

# Desktop Publishing



## Text Elements

Just as one would collect the tools needed for a physical construction project, it is important to start any desktop publishing project with the tools that will be most helpful.

Start with **Tools—>Options** in the Menu toolbar. Each of these tabs will change the way Microsoft Word responds as you work.

It is well worth your time to look at each of these tabs and change the settings for them on your own computer at home.

Some recommended settings and the tabs on which to find them are:

### Save:

**Uncheck** “Allow Fast Saves”

Check “Allow Background Saves”

Set Auto Recover Info every ... and make this a low number depending on how quickly you type.

### Spelling and Grammar:

Check “Check spelling as you type”

Check “Ignore words in uppercase; Ignore words with numbers; Ignore Internet and file addresses”

### Grammar Settings

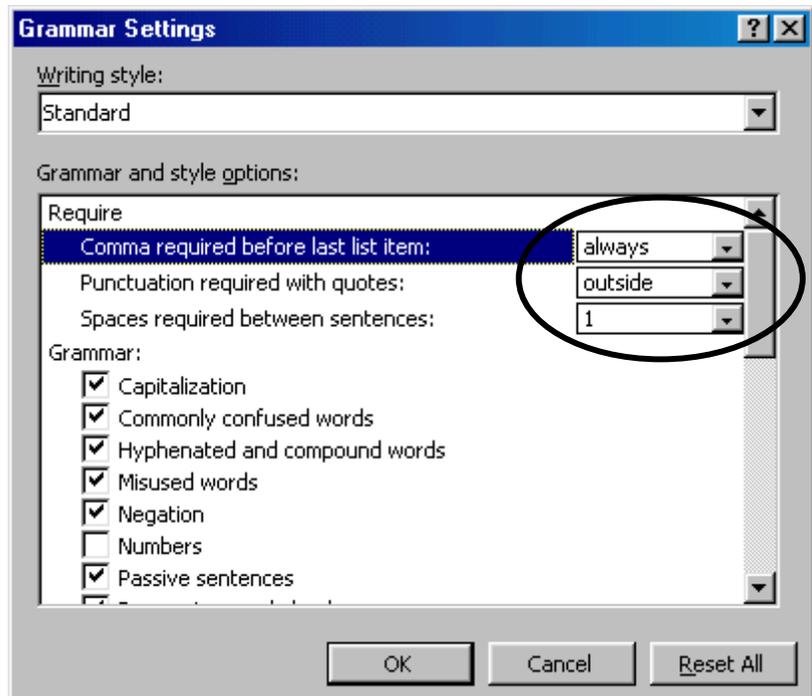
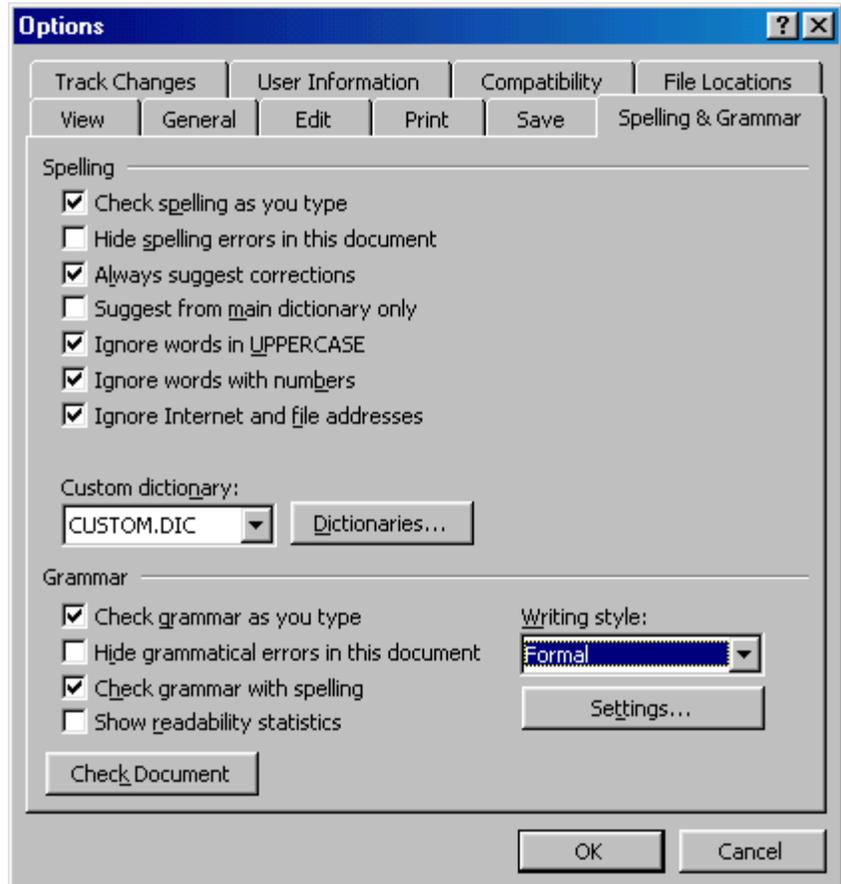
(lower part of the window; click on the button)

Choose the Writing style appropriate to your work: Casual, Standard, Formal, Technical, or Custom

Click on the “**Settings**” button to make some very specific changes to that writing style.

### Compatibility

Check “Add space for underlines”



## View—>Toolbars

Decide which of these commonly used toolbars (View—>Toolbars) displayed you need or want to use

### Top of the window

Menu

Standard

Formatting

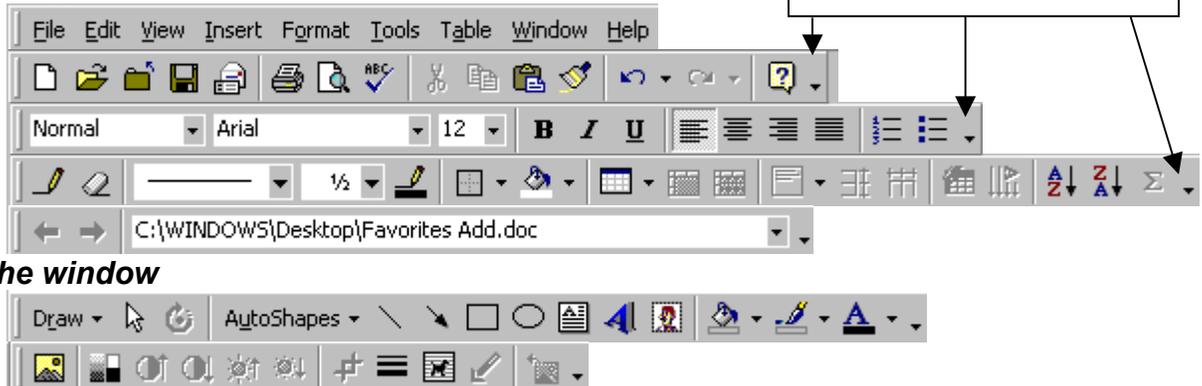
Table

Web

### Bottom of the window

Draw

Picture



Make sure you can see the “ruler” in a word processing document. If it is not visible, go to View --> Ruler and click on it so that a check mark appears.



## Exploring the Menu Bars

Text enhancements can usually be found under the **Insert** or **Format** columns, but you might not notice them if you have “short” menus enabled (short menus show only the more commonly used options, but there will be a double arrow at the bottom of the menu). Clicking the arrows or holding the menu open will show you all options available.

**Click on each of the Insert features explore the available options. Write your responses on the lines next to those options that you are most likely to use.**

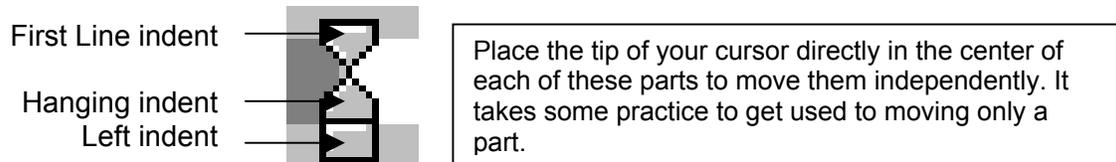
Insert Short Menu	Insert Full Menu	
Break...	Break...	_____
Symbol...	Page Numbers...	_____
Picture	Date and Time...	_____
File...	AutoText	_____
Hyperlink... Ctrl+K	Field...	_____
	Symbol...	_____
	Comment	_____
	Footnote...	_____
	Caption...	_____
	Cross-reference...	_____
	Index and Tables...	_____
	Picture	_____
	Text Box	_____
	File...	_____
	Object...	_____
	Bookmark...	_____
	Hyperlink... Ctrl+K	_____

Again, note the small right-facing triangles on some of these functions. These indicate additional sub-menus.

The options in the Insert and Format Menus still are text-formatting options.



Three kinds of indents that can be set using the first set of marks on the ruler:



**First Line indent**—most frequently used for the first line of a paragraph in traditional formats. “Block” style format does not use first line indents.

**Hanging Indents** are the opposite of first line; successive lines are indented where the first line is not. Teachers often use this for tests so that the answer spaces are clearly to the left of the questions.

**Left indents** move a whole block of text to the right of the left margin; highlight the whole block to apply this indent.

## Tabs

Various kinds of tabs produce a polished appearance in documents, when used appropriately. The far left portion of the ruler shows the tab setting. Be sure you have highlighted the text in which you want to set tabs. Clicking on the tab will cycle through the available kinds of tabs. Clicking on the ruler will then place that tab in the desired location of the document.

One common error that will create **huge formatting problems** is the use of multiple tabs to go from one line to the next, rather than a hard return (pressing the Enter key). Tabbing to the next line of text can make text move all over document when fonts or margins are changed.



Left tabs are the most commonly used--similar to indents



Right tabs were used at the Indents illustration and arrows above



Decimal tabs work well for aligning dollars, figures, or time

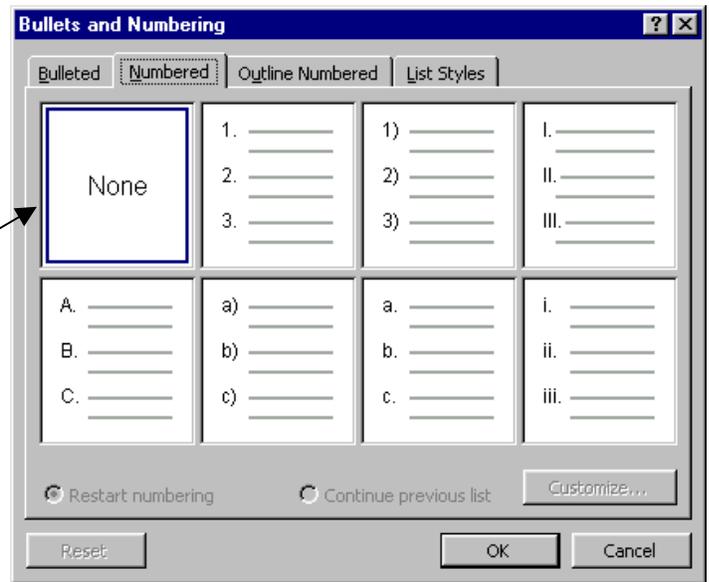
Look at the sets of numbers below. Which ones look better?

\$412.59		\$412.59		8:30 am		8:30 am
73.69	or	73.69		10:15 am	or	10:15 am
4.99		4.99		1:30 pm		1:30 pm

***Working with these tabs effectively takes a great deal of practice, but the result is worth the time.***

## Numbering

Microsoft Word frequently frustrates users who are numbering items in a document. The best advice, particularly for teachers who number questions in assignments, tests, etc., is to turn off the number formatting. This may have to be done more than once depending on the word processing formatting. **Format--> Bullets and Numbering**



## Tools

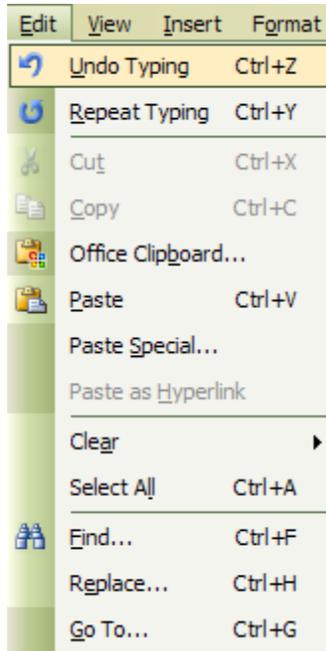
Newer versions of the Microsoft products (V. 2003) will give users some different options in addition to the traditional tools found in older versions, including Speech recognition options (but that are a whole lesson in itself). Other options that would constitute a need for some specific training and practice include Online Collaboration, Letters and Mailings, Macros, and Templates and Add-Ins.

For our purposes, **click on each of the Tool functions to see the available options. Write your responses on the lines next to those options that you are most likely to use.**

**Note:** The Tools shown here are from Windows XP OS and MS Word 2003

Tools	Table	Window	Help
Spelling and Grammar...			F7
Research...			Alt+Click
Language			
Word Count...			
AutoSummarize...			
Speech			
Shared Workspace...			
Track Changes			Ctrl+Shift+E
Compare and Merge Documents...			
Protect Document...			
Online Collaboration			
Letters and Mailings			
Macro			
Templates and Add-Ins...			
AutoCorrect Options...			
Customize...			
Options...			

## Keyboard Commands



Look at the **File and Edit menus** of at the top of Microsoft Word on your computer. Notice that many of the options also show some combination of keys at the right.

Look at the **File menu** to see some very commonly used keyboard commands for **Opening, Saving, and Printing** files.

Similarly the **Edit menu** will show you keyboard commands for many of the right-click, or Formatting functions found in the toolbar: **Copy, Cut, Paste, Undo, Repeat, Select All**, etc.

Those combinations of keys will produce the same results you would get using the menu or right-click options. Some people find these to be more effective and quicker ways to get the same results as moving and using the mouse.

If you are proficient at keying words into a document, try incorporating the ones you would use most frequently, one at a time, until it becomes second nature to use the keyboard.

## Headers and Footers

The most common uses of headers and footers would be the placement of page numbers, dates, document names, etc. on each page of a document. This can add an especially polished look to long and/or formal documents.

Go to **View→Header And Footer**. Notice how your page has changed. The body of the text is now grayed out and you have a small area at the top and bottom of the page where you will be working.

Common choices are available from the Header/Footer tool bar that appears when those areas are active. Check out the various buttons on the tool bar to see what options are commonly used. You can also format the header and footer here. Headers and footer are usually not included on the first page of a document. This would be where to set that option.



## Symbols

The use of symbols is another very simple way to polish your text. Go to **Insert→ Symbol** in the Menu Bar. When you activate this option, a new window will appear. Click on the “Special Characters” tab to see some common symbols that might be used in a document and can be inserted using keyboard commands.

Click back to the **Symbols tab** to see how you can add some unusual symbols that are really characters in a font set.

You can use the font that appears, or use the drop-down menu at the top of this window to choose another font. You will want to look for any font labeled “Dingbats”, “Wingdings”, “Webdings”, or any

other font that appears to be composed of symbols. Click on the symbol you want to insert, and close the window to return to your text.

## Tables

“Tables” are a way to organize and present information, but there are also a number of other uses for tables. Rows and columns compose a table. The intersection of a row and a column is called a cell, which is a small block of data. Tables can include text, numbers, and graphics in cells. A table in MS Word can also align and sort numbers in columns, and perform calculations on them.

Go to **Table-->Insert Table** to create a table within a word document. A new window will give you the options to create a new table and to change other settings about how the table will work within the document.

**Practice Task:** Create a small table that gives the months of the year and a holiday that occurs in each month.

Think about how you want to set this up—what will you put in the rows; what will you put in the columns; and will you need to label the rows and columns? Sketch it out on a piece of paper if it helps.



Try creating this table in a new Word document. There are a number of options and enhancements for tables that can be seen on the Tables toolbar.

## Hyperlinks

Any time a Uniform Resource Locator (URL) or web address is keyed into a Word document, it will automatically become an active hyperlink.

- ☞ The text becomes **blue** and **underlined**.
- ☞ Clicking on it (or holding the Control key while clicking on it) will take you to that page on the World Wide Web if you have an active Internet connection on your computer.

You can set hyperlinks manually so that the text itself becomes an active link without showing the actual URL/web address, or you can type in the address. **Note: Hyperlinks should always be typed in a serif font (Times New Roman, Bookman, etc.) so that the reader can distinguish among characters that look alike when typed in a sans serif font.**

See a short tutorial on the Web for this function at

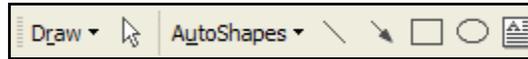
- ☞ [CyberBee](#)
- ☞ <http://www.cyberbee.com/word.html>



## Graphic Elements

Adding graphics—pictures, clip art, word art, special text boxes, shapes, etc.—can be some of the most exciting enhancements in word processing.

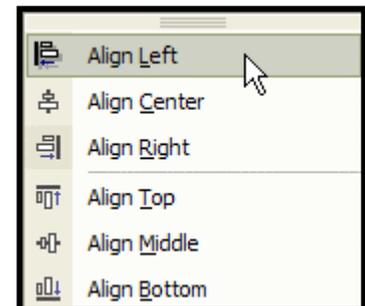
### Using the Draw Toolbar



When working with text boxes or any other graphic element, a number of things can make the graphics look better. Some of the options on this toolbar may seem obvious and some are easily confused and misunderstood. **Hold the cursor over each of the buttons** to see what function each performs. Note that there is a tool to draw squares/rectangles, which is quite different from the Textbox tool.

On a blank word document, **draw two Rectangles**. (If you want them to be perfect squares, hold the Shift key as you draw. This also works for the Oval button.) This option is in the Draw toolbar (shown at the top of this section); just click on the button, click on your page, and pull the mouse to draw.

Now, **hold down the shift button and click on the two (or more) items that you want to align**. You will know that you have chosen these items because little “handles” will appear along the outlines of each.



Click on the word “**Draw**” in the menu and a pop-up menu will appear. Click on “**align**” and choose how you want these items to be aligned—top, bottom, left, right, center, etc. Practice with this a few times.

### More Fun Draw Features

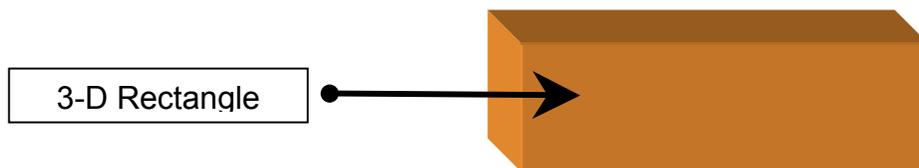
Check out some of the other buttons on the Draw toolbar. Notice that the pictures below use various kinds of arrows and text boxes, in addition to filling the original rectangle with color.



Plain Rectangle



Rectangle with Shadow



3-D Rectangle

You can also “lock” your graphics together so that they will become one “object” for ease in moving them on the page.

**Hold the Shift key and click on all of the objects you want to group together.** When you see that they are **all highlighted**, go to the **Draw** menu and choose **Group**. Choosing Ungroup can always separate them.

## AutoShapes

- Using the **Draw** toolbar, click on AutoShapes or use the **Insert** menu, position the pointer on **Picture**, and click **AutoShapes**.
- **Click** the button of the **category** of the shape you want, and a number of options will appear. **Choose the specific shape you want.**
- **Click the area of the page** where you want the shape to appear, and **drag the object diagonally** to the size you want.
- You can **change the color/pattern/texture** of a shape by clicking on the paint bucket in the Draw toolbar and using the next menu and tabs to get all kinds of effects.



# Word Art

Word Art gives you the option of making some very fancy text in about 3 seconds. Remember, **Word Art is a graphic element**, not really text.

Click on the  to choose Word Art from the Draw Menu, or use the Insert-->Picture-->Word Art from the top Menu Bar.



Enter the text that you want to display in the new window, and click away.

You can **change the color, fill pattern, or fill texture** of the Word Art by highlighting (clicking) the object. The **Word Art toolbar** should appear somewhere on the screen. Holding the mouse over each button will tell you what that button does, but the paint bucket button will allow you to **format the look—color, texture, etc.—**of the graphic. Play with the Word Art options on a blank word document to get used to this. You can also **change the style and shape of the Word Art** using buttons on the menu. Practice and play with these functions to get a good sense of what you can do.



## Adding Pictures

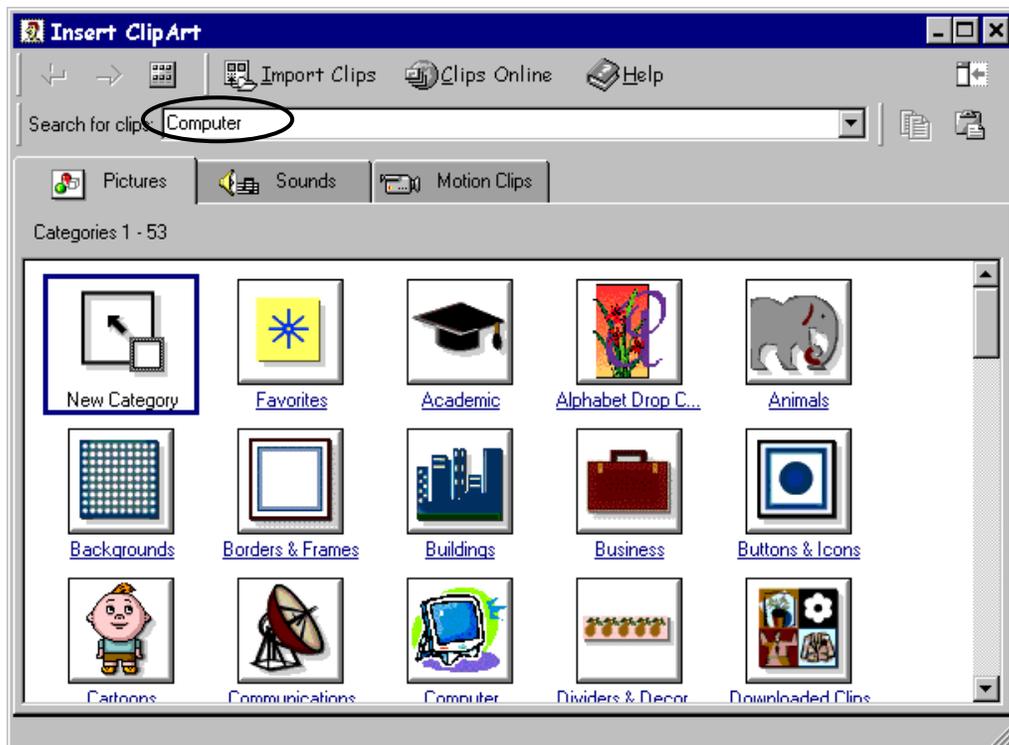
### Clip Art

Clip art is part of the Microsoft Office group of application. Click on your text at the point where you want to insert some clip

To insert one of these graphics, use **the Insert-->Picture-->Clip Art** function from the Menu Bar at the top of your window or using the  button in the Draw toolbar at the bottom of the page. When you click on this option, a new window will appear. You can type a "search word" to find specific images if you do not see a "category" that you are looking for, or you can click on any of the category boxes to view the clip art available.

When you have found the clip you want to insert, click on it and a small menu will appear. If you left click and a picture menu appears, click on the first icon with an arrow; if you right click, you will get a text menu-> paste. This will put the clip art in your documents, but there are a few other steps you so that you can work with the art.

You can also insert graphics from a file that you maintain on your computer (Insert-->Picture-->From File).



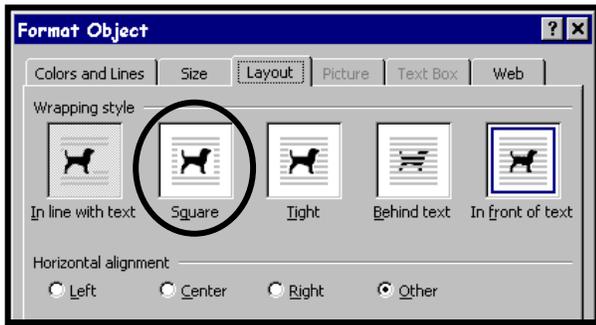
### Resizing the clip art (or any other graphic element)

Put the cursor on ant one of the corner handles (circled) and pull diagonally toward the center. This will make the picture smaller. Pull out from the center to enlarge the picture.

Next, double click on the picture and chose the layout tab from the window that appears. (See illustration on the next page.)

The best choices for clip art are "square" and "other" which will allow you to move the picture any place on the page and the text will wrap around it. You can experiment with other





choices for different effects. This choice will probably make your clip art “jump” to a new position on the page, but you can pull it to the place you want it.

**The graphic elements will require a bit of practice. Spend some time working with these elements to use them to your best advantage.**