### 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.

**Left Panel**

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

#### Opening SmartDraw

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Windows Start Icon</strong> located in the bottom left corner of the screen.</td>
</tr>
<tr>
<td>2</td>
<td>Select <strong>All Programs</strong>. Navigate to and select <strong>SmartDraw</strong>.</td>
</tr>
</tbody>
</table>

#### Selecting a Template

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigate to <strong>Left Panel</strong>, select <strong>Popular Category</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>Navigate to <strong>Template Preview Area</strong>, click <strong>the appropriate Template Type</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Navigate to <strong>Left Panel</strong>, review Sub-Categories of the <strong>Selected Template Type</strong>. Click <strong>the appropriate Template</strong>.</td>
</tr>
</tbody>
</table>

#### Closing a Visual

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigate to <strong>Close Visual Control</strong>, or black &quot;X,&quot; located to the right of Get Support and Help.</td>
</tr>
<tr>
<td>2</td>
<td><strong>SmartDraw window</strong> appears. &quot;Save changes to &lt;&lt;file name here&gt;&gt;.&quot; Click <strong>Yes</strong> or <strong>No</strong>.</td>
</tr>
</tbody>
</table>
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.

SHARING VISUALS

PRINTING A VISUAL

Step | Action
--- | ---
1 | Select File Tab. In the File Menu, select Print.
2 | Review Settings section. Confirm the appropriate values in the options provided. Click Print.

EXPORTING A VISUAL

Step | Action
--- | ---
1 | Select File Tab. In the File Menu, select Export.
2 | Select the appropriate option in the Export Your Visual Menu.