



## orelDRAW 7 - 10

(The topics covered in this tutorial will incorporate features from **CorelDRAW 7 - 10**, and most features of earlier versions)

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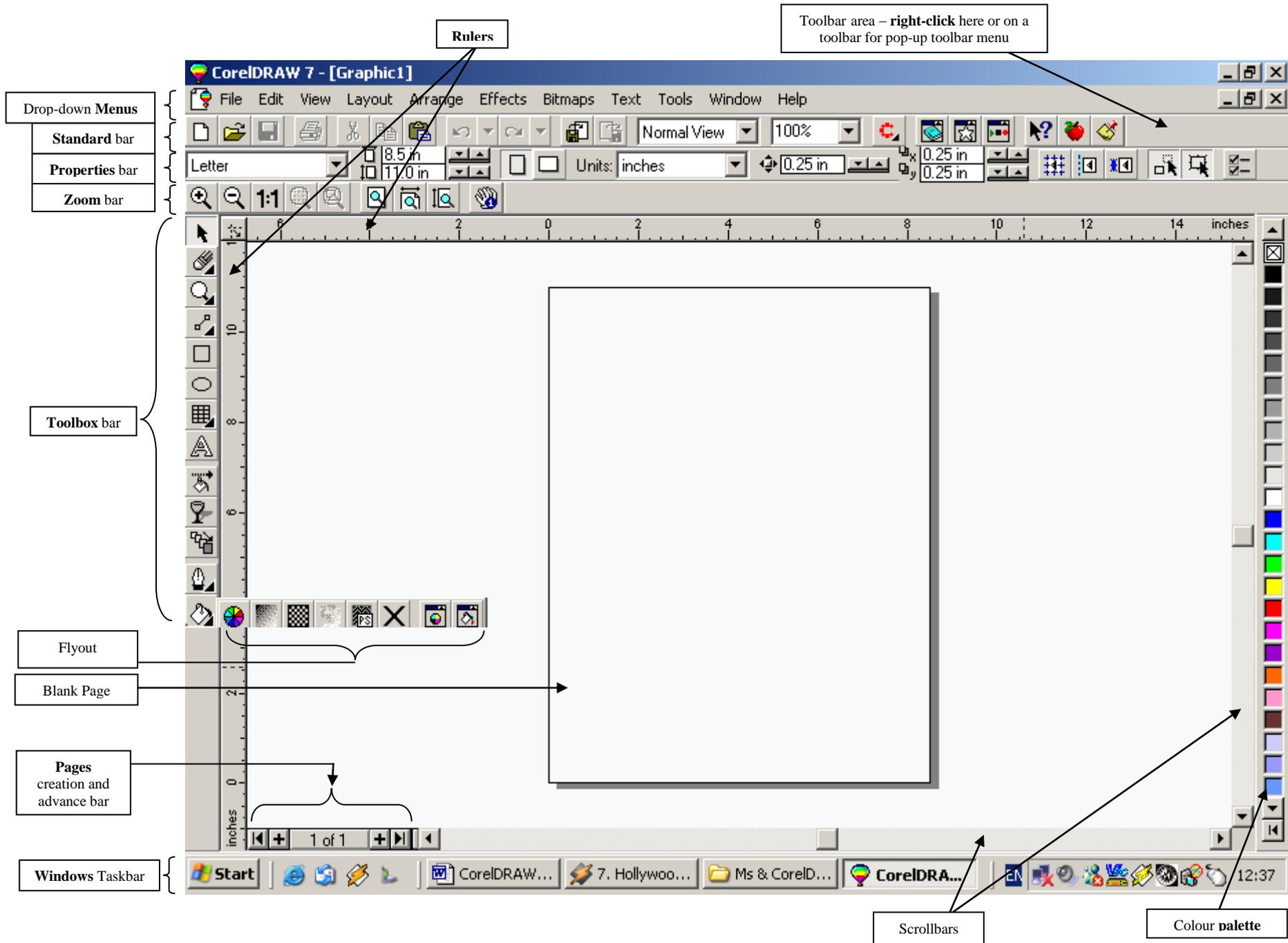
**NOTE:** Throughout this tutorial when you see, e.g. **Layout | Snap to Guidelines...** type of notation, it will mean for you to select the **Layout** menu and then click **Snap to Guidelines...**

## The Main CorelDRAW Screen

If your main CorelDRAW screen does not resemble the one depicted below, for the purposes of this tutorial, make the following changes:

- On the **View** menu, select **Toolbars...** Now check or select the **Property** bar, the **Standard** bar, the **Toolbox** bar and the **Zoom** bar.  
In the **Size** section on the same window, move the **button** and **border** slider to **Small** (unless you are visually impaired). Now click **OK**.  
(**For Later Versions:** Right-click anywhere in the toolbar area - or on an existing toolbar - as depicted below, and check the bars mentioned).
- Again on the **View** menu, point to **Colour Palette** and select **Custom Colours**. A colour palette will appear down the right side of your screen.  
(**For Later Versions:** On the **Windows** menu, point to **Colour Palettes** and select **Default CMYK** palette).
- Lastly, on the **View** menu, check **Rulers**. Rulers will appear at top and left of your design page.

The toolbars running along the top and sides of your screen comprise buttons and selections that perform various functions. Move the pointer over any button to get a short description of it's function. Your screen should now look similar to the one depicted below - depending on your version of CorelDRAW.



## Setting up your default folder (directory) [Back to top](#)

**IMPORTANT:** Before starting with your first design, take the time to tell the system where to **save** and **retrieve** the CorelDRAW files you create:

- **First**, create a new folder on your hard drive (using **Windows Explorer** or **My Computer**) and give it a meaningful name e.g. **CorelDRAW Designs**. Now, should you wish to move, copy or backup your files at some stage, you will know where to look for them.
- **Second**, remember this: The first time you save a file in CorelDRAW, use the **Save As...** option on the **File** menu, click on your newly created folder, name your file and click the **Save** button. CorelDRAW will now automatically use that folder when you save or open a file.

## The Main CorelDRAW Screen (See page 2)

### Drop-down menus

Click on the drop-down menus to see what options are available. E.g. the **Save As...** option on the **File** menu allows you to save a new file under the name you assign to it, or an existing file under a different name or in a different location.

### Toolbars

The purpose of the toolbars is merely to give you quicker access to frequently used functions. E.g. if you wanted to **Save** the file you are working on, you can either click the **Save** button  on the **Standard** toolbar (1 step), or you can select **File | Save**  (i.e. Click **Save** on the **File** menu) which is 2 steps. As you can see, the toolbar offers quicker access to a function than the menu, and is therefore more convenient.

### The Toolbox bar (Fig A)

Don't expect to understand the functions of all the buttons on the **Toolbox** bar at first. There are some not so obvious functions which will be covered at a later stage in this tutorial. At this point, as described in the next section - **Working with Objects** - we will concentrate on the more elementary functions.

### Rulers

The rulers are to assist you with lining up objects on your page:

- Note that as you move the pointer, dotted lines indicate the relevant position of the pointer on your horizontal and vertical rulers.
- To change the measurement units e.g. from inches to millimetres, **double-click** or **right-click** the ruler.

## Working with Objects [Back to top](#)

When you first open CorelDRAW select the **New Graphic** option, or click the **New** button on the **Standard** bar. You will be presented with a blank sheet.

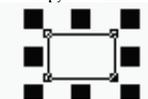
If you want to use the on-board templates, select **File | New from Template...**

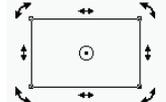
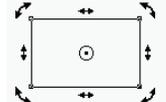
**Templates** are a collection of styles that work together to govern the overall appearance of a drawing. Every CorelDRAW drawing is based on a template. You can choose one of CorelDRAW's preset templates or create your own custom template.

In some earlier versions you may have to insert one of your CorelDRAW installation CD's for the templates to be accessed.

### Drawing and manipulating an object

- On the **Toolbox** bar (shown below), click the **Rectangle Tool** button.
- Now click, hold and drag the mouse on the empty page, then release the mouse button. A rectangle will be drawn on the page.
- Now click the **Pick Tool** on the **Toolbox** bar and the rectangle will be surrounded by small squares (handles) as seen here.
- Click and drag any of the handles to change the shape or size of the rectangle.
- Drag a **corner** handle to change the shape proportionally, or a **middle** handle to elongate the shape.



- Click somewhere off the shape, and the handles will disappear.
  - Click on the shape again, and the handles will reappear.
  - To **move** the shape, click inside it and drag.
  - To rotate or angle an object, click on it twice with the **Pick Tool**.
- The shape  will be surrounding by  the shape will be seen here. Drag the corner arrows to **rotate the shape** intact, and drag the smaller arrows (mid placed) **to alter the shape** of the object.

**Note** that you can also move the **centre of rotation** by dragging the small circle from the centre of the object.

To see this effect, click and drag the centre circle to a position outside the rectangle. Now click on a corner handle of the rectangle and drag it. Notice how the rectangle now rotates around the newly positioned centre of rotation.

### Filling and Outlining an object

- Draw a shape (e.g. a rectangle) and click on a colour in the palette on the right. The shape will be filled with that colour.
- If you wanted to fill the shape with two blended colours, click on the **Fill Tool** flyout button on the **Toolbox** bar and click on the **Fountain Fill** button. Select 2 colours to blend. (See **Fig E** on Page 6). See the other buttons and their options e.g. **Texture Fill**, **Pattern Fill** etc.
- To colour the shape outline, **right-click** a colour on the palette.
- Click the **Outline Tool** flyout button on the **Toolbox** bar and more options will appear. E.g. you are able to change the outline **thickness**, or have **no** outline, change the outline **colour**, and even change the **properties** of the **pen** e.g. rounded corners, arrows at end of line etc.

**Tip:** Use the **Undo** button on the **Standard** toolbar to undo or cancel an action, and the **Redo** button to redo an action.

### Manipulating Text -- (See also **Working with Text**)

- Click on the **Text Tool** button on the **Toolbox** bar (See above), then click on the page and type some text.
- Now click the **Pick Tool** button and you can resize, move, colour and outline the text the same a way that you did with the rectangle or other object.
- If you wish to edit existing text, click on it with the **Pick Tool** and then click the **Text** button on the **Toolbox** bar (**Fig A**).
- There are many other additional transformations you can apply to text, some of which are discussed in the **Working with Text** section.

The Examples opposite show some of the many effects one can apply to text, either normally (using handles) or using the **Effects** or **Text** menu:

#1 Normal text

#2 Slanted text (double-click and rotate)

#3 Vertically stretched text (click and drag middle top handle)

#4 **Effects** menu - **Envelope...** circular preset

#5 **Effects** menu – **Extrude...**

### #6 **Text** menu – **Fit text to path...**

#1

example of text...

#2

example of text...

#3

example of text...

#4

example of text...

#5

example of text...

To use the **Fit text to path** function: (See #6)

1. Draw the shape e.g. an oval, onto which you wish to adhere your text
2. Type the text you wish to use
3. Select both the text and the oval (Hold **Shift** key down while selecting)
4. Select **Text | Fit text to path...** and choose where on the oval you wish to wrap the text. Click the **Apply** button.  
(**For later versions:** Some versions will apply the text directly to the shape and you can drag the text to the position you want).
5. To get rid of the oval, click on it and press the **Delete** key.

#6

example of text...

