

# Quick Reference Card

Keyboard shortcuts – Menus and menu commands

## File

- New **Ctrl+N**
- Open **Ctrl+O**
- Save **Ctrl+S**
- Save As **Ctrl+Shift+S**
- Import **Ctrl+I**
- Export **Ctrl+E**
- Print **Ctrl+P**
- Exit **Alt+F4**

## Edit

- Undo **Ctrl+Z**
- Redo **Ctrl+Shift+Z**
- Repeat **Ctrl+R**
- Cut **Ctrl+X**
- Copy **Ctrl+C**
- Paste **Ctrl+V**
- Delete **Delete**
- Duplicate **Ctrl+D**
- Step and Repeat **Ctrl+Shift+D**
- Find and Replace ▶ Find Objects **Ctrl+F**

## View

- Full Screen Preview **F9**
- View Manager **Ctrl+F2**
- Alignment Guides **Alt+Shift+A**
- Dynamic Guides **Alt+Shift+D**
- Snap to ▶ Document Grid **Alt+Y**
- Snap to ▶ Objects **Alt+Z**
- Snap Off **Alt+Q**

## Object

- Symbol ▶ Symbol Manager **Ctrl+F3**
- 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 **Ctrl+Shift+A**
- Order
  - ▶ To Front of Page **Ctrl+Home**
  - ▶ To Back of Page **Ctrl+End**
  - ▶ To Front of Layer **Shift+PgUp**
  - ▶ To Back of Layer **Shift+PgDn**
  - ▶ Forward One **Ctrl+PgUp**
  - ▶ Back One **Ctrl+PgDn**
- Combine **Ctrl+L**
- Break Apart **Ctrl+K**
- Group ▶ Group Objects **Ctrl+G**
- Group ▶ Ungroup Objects **Ctrl+U**
- Convert to Curves **Ctrl+Q**
- Convert Outline to Object **Ctrl+Shift+Q**
- Object Properties **Alt+Enter**

## Effects

- Adjust ▶ Brightness/Contrast/Intensity **Ctrl+B**
- Adjust ▶ Color Balance **Ctrl+Shift+B**
- Adjust ▶ Hue/Saturation/Lightness **Ctrl+Shift+U**
- Contour **Ctrl+F9**
- Envelope **Ctrl+F7**
- Lens **Alt+F3**

## Text

- Text Properties **Ctrl+T**
- Edit Text **Ctrl+Shift+T**
- Insert Formatting Code ▶ Non-breaking Hyphen **Ctrl+Shift+-**
- Insert Formatting Code ▶ Optional Hyphen **Ctrl+-**
- Insert Character **Ctrl+F11**
- Convert **Ctrl+F8**
- Align to Baseline **Alt+F12**
- Writing Tools ▶ Spell Check **Ctrl+F12**

## Tools

- Options **Ctrl+J**
- Scripts ▶ Script Manager **Alt+Shift+F11**
- Scripts ▶ Script Editor **Alt+F11**
- Scripts ▶ Visual Studio Editor **Alt+Shift+F12**
- Scripts ▶ Stop Recording **Ctrl+Shift+O**
- Scripts ▶ Record Temporary Script **Ctrl+Shift+R**
- Scripts ▶ Run Temporary Script **Ctrl+Shift+P**

## Window

- Refresh Window **Ctrl+W**
- Close Window **Ctrl+F4**
- Dockers
  - ▶ Object Properties **Alt+Enter**
  - ▶ Object Styles **Ctrl+F5**
  - ▶ Symbol Manager **Ctrl+F3**
  - ▶ Align and Distribute **Ctrl+Shift+A**
  - ▶ Step and Repeat **Ctrl+Shift+D**
  - ▶ Effects ▶ Contour **Ctrl+F9**
  - ▶ Effects ▶ Envelope **Ctrl+F7**
  - ▶ Effects ▶ Lens **Alt+F3**
  - ▶ Text ▶ Text Properties **Ctrl+T**
  - ▶ Text ▶ Glyphs **Ctrl+F11**
  - ▶ Color Styles **Ctrl+F6**
  - ▶ View Manager **Ctrl+F2**
  - ▶ Scripts **Alt+Shift+F11**

## Other

- Nudge **Arrow keys**
- Super Nudge **Shift+Arrow Keys**
- Micro Nudge **Ctrl+Arrow Keys**
- Scroll **Alt+Arrow Keys**
- Select Fill Color **Left click the swatch from the palette**
- Select outline Colour **Right click the swatch from the palette**

## Help

- Product Help Topics **F1**

## Toolbox

- Pick
- Shape
- Crop
- Zoom – Z
- Freehand
- Artistic Media – I
- Rectangle
- Ellipse
- Polygon
- Text – F8
- Parallel Dimension
- Straight-Line Connector
- Shadow Tool
- Transparency
- Color Eyedropper
- Interactive Fill
- Quick customize

### Pick

- Pick
- Freehand Pick
- Free Transform

### Shape Edit

- Shape **F10**
- Smooth
- Smear
- Twirl
- Attract and Rapel
- Smudge
- Roughen

### Crop

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

### Zoom

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

### Curve

- Freehand **F5**
- 2-Point Line
- Bézier
- Pen
- B-Spline
- Polyline
- 3-Point Curve

### Artistic Media

- Artistic Media **I**
- LiveSketch **S**
- Smart Drawing **Shift+S**

### Rectangle

- Rectangle **F6**
- 3-Point Rectangle

### Ellipse

- Ellipse **F7**
- 3-Point Ellipse

### Polygon Tools

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

### Text

- Text **F8**
- Table

### Dimension

- Parallel Dimension
- Horizontal or Vertical Dimension
- Angular Dimension
- Segment Dimension
- 2 Leg Callout

### Connector

- Connector
- Anchor Editing

### Interactive

- 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>

## Quick Reference Card

Keyboard shortcuts – Menus and menu commands

### File

New **Ctrl+N**  
 New From Clipboard **Ctrl+Shift+N**  
 Open **Ctrl+O**  
 Save **Ctrl+S**  
 Save As **Ctrl+Shift+S**  
 Acquire Image ▶ Select TWAIN Source **Ctrl+Shift+Q**  
 Acquire Image ▶ Acquire **Ctrl+Q**  
 Import **Ctrl+I**  
 Export **Ctrl+E**  
 Print **Ctrl+P**  
 Exit **Alt+F4**

### Edit

Undo **Ctrl+Z**  
 Redo **Ctrl+Shift+Z**  
 Repeat Last Command **Ctrl+R**  
 History **Alt+F9**  
 Cut **Ctrl+X**  
 Copy **Ctrl+C**  
 Copy Visible **Ctrl+Shift+C**  
 Paste ▶ Paste As New Object **Ctrl+V**  
 Paste ▶ Into Mask **Ctrl+Shift+V**  
 Duplicate **Ctrl+D**

### Image

Channels **Ctrl+F9**

### View

Full Screen Preview **F9**  
 Zoom In **F2**  
 Zoom Out **F3**  
 Fit in Window **F4**  
 Grid **Ctrl+Shift+E**  
 Alignment Guides **Alt+Shift+A**  
 Snap To ▶ Grid **Ctrl+Y**  
 Snap To ▶ Guidelines **Ctrl+Shift+Y**

### Effects

Repeat ▶ Last Effect **Ctrl+F**

### Adjust

Tone Curve **Ctrl+T**  
 Brightness/Contrast/Intensity **Ctrl+B**  
 Hue/Saturation/Lightness **Ctrl+Shift+U**  
 Color Balance **Ctrl+Shift+B**

### Object

Create ▶ Copy from Mask **Ctrl+UpArrow**  
 Create ▶ Cut from Mask **Ctrl+Shift+UpArrow**  
 Text ▶ Fit Text To Path **Ctrl+Alt+F**  
 Arrange  
 ▶ Align and Distribute **Ctrl+Shift+A**  
 ▶ Group **Ctrl+G**  
 ▶ Ungroup **Ctrl+U**  
 ▶ Order ▶ To Front **Shift+PgUp**  
 ▶ Order ▶ To Back **Shift+PgDn**  
 ▶ Order ▶ Forward One **Ctrl+PgUp**  
 ▶ Order ▶ Back One **Ctrl+PgDn**  
 Combine  
 ▶ Combine Objects Together **Ctrl+Alt+DnArrow**  
 ▶ Combine Objects with Background **Ctrl+DnArrow**  
 ▶ Combine All Objects with Background **Ctrl+Shift+DnArrow**  
 Feather **Ctrl+Shift+F**  
 Object Manager **Ctrl+F7**  
 Show Object Marquee **Ctrl+Shift+H**

### Tools

Options **Ctrl+J**  
 Scripts ▶ Script Manager **Alt+Shift+F11**  
 Scripts ▶ Script Editor **Alt+F11**  
 Scripts ▶ Visual Studio Editor **Alt+Shift+F12**

### Mask

Create ▶ Mask from Object **Ctrl+M**  
 Select Entire Image **Ctrl+A**  
 Invert **Ctrl+Shift+I**  
 Remove Mask **Ctrl+Shift+R**  
 Paint On Mask **Ctrl+K**  
 Show Mask Marquee **Ctrl+H**

### Window

Refresh Window **Ctrl+W**  
 Close Window **Ctrl+F4**  
 Cascade **Shift+F5**  
 Maximize Work Area **Backspace**  
 Hide Window **Ctrl+Shift+F4**  
 Dockers  
 ▶ Object Manager **Ctrl+F7**  
 ▶ Channels **Ctrl+F9**  
 ▶ Path **Alt+F10**  
 ▶ Image Info **Ctrl+F1**  
 ▶ Align and Distribute **Ctrl+Shift+A**  
 ▶ Artistic Media **Ctrl+F10**  
 ▶ Brush Settings **Ctrl+F8**  
 ▶ Color **Ctrl+F2**  
 ▶ Palettes **Ctrl+F5**  
 ▶ Slices **Alt+F1**  
 ▶ Recorder **Ctrl+F3**  
 ▶ History **Alt+F9**  
 ▶ Movie **Ctrl+F11**  
 ▶ Scripts **Alt+Shift+F11**

### Help

Product Help Topics **F1**

## Toolbox

Object Pick  
 Rectangle Mask  
 Mask Transform – **M**  
 Crop  
 Zoom  
 Clone  
 Smear  
 Effect – **V**  
 Text – **T**  
 Paint  
 Rectangle  
 Eraser – **X**  
 Drop Shadow – **S**  
 Object Transparency  
 Eyedropper – **E**  
 Fill  
 Quick customize

### Mask

Rectangle Mask **R**  
 Ellipse Mask **J**  
 Magic Wand Mask **W**  
 Lasso Mask **A**  
 Magnetic Mask **4**  
 Freehand Mask **K**  
 Brush Mask **B**  
 Planar Mask **8**  
 Smart Selection Mask **Shift+M**

### Crop

Crop **D**  
 Straighten **Shift+X**  
 Perspective Correction **Shift+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 **Shift+S**  
 Twirl **Shift+W**  
 Attract **Shift+A**  
 Repel **Shift+R**

### Brush

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

### Rectangle

Rectangle **F6**  
 Ellipse **F7**  
 Polygon **Y**  
 Line **L**  
 Path **F10**

### 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