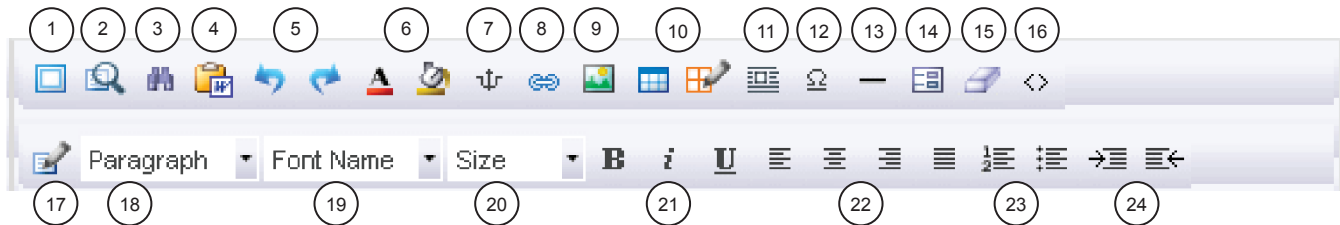


PROGRAM REVIEW FORMATTING TOOL QUICK REFERENCE GUIDE

You may copy and paste content from MS Word, including *most* formatting, into text boxes that contain the Formatting Tool. Certain items such as tables and special characters may not be retained through the copy and paste method. In such a case, use the Formatting Tool to fix or add MS Word-style text formatting.



1. **Full Screen** - Displays text box in full screen view
2. **Preview** - Previews text box in new specified window size
3. **Search** - Key word(s) search and replace tool to locate and delete, add or revise text
4. **Paste from Word** - Opens a new window to copy and paste formatted MS Word text
5. **Undo | Redo** - Undo or Redo multiple previous steps
6. **Foreground | Background Color** - Changes text (foreground) and highlight (background) color
7. **Bookmark** - Adds a bookmark and description (not useful for printed reports)
8. **Hyperlink** - Insert a Hyperlink to websites, posted documents, etc. (great for attachments!)
9. **Image** - creates a link to an image (AVOID THIS as it may impact formatting or overload the server)
10. **Insert Table | Edit Table/Cell** - required to display a table (tables not maintained from Word)
11. **Absolute** - not utilized in this context
12. **Special Characters** - insert special characters (@, ©, £, etc.)
13. **Line** - Insert a line (ruled line)
14. **Form Editor** - to insert form elements (radio buttons, checkboxes, etc.)
15. **Remove Formatting** - Undo all formatting of highlighted or selected text
16. **View/Edit Source** - View HTML Source Code for formatting tags
17. **Styles & Formatting** - Common website-style formatting
18. **Paragraph** - Common website style formatting for text (headings, etc.)
19. **Font Name** - Font Family (Arial, Times, Verdana, etc.)
20. **Font Size** - Common character sizes for website text
21. **Bold | Italic | Underline** - Standard font styles
22. **Left | Center | Right | Justify** - Paragraph text alignment
23. **Numbering | Bullets** - Inserts/creates numbered or bulleted lists
24. **Indent | Outdent** - Indent or Outdent text in lists for topic and subtopic formats or quoted blocks of text