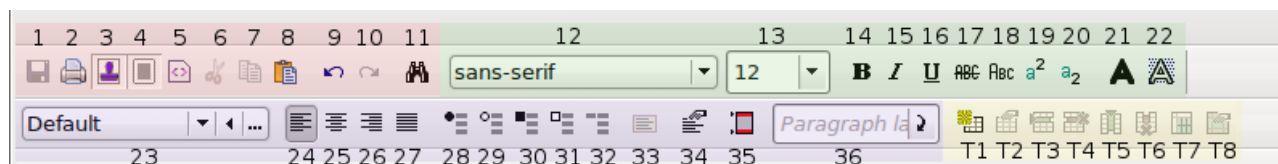


2 Basic Functions

2.1 Tool Bar

Illustration 11: Tool Bar



2.1.1 Managing Tools

The Managing Tools include (**red marking**, Illustration 11):

Table 2: Managing Tools

No.	Description	Short cut
1	Save: Saves the current state	Ctrl+S
2	Print: Print the document (new window, incl. Preview)	Ctrl+P
3	Draft sheet: Show/hide the draft sheet	
4	All sheets: All slides: show/hide all slides	
5	Fields: Toggle between displaying field name and field content	
6	Cut: Cut selected text or elements	Ctrl+X
7	Copy: Copy selected text or elements	Ctrl+C
8	Insert: Insert cut-out or copied content	Ctrl+V
9	Undo: Undo last change	Ctrl+Z
10	Restore: Restore the last Undomed change	Ctrl+Shift+Z
11	Search/Replace: Opens a dialog for searching and replacing – if necessary.	Ctrl+F

2.1.2 Font Style Tools

The Font Style Tools include ([green marking](#), Illustration 11):

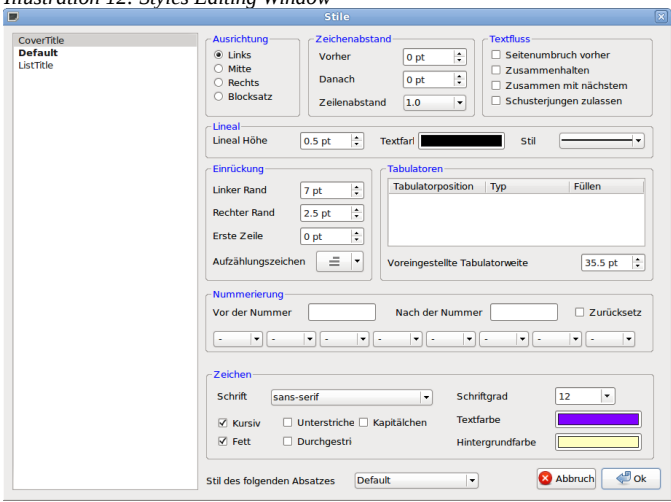
Table 3: Font Style Tools

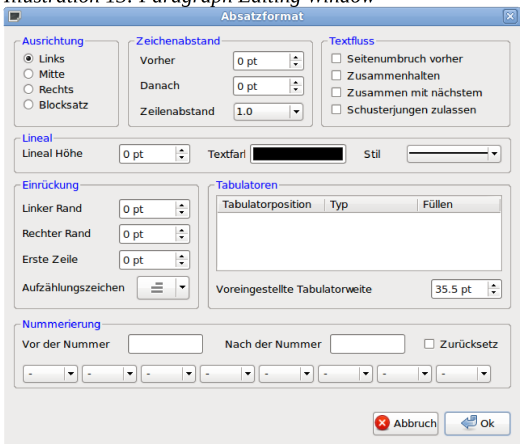
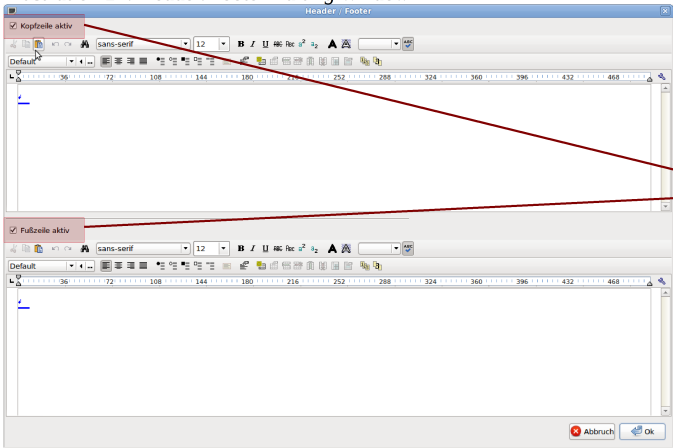
No.	Description	Short cut
12	Font: Selection of the font via a drop-down menu for the selected passage or on the cursor position for the following text to be written	
13	Font size: Selection of the font size via a drop-down menu or by entering the size for the selected passage or on the cursor position for the following text to be written	
14	Bold: Toggle bold font for the selected passage or on the cursor position for the following text to be written	Ctrl+B
15	Italic: Toggle italic font for the selected passage or on the cursor position for the following text to be written	Ctrl+I
16	Underlined: Toggle underlined font for the selected passage or on the cursor position for the following text to be written	Ctrl+U
17	Strikethrough: Toggle strikethrough font for the selected passage or on the cursor position for the following text to be written	
18	Small Caps: Toggle small caps font for the selected passage or on the cursor position for the following text to be written	
19	Superscript: Toggle superscript font for the selected passage or on the cursor position for the following text to be written (Only <i>Superscript</i> or <i>Subscript</i> can be active at a time)	
20	Subscript: Toggle subscript font for the selected passage or on the cursor position for the following text to be written (Only <i>Superscript</i> or <i>Subscript</i> can be active at a time)	
21	Font Color: Change the color of the font using the color selection menu for the selected passage or on the cursor position for the following text to be written	
22	Background Color: Change the color of the background using the color selection menu for the selected passage or on the cursor position for the following text to be written	

2.1.3 Paragraph and Formatting Tools

The Paragraph and Formatting Tools include ([purple marking](#), Illustration 11):

Table 4: Paragraph and Formatting Tools

NR.:	Description	Short cut
23	Font Style: setting of font, paragraph and formatting settings in a template. The Styles tool has 3 buttons: a downward triangle (drop-down menu) to select the style, a left-facing triangle (new window) to select the default style, and a button with 3 points to open a window for creating, editing, and deleting styles. Style templates include various settings, which are also available in the toolbar (Illustration 12). <i>Illustration 12: Styles Editing Window</i> 	
24	Align Left: Align text to the left for selected lines or for the line with the active cursor and following lines to be written	Ctrl+L
25	Align Center: Align text to the center for selected lines or for the line with the active cursor and following lines to be written	Ctrl+E
26	Align Right: Align text to the right for selected lines or for the line with the active cursor and following lines to be written	Ctrl+R
27	Block Set: Align text as block set for selected lines or for the line with the active cursor and following lines to be written	Ctrl+J
28	Bulletin Point: Set a bulletin point at the beginning of selected lines or for the line with the active cursor and following lines to be written	
29	White Bulletin Point: (black edge, white filling) Set a bulletin point at the beginning of selected lines or for the line with the active cursor and following lines to be written	
30	Bulletin Square: Set a bulletin square at the beginning of selected lines or for the line with the active cursor and following lines to be written	
31	White Bulletin Square: (black edge, white filling) Set a bulletin square at the beginning of selected lines or for the line with the active cursor and following lines to be written	

NR.:	Description	Short cut
32	Text Bulletin Mark: Set a text bulletin mark at the beginning of selected lines or for the line with the active cursor and following lines to be written	
33	Merge Paragraphs: Merge marked paragraphs	Ctrl+K
34	Paragraph Format: Opens the Paragraph Editing Window (Illustration 13) <i>Illustration 13: Paragraph Editing Window</i> 	
35	Header/Footer; Opens the Header/Footer Editing Window (Illustration 14) <i>Illustration 14: Header/Footer Editing Window</i>  The Editors of Header and Footer are separated! You have to set the Checkboxes over each Editor before it can be used. → „Header active“ → „Footer active“	
36	Paragraph Marker: Opens a window for creating a paragraph marker at the location of the active cursor. The drop-down menu can be used to jump to previously created paragraph marks.	

2.1.4 Table Tools

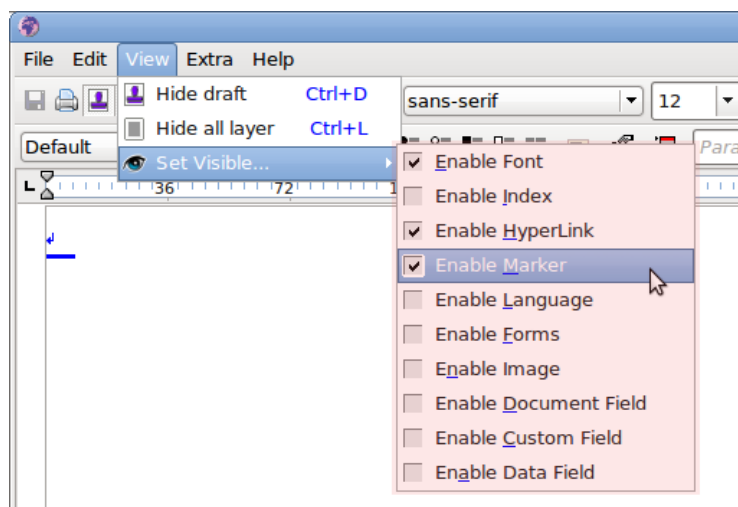
The Table Tools include (**yellowish marking**, Illustration 11):

Table 5: Table Tools

No.	Description	Short cut
T1	Insert Table: Opens an Insert Table Dialog, table gets inserted at the cursor position	Ctrl+F12
T2	Table Properties: opens a Table Properties Editing Window (Illustration 15) for the table with the active cursor <i>Illustration 15: Table Properties</i> 	Ctrl+Shift+F12
T3	Insert Row: Inserts a new row, dependent on cursor position	
T4	Delete Row: Deletes row with active cursor	
T5	Insert Column: Inserts a new column, dependent on cursor position	
T6	Delete Column: Deletes column with active cursor	
T7	Merge Cells/Split Cell: Merges selected cells of a table/opens a dialog for dividing the cell with active cursor (" <i>Split Cell</i> " changes to " <i>Merge Cells</i> " when more than one adjacent cell is selected)	
T8	Cell Properties: opens a Cell Properties Editing Window (Illustration 16) for the cell with the active cursor <i>Illustration 16: Cell Properties</i> 	

2.1.5 Additional Toolbar Elements

Illustration 17: Displaying additional Toolbar Elements



You can display further toolbar elements under "View → Display of" (red marking, Illustration 17). Those get arranged in the toolbar. For all activated additional elements, the toolbar looks as follows (Illustration 18):

Illustration 18: expanded Toolbar

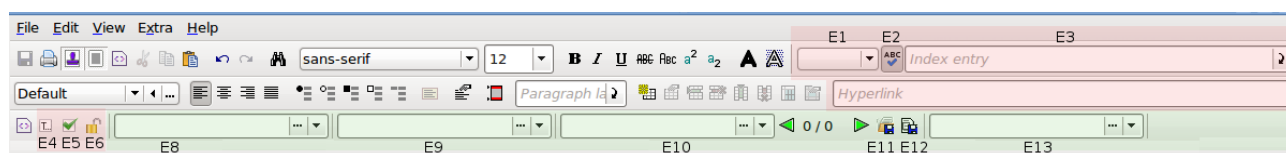


Table 6: expanded Toolbar

No.	Description	Short cut
E1	Language: Select the language from a drop-down menu	
E2	Show spelling errors: Toggle spell check	
E3	Index: – <i>No final function definition yet</i>	
E4	Insert form field: insert a form field at the location of the cursor, a window opens for the object creation (<i>More about fields in " 3.4 Fields"</i>)	
E5	Insert Checkbox: insert a check box at the location of the cursor, a window opens for the object creation (<i>more about check boxes in " 3.1.4 Insert Checkbox"</i>)	
E6	Write Protection: Toggle write protection for the document	
E7	Hyperlink: – <i>No final function definition yet</i>	
E8	Document Properties: Insert a formfield with standard-document-info on cursor position (<i>see „ 3.4 Fields“</i>)	

No.	Description	Short cut
E9	Customer Properties: Insert a formfield with value from a user-defined property on cursor position (<i>see „ 3.4 Fields“</i>)	
E10	Field: Insert a field (merge field) on cursor position (<i>see „ 3.4 Fields“</i>)	
E11	Create merge data file: create all files based on all data-records in one file (zip-folder-file) (<i>see„ 3.4 Fields“</i>)	
E12	Create one merge data file: create one file based on currently displayed data-record (<i>see „ 3.4 Fields“</i>)	
E13	Image library: insert a field with a image name from image library, displayed the image (<i>see „ 3.5 Image Management“</i>)	