

How to insert / delete an extra page?

1. Click Tools menu> Manage Extra Pages.
2. To insert click the New File button.
3. In the title of the page enter the name of the page.
- 4.
5. In the edit field, enter the text you want to add, and you can use different colors, sizes, and fonts. It works pretty much like Word.
6. To end click the insert button.

Video: <https://www.youtube.com/watch?v=LPQ5t-Qq5rc&feature=youtu.be>

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