CorelDRAW Keyboard Shortcuts

SaltVision | Complete Windows Quick Reference

An independently organized printable shortcut guide for designers, DTP operators and learners. Includes file handling, tools, alignment, objects, typography, view and effects.

FORMAT — A4 printable PDF

PLATFORM — CorelDRAW for Windows

REFERENCE — CorelDRAW 2020 default shortcuts

IMPORTANT — Shortcut assignments can differ by version, workspace, tool context and custom settings.

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01 File & Document

Command / Function	Keyboard shortcut
New document	**Ctrl + N**
Open document	**Ctrl + O**
Save	**Ctrl + S**
Save As	**Ctrl + Shift + S**

Command / Function	Keyboard shortcut
Import	**Ctrl + I**
Export	**Ctrl + E**
Print	**Ctrl + P**
Exit CorelDRAW	**Alt + F4**

02 Editing & Selection

Command / Function	Keyboard shortcut
Undo	**Ctrl + Z**
Redo	**Ctrl + Shift + Z**
Repeat last action	**Ctrl + R**
Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**
Delete selection	**Delete**
Duplicate object	**Ctrl + D**
Step and Repeat	**Ctrl + Shift + D**
Select All	**Ctrl + A**
Find Objects	**Ctrl + F**

03 Drawing & Toolbox

Command / Function	Keyboard shortcut
Pick tool	**Spacebar**
Shape tool	**F10**
Freehand tool	**F5**
Rectangle tool	**F6**

Command / Function	Keyboard shortcut
Ellipse tool	**F7**
Text tool	**F8**
Artistic Media tool	**I**
Polygon tool	**Y**
Interactive Fill tool	**G**
Mesh Fill tool	**M**
Fountain Fill dialog	**F11**
Outline Pen dialog	**F12**
Outline Color dialog	**Shift + F12**

04 Align & Position

Command / Function	Keyboard shortcut
Align Left	**L**
Align Right	**R**
Align Top	**T**
Align Bottom	**B**
Align horizontal centers	**C**
Align vertical centers	**E**
Center on page	**P**
Align and Distribute panel	**Ctrl + Shift + A**
Nudge selected object	**Arrow keys**
Super nudge	**Shift + Arrow keys**
Micro nudge	**Ctrl + Arrow keys**

05 Objects & Arrangement

Command / Function	Keyboard shortcut
Group objects	**Ctrl + G**
Ungroup objects	**Ctrl + U**
Combine objects	**Ctrl + L**
Break Apart	**Ctrl + K**
Convert to Curves	**Ctrl + Q**
Convert Outline to Object	**Ctrl + Shift + Q**
Object Properties	**Alt + Enter**
To front of page	**Ctrl + Home**
To back of page	**Ctrl + End**
To front of layer	**Shift + Page Up**
To back of layer	**Shift + Page Down**
Forward one	**Ctrl + Page Up**
Back one	**Ctrl + Page Down**

06 View & Navigation

Command / Function	Keyboard shortcut
Zoom In tool	**F2**
Zoom Out	**F3**
Zoom to all objects	**F4**
Zoom to selected objects	**Shift + F2**
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**

Command / Function	Keyboard shortcut
Snap Off	**Alt + Q**

07 Text & Typography

Command / Function	Keyboard shortcut
Text tool	**F8**
Text Properties	**Ctrl + T**
Edit Text	**Ctrl + Shift + T**
Convert artistic/paragraph text	**Ctrl + F8**
Insert Character	**Ctrl + F11**
Spell Check	**Ctrl + F12**
Align text to baseline	**Alt + F12**
Bold (while editing text)	**Ctrl + B**
Italic (while editing text)	**Ctrl + I**
Underline (while editing text)	**Ctrl + U**
Text left align (text mode)	**Ctrl + L**
Text center align (text mode)	**Ctrl + E**
Text right align (text mode)	**Ctrl + R**

08 Effects, Panels & Settings

Command / Function	Keyboard shortcut
Contour	**Ctrl + F9**
Envelope	**Ctrl + F7**
Lens	**Alt + F3**
Brightness / Contrast / Intensity	**Ctrl + B**
Color Balance	**Ctrl + Shift + B**

Command / Function	Keyboard shortcut
Hue / Saturation / Lightness	**Ctrl + Shift + U**
Symbol Manager	**Ctrl + F3**
Options	**Ctrl + J**
Script Manager	**Alt + Shift + F11**
Focus property bar	**Ctrl + Enter**

How to verify or customize shortcuts

In CorelDRAW, open Tools > Options > Customization > Commands (the path varies by version) and inspect keyboard shortcut assignments. Some commands use different keys while editing text versus selecting objects.

Reference: CorelDRAW Graphics Suite 2020 official Windows Quick Reference Card: product.corel.com/help/CorelDRAW/540111137/Main/EN/Quick-Reference-Card/CorelDRAW-Graphics-Suite-2020-shortcuts.pdf

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