


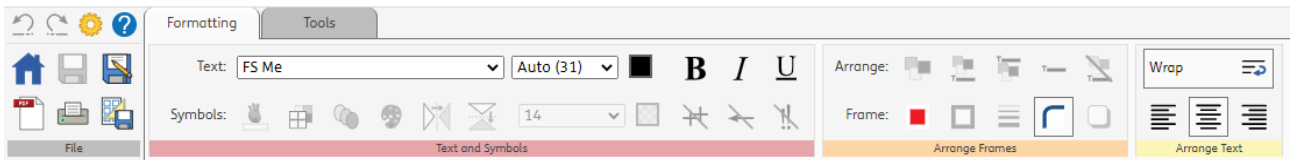


## Create a from a Template – Detailed Version

The  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.

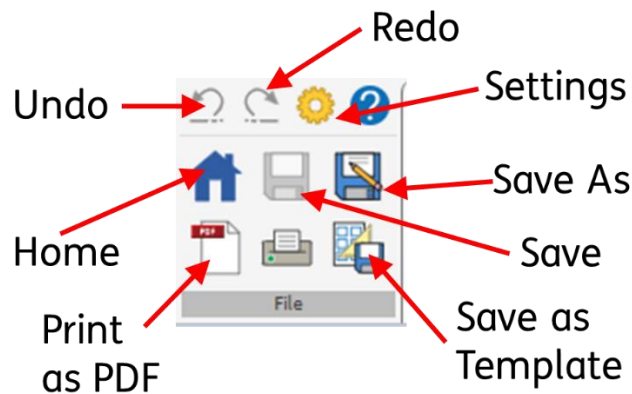
### The Toolbar

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



### File

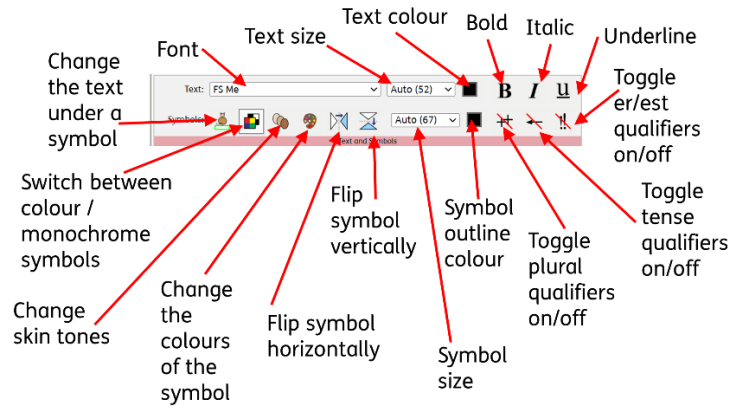
This area is always visible. Use it to **Save** and **Print** your document. You can also access the settings and go back to the **Home Page**.



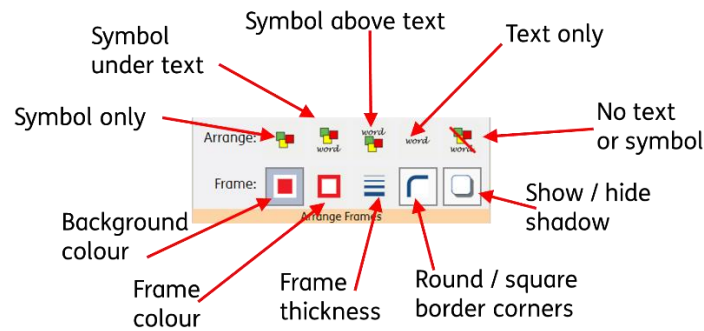
### Formatting Tab

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



## 2. Arrange Frames

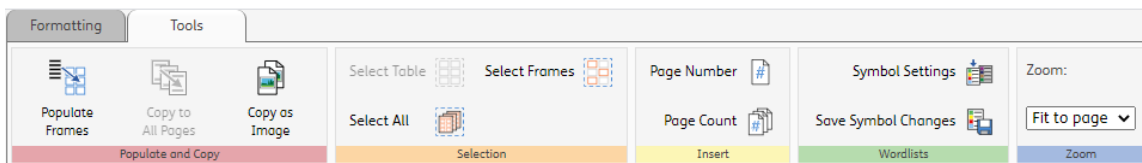


## 3. Arrange Text

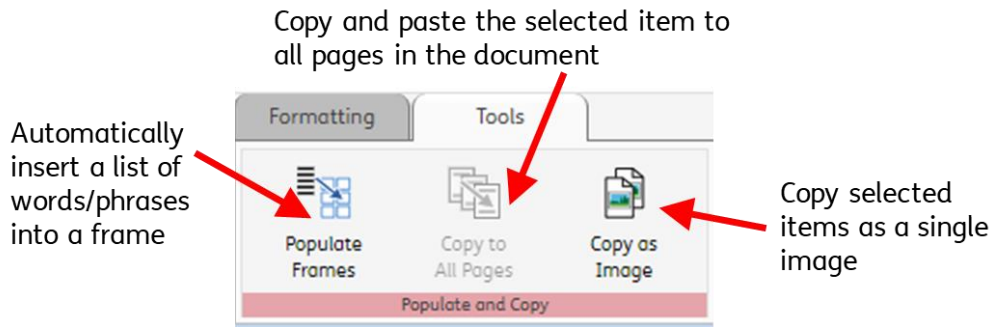


## Tools Tab

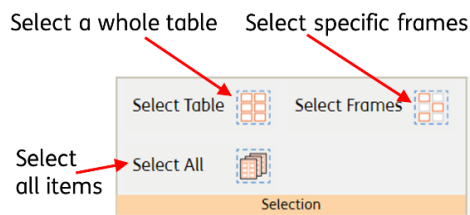
This is broken down into sub-sections – . **Populate Frames, Select** and **Copy** items. You can also **Insert Pages** and control **Wordlists**.



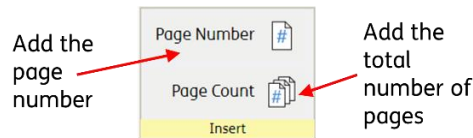
## 1. Populate and Copy



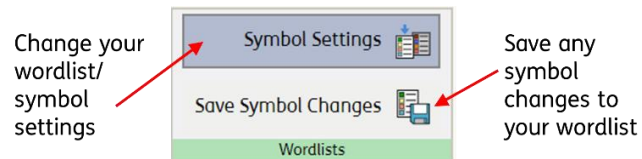
## 2. Selection



## 3. Insert



## 4. Wordlists



## 5. Zoom

