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AGM Minutes (15\_03\_21)

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[michael.parker@enhanceable.org](https://docs.google.com/document/u/0/d/1e4P7FMQ7nOF12OPgGQ9eoWpawixatRdZ/edit?dls=true&usp=gmail_attachment_preview&authuser=0)

[All Brand accounts](https://myaccount.google.com/brandaccounts?authuser=0&continue=https://docs.google.com/document/u/0/d/1e4P7FMQ7nOF12OPgGQ9eoWpawixatRdZ/edit?dls%3Dtrue%26usp%3Dgmail_attachment_preview&service=/document/u/0/d/1e4P7FMQ7nOF12OPgGQ9eoWpawixatRdZ/edit?dls%3Dtrue%26usp%3Dgmail_attachment_preview%26authuser%3D$authuser)

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File

Edit

View

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Format

Tools

Help

Accessibility

Debug

Last edit was 3 minutes ago

Unsaved changes to Drive

See new changes

Normal text

Arial

Image options

Image options

Replace image

Accessibility

Editing

To enable screen reader support, press ⌘+Option+Z To learn about keyboard shortcuts, press ⌘slash

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Minutes‌ ‌of‌ ‌the‌ ‌Annual‌ ‌General‌ ‌Meeting‌ ‌of‌ ‌EnhanceAble‌ ‌2020‌ ‌

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**Date‌ ‌of‌ ‌meeting‌**:‌ ‌15‌ ‌March,‌ ‌2021,‌ ‌7:00‌ ‌pm‌ ‌

 ‌

**Present‌**:‌ ‌

 ‌ ‌

Stephen‌ ‌Norton‌ ‌(Chair)‌ ‌

Nick‌ ‌Ainley‌ ‌

Michael‌ ‌Parker‌ ‌(Secretary)‌ ‌

Gael‌ ‌McIver‌ ‌

Hannah‌ ‌Piper‌ ‌

Mark‌ ‌Martin‌ ‌

Megan‌ ‌Templeman‌ ‌

Angeline‌ ‌Garvey‌ ‌

Jide‌ ‌Onabajo‌ ‌

David‌ ‌Hagarty‌ ‌

Imogen‌ ‌Ward‌ ‌

Elizabeth‌ ‌Anderson‌ ‌

 ‌

**In‌ ‌Attendance:‌ ‌**

Julie‌ ‌Hagarty‌ ‌(CEO)‌**‌**

David‌ ‌Fox‌ ‌

Ann‌ ‌Wilson‌ ‌

Tom‌ ‌Barkan‌ ‌ ‌

 ‌

**‌**

**Apologies:‌ ‌**

**‌**

Gurjit‌ ‌Sekhon‌ ‌

 ‌

**‌**

**‌**

1.Joint‌ ‌report‌ ‌by‌ ‌Chair‌ ‌and‌ ‌CEO‌ ‌ ‌

The‌ ‌Chair‌ ‌welcomed‌ ‌everyone‌ ‌to‌ ‌the‌ ‌meeting,‌ ‌and‌ ‌confirmed‌ ‌that‌ ‌sufficient‌ ‌members‌ ‌were‌ ‌

in‌ ‌attendance‌ ‌to‌ ‌make‌ ‌the‌ ‌meeting‌ ‌quorate.‌ ‌The‌ ‌Chair‌ ‌explained‌ ‌that‌ ‌this‌ ‌was‌ ‌the‌ ‌Charity’s‌ ‌

delayed‌ ‌2020‌ ‌Annual‌ ‌General‌ ‌Meeting.‌ ‌The‌ ‌Charity‌ ‌had‌ ‌been‌ ‌unable‌ ‌to‌ ‌hold‌ ‌the‌ ‌meeting‌ ‌

within‌ ‌the‌ ‌2020‌ ‌calendar‌ ‌year‌ ‌

 ‌

The‌ ‌CEO‌ ‌gave‌ ‌particular‌ ‌thanks‌ ‌to‌ ‌Mike‌ ‌Kemsley‌ ‌and‌ ‌Gael‌ ‌MacIver,‌ ‌who‌ ‌had‌ ‌served‌ ‌14‌ ‌and‌ ‌

24‌ ‌years‌ ‌respectively‌ ‌as‌ ‌Trustees‌ ‌at‌ ‌EnhanceAble.‌ ‌The‌ ‌CEO‌ ‌also‌ ‌thanked‌ ‌Byron‌ ‌Turner‌ ‌and‌ ‌

Brian‌ ‌Garcia‌ ‌for‌ ‌their‌ ‌time‌ ‌as‌ ‌Trustees‌ ‌and‌ ‌commitment‌ ‌to‌ ‌the‌ ‌charity.‌ ‌All‌ ‌four‌ ‌trustees‌ ‌were‌ ‌

not‌ ‌standing‌ ‌for‌ ‌re-election.‌ ‌

 ‌

 ‌

The‌ ‌CEO‌ ‌formally‌ ‌welcomed‌ ‌Ann‌ ‌Wilson‌ ‌and‌ ‌Gurjit‌ ‌Sekhon,‌ ‌who‌ ‌have‌ ‌joined‌ ‌the‌ ‌senior‌ ‌

management‌ ‌team‌ ‌over‌ ‌the‌ ‌past‌ ‌year.‌ ‌ ‌

 ‌

The‌ ‌CEO‌ ‌remembered‌ ‌the‌ ‌service‌ ‌users‌ ‌who‌ ‌have‌ ‌unfortunately‌ ‌passed‌ ‌away‌ ‌in‌ ‌the‌ ‌last‌ ‌

year,‌ ‌including‌ ‌Andy‌ ‌Christmas,‌ ‌Najma‌ ‌Asward,‌ ‌Brian‌ ‌Potter,‌ ‌Linda‌ ‌Cave‌ ‌Whitely,‌ ‌Robert‌ ‌

Belair,‌ ‌and‌ ‌most‌ ‌recently‌ ‌Jim‌ ‌Costello,‌ ‌whose‌ ‌parents‌ ‌were‌ ‌part‌ ‌of‌ ‌the‌ ‌original‌ ‌founding‌ ‌

team‌ ‌at‌ ‌EnhanceAble.‌ ‌ ‌

 ‌

The‌ ‌CEO‌ ‌welcomed‌ ‌Stephen‌ ‌Norton‌ ‌as‌ ‌Chair‌ ‌of‌ ‌the‌ ‌Board‌ ‌of‌ ‌Trustees.‌ ‌ ‌

 ‌

The‌ ‌Chair‌ ‌thanked‌ ‌former‌ ‌Chair‌ ‌Nick‌ ‌Ainley,‌ ‌for‌ ‌his‌ ‌commitment,‌ ‌wisdom‌ ‌and‌ ‌support‌ ‌and‌ ‌

was‌ ‌pleased‌ ‌that‌ ‌he‌ ‌would‌ ‌be‌ ‌continuing‌ ‌with‌ ‌EnhanceAble‌ ‌as‌ ‌a‌ ‌Trustee.‌ ‌ ‌

 ‌

The‌ ‌Chair‌ ‌gave‌ ‌a‌ ‌report‌ ‌of‌ ‌the‌ ‌previous‌ ‌year,‌ ‌and‌ ‌mentioned‌ ‌that‌ ‌the‌ ‌pandemic‌ ‌has‌ ‌allowed‌ ‌

EnhanceAble‌ ‌to‌ ‌review‌ ‌and‌ ‌enhance‌ ‌the‌ ‌relationships‌ ‌with‌ ‌its‌ ‌funders,‌ ‌and‌ ‌better‌ ‌evaluate‌ ‌

its‌ ‌ability‌ ‌to‌ ‌provide‌ ‌its‌ ‌core‌ ‌services.‌ ‌

 ‌

The‌ ‌Chair‌ ‌welcomed‌ ‌Megan‌ ‌Templeman,‌ ‌Jide‌ ‌Onabajo‌ ‌and‌ ‌Angeline‌ ‌Garvey‌ ‌as‌ ‌new‌ ‌

trustees‌ ‌who‌ ‌had‌ ‌joined‌ ‌during‌ ‌the‌ ‌year‌ ‌and‌ ‌who‌ ‌would‌ ‌be‌ ‌nominated‌ ‌at‌ ‌the‌ ‌meeting‌ ‌to‌ ‌

remain‌ ‌as‌ ‌trustees‌ ‌and‌ ‌directors‌ ‌during‌ ‌the‌ ‌course‌ ‌of‌ ‌the‌ ‌meeting.‌ ‌

 ‌

The‌ ‌Chair‌ ‌thanked‌ ‌the‌ ‌managers,‌ ‌staff,‌ ‌and‌ ‌volunteers‌ ‌who‌ ‌enable‌ ‌EnhanceAble‌ ‌to‌ ‌function,‌ ‌

with‌ ‌particular‌ ‌thanks‌ ‌to‌ ‌the‌ ‌senior‌ ‌management‌ ‌team‌ ‌and‌ ‌the‌ ‌CEO.‌ ‌ ‌

**‌**

The‌ ‌CEO‌ ‌reported‌ ‌that‌ ‌the‌ ‌pandemic‌ ‌has‌ ‌made‌ ‌EnhanceAble‌ ‌a‌ ‌more‌ ‌resilient‌ ‌charity,‌ ‌and‌ ‌

one‌ ‌that‌ ‌values‌ ‌its‌ ‌staff‌ ‌and‌ ‌service‌ ‌users‌ ‌even‌ ‌more‌ ‌than‌ ‌before.‌ ‌ ‌

The‌ ‌CEO‌ ‌added‌ ‌that‌ ‌risk‌ ‌management‌ ‌has‌ ‌been‌ ‌a‌ ‌key‌ ‌factor‌ ‌in‌ ‌which‌ ‌EnhanceAble‌ ‌has‌ ‌

enhanced,‌ ‌and‌ ‌the‌ ‌challenges‌ ‌caused‌ ‌by‌ ‌the‌ ‌pandemic‌ ‌have‌ ‌energised‌ ‌EnhanceAble‌ ‌to‌ ‌

build‌ ‌better‌ ‌relationships‌ ‌with‌ ‌its‌ ‌partners.‌ ‌ ‌

 ‌

The‌ ‌CEO‌ ‌thanked‌ ‌the‌ ‌volunteers,‌ ‌staff,‌ ‌managers,‌ ‌and‌ ‌senior‌ ‌management‌ ‌team‌ ‌for‌ ‌their‌ ‌

tremendous‌ ‌work‌ ‌throughout‌ ‌the‌ ‌pandemic.‌ ‌

 ‌

The‌ ‌CEO‌ ‌reportedthat‌ ‌EnhanceAble‌ ‌has‌ ‌built‌ ‌a‌ ‌‘Road‌ ‌to‌ ‌Recovery,’‌ ‌in‌ ‌order‌ ‌to‌ ‌plan‌ ‌its‌ ‌

transition‌ ‌back‌ ‌to‌ ‌operating‌ ‌at‌ ‌full‌ ‌capacity.‌ ‌ ‌

 ‌

The‌ ‌CEO‌ ‌reported‌ ‌that‌ ‌EnhanceAble‌ ‌has‌ ‌been‌ ‌awarded‌ ‌a‌ ‌contract‌ ‌by‌ ‌Achieving‌ ‌for‌ ‌Children‌ ‌

to‌ ‌run‌ ‌a‌ ‌brand‌ ‌new‌ ‌service‌ ‌for‌ ‌disabled‌ ‌children,‌ ‌which‌ ‌will‌ ‌add‌ ‌an‌ ‌additional‌ ‌£1‌ ‌million‌ ‌to‌ ‌

EnhanceAble’s‌ ‌income.‌ ‌ ‌

 ‌

The‌ ‌Chair‌ ‌and‌ ‌CEO‌ ‌thanked‌ ‌everyone‌ ‌involved‌ ‌at‌ ‌EnhanceAble‌ ‌once‌ ‌again‌ ‌for‌ ‌their‌ ‌

tremendous‌ ‌support‌ ‌throughout‌ ‌the‌ ‌pandemic‌ ‌and‌ ‌their‌ ‌commitment‌ ‌to‌ ‌the‌ ‌charity.‌ ‌

 ‌

2.Approving‌ ‌changes‌ ‌to‌ ‌the‌ ‌Articles‌ ‌of‌ ‌Association‌ ‌

Company‌ ‌Secretary‌ ‌Michael‌ ‌Parker‌ ‌reported‌ ‌that‌ ‌the‌ ‌directors‌ ‌had‌ ‌decided‌ ‌during‌ ‌the‌ ‌

course‌ ‌of‌ ‌the‌ ‌year‌ ‌that‌ ‌it‌ ‌was‌ ‌appropriate‌ ‌to‌ ‌review‌ ‌the‌ ‌Articles‌ ‌of‌ ‌Association‌ ‌of‌ ‌the‌ ‌Charity.‌ ‌

 ‌

He‌ ‌advised‌ ‌that‌ ‌there‌ ‌are‌ ‌two‌ ‌documents‌ ‌which‌ ‌govern‌ ‌EnhanceAble‌ ‌as‌ ‌a‌ ‌company:‌ ‌

EnhanceAble’s‌ ‌Memorandum‌ ‌of‌ ‌Incorporation‌ ‌and‌ ‌its‌ ‌Articles‌ ‌of‌ ‌Association.‌ ‌The‌ ‌

Memorandum‌ ‌sets‌ ‌out‌ ‌in‌ ‌broad‌ ‌terms‌ ‌the‌ ‌objects‌ ‌that‌ ‌EnhanceAble‌ ‌seeks‌ ‌to‌ ‌pursue‌ ‌and‌ ‌the‌ ‌

Articles‌ ‌set‌ ‌out‌ ‌in‌ ‌more‌ ‌detail‌ ‌the‌ ‌mechanisms‌ ‌by‌ ‌which‌ ‌we‌ ‌govern‌ ‌ourselves‌ ‌dealing‌ ‌

principally‌ ‌with‌ ‌appointment‌ ‌and‌ ‌removal‌ ‌of‌ ‌directors‌ ‌and‌ ‌the‌ ‌structure‌ ‌of‌ ‌General‌ ‌and‌ ‌

Directors‌ ‌meetings.‌ ‌The‌ ‌existing‌ ‌articles‌ ‌were‌ ‌of‌ ‌some‌ ‌age‌ ‌and‌ ‌did‌ ‌not‌ ‌adequately‌ ‌deal‌ ‌with‌ ‌

changed‌ ‌circumstances.‌ ‌Accordingly‌ ‌the‌ ‌Directors‌ ‌had‌ ‌caused‌ ‌to‌ ‌be‌ ‌prepared‌ ‌a‌ ‌revised‌ ‌set‌ ‌

of‌ ‌articles‌ ‌which‌ ‌are‌ ‌primarily‌ ‌based‌ ‌on‌ ‌the‌ ‌template‌ ‌recommended‌ ‌by‌ ‌the‌ ‌Charity‌ ‌Law‌ ‌

Association.‌ ‌It‌ ‌was‌ ‌not‌ ‌proposed‌ ‌to‌ ‌change‌ ‌the‌ ‌provisions‌ ‌of‌ ‌the‌ ‌Memorandum‌ ‌at‌ ‌this‌ ‌time.‌ ‌

 ‌

Michael‌ ‌Parker‌ ‌produced‌ ‌a‌ ‌copy‌ ‌of‌ ‌the‌ ‌proposed‌ ‌articles‌ ‌to‌ ‌the‌ ‌meeting‌ ‌and‌ ‌advised‌ ‌that‌ ‌

75%‌ ‌approval‌ ‌of‌ ‌members‌ ‌in‌ ‌attendance‌ ‌is‌ ‌required‌ ‌for‌ ‌the‌ ‌changes‌ ‌to‌ ‌be‌ ‌passed.‌ ‌He‌ ‌

proposed‌ ‌a‌ ‌resolution‌ ‌for‌ ‌the‌ ‌adoption‌ ‌of‌ ‌the‌ ‌new‌ ‌articles‌ ‌and‌ ‌this‌ ‌proposal‌ ‌was‌ ‌seconded‌ ‌

by‌ ‌the‌ ‌Chair.‌ ‌ ‌

 ‌

All‌ ‌members‌ ‌voted‌ ‌in‌ ‌favour‌ ‌of‌ ‌adoption‌ ‌of‌ ‌the‌ ‌Articles‌ ‌laid‌ ‌before‌ ‌the‌ ‌meeting‌ ‌and‌ ‌michael‌ ‌

Parker‌ ‌instructed‌ ‌to‌ ‌file‌ ‌the‌ ‌amended‌ ‌Articles‌ ‌at‌ ‌Companies‌ ‌House‌ ‌and‌ ‌with‌ ‌the‌ ‌Charity‌ ‌

Commission.‌ ‌

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3.Approving‌ ‌Accounts‌ ‌

 ‌

The‌ ‌Chair‌ ‌laid‌ ‌the‌ ‌draft‌ ‌accounts‌ ‌for‌ ‌the‌ ‌year‌ ‌ending‌ ‌March‌ ‌2020‌ ‌before‌ ‌the‌ ‌meeting.‌ ‌

 ‌

Nick‌ ‌Ainley‌ ‌proposed‌ ‌that‌ ‌the‌ ‌draft‌ ‌accounts‌ ‌for‌ ‌the‌ ‌accounting‌ ‌year‌ ‌ended‌ ‌31‌ ‌March‌ ‌2020‌ ‌

be‌ ‌approved‌ ‌and‌ ‌the‌ ‌Chair‌ ‌seconded‌ ‌the‌ ‌motion.‌ ‌ ‌

 ‌

All‌ ‌present‌ ‌members‌ ‌voted‌ ‌in‌ ‌favour‌ ‌of‌ ‌approving‌ ‌the‌ ‌accounts..‌ ‌ ‌

 ‌

4.Election‌ ‌of‌ ‌Officers‌ ‌and‌ ‌Trustees‌ ‌

 ‌

The‌ ‌members‌ ‌were‌ ‌invited‌ ‌to‌ ‌vote‌ ‌for‌ ‌the‌ ‌following‌ ‌elections‌ ‌of‌ ‌Trustees‌ ‌and‌ ‌Officers.‌ ‌ ‌

 ‌

Existing‌ ‌trustees‌ ‌seeking‌ ‌reelection:‌ ‌

Mark‌ ‌Martin‌ ‌

Proposed‌ ‌by‌ ‌Hannah‌ ‌Piper‌ ‌and‌ ‌seconded‌ ‌by‌ ‌Stephen‌ ‌Norton.‌ ‌

 ‌

Michael‌ ‌Parker‌ ‌ ‌

Proposed‌ ‌by‌ ‌Megan‌ ‌Tempelman‌ ‌and‌ ‌seconded‌ ‌by‌ ‌Stephen‌ ‌Norton.‌ ‌

 ‌

Co-opted‌ ‌Trustees‌ ‌during‌ ‌the‌ ‌year‌ ‌seeking‌ ‌election:‌ ‌

Angeline‌ ‌Garvey‌ ‌ ‌

Proposed‌ ‌by‌ ‌Mark‌ ‌Martin‌ ‌and‌ ‌seconded‌ ‌by‌ ‌Gael‌ ‌Mciver.‌ ‌

 ‌

Stephen‌ ‌Norton‌ ‌ ‌

Proposed‌ ‌by‌ ‌Mark‌ ‌Martin‌ ‌and‌ ‌seconded‌ ‌by‌ ‌Nick‌ ‌Ainley..‌ ‌ ‌

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Jide‌ ‌Onabajo‌ ‌

Proposed‌ ‌by‌ ‌Hannah‌ ‌Piper‌ ‌and‌ ‌seconded‌ ‌by‌ ‌Mark‌ ‌Martin.‌ ‌ ‌

 ‌

For‌ ‌Stephen‌ ‌Norton‌ ‌to‌ ‌be‌ ‌elected‌ ‌as‌ ‌Chair‌ ‌

Proposed‌ ‌by‌ ‌Megan‌ ‌Tempelman‌ ‌seconded‌ ‌by‌ ‌Jide‌ ‌Onabajo.‌ ‌ ‌

 ‌

For‌ ‌Michael‌ ‌Parker‌ ‌to‌ ‌be‌ ‌elected‌ ‌as‌ ‌Secretary‌ ‌

Proposed‌ ‌by‌ ‌Mark‌ ‌Martin‌ ‌and‌ ‌seconded‌ ‌by‌ ‌Angeline‌ ‌Garvey.‌ ‌

 ‌

For‌ ‌Jide‌ ‌Onabajo‌ ‌to‌ ‌be‌ ‌elected‌ ‌as‌ ‌Treasurer‌ ‌

Proposed‌ ‌by‌ ‌Hannah‌ ‌Piper‌ ‌and‌ ‌seconded‌ ‌by‌ ‌Gael‌ ‌Mciver.‌ ‌

 ‌

All‌ ‌members‌ ‌voted‌ ‌in‌ ‌favour‌ ‌of‌ ‌all‌ ‌proposals‌ ‌for‌ ‌election.‌ ‌ ‌

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5. ‌Proposal‌ ‌to‌ ‌reappoint‌ ‌auditors‌ ‌

 ‌

The‌ ‌auditors,‌ ‌Haines‌ ‌Watts,‌ ‌were‌ ‌proposed‌ ‌to‌ ‌be‌ ‌reappointed‌ ‌by‌ ‌Michael‌ ‌Parker,‌ ‌and‌ ‌

seconded‌ ‌by‌ ‌Jide‌ ‌Onabajo.‌ ‌All‌ ‌members‌ ‌agreed‌ ‌to‌ ‌the‌ ‌reappointment‌ ‌of‌ ‌the‌ ‌auditors.‌ ‌ ‌

 ‌

There‌ ‌being‌ ‌no‌ ‌other‌ ‌business‌ ‌the‌ ‌meeting‌ ‌concluded‌ ‌at‌ ‌7:54‌ ‌pm.‌ ‌ ‌

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1 of 4

approving

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Outline

Headings you add to the document will appear here.

Minutes of the Annual General Meeting of EnhanceAble 2020

In Attendance:

Apologies:

Changes by

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Michael Parker

michael.parker@enhanceable.org

Afrikaans

Azərbaycan

Bahasa Indonesia

Bahasa Melayu

Català

Čeština

Cymraeg

Dansk

Deutsch

Schweizer Hochdeutsch

Eesti

English (United Kingdom)

English (United States)

Español

Español (Latinoamérica)

Euskara

Filipino

Français

Français (Canada)

Galego

Hrvatski

Isizulu

Íslenska

Italiano

Kiswahili

Latviešu

Lietuvių

Magyar

Malti

မြန်မာစာ

Nederlands

Norsk (Nynorsk)

Norsk (Bokmål)

Polski

Português (Brasil)

Português (Portugal)

Română

Slovenčina

Slovenščina

Suomi

Svenska

Tiếng Việt

Türkçe

беларуская

Български

Қазақ

Монгол

Русский

Српски

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Ελληνικά

հայերեն

עברית

اردو

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فارسی

नेपाली

मराठी

हिन्दी

বাংলা

ਪੰਜਾਬੀ

ગુજરાતી

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中文（中国）

中文（台灣）

中文（香港）

日本語

한국어

Export options disabled

Share

Unlock(J)

New►

Open⌘O

Make a copy

Save as Google Docs(U)

Email►

Download►

Make available offline

Version history►

Rename

Move

Add shortcut to Drive(,)

Edit description(Y)⌘+Shift+E

Move to trash

Publish to the web

Document details(B)

Language►

Page setup

Print preview

Print⌘P

Export options disabled

Undo⌘Z

Redo⌘Y

Cut⌘X

Copy⌘C

Paste⌘V

Paste without formatting⌘+Shift+V

Delete

Select all⌘A

Find and replace⌘+Shift+H

Print layout

Mode►

Zoom►

Show ruler

Show document outlineCtrl+⌘A Ctrl+⌘H

Show equation toolbar

Show section breaks

Show increased menu spacing

Full screen

Image►

Table►

Drawing►

Chart(Q)►

Horizontal line

Date(4)

Footnote⌘+Option+F

Building blocks►

Special characters

Equation

New

Watermark(J)

Headers & footers►

Page numbers►

Break►

Link⌘K

Comment⌘+Option+M

Bookmark

Table of contents►

Left-to-right text

Right-to-left text

Text(S)►

Paragraph styles►

Align & indent►

Line & paragraph spacing►

Columns►

Bullets & numbering►

Headers & footers►

Headers & footers

Page numbers

Page orientation(3)

Table(2)►

Image►

Clear formatting⌘\

Borders & lines(Q)►

Spelling and grammar►

Word count⌘+Shift+C

Review suggested editsCtrl+⌘O Ctrl+⌘U

New

Compare documents

Citations(K)

Explore⌘+Option+Shift+I

Linked objects

Dictionary⌘+Shift+Y

Translate document

Voice typing⌘+Shift+S

Preferences

Accessibility settings

Activity dashboard(Z)

Activity dashboard privacy

Notifications(J)

Docs Help

Training

Updates

Help Docs improve

Report abuse/copyright

Keyboard shortcuts⌘/

Speak►

Edits►

Comments►

Footnote►

Headings►

Graphics►

List►

Link►

Table►

Section►

Misspelling►

Formatting►

Show live edits⌘+Option+Shift+R

Upload from computer

Search the web

Drive

Photos

By URL

Camera

Single

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Add space before paragraph

Add space after paragraph

Custom spacing

Keep with next

Keep lines together

Prevent single lines

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Checklist

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Photos

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Update 'Normal text' to match

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Update 'Title' to match

Apply 'Subtitle'

Update 'Subtitle' to match

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Apply 'Heading 5'⌘+Option+5

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Save as my default styles

Use my default styles

Reset styles

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Compose new message

Email this file

Email collaborators

Chat

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Edits become suggestions

Viewing

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Footnote►

Headings►

Graphics►

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Formatting►

Show live edits⌘+Option+Shift+R

More fonts

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Arial

Caveat►

Comfortaa►

Comic Sans MS

Courier New

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Georgia

Impact

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Merriweather►

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