

Improve your skills, Any age can LEARN

To insert a hard page break

- Press Ctrl+Enter.

To insert 'page x of y' in header or footer

- Click on the View drop down menu and select the Header and Footer command.
- Click on the Insert AutoText icon in the Header and Footer toolbar.
- Select the Page x of y command.
- Close the dialog box.

To insert a Table of Contents

- Mark all items that you wish to appear within the table of contents with header styles.
- To create a table of contents, position the insertion point at the location that you wish to display the Table of Contents and then click on the Insert drop down command.
- Select the Index and Tables command.
- Select the Table of Contents tab.
- Select the required format and click on the OK button.

To create an AutoText Entry

- Select the item that you wish to set as an AutoText entry.
- Click on the Insert drop down menu and select the AutoText command.
- From the sub-menu displayed select New.
- Enter a short AutoText name and click on the OK button.

To insert an AutoText entry

- Enter the AutoText name and press the F3 key (without pressing the spacebar) or simply press Enter.

To insert spaces into a numbered list

- When you have a numbered list, each time you press the Enter key, and new line number is generated. If you wish to insert a line that is not numbered, press Shift+Enter, rather than Enter.

To insert the file name in a header or footer

- Click on the View drop down menu and select the Header and Footer command.
- Click on the Insert AutoText icon in the Header and Footer toolbar.
- Select the FileName command.
- Close the dialog box.

Creating a .LOG file in Notepad

- Open up Notepad by clicking on Start Menu, Programs, Accessories, Notepad and type: .LOG at the top of a new, blank document.
- Click File and save (for easy access, save it to your desktop and call it Journal).

You just made a log file. From then on, every time you make an entry in that file, Notepad adds a time and date stamp for you.