You may copy and paste content from MS Word, including most formatting, into text boxes that contain the Formatting Tool. Certain items such as tables and special characters may not be retained through the copy and paste method. In such a case, use the Formatting Tool to fix or add MS Word-style text formatting.

1. **Full Screen** - Displays text box in full screen view
2. **Preview** - Previews text box in new specified window size
3. **Search** - Key word(s) search and replace tool to locate and delete, add or revise text
4. **Paste from Word** - Opens a new window to copy and paste formatted MS Word text
5. **Undo | Redo** - Undo or Redo multiple previous steps
6. **Foreground | Background Color** - Changes text (foreground) and highlight (background) color
7. **Bookmark** - Adds a bookmark and description (not useful for printed reports)
8. **Hyperlink** - Insert a Hyperlink to websites, posted documents, etc. (great for attachments!)
9. **Image** - creates a link to an image (AVOID THIS as it may impact formatting or overload the server)
10. **Insert Table | Edit Table/Cell** - required to display a table (tables not maintained from Word)
11. **Absolute** - not utilized in this context
12. **Special Characters** - insert special characters (@, ©, £, etc.)
13. **Line** - Insert a line (ruled line)
14. **Form Editor** - to insert form elements (radio buttons, checkboxes, etc.)
15. **Remove Formatting** - Undo all formatting of highlighted or selected text
16. **View/Edit Source** - View HTML Source Code for formatting tags
17. **Styles & Formatting** - Common website-style formatting
18. **Paragraph** - Common website style formatting for text (headings, etc.)
19. **Font Name** - Font Family (Arial, Times, Verdana, etc.)
20. **Font Size** - Common character sizes for website text
21. **Bold | Italic | Underline** - Standard font styles
22. **Left | Center | Right | Justify** - Paragraph text alignment
23. **Numbering | Bullets** - Inserts/creates numbered or bulleted lists
24. **Indent | Outdent** - Indent or Outdent text in lists for topic and subtopic formats or quoted blocks of text