

Displays the buttons that you can add to the toolbar in the active window.

Moves the button selected in the Available Buttons list to the Toolbar Buttons list.

Moves the button selected in the Toolbar Buttons list to the Available Buttons list.

Displays the buttons in the order they appear (from left to right) on the toolbar in the active window.

Restores the default set of buttons on the toolbar in the active window.

Moves the selected button up one line. On the toolbar, the button shifts left one space.

Moves the selected button down one line. On the toolbar, the button shifts right one space.


Click this to connect to a printer on the network.

Closes this dialog box and saves any changes you have made.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

Click this to display an overview of this dialog box.

For Help on an item, click  at the top of the dialog box, and then click the item.

Saves all the changes you have made without closing this dialog box.

Lists the available styles for the specified font.

Lists the available point sizes for the specified font.

Shows a sample of how text will appear with the specified font settings.

Specifies whether the font should appear with strikeout marks or underlines, and specifies the available colors for the font.

Lists the available language scripts for the specified font. Pick the one appropriate for the language your computer is set up for.

Lists the available fonts.

Lists the available colors for the specified font.

Lists the available folders and files. To see how the current folder fits in the hierarchy on your computer, click the down arrow. To see what's inside a folder, click it.


The box below shows the folders and files in the selected location. You can also double-click a folder or file in that box to open it.

To open the folder one level higher, click  on the toolbar.

Lists the available folders and files.

Lists the folders and files in the selected location. To see what's inside a folder, double-click it.

You can also use the Look In box to see the hierarchy of folders.

To open the folder one level higher, click  on the toolbar.

Specifies that you will be able to read the file but cannot make changes to it.

Lists the types of files to display.

This is useful for narrowing the list of files displayed to only those files you're interested in.

Specifies the type of file you are saving. The list includes all the available file types that this program can recognize.

Shows the drive and folder you have selected.

Shows the name of the drive you have selected.

Provides a space for you to type the name of the file.

You can use * as a wildcard. For example, you can type *.* to see a list of all files.

You can also type the full path of a file. For example, you can type **c:\mydocs\letter.doc**. Or, if you have used a long filename, you might type **"c:\mydocs\letter to mom"**, including the quotation marks.

Opens the file with the name, file type, and location you specified.

Saves the file with the name, file type, and location you specified.

Provides a space for you to enter the text you want to find.

Searches for the next instance of the text you specified in the Find What box.

Finds only whole words instead of searching for your text inside longer words.

Finds only text that has the same pattern of upper and lower case as the text you specified in the Find What box.

Specifies which direction to search starting from the cursor in the document. Choose Up to search backward, toward the beginning of the document. Choose Down to search forward, toward the end of the document.

Searches for the next text that matches the text in the Find What box and replaces it with the text in the Replace With box.

Searches for every instance of the text that matches the text in the Find What box and replaces it with the text in the Replace With box.

Searches for the text in the Find What box and replaces it with this text.

Click the plus sign next to an item to see more choices.

Shows which printer this document will print on.

Provides a space for you to type the name of the file to be printed.

Lists the printers that are set up on your computer.

[Click this to choose a different printer or to specify print options.](#)

Click this to connect to a network share.

Provides a space for you to type the number of copies you want to print.

If you have selected more than one copy, specifies whether you want the copies to be collated.

Prints the document to a file instead of routing it directly to a printer. You will be prompted to specify the filename and location.

Specifies whether to print the entire document, the current page, or specific pages.

Specifies whether to print the entire document, specific pages, or the selection you highlighted.

[Click this to set up options for this printer.](#) The options available depend on the features of the printer.

Lists the available printers. Click the printer you would like to use. To add a printer, open the Printers folder, and then double-click Add Printer.

Specifies additional setup options for individual printers.

Shows information about the selected printer.

Lists the available choices for paper size and source.

Specifies whether the document should be printed with its top along the short edge of the paper (portrait) or along the long edge of the paper (landscape).

Shows how the page layout will look. As you change the options, the page layout example changes.

Shows how the document is positioned on the page.

To see an example on the sample page, click Portrait or Landscape.

Specifies the size of the paper or envelope you want to use.

Specifies where the paper you want to use is located in the printer. Different printer models support different paper sources, such as the upper tray, envelope feed, and manual feed.

Sets the printing area of the page. The margins you set here are never printed on.

Enables you to change printer options.

Displays any custom colors you have already defined.

To change the settings for a color, click a custom color box, and then click Define Custom Colors.

To define a new custom color, click the basic color it is closest to, and then click Define Custom Colors.

Displays any custom colors you have already defined.

To change the settings for a custom color, click a custom color box, and then specify a different color.

To define a new custom color, click an empty custom color box, specify a different color, and then click Add To Custom Colors.

Shows the basic colors available.

To define a custom color, click the basic color closest to it, and then click Define Custom Colors.

Shows a color matrix. To define a custom color, click anywhere in this matrix, and then use the slider at the right of the dialog box to adjust the color's attributes.

If you define a color using the Hue/Sat/Lum or Red/Green/Blue scales, you can look at this matrix to make sure you defined the color as you intended.

Displays the possible amounts of white and black in the color.

The result of your choice is displayed in the Color/Solid box.

Specifies the hue for the selected custom color. A combination of hue, saturation, and luminosity can be used to define any color.

Hue is the value of a color wheel, where 0 is red, 60 is yellow, 120 is green, 180 is cyan, 200 is magenta, and 240 is blue.

If you change the hue, the values for red, green, and blue will be changed to match.

The easiest way to experiment with different colors is to press and hold the mouse and move it around the color matrix above.

Specifies the saturation level for the selected custom color. A combination of hue, saturation, and luminosity can be used to define any color.

Saturation is the amount of color in a specified hue, up to a maximum of 240.

The easiest way to experiment with different colors is to press and hold the mouse and move it around the color matrix above.

Specifies the amount of red in the selected custom color. A combination of red, green, and blue levels can be used to define any color. You can see the effect of changing this value in the color matrix.

If you change this value, the values for hue, saturation, and luminosity will be changed to match.

The easiest way to experiment with different colors is to press and hold the mouse and move it around the color matrix above.

Specifies the amount of green in the selected custom color. A combination of red, green, and blue levels can be used to define any color. You can see the effect of changing this value in the color matrix.

If you change this value, the values for hue, saturation, and luminosity will be changed to match.

The easiest way to experiment with different colors is to press and hold the mouse and move it around the large rectangle above.

Specifies the amount of blue in the selected custom color. A combination of red, green, and blue levels can be used to define any color. You can see the effect of changing this value in the color matrix.

If you change this value, the values for hue, saturation, and luminosity will be changed to match.

The easiest way to experiment with different colors is to press and hold the mouse and move it around the color matrix above.

Specifies the luminosity of the selected custom color. A combination of hue, saturation, and luminosity can be used to define any color.

Luminosity is the brightness of the color.

If you change the luminosity, the values for red, green, and blue will be changed to match.

The easiest way to experiment with different colors is to press and hold the mouse and move it around the color matrix above.

Adds the custom color you have defined to the Custom Colors palette.

On the left, shows the amount of white and black in the color you specified. On the right, shows how the color will look if you choose 100% of the color with no white and black.


To adjust the color, use the slider at the right of the dialog box. To specify that you want 100% of the color with no white or black, type ALT+O.

Click this to define a custom color.

If this button is unavailable, you are already viewing custom colors. To define a custom color, click in the color matrix, or specify the color using the hue/saturation/luminosity or the red/green/blue definitions, and then click Add To Custom Colors.

Select the printing quality you want.

Click None if you want to print on only one side of a page. Click Long Side or Short Side if you want duplex printing.

Help is available for each item in this group. Click  at the top of the dialog box, and then click the specific item you want information about.


Provides a space for you to type the name of the drive where the file, folder, or program is located.

Click this to assign a new password or change an existing password.

Provides a space for you to type your old password. Asterisks will appear instead of what you type.

Provides a space for you to type a new password. For security, asterisks (*) will appear as you type. After you have typed your password, type it again in the Confirm New Password box.

Provides a space for you to type the password again. If what you type matches what you typed in the New Password box, Windows changes the password. For security, asterisks (*) will appear as you type.

No help topic is associated with this area. Click  again, and then click directly on top of a setting or button.

Click this to browse through folders to find the file you want.

Makes the selected text bold.

Makes the selected text italic.

Click the right mouse button on any item you want more information about. Click the left mouse button on any item to continue working.

No additional information is available.

