

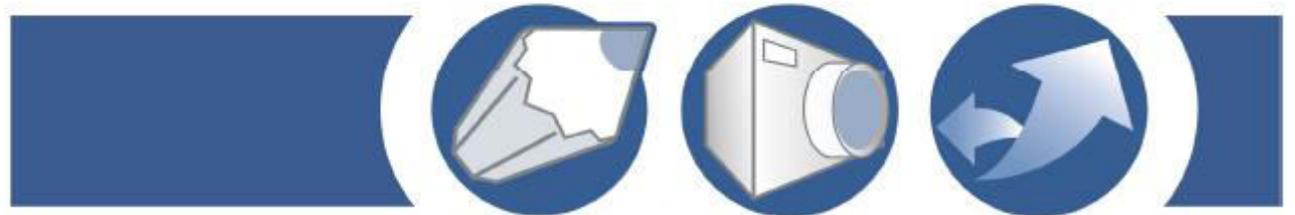


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SUBJECT -

TITLE -

CorelDRAW[®]12



COREL[™]



CorelDRAW 12

Keyboard shortcuts

Toolbox

Shortcut	
F6	Rectangle Flyout
	 Rectangle Tool
	 3 Point Rectangle Tool
F7	Ellipse Flyout
	 Ellipse Tool
	 3 Point Ellipse Tool
D Y A	Object Flyout
	 Graph Paper Tool
	 Polygon Tool
	 Spiral Tool

Shortcut	
Spacebar	 Pick Tool
F10 X	Shape Edit Flyout
	 Shape Tool
	 Knife Tool
	 Eraser Tool
	 Smudge Brush
	 Roughen Brush
	 Free Transform Tool
	 Virtual Segment Delete Tool
	Z H
 Zoom Tool	
	 Hand Tool



CorelDRAW 12

Keyboard shortcuts

Toolbox

Shortcut

↑+F11

F11

Fill Flyout



Fill Color Dialog Button



Fountain Fill Dialog Button



Pattern Fill Dialog Button



Texture Fill Dialog Button



PostScript® Fill Dialog Button



No Fill Button



Color Docker Window Button

Shortcut

Interactive Tool Flyout



Interactive Blend Tool



Interactive Contour Tool



Interactive Distortion Tool



Interactive Drop Shadow Tool



Interactive Envelope Tool



Interactive Extrude Tool



Interactive Transparency Tool

Eyedropper Flyout



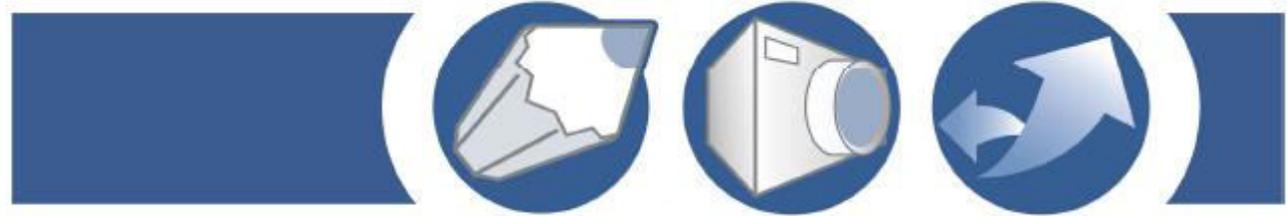
Eyedropper Tool



Paintbucket Tool



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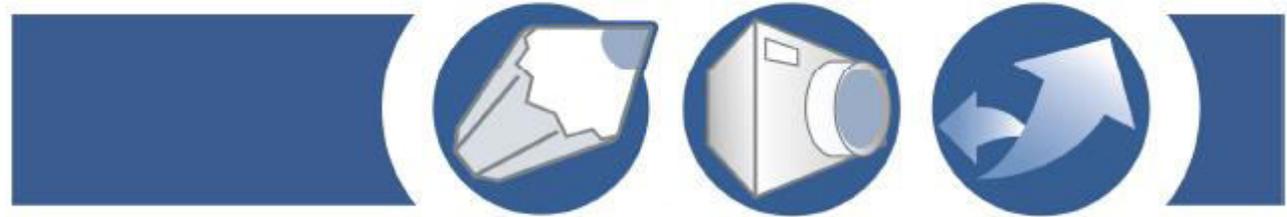


Welcome

CorelDRAW is an intuitive graphics design application that gives designers a more enjoyable work experience. CorelDRAW is built and designed to meet the demands of today's working designer to create ads or collateral for print or for the Web.



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To install an application

Close all applications.

Insert Disc 1 in the CD drive.

If the installation wizard does not start automatically, click **Start** on the Windows taskbar, and click **Run**. Type **D:\Setup**, where **D** is the letter that corresponds to the CD drive.

Follow the instructions in the installation wizard and enable one of the following options:

- **Typical** — to install the default applications and components
- **Compact** — to install the minimum components for the application to operate
- **Custom** — to choose applications and writing tool components

Follow the instructions for installing and registering the application.



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To uninstall applications

On the Windows taskbar, click **Start } Control Panel**.

If your operating system is Windows 2000 or earlier, click **Start } Settings } Control Panel**.

Double-click **Add/Remove** programs.

Choose a Corel application from the list, click **Change/Remove**, and enable the **Remove all** option in the dialog box.

If you want to remove all files, including user files, click **Change**, and enable the **Remove user files** checkbox.

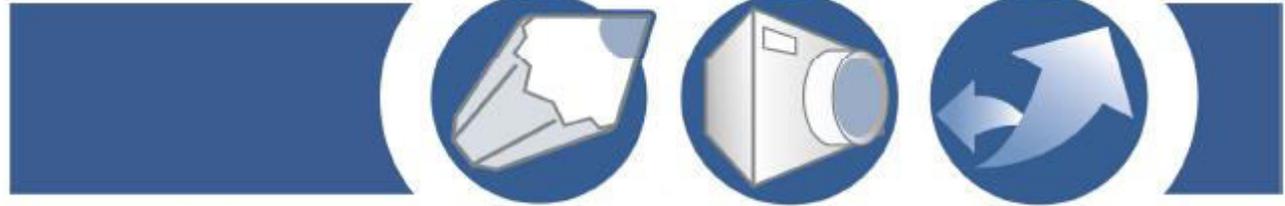
If your operating system is Windows 2000 or earlier, click the **Remove** button.

Follow the InstallShield wizard instructions.

You can choose whether the uninstalling process will remove user files such as preference, presets, user-created fills, customized files, and so on.



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**To change the language of the user interface and Help
Click Tools } Options.**

In the list of categories, click **Global**.

Choose a language from the **Select the language for the user
interface** list box.

If you want to change the language of the user interface and Help as
you start the application, enable the **Ask me the next time the
software starts** check box.

Restart the application.



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Registering Corel products

Registering Corel products is important. Registration provides you with timely access to the latest product updates, valuable information about product releases, and access to free downloads, articles, tips and tricks, and special offers.

You can register when you install the application or at a later date.

You can register using the following methods:

online — You can launch online registration if you are connected to the Internet when you install the Corel graphics application. If no Internet connection is detected, a list of options displays in a dialog box.

FTP — You can complete the registration form, and it will be sent automatically when an Internet connection is detected.

by phone — You can call the Corel Customer Service Center nearest you.



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Updating Corel products

Corel Update is an automatic feature that notifies you of updates to Corel products, downloads the updates, and installs them. Corel Update operates via the Web, so it requires an Internet connection.

You can set how often Corel Update checks for updates through the **Start** menu. It's recommended that you set Corel Update to check for updates every 30 days or on starting the application. If you prefer, you can disable Corel Update altogether by choosing to never check for updates.



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To use Help

Click **Help** } **Help topics**.

Click one of the following tabs:

- **Contents** — lets you browse through topics in the Help
- **Index** — lets you use the index to find a topic
- **Search** — lets you search the full text of the Help for a particular word. For example, if you are looking for information about RGB color mode, you can type “RGB” to display a list of relevant topics.

You can also View Help for a dialog box Click the **Help** button. Print a specific Help topic Open a Help topic, click the frame you want to print, and click **Print**.

You can also launch Help by pressing **F1**.



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CorelDRAW terminology and concepts

Before you get started with CorelDRAW, you should be familiar with the following terms.

object An element in a drawing such as an image, shape, line, text, curve, symbol, or layer.

drawing The work you create in CorelDRAW: for example, custom artwork, logos, posters, and newsletters

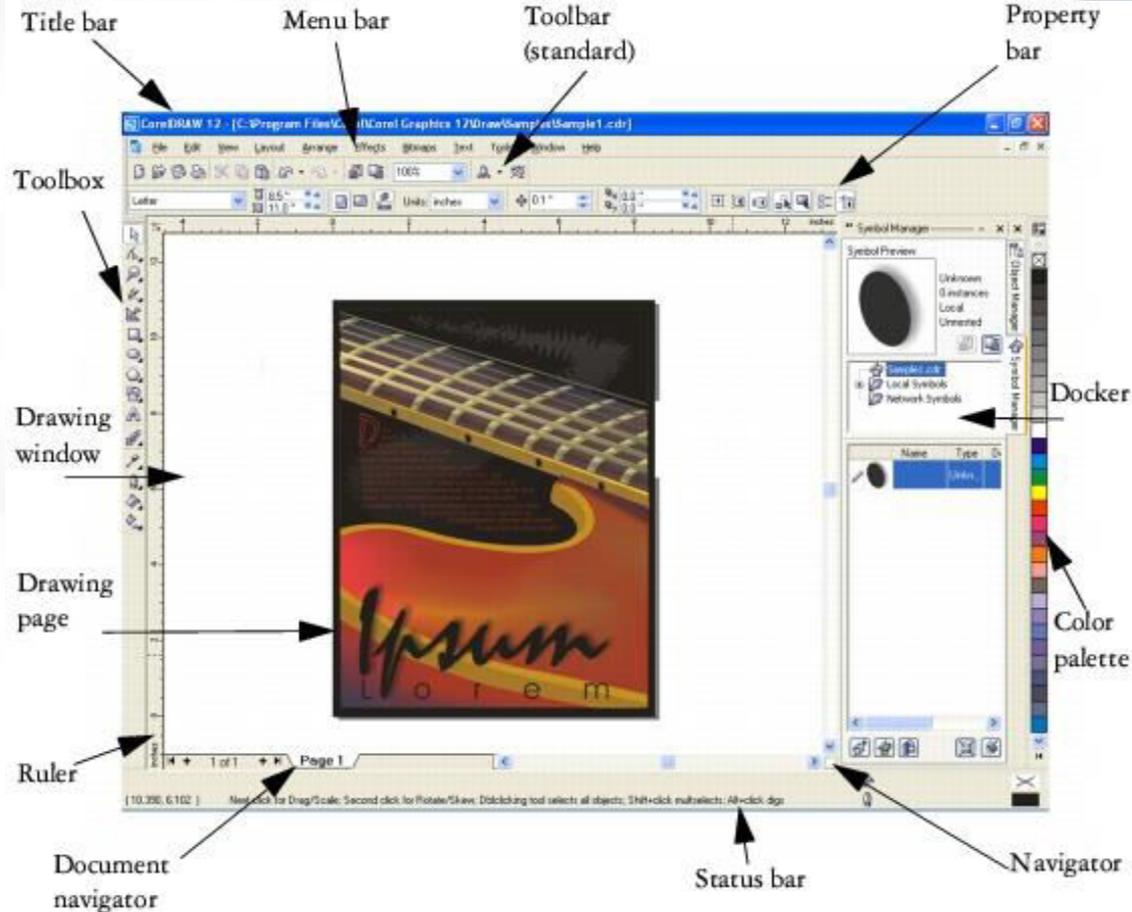
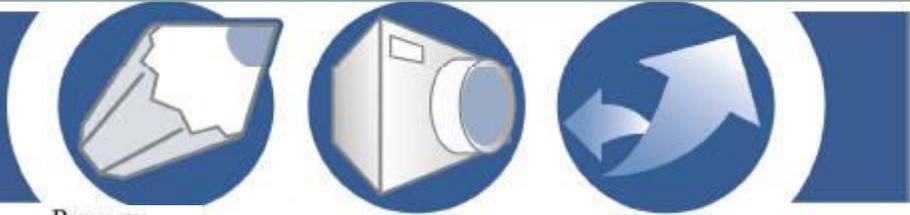
vector An image generated from mathematical

graphic descriptions that determine the position, length, and direction in which lines are drawn.

bitmap An image composed of grids of pixels or dots



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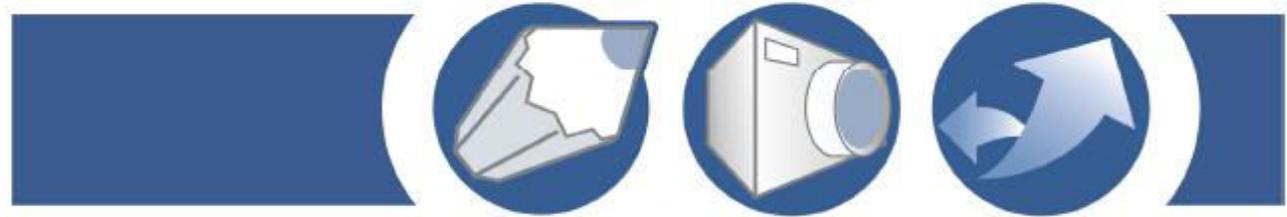
CorelDRAW application window

When you launch CorelDRAW, the application window opens containing a drawing window. The rectangle in the center of the drawing window is the drawing page where you create your drawing. Although more than one drawing window can be opened, you can apply commands to the active drawing window only.

The CorelDRAW application window appears below. A description of its parts follows.



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Menu bar The area containing pull-down menu options

Property bar A detachable bar with commands that relate to the active tool or object. For example, when the text tool is active, the text property bar displays commands that create and edit text.

Toolbar A detachable bar that contains shortcuts to menu and other commands

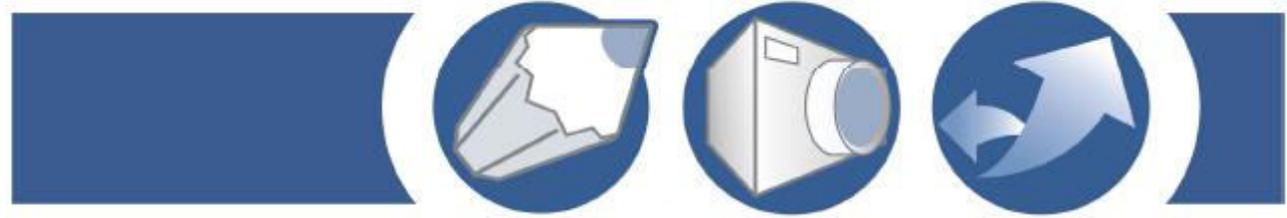
Title bar The area displaying the title of the currently open drawing

Rulers Horizontal and vertical borders that are used to determine the size and position of objects in a drawing

Toolbox A floating bar with tools for creating, filling, and modifying objects in the drawing



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Drawing window The area outside the drawing page bordered by the scroll bars and application controls

Drawing page The rectangular area inside the drawing window. It is the printable area of your work area.

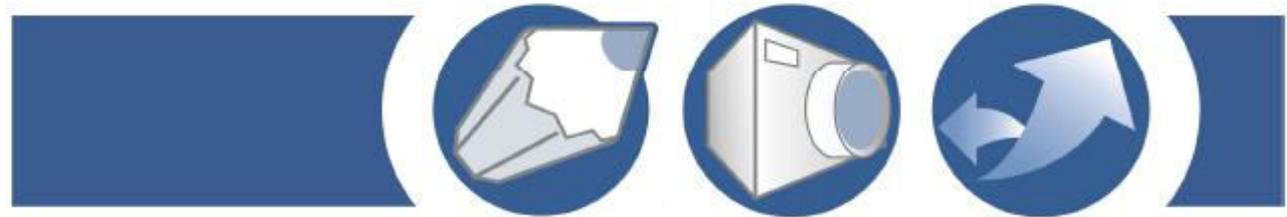
Color palette A dockable bar that contains color swatches

Docker A window containing available commands and settings relevant to a specific tool or task

Status bar An area at the bottom of the application window that contains information about object properties such as type, size, color, fill, and resolution. The status bar also shows the current mouse position.



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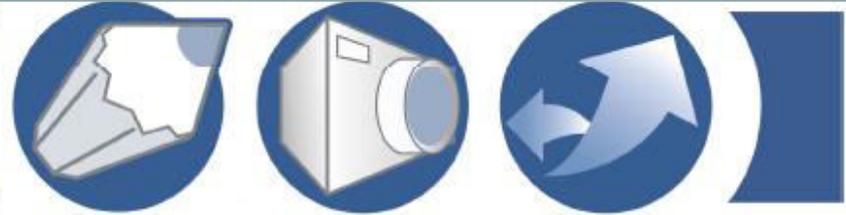


Document navigator The area at the bottom left of the application window that contains controls for moving between pages and adding pages

Navigator A button at the bottom-right corner that opens a smaller display to help you move around a drawing

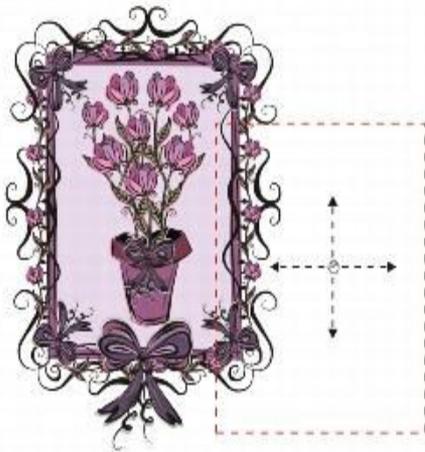


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Zooming and panning

You can change the view of a drawing by zooming in to get a closer look or by zooming out to see more of the drawing. You can experiment with a variety of zoom options to determine the amount of detail you want. Another way in which you can view specific areas of a drawing is by panning. When you work at high magnification levels or with large drawings, you may not be able to see the whole drawing. Panning lets you view areas that aren't displayed by moving the page around in the drawing window.



You can use the Hand tool to pan around a large image and view particular areas.

While you are panning, you can zoom in and out. While you are zooming, you can pan. This saves you from having to alternate between the two tools.

You can specify zooming and panning settings to zoom in quickly to detailed parts of a drawing and zoom out to the larger context.



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Saving drawings

CorelDRAW lets you save a drawing as you work. The application also offers advanced options that let you assign notes, keywords, and thumbnails to drawings so that you can find them more easily.

By default, drawings are saved to the CorelDRAW file format (.cdr); however, advanced save options let you choose other file formats as well. If you are saving a drawing to use in another application, you must save it to a file format that is supported by that application. You can also save a drawing to a previous version of CorelDRAW. For information about file formats supported by CorelDRAW, see “File formats” in the Help. For information about saving files to other formats, see ["Exporting files."](#)

A drawing can also be saved as a template, allowing you to create other drawings with the same properties. You can also save selected objects in a drawing. If you are working on a large drawing, saving only the selected objects reduces the file size, which can decrease the time it takes to load the drawing. For information about saving a drawing as a template, see ["Working with templates."](#)



Thank you....