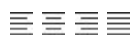










WELCOME TO TeamLab Document Editor

To get started type in your own text and edit it:




- copying and pasting text passages using **CTRL+C** and **CTRL+V** respectively, undoing and redoing your last actions
- aligning your text in the line or paragraph 
- applying formatting presets for text, headers, lists, or tables
- assigning a background color to any paragraph 
 - changing paragraph indents
- setting paragraph line spacing 
- inserting page breaks 
- adding borders
- setting **font type**, **Size** and **color**
- applying font decoration styles:
 1. **bold**
 2. *italics*
 3. underline
 4. ~~strikeout~~
 5. ^{super}script

6. subscript

- copying  and clearing  text formatting
- creating numbered  and bulleted  lists
- inserting and formatting tables 

HEADER	HEADER	HEADER	HEADER	HEADER	HEADER
1 st row	cell	cell	cell	cell	cell
2 nd row	cell	cell	cell	cell	cell
3 rd row	cell	cell	cell	cell	cell
4 th row	cell	cell	cell	cell	cell

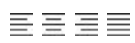








- inserting images from files or URLs 
- inserting [hyperlinks](#)
- creating headers and footers 
- inserting page numbers 
- viewing document information:
 - document title
 - author
 - location
 - creation date

- persons with the rights to view or edit the document
- statistics:
 - number of pages
 - paragraphs
 - words
 - symbols
 - symbols with spaces

After editing your document, have a look at it turning on nonprinting characters ¶ and save, print or download it to your computer hard disk drive as a **PDF**, **TXT**, **DOC**, **DOCX**, **ODT**, **RTF**, **HTML**, **EPUB** file. **WELCOME TO**
TeamLab Document Editor

To get started type in your own text and edit it:



- copying and pasting text passages using **CTRL+C** and **CTRL+V** respectively, undoing and redoing your last actions
- aligning your text in the line or paragraph 
- applying formatting presets for text, headers, lists, or tables
- assigning a background color to any paragraph 
 - changing paragraph indents
- setting paragraph line spacing 
- inserting page breaks 
- adding borders

- setting font type, Size and color
- applying font decoration styles:
 - a. bold
 - b. *italics*
 - c. underline
 - d. ~~strikeout~~
 - e. ^{super}script
 - f. _{sub}script
- copying  and clearing  text formatting
- creating numbered  and bulleted  lists
- inserting and formatting tables 

HEADER	HEADER	HEADER	HEADER	HEADER	HEADER
1 st row	cell	cell	cell	cell	cell
2 nd row	cell	cell	cell	cell	cell
3 rd row	cell	cell	cell	cell	cell
4 th row	cell	cell	cell	cell	cell



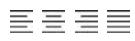








- inserting images from files or URLs 

- inserting [hyperlinks](#)
- creating headers and footers 
- inserting page numbers 
- viewing document information:
 - document title
 - author
 - location
 - creation date
 - persons with the rights to view or edit the document
 - statistics:
 - number of pages
 - paragraphs
 - words
 - symbols
 - symbols with spaces

After editing your document, have a look at it turning on nonprinting characters ¶ and save, print or download it to your computer hard disk drive as a **PDF**, **TXT**, **DOC**, **DOCX**, **ODT**, **RTF**, **HTML**, **EPUB** file.

WELCOME TO TeamLab Document Editor




To get started type in your own text and edit it:

- copying and pasting text passages using **CTRL+C** and **CTRL+V** respectively, undoing and redoing your last actions
 - aligning your text in the line or paragraph 
 - applying formatting presets for text, headers, lists, or tables
 - assigning a background color to any paragraph 
 - changing paragraph indents
 - setting paragraph line spacing 
 - inserting page breaks 
 - adding borders
-
- setting **font type**, **Size** and **color**
 - applying font decoration styles:
 - g. **bold**
 - h. *italics*
 - i. underline
 - j. ~~strikeout~~
 - k. ^{super}script
 - l. _{sub}script
 - copying  and clearing  text formatting
 - creating numbered  and bulleted  lists
 - inserting and formatting tables 

HEADER	HEADER	HEADER	HEADER	HEADER	HEADER
--------	--------	--------	--------	--------	--------

1 st row	cell		cell		cell		cell		cell	
2 nd row	cell		cell		cell		cell		cell	
3 rd row	cell		cell		cell		cell		cell	
4 th row	cell	cell	cell	cell	cell	cell	cell	cell	cell	cell



- inserting images from files or URLs 
- inserting [hyperlinks](#)
- creating headers and footers  ▾
- inserting page numbers 
- viewing document information:
 - document title
 - author
 - location
 - creation date
 - persons with the rights to view or edit the document
 - statistics:
 - number of pages
 - paragraphs
 - words
 - symbols
 - symbols with spaces

After editing your document, have a look at it turning on nonprinting characters ¶ and save, print or download it to your computer hard disk drive as a **PDF**, **TXT**, **DOC**, **DOCX**, **ODT**, **RTF**, **HTML**, **EPUB** file.