



File Commands

Start a new document Ctrl+N
Open an existing document Ctrl+O
Save the active drawing Ctrl+S
Saves the active drawing with a new name.. Ctrl+Shift+S
Export the document or objects Ctrl+E
Import (link) a file into the 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
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) (with offset)..... 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
Selects object(s) by specified properties.....Ctrl+F
Define Selection Group 0 - 9.....Ctrl+0 - Ctrl+9
Add to Selection Group 0 - 9.....Alt0 - Alt9
Recall Selection Group 0 - 9.....0 - 9
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
Symbol Manager docker Ctrl+F3
Object Styles docker Ctrl+F5
Color Styles docker Ctrl+F6
Envelope docker Ctrl+F7
Contour docker Ctrl+F9
Insert Character docker Ctrl+F11
Lens docker Alt+F3
Position docker Alt+F7
Rotate docker Alt+F8
Scale and Mirror docker Alt+F9
Specify the dimensions of the object Alt+F10, Shift+Q
Step and Repeat docker Ctrl+Shift+D

Zoom, Pan and scroll document

Bring up the Navigator window N
Pan (drag) the drawing H
Pan document <, ^, v, > Alt+Arrow buttons
Zoom Z
One-shot zoom action F2
Zoom out F3
Zoom to fit all objects F4
Zoom to fit the entire page Shift+F4
Zoom only the selected object Shift+F2
Scroll vertically.....Alt+mouse wheel
Scroll horizontally.....Ctrl+mouse wheel

Grid, Guidelines and Snapping

Align objects with the document grid Ctrl+Y
Align objects with other objects in the document Alt+Z
Enable or disable alignment guides Alt+Shift+A
Align and Distribute Ctrl+Shift+A
Align objects with other objects by using
dynamic guidelines Alt+Shift+D

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 Draw a grid 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. Dynamically apply the current fill to an object in the drawing window.
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 by using color palettes, color viewers, color harmonies or color blends.
Y Polygon tool. Draw polygons by dragging in the drawing window.
F6 Rectangle 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. Convert freehand strokes to basic shapes or smoothed curves. Hold [Shift] while sketching to erase the shape or line from the last point drawn only.
A Spiral tool. Draw symmetrical and logarithmic spirals. Double-clicking opens the Toolbox tab of the Options dialog.
F8 Text tool. Adds and edit paragraph and artistic text. Click on the page to add Artistic Text. Click and drag to add Paragraph Text.
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 but in the text editing mode.

Curve Editing

Convert the selected object to a curve Ctrl+Q
Toggle the selected nodes between cusp and smooth C
Toggle the selected nodes between a line
and curve segment L
Toggle the selected nodes between smooth
and symmetrical S

Fill and Effects Dialogs

Open color balance dialog Ctrl+Shift+B
Open brightness, contrast or intensity dialog Ctrl+B
Open hue, saturation or lightness dialog Ctrl+Shift+U
Sample a color from the desktop to apply
to the selected nodes Ctrl+Shift+E

Table editing

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



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
Move the object to the front of the layer Shift+PgUp
Move the object 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
Toggles to Super Nudge factor with Shift
Toggles to Micro Nudge factor with Ctrl
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
Toggles to Super Nudge factor with Shift
Toggles to Micro Nudge factor with Ctrl

Object Outline Pen

Choose the outline color Shift+F12
Set outline properties such as line thickness,
corner shape, and arrow type F12
Convert an outline to an object Ctrl+Shift+Q

Macro

Macro Editor Alt+F11
Macro Manager Alt+Shift+F11
Record Temporary Macro Ctrl+Shift+R
Run Temporary Macro Ctrl+Shift+P
Stop Recording the Macro Ctrl+Shift+O
VSTA Editor.....Alt+Shift+F12

Text relative commands

Open the Text options page (Options dialog) Ctrl+F10
Edit paragraph and artistic text properties..... 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
Toggles artistic text and paragraph text..... Ctrl+F8
Column/Frame Break Ctrl+Enter
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 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+.
Moves the text caret down 1 paragraph.....Ctrl+DnArrow
Moves the text caret up 1 paragraph.....Ctrl+UpArrow
Moves the text caret to the beginning and the end
of the frame.....Ctrl+Home or Ctrl+End
Moves the text caret to the beginning and the end
of the text.....Ctrl+PgUp or Ctrl+PgDown
Moves the text caret left and right 1 word
Ctrl+LeftArrow or Ctrl+RightArrow
Toggles to select the text mode with Shift

Inserting formatting codes

(while the Text tool is active)

Em space Ctrl+Shift+M
En space Ctrl+Shift+N
¼ Em space Ctrl+Alt+Space
Non-breaking space Ctrl+Shift+Space
Tab Tab
Em dash Alt+_
En dash Alt+_
Non-breaking hyphenCtrl+_ or Ctrl+Shift+_
Optional hyphen Ctrl+~