



## 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 selected you can move an object, change its size, rotate it, and skew it.

- ▶ To select an object, click it.

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

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 click each object.
- ▶ To select all objects, double-click 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, drag the mouse like a pencil on paper.
- ▶ To draw a straight line, click where you want the line to begin. Now click where you want the line to end.
- ▶ To change a line or curve's shape, click the Shape tool.
- ▶ To move, size, or rotate a line or curve, click the Pick tool.



### **Rectangle tool**

The Rectangle tool lets you draw squares and rectangles.

- ▶ To draw a rectangle, click and drag 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 Shape tool.
- ▶ Or, drag the Corner Roundness slider to the right to make the corners rounder.
- ▶ To move, size, or rotate a rectangle, click the Pick tool.



### **Ellipse tool**

The Ellipse tool lets you draw ellipses and circles.

- ▶ To draw an ellipse, click and drag 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 Shape tool.



To move, size, or rotate an ellipse, click the Pick tool.



### **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 above instructions 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.



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 Artistic text, click 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 Paragraph text.



To add Paragraph text, click and drag. A box appears that marks where you can type.



To change the spacing of text, click the Shape tool.



To move, size, or rotate text, click the Pick tool.



**Blending objects**

Sorry, no help is available.



### **Extruding**

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



### **Extruding**

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



**Contouring objects**

Sorry, no help is available.



**Dimension tool**

Sorry, no help is available.



### **Fitting text to a path**

Sorry, no help is available.



### Bezier tool

The Bezier tool lets you draw lines and curves, node by node.



To draw, click and drag to place the first node. As you drag, control points 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 instructions, but don't drag, just click.



To stop drawing, press the SPACEBAR twice.



To change a line or curve's shape, click the Shape tool.



To move, size, or rotate a line or curve, click the Pick tool.



### **Spiral tool**

The Spiral tool lets you draw a spiral pattern.

You can choose between symmetrical and logarithmic spirals.



To choose a spiral type, click the Symmetrical Spiral button or the Logarithmic Spiral button.



To draw a spiral, click and drag 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 Spiral Revolutions box before you draw the spiral.



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



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



### **Graph Paper tool**

The Graph Paper tool lets you draw a grid pattern.



To draw graph paper, click and drag where you want to place the graph paper.



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



To move, size, or rotate graph paper, click the Pick tool.



### **Natural Pen tool**

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



To draw a fixed width curve, type a width in the Natural Pen Width box.  
Click and drag along the desired path, like a pencil on paper.



### **Natural Pen tool**

The Natural Pen tool lets you draw curves and curves with 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 desired path, like a pencil on paper. Press the up arrow and down arrow keys to vary the pen pressure.



### **Natural Pen tool**

The Natural Pen tool lets you draw curves and curves with 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.

Type an angle in the Natural Pen Nib Angle box.

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



### **Natural Pen tool**

The Natural Pen tool lets you draw curves and curves with 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, click the point where you want to begin measuring. If you want the dimension line to be linked to an object, start by clicking a snap point on that object.

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

Click a third time 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, click the point where you want to begin measuring. If you want the dimension line to be linked to an object, start by clicking a snap point on that object.

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

Click a third time 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, click the point where you want to begin measuring. If you want the dimension line to be linked to an object, start by clicking a snap point on that object.

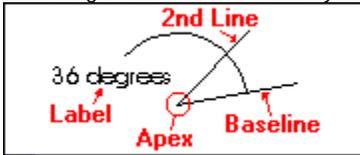
Click again at the point where you want to finish measuring. This can also be a snap point.

Click a third time to place the label.



### Angular Dimension tool

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



- To draw angular dimension lines, click 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 labels that are attached to objects.



To draw a callout, click where you want the callout to start. If you want the callout to move when the labeled object moves, start by clicking a snap point 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 double-click if you are drawing a straight callout, and type the text you want to use as your label.



### **Connector Line tool**

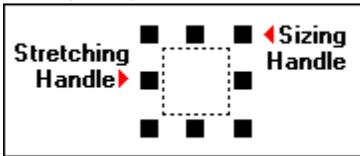
The Connector Line tool lets you draw a line between two objects. The line moves when you move either one of the objects.



To draw connector lines between two objects, click a snap point on the first object.  
Then, click a snap point on the second object.



### Multiple objects



To move the selection, click and drag it.



To size or stretch it, click and drag a sizing or stretching handle.



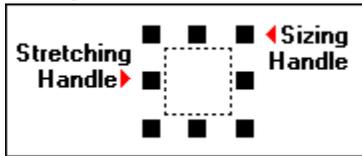
To rotate or skew the selection, click it again.



To group the selection, click the Group button.



### Group selection



To move the group, click and drag it.



To size or stretch it, click and drag a sizing or stretching handle.



To rotate or skew the group, click it again.



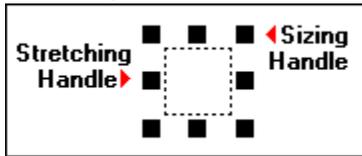
To ungroup it, click the Ungroup button.



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



### Curve object



To move the object, click and drag it.



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



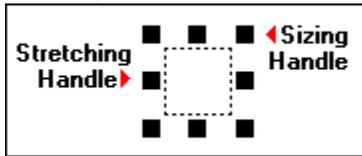
To rotate or skew the object, click it again.



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



### Rectangle



To move the rectangle, click and drag it.



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



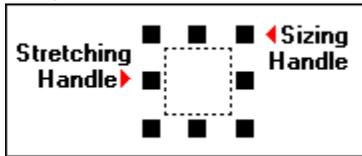
To rotate or skew the rectangle, click it again.



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



### Ellipse



To move the ellipse, click and drag it.



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



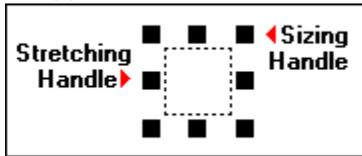
To rotate or skew the ellipse, click it again.



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



### Polygon



To move the polygon, click and drag it.



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



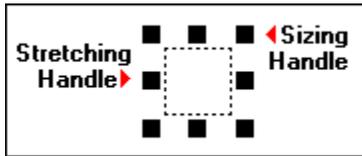
To rotate or skew the polygon, click it again.



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



### Artistic text



To move the text, click and drag it.



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



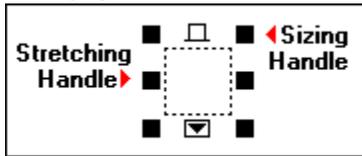
To change the text's font, choose a new font from the Font List.



To rotate or skew the text, click it again.



### Paragraph text



To move the text, click and drag 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.



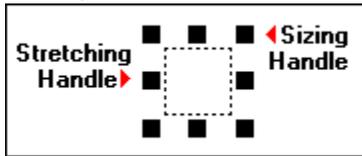
To change the text's font, choose a new font from the Font List.



To rotate or skew the text, click it again.



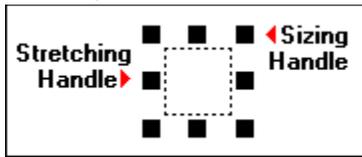
### Bitmap



- ▶ To move the bitmap, click and drag 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 objects, hold down SHIFT and click each object.



**OLE object**



To move the object, click and drag it.



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



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



### **Blended objects**



To move the selection, click and drag it.



To size or stretch it, 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.



### **Extruded object**



To move the object, click and drag it.



To size or stretch it, 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.



### **Contoured object**



To move the object, click and drag it.



To size or stretch it, 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.



### Dimension line



To move the dimension, click and drag it.



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



To rotate or skew the dimension, click it again.



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



### **Text on a path**



To move the object, click and drag it.



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



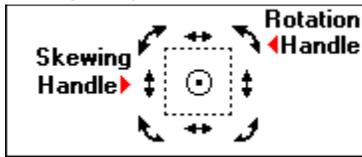
To change the orientation of the text on the path, choose a new orientation from the Text Orientation list box.



To rotate or skew the object, click it again.



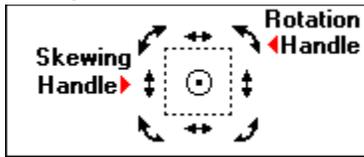
### Multiple objects



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



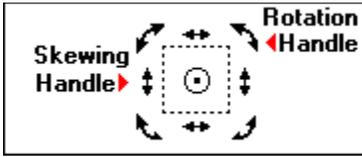
### Group selection



- ▶ To rotate the group, click and drag a corner rotation handle.
- ▶ To skew it, click and drag a side skewing handle.
- ▶ To size or stretch it, click it again.
- ▶ To ungroup it, click the Ungroup button.
- ▶ To select an object from within a group, hold down CTRL and click the object.



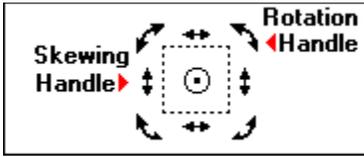
### Curve object



- ▶ To rotate the object, click and drag a corner rotation handle.
- ▶ To skew it, click and drag a side skewing handle.
- ▶ To size or stretch the object, click it again.
- ▶ To select several objects, hold down SHIFT and click each object.



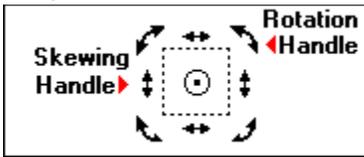
### Rectangle



- ▶ To rotate the rectangle, click and drag a corner rotation handle.
- ▶ To skew it, click and drag a side skewing handle.
- ▶ To size or stretch the rectangle, click it again.
- ▶ To select several objects, hold down SHIFT and click each object.



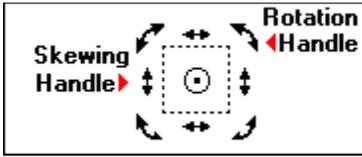
### Ellipse



- ▶ To rotate the ellipse, click and drag a corner rotation handle.
- ▶ To skew it, click and drag a side skewing handle.
- ▶ To size or stretch the ellipse, click it again.
- ▶ To select several objects, hold down SHIFT and click each object.



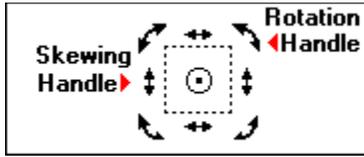
### Polygon



- ▶ To rotate the polygon, click and drag a corner rotation handle.
- ▶ To skew it, click and drag a side skewing handle.
- ▶ To size or stretch the object, click it again.
- ▶ To select several objects, hold down SHIFT and click each object.



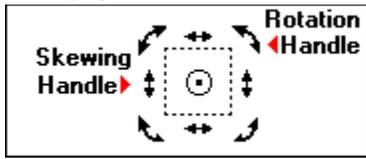
Artistic text



- ▶ To rotate the text, click and drag a corner rotation handle.
- ▶ To skew it, click and drag a side skewing handle.
- ▶ To size or stretch it, click it again.
- ▶ To select several objects, hold down SHIFT and click each object.



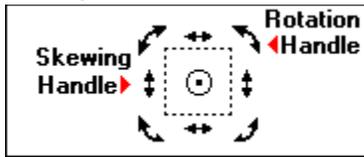
Paragraph text



- ▶ To rotate the text, click and drag a corner rotation handle.
- ▶ To skew it, click and drag a side skewing handle.
- ▶ To size or stretch it, click it again.
- ▶ To select several objects, hold down SHIFT and click each object.



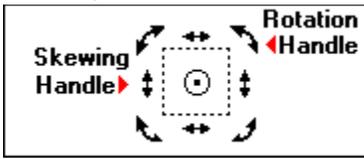
### Bitmap



- ▶ To rotate the bitmap, click and drag a corner rotation handle.
- ▶ To skew it, click and drag a side skewing handle.
- ▶ To size or stretch the bitmap, click it again.
- ▶ To select several objects, hold down SHIFT and click each object.



OLE object



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



### **Blended objects**



To rotate the selection, click and drag a corner rotation handle.

To skew it, click and drag a side skewing handle.

To size or stretch the selection, click it again.

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



### **Extruded object**



To rotate the object, click and drag a corner rotation handle.

To skew it, click and drag a side skewing handle.

To size or stretch the object, click it again.

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



### **Contoured object**



To rotate the object, click and drag a corner rotation handle.



To skew it, click and drag a side skewing handle.



To size or stretch the object, click it again.



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



### Dimension line



To rotate the dimension, click and drag a corner rotation handle.

To skew it, click and drag a side skewing handle.

To size or stretch the dimension, click it again.

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



### **Text on a path**



To rotate the object, click and drag a corner rotation handle.

To skew it, click and drag a side skewing handle.

To size or stretch the object, click it again.

To select several objects, hold down SHIFT and click each 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 on an object to start changing its shape.

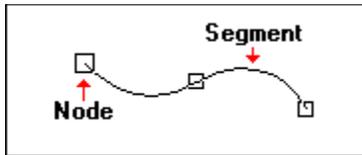
You can't change the shape of groups or multiple objects with the Shape tool. But, you can select an object from within a group by holding down CTRL and clicking the object.



### 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, click and drag a node on the part of the curve you want to change.

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

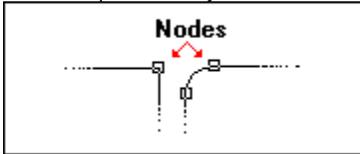


To edit a different object, select it with the mouse.



### 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, click and drag any node.  
Or, drag the Corner Roundness slider to the right to make the corners rounder.

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

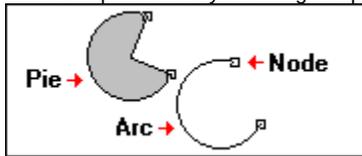


To convert this rectangle to curves, click the Convert To Curves button.



### Shaping ellipses

The Shape tool lets you change ellipses into pie-shapes or arcs.



To create a pie-shape from an ellipse, click and drag a node. As you drag, keep the mouse inside the ellipse.



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

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

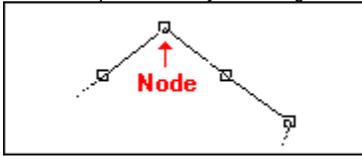


To convert this ellipse to curves, click the Convert To Curves button.



### 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.](#)

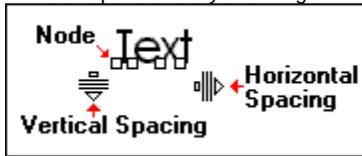


To mirror edit a polygon or star, click and drag a node.



### Shaping text

The Shape tool lets you change the spacing of text and move each letter individually.

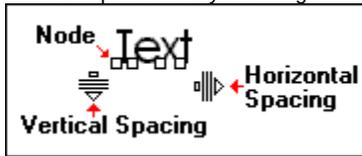


- ▶ To change the horizontal or vertical spacing of the text, click and drag the horizontal spacing handle or the vertical spacing handle.
- ▶ To move a letter, click and drag the node under the letter you want to move.
- ▶ To edit a different object, select it with the mouse.



### Shaping text

The Shape tool lets you change the spacing of text and move each letter individually.

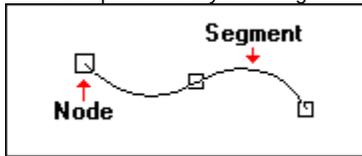


- ▶ To change the horizontal or vertical spacing of the text, click and drag the horizontal spacing handle or the vertical spacing handle.
- ▶ To move a letter, click and drag the node under the letter you want to move.
- ▶ To edit a different object, select it with the mouse.



### Shaping envelopes

The Shape tool lets you change the shape of an envelope.



To shape the envelope, click and drag a node on the envelope.

The Envelope Roll-Up must be open to for you to apply changes to an envelope.



[Click here to open the Roll-Up.](#)



### **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, click and drag any of the four squares at the corners of the grid.



To move a vanishing point, click and drag an "X". If no Xs 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, 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.

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, click where you want to make the break.

If you break a closed shape, the shape will become open and you won't be able to fill it. However, if you cut an open shape, it becomes two closed shapes.

You can stop CorelDRAW from automatically closing open shapes by disabling the Auto-Close On Cut button.



### **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 [Pick tool](#).



To erase part of an object, [click and drag](#) where you want to erase.



To change the thickness of the Eraser tool, type a value in the [Eraser Thickness](#) box.



### Shaping curves

You've selected more than one node.

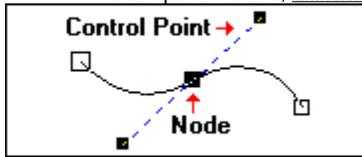
- ▶ To move all the nodes you have selected, click and drag any of the selected nodes.
- ▶ To remove these nodes, click the Delete Node(s) button.
- ▶ To rotate these nodes, click the Rotate And Skew Node(s) button.
- ▶ To stretch these nodes, click the Stretch And Scale Node(s) button.



### Shaping curves



To shape the curve, click and drag a node or, drag a control point.



The selected node is a cusp node.



To make the node smooth click the Make Node Smooth button.



To make it symmetrical, click the Make Node Symmetrical button.



To remove it, click the Delete Node(s) button.



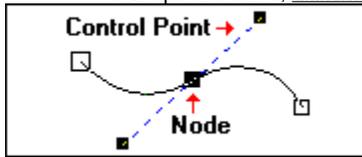
To break the curve, click the Break Curve button.



### Shaping curves



To shape the curve, click and drag a node or, drag a control point.



The selected node is a smooth node.



To make the node cusp, click the Make Node A Cusp button.



To make it symmetrical, click the Make Node Symmetrical button.



To remove it, click the Delete Node(s) button.



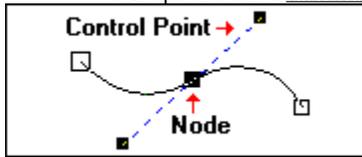
To break the curve, click the Break Curve button.



### Shaping curves



To shape the curve click and drag a node or, drag a control point.



The selected node is a symmetrical node.



To make the node cusp, click the Make Node A Cusp button.



To make it smooth, click the Make Node Smooth button.



To remove it, click the Delete Node(s) button.



To break the curve, click the Break Curve button.



### **Shaping curves**

- ▶ To shape a segment, click and drag it. 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:

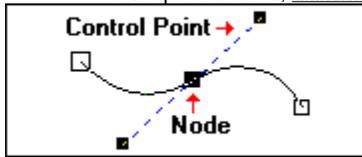
- ▶ To change a segment into a line, click the Convert Curve To Line button.
- ▶ To change a segment into a curve, click the Convert Line To Curve button.
- ▶ To add a new node, click the Add Node(s) button.
- ▶ To break a segment, click the Break Curve button.



### Shaping curves



To shape the curve, click and drag a node or drag a control point.



The selected node is a cusp node at the end of an open path.



To remove it, click the Delete Node(s) button.



### **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, click and drag 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.

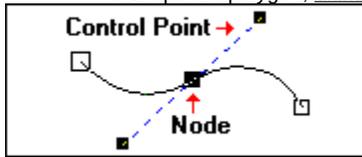
- ▶ To move all the nodes you have selected, click and drag any of the selected nodes.
- ▶ To remove these nodes, click the Delete Node(s) button.
- ▶ To rotate these nodes, click the Rotate And Skew Node(s) button.
- ▶ To stretch these nodes, click the Stretch And Scale Node(s) button.



### Shaping polygons



To shape the polygon, click and drag a node or drag a control point.



The selected node is a cusp node.



To make the node smooth, click the Make Node Smooth button.



To make it, symmetrical, click the Make Node Symmetrical button.



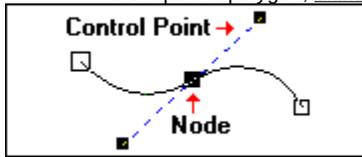
To remove it, click the Delete Node(s) button.



### Shaping polygons



To shape the polygon, click and drag a node or drag a control point.



The selected node is a smooth node.



To make the node cusp, click the Make Node A Cusp button.



To make it symmetrical, click the Make Node Symmetrical button.



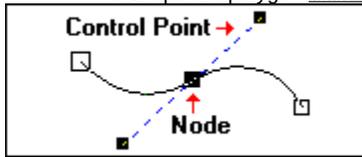
To remove it, click the Delete Node(s) button.



### Shaping polygons



To shape the polygon click and drag a node or drag a control point.



The selected node is a symmetrical node.



To make the node cusp, click the Make Node A Cusp button.



To make it smooth, click the Make Node Smooth button.



To remove it, click the Delete Node(s) button.



### **Shaping polygons**

- ▶ To shape a segment, click and drag it. 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 into a line, click the Convert Curve To Line button.
- ▶ To change a segment into a curve, click the Convert Line To Curve button.
- ▶ To add a new node, click the Add Node(s) button.

**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 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.



To change the spacing of text, click the Shape tool.



To move, size, or rotate text, click the Pick tool.



### **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.



To change the spacing of text, click the Shape tool.



To move, size, or rotate text, click the Pick tool.

**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 fountain fill to an object by clicking and dragging the mouse.



To add a fountain fill to an object, select the object with the Fill tool and 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 clicking and dragging the mouse.



To make an object transparent, select the object with the Transparency tool and 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**

Sorry, no help is available.



### **Blend tool**

The Interactive Blend tool lets you blend two objects by clicking and dragging the mouse.



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

The mouse pointer 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 "X" to change the lens viewpoint. The lens viewpoint is the center of the area being viewed through the lens.



**Lens viewpoint**

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

**Editing text**

Release the mouse when the text is where you want it.

**Editing text**

As you move the mouse, a box appears that represents the new spacing of the text. Release the mouse when the text is spaced the way you want.



**Envelope**

Sorry, no help is available.



### **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, click and drag any of the four squares at the corners of the grid.



To move a vanishing point, click and drag an "X". If no Xs are visible, then the vanishing points must be beyond the edges of the window.



### **Blended objects**



To move the selection, click and drag it.



To size or stretch it, 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.



### **Blended objects**



To move the selection, click and drag it.



To size or stretch it, 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.



### **Cropping a bitmap**

The Shape tool lets you crop a bitmap to virtually any shape.



To shape the bitmap, click and drag a node on the edge of the bitmap.



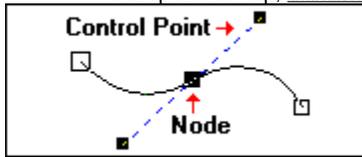
To add a new node or to curve a segment, click on a segment.



### Cropping a bitmap



To crop the bitmap, click and drag a node or, drag a control point.



The selected node is a symmetrical node.



To make the node cusp, click the Make Node A Cusp button.



To make it smooth, click the Make Node Smooth button.



To remove it, click the Delete Node(s) button.



### **Cropping a bitmap**

You've selected more than one node.

- ▶ To move all the nodes you have selected, click and drag any of the selected nodes.
- ▶ To remove these nodes, click the Delete Node(s) button.
- ▶ To rotate these nodes, click the Rotate And Skew Node(s) button.
- ▶ To stretch these nodes, click the Stretch And Scale Node(s) button.



### **Cropping a bitmap**

- ▶ To crop the bitmap, click and drag 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:

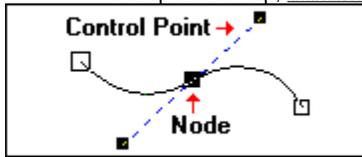
- ▶ To change a segment into a line, click the Convert Curve To Line button.
- ▶ To change a segment into a curve, click the Convert Line To Curve button.
- ▶ To add a new node, click the Add Node(s) button.



### Cropping a bitmap



To crop the bitmap, click and drag a node or drag a control point.



The selected node is a cusp node.



To make the node smooth, click the Make Node Smooth button.



To make it symmetrical, click the Make Node Symmetrical button.



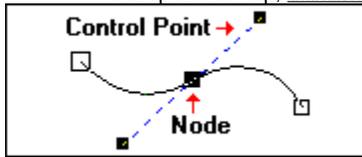
To remove it, click the Delete Node(s) button.



### Cropping a bitmap



To crop the bitmap, click and drag a node or drag a control point.



The selected node is a smooth node.



To make the node cusp, click the Make Node A Cusp button.



To make it symmetrical, click the Make Node Symmetrical button.



To remove it, click the Delete Node(s) button.



**Auto-trace bitmap**

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





### **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.



lets you select, move, size, or rotate objects.



lets you change the shape of many types of object.

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 by clicking and dragging the mouse across an object.

If you click 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 that you can use to add special effects to objects.



lets you make an object transparent by clicking and dragging the mouse across the object.



lets you blend two objects by clicking and dragging the mouse from one object to another.  
You can add many more special effects using the Effects menu.



### Using Hints

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

Whenever text looks like this, 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 Topics in the Help menu.

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 lengths. 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 from 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 activate 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, then hold down the mouse button and move the mouse.
- When the Hints tells you to double click something, quickly click it twice.

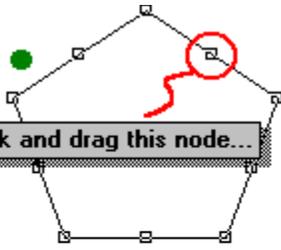
Artistic text is created using the Text tool. Use Artistic text when you want to add single lines of text such as titles, or you want to apply graphical effects such as fitting text to a path, creating extrusions and blends, and all other special effects. An Artistic text object can contain up to 32,000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

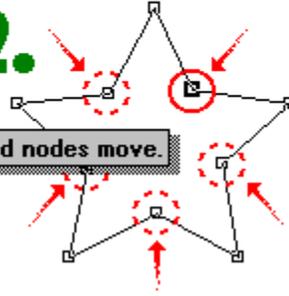
An object can be a shape, a group of words, or one of several other elements that can be a part of a CorelDRAW graphic.

1.



If you click and drag this node...

2.



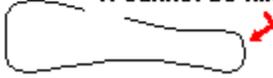
...all the circled nodes move.



**This is a closed shape.  
It can be filled  
with a color  
or a pattern.**



**This is an open curve.  
It cannot be filled.**



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 towards 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.

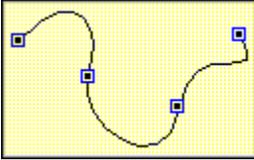
If no object is selected, clicking the Polygon/Star button sets the default shape for the Polygon tool.

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.

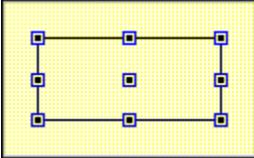
Polygons can also be star shaped, but the lines from which they are made do not cross the inside of the shape. A star-shaped polygon is sometimes referred to as a "polygon as star."

In order 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.

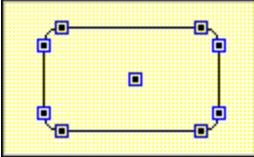
**The following illustrations show the position of snap points on different objects:**



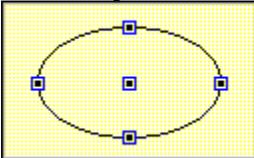
Curve objects have snap points at each node.



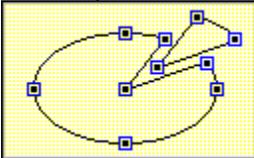
Simple rectangles with non-rounded corners have nine snap points — one at each corner, one at the midpoint of each side, and one at the center of the rectangle.



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 based on 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.

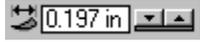


The Preset type draws curves that change thickness based on preset line types that you can choose from a list box.



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.](#)

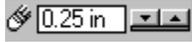


The Font List provides a list of all the fonts on your computer. You can apply any of these fonts to text in CorelDRAW. This control can be found on the Property Bar.



The Convert To Curves button lets you change rectangles, ellipses, polygons, and text into curve objects. Changing an object into 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.](#)



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 pre-generated 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.

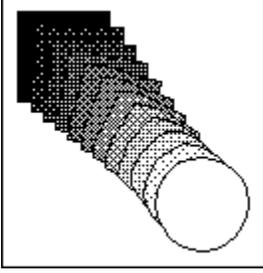
▶ [Click here and the mouse will move to the tool and activate it.](#)



The Shape tool lets you change the shape of many types of object.  
▶ [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.



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.](#)

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 flyout (shown below).



The Outline 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 into 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.

