

## COREL DRAW KEYBOARD SHORT CUT

**COREL DRAWS SHORTCUT KEYS :**

CTRL + A : Select all

CTRL + B : Bold

CTRL + C : Copy

CTRL + D : Duplicate

CTRL + E : Export

CTRL + G : Group

CTRL + I : Import

CTRL + J : Option

CTRL + K : Break Apart

CTRL + N : New

CTRL + O : Open

CTRL + P : Print

CTRL + Q : Curve

CTRL + S : Save

CTRL + T : Format Text

CTRL + U : Ungroup

CTRL + V : Paste

CTRL + X : Cut

CTRL + Z : Undo

F1 : Corel draw help

F2 : Zoom tool

F3 : To reduce size

F4 : Fit in window

F5 : Free hand tool

F6 : Rectangle Tool

F7 : Ellipse tool circle

F8 :	Text tool
F9 :	Full screen
F10 :	Shape tool
F11 :	Fountain fill

***Align Bottom***

B

Aligns selected objects to the bottom

***Align Centers Horizontally***

E

Horizontally aligns the centers of the selected objects

***Align Centers Vertically***

C

Vertically 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

***Artistic Media***

I

Draws curves and applies Preset, Brush, Spray, Calligraphic or Pressure Sensitive effe

Back One

***Ctrl+PgDn***

Back One

***Break Apart***

Ctrl+K

Breaks apart the selected object

***Brightness/Contrast/Intensity***

Ctrl+B

Brightness/Contrast/Intensity...

***Bring up Property Bar***

Ctrl+Enter

Brings up the Property Bar and gives focus to the first visible item that can be tabbed to

***Center to Page***

P

Aligns the centers of the selected objects to page

***Character Formatting***

Ctrl+T

Character Formatting

***Color Balance...***

Ctrl+Shift+B

Color Balance

***Combine***

Ctrl+L

Combines the selected objects

***Contour***

Ctrl+F9

Opens the Contour Docker Window

***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

***Cut***

Ctrl+X

Cuts the selection and places it on the Clipboard

***Cut***

Shift+Delete

Cuts the selection and places it on the Clipboard

***Delete***

Deletes the selected object(s)

***Distribute Bottom***

Shift+B

Distributes selected objects to the bottom

***Distribute Centers Horizontally***

Shift+E

Horizontally Distributes the centers of the selected objects

***Distribute Centers Vertically***

Shift+C

Vertically Distributes the centers of the selected objects

***Distribute Left***

Shift+L

Distributes selected objects to the left

***Distribute Right***

Shift+R

Distributes selected objects to the right

***Distribute Spacing Horizontally***

Shift+P

Horizontally Distributes the space between the selected

***Distribute Spacing Vertically***

Shift+A

Vertically Distributes the space between the selected objects

***Distribute Top***

Shift+T

Distributes selected objects to the top

***Duplicate***

Ctrl+D

Duplicates the selected object(s) and offsets by a specified amount

***Duplicate In Place***

+

Duplicates the selected object(s) at their current location

***Dynamic Guides***

Alt+Shift+D

Shows or hides the Dynamic Guides (toggle)

***Edit Text...***

Ctrl+Shift+T

Opens the Edit Text dialog box

***Ellipse***

F7

Draws ellipses and circles; double-clicking the tool opens the Toolbox tab of the Option

***Envelope***

Ctrl+F7

Opens the Envelope Docker Window

***Eraser***

X

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

***Exit***

Alt+F4

Exits CorelDRAW and prompts to save the active drawing

***Export...***

Ctrl+E

Exports text or objects to another format

***Font Size Decrease***

Ctrl+NUMPAD2

Decreases font size to previous point size

***Font Size Increase***

Ctrl+NUMPAD8

Increases font size to next point size

***Font Size Next Combo Size***

Ctrl+NUMPAD6

Increase font size to next setting in Font Size List

***Font Size Previous Combo Size***

Ctrl+NUMPAD4

Decrease font size to previous setting available in the Font Size List

***Forward One***

Ctrl+PgUp

Forward One

***Fountain Fill...***

F11

Applies fountain fills to objects

***Freehand***

F5

Draws lines and curves in Freehand mode

***Full-Screen Preview***

F9

Displays a full-screen preview of the drawing

***Graph Paper***

D

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

***Graphic and Text Styles***

Ctrl+F5

Opens the Graphic and Text Styles Docker Window

***Group***

Ctrl+G

Groups the selected objects

***Hand***

H

Hand Tool

***Horizontal Text C***

Ctrl+,

Changes the text to horizontal direction

***Hue/Saturation/Lightness...***

Ctrl+Shift+U

Hue/Saturation/Lightness

***Import...***

Ctrl+I

Imports text or objects

***Insert Symbol Character***

Ctrl+F11

Opens the Insert Character Docker Window

***Interactive Fill***

G

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

***Lens***

Alt+F3

Opens the Lens Docker Window

***Linear***

Alt+F2

Contains functions for assigning attributes to linear dimension lines

***Macro Editor...***

Alt+F11

Macro Editor...

***Mesh Fill***

M

Converts an object to a Mesh Fill object

***Micro Nudge Down***

Ctrl+DnArrow

Nudges the object downward by the Micro Nudge factor

***Micro Nudge Left***

Ctrl+LeftArrow

Nudges the object to the left by the Micro Nudge factor

***Micro Nudge Right***

Ctrl+RightArrow

Nudges the object to the right by the Micro Nudge factor

***Micro Nudge Up***

Ctrl+UpArrow

Nudges the object upward by the Micro Nudge factor

***Navigator***

N

Brings up the Navigator window allowing you to navigate to any object in the document

***New***

Ctrl+N

Creates a new drawing

***Next Page***

PgDn

Goes to the next page

***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 upw

***Open...***

Ctrl+O

Opens an existing drawing

***Options...***

Ctrl+J

Opens the dialog for setting CorelDRAW options

***Outline Color...***

Shift+F12

Opens the Outline Color dialog box

***Outline Pen...***

F12

Opens the Outline Pen dialog box

***Pan Down***

Alt+DnArrow

Pan Down

***Pan Left***

Alt+LeftArrow

Pan Left

***Pan Right***

Alt+RightArrow

Pan Right

***Pan Up***

Alt+UpArrow

Pan Up

***Paste***

Ctrl+V

Pastes the Clipboard contents into the drawing

***Paste***

Shift+Insert

Pastes the Clipboard contents into the drawing

***Place Inside Container...***

Ctrl+1

Places selected object(s) into a PowerClip container object

***Polygon***

Y

Draws polygons

**Position**

Alt+F7

Opens the Position Docker Window

**Previous Page**

PgUp

Goes to the previous page

**Print...**

Ctrl+P

Prints the active drawing

**Properties**

Alt+Enter

Allows the properties of an object to be viewed and edited

**Record Temporary Macro**

Ctrl+Shift+R

Record Temporary Macro

**Rectangle**

F6

Draws rectangles; double-clicking the tool creates a page frame

**Redo**

Ctrl+Shift+Z

Reverses the last Undo operation

**Refresh Window**

Ctrl+W

Redraws the drawing window

**Repeat**

Ctrl+R

Repeats the last operation

**Rotate**

Alt+F8

Opens the Rotate Docker Window

***Run Temporary Macro***

Ctrl+Shift+P

Run Temporary Macro

***Save As... S***

Ctrl+Shift+

Saves the active drawing with a new name

***Save...***

Ctrl+S

Saves the active drawing

***Scale***

Alt+F9 Window

Opens the Scale Docker

***Select all***

Ctrl+A

Select all object of the active page

***Shape***

F10

Edits the nodes of an object; double-clicking the tool selects all nodes on the selected

***Size***

Alt+F10 Window

Opens the Size Docker

***Smart Drawing***

Shift+S Dbl-click

opens Smart Drawing Tool options; Shift+drag backwards over line erases

***Snap to Grid***

Ctrl+Y

Snaps objects to the grid (toggle)

***Snap to Objects***

Alt+Z

Snaps objects to other objects (toggle)

***Spell Check...***

Ctrl+F12

Opens the Spell Checker; checks the spelling of the selected text

***Spiral***

A

Draws spirals; double-clicking opens the Toolbox tab of the Options dialog

***Step and Repeat...***

Ctrl+Shift+D

Shows Step and Repeat docker

***Stop Recording***

Ctrl+Shift+O

Stop Recording

***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

***Symbol Manager***

Ctrl+F3

## Symbol Manager Docker

### ***Text***

F8

Adds text; click on the page to add Artistic Text; click and drag to add Paragraph Text

### ***To Back Of Layer***

Shift+PgDn

To Back Of Layer

### ***To Back Of Page***

Ctrl+End

To Back Of Page

### ***To Front Of Layer***

Shift+PgUp

To Front Of Layer

### ***To Front Of Page***

Ctrl+Home

To Front Of Page

### ***Toggle Pick State***

Ctrl+Space

Toggles between the current tool and the Pick tool

### ***Toggle View***

Shift+F9

Toggles between the last two used view qualities

### ***Undo***

Ctrl+Z

Reverses the last operation

### ***Undo***

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

***Use bullets***

Ctrl+M

Show/Hide Bullet

***Vertical Text***

Ctrl+.

Changes the text to vertical

***View Manager***

Ctrl+F2

Opens the View Manager Docker Window

***What's This?***

Shift+F1

What's This? Help

***Zoom***

Z

Zoom Tool