

4 Working with Single- and Multipage Documents

You have an idea for promoting your product or service; you have your graphics, and you have some body copy and a snappy headline in mind. The next step is to define the dimensions within which you express your promotional idea. And this is where an understanding of CorelDRAW's Guides comes in handy.

Do you need a flyer, or perhaps a four-page booklet? This chapter covers the beginning of any graphics project: setting up pages in CorelDRAW. You'll learn about layout styles, page dimensions for your screen and for printing, and page reordering, and in the process, you'll gain a good working knowledge of what you need to do—and what you can tell CorelDRAW to do—to create a page that suits your ideas.



Note Download and extract all the files from the Chapter04.zip archive to follow the tutorials in this chapter.

Setting Up Your Document Page

Every new file you create has its own set of *page properties* that have two attributes: physical properties and display preferences. The *physical properties* refer to the size, length, and color of each page as you'd define a physical page in the real world. *Display preferences* control how page values are *viewed*. Let's begin with the most common options and then move on to the more specialized features.

Controlling Page Size and Orientation

If you've unchecked the Always Show The Welcome Screen At Launch check box, the default size of a new document is CorelDRAW's default, which might depend on the language version of CorelDRAW you use. For this U.S. author, it's U.S. Letter, 8 1/2" by 11", but this can be changed. The quickest route for document size change is through the

Property Bar while the Pick tool—and no objects—are selected. The Property Bar features options for setting your page to standard and custom sizes as well as its orientation, as you can see in [Figure 4-1](#). If you have a multipage document, the Property Bar also has ways to change all pages at once or only the currently visible page.

Recently used
paper types

Page Width
and Height

Portrait

Landscape

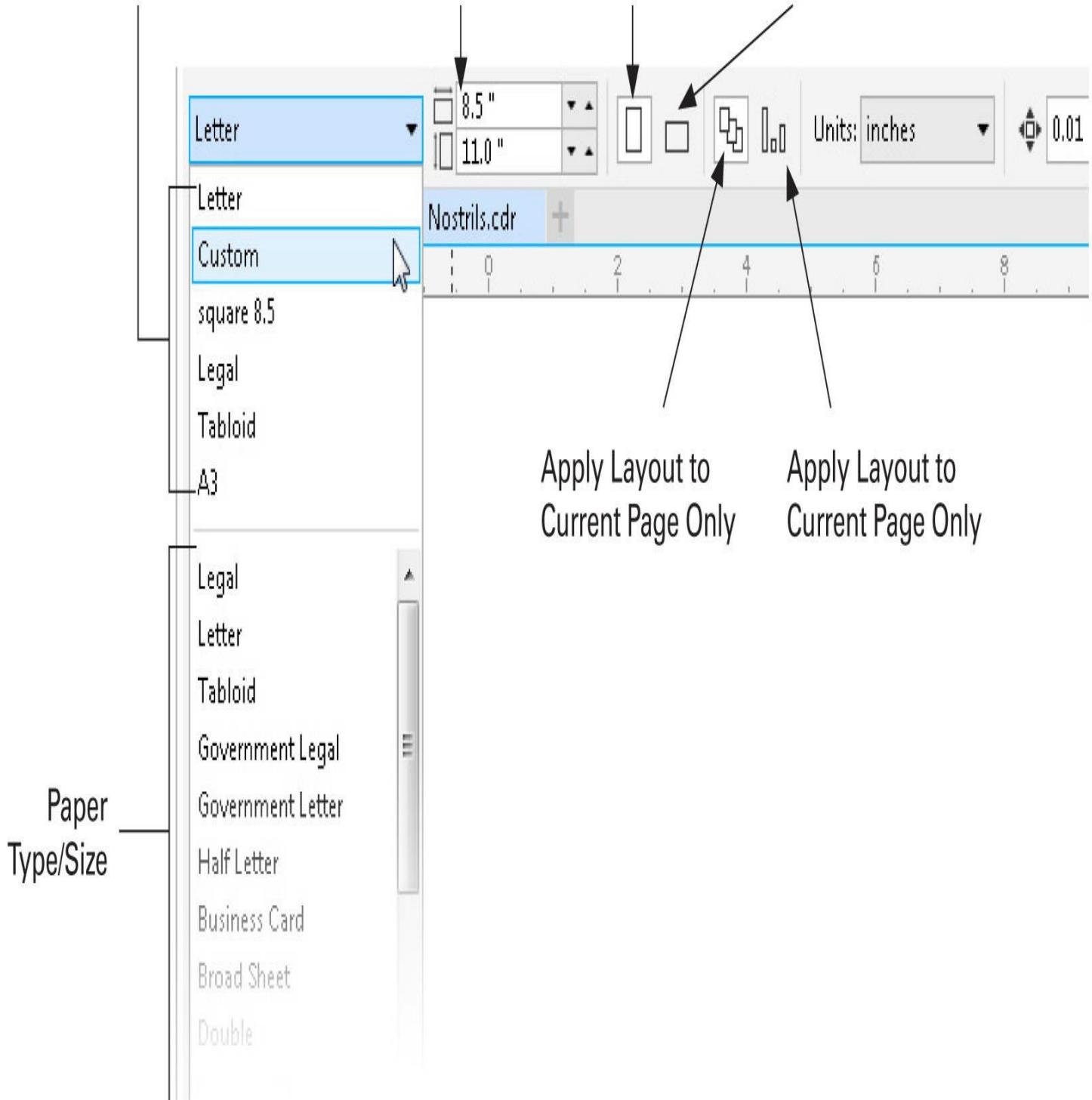


FIGURE 4-1 You change page size and orientation by using the Property Bar.

The Paper Type/Size and orientation options control the format of your document. When you have a specific format for a design you need to print, the following sections cover the options available to you in CorelDRAW.

Paper Type/Size

To make sure your CorelDRAW page matches the paper in your printer, clicking a Paper Type/Size option from the Property Bar is the quickest method. From the drop-down box, you can choose Letter, Legal, Tabloid, or other common sizes. Once you've made a selection, the dimensions are automatically entered as values in the Page Width and Height boxes on the Property Bar. If you have a limited need for different paper sizes, click the Edit This List button at the bottom of the drop-down list, and you can delete seldom-used sizes: with the preset highlighted, click the trash can icon in the Options dialog. Here's a list of your paper type options; you'll surely find one or more that suit a specific need.

- **Page Width and Height** You are not limited to a page size that's the same as the paper in your printer; page width and height values can be freely adjusted to match just about any paper size. For a custom page size, type specific values directly into the Page Width and Height boxes and then press ENTER.
- **Landscape/Portrait orientation** Clicking either Portrait or Landscape on the Property Bar while using the Pick tool (with no objects selected) sets the page orientation. If the page width you enter is less than the page height entered, the orientation is automatically set to Portrait, and vice versa for Landscape. Changing from one orientation to the other automatically switches the values in the Page Width and Page Height fields.
- **All Pages/Current Page** You can create a document up to 999 pages long, with different pages set to any size or orientation. The All Pages and Current Page buttons operate in "either/or" fashion—like the orientation buttons—so you can set the page size either for all pages in your document at once (the default) or only for the current page. To set only the current page to be different from the others in your document, click the right of these two buttons on the Property Bar (directly to the left of the Units drop-down) and set your new page size and orientation as needed. Other pages in the document aren't resized when you choose this option.



Note If you've unintentionally removed a page size you need later, you can re-create it.

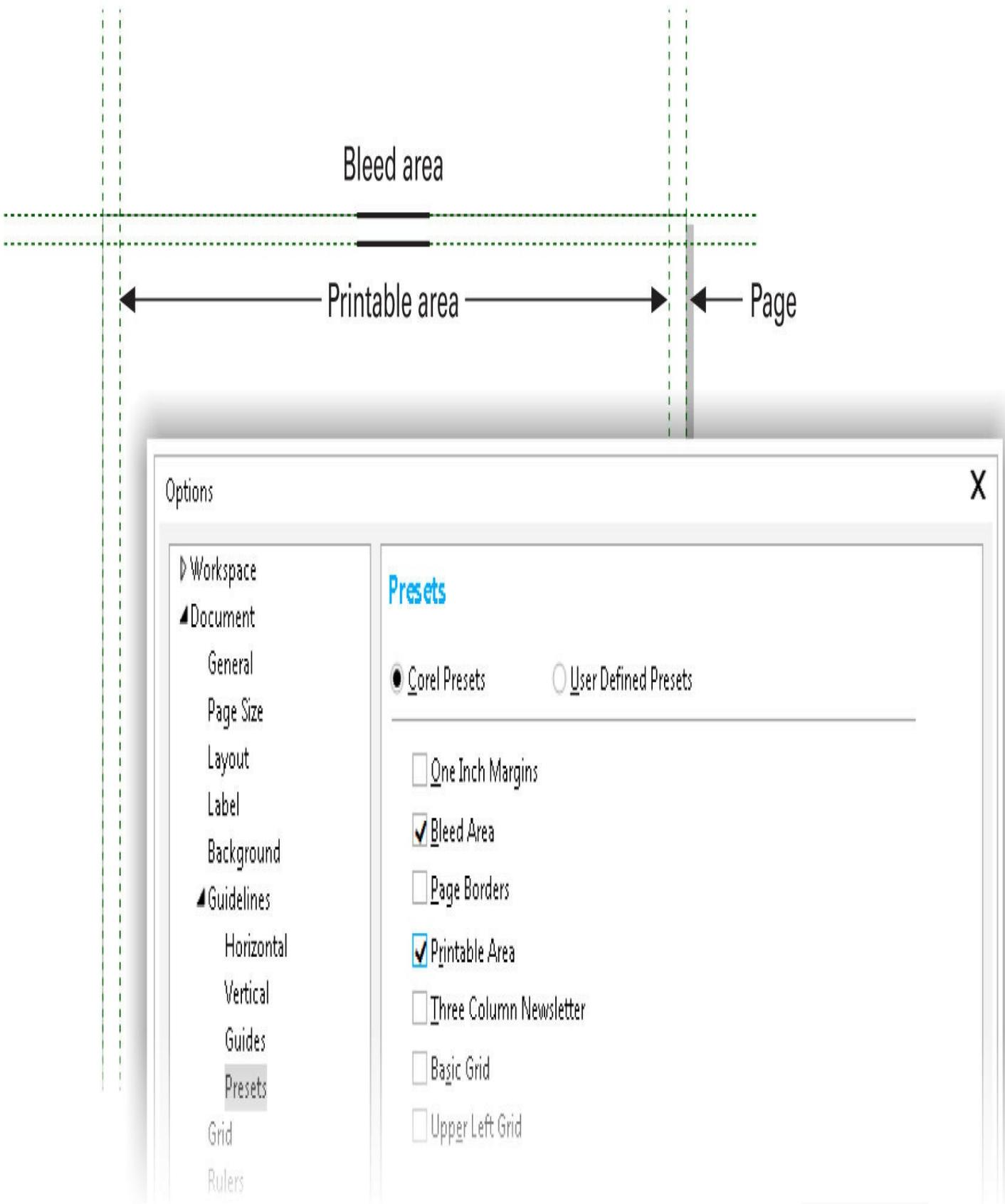
Click the Paper Type/Size drop-down list on the Property Bar and then choose Edit This List. Create, name, and save the page in the Options | Page Size dialog.

Page Viewing Options

With CorelDRAW at its default settings, when you select File | New, you'll see a rectangle in the workspace. This rectangle represents your document page in height and width. However, what you *won't* see is how your page will be printed to a personal printer or to a commercial press. Whenever you print a page, you'll see two areas called the *printable area* and *bleed area*, and you can add nonprinting guidelines to provide a page preview. This way, objects and text at the edges of your work don't get partially printed. You certainly want these features visible when designing for print; the grippers on printers often prevent edge-to-edge prints. To have CorelDRAW add Bleed and Printable Area (*safety*) guides to your page, press CTRL-J, choose Document | Guidelines | Presets, and then check Printable Area and Bleed Area, as shown in the next illustration. The bleed area extends to the edge of the page, and this is correct for personal printers, as explained in the following Note.



Note A *bleed* is the part of the printed image that extends beyond the edge of the page. When you're printing to a personal printer, there is no bleed because bleed is only relevant when a page on a commercial press is trimmed to final book size. For example, if a commercial press uses 12"×14" paper and the final trim size is 8½"×11", you could set up a bleed area of 10"×13" to make a design extend to the edge of the page the audience reads.





Note If you are printing to a borderless photo printer, your printable area will be the same size as your page border.

The Printable Area and Bleed Area properties depend on the printer options you choose in the Print dialog; this is an easy-access and logical location for print preferences in CorelDRAW. It's important that you have an element on the page before you can access CTRL-P (File | Print). Once you're in the Print dialog, you access the printer you want to choose along with basic options on the General tab. The Preferences button, shown next, takes you to the native print driver options, which is, for example, dependent on Canon's inkjet features, not Corel. To check out the trim, image positioning on the page, and other options, click the Layout tab.

Click to choose the printer's page size and other features.

Print X

General Color Composite Layout Prepress No Issues

Destination

Printer: XP-820 Series(Network)

Page: Match orientation (Portrait) Use PPD

Status: Ready

Location: EP1978FC:XP-820 SERIES

Comment: Print to file ▶

Print range

Current document Documents

Current page Selection

Pages:

Copies

Number of copies:

Collate

Print as bitmap: dpi

Print style: CorelDRAW Defaults

[Print Preview](#) ▶ [Print](#) [Cancel](#) [Apply](#) [Help](#)



Tip Setting a bleed amount is done using the Tools | Options | Document | Page Size area, using the Bleed num box. The bleed amount can be defined anywhere between 0 (which is the exact edge of your page) and 900.0 inches (which is silly). Be sure to put a check in the Show Bleed Area box before clicking Apply so you can see how your document is set up onscreen.

Controlling Page Background Color

To specify a page background color for your document, choose Tools | Options | Document | Background. Also, there's a convenient button on the Standard Bar that opens the Options dialog. By default, No Background is chosen in this dialog.



Tip You can skip the step of going to the main menu to choose Tools to get to Options. The Options button is located on the Standard Bar (which means it's always visible), with a tiny picture of check marks on it.

Page backgrounds are great for groups of objects that look like they're stranded in a sea of white. Also a background on the page can't accidentally be moved. Let's take a look at the various options you have before you:

- **Solid** Choose this option and a color from the selector to specify any uniform color as the page background. Click the drop-down list in the color selector to use a color picker in different color models (RGB, CMYK, and so on). You can use the color viewer to mix your own, or select swatches from specific color palettes. And handiest of all, use the Eyedropper tool to choose any color anywhere on your monitor; the Eyedropper can leave CorelDRAW's program window. This means that if CorelDRAW's UI is not maximized, you can use the Eyedropper to sample the color of an icon on your desktop! Once a color has been chosen, the page background is set to that color, but the bleed area and the workspace are not.
- **Bitmap** Choose this option to use a bitmap as the page background. Click the Browse button to open the CorelDRAW Import dialog and then locate and choose a bitmap. Background bitmaps are tiled as many times as needed to fill the page. You can also scale the number of repeating tiles by clicking the Custom Size radio button and

entering values. The best bitmaps to use for patterns are ones that have been designed to tile seamlessly. In [Figure 4-2](#), you can see a design you'll work with in a moment. *Swimwear Sale.cdr* uses an embedded muted ocean waves pattern, one of several you can use in the downloaded ZIP archive, to add a subtle graphical theme to the sale flyer. The Bitmap option is terrific for creating several different signs or stationery that contains different text but must be tied together in a theme. You can, for example, create different text on layers such as "Swimsuit Sale," "Vacation Sale," and "Inflatable Theme Toy Sale," and then print the various signs by hiding all but one layer for printing. You can't accidentally move the background, and this technique is quick to set up when you have 12 different messages that need a common background.

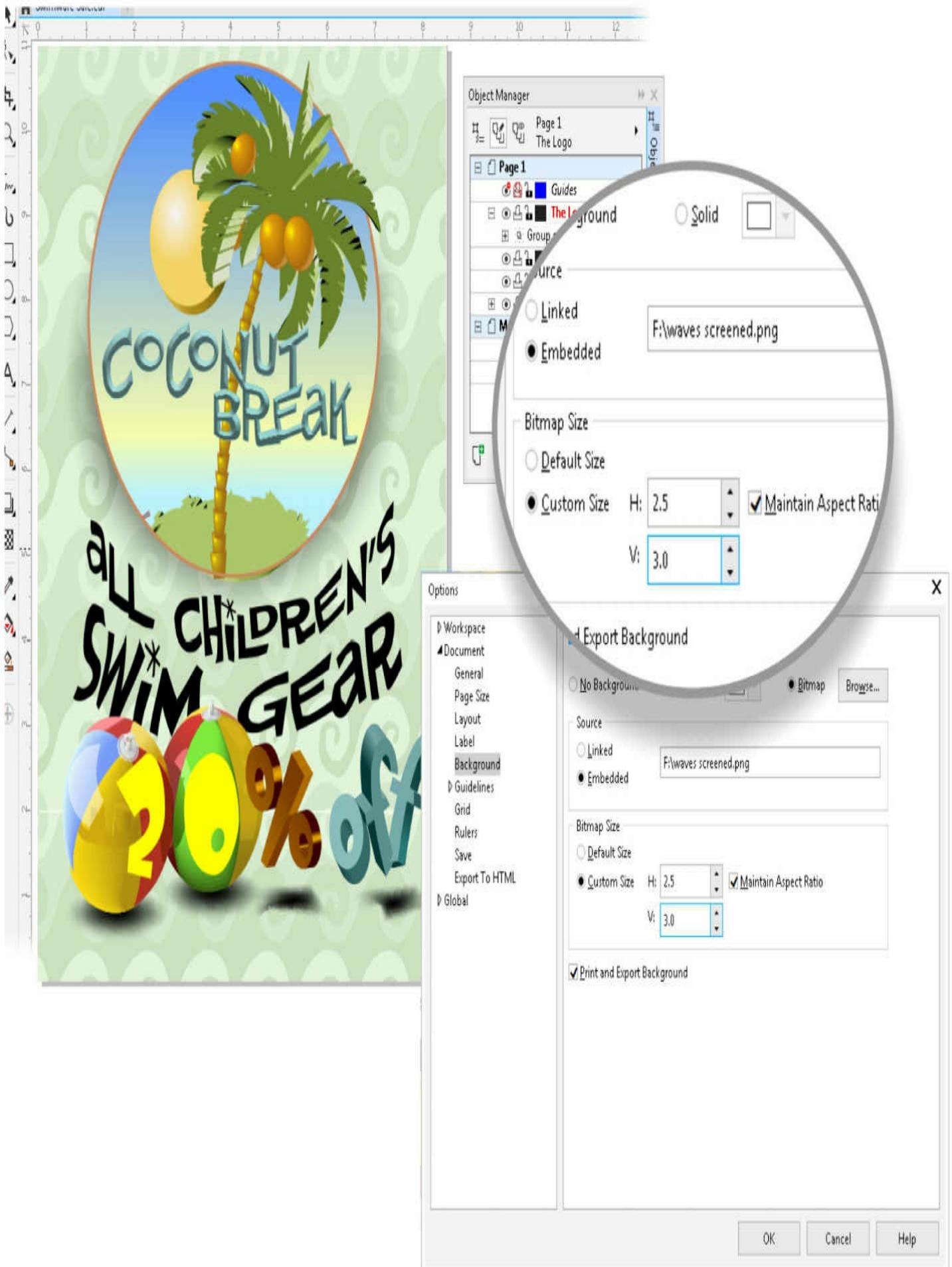


FIGURE 4-2 Use a bitmap as a background for your design and text.

- **Source** The Source options let you establish an external link to the bitmap file or store a copy of it internally with your CorelDRAW document file. Choose Linked to maintain an external link or Embedded to store the bitmap with your document. While Linked is selected, the file path to the bitmap is displayed, and the bitmap itself must be available to CorelDRAW during printing. This option is very useful when you need to conserve on saved CorelDRAW file sizes; additionally, you can modify the background bitmap in PHOTO-PAINT or Painter, and then reload the edited bitmap in the future.
- **Bitmap Size** This field contains “either/or” radio buttons. If you choose Default Size, the background appears on the page because the bitmap’s original dimensions allow it to tile as many times as needed to fill the page. However, if you want a smaller bitmap as the background (more tiles), you click the Custom Size button. The Maintain Aspect Ratio option is checked by default; you probably don’t want the bitmap background to look smooshed or stretched—with Maintain Aspect Ratio turned on, all you need to do is enter one value in either the H or V field, and CorelDRAW automatically fills in the remaining field. Note that bitmaps are resolution dependent, unlike vector drawings. Thus, you can usually scale a bitmap down—but don’t try to enlarge it, because the bitmap will go through something called *resampling*, and blurriness is often the result. Remember: scale down = yes; scale up = no.
- **Print and Export Background** Use this option to control whether the page background you’ve added to your document page is included when you export your drawing files or when you print the document. It’s available when either Solid or Bitmap is selected for the page background; by default, it’s active.

Open *Swimware Sale.cdr* now, and work through the Background options to change the waves background to something else you prefer for the piece.

Changing a Background Bitmap

Tutorial

1. If you haven’t already extracted the contents of the ZIP archive for this chapter, do so now, and create a folder for the PNG images and place them there.
2. With *Swimwear Sale.cdr* open, click the Options button on the Standard Bar (the gear icon) and then choose Document | Background in the Options dialog.
3. Notice that the Bitmap button is chosen (there is already a bitmap as the background), and that the bitmap is embedded. This means that unless you own the bitmap on your

hard drive, the next step will forever overwrite this file (waves screened.png), something to consider when you embed a bitmap. Often, you might find it useful to simply externally link the bitmap background so you don't have to remember whether you have a spare copy of the image. Click Browse now to locate the folder of PNG files from Step 1.

4. Choose one of the PNG files, or you could choose your own image. With the file selected, click Import.
5. You can't preview the imported image as it will look; you can only click OK now to see how the new background has affected the composition. Before doing this, though, try setting Custom Size to something other than the default. If you're using one of this chapter's sample bitmaps, try setting the Height to about 2.5" and then put the cursor in the V(ertical) field; the amount should automatically turn to *a proportionately scaled amount* because by default the Maintain Aspect Ratio box is checked. Click OK, and the layout has a new background.
6. Optionally, you can open the Object Manager (Window | Dockers | Object Manager) and click the Visibility icon for the "Swimwear" layer so the little eye icon is closed. This clears everything from the page except the background image and the logo at the top. Now you can design a different flyer using the same background bitmap and logo by clicking, for example, "Vacations" to set the current layer.

Alternatively, when you want to perform variations on a page layout, see [Chapter 6](#) for the details on working with Master Layers.



Tip If a bitmap background appears to have a white seam in an area, this is a visual effect of the bitmap trying to blend (*anti-alias*) with the page itself, which is white. If you zoom in and out, the thin white edge will disappear because at certain viewing resolutions the anti-alias blending matches the resolution of the tiling bitmap background. The design *itself* will print with no visible white edges; this is simply a page viewing issue.

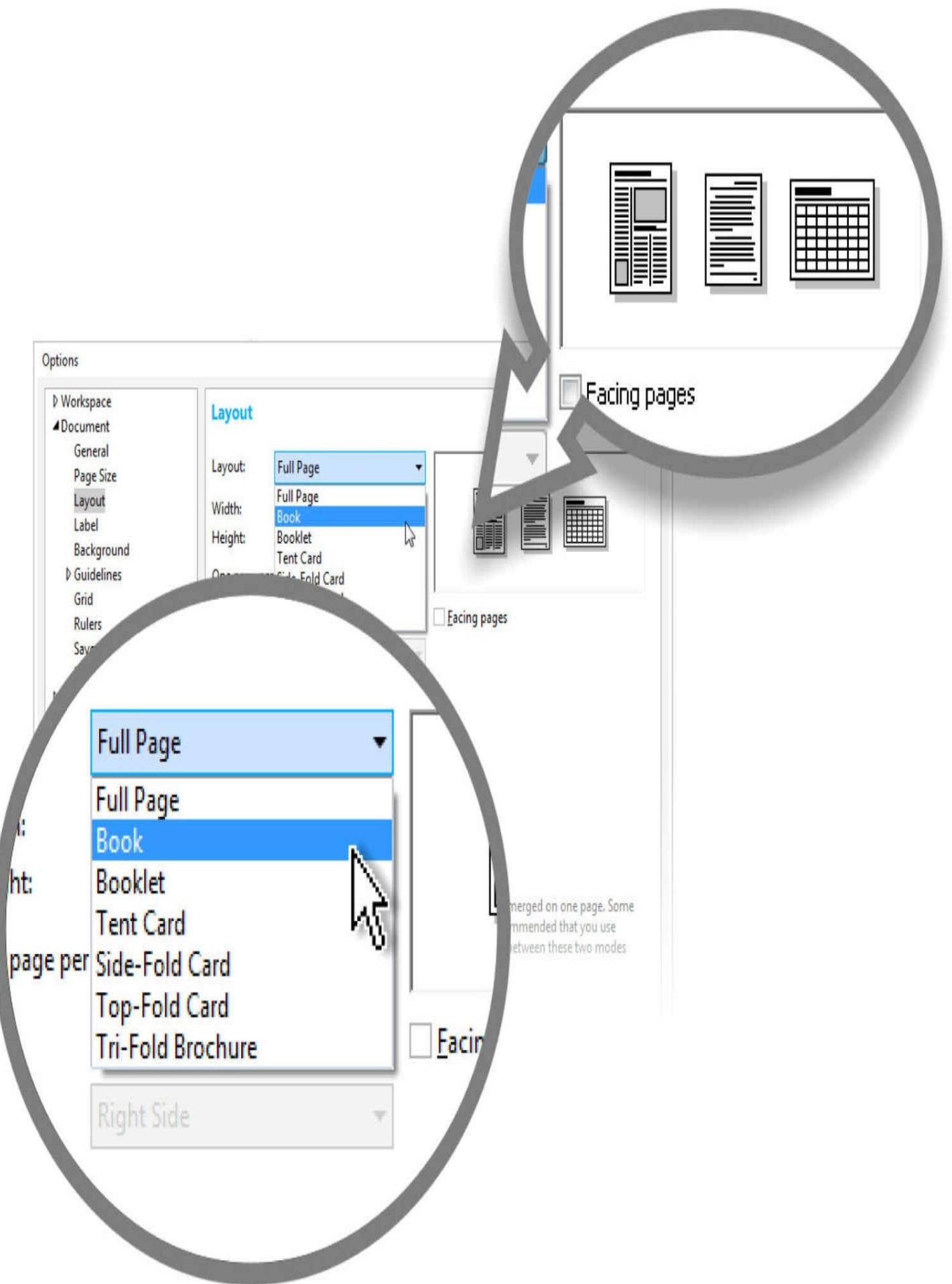
Using Layouts and Labels

The Property Bar is used to set up basic page and paper sizes and orientation, but designers often need to lay out designs for items such as labels, booklets, tent cards, and greeting cards *that are printed on standard size paper*. These items are definitely *not* laid out like a single-page flyer. Happily, CorelDRAW provides specialized layouts that are just a few clicks away, so you don't have to sit at your workstation all day folding paper to try to figure out exactly where the fold lines are and where the text needs to be upside

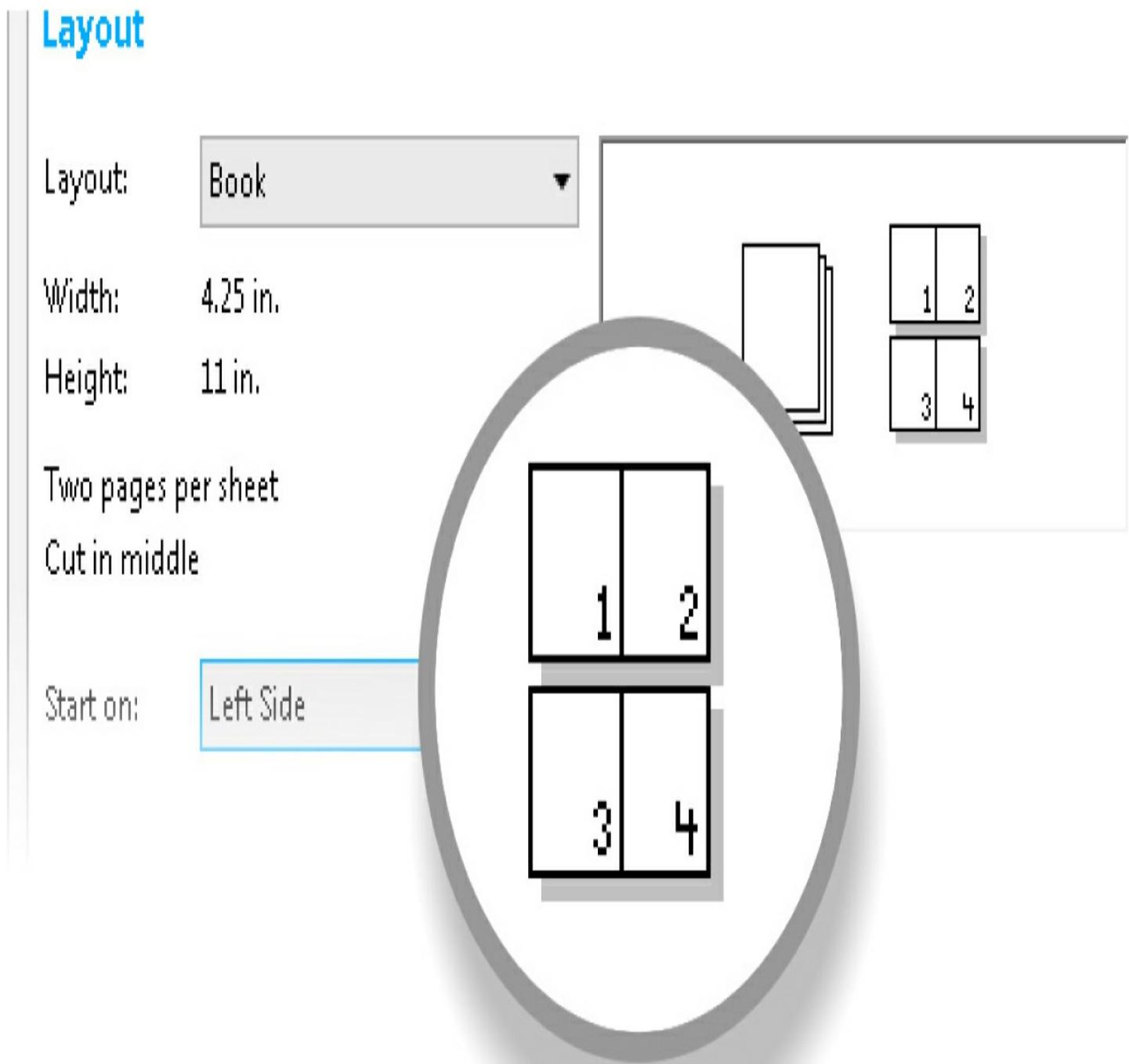
down. These timesavers are not on the Property Bar—you need to open the Options dialog to select the one you need from the Layout drop-down box.

Choosing Specialized Layouts

On the Layout page of the Options dialog, you can choose from seven specialized layouts for your document, including Full Page, Book, Booklet, Tent Card, Side-Fold Card, Top-Fold Card, and Tri-Fold Brochure.



- **Full Page** This layout style is the default for all new documents, and it formats your document in single pages, like those shown in the previous illustration.
- **Book** The Book layout format, shown in the following illustration, divides your document page size into two equal vertical portions, and each portion is considered a separate page. When printed, each page is output as a separate page.

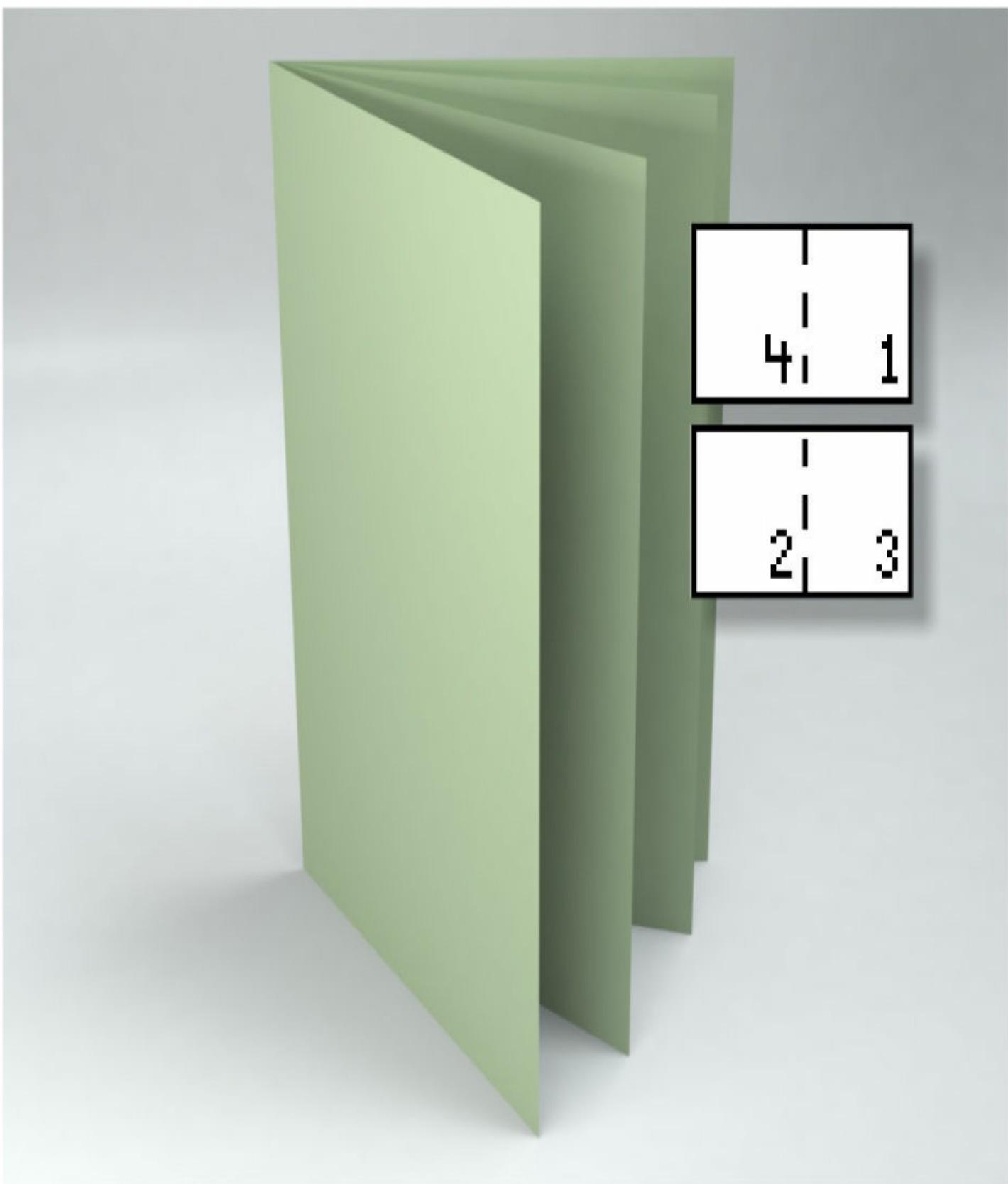


- **Booklet** In a similar arrangement to the Book layout, the Booklet layout format

divides your document page size into two equal vertical portions. Each portion is considered a separate page. When printed, however, pages are paired according to typical imposition formatting, where pages are matched according to their final position in the booklet layout. In a four-page booklet, this means page 1 is matched with page 4, and page 2 is matched with page 3, as shown here.

Layout:

Booklet

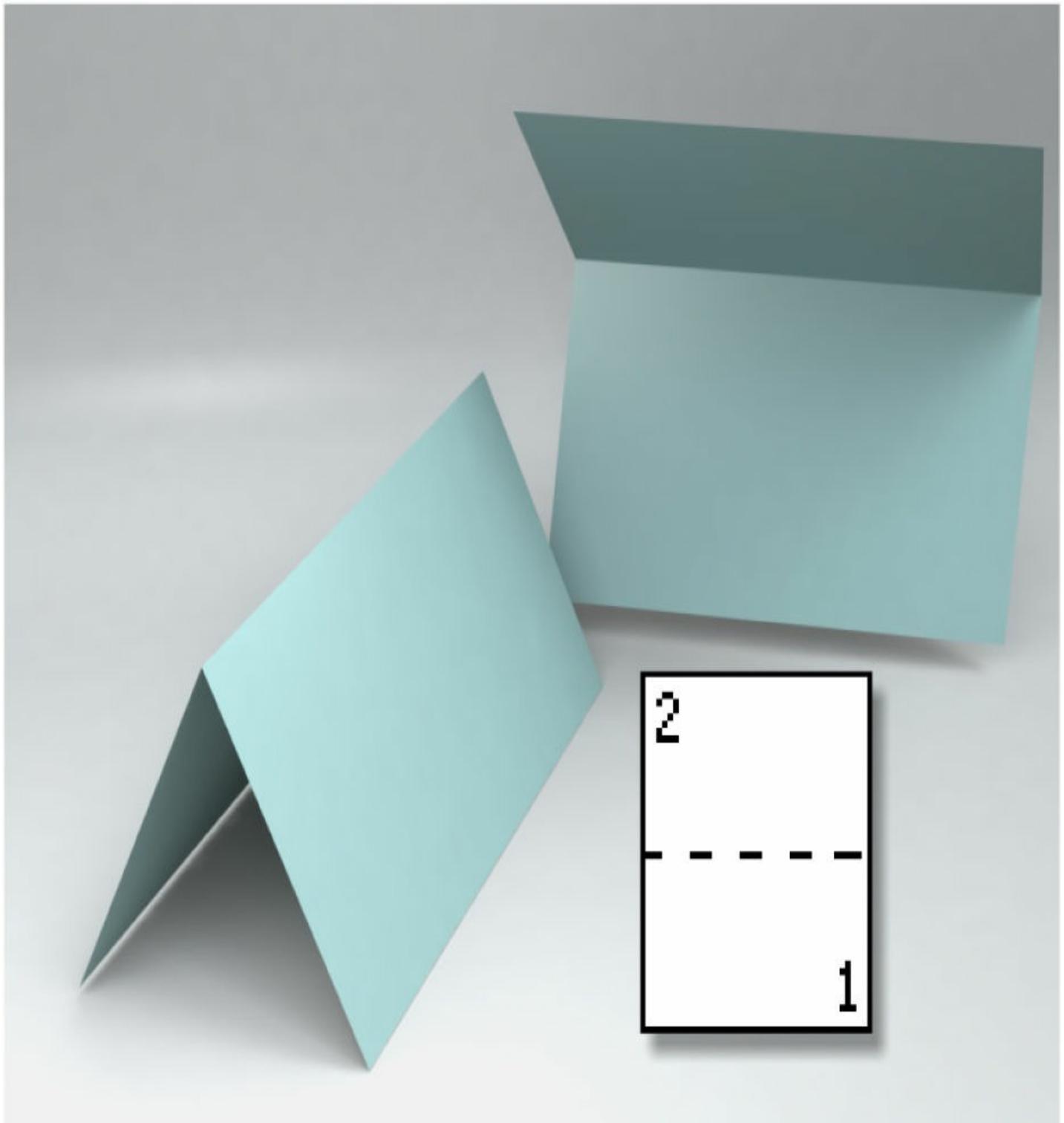


- **Tent Card** The Tent Card layout format divides your document page size into two

equal horizontal portions, although each portion is considered a separate page. Because tent card output is folded in the center, each of your document pages is printed in sequence and positioned to appear upright after folding.

Layout:

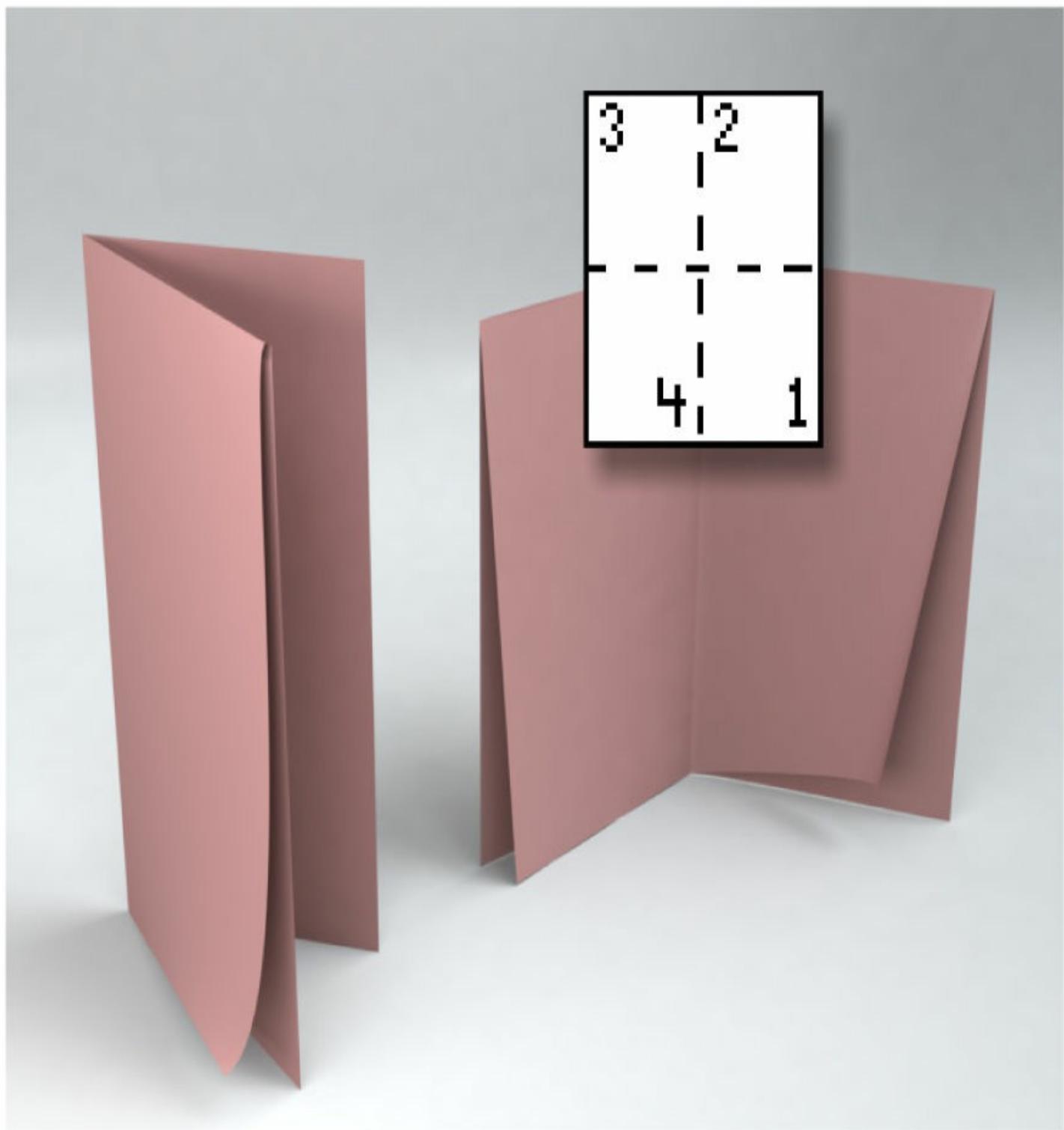
Tent Card



- **Side-Fold Card** The Side-Fold layout format divides your document page size into four equal parts, vertically and horizontally. When printed, each document page is printed in sequence, and positioned and rotated to fit the final folded layout. Folding the printed page vertically and then horizontally results in the correct sequence and orientation.

Layout:

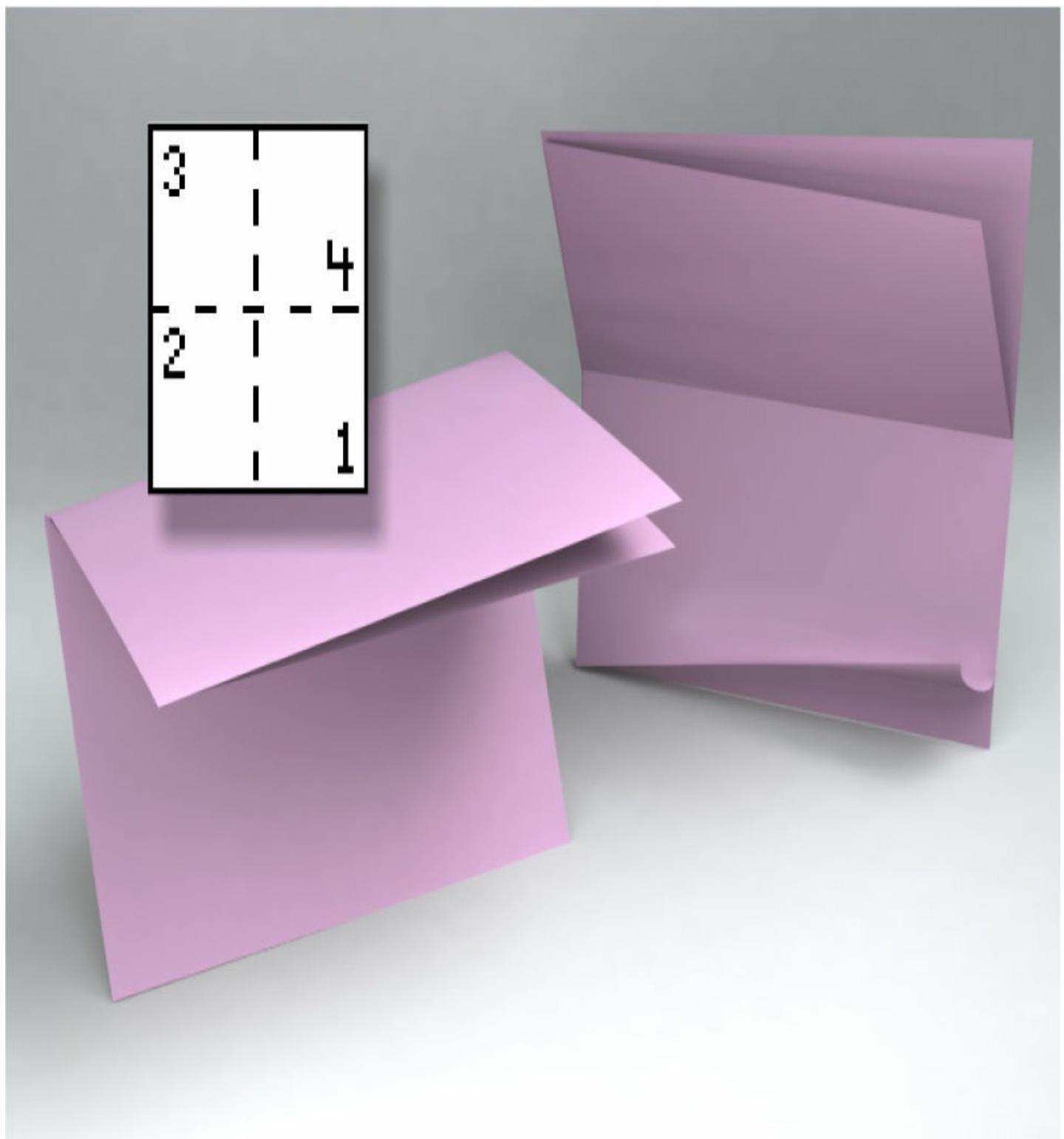
Side-Fold Card



- **Top-Fold Card** Like the Side-Fold layout, the Top-Fold layout format also divides your document page size into four equal parts, vertically and horizontally. When printed, each document page is printed in sequence, and positioned and rotated to fit the final folded layout.

Layout:

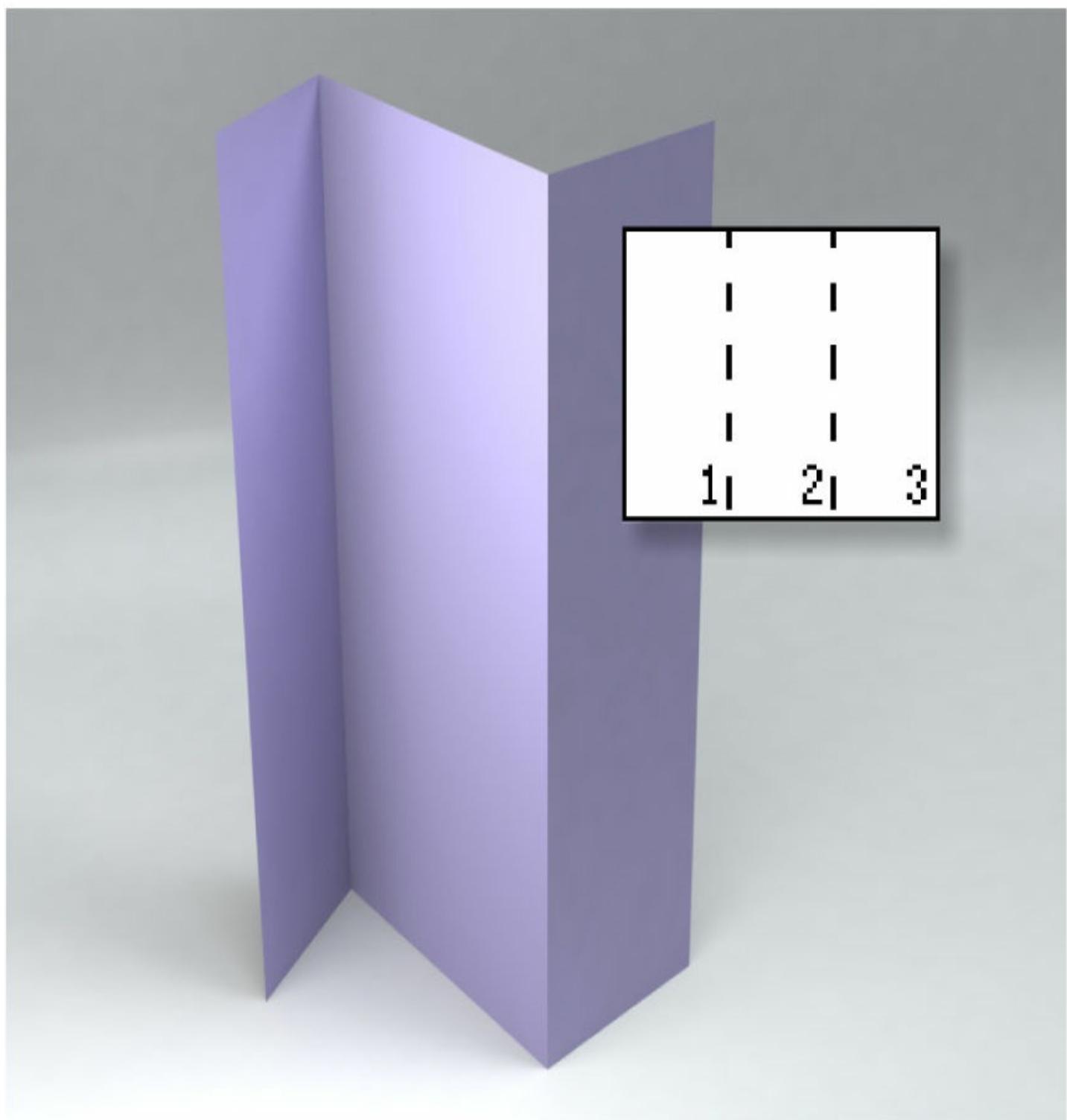
Top-Fold Card ▾



- **Tri-Fold Brochure** Set your page orientation to Landscape by clicking the Landscape icon on the Property bar—using the Pick tool while nothing is selected. You now have

the ideal layout for travel brochures and restaurant tabletop stand-up menus. You can print both sides for a total of six panels, with live space measuring about 3½" wide and 8" high on the end panels.

Layout: Tri-Fold Brochure ▾



Using Preformatted Labels

CorelDRAW has a comprehensive collection of label formats for preformatted paper stock, from vendors such as Avery, Ace, and Leitz. To use most of these label formats, your document page should be set up for Portrait orientation. Once you've clicked the Label entry under Document in the left column, click the Labels button on the right panel, and then the Size page turns into the Label page, offering access to the label collection. After you've selected a specific label format, the preview window shows its general layout and indicates the number of rows and columns available, as shown here.

Options

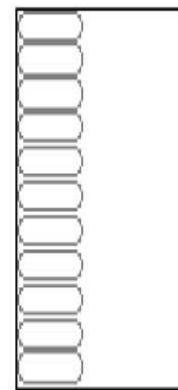


- ▷ Workspace
- ◀ Document
 - General
 - Page Size
 - Layout
 - Label**
 - Background
- ▷ Guidelines
 - Grid
 - Rulers
 - Save
 - Export To HTML
- ▷ Global

Label

Normal Paper Labels

- ▷ AVERY Lsr/Ink
- ▷ AVERY Pin 42-x
- ▲ AVERY Pin 4xx
 - 4010-.9x3.5 Add
 - 4011-1.4x4 Add
 - 4013-.9x3.5 Add
 - 4014- 1.4x4 Add
 - 4015- .9x5 Address
 - 4016- .4x2.8 Add
 - 4017- 2.3x3.7 Shi
 - 4018 .9x5 Add



AVERY Pin 4xx, 4010-.9x3.5 Add

[Customize Label...](#)

OK

Cancel

Help

After you choose a label format and return to your document, each of your document pages will represent an individual label. You'll need to add the exact number of pages to accommodate all of your labels. If you don't see the exact manufacturer for your specific label type, you can create your own from scratch or base it on an existing label format (see [Figure 4-3](#)). Choose an existing label from the list of label types, click Customize Label, set the number of rows and columns, and then set the label size, margins, and gutters according to your own label sheet. Once you've created the format, you may save your label by clicking the plus (+) button next to the Label Style drop-down list or delete a selected label from the list by clicking the minus (-) button.

Customize Label

Label style: Uncle Gerry's wine + - X

Label size

Width: 3.9 inches Height: 2.7 inches Rounded corners

Margins

Left: 0.3 inches Right: 0.3 inches Top: 0.5 inches Bottom: 0.1 inches Equal margins Auto margins

Gutters

Horizontal: 0.2 inches Vertical: 0.6 inches Auto spacing

OK Cancel Help

The dialog box displays a preview of four different label designs. Each design features a central logo with two figures holding glasses, surrounded by text: 'DELECTAMOUNTAIN 63 CARUS' on the left and right, '2015' at the top, 'GERALD BOUTON VINEYARDS' in the center, 'Bouton Rouge' in large letters, 'A Superior Red Wine For All Occasions' in smaller text, and 'NEW YORK STATE' at the bottom. The designs differ in the placement and orientation of the text elements.

FIGURE 4-3 If you don't find the label you need, modify an existing label using the Customize Label options.

Naming Pages

Whenever a new document is created, CorelDRAW automatically creates the names, such as “Page 1,” “Page 2,” and so on. These default page names can be customized using several different methods.

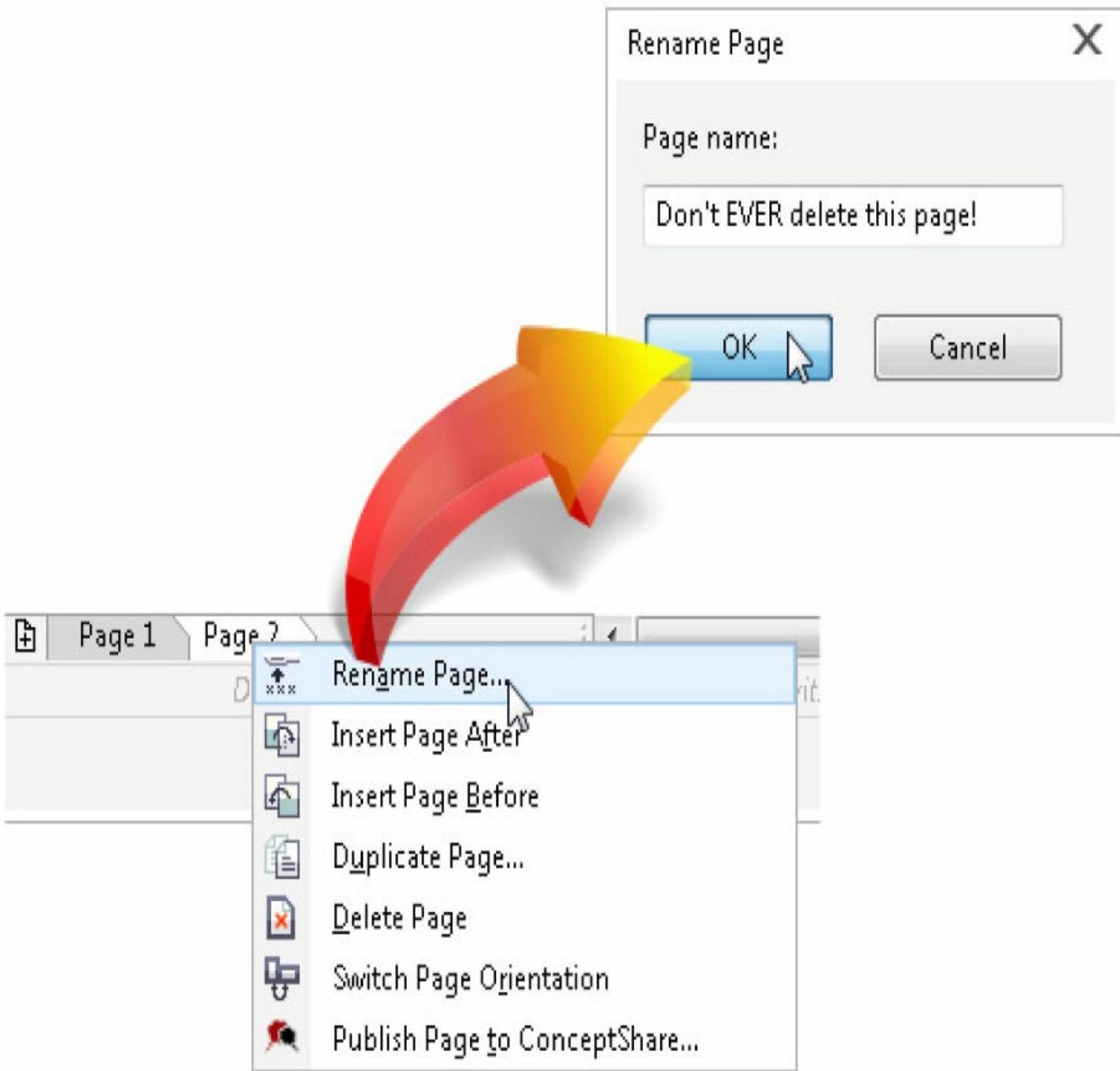
When creating web page documents—where each document page is a separate web page—adding a unique name to the page creates a title for the exported page. When your document is printed, page names can also be printed in the margins, can indicate the contents of the page, and can provide other page-specific information. To do this, you use the Pre-Press tab in the Print dialog, choosing File Information options.



Tip Use the PAGE UP (previous page) or PAGE DOWN (following page) keyboard keys for fast navigation.

Using the Rename Page Command

Use the Rename Page command to assign a unique name to pages. Choose either Layout | Rename Page, or (more quickly) right-click the Page tab of your document window and then choose Rename Page from the pop-up menu to access the command. Using the Rename Page dialog, shown here, you can rename a page with a name of up to 32 characters, including spaces.



Saving Details with Your File

Document Properties is a CorelDRAW feature that provides details about a document you save without having to type in the margins. To access Document Properties—to both enter and view information—right-click on a blank part of the page. In addition to typing yourself little reminders, you can use Document Properties as a convenient method for tagging designs you export to JPEG and other bitmap file formats. As you can see in [Figure 4-4](#), the same information you type in Document Properties is available to Windows users when they right-click your image in a file folder and then choose Properties | Details.

Document Properties

Language: English (United States)

Title: Salt and Peppershakers

Subject: What McCoy used on patients instead of a th...

Author: Gary David Bouton

Copyright: ©Copyright 2016, Bouton

Keywords: shakers;salt;pepper;futuristic medical devices

Notes: This is how you can add embedded data to a CorelDRAW™ document.

Rating: 5 stars

File

Name and location: \\BLACKROCK\Gare N...

File size: 0.81MB (849468 bytes)

Created: Sunday, December 18, ...

Modified: Sunday, December 18, ...

Attributes: Archive

Document

Pages: 1

Layers: 3

Page size: Letter (11.00000 x 8.500...)

Page orientation: Landscape

Resolution (dpi): 300

Color

RGB Profile: sRGB IEC61966-2.1

CMYK Profile: U.S. Web Coated (SWOP...

Grayscale Profile: Dot Gain 20%

Primary color mode: RGB

Rendering intent: Relative Colorimetric

Graphic Objects

OK Cancel Help

Salt and Pepper shakers.cdr Properties

General Security Details Previous Versions

Property	Value
Description	Salt and Peppershakers
Title	Salt and Peppershakers
Subject	What McCoy used on patients instead of a th...
Rating	★★★★★
Tags	shakers;salt;pepper;futuristic m...
Comments	This is how you can add embedd...
Origin	
Authors	Gare
Program name	CorelDRAW X8
Tool version	18.10.0.661
File version	18.00
Revision number	0
Copyright	©Copyright 2016, Bouton
General	
Pages	1
Paragraph count	0
Line count	0
Word count	0

[Remove Properties and...](#)

OK Cancel Help



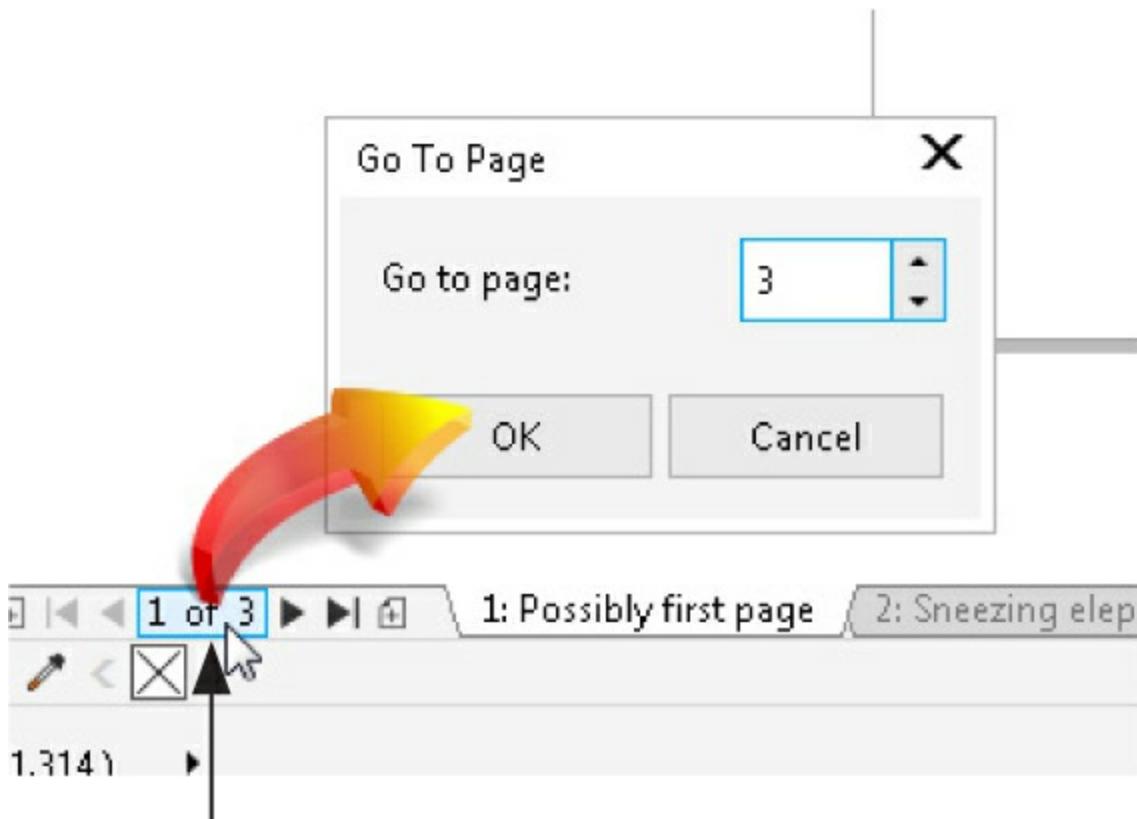
FIGURE 4-4 Save your CorelDRAW files and exported bitmaps with Document Properties metadata.



Note Users who don't own CorelDRAW cannot access Document Properties info you've embedded in a native CDR file by right-clicking. The solution to this problem is to make them buy CorelDRAW!

Navigating a Multipage Document

To go to different pages in a document, click a Page icon at the lower left of the document window. If the page isn't in view, you can scroll to locate it, or (for lengthy documents) open the Go To Page dialog, shown next, by clicking between the Next Page and Previous Page buttons at the lower left of your document window. It's the field that lists the pages ("2 of 4," for example). The field turns light blue when you click on it. You can move quickly to a specific page in your document with this feature.



Click here to open the Go To Page dialog.

Using the Object Manager

The Object Manager docker offers the advantage of mass-editing page names from within a single docker. To open the Object Manager, choose Windows | Dockers | Object Manager. Once the docker is open, you want to be able to see all the pages in your document, so first make sure the Layer Manager View (the third button at top—see the following illustration) is set to All Pages, Layers, and Objects. Then click the first of the three buttons at top, Show Object Properties.

Edit Across
Layers

Show Object
Properties

Layer Manager
View



Click two times on the
page title to name or
rename a page.



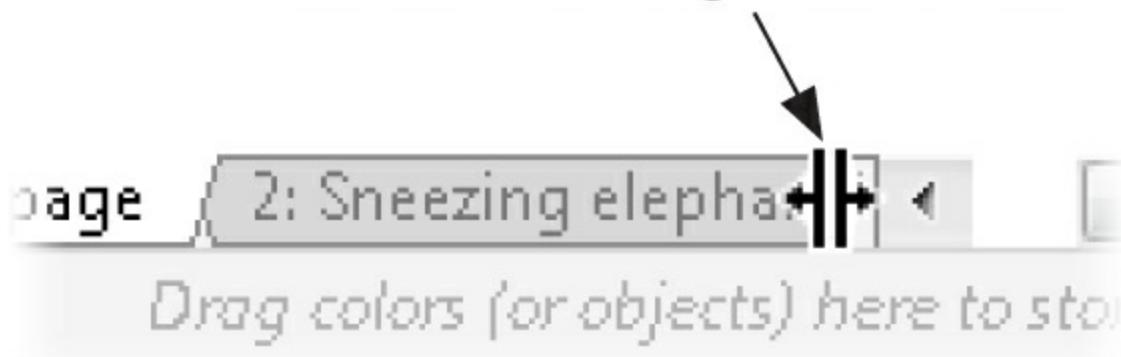
Tip The Object Manager is easily docked to the right edge of the UI, but you might accidentally close it on occasion, and it's a pain to go through three menu levels to fetch it again. Try this instead: there is no key combo for Object Manager, so open Options (the shortcut is a button on the Standard Bar and also the keyboard combo is CTRL-J) and then go to Workspace | Customization | Commands. In the Commands area, there's a drop-down you want to set to Object. Scroll about three-quarters down the list until you find Object Manager. Click the Shortcut Keys tab and then insert your cursor in the New Shortcut Key field. Next, *hold* (do *not* type!) CTRL, keep holding CTRL, then hold ALT, then hold M. *As soon as the shortcut appears in the box, release the keys.* Don't go to sleep on them—make a definitive and quick entry, or multiple entries will go into the field. Click Assign, click OK, and you're done. Object Manager is easy to remember with the *M* you used in the shortcut, and in no time, you'll be able to call up the docker in its floating state, all ready to use.

In this view, all page and object names are displayed. To rename any page (or any object), click once directly on the page title to select the page you want to name or rename, click a second time to highlight the page name text, then type a name, and finally press ENTER. Page names appear in the Page tabs at the lower left of your document window, accompanied by a numeral indicating the page's order in your document.



Tip To see more (or less) of the pages of your document in the Page tab area of your document window, click-drag on the vertical divider between the Page tabs and the horizontal scroll bar.

**Click-drag to expand/
reduce the Page tab area.**



Page Commands

There are several ways to add and delete pages from a document; using menu commands, shortcuts while holding modifier keys, and certain page views are three methods. However, quick is best, and in this section, you'll see the most convenient way as well as methods that are easier to remember. You can decide for yourself which best suits the way you work.

Inserting Pages and Setting Options

From the main menu, choose Layout | Insert Page to open the Insert Page dialog, which has a host of options for specifying your new page properties and where you would like to add the new page in relation to your existing pages. Look ahead to the next illustration to get a better visual on the explanation to come.

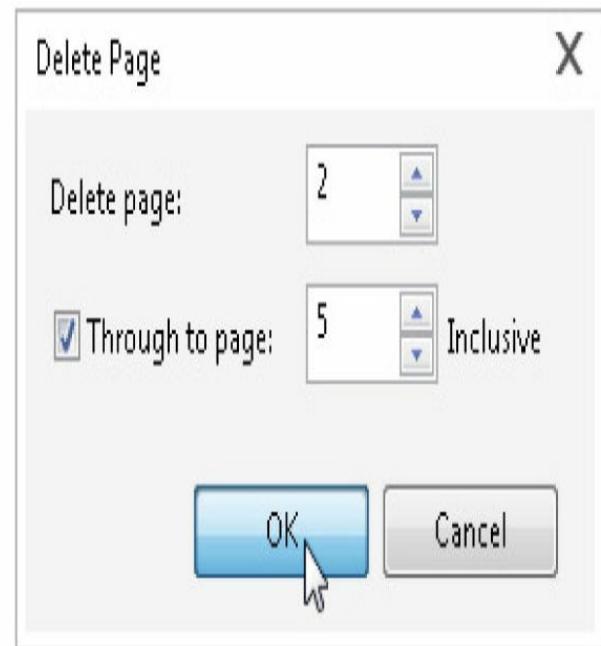
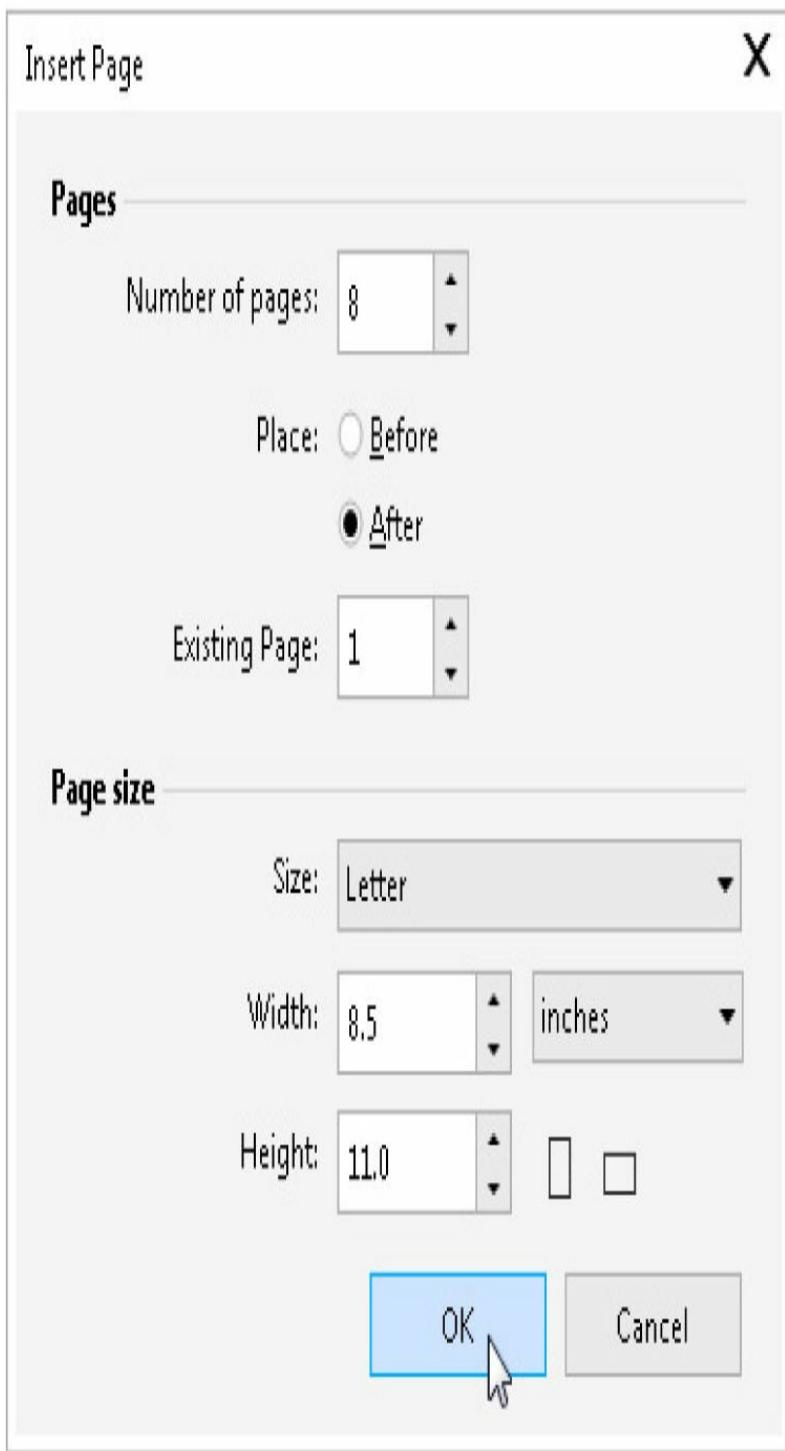
In the Insert Page dialog, enter the number of pages needed in the Number of Pages box and then choose to add them either before or after your current page, or between specific pages in your document using the Existing Page box. You are not limited to the orientation or size of your current page when you add pages, unlike the constraints imposed by traditional printed books and magazines!



Tip To quickly add a new page to the beginning or end of your document, go to the first or last page and click the plus (+) symbol on the left or right of the page buttons at the lower left of your document window. To add a page before or after your current page, right-click the Page tab to the right of these buttons and choose either Insert Page Before or Insert Page After from the pop-up menu.

Deleting Pages

Deleting document pages can be done by choosing Layout | Delete Page from the main menu; you can delete one or more of the existing pages in your document. By default, the dialog opens to display the current page as the page in the Delete Page box, shown on the right in the following illustration, but you may select any page before or after your current page if you choose. To delete an entire sequence of pages, click the Through To Page option, which enables you to delete all pages in a range between the page specified in the Delete Page dialog through to any page following your current page. Pay careful attention to the word “Inclusive” after the last page number: if you type, for example, 10 when you want to delete pages 1–9, well, oops—there goes your day unless you press CTRL-Z immediately!



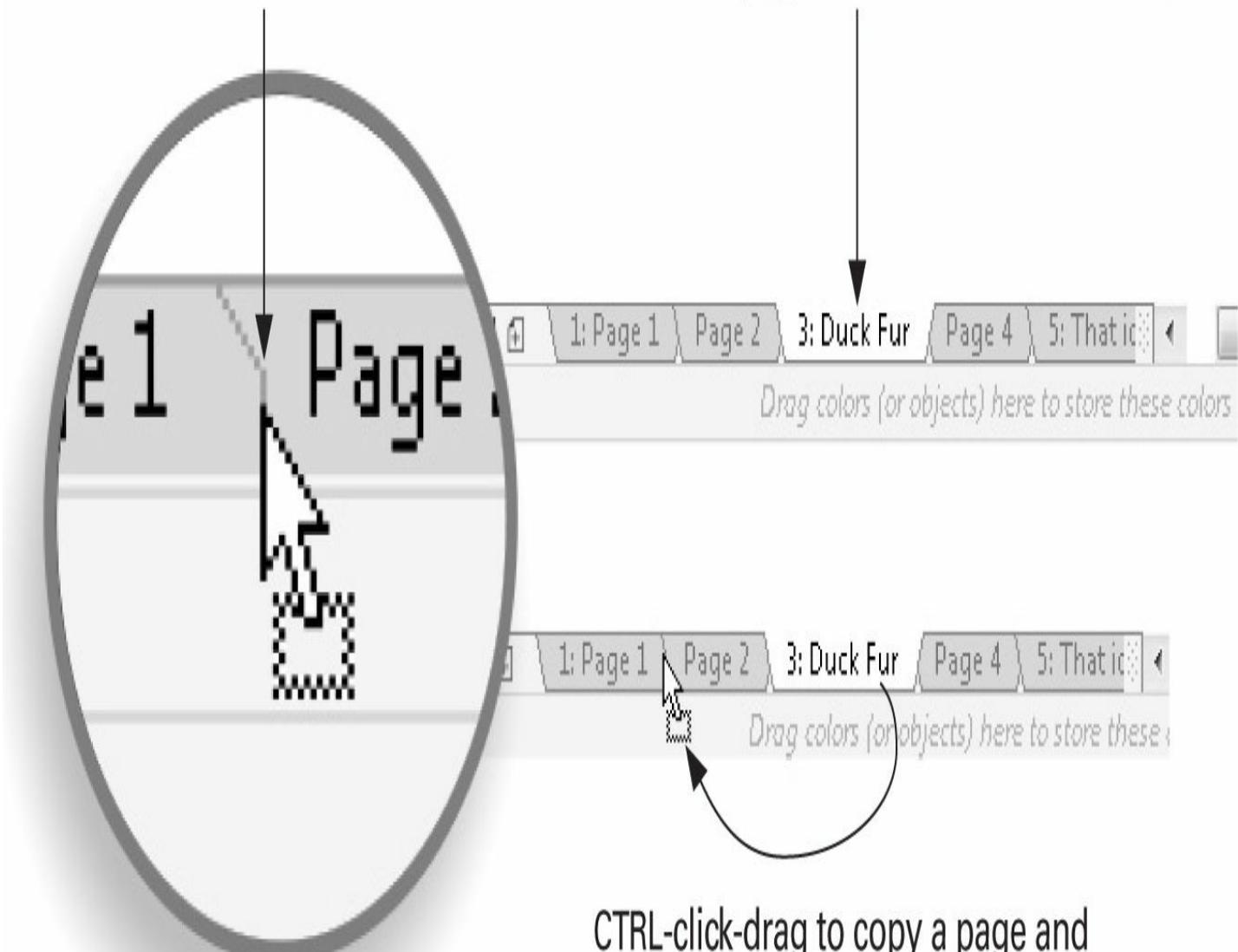
Tip To delete the current page, right-click the page name on the Page tab and then choose Delete Page from the pop-up menu. *There is no confirmation* when you delete a page, so make sure you've had your second cup of coffee in the morning before doing this.

Moving and Duplicating Pages

You're going to create such fantastic content in CorelDRAW that you might not even want to delete it. Instead, you might want to move and/or copy pages. To move a page, use a click-drag action on the Page tab to drag it to a new position. To copy a page—*and all its contents*, thus creating a new page order—hold CTRL while click-dragging the Page tab, moving the page to a new position. You can see this in the next illustration. CorelDRAW does not duplicate the name of a user-named page; you'd wind up with an organizational nightmare if it did, so it's a good practice to name a duplicate page after you've created the copy.

Border

Click to select the page title, and then drop it on the border before the page title where it is to be moved.



CTRL-click-drag to copy a page and its contents to a specific location.

Result:

Using the Page Sorter

Page Sorter is a view that provides you with a broad look at your document and all its pages. In this view, you can add, delete, move, or copy pages in a single view. You can

also change the Paper Type/Size setting and the page orientation of all the pages or just selected pages. A CorelDRAW document can contain pages of different sizes, which can be very handy when you are designing matching business cards and letterhead or other similarly related materials. To open your document and all its pages in Page Sorter view, choose View | Page Sorter View. Page Sorter displays all pages in your document.



Incredible artwork.cdr



Page 1



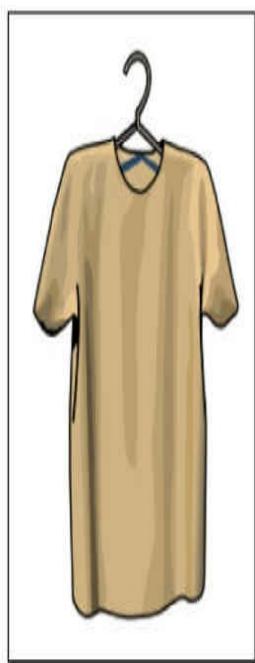
Drawing of a duck



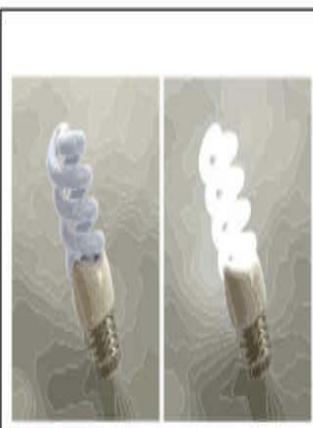
Page 3



Page 4



Page 6



Higher priority



High Priority

That idiot client wants this don



Tip Using Page Sorter, you can export either your entire document or only selected pages quickly. Click to select the page you want to export and choose File | Export, or click the Export button in the Standard Bar to open the Export dialog. To export only specific pages, click the option Export This Page Only, which, by default, is not selected. Exporting is *not* to be confused with *saving*; exporting pages is usually done to get your work into bitmap format, Adobe Illustrator file format, or Corel Media Exchange (CMX). Note that with some file formats such as PNG, it is not possible to “batch export” individual pages to a file.

In Page Sorter view, a single click selects a page. Holding SHIFT while clicking pages enables you to select or deselect multiple contiguous pages. Holding CTRL while clicking enables you to select or deselect noncontiguous pages. The following actions enable you to apply page commands interactively to single or multiple page selections, as seen in [Figure 4-5](#):



Page 1

Page 2

Page 3

Page 4

Pages 2 and 4 being moved to between 5 and 6

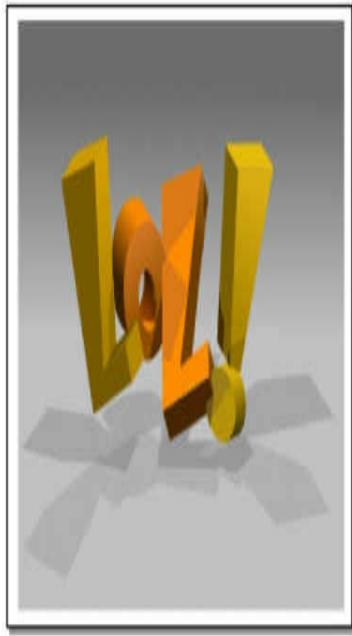
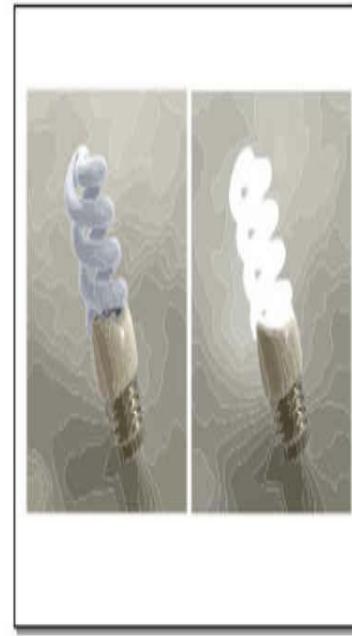


Page 5

Page 6

Higher priority

High Priority



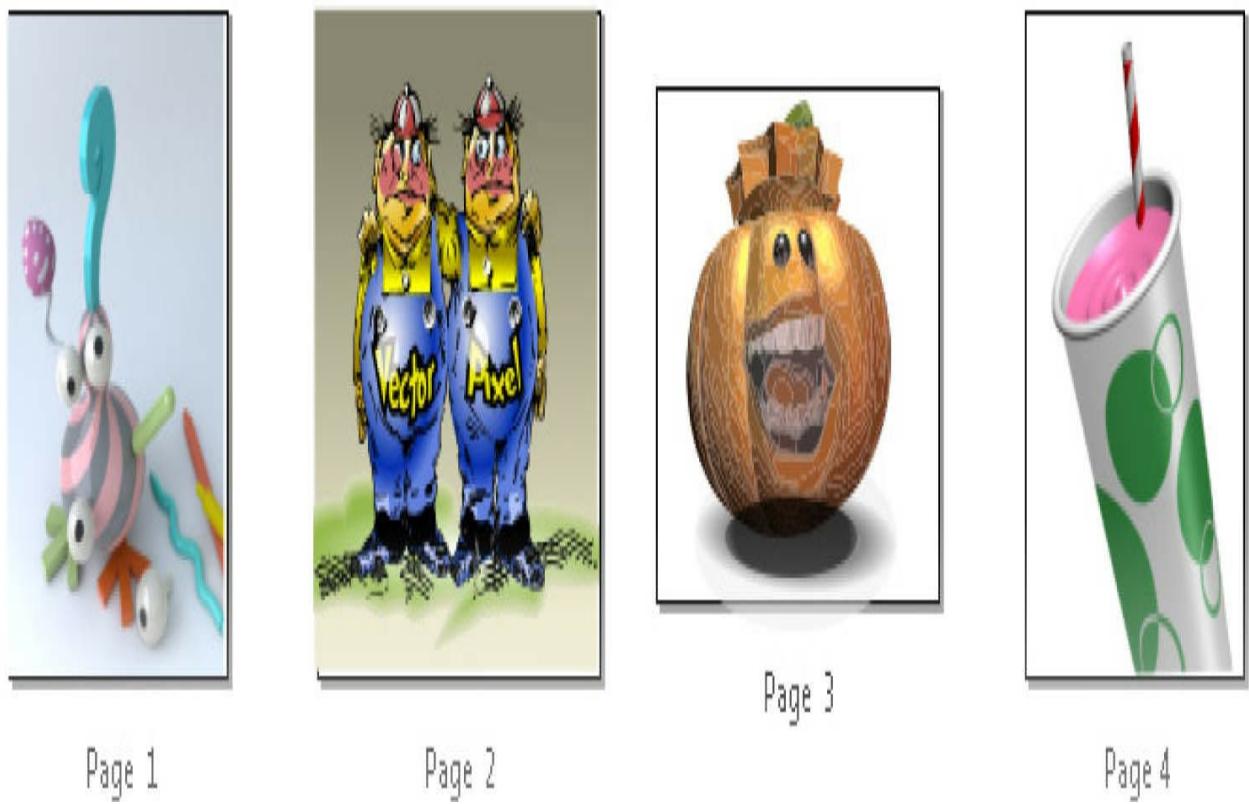
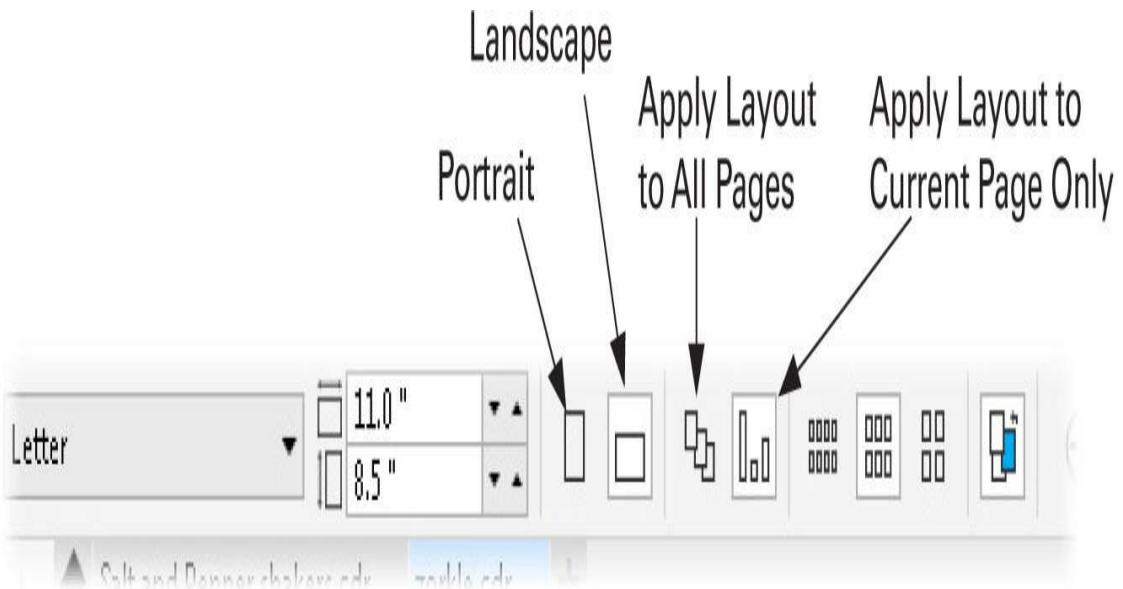
I-beam indicates insertion point.

FIGURE 4-5 Page Sorter helps you manage your document pages interactively while viewing all page properties.

- **Move page(s)** To move a page and change its order in your document, click-drag the page to a new location. During dragging, a vertical I-beam appears, indicating the insertion point for the page or the first page of the selected sequence of pages.
- **Add page(s)** To add pages to your document, right-click any page and choose Insert Page Before or Insert Page After from the pop-up menu to insert a page relative to the selected page.
- **Copy page(s)** To copy pages—and their contents—hold CTRL while click-dragging the page to a specific location. During dragging, a vertical I-beam appears, indicating the insertion point for the page copy or the first page of the selected sequence of pages.
- **Name or rename a page** To add a new name or change an existing page name, click the page itself and then click the name below the page to select it. Click a second time to highlight the page title and then enter a new name. Finally, press ENTER. You can also rename a page by right-clicking a specific page and choosing Rename Page from the pop-up menu to highlight the page name for editing.
- **Change page size/orientation of all pages** In Page Sorter view, the Property Bar displays typical page property options for applying standard or custom page sizes and changing the orientation between Landscape and Portrait.

If you want to change the orientation of *all* the pages in the document, click the All Pages button on the Property Bar and *then* click either the Portrait or the Landscape button to change all pages to that orientation.

- **Change page size/orientation of selected pages** If you only want to change the orientation of some of the pages, click the Current Page button. Select the pages you want to change and then click the Portrait or Landscape button to change the page(s) to the desired orientation, as shown here.



Changing the orientation in Page Sorter view not only changes the view but also how the pages themselves are oriented in the document. As you can see in this illustration, the first and last pages have drawings that look better in Portrait view; you CTRL-click pages 1 and 4 in this example, click the Current Page button, and both the Page Sorter view and the pages themselves are reoriented. If you want to rethink this dynamic change, repeatedly press CTRL-Z (Edit | Undo Edit Properties) to restore your document.

Exiting Page Sorter view is easily done; click the Page Sorter View button. Any changes applied while in the Page Sorter are applied to your document.



Tip To exit the Page Sorter view and immediately go to a particular page in your document, double-click the page.

Working with Guidelines and Guide Layers

Now that you have a handle on page setup, multipage particulars, and page dimensions, it's time to turn to perhaps the first thing you *put* on a page: a guide. Guides help you design with accuracy and give you a perspective on a composition so you save time second-guessing where items should be in relation to one another.

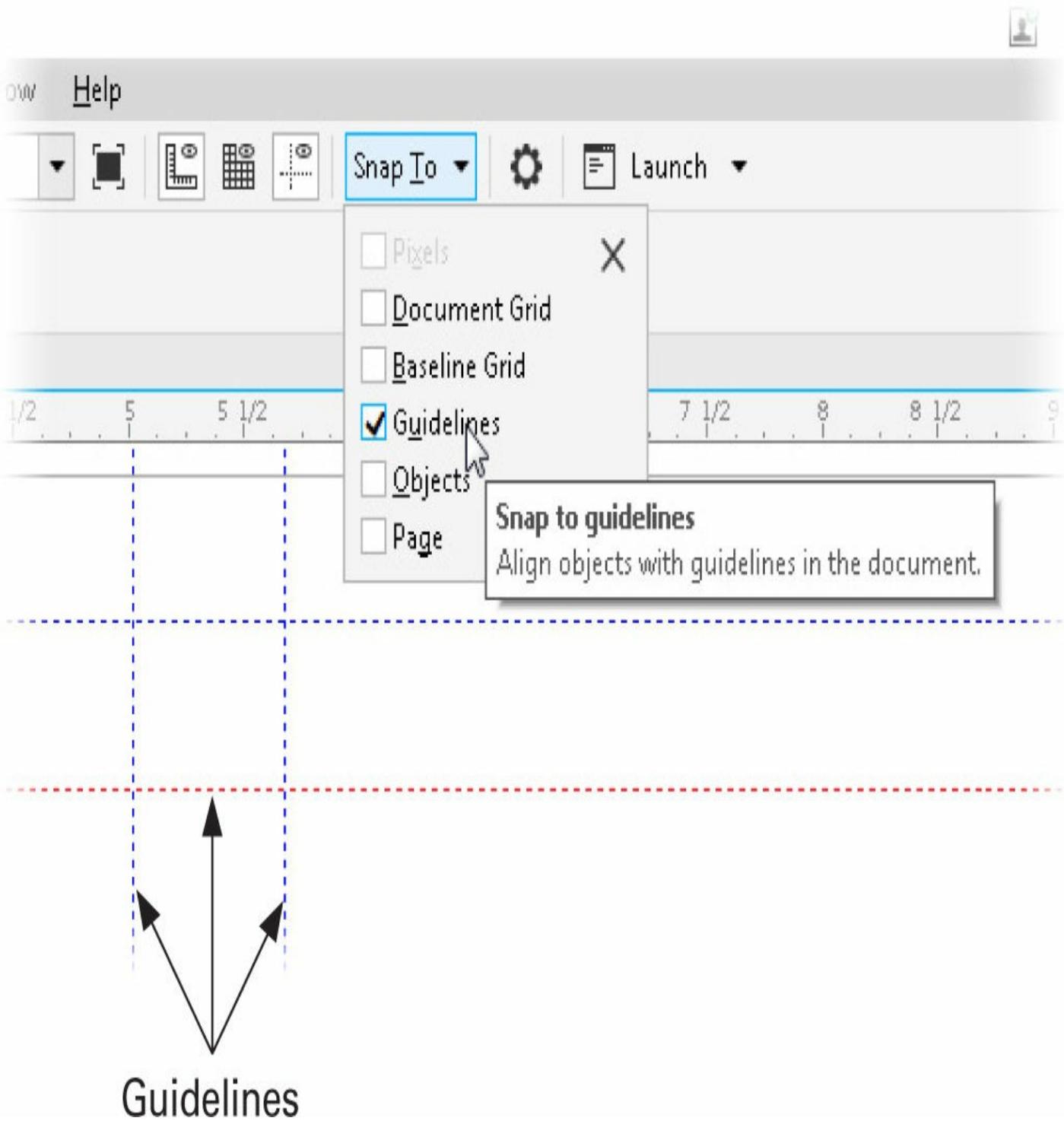
CorelDRAW's page guides, dynamic guides, and objects you put on guide layers don't print. Guides are just like the blue lines some of us used to draw on drafting tables before computer graphics. With CorelDRAW's digital tools and electronic guidelines, you have the precision only a cutting-edge computer application can offer; plus, you can place your guides with the same speed and ease as any object you draw on a page.

The following sections are the operator's manual for guides: how to use them and how to customize them.

Using Guidelines

Guidelines placed on your document page extend between the top, bottom, left, and right edges of the document window. Guidelines appear as vertical and horizontal dashed lines, but guidelines can also be *rotated*. In CorelDRAW, guidelines are considered unique objects—they have their own properties but are manipulated in many ways like the objects you draw.

To view or hide the display of guidelines in your document window, right-click a blank area of the page and then choose **View | Guidelines**. By default, a new document doesn't have any guidelines—you need to create them. To have objects *snap* to the guidelines you create, choose **Snap To | Guidelines** on the Standard Bar, as shown here.



Manipulating Guidelines

The following steps guide you (pun notwithstanding) through the tasks you'll need most often when working with guides:

- Make sure the rulers are visible; they're where many of the guides live. With the Pick tool selected, and no objects selected, right-click and then choose View | Rulers. Then, using any Toolbox tool you like, click-drag beginning on a ruler and then release the mouse button anywhere in the workspace. Although dropping a guide on the page is

most useful, you can certainly create a guide on the pasteboard area to measure and align objects not currently placed on the page.

- To move a guide, you need to select the Pick tool. Then hover the cursor over the guide you'd like to move; when the cursor turns into a double-headed arrow, you're all set and all you need to do is to click and drag the guide.
- If you want to eliminate a guide, hover over it with the Pick tool until you see the double-headed arrow cursor (to indicate you've selected it), click the guide to confirm it is "in focus" in the interface, and then press DELETE or CTRL-X.
- If you need a guide that travels diagonally, you create the guide first. Next, click it to select it and then click a second time; you'll see a center and rotation handle. One of the neat things about rotating a guideline is that you can move its center point before dragging on the rotation handles to, for example, rotate a guide around the corner of a shape you have on the page. You move a slanted guideline exactly as you do a perfectly horizontal or vertical guide—you click-drag it to reposition it. In the illustration of the maze, where the design needs shafts of light emanating from a center point, that is *not* the default center of a guide that's put into slant mode. No problem; you change the center of rotation and then drag a rotation handle clockwise or counterclockwise. See the illustration; it should shed some light on guidelines. Sorry.



Rotation handles

Cursor

Center of rotation



Tip Treat a guide like any other object on the page. You can move and rotate several guides by SHIFT-selecting them. You can also drop a copy of a guide, like you do to duplicate objects.

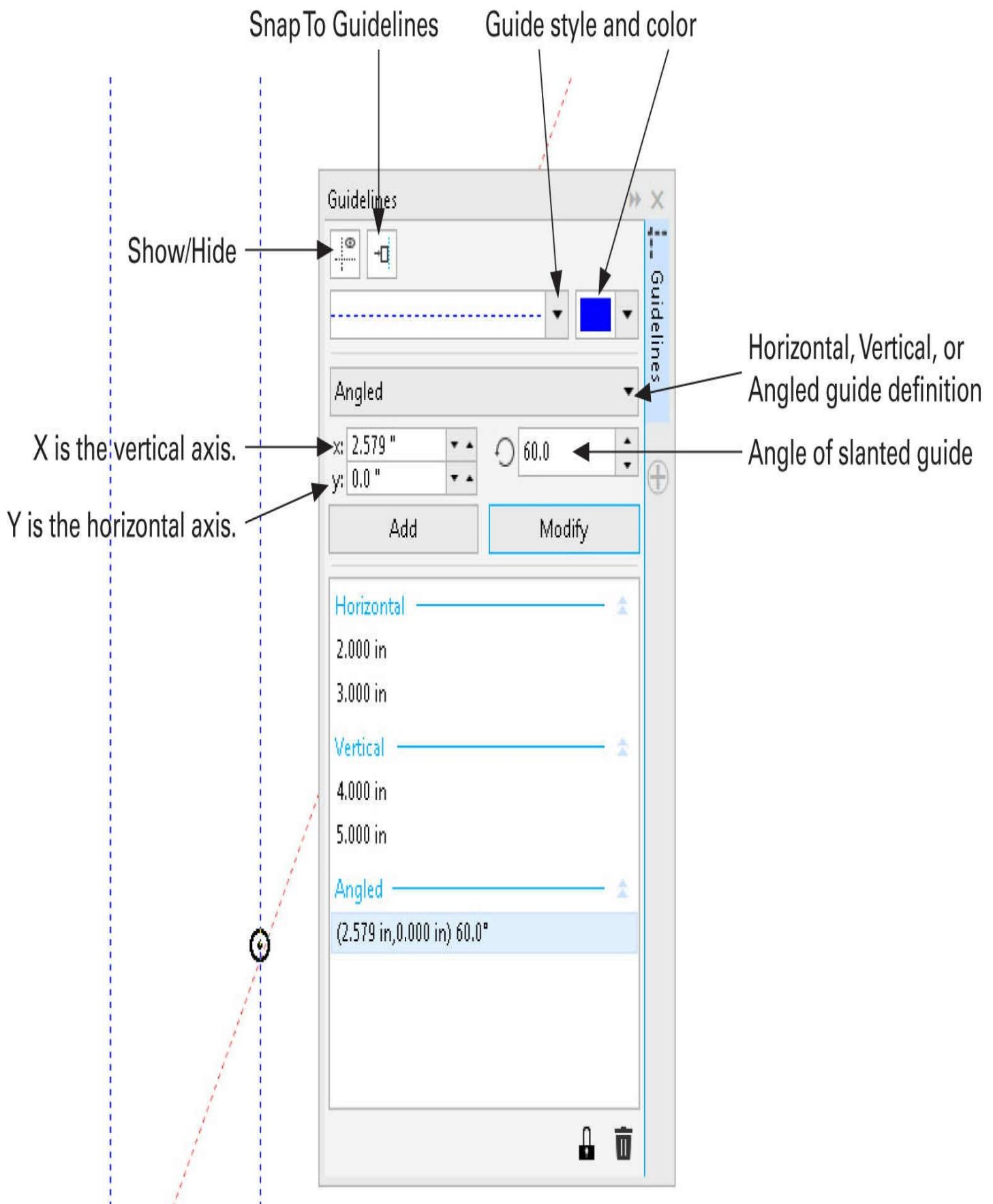
Controlling Guideline Properties

If you want to place several guidelines at an exact spacing, you manage them all via Tools | Options | Documents | Guideline. Separate subsections are here for controlling the vertical, horizontal, and slanted guidelines. You can also right-click either of the rulers and choose Guidelines Setup, and a Guidelines docker appears. Additionally, while a guideline is selected in a document, you can open the Guidelines docker by clicking the Guidelines button on the Property Bar.



Tip You can also double-click a guide in the drawing workspace using the Pick tool or the Shape tool to display the Guidelines docker.

The engineers at Corel have simplified the process and centralized your options for guidelines placement, all through the Guidelines docker. You first choose Horizontal or Vertical Guides from the drop-down list; the Y box becomes active, and you type in a value and then click Add. Remember, the Y measurement is, by default, the same as the rulers: values increase from bottom to top. You also have a lock option. You can change a guide's value on the page by typing in a new value after you've clicked the guide in the list and then clicking the Modify button. Additionally, at any time, your cursor can "step out of the box"; you can make a manual adjustment, and that adjustment is reflected in the inches value on the Guidelines docker's list. Try it out; it's quite a cool feature.





Tip Changing the color and style of guidelines is quite handy, for example, if you’re designing a series of medium blue rectangles. You’d certainly want to choose a contrasting color for the guides! Choose Tool | Options | Document | Guidelines to do this.

Adding, Deleting, and Moving Guidelines

You can adjust guides using the Guidelines docker’s Modify feature. The list below the main area on this docker contains the position of the existing guidelines on your document page. Here are steps to perform common tasks:

1. To create a new guideline, first choose Horizontal or Vertical from the button drop-down. Now, enter a value in the Horizontal, Vertical, or Angled num box, according to the position where you want the new guideline to be created, and then click the Add button. A new guideline is created where you want it.
2. To move an existing guideline, click it in the list, type the new value in the x or y num box, and then click the Modify button. The selected guideline has moved, and on the list you can see that its new location is correctly entered.
3. To delete a specific guideline, select it in the list and then click the trashcan button in the lower-right corner on the docker. The selected guideline is gone from the page and your document is immediately updated, as you can see on the page from your current view.
4. To remove all guidelines in the list, marquee-select all the entries on the list and then click the trashcan button.

Locking and Unlocking Guidelines

All guidelines are editable by default; you can move or delete them using the Pick tool. But occasionally a guideline that moves accidentally is as welcome as a friend holding your ladder sneezing accidentally. You can lock a guideline simply by selecting it with the Pick tool (the cursor should turn into a double-headed arrow straddling the guide) and then choosing Lock Object from the pop-up menu when you right-click. Unlocking a guideline is the inverse process of locking one. With the Pick tool, right-click over the guideline and then choose Unlock Object from the context menu.

Working with the Guides Layer

Guides belong to a special layer—named Guides on the Object Manager—reserved just

for these assistants. To view the layers in your document, open the Object Manager by choosing Window | Dockers | Object Manager. There are two Guides layers: if you click the Guides (All Pages) entry on the Object Manager list under Master Page, every guide you create will be featured on this page and on every page you create in the future in this document. On the other hand, every new page, including the first page, comes with its own Guides layer, and guides specific to a layer will not show on other pages. By default, all guidelines on the Guides layer are set as visible, nonprintable, and editable. You can change any of these options by clicking the symbols to the left of the Guides layer in the Object Manager docker, as shown here.



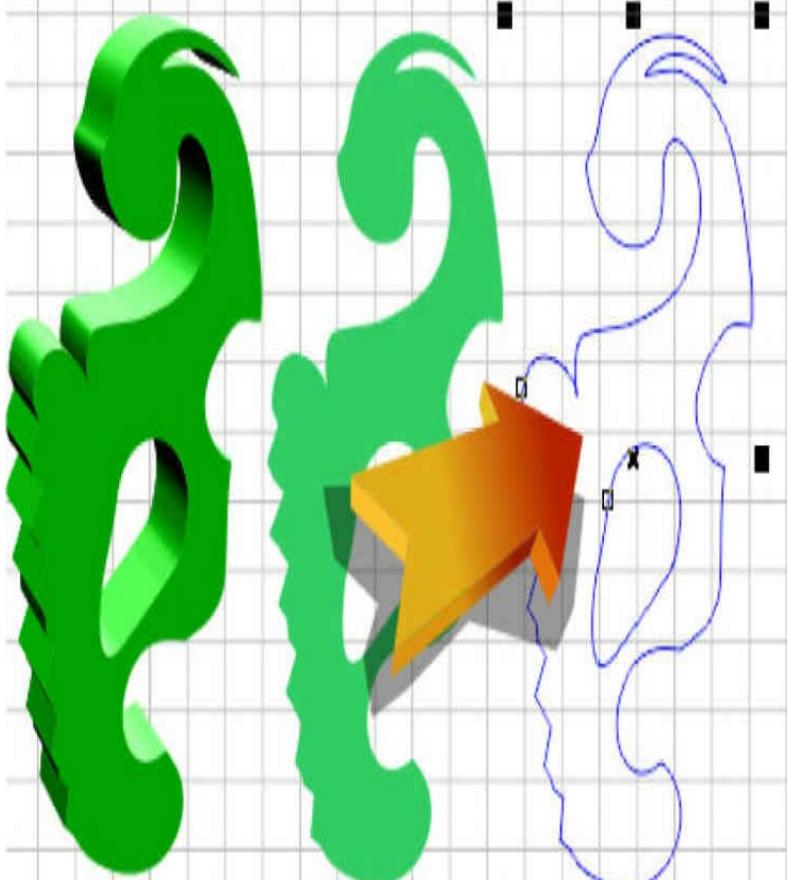
To set all options for a layer at once—including the display color of objects on the Guides layer in the Object Manager docker—right-click the layer name (for example, the Guides layer) and then choose Properties from the pop-up menu. Doing this opens the Guides Properties dialog to reveal further options.

Making an Object a Guideline

You can make almost any drawing shape into a guideline. Going the other way around, you can also turn a guide into a drawing object, and moving any guideline to a drawing layer automatically makes it a printable object. You use the Object Manager docker to move objects between layers. Moving any object to the Guides layer makes a guideline, with all the same properties as a typical guideline, except it doesn't have to be a *line*—spirals and trapezoids make useful guides. After an object becomes a guideline, anything you draw in its proximity snaps to it, as long as the Snap To Guidelines option is active. Think of the artwork you can clean up and refine when you're tracing over the original with a drawing tool that snaps to the original.

To move an object to the Guides layer, follow these steps:

1. Create or select at least one drawing shape that you want to use as a guideline.
2. Open the Object Manager docker by choosing Window | Dockers | Object Manager.
3. Expand the tree directories in the Object Manager docker to locate both the Guides layer on the Master Page and the shape you want to make into a guideline so that both are in view.
4. In the Object Manager docker, click-drag your shape icon (not the shape on the page) from its current page and layer to on top of the Guides layer title on the Master Page. As you drag, your cursor changes to an arrow pointing at representations of layers, indicating the shape's current position as it is dragged. You then release the mouse button, and the operation is a success. The following illustration also shows a “before and after” of a freeform object when it's moved to the Master Page Guides layer. Unlike guidelines you drag from rulers, a user-defined guide doesn't have the look of a dashed line; it's a solid line with no fill.



Object Manager

- Page 1
- Layer 1

Page 1

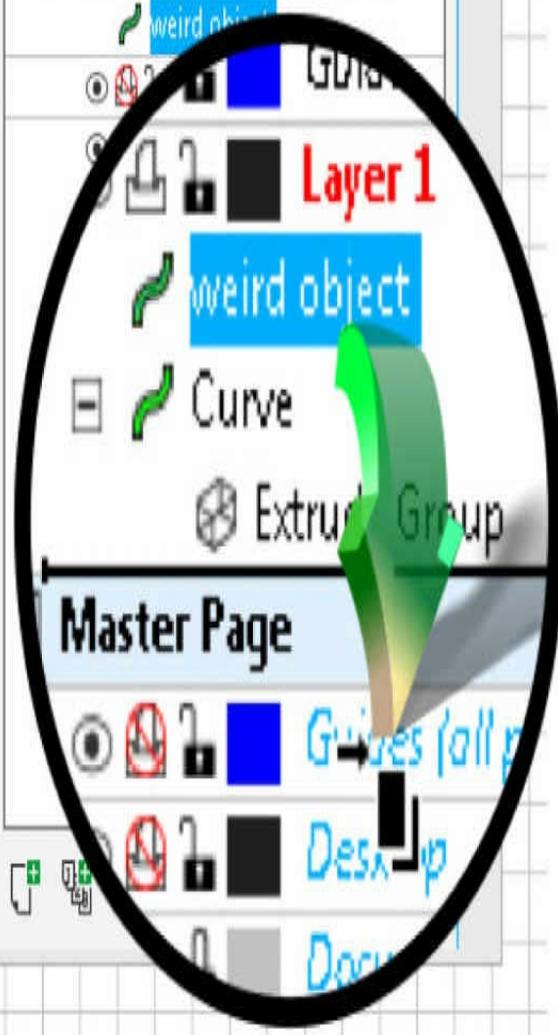
- Guides
- Layer 1
 - weird object
 - Curve
 - Extrude Group

Master Page

- Guides (all pages)
- weird object
- Layer 1
 - weird object
 - Curve
 - Extrude Group

Master Page

- Guides (all p)
- Des
- Doc



Generally, after you move a shape to the Guides layer, it's a good practice to lock the layer. A guide that moves when you don't intend it to is as useful as putting a stepladder on a pair of roller skates.

The New Alignment and Dynamic Guides Docker

Dynamic Guides now feature alignment and margins between objects as an additional perk in CorelDRAW. You'll find the Alignment and Dynamic Guides docker under Window | Dockers. The docker actually has three areas of functions—Alignment, Guides, and Margins—and you can enable all of them (although your screen might become cluttered with data you don't need), or uncheck one or more of the functions to use only what you need. The following sections take you through the features and buttons as well as how and why you'd use these features, by way of example.

Alignment Properties on the Docker

Before moving forward, do *not* mistake the Alignment feature on this docker for the Align and Distribute docker (CTRL-SHIFT-A). The Alignment and Dynamic Guides docker is a manual feature—it reports to you and offers suggestions, but it does *not* align things *for* you. It's a really sophisticated ruler, not a pocket calculator, as analogies go.

Figure 4-6 shows the Alignment features in action. To begin at the beginning, you must check the box for Alignment Guides on the docker before you can do anything with the Alignment and Dynamic Guides docker.

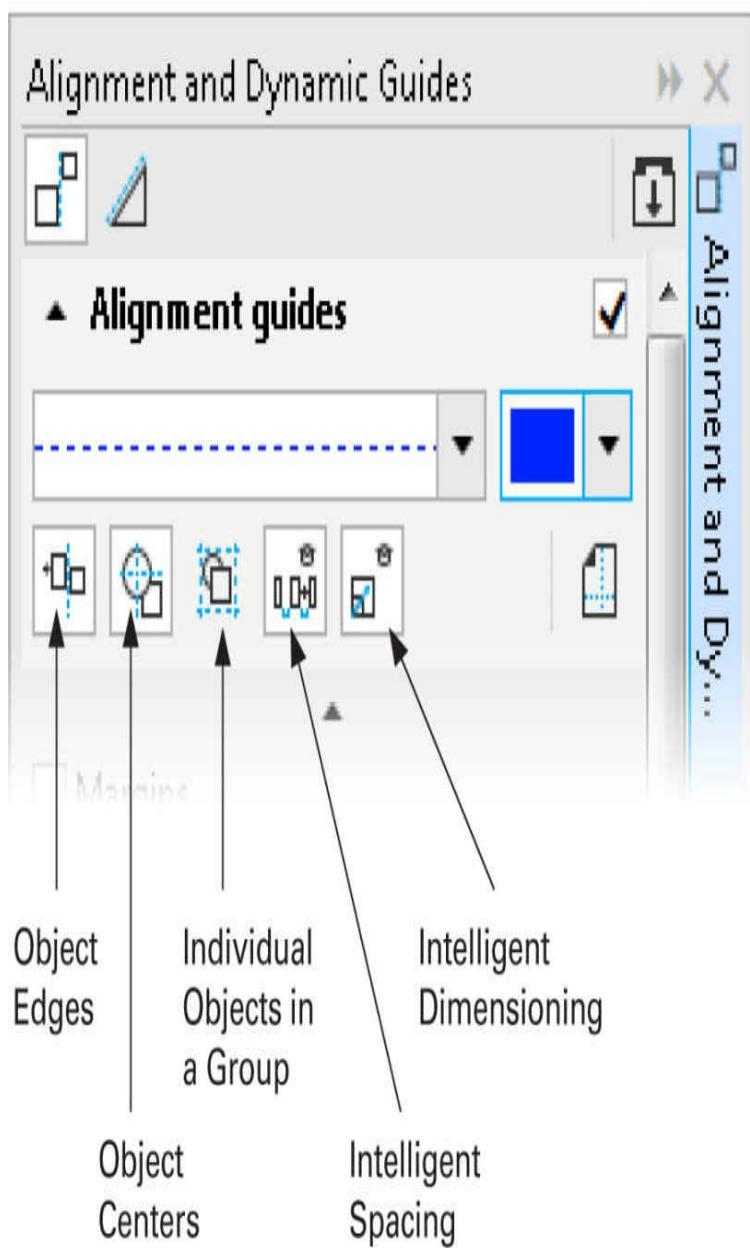
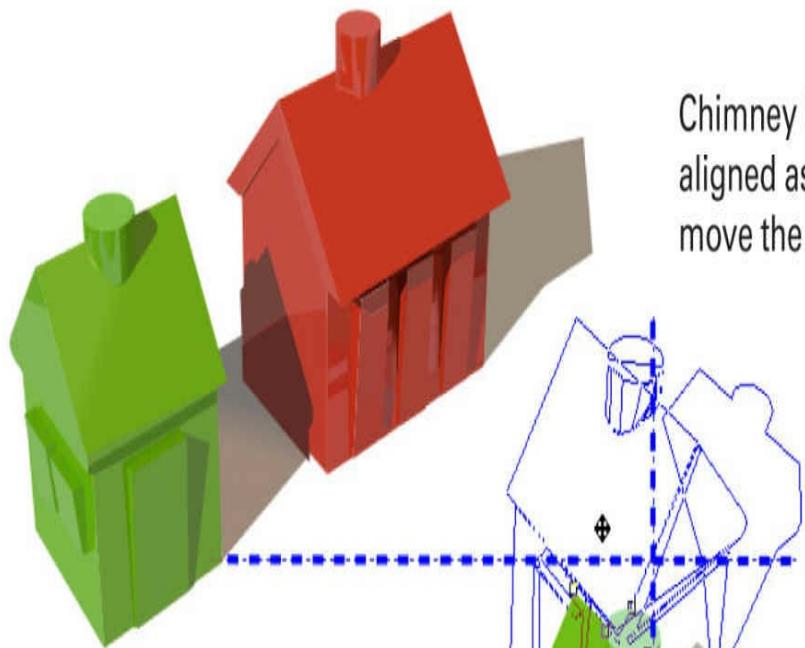


FIGURE 4-6 The Alignment and Dynamic Guides docker helps you in precise design measurements and placements, and it disappears when you're done.

Okay, the author is trying to renovate North Carolina Avenue by adding affordable housing (a \$200 house fits most people's budgets). The goal here is to align the house at the bottom right of the housing.cdr file (open it and try this yourself). By simply using only the Alignment features (Margins and Dynamic Guides are disabled), you don't have to hold CTRL to constrain movement, and all you do is drag up and a little to the left until you can see that the chimney hasn't moved horizontally at all as it has moved up vertically—the dashed light-blue alignment guide demonstrates this when your object is aligned. Also, the guide disappears if your object is moved out of alignment or if you release the mouse button.

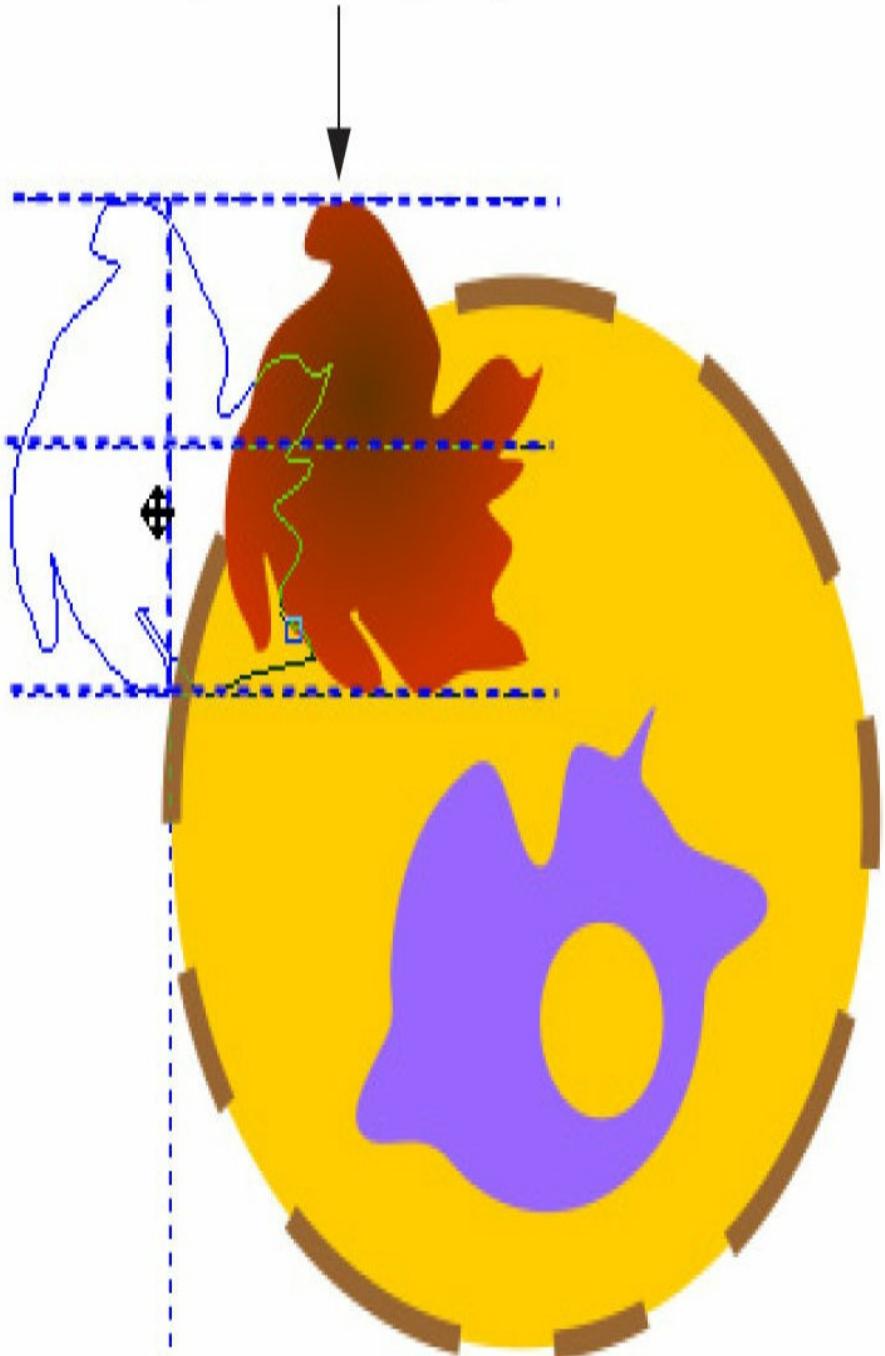
Figure 4-6 also shows the option buttons in the Alignment area, and they're new—and important—so a little time is devoted to their function in the following list.

- **Object Centers** Click this button if you want these temporary guides to appear when the object you're moving becomes aligned, vertically or horizontally, with the center of other objects on the page. This option is really good for quickly making an accurate distribution of several objects that you need to space apart equally.
- **Object Edges** This option is good to use in combination with Object Centers, so you can see exactly where in relationship to another object your desired object lies. In the case of aligning a square with another square, you will see two guides: one indicating top-edge alignment and the other indicating bottom alignment.
- **Individual Objects in a Group** When you need to align grouped objects, it's not necessary to ungroup them and then use either the Alignment and Dynamic Guides docker or the Align and Distribute docker. Nope. Instead, you can use the Pick tool to CTRL-click the lucky object to be aligned to something else in the drawing, and then move it around until the temporary guides tell you that your object is now realigned, as shown in this illustration.

CTRL-click with Pick
tool to move one
object in the group.

The object horizontally
aligned (top, center,
and bottom) to itself

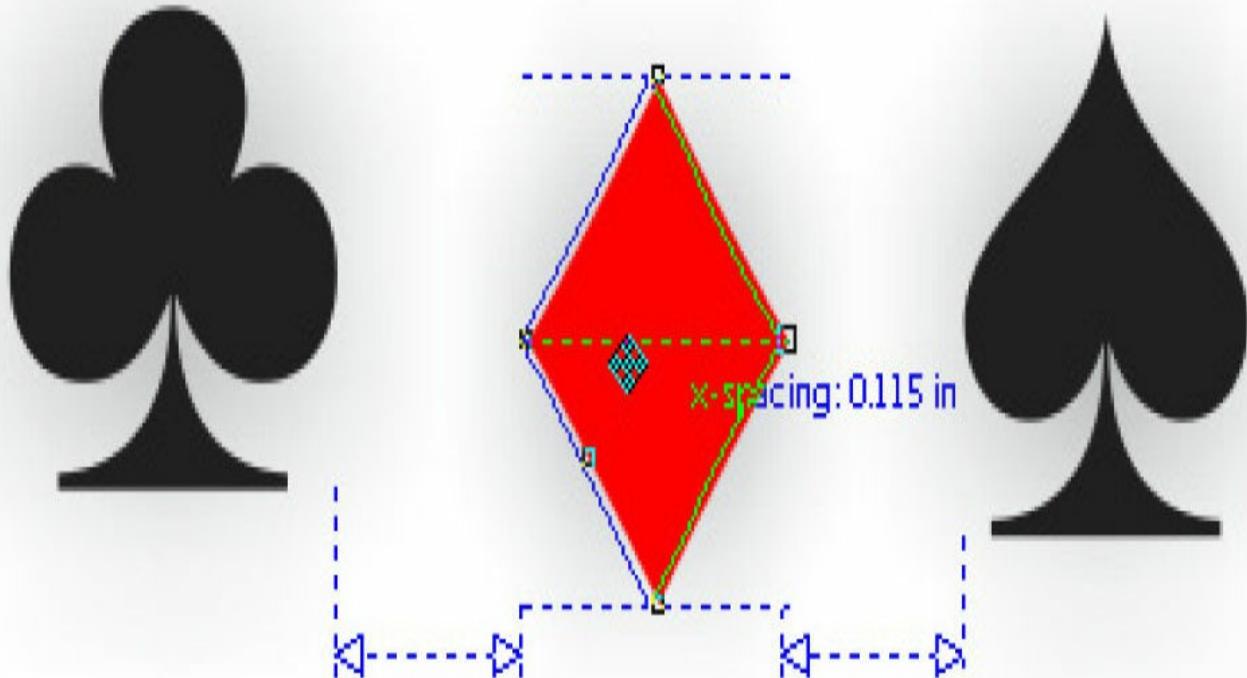
The object vertically
aligned to the left of
the large circle



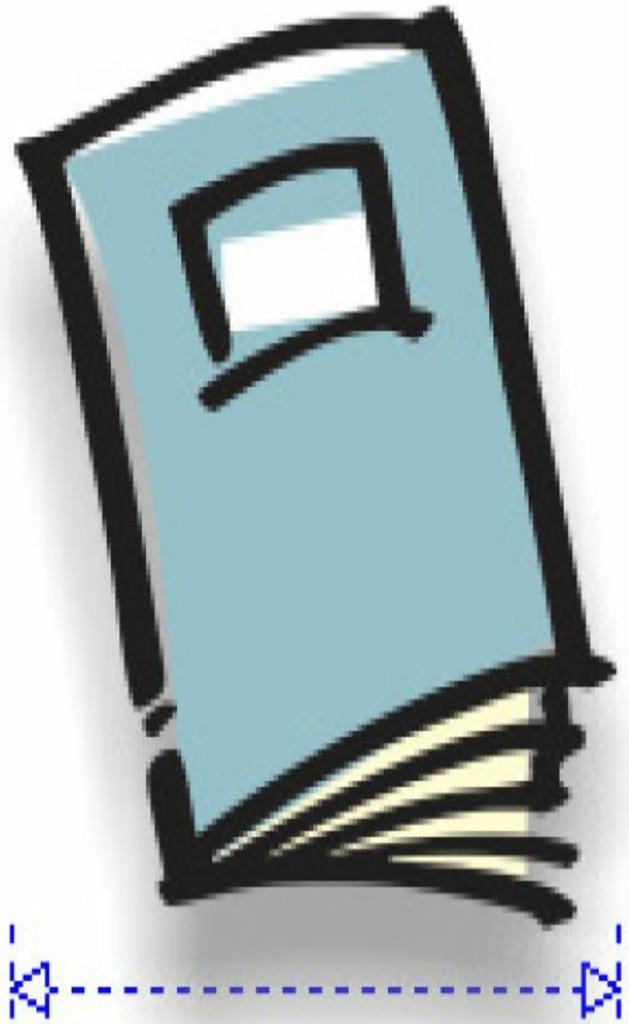
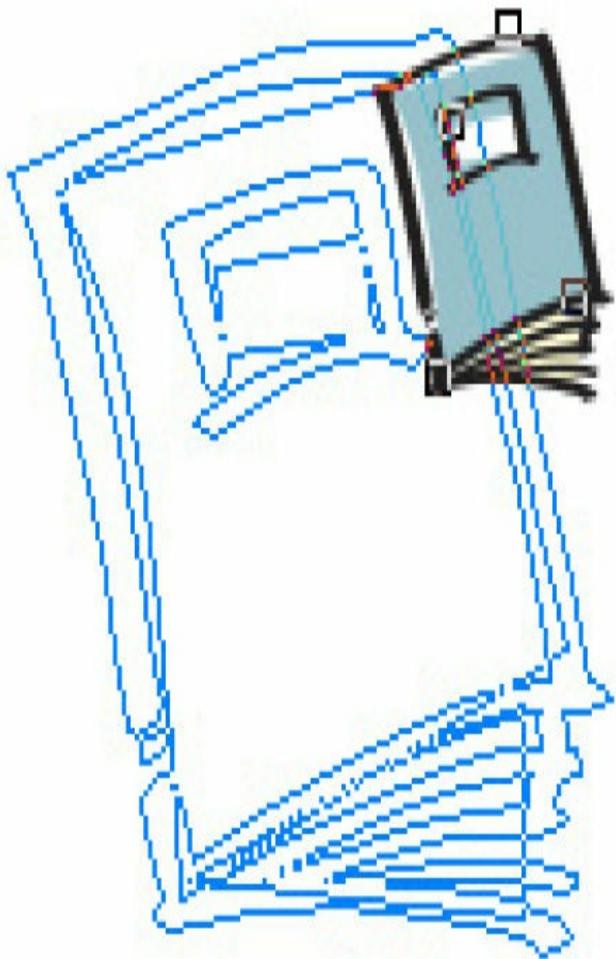
Group of three weird objects

- **Intelligent Spacing** This feature is sort of like an equidistant distribution function. In the following illustration, you can see that the diamond is selected, and the goal is to

place it an equal distance between the club and the spade. You'll see these unique divider guides when the object is in the desired position, and the Intelligent Spacing option even tells you onscreen what the distance is between objects; in this case, the x-spacing (horizontal) is 0.115 inches. Naturally, if you have units set up to a value other than inches, Intelligent Spacing will report picas, centimeters, and so on.



- **Intelligent Dimensioning** Ordinarily, you'd want to hold CTRL to proportionately scale a selected object larger or smaller, but this is unnecessary when you've selected an object and clicked the Intelligent Dimensioning button. Open Brochures.cdr and give this feature a try. The left pamphlet is smaller than the one at right; also they are identical copies of each other. Suppose your boss unreasonably demands (at a quarter to five) that the left pamphlet be the same size as the larger one on the right. No problem; as shown in this illustration, you click the Intelligent Dimensioning button in the Alignment area of the docker, and then with the Pick tool you drag any corner control handle away from the center of the tiny pamphlet. Once the special blue guides appear for either the height or the width, you can release the mouse button, and both objects are identical out to three decimal places.



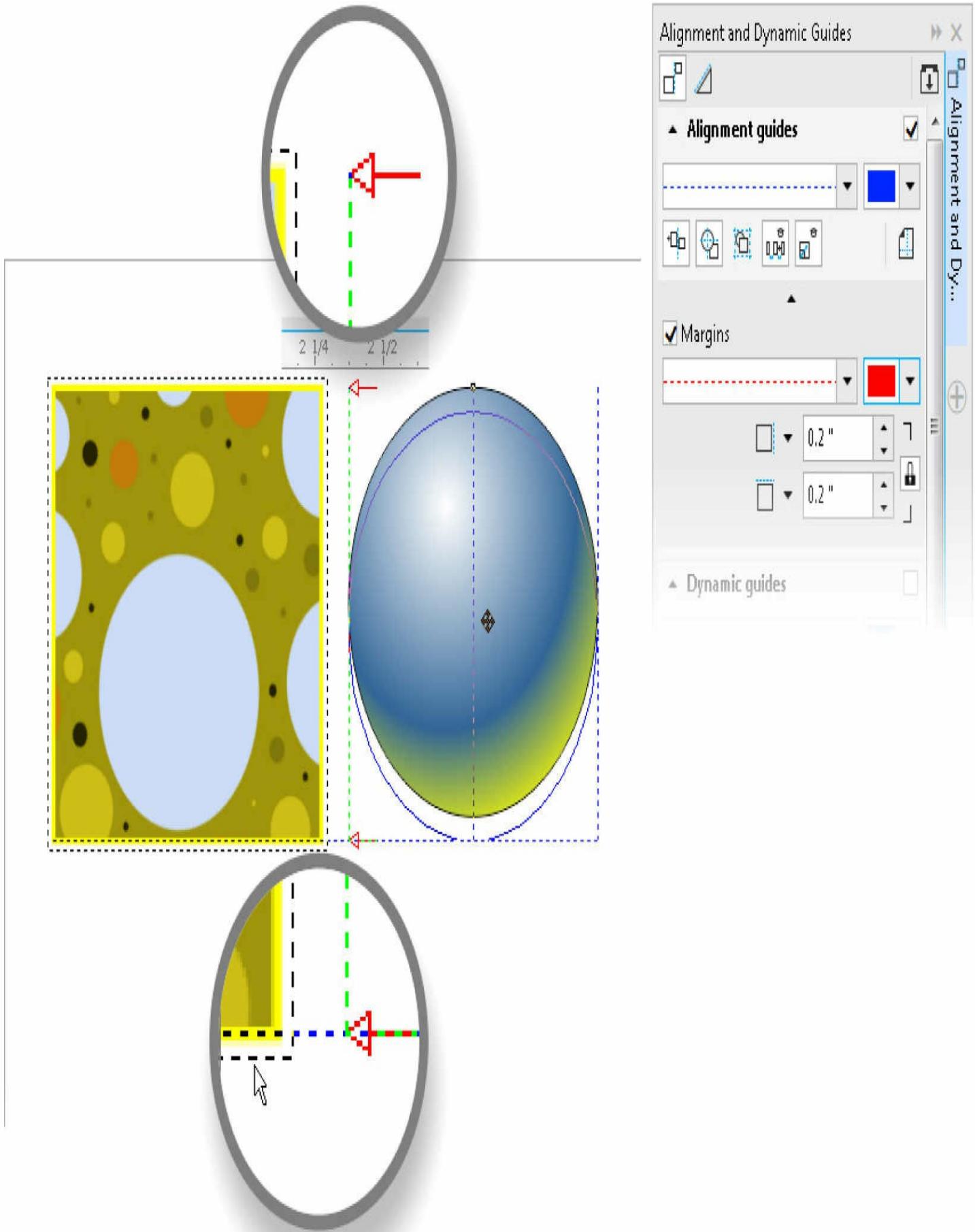
w: 2288 in

Adding Margins to the Mix

Aligning things can be an exciting sport, especially on rainy days, but artistically, there are

often times when you not only need to align objects but also add space—a margin—between the objects. And this is where the Margins area of the Alignment and Dimensioning docker comes into play.

Like the Alignment options, margins can be set to any color and be dashed or solid in appearance, so there's zero chance that what you're aligning will be the same color as these guides. The feature is simple to use and to explain. You should have Align Edges and/or Align Centers enabled in the Alignments area first, or the margins won't be awfully relevant to your aligning efforts. Enable margins you want between the aligned objects. Pick one of the objects and then start dragging it toward the other object. See the following illustration; it can't hurt. You'll see by the alignment guides when the tops and/or bottoms are aligned, but then you'll see markers, shown in the illustration, that tell you when you've reached the desired margin between the objects.



Dynamic Guides

Okay, this is the weird and wonderful part of the Alignment and Dynamic Guides docker. Dynamic Guides can actually help you draw technically accurate objects because your cursor snaps to the nearest of angles that you enable on the docker.

[Figure 4-7](#) shows the bottom portion of the docker where all the Dynamic Guides features are located. Let's do a rundown, and along the way you'll see illustrations demonstrating some of the creative uses of Dynamic Guides.

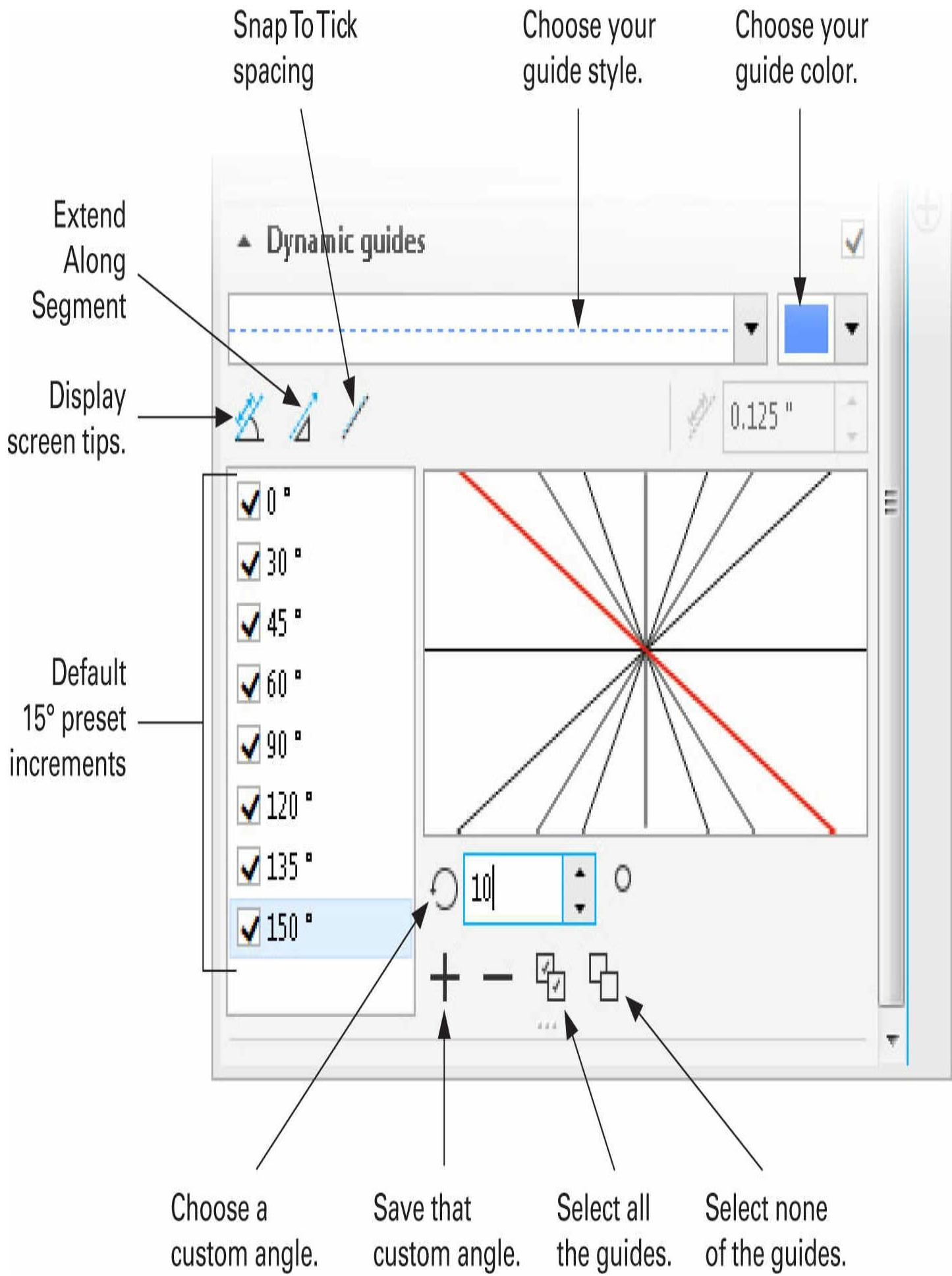


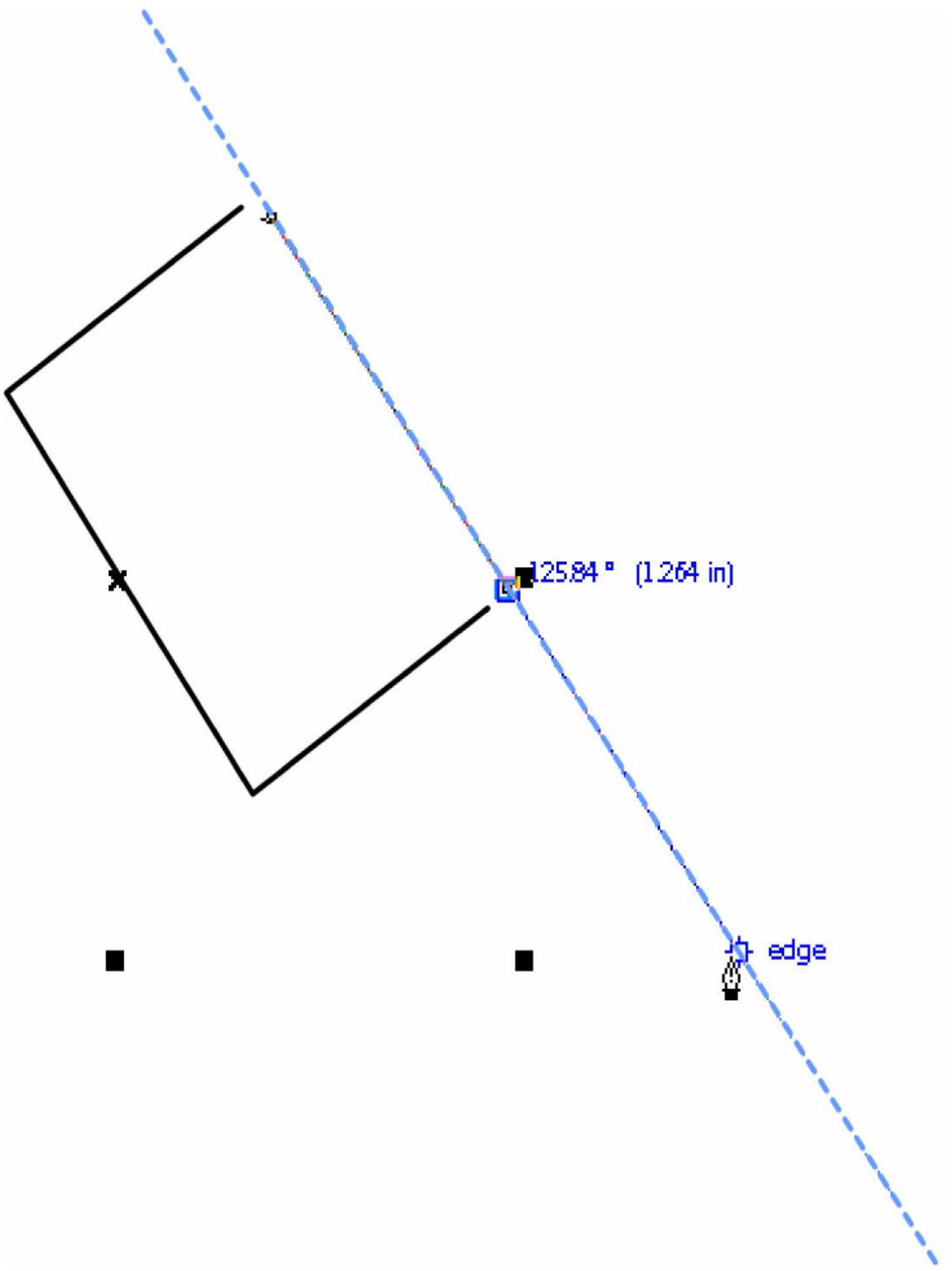
FIGURE 4-7 Dynamic Guides can be one of the most useful upgrades for DRAW users who need architectural precision.

- **Default angle increments** You have a number of degrees, spread out in 15° increments, that you can use (or not use by unchecking their boxes) when the Dynamic Guides feature is enabled. This means that every time you draw a straight line (let's say you use the Polyline tool), end the path segment, and begin another, when you come to a 15° or 30° angle relative to the angle of the first path segment—DRAW pops up onscreen info called a tool tip, informing you that you are beginning this next segment from the edge of the preceding one, the number of degrees off the original path's orientation, and how far you're traveling away from the end of the first path.



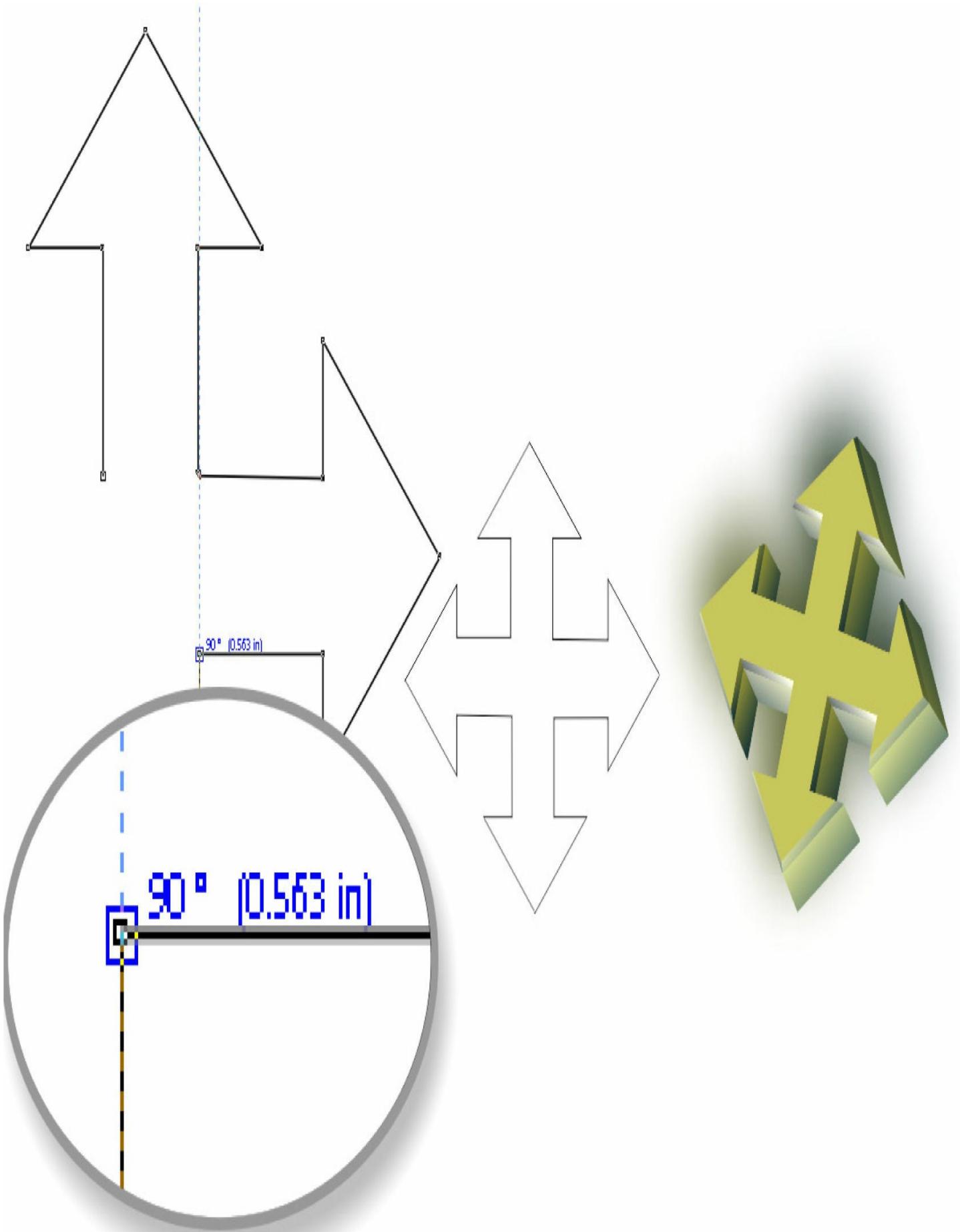
Note Tooltips only pop up when the Display Screen Tips button in the Dynamic Guides area is active.

- **Extend Along Segment** Without needing to pull a guide out of a ruler and rotating it so it's perfectly aligned with a path you've drawn, you can activate Extend Along Segment, and the temporary Dynamic Guide will keep you on the straight and narrow, as shown here.



- **Snap To Tick spacing** There are invisible tick marks when you drag a path segment; you'll "feel" some resistance when you use your mouse to pull the onscreen cursor a specific distance. Tick spacing is found in the Alignment and Dynamic Guides docker. First, click the rightmost icon, and then the num box becomes active for Tick Spacing tweaks. You enable and disable this feature by using this button on the docker.
- **Creating a custom angle and saving it** You might find that 15° increments aren't what you need—for example, to make a five-sided polygon (yeah, yeah, you could use the Polygon tool, but play along with me here), you'd need an angle of 72° to start with, which is not to be found on the preset list. So you type in this value, click the + button to add it to the list, and off you go.

If you have any doubt that Dynamic Guides can make quick work of shapes that are exceptionally complicated, check out this next illustration. It was created entirely using Dynamic Guides at default preset values and paying attention to how long each segment was using the tooltips.



Page definition, sorting pages, margins, bleeds, and enough other options have been discussed in this chapter to fill a book! Now that you know how to set up a page, how about filling it with some artwork? [Chapter 5](#) takes you through how to create and modify basic shapes and how to transform them—scale, rotate, move, and all that good stuff. Page setup meets page content right around the corner of the next page.

5 Creating Basic Shapes, Applying Transformations

You have to begin *somewhere* with the DRAW part of CorelDRAW—and this is the chapter. The creative process within this program usually requires that you build objects that you then customize and refine through fancy fills and elegant outlines, which are covered in later chapters. Therefore, it's important to know the steps to create simple geometric shapes, and to know basic editing moves to create exactly the shape you want to fill and stroke.



Note Download and extract all the files from the Chapter05.zip archive to follow the tutorials in this chapter.

Using the Rectangle Tool and Property Bar

The Rectangle tool is simple enough to use, but it doesn't just create a four-sided, right-angled polygon—it creates a rectangle that has *special properties* in CorelDRAW. You'll find the Rectangle tool in the Toolbox; you can quickly select it by pressing the F6 shortcut key.



Note Rectangles drawn with the Smart Drawing tool—covered in [Chapter 8](#)—have special editing properties, too.

Rectangle shapes offer you the option to apply corner “roundness,” based on a percentage value. Roundness can be set either manually by dragging a corner with the Shape tool—the most common technique experienced Corellians use—or by using the Property Bar Corner Roundness option available while a rectangle is selected. By default,