（ページ設定）
文字数：20 字、行数：24 行
日本語用フォント：+本文のフォント - 日本語、フォントサイズ：10.5pt
英数字用フォント：Arial
余白：上下左右：10ｍｍ、印刷の向き：縦
用紙：はがき

※↵は、空白行、または改行します。
※入力前に、下の 2 つの設定をします。
・文字列の配置を「左揃え」にします。（1 行目のタイトルのみ中央揃え）
・""ではなく、" " のような表記になるように、入力オートフォーマット設定を変更します。「左右の区別がない引用符を、区別がある引用符に変更する」のチェックを外します。

入力例

中央揃え
The Greedy Dog↵
↵
One day, there was a dog holding a piece of meat in his mouth and he was crossing a bridge. When he looked down the river, he found there was also a dog holding a piece of meat in his mouth. He looked at the dog and thought.↵
"His piece of meat seems bigger than mine."↵
He got so jealous of the dog.↵
"Oh, yes. I will make the dog surprised and when he drops the meat, I will get it."↵
Then the greedy dog growled to the dog in the river.↵
"Woof! Woof!"↵
As soon as he opened his mouth, the meat in his mouth fell into river with a splash.↵
"Oh, no!"↵
He saw a very disappointed dog in the reflection of the river. Now he realized that it was his own reflection in the water, not another dog.↵

※この練習が終わったら、オプションの設定を戻します。

編集例

文章の部分を、すべて「両端揃え」にし、「ハイフネーション」を自動設定します。
更に、ページ設定を、「フォントサイズ：10pt、文字数：19字、行数：23行に変更」に変更します。

The Greedy Dog

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He saw a very disappointed dog in the reflection of the river. Now he realized that it was his own reflection in the water, not another dog.