CorelDRAW

Certification

To become certified on this software you will need to attend a training class that lasts approximately 60 minutes. By the end of the class you will be able to:

- Understand the high-level use of CorelDraw
- Create a new document or upload and existing design
- Compare contrast rastor/bitmap and vector
- Locate tutorials to further my CorelDRAW knowledge
- Identify the major parts of CorelDraw UI

To sign up for a training session please see the training binder (available at the front desk).

Reservation

To reserve this software you will need to first be certified on this equipment. After you have attended a training for the equipment you may sign up for a time slot. To see available time slots and sign up for one please see the Reservation Binder (available at the front desk).

Your reservation reserves the equipment for you to use during that time, if you are more than 5 minutes late to your reservation time you will lose your reservation and the machine may be used on a first come-first served basis.

Reference Sheet

Equipment that uses CorelDraw:
- Vinyl Cutter
- Laser Cutter
- Heat Press
- Button Maker
- Laminator
- Camera/Photo Editing
- Green Screen

Saving Files:
CNC Router - .SVG
All other equitment can use
.CDR (CorelDRAW file type)

CorelDRAW

a vector graphics editor. CorelDraw is designed to edit two-dimensional images such as logos and posters.

Corel PHOTO-PAINT

A raster graphics editor, this application offers professional editing tools and support for the latest PSD files, plus extensive RAW file support for over 300 types of cameras.
- Powerful RAW image editing
- Professional photo retouching and enhancement
- Advanced bitmap creation and digital painting

Corel FONT Manager

Lets you easily handle and organize your typefaces and font collections by giving you tools to control every aspect of your typography work flow.

Corel CONNECT

Provides an easy way of finding content on your computer, local network, and the Corel content DVD. You can browse or search for clipart, photo images, fonts, symbols, objects and file formats that are supported, as well as content that is not supported, by CorelDRAW Graphics Suite.
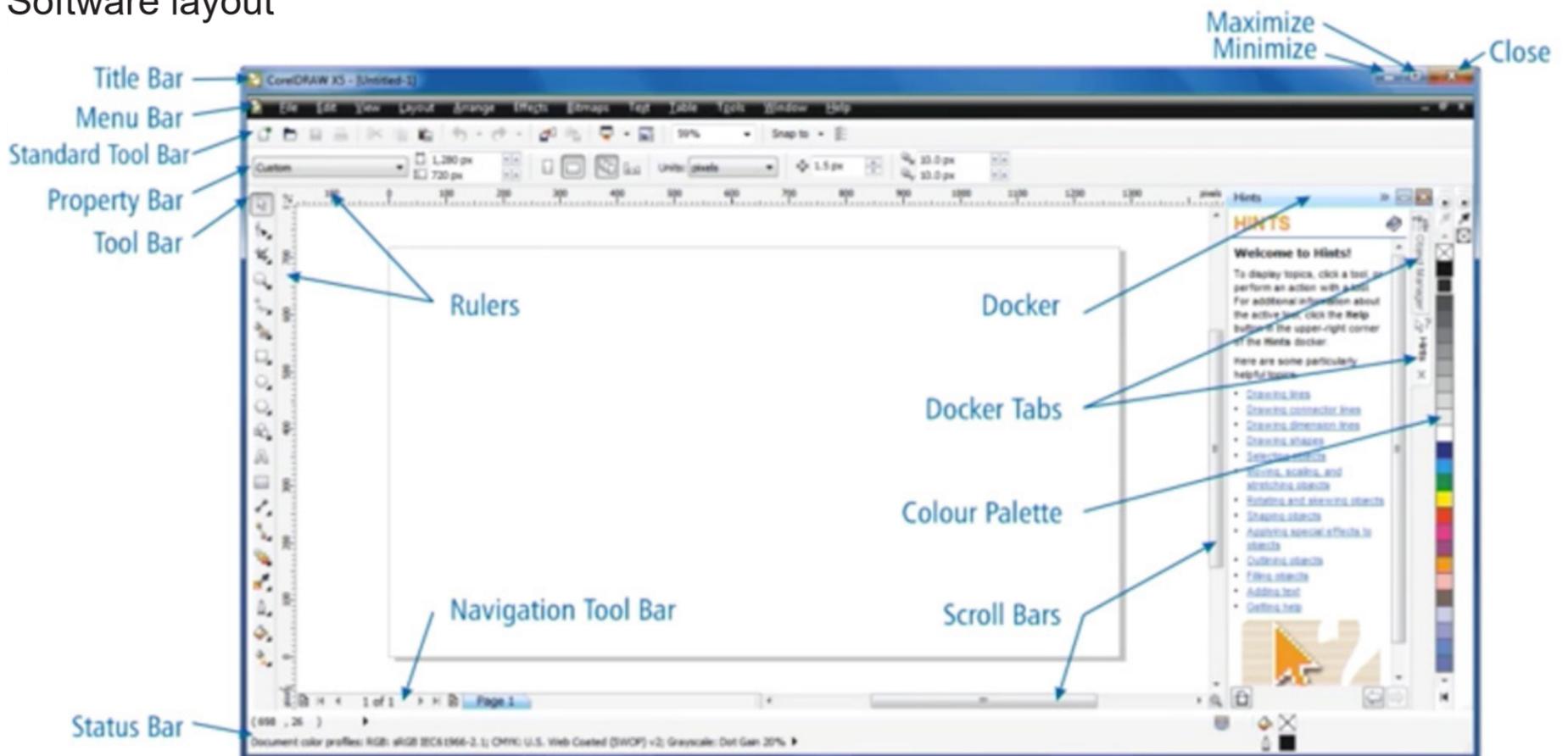
Corel CAPTURE

Lets you capture images from your computer screen. For example, you can capture the entire screen, individual windows, or menu lists to use as an illustration in a manual or on a Web site.

CorelDRAW

Materials:
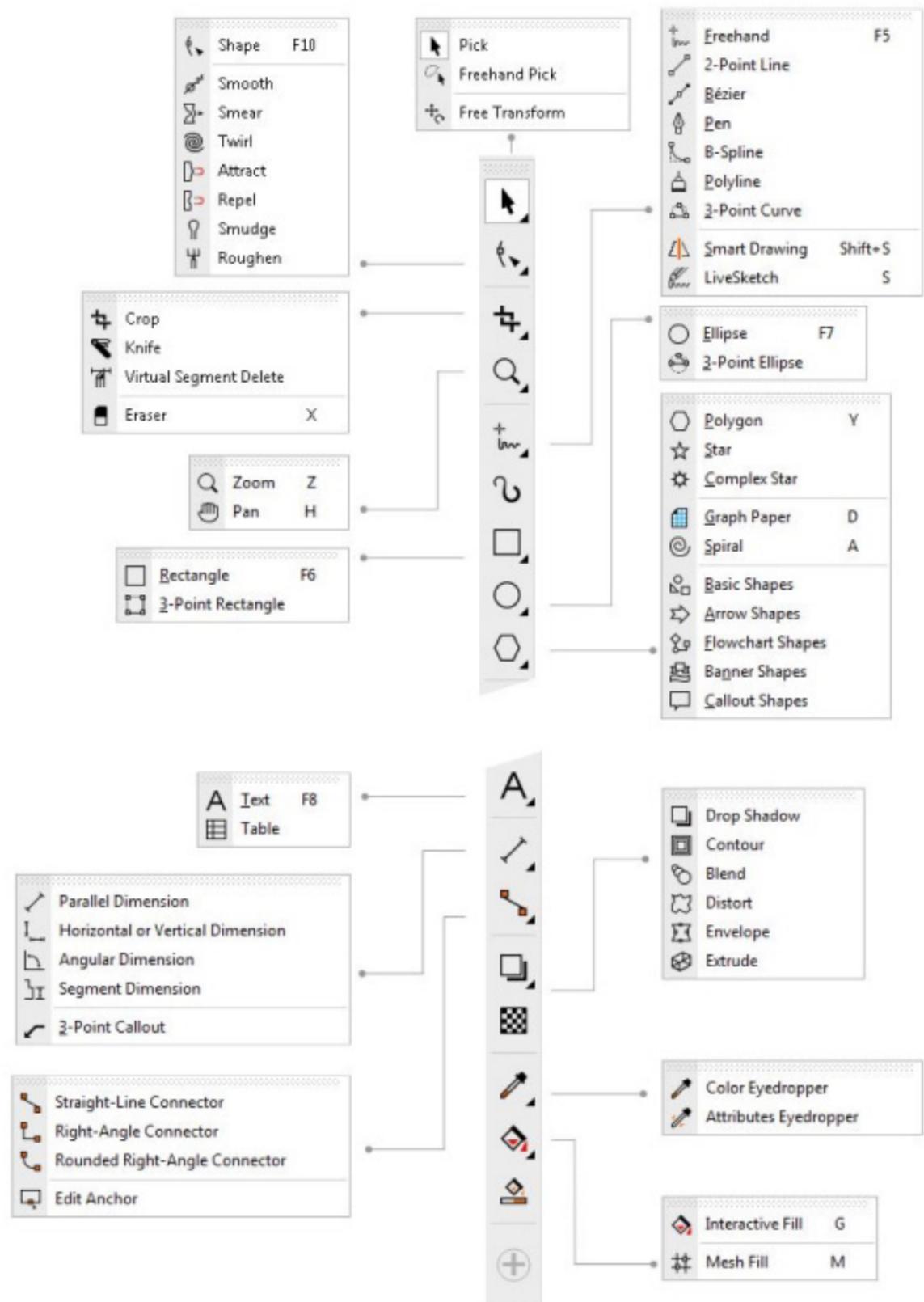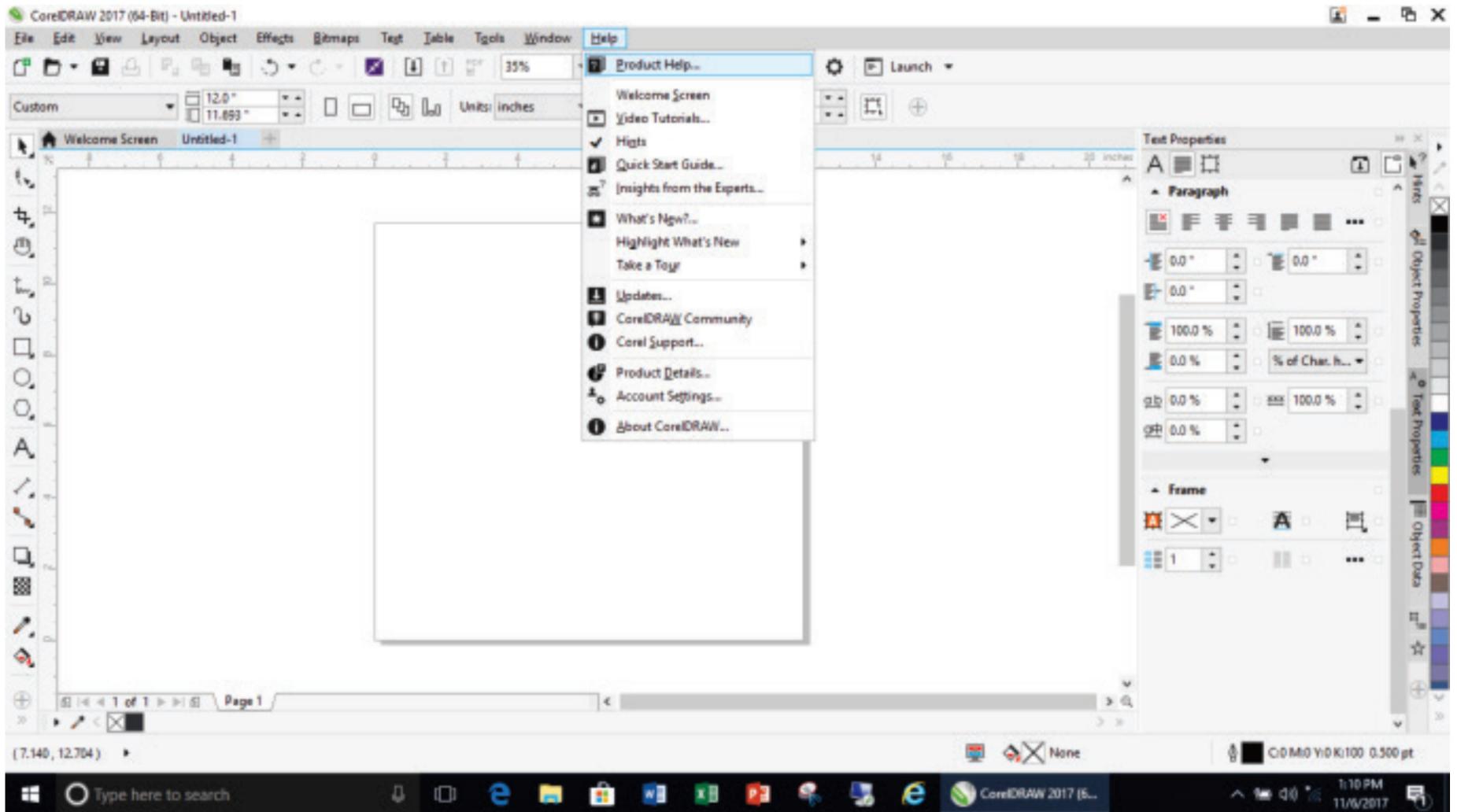Flash Drive to save project

Software layout

Title Bar
Menu Bar
Standard Tool Bar
Property Bar
Tool Bar
Rulers
Docker
Docker Tabs
Colour Palette
Navigation Tool Bar
Scroll Bars
Maximize
Minimize
Close
Status Bar

Tool Bar

Familiarize yourself with the names, icons, and locations of CorelDRAW's Tool Bar.

The most commonly used tools will be the default, such as the Pick tool, Crop, Zoom, Shape, and Text tools. More specific tools are nested under these main tools. These are indicated by a small black triangle in the main tool icon's lower right corner. You access them by clicking and holding down on the main tool icons.

Shape   F10
Smooth
Smear
Twirl
Attract
Repel
Smudge
Roughen

Pick
Freehand Pick
Free Transform

Freehand   F5
2-Point Line
Bézier
Pen
B-Spline
Polyline
3-Point Curve
Smart Drawing   Shift+S
LiveSketch   S

Crop
Knife
Virtual Segment Delete
Eraser   X

Ellipse   F7
3-Point Ellipse

Zoom   Z
Pan   H

Polygon   Y
Star
Complex Star
Graph Paper   D
Spiral   A
Basic Shapes
Arrow Shapes
Flowchart Shapes
Banner Shapes
Callout Shapes

Rectangle   F6
3-Point Rectangle

Text   F8
Table

Drop Shadow
Contour
Blend
Distort
Envelope
Extrude

Parallel Dimension
Horizontal or Vertical Dimension
Angular Dimension
Segment Dimension
3-Point Callout

Color Eyedropper
Attributes Eyedropper

Straight-Line Connector
Right-Angle Connector
Rounded Right-Angle Connector
Edit Anchor

Interactive Fill   G
Mesh Fill   M

Where to Find Help

To use the Help

1. Click **Help** > **Product Help**.
2. Click one of the following tabs:

Contents - lets you browse through topics in the Help. To open a topic, click the topic heading in the left pane.

Index - lets you use the index of the find topic

Search - lets you search the full text of the Help for a particular word or phrase

Insights from the Experts

The **Insights from the Experts** is a series of tutorials by graphic design professionals who use CorelDRAW Graphics Suite in their everyday work. You can access the tutorials as individual PDF files directly from the **Help** menu.

To access Insights from the Experts

Click **Help** > I**nsights from the Experts**

Video learning resources

Two types of video learning resources are available: **short videos** and **video tutorials**.

The **short videos** show you how to complete basic tasks such as drawing, shaping, and coloring objects in CorelDRAW, or masking and cropping in Corel PHOTO-PAINT. The videos do not have sound, but they include captions that provide useful tips and help you understand the features that are shown. The length of a short video does not exceed two minutes.

The **video tutorials** introduce you to the refreshed application interface, and new and enhanced features such as fills and transparencies, Content Exchange, Font Playground, alignment tools, QR codes, photo effects and more. Whether you are a new or long-time user, you will find useful demos and tips to boost your productivity and expand your experience. The video tutorials include audio and captions.

To access the **short videos**:

1. In the Hints docker, click the **Videos** tab.
   If the Hints docker is not open, click **Window** > **Dockers** > **Hints**.
2. Click a video thumbnail.

To access a **video tutorial**:

1. Click **Help** > **Video tutorials**.
2. Click a title in the Videos pane.

Web-based resources

The following web-based resources can help you get the most out of Corel DRAW Graphics Suite:

Corel Discovery Center -- find featured tutorials, software support, freebies, and community blogs http://learn.corel.com/graphics-home/?topNav=en

Tutorials on the Corel website -- in-depth tutorials in which CorelDRAW experts share their knowledge and techniques https://www.coreldraw.com/en/pages/800382.html?pgid=800382&storeKey=us

An active Internet connection is required to access web-based resources.

Understanding vector graphics and bitmaps

The two main types of computer graphics are **vector** graphics and **bitmaps**. Vector graphics are made of lines and curves, and they are generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn. Bitmaps, also known as raster images, are composed of small squares called pixels; each pixel is mapped to a location in am image and has numerical color values.

Vector graphics are ideal for logos and illustrations because they are resolution-independent and can be scaled to any size, or printed and displayed at any resolution, without losing detail and quality. In addition, you can produce sharp and crisp outlines with vector graphics.

Bitmaps are excellent for photographs and digital paintings because they reproduce color gradations well. Bitmaps are resolution-dependent -- that is, they represent a fixed number of pixels. They look good at their actual size, but they can appear jagged or lose image quality when scaled, or when displayed or printed at a resolution higher than their original resolution.

You can create vector graphics in CorelDRAW. You can also import bitmaps (such as JPEG and TIFF files) into CorelDRAW and add them to your drawings.

1x	4x	1x	4x

Starting and opening drawings

CorelDRAW lets you start a new drawing from a blank page, a template, or an existing drawing. A blank page gives you the freedom to specify every aspect of a drawing. A template provides you with a starting point and leaves the amount of customization up to you.

Notes for starting new drawings

When starting a new drawing, CorelDRAW lets you specify page, document, and color management settings. You can choose from a list of preset settings, which are based on how you intend to use the drawing. For example, you can choose the Web option if you are creating a drawing for the Internet, or the Default CMYK option if you are creating a document destined for commercial printing. However, if the preset settings are not suitable for the drawing that you want to create, you can also customize the settings and save them for future use.
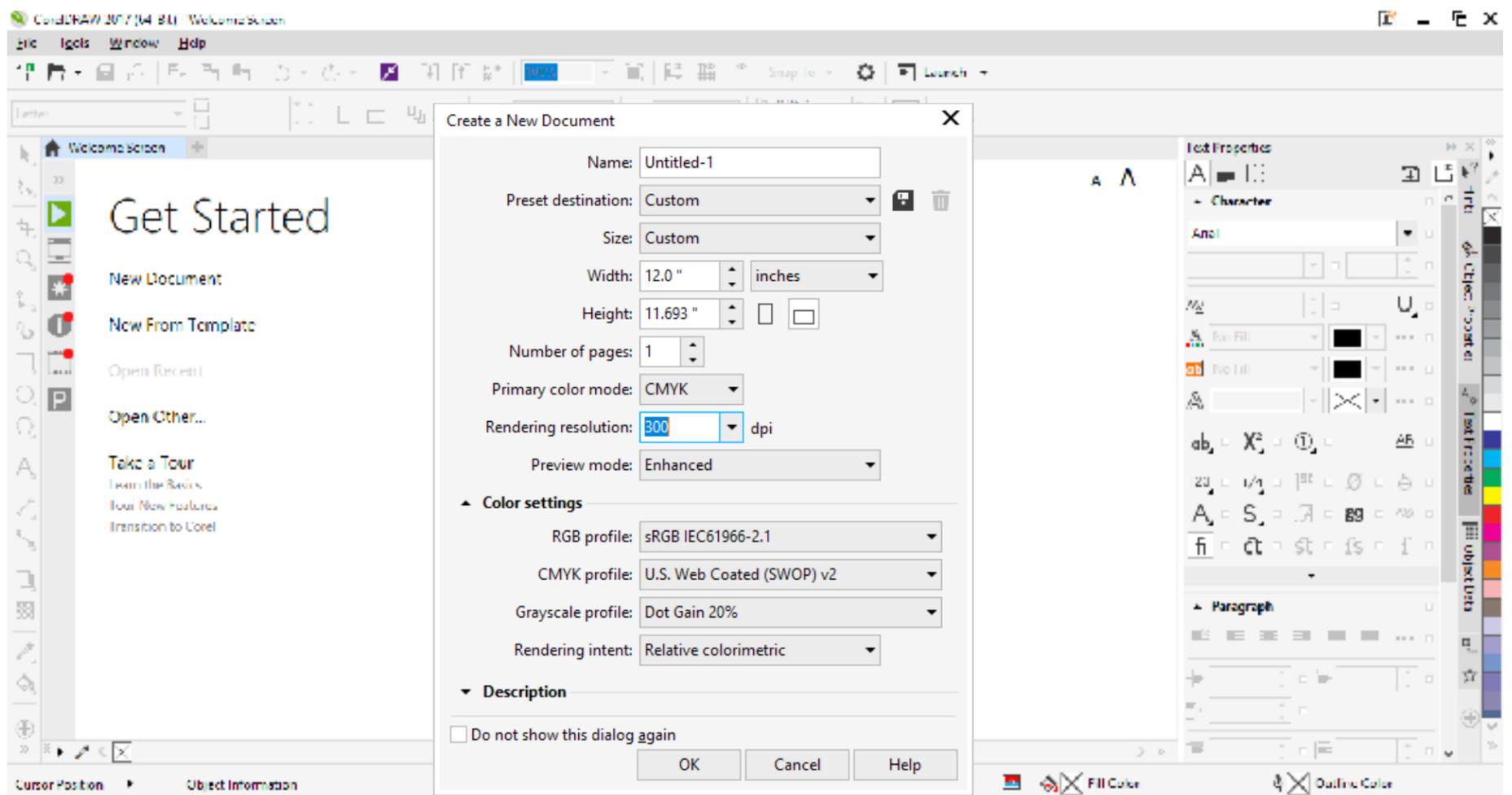
To start a drawing

1. Do one of the following:
   - On the Welcome screen, click **Get started > New document**.
   - In the application window, click **File > New**.
2. Type a filename in the **Name** text box.
3. From the Preset destination list box, choose an output destination for the drawing:
   - **CorelDRAW default** -- applies the CorelDRAW default settings for creating graphics that are destined for printing
   - **Default CMYK** -- applies settings for creating graphics that are destined for commercial printing
   - **Default RGB** -- applies settings for creating graphics that are destined for printing to a high-fidelity printer
   - **Web** -- applies settings for creating graphics that are for the Internet
   - **Custom** -- lets you customize destination settings for a document

You can also:
   - Change the unit of measurement for the page
   - Change the page size
   - Change the page orientation
   - Set the number of pages
   - Set the resolution

To open a drawing

1. Click **File > Open**.
2. Locate the folder where the drawing is stored.
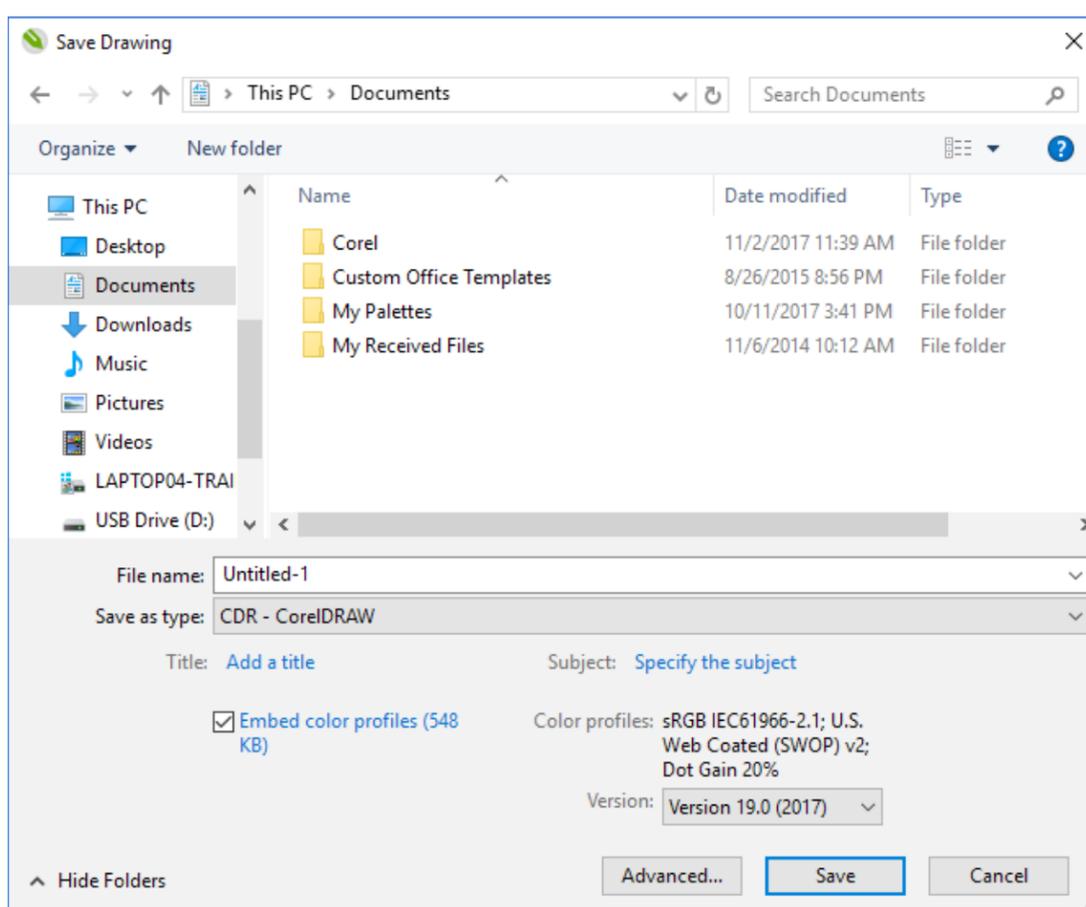3. Click a filename.
4. Click **Open**.

Saving drawings

By default, drawing are saved to the CorelDRAW file format(CDR) and are compatible with the latest version of the application.
You can save a drawing to other vector file formats as well. If you want to use a drawing in another application, you must save it to a file format that is supported by that application. For information about saving files to other formats, see "Exporting files".

When saving a drawing, you can embed the used fonts to facilitate file sharing. By default, CorelDRAW embeds all used fonts, with the exception of Asian fonts and fonts that do not have embedding permissions.

When you save a drawing, CorelDRAW lets you add reference information so that you can easily find and organize drawings later on. You can also save selected objects in a drawing. For large drawings, saving only the selected objects reduces the file size, which can decrease the time it takes to load the drawing.

When saving a file, you can use advanced options to control bow bitmaps, textures, and vector effects, such as blends and extrusions, are saved with the drawing.

You can also save a drawing as a template, which lets you create other drawings with the same properties.

To save a drawing

1. Click **File > Save as**.
2. Type a filename in the **File name** box.
3. Locate the folder where you want to save the file.
   If you want to save the drawing to a vector file format other than CorelDRAW (CDR), choose a file format from the **Save as type** list box.

You can also:

Save Only selected objects
Enable the **Selected only** check box.
This option in available only if there are selected objects in the drawing.

Embed fonts
Enable the **Embed fonts** check box.

Add reference information
Do any of the following:
-Type a title and subject in the corresponding box.
- Assign a rating to the file.

You can also save a drawing by clicking **File > Save**
You can also save a drawing by clicking the **Save** button on the **Standard** tool bar.
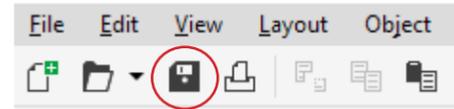
Exporting files

You can use the **File > Export** command to export files to a variety of bitmap and vector file formats that can be used in other applications. For example, you can export a file to the Adobe Illustrator(AI) or JPG format. You can also export a file so that it is optimized for use with a suite of office productivity applications, such as Microsoft Office or Corel WordPerfect Office.

When you are exporting a file, the original file is left open in the drawing window in its existing format.

To export a file

1. Click **File > Export**.
2. Choose the folder where you want to save the file.
3. Choose a file format from the **Save as type** list box.
4. Type a file name in the **File name** list box.
5. Enable any of the following check boxes:
   - **Export this page only** -- exports only the current page in a multi-page file
   - **Selected only** -- saves only the objects selected in the active drawing
   - **Do not show filter dialog** - suppresses dialog boxes that offer more advanced exporting options
   These options are not available for all file formats.
6. Click **Export**
   If a dialog box for the export format opens, specify the options you want.
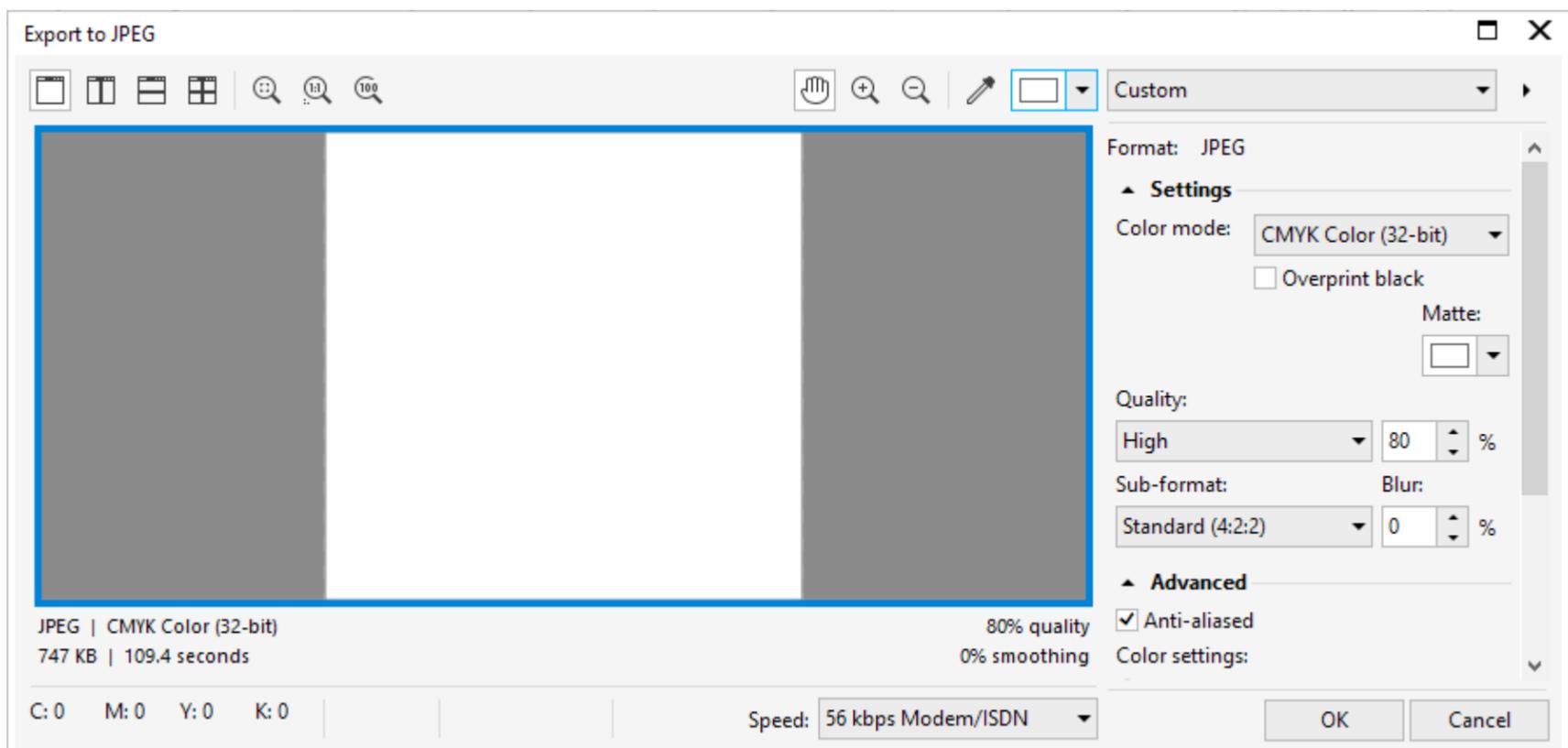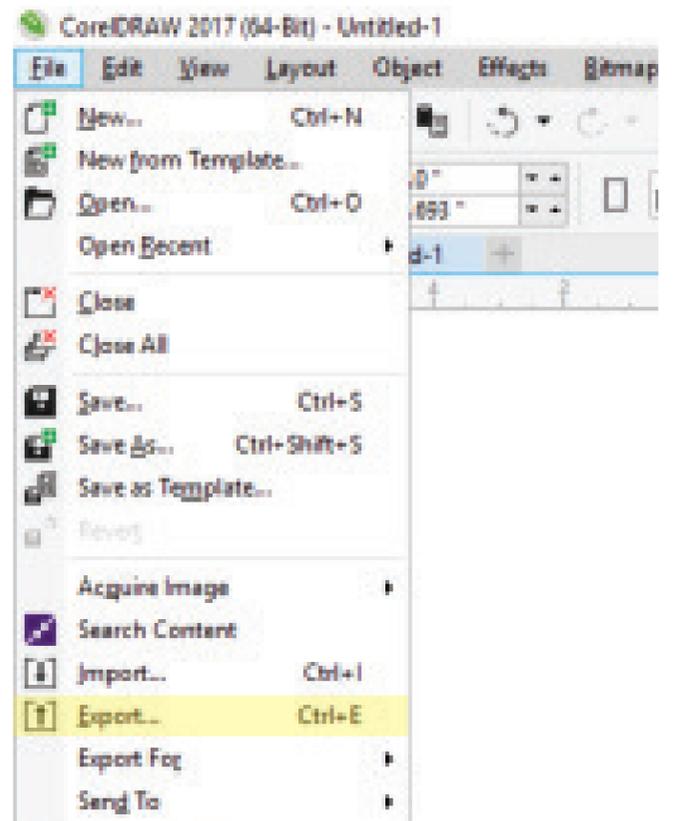
Tracing bitmaps and editing traced results

CorelDRAW lets you trace bitmaps to convert them to fully editable and scalable vector graphics. You can trace artwork, photos, scanned sketches, or logos and then easily integrate them into your designs.

Tracing bitmaps

You can trace a bitmap in one step by using the **Quick Trace** command. Alternatively, you can choose a suitable tracing method and preset style and then use the **PowerTRACE** controls to preview and adjust the traced results. CorelDRAW offers two methods for tracing bitmaps: **Centerline Trace** and **Outline Trace**.

Choosing a tracing method

The **Centerline Trace** method used unfilled closed and open curves (strokes) and is suitable for tracing technical illustrations, maps, line drawings, and signatures. This method is also referred to as "stroke tracing."

The **Outline Trace** method used curve objects with no outlines and is suitable for tracing clipart, logos, and photo images. The **Outline Trace** method is also referred to as "fill" or "contour tracing."

Choosing a preset style

A preset style is a collection of settings that are appropriate for the specific type of bitmap you want to trace (for example, line are or a high-quality photo image). Each tracing method comes with specific present styles.

The **Centerline Trace** method offers two preset styles: one for technical illustrations and another for line drawings.

The **Outline Trace** method offers the following preset styles that are suitable for line art, logos, clipart, and photo images.
- Line Art
- Logo
- Detailed Logo
- Clipart
- Low-quality image
- High-quality image

To trace a bitmap by using **Quick Trace**

1. Select a bitmap.
2. Click **Bitmaps > Quick Trace**.

* You can also trace a bitmap in one step by clicking the Trace bitmap button on the property bar.
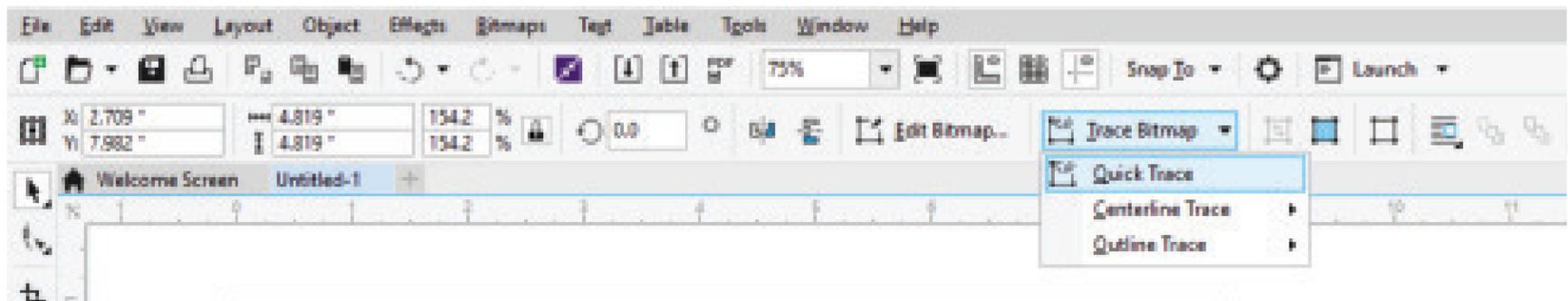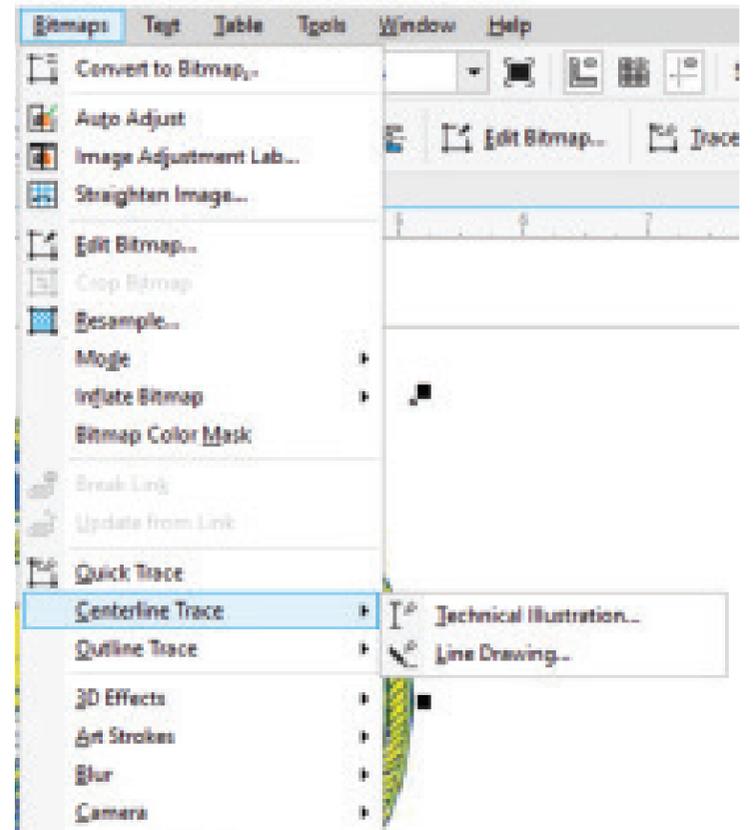
To trace a bitmap by using **Centerline Trace** method

1. Select a bitmap.
2. Click **Bitmaps > Centerline Trace**, and click on of the following:
   - **Technical illustration** -- to trace black-and-white illustrations with thin, faint lines
   - **Line drawing** -- to trace black-and-white sketches with thick, prominent lines

If necessary, adjust the traced results by using the controls of the **PowerTRACE** dialog box.

* You can also access **PowerTRACE** from the **Trace bitmap** button on the property bar.

To trace a bitmap by using **Outline Trace** method

1. Select a bitmap.
2. Click **Bitmaps > Outline Trace**, and click on of the following:
   - **Line art** -- lets you trace black-and-white sketches and Illustrations
   - **Logo** -- lets you trace simple logos with little detail and few colors
   - **Detailed logo** -- lets you trace logos that contain fine detail and many colors
   - **Clipart** -- lets you trace ready-to-use graphics that vary according to their amount of detail and number of colors
   - **Low quality image** -- lets you trace photos that lack fine detail (or that contain fine detail that you want to ignore)
   - **High quality image** -- lets you trace high-quality, highly detailed photos.

If necessary, adjust the traced results by using the controls of the **PowerTRACE** dialog box.

* You can also access **PowerTRACE** from the **Trace bitmap** button on the property bar.