

Exercise 8B

8-13

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Instructions:

1. Start a **New** file using either the **inch-helper.dwt** or the **metric-helper.dwt**
2. Duplicate the text shown below using **Multiline Text**.
3. Use Layer Text.
4. Select **Multiline Text**.
5. Use Text Style: **Standard**.
6. Use font: **SansSerif**.
7. Text Height: **0.250" [6.35 mm]**
8. Follow the directions below. You may make changes to the settings as you type or you may enter all of the text and then go back and edit it. Your choice.
9. Enter all text shown below.
10. **Save** the drawing as: **Ex-8B**

The following is an exercise for Tabs, Indent, Bold and Underline.

1. This sentence should be indented 1" [25.4 mm].

a. This sentence should be indented 1.5" [38.1 mm].

And now back to the left margin.

Isn't this fun?

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Set Tabs to 4.5" [114.3 mm] and 8" [203.2 mm]
Clear all previous Tabs.