

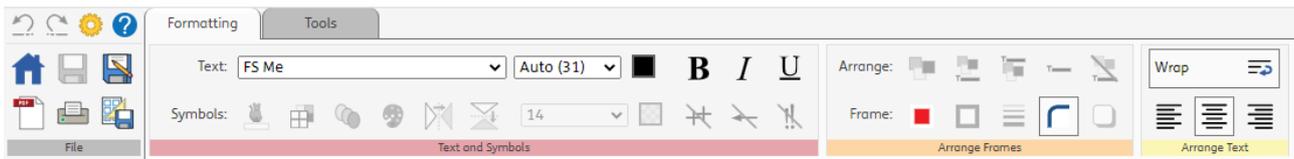


Create a Grid – Detailed Version

The  **Create a Grid** 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.

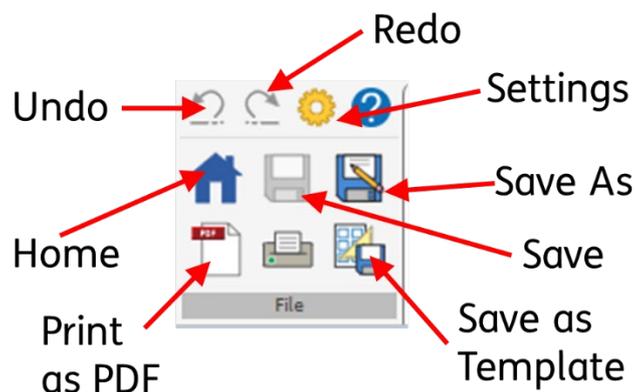
The Toolbar

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



File

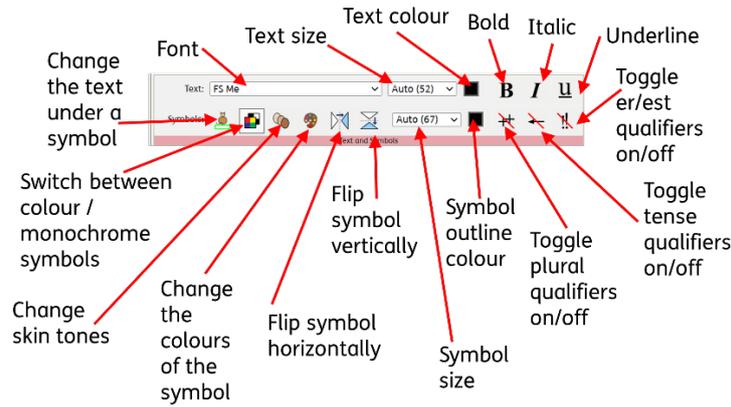
This area is always visible. Use it to **Save** and **Print** your document. You can also access the settings and go back to the **Home Page**.



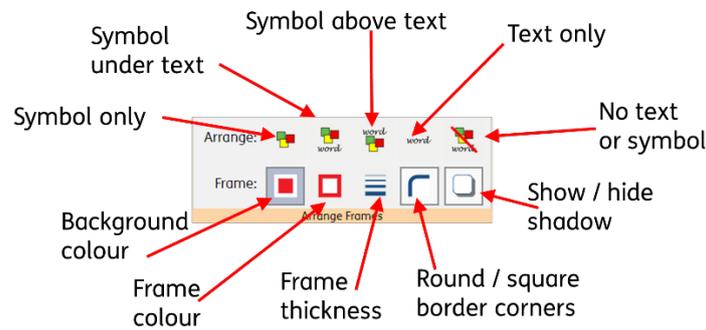
Formatting Tab

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

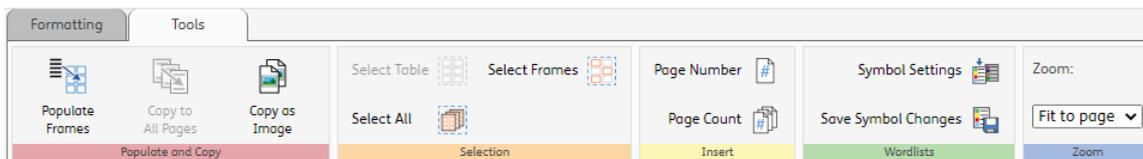


3. Arrange Text

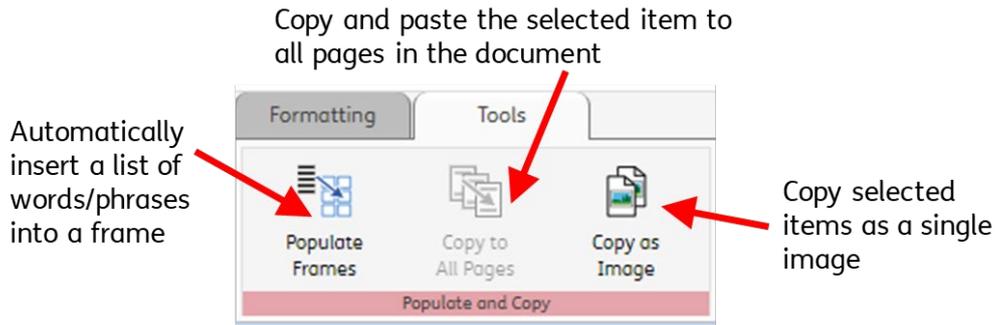


Tools Tab

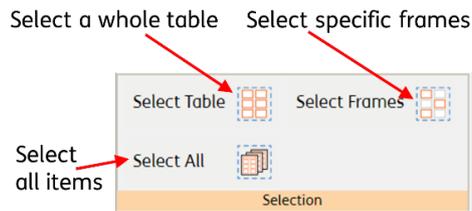
This is broken down into sub-sections – . **Populate Frames**, **Select** and **Copy** items. You can also **Insert Pages** and control **Wordlists**.



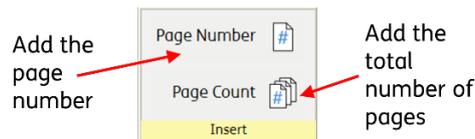
1. Populate and Copy



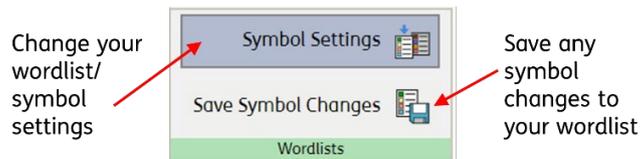
2. Selection



3. Insert



4. Wordlists



5. Zoom

