

Introduction of Corel Draw

CorelDraw application is a **vector graphics Application** this software make by **Corel Corporation Ottawa, Canada**. It is also the name of the Corel graphics suite, **Corel Draw** latest version is Corel Draw Graphics Suite 2019 this version was released in 12 March, 2019. Corel Draw application is designed and edit two-dimensional images like logos and posters.



Proper Use of Corel Draw Tools

Pick Tool- Pick Tools helps you select, Size, Skew, Move and Rotate object.



Shape Tools - Shape Tool Help you Edit shape of objects.



Smudge Brush Tool- This tool help you distort a vector object dragging along its outline.



Roughen Brush Tool- This tool help you distort the outline of a vector object dragging along its outline.



Transform Tool- This tool help you transform an object like- Free rotation, Free angle reflection, Free scale, and Free skew .



Crop Tools- This tool help you remove unwanted areas in objects.



Knife Tool - This tool help you cut through objects.



Eraser Tool - This tool help you remove areas of your object.



Virtual Segment Delete Tool- This tool help you delete portions of objects.



Zoom Tools- This tool help you change the magnification level in the page window.



The Hand Tool- This tool help you control which part of the drawing is visible in the current object window.



Curve Tools - This tool help curve selected area in object.



Freehand Tool - This tool help you draw single line segments and curves.



Bézier Tool - This tool help you draw curves one segment at a time.



Artistic Media Tool- This tool provides access to the Brush, Sprayer, Calligraphic, and Pressure.



Pen Tool- This tool help you draw curves one segment at a time.

Polyline Tool- This tool help you draw lines and curves in preview mode.

3-Point Curve Tool- This tool help you draw a curve by defining the start, end, and center points.

Connector Tool- This tool help you join two objects with a line.

Dimension Tool – This tool help you draw vertical, horizontal, slanted, or angular dimension lines.

Smart Tools- This tool help you create objects from enclosed areas .

Smart Drawing Tool- This tool help converts your freehand strokes to basic shapes and smoothed curves.

Rectangle Tools- This tool help Draw Rectangle and squares.

3-Point Rectangle Tool- This tool help you draw 3point rectangles.

Ellipse Tools- This tool draw Ellipse and circles.

3-Point Ellipse Tool – This tool help you draw 3 point ellipses.

Polygon Tool- This tool help you draw symmetrical polygons and stars.

Star Tool- This tool help you draw perfect stars.

Complex Star Tool- This tool help you draw complex stars.

Graph Paper Tool – This tool help you draw a grid of lines similar to that on graph paper.

Spiral Tool- This tool help you draw symmetrical and logarithmic spirals.

Perfect Shapes Tool – This tool help draw Basic shapes like- full set of shapes, including hexagram, a smiley face, and a right-angle triangle.

Arrow Shapes Tool – This tool help you draw arrows of various shape, direction, and number of heads.

Flow Chart Shapes- This tool help you draw flowchart.

Banner Shapes Tool – This tool help you draw ribbon objects and explosion shapes.

Callout Shapes Tool – This tool help you draw callouts and labels.

Text Tool – This tool help type artistic or paragraph text.

Table Tool – This tool help make Table.

Blend Tool – Help of this tool you blend two objects.

Contour Tool – Help of this tool you apply a contour an object.

Distort Tool – Help of this tool you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion an object.

Drop Shadow Tool – Help of this tool you apply a drop shadow an select object.

Envelope Tool – This tool help you shape an object by dragging the nodes of the envelope.

Extrude Tool – This tool help you apply the illusion of depth an objects.

Transparency Tool – Help of this tool you apply transparencies an objects.

Eyedropper Tool- This tool help you select and copy object properties, such as fill, line thickness, size, and effects, from an object on the drawing window.

Paint Bucket Tool – This tool help you apply object properties, such as fill, line thickness, size and effects, an object.

Outline Tool –opens a flyout that gives you quick access to items such as the Outline pen dialog box and Outline color dialog box.

Fill Tool – Help of this tool opens a flyout that gives you quick access to items such as the fill dialog boxes.

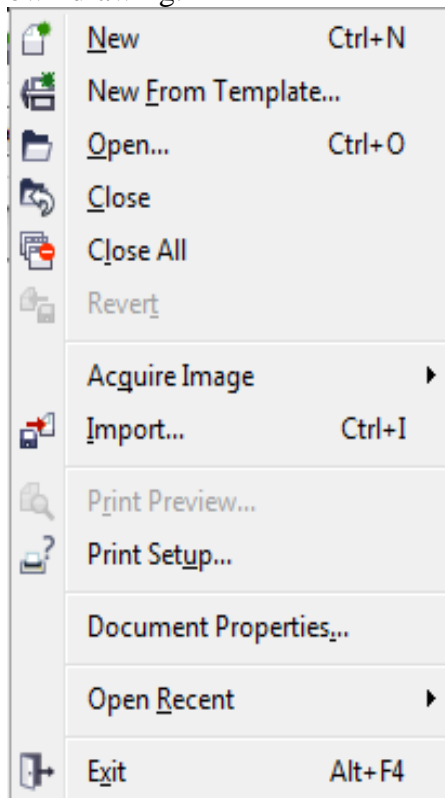
Interactive Fill Tool – Help of this tool you apply various color fills.

Mesh Fill Tool – This tool help you apply a mesh grid an object.

Corel Draw File Menu Option [English]

New (Ctrl+N) – By this option create new Corel Draw File.

New From Template – In corel draw programe already create some template and use for own drawing.



Open (Ctrl+O)– By this option open already save files.

Close/close all- By this option close already open files.

Revert – by this option revert [changes] last saved option.

Acquire image – This option use is help of scanner and scan images and import coral draw programe.

Import- By this option import already store images in computer to Corel Draw Program.

Export- By this option export Drawing images is Corel Draw to JPEG, PNG, PDF and other formats.

Print Preview –By this option show Print preview before printing in corel draw file.

Print (Ctrl+P)- By this option print current file.

Convert PDF and WEB Page – By this option Convert Corel Draw File to PDF and HTML Formats.

Document Properties – By this option Create Document Properties.

Open Recent – By this option open Recently used files.

Exit (Alt+F4)- By this option Exit Corel Draw Programe.

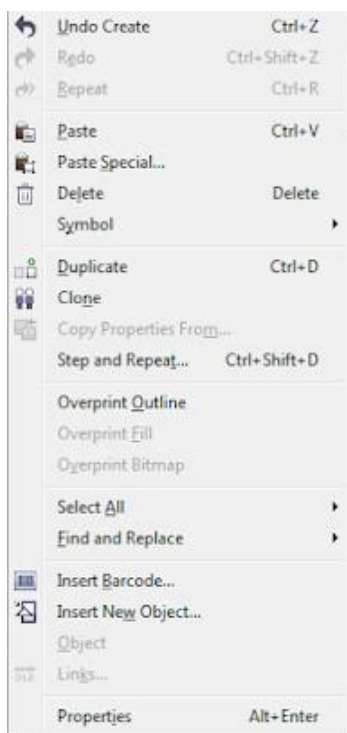
Corel Draw Edit Menu Option [English]

Undo (Ctrl+Z)- This option is a very useful feature of Corel Draw which allows you to undo a number of recent actions.

Redo (Ctrl+Shift+Z)- The Redo option is inactive until you use at least once the Undo option. Redo option opposite of Undo option.

Repeat (Ctrl+R) - Sometimes you might need to repeat the last action applied to an object. You can do this very easily by using the Repeat option.

Paste- (Ctrl+V) – This option is available after cut and copy objects and paste object is own position.



Paste Special – By this option paste other programs cut and copy object to different formats.

Delete (Delete)- By this option delete selected objects.

Symbols – By this option drawing objects to change as a symbol and use in a future.

Duplicate (Ctrl+D)- By this option duplicates selected object.

Clone – By this option cloning selected objects.

Copy Properties From- By this option copy formatting one object to another objects like – Text, Outline and Fill color etc.

Step and Repeat – (Ctrl+Shift+D) – By this option repeat step to once apply formatting in object.

Overprint Fill/Outline/Bitmap - This option use after change object to CMYK Color Mode.

Select All (Ctrl+A) – By this option select all current page.

Find and Replace (Ctrl+F)(Ctrl+H)- By this option find Text, Object, Color and replace to another text, object and color.

Insert Barcode- By this option insert bar code in current page.

Insert New Object – By this option insert a linked object into the active drawing file from another applications.

Corel Draw View Menu Option [English]

Simple Wireframe

This option displays an outline of the drawing by hiding fills, extrusions, contours, drop shadows, and intermediate blend shapes.

Wireframe

This option displays a drawing in simple wireframe mode plus intermediate blend shapes.

Draft

This option displays a drawing fills and bitmaps with a low resolution.

Normal

This option displays a drawing without high-resolution bitmaps means normal.

Enhanced

This option displays a drawing with PostScript fills, high-resolution bitmaps, and anti-aliased vector graphics.

Enhanced with overprints

This option simulates the color of areas where overlapping objects were set to overprint and displays PostScript fills, high-resolution bitmaps, and anti-aliased vector graphics.

Full Screen Preview

By this option check full screen preview making corel draw file how to display when print in this file.

Preview Selected Only

By this option check preview only selecting part of making corel draw file.

Page Sorter View

By this option display all pages in file is short view.

View Manager (Ctrl+F2)

You can save a view of any part of a drawing so that you can return to that view later. For example, you can save a view of an object at 230 percent magnification and then switch to this specific view at any time.

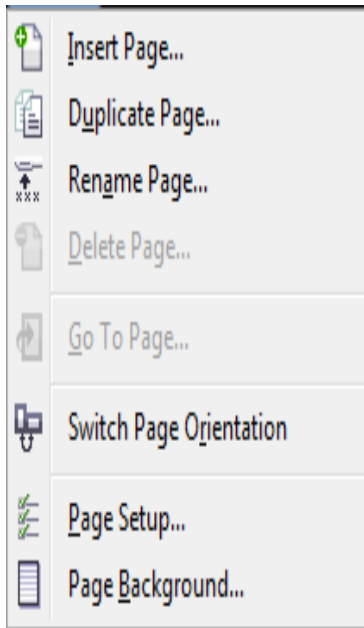
Ruler/Grid/Guidelines

By this option Show/Hide Rules/Grid/Gidlines.

Show

By this option show printable area of page.

Corel Draw Layout Menu Option [English]



Insert Page

By this option insert new page after and before in current page.

Duplicate Page

By this option making Duplicate page of the current page with contents.

Rename Page

By this open rename current page.

Delete Page

By this option delete chosen page of current file.

Go to Page

By this option go to any page making in current file.

Switch Page Orientation

By this option change page orientation like Portrait and Landscape.

Page Setup

By this option set paper size, page margin and page orientation.

Page Background

By this option change page background like- color, bitmap mode etc.

Corel Draw All Menu [English/Hindi]Arrange, Effect Menu Options

Arrange Menu

Transformations

By this option change position, Rotation, Scale, Size and Skew of the selected shape.

Clear Transformations

This option work is after Transformation. All effect are clear for the transformation.

Align and Distribution

By this option align selected shape left, right, top, bottom etc. for the current page.

Order

To front of page — By this option moves the selected object in front of all other objects on the page.

To front of layer — By this option moves the selected object in front of all other objects on the active layer

To back of layer — By this option moves the selected object behind all other objects on the active layer

Forward one — By this option moves the selected object forward one position. If the selected object is in front of all other objects on the active layer, it is moved to the layer above.

Back one — By this option moves the selected object behind one position. If the selected object is behind all other objects on the selected layer, it is moved to the layer below.

In front of — By this option moves the selected object in front of the object that you click in the drawing window

Behind — By this option moves the selected object behind the object that you click in the drawing window

Group/Ungroup/Ungroup All (Ctrl+G) (Ctrl+U)

By this option group/ ungroup/ ungroup all select to or more objects.

Combine (Ctrl+L)

By this option creates a single object with common fill and outline attributes. You can combine rectangles, ellipses, polygons, stars, spirals, graphs, or text so that they are converted to a single curve object.

Break Apart (Ctrl+K)

If you need to modify the attributes of an object that has been combined from separate objects, you can break apart the combined object. You can extract a subpath from a combined object to create two separate objects. You can also weld two or more objects to create a single object.

Lock/Unlock/Unlock all Objects

By this option Lock/Unlock/Unlock all selected Objects.

Shaping Weld/Trim/Intersect/Simplify

By this option Weld/Trim/Intersect/Simplify two or more overlap objects.

Convert to Curve (Ctrl+Q) /Convert outline to object (Ctrl+Shift+Q)

This option work after shape tool. By this option convert to curve and convert to outline for the selected object.

Effect Menu

Adjust

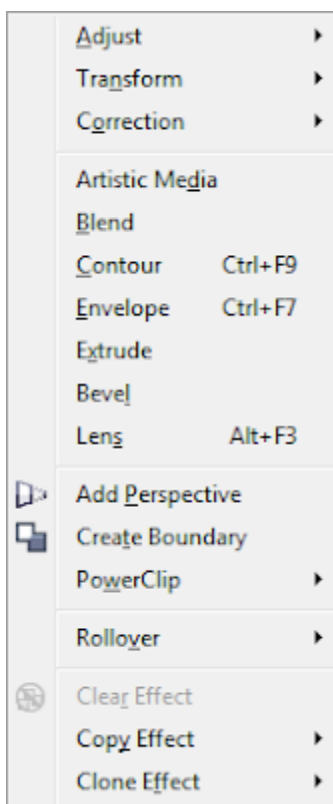
This option is work after open image. By this option increase and decrease Brightness & contrast, color balance, replace color etc. for the open image.

Transform

This option also work open image. By this option convert current image to posterize and invert mode.

Correction

This option is use only old dust and scratches images. By this option clear dust and scratches.



Artistic Media

By this option draw calligraphic lines.

Blend

Corel DRAW program lets create blends, such as straight-line blends, blends along a path, and compound blends. Blends are often used for creating realistic shadows and highlights in objects.

Contour

By this option you can contour an object to create a series of concentric lines that progress to the inside or outside of the object. by This option also lets you set the number and distance of the contour lines.

Envelope

Corel DRAW program lets you shape objects, including lines, artistic text, and paragraph text frames by applying envelopes to them. Envelopes are made of multiple nodes that you can move to shape the envelope and, as a result, change the shape of the object. You can apply a basic envelope that conforms to the shape of an object, or you can also apply a preset envelope.

Bevel

A bevel effect adds three-dimensional depth to a graphic or text object by making its edges appear sloped .

Lens (Alt+F3)

Lenses change how the object area beneath the lens appears, not the actual properties and attributes of the objects. You can apply lenses to any vector object, such as a rectangle,

ellipse, closed path, or polygon. You can also change the appearance of artistic text and bitmaps. When you apply a lens over a vector object, the lens itself becomes a vector image.

Add Perspective

By this option you can create a perspective effect by shortening one or two sides of an object.

Create Boundary

By this option you can automatically create a path around selected objects on a layer to create a boundary. This boundary can be used for various purposes, such as to produce keylines or cut lines.

Power Clip

By this option lets you place vector objects and bitmaps, such as photos, inside other objects, or containers.

Rollover

Rollovers are interactive objects that change in appearance when you click or point to them. You can create rollovers using objects.

To create a rollover, you add the following rollover states:

Normal — the default state of a button when no mouse activity is associated with the button

Over — the state of a button when the pointer passes over it.

Down — the state of a clicked button

To edit the rollover states, you can view the rollover states and their properties.

Clear Effect

By this option clear all effects in select object for apply the effects menu.

Copy Effect

By this option you copy effects attributes from one object to another.

Clone Effect

By this option you clone attributes from one object to another.

Bitmap Menu

Convert to Bitmap

This option work after open image. By this option converting a vector graphic or object to a bitmap.

Auto Adjust

By this option automatic adjust open image like- color, brightness and contrast etc.

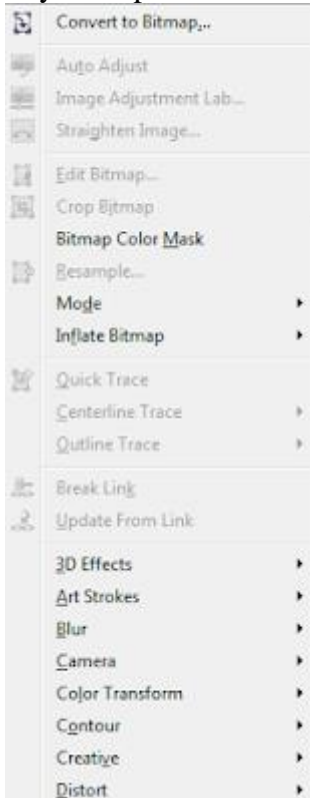


Image Adjustment Lab

The Image Adjustment Lab lets you correct the color and tone of most photos quickly and easily.

Straighten Image

By this option open straighten image dialog box lets you straighten bitmap images quickly.

Edit Bitmap

By this option edit bitmap image.

Crop Bitmap

By this option crop selected areas of bitmap image.

Bitmap color mask

By this option lets you change colors in monochrome images, apply PostScript halftone etc.

Resample

This option use after add a bitmap to a drawing, you can crop, resample, and resize the bitmap.

Mode

By this option change selected image to Grayscale, Black & White, CMYK and RGB Mode.

Quick Trace

By this option quick trace for the selected bitmap image.

Centerline Trace / Outline Trace

By this option trace Centerline/Outline for the selected bitmap image.

Break Link /Update link

By this option break link and update other link.

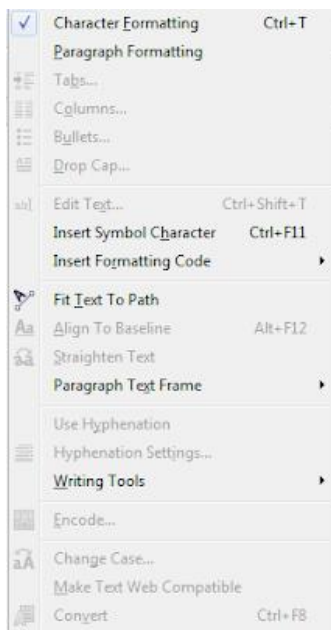
Filter

In Corel Draw many predefine filter lest you choose and apply one by one filter is open image.

Text Menu

Character Formatting (Ctrl+T)/Paragraph Formatting

By this option change Font, Font size, color, and many formatting for the selected paragraph.



Tabs

By this option set tabs for the selected paragraph.

Column

By this option divide paragraph two or more column

Drop Cap

Applying drop caps to paragraphs enlarges the initial letter and insets it into the body of text. You can customize a drop cap by changing its settings. For example, you can change the distance between the drop cap and the body of text, or specify the number of lines of text you want to appear next to the drop cap.

Edit Text (Ctrl+Shift+T)

By this option edit selected paragraph.

Insert Symbol Character (Ctrl+F11)/Insert Formatting Code

By this option insert predefine symbol and Formatting code at the insertion point.

Fit Text to Path

By this option you add artistic text along the path of an open object for example, a line or a square. You can also fit existing text to a path. Artistic text can be fitted to an open or closed path.

Align to Baseline

By this option use to help of shape tool. By this option add character spacing of word.

Straighten Text

By this option set selected word to straight line.

Paragraph Text Frame

By this option Fit text to Paragraph Text Frame.

Use Hyphenation Setting

This option by hyphenation breaks words between lines when the whole word does not fit on one line. You can have Corel DRAW hyphenate automatically. When you use automatic hyphenation setting is ok.

Writing Tools

By this option check spelling and grammar mistakes of the selected paragraph.

Change case

By this option change selected paragraph to Upper Case, Lower Case, Change case etc.

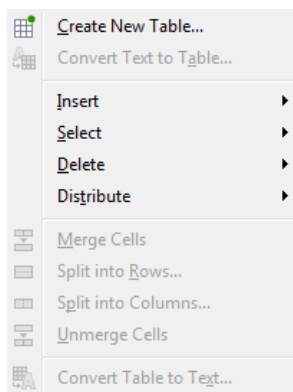
Convert Artistic Text to Paragraph and Paragraph to Artistic Text

By this option change Artistic Text tool to paragraph and paragraph to artistic text tool.

Table Menu

Create New Table

By this option create new table for the insert No. of Row and Coloumn.



Convert Text to Table/Convert Table to Text

By this option use convert selected paragraph to Table format and convert table format paragraph to text format.

Insert (Row, Column, Table)

By this option insert Row, Column and Table.

Select (Row, Column and Table)

By this option select Row, Column and Table.

Delete (Row, Column and Table)

By this option delete selected Row, Column and Table.

Distribute Row Evenly/Column Evenly

By this option equal to unequal selected Row and Column.

Merge Cell

By this option merge two or more selected row and column in to one cell.

Split in to Row/Column

By this option split in to row and column in entire cell.

Unmerge Cell

This option is use after merge cell to unmerge position.

Tools Menu

In this menu open and set tools.

Window Menu

New Window

By this option create duplicate window to current open window.

Cascade

Apply this option all open windows change to cascade style.

Tile Horizontal/Vertical

Apply this option all open windows set tile horizontal/vertical in window screen.

Arrange Icons

By this option arrange all open windows.

Color Plate /Dockers Plate

By this option open/ set color plate /dockers plate.

Close/Close All

By this option close/close all open windows.

Refresh Window (Ctrl+W)

By this option refresh open window.