

Getting Started with CoreIDRAW Graphics Suite X3

Practice sheet # 8 - Working with Layout

Part 1: Videos (10:28 minutes)

The videos are located on CD 4.

1. Insert the Bonus CD, (CD 4)
2. From the Main Navigation Window, select **Getting Started with CoreIDRAW Graphics Suite X3**.
3. Click on **Laying out projects** in the left Navigation Pane.
4. Watch the "*Controlling page layout*" and the "*Cropping*" videos on the right hand side.
5. Use the Worksheets as you follow along the videos to create your own notes!

Part 2: More about Adding, renaming, and deleting pages

CoreIDRAW offers you a variety of methods to add a page to a drawing. You can rename it at any time to make it easier to find, and you can also choose to delete a single page or an entire range of pages.

You can choose where to add a page by right-clicking a page tab in the document window and clicking **Insert page after** or **Insert page before**. You also have the option of using the **Layout** menu, and choosing **Insert page**. In the dialog, type the number of pages you want to add in the *Insert pages* box, and choose either *Before* or *After*. If you want to insert a page before or after a page other than the current page, type the page number in the *Page* box.

To rename a page, you can either go through the **Layout** menu, or right-click the page tab, and select **Rename page**. Use the same options to delete pages, by selecting **Delete page** instead.

Finally, you can use the **Page Sorter** view (under the **View** menu) to manage pages while viewing the page contents. The Page Sorter view lets you change the order of pages as well as copy, add, rename, and delete pages. To change the order of a page in Page Sorter view, just click on it to select it, then drag it to its new location.

Part 3: More about Guidelines

As you learned in the video, guidelines are lines that can be placed anywhere in the drawing window to aid in object placement. There are actually three types of guidelines: horizontal, vertical, and slanted. By default, CoreIDRAW displays guidelines that you can add to the drawing window, but you can hide them at any time, by choose View and *unchecking* Guidelines.

To make your guideline placement more precise, after you have added a guideline, select it and use the property bar to place it exactly where you want it to go. You can even control the rotation of the guideline here!

To help you get started quickly, CoreIDRAW offers preset guidelines, including guidelines that appear at 1-inch margins and guidelines that appear at newsletter column borders. To add preset guidelines, choose **View > Guidelines** setup from the menu bar. In the Document, Guidelines list of categories, click Presets. Enable Corel presets, then specify guideline settings by checking the preset you want. Click Apply presets, then click OK to close the dialog. **NOTE** that some of the presets only work on certain page orientations, for example, the Three Column Newsletter setting only works when the page is in portrait mode.

Part 4: Introducing PowerClip

As an alternative to cropping, CorelDRAW lets you place vector objects and bitmaps, such as photos, inside other objects, or containers. A container can be any object, for example artistic text or a rectangle. When you place an object into a container that is larger than the container, the object, called the content, appears to be cropped to fit the form of the container. This creates a PowerClip object. The benefit of a PowerClip, however, is that the contents of the container remain intact, and can be moved, resized or adjusted in any way.

To create a PowerClip, you will need two objects, the content, and the container. When you have those, select the object that will be the contents. From the menu bar, choose **Effects > PowerClip > Place inside container**. Your cursor will change to a large black arrow. Click the object you want to use as the container.

To edit the contents of a selected PowerClip object, right click the object and choose **Edit contents**. Make the changes you want to and when you are done, right click the contents and choose **Finish editing this level**. While you are editing the contents of a PowerClip, the container appears in Wireframe mode and cannot be selected.

Part 5: Exercise

Open for business (part 2)

It's time to finish the Menu we started in **Lesson 7**. You will need to complete the opposite side of the menu, by adding a second page to the drawing. You will then take advantage of guidelines to help you set up the layout then use the PowerClip and Crop tools to help you get the final look.

Start by opening the *Menu.cdr* file you created in Lesson 7. Add a second page. Name Page 1 "Back" and Page 2 "Front". Reverse the order of the pages. Copy the background rectangle from the Back page to the Front page.

Set up the following guidelines: *Vertical*: 2.5", 4.25", 7.5";
Horizontal: 2.5, 4.75", 5.5", 8.25"

Create a new 5.25" X 4". Change the outline color to brown and the width to 16 pt. Fillet the corners (0.75" radius). Import 'mug.tif' from **C:\Program Files\Corel\CorelDRAW Graphics Suite 13\Tutor Files**. PowerClip it into the new rectangle. Edit the contents and increase the size of the bitmap to 150%. Reposition the image so that more coffee beans are visible. Finish editing the PowerClip. Crop the image to remove the left portion of the rectangle. Position the rectangle so that it centers on the 2.5" and 8.25" guidelines.

Create a text object (i.e. COFFEE) and PowerClip it into the background rectangle. Edit the contents of the background rectangle, and change the text to 200pt, a light brown color and rotated 90 degrees. Reposition the text object so that it centers on the 5.5" and 7.5". Finish editing the PowerClip.

Add other text elements, as illustrated. You can also include the following:

"At The Coffee Shop, we take this answer for granted. Only the finest beans from the coffee growing regions of Simulacrum, Ormolu, and the Pajama River Valley make it to every cup. We've searched the planet for top-quality beans so that whatever you take in your coffee, you've started with the best."

