

# The Edit Menu

Edit	
Undo Painting	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
New Card	⌘N
Ready Made Cards	▶
Delete Card	
Cut Card	
Copy Card	
Edit this Object...	
Effects	▶
Erase Background...	
Preferences	⌘;

- Undo** Reverses the most recent action.
- Cut** Removes an object and puts it on the clipboard ready to copy.
- Copy** Places a copy of the selected object on the clipboard.
- Paste** Places a copy of the object in the clipboard on the screen.
- Clear** Removes the selected object without changing the clipboard.
- New Card** Creates a new card in your stack.
- Ready Made Cards** Allows you to create card “templates” that may include graphics, text items and buttons. These may be copied and added to stacks at any time. These templates are stored in the Ready Made Cards folder.

**Delete Card** Removes a card from the stack without placing a copy in the clipboard.

**Cut Card** Removes a card from the stack and places it into the clipboard.

**Copy Card** Makes a copy of a card but leaves the original card in the stack.

**Effects** After selecting an object using a Selector tool (selection rectangle, oval or lasso), you can cause it to be flipped, scaled, rotated or have colors replaced. Some options are limited by the selector tool you use. Gradient fill lets you create exciting backgrounds or filled objects.

**Erase Background** Erases the current background on a card to any of the available colors or patterns.

**Preferences** Lets you set a variety of preferences for your stack. When you are first starting, we suggest you click on the boxes (so ‘x’ shows in the box) to turn on the ‘Show card number,’ ‘Turn on Automatic Timers,’ and ‘Presentation mode’ options. In Presentation mode, turn on ‘Show the title bar’ and select a color to cover the Desktop.