






































 New – Create a new document like a blank sheet of paper.  Open – Open a saved project. Something you already worked on.  Save – Save your progress on this project. We recommend you often save.	 Common style type – You can set common style types that you like and then add them to and selected text by choosing them from the drop down menu. Default/Normal would be common paragraph formatting while Heading1 or Heading2 might introduce sections or important paragraphs as their titles.
 New / Write – This is the button you use to start a new message. When you arrive in your email you are in the reading portion, use this button if you would like to create a new email.  Write	 Font – Fonts change the way your letters look. There are hundreds of fonts, most people choose from one of the fonts displayed in these icons because they are professional and are easy to read.
 Print – Start printing your document on the default printer.  Print Preview – View what your document will look like on paper and also view more printing options.	 Text Size – By selecting text and choosing a number within this list you can make your text larger or smaller.
 Cut – Remove selected object or text from the document and keep it ready to paste somewhere.  Copy – Copy selected object or text and keep it ready to paste somewhere.  Paste – Paste the most recent cut or copied object/text  Copy Formatting – Highlight object or text with a desired format and click this button, then highlight some other object or text you want the format copied to.	 Left Alignment – Pushes all your lines of text as left as they will go.  Center Alignment – Puts the text within a line in the absolute middle.  Right Alignment – Pushes all your lines of text as right as they will go.  Justified Alignment – Spaces all the words within a line to fill the whole line.
 Undo – Undo the previous action. This can usually be done a few times.  Redo – Redo action previously undone. This can be done as many times as you used the Undo feature.	 Numbered List – Start a list or turn selected text into a list. When you press the enter / return key a number will appear in front of the next list item.  Bulleted List – Start a list or turn selected text into a list. When you press the enter/return key a number will appear in front of the next list item.
 Insert Hyperlink – Add a link to your document that will open in a internet browser. Be ready with the address (http://www.address.com), highlight what you want to link and press the button. Insert the link and press ok or apply. 	 Bold – Use the style Bold  Italics – Use the style <i>Italics</i>  Underline – Use the style <u>Underline</u> You can combine any or all of these styles.
 First Line Indent – Location to indent the first line within a paragraph.  Hanging Indent – Location to indent all lines within a paragraph after the first line while leaving the first line unaffected.	 Decrease Indent – Pull selected paragraph to the left.  Increase Indent – Push selected paragraph to the right.
 Spell Check – Check the document for spelling. If there is more than one button then you can use the second one to turn on / off the red line under misspelled words.	 Text Color – Change the color of selected text or text you are about to type.  Highlight Color – Change the color behind the selected text or text you are about to type.
 Attach Files - Sometimes you want to send another document or photo along with your message. Do this by clicking the attachment button and finding the file / image. 	 Find / Search - Use key words from within the subject or body of an email to find emails within your folders quickly. When you search you will get a list of emails that all contain the word(s) you entered. 
 Line Spacing – Increase or decrease the amount of space between lines.	 Add Photo / Image - Add an image to your message. Click the button and then locate your image.