

# Word Processing & Desktop Publishing: Printing It

---

# OBJECTIVES

---

- ✘ Explain the need for word processing
- ✘ List and describe the basic features of word processing programs
- ✘ Describe how spelling checks and thesaurus programs work

# OBJECTIVES

---

- ✘ Explain the value of collaboration using word processing and the Web
- ✘ Define the advantages of desktop publishing
- ✘ Define desktop publishing terminology

# WORD PROCESSING AS A TOOL

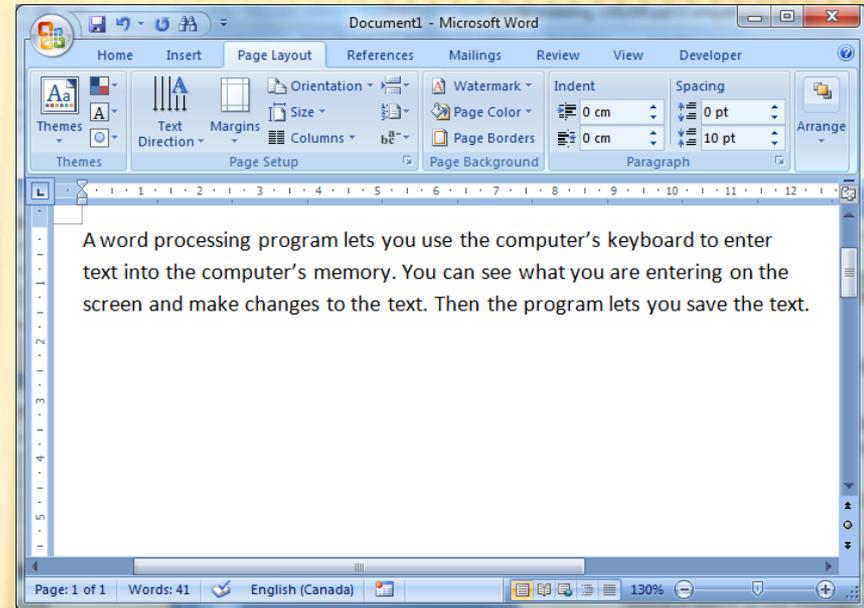
- ✘ Allows you to work with text documents
  - + Creation – the original keying in of the document
  - + Editing – making changes to the document
  - + Formatting – adjusting the appearance of the document to make it more attractive

# WORD PROCESSING AS A TOOL

- ✘ Allows you to work with text documents
  - + Storing – saving the document on disk
  - + Retrieving – bringing the stored document into memory so it can be used again
  - + Printing – producing the document on paper

# HOW WORD PROCESSING WORKS

- ✘ As you type, the screen displays your work
  - + The program displays the insertion point (cursor) to show where the next character will appear
  - + Use the scroll bar to move throughout the document
  - + **Word wrap** automatically moves a word to the beginning of the line below if there is not enough room at the end of the line to complete the word



# EASY CORRECTIONS

---

- ✘ The Backspace key
- ✘ The Delete key
- ✘ The Undo command reverses the effect of the last action
  - + allows you to undo several actions

# FORMATTING FEATURES

- ✘ Character formatting
- ✘ Line formatting
- ✘ Page formatting
- ✘ Printing envelopes

Chapter 1

**COMMUNITY CRIME PREVENTION AND SAFETY**

Statement of goals: Citizens must share the responsibility for prevention of crime and for their own safety. Law enforcement and government agencies cannot and should not handle it alone.<sup>1</sup>

I. Home Security

- A. Outside your home
- B. Doors and windows
- C. Locks
- D. Property marking
- E. Inventory sheet

II. General Safety

- A. Safety in your home
- B. Safety in your neighborhood
- C. Going on vacation

**Security overview.** Burglary is a crime of opportunity—perhaps a weak door or an unlocked window. Most burglars use unsophisticated methods to gain entry, using simple force on an easy target. Citizens can use preventive strategies to make their homes secure.

<sup>Safety overview.</sup> Safety is a broad topic, running the gamut from keeping your chimney clean to having a fire escape plan to wrapping your water pipes when the temperature dips below 32°. Safety is of particular concern when people are going on vacation. Planning ahead will prevent many problems.

**HOME SECURITY CHECKLIST**

- Strung exterior doors
- Deadbolt locks
- Door peephole
- Windows secured
- Timed lights
- Lighted entrances
- Shrubs trimmed

<sup>1</sup> Blockquote: *Community Crime Prevention*, Seattle Police Department Crime Prevention Division, 2001.

1

Labels on the left side of the diagram:

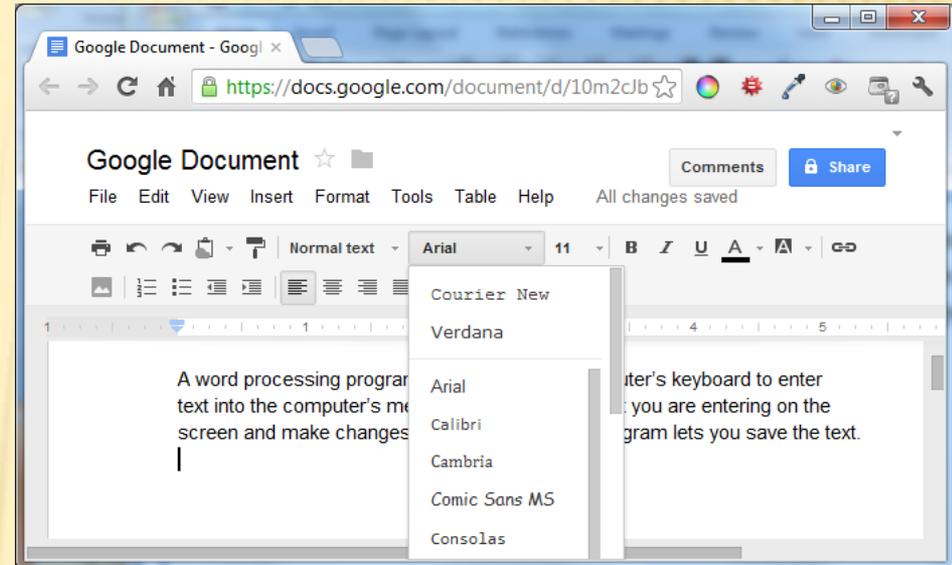
- Enlarged typeface
- Line graphic
- Underline
- Block indent
- Numbered outline
- Boldface
- Superscript
- Bulleted checklist
- Footnote

Labels on the right side of the diagram:

- Header
- Centered heading
- Sans serif typeface
- Reference to footnote
- Ragged right text
- Fully justified text
- Inserted graphic image
- Italic
- Pagination

# CHARACTER FORMATTING

- ✘ Boldface, italic, and underlining
  - + Used to emphasize words or phrases
- ✘ Fonts – typefaces
- ✘ Serif fonts have short horizontal lines at the tops and bottoms of letters
  - ✘ Easier to read
  - + Sans serif fonts have no serifs
    - ✘ Often used for section headings or captions



Return

# LINE FORMATTING FEATURES

- ✘ Alignment – text can line up along right or left margin or centered on the page
- ✘ Tabs and indentation
  - + Tab once to begin a paragraph
  - + Indent entire paragraph from one or both sides
- ✘ Justification – the evenness of text at the side margins
  - + Fully justified – text is even at both right and left margins
    - ✘ Microsoft word calls this “Justify”
  - + Left justified – text is even at left margin, but ragged at right margin

Return

# PAGE FORMATTING FEATURES

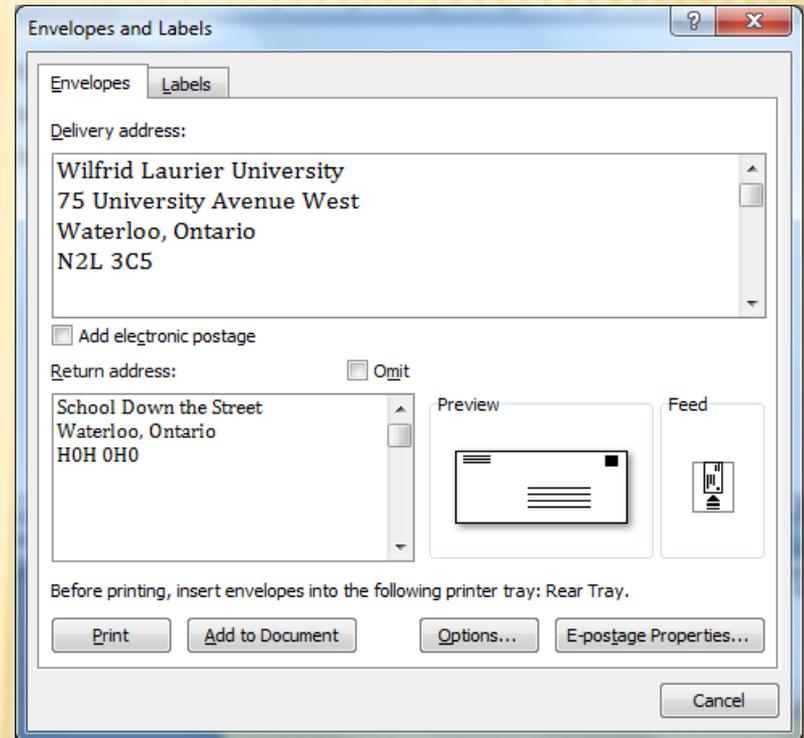
---

- ✘ Vertical centering adjusts top and bottom margins so that the text is centered
- ✘ Margins define the amount of white space on both sides and along the top and bottom
- ✘ Adjust margins, line spacing, and fonts to squeeze or stretch a document

[Return](#)

# PRINTING ENVELOPES

- ✘ Use computer to address and print envelopes
  - + Delivery address will be filled in if it is highlighted in the letter
  - + Enter return address
- ✘ Most programs can include postal bar code underneath the delivery address



Return

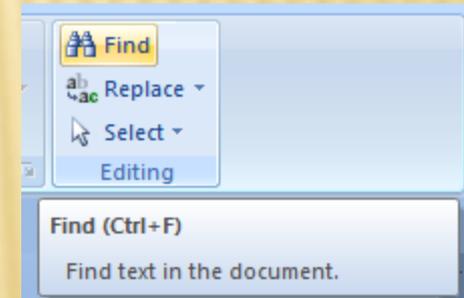
# OTHER IMPORTANT FEATURES

---

- × Find command
- × Pagination
- × Print preview
- × Footnotes
- × Headers and footers
- × Working with text boxes
- × Spelling checker
- × Thesaurus

# FIND COMMAND

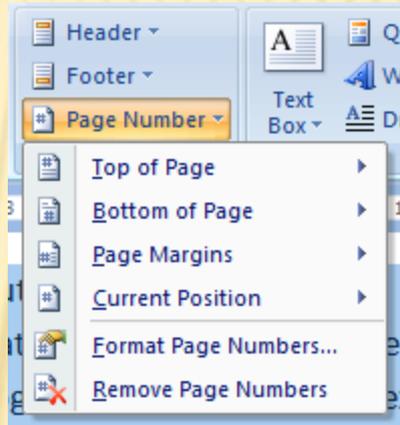
- ✗ Finds all occurrences of a word or phrase
  - + Find-and-replace replaces those occurrences with a different word or phrase
  - + Very convenient for long documents



Return

# PAGINATION

- ✘ Displays page numbers in a document
  - + Offers many options for which pages are numbered and where the number is located on the page



Return

# PRINT PREVIEW

---

- ✘ A user can view an entire page on the screen
  - + User can view two facing pages or several consecutive pages
  - + Gives a better overall view than looking at one screen

[Return](#)

# FOOTNOTES

---

- ✘ Word processing programs make it easy to add footnotes
  - + Keeps track of footnotes that are entered and where they are entered
  - + Renumbers if footnotes are added or deleted
  - + Adjusts bottom margins so the footnote appears at the bottom of the page
- ✘ Footnotes can be converted to endnotes and vice versa

Return

# HEADERS AND FOOTERS

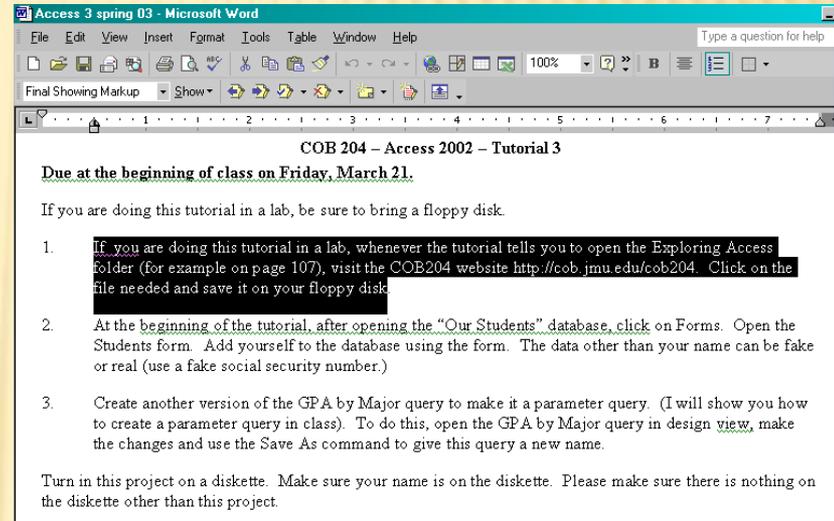
---

- ✘ Headers appear at the top of every page
- ✘ Footers appear at the bottom of every page
- ✘ Common headers and footers
  - + Page number
  - + The date and time the document was last modified
  - + The file name under which the document is stored

[Return](#)

# WORKING WITH TEXT BLOCKS

- ✗ Text block – a unit of text in a document
- ✗ Must first be selected
- + Drag mouse from the beginning of the end of the text you want
- + Referred to as **blocking** or **highlighting**

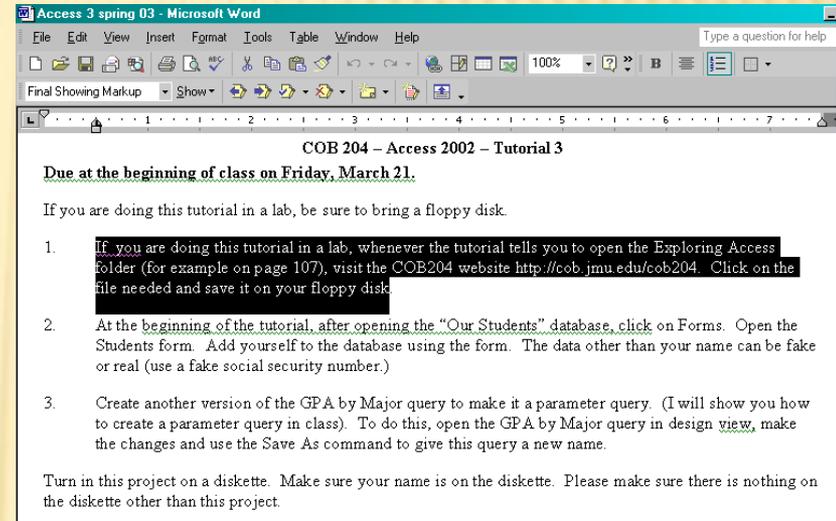


Return

# WORKING WITH TEXT BLOCKS

## ✘ Possible Actions

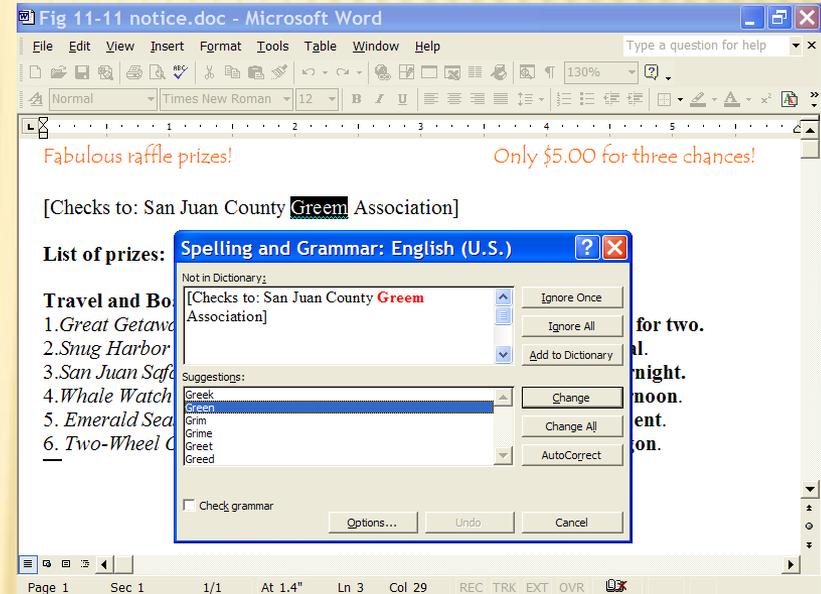
- + Moving – removes text from its original location and inserts it at its new location
- + Copying – leaves text intact at its original location and inserts it at its new location
- + Deleting – removes text from the document



Return

# SPELLING CHECKER

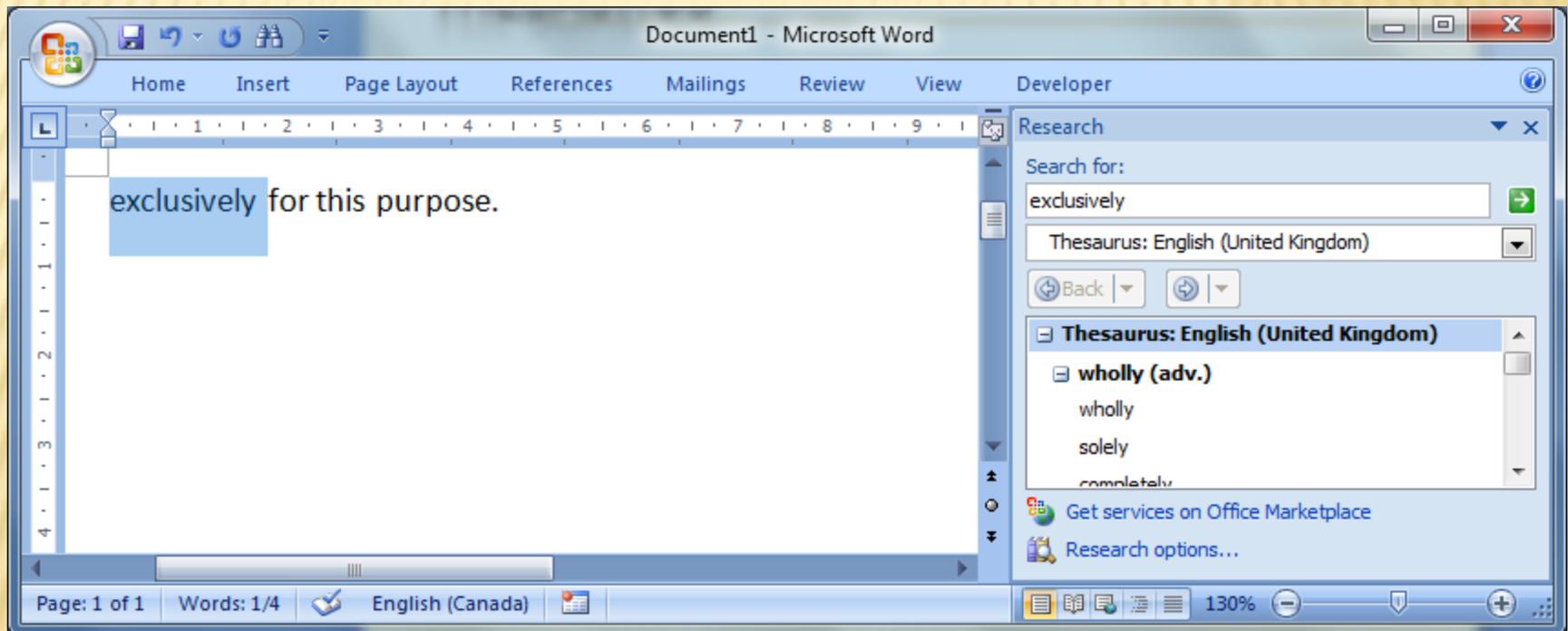
- ✘ Finds spelling errors you may have made
  - + Compares the word you typed with words in its list
  - + Spelling checkers don't recognize proper names or some technical words
    - ✘ You can add words to the dictionary
- + Will not catch homonyms, if they are spelled correctly



Return

# THESAURUS

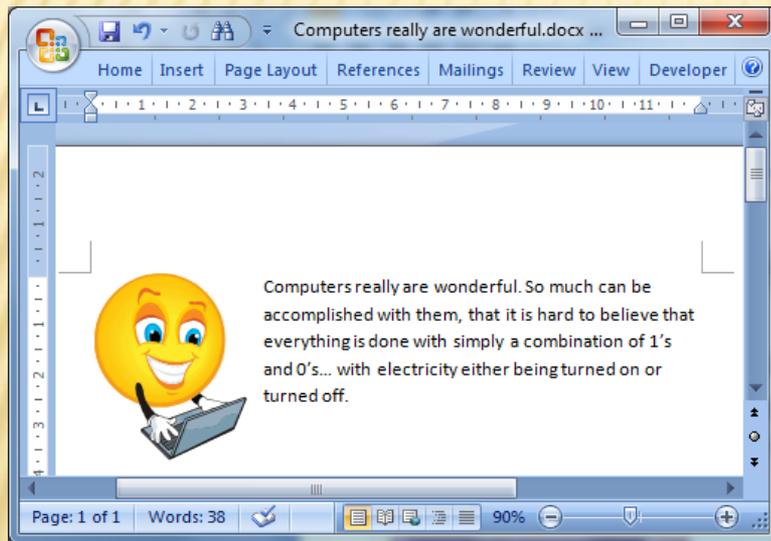
- ✗ Offers synonyms and antonyms for common words



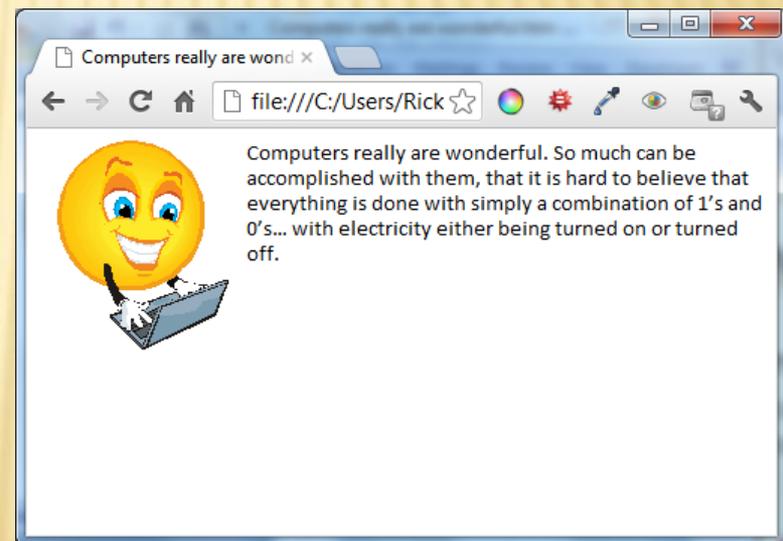
Return

# WORD PROCESSING AND THE WEB

- ✘ Save word-processed documents as Web pages
  - + Allows others to access a document and make changes as a regular word-processed document



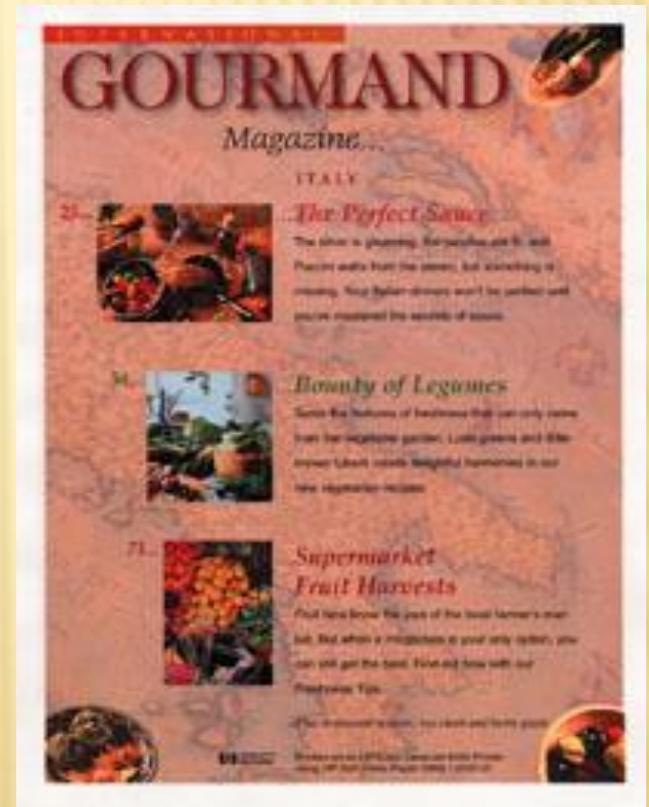
A word-processed document



The same document, as a Web page

# DESKTOP PUBLISHING

- ✘ Can be used to design sophisticated pages
  - + With a high-quality printer, users can print professional-looking documents
- ✘ Allows you to place text and graphics on a page
- ✘ More professional than using a word processor



# THE PUBLISHING PROCESS

---

- × Page layout
- × Selecting fonts
- × Principles of good typography
- × Leading and kerning
- × Halftones

# PAGE LAYOUT

- ✘ Decide how text should be laid out
  - + For example, organizing text into columns separated by a vertical line is effective
- ✘ If pictures are used, they must be inserted into text
  - + Picture size needs to be adjusted for proper fit
- ✘ Decide what headings are needed



## LKXS RADIOGRAPHY OPERATING GROUP

### Review of Operations

During 2001, the LKXS radiography companies operated favorably with a series of product introductions and marketing programs designed to sustain LKXS' growth. These business programs continued growth through the knowledge acquired from U.S. product strategy, field and the emerging technologies market activities.

These constraints have already paid off with international sales accounting for 7% of total revenues. Next year, we expect a strong showing as these subsidiaries continue to establish themselves.

#### Profits Up in Growth Year

Throughout 2001, employees worked diligently to improve current product quality, control operating costs, and provide outstanding customer service. As a result, LKXS had its best profit ever over despite substantial expenditures to develop and introduce the Model NR<sup>2</sup>.

To make sure we stay closely in touch with our customers, in 2001 the LKXS companies expanded their customer service areas by 20%, spending \$65 million to train the account management personnel.

#### Model NR<sup>2</sup> is a Success

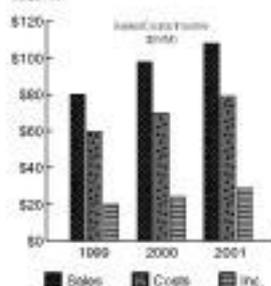
The introduction of Model NR<sup>2</sup> is a good example of our success in providing technology forward and cost-reducing the benefits of this new technology to hospitals and research institutions around the world.

LKXS representatives introduced the Model NR<sup>2</sup> at major conferences in the field, both in the United States and overseas, to an enthusiastic reception.

#### 2001 Revenues by Area

(Dollars in millions)

REGION	AMOUNT	PERCENT
Northwest	\$300	33%
Midwest	\$200	23%
New York	\$100	11%
Pacific Region	\$100	11%
Southwest	\$70	8%
East	\$60	7%
<b>TOTAL</b>	<b>\$900</b>	<b>100%</b>



Legend: Sales (dark grey), Costs (medium grey), Income (light grey)

To foster continued growth in overseas markets, we opened subsidiaries in Japan and Hong Kong.

Review of Operations page 1

Return

# SELECTING FONTS

- ✘ Type is described by its size, font, weight, and style
  - + **Size** measured by points (1/72 inch)
  - + **Weight** – whether font is heavier or darker than normal
  - + **Style** – special effects, such as italics
- ✘ Mixing fonts on the same page can make it hard to read



[Return](#)

# GOOD TYPOGRAPHY

---

- ✘ Use the following guidelines for attractive documents
  - + Use only two or three fonts
  - + Limit the use of decorative fonts
  - + Use different sizes and styles of one font to distinguish heading levels

[Return](#)

# GOOD TYPOGRAPHY

---

- ✘ Use the following guidelines for attractive documents
  - + Never type text body in all capital letters
  - + Do not use type that is too small just to make it fit on one page
  - + Use a sans serif font only for short passages
  - + Use italic or boldface, rather than underlining, for emphasis

[Return](#)

# LEADING AND KERNING

- ✘ Refer to the amount of white space on a page
  - + **Leading** – the spacing between the lines of type on a page
  - + **Kerning** – the space between the characters in a word
- ✘ The appropriate amount of white space enhances readability and reduces eye strain



[Return](#)

# HALFTONES

- ✘ Resemble photographs
  - + Made up of black dots printed on white paper
  - + Varying the number and size of dots produces shades of gray
  - + The smaller the dot pattern, the clearer the halftone



[Return](#)

# USING DESKTOP PUBLISHING SOFTWARE

- ✘ Key ingredient is the page composition program
  - + Lets you design each page on the screen
- ✘ Most programs offer templates, predetermined page designs that let you fill in your own text
- ✘ Most integrate clip art, images available for public use
  - + Clip art is available for free or a small fee on many web sites
  - + Many commercial clip art programs are available



# GETTING GRAPHICS

- ✘ Images / Videos / Music online have a copyright
- ✘ Clipart – Free to use
  - + Check the license
- ✘ Royalty Free
- ✘ Creative Commons
  - + [CreativeCommons.org](http://CreativeCommons.org)

