



TAVLAH 3.0

User Guide

Posters and signs for your shul — with your own letterhead on top.
One screen per page: look at the picture, find the orange ring, do the
numbered steps.

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2. Create your account	(9)	7. My Library	(3)
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Sign up with Google (fastest)

YOU ARE ON

The **Create account** screen. You get here from app.tavlah.com → “Sign up”.
The quickest way to make an account is with your Google login.

DO THIS

- 1 Click the white button **Continue with Google**.
- 2 A small Google window opens. Choose your Google account.
- 3 That's it — Tavlah fills in your name and email for you.

WHAT HAPPENS NEXT

You are logged in and land on the Tavlah home screen. Your email is already verified.

Tip No Google account? Go to the next step and sign up with email instead.

Create account

Already an account? [Log in](#)

 Continue with Google

OR

1 Continue with Google

First name

Last name

First name

Last name

Email

user@example.com

Password

Password

Password strength:

Sign up

Sign up with your email

YOU ARE ON

The same **Create account** screen, below the word “OR”. Fill in the four boxes, top to bottom.

DO THIS

- 1 **First name** — your first name.
- 2 **Last name** — your last name.
- 3 **Email** — the email you check. We will send a link there.
- 4 **Password** — choose a password (see next step for how strong it must be).
- 5 Click the green **Sign up** button.

WHAT HAPPENS NEXT

Tavlah sends you a verification email and shows the “Check your email” screen.

Tip If a box turns red, something is missing or wrong in that box. Fix it and click Sign up i

Create account

Already an account? [Log in](#)

 Continue with Google

1 Fill these 4 boxes

First name

Last name

First name

Last name

Email

user@example.com

Password

Password

⊙

Password strength:

Sign up

Make the password strong enough

YOU ARE ON

Under the Password box — the line **Password strength** with three bars. As you type your password, the bars fill up and show **Weak**, **Medium** or **Strong**.

DO THIS

- 1 Type your password.
- 2 Look at the bars. **Weak** (1 red bar) is not accepted.
- 3 Make it **Medium** or **Strong**: use at least 8 characters, and mix a capital letter and a number.
- 4 Click the eye icon on the right if you want to see what you typed.

WHAT HAPPENS NEXT

When the bars show Medium or Strong, the Sign up button will work.

Create account

Already an account? [Log in](#)

 Continue with Google

OR

First name

Last name

Email

Password

1 Password strength bars

Password strength:



Sign up

Check your email

YOU ARE ON

The **Check your email** screen — shown right after you click Sign up. Tavlah sent you an email with a link. You must click that link once to activate your account.

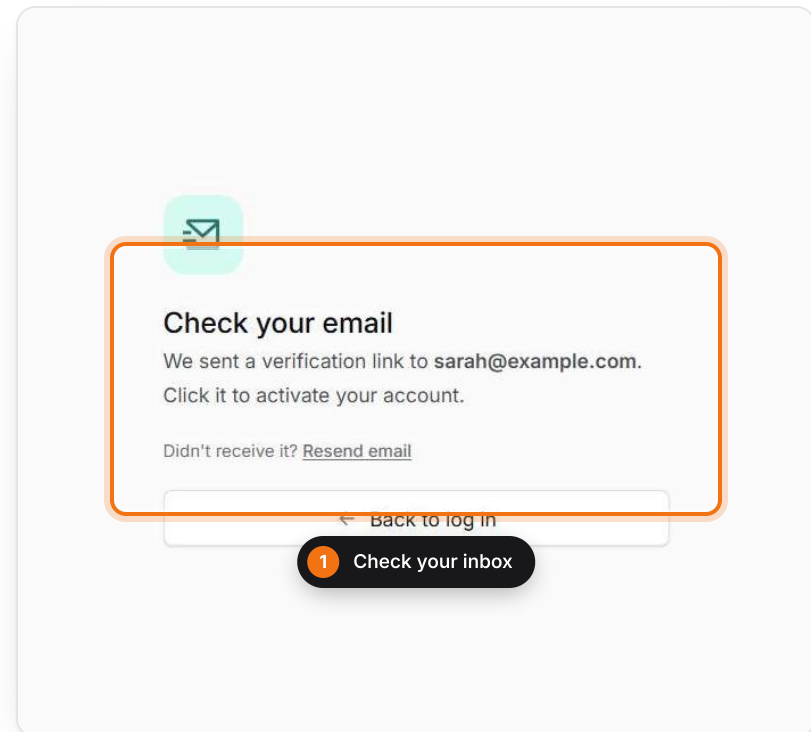
DO THIS

- 1 Open your email inbox (Gmail, Outlook, etc.).
- 2 Find the email called “**Verify your email**” from Tavlah.
- 3 Click the green **Verify my email** button inside it.

WHAT HAPPENS NEXT

The link opens Tavlah and you are in. You only do this once.

Tip Nothing in your inbox after 2 minutes? Look in **Spam** . Still nothing? Click **Resend email** on this screen.



“Verify your email” — if you skipped the link

YOU ARE ON

The **Verify your email** screen. Tavlah shows it if you log in before clicking the link. You cannot use Tavlah until the email link is clicked. This screen lets you get a fresh link.

DO THIS

- 1 Click **Send verification email**.
- 2 Open your inbox and click **Verify my email** in the new email.

WHAT HAPPENS NEXT

You are taken into Tavlah.

Tip **Back to log in** logs you out and returns to the login screen.



Verify your email

Your email **sarah@example.com** hasn't been verified yet. Send a verification link to activate your account.

 Send verification email

1 Send verification email

Log in

YOU ARE ON

The **Log in** screen at app.tavlah.com/login. Use this every time you come back to Tavlah.

DO THIS

- 1 Type your **Email** .
- 2 Type your **Password** .
- 3 Click the green **Log in** button.
- 4 Or just click **Continue with Google** at the top if you signed up with Google.

WHAT HAPPENS NEXT

You land on the Tavlah home screen ("Create new").

Tip The eye icon next to the password shows the letters, so you can check for typos.

Log in
Don't have an account? [Sign up](#)

Continue with Google

1 Email → Password → Log in

Email
user@example.com

Password [Forgot password?](#)
Password

Log in

Forgot your password?

YOU ARE ON

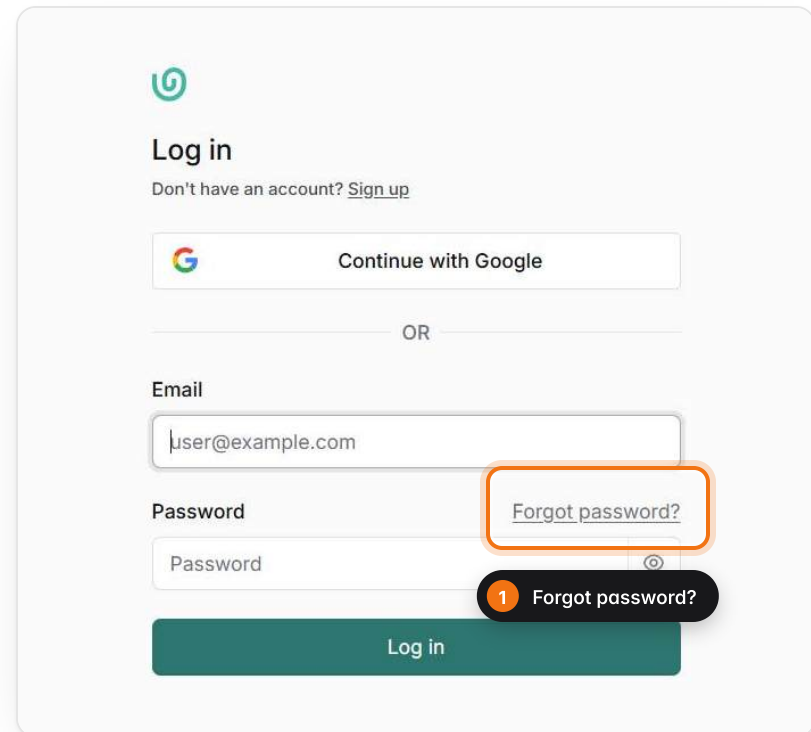
The **Log in** screen, on the right, just above the password box. You can reset your password by email — no need to remember the old one.

DO THIS

- 1 Click the small link **Forgot password?** .

WHAT HAPPENS NEXT

The **Reset password** screen opens (next step).



The screenshot shows a login interface with a teal logo at the top left. Below the logo is the heading "Log in" and a link "Don't have an account? [Sign up](#)". There is a "Continue with Google" button with the Google logo. Below this is a horizontal line with "OR" in the center. Underneath is an "Email" label and a text input field containing "user@example.com". Below the email field is a "Password" label and a password input field. To the right of the password field is a "Forgot password?" link, which is highlighted with an orange rectangle. Below the password field is a "Log in" button. A callout bubble with a teal circle containing the number "1" and the text "Forgot password?" points to the link.

Get a reset link by email

YOU ARE ON

The **Reset password** screen. Tavlah will email you a link that lets you choose a new password.

DO THIS

- 1 Type the **Email** you signed up with.
- 2 Click **Send reset link**.
- 3 Open your inbox and find the email “**Reset your password**”.
- 4 Click **Reset my password** inside it.

WHAT HAPPENS NEXT

The link opens Tavlah on the **Set a new password** screen (next step).

Tip The link works for **5 minutes** only. If it expired, come back here and send a new one.



Reset password

Remembered it? [Log in](#)

Email

Send reset link

1 Email → Send reset link

Set a new password

YOU ARE ON

The **Set a new password** screen (from the reset email, or from Settings → Account). Choose a new password and type it twice so there are no typos.

DO THIS

- 1 Type the new password in **New password** (Medium or Strong).
- 2 Type exactly the same in **Confirm password**.
- 3 Click **Set new password**.

WHAT HAPPENS NEXT

You are logged in with the new password.

Good to know For safety, this also logs you out on all your other devices. Just log in again there.

The screenshot shows the 'Set a new password' interface. At the top, the title 'Set a new password' is displayed. Below it, a small text 'You'll be' is partially visible. A dark blue button with a white '1' and the text 'Type it twice → Set new password' is positioned above the input fields. The main form area is enclosed in an orange border and contains the following elements: a 'New password' label above a text input field with a placeholder 'Password' and a toggle icon; a 'Password strength:' label above a progress bar; a 'Confirm password' label above a text input field with a placeholder 'Repeat the new password'; and a dark green button labeled 'Set new password' at the bottom.

Open Settings

YOU ARE ON

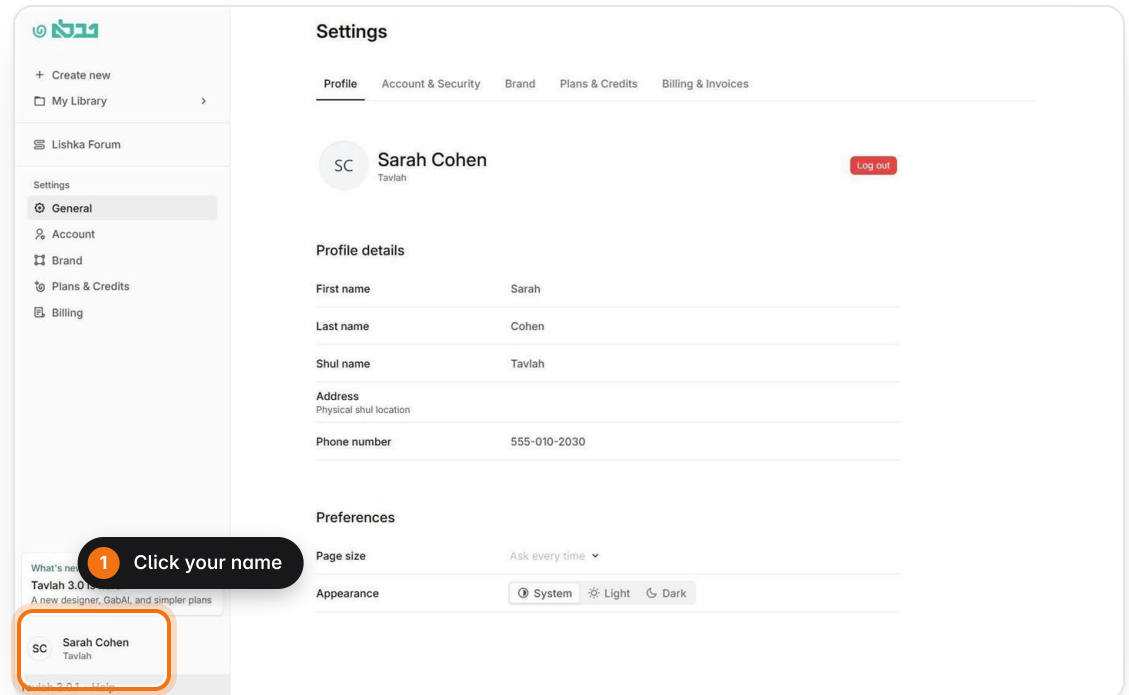
Any Tavlah screen — the sidebar on the left. All your account settings live in one place.

DO THIS

- 1 Look at the **bottom-left** corner of the sidebar — you see your name and shul name.
- 2 Click it.
- 3 (Or click **General / Account / Brand / Plans & Credits / Billing** in the sidebar under “Settings”.)

WHAT HAPPENS NEXT

The **Settings** page opens on the Profile tab.



Settings has 5 tabs

YOU ARE ON

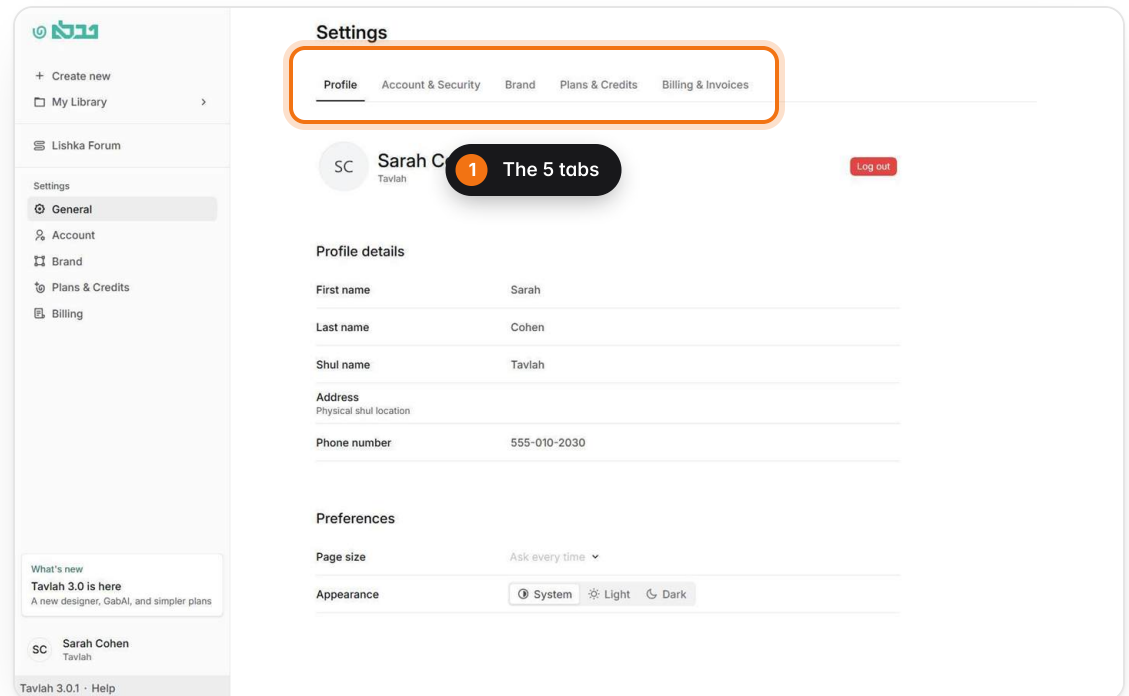
The top of the **Settings** page. Each tab is one topic. Click a tab name to switch.

DO THIS

- 1 **Profile** — your name, shul, address, phone, and preferences.
- 2 **Account & Security** — password, Google login, logged-in devices.
- 3 **Brand** — your letterhead and logo.
- 4 **Plans & Credits** — how you pay.
- 5 **Billing & Invoices** — receipts and your plan.

WHAT HAPPENS NEXT

We go through each tab in the next steps.



Fill in your Profile details

YOU ARE ON

Settings → **Profile** tab → the **Profile details** list. Each line is one field. Click the value on the right to change it.

DO THIS

- 1 Click the value next to **First name**, type, then press **Enter** (or click the green ✓). Same for **Last name**.
- 2 **Shul name** — the name of your shul. It appears under your name everywhere in Tavlah.
- 3 **Address** — start typing; a list of addresses appears; click the right one.
- 4 **Phone number** — type it; it saves by itself.

WHAT HAPPENS NEXT

Each change is saved as soon as you press Enter. No Save button needed.

Tip A red box means the field can't be empty.

The screenshot shows the Tavlah Settings page. The left sidebar contains the Tavlah logo, a 'Create new' button, a 'My Library' link, and a 'Lishka Forum' link. Below these are the 'Settings' options: General (selected), Account, Brand, Plans & Credits, and Billing. A 'What's new' section for Tavlah 3.0 is also visible. The main content area is titled 'Settings' and has tabs for Profile, Account & Security, Brand, Plans & Credits, and Billing & Invoices. The 'Profile' tab is active, showing the user's profile information: 'SC Sarah Cohen' with a 'Log out' button. Below this is the 'Profile details' section, which is highlighted with a red box. It contains five fields: 'First name' (Sarah), 'Last name' (Cohen), 'Shul name' (Tavlah), 'Address' (Physical shul location), and 'Phone number' (555-010-2030). A callout bubble with the number '1' and the text 'Click a value to edit' points to the 'First name' field. Below the 'Profile details' section is the 'Preferences' section, which includes 'Page size' and 'Appearance' (System, Light, Dark).

Set your defaults (Preferences)

YOU ARE ON

Settings → **Profile** tab → the **Preferences** list (scroll down). Two settings that save you time later.

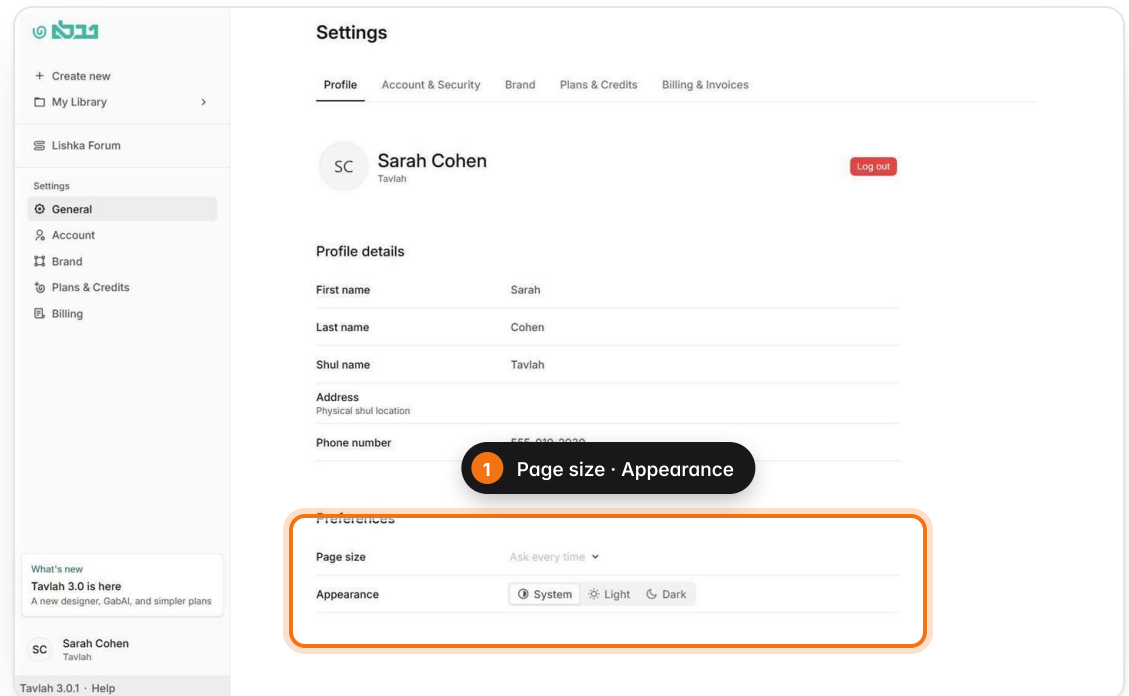
DO THIS

- 1 **Page size** — click the dropdown and choose the paper you usually print on (for example 8.5x11 Letter). Then Tavlah stops asking every time you start a poster.
- 2 **Appearance** — click **System**, **Light** or **Dark** to change how Tavlah looks.

WHAT HAPPENS NEXT

Both are saved immediately.

Tip Leave Page size on “Ask every time” if you print on different sizes.



Account & Security — your login

YOU ARE ON

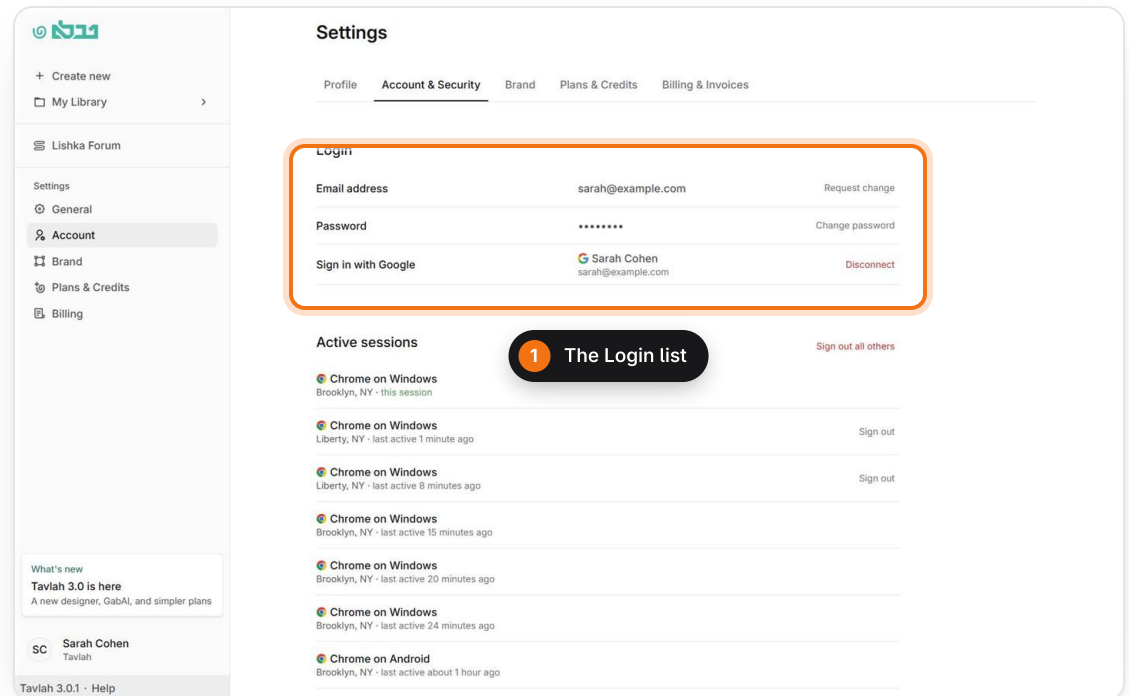
Settings → **Account & Security** tab → the **Login** list. Here you manage how you log in.

DO THIS

- 1 **Email address** — the email you log in with.
- 2 **Password** — click **Change password** to choose a new one (opens the Set a new password screen). If you only use Google it says **Set password**.
- 3 **Sign in with Google** — shows the connected Google account. Click **Disconnect** to remove it, or **Connect** to add one.

WHAT HAPPENS NEXT

Changes take effect right away.



See where you are logged in

YOU ARE ON

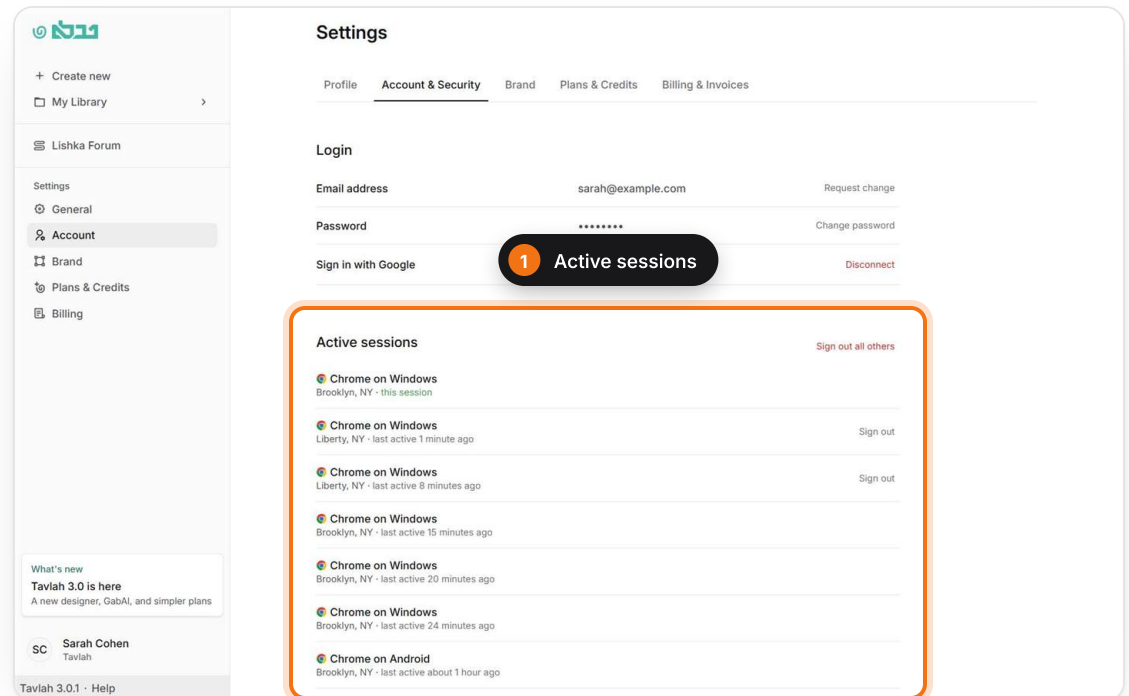
Same tab, the **Active sessions** list below. Every phone or computer that is logged into your account is listed here.

DO THIS

- 1 Read the list: browser, device, city, and “last active”. The first one says **this session** — that’s you right now.
- 2 Don’t recognize one? Click **Sign out** on that line.
- 3 Want to be safe? Click **Sign out all others** (top right) — every device except this one is logged out.

WHAT HAPPENS NEXT

Those devices will need the password to log in again.



YOU ARE ON

DO THIS

- ## WHAT HAPPENS NEXT

Good to know A poster cannot be bought without a letterhead . Do this once and you are set.



Upload window: choose the type and a name

YOU ARE ON

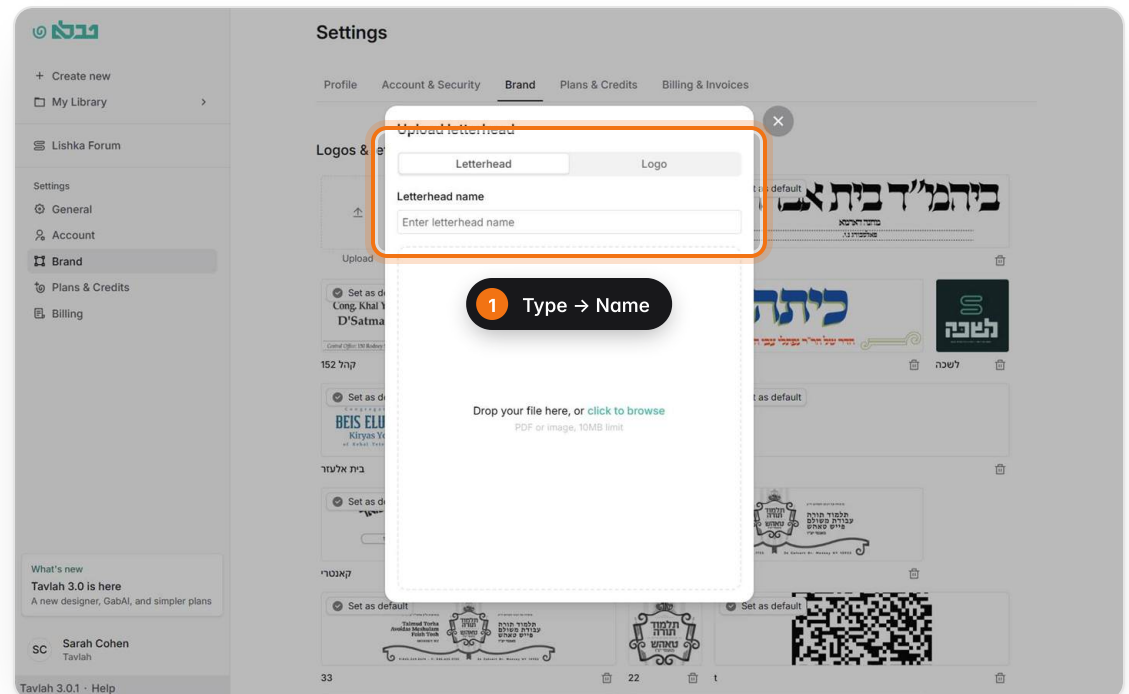
The **Upload letterhead** window (top part). Two quick choices before you add the file.

DO THIS

- 1 Click **Letterhead** (a wide header, most shuls use this) or **Logo** (a square logo).
- 2 Click in the **name** box and type a name you will recognize, e.g. "Main letterhead".

WHAT HAPPENS NEXT

Now add the file (next step).



Upload window: add the file and crop

YOU ARE ON

The **Upload letterhead** window (big dashed box). You can use a PDF or a picture (JPG/PNG) of your letterhead. Max 10 MB.

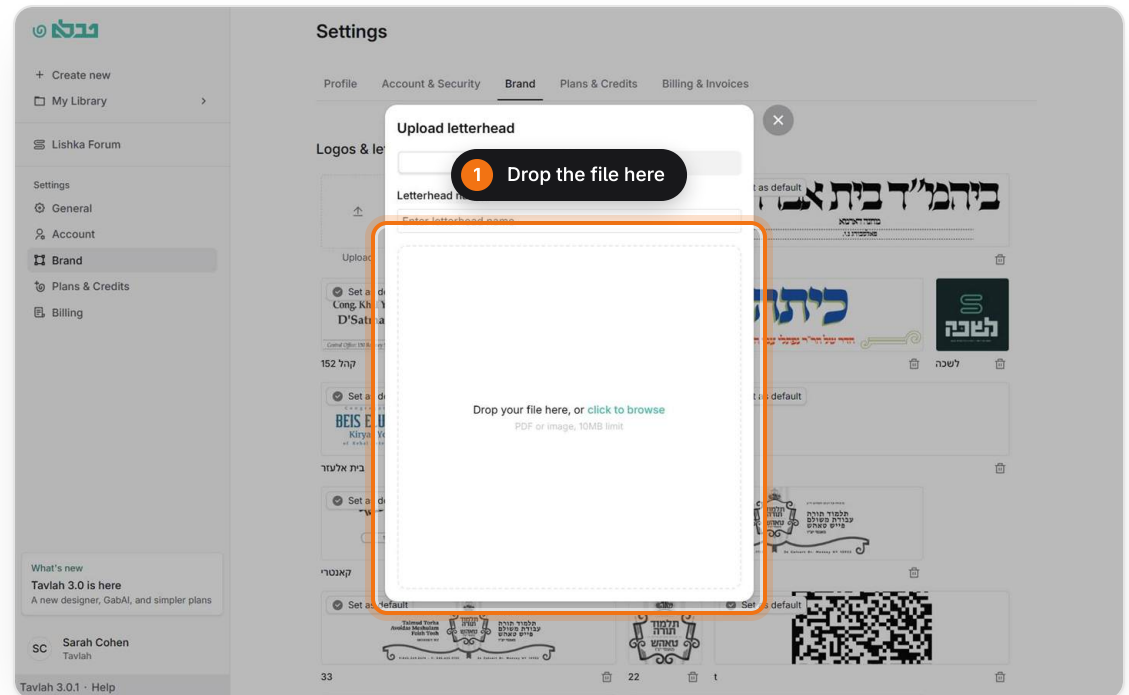
DO THIS

- 1 Drag the file into the dashed box — or click **click to browse** and pick the file on your computer.
- 2 A crop box appears over your file. Drag its corners so only the header is inside.
- 3 Leave **Make background transparent** checked (it removes the white paper).
- 4 Click **Apply Crop**.

WHAT HAPPENS NEXT

The letterhead appears as a tile in your Brand list, ready to use.

Tip The first letterhead you add is placed automatically on all your existing draft posters.



Choose a default letterhead

YOU ARE ON

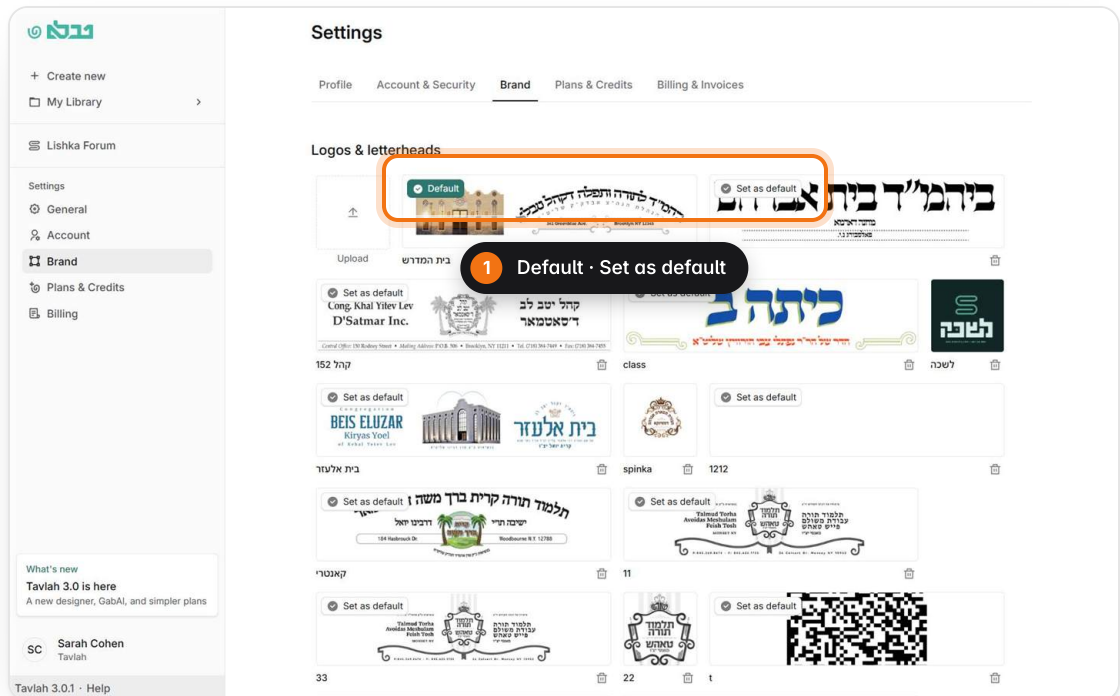
Settings → **Brand** → the letterhead tiles. The **Default** letterhead is the one Tavlah puts on every new poster.

DO THIS

- 1 Move the mouse over a letterhead tile.
- 2 Click **Set as default** in its corner. The green **Default** badge moves to it.
- 3 To delete a letterhead, click the small  under its tile and confirm.

WHAT HAPPENS NEXT

New posters start with the default letterhead. You can still swap it inside the designer.



The screenshot shows the Tavlah Settings interface. On the left is a sidebar with navigation options: Create new, My Library, Lishka Forum, Settings (General, Account, Brand, Plans & Credits, Billing), and a 'What's new' section for Tavlah 3.0. The main area is titled 'Settings' and has tabs for Profile, Account & Security, Brand (selected), Plans & Credits, and Billing & Invoices. Under the 'Brand' tab, there's a section 'Logos & letterheads'. It displays a grid of letterhead tiles. The first tile is highlighted with an orange box and a callout bubble that says '1 Default · Set as default'. This tile has a green 'Default' badge in its top-left corner and a 'Set as default' button in its top-right corner. Other tiles include logos for 'Cong. Khal Yisroel', 'D'Satmar Inc.', 'BEIS ELUZAR', 'בית אלעזר', 'spinka', and others. Each tile also has a small trash icon in its bottom-right corner.

START A POSTER

STEP 1 OF 8

Home: Posters or Signs?

YOU ARE ON

The **Create new** screen — the first screen after you log in (sidebar → Create new). At the top you choose what you want to make.

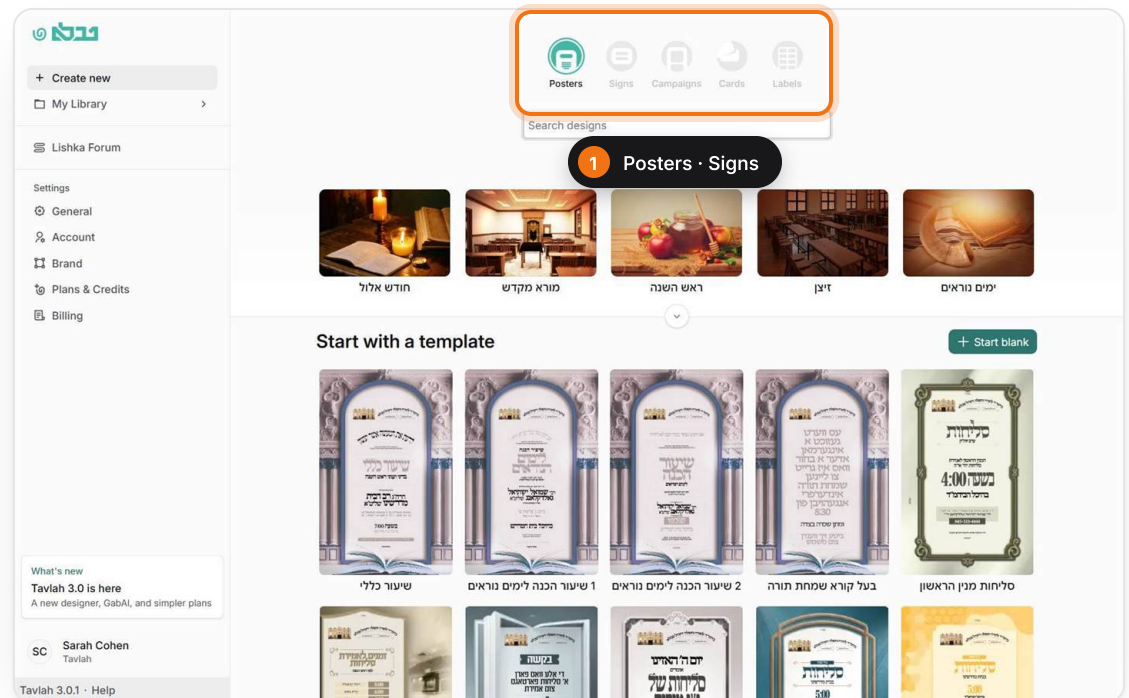
DO THIS

- 1 Click **Posters** for a poster (this is the default).
- 2 Click **Signs** for a sign (e.g. a table sign or a door sign).

WHAT HAPPENS NEXT

The templates below change to match your choice.

Tip Campaigns , Cards and Labels are grey — they say “Coming soon”.



Search for a design

YOU ARE ON

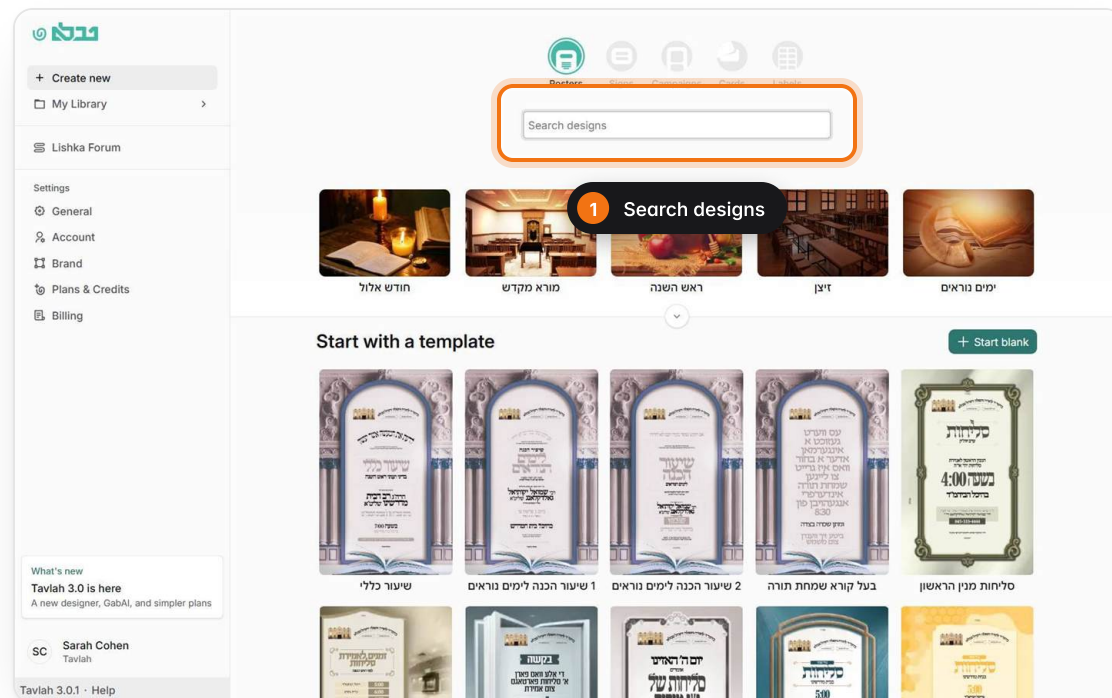
The **Search designs** box under the Posters/Signs row. The fastest way to find a template is to type what you need.

DO THIS

- 1 Click in **Search designs**.
- 2 Type a word — a holiday (סליחות, פורים), an event (שיעור) or anything on the poster.
- 3 The templates filter as you type.
- 4 Click the × at the right end of the box to clear the search.

WHAT HAPPENS NEXT

Only matching templates are shown.



Narrow down with tags

YOU ARE ON

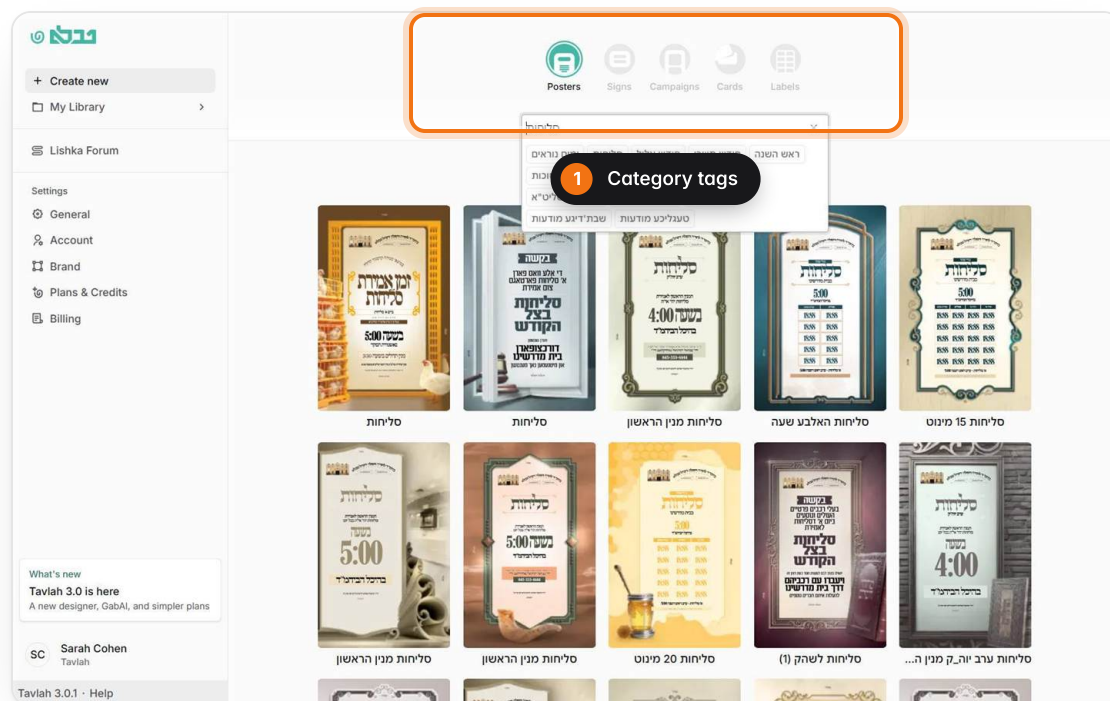
While you search, the search box moves to the top and shows **tags** under it. Tags are categories. They help when the search shows too many results.

DO THIS

- 1 Click a tag to show only that category.
- 2 Click the same tag again to remove it.
- 3 Click **Show more** to see more tags.

WHAT HAPPENS NEXT

The template list updates every time you click a tag.



Or browse by category

YOU ARE ON

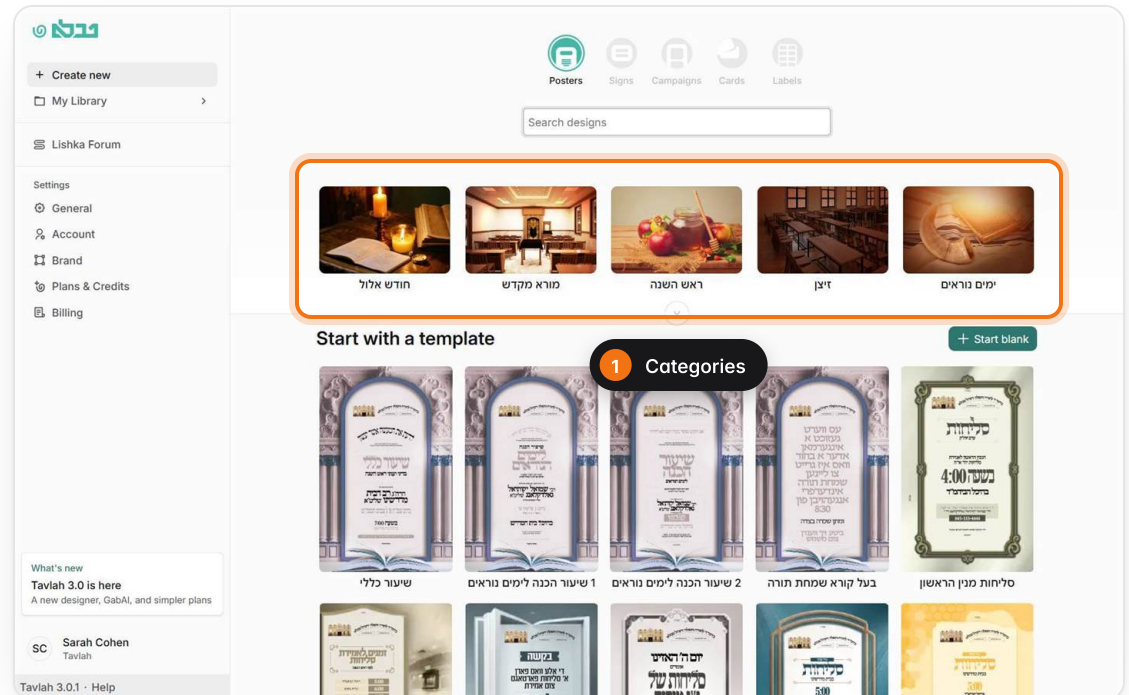
The row of picture tiles (השנה ראש, אלול חודש...) under the search box. If you prefer browsing to typing, use the category pictures.

DO THIS

- 1 Click a category picture, e.g. **השנה ראש**.
- 2 Only templates for that category are shown.
- 3 Click the round arrow under the row to open more categories.

WHAT HAPPENS NEXT

To go back to everything, click the × in the search box.



Pick a template

YOU ARE ON

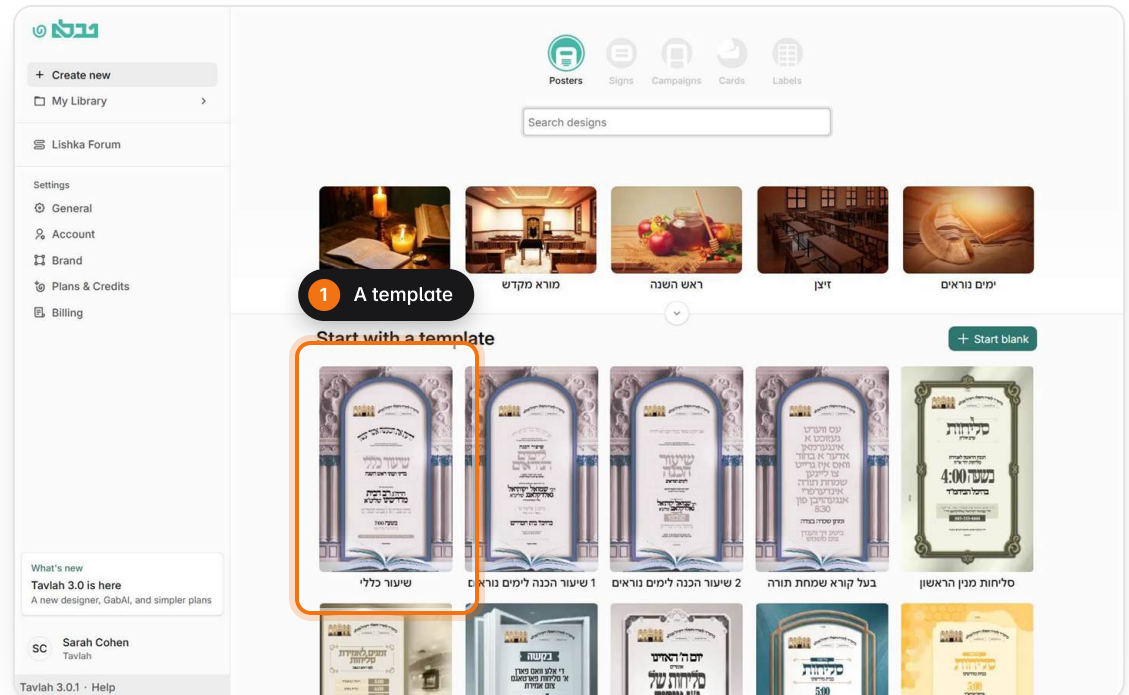
The **Start with a template** grid — the big area of poster pictures. Every template already shows **your own letterhead** on top, so what you see is close to what you get.

DO THIS

- 1 Scroll to find a design you like.
- 2 Click it once.
- 3 Want an empty page instead? Click **+ Start blank** at the top right.

WHAT HAPPENS NEXT

The **Select page size** window opens (unless you already set a default page size).



Select page size

YOU ARE ON

The **Select page size** window that pops up over the home screen. Choose the paper size you will print on. Each card shows your poster at that size.

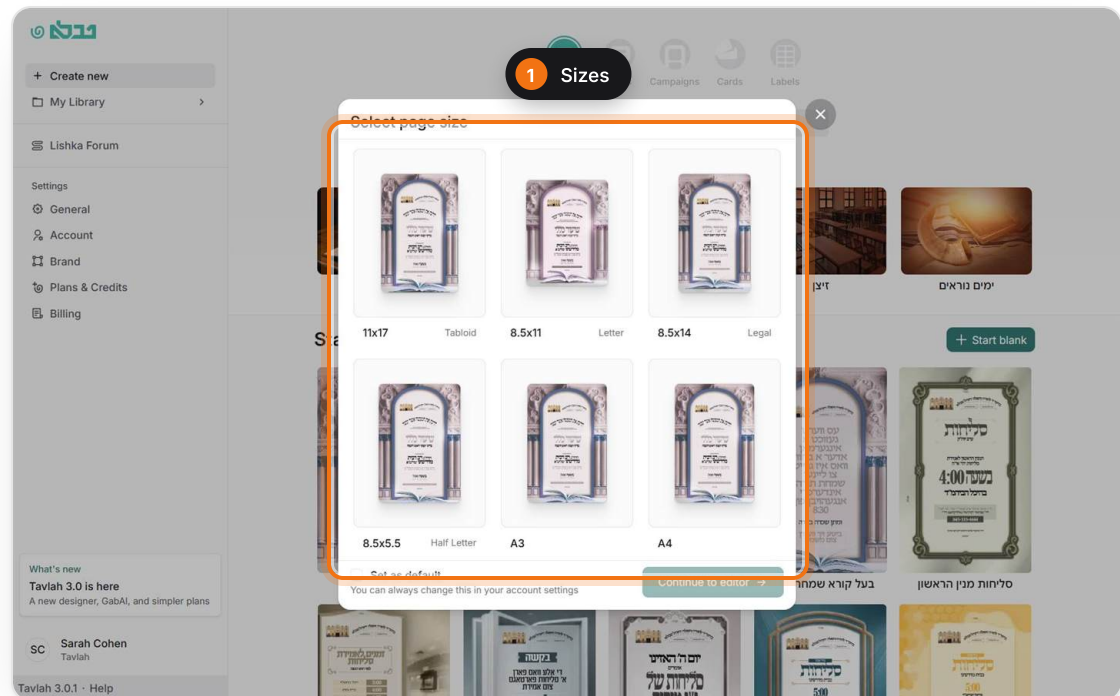
DO THIS

- 1 Click one card: **11x17** (Tabloid), **8.5x11** (Letter), **8.5x14** (Legal), **8.5x5.5** (Half Letter), **A3** or **A4**.
- 2 The chosen card gets a green ring.

WHAT HAPPENS NEXT

Now click Continue (next step).

Tip Not sure? Letter (8.5x11) is the normal office paper in the US; A4 in Israel/Europe.



Continue to the editor

YOU ARE ON

The bottom of the **Select page size** window. One click and your poster is created.

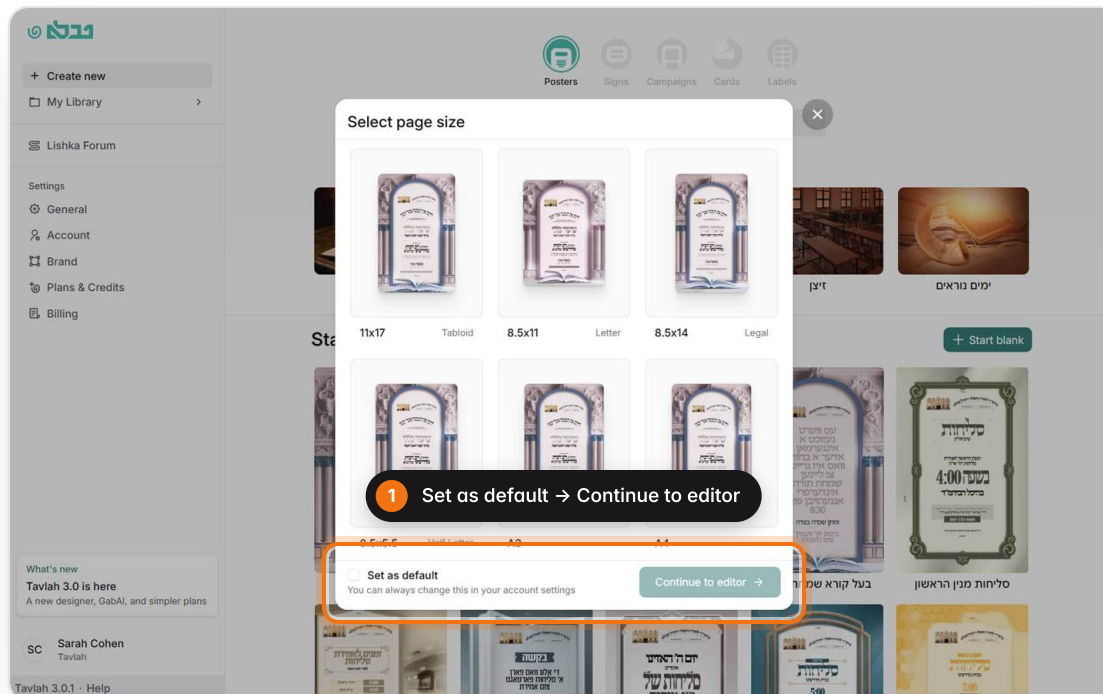
DO THIS

- Optional: tick **Set as default** so Tavlah stops asking for the size next time.
- Click **Continue to editor** → .

WHAT HAPPENS NEXT

The Designer opens with your poster.

Tip You can change the default page size any time in Settings → Profile → Page size.



You are in the Designer

YOU ARE ON

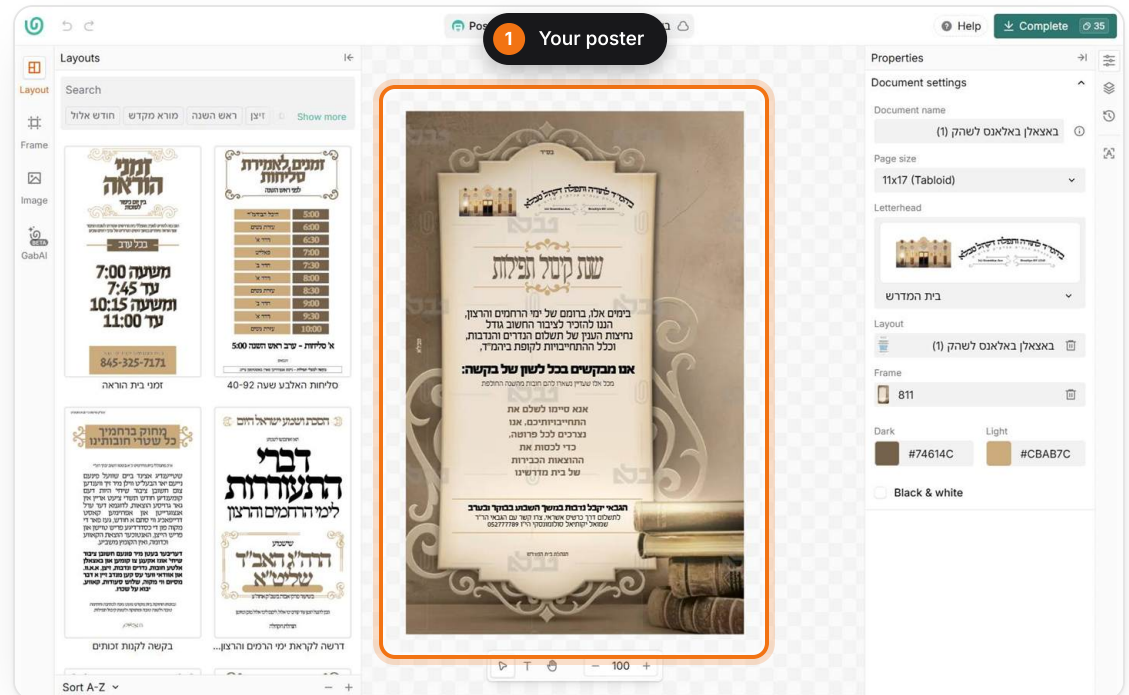
The **Designer** — the screen where you edit the poster. Your poster is in the middle, with your letterhead already in place. Panels on the left and right hold all the tools.

DO THIS

- 1 Nothing to click yet — just look: **left** = Layout / Frame / Image / GabAI, **middle** = your poster, **right** = Properties.
- 2 Everything you change is **saved automatically**.

WHAT HAPPENS NEXT

The next chapter walks through every button in the Designer, one at a time.



The header: name, save status, undo

YOU ARE ON

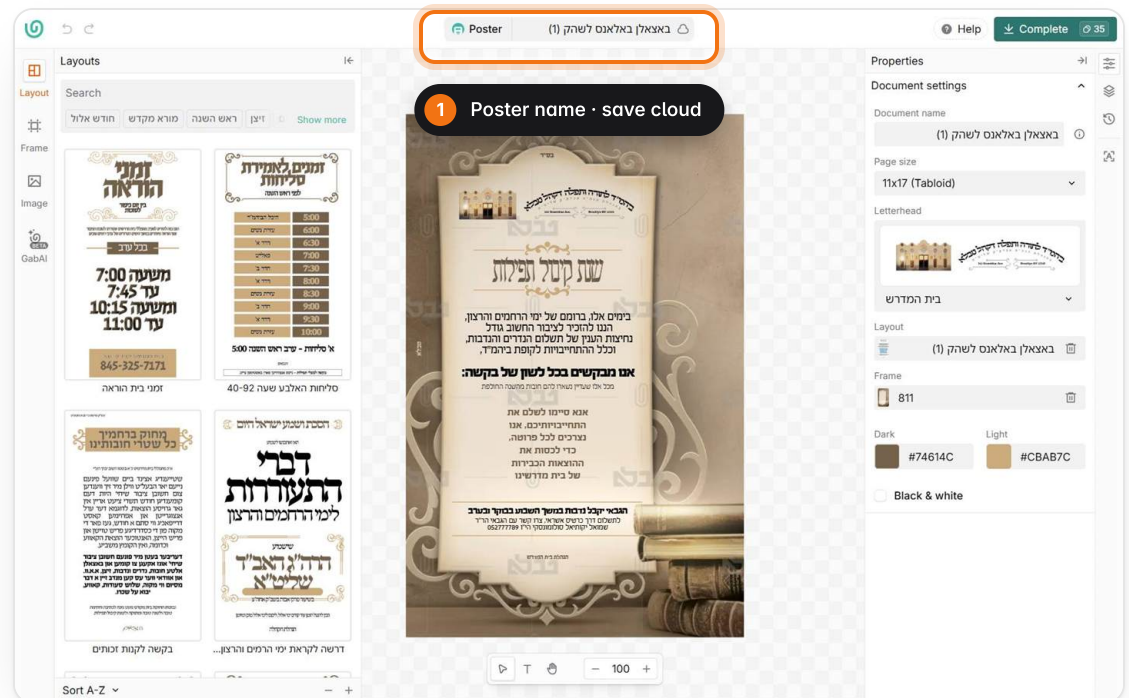
The top bar of the **Designer**. The header shows the poster name and whether it is saved.

DO THIS

- 1 Click the **name** in the middle to rename the poster. Press Enter.
- 2 Watch the small **cloud** icon next to it: cloud = saved, spinning = saving right now, no-wifi icon = you are offline.
- 3 Use **Undo** and **Redo** at the far left to take back a change.
- 4 Click the Tavlah **logo** (top-left) to go back home.

WHAT HAPPENS NEXT

You never need to “save” — Tavlah does it for you.



Left rail: the 4 panels

YOU ARE ON

The thin column of icons on the far left. Each icon opens a panel. These are the four building blocks of a poster.

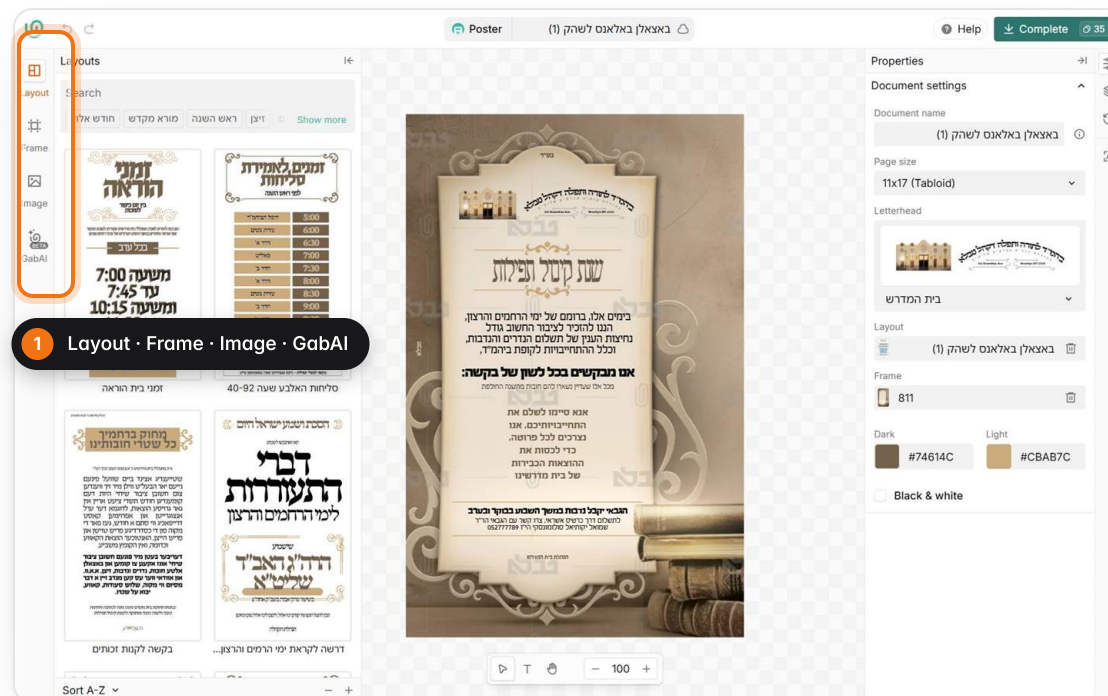
DO THIS

- 1 **Layout** — how the text is arranged.
- 2 **Frame** — the background artwork.
- 3 **Image** — photos and pictures.
- 4 **GabAI** — an assistant that edits for you when you type what you want.
- 5 Click an icon to open its panel; click the same icon again to close it.

WHAT HAPPENS NEXT

The panel slides open next to the rail.

Tip Drag the panel's right edge to make it wider or narrower.



Layout panel: change the text arrangement

YOU ARE ON

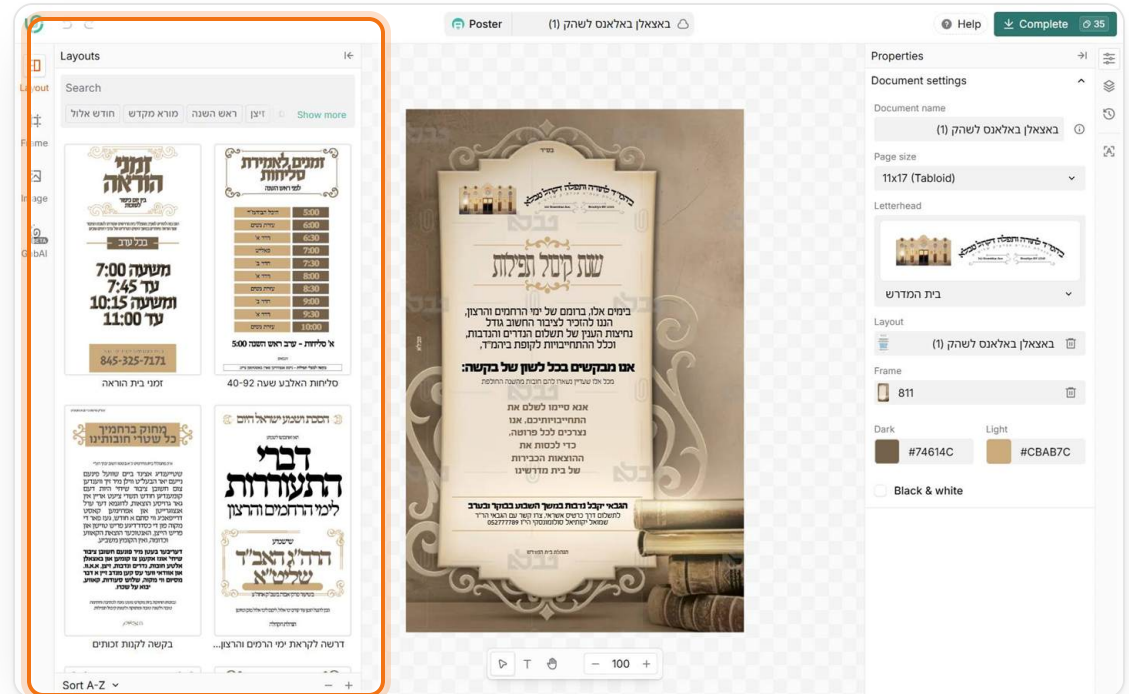
Left rail → **Layout**. The panel titled **Layouts**. A layout is the text design (title, times, wording). Swapping it keeps your frame and letterhead.

DO THIS

- 1 Scroll the layouts, or type in **Search** at the top, or click a tag.
- 2 Click a layout — the poster changes instantly.
- 3 Don't like it? Press **Ctrl+Z** or click another layout.
- 4 Hover a layout and click the  bookmark to save it as a favourite. Find favourites under the **Saved** tag.

WHAT HAPPENS NEXT

The current layout has a green ring around it in the panel.



Frame panel: pick a background

YOU ARE ON

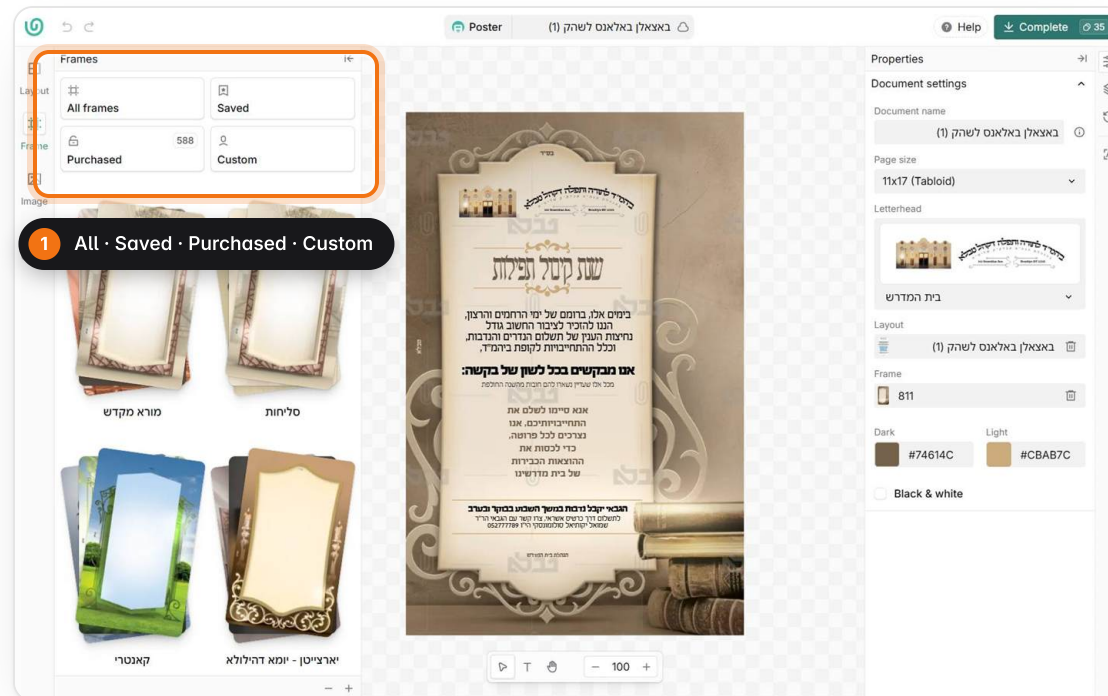
Left rail → **Frame**. The panel titled **Frames**. The frame is the artwork around your text. Frames are grouped so you can find them fast.

DO THIS

- 1 Click **All frames** to see everything.
- 2 Click **Saved** for your bookmarked frames.
- 3 Click **Purchased** for frames you already paid for — reusing them is cheaper.
- 4 Or scroll down and click a category stack (סליחות, קאנטרי, יארצ'יטן - יומא דהילולא...).

WHAT HAPPENS NEXT

The category opens and shows its frames.



Frame panel: apply a frame

YOU ARE ON

Inside a frame category. Click any frame to put it on your poster.

DO THIS

- 1 Click a frame — the poster background changes.
- 2 Small **colour squares** under a frame = the same frame in other colours. Click one.
- 3 A 👑 crown = premium frame (costs a bit more).
- 4 A purple **Tavlah+** badge = early access; only Tavlah+ members can use it.
- 5 Hover and click 🖱️ to save a frame you like.

WHAT HAPPENS NEXT

The chosen frame gets a green ring. Use the ← arrow at the top of the panel to go back.

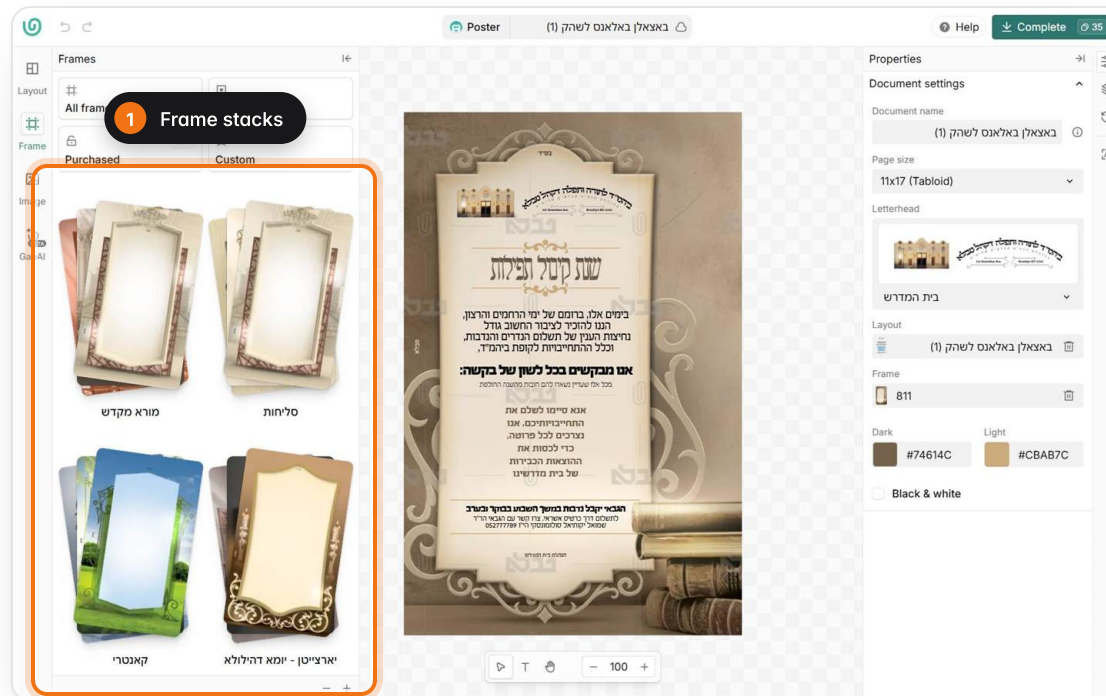


Image panel: add a picture

YOU ARE ON

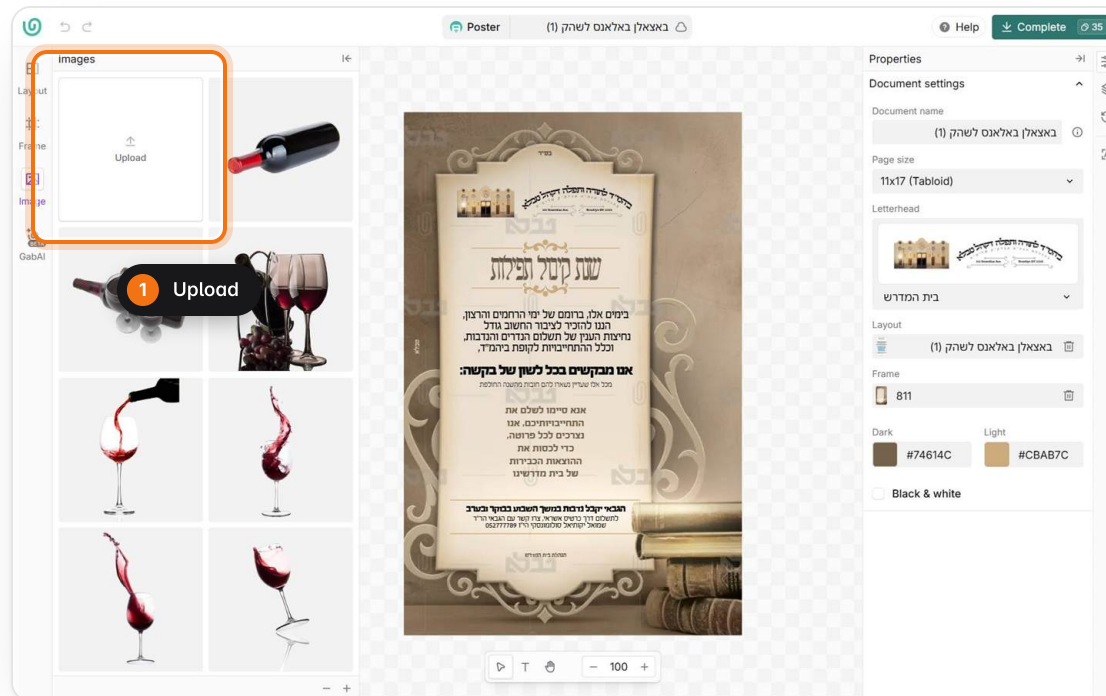
Left rail → **Image**. The panel titled **Images**. Add your own photo or one from Tavlah's picture library.

DO THIS

- 1 Click **Upload** (first tile) and choose a picture from your computer — it appears on the poster.
- 2 Or click any picture in the panel to add it.
- 3 Then drag the picture on the poster to move it; drag a corner to resize.
- 4 You can also drag a picture file from your desktop straight onto the poster.

WHAT HAPPENS NEXT

The picture is added and selected, ready to move.



GabAI: tell it what to change

YOU ARE ON

Left rail → **GabAI**. The typing box at the bottom of the panel. GabAI is a helper. You write what you want in plain words and it edits the poster.

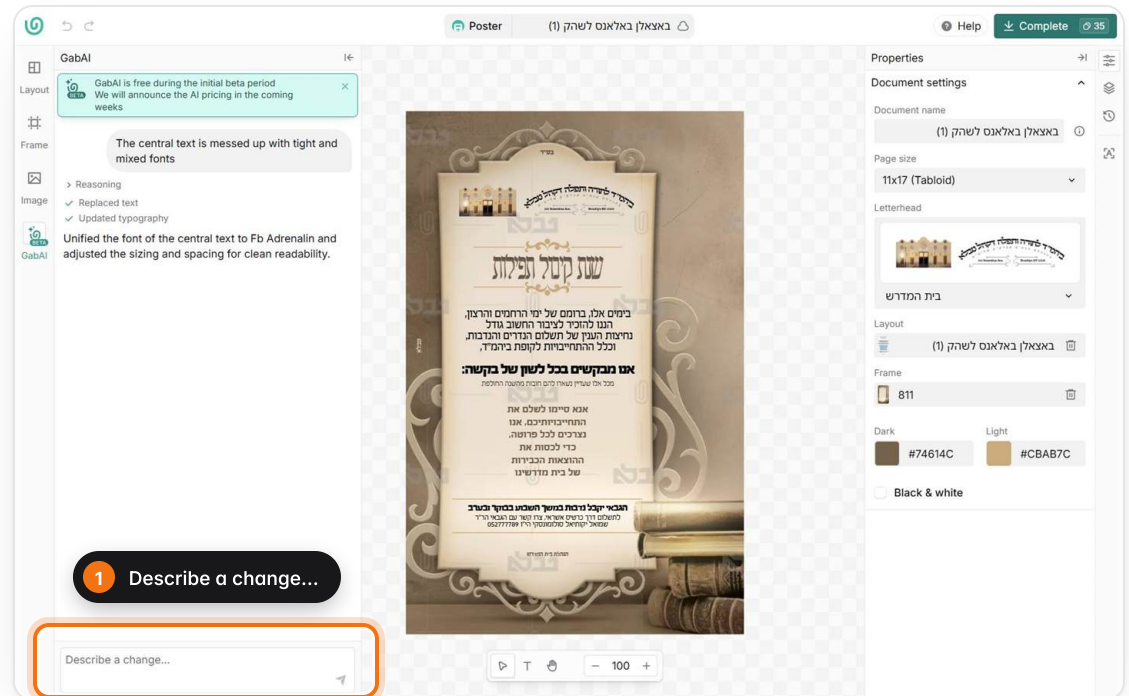
DO THIS

- 1 Click in the box **Describe a change...**
- 2 Type, for example: “make the title bigger and gold” or “fix the spacing of the middle text”.
- 3 Press **Enter** (Shift+Enter for a new line).

WHAT HAPPENS NEXT

GabAI thinks for a few seconds and makes the changes. Changed items flash on the poster.

Tip Click a text on the poster first — then GabAI knows exactly which text you mean.



GabAI: read what it did

YOU ARE ON

The GabAI panel, above the typing box. GabAI shows your request, a list of what it changed, and a short summary.

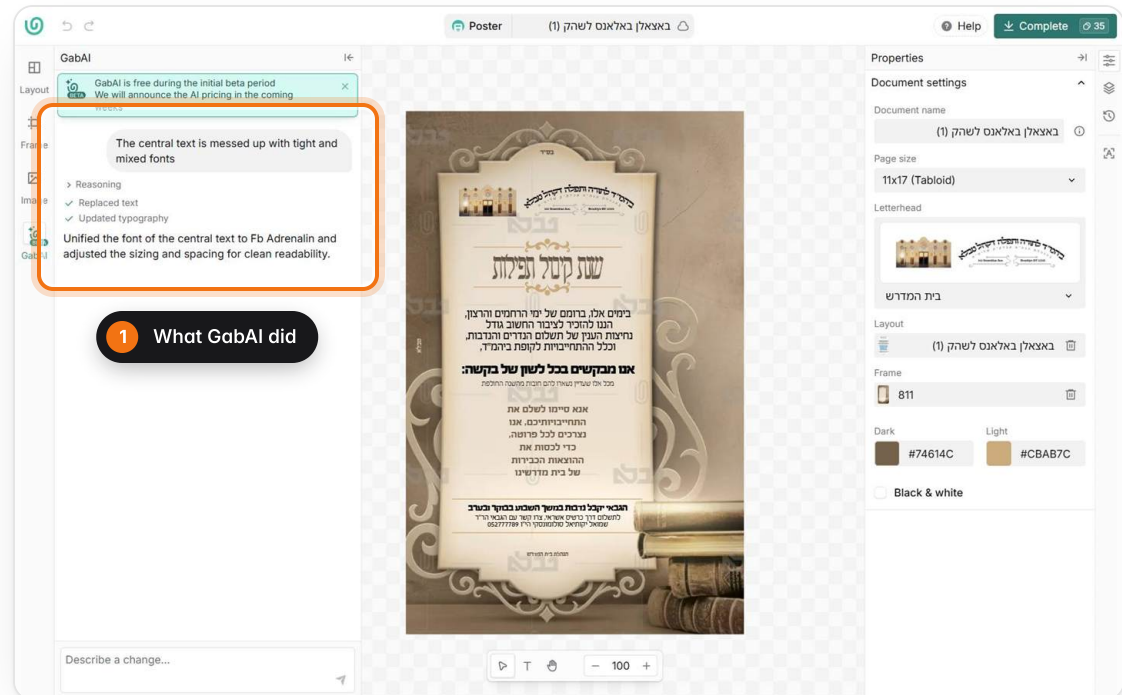
DO THIS

- 1 Read the ✓ list (e.g. **Replaced text** , **Updated typography**).
- 2 Not what you wanted? Press **Ctrl+Z** , or type a new instruction.
- 3 Click **Reasoning** if you want to see how it decided.

WHAT HAPPENS NEXT

You can keep talking to GabAI — it remembers the last messages.

Good to know GabAI is **free during the beta** . It does not change the frame, letterhead or page size — use the panels for those.



The bottom toolbar

YOU ARE ON

The small floating bar under the poster. Three tools and a zoom control.

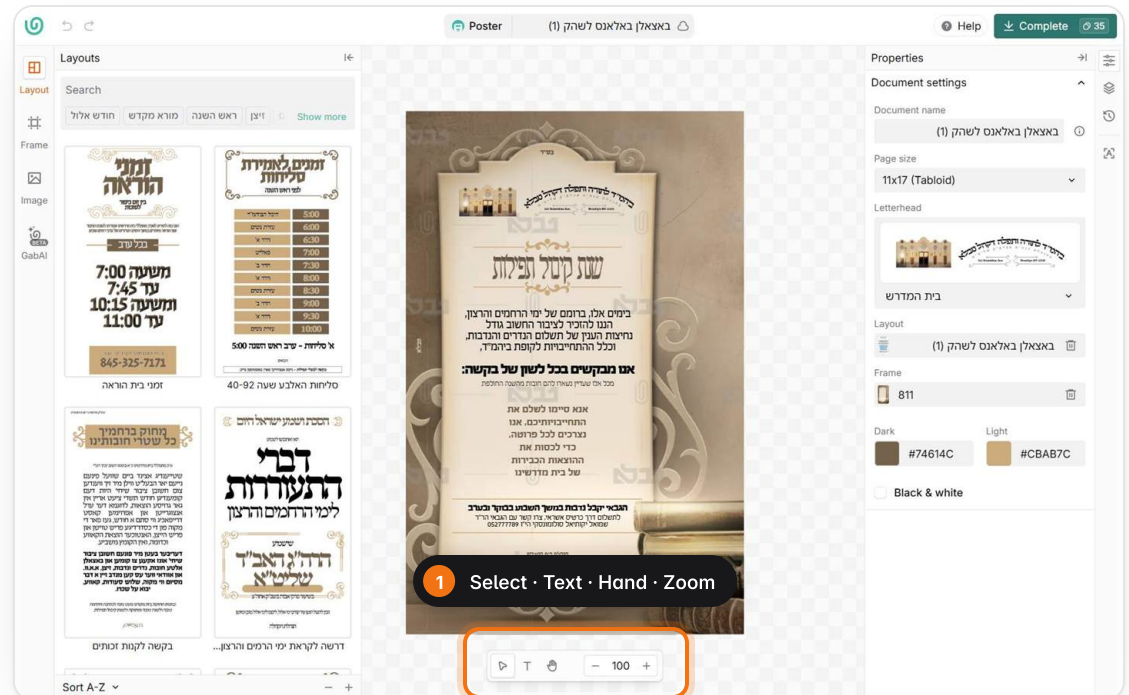
DO THIS

- 1 **Arrow** (or press **V**) — select and move things. This is the normal tool.
- 2 **T** (or press **T**) — add new text: drag a box on the poster and type.
- 3 **Hand** (or press **H**) — drag the whole poster around.
- 4 **- 100 +** — zoom out / in. **Ctrl+0** fits the poster to the screen.

WHAT HAPPENS NEXT

The active tool is highlighted.

Scroll = move up/down **Ctrl+scroll** = zoom **Space** (hold) = hand tool
Ctrl+0 = fit



Select a text box

YOU ARE ON

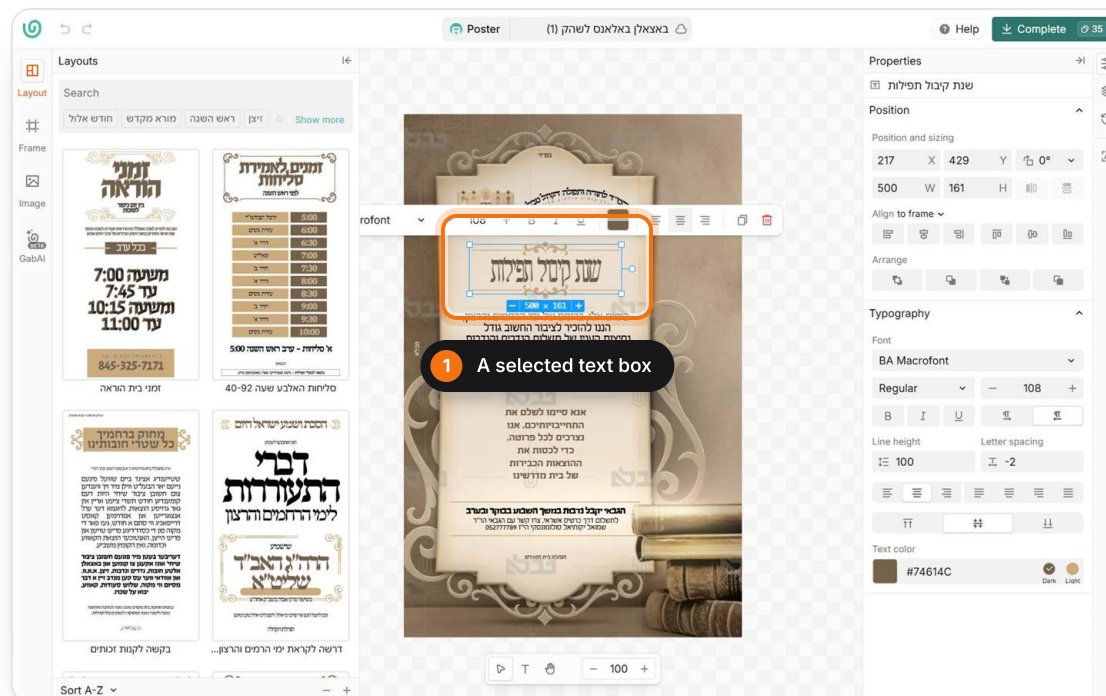
The poster in the middle. To change any text, first click it once.

DO THIS

- 1 Click a text once — a blue box with small square handles appears around it.
- 2 Drag the text to move it.
- 3 Drag a corner handle to make it bigger or smaller.
- 4 Drag the round handle on the side to rotate.
- 5 Double-click the text to type inside it. Press **Esc** when done.

WHAT HAPPENS NEXT

A text toolbar appears above the text and the Properties panel shows text settings.



Delete = remove Arrow keys = nudge Shift+click = select more

The text toolbar (quick edits)

YOU ARE ON

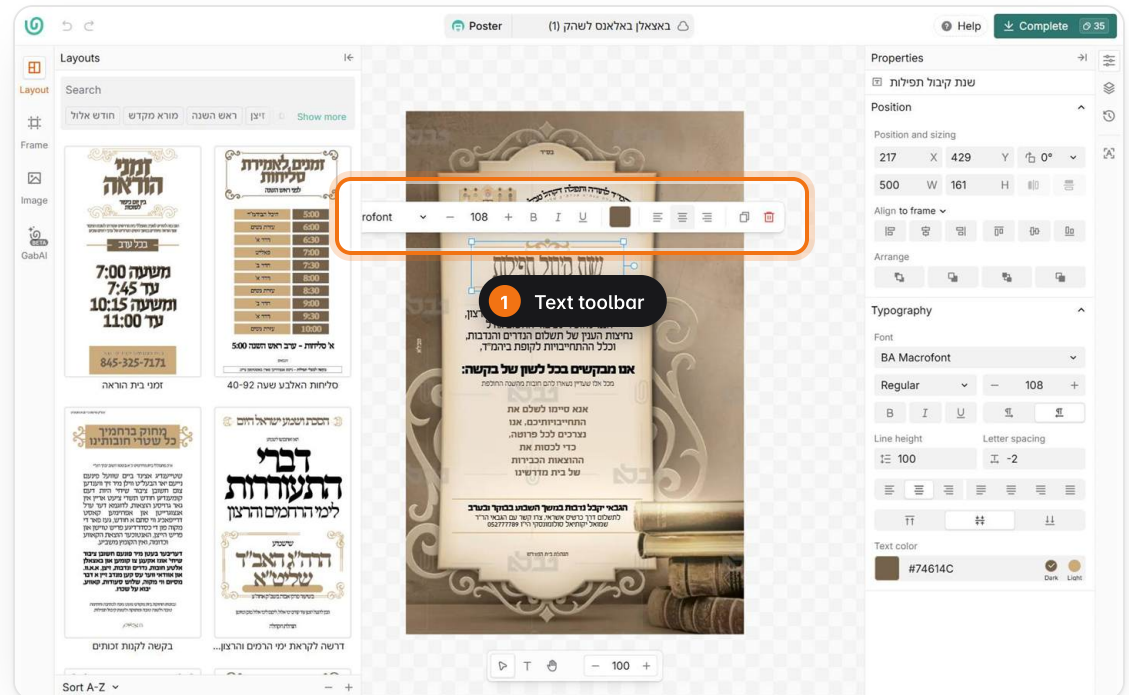
The floating bar that appears **above the selected text**. The most common text buttons, right where you need them. From left to right:

DO THIS

- 1 **Font** dropdown — click to choose another font.
- 2 **- 108 +** — text size: click - or + (or type a number).
- 3 **B bold · I italic · U underline.**
- 4 **Colour square** — click to change the text colour.
- 5 **Three align buttons** — left, centre, right.
- 6 **Duplicate** — makes a copy of the text.
- 7 **Delete** — removes the text.

WHAT HAPPENS NEXT

Every change shows on the poster immediately.



Properties → Position

YOU ARE ON

The **Properties** panel on the right, top section, when something is selected.

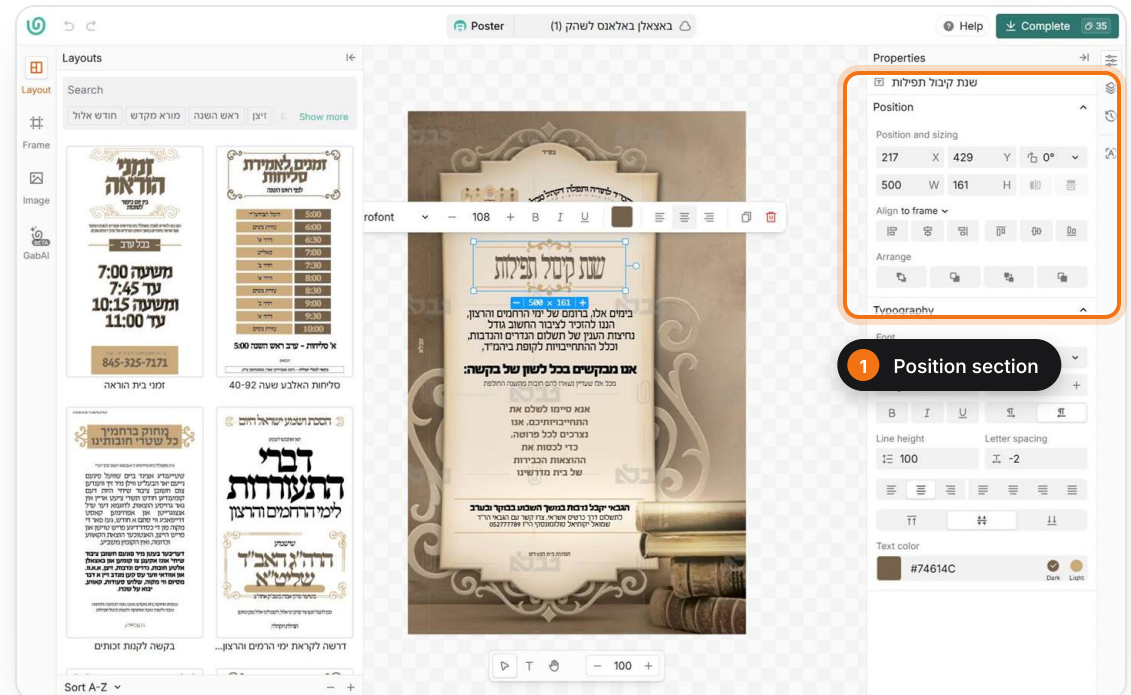
Exact numbers and alignment for the selected item.

DO THIS

- 1 **X and Y** — position on the page. Type a number, or scroll the mouse wheel over the box.
- 2 **0° ▼** — rotation. Choose 0°, 45°, 90° or 180°.
- 3 **W and H** — width and height.
- 4 **Align to frame ▼** — choose what to align to (frame, layout, or the selection), then click one of the 6 align buttons: left, centre, right, top, middle, bottom.
- 5 **Arrange** — the 4 buttons put the item in front of or behind other items.

WHAT HAPPENS NEXT

The item moves as soon as you change a number.



Properties → Typography (1 of 3)

YOU ARE ON

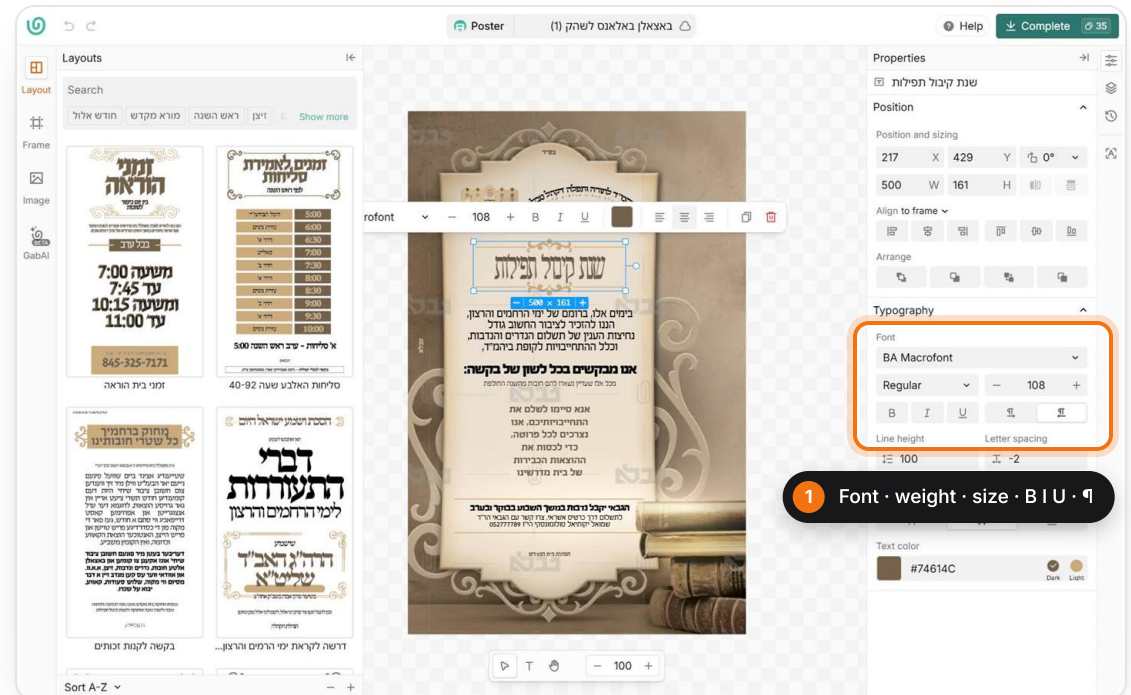
The **Typography** section of the Properties panel (text selected). The full text settings. Top rows:

DO THIS

- 1 **Font** dropdown — choose the font.
- 2 **Regular ▼** — the weight (Regular, Bold, Light...).
- 3 **- 108 +** — the size.
- 4 **B I U** — bold, italic, underline.
- 5 The two **¶** buttons — text direction: right-to-left for Hebrew, left-to-right for English.

WHAT HAPPENS NEXT

Changes apply to the whole text box (or only the letters you highlighted while typing).



Properties → Typography (2 of 3)

YOU ARE ON

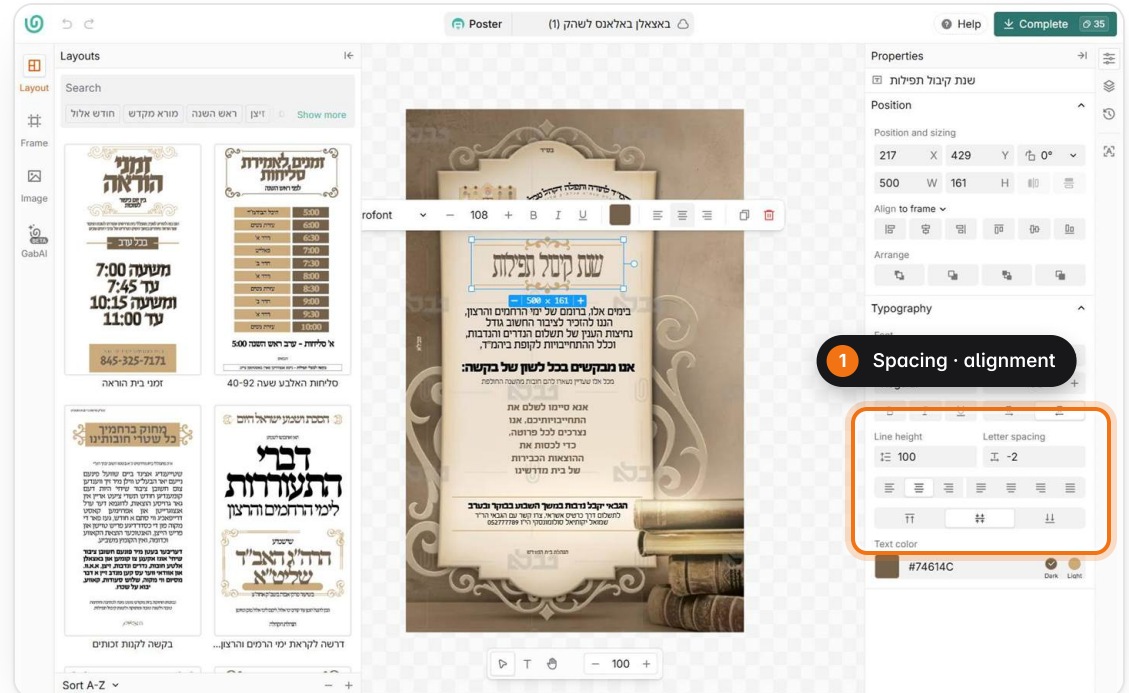
The middle of the **Typography** section. Spacing and alignment.

DO THIS

- 1 **Line height** — space between lines (100 = normal). Higher = more air.
- 2 **Letter spacing** — space between letters (0 = normal; minus = tighter).
- 3 First row of buttons: **Left · Centre · Right**, then four **Justify** options (text fills the full width).
- 4 Second row: **Top · Middle · Bottom** — where the text sits inside its box.

WHAT HAPPENS NEXT

The text reflows instantly.



Properties → Typography (3 of 3)

YOU ARE ON

The bottom of the **Typography** section: **Text color**. Choose the colour of the text.

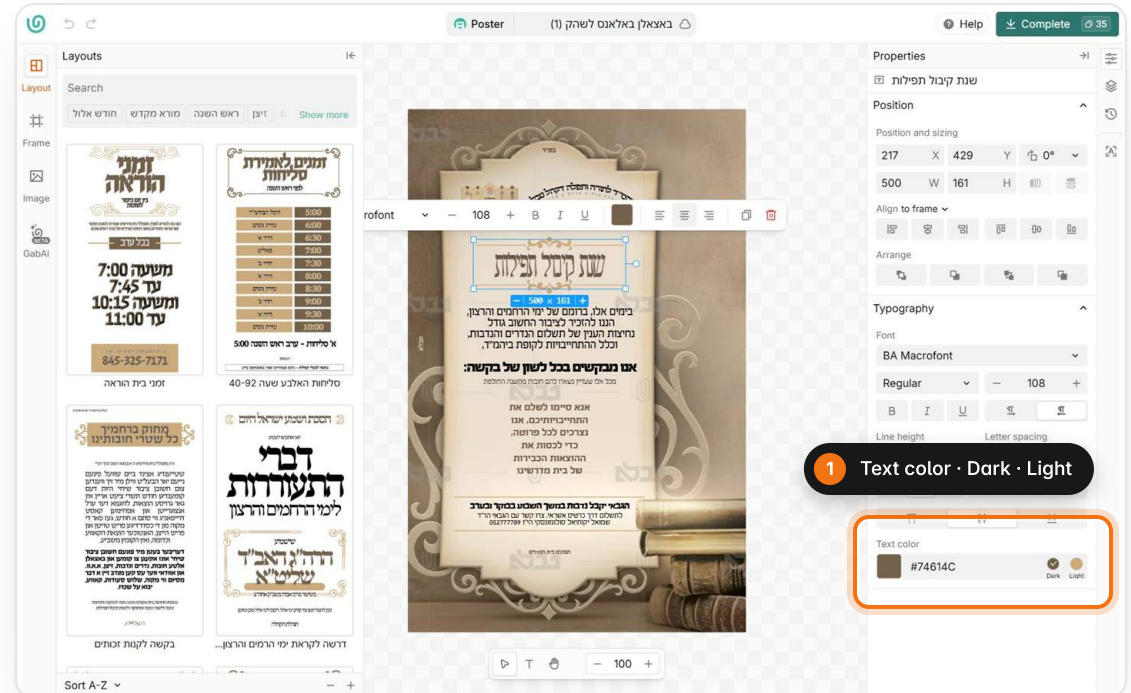
DO THIS

- 1 Click the big **colour square** to pick any colour.
- 2 Or click the small round **Dark** or **Light** dot — these are your poster's own two theme colours, so the text always matches the frame.

WHAT HAPPENS NEXT

The text changes colour immediately.

Tip Using Dark / Light keeps every poster looking professional without thinking about colours.



Properties → Document settings

YOU ARE ON

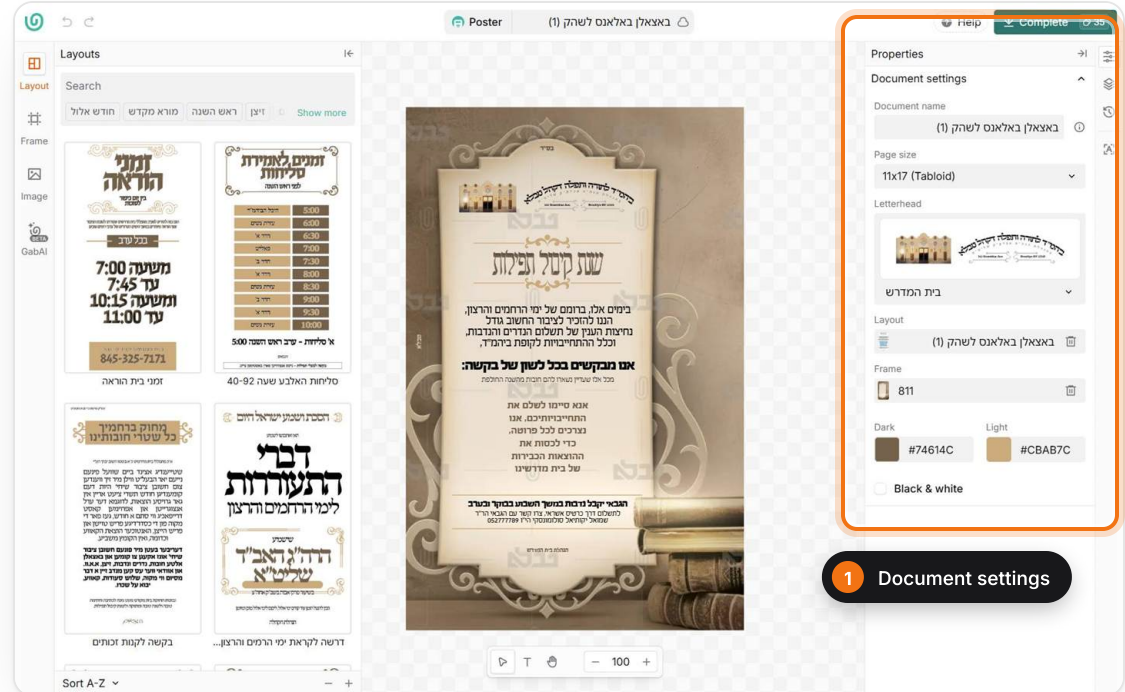
The **Properties** panel when **nothing** is selected (click an empty grey area first). Settings for the whole poster.

DO THIS

- 1 **Document name** — rename the poster.
- 2 **Page size** ▾ — change the paper size.
- 3 **Letterhead** — click the preview to swap the letterhead (next step).
- 4 **Layout** and **Frame** — shows the current ones. Click to open that panel;  removes it.
- 5 **Dark** and **Light** — the poster's two theme colours. Click a square to change.
- 6 **Black & white** — tick to make the whole poster black and white.

WHAT HAPPENS NEXT

Everything applies right away and is saved automatically.



Change the letterhead

YOU ARE ON

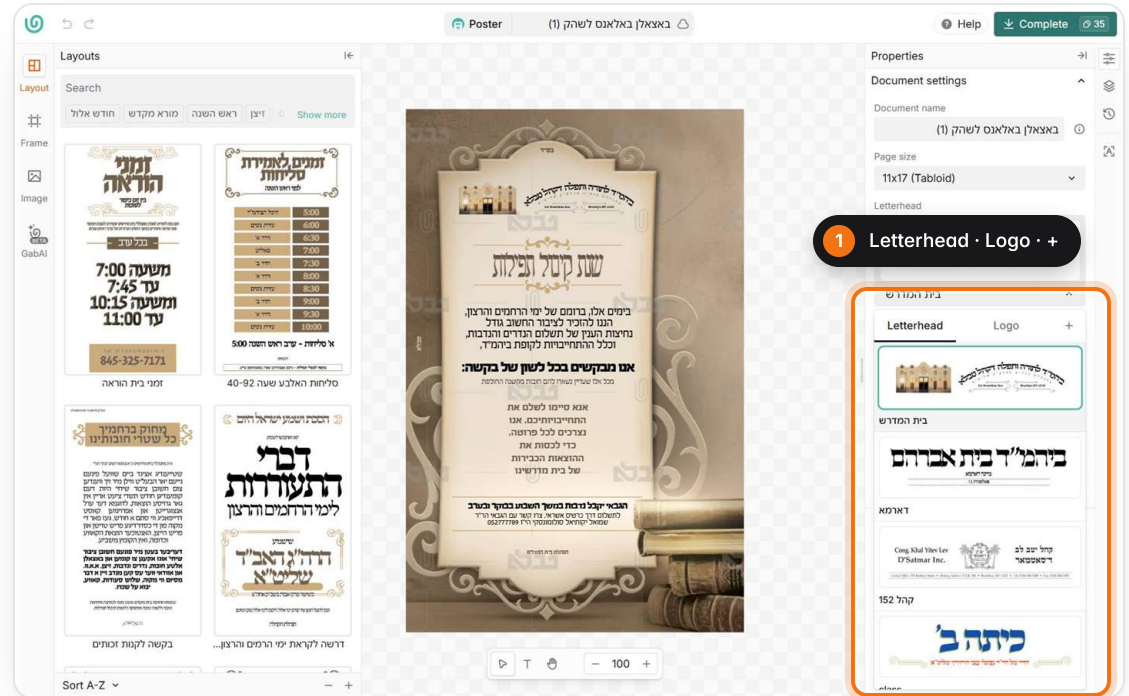
Properties → Document settings → click the **Letterhead** preview. A list of all your letterheads and logos opens.

DO THIS

- 1 Click the **Letterhead** tab for wide headers, or **Logo** for square logos.
- 2 Click the one you want — it replaces the letterhead on the poster.
- 3 Click **+** to open Brand settings and upload a new one.

WHAT HAPPENS NEXT

The poster updates immediately. This counts as a change you can undo.



Right rail: 4 buttons

YOU ARE ON

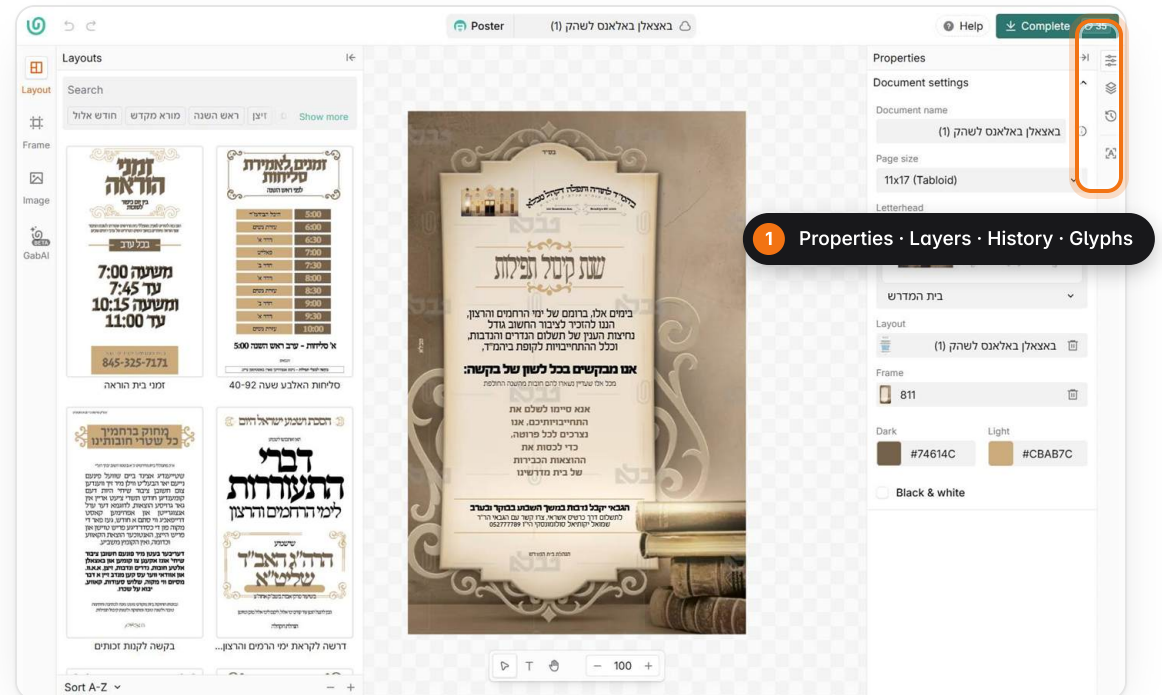
The thin column of icons on the far right. These open the four right-side panels.

DO THIS

- 1 Sliders icon = **Properties** (Ctrl+1).
- 2 Stack icon = **Layers** (Ctrl+2).
- 3 Clock icon = **History** (Ctrl+3).
- 4 Letter icon = **Glyphs** window (Ctrl+4).
- 5 Click the active icon again to hide the panel.

WHAT HAPPENS NEXT

The chosen panel appears on the right.



Layers panel

YOU ARE ON

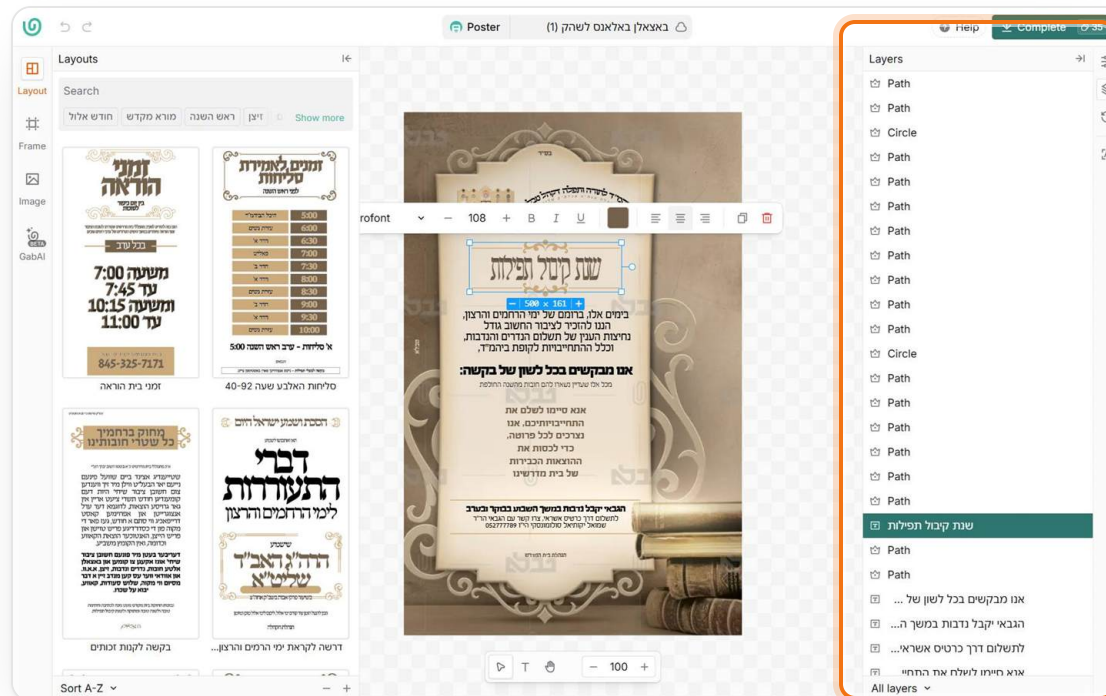
Right rail → **Layers**. A list of every item on the poster. The top of the list is in front; the bottom is behind.

DO THIS

- 1 Click a row to select that item on the poster (text rows show their words; others say Path, Image, Circle...).
- 2 Move the mouse over a row to see its buttons: hide/show, lock (so it can't move), drag handle.
- 3 Drag a row up or down to bring it in front of / behind other items.
- 4 Click **All layers** ▼ at the bottom to show only Text, Images or Elements.

WHAT HAPPENS NEXT

The poster and the list always stay in sync.



History (Timeline): see old versions

YOU ARE ON

Right rail → **History**. The panel titled **Timeline**. Every automatic save is a thin line. The top line is **Current version**. Older lines are below.

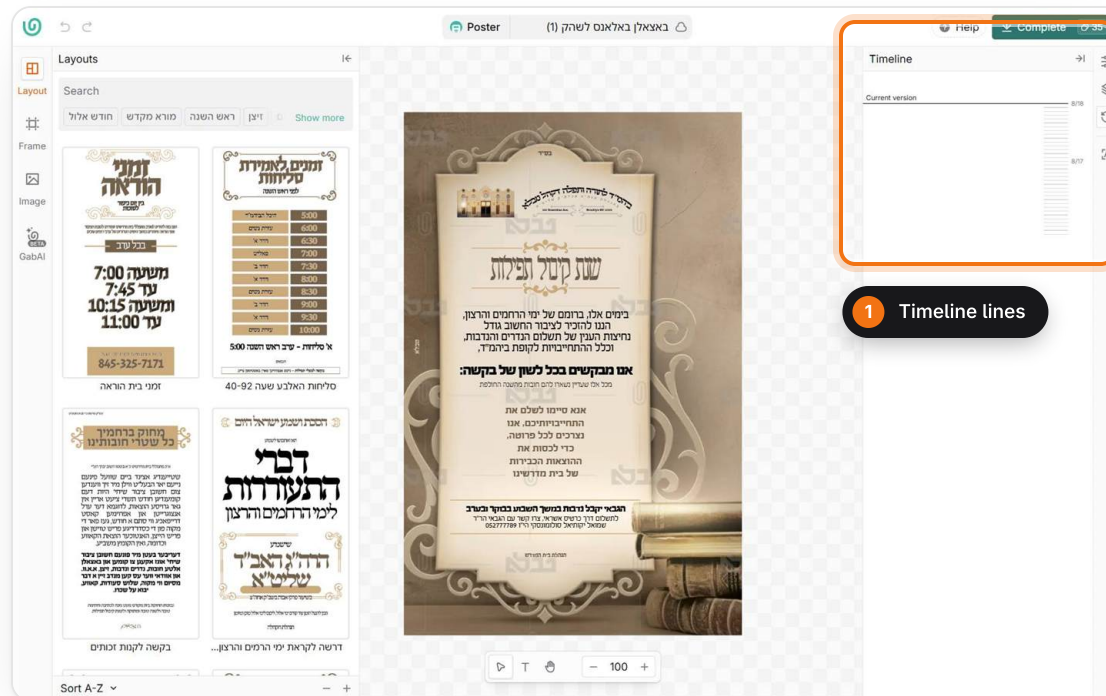
DO THIS

- 1 Move the mouse over the lines on the right — the date and time of each appears.
- 2 Click a line to see the poster as it was at that time.
- 3 Use ↑ / ↓ on the keyboard to step between versions.

WHAT HAPPENS NEXT

The poster switches to that old version and a banner appears at the top (next step).

Tavlah+: 7 days of history. Others: the last 24 hours (older lines show a lock).



Viewing an old version

YOU ARE ON

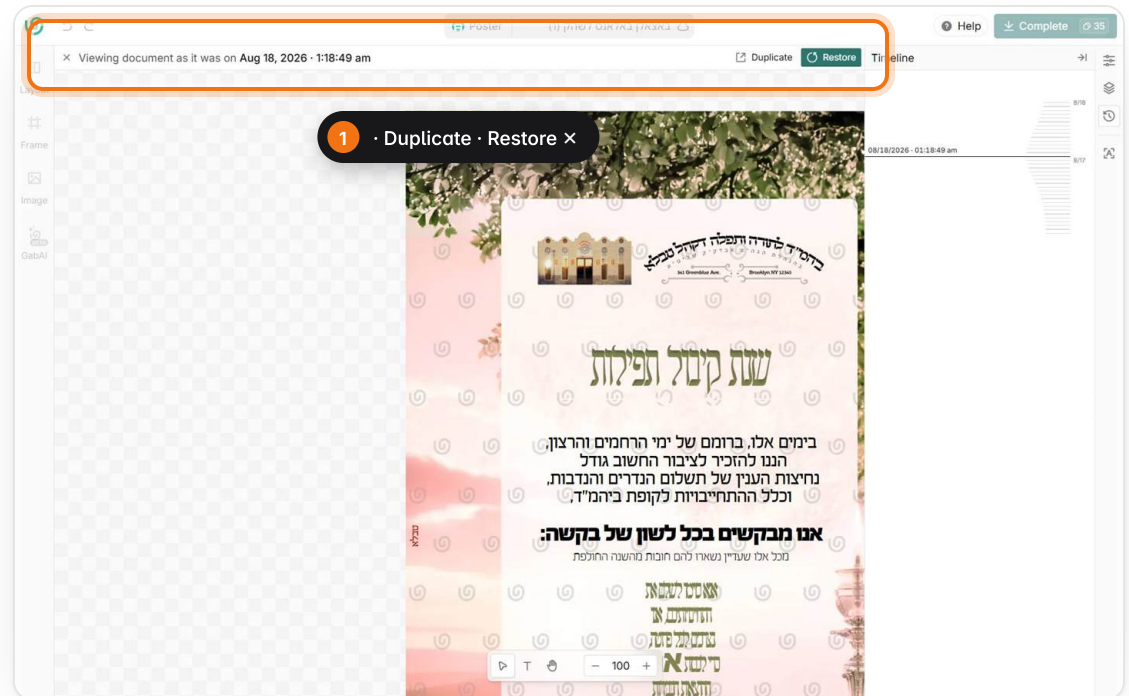
The banner at the top: “**Viewing document as it was on ...**”. While the banner is showing you are only looking — nothing can be edited.

DO THIS

- 1 Like this version? Click **Restore** — it becomes the current version. (Your newer work is still in the timeline, nothing is lost.)
- 2 Want both? Click **Duplicate** — this version opens as a new poster in a new tab.
- 3 Just looking? Click **×** on the left (or press Esc) to go back to now.

WHAT HAPPENS NEXT

The banner disappears and you can edit again.



Glyphs: special letters and nekudos

YOU ARE ON

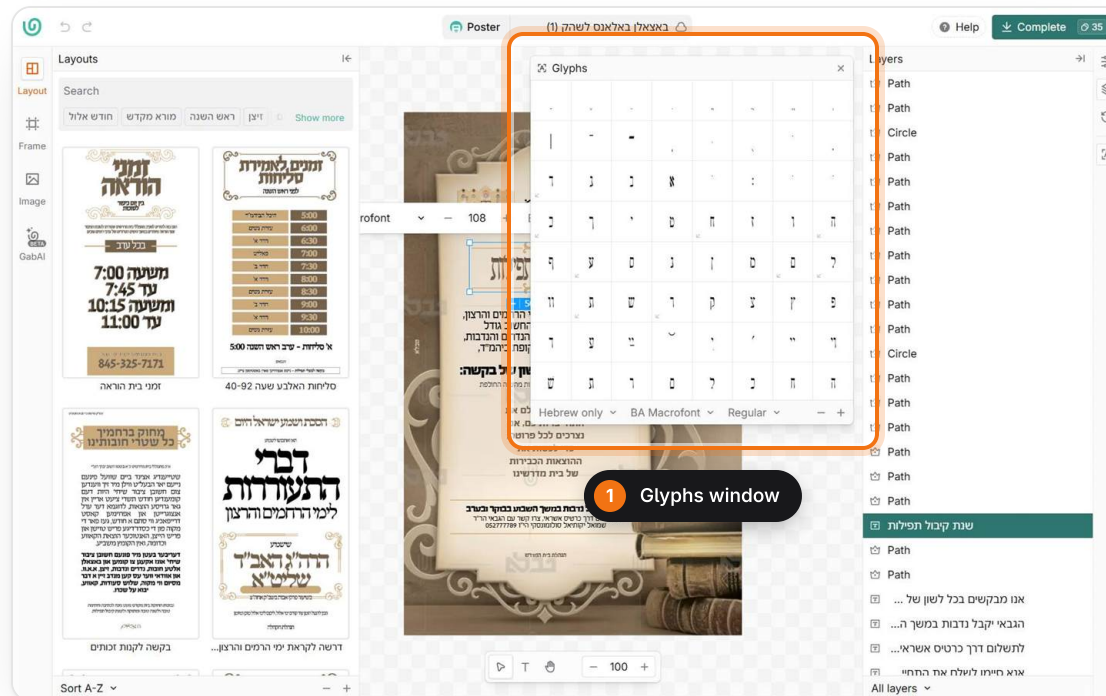
Right rail → **Glyphs**. A floating window titled **Glyphs**. All the characters of the current font — including nekudos, final letters and special forms.

DO THIS

- 1 Double-click a text on the poster and put the cursor where the character should go.
- 2 Click a character in the Glyphs window — it is inserted.
- 3 Use the dropdowns at the bottom: **Hebrew only** (filter), the **font**, and the **weight**. – / + change the tile size.
- 4 Drag the window by its title; click × to close.

WHAT HAPPENS NEXT

The character appears at your cursor.



Stuck? Send us a message

YOU ARE ON

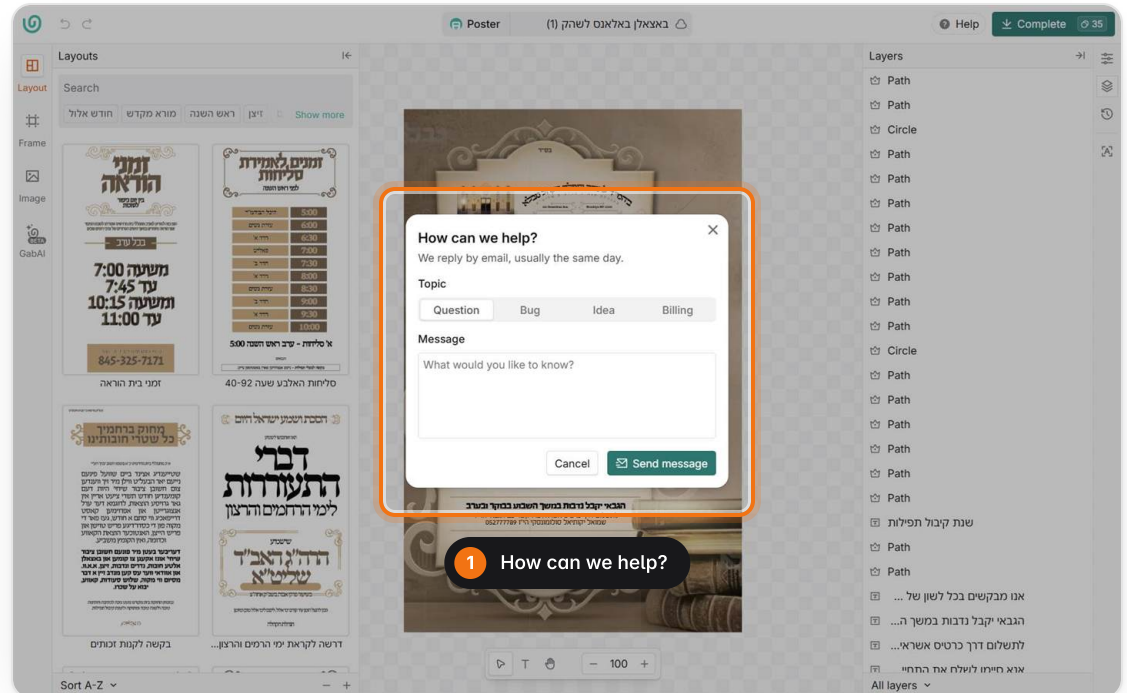
The **Help** button in the top bar opens this window. Real people answer — usually the same day, by email.

DO THIS

- 1 Click **Help** (top right).
- 2 Click a topic: **Question** , **Bug** , **Idea** or **Billing** .
- 3 Type your message in the box.
- 4 Click **Send message** .

WHAT HAPPENS NEXT

You see “Message sent”. We reply to your email address.



Finished? Click Complete

YOU ARE ON

The green button at the top-right of the Designer. When the poster looks right, buy it with one button. The number on the button is the price in credits .

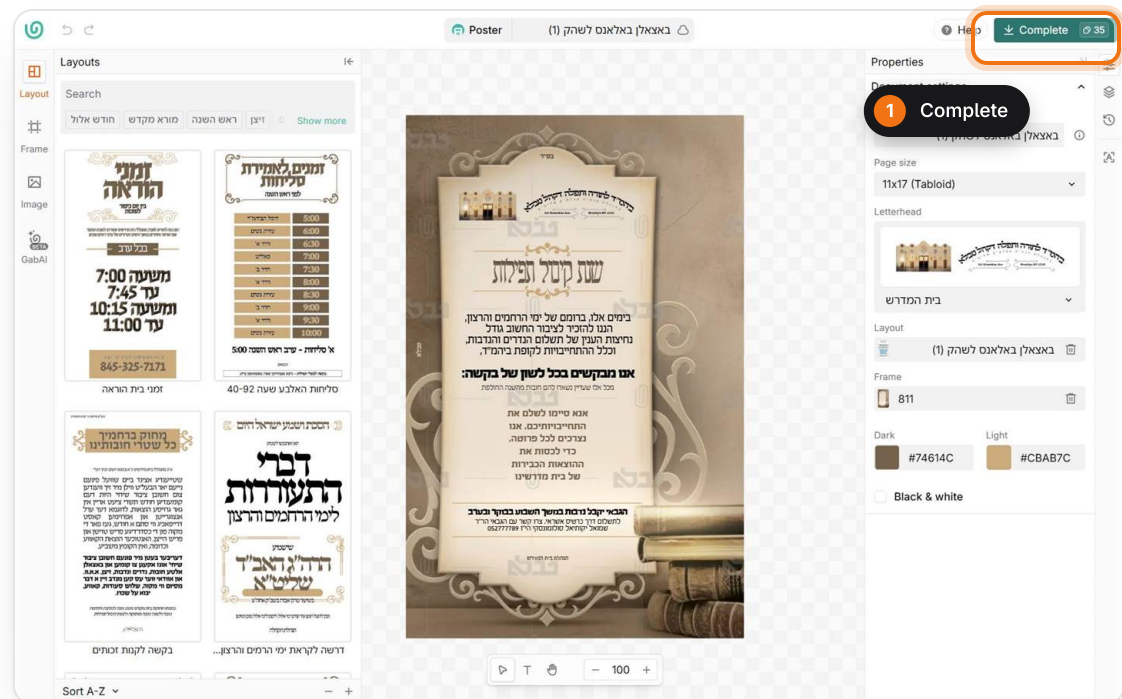
DO THIS

- 1 Check the poster one last time.
- 2 Click **Complete** .

WHAT HAPPENS NEXT

The checkout panel opens under the button (next step).

Tip Is the button grey? Your poster has no letterhead. Add one in Properties → Letterhead.



The checkout: what you see

YOU ARE ON

The panel that opens under **Complete**. Read it top to bottom.

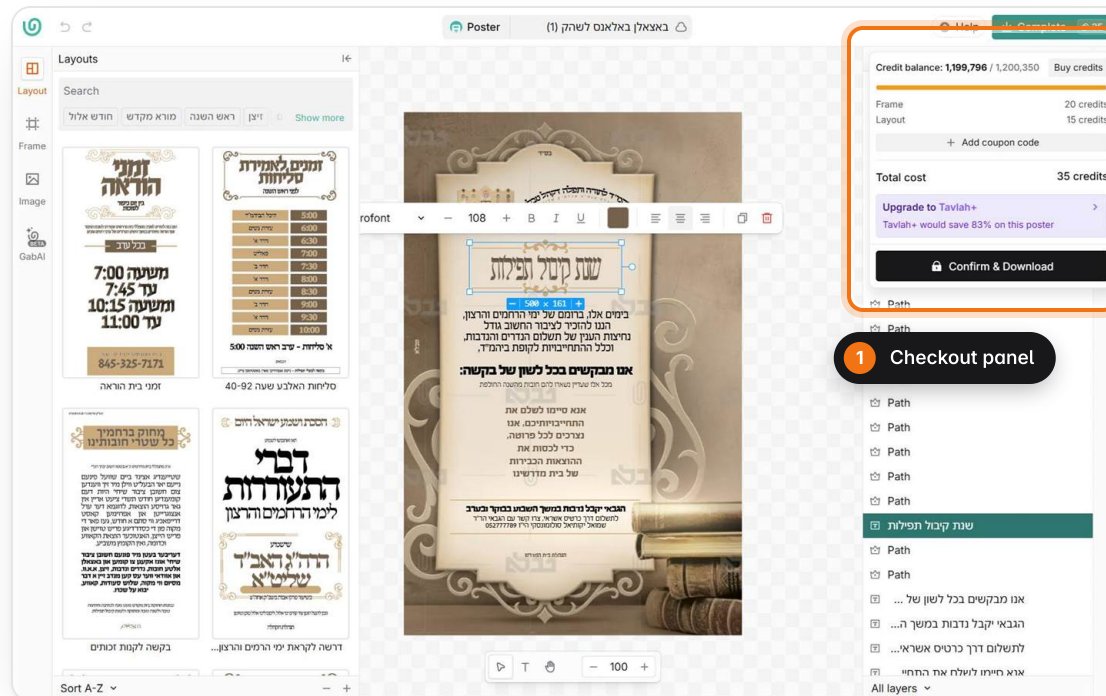
DO THIS

- 1 **Credit balance** — how many credits you have. **Buy credits** lets you add more.
- 2 **Frame** and **Layout** lines — what this poster costs, in credits.
- 3 **+ Add coupon code** — click it if you have a code, type it, click ✓.
- 4 **Total cost** — the final price.

WHAT HAPPENS NEXT

If you have enough credits, the button says **Confirm & Download**.

Good to know If your design shows a small Tavlah watermark, a **Remove Tavlah mark** checkbox appears here for a few extra credits.



CHECKOUT & DOWNLOAD

STEP 3 OF 10

Pay with credits

YOU ARE ON

The black button at the bottom of the checkout panel. One click buys the poster.

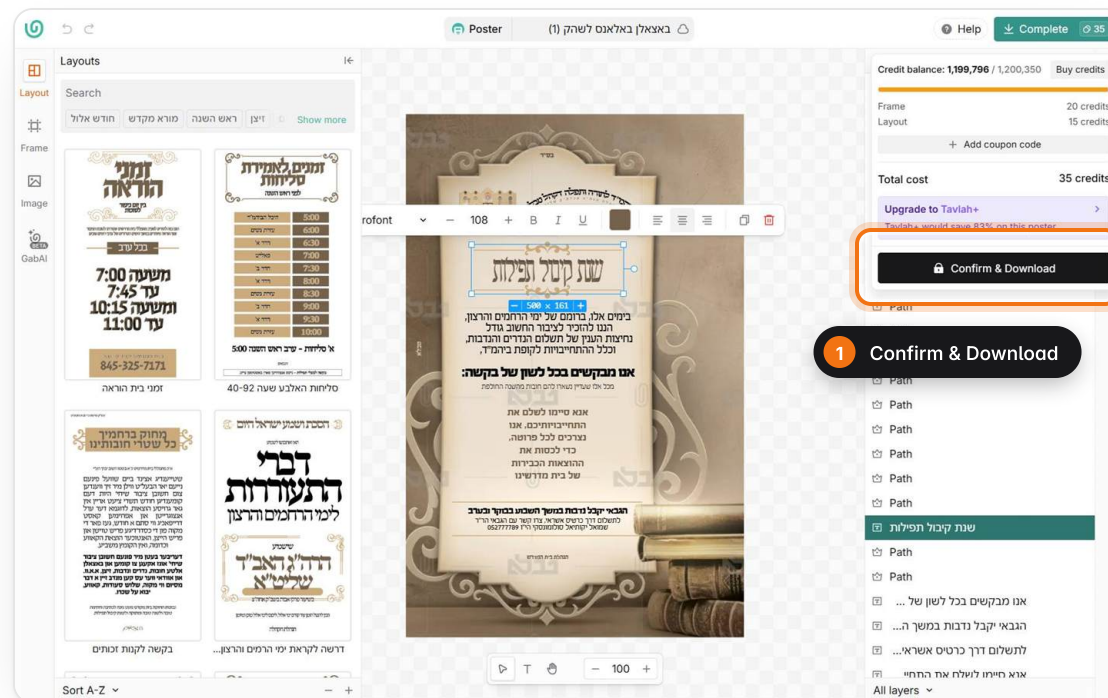
DO THIS

- 1 Click  **Confirm & Download**.

WHAT HAPPENS NEXT

The credits are taken from your balance and you land on the poster page, ready to download.

Tip Not enough credits? The total is shown in dollars, a card box appears, and the button says **Purchase**. Click **Link card** once to add your card, then Purchase.



The purple banner

YOU ARE ON

Inside the checkout panel, above the button. When Tavlah+ would make this poster cheaper, the checkout tells you how much you would save.

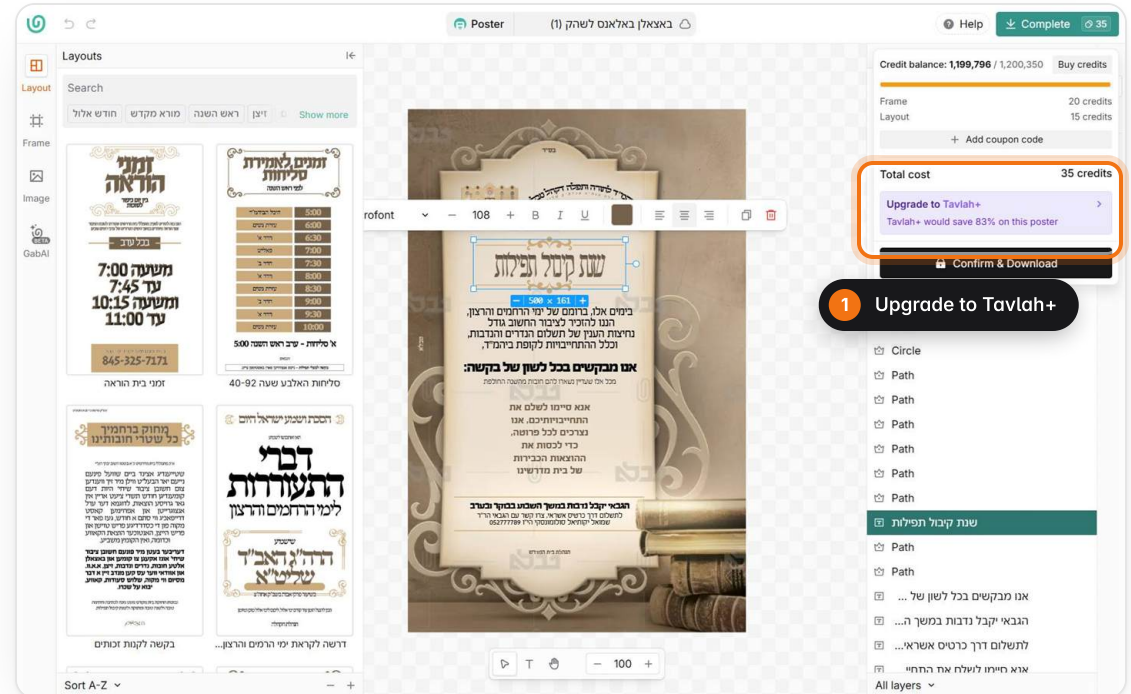
DO THIS

- 1 Read the saving, e.g. “Tavlah+ would save 83% on this poster”.
- 2 Interested? Click the banner to see the Tavlah+ plan. Otherwise ignore it and continue.

WHAT HAPPENS NEXT

See chapter 8 for how plans work.

Tavlah+ Some options here are only for Tavlah+ members (they show a purple badge).



CHECKOUT & DOWNLOAD

STEP 5 OF 10

Your poster page

YOU ARE ON

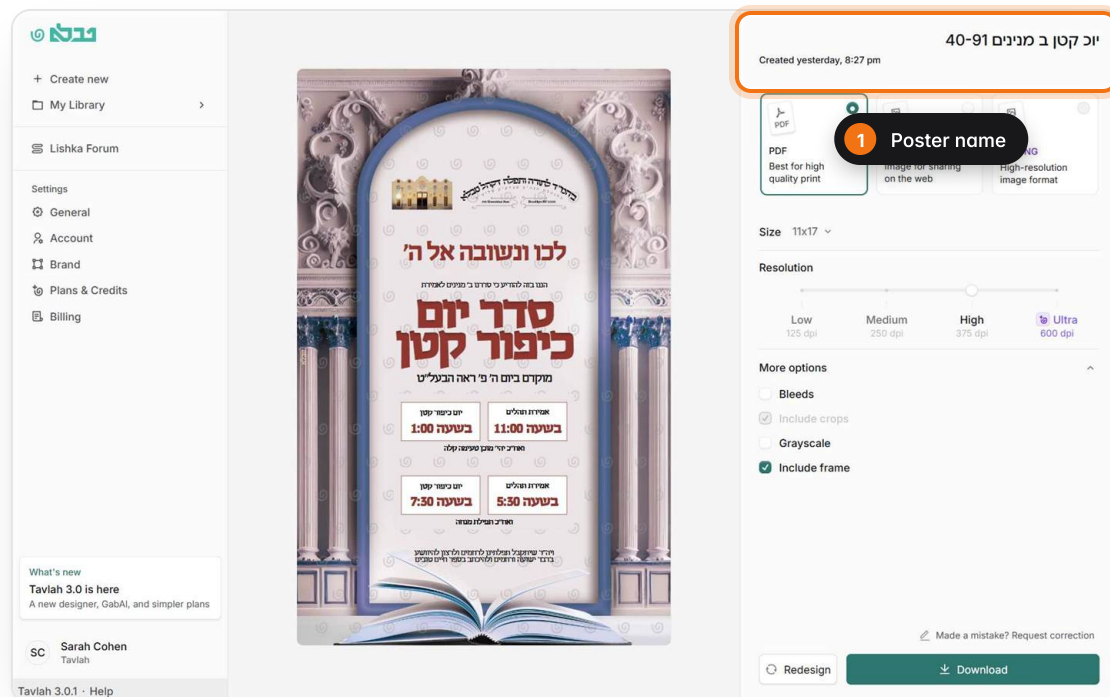
The **poster page** — you land here right after paying (also: My Library → Purchased → click a poster). Left: a live preview. Right: the download options.

DO THIS

- 1 Click the **name** at the top right to rename the poster if you like.
- 2 Under it you see when it was created.

WHAT HAPPENS NEXT

Now choose the file type (next step).



Choose a file format

YOU ARE ON

The three cards at the top of the right panel. Pick what you need the file for.

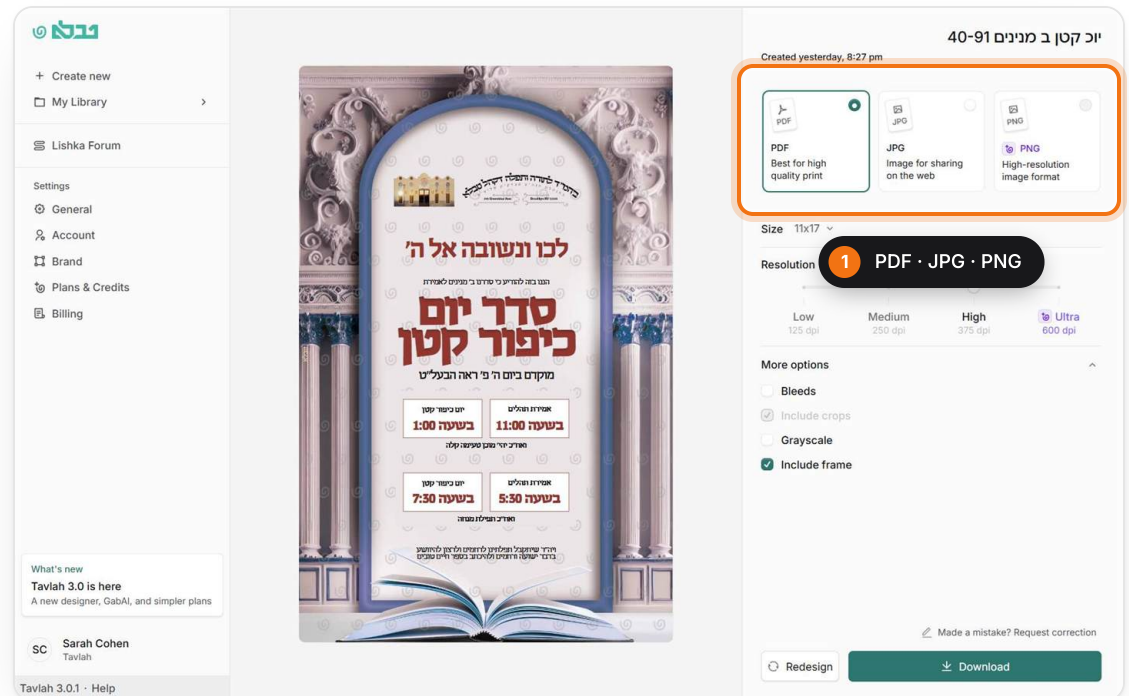
DO THIS

- 1 **PDF** — for printing (default; best quality).
- 2 **JPG** — a picture, good for WhatsApp, email and websites.
- 3 **PNG** — a high-resolution picture. Tavlah+ only.

WHAT HAPPENS NEXT

The chosen card gets a green ring.

Tavlah+ Some options here are only for Tavlah+ members (they show a purple badge).



Size and resolution

YOU ARE ON

Under the format cards. Usually you can leave these as they are.

DO THIS

- 1 **Size** — print the same poster on another paper size (e.g. Letter instead of 11x17). Click and choose.
- 2 **Resolution** — drag the dot: **Low** for screens, **Medium**, **High** (375 dpi) for printing — this is the default. **Ultra** 600 dpi is Tavlah+ only.

WHAT HAPPENS NEXT

The preview on the left updates.

Tavlah+ Some options here are only for Tavlah+ members (they show a purple badge).

The screenshot displays the Tavlah 3.0 interface during the checkout and download process. The central area shows a preview of a poster for 'Leshikha Forum' with Hebrew text. The right sidebar contains the 'Size and Resolution' settings, which are highlighted with an orange border. The settings include a 'Size' dropdown set to '11x17' and a 'Resolution' slider with options: Low (125 dpi), Medium (250 dpi), High (375 dpi), and Ultra (600 dpi). Below the slider, there are checkboxes for 'Bleeds', 'Include frame', and 'Grayscale'. A 'Redesign' button and a 'Download' button are at the bottom. The top right corner shows the creation date and time: 'Created yesterday, 8:27 pm'.

More options (for print shops)

YOU ARE ON

The **More options** section (PDF only). Only needed if a professional printer asked for it.

DO THIS

- 1 **Bleeds** — adds extra edge for cutting (.125 / .25 / .5 in). Tick if the print shop asked for “bleed”.
- 2 **Include crops** — cutting marks at the corners (needs Bleeds on).
- 3 **Grayscale** — black and white file.
- 4 **Include frame** — untick to download only the text without the background.

WHAT HAPPENS NEXT

The preview shows exactly what the file will contain.

Tip Not sure? Leave everything as it is — the defaults are what most shuls need.

יוכ קטן ב מנינים 40-91

Created yesterday, 8:27 pm

PDF Best for high quality print

JPG Image for sharing on the web

PNG High-resolution image format

Size 11x17

Resolution Low Medium High Ultra

More options

- ☐ Bleeds
- ☒ Include crops
- ☐ Grayscale
- ☒ Include frame

1 More options

Made a mistake? Request correction

Redesign Download

Download the file

YOU ARE ON

The bottom of the right panel. Your poster is paid for — download it as often as you like.

DO THIS

- 1 Click the green **Download** button.
- 2 The file is saved to your computer with the poster's name.

WHAT HAPPENS NEXT

Print it or send it. You can come back to this page any time (My Library → Purchased) and download again — **no extra charge**.

Good to know ↻ **Redesign** makes an editable copy of this poster so you can change it and buy it again at a discount.

The screenshot displays the Taviiah 3.0 interface. On the left is a sidebar with the Taviiah logo, navigation links (Create new, My Library, Lishka Forum), and settings (General, Account, Brand, Plans & Credits, Billing). The main area shows a poster for 'סדר יום כיפור קטן' (Small Yom Kippur Seder) with Hebrew text and a decorative border. On the right is a panel titled 'יוק קטן ב מנינים 40-91' (Small Yom Kippur Seder in Minyan 40-91). It shows the poster was created yesterday at 8:27 pm. Below are three download options: PDF (Best for high quality print), JPG (Image for sharing on the web), and PNG (High-resolution image format). The size is set to 11x17. The resolution is set to High (375 dpi). Under 'More options', 'Bleeds' is unchecked, 'Include crops' is checked, 'Grayscale' is unchecked, and 'Include frame' is checked. At the bottom, there is a 'Redesign' button and a 'Download' button. A '1 Redesign · Download' button is also visible. A small orange box highlights the 'Download' button.

Made a mistake? Ask for a correction

YOU ARE ON

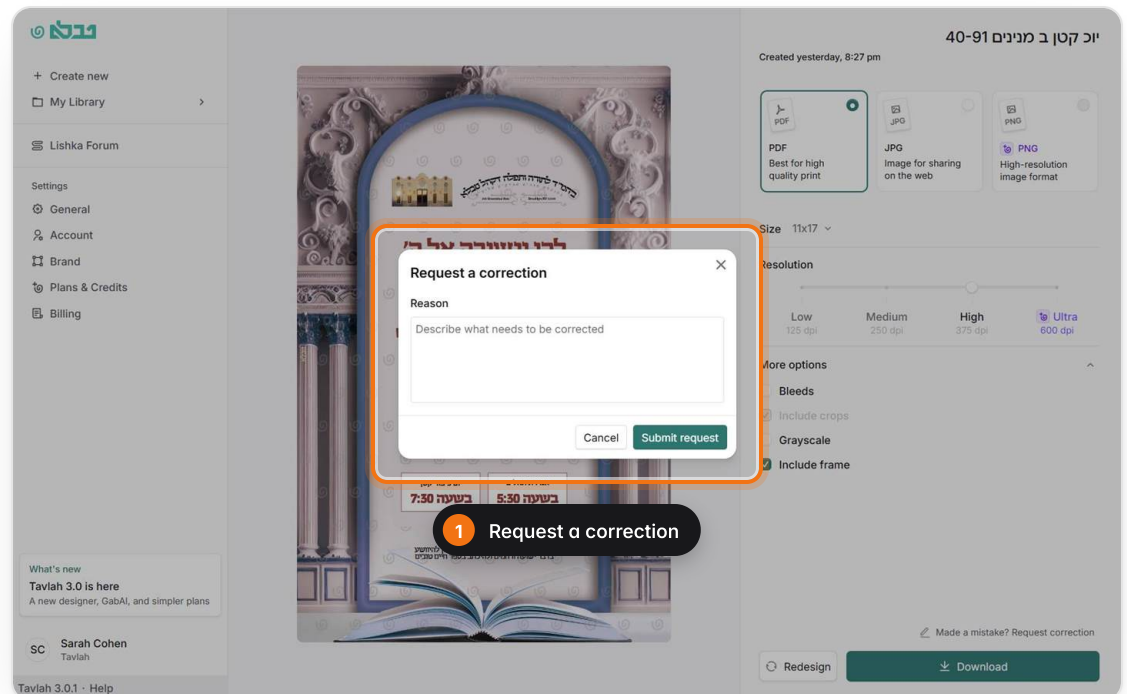
Poster page → the small link **Made a mistake? Request correction** → this window. Found a typo after paying? Within **3 days** you can ask to fix it for free.

DO THIS

- 1 Click **Made a mistake? Request correction** (bottom right of the poster page).
- 2 In **Reason**, describe what needs to change.
- 3 Click **Submit request**.

WHAT HAPPENS NEXT

You see “Correction pending review”. When approved, the button changes to **Correction approved — open designer**: click it, fix the poster, then click **Confirm changes**. No new charge.



MY LIBRARY

STEP 1 OF 3

Find all your posters

YOU ARE ON

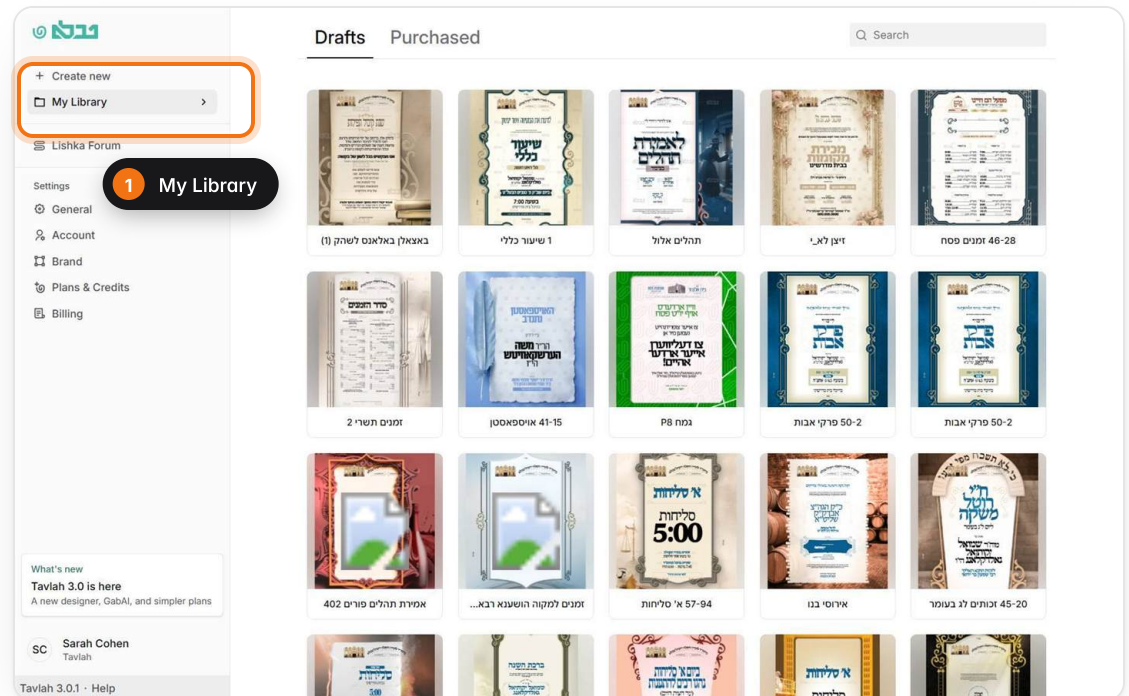
The sidebar → **My Library** . Everything you ever made is here, newest first.

DO THIS

- 1 Click **My Library** in the sidebar.

WHAT HAPPENS NEXT

The library opens on the Drafts tab.



Drafts and Purchased

YOU ARE ON

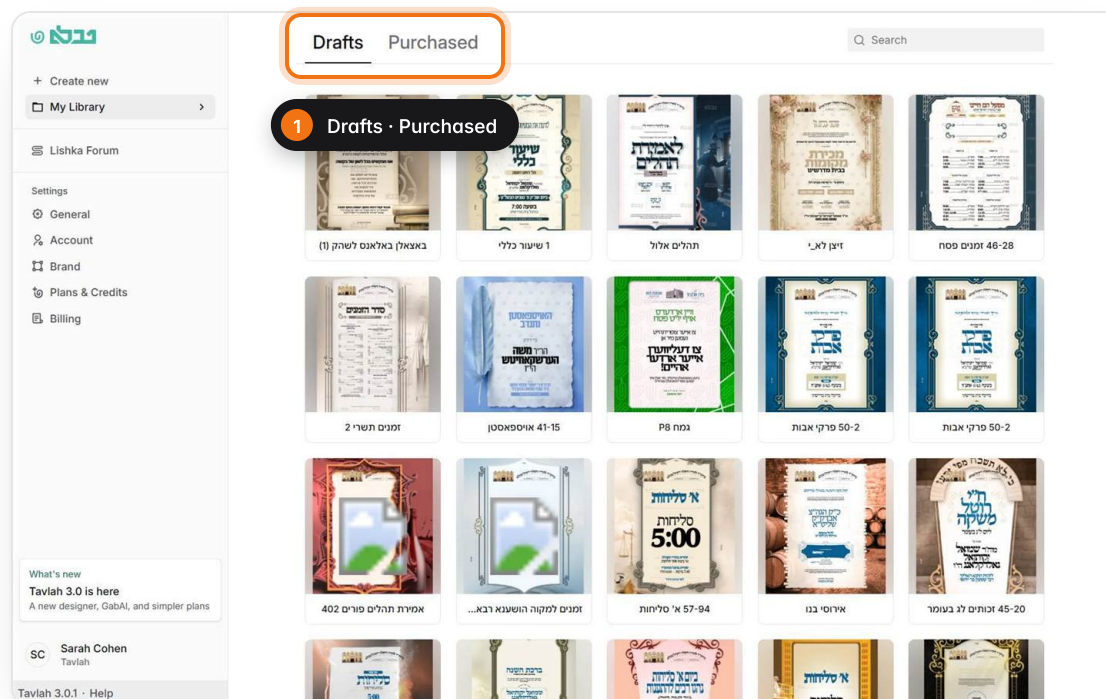
The two big tabs at the top of My Library. Two lists, one for unfinished posters and one for paid ones.

DO THIS

- 1 **Drafts** — posters you are still working on. Click one → it opens in the Designer.
- 2 **Purchased** — posters you paid for. Click one → the poster page opens so you can download it again.

WHAT HAPPENS NEXT

The list under the tabs changes.



MY LIBRARY

STEP 3 OF 3

Search your library

YOU ARE ON

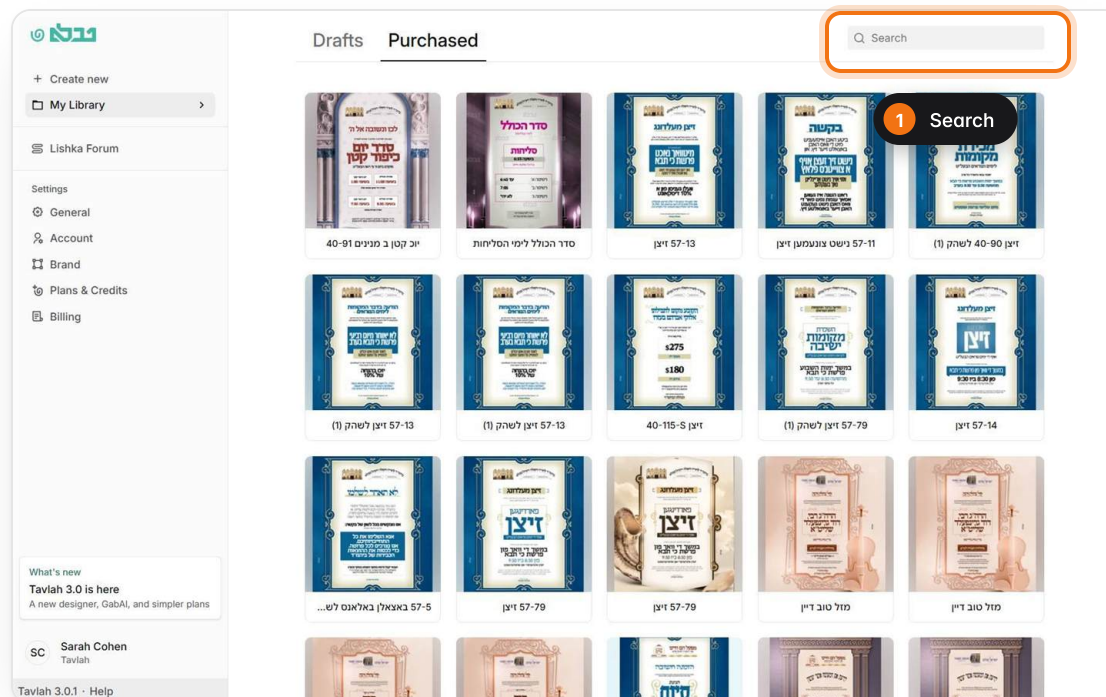
The **Search** box at the top right of My Library. Have many posters? Search by name.

DO THIS

- 1 Click in **Search**.
- 2 Type part of the poster's name (or the template name if you never renamed it).

WHAT HAPPENS NEXT

Only matching posters stay on screen.



How paying works: credits

YOU ARE ON

Settings → **Plans & Credits** → the **Credit balance** bar at the top. Posters are paid with **credits**. A typical poster costs about 35 credits. You can buy credits in packs or get them monthly with Tavlah+.

DO THIS

- 1 Read the numbers on the right: credits left **of** credits total.
- 2 Move the mouse over the bar to see which kind of credits you have (Purchased, Tavlah+, Legacy).

WHAT HAPPENS NEXT

The three cards below are the three ways to pay.

The screenshot shows the Tavlah Settings page, specifically the 'Plans & Credits' tab. The page is divided into three main sections: a sidebar on the left, a main content area in the center, and a right-hand panel for 'Tavlah Plus'.

Sidebar:

- Top: Tavlah logo, '+ Create new', 'My Library', 'Lishka Forum'.
- Settings section: 'General', 'Account', 'Brand', 'Plans & Credits' (selected), 'Billing'.
- Bottom: 'What's new' (Tavlah 3.0 is here), 'SC Sarah Cohen Tavlah', 'Tavlah 3.0.1 · Help'.

Main Content Area:

- Header: 'Settings' with tabs: 'Profile', 'Account & Security', 'Brand', 'Plans & Credits' (selected), 'Billing & Invoices'.
- Credit balance bar: 'Credit balance: 1,199,796 of 1,200,350'.
- Three payment cards:
 - Pay as you go:** 'Buy posters and credits at full price'. Price: '\$35 per poster*'. Features: 'Redesign for 50% off', 'No 4K downloads', 'Limited version history'.
 - Credit balance:** Price: '\$25 per poster, about 10 posters*'. Features: 'Redesign for \$12.50*', 'Credits never expire', 'No plus features'.
 - Tavlah Plus:** 'Lowest price per poster, plus every feature'. Price: '\$10 per poster, about 15 posters*'. Features: '65% cheaper per poster', 'Redesign for \$2*', '7 day version history', '4K downloads', 'Increased AI usage limits'.

Right-hand Panel (Tavlah Plus):

- Header: 'Tavlah Plus', 'Lowest price per poster, plus every feature'.
- Credits per month: '180', '400', '750', '1,500'.
- Buttons: 'Buy 350 credits \$250', 'Upgrade \$150'.

*All prices per poster are estimated based on a typical poster. Price might vary based on premium status or plan discounts.

Option 1: Pay as you go

YOU ARE ON

The first (left) card. No plan and no commitment. You pay full price by card each time you buy a poster.

DO THIS

- 1 Nothing to click — this is what everyone starts with (**Current plan**).
- 2 Note the price shown “per poster” and the ✓/✗ list under it.

WHAT HAPPENS NEXT

If you make posters regularly, look at options 2 and 3 — they cost less per poster.

Settings

Profile Account & Security Brand **Plans & Credits** Billing & Invoices

Credits 1,199,796 of 1,200,350

1 Pay as you go

Pay as you go
Buy posters and credits at full price

\$35 per poster*

- ✓ Redesign for 50% off
- ✗ No 4K downloads
- ✗ Limited version history

Current plan

Credits
Buy in bulk. Never expires

Pack size
350 875 1,400 3,500

\$25 per poster, about 10 posters*

- ✓ Redesign for \$12.50*
- ✓ Credits never expire
- ✗ No plus features

Buy 350 credits \$250

Tavlah Plus
Lowest price per poster, plus every feature

Credits per month
180 400 750 1,500

\$10 per poster, about 15 posters*

- ✓ 65% cheaper per poster
- ✓ Redesign for \$2*
- ✓ 7 day version history
- ✓ 4K downloads
- ✓ Increased AI usage limits

Upgrade \$150

*All prices per poster are estimated based on a typical poster. Price might vary based on premium status or plan discounts

Option 2: Credit packs

YOU ARE ON

The middle card, **Credits**. Buy a pack of credits once. They **never expire** and cost less per poster than pay-as-you-go.

DO THIS

- 1 Click a **Pack size** (350 · 875 · 1,400 · 3,500). The price per poster updates.
- 2 Click the black button **Buy ... credits**.

WHAT HAPPENS NEXT

The Buy credits window opens (next step).

Settings

Profile Account & Security Brand **Plans & Credits** Billing & Invoices

Credit balance: **1 Credits** 1,199,796 of 1,200,350

Pay as you go
Buy posters and credits at full price

\$35 per poster*

- ✓ Redesign for 50% off
- × No 4K downloads
- × Limited version history

Current plan

Credits
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Buy credits window

YOU ARE ON

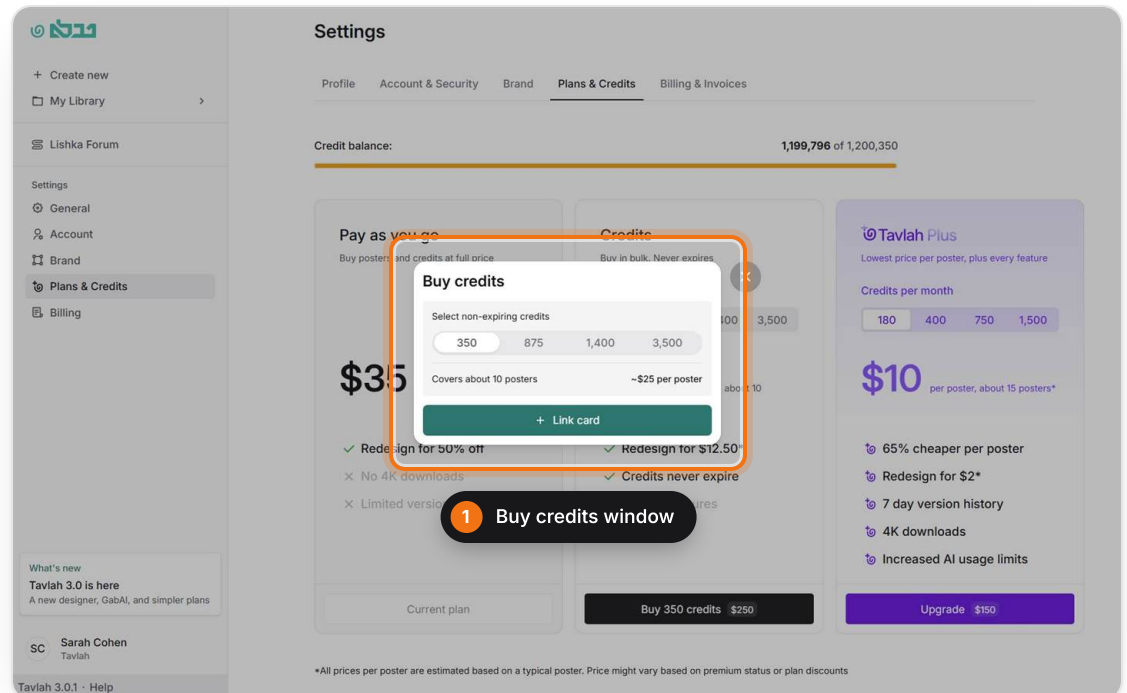
The **Buy credits** window. Confirm the pack and pay.

DO THIS

- 1 Check the pack size (you can still change it here).
- 2 Read “Covers about N posters” and the price per poster.
- 3 First time: click **+ Link card** and enter your card (number, expiry, security code, postal code), then **Link card**.
- 4 Then click **Purchase**.

WHAT HAPPENS NEXT

The credits are added to your balance immediately.



Option 3: Tavlah+

YOU ARE ON

The purple card on the right. A monthly plan. You get credits every month at the **lowest price per poster**, plus extra features: 4K/PNG downloads, 7-day version history, very cheap redesigns, more GabAI.

DO THIS

- 1 Click a **Credits per month** amount (180 · 400 · 750 · 1,500). The price per poster updates.
- 2 Click the purple button **Upgrade** (or **Start free trial** if you see it).

WHAT HAPPENS NEXT

The Upgrade window opens (next step).

Tavlah+ Some options here are only for Tavlah+ members (they show a purple badge).

Settings

Profile Account & Security Brand **Plans & Credits** Billing & Invoices

Credit balance: 1,199,796 of 1,200,000

1 Tavlah Plus

Pay as you go
Buy posters and credits at full price

\$35 per poster*

- ✓ Redesign for 50% off
- ✗ No 4K downloads
- ✗ Limited version history

Current plan

Credits
Buy in bulk. Never expires

Pack size: 350 875 1,400 3,500

\$25 per poster, about 10 posters*

- ✓ Redesign for \$12.50*
- ✓ Credits never expire
- ✗ No plus features

Buy 350 credits \$250

Tavlah Plus
Lowest price per poster, plus every feature

Credits per month: 180 400 750 1,500

\$10 per poster, about 15 posters*

- ✓ 65% cheaper per poster
- ✓ Redesign for \$2*
- ✓ 7 day version history
- ✓ 4K downloads
- ✓ Increased AI usage limits

Upgrade \$150

*All prices per poster are estimated based on a typical poster. Price might vary based on premium status or plan discounts

What's new
Tavlah 3.0 is here
A new designer, GabAI, and simpler plans

SC Sarah Cohen
Tavlah

Tavlah 3.0.1 · Help

Upgrade to Tavlah+ window

YOU ARE ON

The **Upgrade to Tavlah+** window. Confirm the plan and pay.

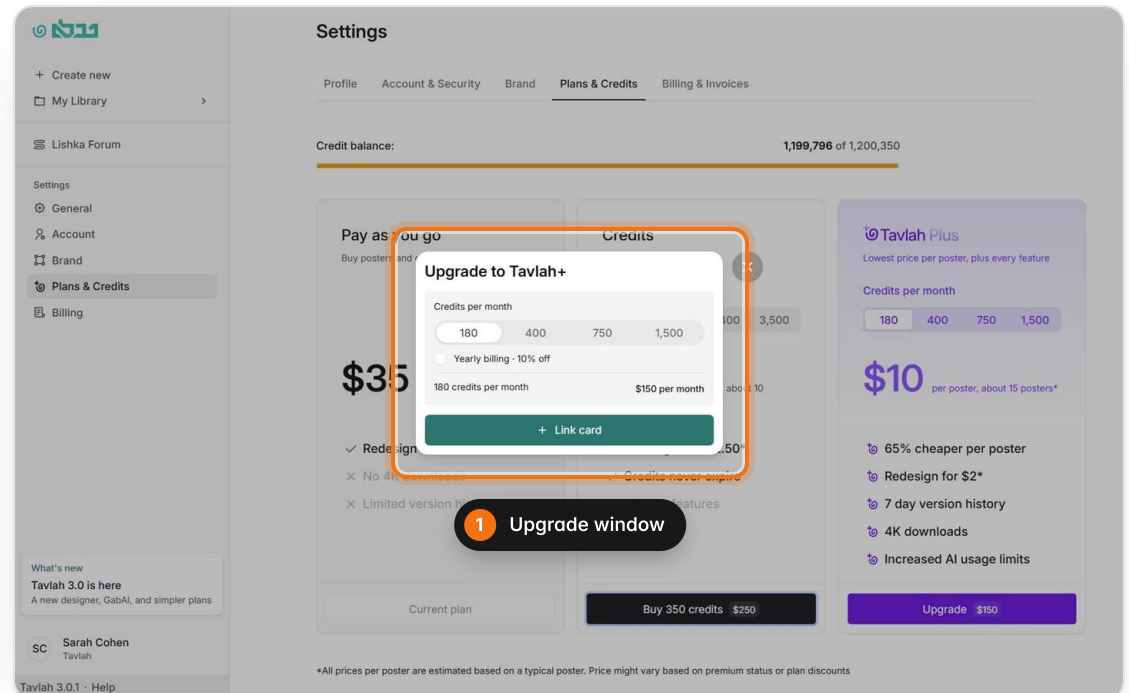
DO THIS

- 1 Check **Credits per month** .
- 2 Optional: tick **Yearly billing · 10% off** to pay once a year and save 10%.
- 3 Read the price line, e.g. “180 credits per month — \$150 per month”.
- 4 First time: **Link card** . Then click the confirm button (**Start free trial / Confirm**).

WHAT HAPPENS NEXT

Your plan starts. New accounts get a free trial — the window says “You won’t be charged today”.

Tavlah+ Some options here are only for Tavlah+ members (they show a purple badge).



Billing & Invoices: your plan

YOU ARE ON

Settings → **Billing & Invoices** → **Subscription** . A summary of what you are on.

DO THIS

- 1 **Current plan** — Pay as you go, or your Tavlah+ plan with price and credits.
- 2 Click **Upgrade / Manage** on the right to go to Plans & Credits.
- 3 On a plan you also see **Next renewal** (date), **Payment method** (your card), and **Renew now** .

WHAT HAPPENS NEXT

Nothing changes until you click a button.

The screenshot shows the Tavlah 3.0 Settings page, specifically the Billing & Invoices section. The left sidebar contains navigation links: Create new, My Library, Lishka Forum, Settings (General, Account, Brand, Plans & Credits, Billing), and a footer with 'What's new', 'Tavlah 3.0 is here', and 'Sarah Cohen'. The main content area has tabs for Profile, Account & Security, Brand, Plans & Credits, and Billing & Invoices. The Billing & Invoices tab is active, showing a 'Subscription' section with a 'Current plan' of 'Pay as you go - \$0/mo' and an 'Upgrade' button. Below this is an 'Invoices & receipts' table with columns for #, Date, Description, Method, Amount, and a download icon. The table lists five items, all dated Mar 1, 2026, with descriptions in Hebrew. A callout box with the number 1 and the text 'Current plan' points to the 'Current plan' button in the Subscription section.

#	Date	Description	Method	Amount	
5	Mar 1, 2026	Poster: טעות טקסט פורסם		\$65	⬇
4	Mar 1, 2026	frame: 606		\$150	⬇
3	Mar 1, 2026	Poster: 401 מנות לזרוב		\$65	⬇
2	Mar 1, 2026	Poster: 401 מנות לזרוב		\$65	⬇
1	Mar 1, 2026	Poster: 401 מנות לזרוב		\$65	⬇

Receipts

YOU ARE ON

The **Invoices & receipts** table below. Every payment you ever made, one per line.

DO THIS

- 1 Find the line (number, date, what it was, amount).
- 2 Click the ↓ at the end of the line.

WHAT HAPPENS NEXT

A PDF receipt is downloaded — for your bookkeeping.

Settings

Profile Account & Security Brand Plans & Credits **Billing & Invoices**

Subscription

Current plan Pay as you go - \$0/mo Upgrade

Invoices & receipts

#	Date	Description	Method	Amount	
5	Mar 1, 2026	Poster: טענות טאשן פורים		\$65	↓
4	Mar 1, 2026	frame: 606		\$150	↓
3	Mar 1, 2026	Poster: 401 מנות לזרוב		\$65	↓
2	Mar 1, 2026	Poster: 401 מנות לזרוב		\$65	↓
1	Mar 1, 2026	Poster: 401 מנות לזרוב		\$65	↓

1 Invoices & receipts

What's new
Tavliah 3.0 is here
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SC Sarah Cohen
Tavliah

Tavliah 3.0.1 · Help

Change or cancel a plan

YOU ARE ON

Settings → **Plans & Credits** → the button at the bottom of the **Pay as you go** card. On Tavlah+ this button says **Downgrade**.

DO THIS

- 1 Click **Downgrade** and confirm.
- 2 Your Tavlah+ stays active until the renewal date; after that you are back on Pay as you go.
- 3 Changed your mind? Click **Cancel downgrade** any time before that date.

WHAT HAPPENS NEXT

Nothing is charged for downgrading. Your bought credits stay yours.

Settings

Profile Account & Security Brand **Plans & Credits** Billing & Invoices

Credit balance: 1,199,796 of 1,200,350

Pay as you go
Buy posters and credits at full price

\$35 per poster*

✓ Redesign for 50% off
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Current plan

Buy 350 credits \$250

Credits
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4K downloads
Increased AI usage limits

Upgrade \$150

*All prices per poster are estimated based on a typical poster. Price might vary based on premium status or plan discounts

Where to get help

YOU ARE ON

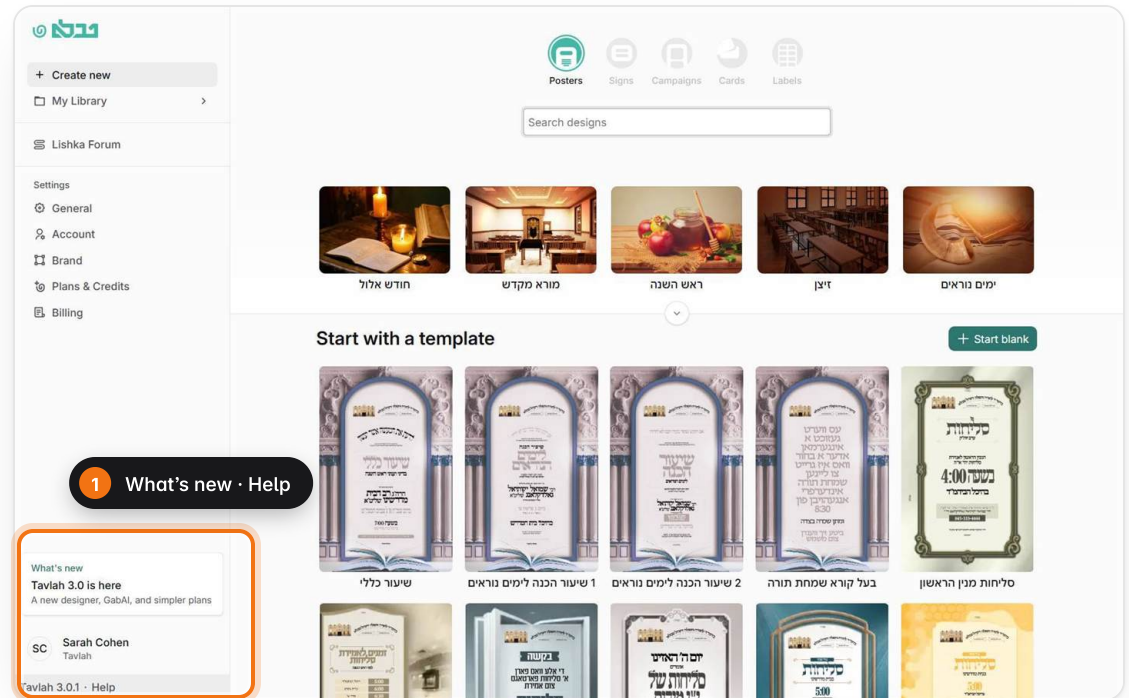
The bottom of the sidebar, on any screen. Three places to look.

DO THIS

- 1 **Help** (bottom line) — send us a message. We answer by email.
- 2 **Tavlah 3.0** / the **What's new** card — see what changed in the new version.
- 3 **Lishka Forum** (higher in the sidebar) — the community of other gabbaim and users.

WHAT HAPPENS NEXT

The Help form is on the next step.



The Help form

YOU ARE ON

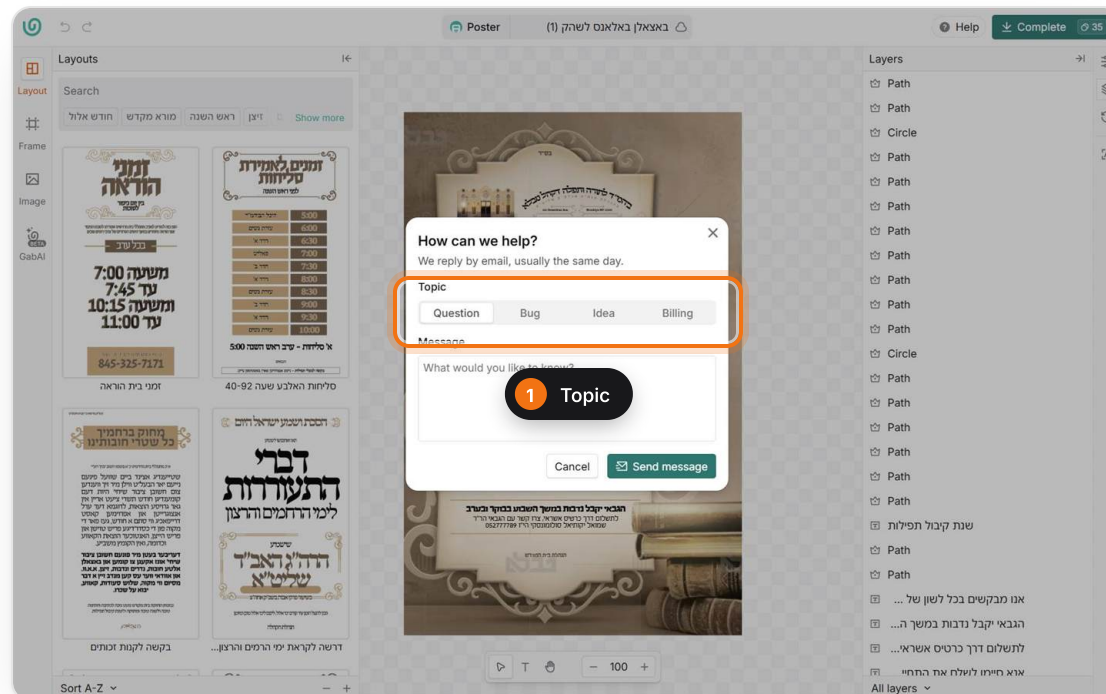
The **How can we help?** window. Tell us what happened; your page and browser details are attached automatically so we can help faster.

DO THIS

- 1 Click a **Topic** : Question, Bug, Idea or Billing.
- 2 Type your **Message** . For billing, a receipt number helps.
- 3 Click **Send message** .

WHAT HAPPENS NEXT

“Message sent. We'll reply by email.”



What's new in 3.0

YOU ARE ON

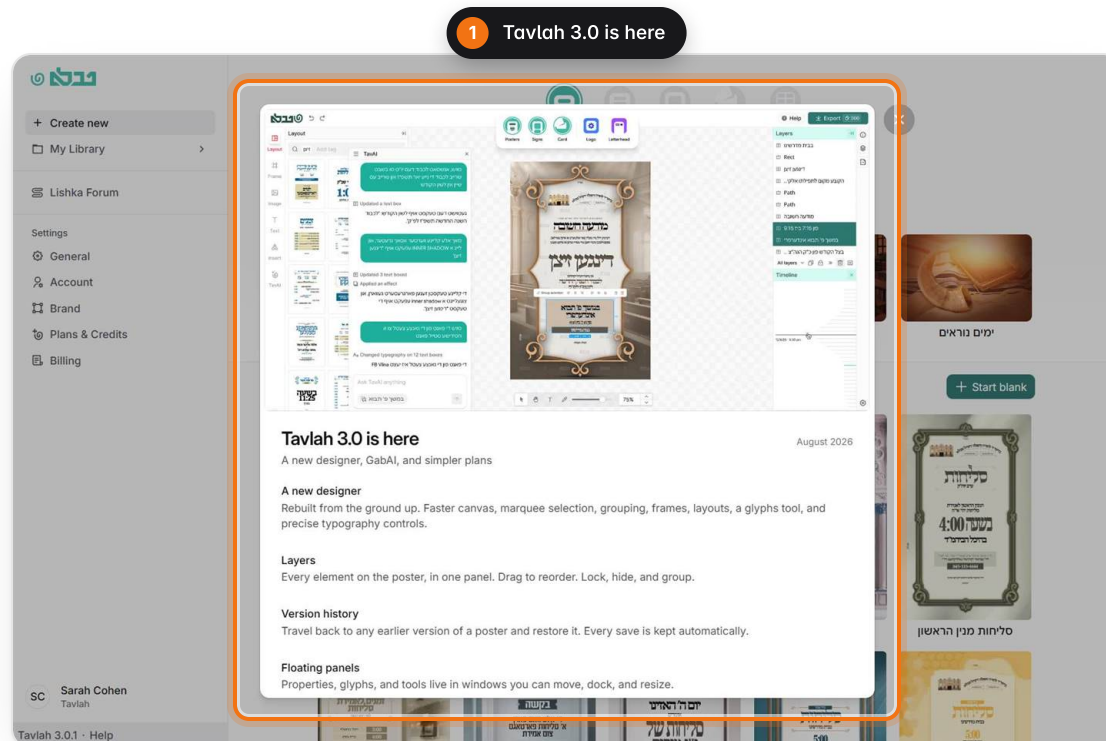
The **Tavlah 3.0 is here** window (sidebar → “Tavlah 3.0” or the What's new card). A short list of what changed in this version.

DO THIS

- 1 Scroll to read: new designer, Layers, Version history, Floating panels, GabAI, new plans.
- 2 Click **Read the full release notes** at the bottom for details, or × to close.

WHAT HAPPENS NEXT

The card in the sidebar disappears once you have seen it.



Common questions

Click a question to open it.

I can't click Complete / it's grey

Your poster has no letterhead. Open **Properties** → **Letterhead** and pick one, or add one under Settings → Brand.

“Missing letterhead” error

Same fix as above — every purchased poster needs a letterhead.

I paid but need to fix a typo

On the poster page click **Made a mistake? Request correction** (within 3 days). Approved corrections reopen the poster for free. Otherwise use **Redesign** (50% off / cheaper on Tavlah+).

PNG or Ultra resolution is greyed out

Those are Tavlah+ features. Everyone can download PDF and JPG at up to 375 dpi.

Where did my poster go?

Sidebar → **My Library** . Unpaid = Drafts tab. Paid = Purchased tab.

Reset link doesn't work

It expires after 5 minutes. Go to Log in → **Forgot password?** and request a new one.

I never got the verification email

Check Spam. On the “Check your email” screen click **Resend email** . Until verified you can't use the app.

How do I log out / log out other devices?

Settings → Profile → **Log out** (red). Settings → Account & Security → **Sign out all others** . Setting a new password also logs out all other devices.

Do downloads cost credits?

No. You pay once at Complete. Downloading (any format, any size) is free after that.

Can I get a receipt?

Settings → Billing & Invoices → click ↓ on the invoice row for a PDF.

GabAI won't change my frame

By design. GabAI edits text, shapes, colours and positions. Use the **Frame** panel for frames, **Properties** for page size and letterhead.

I want a different colour of the same frame

In the Frame panel, click the small colour squares under the frame thumbnail.

Does Tavlah work on my phone?

Yes. Panels open as bottom sheets; the bottom bar has Layout, Frame, Image, GabAI, Document, Layers, History.

Keyboard shortcuts

On Mac, use ⌘ instead of Ctrl and ⌥ instead of Alt. This is the complete list.

TOOLS

V

Select / move tool

T

Text tool — drag to draw a text box, click text to edit

H

Hand tool — drag to pan

Esc

Deselect · stop editing text · exit path editing · exit history view

EDITING

Ctrl+Z

Undo

Ctrl+Shift+Z or Ctrl+Y

Redo

Ctrl+C / Ctrl+V

Copy / paste objects (works between Tavlah tabs)

Delete / Backspace

Delete selection (in the path editor: delete the active point)

Double-click

Edit text · edit shape points

Arrow keys

Nudge selection 1 pt

Shift + click

Add to selection

Shift + drag (empty canvas)

Add-to-selection marquee

MOVE / RESIZE / ROTATE

Ctrl while moving

Lock to vertical & suspend snapping

Alt while moving

Lock to horizontal

Shift while resizing

Keep proportions

Ctrl while resizing

Vertical only

Alt+Ctrl while resizing

Resize from centre

Shift while rotating

15° steps

CANVAS

Scroll

Pan

Shift+scroll

Pan sideways

Ctrl+scroll / pinch

Zoom (25%–800%)

Ctrl+0

Reset zoom & fit page

Space (hold)

Temporary hand tool

Middle-mouse drag

Temporary hand tool

TEXT

Ctrl+B / I / U

Bold / Italic / Underline

Ctrl+, / Ctrl+.

Font size – / + (2.5%)

Alt+← / Alt+→

Letter spacing – / +

Alt+↑ / Alt+↓

Line height + / –

PANELS

Ctrl+1

Properties panel

Ctrl+2

Layers panel

Ctrl+3

History (Timeline) panel

Ctrl+4

Glyphs window

↑ / ↓ in History

Step between versions

Enter (GabAI)

Send · Shift+Enter = new line

Esc (Layouts search)

Leave the search box

Properties panel — every control

Open with the sliders icon (right rail) or `Ctrl+1`. What you see depends on what is selected. Sections fold with the ^ chevron.

NOTHING SELECTED → “DOCUMENT SETTINGS”

Document name
Rename the poster. Same field as in the header. ⓘ shows File / Layout / Frame IDs with a Copy button (handy for support).

Page size ▾
Switch paper (Letter, A4, Tabloid...). Only sizes with the same shape are offered; the poster is re-cropped.

Letterhead
Preview of the current letterhead. Click to pick another one — tabs **Letterhead** / **Logo**, and + to open Brand settings in a new tab.

Layout (poster only)
Thumbnail + name of the current layout. Click to open the Layout panel. 🗑 removes the layout (“No layout”).

Frame (poster only)
Same for the frame. 🗑 removes it (“No frame”).

Dark / Light
The poster’s two theme colours (used by the frame and as quick swatches for text). Click a swatch to change it.

Black & white ☐
Render the whole poster in black & white.

ONE OBJECT SELECTED → “POSITION”

X / Y
Exact position on the page. Scroll the mouse wheel over a field to nudge.

Rotation ▾
Current angle; presets 0° / 45° / 90° / 180°.

W / H
Width / height. Images keep their proportions automatically.

Flip ↔ / ⇅
Flip horizontally / vertically (greyed when not available).

Align — To frame / To layout / To selection
Choose what to align against, then click one of the 6 align buttons: left · centre · right · top · middle · bottom. “To selection” needs 2+ objects.

Arrange
Bring to front · Bring forward · Move backward · Move to back (stacking order).

TEXT SELECTED → “TYPOGRAPHY”

Font ▾ / Weight ▾
Font family and weight.

Size
Font size (shows “Mixed” if the selection has several sizes).

B / I / U
Bold · Italic · Underline.

LTR / RTL
Text direction (Hebrew = RTL).

Line height / Letter spacing
In percent. Wheel-scroll to adjust.

Alignment row
Left · Center · Right, then Justify left / center / right / full.

Vertical alignment
Top · Center · Bottom inside the text box.

Text color
Colour picker with two quick swatches — **Dark** and **Light** (the poster’s theme colours).

Properties panel — every control continued

LETTERHEAD SELECTED → “LETTERHEAD”

Letterhead picker

Same picker as in Document settings — swap the letterhead or logo in place.

TOOLBARS THAT APPEAR ON THE CANVAS	
Text toolbar (1 text selected)	Font · size – / + · B I U · colour · align L/C/R · Duplicate · Delete. Mobile: Edit button.
Shape toolbar (1 shape selected)	Colour · Duplicate · Delete. Mobile: Edit (bezier icon) enters point editing.
Multi-select toolbar (2+ selected)	Group selection · 6 align buttons · Duplicate · Delete.
Group toolbar	Ungroup · Duplicate · Delete.
Size chip under a selection	Shows W × H (X / Y while dragging). – / + scale the object 10 pt from its centre; hold to repeat.
Corner-radius handle	On rectangles (and on text with a background shade): drag to round the corners.
Rotate handle	Drag to rotate; hold Shift for 15° steps.

Layers panel — every control

Open with the stack icon (right rail) or `ctrl+2`. Every object on the poster is a row; the top row is in front.

ROWS

Row name	Text rows show their own words; others show Group, Image, Rect, Path, Circle, Line... Domain rows show Letterhead / Layout / Frame.
Click a row	Selects the object on the canvas (and vice-versa). Hovering highlights it.
Shift + click	Add / remove rows from the selection.
> chevron	Expand / collapse a group. Selecting something inside a group opens it automatically.
👁 eye	Hide / show. Hidden objects are also deselected.
🔒 lock	Lock / unlock. Locked rows can't be dragged and nothing can be dropped inside them.
⋮ drag handle	Drag up/down to reorder, or into a group to reparent. A teal line marks where it will land. Dragging a group takes everything inside it.
Drop slot at the bottom	Drop here to send to the very back; each group also has a slot at its end.

FOOTER

All layers ▾

Filter the list: All layers · Text · Images · Elements.

RELATED

Group / Ungroup

Select 2+ objects → **Group selection** in the canvas toolbar. Select a group → **Ungroup**.

Delete a layer

Select it and press `Delete`, or Delete in the canvas toolbar.

Duplicate

Duplicate in the canvas toolbar.

Mobile

Layers opens as a bottom sheet from the **Layers** button in the bottom bar; buttons are always visible (no hover).

Timeline (History) — every control

Open with the clock icon (right rail) or `Ctrl+3`. Every autosave becomes a version — nothing is ever lost.

IN THE PANEL	
Lines	One line per saved version, newest at the top. Lines swell as you move the mouse over them; the date/time appears next to the one under the pointer.
“Current version”	The top line — where you are now.
Day markers	Small dates (e.g. 8/17) on the right where a new day starts.
Click a line	Loads that version onto the canvas in read-only mode (time travel).
↑ / ↓	Step to the previous / next version.
🔒 “Upgrade to Tavlah+ to unlock”	Versions older than 24 hours are locked without Tavlah+ (Tavlah+ = 7 days). Clicking opens the Upgrade sheet.

Tavlah+ 7-day history. Everyone else sees the last 24 hours plus the current version.

THE BANNER WHILE VIEWING AN OLD VERSION	
“Viewing document as it was on ...”	Reminder that you are looking at the past. Panels, toolbars and Complete are disabled meanwhile.
Restore	Makes that old version the current one (this itself is a new version, so nothing is lost).
Duplicate	Copies that version into a brand-new poster and opens it in a new tab — your current poster is untouched.
× / Esc	Leave time travel and return to the current version.

You’re done! That’s the whole system. Bookmark this guide and come back any time — or click **Help** inside Tavlah.