



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.

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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

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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[Back To Index](#)

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		Back To Index
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		Back To Index
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		Back To Index
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		Back To Index
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 To Index
Back one	Ctrl + Page down	
Forward one	Ctrl + Page up	
To back	Shift + Page up	
To front	Shift + Page down	

Outline Pen		Back To Index
Open outline color dialog	Shift + F12	
Open outline pen dialog	F12	

Navigation		Back To Index
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Previous page	Page Up	

Text Formatting

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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

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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		Back To Index
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	
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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		Back To Index
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