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Bring to Front

Bring to Back

These buttons push objects like pictures and boxes forward and backward and can help you move a box so text shows completely in the event it is hidden. You may not need these buttons at all.

The fact sheets you requested are recorded in color as PDFs and also as MS Word documents. MS Word documents are conversions made from MS Publisher files. They are generally 99% the same, but sometimes graphic elements alter. MS Publisher is a far better graphics program and we encourage you to use it exclusively. The diagram below shows how to make text reappear if it partially hides inside a text box within one of the MS Word files. The problem is rare, but it sometimes happens.

To make hidden text reappear, **highlight it with your mouse** and click on “Clear Formatting” at the top of your tool bar on the left.



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re actionable goals: Admitting a problem and agreeing to treatment is an exceedingly difficult hurdle for an alcoholic – that you need to capitalize on before he is to change his mind. Have a specific treatment facility available so that you may act quickly and decisively should you gain compliance. You can find local treatment facilities at addtreatment.samhsa.gov. You may also consult with a local addiction treatment provider.