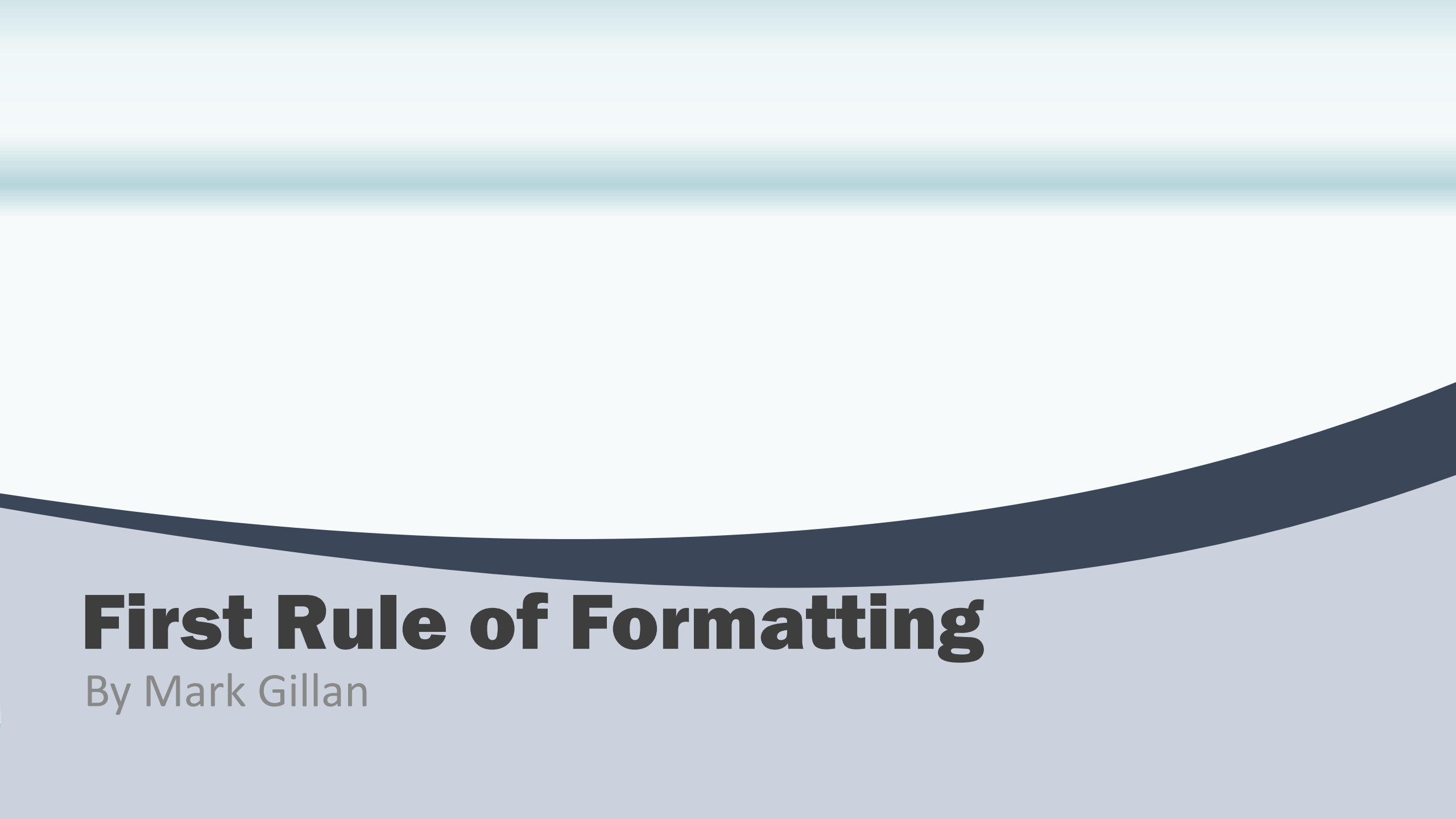




First Rule of Formatting

By Mark Gillan

Select the workings

- Important start ... always select the text or object in entirety to which the user wishes to work
- For example, if the user wishes to delete a word, select the whole of the word and press delete on the keyboard
- Always the requirement for any workings
- Not selecting any text or object means the action or command within the document will take place at the insertion point (the cursor) and only at that place, meaning if the cursor is between letters of a word ... you might not see the effects of the action or command due to that particular place being between characters
- So, always ensure you think about the selection prior to applying any action or command