-SAVE **[1]**

-SAVE AS **[1]**

-NEW

-DELETE

-OPEN MAIN

-SEND MAIL

-QUIT

-UNDO

-TABLE

-GLOSSARY

-PREFERENCES

-CHARACTER STYLE

-FORMAT PARAGRAPH

-LAY OUT DOCUMENT

-POSITION ON PAGE

-PLAIN TEXT

-BOLD TEXT

-ITALIC TEXT

-UNDERLINE

-OPEN FILE

-CLOSE FILE

-OPEN COPY OF FILE

-INCREASE POINT SIZE

-DECREASE POINT SIZE

-CHANGE FONT

-ADD FOOTNOTE

-CUT

-COPY

-PASTE

-CLEAR

-REPAGINATE

-ADD PAGE BREAK

-INSERT GRAPHIC

-INSERT INDEX ENTRY

-PRINT

-PRINT PREVIEW

-PAGE SETUP

-VIDE PAGE

-FIND WORD

-CHANGE WORD

-GO TO

-GO BACK

-CHECK SPELLING

-VIEW INDEX

-SEE TABLE OF CONTENTS

-COUNT WORDS

-RENUMBER PAGES

REPEAT EDIT

SHOW ALTERNATIVE DOCUMENT

HELP

//Possible Groupings

**File**

-Save

-Save as

-New

-Delete

-Quit

-Open File

-Close File

**Edit**

-Copy

-Paste

-Undo

-Clear

-Repaginate

**Edit Paragraph/Home**

-Character Style

-Format Paragraph

-Plain Text

-Bold Text

-Italic Text

-Underline

-Increase Point Size

-Decrease Point Size

-Change Font

**Settings**

-Preferences

-Go To

-Go Back

-Check Spelling

-View Index

-Show Alternative Document

-Help

**Page Layout**

-Layout Document

-Position on Page

-Page Set Up

-Vide Page

-Repeat Edit

**Print Document**

-Print

-Print Preview

**Review**

-Find Word

-Change Word

-See Table of Contents

-Count Words

-Renumber Pages

**Insert**

-Table

-Add Foot Note

-Add Page Break

-Insert Graphic

-Insert Index Entry

**References**

-Glossary

Mailings

-Open Mail

-Send Mail