DESKTOP PUBLISHING
IN WORD 2010

Strategies for DO-IT-YOURSELF documents
Navigating Word Menus, Tools and Icons
For experienced word processors
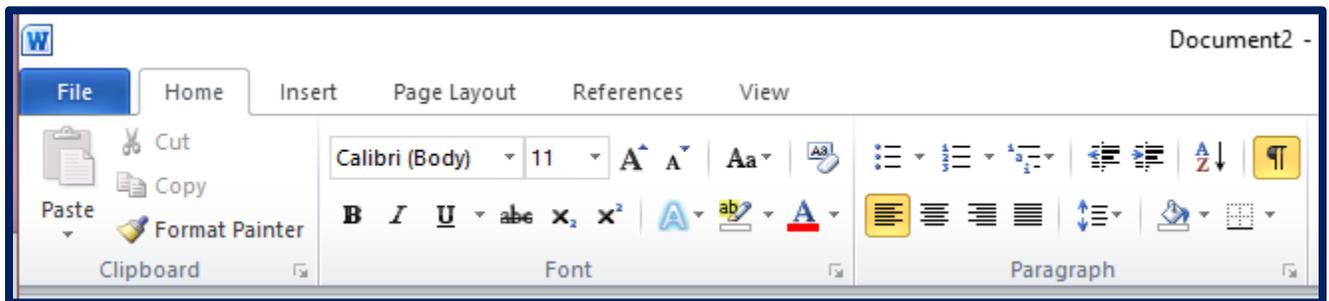
Marilou West Ficklin

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PREFACE

The *Ribbon*

Make sure you can configure the *Word* screen on your *desktop* to display the correct **'ribbons', menus and icons.** The example below uses Word 2010 for *Windows.*

**First of all, open Word and look at the top of the screen:
Does it look anything like this? This is the 'ribbon.'**

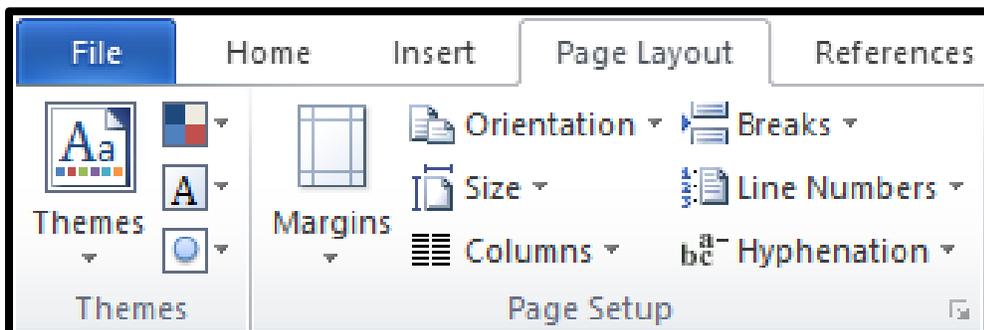If **NOT:** click on **"File" tab."** (or double click)
From drop down menu select "Options" (double click)
Under Options: click "customize ribbon"
Under "Main Tabs" in right column: Check the following boxes:
Home, Insert, Page Layout, View, References
Click OK and return to your basic screen

The first step in creating a document is choosing a page layout. "Page Setup" has the icons you will use to specify orientation, size, margins and number of columns. The next page shows the wide range of options.

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Examples: page layout

Portrait Orientation, Narrow Margins
2 columns—Left. Font: Papyrus

99

Ninety nine bottles of beer on the wall. Nine nine bottles of beer. If one of those bottles should happen to fall, ninety eight bottles of beer on the wall. Ninety eight bottles of beer on the wall.

Landscape Orientation, Normal Margins
2 columns –Left. Font: Lucida Calligraphy

M
A
R
Y

Mary had a little lamb. Its fleece was white as snow. And everywhere that Mary went the lamb was sure to go

Portrait Orientation, Wide Margins
Decorative border. Georgia font

Portrait Orientation,
Normal Margins
Watermarked page
Font: Showcard Gothic

Ninety nine bottles of beer on the wall. Nine nine bottles of beer. If one of those bottles should happen to fall, ninety eight bottles of beer on the wall. Ninety eight bottles of beer on the wall. Ninety eight bottles of beer. If one of those bottles should happen to fall, ninety seven bottles of beer

DRAFT

Landscape Orientation, Narrow Margins
Picture Watermark Washout (first page)
Font: Copperplate Bold
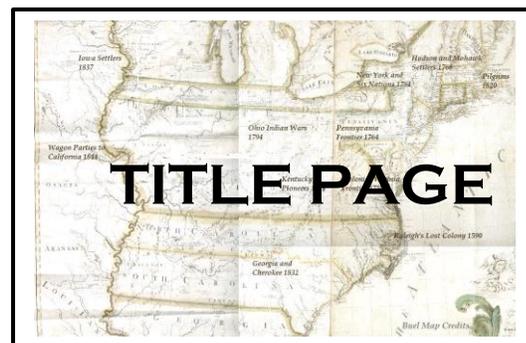
Ninety nine bottles of beer on the wall. Nine nine bottles of beer. If one of those bottles should happen to fall, ninety eight bottles of beer on the wall. Ninety eight bottles of beer on the wall. Ninety eight bottles of beer. If one of those bottles should happen to fall, ninety seven bottles of beer on the wall. Ninety seven bottles of beer on the wall. Ninety seven bottles of beer. If one of those bottles should happen to fall, ninety six bottles of beer

TITLE PAGE

Portrait Orientation,
Normal Margins
Page Border

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STEPS: Basic document without graphics

Although Word offers many preformatted templates, in this exercise you will create a simple report FROM SCRATCH.

The first exercise is to make text documents without graphics.

1. Open the **File tab** on the **'Ribbon' (See Preface).** Create a new document.

> **Select "New" from the menu**
>> You will see a large set of templates (yellow file folders + descriptions)
>> You will NOT use a template--this is a 'do-it-yourself tutorial'.
>> **Select blank document and click "create"**

2. Open the **"Page Layout"** tab. Format your new text document.

> **Select from each of these icons**
>> **"Margins"** -choose "normal"
>> **"Orientation"**—choose "portrait"
>> **"Size"**—choose "letter"
>> **"Columns"**—choose "one"
>> Notice other icons such as breaks, page color and borders. These are advanced topics for later.

You have now established the **basic form** of your document. Next you will create content.

3. Open the **"Home"** tab

> Notice the group boxes at the bottom of the ribbon. You should see groups for "Font" and "Paragraph"   (Ignore "Clipboard" "Styles" and "Editing" for now)
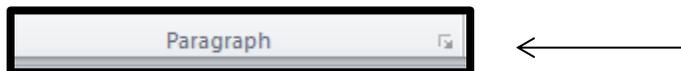>
> Start with **"Font"** by clicking on the little arrow in the 'font' box.

Font

←
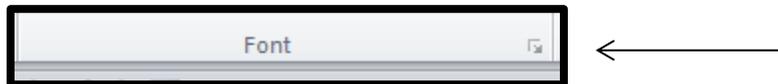
> You will now see a dialog box where you can select basic font type, style, color and size. Leave all else blank.
>
>> **Choose 'Arial' 'regular' and '10'. Then click OK.**
>
> Next go to "**Paragraph**" by clicking on the little arrow in the 'paragraph' box.

Paragraph

←

> A dialog box appears. You will select basic paragraph indentation, spacing and alignment.
>
>> Choose **alignment= left; outline level=body text; indentation= 0; special= none; spacing: before=0, after=6; line spacing=single. Then click OK**

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4. Open the **"View" tab.**

Select "print layout." Under "zoom" select "One Page" and "100%". Return to Home tab. Cursor will blink at top left of blank page. Start typing your raw text--your entire raw document. You can add more later. Don't worry about fonts, titles, heading etc. That comes later. When you have finished your basic text document, you can start to add the font and paragraph formatting.

5. Frills: Add formatting.

Identify your titles and subtitles. These may already exist within your raw document, or you may want to add them.

Highlight (select with cursor) [1] any text you want to convert into a title or heading. (Or if you want to add new text, place cursor at the desired point in existing text and type new title.)

Then use the same boxed arrows as before to change the formatting.

Select any existing paragraphs you want to emphasize. Highlight (select) and reformat as desired. In some cases you may want to convert paragraphs to a bulleted list in the paragraph group.

6. Frills: Add page borders, color or water marks.

You can apply these to first page or to the entire document under the Page Setup Group of the Page Layout tab.

You have now enhanced your basic form and content by adding emphasis and readability through formatting.

See a samples following.

---

[1] You may be familiar with the concept of "selecting (highlighting)", "cutting," and "pasting," using your keyboard (ctrl c, ctrl v etc). If you experience problems cutting and pasting within your raw document you may want to adjust some of your options. Go to the FILE tab on ribbon. Select "Options". From the Options menu select "Advanced." From the Advanced menu select "Editing Options," and "Cut, Copy and Paste." Most of these can be your personal preference but you can change them.

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EXAMPLES: Paragraph and font

This is some raw text for my sample document.

Mary had a little lamb its fleece was white as snow. And everywhere that Mary went the lamb was sure to go. It followed her to school one day which was against the rules.

Jack and Jill went up the hill to fetch a pail of water. Jack fell down and broke his crown and Jill came tumbling after.

Little Miss Muffet sat on a tuffet eating her curds and whey. Along came a spider and sat down beside her, scaring Miss Muffet away.

This is alternative format 1:

Add the title in Arial Black 12 pt. Indent paragraphs 1 inch each side. Make the text Arial 11 pt. Italicize all proper names.

This is some raw text for my sample document.

Mary had a little lamb its fleece was white as snow. And everywhere that *Mary* went the lamb was sure to go. It followed her to school one day which was against the rules.

Jack and *Jill* went up the hill to fetch a pail of water. *Jack* fell down and broke his crown and Jill came tumbling after.

Little Miss Muffet sat on a tuffet eating her curds and whey. Along came a spider and sat down beside her, scaring *Miss Muffet* away.

You could convert the three paragraphs into a bulleted list icon in the paragraph group:

- *Mary* had a little lamb its fleece was white as snow. And everywhere that *Mary* went the lamb was sure to go. It followed her to school one day which was against the rules.
- *Jack* and *Jill* went up the hill to fetch a pail of water. *Jack* fell down and broke his crown and Jill came tumbling after.
- *Little Miss Muffet* sat on a tuffet eating her curds and whey. Along came a spider and sat down beside her, scaring *Miss Muffet* away.

This is alternative 2:

Copy alternative 1, (Previous page). Highlight the entire text and "copy" it. Then "paste" it below. Now center the title. Reduce the margins to ½ inch. Justify the alignment of the body paragraphs and change the font to Times New Roman 9pt. Next eliminate the paragraph breaks. (Place cursor in front of 2d and 3d paragraphs and backspace.) Finally make the italics red.

This is my raw text for my sample document.

Mary had a little lamb its fleece was white as snow. And everywhere that *Mary* went the lamb was sure to go. It followed her to school one day which was against the rules. *Jack* and *Jill* went up the hill to fetch a pail of water. *Jack* fell down and broke his crown and *Jill* came tumbling after. *Little Miss Muffet* sat on a tuffet eating her curds and whey. Along came a spider and sat down beside her, scaring *Miss Muffet* away.

This is alternative 3:

Copy alternative 1 and paste it below. Add new subtitles—one for each paragraph. Place cursor in front of paragraph 1. Press "Enter". Now place cursor at the blank line you have just created. Type "Mary" and make it underlined (use "underline style" on font menu and select a style.) Repeat for paragraph 2 and 3 using "Jack and Jill" and "Little Miss Muffet". Make the paragraphs fonts 9 pt. Shorten the title to "Raw Text" and make it Goudy Stout 24 pt green centered.

RAW TEXT

<u>*Mary*</u>
Mary had a little lamb its fleece was white as snow. And everywhere that *Mary* went the lamb was sure to go. It followed her to school one day which was against the rules.

<u>*Jack and Jill*</u>
Jack and Jill went up the hill to fetch a pail of water. *Jack* fell down and broke his crown and *Jill* came tumbling after.

<u>*Little Miss Muffet*</u>
Little Miss Muffet sat on a tuffet eating her curds and whey. Along came a spider and sat down beside her, scaring *Miss Muffet* away.

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SHORTCUTS

So far you have learned the **LONG** way to format. After you have created a document or two you will want to learn the **SHORT** way.

As you now know, the long way involves filling out 'dialog boxes' for paragraphs and fonts. You will want to use **'shortcuts'** to achieve the same formatting with fewer steps. **Shortcuts** are **icons** that appear in groups above their respective 'group' boxes such as the paragraph and font groups.

The image below is part of the Word "Ribbon".
- The top 'line' contains the 'tabs'
- The bottom 'line' contains the boxes with arrows
- The area in between contains groups of your shortcut icons
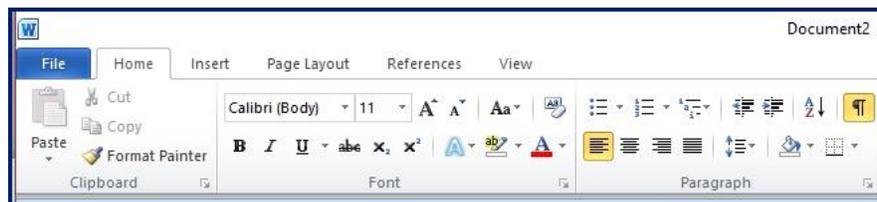
Short cuts by group:

1. Clipboard

The clipboard group is the box on the right above. The icons replace the keyboard commands for cut and paste. The cut, copy and paste icons are obvious. The paintbrush format painter does just that. Highlight a portion of text which contains the desired format. Then click the paintbrush. Now highlight any number of lines, portions of lines or paragraphs. The cursor will appear as a paintbrush. Release the cursor. The lines will change to the copied format.

2. Font short cuts:

Top Row left to right:
Drop down selection box font face
   (Click ▼ and scroll to select)
Drop down selection box font size
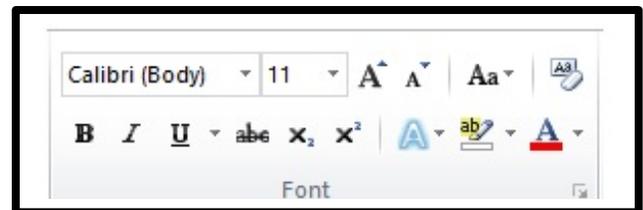   (Click   and scroll to select)
Increase font size A▲
Decrease font size A▼
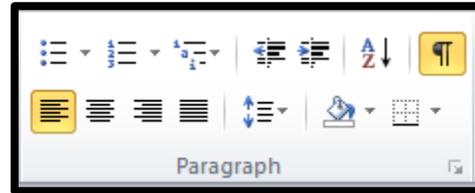Change case Aa
Clear formatting
Bottom Row left to right:
Bold, Italic, Underline, Subscript, Superscript, Outline, highlight, color.

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3. Paragraph short cuts:

> Top Row left to right:
> Bulleted list
> Numbered list
> Multi-level list
> Decrease indent
> Increase indent
> Alphabetize text/sort numbered data
> Trigger invisible paragraph marks
>
> Bottom Row left to right:
> Left align, Center align, Right align, Justify ,Line spacing ,Paragraph borders/boxes

There are two other groups which are not discussed here.

4. Styles: these are predefined document styles that contain layout, fonts and paragraph formatting. You may find these easier to use than doing it from SCRATCH. Now that you know the basics, you should be able to teach yourself to select STYLE

5. Editing: These are just basic word processing search and find functions with which you are probably acquainted.

Alternative Shortcuts:

Place you cursor on either the right or left side of any paragraph. "Right Click' the mouse (press right button on mouse). A menu of icons appears allowing you to format paragraph or fonts.

Fine Tuning

By now you have noticed that there are hundreds of additional tools offered by Word. Few of us take advantage of all of them. Over time we all rely on a small set of familiar tools that work for us. You will learn which other tools might help you as you begin to produce documents. Your Word 'vocabulary' will expand by trial-and-error over time.

After completing a document, evaluate your work. Does it fit your planned document size? If not try these steps:

- o   Under Page Layout, change your margins and/or columns
- o   Under Paragraph, change your indentation, line spacing, indents and borders.
- o   Under Fonts, change font size, type, color
- o   To help you see where spacing needs modification, click on the Paragraph icon in the yellow box in the paragraph group. It will expose 'hidden' format markers in your document and may reveal errors.

Before you revise or correct your document be sure to *Save* your first version under a different name—such as "—v1". Then make changes to a new version and save it under original name. Don't discard old version(s) until satisfied with the new one.

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Enhanced document with graphics

The following strategy is for making newsletters, flyers and reports—with graphics.

Insert Tab

Your insert tab should contain 7 groups:

Pages, Tables, Illustrations, Links, Header & Footer, Text, Symbols

For inserting graphics into your document you will use the Illustrations and Text groups

Illustrations

This group includes: **pictures, clip art, shapes,** Smart Art, Chart, Screenshot

(Smart Art and Chart will be discussed under additional capabilities at p. 4)

Pictures

To insert a photo or other picture in your document, Place the cursor at the desired location in your document and then click on the picture icon in the Illustration Group. The screen will now display graphic files stored in the folder, 'pictures,' on your PC. In order to display graphic files at other locations on your PC, click on a location in the left-hand display menu. Use the scroll bar to move through all locations on your PC. When you find the desired location click on it and the screen will display all picture files and sub-folders at that location. Open sub-folders until you find the desired picture file. Then click on "insert" at the bottom of the screen. The picture will appear in your document.
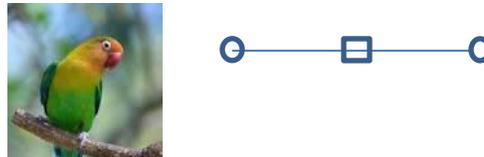
To further refine the placement of the picture click on the image. The "picture tools" tab will be displayed. "Handles"(above) will appear around the image. Each picture has four handles. Click on "format".

A new ribbon will appear with these groups: Adjust, Picture Styles, Arrange, and Size. For this exercise we will use the **Arrange** Group concentrating on two choices:

"Position" and "Wrap Text". (The other choices are advanced topics which you should explore on your own.)

"Position" offers choices for placement of the picture relative to the whole page in your document.

"Wrap" offers choices of how the surrounding text in a paragraph will wrap around your picture.

"Resize" : You can use the dialog box in the "Size Group" to resize. However the most direct way is to click on the image and then use the **handles** to resize. Place your cursor on one of the **corner circles** on the handles. Move the circle diagonally inward or outward to resize. (Do not deviate from 45° or you will distort the image.)

See examples of placing and sizing pictures on the next page

Other icons included in the "Illustrations Group":

Clip Art. Clip Art is free (or not) images available as images that were installed on your PC or more likely images from other media including the web.

Example:

Shapes. These are geometric images. Click on the desired shape and drag to the desired location in your document. Click to display handles and the menus. As in pictures, use the handles to resize and reposition the objects. You can change the line color and the color thata fills the object (including no color).
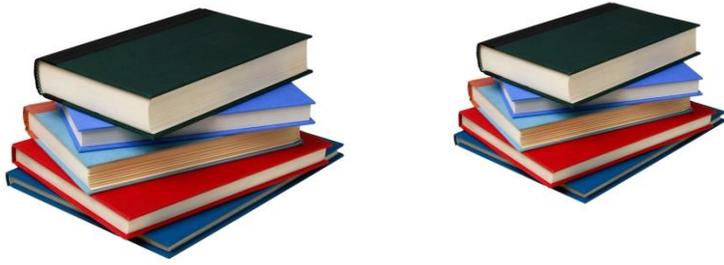
Example: Blank square:

Example: Filled circle:

"Smart Art" and "Chart" will be discussed later under Tables

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Re-size. Make smaller

Wrap Tight

Mary had a little lamb its fleece was white as snow. And everywhere that Mary went the lamb was sure to go. It followed her to school one day which was against the rules. Jack and Jill went up the hill to fetch a pail of water. Jack fell down and broke his crown and Jill came tumbling after. Little Miss Muffet sat on a tuffet eating her curds and whey. Along came a spider and sat down beside her, scaring Miss Muffet away.

Editing Wrap Points

Mary had a little lamb its fleece was white as snow. And everywhere that Mary went the lamb was sure to go. It followed her to school one day which was against the rules. Jack and Jill went up the hill to fetch a pail of water. Jack fell down and broke his crown and Jill came tumbling after. Little Miss Muffet sat on a tuffet eating her curds and whey. Along came a spider and sat down beside her, scaring Miss Muffet away.

Wrap square

Mary had a little lamb its fleece was white as snow. And everywhere that Mary went the lamb was sure to go. It followed her to school one day which was against the rules. The case is now pending before the County Board of Education

Jack and Jill went up the hill to fetch a pail of water. Jack fell down and broke his crown and Jill came tumbling after. It appears the couple was trespassing and perhaps even poaching in violation of the property owner's water rights. The case is pending in Superior Court

Little Miss Muffet sat on a tuffet eating her curds and whey. Along came a spider and sat down beside her, scaring Miss Muffet away. It alleged that the spider warned the girl that she might be lactose intolerant.

2. Text Boxes.

Text boxes bring great flexibility to your document. They integrate graphical elements and blocks of text. If you define an area on a page as a 'text box' you can place pictures, titles, text and drawings within it. Then you can move it about the page at will.

In the Text Group on the Insert tab click on Text Box. A menu will appear. Many layouts are presented. For this exercise click "Draw Text Box". A small blank box with handles appears.
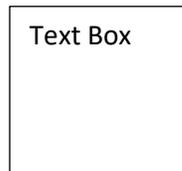
Text Box
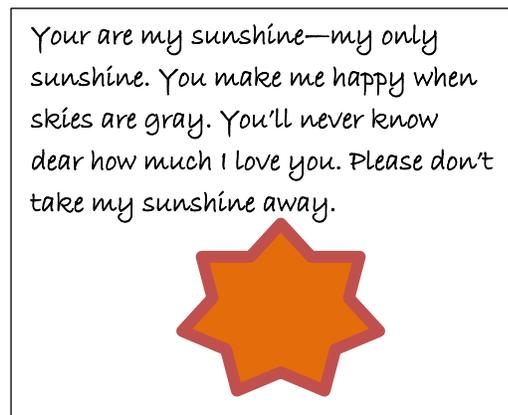
Drag the handles to make the box larger.
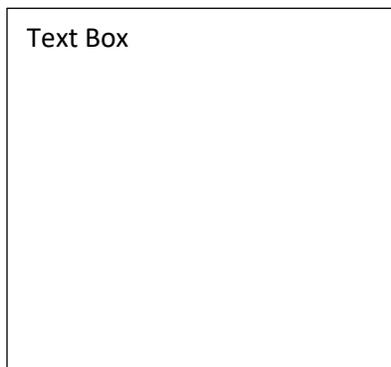
Text Box

Click on the text box to display the handles. Click on the "Drawing Tools" "Format" tab and then click on "Shape Outline". On the small arrow and choose a "weight". This places a border around the text box.

Now click on the border of the box. The handles appear. Move the cursor until this shape appears:

Move the cursor with this shape to position the text box anywhere on the page. If the text box now covers up other text, use the "Wrap Text" shortcut in the drawing box tools to wrap text around your text box.

Finally place the cursor at the paragraph mark within the box. Type in a few song lyrics in any type face. Then insert a filled shape as illustration.

Your are my sunshine—my only sunshine. You make me happy when skies are gray. You'll never know dear how much I love you. Please don't take my sunshine away.

Text boxes can be used to emphasize subjects in your document. You see this often in magazine articles.

…along came a spider and sat down…

Mary had a little lamb its fleece was white as snow. And everywhere that Mary went the lamb was sure to go. It followed her to school one day which was against the rules. The case is now pending before the County Board of Education

Jack and Jill went up the hill to fetch a pail of water. Jack fell down and broke his crown and Jill came tumbling after. It appears the couple was trespassing and perhaps even poaching in violation of the property owner's water rights. The case is pending in Superior Court

Little Miss Muffet sat on a tuffet eating her curds and whey. Along came a spider and sat down beside her, scaring Miss Muffet away. It alleged that the spider warned the girl that she might be lactose intolerant.

Notice some other icons in the Text Group under the Insert Tab:

WordArt: This is particularly useful for designing headlines for flyers and anywhere you want to add a little pizzazz to your titles. Click on the icon and follow the instructions. It is easier "to do" than to "describe." So try it yourself. It can be a lot of fun.

Drop Caps: This is mainly for books and reports. It is a classic method for emphasizing lead paragraphs in a book chapter or changing the subject in a magazine article. Try to follow the instructions. It also can be a lot of fun.

3. Tables

Open the Insert Tab

Under the Tables Group click on the Table Tab

Click on Insert Table. You will see a dialog box that lets you choose the number of rows and columns for your table. For this exercise choose 6 columns and 4 rows. Leave everything else to the default values.

Note that the default includes "Auto Fit to Contents". That means the table will resize itself depending on the data you insert.

When you click OK on the box the following will appear:

Now resize the above to make a preliminary layout to generally fit the data you plan to enter. Place cursor over the rightmost column line and drag it to the right side of the screen. Repeat for each column line. This is an arbitrary layout. Highlight the table and select a font and size: Perhaps: Arial Narrow 10 pt.

Sample table 1: a list of applicants for a job—in order of submission

First type in column headings. Notice that the column width changes.

Then enter some imaginary data for the first three rows.

Order	Last Name	First Name	Date of App	CA Resident? If 'no' show state or country	Job Category
1	Smith	John	1/30/2020	Yes	Bookkeeper
2	Henderson	Marianne	1/15/2020	Switzerland	Sales Rep
3	Vanderhoven	Mikel Josephus	1/30/2020	The Netherlands	Maintenance

After a few rows of data are entered you may manually adjust the column width using the cursor as you did before. You may want to apply color to the headings.

Order	Last Name	First Name	Date of App	CA Resident? If 'no' show state or country	Job Category
1	Smith	John	1/30/2020	Yes	Bookkeeper
2	Henderson	Marianne	1/15/2020	Minnesota	Sales Rep
3	Vanderhoven	Mikel Josephus	1/30/2020	The Netherlands	Maintenance

Explore all the ways you can add color and style just using different fonts.

To modify your table place your mouse to the right of the table and click the 'right' button. A menu appears next to the table. It allows you to add and delete rows and columns, change fonts and cell and table borders...and much more. Experiment and teach yourself.

Sample Table 2. Using tables as a layout tool.

A table can also be an easy way to layout text and graphics in your document.

HERE IS SOME TEXT

Here is more text

And even more text

And some different text
Mary Had a Little Lamb
It's fleece was white as snow

Each cell of a table can contain images or text	The table will adjust itself for size
A cell can have background colors	**AND HIGHLIGHTING**

This is a table of 2 columns and 5 rows.

Compare using Text Boxes to Tables for layout: Tables are easier but less flexible.

**Charts:** Found under the Insert Tab in the Illustrations Group.

This enhancement lets you add graphic interest to your Excel data files. If you work with Exel data files, you can illustrate them with the Chart tool. Below is the default example when you click on Chart.

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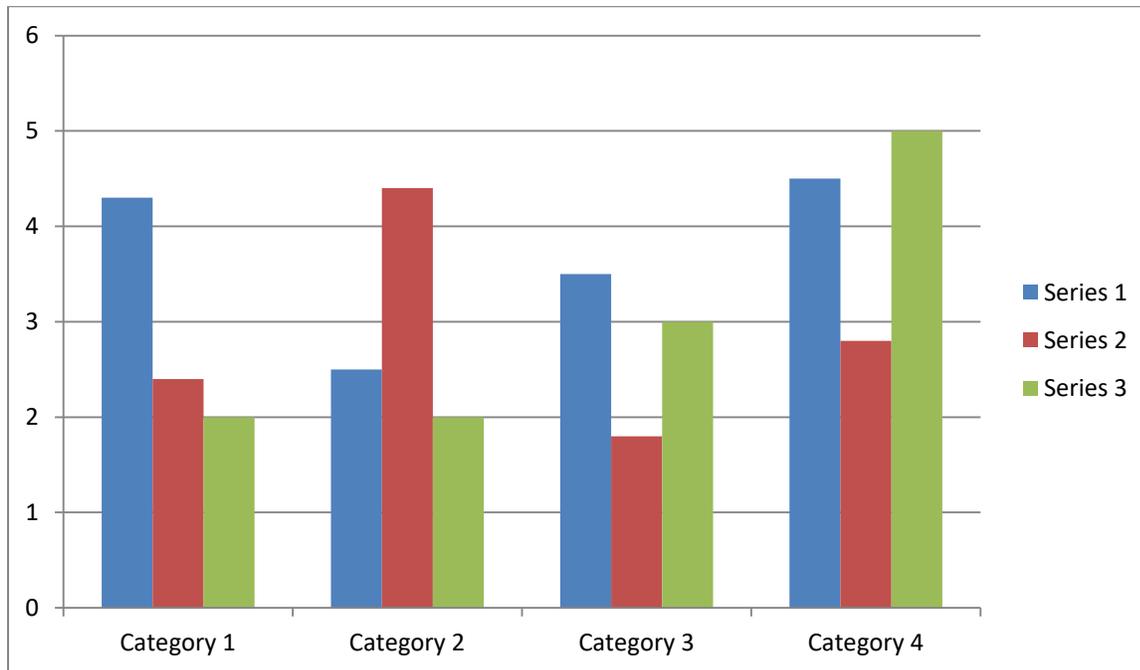
Smart Art: Found under the Insert Tab in the Illustrations Group.

Clicking on Smart Art presents a large selection of formats to enhance newsletters, brochures and presentations. **Explore all of them.** Each allows you to insert your own data.
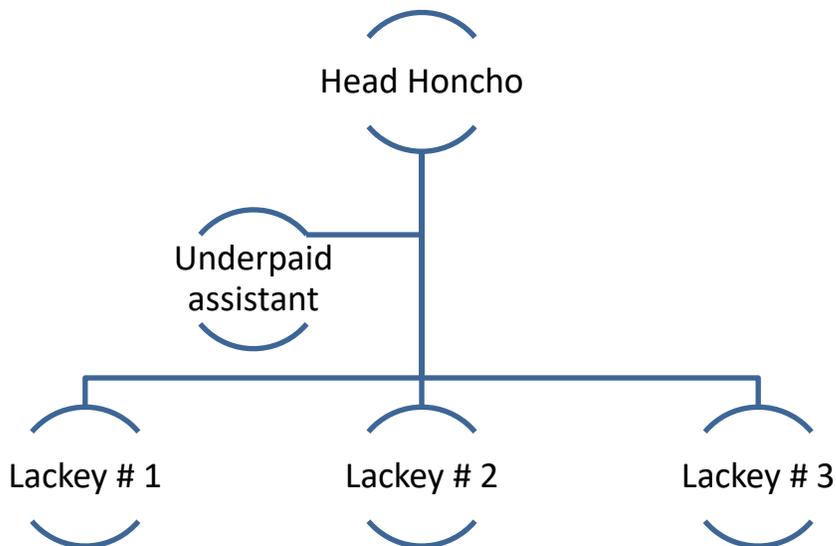
For instance: this graphic from Smart Art is intended to display an organization chart.
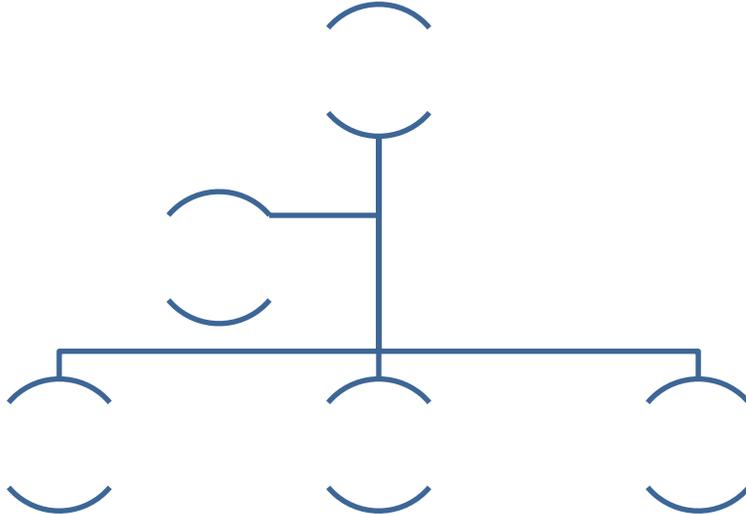
You can resize the image by clicking on it and using cursor to reduce the size.

It is a form that you must fill with your own data.

You might choose to fill it in this way:

Head Honcho

Underpaid assistant

Lackey # 1   Lackey # 2   Lackey # 3

Longer Reports and Books

Sections

It is the trickiest part of Word 2010. It is essential for anyone designing a document of multiple pages—in which you want different layouts in different parts of the document. This applies especially to books, long reports and newsletters with varied graphics.

Sections are intimately tied to the design of "Headers" and "Footers" and their related page numbering.

If you plan to design single page flyers and newsletter you can skip this part.

If you have a multi-page document which will contain varying numbers of columns, you will want to divide your document into *sections.* Each section can have a different number of columns and different margins. They can have different headers and page numbering systems. (Headers will be discussed later.)

This is an example of using "breaks" to change page layout from one part of a document to the next.

Go to the Page Layout Tab. You will see these groups: Themes, Page Setup, Page Background, Paragraph, Arrange. For this exercise we will concentrate only on **Page Setup.**

Suppose you want to produce a booklet containing the nursery rhymes in the example on page 11. The title page is one column. Page 2 is two columns, Page 3 is three columns and the last page is one column.

| Title Sec 1 | Mary Sec 2 | Jack & Jill Sec 3 | Miss Muffet Sec 4 |
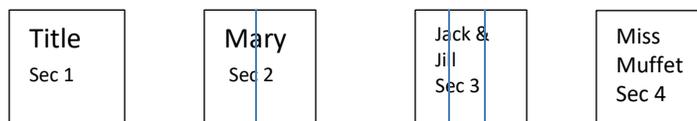
You can specify different margins and page numbers for each section.[2]

Here is how to use the **Page Layout Tab** with the "Breaks" icon:

Open your existing document—the raw or preferably your formatted document

Open Home Tab. Click on the paragraph icon in the paragraph group.

1. Go to the bottom of page 1.
2. From the "Breaks" menu click on "Next Page " from the "Section Break" menu. A line appears to denote the break: -----------Section Break-Next Page----------------
    Place the cursor at the top of page 2—Mary Had a little Lamb.
    From the "Page Layout Tab", click on "Columns" and select "Two Columns".
    Type in the first two lines of the rhyme and then insert a column break: from the Page Layout tab, select "Breaks" and then "Column." The cursor will move to the top of column two. Continue typing in the rhyme.

3. Repeat steps 1 and 2 starting at the bottom of P.2 and finishing at P. 4.

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[2] Headers, and footers can change from one section to the next. That is an advanced topic for those interested in desktop publishing for reports and books.)

Example: Sections

_____

This is section 1.
Title
_____Section Break Next Page_____

This is section. 2

Mary had a little lamb its fleece was white as snow. And everywhere that Mary went the lamb was sure to go.
(insert column break)

It followed her to school one day which was against the rules.

_____Section Break Next Page_____

This is section 3.

Jack and Jill went up the hill
    to fetch a pail of water.
(insert column break)

Jack fell down
    and broke his crown
(insert column break)

And Jill came
    tumbling after

_____Section Break Next Page_____

This is section 4

Little Miss Muffet sat on a tuffet eating her curds and whey.

    Along came a spider and sat down beside her, scaring Miss Muffet away.

_____Page Break_____

Headers and Footers

It is fairly easy to insert headers and footers into your document—if you have a short document that does not contain **'Sections.'**

For those simple documents click on the **Insert Tab** and go to the **Header & Footer Group.** Click on **Header** and select **"blank"** (for this exercise)

A new image of page appears showing a 'header' area at the top of the page. It includes a bracketed area to type in your desired text. [A header typically identifies the subject of the whole document or of the specific section.] It is up to you. You may also insert the page number in the header.

Open the "Header & Footer Tools " Tab. The options are many and some complicated and beyond the scope of this exercise.

Click on Header

For this exercise we will insert a line of text in the header to describe the subject of current section.

Then we will toggle to "footer".

In the footer we will insert a page number.

FOOTNOTES

If this is a long report or any kind of document that requires 'sources' you will want to use footnotes and endnotes. Click on the References Tab of the ribbon. In the footnotes group the first icon is 'insert footnote'. [3]

When you click on the icon a superscript appears at the location and a footnote box appears at the bottom of the page. Enter you source etc. in that space and then continue on with your document.

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[3] This is an example of a footnote

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