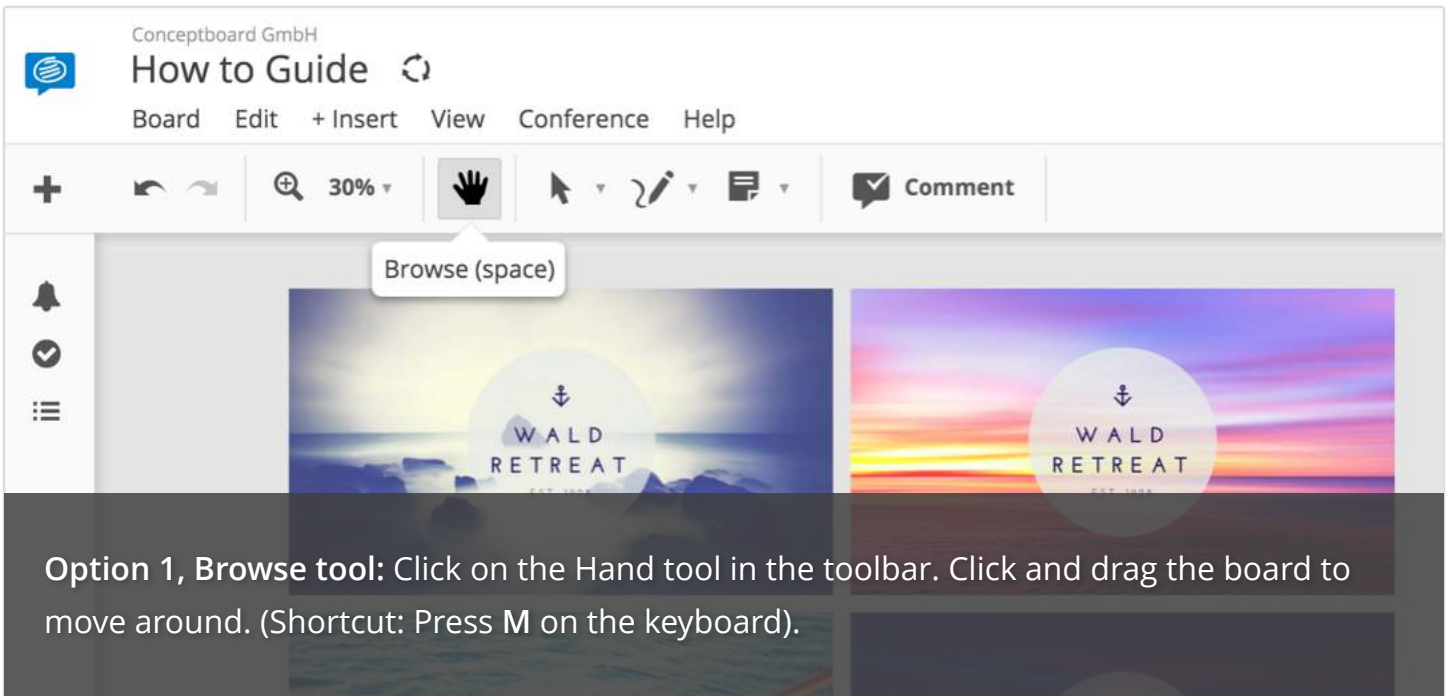


Getting Started in Conceptboard



If you have any questions, please contact us at: support@conceptboard.com.

How to Move



Conceptboard GmbH
How to Guide

Board Edit + Insert View Conference Help

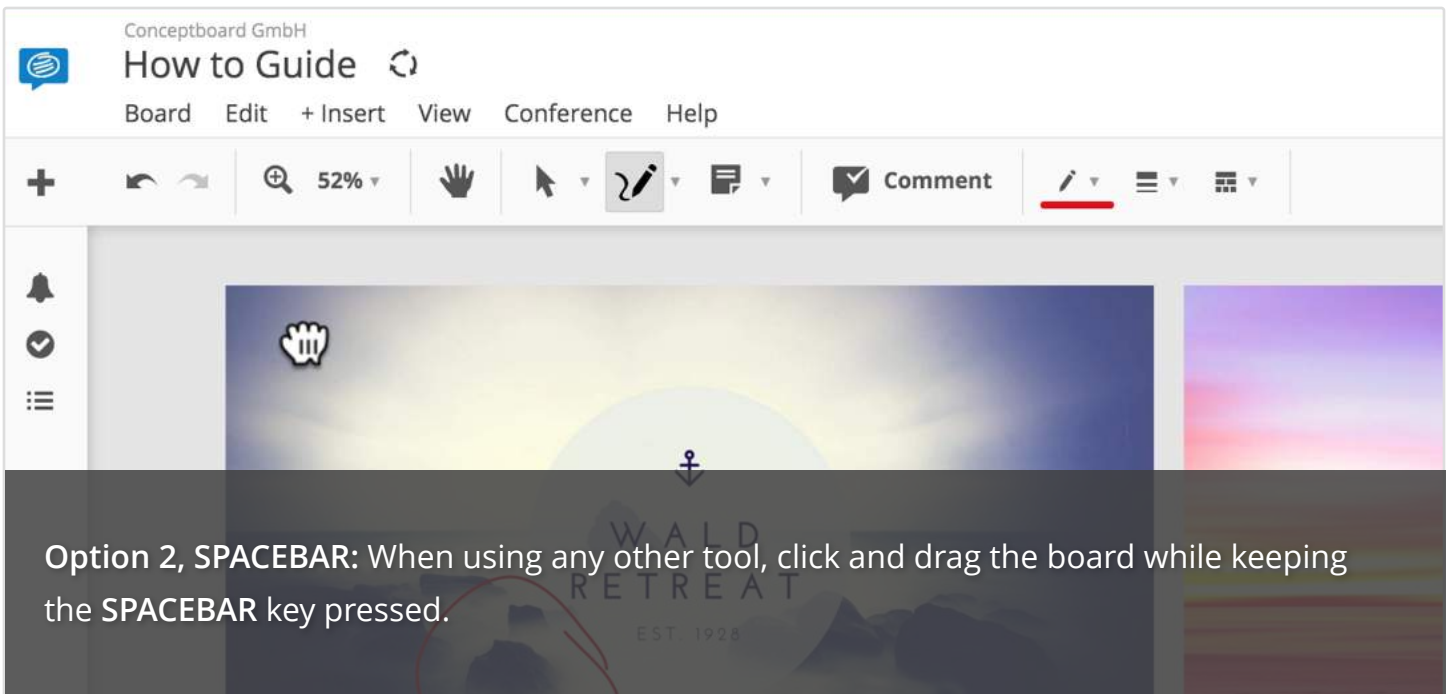
+ 30% Comment

Browse (space)

WALD RETREAT

WALD RETREAT

Option 1, **Browse tool**: Click on the Hand tool in the toolbar. Click and drag the board to move around. (Shortcut: Press M on the keyboard).



Conceptboard GmbH
How to Guide

Board Edit + Insert View Conference Help

+ 52% Comment

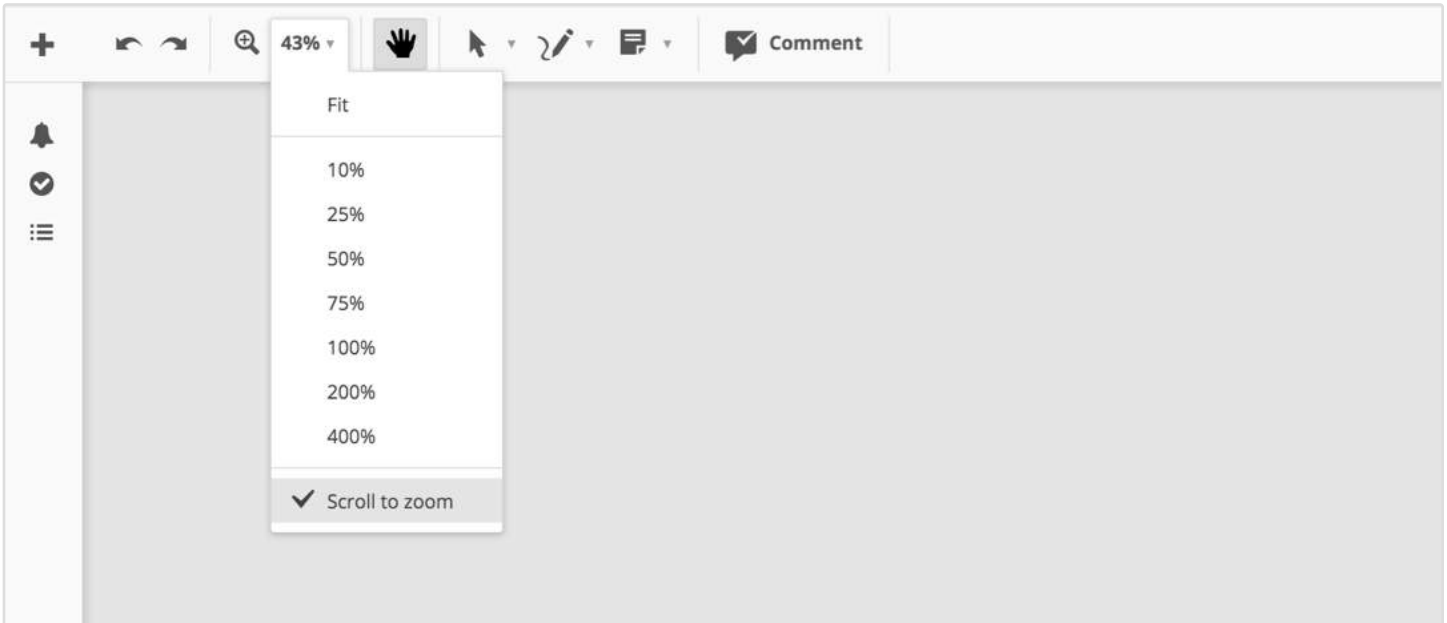
Browse (space)

WALD RETREAT

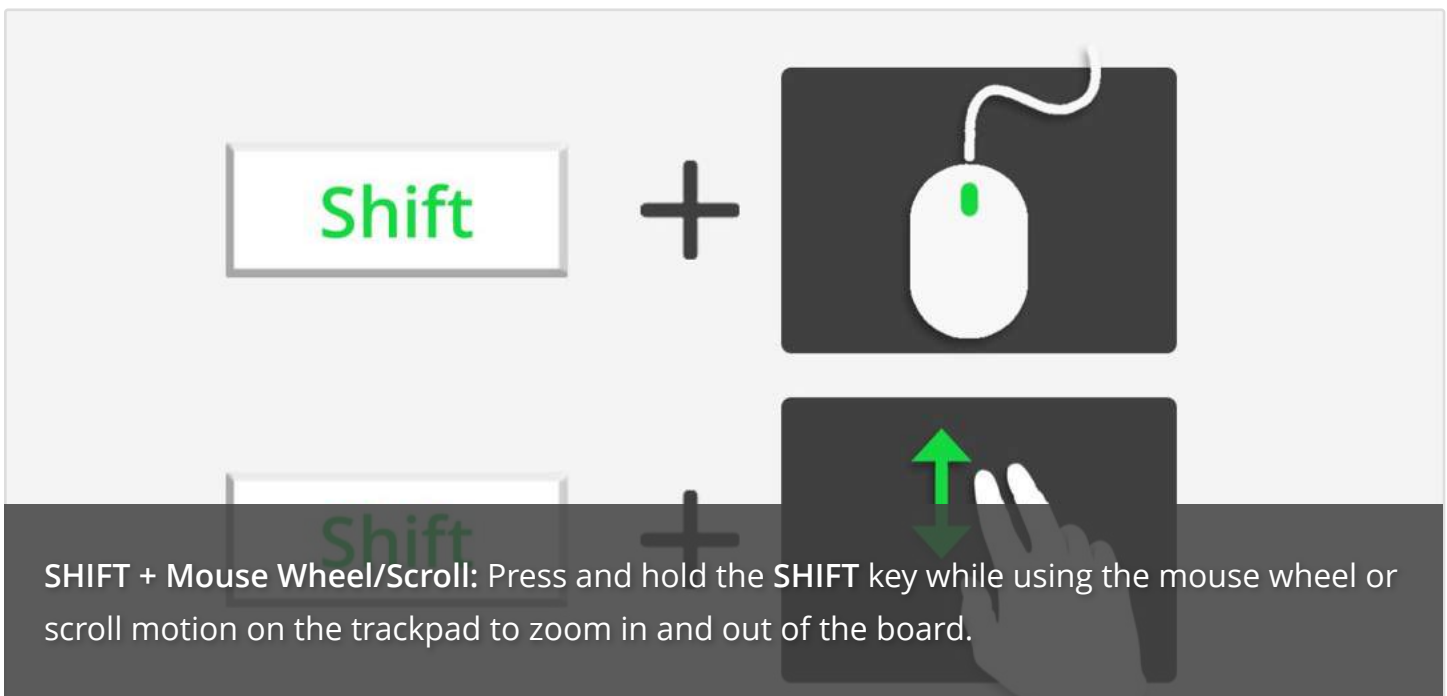
WALD RETREAT

Option 2, **SPACEBAR**: When using any other tool, click and drag the board while keeping the SPACEBAR key pressed.

How to Zoom



By default scrolling zooms and pressing Shift and scrolling pans. If you'd prefer, you can pan by default and press Shift to zoom. Uncheck the "Scroll to Zoom" in the zoom menu.

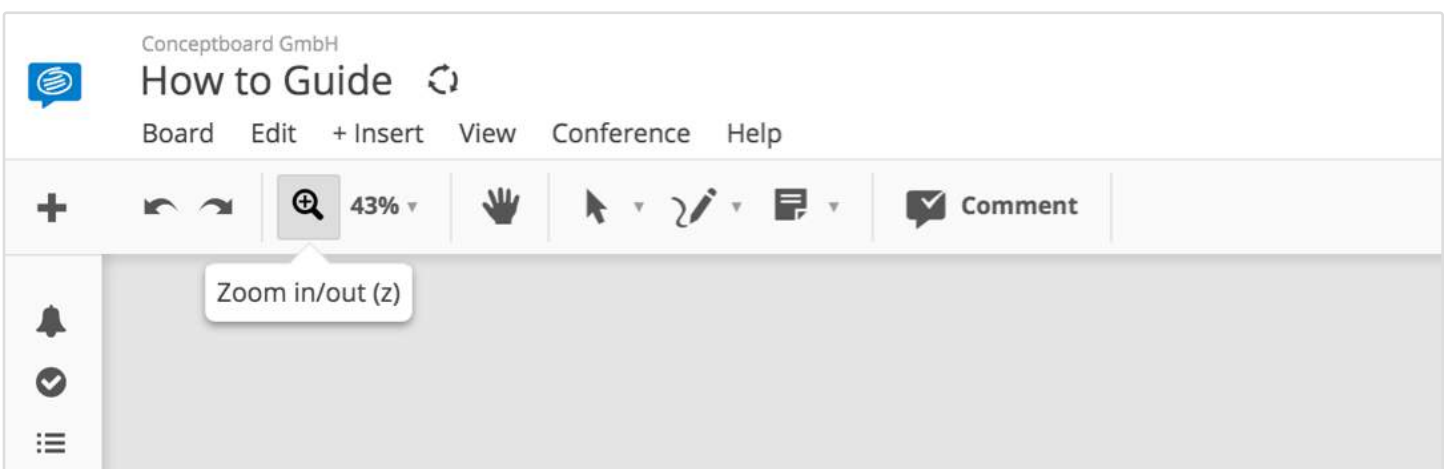


SHIFT + Mouse Wheel/Scroll: Press and hold the **SHIFT** key while using the mouse wheel or scroll motion on the trackpad to zoom in and out of the board.

How to Zoom

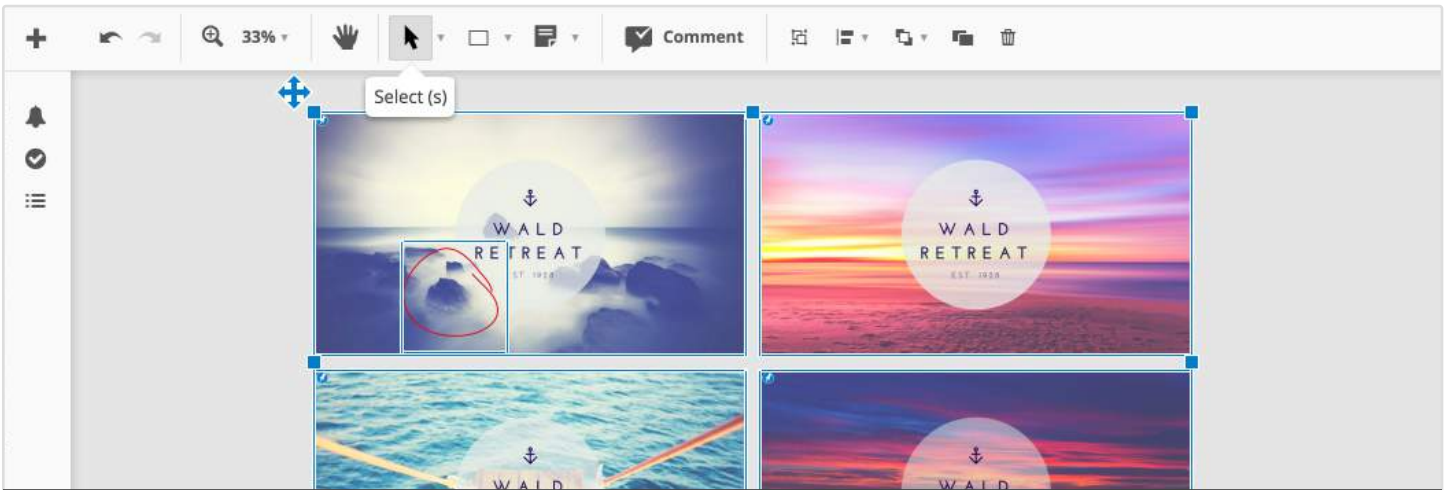


Option 2, Mouse Wheel/Scroll + Minimap: Hover over the minimap and use the mouse wheel or scroll motion on the trackpad to zoom in and out of the board.



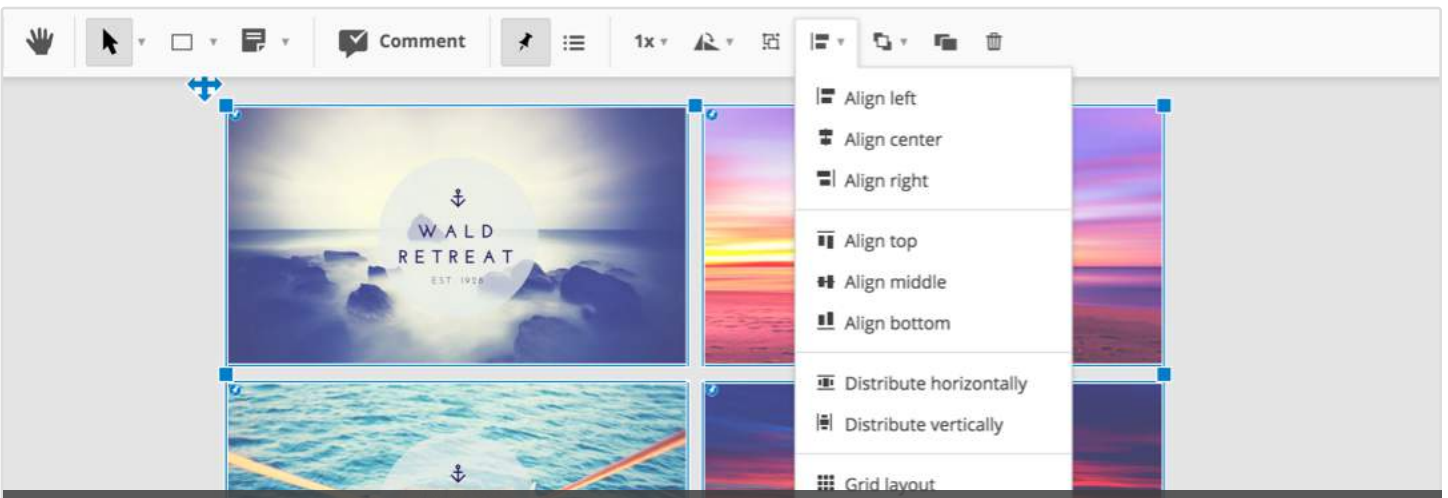
Option 4, Zoom tool (Z): Select the Zoom tool from the toolbar. Click and drag a selection to zoom in to an area. Press **SHIFT** and click, to zoom back out, or use the mouse wheel/scroll motion directly in the board to zoom in and out.

How to Move Items



The screenshot shows the Conceptboard interface with a toolbar at the top. The 'Select' tool (represented by a mouse cursor icon) is active. A blue crosshair is positioned over a design element in the workspace. A tooltip labeled 'Select (s)' is visible above the crosshair. The workspace contains four design cards for 'WALD RETREAT' with various background images and a circular logo.

Select Tool (S): Switch to the Select tool, then click on an item. Use the blue cross to move the item. Double click to select pinned items. Press Shift and click to select multiple items.



The screenshot shows the Conceptboard interface with a design element selected. The toolbar now displays additional options for alignment and distribution. A dropdown menu is open, showing the following options:

- Align left
- Align center
- Align right
- Align top
- Align middle
- Align bottom
- Distribute horizontally
- Distribute vertically
- Grid layout

When you have selected an item or multiple items, new options will appear in the toolbar. You can group, align, scale, move to front/back, delete, etc.

How to Comment

