Copyright © 2003 by Prentice Hall

Word Processing & Desktop Publishing: Printing It

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

OBJECTIVES

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

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

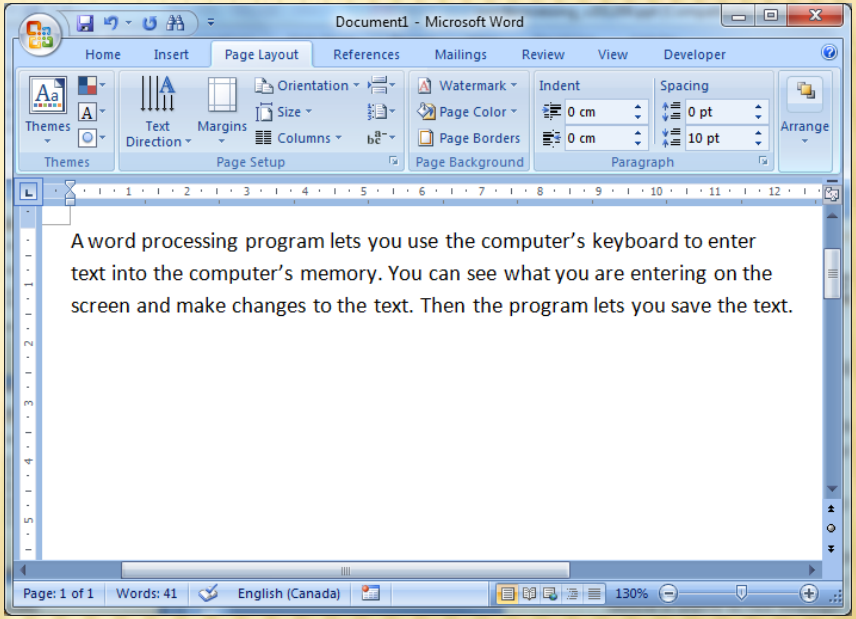
WORD PROCESSING AS A TOOL

- 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

Copyright © 2003 by Prentice Hall

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



Copyright © 2003 by Prentice Hall

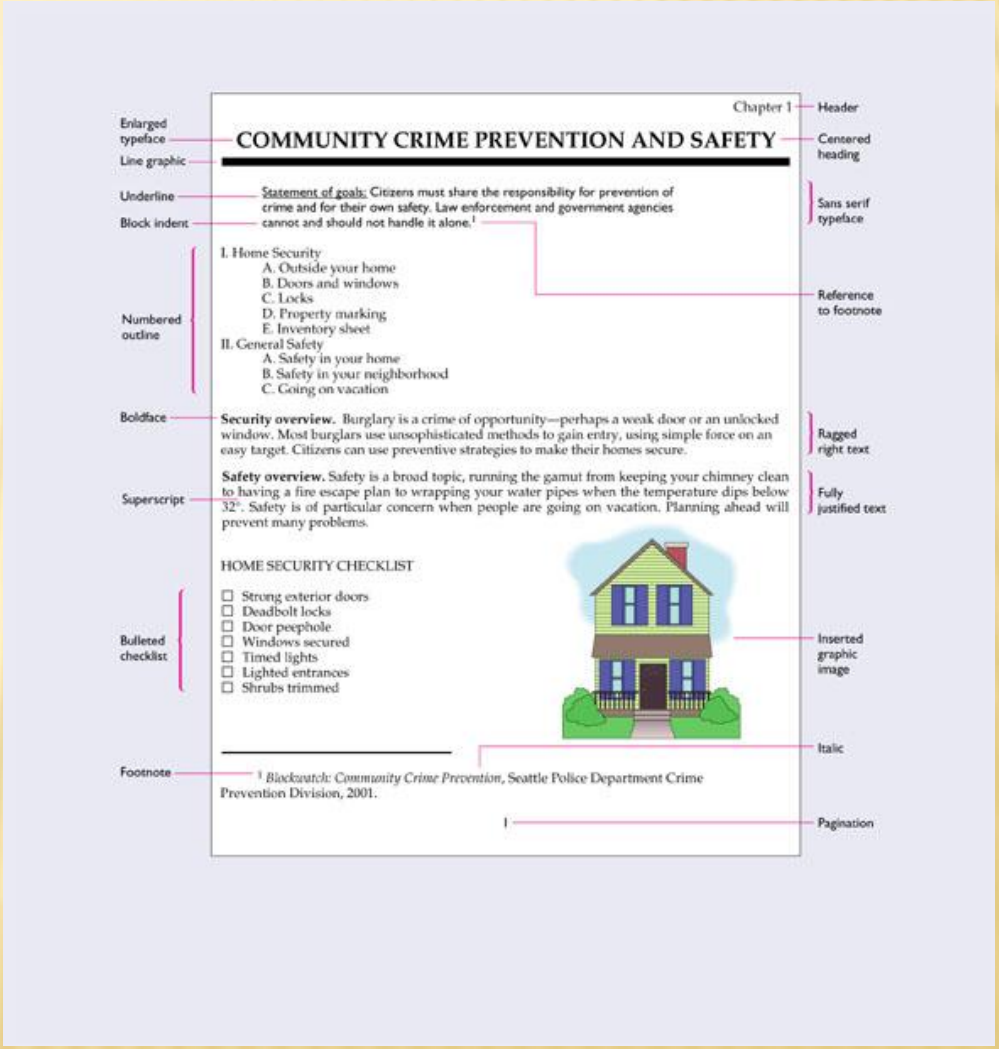
EASY CORRECTIONS

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

Copyright © 2003 by Prentice Hall

FORMATTING FEATURES

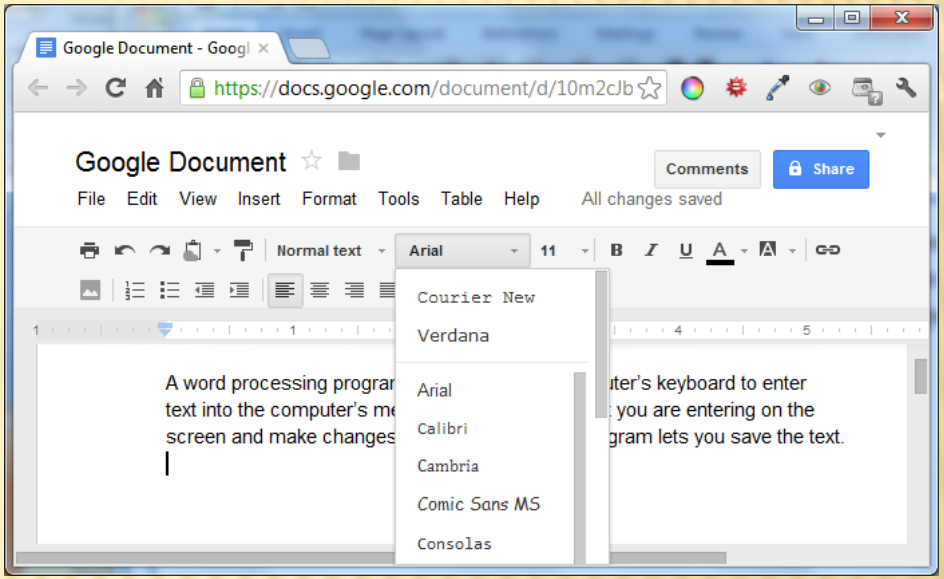
- Character formatting
- Line formatting
- Page formatting
- Printing envelopes



Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

PAGE FORMATTING FEATURES

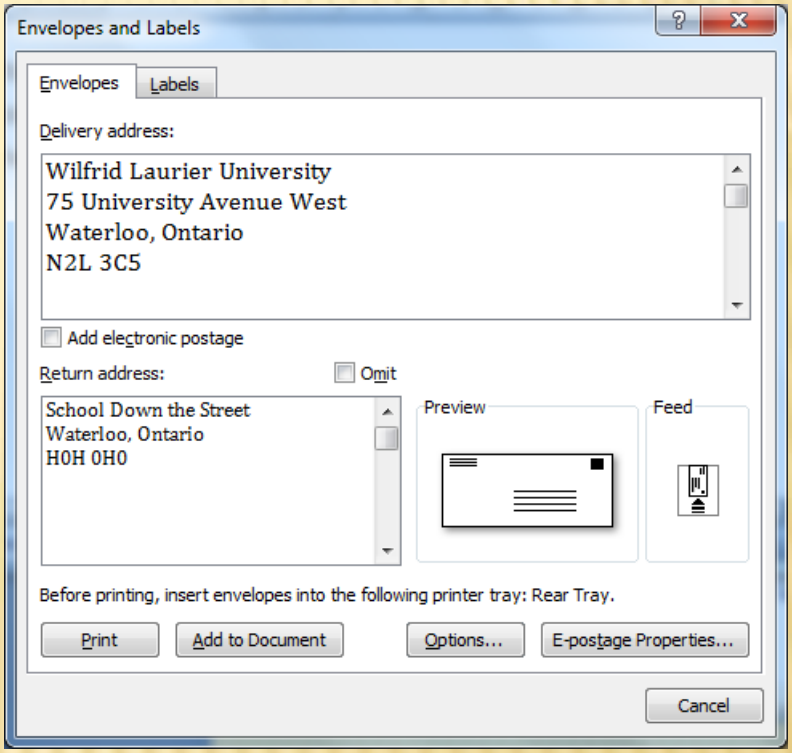
- Vertical centering adjusts top and bottom margins so that the text is centered
- Margins define the amount of white space on both sides and along the top and bottom
- Adjust margins, line spacing, and fonts to squeeze or stretch a document

Return

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

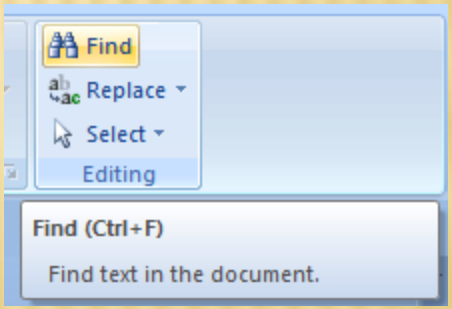
OTHER IMPORTANT FEATURES

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

Copyright © 2003 by Prentice Hall

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

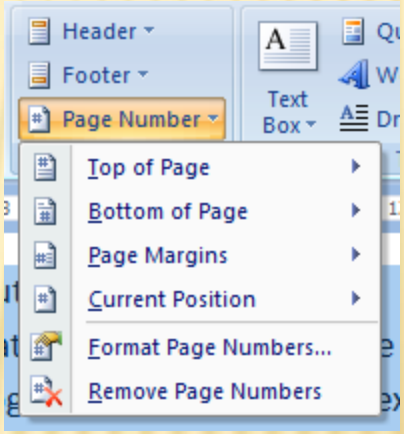


Return

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

HEADERS AND FOOTERS

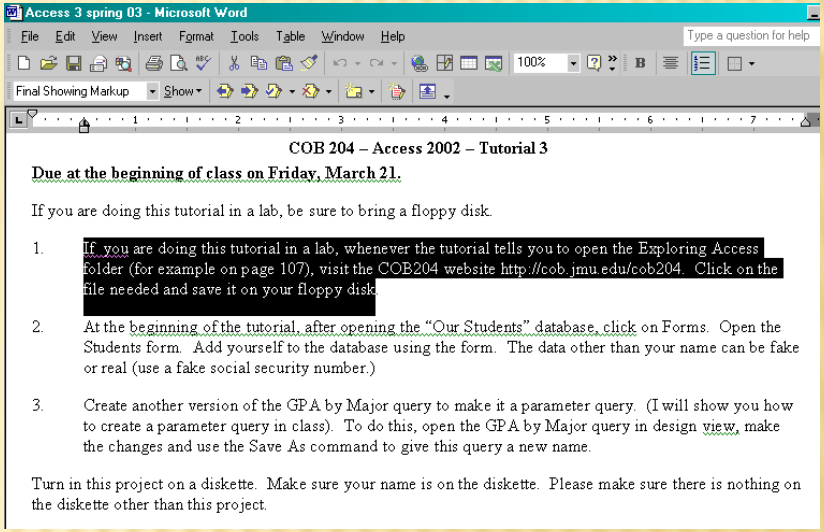
- Headers appear at the top of every page
- Footers appear at the bottom of every page
- Common headers and footers
  - Page number
  - The date and time the document was last modified
  - The file name under which the document is stored

Return

Copyright © 2003 by Prentice Hall

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**

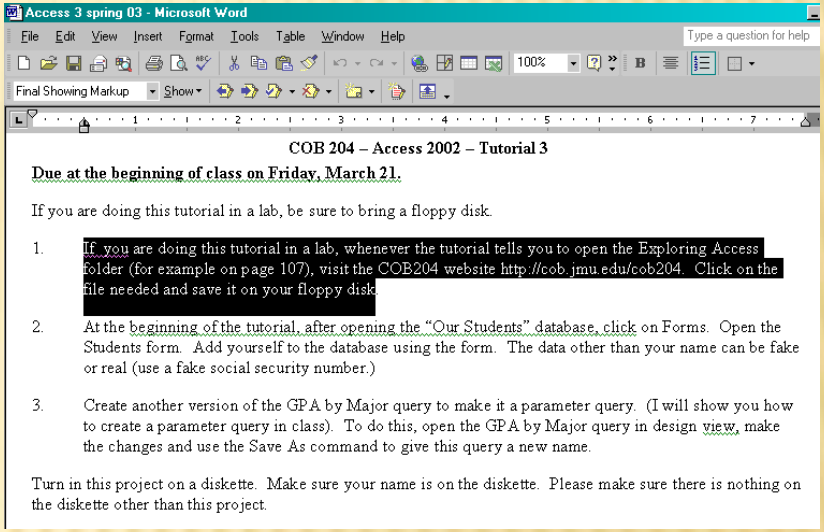


Return

Copyright © 2003 by Prentice Hall

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

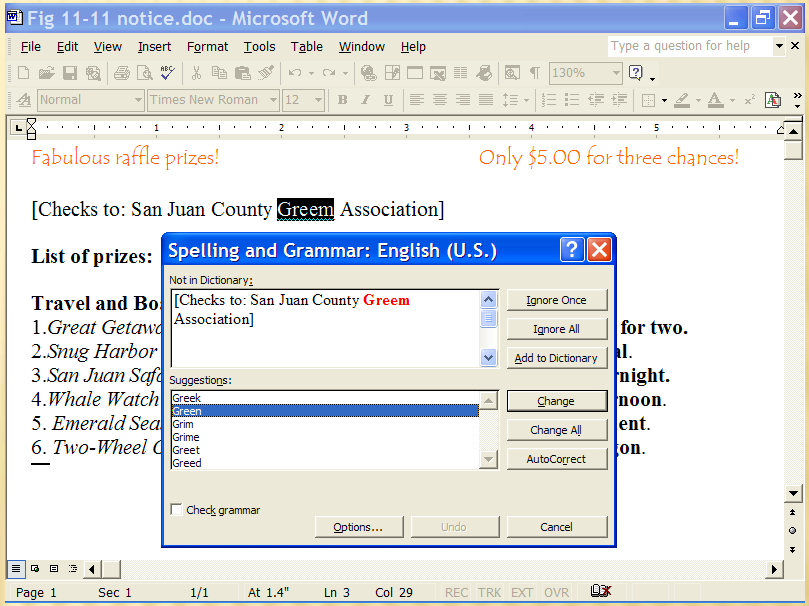


Return

Copyright © 2003 by Prentice Hall

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

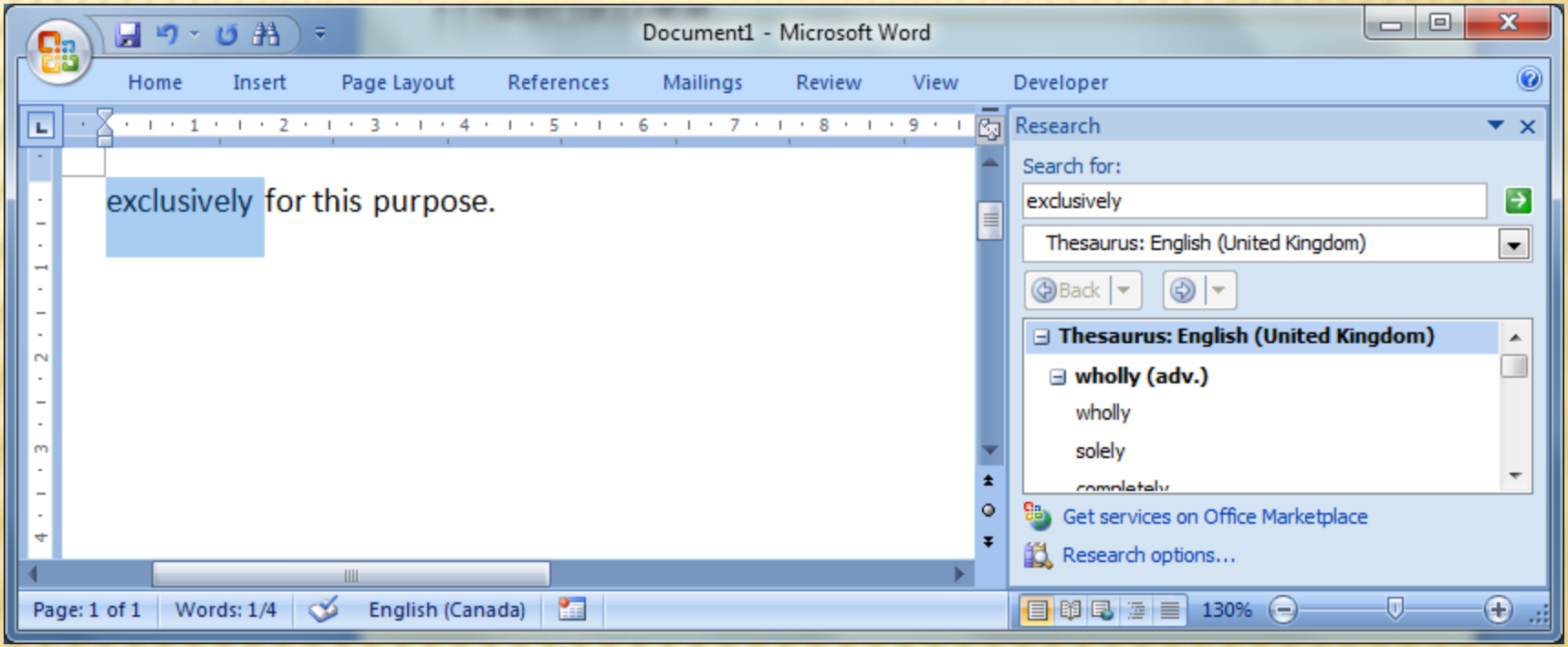


Return

Copyright © 2003 by Prentice Hall

THESAURUS

- Offers synonyms and antonyms for common words

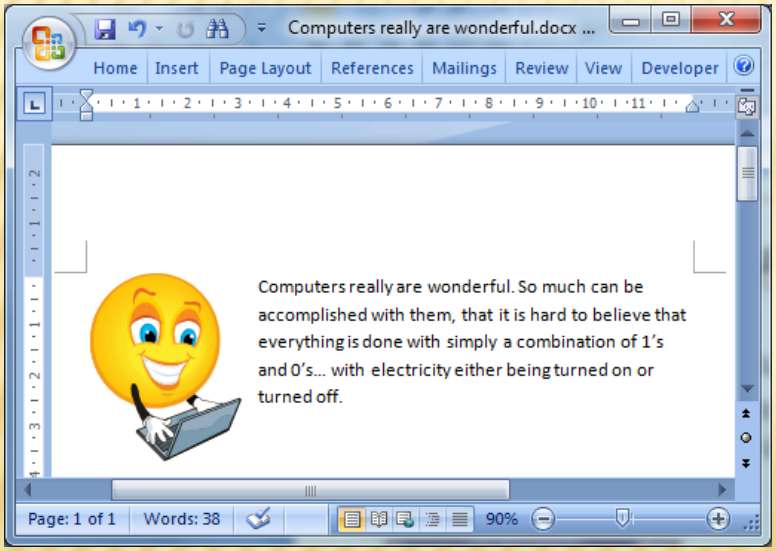


Return

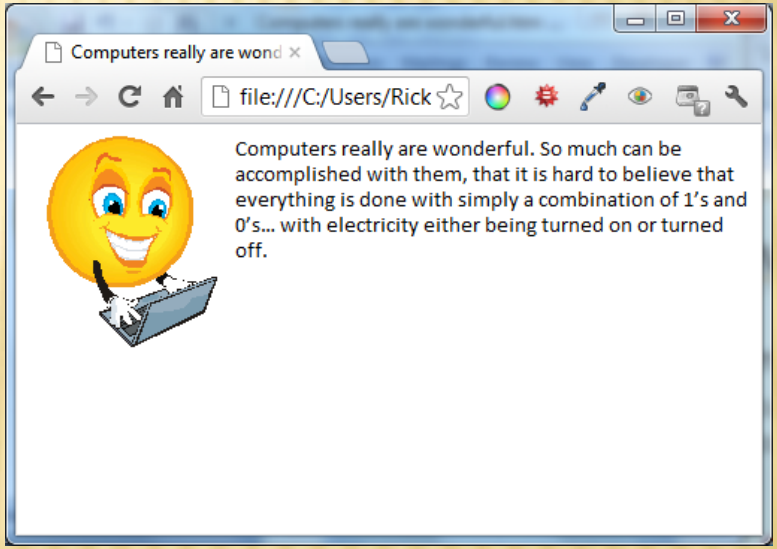
Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

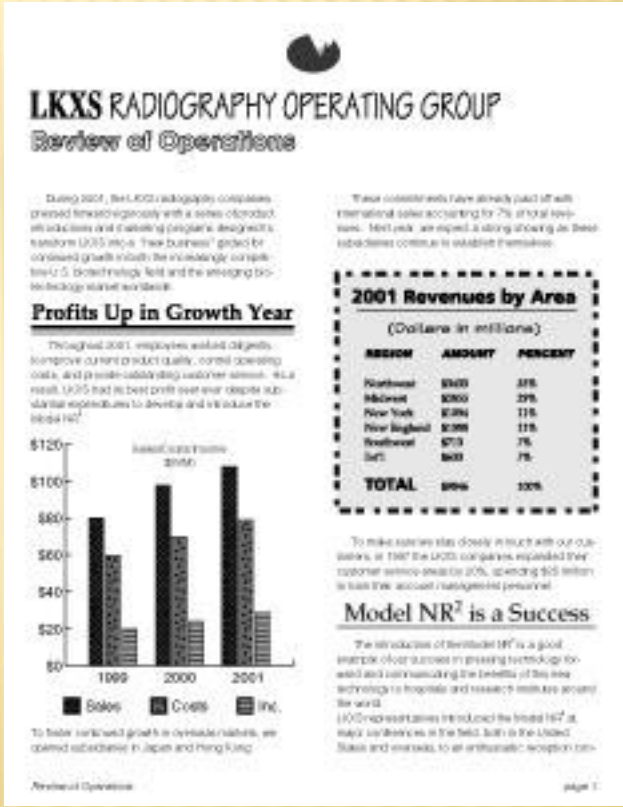
THE PUBLISHING PROCESS

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

Copyright © 2003 by Prentice Hall

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
Profits Up in Growth Year
2001 Revenues by Area
(Dollars in millions)
REGION AMOUNT PERCENT
TOTAL
Model NR² is a Success

Return

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

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

Copyright © 2003 by Prentice Hall

GETTING GRAPHICS

- Images / Videos / Music online have a copyright
- Clipart – Free to use
  - Check the license
- Royalty Free
- Creative Commons
  - CreativeCommons.org