscale.

To close Print preview, click File, Close Preview.

## Sizing your document

For certain print jobs, you may want your document to print larger or smaller than its actual size. In Print Preview, you can choose the size at which you want your document printed without altering the original. An 8 1/2 x 11 advertisement, for instance, could be printed at 8 1/2 x 14, 4 x 3, or any size you require. Use the sizing handles around the preview document to scale it to whatever dimensions you like, or specify exact dimensions for the document in the Print Options dialog box, Layout tab.

❖ **To size your document by a precise amount**

1. Click File, Print.

2. Click Options and Preview.

3. On the Layout tab, adjust the width of the document by typing a new value in the Width box. The height is automatically adjusted in proportion to the width to maintain the document's original proportions.

   If you wish to adjust both the height and width of the document, disable the Maintain Aspect ratio check box and type values in both boxes.

★ Tips

To change the unit of measurement, choose a different unit from the list box to the right of the Top option.

Enable the Apply Settings to all pages check box to print all pages in the document with the position and size settings applied.

You can also scale the document to fit the printable page by enabling the Fit to Page check box.

❖ **To size your document by adjusting the preview image**

1. Position the cursor over a sizing handle.

**2.** When the cursor changes to a double-sided arrow, hold down CTRL and drag to size the document.

★ Note

If the sizing handles are not visible, click View, Show, and check that the Selection Handles option is enabled.

## Adjusting the position of your document

Print Preview displays a replica of the current page set against the paper on which it will be printed. If your document is smaller than the paper, you can move the page around so that it will print on a different section of the paper. You can either click and drag the document page in the preview or type exact coordinates in the Print Options dialog box, Layout tab.

To move your document by a precise amount

**1.** Click File, Print.

**2.** Click Options and Preview.

**3.** In the Print Options dialog box, display the Layout tab.

**4.** Type a new value in the Top box (to move the document vertically on the page) and the Left box (to move the document horizontally on the page).

★ Notes

Enable the Apply Settings to all pages check box to print all pages in the document with the position and size settings applied.

You can also place your document in the center of the printable page by enabling the Center image check box.

❖ To move your document by clicking and dragging

**1.** Hold down CTRL and position the cursor inside the preview document.

**2.** Click and drag to reposition it on the page.

## Choosing a page layout

One of the first steps in creating a document is to choose a page layout from the Chapter Properties dialog box. To print that same document as a tent card or booklet, you would normally have to create additional documents from scratch. A time-saving alternative is to choose a preset layout from the Print Options dialog box.

Instead of printing a single page at a time, you can create custom layouts that print 2, 4, or as many pages per sheet as you like. You can take advantage of this feature to print miniature versions (called thumbnails) of your pages so that you can review the general layout of your document.

The Edit Layout style dialog box lets you choose which individual pages to place on the sheet, or use the Edit Positioning dialog box to print copies of the same page.

❖ **To choose a preset page layout**

1. Click File, Print.
2. Click Options and Preview.
3. Click the Layout tab.
4. Choose a layout style from the Layout Styles list box.

★ Tip
Use this feature to quickly print your document in a different layout style without altering your original document. For instance, a four page, 8 1/2 x 11 inch document could be printed as a tent card or booklet.

❖ **To create a layout that places several pages on a single sheet (printing thumbnails)**

1. Click File, Print.
2. Click Options and Preview.
3. In the Print Options dialog box, display the Layout tab.
4. Click the Edit button to the right of the Layout style box.
5. Indicate how many pages you want across and down the page by typing values in the Across and Down boxes.
6. Click on each square in the preview, and type the number of the page you want printed there.
7. To add space between the pages, type values in the Horizontal and Vertical Gutter boxes.

★ Tip
You can also use one of the Thumbnail print styles supplied with VENTURA to print thumbnails. Click the File, Print, command, then choose 3x3 Thumbnails or 3x4 Thumbnails from the Print Style list.

★ Notes
You can change the unit of measurement in the Units number box on the right.

To save the settings you've chosen for future print jobs, click the plus sign and type a name for the settings in the provided box. When you want to use these settings again, just select the name from the Layout style list box.

❖ **To create a layout that places copies of the same page on a single sheet**

1. Click File, Print.
2. Click Options and Preview

3. In the Print Options dialog box, display the Layout tab.

4. Click the Edit button to the right of the Positioning box.

5. Indicate how many pages you want across the page by typing values in the Rows and Columns boxes.

6. Enable the Clone Frame check box .

7. To add space between the pages, type values in the Horizontal and Vertical Gutter boxes. You can change the unit of measurement in the Units number box on the right.

★ Tip
This would be an ideal method for creating pages of custom-designed business cards.

★ Notes
To scale the pages (as a single entity), type values in the Left and Right Margin boxes. You can also move the pages to a different position on the sheet by typing values in the Top and Bottom boxes.

To save the settings you've chosen for future print jobs, click the plus sign and type a name in the provided box. When you want to use these settings again, just select the name from the Positioning list box.

❖ To position copied document pages on the printable page

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Layout tab.

4. From the Layout style box, choose Manual.

5. Enable Clone Frame and type the number of copies you want on the page.

6. Hold down CTRL and click and drag the framed pages in the preview.

★ Note
The advantage of using this method is that each page is enclosed by a frame that can be sized and positioned on the page.

❖ To tile a large document on several pages

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Layout tab.

4. Enable Print tiled pages.

5.  Indicate by how much you want the tiles to overlap by typing a value in the Tile Overlap box. Overlapping causes information on the edges of one page to be copied to the next page.

★ Note

To see the page boundaries between the tiled pages, enable the Tiled Page Boundaries option in the View, Show menu.

❖ **To choose options for printing proofs**

1.  Click File, Print.

2.  Click Options and Preview.

3.  In the Print Options dialog box, display the Options tab.

4.  To print colors in black or grayscale, click the appropriate button in the Proofing options section.

5.  Enable any of the other proofing options you require.

❖ **To place prepress marks and information on your document pages**

1.  Click File, Print Preview.

2.  Click Settings, Marks and Prepress.

3.  Select which marks and information to place on your printed document.

## Creating color separations

❖ **To preview your color separations**

1.  Click File, Print.

2.  Click Options and Preview.

4.  Click View, Plate, and choose a color separation (e.g., cyan) from the list box.

★ Note

You can only preview color separations if you have enabled color separations in Print Options.

❖ **To print color separations**

1.  Click File, Print.

2.  Click Options and Preview

3.  On the Separations tab of the Print Options dialog box, enable the Print Separations check box.

4.  Enable Print Separations.

5. Select the colors to be printed by clicking to highlight the color names in the list box.

★ Notes

In certain instances, you may need to print separations in color. To do so, enable the In Color option.

Enabling Print Empty Plates forces the printer to produce a sheet of paper or film even when there is nothing on them (e.g., there may be only yellow and black on a page but the cyan and magenta plates will be printed anyway if you are using process color). Normally, you would leave this option disabled to avoid wasting costly film. However, there may be instances when you want to force plates that are blank to print anyway.

❖ To convert spot colors to process colors

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Separations tab.

4. Enable Print Separations.

5. Enable Convert Spot Colors to CMYK. This does not affect the document itself, only the way it is printed.

★ Note

Spot colors used in EPS pictures won't print if converted to CYMK.

❖ To customize a halftone screen

1. Click File, Print.

2. Click Options and Preview.

3. In the Options dialog box, display the Separations tab.

4. Enable Print Separations.

5. Enable Use Advanced Settings.

6. Click Advanced.

7. Change any of the following settings:
   - screen technology
   - halftone type (e.g., Line or Diamond)
   - printer or imagesetter resolution
   - the screen frequency and angle of any or all of the color separations.

★ Notes

Setting the halftone screens correctly is critical. Screens that are improperly set can result in undesirable moiré patterns and poor color reproduction. Consult your service bureau before you change any of these settings. If you are uncertain, use the default settings.

You can now set the screen frequency, screen angle and overprint options for spot colors as well as process colors. For example, if you have a fountain fill made up of two spot colors, you can now set one to print at 45 degrees and the other at 90 degrees.

## Using trap to avoid misregistration problems

If your document contains graphics, pictures, or text that overlap or adjoin, you will need to add trap to avoid misregistration problems. Trap is the process of adding a slight overlap between adjacent areas of color to avoid gaps caused by registration errors. The Print Options dialog box offers several trapping features including automatic trapping, overprinting color separations, and overprinting black (ideal for documents containing mostly text). You can also overprint selected graphics, frames, or text.

❖ To overprint selected graphics or frames

1. Select a graphic or frame.

2. Right-click and enable Overprint Fill, Overprint Outline, or both.

★ Notes

Overprint Fill causes the top graphic or frame to print over any underlying graphics or frames. This option is best used when the top color is much darker than the underlying color, otherwise an undesirable third color might result (e.g., red over yellow would result in an orange object).

Overprint Outline causes the top graphic or frame's outline to print over any underlying graphic or frame. The most common and safest choice is to assign the color of the top graphic or frame's fill to the outline. When setting the outline thickness, bear in mind that the outline straddles the path that defines the graphic or frame's shape. Therefore, an outline of 0.30 points actually creates a trap of 0.15 points.

Using color trapping requires a solid understanding of the many variables involved in color printing. To ensure satisfactory results, it is important that you seek your service bureau's advice.

❖ To overprint selected text

1. Select text in the document.

2. Click Format, Text.

3. Enable the Overprint check box. The selected text overprints the background color.

★ Note

Overprinting is only necessary if you plan to create color separations.

❖ To trap by overprinting color separations

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Separations tab.

4. Enable both the Print separations and Use advanced settings check boxes.

5. Click Advanced.

6. Click the color separation to overprint.

7. Enable Overprint color.

8. Indicate whether you want graphics, text, or both to overprint.

★ Note
Using color trapping effectively requires a solid understanding of the many variables involved in color printing. To ensure satisfactory results, it is important that you seek your service bureau's advice.

❖ To trap by overprinting black

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Separations tab.

4. Enable Print separations.

5. Enable Always overprint black.
   Text or graphics consisting of at least 95% black will automatically overprint.

★ Notes
The Always overprint black option is useful in documents with a high text content, but should be used with caution for documents containing a large number of graphics and pictures.

If your service bureau recommends a black threshold value other than 95%, click the Options tab, choose Overprint Black Threshold from the Special Settings Option list, and change the setting as required.

❖ To apply trap automatically

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Separations tab.

4. Enable both the Print separations and Auto-spreading check boxes.

5. To control the amount of auto-spreading, type a maximum trap value. The amount of spread assigned depends on the maximum trap value and the object's color. The lighter the color, the greater the percentage of the maximum trap value. The darker the color, the smaller the percentage of the maximum trap value.

6. To specify the minimum font size to which auto-spreading is applied, type a Text above value. Applying auto-spreading to small text can make it illegible

★ Notes

Auto-Spreading creates color trapping by assigning an outline to the graphic, text, or picture that is the same color as its fill, and having it overprint underlying items. Color trapping is applied providing that three conditions are met: there is no outline, the fill is uniform, and no overprinting has already been applied.

Using color trapping requires a solid understanding of the many variables involved in color printing. To ensure satisfactory results, it is important that you seek your service bureau's advice.

# Working with bitmaps and halftone screens

❖ To set the screen frequency (PostScript printers only)

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Options tab.

4. Choose a screen frequency, expressed in lines per inch (lpi). Check with your service bureau for the optimum setting for your job.

★ Notes

When the screen frequency is set to Default, your document is printed using the default screen frequency of the output device.

If you are using the Advanced settings, found on the Separations page in the Print Options dialog box, set the screen frequencies for each color separation here. These settings override the settings on the Options page.

❖ To output color bitmaps in an RGB color format (PostScript printers only)

1. Click File, Print.

2. Click Options and Preview

3. In the Print Options dialog box, click the Options tab.

4. Click PostScript Preferences.

5. Enable Output Color Bitmaps in RGB.

★ Tip

PostScript output normally uses the CMYK color model. If outputting color bitmaps to an RGB or CMY device, enable the Output Color Bitmaps in RGB option. RGB devices will then receive ready-to-use RGB values (instead of CMYK). CMY devices will have an easier time translating RGB to CMY (3-color model to 3-color model) than CMYK to CMY (4-color model to 3-color model).

❖ To control bitmap conversion to grayscale (PostScript printers only)

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Options tab.

4. From the Special Settings group box, choose Grayscale Driver Bitmap Output.

5. Choose Send Color Bitmaps As Grayscale or Send Color Bitmaps As Color.

★ Note

This setting applies when outputting color bitmaps on monochrome PostScript devices. Normally, color bitmaps are converted to grayscale to conserve disk space and to limit processing time. There may be cases, however, when you would like VENTURA to output full-color information.

❖ To maintain OPI links (PostScript printers only)

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Options tab.

4. Click PostScript Preferences.

5. Enable Maintain OPI links.

★ Notes

To use OPI links, you must enable the "Link to high resolution file for output using OPI" option when importing your TIFF (or CT) files. These TIFF (or CT) images become known as OPI images. When your service bureau receives your print file, the OPI server substitutes the high-resolution images for the

low-resolution images. If there are no OPI images in your file, the Maintain OPI Links option will not be available at print time.

Maintain OPI links is enabled automatically if you import your bitmaps correctly.

To proof a file that contains OPI images on a device that doesn't have the high-resolution files (e.g., your desktop printer), disable the Maintain OPI Links option.

# Troubleshooting your print job

## Resolving PostScript Level 1 printing problems

Sometimes printing problems occur when documents contain complex graphics or fills. You can troubleshoot some of these problems by adjusting the controls in the PostScript Preferences dialog box and the Special Settings box.

## Text not printing properly

If your text comes out looking like blocks, or if your equations are not printing properly, you may have more than one font type of the same name (e.g., True Type Symbols and Type 1 Symbols) installed.

## There are two things you can try to remedy this:

Disable the Convert True Type to Type 1 option before printing. This option is in the PostScript Preferences dialog box, which you can access by clicking the Options and Preview button in the Print dialog box, clicking the Options tab, and then clicking PostScript Preferences.

Delete one of the duplicated fonts.

## To help complex graphics to print properly

The PostScript Preferences dialog box contains options that can be adjusted to aid in the printing of complex graphics. You can access this dialog box by choosing Print from the File menu, clicking the Options button from the toolbar and choosing the PostScript Preferences button.

| Option | Description |
|---|---|
| Maximum points per curve | This value represents the threshold at which graphics are considered too complex to print. Curves with more points than the maximum are printed in smaller segments which facilitates printing. Lower the value if your complex graphics are not printing as expected. |
| Set Flatness to | Increasing the flatness causes complex curves to be printed as segmented lines which are easier for the printer to process. |

| | |
|---|---|
| Auto increase flatness | If a complex graphic will not print, the curves are automatically converted to segmented lines which are easier for the printer to process. Flatness is incremented by a factor of two starting with the value in the Set flatness to box. The graphic is skipped if the flatness exceeds the starting value by 10. |

### ❖ To help non-uniform fills to print properly

1. Click File, Print.

2. Click Options and Preview.

3. Click the Options tab.

4. From the Special Settings group box, choose Fill Clipping.

5. Choose Use Software Clipping For Fills. This option gives VENTURA control over how non-uniform fills such as fountain fills or bitmap texture fills are printed when they are non-rectangular. This may increase printing time, but will ensure that your fills print as expected.

### ❖ To help fountain fills to print properly

1. Click File, Print.

2. Click Options and Preview

3. In the Print Options dialog box, display the Options tab.

4. Click PostScript Preferences.

5. Enable one or both of the following options:

   - **Auto increase fountain steps** to let VENTURA increase the number of steps that comprise a fountain fill to reduce banding. This may increase printing time, but it will ensure the best possible rendering of fountain fills.

   - **Optimize fountain fills** to decrease the number of steps that comprise a fountain fill if the graphic is unable to print.

## Resolving non-PostScript printing problems

Some printing problems are a result of by the way information is sent to the printer. The Special Settings box contains two options that help you to control how your print job is handled.

| Option | Description |
|---|---|
| Bitmap Printing (Output In 64K Chunks) | Causes bitmaps to be sent to the printer in smaller blocks of information that are easier to process |
| Driver Banding (Send Bands to Driver) | Lets VENTURA split the print job into sections before sending it to the printer. Some printers can't hold a full page in memory; therefore they must print the page in multiple passes. |

❖ **To speed up printing for PostScript Level 2 devices**

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Options tab.

4. Click PostScript Preferences.

5. Enable the Use PostScript Level 2 features check box.

   These features speed up printing by standardizing the rendering of lines and bezier curves of the same thickness (stroke adjustment) and by compressing graphics.

★ Note

To turn off the stroke adjustment, choose the PostScript 2 Stroke Adjust option from the Option list box and select Off as the setting.

❖ **To display warning messages when printing problems occur (PostScript devices only)**

1. Click File, Print Preview.

2. In the Print Options dialog box, display the Options tab.

3. Click PostScript Preferences.

4. From the Warnings section, enable one or both of these options:

   Complex object warnings to display a warning message when certain graphics, such as those with an excess of 300 nodes, will not print as displayed.

   Banded fountain fill warnings to display a warning message when graphics with linear fills will not print as displayed.

   When a printing problem does occur, the warning dialog box lists ways of resolving the problem and allows you to cancel the print job, skip the graphic, or continue printing.

## Setting advanced options

❖ **To adjust the number of steps in fountain fills**

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Options tab.

4. In the Fountain steps box, specify the number of steps to be used when rendering fountain fills.

★ Note

A low value (less than 20) will print the fountain fills faster but the transition between shades may be rather coarse, causing what is known as banding. A higher value (greater than 40) will result in a smoother blend but longer printing times.

❖ To set a bleed limit

1. Click File, Print.

2. Click Options.

3. Click the Layout tab.

4. Enable Bleed Limit.

6. Enter a bleed limit value.

   This value represents the distance the document will be allowed to bleed beyond the crop marks (i.e. the edge of final paper size).

★ Notes

This setting has no effect unless the working page size is smaller than the printable page and your document extends beyond the edge of the working page (see Page layout (and printing) in related topics).

Consult your service bureau or printing shop to determine the appropriate bleed limit for your job. Excessive bleeds waste film and may cause other problems.

## Optimizing the use of fonts when printing

The number of fonts used in documents and how your printer interprets fonts can significantly influence the speed and quality of your printed output. By downloading fonts when printing documents with a small number of fonts and limiting the number of bitmap fonts your printer creates, you can reduce your chances of printing problems. You can also control the point size below which text is rendered as bitmaps.

❖ To download type 1 fonts to PostScript printers

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Options tab.

4. Click PostScript Preferences.

5. Enable the Download Type 1 Fonts check box.

★ Notes

Downloading Type 1 fonts can result in faster printing when there are only a few fonts used in a document. Printing is faster because once the fonts are downloaded, they are referenced only when there is text that uses them. If you disable the Download option, fonts are output as graphics (either curves or bitmaps). This may be useful if the file contains large numbers of fonts that would take an unacceptably long time to download.

By default Convert TrueType to Type 1 is also enabled. Only disable this option if your output device has difficulty interpreting the Type 1 fonts.

❖ To limit the number of bitmap fonts created

1. Click File, Print.

2. Click Options and Preview.

3. In the Print Options dialog box, display the Options tab.

4. From the Special Settings group box, choose Bitmap Font Limit.

5. Type a number between 0 and 250.

★ Notes

If the font used meets certain criteria, a bitmap version of the font is created in the printer's memory. Bitmap character descriptions are used because they look better at small point sizes and they print faster than the normal character outline descriptions. The fonts created in this way consume a large amount of PostScript memory. As a result, you may need to limit the number of such fonts created to avoid a PostScript error when you are printing.

## Criteria for creating a bitmap version of a font

The printed character size must be no larger than 75 pixels. This corresponds to a point size of 18 at 300 dpi, 9 points at 600 dpi, and so on.

The text must not scaled or skewed.

The text does not have an outline or a fill other than a uniform fill.

The text does not have any envelopes (non-linear transformations) applied to it.

The drawing is not being printed using the Sizing options or Fit To Page option in the Print Options dialog box.

❖ To set a bitmap font size threshold

1. Click File, Print.

2. Click Options and Preview

3. In the Print Options dialog box, display the Options tab.

4. From the Option box, choose Bitmap Font Size Threshold.

5. Type a number in the Settings box. This value represents the bitmap height in pixels.

★ Note

This setting applies to TrueType text that is being printed on a PostScript printer. At a certain point size and below, text will be printed in a bitmap font to increase its legibility. You may wish to adjust or turn off this option depending on the requirements of your print job and the type of device you are printing on. If a bitmap cannot be created, the text will be sent to the printer as a Type 1 font.

# Using PaperDirect templates

VENTURA comes with a collection of PaperDirect templates for everything from greeting cards to business forms. These templates, which are on CD number 2, are designed for use with preprinted paper from PaperDirect, although you can use them with plain paper too.

When using the templates with PaperDirect paper, you should disable the PDirect1 condition. To do this, use the Format Publications command to clear the PDirect1 condition. Otherwise, the designs you see on the screen will overprint the designs on the PaperDirect paper, which is probably not what you want.

If you are using the templates with plain paper and want the designs to print, leave the PDirect1 condition enabled. However, any text or pictures you add to the templates should be put in frames placed on top of the template.

If you have any question about the PaperDirect templates, contact PaperDirect at 1-800-A-Papers.

## Character Sets and ANSI Codes

The Windows character sets Corel VENTURA supports includes many special characters such as mathematical symbols and letters from other languages, which aren't available on most keyboards. You can enter these characters by using the Insert, Symbol command in the Insert menu from within VENTURA, or by typing an ANSI code for that character also from within VENTURA. In addition, VENTURA provides a number of keyboard shortcuts for more commonly used symbols.

### Entering ANSI codes

Windows reads all keyboard entries as ANSI code characters and passes the code to VENTURA. To enter characters not available on the keyboard, press the ALT key and enter the ANSI equivalent of the desired character, or, use the Insert, Symbol command in the Insert menu.) You must enter the full ANSI code as it is listed in the ANSI Codes table.

ANSI codes must be entered using the numeric keypad. The ANSI code cannot be entered using the number keys across the top of the keyboard.

For word processors which support foreign characters, Corel VENTURA will accept these characters without placing numbers inside of angle brackets.

# ANSI Codes

The following table lists the ANSI codes for the character sets used in Windows-based applications.

| ANSI No. | Symbol |
|----------|--------|
| 032 | space |
| 033 | ! |
| 034 | " |
| 035 | # |
| 036 | $ |
| 037 | % |
| 038 | & |
| 039 | ' |
| 040 | ( |
| 041 | ) |
| 042 | * |
| 043 | + |
| 044 | , |
| 045 | - |
| 046 | . |
| 047 | / |
| 048 | 0 |
| 049 | 1 |
| 050 | 2 |
| 051 | 3 |
| 052 | 4 |
| 053 | 5 |
| 054 | 6 |
| 055 | 7 |
| 056 | 8 |
| 057 | 9 |
| 058 | : |
| 059 | ; |
| 060 | < |
| 061 | = |
| 062 | > |
| 063 | ? |
| 064 | @ |
| 065 | A |
| 066 | B |
| 067 | C |

| | |
|---|---|
| 068 | D |
| 069 | E |
| 070 | F |
| 071 | G |
| 072 | H |
| 073 | I |
| 074 | J |
| 075 | K |
| 076 | L |
| 077 | M |
| 078 | N |
| 079 | O |
| 080 | P |
| 081 | Q |
| 082 | R |
| 083 | S |
| 084 | T |
| 085 | U |
| 086 | V |
| 087 | W |
| 088 | X |
| 089 | Y |
| 090 | Z |
| 091 | [ |
| 092 | \ |
| 093 | ] |
| 094 | ^ |
| 095 | _ |
| 096 | ` |
| 097 | a |
| 098 | b |
| 099 | c |
| 0100 | d |
| 0101 | e |
| 0102 | f |
| 0103 | g |
| 0104 | h |
| 0105 | i |
| 0106 | j |
| 0107 | k |
| 0108 | l |

| 0109 | m |
| 0110 | n |
| 0111 | o |
| 0112 | p |
| 0113 | q |
| 0114 | r |
| 0115 | s |
| 0116 | t |
| 0117 | u |
| 0118 | v |
| 0119 | w |
| 0120 | x |
| 0121 | y |
| 0122 | z |
| 0123 | { |
| 0124 | ¦ |
| 0125 | |
| 0126 | ~ |
| 0127 | |
| 0128 | |
| 0129 | |
| 0130 | , |
| 0131 | *f* |
| 0132 | ″ |
| 0133 | |
| 0134 | |
| 0135 | |
| 0136 | |
| 0137 | |
| 0138 | |
| 0139 | |
| 0140 | |
| 0141 | |
| 0142 | |
| 0143 | |
| 0144 | |
| 0145 | |
| 0146 | |
| 0147 | |
| 0148 | |
| 0149 | |

| | |
|---|---|
| 0150 | |
| 0151 | |
| 0152 | |
| 0153 | |
| 0154 | |
| 0155 | |
| 0156 | |
| 0157 | |
| 0158 | |
| 0159 | |
| 0160 | |
| 0161 | ¡ |
| 0162 | ¢ |
| 0163 | £ |
| 0164 | |
| 0165 | ¥ |
| 0166 | |
| 0167 | § |
| 0168 | ¨ |
| 0169 | © |
| 0170 | ª |
| 0171 | « |
| 0172 | ¬ |
| 0173 | |
| 0174 | ® |
| 0175 | ¯ |
| 0176 | ° |
| 0177 | ± |
| 0178 | ² |
| 0179 | ³ |
| 0180 | ´ |
| 0181 | µ |
| 0182 | ¶ |
| 0183 | · |
| 0184 | ¸ |
| 0185 | ¹ |
| 0186 | º |
| 0187 | » |
| 0188 | 1/4 |
| 0189 | 1/2 |
| 0190 | 3/4 |

| | |
|---|---|
| 0191 | ¿ |
| 0192 | |
| 0193 | Á |
| 0194 | Â |
| 0195 | Ã |
| 0196 | Ä |
| 0197 | Å |
| 0198 | Æ |
| 0199 | Ç |
| 0200 | È |
| 0201 | É |
| 0202 | Ê |
| 0203 | Ë |
| 0204 | Ì |
| 0205 | Í |
| 0206 | Î |
| 0207 | Ï |
| 0208 | Ð |
| 0209 | Ñ |
| 0210 | Ò |
| 0211 | Ó |
| 0212 | Ô |
| 0213 | Õ |
| 0214 | Ö |
| 0215 | × |
| 0216 | Ø |
| 0217 | Ù |
| 0218 | Ú |
| 0219 | Û |
| 0220 | Ü |
| 0221 | Ý |
| 0222 | Þ |
| 0223 | ß |
| 0224 | à |
| 0225 | á |
| 0226 | â |
| 0227 | ã |
| 0228 | ä |
| 0229 | å |
| 0230 | æ |
| 0231 | ç |

| | |
|---|---|
| 0232 | è |
| 0233 | é |
| 0234 | ê |
| 0235 | ë |
| 0236 | ì |
| 0237 | í |
| 0238 | î |
| 0239 | ï |
| 0240 | ð |
| 0241 | ñ |
| 0242 | ò |
| 0243 | ó |
| 0244 | ô |
| 0245 | õ |
| 0246 | ö |
| 0247 | ÷ |
| 0248 | ø |
| 0249 | ù |
| 0250 | ú |
| 0251 | û |
| 0252 | ü |
| 0253 | ý |
| 0254 | þ |
| 0255 | ÿ |

When using a non-Windows word processor to create text files for importing into VENTURA, you must enter characters above ANSI 0127 by enclosing the ANSI code in angle brackets < >, with the 0 in the ANSI code replaced by the @ character, e.g. <@162> for ¢.

# Ventura Markup Codes

Corel VENTURA creates typeset documents which contain coding for margins, indents, hyphenation, page breaks, bullets, page numbering, headers and footers, footnotes, tab settings, picture anchoring, font information, table of contents, index entries, and section numbering into the text. After you import text from a word processor, VENTURA's formatting codes are added to the text file. If you want to export your text file back to the word processor, you can choose to leave the codes out. Without the codes any VENTURA formatting must be reapplied when you re-import the file.

In addition, much of the format information used by the word processor is ignored when the text is read into VENTURA. For instance, a center command in a word processor is used to center text across a page. However, in a typeset page, text can be centered not only across a page, but within a column, across two columns, or within a frame. Thus, the word processor's center command does not provide sufficient information to unambiguously define what VENTURA should do.

Since the format information from the original word processor is eliminated as soon as the chapter is saved, you must save the text file under a different name before loading it into Corel VENTURA if you want to retain the original word processor formatting.

However, text attribute information used by the author to convey meaning is used. All attributes assigned using Corel VENTURA's Text attributes (e.g., underline, boldface, font settings) can be transferred to and from any word processor or ASCII file.

★ Note

  To store typesetting information in a word processor format, much of the word processor's format information — other than text attributes — is replaced by VENTURA attribute codes when VENTURA saves the document.

# Paragraph tags and characters tags

(Reference: VENTURA Markup Codes)

Corel VENTURA's paragraph tags can be inserted from within your word processor as follows (the @ *must* be the first character in the line at the beginning of a paragraph):

^

where TAGNAME is replaced by the name of the tag assigned to the paragraph. (The ^ symbol indicates that you should insert a space.) Thus, whether tagged originally by the author, or whether entered in the word processor or in VENTURA, these tags can be inserted into the text.

Character tags can be applied at any point in a text file by specifying <$[*character_tag* > before the text, where *character_tag* is the tag to be applied to that text. Following the affected text, use the <$]*character_tag* > to end the character tag.

## Non-keyboard characters

(Reference: VENTURA Markup Codes)

Additional characters not found on the keyboard can be inserted into text by enclosing the ASCII decimal equivalent within angle brackets. (See Character Sets and ANSI codescharacter sets and codes for a list of codes). For instance, from a word processor, the following code would create a trademark symbol code () in Corel VENTURA:

<191>

To use the < > characters without having them interpreted as part of a character attribute code, type two brackets in a row. For instance, to produce:

<text in brackets>

type:

<<text in brackets>>

If the word processor can create and edit foreign characters, Corel VENTURA will translate these without the need to use the < > codes.

# Tabs

(Reference: VENTURA Markup Codes)

Any time you press the Tab key on the keyboard, you insert a tab character into the text. The word processor then moves the cursor to the next tab stop setting for that paragraph. If the tab settings in the Corel VENTURA stylesheet are at different locations from the tab stops in the word processor, this will lead to incorrectly formatted tables.

To avoid this problem, use tab settings in the word processor that are similar to the stylesheet to be used. Because word processor tab stops are set according to the number of characters which you want to skip, while VENTURA's tab stops are set according to distance from the left column edge, this may require a little experimentation. However, you can closely approximate the word processor's tab settings by setting the Tab Positions the Alignment dialog box (Paragraph Tag or Paragraph Overrides command, Format menu) to Left, and setting the distance (in inches) to a value given by the following formula:

(Tab Stop/Pitch) - (Left Margin/Pitch) = Distance

The tab stop and left margin options are measured in numbers of characters. Pitch is measured in characters per inch. Distance is measured in inches. For instance, if your word processor prints at 10 pitch (e.g., 10 characters per inch) and you have a tab stop set at 30 characters from edge of the page, and a left margin of 15 characters, the VENTURA tab stop should be set for (30/10)-(15/10) = 1.50 inches.

★ Note

Make sure the word processor is configured to insert tabs. Certain word processors when configured incorrectly, add spaces rather than tabs.

# Paragraph tags and characters tags

Corel VENTURA's paragraph tags can be inserted from within your word processor as follows (the @ *must* be the first character in the line at the beginning of a paragraph):

@TAGNAME =

where TAGNAME is replaced by the name of the tag assigned to the paragraph. Thus, whether tagged originally by the author, or whether entered in the word processor or in VENTURA, these tags can be inserted into the text.

Character tags can be applied at any point in a text file by specifying <$[*character_tag* > before the text, where *character_tag* is the tag to be applied to that text. Following the affected text, use the <$]*character_tag* > to end the character tag.

## Non-keyboard characters

Additional characters not found on the keyboard can be inserted into text by enclosing the ASCII decimal equivalent within angle brackets. (See Character Sets and ANSI codescharacter sets and codes for a list of codes). For instance, from a word processor, the following code would create a trademark symbol code (™) in Corel VENTURA:

<@153>

To use the < > characters without having them interpreted as part of a character attribute code, type two brackets in a row. For instance, to produce:

<text in brackets>

type:

<<text in brackets>>

If the word processor can create and edit foreign characters, Corel VENTURA will translate these without the need to use the < > codes.

## Tabs

Any time you press the Tab key on the keyboard, you insert a tab character into the text. The word processor then moves the cursor to the next tab stop setting for that paragraph. If the tab settings in the Corel VENTURA stylesheet are at different locations from the tab stops in the word processor, this will lead to incorrectly formatted tables.

To avoid this problem, use tab settings in the word processor that are similar to the stylesheet to be used. You can closely approximate the word processor's tab settings by setting the Tab Positions in the Alignment dialog box (Paragraph Tag or Paragraph Overrides command, Format menu) to Left, and setting the distance (in inches) to a value given by the following formula:

(Tab Stop/Pitch) - (Left Margin/Pitch) = Distance

The tab stop and left margin options are measured in numbers of characters. Pitch is measured in characters per inch. Distance is measured in inches. For instance, if your

word processor prints at 10 pitch (e.g., 10 characters per inch) and you have a tab stop set at 30 characters from edge of the page, and a left margin of 15 characters, the VENTURA tab stop should be set for (30/10)-(15/10) = 1.50 inches.

★ Note

Make sure the word processor is configured to insert tabs. Certain word processors when configured incorrectly, add spaces rather than tabs.

# Corel VENTURA text attributes codes

Corel VENTURA places codes in your text when it applies formatting (e.g., text, paragraphs, tables) to your documents.

On import from supported word processors, VENTURA correctly translates, displays, and prints text attributes, such as boldface and underline. Similarly, any VENTURA codes added using Override mode can be retained if you export text files back to the word processor's native file format. The VENTURA codes generally can be entered by applying the associated formatting in VENTURA or manually in a word processor. To view the codes in VENTURA, open the Copy Editor.

The table below indicates the syntax used in the VENTURA codes. For instance, the beginning of medium italic text is set by inserting the following directly before the text to be italicized: <MI>

In general, attributes native to the word processor, such as boldface, are translated back to the original attribute when a document is saved in VENTURA. When used in combination with other attributes, they are translated back to the original attribute using combinations of the following VENTURA codes.

| Text Attributes | Codes* | In VENTURA |
|---|---|---|
| Small Caps | <SA> | Right-mouse click with text selected, choose Properties and enable the Small Caps check box. |
| Base Line Jump | <Jn> baseline jump | Right-mouse click with text selected, choose Properties and enter a value in the Shift Up box. |
| | | Enter a Shift Up value. |
| Begin/End (%0) Kerning | <%n> | N/A |
| Bold weight type | <B> | Ctrl+B |
| Changed Point Size | <Pn> point size | Ctrl+SHIFT+> to increase |
| | | Ctrl+SHIFT+<to decrease |
| Double underline | <=> | Right-mouse click with text selected, choose Properties |

|  |  | and enable the Double Underline check box. |
| --- | --- | --- |
| Italics | <I> | Ctrl+I |
| Kerning/Tracking | <Kn> | Ctrl+[ to increase |
|  |  | Ctrl+] to decrease |
| Line Break | <R> | Shift+Enter |
| Medium weight type | <M> | N/A |
| Lowercase | N/A | Right-mouse click with text selected |
| Overscore | <O> | Right-mouse click with text selected, choose Properties and enable the Overscore check box. |
| Resume Normal | <D> | Right-mouse click with text selected |
| Typeface | <F" typeface name"> | Ctrl+SHIFT+F |
| Underline | <U> | Ctrl+U |
| Word Underline | <L> | Right-mouse click with text selected, choose Properties and enable the Word Underline box. |
| Uppercase | <A> | Right-mouse click with text selected |
| Strike-thru | <X> | Right-mouse click with text selected, choose Properties and enable the Word Underline check box. |
| Subscript | <V> | Right-mouse click with text selected |
| Superscript | < ^ > | Right-mouse click with text selected |

★ Notes

For Color index codes, see Corel VENTURA Text Color codes.

All attributes are terminated at the end of a paragraph, even if the Resume Normal character code (<D>) is not encountered. Also, all previous attributes are terminated any time new attributes are set.

# Text Attribute Examples

Attributes can be grouped together into sequences. For example, to set Bold, Italic, Blue text, the code is <BIC4>. *Any new text attribute sequence encountered cancels all previous attributes.*

Attributes native to the word processor and the codes described on the previous pages can be intermixed.

❖ To create the following effect using WordStar:

airplane automobile

where the first word is boldfaced and underlined, and the second word is boldface only, would require the following within WordStar:

^U^Bairplane^U automobile^B

This same effect can be produced using the codes described on the previous pages as follows:

<BU>airplane <B>automobile<D>

The author can choose either to use the attribute set shown above, or continue to place attributes in the text using the word processor's own commands.

# Corel VENTURA text color codes

When color is applied to text in Corel VENTURA, codes corresponding to the selected color model, palette and color are stored with the text file. The codes can also be inserted manually in the text file from within a word processor. Later, when the text file is imported, the color information is correctly translated, displayed and printed.

The codes for text color are as follows:

| Color Model | Code |
|---|---|
| RGB | <C5,P,K,r,g,b> |
| | C5=RGB identifier |
| | P=Palette Number* |
| | K=Knockout/Overprint (0/1) |
| | r=Red, g=green, b=blue |
| PANTONE | <C1,P,K,Id,Density> |
| | C1=PANTONE identifier |
| | P=Palette Number* |
| | K=Knockout/Overprint (0/1) |
| | Id=Pantone Id |
| | Density=Color Density |
| CMYK | <C2,P,K,c,m,y,k> |
| | C2=CMYK identifier |
| | P=Palette Number* |
| | K=Knockout/Overprint (0/1) |
| | c=Cyan, m=Magenta, y=Yellow,k=Black |
| CMY | <C4,P,K,c,m,y> |
| | C4=CMY identifier |
| | P=Palette Number* |
| | K=Knockout/Overprint (0/1) |
| | c=Cyan, m=Magenta, y=Yellow |

| | |
|---|---|
| CMYK255 | `<C3,P,K,c,m,y,k>`<br>C3=CMYK255 identifier<br>P=Palette Number*<br>K=Knockout/Overprint (0/1)<br>c=Cyan, m=Magenta, y=Yellow,k=Black |
| HSB | `<C6,P,K,h,s,b>`<br>C6=HSB identifier<br>P=Palette Number*<br>K=Knockout/Overprint (0/1)<br>h=Hue; S=Saturation; b=Brightness |
| HLS | `<C7,P,K,h,l,s>`<br>C7=HLS identifier<br>P=Palette Number*<br>K=Knockout/Overprint (0/1)<br>H=Hue, L=Lightness, S=Saturation |
| HSB | `<C6P,K,h,s,b>`<br>C6=HSB identifier<br>P=Palette Number*<br>K=Knockout/Overprint (0/1)<br>h=Hue, s=Saturation, b=Brightness |
| BW | `<C8,P,K,b>`<br>C8=BW identifier<br>P=Palette Number*<br>K=Knockout/Overprint (0/1)<br>b=1(B) or 0(W) |
| Grayscale | `<C9,P,K,Gray>`<br>C9=Grayscale identifier<br>P=Palette Number*<br>K=Knockout/Overprint (0/1)<br>Gray=Gray Value |
| YIQ255 | `<C11,P,K,Cy,Ci,Cq>`<br>C11=YIQ255 identifier<br>P=Palette Number<br>K=Knockout/Overprint (0/1)<br>Cy=Luminance Component<br>Ci=I Chroma Component<br>Cq=Q Chroma Component |
| LAB | `<C12,P,K,l,a,b>`<br>C12=LAB identifier<br>P=Palette Number*<br>K=Knockout/Overprint (0/1) |

l=l Component
a=a Component
b=b Component

*Palette Number (P in the codes described above):

1= PAL_TRUMATCH

2= PAL_PANTONE_PROCESS

3= PAL_PANTONE_SPOT

4= PAL_IMAGE

5= PAL_USER

6= PAL_CUSTOMFIXED

7= PAL_RGBSTANDARD

8= PAL_FOCOLTONE

# Tables

Tables begin with a @Z_TBL_BEG = statement and end with a @Z_TBL_END = statement. The information directly after the @Z_TBL_BEG = statement defines the structure of the table as described below. Each row begins with the @Z_TBL_ROW_BEG = statment and ends with @Z_TBL_ROW_END = statment. Between the 'begin' and 'end' statments for each row, you will find the columns defined on a per cell basis. Each new cell begins with the @Z_TBL_CELL_BEG = statement and ends with @Z_TBL_CELL_END = statement. Horizontally joined cells are identified with the @Z_TBL_CELL_BEG = HJOINED statement while vertically joined cells are identified with the @Z_TBL_CELL_BEG = VJOINED statement.

What follows is the definition of each element within a table. These elements should appear in the order shown.

| Command | Use |
| --- | --- |
| @Z_TBL_BEG = | Begins the table code. |
| @Z_TBL_END | Ends the table code. |
| @Z_TBL_ROW_BEG | Begins a row. |
| @Z_TBL_ROW_END | Ends a row. |

| | |
|---|---|
| @Z_TBL_CELL_BEG | Begins a cell (HJOINED = horizontally joined, VJOINED = vertically joined) |
| @Z_TBL_CELL_END | Ends a cell. |
| @TableText will suffice, ie: @Body Text =) | Defines a paragraph within a cell (any tag    name |

| Parameter | Use |
|---|---|
| VERSION() | (Compulsory for a VENTURA 7 table text file) Specifies that the table is a particular version of Ventura. If omitted, version 5 is assumed. |
| COLUMNS() | (Optional parameter) Defines the number of columns in the table. If omitted, one column is assumed. |
| DIMENSION() | (Optional parameter) Defines the dimensions used for the parameters which follow. |
| | IN specifies inches; |
| | PT specifies points; |
| | CM specifies centimeters; |
| | PI specifies picas. |
| | TM specifies tenths of a micron |
| | You can locally override the global setting by placing these parameters directly after the parameter. |
| COLWIDTHS() | (Optional parameter) Defines the width of each cell within the table. The prefix E specifies variable width. |
| HEADERS() | (Optional parameter) Defines the number of header rows for this table. Only the first header row can be skewed by specifying a TOPROWSKEW angle. |
| TOPROWSKEW() | Specifies the skew angle, in degrees, for the first header row. |
| TOPROWSHEWHEIGHT() | Defines the height of the top row skew. |
| TOPROWSKEWTEXT() | Specifies whether to skew text with each cell in the skewed top row. |
| SKIPFIRSTCELLSKEW | (Optional parameter) Specifies that the first cell in the row not be skewed. |
| CLIPLASTCELLSKEW | (Optional parameter) Specifies that the last cell in the row be clip-formatted. |
| LEFTCOLSKEW() | (Optional parameter) Specifies the skew angle, in degrees, for the left row. |
| SKEWLEFTCOLTEXT | (Optional parameter) Specifies that the text in each cell of the skewed left column be skewed. |
| ALIGN() | (Optional parameter) Specifies whether a fixed width table is left aligned (LT), right-aligned (RT), or center aligned(CT). |
| WIDTH() | (Optional parameter) Width of the table if Custom is specified. |

| | |
|---|---|
| INDENT() | (Optional parameter) Specifies the amount of indentation from the left or the right (depending on the alignment) |
| ABOVE() | (Optional parameter) Specifies the amount of space above the table. |
| BELOW() | (Optional parameter) Specifies the amount of space below the table. |
| VJTOP() | (Optional parameter) Specifies the amount of vertical justification above the table. |
| VJBOT() | (Optional parameter) Specifies the amount of vertical justification below the table. |
| HGUTTER() | (Optional parameter) Specifies the amount of space between columns. |
| VGUTTER() | (Optional parameter) Specifies the amount of space between rows. |
| BOX() | (Optional parameter) Specifies the border tag to be used for drawing the grid around the table. |
| HGRID() | (Optional parameter) Specifies the border tag to be used for drawing the grid between rows. |
| VGRID() | (Optional parameter) Specifies the border tag to be used for drawing the grid between columns. |
| KEEP() | (Optional parameter) Specifies whether a table can break across pages, columns, etc. Breaks are allowed (OFF) or not allowed (ON). The default is OFF. |
| RULE() | (Optional parameter) Defines ruling line overrides for a range of cells. List all ruling line overrides at the beginning of table in one paragraph separated by commas. |
| L0() | (Optional parameter)Specifies a hidden line as the border for a certain range of cells. |
| L1() | (Optional parameter)Specifies a single line as the border for a certain range of cells. |
| L2() | (Optional parameter)Specifies a double line as the border for a certain range of cells. |
| L3() | (Optional parameter)Specifies a thick line as the border for a certain range of cells. |

# Index entries

❖ **To index information, you can use the an Index Marker**

<$I[index]Level_1_Entry[sort_key]; Level_2_Entry[sort_key]; etc.>,
where required. Up to 14 levels can be used.

❖ **To direct the user to another index entry, you can use the See phrase. Insert**

<$S[index]Level_1_Entry[sort_key]; Level_2_Entry[sort_key]; etc.>,
where required. Up to 14 levels can be used.

❖ **To reference another area, you can use the See Also phrase. Insert**
<$A[index]Level_1_Entry[sort_key]; Level_2_Entry[sort_key]; etc.>,
where required. Up to 14 levels can be used.

★ **Note**
Avoid placing entries within words and in words containing commas, semicolons and brackets [ ].

# Cross-references

A cross-reference consists of two elements: a marker and a reference. The marker identifies the point in the text file you want to refer the reader to. The reference identifies the location of the marker.

# Marker

<$M> - Text marker used to provide a reference point in a text stream which may be referenced (forward or backward) by a <$R> code. Syntax:

<$M[label]>

label is the identifying label (name) of the marker. (Note: case will be ignored.)

# Reference

<$R> - Reference used to cause a reference substitution into the text stream. Syntax:

<$R[type,label,format]string>

type may be one of the following:

- C# to designate the chapter number of the referenced frame or marker.
- P# to designate the page number of the referenced frame or marker.
- F# to designate the figure number of the referenced frame.
- T# to designate the table number of the referenced frame.

S* to designate the section number string of the referenced marker (e.g., the text is derived from the section number paragraph immediately preceding the paragraph in which the marker appears).

C* to designate the caption label text of the referenced frame.

V* to designate a string variable substitution.

label is the name of the desired string variable or marker, or the anchor name of the desired frame. This parameter is optional. Refer to restrictions below (note: case will be ignored).

format is a format identifier, using the same syntax as is used for the format identifier for chapter, page, figure, and table counters. This parameter is optional; refer to restrictions below.

string is the text which is last determined to be the appropriate substitution during publication reference generation. Initially, it may be an empty string or any default string. A specified default string will be overwritten when publication cross-referencing is performed. Optional parameters in the <$R> code may be used only when appropriate. Specifically, the following formats are the only valid ones.

[C#] or [P#]: substitute the current chapter or page number in the format specified for the current chapter or page.

[C#,label], [P#,label], [F#,label], or [T#,label]: substitute the chapter, page, figure, or table number of the object or position referenced by *label*, using the format currently defined for the object/location's chapter or page. The label must reference a frame for figure and table numbers. It may reference either a frame or a text marker for chapter and page numbers.

[C#,label,format], [P#,label,format], [F#,label,format], or [T#,label,format]: as described for the optional syntax immediately above, except that the specified format is to be used.

[S*]: substitute the section number string of the current paragraph.

[S*,label]: substitute the section number string of the paragraph which holds the marker referenced by label. The label must reference a text marker.

[C*,label]: substitute the caption label string of the frame referenced by label.

[V*,label]: substitute the variable string referenced (and already defined) by label.

# Footnotes and endnotes

Footnotes can be inserted at any point in a text file by specifying <$Ftext> where text is the footnote text which will appear at the bottom of the page. Within Corel VENTURA, the appropriate footnote number is generated at the location in the text where the <$Ftext> appears.

Endnotes are defined by the <$N*endnote_text* > tag, where endnote_text is the information provided in the endnote.

# Equations

Equations are entered in a word processor using VENTURA's equation language. Precede the equation with <$E and end it with >. For example:

<$E2~sqrt { - ^ { a over 3 cos theta sub 1>

Greater than and less than symbols should be entered twice, i.e., < would be entered as << and > as >>.

No attributes (e.g., <B>) should be included within the equation. Use font and size instead.

# Formulas

Formulas can be inserted in tables, by using the code <$=formula >, where the formula is inserted at formula. All formulas begin with an equals (=) sign. An example code may then appear in a text file as:

<$==1+2>.

Notice the double equals sign (=) in the text file. This is necessary when writing the formula in a text file external to Corel VENTURA.

# Variables

A variable is a placeholder for text that changes according to the variable's current definition. You can insert just the placeholder in the text file and define the variable in VENTURA or include the definition in the text file.

## Variable definition

<$V[label]string>

Where label is the identifying label (name) of the string variable (Note: case will be ignored).

string is the string which is to be substituted when the variable is referenced. The string is not limited in length and may be an empty string.

# Frame anchors

A frame anchor is a code inserted into text, that links the frame to a particular location on the page. When you insert a frame, you can specify the relationship between the text and the location.

The VENTURA markup code for a frame anchor is simply the frame name. For example, <$&~Frame1> indicates that Frame1 is inserted at that location in the text. The characteristics of Frame1, such as the type of frame anchor (inline, above current line, etc.), are stored internally, and are not editable outside VENTURA.

## Hidden text

The hidden text allows you to place comments and other text in your files which Corel VENTURA will not display or print. Thus, if you place the following in a text file:

<$!Note: this section revised on June 26, 1996>

This text will not appear in your document, but will still be available to edit within your word processor.

Hidden text appears as a note in documents published in Adobe Acrobat format.

## Line breaks

A line break begins a new line without creating a new paragraph. Use line breaks when printing large database files to separate individual lines within a record. The fewer paragraphs in a database printout, the larger the database file can be. Make sure, however, that you do not create a paragraph longer then 64K.

Key sequence: Shift+Enter

## Date and Time

You can insert date and time codes that update automatically by typing <$Xenudate&time> where date&time is the format string as is appears in the Insert Date and Time dialog box (Insert menu).

Examples:

| To display the date/time as | Insert |
| --- | --- |
| 10/7/96 | <$XenuM/d/yy> |
| Monday, October 07, 1996 | <$Xenudddd, MMMM dd, yyyy> |
| 10/7/96 11:32:43 AM | <$XenuM/d/yy h:mm:ss AM> |
| 4th quarter, 96 | <$Xenuqt 'quarter', yy> |

# Box characters

To place box characters in your document, enter:

<$B0> or <$B1>

★ Note

Box characters in documents from earlier versions of VENTURA won't display unless you have the ZapfDingbat or Wingding font installed on your system.

# Discretionary hyphens

A discretionary hyphen <-> presents an additional hyphenation opportunity to Corel VENTURA's hyphenation algorithm. If the word which contains a discretionary hyphen is not placed at the end of a line, no hyphen is shown on the screen and no hyphen is printed.

Placing a discretionary hyphen at the beginning of the word disables hyphenation for the one occurrence of that word.

# Typographical spaces

Typographical spaces are entered as follows:

| Type of space | Codes |
|---|---|
| Em | <_> |
| En | <~> |
| Figure | <+> |
| Non-Breaking | <N> |
| Thin Space | <¦> |

# TrueType font weights

The follow table lists the TrueType text attribute weight codes. These codes are entered into text in exactly the same manner as other text attribute bracket codes.

| TrueType Weight | Attribute Code |
|---|---|
| Thin | <W1> |
| Extra Light or Ultra Light | <W2> |
| Light | <W3> |
| Normal or Regular | <W4> |
| Medium | <W5> |
| Semi Bold or Demi Bold | <W6> |
| Bold | <W7> |

| Extra Bold or Ultra Bold | <W8> |
| Black or Heavy | <W9> |

# Formatting override codes

Corel VENTURA inserts special codes in the text file when local formatting (i.e., formatting that overrides formatting specified in paragraph tags) is applied to paragraphs. The codes can also be inserted manually in the text file from within a word processor. Later, when the text file is imported using the Import Text command in the File menu, the codes are translated and the affected paragraphs formatted accordingly.

This section describes the syntax of the local formatting codes and the rules you must observe when entering the codes using a word processor.

# Formatting override code syntax

Local formatting codes use the following syntax:

<$Tp=param;p=param;..>

where

p: parameter identifier (e.g., hAlign for horizontal alignment)

param: the value of the parameter (e.g., L for left)

Each identifier-value set is separated by a ; (semi-colon). Identifiers are case-insensitive and so too are all values except font name.

Parameters can be of the following types :

- Boolean: valid values are Y,N,y,n,0,1. Y and 1 stand for Yes, N and 0 stand for No. Example:

  <$Tkeepnext=Y;italic=0>

- Enumeration: valid values depend on the parameter. They can be either a single letter (case insensitive) or a single digit. Examples:

  <$Thalign=R;weight=3;valign=2>

  In the example above, halign=R can also be written as halign=2; it will have the same effect.

- Strings: only for the face name, NOT enclosed in quotes. A font name may NOT have a semi-colon in it, since it will be construed as a parameter-value separator. Example :

  <$Tfont=Times New Roman>

- Integer Values: Most parameters fall in this category. Values must be expressed in whatever units Ventura internally stores. Typical units are 1200 dpi for horizontal measurements and 9600 dpi for vertical measurements. Values can be prefixed with '-' for negative values. Example :

  <$Tsize=14;indentlines=2;spabove=960;lpageinleft=1200; >

  (font size 14 points, 2 lines of indent, space above 0.1 inch, left page in from left 1 inch)
- Special Values: color and tabs take multiple values, separated by commas. Example :

  <$Tcolor=1,2,0,0,255;tabs=1200,2400Rx,3600L>

  (color is blue, 3 tabs at : 1 inch left aligned, 2 inch left aligned leadered, 3 inch left aligned)

# Rules on entering formatting override codes

Observe the following rules and restrictions when using a word processor to insert VENTURA formatting overrides in text files.

## Measurements

Measurements cannot be specified in decimals, nor can the unit of measurement be specified. All units are expressed using Corel VENTURA's internal measurement units.

## Language

The strings for parameter identifiers cannot be translated from English into other languages.

## Tag attributes that cannot be overridden

The following paragraph tag attributes cannot be overridden:
- Ruling lines including custom indent/width
- Auto Adjust mode for Interline spacing

## Half Points

Half points cannot be specified in the Font size markup, since all values are integers only. To specify half points, use the following codes:

<$THalfPt=Y> or <$THalfPt=N>

to indicate the presence or absence of an additional half point, if different from the tag.

## Auto Adjustment of Inter Line Space

When the font size is overridden in Corel VENTURA, the spacing values also get adjusted and overridden, but only if Auto Adjust is set to By Percent or By Addition for the tag. Hence, although you change only the font size for the current paragraph, the interline values are also Auto-Adjusted and become overridden values. But the user could override the font size by inserting the appropriate override codes using a text editor. The spacing will NOT get adjusted automatically.

## Auto Adjustment of Default parameters (underline size etc. attributes)

The behaviour of this is slightly different from the Inter Line auto adjustment. The reason is that there is hardly ever a need to change these values from the auto-adjusted settings.

If the tag has Auto Adjust for Defaults ON, then the paragraph also has it ON by default. In this case, the dialog does not accept values for the default attributes. It uses values calculated from the Font size.

If the tag has Auto Adjust for Defaults OFF, then the paragraph also has it OFF. In this case the dialog accepts values for the default attributes, and those values that are different from the tag's values will be treated as overridden values.

The auto-adjust mode for the para can be different from that of the tag. In this case it is the auto-adjust mode of the paragraph that decides what values will finally be used.

### Example with Auto Adjust ON

**Value Overridden in Markup**

Value Calculated from Font Size and used

**Value not overridden**

Value Calculated from Font Size and used

### Example with Auto Adjust OFF

**Value Overridden in Markup**

Overridden value used

**Value not overridden**

Tag's value used

Note that the markup for Auto Adjust for Defaults has the following format :

<$TNoAutoDef=Y>

where a value of Y means there is No auto Adjustment, or Auto Adjust is OFF.

# List of formatting override codes

The following tables lists the formatting override codes available in Corel VENTURA 7.

## Font

| Property<br>Example | String | Units / Values |
|---|---|---|
| Face Name<br><$TFont=arial;> | Font | String |
| Point Size<br><$TSize=36;> | Size | points |
| Half Point<br><$THalfPt=Y;> | HalfPt | y / n |
| Italic<br><$TItalic=Y;> | Italic | y / n |
| Underline<br><$TUline=Y;> | Uline | y / n |
| DoubleUline<br><$TDULine=Y;> | DULine | y / n |

StrikeThrough   Strike          y / n
<$TStrike=Y;>

Overscore       OverSc          y / n
<$TOverSc=Y;>

Weight          Weight          1 to 9
<$TWeight=Y;>

Word Underline WordUl           y / n
<$TWordUl=Y;>

Uppercase       Uppercase       y / n
<$TUppercase=Y;>

Column-wide fill                ColWideFill
Int<$TColWideFill=1;>

Text Before     TxtBefore       String
<$TTxtBefore=Prefix;>

Text After      TxtAfter        String
<$TTxtAfter=Suffix;>

# Alignment

Property        String          Units / Values
Example

Horizontal alignment            Halign
L(Left) R(Right)

                C(Center) J(Justified)
<$THalign=C;>

                 D(Decimal)

Frame Wide text                 FrameWide
y / n           <$TFrameWide=Y;>

Vertical alignment              Valign
T(Top) M (Middle)               <$TValign=B;>

                B(Bottom)

Rotation        Rotation        0, 900, 1800, 2700
<$TRotation=1800;>

Maximum rotation height      RotatedHt
1200 dpi          <$TRotatedHt=1200;>

Absolute Y Position          AbsY
Int<$TAbsY=1;>

Decimal Tab Character        DecTabChr
Int<$TDecTabChr=185;>

## Spacing

Property        String        Units / Values
Example

Space Above     SpAbove       1200 dpi
<$TSpAbove=1200;>

Space Below     SpBelow       1200 dpi
<$TSpBelow=1200;>

InterLine       SpInterLn     9600 dpi
<$TSpInterLn=9600;>

InterPara       SpInterPar    9600 dpi
<$TSpInterPar=9600;>

Leader Spacing  LeaderSpc     Int
<$TLeaderSpc=4;>

Auto Adjust Spacing          SpAutoAdj
Enum(0,1,2), where

    0=None          <$TSpAutoAdj=0;>

    1=Percentage

    2=By addition

Tracking        TrackType     Enum(0,1,2,3,4,5)

    where 0=Custom

    1=Very Loose    <$TTrackType=5;>

    2=Loose, 3=Normal

    4=Tight, 5=Very Tight

No Add Space Above          NoAddSpAB
y/n               <$TNoAddSpAb=N;>

Add space only at          AddSpAbOnly
y/n               <$TAddSpAbOnly=Y;>

column top

## Indents

Property          String          Units / Values
Example

Indent          Indent          1200 dpi +/-
<$TIndent=1200;>

Lines to indent  IndentLns       Int
<$TIndentLns=3;>

Relative indent  IndentRel       y / n
<$TIndentRel=Y;>

In From Left - Left Page          InLeftLPg
1200 dpi          <$TInLeftLPg=1200;>

In From Right - Left Page          InRightLPg
1200 dpi          <$TInRightLPg=1200;>

In From Left - Right Page          InLeftRPg
1200 dpi          <$TInLeftRPg=1200;>

In From Right - Right Page          InRightRPg
1200 dpi          <$TInRightRPg=1200;>

In From Right Decimal          InRightDec
1200 dpi          <$TInRightDec=1200;>

Bullet indent first line only          BulIndtFLn
y / n             <$TBulIndtFln=Y;>

## Tabs

Property          String          Units / Values
Example

Tabs            Tabs            (spl format, 1200 dpi)

where,             <$TTabs=1200L,2400C,;>

R=Right L=Left

C=Center D=Decimal

Tab Leader Character           Tabs
spl format, add 'x:

<Char#>:<leader
<$TTabs=1200Lx

value> to any tab)
:46:2, 3600Rx:46:3;>

Leader space count            Tabs
spl format, change the           <$TTabs=1200Lx:46:1;>

<Leader value> above

to a number between

0 and  9

Auto Leader On              AutoLeader
y / n              <$TAutoLeader=Y;>

Leader Character            LeaderChr
ANSI char code<$TLeaderChr=126;>

## Special effect

Property         String          Units / Values
Example

Special Effect    Effect          N(None) B(Bullet)
<$TEffect=B;>

D(Drop cap)

Special Effect Face Name         EfFont
String            <$TEfFont=Courier;>

Special Effect point size         EfSize
points            <$TEfSize=52;>

Special Effect Weight          EfWeight
1 to 9          <$TEfWeight=3;>

Special Effect Italic          EfItalic
y / n          <$TEfItalic=Y;>

Special Effect Fill Color          EfFgFill
(spl format)          <$TEfFgFill=c2,5,0,100,0,0,0;>

Special Effect shift Down          EfShift
300 dpi +/-          <$TEfShiftc=150;>

Special Effect Underline          EfUL
y / n          <$TEfUL=Y;>

Special Effect          EfDUL          y / n
<$TEfDUL=Y;>

Double Underline

Special Effect Strike thru          EfStrike
y / n          <$TEfStrike=Y;>

Special Effect Overscore          EfOvscr
y / n          <$TEfOvscr=Y;>

Custom Spacing for          DCCustomLn
y / n          <$TDCCustomLn=Y;>

Drop Cap

Drop Cap lines  DCLines          Int
<$TDCLines=4;>

Bullet Character          BulChar
ANSI char code <$TBulChar=165;>

Bullet Indent     BulIndent          1200 dpi +/-
<$TBulIndent=1200;>

Condition          Conditional          string
<$TConditional=TestMe;>

Columns to span          ColsToSpan
Int<$TColsToSpan=3;>

| Number of Drop Cap Characters | DropChars | Int |
| --- | --- | --- |
| | <$TDropCars=4;> | |

## Breaks

| Property Example | String | Units / Values |
| --- | --- | --- |
| Line breaks | BrkLine | N(None) B(Before) A(After) & (Before and After) |
| | | <$TBrkLine=&;> |
| Column breaks | BrkCol | N(None) B(Before) A(After) & (Before and After) |
| | | <$TBrkCol=A;> |
| Page breaks | BrkPage | N(None) B(Before) A(After) & (Before and After) |
| | | <$TBrkPage=B;> |
| Allow Breaks Within Paragraphs | BrkNoWith | y / n |
| | <$TBrkNoWith=Y;> | |
| Keep With Next Paragraph | KeepNext | y / n |
| | <$TKeepNext=Y;> | |
| Keep With Previous | KeepPrev | y / n |
| | <$TKeepPrev=Y;> | |
| Break to next | BrkToNext | N, L, R |
| | <$TBrkToNext=L;> | |
| In Line with previous paragraph | InLinePrv | y / n |
| | <$TInLinePrv=Y;> | |
| Next tag | NextTag | String |
| | <$TNextTag=Bullet;> | |

# Typography

| Property | String | Units / Values | Example |
|---|---|---|---|
| Letter Spacing On | LetterSp | y / n | <$TLetterSp=Y;> |
| Maximum Letter Spacing | MaxLtrSp | 1/1000 ems | <$TMaxLtrSp=500;> |
| Tracking | Track | 1/1000 ems | <$TTrack=500;> |
| Auto Kerning | Kern | y / n | <$TKern=Y;> |
| Normal Space Width | NormSp | Thousandths | <$TNormSp=500;> |
| Maximum Space Width | MaxSp | Thousandths | <$TMaxSp=500;> |
| Minimum Space Width | MinSp | Thousandths | <$TMinSp=500;> |
| Grow Interline | GrowIL | y / n | <$TGrolIL=N;> |
| Top - Vertical Justification | VJAbove | 9600 dpi | <$TVJAbove=9600;> |
| Bottom - Vertical Justification | VJBelow | 9600 dpi | <$TVJBelow=9600;> |
| Interline - Vertical Justification | VJInterLn | 9600 dpi | <$TVJInterLn=9600;> |
| Successive hyphens | SuccHyph | number | <$TSuccHyph=5;> |

| | | |
|---|---|---|
| Hyphenation | HyphOn | y / n |

<$THyphOn=N;>

| | | |
|---|---|---|
| Hyphenate at column break | | HyColBrk |

Int<$THyColBrk=1;>

| | | |
|---|---|---|
| Hyphenation language | | HyLang |

Int<$THyLang=1;>

| | | |
|---|---|---|
| Hyphenation dialect | | HyDial |

Int<$THyDial=2;>

Hyphenate last word

| | | |
|---|---|---|
| in paragraph | HyLastWrd | Int |

<$THyLastWrd=1;>

Hyphenate capitalized

| | | |
|---|---|---|
| words | HyCaps | Int |

<$THyCaps=1;>

Maximum chars

| | | |
|---|---|---|
| to hyphenate | HySize | Int |

<$THySize=5;>

Maximum chars

| | | |
|---|---|---|
| before hyphen | HyBefore | Int |

<$THyBefore=5;>

Maximum chars

| | | |
|---|---|---|
| after hyphen | HyAfter | Int |

<$THyAfter=5;>

| | | |
|---|---|---|
| Hanging Punctuation | | HangPunc |
| y / n | | <$THangPunc=Y;> |

## Defaults

| Property | String | Units / Values |
|---|---|---|
| Example | | |

| | | |
|---|---|---|
| Auto Adjust Settings | | NoAutoDef |
| y / n | | <$TNoAutoDef=N;> |

to Font Size

Margin wide attribute          MarginAttr
y / n               <$TMarginAttr=Y;>

Underline height               UlineHt
9600 dpi            <$TUlineHt=1200;>

Underline shift  UlineSh        9600 dpi
<$TUlineSh=1200;>

Underline2 height              DULineHt
9600 dpi            <$TDULineHt=1200;>

Underline2 shiftDULineSh        9600 dpi
<$TDULineSh=1200;>

Strike through height          StrikeHt
9600 dpi            <$TStrikeHt=1200;>

Strike through shift           StrikeSh
9600 dpi            <$TStrikeSh=1200;>

Overscore height               OverscHt
9600 dpi           <$TOverscHt=1200;>

Overscore shift  OverscSh       9600 dpi
<$TOverscSh=1200;>

Superscript size  SupSize       points
<$TSupSize=5;>

Superscript shiftSupSh          9600 dpi
<$TSupSh=1200;>

Subscript size    SubSize       points
<$TSubSize=5;>

Subscript shift   SubSh         9600 dpi
<$TSubSh=1200;>

Small caps size   AltSize       points
<$TAltSize=5;>

# Default Values In Default.vp

The New command from the File menu creates a publication called Default.VP. You can change the default values of new publications by overwriting the Default.VP file with another publication. For example, if you want each new publication to use a particular stylesheet, create a publication that uses the stylesheet, and then save it as Default.VP.

★ Note

All program settings are recorded in the Ventura.INI file which is stored in the Corel\Ventura folder. If you overwrite Default.VP and then wish to return to the system defaults, simply delete Ventura.INI and all original program settings will be restored.

## StylInf Script:

In Corel VENTURA, you can generate a listing of most settings for any given stylesheet. To generate this list, run the Styleinf script from the Manage Scripts dialog box. You can also gernerate a list of all defined short-cut keys using the Script Customkb.

# CorelPRN.INI Settings

## Text Output Method

CORELPRN.INI Name

### AllTextAsGraphics

**Settings**

| Print Options dialog box | INI file |
|---|---|
| Text as Text When Possible | 0 |
| All Text as Graphics | 1 |
| Default | |

**Text as Text When Possible**

### Description

Determines whether Artistic text is output as graphic objects when printing to Non Postscript printers. This option may be helpful when Artistic text objects print below instead of on top of vector or raster (i.e., bitmap) objects.

## Bitmap Printing

CORELPRN.INI Name

DumpEntireBitmap

**Settings**

| Print Options dialog box | INI file |
|---|---|
| Output in 64K chunks | 0 |
| Output Entire Bitmap | 1 |
| Default | |
| Output in 64K chunks | |

### Description

Determines whether bitmaps are sent to non-Postscript printers all at once or in smaller blocks (below 64K). Usually, the driver tells the application which method it supports. If you find that bitmaps do not print as expected, try setting this switch back to its default setting, thus forcing bitmaps to output in a number of smaller blocks.

# Page Orientation Warning

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
| --- | --- |
| On | 1 |
| Off | 0 |
| Default | |
| On | |

## Description

Determines whether a warning message appears when the page orientation in VENTURA and the printer page orientation set in the printer driver do not match. When a mismatch is detected, VENTURA asks if you want to change the printer orientation to match the document's.

# Bitmap Font Limit (PS)

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
| --- | --- |
| 1-100 | 1-100 |
| Default | |
| 8 | |

## Description

This setting applies to text printed on a PostScript printer. If the font used meets certain criteria, a bitmap version of the font is created in the printer's memory. Bitmap font descriptions are used because they look better at small point sizes and print faster than the normal font outline descriptions. Bitmap fonts created in this way consume a large amount of PostScript memory. As a result, you may need to limit the number of such fonts created to avoid a PostScript error when printing a document.

The following criteria must be met for a bitmap font to be created in printer memory.

The printed character size is no larger than 75 points. This corresponds to a point size of 18 at 300 dpi, 9 points at 600 dpi and so on.

The text is not scaled or skewed (applicable to Artistic text).

The text does not have an outline or a fill other than a uniform fill.

The text does not have any envelopes (non-linear transformations) applied to it (Not applicable to Corel VENTURA).

The document is not being printed using the Scale Option or Fit to Page option in the Print dialog box.

# Bitmap Font Size Threshold

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
|---|---|
| 0-1000 | 0-1000 |
| Default | |
| 75 | |

## Description

This setting applies to TrueType text being printed on a PostScript printer. The value set here determines if a raster (i.e., bitmap) font can be used. The value represents the bitmap height in pixels. The higher the value, the bigger the bitmaps. If a bitmap font cannot be created, the text will be sent as a Type 1 font.

# Maximum Points Per Curve

CORELPRN.INI Name

PSComplexityThreshold

**Settings**

| PostScript Preferences dialog box * | INI file |
|---|---|
| 20-20000 | 20-20000 |
| **\* Accessed from Print Options, Options dialog box.** | |
| Default | |
| 1500 | |

## Description

Sets the threshold at which Corel VENTURA decides a filled path is too complex for successful printing on a PostScript device. The value is a count of the number of segments in an individual path. If a path contains more segments than the limit set here, the program will break it up into sections without modifying its appearance.

Even shorter paths containing complex fills such as fountains and patterns can cause problems with a PostScript driver (typically indicated as a Limitcheck Error). If this occurs, enter a lower value such as 600.

# Download Type 1 Fonts

CORELPRN.INI Name

**Settings**

| PostScript Preferences dialog * | INI file |
| --- | --- |
| Checked | 1 |
| Unchecked | 0 |

**\* Accessed from Print Options, Options dialog box.**

Default
Checked

## Description

Controls whether Adobe Type 1 fonts (available through ATM software) are treated in the normal Windows manner when output to a PostScript printer. By default, the fonts are either downloaded with the print job or they have already been downloaded and the driver will treat them as resident. This work is done by the PostScript driver installed on your system. If you disable this option, VENTURA will output text set in Type 1 fonts as either curves or bitmaps, depending on the size, fill, transformations, etc. In most cases, it's best to leave this setting in its default state. Text output will be very fast and the quality will be high.

# Convert True Type to Type 1

CORELPRN.INI Name

**Settings**

| PostScript Preferences dialog * | INI file |
| --- | --- |
| Checked | 1 |
| Unchecked | 0 |

**\* Accessed from Print Options, Options dialog box.**

Default
Checked

## Description

Controls whether True Type fonts are converted to Adobe Type 1 format when printing to a PostScript driver. Converting to Type 1 yields high-quality letterforms

that print very quickly. If you choose not to convert to Type 1, the text will be output as either curves or bitmaps, depending on the nature of the object.

PSSpotFountainsAsProcess

This setting is available in the CORELPRN.INI file only.

**Settings**

**INI file**
1 (Convert to CMYK)
0
Default
0 (Do not convert to CMYK)

## Description

This setting applies to fountain fills that involve more than one spot color. In its default state, fountain fills containing more than one spot color output as individual spot color plates. Setting this value to 1 will automatically convert these types of fountain fills to CMYK process fountain fills which will be output as 4 plates.

# Grayscale Driver Bitmap Output

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
|---|---|
| Send Color Bitmaps as Grayscale | 1 |
| Send Color Bitmaps as Color | 0 |
| Default | |
| Send Color Bitmaps as Grayscale | |

## Description

This setting applies when outputting color bitmaps on monochrome (black and white) PostScript devices. Normally, color bitmaps would be converted to grayscale in this situation to conserve disk space and virtual memory and to limit processing time. There may be cases, however, where you would like Corel VENTURA to output full-color information (even if the driver only supports monochrome printing). In this case, change the value to 0.

# PostScript 2 Stroke Adjust

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
| --- | --- |
| On (Adjust stoke) | 1 |
| Off | 0 |
| Default | |
| On (Adjust stoke) | |

## Description

This is a Level 2 PostScript feature than is enabled when Use Level 2 is checked in the PostScript Preferences dialog box. This feature causes lines and beziers to render faster on Level 2 PostScript devices. This can change how lines originally appeared. Disabling this feature still permits VENTURA to output in Level 2 PS but without the stroke adjustment.

# Print Preview Drag Mode

CORELPRN.INI Name

FullImageDrag

**Settings**

| Print Options dialog box | INI file |
| --- | --- |
| Drag Full Image | 1 |
| Drag Marquee | 0 |
| Default | |
| Drag Full Image | |

## Description

This setting when disabled drags a marquee rectangle of the image around the print preview instead of the entire image. When the mouse is released the image redraws at the new location. This can save time on slower computers.

# Driver Banding

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
| --- | --- |
| Send Bands to Driver | 1 |
| Let Driver do Banding | 0 |
| Default | |
| Let Driver do Banding | |

## Description

Determines if output banding to non-PostScript devices is performed by the printer driver or by VENTURA.

# Unit

This setting is available in the CORELPRN.INI file only.

CORELPRN.INI Name

**Settings**

**INI file**
1 (inches)
2 (millimeters)
Default
1 (inches)

## Description

This setting is created by the print engine. Its purpose is to remember from session to session which units where used in the Print Options dialog box. The values for xx are the same as those stored in the VENTURA.INI file for any unit controls.

# Composite Crop Marks

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
| --- | --- |
| Output as Black | 0 |
| Output in Full CMYK | 1 |
| Default | |
| Output as Black | |

### Description

Indicates how the crop marks are output for composite printing. This is useful for Scitex Imaging systems that manually color separate composite images into CMYK process colors.

# Conform To DSC

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
| --- | --- |
| On | 1 |
| Off | 0 |
| Default | |
| 0 (Off) | |

### Description

When enabled this switch post processes PostScript PRN files to strictly conform to Adobe's DSC (Document Structuring Convention). This is useful for users who wish to use the output file in other PostScript parsing applications that require strict compliance to this specification.

# Overprint Black Threshold

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
| --- | --- |
| 0-100 | 0-100 |
| Default | |
| 95 | |

### Description

This setting is for use with color separations and causes overprinting to be applied automatically to objects that are at least 95% black. Change the value to overprint objects having a different percentage of black.

# Resolve DCS Links

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
| --- | --- |
| Substitute Plates at Print Time | 1 |
| Leave DCS Links Unresolved | 0 |
| Default | |
| Substitute Plates at Print Time | |

## Description

Determines if DCS plate files are merged at print time. If not merged at print time then the link is still active and it would be the responsibility of the print server to merge in the linked files.

# Registration Mark Type

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
| --- | --- |
| Corel Logo Registration Mark | 0 |
| Standard Bullseye | 1 |
| Half Inverted Bullseye | 2 |
| Elongated Bullseye | 3 |
| Square and Circle | 4 |
| Default | |
| Standard Bullseye | |

## Description

Determines which style of registration marks are used when printing PostScript separations.

# Bitmap Chunk Overlap Pixels

CORELPRN.INI Name

**Setttings**

| Print Options dialog box | INI file |
|---|---|
| 0-48 | 0-48 |
| Default | |
| 32 | |

## Description

Indicates the number of pixels that are overlapped when printing bitmaps in chunks. The purpose of this setting is to eliminate the grid pattern that results from printing to error diffusion printers with the Bitmap Printing setting set to Output in 64K chunks.

# Spot Color Separations Warning

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
|---|---|
| Don't Warn | 0 |
| Warn if any spot colors are used | 1 |
| Warn if more than 1 spot colors used | 2 |
| Warn if more than 2 spot colors used | 3 |
| Warn if more than 3 spot colors used | 4 |
| Default | |
| Warn if more than 2 spot colors used | |

## Description

Flashes a warning message that the file about to print contains one or more spot colors. This warning is only available when printing color separations to PostScript printers.

# Preview Image Default

CORELPRN.INI Name

**Settings**

| Print Options dialog box | INI file |
|---|---|
| On by default | 1 |
| Off by default | 0 |
| Default | |
| Off by default | |

### Description

Controls whether the Print Preview window displays an image of the page being printed. The preview image can also be enabled/disabled by right-clicking in the Print Preview window.

# Printer Color Profile <Name of profile>

CORELPRN.INI Name

**Settings**

| PostScript Preferences dialog | INI file |
| --- | --- |
| Checked | 1 |
| Unchecked | 0 |
| Default | |
| Checked | |

### Description

Reflects the status of the printer color profile. When disabled any color correction that takes place will be done by the printer driver.

# BadPreview

This setting is can be added to the CORELPRN.INI file if required and is not available from within Corel VENTURA. To add the setting, type its name followed by an equals sign then one of the values listed below.

CORELPRN.INI Name

**Settings**

**INI file**
1 (on)
0 (off)
Default
0 (Off)

### Description

This setting may help users who cannot preview bitmaps in Print Preview with their current video card. This may or may not help depending on the video card.

# ExtendPad

This setting is can be added to the CORELPRN.INI file if required and is not available from within Corel VENTURA. To add the setting, type its name followed by an equals sign then one of the values listed below.

CORELPRN.INI Name

**Settings**

| **INI file** | **Default** |
| --- | --- |
| See descrption | 1 (0.1 inches) |

## Description

Adjusts the amount the printable area extends so that a document printed with the Fit To Page option enabled will not get cut off. This value is specified in increments of a 1000ths of an inch. A value of 2000 will add an additional inch to the non-printable margin reported by the printer driver on all sides.

# Text As Clip

This setting is can be added to the CORELPRN.INI file if required and is not available from within Corel VENTURA. To add the setting, type its name followed by an equals sign then one of the values listed below.

CORELPRN.INI Name

**Settings**

**INI file**
1 (on)
0 (off)
Default
1 (on)

## Description

This setting may help users printing to non-PostScript printers who are having difficulty rendering complex fills (i.e., vector or texture fills) in Artistic text objects.

# Fill Clipping

This setting is available in the CORELAPP.INI file and from the Print Options dialog box in Corel VENTURA.

CORELAP.INI Name

**Settings**

| Print Options dialog box | INI file |
|---|---|
| Use device's clipping | 7 |
| Use software clipping | 5 |

## Description

Most device drivers support clipping. Corel assumes that the device is using its own clipping routine, but if this is not so, you may encounter slowdowns in print time. Enable Corel's clipping routine to speed up these operations.

# Keyboard shortcuts

Shortcuts (also known as hotkeys or accelerator keys) are key combinations that let you quickly access commonly used dialog boxes and commands. They can also be used to speed up certain tasks such as selecting text and graphics, drawing frames, and inserting special characters.

You can customized many of the shortcuts using the Tools, Customize command. The following topics list the default shortcuts, but you can generate your own list of customized shortcuts by running the CUSTOMKB script. Click the Scripts, Run/Manage Scripts command in the Tools menu, then double-click CUSTOMKB.

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## VENTURA 7 shortcuts

| Command/Function | Shortcut |
|---|---|
| Add a node to point on curve selected with tool | =+ (plus key on numeric key pad) |
| Add node | ALT + SHIFT + A |
| Add paragraph tag | CTRL + SHIFT + B |
| Align center | CTRL + E |
| Align left | CTRL + L |
| Align right | CTRL + R |
| Bold | CTRL + B |

| | |
|---|---|
| Cancel | ESC |
| Close active document window | CTRL + F4 |
| Constrain | CTRL key while drawing/sizing graphics or frames or moving nodes or control points constrains drawing/moving |
| Convert to Curves | CTRL + SHIFT + V |
| Copy | CTRL + C, CTRL + Ins |
| Copy Editor | ALT + F10 |
| Copyright | ALT + CTRL + C |
| Cut | CTRL + X, SHIFT + Del |
| Decrease font size | CTRL + SHIFT + < |
| Decrease interline spacing | CTRL + SHIFT + { |
| Delete node | ALT + SHIFT + D |
| Delete one word to the left /right | CTRL + Backspace/Delete |
| Delete page | ALT + D |
| Delete selection | Delete |
| Delete the node selected with tool | - (minus key on numeric key pad) |
| Delete the subpath selected with tool | DEL |
| Discretionary hyphen | CTRL + SHIFT + H |
| Double closing quote | ALT+ SHIFT + " |
| Double opening quote | CTRL + ALT + SHIFT + " |
| Double underline | CTRL + SHIFT + D |
| Draw multiple frames or graphics | ALT + draw (unless using the Options setting) |
| Edit Artistic Text | CTRL + SHIFT + E |
| Edit Item | CTRL + D |
| Ellipsis | ALT + Period |
| Em dash | ALT + SHIFT + _ |
| Em space | CTRL + SHIFT + M |
| En dash | ALT + - |
| En Space | CTRL + SHIFT + N |
| Exit | ALT + F4 |
| Facing Pages view | F6 |
| Figure space | ALT + CTRL + F |
| Fill Color | SHIFT + F3 |
| Find & Replace | CTRL + F |
| Font List (activates to Font list in toolbar) | CTRL + SHIFT + F |
| Font Size (activates to Font Size list in toolbar) | CTRL + SHIFT + P |
| Fountain fill | ALT + F3 |
| Frame properties | CTRL + F7 (or ALT + Enter when frame selected) |
| Go to beginning/end of chapter | ALT + Home/End |
| Go to beginning/end of document | CTRL + Home/End (moves to beginning/end of text file in Copy Editor) |

| | |
|---|---|
| Go to next/previous chapter | ALT + PgDn/PgUp |
| Go to next/previous one page | CTRL + PgUp/PgDn |
| (keeps insertion point in same relative location) | |
| Go to next/previous page/screen | PgUp/PgDn |
| Go to page | CTRL + G |
| Group | ALT + G |
| Help Screen/Menu Help (What's This?) | SHIFT + F1 |
| Help Topics | F1 |
| Hyphenation for selected word dialog box | ALT + CTRL + H |
| Import Picture | F8 Picture |
| Import Text | F9 Text |
| Increase font size | CTRL + SHIFT + > |
| Increase interline spacing | CTRL + SHIFT + [-] |
| Insert Hidden Text | ALT + SHIFT + H |
| Insert Page Break | CTRL + Enter |
| Italic | CTRL + I |
| Justified | CTRL + J |
| Kern Looser | CTRL + [ |
| Kern Tighter | CTRL + ] |
| Line Break | SHIFT + Enter |
| Manage Overrides | CTRL + F10 |
| Manage Tag List | SHIFT + F9 |
| Master Page | ALT + F12 |
| Move insertion point down/up one line | SHIFT + ¯/ Arrow |
| Move insertion point left/right one word | CTRL + Left/Right Arrow |
| Move insertion point one character to the left/right | Left/Right Arrow |
| Move insertion point to the beginning or end of line of text | HOME/END |
| Move insertion point up/down one paragraph | CTRL + /¯ Arrow |
| New document | CTRL + N |
| Nonbreaking Space | CTRL + Spacebar |
| Normal | CTRL + M |
| Nudge node(s) selected with tool down | ¯ Arrow |
| Nudge node(s) selected with tool left | ¬ Arrow |
| Nudge node(s) selected with tool right | ® Arrow |
| Nudge node(s) selected with tool up | Arrow |
| Object Properties | ALT + Enter |
| Open | CTRL + O |
| Open previous dialog box | F7 |
| Options | CTRL + SHIFT + O |
| Order > Back one | CTRL + F12 |
| Order > Forward one | CTRL + F11 |

| | |
|---|---|
| Order > To Back | SHIFT + F12 |
| Order > To Front | SHIFT + F11 |
| Outline Pen or Ruling Lines dialog box | ALT + F5 |
| Page Layout | ALT + F11 |
| Paste | CTRL + V or SHIFT + Ins |
| Print | CTRL + P |
| Properties for selected item | ALT + Enter |
| Redo | CTRL + Y |
| Reformat window | CTRL + W |
| Registered | ALT + CTRL + R |
| Repeat | CTRL + ALT + Y |
| Right-mouse (display pop-up menu) | SHIFT + F10 |
| Ruling Lines | SHIFT + F8 |
| Save | CTRL + S |
| Select all | CTRL + A |
| Select all nodes on a path or subpath | SHIFT + CTRL with tool selected |
| Select from insertion point to end of line | SHIFT + END |
| Select from insertion point to the left margin of line | SHIFT + Home |
| Select multiple nodes | SHIFT + click the nodes |
| Select next frame or object | Tab |
| Select non-contiguous paragraphs | ALT + CTRL + Click |
| Select one line up/down | SHIFT + /¯ arrow |
| Select one screen up/down | SHIFT + Page Up/Down (Copy Editor only) |
| Select previous frame or object | SHIFT + Tab |
| Select text end of file/chapter | CTRL + SHIFT + End |
| Select text to the beginning of file/chapter | CTRL + SHIFT + Home |
| Select the end node of a curve | END with tool selected |
| Select the first subpath in the curve | HOME with tool selected |
| Select the last subpath of the curve | CTRL + End with tool selected |
| Select the start node of a curve | HOME with tool selected |
| Select to beginning/end of paragraph | CTRL + SHIFT + /¯ arrow |
| Select to the beginning of a word | CTRL + SHIFT + ¬ arrow |
| Select to the end of a word (includes space after word) | CTRL + SHIFT + ® arrow |
| Select word | Double-click |
| Selected Text Properties | CTRL + SHIFT + sincerely (or ALT + Enter when selected) |
| Shift current node selections backwards along the curve | SHIFT + TAB with tool selected |
| Shift current node selections forward along the curve | TAB with tool selected |
| Show Alignment toolbar | CTRL + ALT + A |
| Show/hide column guides | ALT + CTRL + G |

| | |
|---|---|
| Show/hide frame borders | CTRL + K |
| Show/hide tabs and returns | CTRL + H |
| Single closing quote | ALT + ' |
| Single opening quote | ' |
| Snap to Grid | CTRL + Q |
| Spelling | CTRL + F8 |
| Split window | ALT + CTRL + S |
| Subscript | CTRL + = |
| Superscript | CTRL + SHIFT + + |
| Switch to next document window | CTRL + F6 |
| Switch to the previous document window | CTRL + SHIFT + F6 |
| Table properties | CTRL + F9 (or ALT + Enter when selected) |
| Tag List | CTRL + SHIFT + T |
| Tag1 | CTRL + 0 |
| Tag2 | CTRL + 1 |
| Tag3 | CTRL + 2 |
| Tag4 | CTRL + 3 |
| Tag5 | CTRL + 4 |
| Tag6 | CTRL + 5 |
| Tag7 | CTRL + 6 |
| Tag8 | CTRL + 7 |
| Tag9 | CTRL + 8 |
| Tag10 | CTRL + 9 |
| Thin Space | CTRL + T |
| Toggle selection of the end node on/ off | SHIFT + END with tool selected |
| Toggle selection of the first subpath on/off | SHIFT + CTRL and press HOME with tool selected |
| Toggle selection of the last subpath on/off | SHIFT + CTRL and press END with tool selected |
| Toggle selection of the start node on and off | SHIFT + HOME with tool selected |
| Trademark | ALT + CTRL + T |
| Underline | CTRL + U |
| Undo | CTRL + Z |
| Ungroup | ALT + U |
| Update Auto Numbering | CTRL + F2 |
| Uppercase | CTRL + SHIFT + U |
| What's This? | SHIFT + F1 |
| Zoom dialog | SHIFT + F2 |
| Zoom In | F2 |
| Zoom Out | F3 |
| Zoom to Actual Size | F4 |
| Zoom to Page | F5 |
| Zoom to Selected item | SHIFT + F6 |

# Menu command shortcuts

## File menu

| Command | Press |
|---|---|
| New | CTRL + N |
| Open | CTRL + O |
| Save | CTRL + S |
| Import Text | F9 |
| Import Picture | F8 |
| Print | CTRL + P |
| Exit | ALT + F4 |

## Edit menu

| Command | Press |
|---|---|
| Undo | CTRL + Z |
| Redo | CTRL + Y |
| Repeat | CTRL + ALT + Y |
| Cut | SHIFT + DELETE |
| Copy | CTRL + C |
| Paste | CTRL + V |
| Delete | DELETE |
| Select All | CTRL + A |
| Find & Replace | CTRL + F |
| Edit Item | CRTL + O |
| Order (To Front) | SHIFT + F11 |
| Order (To Back) | SHIFT + F12 |
| Order (Forward One) | CTRL + F11 |
| Order (Back One) | CTRL + F12 |
| Group | ALT + G |
| Ungroup | ALT + U |
| Convert To Curves | CTRL + SHIFT + V |
| Manage Overrides | CTRL + F10 |

## View menu

| Command | Press |
|---|---|
| Copy Editor | ALT + F10 |
| Page Layout | ALT + F11 |
| Master Page | ALT + F12 |

| Command | Press |
|---|---|
| Zoom | SHIFT + F2 |
| Go To | CTRL + G |
| Snap (Grid) | CTRL + Q |
| Frame Borders | CTRL + K |
| Refresh Window | CTRL + W |

## Format menu

| Command | Press |
|---|---|
| Text | CTRL + SHIFT + 5 |
| Frame | CTRL + F7 |
| Edit Artistic Text | CTRL + SHIFT + E |
| Ruling Lines | SHIFT + F8 |
| Manage Tag List | SHIFT + F9 |
| Update Auto Numbering | CTRL + F2 |

## Page menu

| Command | Press |
|---|---|
| Delete Pages | ALT + D |

## Table menu

| Command | Press |
|---|---|
| Format Table | CTRL + F9 |

## Tools menu

| Command | Press |
|---|---|
| Spelling | CTRL + F8 |
| Options | CTRL + SHIFT + O |

## Help menu

| Command | Press |
|---|---|
| Help Topics | F1 |
| What's This? | SHIFT + F1 |

# Function key shortcuts

Function keys, on their own or in combination with other keys, are used to quickly access commonly used commands, options, and dialog boxes. You can change the command assignments of function keys in the Customize dialog box (Keyboard tab).

| Press... | To... |
|---|---|
| F1 | Get help on dialog box options |
| SHIFT + F1 | Get help on Toolbox icons or buttons on the ribbon bar |
| F2 | Zoom in |
| SHIFT + F2 | Open the Zoom in dialog box |
| CTRL + F2 | Update Auto Numbering |
| F3 | Zoom out |
| CTRL + F3 | Open the Outline Pen dialog box |
| SHIFT + F3 | Open the Outline Color dialog box |
| ALT + F3 | Open the Fountain Fill dialog box |
| F4 | Zoom to Actual Size |
| ALT + F4 | Close Corel VENTURA |
| CTRL + F4 | Close the active document |
| F5 | Zoom to Page |
| CTRL + F5 | Open the Spelling & Proofreading dialog box |
| ALT + F5 | Open Ruling Lines or Outline Pen dialog box |
| F6 | Changes the view from 1 page to 2 pages |
| CTRL + F6 | Switch to next document window |
| CTRL + SHIFT + F6 | Switch to previous document window |
| SHIFT + F6 | Zoom to Selected item |
| F7 | Display most recently opened dialog box. |
| CTRL + F7 | Open Frame properties |
| F8 | Open the Import Picture dialog box |
| CTRL + F8 | Open the Spelling & Proofreading dialog box |
| SHIFT + F8 | Open Ruling Lines dialog box |
| F9 | Open the Import Text dialog box |
| CTRL + F9 | Open the Table Properties dialog box |
| SHIFT + F9 | Open the Manage Tag List dialog box |
| F10 | Toggle between the currently selected tool and the Pick tool |
| ALT + F10 | Switch to Copy Editor view |
| CTRL + F10 | Open Manage Overrides dialog box (paragraph with overrides must be selected) |
| SHIFT + F10 | Open right-mouse button pop-up menu |
| F11 | Not used |

| | |
|---|---|
| CTRL + F11 | Move selected frame/graphic forward one |
| SHIFT + F11 | Move selected frame/graphic in front of all others |
| F12 | Not used |
| ALT + F12 | Switch to Master Page view |
| CTRL + F12 | Move selected frame/graphic back one |
| SHIFT + F12 | Move selected frame/graphic in behind all others |

## Dialog box keys

Keys for moving between dialog box options

| Press | To |
|---|---|
| TAB | Move to the next option |
| SHIFT + TAB | Move to the previous option |
| (↑→↓←) | Move between options in a list box or group of options |
| ESC | Cancels and closes the dialog box |
| SPACEBAR | Enables or disables the active check box or chooses the active button |
| Letter keys | Move to the next option beginning with that letter in the active list box |
| ALT + underlined letter | Select option with that underlined letter |
| ENTER | Chooses the active button or option in a list box |
| F1 | View Help about the option under the mouse pointer |

Keys for moving between dialog box tabs

| Press | To |
|---|---|
| CTRL + TAB | Select the next tab |
| SHIFT + TAB | Move through the options to select the Tab |
| (↑→↓←) | Move between tabs when a tab is active |

Keys for editing text in dialog boxes

| Press | To |
|---|---|
| ↑↓ | Moves the insertion point. |
| SHIFT + ↑↓,‾ | Select text |
| BACKSPACE or DELETE | Delete text |

Keys for selecting, deleting and moving in text

# Selecting text

| Press... | To... |
|---|---|
| Click in a paragraph | To format the paragraph and it's tag or the paragraph only. |
| ALT + click in a paragraph | Select a single paragraph. Using the tool is equivalent to pressing the ALT key. |
| CTRL + ALT click in a paragraph | Select multiple consecutive paragraphs |
| CTRL + click in a sentence | Select a sentence and the sentence-ending punctuation. Only one sentence is selected at a time; if you click a second sentence, the first one is deselected. |
| CTRL + click + drag | Select multiple sentences |
| SHIFT + →←) | Select or deselects a character at a time. |
| SHIFT +↑↓) | Selects from the insertion point down to the next or up to previous line |
| CTRL + SHIFT + →← arrow | Select or deselects a word at a time, beginning at the insertion point. |
| CTRL + SHIFT + ↑↓) arrow | Select or deselect a sentence at a time. |
| Double-click any word | Select the entire word |
| CTRL + SHIFT + HOME or END | Select all text from the insertion point to the beginning or end of the text file |
| CTRL + A | Selects all text in the selected frame |
| CTRL + Backspace or Delele | Delete one word to the left or right |
| Copy Editor view only | |
| CTRL + SHIFT + HOME | Select all text from the insertion point to the beginning of the current text file. |
| CTRL + SHIFT + END | Select all text from the insertion point to the end of the current text file. |
| Select an entire paragraph | Place the insertion point at the left margin of the paragraph and click three times |

# Moving in text

| Press... | To move... |
|---|---|
| HOME / END | to the beginning/end of a line |
| CTRL + ⁻ or | to the beginning or next/previous paragraph |
| ® or ¬ | one character right or left |
| CTRL + ® or ¬ | one word right or left |
| CTRL +  or ⁻ | one sentence forward or back |

# Shortcuts for formatting text

| Press | To change |
|---|---|
| CTRL + SHIFT + F | Font * |

| | |
|---|---|
| CTRL + SHIFT + P | Font Size * |
| CTRL + SHIFT + < or > | Decrease or increase font size |
| CTRL + M | Normal ** |
| CTRL + B | Bold ** |
| CTRL + I | Italic ** |
| CTRL + U | Underline ** |
| CTRL + SHIFT + D | Double underline |
| CTRL + L | Left Align |
| CTRL + E | Center Align |
| CTRL + R | Right Align |
| CTRL + J | Justified |
| CTRL + SHIFT + U | Uppercase |
| CTRL + 0 to CTRL + 9 to apply Common tags | Tag Selection * |
| CTRL + SHIFT + { or [-] | Decrease or increase interline spacing |
| CTRL + [ or ] | Kern Looser or Tighter |

**\*** Activates list in toobar.

**\*\*** Works as a toggle — click once to turn it on, click twice to turn it off.

# Keys for drawing graphics

## Ellipse, Rectangle, Polygon, Star

| Hold down... | To... |
|---|---|
| CTRL while dragging | Constrain the shape to a circle or square or maintain proportions of polygon or star |
| SHIFT while dragging | Draw shape from the center |
| CTRL + SHIFT while dragging | Constrain shape and draw from the center out |

## Freehand tool

| Hold down | To |
|---|---|
| SHIFT while dragging backwards. | Erase parts of a curve |
| CTRL while drawing the line | Constrain a line to 15 degree increments |

## Bezier tool

| Hold down | To |
|---|---|
| CTRL while drawing the line | Constrain a line to 15 degree increments |

## Callout tool

| Hold down | To |
|---|---|
| CTRL while dragging | Constrain the angle of the callout line |

★ Note

To keep the frame or graphics tool selected so that you can draw multiple objects hold down the ALT key as you drag.

# Shortcuts for selecting frames and graphics

| To... | Do this... |
|---|---|
| Select successively | TAB |
| Select in reverse order | SHIFT + TAB |
| Select multiple | SHIFT + click the graphics |
| Deselect from a group | SHIFT + click the graphic |

Shortcuts for moving, sizing, and transforming frames and graphics

| Do this | To |
|---|---|
| CTRL + drag a sizing handle | Constrain the sizing vertically or horizontally |
| CTRL + drag a sizing handle | Stretch or scale in 100% increments |
| SHIFT and drag a side sizing handle | Stretch in 100% increments in two directions |
| SHIFT and drag a corner sizing handle | Scale in 100% increments in four directions |
| CTRL + drag a rotation or skewing handle | Rotate and skew in increments |
| ¬ | Nudge left |
| ® | Nudge right |
|  | Nudge up |
| - | Nudge down |

# Node editing shortcuts

After a curve has been drawn, you can edit the nodes and subpaths using the tool. Use any of the following shortcuts when editing curves.

| Do this | To |
|---|---|
| SHIFT + CTRL + click a node | Select all nodes on a path or subpath |
| HOME | Select the start node of a curve |
| SHIFT + HOME | Toggle the selection of the start node on and off |
| END | Select the end node of a curve |
| SHIFT + END | Toggle the selection of the end node on and off |
| CTRL + HOME | Select the first subpath in the curve |

| | |
|---|---|
| SHIFT + CTRL and press HOME | Toggle the selection of the first subpath on and off |
| CTRL + END | Select the last subpath of the curve |
| SHIFT + CTRL and press END | Toggle the selection of the last subpath on and off |
| CTRL while moving the curve | Constrain the movement of a node or control point to multiples of 90 degrees |
| TAB | Shift current node selections forward along the curve |
| SHIFT + TAB | Shift current node selections backwards along the curve |
| ¬ | Nudge selected node(s) left |
| ® | Nudge selected node(s) right |
| | Nudge selected node(s) up |
| ¯ | Nudge selected node(s) down |
| Press ALT + SHIFT + A | Add node to selected point on curve |
| Press ALT + SHIFT + D | Delete node |
| Press Delete | Delete the selected subpath |

# Document navigation shortcuts

| Press | To |
|---|---|
| CTRL + Home or End | Go to beginning or end of document |
| ALT + Home or End | Go to beginning or end of chapter |
| CTRL + Home or End | Go to first/last page |
| PgDn | Go to next page/screen |
| PgUp | Go to previous page/screen |
| CTRL + PgUp/PgDn | Go to next/previous page but keeps insertion point in same relative location |
| CTRL + G | Go to page |
| ALT + PgDn/PgUp | Go to next previous chapter |

# Shortcuts for inserting symbols and special characters

Below is a list of shortcuts for the most common symbols and special characters. You can change these shortcuts or assign new ones in the Customize dialog box (Keyboard tab) or in the Symbol dialog box which can be accessed in the Insert menu.

| To insert... | Press... |
|---|---|
| Copyright mark | CTRL + ALT + C |
| Discretionary hyphen | CTRL + SHIFT + H |
| Ellipsis | ALT + . (period) |
| Em dash | ALT + SHIFT + _ |
| Em space | CTRL + SHIFT + M |
| En dash | ALT + - |

| | |
|---|---|
| En space | CTRL + SHIFT + N |
| Figure space | CTRL + ALT + F |
| Non-breaking space | CTRL + Spacebar |
| Quote (single opening) | ' |
| Quote (single closing) | ALT + ' |

Quote (double opening)    CTRL + ALT+ SHIFT + "

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