

# ایم ایس بی گرافکس، کی ایک اور چھوٹی سی کاوش



## CorelDRAW® 2020

Keyboard shortcuts – Menus and menu commands for Windows

### File

New **Ctrl+N**  
Open **Ctrl+O**  
Save **Ctrl+S**  
Save As **Ctrl+Shift+S**  
Import **Ctrl+I**  
Export **Ctrl+E**  
Print **Ctrl+P**  
Exit **Alt+F4**

### Edit

Undo **Ctrl+Z**  
Redo **Ctrl+Shift+Z**  
Repeat **Ctrl+R**  
Cut **Ctrl+X**  
Copy **Ctrl+C**  
Paste **Ctrl+V**  
Delete **Delete**  
Duplicate **Ctrl+D**  
Step and Repeat **Ctrl+Shift+D**  
Find and Replace **Find Objects Ctrl+F**

### View

Full Screen Preview **F9**  
View Manager **Ctrl+F2**  
Alignment Guides **Alt+Shift+A**  
Dynamic Guides **Alt+Shift+D**  
Snap to **Document Grid Alt+Y**  
Snap to **Objects Alt+Z**  
Snap Off **Alt+Q**

### Object

Symbol **Symbol Manager Ctrl+F3**  
Align and Distribute  
▶ Align Left **L**  
▶ Align Right **R**  
▶ Align Top **T**  
▶ Align Bottom **B**  
▶ Align Centers Horizontally **C**  
▶ Align Centers Vertically **E**  
▶ Center to Page **P**  
Align & Distribute **Ctrl+Shift+A**  
Order  
▶ To Front of Page **Ctrl+Home**  
▶ To Back of Page **Ctrl+End**  
▶ To Front of Layer **Shift+PgUp**  
▶ To Back of Layer **Shift+PgDn**  
▶ Forward One **Ctrl+PgUp**  
▶ Back One **Ctrl+PgDn**  
Combine **Ctrl+L**  
Break Apart **Ctrl+K**  
Group **Group Objects Ctrl+G**  
Group **Ungroup Objects Ctrl+U**  
Convert to Curves **Ctrl+Q**  
Convert Outline to Object **Ctrl+Shift+Q**  
Object Properties **Alt+Enter**

### Effects

Adjust **Brightness/Contrast/Intensity Ctrl+B**  
Adjust **Color Balance Ctrl+Shift+B**  
Adjust **Hue/Saturation/Lightness Ctrl+Shift+U**  
Contour **Ctrl+F9**  
Envelope **Ctrl+F7**  
Lens **Alt+F3**

### Text

Text Properties **Ctrl+T**  
Edit Text **Ctrl+Shift+T**  
Insert Formatting Code **▶ Non-breaking Hyphen Ctrl+Shift+-**  
Insert Formatting Code **▶ Optional Hyphen Ctrl+-**  
Insert Character **Ctrl+F11**  
Convert **Ctrl+F8**  
Align to Baseline **Alt+F12**  
Writing Tools **▶ Spell Check Ctrl+F12**

### Tools

Options **Ctrl+J**  
Scripts **▶ Script Manager Alt+Shift+F11**  
Scripts **▶ Script Editor Alt+F11**  
Scripts **▶ Visual Studio Editor Alt+Shift+F12**  
Scripts **▶ Stop Recording Ctrl+Shift+O**  
Scripts **▶ Record Temporary Script Ctrl+Shift+R**  
Scripts **▶ Run Temporary Script Ctrl+Shift+P**

### Window

Refresh Window **Ctrl+W**  
Close Window **Ctrl+F4**  
Dockers  
▶ Object Properties **Alt+Enter**  
▶ Object Styles **Ctrl+F5**  
▶ Symbol Manager **Ctrl+F3**  
▶ Align and Distribute **Ctrl+Shift+A**  
▶ Step and Repeat **Ctrl+Shift+D**  
▶ Effects **▶ Contour Ctrl+F9**  
▶ Effects **▶ Envelope Ctrl+F7**  
▶ Effects **▶ Lens Alt+F3**  
▶ Text **▶ Text Properties Ctrl+T**  
▶ Text **▶ Glyphs Ctrl+F11**  
▶ Color Styles **Ctrl+F6**  
▶ View Manager **Ctrl+F2**  
▶ Scripts **Alt+Shift+F11**

### Other

Nudge **Arrow keys**  
Super Nudge **Shift+Arrow Keys**  
Micro Nudge **Ctrl+Arrow Keys**  
Scroll **Alt+Arrow Keys**  
Select Fill Color **Left click the swatch from the palette**  
Select outline Colour **Right click the swatch from the palette**

### Help

Product Help Topics **F1**

Keyboard shortcuts highlighted in red.

## Toolbox

<b>Pick</b>	<b>Curve</b>	<b>Polygon Tools</b>	<b>Connector</b>
Pick Shape Crop Zoom - Z Freehand Artistic Media - I Rectangle Ellipse Polygon Text - F8 Parallel Dimension Straight-Line Connector Shadow Tool Transparency Color Eyedropper Interactive Fill Quick customize	Freehand <b>F5</b> 2-Point Line Bézier Pen B-Spline Polyline 3-Point Curve	Polygon <b>Y</b> Star Spiral <b>A</b> Common Shapes Impact tool Graph Paper <b>D</b>	Connector Anchor Editing
<b>Shape Edit</b>	<b>Artistic Media</b>	<b>Text</b>	<b>Interactive</b>
Shape <b>F10</b> Smooth Smear Twirl Attract and Rapel Smudge Roughen	Artistic Media <b>I</b> LiveSketch <b>S</b> Smart Drawing <b>Shift+S</b>	Text <b>F8</b> Table	Shadow Contour Blend Distort Envelope Extrude Block Shadow
<b>Crop</b>	<b>Rectangle</b>	<b>Dimension</b>	<b>Eyedropper</b>
Crop Knife Virtual Segment Delete Eraser <b>X</b>	Rectangle <b>F6</b> 3-Point Rectangle	Parallel Dimension Horizontal or Vertical Dimension Angular Dimension Segment Dimension 3-Point Callout	Color Eyedropper Attributes Eyedropper
<b>Zoom</b>	<b>Ellipse</b>		<b>Interactive Fill</b>
Zoom <b>Z</b> Pan <b>H</b>	Ellipse <b>F7</b> 3-Point Ellipse		Interactive Fill <b>G</b> Smart Fill Mesh Fill <b>M</b>

# کورل ڈرا کی سب شارٹ کٹ کیز

MSBGRFX.COM