

4NET GROUP OF COMPUTER INSTITUTIONS

COMPUTER NOTE

CORAL DROW SHOUT CUT

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B	Aligns selected objects to the bottom
P	Aligns centers of selected objects to page center
E	Horizontally aligns centers of selected objects
L	Aligns selected objects to the left
R	Aligns selected objects to the right
T	Aligns selected objects to the top
C	Vertically aligns centers of selected objects

Distribute Commands

Shift + B	Distributes selected objects to the bottom
Shift + E	Horizontally distributes centers of selected objects
Shift + C	Vertically distributes centers of the selected objects
Shift + L	Distributes selected objects to the left
Shift + R	Distributes selected objects to the right
Shift + P	Horizontally distributes space between selected objects
Shift + A	Vertically distributes space between selected objects
Shift + T	Distributes selected objects to the top

Document display

- F9 Displays a full-screen preview of the drawing
- Ctrl + W Forces a redraw the drawing window
- Shift + F9 Toggles between the last two used view qualities
- Ctrl + Shift + C Shows nonprinting characters

Open/Close Dockers

- Ctrl + F9 Opens or closes the Contour docker
- Ctrl + F7 Opens or closes the Envelope docker
- Ctrl + F5 Opens or closes the Graphic and Text Styles docker
- Alt + F3 Opens or closes the Lens docker
- Alt + F2 Opens or closes Linear Dimensions docker for assigning linear-dimension line properties
- Alt + Enter Opens or closes the Object Properties docker
- Alt + F7 Opens or closes the Position docker
- Alt + F8 Opens or closes the Rotate docker
- Alt + F9 Opens or closes the Scale and Mirror

docker

- Alt + F10 Opens or closes the Size docker
- Ctrl + F11 Opens or closes the Insert Character docker
- Ctrl + F2 Opens or closes the View Manager docker
- Ctrl + F6 Opens or closes the Symbols Manager docker

Clipboard & Object Editing Commands

- Ctrl + C Copies selection to the clipboard
- Ctrl +
Insert Copies selection to the clipboard
- Ctrl + X Cuts the selection to the clipboard
- Shift +
Delete Cuts the selection to the clipboard
- Delete Deletes the selected object(s)
- Ctrl + D Duplicates the selected object(s) to offsets
- Ctrl + V Pastes the clipboard contents into the drawing
- Shift +
Insert Pastes the clipboard contents into the drawing
- Ctrl +
Shift+Z Reverses the last Undo operation
- Ctrl + R Repeats the last operation

Ctrl + Z
or Alt + Backspace Reverses the last operation

File Commands

Ctrl + E Exports pages or objects to selected file format

Ctrl + I Imports (or links) content into your document

Ctrl + N Creates a new drawing

Ctrl + O Opens an existing drawing

Ctrl + P Prints the active drawing

Ctrl + S Saves the active drawing

Ctrl + Shift + S Opens the Save As dialog

Alt + F4 Closes CorelDRAW 12

Fill and Effects Dialogs

F11 Specifies fountain fills for objects

Shift + F11 Opens dialog for specifying uniform color fills

Ctrl + Shift + B Opens dialog for changing Color Balance

Ctrl + B Opens dialog for changing color
brightness, contrast and/or intensity

Ctrl + Shift + U Opens dialog for changing hue, saturation
and/or lightness

Find and Replace using Text Tool

Alt + F3 Opens the Find dialog

Ctrl + T Opens the Text Format dialog

Font Formatting Commands using Text Tool

Ctrl + B Changes the style of text to bold

Ctrl + Shift + F Shows a list of all the available/active fonts

Ctrl + Shift + W Shows a list of all the available/active font
weights

Ctrl + I Changes the style of text to italic

Ctrl + Shift + K Changes all text characters to small capital
letters

Ctrl + U Changes the style of text to underline

Ctrl + Numpad 2 Decreases font size to previous point size

Ctrl + Shift + P Shows a list of all the available/active font
sizes

Ctrl + Shift + H Shows a list of all the available/active
HTML font sizes

- Ctrl + Numpad 8 Increases font size to next point size
- Ctrl + Numpad 6 Increases font size to next setting in Font Size List
- Ctrl + Numpad 4 Decreases font size to previous setting available in the Font Size List
- Shift + F3 Changes the case of selected text
- Ctrl + F8 Converts text (Paragraph to Artistic, or vice versa)
- Alt + F12 Realigns selected text to its original baseline

Grid, Guides and Snapping

- Ctrl + Y Snaps objects to the grid (toggle)
- Alt + Shift + D Toggles the view of dynamic guides
- Alt + Z Toggles snapping to objects using current modes

Object Groups & Combine Commands

- Ctrl + K Breaks apart the selected object
- Ctrl + L Combines the selected objects
- Ctrl + Converts an outline to an object

Shift + Q

Ctrl + Q Converts the selected object to a curve

Ctrl + G Groups the selected objects

Ctrl + U Ungroups the selected objects or group of objects

Object nudge commands

4 Nudges downward

1 Nudges to the left

2 Nudges to the right

3 Nudges upward

Shift + 4 Nudges downward by the Super Nudge factor

Shift + 1 Nudges to the left by the Super Nudge factor

Shift + 2 Nudges to the right by the Super Nudge factor

Shift + 3 Nudges upward by the Super Nudge factor

Ctrl + 4 Nudges downward by the Micro Nudge factor

Ctrl + 1 Nudges to the left by the Micro Nudge factor

Ctrl + 2 Nudges to the right by the Micro Nudge factor

Ctrl + 3 Nudges upward by the Micro Nudge factor

Options

- Ctrl + F10 Opens the Options dialog with the Text options page selected
- Ctrl + J Opens the dialog for setting CorelDRAW options

Object Ordering

- Ctrl + PgDn Places the selected object(s) back one position in the object stacking order
- Ctrl + PgUp Places the selected object(s) forward one position in the object stacking order
- Shift + PgDn Places the selected object(s) to the back
- Shift + PgUp Places the selected object(s) to the front

Object Outline Pen

- Shift + F12 Specifies outline color of objects
- F12 Specifies outline pen properties for objects

Document Navigation

- PgDn Go to the next page
- PgUp Go to the previous page

Select All

Ctrl + A Selects all objects in the entire drawing

Styles

Ctrl + F5 Opens or closes the Graphic and Text Styles docker

Text Formatting Using Text Tool

Ctrl + M Toggles current bullets for Paragraph text object

Ctrl + E Changes the alignment of text to center alignment

Ctrl + F8 Converts artistic text to paragraph text or vice versa

Ctrl + Shift + D Applies/removes a Drop Cap effect for text object (toggle)

Ctrl + Shift + T Opens the Edit Text dialog

Ctrl + H Changes alignment of text to force last line full alignment

Ctrl + T Formats the properties of text

Ctrl + J Changes the alignment of text to full alignment

Ctrl + Changes the text to horizontal direction

comma

Ctrl + L Changes the alignment of text to left alignment

Ctrl + N Changes the alignment of text to have no alignment

Ctrl + R Changes the alignment of text to right alignment

Ctrl + period Changes the text to vertical (toggle)

Text Editing & Cursor Moves Using Text Tool

Delete Deletes character right of cursor

Ctrl + Delete Deletes word right of cursor

PgDn Moves cursor down one frame

4 Moves cursor down one line

Ctrl + 4 Moves cursor down one paragraph

1 Moves cursor left one character

Ctrl + 1 Moves cursor left one word

2 Moves cursor right one character

Ctrl+2 Moves cursor right one word

PgUp Moves cursor up one frame

3 Moves cursor up one line

Ctrl + 3	Moves cursor up one paragraph
Ctrl + Home	Moves cursor to start of frame
Home	Moves cursor to start of line
Ctrl + PgUp	Moves cursor to start of text
Ctrl + End	Moves cursor to end of frame
End	Moves cursor to end of line
Ctrl + PgDn	Moves cursor to end of text
Ctrl + A	Selects all text in Paragraph Frame or Artistic Text object
Shift + 1	Selects character to left of cursor
Shift + 2	Selects character to right of cursor
Shift + PgDn	Selects text downward by one frame
Shift + 4	Selects text downward by one line
Ctrl + Shift + 4	Selects text downward by one paragraph
Shift + PgUp	Selects text upward by one frame
Shift + 3	Selects text upward by one line
Ctrl + Shift + 3	Selects text upward by one paragraph
Ctrl +	Selects word to left of cursor

Shift + 1
Ctrl +
Shift + 2 Selects word right of cursor
Ctrl +
Shift + Selects text start of frame
Home
Shift +
Home Selects text start of line
Ctrl +
Shift + Selects text to start of frame
PgUp
Ctrl +
Shift + Selects text to end of frame
End
Shift +
End Selects text to end of line
Ctrl +
Shift + Selects text to end of frame
PgDn

Text Tools

Shift + F3 Changes the case of selected text
Ctrl + Shows nonprinting characters such as
Shift + C spaces, tabs, returns, and line feeds
Ctrl + F12 Opens the Spell Checker; checks the
spelling of the selected text

Ctrl + Shift + S Shows a list of the document text styles
Ctrl + F10 Opens the Options dialog to the Text page

Toolbox Tool Selection

I Draws curves and applies Preset, Brush, Spray, Calligraphic, or Pressure Sensitive effects to the strokes

F7 Draws ellipses and circles; double-clicking the tool opens the Toolbox tab of the Options dialog

X Erases part of a graphic or splits an object into two closed paths

Shift Holding this modifier toggles between Eyedropper and Paintbucket tools while either is selected

F5 Selects the Freehand Tool

D Draws a group of rectangles; double-clicking opens the Toolbox tab of the Options dialog

H Pans around the drawing by clicking and dragging using this tool

G Adds a fill to object(s); clicking and dragging on object(s) applies a fountain fill

M Converts an object to a Mesh Fill object

Y Draws symmetrical polygons; double-

	clicking opens the Toolbox tab of the Options dialog
F6	Draws rectangles; double-clicking the tool creates a page frame
F10	Edits the nodes of an object; double-clicking the tool selects all nodes on the selected object. Hold [Alt] + [Shift] to activate marquee-style node selecting.
S	Creates typical CorelDRAW objects by sketching. Hold [Shift] while sketching to erase.
A	Draws spirals; double-clicking opens the Toolbox tab of the Options dialog
F8	Adds text; click on the page to add Artistic Text; click and drag to add Paragraph Text
Spacebar	Toggles between the current tool and the Pick tool
Visual Basic	
Alt + F11	Launches Visual Basic for Applications Editor
Workspace	
Ctrl + Return	Selects the Property Bar and highlights the first visible item that can be tabbed to

Zoom and Pan

N	Brings up the Navigator window allowing you to navigate to any object in the document
H	Pans around the drawing by clicking and dragging using this tool
Alt + 4	Pans the drawing downward
Alt + 1	Pans the drawing to the left
Alt + 2	Pans the drawing to the right
Alt + 3	Pans the drawing upward
Ctrl + F2	Opens or closes the View Manager docker
F2	Enables you to perform a zoom action, and then returns to the last-used tool
F3	Zooms out
F4	Zooms in on all objects in the drawing
Shift + F4	Displays the entire printable page
Shift + F2	Zooms in on selected objects only