



CorelDRAW[®]
HOME & STUDENT SUITE 2019

Quick Start Guide

CorelDRAW Home & Student Suite 2019

CorelDRAW® Home & Student Suite 2019 offers fully-integrated applications CorelDRAW® Home & Student 2019, Corel PHOTO-PAINT® Home & Student 2019, and Corel CAPTURE™ 2019 that cover everything from vector illustration and page layout, to photo editing, bitmap-to-vector tracing, and web graphics.

CorelDRAW Home & Student Workspace

Title bar: Displays the title of the open document.

Rulers: Calibrated lines with markers used to determine the size and position of objects in a drawing.

Standard toolbar: A detachable bar that contains shortcuts to menu and other commands, such as opening, saving and printing.

Menu bar: The area containing pull-down options and commands.

Toolbox: Contains tools for creating and modifying objects in the drawing.

Drawing window: The area bordered by the scroll bars and application controls. It includes the drawing page and the surrounding area, which is also known as desktop.

Drawing page: The rectangular area inside the drawing window. It is the printable area of your project.

Document navigator: An area that contains controls for moving between pages and adding pages.

Document palette: A dockable bar that contains color swatches for the current document.

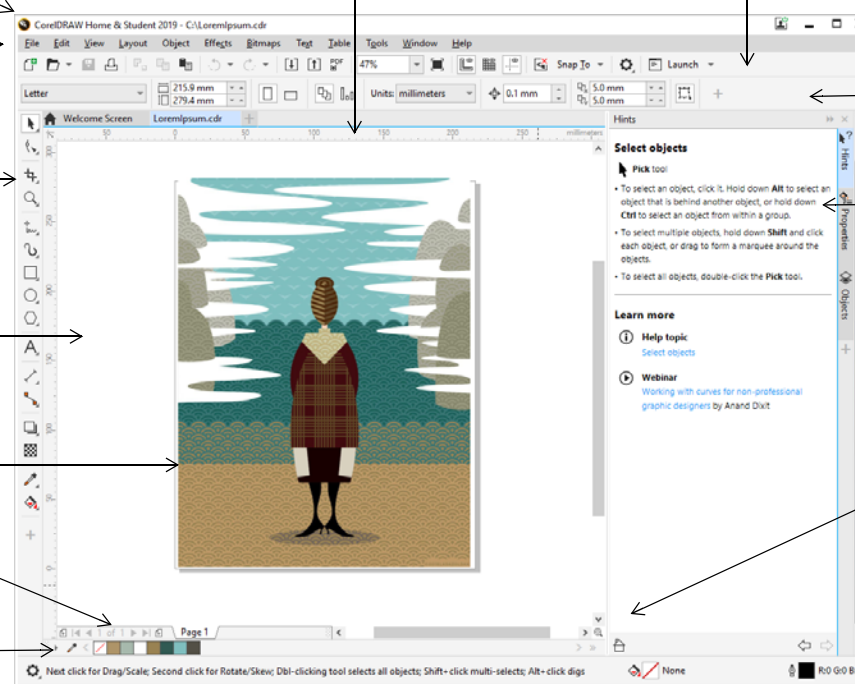
Property bar: A detachable bar with commands that relate to the active tool or object.

Docker: A window containing available commands and settings relevant to a specific tool or task.

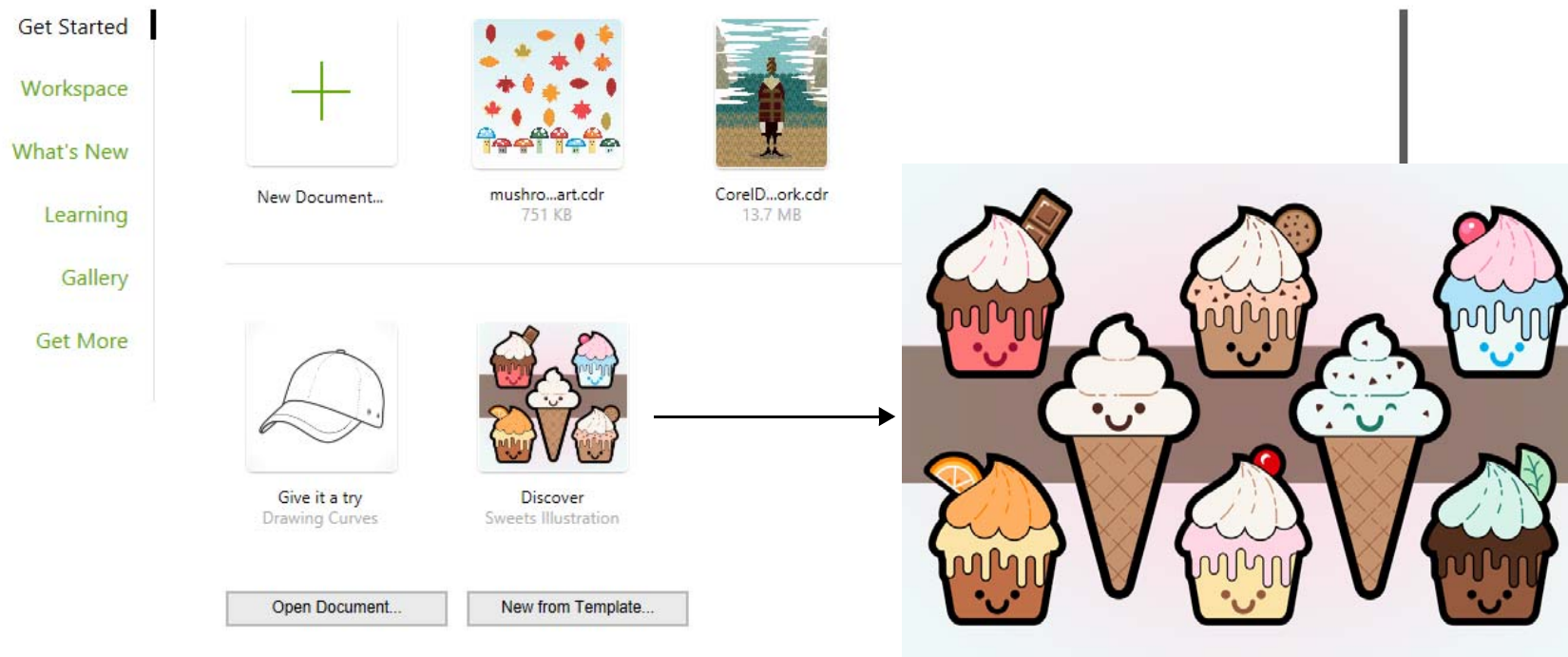
Color palette: A dockable bar that contains color swatches.

Navigator: A button that opens a smaller display to help you move around a drawing.

Status bar: Contains information about object properties such as type, size, color, fill, and resolution. The status bar also shows the current cursor position.





With the Welcome Screen, you can quickly start or open a document, choose a workspace that suits your needs, access online learning videos and other learning resources, and get inspired by a gallery of original artwork created with CorelDRAW Home & Student Suite. Plus, discovery files can help you get started quickly with both CorelDRAW Home & Student and Corel PHOTO-PAINT Home & Student.



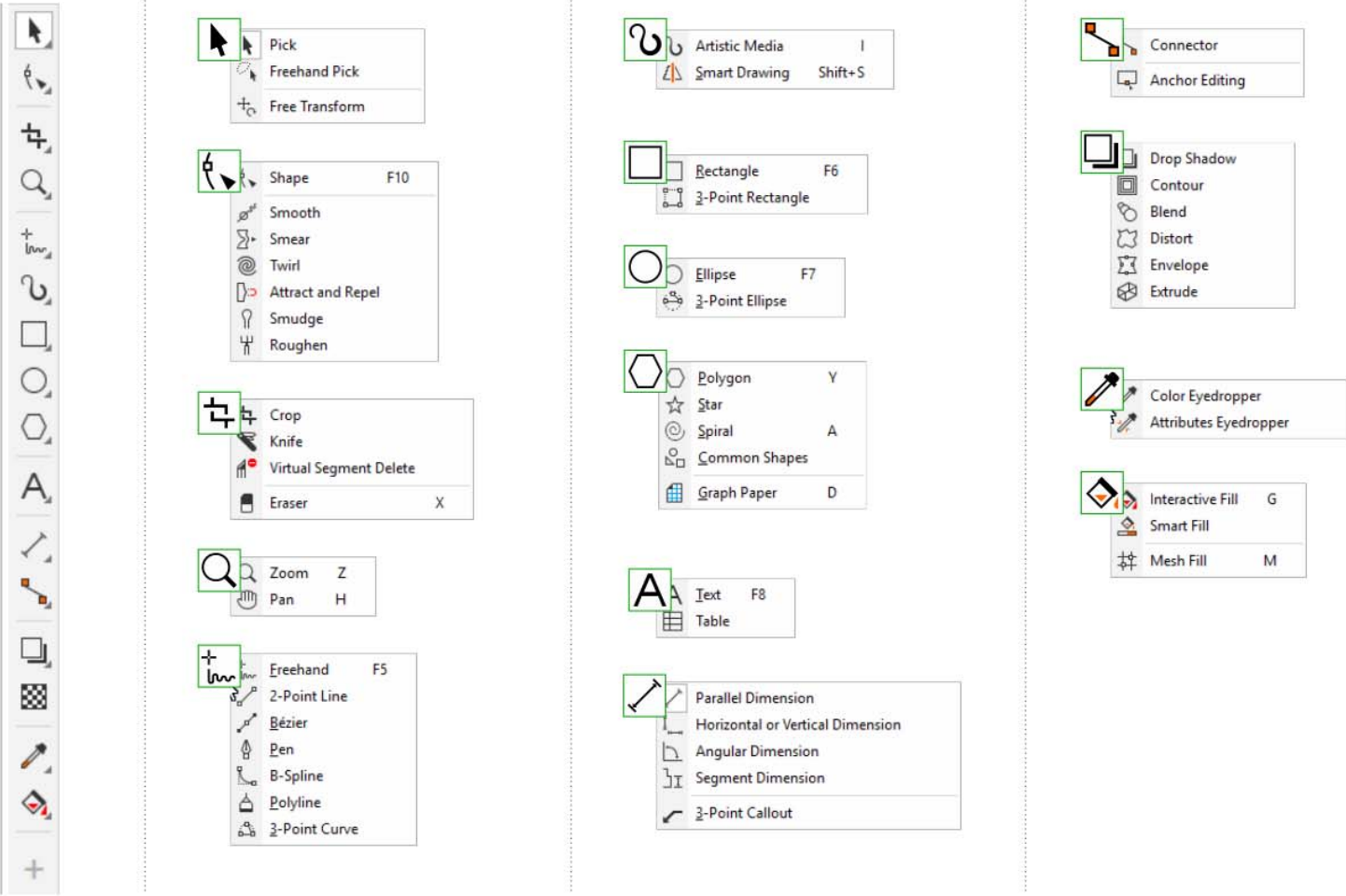
Workspace selection

The collection of workspaces are designed to help you increase your productivity by making more accessible the tools that you use most often in specific workflows or tasks. Available workspaces include Default, Touch, and Lite.

-  To choose a workspace, click **Window** ► **Workspace**, or choose one of the available workspaces from the Welcome screen.
-  To add tools or controls to the active workspace, click the **Quick customize** button **+**.

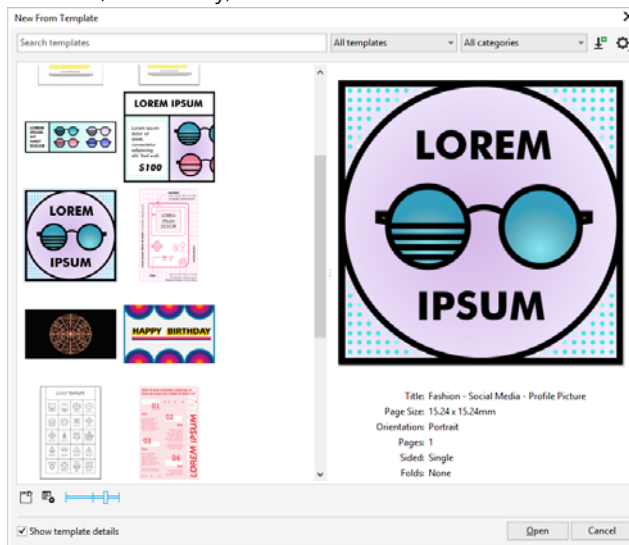
CorelDRAW Home & Student 2019 toolbox

Many of the tools in the CorelDRAW Home & Student toolbox are organized in flyouts. To access such tools, click the small arrow in the lower-right corner of a button. The illustration below shows the toolbox and flyouts available in the default workspace, and can help you find tools easily. If you still don't see the tool you are looking for, click the **Quick customize** button **+** at the bottom of the toolbox. With the help of the **Quick customize** button, you can also hide tools you don't use often.



Templates



With the New from Template dialog box (**File** ► **New from Template**), you can browse and search modern, fresh templates to start design projects such as logos, brochures, stationary, and more.

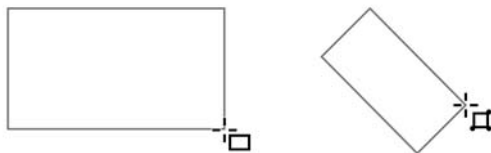


Shapes

CorelDRAW Home & Student offers a wide variety of tools for drawing shapes.



Rectangles




By dragging diagonally with the **Rectangle** tool , you can draw a rectangle or a square (when holding down **Ctrl**). The **3-point rectangle** tool  lets you quickly draw rectangles at an angle.



Lines



The drawing tools from the **Curve** flyout let you draw curved and straight lines, and lines containing both curved and straight segments. The line segments are connected by nodes, which are depicted as small squares.

The **Freehand**  and **Polyline**  tools let you draw freehand lines as if you were sketching on a sketchpad.



The **Bézier**  and **Pen**  tools let you draw lines one segment at a time by placing each node with precision and controlling the shape of each curved segment. The **B-spline** tool  lets you create smooth curves with fewer nodes than curves drawn by using freehand paths.



Ellipses

You can draw an ellipse by dragging diagonally with the **Ellipse** tool . Hold down **Ctrl** to constrain the shape to a circle. The **3-point ellipse** tool  lets you quickly draw an ellipse at an angle.



To draw an arc or a pie shape, you can click the **Arc**  or **Pie**  button on the property bar and then drag.

Complex shapes

You can use the tools on the **Object** flyout to draw polygons, grids, spirals, and two types of stars: perfect and complex. Use the property bar to change the number of polygon sides, star points, grid columns, or spiral revolutions.



Perfect shapes

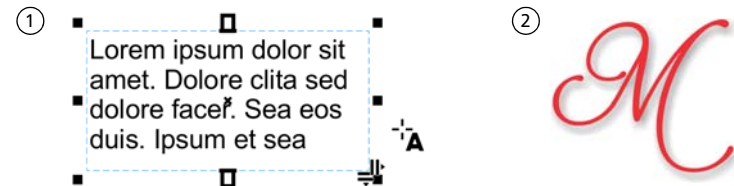
With the tools on the **Object** flyout, you can also draw basic shapes, arrows, flowchart shapes, banners, and callout shapes.

Select a preset shape on the property bar, and drag the diamond-shaped handle (glyph) to modify the appearance of some shapes.



Text

There are two types of text you can add to drawings: paragraph text (1) and artistic text (2). You can also import existing text from an external file or paste text from the Clipboard.



Paragraph text can be used for larger bodies of text that have greater formatting requirements. Before you add paragraph text, you must drag with the **Text** tool **A** to create a text frame.

You can use artistic text for short lines of text to which you can apply a wide range of effects, such as drop shadows or contours. You can add artistic text to an open or a closed path.

Fit text to a path

To fit text to a path, select the text, and click **Text** ► **Fit Text to Path**. Move the pointer over a path and use the dynamic preview to position the text. Click to attach the text to the path.

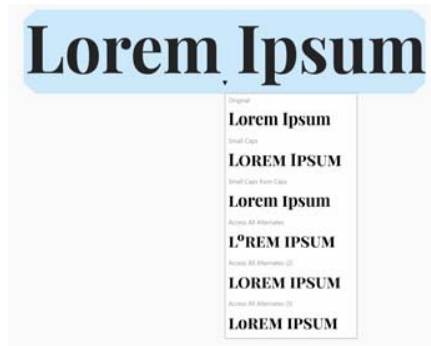


To type text on a path, click the **Text** tool **A**, and point to a path. When the pointer changes to a **Fit to Path** pointer, click to add text.



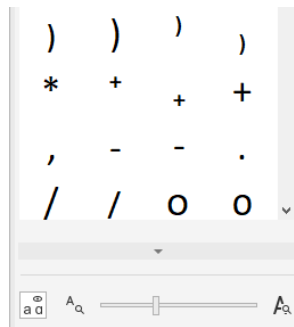
Interactive OpenType features

OpenType features let you choose alternative appearances for individual characters (glyphs), provided that the font and selected characters support OpenType features. OpenType features include fractions, ligatures, ordinals, ornaments, small caps, swashes, and more. OpenType fonts are based on Unicode, which makes them ideal for cross-platform and multi-language design work. In addition, CorelDRAW Home & Student will suggest eligible OpenType features that you can apply to your text.




Glyphs docker

The **Glyphs** docker (**Text** ► **Glyphs**) presents all characters, symbols, and glyphs associated with a selected font, making it easier to find and insert characters into your documents.

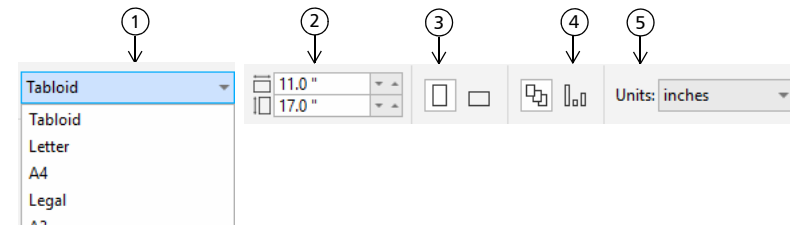


Page layout

The Page property bar lets you adjust page settings, such as page size, dimensions, orientation, units of measure, nudge distance, and duplicate distance.

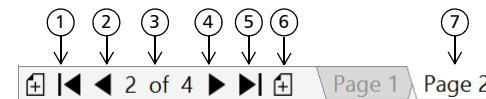
To access the Page property bar, click the **Pick** tool , and click a blank space in the drawing window.

Right-click a page tab on the document navigator to open a context menu that lets you rename, delete, or duplicate the current page or insert new pages.



- ① Choose a preset page size from the **Page size** list box on the property bar.
- ② Specify custom page width and height in the **Page dimensions** boxes.
- ③ Set the page orientation to **Landscape** or **Portrait**.
- ④ Click the **Current page** button to apply the page size only to the current page.
- ⑤ Choose a unit of measure from the **Units** list box.

To navigate the pages in a document, use the document navigator in the lower left of the application window.



- ① Go to the first page.
- ② Go to the previous page.
- ③ Open the **Go to page** dialog box.
- ④ Go to the next page.
- ⑤ Go to the last page.
- ⑥ Add a new page.
- ⑦ Click any page tab to go to that page.

To insert page numbers, click **Layout** ► **Page Number Settings**, and choose the settings you want.

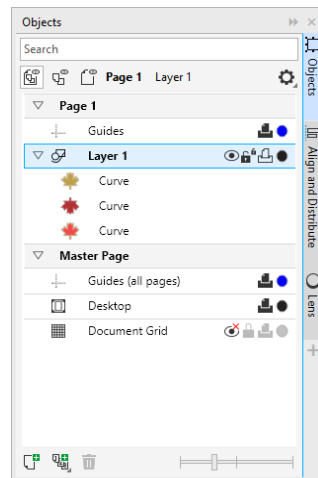
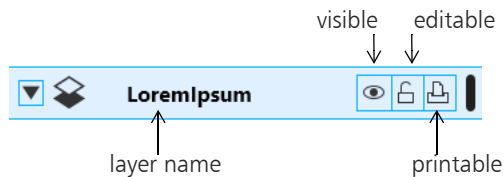
Page layout tools

You can display rulers, grids, and guidelines to help you organize and place objects.

To view or hide grids, guidelines, and rulers, click the **View** menu, and choose the items you want to display.

Layers

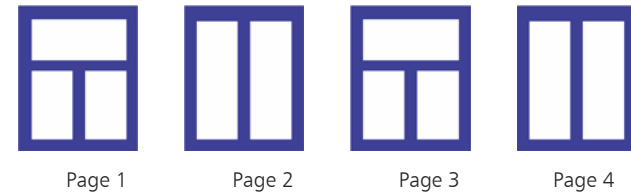
All content is placed on layers. Content that applies to a specific page is placed on a local layer. Content that applies to all pages in a document can be placed on a global layer called a master layer. Master layers are stored on a virtual page called the Master Page.



Master layers

With a choice of odd, even, and all-page master layers, it is easy to create page-specific designs for multi-page documents, such as 16- or 32-page

brochures. For example, you might want a different header or footer design to appear on even-numbered pages and on odd-numbered pages.



Drawing scale

You can choose a preset or custom drawing scale so that distances in a drawing are proportionate to real-world distances. For example, you can specify that 1 inch in the drawing corresponds to 1 meter in the physical world.

To set the drawing scale, double-click a ruler to display the **Document Options** dialog box. Click **Edit Scale**, and choose a preset or a custom drawing scale.

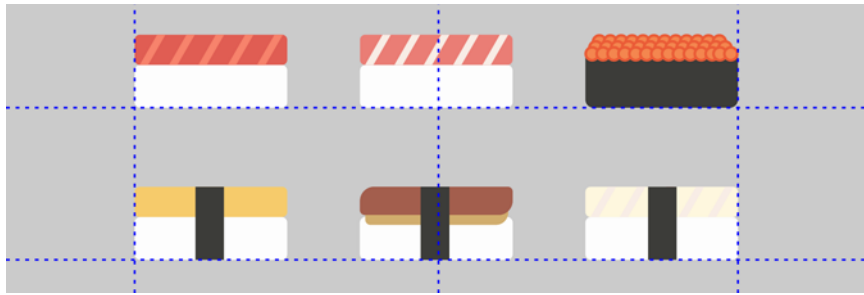
Grid and baseline grid

The grid is a series of intersecting dashed lines or dots that you can use to precisely align and position objects in the drawing window. The baseline grid consists of lines that follow the pattern of a ruled sheet, helping you to align text baselines.

To set up the grid and the baseline grid, click **Layout** ► **Page Layout**, and choose **Grid** in the left pane of the dialog box.

Guidelines

Guidelines are lines that can be placed anywhere in the drawing window to aid in object placement. You can select, move, rotate, lock, or delete a guideline, and you can change its color or dashed line pattern.



- To add a guideline, drag from the vertical or horizontal ruler into the drawing window, or click **Layout** ▶ **Page Layout**, and choose **Guidelines** in the left pane of the dialog box.

Snapping

When you move or draw an object, you can snap it to another object in a drawing, to page elements (such as the center of the page), to the document grid, pixel grid, baseline grid, or the guidelines. When an object is moved near a snap point, it is locked to the snap point.

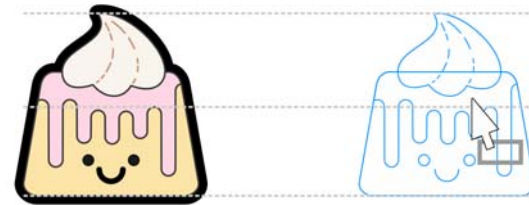
- To turn snapping on or off, click **Snap To** on the standard toolbar, and enable or disable snapping for the page elements you want.

To disable all selected snapping options temporarily, click **View** ▶ **Snap Off**. To restore the selected snapping options, click **View** ▶ **Snap Off** once again.

Alignment guides

Alignment guides help you position objects more quickly. These temporary guidelines appear when you create, resize, or move objects in relation to the center or edges of nearby objects.

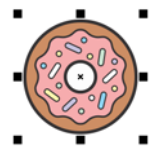
- To display alignment guides, click **View** ▶ **Alignment Guides**. To modify alignment guide settings, click **Window** ▶ **Dockers** ▶ **Live Guides**, and choose the options you want.



Work with objects

Working with objects is an essential part of creating drawings.

- Select an object with the **Pick tool** to activate the selection handles. Drag a corner handle to change object dimensions proportionally. Drag a middle handle to change object dimensions non-proportionally.



- To select multiple objects, hold down **Shift**, and then click each object.
- To move a selected object, point to its center and then drag the object to a new location. Press the **Arrow** keys to nudge objects by a preset distance. To nudge by a fraction of the preset distance, hold down **Ctrl** and press an **Arrow** key. To nudge by a multiple of the preset distance, hold down **Shift** and press an **Arrow** key.
- Click twice an object to activate the rotation handles. Drag a corner handle to rotate an object clockwise or counterclockwise. Drag a middle handle to skew an object interactively. Drag the center to set the relative center of an object.

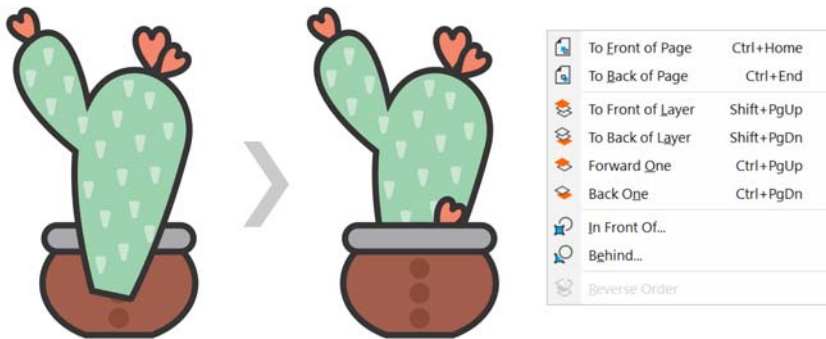


When you group two or more objects, they are treated as a single unit. Grouping lets you apply the same formatting to all the objects within the group.


To group or ungroup selected objects, click **Object** ▶ **Group**, and choose the option you want.

Objects in a drawing exist in a stacking order, usually the order in which they are created or imported.

To change the order of selected objects, click **Object** ▶ **Order**, and choose an option from the menu.



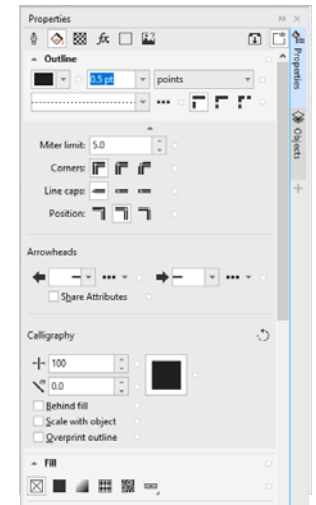
To select objects in the order in which they were created, press the **Tab** key.

To erase unwanted portions of bitmaps and vector objects, use the **Eraser** tool . If you want to erase only portions of a specific object, you have to select it. When no object is selected, the **Eraser** tool removes any part of the drawing over which you drag.


Properties docker

The **Properties** docker (**Window** ▶ **Dockers** ▶ **Properties**) presents object-dependent formatting options and properties.



For example, if you create a rectangle, the **Properties** docker automatically presents outline, fill, and transparency options, as well as the rectangle's properties. If you create a text frame, the docker will instantly display character, paragraph, and frame formatting options, as well as the text frame's properties.

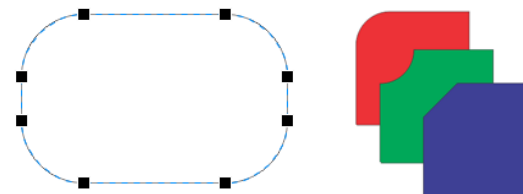


Shape objects


You can change the shape of an object by using the **Shape** tool . Different types of objects can be shaped in different ways.

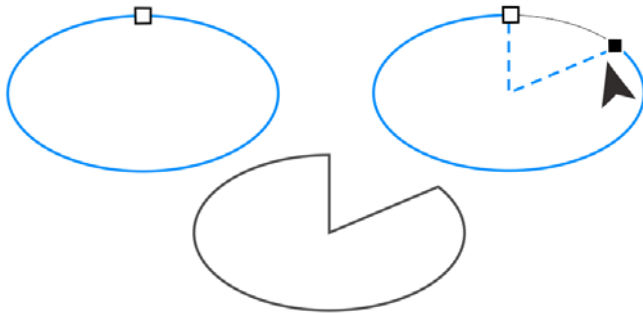
Rectangles

You can drag any corner of a rectangle with the **Shape** tool  to round all corners. You can also create chamfered, scalloped, or rounded corners from the property bar when you click the **Rectangle** tool .




Ellipses

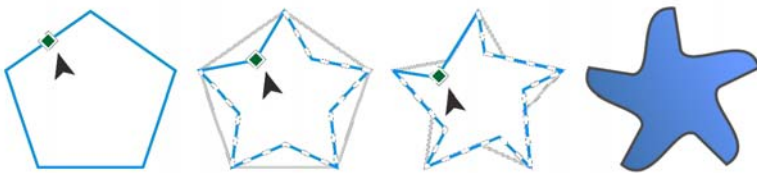
To create a pie shape from an ellipse, drag the node of the ellipse with the **Shape tool** , keeping the pointer inside the ellipse.






To create an arc from an ellipse, drag the node while keeping the pointer outside the ellipse.

Polygons and stars


To reshape a polygon or a star, click the **Shape tool** , and drag a node in any desired direction. To create a star from a polygon, drag a node toward the center.

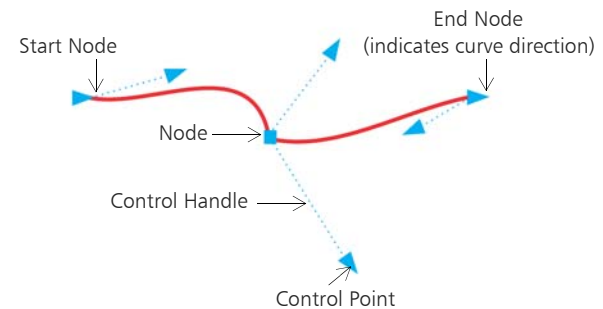






Convert objects to curves

Objects created with shape tools like the **Rectangle tool**  and the **Ellipse tool**  must be converted to curves (**Object** ▶ **Convert to Curves**, or **Ctrl + Q**) before you can edit individual nodes. One exception to this rule are objects created with the **Polygon tool** .

Shape lines and curves

You can shape curve and line objects by manipulating their nodes and segments with the **Shape tool** , and by adding and deleting nodes.



-  To add a node, double-click on the path, or click on the path and then click the **Add nodes** button on the property bar.
-  To delete a node, double-click the node, or select the node and then click the **Delete nodes** button on the property bar.
-  To reduce the number of nodes, marquee select them with the **Shape tool** , and click **Reduce nodes** on the property bar.

Fills and outlines

You can add various fills to the inside of objects or other enclosed areas, as well as change the color of object outlines.

Fill types

You can fill objects with uniform, fountain, pattern, texture, PostScript, and mesh fills. Fountain fills have a smooth progression of two or more colors.





You can also fill objects with vector graphics (vector pattern fills) or bitmap images (bitmap pattern fills).

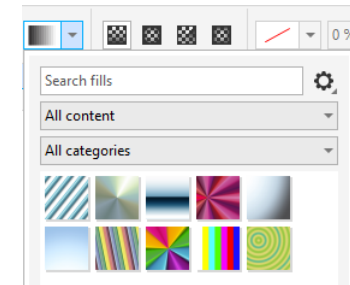


Texture fills can simulate the look and feel of natural materials such as water, clouds, and stone. PostScript fills are complex texture fills that are created in the PostScript language.



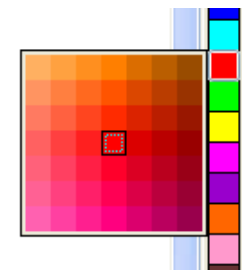
Mesh fills create smooth color transitions to give objects volume and realistic three-dimensional effects.



To fill a selected object, click the **Interactive fill tool**  in the toolbox, choose the type of fill you want on the property bar, open the **Fill picker** and double-click a fill. To apply a mesh fill, use the **Mesh fill tool** .





Choose colors



A color palette is a collection of color swatches. You can choose both fill and outline colors by using the default color palette. The selected fill and outline colors appear in the color swatches on the status bar.




-  To fill an object with a solid (uniform) color, click a color swatch on the color palette, or drag a color onto an object.
-  To change the outline color, right-click a color swatch on the color palette, or drag a color onto the outline of the object.

 To mix colors, select a colored object, press **Ctrl**, and click another color on the color palette.

 To choose from different shades of a color, click and hold a color swatch.

You can also choose fill and outline colors from the color dialog boxes by double-clicking the **Fill** button  or the **Outline** button  on the status bar.

Eyedropper tool

When you sample color with the **Color Eyedropper** tool , the tool automatically switches to the Apply Color mode so that you can immediately apply the sampled color. To activate the **Color Eyedropper** tool quickly, press **Ctrl + Shift + E**.

An eyedropper tool is also conveniently located throughout in various color dialog boxes to let you sample and match colors from a document without closing the dialog box.

More color palettes

The **Palettes** docker (**Window ▶ Dockers ▶ Palettes**) makes it easy to create, organize, and show or hide both default and custom color palettes. You can create web-specific RGB palettes or print-specific CMYK palettes, and you can add third-party color palettes. The **Palettes** docker includes PANTONE® palettes.

Color management

Color management ensures a more accurate color representation when a document is viewed, modified, shared, exported to another format, or printed.

You can use default or document-specific color management settings to set color profiles, policies, and rendering intent. Document-specific settings override the default application settings while you are working on that file.

 To access default or document-specific color management settings, click **Tools ▶ Color Management**.


Effects

Create the illusion of three-dimensional depth in objects by adding contour, drop shadow, or bevel effects. Take advantage of non-destructive bitmap effects to enhance the appearance of objects without permanently changing them.

Contour

You can contour an object to create a series of concentric lines that progress to the inside or outside of the object.




 To apply a contour, select an object, click **Effects ▶ Contour**, choose the settings you want in the **Contour** docker, and click **Apply**.

Drop shadow

Drop shadows simulate light falling on an object from one of five particular perspectives: flat, right, left, bottom, and top. When you add a drop shadow, you can change its perspective, and you can adjust attributes such as color, opacity, fade level, angle, and feathering.



To apply a drop shadow, select an object, click the **Drop shadow** tool , and drag from the center of the object. Specify any attributes on the property bar.

Bevel effect

A bevel effect (**Effects ▶ Bevel**) adds 3D depth to a graphic or text object by making its edges appear sloped. Bevel effects can contain both spot and process (CMYK) colors, so they are ideal for printing.



Import files

CorelDRAW Home & Student lets you import files (**File ▶ Import**, or **Ctrl + I**) created in other applications to use in your projects. For example, you can import a Portable Document Format (PDF), JPEG, or Adobe® Illustrator® (AI) file. You can sort the file types by most recent, extension, text, or description.

You can import a file in the active application window as an object. You can also resize and center a file as you import it.

Pixels view



Pixels view displays a pixel-based rendition of the drawing, which allows you to zoom in on an area and align objects more precisely. It also provides a more accurate representation of how a design will appear on the web.

To enable Pixels view, click **View ▶ Pixels**. From the **Zoom levels** list box on the property bar, choose **800%**.

Editing photos

CorelDRAW Home & Student Suite offers a large number of features to effectively and efficiently edit photos and other bitmaps. Some of these features are available only in Corel® PHOTO-PAINT®.

RAW camera files

When importing RAW camera files, you can view information about file properties and camera settings, adjust image color and tone, and improve image quality.

Remove unwanted areas from photos and fix imperfections

The Cutout Lab in Corel PHOTO-PAINT Home & Student (**Image ▶ Cutout Lab**) lets you cut out image areas from the surrounding background. This feature allows you to isolate image areas and preserve edge detail, such as hair or blurred edges.


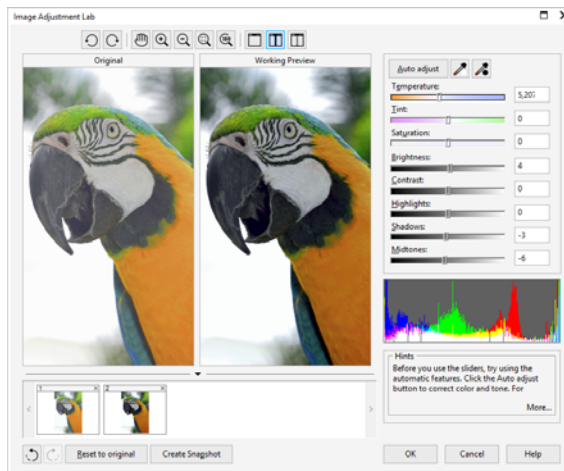
The **Healing Clone** tool  discreetly removes unwanted spots and imperfections from an image by painting with sampled texture and matching it to the color of the area that you're retouching.



Image Adjustment Lab

The Image Adjustment Lab consists of automatic and manual controls, which are organized in a logical order for image correction, starting in the upper-right corner. It is best to crop or retouch any areas of the image before beginning the color and tone corrections.



To access the Image Adjustment Lab, click **Effects ▶ Adjust ▶ Image Adjustment Lab** (CorelDRAW Home & Student) or **Adjust ▶ Image Adjustment Lab** (Corel PHOTO-PAINT Home & Student).

Special effects




Camera effects, such as Colorize, Sepia Toning, and Time Machine, give your photos unique visual appearance and help you recreate historic photographic styles. Special effects can be accessed from the **Effects** menu in CorelDRAW Home & Student or Corel PHOTO-PAINT Home & Student.

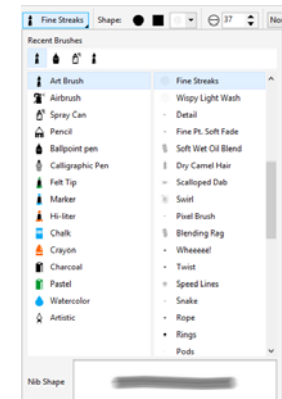


Objects docker

The **Objects** docker in Corel PHOTO-PAINT Home & Student (**Window ▶ Dockers ▶ Objects**) lets you view and manage the objects in your image. For example, you can hide, display, rename, or change the stacking order of objects. You can also choose a merge mode, which determines the way an object blends with underlying objects.

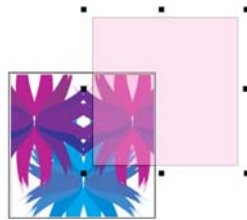
Brush picker


The **Brush** picker in Corel PHOTO-PAINT Home & Student helps you find brushes by combining all brush categories and brush types in one location. Available from the property bar for the **Paint** , **Effect** , and **Clone**  tools, the **Brush** picker provides nib and brush stroke previews and stores the settings for the last five brushes you've used.



Transparency

You can change the transparency of an object to reveal image elements underneath. You can apply uniform, fountain, texture, or bitmap pattern transparencies.



- To apply transparency in Corel PHOTO-PAINT Home & Student, click the **Object transparency** tool , and use the controls on the property bar, or use the **Transparency** control in the **Objects** docker.
- To apply transparency in CorelDRAW Home & Student, click **Object** ► **Properties**, and use the controls in the **Transparency** area of the **Properties** docker.

Trace bitmaps

You can trace bitmaps and turn them into vector graphics in one step by using the Quick Trace command, or you can use the PowerTRACE controls to preview and adjust the traced results.

- To trace a bitmap, select the bitmap in CorelDRAW Home & Student, and click **Trace Bitmap** on the property bar.

Stylus, touch, and wheel devices

Make the most of your pen and stylus to control your brushstrokes. In CorelDRAW Home & Student, both the **Artistic Media** tool's **Expression** mode and the **Eraser** tool react to the



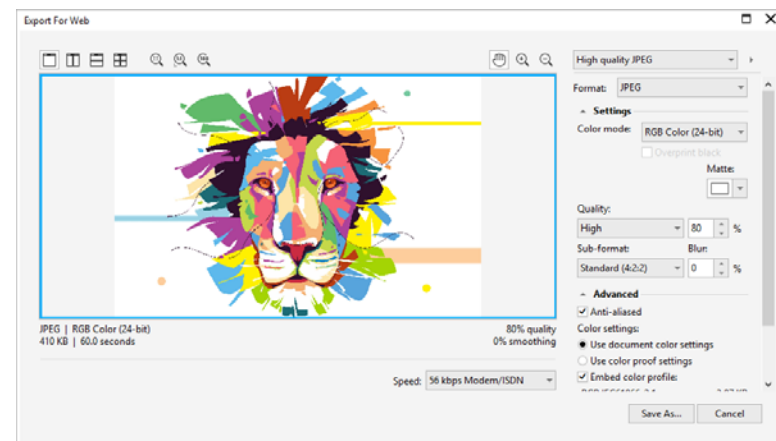
pressure, tilt, and bearing of your stylus. And in Corel PHOTO-PAINT Home & Student, the **Eraser** tool, the **Paint** tool, and other brush tools support pen pressure, tilt, bearing as well as rotation.

CorelDRAW Home & Student Suite provides touch gesture support, a Touch workspace (**Window** ► **Workspace** ► **Touch**), and automatic workspace switching to help you make the most of your touch-enabled device.

Export files

You can export (**File** ► **Export**, or **Ctrl + E**) and save images to a variety of file formats that can be used in other applications. For example, you can export a file to the Adobe Illustrator (AI), PDF, or JPEG format. Some file formats may not support all the features that a CorelDRAW (CDR) file has so it is a good idea to save the original file as a CDR file before exporting it.

The **Export for Web** dialog box (**File** ► **Export For** ► **Web**) provides common export controls and lets you preview the results of various filter settings before you export the file. In addition, you can specify object transparencies and matting colors for anti-aliased edges — all with real-time preview.



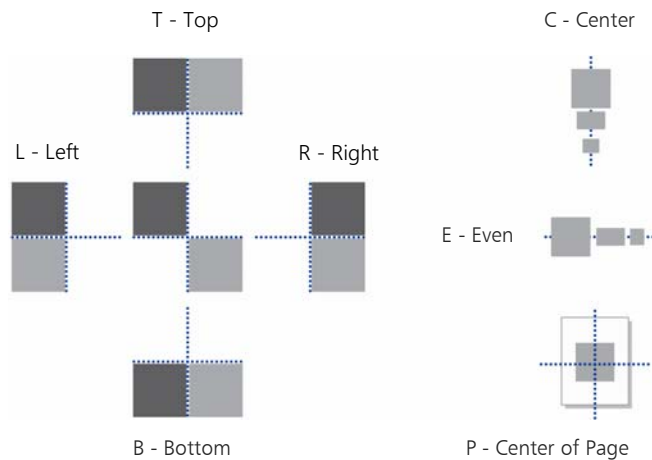
You can also export your projects to bitmap images suitable for WordPress and then upload them to your WordPress account (**File ▶ Export For ▶ WordPress**).

Keyboard shortcuts

To view all keyboard shortcuts, click **Tools ▶ Options ▶ Customization**. In the **Customization** list of categories, click **Commands**, click the **Shortcut Keys** tab, and click **View all**.

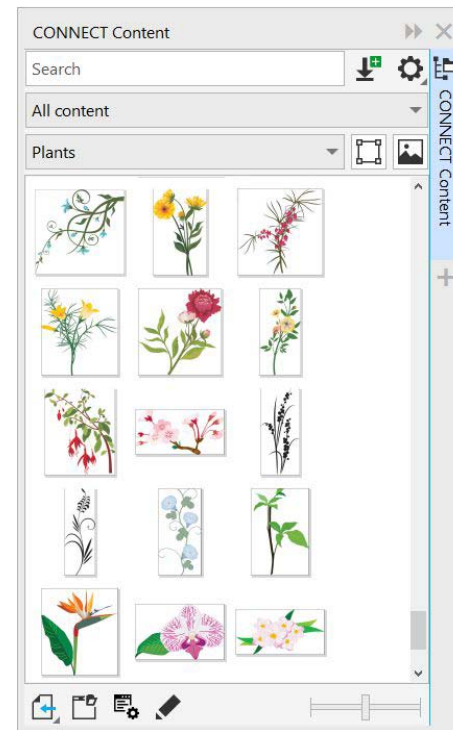
To download a list of keyboard shortcuts, visit product.corel.com.

You can use alignment keyboard shortcuts to quickly position objects on the page. Select the objects that you want to align, and press a shortcut key.



Find and manage content

You can easily find and manage clipart and photos that are stored on your computer and portable devices, or in network folders.



The **CONNECT Content** docker (**Window ▶ Dockers ▶ CONNECT Content**) provides a central location where you can search and browse available content. After you find the clipart or bitmap you need, you can add it to your project.

To get you started, Corel provides local content that is stored in your **Documents\Coreel\Coreel Content\Images** folder. If you are looking to expand your image collection, you can download additional image packs from within the **Get More** dialog box.

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CorelDRAW® Home & Student Suite 2019 Quick Start Guide

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