Morpholio Quick Tips
BoardPro
A Getting Started and How To Guide for Beginners
Morpholio Quick Tips

BoardPro

00: Hand Gestures
01: Start a New Board
02: Your Boards
03: Basic Controls
04: Board Toolbar
05: Layers
06: Image Toolbar
07: Products Library
08: Your Custom Library

09: Pinterest
10: Ava (Automated Visual Assembly)
11: Shape Seed
12: Color Seed
13: Color Capture AR Mode
14: AR Furniture
15: Presentation Mode
16: Export
00: Hand Gestures

One Finger Tap
Product Selection
Tool Selection
Edit Board or Library Title

One Finger Press & Hold
Add Products to Board
Add Products to Library
Move Layer Position

One Finger Press & Drag
Move Image on Board
Adjust Slide Bar
Pan Board

One Finger Swipe
Organize Library Folders
Delete Library Folders

Two Finger Pinch
Zoom + Scale Images

Two Finger Press & Drag
Move & Resize Images
Rotate Images
Pan Board

Two Finger Tap
Undo Last Action

Three Finger Tap
Redo Last Action

Hand Gestures
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01: Start a New Board

- **Blank**: Start with a completely blank board.
- **Sample**: Start with an inspiration board curated by Morpholio.
- **Import**: Import a .morpholioboard file from cloud storage.

**Project Page Interface**
01: Start a New Board

Folders
Create a new folder.

You can organize boards by placing them inside folders. Folders can also be placed inside folders.

Note: Learn more about folders in “Your Boards” section.
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Share Your Board Files

Did you know you can now share all of your original Board drawing files? Want to send a board to your team, AirDrop it onto your iPhone or simply save it to your files? Below is a quick “How To” guide to get you started sharing and backing up your work.

1. Edit Mode
   From the Board projects page, tap “Select” to enter into edit mode.
Pick Your Board
Select the boards that you want to export or share.

Hint: You can also duplicate, copy/paste, group, or delete boards while in edit mode!
02: Your Boards

Share Your Boards
Tap “Export” to AirDrop to another device, save to your cloud storage, or email them out. When you’re finished simply hit “Done.” It’s that easy!

Note: Some email and storage services may only allow one file to be shared at a time. Please be sure to check that all files go through.
02: Your Boards

Project Page Interface

Board Management Mode
Tap “Select” to enter Edit Mode. Tap “Done” when finished. In this mode, you can duplicate, copy, paste, group, or delete your boards.
02: Your Boards

Change Project Title
Tap the project title to rename your board.

Arrange Projects
Press and hold boards to rearrange.
02: Your Boards

- **Select Multiple Boards**: Tap the circle to select single or multiple boards to manage.
- **Exit Board Management**: Tap “Done” to close project management.
- **Edit Boards**: Cancel selection, duplicate, copy, paste, group, or delete boards.
02: Your Boards

Press and hold, then drag boards to move them into a folder.

Add Folder
You can add new folders to sort your boards into organized categories.

Move Boards into Folder
Press and hold, then drag boards to move them into a folder.
02: Your Boards

- **Move Board Back**: Press and hold, then drag board to “Back to ...” to move board to outside folder.
- **Return to Outside Folder**: Tap to return to the outside folder.
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03: Basic Controls

Interaction Overview

Drag Products To Board
Press & hold to pop up. Then drag to position. See “Products Library” section for more.
03: Basic Controls

**Build Your Library**
Press & hold to pop up. Then drag to an open Library collection or on top of the Library icon. See “Your Custom Library” section for more.
03: Basic Controls

Interface Overview

Board Workspace
Layout and design your board here!

Board Toolbar
All your moodboard super tools are here! See “Board Toolbar” section for more.

Ava Controls
Automated Visual Assembly Controls. See “Ava” section for more.
03: Basic Controls

Product Sidebar Visibility
Tap this button to show or hide the Product Sidebar.

Product Sidebar
Discover and organize your products and images.

Product Sidebar Modes
Click on arch mode to activate them. You can search products, curate your custom library, use machine learning to discover new products, and get more info about your favorite ones! See “Products Library”, “Your Custom Library”, “Pinterest”, “Shape Seed”, “Color Seed” and “AR Color Capture” sections for more.
03: Basic Controls

Adjust Product Sidebar
Press & drag to resize Product Sidebar.
03: Basic Controls

**Presentation Mode**
Tap to hide all toolbars and layers and restrict editing for presentations. See “Presentation Mode” section for more.

**Education Toolbar**
Learn about the best new products and tips for how to use Board!
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04: Board Toolbar

Clear Board
Warning: This will remove all info from your Board. If you want to save your Board, start a new Board or copy it first.
04: Board Toolbar

Canvas & Grid Settings
See next page for details.

Add Image
Add from Library, Web Clipper, Camera or Cloud Drives.

Editable Text
Select fonts & colors. Edit text by tapping T in Image Toolbar. See Image Toolbar section for more.

Sketch
Select line type, thickness & color.

*Note: More details on each of these features in the pages below!
**Custom Sizes**
Adjust crop marks to a perfectly desired size.

**Background**
Select from a variety of textures, surfaces & colors.

**Standard Sizes**
Adjust crop marks to a perfectly desired size.

**Grid Spacing X & Y**
Adjust your grid as desired in horizontal or vertical lines.

**Accept or Reject**
Confirm or cancel changes made to your grid.
04: Board Toolbar

**Add Image**
Add images to your board.

**Image Sources**
Add images from your Photos Library, Device Camera, or Cloud Drives. Use the Web Clipper to crop images from any website! *See next page for more details.

**Entourage**
Choose from Morpholio-designed graphics to add to your board including people, arrows, shapes, and numbers.
04: Board Toolbar

**Activate Web Clipper**
Tap red crop icon to activate clipping mode.

**Clip Website Image**
Press and drag red dots to select the area to clip.

Tap the red check again to insert your web clip into your board!
04: Board Toolbar

**Input Text**
Add titles, comments, and descriptions to your board!

**Edit Text Appearance**
Edit text color and font.

When you're done, tap the check to confirm your text!
04: Board Toolbar

Sketch!
Use Apple Pencil or one finger to press & drag to sketch over your board.

Edit Line Appearance
Edit the color, line weight, and line type of your lines.

When you’re done sketching, tap the check to insert your sketch into your board.
04: Board Toolbar

**Manual Save**
Be sure to save your work regularly.

**Export**
Save and share your boards, cut sheets, and lists. See “Export” section for more.

**Layer Manager**
See “Layers” section for more.
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<td>16</td>
<td>Export</td>
</tr>
</tbody>
</table>
05: Layers

Layer Manager Interface

Layer Manager
Tap to show or hide your layer manager.

Note: Each image on your board is stored as a layer.
05: Layers

**Layer Visibility**
Toggle individual layer visibility on and off.

**Location Lock**
Lock or unlock the location of each layer.

**Organize Layers**
Press & hold to pop up layer. Then drag up or down to desired location.
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06: Image Toolbar

Image Tool Bar Interface

Activate Image Toolbar
Tap on an image to activate the Image Toolbar.
06: Image Toolbar

- **Delete**: Delete the selected image.
- **Duplicate Image**: Create a copy of the selected image.
- **Change Image Order**: Move the selected image above or below other images on your board.
- **Mirror Image**: Horizontally reflect the selected image.
- **Crop Image**: Edit the boundaries of the selected image.
- **Accept Changes**: Confirm the changes made and close the Image Toolbar.
06: Image Toolbar

Magic Wand
Tap 🎨 to remove white background or 🎨 to return to original image.
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07: Products Library

Open Products Library
Tap to discover a large selection of products specially curated by Morpholio Board.
07: Products Library

Keyword Search
Type in names of products & companies.

Discover
Search products by category, company or recent.
07: Products Library

Filter by Color
Filter by Subcategory
07: Products Library

- **Product Info**: Tap product to popup product info.
- **Actions**: Directly add product to board or library, pin, get a quote & visit the product website.
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08: Your Custom Library

You can save, group, and organize your favorite products for easy access.

*Note: This is an iPad ONLY feature.

Tap + to create a new group of products.
Move or Delete
Swipe left on the collection title. Then, tap arrows to move the collection up & down. Tap the “x” to delete collection.
08: Your Custom Library

- **Change Collection Title**: Tap the text to name or rename any collection.
- **Arrange Products**: Press & hold, then drag products to rearrange the order.

Hint: You can also drag the product over to the Pinterest icon to add the image to your Pinterest.
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09: Pinterest

Login + Go to Pins
Log in to Pinterest using your account info.

Note: If you do not see your “Secret Boards” after refreshing, please Logout, then...Login again. Remember to accept the permissions in order to access your “Secret Boards.”

*Note: This is an iPad ONLY feature.
09: Pinterest

Add to Board
Tap Pin. Press & hold, then drag onto board.

Note: Remember you can also pin any product by tapping the Pinterest icon in the product popup.
When you are inside your “Boards,” pull down to REFRESH! You will see a red scroll indicating that Board is retrieving the latest changes to your Pinterest account and making your boards viewable.

Sorry, not sorry. Grab a coffee and wait for the refresh! It does take a few minutes for all those images and any changes made online to find their way to you. Remember to ALWAYS keep refreshing to get your newest content.
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10: Ava (Automated Visual Assembly)

Ava Interface

**Board Mode**
Use this mode for the majority of your design and editing. You can delete products in Board mode.

**List Mode**
Use this mode to send a list of Board products including web addresses and notes to clients, contractors or teams.

**Cut Sheet Mode**
Use this mode to send a book of Board products including web addresses and notes to clients, contractors or teams.
10: Ava (Automated Visual Assembly)

Cut Sheet Layout Options
Use these buttons to view single cut sheets or grid layouts.

Cut Sheet Product Controls
Tap to hide or show products in cut sheets. Note: Hidden products will be moved to the bottom.

Add To Library
Tap to add products to your personal library.

Cut Sheet Data Controls
Use these buttons to hide or show the data you need.
10: Ava (Automated Visual Assembly)

- **Organize Cut Sheets**: Press and hold to pop up product. Then drag up or down to desired location.
- **Export Cut Sheets**: See “Export” section for more.
- **Cut Sheet Information**: Tap on text or text box to modify, add or remove product information.
10: Ava (Automated Visual Assembly)

List Data Controls
Use these buttons to hide or show the data you need.

List Product Controls
Tap to hide or show products in the list. Note: Hidden products will be moved to the bottom of the list.

Organize List
Press & hold to pop up product. Then drag up or down to desired location.

Export List
See “Export” section for more.
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11: Shape Seed

Shape Seed
Tap to activate Shape Seed.
You’ll be able to find products with similar shape, material, and form!

*Note: This is an iPad ONLY feature.
11: Shape Seed

Add Products
Press & Drag a product from the Product Library, Pinterest, or your board to the center of Shape Seed to find products with similar shape, material, and form!
11: Shape Seed

Your Board Products
All products used in your Board appear here. You can use one product’s shape and form to find other products that are similar to it!

Note: If you want to find products of a similar color use Color Seed.
11: Shape Seed

Product Details
Tap on a product to see more info, add it to your board, and more!
12: Color Seed

Color Seed
Tap to activate Color Seed.

*Note: This is an iPad ONLY feature.
12: Color Seed

Color Palette from Product
Press & Drag a product from the Product Library, Pinterest, or your board to the center of Color Seed to find products with similar color!
You see the colors that are embedded within a product by tapping on it. Tap a color to bring it to the center to get a new set of matches.
12: Color Seed

Your Board Products
All products used in your Board appear here. You can use one product’s color to find other products that match it!
12: Color Seed

- **Color Swatch**: Tap a color to add the Swatch to your board.
- **Color Seed Saturation**: Use the slider to set the saturation of the color.
- **Color Seed Brightness**: Use the slider to set the brightness of the color.

**Board Color Palette**
Automatically assigned based on the color palate in your board. Tap any to change the color seed.

**Color Compliments**
Tap to choose between primary and complimentary color schemes.
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13: Color Capture AR Mode

Launch AR Color Capture
Tap Color Capture to enter into Color Capture mode.

*Note: Camera Permissions must be turned on for Board Pro in your Device Settings for the AR Camera to work.

*Note: This is a 2018 and newer iPad ONLY feature.
13: Color Capture AR Mode

How to Capture Colors

Step 1: Frame the desired view with iPad’s camera to register surfaces.

Step 2: Press and hold for magnifier to select or if a surface is big enough, tap it once.

Step 3: Tap color swatches to bring into Board.

Note: Exiting the Color Capture mode will delete the colors selected. Please remember to bring in any color you want by tapping the Color Swatch.
13: Color Capture AR Mode

Color Swatches
Tap these to import into your Board.

Exit
Tap this to return to Color Seed mode. Remember to tap the colors you want before exiting.
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14: AR Furniture

Launch AR Furniture
Tap AR icon on selected products to activate AR Furniture mode.

*Note: Camera Permissions must be turned on for Board Pro in your Device Settings for AR Furniture to work.
14: AR Furniture

Object Mode
View AR Products in white space.

View AR Furniture
Press & drag one finger to rotate object. Press & drag two fingers to pan. Pinch with two fingers to zoom in and out.

Exit
Exit AR Furniture Mode.

Hint: Notice the incredible detail of the fabric and material texture!
14: AR Furniture

AR Furniture In Situ
Tap AR to view AR Furniture in situ.

Step 1: Pan camera back and forth to locate ground plane.

Step 2: Tap screen to lock object in place.
Step 3: Press & drag one finger to move object along the ground plane. Press & twist two fingers to rotate object until it is in the desired position.

Now you can walk around and see the product in your space!
15: Presentation Mode

Full Screen: Tap arrows for presentation mode. This will hide all toolbars and functionality.

Board Presentation
15: Presentation Mode

Cut Sheet View Options
Use these buttons to view single cut sheets or grid layouts.
15: Presentation Mode

List Presentation
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16: Export

Export Interface

Export Board
Tap here to share your board!

Share or export your board as a JPG or PSD to Photos, iCloud, cloud storage, Mail, or AirDrop to another device.

Board Mode
16: Export

Export Cut Sheets
Tap here to share your cut sheets!

Share or export your cut sheets as an PDF to iCloud, cloud storage, Mail, or AirDrop to another device.

Cut Sheet Mode
16: Export

Export Product List
Tap here to share your product list!

Share or export your product list as an Excel file to iCloud, cloud storage, Mail, or AirDrop to another device.

List Mode
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For additional information, please visit morpholioapps.com/board or morpholioapps.com/support