

LESSON 1: GETTING TO KNOW THE WORKSPACE/USING FONTS 1

Introduction

During this lesson, you will learn to open the CorelDRAW program, create a new document, and save the document. You will work through creating a sample report cover as an exercise, then create a simple original report cover including an image from a symbol font, a title in artistic text, and a block of student information in paragraph text as well as a simple page border. There should be no more than three fonts used on the page and no more than three colors in your original creation. By the end of the lesson, you should be able to navigate the help system to find information on tools and processes within CorelDRAW.

At the end of the research and exploration phase, you should be able to answer several of the essential questions about fonts and font usage.

Essential Questions:

These questions will help guide your explorations during this lesson.

CorelDRAW questions for this project:

What are some options for finding help in using the program?

What are the two kinds of text objects in CorelDRAW and how do they differ? What are some methods of inserting symbol font characters and special characters into text? by themselves as an object?

Questions about using fonts:

What are fonts and why is it important to know about them? What are some ways fonts are categorized? What are font code pages?

Where can you find more fonts? What are some reasons you might not want to use a font downloaded from a “free font” Internet site?

Introduction:

The CorelDRAW Graphics Suite is a program useful to many different occupations and careers. In these lessons, you will use it to produce projects useful to you in your studies and extracurricular activities. The CorelDRAW Graphics Suite includes several programs and utilities. It comes with a vast help system, and tutorials as well as fonts and clipart you can use for your own projects.

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Re-setting CorelDRAW to the Default Workspace

To restore the default workspace, open the CorelDRAW program. Go to the **Tools/Options** menu and click **Workspace** in the left column, then check the **Default Workspace** for your version (if it isn't already checked) in the next column. OK out of the dialog.

If you are already showing the Default Workspace as checked, but have customizations made that you want to keep, click the **New** button and give your current workspace a name. Once that is safely saved, close CorelDRAW. Re-open CorelDRAW from the Start Menu while holding down F8 until you get a dialog box. Once you get the dialog, click YES to reset to factory defaults.

Step 1:

Included in this lesson's resources is a link to a video called **CorelDRAWX6 Basics**. You should view this video now.

Open the CorelDRAW program from your Start Menu, Windows Explorer, or Desktop Icon. In the default configuration of the program, CorelDRAW will open the first time with the front page of the Welcome magazine in the center of the workspace. After that, the Quick Start tab will open by default. To return to the front page, click the Welcome link in the top left corner of the Quick Start pages.



X4



X6

Note that there is a little X block in the top right corner if you really want the Welcome Magazine to disappear, at least until you open CorelDRAW again.

Step 2

Return to the Welcome magazine and click on the **Learning Tools** tab. Click the **Guidebook** link on the left hand page. Click the Launch the Guidebook link on the right. **The Guidebook includes many helpful articles on various aspects of CorelDRAW.** Included with these lessons is a PDF called **Workspace Overview** from the CorelDRAWX5 guidebook. There is a similar article in each version of CorelDRAW, but this one is applicable to most.

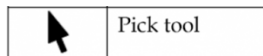
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Tool Bar

Different Tools In CorelDRAW

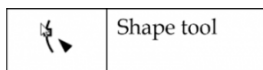
Below is some important tool in CorelDraw, which are as follows:

1. Pick Tool



This tool allows you to pick or select the object and transform it. You can position the object too.

2. Shape Tool



If you want to edit the shape of objects chosen by the pick tool, then you can use this tool.

3. Free Transform Tools

This tool allows you to alter the image objects with the help of rotation angle, rotation free, and resize.

It also lets you bend the image structure.

- **Smudge Brush:** This tool will help you change and distort the picture in general with engaging shorelines.
- **Roughen Brush:** This tool will let you change as well as distort the outline shape of the sketch in general with engaging shorelines.

4. Crop Tool

This tool can be used in clipping the region of an image that is not needed.

- **Virtual Segment Delete:** If you want to remove an object which is a part of an intersection, then you can use this tool.
- **Erase:** It helps to get rid of some areas of the image.

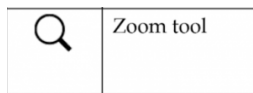
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5. Zoom Tool

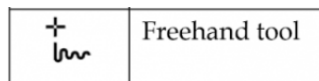
It helps you change the level of magnification in the illustration window to look at the object more intensively. In simple words, it is used as a magnifying glass.

- **Hand:** It helps in balancing the images that materialize in the image window



6. Curve Tools

- **Freehand Tool:** This tool lets you sketch curves and lines with the help of a mouse. Essentially it is used for sketching.

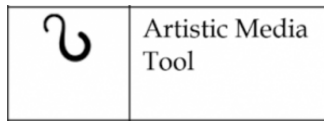


- **Bezier:** It helps to draw curves in the shape of a solitary line per point.
- **Pen:** It helps in sketching curves in the form of a node.
- **Three-Point Curve:** It helps you in drawing a curve first by identifying the start and the endpoint, then its center.
- **Poly-line:** It lets you sketch curves and lines in preview mode.
- **Dimension:** It helps you sketch a horizontal, vertical, oblique and angular line.
- **Interactive Connector:** It lets you combine the two objects accompanied by a line.

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7. Artistic Media Tool

It helps in accessing the sprayer, brush, calligraphic, preset and pressure tools.

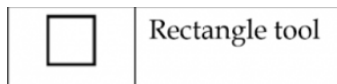


8. Rectangle Tool

This tool helps you in drawing squares and rectangles to initiate boxes and terms.

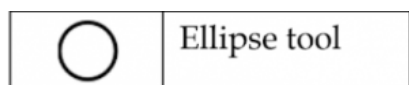
- **Three-**

Point Rectangle: If you want to arrange boxes and create terms from one point to another, this is the tool.



9. Ellipse Tool

This tool helps you sketch circles and ellipses.



10. Polygon Tool

If you want to sketch stars and polygons in a symmetric manner, then you can use the polygon tool.



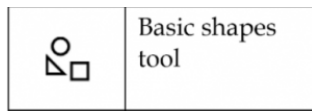
- **Star:** This tool can be used to draw stars.

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- **Complex Star:** This tool allows you to create stars that have intersection angles and complex shapes.

11. Basic Shapes Tool

This tool helps you to select from a complete set of forms such as a right-angle triangle, smiley face, and hexagram. You can draw arrows and slanted rectangles.



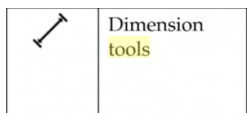
- **Arrow Shapes:** You can draw arrows ranging from diverse shapes such as arrowheads, direction, etc.
- **Flowchart Shapes:** You can create a flowchart with this tool.

12. Text And Table Tool

This tool helps you in typing words straight on the screen as paragraph text or creative text. The table tool helps you in creating and editing tables.

13. Dimension Tools

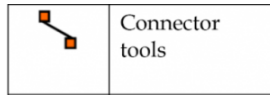
This tool allows you to draw numerous lines like segment, slanted, horizontal, vertical, and three-point dimensions.



14. Connector Tools

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This tool helps you in drawing a straight line, right-angle, edit anchor connector line and rounded right-angle connector lines.

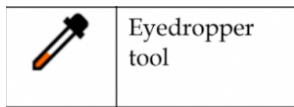


15. Interactive Tools

- **Interactive Blend:** Boxes and terms can be created using this tool.
- **Interactive Distortion** helps you **apply** a pull or push distortion and a zipper distortion to an object.
- **Interactive Drop Shadow:** It helps you to put an object into the shadow.
- **Interactive Fill:** It helps you to apply numerous amount of fills to an object.
- **Interactive Mesh:** If you want to apply network lines to an object, then you can use this tool

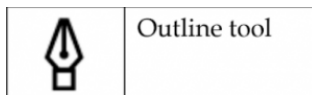
16. Eyedropper Tool

Object properties like size, line thickness and effects can be selected and copied using the eyedropper tool.



17. Outline Tool

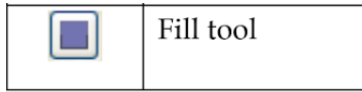
This tool lets you open a fly-out that helps you in setting the outline properties.



18. Fill Tool

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This tool lets you open a fly-out that helps you in setting the fill properties.



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The Work Area

The entire white space in the middle of the CorelDRAW window, on and off the page, is available for drawing. You will need to start a new document or open an existing document before you can draw. If you close the Welcome Screen without either opening a drawing or template or creating a new document, the drawing tools will not be available to you until you do open or start a document.

The Page

Open a new, blank document using one of these methods:

- From the **Welcome Screen Quick Start Tab**, choose **New** blank document.
- From the **File** menu, choose **New**.
- From the **Standard Toolbar**, click the **New Document icon**.
- Use the keyboard shortcut (**Ctrl+N**).

Accept the default settings and click OK. CorelDRAW shows you a new page in the center of the work area ready for you to begin drawing.

What you draw on the page is what will be printed if it is inside any margins your printer imposes on the page. Anything you draw in the work area that is not on the page should not get printed. That area is called the desktop. You can use that area for temporary storage or experimentation if you wish.

Step 1

If you have not done so already, open a new blank document.

Step 2

In this step, you will save your new document and give it a name.

1. From the **File** menu, choose **Save As**
The **Save Drawing** dialog appears.
2. Navigate to the folder where you will store your projects.
Give your new document a file name. Replace the *Graphic1.cdr* or *Untitled1.cdr* in the File Name field with your filename. You do not need to type the .cdr part of the file name. *If your computer does not show file extensions, do NOT type that part.*
3. Choose the Save as type: CDR -
CorelDRAW (*.cdr). *The *.cdr file format is the native format for the CorelDRAW program. If you always save in this file format first, you will always have access to all the tools and information in your file to later fully edit your document. You also have the option to save into several other file formats to use your documents with other programs. Generally, if you wish to do that, you should save one copy as a *.cdr file first, then save into the other format.*
4. Click the **Save** button. You will be returned to your document and the new name should be visible in the Title Bar.

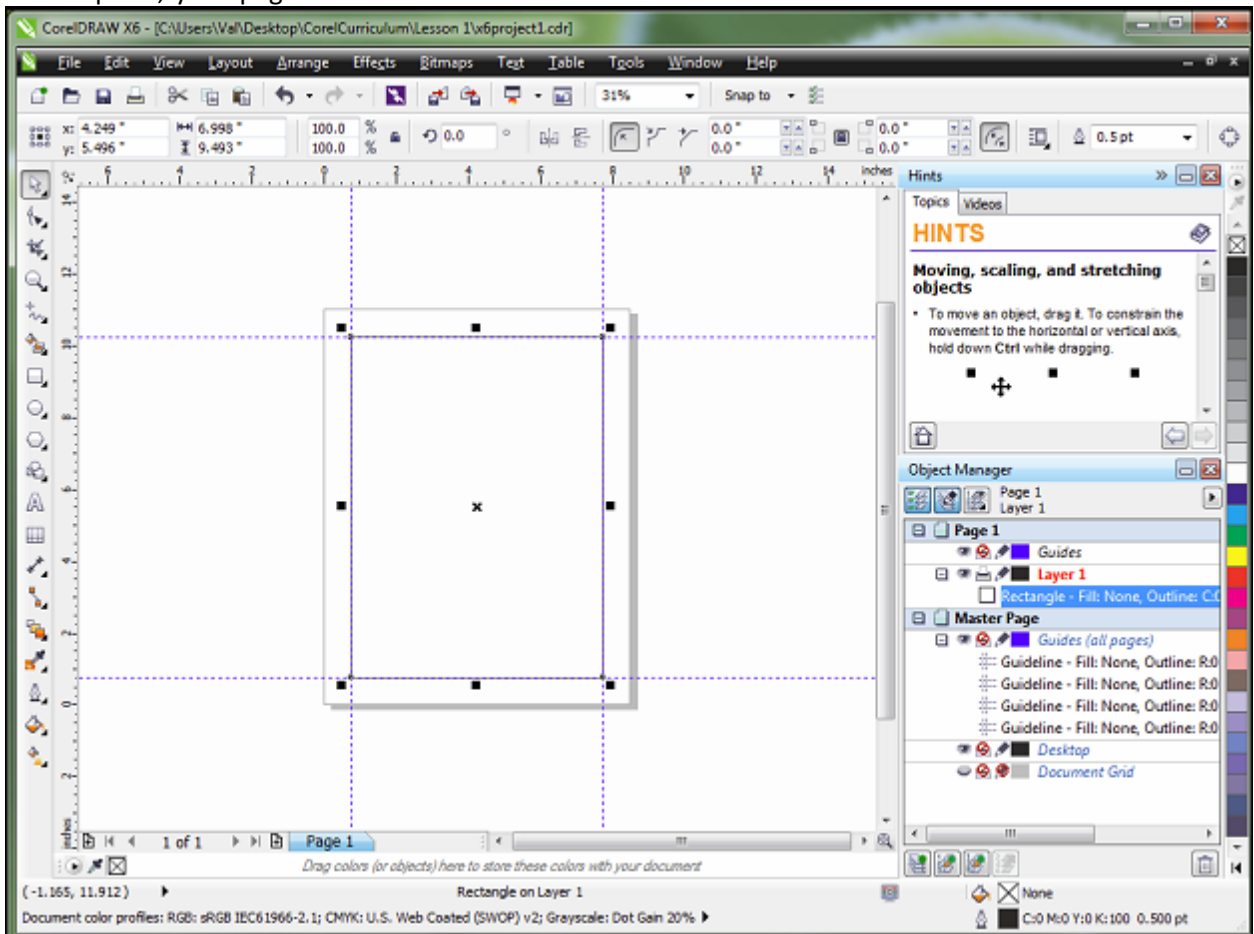
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1. Save your document.

Step 4 Create the outer border rectangle

In this step, you will draw a rectangle where the guidelines intersect.

1. In the **View Menu**, check **Snap to Guidelines**.
2. Click on the **Rectangle tool** in the toolbar. With your mouse, drag from the top left corner where the guidelines meet to the bottom right intersection of the guidelines then release the mouse button.
3. Switch to the **Pick tool**. Your rectangle will now be selected you will see selection handles appear around the rectangle and an X will appear in the center.
4. Find and read the **Help article on Selecting Objects**.
5. At this point, your page should look similar to the one below.



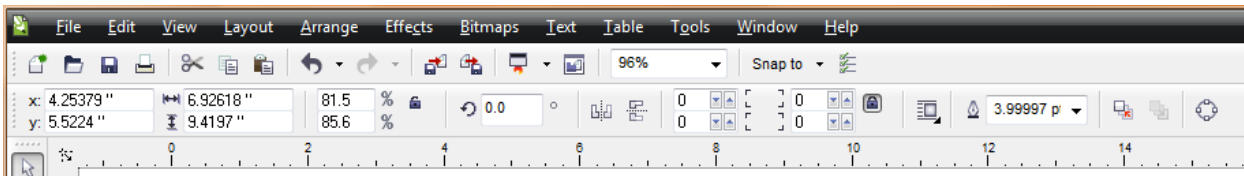
6. With the rectangle selected by the **Pick tool**, RIGHT click on a green color swatch from the **on screen color palette**. If you hover over the color swatches, you will see names, RGB, or CMYK values associated with the colors. *You can see more colors in your palette by clicking*

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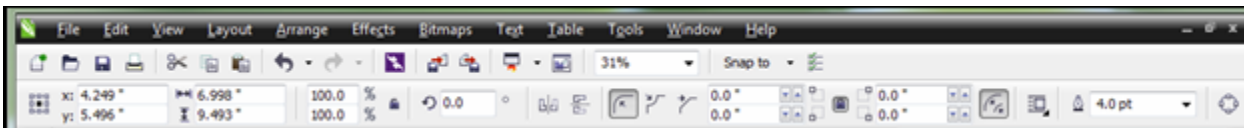
on the little down arrow at the bottom of the palette. You can also expand the palette into columns by clicking the left facing arrow just below that. Right click sets outline color, left click sets fill color. The X box at the top of the onscreen palette sets the property to NO color.

7. With the rectangle selected by the Pick tool, set the width of the outline by going to the Property bar and typing 4 or choosing 4pts from the field just to the right of the pen icon, near the right side of your property bar.

X4



X6



Notice that the 4 pts may be re-interpreted by CorelDRAW as 3.99997 or something like that. That just has to do with the mathematics behind how CorelDRAW draws rectangles. That rounding is normal and usually doesn't cause any problems.

Pts stands for *points*. **Help Topics** contains a **Glossary** in the **Reference** topic of the **Contents** tab. *Look up the definition of point now.* Outline widths can be set to other units in CorelDRAW's options, but points is the default unit for outlines and for type sizes.

You should now have a green 4 point rectangular border on your page. *It should have no fill color. If it does, click the X (null) swatch at the top of the color palette to define the fill as None.*

In CorelDRAW X6, the outline and fill properties may also be set in the Object Properties Docker.