

FIL E	HOME 1 clipboard 2 FontArrow: superscript strikethrough	INSERT insrt HDR>edit HDR to show HDR	PAGE LAYOUT page Setup Step#2: cols, margins, brk aks/sec-pg brk	REFERENCE S Toc/customTO C=old	REVIEW & VIEW MAILINGS has labels Review: Track Changes
Ne w	Cut/copy Paste chng case	Insrt pic in prnt layout mod/formtPic/ Layout/square/other	P-Spacing, indent Use Para arrow In BL for Tabs	Step5 Use style in Home	Spell, Gramar, th esars Word-pg count, define Compare2docs, Translate
Ope n Sav e Sav e as Expo rt	Fonts, BI U color, hili te Bullet Sort- P/field1 justify find & Replac	Table, symbol pageBrk=cntrl-return insrtFile:textGROUP/ 3rdobject button/text. Insert/TextBox/drawTbox, writeText in box	Step#1 Margins/Custm Margins=old or use pgSetup arrow columns/more... cols in botom.	Update Toc pg# Borders/ DESIGN/page border on TR	VIEW: ruler(clkto set) Tabs PrntLayout: see pg# Draft: put-see breaks seeHdr: insrtHdr/edit MultiplePg
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Insert file: pin point where/ribbon/insert/object (text group)/ text from file/ chose document/click Insert button

Search nr start butttn (finds all files/folders w/location, with the search-word, no hilite, u do cntrl +F search in nav]igation/adv search OLD, hilites each word by word. sort by date etc...?) and navigation (finds-hilites all search words in an open doc)

1. setMargins: PageLayout /margins@topRt/customMarginLink=old page setup margins etc
2. Put section break: page layout/Breaks/NextPage

To insert page# and then header:

1) open the file/ insert/hdr/edit hdr (at bottom)/ to show hdr

1) Then– insert>page# >format page# >put starting page#1or i on right / ok OLD

2) double click on the top middle of the page2 to unlock header area of pg2 5.25x8

2) on pg2 top > insert page# > top of pg .5/.8 .5/0 .25 0
2clk the first left FOR EVEN format pg#2 .4 .4

-- check page#s are RT FOR ODD & LT FOR EVEN ---

3) double click on the top middle of the page3 to unlock header area of pg3 5.25x8

3) on pg3 top > insert page# > top of pg
2clk the third right FOR ODD format pg#3

NOW put headers:

3a) 2 clicks where you have number/put Second/even page header on Left. Gita Society.
Then align even HDR by SpaceBar, check Paragraph. midPt. =2.25"

4) 2 clicks where you have number/ put proper Third/odd page header. Upanishad
Then align odd hdr in middle and Page# on Rt properly

Now Put section breaks: PAGELAYOUT/breaks/ section brk in Draft mode

4. DeLink: 2Clicks HDR at 3rd Pg of Next Section2 / DesignTab>>/click "Link to Previous"(near Next)
to de-link/ type new odd pg hdr/ Check &or change Pg# as in 3.** before going to next section.

5. Table of content: use STYLE in HOME. References/TOC/Custom TOC =OLD// show lev/OPTIONS/
chk styles/REMOVE Hdrs/ok/ok