# 10 Tips for Better Productivity in CorelDRAW

Do you know how to quickly create a frame around an image? Or how to align objects with a single keystroke? Check out these 10 CorelDRAW productivity tips, which may surprise even the most experienced users.

## Tip 1: Creating Complex Shapes with the Polygon Tool

The **Polygon** tool is great for making, well, polygons. Here's a simple pentagon, and you can hold the **Ctrl** key to constrain its aspect ratio. Activate the **Shape** tool and click and drag one of the nodes. If you keep **Ctrl** pressed again, you can drag out a nice, even star.
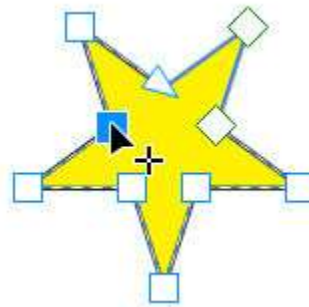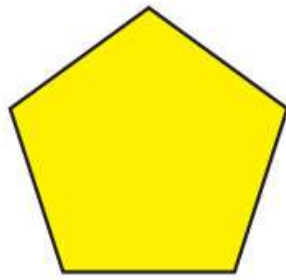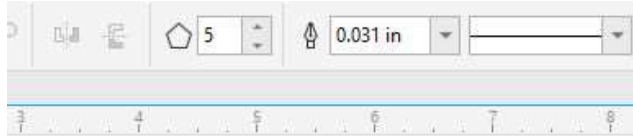
Without **Ctrl** pressed, you can twist things around. When you pull a handle all the way to the other side, you can get some very interesting shapes.
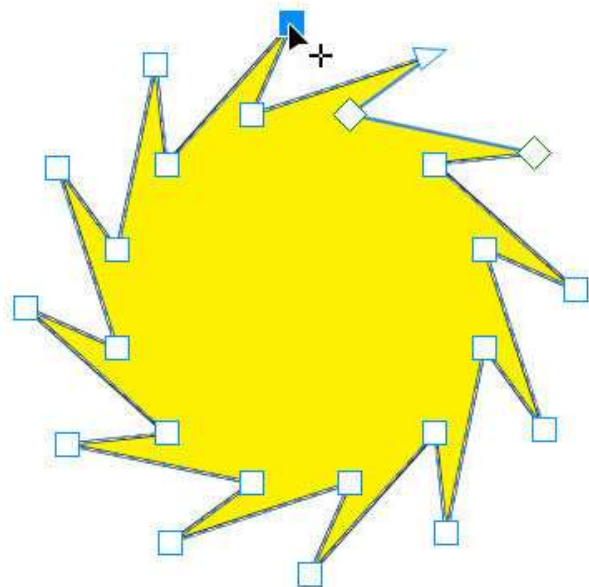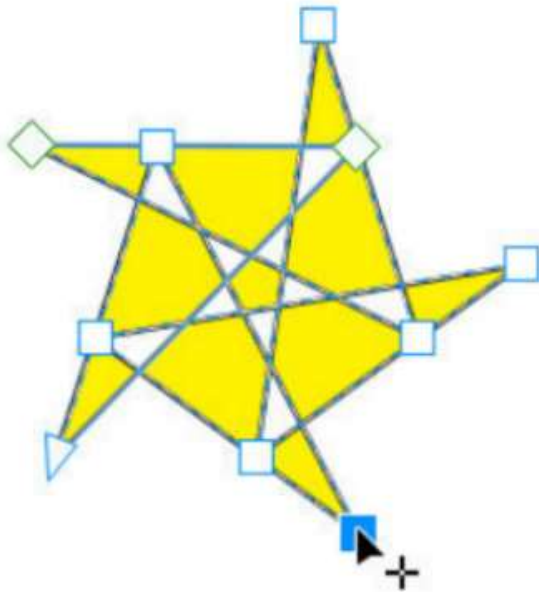
And it gets even better when you start with a polygon with more sides. Double-click to add a node along any segment; whatever change you make to this new node happens at all the other points as well.
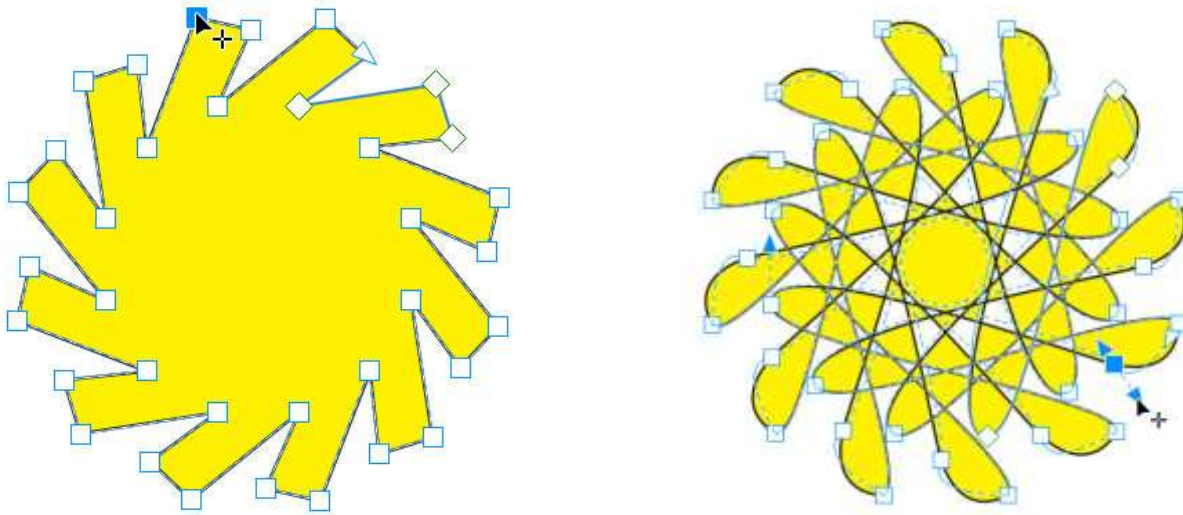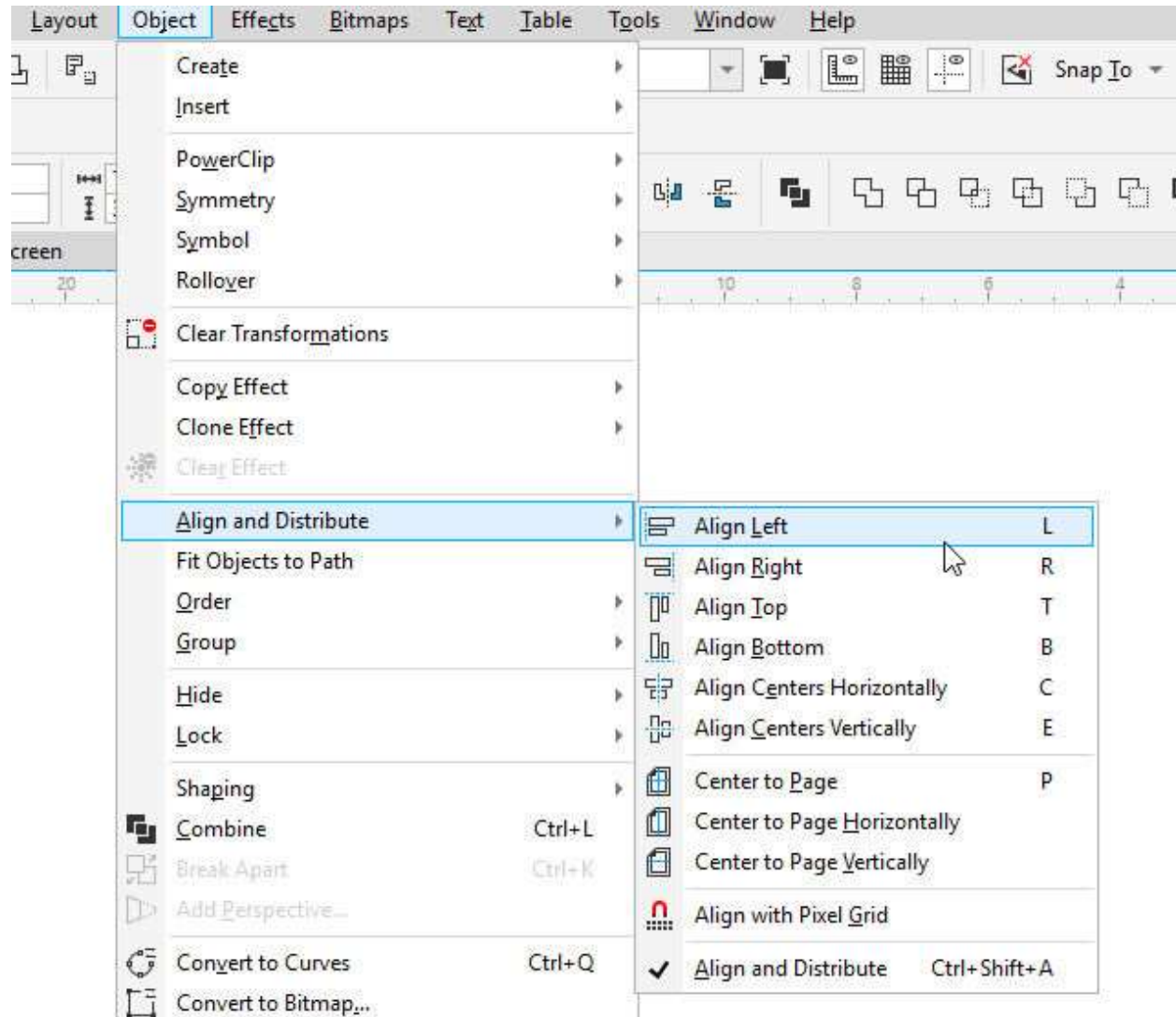
Making these nodes smooth, adding more nodes, and adjusting control handles, makes for even more possibilities.

And these shapes are quite fun to color with the **Smart Fill** tool.
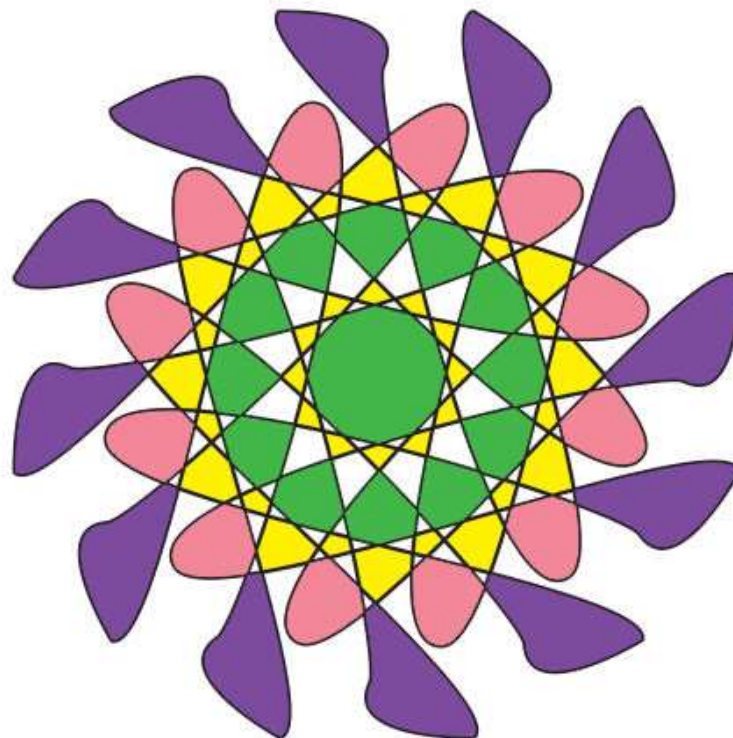
Tip 2: Easy Alignment

The **Object > Align and Distribute** menu lists all the shortcuts for the various alignment commands: **L** for **Align Left**, **R** for **Right**, etc.

It's easy to use these on selected objects. Press **T** to align **tops**, or **B** to align **bottom**. The last object selected stays in place, and the others move accordingly.
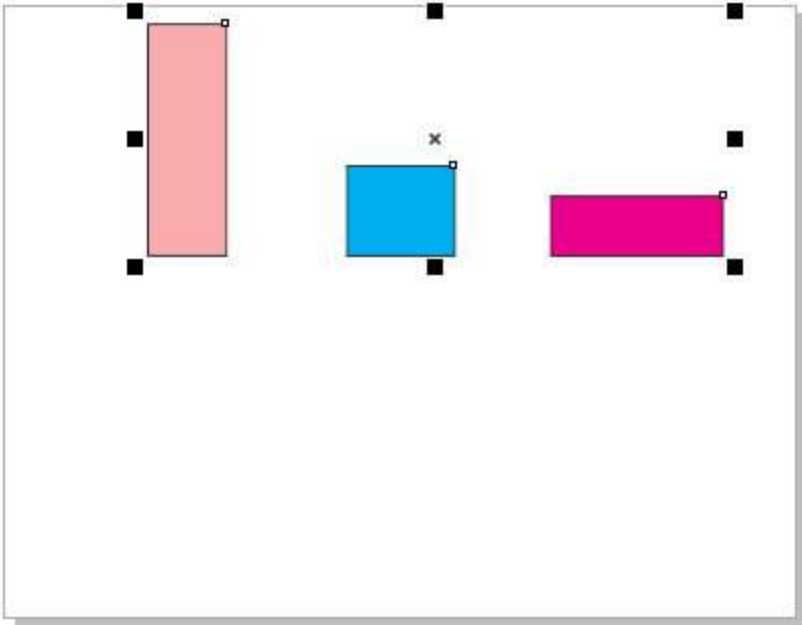
With the objects arranged vertically, you can use **C** to align **centers** horizontally, and **P** centers to the **page**. You can also group objects before aligning if desired.
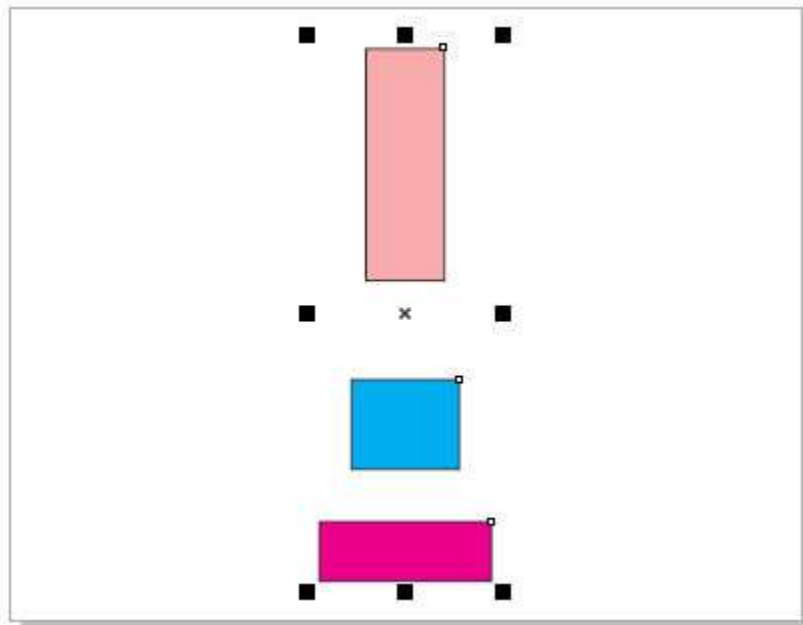
Tip 3: Transform Docker

The **Transform** docker goes beyond simply moving or rotating objects. With an object selected, you can change its position, such as moving it 1" to the right and 1.5" up, then clicking **Apply**.
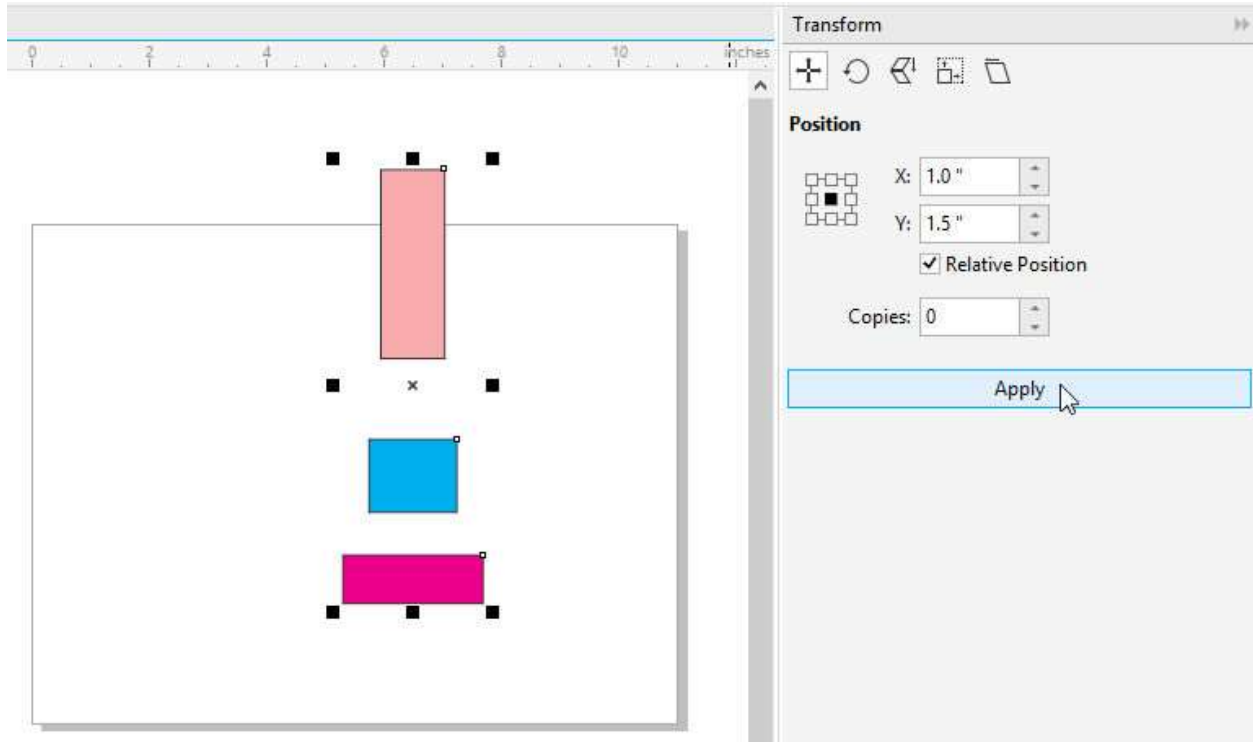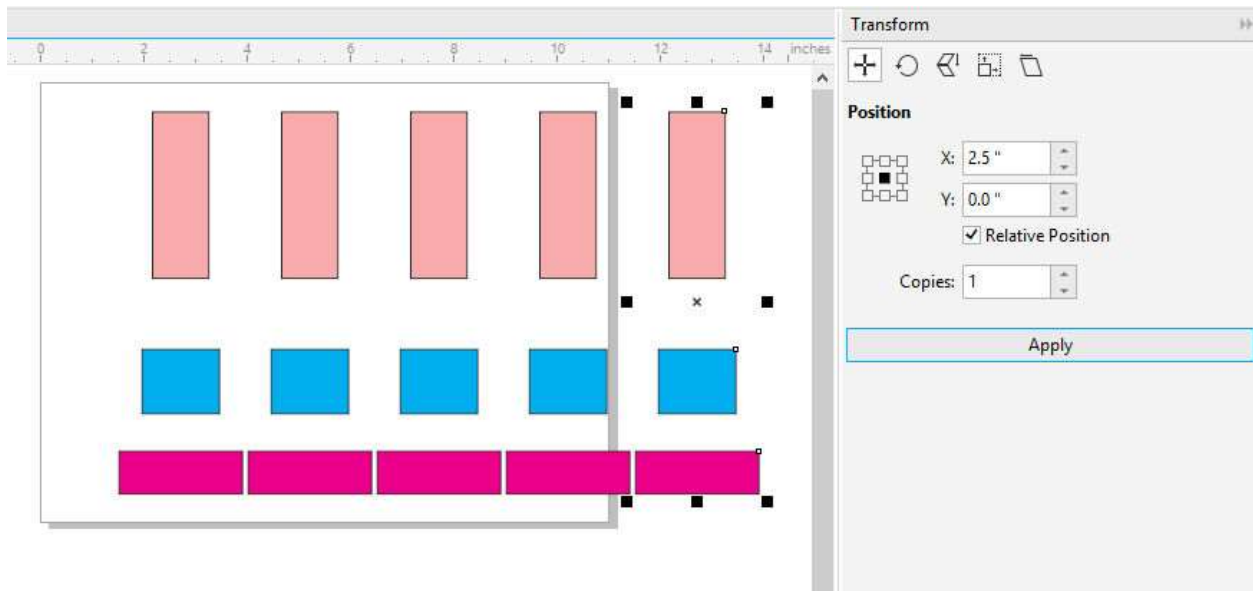

To get three of these objects spaced 3" apart, change X to 3, Y to 0, add 2 copies, and click **Apply**.

For rotating, try rotating 45 degrees about the center, or make 7 copies about the top point.
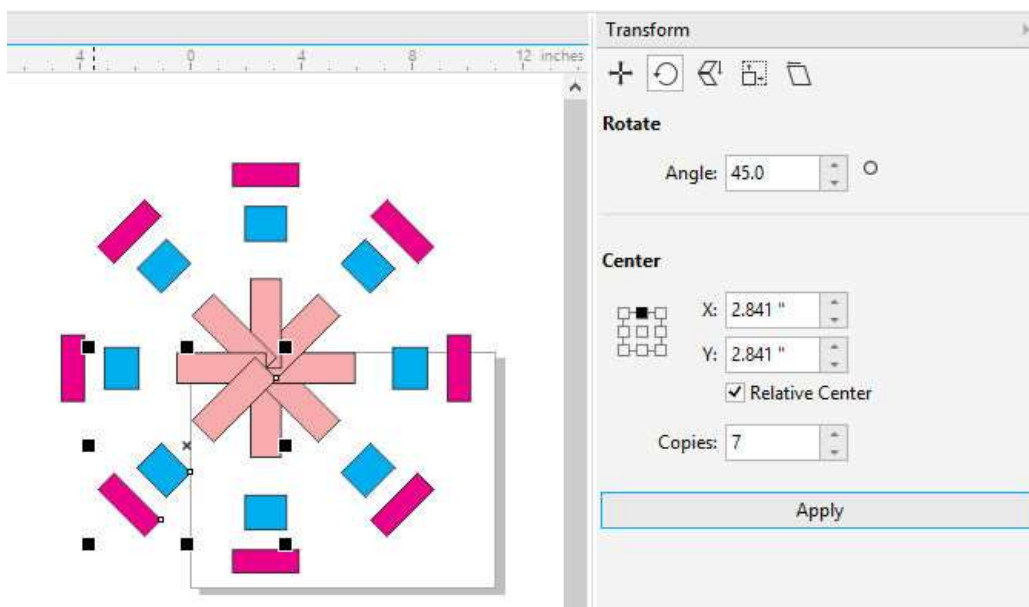
You can also **mirror**, or **mirror copy**. There are similar options for **sizing** and **skewing**.

You can also repeat operations, such as creating one copy at a time by clicking **Apply** repeatedly.
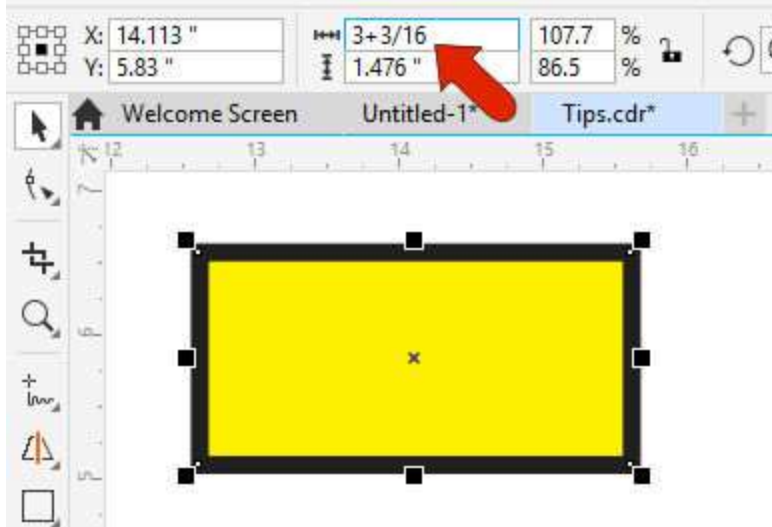

Tip 4: CorelDRAW Does the Math for You!

If you don't feel like grabbing your calculator, let CorelDRAW do the math for you. For the rectangle in this example, here are its dimensions, and the document units are in inches.
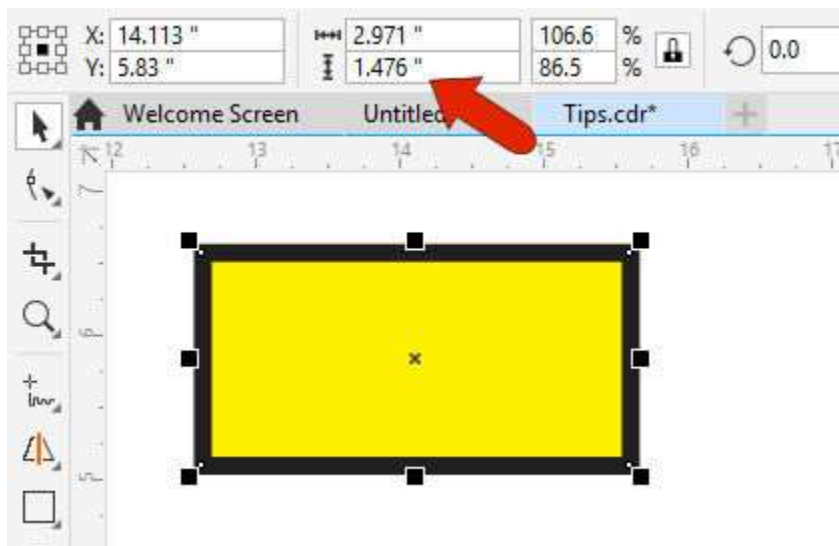

It's easy to change a dimension to a clean number like 3". But you could also enter a complex value like 3 3/16", by entering 3+3/16.

Or you can switch units, such as entering 1200 px or 75 mm. The unit conversion is done automatically.

One use of this is creating scaled objects. Let's make another rectangle exactly ⅓ as wide as this one. To do this, duplicate the rectangle, and enter "/3" at the end of one of its dimensions to divide the value by three.
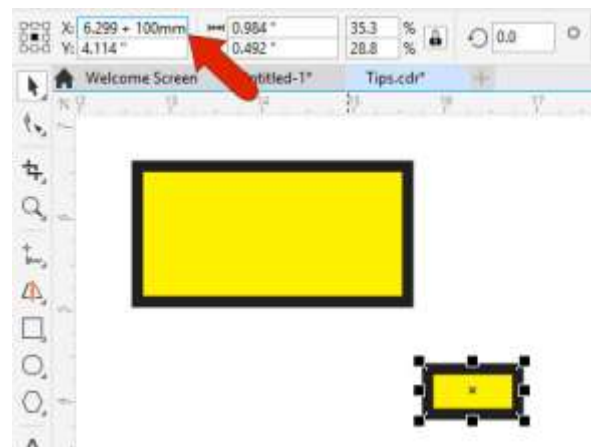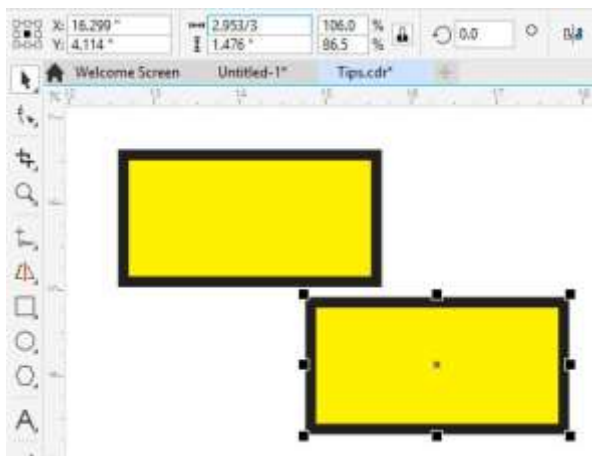

You can also do math in the **Position** fields! Let's move the selected rectangle another 100mm to the right by typing "+100mm" into the X position field.

You can enter math symbols or units wherever there is a numerical field. For example, in the **Transform** docker, you can make a copy that's 325 px * 3 to the right, by adding that "*3" to the X coordinate in the docker.

Tip 5: Navigator and Nano-Preview

If you're zoomed in while working on one small part of a document and want to move to another part, you don't have to zoom out and back in again. Click the **Navigator** icon at the lower right.
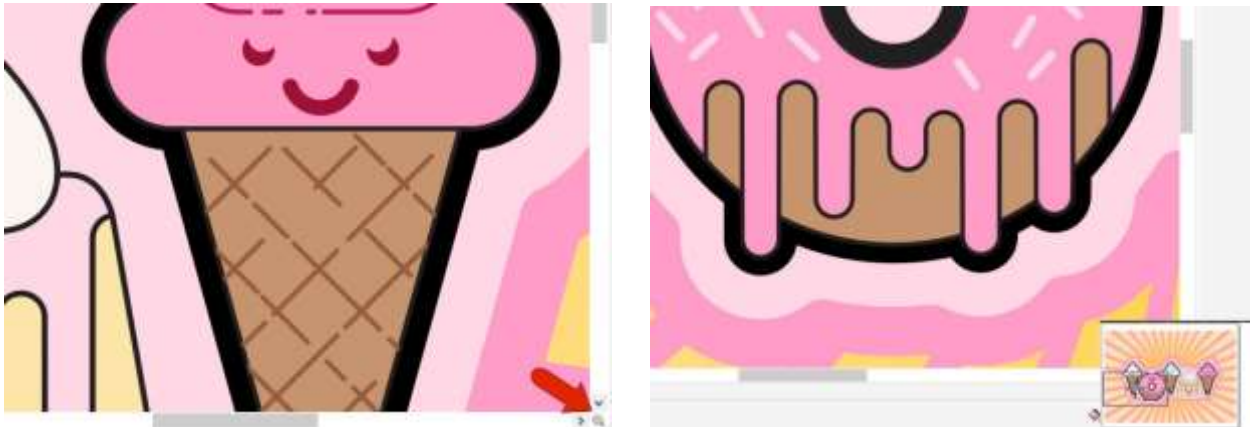
Keep the mouse button pressed and drag to the new spot you want to work on. Or, you can press the **N** key to open the **Nano-Preview**, where you can click a new spot.

To zoom back out, press **F4** to see everything, including objects off the page. Pressing **Shift + F4**, or double-clicking the **Zoom** tool, zooms to just the page.

Tip 6: Easy Access to Frequently Used Commands

If there is a command you use all the time, you don't have to always go to the menu for it. For example, if you want easy access to the document grid, go to **View > Grid > Document Grid**.
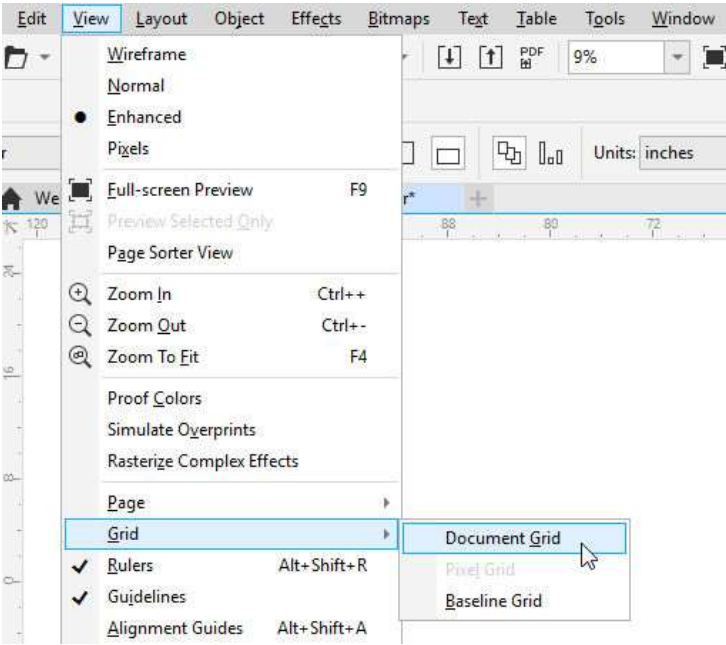

While pressing **Ctrl + Alt**, drag this command onto the workspace, or onto an existing toolbar. Now you can click the icon to turn the grid on and off!
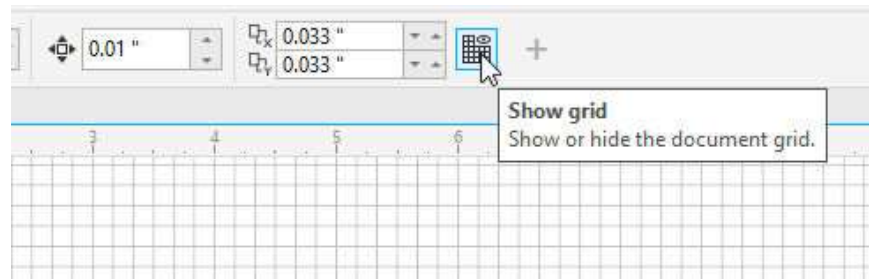
To remove the icon, press **Alt** while dragging it away.

Tip 7: Create a Custom Color Palette

You can easily create a color palette from colors in a document. At the bottom of the **Palettes** docker, click the plus sign and choose **New Palette from the Document**.
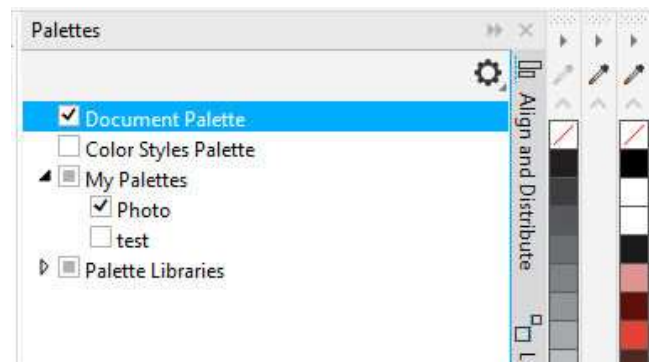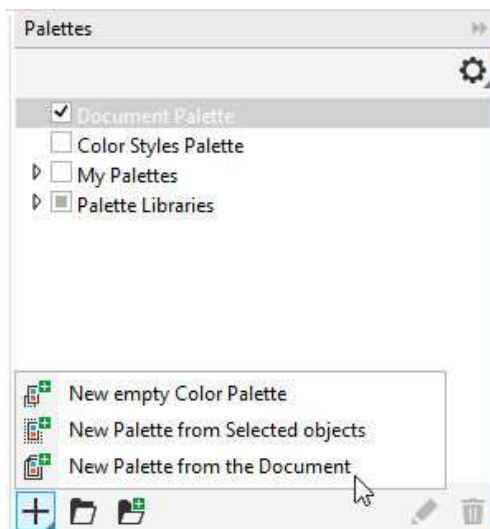

In this example, the new palette was named Photo. Now this palette appears under **My Palettes**, and the palette itself is displayed vertically to the right.

Tip 8: Add a Quick Frame or Border

To put a simple frame or border around any rectangular shape, first select the object. Then press **Shift** while double-clicking the **Rectangle** tool.
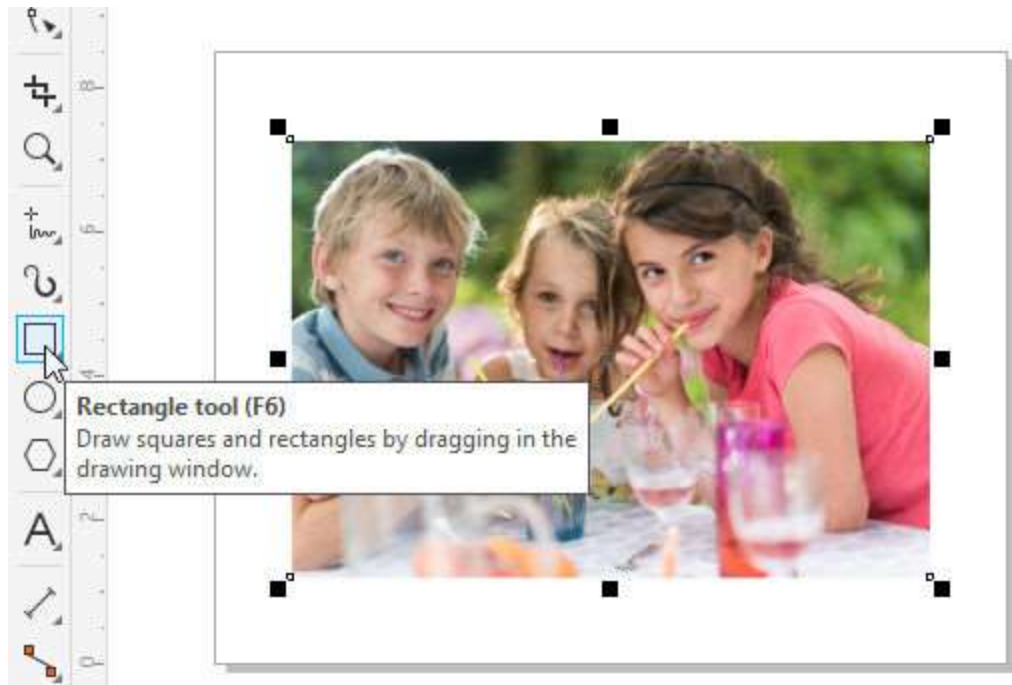
This adds an outline, whose width and style and color you can adjust in the **Properties** docker. For the color, you can use the eyedropper to match a color in the image.
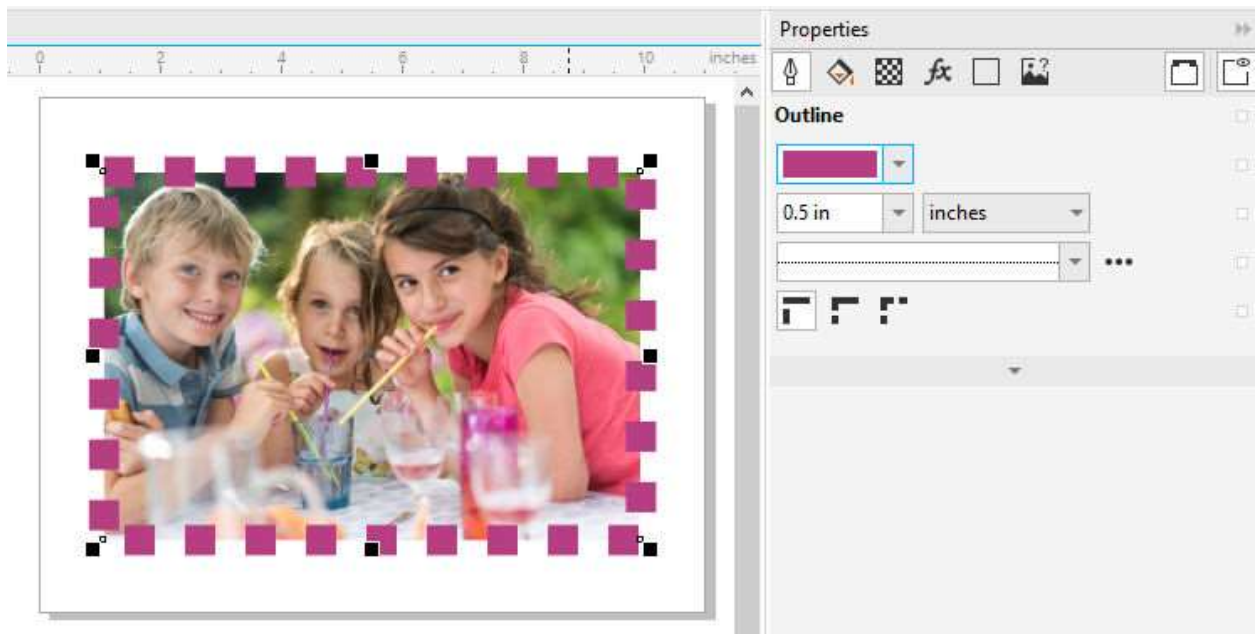
Tip 9: Saving Non-destructive Editing Styles

NDE, or non-destructive effects, are effects you can add to an object that can be turned on or off, rearranged etc. These are listed in the **Properties** docker, by clicking the **FX** tab. The swimsuit in this example has a few effects added, and you could click the plus sign to add more effects.
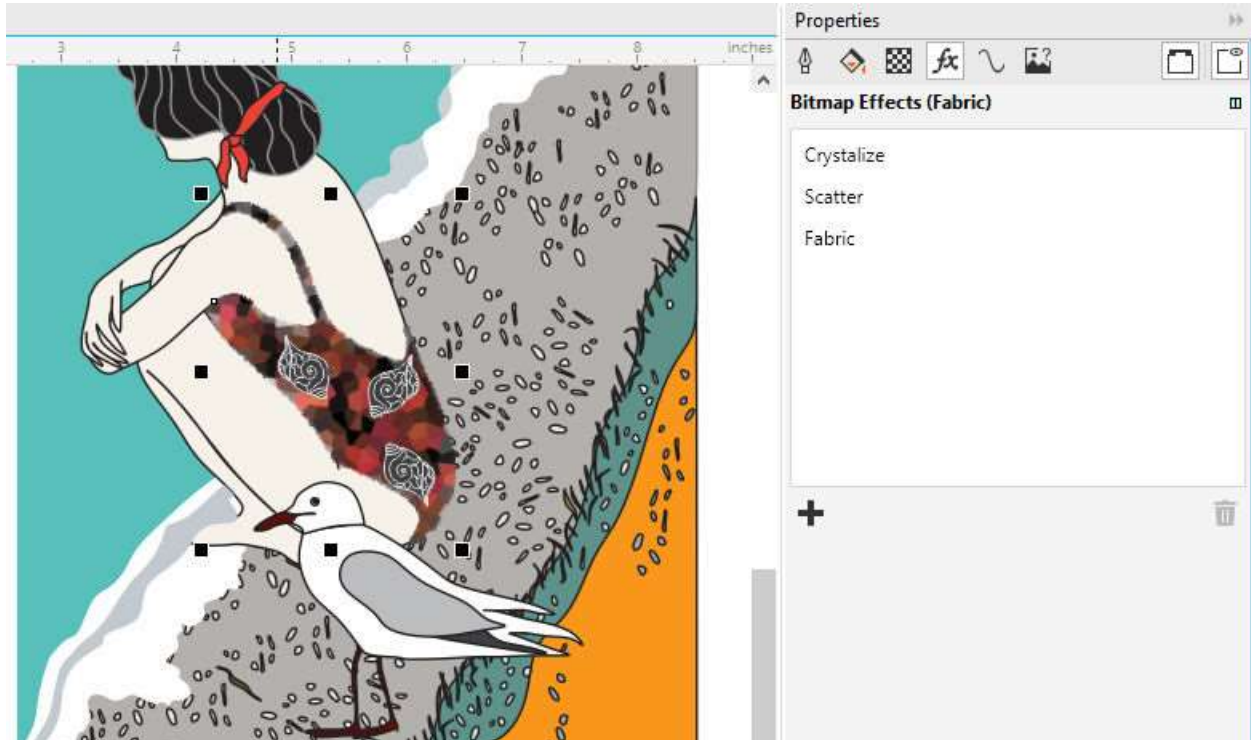
To save these effects as a style for use in other objects, right-click on the object and choose **Object Styles > New Style from > Bitmap Effects**. Assign the style a name, such as Fabric Effects.
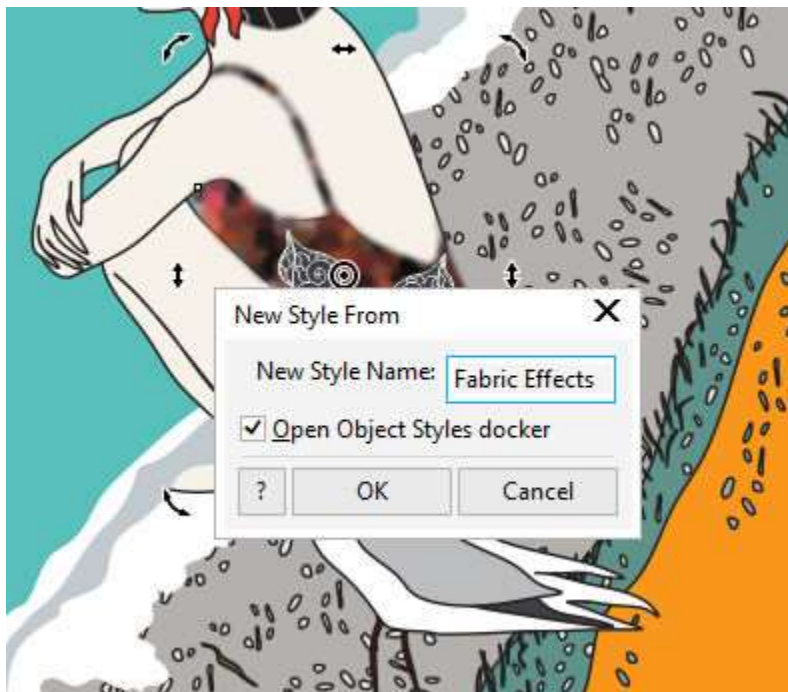
The new style will now be listed in the **Object Styles** docker. The effects can be applied to other objects, either by dragging the style name onto an object, or by selecting the object first then double-clicking the style name.
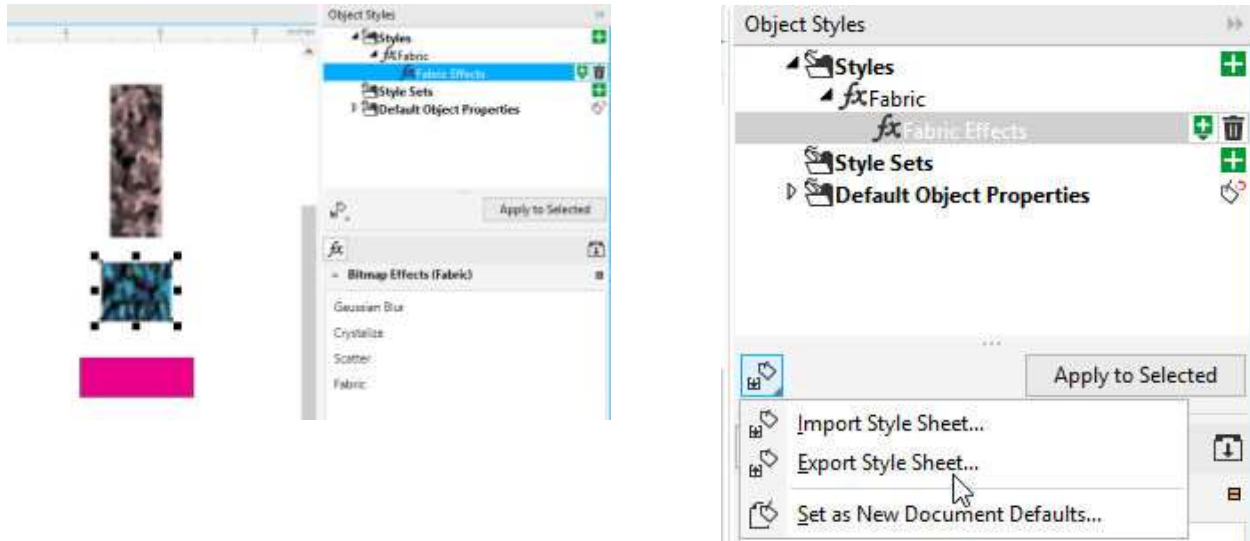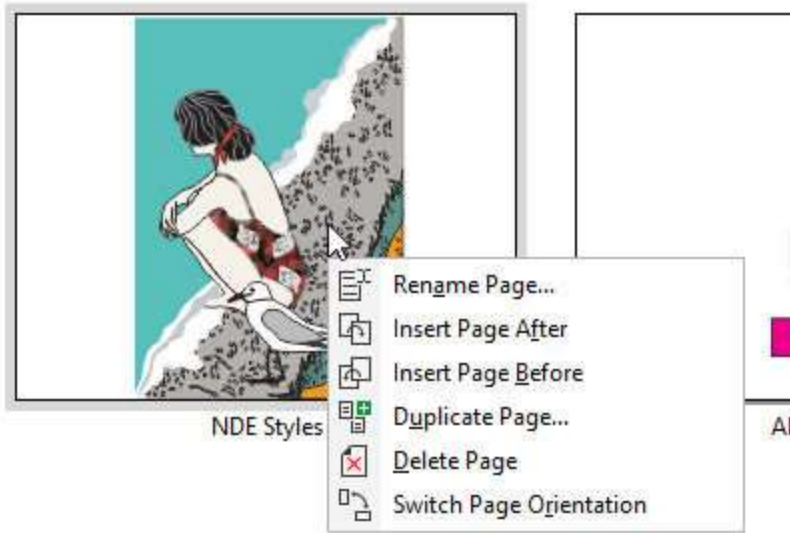

To save this style for use in other documents, use the **Export Style Sheet** option.

Tip 10: Page Sorter View

For any multi-page document, you can choose **View > Page Sorter View**. This provides an at-a-glance look at all pages.
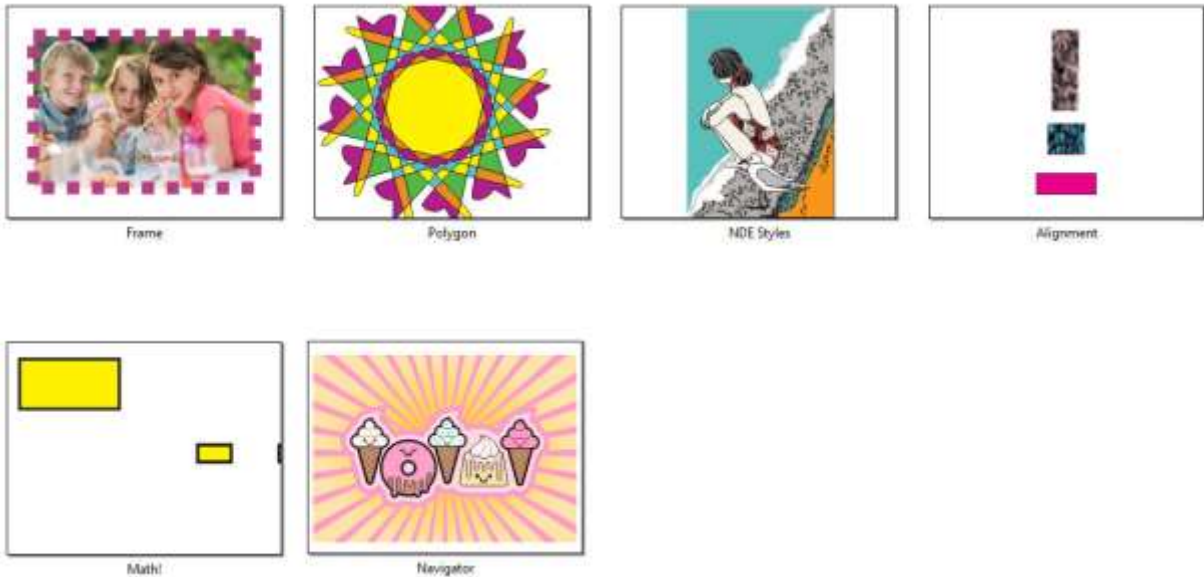
You can drag and drop to rearrange, and the context menu provides options for renaming, inserting, duplicating, etc.

NDE Styles

▤ᵀ	Ren**a**me Page...
⬚	Insert Page A**f**ter
⬚	Insert Page **B**efore
▤	D**u**plicate Page...
☒	**D**elete Page
▯	Switch Page O**r**ientation

From here, you can double-click the page you want to open.