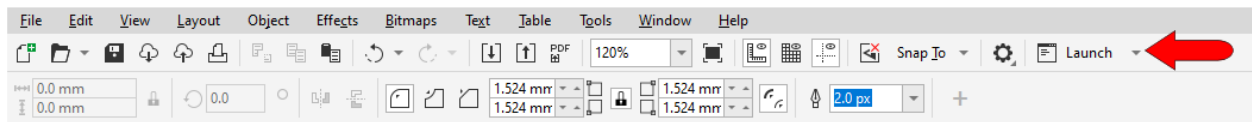


Exploring the Standard Toolbar in CorelDRAW

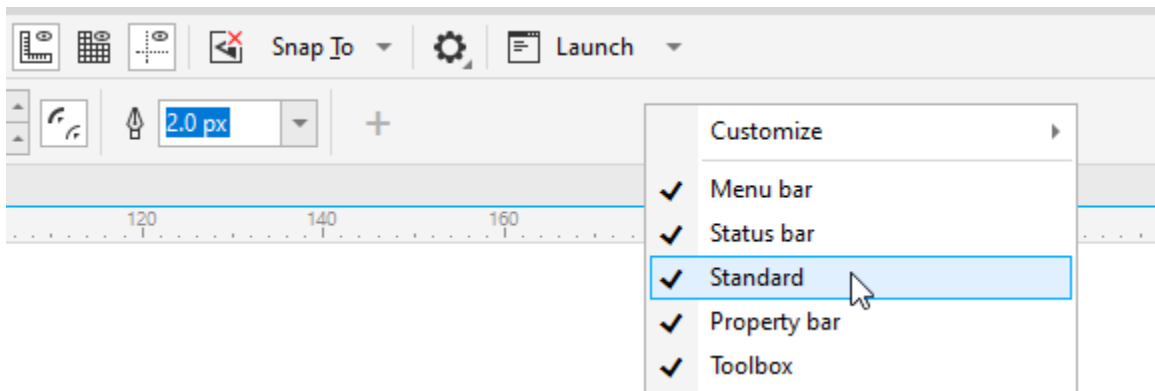
In this tutorial, we'll review the icons and options on CorelDRAW's **Standard** toolbar.

The toolbar we'll be using here is specific to the **Windows** version of CorelDRAW Graphics Suite. CorelDRAW Standard and Essentials also have this toolbar, but with slightly fewer tools.

By default, the **Standard** toolbar runs across the top of the CorelDRAW interface, just below the menu bar.

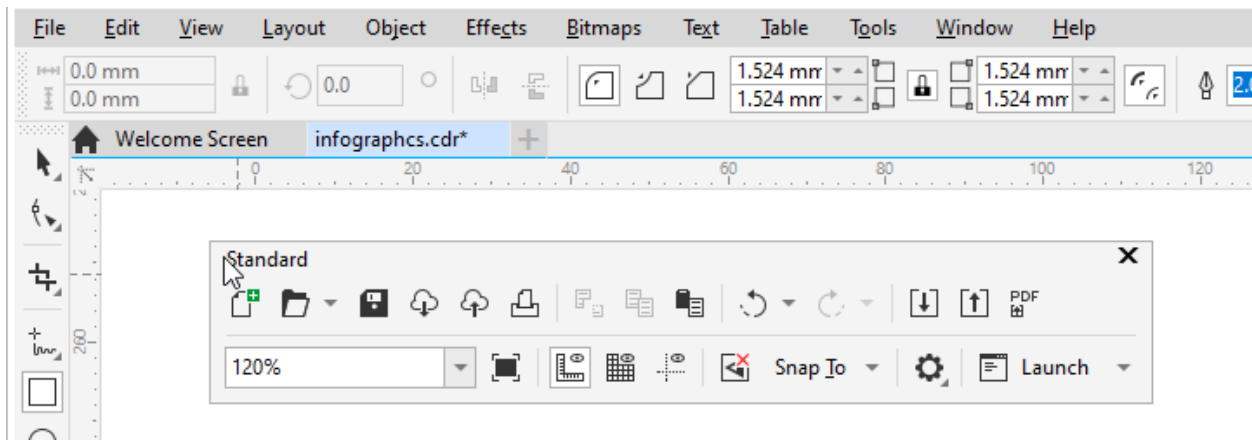


If you don't see this toolbar, right-click anywhere in any other toolbar and choose **Standard**.



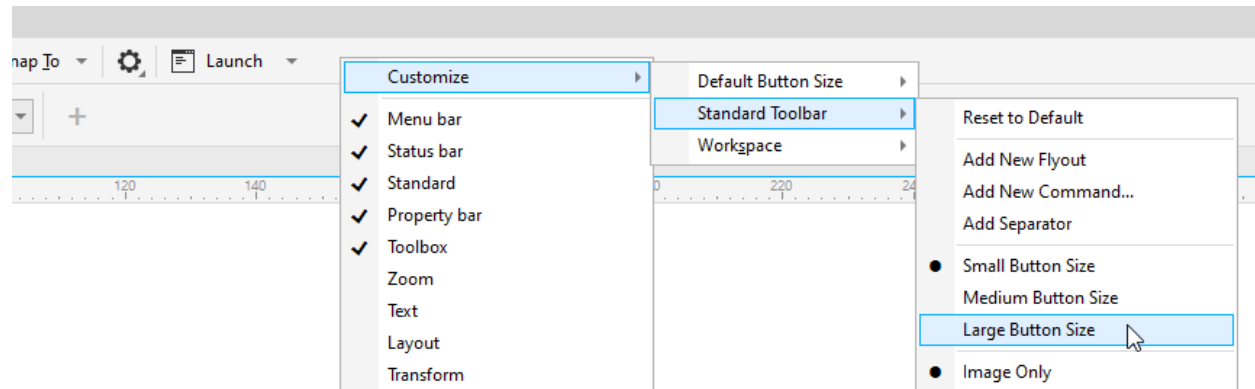
The **Window > Toolbars** menu is another place where you can toggle toolbars on and off.

If you want the **Standard** toolbar, or any other toolbar, to appear in a different spot, you can right-click in a toolbar and toggle off **Lock Toolbars**. You can then grab any toolbar by its left edge and place it anywhere and drag an edge to resize it.



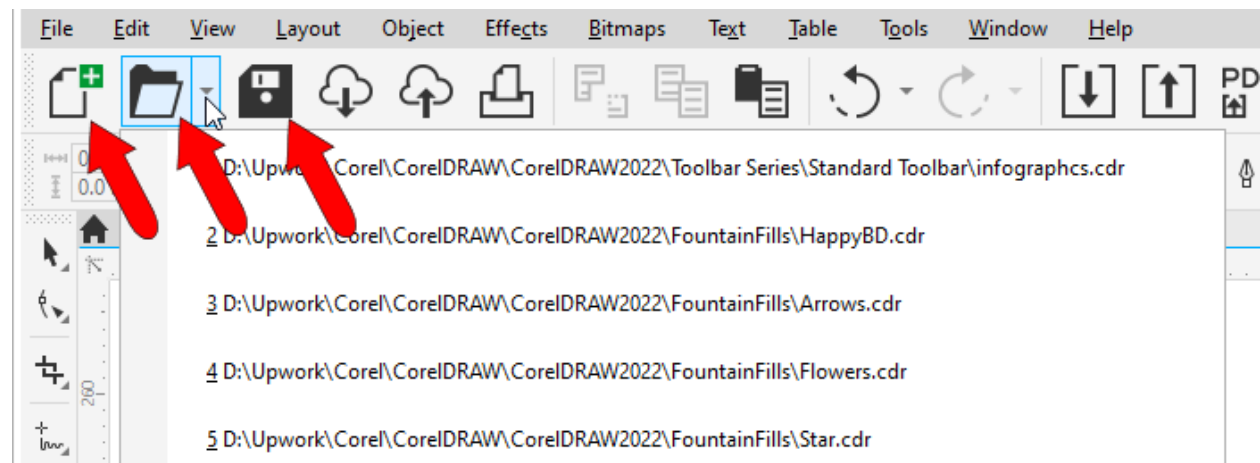
Dragging a toolbar back to any edge docks it in place. To keep toolbars from moving, right-click again in a toolbar and toggle **Lock Toolbars** back on.

To change the size of icons on this toolbar, right-click in the **Standard** toolbar and choose **Customize**. With the **Default Button Size** option, you can change the icon size throughout all toolbars, or you change icon size just for the **Standard** toolbar.

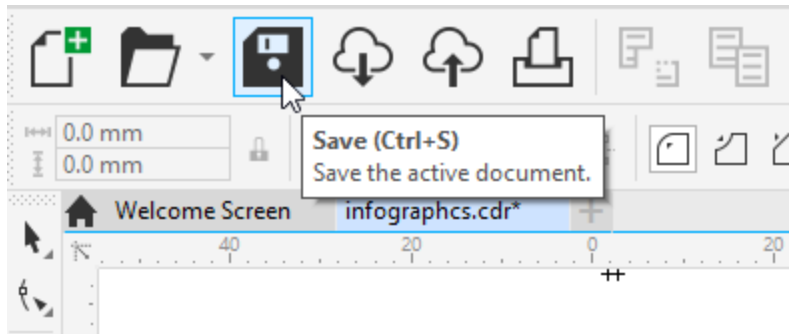


Now let's look at each option in the **Standard** toolbar.

As in most other applications, the first icon is **New**, which starts a new CorelDRAW file. Next comes **Open**, and clicking the drop-down arrow for this tool opens a list of recent files you can choose to open again. The familiar **Save** icon is next, which is only enabled after you make a change in your file. CorelDRAW files are saved in CDR format.



Keyboard shortcuts can be seen when hovering over an icon, and they are generally standard for common tools. For example, we have **Ctrl + N** for **New**, **Ctrl + S** for **Save**, etc.



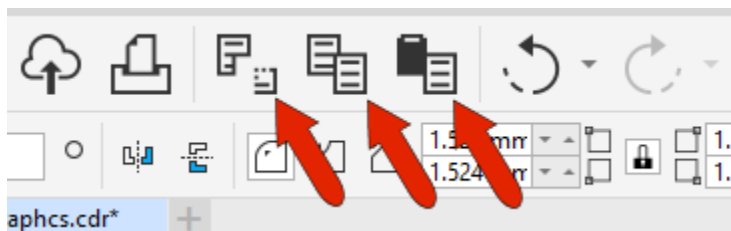
The next two icons are **Open from Cloud** and **Save to Cloud**. Every user of CorelDRAW Graphics Suite 2019 and later can access CorelDRAW.app with their Corel account credentials, and store files in their Cloud account. For users with a CorelDRAW Graphics Suite subscription, there are also exclusive collaborative features, such as live comments.

To learn more about collaboration and Cloud features, watch our full tutorial [Managing Cloud Files and Collaboration](#).

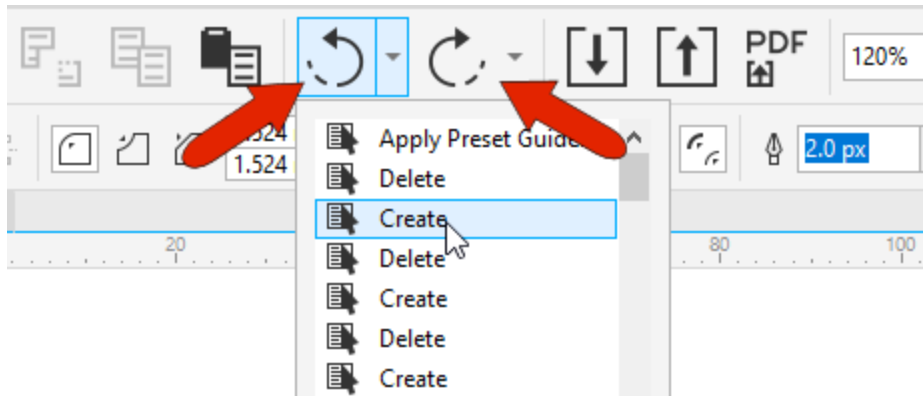
Another familiar icon is **Print**, which opens a multi-tab window with numerous print options.



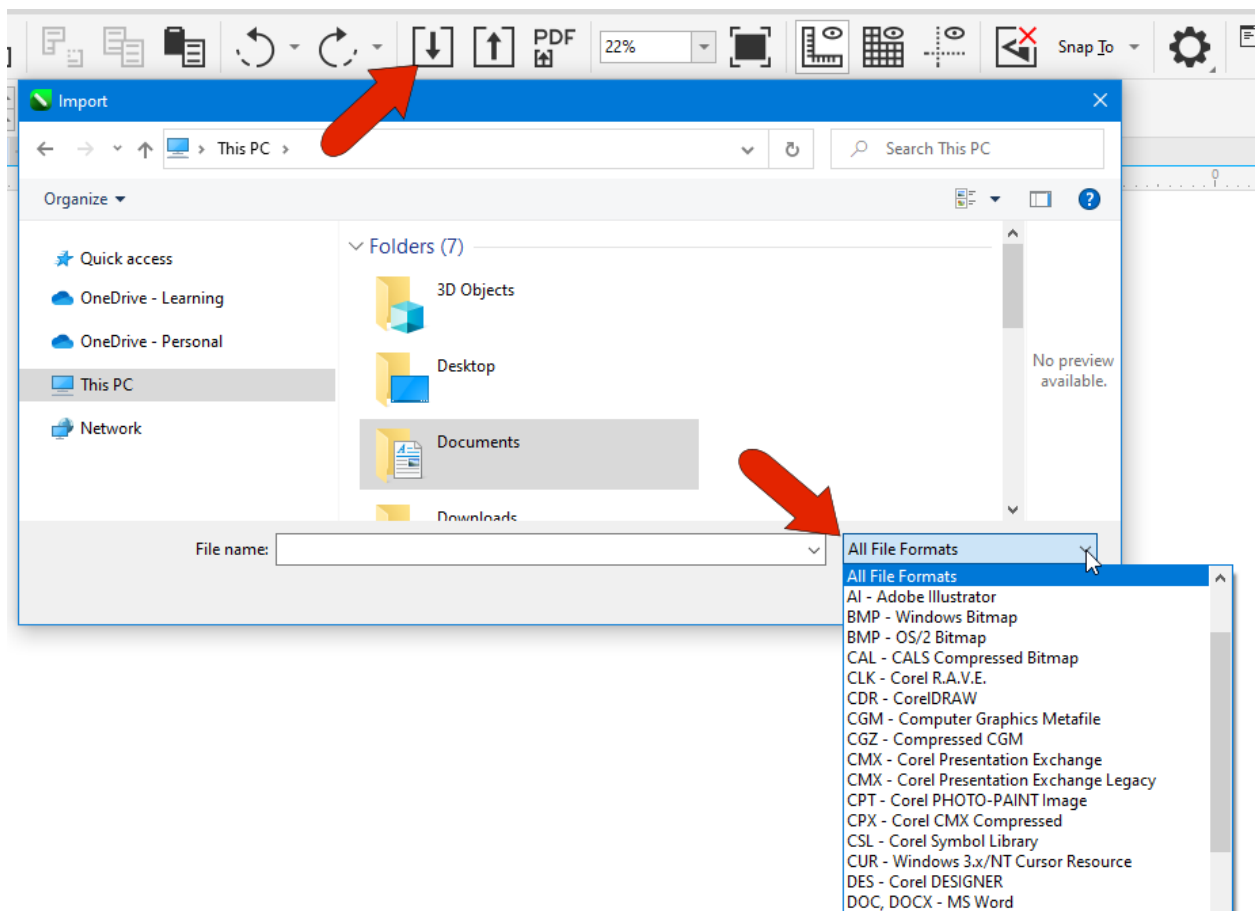
The next set of icons are **Cut**, **Copy**, and **Paste**, with the familiar shortcuts of **Ctrl + X**, **Ctrl + C**, and **Ctrl + V**. If you draw an object and keep it selected, **Copy** saves the object to the clipboard, **Cut** removes it while keeping it in the clipboard, and **Paste** brings it back in.



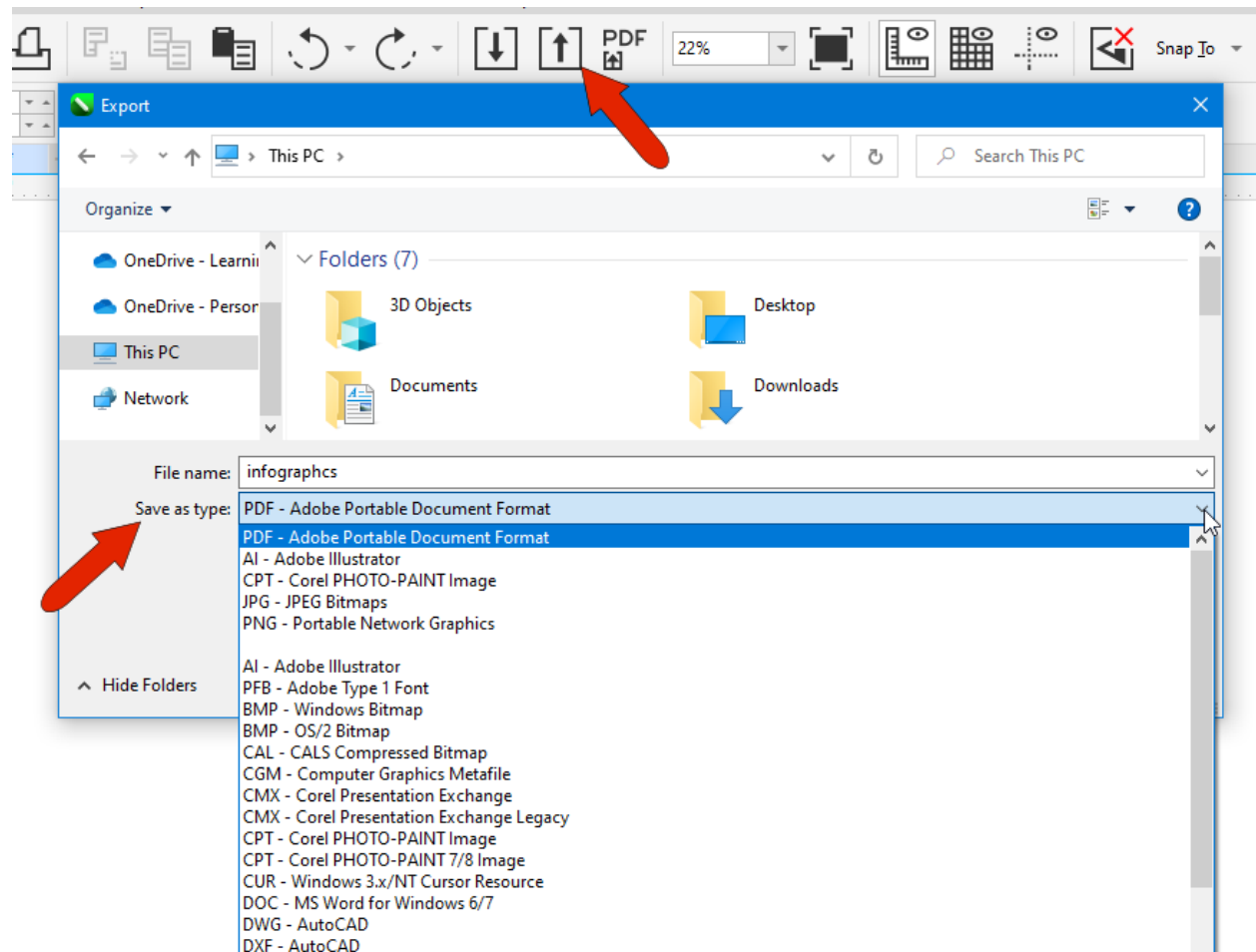
Undo and **Redo** are next, with shortcuts of **Ctrl + Z** and **Ctrl + Shift + Z**. You can click **Undo** repeatedly to go back one step at a time, or use the drop-down to return to a specific step. **Redo** works the same way.



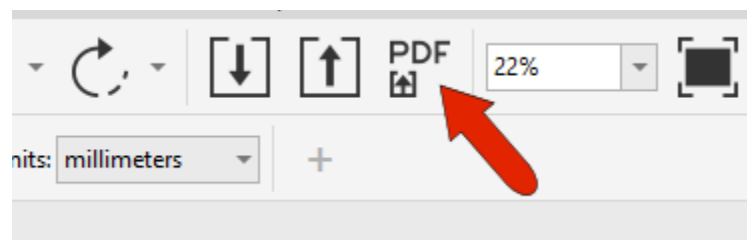
Import, or **Ctrl + I**, is for bringing other files into your drawing, and you can click the **All File Formats** list to see what can be imported.



Export, or **Ctrl + E**, is used for saving your CorelDRAW file, or selected objects, to a format other than **CDR**. Click the **Save as Type** drop down to see the extensive list of available formats, and the available options depend on the selected format.



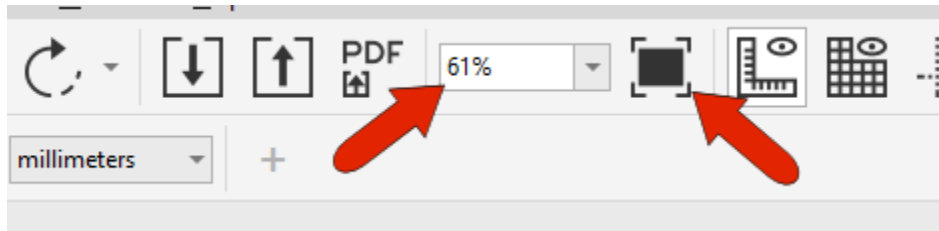
Publish to PDF is used just for PDF export and has a wealth of settings. To learn more, [view our full tutorial on publishing to PDF](#).



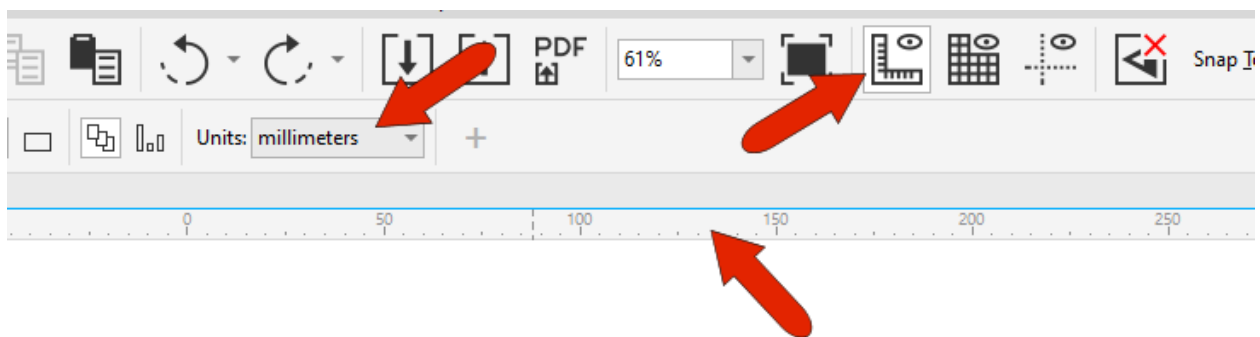
Next comes **Zoom** levels. If you use your mouse wheel to zoom in or out, you will see the zoom percentage update, or you can enter an exact value.

To learn more about zoom, watch our full tutorial [How to Pan and Zoom in CorelDRAW](#).

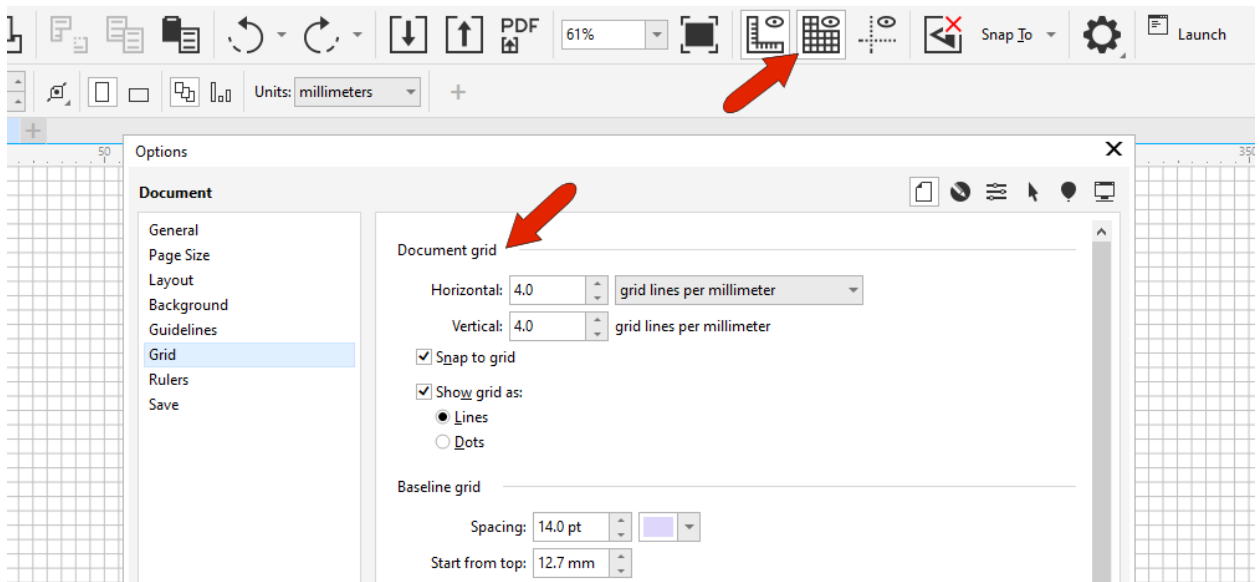
The **Full-screen preview** icon displays the contents of your drawing in full-screen mode, with no toolbars or menus. You can end full-screen mode by pressing any key or clicking a mouse button.



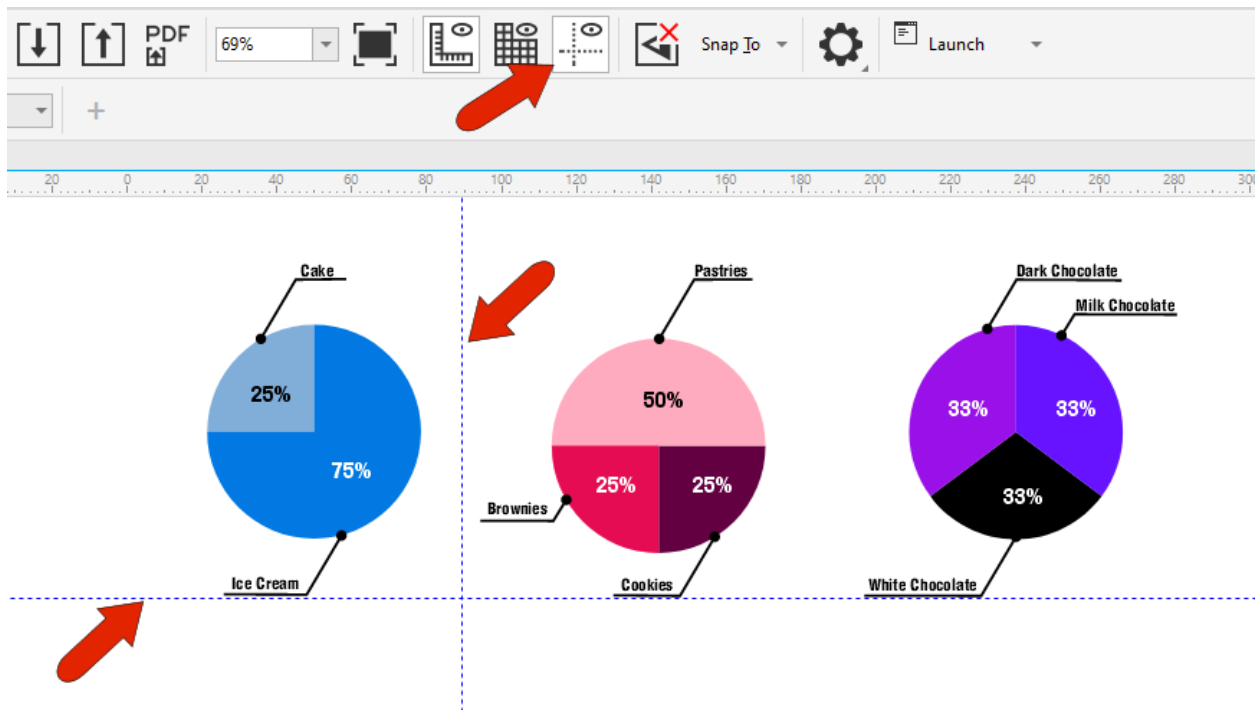
The next three icons control the display of reference elements. **Rulers** appear along the top and left edges, in the current units which can be set in the property bar.



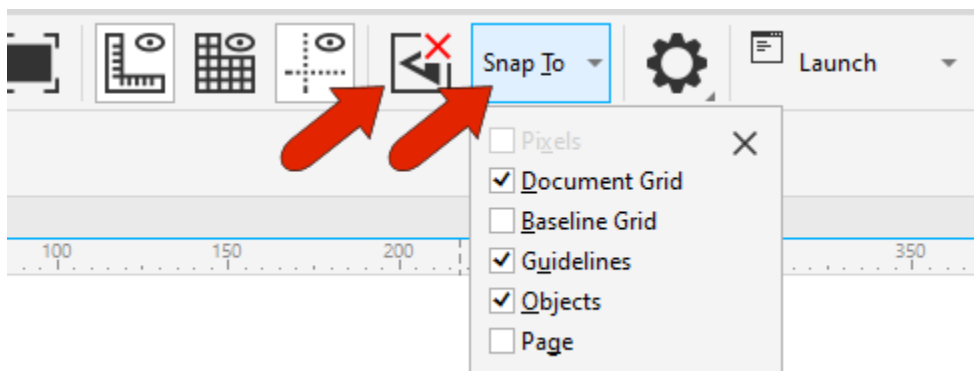
Show Grid turns on the default document grid, whose properties you can change by right-clicking on a ruler and choosing **Grid Setup**. In **Document Grid**, you can change the spacing of grid lines, switch to grid dots, and toggle **Snap to Grid**. We'll look at snaps a bit farther on.



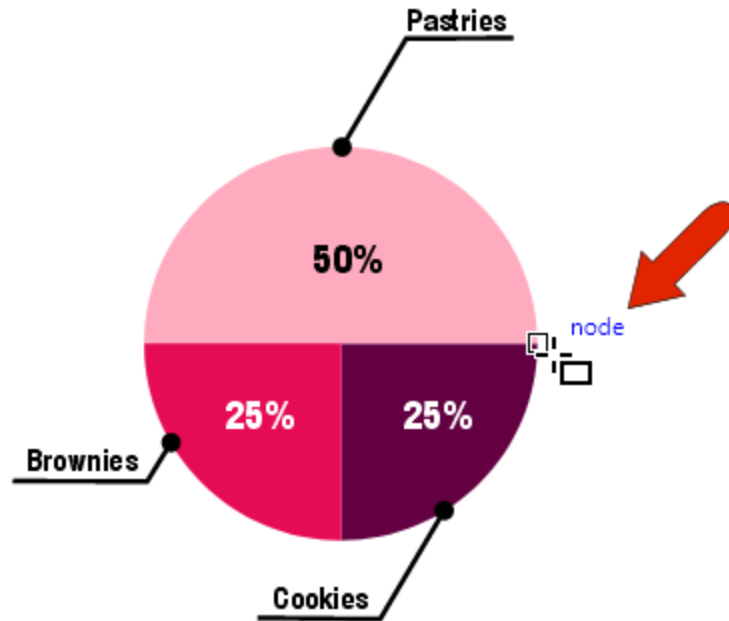
The last reference display option is **Guidelines**. These are added from the **Guidelines** docker, which you can open by choosing **Window > Dockers > Guidelines**. Or they can be added by dragging from a ruler into the desktop.



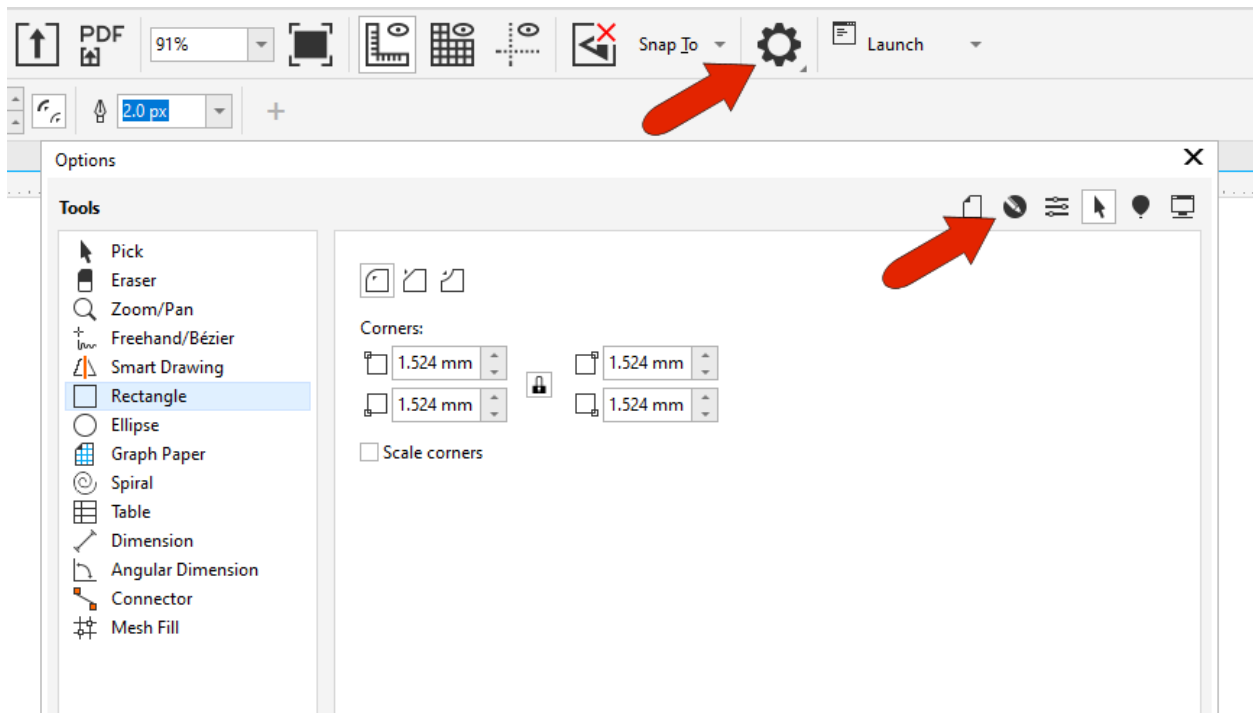
If the **Snap Off** icon is enabled, then no snaps will be working, and no tooltips appear while your cursor is moving around. To use snaps, toggle off this icon, or press **Alt + Q**. Then you can use the **Snap To** menu to choose the snaps you want.



When snaps are on, the cursor identifies and moves to the exact location of certain objects, such as a grid point, edge, node, midpoint, etc. You can use these points for drawing or moving.



The **Options** icon opens the **Options** window, with icons at the top right to open several tabs.



- **CorelDRAW options:** Define how several features in the interface will work, like snapping, text, warnings, and more.
- **Customization options:** Control the appearance of the interface.

- **Tools options:** Set tool defaults. For example, open **Rectangle** and choose default corners and their radii.
- **Global options:** Control system-related options such as file locations and formats, and privacy settings.
- **Workspace options:** Choose from different workspaces. The **Default** workspace is active, but, as an example, if you switch to **Lite** and set as current, you'll have a smaller set of displayed tools to work with. You can also create customized workspaces that contain the tools you use most often. To learn more, watch our full tutorial [How to Customize the CorelDRAW Workspace](#).

Finally, we have the **Launch** menu, which launches other Corel applications, such as Corel CAPTURE or Corel PHOTO-PAINT. The **Get More** option opens the **Store** in the **Welcome Screen**, where you can filter the list to see what you might want to add.

