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CorelDRAW™ 9 Introduction



Training Manual



Computer training made easier.



CorelDRAW 9 Introduction

Product Information

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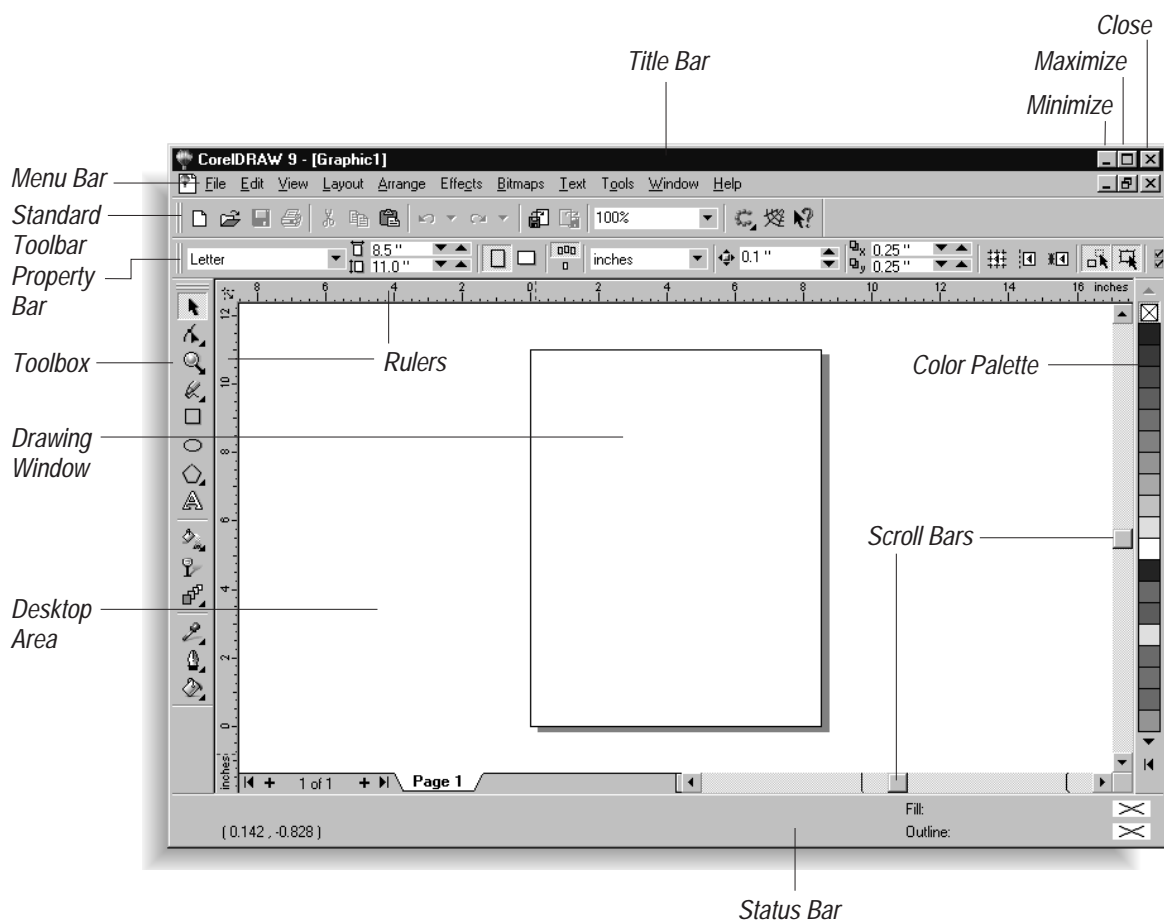
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Exploring the CorelDRAW Screen

The CorelDRAW screen consists of the following fields displayed in the diagram below:



Menu Bar

The Menu Bar contains *eleven* (File, Edit, View, Layout, Arrange, Effects, Bitmaps, Text, Tools, Window, Help) commands each of which contains commands listed in a menu. Click on the command to display the menu. To hide any menu, click any blank area outside the menu.

Standard Toolbar

The Standard toolbar is located under the Menu Bar and contains the following buttons:



» **Tip:**
Point to any button and Tooltips will appear listing the button's name.



To find out what each button is called, point to any button in the Standard toolbar. A Tooltip balloon will appear identifying the button.

To hide the toolbar, point to the toolbar, right-click and uncheck Standard.

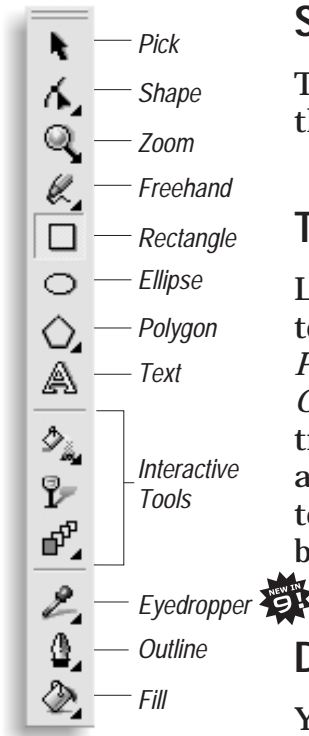
Property Bar

The Property Bar, located beneath the Standard toolbar, is a context-sensitive toolbar that changes according to the tool and object that is currently selected. It provides most features you will need for modifying the object.



Rulers

Horizontal and vertical rulers can be turned on and off by selecting View, Rulers. The rulers can be setup by selecting Tools, Options, Document, Rulers.



Scroll Bars

Two scroll bars, vertical and horizontal, are used to scroll the page up/down or left/right respectively.

Toolbox

Located on the left side of the screen is the CorelDRAW toolbox. Several of the tools (*Shape, Zoom, Freehand, Polygon, Interactive Fill, Interactive Blend, Eyedropper, Outline, and Fill*) are grouped indicated by the small triangle at the bottom right corner. Tools are displayed in a *flyout* menu. To find out what each tool is called, point to any tool in the toolbox. After a few seconds a Tooltip balloon appears identifying the tool.

Drawing Window

You can draw objects on the drawing window. Any objects on the drawing window will be printed, provided the page setup is supported by your printer.

Desktop Area

Any objects appearing on the desktop area are not printed but can be used as a temporary storage area.

Color Palette

Different color palettes may be used including *Pantone Spot, Pantone Process, Netscape Navigator, Microsoft Explorer, Uniform, TRUMATCH, HKS Color, and Custom Palette*. Select Window, Color Palettes to choose the desired palette. Or choose *None* to turn the palette off.

Status Bar

Provides information on the currently selected object or action.

» Tip:

To reset CorelDRAW back to the factory workspace settings, hold [F8] while launching the program. Any changes to the workspace including custom toolbar and menu settings are reset to the way CorelDRAW was first installed on your computer.

Section 3

Moving Around and Viewing Drawings

► *In this section, you will learn how to:*

- Move around the current page
- Identify the viewing modes
- Preview the drawing
- Insert and delete pages
- Change pages

Moving Around the Current Page

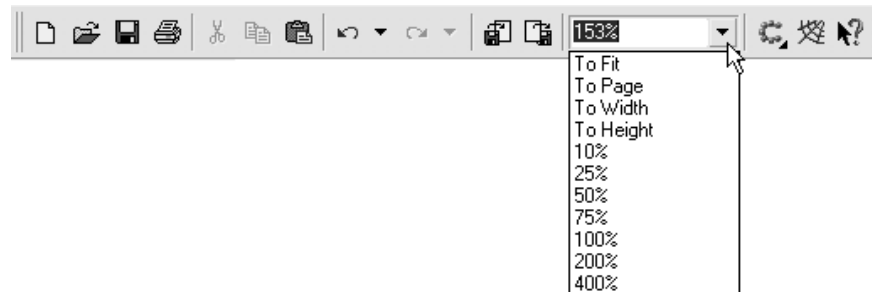
There are *several* ways to move around the current page:

► **To use scroll bars:**

Use the vertical and horizontal scroll bar to move the page up/down and left/right.

► **To zoom using the Zoom Levels box in the Standard toolbar:**

Click the down arrow beside the Zoom Levels box and select the desired zoom percentage.



► **To use the Zoom tool in the toolbox:**



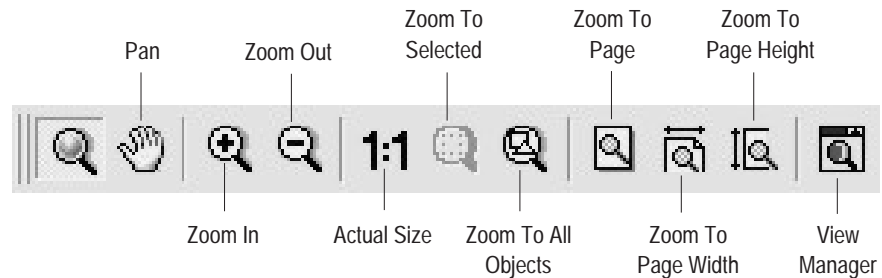
1. Click on the Zoom tool in the toolbox.
2. Point the zoom cursor to the area you in which you want to zoom. Then, do one of the following:
 - Click to zoom in by 2x.
 - Right-click to zoom out.
 - Drag a zoom marquee box to zoom into the enclosed area.

► To zoom using the Property Bar:

» Shortcuts:

[F2] selects the Zoom In tool; [F3] zooms out; [F4] zooms to all objects; [Shift F4] zooms to full page.

When you select the Zoom tool in the toolbox, the Property Bar displays several zoom tools:



Pan: use the mouse to scroll the drawing around in the Drawing window.

Zoom In: zooms by 2x each time you click in an area, or, drag a zoom marquee box.

Zoom Out: zooms back out to previous zoom view.

1:1: zooms to the object's actual size.

Zoom To Selected: zooms to selected objects only.

Zoom To All Objects: zooms to view all objects on the page and desktop area.

Zoom To Page: zooms to view entire page.

Zoom To Page Width: zooms to the full width of the page.

Zoom To Page Height: zooms to the full height of the page.

View Manager: opens the View Manager docker allowing you to adjust your view of the drawing.

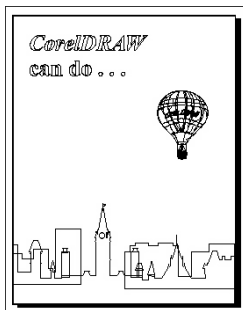
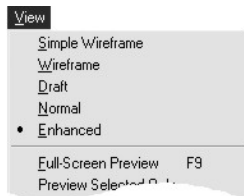
» Shortcuts:

Right-click to quickly zoom out with the Zoom tool selected.



Viewing Modes

» **Note:**
Changing the view quality does not affect the drawing, only the way its displayed on the screen.



Wireframe mode

» **Note:**
If you find the colors are displaying inaccurately, choose **Tools, Options** and activate the **Global, Color Management** options. Uncheck **Calibrate colors for display**.

You can change the view quality of your drawings while working in CorelDRAW. These view qualities display drawings using complexity levels ranging from just outlines to all fills, outlines, and bitmaps. You can choose the desired view mode from the View command.

You can choose from one of the following five view qualities:

Simple Wireframe: Shows only outlines of objects. Hides fills and special effects such as extrusions, contours, and blending.

Wireframe: Shows only outlines of objects. Hides fills but displays special effects such as extrusions, contours, and blending.

Draft: Shows solid fills, but displays special fills such as fountain fills and patterns as solid colors.

Normal: Shows all fills except Postscript fills and high-resolution bitmaps.





Enhanced: Uses 2X oversampling to show the best possible display quality at the sacrifice of redraw speed. The default view.

Previewing the Current Page

There are *two* ways to see just the illustration without the screen elements such as Windows buttons, Menu Bar, toolbars, and toolbox. Select **View, Full-Screen Preview** or press [F9].

Once you preview the document, press the [F9] key or click the right mouse button to get back to the CorelDRAW screen.

Exercise: Moving Around and Viewing the Document

Steps to Follow	Comments
1. Open the Sample drawing in the Learn folder.	<i>To open the document.</i>
2. Click on the down arrow in the Zoom Levels box of the Standard toolbar.	<i>Currently displays 100%.</i>
3. Click on 200% .	<i>To zoom in by 2x.</i>
4. Click the down arrow in the Zoom Levels box and choose To Page .	<i>To zoom back to the full page.</i>
5. Click on the Zoom tool in the toolbox.	
Move the zoom icon on top of the balloon and click.	<i>To zoom into the balloon by 2 times.</i>
6. Click the right mouse button.	<i>To zoom out to the previous zoom level.</i>
7. Place the zoom icon above and to the left of the word <i>CoreIDRAW</i> .	
Drag the cursor and marquee (box) the entire words <i>CoreIDRAW can do...</i> Release the mouse button.	<i>To zoom into the selected area.</i>
8. Click the Zoom To Page button in the Property Bar.	
9. Press [F9].	<i>Shows a preview.</i>
10. Press [F9] again.	<i>To exit preview.</i>
11. Click on the Pick tool in the toolbox.	

Inserting and Deleting Pages

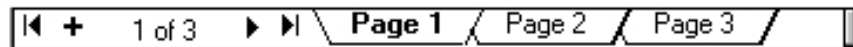
» **Note:**

Each new page that you add can have its own distinct page layout settings.



You can add pages to the current document using Layout, Insert Page. CorelDRAW allows you to create up to 999 pages per file. This will allow you to produce multi-page newsletters and brochures using only one file.

The page navigator appears in the lower left corner of the screen. Here, page tabs for moving between pages and a display showing the total number of pages are displayed.

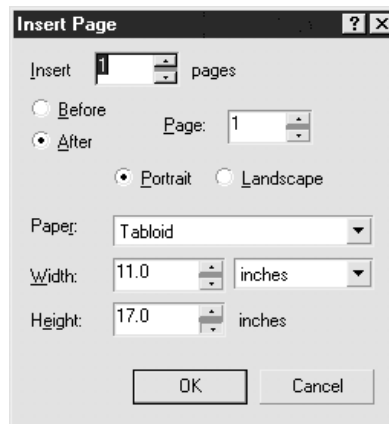


» **Tip:**

Right-click the page tab to quickly add, remove, rename, switch orientation, and resize pages.



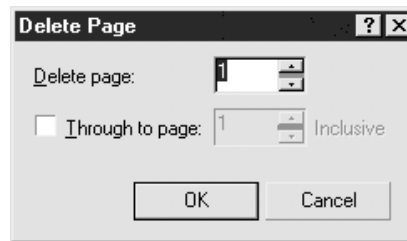
To insert pages, select Layout, Insert Page and enter the range of pages to insert and click OK. Or, click the + sign in the page navigator when applicable.



» **Shortcut:**

To add more pages before the first page or after the last page, press [PgUp] and [PgDn] respectively.

To delete pages, select Layout, Delete Page and enter the range of pages to delete and click OK.



Changing Pages

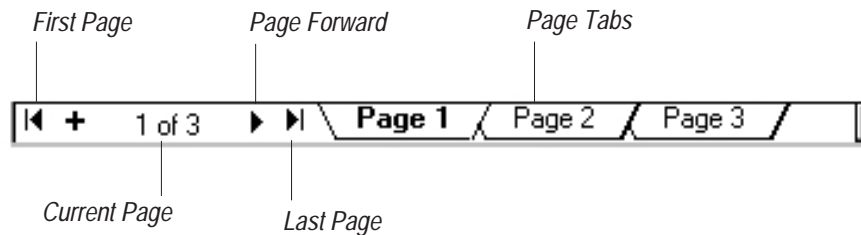
There are several ways to change pages in a document:

► To go to a page using the Navigator:

Click on the first page, page forward, page back, and last page buttons in the page navigator located at the bottom of the screen.

» Tip:

To adjust the width of the Page Tab area, drag the vertical bar located on the right side of the page navigator.



► To go to a page using the Page tabs:

Click on the desired page tab located at the bottom.

► To go to a page using the keyboard shortcuts:

Do one of the following:

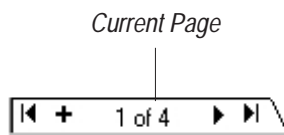
[PgDn]	Go forward one page
[PgUp]	Go back one page

► To go to a specific page:

1. Click on the Current Page button (e.g., *1 of 4*), or select Layout, Go To Page. The Go To Page dialog box appears.
2. Type or scroll to the desired page number.
3. Click OK.

Exercise: Changing Pages

Steps to Follow	Comments
1. Using Sample , click on the Page 2 tab.	<i>Located in lower left corner of the screen.</i>
2. Click on the Page 3 tab.	<i>To advance to the third page.</i>
3. Press [PgDn].	<i>To advance to the final fourth page.</i>
4. Keep pressing [PgUp] to go to page one.	
5. Click on the Current Page button.	<i>The Go To Page dialog box appears.</i>



- | | |
|--|---|
| 6. Type 4 and press [Enter]. | |
| 7. Select Layout, Insert Page . | <i>The Insert Page dialog box appears.</i> |
| 8. Type 2 in the Insert box and click OK . | <i>Two additional pages are created for a total of six.</i> |
| 9. Select Layout, Delete Page . | <i>The Delete Page dialog box appears.</i> |
| 10. Check Through to page and enter 6 in the Inclusive box. | |
| Click OK . | |
| 11. Select File, Close . | |
| Click No to the save changes prompt. | <i>To leave Sample in its original form.</i> |

Section

Exercise: *Moving Around, Inserting Pages, and Deleting Pages*

Steps to Follow

Comments

1. Open **My first drawing**.
2. Use the Zoom Levels box in the Standard toolbar and select 200%.

Scroll the screen upwards to view the drawing.
3. Use the Zoom tool and zoom into the sunshine object.
4. Scroll to the right to view the text *FLASH UPDATE*.
5. Zoom to all objects (to fit).
6. Preview the document.
7. Create three additional pages after the current one.
8. Move to page one.
9. Delete pages two through four.
10. Close the document and do not save the changes.

Section 4

Selecting and Manipulating Objects

► *In this section, you will learn how to:*

- Select and deselect objects
- Move objects
- Copy objects
- Clone objects
- Delete objects
- Size objects

Selecting and Deselecting Objects



The Pick tool can be used to select and transform objects. You can select one object or select multiple objects at the same time. Selecting multiple objects can be used to speed up the editing process. For example, by selecting all objects on the page you can size and move them together without individually having to do so.



Selection handles

► To select single objects with the Pick tool:

1. Click on the Pick tool in the toolbox.
2. Click on desired object to select. You will see small, black handles appear around the perimeter of the object's shape.

► To select single objects using the keyboard:

Do one of the following:

- Press [Tab] to select the next object.
- Press [Shift Tab] to select the previous object.

► To deselect objects:

Use the Pick tool and click any white unused area on the page.

» Note:

Objects with no fill can be selected by clicking anywhere within the shape. You can deactivate this feature by clicking on the Treat As Filled button in the Property Bar.

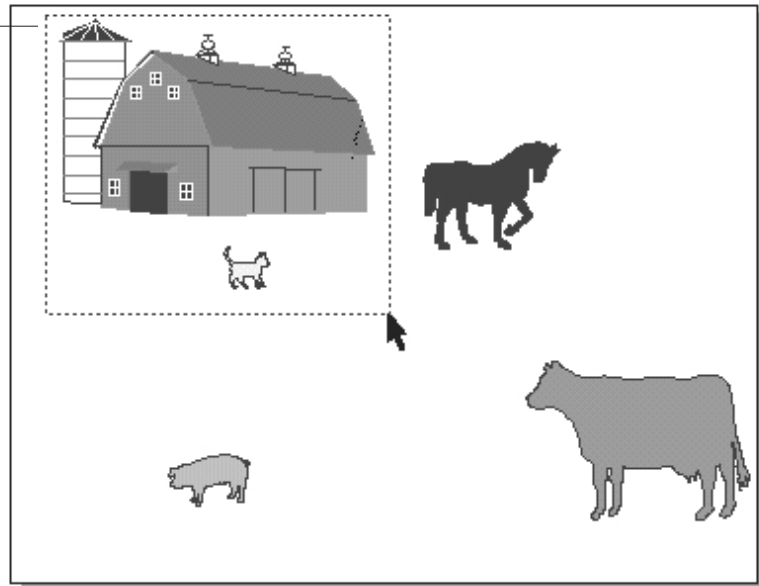
► **To select multiple objects:**

Do one of the following:


- Use the Pick tool, hold down the [Shift] key, and click on the objects.
- Select Edit, Select All and choose between Objects, Text, or Guidelines.
- Use the Pick tool and marquee select by dragging the pointer to completely enclose the objects you want to select.

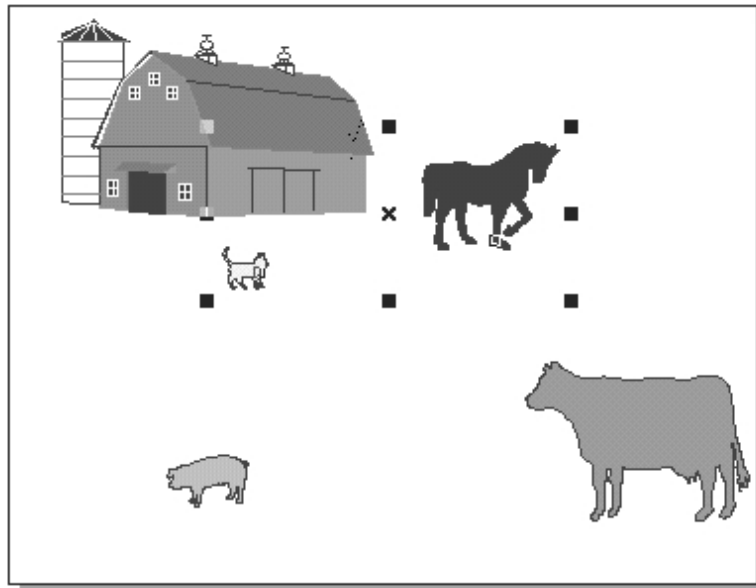
» **Shortcut:**
To select all objects,
double click on the Pick
tool.

Drag a marquee to
completely enclose the
objects to be selected—the
barn and cat in this case.



Exercise: Selecting Objects

Steps to Follow	Comments
1. Open Barnyard located in the Learn folder.	<i>The drawing of barnyard animals is displayed.</i>
2. Press [Tab] several times.	<i>The next object is selected.</i>
3. Press [Shift Tab] several times.	<i>The previous object is selected.</i>
4. Click on the Pick tool in the toolbox.	
5. Position the pointer on the barn and click.	<i>The barn is selected. Selection handles appear around it.</i>
6. Click on any white unused area on the page.	<i>To deselect all objects.</i>
7. Hold down the [Shift] key and click on both the cat and horse. Release the [Shift] key.	<i>Selection handles appear around the objects.</i>

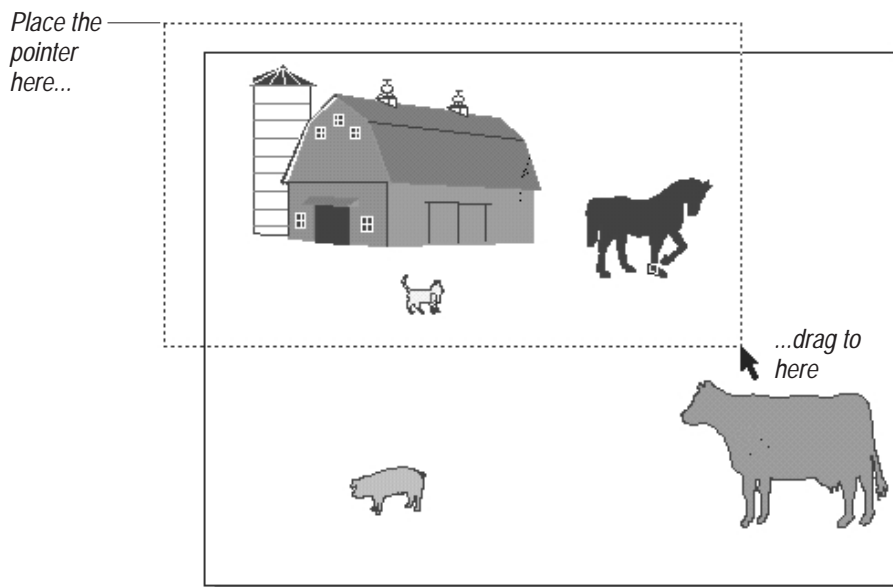


- | | |
|--|---|
| 8. Hold down [Shift] and click on the horse again. | <i>To deselect the horse and leave only the cat selected.</i> |
|--|---|

9. Click on any white unused area on the page. *To deselect all objects.*

10. Place the pointer above the left corner of the page.

11. Press and hold down and drag a marquee to totally enclose the barn, cat, and horse. Release when finished. *All three objects are selected when you release the mouse button.*



12. Observe the Status Bar. *It displays 3 objects selected.*

13. Click any white unused area on the page. *To deselect all objects.*

14. Select **Edit, Select All, Objects**. *All five objects are selected on the page.*

15. Deselect all objects. *Click any white unused area.*

16. Select **File, Save As** and save as **My barn** in the Learn folder.

Moving Objects

There are *two* ways to move an object:

► To move objects using the mouse:

» Tip:

Hold down the [Ctrl] key as you drag to lock movement to the horizontal or vertical direction.

1. Do one of the following:

- Use the Pick tool and point on the object's surface.
- With either the Pick, Rectangle, or Ellipse tool selected, point to the X in the center of the selection handles.

2. Drag to move the object and release.

» Shortcut:

Right-drag an object, then choose **Move Here**.

Drag object, or
drag X



► To move using the nudge keys:

» Tip:

Before you begin to move an object, hesitate for a few seconds to view the object's fill as you drag.

1. Select the object. Selection handles appear around the object.

2. Do one of the following:

- Press either the left, right, up, or down cursor keys on the keyboard to *nudge* (default 0.1 inches) the object in that direction.
- Hold down [Shift] and press the cursor keys to *super nudge* (default 0.2 inches) the object in that direction.

To set the nudge amount other than the defaulted 0.1 inches, select Tools, Options. Click on Workspace, Edit.

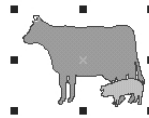
Exercise: Moving Objects

Steps to Follow

Comments

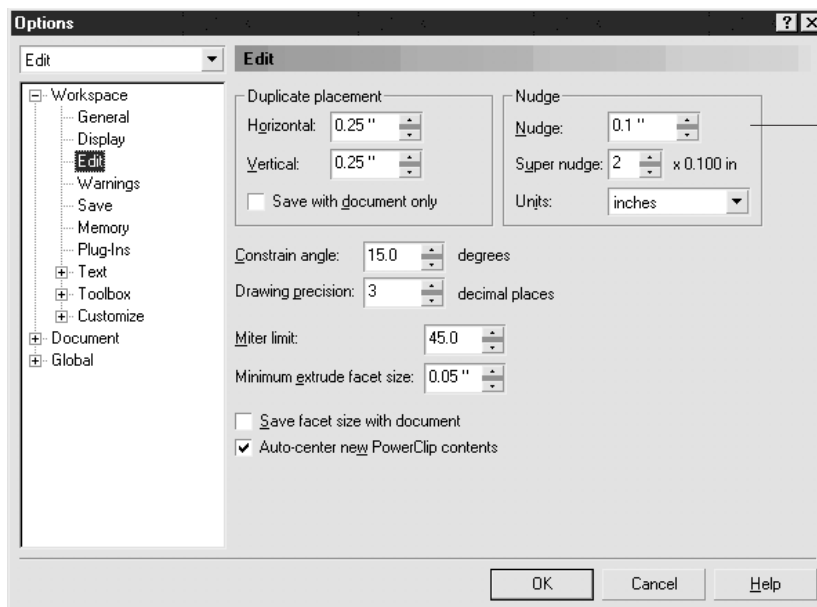
1. Using **My barn**, place the pick pointer on the surface of the cow.
2. Drag to move the cow to the bottom left of the page.
3. Keep pressing the cursor up arrow on the keyboard until the cow is level with the pig.
4. Click on **Tools, Options**.
5. In the Workspace list, click on **Edit**.

A moving rectangle displays to make placement more accurate.



The Options dialog box appears.

Notice the default setting for Nudge is set to 0.1 inches.



Note the nudge default setting at 0.1 inches

6. Click **Cancel**.
7. Move the cow back to its original location in the lower right corner.

Place pointer on cow and drag.

Copying and Deleting Objects

There are *three* ways to copy objects.

» **Tip:**
Press [Spacebar] to
drop multiple copies as
you move an object.



► *To duplicate objects:*

1. Select the object. Selection handles appear around the object.
2. Select Edit, Duplicate or press [Ctrl D].

Note: If you duplicate an object then move it, the distance is used as the offset if you duplicate again. This feature is called *smart duplicate*.

► *To clone objects:*

Cloning differs from duplicating because changes made to the original object are made to the clone as well. This includes any color or sizing changes.

Caution: If you change a clone's attribute, it will lose its dependency on the original object. Also, if you delete the original object all clones will be deleted as well.

1. Select the object. Selection handles appear around the object.
2. Select Edit, Clone.

Note: Select Tools, Options and click Workspace, Edit to change the amount of offset when duplicating or cloning objects.

► *To copy using the clipboard:*

» Shortcut:

While dragging the object, click the right mouse button to make a copy. Or, right-drag the object, then choose *Copy Here*.

Universal to all Windows programs, is the ability to Cut & Paste and Copy & Paste. In CoreIDRAW, this method is beneficial if you need to make a copy of an object directly on top of the original.

1. Select the object. Selection handles appear around the object.
2. Select Edit, Copy to copy the object to the clipboard.
3. Select Edit, Paste. The pasted object is placed *directly on top* of the original object. Move to a new place.

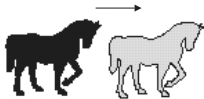
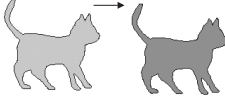

Deleting Objects

» Tip:

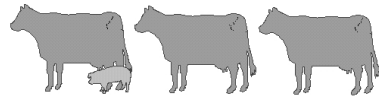
Delete the last object created by pressing [Del]. There is no need to select the Pick tool before doing so.

1. Select the object. Selection handles appear around the object.
2. Do one of the following:
 - To cut the object and store in the clipboard, select Edit, Cut or click the Cut button.
 - To delete the image, select Edit, Delete or press [Delete].

Exercise: Copying and Deleting Objects

Steps to Follow	Comments
1. Using My barn , select the horse.	<i>Use the Pick tool.</i>
2. Select Edit, Duplicate .	<i>A duplicate horse is placed up and to the right of the original.</i>
3. Move the horse to the right side of the original horse.	
4. Choose a color of your choice from the Color Palette on the right side.	<i>The duplicated horse changes color.</i>
5. Select the cat.	
6. Select Edit, Copy .	<i>The Copy status box appears, then disappears when the copying has been completed.</i>
7. Select Edit, Paste .	<i>A new copy of the cat is placed directly on top of the original.</i>
8. Move the copy of the cat to the right side of the original and give it a color of your choice.	
9. Select Edit, Paste .	<i>Another copy is placed on top of the original.</i>
10. Move the copy to the left side of the original and give it a new color of your choice.	
11. Select the cow.	
12. Select Edit, Clone .	<i>A copy appears up and to the right of the original cow.</i>
13. Move the clone to the left side of the original cow.	
14. Select the original cow.	<i>The cow furthest to the right.</i>
15. Select Edit, Clone .	<i>Another copy of the cow appears.</i>

- 16. Move the clone to the extreme left side of the other two.
- 17. Select the original cow.
- 18. Pick a color in the Color Palette.
- 19. Select the pig and press [Delete].
- 20. Drag a marquee box around all three cats.
- 21. Select **Edit, Delete**.
- 22. Save the file.



The cow furthest to the right.

All three cows change color.

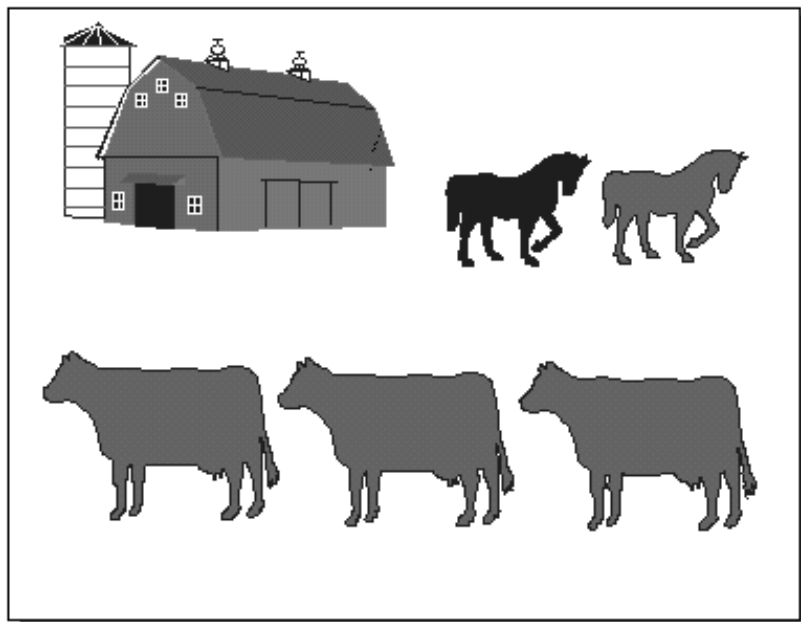
To delete it.



To delete them all.

To update My barn.

The completed exercise




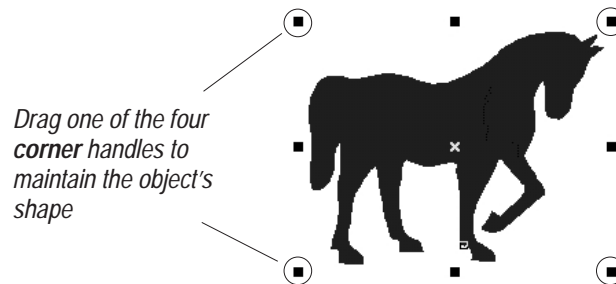
Sizing Objects

► *To size while maintaining the object's proportion:*

To reduce or enlarge an object while keeping its *proportion* (width to height ratio):

1. Select the object. Selection handles appear around the object.
2. Place the cursor on one of the object's *corner* handles.
3. Do one of the following:
 - Drag diagonally inwards toward the object's center to size smaller.
 - Drag diagonally outwards to size bigger.

 **Warning:** If you drag one of the object's middle handles, you will lose its proportion. Make sure you drag one of the corner handles.



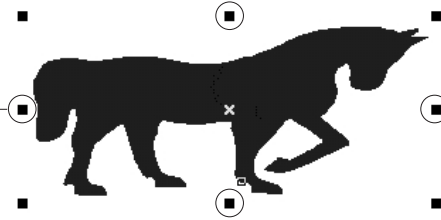
► **To stretch and distort objects:**

If you stretch or distort objects, they will lose their proportion. This changes their width to height ratio and causes them to elongate or compress.

» **Tip:**

Delete the last object created by pressing [Del]. There is no need to select the Pick tool before doing so.

Dragging one of the **middle** handles will distort an image





» **Tip:**

To remove any transformations performed on an object and return it to its original state, select **Arrange, Clear Transformations**.

1. Select the object. Selection handles appear around the object.
2. Place the cursor on one of the object's *middle* handles.
3. Drag the handle to the desired stretch or distortion.

Exercise: Sizing and Stretching Objects

Steps to Follow	Comments
1. Using My barn , select the right-most horse.	<i>Use the Pick tool.</i>
2. Place the pointer on the top right selection handle.	<i>The cursor changes to a diagonal double-headed arrow.</i>
3. Drag towards the horse's center point and size about 50% smaller.	<i>Look at the Property Bar's Scale % buttons as you drag to see the percentage change.</i>
	
4. Place the pointer on the bottom left selection handle.	
5. Drag towards the bottom left corner of the page and release when the horse is about twice the size.	<i>The opposite corner remains fixed as you drag.</i>
6. Click the Undo button.	<i>Undoes the last sizing action.</i>
7. Place the pointer on the top middle handle.	
8. Drag upwards to stretch the horse about twice as high.	<i>You distort the horse's proportion.</i>
	
9. Click the Undo button.	
10. Try sizing and stretching the original (right-most) cow in the lower right corner.	<i>The two cow clones size and stretch as well.</i>
11. Save and close the document.	<i>To update My barn.</i>

Click **No** to the *Leave data on clipboard* prompt.

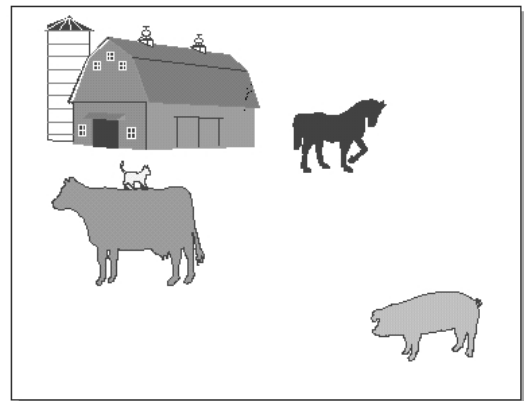
Section

Exercise: *Selecting and Manipulating Objects*

Steps to Follow

Comments

1. Open **Barnyard**.
2. Using either the Pick tool or the [Tab] key, select the cow.
3. Select the cow and the horse.
4. Select the horse, barn, and pig.
5. Move the cat on top of the cow's back.
6. Use the nudge method to move the cat to the center of the cow's back.
7. Move both the cow and cat above the pig.
8. Duplicate the pig and move it to the right side of the page.
9. Size the duplicated pig about twice the size.
10. Delete the original pig.
11. Close the document and do not save the changes.



Section Questionnaire

- A. What keyboard keys allow you to select one object at a time on the current page?

- B. Describe one way to select multiple objects:

- C. What keyboard keys allow you to nudge objects in the defaulted 0.1 inch increments?

- D. The difference between Duplicate and Clone is that duplicated objects are independent of the original object, while cloned objects are linked to the original object. Changes to the original object automatically changes cloned objects. True or False?

- E. When sizing objects while maintaining their proportion, which sizing handles must you drag?

Self-Check Assessment



To review what you have learned so far in this manual, try the following exercise.



Expected completion: You should be able to complete this exercise in 15-20 minutes.

Steps to Follow	Refer to page...
1. Open Sample in the Learn folder.	<i>p. 17</i>
2. Delete pages 1 through 3.	<i>P. 34</i>
3. Change the page size to an A4 format.	<i>p. 20</i>
4. Use the Index tab in the Help Topics dialog box, and locate information about zoom flyout .	<i>p. 13</i>
Close the Help window.	
5. Zoom in to all objects (to fit).	<i>p. 31</i>
6. Select the cat and teddy bear.	<i>p. 40</i>
7. Delete the selected objects.	<i>p. 47</i>
8. Undo the last action.	<i>p. 22</i>
9. Select all objects.	<i>p. 41</i>
10. Deselect all objects.	<i>p. 40</i>
11. Insert a page after the current one.	<i>p. 34</i>
12. Go to page one and copy the <i>FLASH UPDATE</i> graphic to the clipboard.	<i>p. 46</i>
13. Create a new document and paste the graphic.	<i>p. 25, p. 46</i>

-
14. Move the graphic to the top of the page. *p. 44*
 15. Stretch the graphic to the full width of the page. *p. 51*
 16. Save the document as **Review 1** in the Learn folder. *p. 19*
 17. Switch to the **Sample** document. *p. 24*
 18. Close and do not save the file. *p. 25*
- Do not leave clipboard data for other applications.
19. Close **Review 1**. *p. 25*



Section 10

Transforming Objects

► *In this section, you will learn how to:*

- Mirror objects
- Rotate objects
- Skew objects
- Use the Transformation docker

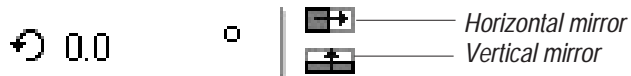
Mirroring Objects

► To mirror an object using the mouse:

1. Select the object. Selection handles appear around the object.
2. Do one of the following:
 - Click on the Mirror button in the Property Bar.

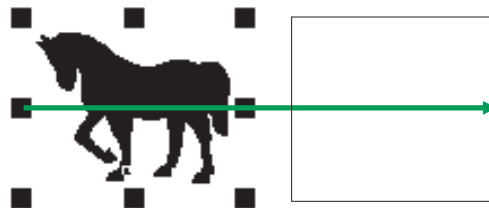
» Tip:

To mirror an object and keep the current size when using the mouse method, hold down the [Ctrl] key as you drag.



- Point to any handle and drag one of the selection handles past the opposite side. In this way, you can achieve a vertical, horizontal, and diagonal mirror depending on how you drag.

Either click the mirror button in the Property Bar or drag with your mouse



The mirrored result



Rotating and Skewing Objects

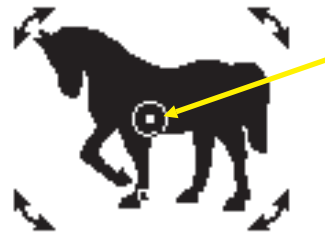
► To rotate an object:

1. Select the object(s).
2. Do one of the following:
 - Click on the object(s) a second time. Drag one of the corner *rotation arrows* either clockwise or counter-clockwise to rotate the object. The Status Bar will display the amount of rotation as you drag.

» Tip:

As you rotate using the mouse method, hold down the [Ctrl] key as you drag to constrain to 15 degree rotations.

Drag one of the four corner rotation arrows



Center of Rotation
(Bulls eye)

- Enter a rotation value in the Angle of Rotation box in the Property Bar and press [Enter].

Angle of Rotation — ↻ 0.0



► To move the center of rotation:

1. Double click on object to access the rotation arrows.
2. Drag the center of rotation bulls eye to the desired area.
3. Rotate the object around this new center of rotation location.

» Tip:

Hold down the [Ctrl] key as you drag the center of rotation bulls eye to snap to the middle, corners, and midpoints of the object.

► **To skew an object:**

Skewing objects creates a slanted look in the horizontal and vertical directions.

Drag one of the middle skew handles



1. Select the object(s) then click on it a second time, or, double click on the object(s). Skewing handles appear around the object(s) in the middle positions (the corner handles are used for rotating).
2. Drag one of the middle *skew arrows* vertically or horizontally to produce a skew effect. The opposite side remains stationary as you drag.

Skew effect of an object



Exercise: Mirroring, Rotating and Skewing Objects

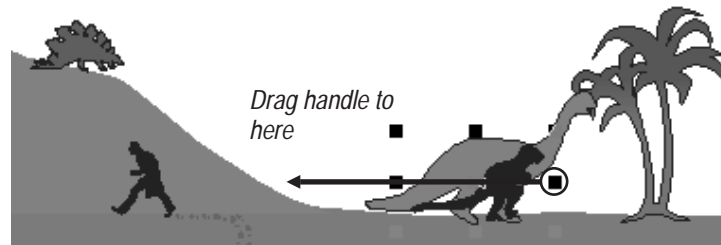
Steps to Follow	Comments
-----------------	----------

1. Open **Transform** located in the Learn folder.
2. Using the Pick tool, select the Tyrannosaurus.
3. Point to the right middle handle.



Drag the handle past the opposite side and release as illustrated below.

The Tyrannosaurus is mirrored horizontally.



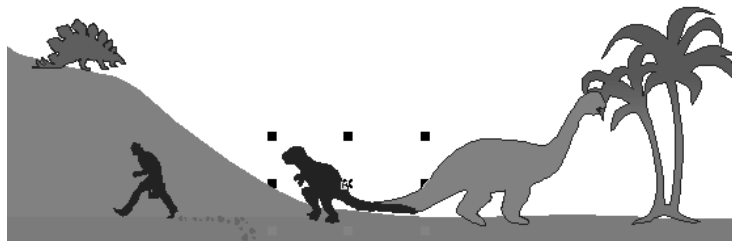
4. Select **Edit, Undo Stretch**.
5. Click the horizontal Mirror button in the Property Bar.
6. Move the Tyrannosaurus to the left as displayed below.

To undo the mirrored effect.

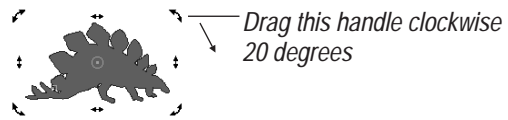


The Tyrannosaurus mirrors.

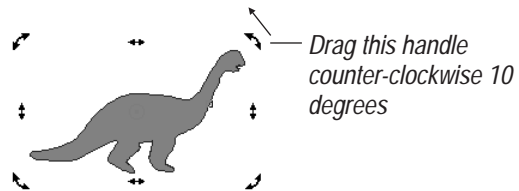
The mirrored result



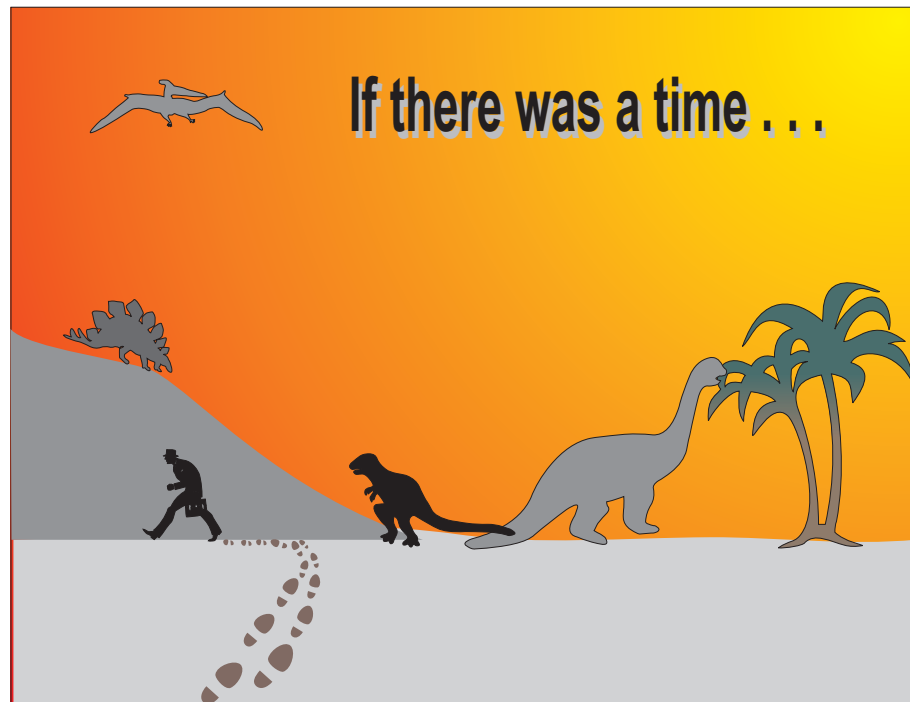
7. Click on the Stegosaurus.
8. Click again on the Stegosaurus.
9. Point to the upper right rotation handle.
10. Drag the handle clockwise about 20 degrees.
11. Click twice on the Brontosaurus.
12. Try rotating the Brontosaurus counter-clockwise 10 degrees so it looks like it's eating leaves higher in the tree.
13. Save the file as **My dino** in the Learn folder.



Look at the Angle of Rotation box in the Property Bar as you drag.



The completed exercise



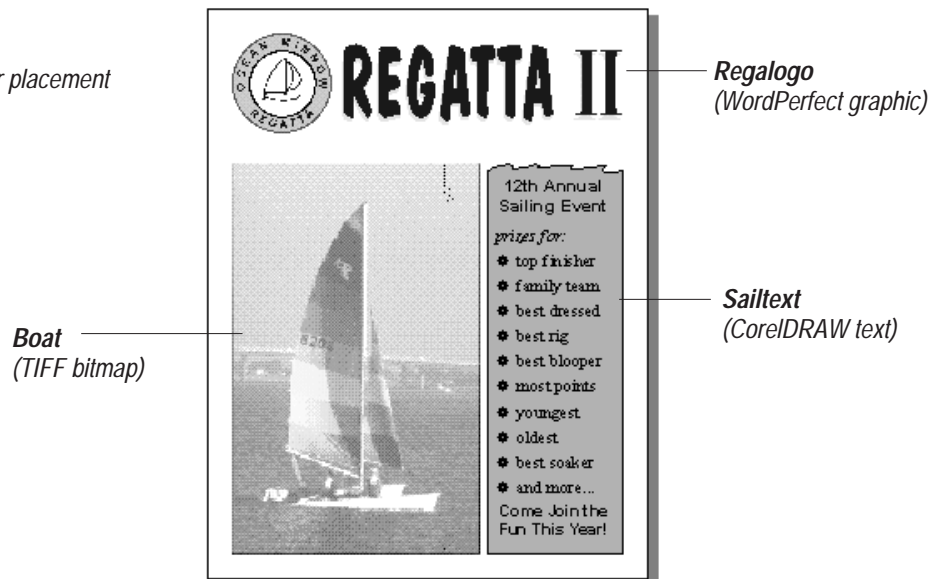
Section

Exercise: *Importing and Transforming Files to Create a Flyer*

This exercise will require you to import various file formats to create a flyer as follows.

Requires:

- guidelines for placement
- importing
- rotation
- transforming



Steps to Follow

Comments

1. Create a new document using a Letter, Portrait page setup.
2. Place guidelines a half-inch within each page edge. *Four guidelines total. If needed, zoom into the page to see the ruler increments better.*
3. Turn on **Snap To Guidelines**. *Located in the View menu.*
4. Import **Regalogo** located in the Learn folder.

5. Rotate the logo negative 90 degrees.
Click on the logo to display the rotation arrows. Hold down [Ctrl] to rotate 90 degrees clockwise.
6. Move the logo underneath the top guidelines.
Until it snaps to the guidelines.

Reduce the size of the logo to the full width of the guidelines.
7. Import **Sailtext** located in the Learn folder.
8. Move the text box into the bottom right corner of the guidelines.
Until it snaps to the guidelines.
9. Import **Boat** from the Learn folder.
10. Activate the Transformation docker.
11. Size the boat picture to H=**4.75**, V=**7.5**.
12. Move the boat to the bottom left corner of the guidelines.
Snap to the guidelines.
13. Delete the guidelines.
14. Press [F9] to preview the drawing.

Press [F9] to cancel the preview.
15. Save as **Regatta 2** in the Learn folder and close the document.

Section Questionnaire

- A. The most efficient way to mirror an object is to use the Mirror button in the Property Bar. True or False?

- B. How do you activate the rotate and skew handles around an object?

- C. Rotate handles are the corner handles appearing as rounded arrowheads. Skew handles are the middle handles appearing as straight arrowheads. True or False?

- D. How do you activate the Transformation docker?

- E. You would use the Transformation docker when you need to work with precision. True or False?

Self-Check Assessment



Your supervisor has been impressed with your CoreIDRAW skills and suggests that you use the program to design the Annual Company picnic flyer. She hands you what was designed last year (see below) and suggests that you replicate the flyer as close as possible. Refer to the steps on the following page.

 **Expected completion:** You should be able to complete this exercise in 40-50 minutes.

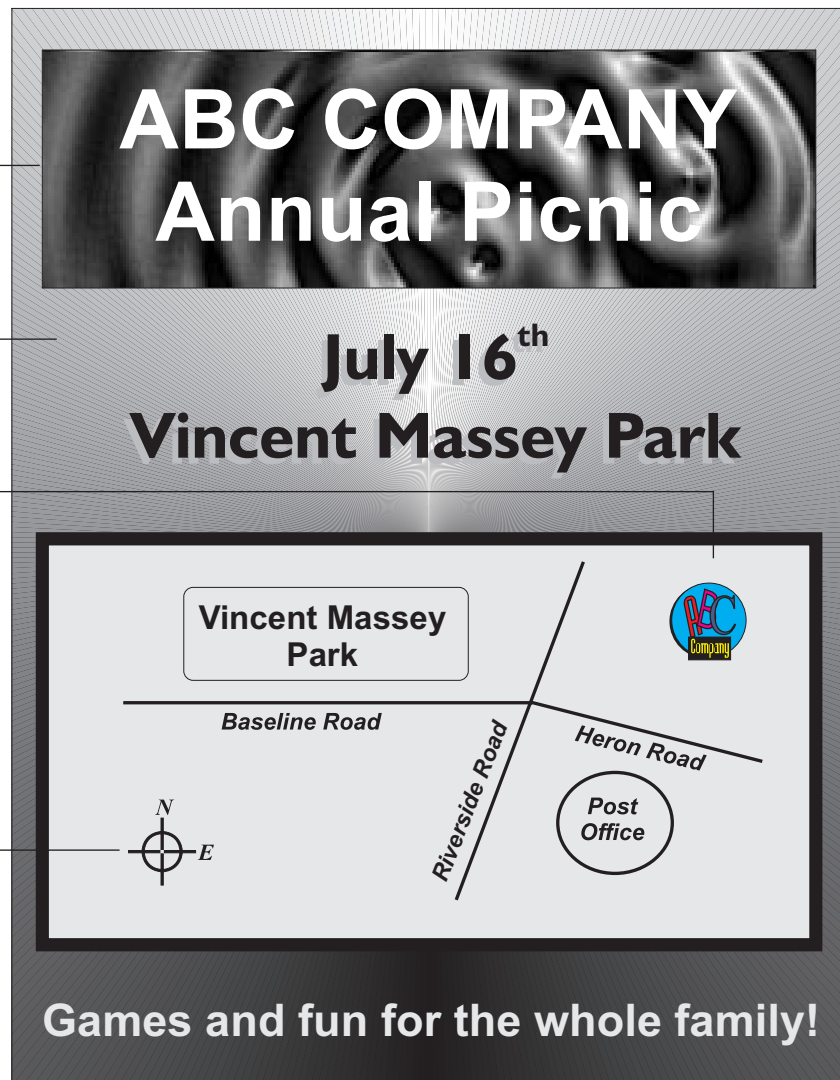
Completed flyer for you to recreate

Fill with *Rain Drops Soft 3C* in Styles texture library

Fill background with *Conical fountain fill*

Add *Bizlogo* clipart image from Learn folder (delete Logos text from the group)

Insert *Wingdings* symbol



Steps to Follow	Refer to page...
1. Start by creating a new Letter, Portrait document.	<i>p. 25</i>
2. Place two horizontal guidelines at ½ and 10 ½ inches.	<i>p. 87</i>
Place two vertical guidelines at ½ and 8 inches.	
3. Observe the completed flyer on the previous page and replicate as close as possible.	
4. For assistance, refer to the following where required:	
- formatting text	<i>p. 106</i>
- centering text on the page	<i>p. 92</i>
- duplicating to create text shadow	<i>p. 46</i>
- rotating text	<i>p. 165</i>
- centering text within other objects	<i>p. 93</i>
- drawing lines	<i>p. 59</i>
- thickening outlines	<i>p. 140</i>
- applying texture fills	<i>p. 147</i>
- applying conical fountain fills	<i>p. 145</i>
- inserting symbols	<i>p. 156</i>
- adding clipart and modifying	<i>p. 157</i>
5. Save as Review flyer in the Learn folder and close the document.	

A black rectangular box containing the text "Section 11" in a white, italicized serif font.

Section 11

Special Effects

► *In this section, you will learn how to:*


- Fit text to path
- Draw with the Artistic Media tool
- Use the Lens effect
- Add perspectives
- Apply powerclips
- Apply presets
- Apply drop shadows

Appendix A

The Final Assignment

► *To review what you have learned in this manual, try to design the following:*

- Corporate logo
- Business letterhead and envelope
- Business card

 **Expected completion:** You should be able to complete this exercise in 60-90 minutes depending on your design. If applicable, print proofs for evaluation.



Appendix B

Keyboard Shortcuts

Alphabetical List of Keyboard Shortcuts

TO DO:	PRESS:	DESCRIPTION:
Align Bottom	B	Aligns selected objects to the bottom
Align Center to Page	P	Aligns the centers of the selected objects to page
Align Horizontal Center	E	Horizontally aligns the centers of the selected objects
Align Left	L	Aligns selected objects to the left
Align Right	R	Aligns selected objects to the right
Align To Baseline	Alt+F12	Aligns text to the baseline
Align Top	T	Aligns selected objects to the top
Align Vertical Center	C	Vertically aligns the centers of the selected objects
Artistic Media Tool	I	Selects the Artistic Media Tool from the toolbox
Back One	Ctrl+PgDn	Places the selected object(s) back one position
Bold	Ctrl+B	Changes the style of text to bold
Break Apart	Ctrl+K	Breaks apart the selected object
Bullet Text	Ctrl+M	Adds/removes bullets for the text object (toggle)
Center Justification	Ctrl+E	Changes the alignment of text to center alignment
Change Case	Shift+F3	Changes the case of selected text
Combine	Ctrl+L	Combines the selected objects
Convert	Ctrl+F8	Converts artistic text to paragraph text or vice versa
Convert Outline To Object	Ctrl+Shift+Q	Converts an outline to an object
Convert To Curves	Ctrl+Q	Converts the selected object to a curve
Copy	Ctrl+C	Copies the selection and places it on the Clipboard
Copy	Ctrl+Insert	Copies the selection and places it on the Clipboard
Copy Properties From	Ctrl+Shift+A	Copies properties to the selected object(s) from another object
Cut	Ctrl+X	Cuts the selection and places it on the Clipboard
Cut	Shift+Delete	Cuts the selection and places it on the Clipboard
Decrease Font Size	Ctrl+NUMPAD2	Decreases font size to previous point size
Decrease Font Size	Ctrl+NUMPAD2	Decreases font size to previous point size
Delete	Delete	Deletes the selected object(s)
Delete Character to Right	Delete	Deletes the character to the right of the text caret
Delete Word to Right	Ctrl+Delete	Deletes the word to the right of the text caret
Drop Cap	Ctrl+Shift+D	Adds/removes a Drop Cap for the text object (toggle)
Duplicate	Ctrl+D	Duplicates selected object(s) and offsets by a specified amount
Edit Text	Ctrl+Shift+T	Opens the Edit Text dialog box
Ellipse Tool	F7	Draws ellipses and circles
Eraser Tool	X	Erases or splits an object into two closed paths
Export	Ctrl+E	Exports text or objects to another format
Find Text	Alt+F3	Finds the specified text in the drawing

TO DO:	PRESS:	DESCRIPTION:
Font List	Ctrl+Shift+F	Shows a list of all the available/active fonts
Font Size	Ctrl+Shift+P	Shows a list of all the available/active font sizes
Font Weights	Ctrl+Shift+W	Shows a list of all the available/active font weights
Force Justification	Ctrl+H	Changes the alignment of text to force last line full alignment
Format Text	Ctrl+T	Formats the properties of text
Forward One	Ctrl+PgUp	Places the selected object(s) forward one position
Fountain Fill	F11	Applies fountain fills to objects
Full Justification	Ctrl+J	Changes the alignment of text to full alignment
Full-Screen Preview	F9	Displays a full-screen preview of the drawing
Graph Paper Tool	D	Draws a group of rectangles
Graphic/Text Styles Docker	Ctrl+F5	Opens the Graphic and Text Styles Docker Window
Group	Ctrl+G	Groups the selected objects
Horizontal Text	Ctrl+,	Changes the text to horizontal direction
HTML Font Size	Ctrl+Shift+H	Shows a list of all the available/active HTML font sizes
Import	Ctrl+I	Imports text or objects
Increase Font Size	Ctrl+NUMPAD8	Increases font size to next point size
Increase Font Size	Ctrl+NUMPAD8	Increases font size to next point size
Interactive Fill	G	Adds a fill to object(s)
Interactive Mesh Fill	M	Converts an object to a Mesh Fill object
Italic	Ctrl+I	Changes the style of text to italic
Last Used Curve Tool	F5	Selects the last used Curve tool
Left Justification	Ctrl+L	Changes the alignment of text to left alignment
Lens Docker	Alt+F3	Opens the Lens Docker Window
Linear Dimensions Dockers	Alt+F2	Docker for assigning attributes to linear dimension lines
Move Caret Down 1 Frame	PgDn	Moves the text caret down 1 frame
Move Caret Down 1 Line	DnArrow	Moves the text caret down 1 line
Move Caret Down 1 Para	Ctrl+DnArrow	Moves the text caret down 1 paragraph
Move Caret Left 1 Char	LeftArrow	Moves the text caret left 1 character
Move Caret Left 1 Word	Ctrl+LeftArrow	Moves the text caret left 1 word
Move Caret Right 1 Char	RightArrow	Moves the text caret right 1 character
Move Caret Right 1 Word	Ctrl+RightArrow	Moves the text caret right 1 word
Move Caret Beg. of Frame	Ctrl+Home	Moves the text caret to the beginning of the frame
Move Caret to Beg. of Line	Home	Moves the text caret to the beginning of the line
Move Caret to Beg. of Text	Ctrl+PgUp	Moves the text caret to the beginning of the text
Move Caret to EOF	Ctrl+End	Moves the text caret to the end of the frame
Move Caret to End of Line	End	Moves the text caret to the end of the line
Move Caret to End of Text	Ctrl+PgDn	Moves the text caret to the end of the text
Move Caret Up 1 Frame	PgUp	Moves the text caret up 1 frame
Move Caret Up 1 Line	UpArrow	Moves the text caret up 1 line

TO DO:	PRESS:	DESCRIPTION:
Move Caret Up 1 Para	Ctrl+UpArrow	Moves the text caret up 1 paragraph
New Document	Ctrl+N	Creates a new drawing
Next Font Combo Size	Ctrl+NUMPAD6	Increase font size to next setting in Font Size List
Next Font Combo Size	Ctrl+NUMPAD6	Increase font size to next setting in Font Size List
Next Page	PgDn	Goes to the next page
No Justification	Ctrl+N	Changes the alignment of text to have no alignment
Nudge Down	DnArrow	Nudges the object downward
Nudge Left	LeftArrow	Nudges the object to the left
Nudge Right	RightArrow	Nudges the object to the right
Nudge Up	UpArrow	Nudges the object upward
Open	Ctrl+O	Opens an existing drawing
Outline Color	Shift+F12	Opens the Outline Color dialog box
Outline Pen	F12	Opens the Outline Pen dialog box
Pan Down	Alt+DnArrow	Pans the drawing downward
Pan Left	Alt+LeftArrow	Pans the drawing to the left
Pan Right	Alt+RightArrow	Pans the drawing to the right
Pan Tool	H	Pans around the drawing by clicking and dragging
Pan Up	Alt+UpArrow	Pans the drawing upward
Paste	Ctrl+V	Pastes the Clipboard contents into the drawing
Paste	Shift+Insert	Pastes the Clipboard contents into the drawing
Polygon Tool	Y	Draws symmetrical polygons
Position	Alt+F7	Opens the Position Docker Window
Previous Font Combo Size	Ctrl+NUMPAD4	Decrease font size to previous setting in the Font Size List
Previous Font Combo Size	Ctrl+NUMPAD4	Decrease font size to previous setting in the Font Size List
Previous Page	PgUp	Goes to the previous page
Print	Ctrl+P	Prints the active drawing
Properties	Alt+Return	Displays object or tool properties
Property Bar	Ctrl+Return	Activates Property Bar and selects first field
Rectangle Tool	F6	Draws rectangles
Redo	Ctrl+Shift+Z	Reverses the last Undo operation
Refresh Window	Ctrl+W	Redraws the drawing window
Repeat	Ctrl+R	Repeats the last operation
Right Justification	Ctrl+R	Changes the alignment of text to right alignment
Rotate	Alt+F8	Opens the Rotate Docker Window
Save	Ctrl+S	Saves the active drawing
Scale and Mirror	Alt+F9	Opens the Scale and Mirror Docker Window
Select All Objects	Ctrl+A	Selects the entire drawing
Select Character to Left	Shift+LeftArrow	Selects the character to the left of the text caret
Select Character to Right	Shift+RightArrow	Selects the character to the right of the text caret

TO DO:	PRESS:	DESCRIPTION:
Select Down 1 Frame	Shift+PgDn	Selects text downwards by 1 frame
Select Down 1 Line	Shift+DnArrow	Selects text downwards by 1 line
Select Down 1 Paragraph	Ctrl+Shift+DnArrow	Selects text downwards by 1 paragraph
Select to Beg. of Frame	Ctrl+Shift+Home	Selects text to the beginning of the frame
Select to Beg. of Line	Shift+Home	Selects text to the beginning of the line
Select to Beg. of Text	Ctrl+Shift+PgUp	Selects text to the beginning of the text
Select to End of Frame	Ctrl+Shift+End	Selects text to the end of the frame
Select to End of Line	Shift+End	Selects text to the end of the line
Select to End of Text	Ctrl+Shift+PgDn	Selects text to the end of the text
Select Up 1 Frame	Shift+PgUp	Selects text upwards by 1 frame
Select Up 1 Line	Shift+UpArrow	Selects text upwards by 1 line
Select Up 1 Paragraph	Ctrl+Shift+UpArrow	Selects text upwards by 1 paragraph
Select Word to Left	Ctrl+Shift+LeftArrow	Selects the word to the left of the text caret
Select Word to Right	Ctrl+Shift+RightArrow	Selects the word to the right of the text caret
Shape Tool	F10	Edits the nodes of an object
Show Non-Printing Chars	Ctrl+Shift+C	Shows non-printing characters
Size	Alt+F10	Opens the Size Docker Window
Small Caps	Ctrl+Shift+K	Changes all text characters to small capital letters
Snap To Grid	Ctrl+Y	Snaps objects to the grid (toggle)
Spell Check	Ctrl+F12	Opens the Spell Checker
Spiral Tool	A	Draws spirals
Styles	Ctrl+Shift+S	Shows a list of all the styles in the drawing
Super Nudge Down	Shift+DnArrow	Nudges the object downward by the Super Nudge factor
Super Nudge Left	Shift+LeftArrow	Nudges the object to the left by the Super Nudge factor
Super Nudge Right	Shift+RightArrow	Nudges the object to the right by the Super Nudge factor
Super Nudge Up	Shift+UpArrow	Nudges the object upward by the Super Nudge factor
Symbols Docker	Ctrl+F11	Opens the Symbols Docker Window
Text Options	Ctrl+F10	Opens the Options dialog with the Text options page selected
Text Tool	F8	Adds text; click to add Artistic Text; drag to add Paragraph Text
To Back	Shift+PgDn	Places the selected object(s) to the back
To Front	Shift+PgUp	Places the selected object(s) to the front
Toggle Display	Shift+F9	Toggles between the last two used view qualities
Toggle Pick State	Ctrl+Space	Toggles between the current tool and the Pick tool
Underline	Ctrl+U	Changes the style of text to underline
Undo	Ctrl+Z/Alt+Backspace	Reverses the last operation
Ungroup	Ctrl+U	Ungroups the selected objects or group of objects
Uniform Fill	Shift+F11	Applies uniform color fills to objects
VBA Editor	Alt+F11	Runs the Visual Basic for Applications Editor
Vertical Text	Ctrl+.	Changes the text to vertical (toggle)

TO DO:	PRESS:	DESCRIPTION:
View Manager	Ctrl+F2	Opens the View Manager Docker Window
What's This? Help	Shift+F1	Invokes What's This? help
Workspace Options	Ctrl+J	Opens the dialog for setting CoreIDRAW options
Zoom In with Marquee	F2	Performs one zoom operation and then returns to previous tool
Zoom Out	F3	Zooms out on the drawing
Zoom To All Objects	F4	Zooms in on all objects in the drawing
Zoom To Page	Shift+F4	Displays the entire printable page
Zoom To Selection	Shift+F2	Zooms in on selected objects only



Appendix C

**Section Questionnaire
Answers**

Section 2, Getting Started

- A. Located at the bottom of the page.
- B. What's This? Help button.
- C. True.
- D. False. You can only save as version 5 through 9.
- E. True
- F. [Ctrl Z].
- G. Window.

Section 3, Moving Around and Viewing Drawings

- A. Use either the Zoom Levels box in Standard toolbar, Zoom tool in toolbox, or keyboard shortcuts.
- B. [F9].
- C. False. Wireframe shows only the outlines of objects.
- D. Press [PgDn] or [PgUp], click the page tab, or use the Go To Page dialog box.

Section 4, Selecting and Manipulating Objects

- A. [Tab] and [Shift tab].
- B. [Shift] click, marquee select, or select Edit, Select All, Objects.
- C. Any cursor key.
- D. True.
- E. Any corner handle.

Section 5, Drawing and Shaping Objects

- A. False. Click (press and release) the mouse button, extend the line, click again to end the line.
- B. True.
- C. True.
- D. Double click on the Polygon tool in the toolbox.
- E. Shape tool.
- F. [Ctrl].

Section 6, Arranging Objects

- A. Arrange.
- B. Select Arrange, Group.
- C. Hold down [Ctrl] and click on the child object of the group.
- D. Drag the guideline from the ruler. To remove guidelines, select it and press [Delete].
- E. View.
- F. Select Arrange, Align and Distribute, or click on the Align button.
- G. Select the object you want to align to last. The last object selected maintains its position; all others move to align with this object.

Section 7, Working With Text

- A. True.
- B. True.
- C. True.
- D. All text formatting is carried forward to the duplicated text. You do not have to remember the font, size, attributes, and alignment.
- E. Format Text.
- F. False. Select File, Import.
- G. Either select Text, Writing Tools, Spell Check or press [Ctrl F12].

Section 8, Outlining & Filling Objects

- A. Outline thickness and color.
- B. Right-click on a color in the Color Palette.
- C. No Outline tool.
- D. Linear, Radial, Conical, and Square.
- E. 2-color, Full color, and Bitmap pattern fills.
- F. True.
- G. Edit.
- H. False. You must first select the object to which you want to copy the properties.

Section 9, Using Symbols and Clipart

- A. Select Tools, Symbols and Special Characters. Or, select Window, Dockers, Symbols and Special Characters.
- B. False. Drag the symbol to the page.
- C. True.
- D. True.
- E. Select File, Import or click on the Import button.
- F. False. Ungroup the clipart to delete, move, size, and color any of the objects contained in the clipart image.

Section 10, Transforming Objects

- A. True.
- B. Click on the object twice.
- C. True.
- D. Select Arrange, Transformation and select the desired transform option (e.g., Position, Rotate).
- E. True.

Section 11, Special Effects

- A. Text.
- B. [Ctrl].
- C. True.
- D. Select Effects, Lens or Window, Dockers, Lens.
- E. [Ctrl] or [Ctrl Shift].

- F. Select Window, Dockers, Script and Preset Manager.
- G. True.
- H. False. To create a flat drop shadow, point to the center of the object and drag.

Section 12, Exporting Drawings

- A. Select File, Export or click on the Export button.
- B. When you are unable to copy and paste the graphic or you need to create another file in a specific format.
- C. True.
- D. Edit, Cut or Copy.
- E. Refers to an object that is pasted whereby a link is kept to the original source file. Any changes to the source file will automatically change objects that are paste linked to other documents.



Appendix D

Web Resources

Recommended Web Resources

The following list contains various recommended web resources that provide CorelDRAW and Photo-Paint information.

Online Tutorials and Articles

Web site (http://)	Comments
www.corel.com/featuresinaction	Corel site with multimedia presentations on CorelDRAW 8/9, Photo-Paint 9, and WordPerfect Office features. Requires a sound card and speakers.
www.designer.com	Corel site containing articles, tutorials, and links.
www.unleash.com	Articles, tutorials, and training resources. Free email newsletter.
www.altman.com	Home of annual CorelWorld Conference. Articles, downloads, free email newsletter.
www.i-us.com	Graphics and publishing site with reviews, discussion groups, and articles.
www.cedesign.com	Articles, special effects, and tutorials for CorelDRAW and Photo-Paint.
home.sprintmail.com/~mikebres	Online tutorials for Photo-Paint 8.
www.mccannas.com	Online tutorials for Photo-Paint 5-7
squareonegraphics.com	Tutorials and extensive list of Corel links/Usergroups.

General Assistance

Web site (http://)	Comments
www.corel.com/support/technical	Corel site containing links to Knowledge Base, Fax on Demand, Interactive Voice Answering Network (IVAN), Tips & Tricks, FTP download.
www.corel.com/support/newsgroup.htm	Corel site containing links to newsgroups for all Corel products. CTECH volunteers and users post problems, questions, and answers.
www.corel.com/support/ftpsite	Corel FTP download site for all patches and revisions for Corel products.
members.boardhost.com/corelworld	CorelWorld forum with feedback on CorelDRAW, Ventura, and Photo-Paint.
www.cdug.com	International CorelDRAW Users Group site.
www.vakcer.com/oberon	Free CorelScript downloads for automating tasks in CorelDRAW.
www.universalthread.com	Forum with discussions, articles, and downloads.

Magazines

Web site (http://)	Comments
www.corelmag.com	Online subscription magazine with a few free articles and tutorials.
www.coreluser.com	Print subscription magazine with topics on CorelDRAW, Photo-Paint, and Ventura.

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