Creating shapes and text

The Toolbox contains tools that you can use to draw shapes and text.

Click a tool to use it. Information about each tool is displayed in this window when the tool is active.

These are the basic drawing tools:

draws lines or curves.

draws squares or rectangles.

draws circles or ovals.

draws polygons or stars.

places words on the page.

You can use flyouts to see more tools.

Manipulating objects

The Toolbox contains tools that you can use to change the position, size, and shape of objects.

 selects, moves, sizes, or rotates.

 shapes many types of objects.

 changes the orientation or appearance of objects .

You can use flyouts to see more tools.

Filling and outlining

The Toolbox contains tools that you can use to add fills and outlines to objects.

 lets you apply fountain fills dragging the cursor across an object.

If you select an object with the Pick tool, you can add fills and outlines to it using the following flyouts:

 opens the Fill flyout.

 opens the Outline flyout.

Special effects

The Toolbox contains tools you can use to add special effects to objects.

makes an object transparent.

blends two objects.

applies 3 types of distortion.

drags nodes of the envelope.

gives objects a 3D look.

creates the illusion of depth.

A feature that allows you to distort the shape of an object. Distortion is created by dragging nodes on an imaginary box (the envelope) that is placed on top of the object.

Using Hints

This window displays information related to your current activity. Whenever you select an <u>object</u> or change <u>tools,</u> the information in this window updates.

Whenever text looks like <u>this,</u> you can click it to learn more.

The information presented here is intended to familiarize you with basic CorelDRAW methods and concepts. The online Help contains comprehensive information.

▶ Click the button in the top-right corner of this window to access the online Help, or click Help, Help Topics.

If you want more information, click in the top-right corner.

When you click , the information you access will vary depending on what you are doing.

Flyouts appear when you hold down the mouse button over a tool that has a small black triangle in the corner.

Once the flyout appears, release the mouse button and click a tool.

There are three types of nodes: cusp, smooth, and symmetrical.

The control points of a symmetrical node are always directly opposite each other. Also, the control points are always of equal length. Symmetrical nodes produce the same curvature on both sides of the node.

There are three types of nodes: cusp, smooth, and symmetrical.

The control points of a smooth node are always directly opposite each other. When you move one, the other moves also. Smooth nodes produce a smooth transition between line segments.

There are three types of nodes: cusp, smooth, and symmetrical.

The control points of a cusp node move independently of one another. This means that a curve that passes through a cusp node can bend at a sharp angle.

Clicking highlighted text displays information related to the highlighted text. Click again to close messages like this one.

This is the Toolbox. If you want to learn more about each tool,
click the tool to select it, and this window will display more information.

Don't try to click the tools here; this is just a picture.

←— Pick Tool

←— Shape Tool

←— Zoom Tool

←— Freehand Tool

←— Rectangle Tool

←— Ellipse Tool

←— Polygon Tool

←— Text Tool

←— Interactive Fill Tool

←— Transparency Tool

←— Blend Tool

←— Outline Flyout

←— Fill Flyout

The Toolbox is normally located at the left side of
the CorelDRAW window. If you don't see it there,
it is possible that it has been moved by someone
who was previously using this computer.

It might be on any side of the CorelDRAW window,
or it might be in a window of its own.

Click here if you can't find the Toolbox.

Clicking, double-clicking, and dragging

When the Hints tells you to click something, just click it and release the mouse button.

When the Hints tells you to drag or to click and drag, hold down the mouse button and move the mouse.

When the Hints tells you to double-click something, click it twice quickly.

Artistic text is created using the Text tool. Use Artistic text when you want to add single lines of text, such as titles, or when you want to apply graphical effects such as fitting text to a path, creating extrusions and blends, and all other special effects. An Artistic text object can contain up to 32,000 characters.

Paragraph text is created using the Text tool. Use Paragraph text when you want to add large blocks of text for ads, brochures, and other text-intensive projects. Paragraph formatting features enable you to flow text between frames and columns, create bulleted lists, set tabs and indents, and add drop caps.

A group is a set of objects that behave as a single unit. Operations you perform on a group apply equally to each of its components.

An object can be a shape, a group of words, or one of several other elements that can be a part of a CorelDRAW graphic.

1.

If you click and drag this node....

2.

...all the circled nodes move.

Toolbox
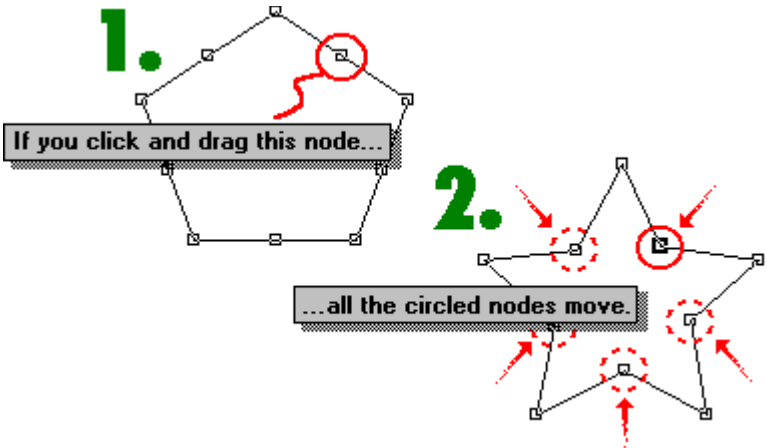
Subpaths are separate paths that are part of a single object. All objects have at least one path, but if an object consists of more than one path (for example, if you combine an ellipse with a line), then each of these paths is a subpath.

Nodes are points on a curve or line that determine its path. In a connect-the-dots picture, a node would be the equivalent of one of the dots.

Control points are movable handles that extend from nodes and determine the shape of a curve.
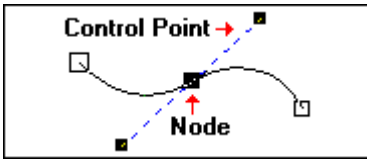
The Property Bar is a context-sensitive toolbar that displays different information and controls depending on the selected tool or object. You can use the Property Bar to do almost anything, from changing the size of an object to formatting text and positioning objects on the screen.

There are two types of spirals: symmetrical spirals and logarithmic spirals. In a symmetrical spiral, the distance between each revolution of the spiral is constant. In a logarithmic spiral, this distance increases toward the outer edge of the spiral.

The Polygon/Star button is on the Property Bar and will look like one of the buttons shown here. If the button looks like a star, then it will convert the selected polygon to a star. If the button looks like a polygon, then it will convert the selected star to a polygon.

If no object is selected, clicking the Polygon/Star button sets the default shape for the Polygon tool.

There are two types of polygons: polygons and stars. A polygon is a closed shape that can have from 3 to 500 sides. A star is similar to a polygon, but instead of drawing lines from corner to corner around the outside of the shape, the corners are connected with lines drawn across the inside of the shape.

Polygons can also be star shaped, but the lines from which they are made do not cross the inside of the shape. A star-shaped polygon is sometimes referred to as a "polygon as star."

For dimensions and connector lines to be effective, they must be linked to the objects that you label. When you use the Dimension tool or the Connector tool, special points on each object, called snap points, are activated. When the mouse passes over a snap point, the point becomes visible. Dimensions and connector lines can only be linked to objects at these snap points.
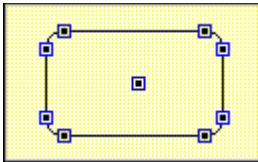
**The following illustrations show the position of snap points on different objects:**
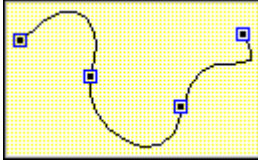
Curve objects have snap points at each node.
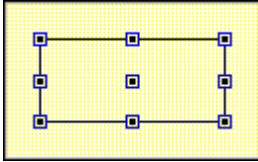
Simple rectangles with unrounded corners have nine snap points — one at each corner, one at the midpoint of each side, and one at the center of the rectangle.

Rectangles with rounded corners also have nine snap points — one at each end of each corner's arc, and one at the center of the rectangle.
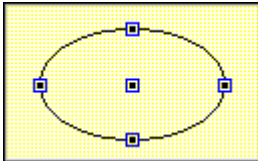
Simple ellipses have five snap points — one at the top, one at the bottom, one on the left, one on the right, and one at the center. If the ellipse is rotated, the snap points also rotate (e.g., the top snap point may not be at the top anymore).
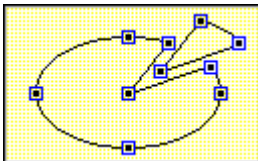
Pie-shaped ellipses or arcs can have anywhere from three to seven snap points. Like simple ellipses, pie-shapes and arcs have a snap point in the center. Also, if the path of a pie-shape or an arc intersects a point where a simple ellipse would have a snap point, the pie-shape or the arc will have a snap point there also. In addition, pie-shapes and arcs have snap points at each end of their arc.

Callouts are labels that can be linked to objects. A two-segment callout consists of two connected straight lines and a label. Essentially, this is a callout with a bend in it. You can also draw a callout that isn't bent.

If a dimension line is linked to an object, it will move when that object moves, changes size, or changes shape. The dimension text will update to reflect these changes.

The Fixed Width type draws curves that are the same thickness along their entire length.

The Pressure type draws curves that change thickness, based on feedback from a pressure-sensitive pen or from keyboard input.

The Calligraphic type draws curves that change thickness, based on the direction of the curve. This creates an effect similar to using a calligraphic pen.

The Preset type draws curves that change thickness, based on preset line types that you can choose from a list box.

The Natural Pen Nib Angle box lets you set the angle for the Calligraphic Natural Pen. This control can be found on the Property Bar.

Type 0 degrees if you want the pen nib to be horizontal, and type 90 degrees if you want the nib to be vertical. If you want the pen nib to be slanted, type a value between 0 and 360 degrees.
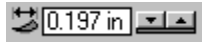
The Natural Pen Width box lets you set the width for the Natural Pen tool. This control can be found on the Property Bar.

The Natural Pen Presets list box lets you choose the appearance of curves drawn with the Preset Natural Pen. This control can be found on the Property Bar.
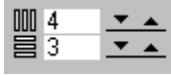
The Graph Paper Columns And Rows box lets you specify the number of rows and columns in your graph paper. This control can be found on the Property Bar.

The Spiral Revolutions box lets you specify the tightness of your spiral. The greater the number of revolutions, the tighter the spiral appears. This control can be found on the Property Bar.
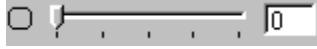
The Corner Roundness slider lets you change the roundness of a rectangle's corners. This control can be found on the Property Bar.

When enabled, the Auto-Close On Cut button sets the Knife tool to automatically close open objects when it cuts them. Otherwise, objects remain open.

 Click here and the mouse will move to the Auto-Close On Cut button and click it.

The Font List provides a list of all the fonts on your computer. You can apply any of these fonts to text in CorelDRAW. This control can be found on the Property Bar.

The Convert To Curves button lets you change rectangles, ellipses, polygons, and text into curve objects. Changing an object to a curve object lets you change its shape with the Shape tool.

Click here and the mouse will move to the Convert To Curves button and click it.
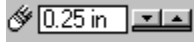
The Eraser Thickness box lets you change the size of the area that the Eraser tool erases. This control can be found on the Property Bar.

Ungroup

The Ungroup button lets you ungroup a selected group of objects. Ungrouping lets you edit individual objects from a group.

 Click here and the mouse will move to the Ungroup button and click it.

Group

The Group button lets you group all the selected objects. Grouped objects behave like a single object.

🖱 Click here and the mouse will move to the Group button and click it.

☆ 5 ▾▴

The Number Of Points box lets you change the number of sides a polygon has or the number of points a star has. This control can be found on the Property Bar.

A fountain fill is a complex fill, displaying a progression between two colors following a linear, radial, conical, or a square path. Using fountain fills, you can have a direct blend from one color to another, or a cascade of different colors. You can also use pregenerated fountain fills to create neon tubes, metal cylinders, and a variety of other effects.

The Freehand tool lets you draw freehand lines and shapes by moving the mouse similar to the way you move a pencil on paper.

 Click here and the mouse will move to the tool and activate it.

The Rectangle tool lets you draw rectangles and squares by dragging the mouse.

Click here and the mouse will move to the tool and activate it.

The Ellipse tool lets you draw ellipses and circles by dragging the mouse.

 Click here and the mouse will move to the tool and activate it.

The Polygon tool lets you draw polygons and stars by dragging the mouse.

 Click here and the mouse will move to the tool and activate it.

The Text tool lets you type words directly on the screen.

 Click here and the mouse will move to the tool and activate it.

The Shape tool lets you change the shape of many types of objects.

 Click here and the mouse will move to the tool and activate it.

The Pick tool lets you select, move, size, and rotate objects.

 Click here and the mouse will move to the tool and activate it.

The Free Transform tool lets you change the orientation or appearance of objects.

 Click here and the mouse will move to the tool and activate it.
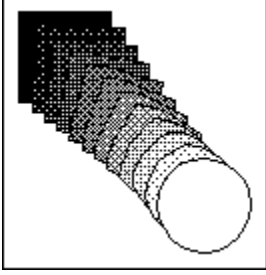
A blend is a special effect created by the merging of one object with another through a progression of intermediate shapes and colors. The example shows a basic blend between a black square and a white circle.

A fill is a color or pattern that can be contained inside an object.

Holding down the mouse button on this tool opens the Fill flyout (shown below).

The Fill flyout provides preset fills, as well as various tools for setting uniform, fountain, texture, and pattern fills.

 Click here and the mouse will move to the flyout and open it.

The Interactive Transparency tool lets you apply uniform, fountain, pattern, or texture transparencies to objects.

 Click here and the mouse will move to the tool and activate it.

The Interactive Fill tool lets you to apply fills using the mouse. The direction and position of the fills are controlled using fill arrows, which can be dragged across the surface of the selected object.

 Click here and the mouse will move to the tool and activate it.

The Interactive Blend tool lets you blend two objects by dragging the mouse from one object to the other.

 Click here and the mouse will move to the tool and activate it.

The Interactive Distortion tool lets you apply three types of distortion effects.

 Click here and the mouse will move to the tool and activate it.

 The Interactive Envelope tool lets you distort an object by dragging the nodes of the envelope that is placed on top of the object.

 Click here and the mouse will move to the tool and activate it.

The Interactive Extrude tool lets you give objects a three-dimensional look.

Click here and the mouse will move to the tool and activate it.

The Interactive Drop Shadow tool lets you create the illusion of depth.

 Click here and the mouse will move to the tool and activate it.

The Push And Pull, Zipper, and Twister distortion buttons are on the Property Bar.

The Push And Pull effect lets you choose an object's nodes and either push or pull the nodes to create interesting effects.

The Zipper effect lets you choose an object's nodes and arrange them to create a zig-zag distortion.

The Twister effect lets you choose an object's nodes and rotate them to create a swirl distortion.

An outline is a color or line style that you can apply to a path.

Holding down the mouse button on this tool opens the Outline Tool flyout (shown below).

The Outline Tool flyout gives you quick access to the most commonly used outline styles, such as outline thickness, line pattern, calligraphic pen effects, and arrowheads.

 Click here and the mouse will move to the flyout and opens it.

The Delete Node button lets you remove nodes from a path.

 Click here and the mouse will move to the Delete Node button and click it.

To Curve

The Convert Line To Curve button lets you change straight segments to curve segments. The segment will not change in appearance, but you will be able to bend it using control points.

Click here and the mouse will move to the Convert Line To Curve button and click it.

Cusp

The Make Node A Cusp button lets you change a node into a cusp node.

 Click here and the mouse will move to the Make Node A Cusp button and click it.

The Stretch And Scale Nodes button lets you stretch and size selected nodes.

 Click here and the mouse will move to the Stretch And Scale Nodes button and click it.

To Line

The Convert Curve To Line button lets you change curved segments to straight segments.

Click here and the mouse will move to the Convert Curve To Line button and click it.

The Logarithmic Spiral button lets you create a logarithmic spiral. In a logarithmic spiral, the distance between each revolution of the spiral increases toward the outer edge of the spiral.

Click here and the mouse will move to the Logarithmic Spiral button and click it.

Symmet

The Make Node Symmetrical button lets you change a node into a symmetrical node. If either of the segments adjacent to the node are straight segments, then you can't make the node symmetrical.

Click here and the mouse will move to the Make Node Symmetrical button and click it.

The Symmetrical Spiral button lets you create a symmetrical spiral. In a symmetrical spiral, the distance between each revolution of the spiral is constant.

 Click here and the mouse will move to the Symmetrical Spiral button and click it.

The Break Curve button lets you break a path. Two unconnected nodes will appear at the break.

Click here and the mouse will move to the Break Curve button and click it.

Smooth

The Make Node Smooth button lets you change a node to a smooth node. If both of the segments adjacent to the node are straight segments, then you can't make the node smooth.

Click here and the mouse will move to the Make Node Smooth button and click it.

The Rotate And Skew Nodes button lets you rotate and skew selected nodes.

 Click here and the mouse will move to the Rotate And Skew Nodes button and click it.

The Add Node button lets you add nodes to a path.

 Click here and the mouse will move to the Add Node button and click it.

The Text Orientation box determines the orientation of the letters on the path. This control can be found on the Property Bar.

Rotates individual characters to follow the contours of the path.

Vertically skews each character, creating the impression that the text is standing upright on the path. The amount of skewing varies with the slope of the path.

Horizontally skews each character, creating the impression that the text is turning in toward the screen. The amount of skewing varies with the slope of the path.

Extrude

A feature that allows you to give objects a three-dimensional (3D) look by creating the illusion of depth. Controls available in the Extrude Roll-Up (and on the Property Bar) allow you to change the direction and depth of the extrusion, the position of the vanishing point, its placement in 3D space, and the color of the extrusion.

 The perspective extrusion type is an effect that enables you to present the illusions of perspective and depth, as the extruded surfaces appear to recede to a <u>vanishing point</u>.
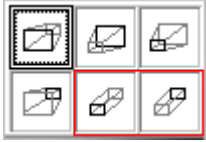
 The parallel extrusion type is an effect that enables you to extrude objects with surface lines parallel to one another and which never approach the <u>vanishing point</u>.

Vanishing point

A marker that appears when you select either an extrusion or an object to which perspective has been added. With an extrusion, the vanishing point marker indicates either the depth (parallel extrusion) or the point at which the extruded surfaces would meet if extended (perspective extrusion). With the perspective effect, the marker indicates the point (or points) at which the nonparallel lines would meet.

In both cases, the vanishing point is indicated by an X.
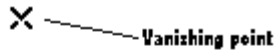
Axis

A hypothetical linear path. The x, y, and z axes (width, height, and depth, respectively) define the coordinates of the axis in three-dimensional space. The axis about which an object rotates is its axis of rotation. In CorelDRAW, an object's axes are parallel to its Selection box, a hypothetical box that appears around an object or group when it is selected.

Drawing Window

The Drawing Window contains a CorelDRAW drawing. You can draw anywhere in the Drawing Window, but only objects that appear on the Drawing Page (indicated by a rectangle with a drop shadow) will print.

Mirror

To flip an object horizontally, vertically, or diagonally.

Scale

To change an object's horizontal and vertical dimensions or to maintain the aspect ratio. Scaling alters the object's dimensions by a specified percentage.

Anchor point

The point that remains stationary when you stretch, scale, mirror, or skew an object. The nine anchor points correspond to the eight handles on the object's Selection box and the center of the Selection box, which is represented by an X.
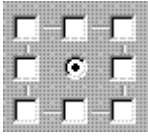
Reposition handle

The reposition handle is part of the vector controls that let you alter the appearance of a distortion in the Drawing Window.

3D model

An object that exists in the dimensions of height, width, and depth and can be viewed from all angles.

Contour

A special effect created through the addition of evenly spaced concentric lines inside or outside the borders of an object. These lines use the same shape as the outline of the original object, but they are smaller or larger depending on where they are created.

The spaces between contour lines are filled with colors that follow a progression from the original object to the last shape created. If there is a difference in color between the contour lines and the original object's outline, a second progression occurs. You can modify both color progressions to get the look you want.

Welcome to Hints

Look here for hints about your current activity.

To start, click one of the following:

Using the Hints and other help

Creating curves, shapes, and text

Moving, sizing, and shaping objects

Filling and outlining curves, shapes, and text

Adding special effects to curves, shapes, and text

Pick tool

The Pick tool lets you select one or more objects. Once you select objects you can move, size, rotate, and skew them.

▶ To select an object, <u>click</u> it.

Once an object is selected, you can also change its properties and add special effects.

If you select several objects at once, you can make them behave like a single object by grouping them.

▶ To select several objects, hold down SHIFT and <u>click</u> each object.

▶ To select all objects, <u>double-click</u> the Pick tool.

Right mouse button

When you release the mouse button, you will have several options from which to choose.

Freehand tool

The Freehand tool lets you draw lines and curves.

▶ To draw, <u>drag</u> the mouse like a pencil on paper.

▶ To draw a straight line, <u>click</u> where you want the line to begin and end.

▶ To change a line or curve's shape, click the <u>Shape tool.</u>

▶ To move, size, or rotate a line or curve, click the <u>Pick tool.</u>

Rectangle tool

The Rectangle tool lets you draw squares and rectangles.

▶ To draw a rectangle, <u>click and drag</u> where you want to draw the rectangle.

▶ To draw a square, hold down CTRL as you click and drag.

▶ To round a rectangle's corners, click the <u>Shape tool.</u>

   Or, drag the <u>Corner Roundness</u> slider to the right to make the corners rounder.

▶ To move, size, or rotate a rectangle, click the <u>Pick tool.</u>

Ellipse tool

The Ellipse tool lets you draw ellipses and circles.

▶ To draw an ellipse, <u>click and drag</u> where you want to draw the ellipse.

▶ To draw a circle, hold down CTRL as you click and drag.

▶ To change an ellipse into an arc or a pie shape, click the <u>Shape tool.</u>

▶ To move, size, or rotate an ellipse, click the <u>Pick tool.</u>

Polygon tool

The Polygon tool lets you draw polygons and stars.

▶ To draw a polygon, click and drag where you want to place the polygon.

▶ To draw a star, follow the previous instruction and click the Polygon/Star button.

▶ To create a polygon or star with more or fewer sides or points, type a value in the Number Of Points box on the Property Bar.

▶ To change a polygon's shape, click the Shape tool.

▶ To move, size, or rotate a polygon, click the Pick tool.

Text tool

The Text tool lets you place words in your work or edit existing text.

▶ To add <u>Artistic text,</u> <u>click</u> anywhere on the page and start typing.

▶ To edit text, click inside the text you want to edit.

When placing large quantities of text, use <u>Paragraph text.</u>

▶ To add Paragraph text, <u>click and drag.</u> A box appears that marks where you can type.

▶ To change the spacing of text, click the <u>Shape tool.</u>

▶ To move, size, or rotate text, click the <u>Pick tool.</u>

Extruding

Change the options in the Extrude Roll-Up, and click Apply to extrude an object.

Dimension tool

The Auto Dimension tool is used to create a label showing the lengths of objects or the distances between them.

▶ To draw an auto dimension line, <u>click</u> the point where you want to begin measuring.   If you want the line to be <u>linked</u> to an object, start by clicking a <u>snap point</u> on that object.

▶ Click the point where you want to finish measuring. This can also be a snap point.

▶ Click to place the label.

Bezier tool

The Bezier tool lets you draw lines and curves, <u>node</u> by node.

▶ To draw, <u>click and drag</u> to place the first node. As you drag, <u>control points</u> appear. Release the mouse when the control points are positioned where you want, and click and drag to place the next node. A curve appears between the two nodes.

▶ To draw lines, follow the previous instruction, but don't drag, just click.

▶ To stop drawing, press SPACEBAR twice.

▶ To change a line or curve's shape, click the <u>Shape tool.</u>

▶ To move, size, or rotate a line or curve, click the <u>Pick tool.</u>

Spiral tool

The Spiral tool lets you draw a spiral pattern. You can choose between <u>symmetrical</u> and <u>logarithmic</u> spirals.

▶ To choose a spiral type, click the <u>Symmetrical Spiral</u> button or the <u>Logarithmic Spiral</u> button on the Property Bar.

▶ To draw a spiral, <u>click and drag</u> where you want to place the spiral. As you drag, you can see how the spiral will appear.

▶ To change the tightness of a spiral, type a value in the <u>Spiral Revolutions</u> box on the Property Bar before you draw the spiral.

▶ To change a spiral's shape, click the <u>Shape tool.</u>

▶ To move, size, or rotate a spiral, click the <u>Pick tool.</u>

Graph Paper tool

The Graph Paper tool lets you draw a grid pattern.

▶ To draw graph paper, <u>click and drag</u> where you want to place the graph paper.

▶ To change the number of squares in the graph paper, type values in the <u>Graph Paper Columns And Rows</u> box before you draw the graph paper.

▶ To move, size, or rotate graph paper, click the <u>Pick tool</u> on the Toolbar.

Natural Pen tool

The Natural Pen tool lets you draw curves of fixed or variable thickness. There are four Natural Pen types: <u>Fixed,</u> <u>Pressure,</u> <u>Calligraphic,</u> and <u>Preset.</u>

▶ To draw a fixed-width curve, type a width in the <u>Natural Pen Width</u> box on the Property Bar.

Click and drag along the path you want, like a pencil on paper.

Natural Pen tool

The Natural Pen tool lets you draw curves of fixed or variable thickness. There are four Natural Pen types: Fixed, Pressure, Calligraphic, and Preset.

▶ To draw a pressure-sensitive curve with the mouse, click and drag along the path you want, like a pencil on paper. Press UP ARROW and DOWN ARROW to vary the pen pressure.

Natural Pen tool

The Natural Pen tool lets you draw curves of fixed or variable thickness. There are four Natural Pen types: Fixed, Pressure, Calligraphic, and Preset.

▶ To draw a calligraphic curve, type a width in the Natural Pen Width box on the Property Bar.

Type an angle in the Natural Pen Nib Angle box on the Property Bar.

Click and drag along the path you want, like a pencil on paper.

Natural Pen tool

The Natural Pen tool lets you draw curves of fixed or variable thickness. There are four types of Natural Pen: Fixed, Pressure, Calligraphic and Preset.

▶ To draw a preset curve, choose a preset curve shape from the Natural Pen Presets list box.

Click and drag along the desired path, like a pencil on paper.

Horizontal Dimension tool

The Horizontal Dimension tool is used to create a label showing the lengths of objects or the distances between them.

▶ To draw a horizontal dimension line, <u>click</u> the point where you want to begin measuring. If you want the dimension line to be <u>linked</u> to an object, start by clicking a <u>snap point</u> on that object.

Click the point where you want to finish measuring. This can also be a snap point.

Click to place the label.

Vertical Dimension tool

The Vertical Dimension tool is used to create a label showing the lengths of objects or the distances between them.

▶ To draw a vertical dimension line, <u>click</u> the point where you want to begin measuring. If you want the dimension line to be <u>linked</u> to an object, start by clicking a <u>snap point</u> on that object.

Click the point where you want to finish measuring. This can also be a snap point.

Click to place the label.

Slanted Dimension tool

The Slanted Dimension tool is used to create a label showing the lengths of objects or the distances between them.

▶ To draw a slanted dimension line, <u>click</u> the point where you want to begin measuring. If you want the dimension line to be <u>linked</u> to an object, start by clicking a <u>snap point</u> on that object.

Click the point where you want to finish measuring. This can also be a snap point.

Click to place the label.

Angular Dimension tool

The Angular Dimension tool lets you measure and label an angle.

▶ To draw angular dimension lines, <u>click</u> where you want to place the apex of the angle.

Click where you want to end the baseline.

Click where you want to end the second line.

Click where you want to place the label.

Callout tool

The Callout tool lets you create <u>labels</u> that are attached to objects.

▶ To draw a callout, <u>click</u> where you want the callout to start. If you want the callout to move when the labeled object moves, start by clicking a <u>snap point</u> on the object.

Click where you want the callout to bend. If you want to draw a straight callout, skip this step.

Click where you want the label to appear, or <u>double-click</u> if you are drawing a straight callout, and type the text you want to use as your label.
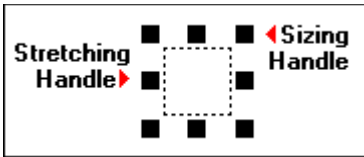
Connector Line tool

The Connector Line tool lets you draw a line between two objects. The line moves when you move one of the objects.

▶ To draw connector lines between two objects, <u>click</u> a <u>snap point</u> on the first object.

Then, click a snap point on the second object.
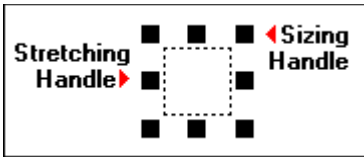
Multiple objects

Stretching Handle ▶ ◀ Sizing Handle

- To move the selection, <u>click and drag</u>.
- To size or stretch the selection, click and drag a sizing or stretching handle.
- To rotate or skew the selection, click it again.
- To <u>group</u> the selection, click the <u>Group</u> button on the Property Bar.
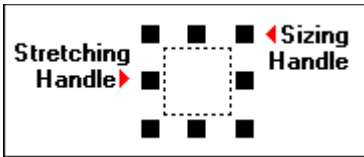
Group selection

▶ To move the <u>group</u>, <u>click and drag</u>.

▶ To size or stretch the group, click and drag a sizing or stretching handle.

▶ To rotate or skew the group, click it again.

▶ To ungroup the group, click the <u>Ungroup</u> button on the Property Bar.

▶ To select an object from within a group, hold down CTRL and click the object.

Curve object

▶ To move the object, <u>click and drag</u>.
▶ To size or stretch the object, click and drag one of the corner sizing handles or side stretching handles.
▶ To rotate or skew the object, click it again.
▶ To select several objects, hold down SHIFT and click each object.

Rectangle

▶ To move the rectangle, <u>click and drag</u>.

▶ To size or stretch the rectangle, click and drag one of the corner sizing handles or side stretching handles.

▶ To rotate or skew the rectangle, click it again.

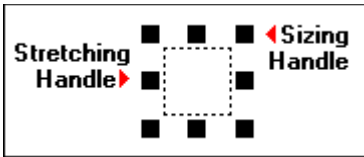▶ To select several rectangles, hold down SHIFT and click each rectangle.

Ellipse

▶ To move the ellipse, <u>click and drag</u>.

▶ To size or stretch the ellipse, click and drag one of the corner sizing handles or side stretching handles.

▶ To rotate or skew the ellipse, click the ellipse again.

▶ To select several ellipses, hold down SHIFT and <u>click</u> each ellipse.

Polygon

▶ To move the polygon, <u>click and drag</u> it.

▶ To size or stretch the polygon, click and drag one of the corner sizing handles or side stretching handles.

▶ To rotate or skew the polygon, click it again.

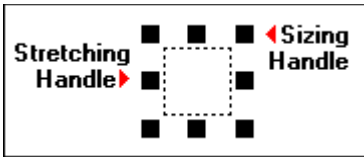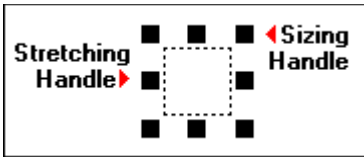▶ To select several polygons, hold down SHIFT and click each polygon.

Artistic text

▶ To move the text, <u>click and drag</u> it.

▶ To size or stretch the text, click and drag a sizing or stretching handle.

▶ To change the text's font, choose a new font from the <u>Font List</u> box on the Property Bar.

▶ To rotate or skew the text, click it again.

Paragraph text

▶ To move the text, <u>click and drag</u> it.

▶ To size or stretch the frame, click and drag a handle.

▶ To size the text, hold down ALT and click and drag a sizing handle.

▶ To change the text's font, choose a new font from the <u>Font List</u> box on the Property Bar.

▶ To rotate or skew the text, click it again.

Bitmap
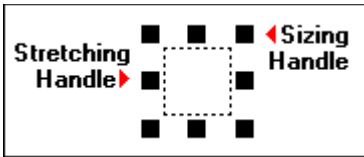

▶ To move the bitmap, <u>click and drag</u> it.

▶ To size or stretch it, click and drag one of the corner sizing handles or side stretching handles.

▶ To rotate or skew the bitmap, click it again.

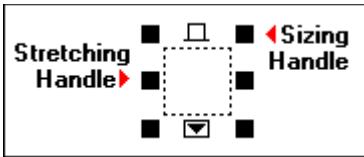▶ To select several bitmaps, hold down SHIFT and <u>click</u> each bitmaps.

OLE object

▶ To move the object, <u>click and drag</u> it.

▶ To size or stretch the object, click and drag one of the corner sizing handles or side stretching handles.

▶ To select several objects, hold down SHIFT and <u>click</u> each object.

Blended objects

▶ To move the object, <u>click and drag</u> it.
▶ To size or stretch object, click and drag one of the corner sizing handles or side stretching handles.
▶ To rotate or skew the object, click it again.
▶ To select several objects, hold down SHIFT and <u>click</u> each object.

Extruded object

▶ To move the object, <u>click and drag</u> it.

▶ To size or stretch the object, click and drag one of the corner sizing handles or side stretching handles.

▶ To rotate or skew the object, click it again.

▶ To select several objects, hold down SHIFT and <u>click</u> each object.
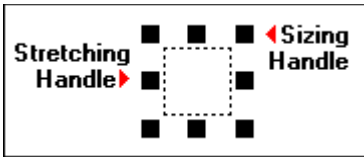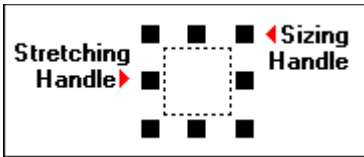
Contoured object

▶ To move the object, <u>click and drag</u> it.

▶ To size or stretch the object, click and drag one of the corner sizing handles or side stretching handles.

▶ To rotate or skew the object, click it again.

▶ To select several objects, hold down SHIFT and <u>clic</u>k each object.

Dimension line

▶ To move the dimension line, <u>click and drag</u> it.

▶ To size or stretch the dimension line, click and drag one of the corner sizing handles or side stretching handles.

▶ To rotate or skew the dimension line, click it again.

▶ To select several dimension lines, hold down SHIFT and <u>click</u> each line.

Text on a path
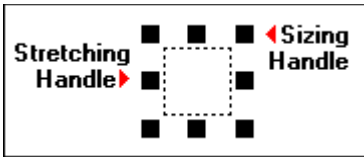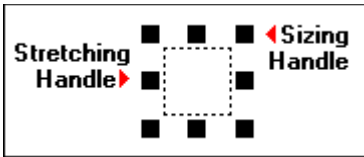

▶ To move the text object, <u>click and drag</u> it.
▶ To size or stretch the text object, click and drag one of the corner sizing handles or side stretching handles.
▶ To change the orientation of the text object, choose a new orientation from the <u>Text Orientation</u> list box.
▶ To rotate or skew the text object, click it again.

Multiple objects

▶ To rotate the selection, <u>click and drag</u> a corner rotation handle.
▶ To skew it, click and drag a side skewing handle.
▶ To size or stretch it, click it again.
▶ To <u>group</u> the selection, click the <u>Group</u> button.

Group selection

▶ To rotate the group, <u>click and drag</u> a corner rotation handle.

▶ To skew the group, click and drag a side skewing handle.

▶ To size or stretch the group, click it again.

▶ To ungroup the group, click the <u>Ungroup</u> button on the Property Bar.

▶ To select an object from within a group, hold down CTRL and click the group.

Curve object

▶ To rotate the object, <u>click and drag</u> a corner rotation handle.

▶ To skew the object, click and drag a side skewing handle.

▶ To size or stretch the object, click it again.

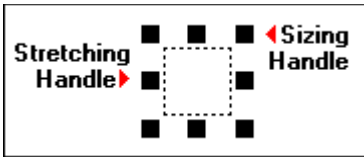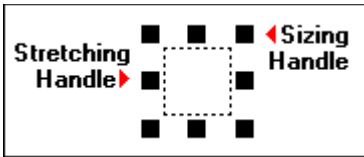▶ To select several objects, hold down SHIFT and <u>click</u> each object.
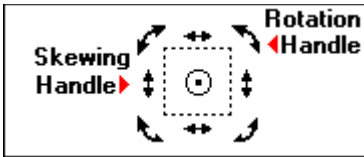
Rectangle

▶ To rotate the rectangle, <u>click and drag</u> a corner rotation handle.

▶ To skew the rectangle, click and drag a side skewing handle.

▶ To size or stretch the rectangle, click it again.

▶ To select several rectangles, hold down SHIFT and <u>click</u> each rectangle.

Ellipse

▶ To rotate the ellipse, <u>click and drag</u> a corner rotation handle.

▶ To skew the ellipse, click and drag a side skewing handle.

▶ To size or stretch the ellipse, click it again.

▶ To select several ellipses, hold down SHIFT and <u>click</u> each ellipse.

Polygon

▶ To rotate the polygon, <u>click and drag</u> a corner rotation handle.

▶ To skew the polygon, click and drag a side skewing handle.

▶ To size or stretch the polygon, click it again.

▶ To select several polygons, hold down SHIFT and <u>click</u> each polygon.

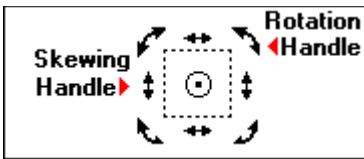**Artistic text**

▶ To rotate the text, <u>click and drag</u> a corner rotation handle.

▶ To skew the text, click and drag a side skewing handle.

▶ To size or stretch the text, click it again.

▶ To select several text objects, hold down SHIFT and <u>click</u> each text object.

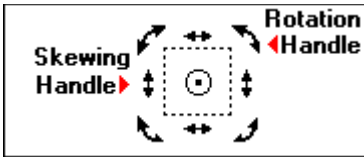**Paragraph text**

▶ To rotate the text, <u>click and drag</u> a corner rotation handle.

▶ To skew the text, click and drag a side skewing handle.

▶ To size or stretch the text, click it again.

▶ To select several text objects, hold down SHIFT and <u>click</u> each text object.

Bitmap

▶ To rotate the bitmap, <u>click and drag</u> a corner rotation handle.

▶ To skew the bitmap, click and drag a side skewing handle.

▶ To size or stretch the bitmap the text, click it again.

▶ To select several bitmaps, hold down SHIFT and <u>click</u> each bitmaps.
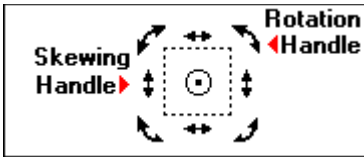
OLE object

You can't rotate an OLE object (except for bar code objects)

Blended objects

▶ To rotate the object, <u>click and drag</u> a corner rotation handle.

▶ To skew the object, click and drag a side skewing handle.

▶ To size or stretch the object, click it again.

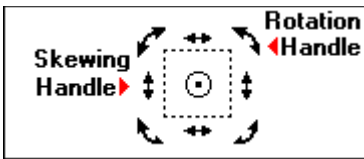▶ To select several objects, hold down SHIFT and <u>click</u> each objects.

Extruded object
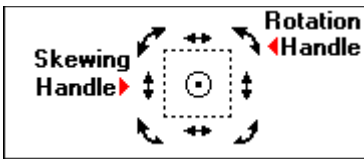
▶ To rotate the object, <u>click and drag</u> a corner rotation handle.

▶ To skew the object, click and drag a side skewing handle.

▶ To size or stretch the object, click it again.

▶ To select several objects, hold down SHIFT and <u>click</u> each object.

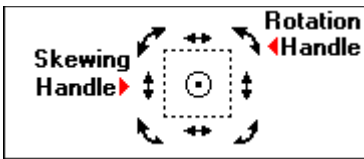**Contoured object**
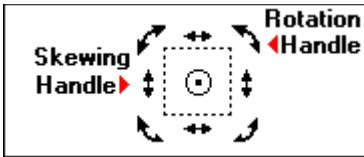
▶ To rotate the object, <u>click and drag</u> a corner rotation handle.

▶ To skew the object, click and drag a side skewing handle.

▶ To size or stretch the object, click it again.

▶ To select several objects, hold down SHIFT and <u>click</u> each object.

Dimension line

▶ To rotate the dimension line, <u>click and drag</u> a corner rotation handle.

▶ To skew the dimension line, click and drag a side skewing handle.

▶ To size or stretch the dimension line, click it again.

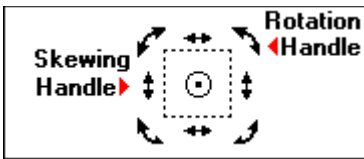▶ To select several dimension lines, hold down SHIFT and <u>click</u> each line.
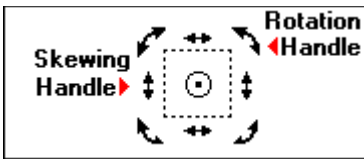
Text on a path
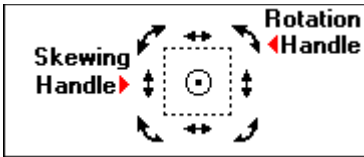
▶ To rotate the text object, <u>click and drag</u> a corner rotation handle.

▶ To skew the text object, click and drag a side skewing handle.

▶ To size or stretch the text object, click it again.

▶ To select several text objects, hold down SHIFT and <u>click</u> each text object.
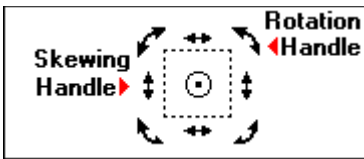
The Shape tool

The Shape tool lets you

- change the shape of lines, curves, and irregular shapes
- change the spacing of text
- round the corners of rectangles
- create pie shapes and arcs from ellipses
- change the shape of polygons and stars.

Click an object to start changing its shape.

You can't change the shape of groups or multiple objects with the Shape tool. But, you can select an object from within a group by holding down CTRL and clicking the object.

Shaping curves

The Shape tool lets you change the shape of a curve.

The curve with visible nodes is the object you are currently editing.
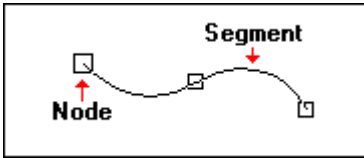
▶ To shape the curve, <u>click and drag</u> a node on the part of the curve you want to change.

Or, click a segment (the portion of a curve between two nodes).

▶ To edit a different object, select it with a tool.

Shaping rectangles

The Shape tool lets you round or sharpen the corners of a rectangle.

▶ To make the corners of the selected rectangle more or less round, <u>click and drag</u> any node.

   Or, drag the <u>Corner Roundness</u> slider on the Property Bar to the right to make the corners rounder.

You can shape the rectangle more by converting it to a curve object.

▶ To convert the rectangle to curves, click the <u>Convert To Curves</u> button on the Property Bar.

Shaping ellipses

The Shape tool lets you change ellipses into pie shapes or arcs.
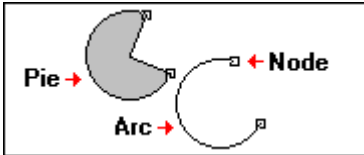
▶ To create a pie shape from an ellipse, <u>click and drag</u> a node. As you drag, keep the cursor inside the ellipse.

▶ To create an arc from an ellipse, keep the cursor outside of the ellipse as you drag a node.

You can shape the ellipse more by converting it to a curve object.

▶ To convert the ellipse to curves, click the <u>Convert To Curves</u> button on the Property Bar

Shaping polygons

The Shape tool lets you change the shape of a polygon or star while maintaining its symmetry.
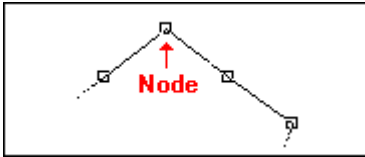
When you move a node on a polygon or star, other nodes move also. This is called "mirror editing".

 Click here to see an example.

▶ To mirror edit a polygon or star, click and drag a node.

Shaping text

The Shape tool lets you change the spacing of text and move each letter individually.
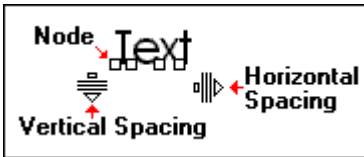
▶ To change the horizontal or vertical spacing of the text, <u>click and drag</u> the horizontal spacing handle or the vertical spacing handle.

▶ To move a letter, click and drag the node under the letter you want to move.

▶ To edit a different object, select it with a tool.

Shaping text

The Shape tool lets you change the spacing of text and move each letter individually.
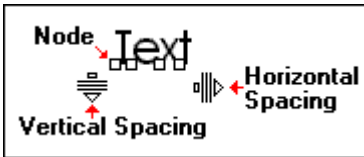
▶ To change the horizontal or vertical spacing of the text, <u>click and drag</u> the horizontal spacing handle or the vertical spacing handle.

▶ To move a letter, click and drag the node under the letter you want to move.

▶ To edit a different object, select it with a tool.

Shaping envelopes

The Shape tool lets you change the shape of an envelope.
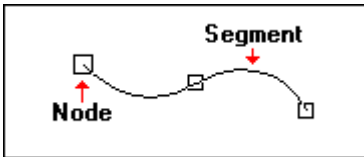
▶ To shape the envelope, <u>click and drag</u> a node on the envelope.

Changing perspective

The grid that appears on the object to which you are applying a perspective will disappear when you are done. Use this grid as a guide.

▶ To change the perspective, <u>click and drag</u> any of the four squares at the corners of the grid.

▶ To move a vanishing point, click and drag a marker (X). If no markers are visible, then the vanishing points must be beyond the edges of the window.

Zoom tool

The Zoom tool lets you change the magnification of your view.

▶ To zoom in on a portion of your work, click the left mouse button.

▶ To zoom out, click the right mouse button.

Zoom tool

The Zoom tool lets you change the magnification of your view.

▶ To zoom in on a portion of your work, click the left mouse button. When you release the mouse button, the previously active tool becomes active again.

Panning tool

The Panning tool lets you view different portions of the page by scrolling left and right or up and down.

▶ To view a different part of the page, click and drag anywhere on the page.

Panning is similar to sliding a piece of paper across a desk. If you drag down, you will see the upper portion of the work area. If you drag left, you will see the right side of the work area.

Panning tool

The Panning tool lets you view different portions of the page by scrolling left and right or up and down.

▶ To view a different part of the page, <u>click and drag</u> anywhere on the page.

Panning is similar to sliding a piece of paper across a desk. If you drag down, you will see the upper portion of the work area. If you drag left, you will see the right side of the work area.

When you release the mouse button, the previously active tool becomes active again.

Knife tool

The Knife tool lets you break a line.

▶ To break a line, <u>click</u> where you want to make the break.

If you break a closed shape, the shape will become open. However, if you cut an open shape, it becomes two closed shapes. Both open and closed shapes can be filled.

You can stop CorelDRAW from automatically closing open shapes by disabling the <u>Auto-Close On Cut</u> button on the Property Bar.

Eraser tool

The Eraser tool lets you remove portions of an object.

Before you can erase a portion of an object, you must select the object with the <u>Pick tool.</u>.

▶ To erase part of an object, <u>click and drag</u> where you want to erase.

▶ To change the thickness of the Eraser tool, type a value in the <u>Eraser Thickness</u> box on the Property Bar.

Shaping curves

You've selected more than one node.

▶ To move all the nodes you have selected, <u>click and drag</u> any of the selected nodes.

▶ To remove these nodes, click the <u>Delete Node(s)</u> button on the Property Bar.

▶ To rotate these nodes, click the <u>Rotate And Skew Node(s)</u> button on the Property Bar.

▶ To stretch these nodes, click the <u>Stretch And Scale Node(s)</u> button on the Property Bar.

Shaping curves

▶ To shape the curve, <u>click and drag</u> a node or drag a <u>control point.</u>

The selected node is a <u>cusp</u> node.

▶ To make the node <u>smooth,</u> click the <u>Make Node Smooth</u> button on the Property Bar.

▶ To make the node <u>symmetrical,</u> click the <u>Make Node Symmetrical</u> button on the Property Bar.

▶ To remove the node, click the <u>Delete Node(s)</u> button on the Property Bar.

▶ To break the curve, click the <u>Break Curve</u> button on the Property Bar.

Shaping curves

▶ To shape the curve, <u>click and drag</u> a node or, drag a <u>control point.</u>
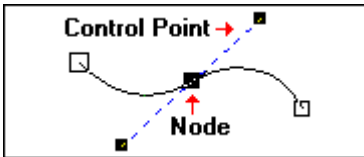
The selected node is a <u>smooth</u> node.

▶ To make the node <u>cusp,</u> click the <u>Make Node A Cusp</u> button.

▶ To make it <u>symmetrical,</u> click the <u>Make Node Symmetrical</u> button.

▶ To remove it, click the <u>Delete Node(s)</u> button.

▶ To break the curve, click the <u>Break Curve</u> button.

Shaping curves

▶ To shape the curve <u>click and drag</u> a node or, drag a <u>control point.</u>

The selected node is a <u>symmetrical</u> node.

▶ To make the node <u>cusp,</u> click the <u>Make Node A Cusp</u> button.

▶ To make it <u>smooth,</u> click the <u>Make Node Smooth</u> button.

▶ To remove it, click the <u>Delete Node(s)</u> button.

▶ To break the curve, click the <u>Break Curve</u> button.

Shaping curves

▶ To shape a segment, <u>click and drag</u> it. Note that you can only drag curve segments, not line segments.

When part of a segment is highlighted by a dot, you can also do the following:

▶ To change a segment to a line, click the <u>Convert Curve To Line</u> button.

▶ To change a segment to a curve, click the <u>Convert Line To Curve</u> button.

▶ To add a node, click the <u>Add Node(s)</u> button.

▶ To break a segment, click the <u>Break Curve</u> button.

Shaping curves

▶ To shape the curve, <u>click and drag</u> a node or drag a <u>control point.</u>

The selected node is a <u>cusp</u> node at the end of an open path<u>.</u>

▶ To remove the node, click the <u>Delete Node(s)</u> button on the Property Bar.

Stretching nodes

▶ To size or stretch the selected nodes, click and drag one of the corner sizing handles or side stretching handles.

Rotating nodes
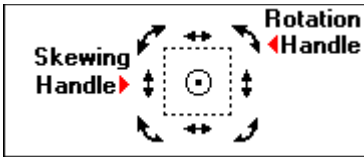
▶ To rotate the selected nodes, <u>click and drag</u> one of the corner rotation handles.

▶ To skew the selected nodes, click and drag one of the side skewing handles.
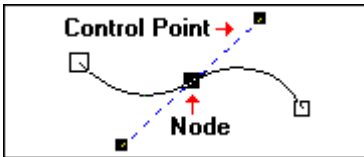
Shaping polygons

You've selected more than one node.

▶ To move all the nodes you have selected, <u>click and drag</u> any of the selected nodes.

▶ To remove these nodes, click the <u>Delete Node(s)</u> button on the Property Bar.

▶ To rotate these nodes, click the <u>Rotate And Skew Node(s)</u> button on the Property Bar.

▶ To stretch these nodes, click the <u>Stretch And Scale Node(s)</u> button on the Property Bar.

Shaping polygons

▶ To shape the polygon, <u>click and drag</u> a node or drag a <u>control point.</u>
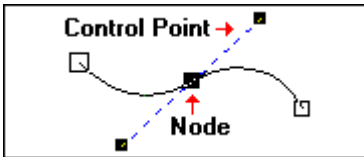

The selected node is a <u>cusp</u> node.

▶ To make the node <u>smooth,</u> click the Make Node Smooth button on the Property Bar.

▶ To make the node, <u>symmetrical,</u> click the Make Node Symmetrical button on the Property Bar.

▶ To remove the node, click the <u>Delete Node(s)</u> button on the Property Bar.

Shaping polygons

▶ To shape the polygon, <u>click and drag</u> a node or drag a <u>control point.</u>

The selected node is a <u>smooth</u> node.

▶ To make the node <u>cusp,</u> click the <u>Make Node A Cusp</u> button on the Property Bar.

▶ To make the node <u>symmetrical,</u> click the <u>Make Node Symmetrical</u> button .on the Property Bar

▶ To remove the node, click the <u>Delete Node(s)</u> button on the Property Bar.

Shaping polygons

▶ To shape the polygon <u>click and drag</u> a node or drag a <u>control point.</u>

The selected node is a <u>symmetrical</u> node.

▶ To make the node <u>cusp,</u> click the <u>Make Node A Cusp</u> button on the Property Bar.

▶ To make the node <u>smooth,</u> click the <u>Make Node Smooth</u> button on the Property Bar.

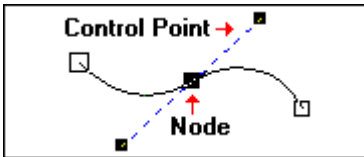▶ To remove the node, click the <u>Delete Node(s)</u> button on the Property Bar.

Shaping polygons

▶ To shape a segment, <u>click and drag</u> it. Note that you can only drag curve segments, not line segments.

When part of a segment is highlighted by a dot, you can also do the following:

▶ To change a segment to a line, click the <u>Convert Curve To Line</u> button on the Property Bar.

▶ To change a segment to a curve, click the <u>Convert Line To Curve</u> button on the Property Bar.

▶ To add a node, click the <u>Add Node(s)</u> button on the Property Bar.

Moving

As you move the mouse, a box appears that represents the new position of the selection. Release the mouse when the selection is where you want it.

Hold down CTRL to constrain the movement of the object to the horizontal or vertical axes.

Click the right mouse button to create a copy of the object you are moving.

Rotating and skewing

As you move the mouse, a box appears that represents the rotation or skew of the selection. Release the mouse when you are satisfied with the rotation or skew.

Hold down CTRL to rotate the object in 15-degree increments.

The center of rotation

The circle with the dot inside it that you are currently dragging is the center of rotation for the selection.

When you rotate the selection, it always rotates around the center of rotation.

Sizing and stretching

As you move the mouse, a box appears that represents the new size of the selection. Release the mouse when the selection is the size you want.

Placing a symbol

Move the mouse to where you want the symbol to appear and release the mouse button.

Artistic text

The vertical line is the cursor. As you type, the cursor moves to indicate where the text will appear.

You can use the Arrow keys or the mouse to move through the text.

You can select text by <u>clicking and dragging</u> across it.

▶ To change the text's font, select the text you want to change and choose a new font from the <u>Font List</u> on the Property Bar

▶ To change the spacing of text, click the <u>Shape tool</u> on the Property Bar

▶ To move, size, or rotate text, click the <u>Pick tool</u> on the Property Bar

Paragraph text

The vertical line is the cursor. As you type, the cursor moves to indicate where the text will appear.

You can use the Arrow keys or the mouse to move through the text.

You can select text by clicking and dragging across it.

▶ To change the text's font, select the text you want to change and choose a new font from the Font List on the Property Bar

▶ To change the spacing of text, click the Shape tool on the Property Bar

▶ To move, size, or rotate text, click the Pick tool on the Property Bar

Linking text frames

Click where you want to place the linked Paragraph text frame. The text that extended beyond the bottom of the original text frame will appear in the new frame.

Search and replace

This dialog box lets you search for text in your document.

Fill tool

The Interactive Fill tool lets you add a <u>fountain fill</u> to an object by <u>clicking and dragging</u> the mouse.

▶ To add a fountain fill to an object, select the object with the Fill tool, then click and drag across the object.

The appearance of the fill varies depending on where you first click, the direction in which you drag, and the distance that you drag.

Transparency tool

The Interactive Transparency tool lets you make an object transparent by <u>clicking and dragging</u> the cursor.

▶ To make an object transparent, select the object with the Transparency tool, then click and drag across the object.

The appearance of the transparency varies depending on where you first click, the direction in which you drag, and the distance that you drag.

Extruding objects

The Interactive Extrude tool lets you <u>extrude</u> objects to create the illusion of depth.

▶ To create a perspective extrusion, choose a <u>perspective extrusion type</u> from the Property bar, and <u>click and drag</u> the object in the direction which you want to project the three-dimensional extrusion.

▶ To create a parallel extrusion, choose a <u>parallel extrusion type</u> from the Property bar, and <u>click and drag</u> the object in the direction which you want to project the three-dimensional extrusion.

Blend tool

The Interactive Blend tool lets you blend two objects by <u>clicking and dragging</u>.

▶ To blend two objects, click and drag from the first object to the second object.

The cursor changes when it is over an object that can be used in a blend.

Select bitmap color

Click a color in the bitmap.

Patterns

Click and drag around the area you want to use to create your pattern.

Lens viewpoint

Click and drag the marker (X) to change the lens viewpoint. The lens viewpoint is the center of the area being viewed through the lens.

Changing perspective

The grid that appears on the object to which you are applying a perspective will disappear when you stop editing the perspective. Use this grid as a guide.

▶ To change the perspective, <u>click and drag</u> any of the four squares at the corners of the grid.

▶ To move a vanishing point, click and drag the marker (X). If no markers are visible, then the vanishing points must be beyond the edges of the window.

Blended objects

▶ To move the object, <u>click and drag</u> it.

▶ To size or stretch the object, click and drag one of the corner sizing handles or side stretching handles.

▶ To rotate or skew the selection, click it again.

▶ To select several objects, hold down SHIFT and click each object.

Blend

Release the mouse when the object is positioned where you want.

PowerClip

Click the object that you want to use as a PowerClip object.

Cropping a bitmap

The Shape tool lets you crop a bitmap to virtually any shape.
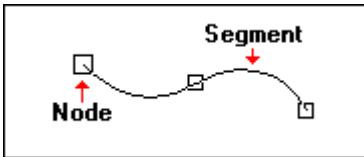
▶ To shape the bitmap, <u>click and drag</u> a node on the edge of the bitmap.

▶ To add a node or to curve an object, click the object.

Cropping a bitmap

▶ To crop the bitmap, <u>click and drag</u> a node or drag a <u>control point.</u>

The selected node is a <u>symmetrical</u> node.

▶ To make the node <u>cusp,</u> click the <u>Make Node A Cusp</u> button on the Property Bar.

▶To make the node <u>smooth</u> click the <u>Make Node Smooth</u> button on the Property Bar.

▶ To remove the node, click the <u>Delete Node(s)</u> button on the Property Bar.

Cropping a bitmap

You've selected more than one node.

▶ To move all the nodes you have selected, <u>click and drag</u> any of the selected nodes.

▶ To remove these nodes, click the <u>Delete Node(s)</u> button on the Property Bar.

▶ To rotate these nodes, click the <u>Rotate And Skew Node(s)</u> button on the Property Bar.

▶ To stretch these nodes, click the <u>Stretch And Scale Node(s)</u> button on the Property Bar.

Cropping a bitmap

▶ To crop the bitmap, <u>click and drag</u> a segment. Please note that you can only drag curve segments, not line segments.

When part of a segment is highlighted by a dot, you can also do the following:

▶ To change a segment to a line, click the <u>Convert Curve To Line</u> button on the Property Bar.

▶ To change a segment to a curve, click the <u>Convert Line To Curve</u> button on the Property Bar.

▶ To add a node, click the <u>Add Node(s)</u> button on the Property Bar.

Cropping a bitmap

▶ To crop the bitmap, <u>click and drag</u> a node or drag a <u>control point.</u>

The selected node is a <u>cusp</u> node.

▶ To make the node <u>smooth,</u> click the <u>Make Node Smooth</u> button on the Property Bar.

▶ To make the node <u>symmetrical,</u> click the <u>Make Node Symmetrical</u> button on the Property Bar.

▶ To remove the node, click the <u>Delete Node(s)</u> button on the Property Bar.

Cropping a bitmap

▶ To crop the bitmap, <u>click and drag</u> a node or drag a <u>control point.</u>

The selected node is a <u>smooth,</u> node.

▶ To make the node <u>cusp,</u> click the <u>Make Node A Cusp</u> button on the Property Bar.

▶ To make the node <u>symmetrical,</u> click the <u>Make Node Symmetrical</u> button on the Property Bar.

▶ To remove the node, click the <u>Delete Node(s)</u> button on the Property Bar.

Auto-trace bitmap

Click a portion of the selected bitmap to create a curve object with the bitmap's shape.

Free Scale tool

The Free Scale tool on the Property Bar allows you to scale an object along the horizontal and vertical axis simultaneously, and enlarge and reduce an object relative to its anchor point.

▶ To scale an object using the Free Scale tool, select the object and click and drag to scale.

Free Skew tool

The Free Skew tool on the Property Bar slants the horizontal and vertical lines of an object simultaneously around an anchor point.

▶ To skew an object using the Free Skew tool, select the object, click and click and drag to kew the object.

!WinHelp(hwndApp, "Coreldrw.hlp", 258, "JumpId(\"CorelDrw.hlp\", \"Overview Distorting objects\")")Distorting objects

The Interactive Distortion tool lets you create three types of distortion effects. The Push And Pull, Zipper, and Twister distortion buttons are located on the Property bar.

The Push And Pull effect lets you choose an object's nodes and either push or pull the nodes to create interesting effects.

The Zipper effect lets you choose an object's nodes and arrange them to create a zig-zag distortion.

The Twister effect lets you choose an object's nodes and rotate them to create a swirl distortion.

You can alter the appearance of objects by applying single or multiple distortions.

Push and Pull Distortion effect

The Push effect pushes the nodes of an object away from the center of the distortion. The Pull distortion pulls the nodes of an object towards the center of the distortion.

▶ To apply a Push effect, <u>drag</u>the mouse to the right to determine the amount of Push distortion you want to apply.

▶ To apply a Pull effect, drag the mouse to the left to determine the amount of Pull distortion you want to apply.

▶ To define the center of the distortion, drag the diamond-shaped <u>reposition handle</u> with the mouse.

Zipper effect

The Zipper effect lets you arrange an object's nodes to create a zigzag distortion.

▶ To apply a Zipper effect, drag the mouse to determine the amplitude of the zipper effect.

▶   To define the center of the distortion effect, drag the diamond-shaped reposition handle with the mouse.

Twister effect

The Twister Distortion effect lets you rotate an object's nodes to create a swirl distortion.

▶ To apply a Twister effect, <u>drag</u>the mouse to the right along the X-<u>axis</u>, and up slightly along the Y-axis.

▶ To define the center of the distortion effect, drag the diamond-shaped <u>reposition handle</u> with the mouse.

Free Rotation tool

The Free Rotation tool lets you rotate an object around another object or any point in the Drawing Window.

▶ To rotate an object using the Free Rotation tool, select the object and <u>click and drag</u> the line of rotation in the <u>Drawing Window</u>.

Free Angle Reflection tool

The Free Angle Reflection tool <u>mirrors</u> an object in the Drawing Window according to the angle you specify.

▶ To mirror an object using the Free Angle Reflection tool, select the object and <u>click and drag</u> the line of reflection in the <u>Drawing Window</u>.

3D Rotate tool

The 3D Rotate effect rotates the bitmap horizontally and vertically according to the limits you set. The rotation is applied as if the bitmap were one side of a three-dimensional box.

▶ To rotate your bitmap in three dimensions, move the Vertical and Horizontal sliders to rotate and position the 3D model.

Contouring objects

Contouring objects enables you create an effect like that created by <u>contourcontours def</u> lines on a topographical map.

▶ To contour inside an object, enable the Inside button on the roll-up.

▶ To contour to the center of an object, enable the To Center button on the roll-up.

▶ To contour outside an object, enable the outside button.

▶ To set color progressions in a contoured object, click the Color Wheel and choose color attributes.

▶ To copy a contour, select the object to which you want to copy the contour and click Copy, Contour From.

▶ To clone a contour, select the object to which you want to clone the contour and click Clone, Contour From.

▶ To edit a contoured object, click Arrange, Separate.

▶ To ungroup the contour lines, click Arrange, Ungroup.

Camera Slide tool

The Camera Slide tool moves the camera along the xy plane. The text appears to move within the 3D Viewport, however, the horizontal and vertical coordinates are based on the camera's position, not the position of the text.

To position the camera along the xy plane, drag the text in the 3D Viewport along the xy plane.

Extruding objects

The Interactive Extrude tool lets you <u>extrude</u> objects to create the illusion of depth.

▶ To create a perspective extrusion, choose a <u>perspective extrusion type</u> from the Property bar, and <u>click and drag</u> the object in the direction which you want to project the three-dimensional extrusion.

▶   To create a parallel extrusion, choose a <u>parallel extrusion type</u> from the Property bar, and <u>click and drag</u> the object in the direction which you want to project the three-dimensional extrusion.

Camera Walk tool

The Camera Walk tool enables you to view a 3D model from different angles by changing the camera's position along the z axis.

▶ To position the camera along the z-axis, click the Camera Walk tool.

Camera Pan tool

The Camera Pan tool allows you to view 3D text from a different angle by pointing the camera in a different position.

▶ To adjust the direction of the camera, in the 3D Viewport, click and drag to change the direction of the camera.

Fitting text to a path

Fitting text to a path directly

You can place Artistic text along the curve of a graphic objectby typing directly along the object's path.

▶ To fit text to a path directly, position the cursor near the object.

When the cursor changes to the insertion point cursor, click in your Drawing Window and type the text along the object's path.

3D Zoom tool

The 3D Zoom tool lets you change the camera lens magnification.

▶ To zoom in on a portion of your work, click the left mouse button and slide the mouse upward vertically.

▶ To zoom out, click the left mouse button and slide downward vertically to zoom out.
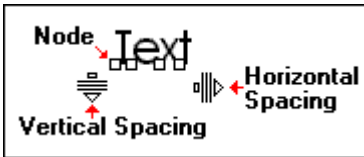
Moving a len's viewpoint

The Viewpoint option lets you display any portion of a drawing through a lens without actually having to move the lens itself.

▶ To move a len's viewpoint, click Effects, Lens and enable the Viewpoint check box.

  Click Edit and drag the viewpoint marker to the desired position.

Spacing text

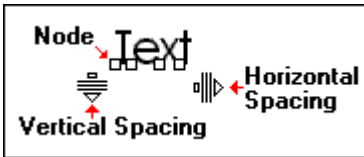The Shape tool lets you change the spacing of text.

▶ To move a letter, click and drag the node under the letter you want to move.

▶ To edit a different object, select it with a tool.

Moving text

The Shape tool lets you move letters individually.

▶ To move a letter, click and drag the node under the letter you want to move.

▶ To edit a different object, select it with a tool.

3D Object Select tool

The 3D Object Select tool lets you select and move 3D models and light objects in the 3D Viewport as well as move and resize the 3D Viewport.

▶ To select an object, click it.

Extruding text

You can enhance Artistic text by making it three-dimensional (3D).

▶ To apply 3D effects to Artistic text, click Text, Extrude Text.

▶ To set the extrusion depth for 3D text, type a value in the Depth Of Extrusion box on the Property Bar.

  Or, click the Text Extrude button on the Property Bar.

Horizontal Dimension tool

The Horizontal Dimension tool is used to create a label showing the lengths of objects or the distances between them.

▶ To draw a horizontal dimension line, <u>click</u> the point where you want to begin measuring. If you want the dimension line to be <u>linked</u> to an object, start by clicking a <u>snap point</u> on that object.

Click the point where you want to finish measuring. This can also be a snap point.

Click to place the label.

Mapping nodes

You can control the way the start object is transformed into the end object by mapping nodes to set the progression of the blend.

▸ To change a blend's appearance by mapping nodes, select a blend with the Pick tool.

Click Effects, Blend.

Click the Miscellaneous Options tab, Map Nodes button.

Select the two nodes you want to map.

Drop Shadow tool

The Interactive Drop Shadow tool lets you add the illusion of depth by <u>clicking and dragging</u> the mouse.

▶ To add a drop shadow, click and drag from the first object to where you want to place the shadow.