

Editor Screen

The screenshot shows the Lucidpress Editor interface. Labels point to the following elements:

- My Documents:** Located at the top left of the interface.
- Menu bar:** The top navigation bar containing options like File, Edit, View, Page, Arrange, Insert, Help, and Save.
- Content Bar:** A vertical bar on the left side with a blue '+' icon for adding new content.
- Properties bar:** A horizontal bar above the canvas containing various editing tools.
- Canvas:** The central workspace for creating and editing content.
- Context Pane:** A panel on the right side that provides settings for the selected element.
- Comments:** A speech bubble icon at the bottom of the canvas.
- Chat:** A chat icon at the bottom of the canvas.
- Zoom:** A zoom control icon at the bottom of the canvas.
- Present:** A button at the top right for presenting the document.
- Share:** A button at the top right for sharing the document.

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.

The screenshot shows the 'New Document' dialog with several template options: Blank, Smart Template, Brochure, Flyer, Invitation, Register, Poster, Social Media, and New 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.

Text

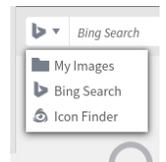
1. Open the Text Content bar on the left. 
2. Click on a type of text to insert and double-click to edit.
3. Text Properties can be edited from the right Context Pane or from the top Properties bar.

Tables

- Insert a table from the left. 
- The right Context Pane will give you options for Table Properties like merging, banding, borders, etc.

Images and Videos

- **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. 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  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  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  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.