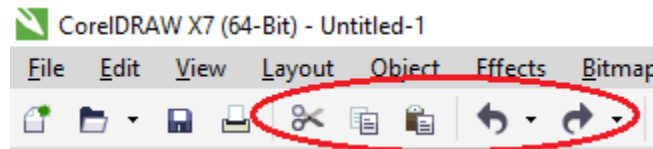


CorelDRAW: Copy/Paste/Undo/Redo

Copy, Paste, Undo, and Redo are very handy tools when doing design work. These functions work in all the expected ways in CorelDRAW. The keyboard shortcuts tend to be the fastest way. Icons are also available on the toolbar.



TO COPY: Select the item and then do any of the following.

<CTRL><C>

Choose the 2nd circled icon above

Click on the **Edit** menu across the top and then select **Copy**

Right Click and then choose **Copy**

Left Click and hold while dragging the object and then press **<SPACEBAR>**

You'll get a new copy each time you press **<SPACEBAR>**

TO PASTE: Click on the artboard and then do any of the following.

<CTRL><V>

Choose the 3rd circled icon above (taking something off a clipboard)

Click on the **Edit** menu and then select **Paste**

Right Click and then choose **Paste**

TO UNDO: Do any of the following.

<CTRL><Z>

Choose the counter-clockwise arrow icon shown above

Click on the **Edit** menu and then select **Undo**

Right Click and then choose **Undo**

TO REDO: Do any of the following.

<SHIFT><CTRL><Z>

Choose the clockwise arrow icon shown above

Click on the **Edit** menu and then select **Redo**