

Microsoft Word 2003, Part III

These features will be covered in this workshop

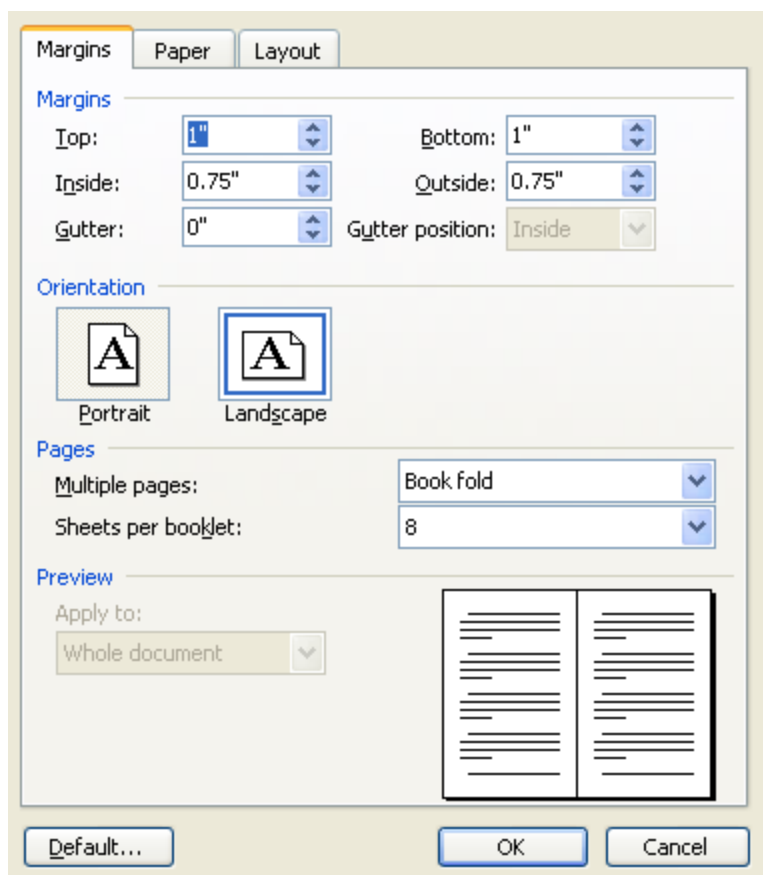
- Arranging pages in book format
- Arranging text and graphics
- Aligning and arranging drawing objects
- Editing Hyperlinks
- Using drop caps
- Character spacing and position
- Working with outlines
- Using Word's hotspots

Arranging pages in folded booklet

Set up the booklet

1. Select a new, blank document.
2. On the FILE menu, click PAGE SETUP
3. Click the MARGINS tab
4. In the multiple pages list, select BOOK FOLD. If your document is not set to LANDSCAPE, *Word* sets it for you.
5. In the INSIDE and OUTSIDE boxes, type or select the amount of space you want for the inside and outside margins. If you need more space for the inside margin (along the fold) to accommodate binding, type the amount of space in the GUTTER box.
6. Set the top and bottom margin to allow for space to accommodate any header line or footer line.
7. In the sheets per booklet, type in or select the number of pages you want to include in a single booklet. The pages should be multiples of four. The example provided for you is set for eight pages. If the number of pages exceed the number of pages you have specified, for a booklet, *Word* prints the document as multiple booklets.

Note: If you do not know how many pages you will use at this time, you can change it later. Setting the number of booklet pages, allows you to print out the pages so that they are positioned correctly for the booklet.
8. Click the PAPER tab. Set the paper size and paper source.
9. Click the LAYOUT tab. Leave the Section start at NEW PAGE.
10. In the HEADERS AND FOOTERS section, click DIFFERENT ODD AND EVEN if you plan to use either a header or a footer, or both.



11. Click **DIFFERENT FIRST PAGE** if you use a header or footer or both and if you do not want a header or footer to appear on the first page.
12. When placing the page number in a footer, place the odd page footer at the right of the page; place the even page footer at the left of the page.

Print a folded booklet

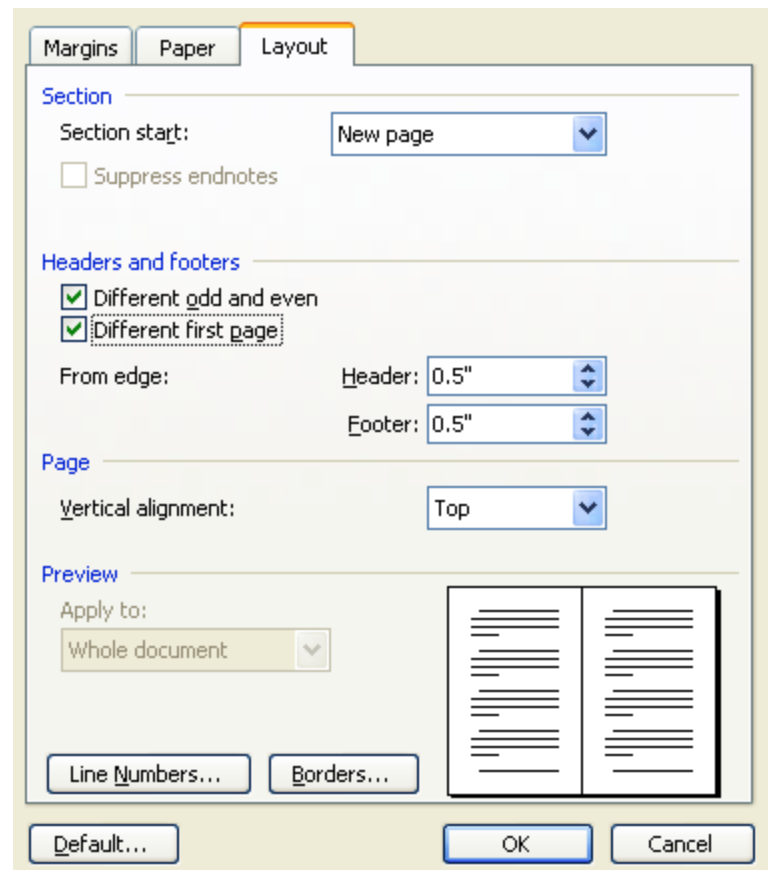
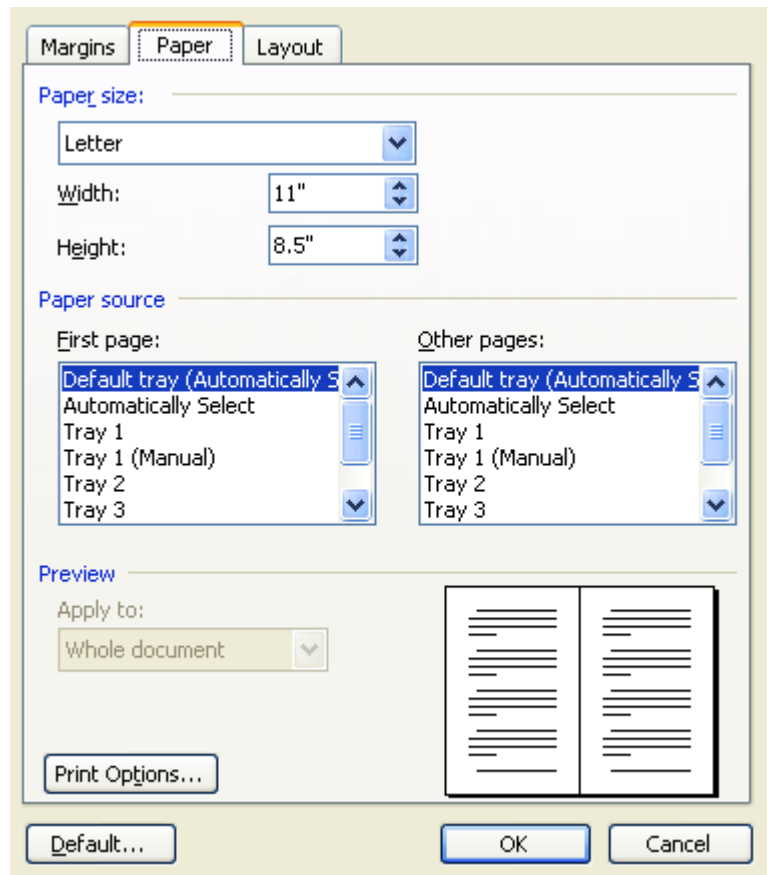
When you select **BOOK FOLD** for your page setup, *Word* prints two pages on one side of the paper. When you fold the paper, it opens like a book. This option is intended for documents that have more than two pages.

1. On the **FILE** menu, click **PRINT**.
2. If you are not using a duplex printer (one that automatically prints on both sides of the paper), in the **PRINT** dialog box, select the **MANUAL DUPLEX** check box. *Word* will print all of the pages that appear on one side of the paper, and then prompt you to turn the stack over and feed the pages again.
3. Turn the stack over, end to end.
4. Click the **OK** button.
5. The pages print.
6. If you click **CURRENT PAGE** or **PAGES**, *Word* prints the page you indicate, plus the three other pages that belong on the same sheet of paper.

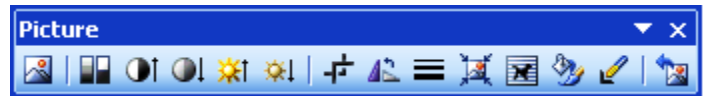
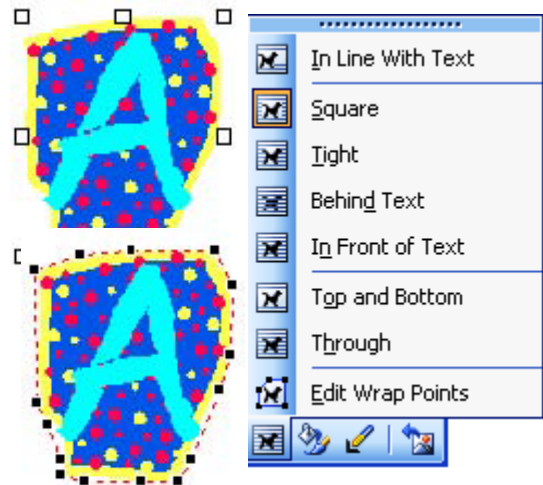
Arranging Text and Graphics

In *Word* 2003, when you insert an image from a file, it is inserted into a frame that is aligned with the location of your insertion point when you inserted the image. This is what is known as an “inline” image. If you want to drag such an image to another place on the page, you must assign a “text-wrapping” attribute to the picture, as follows:

1. Have an image ready either on your hard drive or floppy drive.



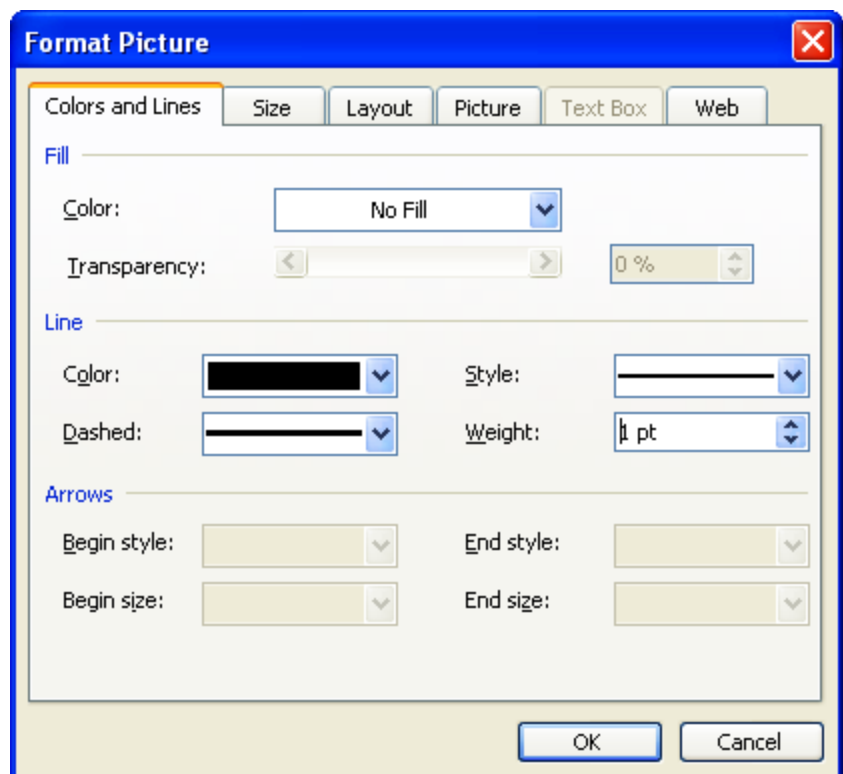
- Pull down the INSERT menu, choose PICTURE, and then choose FROM FILE, and locate the image you want to insert.
- The image will not be selected when you insert it. Click once on your image to select it. If a black outline with eight black “handles” appears around it, then it cannot be dragged to a new location. It is an inline graphic that moves with the text. If the picture is surrounded by eight white “handles,” then it can be moved.
- To specify how you want the text to flow around your picture, in your PICTURE TOOLBAR, click on the TEXT WRAPPING button (it contains the icon of an animal with lines drawn through it). A drop-down or pop-up menu appears.
- Notice the choices on the text wrapping menu. If you choose SQUARE, you will see eight “handles” around your picture. This means that text will flow around the image and the offset of the image to the text will be square. This image can be dragged to other locations, as the picture now “floats.”
- The TIGHT selection is often used. It allows text to wrap tightly around the image. You can drag this image around the page.
- Now, note the selection EDIT WRAP POINTS on the drop-down or pop-up menu. The text will wrap around an image tightly to the image and follow its shape. You can edit the selection wrap points. You can drag this image around the page.
- One other choice on the menu frequently used is TOP AND BOTTOM where the text will appear above and below the image.



Format Picture

You can format the picture by right-clicking on it and, on the drop down menu that appears, select the FORMAT PICTURE command. (You can also drop down the FORMAT menu and click on the PICTURE COMMAND.) The FORMAT PICTURE dialog displays. It has these tabs: COLORS AND LINES, SIZE, LAYOUT, PICTURE, TEXT BOX, and WEB.

- The COLORS AND LINES tab allows you to specify a color fill. This fills the space between the graphic and its border. If you use a line that boxes your graphic image, you can specify a line color and the line style and weight.
- When you select the SIZE tab, you see a page that allows you to set



the picture HEIGHT and WIDTH. You can scale it larger or smaller by percentage of original size. The aspect ratio (ratio of height to width) is locked by default. If you want to distort the image, you can unlock the aspect ratio and set the height and width so as to stretch the image either vertically or horizontally. This works fine on a vector image but not on a raster (bitmapped) image. The original size of the image is given in inches.

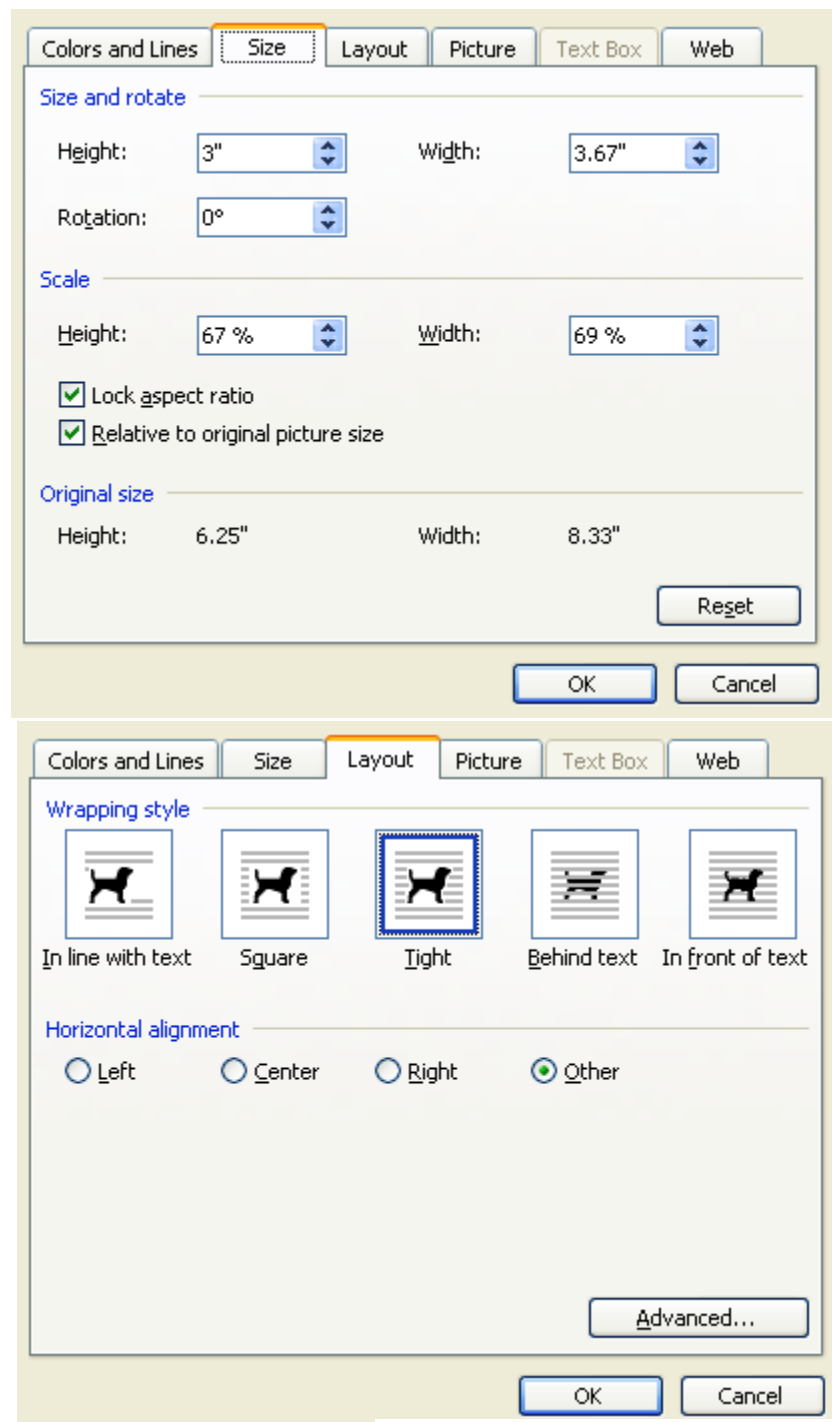
3. The LAYOUT page gives you a choice of text wrapping styles and horizontal alignment choices. Click on the ADVANCED button, then click on the TEXT WRAPPING tab which gives you additional text wrapping options, as well as the Picture Position tab which gives you additional horizontal and vertical position settings and other options.
4. The PICTURE page gives you cropping options and image control.
5. The Text Box tab is not available unless you are working with a text box.
6. Click on the WEB tab and see a page containing a window into which you type alternative text to describe your graphic.

Use the Crop button on the Picture Toolbar

The CROP icon on the PICTURE TOOLBAR, shown here, is selected.



1. Right-click on the selected picture.
2. On the context menu, choose SHOW PICTURE TOOLBAR.
3. Select the Crop icon and click the picture.
4. See the eight crop “handles” on the picture
5. Click the middle-right handle and drag to the left to crop the right side of the image.



6. Click the middle-left handle and drag to the right to crop the left side of the image.
7. Follow the same procedure with the top and/or bottom handle to crop the top and/or bottom side.
8. Click a corner handle to crop the adjacent sides.
9. Click outside the picture to deselect the picture and the crop handles.

The Drawing Toolbar

The DRAWING toolbar when displayed is usually seen at the bottom of the *Word* screen. It can be displayed



by clicking on the DRAWING toolbar button on the STANDARD toolbar (at the right of the Columns button). The DRAWING commands (from left to right) are explained below:

The Draw button. To access the commands on this button, click on the arrow on the button. The menu that pops up contains the following commands (some may be grayed out and not available depending on what you are doing).

Group, Ungroup, Regroup, ORDER

The ORDER submenu: BRING TO FRONT, SEND TO BACK, BRING FORWARD, SEND BACKWARD, BRING IN FRONT OF TEXT, SEND BEHIND TEXT

GRID, NUDGE

NUDGE submenu: UP, DOWN, LEFT, RIGHT

ALIGN OR DISTRIBUTE

ALIGN OR DISTRIBUTE SUBMENU: ALIGN LEFT, ALIGN CENTER, ALIGN RIGHT, ALIGN TOP, ALIGN MIDDLE, ALIGN BOTTOM, DISTRIBUTE HORIZONTALLY, DISTRIBUTE VERTICALLY, RELATIVE TO PAGE

ROTATE OR FLIP

ROTATE OR FLIP submenu: FREE ROTATE, ROTATE LEFT, ROTATE RIGHT, FLIP HORIZONTAL, FLIP VERTICAL

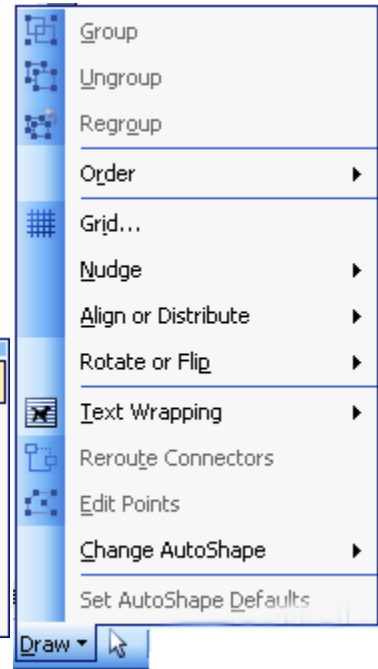
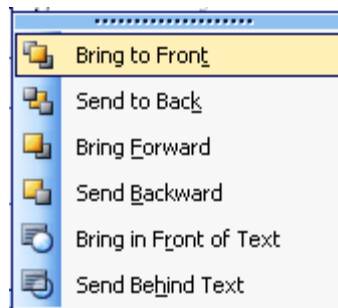
TEXT WRAPPING

TEXT WRAPPING submenu: SQUARE, TIGHT, BEHIND TEXT, IN FRONT OF TEXT, TOP AND BOTTOM, THROUGH, EDIT WRAP POINTS

REROUTE CONNECTORS

EDIT POINTS

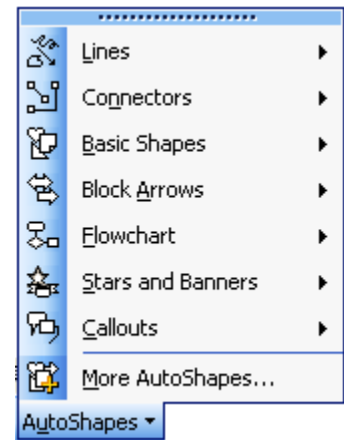
CHANGE AUTO SHAPE



The Select Shape button is located on the DRAWING toolbar at the right of the DRAW button. This is a selection tool.

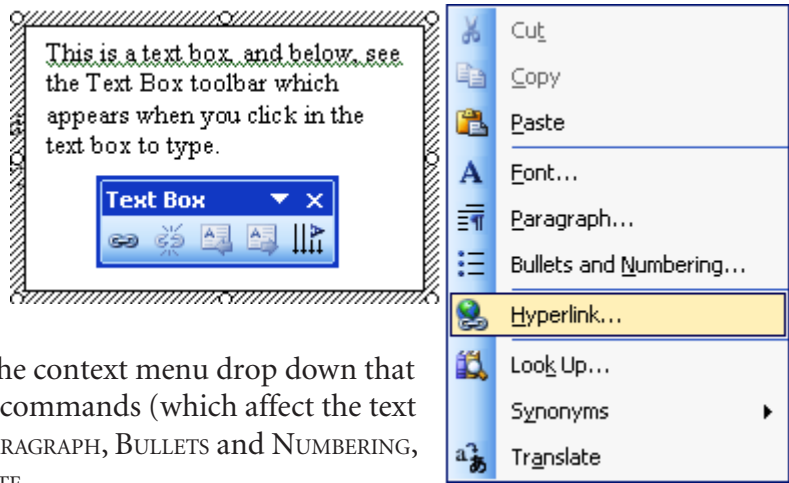
The AutoShapes button. Clicking on this button pops up a menu that gives you these choices: LINES, CONNECTORS, BASIC SHAPES, BLOCK ARROWS, FLOWCHART, STARS AND BANNERS, CALLOUTS, MORE AUTO SHAPES. Each of these choices when selected, displays a submenu showing a selection of shapes from which to choose.

Click on the shape you want to use, and then click approximately where you



want to position the shape and drag until the shape is the size you want. If you double-click on the AUTOSHAPE, you will see displayed the FORMAT AUTOSHAPE dialog in which you can set colors and lines, size, layout (wrapping style and horizontal alignment), and you can type alternative text (on the Web page).

The Text Box button. When you click on the TEXT BOX button, you see a crosshair cursor that you click and drag to outline the size of your text box. You see the TEXT BOX toolbar, displayed here containing five icons. From left to right they are: CREATE TEXT BOX LINK, BREAK FORWARD LINK, PREVIOUS TEXT BOX, NEXT TEXT BOX, and CHANGE TEXT DIRECTION.



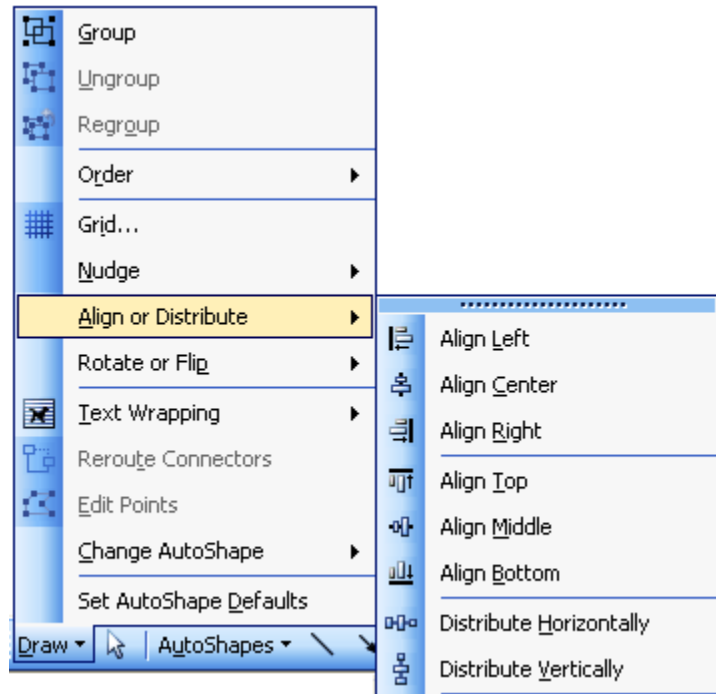
If you right-click on the TEXT BOX, you see the context menu drop down that is pictured at the far right. It contains these commands (which affect the text in the TEXT BOX): CUT, COPY, PASTE, FONT, PARAGRAPH, BULLETS and NUMBERING, HYPERLINK, LOOK UP, SYNONYMS, and TRANSLATE.

Aligning Drawing Objects

There are several ways to align drawing objects. You can align them with other drawing objects, such as when you align the sides, middles, or top or bottom edges of objects. You can align them in relation to the entire page—for example, at the top or left edge of a page. You can also align objects by using the grid to align them with a corner on the grid as you draw or move the objects.

Align drawing objects horizontally or vertically

1. Select the drawing objects you want to align.
2. On the DRAWING toolbar, click DRAW, and then point to ALIGN OR DISTRIBUTE. See this menu depicted at the right.
3. To align the objects horizontally by the bottoms, click ALIGN BOTTOM.
4. See below a picture of two objects aligned by the bottoms.



Align drawing objects in relation to the page

1. Select the drawing objects you want to align.
2. On the DRAWING toolbar, click DRAW, and then point to ALIGN OR DISTRIBUTE
3. If RELATIVE TO PAGE is checked, click the alignment option you want.



4. If **RELATIVE TO PAGE** isn't checked, click it, click **DRAW** again, point to **ALIGN OR DISTRIBUTE**, and then click the option you want.

Align drawing objects on a grid

1. On the **DRAWING** toolbar, click **DRAW**, and then click **GRID**. See the **GRID** dialog box.
2. To automatically align drawing objects on an invisible grid, select the **SNAP TO GRID** check box.

Editing Hyperlinks

Selecting a hyperlink text for editing

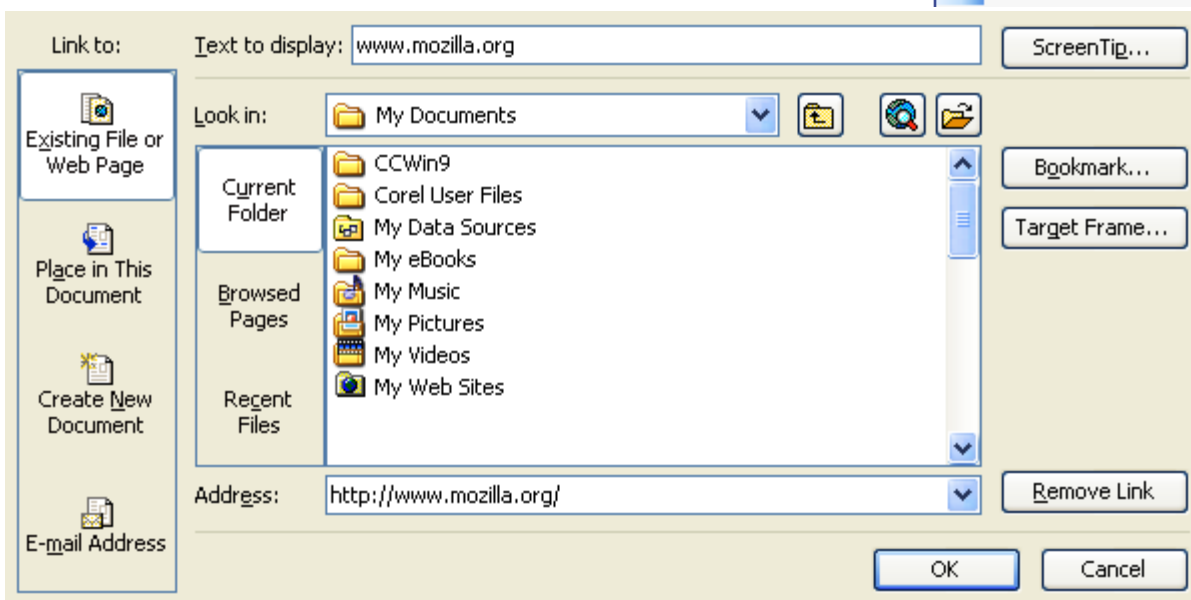
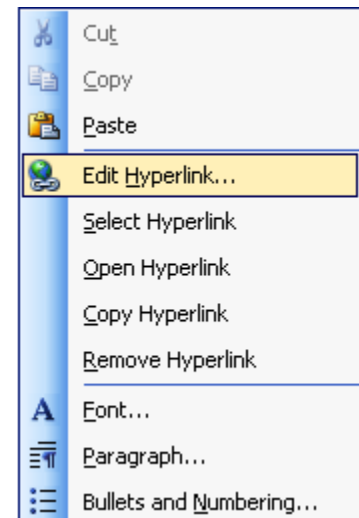
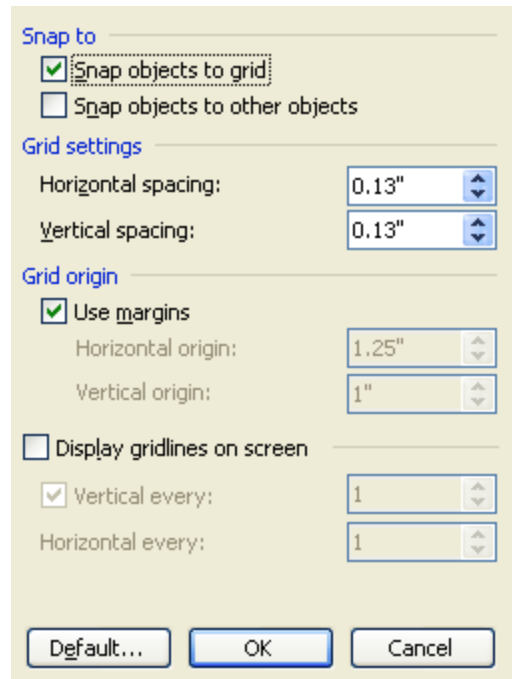
You can change the display text of a hyperlink as you would change any text in your document or Web page. To avoid activating the hyperlink, it's usually best to use the keyboard to select the text you want to change.

1. Click outside the text.
2. Press an arrow key until your insertion point is located just to the left or the right of the hyperlink text you want to change.
3. Hold down **SHIFT** and press an arrow key until the text is selected.
4. You can now apply any formatting changes needed.

Edit a Web address

To edit a Web address:

1. Place your insertion point anywhere in the hyperlink and right-click.
2. A menu drops down with the **EDIT HYPERLINK** command on it.
3. Click on this command, and you will see the **EDIT HYPERLINK** dialog box. You can change the display text in the **TEXT TO DISPLAY** box. You can change the destination address of the hyperlink in the **ADDRESS** box. You can click the **REMOVE LINK** button to remove the link.



Using Drop Caps

Create a Drop Cap

A drop cap is an enlarged capital letter at the beginning of a paragraph. To create a drop cap for the first letter of the first word in a paragraph, follow these instructions:

1. If you are not in PRINT LAYOUT view, change to that view.
2. Position the cursor anywhere in the paragraph and select the DROP CAP command on the FORMAT menu.
3. In the DROP CAP dialog box, select a position for the dropped cap. The three choices are NONE, DROPPED, or IN MARGIN.
4. Select Dropped. (If you choose IN MARGIN make sure your margins are set wide enough to allow the drop cap to print.)
5. Adjust the drop cap's font, size (number of lines to drop), and distance from text.
6. Click OK when finished.

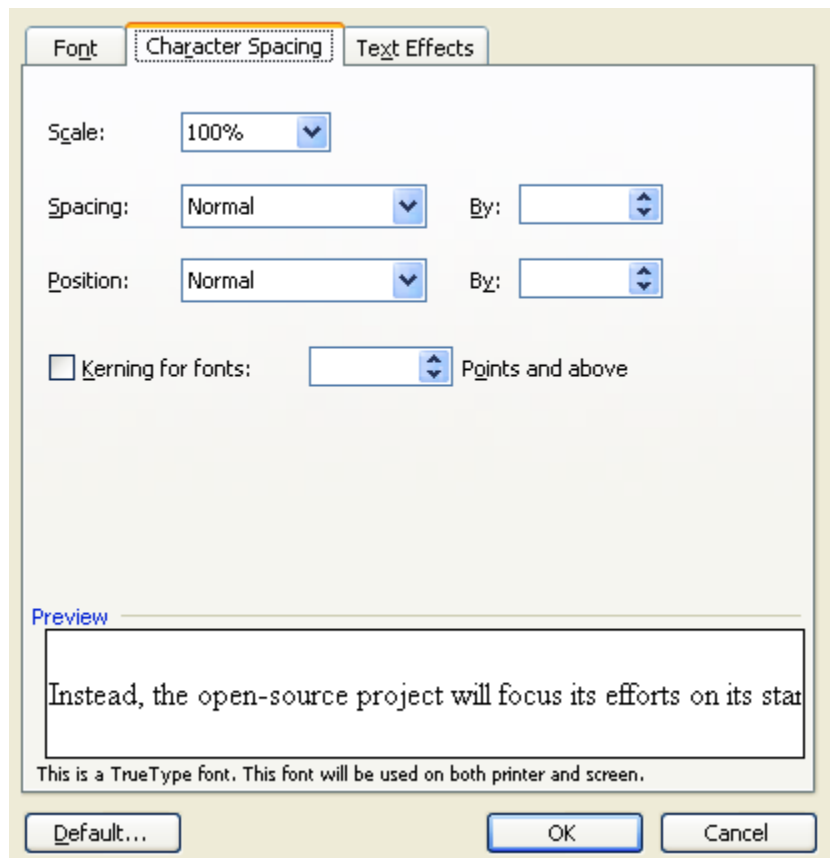
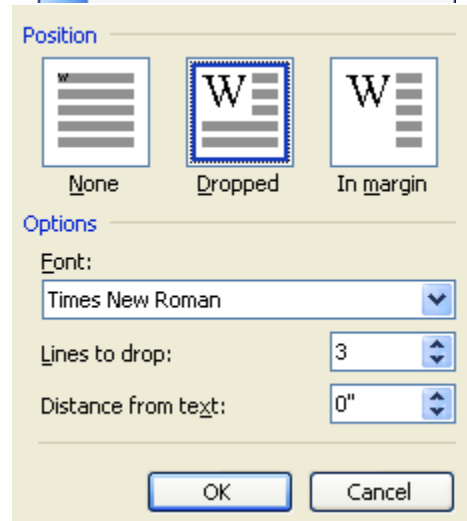
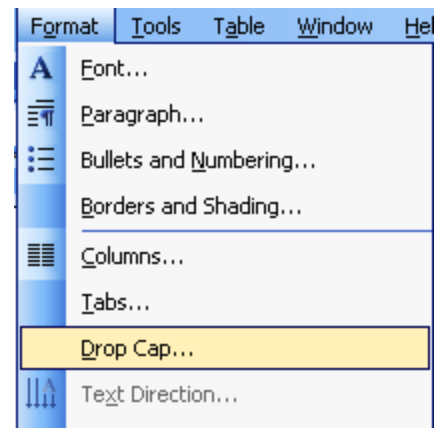
Remove the drop cap

1. Click the paragraph that contains a Drop Cap.
2. On the FORMAT menu, click DROP CAP.
3. Click NONE.
4. Click OK.

Character spacing and position

Word 2003 allows you to alter the width and position of any text set in a *True Type* font. It may be helpful if you want to fit a line of text precisely.

1. Select the text you want to change.
2. Select FONT on the FORMAT menu.
3. Click the CHARACTER SPACING tab in the FONT dialog box.
4. To expand or condense space evenly between all the selected characters, click EXPANDED or CONDENSED in the SPACING box, and then specify how much space you want in the BY box. Selecting EXPANDED or CONDENSED alters the spacing between all selected letters by the same amount.
5. Kerning characters alters the spacing between particular pairs of letters, such as an A and a V or letter combinations that may have too much space between them.

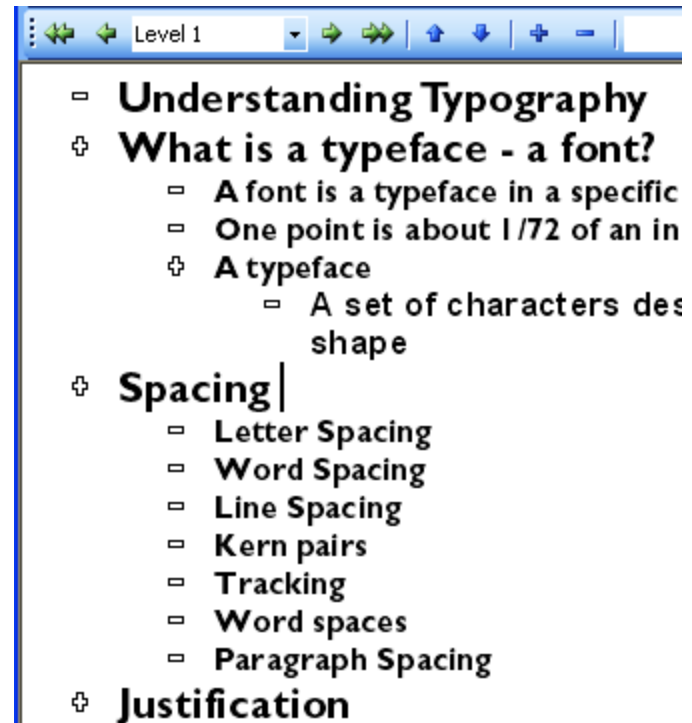


- To kern characters that are above a particular point size, select the **KERNING FOR FONTS** check box, and then enter the point size in the **POINTS AND ABOVE** box.
- To raise or lower text, click **RAISED** or **LOWERED** in the **POSITION** box.
- To stretch or scale text horizontally, click the **SCALE** drop-down list and choose a percentage by which to expand or compress the text horizontally (or type a percentage directly into the **SCALE** box).
- Check the **PREVIEW** window to see the effect of your selection.

Working with Outlines

As you create headings and subheadings in outline view, *Word* automatically applies the built-in heading styles to them. You can collapse the document to show just the headings you want which makes it easier to view and reorganize the document's structure. You can set up a *PowerPoint* presentation by creating an outline in *Word* and then opening the outline document in *PowerPoint*.

- In a new document, switch to **OUTLINE** view.
- Type each heading and press **ENTER**.
- See the **OUTLINE** symbols at the left of a line. The top one is the symbol (a fat plus sign) that you see when the heading has no subheading. The second symbol indicates that the heading has one of more subheadings (or lower level lines).
- To demote a heading to a lower level, with your cursor in the text line, click the right-pointing arrow on the toolbar, located at the right of the box indicating the outline level.
- To promote a heading to a higher level, click on the left arrow in the toolbar.
- To demote your heading to body text, click on the double-headed, right-pointing arrow.
- You can move your heading up or down by dragging on the symbol of that heading. Alternately you can use the up or down arrows in the toolbar to reorganize your outline.



Word's hotspots

To access the **Paragraph** dialog box, double-click on any indent marker located on *Word's* ruler.

To access the **PAGE SETUP** dialog, double-click in the empty spaces to the left or right of the ruler indent markers. In *Word's* **PRINT LAYOUT** view, you can double-click anywhere in the vertical ruler to access the **PAGE SETUP** dialog.

To access the **TABS** dialog, double-click on any tab marker on the ruler.

To access the **GO TO** dialog box, double-click the page or section number located on the **STATUS BAR** at the bottom of the *Word* window.

