CorelDRAW® 2020 for Windows

Quick Reference Card

Keyboard shortcuts – Menus and menu commands

File

New Ctrl+N
Open Ctrl+O
Save Ctrl+S
Save As Ctrl+Shift+S
Import Ctrl+I
Export Ctrl+E
Print Ctrl+P
Exit Alt+F4

Edit

Undo Ctrl+Z
Redo Ctrl+Shift+Z
Repeat Ctrl+R
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Delete Delete
Duplicate Ctrl+D
Step and Repeat Ctrl+Shift+D
Find and Replace ▸ Find Objects Ctrl+F

View

Full Screen Preview F9
View Manager Ctrl+F2
Alignment Guides Alt+Shift+A
Dynamic Guides Alt+Shift+D
Snap to ▸ Document Grid Alt+Y
Snap to ▸ Objects Alt+Z
Snap Off Alt+Q

Object

Symbol ▸ Symbol Manager Ctrl+F3
Align and Distribute
- ▸ Align Left L
- ▸ Align Right R
- ▸ Align Top T
- ▸ Align Bottom B
- ▸ Align Centers Horizontally C
- ▸ Align Centers Vertically E
- ▸ Center to Page P

Align & Distribute Ctrl+Shift+A
Order
- ▸ To Front of Page Ctrl+Home
- ▸ To Back of Page Ctrl+End
- ▸ To Front of Layer Shift+PgUp
- ▸ To Back of Layer Shift+PgDn
- ▸ Forward One Ctrl+PgUp
- ▸ Back One Ctrl+PgDn

Combine Ctrl+L
Break Apart Ctrl+K
Group ▸ Group Objects Ctrl+G
Group ▸ Ungroup Objects Ctrl+U
Convert to Curves Ctrl+Q
Convert Outline to Object Ctrl+Shift+Q
Object Properties Alt+Enter

Keyboard shortcuts highlighted in red.

Effects

Adjust ▸ Brightness/Contrast/Intensity Ctrl+B
Adjust ▸ Color Balance Ctrl+Shift+B
Adjust ▸ Hue/Saturation/Lightness Ctrl+Shift+U
Contour Ctrl+F9
Envelope Ctrl+F7
Lens Alt+F3

Text

Text Properties Ctrl+T
Edit Text Ctrl+Shift+T
Insert Formatting Code ▸ Non-breaking Hyphen Ctrl+Shift+-
Insert Formatting Code ▸ Optional Hyphen Ctrl+-
Insert Character Ctrl+F11
Convert Ctrl+F8
Align to Baseline Alt+F12
Writing Tools ▸ Spell Check Ctrl+F12

Tools

Options Ctrl+J
Scripts ▸ Script Manager Alt+Shift+F11
Scripts ▸ Script Editor Alt+F11
Scripts ▸ Visual Studio Editor Alt+Shift+F12
Scripts ▸ Stop Recording Ctrl+Shift+O
Scripts ▸ Record Temporary Script Ctrl+Shift+R
Scripts ▸ Run Temporary Script Ctrl+Shift+P

Window

Refresh Window Ctrl+W
Close Window Ctrl+F4
Dockers
- ▸ Object Properties Alt+Enter
- ▸ Object Styles Ctrl+F5
- ▸ Symbol Manager Ctrl+F3
- ▸ Align and Distribute Ctrl+Shift+A
- ▸ Step and Repeat Ctrl+Shift+D
- ▸ Effects ▸ Contour Ctrl+F9
- ▸ Effects ▸ Envelope Ctrl+F7
- ▸ Effects ▸ Lens Alt+F3
- ▸ Text ▸ Text Properties Ctrl+T
- ▸ Text ▸ Glyphs Ctrl+F11
- ▸ Color Styles Ctrl+F6
- ▸ View Manager Ctrl+F2
- ▸ Scripts Alt+Shift+F11

Other

Nudge Arrow keys
Super Nudge Shift+Arrow Keys
Micro Nudge Ctrl+Arrow Keys
Scroll Alt+Arrow Keys
Select Fill Color Left click the swatch from the palette
Select outline Colour Right click the swatch from the palette

Help

Product Help Topics F1

Toolbox

Pick
Shape
Crop
Zoom – Z
Freehand
Artistic Media – I
Rectangle
Ellipse
Polygon
Text – F8
Parallel Dimension
Straight-Line Connector
Shadow Tool
Transparency
Color Eyedropper
Interactive Fill
Quick customize

Pick

Pick
Freehand Pick
Free Transform

Shape Edit

Shape F10
Smooth
Smear
Twirl
Attract and Rapel
Smudge
Roughen

Crop

Crop
Knife
Virtual Segment Delete
Eraser X

Zoom

Zoom Z
Pan H

Curve

Freehand F5
2-Point Line
Bézier
Pen
B-Spline
Polyline
3-Point Curve

Artistic Media

Artistic Media I
LiveSketch S
Smart Drawing Shift+S

Rectangle

Rectangle F6
3-Point Rectangle

Ellipse

Ellipse F7
3-Point Ellipse

Polygon Tools

Polygon Y
Star
Spiral A
Common Shapes
Impact tool
Graph Paper D

Text

Text F8
Table

Dimension

Parallel Dimension
Horizontal or Vertical Dimension
Angular Dimension
Segment Dimension
3-Point Callout

Connector

Connector
Anchor Editing

Interactive

Shadow
Contour
Blend
Distort
Envelope
Extrude
Block Shadow

Eyedropper

Color Eyedropper
Attributes Eyedropper

Interactive Fill

Interactive Fill G
Smart Fill
Mesh Fill M

CorelDRAW® COMMUNITY

Join the CorelDRAW Community to get inspired, learn new techniques and connect with users around the world.
http://community.coreldraw.com

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Printed in the USA 02/20
QRCCDGS2020ENAM

Corel
PHOTO-PAINT™ 2020
for Windows

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Keyboard shortcuts – Menus and menu commands

File
- New Ctrl+N
- New From Clipboard Ctrl+Shift+N
- Open Ctrl+O
- Save Ctrl+S
- Save As Ctrl+Shift+S
- Acquire Image ▸ Select TWAIN Source Ctrl+Shift+Q
- Acquire Image ▸ Aquire Ctrl+Q
- Import Ctrl+I
- Export Ctrl+E
- Print Ctrl+P
- Exit Alt+F4

Edit
- Undo Ctrl+Z
- Redo Ctrl+Shift+Z
- Repeat Last Command Ctrl+R
- History Alt+F9
- Cut Ctrl+X
- Copy Ctrl+C
- Copy Visible Ctrl+Shift+C
- Paste ▸ Paste As New Object Ctrl+V
- Paste ▸ Into Mask Ctrl+Shift+V
- Duplicate Ctrl+D

Image
- Channels Ctrl+F9

View
- Full Screen Preview F9
- Zoom In F2
- Zoom Out F3
- Fit in Window F4
- Grid Ctrl+Shift+E
- Alignment Guides Alt+Shift+A
- Snap To ▸ Grid Ctrl+Y
- Snap To ▸ Guidelines Ctrl+Shift+Y

Effects
- Repeat ▸ Last Effect Ctrl+F

Adjust
- Tone Curve Ctrl+T
- Brightness/Contrast/Intensity Ctrl+B
- Hue/Saturation/Lightness Ctrl+Shift+U
- Color Balance Ctrl+Shift+B

Object
- Create ▸ Copy from Mask Ctrl+UpArrow
- Create ▸ Cut from Mask Ctrl+Shift+UpArrow
- Text ▸ Fit Text To Path Ctrl+Alt+F
- Arrange
  - ▸ Align and Distribute Ctrl+Shift+A
  - ▸ Group Ctrl+G
  - ▸ Ungroup Ctrl+U
  - ▸ Order ▸ To Front Shift+PgUp
  - ▸ Order ▸ To Back Shift+PgDn
  - ▸ Order ▸ Forward One Ctrl+PgUp
  - ▸ Order ▸ Back One Ctrl+PgDn
- Combine
  - ▸ Combine Objects Together Ctrl+Alt+DnArrow
  - ▸ Combine Objects with Background Ctrl+DnArrow
  - ▸ Combine All Objects with Background Ctrl+Shift+DnArrow
- Feather Ctrl+Shift+F
- Object Manager Ctrl+F7
- Show Object Marquee Ctrl+Shift+H

Tools
- Options Ctrl+J
- Scripts ▸ Script Manager Alt+Shift+F11
- Scripts ▸ Script Editor Alt+F11
- Scripts ▸ Visual Studio Editor Alt+Shift+F12

Mask
- Create ▸ Mask from Object Ctrl+M
- Select Entire Image Ctrl+A
- Invert Ctrl+Shift+I
- Remove Mask Ctrl+Shift+R
- Paint On Mask Ctrl+K
- Show Mask Marquee Ctrl+H

Window
- Refresh Window Ctrl+W
- Close Window Ctrl+F4
- Cascade Shift+F5
- Maximize Work Area Backspace
- Hide Window Ctrl+Shift+F4
- Dockers
  - ▸ Object Manager Ctrl+F7
  - ▸ Channels Ctrl+F9
  - ▸ Path Alt+F10
  - ▸ Image Info Ctrl+F1
  - ▸ Align and Distribute Ctrl+Shift+A
  - ▸ Artistic Media Ctrl+F10
  - ▸ Brush Settings Ctrl+F8
  - ▸ Color Ctrl+F2
  - ▸ Palettes Ctrl+F5
  - ▸ Slices Alt+F1
  - ▸ Recorder Ctrl+F3
  - ▸ History Alt+F9
  - ▸ Movie Ctrl+F11
  - ▸ Scripts Alt+Shift+F11

Help
- Product Help Topics F1

Keyboard shortcuts highlighted in red.

Toolbox
- Object Pick
- Rectangle Mask
- Mask Transform – M
- Crop
- Zoom
- Clone
- Smear
- Effect – V
- Text – T
- Paint
- Rectangle
- Eraser – X
- Drop Shadow – S
- Object Transparency
- Eyedropper – E
- Fill
- Quick customize

Mask
- Rectangle Mask R
- Ellipse Mask J
- Magic Wand Mask W
- Lasso Mask A
- Magnetic Mask 4
- Freehand Mask K
- Brush Mask B
- Planar Mask 8

Crop
- Crop D
- Straighten Shift+X
- Perspective Correction Shift+C
- Image Slicing 6

Zoom
- Zoom Z
- Pan H

Touch-Up
- Clone Tool C
- Red-Eye Removal 5
- Touch-up Brush 7
- Healing Clone 0

Smear
- Smear Shift+S
- Twirl Shift+W
- Attract Shift+A
- Repel Shift+R

Brush
- Paint P
- Image Sprayer I
- Undo brush U
- Replace Color Brush Q

Rectangle
- Rectangle F6
- Ellipse F7
- Polygon Y
- Line L
- Path F10

Transparency
- Object Transparency 1
- Color Transparency 2
- Object Transparency Brush 3

Fill
- Fill F
- Interactive Fill G

Paint Tools Toolbar
- Art Brush
- Airbrush
- Spray Can
- Pencil
- Ballpoint Pen
- Calligraphic Pen
- Felt Tip
- Marker
- Hi-liter
- Chalk
- Crayon
- Charcoal
- Pastel
- Watercolor
- Artistic