

## ***Viewing and Deleting the Items on the Pasteboard***

As the years have gone by, we've progressively used more color and more complicated graphics, plus for your convenience we've begun putting more and more alternative pieces (sometimes multiple versions of the same piece) in the "pasteboard" area off the page.

We hope these changes have made our product both more useful and more user-friendly for you. **One inevitable result of these upgrades, however, has been larger file sizes.** Most computers these days can easily handle the larger files, but when you're sending files to us via email for us to make .pdf files for on-line posting (or when you send them to anyone, for that matter), the large size may cause the email to bounce. Also, printing can be affected by a very large file. And some computers may still struggle with editing tasks when you have one or more big files open.

So we recommend that you **look at the pieces in the pasteboard and consider what you want to use, and then delete everything else.** If nothing else, you should at least do this before you print or email your finished files.

Here's the easiest way to see everything at once and get rid of all that stuff:

### **To see everything at once in Corel Draw:**

To view all objects, you have two options. First, and most easily, you can simply choose "f4" on your keyboard, if that's available to you. On some keyboards, you may have to engage the "f lock" button first. If you don't have "f" keys, your other option is to click on the zoom tool (the hourglass icon on the left, near the top). A new zoom menu will then appear near the top of the page; let your cursor linger over the icons until you find the one that says "zoom to all objects" (it looks like a magnifying glass with a bunch of shapes inside). Now you should be able to quickly see all of the objects on the page and the pasteboard. Once you can see everything, hit the escape key so that nothing is selected and then move on the step below. **If you wish to, you can add a shortcut to your toolbar so you can zoom to all objects with a single click. Please call us at 1-800-264-4360, code 00 for help doing this.**

### **To see everything at once in Publisher:**

To view all objects, type "a" while holding the control key down (this selects everything). Then, go to the "View" menu and, depending on your version of Publisher, either choose "selected objects" or "Zoom" and then "selected objects." Now you should be able to quickly see all of the objects on the page and the pasteboard. Once you can see everything, hit the escape key so that nothing is selected and then move on the step below. **If you wish to, you can add shortcut to your toolbar so you can select everything with a single click and then zoom to the selected objects with another. Please call us at 1-800-264-4360, code 00 for help doing this.**

### **To delete all of the pasteboard objects quickly (in either program):**

Once you can see everything at once, you can, of course, select each object you don't want and delete it individually. That doesn't take very long. To be even quicker, you can select multiple objects by holding down the shift key as you select each piece, and then delete them all at once with a single click. To be faster still, you can do what's called a "marquee selection": hold the shift key down and draw a box around all of the objects you wish to delete and then release the mouse button - everything within the box will be selected. Delete those and do another marquee selection, or, as long as you hold the shift key down, you can select more objects (either individually or by another marquee selection).

**Remember, if you do something by mistake (like delete everything on the page!), just "undo" and try again. And call us at 1-800-264-4360, code 00 if you need help with these instructions.**