

Quick Reference Card

Keyboard shortcuts – Menus and menu commands

File

- New **⌘N**
- Open **⌘O**
- Save **⌘S**
- Save As **⇧⌘S**
- Import **⌘I**
- Export **⌘E**
- Print **⌘P**

Edit

- Undo **⌘Z**
- Redo **⇧⌘Z**
- Repeat **⌘R**
- Cut **⌘X**
- Copy **⌘C**
- Paste **⌘V**
- Delete **⌘**
- Duplicate **⌘D**
- Find and Replace **⇧⌘F**
- Step and Repeat **⌘D**

View

- Full Screen Preview **⇧⌘P**
- Views **⌘V**
- Alignment Guides **⇧⌘A**
- Dynamic Guides **⇧⌘D**
- Snap to **Document Grid** **⇧⌘Y**
- Snap to **Objects** **⇧⌘Z**
- Snap Off **⇧⌘Q**

Object

- Symbols **Symbol Manager** **⇧⌘S**
- Align and Distribute
 - Align Left **⇧⌘L**
 - Align Right **⇧⌘R**
 - Align Top **⇧⌘T**
 - Align Bottom **⇧⌘B**
 - Align Centers Horizontally **⇧⌘C**
 - Align Centers Vertically **⇧⌘E**
 - Center to Page **⇧⌘P**
- Align & Distribute **⌘A**
- Order
 - To Front of Page **⇧⌘⌘F**
 - To Back of Page **⇧⌘⌘B**
 - To Front of Layer **⇧⌘⌘F**
 - To Back of Layer **⇧⌘⌘B**
 - Forward One **⌘F**
 - Back One **⌘B**
- Group **Group Objects** **⌘G**
- Group **Ungroup Objects** **⌘U**
- Combine **⌘L**
- Break Apart **⌘K**
- Convert to Curves **⌘Q**
- Convert Outline to Object **⇧⌘Q**
- Object Properties **⌘O**

Effects

- Adjust **Brightness/Contrast/Intensity** **⌘B**
- Adjust **Color Balance** **⇧⌘B**
- Adjust **Hue/Saturation/Lightness** **⇧⌘U**
- Contour **⌘C**
- Envelope **⇧⌘E**
- Lens **⇧⌘L**

Text

- Text **⌘T**
- Glyphs **⌘G**
- Insert Formatting Code **⇧⌘F**
- Non-breaking Hyphen **⇧⌘-**
- Convert **⇧⌘T**
- Align to Baseline **⇧⌘B**
- Writing Tools **Spell Check** **⇧⌘S**

Window

- Close Window **⇧⌘W**
- Inspectors
 - Properties **⌘P**
 - Object Styles **⌘S**
 - Symbols **⇧⌘S**
 - Align and Distribute **⌘A**
 - Step and Repeat **⌘D**
 - Text **Text** **⇧⌘T**
 - Text **Glyphs** **⌘G**
 - Effects **Contour** **⇧⌘C**
 - Effects **Envelope** **⇧⌘E**
 - Effects **Lens** **⇧⌘L**
 - Color Styles **⌘C**
 - Views **⌘V**

Other

- Nudge **Arrow keys**
- Super Nudge **⇧Arrow Keys**
- Micro Nudge **⇧⇧Arrow Keys**
- Scroll **⇧Arrow Keys**
- Select Fill Color **Left click the swatch from the palette**
- Select outline Color **⇧Left click the swatch from the palette**

Toolbox



- Pick
- Shape
- Crop
- Zoom – **Z**
- Freehand
- Artistic Media – **I**
- Rectangle
- Ellipse
- Polygon
- Text – **T**
- Parallel Dimension
- Straight-Line Connector
- Drop Shadow
- Transparency
- Color Eyedropper
- Interactive Fill

Pick

- Pick
- Freehand Pick
- Free Transform

Shape Edit

- Shape **A**
- Smooth
- Smear
- Twirl
- Attract and Rapel
- Smudge
- Roughen

Crop

- Crop
- Knife
- Virtual Segment Delete
- Eraser **X**

Zoom

- Zoom **Z**
- Pan **H**

Curve

- Freehand **N**
- 2-Point Line
- Bézier
- Pen
- B-Spline
- Polyline
- 3-Point Curve

Artistic Media

- Artistic Media **I**
- LiveSketch **⇧S**
- Smart Drawing **S**

Rectangle

- Rectangle **R**
- 3-Point Rectangle

Ellipse

- Ellipse **E**
- 3-Point Ellipse

Polygon Tools

- Polygon **Y**
- Star
- Spiral
- Common Shapes
- Impact tool
- Graph Paper **D**

Text

- Text **T**
- Table

Dimension

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

Connector

- Connector
- Anchor Editing

Interactive

- Drop Shadow
- Contour
- Blend
- Distort
- Envelope
- Extrude
- Block Shadow

Eyedropper

- Color Eyedropper
- Attributes Eyedropper

Interactive Fill

- Interactive Fill **G**
- Smart Fill
- Mesh Fill **M**



Join the CorelDRAW Community to get inspired, learn new techniques and connect with users around the world.
<http://community.coreldraw.com>

Keyboard shortcuts highlighted in red.

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- New ⌘N
- New From Clipboard ⇧⌘N
- Open ⌘O
- Save ⌘S
- Save As ⇧⌘S
- Import ⌘I
- Export ⌘E
- Print ⌘P

View

- Full Screen Preview ^⌘P
- Zoom In ⌘+
- Zoom Out ⌘-
- Fit in Window ⌘2
- Grid ~⇧E
- Alignment Guides ~⇧A
- Snap To ▶ Grid ~Y
- Snap To ▶ Guidelines ~⇧Y

Edit

- Undo ⌘Z
- Redo ⇧⌘Z
- Repeat ⌘R
- Cut ⌘X
- Copy ⌘C
- Copy Visible ⇧⌘C
- Paste Special ▶ Into Mask ~⇧V

Adjust

- Tone Curve ⌘T
- Brightness/Contrast/Intensity ⌘B
- Hue/Saturation/Lightness ⇧⌘U
- Color Balance ⇧⌘B

Image

- Channels ^C

Effects

- Repeat ▶ Last Effect ⌘F

Object

- Create ▶ Copy from Mask ⌘I
- Create ▶ Cut from Mask ⇧⌘I
- Text ▶ Fit Text To Path ~⇧F
- Duplicate ⌘D
- Arrange
 - ▶ Align and Distribute ^A
 - ▶ Group ⌘G
 - ▶ Ungroup ⌘U
 - ▶ Order ▶ To Front ~⇧]
 - ▶ Order ▶ To Back ~⇧[
 - ▶ Order ▶ Forward One ⌘H
 - ▶ Order ▶ Back One ⌘[
- Combine
 - ▶ Combine Objects Together ~⇧!
 - ▶ Combine Objects with Background ⌘!
 - ▶ Combine All Objects with Background ⇧⌘!
- Feather ⇧⌘F
- Objects ^O
- Show Object Marquee ⇧⌘H


Mask

- Select Entire Image ⌘A
- Invert ⇧⌘I
- Remove ⇧⌘R
- Paint On Mask ⌘K
- Show Mask Marquee ⌘H

Window

- Close Window ⇧⌘W
- Minimize ⌘M
- Inspectors
 - ▶ Objects ^O
 - ▶ Channels ^C
 - ▶ Information ^N
 - ▶ Align and Distribute ^A
 - ▶ Artistic Media ^S
 - ▶ Brush Settings ^B
 - ▶ Color ^⇧C
 - ▶ Slices ^⇧S
 - ▶ Recorder ^R
 - ▶ History ^H
 - ▶ Movie ^⇧A

Toolbox



- Object Pick
- Rectangle Mask
- Mask Transform – M
- Crop
- Zoom
- Clone
- Smear
- Effect
- Text – T
- Paint
- Rectangle
- Eraser – X
- Drop Shadow – S
- Object Transparency
- Eyedropper – O
- Fill

Mask

- Rectangle Mask J
- Ellipse Mask ⇧J
- Magic Wand Mask W
- Lasso Mask A
- Magnetic Mask 4
- Freehand Mask K
- Brush Mask B
- Planar Mask 8

Crop

- Crop D
- Straighten ⇧X
- Perspective Correction ⇧C
- Image Slicing 6

Zoom

- Zoom Z
- Pan H

Touch-Up

- Clone Tool C
- Red-Eye Removal 5
- Touch-up Brush 7
- Healing Clone 0

Smear

- Smear ⇧S
- Twirl ⇧W
- Attract ⇧A
- Repel ⇧R

Brush

- Paint P
- Image Sprayer I
- Undo brush U
- Replace Color Brush Q

Rectangle

- Rectangle R
- Ellipse E
- Polygon Y
- Line L
- Path ⇧N

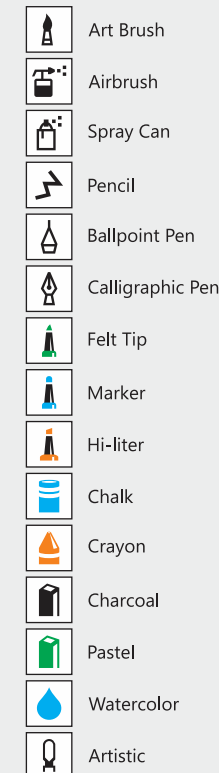
Transparency

- Object Transparency 1
- Color Transparency 2
- Object Transparency Brush 3

Fill

- Fill F
- Interactive Fill G

Paint Tools Toolbar



- Art Brush
- Airbrush
- Spray Can
- Pencil
- Ballpoint Pen
- Calligraphic Pen
- Felt Tip
- Marker
- Hi-liter
- Chalk
- Crayon
- Charcoal
- Pastel
- Watercolor
- Artistic