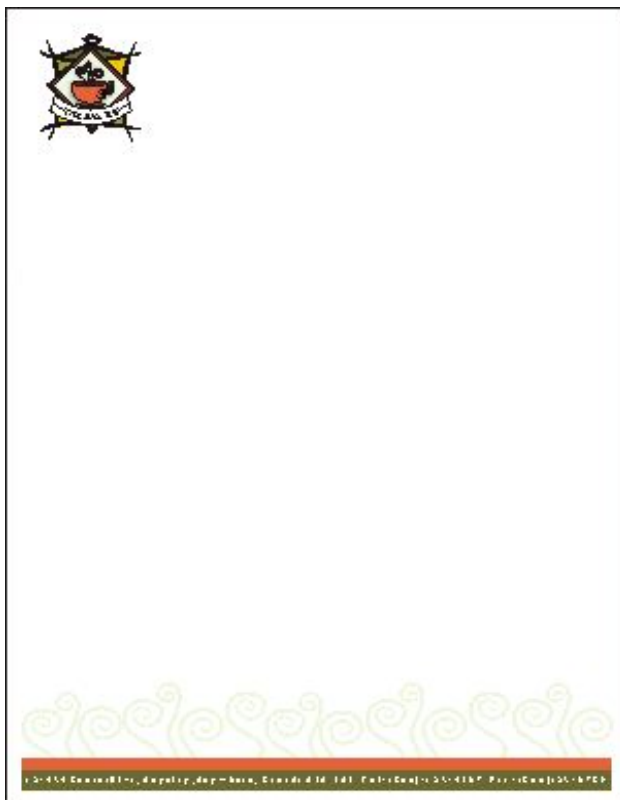


This is what the letterhead will look like:



1

CorelDRAW 10 includes many powerful creative tools that can help you create a letterhead. By experimenting with these tools, you can produce a wide variety of designs and creative graphics.

What you will learn

During this tutorial, you will learn how to

- import images from another file
- draw lines and shapes
- apply pre-set effects
- add color to objects
- create Artistic Text

Before you start

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

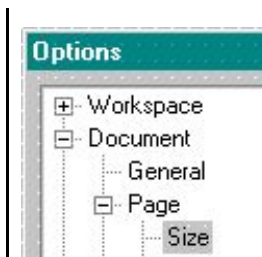
The sample file that you will use to create the letterhead is saved as a CorelDRAW format (.cdr) file. Click the link found on the first page of the online tutorial to download the sample file. When prompted, choose to save the image to your working folder on your hard disk.

Set up a letterhead

The first step toward the creation of The Coffee Shop letterhead is to create a new blank document that is the size of a standard North American letter.

To set the paper size


1. Click **File** menu ▶ **New**.
2. Click **Layout** menu ▶ **Page setup**.
3. Display **Size** options from the directory .
4. Enable the **Portrait** option.
5. Choose **Letter** from the **Paper** list box.



Importing a Logo



The next step toward the creation of the letterhead is to import The Coffee Shop logo. If you completed the tutorial "Create a Logo," you can use the logo you created during that tutorial instead of the file indicated below.

To import The Coffee Shop Logo

1. Click **File** menu ► **Import**.
2. From the **Files of type** list box, choose **CDR - CorelDRAW**.
3. Navigate to your working folder (the folder where you saved the files at the beginning of the tutorial).
4. Click the filename **coffee_logo.cdr**, and click the **Import** button.
5. Position the **Import placement start cursor**  near the top left corner of the drawing page, then click to place The Coffee Shop logo.





Creating the thick strip

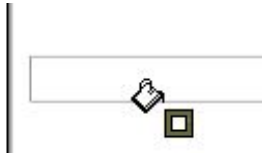
The letterhead has two stripes across the bottom, one thick and one thin. These stripes help give visual balance to the letterhead. You will create the stripes by creating two colored rectangular objects about the same width as the letterhead and move them to the bottom of the page. The thin rectangle is approximately half the height of the thick rectangle.

1. Click the **Rectangle tool** .
2. Drag to create a rectangle that extends across the width of the letterhead and is approximately one quarter (1/4) of an inch in height.
3. Use the **Pick tool**  to select the rectangle.
4. Type **8 in** in the **Object size** width box on the property bar.
5. Type **0.28 in** in the **Object size** height box on the property bar and press **ENTER**.
6. Type **4.25 in** in the **Object position "x"** box on the property bar.
7. Type **0.35 in** in the **Object position "y"** box on the property bar and press **ENTER**.

Coloring the thick stripe

Color may be added to an object using one of several methods. If you want to use the color from an existing object, you can use the **Eyedropper tool** to adjust the **color component values** in the **Color Docker window** automatically. You will use the **Eyedropper tool** to duplicate a color from The Coffee Shop logo.

1. To open the **Color Docker** window, click **Window** menu ▶ **Dockers** ▶ **Color**.
2. Select the rectangle using the **Pick** tool.
3. Open the **Eyedropper tool** flyout  and click on the **Eyedropper tool** .
4. Click on the **Eyedropper 1 x 1** button  on the property bar.
5. Click once on the dark green section at the top of The Coffee Shop logo.
6. Open the **Eyedropper tool** flyout and click on the **Paintbucket tool** . Position the tool over the edge of the rectangle; the square beneath the paint bucket image of the tool will change to a square within a square. Click once on the outline of the rectangle.



7. Position the tool over the fill area of the rectangle; the square beneath the the paint bucket image of the tool will change to a solid color. Click once on the inside of the rectangle.



Creating the thin stripe

1. Click the **Rectangle** tool.
2. Drag to create a rectangle that extends across the width of the letterhead and is approximately one eighth ($1/8$) of an inch in height.
3. Use the **Pick** tool to select the rectangle.

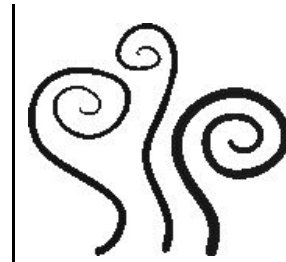
4. Type **8 in** in the **Object size** width box on the property bar.
5. Type **0.14 in** in the **Object size** height box on the property bar and press **ENTER**.
6. Type **4.25 in** in the **Object position "x"** box on the property bar.
7. Type **0.55 in** in the **Object position "y"** box on the property bar and press **ENTER**.
8. Drag to create a rectangle that extends across the width of the letterhead and is approximately one eighth (1/8) of an inch in height.
9. Use the **Pick** tool to select the rectangle.
10. Type **8 in** in the **Object size** width box on the property bar.
11. Type **0.14 in** in the **Object size** height box on the property bar and press **ENTER**.
12. Type **4.25 in** in the **Object position "x"** box on the property bar.
13. Type **0.55 in** in the **Object position "y"** box on the property bar and press **ENTER**.



Coloring the thin stripe

1. Use the **Pick** tool to select the thin rectangle.
2. Open the **Eyedropper** flyout and click on the **Eyedropper** tool.
3. Click on the large orange section of the coffee cup in The Coffee Shop logo.
4. Open the **Eyedropper** flyout and click on the **Paintbucket** tool.
5. Click on the outline of the thin rectangle.
6. Click on the fill area of the thin rectangle.

Creating spirals

You will create spirals and add them to the rectangles at the bottom of the letterhead. You will stylize these spirals to create curls of steam similar to those found coming from the cup on The Coffee Shop logo. Grouping the reshaped spirals lets you change them as a single unit.





1. Open the **Object** flyout , and click the **Spiral** tool.
2. In the **Spiral revolutions** box on the property bar, type **2**.
3. Click the **Symmetrical spirals** button  on the property bar.
4. Drag diagonally in the document window until the spiral is about one half (1/2) of an inch in diameter.
5. Repeat the above procedure, dragging diagonally to both the left and right, until you have seven spirals of varying sizes, opening in both directions.



Manipulating the shape of the spirals

You can manipulate the shape of the spiral by using the Shape tool to re-position nodes and adjust **control points**.

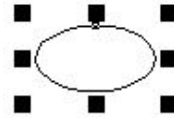
1. Open the **Shape tool** flyout  and click the **Shape tool** .
2. Select one of the spirals using the **Shape tool**. A number of nodes will appear along the length of the spiral's Bezier line.
3. Click the node at the open end of the spiral and drag this segment of the Bezier line to a new position so that it forms a "tail" for the spiral.
4. Click and drag the control point to adjust the curve of the tail.
5. Click a node and drag the line to a new position that is asymmetrical.
6. Click and drag the control point to adjust the curve of individual segments of the Bezier line. Manipulate as many or as few nodes and control points of the spiral as you want.



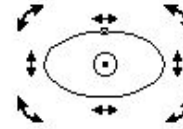
Positioning the spirals

You can group multiple objects to enact sweeping changes to portions of your work. First, you will position the spirals relative to each other; then, you will group them.

1. Rotate the spirals, if necessary, so that the tail of the spiral is pointing down. Using the **Pick** tool to click once on an already selected object will make the rotation handles appear.



Sizing handles







Rotating & skewing handles

2. Click and drag a rotation handle to re-orient.
3. Line the stylized spirals across the width of the page.
4. Marquee-select the row of spirals: first select the **Pick** tool. Position it to the left of and just above the row of spirals. Click and drag diagonally until a rectangle surrounds the spirals, without selecting other objects.



5. Click **Arrange** menu ▸ **Group**, from the property bar. To complete the grouping process, deselect the group of spirals by clicking once on a blank part of the page. Clicking once on any part of the group will now select the entire contents of the group.

Applying an artistic media effect to spirals

1. Click **Effects** menu ▸ **Artistic media**.
2. Using the **Pick** tool, select the group of spirals.
3. Choose **bulletdoubleout**   from the **Artistic media** Docker window.
4. Set the **Artistic media tool width**  0.03"  on the property bar to **0.03 in** to change the width of the stroke.

Coloring and positioning the spirals


1. Click the **Pick** tool and select the group of spirals.
2. Click the **Eyedropper** tool from the **Eyedropper** flyout.

3. Click the **Eyedropper** tool on the light green background of the coffee cup on the logo.
4. Click the **Fill** button in the **Color** Docker window.
5. Click the **Outline** button in the **Color** Docker window.
6. Click the **Pick** tool and select the group of spirals.
7. Re-position the group of stylized spirals so that the thin stripe hides the tail of every spiral. At the same time, ensure the curl of the each spiral is clear of the thin stripe. Send curls to back.


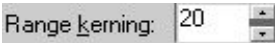
Adding text

You will now add one continuous line of text to the large green rectangle at the bottom of the page. First you will use the **Text** tool to add the address and the phone number; then, you will change the color of the text and increase the space between the letters.

Create the Contact Information

1. Click the **Text** tool .
2. Position the cursor on a white area of the page and click once.
3. Choose **Times New Roman** from the **Font** list on the property bar.
4. Choose **12** from the **Font size** list on the property bar.
5. Type or copy from here **12-434 Sunset Boulevard, Any City, Anywhere, Canada
A5A 5A5 Tel: (800) 123-4567 Fax: (800) 123-6789.**

Changing the color and spacing of text

1. Drag the **Text** tool cursor over the text to select it.
2. Click the **Format text** button  on the property bar.
3. Type **20** in the **Range kerning % of space**  box.
4. Select the text object using the **Pick** tool and center it in the large rectangle.
5. Click the **White** color swatch on the color palette.

Saving your work

Now that you have finished creating the letterhead, 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 **File name** box, type a filename.
4. Click **Save**.

From here . . .

Congratulations! You have now completed a letterhead using CorelDRAW 10. You can explore CorelDRAW on your own, or you can become productive quickly by following other tutorials.

You can find out more about the tools and procedures you used in this tutorial in CorelDRAW online Help.

For more information on:

importing objects
changing outline color attributes
drawing rectangles
copying colors
stylized lines
filling objects with color
working with objects in groups
using the color docker
spacing individual letters
formatting text
drawing spirals
objects with curves

In the Help Index type:

importing files
outline color
rectangles
eyedropper tool
artistic media
paintbucket tool
grouping objects
color docker
kerning
formatting paragraph text
spirals
working with curve objects