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. superscript

6. subscript

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

HEADER	HEADER		HEADER			HEADER		HEADER			HEADER	
1st row	*cell*		*cell*			*cell*		*cell*			*cell*	
2nd row	*cell*		*cell*			*cell*		*cell*			*cell*	
3rd row		*cell*			*cell*		*cell*			*cell*		*cell*
4th row	*cell*	*cell*	*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.**WELCOME TO TeamLab Document Editor**

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