

CorelDRAW[®]
Graphics Suite X7
Quick Start Guide

CoreDRAW Graphics Suite X7

CoreDRAW® Graphics Suite X7 offers fully-integrated applications and complementary plugins that cover everything from vector illustration and page layout, to photo editing, bitmap-to-vector tracing, and website design.

CoreDRAW X7 Workspace

Title bar: Displays the title of the open document.

Rulers: Calibrated lines with markers used to determine the size and position of objects in a drawing.

Standard toolbar: A detachable bar that contains shortcuts to menu and other commands, such as opening, saving and printing.

Menu bar: The area containing pull-down options and commands.

Toolbox: Contains tools for creating and modifying objects in the drawing.

Drawing window: The area bordered by the scroll bars and application controls. It includes the drawing page and the surrounding area.

Drawing page: The rectangular area inside the drawing window. It is the printable area of your work area.

Document palette: A dockable bar that contains color swatches for the current document.

Document navigator: An area that contains controls for moving between pages and adding pages.

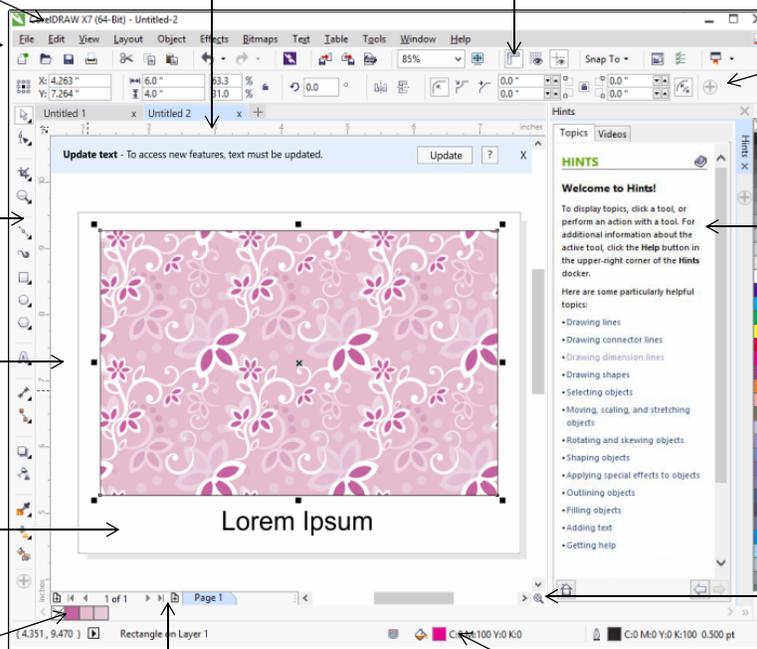
Status bar: Contains information about object properties such as type, size, color, fill, and resolution. The status bar also shows the current mouse position.

Property bar: A detachable bar with commands that relate to the active tool or object.

Docker: A window containing available commands and settings relevant to a specific tool or task.

Color palette: A dockable bar that contains color swatches.

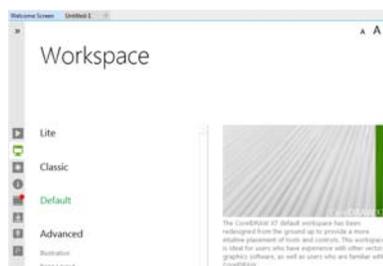
Navigator: A button that opens a smaller display to help you move around a drawing.



The Welcome screen

The Welcome screen is a centralized location from which you can access learning resources, subscription information, and alternative application workspaces.

You can also find out about new features, receive the latest product updates, and view designs created by CoreDRAW users from around the world.



Workspace selection

The collection of specialized workspaces are designed to help you increase your productivity by making more accessible the tools that you use most often in specific workflows or tasks.

Available workspaces include Default, Lite, Classic, Illustration, Page Layout, and Adobe® Illustrator®.

To choose a workspace, click **Window ► Workspace**, or choose one of the available workspaces from the Welcome screen.

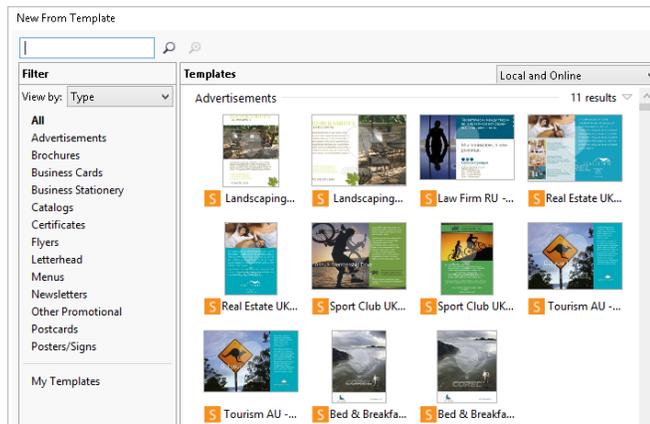
To add tools or controls to the active workspace, click the **Quick customize** button .

CoreDRAW X7 toolbox

- ① The Pick tool flyout lets you access the Pick , Freehand pick , and Free transform  tools.
- ② The Shape edit flyout lets you access the Shape , Smooth , Smear , Twirl , Attract , Repel , Smudge , and Roughen  tools.
- ③ The Crop tool flyout lets you access the Crop , Knife , Virtual segment delete , and Eraser  tools.
- ④ The Zoom tool flyout lets you access the Zoom  and Pan  tools.
- ⑤ The Curve flyout lets you access the Freehand , 2-point line , Bézier , Pen , B-spline , Polyline , 3-point curve , and Smart drawing  tools.
- ⑥ The Artistic media tool  provides access to the Preset, Brush, Sprayer, Calligraphic, and Pressure tools.
- ⑦ The Rectangle flyout lets you access the Rectangle  and 3-point rectangle  tools.
- ⑧ The Ellipse flyout lets you access the Ellipse  and 3-point ellipse  tools.
- ⑨ The Object flyout lets you access the Polygon , Star , Complex star , Graph paper , Spiral , Basic shapes , Arrow shapes , Flowchart shapes , Banner shapes , and Callout shapes  tools.
- ⑩ The Text tool  lets you type words directly on the screen as artistic or paragraph text, and the Table tool  lets you draw and edit tables.
- ⑪ The Dimension tools flyout lets you access the Parallel dimension , Horizontal or vertical dimension , Angular dimension , Segment dimension , and 3-point callout tools.
- ⑫ The Connector tools flyout lets you access the Straight-line connector , Right-angle connector , Rounded right-angle connector , and Edit anchor tools.
- ⑬ The Interactive tools flyout lets you access the Drop shadow , Contour , Blend , Distort , Envelope , and Extrude tools.
- ⑭ The Transparency tool lets you apply transparencies to objects.
- ⑮ The Eyedropper flyout lets you access the Color eyedropper and Attributes eyedropper tools.
- ⑯ The Interactive fill flyout lets you access the Interactive fill and Mesh fill tools.
- ⑰ The Smart fill tool lets you create objects from enclosed areas and then apply a fill to those objects.
- ⑱ The Quick customize button lets you add tools to the toolbox.

Templates

You can easily start a new project from a template. You can browse, preview, or search for templates by name, category, keywords, or designer notes.



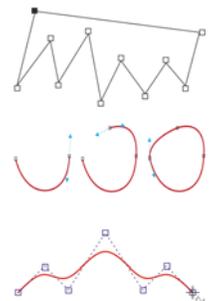
Drawing lines

The drawing tools from the Curve flyout let you draw curved and straight lines, and lines containing both curved and straight segments. The line segments are connected by nodes, which are depicted as small squares.

The Freehand  and Polyline  tools let you draw freehand lines as if you were sketching on a sketchpad.

The Bézier  and Pen  tools let you draw lines one segment at a time by placing each node with precision and controlling the shape of each curved segment.

The B-spline tool  lets you create smooth curves with fewer nodes than curves drawn by using freehand paths.

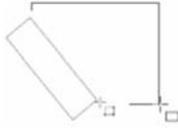


Drawing shapes

CoreDRAW offers a wide variety of tools for drawing shapes.

Rectangles

By dragging diagonally with the **Rectangle** tool , you can draw a rectangle or a square (when holding down **Ctrl**). The **3-point rectangle** tool  lets you quickly draw rectangles at an angle.



Ellipses

You can draw an ellipse by dragging diagonally with the **Ellipse** tool . Hold down **Ctrl** to constrain the shape to a circle. The **3-point ellipse** tool  lets you quickly draw an ellipse at an angle.



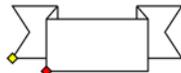
To draw an arc or a pie shape, you can click the **Arc** or **Pie** button on the property bar and then drag.

Complex shapes

You can use the tools on the **Object** flyout to draw polygons, grids, spirals, and two types of stars: perfect and complex. Use the property bar to change the number of polygon sides, star points, grid columns, or spiral revolutions.

Perfect shapes

With the tools on the **Object** flyout, you can also draw basic shapes, arrows, flowchart shapes, banners, and callout shapes. Select a preset shape on the property bar, and drag the diamond-shaped handle (glyph) to modify the appearance of some shapes.



Text

There are two types of text you can add to drawings: paragraph text and artistic text. You can also import existing text from an external file or paste text from the Clipboard.

Paragraph text

Paragraph text can be used for larger bodies of text that have greater formatting requirements. Before you add paragraph text, you must drag with the **Text** tool  to create a text frame.



 To insert placeholder text, right-click the text frame, and click **Insert Placeholder Text**. Placeholder text makes it easier to assess the appearance of your document prior to finalizing its content.

Artistic text



You can use artistic text for short lines of text to which you can apply a wide range of effects, such as drop shadows or contours.

You can add artistic text to an open or closed path.

Fit text to a path

To fit text to a path, select the text, and click **Text > Fit Text to Path**. Move the pointer over a path and use the dynamic preview to position the text. Click to attach the text to the path.

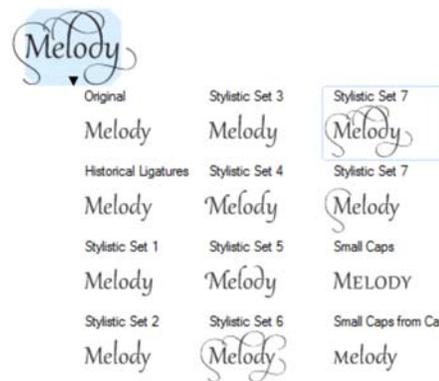


 To type text on a path, click the **Text** tool , and point to a path. When the pointer changes to a **Fit to Path** pointer, click to add text.



Interactive OpenType features

OpenType features let you choose alternative appearances for individual characters (glyphs), provided that the font and selected characters support OpenType features.



OpenType features include fractions, ligatures, ordinals, ornaments, small caps, swashes, and more. OpenType fonts are based on Unicode, which makes them ideal for cross-platform and multi-language design work. In addition, CoreDRAW will suggest eligible OpenType features that you can apply to your text.

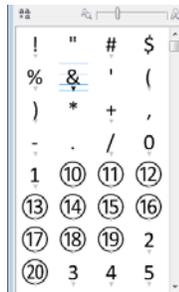
Font Playground

Font Playground (**Text ▶ Font Playground**) lets you view the same sample text in different fonts and sizes to help you choose fonts for your project. You can preview preset text samples, or you can type or paste text. Font Playground also provides access to advanced features within OpenType fonts.



Insert Character docker

The **Insert Character** docker (**Text ▶ Insert Character**) presents all characters, symbols, and glyphs associated with a selected font, making it easier to find and insert characters into your documents. A filtering option lets you display only the character subsets that you want. For example, you can choose to display only the Cyrillic characters and symbols for a selected font.



Easy font identification

CorelDRAW lets you quickly identify the font in a client's artwork by capturing a sample and sending it to the WhatTheFont page of the MyFonts website (available in English only).

www.myfonts.com/WhatTheFont/

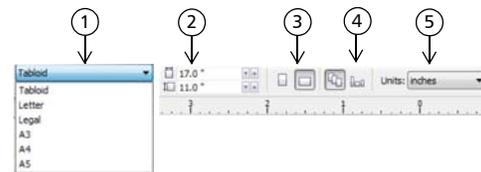
To identify a font, click **Text ▶ WhatTheFont?!**, drag a marquee around the text, and press **Enter** to complete the capture. Next, follow the directions on the website.

Page layout

The Page property bar lets you adjust page settings, such as page size, dimensions, orientation (landscape or portrait), units of measure, nudge distance, and duplicate distance.

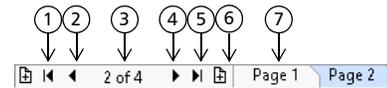
To access the Page property bar, click the **Pick tool** , and click a blank space in the drawing window.

Right-click a page tab on the document navigator to open a context menu that lets you rename, delete, or duplicate the current page or insert new pages.



- 1 Choose a preset page size from the **Page size** list box on the property bar.
- 2 Specify custom page width and height in the **Page dimensions** boxes.
- 3 Set the page orientation to **Landscape** or **Portrait**.
- 4 Click the **Current page** button to apply the page size only to the current page.
- 5 Choose a unit of measure from the **Drawing units** list box.

To navigate the pages in a document, use the document navigator in the lower left of the application window.



- 1 Go to the first page.
- 2 Go to the previous page.
- 3 Open the **Go to page** dialog box.
- 4 Go to the next page.
- 5 Go to the last page.
- 6 Add a new page.
- 7 Click any page tab to go to that page.

To insert page numbers, click **Layout ▶ Page Number Settings**, and choose the settings you want.

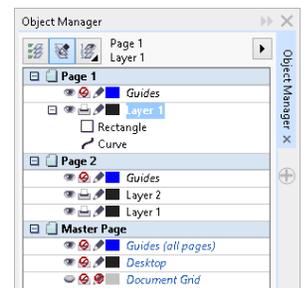
Page layout tools

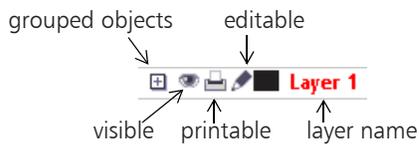
You can display rulers, grids, and guidelines to help you organize objects and place them exactly where you want.

To view or hide grids, guidelines, and rulers, click the **View** menu, and choose the items you want to display.

Layers

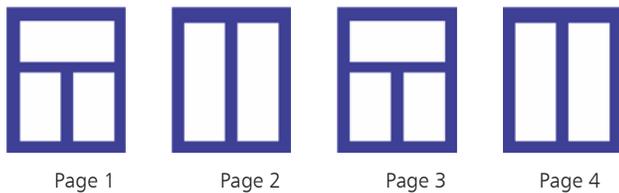
All content is placed on a layer. Content that applies to a specific page is placed on a local layer. Content that applies to all pages in a document can be placed on a global layer called a master layer. Master layers are stored on a virtual page called the Master Page.





Master layers

With a choice of odd, even, and all-page master layers, it is easy to create page-specific designs for multi-page documents, such as 16- or 32-page brochures. For example, you might want a different header or footer design to appear on even-numbered pages and on odd-numbered pages.



Drawing scale

You can choose a preset or custom drawing scale so that distances in a drawing are proportionate to real-world distances. For example, you can specify that 1 inch in the drawing corresponds to 1 meter in the physical world.

- To set the drawing scale, double-click a ruler to display the **Options** dialog box. Click **Edit scale**, and choose a preset or a custom drawing scale.

Grid and baseline grid

The grid is a series of intersecting dashed lines or dots that you can use to precisely align and position objects in the drawing window. The baseline grid consists of lines that follow the pattern of a ruled sheet, helping you to align text baselines.

- To set up the grid and the baseline grid, click **Tools** ▶ **Options**, and click **Grid** in the **Document** list of categories.

Guidelines



Guidelines are lines that can be placed anywhere in the drawing window to aid in object placement. You can select, move, rotate, lock, or delete a guideline, and you can change its color or dashed line pattern.

- To add a guideline, drag from the vertical or horizontal ruler into the drawing window, or click **Tools** ▶ **Options** and choose **Guidelines** from the **Document** list of categories.

Snapping

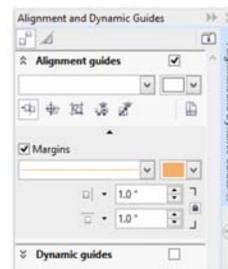
When you move or draw an object, you can snap it to another object in a drawing, to page elements (such as the center of the page), to the document grid, pixel grid, baseline grid, or the guidelines. When an object is moved near a snap point, it is locked to the snap point.

- To turn snapping on or off, click **Snap To** on the standard toolbar, and enable or disable snapping for the page elements you want.

Alignment guides

Alignment guides help you position objects more quickly. These temporary guidelines appear when you create, resize, or move objects in relation to the center or edges of nearby objects.

- To display alignment guides, click **View** ▶ **Alignment Guides**. To modify alignment guide settings, click **Window** ▶ **Dockers** ▶ **Alignment and Dynamic Guides**, and choose the options you want.



Working with objects

Working with objects is an essential part of creating drawings.

- Select an object with the **Pick tool**  to activate the selection handles. Drag a corner handle to change object dimensions proportionally. Drag a middle handle to change object dimensions non-proportionally. 
- To select multiple objects, hold down **Shift**, and then click each object.
- To move a selected object, point to its center and then drag the object to a new location. Press the **Arrow** keys to nudge objects by a preset distance. To nudge by a fraction of the preset distance, hold down **Ctrl** and press an **Arrow** key. To nudge by a multiple of the preset distance, hold down **Shift** and press an **Arrow** key.

Click twice an object to activate the rotation handles. Drag a corner handle to rotate an object clockwise or counterclockwise. Drag a middle handle to skew an object interactively. Drag the center to set the relative center of an object.

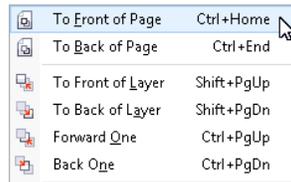


When you group two or more objects, they are treated as a single unit. Grouping lets you apply the same formatting to all the objects within the group.

To group or ungroup selected objects, click **Object > Group**, and choose the option you want.

Objects in a drawing exist in a stacking order, usually the order in which they are created or imported.

To change the order of selected objects, click **Object > Order**, and choose an option from the menu.



To select objects in the order in which they were created, press the **Tab** key.

Shaping objects

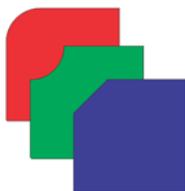
You can change the shape of an object by using the **Shape** tool . Different types of objects can be shaped in different ways.

Rectangles



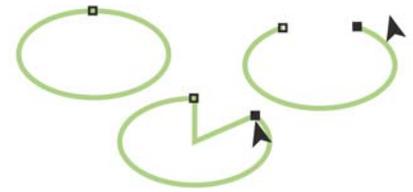
You can drag any corner of a rectangle with the **Shape** tool to round all corners.

You can also create chamfered, scalloped, or rounded corners from the property bar when you click the **Rectangle** tool . The original radius of a corner is maintained during scaling, and you can stretch rectangles with scalloped, chamfered, and rounded corners without distorting the corners.



Ellipses

To create a pie shape from an ellipse, drag the node of the ellipse with the **Shape** tool , keeping the pointer inside the ellipse. To create an arc from an ellipse, drag the node while keeping the pointer outside the ellipse.



Polygons and stars

To reshape a polygon or a star, click the **Shape** tool , and drag a node in any desired direction. To create a star from a polygon, drag a node toward the center.



More shaping tools

In addition to the **Shape** tool , the **Shape edit** flyout includes tools that provide creative options for refining vector objects.

The **Smooth** tool lets you smooth curved objects to remove jagged edges and reduce the number of nodes. The **Smear** and **Smudge** tools let you shape an object by pulling extensions or making indents along its outline.

The **Twirl** tool lets you click an object and hold to apply a twirl effect. The **Attract** and **Repel** tools let you shape objects by pulling nodes together or by pushing nodes apart. The **Roughen** tool lets you drag along an object's edge to apply a jagged or spiked effect.



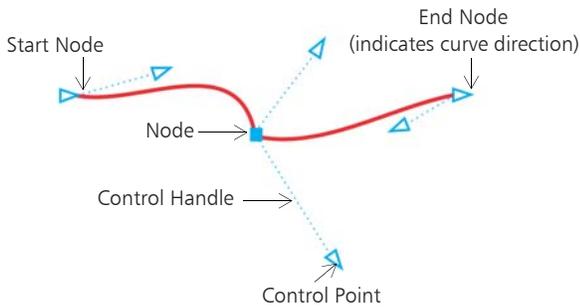
For each tool, the property bar controls let you set the size of the brush nib and the intensity of the effect.

Convert objects to curves

Objects created with shape tools like the **Rectangle** tool and the **Ellipse** tool must be converted to curves (**Object > Convert to Curves**, or **Ctrl + Q**) before you can edit individual nodes. One exception to this rule are objects created with the **Polygon** tool .

Shape lines and curves

You can shape curve and line objects by manipulating their nodes and segments with the **Shape tool** , and by adding and deleting nodes.



-  To add a node, double-click on the path, or click on the path and then click the **Add nodes** button on the property bar.
-  To delete a node, double-click the node, or select the node and then click the **Delete nodes** button on the property bar.
-  To reduce the number of nodes, marquee select them with the **Shape tool** , and click **Reduce nodes** on the property bar.

Effects

You can create the illusion of three-dimensional depth in objects by adding contour, drop shadow, or bevel effects.

Contour

You can contour an object to create a series of concentric lines that progress to the inside or outside of the object.



-  To apply a contour, select an object, click **Effects ▶ Contour**, choose the settings you want in the **Contour** docker, and click **Apply**.

Drop shadow

Drop shadows simulate light falling on an object from one of five particular perspectives: flat, right, left, bottom, and top. When you add a drop shadow, you can change its perspective, and you can adjust attributes such as color, opacity, fade level, angle, and feathering.



-  To apply a drop shadow, select an object, click the **Drop shadow tool** , and drag from the center of the object. Specify any attributes on the property bar.

Bevel effect

A bevel effect (**Effects ▶ Bevel**) adds 3D depth to a graphic or text object by making its edges appear sloped. Bevel effects can contain both spot and process (CMYK) colors, so they are ideal for printing. The **Emboss** bevel style makes an object appear as a relief. The **Soft Edge** style creates surfaces that appear shaded in some areas.

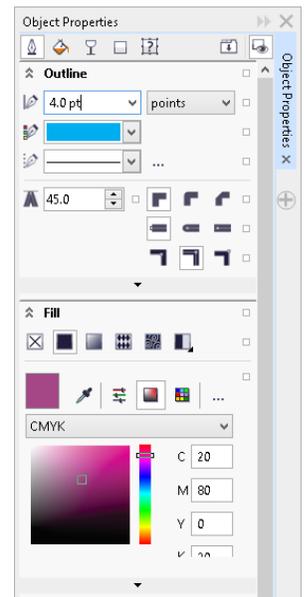


Fills and outlines

You can add colored, patterned, textured, and other fills to the inside of objects or other enclosed areas, as well as change the color of object outlines.

Object Properties docker

The **Object Properties** docker (**Window ▶ Dockers ▶ Object Properties**) presents object-dependent formatting options and properties.



For example, if you create a rectangle, the **Object Properties** docker automatically presents outline, fill, and transparency options, as well as the rectangle's properties.

If you create a text frame, the docker will instantly display character, paragraph, and frame formatting options, as well as the text frame's properties.

Fill types

You can fill objects with uniform, fountain, pattern, texture, PostScript, and mesh fills.

Fountain fills have a smooth progression of two or more colors.



You can also fill objects with vector graphics (vector pattern fills) or bitmap images (bitmap pattern fills).



Texture fills can simulate the look and feel of natural materials such as water, clouds, and stone. PostScript fills are complex texture fills that are created in the PostScript language.

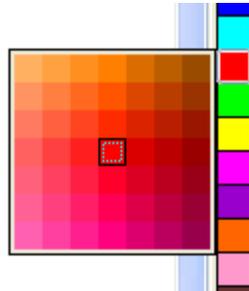
Mesh fills create smooth color transitions to give objects volume and realistic three-dimensional effects.



- To fill an object, choose the type of fill you want in the **Fill** area of the **Object Properties** docker, and choose the fill options you want. To apply a mesh fill, use the **Mesh fill** tool .

Choose colors

A color palette is a collection of color swatches. You can choose both fill and outline colors by using the default color palette. The selected fill and outline colors appear in the color swatches on the status bar.



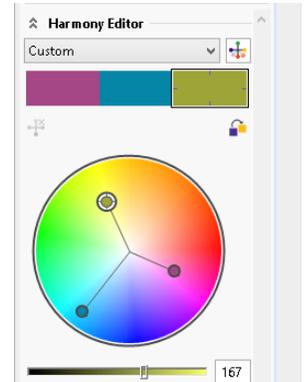
- To fill an object with a solid (uniform) color, click a color swatch on the color palette, or drag a color onto an object.
- To change the outline color, right-click a color swatch on the color palette, or drag a color onto the outline of the object.
- To mix colors, select a colored object, press **Ctrl**, and click another color on the color palette.
- To choose from different shades of a color, click and hold a color swatch.

You can also choose fill and outline colors from the color dialog boxes by double-clicking the **Fill** button  or the **Outline** button  on the status bar.

Color styles and harmonies

The **Color Styles** docker lets you add the colors used in a document as color styles. To create a color style from an object, simply drag the object onto the **Color Styles** docker. Any time you update a color style, you also update all objects using that color style.

A color harmony is a group of matching color styles that are linked to produce a color scheme. You can apply a rule to a color harmony to shift all colors together and create alternate color schemes.



Eyedropper tool

When you sample color with the **Eyedropper** tool , the tool automatically switches to the **Apply Color** mode so that you can immediately apply the sampled color. To activate the **Eyedropper** tool quickly, press **Ctrl + Shift + E**.

An eyedropper tool is also conveniently located throughout in various color dialog boxes to let you sample and match colors from a document without closing the dialog box.

Access more color palettes

The **Color Palette Manager** docker (**Window** ▶ **Dockers** ▶ **Color Palette Manager**) makes it easy to create, organize, and show or hide both default and custom color palettes. You can create web-specific RGB palettes or print-specific CMYK palettes, and you can add third-party color palettes. The **Color Palette Manager** docker includes PANTONE® profiles such as the PANTONE® Goe™ system and the Fashion+Home palette.

Color management

Color management ensures a more accurate color representation when a document is viewed, modified, shared, exported to another format, or printed. You can use default or document-specific color management settings to set color profiles, policies, and rendering intent. Document-specific settings override the default application settings while you are working on that file.

- To access default or document-specific color management settings, click **Tools** ▶ **Color Management**.

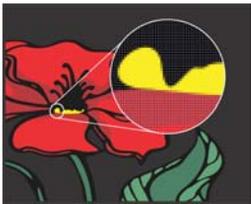
QR codes

Popular in consumer advertising and packaging, Quick Response (QR) codes give smartphone users quick access to a brand's website which can offer additional product information. You can choose what information to include in the QR code, such as URL, email address, phone number, SMS, Contact, Calendar event, or Geo location.



To insert a QR code, click **Object ▶ Insert QR Code**. In the **QR code** area of the **Object Properties** docker, choose an option from the **QR code type** list box.

Pixels view



Pixels view displays a pixel-based rendition of the drawing, which allows you to zoom in on an area and align objects more precisely. It also provides a more accurate representation of how a design will appear on the web.

To enable Pixels view, click **View ▶ Pixels**. From the **Zoom levels** list box on the property bar, choose **800%**.

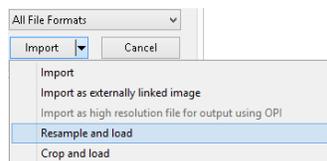
Importing files

CorelDRAW lets you import files (**File ▶ Import**, or **Ctrl + I**) created in other applications to use in your projects. For example, you can import a Portable Document Format (PDF), JPEG, or Adobe® Illustrator® (AI) file. You can sort the file types by most recent, extension, text, or description.

When importing a text file, click the **Text** tool  to filter out any non-text file types in the list box.

You can import a file and place it in the active application window as an object. You can also resize and center a file as you import it.

When importing a bitmap, you can resample it to reduce the file size, or crop it to eliminate unused areas of the image.



Editing photos

CorelDRAW Graphics Suite offers a large number of features to effectively and efficiently edit photos and other bitmaps. Some of these features are available only in Corel® PHOTO-PAINT™.

Remove unwanted areas from photos

The Cutout Lab in Corel PHOTO-PAINT (**Image ▶ Cutout Lab**) lets you cut out image areas from the surrounding background. This feature allows you to isolate image areas and preserve edge detail, such as hair or blurred edges.

The Smart Carver (**Image ▶ Smart Carver**) makes it easy to remove unwanted areas from a photo and simultaneously adjust the photo's aspect ratio without distorting the remaining content.



RAW camera files

When importing RAW camera files, you can view information about file properties and camera settings, adjust image color and tone, and improve image quality.

Straighten images

With the **Straighten Image** dialog box, you can straighten photos that were taken or scanned at an angle and remove pincushion and barrel lens distortions. To access the Straighten Image Lab, click **Bitmaps ▶ Straighten Image (CorelDRAW)** or **Adjust ▶ Straighten Image (Corel PHOTO-PAINT)**.



Image Adjustment Lab

The Image Adjustment Lab consists of automatic and manual controls, which are organized in a logical order for image correction, starting in the upper-right corner. It is best to crop or retouch any areas of the image before beginning the color and tone corrections.



To access the Image Adjustment Lab, click **Bitmaps** ▶ **Image Adjustment Lab** (CorelDRAW) or **Adjust** ▶ **Image Adjustment Lab** (Corel PHOTO-PAINT).

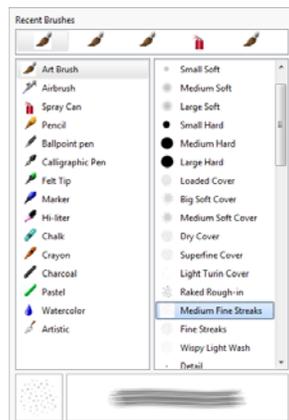
Special effects

Camera effects, such as Bokeh blur, Colorize, Sepia Toning, and Time Machine, give your photos unique visual appearance and help you recreate historic photographic styles. Special effects can be accessed from the **Bitmaps** menu in CorelDRAW or the **Effects** menu in Corel PHOTO-PAINT.



Brush picker

The **Brush** picker in Corel PHOTO-PAINT helps you find brushes by combining all brush categories and brush types in one location. Available from the property bar for the **Paint** , **Effect** , and **Clone**  tools, the **Brush** picker provides nib and brush stroke previews and stores the settings for the last five brushes you've used.



Object Manager docker

The **Object Manager** docker in Corel PHOTO-PAINT (**Window** ▶ **Dockers** ▶ **Object Manager**) lets you view and manage the objects in your image. For example, you can hide, display, rename, or change the stacking order of objects. You can also choose a merge mode, which determines the way an object blends with underlying objects.

Drop shadow

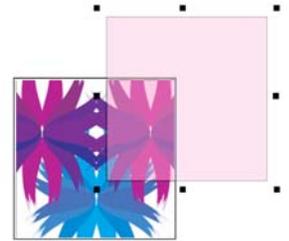
In Corel PHOTO-PAINT, you can add a drop shadow to any object, including text. You can change the color, position, direction, and transparency of a drop shadow directly in the image window.

To create a drop shadow, click the **Drop shadow** tool , and drag from the center or edge of an object.



Transparency

You can change the transparency of an object to reveal image elements underneath. You can apply uniform, fountain, texture, or bitmap pattern transparencies.



To apply transparency in Corel PHOTO-PAINT, click the **Object transparency** tool , and use the controls on the property bar, or use the **Transparency** control in the **Object Manager** docker.

To apply transparency in CorelDRAW, click **Object** ▶ **Object Properties**, and use the controls in the **Transparency** area of the **Object Properties** docker.

Tracing bitmaps

You can trace bitmaps in one step by using the **Quick Trace** command, or you can use the **PowerTRACE** controls to preview and adjust the traced results.

To trace a bitmap, select the bitmap in CorelDRAW, and click **Trace bitmap** on the property bar.

Exporting files

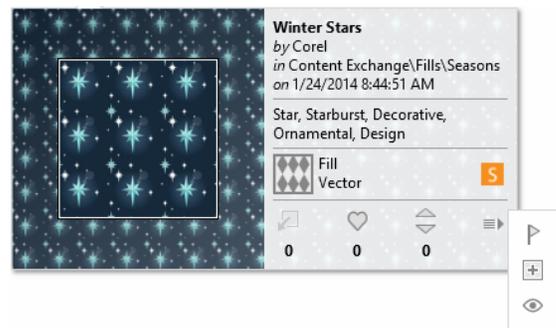
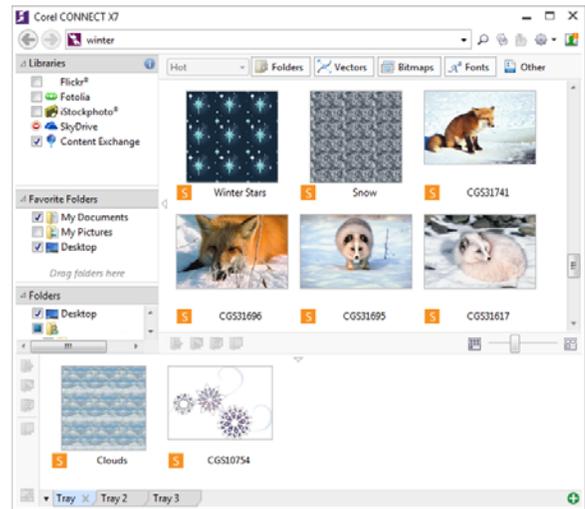
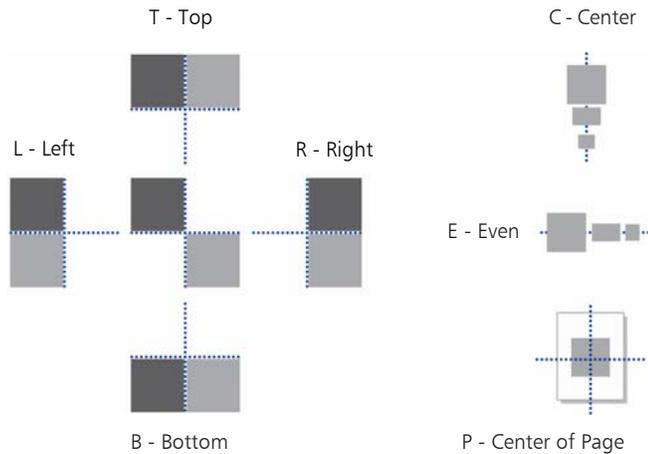
You can export (**File** ▶ **Export**, or **Ctrl + E**) and save images to a variety of file formats that can be used in other applications. For example, you can export a file to the Adobe Illustrator (AI), PDF, or JPEG format. Some file formats may not support all the features that a CorelDRAW (CDR) file has so it is a good idea to save the original file as a CDR file before exporting it.

The **Export for web** dialog box (**File** ▶ **Export for** ▶ **Web**) provides common export controls and lets you preview the results of various filter settings before you export the file. In addition, you can specify object transparencies and matting colors for anti-aliased edges — all with real-time preview.

Keyboard shortcuts

To view all keyboard shortcuts, click **Tools** ► **Customization**. In the **Customization** list of categories, click **Commands**, click the **Shortcut Keys** tab, and click **View all**.

You can use alignment keyboard shortcuts to quickly position objects on the page. Select the objects that you want to align, and press a shortcut key.



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