

Dummy Text for HW04

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Global Template¹

On the Tools menu, click Templates and Add-Ins.

To unload a template or add-in and remove it from the box under global templates and add-ins, click the item in the box, and then click Remove.

To unload a template or add-in but leave it in the Global templates and add-ins box, clear the check box next to the name of the item.

If you unload a template that's located in your startup folder, Word unloads the template for the current Word session but will automatically reload it the next time you start Word. To locate or change your Startup setting, click Options on the Tools menu, and then click the File Locations tab.

The Remove button is unavailable when the template you select is located in your startup folder.

Unloading a template or add-in from Word does not remove it from your computer.



Envelopes

You can create a default return address that appears appears on all envelopes you print, or you can include a logo or other graphic images with your return address. On the Tools menu, click envelopes and Labels, and then click click the envelopes tab. Enter the address information, and then select the options you want. To select an envelope size, the type of paper feed, and other options, click Options. To print the envelope, insert the envelope in the printer as shown in the Feed box, and then click Print. To add the envelope as a separate section at the beginning of the document, click Add To Document. I thank you for correcting all these errors.

Number of characters in 3 previous paragraphs: 116

¹ Some of this "Dummy Text" is from MS-Word Help Topics

The World

Cities

ISTANBUL: Only when you walk along its historic streets, when you see with your own eyes the architectural masterpieces of Byzantine and Ottoman Empires in their original setting, when you enjoy the panoramic vistas of its unique location, and when you start to explore its mystical beauties – only then will you begin to discover, and to fall in love with Istanbul. Istanbul is the most developed and largest city of Turkey, and the latest discoveries indicate that the history of human habitation goes back 400,000 years ago.²

PARIS: This city has all but exhausted the superlatives that can reasonably be applied to any city. Notre Dame and the Eiffel Tower have been described countless times, as have the Seine and the subtle (and not-so-subtle) differences between the Left and Right Banks. Yet, what writers have never been able to even slightly reflect is the grandness and magic.³

LONDON: One of the world's most visited cities, London has something for everyone, from history to culture, art, grand museums, dazzling architecture, royalty, diversity and irrepressible pizzazz.⁴

Countries

TURKEY: Did you know that Turkey hosts the most archaeological sites in the world? Anatolia is the birthplace of many civilizations, empires, historic figures and legends, some dating back to 6500 BC. Ephesus (Temple of Artemis), City of Troy, Cappadocia and the cave church of St. Peter are among some of the countless important sites to visit in your Turkey vacation.⁵

FRANCE: Welcome to France, a country that seduces travelers with its unceasingly familiar culture woven around terraces, village-square markets and lace-curtained bistros with their *plat du jour* (dish of the day) chalked on the board.⁶

ENGLAND: To journey through England is to journey through time (interspersed with several cups of tea) - from the ancient megaliths of Stonehenge to the space-age domes of the Eden Project in Cornwall.⁷

2 Read more: <http://www.goturkey.com/en/city/detail/istanbul>

3 Read more: <http://www.lonelyplanet.com/france/paris#ixzz2MfHeeOIv>

4 Read more: <http://www.lonelyplanet.com/england/london#ixzz2MfIYpiJl>

5 Read more: http://www.goturkey.com/en/pages/read/top_reasons_to_visit

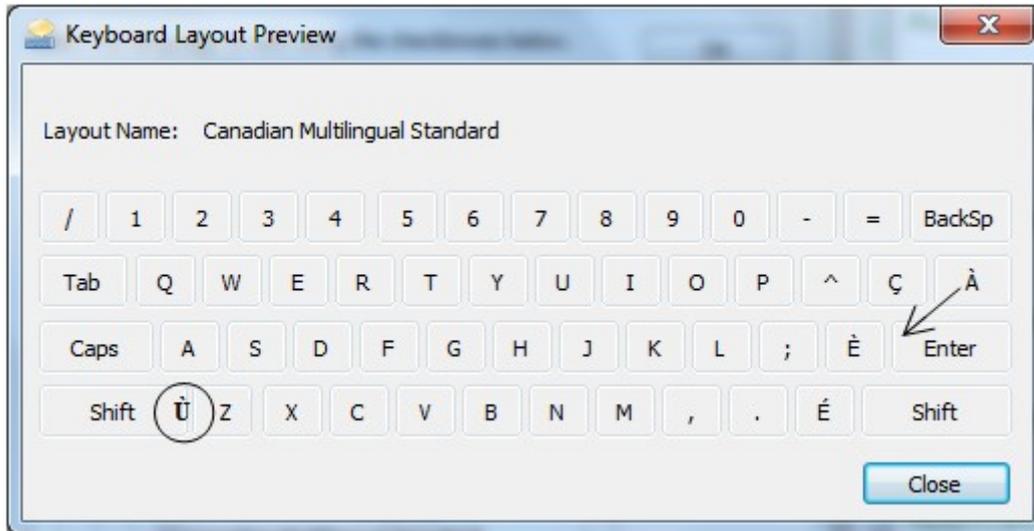
6 Read more: <http://www.lonelyplanet.com/france#ixzz2MfHGva00>

7 Read more: <http://www.lonelyplanet.com/england#ixzz2MfIMXnmF>

Spanish

¿Esta Susana en casa?

French



Ça a toujours été le rêve de Lucie: vivre dans la Ville lumière – pas simplement à Noël – la ville des œuvres d'art, du quartier latin, du vin, et qui sait, peut-être la ville d'une petite histoire d'amour.