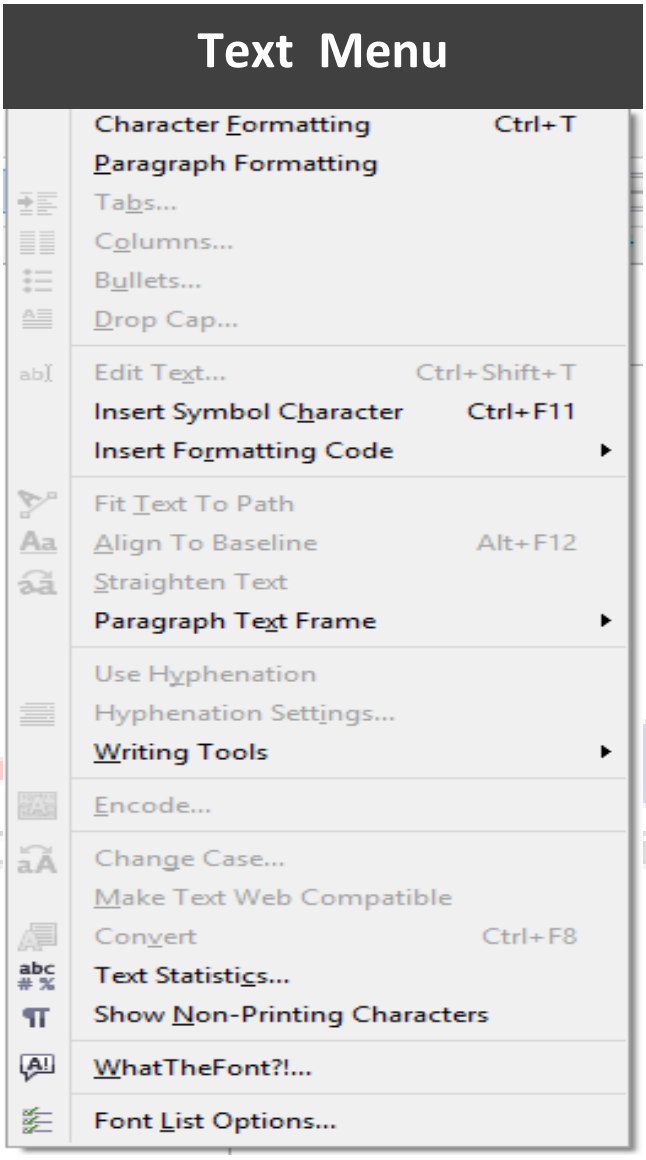
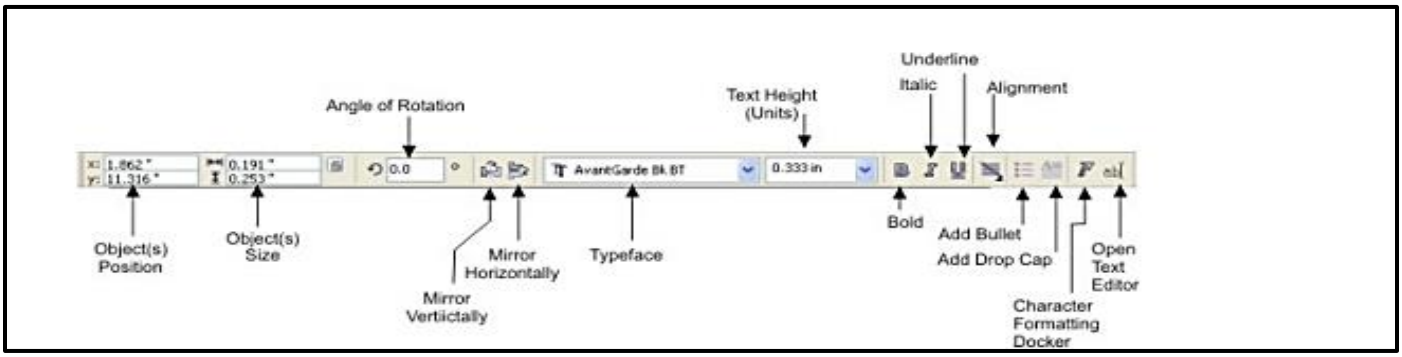
Lesson no. 18: Corel Draw Menu Bar

Text Menu- Drop Down list

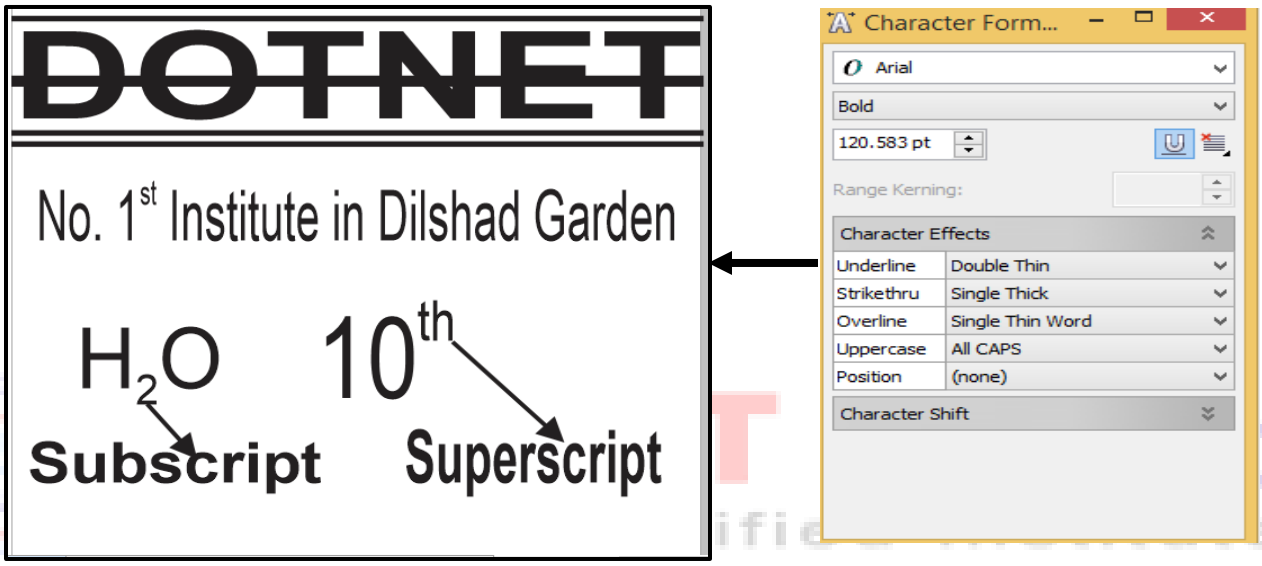


Artistic and Paragraph Text : CorelDraw uses two text options – Artistic and Paragraph text. There are significant changes made with the release of X3. Formatting options can be accessed from the TEXT PROPERTY BAR (shown below) or from the menu TEXT ->**CHARACTER FORMATTING, or TEXT ->CHARACTER FORMATTING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

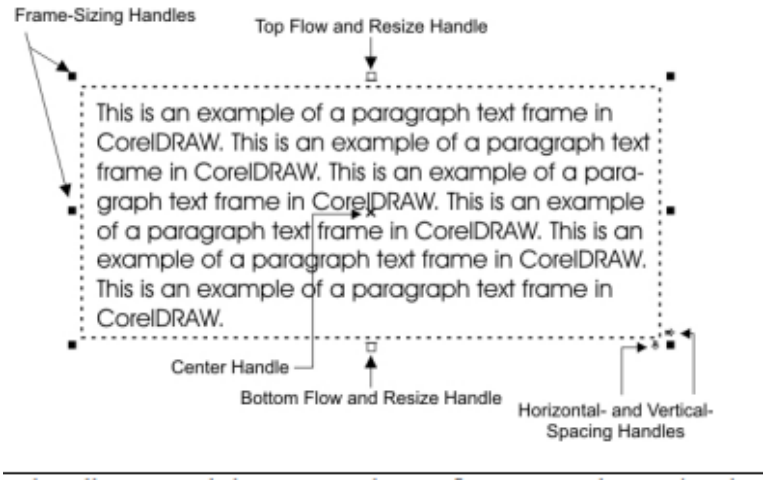
You can add two types of text to drawings — artistic text and paragraph text. You can add short lines of artistic text and then apply a wide range of effects, such as drop shadows or a contour, to the text. Paragraph text, also known as “block text,” can be used for larger bodies of text that have greater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



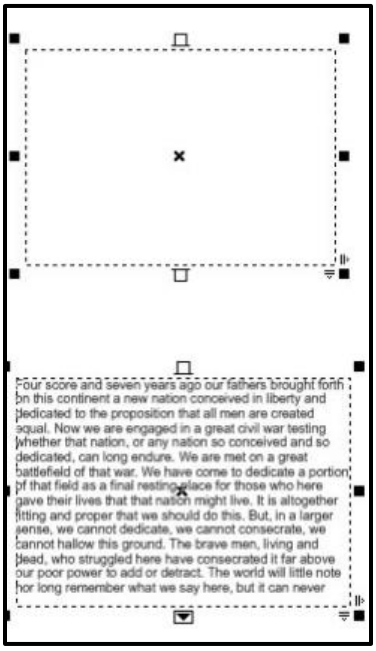
CHARACTER FORMATTING : You can format your text from these Option.



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

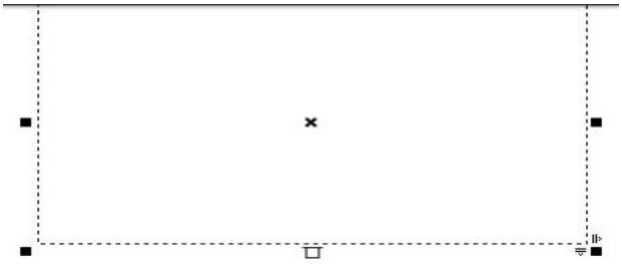


Using Paragraph Text for importing a block of text In this lesson, I want to create a paragraph text frame and import the Gettysburg Address which I have saved on my hard drive as a Microsoft Word document.

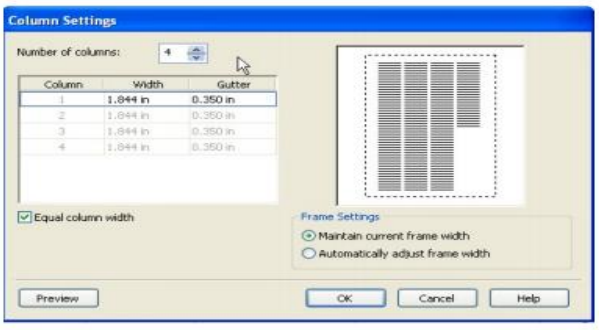


- First create the actual text frame by selecting the TEXT TOOL, and CLICK-DRAG to make the text frame.
- Place the Text cursor inside the text frame and CLICK. From the FILE | IMPORT MENU, or the Import icon on Standard Property bar, open the import dialog and select the file. I will be using the Gettysburg 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.

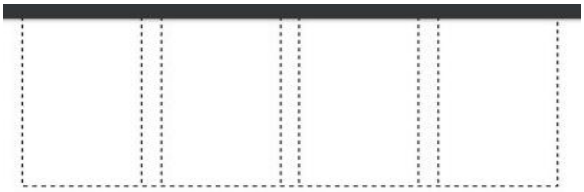
Using Paragraph Text to create columns of text In this lesson, I want to use several paragraph text frames to create columns for a series of names.



- 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.

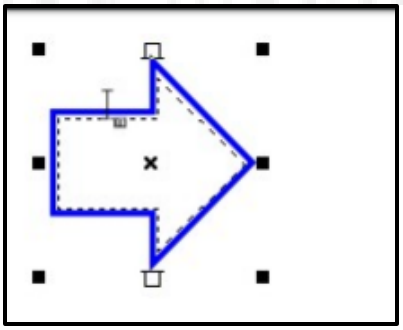


- You can type in the names or import them.

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

Creating Paragraph Text Frame within objects

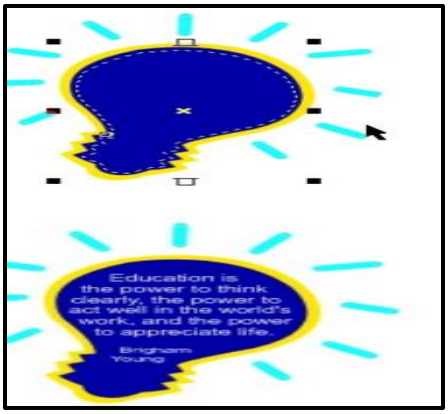
- Another popular use for paragraph text frames is to create the frames within objects. When you first select the object with the text tool, the cursor will change to the Text in A Close Path as you move the cursor over the object. After the cursor changes and you click inside, the page frame can be 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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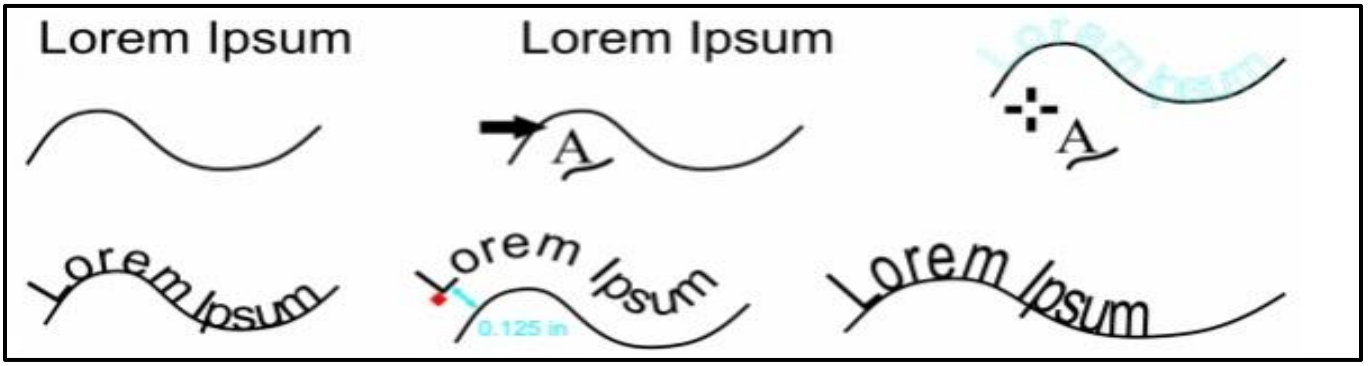
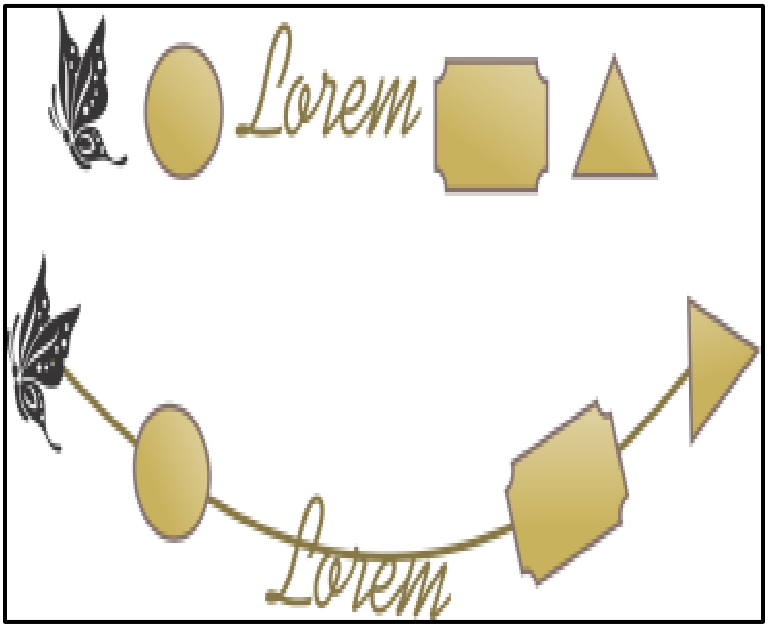
Corel DRAW treats text fitted to a path as one object; however, you can separate the text from the object if you no longer want it to be part of the path. When you separate text from a curved or closed path, the text retains the shape of the object to which it was fitted.

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.

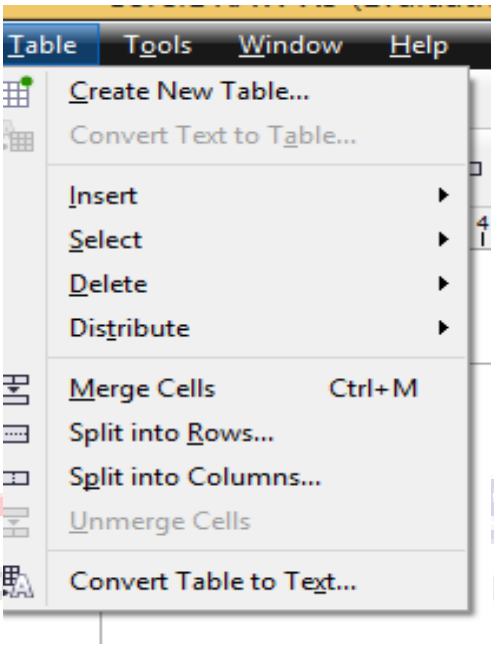
Writing tools Using these tools you can check your sentence for spellings or grammatical Mistake etc.

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

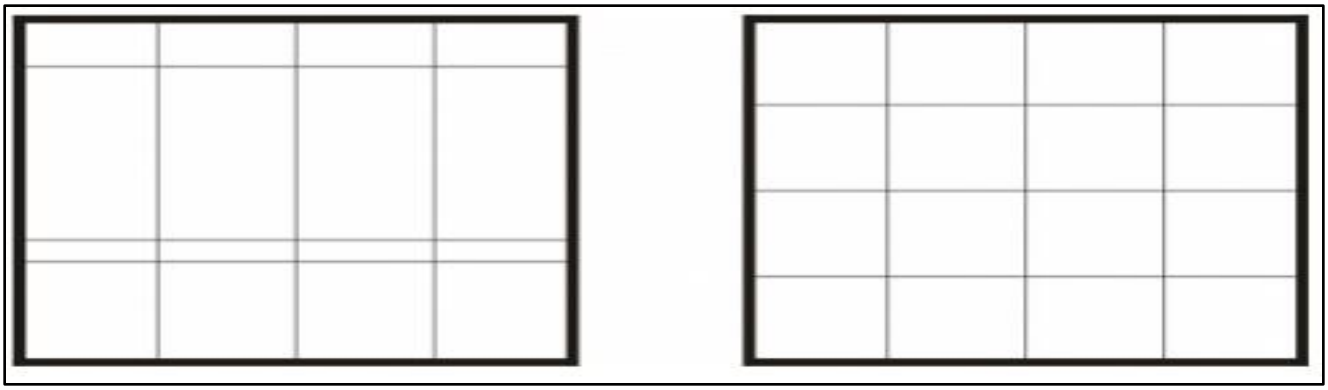
A table provides a structured layout that lets you present text or images within a drawing. You can draw a table, or you can create a table from paragraph text. You can easily change the look of a table by modifying the table properties and formatting. In addition, because tables are objects, you can 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



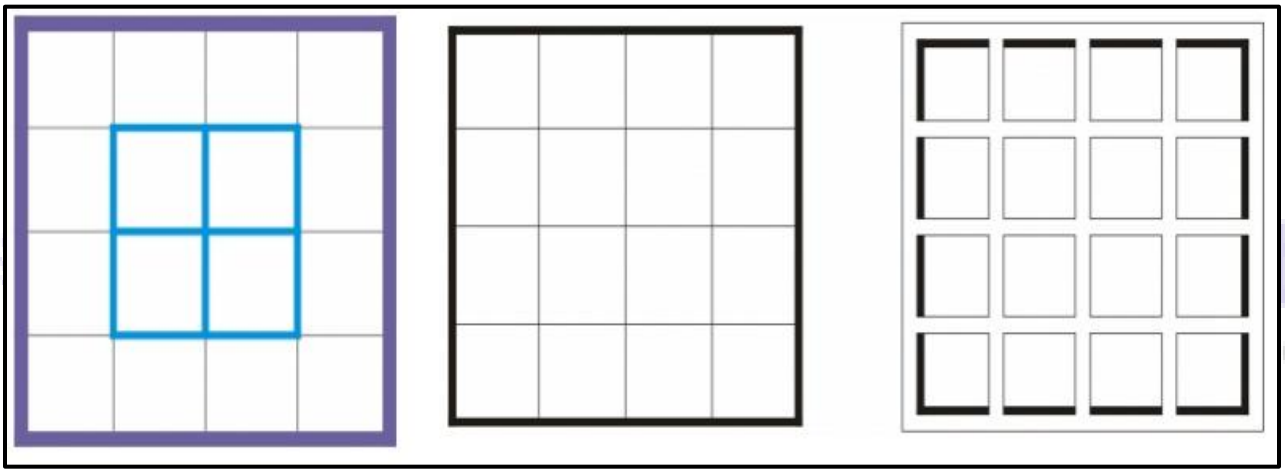
If table rows are different sizes (left), you can distribute them so that they are the same size (right).

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.

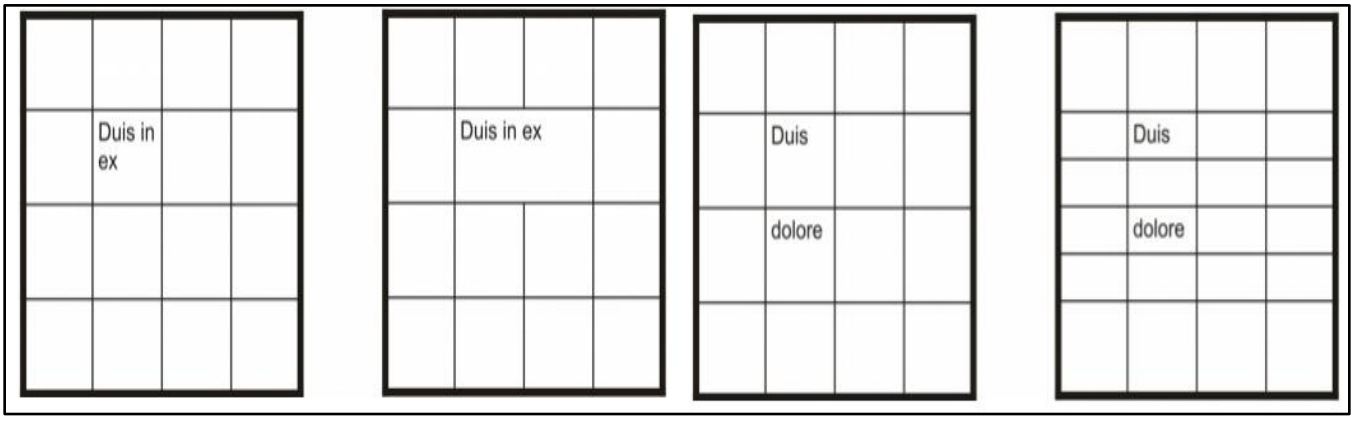
You can modify both table and table cell borders.

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.

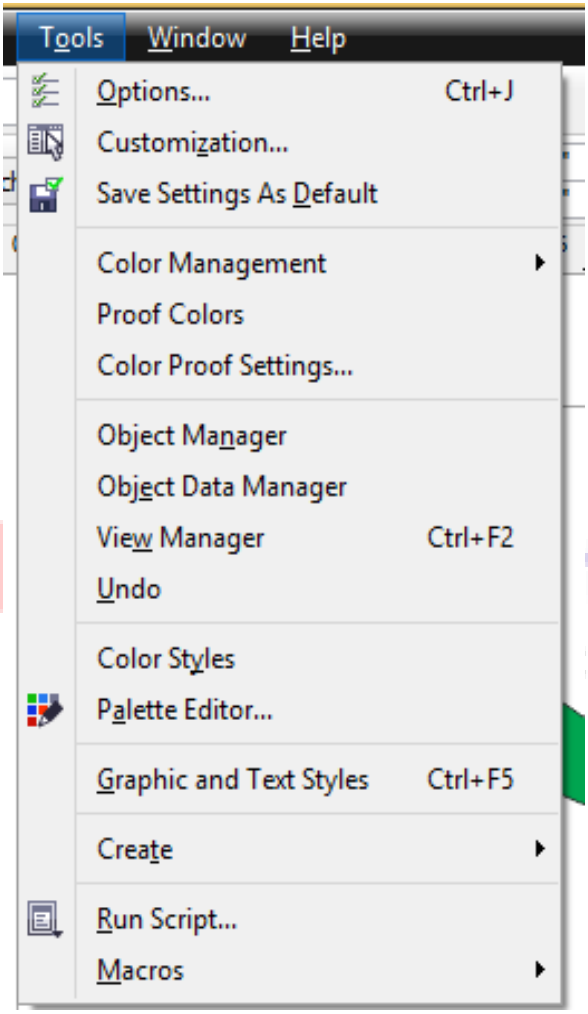


You can change the look of a table (left) by merging adjacent table cells (right).

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

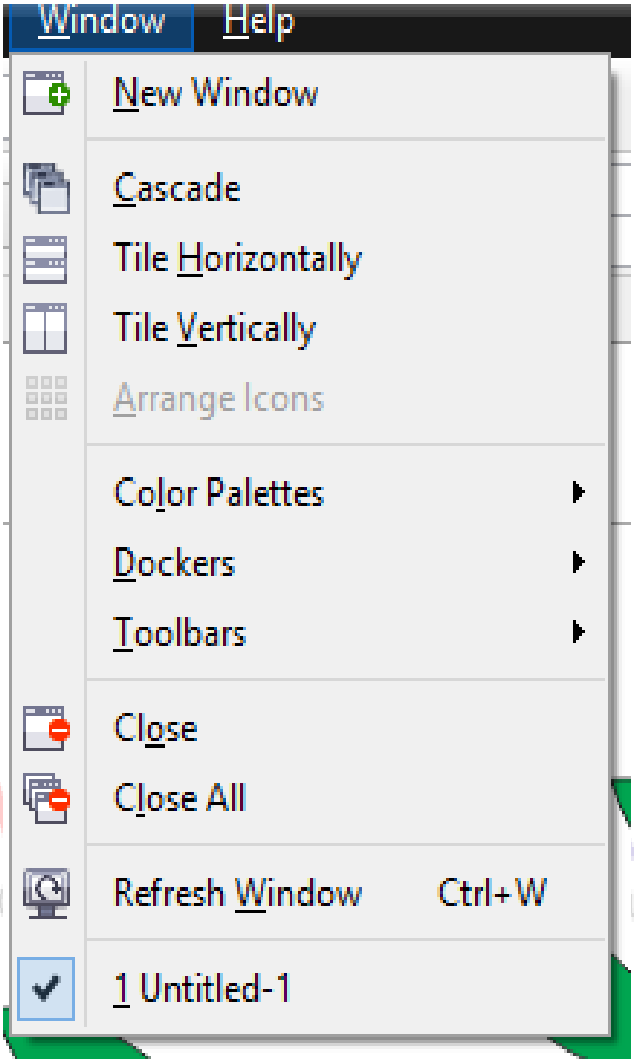


Tools

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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