



# Workspace tour

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Welcome to CorelDRAW®, a comprehensive vector-based drawing and graphic-design program for the graphics professional.

In this tutorial, you will become familiar with the terminology and workspace of CorelDRAW.

## What you will learn

In this tutorial, you will learn how to

- use CorelDRAW terminology and concepts
- navigate the CorelDRAW application window
- identify the CorelDRAW workspace tools
- customize the CorelDRAW workspace

## CorelDRAW terminology and concepts

Before you get started with CorelDRAW, you should be familiar with the following terms.

Term	Description
object	An element in a drawing, such as an image, shape, line, text, curve, symbol, or layer
drawing	The work you create in CorelDRAW: for example, custom artwork, logos, posters, and newsletters
vector graphic	An image generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn
bitmap	An image composed of grids of pixels or dots
docker	A window containing commands and settings relevant to a specific tool or task
flyout	A button that opens a group of related tools
artistic text	A type of text to which you can apply special effects, such as shadows

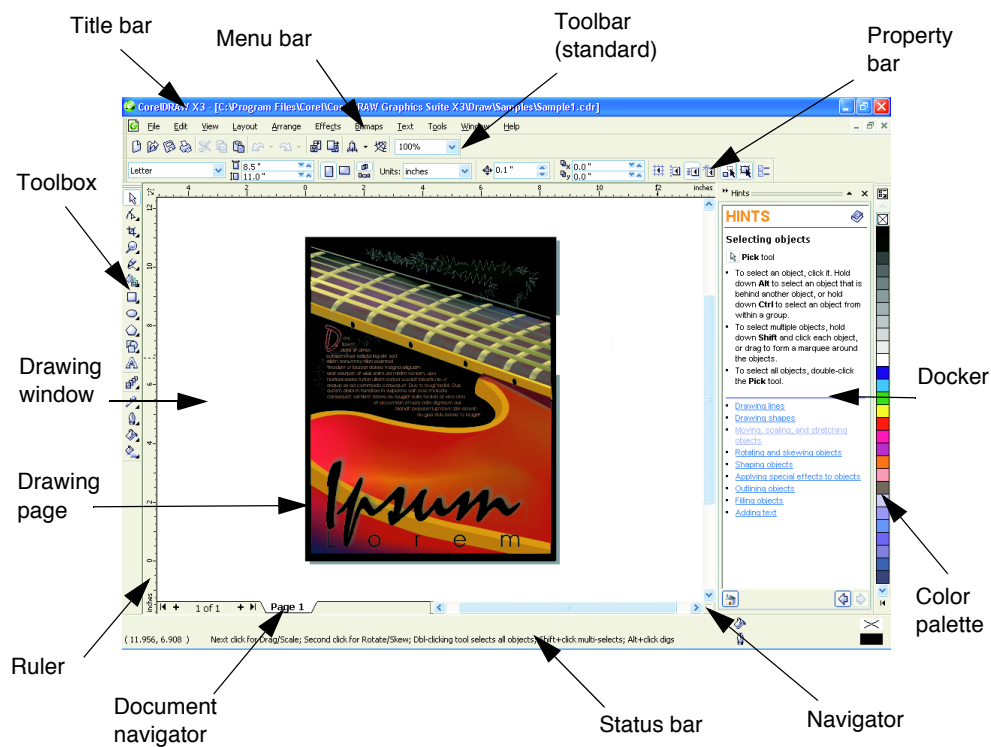


# Tutorial: Workspace tour

Term	Description
paragraph text	A type of text to which you can apply formatting options, and which can be edited in large blocks

## CoreIDRAW application window

When you launch CoreIDRAW, the application window opens containing a drawing window. The rectangle in the center of the drawing window is the drawing page where you create your drawing. Although more than one drawing window can be opened, you can apply commands to the active drawing window only.



The application window contains the following main parts:

Part	Description
Menu bar	The area containing drop-down menus with commands grouped by category
Property bar	A detachable bar with commands that relate to the active tool or object. For example, when the <b>Text</b> tool is active, the text property bar displays commands that let you create and edit text.



<b>Part</b>	<b>Description</b>
Toolbar	A detachable bar that contains shortcuts to menu and other commands. The standard toolbar contains shortcuts to basic commands, such as opening, saving, and printing.
Title bar	The area displaying the title of the currently open drawing
Rulers	Horizontal and vertical borders that are used to determine the size and position of objects in a drawing
Toolbox	A detachable bar with tools for creating, filling, and modifying objects in the drawing
Drawing window	The area outside the drawing page bordered by the scroll bars and application controls
Drawing page	The rectangular area inside the drawing window. It is the printable area of your work area.
Color palette	A detachable bar that contains color swatches
Docker	A window containing commands and settings relevant to a specific tool or task
Status bar	An area at the bottom of the application window that contains information about object properties such as type, size, color, fill, and resolution. The status bar also shows the current mouse position.
Document navigator	The area at the bottom left of the application window that contains controls for moving between pages and adding pages
Navigator	A button at the lower-right corner of the drawing window that opens a smaller display to help you move around a drawing















### **CorelDRAW workspace tools**

Application commands are accessible through the menu bar, toolbars, property bar, dockers, and toolbox. The property bar and dockers provide access to commands that relate to the active tool or current task. The property bar, dockers, toolbars, and toolbox can be opened, closed, and moved around your screen at any time.



## Toolbars

Toolbars consist of buttons that are shortcuts to menu commands. The standard toolbar, which appears by default, consists of commonly used commands. The table below outlines the buttons on the standard toolbar.

Click this button	To
	Start a new drawing
	Open a drawing
	Save a drawing
	Print a drawing
	Cut selected objects to the Clipboard
	Copy selected objects to the Clipboard
	Paste the Clipboard contents into a drawing
	Undo an action
	Restore an action that was undone
	Import a drawing
	Export a drawing
	Start Corel applications
	Access the Corel Graphics Community Web site
	Set a zoom level

In addition to the standard toolbar, CorelDRAW has toolbars for specific kinds of tasks. For example, the **Text** toolbar contains commands relevant to using the **Text** tool. If you use a toolbar frequently, you can display it in the workspace at all times.

The following table describes toolbars other than the standard toolbar.



Toolbar	Description
Yahoo!® Toolbar	Lets you access services on Yahoo.com, such as Calendar and Mail, and use Yahoo! Search to search the Web. You need an Internet connection to use the Yahoo! Toolbar.
Text	Contains commands for formatting and aligning text
Zoom	Contains commands for zooming in and out of the drawing page by specifying a percentage of the original view, clicking the <b>Zoom</b> tool, or selecting a page view
Internet	Contains commands for Web-related tools for creating rollovers and publishing to the Internet
Print merge	Contains commands for print merge items that combine text with a drawing, such as creating and loading data files, creating data fields for variable text, and inserting print merge fields
Transform	Contains commands for skewing, rotating, and mirroring objects
Visual Basic for Applications	Contains commands for editing, testing, and running VBA commands

## Property bar

The property bar displays the most commonly used functions that are relevant to the active tool or to the task you're performing. Although it looks like a toolbar, the property bar has content that changes depending on the tool or task.

For example, when you click the **Text** tool in the toolbox, the property bar displays only text-related commands. In the example below, the property bar displays text formatting, alignment, and editing tools.

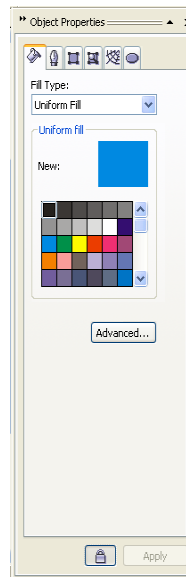


## Dockers

Dockers display the same types of controls as a dialog box, such as command buttons, options, and list boxes. Unlike most dialog boxes, you can keep dockers open while working on a document, so you can readily access the commands to experiment with different effects.

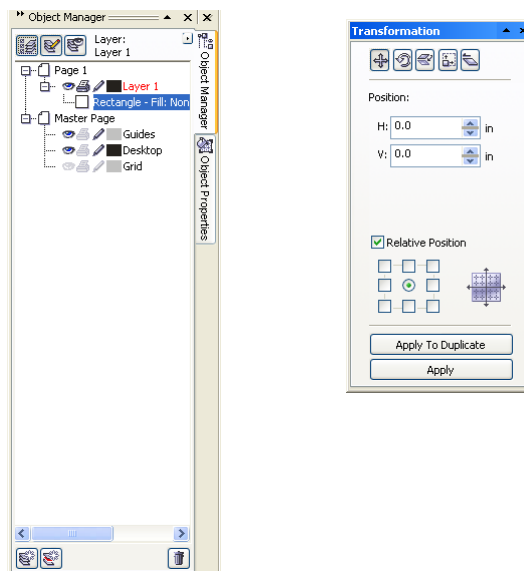


*An example is the Object properties docker. When this docker is open, you can click an object in the drawing window and view the properties of the object, such as fill, outline, and dimensions.*



Dockers can be either docked or floating. Docking a docker attaches it to the edge of the application window. Undocking a docker detaches it from the edge of the application window, so it can be easily moved around. You can also collapse dockers to save screen space.

If you open several dockers, they usually appear nested, with only one docker fully displayed. You can quickly display a docker hidden from view by clicking the docker's tab.



*Left: Docked and nested dockers. Right: A floating docker. To dock a floating docker, click the docker's title bar, and drag to position the pointer on the edge of the drawing window. To close a docker, click the X button at the upper-right corner; to collapse or expand a docker, click the arrow button at the upper-right corner.*



## Status bar

The status bar displays information about selected objects, such as color, fill type, outline, cursor position, and relevant commands.


## Color palette

A color palette is a collection of color swatches. You can choose fill and outline colors by using the default color palette, which contains 99 colors from the CMYK color model. The selected fill and outline colors appear in the color swatches on the status bar.





The following table describes how to choose a color from the default color palette.

To	Do the following
Choose a fill color for a selected object	Click a color swatch.
Choose an outline color for a selected object	Right-click a color swatch.
Choose from different shades of a color	Click and hold a color swatch to display a pop-up color picker, and click a color.
View more colors in the default color palette	Click the scroll arrows at the top and bottom of the color palette.











## Toolbox





The toolbox contains tools for editing, creating, and viewing images. Some of the tools are visible by default, while others are grouped in flyouts. Flyouts open to display a set of related tools. A small arrow in the lower-right corner of a toolbox button indicates a flyout: for example, the **Shape edit** flyout . Clicking a flyout arrow opens a set of related tools. Clicking and dragging the grab handles at the end of the flyout sets the flyout in its expanded form.

The following tables provide descriptions of the flyouts and tools in the CorelDRAW toolbox.

Flyout	Description
Shape edit 	Lets you access the <b>Shape</b> , <b>Smudge brush</b> , <b>Roughen brush</b> , and <b>Free transform</b> tools
Crop tool 	Lets you access the <b>Crop</b> , <b>Knife</b> , <b>Eraser</b> , and <b>Virtual segment delete</b> tools
Zoom 	Lets you access the <b>Zoom</b> and <b>Hand</b> tools
Curve 	Lets you access the <b>Freehand</b> , <b>Bézier</b> , <b>Artistic media</b> , <b>Pen</b> , <b>Polyline</b> , <b>3 point curve</b> , <b>Interactive connector</b> , and <b>Dimension</b> tools





Flyout	Description
Smart tools 	Lets you access the <b>Smart fill</b> and <b>Smart drawing</b> tools
Rectangle 	Lets you access the <b>Rectangle</b> and <b>3 point rectangle</b> tools
Ellipse 	Lets you access the <b>Ellipse</b> and <b>3 point ellipse</b> tools
Object 	Lets you access the <b>Polygon</b> , <b>Star</b> , <b>Complex Star</b> , <b>Graph paper</b> , and <b>Spiral</b> tools
Perfect Shapes™ 	Lets you access the <b>Basic shapes</b> , <b>Arrow shapes</b> , <b>Flowchart shapes</b> , <b>Banner shapes</b> , and <b>Callout shapes</b> tools
Interactive tools 	Lets you access the <b>Interactive blend</b> , <b>Interactive contour</b> , <b>Interactive distortion</b> , <b>Interactive drop shadow</b> , <b>Interactive envelope</b> , <b>Interactive extrude</b> , and <b>Interactive transparency</b> tools
Eyedropper 	Lets you access the <b>Eyedropper</b> and <b>Paintbucket</b> tools
Outline 	Lets you access the <b>Outline pen</b> and <b>Outline color</b> dialog boxes, a selection of outlines of various widths, and the <b>Color</b> docker
Fill 	Lets you access the <b>Fill color</b> , <b>Fountain fill</b> , <b>Pattern fill</b> , <b>Texture fill</b> , and <b>PostScript® fill</b> dialog boxes, and the <b>Color</b> docker
Interactive fill 	Lets you access the <b>Interactive fill</b> and <b>Interactive mesh fill</b> tools


















Tool	Description
	The <b>Pick</b> tool lets you select and size, skew, and rotate objects.
	The <b>Shape</b> tool lets you edit the shape of objects.
	The <b>Smudge brush</b> tool lets you distort a vector object by dragging along its outline.
	The <b>Roughen brush</b> tool lets you distort the outline of a vector object by dragging along the outline.

















Tool	Description
	The <b>Free transform</b> tool lets you transform an object by using the <b>Free rotation</b> , <b>Angle rotation</b> , <b>Scale</b> , and <b>Skew</b> tools.
	The <b>Crop</b> tool lets you remove unwanted areas in objects.
	The <b>Knife</b> tool lets you cut through objects.
	The <b>Eraser</b> tool lets you remove areas of your drawing.
	The <b>Virtual segment delete</b> tool lets you delete portions of objects that are between intersections.
	The <b>Zoom</b> tool lets you change the magnification level in the drawing window.
	The <b>Hand</b> tool lets you control which part of the drawing is visible in the drawing window.
	The <b>Freehand</b> tool lets you draw single line segments and curves.
	The <b>Bézier</b> tool lets you draw curves one segment at a time.
	The <b>Artistic media</b> tool provides access to the <b>Brush</b> , <b>Sprayer</b> , <b>Calligraphic</b> , and <b>Pressure</b> tools.
	The <b>Pen</b> tool lets you draw curves one segment at a time.
	The <b>Polyline</b> tool lets you draw lines and curves in preview mode.
	The <b>3 point curve</b> tool lets you draw a curve by defining the start, end, and center points.
	The <b>Interactive connector</b> tool lets you join two objects with a line.
	The <b>Dimension</b> tool lets you draw vertical, horizontal, slanted, or angular dimension lines.
	The <b>Smart fill</b> tool lets you create objects from enclosed areas and then apply a fill to those objects.



Tool	Description
	The <b>Smart drawing tool</b> converts the freehand strokes that you draw to basic shapes and smoothed curves.
	The <b>Rectangle</b> tool lets you draw rectangles and squares.
	The <b>3 point rectangle</b> tool lets you draw rectangles at an angle.
	The <b>Ellipse</b> tool lets you draw ellipses and circles.
	The <b>3 point ellipse</b> tool lets you draw ellipses at an angle.
	The <b>Polygon</b> tool lets you draw symmetrical polygons and stars.
	The <b>Star</b> tool lets you draw perfect stars.
	The <b>Complex star</b> tool lets you draw complex stars that have intersecting sides.
	The <b>Graph paper</b> tool lets you draw a grid of lines similar to that on graph paper.
	The <b>Spiral</b> tool lets you draw symmetrical and logarithmic spirals.
	The <b>Basic shapes</b> tool lets you choose from a full set of shapes, including hexagram, a smiley face, and a right-angle triangle.
	The <b>Arrow shapes</b> tool lets you draw arrows of various shape, direction, and number of heads.
	The <b>Flowchart shapes</b> tool lets you draw flowchart symbols.
	The <b>Banner shapes</b> tool lets you draw ribbon objects and explosion shapes.
	The <b>Callout shapes</b> tool lets you draw callouts and labels.
	The <b>Text</b> tool lets you type words directly on the screen as artistic or paragraph text.
	The <b>Interactive blend</b> tool lets you blend two objects.



Tool	Description
	The <b>Interactive contour</b> tool lets you apply a contour to an object.
	The <b>Interactive distortion</b> tool lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object.
	The <b>Interactive drop shadow</b> tool lets you apply a drop shadow to an object.
	The <b>Interactive envelope</b> tool lets you distort an object by dragging the nodes of the envelope.
	The <b>Interactive extrude</b> tool lets you apply the illusion of depth to objects.
	The <b>Interactive transparency</b> tool lets you apply transparencies to objects.
	The <b>Eyedropper</b> tool lets you select and copy object properties, such as fill, line thickness, size, and effects, from an object on the drawing window.
	The <b>Paintbucket</b> tool lets you apply object properties, such as fill, line thickness, size, and effects, to an object in the drawing window after you select these properties with the <b>Eyedropper</b> tool.
	The <b>Outline</b> tool lets you set outline properties.
	The <b>Fill</b> tool lets you set the fill properties.
	The <b>Interactive fill</b> tool lets you apply various fills.
	The <b>Interactive mesh</b> tool lets you apply a mesh grid to an object.

## Customizing the workspace

You can customize your application by creating a custom workspace to suit your needs. For example, you can create custom toolbars and color palettes.



## Using multiple workspaces

A workspace is a configuration of settings that specifies how the various command bars, commands, and buttons are arranged when you open the application. You can always reset the current workspace to the default settings.

## To reset the current workspace

- Hold down **F8** while the application is starting.


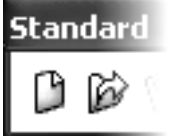
## Customizing toolbars

You can customize toolbar position and display. For example, you can move or resize a toolbar, and you can choose to hide or display a toolbar.

Toolbars can be either docked or floating. Docking a toolbar attaches it to the edge of the application window. Undocking a toolbar pulls it away from the edge of the application window, so it floats and can be easily moved around.

You can customize toolbars by adding, removing, and arranging toolbar items.

When moving, docking, and undocking toolbars, you use the grab area of the toolbar.

For a	The grab area is	
Docked toolbar	Identified by a double line at the top or left edge of the toolbar	
Floating toolbar	The title bar. If the title is not displayed, the grab area is identified by a double line at the top or left edge of the toolbar.	

## To customize toolbar position and display

To	Do the following
Move a toolbar	Click the toolbar's grab area, and drag the toolbar to a new position.
Dock a toolbar	Click the toolbar's grab area, and drag the toolbar to any edge of the application window.
Undock a toolbar	Click the toolbar's grab area, and drag the toolbar away from the edge of the application window.
Resize a floating toolbar	Point to the edge of the toolbar and, using the two-directional arrow, drag the edge of the toolbar.



To	Do the following
Hide or display a toolbar	Click <b>Tools</b> menu ► <b>Customization</b> , click <b>Command bars</b> , and disable or enable the check box next to the toolbar name.
Reset a toolbar to its default setting	Click <b>Tools</b> menu ► <b>Customization</b> , click <b>Command bars</b> , click a toolbar, and click <b>Reset</b> .

## To add or remove an item on a toolbar

- 1 Click **Tools** menu ► **Customization**.
- 2 In the **Customization** list of categories, click **Commands**.
- 3 Choose a command category from the top list box.
- 4 Drag a toolbar item from the list to a toolbar in the application window.  
If you want to remove an item from a toolbar, drag the toolbar item off the toolbar.

## To arrange toolbar items

- 1 Click **Tools** menu ► **Customization**.
- 2 In the **Customization** list of categories, click **Commands**.
- 3 On the toolbar in the application window, drag the toolbar item to a new position.  
If you want to move a toolbar item to another toolbar, drag the toolbar item from one toolbar to the other.

## Creating custom color palettes

Custom color palettes are collections of colors that you save. Custom color palettes are useful when you frequently choose the same colors, or when you want to work with a set of colors that look good together.

When you create a custom color palette, the color palette is empty; however, you can edit it by adding the colors you want to include, as well as changing, deleting, sorting, and renaming colors.

## To create a custom color palette

- 1 Click **Window** menu ► **Color palettes** ► **Palette editor**.
- 2 Click **New palette** .
- 3 Type a filename.
- 4 Click **Save**.

## To edit a custom color palette

- 1 Click **Window** menu ► **Color palettes** ► **Palette editor**.



- 2 Choose a palette from the list box.
- 3 Modify any colors.

To	Do the following
Add a color	Click <b>Add color</b> . Click a color in the color selection area, and click <b>Add to palette</b> .
Change a color	In the color selection area, click the color that you want to change, click <b>Edit color</b> , and click the new color in the color selection area.
Delete a color	Click a color in the color selection area, and click <b>Delete color</b> .
Sort colors	Click <b>Sort colors</b> , and click a color sorting method.
Rename a color	Click a color in the color selection area, and type a color name in the <b>Name</b> box.

### From here ...

You can explore CorelDRAW on your own, or you can learn more by completing other CorelTUTOR™ tutorials.

For more information about the topics and tools discussed in this tutorial, refer to the Help. To access CorelDRAW Help, click **Help** menu ▶ **Help topics**.