

# 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 ▶ Find Objects **⌘F**
- Step and Repeat **^D**

### View

- Full Screen Preview **⌘P**
- Alignment Guides **⇧⌘A**
- Dynamic Guides **⇧⌘D**
- Snap to ▶ Document Grid **⇧⌘Y**

### 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 **⇧⌘]**
  - ▶ To Back of Page **⇧⌘[**
  - ▶ To Front of Layer **⇧⌘]**
  - ▶ To Back of Layer **⇧⌘[**
  - ▶ Forward One **⌘]**
  - ▶ Back One **⌘[**
- Group ▶ Group Objects **⌘G**
- Group ▶ Ungroup Objects **⌘U**
- Combine **⌘L**
- Break Apart **⌘K**
- Convert to Curves **⌘Q**
- Convert Outline to Object **⇧⌘Q**
- Object Properties **⌘**

### 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 ▶
- Non-breaking Hyphen **⌘-**
- Convert **⇧⌘T**
- Align to Baseline **⇧⌘B**
- Writing Tools ▶ Spell Check **⇧⌘S**

### Window

- Close Window **⇧⌘W**
- Inspectors
  - ▶ Properties **⌘**
  - ▶ 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
- Shadow
- Transparency
- Color Eyedropper
- Interactive Fill

### Pick

- Pick **V**
- 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 **⇧N**
- 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
- 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>

Keyboard shortcuts highlighted in red.

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Keyboard shortcuts – **Menus and menu commands**

### File

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

### Edit

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

### Image

Channels ⌘C

### View

Full Screen Preview ⌘⇧P  
Zoom In ⌘+  
Zoom Out ⌘-  
Fit in Window ⌘Z  
Alignment Guides ⌘⇧A  
Snap To ▶ Grid ⌘⇧Y  
Snap To ▶ Guidelines ⌘⇧G

### Adjust

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

### Effects

Repeat ▶ Last Effect ⌘F

### Object

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

### Mask

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

### Window

Minimize ⌘M  
Inspectors  
▶ Objects ^O  
▶ Channels ^C  
▶ Information ^N  
▶ Align and Distribute ^A  
▶ Artistic Media ^S  
▶ Brush Settings ^B  
▶ Color ^⇧C  
▶ Slices ^⇧S  
▶ 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  
Smart Selection Mask ⌘M

### 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 Preset

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