

Shortcut	Action
Ctrl + A	Select all
Ctrl + B	Bold text
Ctrl + C	Copy
Ctrl + D	Duplicate
Ctrl + F	Find
Ctrl + G	Group
Shift+Ctrl+G	Ungroup
Ctrl + H	Replace
Ctrl + I	Italicize text
Ctrl + K	Insert hyperlink
Ctrl + M	Adds a new Split Path. If in a Split Path, Adds a Peer (for flowcharts)
Ctrl + N	New Document
Ctrl + O	Open Document
Ctrl + P	Print
Ctrl + Q	Save & close
Ctrl + S	Save
Ctrl +T	Opens font dialog
Ctrl + U	Underline text
Ctrl + V	Paste
Ctrl + X	Cut

## TEMPLATE SCREEN

The **Popular Category** is recommended as the ideal place to start for new SmartDraw Users. It contains the most commonly used visual templates.

**Search Feature** enables you to locate a specific template or file.

If you're unsure which template you need, just explore and use the **Scroll Bar** through the available templates.

**Template Preview Area**

Scroll through over 70 Template Types organized by **Category**.

Once you've selected a **Category** in the **Left Panel**, you may scroll through Templates and Examples in the **Template Preview Area**.  
*Helping you get started faster!*

**Left Panel**

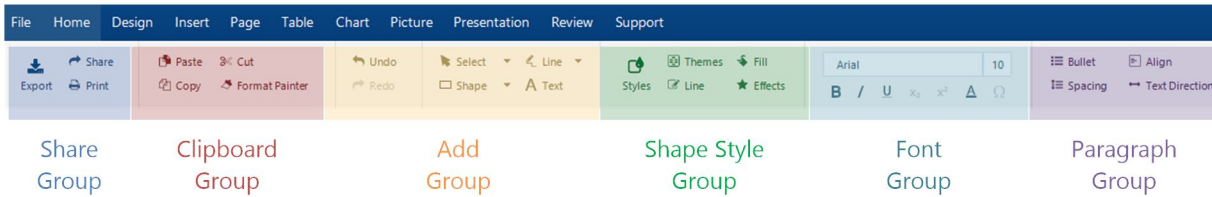
## GETTING STARTED

OPENING SMARTDRAW	
Step	Action
1	Select <b>Windows Start Icon</b> located in the bottom left corner of the screen.
2	Select <b>All Programs</b> . Navigate to and select <b>SmartDraw</b> .

SELECTING A TEMPLATE	
Step	Action
1	Navigate to <b>Left Panel</b> , select <b>Popular Category</b> .
2	Navigate to <b>Template Preview Area</b> , click <i>the appropriate Template Type</i> .
3	Navigate to <b>Left Panel</b> , review Sub-Categories of the <i>Selected Template Type</i> . Click <i>the appropriate Template</i> .

CLOSING A VISUAL	
Step	Action
1	Navigate to <b>Close Visual Control</b> , or <b>black "X,"</b> located to the right of Get Support and Help.
2	<b>SmartDraw window</b> appears. "Save changes to <<file name here>>." Click <b>Yes</b> or <b>No</b> .

## HOME RIBBON FEATURES

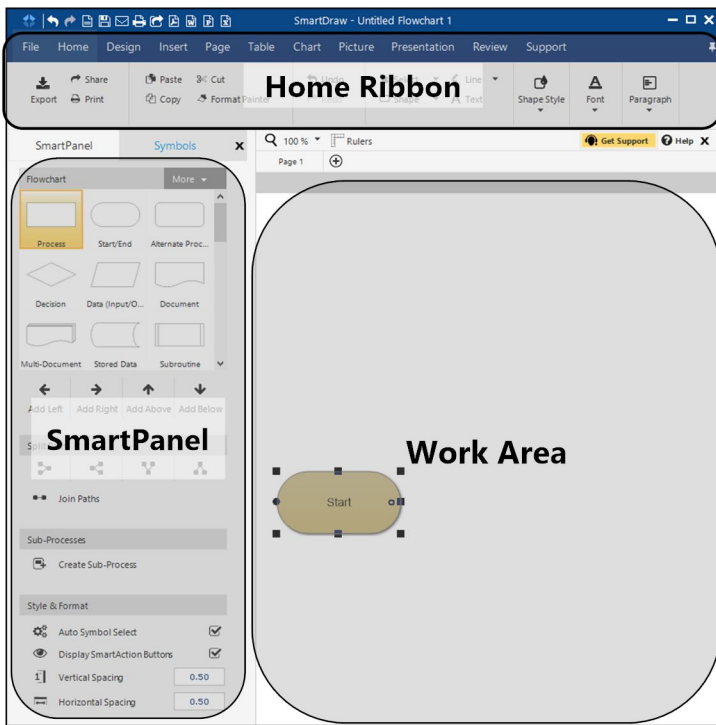


## QUICK ACCESS CONTROLS



**Quick Access Controls**, located in the top left-hand corner of each visual template, enables you to quickly access a sub-set of the Export Menu options. In just one click you can create a new visual, save, send, print, export to PDF, Word, PowerPoint, and Excel.

## SMARTDRAW WORKSPACE



**Home Ribbon** enables you to manipulate items in your visual.

Each visual template has its own **SmartPanel**, with controls specialized to building that particular visual.

Your visual will be built in the **Work Area**. As you add symbols to it, the area will automatically grow to make room based on your printer paper size.

Shortcut	Action
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl +	Zoom in
Ctrl -	Zoom out
Ctrl + Arrow Key	Add shape in up/down/left/right (charts with auto-connectors only)
Enter	A new peer shape alongside the selected shape. (for selected templates)
Shift + Enter	Adds a new shape subordinate to the selected shape. (for selected templates)
Ctrl + Enter	Places you in text entry mode on a selected shape if not already in text entry mode.
Insert Key	Create a new visual starting with the selected shape and adds hyperlinks between the two visuals
Shift + Ctrl + Mouse Click	Zoom in (stops at 800%)
Shift+Ctrl+G	Ungroup
Alt+F4	Close SmartDraw
Delete	Clear / Delete selected object or branch

## SHARING VISUALS

PRINTING A VISUAL	
Step	Action
1	Select <b>File Tab</b> . In the <b>File Menu</b> , select <b>Print</b> .
2	Review <b>Settings</b> section. Confirm <b>the appropriate values</b> in the options provided. Click <b>Print</b> .

EXPORTING A VISUAL	
Step	Action
1	Select <b>File Tab</b> . In the <b>File Menu</b> , select <b>Export</b> .
2	Select <b>the appropriate option</b> in the <b>Export Your Visual Menu</b> ,