CorelDRAW

Keyboard Shortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE CORELDRAW SHORTCUTS.

Below is a list of CorelDRAW keyboard shortcuts you can use to work faster. Scroll through the list or use the Index to quickly go to the section you want

How To Read The List

Where shortcut keys must be pressed together they will be shown like this

Ctrl + **C**

Which means press CTRL and C together.
Where keys must be pressed one after the other they will be shown like this

Alt + **O** , **H** **R**

which means press Alt and O together, then release those keys and press H, then R.

INDEX

Align

Back To Index

Align bottom	B
Align center page	P
Align horizontal center	E
Align right	R
Align top	T
Align vertical center	C
Align to baseline	Alt + F12

Document Display

Back To Index

Full-screen preview	F9
Refresh window	Ctrl + W
Toggle display	Shift + F9
Show nonprinting characters	Ctrl + Shift + C

Dockers	
Contour	**Ctrl** + F9
Envelope	**Ctrl** + F7

Graphic and text style	**Ctrl** + F5
Lens	**Alt** + F3
Linear dimensions	**Alt** + F2
Object properties	**Alt** + Enter
Position	**Alt** + F7
Rotate	**Alt** + F8
Scale and mirror	**Alt** + F9
Size	**Alt** + F10
Insert symbol and special characters	**Alt** + F11
View manager	**Alt** + F12
Symbols manager	**Alt** + F6

Distribute Command			
Distribute bottom	**Shift**	+	B
Distribute centers horizontally	**Shift**	+	E
Distribute centers vertically	**Shift**	+	C
Distribute left	**Shift**	+	L
Distribute right	**Shift**	+	R
Distribute spacing horizontally	**Shift**	+	P

Distribute spacing vertically	**Shift**	+	A
Distribute top	**Shift**	+	T

General	
Copy	**Ctrl** + **C**
Copy	**Ctrl** + **Insert**
Cut	**Ctrl** + **X**
Cut	**Ctrl** + **Delete**
Delete	**Delete**
Duplicate	**Ctrl** + **D**
Paste	**Ctrl** + **V**
Redo	**Ctrl** + **Shift** + **Z**
Repeat	**Ctrl** + **R**
Undo	**Ctrl** + **Z** / **Ctrl** + **Backspace**

File	
Export	**Ctrl** + **E**
Import	**Ctrl** + **I**
New document	**Ctrl** + **N**

Open	Ctrl + O
Print	Ctrl + P
Save	Ctrl + S
Save as	Ctrl + Shift + S
Exit	Ctrl + F4

Font Formatting	Back To Index
Bold	Ctrl + B
Font list	Ctrl + Shift + F
Font weight	Ctrl + Shift + W
Italic	Ctrl + I
Small caps	Ctrl + Shift + K
Underline	Ctrl + U
Decrease font size	Ctrl + Numpad 2
Font size	Ctrl + Shift + P
HTML font size	Ctrl + Shift + H
Increase font size	Ctrl + Numpad 8
Next font combo size	Ctrl + Numpad 6
Previous font combo size	Ctrl + Numpad 4

Change case	**Shift** + **F3**
Convert text	**Ctrl** + **F8**

Dialogs	
Open fountain fill dialog	**F11**
Uniform fill dialog	**Shift** + **F11**
Color balance	**Ctrl** + **Shift** + **B**
Brightness/intensity	**Ctrl** + **B**
Hue/saturation	**Ctrl** + **Shift** + **U**

Object Nudge Commands	
Nudge Down	**Down arrow**
Nudge left	**Left arrow**
Nudge right	**Right arrow**
Nudge up	**Up arrow**
Super Nudge down	**Shift** + **Down arrow**
Super nudge left	**Shift** + **Left arrow**
Super nudge up	**Shift** + **Up arrow**
Super nudge right	**Shift** + **Right arrow**

Micro nudge down	**Shift** + **Down arrow**
Super nudge left	**Shift** + **Left arrow**
Super nudge right	**Shift** + **Right arrow**
Super nudge up	**Shift** + **Up arrow**

Object Ordering	
Back one	**Ctrl** + **Page down**
Forward one	**Ctrl** + **Page up**
To back	**Shift** + **Page up**
To front	**Shift** + **Page down**

Outline Pen	
Open outline color dialog	**Shift** + **F12**
Open outline pen dialog	**F12**

Navigation	
Next page	**Page Down**
Previous page	**Page Up**

Text Formatting		
Bullet text	**Ctrl** + **M**	
Center justify	**Ctrl** + **E**	
Convert text state	**Ctrl** + **F8**	
Apply drop cap	**Ctrl** + **Shift** + **D**	
Edit text	**Ctrl** + **Shift** + **T**	
Force justification	**Ctrl** + **H**	
Format text	**Ctrl** + **T**	
Full justify	**Ctrl** + **J**	
Horizontal text	**Ctrl** + **,**	
Left justification	**Ctrl** + **L**	
No justification	**Ctrl** + **N**	
Right justification	**Ctrl** + **R**	
Vertical text	**Ctrl** + **Period**	

Zoom and Pan		
Navigator	**N**	
Hand tool	**H**	
Pan down	**Alt** + **Down arrow**	
Pan left	**Alt** + **Left arrow**	

Pan up	**Alt** + **Pan arrow**
View manager	**Ctrl** + **F2**
Zoom one shot	**F2**
Zoom out	**F3**
Zoom to all object	**F4**
Zoom to page	**Shift** + **F4**
Zoom to selection	**Shift** + **F2**

Toolbox Tool Selection	
Artistic media tools	**I**
Eraser tool	**X**
Ellipse tool	**F7**
Toggle eyedropper and paint bucket	**Shift**
Freehand tool	**F5**
Graph paper tool	**D**
Hand	**H**
Interactive fill tool	**G**
Mesh tool	**M**
Polygon tool	**Y**

Rectangle tool	F6
Shape tool	F10
Smart drawing tool	S
Spiral tool	A
Text tool	F8
Toggle pick state	Spacebar

Cursor Moves Using Text Tool	
Delete the character to the right	Delete
Delete the word to the right	Ctrl + Delete
Cursor down one frame	Page down
Cursor down one line	Down arrow
The cursor left one paragraph	Ctrl + Down arrow
The cursor left one character	Left arrow
The cursor left one word	Ctrl + Left arrow
Cursor right one character	Right arrow
Cursor right one word	Ctrl + Right arrow
Cursor up one frame	Page Up
Cursor up one line	Up arrow

Cursor up one paragraph	**Ctrl** + Up arrow
Cursor to start of the text	**Ctrl** + Home
Cursor start of a line	Home
Cursor to start of the text	**Ctrl** + Page up
Cursor to end of line	End
Cursor to end of the text	**Ctrl** + Page Down
Select all text	**Ctrl** + A
Select character to left	**Shift** + Left arrow
Select character to the right	**Shift** + Right arrow
Select down one frame	**Shift** + Page Down
Select down one line	**Shift** + Down arrow
Select down one paragraph	**Ctrl** + **Shift** + Down arrow
Select up to one frame	**Shift** + Page Down
Select up to one line	**Shift** + Up Down
Select up to one paragraph	**Ctrl** + **Shift** + Up arrow
Select word to left	**Ctrl** + **Shift** + Left arrow
Select word to the right	**Ctrl** + **Shift** + Right arrow
Select to start of frame	**Ctrl** + **Shift** + Home
Select to start of the line	**Shift** + Home

Select to start of the text	**Ctrl** + **Shift** + Page up
Select to end of the frame	**Ctrl** + **Shift** + End