

Selection bar area

(The gray bar identifies the area but is not visible in a real document.)



Use the mouse to select text

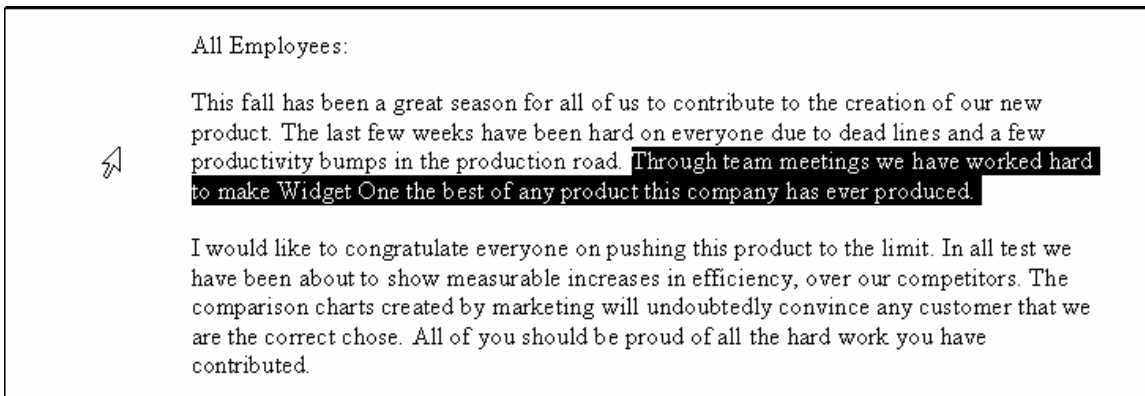
1. Double-click the word “**contribute**” in the first sentence.
The word “contribute” is selected.
2. Move the mouse pointer to the left of the heading “**All Employees:**”
*The insertion point is positioned to the left of the letter “A.” The mouse becomes a right-pointing arrow. This area is called the **selection bar**. (see picture above and glossary)*

Your screen should look like this.



3. Click the **left mouse** button once.
“All Employees” is selected and “contribute” is no longer selected.
4. Click in the middle of the word **Widget** in the first paragraph.
The “All Employees” selection is removed, and your cursor is now blinking in the word “Widget.”
5. Hold down [**CTRL**], and click in the middle of the word **Widget**.
The sentence is selected.
6. Position the pointer in the **selection bar** to the left of the first paragraph.

Your screen should look like this.



7. Double-click in the **selection bar**.
The paragraph is selected.

8. Position the pointer in the **selection bar** and **triple-click** the left mouse button.
The document is selected.

Tip: The keyboard shortcut key [CTRL + A] will select the entire document.

Editing Documents

As you create your documents, you will eventually need to insert additional words, delete words, replace words, or move text around.

Edit text

1. Place the insertion point before the word “**All**” in the second line of text.

Your screen should look like this.



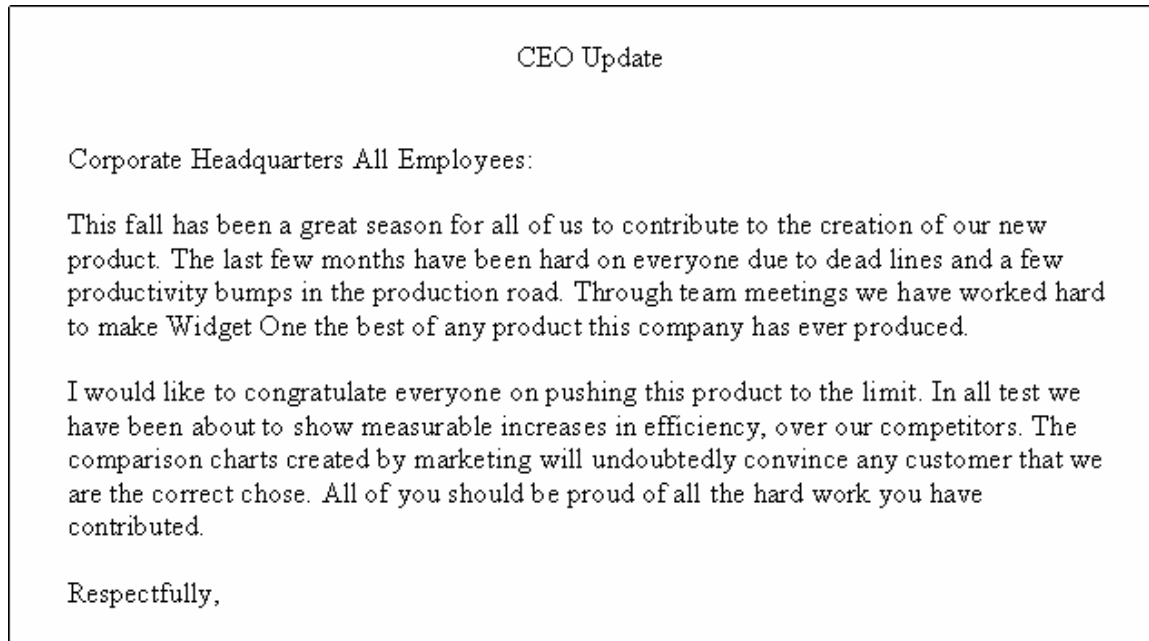
2. Type: **Corporate Headquarters** and press the [**SPACEBAR**].
All of the current text moves to the right as you type.

Replace a word

1. Double-click the word “**weeks**” in the first paragraph.

2. Type: **months**
The word “weeks” is replaced with the word “months.”
3. Double-click the word **Sincerely**, and type: **Respectfully**
“Sincerely” is replaced with “Respectfully.”

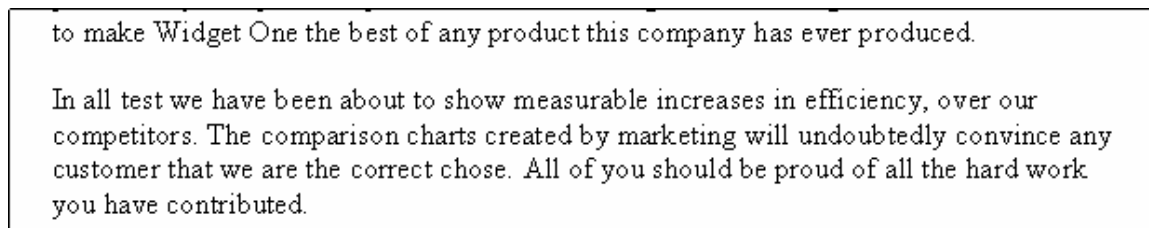
Your screen should look like this.



Delete text

1. Hold [**CTRL**], and click in the middle of the sentence beginning “**I would like.**”
2. Press [**DELETE**].
The sentence is deleted.

Your screen should look like this.



Undoing Edits

The Undo button is a great asset when working on a document. By clicking the Undo button, you remove the last edit you made. If you continue to click the Undo button, each prior edit is undone until your document is back to the original state before the last save.

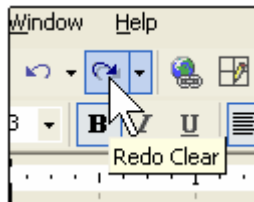
Undo an edit

- Click the **Undo** button on the Standard toolbar.
The previous edit is removed and the original text is re-entered.

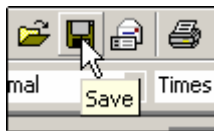


Redo an edit

1. Click the **Redo** button on the Standard toolbar.



2. Click the **Save** button on the Standard toolbar.



Printing Documents

After you save your document, you may need a printed copy. With the Print feature, you can print one or more copies. You can even specify which pages you need printed. If all you need to print is a single copy of your document, click the Print button on the Standard toolbar. If you choose the File | Print command from the menu bar, you can specify pages to print, print only selected text, or print multiple copies of your document. The Print Preview button shows you a simulated print of the document.

Print Preview the document

1. Click the **Print Preview** button.
The Preview window opens.

