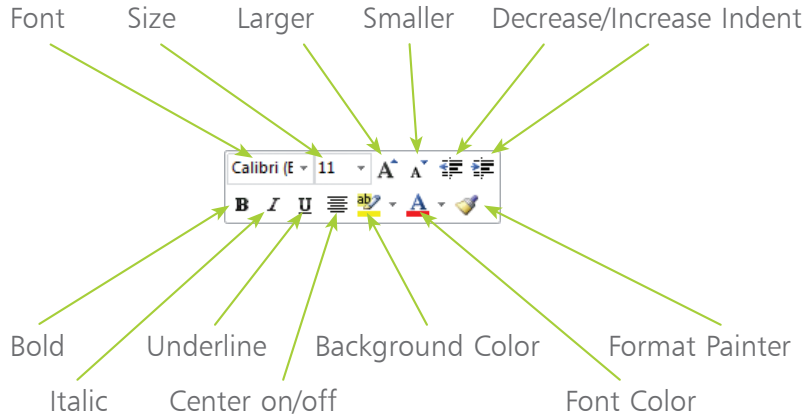


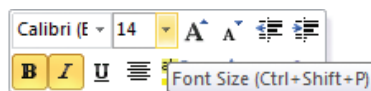
# The Mini Toolbar

Whenever you have some text selected, the Mini Toolbar will appear nearby. It gives you immediate access to the most commonly used text formatting options.



## Using the Mini Toolbar

- 1 Type some text and then select it, by dragging across it with the mouse
- 2 Drag the mouse directly over the selected text, and then gradually move upwards. The Mini Toolbar will fade into view just above the text (see illustration below). As you move up towards the Mini Toolbar, it will become more solid



**Jasper took a long look** at his shoes' reflection and decided to call it an afternoon. Swaying slightly with the unfamiliar extra weight he ploughed a silent unwelcome furrow through the still-damp concrete and made it to the municipal buildings. He allowed himself several lungs of cold air then turned around

- 3 Click on one of the controls within the Mini Toolbar to change the appearance of your selected text

### Hot tip



Some of the Mini Toolbar's controls have keyboard shortcuts. For example, Bold can be set on and off by typing Ctrl+B, and Italic with Ctrl+I. To find out if a control has a shortcut simply hover over it with the mouse pointer for a few moments. There is a handy reference table of keyboard shortcuts in the inside front cover of this book.

### Hot tip



If the Mini Toolbar fails to appear when you hover over selected text with your mouse, try right-clicking. A pop-up context menu will appear with the Mini Toolbar immediately above.