

3. In the word match list box, if necessary, select a matching word to help narrow the search.
4. In the topics list box, select the desired topic.
5. Choose Display.

**To start Windows NT programs:**

1. On the taskbar, click the Start button.
2. From the Start menu, choose Programs.
3. From the Programs submenu, choose the desired program or submenus as necessary.

**To create a WordPad document:**

1. Start WordPad.
2. Type the document text.

**To use a toolbar:**

1. If necessary, from the View menu, choose Toolbar.
2. On the toolbar, click the button you want to use.

**To save a new document:**

1. On the toolbar, click the Save button.
2. In the Save As dialog box, in the File name text box, type a name for the file.
3. In the Save in drop-down list box, select the desired drive.
4. Select the desired folder by double-clicking its icon.
5. Choose Save.

**To position the insertion point:**

1. Move the mouse pointer to the desired position within the document.
2. Click the mouse button.

**To insert text:**

1. Position the insertion point where the text is to be inserted.
2. Type the text.