

**File Menu**  
Save, Save As Template, Save As Click-N-Go, Save As Practice Page, New Practice Page, New Master Template, Page Info, View PDF

**Edit Menu**  
Undo, Redo, Cut, Copy, Paste, Delete, Find/Replace, Spell Check, Styles, Select (All, Images, Text Boxes, Elements, Incomplete, Color, Locked Elements, Locked Position), Preferences

**Arrange Menu**  
Lock, Unlock, Group, Ungroup, Align, Arrange, Transform, Mirror

**Go To Menu**  
Home, Page Ladder, Page Mover, Image Library, Index Flow, Coverage Report

**View Menu**  
Show Grid Lines, Show Page Border, Snap to Grid, Show Guides, Hide Rulers, Lock Guides, Hide Master Template, Show images missing names, Zoom In, Zoom Out, Left Page, Facing Pages, Right Page

**Lock Elements**  
Box, Circle, Diamond, Heart, Hexagon, Octagon, Pentagon, Pinch, Star, Triangle

**New Photo**  
Advanced Text, Page Number, Arc, Circle

**New text element**  
Lock, Lock Position

## FORMATTING TAB-TEXT

Annotations for **FORMATTING TAB-TEXT**:

- Font
- Size
- Text color
- Alignment
- Styles
- Text wrap
- Knockout text
- Line Spacing

Buttons: Bold, Italic, Underline

## Page Magnification

Page Magnification controls: Zoom In, Zoom Out, Fit Window, Increase text size by two points, Decrease text size by two points, Lock/Unlock items.

## Common YTO keyboard shortcuts

Ctrl=Control on PC  
Cmd=Command on Mac

- Zoom In—Ctrl/Cmd + =
- Zoom Out—Ctrl/Cmd + -
- Fit Window—Ctrl/Cmd+0
- Increase text size by two points—Ctrl/Cmd+Shift+>
- Decrease text size by two points—Ctrl/Cmd+Shift+<
- Lock/Unlock items—Ctrl/Cmd+Shift+L
- Save—Ctrl/Cmd+Shift+S
- Undo—Ctrl/Cmd Z
- Cut—Ctrl/Cmd X
- Copy—Ctrl/Cmd C
- Paste—Ctrl/Cmd V

## SELECTIVE COLOR TOOLS

Tools: Free Color, Smart color, Eraser, Brush sizes

## CUTOUT BACKGROUND TOOLS

Tools: Cutout similar color, Cutout, Restore, Brush shapes, Brush size, Best for dark images, Smooth edges, Best for light images, Alternating background

## FORMATTING TAB-EFFECTS

Annotations for **FORMATTING TAB-EFFECTS**:

- Remove red-eye
- Cutout background
- Aviary Photo Editor
- Selective color
- Sepia tone
- Grayscale
- Custom tone/Colorize
- Drop shadow settings
- Outline/Glow settings

Don't forget! Check Spelling (menu bar) also checks the spelling of all names in your book!