



QUICK REFERENCE

**CorelDRAW
Shortcut Keys**

Align Commands	Keypresses	Description
Align Left	L	Aligns selected objects to left
Align Right	R	Aligns selected objects to right
Align Top	T	Aligns selected objects to top
Align Bottom	B	Aligns selected objects to bottom
Align Centers Horizontally	E	Horizontally aligns centers of selected objects
Align Centers Vertically	C	Vertically aligns centers of selected objects
Center to Page	P	Aligns selected objects to the center of the page

Distribute Commands	Keypresses	Description
Distribute Bottom	Shift + B	Distributes selected objects to bottom
Distribute Centers Horizontally	Shift + E	Horizontally distributes centers of selected objects
Distribute Centers Vertically	Shift + C	Vertically distributes centers of selected objects
Distribute Left	Shift + L	Distributes selected objects to left
Distribute Right	Shift + R	Distributes selected objects to right
Distribute Spacing Horizontally	Shift + P	Horizontally distributes space between selected objects

Distribute Commands	Keypresses	Description
Distribute Spacing Vertically	Shift + A	Vertically distributes space between selected objects
Distribute Top	Shift + T	Distributes selected objects to top

Document Display	Keypresses	Description
Full-Screen Preview	F9	Displays full-screen preview of drawing
Refresh Window	Ctrl + W	Forces redraw of drawing window
Toggle View	Shift + F9	Toggles between last two used view qualities
Show Non-Printing Characters	Ctrl + Shift + C	Shows nonprinting characters

Open/Close Dockers	Keypresses	Description
Contour	Ctrl + F9	Opens or closes Contour docker
Envelope	Ctrl + F7	Opens or closes Envelope docker
Graphic and Text Styles	Ctrl + F5	Opens or closes Graphic and Text Styles docker
Lens	Alt + F3	Opens or closes Lens docker
Object Properties	Alt + Enter	Opens or closes Object Properties docker
Position	Alt + F7	Opens or closes Position docker
Rotate	Alt + F8	Opens or closes Rotate docker

Open/Close Dockers	Keypresses	Description
Scale and Mirror	Alt + F9	Opens or closes Transformation Docker to Scale and Mirror function
Size	Alt + F10	Opens or closes Size docker
Insert Symbols and Special Characters	Ctrl + F11	Opens or closes Insert Character docker
View Manager	Ctrl + F2	Opens or closes View Manager docker
Symbol Manager	Ctrl + F3	Opens or closes Symbol Manager docker

Clipboard & Object Editing Commands	Keypresses	Description
Copy	Ctrl + C	Copies selection to Clipboard
Copy	Ctrl + Insert	Copies selection to Clipboard
Cut	Ctrl + X	Cuts selection to Clipboard
Cut	Shift + Delete	Cuts selection to Clipboard
Delete	Delete	Deletes selected object(s)
Duplicate	Ctrl + D	Duplicates selected object(s) to offset(s)
Paste	Ctrl + V	Pastes Clipboard contents into drawing
Paste	Shift + Insert	Pastes Clipboard contents into drawing
Redo	Ctrl + Shift + Z	Reverses last Undo operation

Clipboard & Object Editing Commands	Keypresses	Description
Repeat	Ctrl + R	Repeats last operation
Undo	Ctrl + Z or Alt + Backspace	Reverses last operation

File Commands	Keypresses	Description
Export	Ctrl + E	Exports pages or objects to selected file format
Import	Ctrl + I	Imports (or links) content into your document
New Document	Ctrl + N	Creates a new drawing
Open	Ctrl + O	Opens an existing drawing
Print	Ctrl + P	Prints active drawing
Save	Ctrl + S	Saves active drawing
Save As	Ctrl + Shift + S	Opens Save As dialog
Exit	Alt + F 4	Closes CoreIDRAW

Fill & Effects Dialogs	Keypresses	Description
Fountain Fill	F11	Specifies fountain fills for objects
Uniform Fill	Shift + F11	Opens dialog for specifying uniform color fills
Color Balance	Ctrl + Shift + B	Opens dialog for changing color balance

Fill & Effects Dialogs	Keypresses	Description
Brightness/Contrast/ Intensity	Ctrl + B	Opens dialog for changing color brightness, contrast, and/or intensity
Hue/Saturation/ Lightness	Ctrl + Shift + U	Opens dialog for changing hue, saturation, and/or lightness
Find & Replace Using Text Tool	Keypresses	Description
Find Text	Alt + F3	Opens Find dialog when you are using Edit Text dialog; otherwise, this shortcut opens Lens docker
Format Characters	Ctrl + T	Opens Character Formatting dialog
Font Formatting Commands Using Text Tool	Keypresses	Description
Bold	Ctrl + B	Toggles bold style on and off
Font List	Ctrl + Shift + F	Shows a list of all available/active fonts
Font Weights	Ctrl + Shift + W	Shows a list of all available/active font weights
Italic	Ctrl + I	Toggles Italic style on and off
Small Caps	Ctrl + Shift + K	Changes all text characters to small capital letters
Underline	Ctrl + U	Toggles underline style on and off

Font Formatting Commands Using Text Tool	Keypresses	Description
Decrease Font Size	Ctrl + NUMPAD 2	Decreases font size to previous point size
Font Size	Ctrl + Shift + P	Shows a list of all available/active font sizes
HTML Font Size	Ctrl + Shift + H	Shows a list of all available/active HTML font sizes
Increase Font Size	Ctrl + NUMPAD 8	Increases font size to next point size
Next Font Combo Size	Ctrl + NUMPAD 6	Increases font size to next setting in Font Size list
Previous Font Combo Size	Ctrl + NUMPAD 4	Decreases font size to previous setting available in Font Size list
Change Case	Shift + F3	Changes case of selected text
Convert Text	Ctrl + F8	Converts text (paragraph to artistic, or vice versa)
Align To Baseline	Alt + F12	Realigns selected text to its original baseline
Grid, Guides, & Snapping	Keypresses	Description
Snap To Grid	Ctrl + Y	Snaps objects to grid (toggle)
Dynamic Guides	Alt + Shift + D	Toggles view of dynamic guides
Snap To Objects	Alt + Z	Toggles snapping to objects using current modes

Object Groups & Combine Commands	Keypresses	Description
Break Apart	Ctrl + K	Breaks apart selected object
Combine	Ctrl + L	Combines selected objects
Convert Outline To Object	Ctrl + Shift + Q	Converts outline to object
Convert To Curves	Ctrl + Q	Converts selected object to a curve
Group	Ctrl + G	Groups selected objects
Ungroup	Ctrl + U	Ungroups selected objects or group of objects

Object Nudge Commands		
Nudge Down	↓	Nudges downward
Nudge Left	←	Nudges to left
Nudge Right	→	Nudges to right
Nudge Up	↑	Nudges upward
Super Nudge Down	Shift + ↓	Nudges downward by Super Nudge factor
Super Nudge Left	Shift + ←	Nudges to left by Super Nudge factor
Super Nudge Right	Shift + →	Nudges to right by Super Nudge factor
Super Nudge Up	Shift + ↑	Nudges upward by Super Nudge factor
Micro Nudge Down	Ctrl + ↓	Nudges downward by Micro Nudge factor

Object Nudge Commands

Micro Nudge Left	Ctrl + ←	Nudges to left by Micro Nudge factor
Micro Nudge Right	Ctrl + →	Nudges to right by Micro Nudge factor
Micro Nudge Up	Ctrl + ↑	Nudges upward by Micro Nudge factor

Options	Keypresses	Description
Text Options	Ctrl + F10	At an insertion point, opens Options dialog to Text page
Workspace Options dialog	Ctrl + J	Opens dialog for setting CorelDRAW options

Object Ordering	Keypresses	Description
Back One	Ctrl + Pg Dn	Places selected object(s) back one position in object stacking order
Forward One	Ctrl + Pg Up	Places selected object(s) forward one position in object stacking order
To Back of Layer	Shift + Pg Dn	Moves selected object(s) to back of layer
To Front of Layer	Shift + Pg Up	Moves selected object(s) to front of layer
To Back of Page	Ctrl + End	Moves selected object(s) to back of page
To Front of Page	Ctrl + Home	Moves selected object(s) to front of page

Object Outline Pen	Keypresses	Description
Open Outline Color dialog	Shift + F12	Specifies outline color of objects
Open Outline Pen dialog	F12	Specifies Outline pen properties for objects
Document Navigation	Keypresses	Description
Next Page	Pg Dn	Go to next page
Previous Page	Pg Up	Go to previous page
Selecting	Keypresses	Description
Select All Objects	Ctrl + A	Selects all objects in entire drawing
Select Next Object	Tab	Selects next object in drawing
Styles	Keypresses	Description
Graphic and Text Styles	Ctrl + F5	Opens or closes Graphic and Text Styles docker
Text Formatting Using Text Tool	Keypresses	Description
Bullet Text	Ctrl + M	Toggles current bullets for paragraph text object
Center Justify	Ctrl + E	Changes alignment of text to center alignment
Convert Text State	Ctrl + F8	Converts artistic text to paragraph text, or vice versa
Apply Drop Cap	Ctrl + Shift + D	Applies/removes a drop cap effect for text object (toggle)

Text Formatting Using Text Tool	Keypresses	Description
Edit Text	Ctrl + Shift + T	Opens Edit Text dialog
Force Justification	Ctrl + H	Changes alignment of text to force last line full alignment
Full Justify	Ctrl + J	Changes alignment of text to full alignment
Format Character	Ctrl + T	Formats selected text characters
Horizontal Text	Ctrl + ,	Changes text to horizontal direction
Vertical Text	Ctrl + .	Changes text to vertical (toggle)
Left Justification	Ctrl + L	Changes alignment of text to left alignment
No Justification	Ctrl + N	Changes alignment of text to have no alignment
Right Justification	Ctrl + R	Changes alignment of text to right alignment
Em Dash	Alt + _	Inserts em dash at cursor
En Dash	Alt + -	Inserts en dash at cursor
Non-Breaking Hyphen	Ctrl + Shift + -	Inserts nonbreaking hyphen at cursor
Non-Breaking Space	Ctrl + Shift + Spacebar	Inserts nonbreaking space at cursor

Text Editing & Cursor Moves Using Text Tool	Keypresses	Description
Delete character to right	Delete	Deletes character right of cursor
Delete word to right	Ctrl + Delete	Deletes word right of cursor

Text Editing & Cursor Moves Using Text Tool	Keypresses	Description
Cursor down one frame	Pg Dn	Moves cursor down one frame
Cursor down one line	↓	Moves cursor down one line
Cursor down one paragraph	Ctrl + ↓	Moves cursor down one paragraph
Cursor left one character	←	Moves cursor left one character
Cursor left one word	Ctrl + ←	Moves cursor left one word
Cursor right one character	→	Moves cursor right one character
Cursor right one word	Ctrl + →	Moves cursor right one word
Cursor up one frame	Pg Up	Moves cursor up one frame
Cursor up one line	↑	Moves cursor up one line
Cursor up one paragraph	Ctrl + ↑	Moves cursor up one paragraph
Cursor to start of frame	Ctrl + Home	Moves cursor to start of frame
Cursor to start of line	Home	Moves cursor to start of line
Cursor to start of text	Ctrl + Pg Up	Moves cursor to start of text
Cursor to end of frame	Ctrl + End	Moves cursor to end of frame
Cursor to end of line	End	Moves cursor to end of line

Text Editing & Cursor Moves Using Text Tool	Keypresses	Description
Cursor to end of text	Ctrl + Pg Dn	Moves cursor to end of text
Select all text	Ctrl + A	Selects all text in paragraph frame or artistic text object
Select character to left	Shift + ←	Selects character to left of cursor
Select character to right	Shift + →	Selects character to right of cursor
Select down one frame	Shift + Pg Dn	Selects text downward by one frame
Select down one line	Shift + ↓	Selects text downward by one line
Select down one paragraph	Ctrl + Shift + ↓	Selects text downward by one paragraph
Select up one frame	Shift + Pg Up	Selects text upward by one frame
Select up one line	Shift + ↑	Selects text upward by one line
Select up one paragraph	Ctrl + Shift + ↑	Selects text upward by one paragraph
Select word to left	Ctrl + Shift + ←	Selects word to left of cursor
Select word to right	Ctrl + Shift + →	Selects word to right of cursor
Select to start of frame	Ctrl + Shift + Home	Selects text to start of frame
Select to start of line	Shift + Home	Selects text to start of line
Select to start of frame	Ctrl + Shift + Pg Up	Selects text to start of frame

Text Editing & Cursor Moves Using Text Tool	Keypresses	Description
Select to end of frame	Ctrl + Shift + End	Selects text to end of frame
Select to end of line	Shift + End	Selects text to end of line
Select to end of text	Ctrl + Shift + Pg Dn	Selects text to end of frame
Text Tools	Keypresses	Description
Change Case	Shift + F3	Changes case of selected text
Show Non-Printing Characters	Ctrl + Shift + C	Shows nonprinting characters such as spaces, tabs, returns, and line feeds
Spell Check	Ctrl + F12	Opens Spell Checker; checks spelling of selected text
Style List	Ctrl + Shift + S	Shows a list of document text styles
Text Options	Ctrl + F10	At insertion point, opens Options dialog to Text page
Toolbox Tool Selection	Keypresses	Description
Artistic Media tool	I	Draws curves and applies preset, brush, spray, calligraphic, or pressure-sensitive effects to strokes
Ellipse tool	F7	Draws ellipses and circles; double-clicking the tool opens Toolbox tab of Options dialog
Eraser tool	X	Erases part of a graphic or splits an object into two closed paths

Toolbox Tool Selection	Keypresses	Description
Toggle Eyedropper & Paint Bucket	Shift	Holding this modifier toggles between Eyedropper and Paint Bucket tools while either is selected
Freehand tool	F5	Selects Freehand tool
Graph Paper tool	D	Draws a group of rectangles; double-clicking opens Toolbox tab of Options dialog
Hand tool	H	Pans around the drawing by clicking and dragging using this tool
Interactive fill tool	G	Adds a fill to object(s); clicking and dragging object(s) applies fountain fill
Mesh fill tool	M	Converts object to mesh fill object
Polygon tool	Y	Draws symmetrical polygons; double-clicking opens Toolbox tab of Options dialog
Rectangle tool	F6	Draws rectangles; double-clicking the tool creates page frame
Shape tool	F10	Edits nodes of object; double-clicking the tool selects all nodes on selected object. Hold Alt + Shift to activate marquee-style node selecting.
Smart Drawing tool	Shift + S	Creates typical CorelDRAW objects by sketching. Hold Shift while sketching to erase.

Toolbox Tool Selection	Keypresses	Description
Spiral tool	A	Draws spirals; double-clicking opens Toolbox tab of Options dialog
Text tool	F8	Adds text. Click page to add artistic text; click and drag to add paragraph text
Toggle Pick State	Ctrl + Spacebar	Toggles between current tool and Pick tool
Visual Basic	Keypresses	Description
Open VBA Editor	Alt + F11	Launches Visual Basic for Applications Editor
Workspace	Keypresses	Description
Display property bar	Ctrl + Enter	Selects property bar and highlights first visible item that can be tabbed to
Zoom & Pan	Keypresses	Description
Navigator	N	Brings up Navigator window allowing you to navigate to any object in document
Hand tool	H	Pans around drawing by clicking and dragging using this tool
Pan Down	Alt + ↓	Pans drawing downward
Pan Left	Alt + ←	Pans drawing to left
Pan Right	Alt + →	Pans drawing to right

Zoom & Pan	Keypresses	Description
Pan Up	Alt + ↑	Pans drawing upward
View Manager	Ctrl + F2	Opens or closes View Manager docker
Zoom One Shot	F2	Enables you to perform a zoom action; then returns to last-used tool
Zoom Out	F3	Zooms out
Zoom To All Objects	F4	Zooms in on all objects in drawing
Zoom To Page	Shift + F4	Displays entire printable page
Zoom To Selection	Shift + F2	Zooms in on selected objects only