

Corel TUTOR™

CorelDRAW® 10 Corel PHOTO-PAINT® 10 CorelRAVE™ 1.0



Creating a Business Card

Welcome to CorelDRAW® 10, a comprehensive vector-based drawing program for the graphics professional. In this tutorial, you will create a business card for Charles Emerson a fictitious coffee shop owner. To create the business card, you will need to perform certain tasks and use a variety of creative tools in CorelDRAW 10.

This is what the final business card will look like:



What you will learn

During this tutorial, you will learn how to

- draw lines and shapes
- add color to objects
- import images from another file
- create artistic text
- use the **Artistic media** tool presets
- use the **Rectangle** tool
- use the **Spiral** tool

Before you start

Before you start, you will need to download the sample file used in this tutorial, or substitute it with your own graphics.

The sample file that you will use to create the business card is saved as a CorelDRAW format (.cdr) file. The sample file can be found on the first page of the online tutorial.

Start a business card project

A business card presents information about a business or an individual working for a business. Typically, a business card includes the company logo, the name and job title of an individual, and contact information such as telephone numbers and email addresses.

CorelDRAW 10 includes many tools that can help you create business cards. By experimenting with these tools, you can produce a wide variety of looks and creative effects, and then choose the card you like best.


The first step in creating the business card is to create a blank document and adjust the paper size to the size of a business card.

Setting the paper size

1. Click **File** menu ► **New**.
2. Click **Layout** menu ► **Page setup**.
3. If not already selected, in the list of categories, double-click **Document**, **Page**, and click **Size**.
4. Enable the **Landscape** option.
5. From the **Paper** list box, choose **Business card**.
6. From the **Unit of measure** list box, choose **inches**.
7. Click **OK**.

Import The Coffee Shop logo

The next step in creating the business card is to import The Coffee Shop logo and position it at the top left of the business card.

1. Click **File** menu ► **Import**.
2. From the **Files of type** list box, choose **CDR - CorelDRAW**.
3. Navigate to your working folder.
4. Click the filename **coffee_logo.cdr**, and click **Import**.
5. With the **Import placement start cursor** , point near the top-left corner of the page, and click to place the logo. If necessary, resize the logo by dragging one of the corner selection handles.




This is what the business card should look like:



Create spirals

The bottom of the business card has a row of spirals similar to the spirals that make up the steam from the coffee cup in The Coffee Shop logo. You will create spirals using the **Spiral** tool; however, the resulting spirals will be symmetrical. To make them asymmetrical, you will use the **Shape** tool to manipulate the shape of the spirals. You will apply an **Artistic media** effect to the spiral to modify them further. Finally, you will color the spiral.

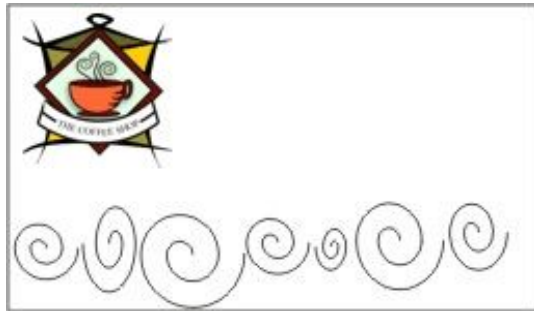
To draw spirals

1. Open the **Object** flyout , and click the **Spiral** tool .
2. From the **Spiral revolutions** box on the property bar, choose **2**.
3. On the property bar, click the **Symmetrical spirals** button .

4. Drag diagonally in the document window until the spiral is approximately 1/4 the height of the business card. You can resize the spirals later if necessary.
5. Repeat step four, dragging diagonally to both the right and the left, until you have seven spirals of varying sizes and directions.
6. Using the **Pick** tool, drag the spirals into position across the bottom of the business card.





This is what the business card should look like:



Manipulate the shape of the spirals

CorelDRAW lets you shape objects by manipulating their nodes and segments. An object's nodes are the tiny squares that display at regular intervals along the object's outline. The line between two adjacent nodes is called a segment. Moving an object's segments lets you make coarse adjustments to the object's shape, while changing the position of its nodes lets you fine-tune the shape of the object.

1. Open the **Shape edit** flyout , and click the **Shape** tool .
2. Select one of the spirals. A number of nodes display along the length of the spiral. These nodes let you manipulate the shape of the spiral by moving line segments or changing the curve of line segments in the spiral.
3. Click the node at the open end of the spiral, and drag the line segment to a new position so that it forms a "tail" for the spiral.

Node - definition

The square points at the end of a line or a curve segment. You can change the shape of a line or curve by dragging one or more of its nodes.



4. Click and drag the **Bezier** handle to adjust the curve of the tail.
5. Click a node and drag the line segment to a new position.
6. Click and drag the **Bezier** handle and adjust the curve of the line segment. Manipulate as many or as few nodes of the spiral as you want. If the spiral does not have the desired orientation, rotate the spiral by dragging one of the rotation handles.




Handles - definition


A set of eight black squares that appear at the corners and sides of an object when the object is selected. By dragging individual handles, you can scale, resize, or mirror the object. If you click a selected object, the shape of the handles changes to arrows so that you can rotate and skew the object.

This what the business card should look like:



Apply artistic media effects to the spirals

1. Click **Effects** menu ► **Artistic media**.
2. Using the **Pick** tool , marquee select the spirals.
3. From the **Artistic media** Docker window, choose **bulletdoubleout**.

4. From the **Artistic media** Docker window, choose **bulletdoubleout**.
5. In the **Artistic media tool width** box  on the property bar, type **0.08**.

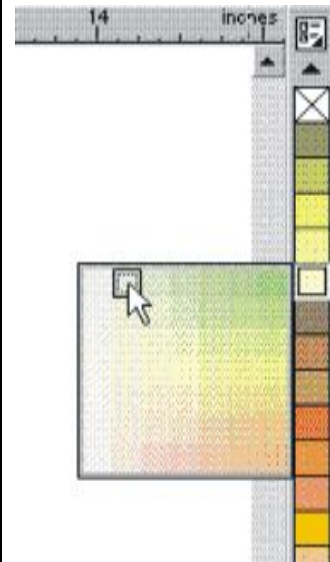
Marquee - definition
Drag the mouse diagonally until a marquee box encloses all the spirals. When you release the mouse button, CorelDRAW selects the objects that were enclosed by the marquee box.

This is what the business card should look like:



Add color to the spirals

1. With the spirals still selected, click and hold the mouse button on the pale yellow color swatch on the color palette to display the pop-up color palette.
2. Click the second color swatch on the top row to change the fill color.
3. Right-click the same color swatch to change the outline color.
4. With the spirals still selected, click and hold the mouse button on the pale yellow color swatch on the color palette to display the pop-up color palette.
5. Click the second color swatch on the top row to change the fill color.
6. Right-click the same color swatch to change the outline color.





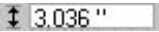
This is what the business card should look like:



Create the stripes

The business card has two stripes across the bottom; one thick and one thin. These stripes help balance the business card visually. To add the stripes, you will create two colored rectangle objects the same width as the business card and position them at the bottom of the page. The thinner rectangle will be half the height of the thicker rectangle.

To create the thicker stripe



1. In the toolbox, click the **Rectangle** tool .
2. Drag to create a rectangle of any size.
3. In the horizontal **Object size** box  on the property bar, type **3.58** to set the width of the rectangle in inches.
4. In the vertical **Object size** box  on the property bar, type **0.25** to set the height of the rectangle in inches.
5. Click **Arrange** menu ► **Align and distribute**.
6. Enable the **Bottom** check box.
7. Enable the **Left** check box.
8. Enable the **Edge of page** check box.
9. Click **OK**.

This is what the business card should look like:



Add color to the thicker stripe





Now that you have created the stripe object, you will add color to it. The color you will use for the stripe is not a standard color; it is a custom color that you will create by specifying the red, green, and blue values to be blended together.

1. Open the **Fill** flyout , and click the **Fill color dialog** button .
2. Click the **Models** tab.
3. From the **Model** list box, choose **RGB**.
4. In the **R** box, type **102**.
5. In the **G** box, type **102**.
6. In the **B** box, type **35**.
7. Click **OK**.

This is what the business card should look like:



Create and color the thinner stripe

1. Using the **Pick** tool , select the rectangle you created in the previous procedure.
2. Click **Edit** menu ► **Duplicate**. A second rectangle is created that is identical to the first.
3. In the vertical **Object size** box  3.036" on the property bar, type **0.125** to set the height of the rectangle in inches.
4. On the color palette, click the autumn orange color swatch.
5. Click anywhere in the drawing window to deselect all objects.
6. On the property bar, click the **Snap to objects**  button.
7. Using the **Pick** tool , select the thinner stripe and drag it into position above the thicker stripe.

Because you turned on the **Snap to objects** feature, the thinner stripe will "snap" into position as you approach the thicker stripe.


This is what the business card should look like:





Add text

There are two text elements on the business card; one on the right side of the business card and one across the bottom. You will create both text elements by using the **Text** tool.

To create the right text block


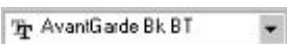

1. Click the **Text** tool , and click in the blank area on the right side of the business card. If necessary, you can reposition the text later.

- From the **Font** list box  on the property bar, choose **Times New Roman**.
- From the **Font size** list box  on the property bar, choose **8**.
- Type the following text, pressing **ENTER** at the end of each line:
Charles Emerson
Owner
12-434 Sunset Blvd.
Any City, Anywhere
A5A 5A5
Canada

This is what the business card should look like:



Create the bottom text block

- Click the **Text** tool , and click the thicker stripe at the bottom of the business card. If necessary, you can reposition the text later.
- From the **Font** list box  on the property bar, choose **Times New Roman**.
- From the **Font Size** list box  on the property bar, choose **8**.
- Type the following text:
Tel: 800-123-4567 Fax: 800-123-6789 cemerson@coffeeshopmail.com

This is what the business card should look like:



Save your work

Now that you have finished creating the business card, you can save the file for future use.

To save the file

1. Click **File** menu ► **Save**.
2. From the **Save in** list box, choose the drive and folder where you want to save the file.
3. In the **Filename** box, type a filename.
4. Click **Save**.

From here ...

Congratulations! You used CorelDRAW 10 to create a business card. You can explore CorelDRAW further on your own, or you can become productive quickly by completing some of the other tutorials.

For more information on the topics and tools presented in this tutorial, you can refer to the User Guide or the online Help. To access the online Help, click **Help** menu ► **Help Topics**.

For more information on

drawing spirals
drawing rectangles
importing files
setting the paper size
using the shape tool

In the Help Index type

spirals
rectangles
importing files, overview
page dimensions, setting
curve objects, working with curve object