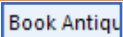














## Mini Toolbar

This toolbar is used to apply formatting to the selected text within a Word document. When text is selected within a document, it is possible to show or hide this miniature, semitransparent toolbar. It is used to work with features such as fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features. It is not possible to customize the Mini Toolbar. The buttons on the Mini Toolbar are illustrated and described in the following table.

Button	Description
<b>Font Type</b>	 To change the type of font for the selected text, click the list arrow at the end of this option. A list of different font types will appear. Move the mouse pointer to the desired font and then click the font type.
<b>Font Size</b>	 Click the list arrow at the end of this button to select the size of font to use for the selected text.
<b>Grow Font</b>	 To increase the size of the font by two point sizes at a time, click this button.
<b>Shrink Font</b>	 To decrease the size of the font by two point sizes at a time, click this button.
<b>Styles</b>	Click this button to change the style for the selected text. A gallery of styles will appear from which a selection can be made.
<b>Format Painter</b>	 This button can be used to apply the selected formatting to other selected text within a document. Click this button once to apply the formatting to one other item. Double-click the button to apply formatting to more than one item.
<b>Bold</b>	 To apply bold formatting to the selected text, click this button.
<b>Italics</b>	 When the selected text is to be italicized, click this button.
<b>Center</b>	 Click this button to center the selected text between the left and right margin of the document page.
<b>Text Highlight Color</b>	 To apply highlighting to the selected text, click this button. When the list arrow is clicked, a gallery of different colors will appear. To apply the color of highlighting shown at the bottom of the button, just click the button.
<b>Font Color</b>	 Click the list arrow to show a gallery of different colors that can be applied to the selected text. To apply the color shown at the bottom of the letter A, just click the button.
<b>Decrease Indent</b>	 To set a temporary left margin for the selected text, click this button. This will move the text back one half inch.
<b>Increase Indent</b>	 To set a temporary left margin for the selected text, click this button. This will move the text forward one half inch.
<b>Bullets</b>	 To apply bullets to the selected text, click this button. To change the bullet type, click the list arrow and then select a new bullet.