

Shortcuts and instructions

<u>What you want to do</u>	<u>How to do it</u>
Save your work	1) Hold ctrl and press the letter 'S'
Insert a text box	1) Click 'Insert' 2) Click 'Simple Text Box'
Type a CAPITAL letter	1) Hold shift and type the letter you want
Insert a ? or !	1) Hold shift and press the ? or ! key
Change the font	1) Select / highlight the text 2) Right-click on the selected 'font' 3) Click 'Font' from the menu
Make text bold	1) Select / highlight the text 2) Hold ctrl and press the letter 'B'
<u>Underline</u> text	1) Select / highlight the text 2) Hold ctrl and press the letter 'U'
Copy an image	1) Click on the image 2) Hold ctrl and press the letter 'C'
Paste an image	1) Hold ctrl and press the letter 'V'
Re-size an image	1) Click on the image 2) Click on the little boxes that appear and drag them out to make it bigger or drag them in to make it smaller
Change the wrapping	1) Click on the image 2) Click on 'Format' 3) Click on 'Text Wrapping'
Crop an image	1) Click on the image 2) Click on 'Format' 3) Click on 'Crop' 4) Click on the corner / side of the image and drag it in