Lesson 5
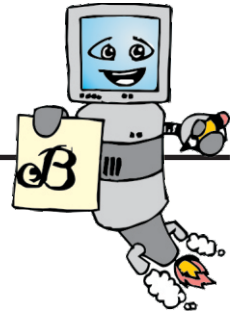
Formatting Toolbar

The **Formatting Toolbar** features allow you to change the style of text, change page orientation and add headers and footers. The Formatting features are located on the Features tab.

How to display the **Formatting** Features:

Click the **Formatting** button. The Formatting Features are displayed.

Bold button. It makes the selected text Bold, **like this**. Click it again to remove bold formatting. You can click this button before you start typing to make all characters Bold.
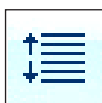
Italic button. It makes the selected text Italic, *like this*. Click it again to remove italic formatting. You can click this button before you start typing to make all new characters Italic.

Underline button. It makes the selected text Underlined, <u>like this</u>. Click it again to remove underline formatting. You can click this button before you start typing to make all new characters Underlined.

Align Left, Align Center and **Align Right buttons**. It makes the selected text move to the Left, Center, or Right side of the page. You can click any of these buttons before you start typing to make all new text align to the Left, Center, or Right side of the page.

 Line Spacing button. It makes the selected text single-line spaced, 1.5 line spaced, or double-line spaced. The three types of line spacing can be toggled by clicking this button. You can click this button before you start typing to make all new text single, 1.5, or double-line spaced.

 Page Orientation button. Clicking this button will allow you to toggle between the Portrait and Landscape page orientations.

Numbered List

The **Numbered List button** makes selected text numbered like this:
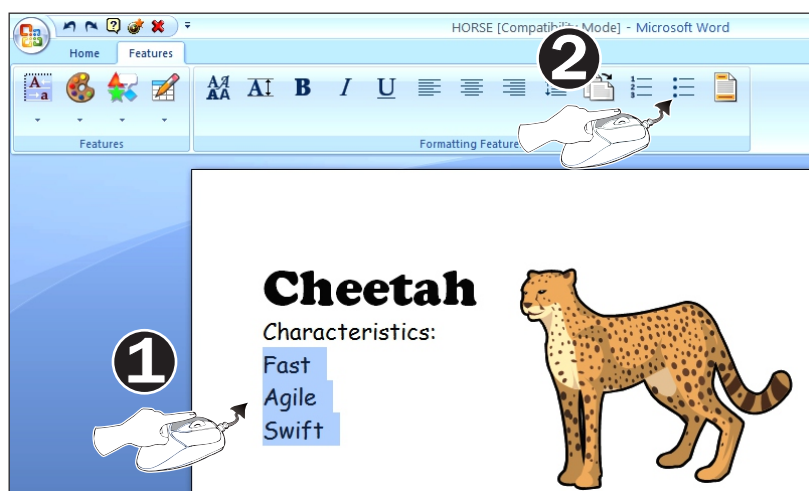
1.   Numbering

You can click this button before you start typing to make all new text numbered.

Bullets Button

The **Bullets button** allows you to apply bullets to the selected text. You can choose your bullets before you start typing to display all new text with bullets.

How to apply bullets to text

1. Select the text you want to bullet.

2. Click the **Bullets** button.

The Bullets dialog box will be displayed.

3. To view the different bullets, click the navigation buttons.

4. Select a **bullet style** (it will appear with red border).

5. Change the color of the bullet by clicking the **Color button** and selecting a color.
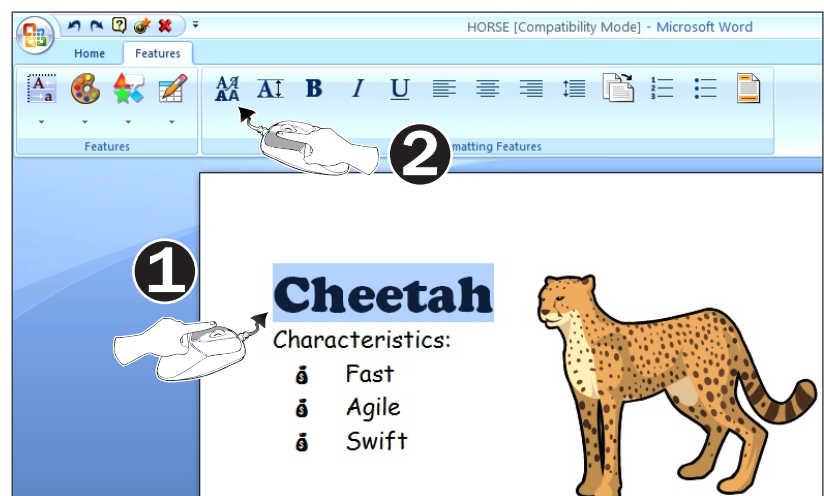
6. Click the **OK** button to apply the bullets.
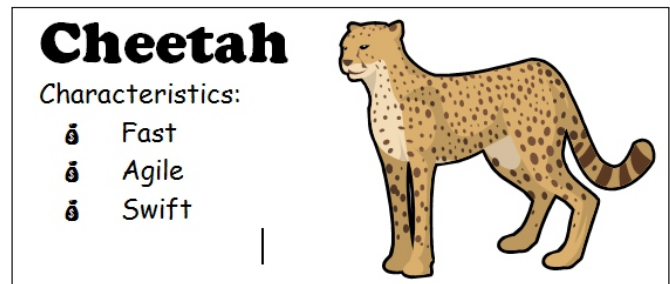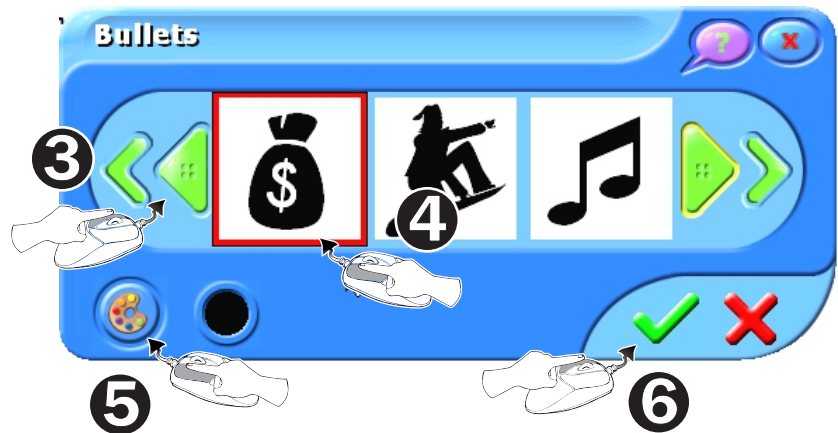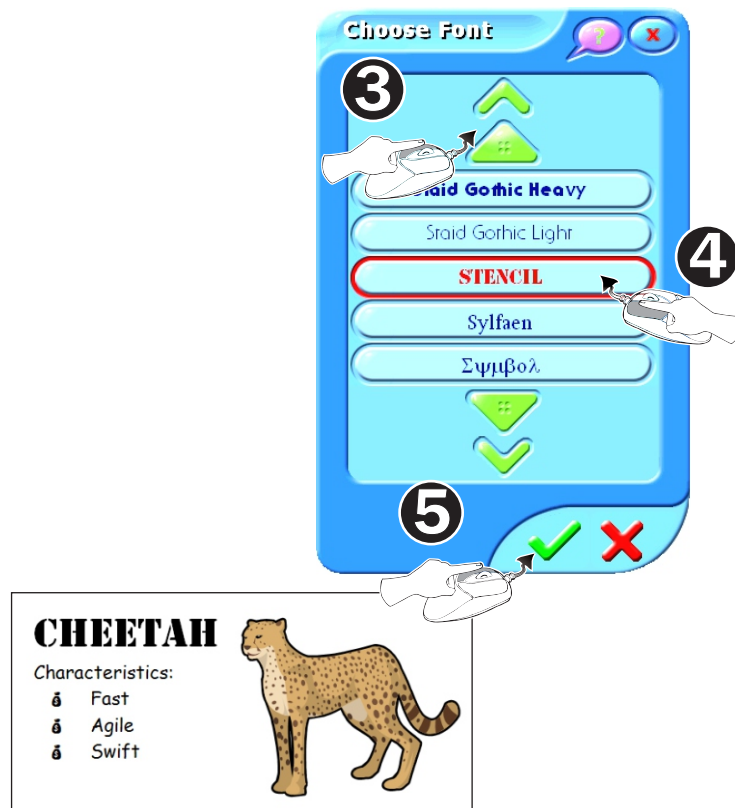

Changing the font

 The **Choose Font** button displays a list of available fonts that can be applied to the selected text. You can choose a font before you begin typing.

1. Select the text that you want to change.
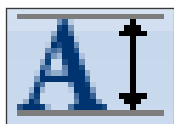
2. Click the **Choose Font** button.

The Choose Font dialog box will be displayed.

3. To select a font, use the navigation buttons to move through the font list. The font name button with red border shows the font that is used in the document where the cursor is located.

4. Select the font that you want to use (it will appear with red border).

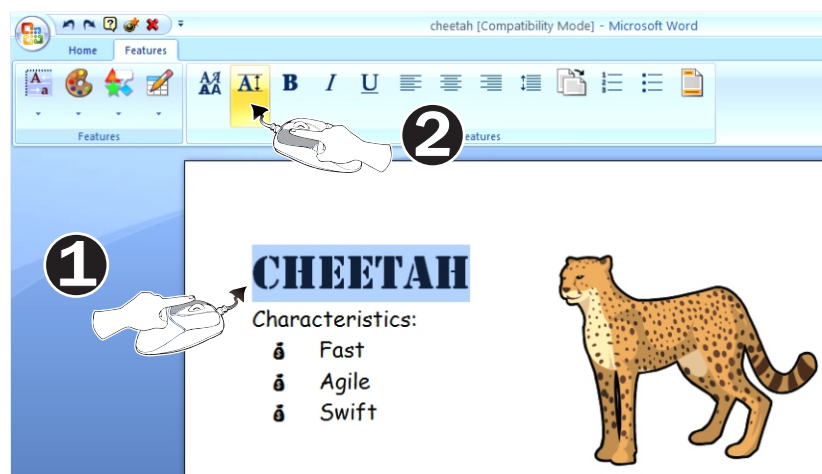5. Click the **OK** button to apply the font.

Changing the font size

The **Font Size** button makes the selected text change to the font size that you have chosen. You can choose different font size before you start typing to display in all new characters of the document.

1. Select the text you want to change.

2. Click the **Font Size** button.

The Font Size dialog box will be displayed.

3. When you click and drag the Slider button to the left or right, the size of your font will increase or decrease.

The number displayed in the Size text box will indicate the current font size.

4. Alternatively, use the ◀ Decrease button and ▶ Increase button to adjust the font size in 2-point increments.

5. You can also type in the size that you require in the Size text box.

6. Click the **OK** button to apply the font size changes.
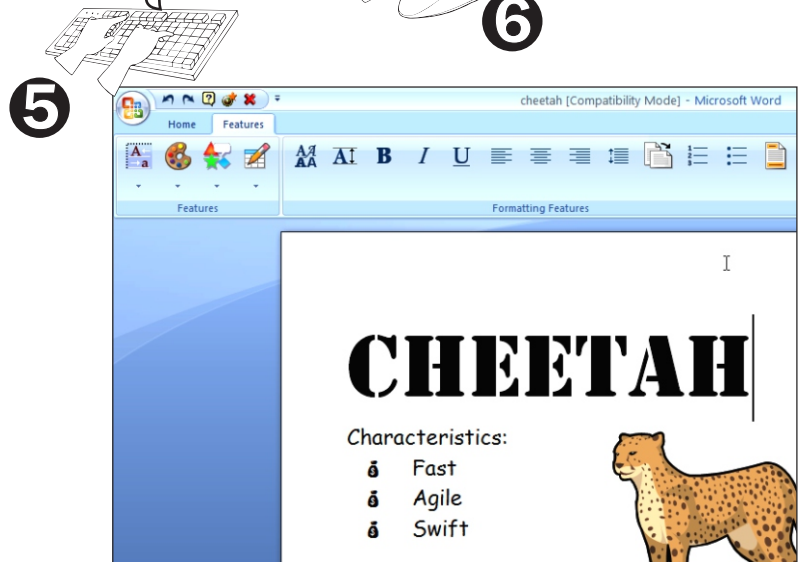
Cut, Copy, and Paste

The Cut, Copy and Paste features are located in the Home tab.

Cut button. When you select text and/or a graphic and click the Cut button, the text and/or graphic is removed from the document.

Copy button. When you select text and/or a graphic and click the Copy button, the text and/or graphic is copied.

Paste button. To paste the cut or copied text and/or graphic, place your cursor point within the desired location in the document and click the Paste button.

Page Orientation Details

When you want to create a document you need first to decide whether to make your document landscape or portrait oriented.

Portrait

Portrait is the typical document that most of the users make like love letter, documents for communication and many more.

Landscape

Landscape orientation usually are documents such as banners, posters and notices documents wherein you need extra space to the right of the document.

Header Footer

The header / footer enables you to add text and page numbering to the current MaxWrite document. On your right is a sample document that has header and footer in it.

To add header and footer to a document, follow the steps below.

1. Click the header/foooter button.

2. Type the header or footer as well.

3. Click the **OK** button to apply the header/footer.