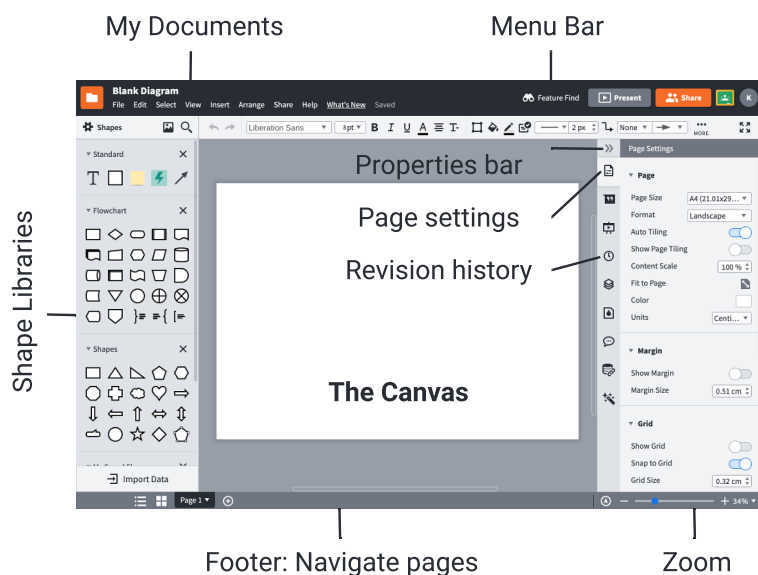


Editor Screen



Find a Feature

Click on "**Feature Find**" on the top right or use the shortcut "**Ctrl (⌘) + Spacebar**".

Shortcuts

Undo: Ctrl or ⌘ + z

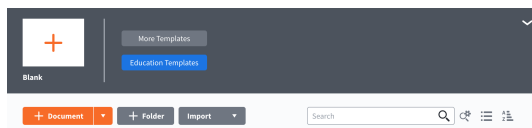
Copy: Ctrl or ⌘ + c

Paste: Ctrl or ⌘ + v

Copy shape: Alt + left drag or Option + left drag

Create a new document

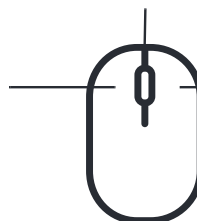
1. File -> New Document
2. In My Documents, click a template or + Document.



Navigate

Scroll up and down on the canvas.
Hold Ctrl or ⌘ while scrolling to zoom in and out.

Select shapes & grab handles







Move around the canvas.

Right-clicking on a shape will bring up a menu.

Text, shapes and lines

- Add **shapes** by click and dragging them from the left onto the canvas.
- **Resize** shapes by click and dragging a white box. **Rotate** by grabbing the arrows on the top left.
- Find more shapes by clicking the on the top left or by searching.
- Add **text** by double-clicking on the canvas, a shape, or a line to add text.
- Connect shapes with **lines**. Select a shape and click and drag from the red circle.
- Draw a line anywhere by pressing "L".
 - Don't want your lines to "snap"? Go to **Page Settings** and disable "Line Connections".
- Adjust text, shape, and line properties from the properties bar above.

Images, Videos, and Links

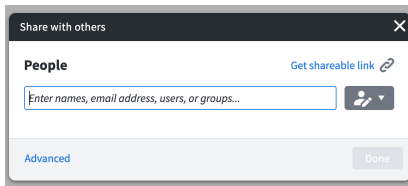
- Upload an **image** by going to **Insert -> Image** or clicking the  icon.
- You can also search the internet for images by clicking  or copy-paste from a website.
- Link to a **YouTube** video by *pinning* the video shape library. Type "video" into **Feature Find**.
 - You must be in **Presentation** mode , a Published link, or in a View-only doc to play the video.
- Link to an external page, click on any shape and click the **Link** icon. 

The Grid

- The grid helps you place shapes in alignment.
- Change the grid by going to View menu -> Grid Settings
- Show/hide the grid, toggle whether objects snap to the grid, and adjust grid size.

Real-time Collaboration

Click the **Share** button on the top right or going to the **File** menu to open up the Share dialog.




Share via email addresses or get a shareable link.

Click the drop-down menu to change **permission** levels:

 Edit & Share, Edit, Comment-only, View-only

Other users will be able to be in your document in real-time.

You can leave each other **comments** by right-clicking on that shape or by selecting a shape and going to the **Insert** menu. Or communicate using the **chat** feature on the right-hand dock. 

Publishing or Downloading

File -> Publish allow you to **publish** the document online, on **social media** channels, or **embed** the document on a website.

File -> Download will let you download the document as an **image** or **pdf**.

Page Settings and Printing

On the right-hand dock, adjust page settings such as size, orientation, margins, background, and view.

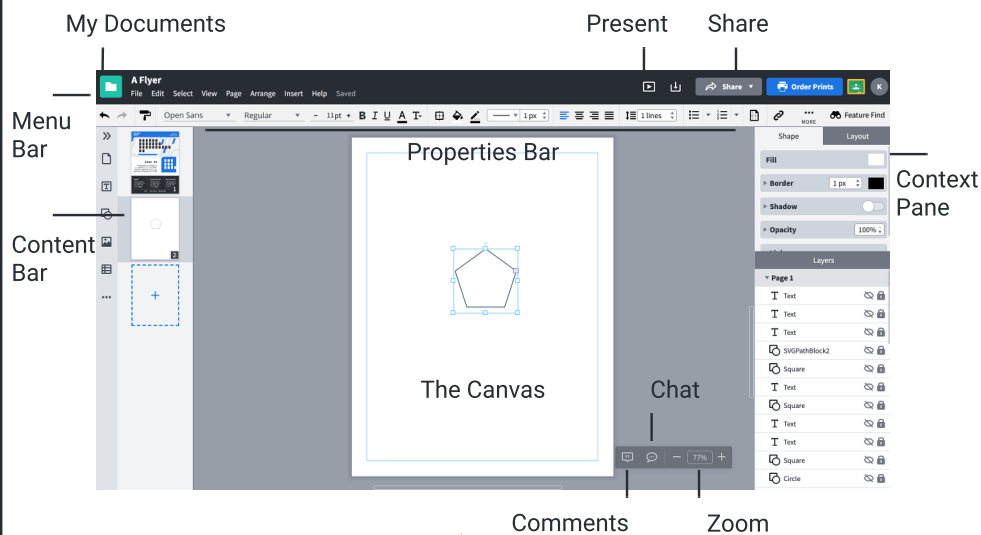
Print the document in the File menu or by using Ctrl or ⌘ + P.

Support and learn more

Need more help? Click the **Help menu** to learn more about the basics or search our help desk.

We also have a **YouTube channel** with playlists dedicated to learning our product.

Navigating the Editor



Shortcuts

Undo: Ctrl or ⌘ + z


Copy: Ctrl or ⌘ + c

Paste: Ctrl or ⌘ + v

Create a new document

1. File -> New Document
2. In "My Document" click on "New" button and choose a template or start from a blank document

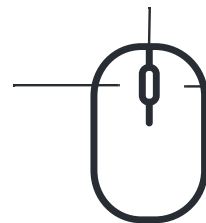
Page settings

- New Document Create a new page by clicking the  icon or the + on the left
- **Right-click** on a page thumbnail to Duplicate pages, lock pages, or create a page template
- Page settings are accessible on the right context pane

Using the mouse

Scroll up and down on the canvas.
Hold Ctrl or ⌘ while scrolling to zoom in and out.


Everything else

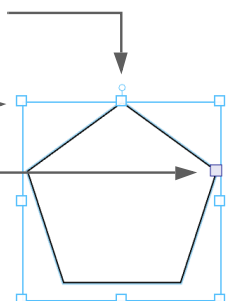


Move around the page.


Right-click on a shape to open options

Shapes

- **Add shapes:** Open the Shapes Content bar on the left and click on a shape. 
- **Rotate a shape:** Select the shape and grab the circle at the top of the shape to rotate.
- **Adjust size:** Grab any of the white boxes and drag.
 - Hold "Shift" while dragging to constrain proportions.
- Create a **6+ sided polygon:** Grab the purple box and drag.
- **Shape fill, border, shadow:** Selecting a shape will open the context pane on the right to give you options, or you can use the **Properties** bar.
- **Add text:** Double-click on a shape to add text.



Text

1. Open the **Text** Content bar on the left 
2. Click on the type of text to insert and double-click to edit
3. Text properties can be edited from the right Context Pane or from the top Properties bar

Tables

Insert a **table** from the left. 

The right Context Pane will give you options for Table Properties like merging, branding, borders, etc.


Images

Image Manager: on the left Content bar click the  icon and click 


Upload: by going to **Insert -> Image** or in **Image Manager -> Upload**.

Web search: Open the Images bar and click on the drop down menu to Bing Search.

Integrations: On the bottom left of Image Manager add Google Drive, Flickr, Facebook.

YouTube: Click on the  icon on the left Content bar.


You must be in Preview mode, a Published link, or in a View-only doc to play the video.

Link to an external page by clicking on any shape and clicking the  icon on the Properties bar or on the right Context pane.

Real-time Collaboration

Click the **Share** button on the top right or going to the **File** menu to open up the Share dialog.

- Share via email address or get a shareable link
- Click the drop-down menu to change permission levels:
Edit & Share, Edit, Comment-only, View-only

Invited users can be in your document in real-time. You can leave each other **comments** by right-clicking on that shape, or by selecting a shape and going to the Insert menu. You can also communicate using the **chat** feature on the bottom. 

Publishing or Downloading

Click the **Share** button on the top right or **File - > Publish** allows you to publish the document on the web, social media, or embed it on a website.

Click the **Download** button on the top right or **File -> Download As** to download as an image or PDF.

Support and learn more

Need more help? Click the **Help menu** to learn more about the basics or search our help desk.

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