



Most Commonly Used
Imprint Industry

CorelDRAW Shortcuts

Become a Member at CorelTrainer.com

Recorded Trade-show Classes, Follow-along Worksheets, Videos, Articles, Seminars, Anytime Support & the NEW Corel Trainer© plug-in software!

Alignment:

T=Top B=Bottom L=Left R=Right C=Center P=Center to Page

TL	TC	TR	BL	BC	BR
Top Left	Top Center	Top Right	Bottom Left	Bottom Center	Bottom Right

Function Key:

F1 Marquee Zoom In	F2 Marquee Zoom In	F3 Zoom Out
F4 Zoom to All	F5 Last Curve Tool	F6 Rectangle Tool
F7 Ellipse Tool	F8 Text Tool	F9 Full Screen View
F10 Shape Tool	F11 Fountain	F12 Outline Pen

Menus:

File

- Open ----- Ctrl+O
- Save ----- Ctrl+S
- New Doc ----- Ctrl+N
- Import ----- Ctrl+I
- Export ----- Ctrl+E
- Print ----- Ctrl+P

Text

- Text Tool ----- F8
- Text Prop ----- Ctrl+T
- Edit Text ----- Ctrl+Shft+T

Tools

- Pick Tool ----- Spacebar
- Text to Pick - Ctrl+Space

Object

- Group ----- Ctrl+G
- Ungroup ----- Ctrl+U
- Break Apart ----- Ctrl+K
- Combine ----- Ctrl+L
- Convert Curves - Ctrl+Q
- Outline to Objct - Ctrl+Shft+Q
- Align Dist Win --- Ctrl+Shft+A

View

- Zoom Tool ----- F2
- Zoom to All ----- F4
- Zoom to Page --- Shft+F4
- Zoom to Select - Shft+F2

Edit

- Copy ----- Ctrl+C
- Paste ----- Ctrl+V
- Cut ----- Ctrl+X
- Duplicate ----- Ctrl+D
- Undo ----- Ctrl+Z
- Redo ----- Ctrl+Shft+Z

Order

- Back 1 Level -- Ctrl+PgDn
- Front 1 Level -- Ctrl+PgUp
- Back of All --- Ctrl+End
- Front of All --- Ctrl+Hom

Create your Own Shortcuts

- >Tools >Options >Customization >Commands
- Drag & Drop buttons & functions or
- >Shortcut Keys >New Shortcut Key >Assign

Courtesy of CorelTrainer.com &
Corel Trainer plug-in© software

Learn Corel Inside Corel
Become a Member



Members use the CorelTrainer plug-in© software making sure **Everyone Learns Corel Inside Corel!**

Sales@CorelTrainer.com 602-319-3503

