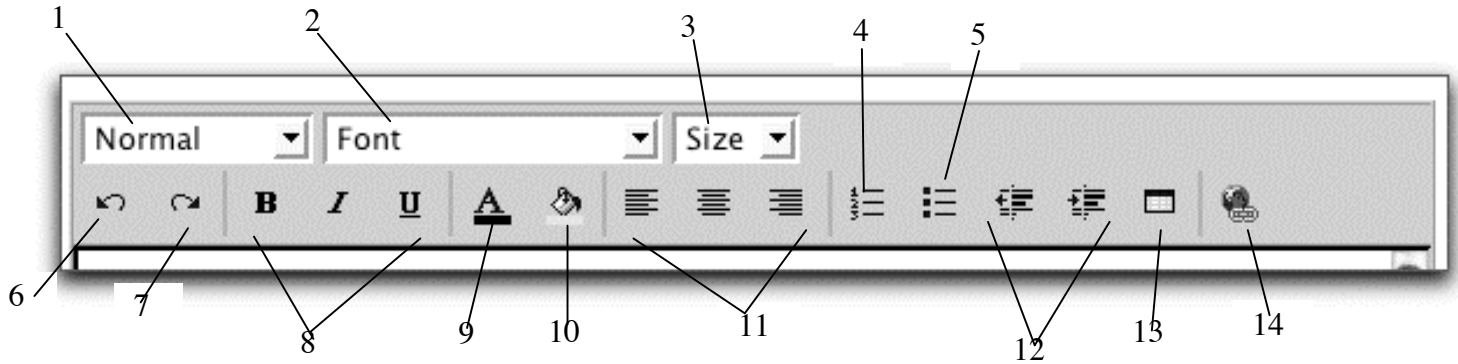





Manila Editing Buttons

Used with Windows machines (Internet Explorer or Netscape), or Macintosh (Netscape 7.x or Firefox).



1. Paragraph formatting. Heading 1 is largest; Heading 6 is smallest. These formatting selections affect an entire paragraph.
2. Font type. Select the type of font for selected text.
3. Font size. Select the size of font for selected text.
4. Ordered list. Create a preformatted 'ordered' or 'numbered' list.
5. Unordered list. Create a bullet list.
6. Undo. Undoes the last operation(s).
7. Redo. Redoes the previously deleted operation(s).
8. Font styles. Will **Bold**, *Italicize*, or underline selected text.
9. Font color. Displays a color palette and will color selected text.
10. Fill color. Displays a color palette and will fill the background color of text (shading) or fill table cell colors.
11. Text alignment.  Left align.  Center align.  Right align.
12. Outdent and Indent. Move text outward (Outdent) or inward (Indent).
13. Insert Table. Inserts a table at the cursor. Dialog windows will appear asking for number of rows and number of columns.
14. Insert Link. Create links to other websites.