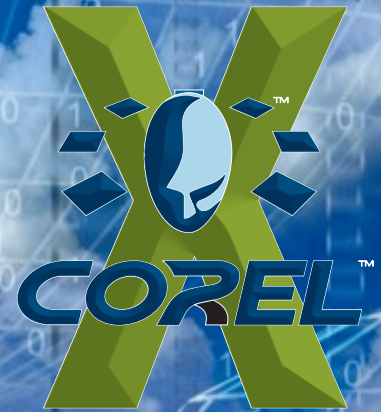


CorelDRAW[®] GRAPHICS SUITE



Laser Training

BASIC-Intermediate

**Desktop Videos &
Full Color Manuals**

Packages

*Instructed By
Joe Braga*

Introduction

Joseph L. Brága

Joe will be the presenter of this class. He is an expert with Corel products, as well as, BOSS Laser, Xenetech, Laguna Tools & other products. Joe's background is in Service Repair + R&D of Lasers, Engravers & Routers, and he has a teaching credential in Vo-Tech Education. He is an Authorized CorelDRAW Training & Partner-Beta Tester & he has 21+ years experience working with Engraver's and Lasers. Joe has owned Signage & Engraving Operations, and written for many of the top Magazines in the Industry.

TRAINING

This class is designed to teach you how to use the software and apply it to running jobs on your Lasers, Sand-Carvers, CNC Engravers, as well as General Graphics. This class only gives you information that relates directly to Lasers, Routers Mills, Engravers and/or General Graphics.

Copyright © 2018

All rights reserved. No part of this document may be transferred, reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without written permission.



Corel Basic-I Table Of Contents

Intro to Instructor

Video	Page
A Basic Steps and Icons	
	Sections
1 Getting Started.....	1
Course Outline	1
Basic Support Skills	2
A Graphics Tool Set.....	3
The Five Steps.....	4
2 Keyboard & Mouse.....	2
Basic Uses.....	1
Keys and Buttons.....	2
High Use Fast Keys.....	3
Core of the Course.....	4
3 Tool-Box & Page Layout.....	3
General Menu Positions	1
Property Bar	2
Page Screen.....	3
Pull-Down Locations.....	4
4 Pick Tool.....	4
Pick Tool – Quick Steps	1
Main Functions	2
Keyboard Functions	3
Using the Pick Tool.....	4
5 Zoom Tool.....	5
Zoom Tool – Quick Steps	1
Main Functions	2
Keyboard & More	3
Using the Pick Tool.....	4
6 Size of Page.....	6
Size of Plate– Quick Steps	1
Page Setup.....	2
Guidelines	3
Page Size Facts	4

Video	Page
A Basic Steps and Icons (continues)	
	Sections
7 Text on the Page.....	7
Typing Text - Quick Steps.....	1
Paragraph Text	2
Spell Check	3
Fit to Frame	4
8 Change Fonts.....	8
Change Fonts – Quick Steps	1
Position Cursor	2
Text Edit Dialog	3
Font Options	4
9 Sizing Selections.....	9
Sizing Selection - Quick Steps.....	1
Selection Controls	2
Transformation Docker.....	3
Inter-Character Spacing.....	4
10 Core Positioning	10
Core Positioning– Quick Steps	1
Align & Distribute.....	2
More Arrange Features	3
Precise Positioning	4
11 Quick Positioning.....	11
Quick Positioning - Quick Steps.....	1
More Align & Distribute	2
Review of Transformation Featurea	3
Looking at Nudge Again	4
12 Format Text.....	12
Format Text – Quick Steps	1
Docker Properties	2
Shape Tool Kerning.....	3
Font& Alignment Tricks.....	4

Corel Basic-I Table Of Contents



Video Page

A Basic Steps and Icons (continues)

		Sections	
13	Add Logos	13	
	Import Logo – Quick Steps	1	
	Read Import Dialog Box	2	
	To Change Clipart	3	
	Links to Logos	4	
14	Open & Save Files.....	14	
	Open Files– Quick Steps.....	1	
	Save Files– Quick Steps	2	
	Files of Type.....	3	
	Directories.....	4	
15	1st Layout Exercise.....	15	
	Create Layout - Quick Steps I.....	1	
	Create Layout - Quick Steps II.....	2	
	Add Logo.....	3	
	Review of Core Steps.....	4	

B Basic Shapes and Skills

16	Palettes & Line Thickness	16	
	Outline Tool - Quick Steps.....	1	
	Color Palette - Quick Steps	2	
	Additional Information	3	
	Output Parameters	4	
17	Printing Procedures.....	17	
	Printing – Quick Steps	1	
	Print Preview	2	
	Print Properties	3	
	Print Drivers	4	

Video Page

		Sections	
18	Rectangles to Squares	18	
	Rectangle Tool – Quick Steps	1	
	Squares Tool – Quick Steps	2	
	Property Bar	3	
	More Shape Tool	4	
19	Ellipse to Circles.....	19	
	Ellipse Tool – Quick Steps	1	
	Circles – Quick Steps	2	
	Arced text.....	3	
	Property Bar.....	4	
20	Polygons/Stars & More.....	20	
	Polygons Tool – Quick Steps	1	
	Stars Tool – Quick Steps	2	
	Basic Shapes.....	3	
	Property Bar.....	4	
C	Basic Production Skills		
21	Duplication & Grouping	21	
	Duplicate – Quick Steps	1	
	Groups – Quick Steps	2	
	Production Tips	3	
	Using the Property Bar	4	
22	Exporting.....	22	
	Export Logo – Quick Steps	1	
	Creating PDF – Quick Steps	2	
	Dialog Box	3	
	Organizational Skills	4	

Corel Basic-I Table Of Contents



Video Page

C Basic Production Skills (continues)

	Sections	
23	Copy & Paste	23
	Copy – Quick Steps	1
	Paste – Quick Steps	2
	Filters	3
	Conversions	4
24	Scanning Logo.....	24
	Scanning – Quick Steps	1
	Scanning Properties	2
	Other Devices.....	3
	Scanner Drivers.....	4

D Intermediate Production Tools

25	Multiple Batch Plates	25
	Batch Plates – Quick Steps.....	1
	Working with Templates	2
	Variable Text	3
	Production Tricks.....	4
26	Master Signature Layouts.....	26
	Signatures – Quick Steps I	1
	Signatures – Quick Step II	2
	Creating Masters.....	3
	More Variable Text	4
27	Windows Explorer.....	27
	Explorer – Quick Steps	1
	File Manager	2
	Search Command	3
	Systems Tray.....	4

Video Page

	Sections	
28	Making Workspace Changes	28
	Options – Quick Steps	1
	Commands.....	2
	Saving Defaults	3
	Xtra Information	4

E Intermediate Graphics Tools

29	Fill Tool.....	29
	Fill Tool – Quick Steps	1
	Dialog Box	2
	Common Fills.....	3
	Colors.....	4
30	Shadow Tool.....	30
	Shadow Tool – Quick Steps	1
	Text Tricks	2
	Presets.....	3
	Property Bar	4
31	Envelope Tool.....	31
	Envelope Tool – Quick Steps.....	1
	Docker Properties	2
	Presets.....	3
	Tricks & Tips	4
32	Blend Tool.....	32
	Blend Tool – Quick Steps	1
	Using Blend	2
	Trick & Tips	3
	Colors	4

Corel Basic-I Table Of Contents

Video Page

E Intermediate Graphics Tools (continued)

		Sections	
33	Contour Tool	33	
	Contour Tool – Quick Steps	1	
	Using Contour	2	
	Vectoring.....	3	
	Defining Coloring	4	
34	Extrude Tool	34	
	Extrude Tool – Quick Steps	1	
	Property Bar	2	
	Convert to Curves	3	
	Tricks & Tips	4	

F Logo Construction I

35	Eyedropper/Bucket Tools.....	35
	Eyedropper – Quick Steps	1
	Using Eyedropper	2
	Paint Bucket Tool.....	3
	Property Bar	4
36	Weld & Trim.....	36
	Weld & Trim – Quick Steps	1
	Weld.....	2
	Trim.....	3
	Tricks & Tips.....	4
37	Shape Tool	37
	Shape Tool – Quick Steps.....	1
	Property Bar	2
	Moving Nodes	3
	Reading the Shape	4

Video Page

F Logo Construction I (continued)

		Sections
38	Bezier Tool	38
	Bezier Tool – Quick Steps	1
	Property Bar	2
	Tracing	3
	Wire-framing.....	4
39	Cropping Tool.....	39
	Cropping Tool – Quick Steps	1
	Bitmap Properties	2
	Shape Tool	3
	Tips & Tricks	4
40	Trace Bitmap.....	40
	Trace Bitmap – Quick Steps	1
	Prepping Bitmap.....	2
	Dialog Properties	3
	Tips & Tricks	4

G Logo Construction II

41	Basic Logo Clean-up.....	41
	Import Bitmap	1
	Trace Bitmap	2
	Use Shape Tool.....	3
	Export Logo.....	4
42	Intermediate Logo Clean-up.....	42
	Bitmap Trace.....	1
	Bezier and Colors	2
	Create Contour Fills	3
	Power Clip	4

Corel Basic-I Table Of Contents



Video	Page
H <i>Using What We've Learned</i>	
	Sections
43 Review of Basic Layout	43
Basic Layout – Quick Steps	1
More Info.....	2
Tools	3
Tricks & Tips	4
44 Making a Flier.....	44
Flier – Quick Steps	1
More Info.....	2
Tools	3
Tricks & Tips	4
45 Making a Business Card.....	45
Card – Quick Steps	1
More Info.....	2
Tools	3
Tricks & Tips	4
46 E-Mail Signature	46
E-mail – Quick Steps	1
More Info.....	2
Tools	3
Tricks & Tips	4
47 Pictures & Cameras	47
E-mailed Pic's – Quick Steps	1
Cameras – Quick Steps	2
Other Programs	3
Tricks & Tips	4
48 Review of Tools.....	48
Tools – Quick Steps	1
Do's & Don't's.....	2
Thoughts	3
What to Study.....	4

Video	Page
I <i>Frequently Ask Questions</i>	
	Sections
49 F.A.Q. I.....	49
Viewing.....	1
Selecting.....	2
Coping	3
Keyboard Tricks	4
50 F.A.Q. II.....	50
Color Tricks	1
Cool Stuff	2
Cool Stuff II	3
Parting Shots	4
J <i>Additional Information</i>	
Ad Art.....	51
KB Cheat Sheet I.....	52
KB Cheat Sheet II.....	53
Suppliers.....	54
ASCII Chart.....	55
Adv-I Sign-up Sheet.....	56
Adv-I Topics.....	57
Output Modules.....	58
Website Info.....	59
ARC Examples.....	60
Corel Keyboard Overlays.....	61