

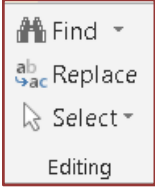


SELECT TEXT IN A DOCUMENT

There are several features that can be used to select text in a document. The table below describes different ways that this can be accomplished.

Text to Select	Description
Word	To select a single word in a document, double-click the word.
Sentence	To select a complete sentence in a document, hold down the CTRL key and then click in the sentence .
Paragraph	<p>To select a paragraph in a document, do one of the following:</p> <ul style="list-style-type: none">✦ Triple-click in the paragraph.✦ Double-click in the selection bar on the left side of the document. <p>The selection bar is the white area to the left of a document. A white arrow (see illustration) will appear in the selection bar next to the text that is to be selected.</p> 
Line of text	<p>To select a line of text, click in the selection bar next to the line of text. The selection bar is the white area to the left of a document. A white arrow (see illustration) will appear in the selection bar next to the text that is to be selected.</p> 
Entire Document	<p>There are different methods that can be used to select an entire document. Some of these are:</p> <ul style="list-style-type: none">✦ Triple-click in the selection bar.✦ Hold down the CTRL key and press the Letter A.✦ On the Home Tab in the Editing Group, click the Select button and then click Select All. 
Large Amount of Text	<p>To select a large amount of text:</p> <ul style="list-style-type: none">✦ Place the insertion point at the beginning of the selected text.✦ Move to the end of the desired selection using the scroll arrows, the scroll box, or the scroll wheel on the mouse.✦ Hold down the Shift key.✦ Click the left mouse button.✦ The text from the location of the Insertion Point to the end of the selection will be highlighted.