

## CORELDRAW HOT KEYS

Align Bottom	Main	<b>B</b>	Aligns selected objects to the bottom
Align Centers Horizontally	Main	<b>E</b>	Horizontally aligns the centers of the selected objects
Align Centers Vertically	Main	<b>C</b>	Vertically aligns the centers of the selected objects
Align Left	Main	<b>L</b>	Vertically aligns the centers of the selected objects
Align Right	Main	<b>R</b>	Aligns selected objects to the right
Align to Baseline	Text Editing	<b>Alt+F2</b>	Aligns text to the baseline
Align Top	Main	<b>T</b>	Aligns selected objects to the top
Artistic Media	Main	<b>I</b>	Draws artistic brush, spray, & calligraphic effects by using freehand strokes.
Back One	Main	<b>Ctrl+PgDn</b>	Back One
Bold	Text Editing	<b>Ctrl+B</b>	Make the text bold.
Bold	Table Text Editing	<b>Ctrl+B</b>	Make the text bold.
Break Apart	Main	<b>Ctrl+K</b>	Break the object apart to create multiple objects and paths.
Brightness/Contrast/Intensity	Main	<b>Ctrl+B</b>	Brightness/Contrast/Intensity
Bring up Property Bar	Main	<b>Ctrl+Enter</b>	Brings up the Property Bar and gives focus to the first visible item that can be tabbed to
Center	Text Editing	<b>Ctrl+E</b>	Center text within the bounding box.
Center	Table Text Editing	<b>Ctrl+E</b>	Center text within the bounding box.
Center to Page	Main	<b>P</b>	Aligns the centers of the selected objects to page

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Change Case	Text Editing	<b>Shift+F3</b>	Changes the case of selected text
Change Case	Table Text Editing	<b>Shift+F3</b>	Changes the case of selected text
Character Formatting	Main	<b>Ctrl+T</b>	Change the properties of text characters.
Color Balance	Main	<b>Ctrl+Shift+B</b>	Color Balance
Column/Frame Break	Text Editing	<b>Ctrl+Enter</b>	Column/&Frame Break
Column/Frame Break	Table Text Editing	<b>Ctrl+Enter</b>	Column/&Frame Break
Combine	Main	<b>Ctrl+L</b>	Combine objects into a single object with common properties.
Contour	Main	<b>Ctrl+F9</b>	Opens the Contour Docker Window
Convert	Main	<b>Ctrl+F8</b>	Converts artistic text to paragraph text or vice versa
Convert Outline To Object	Main	<b>Ctrl+Shift+Q</b>	Converts an outline to an object
Convert to Curves	Main	<b>Ctrl+Q</b>	Allow the object to be modified by using the shape tools.
Copy	Main	<b>Ctrl+C</b>	Place copies of one or more objects on the Clipboard.
Copy	Main	<b>Ctrl+Insert</b>	Place copies of one or more objects on the Clipboard.
Cut	Main	<b>Ctrl+X</b>	Move one or more objects to the Clipboard.