	New document	New blank canvas. Set default zoom level in Tools/Options/View. Create multiple model tabs [+] on the canvas as required.
	Open document	Open existing model or other document. Also see File menu/Recent files and Most Recent (shortcut key F9) to open last file worked on.
	Save current document	Save the currently active model. Resets Undo.
	Save All open documents	Save All models, whether modified or not.
	Refresh Explorer	Refresh the Explorer view to reflect changes to directories and files made outside of Southbeach application.
	Cut to clipboard	Cut selected objects or effects to clipboard. Paste to another part of any Southbeach canvas/model tab, or Paste to a word processor document. An image of the model is inserted.
	Copy to clipboard	Ditto but does not delete the selected objects.
	Paste from clipboard	Paste clipboard to canvas. If clipboard contains only text, text is converted to agents (one per line of text). Alternately, right mouse on the canvas to create one agent containing all the text. A default agent type is created.
	Delete	Deletes objects or effects without copying them to the clipboard.
	Undo	Undo last change to model. Unlimited undo/redo is supported.
	Redo	Redo last change to model.
	Creativity engine on/off	Turn on/off the rules engine (MyCreativity) (a lateral thinking/ideation function)
	Cues engine on/off	Separately, turn on/off the cues engine (MyCues) (a combinatorial sentence generator)
	Model specific rules on/off	Separately, turn on/off 'model specific' creativity, i.e. the rules held in the model's .sbm file as creativity tabs.
	Creativity extent	Adjust the extent of pattern matching from point of selection in visual model. Drop down options are: laser, narrow, extended, wide, wider, widest.
	Research	Perform web research using one of several search engines, including patent search. Drop down menu to select search engine.
	Cycle canvas	Alternate canvas backgrounds: crossed paper, graph paper, dot paper, white canvas (best performance for large or complex models).
	Canvas style	Cycle through various visual styles which thicken object outlines and effect arrows. To personalise settings further see menu Model/Visual Style (or right mouse on canvas).

	Cycle color	Cycle through color variations: standard, grey shades, monochrome. If using monochrome opt to turn on useful/harmful (U/H) annotations in Visual Styles (Tools/Options/Images).
	Draw effects with/without dialog	'Favorite' the effect you use the most when creating links between objects, bypassing the effect properties dialog. Choose a favorite in Effect Preferences dialog (Right mouse on canvas background or Model menu).
	Tag visibility options	Select how to show 'tags' on agents: none, all or only those marked 'Always Show'. Right mouse on an object - Tags submenu.
	Show/hide effect labels	Show a label to explain effect arrowheads. This can be useful when first learning Southbeach Notation or when giving a presentation or tutorial.
	Show/hide annotations	On by default. Annotation indicate when an agent links to related information e.g. another document, model, website or has 'This' tab notes.
	Wands	Use 'wands' to click around a model to quickly make simple changes, e.g. add an agent, change useful to harmful, sufficient to insufficient. In workshops this can help keep the participants focussed on the problem being modelled and not become distracted by dialogs or menus.
	Show/hide Goals	Show/hide 'goal' objects. Show/hide is a useful consulting aid. Temporarily show or hide objects in a model to explain the cause-effect logic, problem, argument being made or details of design.
	Show/hide Useful	Ditto.
	Show/hide Harmful	Ditto.
	Show/hide Risks	Ditto.
	Show/hide Actions	Ditto. A consultant can show a model with and without their recommended actions and solutions.
	Show/hide Knowledge	Ditto. Show or side background knowledge about the situation modelled.
	Show/hide Comments	Ditto. Remove distracting comments during presentation.
	Show/hide Drawing objects	Ditto. Remove distracting annotations during presentation.
	Highlighter tool	Similar to a whiteboard marker, highlight agents or effects. Saved with the model. Highlights can be used to follow cause-effect chains. See below.
	Highlight patterns	Automatically highlight agents associated with problem-solving patterns in the model, e.g. contradictions, barriers, silver linings and more. Drop down to select a pattern. The selected option becomes a default when single-clicking on the toolbar icon.

	Effects of highlighted agents	Follow a cause-effect chain. Highlight agents that are affected by highlighted agents. Click again for the next set of effects.
	Causes of highlighted agents	Follow a cause-effect chain. Highlight agents that are causes of highlighted agents. Click again to find root causes.
	Clear highlights	Clear all highlights in model.
	Freeform pen	A scribble pen, useful in workshops and presentations. Not saved with the model.
	Laser pointer	Draw attention to an object during a team meeting. Move the cursor around the screen and the attention shifts. This tool complements the highlighter tool.
	Find / search	Select agents or effects in model by searching for matching text or a notation pattern. Use either a substring, an "exact text" or ^<notation>. Pattern example: ^useful+insufficient+@to_do. The pattern example says: a useful but insufficient agent tagged to do.
	Build a sequence	Define an order for agents or groups of agents in the model. Then use the presentation functions to show the model step-by-step. Useful when presenting to clients. Present the model agent by agent (effects are displayed automatically) or in groups of agents (subset of the model). See below.
	Start presentation	Begin the presentation. No agents visible.
	Previous	Step back through the presentation.
	Next	Step forward through the presentation.
	End, All	Jump to the end of the presentation. All objects in the model become visible.
	Apply layout	Southbeach Modeller supports three layout modes: freeform, tree and graph. Via a single click, this function re-applies the selected layout after changes have been made to a model. See menu Model/Auto layout (or right mouse on canvas) to set the layout mode. Graph and tree mode have many variations and parameters to modify how models are automatically organised. See the Tree Properties and Graph Properties dialogs. When on, applies the current layout each time an agent or effect is added to the model. Attempts to maintain the layout.
	Continuous auto-layout	When enabled, applies the current layout each time an agent or effect is added to the model. For example, adding a tree node in the middle of a complex tree will neatly organise all other nodes around it, creating space as required. All layout parameters are respected.
	Spread	'Spreads' a model within the constraints of its layout, automatically creating more space between objects. Works in all three layout modes, including freeform.

	Compact	'Compacts' a model within the constraints of its layout, moving objects closer together to create a more compact visual. Works in all three layout modes, including freeform.
	Clamp	Exclude an object from auto-layout operations. The object can still be moved manually, however. Thus, you can arrange the model, and re-apply layout, without the need to pin/unpin objects that must be in certain positions.
	Pin	Fix an object in position. The object cannot be moved, even manually, until unpinned.
	Pan and zoom	Invokes an overview window of the model. Pan the main model canvas by moving the box in the preview window. Select an edge, and drag. Zoom the model by selecting a corner, and resize.
	Fisheye zoom	A magnifying glass. Move the fisheye lens over the model to read small details or text in larger models that would be unreadable unless zoomed in. In a workshop, the attendees can be shown the whole model but still read selected elements. Change the size of the lens in Tools/Options/View. Change the zoom level while using the Fisheye by using the mouse wheel.
	Send To	Email a model to a colleague. Dropdown menu provides four attachment options: .sbm file (Southbeach XML format) only, image in JPEG or PNG, or both. Note: requires email client.
	Submit feedback	The simplest way to tell us what you think about Southbeach. Please send suggestions for new features, bug reports or feedback. If you expect a reply, please ensure you have registered a current email address. Menu License/Register.