Lesson no. 1: Corel Draw Introduction

COURSE CONTENTS COREL DRAW

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- Support Application Formats

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- Status Bar

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- Making Drawings
- Practical Work.

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- Artistic Media Tool
- Practical work 10 Hrs.

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- Practical Work 5 Hrs.

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- Using Colors
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- Practical Work 5 Hrs.

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- Grouping & Combining Objects
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1. INTRODUCTION COREL DRAW

What is the use of Corel Draw?

Introduction of Corel Draw:- CorelDraw (styled CorelDraw) is a vector graphics editor developed and marketed by Corel Corporation. It is also the name of Corel's Graphics Suite, which includes additionally the bitmap-image editor Corel Photo-Paint as well as other graphics-related programs. CorelDraw is designed to edit two-dimensional images such as logos and posters, Sign-Making, Manufacturing, Advertising and Industrial works with enjoyment. It is the perfect tool of graphic designing. The Uses of CorelDraw. Corel draw is vector-based designing software that is used for creating logos, flexes, brochures, invitation cards, business cards, flyers, posters, website layouts, amazing characters, cartoons, vectors and illustrations and any kind of vector designing based on the lining.

History of Corel Draw

In 1987, Corel engineers Michel Bouillon and Pat Berne undertook to develop a vector-based illustration program to bundle with their desktop publishing systems. That program, CorelDraw, was initially released in 1989. CorelDraw 1.x and 2.x ran under Windows 2.x and 3.0. CorelDraw 3.0 came into its own with Microsoft's release of Windows 3.1. The inclusion of TrueType in Windows 3.1 transformed CorelDraw into a serious illustration program capable of using system-installed outline fonts without requiring third-party software such as Adobe Type Manager; paired with a photo-editing program (Corel Photo-Paint), a font manager and several other pieces of software, it was also part of the first all-in-one graphics suite.

File format

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Support Application/Formats

A file format defines how an application stores information in a file. If you want to use a file created in a different application than the one you are currently using, you must import that file. Conversely, if you create a file in one application and want to use it in another application, you must export the file to a different file format. When you name a file, an application automatically appends a filename extension, usually three characters in length (for example, .cur, .bmp, .tif, and .eps). This filename extension helps you and the computer differentiate between files of different formats.

- GIF
- JPEG (JPG)
- JPEG 2000 (JP2)
- Kodak Photo CD Image (PCD) Etc.

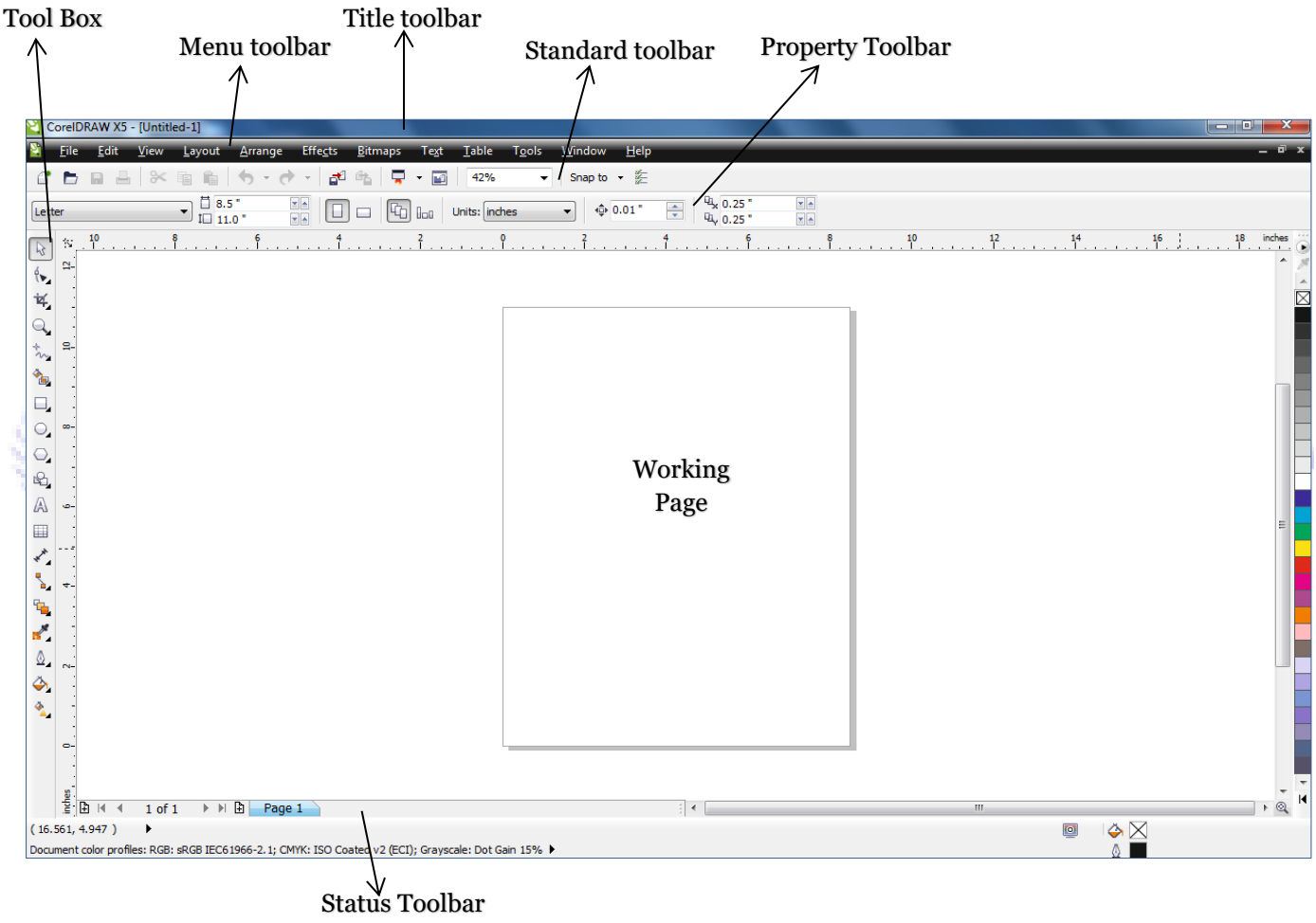
Start Corel Draw

Start
↳ **All Programs**
↳ **CorelDraw Graphic Suite X6**
↳ **CorelDraw X6**

Extension:- **.CDR (Corel Draw)**

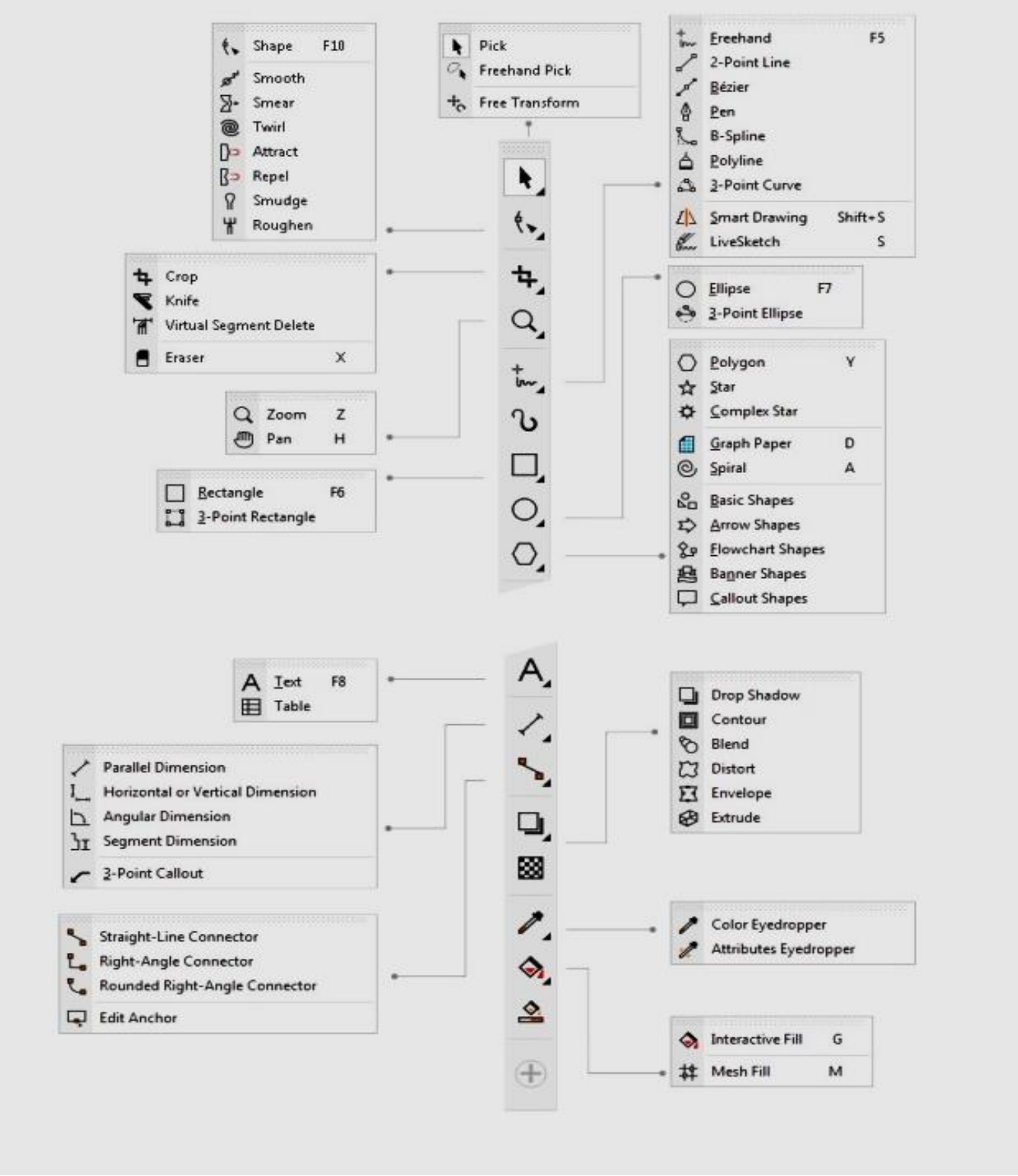
1. ON SCREEN INTRODUCATION

First Screen of **Corel Draw**: Whenever we open **Corel Draw** the **Corel Draw** first screen dashboard like below:-



Locating tools in the toolbox

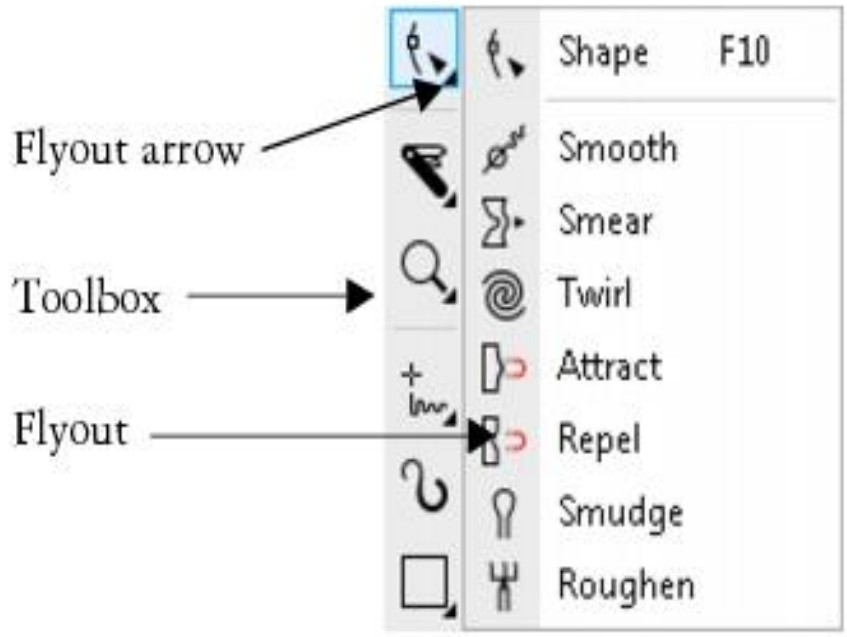
The following illustration shows the other flyouts in the default CorelDRAW toolbox and can help you locate tools more easily.



Lesson no. 2: Corel Draw Toolbox

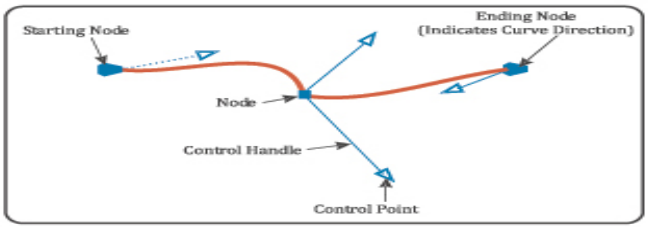
Working with Toolbox:-

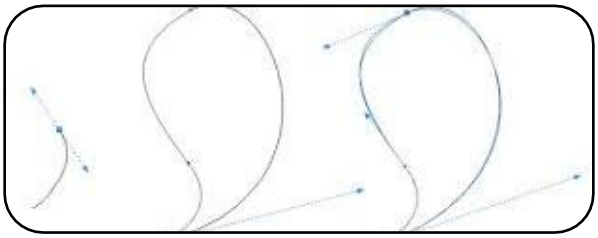
The toolbox contains tools for drawing and editing images. Some of the tools are visible by default, while others are grouped in flyouts. Flyouts open to display a set of related CorelDraw tools. A small flyout arrow in the lower-right corner of a toolbox button indicates a flyout. You can access the tools in a flyout by clicking the flyout arrow. After you open a flyout, you can easily scan the contents of other flyouts by hovering over any of the toolbox buttons which have flyout arrows. Flyouts function like toolbars when you drag them away from the toolbox. This lets you view all the related tools while you work.



Corel Draw Tool Box and its Functions

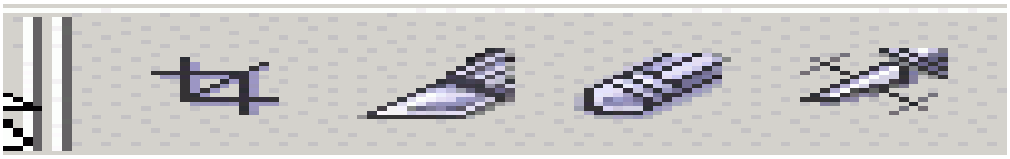
1. **Pick Tool** - To select, resize, and rotate toward the image object.
2. **Shape Edit -**
   a. Shape: Editing an image object shape.





a. **Smudge Brush:** Alter / distort the overall picture with attractive shorelines.
b. **Roughen Brush:** Alter / distort the overall outline shape drawing by attractive shorelines.
c. **Free Transform Tools :** Transform image objects using rotation (rotation)free, rotation
d. Angle, and resize, and also tilt the image shape.

3. Cutting tools



The Cutting tools foldout menu gives access to four different tools:

a. The Crop tool: Draws a rectangle through objects, everything outside the rectangle is then deleted. Works for simple objects, complex objects are converted to a bitmap, after which the bitmap is cropped.

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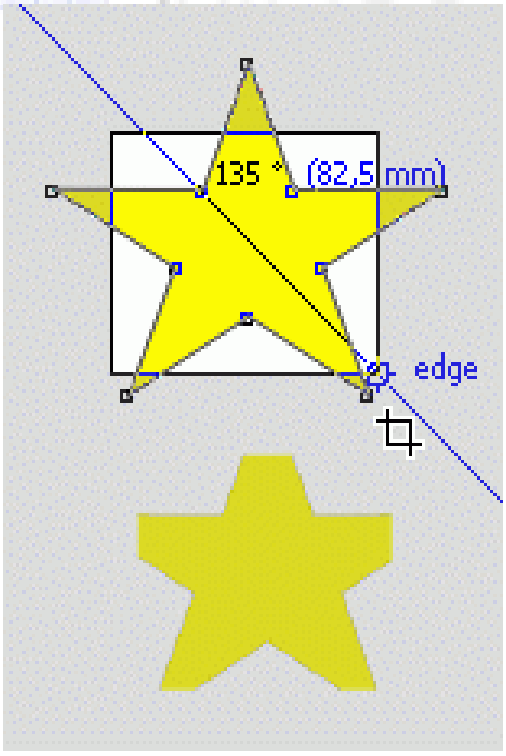
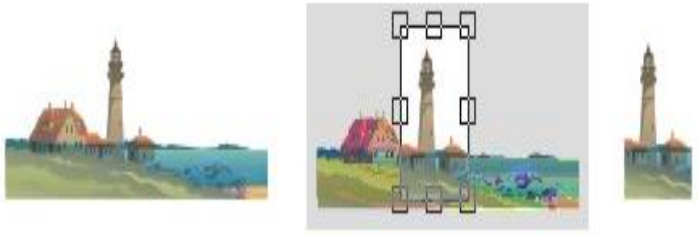
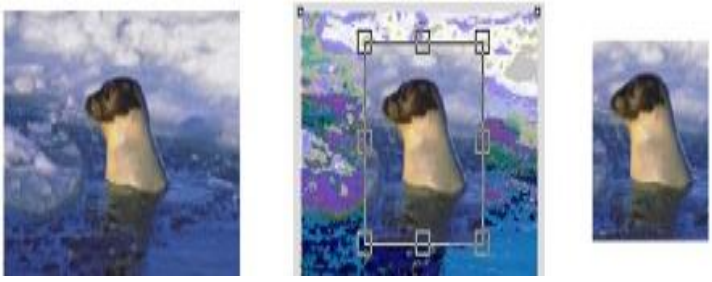
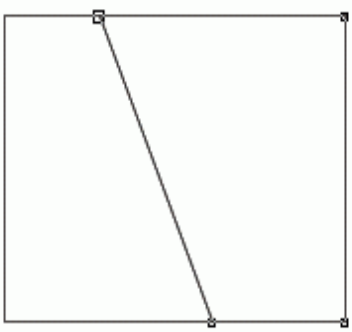
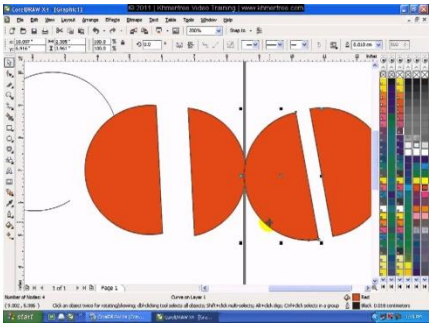
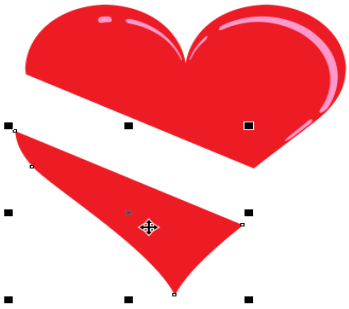




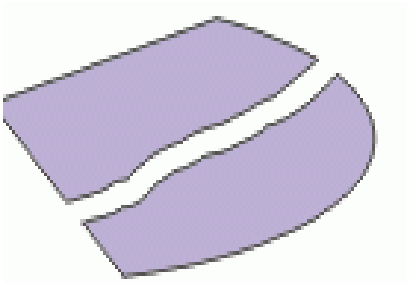
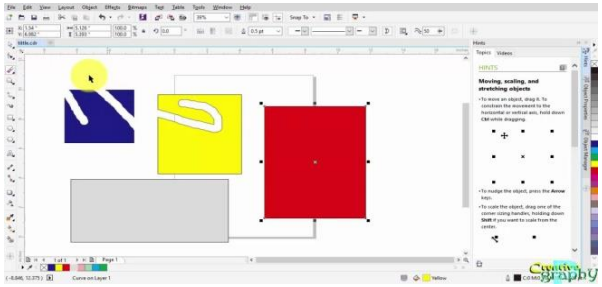
Cropping clipart



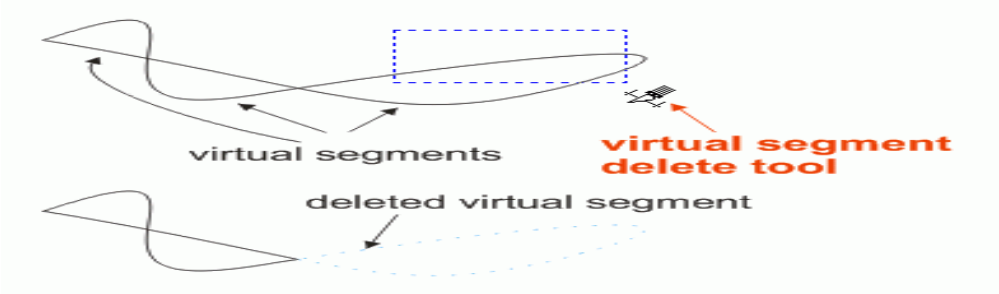
b. **The Knife tool:** The Knife tool useful tool, click on one side of an object, next click on the other side of the object, and the object will be cut into two by a straight line between the two points. Cutting along a curved line can be done by keeping the mouse button pressed while moving from side to side. It is important to watch the mouse cursor during operation, the tool only works you click when the cursor knife symbol points straight down. After cutting the two halves can be selected separately.

c. **The Eraser tool:** similar to the knife tool, but cuts with a thick zone, and this tool only works when it is dragged. Another difference is that the resulting object, although consisting of two halves, still is a single object. To separate the two halves you need to break the object apart: arrange > Break apart (ctrl K)

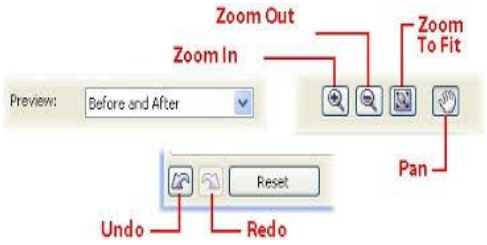
d. **Virtual Segment Delete tool:** deletes parts of an object behind crossed lines. It's best explained by the image below:

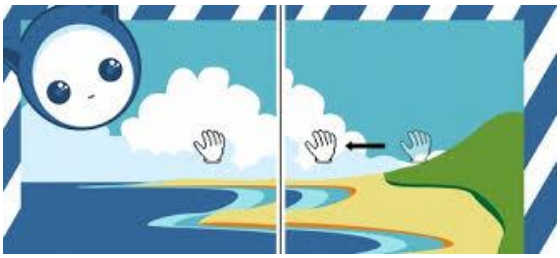


Lesson no. 3: Corel Draw Toolbox

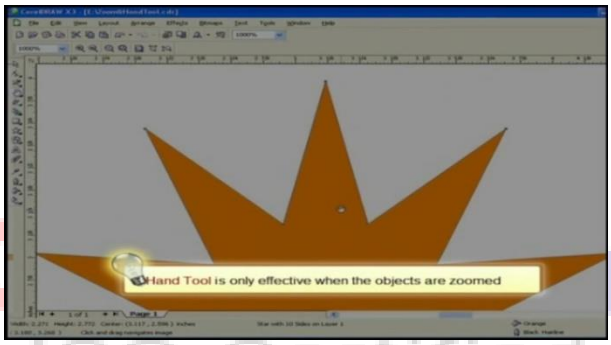
Corel Draw Tool Box and Function Working with Toolbox:-

Zoom tool (Z) - Change the magnification level of the document window





Hand tool (H) - Drag hidden areas of a drawing into view without changing the zoom level.



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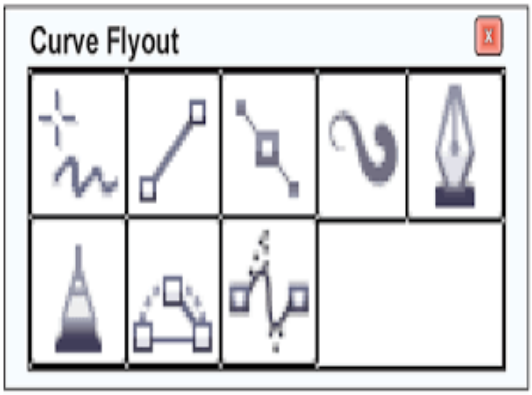
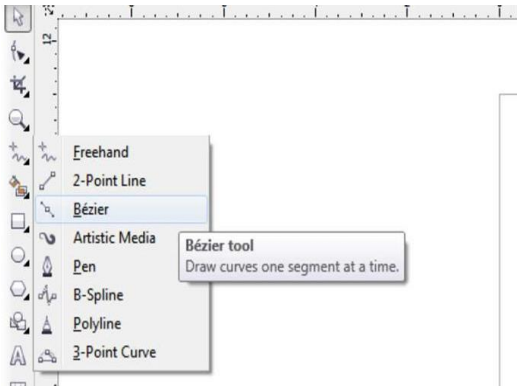
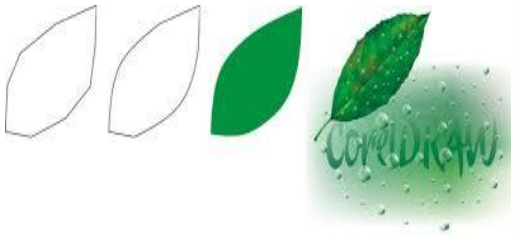
Curve Tools

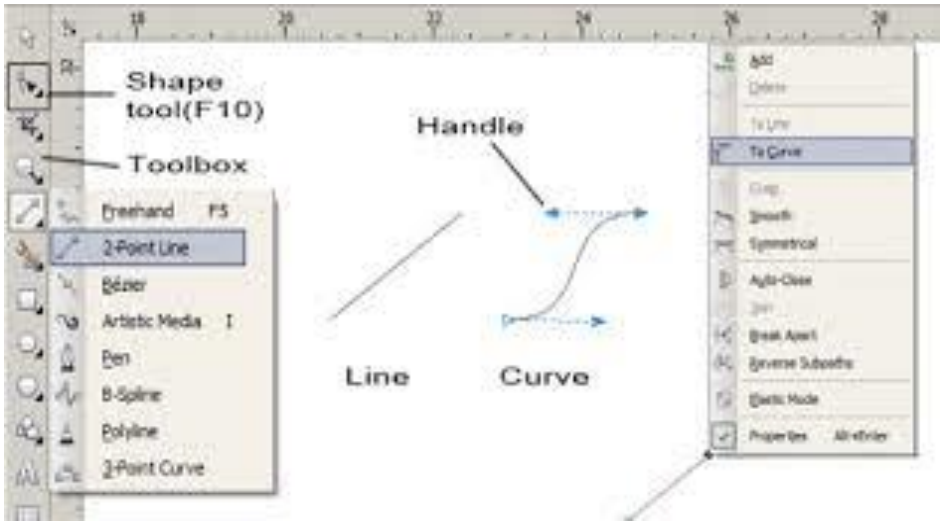




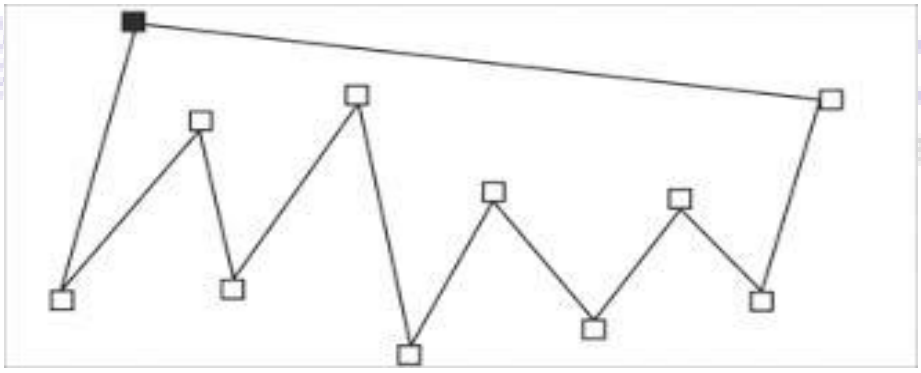
Freehand tool (F5) - Draw curves and straight line segments.



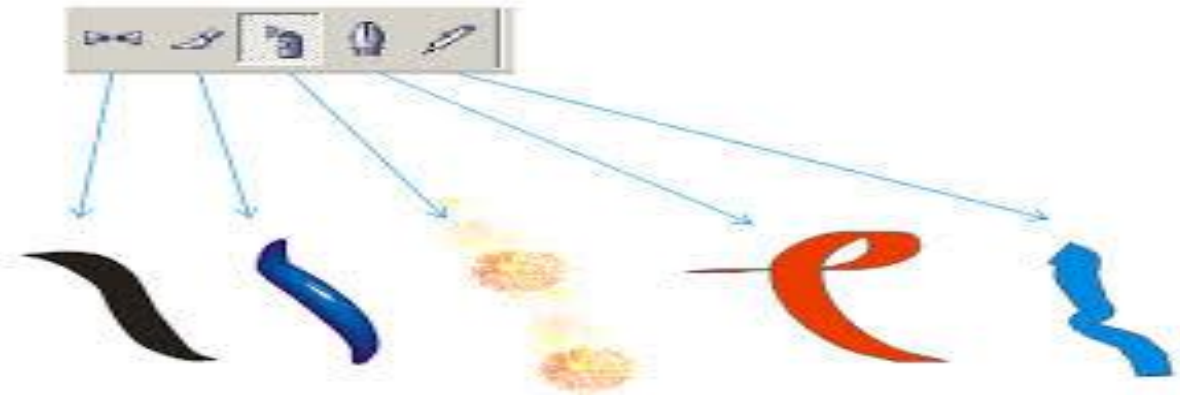
2-Point Line tool - Draw a straight line by drawing from the starting point to the Endpoint.

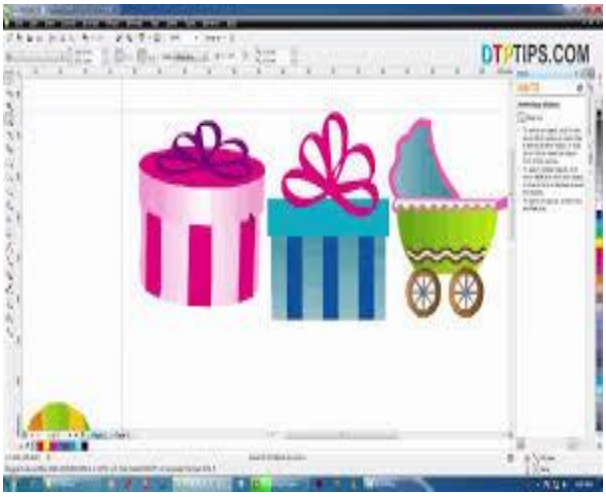


Bezier tool - Draw curves one segment at a time.

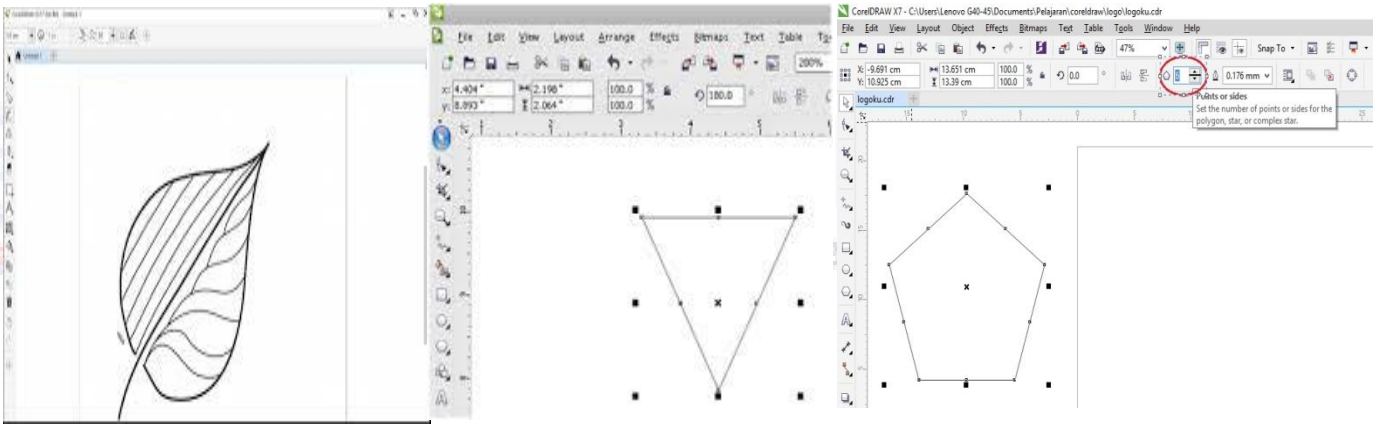


Artistic Media tool (I) - Add artistic brush, spray, and calligraphic effects by using Freehand strokes.

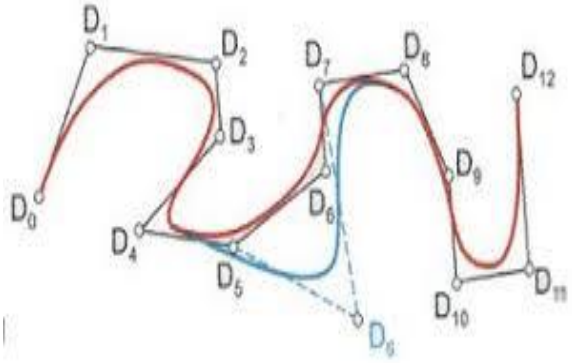


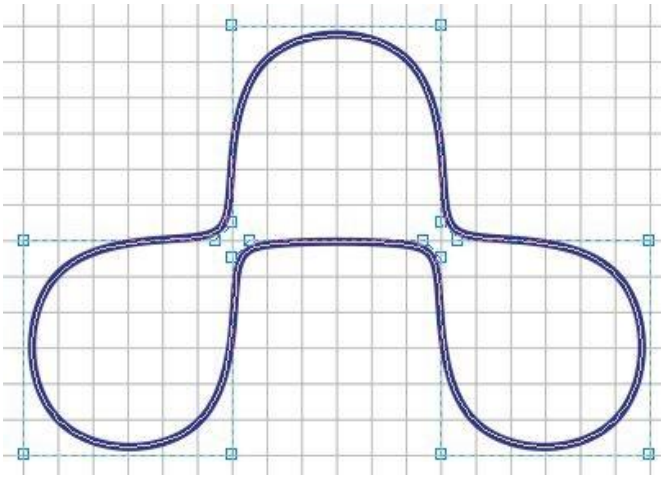


Pen tool - Draw curves in segments, and preview each segment as you draw.

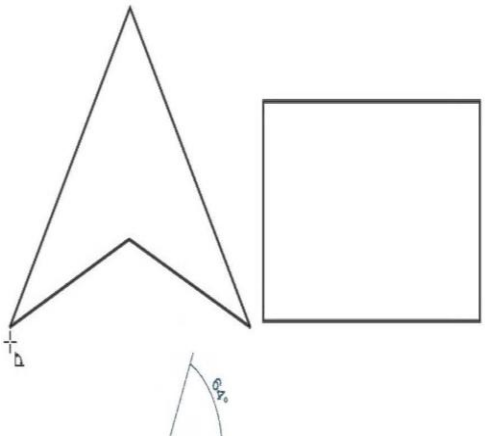


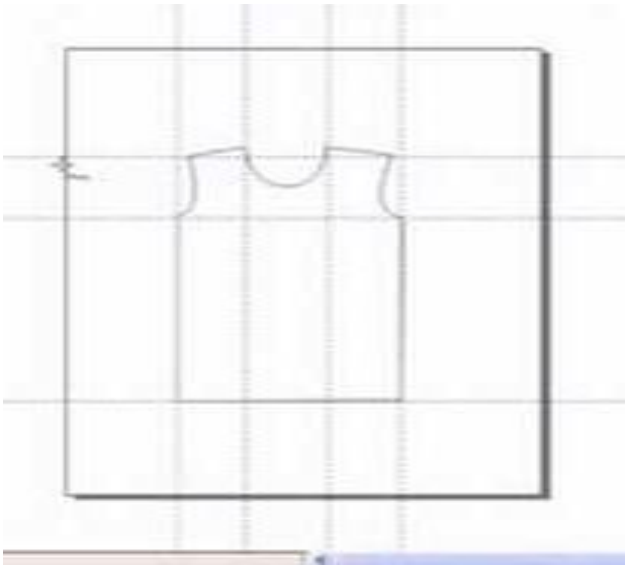
B-Spline tool - Draw curved lines by setting control points that shape the curve without breaking it into segments.



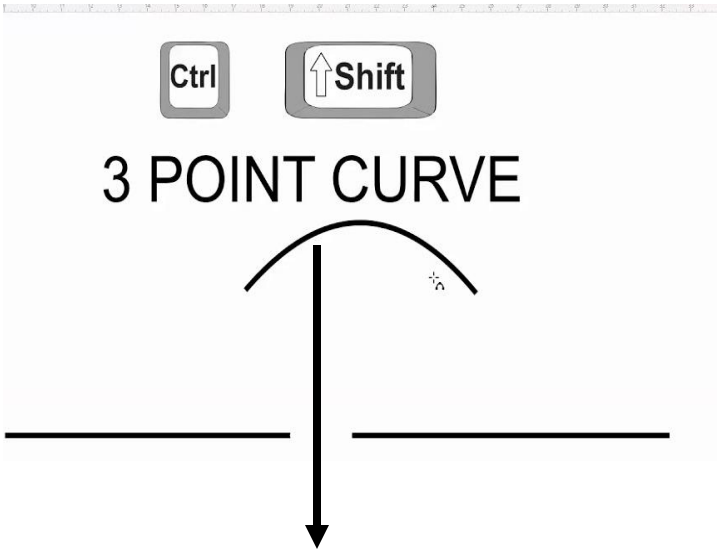


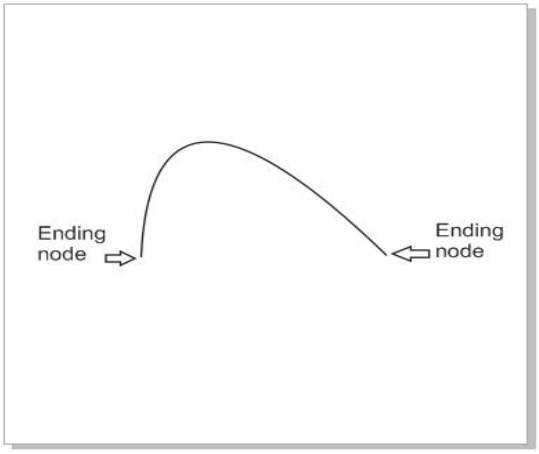
Polyline tool - Draw connected curves and straight lines in one continuous action





3-Point Curve tool - Draw a curve by dragging from the starting point to the endpoint and then positioning the center point.



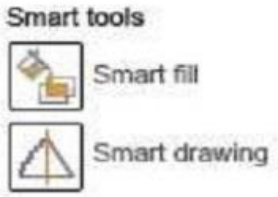


3 Point Curve draws with Ctrl + Shift Key for Roundness

Lesson no. 4: Corel Draw Toolbox

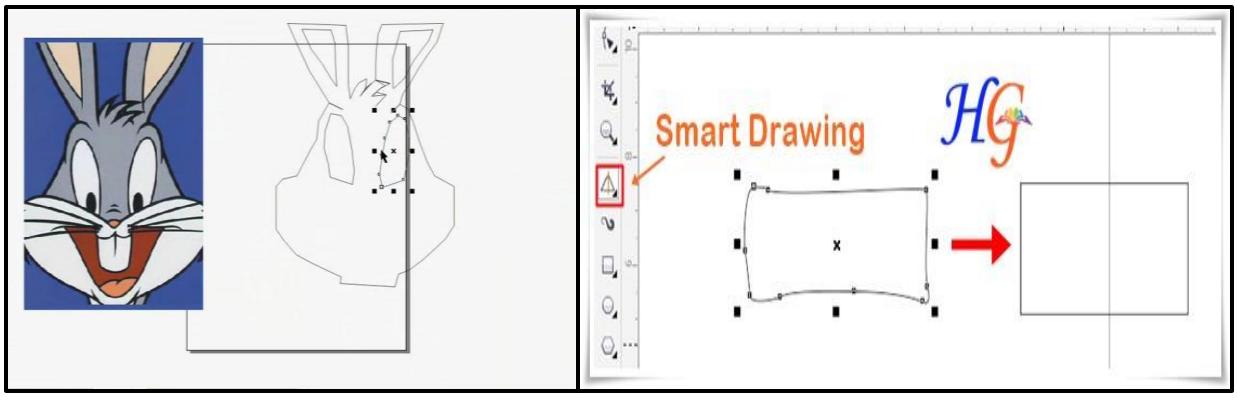
Corel Draw Tool Box and Function Working with Toolbox:-

SMART TOOLS FLYOUTS

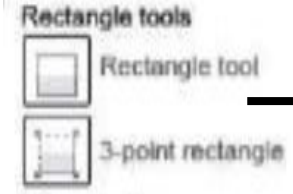


Smart Fill tool - Create objects from overlapping areas, and apply a fill to those objects.

Smart Drawing tool (Shift+S) - Convert freehand strokes to basic shapes or smoothed curves.

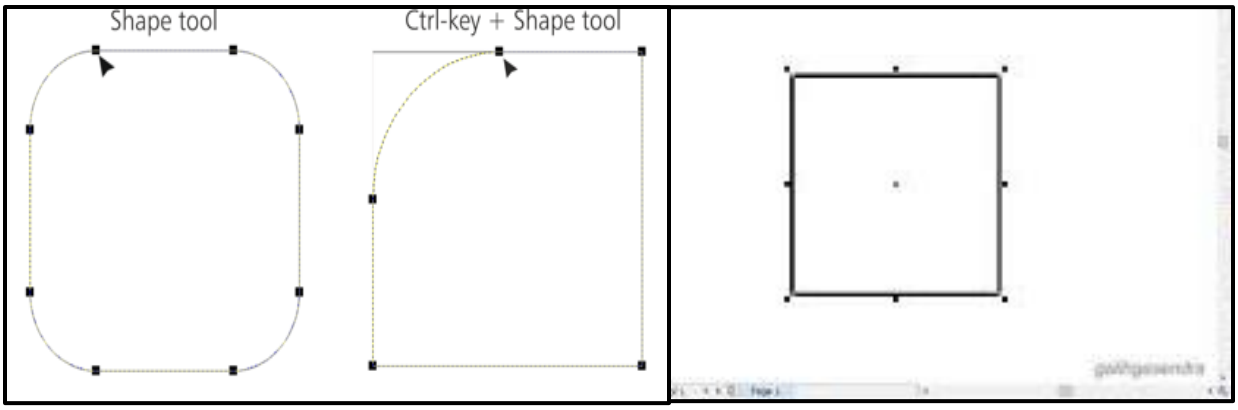


Rectangle tools

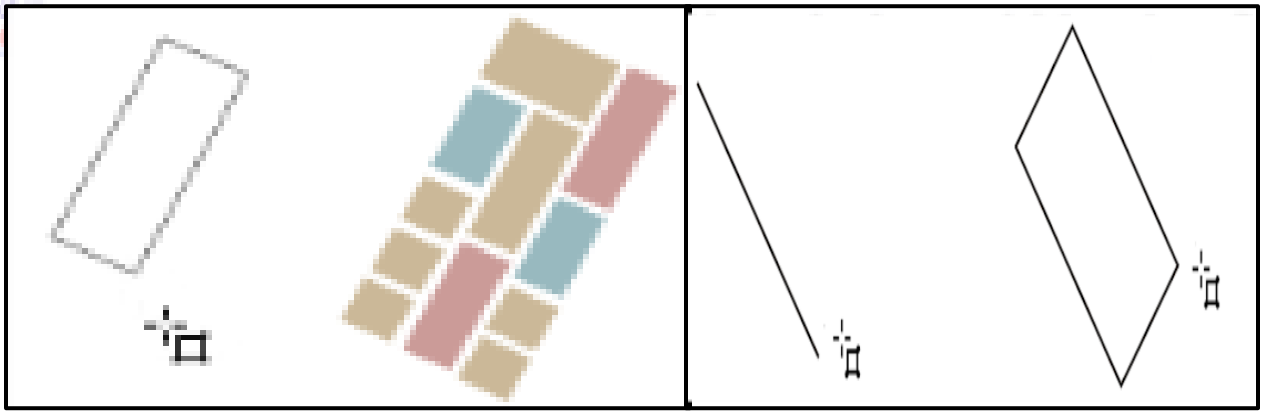


→ **Rectangle Flyouts**

Rectangle tool (F6) -Draw squares and rectangles by dragging in the drawing window.



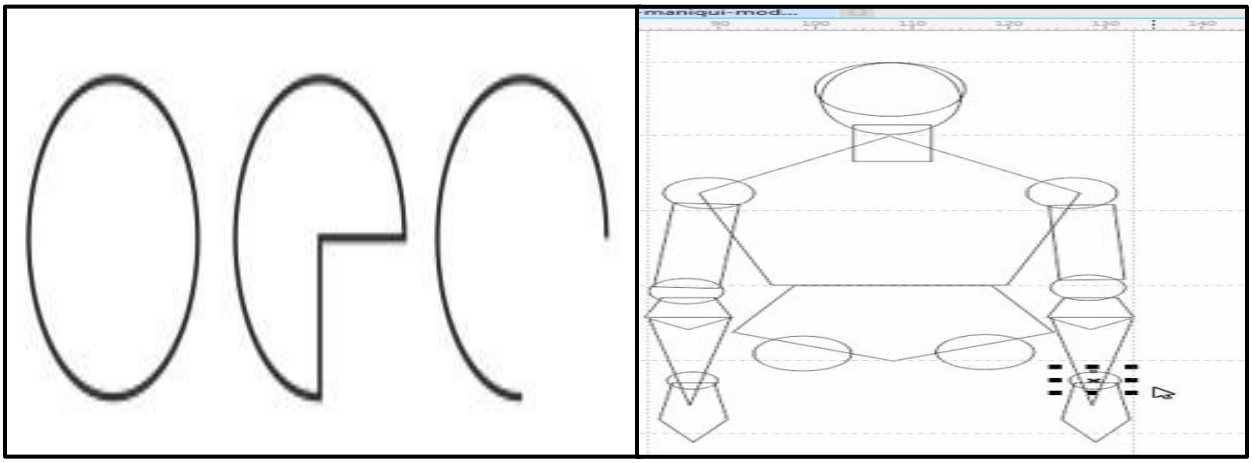
3-Point Rectangle tool - Draw rectangles at an angle.



Ellipse tools

→ **Ellipse Flyouts**

Ellipse tool (F7) - Draw circles and ellipses by dragging in the drawing window.



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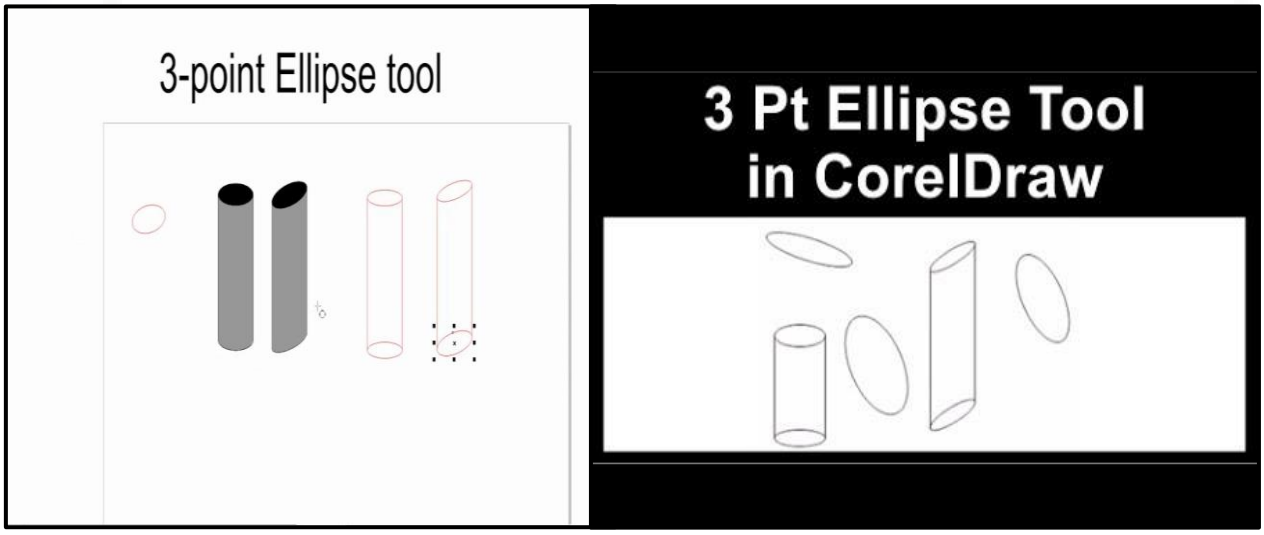
3-Point Ellipse tool- Draws ellipses at an angle.

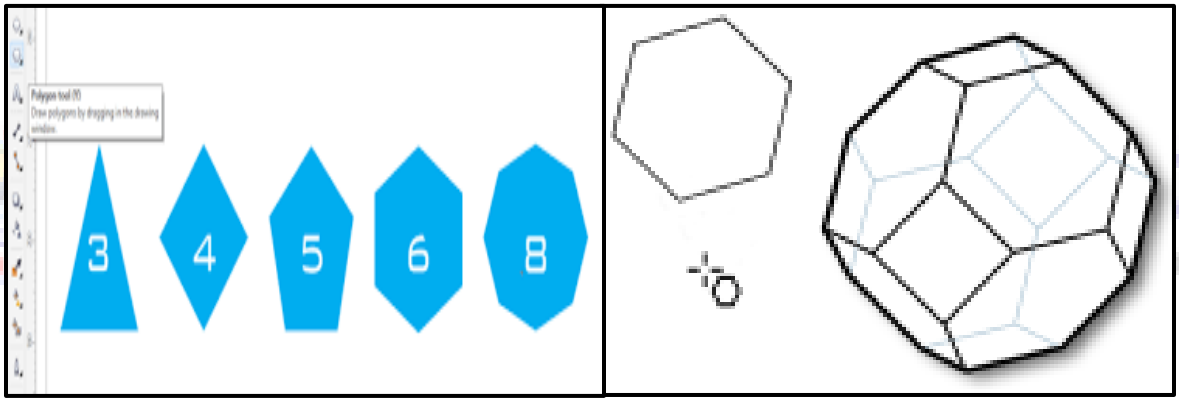


Lesson no. 5: Corel Draw Toolbox

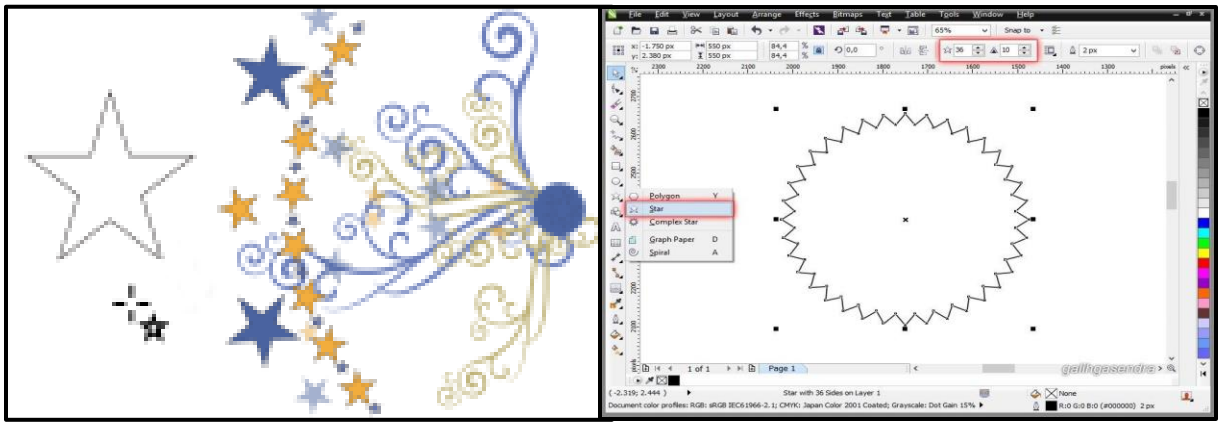
Corel Draw Tool Box and Function Working with Toolbox:-

Object tools Flyout

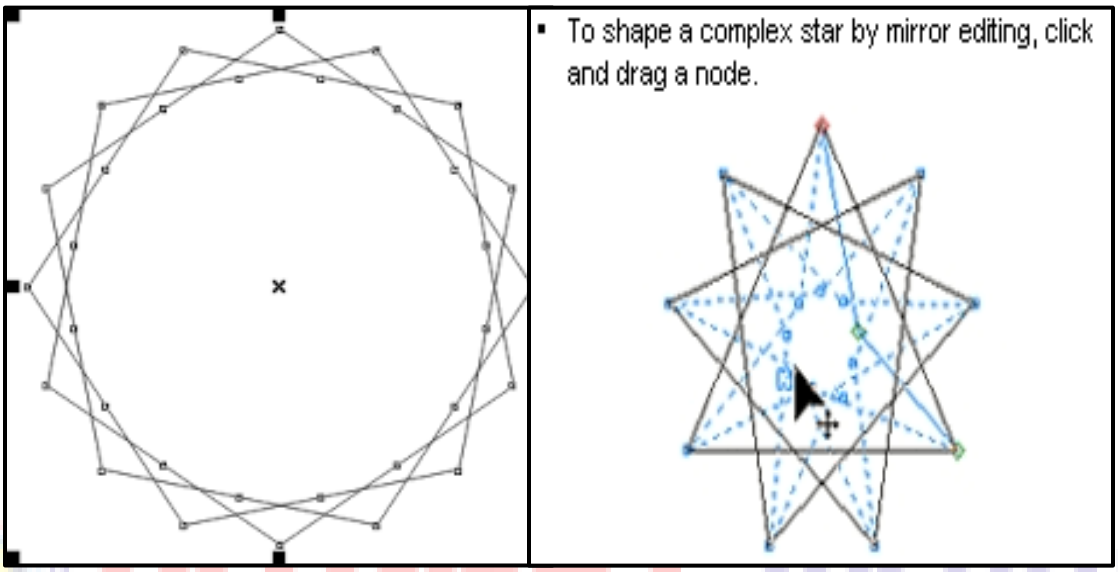
Polygon tool (Y) - Polygon tool the polygon Tool draws 3 to 500 sided polygons. Select the number of sides in the active property bar, and click and drag to draw the polygon. After drawing the number of sides can still be changed.



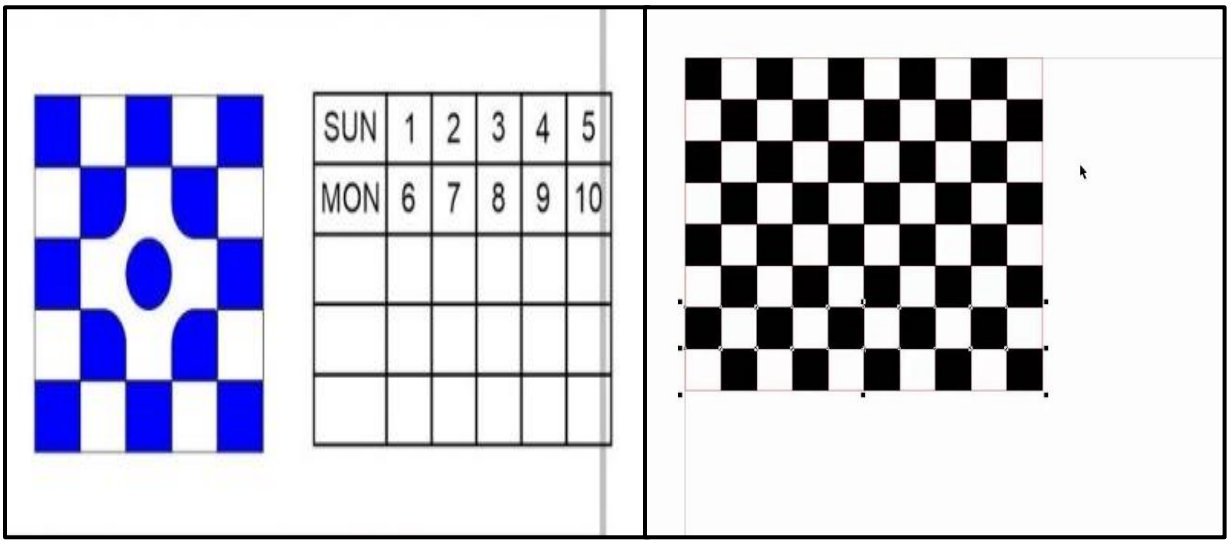
Star tool - To draw a perfect star, click the Star tool, and drag in the drawing window until the star is the size you want. After drawing the number of sides can still be changed. The Star Tool draws stars with 3 to 500 points. Select the number of points in the active property bar, and click and drag to draw the star. After drawing the number of points can be changed.



Complex Star tool- Draw stars that have intersecting sides. Complex Star Tool The Star tool draws stars with 3 to 500 points. A complex star differs from a star in the way the arms are connected, leaving a hole in the middle. Select the number of points in the active property bars, and click and drag to draw the star. After drawing the number of points can be changed.

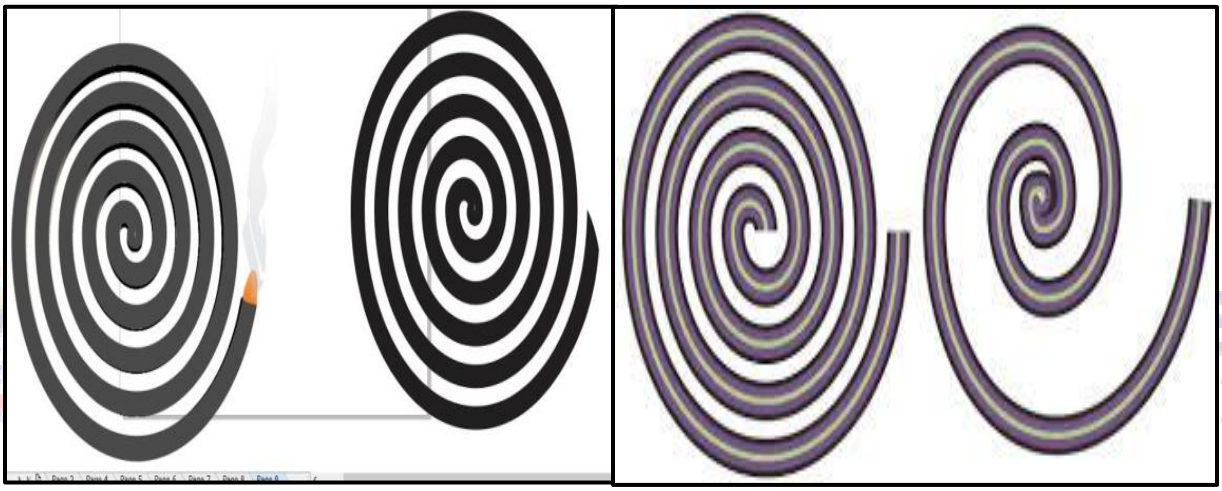


Graph Paper tool (D) -You can draw a grid and set the number of rows and columns. A grid is a grouped set of rectangles that you can break apart. You can change the default settings of the Graph Paper tool to specify the number of rows and columns for new grids.



Spiral tool (A) - You can draw two types of spirals: symmetrical and logarithmic. Symmetrical spirals expand evenly so that the distance between each revolution is equal. Logarithmic spirals expand with Increasingly larger distances between revolutions. You can set the rate by which a l logarithmic spiral expands outward. Type a value in the Spiral revolutions box on the property bar. On the property bar, Click one of the following buttons:

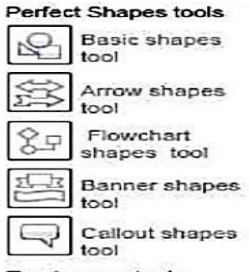
- Symmetrical spiral
- Logarithmic spiral



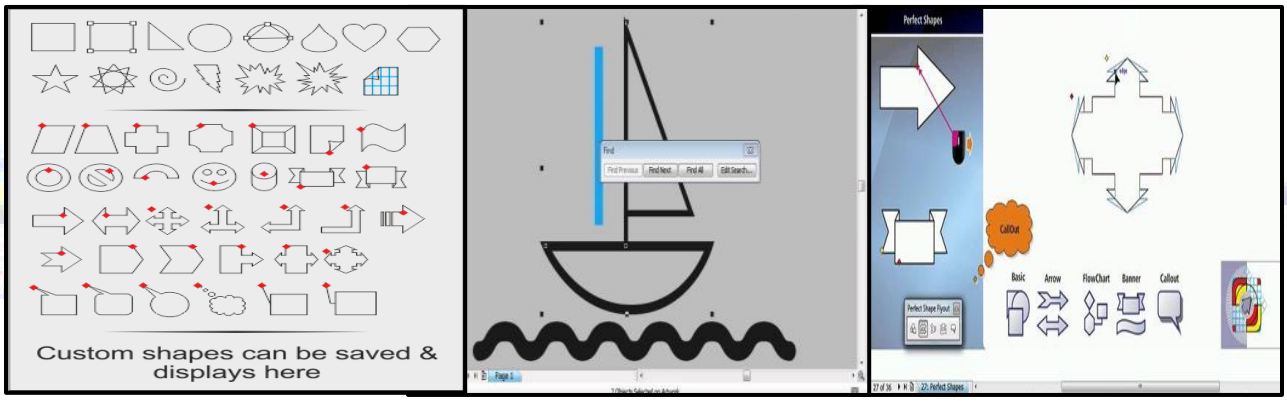
Lesson no. 6: Corel Draw Toolbox

Corel Draw Tool Box and Function Working with Toolbox:-

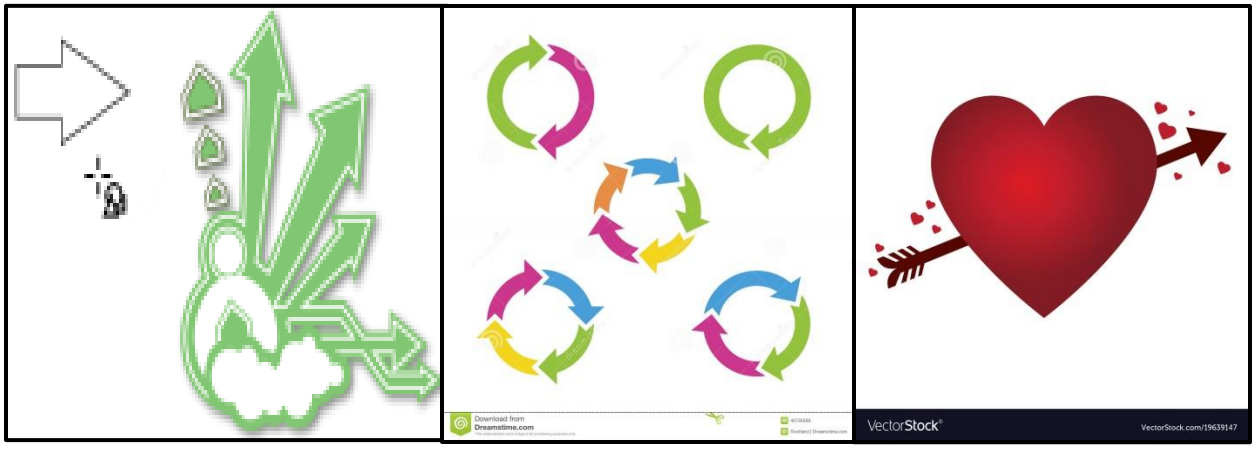
PERFECT BASIC SHAPES



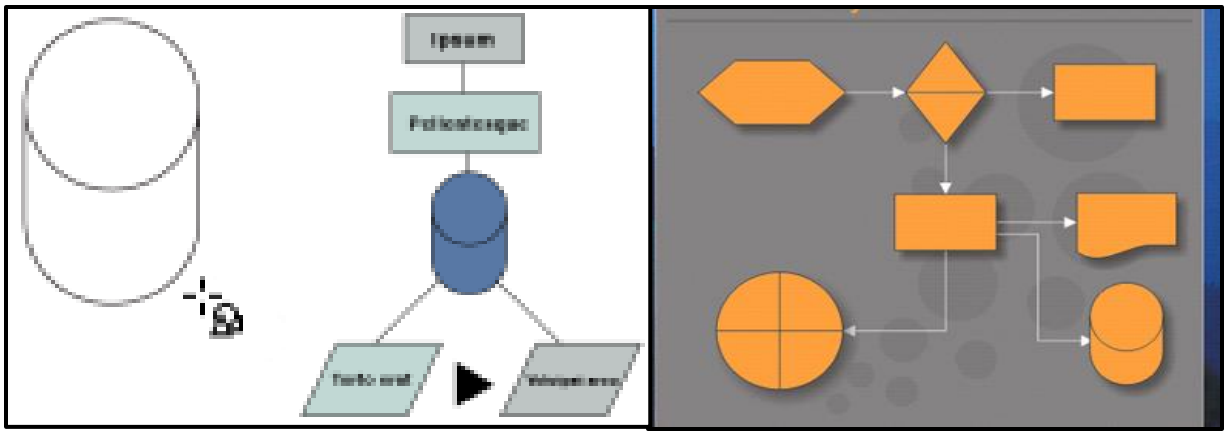
Basic Shapes tool - The basic shapes, or perfect shapes, in Draw have 1 to 3 "glyphs" which are editable when the perfect shape tool or node edit tool are selected. The glyphs can also be modified from the object properties docker. CorelDRAW currently has your "Perspective", "Cross" and "Arrow" shape, all editable as you describe.



Arrow Shapes tool -Draw- You can find the arrow shapes by selecting Common Shapes from the toolbox (you can find it in the flyout on the Polygon tool). There is a drop down in the Property Bar that has arrow shapes you can choose from.



Flowchart Shapes tool - Among the tools are the Flowchart Shapes. When you click this tool, the Property Bar will reveal the available shapes, when you click the Perfect Shapes button. Select one of the shapes, and drag your mouse to create the chosen shape. Create further shapes to finish the flowchart. Add text and shadows.



Banner Shapes tool - Select Banner Shapes from the Toolbox and choose the second banner from the drop-down menu in the Property Bar. Draw a banner. Note the red and yellow nodes in the upper left of the Perfect Shape.

Using the Shape Tool, grab the yellow node and move it on the vertical axis. Reducing or increasing the size of the banner's left tail also effects the center fold and right tail.

This time, grab the red node with the Shape Tool. Move the node on the horizontal axis and note how either lengthening or shortening the center fold of the banner also affects the tails.

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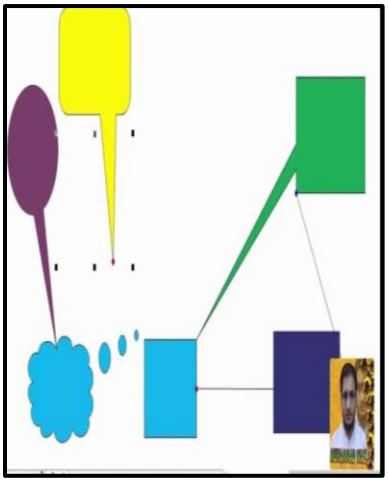
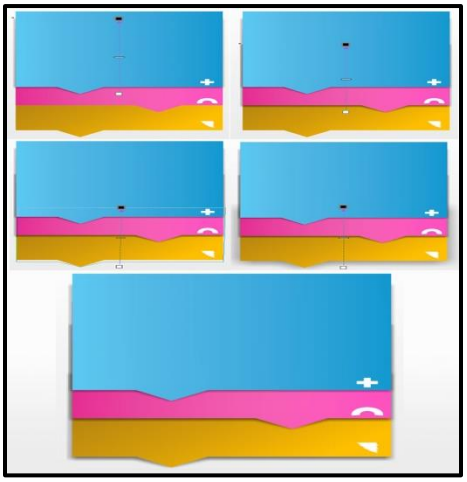
Callout Shapes tool - You can use different shapes for the callout text within a drawing. Callout shape. Under Callout Shapes, select the first design in the drop-down menu. Grab the red node and pull it down beneath the rectangle of the Perfect shape. Be careful to make sure the node is in the center of the Callout Shape's tail.

As we did before, set the Outline to None and Fill to the Fountain Fill colors of your choosing.

Text tool (F8) - The text tool is used add text to illustrations. There are two kinds of text in Coreldraw; artistic text and paragraph text. Artistic text is used for small amounts of texts, usually just one or two lines; it works well for things like headings, text effects and captions. The appearance and placement of artistic text can be thoroughly manipulated, character per character if necessary.

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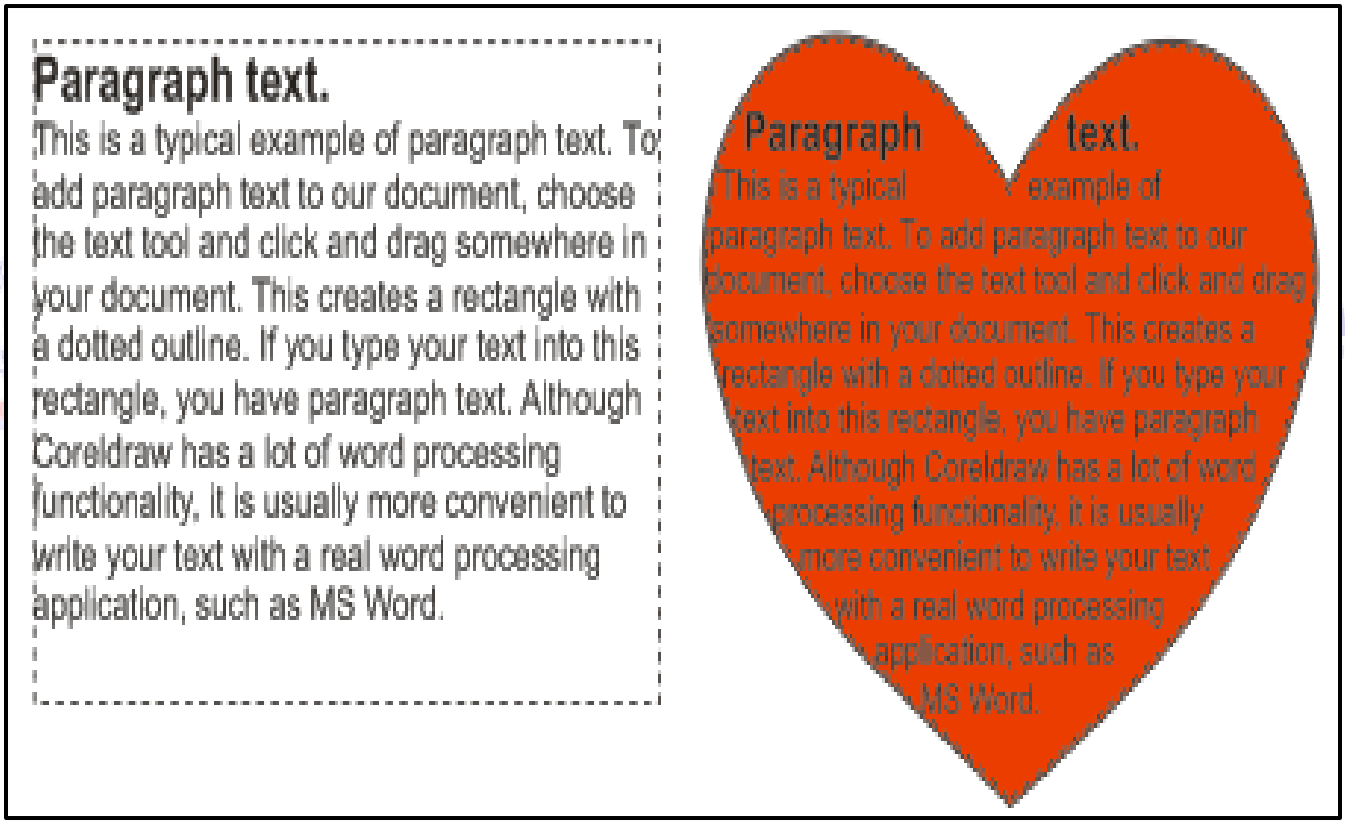
Paragraph text is used for adding large amounts of text. Instead of editing the lines and characters, you determine the shape of a container for the text to reside in. These containers are normally rectangular, but can be any shape you want, it is also possible to distribute a single block of text over many shapes. Although artistic text and paragraph text have different purposes, they can be converted from one type into another.

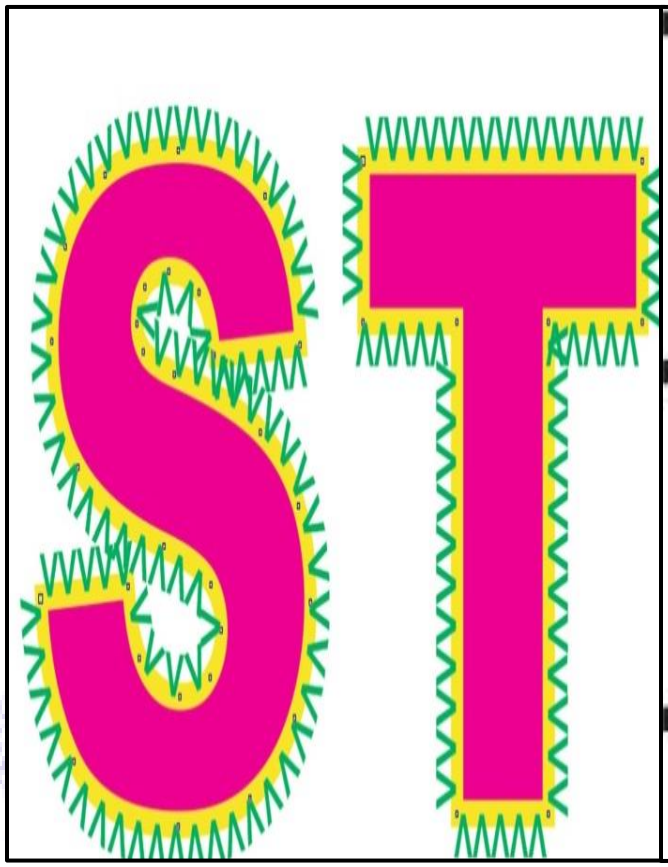
Adding text to a drawing

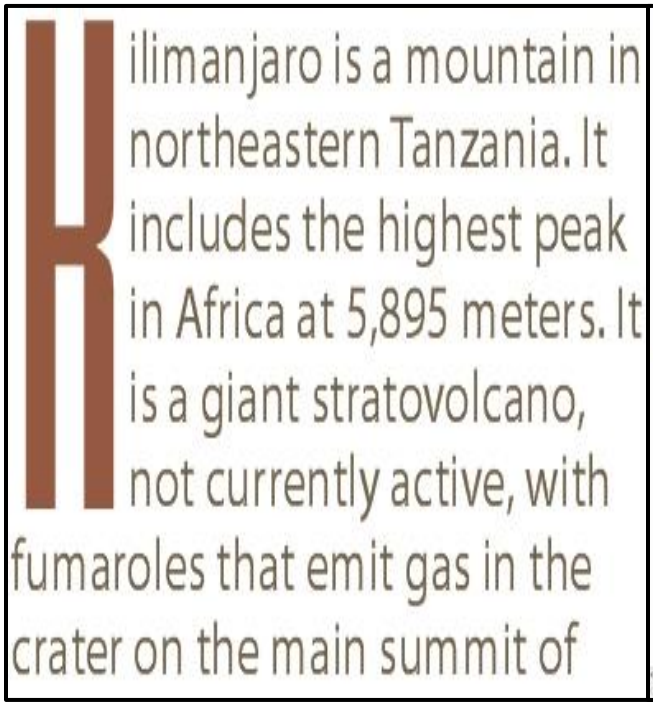
Adding artistic text. To add artistic text to a drawing, select the text tool and click where You want the text. A blinking cursor (|) will appear, and you can now type your text, when you're finished, click somewhere else to add another t ext or click on the selection tool to edit the text (or press CTRL-SPACE). With the selection tool, you can move, resize, rotate, change the color and edit its properties with the active property bar. With the activeroperty bar, you can change the font, size, set bold, set italic and alignment.

Adding paragraph text. To add paragraph text to our document, choose the text tool and click and drag somewhere in your document. This creates a rectangle with a dotted outline. If you type your text into this rectangle, you have paragraph text. Although Coreldraw has a lot of word processing functionality, it is usually more convenient to write your text with a real word processing application, such as MS Word. You can copy your text from MS Word and paste it into coreldraw. If you do so it is important to use 'Paste Special' in Coreldraw ("edit>paste special") and then choose Rich Text Format, otherwise you will paste it as a word document and you can not edit it with Coreldraw tools.



IN COREL DRAW TEXT TOOL FOR PRACTICE EXERCISE





Lesson no. 7: Corel Draw Toolbox

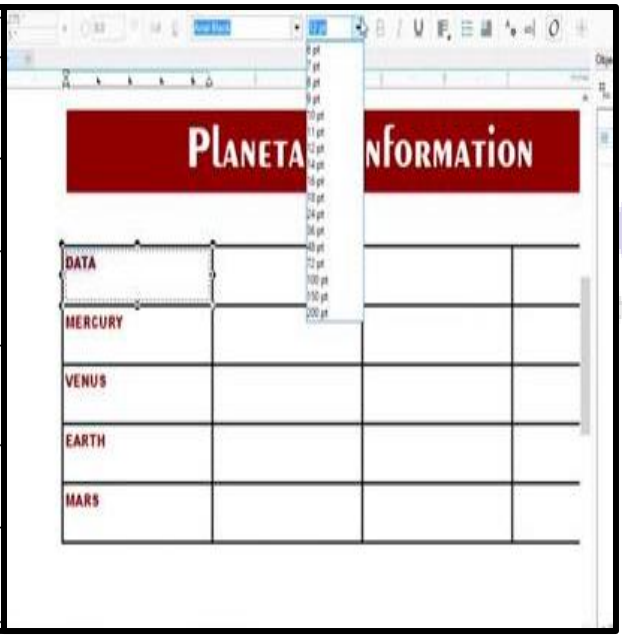
Corel Draw Tool Box and Function Working with Toolbox:-

Tables Tool - Draw, select, and edit tables. Click the Table tool in the toolbox, and drag on the page to create the table. Click Table > Create new table. In the Create new table dialog box, type the number of columns and rows, as well as the overall size of the table.

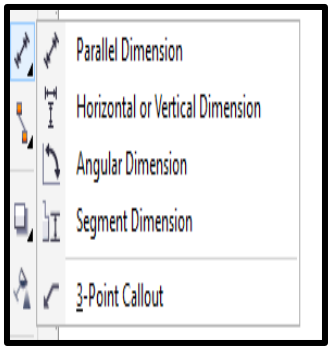
Create a table with the settings shown below by performing one of the following actions:

- Click the Table tool in the toolbox, and drag on the page to create the table.
- Click Table > Create new table. In the Create new table dialog box, type the number of columns and rows, as well as the overall size of the table.

Icon	Name	What id Does
	New Graphic	Creates a new window in which you can design a graphic.
	Open last Edited	Open the last graphic image files you worked on.
	Open Graphic	Opens the Open Drawing dialog box, enabling you to select from any saved graphic image file.
	Template	Enables you to choose from a list of pre-designed page templates that you can use as a basis to begin a design.
	CorelTUTOR	Enables you to select from several categories of online help and instructions.
	What's new?	Lists and explains new features in CorelDRAW 10



DIMENSION TOOL FLYOUTS



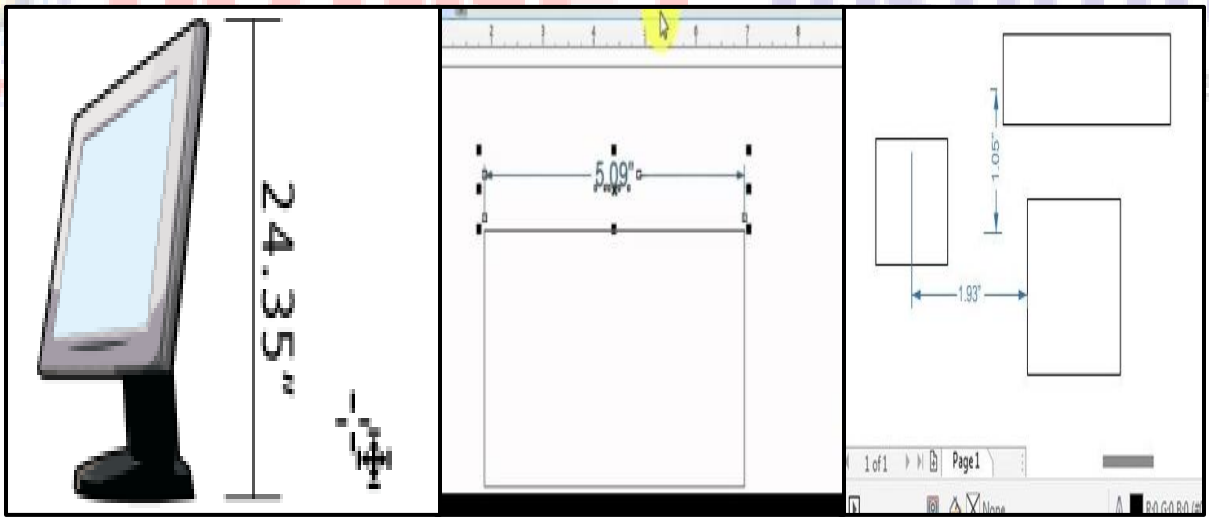
In Corel Draw Working with Dimension Lines

Corel DRAW allows you to easily add various types of dimensioning lines and call-outs. By using dimension lines, you can indicate the distance between two points in a drawing or the size of objects. By default, dimension lines and the measurements shown on the lines change when you change an object's size.

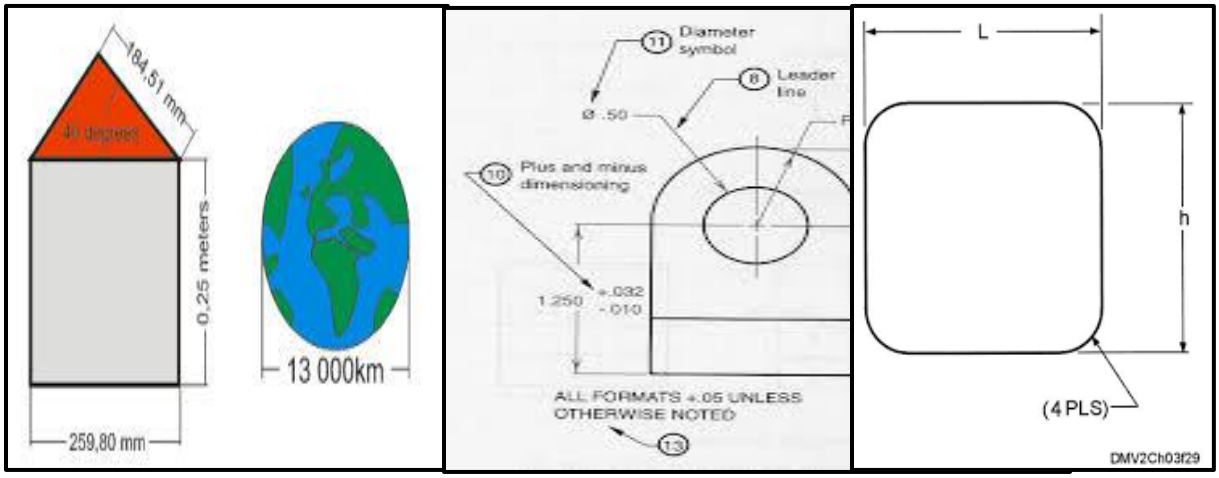
There are 4 types of Dimension line tool in Core Draw

1. **Parallel dimension**
2. **Vertical or horizontal dimension**
3. **Angular dimension lines measure angles.**
4. **Segment dimension tool**

Parallel Dimension - Draw slanted dimension lines. Parallel dimension lines measure the actual distance between two nodes. Click to place the starting point, and drag to where you want to place the endpoint of the dimension line.

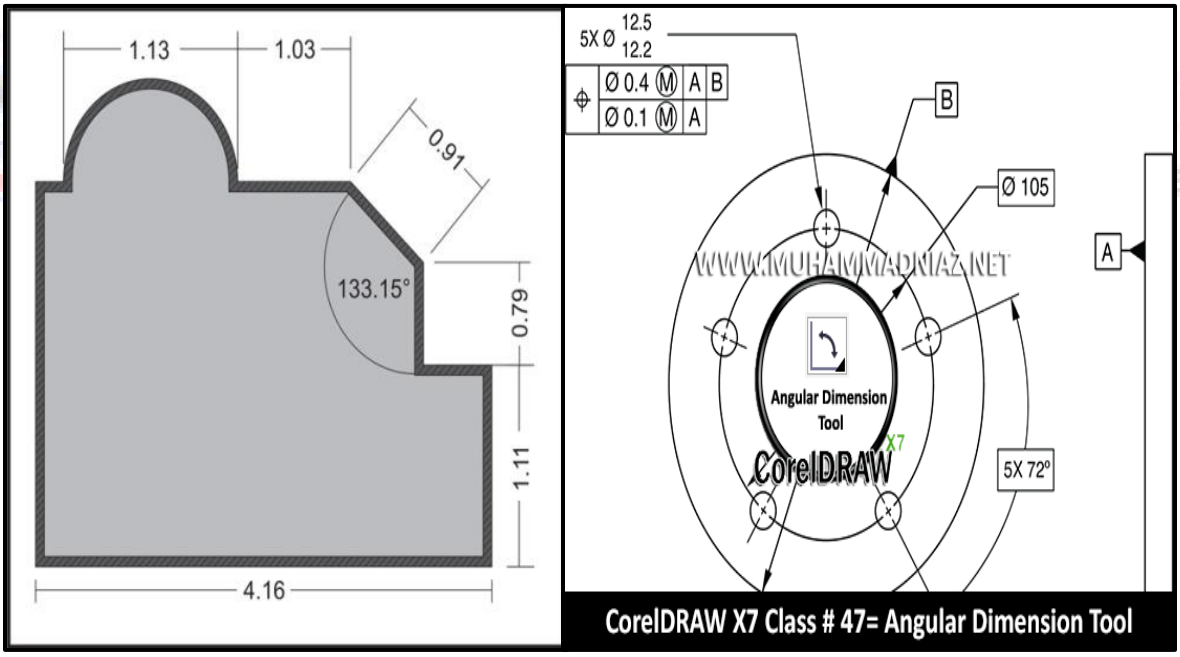


Horizontal or Vertical Dimension tool - Draw horizontal or vertical dimension lines.Vertical or horizontal dimension lines measure the vertical (y-axis) or horizontal (x-axis) distance between any two nodes. Move the pointer to position the dimension line, and click to place the dimension text.



Angular Dimension tool - Draw angular dimension lines. Angular dimension lines measure angles.

- Click where you want the two lines that measure the angle to intersect, and drag to where you want the first line to end.
- Click where you want the second line to end.
- Click where you want the angle label to appear

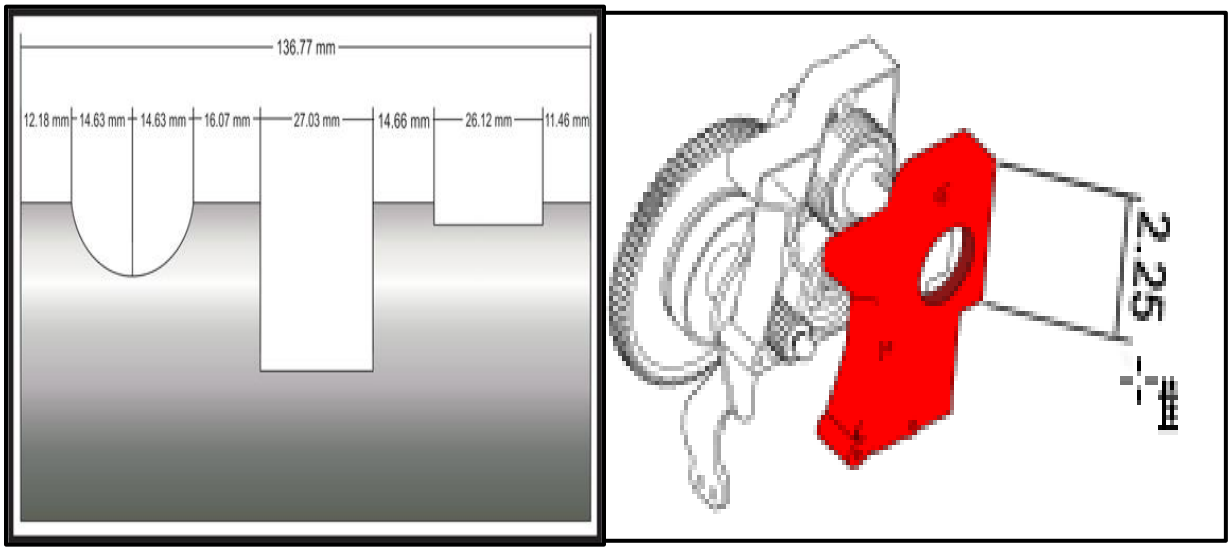


Segment Dimension tool -Display the distance between end nodes on single or. multiple segments. With the Segment dimension tool, you also have the ability to measure the distance between the two most distant nodes in multiple segments. Using the Segment dimension tool , marquee select the segments, drag to position the dimension line, and click where you want to place the dimension text. You can also measure successive segments automatically by clicking the Automatic successive dimensioning button on the property bar, and marquee select the segments that you

want to measure. Drag to the location where you want to place the dimension text and release.

• Click the segment that you want to measure.

• Move the pointer to where you want to position the dimension line, and click where you want to place the dimension text.



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3-Point Callout tool - Draw labels and speech bubbles. Call-outs can be easily created to identify parts of a drawing or to draw attention to specific parts of a design.

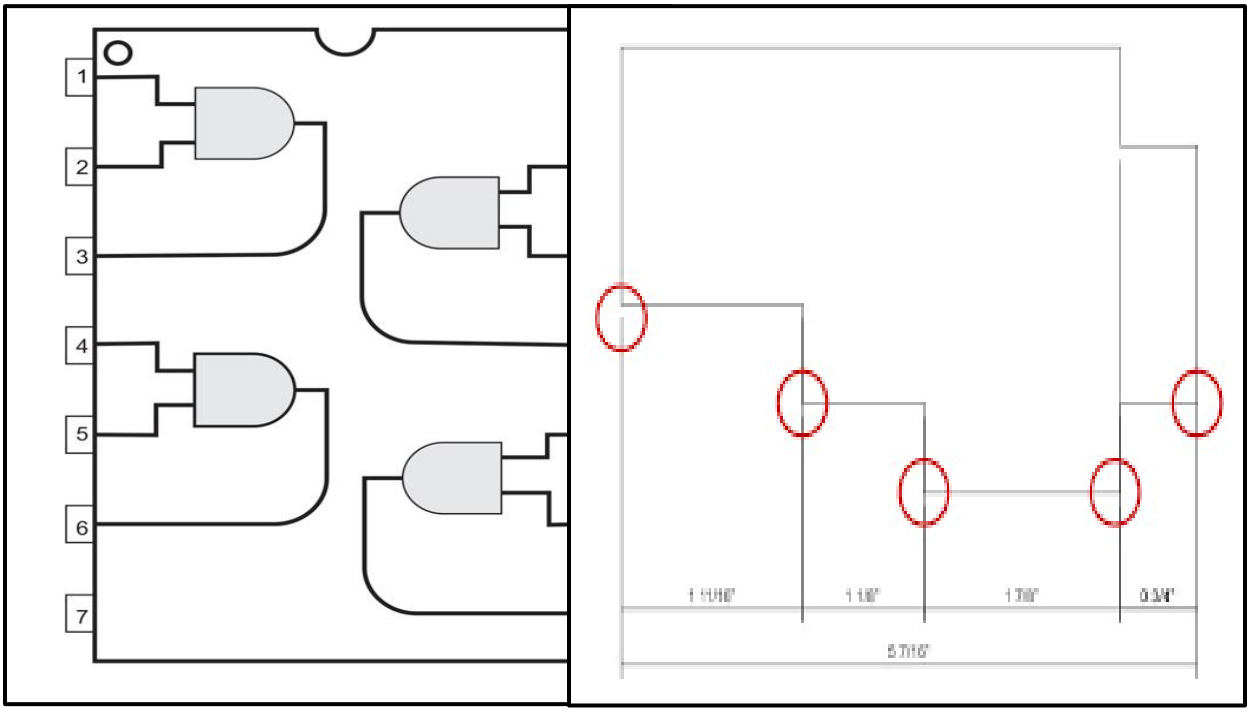
In the toolbox, click the arrow in the bottom-right corner of the Parallel dimension tool button to open the Dimension tools flyout, and click the 3-Point callout tool.

• Click where you want the first callout segment to start, and drag to where you want the first segment to end.

• Click where you want the second segment to end. A text cursor is displayed at the end of the callout line, indicating where to type a label for the object.

• Type the callout text.

You can also change the callout style and the distance between the leader line and the callout text. This is done from the interactive property bar.



IN COREL DRAW FOR TABLE TOOL PRACTICE EXERCISE

RakeshMgs

Corel Draw Versions

Release Date	Version	Release Date	Version
January 1989	1	31 August 1999	9
March 1989	1.01	13 November 2000	10
April 1989	1.02	1 August 2002	11
July 1989	1.10	10 February 2004	12
February 1990	1.11	17 January 2006	X3 [13]
September 1991	2	22 January 2008	X4 [14]
15 May 1992	3	23 February 2010	X5 [15]
20 May 1993	4	20 March 2012	X6 [16]
27 May 1994	5	27 March 2014	X7 [17]
24 August 1995	6	15 March 2016	X8 [18]
8 October 1996	7	11 April 2017	2017 [19]
27 October 1997	8	10 April 2018	2018 [20]

Lesson no. 8: Corel Draw Toolbox

Corel Draw Tool Box and Function Working with Toolbox:-

Connector Tools in Corel Draw Flyout

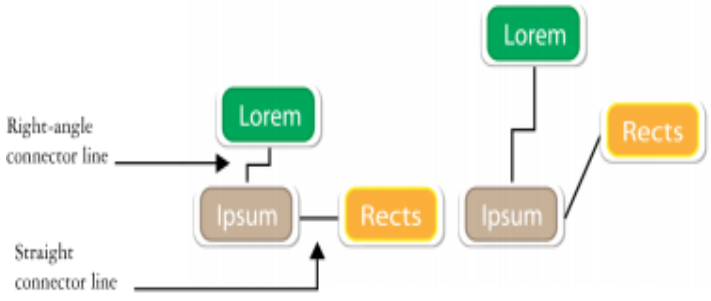
Connector Tools used in Corel Draw

You can draw connector lines between objects. Objects stay connected by these lines even when you move one or both objects. Connector lines, which are also known as "flow lines", are used in technical drawings such as diagrams, flowcharts, and schematics. For information about drawing flowchart shapes, see Drawing predefined shapes.

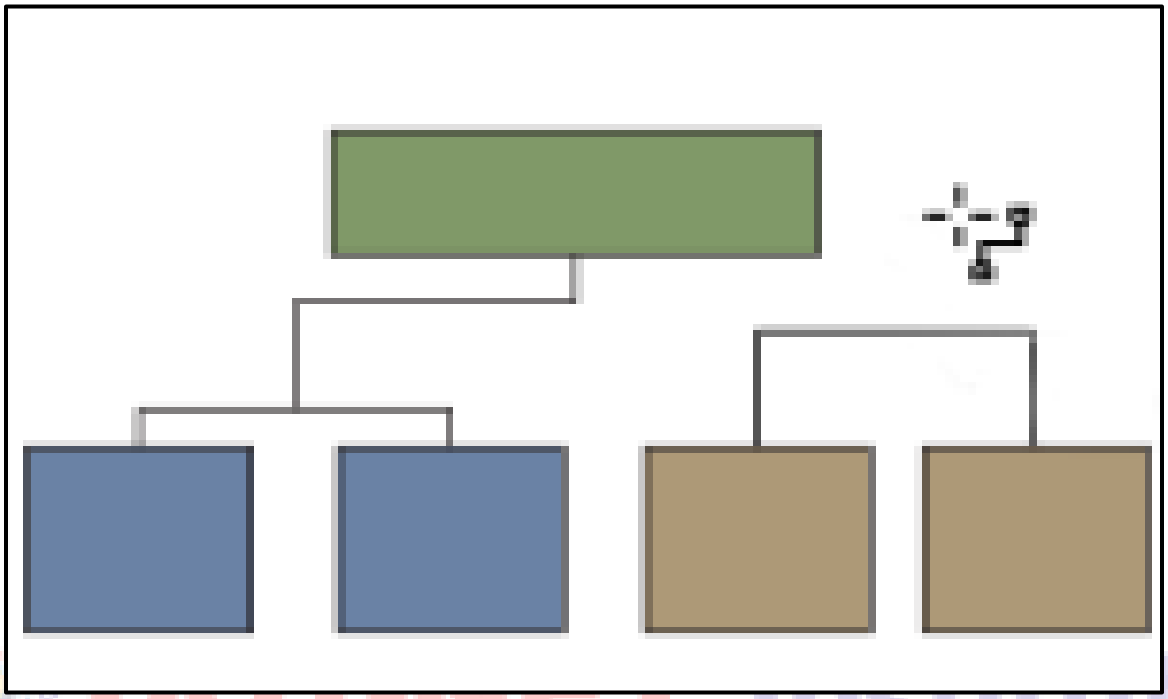
There are three types of connector lines that you can draw in Corel draw.

1- **Straight-line connector tool —**
2- **Right-angle connector tool —**
3- **Rounded right-angle connector tool** —

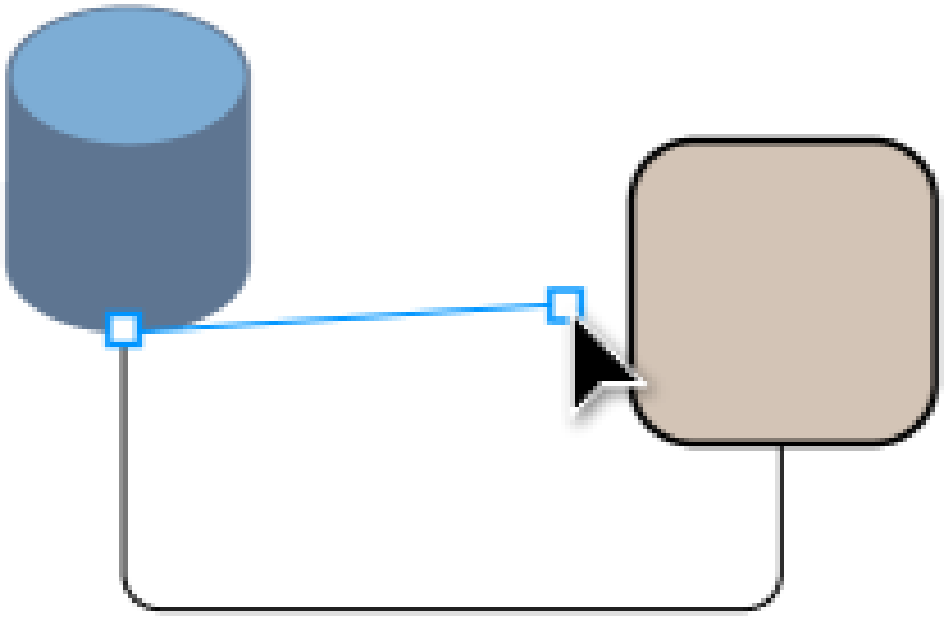
Straight-Line Connector tool - Draw a straight line to connect two objects. When you move objects, their connector lines remain attached. You can draw callout lines that label and draw attention to objects.



Right-Angle Connector tool - Draw a right angle to connect two objects. When you move objects, their connector lines remain attached. Right-Angle Connector tool to create a connector line containing vertical and horizontal segments at right angles



Right-Angle Round Connector tool - Draw a right angle with a rounded corner to connect two objects. Right-Angle Round Connector tool to create a connector line containing vertical and horizontal elements at rounded right angles.



You can change also in straight line connector

Move a horizontal segment in an angled connector line	Using the Shape tool select a connector line, and drag the middle node on the segment that you want to move.
Move an end point of an angled connector line	Using the Shape tool, drag an end node along the edge of the object.
Add a segment in an angled connector line	Using the Shape tool, drag a corner node.
Delete a segment in an angled connector line	Using the Shape tool, drag a corner node over the closest corner node.

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Edit Anchor tool – Modify the connector line anchor points of objects. Edit Anchor tool to create a connector line Containing vertical and horizontal elements at rounded right angles. To change the direction of a connection line by using the Edit Anchor tool.

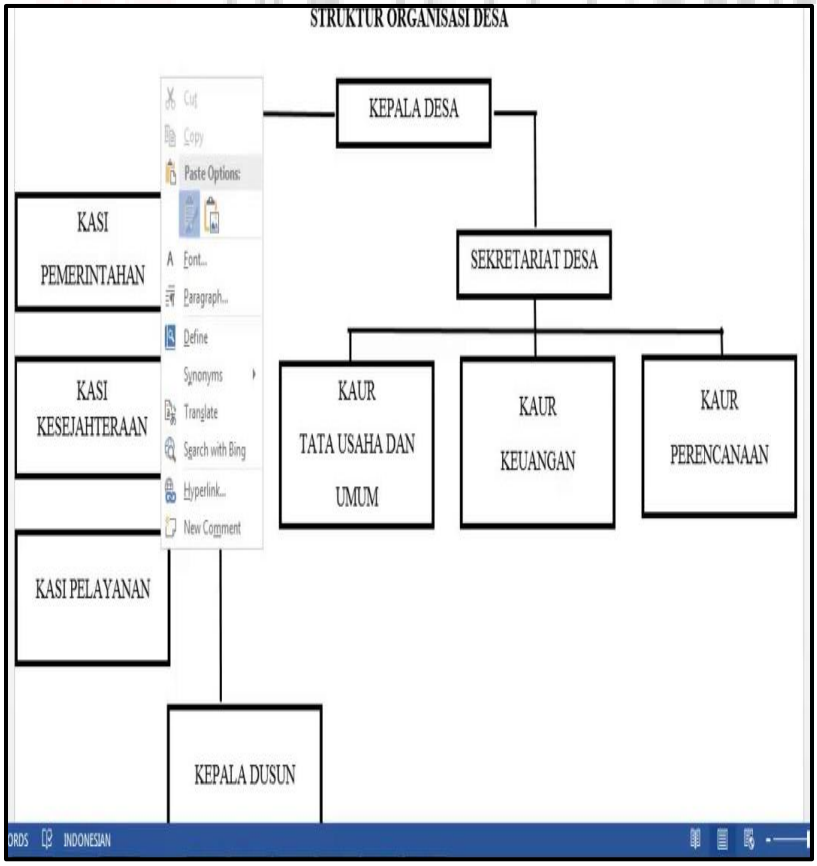
In the toolbox, click the Edit anchor tool .
Click the anchor point from which you want to change the connector line direction.
On the property bar, click the Adjust anchor direction button.

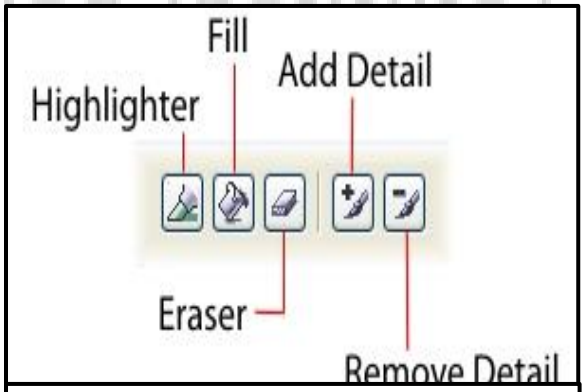
By default, anchor points that you add to an object are not available as snap points for a connector line when the object is moved around in the drawing. To make an anchor point available as a snap point, select it with the Edit anchor tool, and click the **Auto anchor** button on the property bar.

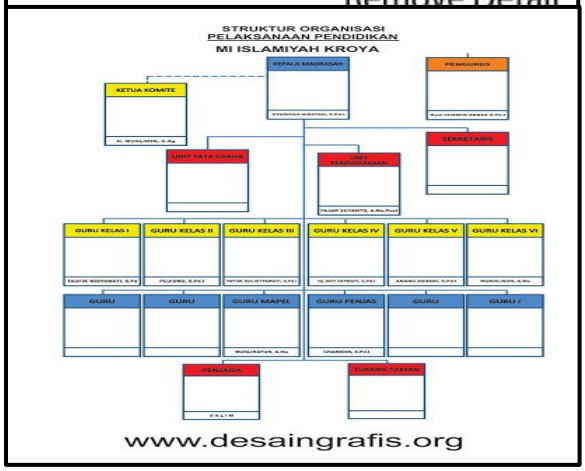
To move or delete an anchor point

To	Do the following
Move the anchor anywhere along the perimeter of an object	Using the Edit anchor tool drag the anchor point to another point on the perimeter.
Move the anchor to the middle of an object	Drag the anchor point to any point inside the object.
Delete an anchor	On the property bar click the Delete anchor button

Connectors Practice Exercise



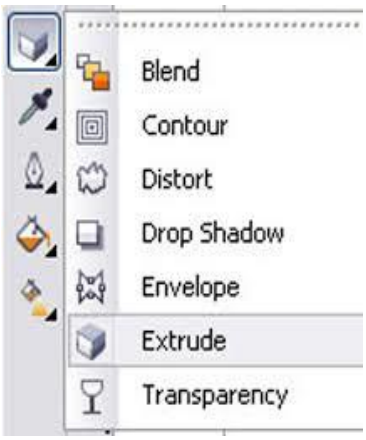




Lesson no. 9: Corel Draw Toolbox

Corel Draw Tool Box and Function Working with Toolbox:-

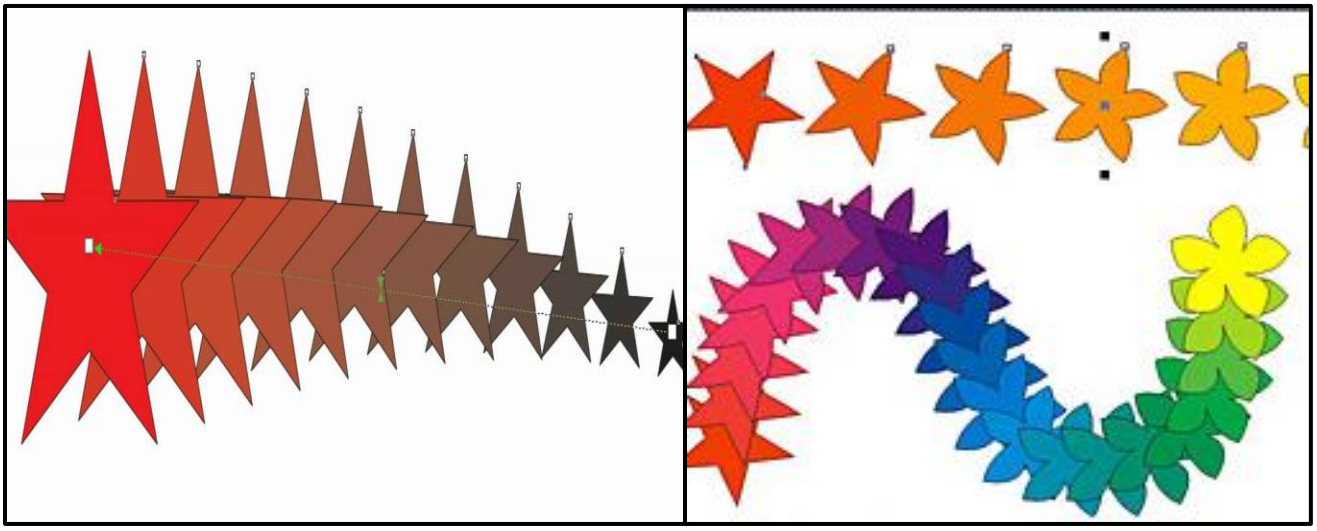
Effect or Interactive Tools in Corel Draw Flyout



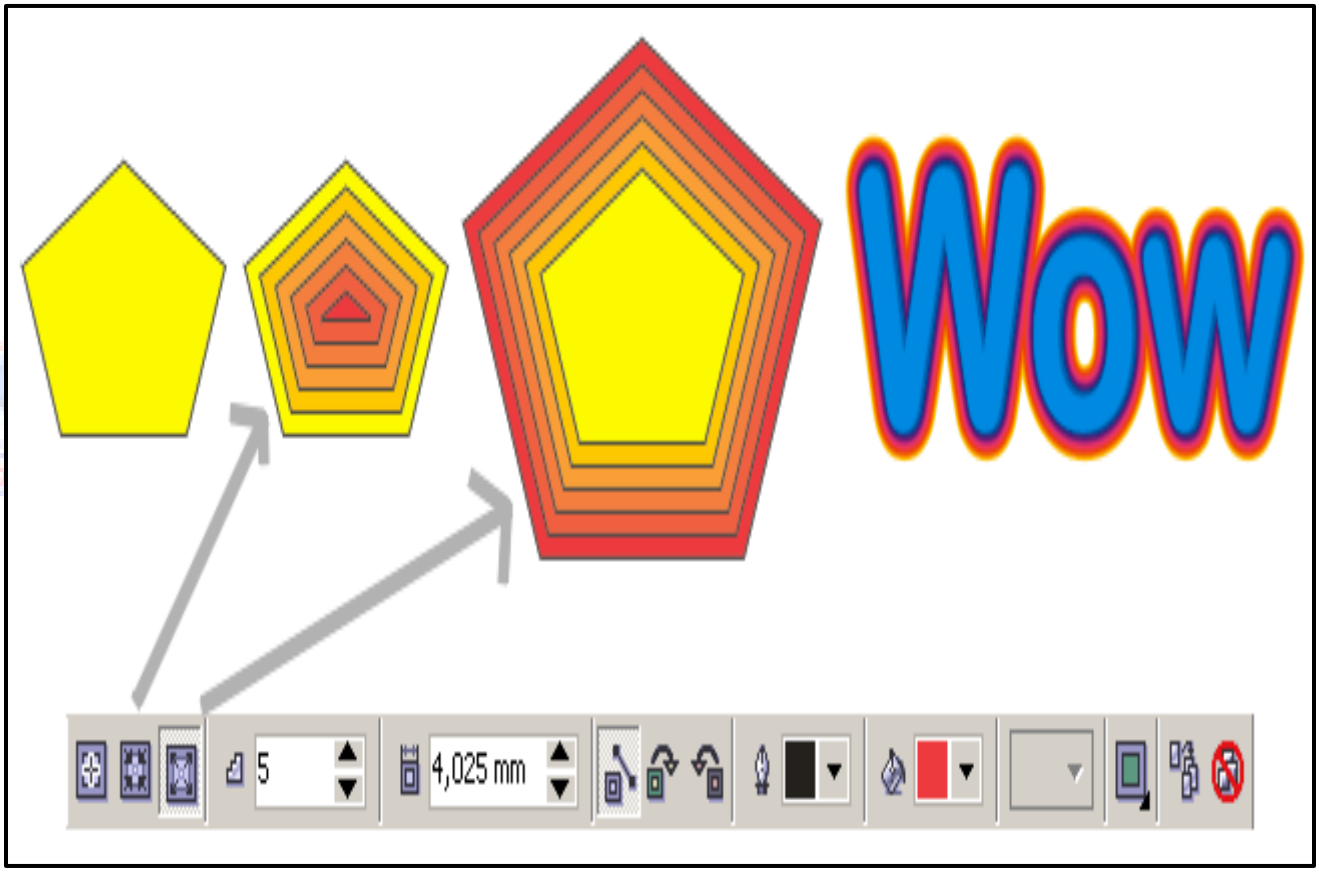
Interactive Tools used in Corel Draw

The effect tools can be used to add special effects to objects; at first glance many of these effects will seem too pronounced to be useful. But with some trial and error many of these effects can be applied subtly and actually improve the illustration.

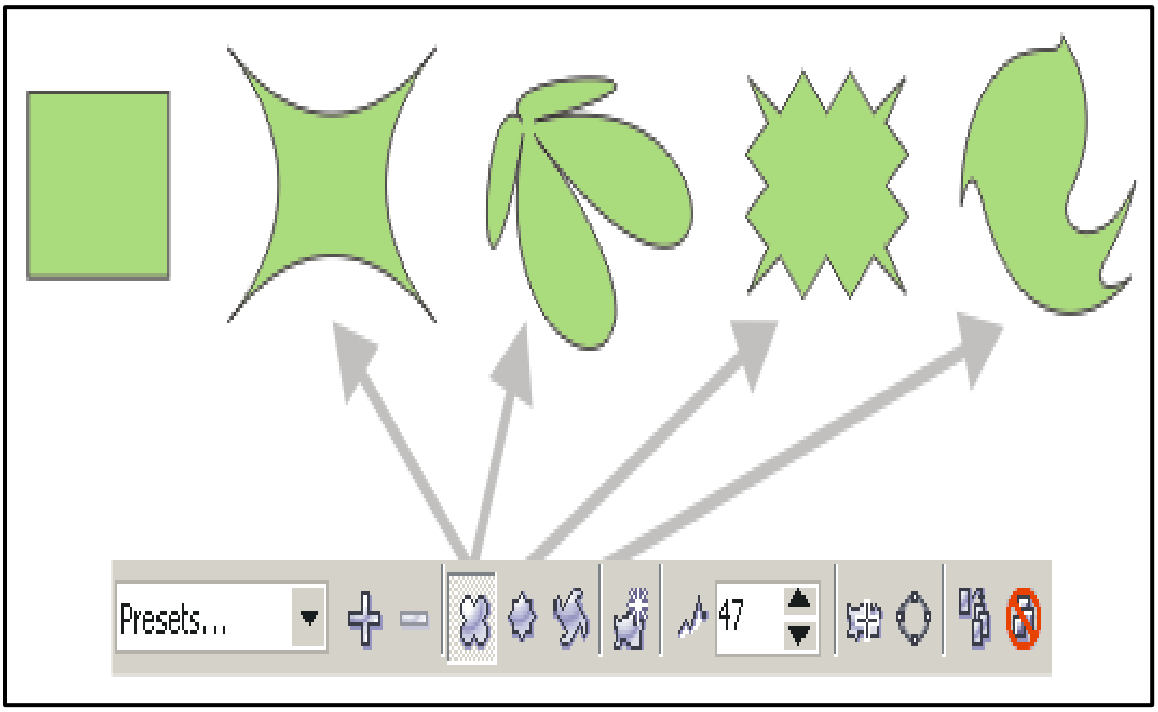
Interactive blend tool - The blend tool blends two objects by drawing intermediate shapes. At first glance this seems to be useless for anything but simulating evolution. Fortunately this first impression is very wrong, it is actually the most powerful tool Vector illustration packages have for making photorealistic illustrations. By blending similar objects on top of each other, which differ only slightly in shape and color, all kinds of complex shading effects can be created. This tool is an interactive one that creates a progression of objects shape, size, and colors between the two objects selected with the tool. Users can control the angle and acceleration of the blend, as well as how many steps will be created from point A to point B.



The Interactive Contour Tool- This interactive tool allows you to create a series of concentric shapes within or around a selected object according to the settings defined either in the Contour docker or the Property Bar. This tool is related to the blend tool, but instead of blending two shapes, it blend the outline of a single object to a larger or smaller version of the object. It adds a series of evenly spaced copies of the outline inside or outside of the outline. Since these added contours also blend in color, a lot of contours closely spaced together result in a smooth effect. The effect is applied by selecting the Interactive Contour Tool, and clicking and dragging on the object to which you want to apply the effect. Dragging to the inside of the object results in contours added inside the object and dragging outwards from the object, results in contours added to the outside. The exact number of contours added and the spacing in between contours can be set using the property bar. On the property bar it is also possible to select the color for both fill and outline where the contour blends to.



Interactive Distortion Tool- This tool transforms objects by giving you the option to apply effects such as push and pull, zipper, or twister distortions through settings found in the **Property Bar**. This tool distorts the outline of objects. When applied without care, it completely alters the shape of objects, but when applied subtly, it can make objects look less geometric and appear more natural. To use it, select a type of distortion from the active property bar, and click and drag on the object to which you want to apply the distortion.



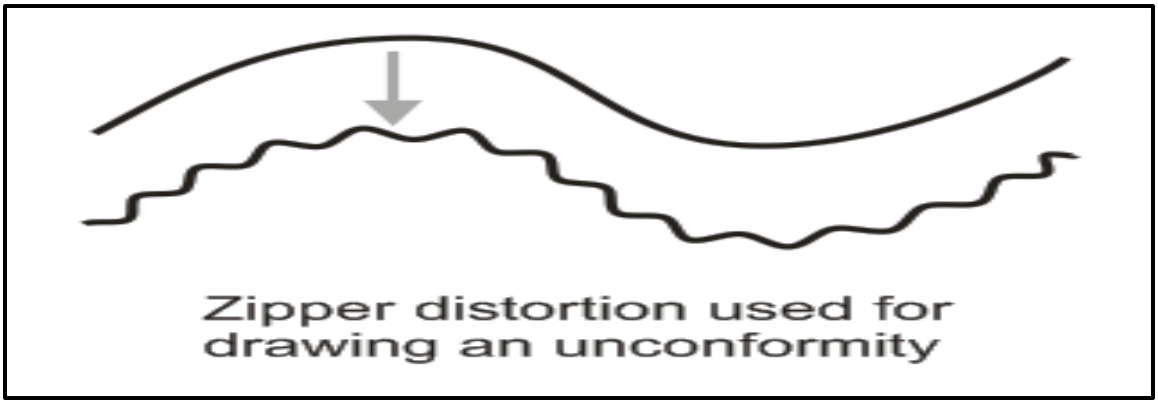
There are three main types of distortion:-

1. Push and pull distortion,
2. Zipper distortion
3. Twister distortion

they are illustrated in the example above.

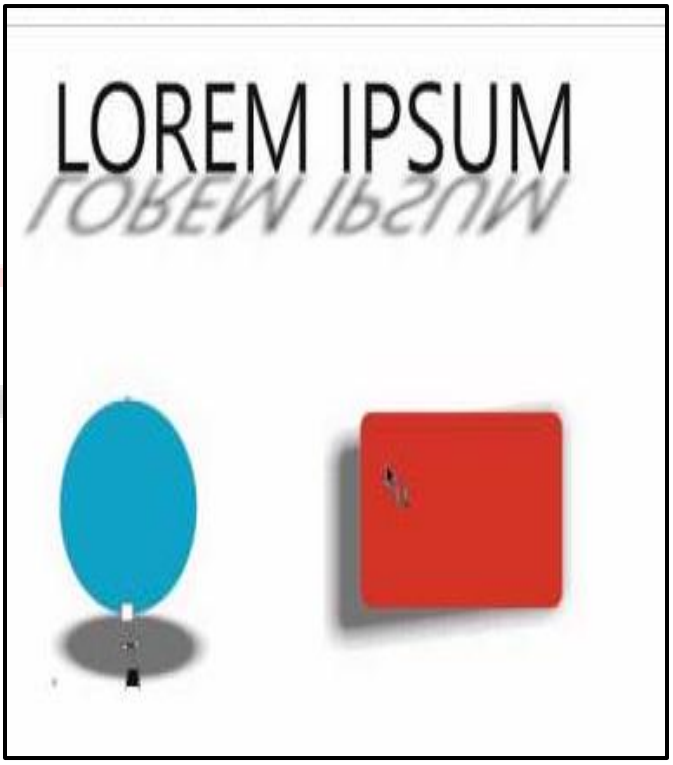
Drawing wiggly unconformities

A typically geological usage of the Zipper distortion is to create a wiggly line, for representing unconformities. To do so, select the line, which you want to become wiggly, and apply Zipper distortion. Next on the active property bar, click on the Smooth distortion button( ) and next click on the Center distortion button( ). You may need to adjust the Zipper distortion amplitude and frequency. (10 8)

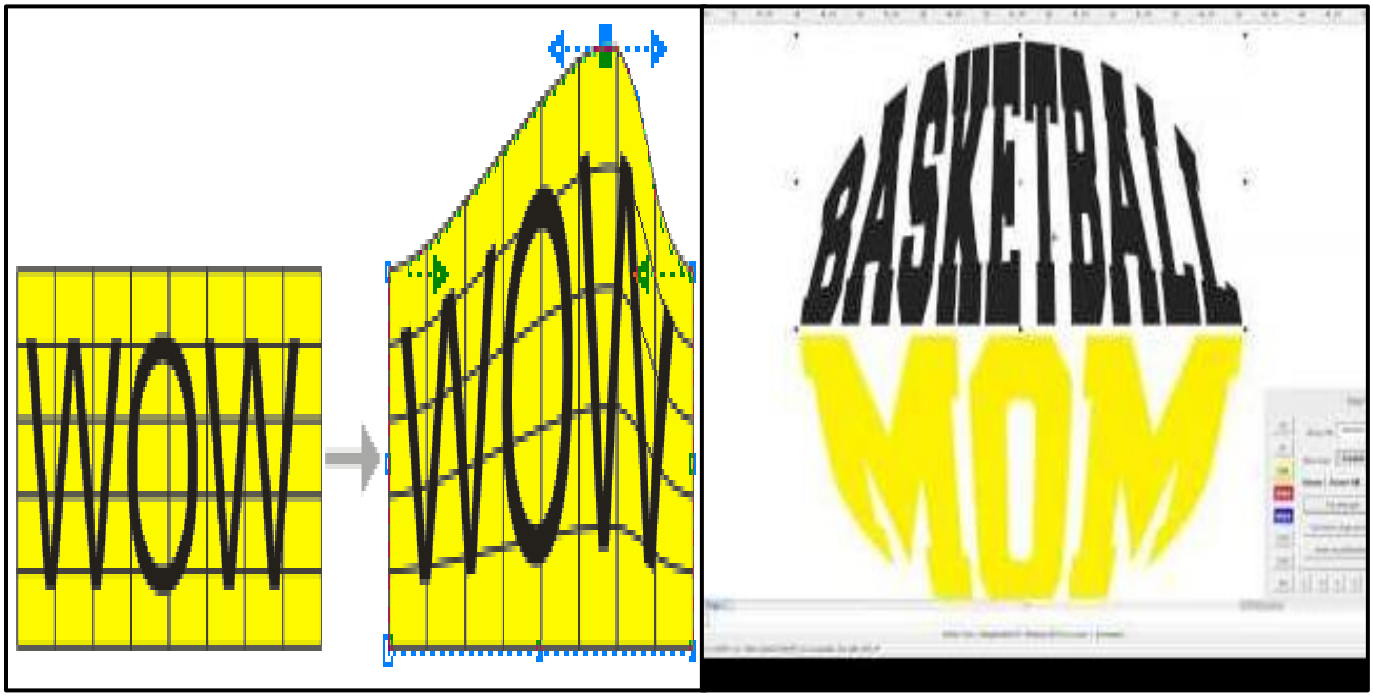


Interactive Drop Shadow Tool This interactive tool allows you to create, place, modify, and copy a drop shadow effect on objects within your documents. Define settings manually or drag the shadow out from the object itself with the tool to create drop shadows quickly and easily. You can save and load preset drop shadows as well, speeding up your productivity within the program.

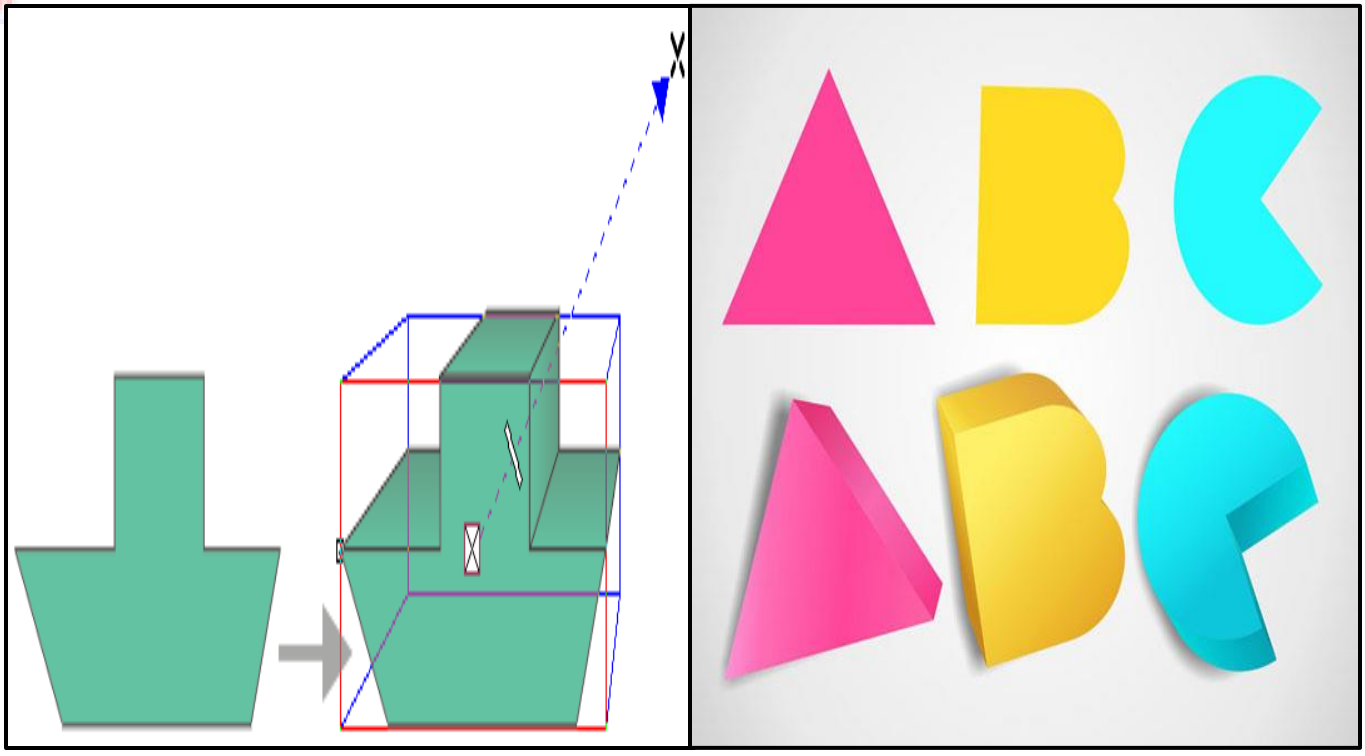
This tool adds drop shadows to objects. Drop shadows are very useful, they give the illusion of depth and quickly make a drawing look more 'finished'. A drop shadow behind text, makes it easier to read over a noisy background. Select the tool, and click and drag on the object to which you want to apply the shadow. The way you drag the mouse determines the type of shadow. The type of shadow can also be selected from property bar, from the presets list. The drop shadow effect can also be used for glow effects, for the strongest effect, choose 'outside direction' in the 'Drop Shadow feathering direction.



Interactive Envelope Tool- This tool allows you to change the shape of an object by manipulating nodes surrounding the object in an envelope or bounding box instead of the object's nodes themselves. This tool bends entire shapes or groups of shapes, by modifying their enveloping shape. It is useful to manipulate the entire shape of complex objects such as text objects, or groups of objects. Choose the Interactive Envelope tool, and select the object you want to alter. An enveloping rectangle with eight nodes appears. Drag the nodes to alter the shape of the envelope, and the object itself will change shape, to match the envelope.



Interactive Extrude Tool- This tool is used to extrude 2-dimensional objects into 3-dimensional objects. Select the tool and click and drag on the object you want to extrude. Different types of perspective and shading are available from the property bar. This tool allows you to convert a flat object into a 3D object with a number of options found within either the **Property Bar** or the Extrude docker.

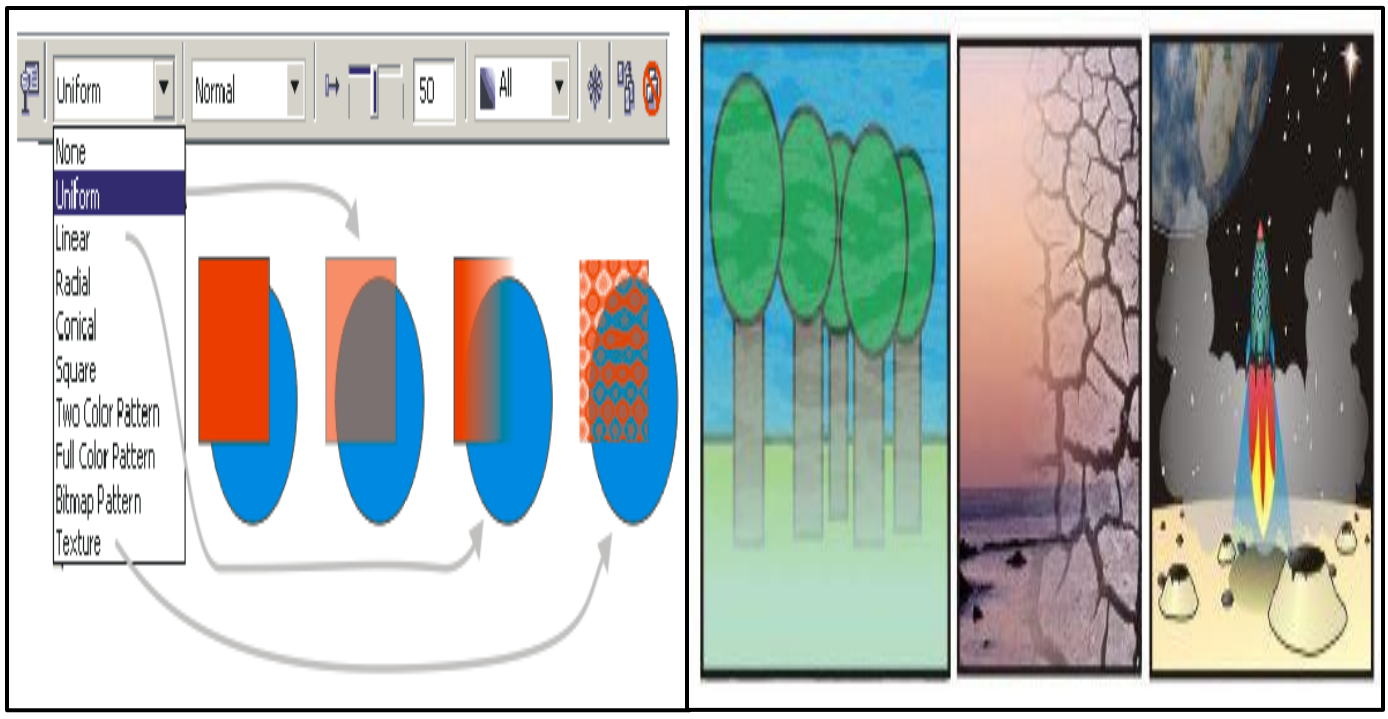


Interactive Transparency Tool- With this tool it is possible to make objects (partially) transparent. Besides making it easy to draw transparent things like glasses, transparent objects can be used to simulate all kinds of effects like smoke, reflections and complex shading effects. Transparency effects can be applied to objects by selecting the objects with the interactive transparency tool and then choosing the type of transparency from the property bar. This tool allows users to interactively create or modify an object or curve's transparency properties either on the object itself or in the **Property Bar**.

There are nine types of transparency:

- **Uniform:** the object's transparency is the same everywhere.
- **Linear, Radial, Conical, Square**: the transparency fades from transparent at one side to opaque on the other side. There are four types of gradient which determine the shape of the fading. When you apply a gradient transparency to an object, a white square and a black square will appear, connected by a straight line. The white square determines the position of the opaque area, and the black square determines the position of the transparent area. These squares can be dragged to move the opaque and transparent areas.
- **Two Color pattern, Full color pattern, Bitmap pattern and Texture**: for these types of transparency the distribution of the transparent and opaque areas is determined by the dark and light areas in the texture or pattern chosen.

A quick way to add linear gradient transparency to an object is to click and drag on the object with the Interactive Transparency tool. Linear gradient transparency is probably the most useful type of transparency, it can be used for fading and shading objects and for blending two bitmaps.

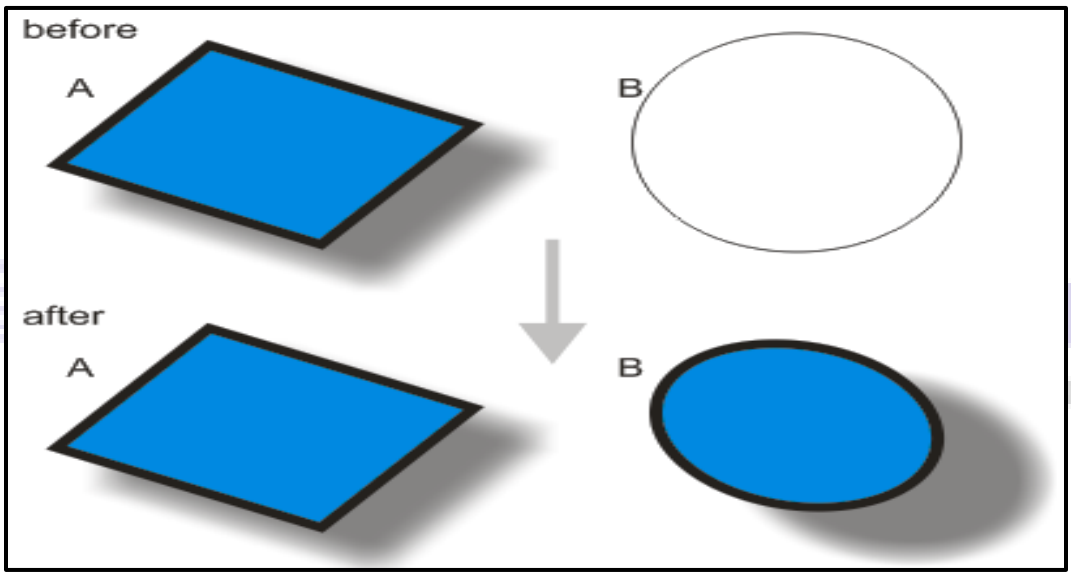


Lesson no. 10: Corel Draw Toolbox

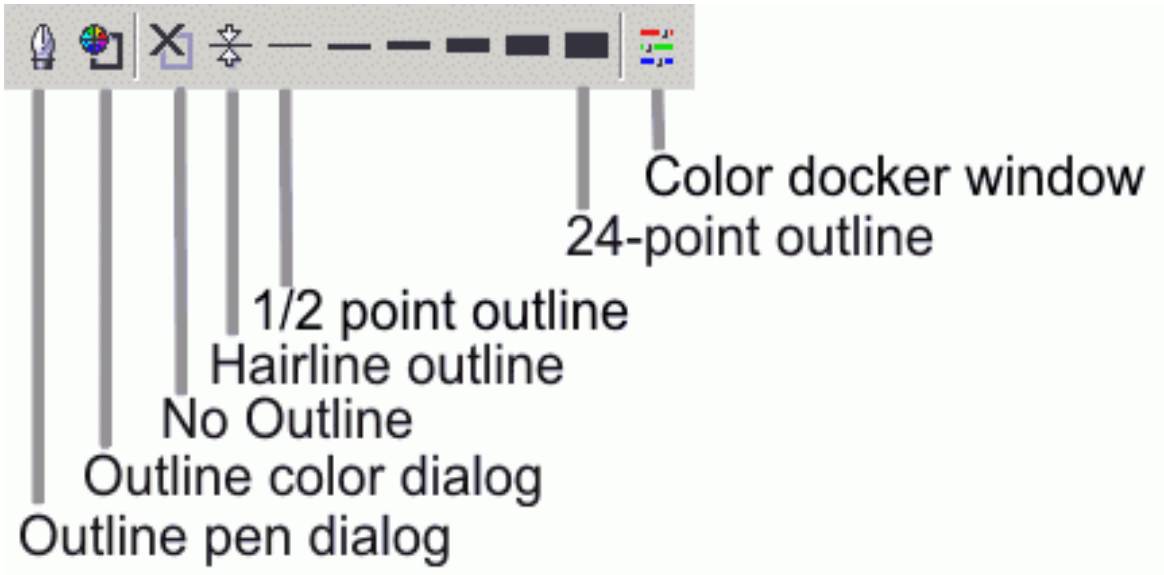
Corel Draw Tool Box and Function Working with Toolbox:-

Color Eyedropper tool- Sample colors, and apply them to objects. These tools allow you to copy properties from one object to another. Click on an object A with the eyedropper tool to sample its properties and next take the paint bucket tool and click on another object B to transfer the A' sampled properties to B.

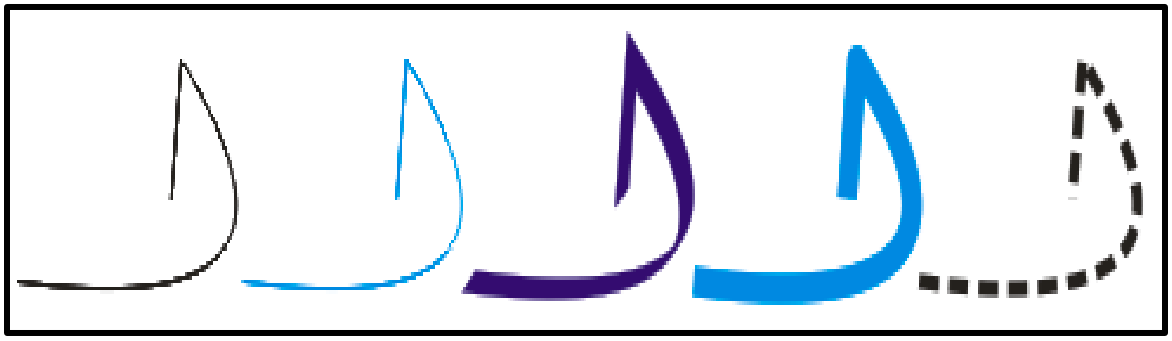
Although eyedroppers tools in graphics software are mostly used to sample colors, the eyedropper tool in CorelDraw can sample a lot more properties beside color; such as line style, skew, rotation, effects applied to the object and fonts for text objects. You can select the properties which are sampled and transferred with the active property bar. A quicker way to transfer some basic properties from one object to another



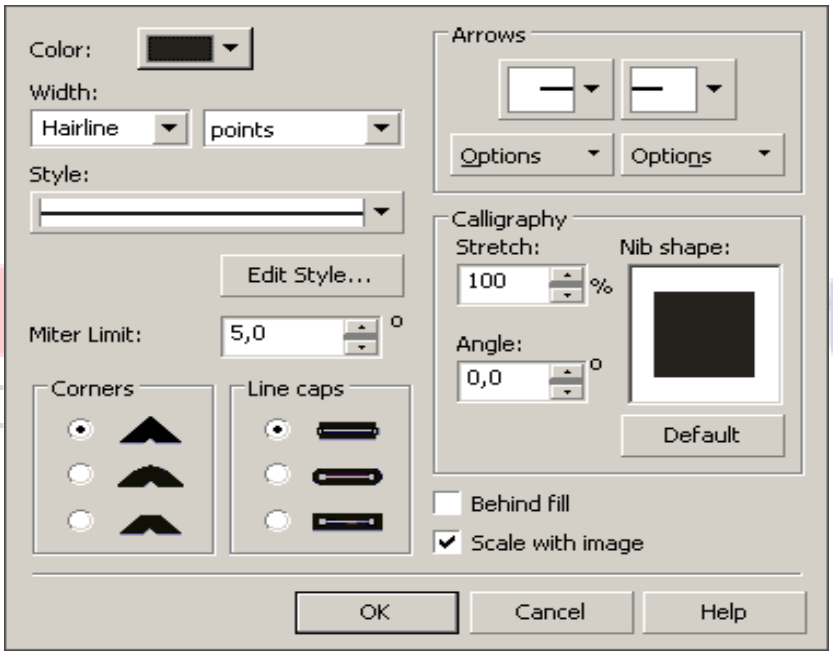
Outline Pen tool Flyout



Outline Pen Tool- The outline menu allows you to format lines. Properties that can be changed include colour, thickness, arrows, dotted lines, corners and calligraphic effects.

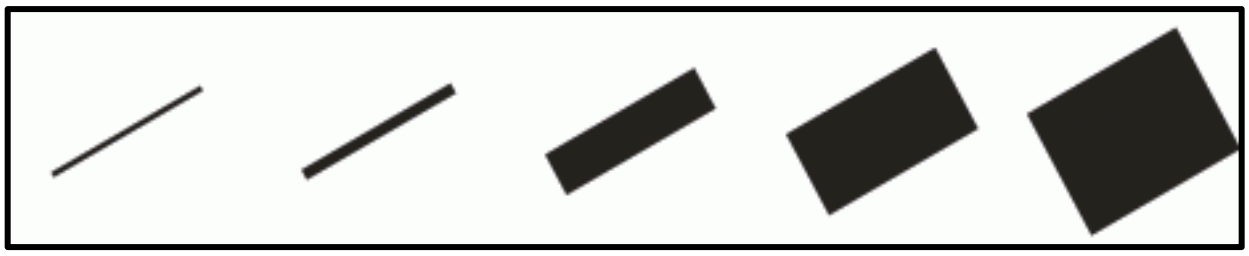


All properties can be accessed through the Pen dialog menu:

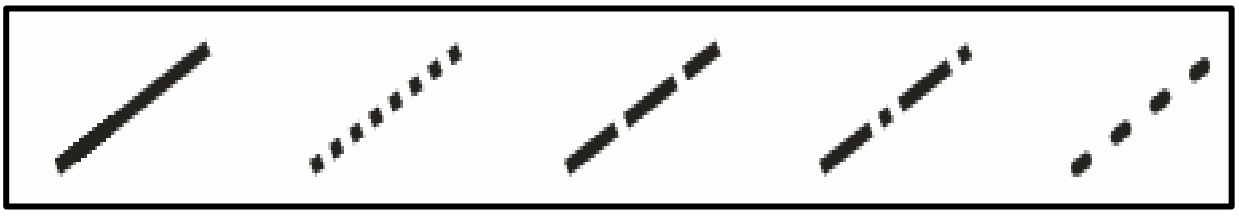


Color: Select a color from the drop down menu

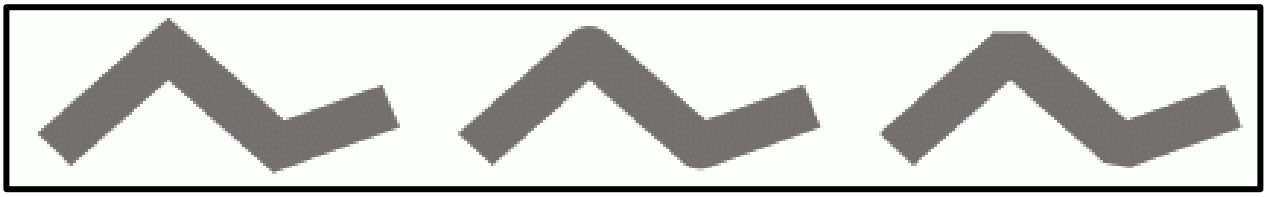
Width: Set the thickness of the line. A hairline is a very thin line, which is barely visible on prints, for printing use lines of at least a point thickness.



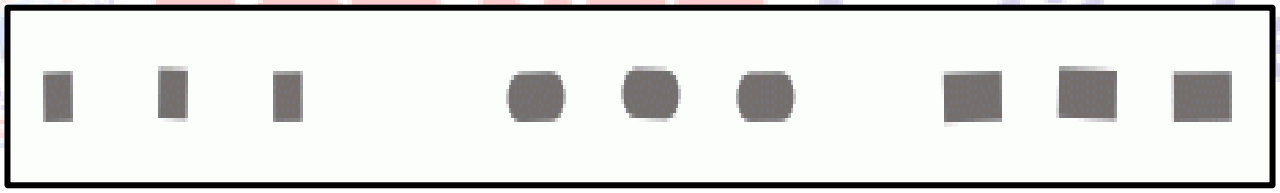
Style: make a line dotted (.....), striped(----) or a mixture(..-..-..). Edit style allows you to make your own style of dots and stripes.



Corners: Choose between angular, rounded or cut off corners.

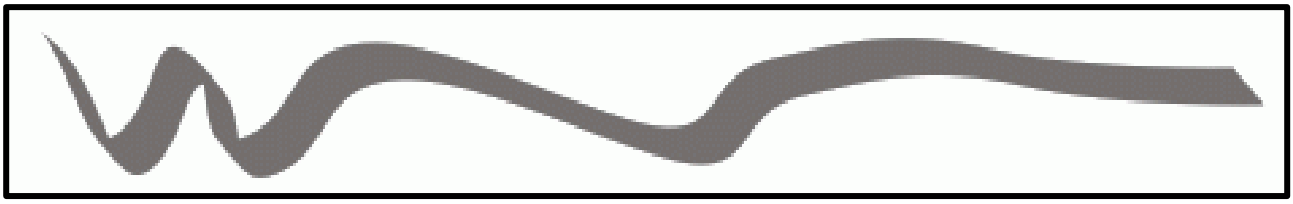


Line Caps: Determine the style of your line endings; straight ending at the node, rounded or straight ending slightly away from the node. Line caps also effects the dots or stripes which make up a dotted line.



Arrows: Add an arrowhead to the beginning or ending of your line. The left box selects an arrow for the beginning of the line, the right box for the end of the line.

Calligraphy: Make a line look calligraphic, it changes thickness depending on the angle. Set a nib shape by clicking and dragging the mouse in the nib shape area. A very thin nib will give a strong effect.



Behind fill: Only shows the outline on the outside of the object, not in front of the fill. This is very useful for text objects, it allows you to add a thick outline to text, without ruining the insides. The thick outline can make a text stand out over a noisy background.

Scale with image: Determines if the thickness of the object's outline is changed when the object itself is changed in size. This option is very useful when the thickness of your lines is important and you want to make large adjustments in size.
If you are like me you will not think about this option until your drawing is nearly finished, but you then suddenly realize you need to resize your entire drawing and it would be very useful to turn this option on for every object. You can do so with the replace objects function. Go to replace objects: " **Edit > Find and Replace > Replace objects "** choose **"Replace outline pen properties**", click next. In the find section select "scale outline with image", select OFF. In the replace section select **"scale outline with image",** select ON, click finish. Click the Replace All button and you are done, all objects no scale there outline when they are resized.

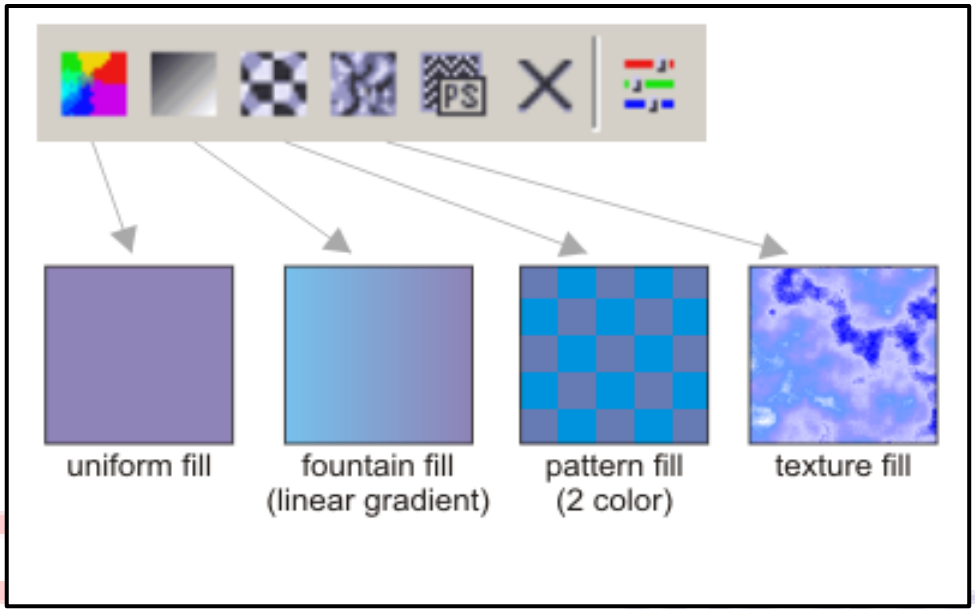
The outline pen menu allows you to set every line properties at once, but there are faster ways to change most line properties:

- **color:** Just right click on a color in the palette and the selected object's outline will change to that color. For no outline, right click on the white square with a diagonal cross in it.
- **Thickness** Seven predefined line thicknesses are directly available form the outline foldout menu. The size range from hairline to 24 point thick.
- **Thickness,** style and arrows are often available from the active property bar when you select a line object.

Lesson no. 11: Corel Draw Toolbox

Corel Draw Tool Box and Function Working with Toolbox:-

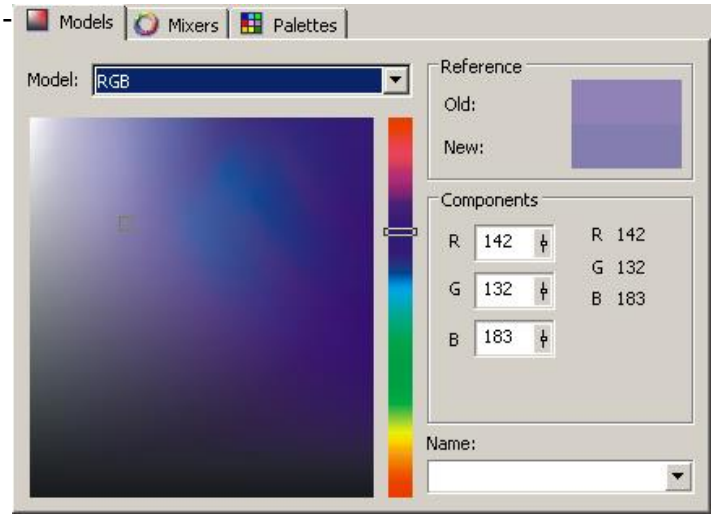
Fill tool Flyout



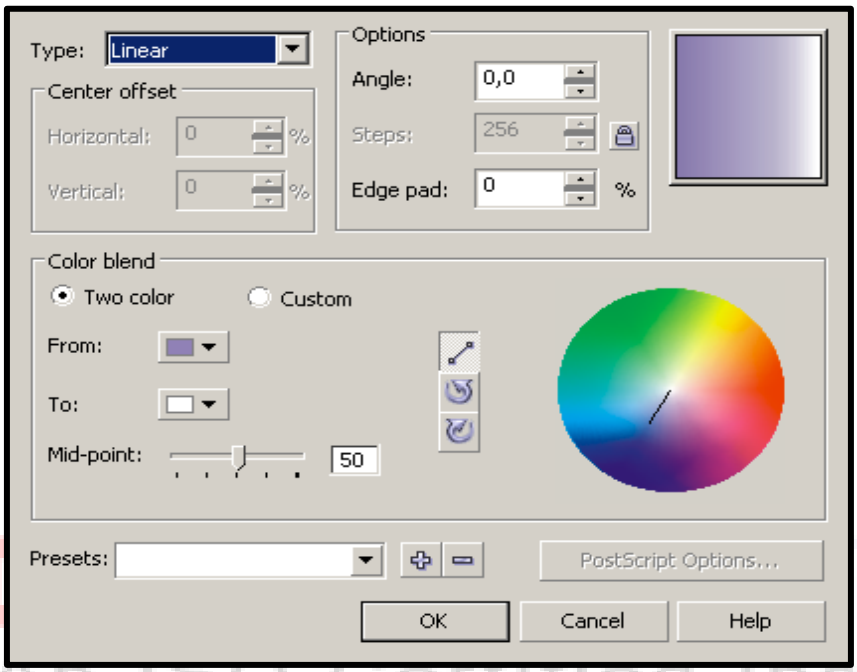
Besides clicking on a color in the palette, there are many other ways to add color to objects. The fill menu gives access to almost all the different fills in CorelDraw. Besides **uniform colors**, CorelDraw can fill objects with various **gradients, patterns, textures** and **postscript** fills.

Fill color dialog- This dialog allows you to give a uniform to an object. The difference between this menu and just clicking a color on the palette is that this menu allows you to fine tune your color. You can choose from many different color models, of which RGB and CMYK are the most important. You can enter your as a numeric value in one of these models. There are two types of color mode in Corel Draw :-

1- **RGB**- Red, Green & Blue
2- **CMYK**- Cyan, Magenta, Yellow & Black

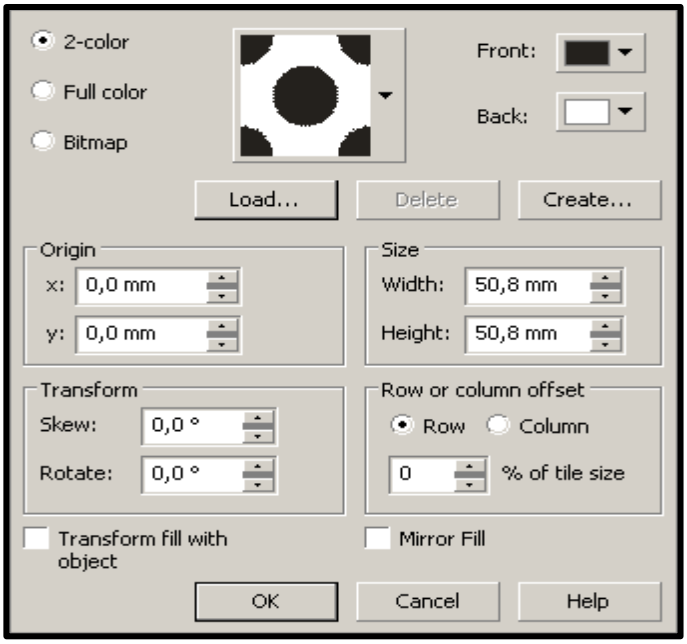


Fountain fill dialog- With this menu you can make gradient fills for your objects. The fills range in complexity, from simple 2 color fills, to gradient fills consisting of many different colors. There are four types of fountain fill: Linear, Radial, Conical and Square. Linear fountain fills blend colors in a single direction. Radial fills blend colors from the centre to the outside of the object. Conical blends colors as if they were distributed along the side of a cone. Square fountain fills blend colors along from the centre outwards along a square.

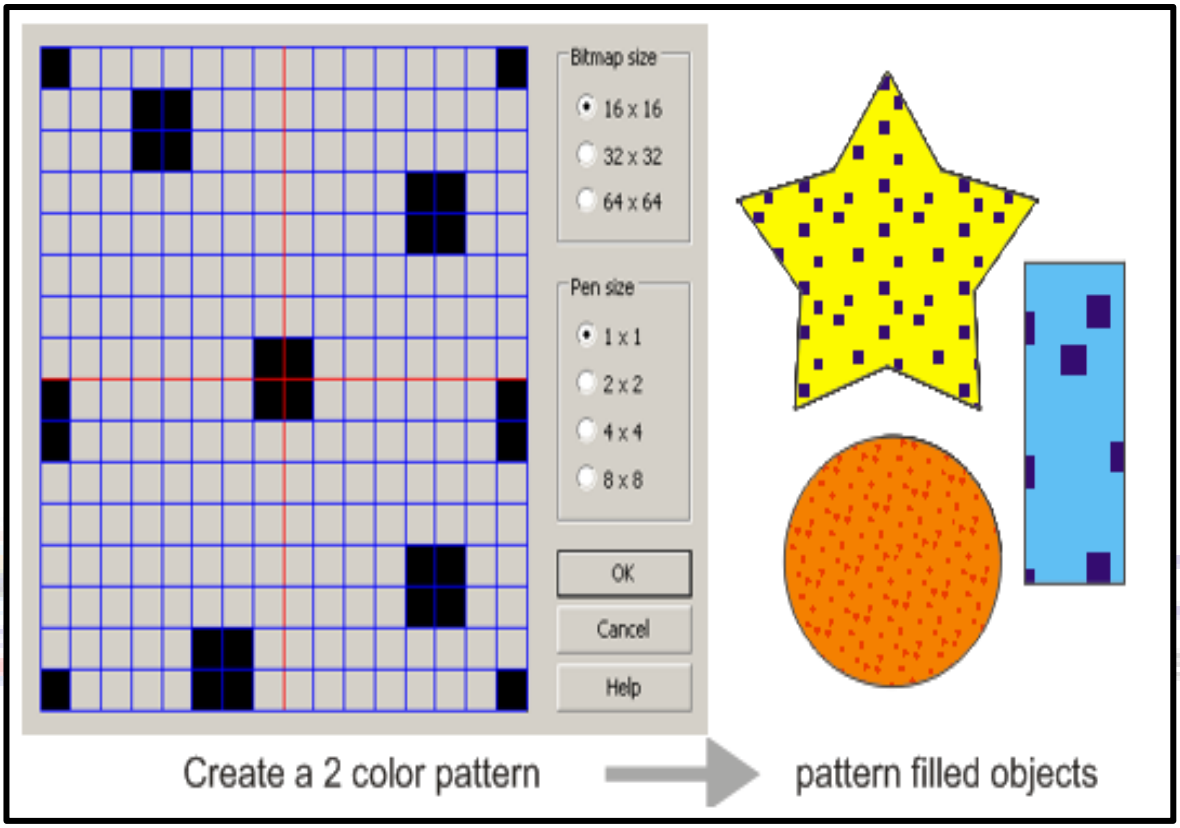


The Fountain fill dialog allows you to create complex fills, but most fountain fills can be created easier and faster with the Interactive fill tool.

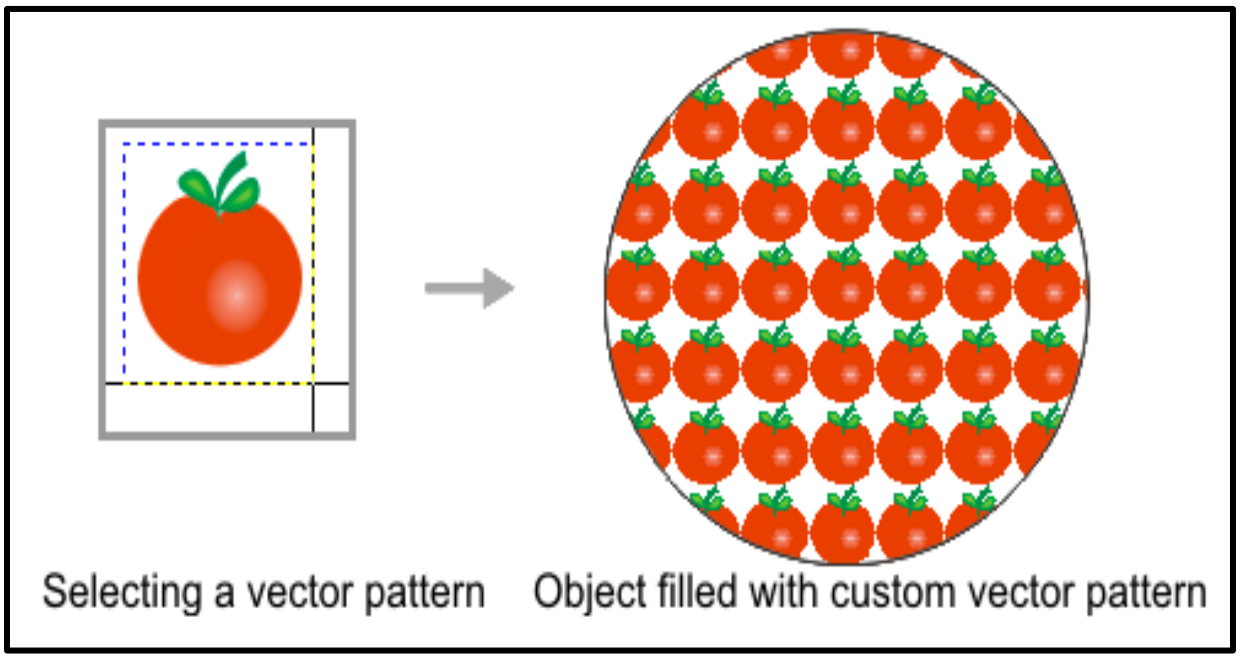
Pattern Fill dialog- This menu allows you to add pattern fills to your objects. Pattern fills consist of small images replicated to fill the objects. There are three kinds of patterns in Corel draw: 2 color, Full color and bitmap.



- **2 color patterns:** These patterns are made of small raster images repeated over and over. You can click the pattern filled square to select a preset. To create your own, click the Create button. On the grid left click to make a grid cell black and right click to make it grey again. It is to use this for patterns with only horizontal or vertical lines, and no diagonal lines, since diagonal lines show a very ugly aliasing. If you do need a pattern with diagonal lines, draw them vertical or horizontal and rotate your entire pattern with the rotate option in the Pattern fill dialog.



- **Full color patterns:** These patterns consist of small vector drawings repeated over and over. These patterns can contain as many colors as you want, and because the patterns are vector based, they can be scaled without loss of sharpness. Their disadvantage is that you can only choose the colors when you create the pattern, you can not change it afterwards. Some presets are available, but if you want to make your own, you have to go back to Coreldraw's drawing tools. The easiest way is to draw your pattern in Coreldraw, and then go to "Tools > Create > Pattern", choose full color. The mouse cursor changes into a crosshair, use the mouse to draw a rectangle around your pattern. When you release the mouse button, a message will appear, asking you if you want to create a pattern from the selected area, click yes and enter a filename for your pattern. Now your pattern is available from the list in the Pattern fill dialog.



- **Bitmap patterns:** This allows you to use bitmap images as a pattern fill. Some presets are available, but you can also load your own bitmap images (photos for example)

- **Texture Fills-** Texture fills are complex fills, probably generated using a fractal algorithm. They work great for giving a natural rough look to your drawings. A good approach to finding the right texture fill, is to look at some samples, adjust the colors and press the preview button until you see a texture you like. The preview button changes some settings each time, generating new textures. The lock symbols next to the options control which options are randomized.

- **Postscript Fills-**

  Postscript fills are rarely used nowadays. These are complex fills, created in the postscript printer language. The postscript fills can be quite nice, but are very hard to edit. They exist mainly for compatibility with postscript files.

Interactive Fill Tool and Interactive Mesh Fill Tool

The interactive fill tool allows you to add the same fills to objects as the normal fill tool, but in an interactive way; you set the fills properties in an interactive way. This is especially useful for fountain fills.

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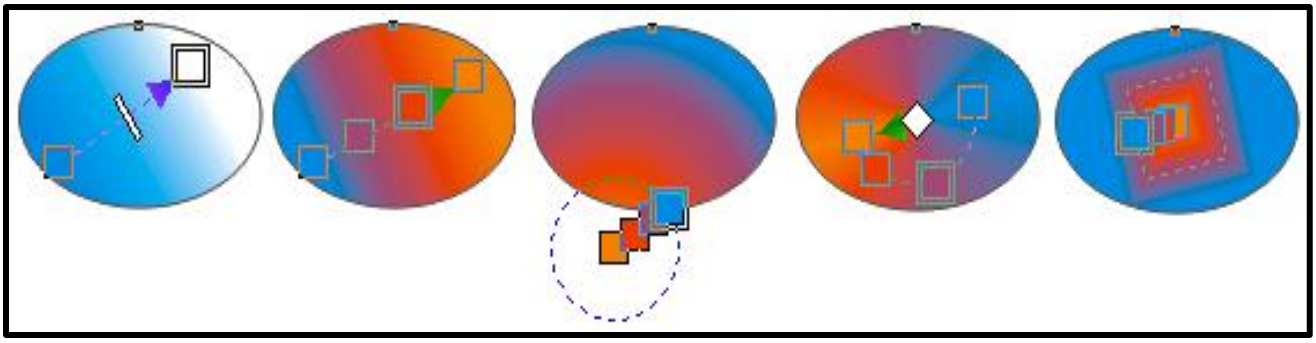
Interactive fill tool

Applying a fountain fill with the interactive fill tool

Just click and drag on an object with the interactive fill tool. The object will become filled with a fountain fill from the objects color to white. The direction of the fountain fill is determined by the direction in which you dragged the mouse.



You can edit the fountain fill by dragging the two squares, to change the direction and position of the fountain fill. You can change the colors used for the fountain fill in the property bar. You can also drop a new color from the palette onto one of the squares, to change the color. If you

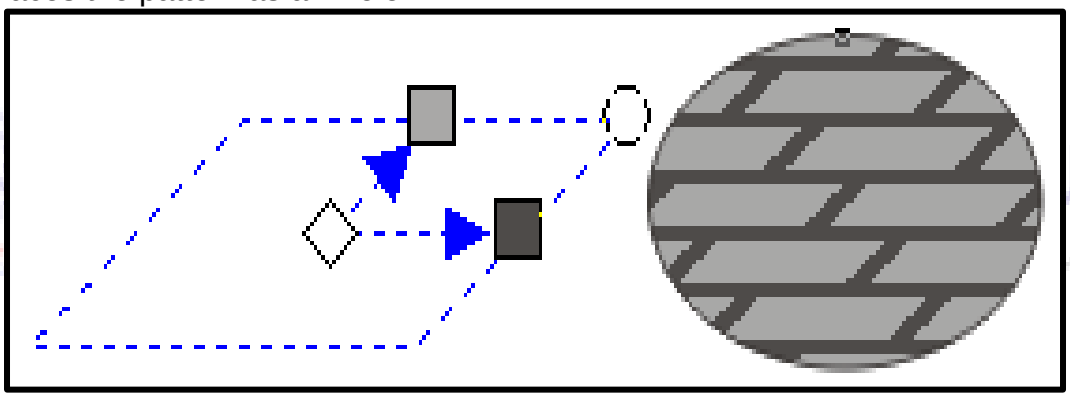
drop a color on the line between the squares, the color will be added to the fountain fill as a new color.

Besides linear fountain fills, there are other types: radial, conical and square. To change your linear fountain fill into another type of fountain fill, select it from the active property bar. The behavior of the squares changes slightly between the different types of fountain fill, but in general it works the same for all types.

Applying other fills with the interactive fill tool

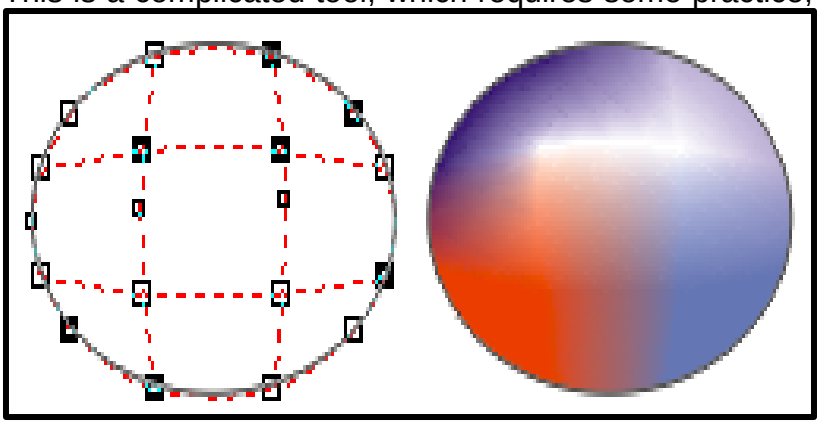
When you select an object with the interactive fill tool, you can apply other fills than fountain fills, with the active property bar. Pattern, texture and postscript fills are available from the dropdown menu in the property bar.

With these fills, less property can be set interactively; most properties are set through the active property bar. When you apply such a fill, a dotted rectangle appears, with 4 marker symbols. These symbols allow you to set the size, rotation, skew and displacement of the pattern tiles interactively. Increase the size of the square by dragging the top right (circle) marker, increases the pattern size. The two squares on the sides allow you to skew the pattern. And dragging the center marker displaces the pattern as a whole.



Interactive mesh fill tool

The mesh fill is a very complex kind of fountain fill, whereby the blending colors' distribution is not limited to lines. The colors can be anywhere inside the object. When you select an object with the interactive mesh fill tool, it will become overlain with a mesh lines and nodes. You can drag and drop colors from the palette onto zones or nodes of the mesh. The colors will automatically blend with the other colors in the mesh. The mesh itself can be node edited, to make allow for a more precise distribution of the colors. This is a complicated tool, which requires some practice, but can achieve impressive results.



Lesson no. 12: Corel Draw Toolbox

About Toolbars - When we start Corel draw, there are 4 toolbars are below:-

1- Title Toolbar
2- Menu Toolbar
3- Standard Toolbar
4- Property Toolbar

Title Bar- It Displays the name of the program, the name & Location of the currently active word document, the Control menu icon, the Maximize button, the Minimize button and the Restore and Close button.

Menu Bar- The Menu Bar is positioned below the Title bar. It contains options like File, Edit, View and Format etc. Each of these menu bar items has drop-down menus. [Drop-down menu comprises a list of options which drops down when you click on the menu bar item]

Standard Toolbar- The standard toolbar contains buttons that are shortcuts to many of the menu commands. It provides access to common windows commands, such as New, Open, Save and Print etc.

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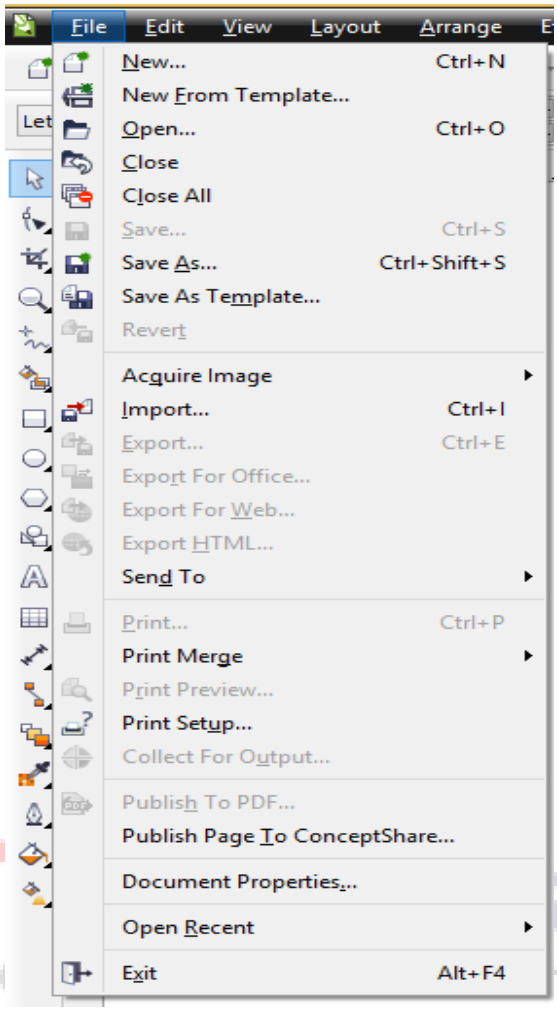
Property Bar- This bar has icons and drop-down lists that change dynamically, depending on what is selected and which tool is active. It displays the most commonly used functions that are relevant to the active tool or to the task you're performing. Although it looks like a toolbar, the property bar contents changes depending on the tool or task. **For example**, **when you click the Text tool in the Toolbox, the property bar displays only text related commands, such as text, formatting, alignment, and editing tools.**

After complete Toolbox From here we start Menu Bar-: There are 12 Menus in a Corel Draw Window:

1. File
2. Edit
3. View
4. Layout
5. Arrange
6. Effects
7. Bitmaps
8. Text
9. Tables
10. Tools
11. Windows
12. Help

File Menu- Drop Down list



NEW - Creates a " New Blank document" (Shortcut- Ctrl+ N)

NEW FROM TEMPLATE - Creates a new document by using existing designed formats.

NEW FROM TEMPLATE - Creates a new document by using existing designed formats.

OPEN - Opens an existing or Saved document. **(Shortcut – Ctrl+O)**

CLOSE - Close the active document without exiting the program.

SAVE - Saves the active file with its current file name, location and file format.(**Shortcut- Ctrl+S)**

SAVE AS - Saves an already saved file with different name and Format. .(**Shortcut- Ctrl+Shift+S)**

REVERT - Revert to the last saved version of a drawing.

ACQUIRE - IMAGE Lets you scan something using the installed scanner.

IMPORT - Lets you import a bitmap or any other file into a document either directly or by linking it to an external file. When you link to an external file, edits to the original file are automatically updated in the imported file. **(Shortcut- Ctrl+I)**

EXPORT - Lets you export and save images to a selected file format that can be used in other applications. For example, you can export a file to the Adobe Illustrator (AI) or GIF format. **(Shortcut- Ctrl+E)**

SEND TO -Sends your active documents directly to various locations like My Documents, Mail Recipient, Creates shortcut for your file on desktop etc.

PRINT - Prints active document

PRINT MERGE You can use the Print merge wizard to combine text with a drawing.
For example, you can personalize an invitation by printing a different recipient's name on each invitation. PRINT PREVIEW Shows how a document will look when you print it.

PRINT PREVIEW -Shows how a document will look when you print it.

PRINT SETUP - Lets you change the print settings.

PREPARE FOR SERVICE BUREAU - You can use the Prepare for service bureau wizard to guide you through the process of sending a file to a service bureau. The wizard simplifies processes such as creating PostScript and PDF files; gathering different pieces required for outputting an image; and copying the original image, embedded image files, and fonts to a user-defined location.

PUBLISH TO WEB - It provides several options for publishing your document or selection for use on the World Wide Web. You can choose several options such as image format, HTML layout, export range, and file transfer protocol (FTP) site parameters for uploading your files.

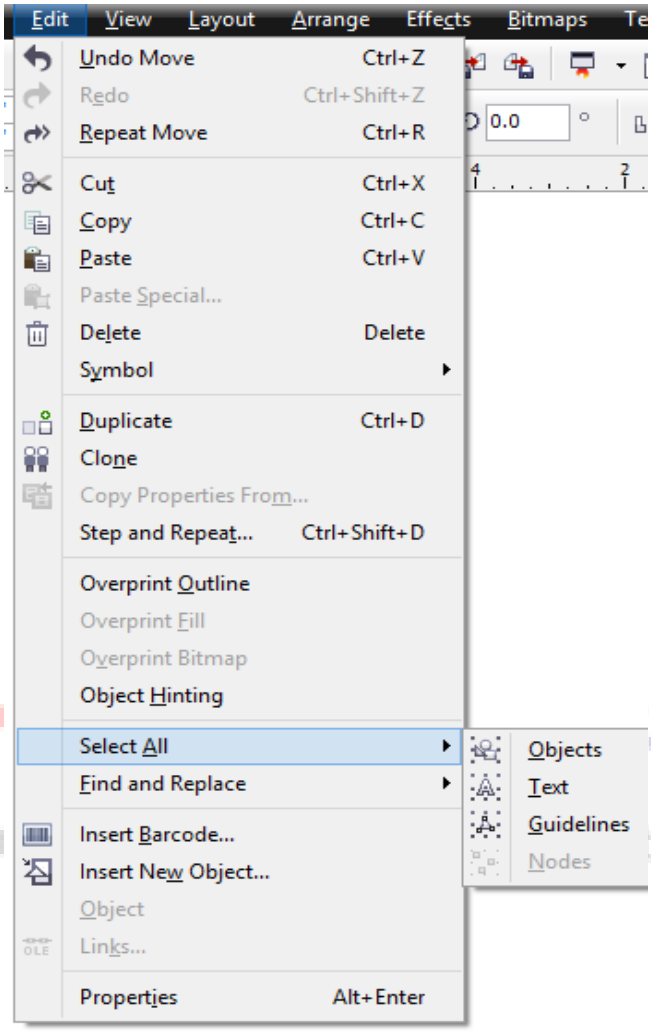
PUBLISH TO PDF - Lets you export or save your file in a PDF file format. The Portable Document Format (PDF) is a file format designed to preserve fonts, images, graphics, and formatting of an original application file. Using Adobe Acrobat Reader and Adobe Acrobat Exchange, a PDF file can be viewed, shared, and printed

DOCUMENT INFO - Gives you detailed information about your active document.

EXIT - To close the active document and exit the Corel draw only. (Alt+F4)

Lesson no. 13: Corel Draw Menu Bar

Edit Menu- Drop Down list



Undo - To step backward the steps you did.t“ (Shortcut- Ctrl+ Z)

Redo - To step for word the steps you did using the undo. (Ctrl+Shift+Z)

Repeat Move - To repeat the last step you did.. (Ctrl+R)

Cut- To cut any object or text. Cut the Selection and put it on the clipboard. **(Shortcut – Ctrl+X)**

Copy - To copy any object or text. Copy the Selection and put it on the clipboard.
(Shortcut – Ctrl+C)

Paste - To paste the object you copied or cut.(**Shortcut- Ctrl+V)**

Delete - To delete the selected object or picture.

Duplicate - To make a duplicate copy of the selected object (**Shortcut- Ctrl+D)**

Clone-It also makes a duplicate copy of the selected objects..

Copy Properties From -To copy the properties (i.e. fill color, outline color and outline style) from one object to another

Step & Repeat - Prints active document. **(Shortcut- Ctrl+Shift+D)**

Overprint outline **Overprint** is a way of combining colors when dealing with subtractive colour spaces such as CMYK. When you print non-transparent, overlapping colours, the top colour knock outs the area underneath. • Overprint is a feature that especially in **Adobe Illustrator, InDesign** and **Corel Draw** needs special attention.

Overprint Fill - **Overprinting** Fill means that one **color** gets printed directly on top of another color. Sometimes in printing, it makes sense to allow the top objects in a piece to print directly on top of other fully printed objects.

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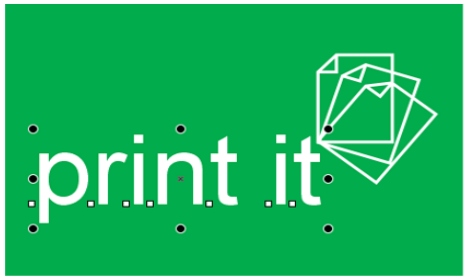
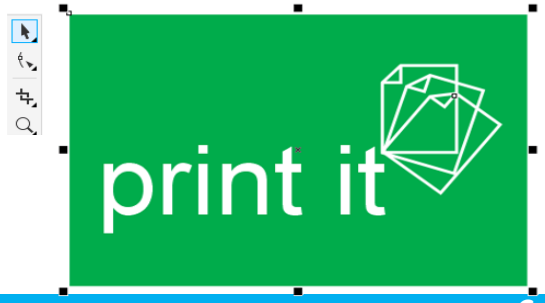
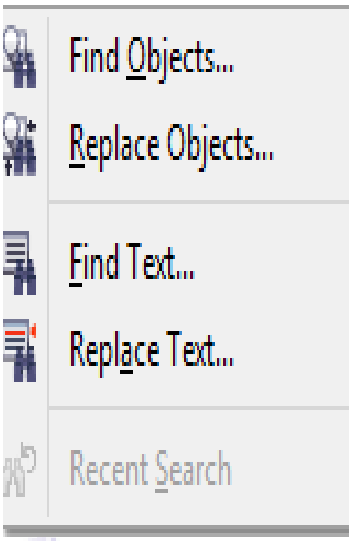
Object Hinting- Applying **object hinting**. Object hinting allows you to improve **object** rendering by adjusting the display of an object so that it lines up with the pixel grid. For example, if you're creating a button for the Web, you can enable object hinting to ensure the object appears clean and sharp when exporting it as a bitmap..

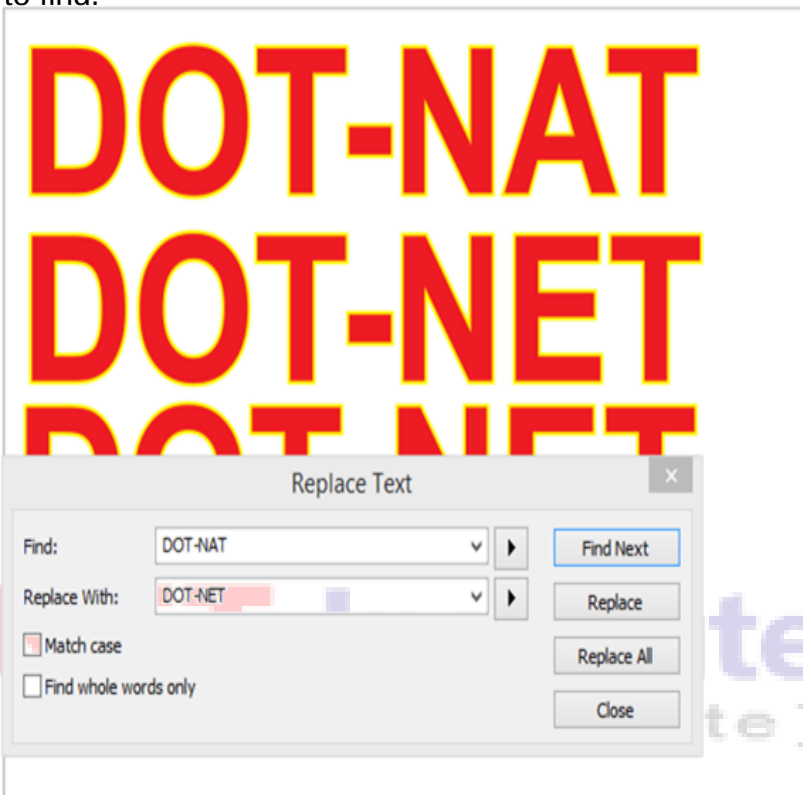
Select All - Select all objects in a drawing by double-clicking the Pick tool. This action selects all objects on the active page and on the desktop, the area surrounding the drawing page.
(Shortcut- Ctrl+A)



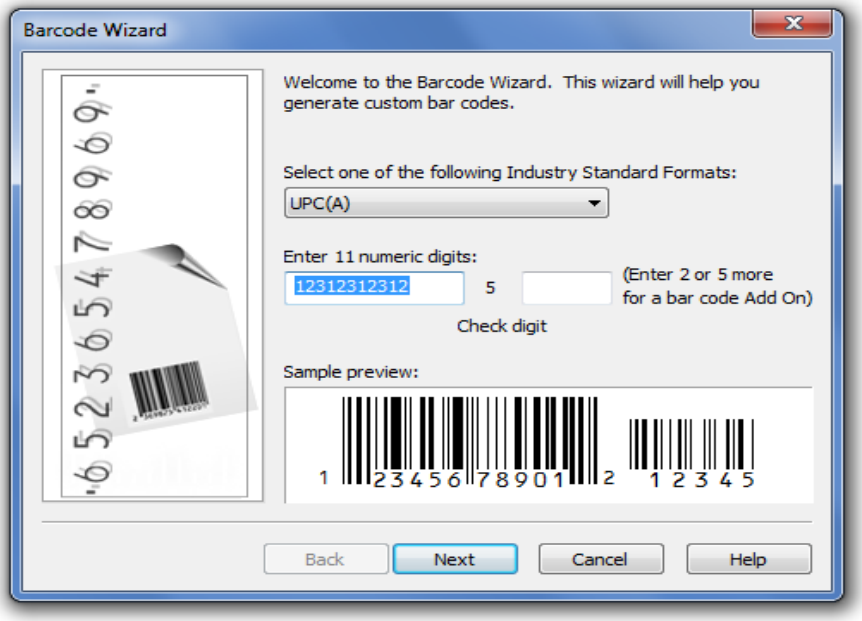


ind & Replace Looking for words for any replacements or spelling correction in long texts is very simple in CorelDRAW. Go to: Edit > **Find and Replace** > **Find text** In the pop-up window on the field **"Find",** type the text you need to find.

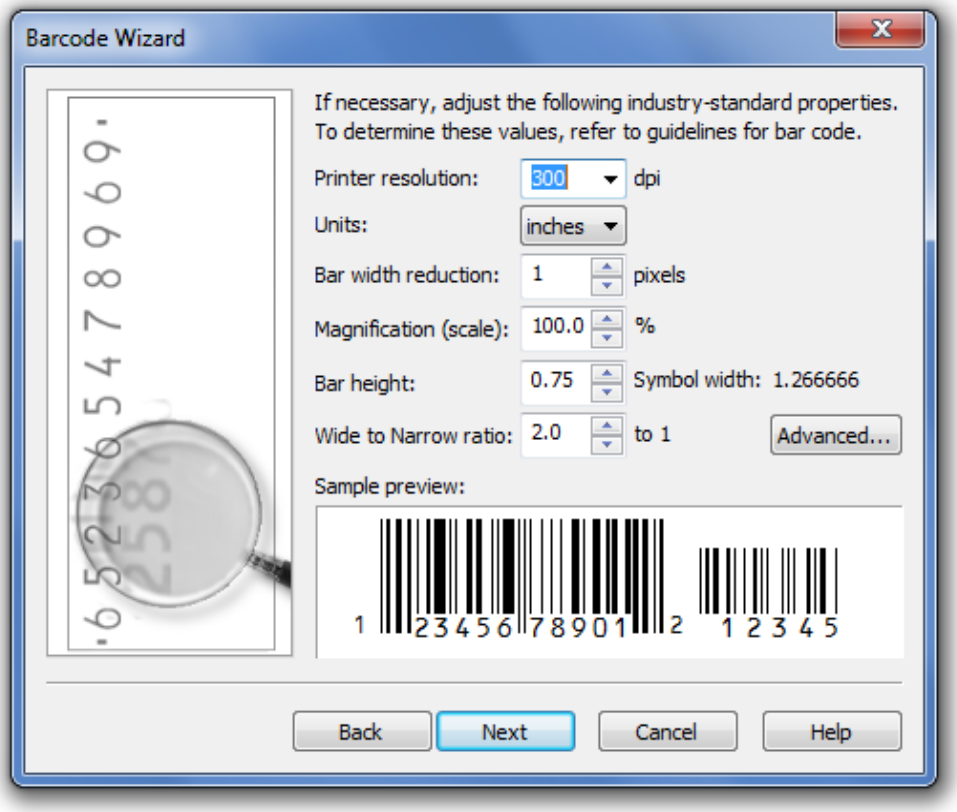




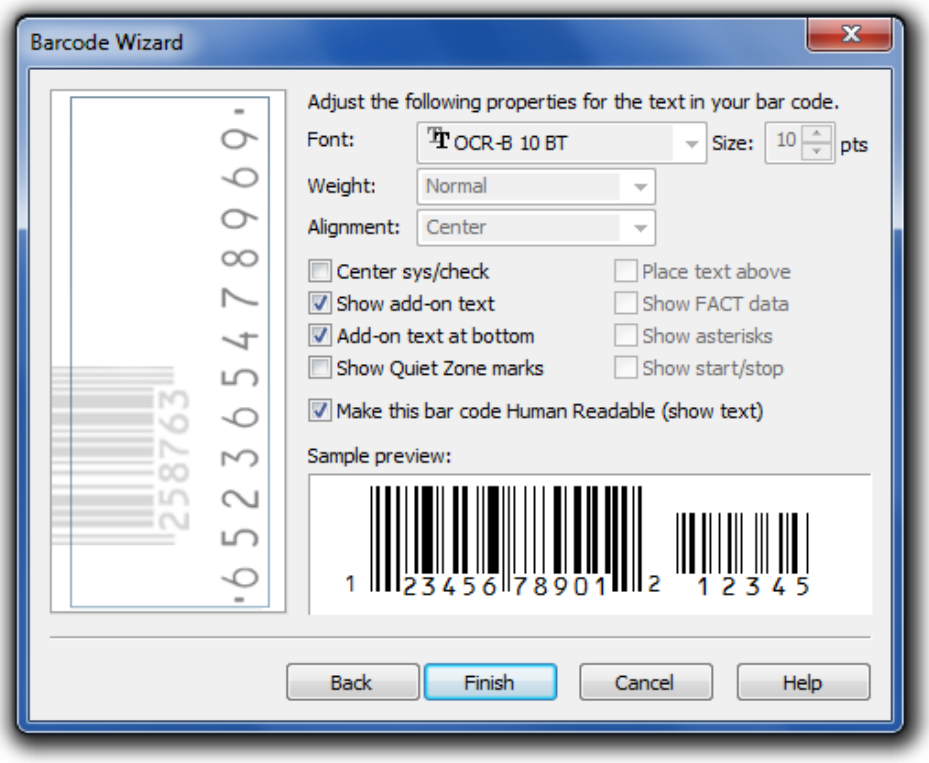
Insert Barcode - From the Edit menu select Insert Barcode.
Corel DRAW offers a large selection of barcodes to choose from. In this example we will. select **UPC(A)**which is considered the most common barcode used



Enter an 11 digit number and click **Next.** In the window you will be able to select the resolution and choose dimensions. For the purposes of this example, I'll leave the settings at the default.



Click **Next** again. Leave these settings default as well and click **Finish**.



As you can see in the Object Manager docker, the barcode is an OLE object. This format does not allow for very much freedom when editing so it will need to be converted into a vector object.

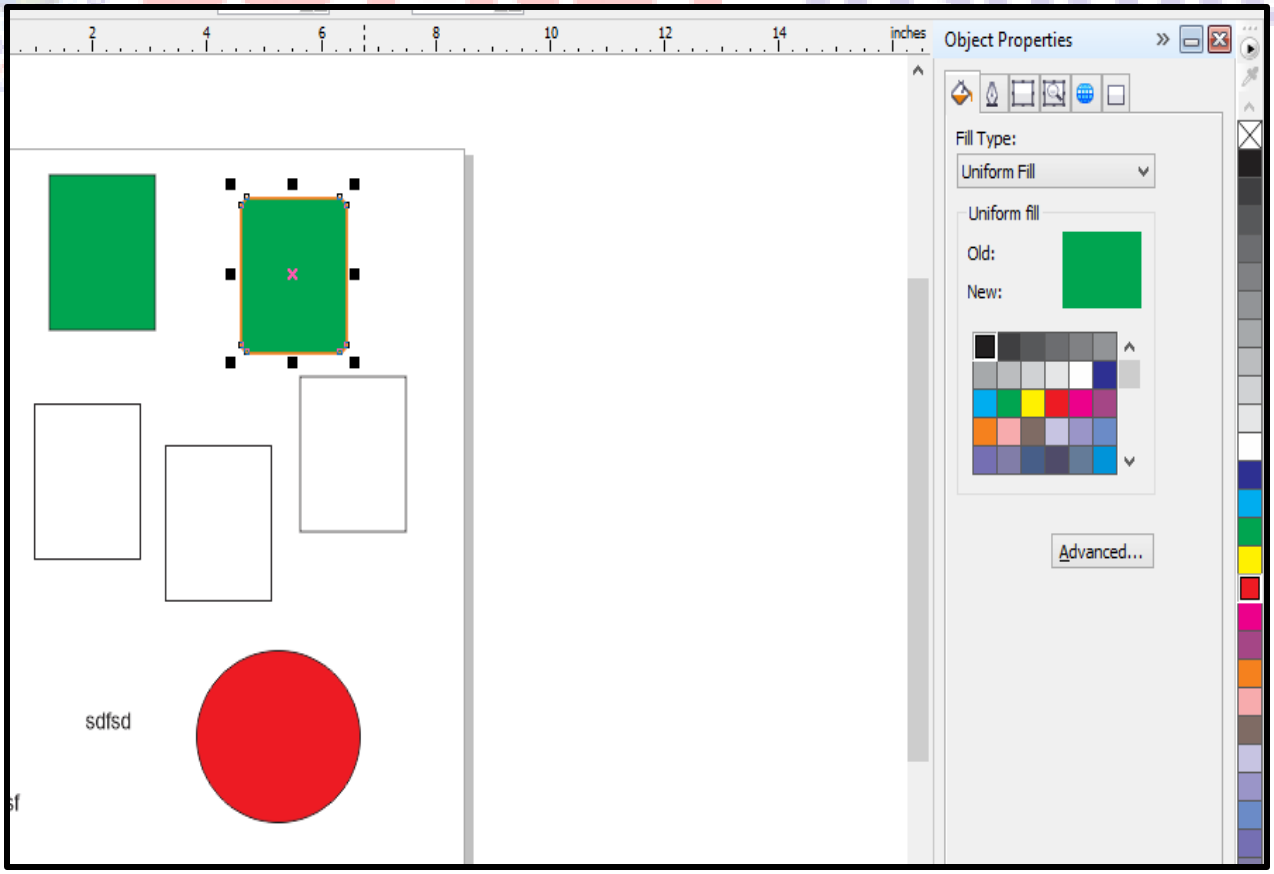
To do this, select the barcode and then go to **File > Export**. Put a check mark in **Selected Only** and then Choose **CMX** as the export file type.

7. After you have exported the CMX file, you can delete the barcode in Corel DRAW and then re-import the CMX file.

When you have re-imported the file, click on the very edge of the graphic and you will see nodes appear at all four corners. This is because there are two rectangles surrounding the barcode, a border and a white background. Since most packages don't require that a barcode have a white background, we will remove them

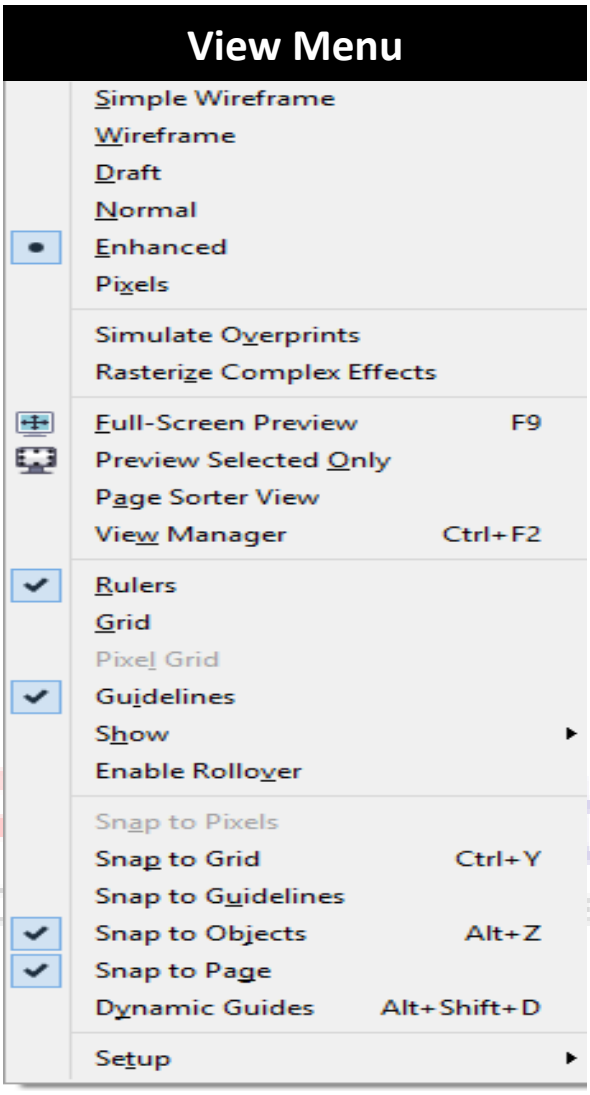
Insert New Object - To insert any object or file from outside using various applications e.g.:- MS-paint, MS-word, Photoshop etc.

Properties – Properties option in Edit Menu used for if you create an object, the property of that object is found in the same place as the color & outline etc. You can easily change setting any object through this option. **(Shortcut- Alt+Enter).**



Lesson no. 14: Corel Draw Menu Bar

View Menu- Drop Down list



Simple Wireframe - To view the documents using wire from in which you can only see the out lines of the objects.

Wireframe - It works just like the simple wireframe.

Draft - To view the document with colors low quality.

Normal- To view the document with colour in good quality.

Enhanced- To view the document with colour in very good quality.

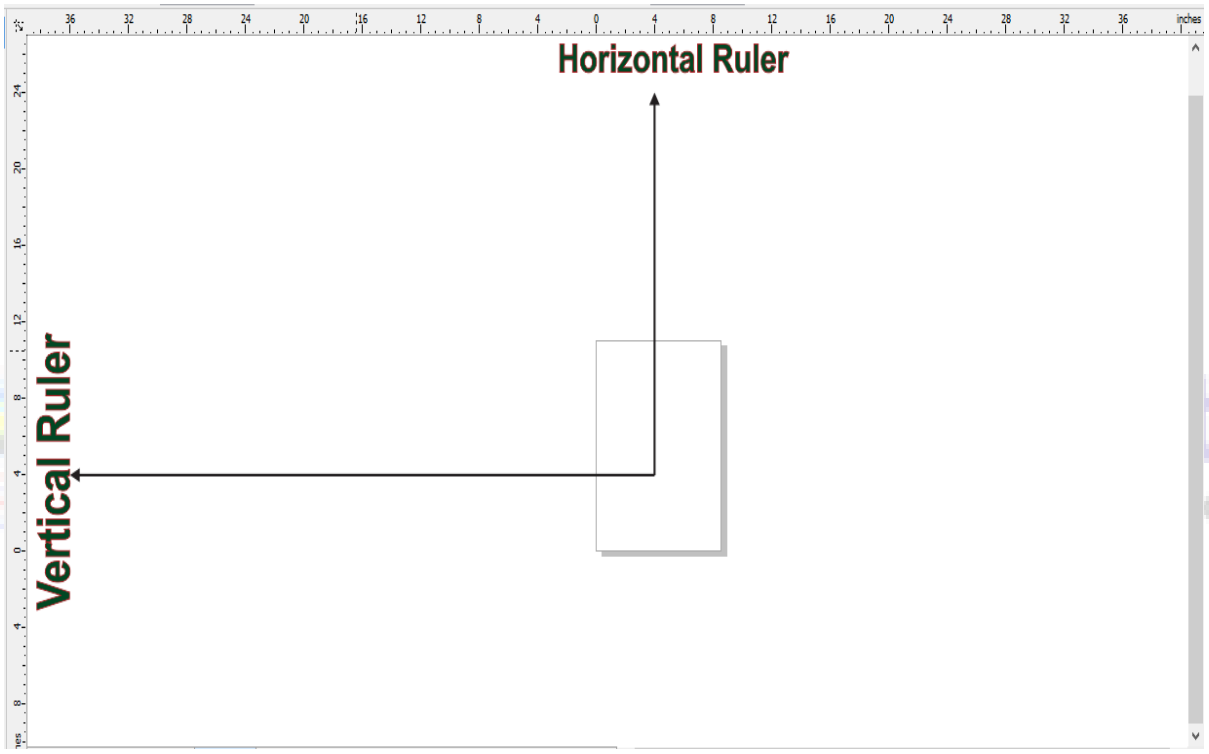
Full screen: - To view the documents on the full screen. (**Shortcut**- F9)

Preview Selected Only : - If this option is selected you can view the objects on the full screen these are selected.

Page sorter view : - To view the pages of your document in a sorted order.

Ruler: - If this option is selected you can view rulers into your document.
There are two types Rulers in Corel Draw -;-

- Horizontal
- Vertical



Grid: - To view the document with a graphed pattern.

Guidelines: - If this option selected you can view guidelines into your document..

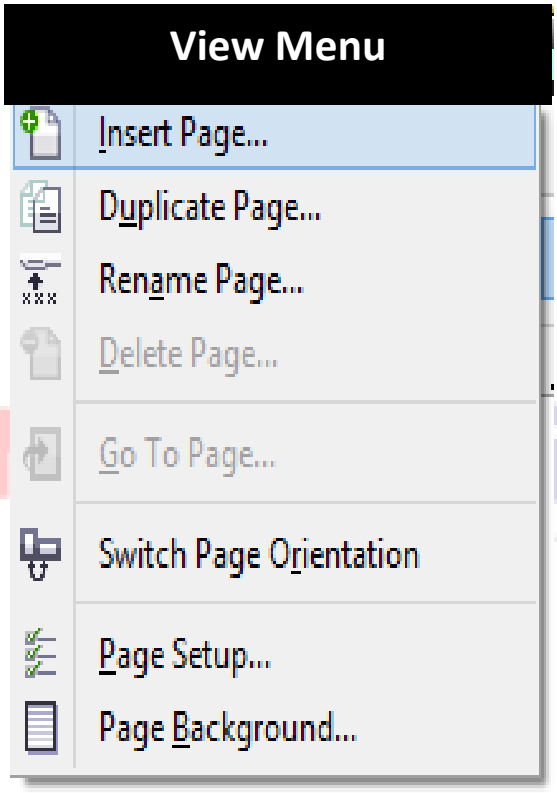
Show: - It contains various options from which you can set various views for your page in a document.

Snap to grid: – The object will move according to grid, if this option is selected.

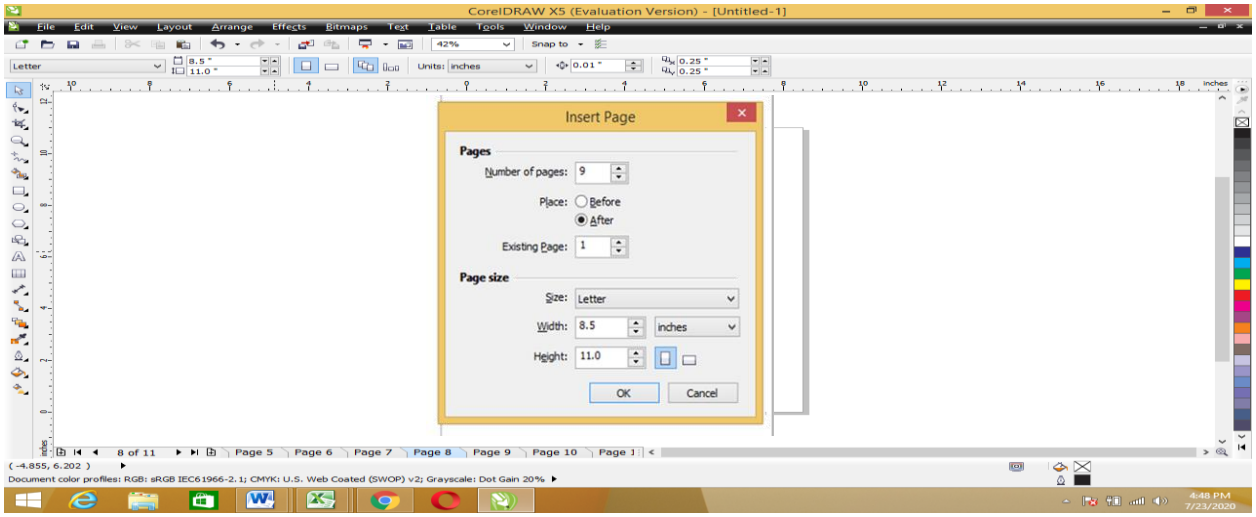
Snap to guidelines : - The object will attaches its self to the guidelines when it is moved near about it (if this option is selected)

Snap to objects : - The objects will attaches itself to another object, if it is moved near about it (if this option is selected).

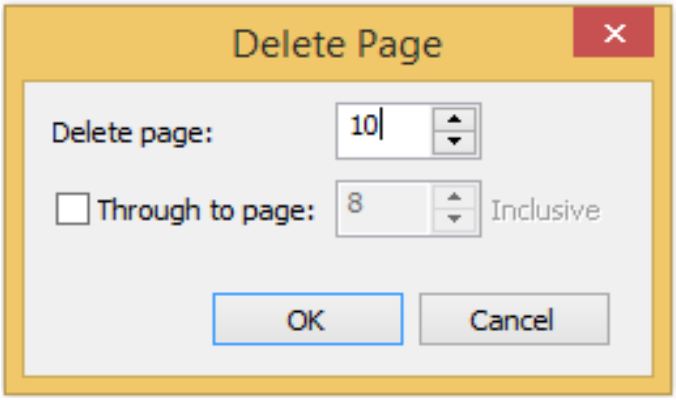
Layout Menu- Drop Down list



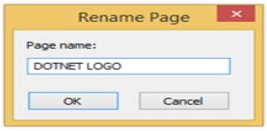
Insert Page: - We can use this option to insert number of pages into your document.



Delete page: - We can use this option to delete number of pages from your document.



Rename page : - We can use this option the rename the active page into our document.



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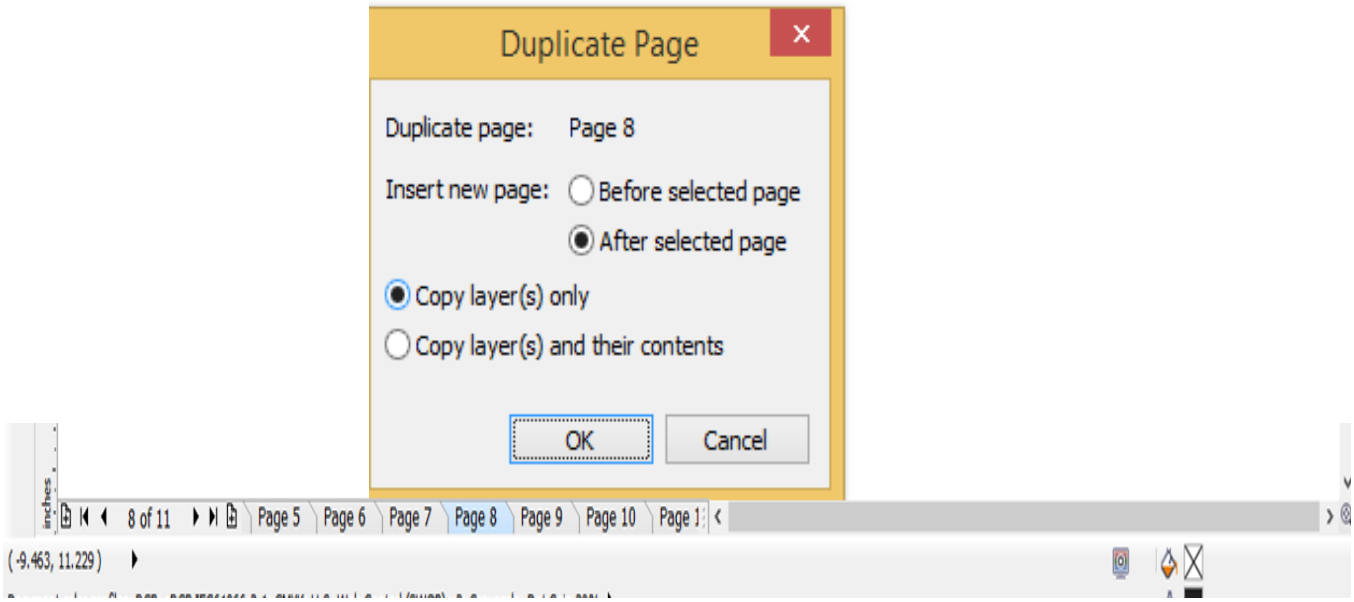
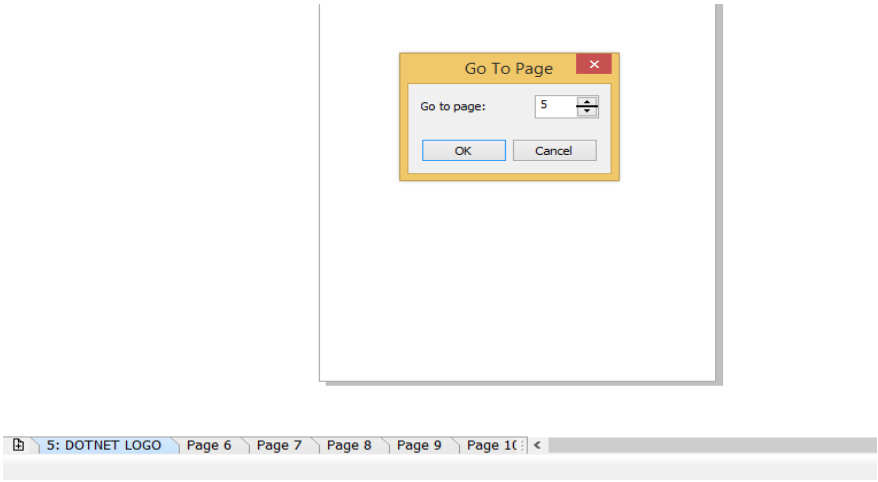
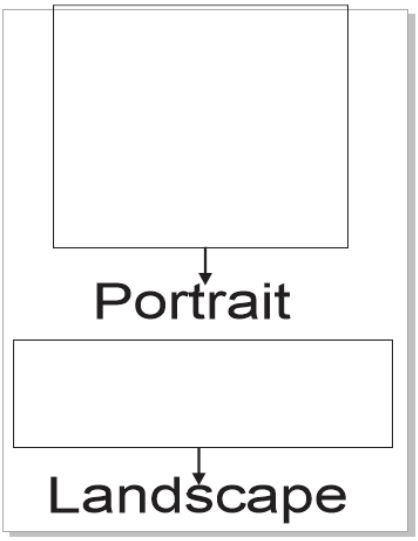
Duplicate page;- We can use this option for the Duplicate page.



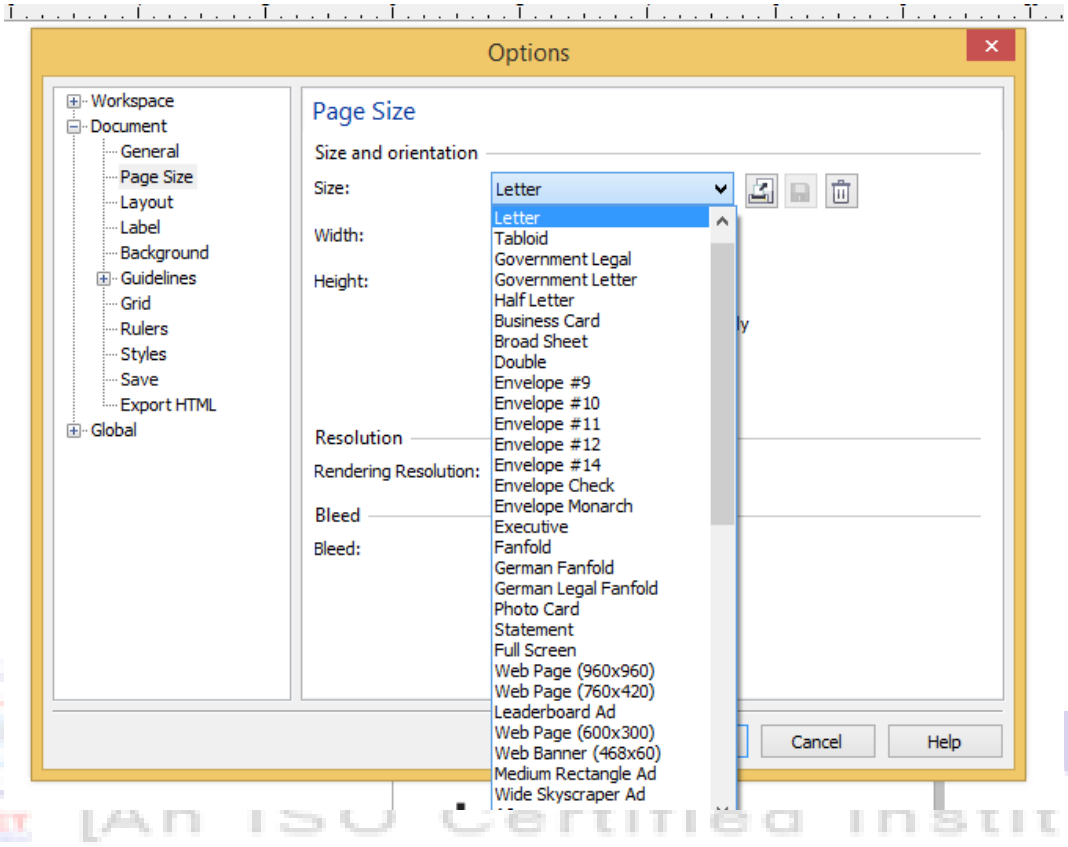
Go to page : - Using this option you can reach the specified page into your document.



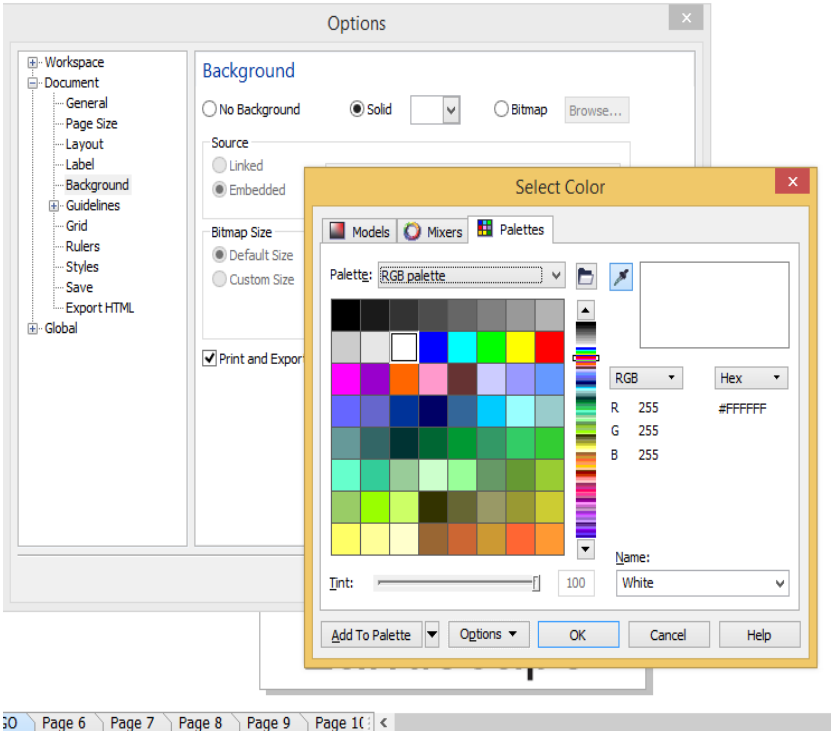
Switch page orientation : - Using this option we can inter change between the pages layout (i.e. landscape or portrait).



Page setup: - We can use this option to set the. It is a most important option in Layout menu.

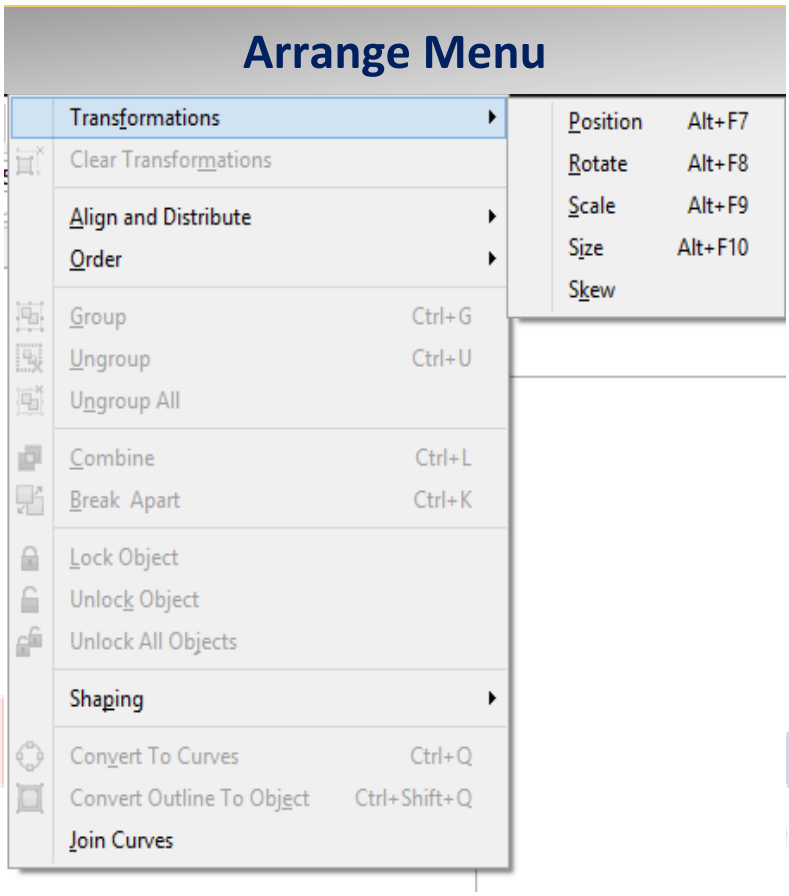


Page background : - By use this option we can page colour or bitmap images.

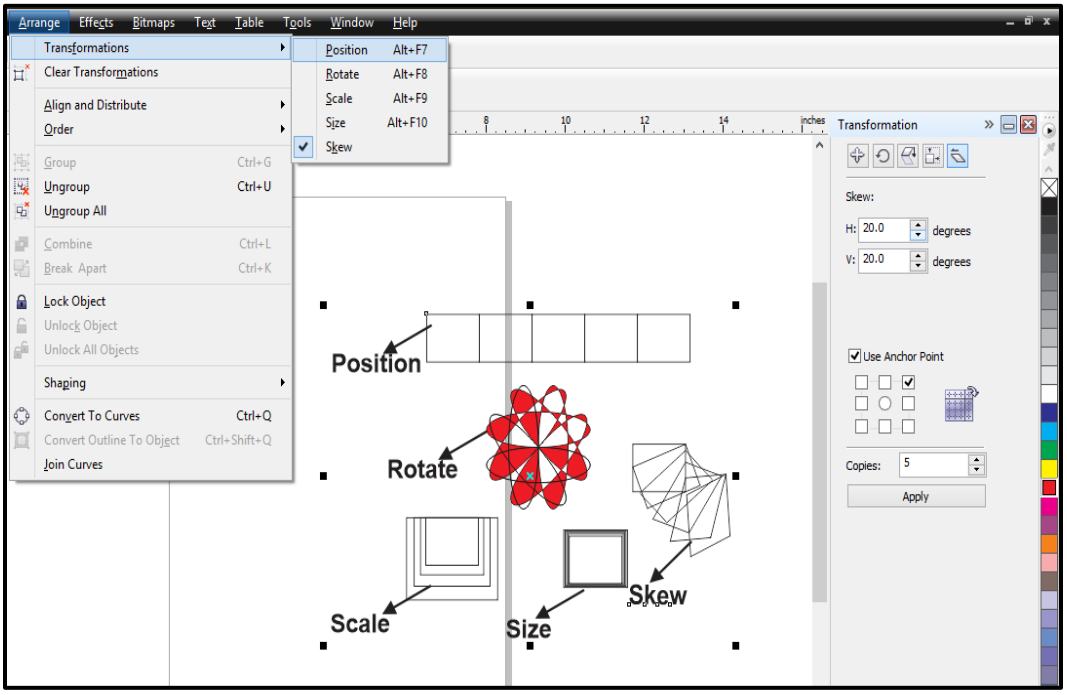


Lesson no. 15: Corel Draw Menu Bar

Arrange Menu- Drop Down list

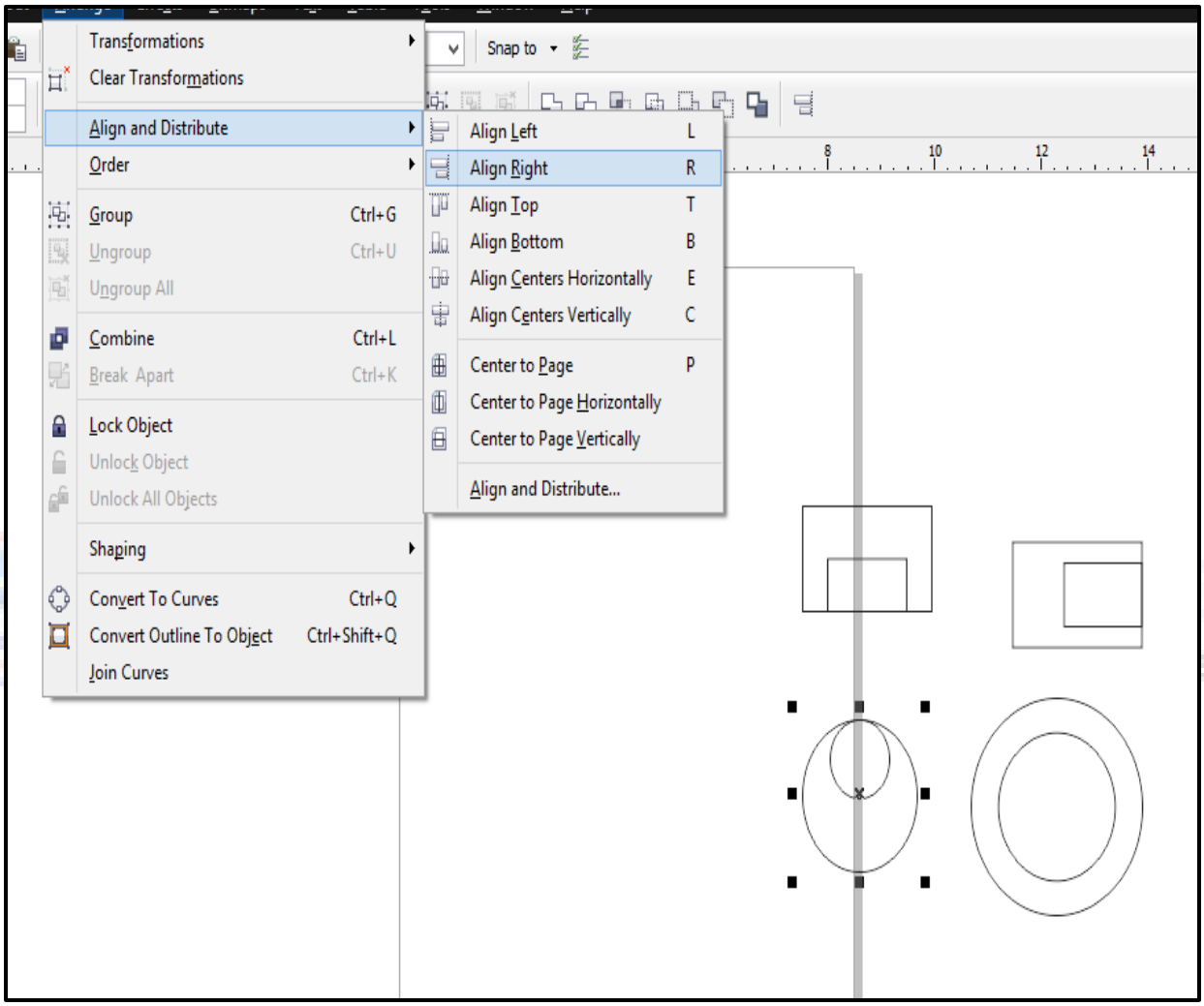


Transformations: - Using this option you can apply various transformations (i.e. **scaling**, **rotating, positioning etc.)** on the selected object. You can apply these transformation on there's duplicates also.

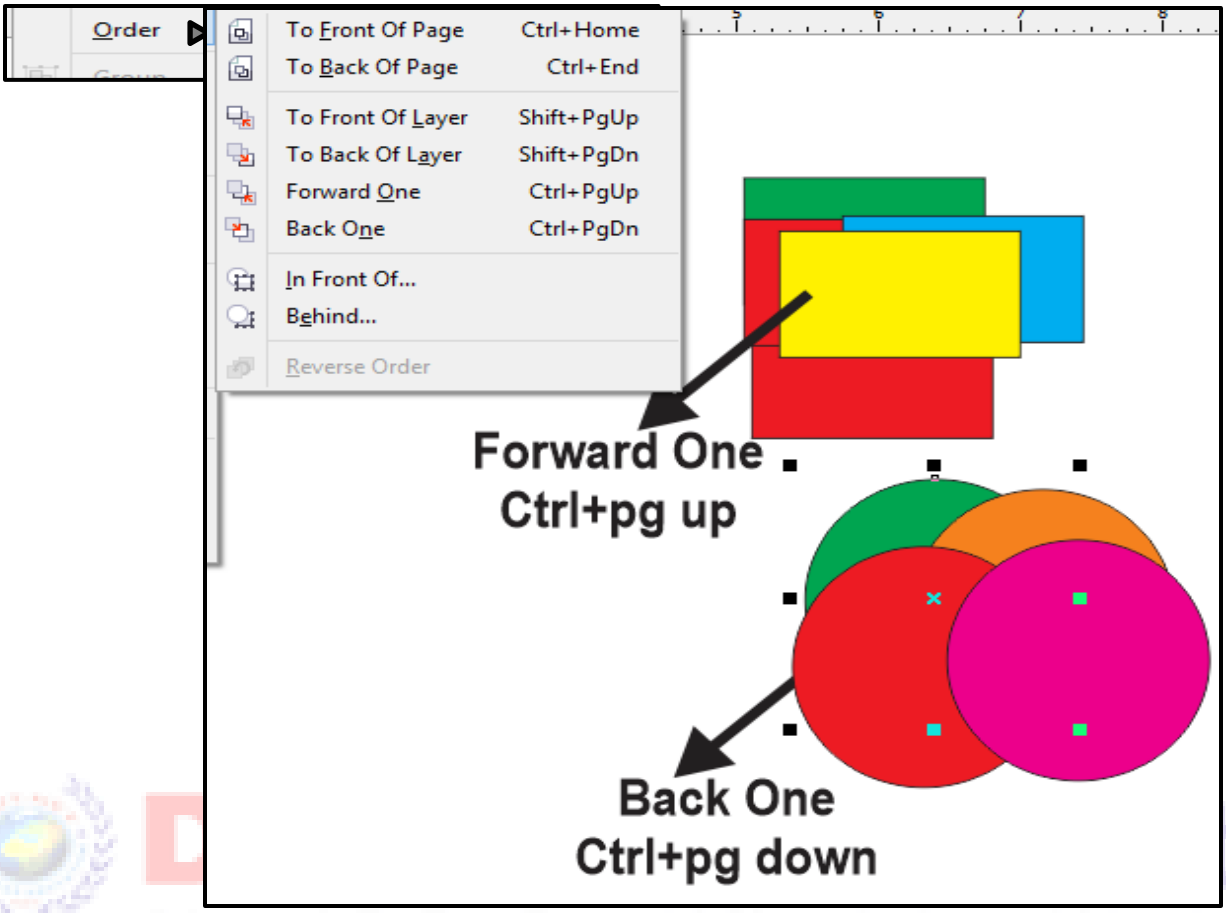


Clear transformation: - Using this option you can clear the transformations you used on the object or picture.

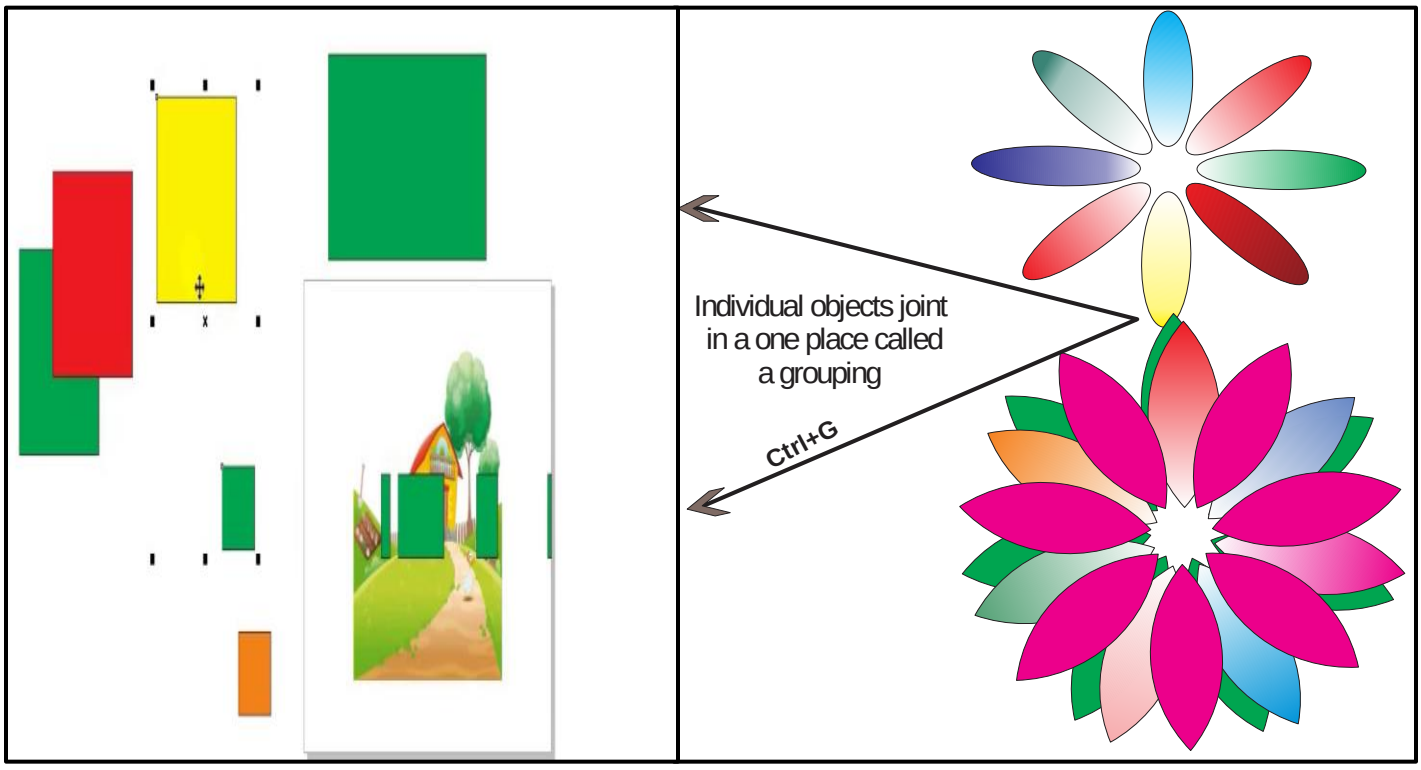
Align and distribute : - Using this option you can adjust various alignment for the selected objects like center, left, right, top, bottom etc.



Order: - It contains various options which can be used to send the selected object towards back or bring the selected objects for wards.



Group: - Using this option you can group 2 or more selected objects.(Ctrl+G)



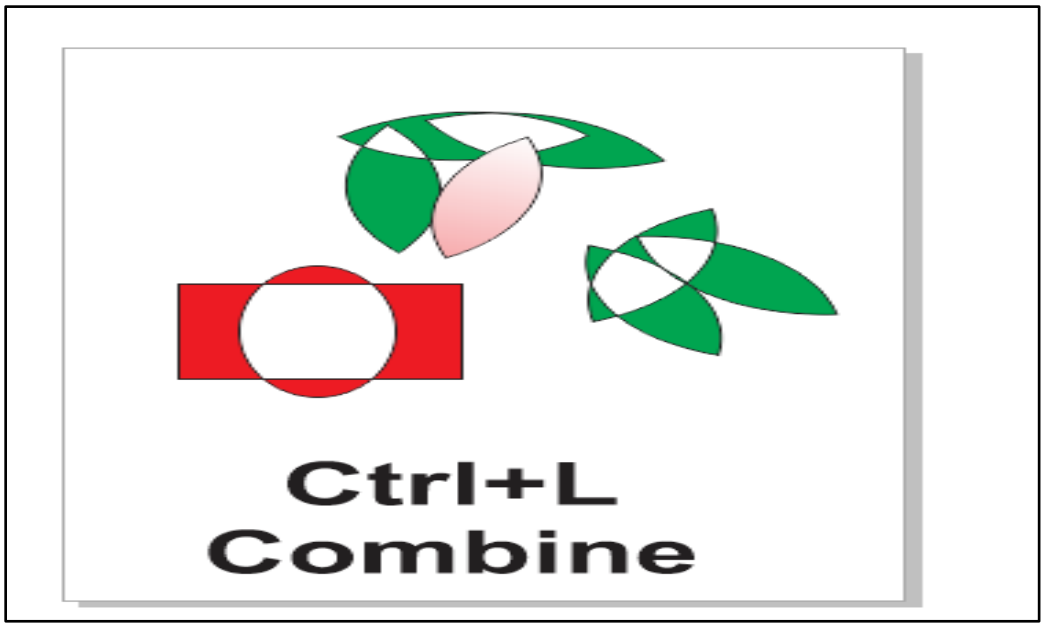
Ungroup: - Using this option you can break the group of two or more selected objects.

Ungroup Short command – Ctrl+U

Ungroup all : - It break all the groups one at a time.

Combine : - It combines the selected objects and removes the merged area.

Combine Option Short Command is **(Ctrl+L)**



Break apart : - It breaks the combined objects and returns them to the previous conditions.

Break apart shortcut **(Ctrl + K)**

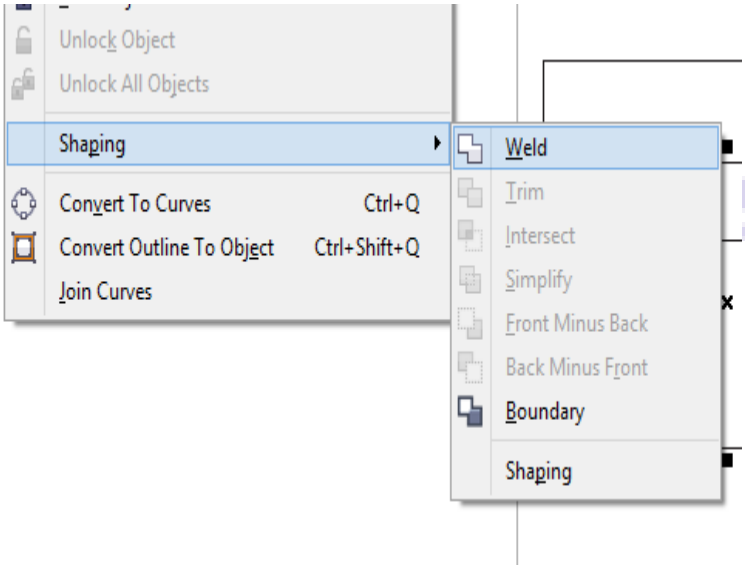
Lock: - It locks the selected object which cannot be moved or coloured

Unlock : - It unlocks the selected locked object

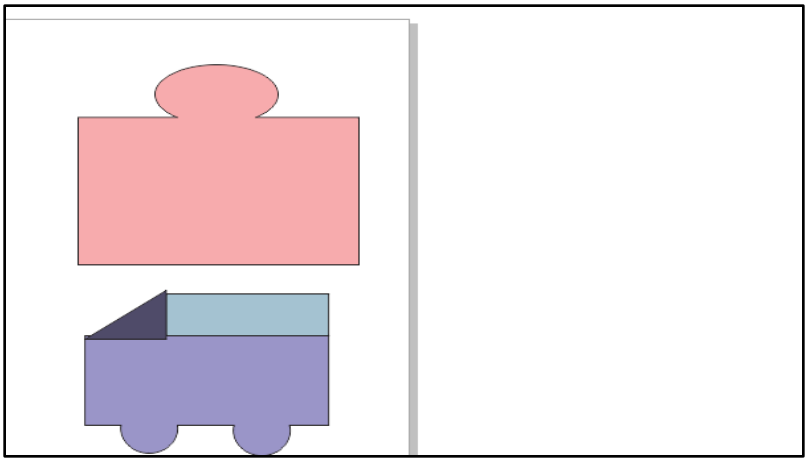
.

Unlock all : - It unlocks all the locked objects.

Shaping Drop down list



Weld : - It converts two selected objects to one by welding them.



Trim : This option can be used to extract any figure out of two selected objects.

Intersect : This option can be used to extract the merged area of out of any two selected objects.

Convert to curves : - It converts the shape to curve**. Shortcut (Ctrl + Q)**

Convert out lines to curves : - It converts the outlines to curve.

Shortcut (Shift+Ctrl+Q)

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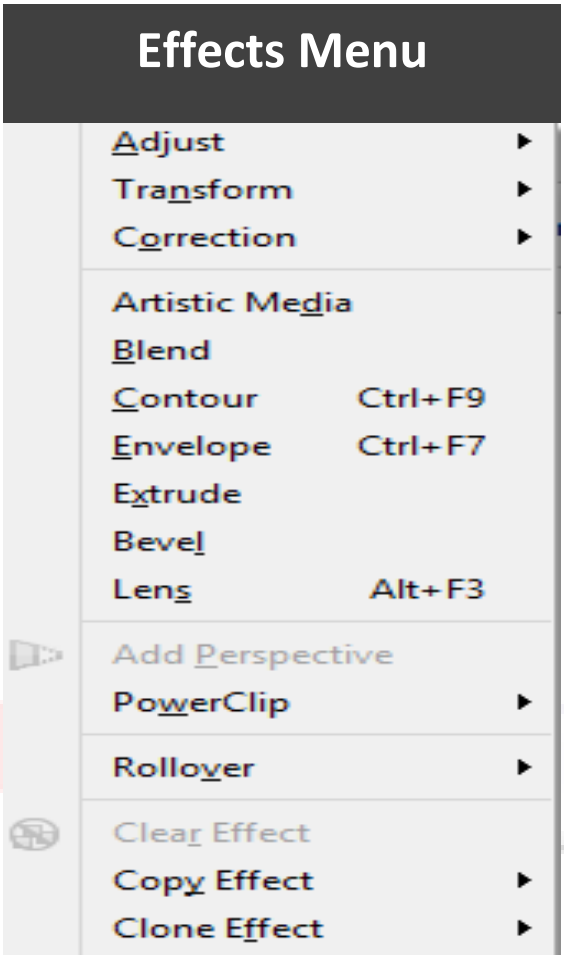
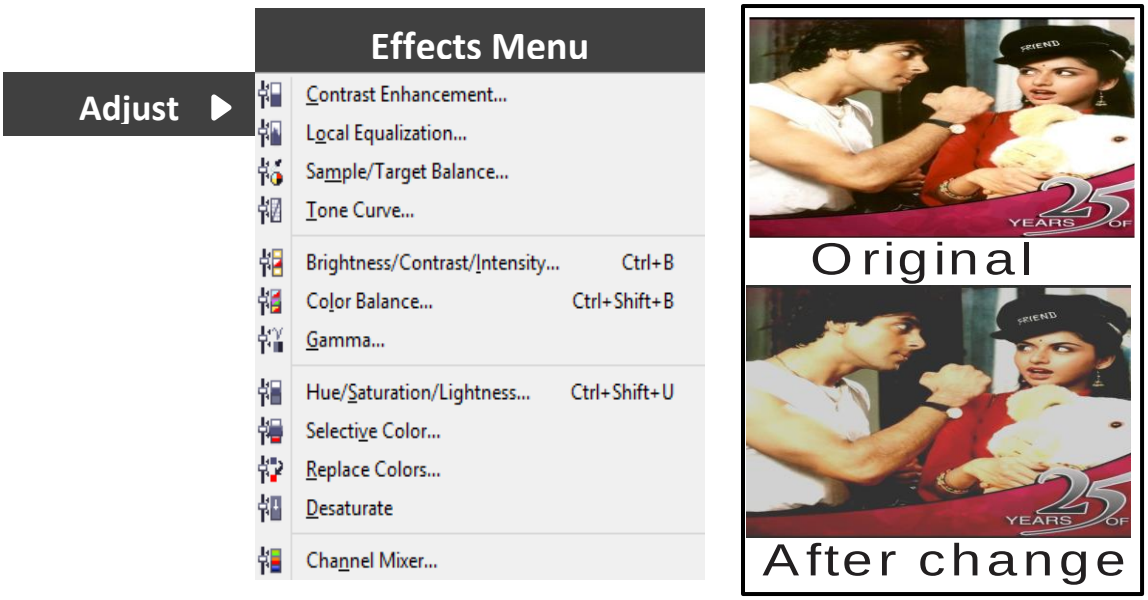
Lesson no. 16: Corel Draw Menu Bar

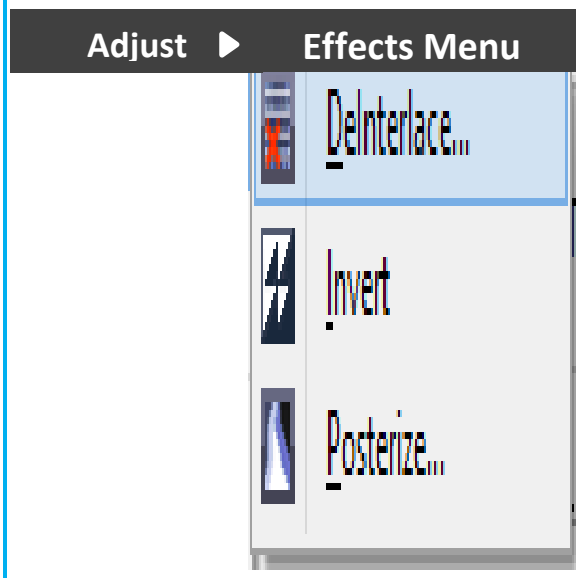
Effects Menu- Drop Down list



Adjust : - It contains various types of settings from which you can adjust the gamma level, color lever or brightness and contrast settings for the picture or a bitmap.



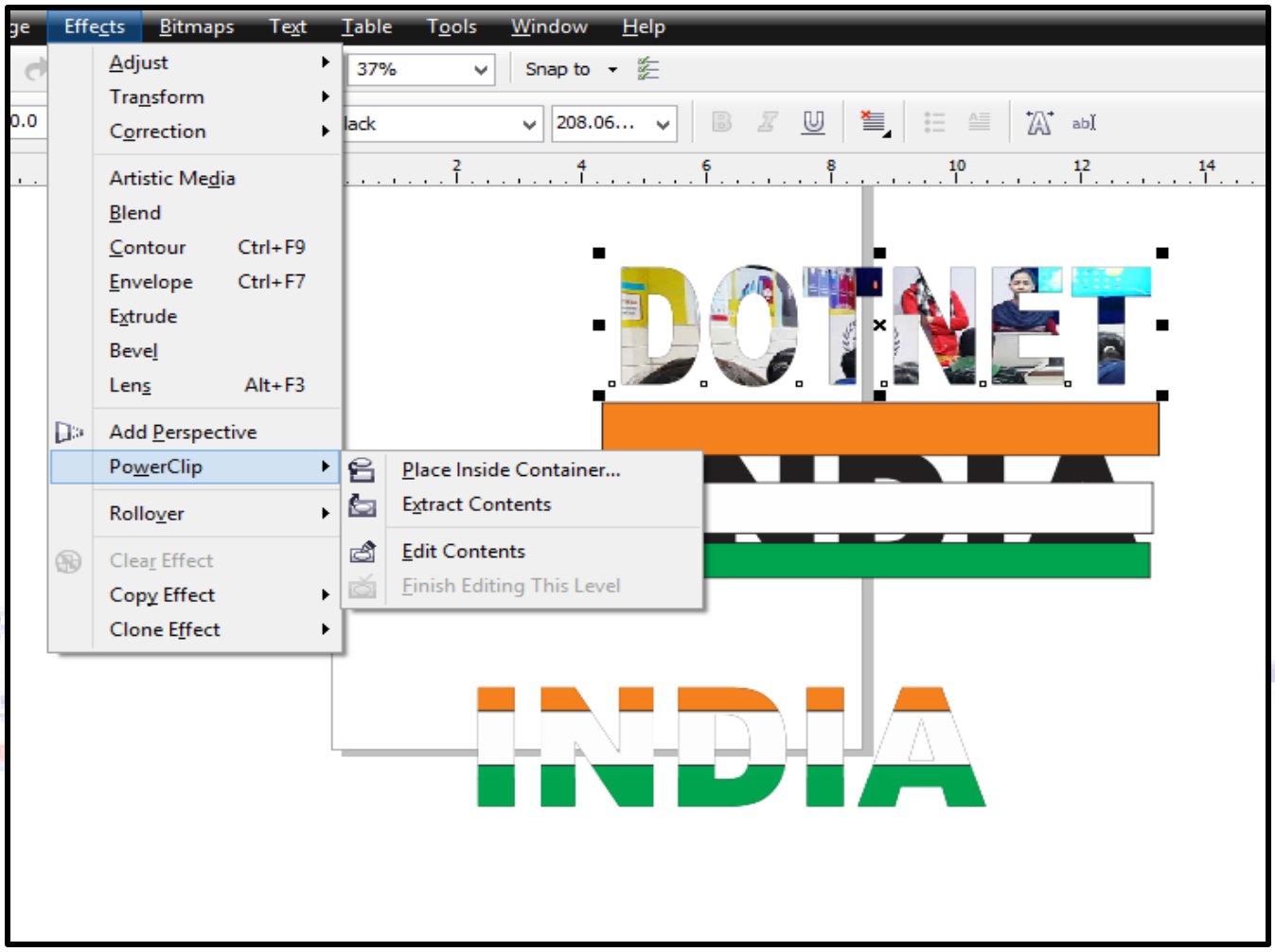
Transform - It contains various options from which can invert the colours of your picture or can all a posterize the bitmap.



Artistic media blend (contour- Ctrl+F9) (envelop-Ctrl + F7) extrude: - It cantains the some settings those you use from the property bar, when the artistic media tool or any other effect tool is select.

Lens : Using this option you can convert any object like rectangle, square etc to a lens with various effects like magnifying, fish eye, invert etc. (Shortcut Alt + F3)

Power clip: - You can use this option to place the selected object or picture inside any other objects (like square, rectangle etc) or can even edit it inside that object or extract it from that object.



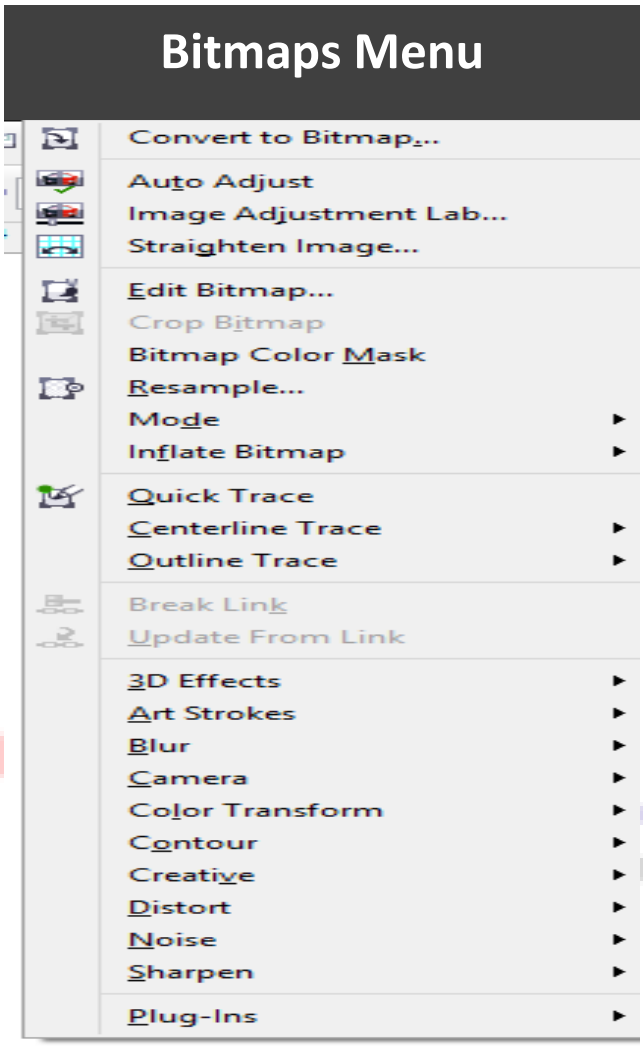
Clear effect : - This option can be used to clear all the effects from the object which were created using effects tools.

Copy or clone effect; - Bath this option, consists various sub options, those can be used to copy the effects (created by effects tools) from one object to another.

Bitmaps:- Convert to bitmap This option can be used to convert the selected objects or figures to a bitmap or a picture

Lesson no. 17: Corel Draw Menu Bar

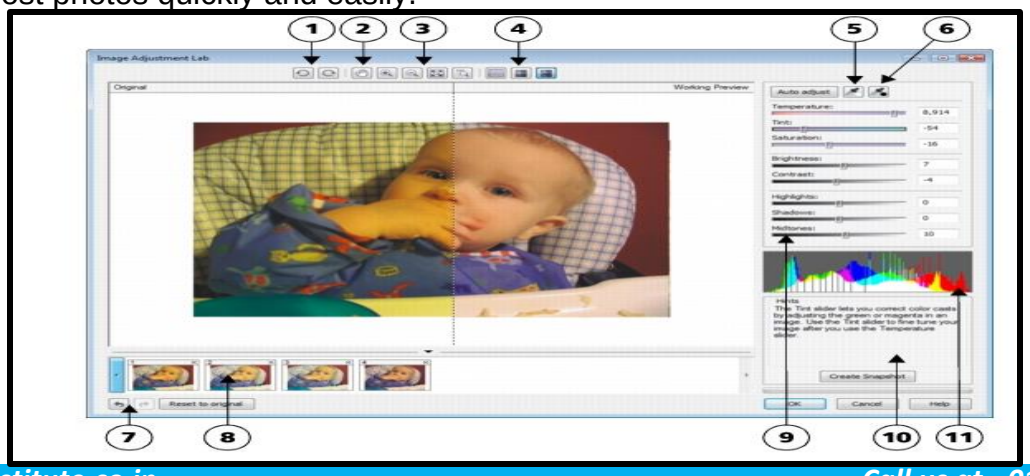
Bitmaps Menu- Drop Down list



Bitmaps:-

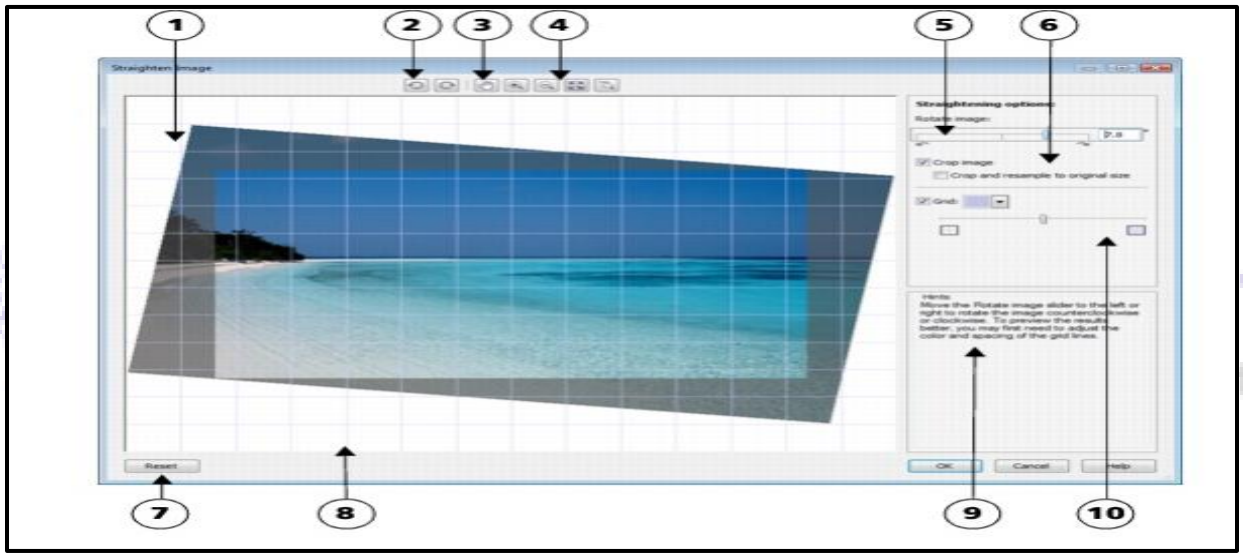
Convert to bitmap: This option can be used to convert the selected objects or figures to a bitmap or a picture.

Using the Image Adjustment Lab: The Image Adjustment Lab lets you correct the colour and tone of most photos quickly and easily.



1. Rotation tools
2. Pan tool
3. Zoom tools
4. Preview Modes
5. Select white point
6. Select black point
7. Undo, Redo, and Reset
8. Snapshots
9. Sliders
10. Hint for current tool
11. Histogram

Straightening bitmaps : The Straighten image dialog box lets you straighten bitmap images quickly. This feature is useful for straightening photos that were taken or scanned at an angle.



Straighten image dialog box;-

1. Preview window

2. Rotation tools

3. Pan tool

4. Zoom tools

5. Rotate Image controls

6. Options for cropping and resampling

7. Reset button

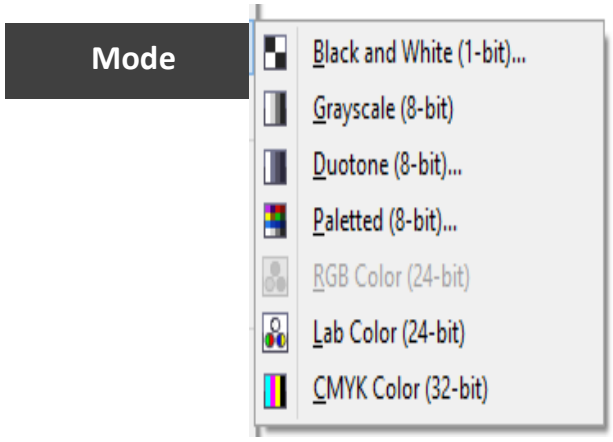
8. Grid

9. Hint for active control

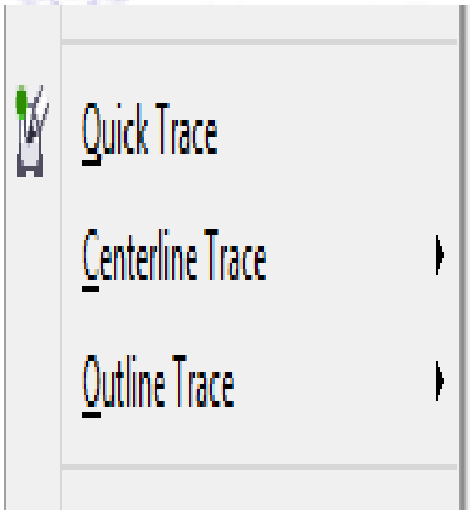
10. Grid control

The **Straighten image dialog box** lets you rotate an image by moving a slider, typing a rotation angle, or using the arrow keys. You can specify a custom rotation angle from -15 to 15 degrees.

Mode : This option contains various modes which, can be used to convert the bitmap or a picture from one mode to another (like block and white, Grayscale, dust one, lab color, RGB(red green, blue), CMYK(cyan, magenta, yellow, kala).



Trace Option - It is an important option in Bitmaps Menu. You can trace image and after that used ungroup option you can used images individual parts. Like this below



Applying special effects in bitmaps You can apply a wide range of special effects to bitmaps, such as three-dimensional (3D) and artistic effects.

Special effect category	Description
3D Effects	Let's you create the illusion of depth. Effects include Emboss, Page Curl, and Perspective.
Art Strokes	Let's you apply hand-painted techniques. Effects include Crayon, Impressionist, Pastels, Watercolor, and Pen & Ink.
Blur	Let's you blur an image to simulate movement, speckling, or gradual change. Effects include Gaussian Blur, Motion Blur, and Zoom.
Camera	Let's you simulate the effect produced by a diffusion lens
Color Transform	Let's you create photographic illusions by using color reduction and replacements. Effects include Halftone, Psychedelic, and Solarize.
Contour	Let's you highlight and enhance the edges of an image. Effects include Edge Detect and Trace Contour.
Creative	Let's you apply various textures and shapes to an image. Effects include Fabric, Glass Block, Crystallize, Vortex, and Stained Glass.
Distort	Let's you distort image surfaces. Effects include Ripple, Blocks, Swirl, and Tile.
Noise	Let's you modify the graininess of an image. Effects include Add Noise, Remove Moire, and Remove Noise.
Sharpen	Let's you add a sharpening effect to focus and enhance edges. Effects include Adaptive Unsharp, High Pass, and Unsharp Mask.
Plug-ins	Let's you use a third-party filter to apply effects to bitmaps in CorelDraw. An installed plug-in appears at the bottom of the Bitmaps menu.

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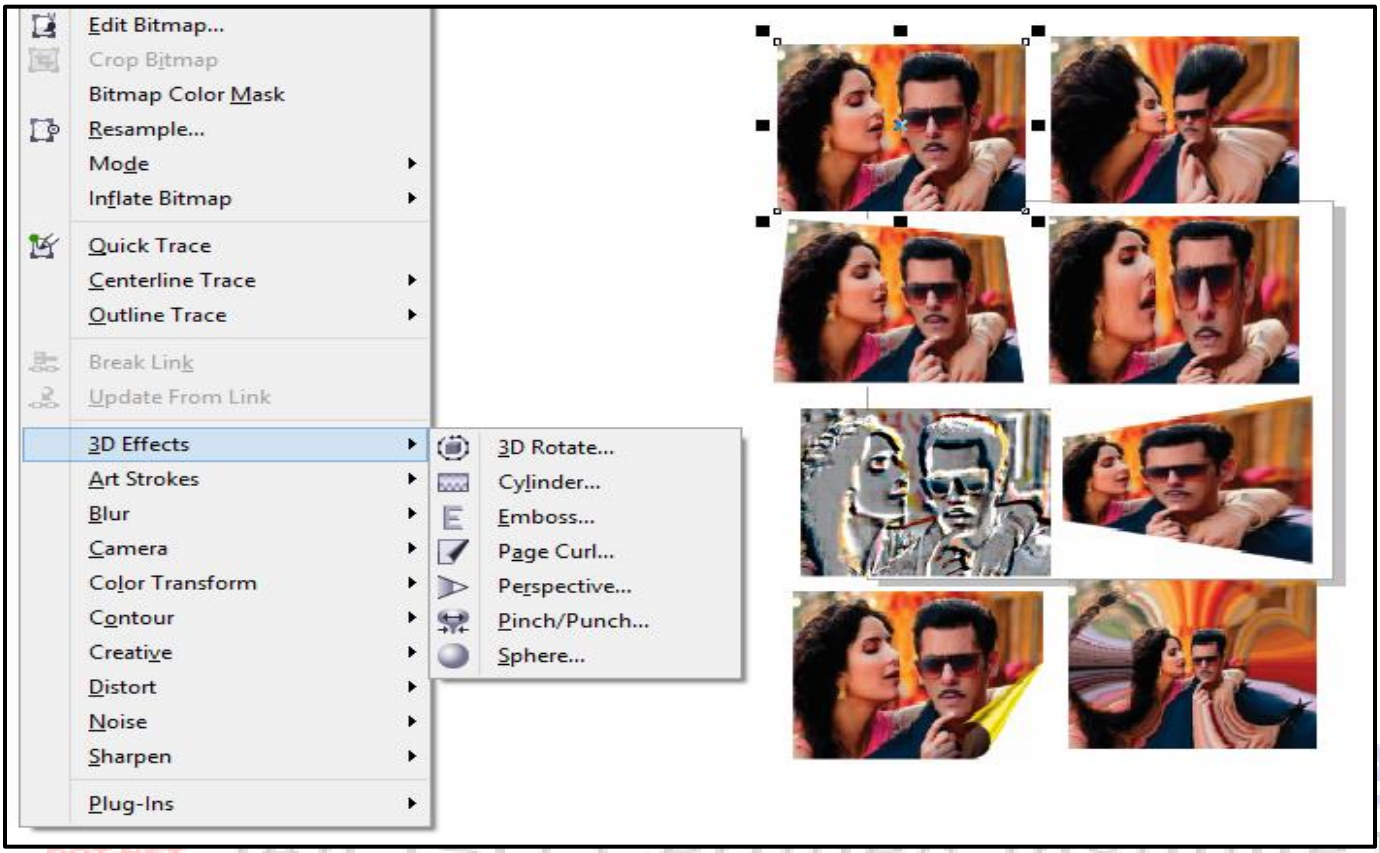
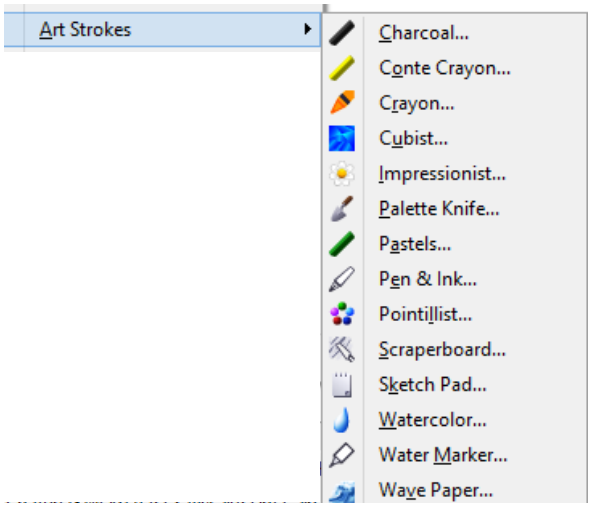
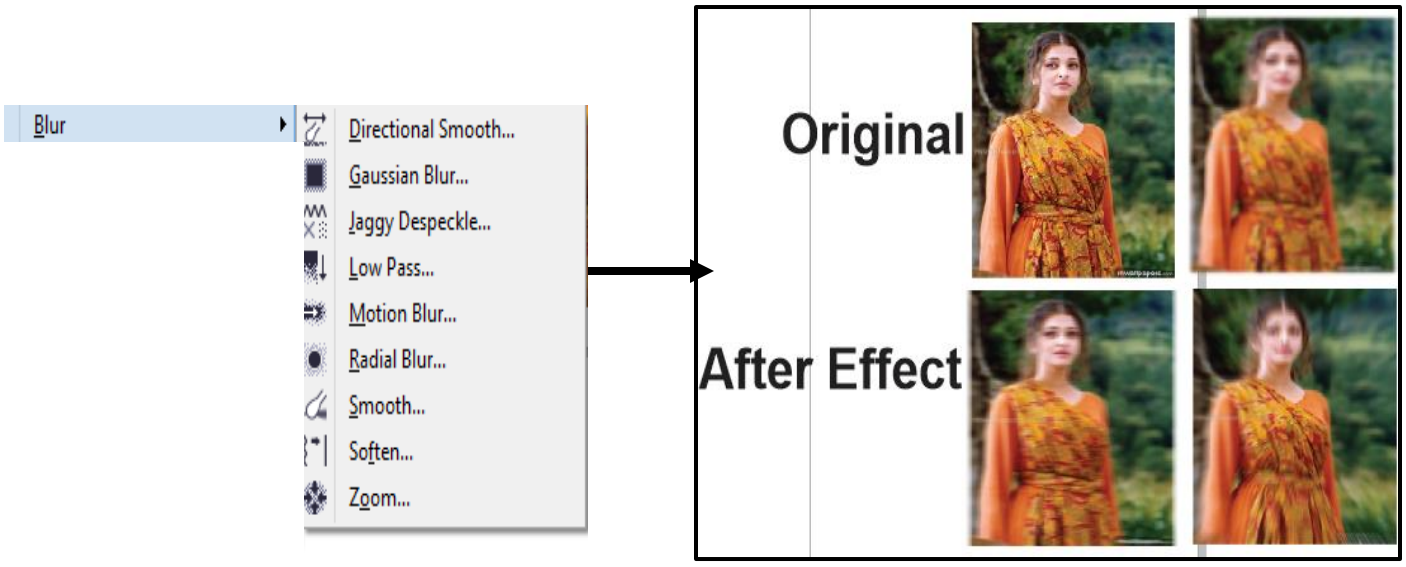
3D Effects – By using this option we can apply multiple effects on images.



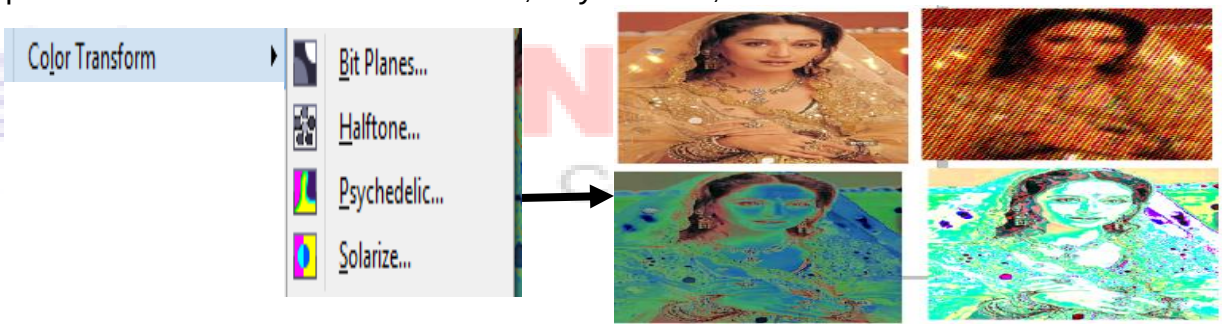
Art Strokes:- Apply hand-painted techniques. Effects include Crayon, Impressionist, Pastels, Watercolor, and Pen & Ink.



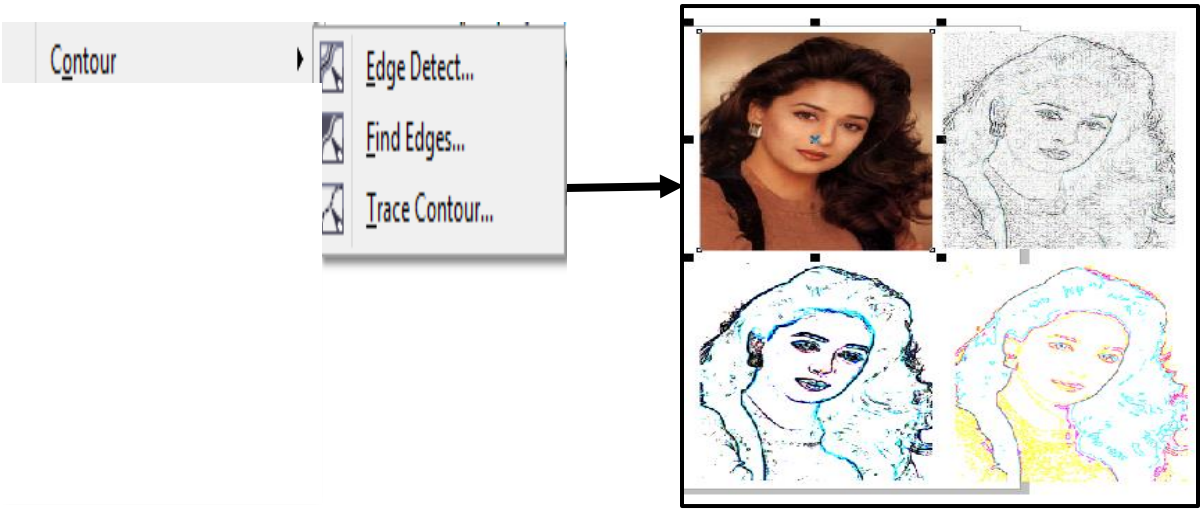
Blur:- you blur an image to simulate movement, speckling, or gradual change. Effects include Gaussian Blur, Motion Blur, and Zoom.



Color Transform :-You create photographic illusions by using color reduction and replacements. Effects include Halftone, Psychedelic, and Solarize.

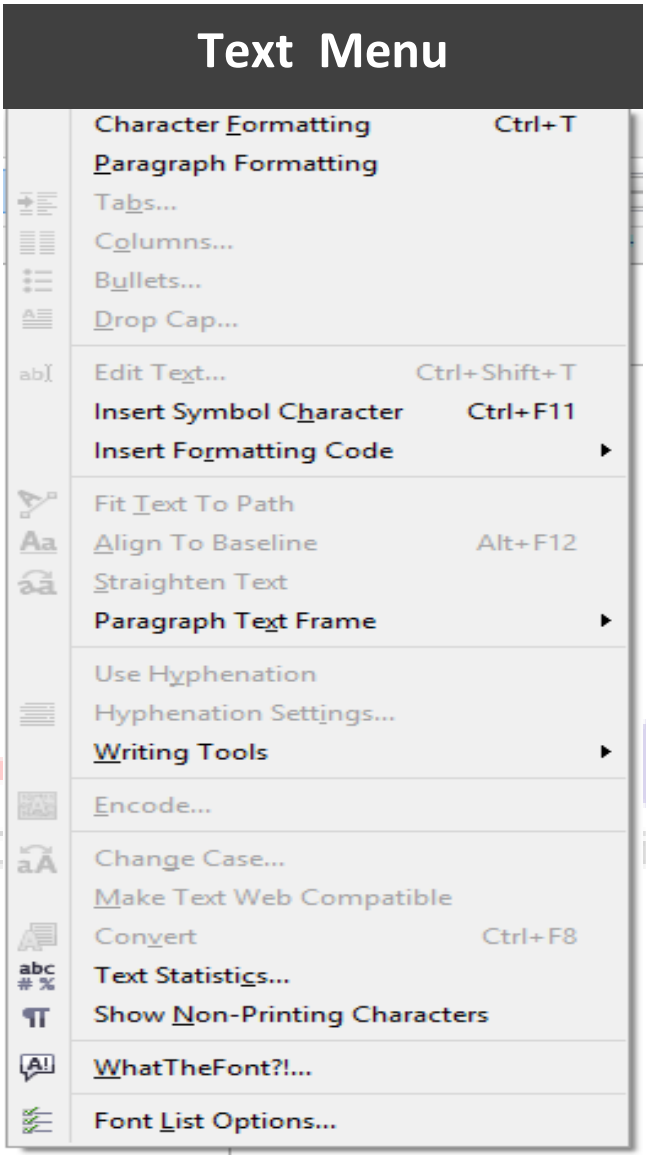


Contour : You highlight and enhance the edges of an image. Effects include Edge Detect and Trace Contour.



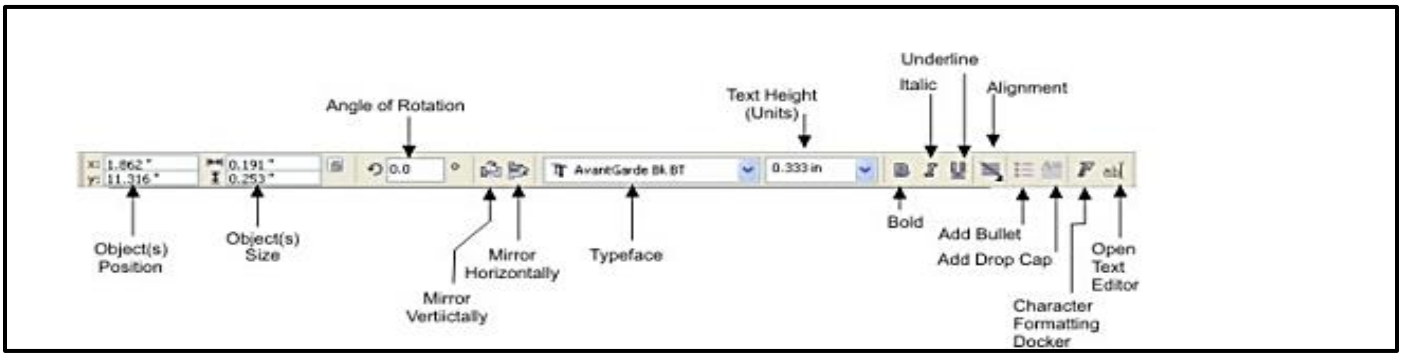
Lesson no. 18: Corel Draw Menu Bar

Text Menu- Drop Down list

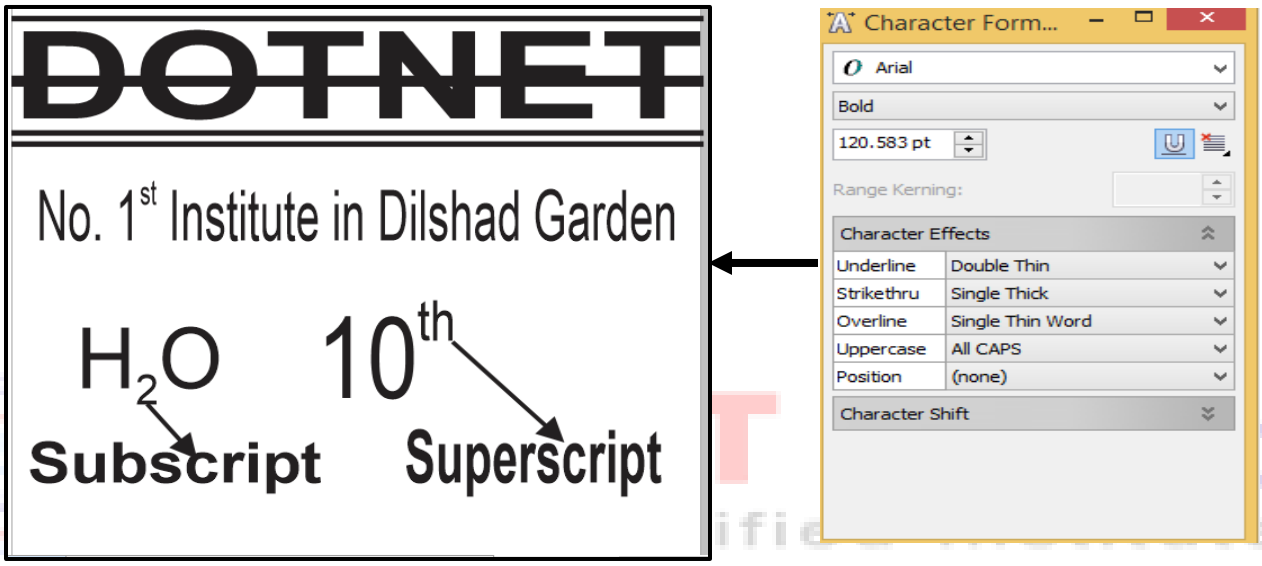


Artistic and Paragraph Text : CorelDraw uses two text options – Artistic and Paragraph text. There are significant changes made with the release of X3. Formatting options can be accessed from the TEXT PROPERTY BAR (shown below) or from the menu TEXT ->**CHARACTER FORMATTING, or TEXT ->CHARACTER FORMATTING shown in**

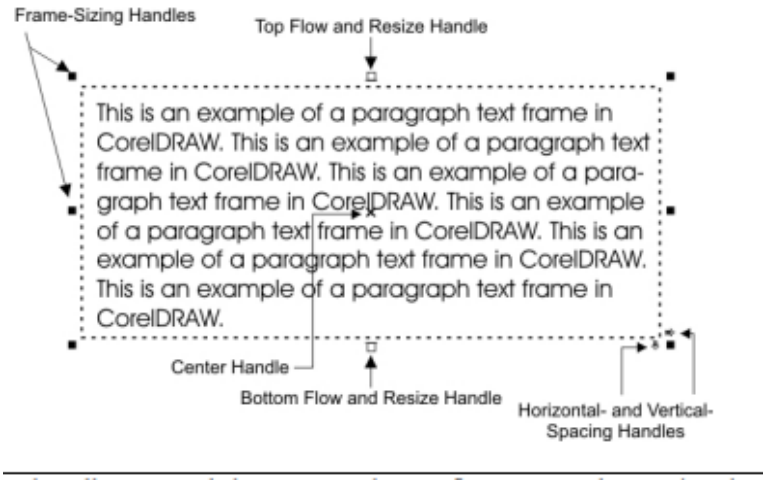
You can add two types of text to drawings — artistic text and paragraph text. You can add short lines of artistic text and then apply a wide range of effects, such as drop shadows or a contour, to the text. Paragraph text, also known as “block text,” can be used for larger bodies of text that have greater formatting requirements. You can add both paragraph and artistic text directly in the drawing window.



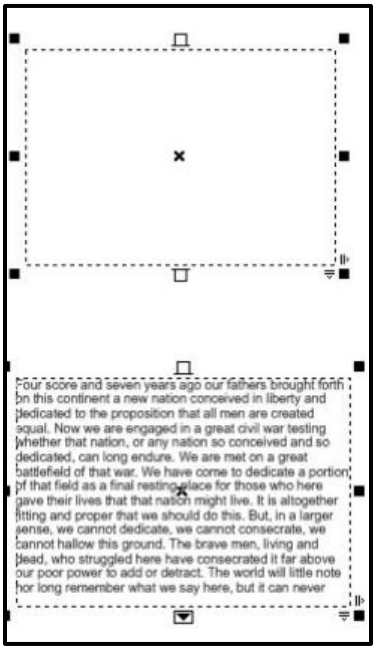
CHARACTER FORMATTING : You can format your text from these Option.



Paragraph Text Paragraph Text is similar to text objects used in desktop publish applications. Paragraph text can be used for larger bodies of text that have greater formatting requirements. It is most often used when creating columns for names on a plaque, or wrapping text around an object. When adding paragraph text, you must first create a text frame. The various options for working with paragraph text objects

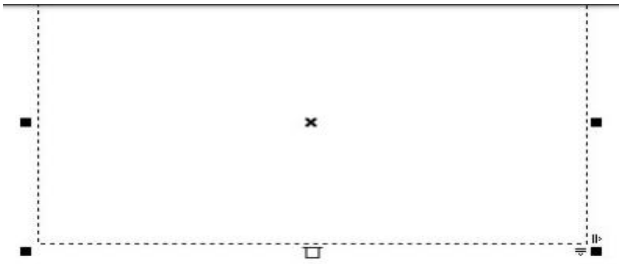


Using Paragraph Text for importing a block of text In this lesson, I want to create a paragraph text frame and import the Gettysburg Address which I have saved on my hard drive as a Microsoft Word document.

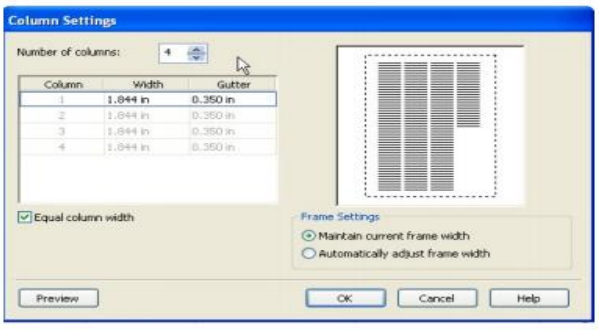


- First create the actual text frame by selecting the TEXT TOOL, and CLICK-DRAG to make the text frame.
- Place the Text cursor inside the text frame and CLICK. From the FILE | IMPORT MENU, or the Import icon on Standard Property bar, open the import dialog and select the file. I will be using the Gettysburg address. If you get an Importing/Pasting Text dialog, select Discard fonts and Formatting. We will format the text in Corel DRAW. Note the black arrow at the bottom of the text frame. This flow marker indicates there is more text in the flow than is visible.
- To view all of the text, select TEXT | **PARAGRAPH TEXT FRAME** | FIT TEXT TO FRAME. This option will automatically adjust the font size allowing all of the text to be viewed in text frame.

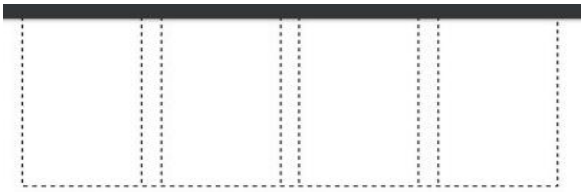
Using Paragraph Text to create columns of text In this lesson, I want to use several paragraph text frames to create columns for a series of names.



- First create a text frame with the Text too. This is the area our columns will fit.
- Select TEXT | COLUMNS. From the Column Settings dialog, select 4 columns, change the gutter to .35, and choose Maintain current frame width under Frame Settings. The dialog is shown.



- Place your cursor inside of the text frame and you will see the newly created columns.

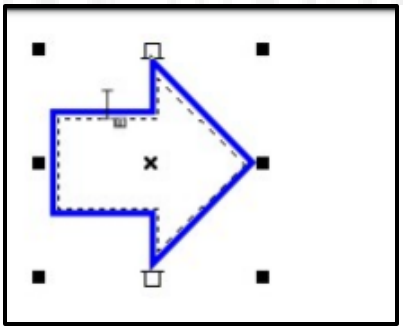


- You can type in the names or import them.

- After using the Fit Text To Frame option, here's how my plaque looked

Creating Paragraph Text Frame within objects

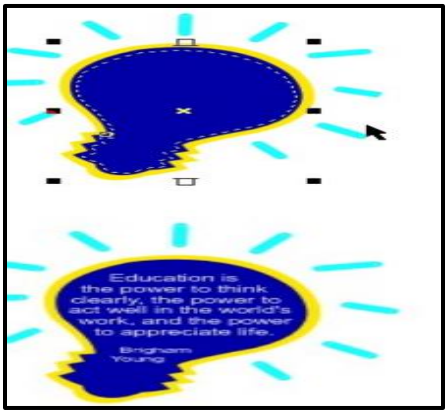
- Another popular use for paragraph text frames is to create the frames within objects. When you first select the object with the text tool, the cursor will change to the Text in A Close Path as you move the cursor over the object. After the cursor changes and you click inside, the page frame can be seen inside the object.



Here is my example lesson for created a paragraph text frame within an object.

- Our first step is to click inside our object, the light bulb, with the Text Tool. Note the dotted lines inside the light bulb denoting the text frame

- After entering text and Fitting Text To Frame, we have a unique layout.



Text Outline Properties When you first install Corel DRAW, you text outline properties are set to a color of None and an outline width of None. The laser operator often changes the outline to Hairline to cut out letters. Changing the Text Outline width and color can produce different text appearances as shown in Figure 3-9. The text outline properties can be changed on the property bar or by changing them in the OUTLINE TOOL properties.

Fitting text to a path You can add artistic text along the path of an open object (for example, a line) or a closed object (for example, a square). You can also fit existing text to a path. Paragraph text can be fitted to open paths only.

After you fit text to a path, you can adjust the text position relative to that path. For example, you can mirror the text horizontally, vertically, or both. Using tick spacing, you can specify an exact distance between the text and the path.

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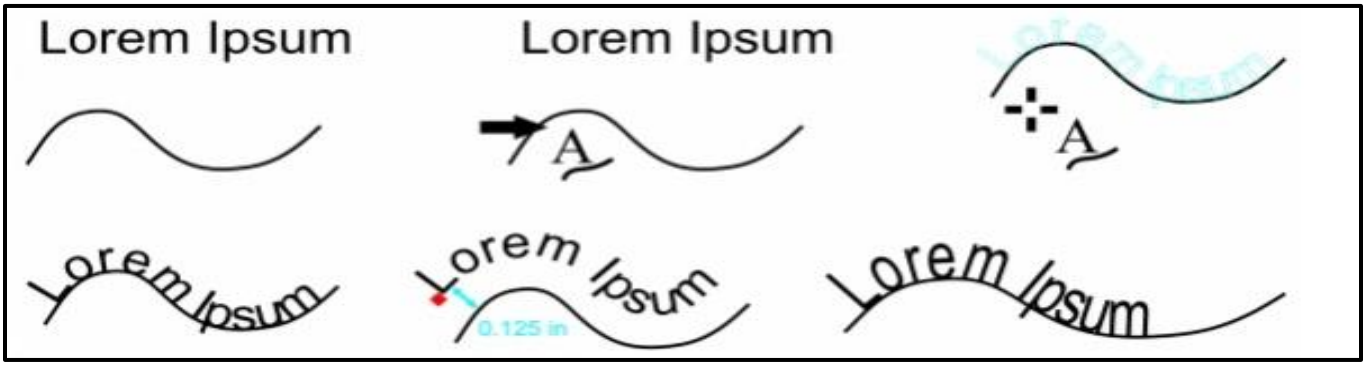
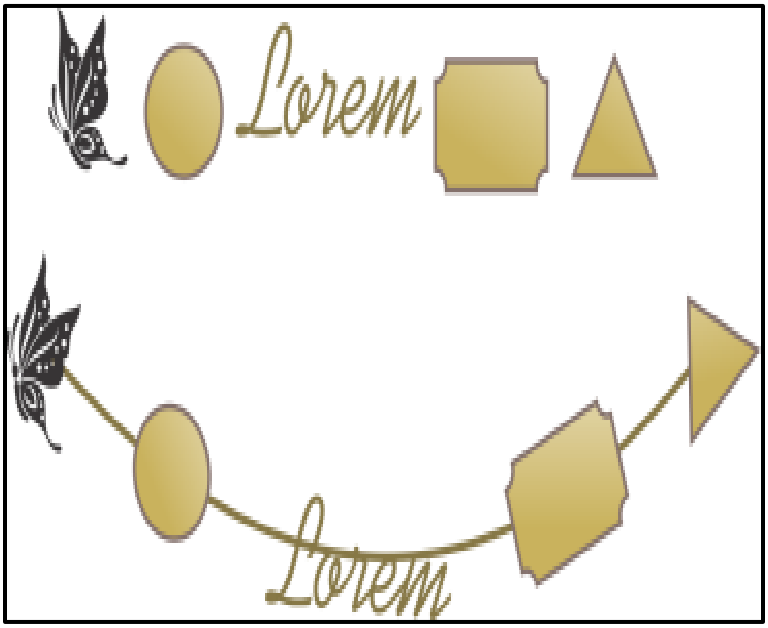
Corel DRAW treats text fitted to a path as one object; however, you can separate the text from the object if you no longer want it to be part of the path. When you separate text from a curved or closed path, the text retains the shape of the object to which it was fitted.

The Fit Objects to Path extension for Corel DRAW lets you fit any type and number of objects to a path of your choice. Smart distribution and rotation settings help you customize the placement of objects on the path.

The text reverts to its original appearance when you straighten it.





To fit objects to a path

1 - In Corel DRAW, using the Pick tool, select the objects you want to fit to a path.

2 Holding **down Shift**, click the path.

If you do not select a path, the last object you selected in step 1 is used as a path.

3 Click Objects ▸ **Fit Objects to Path.**

4 In the Fit Objects to Path docker, choose any settings you want.

5 Click Apply.

Fit text to frame Using this option you can attach your text into a frame.(a frame can be any circle, rectangle or any other type of figures.

Align to baseline (using shape tool we can move the characters of the sentence to the desired location that can be right top left. Etc) you can use this option to align the characters moved with shape tool to the base line.

Straighten text Using this option you can make the --------- of the sentences moved by the shape tool to their locations.

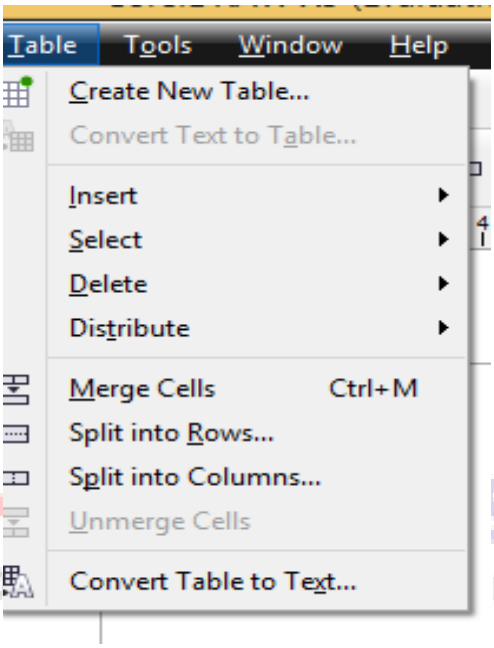
Writing tools Using these tools you can check your sentence for spellings or grammatical Mistake etc.

Change case Using this option we can change the caw of our text from one case to another case like toggle case, sentence case, upper case, lower eaie etc.

Convert to artistic text Using this option you can convert your text to artistic text in which there is no limited bond Erie. OR Convert to paragraph text Using this option you can convert the artistic text to a paragraph text in which the bond Erie is limited specified by you for typing

Text static's This option show you the status of your text in your document (i.e. number of characters names of font styles etc

Tables Menu Drop down list



Tables Menu

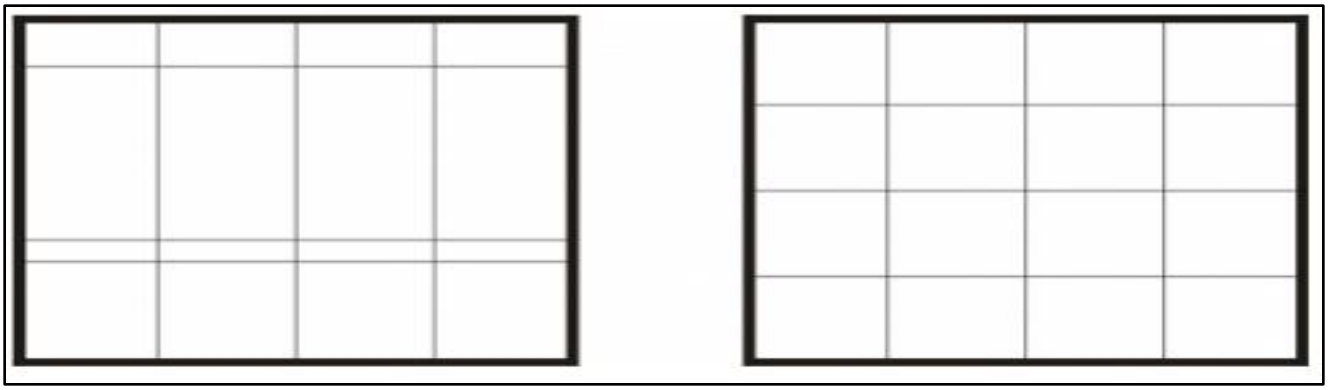
A table provides a structured layout that lets you present text or images within a drawing. You can draw a table, or you can create a table from paragraph text. You can easily change the look of a table by modifying the table properties and formatting. In addition, because tables are objects, you can manipulate them in various ways. You can also import existing tables from a text file or a spreadsheet.

Adding tables to drawings

With Corel DRAW, you can add a table to a drawing to create a structured layout for text and images. You can draw a table, or you can create a table from existing text.

Resizing table cells, rows, and columns

You can resize table cells, rows, and columns. In addition, if you previously changed the sizes of so



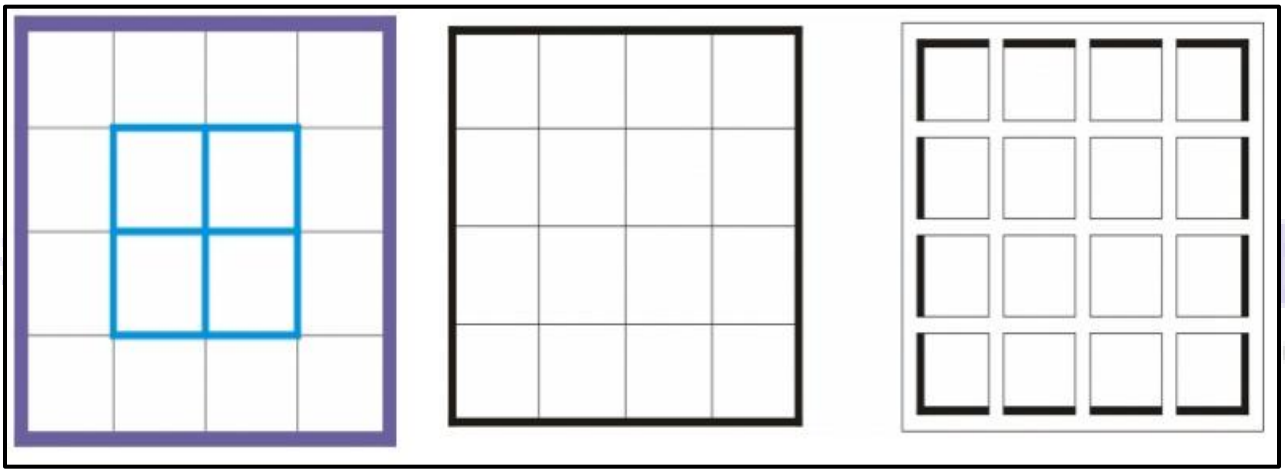
If table rows are different sizes (left), you can distribute them so that they are the same size (right).

Formatting tables and cells

You can change the look of a table by modifying both table and cell borders. For example, you can change the table border width or color.

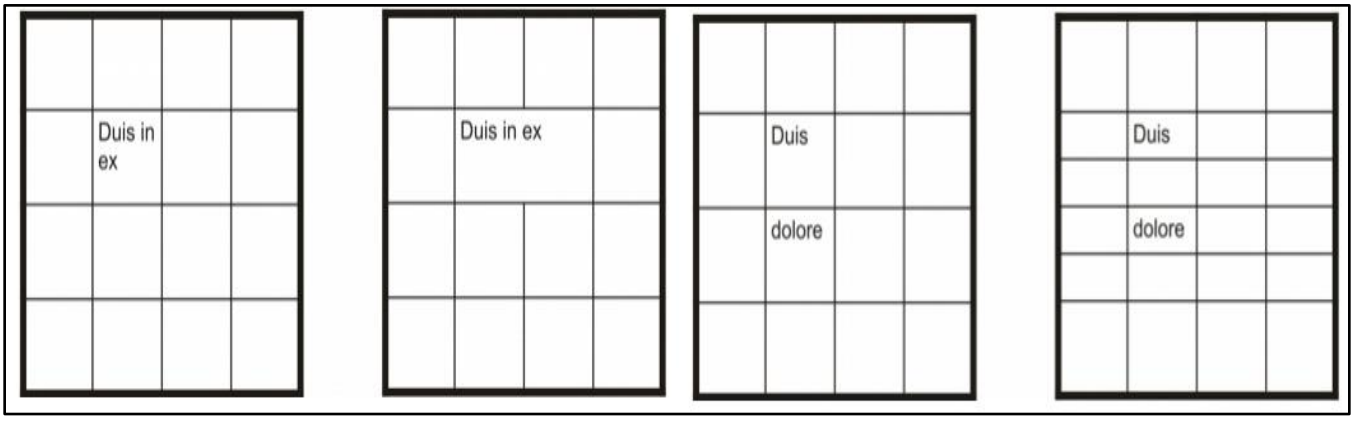
You can modify both table and table cell borders.

In addition, you can change the table cell margins and cell border spacing. The cell margins let you increase the space between the cell borders and the text in the cell. By default, table cell borders overlap to form a grid. However, you can increase the cell border spacing to move the borders away from each other. As a result, the cells do not form a grid, but appear as individual boxes (also known as “separated borders”).



Merging and splitting tables and cells

You can change how a table is configured by merging adjacent cells, rows, and columns. If you merge table cells, the formatting of the upper-left cell is applied to all merged cells. Alternatively, you can unmerge cells that were previously merged.

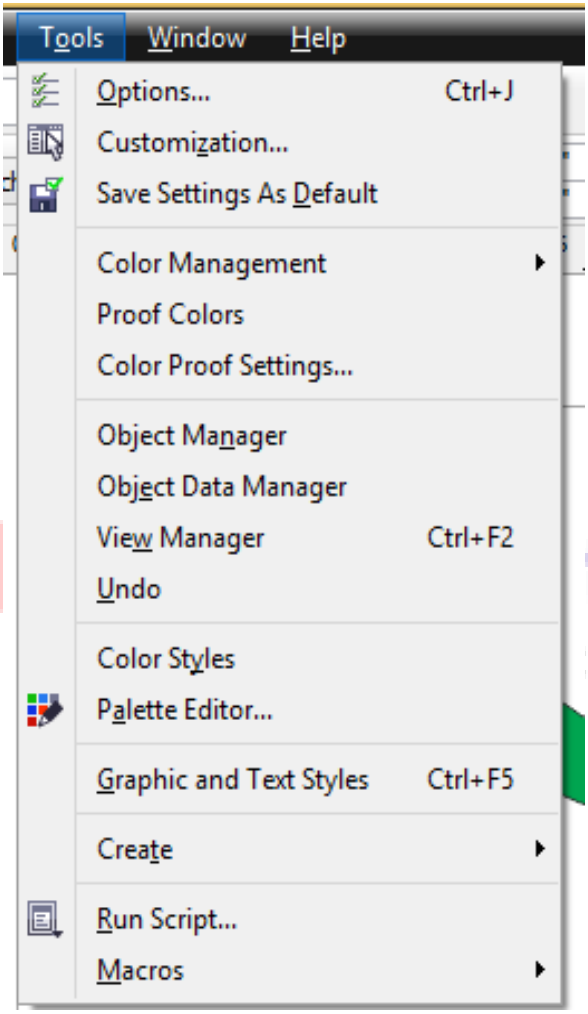


You can change the look of a table (left) by merging adjacent table cells (right).

You can also split table cells, rows, or columns. Splitting lets you create new cells, rows, or columns without changing the size of the table.

You can insert additional rows in a table (left) by splitting table cells (right).

Tools Menu Drop down list

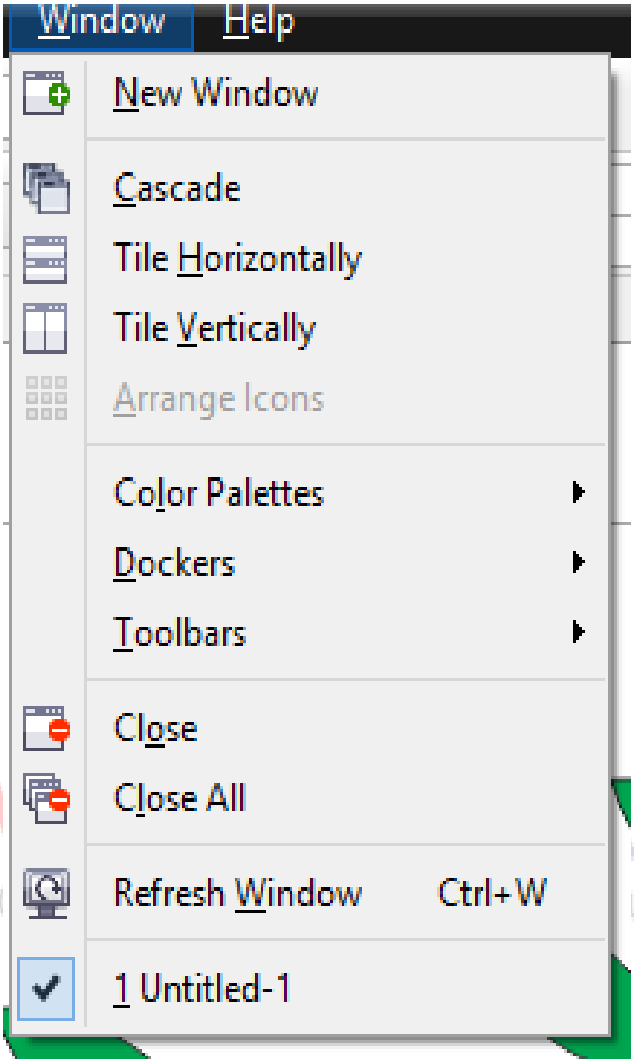


Tools

Undo docker - It contain the record of your steps those you used in deginq your document.

Symbols and special characters -You can select various types of symbols and drag then into the document from its locker window.

Windows Menu Drop down list



Windows

Color palettes -It contain the list of various color boxes.

Dockers -It contains the list of the various docker windows that you used in coral draw.

Refresh window -This option …… your documents. To use this tool you can also peas

(control + n)

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Lesson no. 19: Corel Draw Shortcut Keys

Used Corel DRAW Shortcut Keys

Below are the different shortcuts keys that can be used while using Corel DRAW:		
Option	**Keyboard shortcut**	**Action**
Align		
Align Top	T	It lets you align the objects that are selected to the top.
Align Bottom	B	It lets you align the objects that are selected to the bottom.
Align Right	R	It lets you align the objects that are selected to the right.
Align Left	L	It lets you align the objects that are selected to the left.
Align Center Vertically	C	You can vertically align the center of the objects that are selected.
Align Center Horizontally	E	You can horizontally align the center of the objects that are selected.
Align to baseline	Alt + F12	It allows you to align text to the baseline.
Display Document Shortcut Keys in Corel DRAW		
Window Refresh	Ctrl + W	You can refresh the window with this shortcut.
Reveal Nonprinting Characters	Ctrl + Shift + C	Nonprinting characters can be shown
Display Toggle	Shift + F9	Toggle can be displayed.
Preview Full-Screen	F9	Full-Screen can be previewed.
General Shortcuts Keys in Corel DRAW		
Copy	Ctrl + C, Ctrl + Insert	You can copy and move one or more objects to the clipboard
Cut	Ctrl + X, Ctrl + Delete	You can cut and move one or more objects to the clipboard.
Delete	Delete(Button)	Selected objects can be deleted using this button.

Paste	Ctrl + V	You can place the content in the document.
Repeat	Ctrl + R	The last operation can be repeated.
Redo	Ctrl + Shift + Z	The last action which was undone can be reapplied using redo.
Duplicate	Ctrl + D	Selected objects can be duplicated.
Undo	Ctrl + Z, Ctrl + Backspace	The previous action can be canceled using undo
File Related Shortcut Keys (Formatting)		
Save	Ctrl + S	The document that is active can be saved.
Save As	Ctrl + Shift + S	The document that is active can be saved using a new name.
Open	Ctrl + O	You can open a document that is existing by searching the folder in which the document is present.
New	Ctrl + N	You can create a new document.
Import	Ctrl + I	It lets you import a file into the document that is active.
Export	Ctrl + E	The duplicate of the document can be saved to a different file format
Print	Ctrl + P	Printing options can be selected and then you can print the active document.
Exit:	Alt + F4	It lets you exit CorelDRAW and you will get a popup to save the active document.
Docker Window Shortcut Keys in CorelDRAW		
Contour	Ctrl + F9	Contour docker window can be opened through this shortcut.
Position	Alt + F7	Position docker window can be opened through this shortcut.
Rotate	Alt + F8	Rotate docker window can be opened through this shortcut.
Envelope:	Ctrl + F7	Envelope docker window can be opened through this shortcut
Lens	Alt + F3	Lens docker window can be opened through this shortcut.
Graphic And Text Style	Ctrl + F5	Graphic and text style docker window can be opened through this shortcut.

Linear Dimensions	Alt + F2	Linear Dimensions docker window can be opened through this shortcut.
Size	Alt + F10	A size docker window can be opened through this shortcut.
Scale And Mirror	Alt + F9	Scale and mirror docker window can be opened through this shortcut.
Dialog Shortcut Keys		
Intensity/Brightness	Ctrl + B	You can adjust the brightness with this shortcut.
Color Balance	Ctrl + Shift + B	You can adjust the color balance with this shortcut.
Saturation/Hue	Ctrl + Shift + U	Saturation can be controlled using this shortcut.
Uniform Fill	Shift + F11	Helps you in selecting a hard fill color by using color palettes, color harmonies, color viewers or color blends for an object.
Fountain Fill	F11	Using a gradient of shades or colors, an object can be filled.
Font Shortcut Keys(Formatting)		
Font Size	Ctrl + Shift + P	You can adjust the font size with this.
Increase Font Size	Ctrl + Numpad 8	Font size can be increased with this.
Decrease Font Size	Ctrl + Numpad 2	Font size can be decreased with this.
Bold	Ctrl + B	You can make the text bold.
Italic	Ctrl + I	You can italicize the text.
Outline Pen		
Outline Color Dialog	Shift + F12	Outline color dialog can be opened with this shortcut.
Toolbox		
Hand	H	You can select the hand tool.
Artistic Media	I	With the use of freehand strokes, you can add artistic spray, brush and some calligraphic effects.
Ellipse Tool	F7	You can select the ellipse tool.

Eraser Tool	X	You can select the eraser tool.
Freehand Tool	F5	The freehand tool can be selected.
Mesh Tool	M	Mesh tool can be selected.
Rectangle Tool	F6	A rectangle tool can be selected.
Polygon Tool	Y	Polygon tool can be selected.
Spiral Tool	A	The spiral tool can be selected.
Text Tool:	F8	The text tool can be selected.
Zoom		
Zoom Out	F3	You can zoom out.
Zoom	F2	You can zoom in one shot.
Zoom in to all object	F4	You can zoom in to an object as a whole.

Conclusion:-

Corel DRAW Shortcut Keys are definitely useful when you need to expedite your work and maintain professionalism at the same time.

Artistic and Paragraph Text : CorelDraw uses two text options – Artistic and Paragraph text. There are significant changes made with the release of X3. Formatting options can be accessed from the TEXT PROPERTY BAR (shown below) or from the menu TEXT ->**CHARACTER FORMATTING, or TEXT ->CHARACTER FORMATTING shown in**

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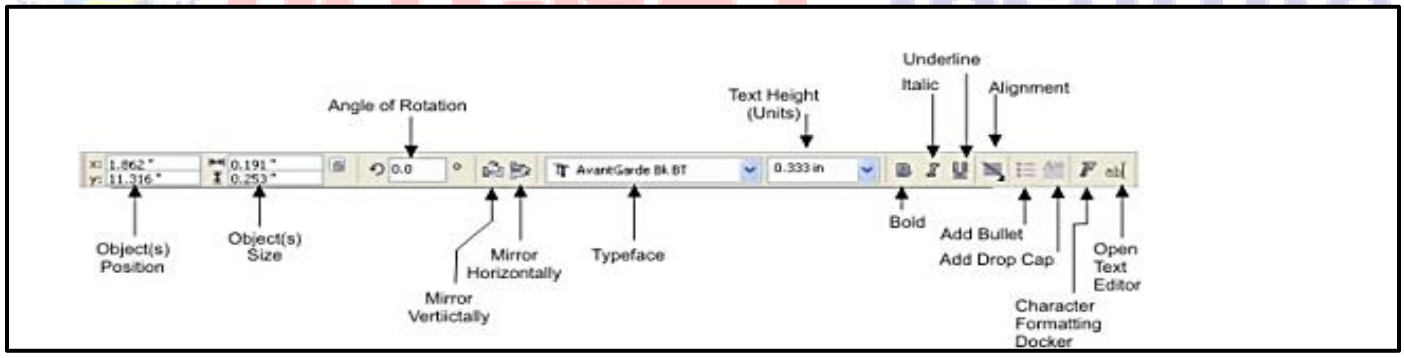

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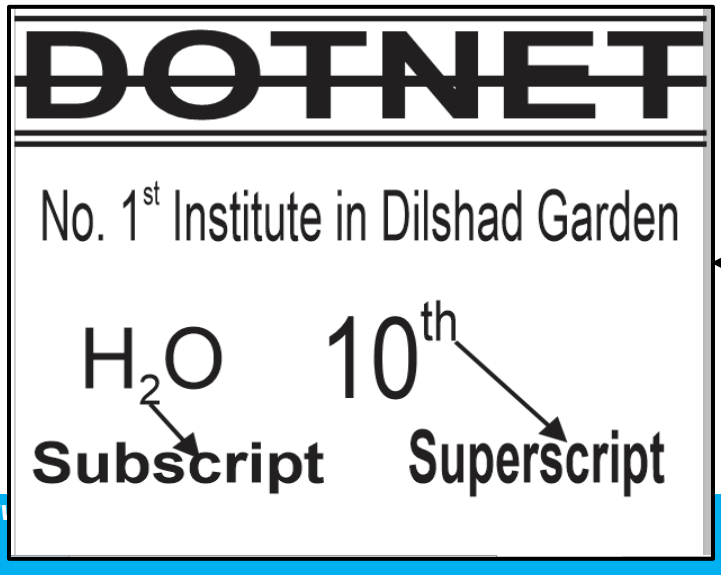

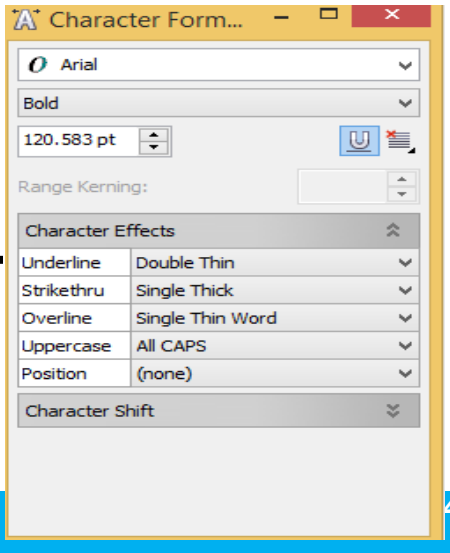

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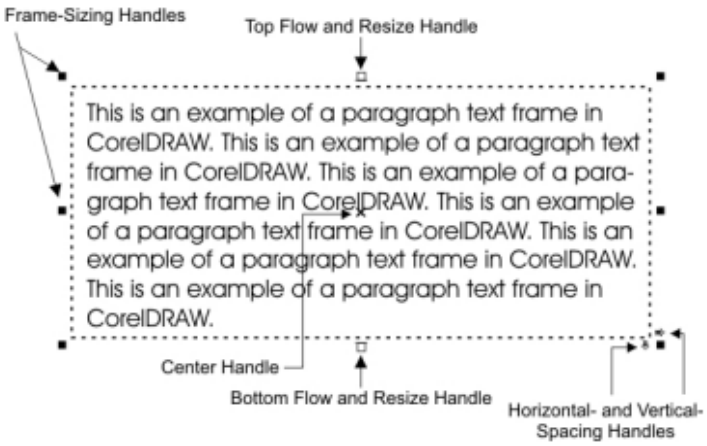

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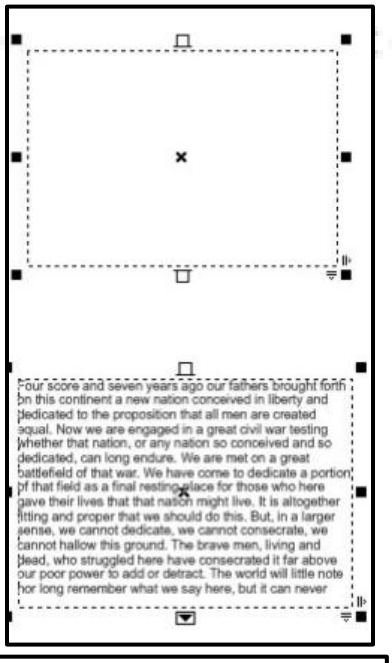
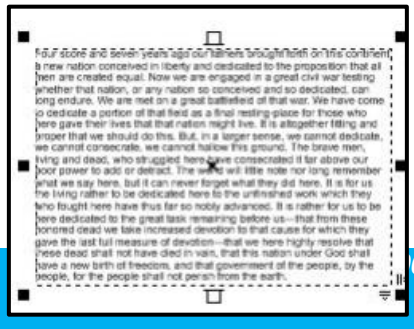
- First create the actual text frame by selecting the TEXT TOOL, and CLICK-DRAG to make the text frame.



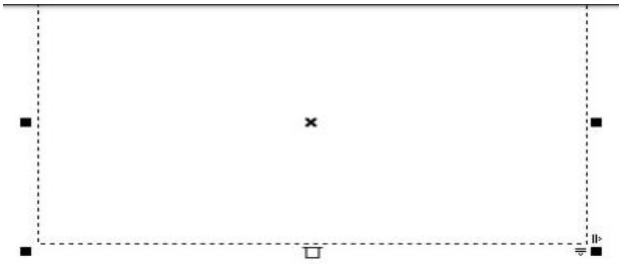
- Place the Text cursor inside the text frame and CLICK. From the FILE | IMPORT MENU, or the Import icon on Standard Property bar, open the import dialog and select the file. I will be using the Gettysburg address. If you get an Importing/Pasting Text dialog, select Discard fonts and Formatting. We will format the text in Corel DRAW. Note the black arrow at the bottom of the text frame. This flow marker indicates there is more text in the flow than is visible.



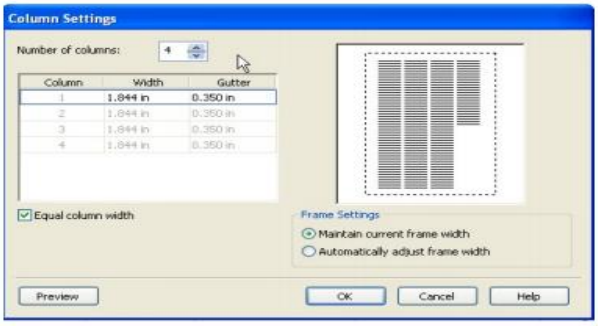
- To view all of the text, select TEXT | **PARAGRAPH TEXT FRAME** | FIT TEXT TO FRAME. This option will automatically adjust the font size allowing all of the text to be viewed in text frame.

Using Paragraph Text to create columns of text In this lesson, I want to use several paragraph text frames to create columns for a series of names.

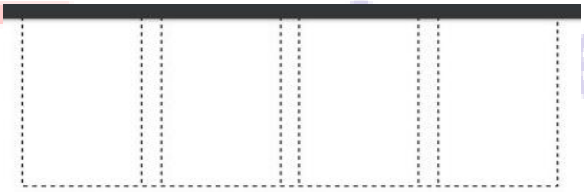
- First create a text frame with the Text too. This is the area our columns will fit.



- Select TEXT | COLUMNS. From the Column Settings dialog, select 4 columns, change the gutter to .35, and choose Maintain current frame width under Frame Settings. The dialog is shown.



- Place your cursor inside of the text frame and you will see the newly created columns.

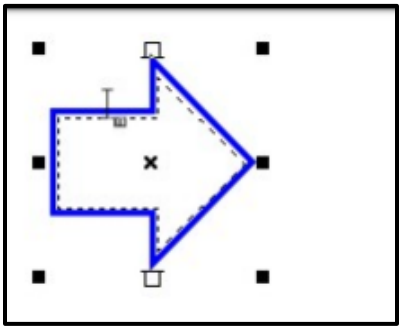


- You can type in the names or import them.

- After using the Fit Text To Frame option, here's how my plaque looked

Creating Paragraph Text Frame within objects

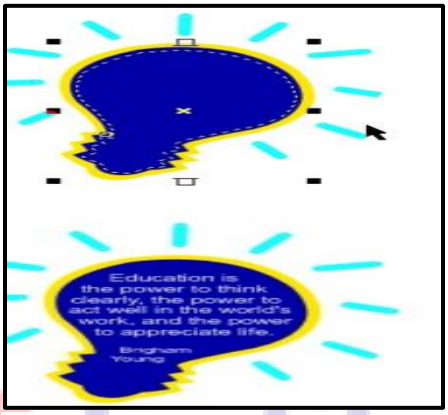
- Another popular use for paragraph text frames is to create the frames within objects. When you first select the object with the text tool, the cursor will change to the Text in A Close Path as you move the cursor over the object. After the cursor changes and you click inside, the page frame can be seen inside the object.



Here is my example lesson for created a paragraph text frame within an object.

- Our first step is to click inside our object, the light bulb, with the Text Tool. Note the dotted lines inside the light bulb denoting the text frame

- After entering text and Fitting Text To Frame, we have a unique layout.



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Text Outline Properties When you first install Corel DRAW, you text outline properties are set to a color of None and an outline width of None. The laser operator often changes the outline to Hairline to cut out letters. Changing the Text Outline width and color can produce different text appearances as shown in Figure 3-9. The text outline properties can be changed on the property bar or by changing them in the OUTLINE TOOL properties.

Fitting text to a path You can add artistic text along the path of an open object (for example, a line) or a closed object (for example, a square). You can also fit existing text to a path. Paragraph text can be fitted to open paths only.

After you fit text to a path, you can adjust the text position relative to that path. For example, you can mirror the text horizontally, vertically, or both. Using tick spacing, you can specify an exact distance between the text and the path.

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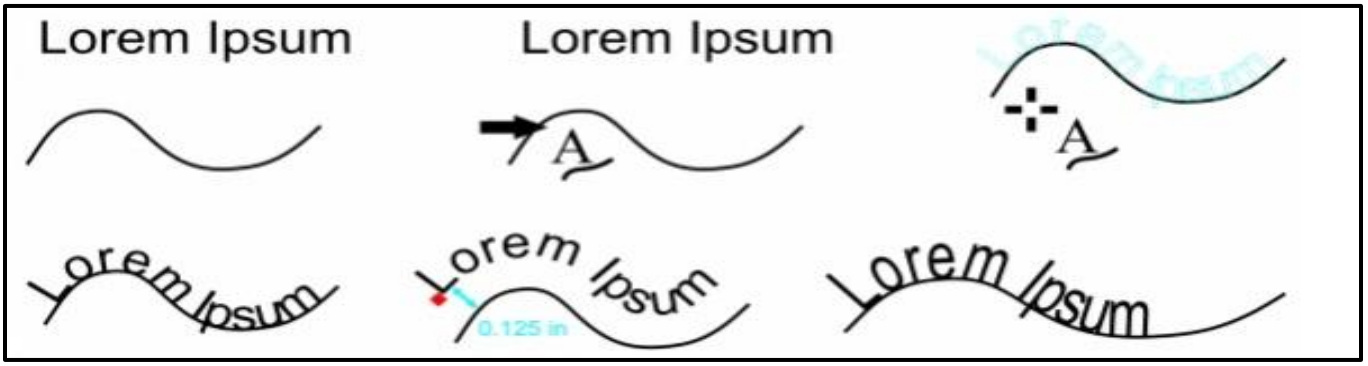
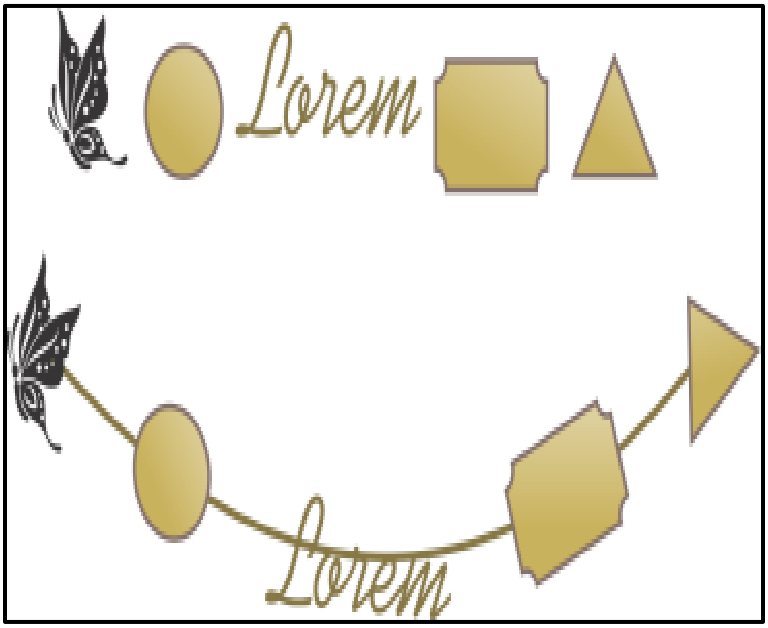
Corel DRAW treats text fitted to a path as one object; however, you can separate the text from the object if you no longer want it to be part of the path. When you separate text from a curved or closed path, the text retains the shape of the object to which it was fitted.
The Fit Objects to Path extension for Corel DRAW lets you fit any type and number of objects to a path of your choice. Smart distribution and rotation settings help you customize the placement of objects on the path.

The text reverts to its original appearance when you straighten it.





To fit objects to a path

1 - In Corel DRAW, using the Pick tool, select the objects you want to fit to a path.

2 Holding **down Shift**, click the path.

If you do not select a path, the last object you selected in step 1 is used as a path.

3 Click Objects ▸ **Fit Objects to Path.**

4 In the Fit Objects to Path docker, choose any settings you want.

5 Click Apply.

Fit text to frame Using this option you can attach your text into a frame.(a frame can be any circle, rectangle or any other type of figures.

Align to baseline (using shape tool we can move the characters of the sentence to the desired location that can be right top left. Etc) you can use this option to align the characters moved with shape tool to the base line.

Straighten text Using this option you can make the --------- of the sentences moved by the shape tool to their locations.

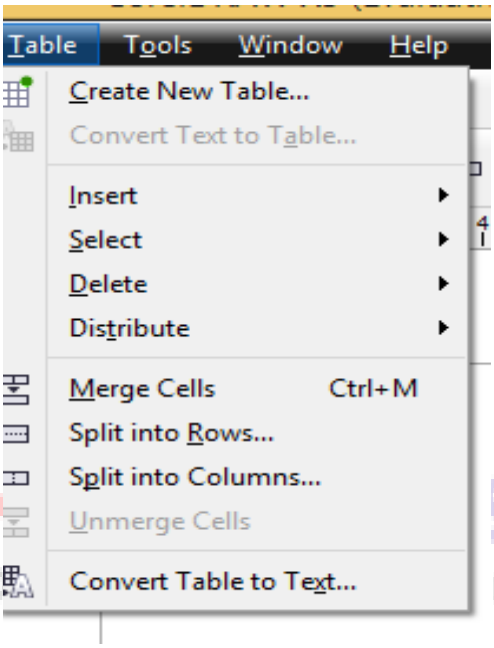
Writing tools Using these tools you can check your sentence for spellings or grammatical Mistake etc.

Change case Using this option we can change the caw of our text from one case to another case like toggle case, sentence case, upper case, lower eaie etc.

Convert to artistic text Using this option you can convert your text to artistic text in which there is no limited bond Erie. OR Convert to paragraph text Using this option you can convert the artistic text to a paragraph text in which the bond Erie is limited specified by you for typing

Text static's This option show you the status of your text in your document (i.e. number of characters names of font styles etc

Tables Menu Drop down list



Tables Menu

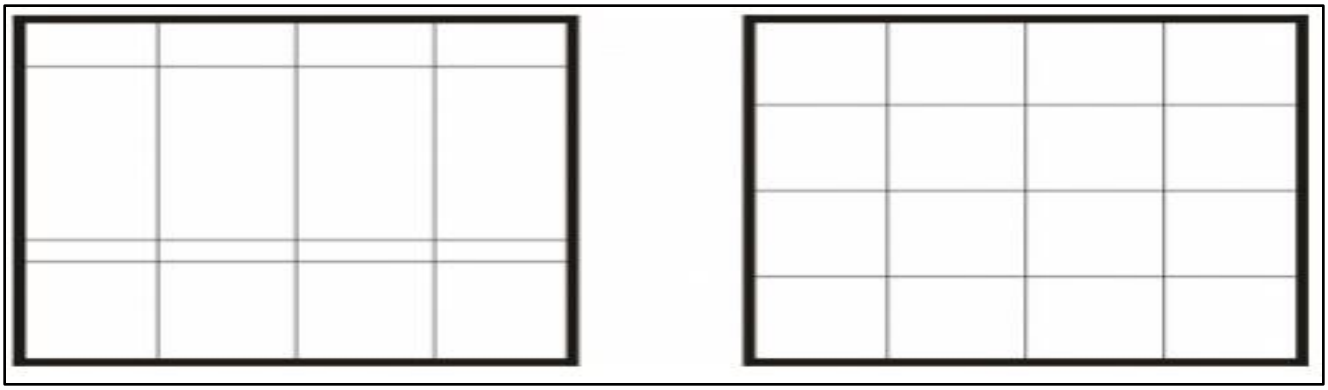
A table provides a structured layout that lets you present text or images within a drawing. You can draw a table, or you can create a table from paragraph text. You can easily change the look of a table by modifying the table properties and formatting. In addition, because tables are objects, you can manipulate them in various ways. You can also import existing tables from a text file or a spreadsheet.

Adding tables to drawings

With Corel DRAW, you can add a table to a drawing to create a structured layout for text and images. You can draw a table, or you can create a table from existing text.

Resizing table cells, rows, and columns

You can resize table cells, rows, and columns. In addition, if you previously changed the sizes of so



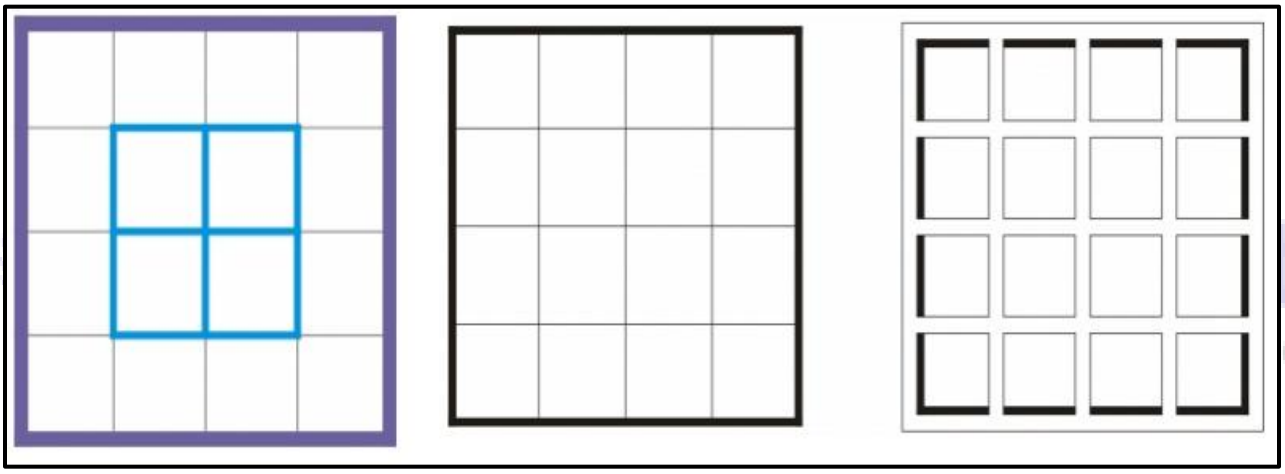
If table rows are different sizes (left), you can distribute them so that they are the same size (right).

Formatting tables and cells

You can change the look of a table by modifying both table and cell borders. For example, you can change the table border width or color.

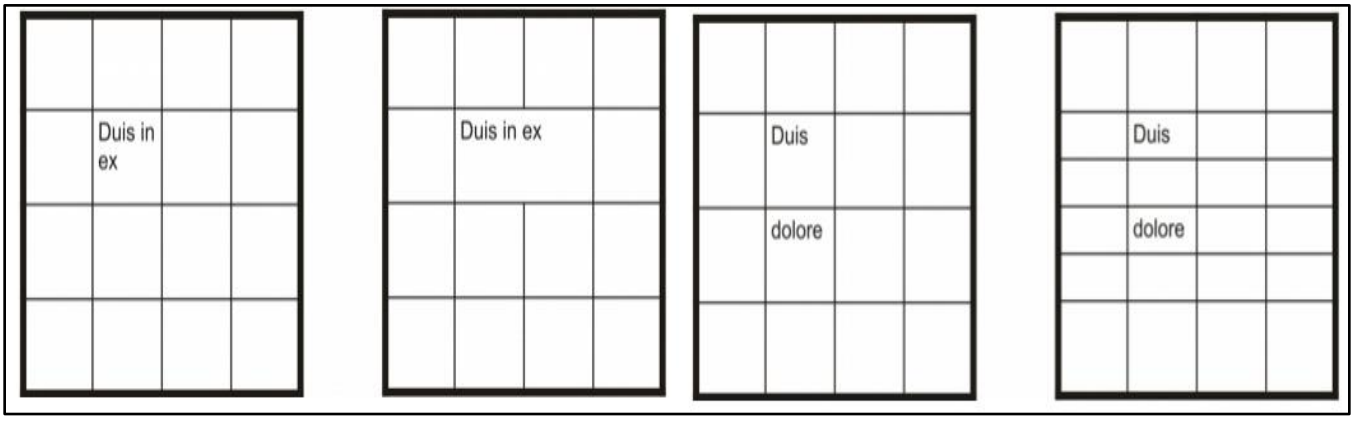
You can modify both table and table cell borders.

In addition, you can change the table cell margins and cell border spacing. The cell margins let you increase the space between the cell borders and the text in the cell. By default, table cell borders overlap to form a grid. However, you can increase the cell border spacing to move the borders away from each other. As a result, the cells do not form a grid, but appear as individual boxes (also known as “separated borders”).



Merging and splitting tables and cells

You can change how a table is configured by merging adjacent cells, rows, and columns. If you merge table cells, the formatting of the upper-left cell is applied to all merged cells. Alternatively, you can unmerge cells that were previously merged.

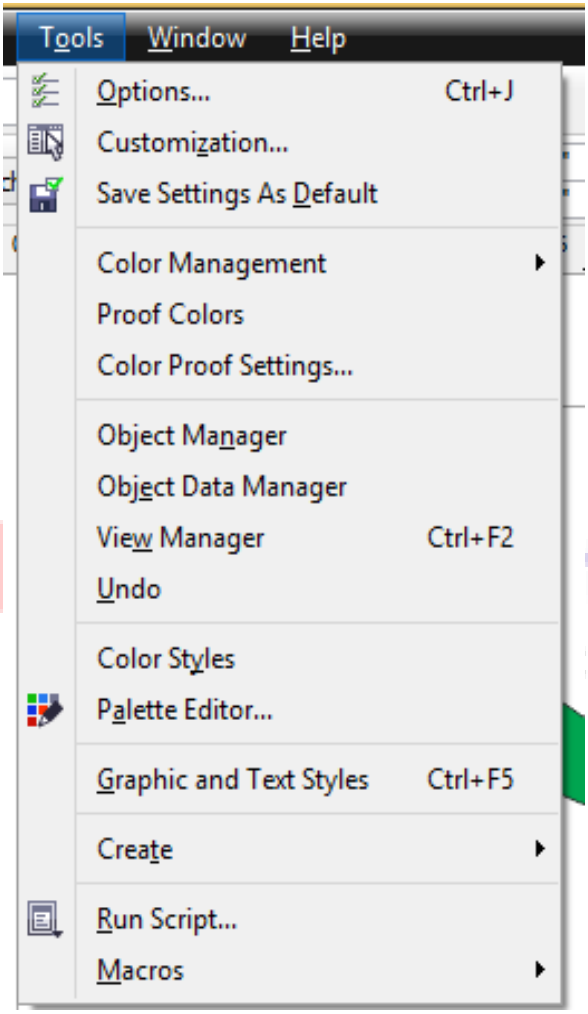


You can change the look of a table (left) by merging adjacent table cells (right).

You can also split table cells, rows, or columns. Splitting lets you create new cells, rows, or columns without changing the size of the table.

You can insert additional rows in a table (left) by splitting table cells (right).

Tools Menu Drop down list

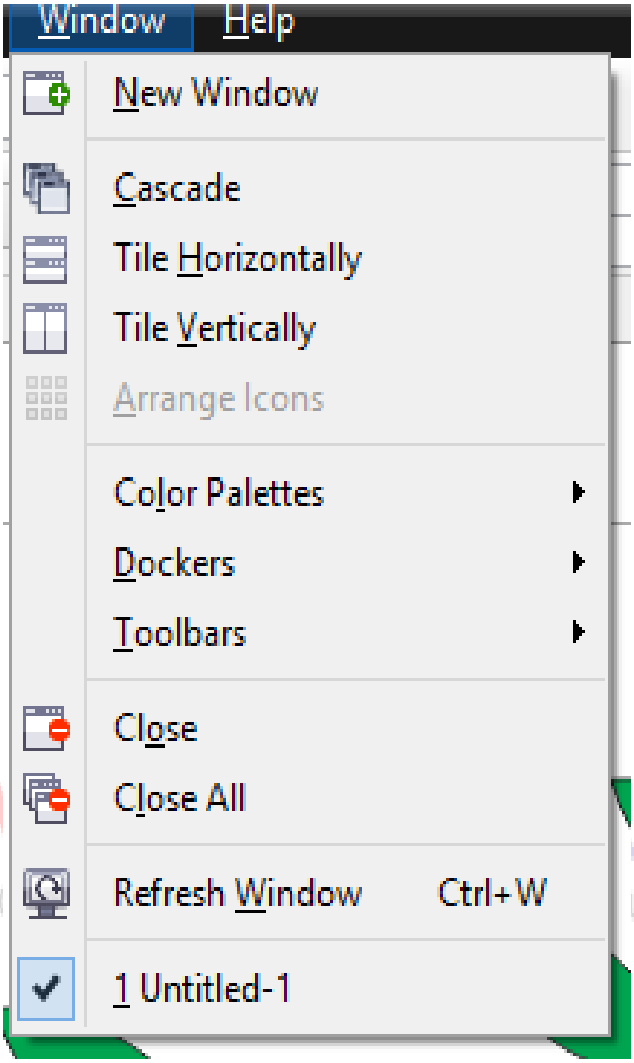


Tools

Undo docker - It contain the record of your steps those you used in deginq your document.

Symbols and special characters -You can select various types of symbols and drag then into the document from its locker window.

Windows Menu Drop down list



Windows

Color palettes -It contain the list of various color boxes.

Dockers -It contains the list of the various docker windows that you used in coral draw.

Refresh window -This option …… your documents. To use this tool you can also peas

(control + n)

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