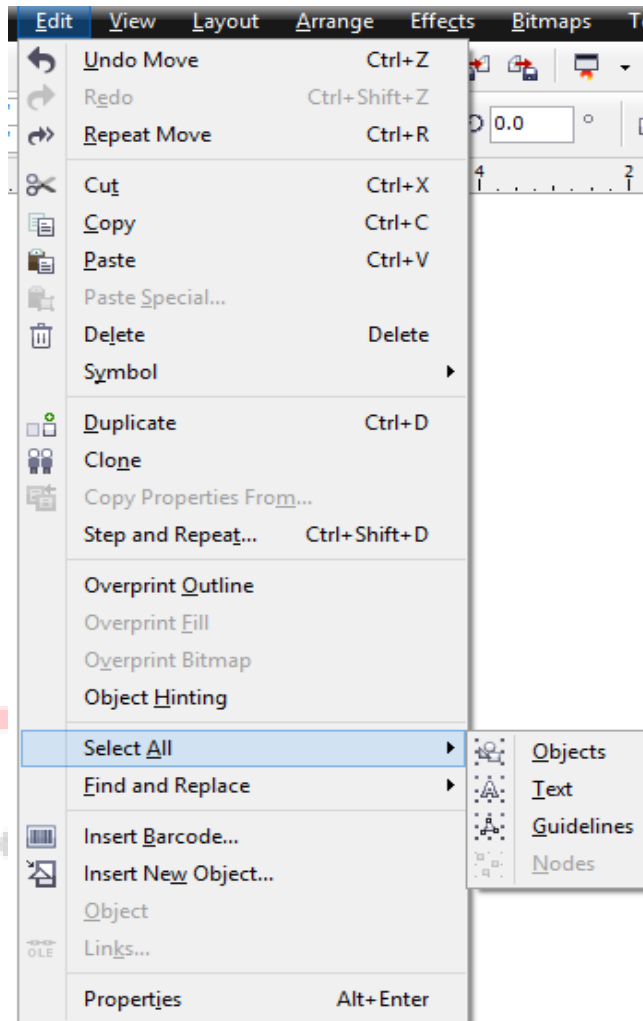


Lesson no. 13: Corel Draw Menu Bar

Edit Menu- Drop Down list



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

Redo - To step forward 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

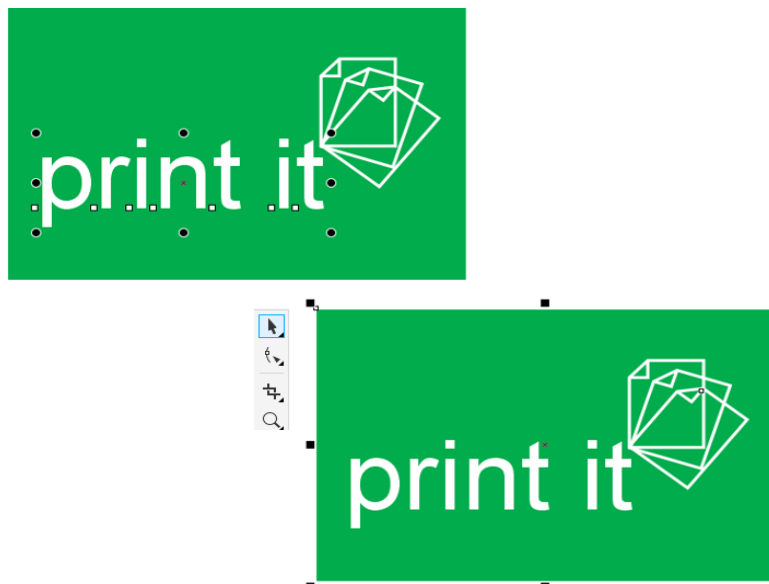
Step & Repeat - Prints active document. (**Shortcut- Ctrl+Shift+D**)

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.

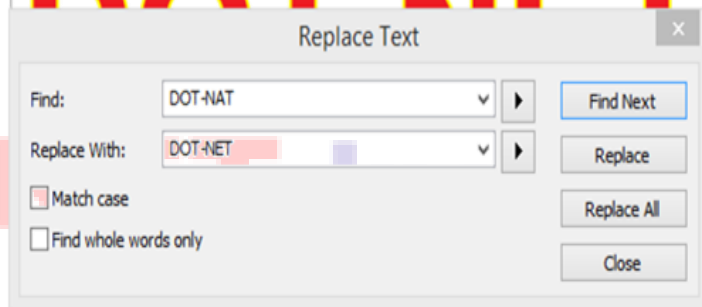
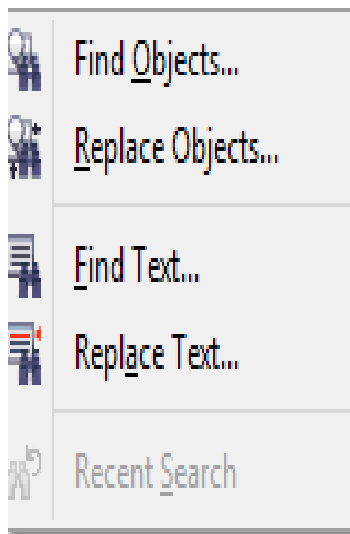
Overprint Fill - **Overprinting** Fill means that one **color** gets printed directly on top of another color. Sometimes in printing, it makes sense to allow the top objects in a piece to print directly on top of other fully printed objects.

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**)

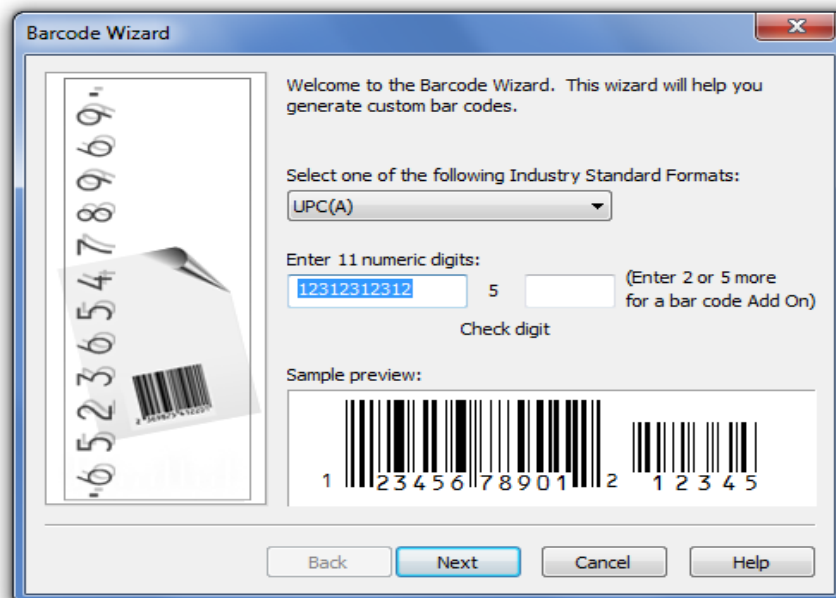


Find & Replace Looking for words for any replacements or spelling correction in long texts is very simple in CorelDRAW. Go to: Edit > **Find and Replace** > **Find text** In the pop-up window on the field "**Find**", type the text you need to find.

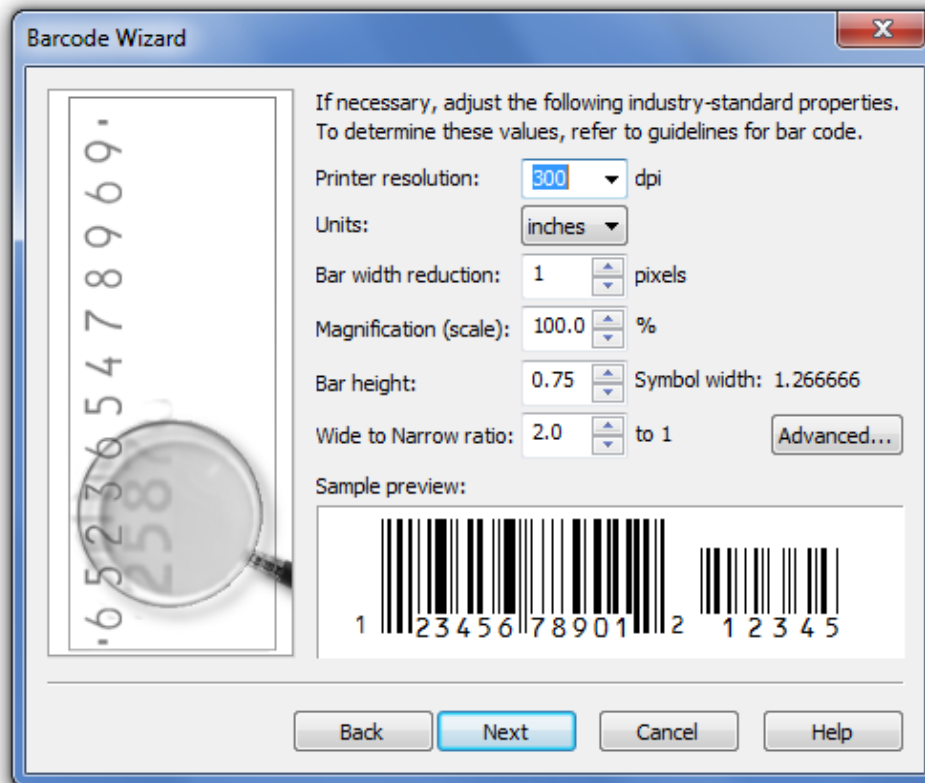


Insert Barcode - From the Edit menu select Insert Barcode.

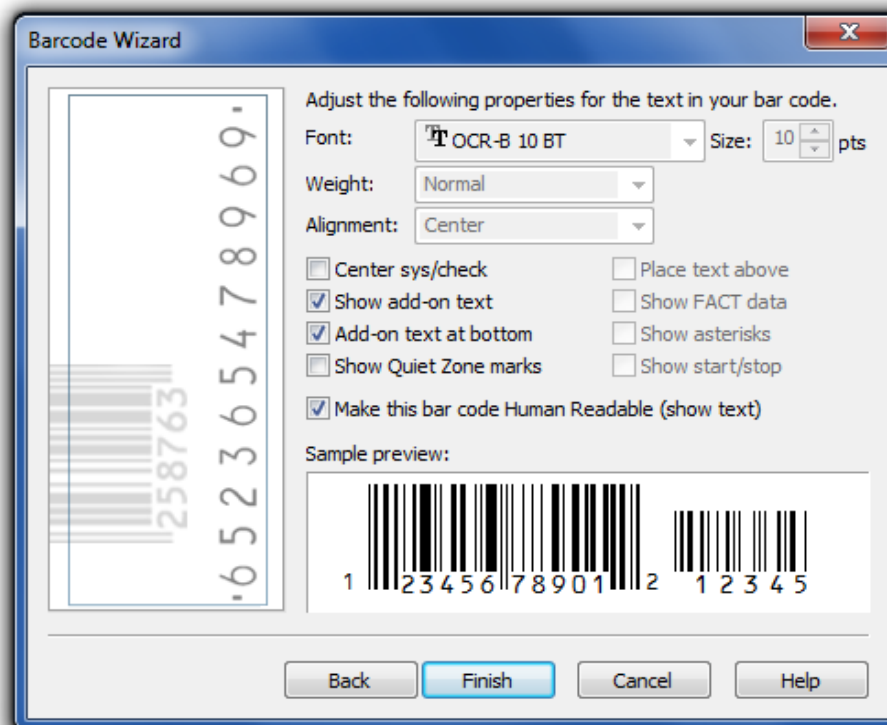
Corel DRAW offers a large selection of barcodes to choose from. In this example we will select **UPC(A)** which is considered the most common barcode used



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**).

