

## 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:

<u>Option</u>	<u>Keyboard shortcut</u>	<u>Action</u>
<b><u>Align</u></b>		
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.
<b>Graphic And Text Style</b>	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.
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### 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

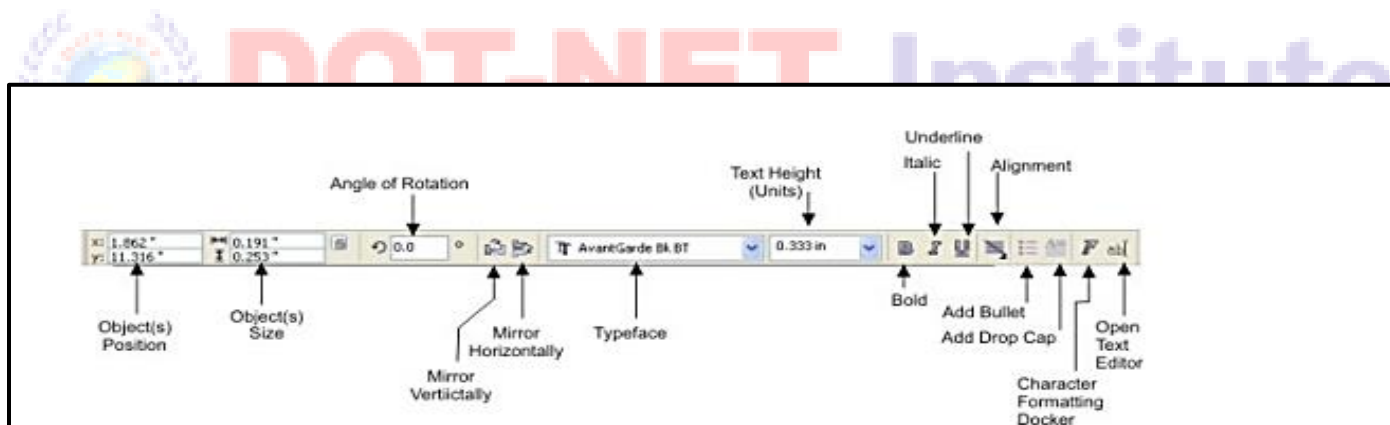
Zoom Out	F3	You can zoom out.
Zoom	F2	You can zoom in one shot.
Zoom in to all object	F4	You can zoom in to an object as a whole.

### Conclusion:-

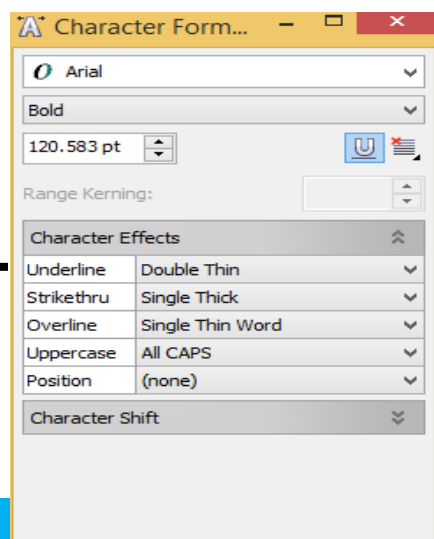
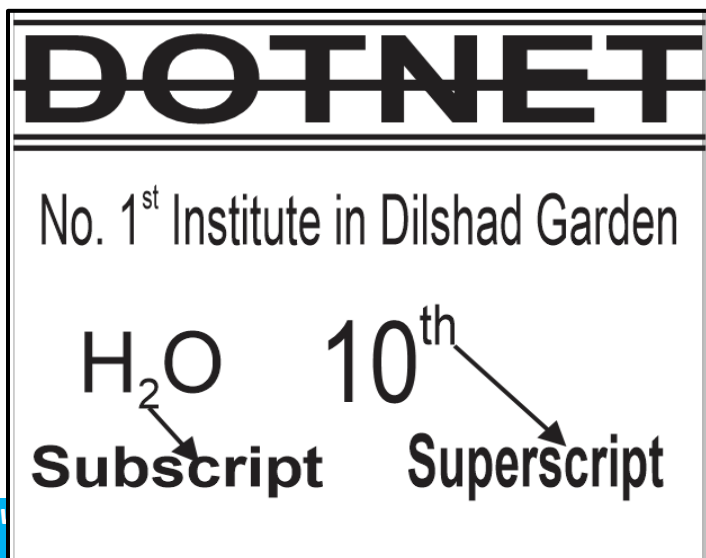
Corel DRAW Shortcut Keys are definitely useful when you need to expedite your work and maintain professionalism at the same time.

**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

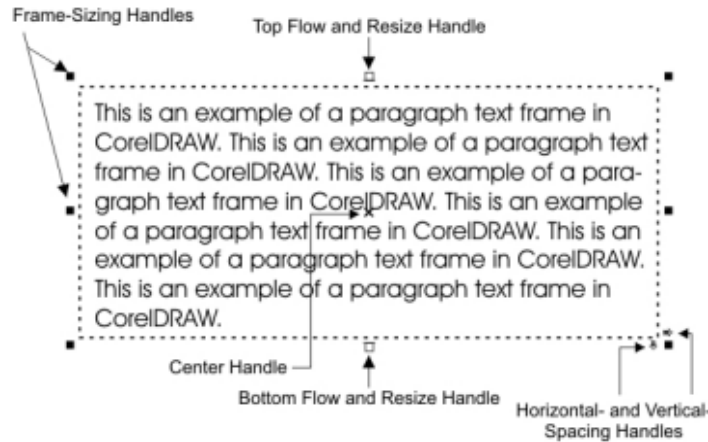
You can add two types of text to drawings — artistic text and paragraph text. You can add short lines of artistic text and then apply a wide range of effects, such as drop shadows or a contour, to the text. Paragraph text, also known as “block text,” can be used for larger bodies of text that have greater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



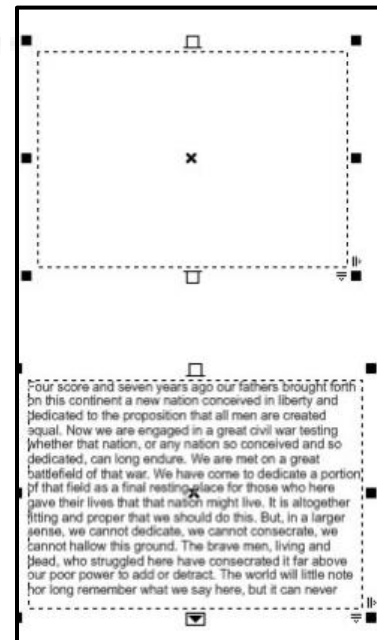
**Paragraph Text** Paragraph Text is similar to text objects used in desktop publish applications. Paragraph text can be used for larger bodies of text that have greater formatting requirements. It is most often used when creating columns for names on a plaque, or wrapping text around an object. When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



## Using Paragraph

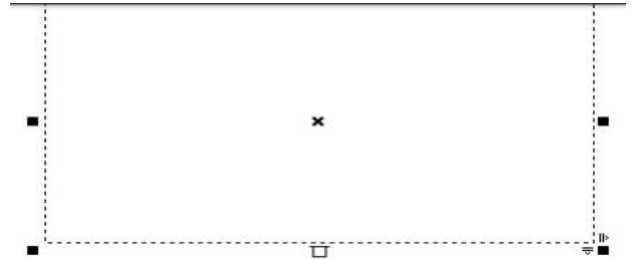
Lesson, I want to create a paragraph text frame and import the Gettysburg Address which I have saved on my hard drive as a Microsoft Word document.

- 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.

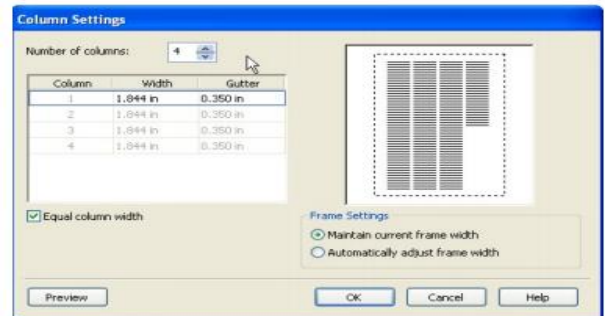


## Using Paragraph Text to create columns of text In this lesson, I want to use several paragraph text frames to create columns for a series of names.

- 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.

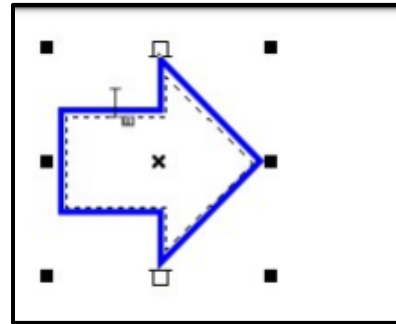


- After using the Fit Text To Frame option, here's how my plaque looked



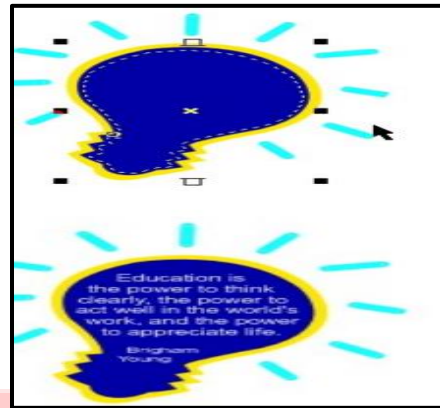
## Creating Paragraph Text Frame within objects

- 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.



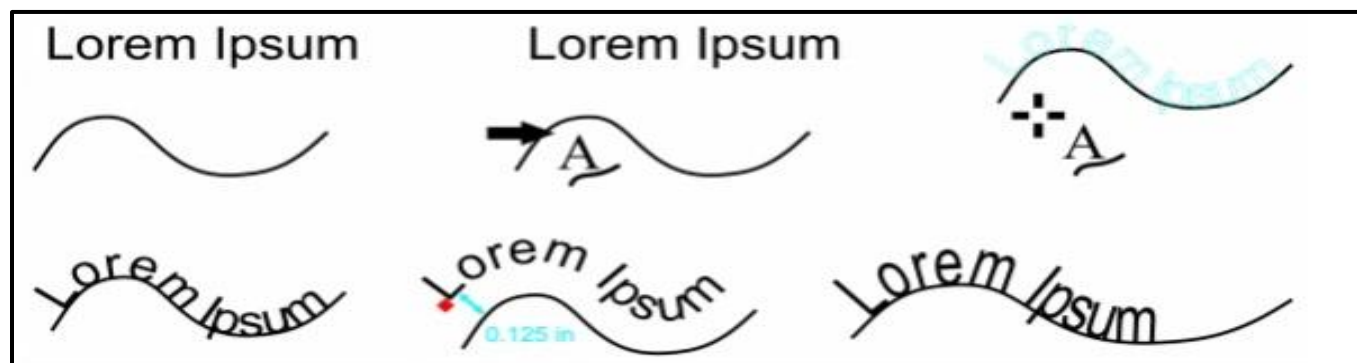
**Fitting text to a path** You can add artistic text along the path of an open object (for example, a line) or a closed object (for example, a square). You can also fit existing text to a path. Paragraph text can be fitted to open paths only.

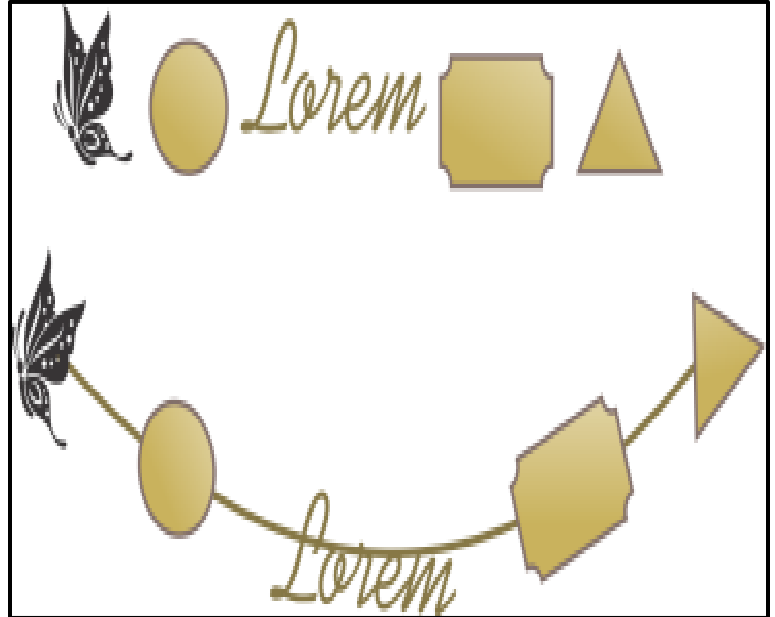
After you fit text to a path, you can adjust the text position relative to that path. For example, you can mirror the text horizontally, vertically, or both. Using tick spacing, you can specify an exact distance between the text and the path.

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.

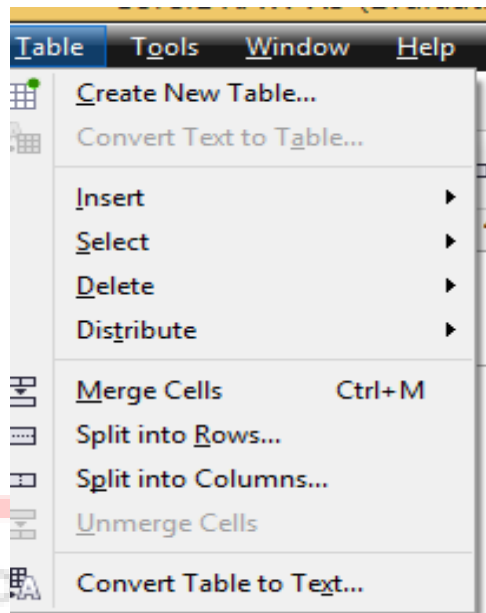
**Writing tools** Using these tools you can check your sentence for spellings or grammatical Mistake etc.

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

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

**Text statistics** This option shows 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.

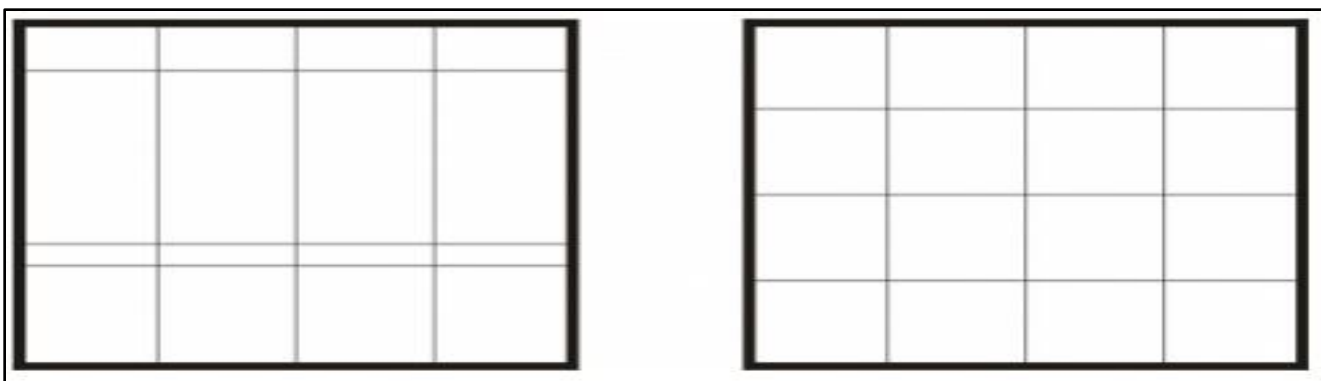
## **Adding tables to drawings**

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



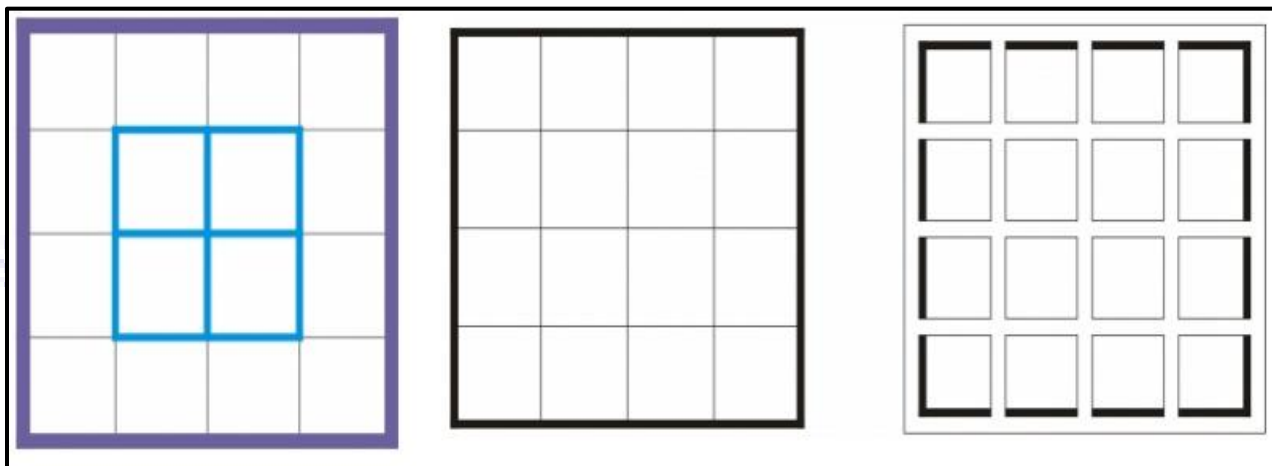
If table rows are different sizes (left), you can distribute them so that they are the same size (right).

## 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.

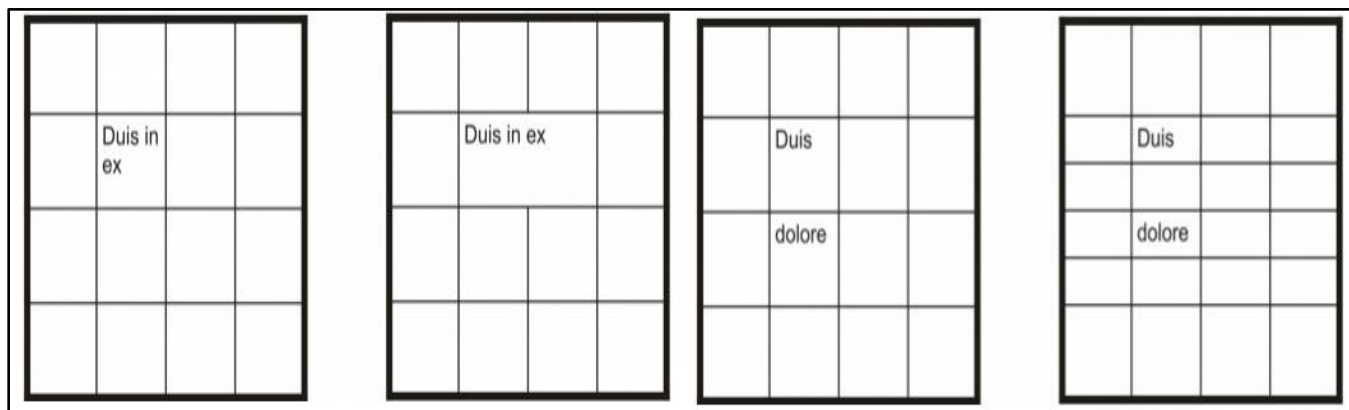
You can modify both table and table cell borders.

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.

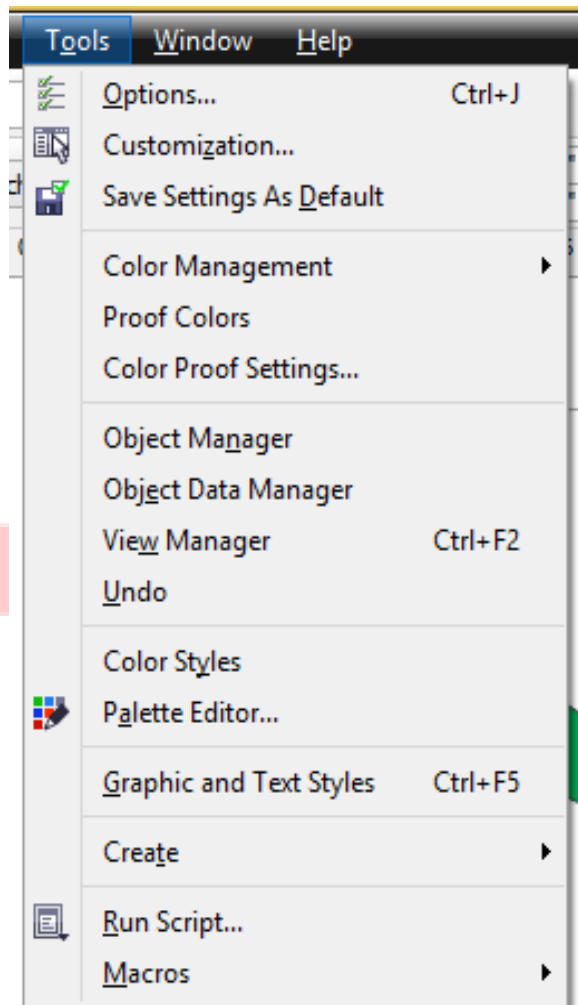


You can change the look of a table (left) by merging adjacent table cells (right).

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

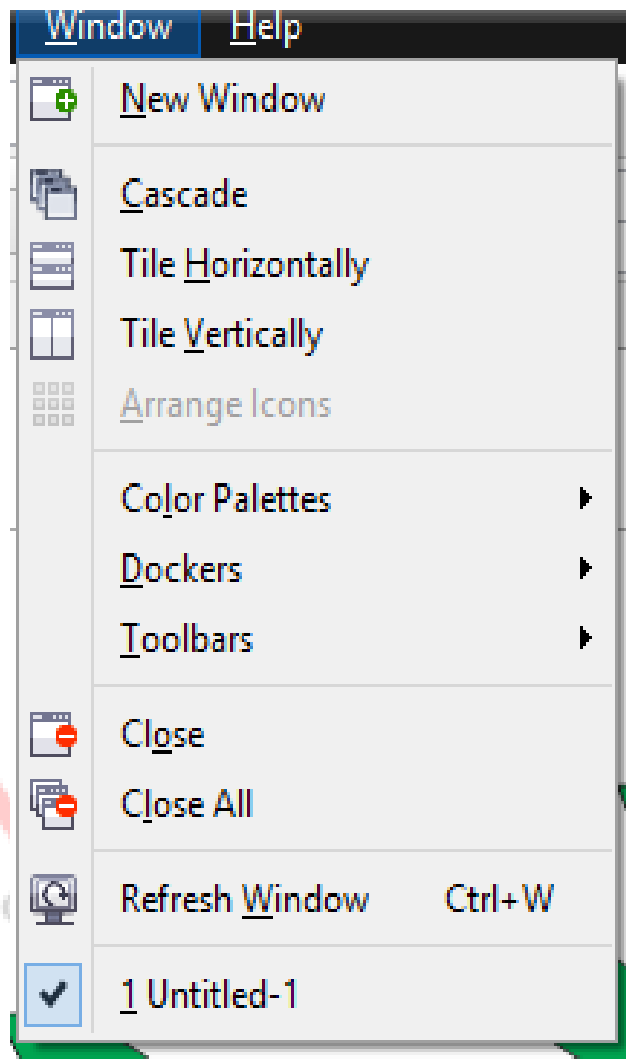


## Tools

**Undo docker** - It contains the record of your steps those you used in editing your document.

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

## Windows Menu Drop down list



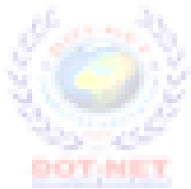
## Windows

**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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