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Coral draw

Introduction

Coral draw is one of the most important application used in designing through which you can design any type of picture, logo or monogram. This vector-based drawing program can be used to create an advertisement for any company, birthday cards, logos, Boucher and newspaper to World Wide Web Pages. CorelDraw offers a complete set of tools for creating much kind of drawings and multi page documents. CorelDraw tools are designed to meet the demands of the graphic arts professional. Each of the tools used in CorelDraw has one special work associated with it. With these tools we can type and zoom the text, draw objects, fill circles and lines with colors and do many more things.

If you are new to CorelDraw, the program may seem complex at first because it is so rich in features, but if you take it one step at a time you'll soon be creating impressive drawings. CorelDraw is windows based application and it is necessary to have an operating system (Windows 98, Windows XP etc.) installed in the system.

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

Term	Description
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 Graphic	An image generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn.
Bitmap	An image composed of grids of pixels or dots.
Docker window/palette	A window containing available commands and settings relevant to a specific tool or task.
Flyout	A button that opens a group of related tools or menu items
Artistic Text	A type of text to which you can apply special effects, such as shadows, Blend etc.
Paragraph Text	A type of text to which you can apply formatting options like bullets etc. and which can be edited in large blocks.

The CorelDraw Interface

A program's interface refers to the way it looks and to the controls, dialog boxes and other components that enables you to interact with it. When you launch CorelDraw, the

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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.

Title Bar

It Displays the name of the program, the name & Location of the currently active word document, the Control menu icon, the Maximize button, the Minimize button and the Restore and Close button.

Menu Bar

The Menu Bar is positioned below the Title bar. It contains options like File, Edit, View and Format etc. Each of these menu bar items has drop-down menus.
[Drop-down menu comprises a list of options which drops down when you click on the menu bar item]

Standard Toolbar

The standard toolbar contains buttons that are shortcuts to many of the menu commands. It provides access to common windows commands, such as New, Open, Save and Print etc.

Property Bar

This bar has icons and drop-down lists that change dynamically, depending on what is selected and which tool is active. It displays the most commonly used functions that are relevant to the active tool or to the task you're performing. Although it looks like a toolbar, the property bar contents changes depending on the tool or task.
For example, when you click the Text tool in the Toolbox, the property bar displays only text-related commands, such as text, formatting, alignment, and editing tools.

Rulers

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

Guidelines:

Guidelines let you align and position objects with precision. There are three types of guidelines: horizontal, vertical and slanted, which you can use by clicking and start dragging from the top of the ruler.

Toolbox

It is a floating bar with tools for creating, filling, and modifying objects in the drawing.

Drawing page

This is the rectangular area inside the drawing window. It is the printable area of your work area.

Drawing window

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This is the area outside the drawing page bordered by the scroll bars and application controls.

Docker window/palette

This is a window containing available commands and settings relevant to a specific tool or task.

Color palette

It is a bar that contains color swatches. You use a color palette to fill and outline objects with color. There are many predefined color systems that can be loaded into the color palette.

Status bar

This is a bar 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.

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 or bottom-left corner.

Exploring the Tools

The toolbox contains dozens of tools for creating, formatting and editing objects. Each of the currently visible tools in the toolbox can be selected by simply clicking them. However most of them are actually a group of related tools. To select any of the other tools in a group, click and hold the tiny black arrow in the corner of the tool icon.

Flyouts

Flyouts open to display a set of related CorelDraw tools. A small arrow in the bottom right-hand corner of a toolbox button indicates a flyout:

For example, the Shape edits flyout. Clicking a flyout arrow opens a set of related tools. Clicking and dragging the grab handles at the end of the flyout sets the flyout in its expanded form.

The following table provides descriptions of the flyouts and tools in the CorelDraw toolbox.

Flyout	Description
Shape edit	Lets you access **the Shape, Knife, Eraser, Smudge brush, Roughen brush,** and **Free transform** tools
Zoom	Lets you access **the Zoom** and **Hand tools**
Curve	Lets you access **the Freehand, Bézier, Artistic media, Polyline, Pen, 3 point**

	curve, Dimension, and **Interactive connector** tools
Rectangle	Lets you access the Rectangle and 3 point rectangle tools
Ellipse	Lets you access the Ellipse and 3 point ellipse tools
Object	Lets you access the Graph paper, Polygon, and Spiral tools.
Perfect Shapes	Lets you access the Basic shapes, Arrow shapes, Flowchart shapes, Star shapes, and Callout shapes tools
Interactive tools	Lets you access **the Interactive blend, Interactive contour, Interactive distortion, Interactive envelope, Interactive extrude, Interactive drop shadow**, and **Interactive transparency** tools
Eyedropper	Lets you access the Eyedropper and Paintbucket tools
Outline	Lets you access the Color Docker window/palette, Outline pen and the Outline color dialog boxes, and a selection of outlines of various widths
Fill	Lets you access the Color Docker window/palette, Fill color, Fountain fill, Pattern fill, Texture fill, and PostScript fill, dialog boxes
Interactive fill	Lets you access Interactive fill and Interactive mesh fill tools.

Tools

Pick tool :-

This tool is called a pick tool or arrow tool. This tool can be used in the following way:

1. It can be used to select any text, object or picture by clicking it using the left mouse button or by defining the area for the objects to select.
2. It can be used to move any text, object or picture from one place to another by Drag and drop method (Click and Hold down the left mouse button and then drag to the position to where you want to move and then leave the button).
3. We can use drag and drop method to make the duplicate copy of text, object or picture by Clicking right mouse button before leaving the left mouse button.
4. We can also rotate or skew a Text, object or picture by Clicking for two times.

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Shape tool

This tool is called shape tool or node tool. It lets you edit the shape of objects by editing the nodes and lines.

Knife tool

This tool is used to cut an object into pieces. This tool can be used in the following **two** ways:

Click on the outline of the object from where you want to start cutting and drag the knife tool up to the location to which you want to cut the object and then leave the mouse button.

<div align="center">

OR

</div>

Click and leave the left mouse button to start cutting and then move the knife to the desired location (up to where you want to cut) and click again to cut the object.

Eraser tool :-

The Eraser tool lets you remove/erase areas of your drawing object. It can be used in the following **two** ways:

Click and drag the eraser.

<div align="center">

OR

</div>

Click and leave the button and then move the cursor to the desired location (up to where you want to erase) and click again to erase.

Note: we can change its shape from circle to square. And can also increase or decrease its size by using options available in the property bar.

Smudge brush tool

The Smudge brush tool lets you distort a vector object by dragging along its outline. It can be used in the following way:

1. Click and start dragging on the outline.

Roughen brush tool

The Roughen brush tool lets you spread the area of the object by dragging along the object.

Free transform tool

The Free transform tool lets you transform an object by using the Free rotation, Angle rotation, Scale, and Skew tools. It can be used in the following way:

1. Select the type of transformation from the property bar and then click to select and drag the object to transform.

Zoom tool

This tool can be used to change the magnification level in the Drawing window. It can be used in the following way:

1. Select this tool from the tool box by clicking on this tool with the left mouse button.
2. Click and drag to define the area that you want to zoom.

Hand tool :-

The Hand tool lets you control which part of the drawing is visible in the drawing window. It can be used in the following way:

1. Click and drag the drawing window to show the area you want to see.

Freehand tool :-

The Freehand tool lets you draw single line segments and curves. It can be used in the following **two** ways:

Click and drag by holding the left mouse button

OR

Click for the starting point or click for ending point.

Note: To draw a straight line press **Ctrl** key while using the second step

Bezier tool :-

The bezier tool is used to draw curves using a connect the dots style of drawing. Using this tool you can draw continuously and also drag to make the line curve. If you click on the node from where you started to draw, then the figure gets closed in which you can also fill color.

Artistic media tool :-

The Artistic media tool provides access to the Brush, Sprayer, Calligraphic, and Pressure tools.

Pen Tool

The Pen tool lets you draw curves one segment at a time.

Polyline Tool

The Polyline tool lets you draw lines and curves in preview mode.

3 point curve tool

The 3 point curve tool lets you draw a curve by defining the start, end, and center points.

Interactive connector

The Interactive connector tool lets you join two objects with a line.

Dimensions tool

The Dimension tool lets you draw vertical, horizontal, slanted, or angular dimension lines. Using this tool you can measure various dimensions (i.e. height, width, etc) of on object.

Rectangle tool

The Rectangle tool lets you draw rectangles and squares.

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To draw the box press the left mouse button on the place , from where you want to start drawing. The box and then drag the mouse towards the right side. When you have drawn the box then leave the mouse button.

(press ctrl key while dragging the mouse to draw the square)

To use this tool either click on this tool or press F6 key from the keyboard.

3 point rectangle tool

The 3 point rectangle tool lets you draw a rectangle by dragging to create the rectangle baseline and clicking to define its height.

Ellipse tool

The Ellipse tool lets you draw ellipses and circles.

To draw the circle press the left mouse button and drag it towards the right side.

To use this tool either click on the circle tool with the mouse or press F7 key.

3 point ellipse tool

The 3 point ellipse tool lets you draw an ellipse by dragging to create the center line of the ellipse and clicking to define its height.

Polygon

The Polygon tool lets you draw polygons and stars with the number of sides specified by you.

Spiral : -

The Spiral tool lets you draw symmetrical and logarithmic spirals.

Graph paper tool: -

The Graph paper tool lets you draw a grid of lines similar to that on graph paper.

Using this tool you can draw a graph which contains number of boxes specified by you into rows and columns.

Basic shapes :-

The Basic shapes tool lets you choose from a full set of shapes, including hexagram, a smiley face, and a right-angle triangle

This option contains list of various basic shapes (like rectangle, triangle, smile etc) from which you can select the shape and then draw then by. Dragging with left mouse button towards the right side.

Arrow shapes :-

The Arrow shapes tool lets you draw arrows of various shape, direction, and number of heads.

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This option contains list of various arrow shapes from which you can select type arrow and then draw the by dragging with the left mouse button towards the right side.

Flowchart shapes :-
The Flowchart shapes tool lets you draw flowchart symbols.

Star shapes :-
The Star shapes tool lets you draw ribbon objects and explosion shapes.

Callout shapes :-
The Callout shapes tool lets you draw callouts and labels.

Text tool :-
The Text tool lets you type words directly on the screen as artistic or paragraph text.

Using this tool we can type any text matter. There are two ways from which you can type any matter:-
1) click and start typing.
2) Click and at rag to specify on area in which you want to write.
    To use this tool either click on the text tool using mouse or press F8 key.

Interactive blend tool :-
The Interactive blend tool lets you blend two objects.

Using this tool you can merge any two shape with one another.

Interactive counter tool :-
The Interactive contour tool lets you apply a contour to an object.

Using this tool you can make duplicate of shape in or outsides of that particular shape.

Interactive distortion tool :-
The Interactive distortion tool lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object.

Using this tool you can distort any object meaning you can twist the or yu can even make the outlines zigzag.

Interactive envelope tool :-
The Interactive envelope tool lets you distort an object by dragging the nodes of the envelope. Using this tool you can change the shape of any object by considering it as it would be in on envelope.

Interactive extrude tool :-
The Interactive extrude tool lets you apply the illusion of depth to objects.

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Using this tool you can make any object 2-dimensional.

Interactive shadow tool :-
The Interactive drop shadow tool lets you apply a drop shadow to an object.

Using this tool you can give shadow to any object or text.

Interactive transparency tool:-
The Interactive transparency tool lets you apply transparencies to objects.

Using this tool you can make any ….using various option.

Eyedropper tool :-
The Eyedropper tool lets you select a fill from an object on the drawing window.

Using this tool you can pick your favorite color from any object or picture and later on you can fill it on object or text.

Paint bucket tool :-
The Paintbucket tool lets you fill an object on the drawing window after selecting a fill using the Eyedropper tool.

Using this tool you can fill your picked color in on object.

Outline tools :-
The Outline tool lets you apply various outline styles, colors and widths.

This bar of tool contains various sub tools from which you can format the outlines.

Interactive Fill Tool
The Interactive fill tool lets you apply various fills.

Using this tool you can fill color and various effects inside on object and can also sets its position.

Interactive mesh tool :-
The Interactive mesh tool lets you apply a mesh grid to an object.

Using this tool you can fill the objects with various colors by selecting the nodes of mesh.
Fill Tool
The Fill tool lets you set the fill properties.

Menu bar

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File edit view layout arrange effects bitmaps text tools window help.

File :-
NEW
Creates a " New Blank document"

NEW FROM TEMPLATE
Creates a new document by using existing designed formats.

OPEN
Opens an existing or Saved document

CLOSE
Close the active document without exiting the program.

SAVE
Saves the active file with its current file name, location and file format

SAVE AS
Saves an already saved file with different name and Format

REVERT
Revert to the last saved version of a drawing

ACQUIRE IMAGE
Lets you scan something using the installed scanner.

IMPORT
Lets you import a bitmap or any other file into a document either directly or by linking it to an external file. When you link to an external file, edits to the original file are automatically updated in the imported file.

EXPORT
Lets you export and save images to a selected file format that can be used in other applications.
For example, you can export a file to the Adobe Illustrator (AI) or GIF format.

SEND TO
Sends your active documents directly to various locations like My Documents, Mail Recipient, Creates shortcut for your file on desktop etc.

PRINT
Prints active document

PRINT MERGE
You can use the Print merge wizard to combine text with a drawing.

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For example, you can personalize an invitation by printing a different recipient's name on each invitation.

PRINT PREVIEW
Shows how a document will look when you print it.

PRINT SETUP
Lets you change the print settings.

PREPARE FOR SERVICE BUREAU
You can use the Prepare for service bureau wizard to guide you through the process of sending a file to a service bureau. The wizard simplifies processes such as creating PostScript and PDF files; gathering different pieces required for outputting an image; and copying the original image, embedded image files, and fonts to a user-defined location.

PUBLISH TO WEB
It provides several options for publishing your document or selection for use on the World Wide Web. You can choose several options such as image format, HTML layout, export range, and file transfer protocol (FTP) site parameters for uploading your files.

PUBLISH TO PDF
Lets you export or save your file in a PDF file format. The Portable Document Format (PDF) is a file format designed to preserve fonts, images, graphics, and formatting of an original application file. Using Adobe Acrobat Reader and Adobe Acrobat Exchange, a PDF file can be viewed, shared, and printed

DOCUMENT INFO
Gives you detailed information about your active document

EXIT
To close the active document and exit the Corel draw.

EDIT
Undo: -
    To step backward the steps you did.

Redo: -
    To step for word the steps you did using the undo.

Repeat: -
    To repeat the last step you did.

Cut: -
    To cut any object or text.

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Copy: -
To copy any object or text.

Paste: -
To paste the object you copied or cut.

Clear: -
To delete the selected object or picture.

Duplicate: -
To make a duplicate copy of the selected object.

Clone: -
It also makes a duplicate copy of the selected objects.

Copy properties from: -
To copy the properties (i.e. fill color, outline color and outline style) from one object to another.

Insert object: -
To insert any object or file from outside using various applications e.g.:- MS-paint, ms-word, Photoshop etc.

View: -
Simple wine frame: -
To view the documents using wire from in which you can only see the out lines of the objects.

Wirefrome: -
It works just like the simple wirefrome.

Draft: -
To view the document with colors low quality.

Normal : -
To view the document with colour in good quality.

Enhanced : -
To view the document with colour in very good quality.

Full screen: -
To view the documents on the full screen.

Preview selected : -
If this option is selected you can view the objects on the full screen these are selected.

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Page sorter view : -
To view the pages of your document in a sorted order.

Ruler: -
If this option is selected you can view rulers into your document.

Grid: -
To view the document with a graphed pattern.

Guidelines: -
If this option selected you can view guidelines into your document.

Show: -
It contains various options from which you can set various views for your page in a document.
Snap to grid: -
The object will move according to gorid, if this option is selected.

Snap to guidelines : -
The object will attaches its self to the guidelines when it is moved near about it (if this option is selected)

Snap to objects : -
The objects will attaches itself to another object, if it is moved near about it.
(if this option is selected)

layout : -
insert page: -
we can use this option to insert number of pages into your document.

Delete page: -
We can use this option to delete number of pages from your document.

Rename page : -
We can use this option the rename the active page into our document.

Go to page : -
Using this option you can reach the specified page into your document.

Switch page orientation : -
Using this option we can inter change between the pages layout (i.e. landscape or portrait)

Page setup: -
We cam use this option to set the …..

Page background : -

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We can use this option to select the pages background, either color or a picture.

Arrange: -
Transformations: -
Using this option you can apply various transformations (i.e. scaling, rotating, positioning etc) on the selected object . you can apply these transformation on there's duplicates also.

Clear transformation: -
Using this option you can clear the transformations you used on the object or picture.

Align and distribute : -
Using this option you can adjust various alignment for the selected objects like center, left, right, top, bottom etc.

Order: -
It contains various options which can be used to send the selected object towards back or bring the selected objects for wards.

Group: -
Using this option you can group 2 or more selected objects.

Ungroup: -
Using this option you can break the group of two or more selected objects.

Ungroup all : -
It break all the groups one at a time.

Combine : -
It combines the selected objects and removes the merged area.

Break apart : -
It breaks the combined objects and returns them to the previous conditions.

Lock: -
It locks the selected object which can not be moved or coloured.

Unlock : -
It unlocks the selected locked object.

Unlock all : -
It unlocks all the locked objects.

Shaping; -
Weld : -
It converts two selected objects to one by welding them.

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Trim
This option can be used to extract any figure out of two selected objects.

Intersect
This option can be used to extract the merged area of out of any two selected objects.

Convert to curves : -
It converts the shope to curve.

Convert out lines to curves : -
It converts the out lines to curve.

Effects ; -
Adjust: -
It contains various types of settings from which you can adjust the gamma level, color lever or brightness and contrast settings for the picture or a bitmap.

Transform
It contains various options from which can invert the colours of your picture or can all a poetize the bitniap.

Artistic media blend contour envelop extrude: -
It cantinas the some settings those you use from the property bas, when the artistic media tool or any other effect tool is select.

Lens
Using this option you can convert any object like rectangle, square etc to a lens with various effects like magnifying, fish eye, invert etc.

Power clip: -
You can use this option to place the selected object or picture inside any other objects (like square, rectangle etc) or can even edit it inside that object or extract it from that object.

Clear effect : -
This option can be used to clear all the effects from the object which were created using effects tools.

Copy or clone effect; -
Bath this option, consists various sub options, those can be used to copy the effects (created by effects tools) from one object to another.

Bitmaps:-
Convert to bitmap
This option can be used to convert the selected objects or figures to a bitmap or a picture.

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Mode
This option contains various modes which, can be used to convert the bitmap or a picture from one mode to another (like block and white, grayscale, dust one, lab color, RGB(red green, blue), CMV(cyon, magenta, yellow, kala)

Text
Format text; -
Using this option we can change the font style, increase or decraw its size or even make it bold or italic etc. in short we can use this option to do various types a formatting on the selected on the selected text.

Edit text
Using this option you can change or edit the matter you typed.

Fit text to path
Using this option we can attach the text to the path either in the forms of a circle or any other type of figure or a line.

Fit text to frame
Using this option you can attach your text into a frame.(a frame can be any circle, rectangle or any other type of figures.

Align to baseline
(using shape tool we can move the characters of the sentence to the desired location that can be right top left. Etc)
you can use this option to align the characters moved with shape tool to the base line.

Straighten text
Using this option you can make the --------- of the sentences moved by the shape tool to their locations.

Writing tools
Using these tools you can check your sentence for spellings or grammatical nustekp etc.

Change case
Using this option we can change the caw of our text from one case to another case like toggle case, sentence case, upper case, lower eaie etc.

Convert to artistic text
Using this option you can convert your text to artistic text in which there is no limited bond Erie.
                                    OR
Convert to paragraph text
Using this option you can convert the artistic text to a paragraph text in which the bond Erie is limited specified by you for typing.

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Text static's
 This option show you the status of your text in your document (i.e. number of characters names of font styles etc.)

Tools
Undo docker
It contain the record of your steps those you used in deginq your document.

Symbols and special characters
You can select various types of symbols and dragg then into the document from its locker window.

Windows
Color palettes
It contain the list of various color boxes.

Dockers
It contains the list of the various docker windows that you used in coral draw.

Refresh window
This option …… your documents.
                                         To use this tool you can also peas (control + n)