

How to Install and Use Symbols in CorelDRAW Graphics Suite X4

CorelDRAW Standard

This document explains how to install and use symbols in CorelDRAW Graphics Suite X4

Since symbols are fonts, they must be installed into the Windows Fonts folder in order to access and use symbols in CorelDRAW.

To install Symbols in Systems Running MicrosoftWindows XP, do the following:

- 1. Insert CorelDRAW DVD into your DVD-Drive.
- 2. Click Start | Settings | Control Panel | Fonts
- 3. Open the Fonts folder.
- 4. Click File | Install New Font.

A dialog box will appear, asking you to browse to the location of the fonts you wish to install.

To install Symbols in Systems Running Microsoft Windows Vista, do the following

- 1. Open Computer | Choose your DVD Drive from the Drives list.
- 2. Double-click the Extra folder | Content | Fonts
- 3. Double-click the Symbols folder.
- 4. Double-click the True Type folder.
- 5. Choose the font Right Click | Install

When the list of Symbols populates, select the desired symbols (multiple symbols can be selected by holding the Ctrl key on your keyboard) and click OK to install selected symbols.

To access symbols in CorelDRAW Graphics Suite X4, do the following:

- 1. Launch CorelDRAW and create a new graphic or open an existing document.
- 2. Click the Text | Insert Symbol Character (the Insert Character docker will appear on the right side of the work area).
- 3. Choose the desired symbol set from the drop-down menu and simply drag and drop the symbols into your document.
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