



## 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 **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 **Ctrl+Y**  
 Snap to Objects **Alt+Z**  
 Snap Off **Alt+Q**

### Object

Symbol **Symbol Manager Ctrl+F3**  
 Transformations **Position Alt+F7**  
 Transformations **Rotate Alt+F8**  
 Transformations **Scale & Mirror Alt+F9**  
 Transformations **Size Alt+F10**  
 Align and Distribute  
 ▶ Align Left **L**  
 ▶ Align Right **R**  
 ▶ Align Top **T**  
 ▶ Align Bottom **B**  
 ▶ Align Centers Horizontally **E**  
 ▶ Align Centers Vertically **C**  
 ▶ 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**  
 Macros **Macro Manager Alt+Shift+F11**  
 Macros **Macro Editor Alt+F11**  
 Macros **VSTA Editor Alt+Shift+F12**  
 Macros **Stop Recording Ctrl+Shift+O**  
 Macros **Record Temporary Macro Ctrl+Shift+R**  
 Macros **Run Temporary Macro 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**  
 ▶ Transformations **Position Alt+F7**  
 ▶ Transformations **Rotate Alt+F8**  
 ▶ Transformations **Scale and Mirror Alt+F9**  
 ▶ Transformations **Size Alt+F10**  
 ▶ 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 **Insert Character Ctrl+F11**  
 ▶ Color Styles **Ctrl+F6**  
 ▶ View Manager **Ctrl+F2**  
 ▶ Macro Manager **Alt+Shift+F11**

### Help

Product Help topics **F1**

### Other

Nudge **Arrow keys**  
 Super Nudge **Shift+Arrow Keys**  
 Micro Nudge **Ctrl+Arrow Keys**  
 Scroll **Alt+Arrow Keys**

### Toolbox

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

### Pick

Pick  
 Freehand Pick  
 Free Transform

### Zoom

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

### Curve

Freehand **F5**  
 2-Point Line  
 Bézier  
 Pen  
 B-Spline  
 Polyline  
 3-Point Curve  
 Smart Drawing **Shift+S**  
 LiveSketch **S**

### Shape Edit

Shape **F10**  
 Smooth  
 Smear  
 Twirl  
 Attract  
 Repel  
 Smudge  
 Roughen

### Crop

Crop  
 Knife  
 Virtual Segment Delete  
 Eraser **X**

### Rectangle

Rectangle **F6**  
 3-Point Rectangle

### Ellipse

Ellipse **F7**  
 3-Point Ellipse

### Object

Polygon **Y**  
 Star  
 Complex Star  
 Impact tool  
 Graph Paper **D**  
 Spiral **A**  
 Basic Shapes  
 Arrow Shapes  
 Flowchart Shapes  
 Banner Shapes  
 Callout Shapes

### Text

Text **F8**  
 Table

### Dimension

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

### Connector

Straight-Line Connector  
 Right-Angle Connector  
 Rounded Right-Angle Connector  
 Anchor Editing

### Interactive

Drop Shadow  
 Contour  
 Blend  
 Distort  
 Envelope  
 Extrude  
 Block Shadow

### Eyedropper

Color Eyedropper  
 Attributes Eyedropper

### Interactive Fill

Interactive Fill **G**  
 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**  
 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+L**  
 Undo Manager **Alt+F9**  
 Cut **Ctrl+X**  
 Copy **Ctrl+C**  
 Copy Visible **Ctrl+Shift+C**  
 Paste ▶ Paste As New Object **Ctrl+V**  
 Paste ▶ Into Selection **Ctrl+Shift+V**  
 Fill **Ctrl+Backspace**

#### Image

Channels **Ctrl+F9**

#### View

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

#### 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**  
 Duplicate **Ctrl+D**  
 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

Customization **Ctrl+J**  
 Macros ▶ Macro Manager **Alt+Shift+F11**  
 Macros ▶ Macro Editor **Alt+F11**  
 Macros ▶ VSTA Editor **Alt+Shift+F12**

#### Mask

Create ▶ Mask from Object **Ctrl+M**  
 Select Entire Image **Ctrl+A**  
 Invert **Ctrl+Shift+I**  
 Remove **Ctrl+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 Windows **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**  
 ▶ Color Palette Manager **Ctrl+F5**  
 ▶ Image Slicing **Alt+F1**  
 ▶ Recorder **Ctrl+F3**  
 ▶ Undo Manager **Alt+F9**  
 ▶ Movie **Ctrl+F11**  
 ▶ Macro Manager **Alt+Shift+F11**







#### Help

Product Help topics **F1**





#### Toolbox

 Object Pick  
 Mask Transform – **M**  
 Rectangle Mask  
 Crop  
 Zoom  
 Clone  
 Liquid Smear  
 Effect – **V**  
 Text – **T**  
 Paint  
 Rectangle  
 Eraser – **X**  
 Drop Shadow  
 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**





#### 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**






#### Liquid

 Liquid Smear **Shift+S**  
 Liquid Twirl **Shift+W**  
 Liquid Attract **Shift+A**  
 Liquid 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**
















#### Interactive/Transparency

 Drop Shadow **S**  
 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