

TEXT CHECK Editing Text

You can easily add new text to your document and delete the text that

you no longer need.

FOR WINDOWS 7 USERS:

ADDING TEXT

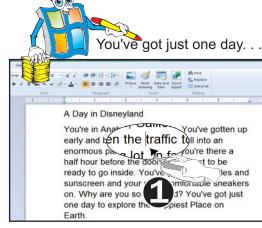
1. Move the mouse to where you want to insert the new text and then press the left button.

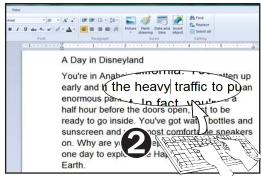
To insert a blank space, press the **Spacebar** key on your keyboard.

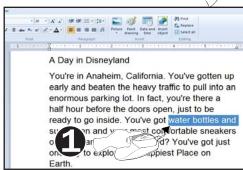
2. Type the text that you want to insert.

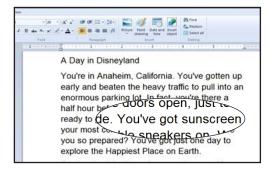
DELETING TEXT

- 1. Select the text that you want to delete.
- 2. Press **Delete** on your keyboard to remove the text.









FOR WINDOWS 8 USERS:

ADDING TEXT

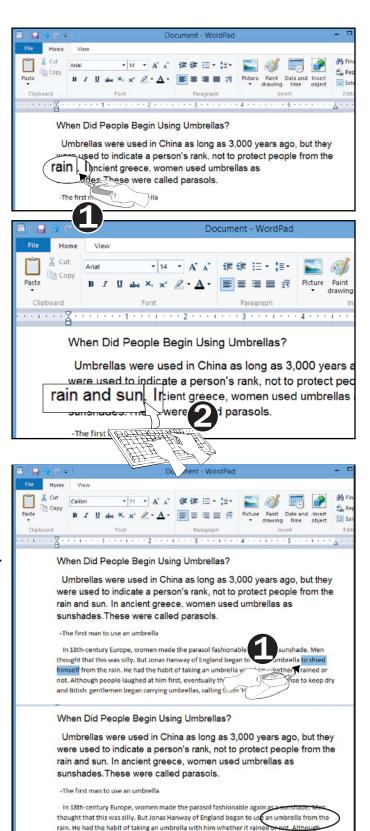
1. Move the mouse \(\) to where you want to insert the new text and then press the left button.

To insert a blank space, press the **Spacebar** key on your keyboard.

2. Type the text that you want

DELETING TEXT

- 1. Select the text that you want to delete.
- 2. Press **Delete** on your keyboard to remove the text.



people laughed at him first, eventually they decided it made sense to keep dry and Bitish

gentlemen began carrying umbrellas, calling them 'Hanways'.