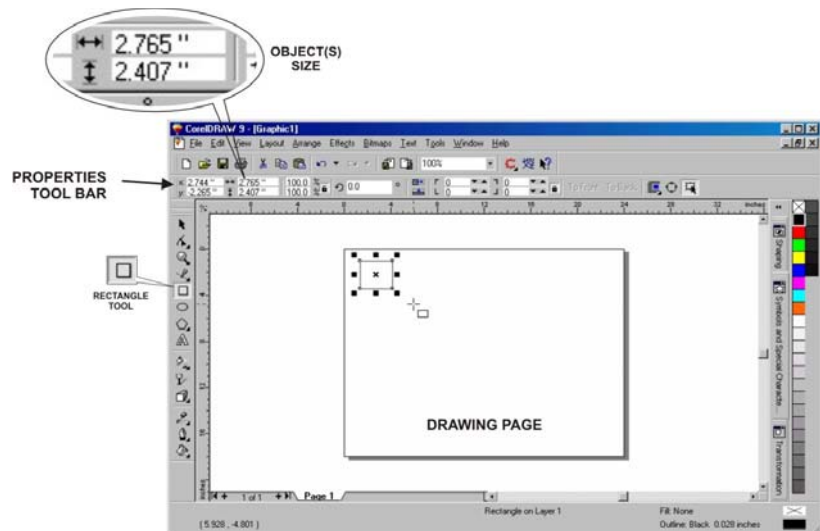


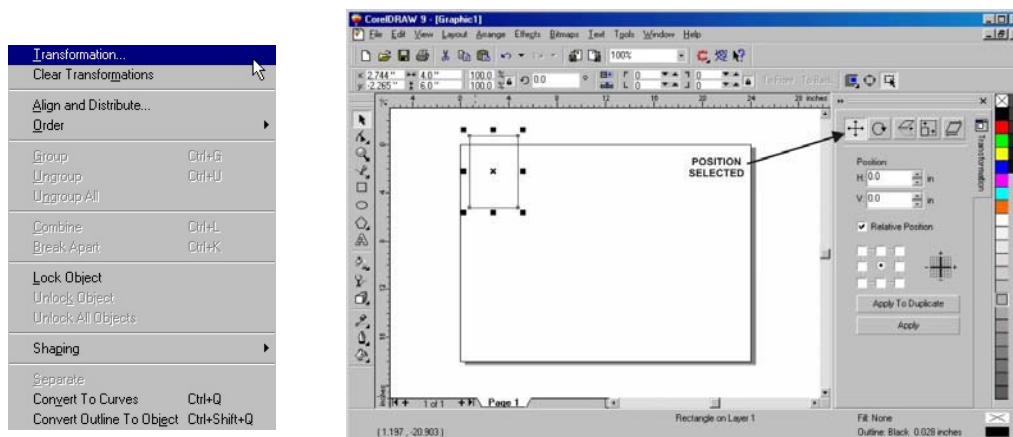
## Creating the Basic Job

Using the Rectangle Tool on the CorelDRAW Toolbox, draw a rectangle on the Drawing Page. My example is 2.765 wide and 2.407 tall. The rectangle will be used to represent the shape of our engraving plate (or board). It will also make it easier to arrange the text or other objects within the engraving plate.

In the Object(s) Size option on the Properties Toolbar, change the top box to reflect the width of your plate and the bottom box to reflect the height of your plate. In my example, I changed the width to 4 and the height to 6. This property bar will not appear unless the rectangle is selected.



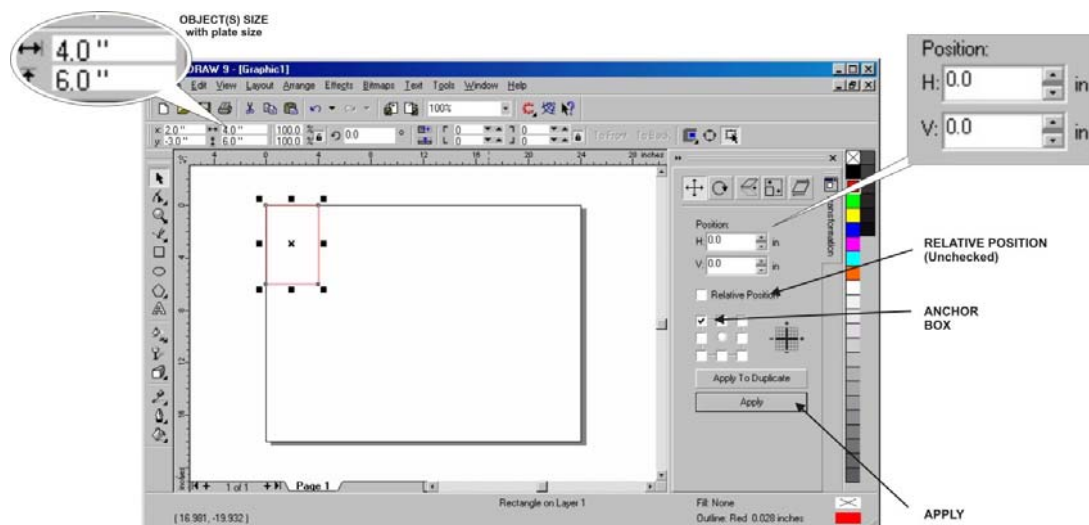
Select **ARRANGE | TRANSFORMATIONS** to open and dock the **TRANSFORMATION DOCKER**. Make sure the Position option is selected as indicated in Figure 4-1.



**FIGURE 4-1** The Transformation flyout under the Arrange Menu is shown on the left. The resulting Transformation Docker is shown on the Applications Window on the right.

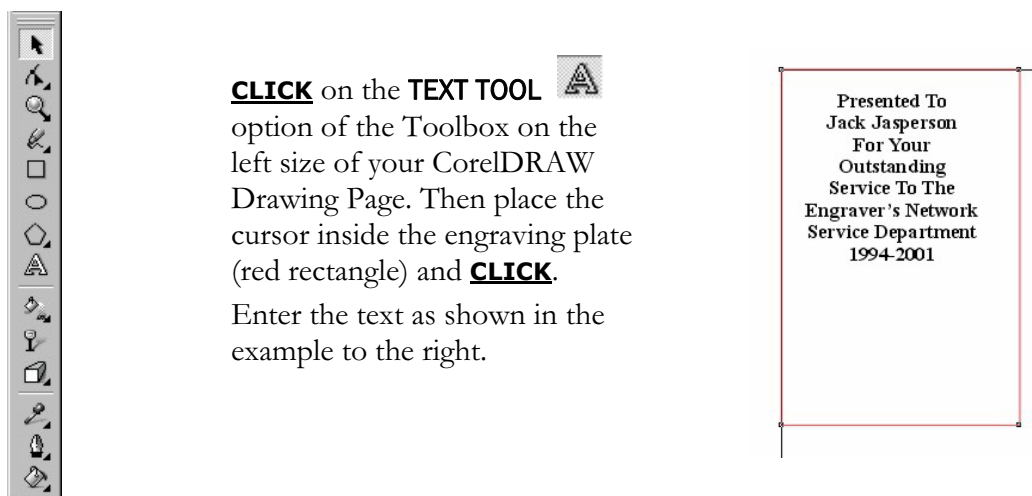
Next, place the ‘engraving plate’ in the upper left corner of the Drawing Page to match the rulers on the laser. While you can drag the plate, it’s quicker and more accurate to use the **TRANSFORMATION DOCKER** and Position option.

De-select (uncheck) Relative Position on the **TRANSFORMATION DOCKER**. **CLICK** on the upper left anchor box, representing the upper left corner of the engraving plate, and enter 0 for the H (horizontal position) and 0 for the V (vertical position). **CLICK** on Apply. The 4 x 6 rectangle will move to the upper left corner of the Drawing Page as shown in Figure 4-2.



**FIGURE 4-2** Using the Transformation Docker to place the object precisely on the Drawing Page.

Now we need to enter the text for our engraving plate.




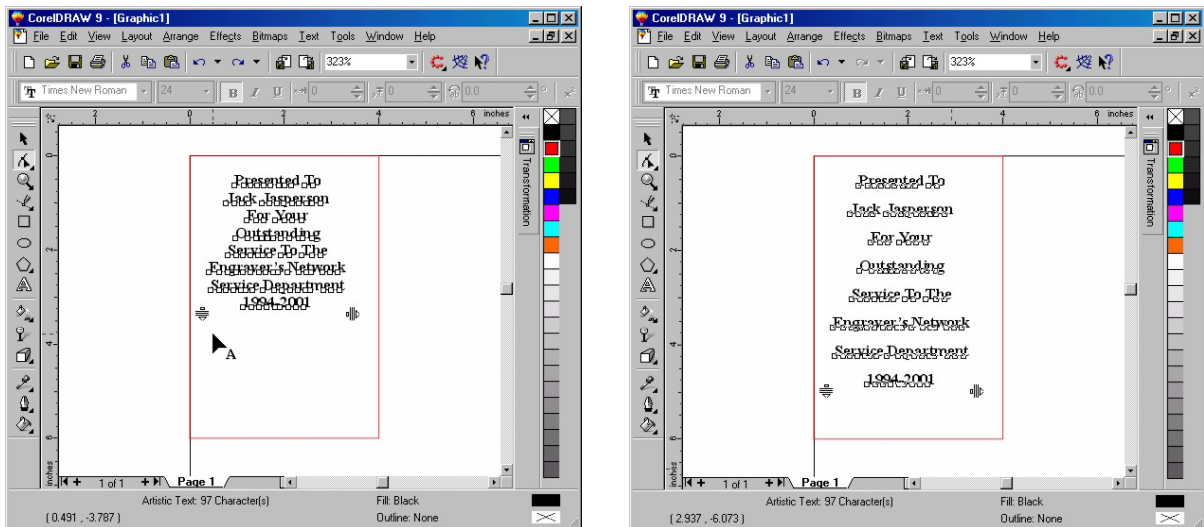
If you need to center the text, **CLICK** on the Alignment flyout on the Text Properties Bar and select center as shown in Figure 4-3.




**FIGURE 4-3** Text Property Bar showing the Alignment flyout. The None Alignment is show on the Text Property Bar flyout.

Now, we need to add spacing between our text lines on the engraving plate.

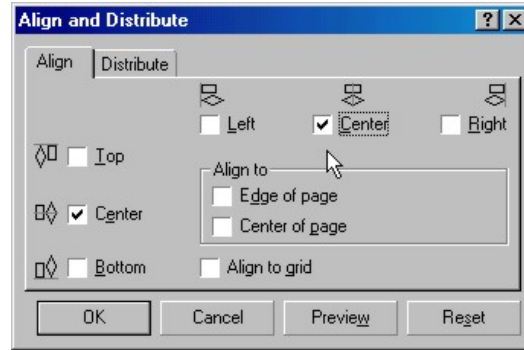
With your text still selected, **CLICK** on the **SHAPE TOOL** . You will see the nodes around each letter and the spacing arrows below. To interactively increase the inter-line space, drag the line spacing handles downward (noted by the black arrow in Figure 4-4).



**FIGURE 4-4** The illustration on the right is text that has been selected with the Shape Tool. The results are shown on the right after dragging the Line Spacing Handles downward.

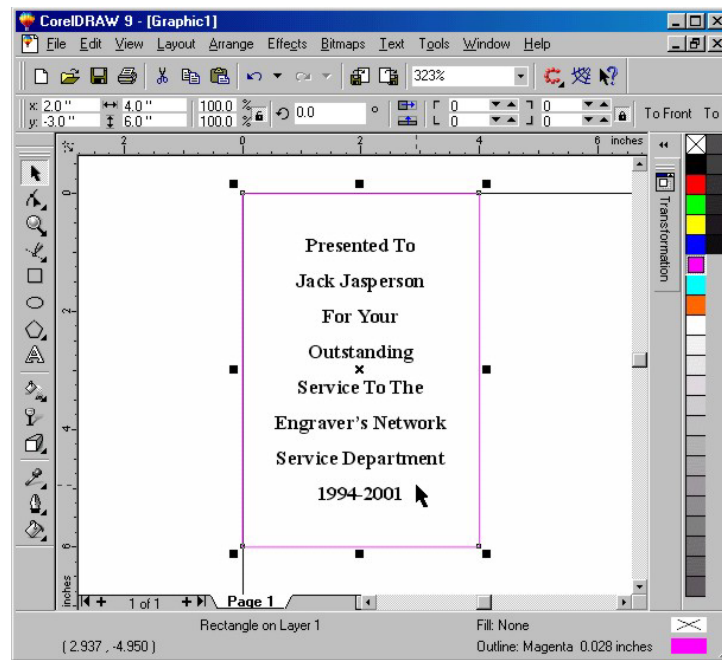
Next, we need to center the text on the engraving plate. With the **PICK TOOL** on the CorelDRAW Toolbox,  select the text. Then while holding down the **SHIFT** key, select the red plate outline.

Select Arrange | Align and Distribute.  
Use the example below; select the two  
Center options.



*When aligning, the last object selected is the object to which the other selections will be aligned.*

This is the end of this lesson. Our final results are shown in Figure 4-5. You can use the **TEXT TOOL** to change the fonts and their size your to your needs.



**FIGURE 4-5** Our finished layout for the lesson. However, your job is just starting. You can change the font; add ornamentals or any other options to have that professional look.