

CorelDRAW® Home & Student Suite X7

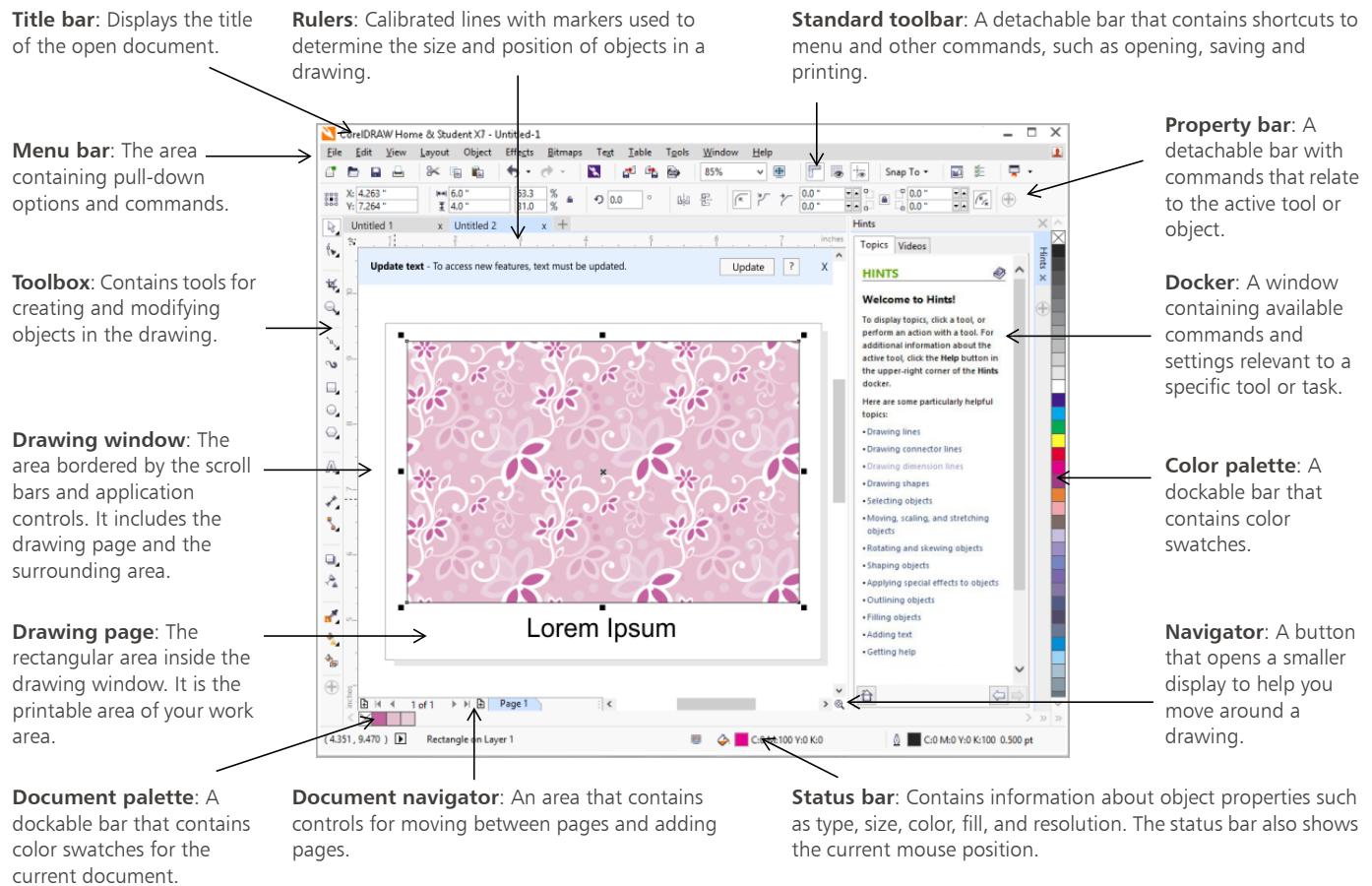
Quick Start Guide



CorelDRAW Home & Student Suite X7

CorelDRAW® Home & Student Suite X7 offers fully-integrated applications and complementary plugins that cover everything from vector illustration and page layout, to photo editing, bitmap-to-vector tracing, and website design.

CorelDRAW Home & Student X7 Workspace



The Welcome screen

The Welcome screen is a centralized location from which you can access learning resources, subscription information, and alternative application workspaces.

You can also find out about new features, receive the latest product updates, and view designs created by CorelDRAW users from around the world.

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 X7 toolbox



① The Pick tool flyout lets you access the Pick , Freehand pick , and Free transform  tools.

② The Shape edit flyout lets you access the Shape , Smooth , Smear , Twirl , Attract , Repel , Smudge , and Roughen  tools.

③ The Crop tool flyout lets you access the Crop , Knife , Virtual segment delete , and Eraser  tools.

④ The Zoom tool flyout lets you access the Zoom  and Pan  tools.

⑤ The Curve flyout lets you access the Freehand , 2-point line , Bézier , Pen , B-spline , Polyline , 3-point curve , and Smart drawing  tools.

⑥ The Artistic media tool  provides access to the Preset, Brush, Sprayer, Calligraphic, and Pressure tools.

⑦ The Rectangle flyout lets you access the Rectangle  and 3-point rectangle  tools.

⑧ The Ellipse flyout lets you access the Ellipse  and 3-point ellipse  tools.

⑨ The Object flyout lets you access the Polygon , Star , Complex star , Graph paper , Spiral , Basic shapes , Arrow shapes , Flowchart shapes , Banner shapes , and Callout shapes  tools.

⑩ The Text tool  lets you type words directly on the screen as artistic or paragraph text, and the Table tool  lets you draw and edit tables.

⑪ The Dimension tools flyout lets you access the Parallel dimension , Horizontal or vertical dimension , Angular dimension , Segment dimension , and 3-point callout  tools.

⑫ The Connector tools flyout lets you access the Straight-line connector , Right-angle connector , Rounded right-angle connector , and Edit anchor  tools.

⑬ The Interactive tools flyout lets you access the Drop shadow , Contour , Blend , Distort , Envelope , and Extrude  tools.

⑭ The Transparency tool  lets you apply transparencies to objects.

⑮ The Eyedropper flyout lets you access the Color eyedropper  and Attributes eyedropper  tools.

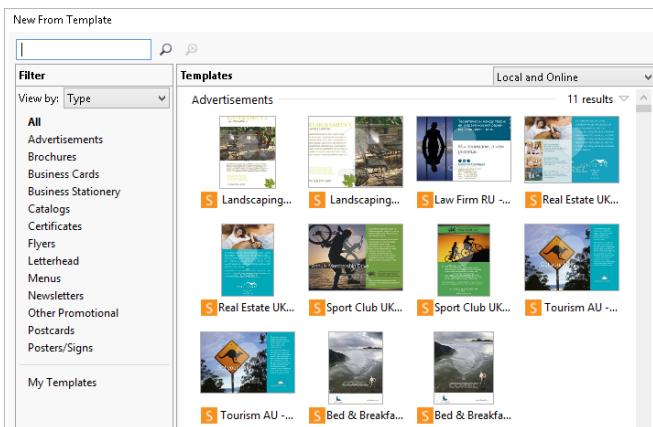
⑯ The Interactive fill flyout lets you access the Interactive fill  and Mesh fill  tools.

⑰ The Smart fill tool  lets you create objects from enclosed areas and then apply a fill to those objects.

⑱ The Quick customize button  lets you add tools to the toolbox.

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.

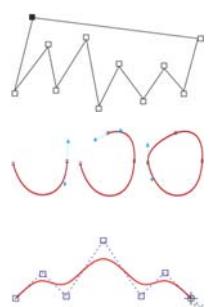


Drawing lines

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.



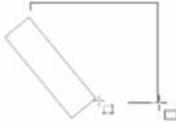
The B-spline tool  lets you create smooth curves with fewer nodes than curves drawn by using freehand paths.

Drawing shapes

CorelDRAW Home & Student X7 offers a wide variety of tools for drawing shapes.

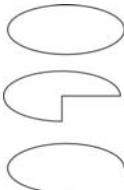
Rectangles

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

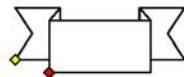
You can draw an ellipse by dragging diagonally with the Ellipse tool . Hold down Ctrl to constrain the shape to a circle. The 3-point ellipse tool  lets you quickly draw an ellipse at an angle.



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.



Artistic text



You can use artistic text for short lines of text to which you can apply a wide range of effects, such as drop shadows or contours.

You can add artistic text to an open or closed path.



Fit text to a path

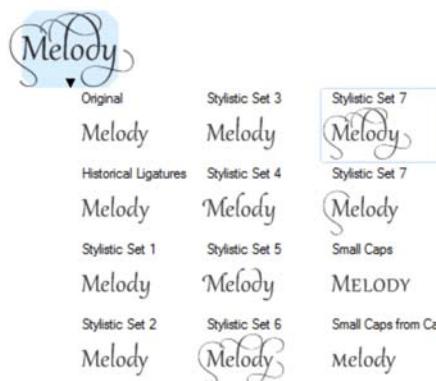
To fit text to a path, select the text, and click Text ▶ Fit Text to Path. Move the pointer over a path and use the dynamic preview to position the text. Click to attach the text to the path.

 To type text on a path, click the Text tool , and point to a path. When the pointer changes to a Fit to Path pointer, click to add text.



Interactive OpenType features

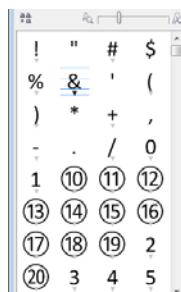
OpenType features let you choose alternative appearances for individual characters (glyphs), provided that the font and selected characters support OpenType features.



OpenType features include fractions, ligatures, ordinals, ornaments, small caps, swashes, and more. OpenType fonts are based on Unicode, which makes them ideal for cross-platform and multi-language design work. In addition, CorelDRAW Home & Student X7 will suggest eligible OpenType features that you can apply to your text.

Insert Character docker

The Insert Character docker (Text ▶ Insert Character) presents all characters, symbols, and glyphs associated with a selected font, making it easier to find and insert characters into your documents. A filtering option lets you display only the character subsets that you want. For example, you can choose to display only the Cyrillic characters and symbols for a selected font.



Easy font identification

CorelDRAW Home & Student X7 lets you quickly identify the font in a client's artwork by capturing a sample and sending it to the WhatTheFont page of the MyFonts website (available in English only).

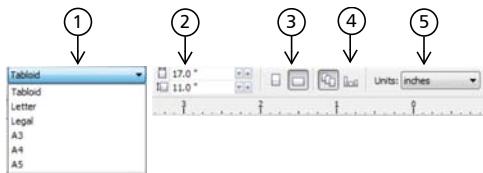
www.myfonts.com/WhatTheFont/

To identify a font, click Text ▶ WhatTheFont?!, drag a marquee around the text, and press Enter to complete the capture. Next, follow the directions on the website.

Page layout

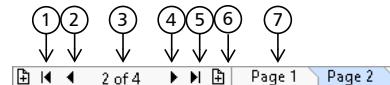
The Page property bar lets you adjust page settings, such as page size, dimensions, orientation (landscape or portrait), units of measure, nudge distance, and duplicate distance.

To access the Page property bar, click the Pick tool , and click a blank space in the drawing window.
Right-click a page tab on the document navigator to open a context menu that lets you rename, delete, or duplicate the current page or insert new pages.



- ① Choose a preset page size from the Page size list box on the property bar.
- ② Specify custom page width and height in the Page dimensions boxes.
- ③ Set the page orientation to Landscape or Portrait.
- ④ Click the Current page button to apply the page size only to the current page.
- ⑤ Choose a unit of measure from the Drawing units list box.

To navigate the pages in a document, use the document navigator in the lower left of the application window.



- ① Go to the first page.
- ② Go to the previous page.
- ③ Open the Go to page dialog box.
- ④ Go to the next page.
- ⑤ Go to the last page.
- ⑥ Add a new page.
- ⑦ Click any page tab to go to that page.

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

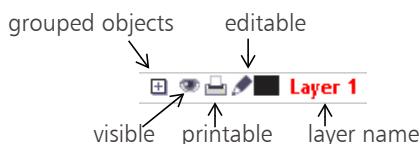
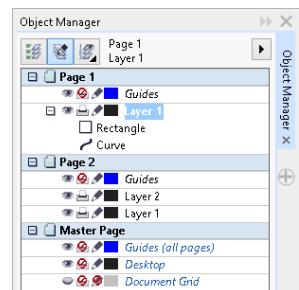
Page layout tools

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.



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.

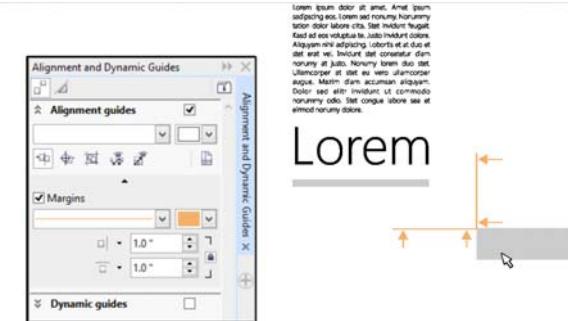
Snapping

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.

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.

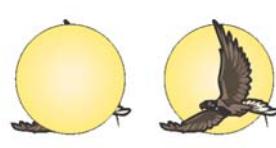


When you group two or more objects, they are treated as a single unit. Grouping lets you apply the same formatting to all the objects within the group.

 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

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

Shaping objects

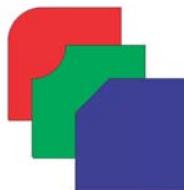
You can change the shape of an object by using the Shape tool . Different types of objects can be shaped in different ways.

Rectangles



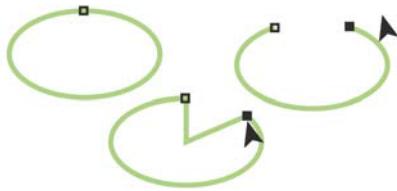
You can drag any corner of a rectangle with the Shape tool  to round all corners.

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.



More shaping tools

In addition to the Shape tool , the Shape edit flyout includes tools that provide creative options for refining vector objects.

The Smooth tool  lets you smooth curved objects to remove jagged edges and reduce the number of nodes. The Smear  and Smudge  tools let you shape an object by pulling extensions or making indents along its outline.

The Twirl tool  lets you click an object and hold to apply a twirl effect. The Attract  and Repel  tools let you shape objects by pulling nodes together or by pushing nodes apart. The Roughen tool  lets you drag along an object's edge to apply a jagged or spiked effect.



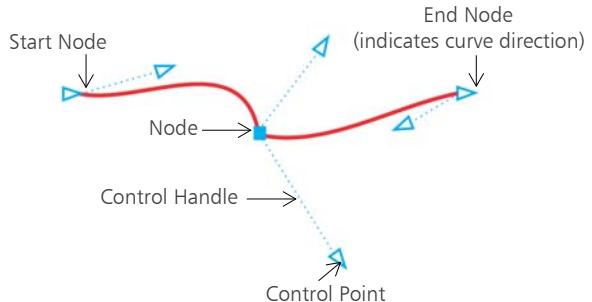
For each tool, the property bar controls let you set the size of the brush nib and the intensity of the effect.

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.

Effects

You can create the illusion of three-dimensional depth in objects by adding contour, drop shadow, or bevel effects.

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.

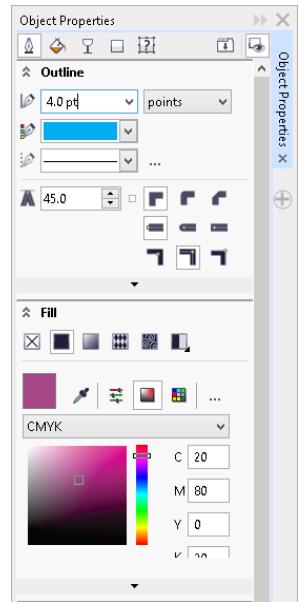


Fills and outlines

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.

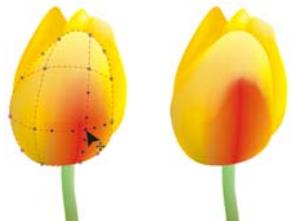
Fountain fills have a smooth progression of two or more colors.



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.

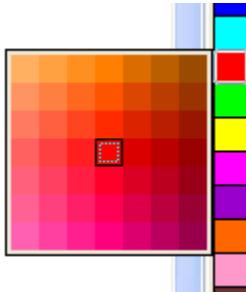


Mesh fills create smooth color transitions to give objects volume and realistic three-dimensional effects.

 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 .

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

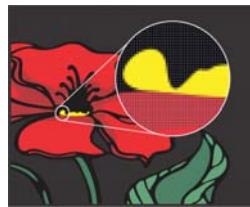
When you sample color with the **Eyedropper** tool , the tool automatically switches to the **Apply Color** mode so that you can immediately apply the sampled color. To activate the **Eyedropper** tool quickly, press **Ctrl + Shift + E**.

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.

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%**.

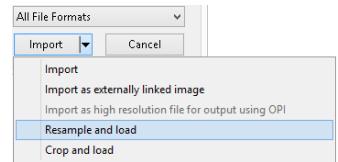
Importing files

CorelDRAW Home & Student X7 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  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.

When importing a bitmap, you can resample it to reduce the file size, or crop it to eliminate unused areas of the image.



Editing photos

CorelDRAW Home & Student Suite X7 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™.

Remove unwanted areas from photos

The **Cutout Lab** in Corel PHOTO-PAINT Home & Student X7 (**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 Smart Carver (Image ▶ Smart Carver) makes it easy to remove unwanted areas from a photo and simultaneously adjust the photo's aspect ratio without distorting the remaining content.



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.

Straighten images

With the Straighten Image dialog box, you can straighten photos that were taken or scanned at an angle and remove pincushion and barrel lens distortions. To access the Straighten Image Lab, click **Bitmaps ▶ Straighten Image** (CorelDRAW Home & Student X7) or **Adjust ▶ Straighten Image** (Corel PHOTO-PAINT Home & Student X7).



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 X7) or **Adjust ▶ Image Adjustment Lab** (Corel PHOTO-PAINT Home & Student X7).

Special effects

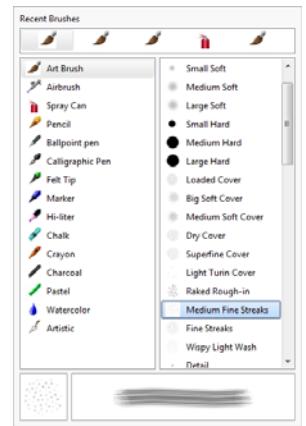
Camera effects, such as Bokeh blur, Colorize, Sepia Toning, and Time Machine, give your photos unique visual appearance and help you recreate historic photographic styles. Special effects can be accessed from the **Bitmaps**

menu in CorelDRAW Home & Student X7 or the **Effects** menu in Corel PHOTO-PAINT Home & Student X7.



Brush picker

The Brush picker in Corel PHOTO-PAINT Home & Student X7 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.



Object Manager docker

The **Object Manager docker** in Corel PHOTO-PAINT Home & Student X7 (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.

Drop shadow

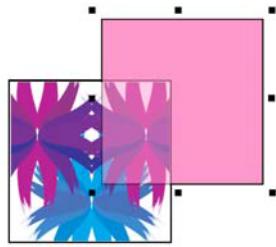
In Corel PHOTO-PAINT Home & Student X7, you can add a drop shadow to any object, including text. You can change the color, position, direction, and transparency of a drop shadow directly in the image window.

 To create a drop shadow, click the **Drop shadow** tool , and drag from the center or edge of an object.



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 X7, 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 X7, click **Object** ▶ **Object Properties**, and use the controls in the **Transparency** area of the **Object Properties** docker.

Tracing bitmaps

You can trace bitmaps 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 X7, and click **Trace bitmap** on the property bar.

Exporting files

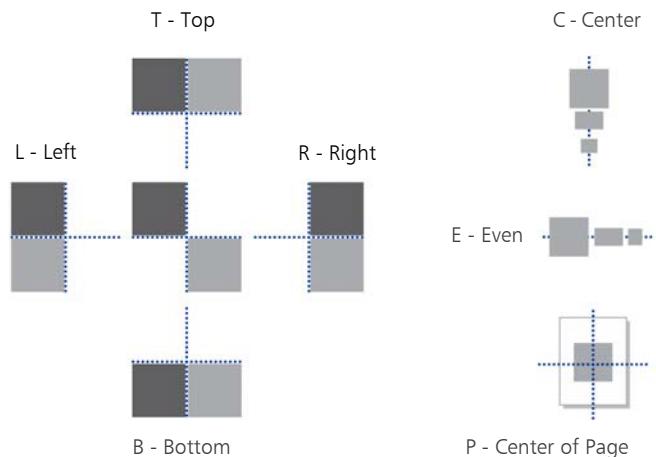
You can export (**File** ▶ **Export**, or **Ctrl** + **E**) and save images to a variety of file formats that can be used in other applications. For example, you can export a file to the **Adobe Illustrator (AI)**, **PDF**, or **JPEG** format. Some file formats may not support all the features that a **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.

Keyboard shortcuts

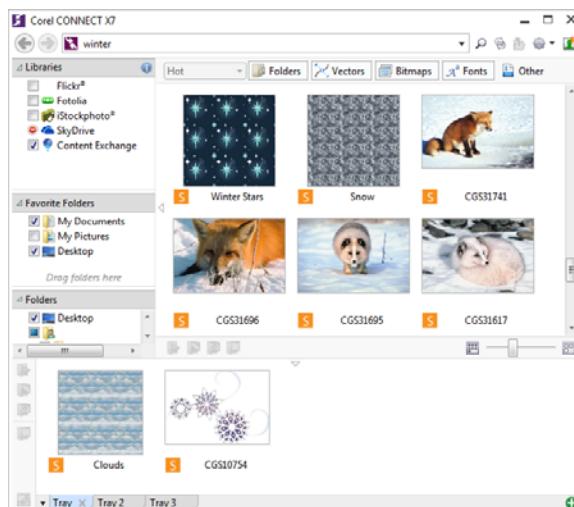
To view all keyboard shortcuts, click **Tools** ▶ **Customization**. In the **Customization** list of categories, click **Commands**, click the **Shortcut Keys** tab, and click **View all**.

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.



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