

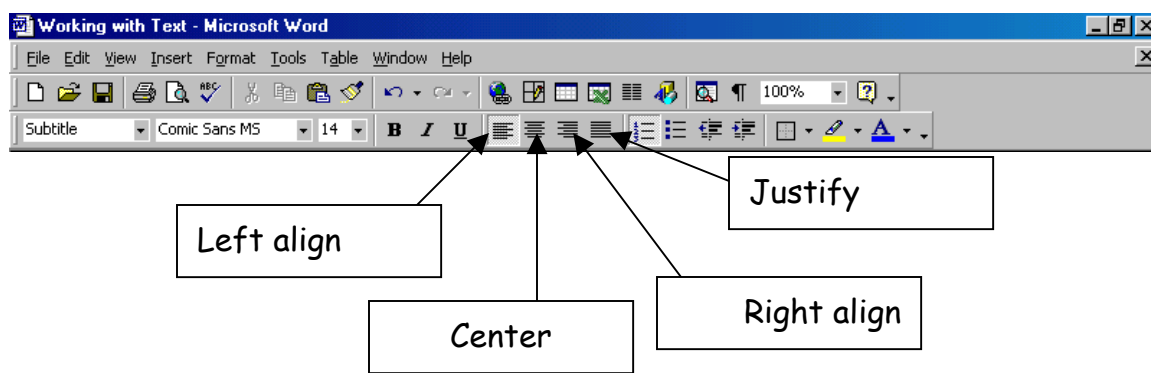
# Working with Text

## Changing Your Font

1. Highlight your text. (Click before the first letter, hold the mouse button down and drag to the end of the text.)
2. Pull down the FORMAT menu and select FONT.
3. From this dialog box, you can change the type of font, style, size and color.
4. Click OK when you are finished.

## Changing Your Alignment

1. Highlight your text.
2. Choose the type of alignment you want from the formatting toolbar.



## Changing Your Line Spacing

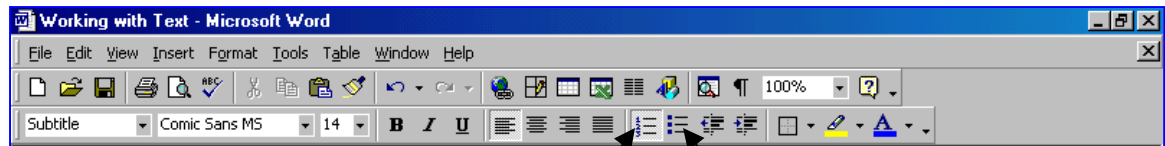
1. Highlight your text.
2. Pull down the FORMAT menu and select PARAGRAPH.
3. On the Indents and Spacing tab, pull down Line Spacing from Single and you can choose 1.5 or double spacing.

## Spell and Grammar Checking

1. Pull down the TOOLS menu and select Spelling and Grammar. This will start the spelling and grammar check.
2. To use the Thesaurus, highlight your word. Pull down the TOOLS menu and select Language, then move over to Thesaurus. This tool will give you alternative words to use.

### Numbering and Bullets

1. To create a numbered list or a bulleted list, click on either the Numbering or Bulleted button on the Formatting toolbar.



Numbered List

Bulleted List

2. To get the next number or bullet in your list, press enter.

### Using the UNDO feature (A very handy feature 😊)

1. To "undo" the last thing you did, pull down the EDIT menu and select UNDO.