Tutorial: Workspace tour

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

The projects you create in CorelDRAW are called drawings. In this tutorial, you will use the tools provided by CorelDRAW to create a simple drawing.

What you will learn

This tutorial introduces you to the workspace of CorelDRAW. As you practice drawing objects, you'll learn to use the following tools:

- toolbar
- toolbox
- property bar
- flyouts
- Docker windows and palettes
- mouse commands
- Help

You'll also learn how to create a workspace with customized toolbars.

Using the toolbar to start a drawing

The toolbar displays by default and contains buttons that are shortcuts to many of the menu commands.

In the following procedure, you will use the toolbar to start a drawing.

1 On the toolbar, click the **New** button to start a new drawing.

   By default, this creates a drawing page with a width of 8.5 inches and a height of 11 inches.

2 From the **Zoom levels** list box, choose **To height**.

   This fits the height of the drawing page inside the drawing window.

Using the toolbox to add text

The toolbox contains the tools used to create, fill, and modify your drawing.

In the following procedure, you will use the toolbox's **Text** tool to add text to a page. Later on, you will use the drawing tools to draw rectangles around the text. You can add two different kinds of text: artistic text and paragraph text. Artistic text is used for short blocks of text that can have effects applied to them, whereas paragraph text is used for larger blocks of text that can be extensively formatted.

1 In the toolbox, click the **Text** tool .

2 Click the upper-left corner of the page, and type **Lorem**.

   The word **Lorem** displays in artistic text.

3 Drag in the lower-right corner of the page to create a paragraph text frame, and type **Ipsum**.

The word **Ipsum** displays in paragraph text.

4 In the toolbox, click the **Pick** tool .

5 Click outside the page.
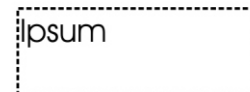
This deselects all objects.

Note: To take a closer look at an object, choose the **Zoom** tool from the **Zoom** flyout

in the toolbox. Click the object to zoom in. Right-click (Windows) the object or **Control** +

click (Mac OS) the object to zoom out.

This is what the drawing should look like:

Lorem

Ipsum

Using the property bar to edit text properties

The property bar is a bar with commands that relate to an active tool. For example, when you click the **Text** tool, the property bar displays commands relevant to creating and editing text.

Here, you'll edit the font attributes of the text in your drawing by using the property bar.

1 Select the word **Lorem** using the **Pick** tool.

2 From the **Font list** list box Arial on the property bar, choose **Arial**.

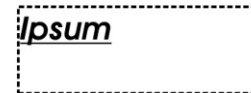**3** From the **Font size** list box 12 , choose **12**.

If the text moves off the page, reposition it by using the **Pick** tool to select the object and dragging it.

4 Select the word **Ipsum** using the **Pick** tool.

5 On the property bar, click the following buttons:

- **Bold**
- **Italic**
- **Underline**

6   From the **Font size** list box, choose **10**.

This is what the drawing should look like:

Lorem

Ipsum

Using a flyout to draw rectangles

When you work in CorelDRAW, you will often need to use tools in flyouts. A flyout displays when you hold down a tool that has a small black triangle in the bottom-right corner.

Now, you'll use the **Rectangle** flyout to draw rectangles. CorelDRAW offers two ways to draw certain kinds of shapes, such as rectangles and ellipses: you can drag, or you can specify height and width.

To draw a rectangle by dragging

1 Open the **Rectangle** flyout   , and click the **Rectangle** tool   .

2 Draw a rectangle around the word **Lorem** by dragging diagonally in the drawing window.

To draw a rectangle by specifying width and height

1 Open the **Rectangle** flyout, and click the **3-point rectangle** tool   .

2 Draw the width of the rectangle below the paragraph frame surrounding the word **Ipsum** by dragging and then releasing the mouse button.

3 To complete the rectangle, move the mouse up until the rectangle is the height you want, and click.

This is what the drawing should look like:

Lorem

Ipsum

Using a flyout to draw curved lines

CorelDRAW lets you draw all kinds of different lines, from curved or straight lines to calligraphic lines.

Next, you'll use the **Curve** flyout to draw two different types of curved lines: a freehand line and a polyline. To draw a freehand line, you drag the mouse. To draw a polyline, you drag the mouse to preview the line before you actually draw it.

To draw a curved line

1 Open the **Curve** flyout ⟨icons⟩ , and click the **Freehand** tool ⟨icon⟩ .

2 Drag across the drawing page from the left side of the **Lorem** rectangle to the left side of the **Ipsum** rectangle.
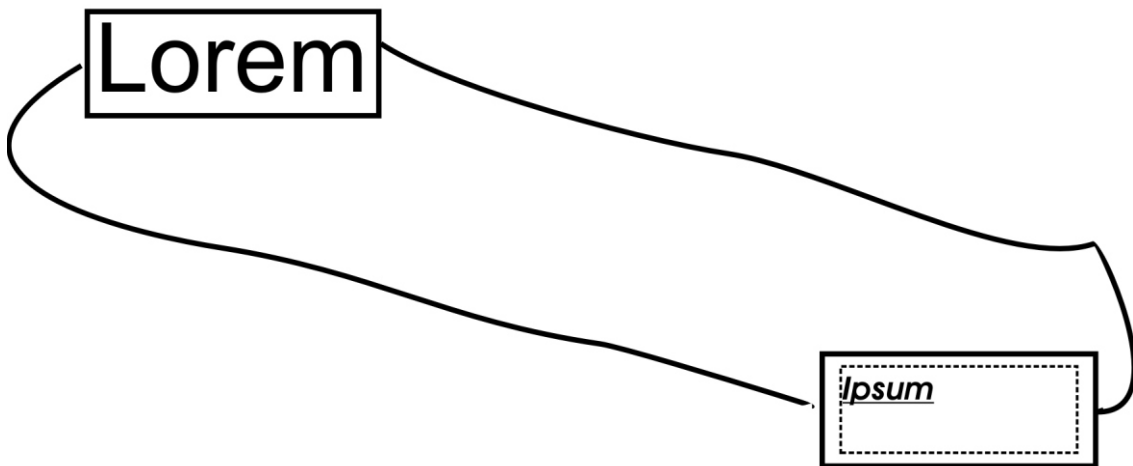
To draw a curved line using the Polyline tool

1 Open the **Curve** flyout, and click the **Polyline** tool ⟨icon⟩ .

2 Drag across the drawing page from the right side of the **Lorem** rectangle to theright side of the **Ipsum** rectangle.

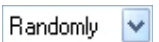   A preview of the curved line displays.

3 Double-click to set the line.

This is what the drawing should look like:

Using the property bar to spray objects

Here, you'll spray objects on your drawing by using the tools on property bar.

1 Open the **Curve** flyout, and click the **Artistic media** tool ⟨icon⟩ .

2 On the property bar, click the **Sprayer** button ⟨icon⟩ .

3 From the **Spraylist file** list ⟨icon⟩ , choose **bricks**.

4 In the **Size of object(s) to be sprayed** box ⟨icon⟩ , type **20**.

5 From the **Choice of spray order** list box ⟨Randomly⟩ , choose **Randomly**.

6 Drag to draw a line from the bottom of the **Lorem** rectangle to the top of the **Ipsum** rectangle.

7 Click outside the drawing page to deselect.

This is what the drawing should look like:
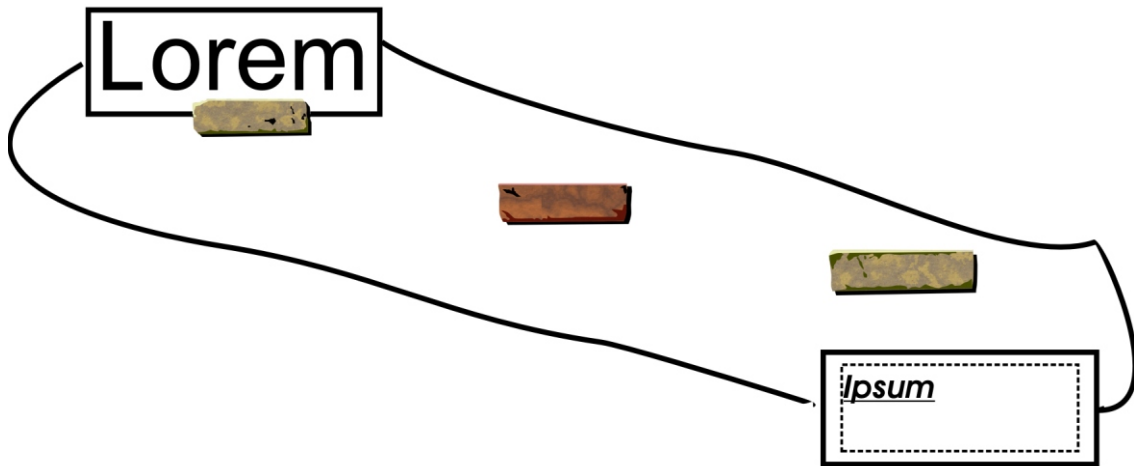
Using a Docker window or palette to add brush strokes

Docker windows and palettes offer another convenient way to edit graphics. They contain the same kinds of controls found in dialog boxes, such as buttons, options, and list boxes. However, unlike most dialog boxes, you can keep Docker windows/palettes open as you work.

Now, you'll use the **Artistic media** Docker window/palette to add brush strokes to your drawing.

1 Open the **Curve** flyout, and click the **Freehand** tool.

2 Drag to draw an X in the bottom-left corner of the page. Use two strokes.

3 Drag to draw a heart in the top-right corner of the page. Use two strokes.

4 Click **Window** menu ▶ **Dockers** / **Palettes** ▶ **Artistic media**.

The **Artistic media** Docker window/palette opens.

5   Open the **Curve** flyout, and click the **Artistic media** tool.

6 On the property bar, click the **Brush** button   .

7 Click one stroke in the X, and choose **Arrow** from the **Brush strokes** list   in the **Artistic media** Docker window/palette. Repeat for the other stroke.
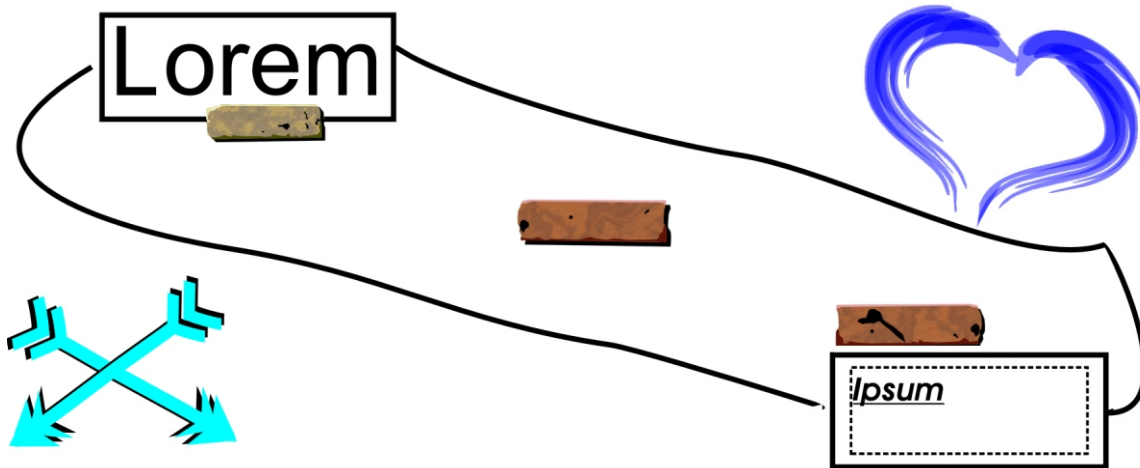
The X now uses the **Arrow** brush stroke.

8 Click one stroke in the heart, and choose **Waves** from the **Brush strokes** list   in the **Artistic media** Docker window/palette. Repeat for the other stroke.

The heart now uses the **Waves** brush stroke.

9 Click outside the drawing page to deselect the heart.

This is what the drawing should look like:

Using mouse commands

When you right-click (Windows) an object or **Control** + click (Mac OS) an object, CorelDRAW displays a context-sensitive menu. You can use the menu to alter the properties of the object.

Next, you will access the context-sensitive menu to modify some of the objects in your drawing.

To alter object properties using mouse commands

1   Close all Docker windows/palettes.

   To close a Docker window/palette, click the close button in its upper-right corner.

2   Right-click (Windows) or **Control** + click (Mac OS) the **Lorem** rectangle.

   The menu for rectangles displays.

3   Click **Properties**.

   The **Object properties** Docker window/palette displays.

4   Click the **Outline** tab.

5   From the **Width** list box ⌑2.0 pt⌄ , choose **2.0 pt**.

6   Open the **Color** picker, and click **Green**.

7   Open the **Style** picker, and click any dotted line.

To alter text properties using mouse commands

1   Click the **Pick** tool.

2   Right-click (Windows) or **Control** + click (Mac OS) the word **Lorem**.

   The menu for artistic text displays.

3 Click **Convert to paragraph text**.

The artistic text **Lorem** converts to paragraph text.

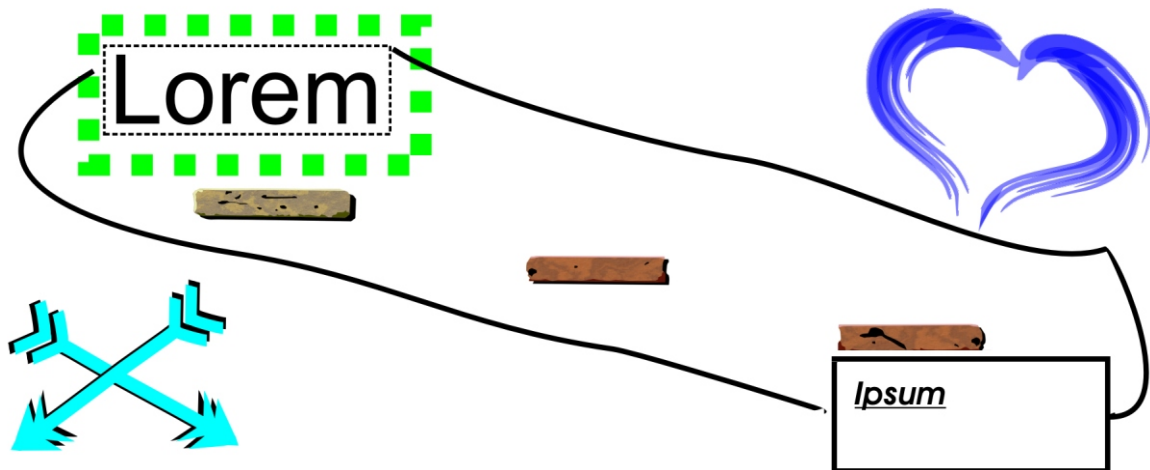**4** Right-click (Windows) or **Control** + click (Mac OS) the word **Ipsum**.

The menu for paragraph text displays.

5 Click **Convert to artistic text**.

The paragraph text **Ipsum** converts to artistic text.

6 Close the **Object properties** Docker window/palette.

This is what the drawing should look like:

Using the Help to add a background to your drawing

CorelDRAW has extensive Help that you can use when you are unsure how to perform a task.

In this procedure, you'll use the Help to get instructions on using a solid color as the background for your drawing.

1 Click **Help** menu ▶ **Help topics**.

2 Do one of the following:
  - (Windows) Click the **Index** tab. In the box, type the word **background**.
  - (Mac OS) In the box, type the word **background**, and click **Ask**.

3 Do one the following:
  - (Windows) Click the index entry **solid color**.
  - (Mac OS) Click the topic **To use a solid color as the background**.

The procedure **To use a solid color as the background** displays.

4 Follow the step-by-step instructions to set the background of your drawing to a solid color.

5 Close the Help.

Creating a workspace

A workspace is a configuration of settings that specifies how the various toolbars, menus, and buttons are arranged when you are using the application. You can create a workspace to suit your needs, or to help you complete certain tasks.

Here, you will create a workspace and customize toolbars for it.

To create a workspace

1 Do one of the following:
   - (Windows) Click **Tools** menu ▶ **Options**.
   - (Mac OS) Click **CorelDRAW 11** menu ▶ **Preferences**.

2 In the list of categories, click **Workspace**.

3 Click **New**.

4 In the **Name of new workspace** box in the **New workspace** dialog box, type **custom1**.

5 From the **Base new workspace on** list box, choose _**default**(Windows) or **Default** (Mac OS).

6 Enable the **Set as current workspace** check box.

7   Click **OK**.

You have now created your own workspace. Next, you will customize it.

To customize the toolbar

1 In the list of categories, double-click **Customization**, and click **Command bars**.

2 Enable the **Standard** check box.

3 In the list of categories, click **Commands**.

4 From the list box, choose **All (show all items)**.

5 Drag the **Properties** icon ⊡ to the toolbar in the application window, placing it between the **Open** icon ⧉ and the **Save** icon ⧉ .

6 Drag the **Treat as filled** icon ⧉ to the toolbar in the application window, placing it between the **Import** icon ⧉ and the **Export** icon ⧉ .

7 In the dialog box, click **OK**.

   Now, when you click the **Properties** button, it will open or close the **Object properties** Docker window/palette. When you click the **Treat as filled** button, it will change the way that CorelDRAW selects objects that have no fill.

This is what the toolbar should look like:

To create a new toolbar

1 Do one of the following:
- (Windows) Click **Tools** menu ▶ **Options**.
- (Mac OS) Click **CorelDRAW 11** menu ▶ **Preferences**.

2 In the list of categories, click **Command bars**.

3 Click **New**, and type **custom1**.

4 Make sure that the check box beside **custom1** is enabled.

A new toolbar displays in the application window.

5 In the list of categories, click **Commands**.

6 From the list box, choose **Text**.

7 Drag the **Increase kerning** icon   to the custom toolbar in the application window.

8 Drag the **Decrease kerning** icon   to the custom toolbar in the application window.

9 In the dialog box, click **OK**.

This is what the toolbar should look like:

10 To dock the toolbar, click the toolbar border, and drag the toolbar to the edge of the application window until it changes shape.

Now, when you select text using the **Text** tool, you will be able to adjust the kerning.

You have now customized your workspace. Next, you will restore the default workspace.

To restore the default workspace

1 Do one of the following:
- (Windows) Click **Tools** menu ▶ **Options**.
- (Mac OS) Click **CorelDRAW 11** menu ▶ **Preferences**.

2 In the list of categories, click **Workspace**.

3 In the **Workspaces available** list, enable the check box beside **_default** (Windows) or **Default** (Mac OS).

4 In the dialog box, click **OK**.

From here ...

You can explore CorelDRAW on your own, or you can become productive quickly by following other CorelTUTOR tutorials.

If you are just learning CorelDRAW, type **getting started** on the **Search** page of the Help. The Getting Started section will introduce you to the essentials of CorelDRAW and help you set up your workspace.