# 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. <sup>super</sup>script

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:
  - o document title
  - o author
  - o location
  - o creation date
  - o 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**

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- ==applying font decoration styles:==
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    b. *italics*
    c. <u>underline</u>
    d. ~~strikeout~~
    e. $^{super}$script
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