

Website: Telephone: Email:

Create a from a Template – Detailed Version

The Create from a Template button links to a range of pre-made templates. This guide is to introduce the different parts of this editor, once you have chosen any given template.

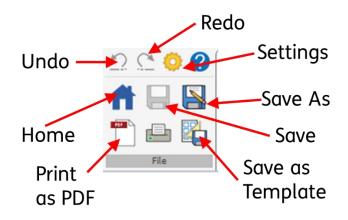
The Toolbar

The toolbar is where you select all the functions/features. There are 2 tabs. Plus a permanent "File" section

" ⊆ ◊ ?	Formatting Tools
🕇 🗌 🖪	Text: FS Me 🔹 Auto (31) 🔹 🔳 🦹 I U Arrange: 💷 🔚 👝 📉 Wrap 🥽
1	Symbols: 🦉 🗃 🐚 🧶 🕅 🔆 14 🔍 🖾 🕂 🔆 🏌 Frame: 🔳 🔲 🗮 🔽 🛄
File	Text and Symbols Arrange Frames Arrange Text

File

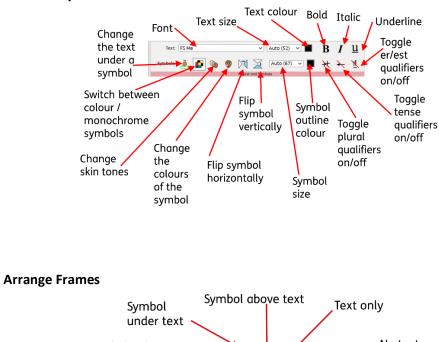
This area is always visible. Use it to **Save** and **Print** your document. You can also access the settings and go back to the **Home Page.**

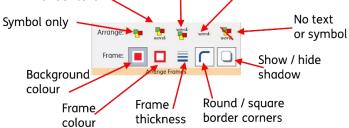


Formatting Tab

This is broken down into sub-sections – **Text and Symbols**, **Arrange Frames** and **Arrange Text**. You use this tab to arrange the look of the items in your document.

1. Text and Symbols





3. Arrange Text



Tools Tab

2.

This is broken down into sub-sections – . **Populate Frames, Select** and **Copy** items. You can also **Insert Pages** and control **Wordlist**s.

Formatting Tools					
		Select Table Select Frames	Page Number 🕌	Symbol Settings	Zoom:
	Copy as Image	Select All	Page Count 👘	Save Symbol Changes 📳	Fit to page 🖌
Populate and Copy		Selection	Insert	Wordlists	Zoom

1. Populate and Copy

