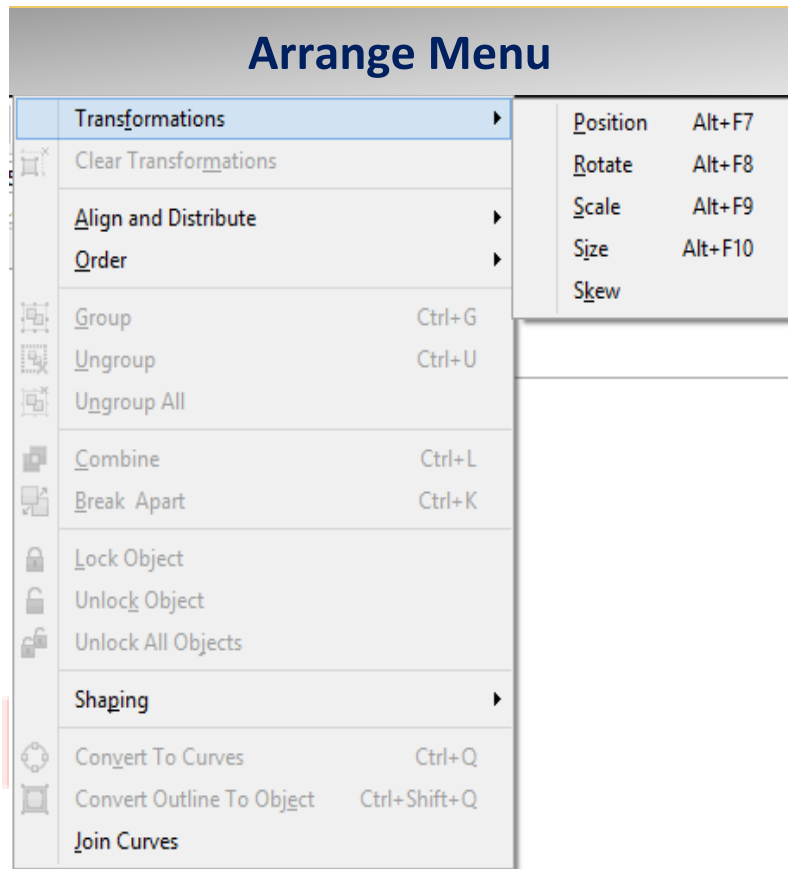
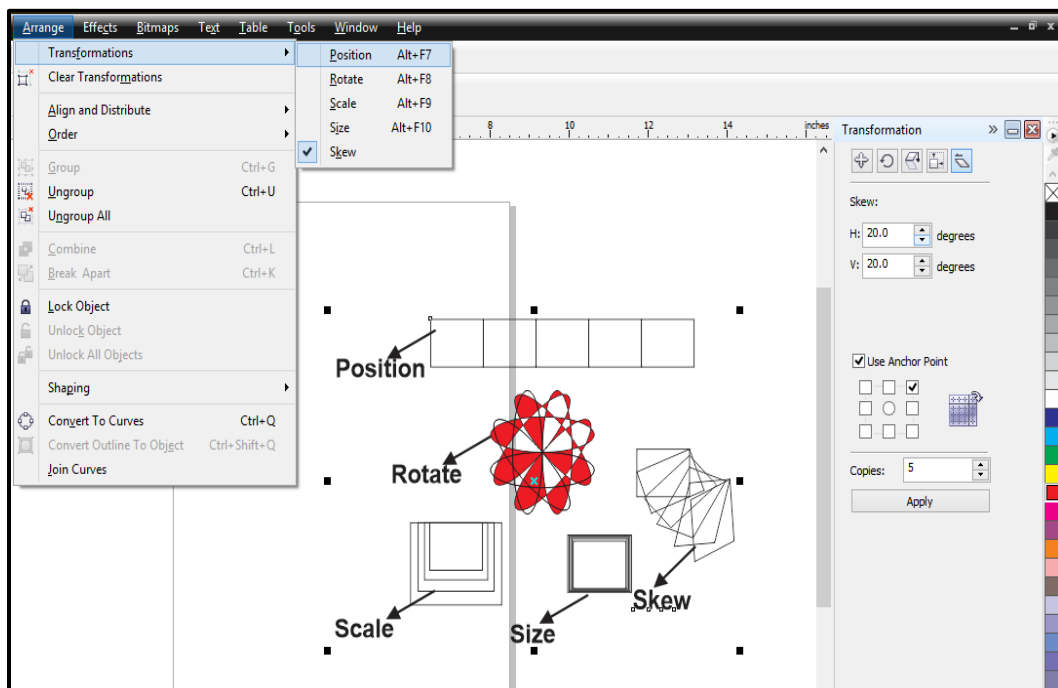


## Lesson no. 15: Corel Draw Menu Bar

### Arrange Menu- Drop Down list

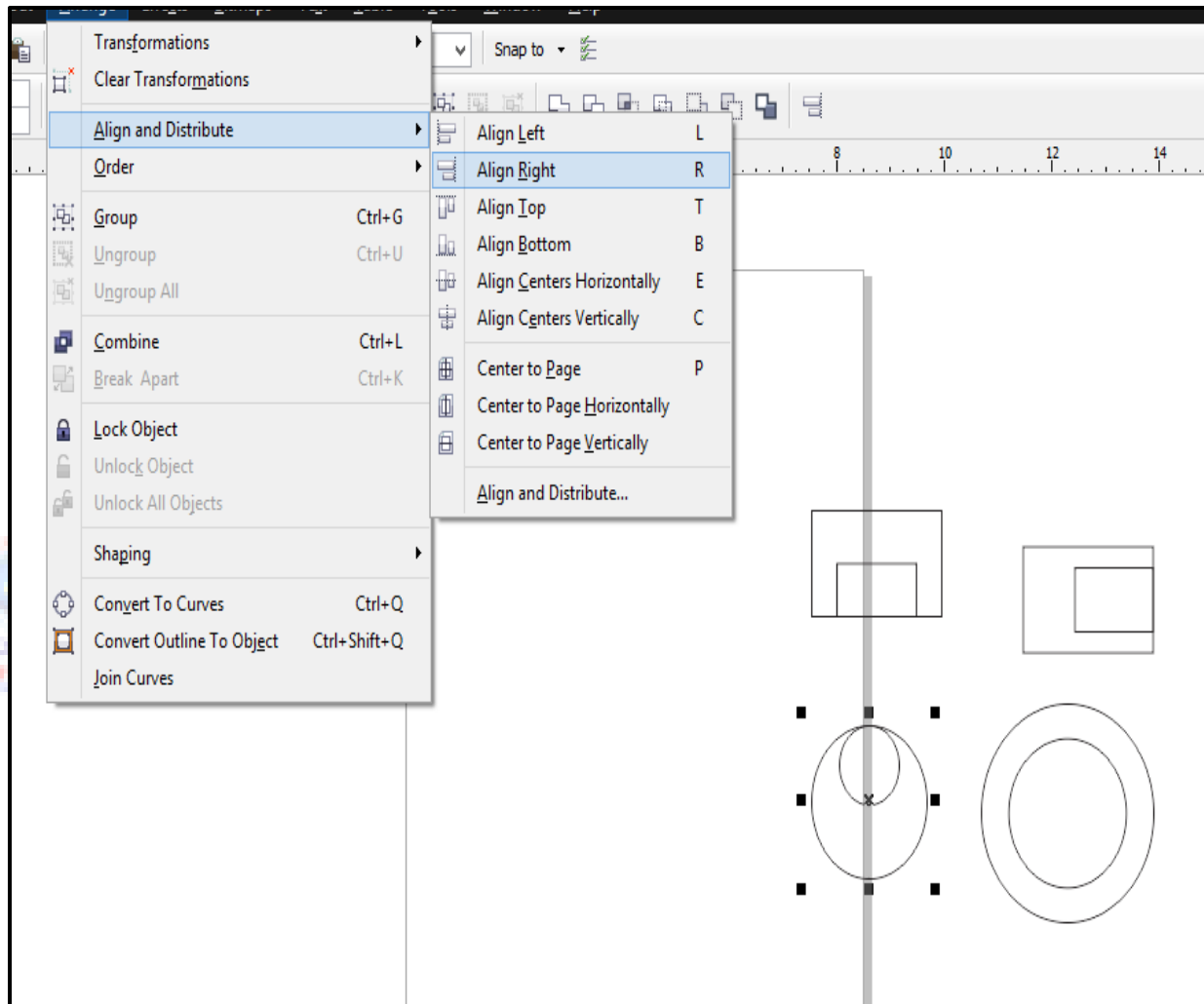


**Transformations:** - Using this option you can apply various transformations (i.e. **scaling, rotating, positioning etc.**) on the selected object. You can apply these transformation on there's duplicates also.



**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.

The screenshot shows the 'Order' menu with the following options and shortcuts:

- To Front Of Page: Ctrl+Home
- To Back Of Page: Ctrl+End
- To Front Of Layer: Shift+PgUp
- To Back Of Layer: Shift+PgDn
- Forward One: Ctrl+PgUp
- Back One: Ctrl+PgDn
- In Front Of...
- Behind...
- Reverse Order

The diagram below the menu shows a stack of colored rectangles (red, yellow, green, blue) and a stack of colored circles (red, green, orange, pink). An arrow points from the 'Forward One' text to the yellow rectangle, and another arrow points from the 'Back One' text to the red circle.

**Forward One**  
Ctrl+pg up

**Back One**  
Ctrl+pg down

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

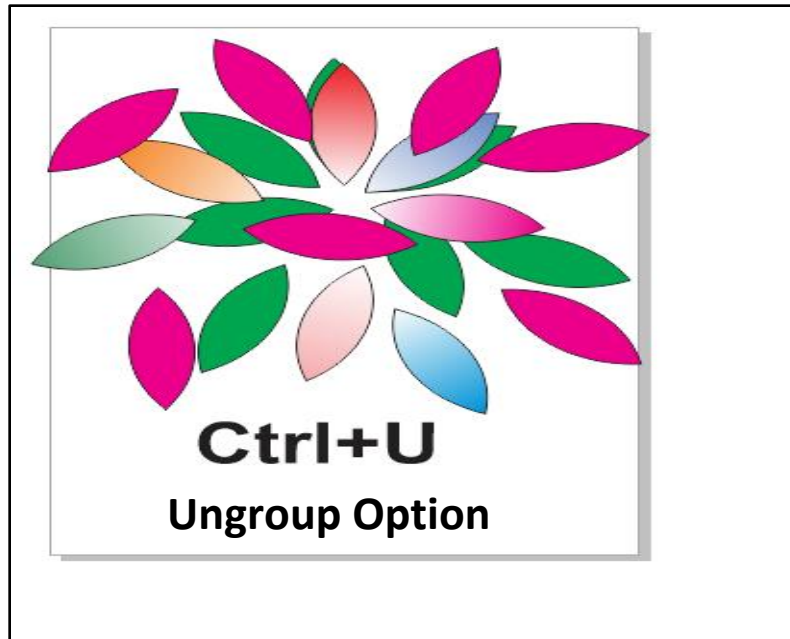
The diagram is split into two panels. The left panel shows several individual colored shapes (red, yellow, green, orange) and a small inset showing these shapes grouped together in a landscape scene. The right panel shows two flower-like shapes made of petals. The top flower has petals in various colors (blue, red, green, purple, yellow). The bottom flower has petals in shades of pink and magenta. An arrow points from the text 'Individual objects joint in a one place called a grouping' to the top flower. Another arrow points from the text 'Ctrl+G' to the bottom flower.

Individual objects joint in a one place called a grouping

Ctrl+G

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

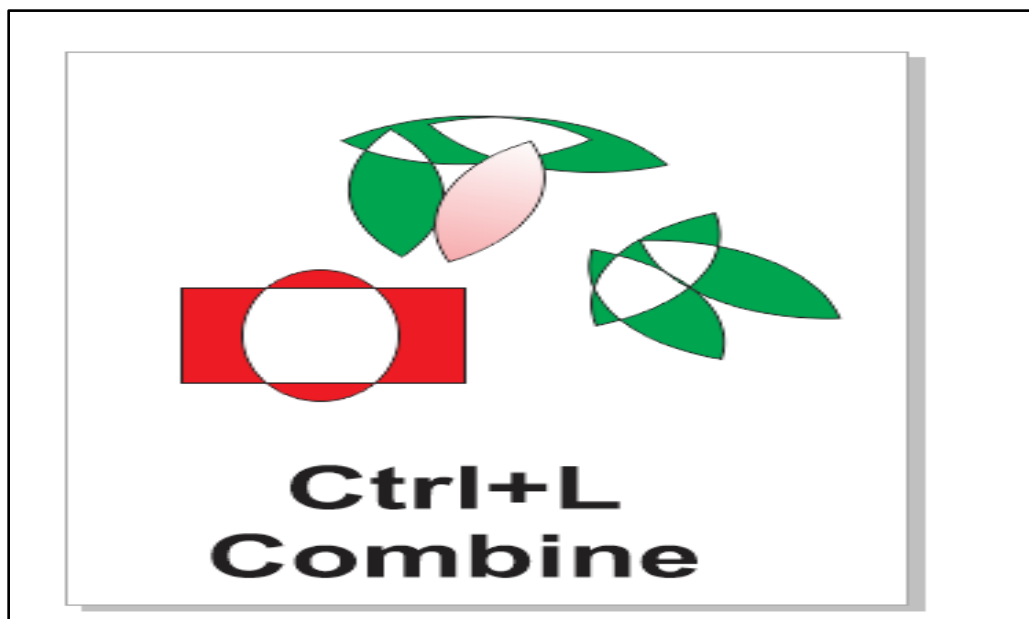
Ungroup Short command – Ctrl+U



**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.

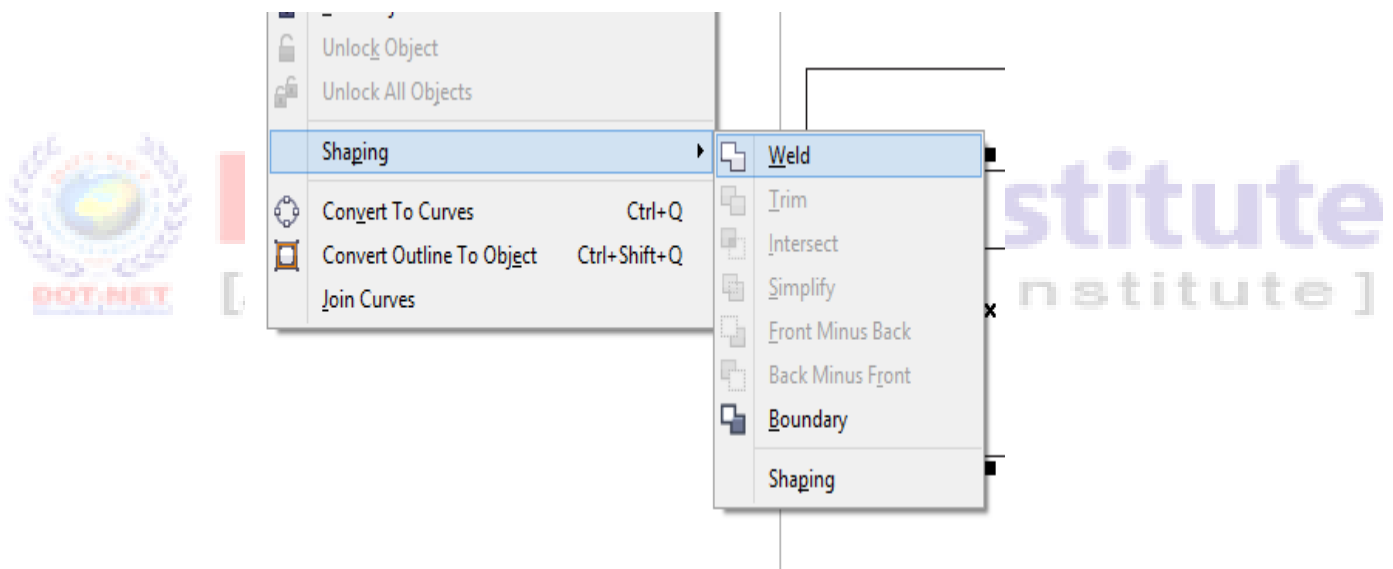
Break apart shortcut (**Ctrl + K**)

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

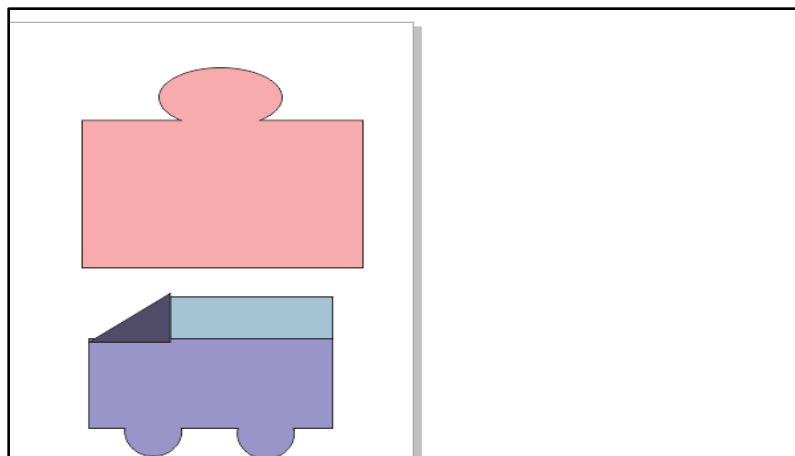
**Unlock** : - It unlocks the selected locked object

**Unlock all** : - It unlocks all the locked objects.

## **Shaping Drop down list**



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



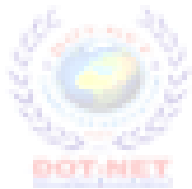
**Trim** : This option can be used to extract any figure out of two selected objects.

**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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