Lucidpress REFERENCE GUIDE

Editor Screen

My Documents

Menu bar

Content Bar

Present

Share

Properties bar

Canvas

Context Pane

Comments

Chat

Zoom

Shortcuts

Undo: Ctrl + z or Cmd + z

Copy: Ctrl + c or Cmd + c

Paste: Ctrl + v or Cmd + v

Copy shape: Alt + left drag

Create a new document

1. File -> New Document

2. In "My Documents", click on a template or + Document.

Navigation

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

Move around the canvas.

Click on a shape to open options.

Everything else

Page Settings

- Click on the [ ] icon on the left Content bar.
- **Settings** are accessible on the right Context Pane.
- Create a new page by clicking the [+] button.
- Right-click on a page to Duplicate pages, Lock pages, or Create a template.

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 use the **Properties** bar.
- **Add Text:** Double-click on a shape to add text.

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Text

1. Open the Text Content bar on the left. **T**

2. Click on a type of text to insert and double-click to edit.

3. Text Properties can be editted 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, banding, borders, etc.

Images and Videos

- **Image Manager:** on the left Content bar click the icon and click **Manage** .
- **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. Click on the ▶ icon.
  - ○ 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.
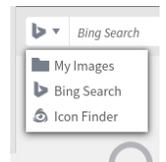
Real-time Collaboration

Click **Share** 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

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. Or communicate using the **chat** feature on the bottom.

Publishing

- Click **Share** 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 **Download** on the top right or **File -> Download As** an **image** or **pdf**.

Revision History

File -> Revision History allows you to restore or save state as (create a new document).

Support

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.