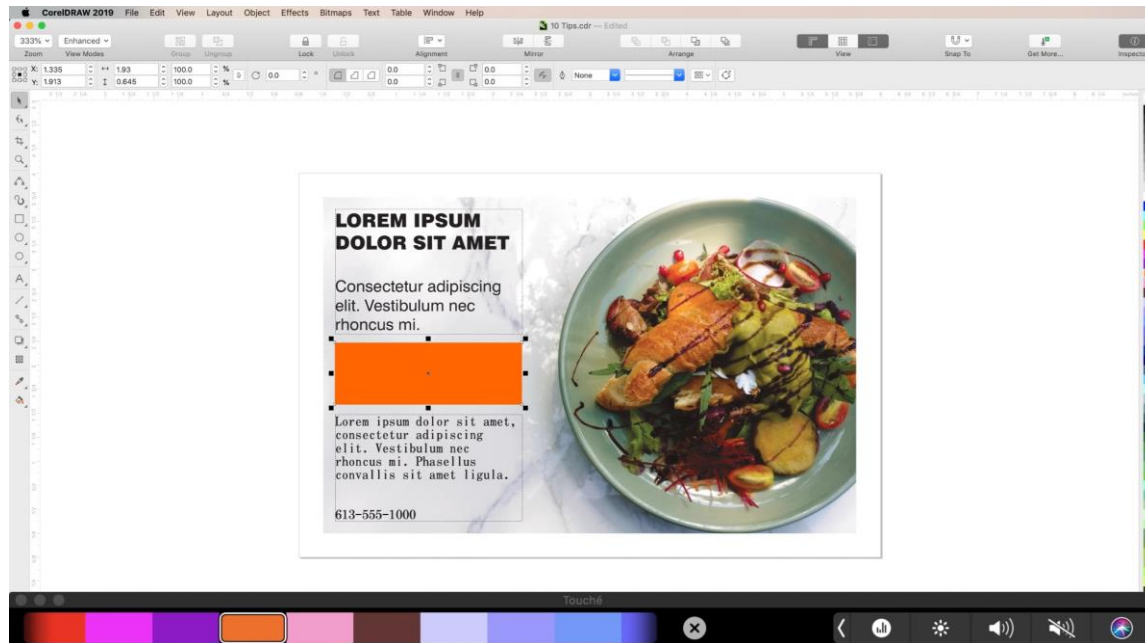# Top 10 Tips for Productivity

## 1. Use the MacBook Pro Touch Bar to easily access commands and functions

CorelDRAW is Touch Bar enabled for MacBook Pro! Use the Touch Bar to easily access Zoom functions, instantly change object fill or outline colors, quickly format text and more!



## 2. Use Page Sorter View to manage multi-page documents

When you're working with complex, multi-page documents, go to **View** > **Page Sorter** view to see thumbnails of all your pages at once. Then just drag and drop pages to rearrange them.
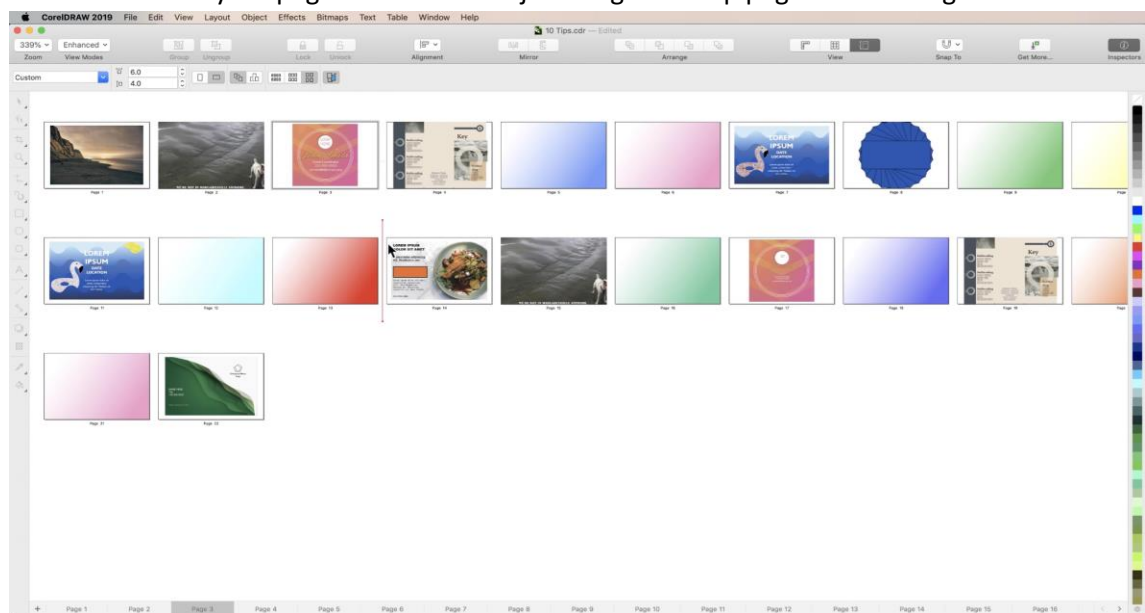
You can also **Duplicate** or **Rename** pages by right-clicking on their thumbnails. When you are ready to enter a page for editing, just double-click the thumbnail.

## 3. Create curves easily with the 3-Point Curve tool

Use the **3-Point Curve** tool under the **Curve** tools flyout menu to draw simple curves with just a few clicks. Click and drag to set the start and end points of your curve, then let go and click again to set its apex.

For symmetrical curves hold the **Shift** key while you draw. For circular curves hold **Command**.
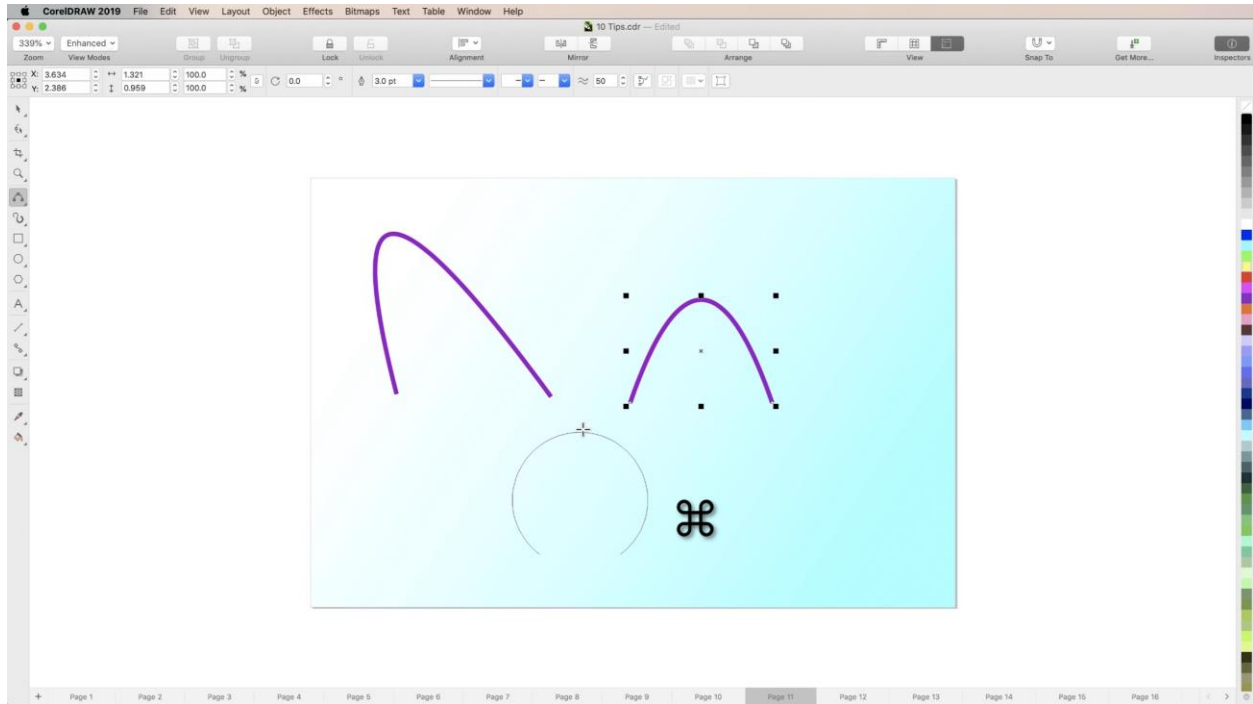


## 4. Apply Transformations to Objects and Copies

Use the **Transformations** inspector to quickly apply transformations to objects or object copies. Just select an object and choose the transformation you want to use. Then enter the values you want and click **Apply**.

To apply the transformation to a copy of your object, hold **Shift** and click **Apply**. To apply it to multiple copies, enter a number in the **Copies** box, and click **Apply**.
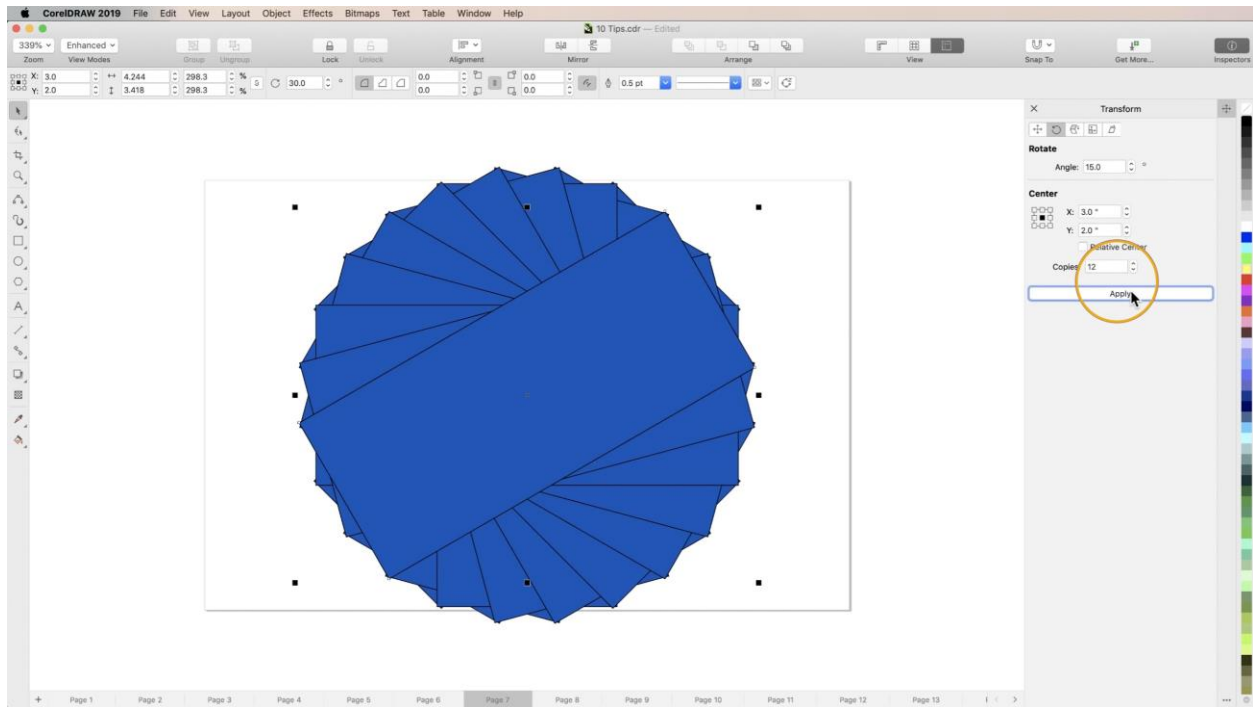
## 5. Adding Quick Borders and Frames

To instantly create a frame or border around an image, first set your **Fill** color to None. Then just select your image, hold **Shift** and double-click the **Rectangle** tool. Then adjust your line weight and color as needed.
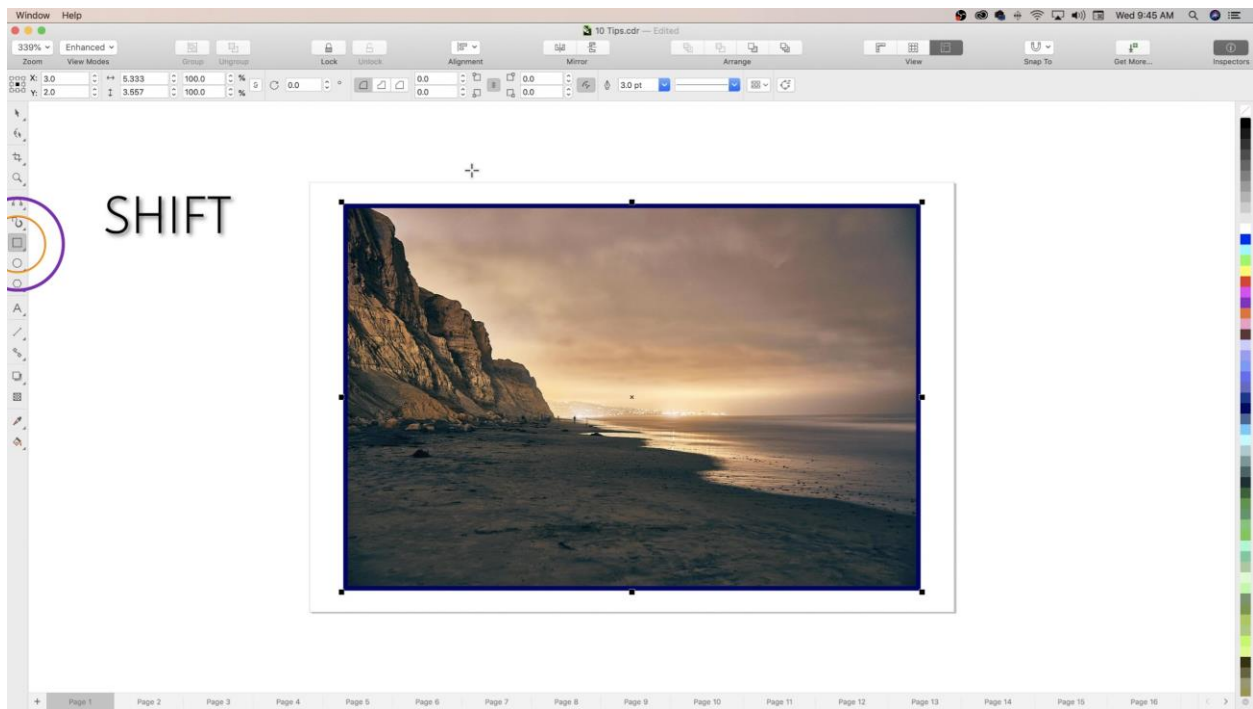
## 6. Create Color Palettes from Document Colors

To add colors from a document to the document palette, go to **Window** > **Color Palettes** > **Add Colors from Document**.
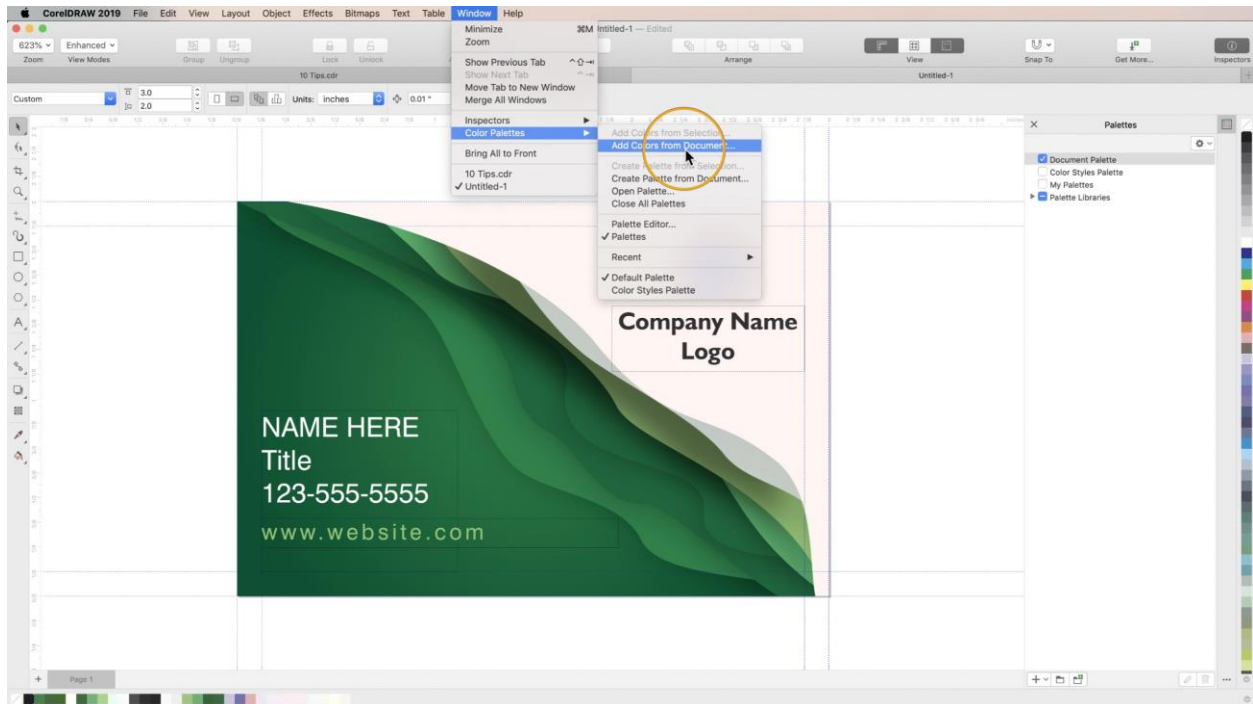


To create a new palette from colors in a document, go to **Window** > **Color Palettes** > **Create Palette from Document**.

## 7. Let CorelDRAW do the math for you

CorelDRAW even does math for you. To make an object a quarter of its current width, simply divide it by four in the width box, and hit **Return**. This will work with any value box across CorelDRAW.
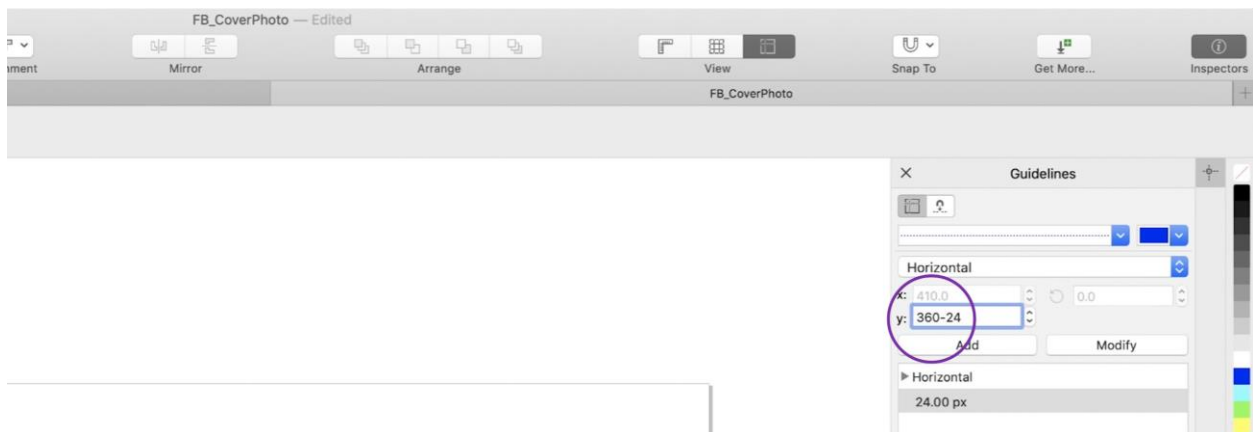
You can also instantly convert units to your document's preset unit. Simply enter the value and unit, and hit **Return**.

## 8. Create complex shapes with Polygon tool

Use the **Polygon** tool to create a symmetrical shape and choose your number of sides. Then select the **Shape** tool and use it to manipulate one side of the object. Your changes will be mimicked on all other sides of the shape!
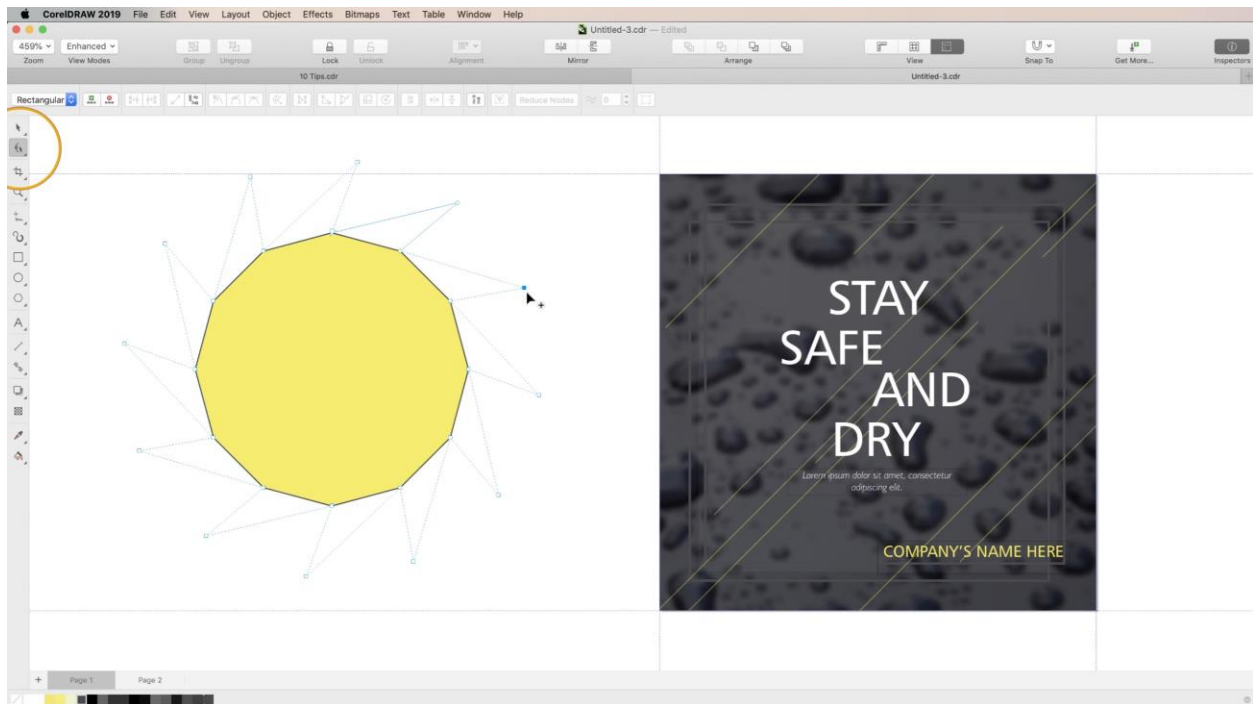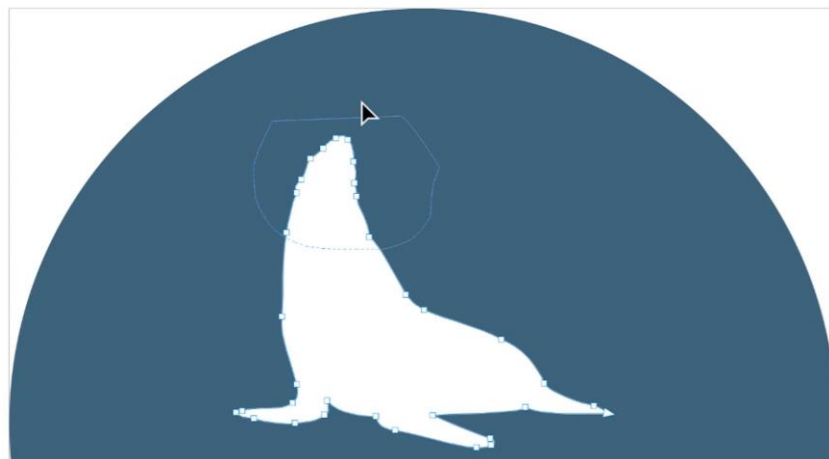


## 9. Easily select multiple nodes

To instantly select all nodes from a selected object, just double-click the **Shape** tool. Hold down **Option** to select nodes with a freehand lasso.
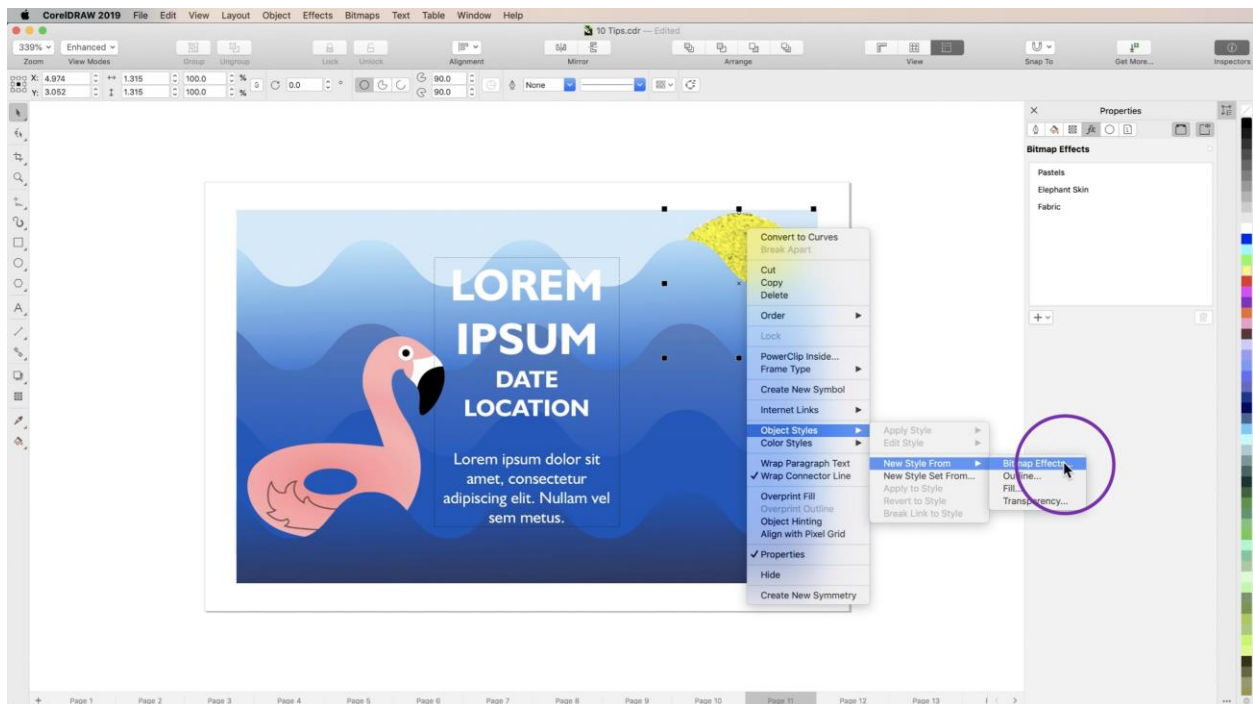
## 10. Create new styles from a collection of effects

Create a new style from a combination of non-destructive effects that you can use to quickly apply those effects to other objects.

Right-click on the object you want to use to create a new style, then go to **Object Styles** > **New Style From** > **Bitmap Effects**.



Name your style and click **OK**. This will cause the **Object Styles** inspector to pop up, and you will find your new style at the top of the inspector under **Styles**.

To apply your style to a new object, right-click on the object, then go to **Object Styles** > **Apply Style**, and choose your desired style from the list.