



Corel CorelDRAW Graphics Suite

CORELDRAW TRAINING COURSE SYNOPSIS

Getting Started with CorelDRAW Graphics Suite is designed to help you get up to speed quickly with CorelDRAW and its new features. This class begins with an overview of the application, including a tour of the interface and a guide to the basic drawing tools, then moves on to more advanced topics, such as adding text, controlling page layout, publishing PDFs, and printing final documents. Tips and specific examples that teach users how to improve workflows and maximize productivity are also included.

PREREQUISITES FOR THIS CORELDRAW TRAINING COURSE

Knowledge of your operating system and basic computer navigation is required for all classes.

WHAT YOU WILL LEARN IN THIS CORELDRAW TRAINING COURSE

- Drawing, Filling, and Adding Effects
- Working with templates
- Transforming Objects
- Using the Step and Repeat docker
- Working with Paragraph Text
- Layers and the Object Manager
- Importing, Publishing, Exporting
- Using the Image Adjustment Lab

CORELDRAW TRAINING COURSE LENGTH AND TIME

This class is 2 days long. Class time is 9:00 a.m.- 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

ENROLLMENT - CORELDRAW

Please see our Enrollment Page (<http://www.ledet.com/enroll>) for our enrollment form.

LOCATIONS FOR THIS CORELDRAW TRAINING COURSE

We have training centers in Atlanta, Houston, Chicago, Denver, San Diego and Washington DC. We also offer classes at a network of rental facilities. We offer private onsite training and instructor-led, live online training. If coming to a rental facility, please double-check the location of your class with our office to make sure you get to the right location.

GOALS FOR THIS CORELDRAW TRAINING COURSE

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (877) 819-2665 if you have any special questions or e-mail us at sales@ledet.com.

DISCLAIMER

Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. This outline does not guarantee that all the topics listed will be covered in the time allowed. The amount of material covered is based on the skill level of the student audience. We may change or alter course topics to best suit the classroom situation.

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LESSON 1 - WHAT'S NEW IN CORELDRAW

The Create a New Document Dialog Box
Drawing Tool Enhancements
Scaling an Arrowhead
New Corner Edits for Rectangles
Revamped Mesh Fill Tool
More Power to PowerTRACE
New Pixel View
New Document Palette
Eyedroppers All Over the Place
Adobe Application Compatibility
Introducing Corel CONNECT
Connecting with Your Content
Clip Art and Photographs
Fonts
Templates

LESSON 2 - EXPLORING YOUR WORKSPACE

The CorelDRAW X5 Workspace
Specific Toolbar and Dialog Values
Working with Dockers
Using the Toolbox
Working with Toolbars
Using the Color Palette

LESSON 3 - CORELDRAW'S INS AND OUTS: IMPORTING, EXPORTING, AND SAVING DESIGN WORK

CoreDRAW X5's Welcome Screen
Opening Your First New Document File
Opening Document Files
Saving and Closing Documents
Working with Templates
Clipboard Commands
Undoing and Redoing Changes
Scrapbooks, An Old Favorite
Importing and Exporting Files
Choosing Export File Formats

LESSON 4 - NAVIGATING AND PAGE SETUP

Setting View Mode
Zooming and Panning Pages
Special View Modes
Using the View Navigator
Using the View Manager Docker
Working with Views of a Document's Depth: Layers

LESSON 5 - THE CORELDRAW TEST DRIVE

Begin a Design with a Concept
Setting Up the Page for the Logo
Using the Polygon Tool to Design a Gear Shape
Welding an Edge to a Typed Character
A Brief Excursion into Gradient Fills
Going 3D
Adding Text to the Logo
Align, Group, Scale, Flip and Print
The Test Drive Cross-Reference

LESSON 6 - WORKING WITH SINGLE- AND MULTI-PAGE DOCUMENTS

Setting Up Your Document Page
Naming Pages
Page Commands

LESSON 7 - MEASURING AND DRAWING HELPERS

Using The Ruler
Introducing the Indispensable CorelDRAW Grids
Working with Guidelines, Dynamic Guides, and Guide Layers
Working with Dynamic Guides
Controlling the Guides Layer
Using the Dimension Tools

LESSON 8 - CREATING BASIC SHAPES, APPLYING TRANSFORMATIONS

CorelDRAW X5's Smart Drawing Tool
Using the Rectangle Tool and Property Bar
Using the Ellipse Tool and Property Bar
Using Polygons and the Property Bar
Using the Spiral Tool
Using the Graph Paper Tool
Using Perfect Shape Tools
Using the Convert Outline to Object Command

LESSON 9 - MOVING, SCALING, ROTATING: BASIC TRANSFORMATIONS

Basic Object Selection
Moving Objects
Transforming Objectives
Applying Precise Transformations
Controlling the Order of Things

LESSON 10 - DRAWING AND EDITING OBJECTS

Introducing CorelDRAW X5's Curve Tools
Using the Artistic Media Tool
How to Draw in CorelDRAW
Drawing Arcs with the 3-Point Curve Tool
Using the Bézier and Pen Tool
Editing Bézier Paths
Controlling Freehand and Bézier Tool Behavior
Working with Compound Paths

LESSON 11 - EDITING OBJECTS

Reshaping Things
Shaping and Reshaping Object Shapes
Working Examples of Object Shaping
Fillet/Scallop/Chamfer
PowerClips
The Knife Tool
Using the Eraser Tool
Using the Virtual Segment Delete Tool
Cropping an Illustration
Using the Smudge Brush
Using the Free Transform Tool
The Roughen Brush

LESSON 12 - GETTING ARTISTIC WITH TEXT

CorelDRAW's Text Tool
The Text Bar and Special Paragraph Formatting
Formatting Paragraph Text
Wrapping Text Around Other Shapes
Embedding Objects into Text
Changing and Proofing Formatted Text and Styles

LESSON 13 - TYPOGRAPHY RULES AND CONVENTIONS

Font Families and Font Styles
Finding the Font you Need
Finding and Saving Important Characters
Font Etiquette: Using Fonts with Style and Appropriateness

LESSON 14 - GETTING YOUR WORDS PERFECT

Using CorelDRAW's Writing Tools
Using the Proofing Tools
Setting Spell Checker Options
Using Grammatik
Using the Thesaurus
Using Quick Correct

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Finding and Replacing Text and Special Characters
Finding and Replacing Text Properties Tables

LESSON 15 - FILLING OBJECTIVES

Examining the Fill Types
Using the Color Palette
From Uniform to Non-Uniform Object Filling
Uniform Color Fill Options on the Property Bar
Applying a Fountain Fill
Applying Pattern Fills
Applying Texture Fills
Applying PostScript Fills
Applying Mesh Fills
Sampling and Applying Fill Colors

LESSON 16 - OUTLINE ATTRIBUTES

Applying Outline Pen Properties
Outline Pen Options and the Property Bar
Using the Outline Tool
Exploring the Outline Pen Dialog
Turning an Outline into an Object

LESSON 17 - DIGITAL COLOR THEORY PUT TO PRACTICE

Digital Color Terms and Definitions
Using Color-Related Dockers
Moving from Color Models to Other Ways to Define Color
Using Fixed and Custom Palettes
Color and Color Correction

LESSON 18 - WORKING WITH PERSPECTIVE

The Optical Principle of Perspective
Experiments in Perspective

LESSON 19 - EXTRUDING OBJECTS

Navigating the Interactive Markers
Using the Extrude Tool and Property Bar
Using Vector Extrude Presets
Using the Extrude Docker
Controlling Extrude Complexity Using Facet Size

LESSON 20 - ENVELOPE AND DISTORTION EFFECTS

Creating Envelope Effects
Constraining Single Arc Envelopes

Using Envelope Shapes Between Objects
Mastering Distortion Effects
Using the Distort Tool and the Property Bar
Using Distortion Presets

LESSON 21 - BLENDS AND CONTOURS

Blend and Contour Effects: Similarities with Distinctions
Blending as Illustration Shading
The Blend Tool and Property Bar
Creating a Simple Blend Effect
Looking at the Components of a Blend
Editing Blend Effects
Using the Blend Docker
Tapping into Contour Effects
Exploring CorelDRAW's Contour Effects
Using the Contour Tool and Property Bar
Controlling Contour Acceleration
Using Contour Presets
Using the Contour Docker

LESSON 22 - LENS EFFECTS, TRANSPARENCY, SHADOWS, GLOWS, AND BEVELS

What's Behind a Lens Effect
Using the Lens Docker
Exploring the Lens Effects
Using Lens Options
Clearing Things Up with the Transparency Tool
Using the Transparency Tool and Property Bar
Using Transparency Operations (Merge Modes)
Creating Multi-Stage Transparencies
Pattern and Texture Transparencies
Using Transparency Freeze
Using the Bevel Effect
Using the Drop Shadow Effect

LESSON 23 - BITMAP BOOT CAMP: WORKING WITH PHOTOGRAPHS

The Properties of a Pixel-Based Image
Importing Bitmaps into a Document
Placing and Modifying an Image
An Everyday Bitmap-Oriented Workflow

LESSON 24 - ADVANCED PHOTOGRAPHY TECHNIQUES WITH CORELDRAW

Cropping a Placed Photograph
Nondestructive Cropping
Masking Through Nondestructive Cropping

Boolean Operations as a Trimming Technique
Working with Alpha Channels and Image Transparency
Bitmaps to Vector Art: Using PowerTRACE

LESSON 25 - AN INTRODUCTION TO PHOTO-PAINT

The Building Block of Digital Photos: The Pixel

LESSON 26 - PHOTO-PAINT EFFECTS AND ADVANCED EDITING

Turning a Snapshot into a Photograph
Creating a Fantasy Composition
Performing Subtle Image Edits
Creating an Animated GIF

LESSON 27 - PRINTING: PROFESSIONAL OUTPUT

Printing a Document to a Personal Printer
Setting Print Options
Previewing Your Printed Document
Setting Printing Preferences
Corel's Duplexing Wizard
Using the Collect for Output Wizard
Print Merge

LESSON 28 - BASIC HTML PAGE LAYOUT AND PUBLISHING

Web Page Navigation Buttons and Hotspots
CorelDRAW's Internet Toolbar
Publishing Web Documents
Flash and Web Pages