

Digital Thinking Frame

Quick Start Guide & Keyboard Shortcuts



Launch your frame

On the Digital Thinking Frame homepage select the icon for the frame you want to create.

Build your frame

Drag & drop required items from the left hand column on to your digital frame. Once placed they are ready to edit.

Modify your frame

To change font type and size double click on the text you want to modify. Select the correct drop-down menu on the top left of the screen to change style, font and size. You can also change to bold (**Ctrl+B**), underline (**Ctrl+U**) or italic (**Ctrl+I**) Change font colour by choosing  der tool bar icon 

To adjust colour and line thickness of shapes click on the shape. In the tool bar above, select the paint can icon  to choose a fill colour. The icon to the right of the paint can  allows you to change the line colour.

Add images with the '+' in the tool bar followed by 'Image'. Drop image files onto the window that appears. Alternatively, copy and paste by right clicking on the image and selecting 'Copy Image address'. Paste (**Ctrl+V**) into the box 'Drag images or URLs here'

Rename, save, export & open your frame

Open saved frames by clicking on 'Open from' or 'Open recent' under the file tab.

Rename your frame by clicking on the top left title and editing.

Save to your school Google Drive, One Drive or Device by selecting 'Save as' under the 'File' tab.

Export your frame as a PDF, JPG or PNG by selecting 'Export as' under 'File' tab. This will allow you to save your file to 'Google Drive', 'One Drive' or 'Device'

Import into Google Slides/Docs & Microsoft PowerPoint/ Word by installing a free add-in. To do this follow instructions after selecting 'Embed' under 'File' tab.

In Google software select 'Add-ons' to link to your frame

In Microsoft software select 'Insert' then 'Add-ins' to link to your frame.

Shortcuts

- Resize frame to window – **Ctrl+J**
- Resize box or shape to fit text – select box and click **Ctrl+Shift+Y**
- Quick connector arrows and lines – select arrow or line type from tool bar  and the straight line option to the right. 
- Hover over an object and drag the faint blue arrow to make a connection.
- Move between text boxes on frames - **TAB**
- Duplicate item with connecting arrow or line – **SHIFT+Alt+Arrow**
- Duplicate item – **Ctrl+D**
- Undo – **Ctrl+Z**
- Redo – **Ctrl+Y**
- Copy – **Ctrl+C**
- Paste – **Ctrl+V**

cmd instead of Ctrl,
option instead of
Alt for macOS