

# Menus

File Edit Help

*Choose a menu option, or right-click to invoke*

Paste the clipboard's contents into the current selection

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Format ▶

**Bold** Ctrl+B

*Italic* Ctrl+I

✓ Left Align Ctrl+L

Right Align Ctrl+R

Justify Ctrl+J

Center Ctrl+E

Set Line Spacing...

Set Paragraph Spacing...