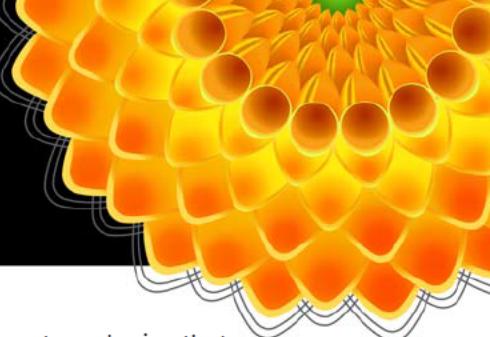


CorelDRAW® HOME & STUDENT SUITE 2018

Quick Start Guide



CorelDRAW® Home & Student Suite 2018 offers fully-integrated applications and complementary plugins that cover everything from vector illustration and page layout, to photo editing, bitmap-to-vector tracing, and web graphics.

CorelDRAW Home & Student 2018 Workspace

Title bar: Displays the title of the open document.

Menu bar: The area containing pull-down options and commands.

Toolbox: Contains tools for creating and modifying objects in the drawing.

Drawing window: The area bordered by the scroll bars and application controls. It includes the drawing page and the surrounding area.

Drawing page: The rectangular area inside the drawing window. It is the printable area of your work area.

Document palette: A dockable bar that contains color swatches for the current document.

Rulers: Calibrated lines with markers used to determine the size and position of objects in a drawing.

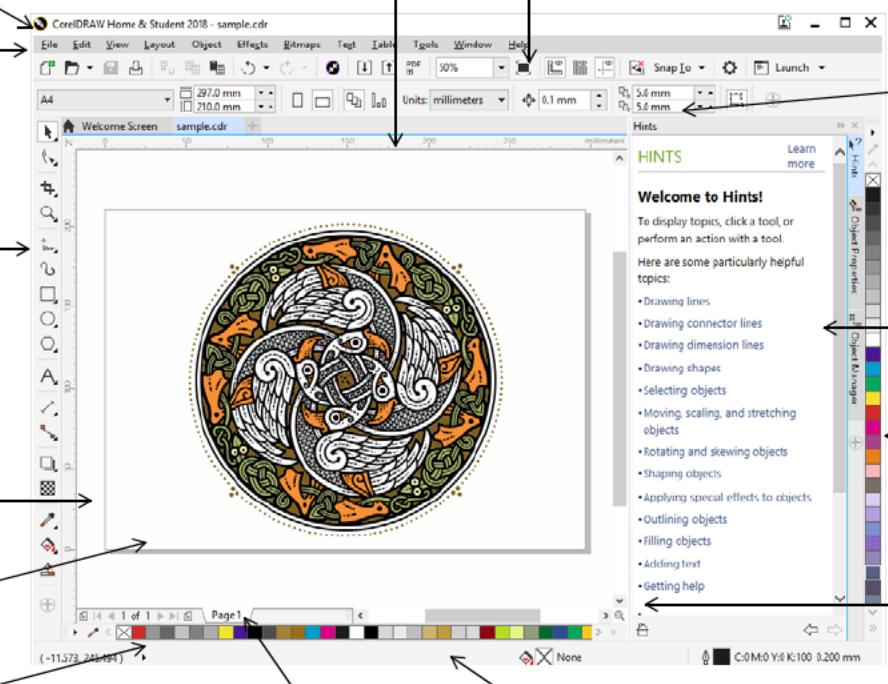
Standard toolbar: A detachable bar that contains shortcuts to menu and other commands, such as opening, saving and printing.

Property bar: A detachable bar with commands that relate to the active tool or object.

Docker: A window containing available commands and settings relevant to a specific tool or task.

Color palette: A dockable bar that contains color swatches.

Navigator: A button that opens a smaller display to help you move around a drawing.



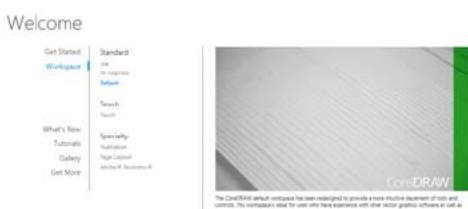
Document navigator: An area that contains controls for moving between pages and adding pages.

Status bar: Contains information about object properties such as type, size, color, fill, and resolution. The status bar also shows the current mouse position.

Artwork by Sergey Arzamastsev

The Welcome screen

With the Welcome Screen, you can quickly start or open a document, choose a workspace that suits your needs, access online learning videos and other learning resources, and get inspired by a gallery of original artwork created with CorelDRAW Home & Student Suite.



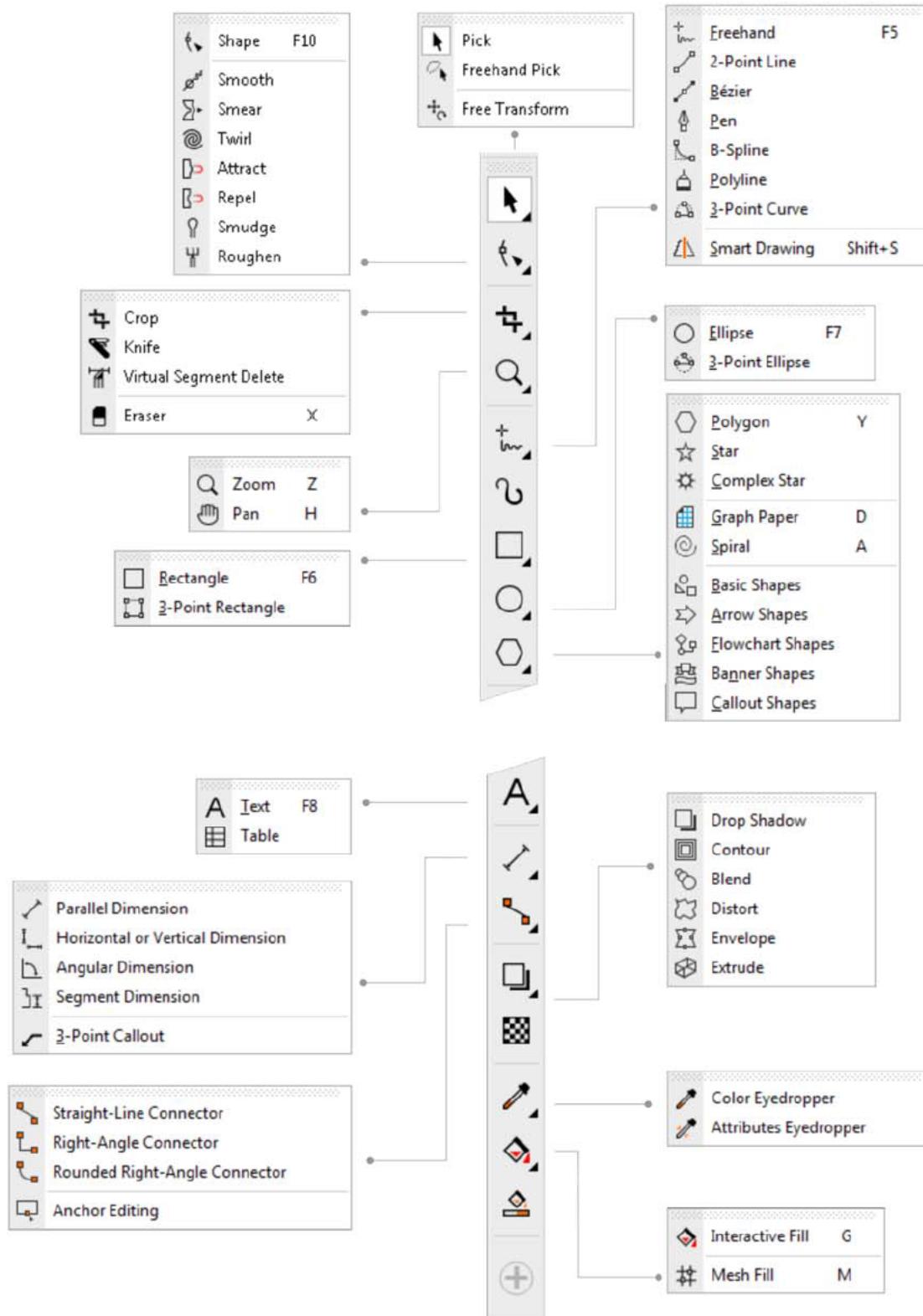
Workspace selection

To choose a workspace, click **Window ▶ Workspace**, or choose one of the available workspaces from the Welcome screen.

To add tools or controls to the active workspace, click the Quick customize button .

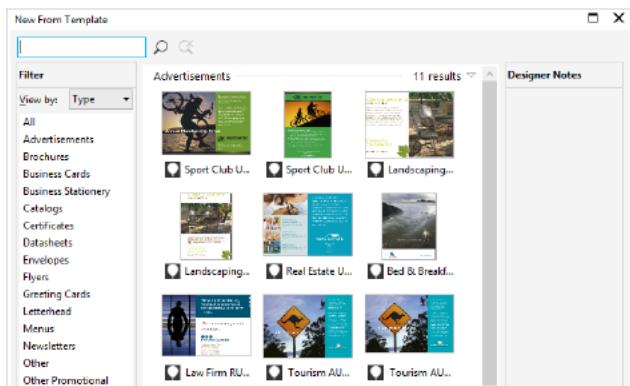
CorelDRAW Home & Student 2018 toolbox

Many of the tools in the CorelDRAW® Home & Student toolbox are organized in flyouts. To access such tools, click the small arrow in the lower-right corner of a button. The illustration below shows the toolbox and flyouts available in the Default workspace, and can help you find tools easily. If you still don't see the tool you are looking for, click the Quick customize button  at the bottom of the toolbox. With the help of the Quick customize button, you can also hide tools you don't use often.



Templates

You can easily start a new project from a template. You can browse, preview, or search for templates by name, category, keywords, or designer notes.

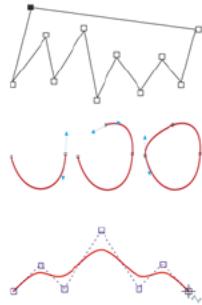


Drawing lines

The drawing tools from the Curve flyout let you draw curved and straight lines, and lines containing both curved and straight segments. The line segments are connected by nodes, which are depicted as small squares.

The Freehand and Polyline tools let you draw freehand lines as if you were sketching on a sketchpad.

The Bézier and Pen tools let you draw lines one segment at a time by placing each node with precision and controlling the shape of each curved segment.



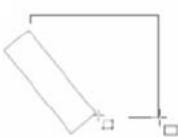
The B-spline tool lets you create smooth curves with fewer nodes than curves drawn by using freehand paths.

Drawing shapes

CorelDRAW Home & Student offers a wide variety of tools for drawing shapes.

Rectangles

By dragging diagonally with the Rectangle tool , you can draw a rectangle or a square (when holding down Ctrl). The 3-point rectangle tool lets you quickly draw rectangles at an angle.



Ellipses

You can draw an ellipse by dragging diagonally with the Ellipse tool . Hold down Ctrl to constrain the shape to a circle. The 3-point ellipse tool lets you quickly draw an ellipse at an angle.



To draw an arc or a pie shape, you can click the Arc or Pie button on the property bar and then drag.

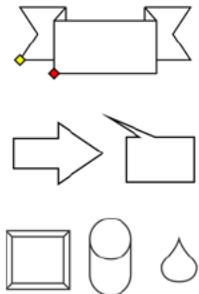
Complex shapes

You can use the tools on the Object flyout to draw polygons, grids, spirals, and two types of stars: perfect and complex. Use the property bar to change the number of polygon sides, star points, grid columns, or spiral revolutions.



Perfect shapes

With the tools on the Object flyout, you can also draw basic shapes, arrows, flowchart shapes, banners, and callout shapes. Select a preset shape on the property bar, and drag the diamond-shaped handle (glyph) to modify the appearance of some shapes.



Text

There are two types of text you can add to drawings: paragraph text and artistic text. You can also import existing text from an external file or paste text from the Clipboard.

Paragraph text

Paragraph text can be used for larger bodies of text that have greater formatting requirements. Before you add paragraph text, you must drag with the Text tool to create a text frame.



To insert placeholder text, right-click the text frame, and click Insert Placeholder Text.

To insert page numbers, click Layout ▶ Page Number Settings, and choose the settings you want.

Page layout tools

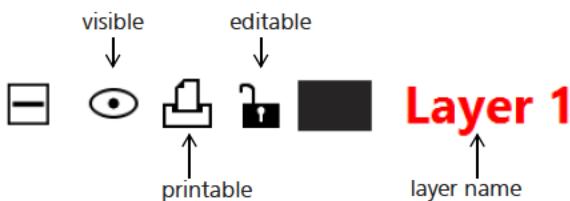
You can display rulers, grids, and guidelines to help you organize objects and place them exactly where you want.

To view or hide grids, guidelines, and rulers, click the View menu, and choose the items you want to display.

Layers

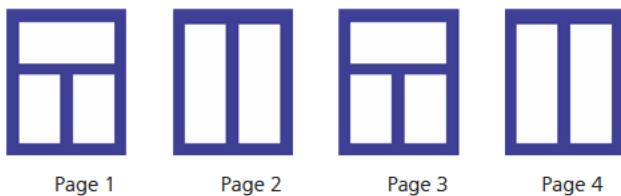
All content is placed on a layer.

Content that applies to a specific page is placed on a local layer. Content that applies to all pages in a document can be placed on a global layer called a master layer. Master layers are stored on a virtual page called the Master Page.



Master layers

With a choice of odd, even, and all-page master layers, it is easy to create page-specific designs for multi-page documents, such as 16- or 32-page brochures. For example, you might want a different header or footer design to appear on even-numbered pages and on odd-numbered pages.



Drawing scale

You can choose a preset or custom drawing scale so that distances in a drawing are proportionate to real-world distances. For example, you can specify that 1 inch in the drawing corresponds to 1 meter in the physical world.

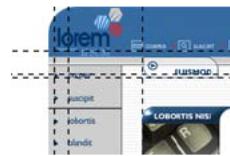
To set the drawing scale, double-click a ruler to display the Options dialog box. Click Edit scale, and choose a preset or a custom drawing scale.

Grid and baseline grid

The grid is a series of intersecting dashed lines or dots that you can use to precisely align and position objects in the drawing window. The baseline grid consists of lines that follow the pattern of a ruled sheet, helping you to align text baselines.

To set up the grid and the baseline grid, click Tools ▶ Options, and click Grid in the Document list of categories.

Guidelines



Guidelines are lines that can be placed anywhere in the drawing window to aid in object placement. You can select, move, rotate, lock, or delete a guideline, and you can change its color or dashed line pattern.

To add a guideline, drag from the vertical or horizontal ruler into the drawing window, or click Tools ▶ Options and choose Guidelines from the Document list of categories.

Snapping

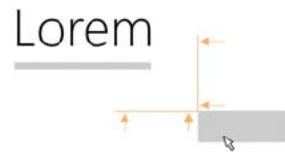
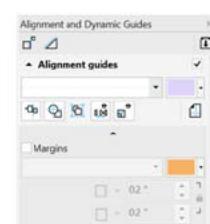
When you move or draw an object, you can snap it to another object in a drawing, to page elements (such as the center of the page), to the document grid, pixel grid, baseline grid, or the guidelines. When an object is moved near a snap point, it is locked to the snap point.

To turn snapping on or off, click Snap To on the standard toolbar, and enable or disable snapping for the page elements you want.

To disable all selected snapping options temporarily, click View ▶ Snap Off. To restore the selected snapping options, click View ▶ Snap Off once again.

Alignment guides

Alignment guides help you position objects more quickly. These temporary guidelines appear when you create, resize, or move objects in relation to the center or edges of nearby objects.



 To display alignment guides, click **View ▶ Alignment Guides**. To modify alignment guide settings, click **Window ▶ Dockers ▶ Alignment and Dynamic Guides**, and choose the options you want.

Working with objects

Working with objects is an essential part of creating drawings.

 Select an object with the **Pick tool**  to activate the selection handles. Drag a corner handle to change object dimensions proportionally. Drag a middle handle to change object dimensions non-proportionally.



 To select multiple objects, hold down **Shift**, and then click each object.

 To move a selected object, point to its center and then drag the object to a new location. Press the **Arrow keys** to nudge objects by a preset distance. To nudge by a fraction of the preset distance, hold down **Ctrl** and press an **Arrow key**. To nudge by a multiple of the preset distance, hold down **Shift** and press an **Arrow key**.

 Click twice an object to activate the rotation handles. Drag a corner handle to rotate an object clockwise or counterclockwise. Drag a middle handle to skew an object interactively. Drag the center to set the relative center of an object.



When you group two or more objects, they are treated as a single unit. Grouping lets you apply the same formatting to all the objects within the group.

 To group or ungroup selected objects, click **Object ▶ Group**, and choose the option you want.

Objects in a drawing exist in a stacking order, usually the order in which they are created or imported.

 To change the order of selected objects, click **Object ▶ Order**, and choose an option from the menu.



 To Front of Page	Ctrl+Home
 To Back of Page	Ctrl+End
 To Front of Layer	Shift+PgUp
 To Back of Layer	Shift+PgDn
 Forward One	Ctrl+PgUp
 Back One	Ctrl+PgDn
 In Front Of...	
 Behind...	
 Reverse Order	

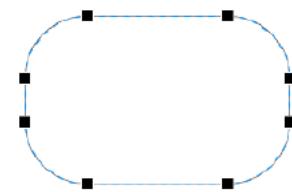
 To select objects in the order in which they were created, press the **Tab** key.

 To erase unwanted portions of bitmap and vector objects, use the **Eraser tool**  . If you want to erase only portions of a specific object, you have to select it. When no object is selected, the **Eraser tool** removes any part of the drawing over which you drag.

Shaping objects

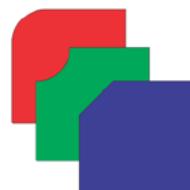
You can change the shape of an object by using the **Shape tool**  . Different types of objects can be shaped in different ways.

Rectangles



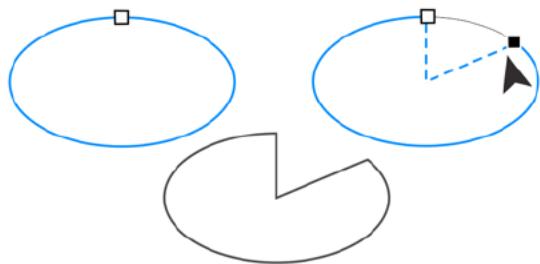
You can drag any corner of a rectangle with the **Shape tool**  to round all corners.

You can also create chamfered, scalloped, or rounded corners from the property bar when you click the **Rectangle tool**  . The original radius of a corner is maintained during scaling, and you can stretch rectangles with scalloped, chamfered, and rounded corners without distorting the corners.



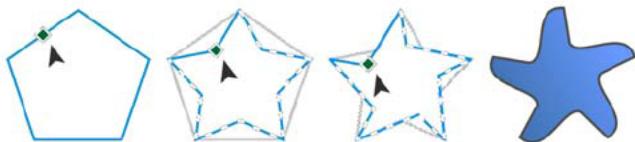
Ellipses

To create a pie shape from an ellipse, drag the node of the ellipse with the Shape tool ↴, keeping the pointer inside the ellipse. To create an arc from an ellipse, drag the node while keeping the pointer outside the ellipse.



Polygons and stars

To reshape a polygon or a star, click the Shape tool ↴, and drag a node in any desired direction. To create a star from a polygon, drag a node toward the center.

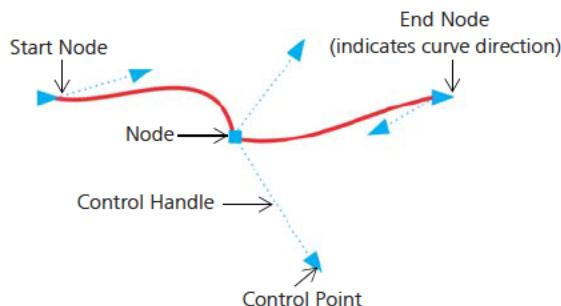


Convert objects to curves

Objects created with shape tools like the Rectangle tool □ and the Ellipse tool ○ must be converted to curves (Object ▶ Convert to Curves, or **Ctrl + Q**) before you can edit individual nodes. One exception to this rule are objects created with the Polygon tool ○.

Shape lines and curves

You can shape curve and line objects by manipulating their nodes and segments with the Shape tool ↴, and by adding and deleting nodes.



To add a node, double-click on the path, or click on the path and then click the Add nodes button on the property bar.

To delete a node, double-click the node, or select the node and then click the Delete nodes button on the property bar.

To reduce the number of nodes, marquee select them with the Shape tool ↴, and click Reduce nodes on the property bar.

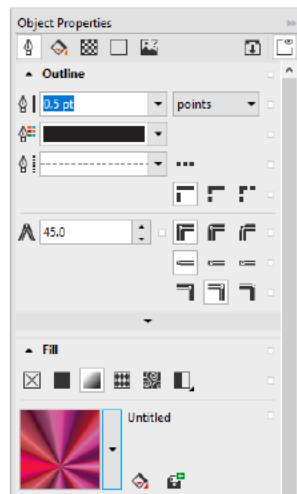
Fills and outlines

You can add colored, patterned, textured, and other fills to the inside of objects or other enclosed areas, as well as change the color of object outlines.

Object Properties docker

The Object Properties docker (Window ▶ Dockers ▶ Object Properties) presents object-dependent formatting options and properties.

For example, if you create a rectangle, the Object Properties docker automatically presents outline, fill, and transparency options, as well as the rectangle's properties. If you create a text frame, the docker will instantly display character, paragraph, and frame formatting options, as well as the text frame's properties.



Fill types

You can fill objects with uniform, fountain, pattern, texture, PostScript, and mesh fills.

Fountain fills have a smooth progression of two or more colors.



You can also fill objects with vector graphics (vector pattern fills) or bitmap images (bitmap pattern fills).





Texture fills can simulate the look and feel of natural materials such as water, clouds, and stone. PostScript fills are complex texture fills that are created in the PostScript language.

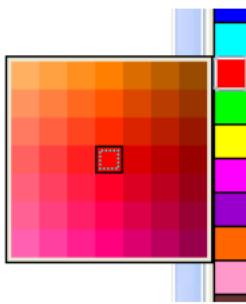


Mesh fills create smooth color transitions to give objects volume and realistic three-dimensional effects.

- To fill an object, choose the type of fill you want in the Fill area of the Object Properties docker, and choose the fill options you want. To apply a mesh fill, use the Mesh fill tool .
- To apply a preset fountain or pattern fill, choose the type of fill you want in the Fill area of the Object Properties docker, open the Fill picker, and double-click a fill.

Choose colors

A color palette is a collection of color swatches. You can choose both fill and outline colors by using the default color palette. The selected fill and outline colors appear in the color swatches on the status bar.



- To fill an object with a solid (uniform) color, click a color swatch on the color palette, or drag a color onto an object.
- To change the outline color, right-click a color swatch on the color palette, or drag a color onto the outline of the object.
- To mix colors, select a colored object, press Ctrl, and click another color on the color palette.
- To choose from different shades of a color, click and hold a color swatch.

You can also choose fill and outline colors from the color dialog boxes by double-clicking the Fill button  or the Outline button  on the status bar.

Eyedropper tool

When you sample color with the Eyedropper tool , the tool automatically switches to the Apply Color mode so that you can immediately apply the sampled color. To activate the Eyedropper tool quickly, press Ctrl + Shift + E.

An eyedropper tool is also conveniently located throughout in various color dialog boxes to let you sample and match colors from a document without closing the dialog box.

Access more color palettes

The Color Palette Manager docker (Window ▶ Dockers ▶ Color Palette Manager) makes it easy to create, organize, and show or hide both default and custom color palettes. You can create web-specific RGB palettes or print-specific CMYK palettes, and you can add third-party color palettes.

Effects

Create the illusion of three-dimensional depth in objects by adding contour, drop shadow, or bevel effects. Add impact to your projects with impact effects, or turn them into mosaics.

Contour

You can contour an object to create a series of concentric lines that progress to the inside or outside of the object.



- To apply a contour, select an object, click Effects ▶ Contour, choose the settings you want in the Contour docker, and click Apply.

Drop shadow

Drop shadows simulate light falling on an object from one of five particular perspectives: flat, right, left, bottom, and top. When you add a drop shadow, you can change its perspective, and you can adjust attributes such as color, opacity, fade level, angle, and feathering.



- To apply a drop shadow, select an object, click the Drop shadow tool , and drag from the center of the object. Specify any attributes on the property bar.

Bevel effect

A bevel effect (Effects ▶ Bevel) adds 3D depth to a graphic or text object by making its edges appear sloped. Bevel effects can contain both spot and process (CMYK) colors, so they are ideal for printing. The Emboss bevel style makes an object appear as a relief. The Soft Edge style creates surfaces that appear shaded in some areas.



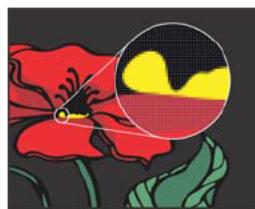
Importing files

CorelDRAW Home & Student lets you import files (File ▶ Import, or **Ctrl + I**) created in other applications to use in your projects. For example, you can import a Portable Document Format (PDF), JPEG, or Adobe® Illustrator® (AI) file. You can sort the file types by most recent, extension, text, or description.

 When importing a text file, click the Text tool **A** to filter out any non-text file types in the list box.

You can import a file and place it in the active application window as an object. You can also resize and center a file as you import it.

Pixels view



Pixels view displays a pixel-based rendition of the drawing, which allows you to zoom in on an area and align objects more precisely. It also provides a more accurate representation of how a design will appear on the web.

 To enable Pixels view, click View ▶ Pixels. From the Zoom levels list box on the property bar, choose 800%.

Editing photos

CorelDRAW Home & Student Suite offers a large number of features to effectively and efficiently edit photos and other bitmaps. Some of these features are available only in Corel® PHOTO-PAINT®.

RAW camera files

When importing RAW camera files, you can view information about file properties and camera settings, adjust image color and tone, and improve image quality.

Remove unwanted areas from photos and fix imperfections

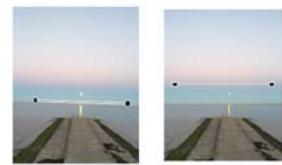
The Cutout Lab in Corel PHOTO-PAINT Home & Student (Image ▶ Cutout Lab) lets you cut out image areas from the surrounding background. This feature allows you to isolate image areas and preserve edge detail, such as hair or blurred edges.

 The Healing Clone tool  discreetly removes unwanted spots and imperfections from an image by painting with sampled texture and matching it to the color of the area that you're retouching.



Straighten images and fix perspective distortions

The Straighten tool  in Corel PHOTO-PAINT Home & Student lets you straighten crooked images and objects interactively by aligning a straightening bar with an image feature.



 To straighten an image, click the Straighten tool in the toolbox. Drag the handles of the straightening bar that appears to align it with the image feature that you want to straighten. Click **Apply** on the property bar.

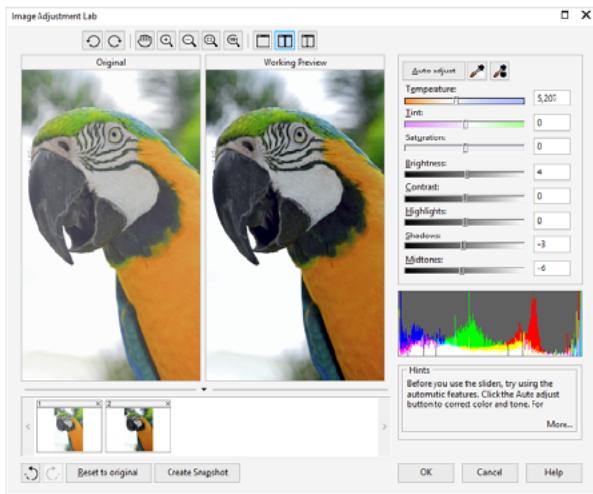
Perspective distortions usually occur when you take pictures of tall or wide objects, resulting in photographed objects that may appear to be leaning or to be at an angle. You can easily correct perspective distortions by using the Perspective Correction tool in Corel PHOTO-PAINT Home & Student.



 To correct perspective distortions, click the Perspective Correction tool  in the toolbox. Drag the handles to the corners of the image element that should be rectangular, and double-click the image.

Image Adjustment Lab

The Image Adjustment Lab consists of automatic and manual controls, which are organized in a logical order for image correction, starting in the upper-right corner. It is best to crop or retouch any areas of the image before beginning the color and tone corrections.



To access the Image Adjustment Lab, click **Bitmaps** ▶ **Image Adjustment Lab** (CorelDRAW Home & Student) or **Adjust** ▶ **Image Adjustment Lab** (Corel PHOTO-PAINT Home & Student).

Special effects

Camera effects, such as Bokeh blur, Colorize, Sepia Toning, and Time Machine, give your photos unique visual appearance and help you recreate historic photographic styles. Special effects can be accessed from the **Bitmaps** menu in CorelDRAW Home & Student or the **Effects** menu in Corel PHOTO-PAINT Home & Student.

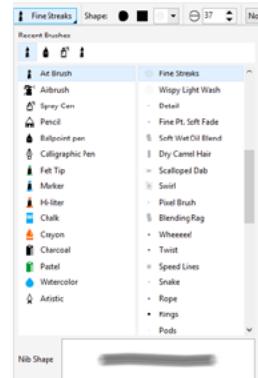


Object Manager docker

The Object Manager docker in Corel PHOTO-PAINT Home & Student (**Window** ▶ **Dockers** ▶ **Object Manager**) lets you view and manage the objects in your image. For example, you can hide, display, rename, or change the stacking order of objects. You can also choose a merge mode, which determines the way an object blends with underlying objects.

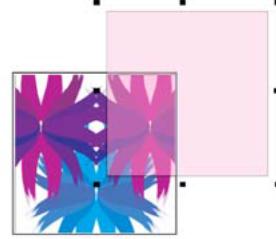
Brush picker

The Brush picker in Corel PHOTO-PAINT Home & Student helps you find brushes by combining all brush categories and brush types in one location. Available from the property bar for the **Paint** , **Effect** , and **Clone** tools, the Brush picker provides nib and brush stroke previews and stores the settings for the last five brushes you've used.



Transparency

You can change the transparency of an object to reveal image elements underneath. You can apply uniform, fountain, texture, or bitmap pattern transparencies.



To apply transparency in Corel PHOTO-PAINT Home & Student, click the **Object transparency** tool , and use the controls on the property bar, or use the Transparency control in the Object Manager docker.

To apply transparency in CorelDRAW Home & Student, click **Object** ▶ **Object Properties**, and use the controls in the Transparency area of the Object Properties docker.

Tracing bitmaps

You can trace bitmaps and turn them into vector graphics in one step by using the Quick Trace command, or you can use the PowerTRACE controls to preview and adjust the traced results.

To trace a bitmap, select the bitmap in CorelDRAW Home & Student, and click **Trace bitmap** on the property bar.

Stylus and touch

Make the most of your pen and stylus to control your brushstrokes. In CorelDRAW Home & Student, both the **Artistic Media** tool's Expression mode and the **Eraser** tool react to the pressure, tilt, and bearing of your stylus.



And in Corel PHOTO-PAINT Home & Student, the **Eraser** tool, the **Paint** tool, and other brush tools support pen pressure, tilt, bearing as well as rotation.

CorelDRAW Home & Student Suite provides touch gesture support, a Touch workspace (Window ▶ Workspace ▶ Touch), and automatic workspace switching to help you make the most of your touch-enabled device.

Exporting files

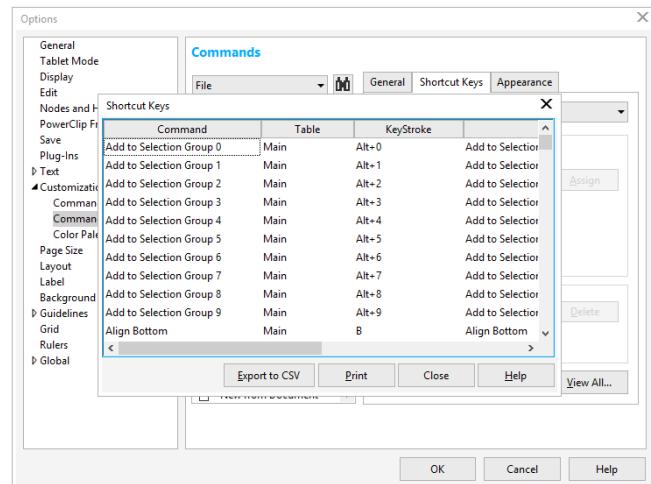
You can export (File ▶ Export, or Ctrl + E) and save images to a variety of file formats that can be used in other applications. For example, you can export a file to the Adobe Illustrator (AI), PDF, or JPEG format. Some file formats may not support all the features that a CorelDRAW (CDR) file has so it is a good idea to save the original file as a CDR file before exporting it.

The **Export for Web** dialog box (File ▶ Export for ▶ Web) provides common export controls and lets you preview the results of various filter settings before you export the file. In addition, you can specify object transparencies and matting colors for anti-aliased edges — all with real-time preview.

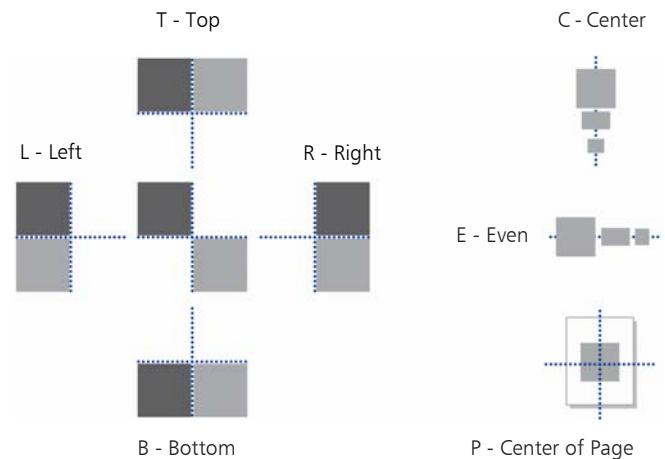
You can also export your projects to bitmap images suitable for WordPress and then upload them to your WordPress account ([File ▶ Export for ▶ WordPress](#)).

Keyboard shortcuts

To view all keyboard shortcuts, click **Tools ▶ Customization**. In the **Customization** list of categories, click **Commands**, click the **Shortcut Keys** tab, and click **View all**.

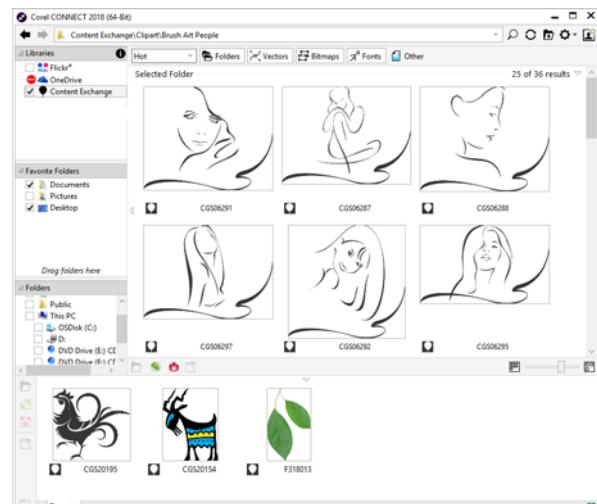


You can use alignment keyboard shortcuts to quickly position objects on the page. Select the objects that you want to align, and press a shortcut key.



Corel® CONNECT™

Corel CONNECT lets you access the Content Exchange, an online collection of clipart, photos, fonts, symbols, frames, and image lists that you can use with a corel.com account. In addition, you can find content located on your computer, local network, or the websites of selected online content providers. When you find the content you need, you can import it into your document, open it in its associated application, or collect it in a tray for future reference.





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