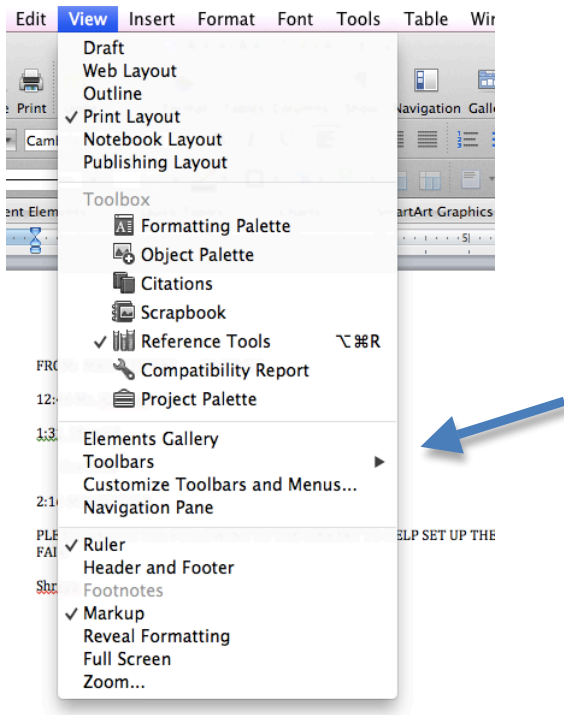
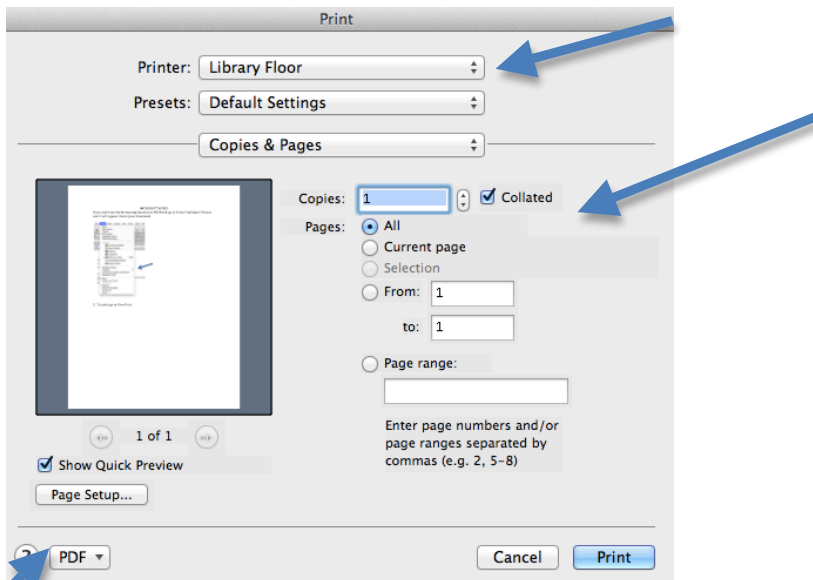


MICROSOFT WORD

If you don't see the formatting features in MS Word, go to *View>Toolbars>Format* and it will appear above your document.

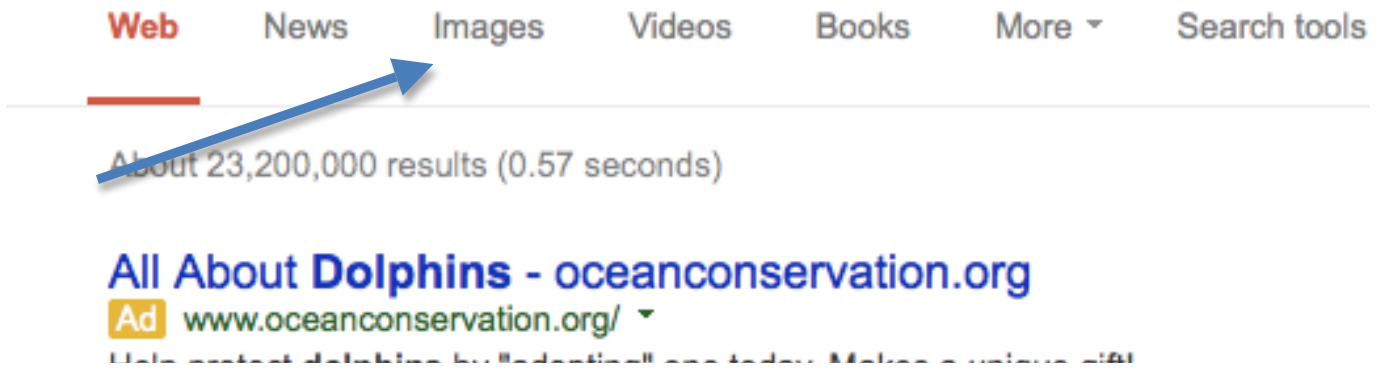


To print, go to *File>Print* and select from the pull down menu Library Floor and type in the number of copies you would like to print.

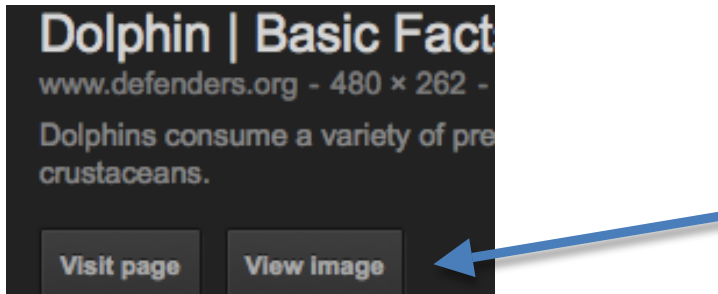


To open a document or save as a PDF (which means it cannot be edited) pull down on the PDF box at the bottom of the box.

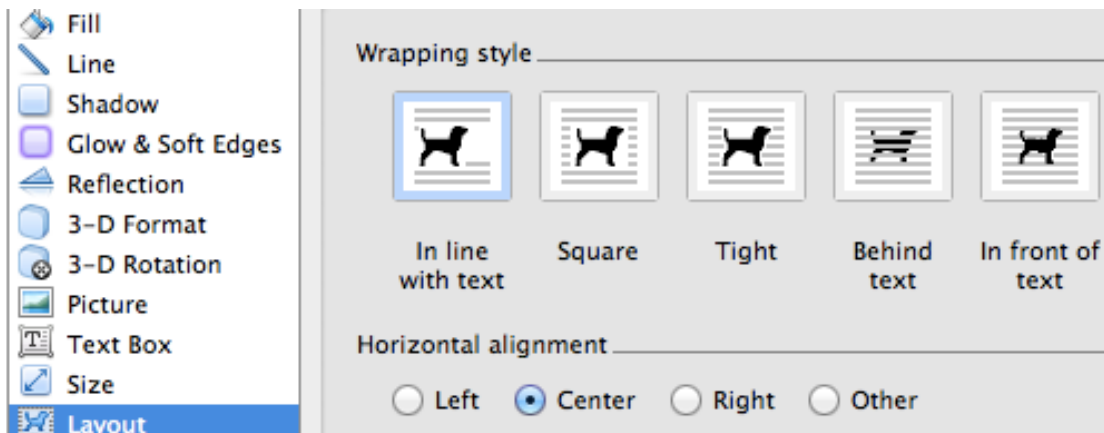
To find and insert pictures in a document, first go to Google.com and search a topic. Then click on *Images* on the top of the page:



When you find an image, click on it. On the page that comes up with the image, click on *View Image*.



Then drag the image onto the Word document and resize to the size that you would like. Go to *Format>Picture* to pull up this dialog to further tweak the picture.



To copy and paste from a website, go to the website >highlight the text>*Command C>Command V* or *File>Copy File > Paste* onto the word document and *Save*