

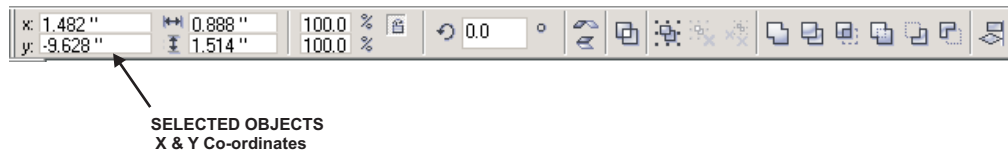
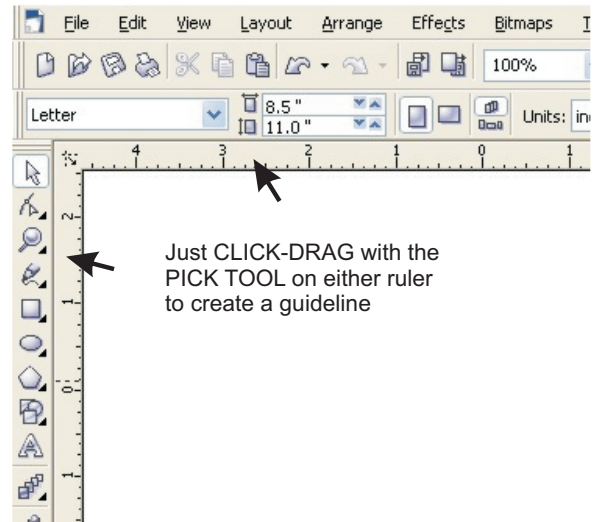
Many users like the comfort of guidelines for alignment of objects on the drawing page. Here's a basic lesson to introduce you to guidelines.

Guidelines are dotted lines to align and organize objects in relationship to the page and to other objects.

The quickest way to create a guideline on a document is to use a Click-drag action, and drag from either the Vertical or Horizontal Ruler onto the page and release your mouse where you want your guideline to appear.

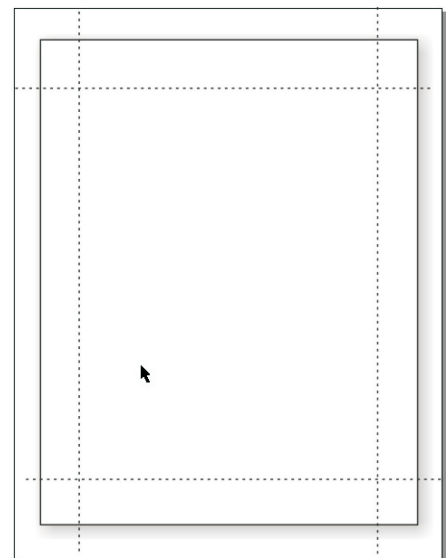
Here's a guideline tip - guidelines can also be rotated. To rotate, click on the guideline one to select it, and click a second time to show the typical rotation handles. Drag the rotation icons to the desired angle. You can also input the rotation angle in the properties bar.

You can adjust the exact placement of individual guidelines from the properties bar shown above.



Let's get started with a great guideline example

1. Start a new page in CorelDRAW. Change the page layout to 9 x 12 to reflect our plaque board. The plate size for the board will be a 7.5 x 10.5
2. Draw a rectangle (any size). Change the size to 7.5 x 10.5 to reflect the plate. With the rectangle still selected, press the P key to center it to the CorelDRAW page.
3. Drag 4 guidelines for accurately placing the corners. The two horizontal (y) guidelines will be at 10.75 and 1.25. The vertical or (x) guidelines are at 1.25 and 7.75. This will place the guidelines at a 1/2" from the edge of the plaque plate. Note: these positions are based on that the Vertical position of the bottom of the page is at 0.

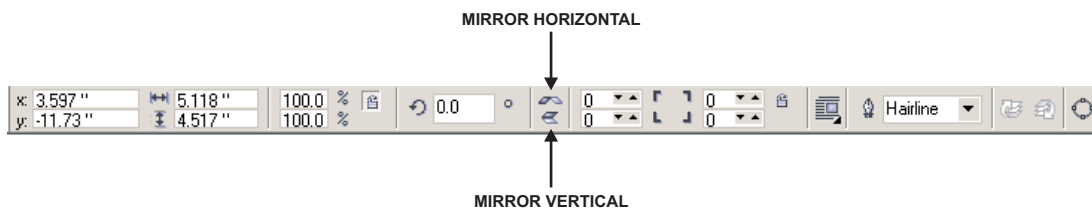
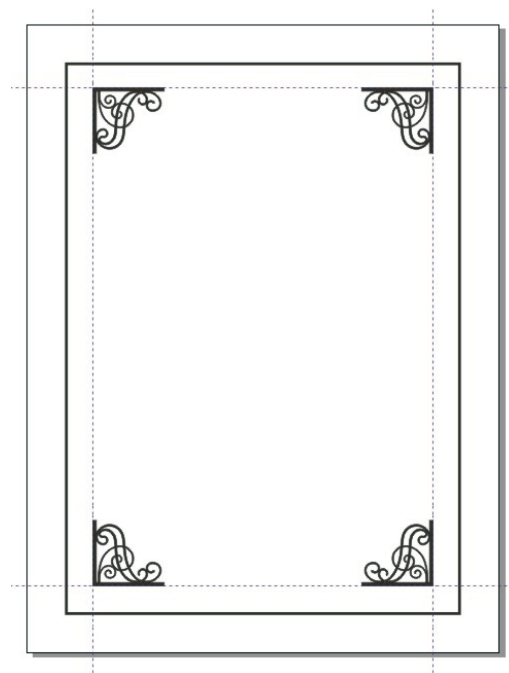


4. Go to File | Import and bring in the Corner01. I used a height of 1.25 for the corner. Note. The corner is not symmetrical. To keep the artwork proportional, make sure the Non Proportion Scale/Sizing Ratio icon (the tiny lock) is locked.

5. With the icon locked, the height changed to 1.36 after I put in 1.25 for the height

6. Go to View | Snap to Objects. Make sure this option is checked. Now grab the Corner01 with the Pick Tool and move it to guidelines in the upper left corner. It should snap to the guidelines.

7. With the Corner01 selected, RIGHT-CLICK and DRAG it towards the upper right corner. When you release, you have the option to copy it. Now that you have the duplicate, be sure and use the horizontal mirror button on the property bar.



8. Snap it to the upper right guidelines. Now select both of the corners. RIGHT-CLICK and DRAG them towards the bottom of the page layout. Release the mouse button, and select copy. Now Mirror the two corners, and SNAP them in place.

Here's another tip - if I create a layout with a lot of guidelines, or get a layout from someone else who use them excessively, I can .delete all of them at once by going to EDIT | SELECT ALL | GUIDELINES.