

# Making Microsoft Word® Sing

It's more than just a typewriter!

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## Notice

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It is hard to keep up with Microsoft. They are continually updating and releasing newer versions of Word. Your presenter is most familiar with Word 97 for the PC. I have been working with Word 2000 for the PC for about a month and find that for our purposes, very little has changed. I am fairly familiar with the Macintosh versions of Word, but did not have access to a recent version in the preparation of this workshop. Word XP has recently been released. While I have not seen it yet, I have faith that the changes and additions made by Microsoft will not have a significant effect on the material presented in this workshop.

It would have become a monumental task to include individual instructions for all recent versions of Word. This booklet is designed to be used with Word 2000. If you use a different version, the vast majority of this material should still be accurate.


This entire booklet was produced using Word 2000.

## Conventions

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When you see text like ‘File → Save As’—it means that you should click on the ‘File’ menu, then click on ‘Save As’

When you are asked to click or hit a button with text printed on it, it will be represented like ‘Shift’.

If the button has an icon, the name and picture of the button will be provided as in: Click the ‘Text Box’ button 

## Thank You

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A big **thank you** to Paul Rosenow (Manitowoc LHS ’78) and the staff of Rosenow Express Images in Glendale, California for printing this handout. Taking special Word documents to be printed professionally adds a great deal to the look of the finished product!

# Objectives

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The bar has been raised! There was a time where the best the average Joe could do to produce printed material was to use a typewriter. There were very few options when it came to designing printed material. A first rate church bulletin of twenty-five years ago may have sported a cross composed of asterisks as its only non-textual element. Today personal computers and word processing software such as Microsoft Word® give users the tools to produce documents that equal professionally produced documents.

Supplying the average person with the finest of sculpting tools and a magnificent piece of marble do not assure that a museum quality sculpture will be produced. To a lesser degree, this is the challenge that faces those of us who must produce documents for public dissemination. The quality of documents that is expected of us today is considerably greater than it once was. The bar has been raised!

This booklet consists of two primary sections. The first discusses some of the rules and principles of typography and graphic design. The second, and larger portion, will demonstrate how to make use of the tools contained in Microsoft Word to carry out these principles.

**Upon completion of this workshop—and with some individual work at home—participants will:**

- **understand some basic rules of text design.**
- **be able to apply these rules using Microsoft Word to produce more sophisticated documents.**
- **have a useful resource to refer to in the future.**

## Some Design Basics

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It is important to remember the reason for producing printed documents...**to clearly communicate with our readers**. Different types of documents warrant different types of design. A business letter does not need to “cry out” for the attention of the reader, whereas a VBS flyer most certainly should be an attention grabber. The principles of design apply to all types of printed media. What follows is a brief summary of some brief summaries of the monstrous volume of research in typography and design.

### ***Unlearning what your typing teacher taught you***

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Those of us whose first keyboard was a typewriter have a few things to unlearn. (These are just the guidelines, we’ll talk about how apply them later.)

#### **Use only one space after periods, commas, semicolons, and colons**

Word processing fonts are—for the most part—proportional fonts. This means that each letter takes up a different amount of space. See the section on ‘Fonts’ that follows.

#### **Use hyphens, en dashes, and em dashes appropriately**

A **hyphen** (-) is used only to hyphenate words (duh!) as in “multi-page” or when breaking a word at the end of a line.

An **en dash** (–), so-called because it is the width of an uppercase N, is generally used where the word “to” might be used (as in Oshkosh – Appleton, 9:00 – 9:45 A.M., or 3 – 5 years).

An **em dash** (—) is twice as long as an en dash—the width of an uppercase M—and is used as we might use parentheses—like right here—or where you might use a colon. An em dash can also be used to indicate an abrupt change of thought.

#### **Use special characters whenever necessary (subscripts, superscripts, fractions, etc.)**

Simply because ‘H<sub>2</sub>O’ is better than ‘H2O’, ‘¼’ is better than ‘1/4’, ‘32°’ beats ‘32-degrees’, etc. Besides, you can’t roll a word processor up or down like you had to on a typewriter!

#### **Use accent marks if it is part of the word**

This fits in with the above special characters. For example: Nuñez or fünf

## Don't underline

Underlining was one of very few options for emphasis on the typewriter. Use bold and italic for emphasis. If you want to underline, draw the line in, that way it won't interfere with the “descenders” of letters (the parts of letters like g, p, j, and y that hang below the line). Look at these examples:

<u>The goats play jai alai for the queen.</u>	<u>The goats play jai alai for the queen.</u>
(underlined)	(drawn underscore)

## Don't use all caps in body text—only rarely in headings

This is the other old option for emphasis on a typewriter. Use **boldface** to make something stand out. ALL CAPS ARE MORE DIFFICULT TO READ, SO USE THEM SPARINGLY IN HEADINGS.

## Don't use spaces to align text

One reason to avoid this is that if you later change the font size, it messes up the spacing as well. Another reason is that it just won't work for formatting columns with a proportional font (see the font section that follows).

Tabs, indents, and tables are the proper ways to align text with a word processor.

## Use tabs properly—don't use multiple tabs to space

On a typewriter we were taught to hit tabs multiple times. In word processing software there are generally four types of tabs. You should almost never need to hit the 'Tab' key twice or more in a row.

## Use a one-em first-line indent when indenting paragraphs

Typesetters either don't indent paragraphs (They will space between them.) or will use a one em—equivalent to an en dash—instead. On a typewriter we were generally taught to leave a five space or half-inch indent.

## Use hanging indents for numbered lists, bulleted lists, and the like

<p style="text-align: center;">This</p> <p>9. I will do one hundred push-ups every day.</p> <p>10. I will remember so say something nice every day.</p> <p style="text-align: center;">or</p> <p>M: In the name of the Father, Son, and Holy Spirit</p> <p>C: Amen.</p>	<p style="text-align: center;">Not</p> <p>9. I will do one hundred push-ups every day.</p> <p>10. I will remember so say something nice every day.</p> <p style="text-align: center;">or</p> <p>M: In the name of the Father, Son, and Holy Spirit</p> <p>C: Amen.</p>
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## Leave no widows or orphans

A **widow** is when a paragraph ends and leaves fewer than seven characters on the last line.

An **orphan** is the last line of a paragraph that is carried onto the next column all by itself.

This principle grows in importance depending on the circulation of the document you are preparing. For newsletters, brochures, or handbooks this deserves close attention. Adding or deleting a word, adding a space, or changing the column length, usually corrects it.

<p>You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled by men.</p>	<p>You are the light of the world. A city set on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in</p>	<p>the house.</p> <p>In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.</p> <p style="text-align: right;">~Luke 5:13-16</p>
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There is one widow and one orphan in the box above—can you find them? (Pardon the sloppy columns. I had to force the widow and orphan out!)

## Adjust the spacing between paragraphs; don't use carriage returns to space paragraphs

Here is another tough one to get used to! Look at a book that does not indent paragraphs. You will see that the space between paragraphs is less than a full carriage return.



## Either indent paragraphs or leave space between paragraphs

Either will show the start of a new paragraph. Using both is excessive.

## Don't use hyphens as leaders in lists—use bullets or dingbats

Hyphens and asterisks were about the only choices for leaders on a typewriter. Word processing software provides many options.

**Bullet** – a little marker ( like: • ) used instead of numbers with lists or between words

**Dingbat** – small ornamental symbols ( like: ✧ ☆ ❧ ❧ ✧ ◆ ☆ ❧ ✧ ) that can be used to replace a bullet or as an ornament. Monotype Sorts or Wingdings are two common dingbat fonts.

## Use small caps for A.M. and P.M. (not A.M. or p.m.)

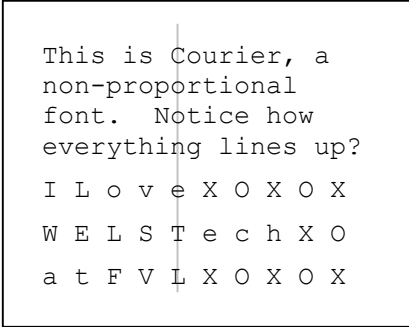
This one seems picky but, if you look at typeset text, you'll notice that it is followed consistently.

## Fonts


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### Proportional and Non-Proportional Fonts

Most of the fonts on your computer are proportional fonts—each character takes up a different amount of space. In non-proportional fonts (like Courier), each character takes up the same amount of horizontal space. Typesetters rarely use non-proportional fonts unless there is a compelling reason (like a word-search puzzle). See these examples:



This is Courier, a  
non-proportional  
font. Notice how  
everything lines up?  
I L o v e X O X O X  
W E L S T e c h X O  
a t F V L X O X O X



This is Arial, a  
proportional font.  
Notice how very little  
lines up?  
I L o v e X O X O X  
W E L S T e c h X O  
a t F V L X O X O X

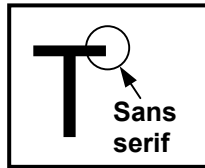
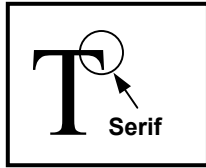
Proportional fonts are the reason we don't need two spaces after a period or colon in a word processor.



Don't use non-proportional fonts in documents unless you have a good reason. Proportional fonts have much more eye appeal.

## Serif and Sans Serif Fonts

Most fonts can be classified as either serif or sans serif. Serif fonts have the little points on the ends of the letters. Sans (without) serif fonts do not have them.



Studies have found that serif fonts are much more readable for large blocks of printed text. The reasons why aren't clear. Sans serif fonts, on the other hand, are more legible—easier to recognize—than are serif fonts. For this reason it is wise to follow these guidelines:



Use serif fonts for large blocks of text. Use sans serif fonts for headlines or section headers.



Don't use more than two fonts on a page. If you use two fonts, make sure one is serif and one is sans serif.

There are times to violate these guidelines but, for those of us without typographic or design training, these are good rules of thumb to follow.

## ***The Four Basic Principles of Design***

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There are volumes and volumes of design principles. Robin Williams has distilled them into four general principles that are invaluable when producing documents of all kinds.

### **Contrast**

Differences on the page get attention. Whether they are differences in font, size, line thickness, or color—contrasts are, by definition, meant to be noticed. A simple guideline is: Don't contrast by using elements similar or close in appearance—make it stand out!



Which one do you think looks better? The layout is basically the same. Where they differ is in the contrast between the typefaces. The example on the left contrasts both in the type style (serif vs. script) and the boldness of the type. The example on the right contrasts in type style (serif vs. sans serif) but is very close in boldness of type. The left example demonstrates greater contrast.



When **contrast** is your objective, let there be no doubt about it. Make it obvious.

## Alignment

Everything you place on a page should have a visual connection with something else on the page. Elements may be separated by distance, but there should be an invisible line that connects them. Which of these business cards shows better alignment?



The card on the right follows a strong left alignment. Even though the elements are separated, our eye can still pick up the line. None of the elements of the left card align with anything.

Most of us are familiar with aligning text. We can align right, left, center, or justify. A couple of cautions: 1) Many people have a tendency to center too much. Consider right or left aligned text. 2) Many people also have a tendency to justify—straight right and left margins—way too much. Justified alignment only becomes a problem if the columns are too narrow. This tends to make “rivers” of white space through the columns.



Always align elements on a page with other elements. Even if separated by distance.

## Repetition

Repetition simply stated is consistency. Whether producing a newsletter, report, or brochure, we need to consistently repeat aspects of the design throughout the entire document.

As I compose this document there are many obvious lacks of consistency. One of the final tasks will be to “clean it up” and bring a unified look to the entire document. You should be able to tell from looking at any individual page that it is part of the whole.

Be cautious of getting too complicated in your designs. Most highly effective designs are more simple than they are complex.



Repeat some aspect of your design throughout your entire document. Be consistent in how you do your layout and

## Proximity

The principle of proximity is that we group related elements together. If elements are not related, then they should not be in close proximity to each other.

In the prior example of ‘Wild Omar’s Deli’ business cards, the card on the right also uses proximity to group related information together. All the contact information is grouped near the bottom, while the identifying information of the business and individual are closer to the top.

When we group related items together they become one visual unit. This gives you a more organized and uncluttered document.

When producing text-based documents, pay attention to how you use proximity of text and headings. If the heading is too far away from its text, it can create confusion. Don’t make your readers think about the formatting—make it obvious.

Many people are under the impression that white space is a no-no. When used well, white space is one of the most effective design tools.



Group related elements together to create visual units.

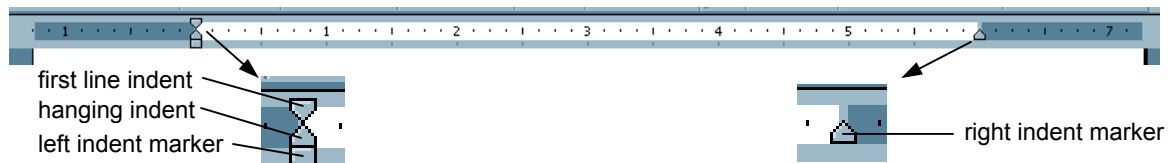
# Formatting Text

This section describes how to get Word to achieve the design principles just described.

## Tabs and Indents

Proper use of tabs and indents is perhaps the biggest step to professional looking documents. Failure to get things to line up is one of word processing's biggest frustrations.


Here are some important markers to know that are located on the text ruler:




## Setting Tabs


There are several ways to set tabs. The quickest and easiest is to place them on the text ruler just above the work area. That is the technique described here.


### To set tabs

1. Drag to highlight the paragraphs (portions of paragraphs are sufficient) to which the tab(s) will be applied
2. Click the tab button  (at the extreme left end of the text ruler) until it shows the type of tab desired (see below)
3. Click and drag in the white ruler area to position the tab
4. Release the mouse button when properly positioned

**Left align tabs** –  this tab marks the left edge of the text which follows the tab

**Right align tabs** –  this tab marks the right edge of the text that follows the tab

**Center align tabs** –  this tab marks the center of the text which follows the tab

**Decimal align tabs** –  this tab marks the decimal point (or period) of the text which follows the tab (If there is no decimal point or period, this tab functions like a right align tab).

## Setting Indents

### For the entire document

1. File → Page Setup
2. Enter values for the margins in the boxes in the dialog box
3. Click OK when done

### For part of a page (like a large quote)

1. Drag to select the paragraphs (portions of paragraphs are sufficient) that are to be indented
2. On the ruler, drag the left indent marker to set the left margin
3. Drag the right indent marker to set the right margin

### For the first line of a paragraph

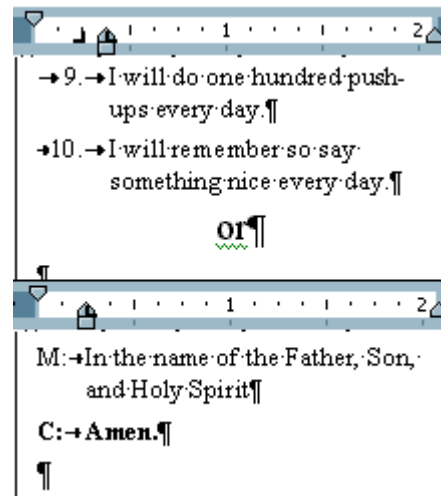
1. Drag to select the paragraphs (portions of paragraphs are sufficient) that are to be indented
2. On the ruler, drag the first line indent marker to the desired indent

### Hanging indents

A hanging indent is when the first line of a paragraph is “outdented”—further to the left than the other lines of the paragraph. Word will automatically make hanging indents for bulleted and numbered lists, but it is often less frustrating to set them yourself.

The figure at left shows the positioning of the tabs and markers to make hanging indents for numbered lists and text lists. You can sometimes get away without the left tab on top of the left indent marker, but it is a good idea to put it in nonetheless.

Position them by dragging as described above.




## Using Styles

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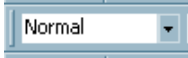
Styles allow you to apply font type, font style, font size, tabs, indents, etc. to a block of text. This can be a tremendous time saver!

I have found that it works well to type a paper making use of the default styles. Then I can modify them when I'm finished. When you modify a style, it changes all the blocks of text of that style in a document.

### To apply a style

1. Click to place the cursor in the paragraph to which you would like to apply the style
2. Click on the pop-up list of styles in Normal
3. Click on the desired style

### To make a new style

1. Drag to select the text that contains the formatting you want to use for your style
2. Click inside the 'Style' box 
3. Type over the existing style name to create the name for the new style
4. Press 'Enter'

### To modify a style

1. Format → Style
2. Click the 'Modify' button to open the 'Style' window
3. Click the 'Format' button to open the 'Modify Style' window
4. Select the component of the style that you would like to modify
5. Make the change to the style in the dialog box
6. Click OK
7. Repeat steps 3-6 until all changes are made
8. Click OK in the 'Modify Style' window
9. Click 'Apply' on the 'Style' window



## Using Sections

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If your document has distinct parts you may want to divide it into sections. Sections are necessary if you want to number different parts with different page number formats. For example, this document has separate sections for the title page, table of contents, and the body. Note the different page numbers.

### Insert a section break

1. Place the cursor where you would like the break to occur
2. Insert → Break
3. Click the radio button for 'Next page' if you want to start a new page after the break OR Click the radio button for 'Continuous' if you don't want a new page.
4. Click OK




## Pagination

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In the days of typewriters we typed in the page numbers as we went along. This does not work well in Word. If we make a change here or there our page numbers are no longer where they belong.

### Basic Page Numbers

If you have no sections to your document follow these steps:

1. View → Header and Footer
2. The cursor jumps to the header region (note that other text is grayed out) and the format header and footer bar appears. If you want to place the page numbers in the footer scroll to the bottom of the page or press the 'Switch between header and footer' button 
3. Place the cursor where you want the page numbers to be placed, and hit the  button on the toolbar
4. If you want a different format click the  button.
5. Click OK

## **Advanced Page Numbers**

If your document has sections that you want formatted differently, follow these steps:

1. Insert → Page numbers
2. Select the position and alignment from the pop-up windows in the 'Page Numbers' window.
3. Click OK—You now have numbered the entire document. You must now format each section individually
4. Place the cursor anywhere in the section to be formatted
5. Insert → Page Numbers
6. If you do not want the first page of the section (like a title page) numbered, then uncheck the box labeled 'Show number on first page.'
7. Click the 'Format' button
8. Choose the format for you page numbers from the pop-up list
9. If you want the numbering in the section to start at a particular number, make sure the 'Start at' radio button is checked and enter the appropriate number OR if you would like numbering to continue from the previous section check the 'Continue from previous section' radio button
10. Click OK
11. Repeat steps 4-10 for each section of the document.
12. Click OK again

## **Formatting Paragraphs**

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
It is easiest to control margins and indents of paragraphs from the ruler (see 'Tabs and Indents'). To control the amount of space before or after paragraphs, bulleted or numbered lists, and even table cells, follow these steps:

1. Format → Paragraph
2. Use the 'Spacing' section to insert space before and/or after paragraphs. The preview window gives you a feel for how it will look. You can also modify the line spacing from the pop-up window.
3. Click OK

## ***Bullets and Numbering***

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Word makes formatting bulleted and numbered lists a snap.

1. Select the paragraphs to be bulleted or numbered
2. Click the  button or the  button whichever applies

For more complicated needs, use tabs and hanging indents as described earlier.

## ***Inserting Symbols***

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Some fonts have hundreds of special characters available for use. There are two ways to access them:

### **Insert symbol from menus**

1. Place the cursor where you would like the symbol inserted
2. Insert → Symbol
3. Select the appropriate symbol from the table (You can use the pop-up list to select from different fonts.)
4. Click 'Insert'

### **Insert symbols from keypad**

As a general rule, it is quicker to use the keyboard for operations rather than the mouse. With a chart of special characters (see the 'WELS Tech 2001 Word Resources' web site in the 'Links' section) follow these steps to insert special symbols:

1. Place the cursor where you would like the symbol inserted
2. Hold down the 'Alt' key
3. Type 0 (zero) and the ASCII number from the chart—for example, to insert an emdash you would hold down the 'Alt' key and type 0151
4. When you release the 'Alt' key, the character is inserted

This may seem complicated, but it is pretty easy with practice. You may want to keep a PostIt<sup>®</sup> note with the numbers of your common special characters stuck to your monitor.

## ***Footnotes and Endnotes***

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I hated footnotes above all else in the typewriter era. I would always forget to put them in until there was not enough space left at the bottom of the page. It is incredibly simple to insert footnotes or endnotes with Word. You will need to format the footnotes or endnotes to fit the style guide that you are following. Make it a style!

1. Place the cursor where you want to insert the reference number
2. Insert → Footnote
3. Select the appropriate radio button for footnote or endnote (Click ‘Options’ if there are some special formatting needs)
4. Click OK
5. Enter the footnote or endnote information (the cursor jumps there)
6. Scroll back to your original spot and continue typing

## ***Table of Contents***

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If you’ve got a long paper—like this one—with lots of headings, Word will make a table of contents for you in seconds (an index is another option).

### **Inserting a table of contents**

It is best to wait until your paper is completed, since you must manually update the TOC and it is easy to forget.

1. Place the cursor where you would like the TOC to be inserted
2. Insert → Index and Tables
3. Click on the tab for ‘Table of Contents’
4. Select the leader type from the pop-up menu (those characters.....that line up the page numbers)
5. Select the number of levels you want in your TOC (this document has two levels)
6. If you have specific formatting needs click on ‘Options’
7. Click OK

## Updating the table of contents

If you make changes to your document, you should update the TOC. It is amazing how even minor changes can impact the TOC.

1. Scroll to the TOC
2. Click to the left of the TOC (the entire table should become highlighted)
3. Press F9

## Using Images

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Although Word is not intended to be a desktop publishing application like Microsoft Publisher or Adobe PageMaker, it is relatively easy to include images in your documents.

### Placement

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Word 2000 makes it quite simple to insert a picture.

#### Insert clip art from Word collection

1. Insert → Picture → Clip art
2. Choose the desired image from the collection
3. Click on the desired image
4. Click the Insert image button when it pops up 
5. Close the Insert ClipArt window

You may be taken aback at what inserting the image has done to your formatting. Don't worry (yet)! The following section titled "Text Wrap" will help to get it looking nice.

#### Insert image from a file

1. Insert → Picture → from File
2. Use the navigation tools to locate the file on your computer
3. Click on the file to select it
4. Click the 'Insert' button

You may be taken aback at what inserting the image has done to your formatting. Don't worry (yet)! The following section titled "Text Wrap" will help to get it looking nice.

## Resizing Images

It is often the case that the inserted images are not the proper size needed in your document. To avoid distorting images follow these steps.

1. Click on the image to select it (tiny boxes called “handles” should appear around the image)
2. While holding the ‘Shift’ button down, drag a corner handle diagonally until the image is the proper size
3. Release the mouse button

## Text Wrap

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Managing text wrap has been greatly improved in Word 2000. Text wrap determines how an image interacts with text. An image may:

- be inserted ‘In line with text’ much like a character from the keyboard (The images of buttons on this and preceding pages were inserted in line.).
- have a ‘Square’ wrap style where the text will flow around the image as though the image were rectangular in shape.
- have a ‘Tight’ wrap style where the text will flow following the contours of the right and left edges of the image.
- be inserted ‘Behind text’—in this case the image will not alter the flow of text, but will appear to be behind it
- be inserted ‘In front of text’—in this case the image will not alter the flow of text, but will appear to be on top of it

If these descriptions are unclear, there are preview images on the ‘Layout’ tab that give you a feel for how they work.

When working with large images, I have found it to be simplest to use the ‘Behind text’ or ‘In front of text’ options; making room by using extra carriage returns. The design gurus would frown, but it is the easiest way that I have found.

### To set the text wrap for an image

1. Double-click on the inserted image (the ‘Format Picture’ window opens)
2. Click on the ‘Layout’ tab if not already selected
3. Click on the desired type of text wrap
4. Click OK
5. Drag the image to position it

## ***Print Quality***

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The print quality of images from clip art collections is generally excellent for printing. If there is a problem, it generally arises from enlarging an image too much. This can lead to a ‘fuzzy’ quality when printed.

In the age of the Internet, more and more people are using the Internet as a source of images. Free clip art can be found on the Internet. Two cautions are in order, however. Images from web pages are often formatted for display only on monitors (72 pixels/inch). They generally won’t look good when printed. A second caution is that Internet content—even a personal web site—is covered by copyright law.

## **Advanced Formatting Techniques**

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“Advanced” probably isn’t the best word, but these are some useful tools that most Word users fail to make use of.

### ***Using Tables***

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Tables are very versatile layout tools. They can be used to organize text and images in a variety of ways.

#### **To insert a table**

1. Place the cursor where you would like to insert the table
2. Click on the ‘Insert Table’ button  on the toolbar
3. Drag in the pop-up table to indicate the number of rows and columns desired for the table

For larger tables use ‘Table → Insert → Table’ from the menus.

#### **To format table borders**

You can change the borders (or have no borders) on your table to add to its appearance. There are buttons on the tool bar, but for formatting tables, I prefer to work from the menus.


1. Click to place the cursor anywhere inside the table
2. Format → Borders and Shading
3. Select ‘Table’ from the ‘Apply to’ pop-up window if it is not already visible
4. Experiment with styles, colors, etc. to get the desired effect (This is a good area in which to invest some play time!)
5. Click OK

## To add padding to cells of a table

1. Drag to select the desired cells
2. Format → Paragraph
3. In the 'Paragraph' window add a few points (2 – 4 is usually about right) in the space before and after—this keeps the cells from looking crowded
4. Set the desired alignment for cells in the alignment pop-up window
5. Click OK

## To merge cells in a table

Combining cells into larger cells gives you great flexibility.

1. Drag to select the cells to be merged
2. Table → Merge Cells or Click the 'Merge Cells' button  on the toolbar

Holy Week Service Schedule	
Maundy Thursday April 4	6:00 P.M.
	7:30 P.M.
Good Friday April 5	1:00 P.M.
	6:00 P.M.
Easter Sunday April 7	6:30 A.M.
	8:00 A.M.
	10:30 A.M.

*Sample table*




## Text Boxes

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Text boxes are very useful when putting together newsletters or brochures. They are resizable boxes of text that can be moved at will. You can modify the fill and stroke as you see fit. Linked text allows text to spill from one text box to the next.


### To insert a text box

1. Click the 'Text Box' button  from the Drawing Toolbar or Insert → Text Box
2. Use the cross-hairs cursor to drag the approximate location of the text box
3. Type text into the box

### To format a text box

1. Click in the text box to select
2. Format → Text Box
3. Click the 'Colors and Lines' tab to format fill and stroke of the textbox
4. Click the 'Text Box' tab to set internal margins
5. Click the 'Layout' tab to set the text wrap behavior (see 'Text Wrap')—you will notice that the 'In line with text' option is grayed-out (If you wanted in-line text, you wouldn't need a text box!)

### To place a text box



1. Click inside the text box to select it
2. Move the cursor over the outside border until the cursor looks like this   
this
3. Click and drag the text box to the desired location

## ***Linked Text***

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When doing layout with newsletters or brochures, you may want to have text flow from one text box to the next.

### **To link text boxes**

1. Be sure both text boxes have been created (one is most likely empty)
2. Click inside the first text box to select it—the ‘Text Box’ tool bar should appear (if it doesn’t, right-click a blank area of the toolbar, then click ‘Text Box’ from the choices)
3. Click the ‘Create Text Box Link’ button  on the ‘Text Box’ toolbar
4. The cursor should become a “pitcher” shape , move the cursor over the target text box and click

## ***Envelopes – Mail Merge***

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### **Envelopes**



Many of the letters we send are not parts of mass mailings. So it isn’t always practical to use mailing labels. Word can print mailing and return addresses right on the envelope.

1. Click to place the cursor in the mailing address of your letter
2. Tools → Envelopes and Labels
3. Click on the ‘Envelope’ tab if it is not already selected
4. The mailing address should have been automatically added—type in a return address if desired (Word will offer to save it for future envelopes)
5. Place an envelope in the feeder tray of your printer (There is usually an icon etched into the printer tray to show the proper envelope orientation.)
6. Click ‘Print’

## Mail Merge

Word's mail merge feature allows you to paste in data from external databases or spreadsheets (like Access, Excel, and others). It is great for sending letters to groups of people (thank-you's, meeting reminders, etc.). Here's how to make a mail merge form letter. You must have all necessary data previously entered into a database. For our purposes, we will use Microsoft Access.

1. Type your letter—keeping in mind where you will insert information from the database
2. **Tools → Mail Merge**
3. Click the 'Create' button by step 1 on the 'Mail Merge Helper' window
4. Click 'Form letters'
5. Click 'Active Window' button (to use the letter you just typed)
6. Click 'Get Data' by step 2 on the 'Mail Merge Helper' window
7. Select 'Open Data Source' from the choices
8. Navigate to the database file on your computer (If the file appears to be missing, make sure the proper file type is selected in the 'File type choices' pop-up window)
9. Click 'Open'
10. Click to select the table or query that contains the needed data from your database (a different database may be structured differently than Access)
11. Click OK
12. Click 'Edit Main Document'
13. You are returned to the window with your letter. The mail merge control buttons should have appeared on the bottom of the upper toolbar.
14. Select the location for the first insertion (if you are replacing existing text, highlight it—otherwise put the cursor where you would like to insert the data)
15. Click the 'Insert Merge Field' button from the toolbar and select the field from the database which contains the information (the field name will be inserted like this: <<NAME>>)
16. Repeat steps 14-15 until you have inserted all the data fields

17. Click the 'View Merged Data' button  to see the letter with data inserted
18. Navigate to other merged letters using the mail merge navigation buttons  as seen here
19. Verify that things are correct, then print as you would a normal letter

## Time Savers

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This section contains some tips that can increase your productivity and get you away from that computer sooner.

### Customizing the Toolbar

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Unless your screen space is on the small side, I'd suggest having buttons for all features that you use visible on the toolbar. Here is how to customize:

#### To customize the toolbar

1. Right-click on the toolbar
2. A list pops-up to show which toolbars are already selected (checked) and those that are not visible (unchecked)
3. To show or hide a toolbar, check or uncheck the box as needed
4. You can move toolbars around by dragging—toolbars can be on the desktop or in the toolbar area simply drag them around by  or by 

## Macros

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If you find yourself repeating the same keystrokes and mouse clicks over and over, you might be a candidate for a macro. Macros automate a series of tasks and are accessed either by a special keyboard combination or from the menu. As a math teacher, I recorded a macro to start the Microsoft Equation Editor to insert mathematical equations.

#### Recording a macro

1. Practice the steps you are going to record—if you make a mistake, that too will be recorded
2. Tools → Macro → Record New Macro

3. Several important choices need to be made in the 'Record Macro' window
  - a. in the 'Macro name' box, enter a short descriptive name for your macro
  - b. decide if you want to access the macro from the toolbar or the keyboard and click the appropriate button
  - c. if this is a macro that will be used in future documents, select 'All Documents' from the 'Store macro in' box—if you will only use it in this document select the name of the current document
4. If you don't want to assign the macro to a toolbar, a menu, or shortcut keys, click OK to begin recording the macro.

To assign the macro to a toolbar or menu, click 'Toolbars'. In the 'Commands' box, click the macro you are recording, and drag it to the toolbar or menu you want to assign it to. Click 'Close' to begin recording the macro.

To assign the macro to shortcut keys, click 'Keyboard'. In the 'Commands' box, click the macro you are recording. In the 'Press new shortcut key' box, type the key sequence, and then click 'Assign'. Click 'Close' to begin recording the macro.
5. Perform the actions you want to include in your macro.
6. You can use the mouse to click commands and options, but the macro recorder cannot record mouse actions in a document window. To move the insertion point or select, copy, or move text, for example, you must use shortcut keys.
7. To stop recording your macro, Tools → Macro → Stop Recording

## ***Templates and Wizards***

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Templates are frameworks upon which we build a document. A new blank Word document is built from the "normal" template. Word comes with a variety of different templates for letters, newsletters, fax cover sheets, memos, resumés, etc. When you go File → New, the 'New' window opens. There are a variety of tabs that contain numerous templates. It is worth taking some time to look through what is there. The only downside is you will begin spotting those templates in other people's documents—we all want to be unique, right?

It is often more useful to make your own templates. We often produce similar documents on a regular basis—newsletters, church bulletins, faxes, letters—you name it!

Wizards are scripts that walk you through the process of creating a resumé, web page, brochure, or some other process. Like templates they can help you produce professional quality work quickly. They are accessed through the 'New' window in the same way that templates are. They too are worth exploring.

## To create a template


It is often easiest to begin with a document that you have formatted just the way you like it.


1. Cut most of the content out replacing it with some generic text
2. File → Save As
3. In the 'Save as type' pop-up list, select 'Document Template'
4. Select a location to save
5. Click 'Save'

## Tidbits

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Here are some tips I've picked up that make life with Word a bit easier:

- Learn to use keyboard shortcuts for frequently used commands. It is much quicker not to reach over and grab the mouse.
- Produce the text of your document first, **then** do the formatting. It's hard to concentrate on both tasks at once. Do try to place tabs and apply generic styles as you go.
- Get used to working with the "invisible" characters showing.  
(Click the  button on the toolbar.) It takes a bit to get used to seeing them, but it is easier to see reasons for alignment errors while they are there. It also encourages you not to use multiple tabs or spaces to line things up.
- Save your work often. Word has an auto recovery feature that works pretty well, but it is better to save your work at regular intervals—particularly after an especially difficult section. Remember—Microsoft products will crash!
- Save important work in more than one place. Make permanent backups of your important files regularly. After a few months the information you've stored on your computer is much more valuable than the hardware and software.
- Word's AutoCorrect feature can be annoying—it tries to be too helpful. Go to Tools → AutoCorrect you can find and turn off your least favorite "helpers."

- Double-click a word to select it.
- Triple-click to select an entire paragraph.
- If you type two hyphens between words, leaving no spaces, Word will automatically insert an em dash. If you type two hyphens between words, and leave spaces on either side of the hyphens, Word will automatically insert an en dash.
- If you want to apply a particular format to portions of (or entire) paragraphs, highlight some text with the format you would like to copy, click the 'Format Painter' button , then drag to "paint" that format on other text. If you double-click the 'Format Painter' button, you can "paint" multiple sections.


## Resources

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### *That Paper Clip Guy*

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As irritating as he can be, he usually has the answers to your questions. Just type in a few key words about what you need to know and he will help you out. Feel free to send him away by right-clicking him and selecting 'Hide.' You can bring him back by clicking the 'Help' button  from the toolbar. He was a big help to me in writing this up.

### *Links*

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There are all kinds of web resources to help you out with Word questions. Here are some that I like:

#### **Microsoft's Own Word Site --**

<http://www.microsoft.com/office/word/default.htm> - as good a place as any to look for info

**MS Word MVP FAQ Site-** <http://www.mvps.org/word/> a Word newsgroup lots of questions, answers and resources from people with no apparent lives

#### **PC World Answers 15 Nagging Word Questions -**

<http://www.pcworld.com/hereshow/article/0,aid,14731,00.asp> - you'll find at least one or two that will be of use

#### **WELS Tech 2001 Word Resources --** <http://www.clhs-chawks.org/word>

- I've put a few resources here. If you have something that others might find useful, email it to me and I will post it!

# Miscellanea

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## References

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In the opening section on design I drew heavily from three of my favorite sources:

Parker, Roger C. (1987). *The Aldus Guide to Basic Design*. Seattle, WA: Aldus Corporation.

Williams, Robin. (1992). *The PC Is Not a Typewriter*. Berkeley, CA: Peachpit Press.

Williams, Robin (1994). *The Non-Designers Design Book*. Berkeley, CA: Peachpit Press.

If you are interested in learning more about designing all types of media, Robin Williams' (not the comedian) books are excellent. There is a great deal of ground I did not begin to cover in this workshop.