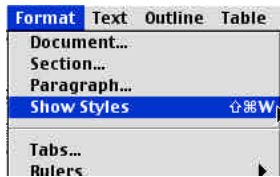


Tech Tip:

Using Bullet Styles in AW6

Styles allow you to apply a format text very quickly. Appleworks 6 handles styles a bit differently than in version 5. Follow the directions below to use Styles in your report card comments.

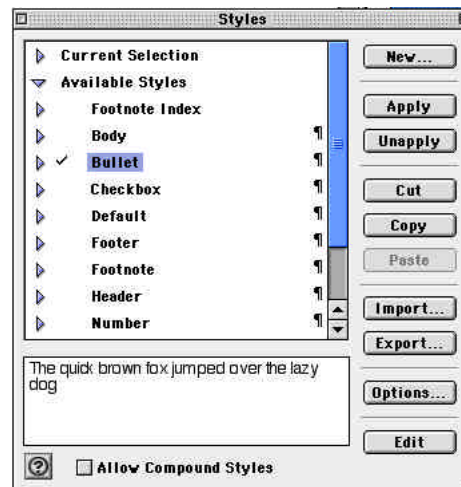


Show Styles

1. After opening a word processing document, go to FORMAT, then SHOW STYLES.
2. The Style window should pop up on your desktop.

Using Styles

1. Double click on "Bullet" to turn on the Bulleting style. Note that the checkmark is next to "bullet" now- the current style.
2. Double click on "Body" to turn back to a regular writing style. the style AW6 will apply the new style to everything up to the last "return". You can also highlight text you want to format, and then select your style.



Managing Styles

1. The style window is on the large side. You can close it by clicking in the left top box, but you will need to go through the Format menu to open it again.
2. You can also "minimize" the Style window by clicking on the right-hand side corner box. The window will scroll up into itself like a windowshade. This will get the window out of your way. To view the window again, simply click on the same box and the window will become full size.

