

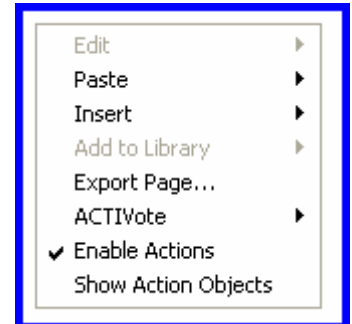


Extra Shortcut Tips

Deconstruct – Slice a word or character from text.

The text must have spaces.

1. Right click on word or character(letter or number)
2. Select Deconstruct from the pop up menu



Locking Text, Backgrounds and Images

1. Right click **text**
2. Select **Edit>Lock**
3. In order to edit you will need to **Edit>Unlock**
Options are also available here to layer and duplicate.


Insert Page or Link Object

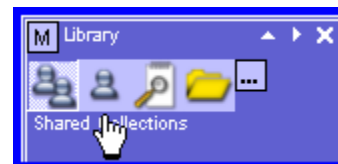
1. Right click on page> **Insert**
2. Select **New Page Before of After Current** to launch the page
3. Or select **Link Object** to add a web page link, file link or another flipchart to embed within.

Adding Text and Images to Your Shared Library

This is a quick way to add commonly used text and images

Text –

1. Open **Resource Library**
2. Select Shared Text 
3. Select **My Shared Text:**
4. Drag text to library and type in name and description words.



Images-

1. Open **Resource Library**
2. Select the top icon, **My Collections**
3. Drag images to the library

Dragging Text and Images to the Main Toolbar

1. Be sure your main toolbar is expanded to reveal all three columns.
2. Drag text or image to the third column for later use.

Notes: