



# CorelDRAW<sup>®</sup> 3-6

## GRAPHICS SUITE

# *Training*

BASIC-Intermediate

# Desktop Video & Full Color Manual

*Instructed By*  
**Joe Braga**



# Introduction

## Joseph L. Brága

**Joe will be the presenter of this class. He is an expert with Corel products, as well as, Xenetech, Ikonics & other Graphics products. Joe's background is in Service Repair + R&D of Lasers, Engravers & Routers, and he has a teaching credential in Vo-Tech Education. He is an Authorized CorelDRAW Training & Partner-Beta Tester & he has 21+ years experience working with Engraver's and Lasers. Joe has owned Signage & Engraving Operations, and written for many of the top Magazines in the Industry.**

## TRAINING

This class is designed to teach you how to use the software and apply it to running jobs on your Lasers, Sand-Carvers, CNC Engravers, as well as General Graphics. This class only gives you information that relates directly to Lasers, Routers Mills, Engravers and/or General Graphics.

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## Professional Development

Development of these skills, will lead to constructing professional graphics layouts for use with Signage, Plaques Industrial Adaptions. So these lessons you are about to learn will lead to increase in revenue and pride in your work...

### ● Course Outline

1. **A)** The primary skills for a topic are relayed on the main page. This basic information is explained simply, one skill, one page, indicated by the goal for the page.  
**B)** All pages whether basic or intermediate are divided into a Title & Goal for the skill set, at the top of that page, 4 labeled sections and 3 Sub-sections for a quick overview.  
**C)** At the beginning we will go through skills that ease us into the **Basic Five** steps of getting data on the screen (used with all Graphics Programs.) We will review the core of the program a few times.

### ● Basic Support Skills

2. **A)** We will make you familiar with a few tools, that will help you towards getting you started into the Five Basic Steps.  
**B)** First area of your basic knowledge is the Keyboard and Mouse, the Main Page and Tool-Bar configurations, and then the Pick & Zoom Tools. The Pick Tool is your selection tool remembering the **1ST Golden Rule** is *"nothing happens unless you are selected"*. The 2nd being the 1st is **only 90% correct**, as you will learn.  
**C)** At the end of the Basics Five Steps you have created your first plate and then we will review the skills for that Category by creating another. This is a major convenience booster and give you Core skills, moving forward.

Figure 1-2

SECTION - A

01

TRAINING VIDEO



For the  
Industrial,  
Signage, Recognition  
& Marking Industries  
X-GRAPHICS

# Corel Training

## topics

Course Outline **Sec. 1**  
 Basic Support Skills **Sec. 2**  
 A Graphics Tool Set **Sec. 3**  
 The Five Steps **Sec. 4**

### Basic Steps and Icons

#### Five Basic Steps

1. Size Page/Plate
2. Add Text & Logos
3. Change Fonts
4. Re-Size
5. Re-Position

Add your Logo/Picture to the Layout

Sample Layout

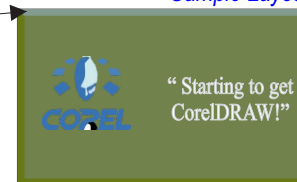


Figure 2

## Getting Started

Goal: General Information And Basic Skills

### ● A Graphics Tool Set

3. **A)** The Course is laid out into Topics with Videos lettered on each Topic, each are labeled by section.  
**B)** After we have created our first & second layouts, we will go on to add Graphics Tools we feel are important to learn first in your skill set, look for sample jobs, as well.  
**C)** Next we will train on Production Tools and more additional graphics and Drawing Tools, ending up with Logo Construction. These are skills I believe are important to General Graphics at this beginning level. Remember one step, one page, one skill at a time.

### ● The Five Steps

4. **A)** This is a Basic-I CorelDRAW course so the we walk before we run, and run before we fly.  
**B)** All Corel Users have holes in their basic knowledge, if even a experience users reviews this course they will fill the those wholes. My Goal is to start you out right with good habits.  
**C)** The Axil in which our wheel runs are the Five Steps, they will be shown in red numbered pages, and will be referred to allot. You may want to review the first Category 3-5 times several times; now let us begin.

### File Pull-Down Menu

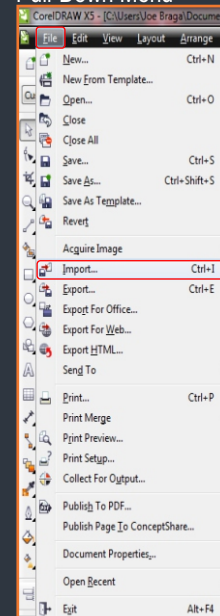


Figure 3

### STANDARD KEYBOARD

Figure 1

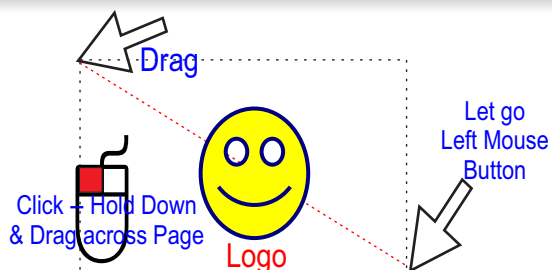
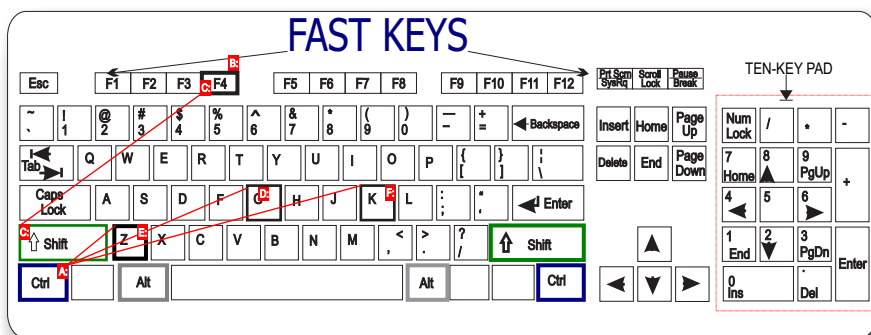


Figure 3





## Controlling Mouse & Keyboard

The Control of the Mouse and Keyboard is the root of conquering any program. But with a Graphics Program they are more important. When I say Click here I always mean the Left Mouse key unless I say Right Mouse Key. With the Modifier Keys they are pressed down and held down as you hit the additional keys.

### Basic Uses

- A)** The Keyboard is used to type out text and activate commands, it can also be used to work in concert with the mouse.

**B)** The **F1-F12** Keys and lettered keys on your Keyboard can be used in concert with the **Shift**, **Ctrl** and **Alt** function keys on the Keyboard. The Mouse Left button is used for selection of objects and commands from the Menu bar, Dockers and Tool-Bar and can be used with Keyboard functions.

**C)** The Right Mouse button has specific menu choices by situation and is very useful, as well, it's called the Context menu.

### Keys & Buttons

- A)** The keyboard in the above graphic identifies the most frequently used **Quick key** combinations used in this course which should be committed to memory.

**B)** One high use function of the mouse is to **Pull and Drag** a marquee box around an selection(s). This done by placing the mouse in the corner i.e. the top/left corner of that object and hold down the left mouse button, then pull down and across the item and let go.

**C)** Section 4 has the **Five Steps** to creating a General Layout in Corel which are discussed in detail during subsequent videos. Put these Steps to memory, you use again and again they are the core of the program.

Figure 1-2

CorelDRAW Training Basic-I

## STANDARD KEYBOARD

## FAST KEYS

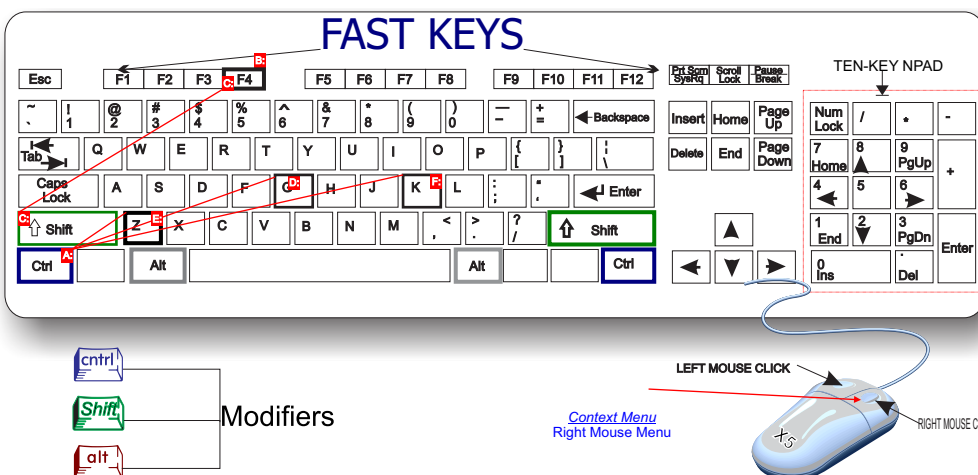


Figure 1

Modifiers

SECTION - A

02

TRAINING VIDEO



For the  
Industrial,  
Signage, Recognition  
& Marking Industries  
X-GRAPHICS

# Corel Training

## topics

- Basic Uses **Sec. 1**
- Keys & Buttons **Sec. 2**
- High Use Fast Keys **Sec. 3**
- Core of the Course **Sec. 4**

## Basic Steps and Icons

### More Five Basic Steps

1. Plate Size must be
2. Proofread Text
3. Default High Use Font
4. Add Number of Line
- on Step One & Line
- Height is Suggested
5. F8 Selected Lines

## Context Menu Right Mouse Menu

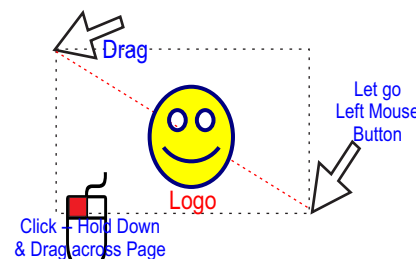
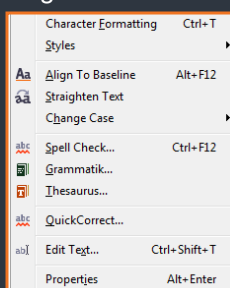


Figure 2

## Keyboard & Mouse

Goal: Use Hot Keyboard And Mouse Functions

High Use Fast Keys

Core of the Course

3.

4.

**A:** = Constraint

**B:** = Page View

**C:** + = Normal View

**D:** + = Group

**E:** + = Undo

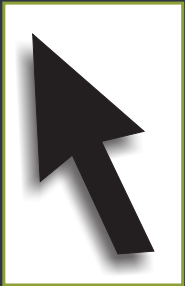
**F:** + = Break Apart

## The Five Steps To Create a Job

1. Size of Plate/Page
2. Text/logos on screen & **Correct**
3. Change FONTS, if Needed
4. (Re) - Size
5. (Re)-Position

These Steps are  
used in Most Layouts

Figure 3



f.a.q.

1. Property Bar is Interactive.
2. Tool-Bar has Pull-Out Triangles
3. Learn Pull-Down Menus
4. Fast Key are Fast
5. Click is Left Mouse

## ● General Menu Positions

1. A) First is the Pull-Down Menus these are at the top of screen and go from “File” on far left to “Help” on the far right. Helpful to Memorize them; so if I say to click on the ‘Text’ Pull-Down Menu you will know where that is.  
B) To the Left of the screen is the Tool-Bar it is primary source of commands, and we will refer too many times.  
C) Next you have Dockers, which are Dialog boxes that appear to give increased functions within a command; Fast Keys are labeled on the all areas they apply. Lastly, is the Property Bar its high use, and will be explained next.

## ● Property Bar

2. A) On the Property Bar is Width & Height: for example, it is right above the top ruler. This Bar is inter-active which means it changes with what you have selected  
B) There are many other settings on the Property Bar. Some setting activate once you are selected or group and/or in node/shape tool mode, to see some readings you must be unselected.  
C) The Property Bar being inter-active is a great plus for us, as it gives only the choices we need for a situation. The Tool-Box to the Left of screen is customizable and has small downward *Triangles* showing there is more icon and commands in that pull-out menu, it will always show last icon used.

Figure 1-2

## CorelDRAW Training Basic-I

- The **standard toolbar** contains shortcuts to basic menus and commands.
- The **title bar** displays the title of the current document.
- The **menu bar** contains drop-down menus of related commands.

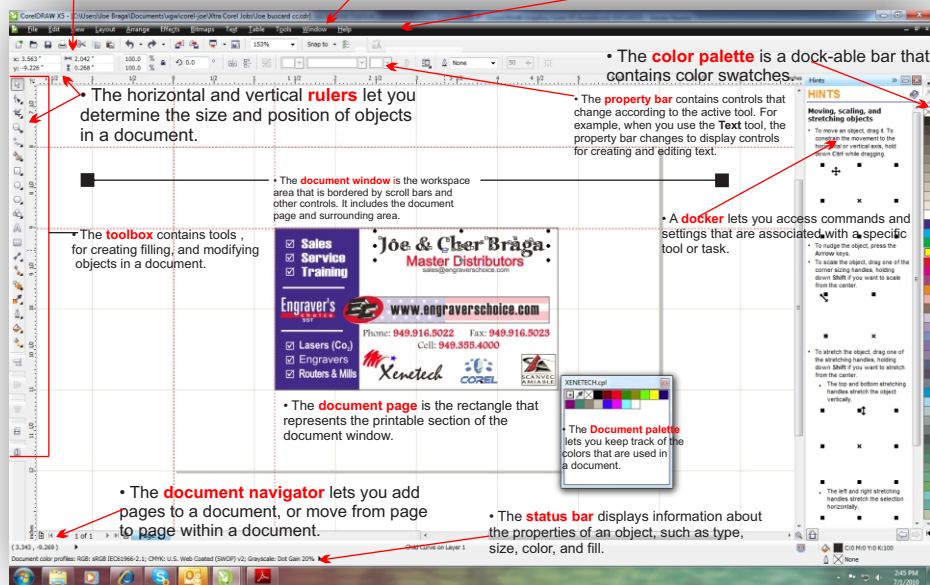


Figure 1

SECTION - A

03

TRAINING VIDEO



For the  
Industrial,  
Signage, Recognition  
& Marking Industries  
X-GRAPHICS

# Corel Training

topics

- General Menu Positions **Sec. 1**
- Property Bar **Sec. 2**
- Page Screen **Sec. 3**
- Pull-Down Locations **Sec. 4**

## Basic Steps and Icons

## Tool-Bar

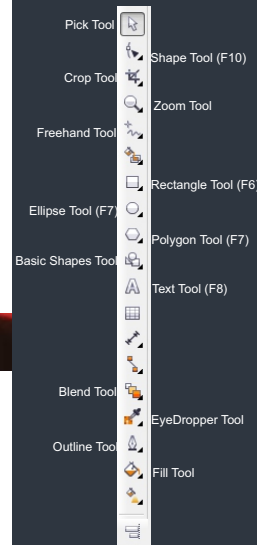


Figure 3

## Tool-Bar Pull-Out Menus Triangles

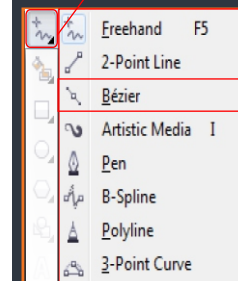


Figure 4

## Property Bar Changes with the Situation!

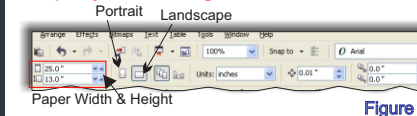


Figure 2

Figure 2

## Tool-Box & Home Screen

Goal: Learn Menu Bar And Icon Location

## ● Page Screen

3. A) The Page screen is where you create your layout, and can sized and positioned for the needs of your layout.  
B) You may put Guidelines and adjust Rulers to meet your needs.  
C) You input these measurements in Imperial, Metric or any of the choices on the Pull-down on the Property Bar. Remember, to De-selected just click in the white area of the screen and you unselect your object. You can also set right Font Size up in Inches vs. Points are good time saver. It is done in the **Options** menu, that we will get to.

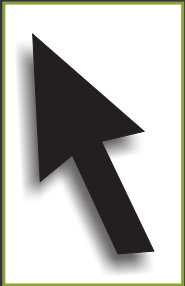
Figure 3

## ● Pull-Down Locations

4. A) the Pull-Down menu Section is more about the location of Menu Bars, Pull-Downs, Tools & Property Bars.  
B) Learn the Location of these major sections within CorelDRAW.  
C) To Activate CorelDRAW just go to your *Desktop* of your PC or Apple and double Click on the Corel 11-X5 Icon. If not there to the **Start** Key of windows and All Programs, find CorelDRAWsection then the Draw Program, This Command should be on the Desktop



www.coreldrawtraining.com



f.a.q.

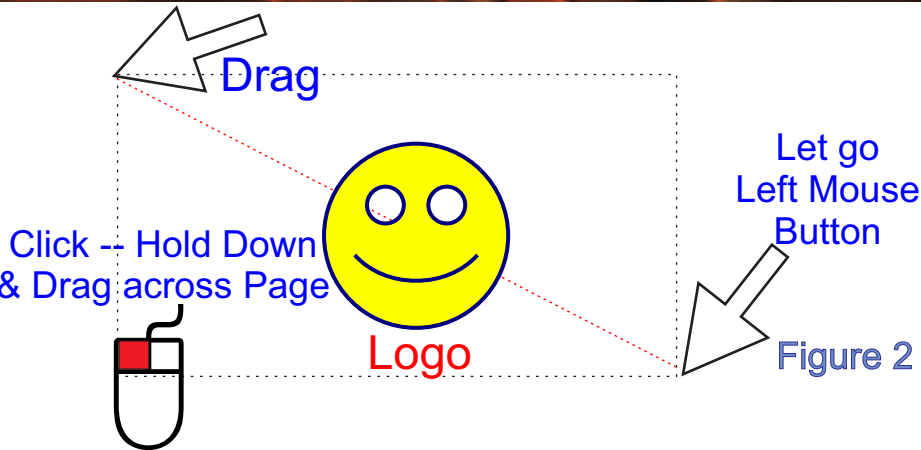
1. Property Bar is Interactive.
2. Tool-Bar has Pull-Out Triangles
3. Learn Pull-Down Menus
4. Fast Key are Fast
5. Click is Left Mouse

### ● Pick tool - Quick Steps

1. A) The **Pick Tool** is located at the top of the Tool-Bar. A single Left Mouse button click on the tool, gives the tool its Property Bar at the top of the screen, then you can start selecting objects with the Mouse.  
B) With the **Pick Tool** activated your mouse icon will turn to a **Arrow**, as a rule and you be able to select items by Left Mouse button clicking directly on the line or image or pulling and dragging a Marquee box around the area of screen you wish to select.  
C) This tool is a corner stone function tool and is simple to use, and easy to remember.
- Main Functions
2. A) If you have several items on the screen and one item is selected you can hold the **Shift** down on the Keyboard and Left Mouse button click to add/delete from the selection group.  
B) When dealing large objects covering a small items, like a circle around a letter. Use the Digger Tool, it works on Layers, with **Alt** key and Left Mouse click allows you to select under a layer(s)/item(s)  
C) When selections are Grouped to together, you can select within a Group without un-grouping by holding the **Ctrl** Key down and click on the item with the **Left** Mouse button to make changes.

Figure 1-2

CorelDRAW Training Basic-I



**Shift** + = KB Select all  
**alt** + = Digger Tool for Layered Objects

**cntrl** + = Add/Delete from Select Group  
**cntrl** + **A** = Select within a Group  
**Tab** = Keyboard Select

SECTION - A

04

TRAINING VIDEO



For the  
Industrial,  
Signage, Recognition  
& Marking Industries  
**X-GRAPHICS**

# Corel Training

## topics

- Pick Tool **Sec. 1**
- Main Functions **Sec. 2**
- Keyboard Functions **Sec. 3**
- Using the Pick Tool **Sec. 4**

### Basic Steps and Icons

### Tool-Bar

Select, **E-C** on Keyboard to Center



### Tool-Bar

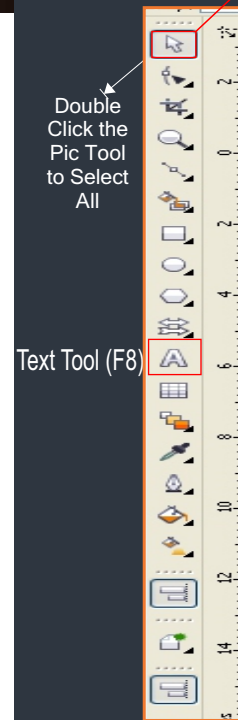


Figure 4

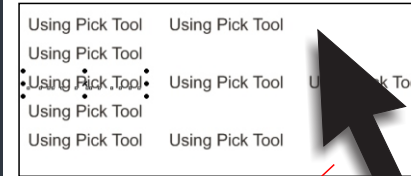


Figure 2

## Pick Tool

**Goal:** Learn To Select Items On The Page

### ● Keyboard Functions

3. A) There are Selection processes that are only used on the keyboard to complete the functions.  
B) The **Ctrl-A** keys on the Keyboard will select all items without the Mouse, This is called the Selected All Function, this can also be achieved by just double clicking with Left Mouse key on the **Pick Tool** icon.  
C) Hold the **Tab** key on the Keyboard you will move from item to item. This helps you to get around front to back or layer issues and to select without moving the from it local.

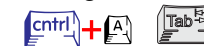


Figure 3

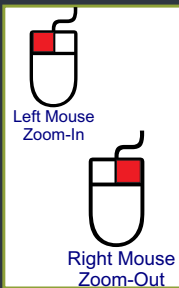
### ● Using the Pick Tool

4. A) To use the Pick Tool just click on the **Pick Tool** and then click on the **Text Tool** on the Tool-Bar then click in the middle of the Screen, and type four lines of text on the screen.  
B) Once text is on the page, select it and hit **Ctrl-K** on the keyboard. This will break it apart, so you can select the lines easily.  
C) Now practice these **Pick Tool** functions, you can also open the Corel Practice job, **A4 Pick Tool.cdr** to do this.



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f.a.q.

1. Left-mouse to Zoom-In
2. Right-mouse to Zoom-Out
3. Use Keyboard
4. Pull & Drag to See
5. Seeing Believe

### ● Pick tool - Quick Steps

1. A) The **Zoom Tool** is located on the Tool-Bar towards the top of the tools. It is used to zoom in and out of objects on the screen.  
 B) You can zoom in and out of these areas of the screen. The main reason for doing this is to check the accuracy of the layout.  
 C) This can be done by using the mouse, keyboard or Keyboard/Mouse combination function. The proficiency trick here is to be able to zoom to a point and quickly get back to the original view. This saves time and gets the layout to the output device clean, correct and complete, gaining revenue for you.

### ● Main Functions

2. A) With the **Zoom Tool** you **Pull and Drag** a marquee box on the screen to where you wish to zoom too. The Operator can Right Mouse click to zoom out or Left Mouse click to zoom in to and from an object.  
 B) The Operator can use the **Shift**, **Ctrl** and **Alt** with the Left Mouse key to create more increase zoom rates. This will more quickly get to the level zoom that you need to check your accuracy level.  
 C) You may also just double click on the **Zoom Tool** on the Tool-Bar to Page view. Thus returning you to what will look like when you print. Don't only work in close you must see it from several angles.

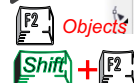


Figure 1-2

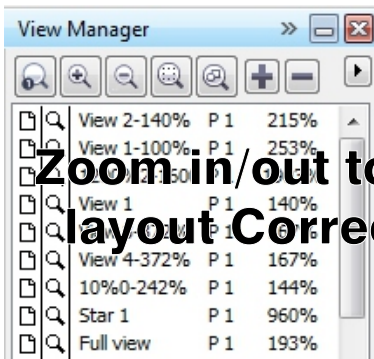
CorelDRAW Training Basic-I



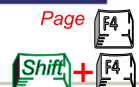
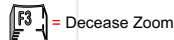
Figure 3



Now move forward to the next section, the **Major Five Steps!**



**Zoom in/out to Check layout Correctness**



(Figure 1)

SECTION - A

05

TRAINING VIDEO



For the  
Industrial,  
Signage, Recognition  
& Marking Industries  
**X-GRAPHICS**

# Corel Training

## topics

- Zoom Tool **Sec. 1**
- Main Functions **Sec. 2**
- Keyboard & More **Sec. 3**
- Using the Zoom Tool **Sec. 4**

### Basic Steps and Icons

#### KB



### Tool-Bar

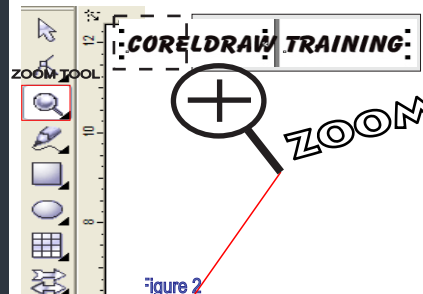


Figure 2

## Zoom Tool

Goal: Change Views Of Your Layout

### ● Keyboard & More

3. A) There are several views you can quickly achieve with the Keyboard.  
 B) **Page & Full Page** view using **F4** and **Shift-F4**, **F2** and **Shift-F2** for Selected Objects, and **F3** decrease magnifications.  
 C) Once in the zoom mode the Property Bar will give you percentage of zoom, all standard zoom parameters and specialized height and width zoom. You can get a **View Master**, if there are zoom angles you wish to return too allot. Do this with **Ctrl-F2** or find it under the **View** Pull-Down Menu.

### ● Using the Zoom Tool

4. A) To practice with the **Zoom Tool** just take the layout we were using for the Selection page under the **Pick Tool**.  
 B) You can also load the Zoom Job, **A5 Zoom Tool.cdr** using the **File** Pull-Down Menu and **Open** Command.  
 C) Next we will start the Core Functions of the CorelDRAW Software. The Five Steps of layout of Simple Job will used over and over, So let us learn them right the first time. They are Easy and important to your learning curve.

Zoom Tool (Z)

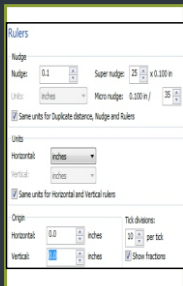


Figure 4

Figure 3



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#### f.a.q.

1. Size of Page the most Important Step
2. Property Bar is Interactive
3. Margins are Important
4. Guidelines Help
5. Recheck Page Size

#### ● Page Size – Quick Steps

1. A) **Step One**, Size of Page;  
This *First Step in the Five Steps* needs to be measured correctly, and can be a source incorrect Layouts later on, so be sure.  
B) Your goal is to plug into the Property Bar 6" (152.4 mm) Wide by 4" (101.6 mm) in Height. It is on the Top/Left of the Bar, this should give you and Landscape look.  
C) If you plug it in the opposite direction just click the Landscape vs. Portrait area of the Property Bar it is to the right of the where you typed in the page size. This will quickly correct the error and make it right to move forward.
2. A) You must calibrate your Rulers for Page and position accuracy. This make easier to be precise when dealing with output devices.  
B) This done by putting your Mouse on the Top/Left corner of the Rulers and holding the Left Mouse button down and pulling the Ruler guide to the Top/Left corner of your Page.  
C) Set your ruler to 0/0 do this by use the Left Mouse button and double clicking the Ruler to set the ruler at a perfect 0/0 in the Options Dialog box. Once in the **Options** Dialog locate the Origin area and sweep over the amount there and type 0.0 for both Horizontal and 4.0 for Vertical. This allow you position items and Guidelines with high precision, grid are helpful too.

Figure 1-2

CorelDRAW Training Basic-I

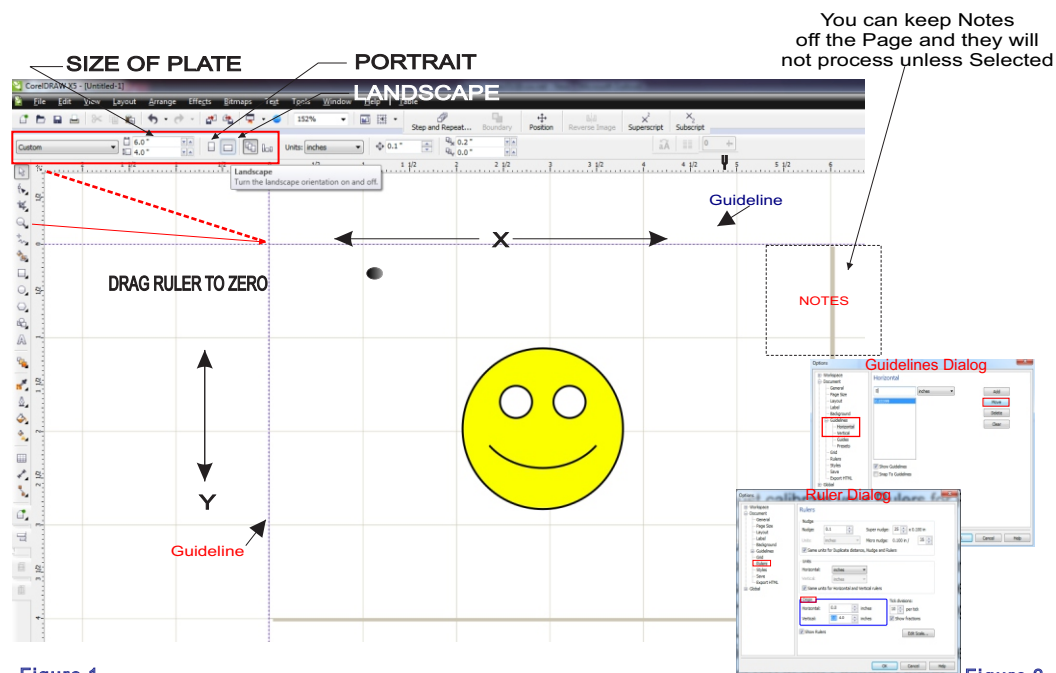


Figure 3

SECTION - A

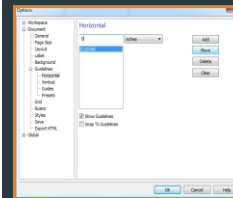
06

TRAINING VIDEO



Five Basic Steps

## Guidelines



## Tool-Bar



Figure 4

For the  
Industrial,  
Signage, Recognition  
& Marking Industries  
X-GRAPHICS

# Corel Training

## topics

- Page Size [Sec. 1](#)
- Page Setup II [Sec. 2](#)
- Guidelines [Sec. 3](#)
- Page Size Facts [Sec. 4](#)

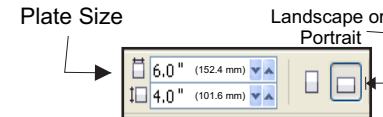


Figure 2

## Page Size

Goal: Make Landscape Page Size

#### ● Guidelines

3. A) You can also **Pull & Drag** Guidelines to the zero position of the ruler for quick positioning.  
B) Just put your mouse on the Left Ruler and **Pull & Drag** a Guideline out to the left side of the Page by holding the Left Mouse button down and pulling to the margin, then on the top Ruler and drag the Guideline down to the top of the Page, framing the page.  
C) Double-click on the Horizontal Guideline then plug the position into the Guideline Dialog box and click **Move**, then repeat for Vertical, find it within the Dialog Box.

Figure 3

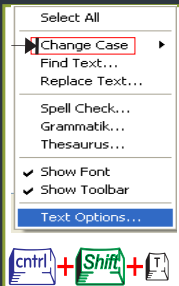
#### ● Page Size Facts

4. A) With this Page setup what matters is you can position your layout quickly and with precision every time.  
B) Guidelines will be talked about more. But do remember you pull out as many as you need to position alignment whatever you are creating.  
C) Again this is number one cause of layout and printing errors, so re-check the setup and size twice before moving forward. Guidelines are great with multiple page jobs as well to be consistent.



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f.a.q.

1. Text on Page &

Correct

2. Correct Case

Changes



3. Type Slow

4. Spell checker

5. Don't fully trust

the Spell Checker

## ● Typing Text – Quick Steps

1. **A) Step Two:** To Type out: **“My First Plate in CorelDRAW!”** Click on the **Text Tool** on the Tool-Box it is the Capital **A**, your cursor will change to , when place on the page clicking with the Left Mouse button.  
**B)** Then click where you wish to put text and type your lines out, this is called **Artistic Text**. There is also Paragraph Text, which we will go into with Section 2.  
**C)** When typing your text out, if you make any errors just sweep across the error with your Left Mouse button or hit Backspace on the Keyboard and retype. 

## ● Paragraph Text

2. **A)** When using Paragraph Text mode, put the cursor inside your Page and **Pull and Drag** a Paragraph box by holding the **Left Mouse key** down and pulling the cursor down and to the **Right & Let Go**.  
**B)** Make the Paragraph Box roughly the size of the text area you wish to have. This mode is great for the extra sizing features like **“Fit to Frame”**.  
**C)** Now click in the Paragraph Box and start to type. There is a **Edit Text Dialog** for ease of adding text for both Paragraph and Artistic text. You can Keyboard to this dialog by hitting **Ctrl-Shift-T**, it can also be activated via the **‘ab’** Icon at the top of the **Property Bar**.

Figure 1-2

CorelDRAW Training Basic-I

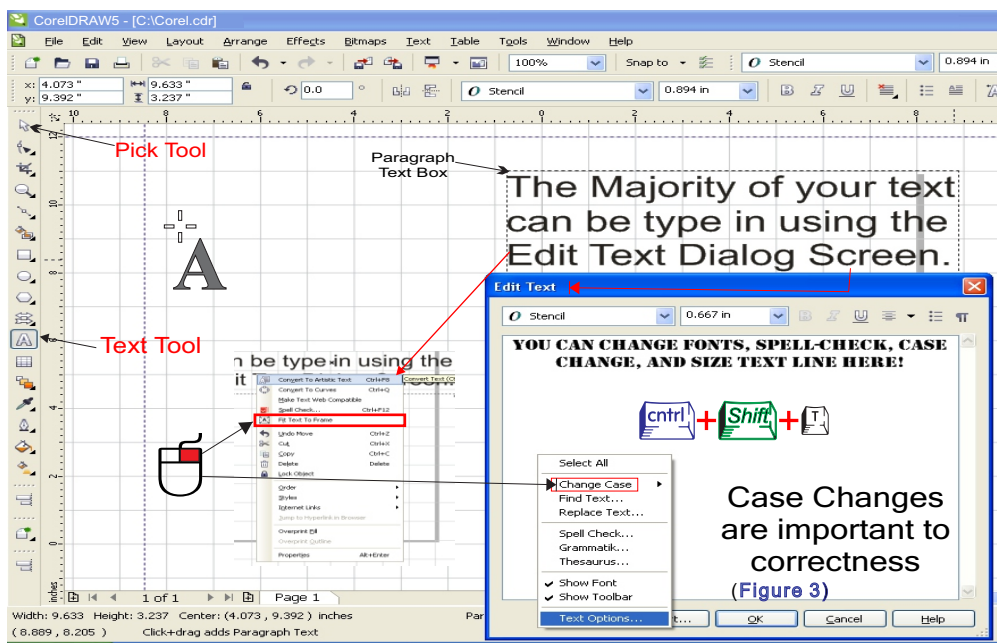


Figure 1

SECTION - A

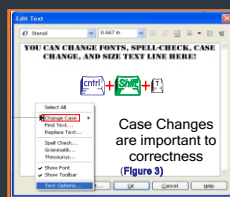
07

TRAINING VIDEO



Five Basic Steps

**Text**



**Tool-Bar**

Text Tool (F8)



Figure 4

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& Marking Industries  
**X-GRAPHICS**

# Corel Training

 **Dammon**

TEXT on the Page

**“My First Plate  
in CorelDRAW!”**

Figure 2

## Text on Page

Goal: Text On Page And Correct


## ● Spell Check

3. **A)** CorelDRAW will put a red wiggle line under words it sees as mis-spelled, if they are mis-spelled correct them, if not add them to the Dictionary. But be very correct in what you add to the Dictionary as it very hard to remove errors.  
**B)** Just Right Mouse Click and go to the Spell checker Dictionary and add the new word to its Library.  
**C)** Again be very sure of you what add is **Correct** and in the right case. It will suggest correct spelling other wise. Also Spellcheckers do not see the difference between From and Form, only one is correct.

 **Dammon**

Figure 3

## ● Fit to Frame

4. **A)** Click **OK** in the **Edit Text** Dialog when you believe your text is ready.  
**B)** Then click on the **Pick Tool** and with your cursor over the Paragraph Text frame.  
**C)** Right Mouse click to get your Context Menu and you will see a **Fit to Frame** command, Left mouse click on it. Your text will auto-layout to the Paragraph box. You can also add/substrate from the Text further if you wish. If you resize the Paragraph Box the text will align better for you. 



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