



Accessing Clipart, Photos and Symbols in CorelDRAW® Graphics Suite X4 DVD

- CorelDRAW Standard

If you have purchased a retail cd version of CorelDRAW Graphics Suite X4, there are over 10,000 high quality clipart images, 1000 royalty-free photographs from iStockphoto®, over 1,000 OpenType and international fonts and 80 professionally designed templates included with the program. Clipart and photos can be imported or accessed through the Scrapbook in CorelDRAW. This tutorial will outline the steps required to access clipart and photos by import a specific clipart image from the clipart manual or search by using the Scrapbook. Installing symbols into the Windows Font Manager will also be explained.

If you have purchased an Electronic Software Download (ESD) version of CorelDRAW Graphics Suite X4, you do not have access to this content; it is only available on cd. If you would like to purchase the cds, please contact us via telephone. Corel's full listing of contact numbers can be found [here](#).

The Scrapbook docker lets you use clipart and photo images that are stored on the Corel content DVD or that are available online. The digital content manual contains pictures of the graphics available on the CD and lists their folder locations. If you would like to purchase a copy of the digital content manual, please call Corel.

To browse for clipart or photos using the Scrapbook:

1. Click Tools | Options | Workspace | Customization | Commands

From the drop-down menu under File click the arrow key and choose Tools | Scrapbook.

Click on it and drag it to the Workspace then click and drag and move it to the Standard Bar, now from the Menu click | Tools | Save Settings as default.

2. Insert a Corel content DVD into the DVD drive.
3. Click on the icon for the Scrapbook you created | Browse | Explore DVD | Extras | Contents | Clipart double-click the folder in the DVD list and navigate to a folder you want.
4. Double click on the file to open or drag it to the document.

Importing Clipart

Clipart can be located on the DVD

1. Click File | Import.
2. In the List Files of Type list box, choose CorelDRAW .CDR.
3. From the Import dialog box, select the appropriate CD drive.
4. Double-click the Clipart folder.
5. A list of clipart categories will appear in the import window.
6. Double-click on a folder.
7. From the list of files, select a image and click Import.
8. Click on the page location where you want the image to be placed, or hit the space bar to drop the image at the default location.

Photos

Photos can be found on the DVD under the Photos folder as well. To access them follow these steps:

1. Click File | Import
2. Refer to the Clipart manual to properly associate the desired image to its respective category.

Accessing Symbols

Symbols are not Opened or Imported into a document. Symbols are installed in the same manner as True Type Fonts, through the Windows® Fonts folder. For information on installing fonts and symbols reference, please visit: [How to Install and Use Symbols in CorelDRAW® Graphics Suite X4](#)

To access a Symbol in CorelDRAW:

1. Open the Symbol manager docker by clicking Window | Dockers | Symbol manager. If you want the symbol scaled automatically to match the current drawing scale, ensure that the Scale to world units button is enabled.
2. Choose a symbol from the Symbols list.
3. Click the Insert symbol button.

Tip: You can also insert a symbol instance by dragging a symbol from the Symbol manager docker to the drawing window.

To insert Symbols:

1. Select Text | Insert Symbol Character (CTRL+F11)
2. Choose a symbol from the Symbols list.
3. Click & drag to insert the symbol.

Note: The CorelDRAW symbols can be accessed directly from CorelDRAW, provided all of the required symbols have been installed. The term ?symbol,? as it was used in earlier versions of CorelDRAW, has been replaced by ?special character? in CorelDRAW X4. For more information about working with special characters, see "Embedding graphics and adding special characters." in the CorelDRAW help files.
