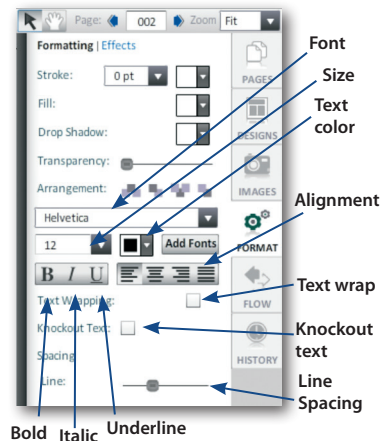


Formatting Tab-Text

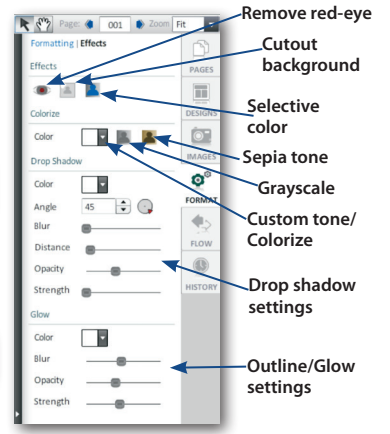


Common YTO keyboard shortcuts

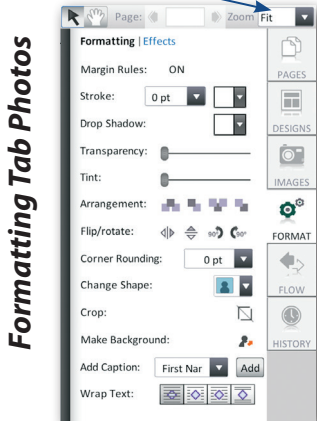
Ctrl=Control on PC
Cmd=Command on Mac

- 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

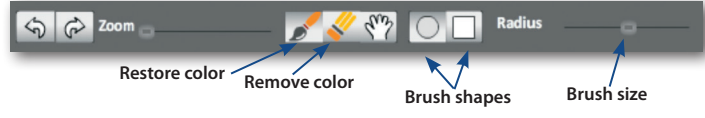
Formatting Tab-Effects



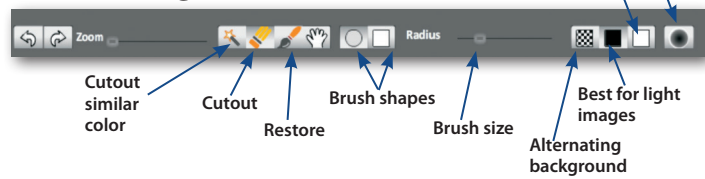
Page Magnification



Selective Color Tools



Cutout Background Tools



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