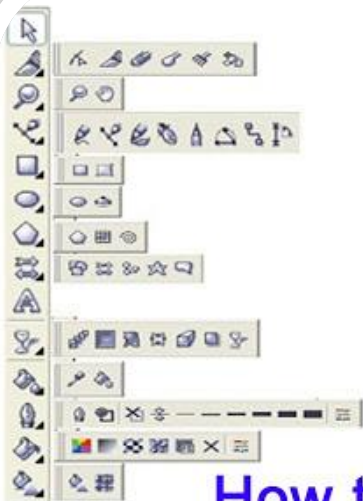


This program is a **graphic** program that makes any type of creative Logo, poster, pamphlet, banner, handling and all other types of ID visiting and marriage cards.



Using Tools  
in  
CorelDraw



# Complete English Notes

How to Use CorelDraw 12 Tools in English

This is a **special** Program created by the Coral Company. The program was **invented in 1989** by the **Coral Company**, Which has been used by large and small graphics companies. There are various versions like **Corel Draw 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Coral Draw X3, X6, X7, X8** and all

Release Date	Version	Release Date	Version
January 1989	1	31 August 1999	9
March 1989	1.01	13 November 2000	10
April 1989	1.02	1 August 2002	11
July 1989	1.10	10 February 2004	12
February 1990	1.11	17 January 2006	X3 [13]
September 1991	2	22 January 2008	X4 [14]
15 May 1992	3	23 February 2010	X5 [15]
20 May 1993	4	20 March 2012	X6 [16]
27 May 1994	5	27 March 2014	X7 [17]
24 August 1995	6	15 March 2016	X8 [18]
8 October 1996	7	11 April 2017	2017 [19]
27 October 1997	8	10 April 2018	2018 [20]

other **versions** whose table diagram can be below Viewed, release date is also given.

## **Most of the tasks in this program are done through tools. It has a variety of tools.**

1. **Pick Tool** - Through this tool all types of text and objects created on the page are selected and move after selecting the object.
2. **Shape Tool (F10)** uses the shape tool to make any type of design created on the page into another shape. After converting the shape or text to a curved one, you can use the options like delete and curve by right clicking the mouse.
3. **Knife Tool**- Uses it to cut any graphics in any form.
4. **Eraser Tool (X)**- Uses it to erase the graphic and convert to curved text on the page.
5. **Smudge Tool**- Any graphic and text is used to spread with the help of a brush.
6. **Roughen Tool**- It is used to give any object a thorny or toothed design.
7. **Free Transform Tool** It is used to transform any shape into another angle.
8. **Virtual Segment Delete** Through this, we use to remove any graphic from the page during selection.
9. **Zoom Tool (Z)** We use this to enlarge the page. After taking this tool, the part on which the draw will take place will zoom. You can also zoom in and zoom out by clicking it. If you click the left mouse button, it will zoom in. If you click the right button, it will zoom out.
10. **Hand Tool (H)** It is used to move (Resettlement) the page as well as zoom in and out. Double clicking the left button of the mouse zooms in (big) and the right button is double click to zoom out (small).
11. **Free Hand tool (F5)** Through this tool you can draw any type of line design in any angle.
12. **Bezier Tool** With this tool, you can design any type of line in different ways such as burning lamp, tree leaves and other shapes.



13. **Artistic Media Tool (I)** By this tool Coral is used to draw the default shape and design in draw, in this you can use different types of **Brush** like preset, sprayers, such as calligraphy, and other graphic etc.
14. **Pen Tool** With this tool, you can create any type of design in any angle and make any shape with your mouse.
15. **Polyline Tool** The polyline tool is also used like a pen tool and you can also use it like a free hand tool, both of which are given in the same tool.
16. **Interactive Connector Tool** Through this tool, 2 objects created on the page are used to connect them together.
17. **Dimension Tool** Use it to measure any graphic created on the page. In this, we can measure the object of any angle.
18. **Smart Drawing Tool (S)** Through this you can draw any type of line by drawing smooth line and straight line.
19. **Rectangle Tool (F6)** Rectangle tool is used to draw objects. Pressing the Ctrl button and drawing will make your object the same size from all four sides, to create exactly the right rectangle.
20. **3 Point Rectangle Tool** It is also used to draw a rectangular object (Rectangle) but first a straight line is drawn in it, after which your rectangle will be ready when the mouse is moved in the other direction.
21. **Ellipse Tool (F7)** It is used to draw circular shapes, with this you can make shapes like circles and ovals. Exactly (precisely) To draw Ellipse, pressing the Ctrl button and drawing will keep your object equal in size from all four sides.
22. **Graph Paper (D)** Graphs are used to place one or more tables on a page.
23. **Polygon Tool (Y)** By this, you can create polygons with different types of arms, if needed to reduce or increase the arm, you can set the number of point polygons in the property bar.
24. **Spiral Tool (A)** Used to draw the curved LINE through it.
25. **Basics Shape** With the help of the basic shape, the rectangular triangle and all other shapes are used to draw. To change the shape style, you can draw by changing the shape by going to the Perfect shape option in the Properties bar.

26. **Arrow Shapes** Use the arrow shape to draw an object like arrow. To change the arrow style, you can change the shape and draw by going to the Perfect shape option in the Properties bar.
27. **Flowchart Shapes** With the help of flowchart, cylinders are used to draw shapes like triangles etc. To change the style, you can draw by changing the shape by going to the Perfect shape option in the Properties bar.
28. **Star Shapes** Stars like shapes are used to draw. To change the style, you can draw by changing the shape by going to the Perfect shape option in the Properties bar.
29. **Callout Shapes** With the help of its tool, it is used by any person to show things, it is used more in cartoons. You can also write information related to this shape. To change the style, you can draw by changing the shape by going to the Perfect shape option in the Properties bar.
30. **Text Tool (F8)** Use it to write any kind of text, after taking this tool you can write text even by drawing but after drawing you have to convert to artistic text whose shortcut key is **(Ctrl + F8)**. If you do not want to convert, after taking these tools, click anywhere on the page and start writing direct. Your text will already be converted. Font style or related settings will be found in the properties bar.
31. **Interactive Blend Tool** Through this tool, two objects on the page are used to blend together. You will find related settings in the Properties bar.
32. **Interactive Contour Tool** Through this option you use any type of circle and square to give a framing effect. You will find related settings in the Properties bar.
33. **Interactive Distortion Tool** Use any selected object to create an opposite design or shape. You will find related settings in the Properties bar.
34. **Interactive Drop Shadow** Used to apply shadow to any selected object or text. You will find related settings in the Properties bar.
35. **Interactive Envelope Tool** Used to extend and maintain any created shape or object in different types of angles. It works just like a Shape tool. If you select the shape on which you have used this tool and take the shape tool, you will still get the envelope tool.

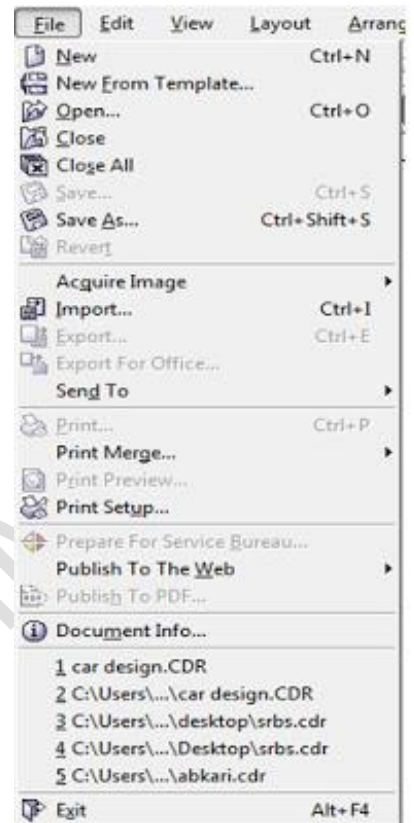
36. **Interactive Extrude Tool** Use any object or text to make 3D, you will find related settings in the Properties bar.
37. **Interactive Transparency Tool** Used to make any color object transparent. You will find related settings in the Properties bar.
38. **Eye Drop Tool** With the help of this tool, we use to pick the color of some other object. This can be filled in other objects with the help of paint bucket.
39. **Paint Bucket** With the help of the Eye Drop Tool, one or more objects use the captured color to fill in another object.
40. **Outline Tool (F12)** The outer lines of any object are used to thin or thicken and fill color, as well as setting the corner and line caps.
41. **Fill Tool (F11)** With this help, the selected text or object is used to fill the solid color.
42. **Fountain Color** With the help of this tool, we use double color for any text or object. Going into custom, you can fill many colors simultaneously in any object. If you want a pre-made color, you can select any color by going to the Presets option and you can also change the color as per your choice.
43. **Interactive Fill Tool** Through this tool, any type of color can be filled in any object, including fountain color, texture, uniform etc. Just like you get when you open the fill tool, you will find it in the file type in the properties bar.
44. **Interactive Mesh Fill Tool** It is also used for coloring but in this the color is filled with the help of grids. To increase the grid reduction, we will customize the grid size in the Properties bar. In this, after applying the grid, you can click anywhere on the object to fill any color, which will be like a fountain, the only difference is that it has a grid and it is simple.

## Using Menu Bar



# Description of File Menu Option

1. **New** This option is used to get a new blank page.
2. **New From Template** Through this, we use to take the default template design which is already given to us in the Corel draw by Corel company.
3. **Open** This option is used to open a CDR file previously saved to a hard disk.
4. **Close** This option is used to close Active current page of Corel Draw.
5. **Close All** This option is used to close all open pages.
6. **Save** this option is used to save CorelDraw file in the computer Hard disk.
7. **Save As** Through this, we save the already saved document in a different name and can also be saved in any other format.
8. **Revert** Through this, after taking the file which we have already created, there is some mistake while editing, then use it again to make it like new.
9. **Acquire Image** With the help of a camera or scanner, ACQUIRE IMAGE is used to insert any type of image in Corel Draw.
10. **Import** Use some kind of image and some other file to fetch in CorelDraw.
11. **Export** In this option you can export your graphic into any other format.
12. **Export for Office** This option is used to export your graphics into png format and send it to MS office.
13. **Send to** The files created through this option are used for any other Drive, Mail, Zipped file and fax.
14. **Prepare for service Bureau** This option is mostly used when sending a design created in Corel Draw from one server to another. It is used by people whose work is mostly to design and send online designs. In this, when you save the file, then you can save the pdf in addition to cdr and also which font you have used, this information is also saved. You can also save the font if needed.
15. **Publish to the Web** Used to publish any design in HTML or Flash file on internet.



16. **Publish to the PDF** It uses any type of graphics to create a PDF file.

## Description of Edit Menu

1. **Undo** uses this to do a step backwards.

2. **Redo** uses it to do a step forward, it only goes ahead when undo is high.

3. **Repeat** can repeat a task using it. You can also use Ctrl+R.

4. **Cut** is used to cut (transfer) any selected graphics or text.

5. **Copy** uses this to copy the selected text or a graphic.

6. **Paste** is used to paste cut or copied objects or text.

7. **Paste Special** paste properly or properly when objects or text copied from another software are pasted under Paste Special.

8. **Delete** is used to erase any selected text or guides.

9. **Symbol** uses any graphics on the page as symbols to be kept in a hard disk forever.

10. **Duplicate** use to copy any object

11. **Copy Properties From** Within any object created through it, the filtered color and the outline color are used to fill the same color on the other object.

12. **Over Print Out** It is mostly used to print outlines of any type of object accurately.

13. **Over Print Fill** It is used to properly print the color filled in any object.

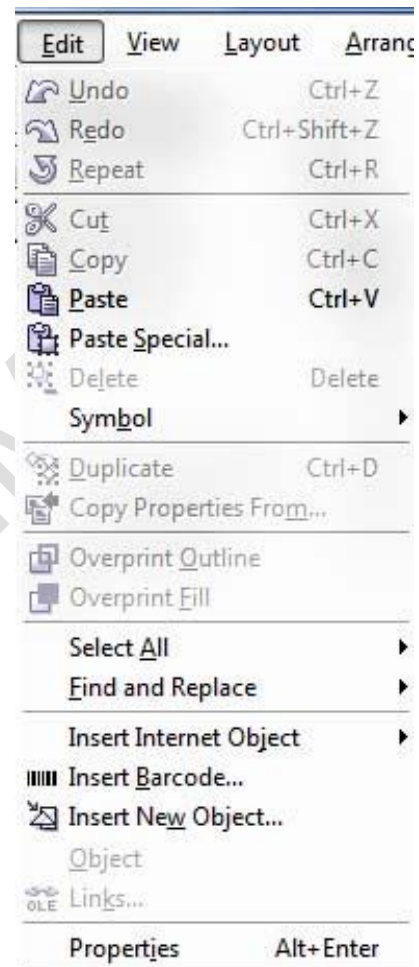
14. **Select All** uses to select any text, object, guides, nudge through it.

15. **Find and Replace** use it to search for a graphic or text after converting.

16. **Insert Barcode** is used for inserting any type of barcode through it.

17. **Insert New Object** is used to draw files from any other software in Corel Draw and after creation.

18. **Object** When a PDF file is imported into Corel Draw then it shows the option. This option contains a link that will open from your PDF Acrobat or through software that will be installed in your computer.



19. Links

20. **Properties** use to bring Docker through it which is related to the feel, outline, and link.

## Description of View Menu

**Note:** In this menu all options are used to show and hide.

1. **Simple Wire frame/ Wire Frame** Used to display the outline of a graph drawn on any pixel.

2. **Draft/ Normal/ Enhanced** Used to display any graph created on a pixel in actual form.

3. **Full Screen Preview (F9)** Through this, all graphics created on the page are used to view in full screen mode.

4. **Preview Selected Only** Through this, we use only to view the selected object in full screen mode.

5. **Page Sorter View** Used to display all inserted pages in the same window.

6. **Rulers** It is used to hide and show the ruler.

7. **Grid** It is used to hide and show the grid.

8. **Guideline** It is used to hide and show the guideline.

9. **Show** In this, you will find options related to the page in which settings related to the border, bleed, printable area, etc. of the page will be found.

10. **Enable Rollover** Used to turn on rollover.

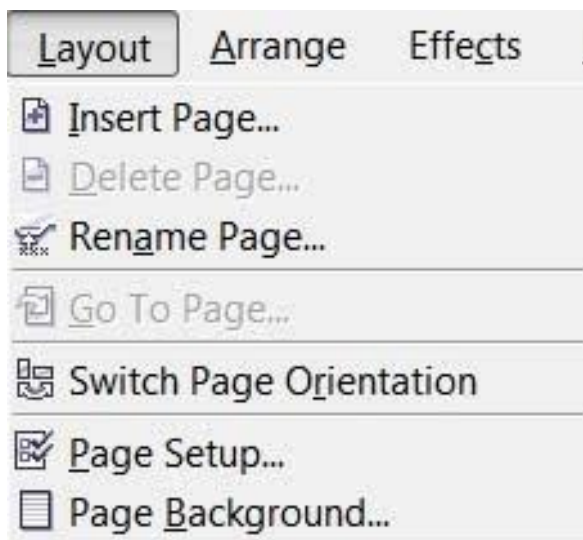
11. **Snap to Grid/Snap to Guidelines/Snap to Object/Dynamic Guides** It is used to turn all these options on and off. Its function is used to see its angle point while drawing any object. It only appears when an object or line is drawn.

12. **Grid and Ruler Setup/Guidelines Setup/Snap to Objects Setup/Dynamic Guides Setup** All these are used to change the settings.



## Description of Layout Menu





**1. Insert Page** It uses to insert more than one page.

**2. Delete Page** Use to delete a page that has been inserted.

**3. Rename Page** By this, we use to rename a page and write the name of the page.

**4. Go To Page** Let's use it to go to a page. It is mostly used to visit a single page when there are more pages.

**5. Switch Page Orientation** Using it, you can make the page Portrait or landscape.

**6. Page Setup** Using this option we can edit page sizes.

**7. Page Background** Through this, they are used to give solid color and the effect of an image on any page like a Background.

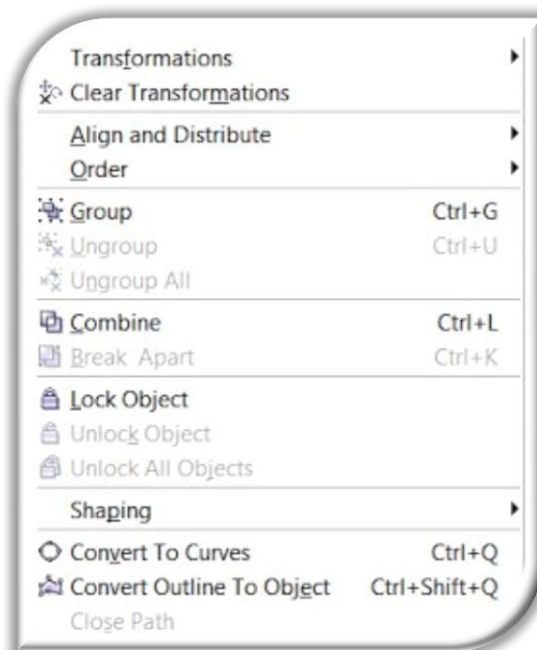
## Description Of Arrange Menu

**1. Transformation** The position size of any object can give the effect of angle and all other things, that is, it can set its rotation according to itself.

**2. Clear Transformation** Use to eradicate the effect applied with the help of transformation.

**3. Align and Distribute** Used to set any object from another object to the left right center and other distributes.

If after selecting any two objects, what will work on pressing the button according to the image below is written in the left side.



**Note-** If you want to use for an object, then first select the object you want to Align, then select the second object with the Shift button between which to Align, then use the shortcut keys.

**4. Order** With the help of this option, you can set your selected object up and down and can be read in detail below-

1. **To Front** Used to top the selected object from all the objects at once.
  2. **To Back** Used to lower the selected object from all the objects at once.
  3. **Forward One** The selected object is used to top all the objects one by one.
  4. **Back One** Used to lower the selected object from all the objects one by one.
  5. **In Front of** Use the selected object to move above any other object. As soon as you select this option, your cursor will become an arrow and your object will be above the object you click that arrow.
  6. **Behind** It is also like the **In front of** mentioned above but it is used to rear an object.
  7. **Reverse** Reverse means that like you have drawn 5 objects which have been drawn first, it will be at the bottom as soon as you select everyone and reverse it will just reverse.
5. **Combine** Used to combine one or more objects in parallel.
6. **Break Apart** Used to un-combine a combined object.
7. **Lock Object** Used to lock any object, it keeps that object in its place.
8. **Unlock** Used to unlock a locked object. You can also unlock it by pressing the right button of the mouse and clicking on the unlock option.
9. **Convert To Curve** After using rectangular, circle and all other objects to convert them to curve, it is used to create different design with shape tool.
10. **Convert Outline to object** After breaking the outline of any object, use the outline to use it as an object.
11. **Close Path** To make a drawn line a complete line, we use a closed path. So that the two ends of the line join together. Or you can also say that after drawing a single line, you can use it as an object.

# Description of Effect Menu

1. **Adjust** jpg, jpeg, png, bmp and others use various types of effects on image files like contrast, enhanced, Tone Curve Colors balance Hue saturation

2. **Transform** In this also, color effects on any Png and JPG files are used to color the opposite.

- **DeInterlace** (lets you remove lines from scanned or interlaced images ) Sometimes while scanning an image, the effect starts coming like a lining, using the same line to remove it with the help of it, although more or less it becomes a mild mesh. You can set it according to the odd and even line.
- **Invert** Use it to opposite the color of your image, you can also call it negative.
- **Posterize** lets you reduce the number of tonal values in an image. Posterize removes gradations and creates larger areas of flat color.

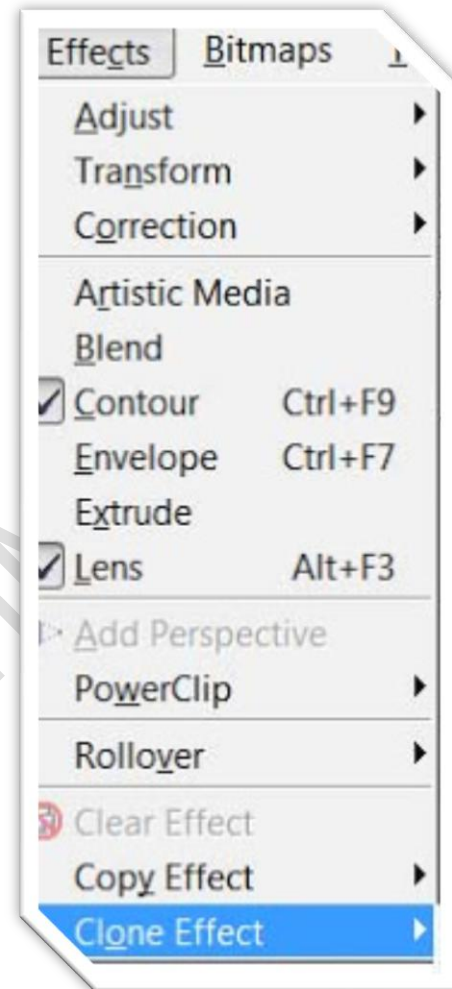
3. **Correction** Used to reduce scratches and dust on any Bmp, Jpg, Png file.

4. **Artistic Media** Artistic media is used to set the brush, as soon as you take a shape, the artistic brush will immediately turn into Artistic and you will see the last used brush at the top as soon as you open it.

5. **Blend** Use of it has been told in the tool box itself, however, if you open from here, a docker will open in which you can blend according to the number of steps.

6. **Contour** Its use has also been mentioned in the tool box, on opening it, the docker will open in which after selecting To Center, Inside, Outside, you write to keep the offset in inches, and other steps in it, the layer you need It is written as it is. If you want to use it without this docker, after selecting it from your tool box, after going to the property bar and setting a point, the object on which you drag it will come with a Framing Effect.

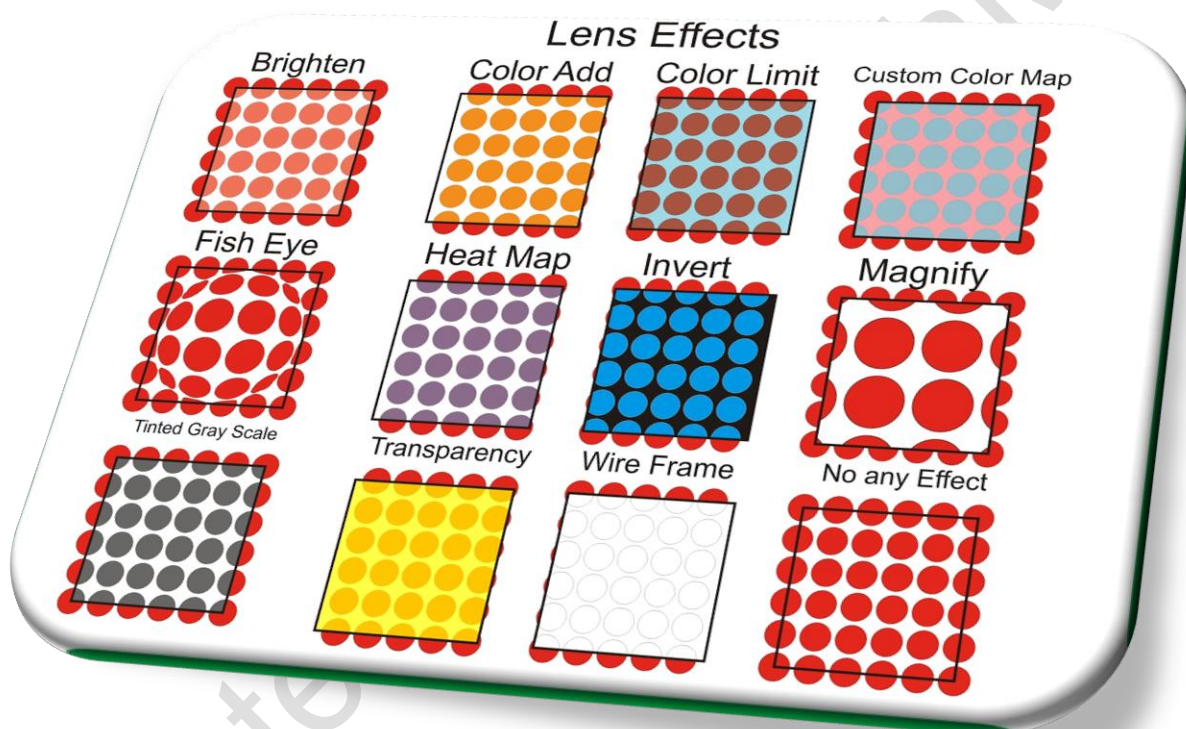
7. **Envelope** Like Blend, Contour mentioned above, it will also open in this, after selecting any object you have to use it like a Shape tool, but if you are using Docker. Then you will get the option of Add New and Add Preset in which you can create your own shape with the help of Add New and using the pre-made shape with the help of Add Preset. Which the company keeps adding to it at the time of software development.



**8. Extrude** It has been told to you in the tool box that if you want to use from here, on opening, a docker will open in which after selecting the object or text, you can click on the edit button and apply the vanishing point by applying the 3D effect. And you can also see its preview. After applying all the effects, the effect is applied to the text or object.

**9. Lens** It is used as a layer that shows the trailing object or text in effect while any trailing object makes a difference. As soon as Frozen is clicked, it is copied and added to the layer above it. Which you can re-group and add your effect or any color. In this, you will get a lot of effects, whose name is-

**Brighten, Color Add, Color Limit Custom Color Map, Fish Eye, Heat Map, Invert, Magnify, Tinted Gray Scale, Transparency, Wire Frame.**



**10. Add Perspective** It is used on converted artistic text. By applying it on any shape, it feels like it is stuck. While using it, you will see four nudges in which you use to apply it according to the shape.

**11. Power Clip Inside** It is used to place text or photos inside any shape. You can also drag it with the right button of the mouse, in this you will get the power clip inside which is used for most images. If you want to use any change in the image after applying it to reduce the size, then right-click on it, after editing the content, adjust the image and right-click again and click on Finish Editing. Or click on the power clipped image with Ctrl After editing, click on any empty part of the page with Ctrl.



**12. Add Rollover** With this help, we use to add hyperlinks to any object. Which you have to use while staying in the coral draw. After applying it, you have to right click and click on Jump to Hyperlink in Browser, which will open the hyperlink you have added to the Internet Explorer.

**13. Clear Effect** Used to remove the effect applied.

**14. Copy Effect/Clone Effect** With the help of these two, we use the effect to copy. It is used by taking a simple shape and if you select the shape with the effect applied and go to this option, then it will look like a head. Just like you have taken two objects and have written some text for both, give a Perspective effect on one while nothing on the other. Now you can click on the simple text and select that text by clicking on the perspective from the copy effect from the effect menu. If you click on the effect, as soon as you click, your simple text will also be changed to the same effect as before.

## Description of Text Menu

**1. Format Text** It is mostly used to create selected text or paragraphs in style and model.

**2. Edit Text** Use to edit certain letters or text in any text or paragraph written.

**3. Insert Character** Use any type of outline word or a symbol to insert.

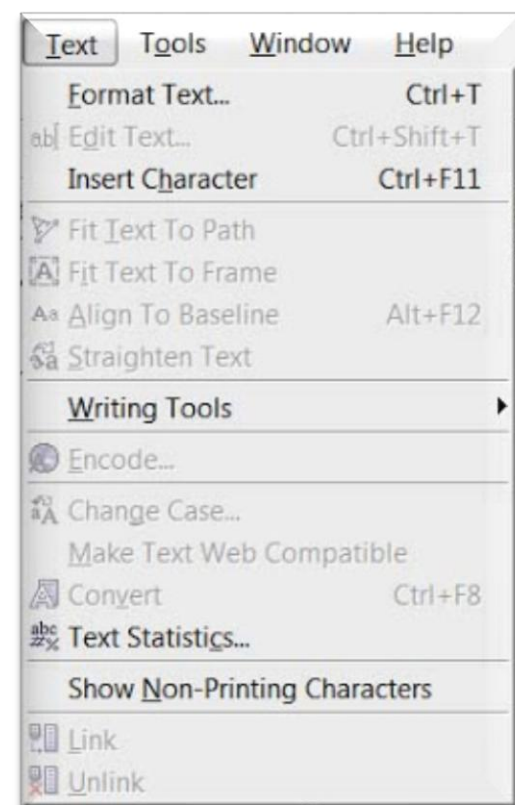
**4. Fit Text To Path** It uses the object to place the converted text on any object on the object's outline, or drag and hold the text on the object with the right button of the mouse and then release the mouse, an option opens. In which you can apply text by selecting **Fit Text to Path**.

**5. Fit Text to Frame** Any paragraphs that are not converted to artistic are used to fit their text frame, which automatically sets the font size.

**6. Align To Baseline** Any paragraph, word is used below the shape tool to set it in a line.

**7. Straighten Text** If any paragraph, word is slanted with the shape tool, then use it to straighten it.

**8. Writing tool** With the help of its option, you use any paragraph to write it accurately and set the spelling as a whole.





**9. Encode** With the help of this option, you can use it to change the encoding of the typed text, but keep in mind that when you use this option, then you will select another font then there is little chance of changing the font style.

**10. Change Case** Through this option, you can change the case of written text in which **Sentence case, lowercase, UPPERCASE, Title Case, tOGGLE cASE.**

**11. Web text Compatible** When you select this option, you can change the text style in HTML to Publish to the Web document.

**12. Convert To Artistic Text** Through this, the text written in the text frame is used to convert it into artistic text which you can then resize according to your own.

**13. Text Statistics** Through this option, you can see how many words have been written in your entire page, which font has been written from it, you can also see the artistic text in it.

**14. Show Non-Printing Character** Selecting any text and clicking on this option will show you the character that will not print, such as space and inter (change paragraph).

**15. Link\ Unlink** Use to convert and break one or more text boxes into a single box, or drag the text to another text box by pressing and dragging it with the right button of the mouse, then releasing the mouse will open an option in which You can keep the text according to yourself.

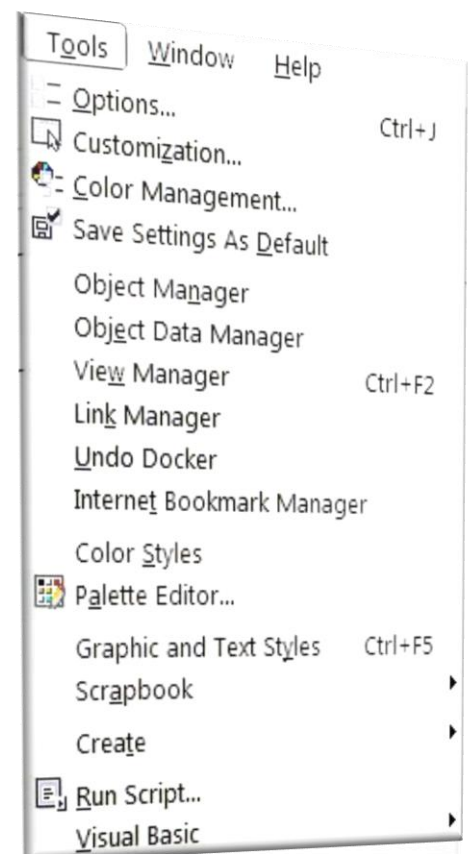
## Description of Tools Menu

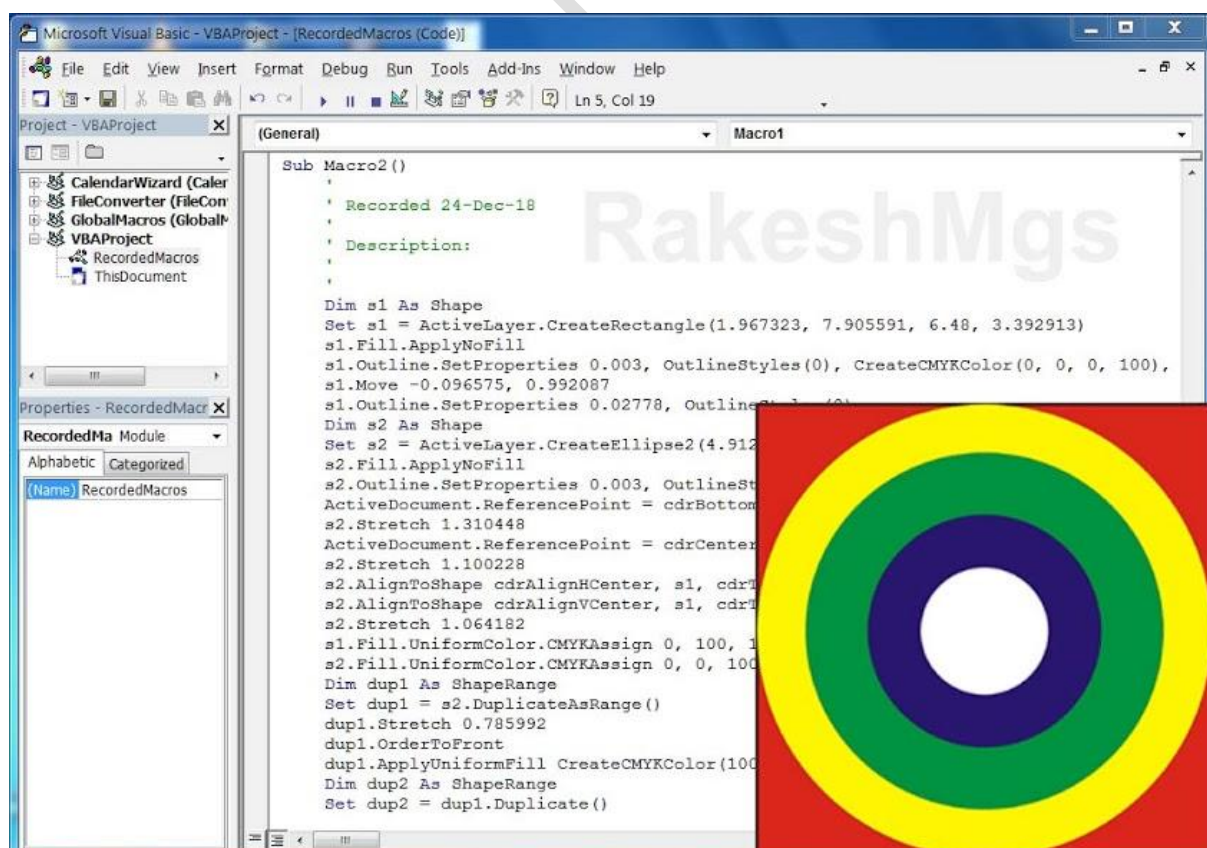
**1. Options / Customization** Use these two to change the settings, commands, etc. in the software. And through this you can also assign your command to run from shortcut key.

**2. Color Management** Through this colors are managed and color can be selected according to the quality. RGB, HSB, CMYK are the main ones.

**3. Save Settings As Default** It is used to change the changed settings in the software as before.

- **Note Save Settings as default followed by 7 options which are Object Manager, Object Data Manager, View Manager, Link Manager, Undo Docker, Internet Bookmarks Manager, Color Style. All these are used to bring Docker. And after bringing Docker you can control the tools and settings.**





# Description of Window Menu

**1. New Window** It is used to use an existing page in two windows. By doing this, nothing is deleted from the page but both remain the same.

**2. Cascade/Tile horizontally/Tile Vertically** These three are used to view one or more pages, in which you will get to see different previews of all three.

**3. Arrange Icons**

**4. Color Palettes** It is used to add or replace a color box.

**5. Dockers** Use to fetch and remove any Docker.

**6. Toolbars** Use any tool to fetch and hide. For this, you can also use this option by right clicking on the menu bar or status bar.

**7. Close** Use to close the currently opened page.

**8. Close All** It is used to close all the open pages in Corel Draw.

**9. Refresh Window** It is used to refresh the Corel Draw.

