

Appendix

Shortcut Keys

Align Commands	Keypresses	Description
Align Left	L	Aligns selected objects to the left
Align Right	R	Aligns selected objects to the right
Align Top	T	Aligns selected objects to the top
Align Bottom	B	Aligns selected objects to the bottom
Align Centers Horizontally	H	Horizontally aligns centers of selected objects
Align Centers Vertically	V	Vertically aligns centers of selected objects
Center To Page	P	Aligns centers of selected objects to page center
Distribute Commands	Keypresses	Description
Distribute Bottom	Shift + B	Distributes selected objects to the bottom
Distribute Centers Horizontally	Shift + H	Horizontally distributes centers of selected objects
Distribute Centers Vertically	Shift + V	Vertically distributes centers of selected objects
Distribute Left	Shift + L	Distributes selected objects to the left
Distribute Right	Shift + R	Distributes selected objects to the right

2 CorelDRAW® X6: The Official Guide

Distribute Commands	Keypresses	Description
Distribute Spacing Horizontally	Shift + P	Horizontally distributes space between selected objects
Distribute Spacing Vertically	Shift + A	Vertically distributes space between selected objects
Distribute Top	Shift + T	Distributes selected objects to the top
Step and Repeat	Ctrl + Shift + D	Creates multiple offset copies of an object at a specified distance apart
Document Display	Keypresses	Description
Full-Screen Preview	F9	Displays a full-screen preview of the drawing
Refresh Window	Ctrl + W	Forces a redraw of the drawing window
Toggle View	Shift + F9	Toggles between the last two used view modes
Show Nonprinting Characters	Ctrl + Shift + C	Shows nonprinting characters
Open/Close Dockers	Keypresses	Description
Contour	Ctrl + F9	Opens or closes the Contour docker
Color Styles	Ctrl + F6	Opens or closes the Color Style docker
Envelope	Ctrl + F7	Opens or closes the Envelope docker
Graphic And Text Styles	Ctrl + F5	Opens or closes the Object Styles docker
Lens	Alt + F3	Opens or closes the Lens docker
Object Properties	Alt + Enter	Opens or closes the Object Properties docker
Position	Alt + F7	Opens or closes the Transformation Position docker
Rotate	Alt + F8	Opens or closes the Transformation Rotate docker
Scale And Mirror	Alt + F9	Opens or closes the Transformation Scale And Mirror docker
Size	Alt + F10	Opens or closes the Transformation Size docker
Symbols Manager	Ctrl + F3	Opens or closes the Symbols Manager docker
Insert Symbols and Special Characters	Ctrl + F11	Opens or closes the Insert Character docker
View Manager	Ctrl + F2	Opens or closes the View Manager docker

Appendix Shortcut Keys 3

Clipboard & Object Editing Commands	Keypresses	Description
Copy	Ctrl + C	Copies selection to the Clipboard
Copy	Ctrl + Insert	Copies selection to the Clipboard
Leave Copy Behind	+ WHILE DRAGGING	Leaves behind a copy of an object being dragged
Leave Copy Behind	RIGHT MOUSE-CLICK WHILE DRAGGING	Leaves behind a copy of an object being dragged
Cut	Ctrl + X	Cuts selection to the Clipboard
Cut	Shift + Delete	Cuts selection to the Clipboard
Delete	Delete	Deletes selected object(s)
Duplicate	Ctrl + D	Duplicates selected object(s) to offsets
Find Objects	Ctrl + F	Selects objects by specified properties
Paste	Ctrl + V	Pastes the Clipboard contents into the drawing
Paste	Shift + Insert	Pastes the Clipboard contents into the drawing
Redo	Ctrl + Shift + Z	Reverses the last Undo operation
Repeat	Ctrl + R	Repeats the last operation
Step And Repeat	Ctrl + Shift + D	Creates multiple offset copies of an object at a specified distance apart
Undo	Ctrl + Z	Reverses the last operation
Undo	Alt + Backspace	Reverses the last operation
File Commands	Keypresses	Description
Export	Ctrl + E	Exports pages or objects to a different file format
Import	Ctrl + I	Imports (or links) content into your document
New Document	Ctrl + N	Creates a new drawing
Open	Ctrl + O	Opens an existing drawing
Print	Ctrl + P	Prints the active drawing
Save	Ctrl + S	Saves the active drawing
Save As	Ctrl + Shift + S	Opens the Save As dialog
Exit	Alt + F 4	Closes CorelDRAW

4 CorelDRAW® X6: The Official Guide

Fill and Effects Dialogs	Keypresses	Description
Fountain Fill dialog	F11	Specifies Fountain Fills for selected objects
Uniform Fill dialog	Shift + F11	Opens dialog for specifying Uniform Color Fills for selected objects
Color Balance	Ctrl + Shift + B	Opens dialog for changing color balance
Brightness/Contrast/ Intensity	Ctrl + B	Opens dialog for changing color brightness, contrast, and/or intensity
Hue/Saturation/ Lightness	Ctrl + Shift + U	Opens dialog for changing hue, saturation, and/or lightness
Sample Mesh Fill Color	Ctrl + Shift + E	Samples a color from the desktop to apply to the selected nodes
Find & Replace Using Text Tool	Keypresses	Description
Find Text	Alt + F3	Opens the Find Text dialog when you are using the Edit Text dialog box
Text Properties	Ctrl + T	Opens the Text Properties docker
Font Formatting Commands Using Text Tool	Keypresses	Description
Bold	Ctrl + B	Toggles Bold style on and off
Italic	Ctrl + I	Toggles Italic style on and off
Underline	Ctrl + U	Toggles Underline style on and off
Small Caps	Ctrl + Shift + K	Changes all text characters to small capital letters
Font List	Ctrl + Shift + F	Shows a list of all the available/active fonts
Font Weight List	Ctrl + Shift + W	Shows a list of all the available/active font weights
Decrease Font Size	Ctrl + NUMPAD 2	Decreases the font size to previous point size
Increase Font Size	Ctrl + NUMPAD 8	Increases font size to next point size
Font Size	Ctrl + Shift + F	Shows a list of all the available/active font sizes
HTML Font Size List	Ctrl + Shift + H	Shows a list of all the available/active HTML font sizes
Next Font Combo Size	Ctrl + NUMPAD 6	Increases font size to next setting in Font Size list
Previous Font Combo Size	Ctrl + NUMPAD 4	Decreases font size to previous setting available in Font Size list
Change Case	Shift + F3	Changes the case of selected text

Appendix Shortcut Keys 5

Font Formatting Commands Using Text Tool		
	Keypresses	Description
Convert Text	Ctrl + F8	Converts text (Paragraph to Artistic, or vice versa)
Align To Baseline	Alt + F12	Realigns selected text to its original baseline
Column/Frame Break	Ctrl + Enter	Inserts column and frame breaks
Grid, Guides, & Snapping		
	Keypresses	Description
Snap To Document Grid	Ctrl + Y	Toggles snap to grid on/off
Snap To Objects	Alt + Z	Toggles snapping to objects using current modes
Dynamic Guides	Alt + Shift + D	Toggles the view of Dynamic Guides
Alignment Guides	Alt + Shift + A	Toggles use of alignment guides
Object Groups & Combine Commands		
	Keypresses	Description
Break Apart	Ctrl + K	Breaks apart the selected object
Combine	Ctrl + L	Combines the selected objects
Convert Outline To Object	Ctrl + Shift + O	Converts an outline to an object
Convert To Curves	Ctrl + C	Converts the selected object to a curve
Group	Ctrl + G	Groups the selected objects
Ungroup	Ctrl + U	Ungroups the selected objects or group of objects
Object Nudge Commands		
	Keypresses	Description
Nudge Down	↓	Nudges downward
Nudge Left	←	Nudges to the left
Nudge Right	→	Nudges to the right
Nudge Up	↑	Nudges upward
Super Nudge Down	Shift + ↓	Nudges downward by the Super Nudge factor
Super Nudge Left	Shift + ←	Nudges to the left by the Super Nudge factor
Super Nudge Right	Shift + →	Nudges to the right by the Super Nudge factor
Super Nudge Up	Shift + ↑	Nudges upward by the Super Nudge factor
Micro Nudge Down	Ctrl + ↓	Nudges downward by the Micro Nudge factor
Micro Nudge Left	Ctrl + ←	Nudges to the left by the Micro Nudge factor

6 CorelDRAW® X6: The Official Guide

Object Nudge Commands	Keypresses	Description
Micro Nudge Right	Ctrl + →	Nudges to the right by the Micro Nudge factor
Micro Nudge Up	Ctrl + ↑	Nudges upward by the Micro Nudge factor
Options	Keypresses	Description
Text Options	Ctrl + F10	At an insertion point, opens the Options dialog to the Text page
Workspace Options dialog	Ctrl + J	Opens the dialog for setting CorelDRAW options
Object Ordering	Keypresses	Description
Back One	Ctrl + Pg Dn	Places selected object(s) back one position in the object stacking order
Forward One	Ctrl + Pg Up	Places selected object(s) forward one position in the object stacking order
To Back Of Layer	Shift + Pg Dn	Moves selected object(s) to the back of layer
To Front Of Layer	Shift + Pg Up	Moves selected object(s) to the front of layer
To Back Of Page	Ctrl + End	Moves selected object(s) to back of the page
To Front Of Page	Ctrl + Home	Moves selected object(s) to front of page
Object Outline Pen	Keypresses	Description
Outline Color Dialog	Shift + F12	Specifies outline color of objects
Outline Pen Dialog	F12	Specifies outline pen properties for objects
Navigation	Keypresses	Description
Next Page	Pg Dn	Go to the next page
Previous Page	Pg Up	Go to the previous page
Navigator	N	Displays the document navigator window, allowing you to navigate to any object in your document
Shaping	Keypress	Description
Join Curves	Ctrl + Shift + J	Join curves using endpoint tolerance
Selecting	Keypresses	Description
Select All Objects	Ctrl + A	Selects all objects in the entire drawing
Select Next Object	Tab	Selects next object in drawing
Find Objects	Ctrl + F	Selects objects by specified properties

Appendix Shortcut Keys 7

Styles	Keypresses	Description
Object Styles	Ctrl + F5	Opens or closes the Object Styles docker
Text Formatting Using Text Tool	Keypresses	Description
Bullet Text	Ctrl + M	Toggles current bullets for Paragraph Text object
Convert Text State	Ctrl + F8	Converts Artistic Text to Paragraph Text, or vice versa
Drop Cap	Ctrl + Shift + D	Applies/removes a Drop Cap effect for text object (toggle)
Edit Text	Ctrl + Shift + T	Opens the Edit Text dialog
Format Character	Ctrl + T	Formats the selected text characters
Horizontal Text	Ctrl + ,	Changes the text to a horizontal direction
Vertical Text	Ctrl + .	Changes the text to vertical (toggle)
Em Dash	Alt + _	Inserts an em dash at the cursor
En Dash	Alt + -	Inserts an en dash at the cursor
Em Space	Ctrl + Shift + M	Adds an em space at the cursor
En Space	Ctrl + Shift + N	Adds an en space at the cursor
¼ Em Space	Ctrl + Alt + #	Adds ¼ of an em space
Non-breaking Space	Ctrl + Shift + #	Inserts a non-breaking space at the cursor
Non-breaking Hyphen	Ctrl + Shift + -	Inserts a non-breaking hyphen at the cursor
Optional Hyphen	Ctrl + -	Inserts an optional hyphen
No Justification	Ctrl + N	Changes the alignment of text to have no alignment
Left Justify	Ctrl + L	Changes the alignment of text to left alignment
Right Justify	Ctrl + R	Changes the alignment of text to right alignment
Center Justify	Ctrl + E	Changes the alignment of text to center alignment
Full Justify	Ctrl + J	Changes the alignment of text to full alignment, excluding the last line
Force Justify	Ctrl + H	Changes alignment of all text to full alignment

8 CorelDRAW® X6: The Official Guide

Text Editing & Cursor Moves Using Text Tool	Keypresses	Description
Delete Character To Right	Delete	Deletes character right of cursor
Delete Word To Right	Ctrl + Delete	Deletes word right of cursor
Cursor Down One Frame	Pg Dn	Moves cursor down one frame
Cursor Down One Line	↓	Moves cursor down one line
Cursor Down One Paragraph	Ctrl + ↓	Moves cursor down one paragraph
Cursor Left One Character	←	Moves cursor left one character
Cursor Left One Word	Ctrl + ←	Moves cursor left one word
Cursor Right One Character	→	Moves cursor right one character
Cursor Right One Word	Ctrl + →	Moves cursor right one word
Cursor Up One Frame	Pg Up	Moves cursor up one frame
Cursor Up One Line	↑	Moves cursor up one line
Cursor Up One Paragraph	Ctrl + ↑	Moves cursor up one paragraph
Cursor To Start Of Frame	Ctrl + Home	Moves cursor to start of frame
Cursor To Start Of Line	Home	Moves cursor to start of line
Cursor To Start Of Text	Ctrl + Pg Up	Moves cursor to start of text
Cursor To End Of Frame	Ctrl + End	Moves cursor to end of frame
Cursor To End Of Line	End	Moves cursor to end of line
Cursor To End Of Text	Ctrl + Pg Dn	Moves cursor to end of text
Select All Text	Ctrl + A	Selects all text in paragraph frame or Artistic Text object
Select Character To Left	Shift + ←	Selects character to left of cursor
Select Character To Right	Shift + →	Selects character to right of cursor
Select Down One Frame	Shift + Pg Dn	Selects text downward by one frame
Select Down One Line	Shift + ↓	Selects text downward by one line
Select Down One Paragraph	Ctrl + Shift + ↓	Selects text downward by one paragraph
Select Up One Frame	Shift + Pg Up	Selects text upward by one frame
Select Up One Line	Shift + ↑	Selects text upward by one line
Select Up One Paragraph	Ctrl + Shift + ↑	Selects text upward by one paragraph
Select Word To Left	Ctrl + Shift + ←	Selects word to left of cursor
Select Word To Right	Ctrl + Shift + →	Selects word right of cursor
Select To Start Of Frame	Ctrl + Shift + Home	Selects text to start of frame
Select To Start Of Line	Shift + Home	Selects text to start of line
Select To Start Of Text	Ctrl + Shift + Pg Up	Selects text to start of text

Appendix Shortcut Keys 9

Text Editing & Cursor Moves Using Text Tool		
	Keypresses	Description
Select To End Of Frame	Ctrl + Shift + End	Selects text to end of frame
Select To End Of Line	Shift + End	Selects text to end of line
Select To End Of Text	Ctrl + Shift + Pg Dn	Selects text to end of frame
Text Tools		
	Keypresses	Description
Change Case	Shift + F3	Changes the case of selected text
Show Nonprinting Characters	Ctrl + Shift + C	Shows nonprinting characters such as spaces, tabs, returns, and line feeds
Spell Check	Ctrl + F12	Opens Spell Check; checks the spelling of the selected text
Style List	Ctrl + Shift + S	Shows a list of the document text styles
Text Options	Ctrl + F10	At an text insertion point, opens the Options dialog to the text page
Font Size Increase	Ctrl + NUMPAD 8	Increases font size to next point size
Font Size Decrease	Ctrl + NUMPAD 2	Decreases fonts size to previous point size
Toolbox Tool Selection		
	Keypresses	Description
Artistic Media Tool	I	Draws curves and applies Preset, Brush, Spray, Calligraphic, or Pressure Sensitive effects to the strokes
Ellipse Tool	F7	Draws ellipses and circles; double-clicking the tool opens the Options dialog
Eraser Tool	X	Erases part of a graphic or splits an object into two closed paths
Toggle Eyedropper & Fill	Shift	Pressing this modifier toggles between Eyedropper and Fill Tools while either is selected
Freehand Tool	F5	Selects the Freehand Tool
Graph Paper Tool	D	Draws a grid of rectangles; double-clicking opens the Options dialog
Pan	H	Pans around the drawing by clicking and dragging using this tool
Interactive Fill Tool	G	Adds a fill to object(s); clicking and dragging on object(s) applies a Fountain Fill
Mesh Fill	M	Converts an object to a mesh fill object
Polygon Tool	Y	Draws symmetrical polygons; double-clicking opens the Options dialog

10 CorelDRAW® X6: The Official Guide

Toolbox Tool Selection	Keypresses	Description
Rectangle Tool	F6	Draws rectangles; double-clicking the tool creates a page frame
Shape Tool	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.
Smart Drawing Tool	Shift + S	Creates geometrical objects by sketching. Hold Shift while sketching to erase.
Spiral Tool	A	Draws spirals; double-clicking the tool opens the Options dialog
Text Tool	F8	Adds text; click the page to add Artistic Text; click and drag to add Paragraph Text
Toggle Pick State	Ctrl + Spacebar	Toggles between the current tool and the Pick Tool
Toggle Pick State	Spacebar	When not working on text, toggles between the current tool and the Pick Tool
Zoom Tool	Z	Change the magnification of the document window
Visual Basic & Macros	Keypresses	Description
Open Macro Editor	Alt + F11	Launches Visual Basic for Applications editor
Record Temporary Macro	Ctrl + Shift + R	Records temporary macro
Play Temporary Macro	Ctrl + Shift + P	Plays temporary macro
Stop Recording	Ctrl + Shift + O	Stops recording
Macro Manager	Alt + Shift + F11	Opens Macro Manager docker
Workspace	Keypresses	Description
Display Property Bar	Ctrl + Enter	Selects the Property Bar and highlights the first visible item that can be tabbed to
Workspace Options	Ctrl + J	Customizes defaults and workspace options
Zoom & Pan	Keypresses	Description
Zoom Tool	Z	Changes the magnification of the document window
Navigator	N	Brings up the Navigator window, allowing you to navigate to any object in the document

Appendix Shortcut Keys 11

Zoom & Pan	Keypresses	Description
Pan Tool	H	Pans around the drawing by clicking and dragging using this tool
Pan Down	Alt + ↓	Pans the drawing downward
Pan Left	Alt + ←	Pans the drawing to the left
Pan Right	Alt + →	Pans the drawing to the right
Pan Up	Alt + ↑	Pans the drawing upward
View Manager	Ctrl + F2	Opens or closes the View Manager docker
Zoom One Shot	F2	Enables you to perform a zoom action; then returns to the last-used tool
Zoom Out	F3	Zooms out
Zoom To All Objects	F4	Zooms in on all objects in the drawing
Zoom To Page	Shift + F4	Displays the entire printable page
Zoom To Selection	Shift + F2	Zooms in on selected objects only
Miscellaneous	Keypresses	Description
Reset Program Defaults	LAUNCH PROGRAM + HOLD F8	Restores the program defaults upon launch
What's This?	Shift + F1	Launches What's This? Help

