

## **Size of CoreMEMO**

Use this dialog box when you want to change the width and/or height of your CoreMEMO.

## **Select Picture in CoreMEMO**

Use this dialog box when you want to change the bitmap image in your CoreMEMO.

## **Update Document**

Updates the changes you made in your CoreMEMO.

**Exit and Return to Document**

Exits the CoreMEMO window and returns to the program.

## **Save as Default Settings**

Saves the current CoreMEMO's header text, body text, colors, fonts, and bitmap image as the default setting.

**Undo**

Reverses cut and paste functions performed during the current session.

**Cut**

Removes the selected text and places it on the Clipboard.

**Copy**

Places a copy of the selected text on the Clipboard.



**Paste**

Places text from the clipboard at the insertion point in your CoreMEMO.

## **CoreMEMO Size**

Displays the size of the CoreMEMO dialog box.

**CoreMEMO Picture**

Opens the CoreMEMO Picture dialog box.

## **Header Text Color**

Opens the Header Text Color dialog box.

## **Body Text Color**

Opens the Body Text Color dialog box.

**Paper Color**

Opens the Paper Color dialog box.

## **Header Text Font**

Opens the Header Text Font dialog box.

## **Body Text Font**

Opens the Body Text Font dialog box.



## **Toolbar**

Toggles the CoreMEMO Toolbar.

## **Status Bar**

Toggles the CoreMEMO Status Bar.

## **Adjust Window**

Resizes the CoreMEMO window to fit the size of the CoreMEMO.

## **Display as Picture**

Displays the current CoreMEMO as a small picture in your program.

Displays the current width of the CoreMEMO.

Displays the current width of the CoreMEMO.

Displays the current width of the CoreMEMO.

Displays the current height of the CoreMEMO.



Displays the current height of the CoreMEMO.

Displays the current height of the CoreMEMO.

Displays the current bitmap image used in the CoreMEMO.

Allows you to browse directories on your system for other bitmap images.

## **Header**

The header of your CoreMEMO.

**Body**

The body of your CoreMEMO.

## **Frame**

The frame of your CoreMEMO.

Displays bitmap images you can include in your CorelMEMO.



## **Inches**

Changes CoreMEMO's units to inches.

## **Millimeters**

Changes CoreMEMO's units to millimeters.

## **Help Index**

Opens CorelMEMO help.

## **Using Help**

Opens Windows Help.

**Print**

Opens the Print dialog box.

**Print Preview**

Opens the Print Preview dialog box.

**Print Setup**

Opens the Print Setup dialog box.

**Scrollbars**

Allows you to move the CoreMEMO horizontally and/or vertically.



## **CoreMEMO**

CoreMEMO is an electronic notepad that allows you to insert notes into any program that supports Object Linking and Embedding (OLE). Use CoreMEMO when you want to leave yourself a reminder, note a change in a document, or place a comment in a document.

**Maximize**

Enlarges the CorelMEMO window to fit the entire screen area.

## **Minimize**

Converts the CoreMEMO window into an icon.

## **CoreMEMO Status Bar**

Displays relevant information about CoreMEMO, such as the current width and height.

**Title**

Displays the title of your CoreMEMO and the application where you are currently working.

## **CoreMEMO Toolbar**

Allows you to cut, copy, paste, print, display program information, and access help for your CoreMEMO.

## **About CoreMEMO**

Displays program, version, and copyright information.

## **Help Button**

Displays help for buttons, menu commands, and windows.



**Restore**

Restores the CoreMEMO window to a normal size.

**Move**

Changes the position of the CorelMEMO window.

**Size**

Changes the size of the CoreMEMO window.

## **Minimize Window**

Converts the CoreMEMO window into an icon.

**Maximize Window**

Enlarges the CoreMEMO window to fit the entire screen area.

**Close**

Closes CoreMEMO.

**Blank Area**

Provides space for you to position the CoreMEMO toolbar.

## Working with CoreMEMO

CoreMEMO is an electronic notepad that allows you to add comments to documents you create with any program that supports Object Linking and Embedding (OLE). Use CoreMEMO when you want to leave a reminder, note a change in a document, or make a remark about a document.

In this section you'll learn about

- creating, modifying, and saving comments



## Creating, modifying, and saving comments

CoreMEMO lets you add comments to your documents. For example, you can create a comment for a page number of a reference you have included in your document. You can also use comments to insert reminders to perform tasks such as inserting graphics.

You can open a comment at any time to modify it. You can also save a comment as the default comment. This enables you to reuse a comment without having to recreate it each time.

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**{button ,AL(` ACreating modifying and saving comments;',0,"Defaultoverview",)} How to**

## To create a comment

- 1 Click **Insert ▶ Comment**.
- 2 Click in the CoreMEMO header and type the header text.
- 3 Click in the CoreMEMO body and type the body text.
- 4 Click **File ▶ Update slideshow**.

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`{button ,AL(`ACreating modifying and saving comments;',0,"Defaultoverview",)}` [Related topics](#)

## To open a comment

- Double-click the comment icon in your document.

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`{button ,AL(` ACreating modifying and saving comments;',0,"Defaultoverview",)}` [Related topics](#)

## To save a comment as the default

- 1 Double-click a comment icon.
- 2 Click **File** ▶ **Save as default settings**.

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{button ,AL(` ACreating modifying and saving comments;',0,"Defaultoverview",)} [Related topics](#)

## Printing and previewing in CoreMEMO

CoreMEMO lets you print the comments you have created. You can print comments to a printer or to a file. Before you print a comment, you can preview it to see how it will look.

In this section you'll learn about

- [printing comments](#)
- [previewing comments](#)

## Printing comments

You can print a comment to a page or to a file. Before you print, you can set up the printer you want to use.

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`{button ,AL(` APrinting comments;',0,"Defaultoverview",)}` How to

## To print a comment to a page

- 1 Double-click a comment icon.
- 2 Click **File** ▶ **Print**.
- 3 Choose a printer from the **Name** list box.
- 4 In the **Print range** section, enable the **All** check box.
- 5 In the **Number of copies** box, type the number of copies you want to print.

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`{button ,AL(` APrinting comments;',0,"Defaultoverview",)}` [Related topics](#)

## To print a comment to a file

- 1 Double-click a comment icon.
- 2 Click **File ▶ Print**.
- 3 Choose a printer from the **Name** list box.
- 4 Enable the **Print to file** check box.
- 5 Click **OK**.
- 6 Choose the drive where you want to save the file from the **Save in** list box.
- 7 Double-click the folder in which you want to save the file.
- 8 Type a name for the file in the **File name** text box.

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{button ,AL(` APrinting comments;',0,"Defaultoverview",)} Related topics



## To set up a printer to print comments

1 Double-click a comment icon.

2 Click **File** ▶ **Print setup**.

3 Choose a printer from the **Name** list box.

4 Choose a paper size from the **Size** list box.

5 Choose a paper source from the **Source** list box.

6 In the **Orientation** section, enable one of the following options:

- **Portrait**
- **Landscape**



### Note

- If you want to set advanced options for your printer, click the **Properties** button.

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{button ,AL(` APrinting comments;',0,"Defaultoverview",)} [Related topics](#)

## Previewing comments

Before you print a comment, you can use **Print preview** to see how your comment will print. **Print preview** also lets you magnify or reduce the view of your comment.

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`{button ,AL( ` APreviewing comments; ',0,"Defaultoverview",,)} How to`

## To preview a comment

- 1 Double-click a comment icon.
- 2 Click **File** ▶ **Print preview**.

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`{button ,AL(` APreviewing comments;',0,"Defaultoverview",)}`` [Related topics](#)

## To magnify or reduce a comment preview

- 1 Double-click a comment icon.
- 2 Click **File ▶ Print preview**.
- 3 Click one of the following buttons:
  - **Zoom in**
  - **Zoom out**

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{button ,AL(` APreviewing comments;',0,"Defaultoverview",)} [Related topics](#)

## Customizing CoreMEMO

CoreMEMO lets you customize a comment by setting the size of the comment and of the CoreMEMO window, changing the background color of a comment, changing the font and color of a comment's text, and displaying a bitmap image with a comment.

In this section you'll learn about

- [resizing CoreMEMO](#)
- [changing the background and text of a comment](#)
- [displaying a bitmap in a comment](#)

## Resizing CoreMEMO

You can size a comment by setting the width and height of its contents. You can also set the CoreMEMO window to adjust automatically to the size of the comment.

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`{button ,AL(` AResizing CoreMEMO;',0,"Defaultoverview",)}` How to

## To resize a comment

1 Double-click a comment icon.

2 Click **Edit ▶ CoreMEMO size**.

3 Type a number in the **Width** box.

4 Type a number in the **Height** box.



### Tip

- You can also resize a comment by dragging its sizing handles.

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{button ,AL(`AResizing CoreMEMO;',0,"Defaultoverview",)} Related topics

## To resize the CoreMEMO window automatically

- 1 Double-click the comment icon.
- 2 Click **View ▶ Adjust window**.

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`{button ,AL(` AResizing CoreMEMO;',0,"Defaultoverview",)}` [Related topics](#)



## Changing the background and text of a comment

You can change the color of a comment's background to make the comment more legible. You can also change the font and color of a comment's text. As well, you can apply a custom color to a comment.

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**{button ,AL( ` AChanging the background and text of a comment;' ,0,"Defaultoverview" ,)} How to**

## To change the background color of a comment

- 1 Double-click a comment icon.
- 2 Click **Color ▶ Paper**.
- 3 Click a color on the **Basic colors** palette.

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`{button ,AL(` AChanging the background and text of a comment;',0,"Defaultoverview",)}` [Related topics](#)

## To change the text font of a comment

- 1 Double click a comment icon.
- 2 Click **Font**, and click one of the following:
  - **Header text**
  - **Body text**
- 3 Choose a font from the **Font** list box.
- 4 Choose a font style from the **Font style** list box.
- 5 Choose a font size from the **Size** list box.
- 6 Choose a font script from the **Script** list box.

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**{button ,AL(` AChanging the background and text of a comment;',0,"Defaultoverview",)} Related topics**

## To change the text color of a comment

- 1 Double-click a comment icon.
- 2 Click **Color**, and click one of the following:
  - **Header text**
  - **Body text**
- 3 Click a color in the **Basic colors** palette.

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`{button ,AL(` AChanging the background and text of a comment;',0,"Defaultoverview",)}` [Related topics](#)

## To apply a custom color to a comment

1 Double-click a comment icon.

2 Click **Color**, and click one of the following:

- **Header text**
- **Body text**

3 Click the **Define custom colors** button.

4 Click a color in the **Color matrix**.

5 Drag the slider next to the intensity bar to set the color's attributes.

If you want to add the new color to the **Custom colors** palette, click the **Add to custom colors** button.



### Tip

- You can blend a custom color by typing a number in the **Red, Green, Blue (RGB)** and **Hue, Saturation, Luminosity (HSL)** boxes.

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**Related topics**

## Displaying a bitmap in a comment

CoreMEMO lets you display a bitmap image in a comment. You can also choose to display the bitmap image as the comment icon.

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`{button ,AL(` ADisplaying a bitmap in a comment;',0,"Defaultoverview",)} How to`

## To change the bitmap displayed in a comment

- 1 Double-click a comment icon.
- 2 Click **Edit** ▶ **CoreMEMO picture**.
- 3 Choose an available bitmap.

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`{button ,AL(` ADisplaying a bitmap in a comment;'0,"Defaultoverview",)}` [Related topics](#)

## To import a bitmap image as a comment icon

- 1 Double-click a comment icon.
- 2 Click **Edit ▶ CoreMEMO picture**.
- 3 Click the **Browse** button.
- 4 Locate the drive and folder where the bitmap is stored.
- 5 Double-click the filename.

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`{button ,AL(`ADisplaying a bitmap in a comment';0,"Defaultoverview",)}` [Related topics](#)



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