

CorelDRAW is easier to use when some basic Shortcut Keys are defined.

## Most important CorelDRAW custom keyboard shortcuts

These can be assigned via: Tools > Customization > Commands > tab: Shortcut keys

*N.B. A document must be open to be able to do this. (this can be an empty new document if necessary)*

VIEW		symbols: > = directly after each other + = at the same time	
Space Bar*	Toggle between last used tools		
Alt > Space Bar	Hand Tool (= Pan One shot) <i>Both keys down: Continuous</i>		<b>ARRANGE</b>
Ctrl > Space Bar	Zoom in Marquee	Numpad ↑	Align Top
Ctrl > Alt > Space Bar	Zoom out	Numpad ↓	Align Bottom
Ctrl + 0	Zoom to page	Numpad →	Align Right
Ctrl + Alt + 0	1 : 1 view	Numpad ←	Align Left
Ctrl + W	Zoom to page width	Numpad Ctrl + → or ←	Align Centre horizontal
Ctrl + H	Zoom to page height	Numpad Ctrl + ↑ or ↓	Align Centre Vertical
Ctrl + O	Zoom to Object	Ctrl + G	Group
Z	Zoom levels	Ctrl + Shift + G or Ctrl+U	Ungroup
Shift + Z	Zoom menu	Ctrl+Alt+G or Ctrl+Alt+U	Ungroup all
F5	Refresh window	J	Join Curves
Ctrl + Y	Wire Frame view		
Shift + Y	Enhanced View (= standard)		<b>EDITING</b>
	<b>DRAWING</b>	D	Duplicate on top
B	Bezier pen	+	Duplicate on top
P	Pen	Ctrl + D	Duplicate offset
T	Two point line	Ctrl + L	Lock object
W	Freehand	Ctrl + Shift + L	Unlock object
C	Cusp while drawing	Ctrl + Alt + L	Unlock all
Alt + C	Cusp node afterwards	Ctrl + Z	Undo
S	Smooth node while drawing	Ctrl + Alt + Z	Undo Docker
Alt + S	Smooth node afterwards	Ctrl + A	Select all
		F	Free transform
		R or Ctrl + R	Repeat
		<b>Windows standard***</b>	
N	Node edit (shape tool)	Ctrl + Right Mouse & drag	Make a copy
Alt + N	Knife tool	Shift + Right Mouse & drag	Restrain movement
Ctrl + N	Virtual segment delete tool		
E or X	Eraser		
		Ctrl + X, Ctrl + C, Ctrl + V	Cut, Copy, Paste
I	Color Eyedropper	Ctrl + Z, Ctrl + Shift + Z	Undo, Redo
Shift + I	Attributes Eyedropper	Ctrl + P, Ctrl + S	Print, Save

\* Corel Standard Keyboard shortcut

\*\* To work with standard Windows keyboard shortcuts for mouse operations (Ctrl for copy, Shift for restrain)  
Choose: Tools > Customization > Toolbox > Pick Tool

To switch the Object Properties Docker to mm: draw a line, select it, In the Object Properties Docker choose Advanced, change line to mm.

To make all custom settings permanent. Choose: Tools > Save Settings as Default