



File Commands

Create a new document Ctrl+N
Open an existing document Ctrl+O
Save the active drawing Ctrl+S
Open the Save As dialog Ctrl+Shift+S
Export the document or objects Ctrl+E
Import (links) a file into active document Ctrl+I
Choose printing options, and print Ctrl+P
Exits CorelDRAW and prompts to save drawing ... Alt+F4

Main

Set your workspace preferences (Options) Ctrl+J
Open Options dialog (Text options active) Ctrl+F10
Brings up the Property Bar Ctrl+Enter
Select all objects in the document Ctrl+A
Deletes the selected object(s) Delete
Duplicates the selected object(s) Ctrl+D
You can change the duplicate offsets by Menu Tools>
Options>Document>General>Duplicate offset section
Join curves using endpoint tolerance Ctrl+Shift+J
Goes to the next page PgDn
Goes to the previous page PgUp
Cancel the previous action Ctrl+Z or Alt+Backspace
Reapply the last undone action Ctrl+Shift+Z
Repeats the last operation Ctrl+R
Force a redraw the drawing window Ctrl+W
Display a full-screen preview of the drawing F9
Toggles the last two used view qualities Shift+F9
Switch to next window (document) Ctrl+F6
Sample a color from the drawing Ctrl+Shift+E

Clipboard

Copy to the Clipboard Ctrl+C or Ctrl+Insert
Cut to the Clipboard Ctrl+X or Shift+Delete
Paste in the document Ctrl+V or Shift+Insert

Open/Close Dockers

Object Properties docker Alt+Enter
View Manager docker Ctrl+F2
Symbols Manager docker Ctrl+F3
Graphic and Text Styles docker Ctrl+F5
Envelope docker Ctrl+F7
Contour docker Ctrl+F9
Insert Character docker Ctrl+F11
Linear Dimensions docker Alt+F2
Lens docker Alt+F3
Position docker Alt+F7
Rotate docker Alt+F8
Scale and Mirror docker Alt+F9
Size docker Alt+F10
Step and Repeat docker Ctrl+Shift+D

Zoom and Pan

Bring up the Navigator window N
Pan around the drawing H
Enable you to perform a one-shot zoom action F2
Zoom out F3
Zoom to all objects F4
Zoom to fit the entire page Shift+F4
Zoom only the selected object Shift+F2

Grid, Guidelines and Snapping

Snap objects to the grid (toggle) Ctrl+Y
Toggle the view of dynamic guides Alt+Shift+D
Align objects with other objects by using
dynamic guidelines Alt+Shift+D
Toggles snapping to objects Alt+Z

Toolbox Tool Selection

I Artistic Media tool. Add artistic brush, spray and calligraphic effects by using freehand strokes.
F7 Ellipse tool. Draw circles and ellipses by dragging in the drawing window. Double-click the tool opens the Ellipse tool page of the Options dialog.
X Eraser tool. Remove unwanted areas in a drawing. Double-click the tool opens the Eraser tool page of the Options dialog.
F5 Freehand Tool. Draw curves and straight line segments. Double-click the tool opens the Freehand/Bezier tool page of the Options dialog.
D Graph Paper tool. Draw a grid. Double-click the tool opens the Graph Paper tool page of the Options dialog.
H Pan tool. Drag hidden areas of a drawing into view without changing the zoom level.
G Interactive Fill tool. Create a fill dynamically by using markers in the drawing window and property bar to change the angle, midpoint and color.
M Mesh Fill tool. Fill an object by blending multiple colors or shades arranged over a mesh grid.
F11 Fountain fill. Fill an object with a gradient of colors or shades in fountain fill dialog.
Shift+F11 Uniform fill. Choose a solid fill color t by using color palettes, color viewers, color harmonies, color blends in uniform fill dialog.
Y Polygon tool. Draw symmetrical polygons by dragging in the drawing window.
F6 Rectangle tool. Draw circles and ellipses by dragging in the drawing window.
F7 Ellipse tool. Draw squares and rectangles by dragging in the drawing window.
F10 Shape tool. Edit a curve object or text character by manipulating nodes. Double-clicking the tool selects all nodes on the selected object. Hold [Alt]+[Shift] to activate marquee-style node selecting.
Shift+S Smart drawing tool. Creates typical CorelDRAW objects by sketching. Hold [Shift] while sketching to erase.
A Spiral tool. Draw symmetrical and logarithmic spirals. Double-clicking opens the Toolbox tab of the Options dialog.
F8 Text tool. Adds text. Click on the page to add Artistic Text. Click and drag to add Paragraph Text.
Z Zoom tool. Change the magnification level of the document window.
Shift Toggles between Eyedropper and Paintbucket tools while either is selected.
Space Toggles between the current tool and the Pick tool. Ctrl+Space - the same in text editing mode.

Fill and Effects Dialogs

Open color balance dialog Ctrl+Shift+B
Open brightness, contrast and/or intensity
dialog Ctrl+B
Open hue, saturation and/or lightness
dialog Ctrl+Shift+U

Object Groups & Combine Commands

Combine objects into a single object Ctrl+L
Break the object apart to create multiple objects
and paths Ctrl+K
Group objects while preserving their individual
attributes Ctrl+G
Break a group into individual objects or groups Ctrl+U



Objects Ordering

To front of page Ctrl+Home
To back of page Ctrl+End
Forward one position in the layer order Ctrl+PgUp
Back one position in the layer order Ctrl+PgDn
To the front of the layer Shift+PgUp
To the back of the layer Shift+PgDn

Align Commands

Aligns the centers of the selected objects to page P
Vertically aligns the centers of the selected objects C
Horizontally aligns the centers of the selected objects ... E
Aligns selected objects to the top T
Aligns selected objects to the bottom B
Aligns selected objects to the left L
Aligns selected objects to the right R

Distribute Commands

Distributes selected objects to the top Shift+T
Distributes selected objects to the bottom Shift+B
Distributes selected objects to the left Shift+L
Distributes selected objects to the right Shift+R
Horizontally distributes centers of selected
objects Shift+E
Vertically distributes centers of the selected
objects Shift+C
Horizontally distributes space between selected
objects Shift+P
Vertically distributes space between selected
objects Shift+A

Object nudge commands

Nudges downward DnArrow
Nudges to the left LeftArrow
Nudges to the right RightArrow
Nudges upward UpArrow
Downward by the Super Nudge factor Shift+DnArrow
To the left by the Super Nudge factor Shift+LeftArrow
To the right by the Super Nudge factor . Shift+RightArrow
Upward by the Super Nudge factor Shift+UpArrow
Downward by the Micro Nudge factor Ctrl+DnArrow
To the left by the Micro Nudge factor Ctrl+LeftArrow
To the right by the Micro Nudge factor Ctrl+RightArrow
Upward by the Micro Nudge factor Ctrl+UpArrow
You can change default Nudge settings at
Tools>Options>Document>Rulers>Nudge section

Anchor editing

Selects All Anchors Ctrl+A
Nudges Anchor Down DnArrow
Nudges Anchor Left LeftArrow
Nudges Anchor Right RightArrow
Nudges Anchor Up UpArrow
Shift toggles to Super Nudge factor
Ctrl toggles to Micro Nudge factor

Object Outline Pen

Choose the outline color Shift+F12
Set outline properties such as line thickness,
corner shape, and arrow type F12
Convert freehand strokes to basic shapes
or smoothed curves Shift+S
Convert an outline to an object Ctrl+Shift+Q
Convert the selected object to a curve Ctrl+Q

Tables editing

Merge cells into one cell Ctrl+M
Delete the selected table Delete
Also the Text relative commands are valid

Text relative commands

Changes the properties of text characters Ctrl+T
Modify text by using a text editor Ctrl+Shift+T
Aligns text to the baseline Alt+F12
Makes the text bold Ctrl+B
Makes the text italic Ctrl+I
Underline the text Ctrl+U
Do not align text with the bounding box Ctrl+N
Center text within the bounding box Ctrl+E
Aligns text with the left side of the bounding box Ctrl+L
Aligns text with the right side of the bounding box . Ctrl+R
Aligns all text with both the left and right sides
of the bounding box Ctrl+H
Aligns all text, excluding the last line, with both
the left and right sides of the bounding box ... Ctrl+J
Changes the case of selected text Shift+F3
Converts artistic text to paragraph text
or vice versa Ctrl+F8
Deletes the character Delete
Deletes the word to the right of the text caret
Ctrl+Delete
Expand Selection to all text Ctrl+A
Finds the specified text in the drawing Alt+F3
Choose a typeface for new or selected text
Ctrl+Shift+F
Specify the font size Ctrl+Shift+P
Decreases font size to previous point size
Ctrl+NUMPAD2
Increases font size to next point size ... Ctrl+NUMPAD8
Increases font size to next setting in Font Size List
Ctrl+NUMPAD6
Decreases font size to previous setting available
in the Font Size List Ctrl+NUMPAD4
Reduces the size of uppercase letters in the text
Ctrl+Shift+K
Shows a list of all the available/active font weights
Ctrl+Shift+W
Shows a list of all the available/active HTML font sizes
Ctrl+Shift+H
Shows non-printing characters Ctrl+Shift+C
Opens the Spell Checker. Checks the spelling
of the selected text Ctrl+F12
Shows a list of all the styles in the drawing ... Ctrl+Shift+S
Add or remove a bulleted-list format Ctrl+M
Add or remove a drop cap Ctrl+Shift+D
Changes the text to horizontal direction Ctrl+,
Changes the text to vertical direction Ctrl+.

Inserting formatting codes

While the Text tool is active
Em space Ctrl+Shift+M
En space Ctrl+Shift+N
1/4 Em space Ctrl+Alt+Space
Non-breaking space Ctrl+Shift+Space
Tab Tab
Column break or text-frame break Ctrl+Enter
Em dash Alt+_
En dash Alt+-
Non-breaking hyphen Ctrl+Shift+-
Non-breaking hyphen Ctrl+_
Optional hyphen Ctrl+-

Macro

Macro Editor Alt+F11
Macro Manager Alt+Shift+F11
Record Temporary Macro Ctrl+Shift+R
Run Temporary Macro Ctrl+Shift+P