CORELDRAW

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DTP

Desktop publishing refers to the design and production of publications using personal computers with graphics capability. Desktop Publishers create a number of materials, such as brochures, magazines, newspapers and books with the help of computer software programs.

Corel Tutor

CorelDRAWis a robust tool of graphic design that could be applied for any creative project's extensive range. ... It is suited to the software's new owners; ideally this **tutorial** will cover most of the topics, such as understanding some necessary tools that we will use inside all the projects and setting our workspace.

JPEG and CDR

JPEG - Joint Photographic Experts Group

The name of the committee that created the JPEG standard and also other still picture coding standards.

CDR -Compact Disc Recordable

A compact disc that can be used to record only once Compare CDE.

Flyout

A **flyout** occurs when a batter hits the ball in the air (not including balls designated as line drives) and an opposing defender catches it before it hits the ground or fence. Certain pitchers -- generally those who pitch up in the zone frequently -- have a tendency to induce more **flyouts** than others.

Pixel

The **pixel** view in **CorelDRAW** lets you create drawings in actual **pixel** units, providing a much more accurate representation of how a design will appear on the Web.

Futures of CorelDraw

- ✓ LiveSketch tool
- ✓ Enhanced vector previews, handles, and nodes
- ✓ Prominent interactive sliders
- ✓ Custom node shapes
- ✓ Touch-friendly GU interface
- ✓ Powerful stylus enhancements
- ✓ Import legacy workspaces
- ✓ Font filtering and search
- ✓ Corel Font manager
- ✓ Multi-monitor
- ✓ Healing clone tools
- ✓ Copy Curve Segments
- ✓ Gaussian blur feature

- ✓ The Corel DRAW occupies a minimal machine's capacity that is the memory of a computer. It defines that machine will work to full capacity. The performance will never be an issue and needs a minimal down-time.
- ✓ It will be very convenient to install it over many machines, and it will be OS independent.
- ✓ We can use Linux, or a Windows OS or any other systems with the same dexterity and speed.
- ✓ The Corel Draw will be easy and convenient to learn for any humongous system due to its capabilities and size.
- ✓ Being a most widely-used and convenient software, the publication's number catering to the software is very huge.
- ✓ This program's creators have illustrated to fulfill the future standards.

CorelDRAW: Tables

The tables facilitate the structured layout which enables us to present images and text in a drawing. We can draw any table, or we can create any table from the paragraph text. We can easily modify the table's look by changing the properties of the table.

This chapter includes the following essential topics:

- o **Inserting tables**
- o **Moving, navigating, and selecting table elements**
- o **Deleting and inserting table columns and rows**
- o **Resizing table columns, rows, and cells**
- o **Formatting cells and tables**
- o **Working with various texts in the tables**
- o **Transforming tables into text**
- o **Adding backgrounds, images, and graphics into tables**

Inserting tables

CorelDRAW allows us to insert the table into a drawing for creating the structured layout. We can draw the table, or we can create the table from the existing text.
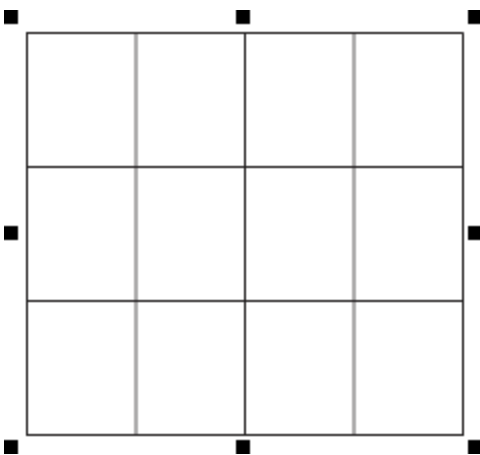
To insert any table

1. Click on the **Table** tool.
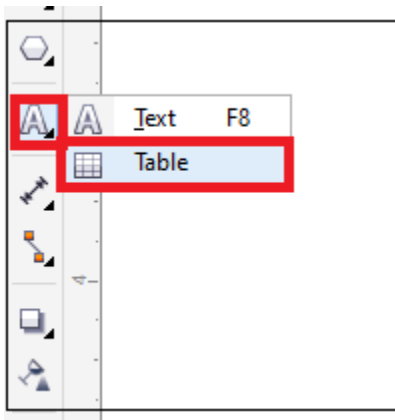
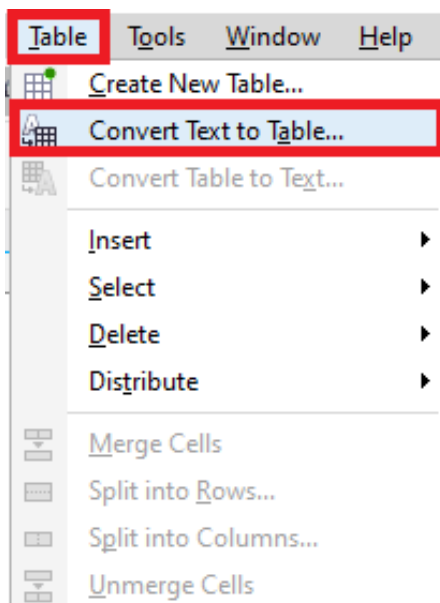2. Fill the values within the **Rows and columns** boxes over the property bar.
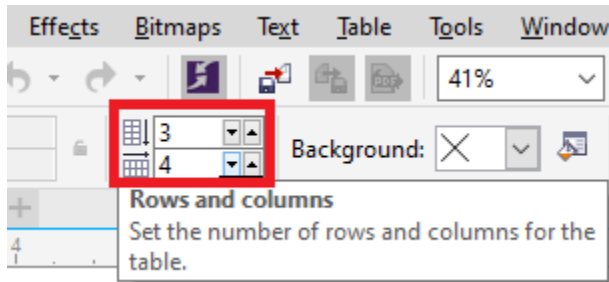
3. Diagonally drag to draw a table.

To create the table from any text

1. Press the **Pick** tool.

2. Choose the text that we wish to convert into a table.

3. Press **Table > Convert text to a table**.

4. Select any option from the list of options within the Create columns based on the following separator area:

- o **Commas:** It creates the column where any represents and the row where the paragraph marker represents.
- o **Tabs:** It creates the column where the tab represents and the row where the paragraph marker represents.
- o **Paragraphs:** It creates the column where the paragraph marker represents.
- o **User-defined:** It creates the column where the specified marker represents and the row where the paragraph marker represents.
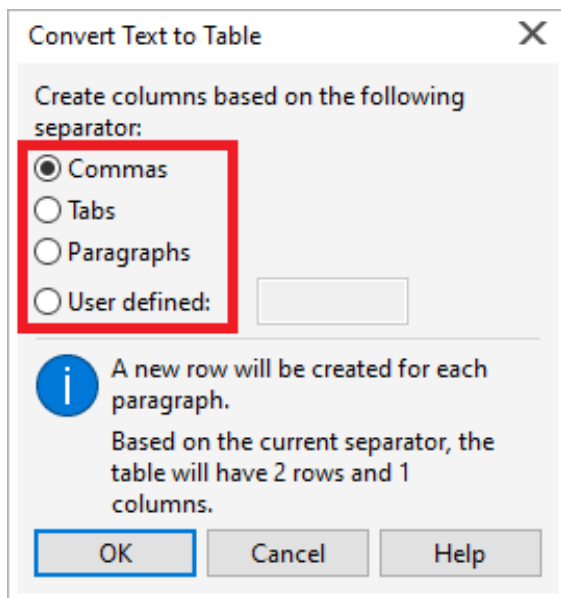
Moving, navigating, and selecting table elements

We must choose the table, table cells, table rows, or table columns before we add columns or rows, modify the properties of table border, insert the color of background fill, or edit some other properties of the table.
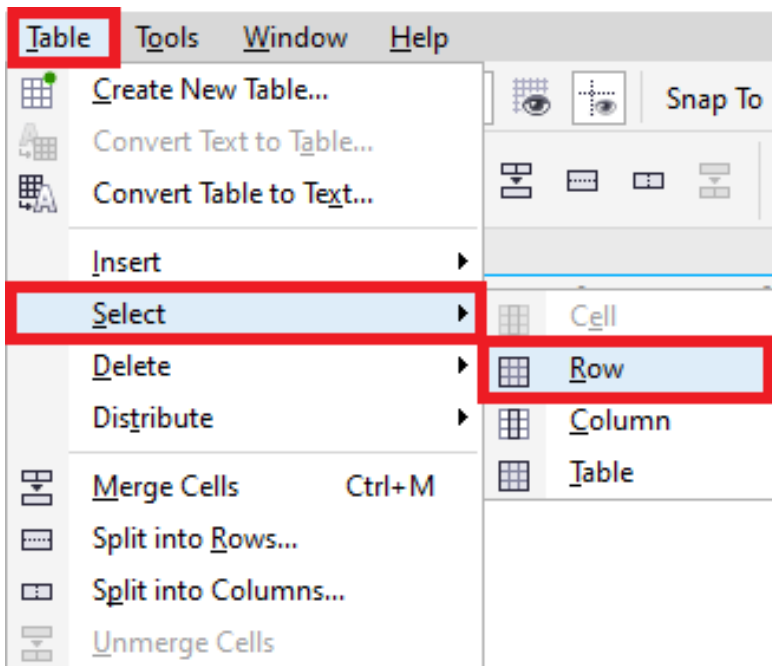
To choose the table, column, row

1. Click on the **Table** tool, and press the table.
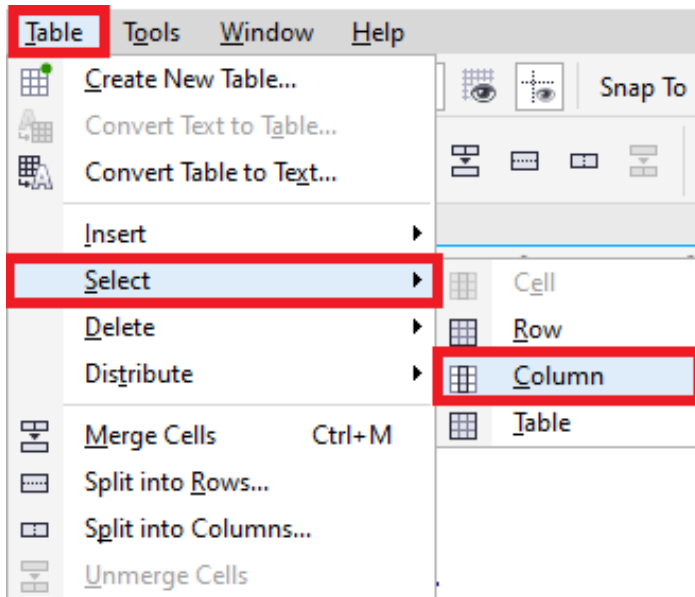
2. Implement anyone from the below tasks:

o Click on **Table > Select > Table** to choose the table.
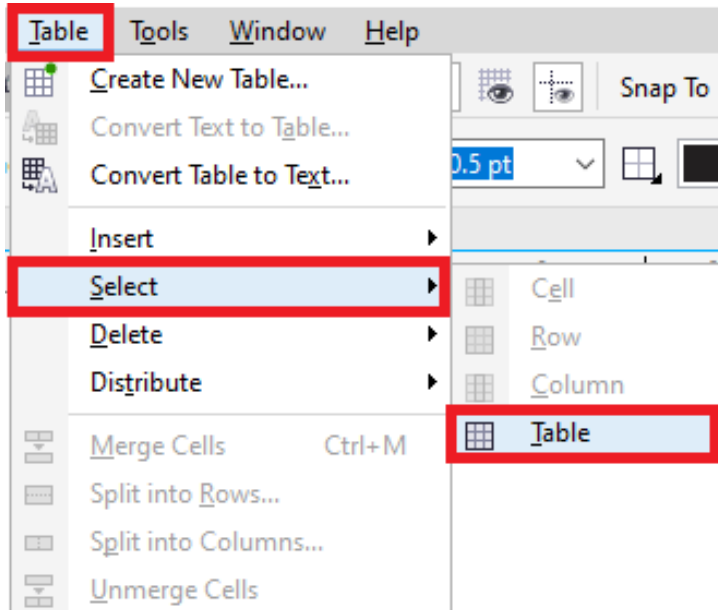
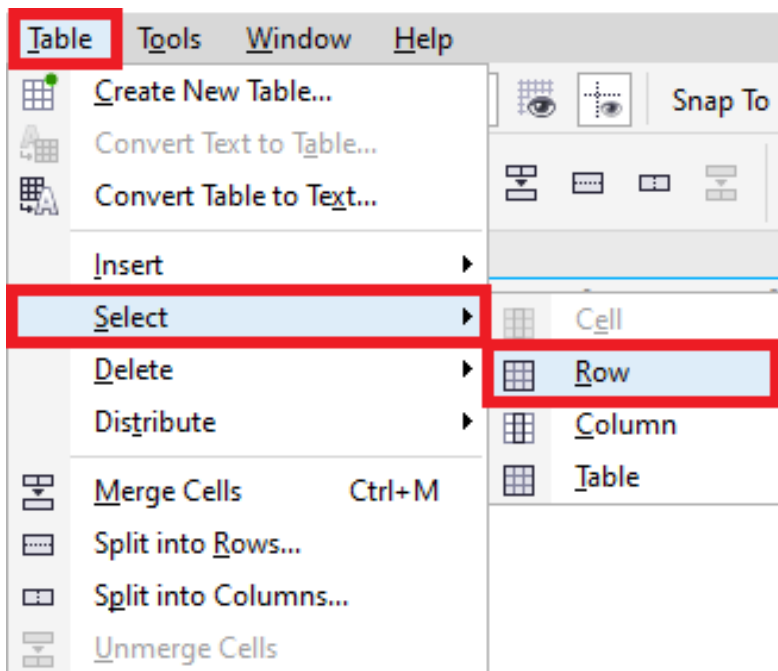o Click inside any row, and press **Table > Select > Row** to choose any row.

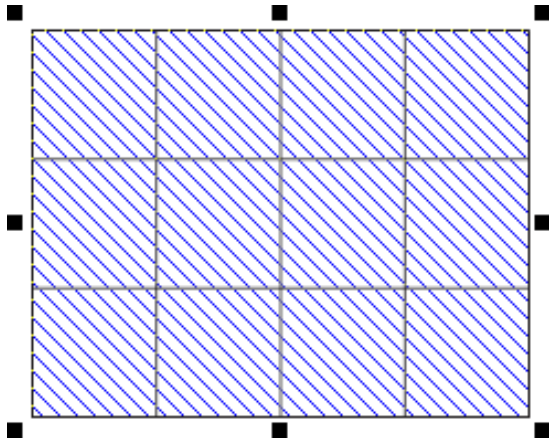o Click inside any column, and press **Table > Select > column** to choose any column.

To move the table column or row
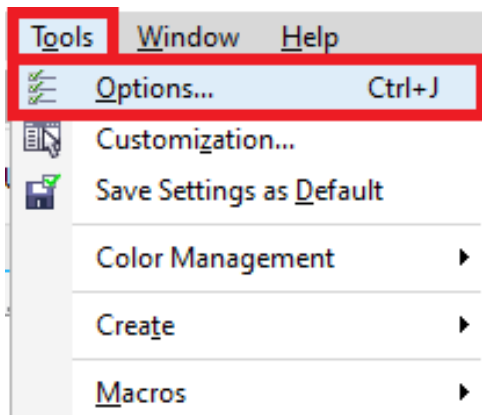
1. Choose a table row that we wish to move.

2. Drag the column or row to another location within the table.

To modify the tab key's navigating direction
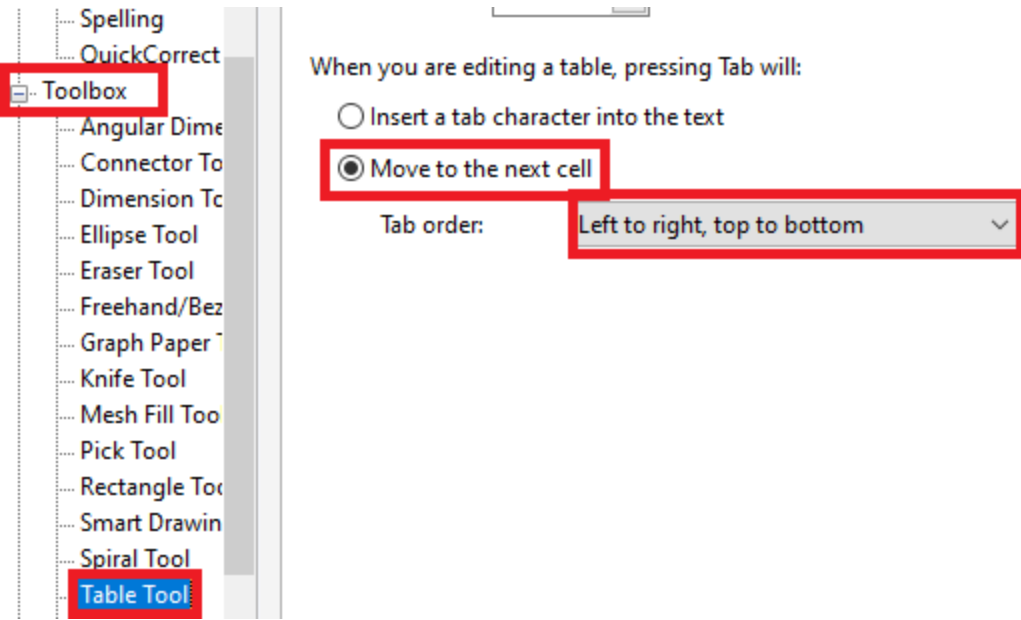
1. Click on the **Tools > Options**.

2. Within the **Workspace**, list of categories, i.e., **Toolbox**, and press **Table tool**.

3. Select the option, i.e., **Move to the next cell**.

4. Select from the below options in the list box, i.e., **Tab order**.

- o **Right to left, top to bottom**
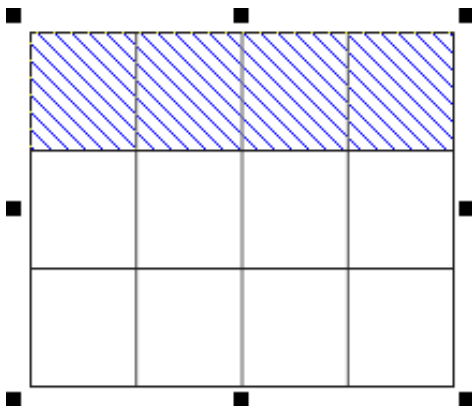- o **Left to right, top to bottom**

Deleting and inserting table columns and rows

We can delete and add the columns and rows in any table.
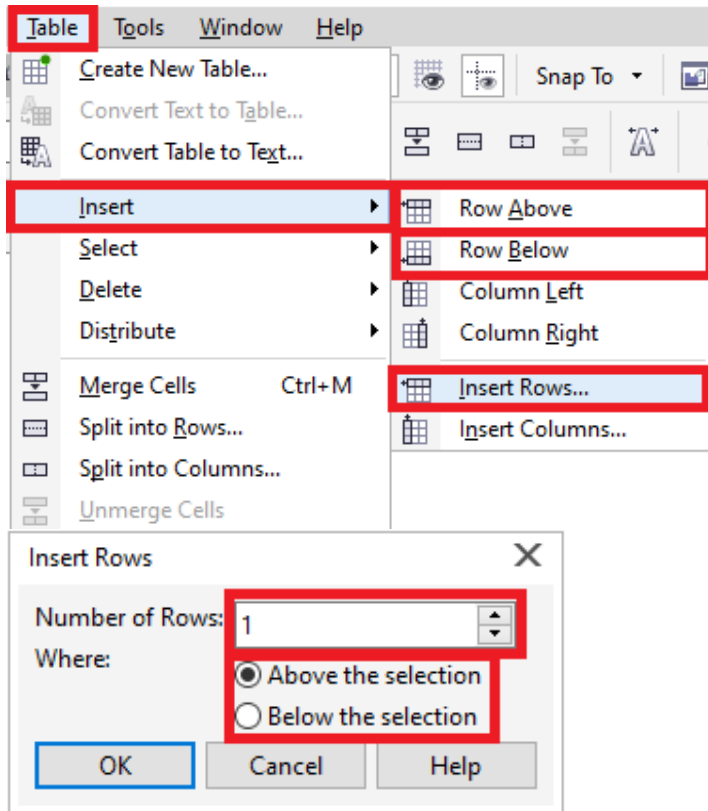
To add the table row

1. Choose any row within the table.

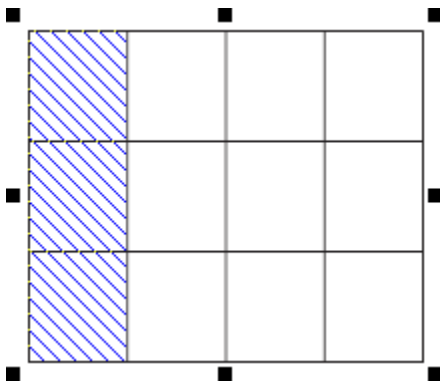
2. Implement from the below tasks:

- o Click on **Table > Insert > Row above** to add the row above any selected row.
- o Click on **Table > Insert > Row below** to add the row below any selected row.

○ Click on **Table > Insert > Insert rows,** fill the values inside the **Number of rows** box, and then select the option, i.e., **Above the selection** to add a various row above any selected row.

○ Click on **Table > Insert > Insert rows,** fill the values inside the **Number of rows** box, and then select the option, i.e., **Below the selection** to add a various row below any selected row.
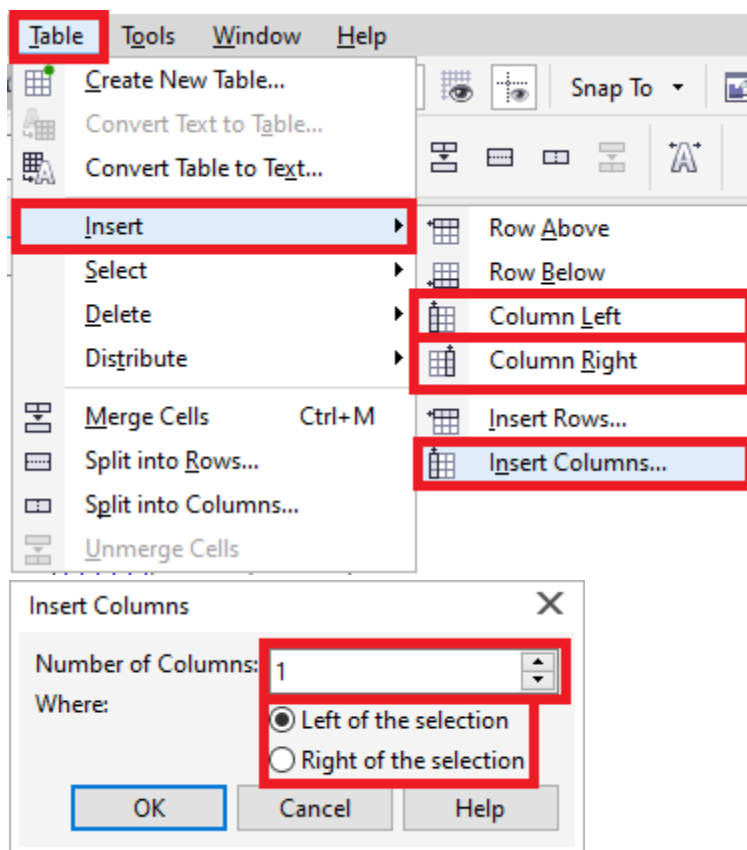

To add the table column

1. Choose any column within the table.

2. Implement from the below tasks:

- o Click on **Table > Insert > column lef**t to add the column to any selected row's left.
- o Click on **Table > Insert > column right** to add the column to any selected row's right.
- o Click on **Table > Insert > Insert columns**, fill the values inside the **Number of columns** box, and then select the option, i.e., **Left of the selection** to add various columns to any selected row's left.
- o Click on **Table > Insert > Insert columns,** fill the values inside the **Number of columns** box, and then select the option, i.e., **Right of the selection** to add various columns to any selected row's right.
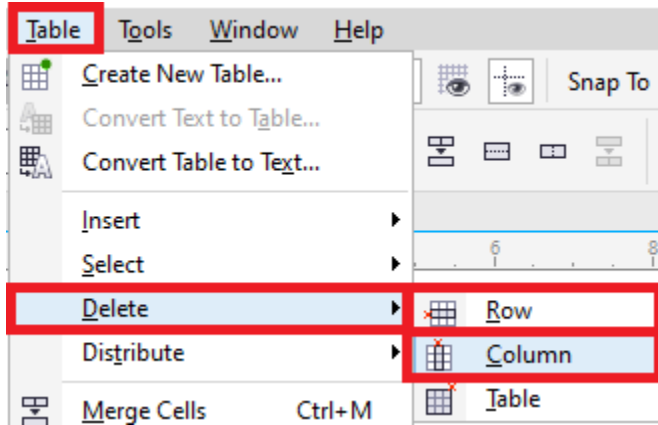

To delete the table row or column

1. Choose the column or row that we wish to delete.

2. Implement from the below tasks:

- o Click on Table **> Delete > Row** to delete any row.
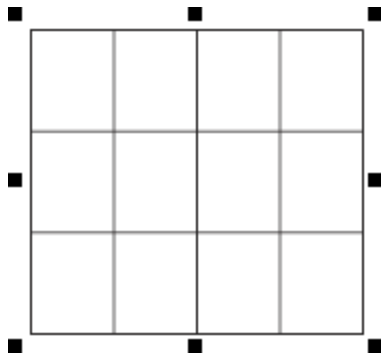- o Click on Table **> Delete > Column** to delete any column.
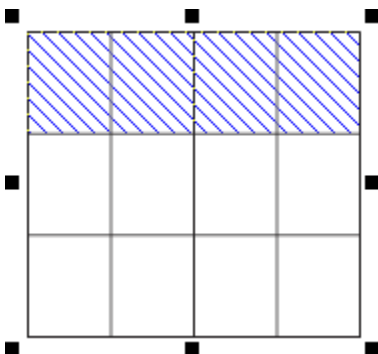
Resizing table columns, rows, and cells

We can resize the columns, rows, and cells. Besides, when we previously changed some columns and row's sizes, we can redistribute each column and each row hence they will be of the same size.
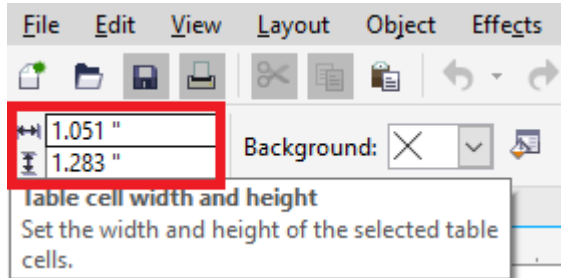
To resize the table column, rows, and cells

1. Click on the **Table** tool, press the Table.

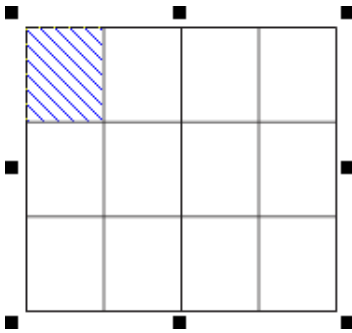2. Choose the column, row, or cell that we wish to resize.

3. Type the values inside the **Table width and height** boxes over the property bar.
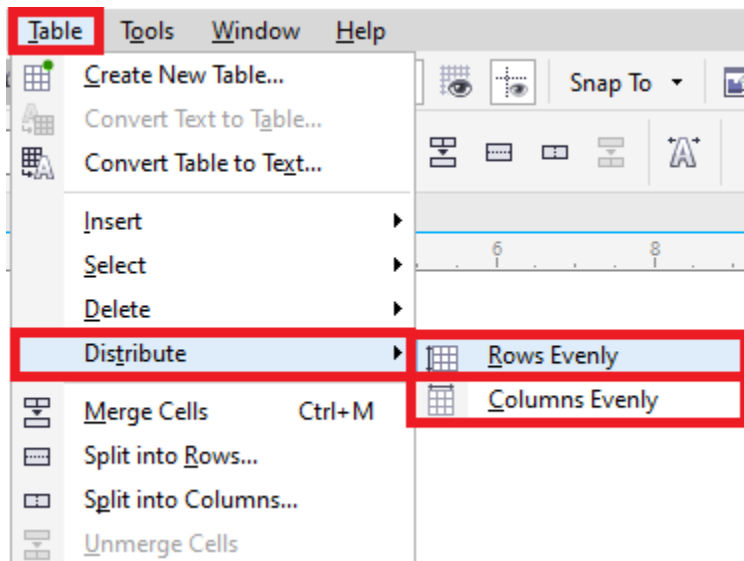

To distribute the table columns and rows

1. Choose any table cell that we wish to distribute.

2. Implement from the below tasks:

- o Click on Table **> Distribute > Rows evenly** to make each selected row's height the same.
- o Click on Table **> Distribute > Column evenly** to make each selected column's height the same.
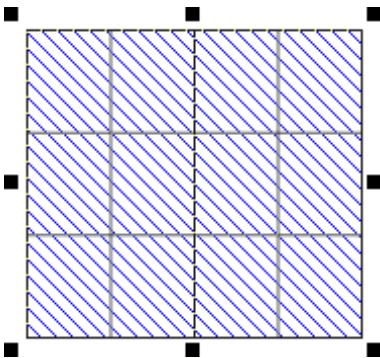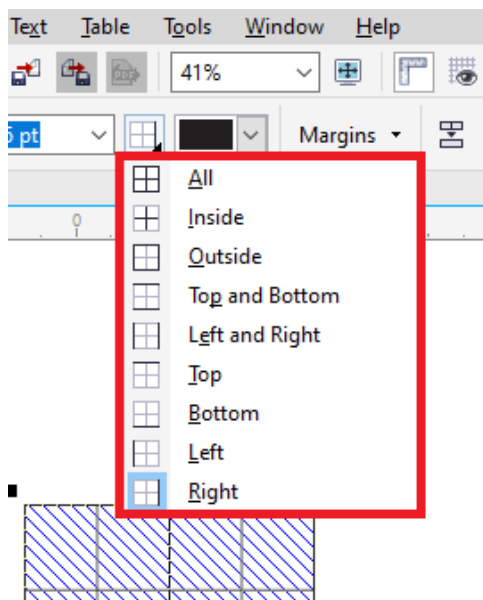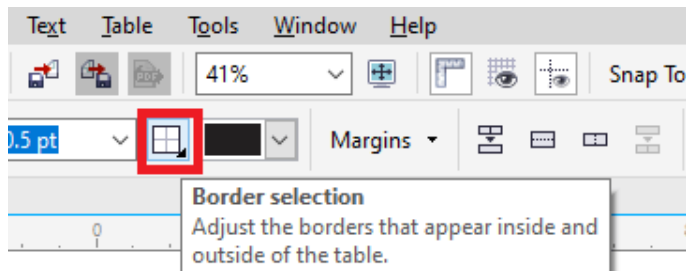
Formatting cells and tables

We can modify the table's look by changing both cell and table borders. For example, we can modify the color or width of the table border.

To change cell borders and table borders

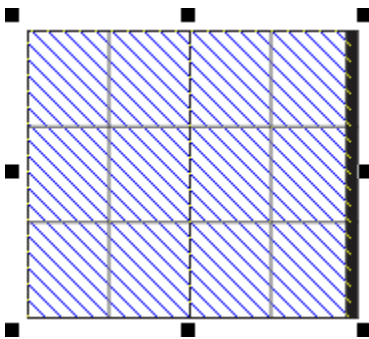1. Choose the tables or table area that we wish to change.

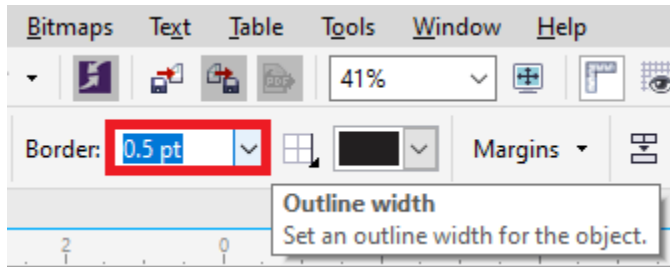2. Click on the **Border selection** button over the property bar, and select any border that we wish to change.

3. Implement from the below tasks:

- o Select the width of the border through the **Outline width** list box over the property bar to change the thickness of the border.

- o Click on the **Outline color** picker over the property bar, and press any color over the color palette to change the color of the border.
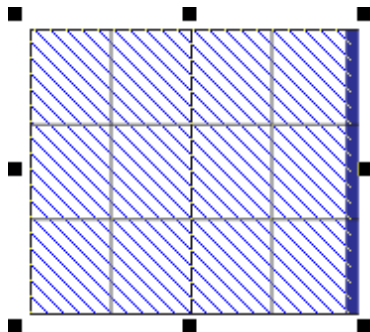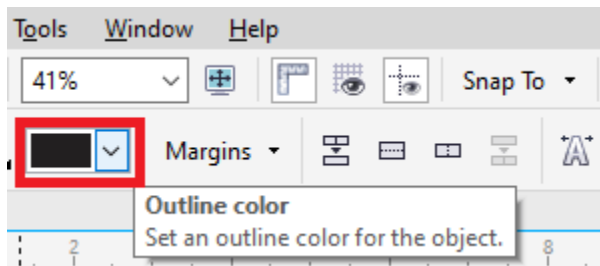
- o   Select the style of a line through the **Line style** picker, and fill the value inside
    the **Outline width** box within the **Object properties** docker's **Outline** area to change the
    line style of the border or outline width.
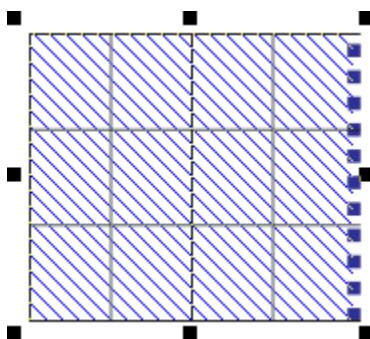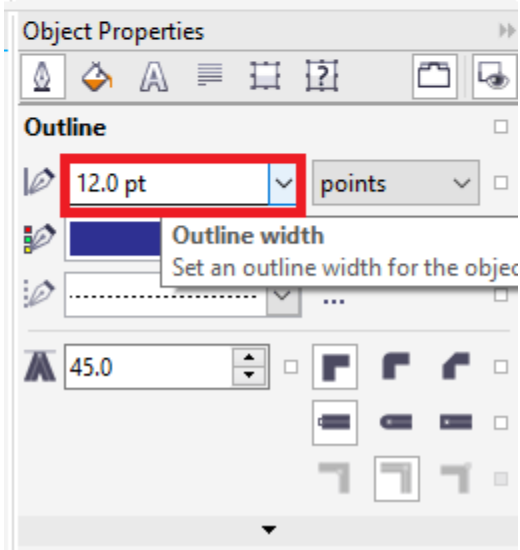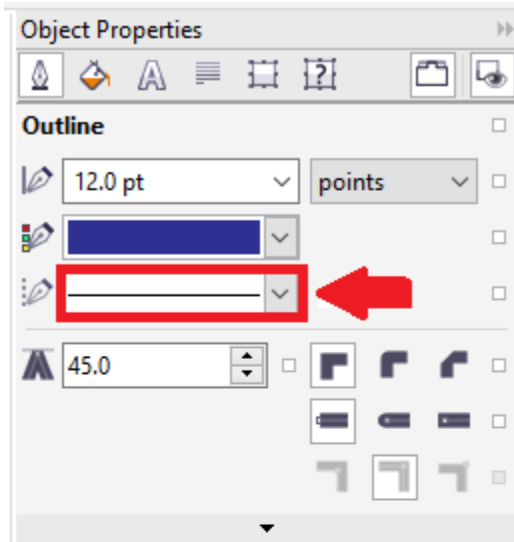
Working with various texts in the tables

We can insert text into tables easily, and change the text. We can modify the font, add indents, or add bullets into table text. We can modify the text properties of various table cells or only one table cell simultaneously. Besides, we can also insert tab stops into a table cell hence that text will be shifted away through the cell margin.

If we type any text inside the new table, we can select to adjust the table cell's size automatically.

To insert text inside the table cell

1. Click on the **Table** tool.
2. Click on any cell.
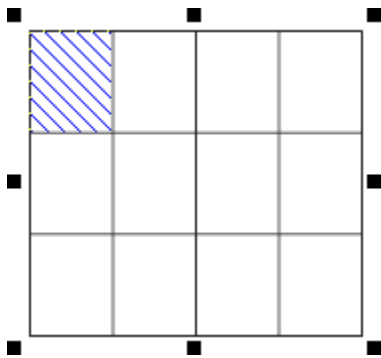
3. After that type text within the cell.
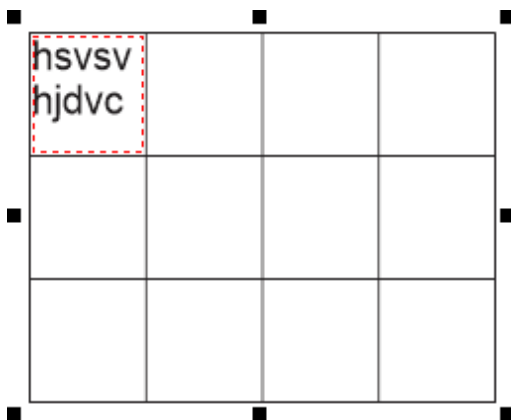
To modify the text properties inside the table cells

1. Select the **Table** tool, press any table.
2. Keep pressing **Ctrl**, and Click on any table cell that includes the text which is to be formatted.
3. Click on the **Text > Text properties,** and describe any settings we wish inside the **Text properties** docker
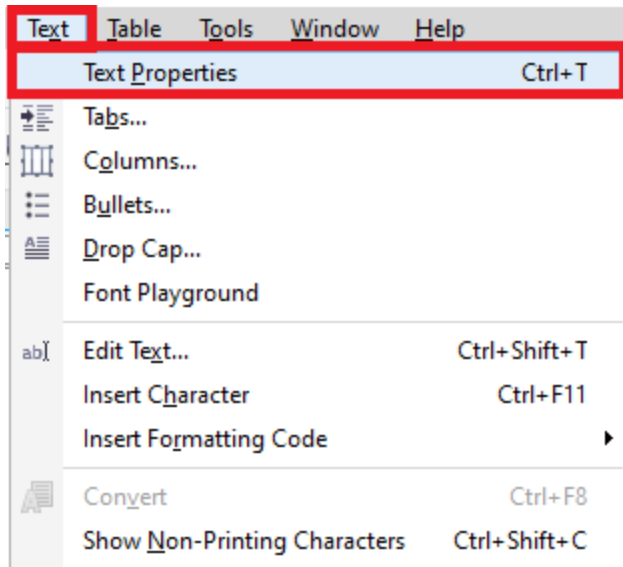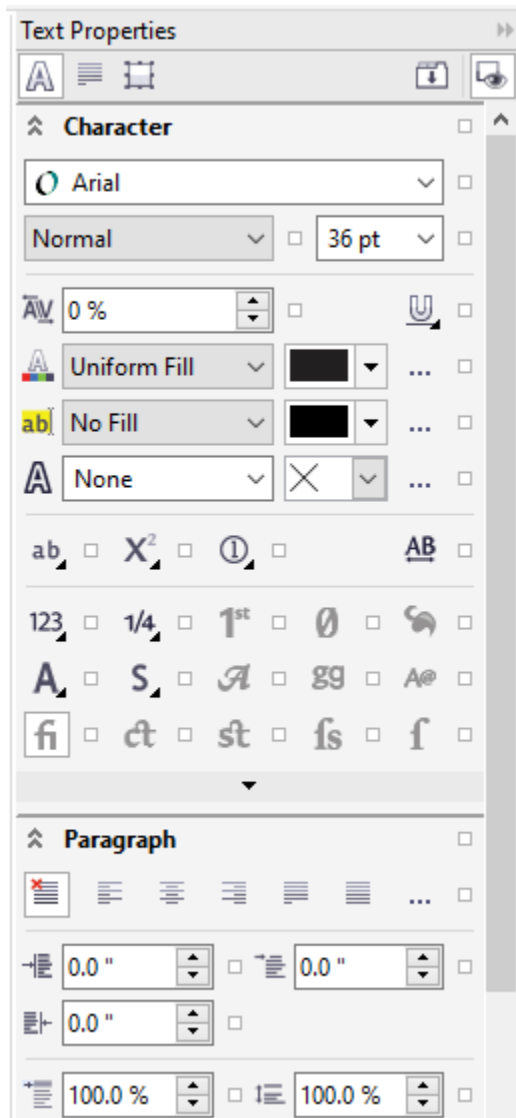
Transforming tables into text

We can transform any table text into paragraph text when we no longer wish to appear any table text inside the table.

To transform the table into text

1. Select the **Table** tool, press any table.

2. Click on the **Table > Convert table to text.**
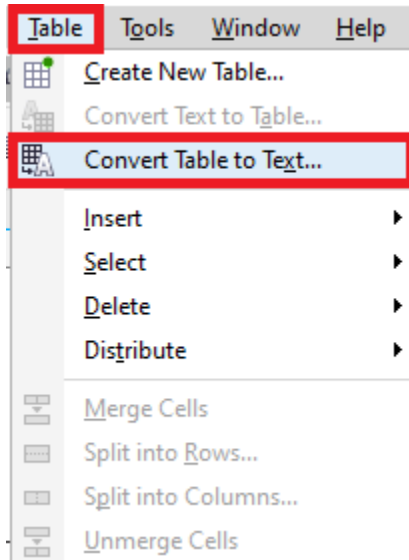
3. Select from the below options within the Separate cell text with area:

- o **Commas:** It replaces all the columns with the comma and also replaces all the rows with the paragraph marker.

- o **Paragraphs:** It replaces all the columns with the paragraph marker.

- o **Tabs:** It replaces all the columns with the tab and also replaces all the rows with the paragraph marker.

- o **User-defined:** It replaces all the columns with the specified character and also replaces all the rows with the paragraph marker.
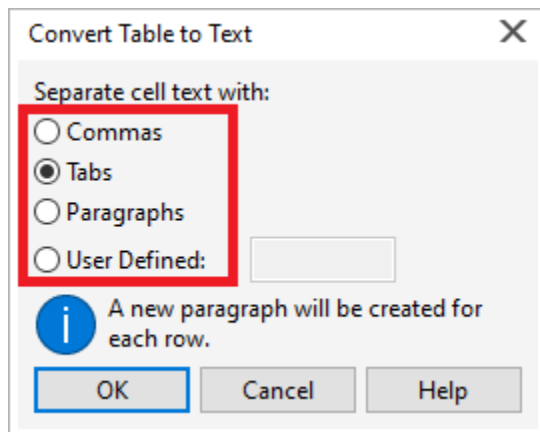
Note: If we select the option, i.e., User-defined, we must fill the character inside the User-defined box.

Adding backgrounds, images, and graphics into tables

When we wish to arrange vector graphics, images, or bitmap within the structured layout, we can insert them into tables. Also, we can modify the table's look by inserting any background color.

To add a graphic or image into the table cells

1. Copy a graphic or image.
2. Click on the Table tool, and choose any cell where we wish to add the graphic or image.
3. Press Edit > Paste.
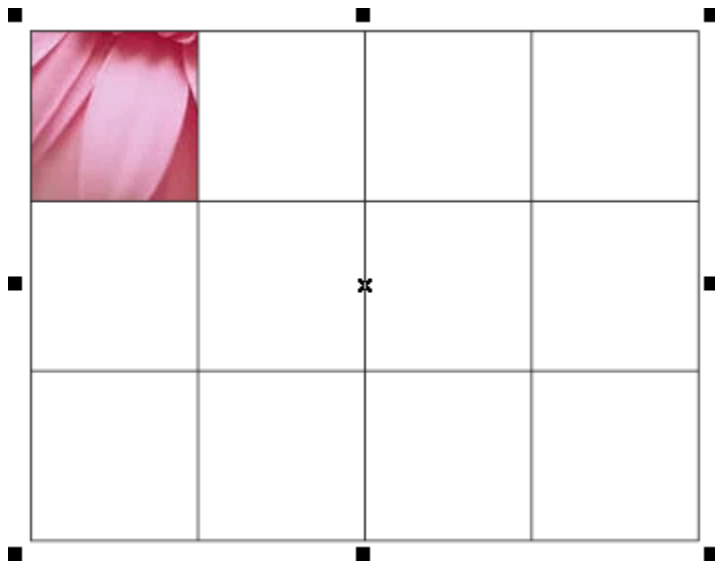
To insert the background color into a table

1. Select the **Table** tool, and press on the table.
2. Select the **Background** color picker, and press any color over the color palette.

Sub Menu of File Menu

File

File is important one menu of **Corel Draw** where you start working on your project. *New, Open, Close, Save, Import, Export, Send to, Print, Publish* and *Exit* are its main options. We'll talk about them and learn what their importance in **CorelDraw Graphics Suite X8** is.

New

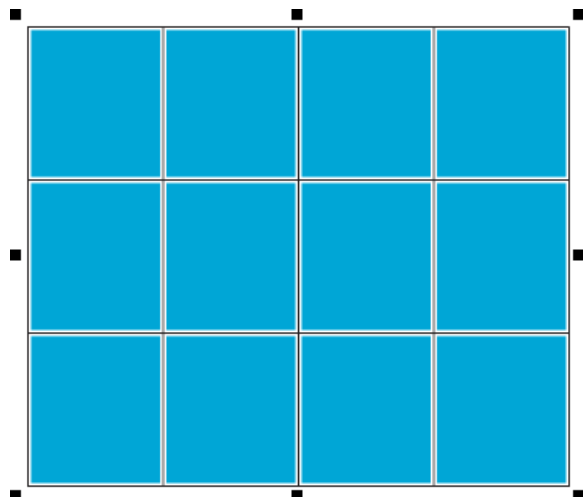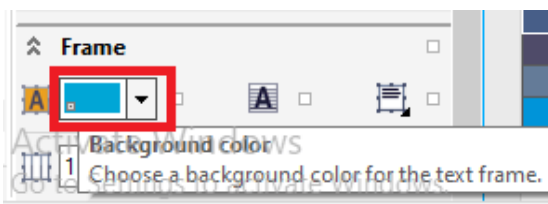**"New"** is first option of **File Menu of CorelDraw Graphics Suite X8** that is used to take **New Canvas**. When you push this option or press **Ctrl+N** from keyboard, you get a *New Canvas Setting Panel*. You can learn with detail about **New Document** panel from the post **how to Create CorelDraw X8 New Document** furthermore.

New from Template

By default, in **CorelDraw Graphics Suite** many readymade templates are loaded. You can use them anytime according to your requirements. So, to get any of templates you should press **New from Template** option. After pressing, you'll see a big collection of templates appear before you in different categories. So, simply you can choose required one from them.

Open

Dear Corel Draw viewer, first we take a **New Canvas** by **New** option besides if we've a project and want to upload in Corel window, we use **Open** option. This option takes you till your PC's hard drive where you can open other **Corel Draw** project.

Open Recent

If you're CorelDraw designer, I think you've many **Corel Draw file** you worked on them recently. You can open your required one recent project from *File Menu of CorelDraw Graphics Suite X8* easily using the **Open Recent** option.

Close

By **Close** option you **close** the opened window only.

*Remember this **Close** option is to close Corel window but not to close **Coral Draw** To close Corel Draw program you can use **Exit** option from the same menu.*

Close All

If you've more than one window opened and want to close all them, you can use **Close All** option that is simplest way to close the number of opened windows.

Save

You finished task in **Corel Draw** now you should save it. A save feature is placed in **Corel Draw File Menu** to saving the project. When you click on it, a window box opens where you've to type your current project name and according to your requirement you can choose any format for this project.

Save As

This feature is very important placed in *File Menu of CorelDraw Graphics Suite X8*. Sometimes, you need to save the current working project into other one format or name. On this time you can use **Save As** option.

Save as Template

About saving document in **CorelDraw** you can use many option in them **Save as Template** is also valuable to save the document as a **template**.

For quick and efficient designing, if you want to reuse specific design elements from one of your documents, save it as a template. When you save a template, **CorelDraw Graphics Suite X8** let you add reference information such

As *pagination, category, industry,* and other *notes*. This way, it makes it easy to organize and search templates later. To save a document as a template click *File>Save as Template*. Type a name in the *File Name* box, and locate the folder where you want to save the template. Click **Save** in the Template properties dialog box, add any reference information you want.

Revert

You can take your document on its initial stage by suing the **Revert** features. In this way you get back all applied changing in the project as it was in initial stage.

Acquire Image

If you've images stored on a digital camera, or images that you want to scan for a particular job, you may find it convenient to acquire the images directly in **CorelDraw** – especially if these images are to be used just one time. By *acquiring the image*, *CorelDraw* will embed it with the file so that you need not to save a separate image file. This will save both time and hard disk space. Simply connect the camera or scanner to your computer, and then click *File>Acquire Image*.

Note that by Acquiring the Image, it will not be available for use in any other job.

Document Properties Dialog Box

Clicking **File>Document Properties** will display all details about the active document, which can help you to understand potential issues. The **Document Properties** dialog box will display such information as **Color Models**, a count of objects used in the file, a summary of **Bitmap** images and their respective color model (**RGB, CMYK** etc), as well **Fonts** used and much more.

Import

Import feature is used to upload a project file into *Coral Draw*. By this option you can upload many formats of the project into CorelDraw like as *CDR, AL, PDF, DXF, CPT, JPG, GIF, PSD* and *PNG* etc.

Export

After *Import* option the important one is **Export** that is used to download a project file into your PC's hard drive. As with the **Import** option you can save the project file into several formats, with the same way you can save your project into many formats. When you click on this option, a panel opens that demand by t he designer to type the name of current project and then choose file format also.

Export For

It is other one option to export document using **File Menu of CorelDraw Graphics Suite X8**. You can export your CorelDraw document for more than one ways as you can export it as a **Microsoft Office**, for **Web** and **HTML** you also can use the same option.

Send To

Whenever you're working in Corel Draw you need to send this project to your client or friends. So, to get this purpose you can send this project to them. **Send To** option gives some different way to send this project as ....,
To Compressed (zip) Folder: To **send** the document as a **Zip Folder** where the original file saved

Desktop Shortcut: To **send** on **desktop** as a **shortcut**

Document: To send as **Document**

Fax Recipient: To send as a **Fax**

Mail Recipient: To send as **Mail**

Mail: Sending as a **Mailing**

Publish to PDF

PDF format is static graphic special software is needed to run this format. If you've to save your graphic you should use this option that saves your entire document in the shape of a book. To open **PDF** format special software should be there as of **PDF reader** or about all major browsers have a capability to open *PDF format*.

Print

Corel Draw is one of the best software using in Printing field especially. After you finished the work sometimes a need is occur to take your project's solid paper copy. So, in Corel Draw an option is placed about print. By using it you can take your project's print out. When you go to **File Menu of CorelDraw Graphics Suite X8,** there an option is about **Print**. When you click on this option, a window opens related to **Printer Setting**. After setting of *print device* you can take your project's solid paper copy.

Print Merge

You can use **Print Merge** feature to combine more than one pieces of text along with graphics works.

Print Preview

If you're designing in **Corel Draw** for printing, during working you can see its **Print Preview** that how your current designing print when it will be print out. So, it is better option related to see print before taking solid copy of print.

Document Properties

It is an option that tells you all information about current file like as *File*, *Document, Text Statistics, Bitmap, Style, Effect, Fill* and *Outline* etc**.**

Exit

Exit option is used to **Close** Corel Draw entirely. After you press this option, you're asked whether to save changes in the current project or not in case you made any changing in it.

Pick Tool

Pick Tool is the most important tool in CorelDraw. Everytime you want to select an object you'll use this instrument.

Position: In top of the Toolbox (*this is the most important toolbar in CorelDraw - if you don't see it, go to Window -> Toolbars and check "Toolbox"*)

Shortcut key for the Pick Tool: Spacebar (if you are typing a text, the shortcut for the Pick Tool is Ctrl + Spacebar).

Object selection: In CorelDraw, you must select an object before you can apply any change. You can select one object, a group of objects, or all the objects in the page.

Select a single object

Click anywhere on a filled object to select. If an object has no fill, click on the outline to select. A series of handles appears around your object to signify it is selected. Click anywhere outside the object to deselect it. If you click twice on an object, the rotation tool will be activated.
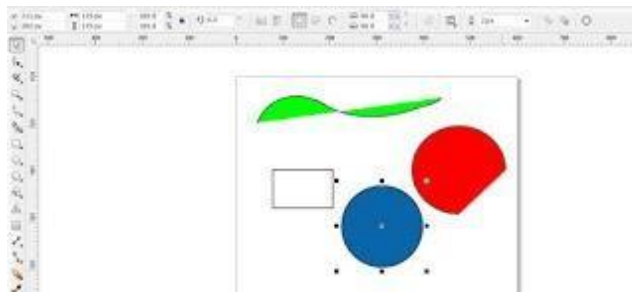
Select objects with No Fill

An object with no fill must be selected by clicking on the outline. To change this so that you can click anywhere within the object, choose Layout, Page Layout, Workspace, Toolbox, Pick Tool. Choose Treat All Objects as Filled from the Pick Tool Options.
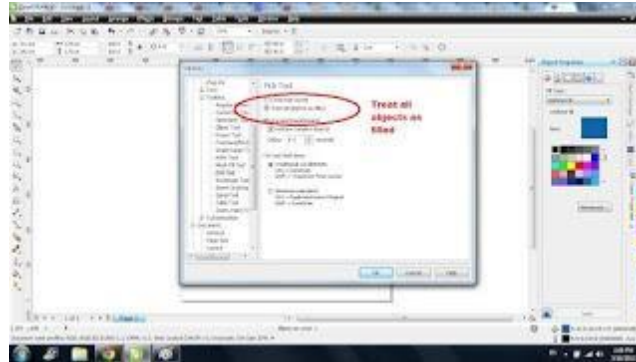
Selecting more than one object

Choose Pick Tool. Click and Drag over multiple objects. All objects that fall completely within the marquee area will be selected. Release your mouse button and handles will appear around the perimeter of all objects selected. Check the status bar to confirm the number of selected objects.
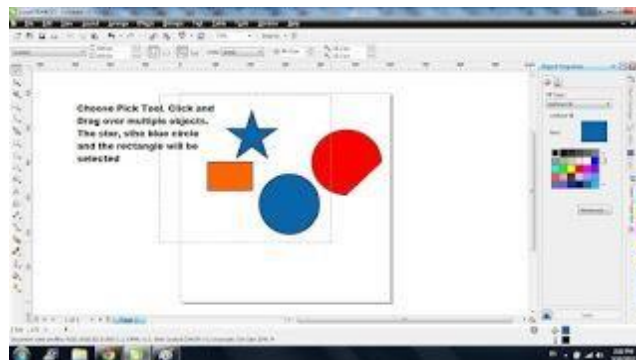
Multiple Select using the SHIFT Key Choose the Pick Tool. Click on one object to select. Hold down your SHIFT key and click on second object. Repeat as needed. This is a good way to select multiple objects no matter where they are on the page.

CTRL + A: use this shortcut when you want to select all the objects

Main Menu:

The Greeting Started window (See Figure 1.2) provides six options for getting started with CorelDRAW 10, as explained in Table 1.1.

Icon	Name	What id Does
	New Graphic	Creates a new window in which you can design a graphic.
	Open last Edited	Open the last graphic image files you worked on.
	Open Graphic	Opens the Open Drawing dialog box, enabling you to select from any saved graphic image file.
	Template	Enables you to choose from a list of pre-designed page templates that you can use as a basis to begin a design.
	CorelTUTOR	Enables you to select from several categories of online help and instructions.
	What's new?	Lists and explains new features in CorelDRAW 10

Table 1.1: Starting Options
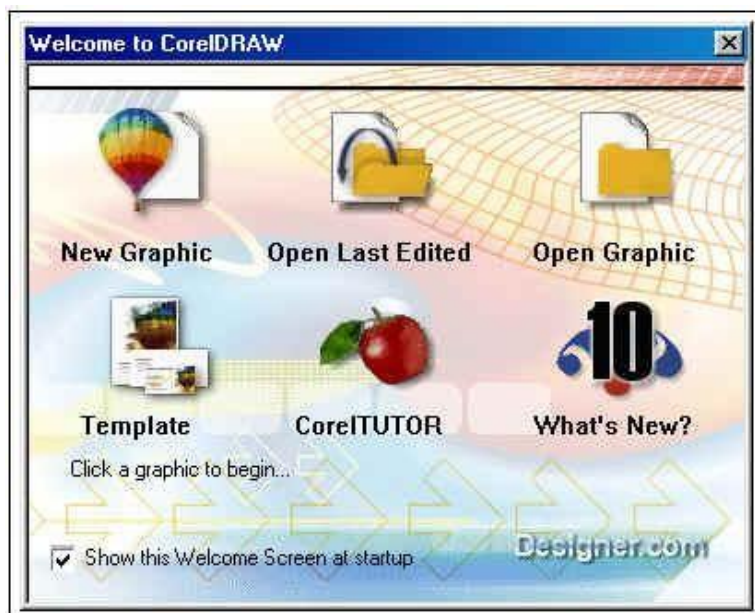
Figure 1.2: Starting with the Welcome Window

To create a new graphic image from scratch, click the New Graphic icon in the Welcome Window to CorelDRAW dialog box. When you do, you will see an empty CorelDRAW 10 window, such as in figure 1.3.

Title Bar

The Title bar appears at the top of the CorelDRAW Window. The Title bar shows the name of the file you are currently working on. When the size of the window is the less than the maximum size, you can move the entire window by clicking on the title bar and dragging the mouse to a new position.

Menu Bar

The Menu bar is located below the Title Bar and contains the Pull Down Menus. The Pull-down menus contain the CorelDRAW commands. Clicks on a menu title in the menu bar to pull down the menu.

Tool Box

The toolbox is located to the left of the Drawing window and contains the tools to create and edit graphic objects. When you move your cursor over any of the tools in the toolbox, a ToolTip will appear identifying that tool. (See Figure 1.3).
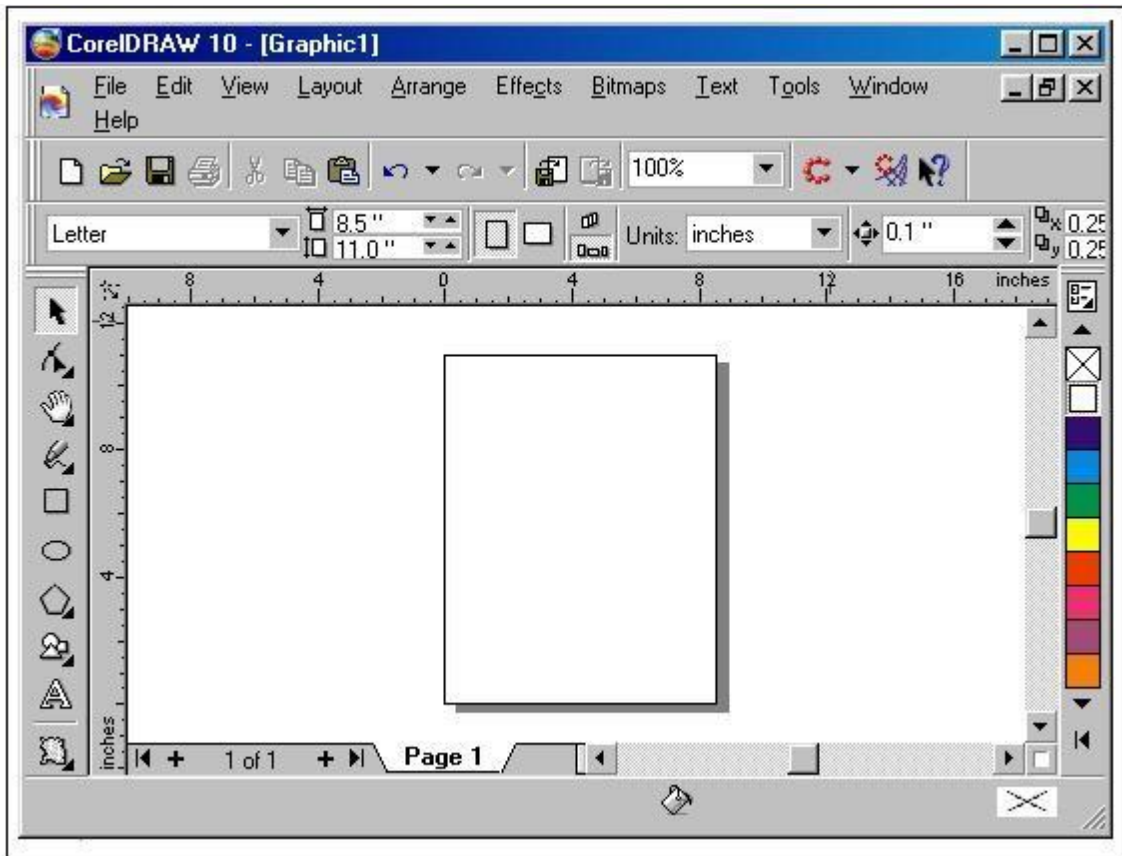
Figure 1.3: An Empty CorelDRAW window

The various tools available in the toolbox are explained below in Table 1.2.

Tool	Name	Description
	Pick tool	Lets you select and transform objects.
	Shape tool	The Shape tool lets you edit the shape of objects.
	Zoom tool	The Zoom tool lets you change the magnification level in the Drawing window.
	Freehand tool	The Freehand tool lets you draw lines and curves.
	Rectangle tool	The Rectangle tool lets you draw rectangles and squares.
	Ellipse tool	Lets you draw ellipses and circles.
	Pentagon tool	Lets you draw polygons and stars.
	Basic shapes tool	Lets you choose from a full set of shapes, including hexagram, a smiley face, and a right-angle triangle.
	Text tool	Lets you type words directly on the screen as artistic text or a paragraph text.
	Interactive distraction tool	Lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object.
	Eyedropper tool	Lets you select a fill from an object on the Drawing window.
	Outline tool	Opens a flyout that lets you set the outline properties.
	Fill tool	Opens a flyout that lets you set fill properties.
	Interactive fill tool	Lets you apply various fills.

Table 1.2: The Various tools and their description

Drawing Window

The Drawing window is the whole work area in the middle of your CorelDRAW 10 window, executing the toolbars, toolbox (on the left), and status bar.