

## 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]

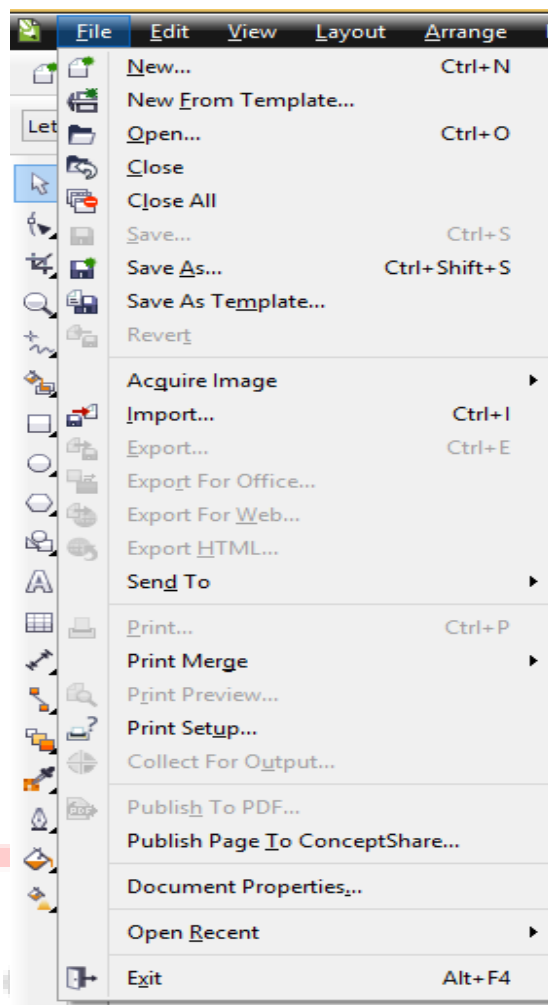
**Standard Toolbar-** The standard toolbar contains buttons that are shortcuts to many of the menu commands. It provides access to common windows commands, such as New, Open, Save and Print etc.

**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.

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**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.

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**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)