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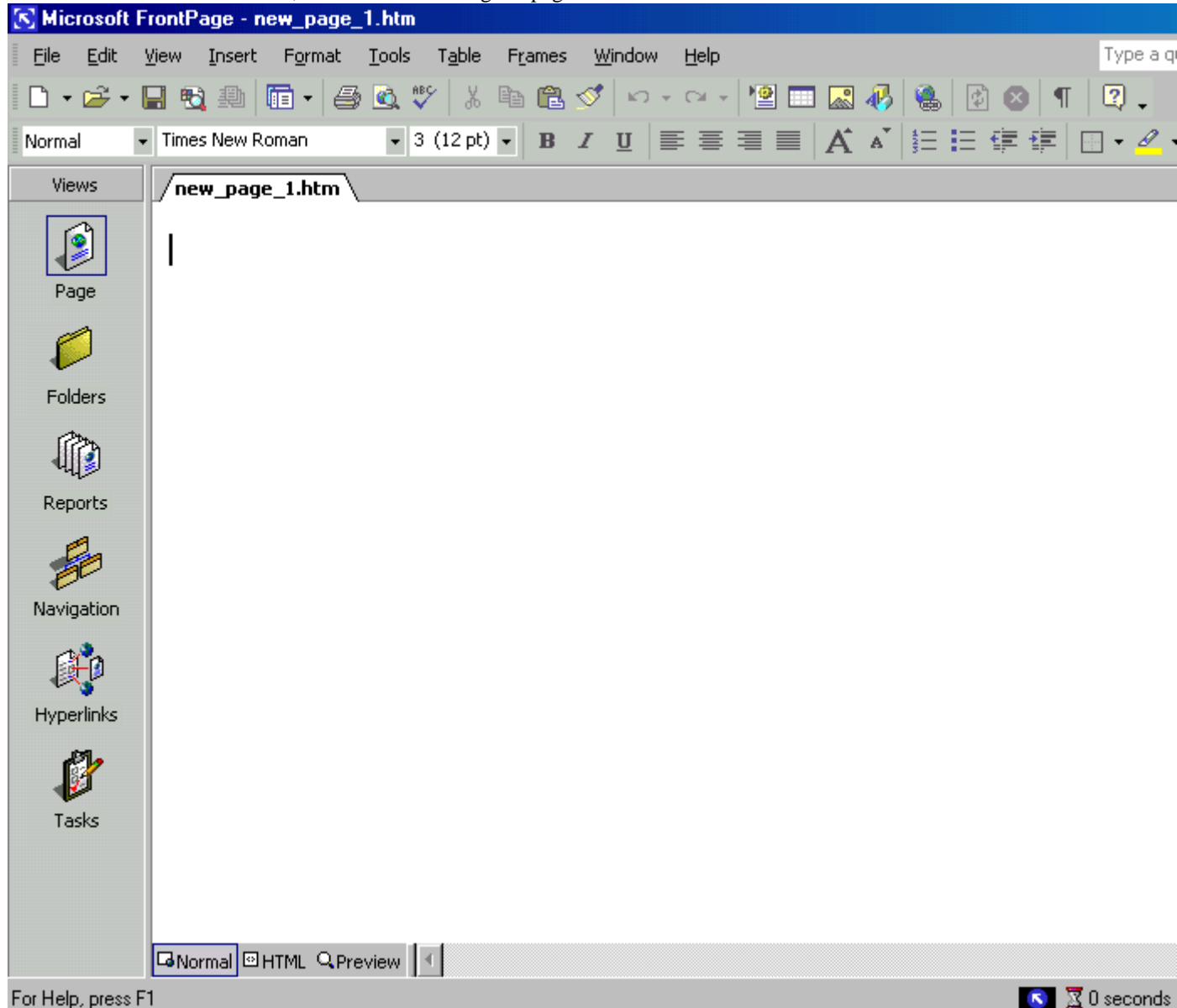
## How to work with View

# How to view the web folder window

### To view the web folder window

#### Step 1

To view the web folder window, it starts from the original page.



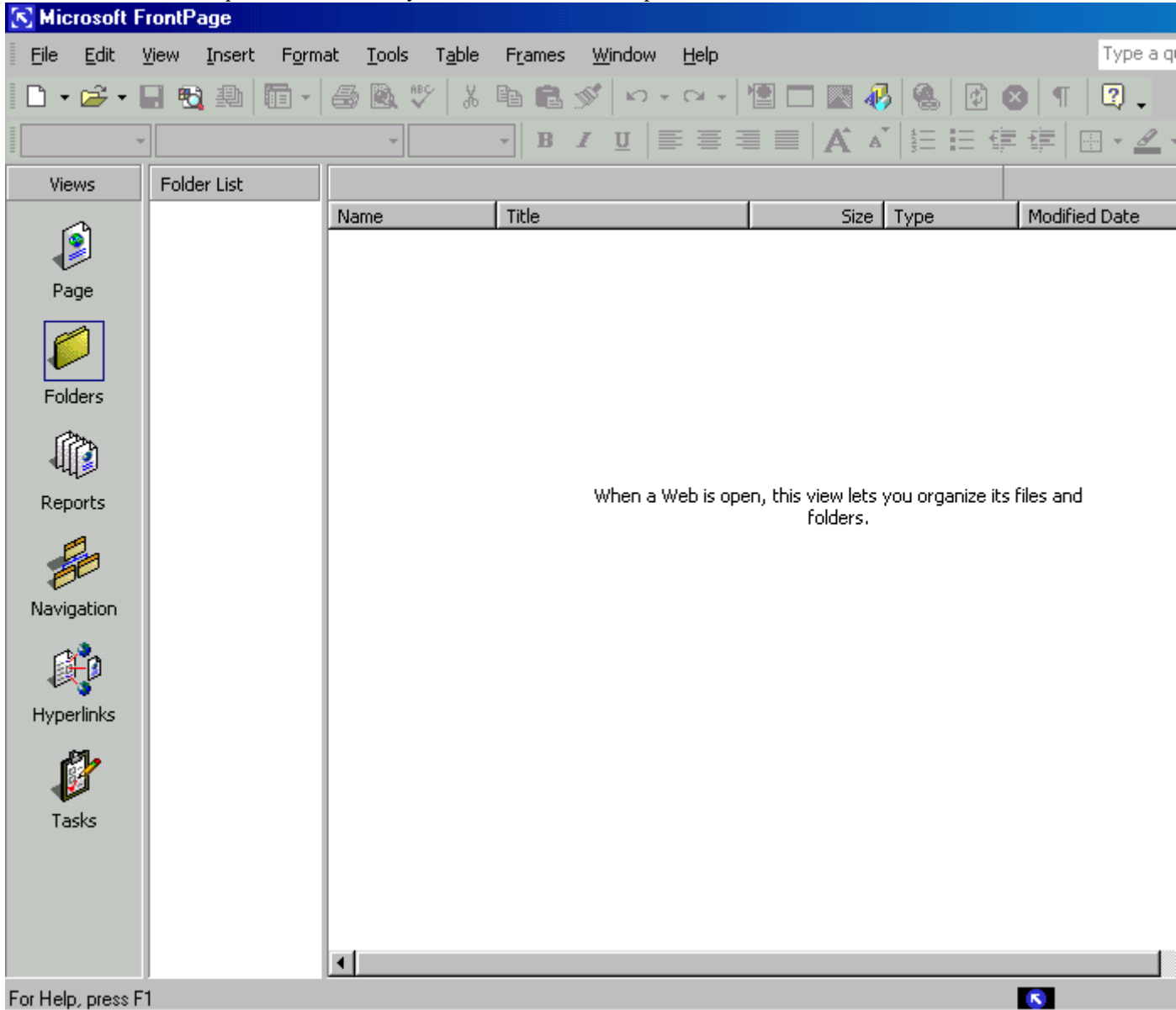
#### Step 2

Later, you have to use the mouse to open the **View** menu and then click on the **Folders** command.



### Step 3

You'll be able to see the picture below when you click on the **Folders** option.

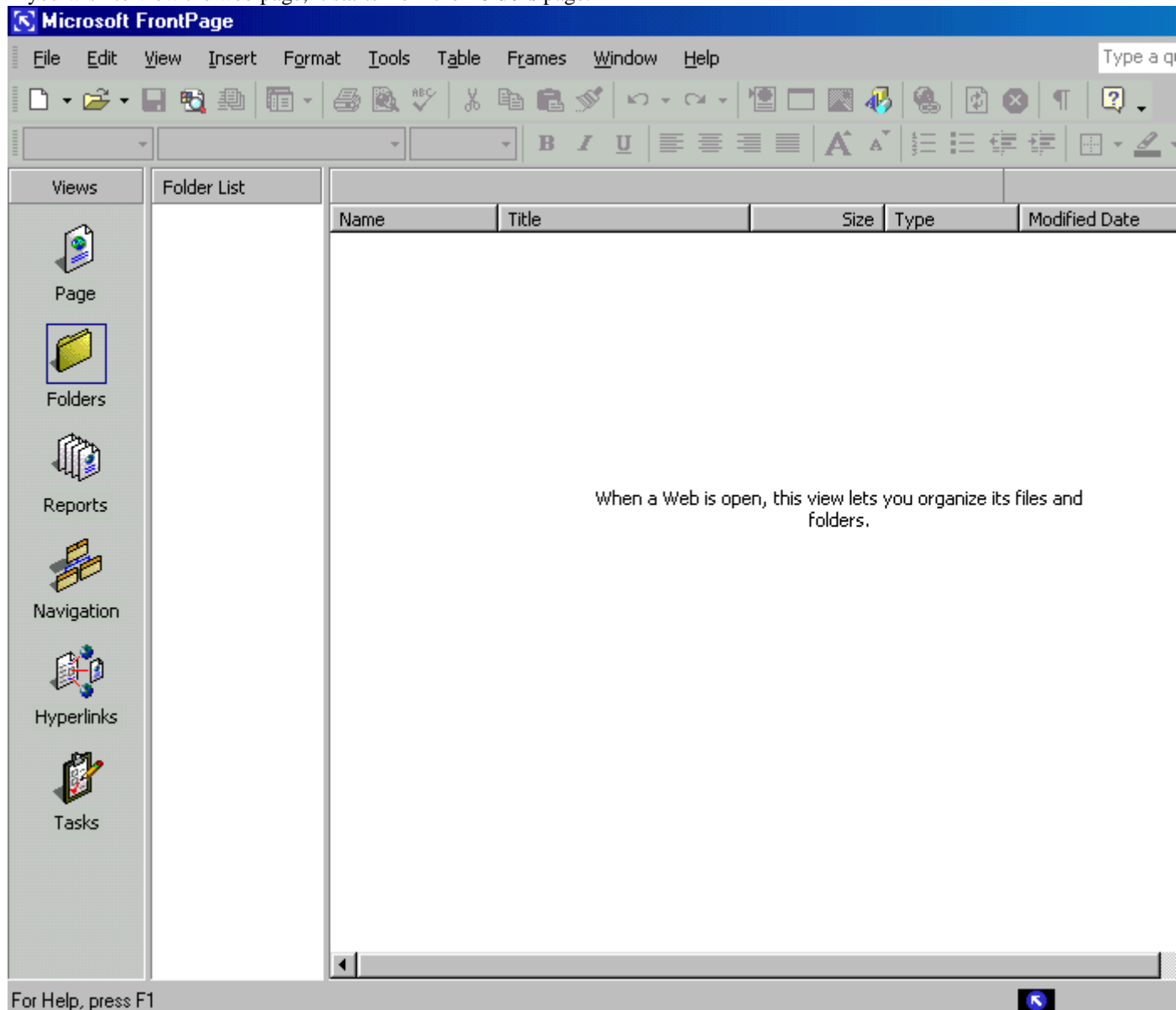


# How to view the web page

## To view the web page

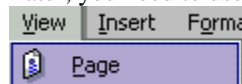
### Step 1

If you wish to view the web page, it starts from the **Folders** page.



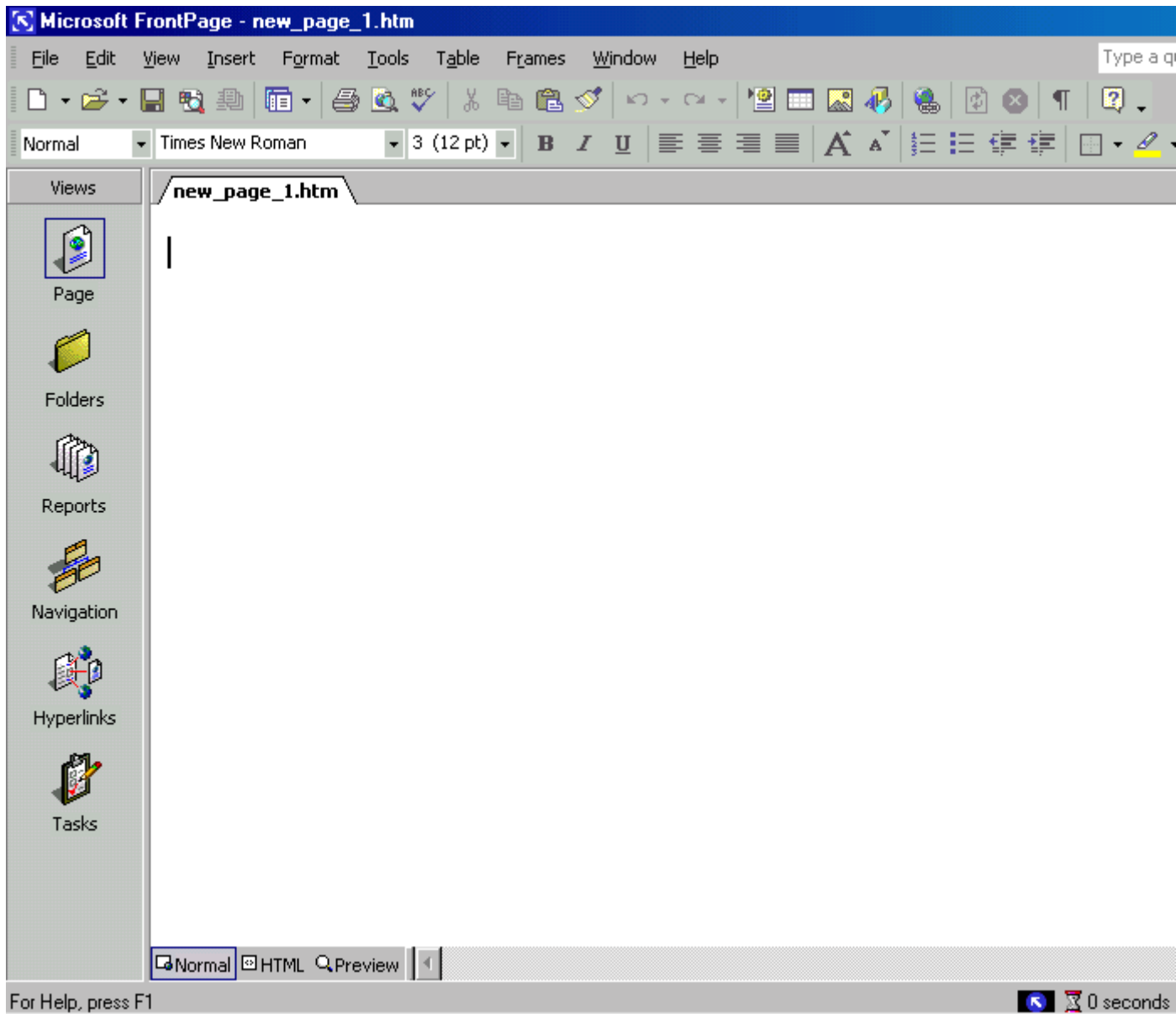
### Step 2

Later, you need to use the mouse to open the **View** menu and then click on the **Page** command.



### Step 3

You'll be able to see the picture below when you click on the **Page** option.



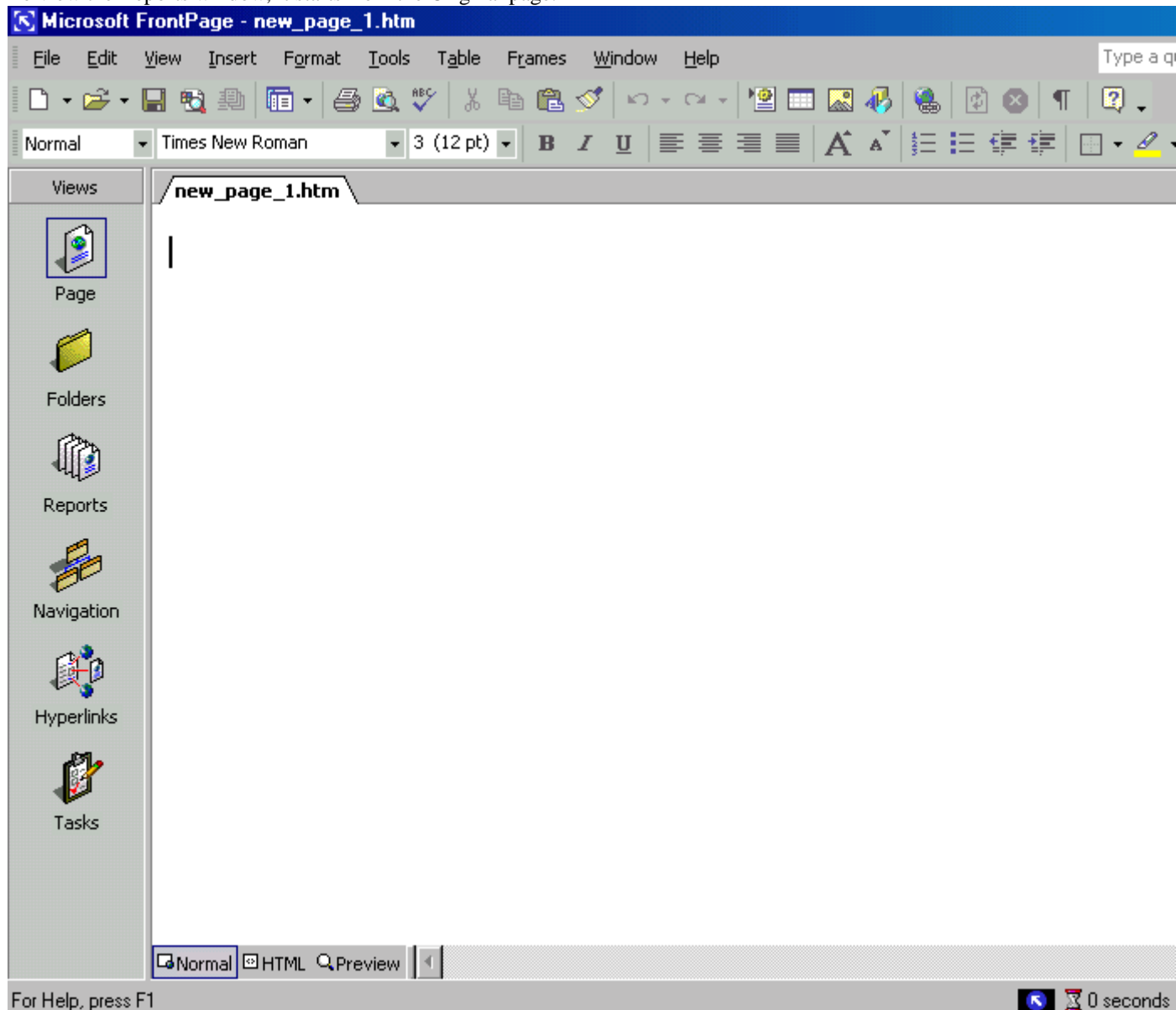


# How to view the Reports window

## To view the Reports window

### Step 1

To view the Reports window, it starts from the Original page.



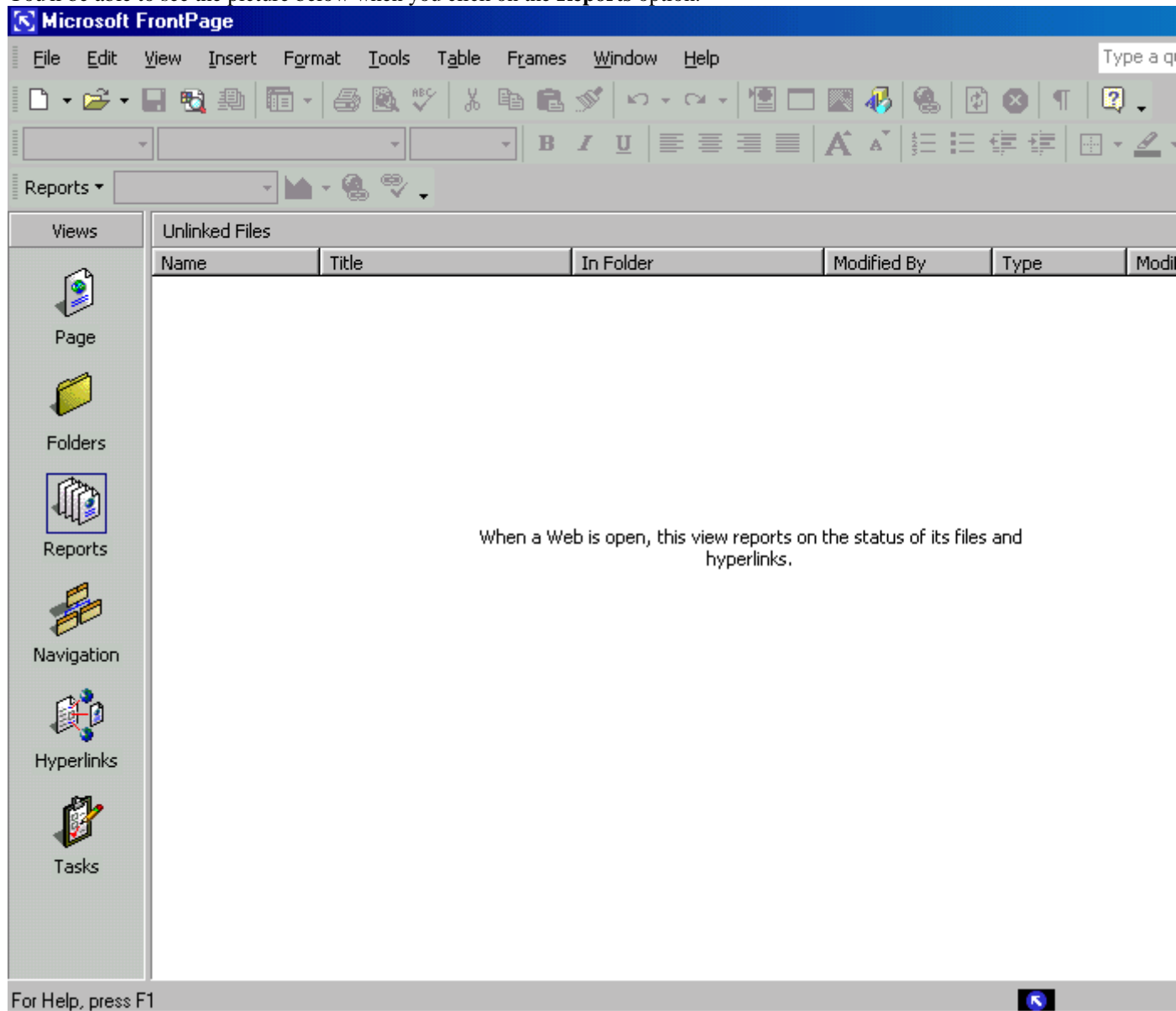
### Step 2

Later, you have to use the mouse to open the **View** menu and then open the **Reports** menu.



### Step 3

You'll be able to see the picture below when you click on the **Reports** option.

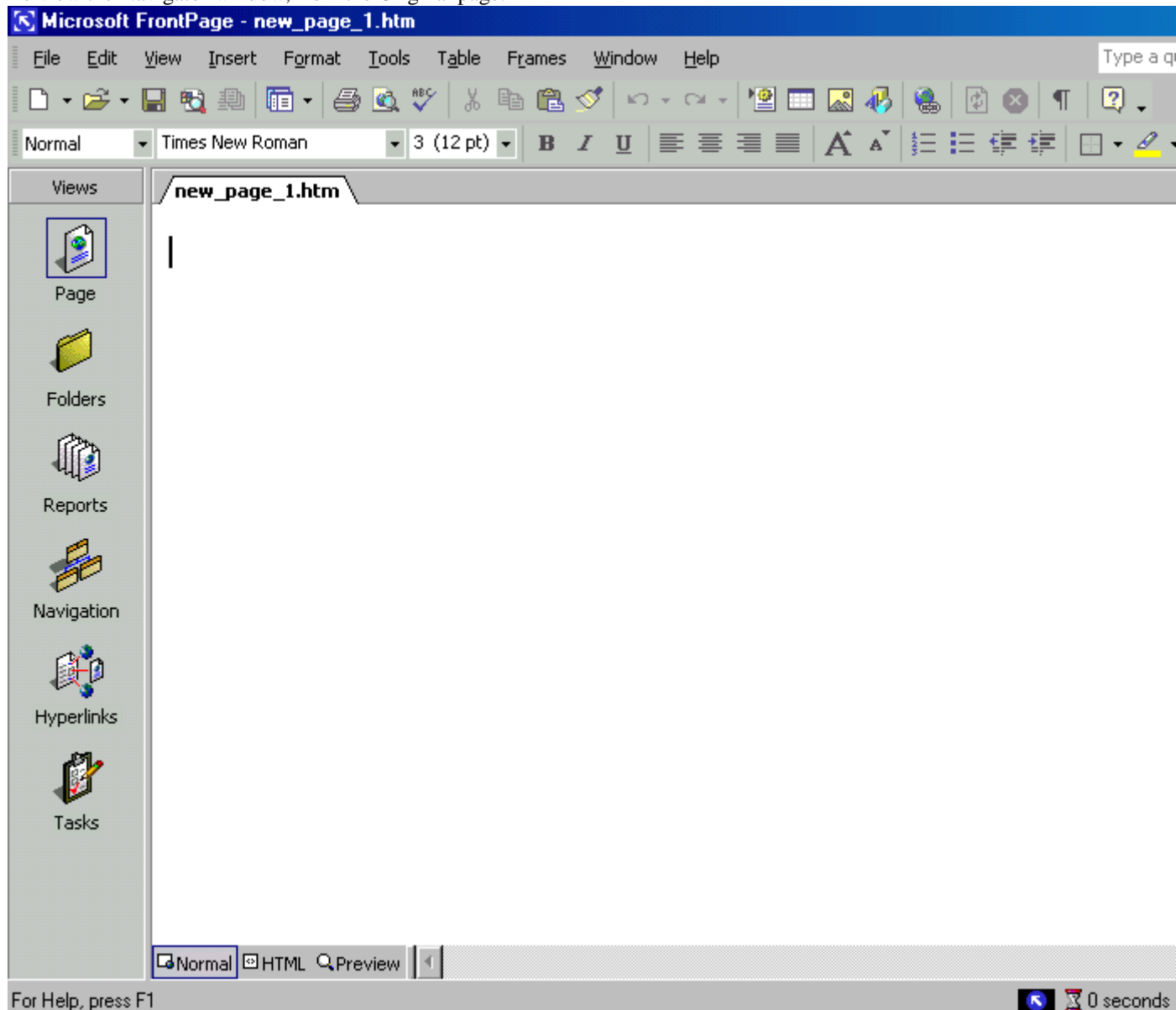


# How to view the Navigator window

## To view the Navigator window

### Step 1

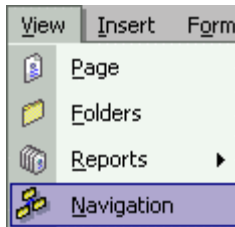
To view the Navigator window, from the Original page.



For Help, press F1

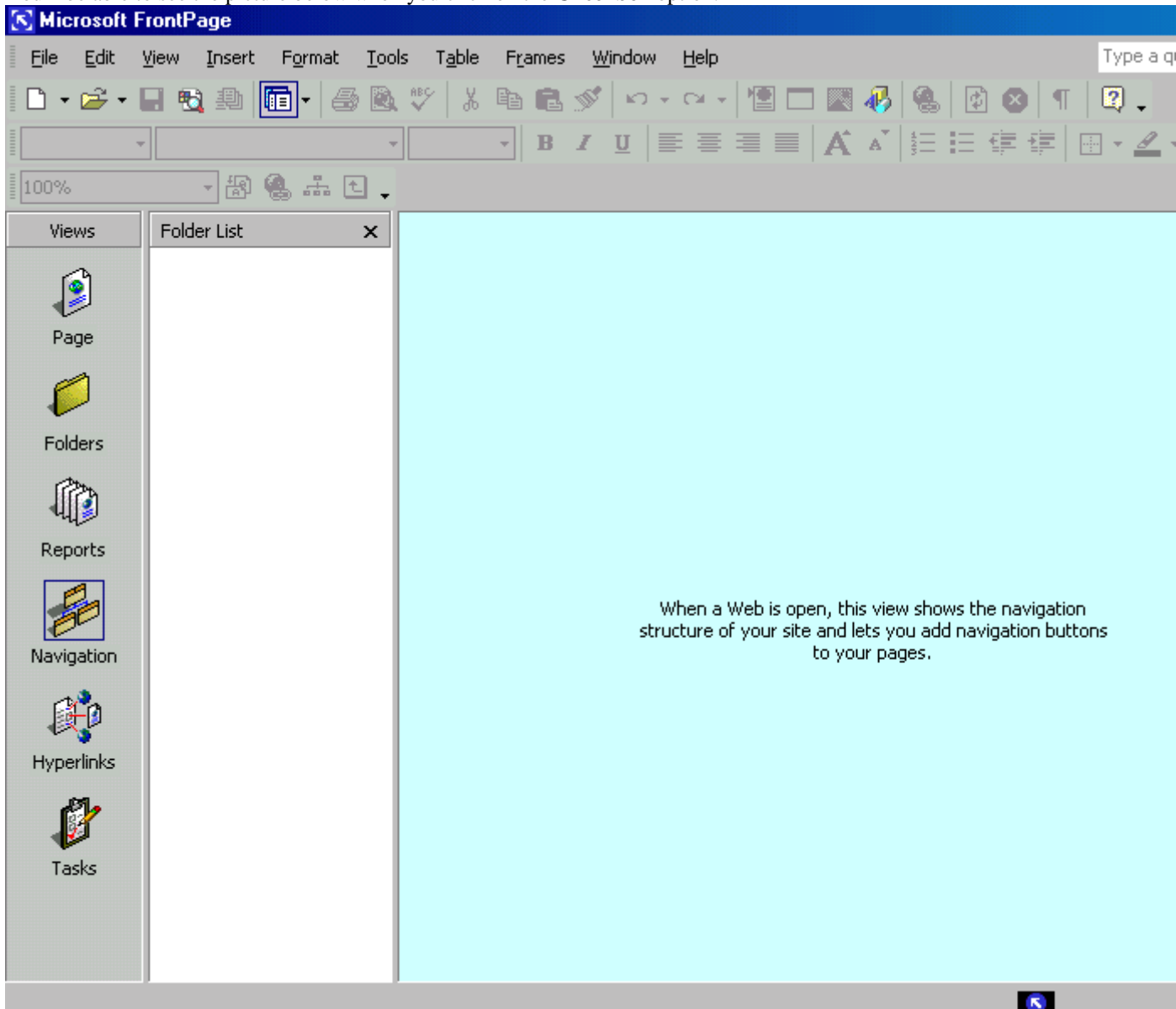
### Step 2

Later, you need to use the mouse to open the **View** menu and then click the **Navigation** command.



### Step 3

You'll be able to see the picture below when you click on the **Checkbox** option.

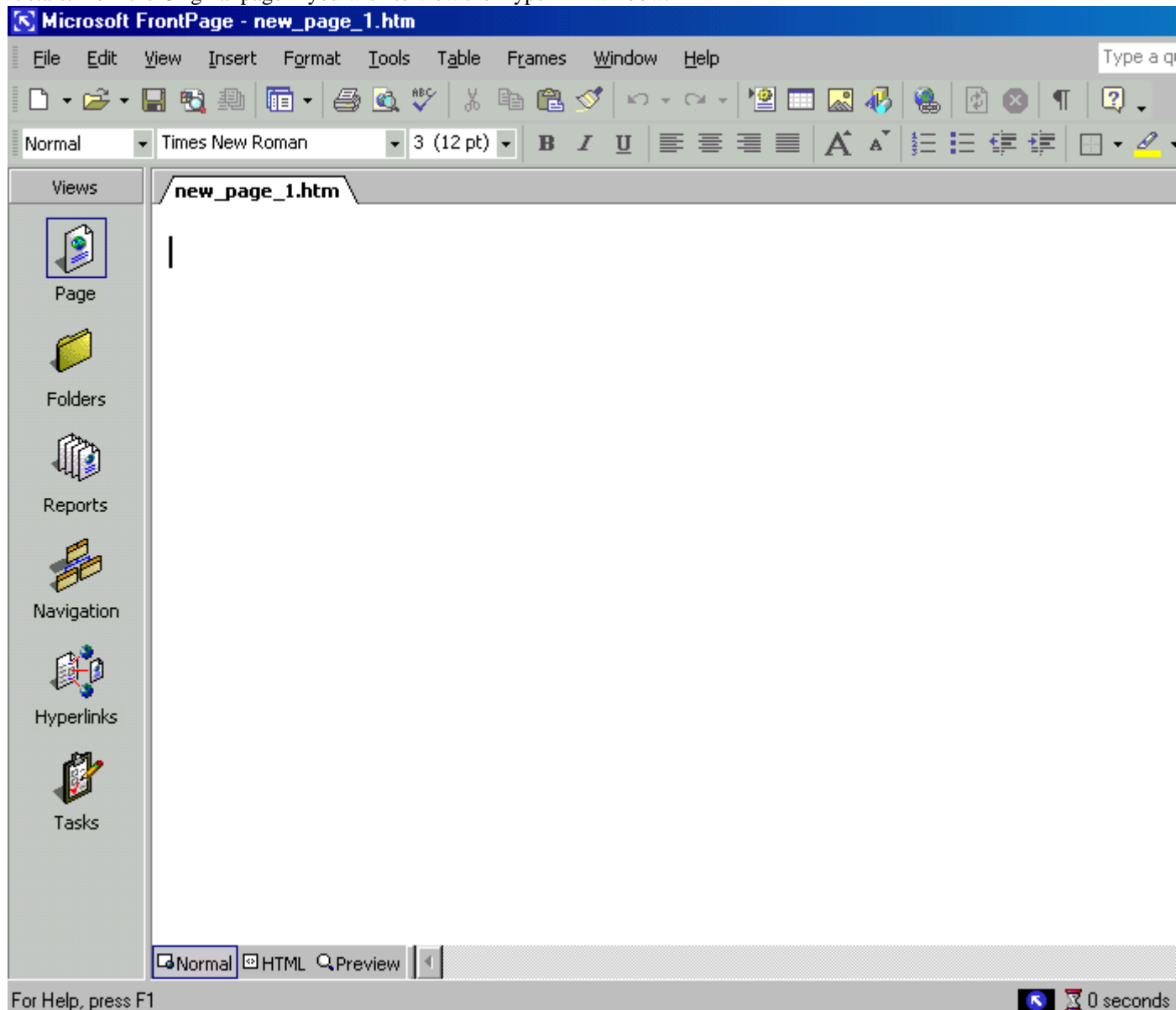


# How to view the Hyperlink window

## To view the Hyperlink window

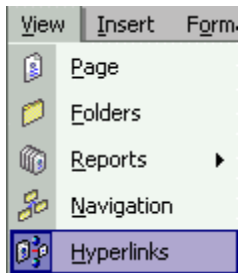
### Step 1

It starts from the Original page if you wish to view the Hyperlink window.



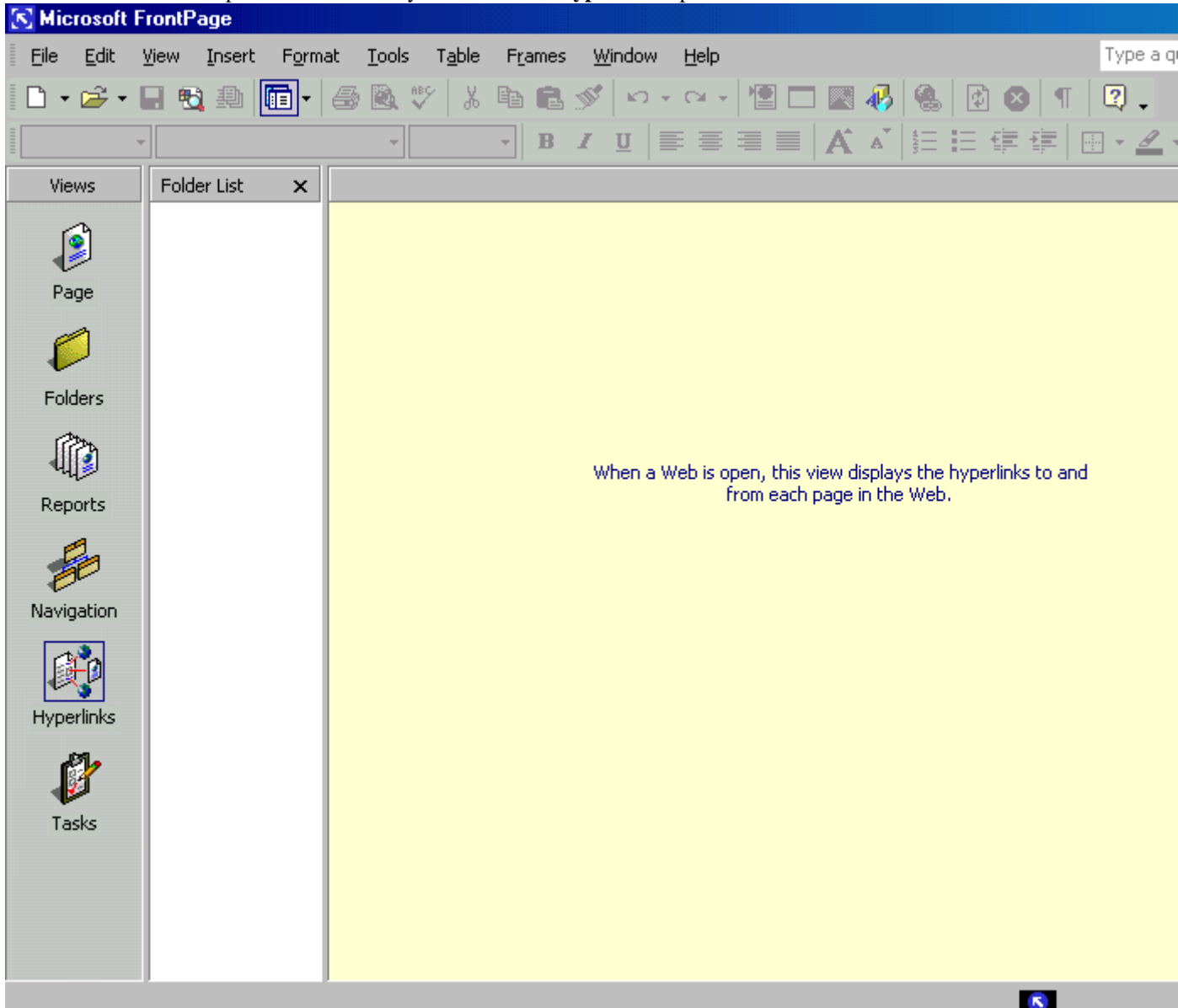
### Step 2

Later, you need to use the mouse to open the **View** menu and then click the **Hyperlinks** command.



### Step 3

You'll be able to see the picture below when you click on the **Hyperlinks** option.

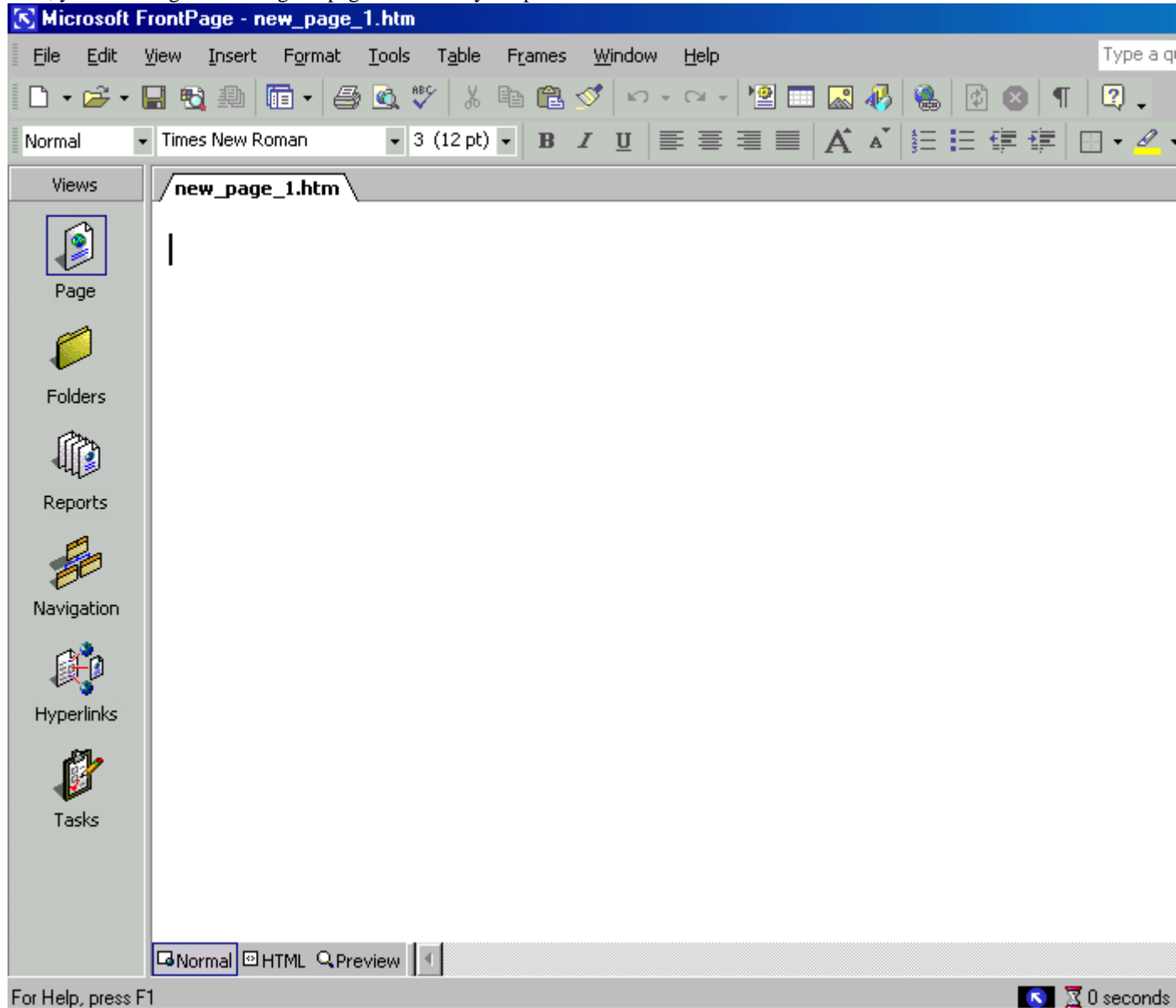


# How to view the Tasks window

## To view the Tasks window

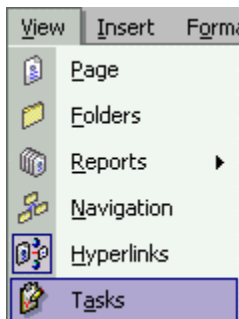
### Step 1

First, you have to go to the original page as shown by the picture below.



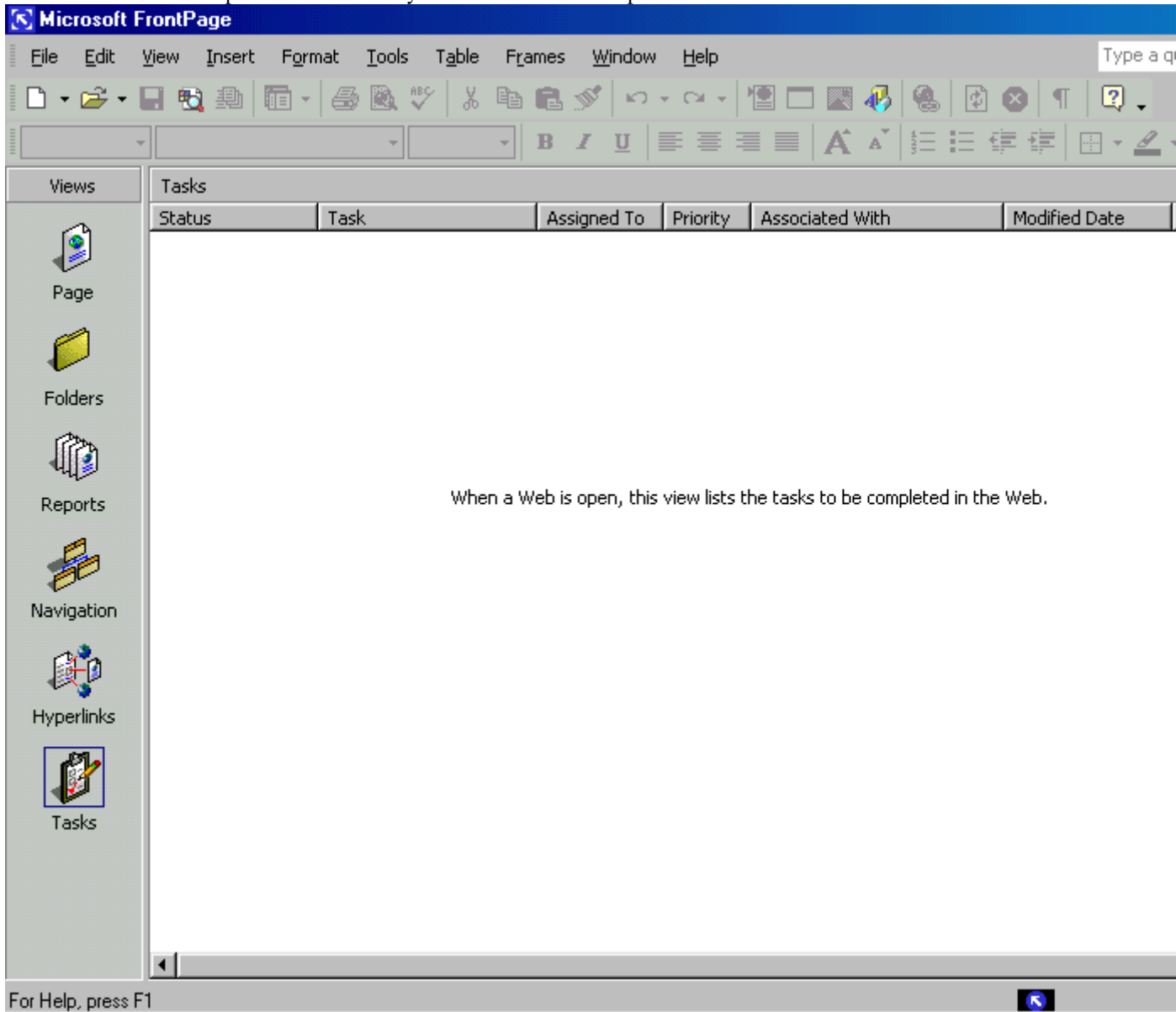
### Step 2

Later, you have to use the mouse to open the **View** menu and then click on the **Tasks** command.



### Step 3

You'll be able to see the picture below when you click on the **Tasks** option.





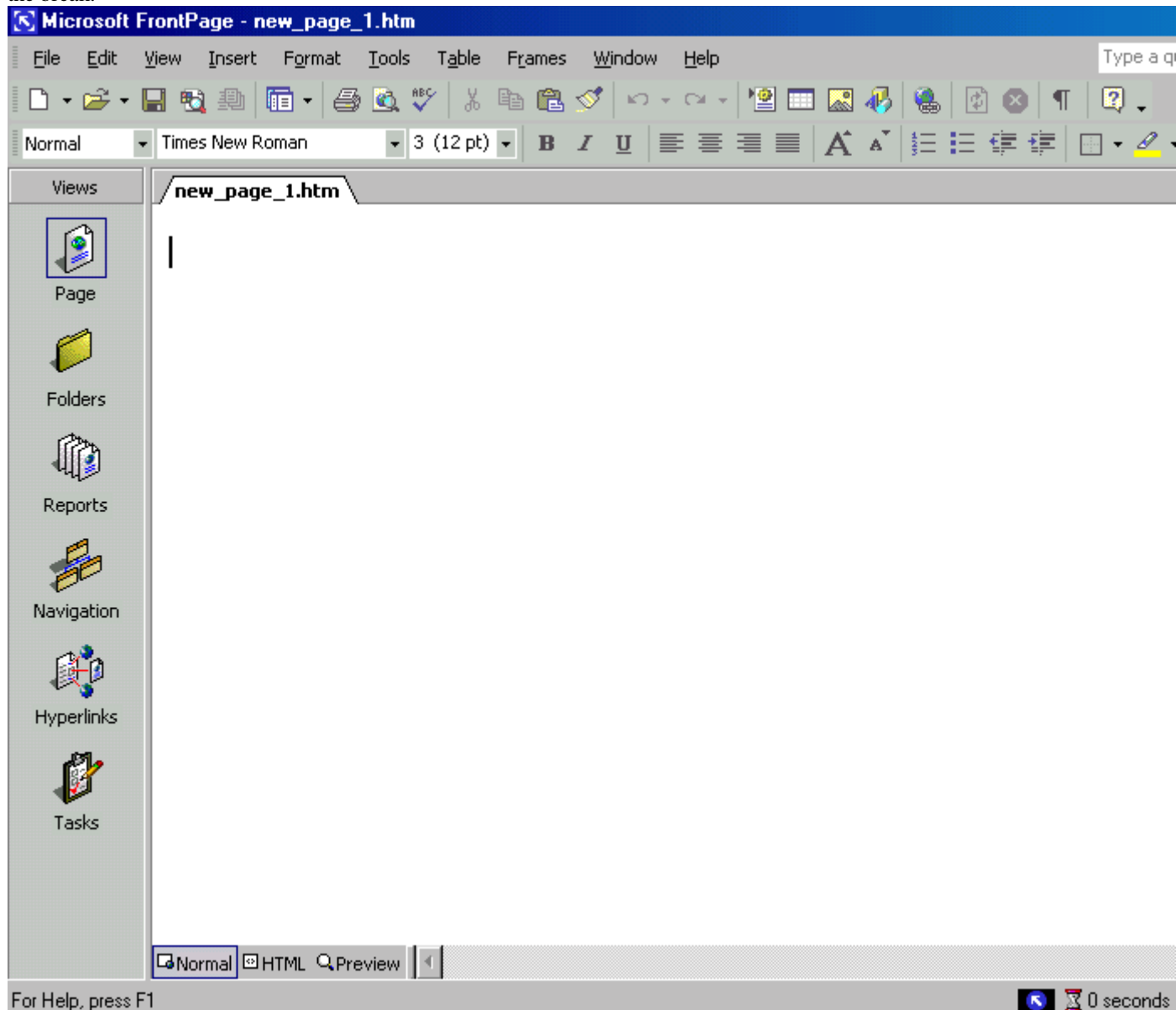
## How to work with Insert

# How to insert the Break in the web page

### To insert the Break in the web page

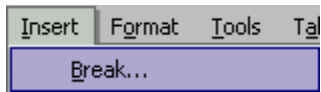
#### Step 1

To insert the Break in the web page, first, you have to place the insertion point to where you want to insert the break.



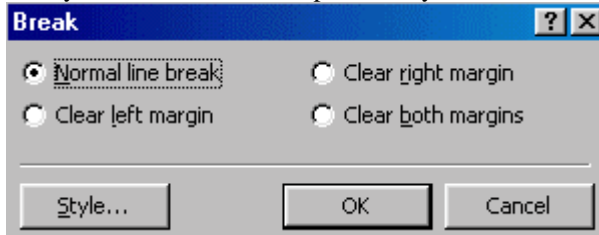
#### Step 2

Later, you have to use the mouse to open the **Insert** menu and then click on the **Break** command.



Step 3

Now you have to select the option that you want to choose.

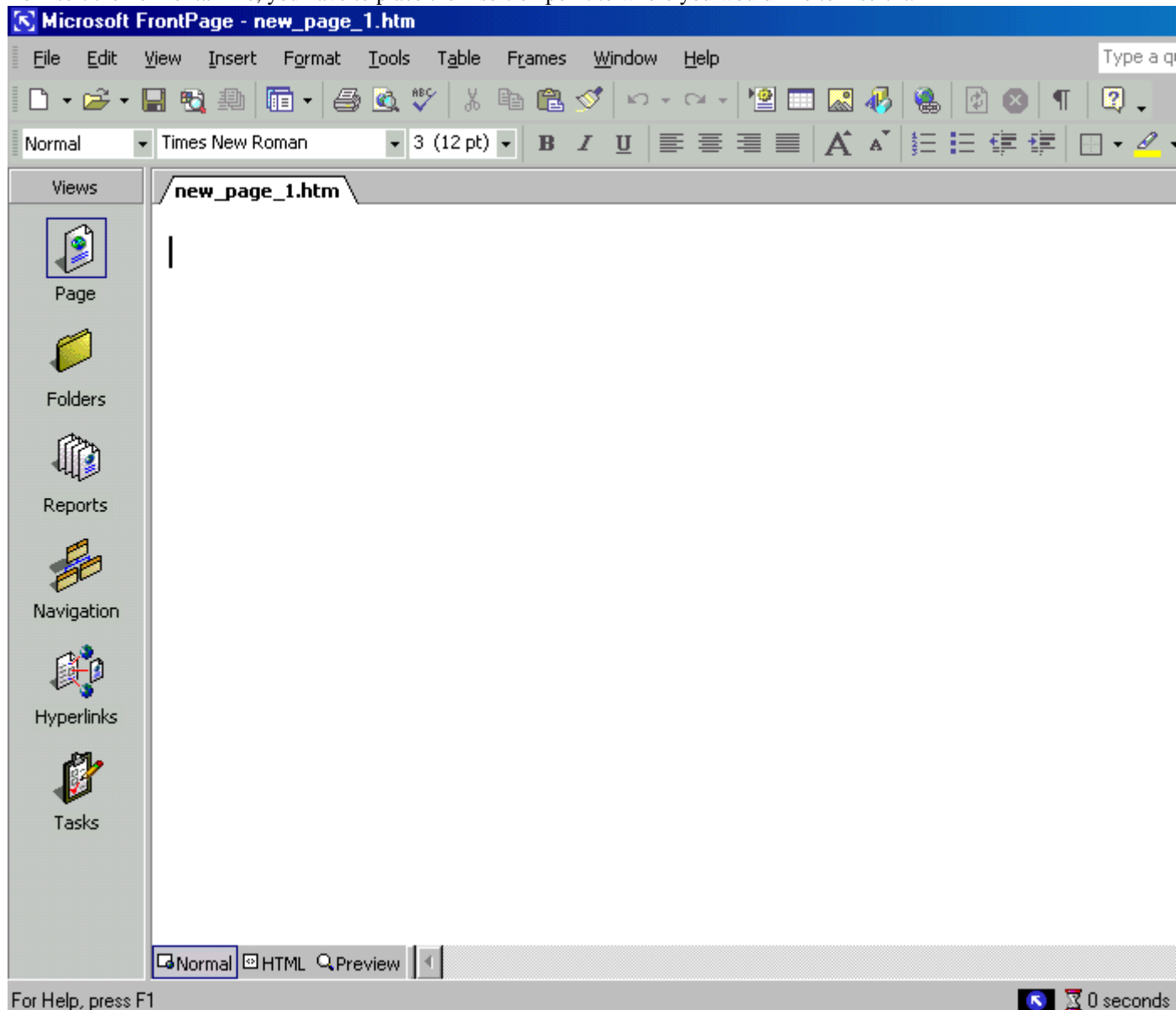


# How to insert the horizontal line

## To insert the horizontal line

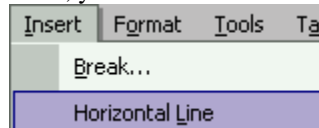
### Step 1

To insert the horizontal line, you have to place the insertion point to where you would like to insert it.



### Step 2

Later, you have to use the mouse to open the **Insert** menu and then click on the **Horizontal Line** option.



### Step 3

Now you could see the **Horizontal Line** as shown below.

---

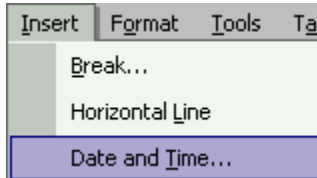
I

# How to insert Date and Time

## To insert Date and Time

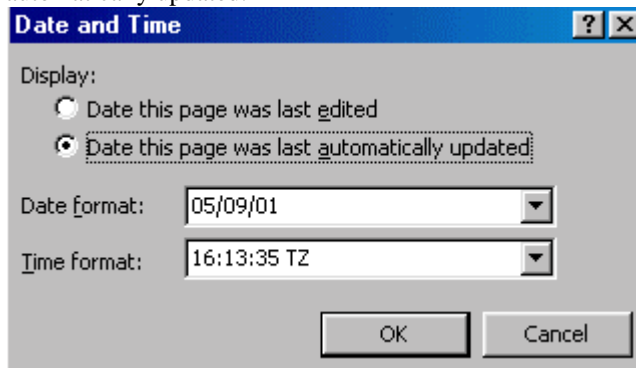
### Step 1

If you wish to insert the Date and Time, first, you have to use the mouse to open the **Insert** menu and then click on the **Date and Time** command.



### Step 2

Later, you need to select the **Date and Time** format. Here, you have two options to choose; one is displaying the date when the page was last edited and another one is displaying the date when it was last automatically updated.



### Step 3

Now you could see the option that you have chosen is displayed as shown by the image below.

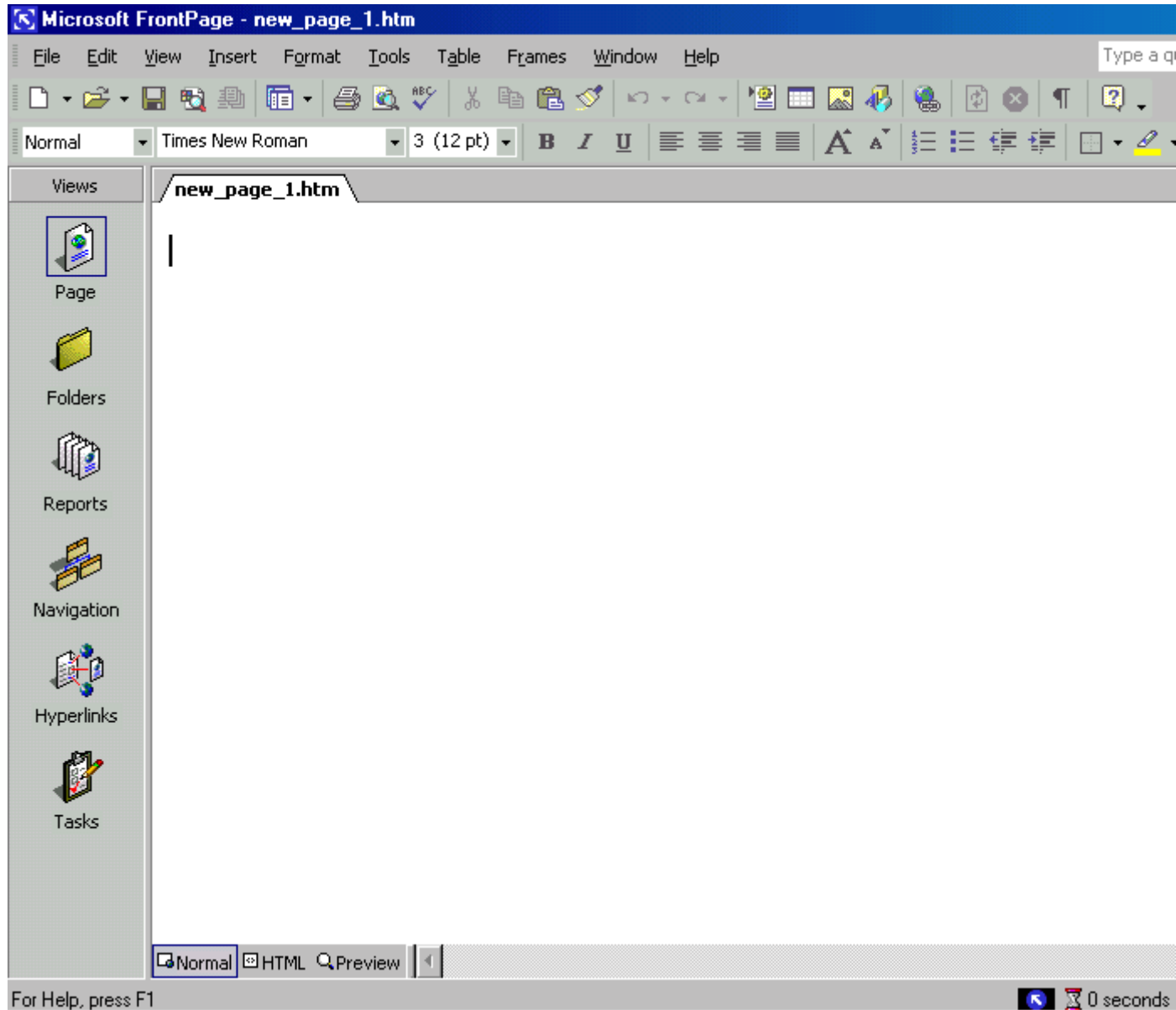
05/09/01 16:13:54 +0800

# How to insert the Inline Frame

## To insert the Inline Frame

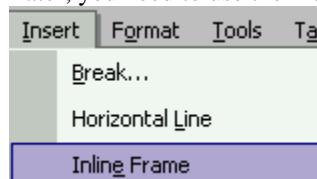
### Step 1

If you wish to insert the Inline Frame, first, you have to place the insertion point to where you want it to be inserted.



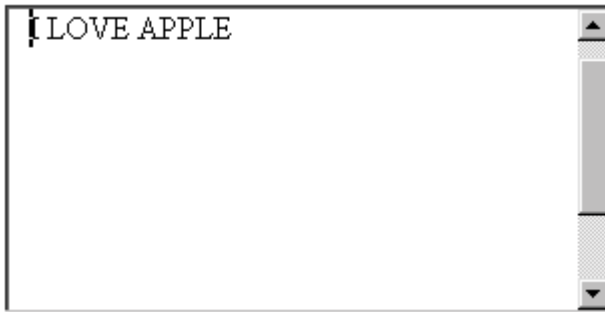
### Step 2

Later, you need to use the mouse to open the **Insert** menu and then click on the **Inline Frame**.



Step 3

Now you could see the Inline Frame is being displayed as shown below.

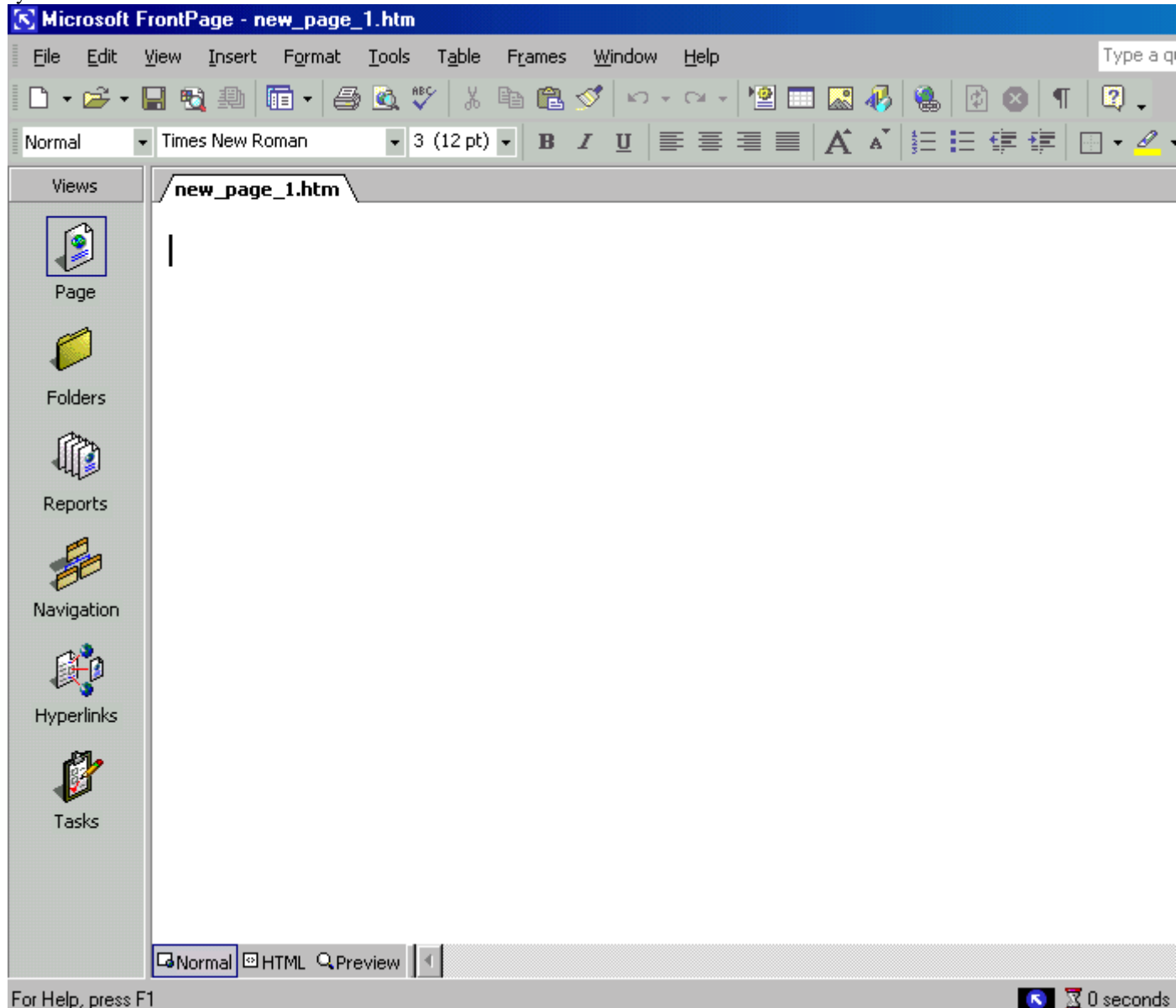


# How to insert the special symbol

## To insert the special symbol

### Step 1

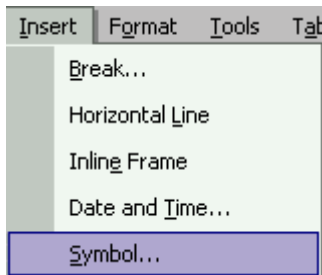
You have to place the insertion point to where you want to be inserted first if you wish to insert the special symbol.



### Step 2

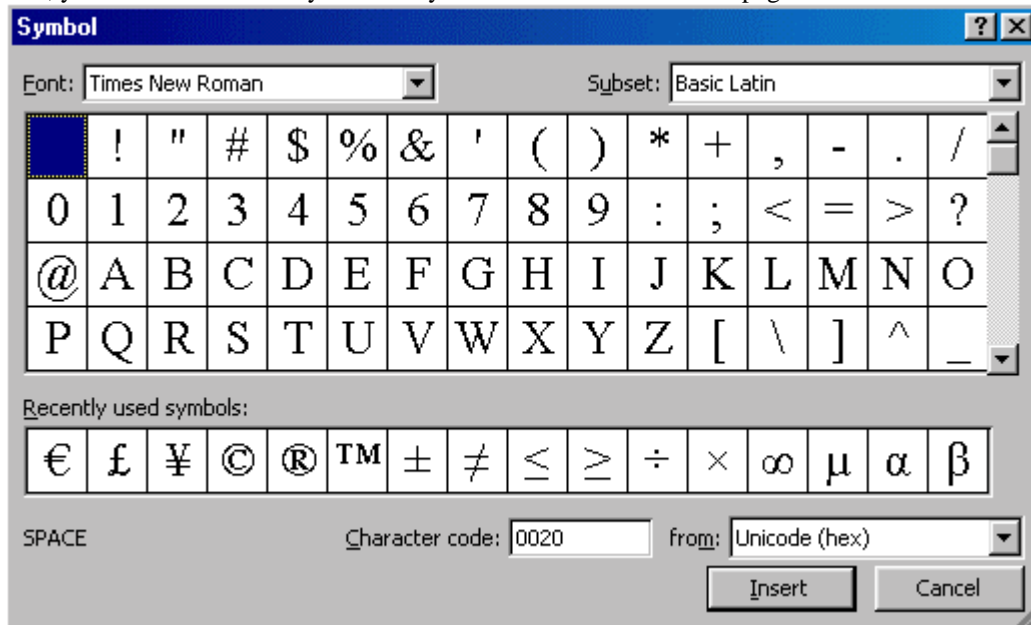
Later, you have to use the mouse to open the **Insert** menu and then click on the **Symbol** command.





Step 3

The, you have to select the symbol that you want to insert in the web page.



# How to insert the picture from Clip Art

## To insert the picture from Clip Art

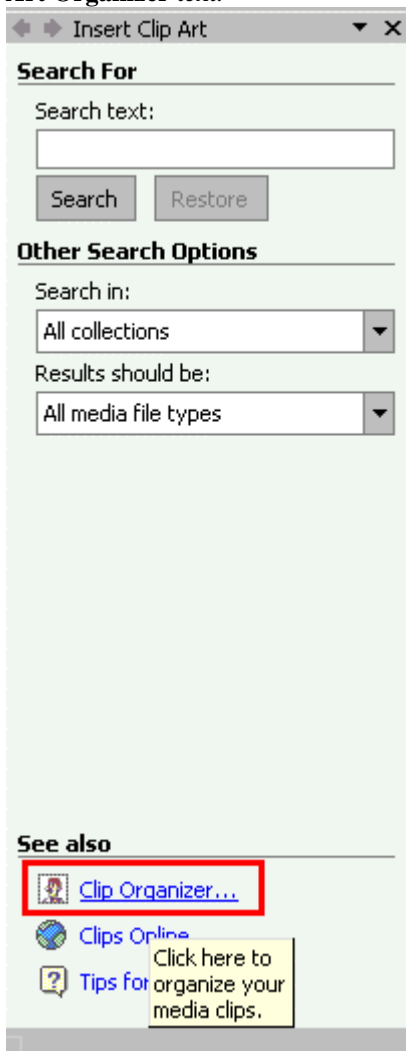
### Step 1

To insert the picture from the clip art, you have to use the mouse to open the **Insert** menu and then click on the **Picture** sub menu. After that, just click on the **Clip Art** command.



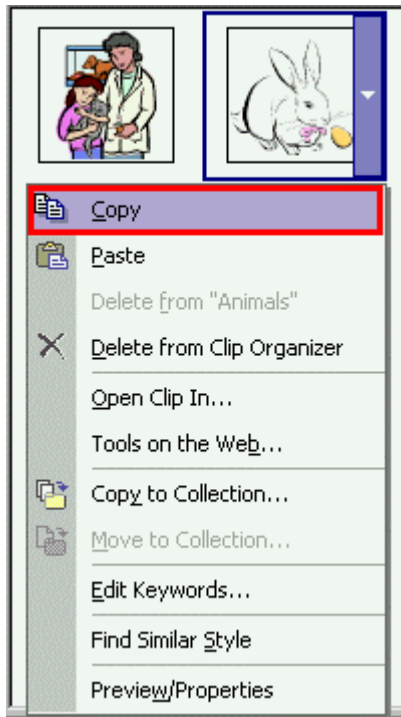
### Step 2

Later, it will display a new window in your right hand side and the next thing to do is to click on the **Clip Art Organizer** text.



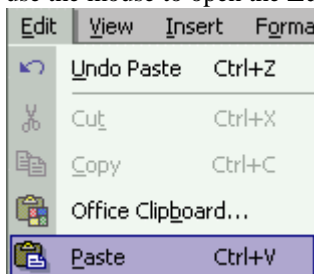
### Step 3

Now you have to select the picture that you want to insert in the document. Later, just click on the **Copy** command from the menu.



#### Step 4

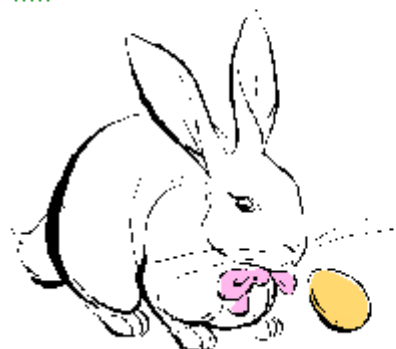
Then, you have to place the insertion point to where you would like to paste the picture. Later, you have to use the mouse to open the **Edit** menu and then click the **Paste** command.



#### Step 5

You'll be able to see the picture as shown below when you click on the **Paste** option.

All disk orders are shipped by postal mail (airmail outside North America) and leave our office within two business days after they are received; there is no additional charge for the postage.

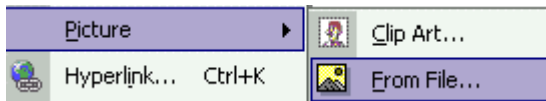


# How to insert the picture from file

## To insert the picture from file

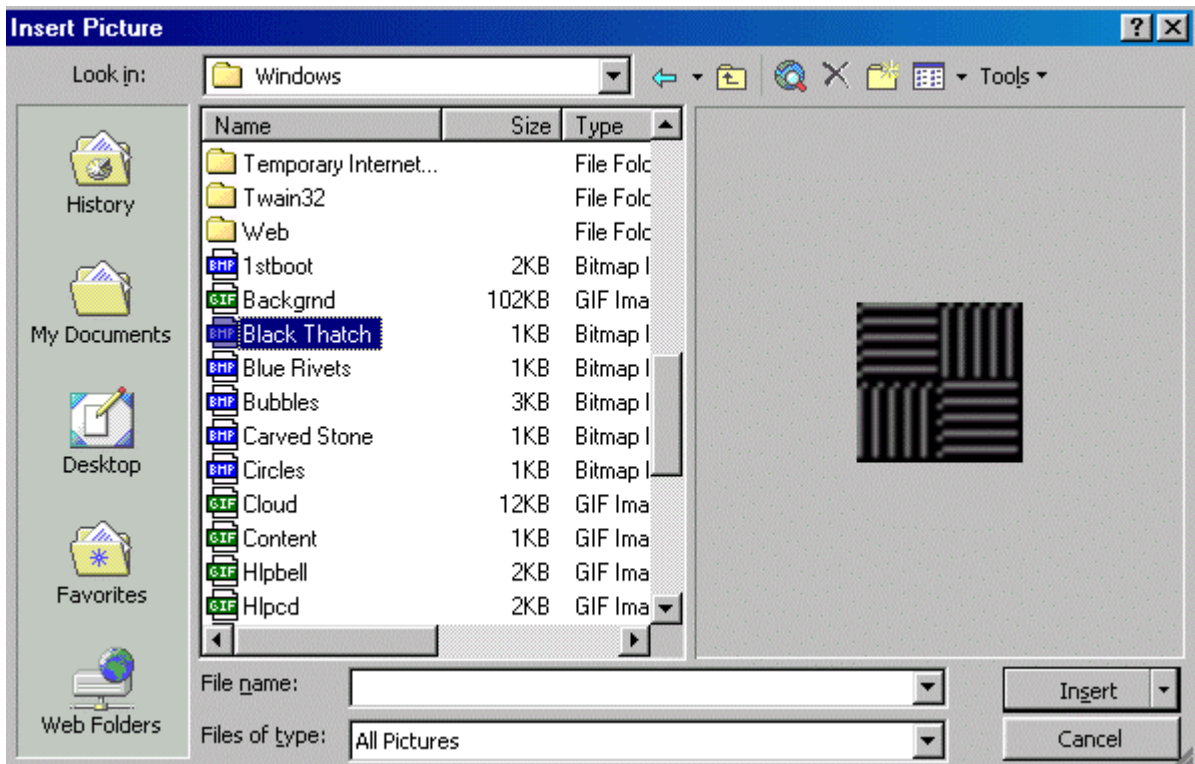
### Step 1

To insert the picture from the file, first you have to use the mouse to open the **Insert** menu and then click on the **Picture** sub menu. Later you need to click on the **From File** command.



### Step 2

Now you have to select the picture that you want to insert in the document and then click on the **Insert** button.



### Step 3

You'll be able to see the picture below when you click on the **Insert** option.



# How to insert Organization Chart

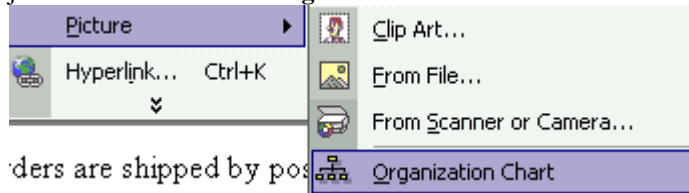
## To insert Organization Chart

### Step 1

To insert the organization chart, first you have to place the insertion point to where you want to insert the Organization Chart.

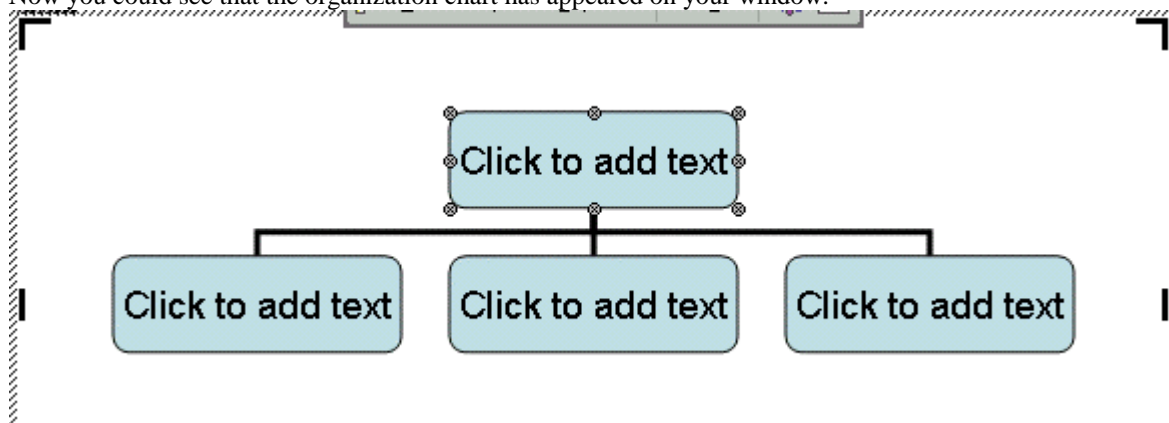
### Step 2

Next, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Now you just have to click on the **Organization Chart** command.



### Step 3

Now you could see that the organization chart has appeared on your window.



# How to add the text in the Organization Chart

## To add the text in the Organization Chart

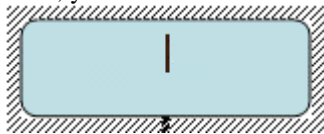
### Step 1

To add the text in the organization chart, first you have to select the shape that you want to insert the text.



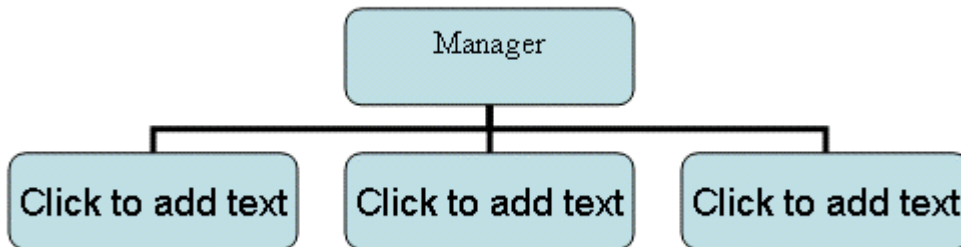
### Step 2

Later, you have to move the mouse to the shape you want to add the text and the click on the mouse button.



### Step 3

Now you can start entering the words in the shape box as shown by the picture below.



# How to insert a new shape in the Organization Chart

## To insert a new shape in the Organization Chart

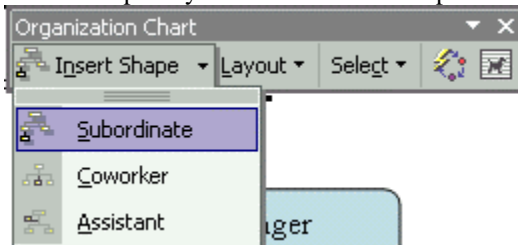
### Step 1

To insert a new shape in the organization chart, first you have to place the insertion point to where you would like it to be inserted.



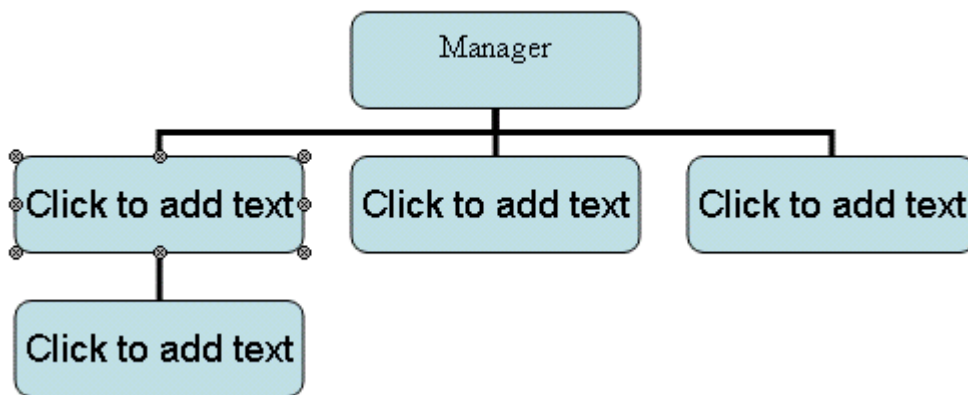
### Step 2

Now you just need to click on the **New Shape** command in the **Organization Chart** menu bar and later select the option you want to add the shape.



### Step 3

Now you'll be able to see the picture below.



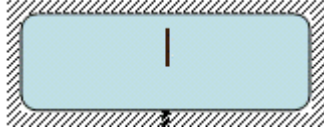


# How to select the layout

## To select the layout

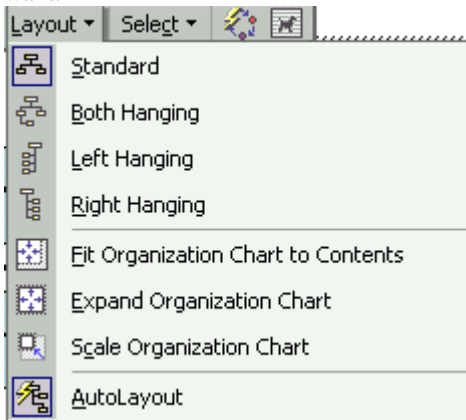
### Step 1

To select the layout, you must select the shape you want to change the layout first.



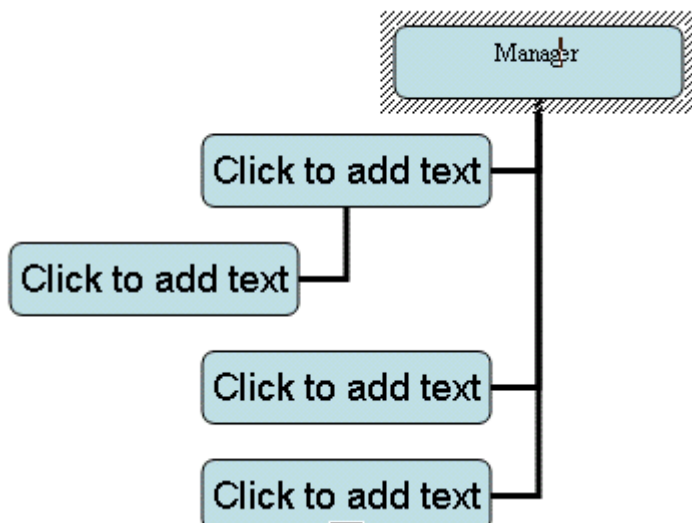
### Step 2

Later, move the mouse to the Layout in the Organization Chart menu bar and then select the layout that you want.



### Step 3

If you have chosen the **Left Hanging** option, then your organization chart will look like the picture.



# How to show the AutoShapes menu bar

## To show the AutoShapes menu bar

### Step 1

To show the AutoShapes menu bar, the first thing to do is to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, click on the **AutoShapes** command.



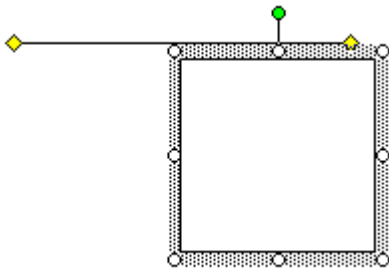
### Step 2

Later, you need to use the mouse to open the **Callout** menu and then click on the **Line Callout 1** as shown by the picture below.



### Step 3

Finally, use the mouse to drag and draw the Line Callout.



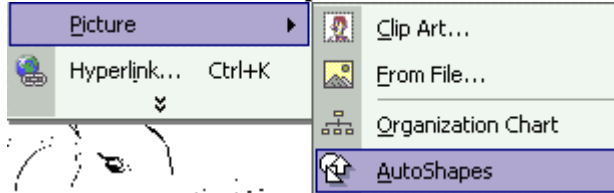
## How to work with Draw

# How to draw the line

### To draw the line

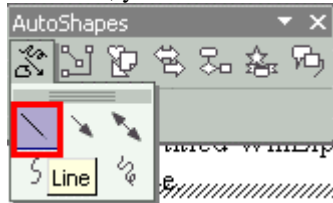
#### Step 1

To draw the line, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, click on the **AutoShapes** command.



#### Step 2

After that, you have to choose the **Line** in the option menu.



#### Step 3

Finally, you could use the mouse to drag and draw the line.

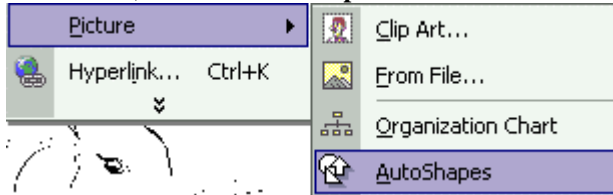


# How to draw the Arrow Line

## To draw the Arrow Line

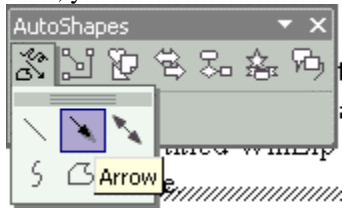
### Step 1

To draw the arrow line, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click the **AutoShapes** command.



### Step 2

Now, you need to choose the **Arrow** in the option menu.



### Step 3

Finally, you could use the mouse to drag and draw the Arrow.

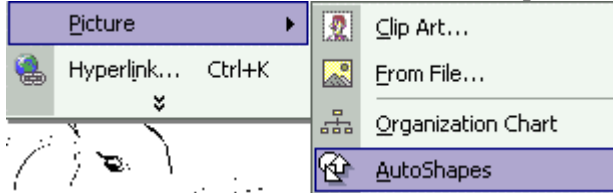


# How to draw the Double Arrow

## To draw the Double Arrow

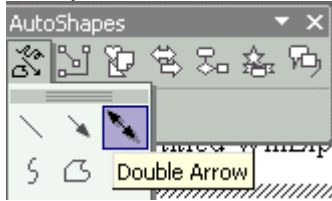
### Step 1

To draw the Double Arrow, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, click the **AutoShapes** command.



### Step 2

Now, you have to choose the **Double Arrow** in the option menu.



### Step 3

Finally, you could use the mouse to drag and draw the Arrow.



# How to draw the Curve

## To draw the Curve

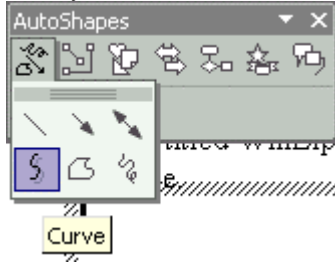
### Step 1

To draw the curve, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, just click on the **AutoShapes** command.



### Step 2

Next, you have to choose the **Curve** in the option menu.



### Step 3

Now you have to use the mouse to drag the start and end point. After you have finished, press the **ESC** button.

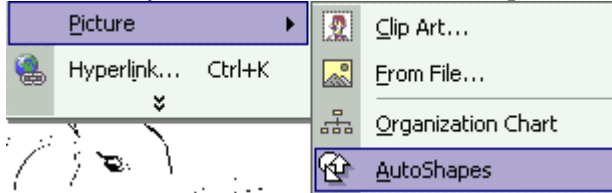


# How to draw the Freeform

## To draw the Freeform

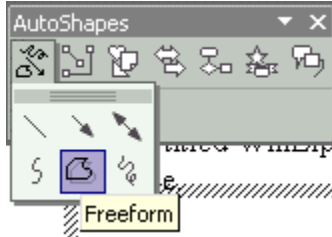
### Step 1

To draw the freeform, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



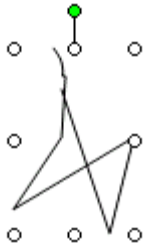
### Step 2

Next, choose the **Freeform** in the option menu.



### Step 3

Finally, use the mouse to drag and draw the line. When you have finished, press the **ESC** button.

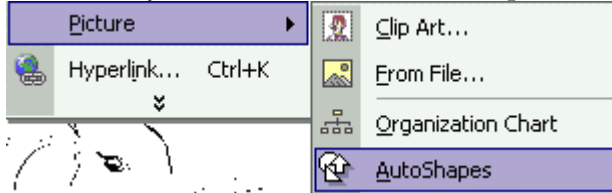


# How to draw the Scribble

## To draw the Scribble

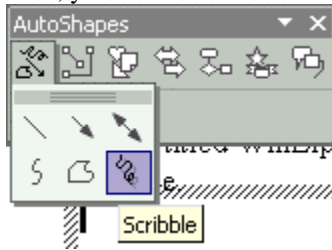
### Step 1

To draw the scribble, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



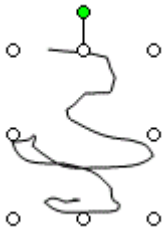
### Step 2

Now, you have to choose the **Scribble** in the option menu.



### Step 3

Finally, use the mouse to drag and draw the line.



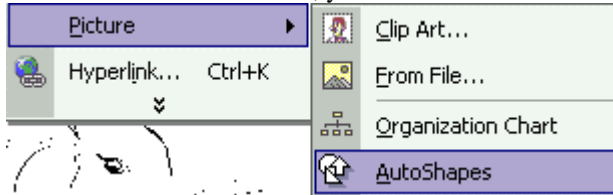


# How to draw the Straight Connector

## To draw the Straight Connector

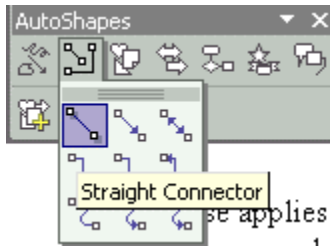
### Step 1

To draw the straight connector, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, you need to click on the **AutoShapes** command.



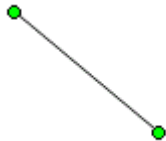
### Step 2

Next, click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Straight Connector**.



### Step 3

Finally, use the mouse to draw the start and end point.



# How to draw the Straight Arrow Connector

## To draw the Straight Arrow Connector

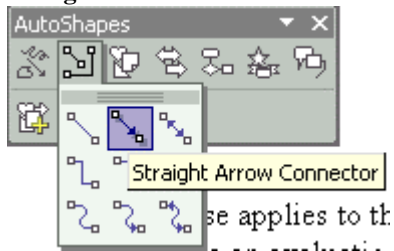
### Step 1

To draw the straight arrow connector, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, you need to click on the **AutoShapes** command.



### Step 2

Now you have to click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Straight Arrow Connector**.



### Step 3

Finally, you have to use the mouse to draw the start and end point.



# How to draw the Straight Double-Arrow Connector

## To draw the Straight Double-Arrow Connector

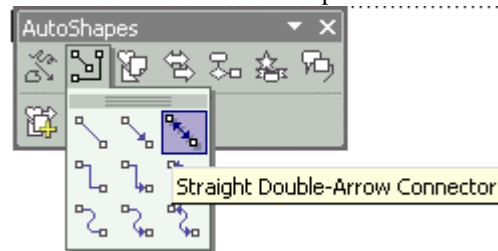
### Step 1

To draw the straight double-arrow connector, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click on the **AutoShapes** command.



### Step 2

Next, click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Straight Double-Arrow Connector** option.



### Step 3

Finally, use the mouse to draw the start and end point.

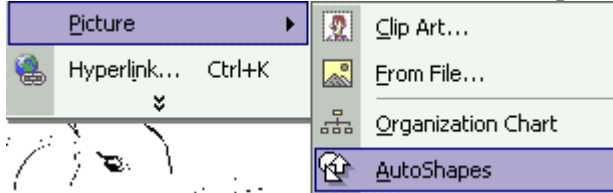


# How to draw the Elbow Connector

## To draw the Elbow Connector

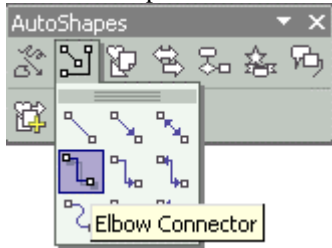
### Step 1

To draw the elbow connector, you need to use the mouse to open the Insert menu first and then open the **Picture** sub menu. After that, click on the **AutoShapes** command.



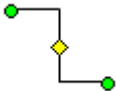
### Step 2

Later, click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Elbow Connector** option.



### Step 3

Finally, use the mouse to draw the start and end point.



# How to draw the Elbow Arrow Connector

## To draw the Elbow Arrow Connector

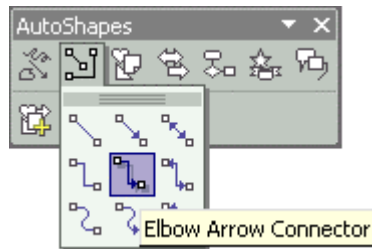
### Step 1

To draw the elbow arrow connector, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click on the **AutoShapes** command.



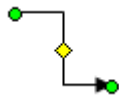
### Step 2

Next, you have to click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Elbow Arrow Connector**.



### Step 3

Finally, you have to use the mouse to draw the start and end point.



# How to draw the Elbow Double-Arrow Connector

## To draw the Elbow Double-Arrow Connector

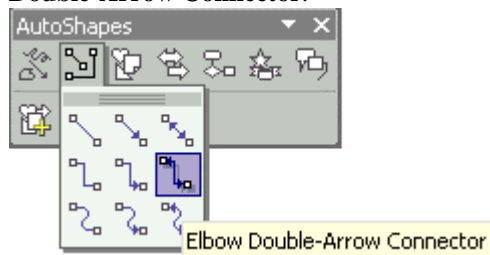
### Step 1

To draw the elbow double-arrow connector, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, just click on the **AutoShapes** command.



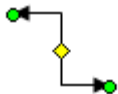
### Step 2

Later, just click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Elbow Double-Arrow Connector**.



### Step 3

Finally, you have to use the mouse to draw the start and end point.

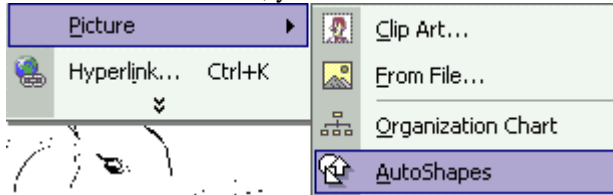


# How to draw the Curved Connector

## To draw the Curved Connector

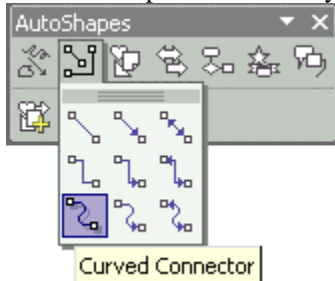
### Step 1

To draw the curved connector, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, you have to click on the **AutoShapes** command.



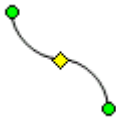
### Step 2

Later, click the **Connector** command in the **AutoShapes** menu bar and then choose the **Curved Connector** option as shown by the picture below.



### Step 3

Finally, use the mouse to draw the start and end point.



# How to draw the Curved Arrow Connector

## To draw the Curved Arrow Connector

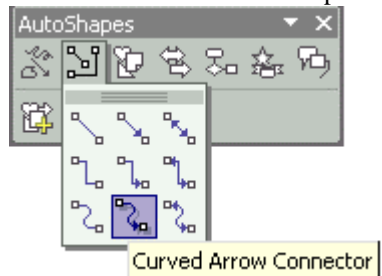
### Step 1

To draw the curved arrow connector, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.



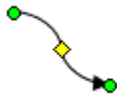
### Step 2

Next, you need to click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Curved Arrow Connector** option.



### Step 3

Finally, just use the mouse to draw the start and end point.



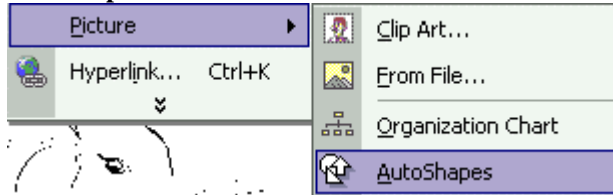


# How to draw the Curved Double-Arrow Connector

## To draw the Curved Double-Arrow Connector

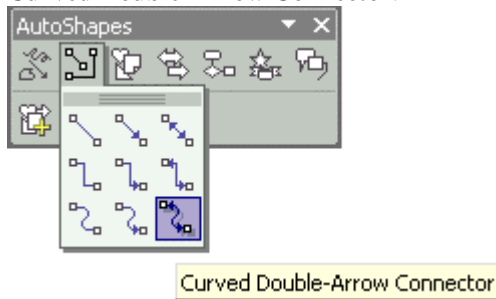
### Step 1

To draw the curved double-arrow connector, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click the **AutoShapes** command.



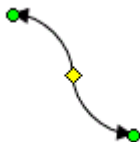
### Step 2

Now you have to click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Curved Double-Arrow Connector**.



### Step 3

Finally, use the mouse to draw the start and end point.

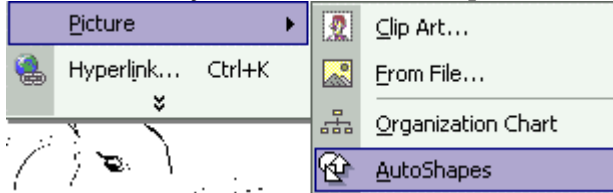


# How to draw the Rectangle

## To draw the Rectangle

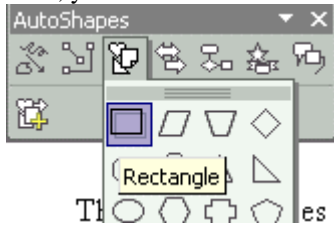
### Step 1

To draw the rectangle, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, just click on the **AutoShapes** command.



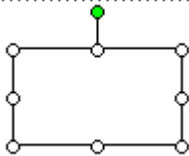
### Step 2

Next, you have to click on the **Basic shapes** command and then choose the **Rectangle** option.



### Step 3

Finally, just use the mouse to drag and draw the rectangle.



# How to draw the Parallelogram

## To draw the Parallelogram

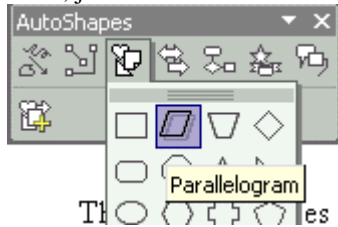
### Step 1

If you would like to draw the parallelogram, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, just click on the **AutoShapes** command.



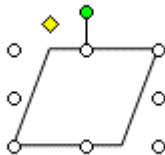
### Step 2

Later, just click on the **Basic shapes** command and then choose the **Parallelogram**.



### Step 3

Finally, use the mouse to drag and draw the Parallelogram as shown by the picture below.



# How to draw the Trapezoid

## To draw the Trapezoid

### Step 1

If you wish to draw the trapezoid, first, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, just click on the **AutoShapes** command.



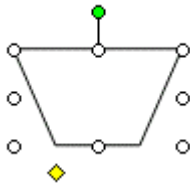
### Step 2

Later, just click on the **Basic shapes** command and then choose the **Trapezoid** option.



### Step 3

Finally, just use the mouse to drag and draw the Trapezoid.

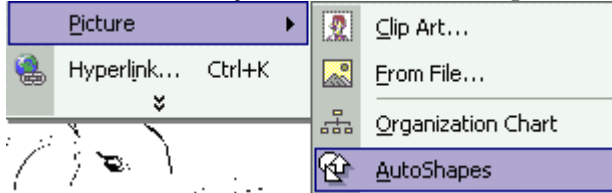


# How to draw the Diamond

## To draw the Diamond

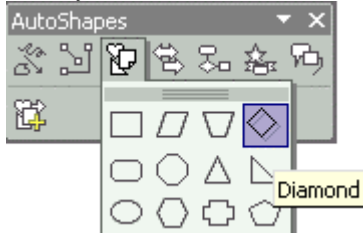
### Step 1

To draw the diamond, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, just click on the **AutoShapes** command.



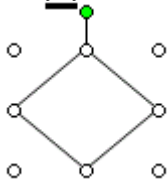
### Step 2

Later, you need to click on the **Basic shapes** command and then choose the **Diamond** option.



### Step 3

Finally, you need to use the mouse to drag and draw the Diamond.

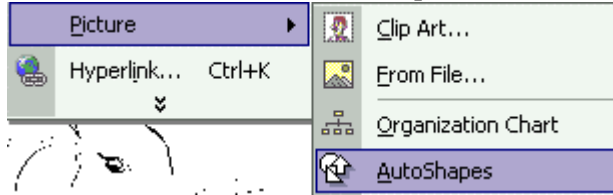


# How to draw the Rounded Rectangle

## To draw the Rounded Rectangle

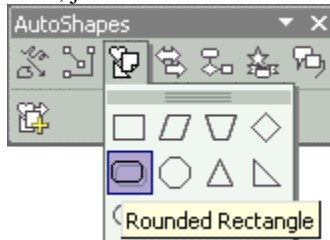
### Step 1

To draw the rounded rectangle, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Click the **AutoShapes** command.



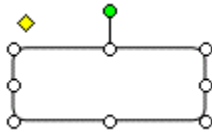
### Step 2

Next, just click on the **Basic shapes** command and then choose the **Rounded Rectangle** option.



### Step 3

Finally, just use the mouse to drag and draw the Rounded Rectangle.

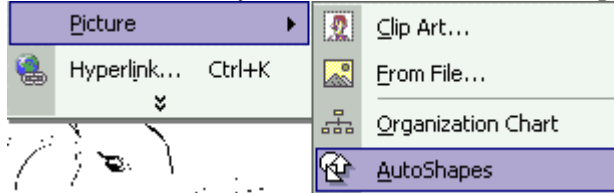


# How to draw the Octagon

## To draw the Octagon

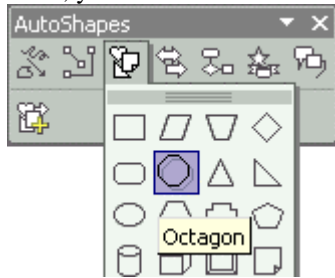
### Step 1

To draw the octagon, first, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, you need to click on the **AutoShapes** command.



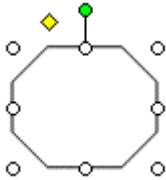
### Step 2

Later, you need to click on the **Basic shapes** command and then choose the **Octagon**.



### Step 3

Finally, you need to use the mouse to drag and draw the Octagon.

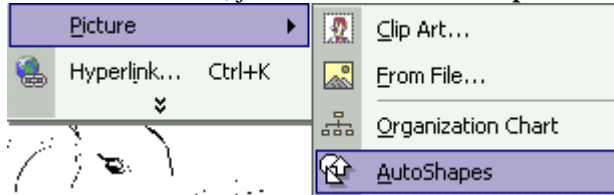


# How to draw the Hexagon

## To draw the Hexagon

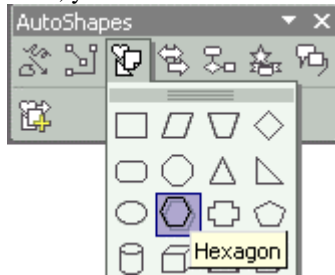
### Step 1

To draw the hexagon, first, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, just click on the **AutoShapes** command.



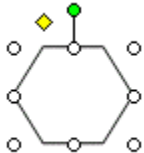
### Step 2

Now, you have to click on the **Basic shapes** command and then choose the **Hexagon** option.



### Step 3

Finally, use the mouse to drag and draw the Hexagon.



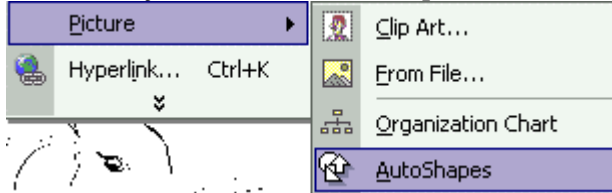


# How to draw the Can

## To draw the Can

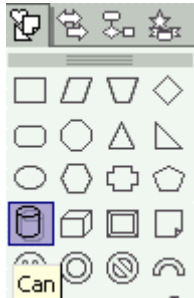
### Step 1

To draw the can, you need to use the mouse to open the **Insert** menu first, and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.



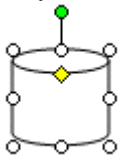
### Step 2

You need to click on the **Basic shapes** command and then choose the **Can** option.



### Step 3

Finally, use the mouse to drag and draw the Can.



# How to draw the Cube

## To draw the Cube

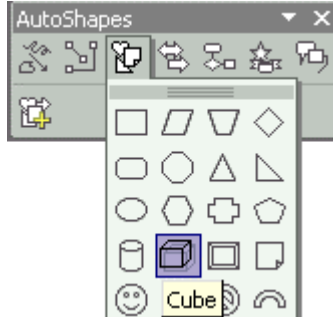
### Step 1

To draw the cube, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.



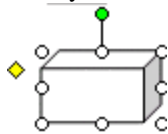
### Step 2

After that, click on the **Basic shapes** command and then choose the **Cube** option.



### Step 3

Finally, use the mouse to drag and draw the Cube.

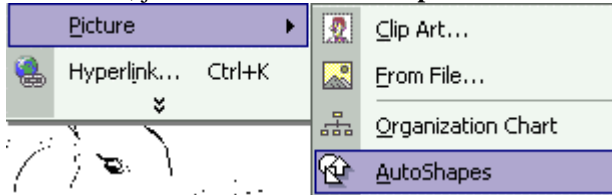


# How to draw the Right Arrow

## To draw the Right Arrow

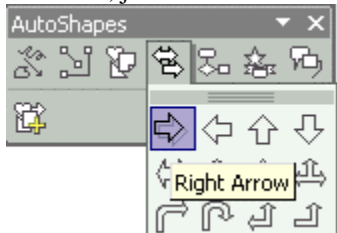
### Step 1

To draw the right arrow, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, just click on the **AutoShapes** command.



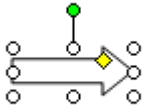
### Step 2

After that, just click on the **Block Arrow** in the AutoShapes menu and then choose the **Right Arrow**.



### Step 3

Finally, Use the mouse to drag and draw the Right Arrow.

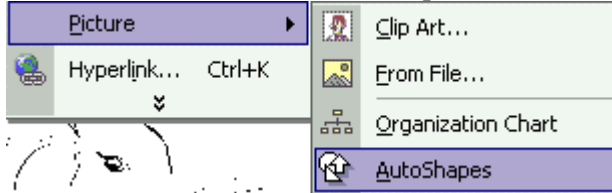


# How to draw the Left Arrow

## To draw the Left Arrow

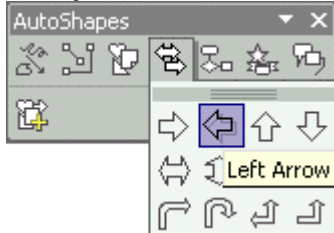
### Step 1

To draw the left arrow, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, click on the **AutoShapes** command.



### Step 2

Later, just click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Left Arrow**.



### Step 3

Finally, use the mouse to drag and draw the Left Arrow.

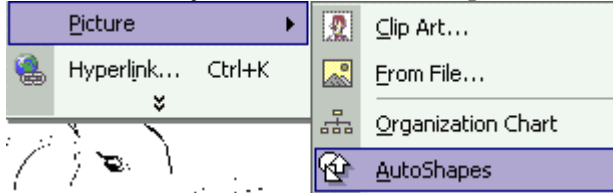


# How to draw the Up Arrow

## To draw the Up Arrow

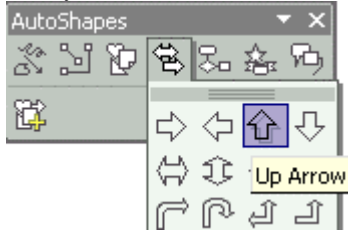
### Step 1

To draw the up arrow, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, just click on the **AutoShapes** command.



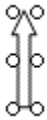
### Step 2

Now you need to click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Up Arrow**.



### Step 3

Finally, use the mouse to drag and draw the Up Arrow.

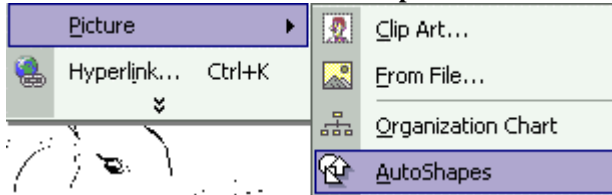


# How to draw the Down Arrow

## To draw the Down Arrow

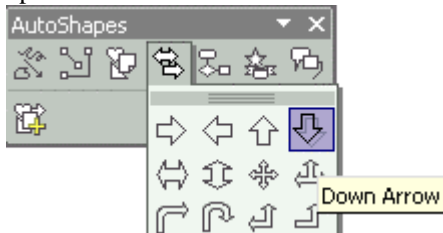
### Step 1

To draw the down arrow, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Just click on the **AutoShapes** command.



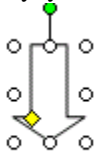
### Step 2

Next, you have to click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Down Arrow** option.



### Step 3

Finally, you have to use the mouse to drag and draw the Down Arrow.

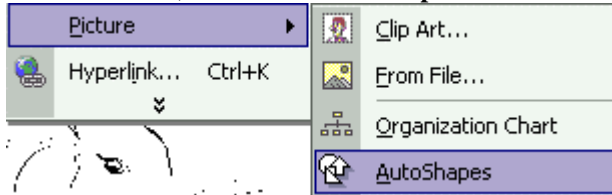


# How to draw the Bent Arrow

## To draw the Bent Arrow

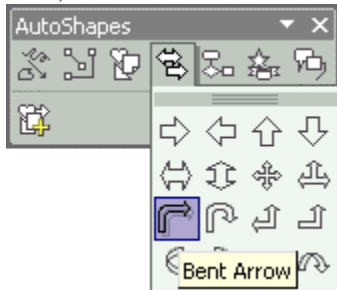
### Step 1

To draw the bent arrow, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click on the **AutoShapes** command.



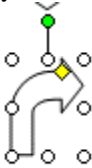
### Step 2

Next, click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Bent Arrow**.



### Step 3

Finally, use the mouse to drag and draw the Bent Arrow.

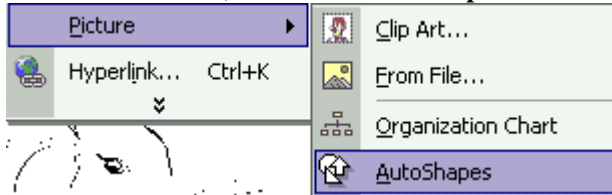


# How to draw the Left-Up Arrow

## To draw the Left-Up Arrow

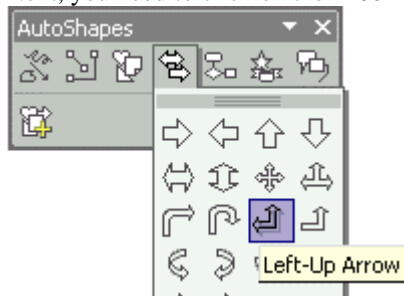
### Step 1

To draw the left-up arrow, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, click on the **AutoShapes** command.



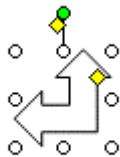
### Step 2

Next, you need to click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Left-up Arrow**.



### Step 3

Finally, just use the mouse to drag and draw the Left-up Arrow.



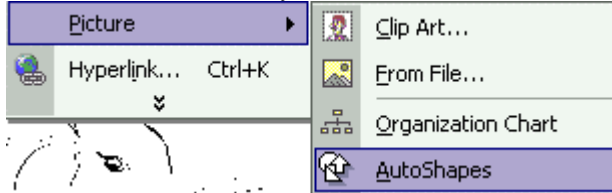


# How to draw the Flowchart: Process

## To draw the Flowchart: Process

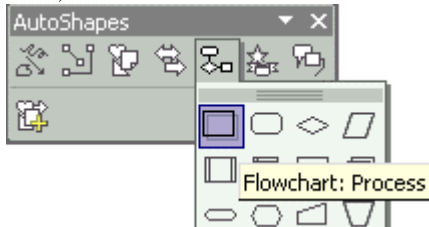
### Step 1

To draw the flowchart: Process, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



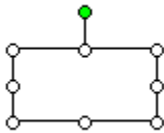
### Step 2

Now, click on the **Flowchart** in the **AutoShapes** menu and then choose the **Flowchart: Process**.



### Step 3

Finally, use the mouse to drag and draw the Flowchart: Process.



# How to draw the Flowchart: Alternate Process

## To draw the Flowchart: Alternate Process

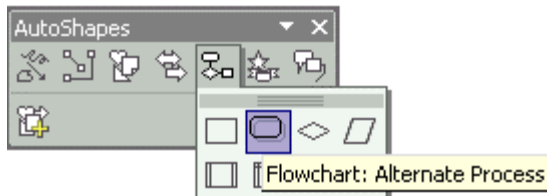
### Step 1

To draw the flowchart: Alternate Process, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, click on the **AutoShapes** command.



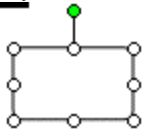
### Step 2

After that, just click on the **Flowchart** in the **AutoShapes** menu and then choose the **Flowchart: Alternate Process**.



### Step 3

Finally, use the mouse to drag and draw Flowchart: Alternate Process.



# How to draw the starts and banners

## To draw the starts and banners

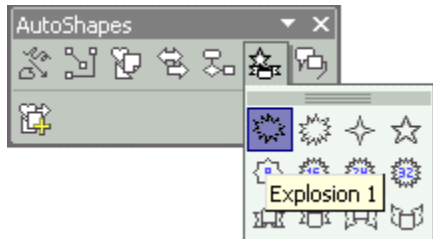
### Step 1

To draw the starts and the banners, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.



### Step 2

Now, you have to click the **Starts and Banners** in the **AutoShapes** menu and then choose the **Explosion 1**.



### Step 3

Finally, use the mouse to drag and draw the Explosion 1



# How to draw the callouts

## To draw the callouts

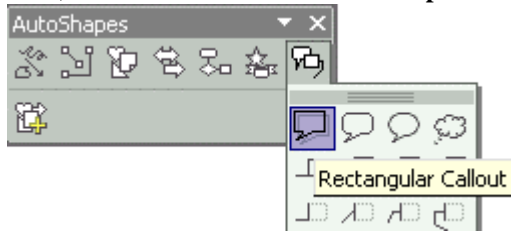
### Step 1

To draw the callouts, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, click on the **AutoShapes** command.



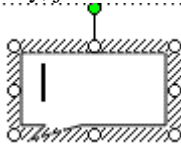
### Step 2

Next, click the **Callout** in the **AutoShapes** menu and then choose the **Rectangular Callout**.



### Step 3

Finally, just use the mouse to drag and draw the Rectangular Callout



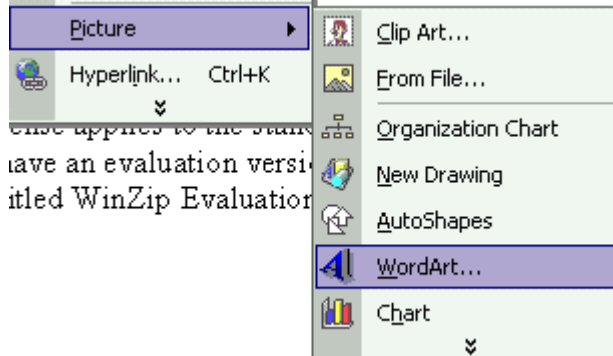
## How to work with Change and Adjust

# How to insert the WordArt

### To insert the WordArt

#### Step 1

To insert the WordArt, you have to use the mouse to open the **Insert** menu and then click on the **Picture** sub menu. Next, just click the **WordArt** command.



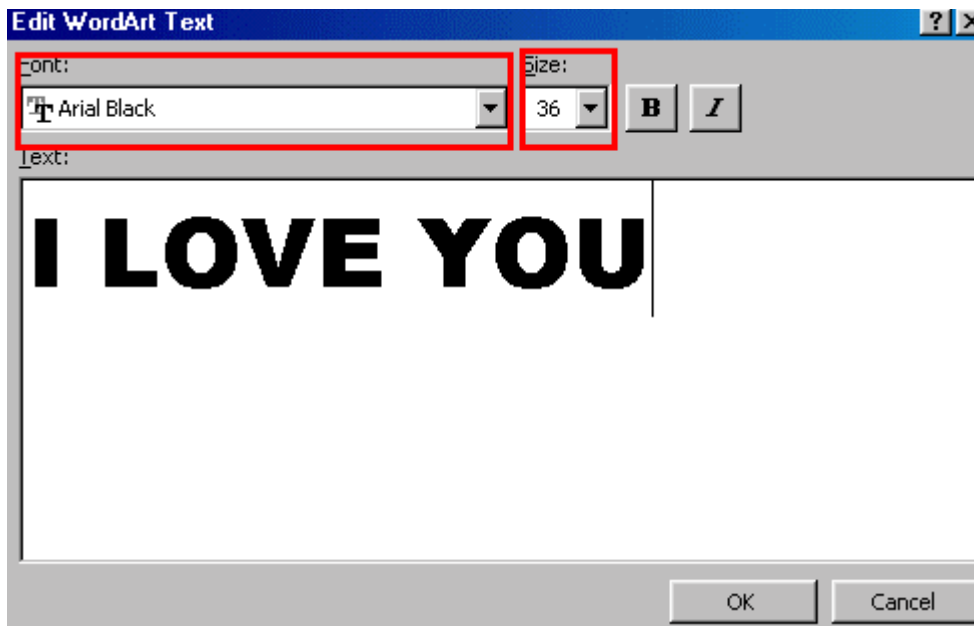
#### Step 2

Later, you can select what pattern you want to choose.



#### Step 3

Now, enter the text you want. You also can change the **Font type** and the **Font size**.



#### Step 4

You'll be able to see the picture below when you have changed the font type and font size.

I LOVE YOU

# How to show the Font property window

## To show the Font property window

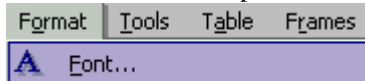
### Step 1

To show the font property window, first you must highlight the text that you want to change.

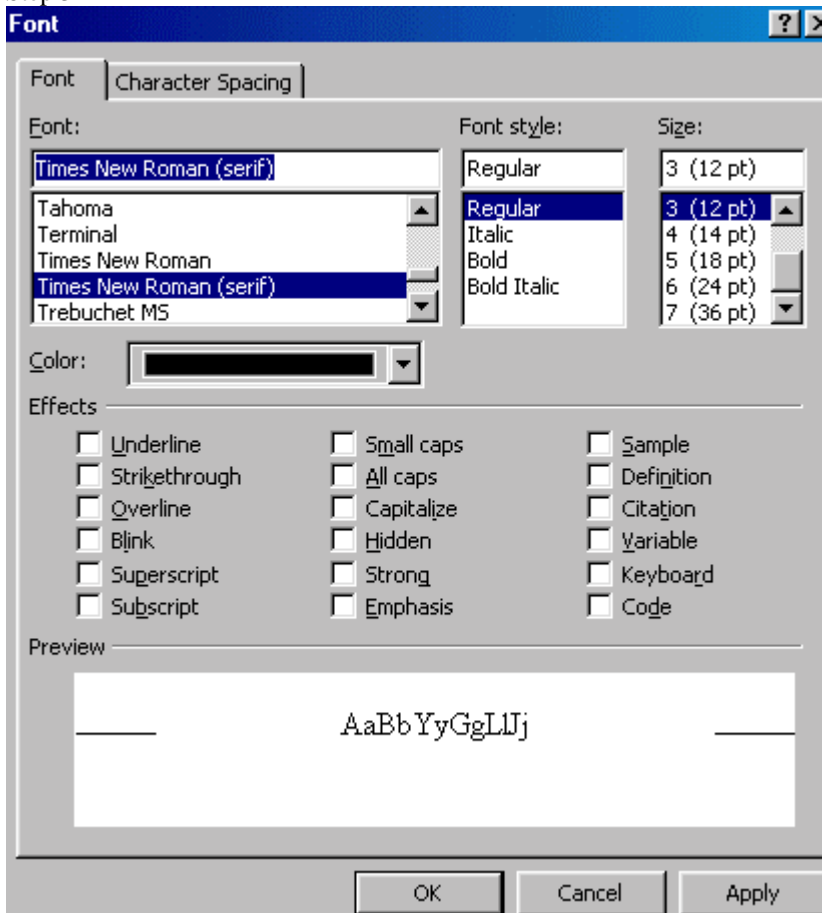
I LOVE YOU

### Step 2

Now, use the mouse open the **Format** menu and then click the **Font** command.



### Step 3



# How to change the Font type

## To change the Font type

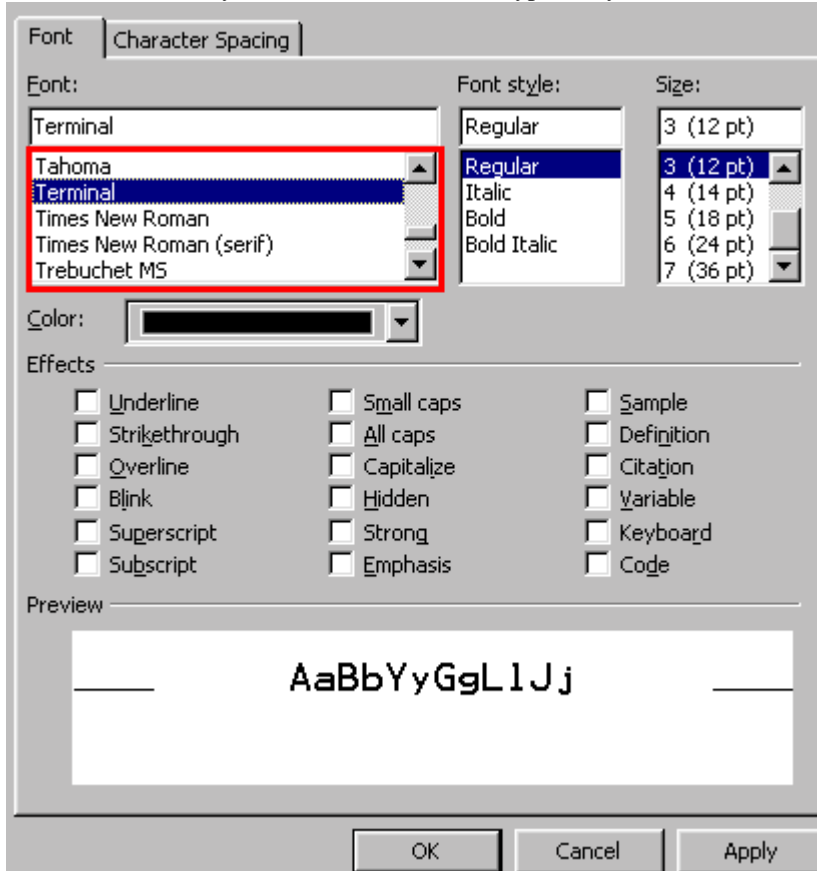
### Step 1

First you must select the word that you want to change its font.

I LOVE YOU

### Step 2

In the Font list box, you have to select the font type that you want and then click on the **Apply** button.



### Step 3

Then, you'll see that your text has changed just like the picture below.

I LOVE YOU I LOVE YOU

Before After



# How to change the Font style

## To change the Font style

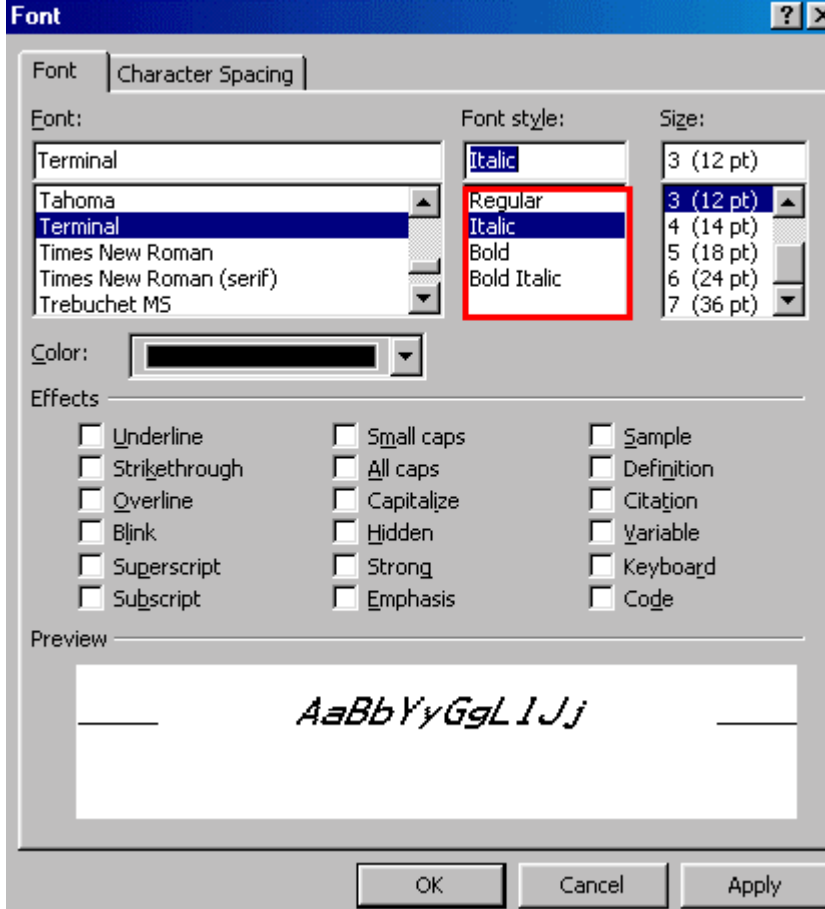
### Step 1

First you must select the word that you want to change its font style.

**I LOVE YOU**

### Step 2

In the Font style list box, just select the style that you want and then click on the **Apply** button.



### Step 3

Then, you'll see that your text has changed just like the picture below.

***I LOVE YOU I LOVE YOU***

Italic Bold Italic

# How to change the Font size

## To change the Font size

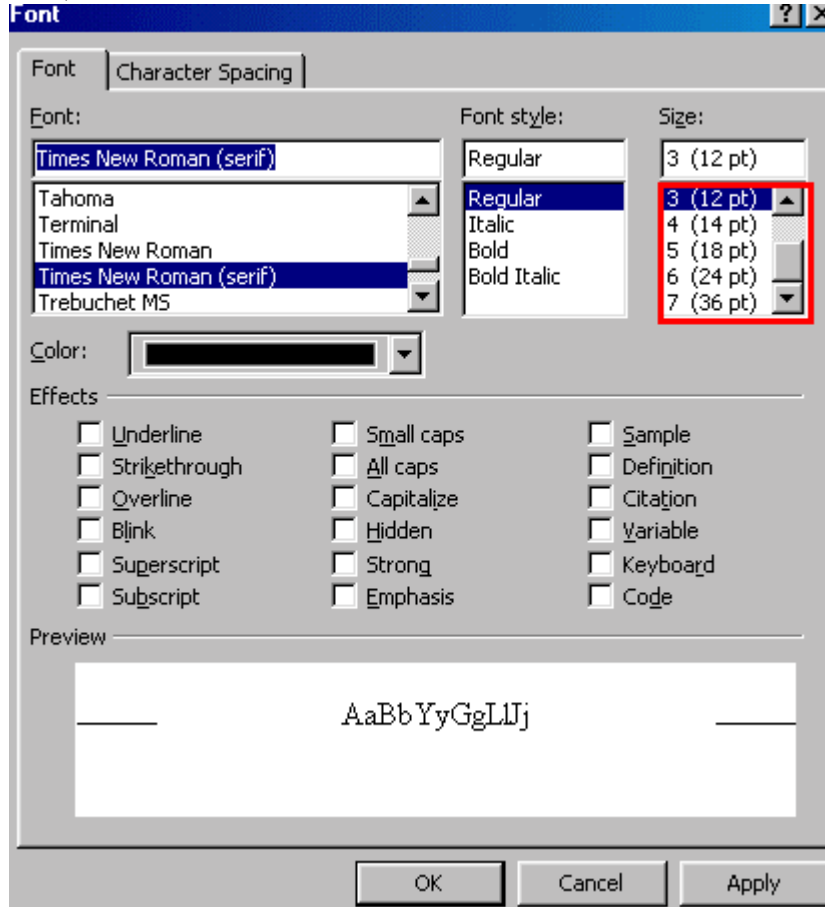
### Step 1

First you must select the word that you want to change its size.

I LOVE YOU

### Step 2

Then, select the font size in the **Size** list box.



### Step 3

Then, you'll see that your text has changed just like the picture below.

I LOVE YOU I LOVE YOU

Before After

# How to change the font color

## To change the font color

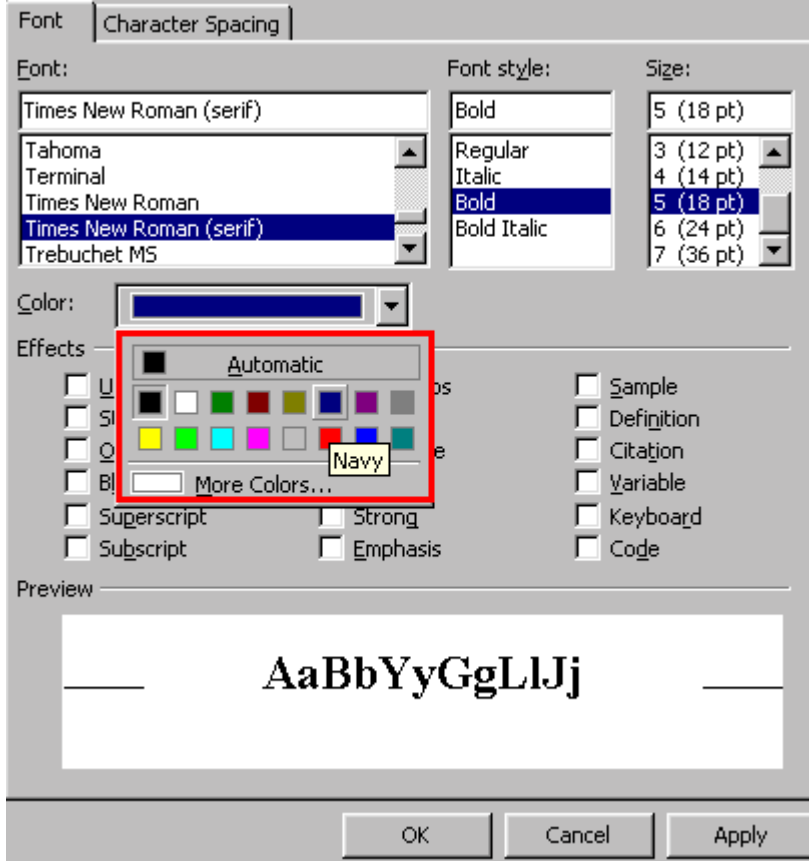
### Step 1

First you must select the word you want to change its color.

I LOVE YOU

### Step 2

After that, select the color in the Color list box and then click on **Apply** button.



### Step 3

Then, you'll see that your text has changed just like the picture below.

I LOVE YOU I LOVE YOU

Before After

# How to make the text effect

## To make the text effect

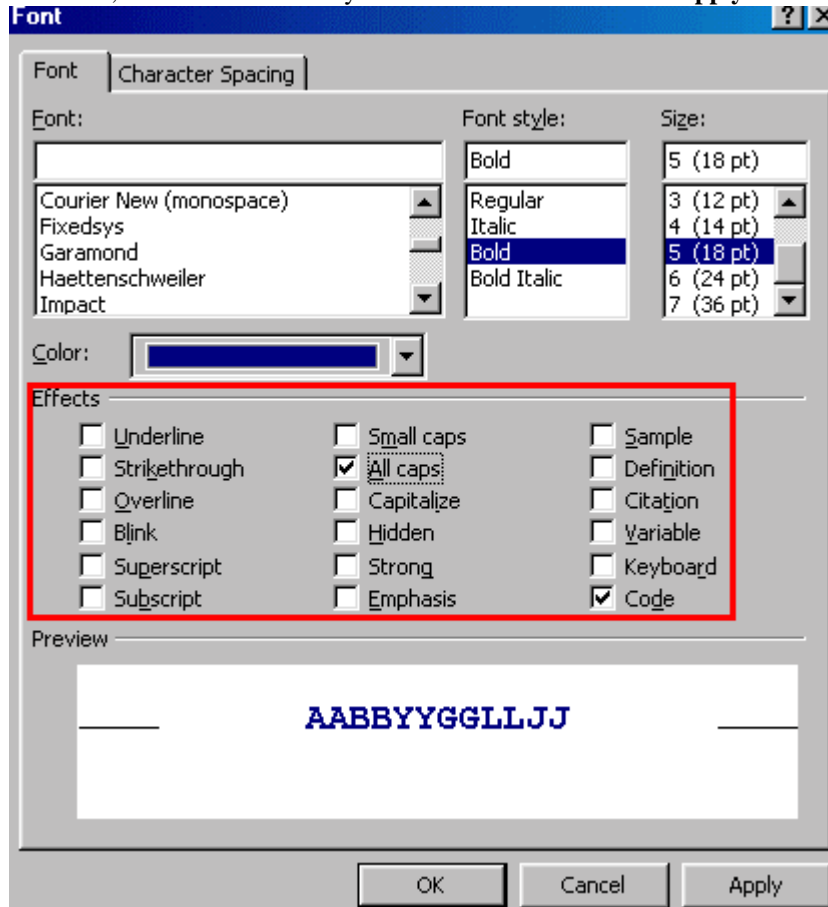
### Step 1

First you must select the words that you want to add the effect.

**I LOVE YOU**

### Step 2

After that, select the effect that you want and then click on the **Apply** button.



### Step 3

Then, you'll see that your text has changed just like the picture below.

I LOVE YOU I LOVE YOU

Underline All caps

# How to adjust the character Spacing

## To adjust the character Spacing

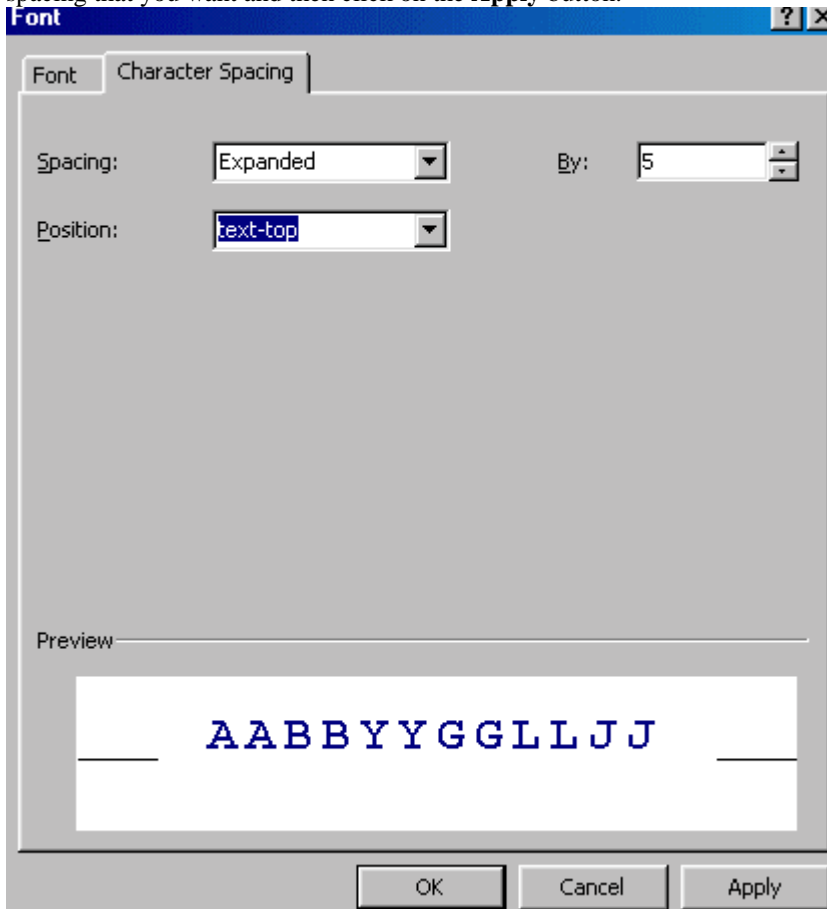
### Step 1

First you must select the words that you want to add the effect.

I LOVE YOU

### Step 2

After that, just click on the **character Spacing** tab in the Font property dialog box. Next, just adjust the spacing that you want and then click on the **Apply** button.



### Step 2

Then, you'll see that your text has changed just like the picture below.

I LOVE YOU I LOVE YOU

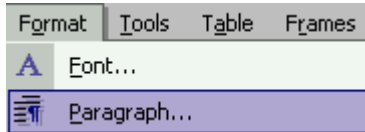
Before After

# How to align the paragraph

## To align the paragraph

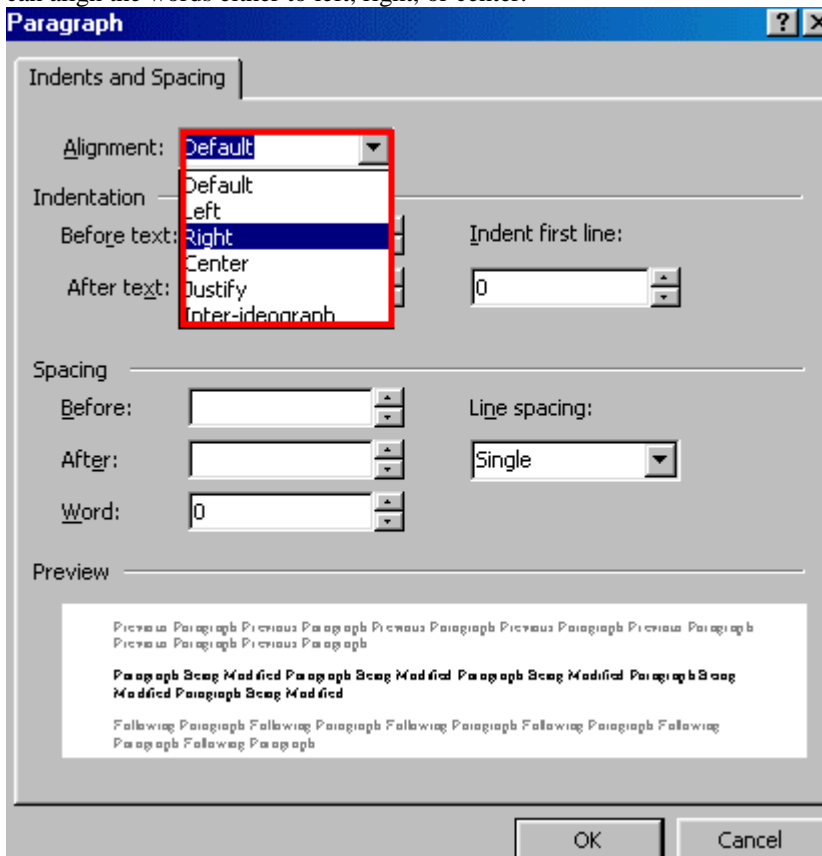
### Step 1

To align the paragraph, you have to use the mouse to open the **Format** menu and then click the **Paragraph** command.



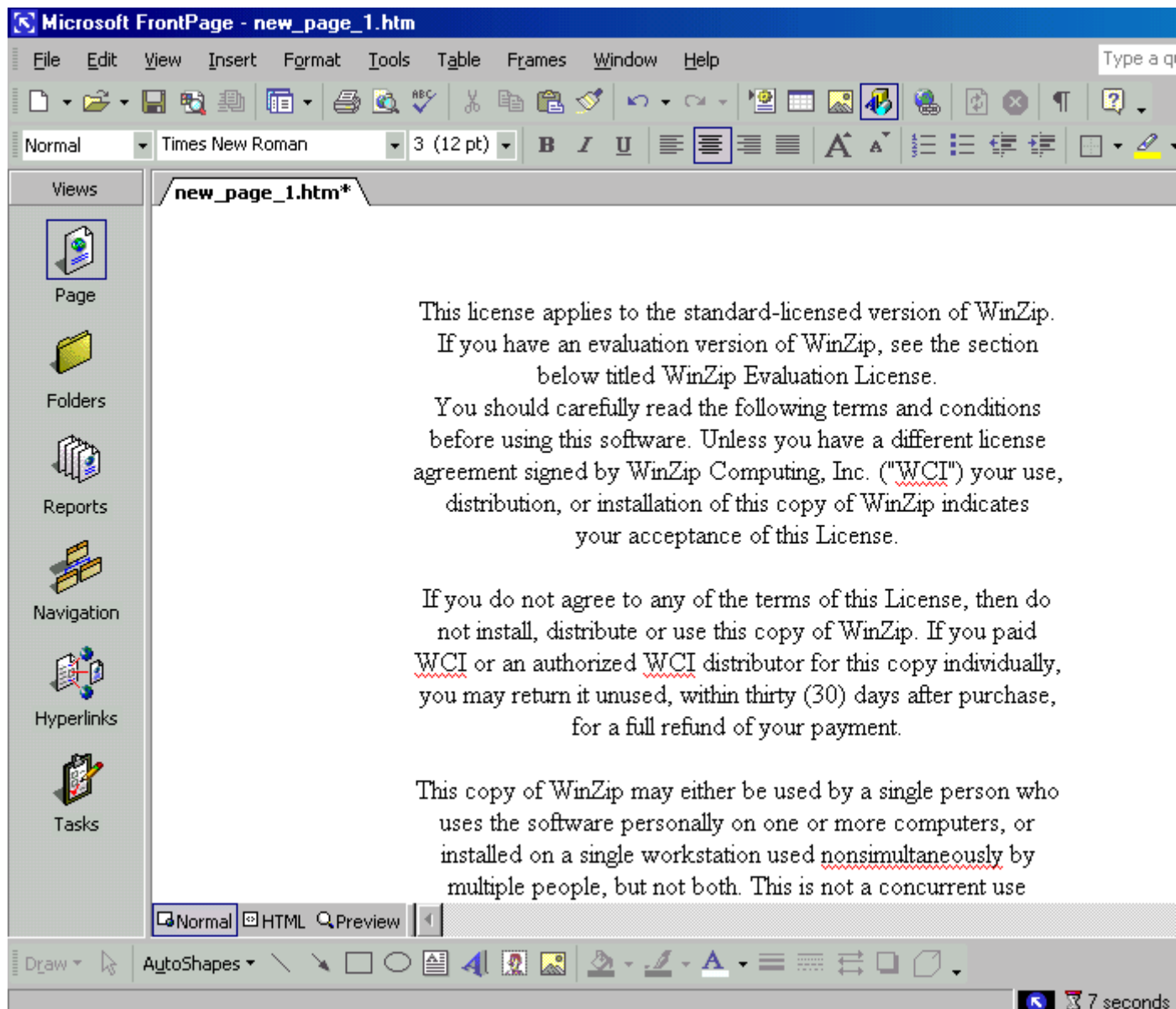
### Step 2

After that, you must select the paragraph you want to align. Later, choose the alignment in the list box. You can align the words either to left, right, or center.



### Step 3

Then, you'll be able to see the picture below.



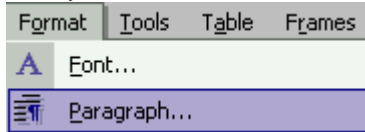
The paragraph has been aligned to center.

# How to adjust the Indentation

## To adjust the Indentation

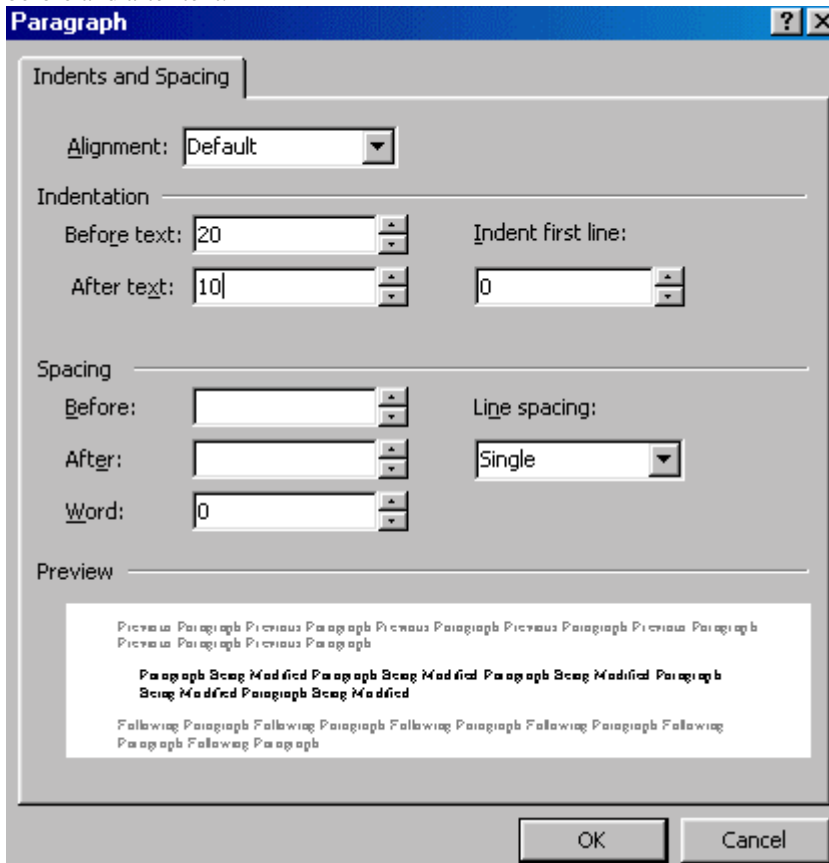
### Step 1

First, you have to use the mouse to open the **Format** menu and then click on the **Paragraph** command.



### Step 2

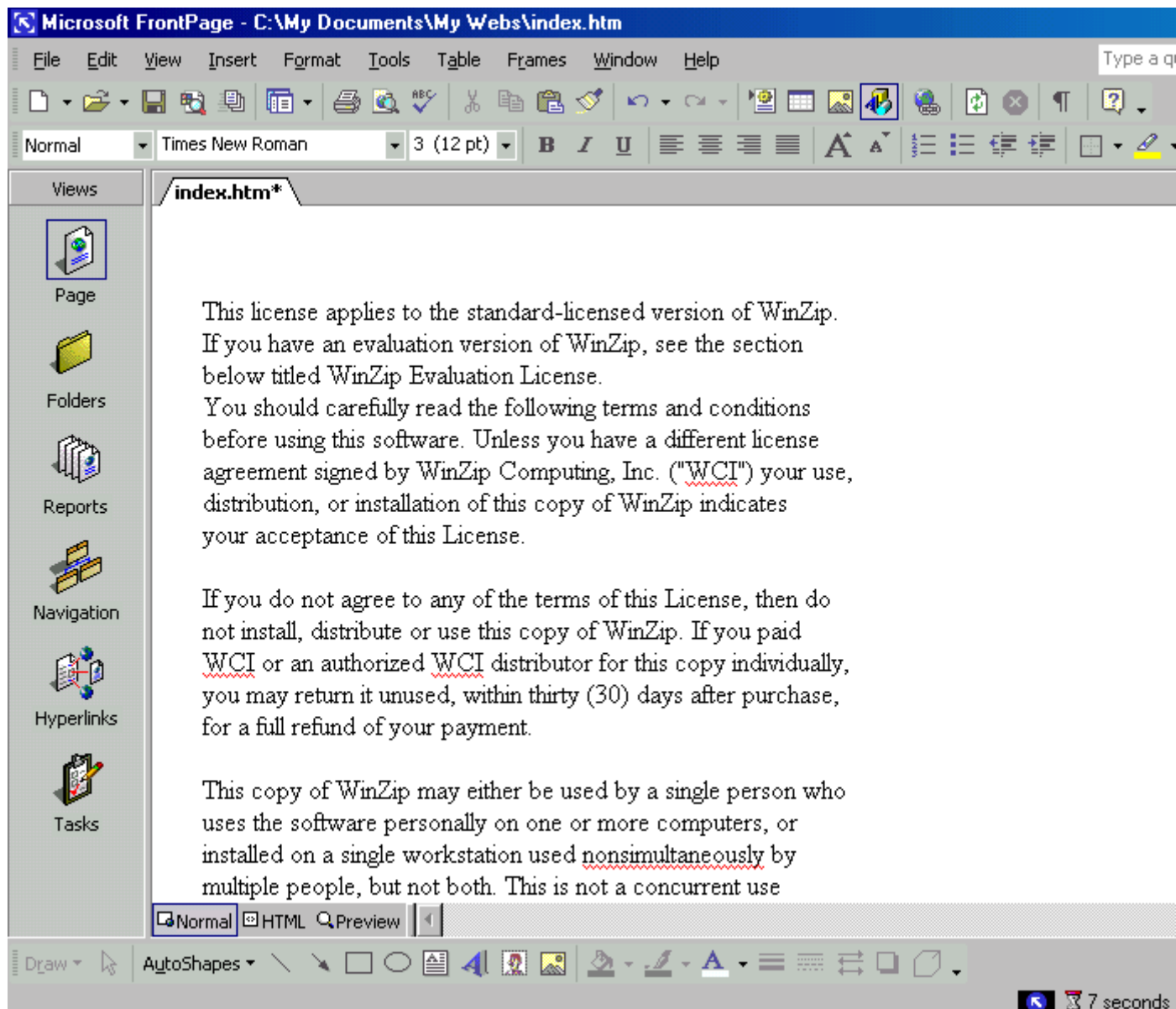
After that, you must select the paragraph that you want to adjust its indentation. You can enter the value before and after text.



### Step 3

Now you could see that the indentation has been adjusted.



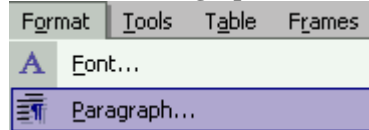


# How to adjust the paragraph and word spacing

## To adjust the paragraph and word spacing

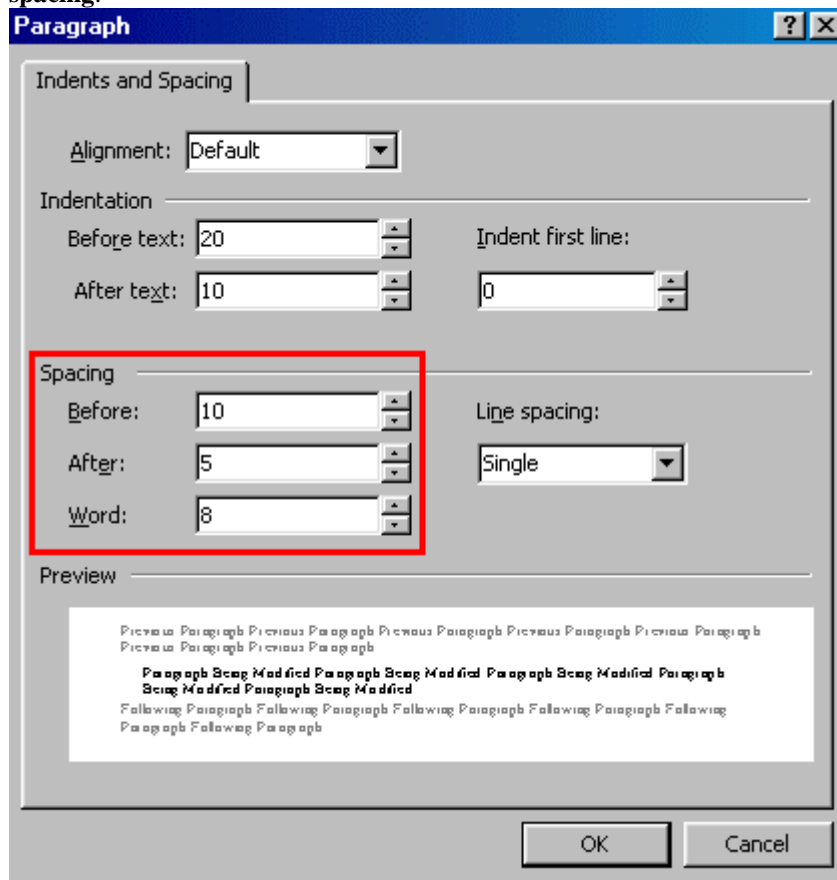
### Step 1

To adjust the paragraph and word spacing, you have to use the mouse to open the **Format** menu and then click on the **Paragraph** command.



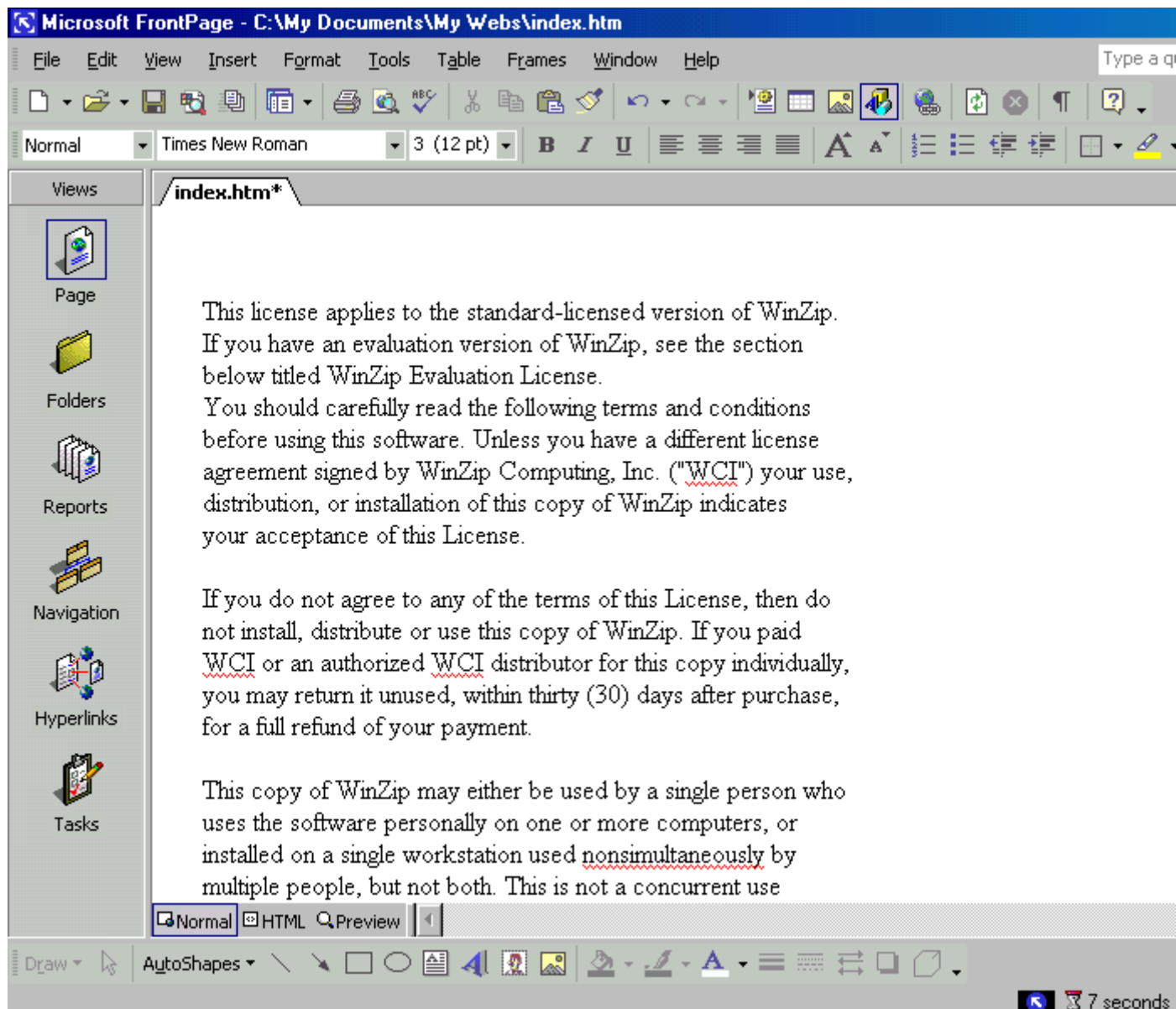
### Step 2

Later, you must select the paragraph that you want to change its spacing. Next, enter the value in the **Before and After** text box. If you want to adjust the word spacing, just enter the value in the **Word spacing**.

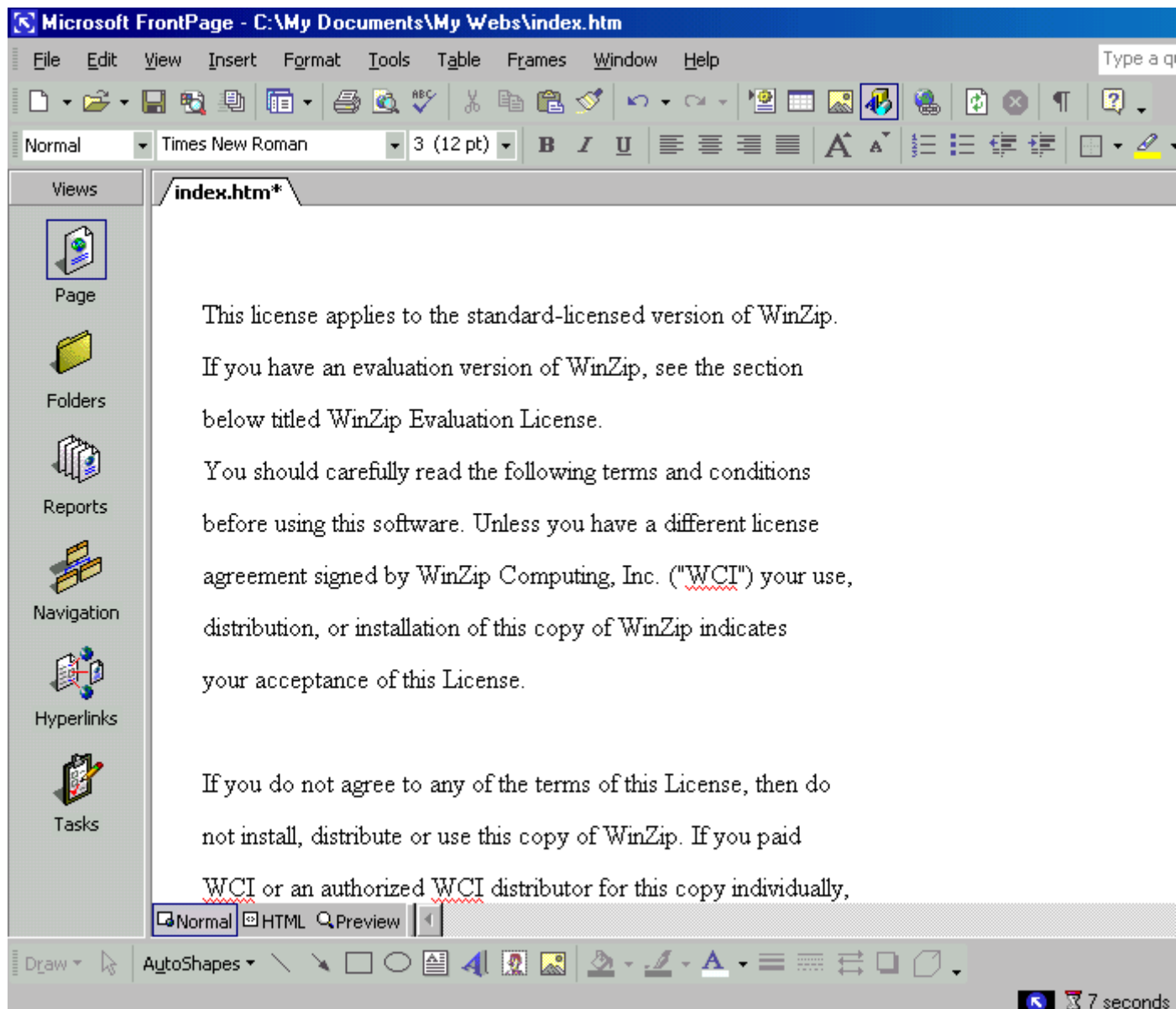


### Step 3

Then you'll be able to see the picture below.





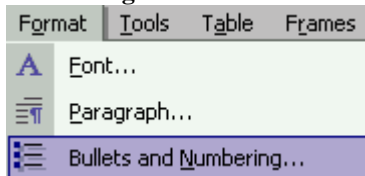


# How to insert the bullet

## To insert the bullet

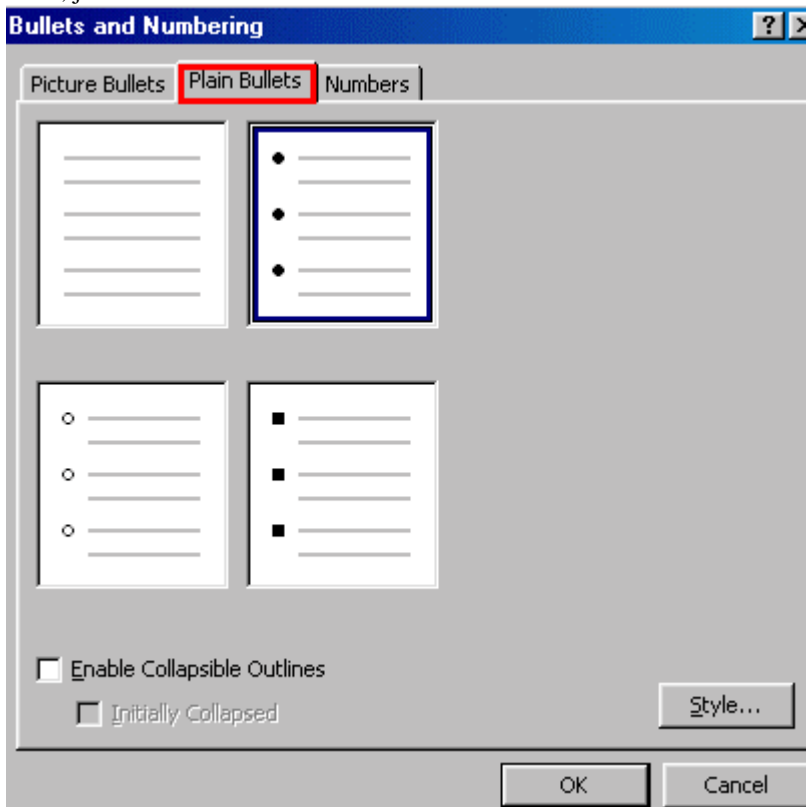
### Step 1

To insert the bullet, you have to use the mouse to open the **Format** menu and then click on the **Bullets and Numbering** command.



### Step 2

After that, just click on the **Plain Bullets** tab and then select the type of bullet that you want to choose. Then, just click on **Ok** button.



### Step 3

Then you'll be able to see the documents are set in bullets style as below.

CAR

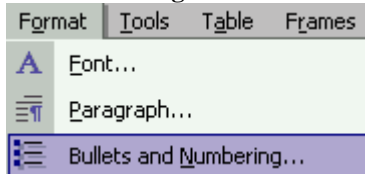
- Proton
- Toyota
- BMW

# How to insert the numbering

## To insert the numbering

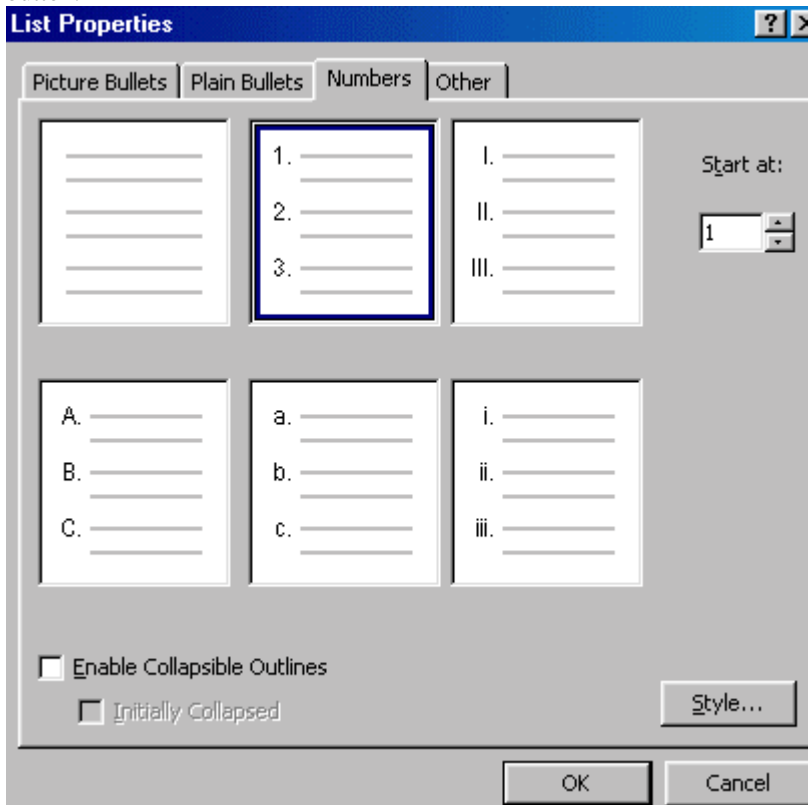
### Step 1

To insert the numbering, you have to use the mouse to open the **Format** menu and then click on the **Bullets and Numbering** command.



### Step 2

After that, just click on the **Number** tab. Later, select the type of the number and then click on the **Ok** button.



### Step 3

Then you'll be able to see the documents are set in numbering style as below.

CAR

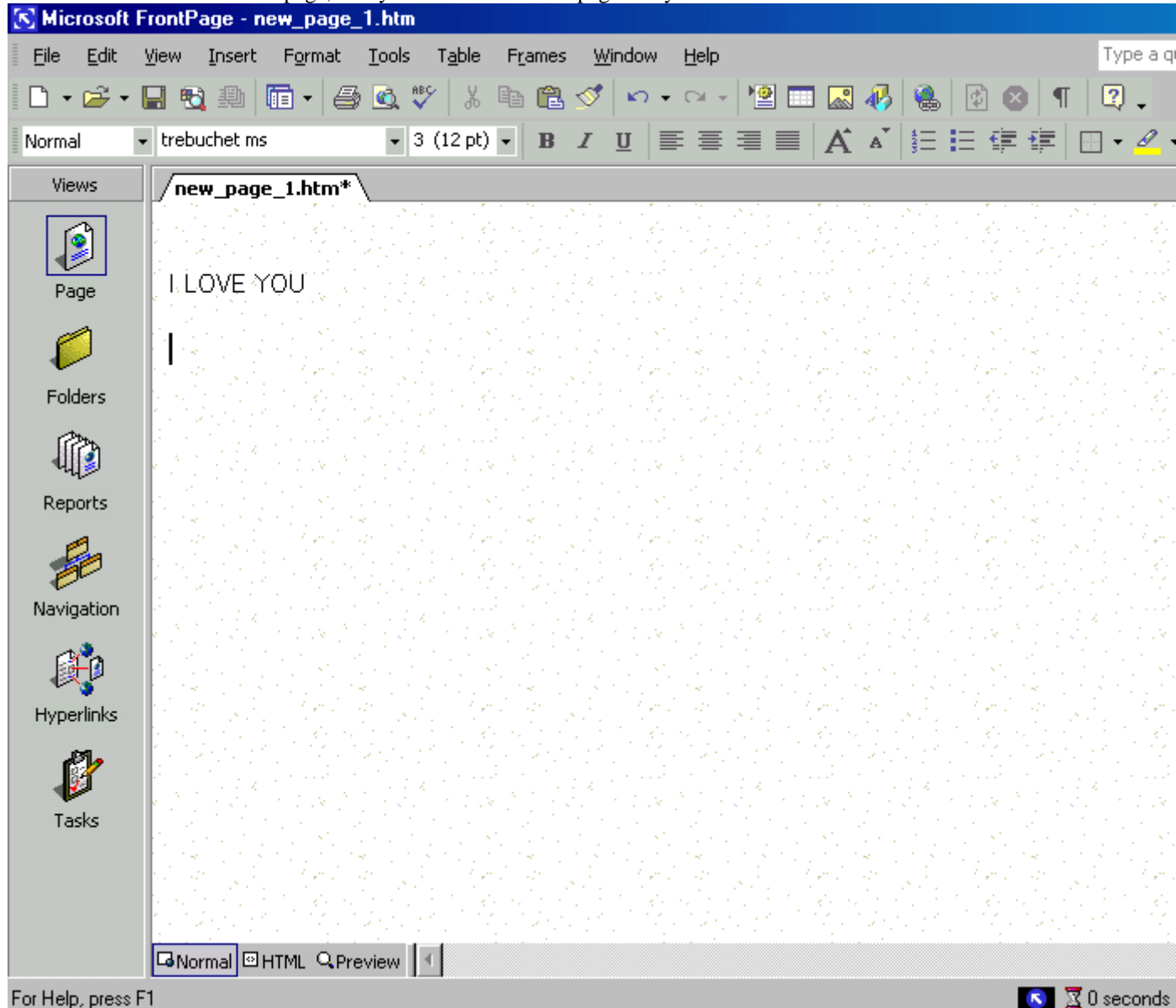
1. Proton
2. Toyota
3. BMW

# How to insert the Theme in the web page

## To insert the Theme in the web page

### Step 1

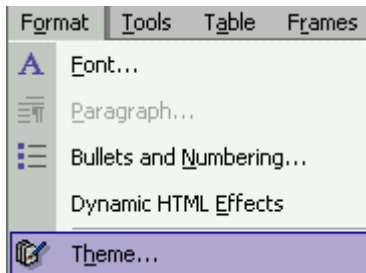
To insert the theme in the web page, first you have to select the page that you want to insert the theme.



### Step 2

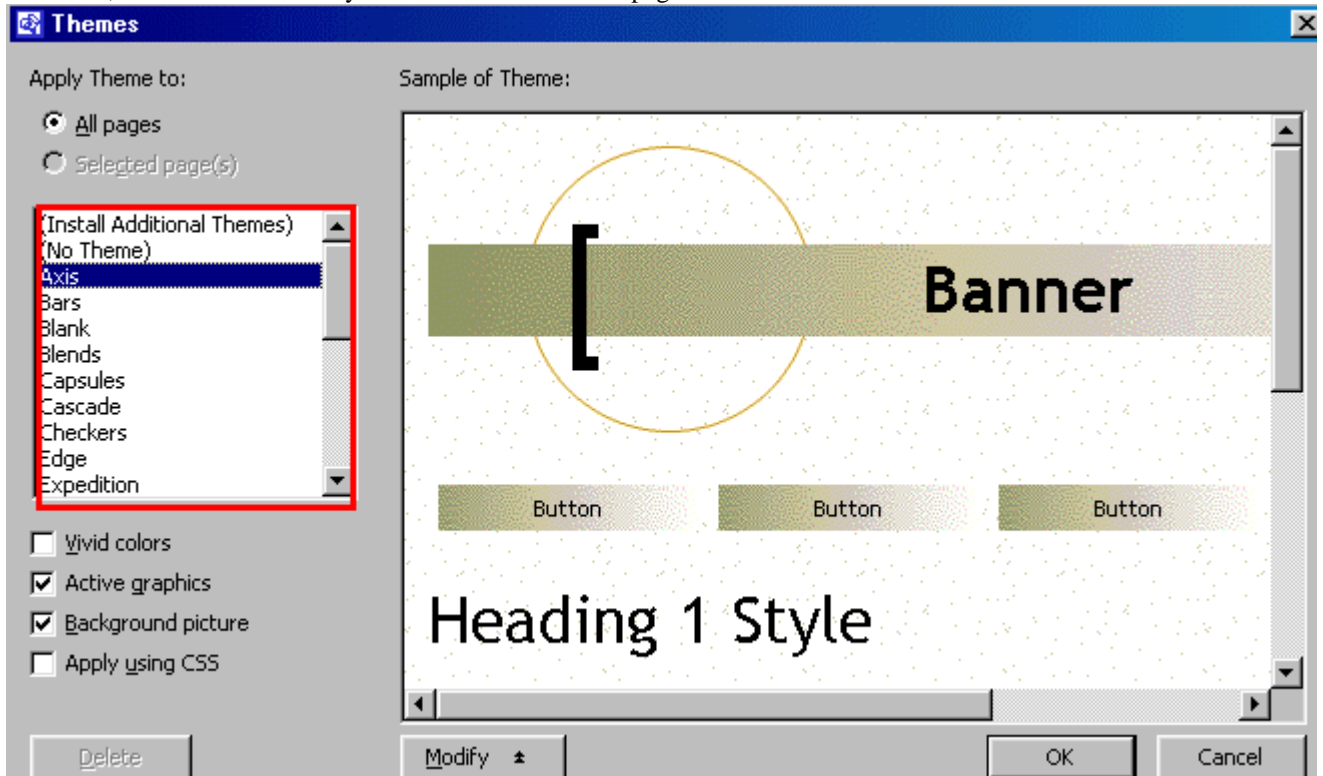
Next, use the mouse to open the **Format** menu and then click on the **Theme** command.





### Step 3

After that, select the theme that you want insert in the web page and then click **Ok** button.

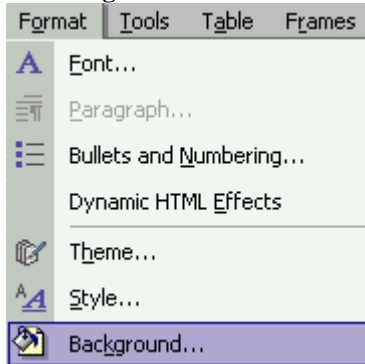


# How to change the background color

## To change the background color

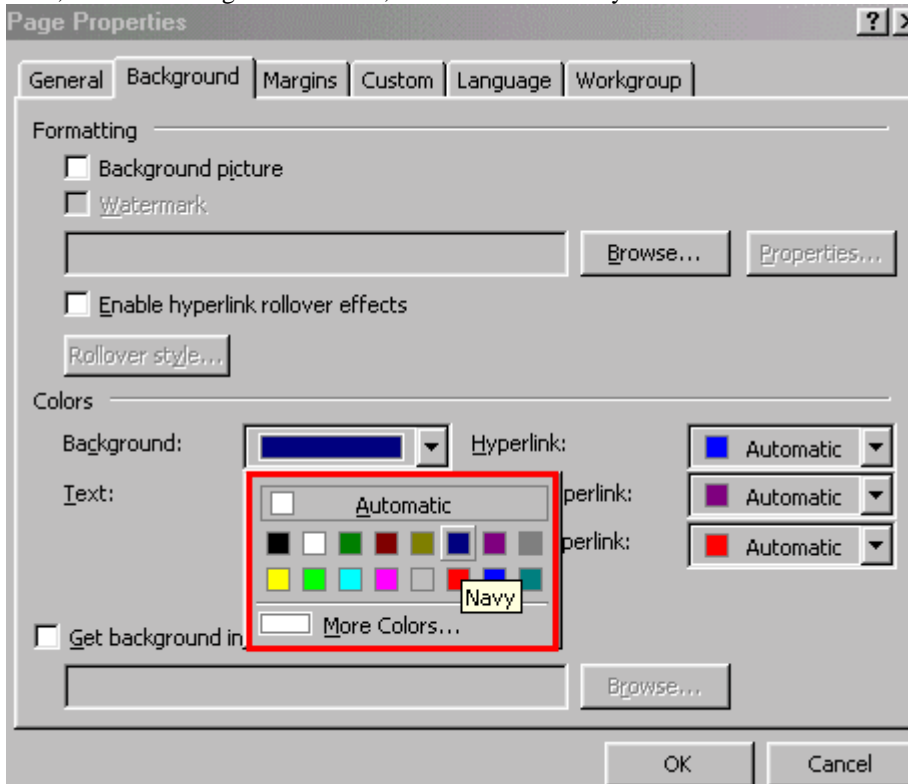
### Step 1

To change the background color, you have to use the mouse to open the **Format** menu and then click on the **Background** command.



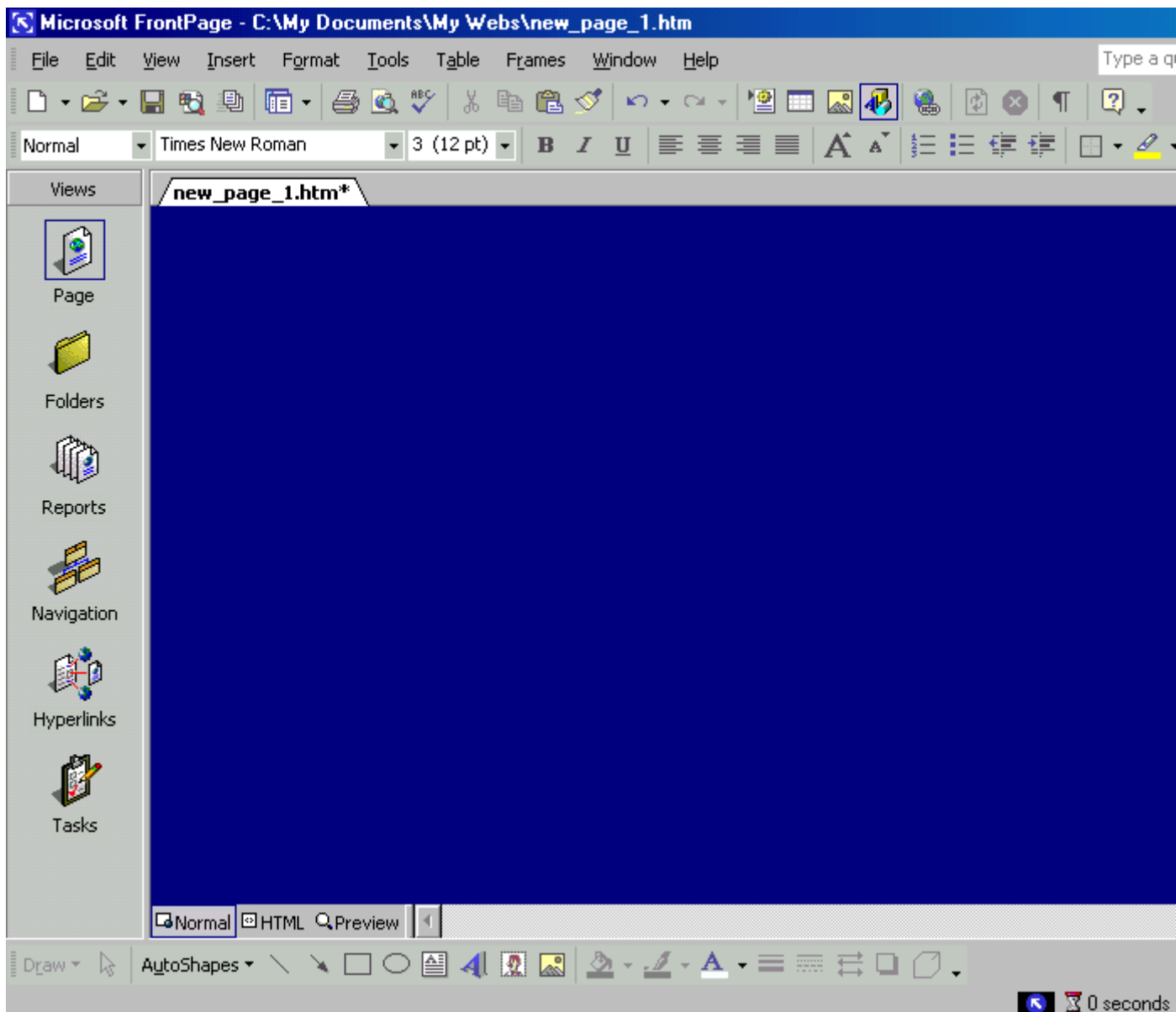
### Step 2

Now, from the Background list box, select the color that you want to use and then click the **Ok** button.



### Step 3

Now you could see that the background color has changed.



# How to change the text color

## To change the text color

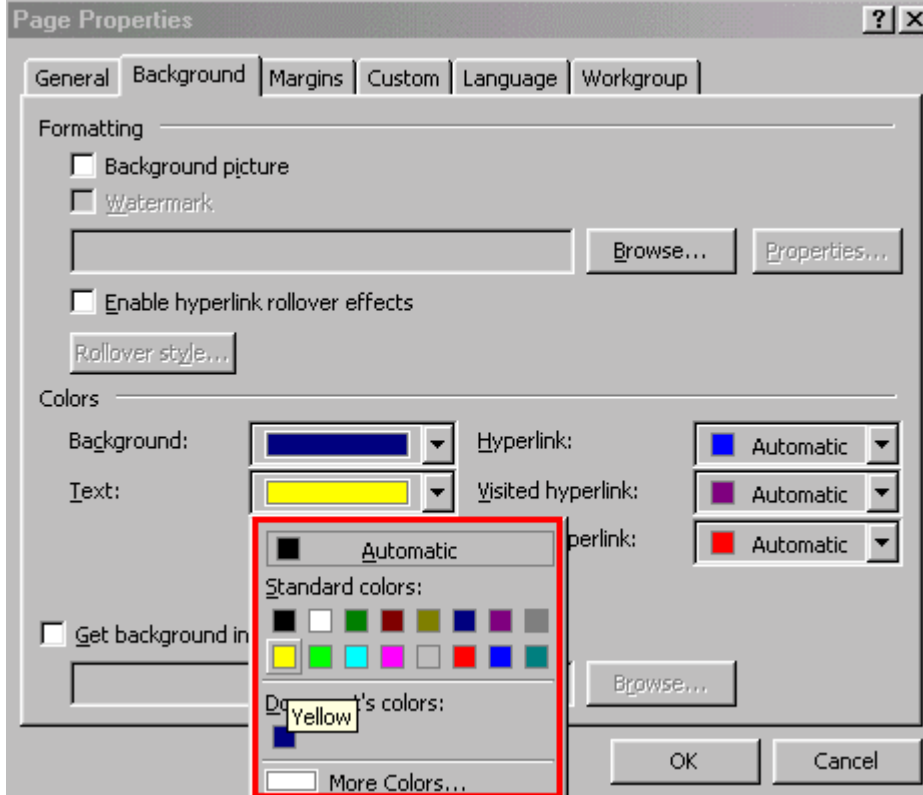
### Step 1

To change the text color, first you must highlight the words that you want to change.

I LOVE YOU

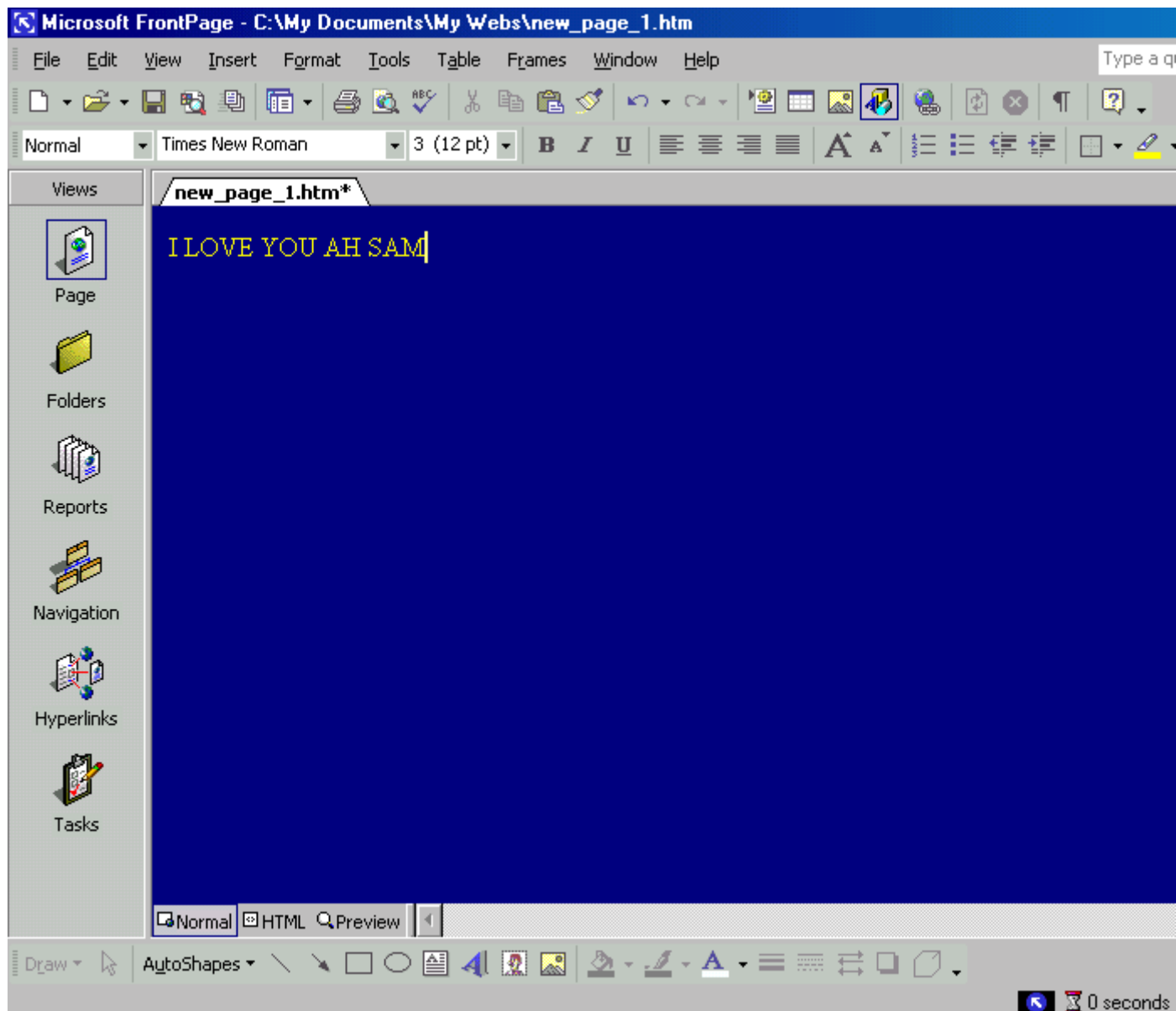
### Step 2

After that, in the Text color list box, select the color that you want to use and then click on the **Ok** button.



### Step 3

Then you'll be able to see the picture below.



# How to change the hyperlink color

## To change the hyperlink color

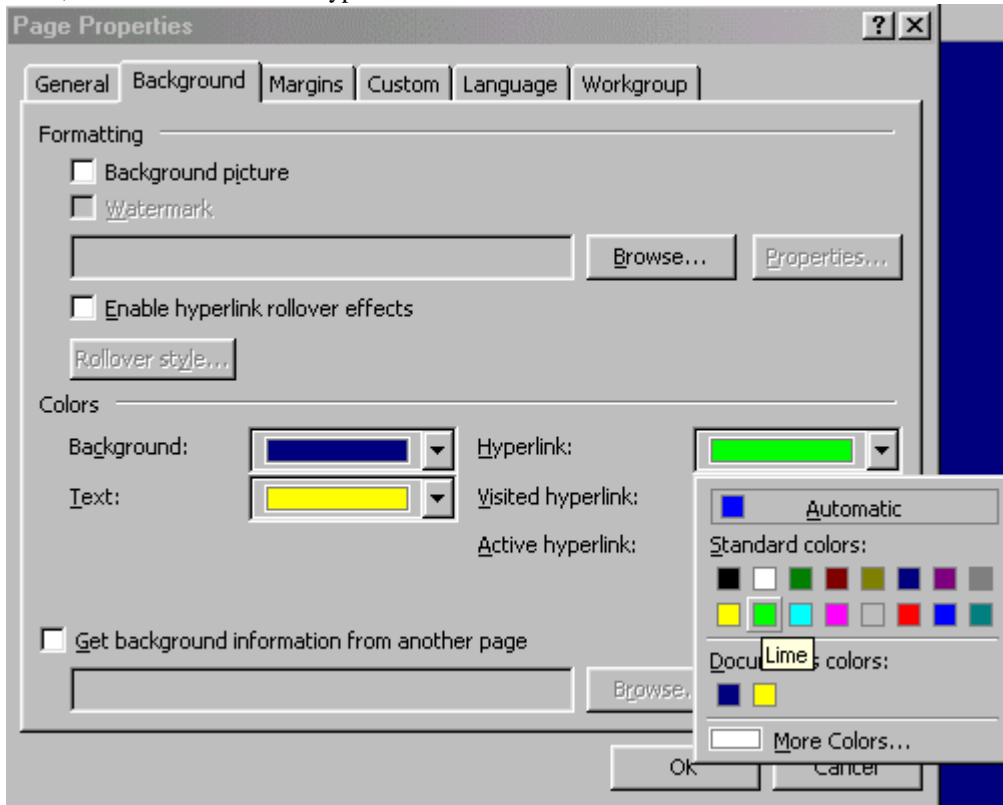
### Step 1

To change the hyperlink color, first you must highlight the words that you want to change.

**I LOVE YOU**

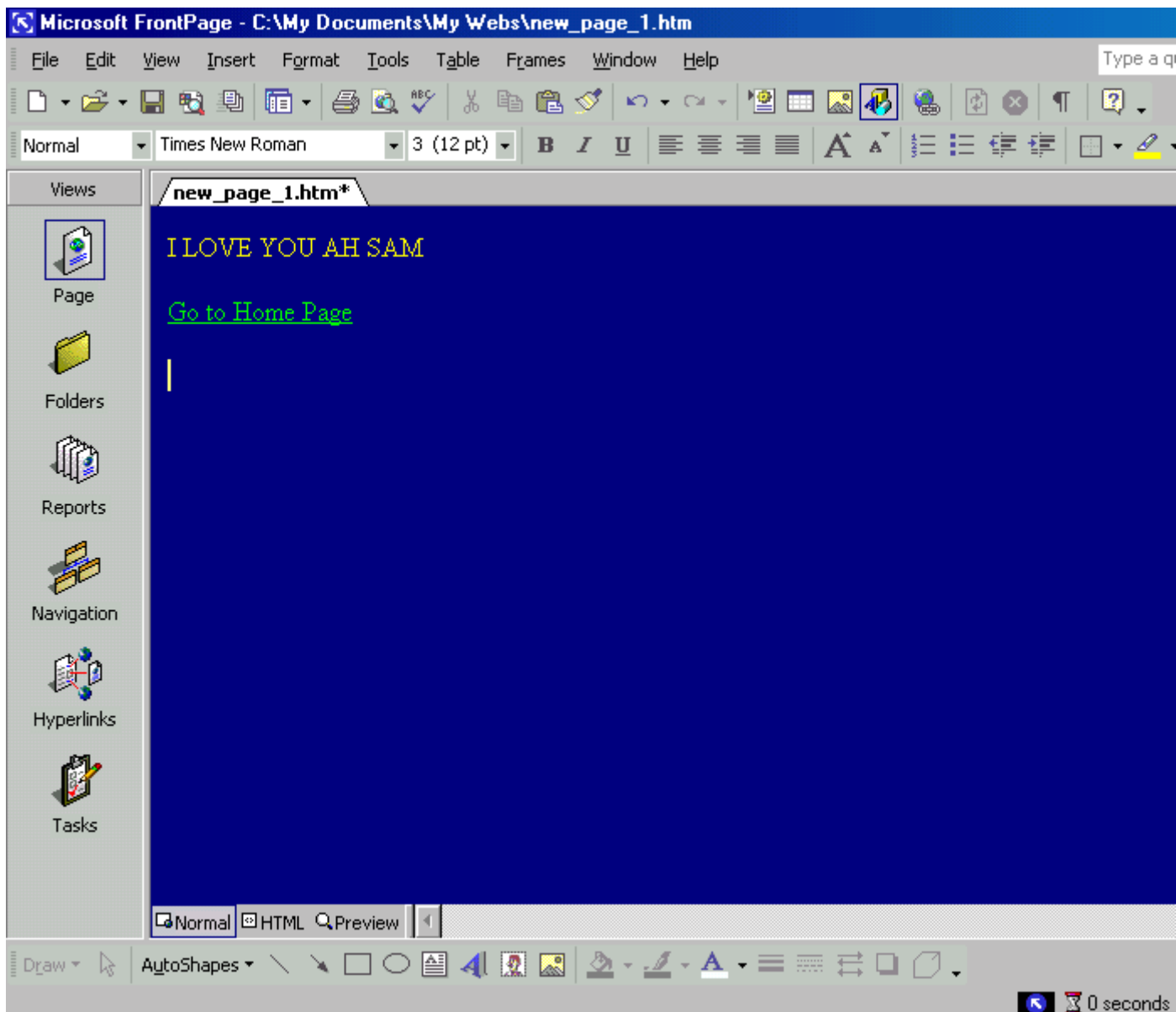
### Step 2

Later, select the color in the Hyperlink list box and then click on the **Ok** button.



### Step 3

Then you'll be able to see the picture below.



# How to change the Visited hyperlink color

## To change the Visited hyperlink color

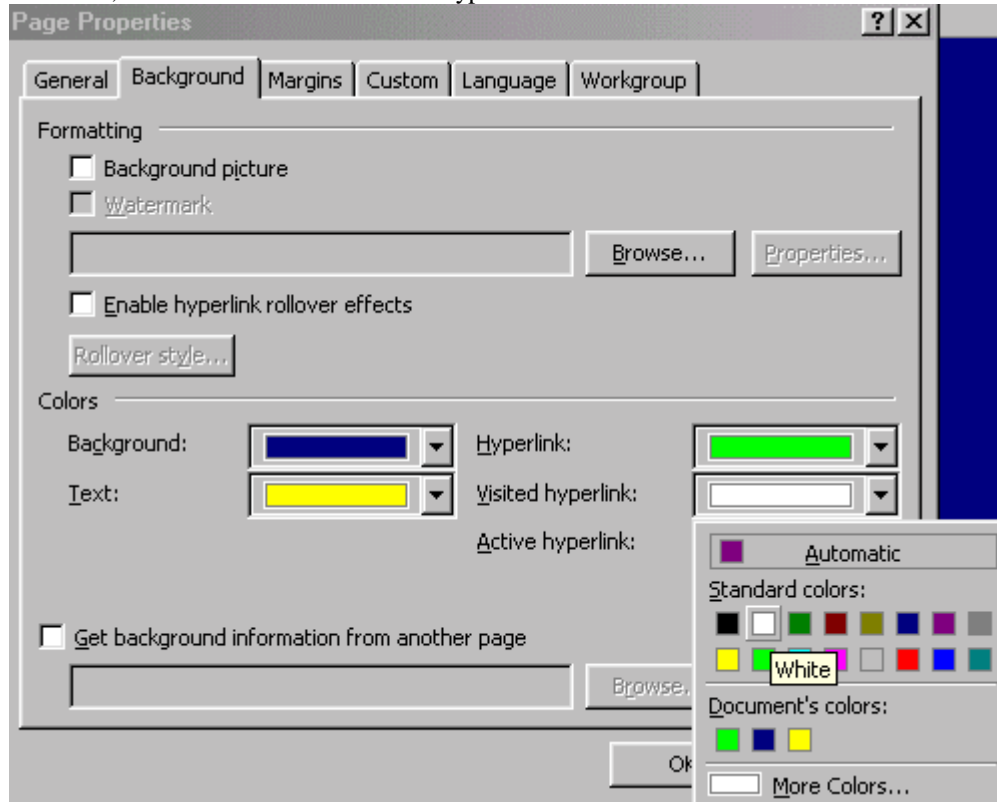
### Step 1

To change the visited hyperlink color, first you must highlight the words that you want to change.

**I LOVE YOU**

### Step 2

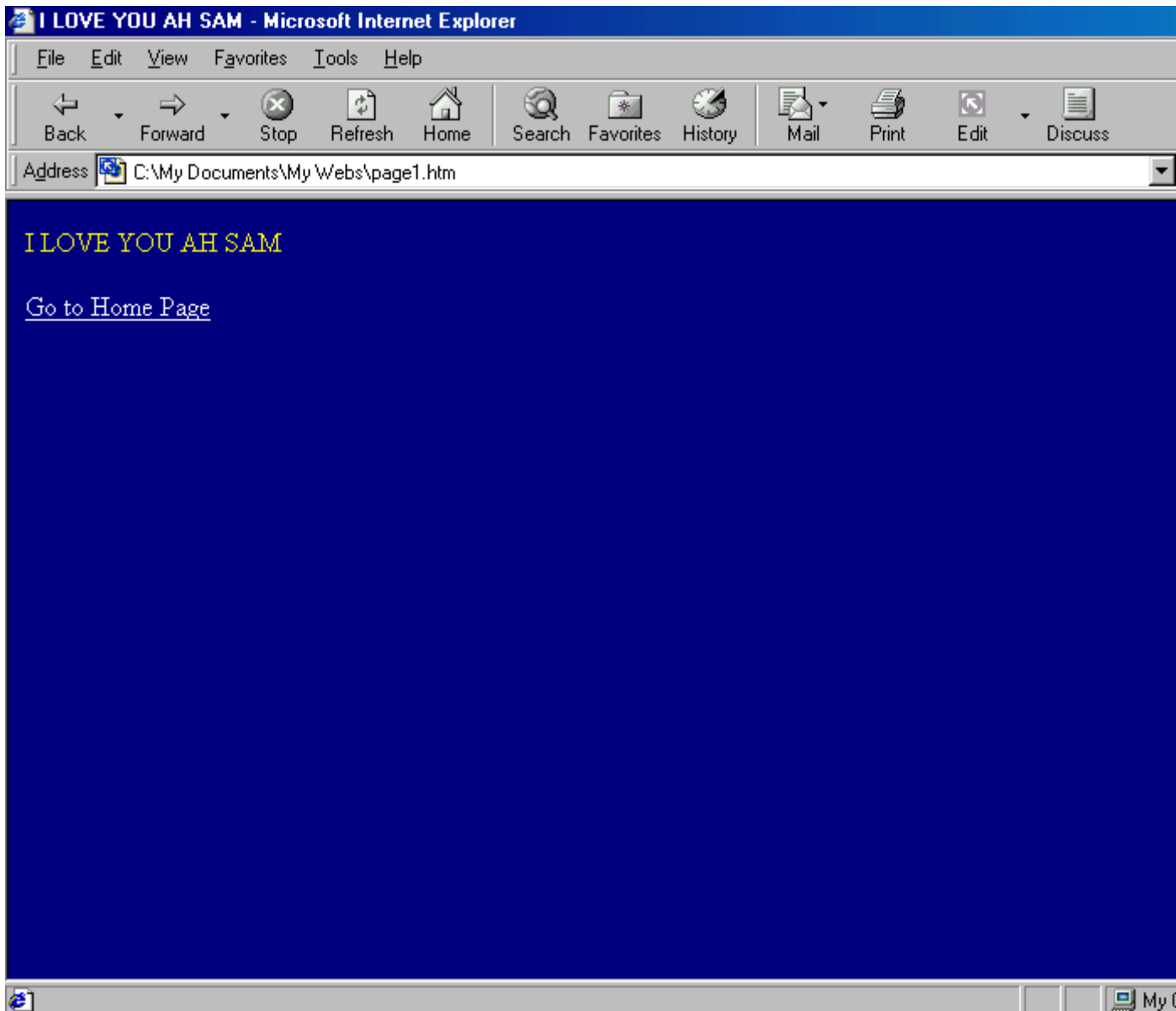
After that, select the color in the Visited hyperlink color list and then click on the **Ok** button.



### Step 3

Then you'll be able to see the picture below.



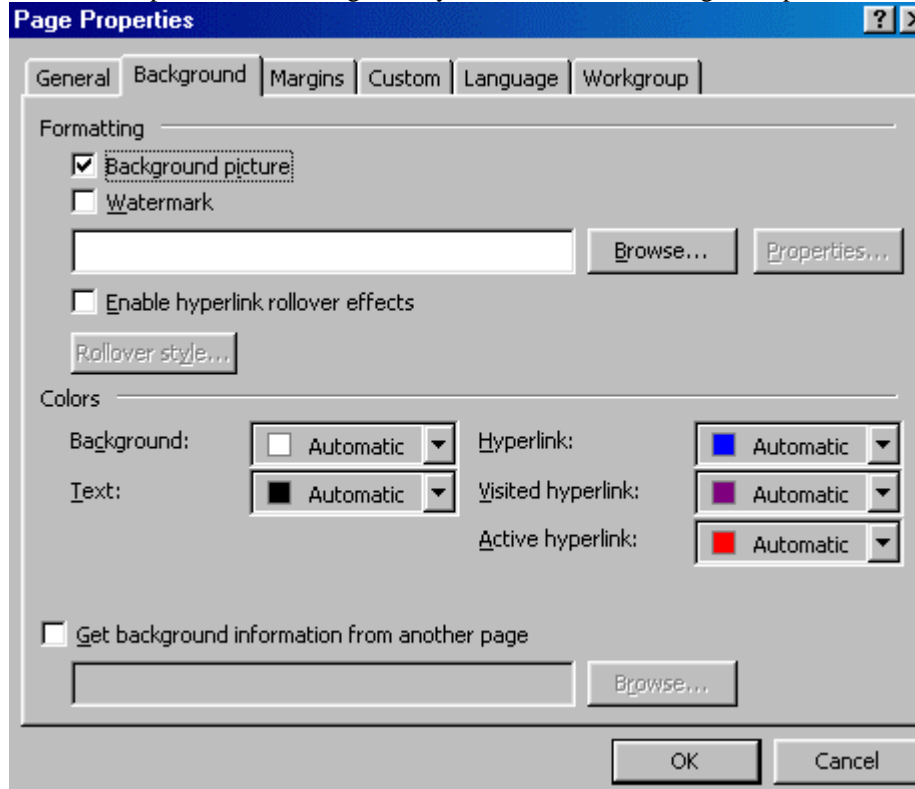


# How to insert the picture in the background

## To insert the picture in the background

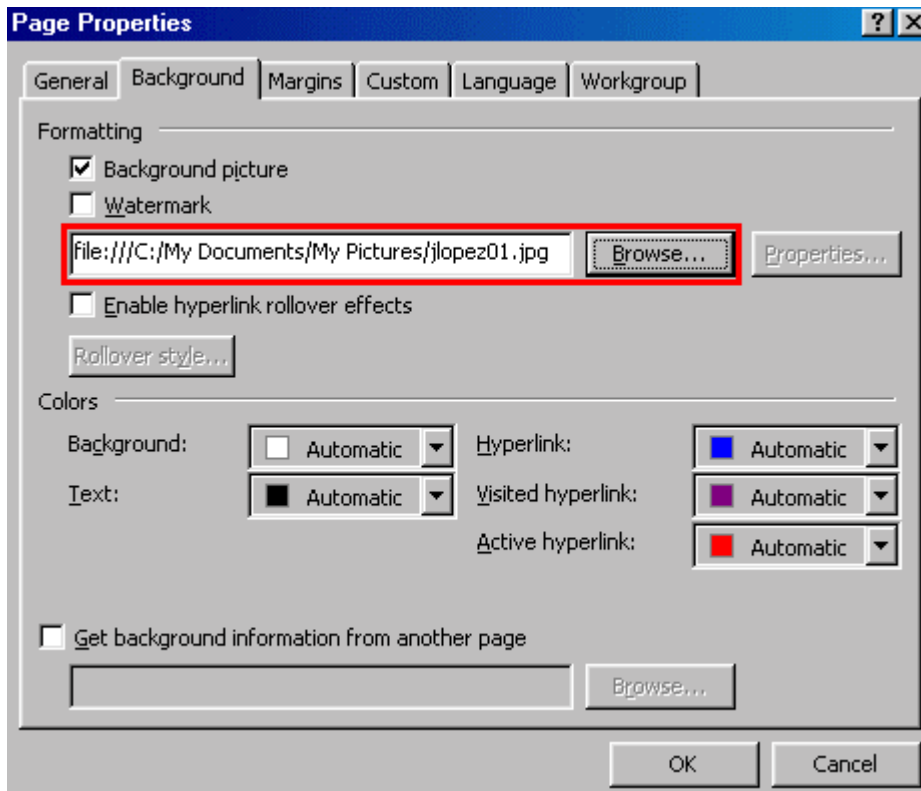
### Step 1

To insert the picture in the background, you must select the Background picture check box first.



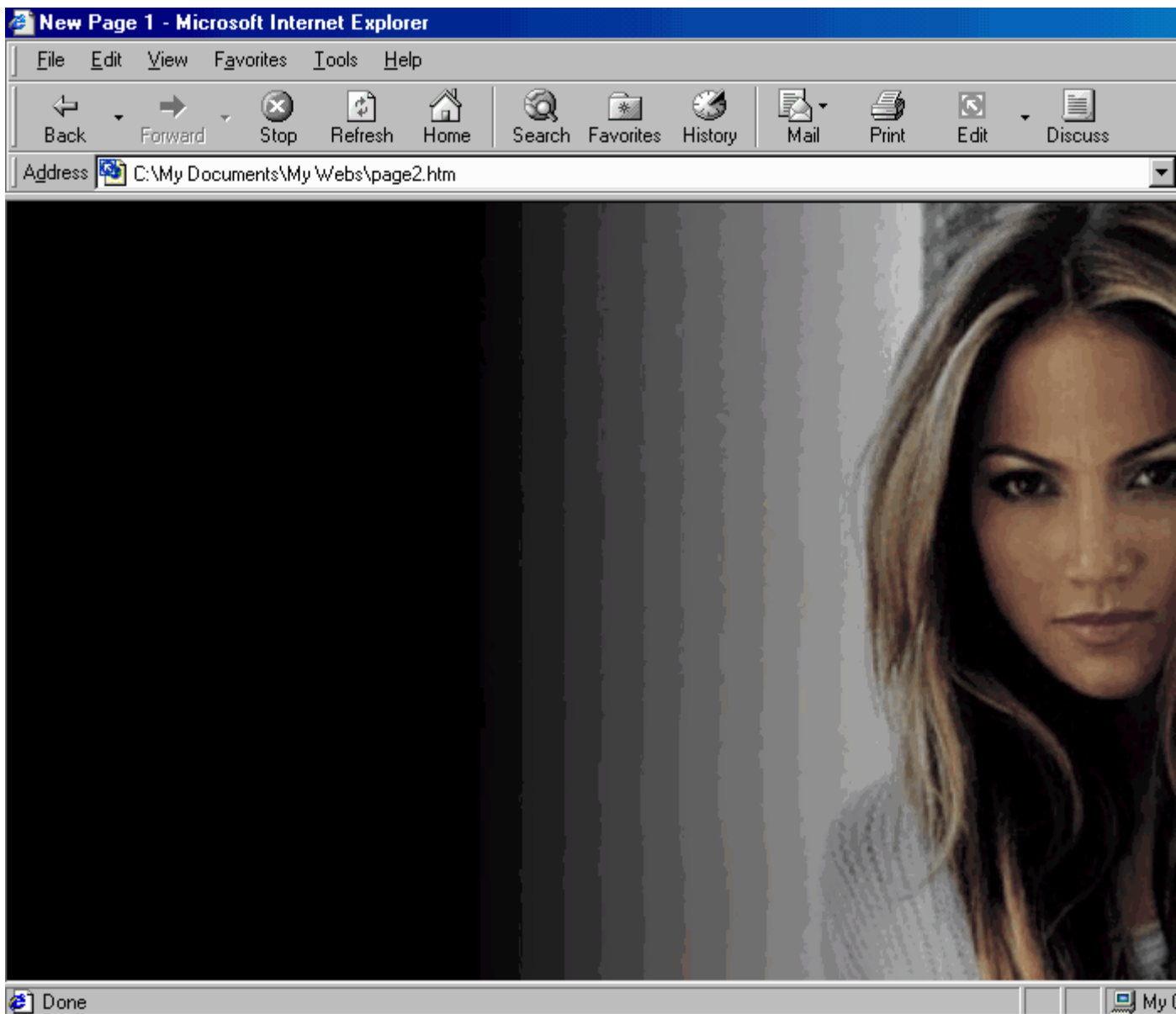
### Step 2

After that, just click on the **Browser** button and then select the picture that you want to add in the background.



Step 3

Then you'll be able to see the picture below where the background has been inserted with the picture.



# How to create a hyperlink

## To create a hyperlink

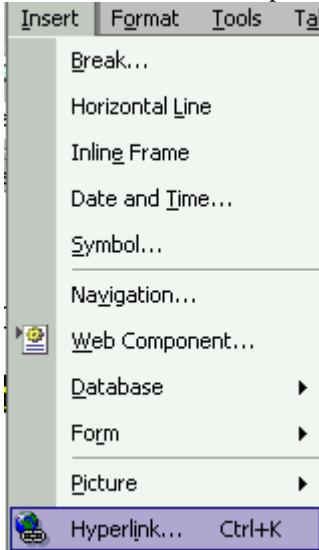
### Step 1

To create a hyperlink, first you must select the text that you want it to be hyperlinked.

**Picture Background page**

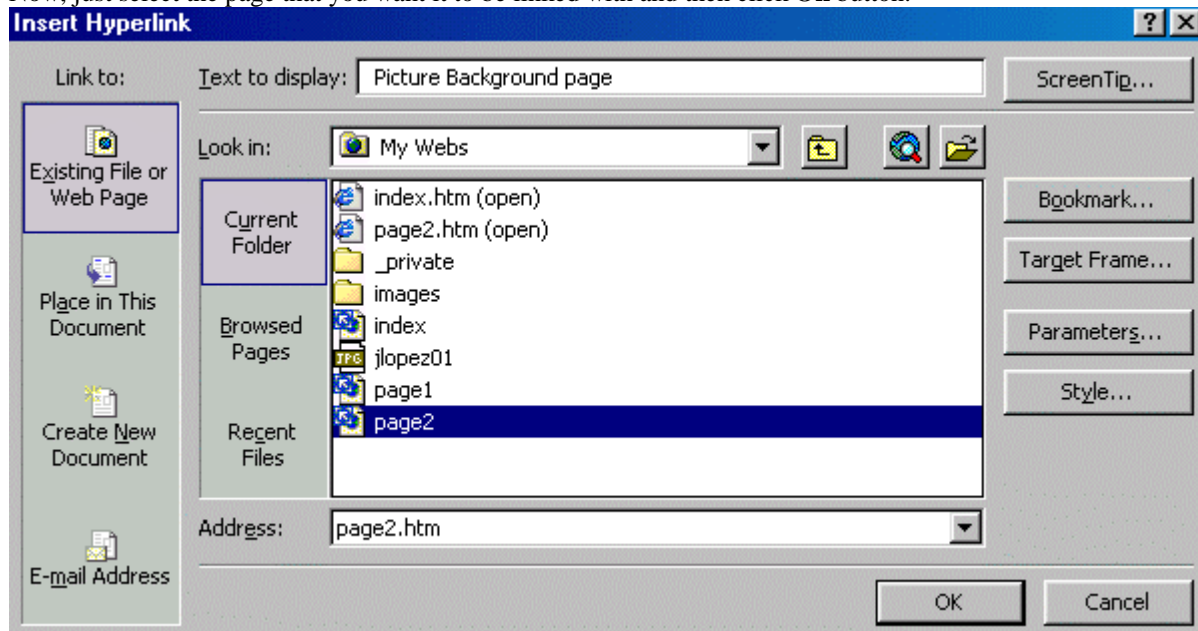
### Step 2

Then, use the mouse to open the **Insert** menu and then click the **Hyperlink** command.



### Step 3

Now, just select the page that you want it to be linked with and then click **Ok** button.



# How to insert table

## To insert table

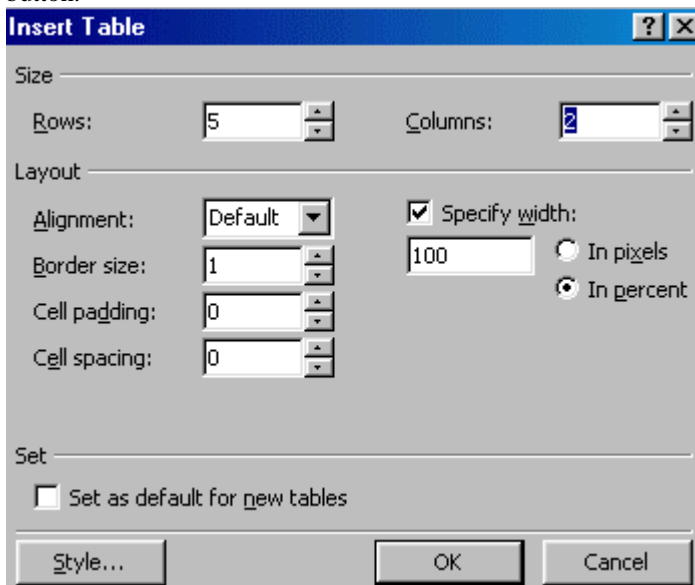
### Step 1

To insert the table, you have to use the mouse to open the **Table** menu and then just click on the **Insert** sub menu. Later, just click on the **Table** command.



### Step 2

After that, start entering the number of the **Rows and Columns** that you want. Later, click on the **Ok** button.



### Step 3

Then you'll be able to see the table appears in the document as shown by the picture below.


# How to insert Rows or Columns

## To insert Rows or Columns

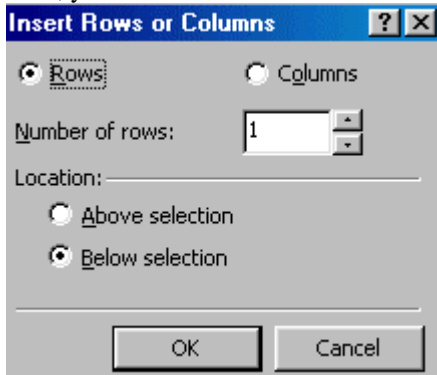
### Step 1

To insert rows or columns, first you have to use the mouse to open the **Table** menu and then click the **Insert** sub menu. Next, just click on the **Rows or Columns** command.



### Step 2

Next, you need to select the **Rows or Columns** option and then enter the right number.



### Step 3

Now you could see that the table with you selected rows and columns appears in your documents.


# How to insert cell

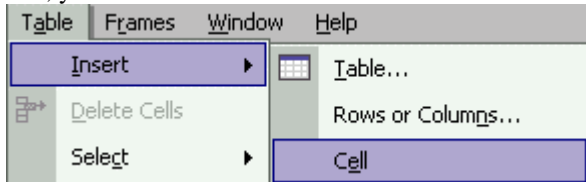
## To insert cell

### Step 1

If you wish to insert cell, first you must place the insertion point to where you would like it to be inserted.


### Step 2

Next, you have to use the mouse to open the **Table** command and then click on the **Insert** sub menu. After that, you need to click on the **Cell** command.



### Step 3

Now you could see that the cell has been inserted in the table as shown by the picture below.




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