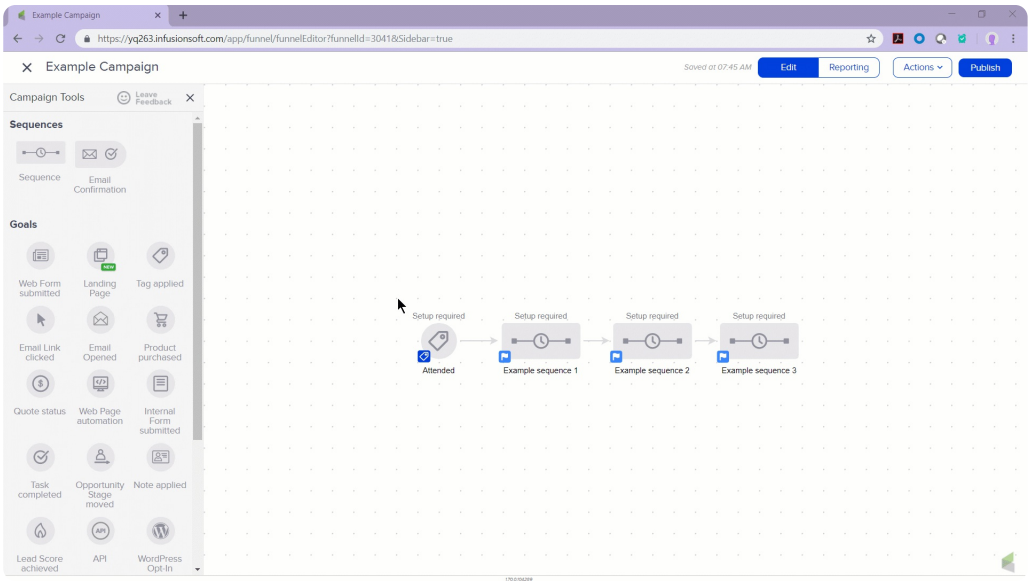
Campaign builder - canvas tips and tricks

Move elements

If you have a large campaign and need more canvas area to work with, hold right-click with your mouse and move your mouse around. This will move your entire campaign and allow you to see more blank canvas area.

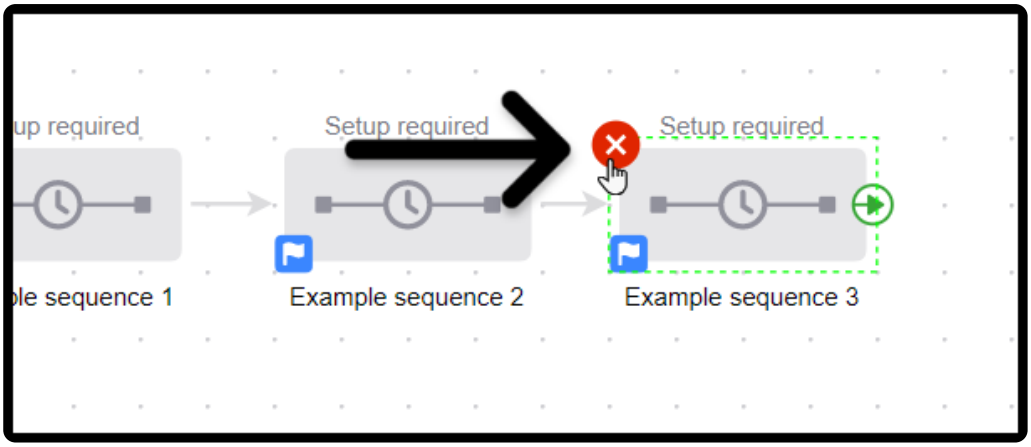
- To move groups of elements on the campaign canvas, left-click and drag a selection window over the objects



Mac Tip! On a Mac, hold down the **Ctrl** key, then **click** & **drag** to move around the canvas.

Delete element

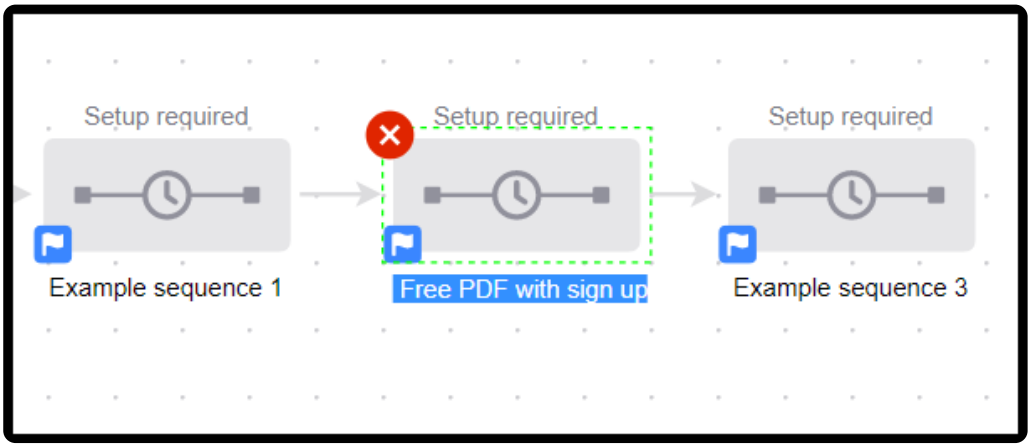
- To delete an element on the campaign canvas, left-click the object and click the red circle with the X



Warning! When you delete an element from the campaign canvas and publish, the related content is also deleted and cannot be restored without restoring a previous version of the campaign. When a sequence is deleted from a campaign, the sequence is marked as done for all contacts who are currently in that sequence.

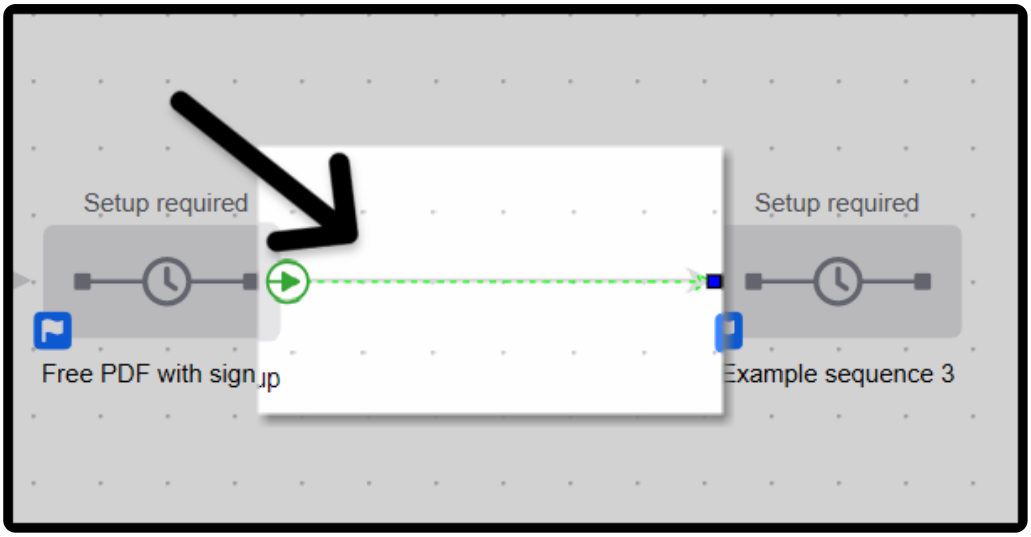
Name your elements

- Double-click on the text under any object description to rename it to something more useful



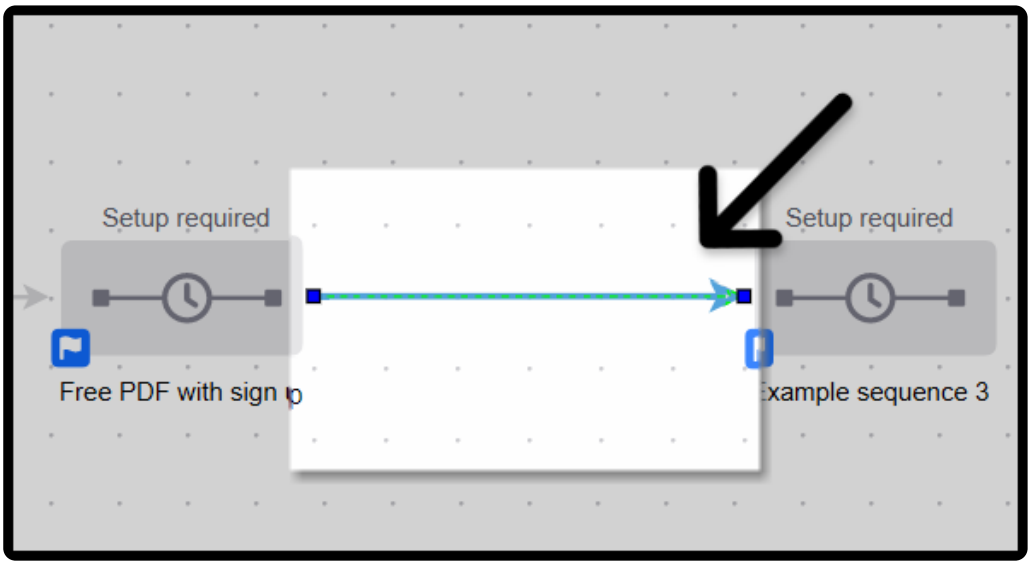
Connect elements to create an automated process

- Connect elements by dragging the green arrow from one object to another



Delete connecting line

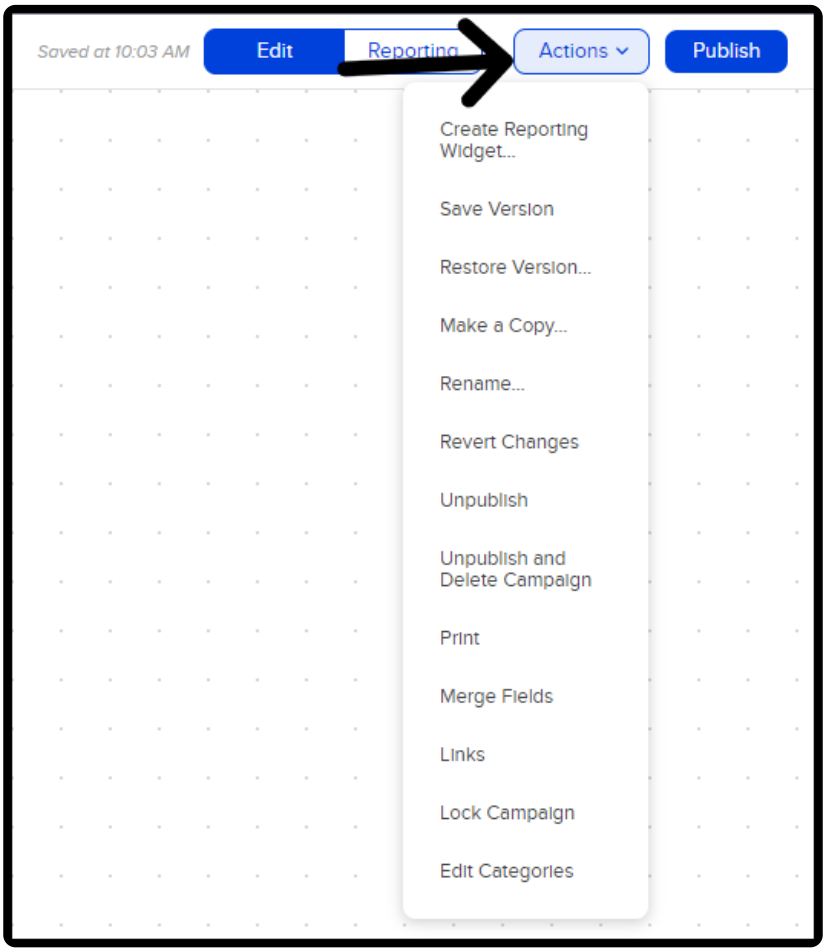
- Remove connections, by clicking on the connecting line and hitting the "**Delete**" key on your keyboard



Auto Save

The campaign builder automatically saves your campaign every 30 seconds so you can work with confidence

Actions drop down

The "**Actions**" drop down located in the top right corner gives you multiple options. You can:

- Create Reporting Widget
- Save Version
- Restore Version
- Make a Copy
- Rename
- Revert Changes
- Unpublish
- Unpublish and Delete Campaign
- Print
- Merge Fields Links
- Lock Campaign
- Edit Categories