

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

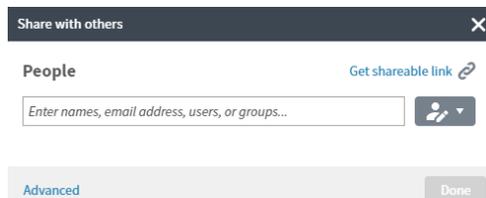
- Upload an **image** by going to **Insert -> Image** or clicking the  icon.
- You can also search the internet for images by clicking  or copy-paste from a website.
- Link to a **YouTube** video by *pinning* the video shape library. Type "video" into **Feature Find**.
 - You must be in **Presentation 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.