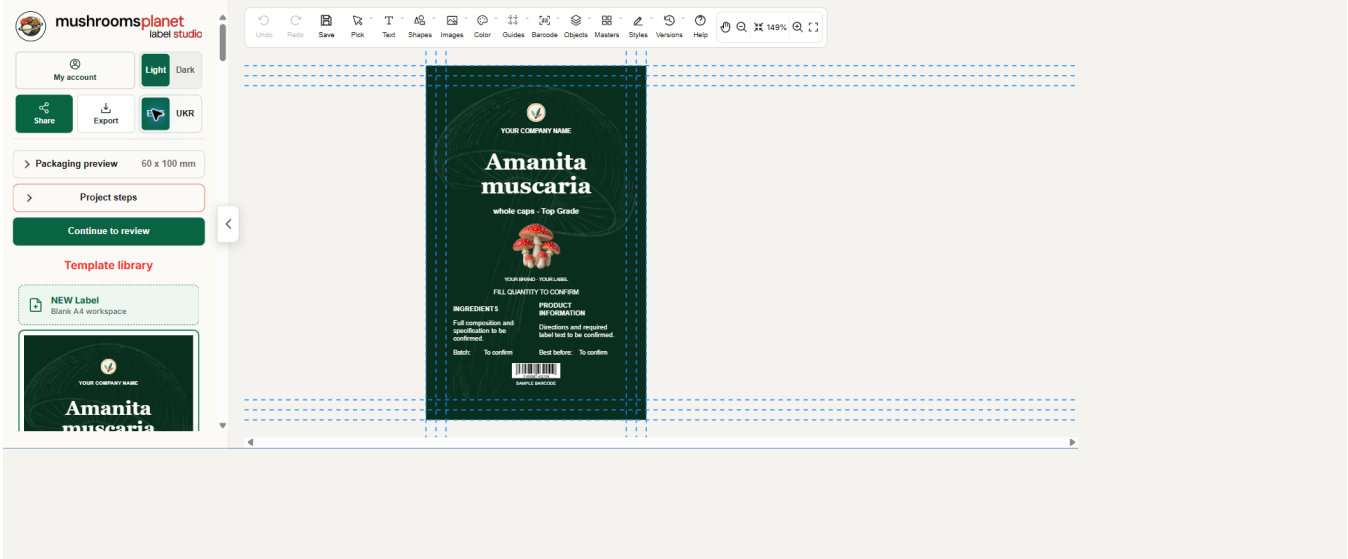
CUSTOMER HANDBOOK

Mushrooms Planet Label Studio: complete user guide

40 practical chapters, illustrated workflows, a complete icon catalogue, shortcuts and troubleshooting.

Checked against the constructor on 30 October 2026. Screenshots use demonstration artwork, not customer projects.

Read the online version: https://mushroomsplanet.com/label-constructor/help/?lang=en



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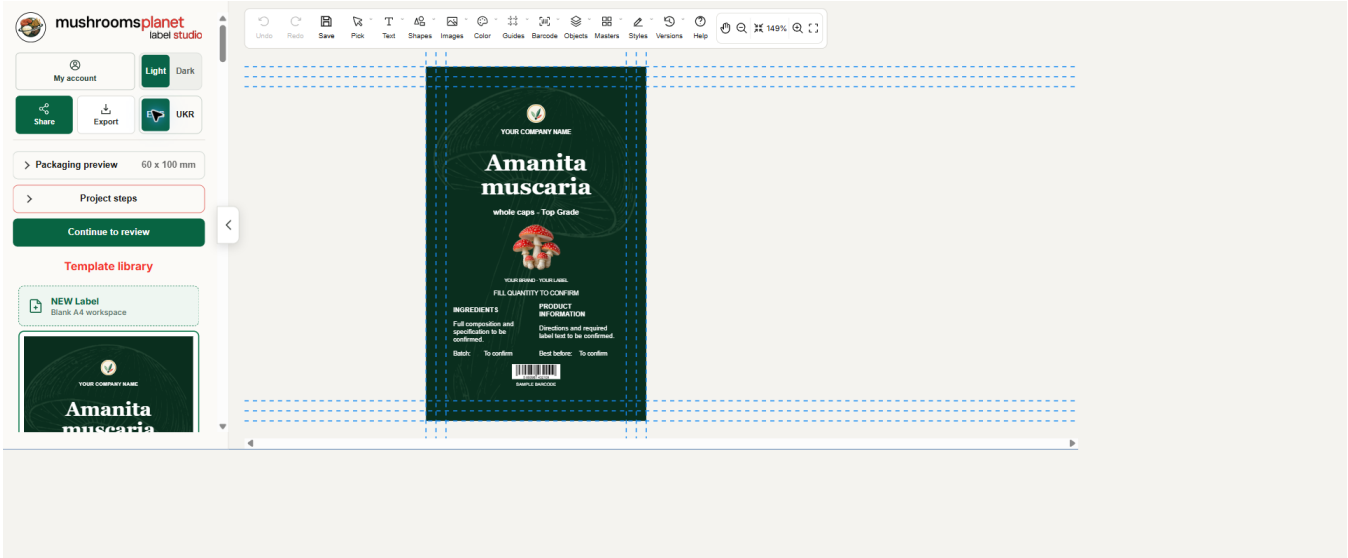
01. Your first label in ten steps

Use this guide alongside the constructor. A template is a starting composition, not approved production artwork. Replace all sample text, images and barcode data with information you have checked.

The guide describes the interface checked on 30 October 2026. Some controls appear only when a suitable object is selected. A grey icon usually means that the current selection does not meet its requirements.

1. Open your project from your account.
2. Check the product, packaging and label dimensions.
3. Choose a template, or start with NEW Label.
4. Replace the company name, product name and supporting text.
5. Add your logo and the correct product image.
6. Set fonts, colours, alignment and spacing.
7. Add your assigned barcode or a tested QR link if needed.
8. Inspect the label at a readable zoom and check its physical size.
9. Save an editable project copy before exporting.
10. Prepare the output, review warnings and check the exact downloaded file.

Interface: Your first label in ten steps



02. Projects, account and recovery

My account opens your project area. An online project, a locally opened project and an exported artwork file serve different purposes. Keep a portable editable copy whenever you reach an important stage.

Opening a saved constructor SVG creates a local copy. It does not replace an existing online project. Changes in a local-file project remain in that browser until you save a new portable file. Do not rely on a different browser or cleared browser storage to recover a local copy.

If the application reports a save or connection error, keep the current tab open. Copy essential text if necessary and try saving an editable file. Refresh only after preserving the work you need.

03. Product, packaging and physical dimensions

Use Project steps to return to the product and packaging choices. Confirm which packaging face the label belongs to. The preview helps you understand placement; the artwork dimensions determine the actual file size.

Width and height are physical millimetres. A circular label uses its diameter. Bleed extends artwork beyond the cut edge; the safe inset keeps critical content away from that edge. These are different areas. Set them to the requirements of your printing supplier.

Changing the canvas zoom does not change millimetres. After a size or template change, inspect text wrapping, image crops, margins and barcode dimensions again. A layout that looks correct on screen can still be physically too small.

Command or setting	What it does
Bleed	Extend backgrounds beyond trim; do not put mandatory text there.
Trim	The intended finished label boundary.
Safe area	Keep important text, logos and codes inside it.

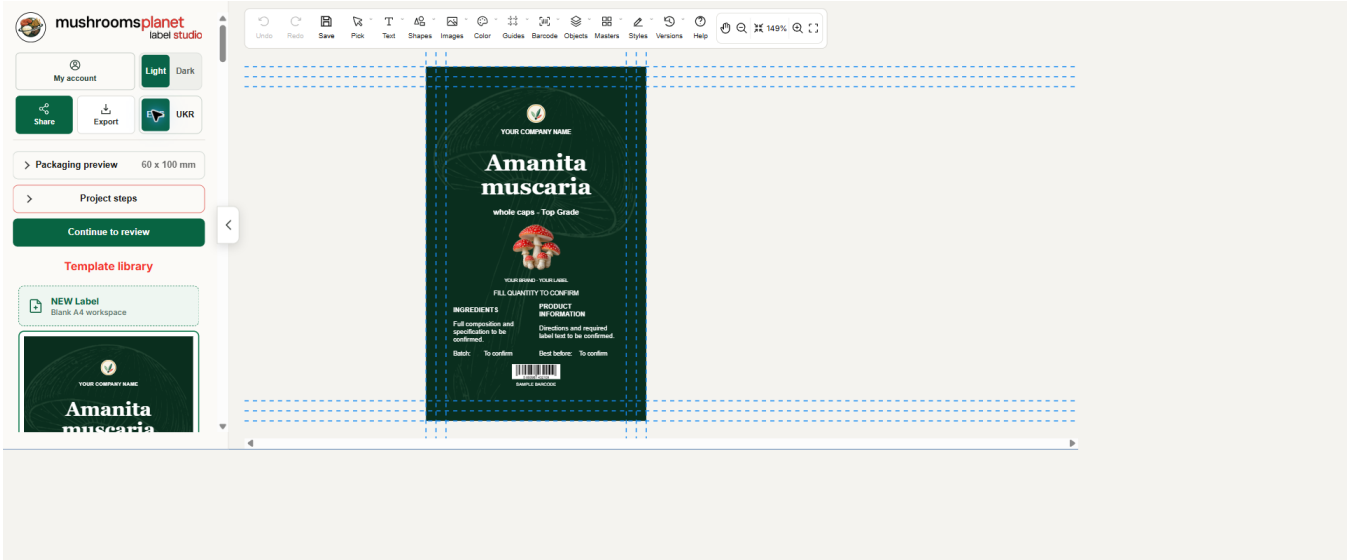
04. Find your way around the workspace

The left panel contains project actions, interface settings, project steps, packaging preview and the template library. The centre is the editable artwork. The top toolbar chooses tools. The right panel displays properties for the current tool or selection.

The same tool can show different settings for text, a picture, a shape or a group. Select the object first if you want to change it. Choose the creation tool first if you want to add something new.

The Help icon in the top toolbar opens this guide in a separate tab. The keyboard-shortcut icon in the selection commands opens a compact shortcut reference.

Interface: Find your way around the workspace



05. Zoom, pan, panels and interface language

Plus and minus change the canvas magnification. Fit and centre returns the artwork to a useful overall view. The hand tool pans the canvas without moving its objects. Scrolling over the blank workspace zooms around the pointer; controls and editable text retain their normal scrolling behaviour.

When the enlarged artwork exceeds the workspace, use the right and bottom scrollbars. A sidebar has its own scroll area. Scroll inside it to reach additional settings. Closing a panel does not delete or hide the artwork.

ENG and UKR change the interface language, not your label text. Light and Dark change the interface appearance, not the printed colours. Full screen is a viewing mode; use the same control to leave it.

06. Templates and a blank label

Choose a thumbnail in the template library to start from its composition. NEW Label creates a blank workspace for an independent design. Choose the correct size and shape before arranging detailed content.

When a change would replace unsaved template work, the constructor asks whether to save and switch, discard and switch, or cancel. Discard and switch abandons that unsaved state. Cancel keeps the current composition.

A template may contain sample company details, placeholder ingredients, unconfirmed fill quantity and a SAMPLE BARCODE. Replace them deliberately. A decorative seal or pictogram is not evidence of certification.

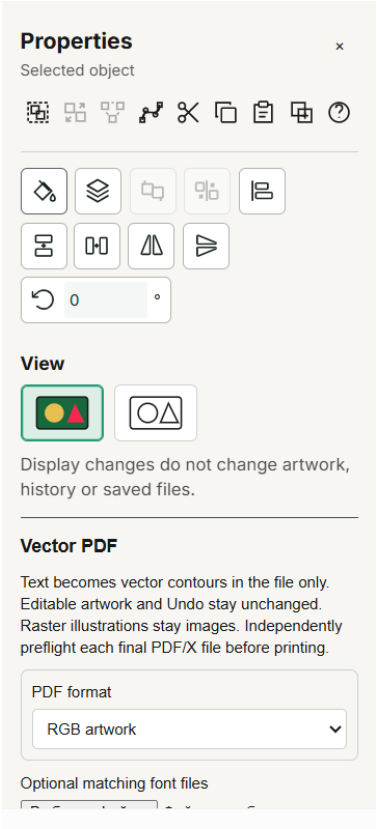
07. Select one object or several

Use Pick and click an object to select it. Its frame and handles indicate the current selection. Click the intended object, rather than empty space around it. Thin lines can be easier to select in the Objects list.

Hold Shift and click to add an object to the selection or remove it. Drag a selection rectangle from blank workspace to select enclosed objects. Ctrl+A selects eligible visible, editable objects. Escape clears the selection or cancels an active gesture.

Locked, hidden or protected structural objects are not ordinary editable targets. If a command is unavailable, check the selected object type, number of objects, lock state and whether you are editing text inside a field.

Interface: Select one object or several



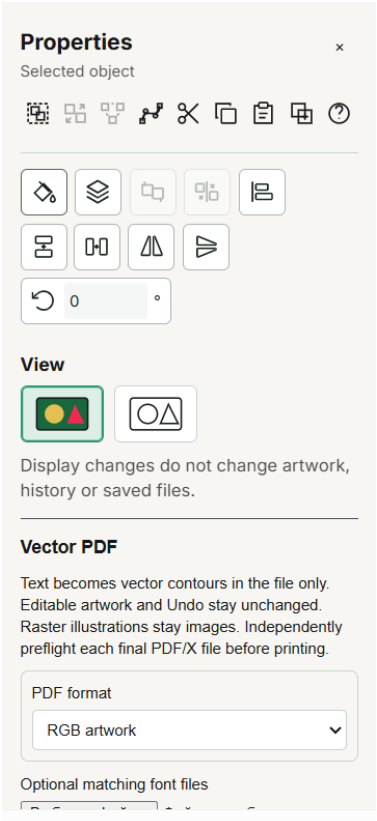
08. The nine selection-command icons

These commands appear at the top of the right Properties panel after you select an editable object. They are no longer a floating strip beneath the main toolbar. A disabled command remains visible so that you can recognise it.

Commands apply to the current selection. Copy and cut preserve editable constructor objects; paste creates new identities. Grouping organises objects but does not weld them into one outline.

Command or setting	What it does
Group	Ctrl+G. Combine two or more selected entities into a group.
Ungroup	Ctrl+U. Release one group level.
Ungroup all	Ctrl+Shift+U. Release nested groups in the selection.
Convert to curves	Ctrl+Q. Convert compatible text or basic shapes to vector outlines.
Cut / Copy / Paste	Ctrl+X / C / V. Move or copy editable objects.
Duplicate	Ctrl+D. Create another editable copy.
Keyboard shortcuts	Open the compact command reference.

Interface: The nine selection-command icons



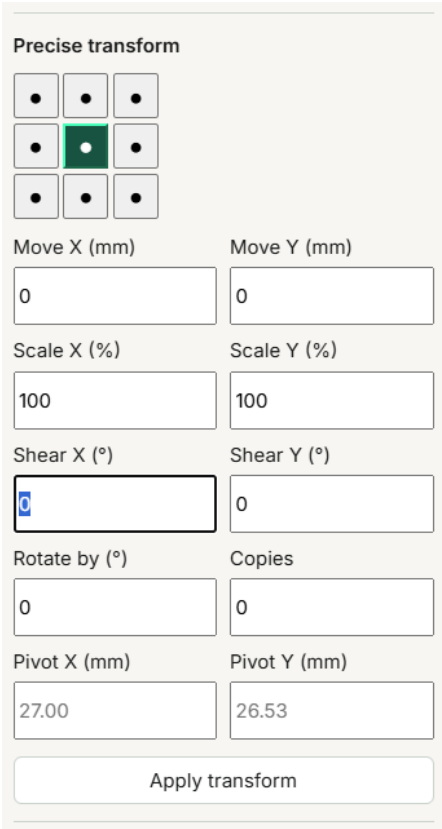
09. Move, resize, rotate and mirror

Drag the selected object to move it. Use handles to resize it; for ordinary artistic text, corner resizing scales the type. Inspect the final size in points and the physical label size afterwards. Holding Ctrl during a move constrains the movement axis.

Position and size controls provide numeric geometry. Keep proportions preserves the width-to-height relationship. Flip horizontally and Flip vertically mirror the object; rotation is entered in degrees. These operations differ from changing the page orientation.

Precise transform uses a nine-point reference grid, movement in mm, scale in percent, shear and rotation in degrees, optional pivot coordinates and a copy count. Copies creates a repeated transformed result. Enter the intended values, then Apply transform. Use Undo if the result is not what you expected.

Interface: Move, resize, rotate and mirror



10. Alignment, distribution and automatic layout

Select the objects to arrange and open Align and distribute. Choose whether the reference is the active object, page or another available target. Check which object is active before aligning to it: moving everything to a different target can change the whole composition.

L, C, R, T, E and B align left, horizontally centred, right, top, vertically centred and bottom. In this constructor, single-letter alignment uses the active-object reference; P centres the selection on the page. Do not use these keys while typing label text.

Distribution adjusts spacing between several objects. Choose the requested axis and spacing mode, then inspect the end objects as well as the gaps. Vertical or horizontal Auto layout arranges a selection in a structured flow. Detach layout when you want to edit the result independently.

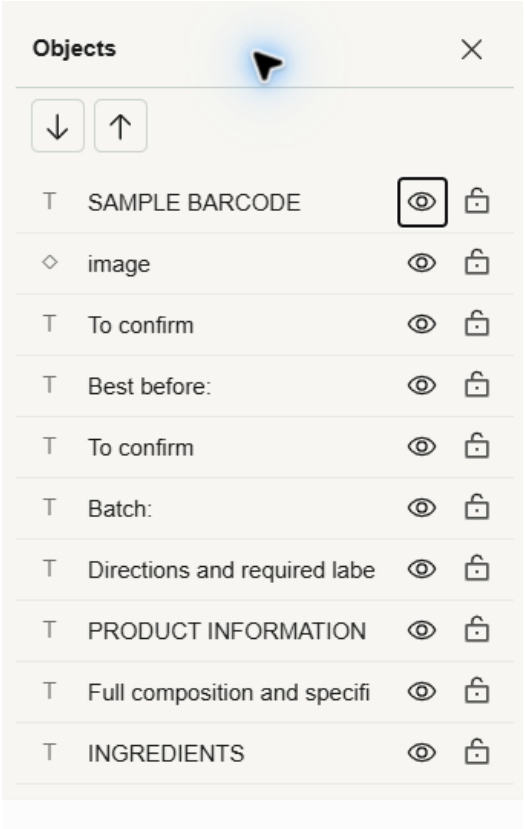
11. Object list, stacking, visibility and locks

Objects opens the list of artwork elements. Select a row to target an element that is hard to click on the canvas. The stacking order determines which objects cover others; move one layer up or down to change overlap.

The eye icon controls visibility. Hiding is not deleting. The lock icon protects an element from ordinary editing and selection operations. Unlock it before changing it. Protected background or structural items may have additional safeguards.

Use clear names for repeated elements. After changing stacking or visibility, inspect logos, pictures, small text and codes. An element can be present but covered by an opaque shape.

Interface: Object list, stacking, visibility and locks



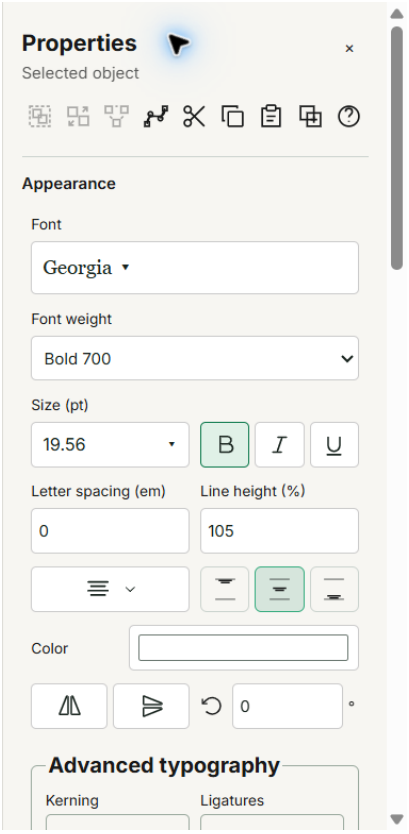
12. Add and edit text

Choose Text, then click the workspace to place new text. To edit existing text, select its text object and enter text editing in the artwork. Select characters when you want a change to affect a range; otherwise formatting applies to the selected object.

The right panel controls the font family, point size, weight, italic, underline and colour. Type a precise size or use a preset. A comma or period may be accepted in decimal fields; check the displayed result after committing the value.

Use real line breaks only where you want them. Enlarging a text frame, changing a font and changing font size can all alter wrapping. Check every line after each change, especially long product names and mandatory information.

Interface: Add and edit text



13. Spacing, paragraphs and advanced typography

Letter spacing adjusts tracking; line height changes the distance between lines. Paragraph alignment positions lines horizontally. Top, middle and bottom alignment position text vertically in its frame.

Advanced typography includes kerning, ligatures, numerals, capital styles, baseline shift, word spacing, first-line indent, frame insets, paragraph spacing and tab interval. Availability depends on the chosen font. An unavailable OpenType feature cannot be made real by toggling its control.

Superscript and subscript move characters relative to the baseline. Uppercase and lowercase change letter case. Bulleted and numbered lines format lists. Reset or clear formatting removes the relevant overrides. Use these features for intentional typography, then check readability at the finished physical size.

14. Fonts, glyphs and missing characters

The font list shows available families; not every family contains every alphabet or symbol. Inspect Ukrainian letters, punctuation, numerals and special marks individually. The glyph panel helps you insert a character supported by that font.

A system font can be displayed by your operating system while its font file is unavailable to the vector-outline exporter. If conversion requests matching files, supply the actual TTF, OTF, WOFF or WOFF2 files for the correct family, weight and style.

These optional font files are used in the current browser session. They are not uploaded or embedded in the saved project as a font library, and reloading clears the temporary registration. Use only files you have the right to use. Keep an editable original before converting text.

15. Text on an arc, circle or custom path

Select text and open Text along path. The placement icons distinguish the outside and inside of a circle, its top and bottom, and upward or downward arcs. A custom path requires a suitable shape or curve in the artwork.

When the panel offers path targets, choose the intended curve and inspect direction, position and spacing. A curve used by one text object is still a separate design relationship; deleting or changing it can alter the text placement.

Straighten text and restore its original frame returns a path-bound text object to ordinary text layout when available. Check the restored frame, line breaks and alignment. Convert to curves only after the words and path placement are final.

16. Convert text and shapes to curves

Select one or more compatible objects and use Convert to curves or Ctrl+Q. Text becomes vector letter outlines; basic shapes become path geometry. Already outlined paths do not need the same conversion again. A photograph does not become a vector drawing through this command.

For multiple objects, conversion is prepared as one batch. If a required font or object is unavailable, the operation reports the problem rather than deliberately committing only part of the selection. Use Undo to return a completed batch to its earlier state.

Outlined text no longer behaves as normally editable words. Save an editable SVG project before converting final text. Converting a low-resolution photograph or a placeholder barcode does not repair its production quality.

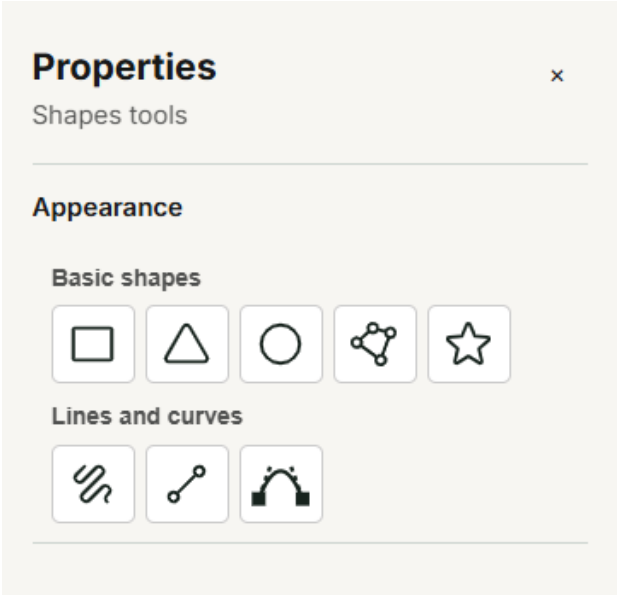
17. Shapes, lines and drawing tools

Shapes contains Rectangle, Triangle, Ellipse, Polygon and Star. Choose a tool and drag on the artwork to create the required size. Finish the drawing gesture, then switch to Pick to edit the object properties.

Freehand line follows your gesture. Two-point line creates a segment between its endpoints. Editable vector curve provides a path that can later be refined with nodes and handles. Open and closed paths have different fill and contour behaviour.

Use numeric dimensions and line controls for precision. Do not approximate a cut line or a barcode with a decorative shape. Very thin outlines can disappear in print even when visible at a large screen zoom.

Interface: Shapes, lines and drawing tools



18. Curve nodes and live shape editing

Select a suitable vector curve. Convert a compound result to an editable curve when that command is available. Choose a node in the panel or on the artwork, then adjust its location and control handles.

Add node after inserts an extra point. Delete node removes the chosen point. Corner node allows a sharp change of direction; Smooth node creates a smoother join. Open curve separates endpoints; Join endpoints closes an open path.

While dragging a node or handle, the visible line follows the preview. Releasing the pointer commits the gesture. Use Undo if the change distorts the intended contour. Inspect neighbouring segments and the closing segment of a closed path, not only the point you moved.

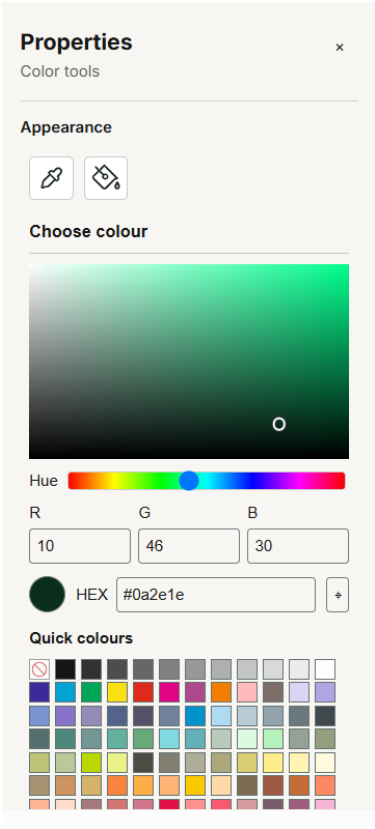
19. Fill, gradients, transparency and outlines

Fill changes the inside of a compatible closed object. No fill makes that interior transparent; it does not remove the outline. Outline controls the border or line. Use the intended fill or outline control rather than assuming every palette click affects both.

Solid, linear and radial fills serve different purposes. Gradient stops determine colours and transitions. The interactive fill tool lets you position a gradient on the artwork. Opacity affects visibility; a transparent object can still be selected in the Objects list.

For supported shape outlines, right-clicking a quick-palette colour applies the stroke colour. Ordinary text and photos do not automatically gain a rectangular stroke. Set a positive physical line width and inspect joins, ends, dashes and arrowheads where available.

Interface: Fill, gradients, transparency and outlines



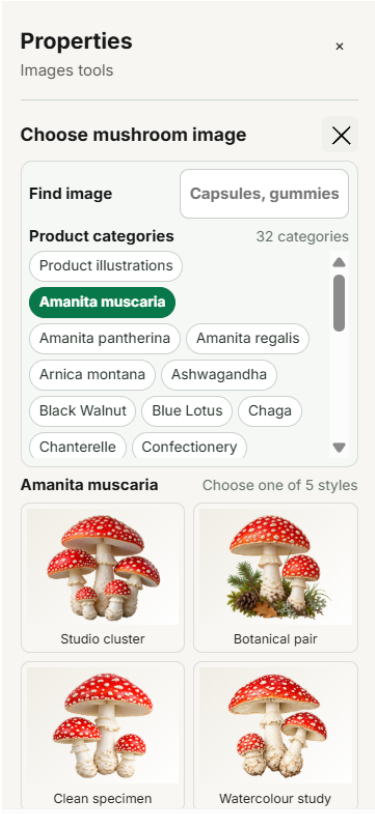
20. Insert artwork, a logo or a pictogram

Images opens a submenu: Artwork, Icons and Upload logo. In Artwork, use the search and product categories, choose an appropriate image, then Apply image. A thumbnail selection is a preview until you apply it.

Upload your own image uses a local file picker. Supported upload choices include PNG, JPEG and WebP. Choose a high-quality source with the correct product form. A transparent PNG or WebP is useful when the background should remain visible.

Icons inserts editable pictograms. Their images and meanings are listed in the icon catalogue. They are decorative elements, not automatic certificates, registered marks or verified contact links. Add genuine business contact details separately.

Interface: Insert artwork, a logo or a pictogram



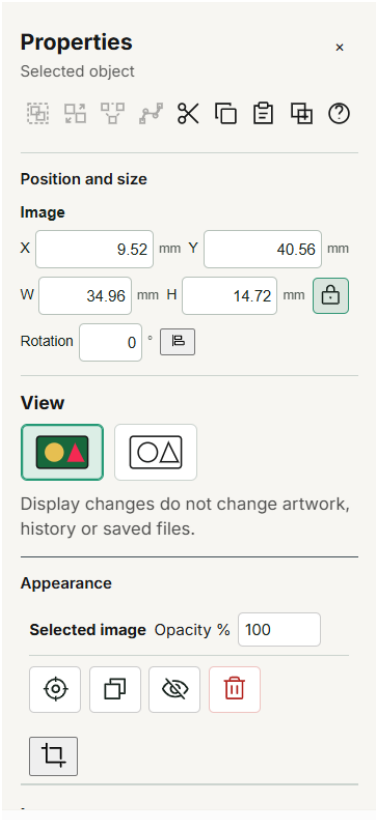
21. Crop, adjust, remove a simple background and trace

Select a picture to open image properties. Crop changes which part of the picture appears inside its frame; resizing the frame and zooming its content are different actions. Inspect the crop after changing aspect ratio or label size.

Image adjustments change the displayed appearance. Preview first, apply when satisfied and reset if you need the earlier appearance. Simple background removal samples a background colour with tolerance and feathering; it is not a universal cutout tool for every photograph.

The background-removal implementation supports up to 4 megapixels without resizing. Simple-logo tracing works best with clean, high-contrast sources and produces a vector approximation, not an identical photograph. Remote-image pixel restrictions can prevent processing; use your own suitable upload. Keep the original source available.

Interface: Crop, adjust, remove a simple background and trace



22. PowerClip and nested image frames

PowerClip places an image inside a compatible closed shape. Create the shape, select the image, choose that shape as the frame and apply Place inside shape. Check that you are using the intended frame rather than an unrelated decorative element.

Content X, Content Y and Content scale position the image inside the frame. They change the content placement, not simply the outside frame size. For nested PowerClips, choose the frame level before adjusting its content.

Extract originals restores separate original elements. Wrap in another shape adds an outer frame when eligible. The interface limits nesting to supported levels, up to eight. Check the full crop and edge after extracting, resizing or changing a nested frame.

23. Unite, subtract and intersect shapes

Select compatible closed shapes. Unite produces their combined area. Intersect keeps only their overlap. Subtract removes the other selected shapes from the lowest selected shape, which is used as the base.

These operations change path geometry; they are different from Group, which preserves separate members. Open lines are not the same as closed filled shapes and cannot be treated interchangeably.

Inspect the result and any small holes or narrow slivers. Restore original shapes is available for a result that retains its sources; Undo also returns the previous state. Save an editable checkpoint before complex shape construction.

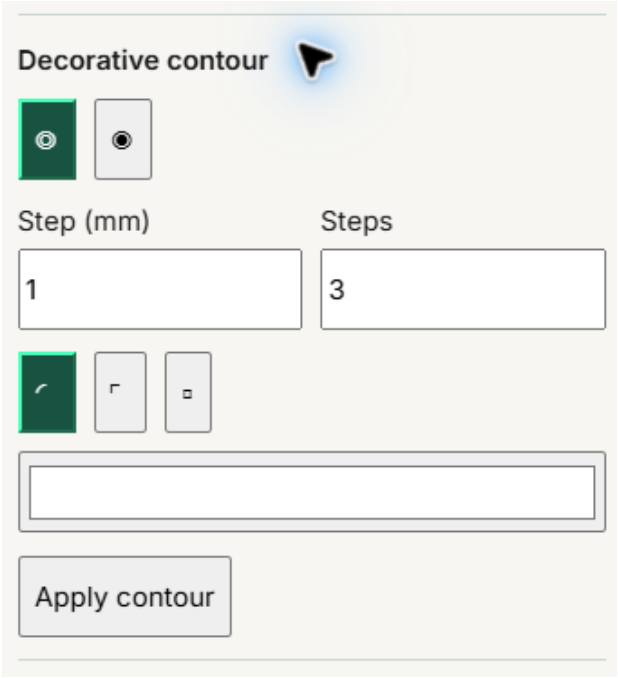
24. Repeated objects and decorative contours

Repeated layouts use rows, columns and spacing. Enter the intended counts and physical gaps, then inspect the whole grid. A large copy count can quickly clutter a small label.

Decorative contour creates inside or outside offset steps for a suitable object. Set the step in millimetres, number of steps, join style and end colour, then apply. Round, miter and square joins produce different corners.

A decorative contour is not a printer-approved die line. Check acute corners, overlaps and very small offsets. Keep an editable source and use Undo before continuing if the result is unsuitable.

Interface: Repeated objects and decorative contours



25. Place repeated objects along a path

Select the source object and choose a separate curve or circle as the target path. The path is a placement guide for the copies; it is not the same feature as text following a path.

Choose a fixed copy count or physical spacing, set start and end percentages, angle and whether copies rotate to follow the curve. Create along path prepares the result using the selected source.

Inspect both ends and the spacing around bends. Large objects can overlap even when their reference points are equally spaced. A disabled Create button usually means that a required source or separate target path is missing.

26. Live symmetry

Live symmetry maintains related sectors instead of creating only independent duplicates. Choose reflection across a vertical axis, a horizontal axis, both axes, or repetition around a centre.

Set axis coordinates in millimetres from the page trim origin. Radial symmetry also uses a sector count. Create live symmetry, then edit an unlocked sector to update its linked partners.

Select symmetry source identifies the original. Detach live symmetry keeps editable artwork but releases the relationship. Locked sectors can pause propagation; inspect them before assuming every change has reached every sector.

27. Linked symbols and composite symbols

A linked symbol has a source and instances. Create a symbol from a suitable object, give it a clear name, then create linked instances. Editing the source propagates supported shared properties.

An instance can keep independent placement and supported overrides. Reset overrides returns shared properties to the source values. Select source helps you find the master. Detach turns the selected result into independent artwork.

Composite symbols use groups with several parts. The part editor can target text or other individual members. Removing a local part or changing an override is different from deleting the source. Releasing a source can affect all its instances; save a checkpoint before restructuring a large linked design.

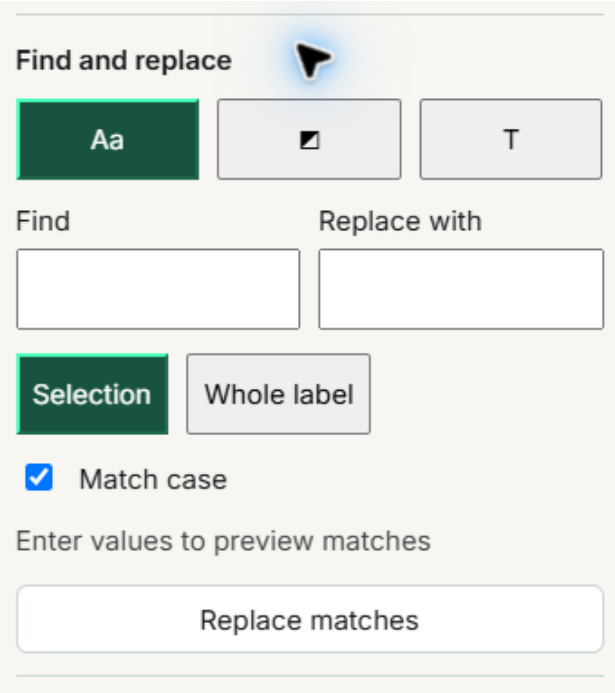
28. Sample attributes and find or replace

Attribute eyedropper copies selected categories of properties. Select a source, choose Fill, Outline, Opacity and/or Typography, then Sample properties. Select the targets and Apply to selection. Sampling alone does not apply a change.

Find and replace works with text, colour or font. Choose Selection or Whole label, enter the find and replacement values and review the match count before applying. Match case controls letter-case sensitivity where available.

A zero match count can mean the scope or source value differs from what you expected. Check one known object before running a broad replacement. Review mandatory text, symbols and locked items afterwards, and Undo immediately if the result is too broad.

Interface: Sample attributes and find or replace



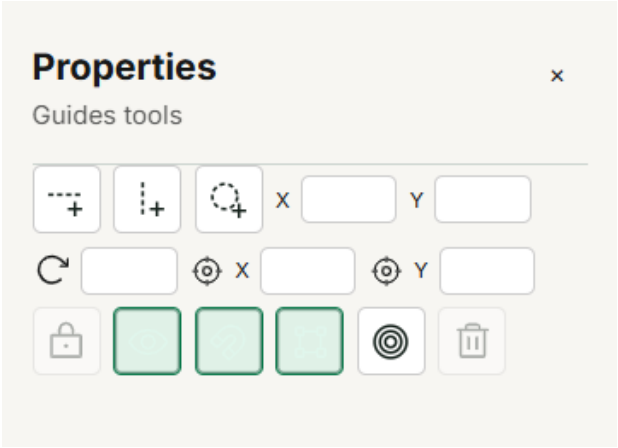
29. Guides, snapping and safety boundaries

Guides offers horizontal, vertical and circular guides. Add a guide, then drag it to the required position; numeric controls refine its location. Select the guide you intend to change before rotating or deleting it.

Show guides changes visibility. Snap objects to guides helps objects align during movement. Lock selected guide prevents accidental displacement. Preset bleed, trim and safe-area guides visualise the page boundaries; circular presets are useful for circular labels.

Guides are editing aids. They do not automatically become cutting instructions or guarantee safe content placement. Inspect the final exported artwork and confirm the printer’s required bleed, safe inset and die specification separately.

Interface: Guides, snapping and safety boundaries



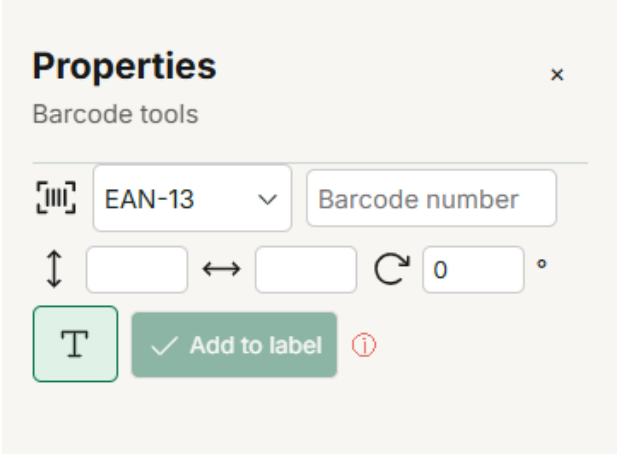
30. Barcodes and QR codes

Open Barcode and choose the required format. EAN-13, EAN-8, UPC-A and ITF-14 have specific numeric lengths and check digits. Code 128 and Code 39 accept their supported character sets. QR Code is intended for an external link.

Enter the assigned value, review the preview and set physical width, height or QR size. White quiet zones are part of the code geometry. Rotation is in degrees. Show readable code controls the human-readable text for supported linear codes.

Add to label inserts a new symbol; Update changes a selected barcode object. Use New barcode when you want another one. Scan the exact final print at its intended size. Generating a symbol does not register a GS1 number, prove legal ownership or certify scan quality.

Interface: Barcodes and QR codes



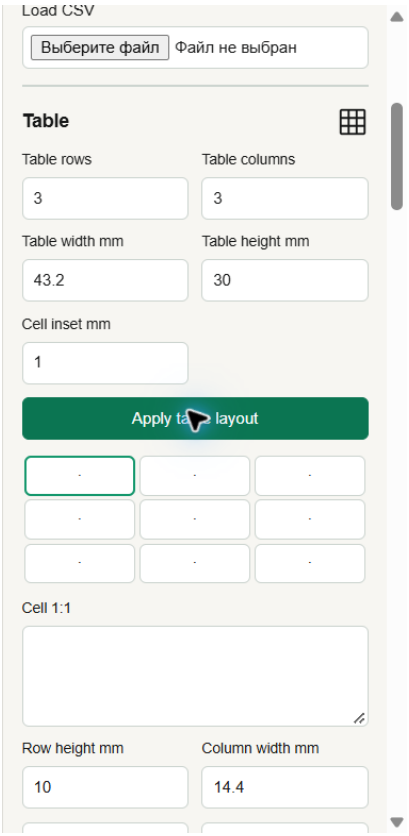
31. Editable tables

In Objects, open Table. Set rows, columns, physical width and height, and cell inset. Create editable table builds the grid; select the table again to restructure it or edit cells.

Choose a cell in the cell grid. Edit its text, point size, fill and horizontal alignment. Row height and column width can be changed separately while keeping other tracks. Insert before, insert after and delete operate on the selected row or column.

Merge rows and Merge columns set a cell span. Applying a 1 by 1 span splits a supported merge. Check the recovered cell content carefully: edited merged text can stay in the first cell rather than being redistributed automatically. Table-local dimensions precede the table’s rotation, mirrors, shear and scale.

Interface: Editable tables



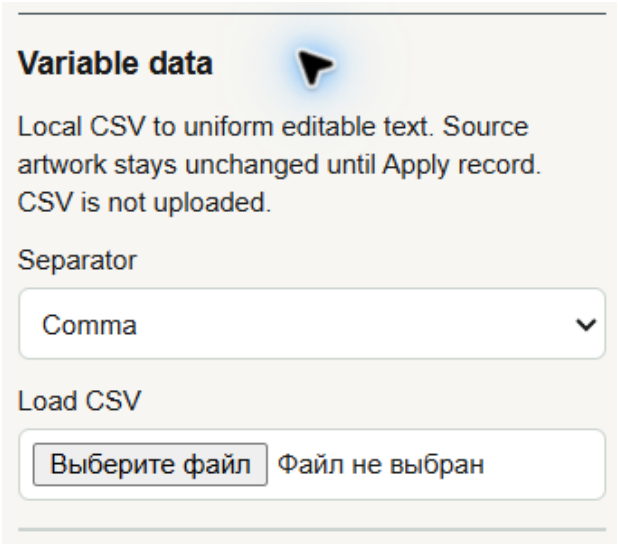
32. Variable text from a CSV file

Variable data maps CSV columns to eligible plain-text objects. Choose the separator, load a CSV with a header row, then select a column for each intended text object. Start with a small test file and keep identifiers or long values as text in your spreadsheet.

Choose a record and Preview record. Inspect wrapping, empty fields and long names before applying that record. Apply this record changes the artwork to that record. Prepare SVG batch produces multiple files; review advisories before downloading the prepared ZIP.

This implementation excludes locked, mixed-format, outlined, symbol and symmetry text. Barcode and image variables are not supported. A prepared SVG batch is not certified PDF/X or automatically print-ready. Check representative records, extremes and the included per-record report.

Interface: Variable text from a CSV file



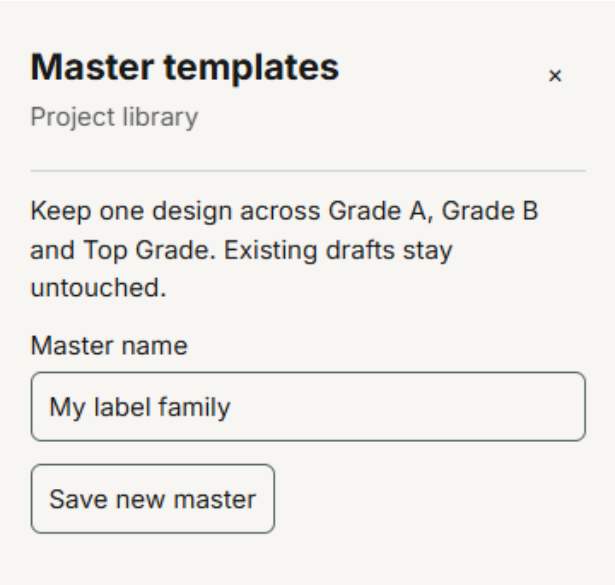
33. Master templates and linked variants

Master templates keeps reusable design structures and linked variants. Capture a suitable source, give it a clear identity and create a linked variant for the intended product or size. Do not assume a different packaging format can use unchanged geometry.

Opening a variant and updating from a master are different actions. Inspect the offered update and the current variant before applying it, especially text, images, size and independent adjustments.

Use an editable backup or version checkpoint before updating several linked designs. The master library is a design aid, not a substitute for checking each final product label.

Interface: Master templates and linked variants



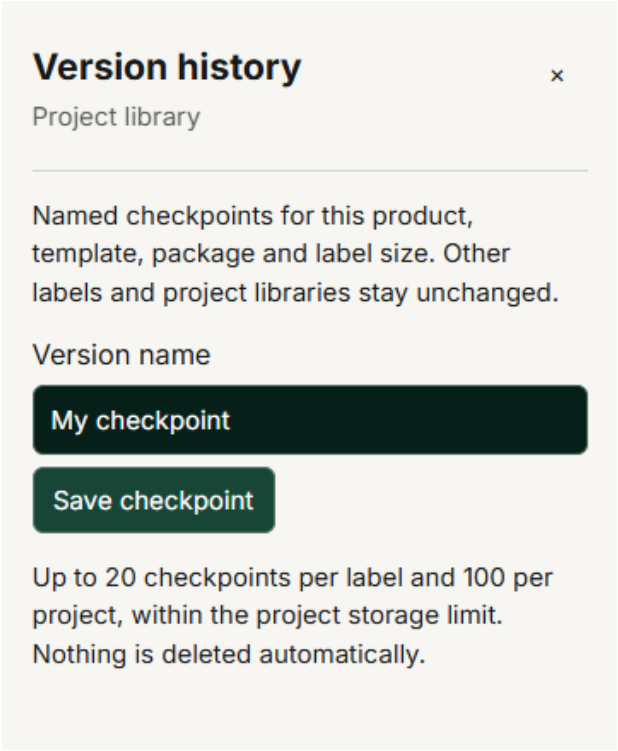
34. Saved styles and version history

Saved styles stores reusable appearance settings. Select a source object, save a style, then apply it to a compatible target. A style changes appearance; it is not an independent backup of the whole label.

Version history stores named project checkpoints in its available scope. Save a checkpoint before a major redesign and give it a meaningful name. Restore returns to a stored state, so inspect what will be replaced.

Undo and Redo address recent editing history, while version checkpoints and portable SVG project files serve longer-term recovery. Keep a local project copy for important milestones rather than relying on only one mechanism.

Interface: Saved styles and version history



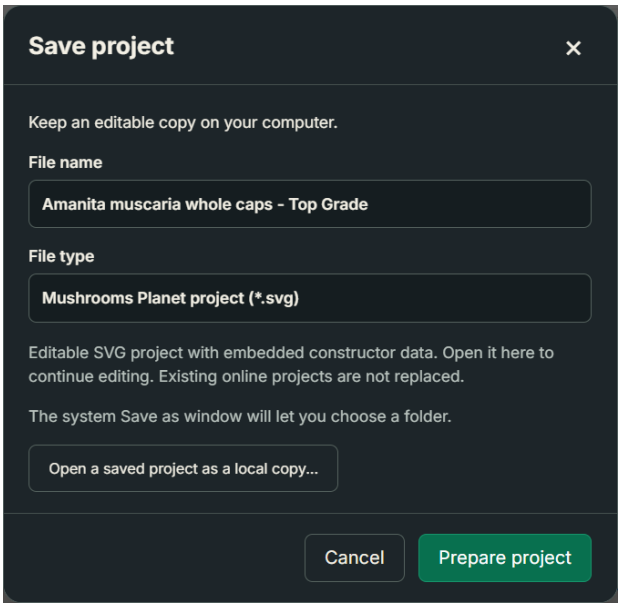
35. Save an editable project and reopen it

Save project or Ctrl+S opens the file window. The constructor saves a portable editable project as SVG with its own embedded project data. This differs from exporting an ordinary display SVG.

Enter a file name, choose Prepare project and wait for Ready. Then use Save as to choose the destination. Preparation creates the file data; it does not by itself prove that a file was saved to your computer. If you edit the artwork after preparing, prepare it again.

To continue later, use Open a saved project as a local copy and select the constructor SVG. Test reopening an important backup before deleting an older one. Browser download settings may determine the destination when a system file picker is unavailable.

Interface: Save an editable project and reopen it



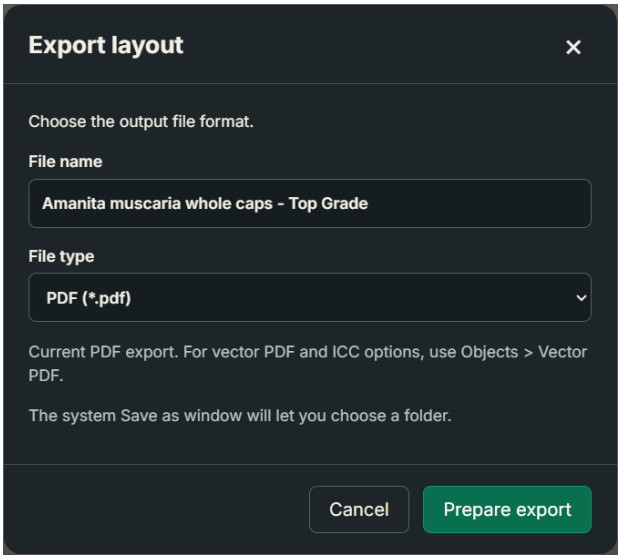
36. Export formats and the two-stage download

Export layout opens the output-format window. Choose PDF, SVG, PNG, JPG, TIFF, EPS or PSD from the actual available list. Raster formats offer resolution choices such as 150, 300 and 600 ppi, with the resulting pixel dimensions shown.

Prepare export performs the artwork checks and builds the file. Review warnings, then continue only when appropriate. Save as performs the actual destination or download step. Cancel closes the window without requiring you to save.

File extension alone does not establish editability, vector content, colour separation or print readiness. A PSD/EPS/TIFF output is not a promise of a native layered design application project. Use the editable constructor SVG for continued work in this constructor and the dedicated vector-PDF controls when you need that specific workflow.

Interface: Export formats and the two-stage download



37. Artwork checks before printing

The print check reports issues such as unsafe placement, insufficient bleed, small type, thin strokes, low-resolution images and other supported problems. Choose targets appropriate to the printer and material; common starting values are not universal standards.

Check the reported objects, correct genuine problems and run the check again. Advisory warnings and blocking errors have different meanings. Accepting a warning records your decision; it does not correct the artwork.

These checks do not certify legal label content, GS1 registration, barcode scan quality, CMYK separation or PDF/X compliance. Confirm the exact final file with your printer. Text becoming outlines does not make incorrect content correct.

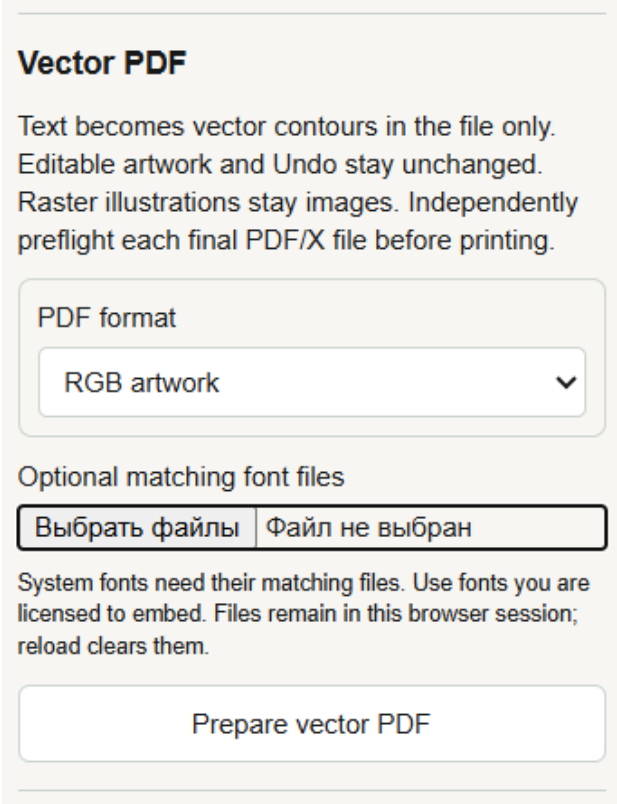
38. Vector PDF, CMYK and PDF/X-4 candidate

In Objects, scroll to Vector PDF. This export converts supported text to contours in the file without changing the editable artwork or Undo history. Raster illustrations remain raster images.

RGB artwork is the basic colour option. ICC-managed CMYK requires the actual CMYK profile for your printer, paper and process. Load a matching local ICC/ICM file. There is no universal profile. The K-only option controls pure vector black; supported neutral barcode pixels are preserved on K.

PDF/X-4 candidate adds supported preparation and metadata, but the browser does not run independent PDF/X certification. Load required matching fonts, Prepare vector PDF, inspect warnings, review limitations and download. Ask your printer to preflight the exact downloaded candidate before production. Editing it afterwards invalidates a previous validation result.

Interface: Vector PDF, CMYK and PDF/X-4 candidate



39. Final review, sharing and handoff

Continue to review opens the next workflow stage when the current project is ready. Inspect the complete label, packaging relationship, size, wording, logo, image crop, barcode and safety margins.

Share creates an available project-sharing route. Before giving someone a link, confirm that the link opens the intended project and does not expose material you did not intend to share. A shared preview is not the same as a downloaded production file.

Send the agreed output format to your printer along with the physical dimensions and relevant requirements. Keep the editable project, the exact approved output and any external preflight result together. Approval of the screen preview alone is not verification of the final print.

40. Troubleshooting without losing your work

Start with the exact action that failed. Keep the project open until you have preserved an editable copy. A disabled icon, a missing font, a blocked image and a failed save have different remedies.

If the panel is not visible, reselect an editable object or open the appropriate top tool. If an icon is disabled, check selection type, count and locks. If conversion asks for a font, use matching files or a supported family; repeatedly clicking does not supply missing font data.

If a file window is open, finish or cancel it before expecting the canvas to respond. If output is still preparing, wait or use its Cancel control. After a connection error, a previously prepared download may remain available. Do not close, reset or clear storage as your first recovery step.

Keyboard shortcuts

Object shortcuts apply outside editable text and file fields. In text editing, native copy, cut, paste and text formatting retain their usual meaning. Ctrl+U is therefore context-dependent. On systems that map the command modifier to Meta, the corresponding command key may be used; this guide was checked in Windows Chrome.

Keys	Action
Ctrl+A	Select eligible visible objects
Ctrl+G	Group selection
Ctrl+U	Ungroup one level
Ctrl+Shift+U	Ungroup all nested groups
Ctrl+Q	Convert compatible text/shapes to curves
Ctrl+X	Cut selected objects
Ctrl+C	Copy selected objects
Ctrl+V	Paste constructor objects
Ctrl+D	Duplicate selection
Ctrl+Z	Undo
Ctrl+Y / Ctrl+Shift+Z	Redo
Ctrl+S	Open Save project
Ctrl+Shift+A	Open Align and distribute
L / C / R	Align left / horizontal centre / right to active object
T / E / B	Align top / vertical centre / bottom to active object
P	Centre the selection on the page
Delete / Backspace	Delete eligible selected objects outside text editing
Escape	Cancel the current gesture, close a supported popup, or clear selection
Shift+click	Add/remove an object from selection
Ctrl+drag	Constrain object movement to an axis
Enter	Commit a supported numeric field or confirm its editing action
Tab / Shift+Tab	Move between controls; in a text editor Tab can insert a tab
Ctrl+B (text)	Toggle bold while editing text

Keys	Action
Ctrl+I (text)	Toggle italic while editing text
Ctrl+U (text)	Toggle underline while editing text; outside text editing Ctrl+U ungroups
Ctrl+Backspace / Ctrl+Delete (text)	Delete a word in supported paragraph text editing
Enter (text)	Insert a line break in editable label text
Arrow keys / Home / End (menus)	Navigate supported dropdown menus; Enter chooses and Escape closes

Icon catalogue

The catalogue groups repeated eye/lock icons by function. The same icon can be disabled or absent depending on selection. Brand pictograms are decorative assets, not proof of affiliation or certification.



Undo

Undo the most recent editable change.



Redo

Reapply the most recently undone change.



Save project

Open the editable-project file window; Prepare project then Save as.



Pick

Select, move and resize existing objects.



Text

Enter the text tool, then click the artwork to add text.



Shapes

Open basic shapes and drawing tools.



Images

Open the Artwork, Icons and Upload logo submenu.



Color

Open the colour controls for the current context.



Guides

Add and manage editing guides and snapping.



Barcode

Create or update a linear barcode or QR code.



Objects

Open the object list and advanced production tools.



Master templates

Open reusable master designs and linked variants.



Saved styles

Save or apply reusable appearance settings.



Version history

Save and restore named project checkpoints.



Detailed user guide

Open this bilingual handbook in a separate tab.



Hand tool: drag canvas

Pan the workspace without moving objects.



Zoom out

Reduce canvas magnification.



Zoom in

Increase canvas magnification; physical size stays unchanged.



Enter full screen

Toggle the full-screen workspace view.



Group

Group at least two selected editable entities. Ctrl+G.



Ungroup

Release one group level. Ctrl+U outside text editing.



Ungroup all

Release all nested group levels in the selection. Ctrl+Shift+U.



Convert to curves

Create vector outlines from compatible text or basic shapes. Ctrl+Q.



Cut

Copy the selected constructor objects, then remove them from this position. Ctrl+X.



Copy

Copy editable selected objects. Ctrl+C.



Paste

Insert copied constructor objects with new identities. Ctrl+V.



Duplicate

Create an editable duplicate of the selection. Ctrl+D.



Keyboard shortcuts

Open the compact keyboard reference.



Bold

Toggle bold styling for the selected text or character range.



Italic

Toggle italic styling.



Underline

Toggle underline for the text selection.



Paragraph alignment

Choose horizontal paragraph alignment.



Align text top

Position text at the top of its frame.



Align text middle

Position text in the vertical middle of its frame.



Align text bottom

Position text at the bottom of its frame.



Flip horizontally

Mirror the selected object from left to right.



Flip vertically

Mirror the selected object from top to bottom.



Convert text to curves

Convert this text object into letter outlines. Keep an editable original.



Strikethrough

Draw a line through the selected text.



Superscript

Apply superscript character positioning.



Subscript

Apply subscript character positioning.



UPPERCASE

Change selected text to uppercase.



Clear character formatting

Remove character-formatting overrides.



Bulleted lines

Format text lines as a bulleted list.



Numbered lines

Format text lines as a numbered list.

Center on label

Centre the selected object on the label.

Hide

Hide the current object without deleting it.

Delete object

Remove the selected editable object; Undo can restore a recent deletion.

Text outside top of circle

Place the selected text using this circle/arc position. Check inside/outside, top/bottom and direction in the text-on-path section.

Text outside bottom of circle

Place the selected text using this circle/arc position. Check inside/outside, top/bottom and direction in the text-on-path section.

Text inside top of circle

Place the selected text using this circle/arc position. Check inside/outside, top/bottom and direction in the text-on-path section.

Text inside bottom of circle

Place the selected text using this circle/arc position. Check inside/outside, top/bottom and direction in the text-on-path section.

Text on upward arc

Place the selected text using this circle/arc position. Check inside/outside, top/bottom and direction in the text-on-path section.

Text on downward arc

Place the selected text using this circle/arc position. Check inside/outside, top/bottom and direction in the text-on-path section.

Straighten text and restore its original frame

Use this control in the Spacing, paragraphs and advanced typography workflow. It acts on the current compatible selection; a grey control is unavailable. Follow the linked section for the exact steps and prerequisites.

Group selected objects (Ctrl+G)

Group two or more eligible selected entities. This is the contextual equivalent of Ctrl+G.

Ungroup one level (Ctrl+U)

Release one group level, preserving any deeper groups.

Ungroup all nested groups (Ctrl+Shift+U)

Release all nested group levels in the selection.

Align and distribute (Ctrl+Shift+A)

Open alignment and distribution options; choose a reference and command. Ctrl+Shift+A.

Auto layout vertical

Create a vertical or horizontal automatic layout for the current selection; inspect order and spacing before detaching.

Auto layout horizontal

Create a vertical or horizontal automatic layout for the current selection; inspect order and spacing before detaching.

Flip selection horizontally

Mirror all selected eligible entities along the named direction.

Flip selection vertically

Mirror all selected eligible entities along the named direction.

Full colour view

Show the normal artwork colours. Display mode does not edit the design.

Wireframe view

Inspect object outlines without normal full-colour rendering.

Reflect across vertical axis

Choose this live-symmetry mode, then set axes and apply; linked sectors update together.



Reflect across horizontal axis

Choose this live-symmetry mode, then set axes and apply; linked sectors update together.



Reflect across both axes

Choose this live-symmetry mode, then set axes and apply; linked sectors update together.



Repeat around a centre

Choose this live-symmetry mode, then set axes and apply; linked sectors update together.



Keep proportions

Link width and height while resizing.



Rectangle

Choose this drawing tool, then drag on the artwork. Return to Pick to edit its properties.



Triangle

Choose this drawing tool, then drag on the artwork. Return to Pick to edit its properties.



Ellipse

Choose this drawing tool, then drag on the artwork. Return to Pick to edit its properties.



Polygon

Choose this drawing tool, then drag on the artwork. Return to Pick to edit its properties.



Star

Choose this drawing tool, then drag on the artwork. Return to Pick to edit its properties.



Freehand line

Choose this drawing tool, then drag on the artwork. Return to Pick to edit its properties.



Two-point line

Choose this drawing tool, then drag on the artwork. Return to Pick to edit its properties.



Editable vector curve

Choose this drawing tool, then drag on the artwork. Return to Pick to edit its properties.



Close

Use this control in the Insert artwork, a logo or a pictogram workflow. It acts on the current compatible selection; a grey control is unavailable. Follow the linked section for the exact steps and prerequisites.



Upload your own image

Use this control in the Insert artwork, a logo or a pictogram workflow. It acts on the current compatible selection; a grey control is unavailable. Follow the linked section for the exact steps and prerequisites.



Apply image

Use this control in the Insert artwork, a logo or a pictogram workflow. It acts on the current compatible selection; a grey control is unavailable. Follow the linked section for the exact steps and prerequisites.



No fill

Make a compatible shape interior transparent while retaining its outline.



Colour eyedropper

Sample an available colour for the current colour control.



Interactive fill

Position a supported fill interactively on the artwork; Escape cancels.



Add horizontal guide: click, then drag the line on the label

Use the named guide action. Select a guide before moving, locking or deleting it; visibility and snapping are separate controls.



Add vertical guide: click, then drag the line on the label

Use the named guide action. Select a guide before moving, locking or deleting it; visibility and snapping are separate controls.



Add circular guide: click, then drag the circle

Use the named guide action. Select a guide before moving, locking or deleting it; visibility and snapping are separate controls.

Lock object

Protect the corresponding object from ordinary editing; toggle again to unlock.

Show guides

Use the named guide action. Select a guide before moving, locking or deleting it; visibility and snapping are separate controls.

Snap objects to guides

Use the named guide action. Select a guide before moving, locking or deleting it; visibility and snapping are separate controls.

Show preset bleed, trim and safe-area guides

Use the named guide action. Select a guide before moving, locking or deleting it; visibility and snapping are separate controls.

Show circular bleed, trim and safe-area guides

Use the named guide action. Select a guide before moving, locking or deleting it; visibility and snapping are separate controls.

Delete selected guide (Delete)

Use the named guide action. Select a guide before moving, locking or deleting it; visibility and snapping are separate controls.

Barcode format

Choose EAN-13, EAN-8, UPC-A, Code 128, Code 39, ITF-14 or QR Code.

Show readable code

Show or hide readable characters beneath a supported linear barcode.

Add to label

Insert the configured barcode after its data passes validation.

Close objects panel

Use this control in the Object list, stacking, visibility and locks workflow. It acts on the current compatible selection; a grey control is unavailable. Follow the linked section for the exact steps and prerequisites.

Move one layer down

Move an object behind the neighbouring layer.

Move one layer up

Move an object above the neighbouring layer.

Hide object

Toggle visibility for the corresponding object-list row.

Add Leaf

Insert the Leaf pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Flask

Insert the Flask pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Seal Check

Insert the Seal Check pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Star

Insert the Star pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Heart

Insert the Heart pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Recycle

Insert the Recycle pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Drop

Insert the Drop pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Sun

Insert the Sun pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Moon

Insert the Moon pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Sparkle

Insert the Sparkle pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Flower

Insert the Flower pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Flower Tulip

Insert the Flower Tulip pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Tree

Insert the Tree pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Tree Evergreen

Insert the Tree Evergreen pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Plant

Insert the Plant pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Cactus

Insert the Cactus pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Clover

Insert the Clover pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Grains

Insert the Grains pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Bug

Insert the Bug pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Bird

Insert the Bird pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Fish

Insert the Fish pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Paw Print

Insert the Paw Print pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Butterfly

Insert the Butterfly pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Fire

Insert the Fire pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Lightning

Insert the Lightning pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Snowflake

Insert the Snowflake pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Wind

Insert the Wind pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Waves

Insert the Waves pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Mountains

Insert the Mountains pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Globe

Insert the Globe pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Map Pin

Insert the Map Pin pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add House

Insert the House pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Shield Check

Insert the Shield Check pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Check Circle

Insert the Check Circle pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add XCircle

Insert the XCircle pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Warning Circle

Insert the Warning Circle pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Info

Insert the Info pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Phone

Insert the Phone pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Phone Call

Insert the Phone Call pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Envelope

Insert the Envelope pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add At

Insert the At pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Paper Plane Tilt

Insert the Paper Plane Tilt pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Chat Circle Dots

Insert the Chat Circle Dots pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Shopping Cart

Insert the Shopping Cart pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Package

Insert the Package pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Scales

Insert the Scales pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Certificate

Insert the Certificate pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Crown

Insert the Crown pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Diamond

Insert the Diamond pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Gift

Insert the Gift pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Coffee

Insert the Coffee pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Fork Knife

Insert the Fork Knife pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Pill

Insert the Pill pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add First Aid

Insert the First Aid pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Test Tube

Insert the Test Tube pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Dna

Insert the Dna pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Atom

Insert the Atom pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Microscope

Insert the Microscope pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Flower Lotus

Insert the Flower Lotus pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Feather

Insert the Feather pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Smiley

Insert the Smiley pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Thumbs Up

Insert the Thumbs Up pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Bell

Insert the Bell pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Calendar

Insert the Calendar pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Clock

Insert the Clock pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Lock

Insert the Lock pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Key

Insert the Key pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Camera

Insert the Camera pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Image

Insert the Image pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Check

Insert the Check pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Check Square

Insert the Check Square pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Dot

Insert the Dot pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Caret Right

Insert the Caret Right pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Asterisk

Insert the Asterisk pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add List Bullets

Insert the List Bullets pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add List Numbers

Insert the List Numbers pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.



Add Mushroom Cap

Insert the Mushroom Cap pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Mushroom Cluster

Insert the Mushroom Cluster pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Oyster Mushroom

Insert the Oyster Mushroom pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Morel Mushroom

Insert the Morel Mushroom pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Whatsapp

Insert the Whatsapp pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Telegram

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Add Instagram

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Add Facebook

Insert the Facebook pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add X

Insert the X pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Linkedin

Insert the Linkedin pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Youtube

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Add Tiktok

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Add Pinterest

Insert the Pinterest pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Snapchat

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Add Discord

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Add Messenger

Insert the Messenger pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Threads

Insert the Threads pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Reddit

Insert the Reddit pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Twitch

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Add Slack

Insert the Slack pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Github

Insert the Github pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Google

Insert the Google pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Add Microsoft Outlook

Insert the Microsoft Outlook pictogram from Images > Icons. Then select it to resize, recolour or position it. The graphic alone does not verify a certification or a service.

Crop image

Adjust the visible portion of the image inside its frame.

Remove fill

Use this control in the Fill, gradients, transparency and outlines workflow. It acts on the current compatible selection; a grey control is unavailable. Follow the linked section for the exact steps and prerequisites.

Collapse right panel

Use this control in the Vector PDF, CMYK and PDF/X-4 candidate workflow. It acts on the current compatible selection; a grey control is unavailable. Follow the linked section for the exact steps and prerequisites.

Insert before selected row

Insert a new table row or column on the named side of the selected track.

Insert after selected row

Insert a new table row or column on the named side of the selected track.

Delete row

Remove the selected table track and inspect the remaining cell content.

Insert before selected column

Insert a new table row or column on the named side of the selected track.

Insert after selected column

Insert a new table row or column on the named side of the selected track.

Delete column

Remove the selected table track and inspect the remaining cell content.

Align cell left

Set horizontal text alignment in the selected table cell.

Align cell center

Set horizontal text alignment in the selected table cell.

Align cell right

Set horizontal text alignment in the selected table cell.

Collapse Table

Use this control in the Editable tables workflow. It acts on the current compatible selection; a grey control is unavailable. Follow the linked section for the exact steps and prerequisites.

Follow path: rectangle

Use this control in the Editable tables workflow. It acts on the current compatible selection; a grey control is unavailable. Follow the linked section for the exact steps and prerequisites.



Outside contour

Build offset contours outside the source.



Inside contour

Build offset contours inside the source.



Round joins

Use rounded contour corners.



Miter joins

Use extended sharp contour corners; inspect acute angles.

Square joins

Use squared contour joins.

Set copy count

Place a fixed number of objects along the chosen path.



Set physical spacing

Place objects using a physical gap.



Rotate copies to follow curve

Rotate repeated objects to follow the path direction.



Sample Fill

Include fill when sampling object properties.



Sample Outline

Include outline when sampling properties.



Sample Opacity

Include opacity when sampling properties.



Sample Typography

Include supported text styling when sampling properties.



Select source

Select the source of a linked symbol or symmetry relationship.



Detach relationship

Release the selected live relationship while retaining the artwork.



Reset overrides

Restore supported source properties in an instance.



Create linked instance

Create an instance that follows supported source changes.



Reference point

Choose one of the nine transform reference positions.



Lowercase

Change selected text to lowercase.

Frequently asked questions

Why is Group grey?

Select at least two eligible objects. One object, a protected background or a locked target cannot form the requested group.

Why does Ctrl+U underline text?

When the cursor is editing text, text-editing commands retain their meaning. Leave text editing and select the object to ungroup it.

Why is there no file after Prepare?

Prepare builds the data. Use Save as or the prepared download control to perform the actual save. Check the browser’s download destination.

Why does a font look different elsewhere?

The other computer may lack the font or the required glyphs. Keep the editable original; use matching licensed fonts or verified outlines in the agreed final output.

Is PDF/X-4 candidate certified?

No. The exact downloaded file still needs independent preflight against the printer’s requirements.

Why is an image adjustment blocked?

The source may be too large or its server may disallow pixel access. Use a suitable local upload or reduce a copy, preserving the original.

Can every imported SVG be reopened as a project?

The project-opening route expects constructor project data. An ordinary image SVG is not automatically an editable constructor project.

Why is a label preview not proof of print readiness?

Screen colour, physical resolution, bleed, font data, legal wording and barcode scan quality require their own checks.