

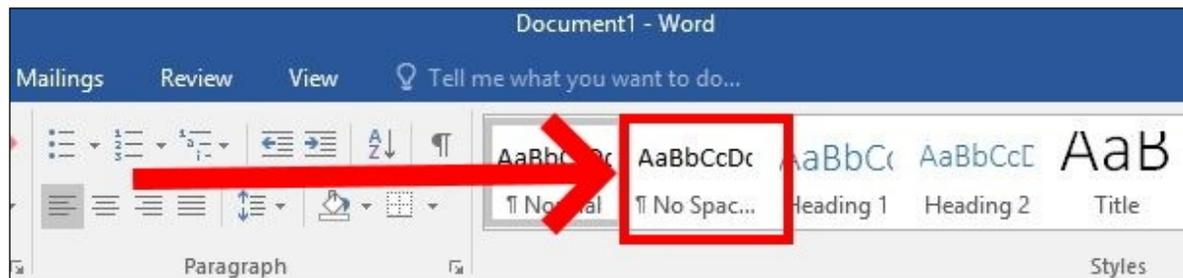


Before You Start!

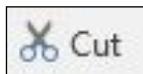
Remember that you can use templates for resume's, cover letter's, flyers, labels, business cards, and more. You can access these with an Internet connection. To do it go to File > New, or this page might come up when you start a doc.

Getting Rid of the Extra Space

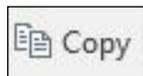
Notice that extra space that appears when you first typing out your document? You can remove it by highlighting the text with your mouse. Then go up to the middle of the screen, and you can select "No Spacing." This will get rid of that extra space and you can continue to type. Keep in mind, that if you've already formatted the text (changed font/size), you might have to change it over again. You can also remove the extra space by pressing the CTRL (Control) button and Enter at the same time.



Moving Text Around - Using Cut, Copy & Paste



If you want to move text from one part of the document to another, you can "Cut" it and place it on the computer's clipboard for later retrieval somewhere else in the document. To execute the cut function on the computer, you can press the button on the top left (underneath "File" and "Home"), or you can press CTRL (control) and X at the same time.



Let's say you wanted to copy the same paragraph, or a similar sentence somewhere else in the document, but wanted to keep the same text in place. You can use the "Copy" button to do this. To do it within your document, you can press the button underneath "Cut" (underneath "File" and "Home"), or you can press CTRL (control) and C at the same time.



Now, you've copied the text or you've cut it, and you're not sure what to do next? Put the typing cursor to the spot in the text where you would like to move it, then go to the "Paste" button underneath "File" and "Home." Then press on the clipboard (not the arrow), and the program will paste the text you've copied or cut a few seconds earlier! You can also do this from the keyboard by pressing CTRL (control) and V at the same time.

Here's a few hints:

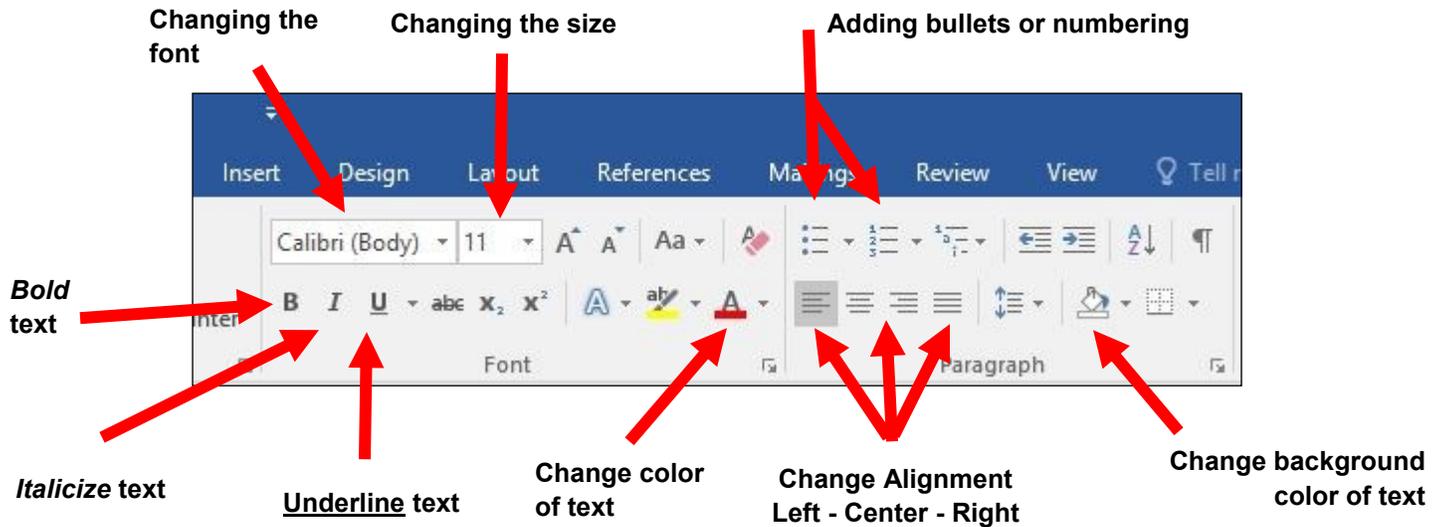
- You can also use the copy, cut, paste function in e-mails, spreadsheets, and on your web browser
- Can't remember the keyboard keys - They are all in the same spot on the bottom right of your keyboard. Also, the X looks like scissors (cut) and the V looks like a glue bottle (paste)
- If you make a mistake, you can always hit the undo button (back arrow) at the top of the screen. The keyboard command for this is hitting CTRL (control) and Z at the same time.
- Try to click the save button (disk) at the top right of the page every 20-30 minutes to save your work.

Formatting Text - Changing font, size, color, etc.

Midway through the page, you'll notice the font and paragraph tabs, which help you do things like:

- Change the font, size and style of the text
- Add bullets and numbering, change the alignment and paragraph indentations.
- Format the color of the text and background

Below you'll find out more about what each of the various buttons do. Remember that if you want to change the font, make something bold or change the size, you need to highlight the text with your cursor. Also, for the font you can click on the down arrow, then scroll for the font that you want. For the size, you can either type it in, or pull down the arrow.



Instructions for Saving or Printing

To Print

Go to File (Top left corner) > Print > Then select your printing options (Ex - Copies, double-sided, landscape/portrait, pages). You should see a print preview of what you've typed on the right hand side of the screen.

To Save

Go to File > Save > Then pick the right folder. Try Documents or Desktop. Then a window comes up that will ask you where you want to save it, what you want the file name to be, and what kind of document you want to save it as.

