

## CorelDRAW 2020 Introduction 2 Day Course

### Overview

CorelDRAW is a feature-packed vector graphics suite which includes a large collection of fonts and clip art. A full range of editing tools allows the user to produce illustrations of just about any description via the ability to edit any shape or character with ease and precision, generate text both in paragraph or headline style, fit text to curves and objects and add special effects.

This course is designed to enable new users to start using CorelDRAW's extensive editing tools to work with text and precision drawing features quickly and easily.

### Audience

Graphic designers and anyone needing to use CorelDRAW to create and work with images.

### Course Objectives

By the end of this course, attendees will be able to:

- Use tools and palettes effectively and understand the terminology
- Create and edit images and text
- Apply a range of special effects to images

### Prerequisites

No prior knowledge of CorelDRAW is assumed.

### Course Contents (2 days)

- Introduction
  - CorelDRAW Overview
  - Navigating
  - Show/hide palettes
  - New document setup
  - Using Zoom & Viewing modes
- Creating Basic Objects
  - Using drawing & shaping tools
  - Drawing rectangles, circles, polygons, lines and curves
  - Setting object fills & outlines
  - Copying object attributes
- Manipulating Objects
  - Select/Move/Copy/Resize
  - Rotate & skew
  - Altering the pivot point
  - Align/Distribute
  - Group and lock
  - Changing the stacking order
- Working with Text
  - Artistic vs Paragraph text
  - Adding & Formatting artistic text
  - Adding paragraph text
  - Variable fonts
  - Setting paragraph options
  - Using Spell check
  - Using Find and Replace
  - Importing text
  - Working in Tables
- Aids to Accuracy
  - Customising the ruler & grid
  - Using snap-to
  - Moving the zero point
  - Moving the ruler
  - Specifying precise object parameters



- Creating Complex Objects
  - Creating bézier curves
  - Using Tools: Shape, Freehand, Knife, Eraser, Block Shadow, Impact and Pointillizer
  - Reshaping paths
  - Converting text to paths
  - Combining objects
  - Using Node paths
- Effects
  - Fit Text to Path
  - Transforming objects with envelopes
  - Creating blends
  - Drop shadows and Bevel effects
  - The artistic media tool
  - Adding perspective
  - Extruding objects
  - Applying Fills to areas
  - Lens effects
  - Applying PowerClips
  - Roughening/Smoothing objects
  - Symmetry Drawing Mode
- Blends, Contours, and Mesh
  - Blending Objects
  - Contouring Objects
  - Applying Mesh Fills
- Layers
  - Create/Edit Layers
  - Changing Layer Properties
  - Move/Copy/Reorder/Lock Layers
  - Inserting Page Numbers
  - Object manager
- Images
  - Importing bitmaps & clipart
  - Inserting and Creating symbols
  - Crop/Edit/Export Bitmaps
  - Photo Cocktail extension
  - Convert Bitmaps to Vectors with AI
- Printing
  - Choosing the right file format
  - Printing documents
  - Setting print options
  - Creating print styles
  - Using the Print Merge Wizard
- Templates, Pages and Styles
  - Creating Templates
  - Working with Pages
  - Specifying the Page Layout
  - Choosing a Page Background
  - Using Styles
  - Applying a Style

### **Course Materials**

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

**Note:** We only offer CorelDRAW courses on a private in-house basis. For pricing and availability just pick up the phone and call us on **0845 1085481**.