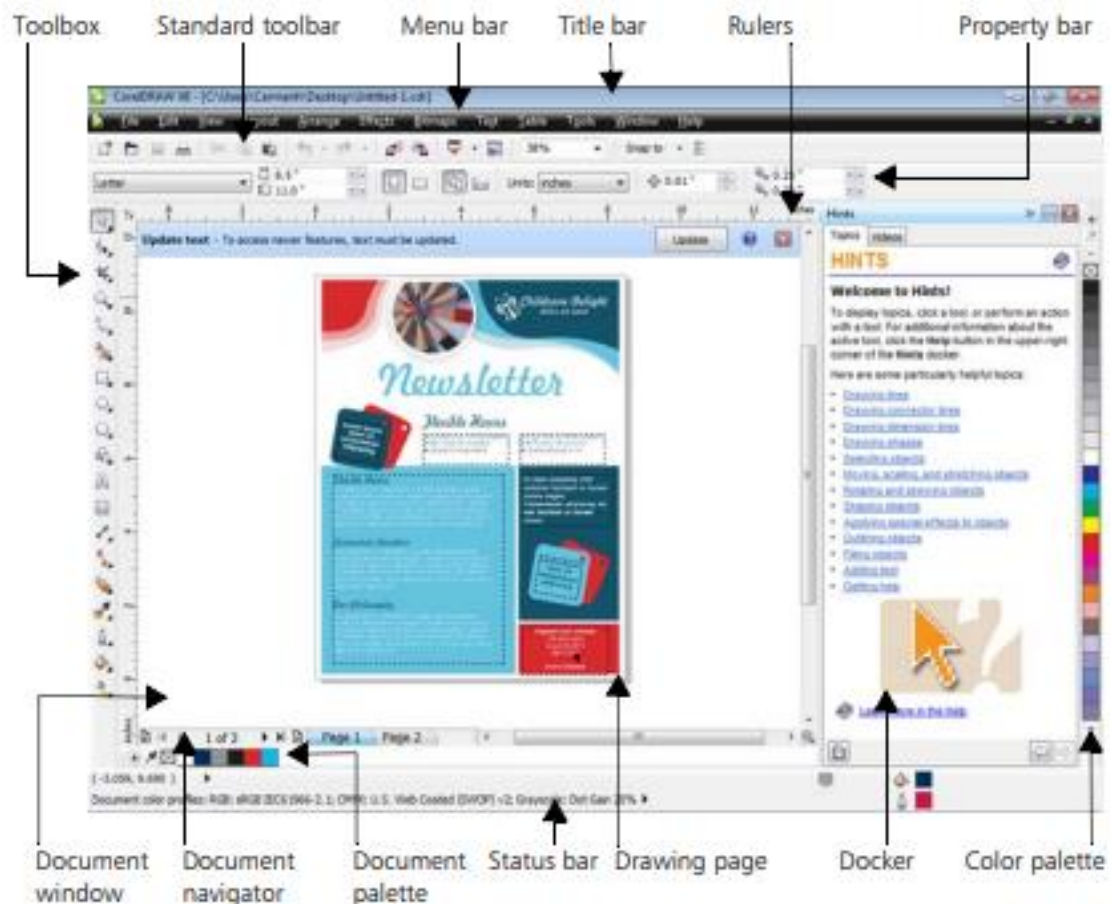# CorelDRAW Basics

This chapter introduces you to the CorelDRAW workspace and provides an overview of basic tasks, such as starting and viewing documents, modifying and organizing objects, and creating page layouts. Additional topics include sharing work and setting preferences. As you learn to use CorelDRAW, this chapter can help identify tasks and features that you may want to explore further in the Help.

Workspace overview

The CorelDRAW workspace provides a wide range of tools and commands for creating unique graphic designs. This section describes the application window and the toolbox.

Application window

The following list describes the main components of the CorelDRAW application window.
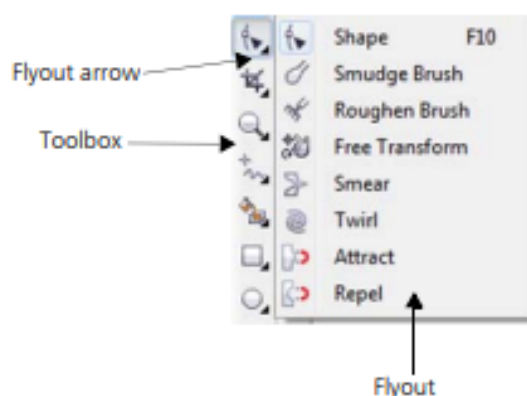
- The **toolbox** contains tools for creating, filling, and modifying objects in a document.
- The **standard toolbar** contains shortcuts to basic menus and commands, such as opening, saving, and printing documents. Additional toolbars contain shortcuts for more specific tasks.
- The **menu bar** contains drop-down menus of related commands.
- The **title bar** displays the title of the current document.
- The **property bar** contains controls that change according to the active tool. For example, when you use the **Text** tool, the property bar changes to display controls for creating and editing text.
- A **docker** lets you access commands and settings that are associated with a specific tool or task.
- The horizontal and vertical **rulers** let you determine the size and position of objects in a document.
- The **document navigator** lets you add pages to a document, or move from page to page within a document.
- The **document window** is the workspace area that is bordered by scroll bars and other controls. It includes the drawing page and surrounding area.
- The **drawing page** is the rectangle that represents the printable section of the document window.

- The **Document palette** lets you keep track of the colors that are used in a document.
- The **color palette** is a dockable bar that contains color swatches.
- The **status bar** displays information about the properties of an object, such as type, size, color, and fill. Color proofing status, color profiles, and other information about document colors are also displayed.

Toolbox

The toolbox contains a range of tools that you can use for specific drawing and editing tasks. Some tools let you draw shapes, and other tools let you apply colors, patterns, or other types of fills to objects.

Some tools belong to flyouts, which are groups of related tools. A small arrow in the lower-right corner of a toolbox button indicates that the tool belongs to a flyout. The last-used tool in the flyout appears on the button. You can access the tools in a flyout by clicking the flyout arrow.

*In the default workspace, clicking the flyout arrow on the **Shape** tool opens a flyout of related tools.*

The following section summarizes the main categories of tools that are available in the toolbox. For more information about specific tools, see "Workspace tools" in the Help.