

*Introduction to*  
**CorelDRAW**  
*3.0/4.0*



*Bernice Taylor*



**Business and  
Educational Technologies**

*A Division of Wm. C. Brown Communications, Inc.*

# **Introduction to CorelDRAW 3.0/4.0**

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**Business and Educational Technologies**

A Division of Wm. C. Brown Communications, Inc.

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# Preface

**C**orelDRAW is a powerful graphics drawing program with a wide variety of intricate and sophisticated features. While most of the drawing techniques are relatively easy to learn, there are several options that may be too advanced for the beginner and can add considerably to the learning curve.

One of the goals of this introductory text is to make CorelDRAW quick and easy to learn by concentrating on the basics. Extraneous information that is not directly related to the program is eliminated. Emphasis is placed on **learning how to use** the drawing tools and the options in the CorelDRAW Menus. Consequently, the more advanced features will be addressed only briefly and, in some instances, not at all.

While it is possible to become proficient in CorelDRAW without ever having turned on a computer, prior PC experience is strongly recommended. You should also be familiar with the DOS directory and path structure in order to locate and access files outside of Windows. A brief overview of the Windows graphical environment is provided in the Introduction.

The text is structured so that you are exposed to the basic tools and menus in the program in a logical order. Objectives are listed at the beginning of every chapter, and on-your-own exercises are provided at the end of each. In chapters 1 through 7 you are guided through a hands-on, in-depth exploration of all the tools and options in the Toolbox. Chapters 8 through 17 provide a journey of discovery as you explore the many powerful and fascinating features in the eight CorelDRAW menus.

The exercises are presented in an easy to follow, step-by-step approach that progresses from creating simple shapes to designing highly complex drawings. The **on-your-own exercises** at the end of each chapter offer increasingly challenging tasks to test your knowledge and creativity.

A Training diskette is provided which contains carefully designed exercises for the more advanced topics. As you become more proficient, you will have ample opportunity to put your new-found skills to the test. By the end of the course, you should have a solid base on how the program works.

The adage "a picture is worth a thousand words" is particularly true when learning a complex application such as CorelDRAW. Consequently, illustrations are plentiful throughout this text to provide visual support as you follow the exercises.

While complete in itself, CorelDRAW is one of six independent programs that make up the CorelDRAW 3.0 graphics package. The other programs in the package include: CorelCHART!, a fully featured, data driven, chart-making package; CorelSHOW!, a presentation package that integrates graphic drawings and charts from the other Corel programs to create sound and animation; CorelTRACE!, a precision bitmap tracing utility; CorelPHOTO-PAINT!, a powerful paint and photo editing program; and CorelMOSAIC!, a clipart storage utility. Each program is unique and designed to perform separate, but related, functions. Together, the six programs in CorelDRAW 3.0 provide a designer with formidable graphics capability. Needless to say, together they also present the beginner with an insurmountable learning curve; consequently, only the CorelDRAW portion of the package will be addressed in this text.

As noted above, the key to a successful learning experience is to avoid information overload. Once the basics have been mastered, it should be relatively easy to master the more advanced features of the program independently or as a separate course.

## ***CorelDRAW 4.0***

For those of you who have upgraded to version 4.0, Appendix D provides a comprehensive overview of the changes and additions to the program. The basic tools and menu functions are virtually the same as in version 3.0, with a few minor exceptions. There are a few added options in the Pencil and Text Tools, and several menu functions have been added or reassigned (see illustrations in Appendix D). However, many of the new features in CorelDRAW 4.0 are too advanced for an introductory text. For the beginner, the step-by-step instructions provided in this text works equally well whether you are using CorelDRAW 3.0 or CorelDRAW 4.0.

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# About Windows

**C**orelDRAW is a draw program designed to run in the Windows operating environment. Windows is a powerful graphics-based package which allows you to access and interchange files between a variety of programs simultaneously. Windows is designed to run on MS DOS or PC DOS-based computers.

## **DOS**

DOS (Disk Operating System) is a text-based environment which relies on commands typed at the Drive prompt in order to access programs or to activate certain functions. Windows, though DOS-based, does not rely on typed commands but, instead, uses graphic symbols that make it easier to navigate through the program and to execute tasks. Windows has a graphical user interface (GUI) which means that it is based on graphics rather than text. Once the Windows program has been accessed by entering the WIN. EXE command at the prompt, the reliance on the keyboard ends. You can even bypass the keyboard altogether by editing your systems autoexec.bat file to automatically open the Windows program whenever the computer is turned on.

To access Windows, at the prompt type:

C:\WIN and press the Return (Enter) key

## **The Windows Screen**

The Windows screen is the screen you see when Windows is first opened. It is composed of program groupings that are housed in rectangles called "windows." Program Manager is the main operating window and the one in which all the other windows reside. Each window on the screen represents a specific group of applications or utilities including: Main, Accessories, Windows Applications, Non-Windows Applications, Corel Applications, and



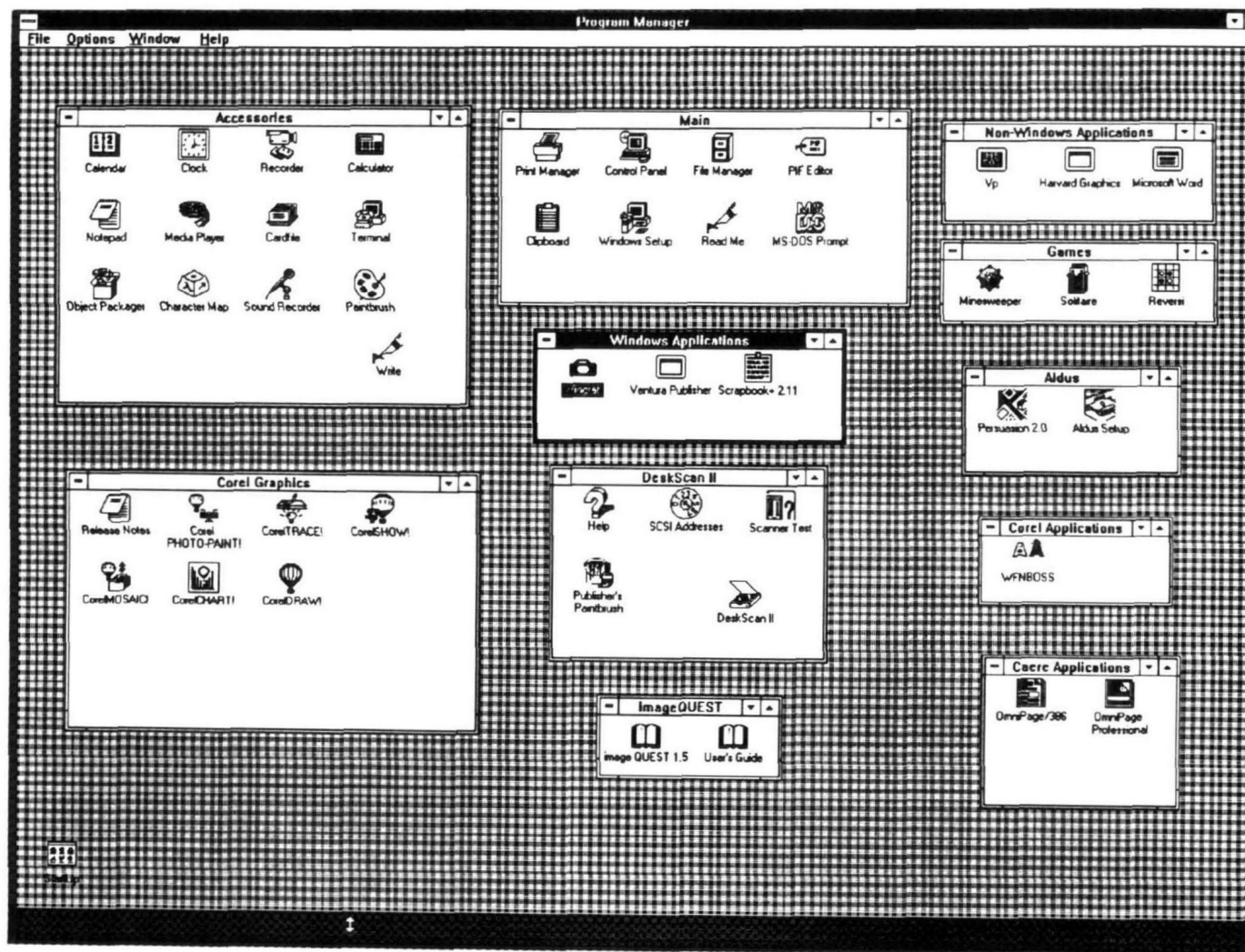


Figure 1

Games, plus any other application programs installed through Windows on your computer (*Figure 1*). To access a particular application, a pointing device such as a mouse is necessary.

### ***The Mouse***

While it is possible to get around in Windows without a mouse, the program was designed for and works much more efficiently with the small, hand-held device. There are some operations that require use of the keyboard but, for the most part, you need only point the mouse cursor and click or double-click the left (or you can program the right) mouse button to execute an operation.