CorelDRAW 2020 cheat sheet

Anchor editing

Ctrl + Down arrow	Micro Nudge Anchor Down
Ctrl + Left arrow	Micro Nudge Anchor Left
Ctrl + Right arrow	Micro Nudge Anchor Right
Ctrl + Up arrow	Micro Nudge Anchor Up
Down arrow	Nudge Anchor Down
Left arrow	Nudge Anchor Left
Right arrow	Nudge Anchor Right
Up arrow	Nudge Anchor Up
Ctrl + A	Select All Anchors
Shift + Down arrow	Super Nudge Anchor Down
Shift + Left arrow	Super Nudge Anchor Left
Shift + Right arrow	Super Nudge Anchor Right
Shift + Up arrow	Super Nudge Anchor Up

Curve editing

C	Toggle the selected nodes between cusp and smooth.
L	Toggle the selected nodes between a line and curve segment.
S	Toggle the selected nodes between smooth and symmetrical.

Main

Alt + 0	Add to Selection Group 0
Alt + 1	Add to Selection Group 1
Alt + 2	Add to Selection Group 2
Alt + 3	Add to Selection Group 3
Alt + 4	Add to Selection Group 4
Alt + 5	Add to Selection Group 5
Alt + 6	Add to Selection Group 6
Alt + 7	Add to Selection Group 7
Alt + 8	Add to Selection Group 8
Alt + 9	Add to Selection Group 9
B	Align Bottom
C	Align Centers Horizontally
E	Align Centers Vertically
L	Align Left
R	Align Right
T	Align Top
Ctrl + Shift + A	Precisely position objects in relation to each other or to specific locations on the page.
Alt + F12	Align to Baseline
Alt + Shift + A	Enable or disable alignment guides.
I	Add artistic brush, spray, and calligraphic effects by using freehand strokes.
Ctrl + Page Down	Move object one level down in the stacking order.
Ctrl + K	Break the object apart to create multiple objects and paths.
Alt + X	Break the symmetry link to create a group of objects and paths.
Ctrl + B	Brightness/Contrast/Intensity
Ctrl + Enter	Bring up Property Bar
Ctrl + M	Add or remove bulleted-list formatting.
P	Center to Page
Ctrl + F4	Close Window
Ctrl + Shift + B	Color Balance
Ctrl + F6	Open the Color Styles docker.
Ctrl + L	Combine objects into a single object with common properties.
Ctrl + F9	Contour Docker Window
Ctrl + F8	Convert Text
Ctrl + Shift + Q	Convert outline to object
Ctrl + Q	Allow the object to be modified by using the shape tools.
Ctrl + C or Ctrl + Insert	Place copies of one or more objects on the Clipboard.
Ctrl + J	CorelDRAW Options
Alt + S	Create and add objects to a symmetry group, or convert an existing curve to a symmetry group.
Ctrl + X or Shift + Del	Move one or more objects to the Clipboard.

Ctrl + 0	Define Selection Group 0
Ctrl + 1	Define Selection Group 1
Ctrl + 2	Define Selection Group 2
Ctrl + 3	Define Selection Group 3
Ctrl + 4	Define Selection Group 4
Ctrl + 5	Define Selection Group 5
Ctrl + 6	Define Selection Group 6
Ctrl + 7	Define Selection Group 7
Ctrl + 8	Define Selection Group 8
Ctrl + 9	Define Selection Group 9
Backspace or Del	Delete
Shift + B	Distribute Bottom
Shift + E	Distribute Centers Horizontally
Shift + C	Distribute Centers Vertically
Shift + L	Distribute Left
Shift + R	Distribute Right
Shift + P	Distribute Spacing Horizontally
Shift + A	Distribute Spacing Vertically
Shift + T	Distribute Top
Alt + Y	Align objects with the document grid.
Ctrl + D	Duplicate
Alt + Shift + D	Align objects with other objects by using dynamic guidelines.
Alt + Shift + Y	Edit symmetry properties, and add objects to the symmetry group.
Ctrl + Shift + T	Modify text by using a text editor.
F7	Draw circles and ellipses by dragging in the drawing window.
Ctrl + F7	Envelope Docker Window
X	Remove unwanted areas in a drawing.
Alt + F4	Exit
Ctrl + E	Save a duplicate of the document to a different file format.
Ctrl + F	Find and Replace
Alt + Shift + E	Exit the Edit Symmetry mode.
Ctrl + Num 2	Font Size Decrease
Ctrl + Num 8	Font Size Increase
Ctrl + Num 6	Font Size Next Combo Size
Ctrl + Num 4	Font Size Previous Combo Size
Ctrl + Page Up	Move object one level up in the stacking order.
F11	Fill an object with a gradient of colors or shades.
F5	Draw curves and straight line segments.
F9	Show a full-screen preview of the document.
Ctrl + F11	Explore characters, glyphs, and OpenType features within fonts.
D	Draw a grid.
Ctrl + G	Group objects while preserving their individual attributes.
Ctrl + ,	Changes the text to horizontal direction
Ctrl + Shift + U	Hue/Saturation/Lightness
Ctrl + I	Import a file into the active document.
G	Dynamically apply the current fill to an object in the drawing window.
Ctrl + Shift + J	Join Curves
Alt + F3	Lens Docker Window
S	Sketch naturally and fluidly with intelligent stroke adjustment.
M	Fill an object by blending multiple colors or shades arranged over a mesh grid.
Ctrl + Down arrow	Micro Nudge Down
Ctrl + Left arrow	Micro Nudge Left
Ctrl + Right arrow	Micro Nudge Right
Ctrl + Up arrow	Micro Nudge Up
Alt + Shift + M	Create identical shapes mirrored on a set of planes.
N	Navigator
Ctrl + N	Start a new document.
Page Down	Next Page
Down arrow	Nudge Down
Left arrow	Nudge Left
Right arrow	Nudge Right
Up arrow	Nudge Up

Ctrl + F5	Open the Object Styles docker.
Alt + Z	Align objects with other objects in the document.
Ctrl + O	Open an existing document by browsing to the folder where the document is located.
Shift + F12	Choose the outline color by using color viewers and color palettes.
F12	Set outline properties such as line thickness, corner shape, and arrow type.
H	Drag hidden areas of a drawing into view without changing the zoom level.
Alt + Down arrow	Pan Down
Alt + Left arrow	Pan Left
Alt + Right arrow	Pan Right
Alt + Up arrow	Pan Up
Ctrl + V or Shift + Insert	Place the Clipboard contents in the document.
Ctrl + Shift + V	Paste in View
Y	Draw polygons by dragging in the drawing window.
Page Up	Previous Page
Ctrl + P	Choose printing options, and print the active document.
Alt + Enter	Allows the properties of an object to be viewed and edited.
0	Recall Selection Group 0
1	Recall Selection Group 1
2	Recall Selection Group 2
3	Recall Selection Group 3
4	Recall Selection Group 4
5	Recall Selection Group 5
6	Recall Selection Group 6
7	Recall Selection Group 7
8	Recall Selection Group 8
9	Recall Selection Group 9
Ctrl + Shift + R	Record Temporary Script
F6	Draw squares and rectangles by dragging in the drawing window.
Ctrl + Shift + Z	Reapply the last undone action.
Ctrl + W	Redraw
Alt + Shift + S	Revert primary objects to basic objects, and delete all object copies.
Ctrl + R	Repeat
Alt + F8	Specify the object's rotation.
Alt + Shift + R	Show or hide the rulers.
Ctrl + Shift + P	Run Temporary Script
Ctrl + Shift + E	Sample a color from the desktop to apply to the selected nodes.
Ctrl + Shift + S	Save As...
Ctrl + S	Save the active document.
Alt + F9	Resize the object by specifying a percentage, and mirror the object.
Alt + F11	Open a script for VBA editing.
Alt + Shift + F11	Create, load, and manage script projects.
Ctrl + A	Select all objects
F10	Edit a curve object or text character by manipulating nodes.
Alt + Shift + P	Show object copies as outlines or full objects.
Ctrl + Shift + G	Show unselected nodes with fill
Alt + F10	Specify the dimensions of the object.
Shift + S	Convert freehand strokes to basic shapes or smoothed curves.
Alt + Q	Turn off all snapping. Click again to restore selected snapping options.
Ctrl + F12	Spelling
A	Draw symmetrical and logarithmic spirals.
Ctrl + Shift + D	Show Step and Repeat docker
Ctrl + Shift + O	Stop recording the script.
Shift + Down arrow	Super Nudge Down
Shift + Left arrow	Super Nudge Left
Shift + Right arrow	Super Nudge Right
Shift + Up arrow	Super Nudge Up

Ctrl + F3	Symbols Docker
Ctrl + T	Edit paragraph and artistic text properties.
F8	Add and edit paragraph and artistic text.
Shift + Page Down	Move object to the bottom of the stacking order.
Ctrl + End	Move the object to the back of the page.
Shift + Page Up	Move object to the top of the stacking order.
Ctrl + Home	Move the object to the front of the page.
Ctrl + Space	Toggle Pick State
Shift + F9	Toggle View
Ctrl + Shift + I	Switch between the main and the secondary preview color.
Alt + F7	Specify the object's position on the drawing page.
Alt + Backspace or Ctrl + Z	Cancel the previous action.
Ctrl + U	Break a group into individual objects or groups.
Shift + F11	Choose a solid fill color for an object by using color palettes, color viewers, color harmonies, or color blends.
Ctrl + .	Changes the text to vertical
Ctrl + F2	Views docker
Alt + Shift + F12	Visual Studio Editor...
Shift + F1	Invokes context sensitive Help
Z	Change the magnification level of the document window.
Ctrl + + or Ctrl + = or Ctrl + Num +	Increase the magnification level to view more detail.
F2	Zoom One-Shot
Ctrl + - or Ctrl + Num - or Ctrl + _ or F3	Decrease the magnification level to view a larger portion of the document.
F4	Adjust the magnification level to include all objects
Shift + F4	Adjust the magnification level to fit the entire page.
Shift + F2	Magnify only the selected object.

Print merge

Ctrl + A	Add Column...
Ctrl + E	Add number ending value
Ctrl + S	Add number starting value
Ctrl + D	Configure Columns
Ctrl + C or Ctrl + C	Continually increment value
Ctrl + S	Edit number starting value
Ctrl + E	Edit number ending value
Ctrl + M	Import File...
Ctrl + O	Open ODBC Data Source...
Ctrl + S	Save Data Source...
Ctrl + V	View Single Record

Print preview

Alt + C or Alt + F4	Close Print Preview
Ctrl + D	Duplexing Setup Wizard...
Ctrl + U or F9	Full Screen
Ctrl + E	General...
Ctrl + G	Go To...
Ctrl + F1	Help Topics...
Ctrl + L	Layout...
Ctrl + I	Preflight...
Ctrl + M	Prepress...
Ctrl + P	Print
Alt + O	Print Options
Ctrl + T	Print This Sheet Now
Ctrl + R	Rulers
Ctrl + A or F12	Save Print Style As...
Ctrl + S	Separations...
Ctrl + H	Show Current Tile
Ctrl + + or Ctrl + = or Ctrl + Num +	Zoom In
Ctrl + - or Ctrl + Num - or Ctrl + _ or F3	Zoom Out
F4	Zoom to Fit
Shift + F4	Zoom to Page
Shift + F2	Zoom to Selection

Table editing

Ctrl + A	Expand Selection
Ctrl + M	Merge cells into one cell
Down arrow	Move Down
Left arrow	Move Left
Right arrow	Move Right
Up arrow	Move Up
Shift + Down arrow	Select Down
Shift + Left arrow	Select Left
Shift + Right arrow	Select Right
Shift + Up arrow	Select Up
Del	Delete the selected table

Table text editing

Ctrl + B	Make the text bold
Ctrl + E	Center text within the bounding box.
Shift + F3	Change Case
Ctrl + Enter	Column/Frame Break
Del	Delete Character to Right
Ctrl + Del	Delete Word to Right
Alt + _	Em Dash
Ctrl + Shift + M	Em Space
Alt + -	En Dash
Ctrl + Shift + N	En Space
Ctrl + A	Expand Selection
Alt + F3	Find and Replace Text
Ctrl + Shift + F	Choose a typeface for new or selected text
Ctrl + Shift + P	Specify the font size.
Ctrl + Num 2	Font Size Decrease
Ctrl + Num 8	Font Size Increase
Ctrl + Num 6	Font Size Next Combo Size
Ctrl + Num 4	Font Size Previous Combo Size
Ctrl + Shift + W	Choose a font style for the text.
Ctrl + H	Align all text with both the left and right sides of the bounding box
Ctrl + J	Align all text, excluding the last line, with both the left and right sides of the bounding box.
Ctrl + I	Make the text italic.
Ctrl + L	Align text with the left side of the bounding box.
Page Down	Move Down 1 Frame
Down arrow	Move Down 1 Line
Ctrl + Down arrow	Move Down 1 Paragraph
Left arrow	Move Left 1 Character
Ctrl + Left arrow	Move Left 1 Word
Right arrow	Move Right 1 Character
Ctrl + Right arrow	Move Right 1 Word
Page Up	Move Up 1 Frame
Up arrow	Move Up 1 Line
Ctrl + Up arrow	Move Up 1 Paragraph
Ctrl + Home	Move to Beginning of Frame
Home	Move to Beginning of Line
Ctrl + Page Up	Move to Beginning of Text
Ctrl + End	Move to End of Frame
End	Move to End of Line
Ctrl + Page Down	Move to End of Text
Ctrl + Shift + - or Ctrl + _	Non-breaking Hyphen
Ctrl + Shift + Space	Non-breaking Space
Ctrl + N	Do not align text with the bounding box
Ctrl + -	Optional Hyphen
Ctrl + R	Align text with the right side of the bounding box.
Shift + Page Down	Select Down 1 Frame
Shift + Down arrow	Select Down 1 Line
Ctrl + Shift + Down arrow	Select Down 1 Paragraph
Shift + Left arrow	Select Left 1 Character
Ctrl + Shift + Left arrow	Select Left 1 Word
Shift + Right arrow	Select Right 1 Character
Ctrl + Shift + Right arrow	Select Right 1 Word
Shift + Page Up	Select Up 1 Frame

Shift + Up arrow	Select Up 1 Line
Ctrl + Shift + Up arrow	Select Up 1 Paragraph
Ctrl + Shift + Home	Select to Beginning of Frame
Shift + Home	Select to Beginning of Line
Ctrl + Shift + Page Up	Select to Beginning of Text
Ctrl + Shift + End	Select to End of Frame
Shift + End	Select to End of Line
Ctrl + Shift + Page Down	Select to End of Text
Ctrl + Shift + C	Non-printing Characters
Ctrl + Shift + K	Small Capitals
Ctrl + Shift + S	Style List
Ctrl + F10	Text Options
Ctrl + U	Underline the text
Ctrl + Shift + D	Add or remove a drop cap
Ctrl + Alt + Space	¼ Em Space

Text editing

Ctrl + B	Make the text bold
Ctrl + E	Center text within the bounding box
Shift + F3	Change Case
Ctrl + Enter	Column/Frame Break
Del	Delete Character to Right
Ctrl + Del	Delete Word to Right
Alt + _	Em Dash
Ctrl + Shift + M	Em Space
Alt + -	En Dash
Ctrl + Shift + N	En Space
Ctrl + Shift + F	Choose a typeface for new or selected text
Ctrl + Num 2	Font Size Decrease
Ctrl + Num 8	Font Size Increase
Ctrl + Num 6	Font Size Next Combo Size
Ctrl + Num 4	Font Size Previous Combo Size
Ctrl + Shift + W	Choose a font style for the text
Ctrl + H	Align all text with both the left and right sides of the bounding box
Ctrl + J	Align all text, excluding the last line, with both the left and right sides of the bounding box.
Ctrl + Shift + H	HTML Font Size List
Ctrl + I	Make the text italic
Ctrl + L	Align text with the left side of the bounding box.
Page Down	Move Down 1 Frame
Down arrow	Move Down 1 Line
Ctrl + Down arrow	Move Down 1 Paragraph
Left arrow	Move Left 1 Character
Ctrl + Left arrow	Move Left 1 Word
Right arrow	Move Right 1 Character
Ctrl + Right arrow	Move Right 1 Word
Page Up	Move Up 1 Frame
Up arrow	Move Up 1 Line
Ctrl + Up arrow	Move Up 1 Paragraph
Ctrl + Home	Move to Beginning of Frame
Home	Move to Beginning of Line
Ctrl + Page Up	Move to Beginning of Text
Ctrl + End	Move to End of Frame
End	Move to End of Line
Ctrl + Page Down	Move to End of Text
Ctrl + Shift + - or Ctrl + _	Non-breaking Hyphen
Ctrl + Shift + Space	Non-breaking Space
Ctrl + N	Do not align text with the bounding box
Ctrl + -	Optional Hyphen
Ctrl + R	Align text with the right side of the bounding box.
Shift + Page Down	Select Down 1 Frame
Shift + Down arrow	Select Down 1 Line
Ctrl + Shift + Down arrow	Select Down 1 Paragraph
Shift + Left arrow	Select Left 1 Character
Ctrl + Shift + Left arrow	Select Left 1 Word
Shift + Right arrow	Select Right 1 Character

Ctrl + Shift + Right arrow	Select Right 1 Word
Shift + Page Up	Select Up 1 Frame
Shift + Up arrow	Select Up 1 Line
Ctrl + Shift + Up arrow	Select Up 1 Paragraph
Ctrl + Shift + Home	Select to Beginning of Frame
Shift + Home	Select to Beginning of Line
Ctrl + Shift + Page Up	Select to Beginning of Text
Ctrl + Shift + End	Select to End of Frame
Shift + End	Select to End of Line
Ctrl + Shift + Page Down	Select to End of Text
Ctrl + Shift + C	Non-printing Characters
Ctrl + Shift + K	Small Capitals
Ctrl + Shift + S	Style List
Ctrl + F10	Text Options
Ctrl + U	Underline the text
Ctrl + Shift + D	Add or remove a drop cap
Ctrl + Alt + Space	¼ Em Space

Misc

C	Crop image
Ctrl + 1	Displays an image at normal size
F4	Displays an image to fit in the window
G	Grid:
H	Pan tool
Ctrl + Z	Reverses the last operation
Ctrl + Shift + Z	Redoes the last undo operation
Ctrl + R	Reset
F2	Zoom in
F3	Zoom Out

Screenshot

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