Workspace tour

Welcome to CorelDRAW®, a comprehensive vector-based drawing and graphic-design program for the graphics professional.

In this tutorial, you will become familiar with the terminology and workspace of CorelDRAW.

What you will learn

In this tutorial, you will learn

- to understand CorelDRAW terminology and concepts
- to navigate the application window
- to identify the workspace tools

Understanding the terminology

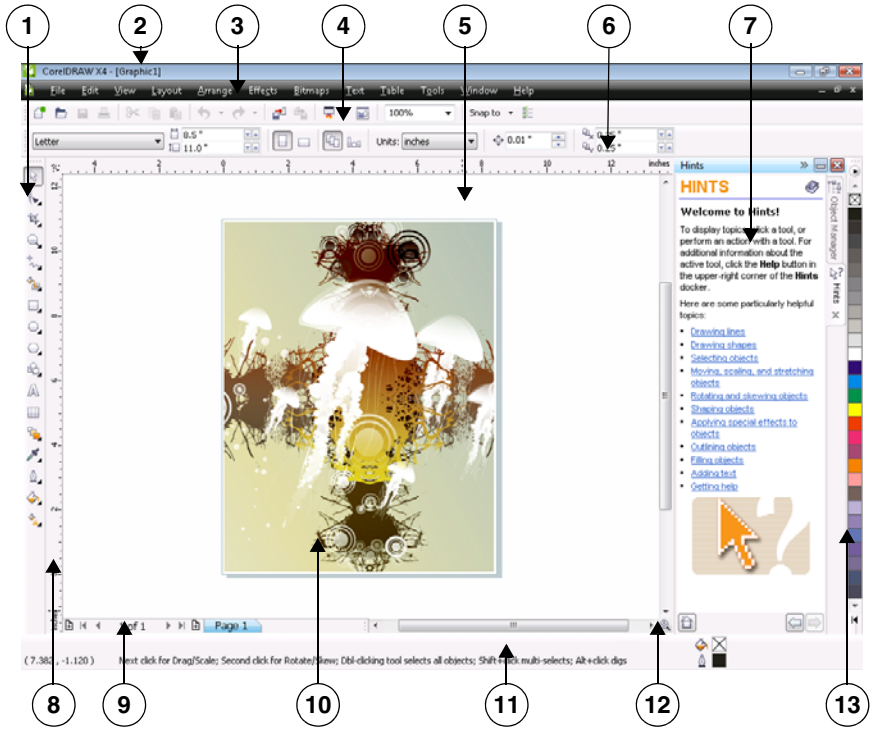
Before you get started with CorelDRAW, you should be familiar with the following terms.

Term	Description
object	An element in a drawing, such as an image, shape, line, text, curve, or symbol
graphic	The work you create in CorelDRAW: for example, custom artwork, logos, posters, and newsletters
bitmap	An image composed of grids of pixels or dots
vector graphic	An image generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn
docker	A window containing commands and settings relevant to a specific tool or task
flyout	A button that opens a group of related tools or commands
artistic text	A type of text to which you can apply special effects, such as perspective or drop shadows
paragraph text	Text that flows in a text frame, which you can wrap around an object, artistic text, or a paragraph text frame, apply formatting options, or edit in large blocks

Using the 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.



Circled numbers correspond to the numbers in the following table, which describes the main components of the application window.

Part	Description
1. Toolbox	A floating bar with tools for creating, filling, and modifying objects in the drawing
2. Title bar	The area displaying the title of the currently open drawing
3. Menu bar	The area containing pull-down menu options
4. Toolbar	A detachable bar that contains shortcuts to menu and other commands
5. Drawing window	The area outside the drawing page bordered by the scroll bars and application controls
6. 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.

Part	Description
7. Docker	A window containing available commands and settings relevant to a specific tool or task
8. Rulers	Horizontal and vertical borders that are used to determine the size and position of objects in a drawing
9. Document navigator	The area at the bottom left of the application window that contains controls for moving between pages and adding pages
10. Drawing page	The rectangular area inside the drawing window. It is the printable area of your work area.
11. 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.
12. Navigator	A button at the lower-right corner that opens a smaller display to help you move around a drawing
13. Color palette	A dockable bar that contains color swatches

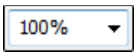
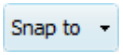
Identifying workspace tools

Application commands are accessible through the menu bar, toolbars, property bar, dockers, and toolbox. The property bar and dockers provide access to commands that correspond to the active tool or current task. The property bar, dockers, toolbars, and toolbox can be opened, closed, and moved around your screen at any time.

Toolbars

Toolbars consist of buttons that are shortcuts to menu commands. The standard toolbar, which appears by default, consists of commonly used commands. The following table explains the buttons on the standard toolbar.

Click this button	To
	Start a new graphic
	Open a graphic
	Save a graphic
	Print a graphic
	Cut selected objects and copy them to the Clipboard

Click this button	To
	Copy selected objects to place on the Clipboard
	Paste the Clipboard contents into a graphic
	Undo an action
	Redo an action that was undone
	Import an element into the current graphic
	Export a drawing to another file format
	Start other Corel applications
	Open the Welcome screen
	Set or enter a zoom level
	Enable or disable automatic alignment for the grid, guidelines, objects, and dynamic guides
	Open the **Options** dialog box

CorelDRAW also has toolbars for specific kinds of tasks. For example, the **Text** toolbar contains commands relevant to using the **Text** tool. If you use a toolbar frequently, you can display it in the workspace at all times.

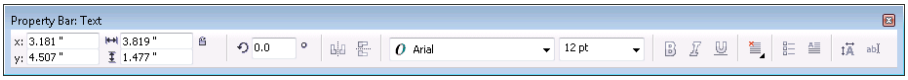
The following table describes toolbars other than the standard toolbar.

Toolbar	Description
Text	Contains commands for formatting and aligning text
Zoom	Contains commands for zooming in and out of the drawing page by specifying a percentage of the original view, clicking the **Zoom** tool, or selecting a page view
Internet	Contains commands for Web-related tools for creating rollovers and publishing to the Internet
Print merge	Contains commands for print merge items that combine text with a drawing, such as creating and loading data files, creating data fields for variable text, and inserting print merge fields

Toolbar	Description
Transform	Contains commands for skewing, rotating, and mirroring objects
Macros	Contains commands for editing, testing, and running macros

Property bar

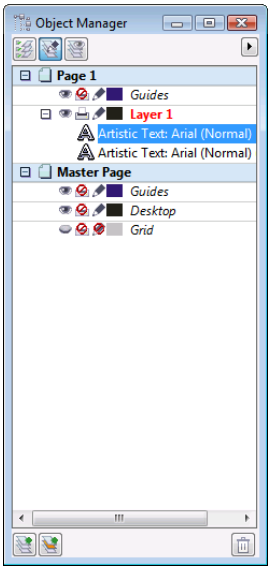
The property bar displays controls that are commonly used with the active tool or for the task you're performing. Although it looks like a toolbar, the property bar has content that changes depending on the tool or task. For example, when you click the **Text** tool in the toolbox, the property bar displays only text-related commands. In the example below, the property bar displays text formatting, alignment, and editing tools.



Dockers

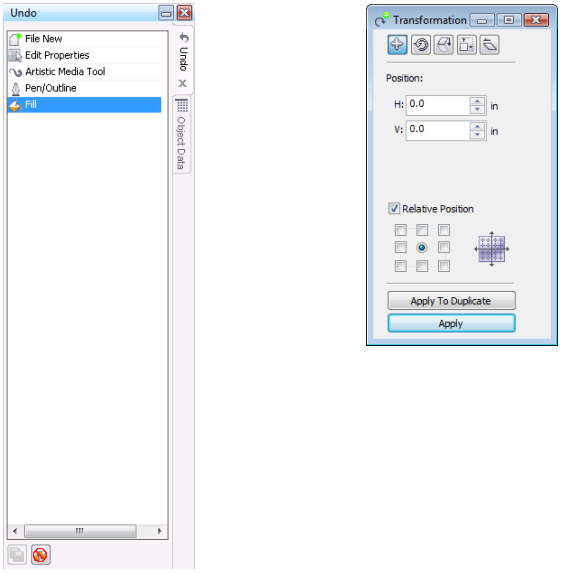
Dockers display the same types of controls as a dialog box, such as command buttons, options, and list boxes. You can attach, or dock, dockers to either side of the application window, or you can float, or undock, them so you can move them as you work in the application window. Unlike most dialog boxes, you can keep dockers open while working on a document, so you can readily access the commands to experiment with different effects. Dockers have features similar to palettes in other graphics programs. To access a docker, click **Window** ▸ **Dockers**, and click a docker.

An example of a docker is the Object manager docker. When this docker is open, you can add, edit, group, or remove objects from graphics and layers. You can also add, move, and view the properties of layers.



Dockers can be either docked or floating. Docking a docker attaches it to the edge of the application window. Undocking a docker detaches it from the edge of the application window, so it can be easily moved around. You can also collapse dockers to save screen space.

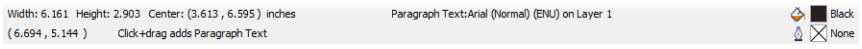
If you open several dockers, they usually appear nested, with only one docker fully displayed. You can quickly display a docker hidden from view by clicking the docker's tab.



Left: Docked and nested dockers. Right: A floating docker. To dock a floating docker, click the docker's title bar, and drag to position the pointer on the edge of the drawing window. To close a docker, click the X button at the upper-right corner; to collapse or expand a docker, click the arrow button at the upper-right corner.

Status bar

The status bar displays information about selected objects, such as color, fill type, outline, cursor position, and relevant commands.



Color palette

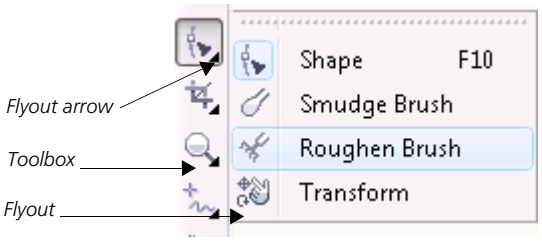
A color palette is a collection of color swatches. You can choose fill and outline colors by using the default color palette, which contains 99 colors from the CMYK color model. The selected fill and outline colors appear in the color swatches on the status bar.

The following table describes how to choose a color from the default color palette.

To	Do the following
Choose a fill color for a selected object	Click a color swatch.
Choose an outline color for a selected object	Right-click a color swatch.
Choose from different shades of a color	Click and hold a color swatch to display neighborhood colors, and click a color.
View more colors in the default color palette	Click the flyout in the color palette.

Toolbox

The toolbox contains tools for drawing and editing images. Some of the tools are visible by default, while others are grouped in flyouts. Flyouts open to display a set of related CorelDRAW tools. A small flyout arrow in the lower-right corner of a toolbox button indicates a flyout. You can access the tools in a flyout by clicking the flyout arrow. After you open a flyout, you can easily scan the contents of other flyouts by hovering over any of the toolbox buttons which have flyout arrows. Flyouts function like toolbars when you drag them away from the toolbox. This lets you view all the related tools while you work.



*In the default workspace, clicking the flyout arrow on the **Shape** tool opens the **Shape edit** flyout.*

The following table provides descriptions of the tools in the CorelDRAW toolbox.

Tool	Description
	The **Pick** tool lets you select and size, skew, and rotate objects.
	The **Shape** tool lets you edit the shape of objects.
	The **Smudge brush** tool lets you distort a vector object by dragging along its outline.
	The **Roughen brush** tool lets you distort the outline of a vector object by dragging along the outline.
	The **Transform** tool lets you transform an object by using the **Free rotation**, **Free angle rotation**, **Free scale**, and **Free skew** tools on the Property bar.
	The **Crop** tool lets you remove unwanted areas in objects.
	The **Knife** tool lets you cut through objects.
	The **Eraser** tool lets you remove areas of your drawing.
	The **Virtual segment delete** tool lets you delete portions of objects that are between intersections.
	The **Zoom** tool lets you change the magnification level in the drawing window.

Tool	Description
	The **Hand** tool lets you drag areas into view when the drawing is larger than the drawing window.
	The **Freehand** tool lets you draw single line segments and curves.
	The **Bézier** tool lets you draw curves one segment at a time.
	The **Artistic media** tool provides access to the **Brush**, **Sprayer**, **Calligraphic**, and **Pressure** tools on the Property bar.
	The **Pen** tool lets you draw curves one segment at a time.
	The **Polyline** tool lets you draw lines and curves in preview mode.
	The **3-point curve** tool lets you draw a curve by defining the start, end, and center points.
	The **Interactive connector** tool lets you join two objects with a line.
	The **Dimension** tool lets you draw dimension lines at any angle. These controls are available from the Property bar.
	The **Smart fill** tool lets you create objects from enclosed areas and then apply a fill to those objects.
	The **Smart drawing tool** converts the freehand strokes that you draw to basic shapes and smoothed curves.
	The **Rectangle** tool lets you draw rectangles and squares.
	The **3-point rectangle** tool lets you draw rectangles at an angle.
	The **Ellipse** tool lets you draw ellipses and circles.
	The **3-point ellipse** tool lets you draw ellipses at an angle.
	The **Polygon** tool lets you draw symmetrical polygons and stars.
	The **Star** tool lets you draw perfect stars.
	The **Complex star** tool lets you draw complex stars that have intersecting sides.

Tool	Description
	The **Graph paper** tool lets you draw a grid of lines similar to that on graph paper.
	The **Spiral** tool lets you draw symmetrical and logarithmic spirals.
	The **Basic shapes** tool lets you choose from a full set of shapes, including a hexagram, a smiley face, and a right-angle triangle.
	The **Arrow shapes** tool lets you draw arrows of various shape, direction, and number of heads. These controls are available from the Property bar.
	The **Flowchart shapes** tool lets you draw flowchart symbols. These controls are available from the Property bar.
	The **Banner shapes** tool lets you draw ribbon objects and explosion shapes. These controls are available from the Property bar.
	The **Callout shapes** tool lets you draw callouts and labels. These controls are available from the Property bar.
	The **Text** tool lets you type words directly on the screen as artistic or paragraph text.
	The **Table** tool lets you add a table to a drawing, and modify it by using the Property bar.
	The **Interactive blend** tool lets you blend two objects.
	The **Interactive contour** tool lets you apply a contour to an object.
	The **Interactive distortion** tool lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object.
	The **Interactive drop shadow** tool lets you apply a drop shadow to an object.
	The **Interactive envelope** tool lets you distort an object by dragging the nodes of the envelope.
	The **Interactive extrude** tool lets you apply the illusion of depth to objects.
	The **Interactive transparency** tool lets you apply transparencies to objects.

Tool	Description
	The **Eyedropper** tool lets you select and copy object properties, such as fill, line thickness, size, and effects, from an object on the drawing window.
	The **Paintbucket** tool lets you apply object properties, such as fill, line thickness, size, and effects, to an object in the drawing window after you select these properties with the **Eyedropper** tool.
	Opens the **Outline** dialog box, where you can set outline properties
	Opens the **Fill** dialog box, where you can set the fill properties
	The **Interactive fill** tool lets you apply various fills to a vector object.
	The **Interactive mesh** tool lets you apply a mesh grid to a vector object. Each node in the grid can include a unique color.

From here ...

You can explore CorelDRAW on your own, or you can learn more by completing other CorelTUTOR™ tutorials.

For more information about the topics and tools discussed in this tutorial, refer to the Help. To access CorelDRAW Help, click **Help** ▸ **Help topics**.