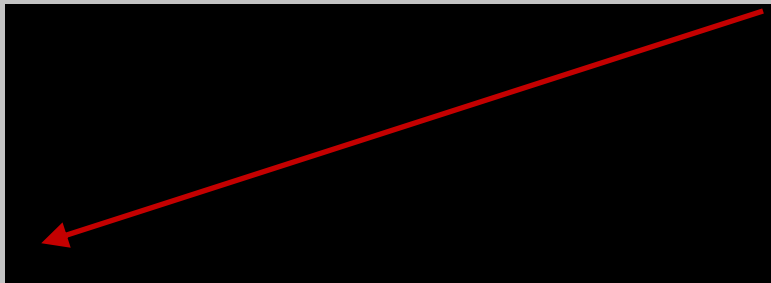


! "\$

LOGGING IN



!"#\$%&'(&)*+&,&\$'-./#0*)&1)&)*+&
2+/.&3'))'4&'5&)*+&-10+&)'&0+)&)'&
)*+&'"0#(&6\$/++(7&89)&:#'"&);/(&
.+"":&:*+(&.';&*2+/&.';/&
4';6+&'2+/&#)7<

= '0#(&:#)*&.';/&>?@&A+)&9B&1(C&
-166:!/C7

BASIC EDITING

3+4&?#"&-+?&9(&#-&(#*&@+,(&8+)&:+4)&'+@(&A#-,(

(,#*&0&,#88)(-*

(,#*&+88#\$(&'+4

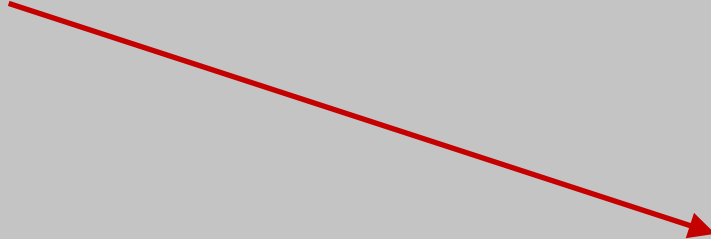
(,#*&\$+-*(-*&+-8

&0&,#88)(-/01

&(#0,#88)(-*

1&<=01(>2

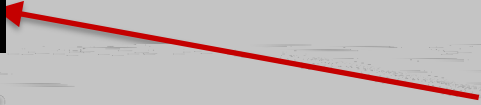
FORMATTING TEXT



!"#\$%&#%\$%(")\$*\$%&#%\$%'+\$
,#*-\$%'\$.!/,0%\$%#1%2

30/04/0+&\$5/'-6'7*\$%'\$
/#8#0(\$+65#.)*#5\$.!/,0%%)*4

ADDING AN IMAGE



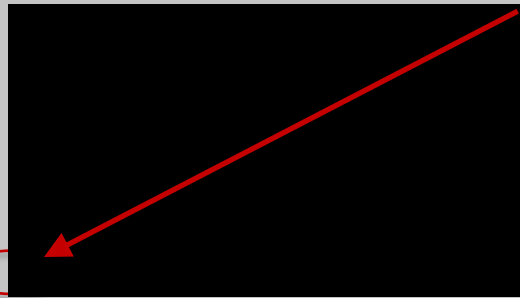
!"#\$%&'()*#*+,-'

."#/(01&'#20(#*+,-'

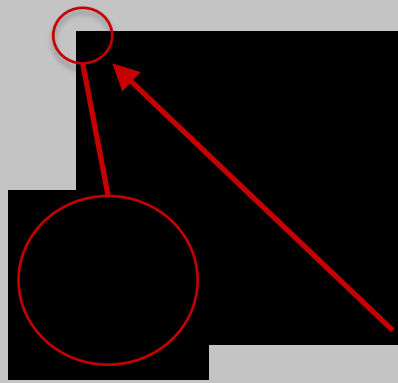
3"#45*67#8\$+,-'&9#205:'(

>"#45*67#8?@50,:9

;"#45*67#8<::9#=#&'5'6)#2

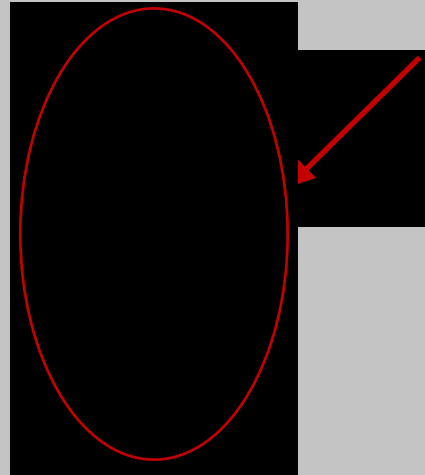


USING SNIPPETS



'(6)&,"2'&27ຎ?,'#23&23&,&5,.)4&A:3#55)'8A&()"5&26
?,'#23&0C&\$6),'#3.&-)7#3)-&8)\$#238&,3-&?,%#3.&'(&5,.)&"22%

!"#\$%&'(&*+,-.)'/&01"234&"2\$,)-&'(&)'2
6#.('&(,3-&\$263)6&27&'(&8\$6))3&'2&)95,3-
+,-.)'&:#-)0,6&,3-&#<&,;,#",0")&83#55)'8=



!"#\$%&*:'3#55)'8/&-522<3&+,-.)'&8#-)0,6
)95,3-8&'2&6);),"&'(&)"#8'&27&,;,#",0")&83#

>9,?5")8&27&:3#55)'8&\$,3&0)&#<)-&,'
!"#\$%&'&()*+,,(-./,*01 %-()##,"-%

FYI

! !"#"\$%&'()&*("+&,%&'(0 0%#"1
)1(3"##()1(/4)&'%&'(\$4"
&)5%')\$%6&(%1(\$+% /782(91"(/
! !"#"\$%&'(%

RESOURCES

JFE>\$36H1.+%>.65/B+,#(#16,>(.>H(316/%>#3(1,1,?'2+(3,1,?'>063>7(5/2

- ! !"#\$\$%&'()*+(-./0#\$1*2&"&-023(
[!"##\\$%&"\(\\$\\$%\)*+,,+%\(-\)./'012+% '\\$34\(\\$\\$4/,145.65'.65'7\(5/2#849+:4;/1.+\)\\$<0](#)
- ! 426*7802(&7"-2-296/>5(,>3+?1%#>3>063>(>@A>C,,C,+>6#3(1,1,?'>%+%%16,>">3+
["##\\$&"/1#%\)*+,,+%\(-\)./'%/\\$\\$63#'6-2%/\\$\\$63#\)\\$DEFG>:+>%5"+./2+.>1,>\(.H\(,5+\)](#)
- ! !-78&(!7-."85l,+ C, C,+>">2\$>6,>#">J+,,+%(->K(B\$/%>
[!"##\\$&"/1#%\)*+,,+%\(-\)./'%/\\$\\$63#'013%#031.\(89L6>\\$\\$\\$61,#B+,#>,\(8>,+5+%%\(38\)](#)
- ! ::-7.(;,\$78."8(5l,+ C, C,+>">2\$>6,>#">D(31+##(>K(B\$/%>
[!"##\\$&"/1#%\)*+,,+%\(-\)./'%/\\$\\$63#'#"13.#"/3%.\(8%\)<SL6>\(\\$\\$61,#B+,#>,\(8>,+5+%%\(38\)](#)
- ! <=>(?@%:7"-2'##\$&"/1#%)*+,,+%(-)./'%/\$\$63#'6-2#3(1,)\$<\$