



Tutorial: Working with layout

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

This tutorial introduces the layout and organization tools in CorelDRAW. These tools are essential for any kind of project, whether it is an advertisement, newsletter, logo, poster, or any kind of artwork. Guided by your sense of layout and design, you can use guidelines, preset alignments, and absolute values to organize text and images for optimum results.

During the course of this tutorial, you will create an advertisement for The Coffee Shop. You will create some of the design elements and text, but you will also learn how to import images and text.

[Click here](#) to view what your final project should look like.

What you will learn

In this tutorial, you will learn how to

- create backgrounds
- use guidelines and snapping options
- create frames
- import images
- use the PowerClip tool
- apply preset drop shadows
- work with artistic text
- import and format paragraph text
- apply alignment options

Creating the background

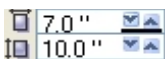
You'll start by opening a new document and customizing the drawing page dimensions. Then, you'll create the background: a gold colored rectangle with rounded corners. After you create the background, you'll apply the rest of the advertisement's graphics and text.

In this project, you'll use the default units of measure in CorelDRAW: inches. However, you can use many others, including points, pixels, and centimeters.

To create a drawing page

1 Click **File** menu ► **New**.

2 On the property bar, ensure the **Portrait** button  is enabled.


3 In the **Paper size** boxes  on the property bar, type the following dimensions:

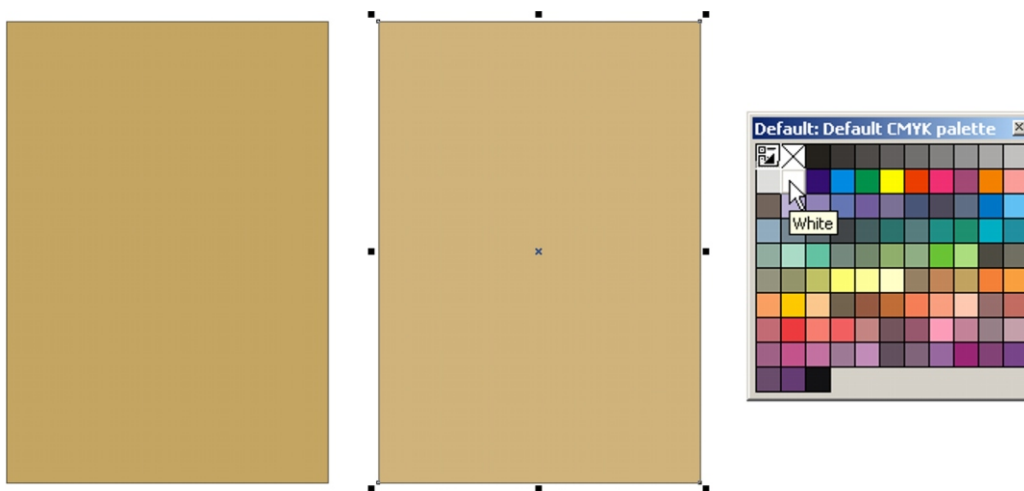
- Width: **7**
- Height: **10**




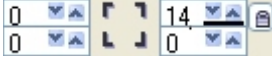
4 Press **Enter**.

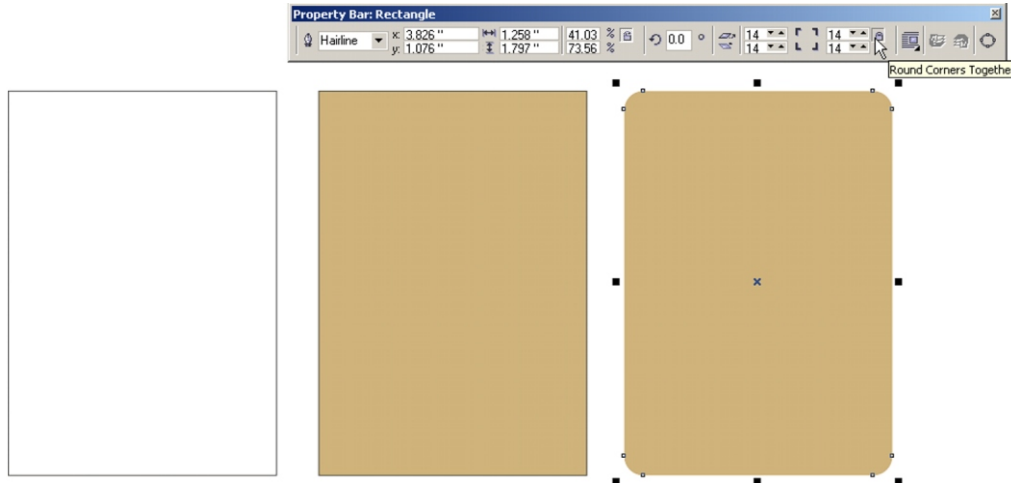


To create the background

- 1 Double-click the **Rectangle** tool  .
A rectangle the size of the drawing page is created.
- 2 If the **CMYK** color palette is not displayed, click **Window** menu ▶ **Color palettes** ▶ **Default CMYK palette**.
- 3 On the color palette, click the **Gold** color swatch.
- 4 Hold down **Ctrl** (Windows) or **Command** (Mac OS), and click the **White** color swatch 3 times to lighten the background color.



- 5 Open the **Outline** flyout  , and click **No outline**  .
- 6 With the background rectangle selected, ensure that the **Round corners together** button  on the property bar is enabled.
- 7 In one of the **Rectangle corner roundness** boxes  on the property bar, type **14**.
- 8 Press **Enter**.



Adding a bottom border

First, you'll create the bottom border. Then, you'll import a design and add it to the border. Finally, you'll use the PowerClip tool to position and align the bottom border in the layout.

To create the bottom border

- 1 With the **Rectangle** tool still selected, drag outside the drawing page (background) to draw a rectangle.
- 2 In the **Object(s) size** boxes

Width	7.0"
Height	1.5"

 on the property bar, type the following dimensions:
 - Width: **7**
 - Height: **1.5**
- 3 Press **Enter**.
- 4 On the color palette, click the **Red brown** color swatch to add a fill to the rectangle and right-click (Windows) or **Control + click** (Mac OS) the **Red brown** color swatch to color the outline.

To add a design to the bottom border

- 1 Click **File** menu ► **Import**.
- 2 Choose the folder where CorelDRAW is installed.
- 3 Choose the folder **Corel Graphics 11\Tutorials\Sample files**.
- 4 Double-click the filename **steam.cdr**.
- 5 Click outside the drawing page.
- 6 With the imported image still selected, drag the center **X** handle to position the steam within the red-brown bottom border as shown in the example after the procedure.
- 7 Hold down **Shift**, and click the red-brown bottom border to select the two objects together.
- 8 Click **Arrange** menu ► **Group**.

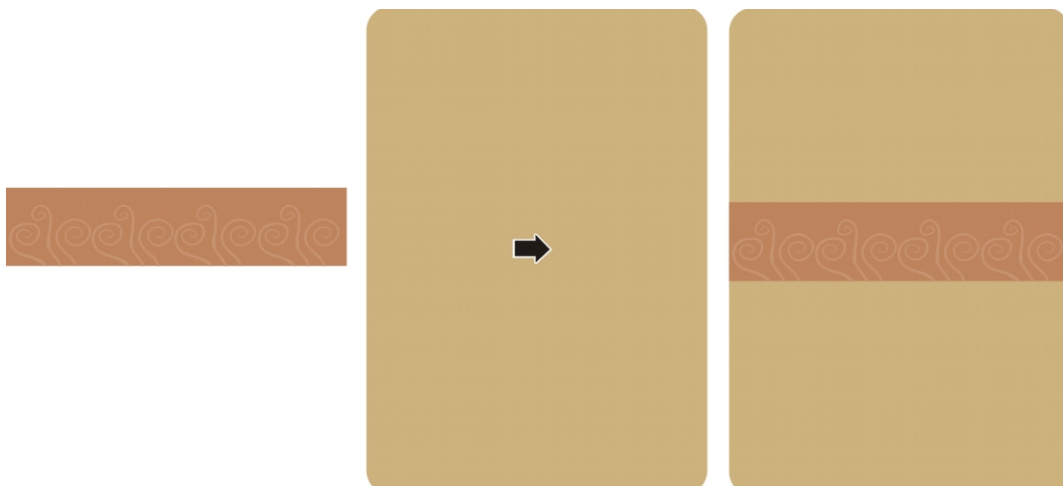


To position the bottom border in the background

- 1 Click **Effects** menu ▶ **PowerClip** ▶ **Place inside container**.


A black arrow displays in the drawing window.

- 2 Click the background.





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- 3 Click **Effects** menu ▶ **PowerClip** ▶ **Edit contents**.
- 4 Using the **Pick** tool , select the bottom border.
- 5 Click **Arrange** menu ▶ **Align and distribute** ▶ **Align and distribute**.
- 6 In the **Align and distribute** dialog box, enable the following options:
 - **Vertical alignment: Bottom**
 - **Horizontal alignment: Center**
 - **Align to: Edge of page**
- 7 Click **Apply**, and click **Close**.
- 8 Click **Effects** menu ▶ **PowerClip** ▶ **Finish editing this level**.



Setting the guidelines

You will compose the advertisement using graphics and text in an interesting and effective layout. Guidelines will help you align and position objects on the page.

In this tutorial, you'll set guidelines using two methods: specifying values and dragging guidelines to the drawing page. After you set your guidelines, you'll lock them into place.

Before you begin, ensure that guidelines are enabled. Click **View** menu ▶ **Guidelines**. A check mark beside **Guidelines** indicates that the guidelines are enabled.

To set the center guidelines using alignment options

- 1 If the rulers do not display, click **View** menu ▶ **Rulers**.
- 2 Click inside the horizontal ruler, and drag a guideline to anywhere on the drawing page.
- 3 Click inside the vertical ruler, and drag a guideline to anywhere on the drawing page.
- 4 Hold down **Shift**, and select both guidelines using the **Pick** tool.

By default, a selected guideline displays in red.



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- 5 Click **Arrange** menu ▶ **Align and distribute** ▶ **Align and distribute**.
- 6 In the **Align to** area, enable the **Center of page** check box.
- 7 Click **Apply**, and click **Close**.

To set guidelines using the property bar

- 1 Click inside the vertical ruler, and drag a guideline to anywhere on the drawing page.
- 2 In the **x Object position(s)** box

x:	5.0 "
y:	5.5 "

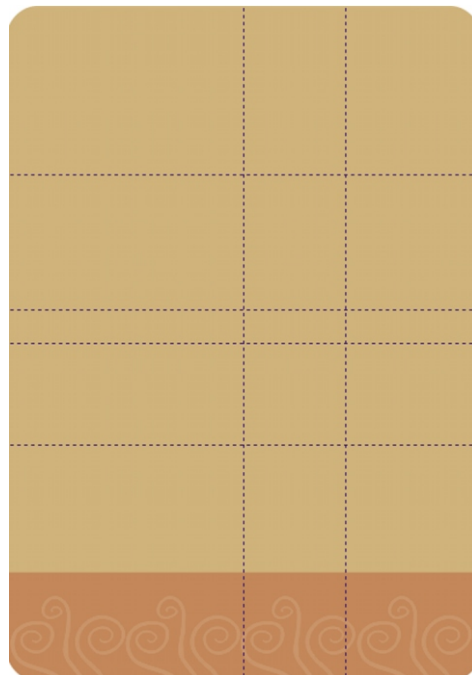
 on the property bar, type **5**.
- 3 Press **Enter**.
- 4 Click inside the horizontal ruler, and drag a guideline to anywhere on the drawing page.
- 5 In the **y Object position(s)** box

x:	4.25 "
y:	5.5 "

 on the property bar, type **5.5**.
- 6 Press **Enter**.

To set guidelines using the main menu

- 1 Click **View** menu ▶ **Guidelines setup**.
- 2 In the **Options** (Windows) or **Preferences** (Mac OS) dialog box, click **Horizontal** in the list of categories.
- 3 In the numeric field, type **7.5**, and click **Add**.
- 4 Type **3.5**, and click **Add** again.
- 5 Click **OK**.





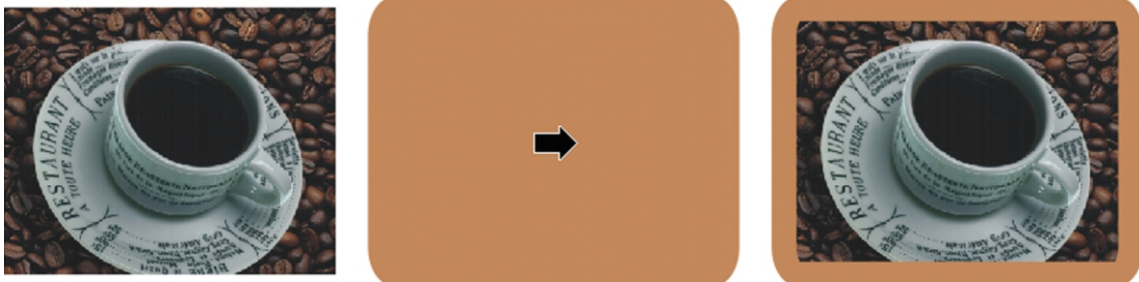
To lock all guidelines

- 1 Click **Edit** menu ▶ **Select all** ▶ **Guidelines**.
- 2 Click **Arrange** menu ▶ **Lock object**.
- 3 Save your file.


Adding an image

The advertisement's message is that the Coffee Shop's product starts with high quality beans. An image of a coffee cup resting on a bed of coffee beans visually makes the point.

Here, you'll create a rectangular frame and import an image into it. Then, you'll use the guidelines to align the framed image. Finally, you'll add a drop shadow to the frame.



To create the frame

- 1 Click the **Rectangle** tool, and drag outside the background to draw a rectangle.
- 2 With the rectangle selected, type the following dimensions in the **Object(s) size** boxes:
 - Width: **5.25**
 - Height: **4**
- 3 Press **Enter**.
- 4 Open the **Outline** flyout, and click **16 point outline (medium-thick)**  .
- 5 On the **CMYK** color palette, click the **Red brown** color swatch to fill the rectangle and right-click (Windows) or **Control** + click (Mac OS) the **Red brown** color swatch to color the outline.
- 6 In a **Rectangle corner roundness** box on the property bar, type **20**.
- 7 Press **Enter**.

To import the image

- 1 Click **File** menu ▶ **Import**.
- 2 Choose the folder where CorelDRAW is installed.
- 3 Choose the folder **Corel Graphics 11\Tutorials\Sample files**.
- 4 Double-click the filename **coffee_photo.jpg**.
- 5 Click below the red-brown rectangle you created earlier.



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To insert the image in the frame

- 1 Click **Effects** menu ▶ **PowerClip** ▶ **Place inside container**.
- 2 Click the red-brown rectangle.

To align the framed image

- 1 Click **Effects** menu ▶ **PowerClip** ▶ **Place inside container**.
- 2 Click the background.
- 3 Click **Effects** menu ▶ **PowerClip** ▶ **Edit contents**.
- 4 Click **View** menu ▶ **Snap to guidelines**.

A check mark beside **Snap to guidelines** indicates that snapping to guidelines is enabled.

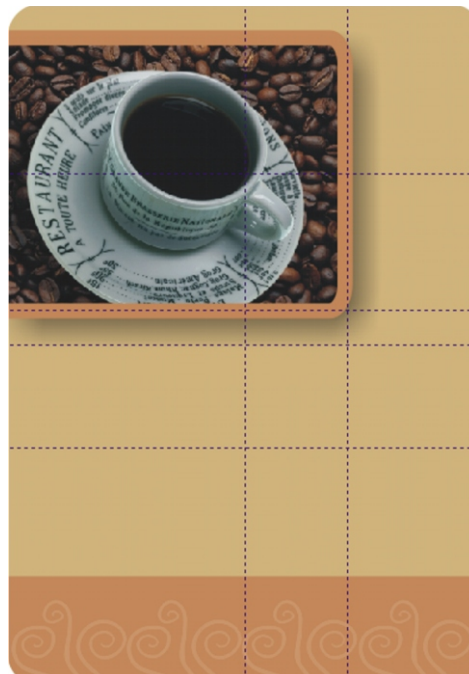
- 5 Click the framed image, and drag it, so that its right border snaps to the 5" vertical guideline and its bottom border snaps to the 5.5" horizontal guideline.

The frame nodes snap to the guidelines.

- 6 Open the **Interactive tools** flyout  , and click the **Interactive drop shadow** tool  .

- 7 From the **Presets** list box on the property bar, choose **Flat bottom right**.

- 8 Click **Effects** menu ▶ **PowerClip** ▶ **Finish editing this level**.










Adding artistic text

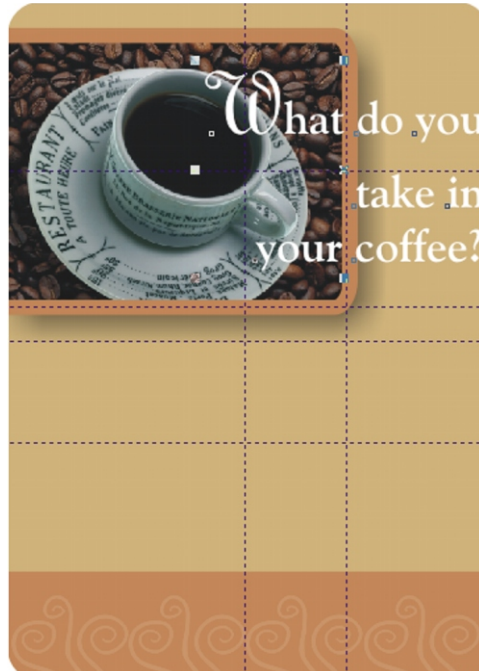
You're ready to add copy to the advertisement. You'll start by adding two headings in artistic text to the advertisement. Because the headings are brief, you'll type the text directly in the drawing window. Then you'll format and align the text to the guidelines.

To add the first heading

- 1 Click the **Text** tool  .
- 2 Click in the blank area under the coffee image, and type **What do you take in your coffee?**
- 3 Triple-click the text to highlight the entire line.
- 4 On the property bar, do the following:
 - choose **GoudyOISt BT** from the **Font list** list box  .
 - choose **48** from the **Font size** list box  .
 - click the **Bold** button  .
 - click the **Horizontal alignment** button  , and click **Right**.
- 5 On the **CMYK** color palette, click the **White** color swatch.
- 6 Insert the cursor before the word **take**, and press **Enter**.
- 7 Insert the cursor before the word **your**, and press **Enter**.
- 8 Highlight the letter **W**.
- 9 On the property bar, do the following:
 - choose **TypoUpright BT** from the **Font list** list box.
 - type **104** in the **Font size** list box.
- 10 Press **Enter**.

To align the first heading

- 1 Using the **Pick** tool, select the text.
- 2 Drag the center **X** handle to the intersection of the horizontal 7.5" guideline and the vertical 5" guideline.
The center X handle snaps to the intersection of the two guidelines.

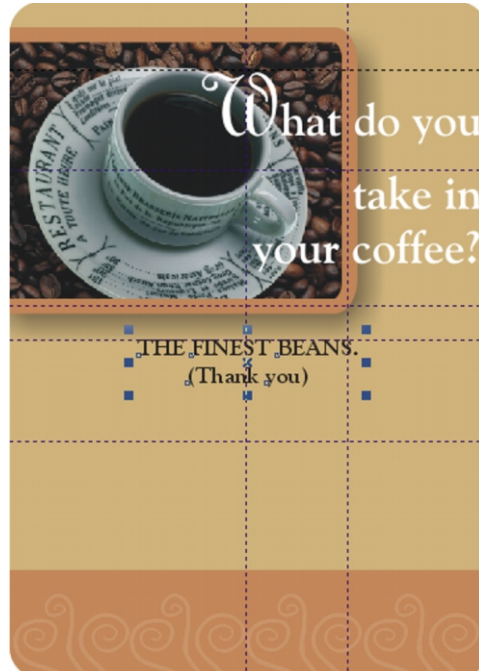


To add the second heading

- 1 Click the **Text** tool.
- 2 Click outside the background, and type the following text:
THE FINEST BEANS. (Thank you)
- 3 Insert the cursor before **(Thank you)**, and press **Enter**.
- 4 Click at the beginning of the text, and drag over it to highlight it.
- 5 On the property bar, do the following:
 - choose **GoudyOISt BT** from the **Font list** list box.
 - choose **24** from the **Font size** list box.
 - click the **Bold** button.
 - click the **Horizontal alignment** button, and click **Center**.

To align the second heading

- 1 Using the **Pick** tool, select the text.
- 2 Drag the center **X** handle to the vertical 3.5" (page center) guideline, and snap the text's top select handles to the horizontal 5" guideline.



Adding paragraph text

Earlier, you added artistic text, a text format suitable for short lines such as headings, or if you want to apply effects to the text. Paragraph text is a text format suitable for larger bodies of text as it allows you to specify formatting attributes such as bullets, tabs and more. Paragraph text can be either imported from a text file or copied into a text frame directly.

Here, you'll import copy from the text file provided, and place it into a rectangular light-golden frame. Then, you'll align the framed text in the layout.

To import the paragraph text

- 1 Click the **Text** tool.
- 2 Drag outside the background to draw a text frame approximately 4.8" wide and 1.3" high.
- 3 Click **File** menu ► **Import**.
- 4 Choose the folder where CorelDRAW is installed.
- 5 Choose the folder **Corel Graphics 11\Tutorials\Sample files**.
- 6 Click the filename **ad_copy.txt**.
- 7 Click **OK**.

You can also open the text file in a text editor, and copy and paste the text into the text frame.




At The Coffee Shop, we take this answer for granted. Only the finest beans from the coffee growing regions of Simulacrum, Ormolu, and the Pajama River Valley make it to every cup. We've searched the planet for top-quality beans so that whatever you take in your coffee, you've started with the best.

To format the paragraph text

- 1 Click at the beginning of the paragraph text, and drag over to highlight it.
 - 2 Click **Text** menu ▶ **Format text**.
 - 3 In the **Format text** dialog box, click the **Character** tab.
 - 4 Set the font to **GoudyOISt 12 pt**.
 - 5 Click the **Paragraph** tab.
 - 6 From the **Alignment** list box, choose **Center**.
 - 7 Click the **Columns** tab.
 - 8 Enable the **Automatically adjust frame width** option.
 - 9 Click **OK**.
- If necessary adjust the text frame height by dragging the bottom dotted line up.

To create a frame for the paragraph text

- 1 Click the **Rectangle** tool , and drag outside the background to draw a rectangle.
- 2 In the **Object(s) size** boxes on the property bar, type the following dimensions:
 - Width: **5**
 - Height: **1.5**
- 3 Press **Enter**.
- 4 On the **CMYK** color palette, click the **Gold** color swatch.
- 5 Hold down **Ctrl** (Windows) or **Command** (Mac OS), and click the **White** color swatch **6** times to lighten the color of the rectangle.
- 6 Open the **Outline** flyout, and click **No outline**.
- 7 In one of the **Rectangle corner roundness** boxes on the property bar, type **40**.
- 8 Press **Enter**.



To align the framed paragraph text

- 1 Using the **Pick** tool, click the text frame containing the paragraph text.
- 2 Click **Effects** menu ▶ **PowerClip** ▶ **Place inside container**.
- 3 Click the light-golden rectangle.

The paragraph text is positioned in the light-golden frame.

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- 4 Click **Effects** menu ▶ **PowerClip** ▶ **Place inside container**.
- 5 Click the drawing page.
- 6 Click **Effects** menu ▶ **PowerClip** ▶ **Edit contents**.
- 7 Click **Arrange** menu ▶ **Align and distribute** ▶ **Align and distribute**.
- 8 In the **Align to** area of the **Align and distribute** dialog box, enable the **Center of page** check box.
- 9 Disable the vertical alignment **Center** check box.
- 10 Click **OK**.
- 11 Drag the framed text, so that the top edge snaps to the horizontal 3.5" guideline.
- 12 Click **Effects** menu ▶ **PowerClip** ▶ **Finish editing this level**.



Importing and positioning the logo

You'll finish the project by importing The Coffee Shop logo and positioning it at the bottom of the advertisement page.

To import the logo

- 1 Click **File** menu ► **Import**.
- 2 Choose the folder where CorelDRAW is installed.
- 3 Choose the folder **Corel Graphics 11\Tutorials\Sample files**.
- 4 Double-click the filename **coffee_logo.cdr**.
- 5 Click the drawing page.

To position the logo

- 1 In the **x Object(s) position** box on the property bar, type **3.5**.
- 2 In the **y Object(s) position** box on the property bar, type **0.7**.
- 3 Press **Enter**.
- 4 Click **View** menu ► **Guidelines** to hide all guidelines.
- 5 Save your project.



From here...

There are more layout and organization tools available in CorelDRAW. You can use grids, slanted guidelines, customization of snapping options, object nudging, drawing scales, and customized ruler parameters.

You can continue to experiment with other images and different settings to create other unique projects, or you can complete another CorelDRAW tutorial.

You can access the CorelDRAW Help, by clicking **Help** menu ► **Help topics**.