**Keyboard Shortcut keys for Corel Draw**

**Align Commands**

B Aligns selected objects to the bottom

P Aligns centers of selected objects to page center

E Horizontally aligns centers of selected objects

L Aligns selected objects to the left

R Aligns selected objects to the right

T Aligns selected objects to the top

C Vertically aligns centers of selected objects

**Distribute Commands**

Shft + B Distributes selected objects to the bottom

Shft + E Horizontally distributes centres of selected objects

Shft + C Vertically distributes centres of the selected objects

Shft + L Distributes selected objects to the left

Shft + R Distributes selected objects to the right

Shft + P Horizontally distributes space between selected objects

Shft + A Vertically distributes space between selected objects

Shft + T Distributes selected objects to the top

**Document display**

F9 Displays a full-screen preview of the drawing

Ctrl + W Forces a redraw the drawing window

Shft + F9 Toggles between the last two used view qualities

Ctrl + Shft + C Shows nonprinting characters

Open/Close Dockers

Ctrl + F9 Opens or closes the Contour docker

Ctrl + F7 Opens or closes the Envelope docker

Ctrl + F5 Opens or closes the Graphic and Text Styles docker

Alt + F3 Opens or closes the Lens docker

Alt + F2 Opens or closes Linear Dimensions docker for assigning linear-dimension line properties

Alt + Enter Opens or closes the Object Properties docker

Alt + F7 Opens or closes the Position docker

Alt + F8 Opens or closes the Rotate docker

Alt + F9 Opens or closes the Scale and Mirror docker

Alt + F10 Opens or closes the Size docker

Ctrl + F11 Opens or closes the Insert Character docker

Ctrl + F2 Opens or closes the View Manager docker

Ctrl + F6 Opens or closes the Symbols Manager docker

**Clipboard & Object Editing Commands**

Ctrl + C Copies selection to the clipboard

Ctrl + Insert Copies selection to the clipboard

Ctrl + X Cuts the selection to the clipboard

Shft + Delete Cuts the selection to the clipboard

Delete Deletes the selected object(s)

Ctrl + D Duplicates the selected object(s) to offsets

Ctrl + V Pastes the clipboard contents into the drawing

Shft + Insert Pastes the clipboard contents into the drawing

Ctrl + Shft+Z Reverses the last Undo operation

Ctrl + R Repeats the last operation

Ctrl + Z or Alt + Backspace Reverses the last operation

**File Commands**

Ctrl + E Exports pages or objects to selected file format

Ctrl + I Imports (or links) content into your document

Ctrl + N Creates a new drawing

Ctrl + O Opens an existing drawing

Ctrl + P Prints the active drawing

Ctrl + S Saves the active drawing

Ctrl + Shft + S Opens the Save As dialog

Alt + F4 Closes CorelDRAW 12

**Fill and Effects Dialogs**

F11 Specifies fountain fills for objects

Shft + F11 Opens dialog for specifying uniform color fills

Ctrl + Shft + B Opens dialog for changing Color Balance

Ctrl + B Opens dialog for changing color brightness, contrast and/or intensity

Ctrl + Shft + U Opens dialog for changing hue, saturation and/or lightness

Find and Replace using Text Tool

Alt + F3 Opens the Find dialog

Ctrl + T Opens the Text Format dialog

Font Formatting Commands using Text Tool

Ctrl + B Changes the style of text to bold

Ctrl + Shft + F Shows a list of all the available/active fonts

Ctrl + Shft + W Shows a list of all the available/active font weights

Ctrl + I Changes the style of text to italic

Ctrl + Shft + K Changes all text characters to small capital letters

Ctrl + U Changes the style of text to underline

Ctrl + Numpad 2 Decreases font size to previous point size

Ctrl + Shft + P Shows a list of all the available/active font sizes

Ctrl + Shft + H Shows a list of all the available/active HTML font sizes

Ctrl + Numpad 8 Increases font size to next point size

Ctrl + Numpad 6 Increases font size to next setting in Font Size List

Ctrl + Numpad 4 Decreases font size to previous setting available in the Font Size List

Shft + F3 Changes the case of selected text

Ctrl + F8 Converts text (Paragraph to Artistic, or vice versa)

Alt + F12 Realigns selected text to its original baseline

**Grid, Guides and Snapping**

Ctrl + Y Snaps objects to the grid (toggle)

Alt + Shft + D Toggles the view of dynamic guides

Alt + Z Toggles snapping to objects using current modes

Object Groups & CombineCommands

Ctrl + K Breaks apart the selected object

Ctrl + L Combines the selected objects

Ctrl + Shft + Q Converts an outline to an object

Ctrl + Q Converts the selected object to a curve

Ctrl + G Groups the selected objects

Ctrl + U Ungroups the selected objects or group of objects

**Object nudge commands**

4 Nudges downward

1 Nudges to the left

2 Nudges to the right

3 Nudges upward

Shft + 4 Nudges downward by the Super Nudge factor

Shft + 1 Nudges to the left by the Super Nudge factor

Shft + 2 Nudges to the right by the Super Nudge factor

Shft + 3 Nudges upward by the Super Nudge factor

Ctrl + 4 Nudges downward by the Micro Nudge factor

Ctrl + 1 Nudges to the left by the Micro Nudge factor

Ctrl + 2 Nudges to the right by the Micro Nudge factor

Ctrl + 3 Nudges upward by the Micro Nudge factor

**Options**

Ctrl + F10 Opens the Options dialog with the Text options page selected

Ctrl + J Opens the dialog for setting CorelDRAW options

**Object Ordering**

Ctrl + PgDn Places the selected object(s) back one position in the object stacking order

Ctrl + PgUp Places the selected object(s) forward one position in the object stacking order

Shft + PgDn Places the selected object(s) to the back

Shft + PgUp Places the selected object(s) to the front

**Object Outline Pen**

Shft + F12 Specifies outline color of objects

F12 Specifies outline pen properties for objects

**Document Navigation**

PgDn Go to the next page

PgUp Go to the previous page

**Select All**

Ctrl + A Selects all objects in the entire drawing

**Styles**

Ctrl + F5 Opens or closes the Graphic and Text Styles docker

**Text Formatting Using Text Tool**

Ctrl + M Toggles current bullets for Paragraph text object

Ctrl + E Changes the alignment of text to center alignment

Ctrl + F8 Converts artistic text to paragraph text or vice versa

Ctrl + Shft + D Applies/removes a Drop Cap effect for text object (toggle)

Ctrl + Shft + T Opens the Edit Text dialog

Ctrl + H Changes alignment of text to force last line full alignment

Ctrl + T Formats the properties of text

Ctrl + J Changes the alignment of text to full alignment

Ctrl + comma Changes the text to horizontal direction

Ctrl + L Changes the alignment of text to left alignment

Ctrl + N Changes the alignment of text to have no alignment

Ctrl + R Changes the alignment of text to right alignment

Ctrl + period Changes the text to vertical (toggle)

**Text Editing & Cursor Moves Using Text Tool**

Delete Deletes character right of cursor

Ctrl + Delete Deletes word right of cursor

PgDn Moves cursor down one frame

4 Moves cursor down one line

Ctrl + 4 Moves cursor down one paragraph

1 Moves cursor left one character

Ctrl + 1 Moves cursor left one word

2 Moves cursor right one character

Ctrl+2 Moves cursor right one word

PgUp Moves cursor up one frame

3 Moves cursor up one line

Ctrl + 3 Moves cursor up one paragraph

Ctrl + Home Moves cursor to start of frame

Home Moves cursor to start of line

Ctrl + PgUp Moves cursor to start of text

Ctrl + End Moves cursor to end of frame

End Moves cursor to end of line

Ctrl + PgDn Moves cursor to end of text

Ctrl + A Selects all text in Paragraph Frame or Artistic Text object

Shft + 1 Selects character to left of cursor

Shft + 2 Selects character to right of cursor

Shft + PgDn Selects text downward by one frame

Shft + 4 Selects text downward by one line

Ctrl + Shft + 4 Selects text downward by one paragraph

Shft + PgUp Selects text upward by one frame

Shft + 3 Selects text upward by one line

Ctrl + Shft + 3 Selects text upward by one paragraph

Ctrl + Shft + 1 Selects word to left of cursor

Ctrl + Shft + 2 Selects word right of cursor

Ctrl + Shft + Home Selects text start of frame

Shft + Home Selects text start of line

Ctrl + Shft + PgUp Selects text to start of frame

Ctrl + Shft + End Selects text to end of frame

Shft + End Selects text to end of line

Ctrl + Shft + PgDn Selects text to end of frame

**Text Tools**

Shft + F3 Changes the case of selected text

Ctrl + Shft + C Shows nonprinting characters such as spaces, tabs, returns, and line feeds

Ctrl + F12 Opens the Spell Checker; checks the spelling of the selected text

Ctrl + Shft + S Shows a list of the document text styles

Ctrl + F10 Opens the Options dialog to the Text page

**Toolbox Tool Selection**

I Draws curves and applies Preset, Brush, Spray, Calligraphic, or Pressure Sensitive effects to the strokes

F7 Draws ellipses and circles; double-clicking the tool opens the Toolbox tab of the Options dialog

X Erases part of a graphic or splits an object into two closed paths

Shft Holding this modifier toggles between Eyedropper and Paintbucket tools while either is selected

F5 Selects the Freehand Tool

D Draws a group of rectangles; double-clicking opens the Toolbox tab of the Options dialog

H Pans around the drawing by clicking and dragging using this tool

G Adds a fill to object(s); clicking and dragging on object(s) applies a fountain fill

M Converts an object to a Mesh Fill object

Y Draws symmetrical polygons; double-clicking opens the Toolbox tab of the Options dialog

F6 Draws rectangles; double-clicking the tool creates a page frame

F10 Edits the nodes of an object; double-clicking the tool selects all nodes on the selected object. Hold [Alt] + [Shift] to activate marquee-style node selecting.

S Creates typical CorelDRAW objects by sketching. Hold [Shift] while sketching to erase.

A Draws spirals; double-clicking opens the Toolbox tab of the Options dialog

F8 Adds text; click on the page to add Artistic Text; click and drag to add Paragraph Text

Spacebar Toggles between the current tool and the Pick tool

**Visual Basic**

Alt + F11 Launches Visual Basic for Applications Editor

Workspace

Ctrl + Return Selects the Property Bar and highlights the first visible item that can be tabbed to

Zoom and Pan

N Brings up the Navigator window allowing you to navigate to any object in the document

H Pans around the drawing by clicking and dragging using this tool

Alt + 4 Pans the drawing downward

Alt + 1 Pans the drawing to the left

Alt + 2 Pans the drawing to the right

Alt + 3 Pans the drawing upward

Ctrl + F2 Opens or closes the View Manager docker

F2 Enables you to perform a zoom action, and then returns to the last-used tool

F3 Zooms out

F4 Zooms in on all objects in the drawing

Shft + F4 Displays the entire printable page

Shft + F2 Zooms in on selected objects only