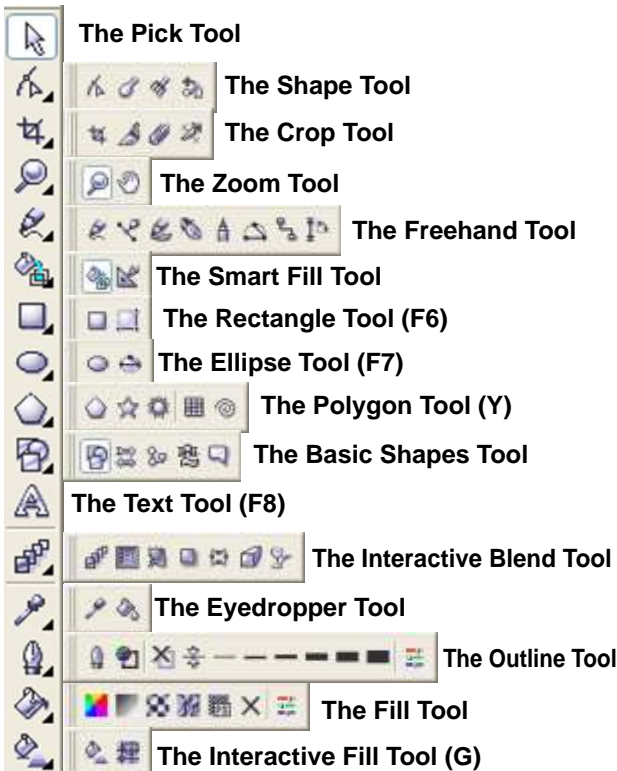


# The TOOLBAR



This is the main tool bar that you will use to access most of the tools in CorelDraw. Many of these tools have what are called flyouts that contain additional tools. The little black triangle in the lower right corner of the button tool indicates it has a flyout. Left clicking and holding the left button down will cause the button to flyout revealing additional tools.



# Shortcut Keys

- F1 - Help Dialogue
- F2 - Zoom Tool
- F3 - Zoom Out
- F4 - Zoom to All Objects on Page
- F5 -Free Hand Tool
- F6 - Rectangle Tool
- F7 - Ellipse Tool
- F8 - Text Tool
- F9 - Full Page Preview Toggle
- F10 - Shape Tool
- F11 - Fountain Fill Dialogue
- F12 - Outline Pen Dialogue

SHIFT + F2 - Zoom to Selected  
 SHIFT + F4 - Zoom to Page

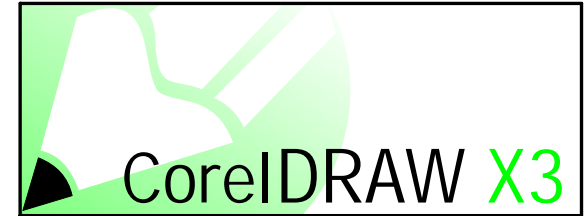
CTRL + C - Copy  
 CTRL + V - Paste

CTRL + G - Group Selected Objects  
 CTRL + U - Ungroup Selected Objects

- C - Horizontal Centering of Selected Objects
- E - Vertical Centering of Selected Objects
- L - Left Alignment of Selected Objects
- R - Right Alignment of Selected Objects
- T - Align Selected Objects to the Top
- B - Align Selected Objects to the Bottom



## TIPS & TRICKS FOR USING

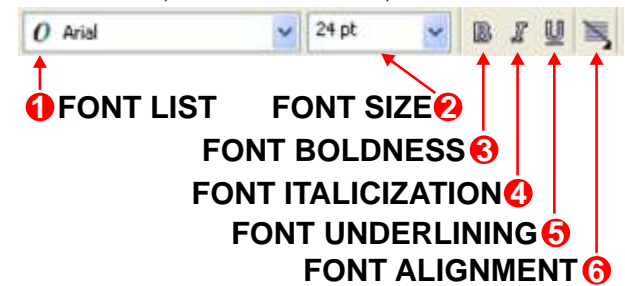


In our effort to continually lead the industry in learning how to get the most out of their digital garment printer, we have compiled this Tips & Tricks brochure for using CorelDraw X3.

We hope that you will find this brochure helpful in learning how to use CorelDraw for many of the tasks that we routinely use in creating graphics for our customers.

## To Create Text

1. Click on the Text Tool.
2. Click on your document where you want the text to start.
3. Type in the text.
4. You can then select the font you want to use from the FONT LIST, the size of the fonts, etc.



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# To OUTLINE Text

## Using the Outline Pen Tool

1. Create your Text using the TEXT Tool.
2. Select the Text.
3. Press the F12 key or the Outline Pen Dialogue tool. You will get the following screen.



4. Make your selections on Outline Pen Color as well as the width. Make sure to select the BEHIND FILL and the SCALE WITH IMAGE check boxes.
5. Left clicking on the color pallet will let you select the lettering color while right clicking will let you select the outline color.

# To Draw a Line

1. Click on the FREEHAND Tool.
2. To draw a straight line click where you want the line to start and then press and hold the CTRL key while you move the mouse to where you want the line to end. The CTRL key will force CoreDraw to make it draw a perfectly straight line in 15 degree increments/angles.
3. If you just click and drag the mouse you can draw a freehand line that "flows" with where the mouse goes.

# Learn More On-Line

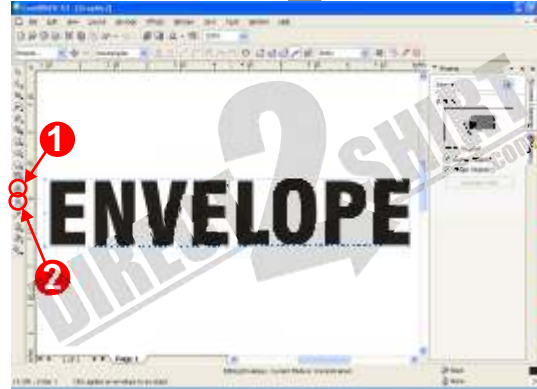
You can learn more about how to use CoreDraw online at our [www.d2slearning.com](http://www.d2slearning.com) website. Visit it now and learn CoreDraw more in depth!

[www.d2slearning.com](http://www.d2slearning.com)

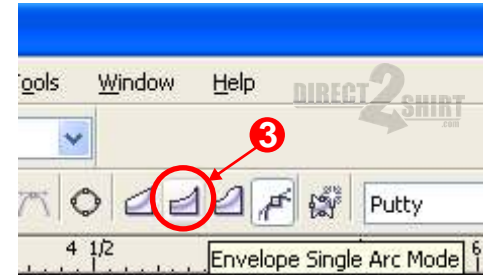
# To Arch Text

## The Interactive Envelope Tool

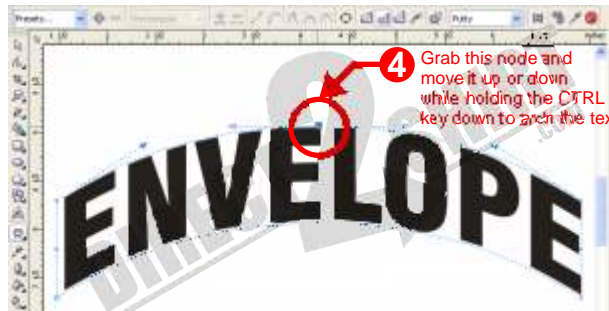
1. Create your Text using the TEXT Tool.
2. Make sure your text is selected and then click the Interactive Envelope Tool.



3. Click the Envelope Single Arc Mode button if you want a smooth arc.



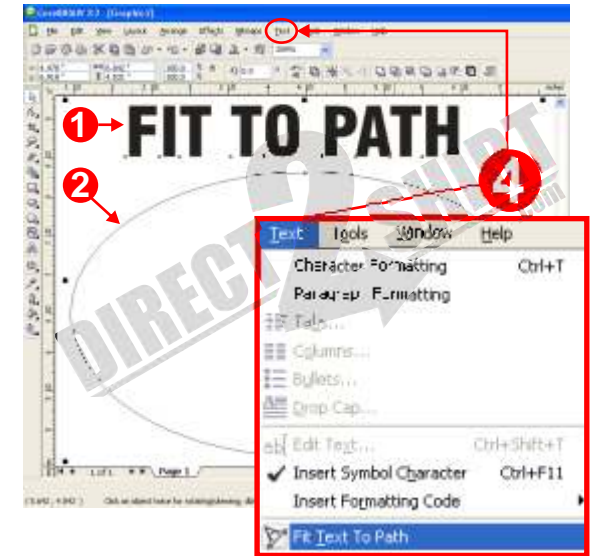
4. While holding the CTRL button grab either the top or bottom middle node and move it up to the point where the text is arched the way you want it to look.



# To Arch Text

## Fitting Text to a Path

1. Create your Text using the TEXT Tool.
2. Draw your Circle or Arch.
3. Select your text with the Pick Tool and while holding the SHIFT key select the Circle or Arch you just drew.



4. With both Text and Ellipse selected, click on the TEXT pull down menu and the FIT TEXT TO PATH option.



5. The Text will now be "fit" to the path. You can use the Text Orientation drop down to set the text will look on the curve.
6. You can also click on the PICK tool and select the Ellipse and give it no Outline.
7. You can also set the distance from the path the text is to be as well as the horizontal offset to allow the text to be shifted left or right.

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