

# Yahoo! SiteBuilder

## Quick Reference Card

This quick reference card can be printed double-sided in landscape format and folded in thirds.

### File Menu

	Shortcut
Create a new blank page	Ctrl + N
Create a new template page	Ctrl + Shift + N
Open a page...	Ctrl + O
Save a page	Ctrl + S
Preview in a browser	F12
Exit Yahoo! SiteBuilder	Alt + X

### Element Editing

Command	Shortcut
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete	Delete
Select all	Ctrl + A
Select none	Ctrl + D
Properties...	Enter
Link properties...	Ctrl + L
Snap to grid	Ctrl + G
Bring to front	Ctrl + Shift + F
Send to back	Ctrl + Shift + B
Align...	Ctrl + Shift + A

### Element Movement

	Shortcut
Nudge selected items up	Up Arrow
Nudge selected items down	Down Arrow
Nudge selected items left	Left Arrow
Nudge selected items right	Right Arrow

### Insert Menu

Command	Shortcut
Text	Ctrl + Shift + T
Image	Ctrl + Shift + I

### Page Navigation

Command	Shortcut
Display one screen page up	Page Up
Display one screen page down	Page Down







### Text Editing

Command	Shortcut
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Make selected text bold	Ctrl + B
Make selected text italic	Ctrl + I
Make selected text underlined	Ctrl + U
Select entire word or URL	Double-click
Move cursor to previous word	Ctrl + Left Arrow
Move cursor to next word	Ctrl + Right Arrow
Move cursor to start of line	Home
Move cursor to end of line	End
Move cursor to top of text box	Ctrl + Home
Move cursor to end of text box	Ctrl + End








### Help Menu

Command	Shortcut
Help Home	F1








### File Tools

	Function	Icon	Function
	Page with Template		Open Page...
	Page Without Template		Save Page
	New Site...		Preview in Browser





### Edit Tools

Icon	Function	Icon	Function
	Properties		Delete
	Cut		Undo
	Copy		Redo
	Paste		


















### Element Tools

Icon	Function
	Insert Text
	Insert an Image
	Choose a Background
	Create a Navigation Bar
	Insert Store Tags
	Insert a New Table
	Insert Add-Ons

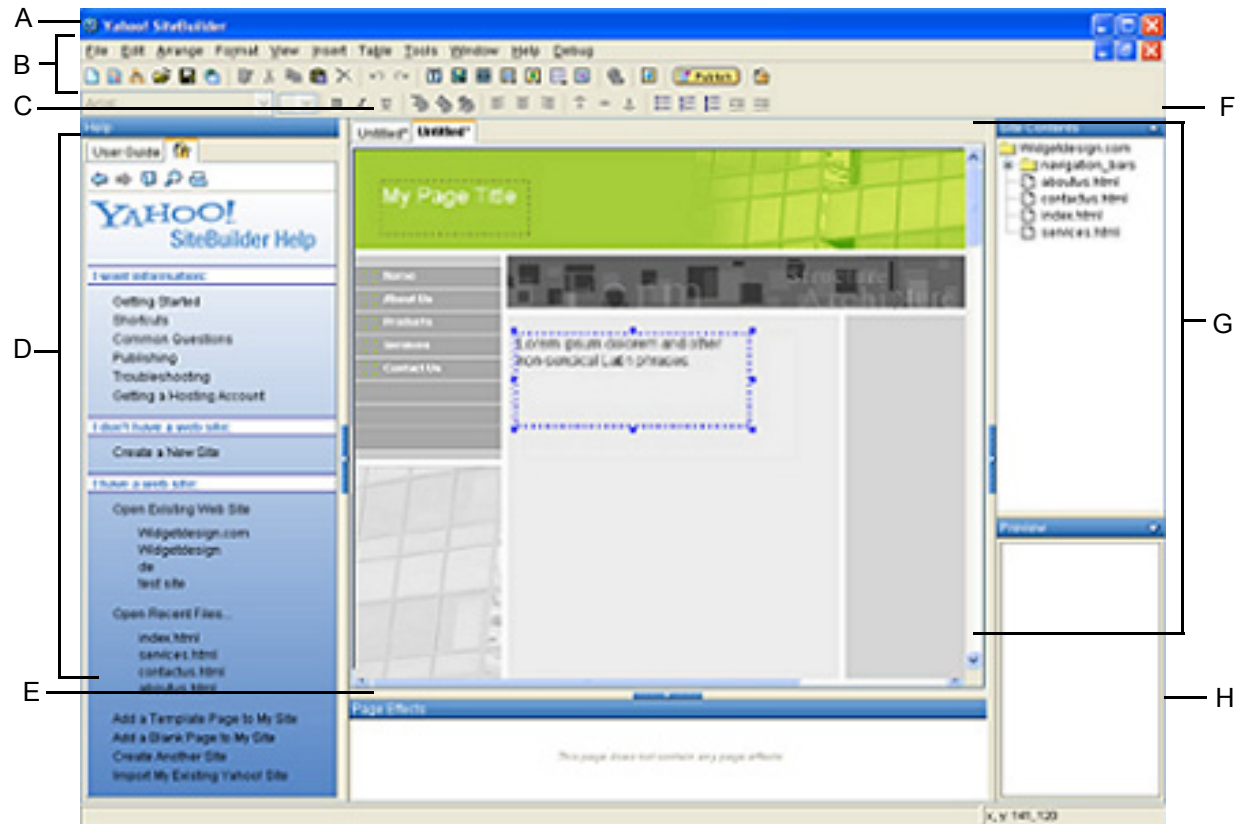
## Other Tools

Function	
	Link to...
	Download All Templates...
	Publish Site...
	Open Help

## Text Tools

Icon	Function	Icon	Function
	Bold		Top Justify
	Italicize		Center Vertically
	Underline		Bottom Justify
	Choose Text Color		Bulleted List
	Choose Text Background		Numbered List
	Remove Text Background		Image List
	Left Justify		Decrease Indentation
	Center Horizontally		Increase Indentation
	Right Justify		

## Yahoo! SiteBuilder Interface



- A. **Menu Bar:** Contains all menu commands.
- B. **Toolbar:** Contains file, element, text, and other toolbar icons and menus.
- C. **Page tabs:** Allow you to navigate between pages while editing.
- D. **Help:** Offers help getting started, designing, editing, troubleshooting, and more.
- E. **Page Effects pane:** Lists the page effects in use, such as page transitions and cursor trails.
- F. **Site Contents:** Displays site contents, including images, pages, folders, and scripts, in a tree-style view.
- G. **Design pane:** Provides your editing console, with drag-and-drop editing features.
- H. **Preview:** Shows a small preview of the selected page.

## Further Help and Resources

- You can quickly access **Help Home** by pressing F1 on your keyboard.
- Learn about shortcuts by selecting the SiteBuilder Shortcuts command from the **Help** menu.
- For in-depth instructions and information about SiteBuilder and its features, visit **Help Home** or download the SiteBuilder Manual, available in PDF format on the following page:

<http://sitebuilder.yahoo.com>

- For additional assistance with your Yahoo! Web Hosting or Yahoo! Merchant Solutions plan, visit the Yahoo! Small Business Help Center:

<http://help.yahoo.com/help/us/sbiz/>