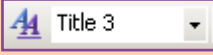

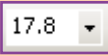












Formatting Toolbar

This toolbar appears directly below the Menu Bar and Standard toolbar. The Formatting toolbar only appears when an object in a publication is selected. The buttons that appear on this toolbar change depending on the object that has been selected. The table below provides an illustration and description of each of the buttons on this toolbar.

Button	Description
Styles 	Styles are used to apply special formatting to a paragraph or selected text in a text box. To display a list of the different styles that are available, click the list arrow at the end of the box.
Font Type 	To change the type of font that is to be used for selected text in a publication, click the list arrow at the end of the box. A gallery of different font types will appear. Click the font type to apply it to the selected text.
Font Size 	This option is used to change the size of the font for selected text in a publication. Just click the arrow to see a list of the different font sizes.
Bold 	Use this button to apply bold formatting to selected text in a publication. This is a toggle button that will apply or remove the formatting when it is clicked.
Italic 	Click this button to apply italics to selected text in a publication. This is a toggle button that will apply or remove the formatting when it is clicked.
Underline 	To underline selected text in a publication, click this button. This is a toggle button that will apply or remove the formatting when it is clicked.
Align Text Left 	When this button is clicked all the text in a paragraph will align to the left of the text box.
Center 	Use this button to center a paragraph in a text box.
Align Text Right 	Click this button to align all the text in a paragraph to the right of the text box.
Justify 	When this button is clicked, all the text in a paragraph will align evenly at the left and right of the text box. Extra spacing will be applied to the paragraph in order for the margins to be even.
Line Spacing 	To change the line spacing for a paragraph, click this button. When the button is clicked, the paragraph dialog box will display. Under the Line Spacing section, changes can be made to the spacing of a line.
Numbering 	This button is used to number a list of information. A new number will be displayed with each new paragraph. Each time the enter key is pressed, a new paragraph is started.
Bullets 	Click this button to insert bullets for paragraphs in a text box. Each time the enter key is pressed, a new paragraph is started.

Button	Description
Decrease Indent Position	 <p>Each time an indent has been applied to a paragraph, this button is used to move the indent closer to the left margin of the text box.</p>
Increase Indent Position	 <p>An indent is a temporary left margin that is used to highlight text within a publication. To move the left margin of a paragraph in approximately 0.5 inches, click this button.</p>
Decrease Font Size	 <p>To make the font size of selected text smaller, click this button. Each time the button is clicked, the font size will decrease by one point. The size of the font will display in the font size box.</p>
Increase Font Size	 <p>This button is used to make the font size of selected text larger. Each time the button is clicked, the font size will increase by one point. The size of the font will display in the font size box.</p>
Fill Color	 <p>Use this button to change the background color for a text box or other objects that are inserted into a publication. When the button is clicked, a gallery of colors will appear. Click either More Fill Colors or Fill Effects to display additional fill options.</p>
Line Color	 <p>When a line or arrow is drawn in a publication, this button is used to change the color of the line. It is also used to change the border color for selected objects, such as text boxes. To display a gallery of additional colors, click the More Colors button.</p>
Font Color	 <p>To change the color for selected text in a publication, click this button. A gallery of different colors will appear. To see additional colors, click the More Colors button.</p>
Line/Border Style	 <p>When this button is clicked, a gallery of different styles will appear. Click one of the options in the list or click the More Lines button to open the Format dialog box. The dialog box will change depending on the object that has been selected.</p>
Dash Style	 <p>To select a different style for a selected object, click this button. A gallery of different dash styles will appear.</p>
Arrow Style	 <p>This button is used to change the style for an arrow object in a publication. When the button is clicked, a gallery of arrow styles will appear. To open the Format Auto Shape dialog box, click More Arrows.</p>
Shadow Style	 <p>To apply a shadow to a selected object in a publication, click this button. A gallery of different shadow options will appear. To make additional changes to the shadow, click Shadow Settings. The Shadow Settings toolbar will display.</p>
3-D Style	 <p>Use this button to add a 3-D effect to a selected object in a publication. A gallery of different 3-D effects will appear. To change the color of a shadow, click 3-D settings.</p>