

INTRODUCTION TO *CORELDRAW 10*

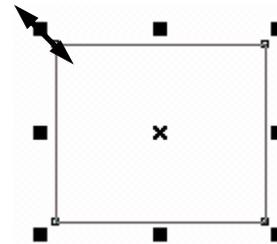
THE PICK TOOL

Using the Pick Tool
Creating Rectangles & Ellipses
Rotate & Skew Objects
Selecting Multiple Objects
Marquee Selecting
Fill & Outline



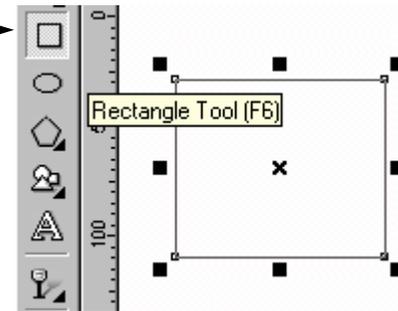
USING THE PICK TOOL

1. This is located atop of the *toolbox* bar. This tool basically is used to select tools as desired.
2. Use the pick tool to select objects or resize objects, and change their basic shape.
3. Click on the node (object's handle bar) to resize. Notice the pick tool "arrow" will change.

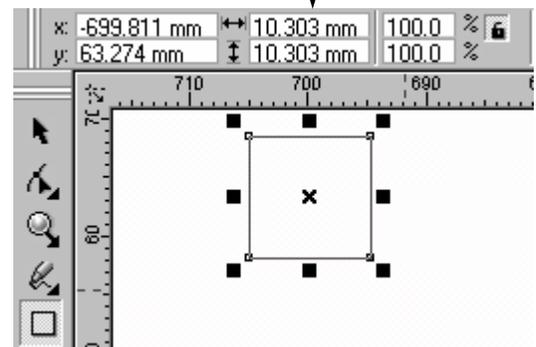


RECTANGLE TOOL

1. Use the *Pick Tool* to select the *Square Tool*.
2. Position your cursor in the centre of the screen.
3. Click (left mouse button) and drag the cursor to form a rectangle.
4. Release the mouse button. A rectangle should now appear from where you positioned your mouse/cursor.
5. Move the cursor to the bottom of the page.
6. Hold down the <CTRL> key, click and drag the cursor to form a square. Notice the measurements in the *Standard Toolbar*.
7. Move the cursor to the top of the page.
8. Hold down the <SHIFT> key, click and drag the cursor to create a rectangle from the centre out.

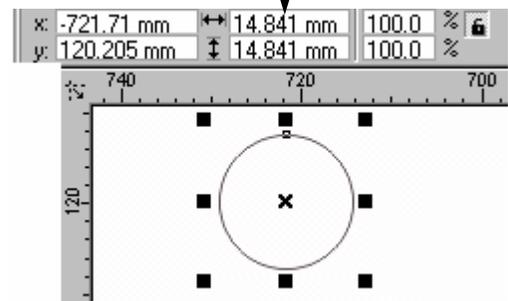
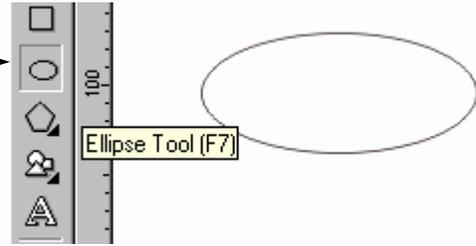


Note: <CTRL> key is used to constrain the shape.
<SHIFT> key is used to draw from the centre out.



ELLIPSE TOOL

1. Use the *Pick Tool* to select the *Ellipse Tool*.
2. Position your cursor to the left side of the page.
3. Click (left mouse button) and drag the cursor to form an ellipse (oval/circular shape).
4. Release the mouse button. An ellipse should now appear from where you positioned your mouse/cursor.
5. Move the cursor to the bottom of the page.
6. Hold down the <CTRL> key, click and drag the cursor to form a "perfect" circle. Notice the measurements in the *Standard Toolbar*.
7. Move the cursor to the top of the page.
8. Hold down the <SHIFT> key, click and drag the cursor to create a circle from the centre out.

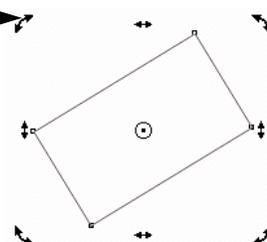
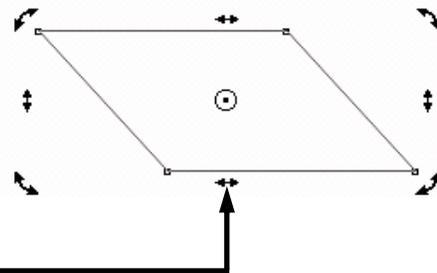


ROTATE & SKEW OBJECTS

1. Select the rectangle from the previous step. Click again for the rectangle. Double arrows should appear around the object.
2. Position your cursor to a double arrow, click and drag in the direction of an arrow.

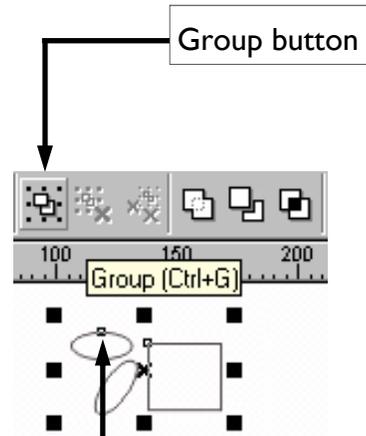
Note: Clicking on the middle arrows will skew the object.

Clicking on corner arrows will rotate the object. Moving the centre "dot" will change the pivot point/arc of rotation.



SELECTING MULTIPLE OBJECTS

1. Use the *Pick Tool* to select an *Ellipse* from the previous step.
2. Hold down the **<SHIFT>** key and click on a rectangle from a previous step. (Any two shapes will do, e.g., square, circle, etc.)
3. Once selected you may group the objects using the group button (Ctrl+G) or any other effects from the *Effects* menu or *Toolbox*.



Note: the grouped objects within the handle bars have "nodes" visible in the corners.

MARQUEE SELECTING

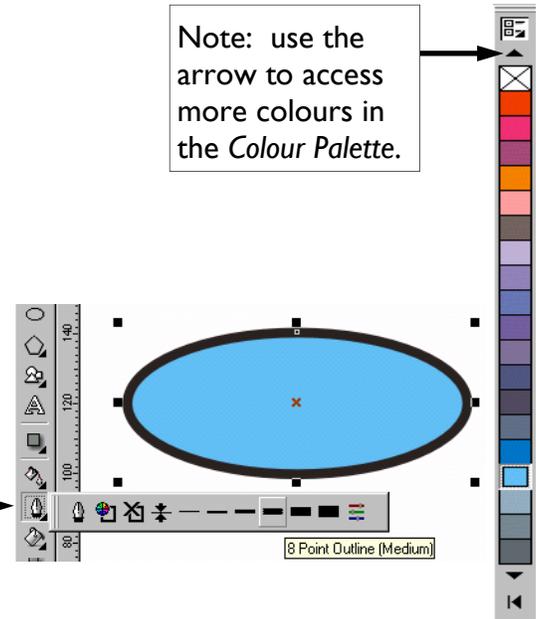
1. Deselect any objects using the pick tool (click away from objects).
2. Hold down the mouse button and drag a marquee box (dotted blue rectangle) around/enclosing the objects you want selected.
3. Release the mouse button to finish marquee selection.
4. At this point, while objects are selected, you could: delete all selected objects; group all selected objects; utilize weld effects, etc.



Note: use the arrow to access more colours in the Colour Palette.

FILL & OUTLINE

1. Use the *Pick Tool* to select an object from the previous step—this makes the object "active."
2. "Pick" any colour from the *Colour Palette* to Fill the object.
3. Use the *Pick Tool* to select the *Outline* button from the *Toolbox*. Select a thick out line from the "lines" available.



PRACTICE EXERCISE—PICK TOOL

On a letter size sheet (8 1/2 X 11) Portrait setup, use the *Pick Tool* to select & create rectangles, circles, squares, etc. Change their colour and outline thickness, and “experiment” with rotating and skew options.

