

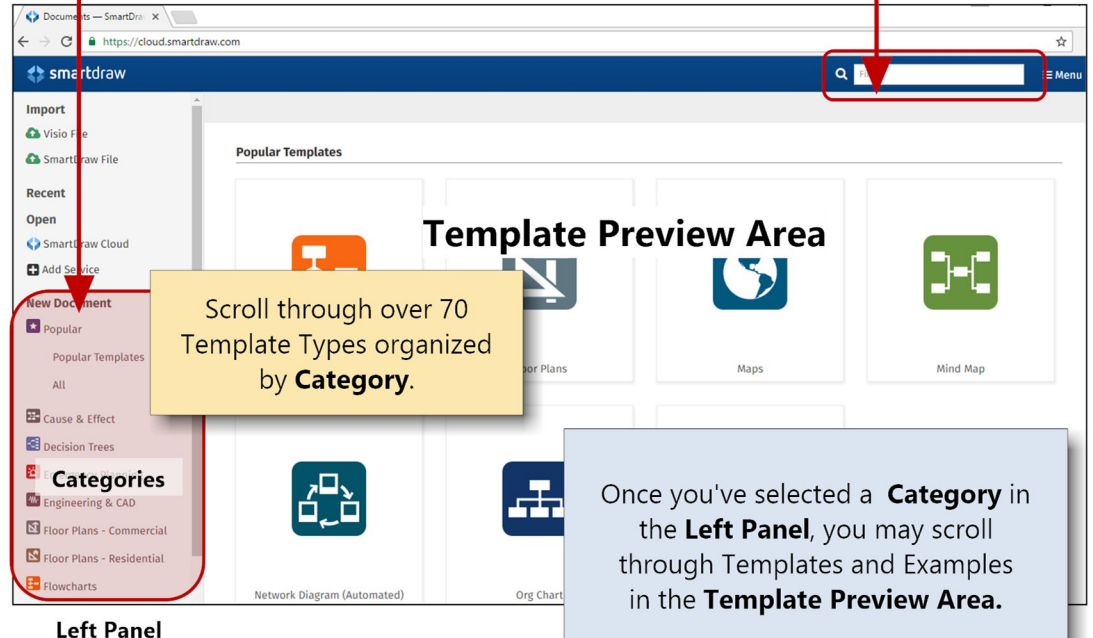


Shortcut	Action
Ctrl + A	Select all
Ctrl + B	Bold text
Ctrl + C	Copy
Ctrl + D	Duplicate
Ctrl + F	Find
Ctrl + G	Group
Shift+Ctrl+G	Ungroup
Ctrl + H	Replace (when find/replace dialog is closed)
Ctrl + I	Italicize text
Ctrl + P	Print
Ctrl + S	Save
Ctrl + U	Underline text
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo

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.



Left Panel

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!

GETTING STARTED

LOGGING INTO SMARTDRAW CLOUD

Step	Action
1	Enter https://cloud.smartdraw.com in the url address field.
2	Enter the appropriate information into the Email Address and Password . Click Log In or Enter .

SELECTING A TEMPLATE

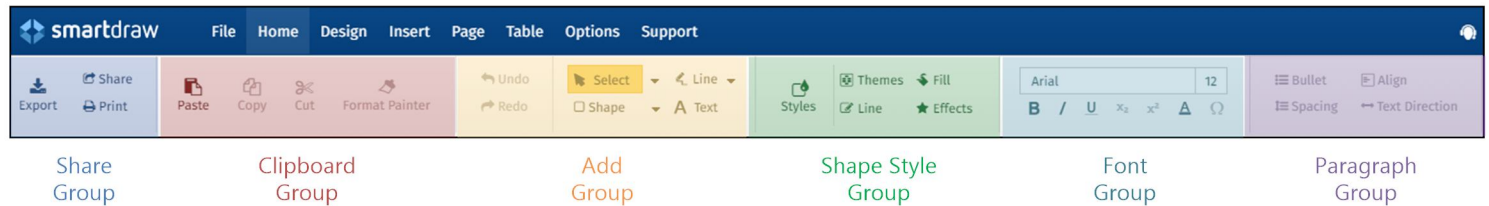
Step	Action
1	Navigate to Left Panel , select Popular Category .
2	Navigate to Template Preview Area , click <i>the appropriate Template Type</i> .
3	Navigate to Left Panel , review Sub-Categories of the <i>Selected Template Type</i> . Click <i>the appropriate Template</i> .

CLOSING A VISUAL

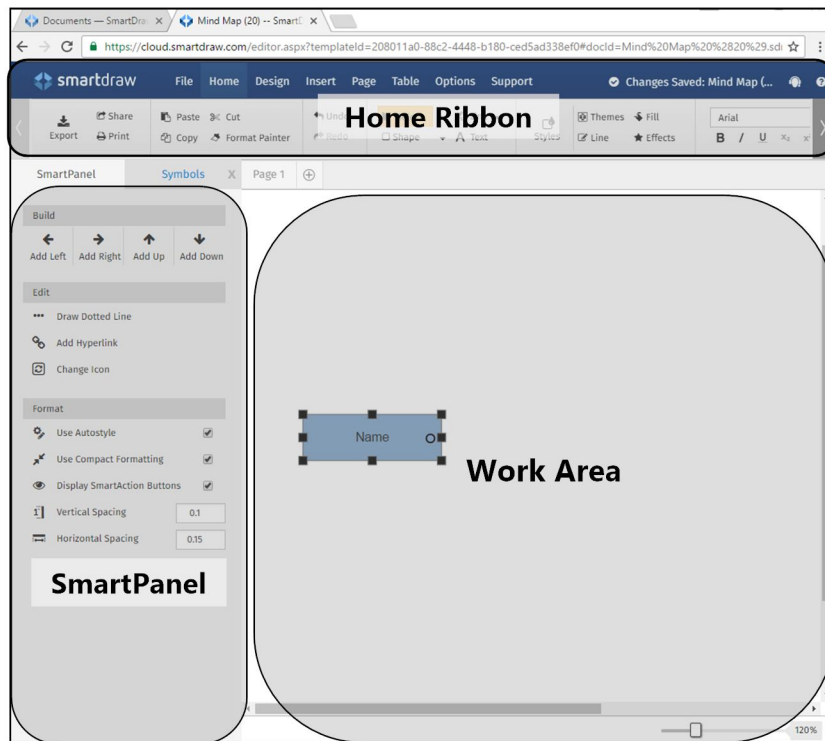
Step	Action
1	Navigate to <i>the appropriate browser tab</i> . Click the X .



HOME RIBBON FEATURES



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 +	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.
Alt+F4	Close SmartDraw Cloud
Delete	Clear / Delete selected object or branch

SHARING VISUALS

PRINTING A VISUAL

Step	Action
1	Navigate to the Home Ribbon . Click Print .
2	Review Settings . Click Continue . In the Preparing PDF Printing window, click click here to open it in a new window . Download the pdf and print.

EXPORTING A VISUAL

Step	Action
1	Navigate to the Home Ribbon . Select Export .
2	Select the appropriate option (Export for Office, PDF, SVG, or PNG).