



## Using Keyboard Short-cuts in CorelDRAW

- CorelDRAW Standard

### Using keyboard shortcuts in CorelDRAW? X3

You can use keyboard shortcuts (also known as hotkeys) to quickly activate many menu commands and tools in CorelDRAW? X3. The keyboard shortcut for a menu command is displayed to the right of the menu item; the keyboard shortcut for a tool is displayed in a ToolTip when you hover over the tool.

*This example shows the keyboard shortcut (Ctrl+N) for starting a new project.*

*This example shows the keyboard shortcut (F10) for activating the Shape tool.*

Below are the keyboard shortcuts for some commonly performed tasks.

<b>Task</b>	<b>Keyboard shortcut</b>
Open a file	<b>Ctrl+O</b>
Save a file	<b>Ctrl+S</b>
Import a file	<b>Ctrl+I</b>
Export a file	<b>Ctrl+E</b>
Print a file	<b>Ctrl+P</b>

**Note:** For a complete list of keyboard shortcuts, see the CorelDRAW X3 Quick Reference Card included in your software package.

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