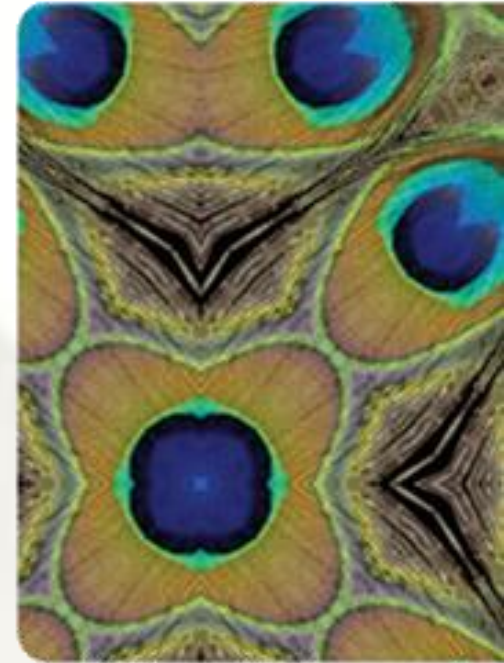


Word Tutorial 4

Desktop Publishing and Mail Merge



Objectives

- Identify desktop publishing features
- Create a title with WordArt
- Create newspaper-style columns
- Insert and edit graphics
- Wrap text around a graphic



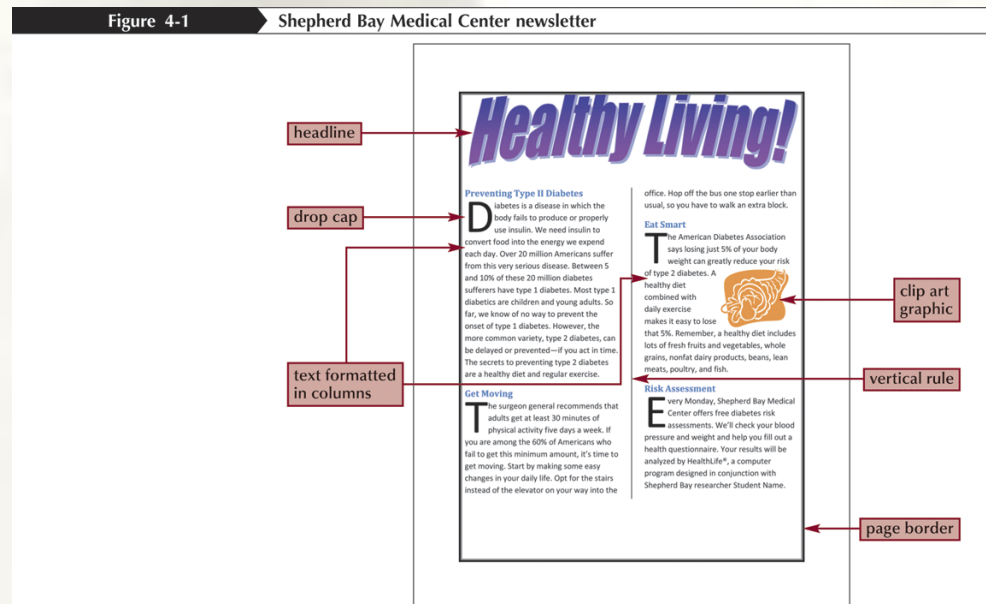
Objectives

- Incorporate drop caps
- Use symbols and special typographic characters
- Add a page border
- Perform a mail merge
- Create a blog post



Elements of Desktop Publishing

- **Desktop publishing** is the process of preparing commercial-quality printed material using a desktop computer system
 - Page layout
 - Graphics
 - Multiple Fonts
 - High-quality printing



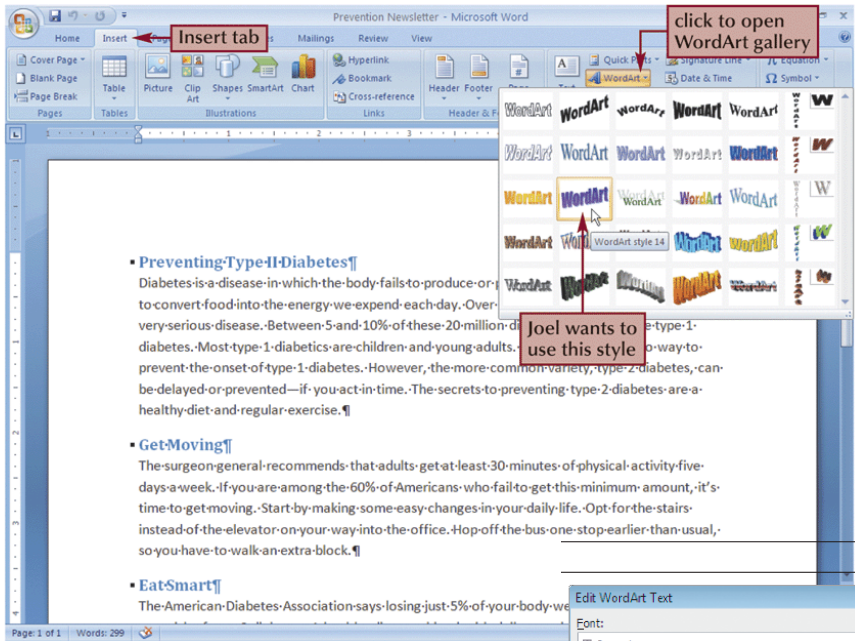
Creating WordArt

- Click the Insert tab, and then, in the Text group, click the WordArt button
- In the WordArt gallery, click the style of text you want to insert
- Type the text you want in the Edit WordArt Text dialog box
- Click the Font and Size arrows to select the font and font size you want. If you want, click the Bold or Italic button, or both
- Click the OK button
- Use the tools on the WordArt Tools Format tab to format the WordArt
- Drag any handle to resize and reshape the WordArt. To avoid altering the WordArt's proportions, press and hold down the Ctrl key while you drag a handle



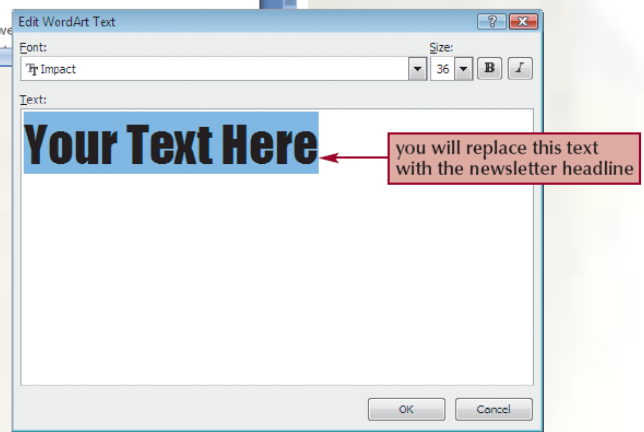
Creating WordArt

Figure 4-2 WordArt gallery



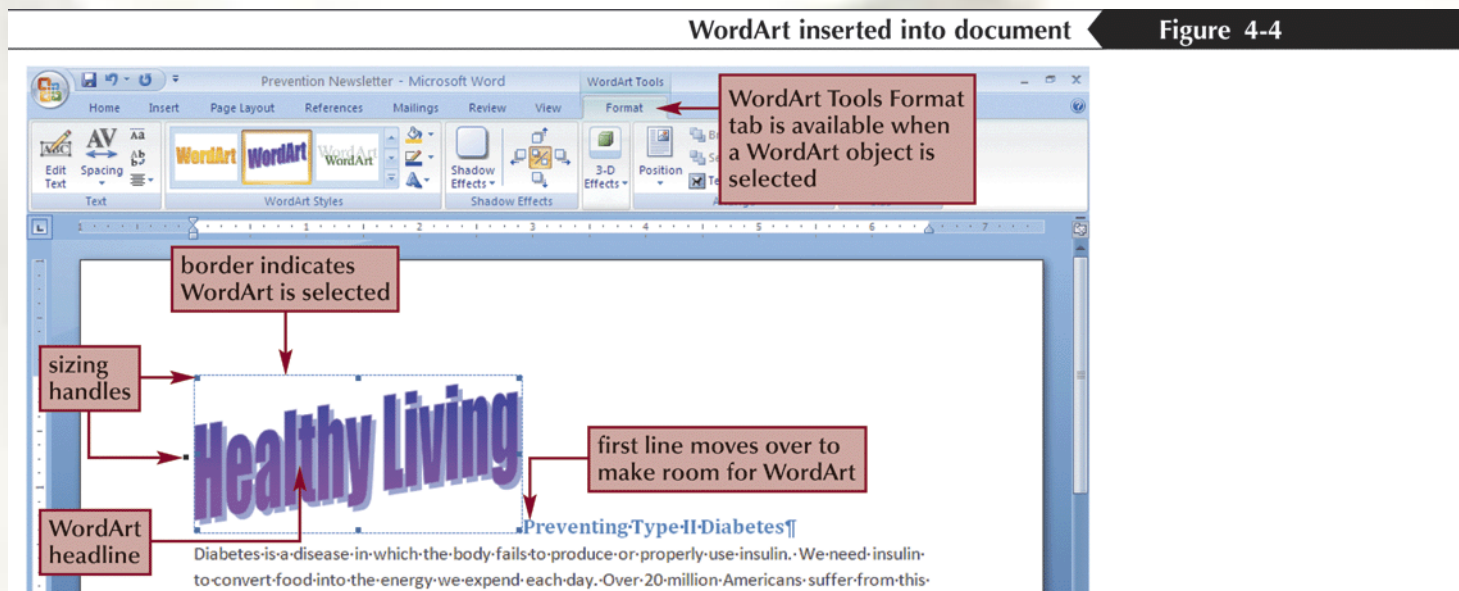
Joel wants to use this style

Edit WordArt Text dialog box Figure 4-3



you will replace this text with the newsletter headline

Creating WordArt

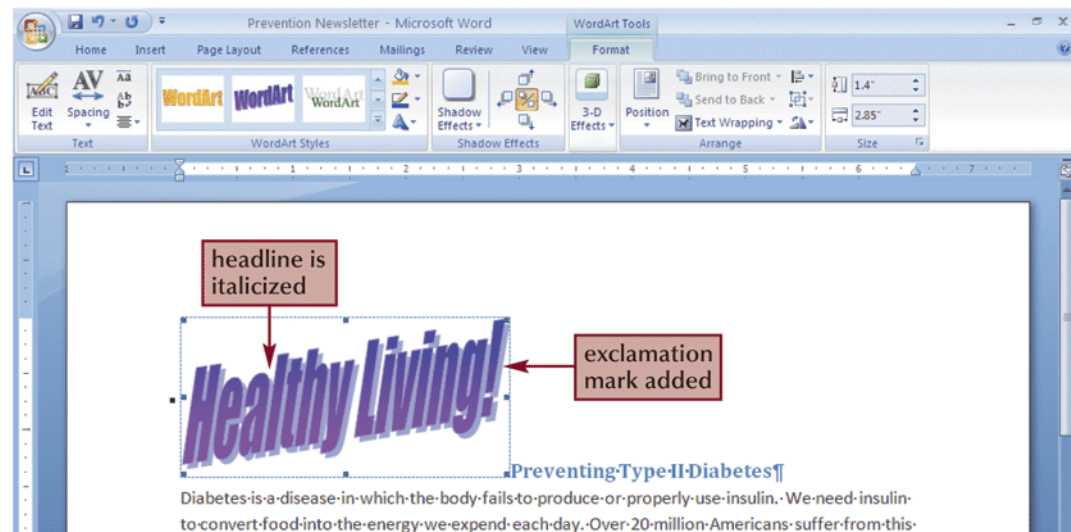


Editing a WordArt Object

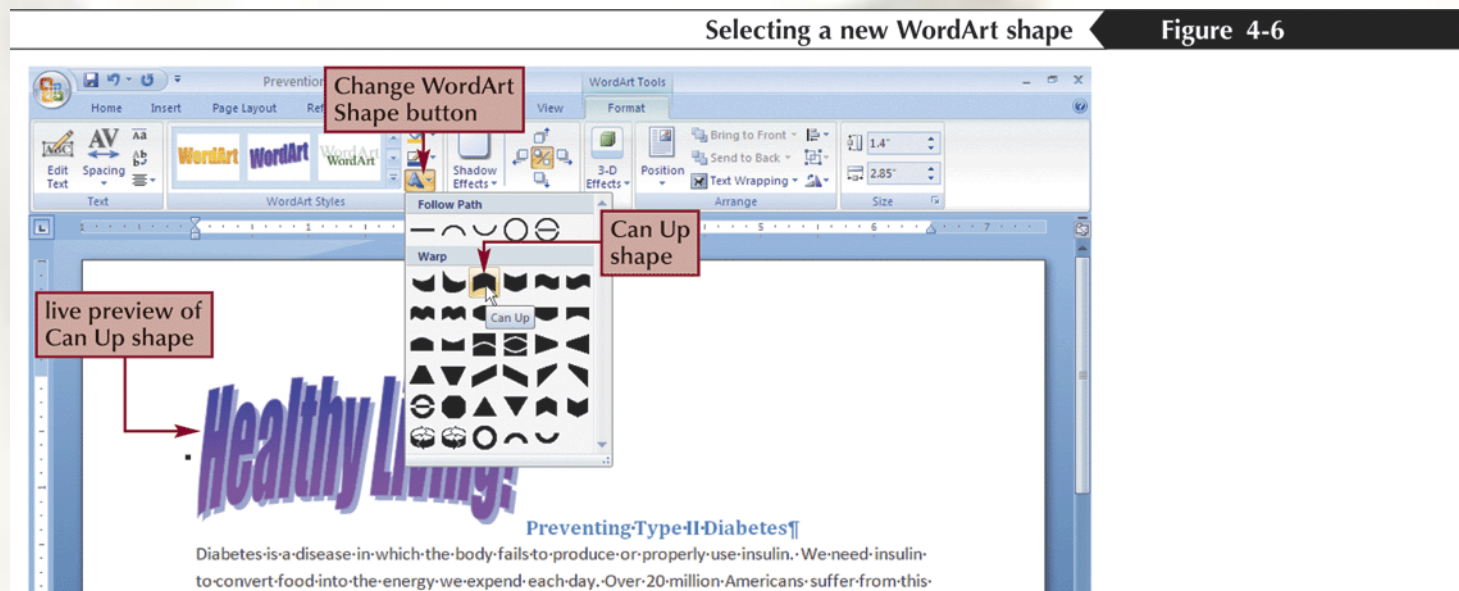
- To edit WordArt, it must be selected
- You can make changes using the tools on the WordArt Tools Format tab or by dragging its sizing handles

Figure 4-5

Edited WordArt headline



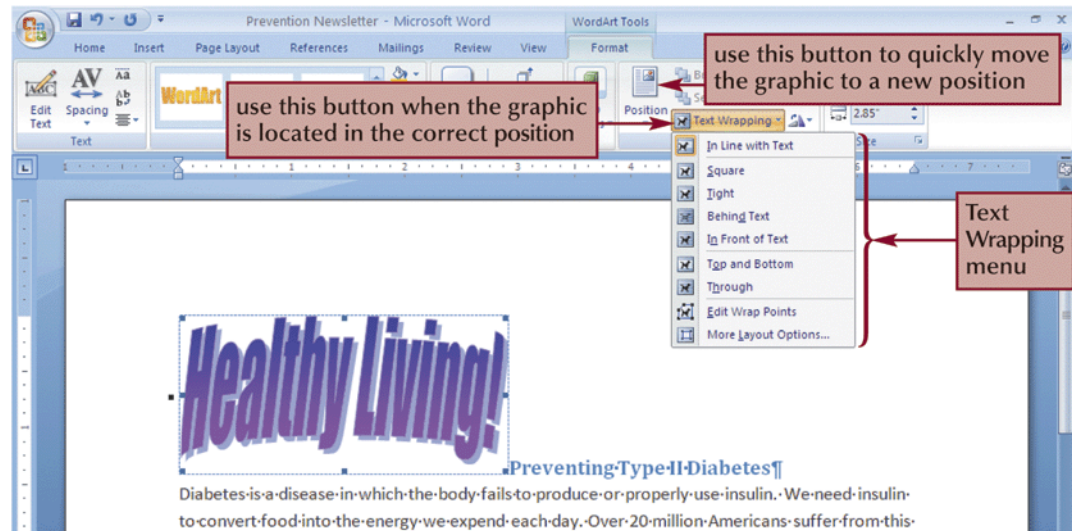
Changing the Shape of a WordArt Object



Wrapping Text Below a WordArt Object

- Inline graphic vs. floating graphic

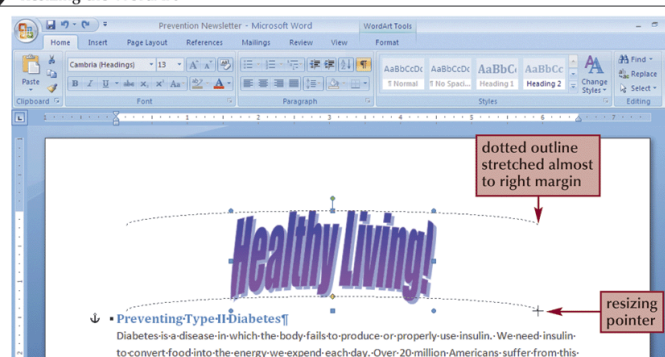
Figure 4-7 Text Wrapping menu



Positioning and Sizing the WordArt Object

- You can adjust its position in the document by dragging it with the mouse pointer
- To change the size of a WordArt object, drag one of its sizing handles
 - To keep the headline the same proportion as the original, hold down the Ctrl key as you drag the sizing handle

Figure 4-9 Resizing the WordArt



Anchoring the WordArt Object to a Blank Paragraph

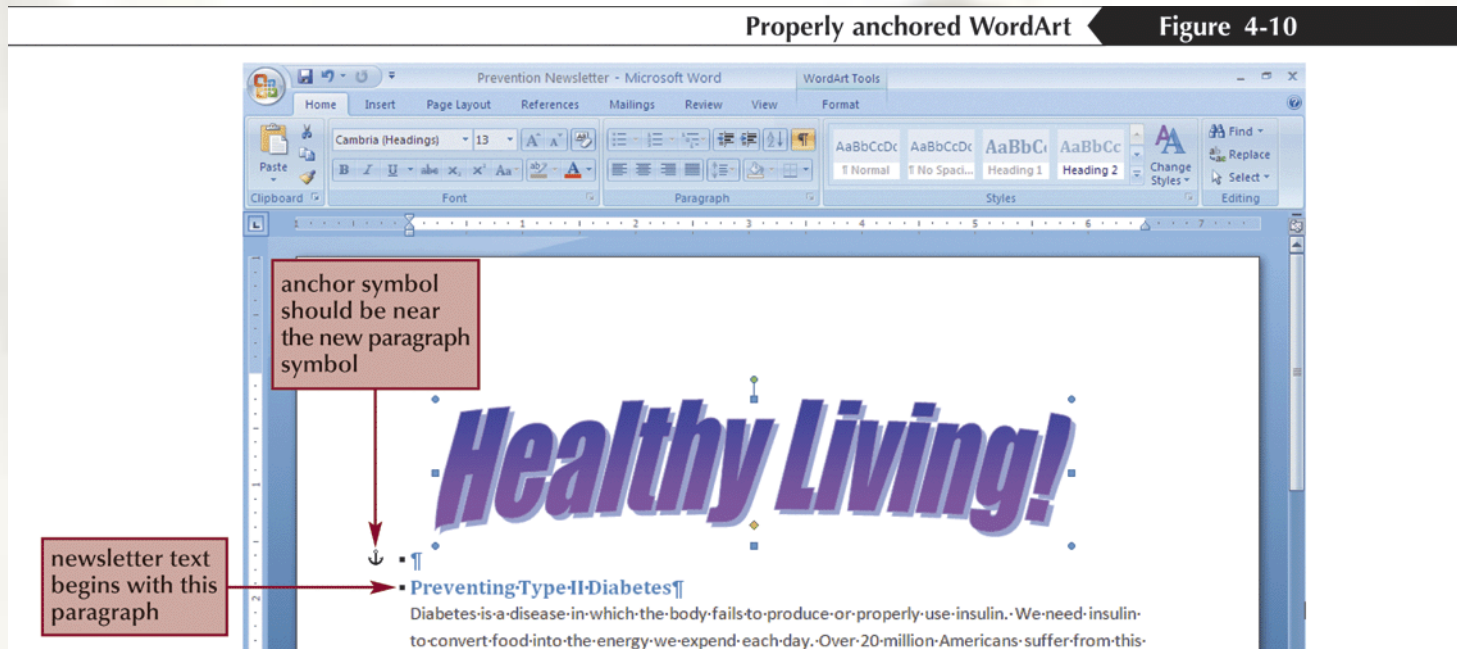
- To prevent the column format from affecting the WordArt object, you need to anchor it to its own, blank paragraph
- Insert a new paragraph
- Click the **WordArt** object
- Click the anchor and drag it up to position it to the left of, and just above, the new, blank paragraph



Anchoring the WordArt Object to a Blank Paragraph

Properly anchored WordArt

Figure 4-10

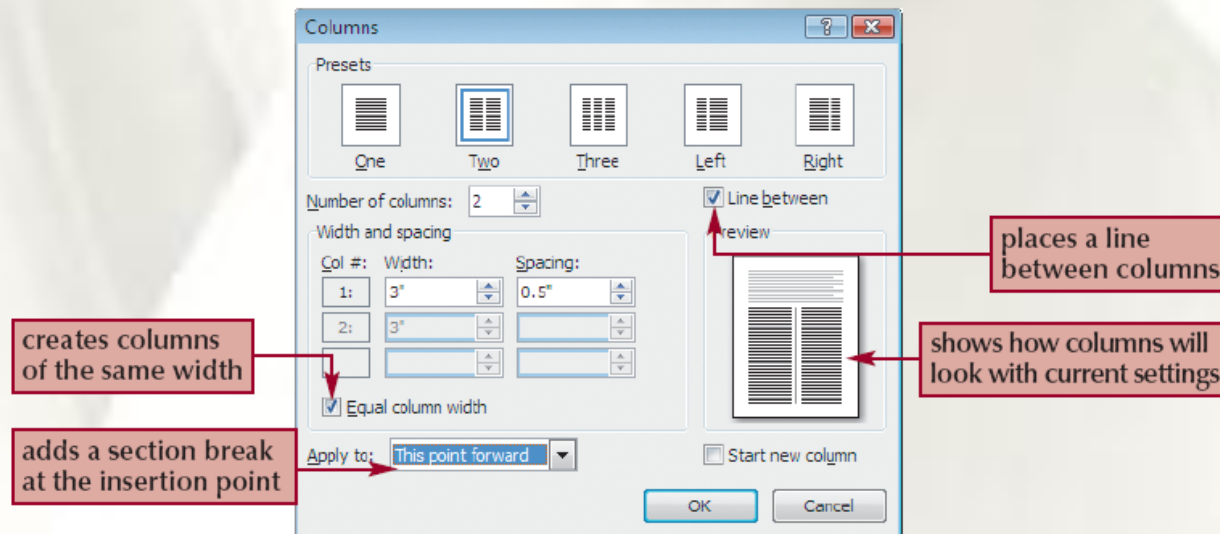


Formatting Text in Newspaper-Style Columns

- In **newspaper-style columns**, a page is divided into two or more vertical blocks, or columns
- Click the **Page Layout** tab, and then, in the Page Setup group, click the **Columns** button

Correct settings in Columns dialog box

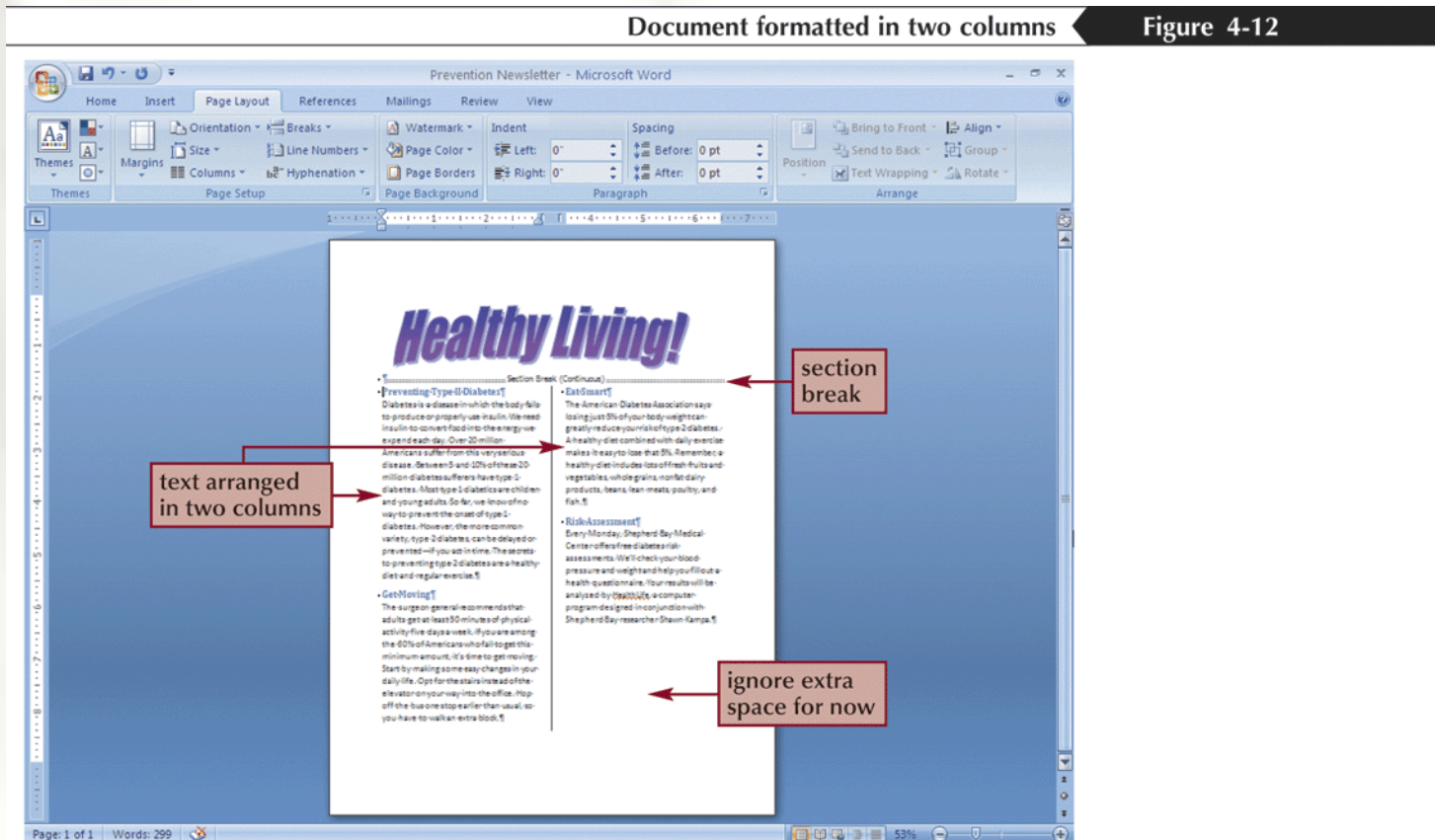
Figure 4-11



Formatting Text in Newspaper-Style Columns

Document formatted in two columns

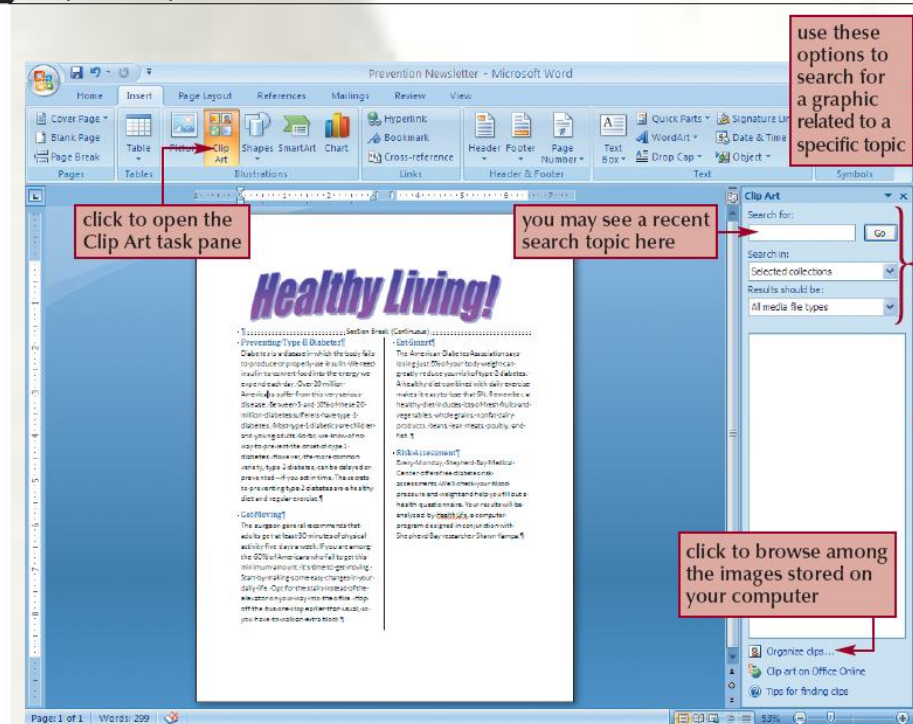
Figure 4-12



Inserting Graphics

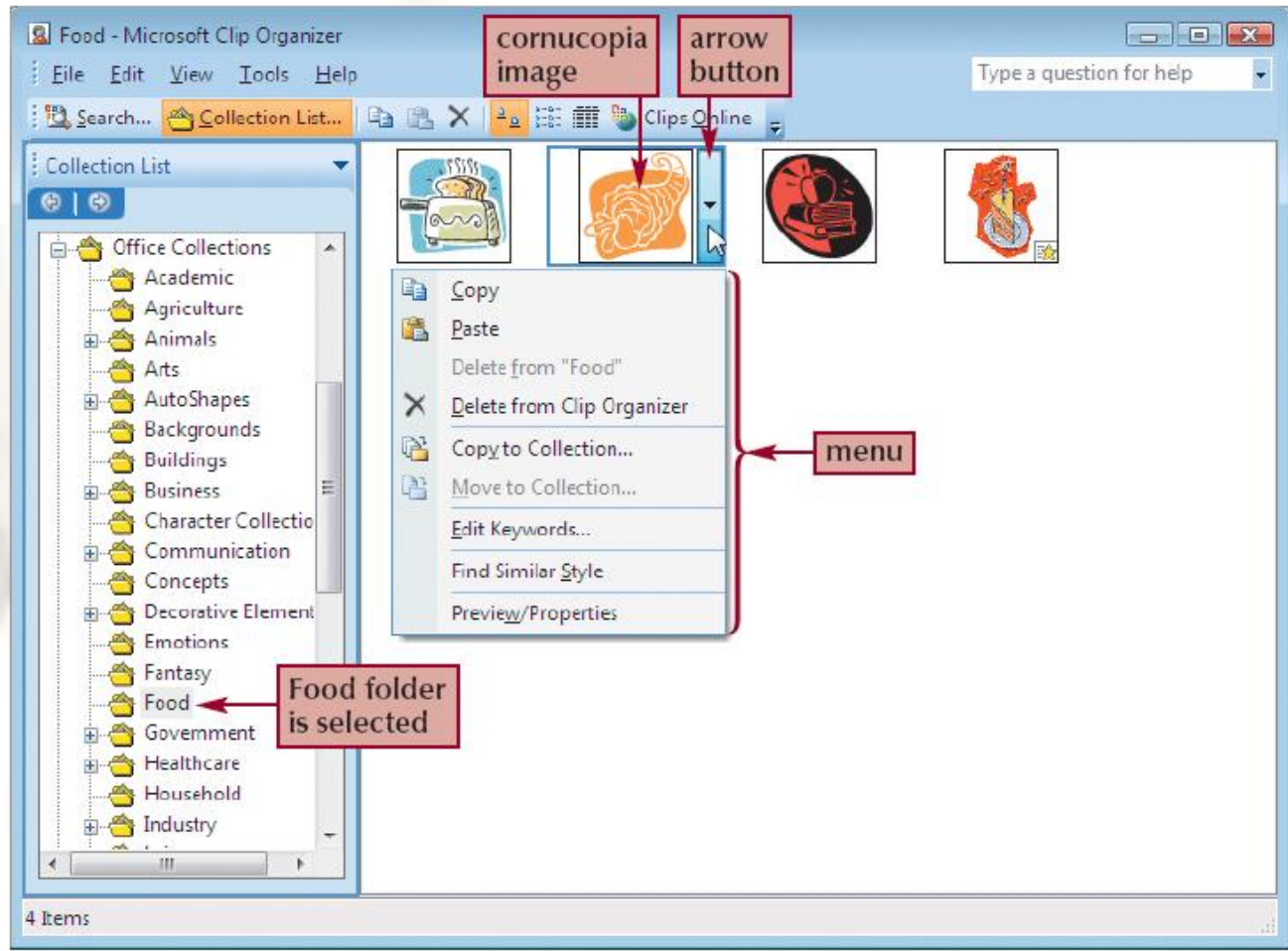
- The term **graphic** can refer to a drawing, a photograph, clip art, a chart, and so on
 - Picture button
 - Clip Art button
 - Shapes button
 - SmartArt button
 - Chart button

Figure 4-13 Clip Art task pane



Inserting Graphics

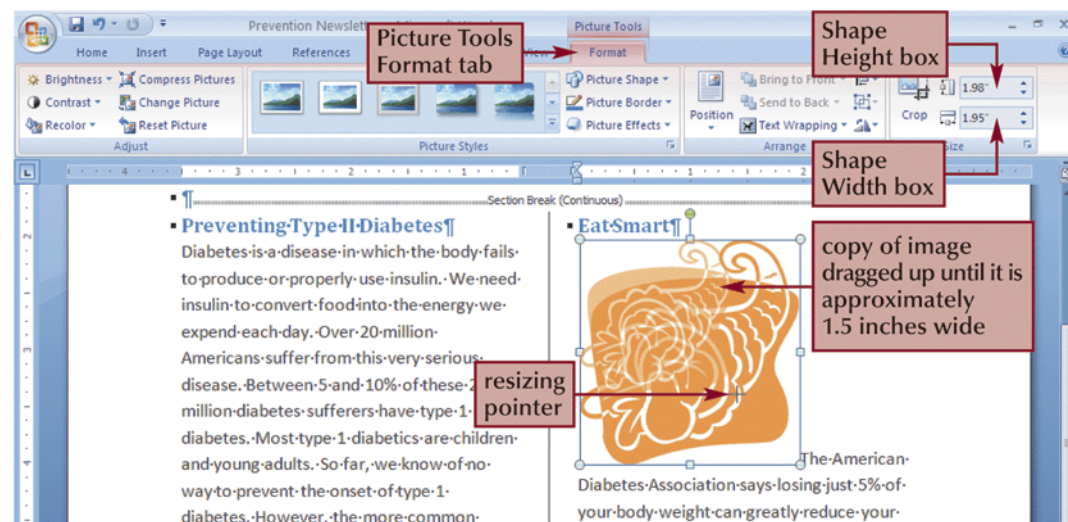
Figure 4-15 Selected image in Food folder



Resizing a Graphic

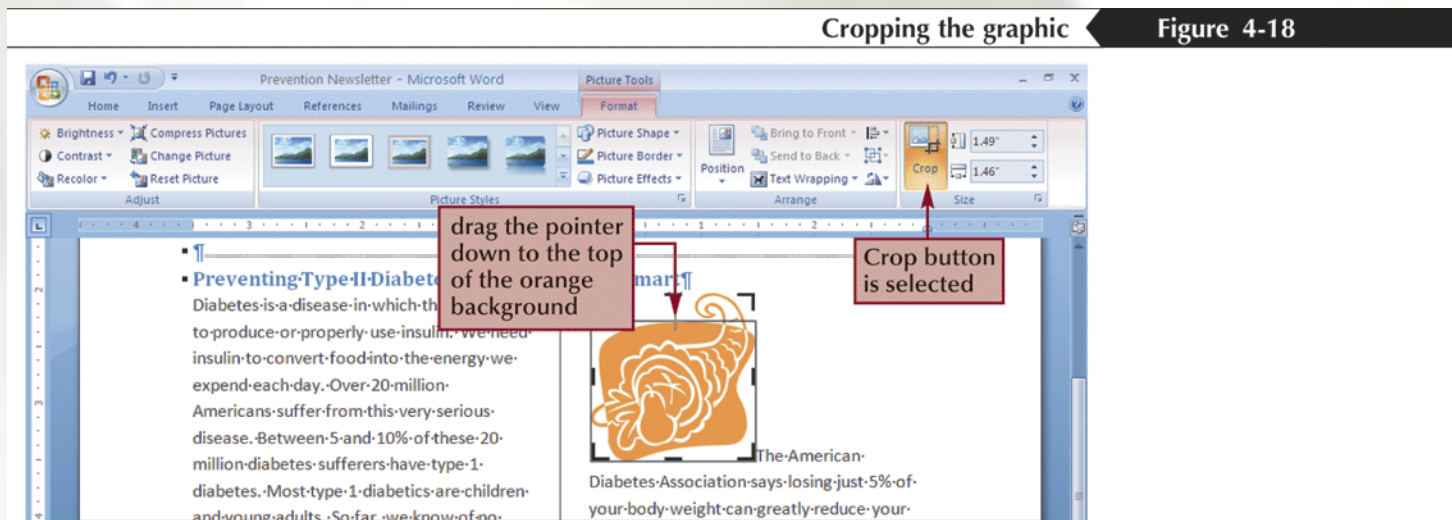
- You can resize a graphic either by dragging its sizing handles or, for more precise control, by specifying an exact height and width in the Size group on the Picture Tools Format tab

Figure 4-17 Resizing the graphic



Cropping a Graphic

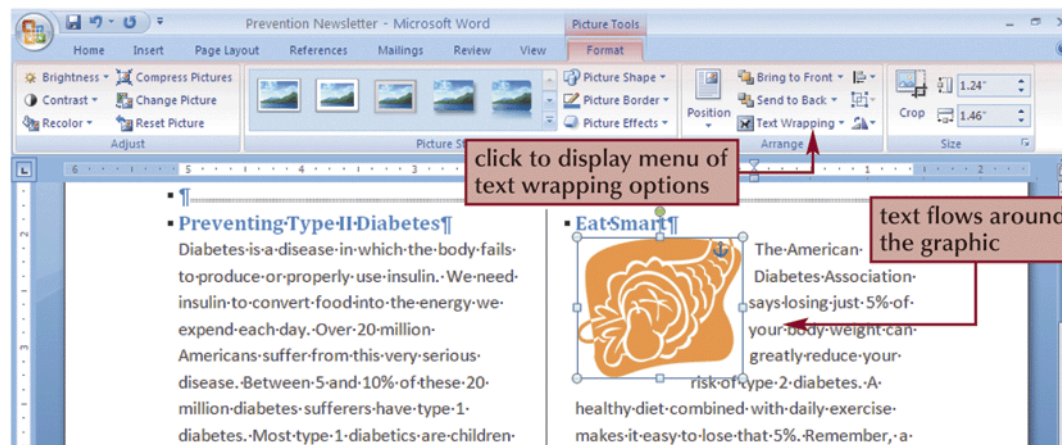
- You can **crop** a graphic using the Crop button on the Picture Tools Format tab



Wrapping Text Around a Graphic

Figure 4-19

Text wrapped around the graphic



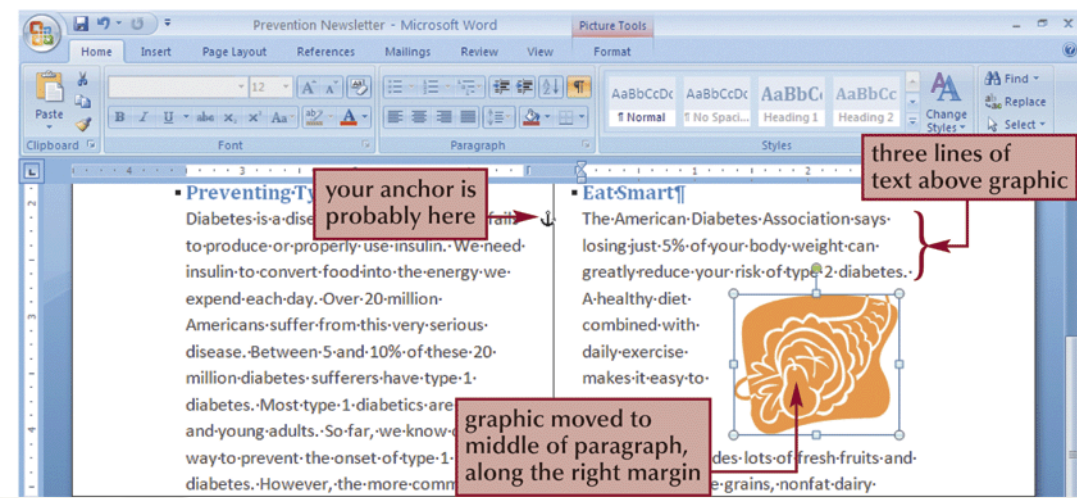
Moving and Aligning a Graphic

- You can move a graphic by dragging it
- Like WordArt, a clip art graphic is anchored to a specific paragraph in a document
 - When you drag a graphic to a new paragraph, the anchor symbol moves to the beginning of that paragraph
 - When you drag a graphic to a new position within the same paragraph, the anchor symbol remains in its original position and only the graphic moves



Moving and Aligning a Graphic

Graphic in new position **Figure 4-20**

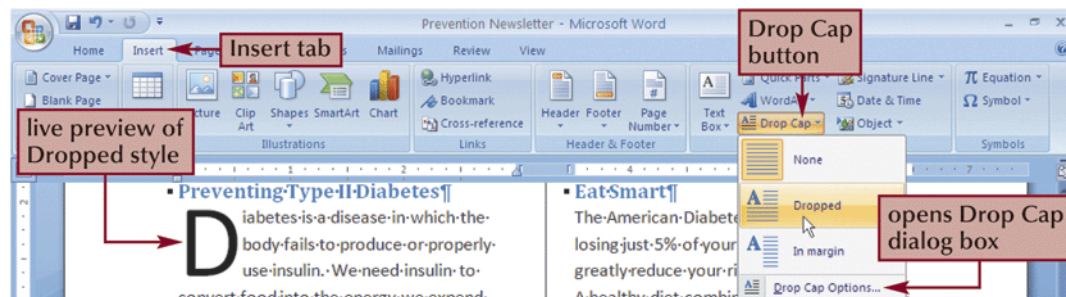


Inserting Drop Caps

- A **drop cap** is a large, capital letter that begins the text of a paragraph, chapter, or some other document section

Figure 4-21

Drop Cap menu



Inserting Symbols and Special Characters

- In printed publications, it is customary to change some of the characters available on the standard keyboard into more polished-looking characters called **typographic characters**

Common typographic characters Figure 4-22

To insert this symbol or character	Type	After you press the spacebar, Word converts to
em dash	word--word	word—word
Smiley	:)	☺
Copyright symbol	(c)	©
Trademark symbol	(tm)	™
Ordinal numbers	1st, 2nd, 3rd, etc.	1 st , 2 nd , 3 rd , etc.
Fractions	1/2, 1/4	½, ¼
Arrows	--> or <--	← or →



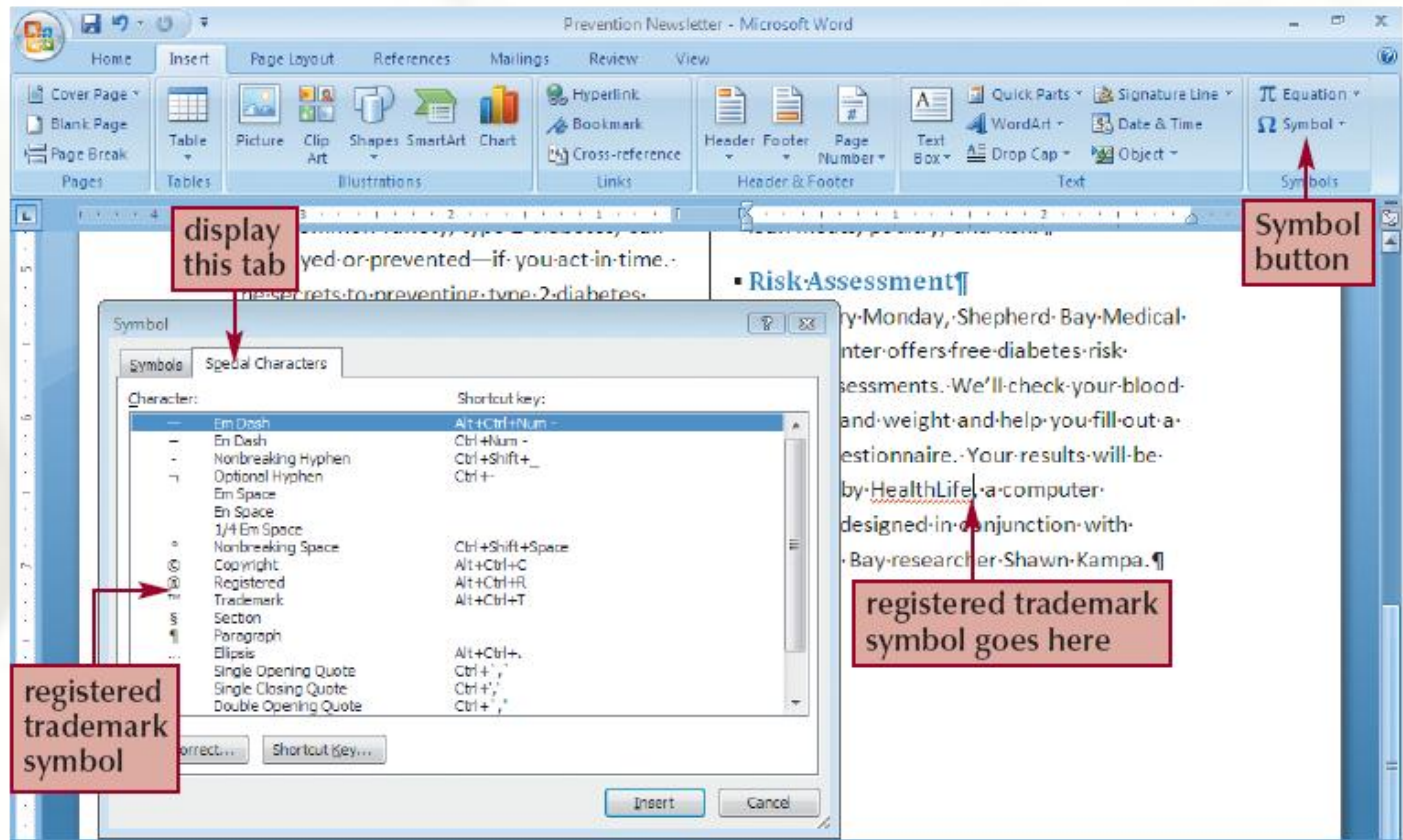
Inserting Symbols and Special Characters

- Move the insertion point to the location where you want to insert a particular symbol or special character
- Click the Insert tab, and then, in the Symbols group, click the Symbol button
- If you see the symbol or character you want in the Symbol gallery, click it. For a more extensive set of choices, click More Symbols to open the Symbol dialog box
- In the Symbol dialog box, locate the symbol or character you want on either the Symbols tab or the Special Characters tab
- Click the symbol or special character you want, click the Insert button, and then click the Close button



Inserting Symbols and Special Characters

Figure 4-23 Symbol dialog box



Balancing the Columns

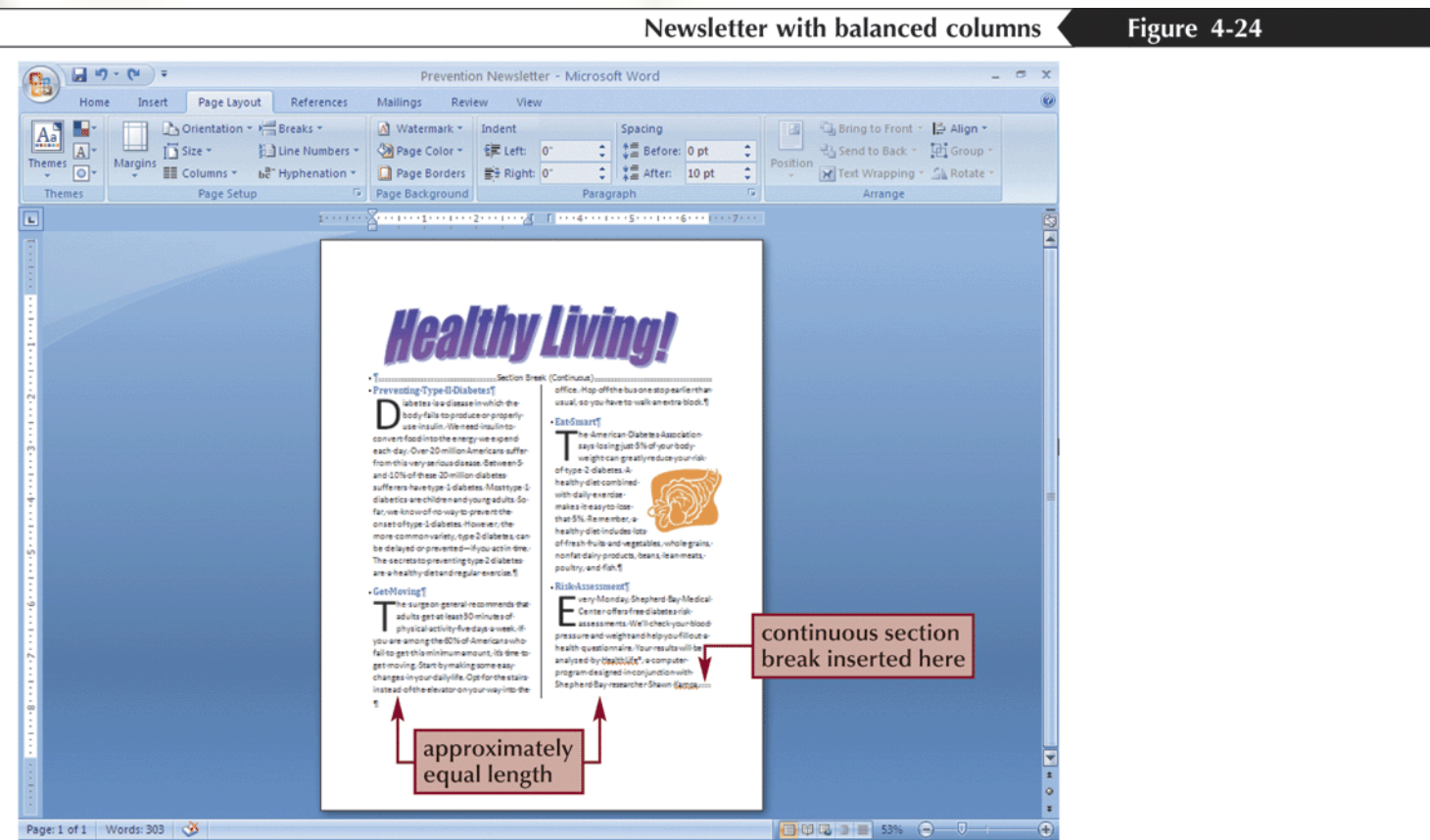
- Move the insertion point to the end of the text in the right column
- Click the **Page Layout** tab, and then, in the Page Setup group, click the **Breaks** button
- Below “Section Breaks,” click **Continuous**



Balancing the Columns

Newsletter with balanced columns

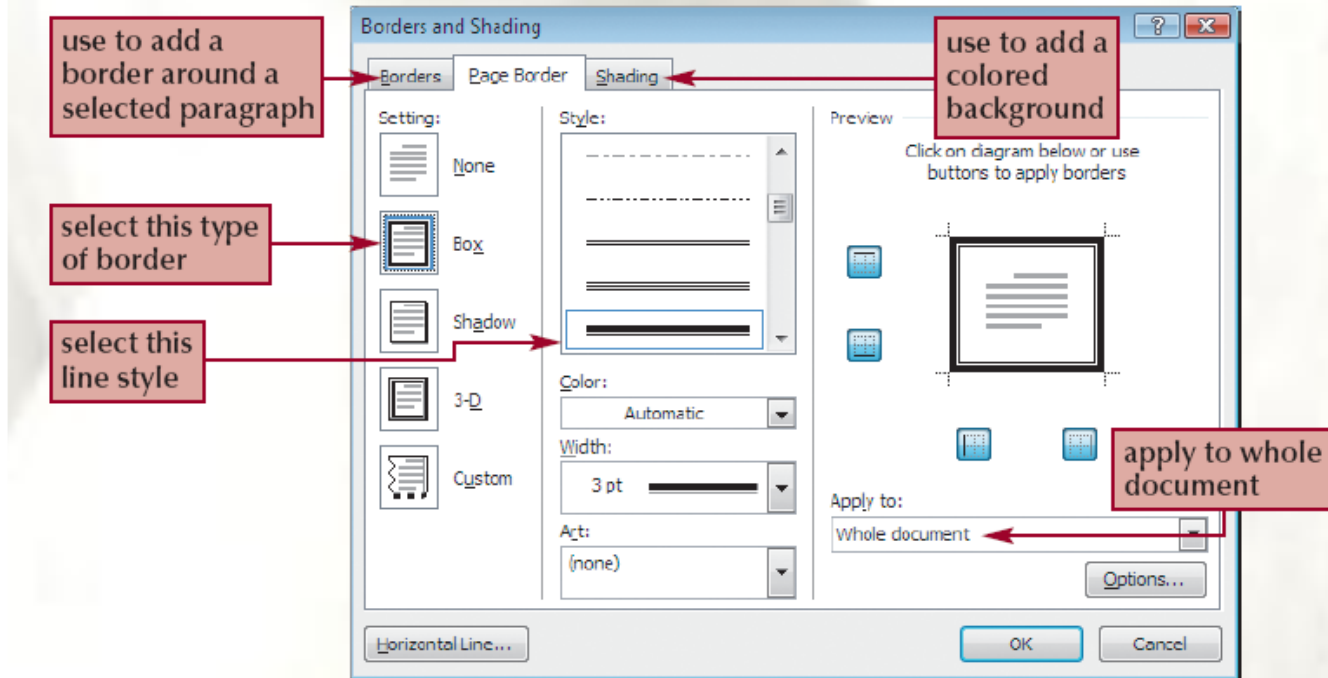
Figure 4-24



Inserting a Border Around a Page

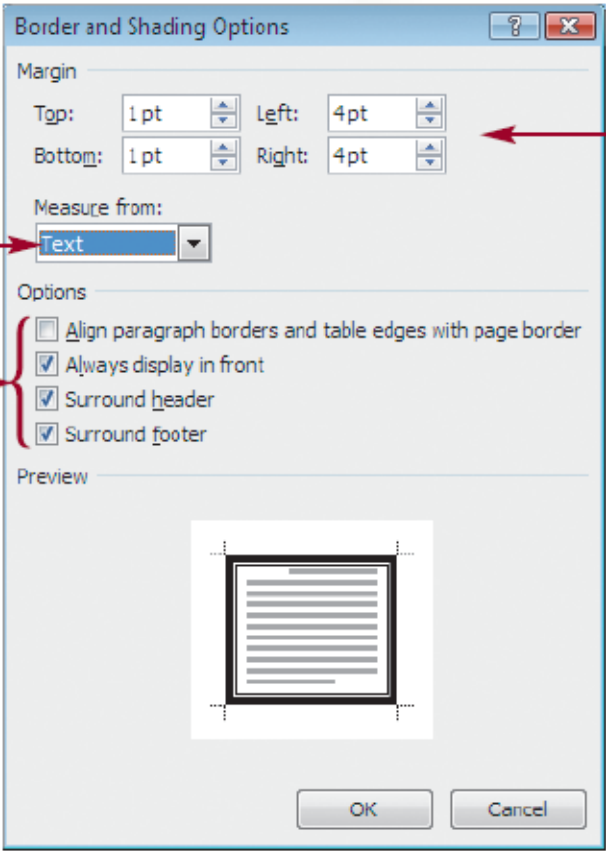
- Use the Page Borders button on the Page Layout tab to open the Borders and Shading dialog box

Figure 4-25 Adding a border to the newsletter



Inserting a Border Around a Page

Border and Shading Options dialog box **Figure 4-26**



positions border relative to the text (not the edge of the page)

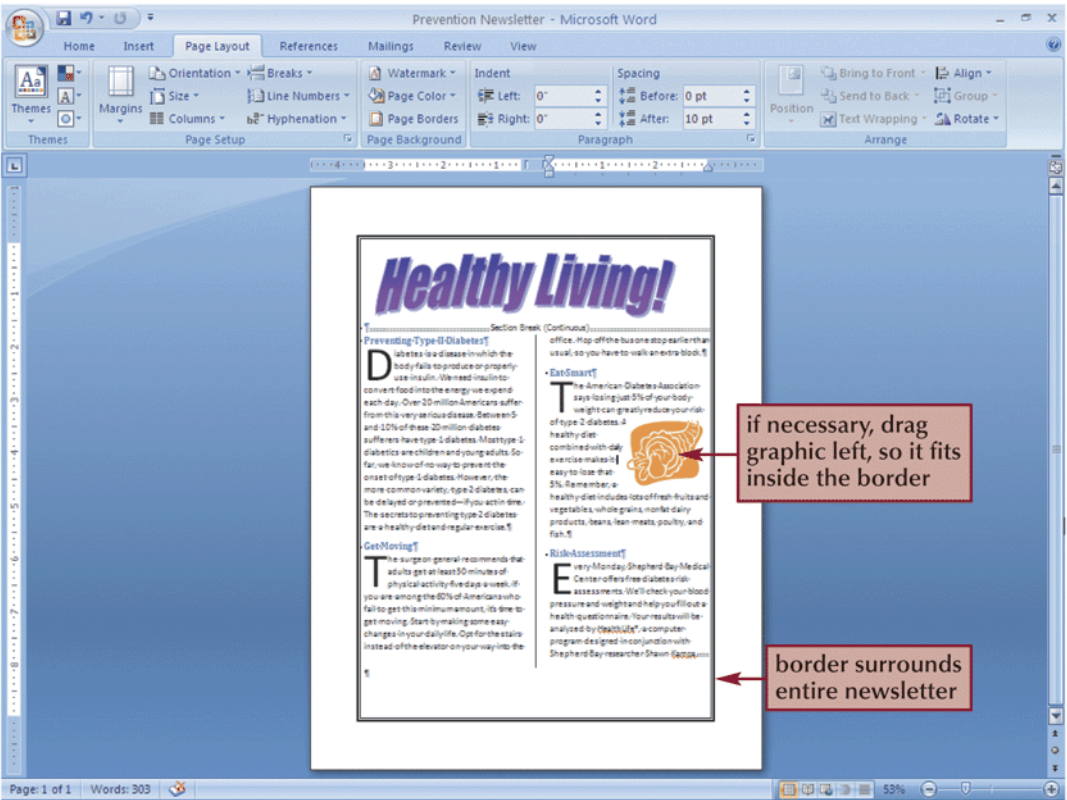
don't change these settings

default settings when "Text" is selected in the Measure from box



Inserting a Border Around a Page

Figure 4-27 Newsletter with border



Performing a Simple Mail Merge

- The term **mail merge** refers to the process of combining information from two separate documents to create many final documents, each containing customized information
 - A **Main document** contains text and place holders called merge fields
 - **Merge fields** tell Word where to insert customized information



Performing a Simple Mail Merge

June 26, 2010

[INSERT ADDRESS FIELDS]

Dear [INSERT FIRST NAME FIELD]:

Enclosed you will find an informational newsletter published by Shepherd Bay Medical Center. We would like to make this a regular publication that focuses on health-related topics. To ensure that it is as helpful as possible, we are soliciting feedback from potential readers. Would you have a moment to give me your opinion regarding the newsletter's content and layout? My office is located at the South Clinic. You can reach me everyday from noon to 5 P.M. at 555-5555.

Sincerely,

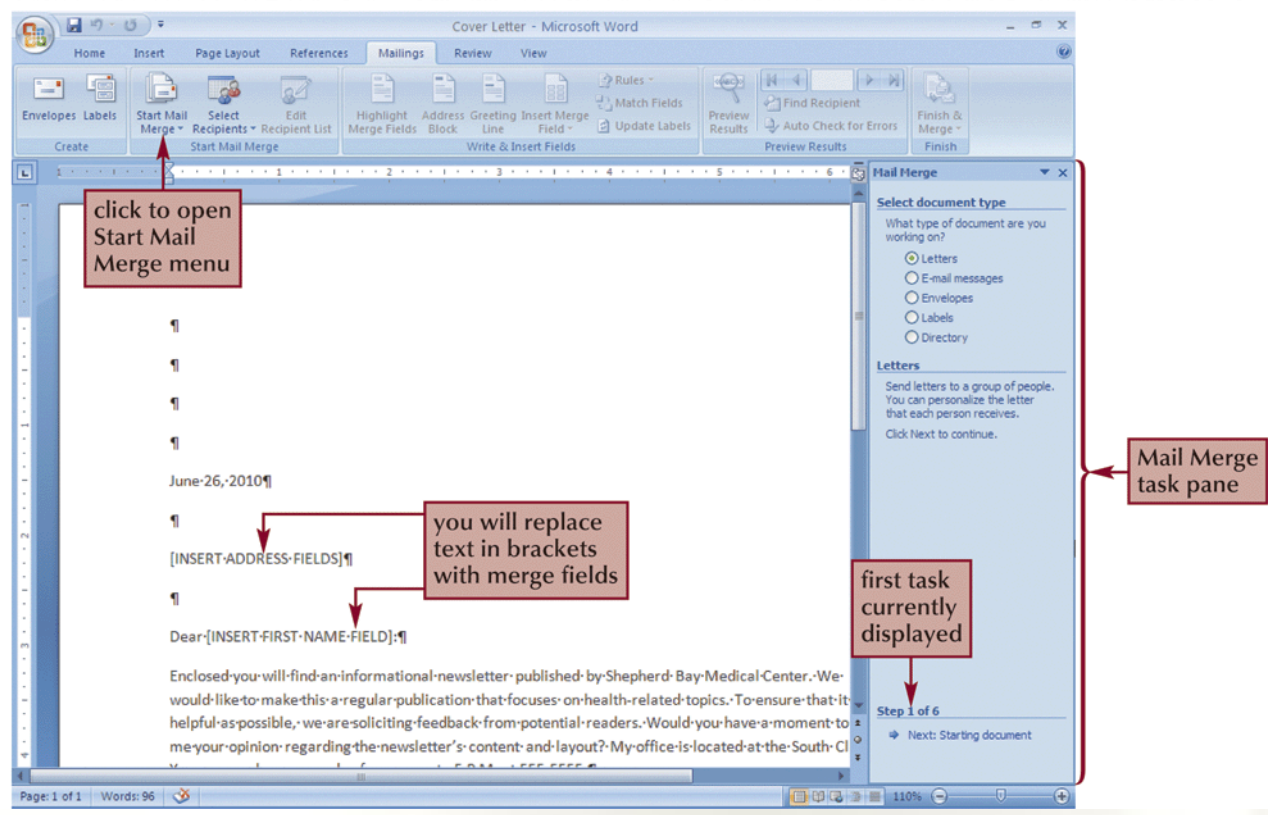
Joel Conchola
Public Outreach Specialist

Joel's data source **Figure 4-29**

First Name	Last Name	Street Address	City	State	ZIP
Rhoda	Carey	3545 Route 14	Brandon	MS	39875
Marley	Delisle	1234 E. Pascagoula	Jackson	MS	39204
Catherine	Larke	36 Capers Avenue	Jackson	MS	39211
Luca	Peters	3453 River Lane	Richland	MS	39345
Daniel	Shorba	4533 Terry Road	Jackson	MS	39298

Performing a Simple Mail Merge

Figure 4-30 Mail Merge task pane

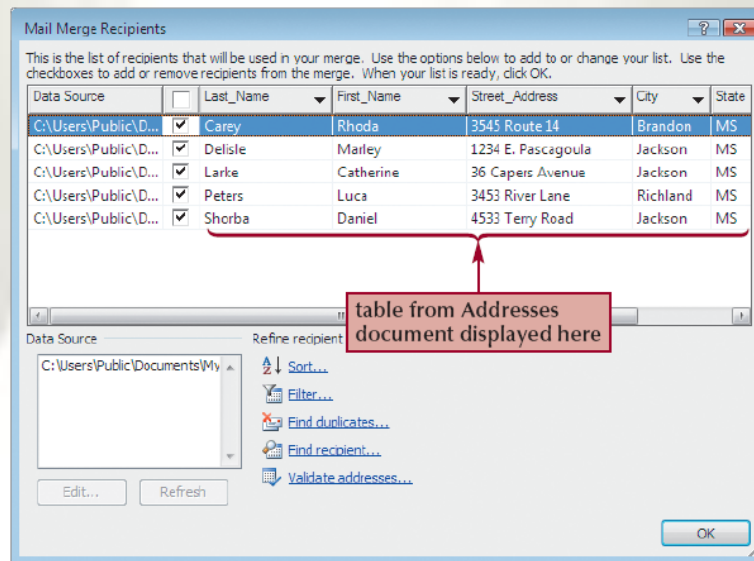


Selecting a Data Source

- In the Mail Merge task pane, verify that the **Use an existing list** option button is selected
- Click **Browse** in the Mail Merge task pane
- Navigate to and open the desired data source

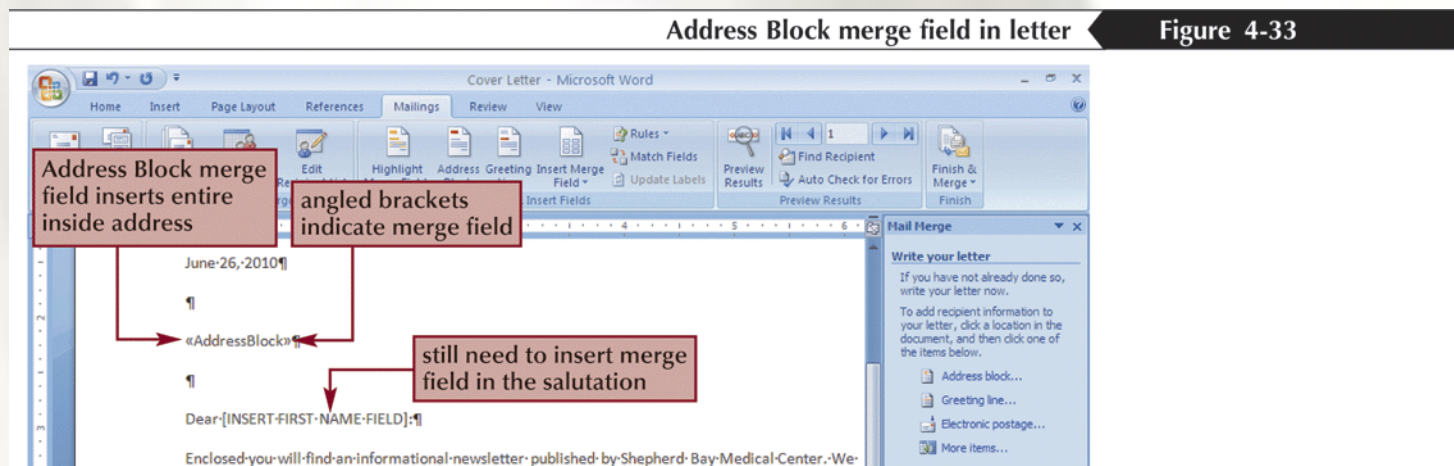
Mail Merge Recipients dialog box

Figure 4-31



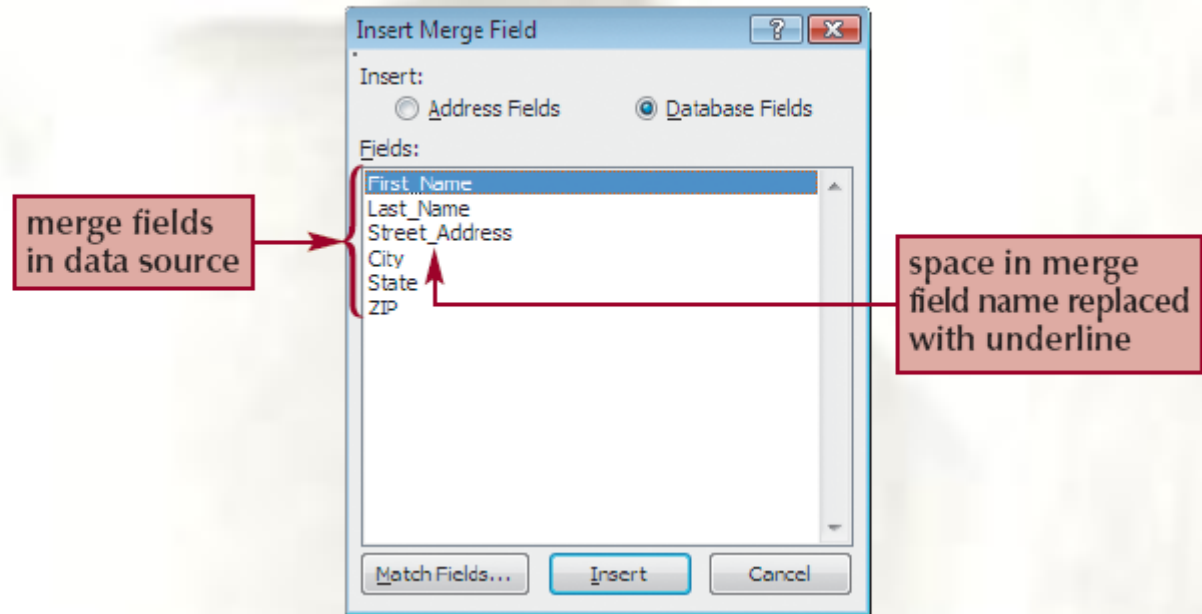
Inserting Merge Fields

- Select the placeholders and use the Mail Merge task pane to insert the appropriate fields



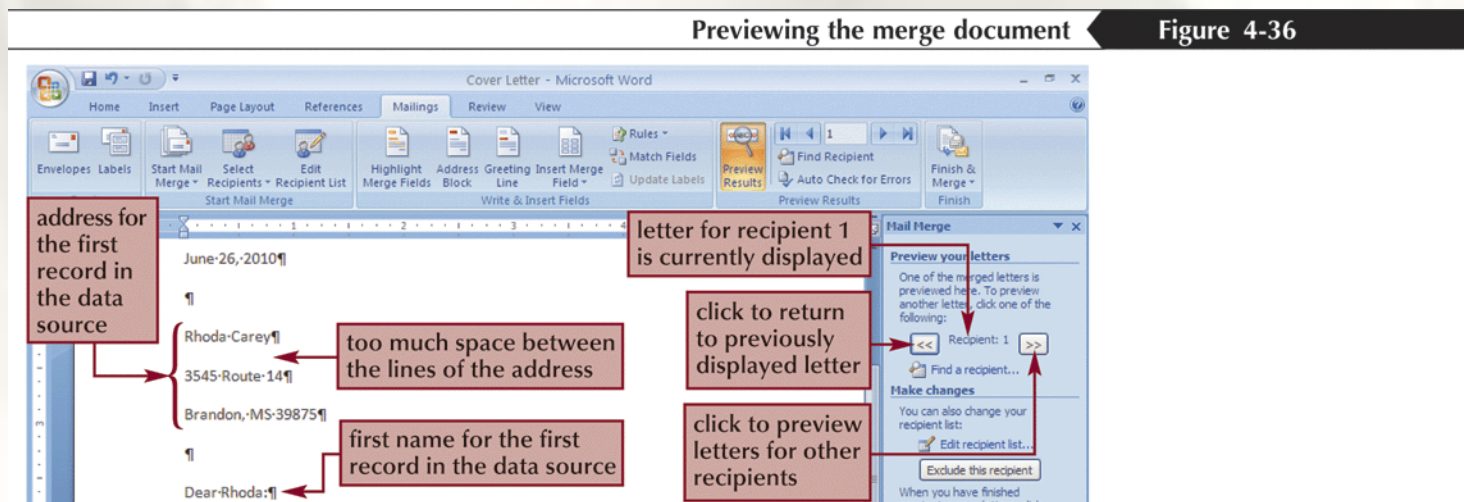
Inserting Merge Fields

Figure 4-34 Insert Merge Field dialog box



Previewing the Merged Document

- When you preview the merged document, you see the main document with the customized information inserted in place of the merge fields
- In the Mail Merge task pane, click **Next: Preview your letters**



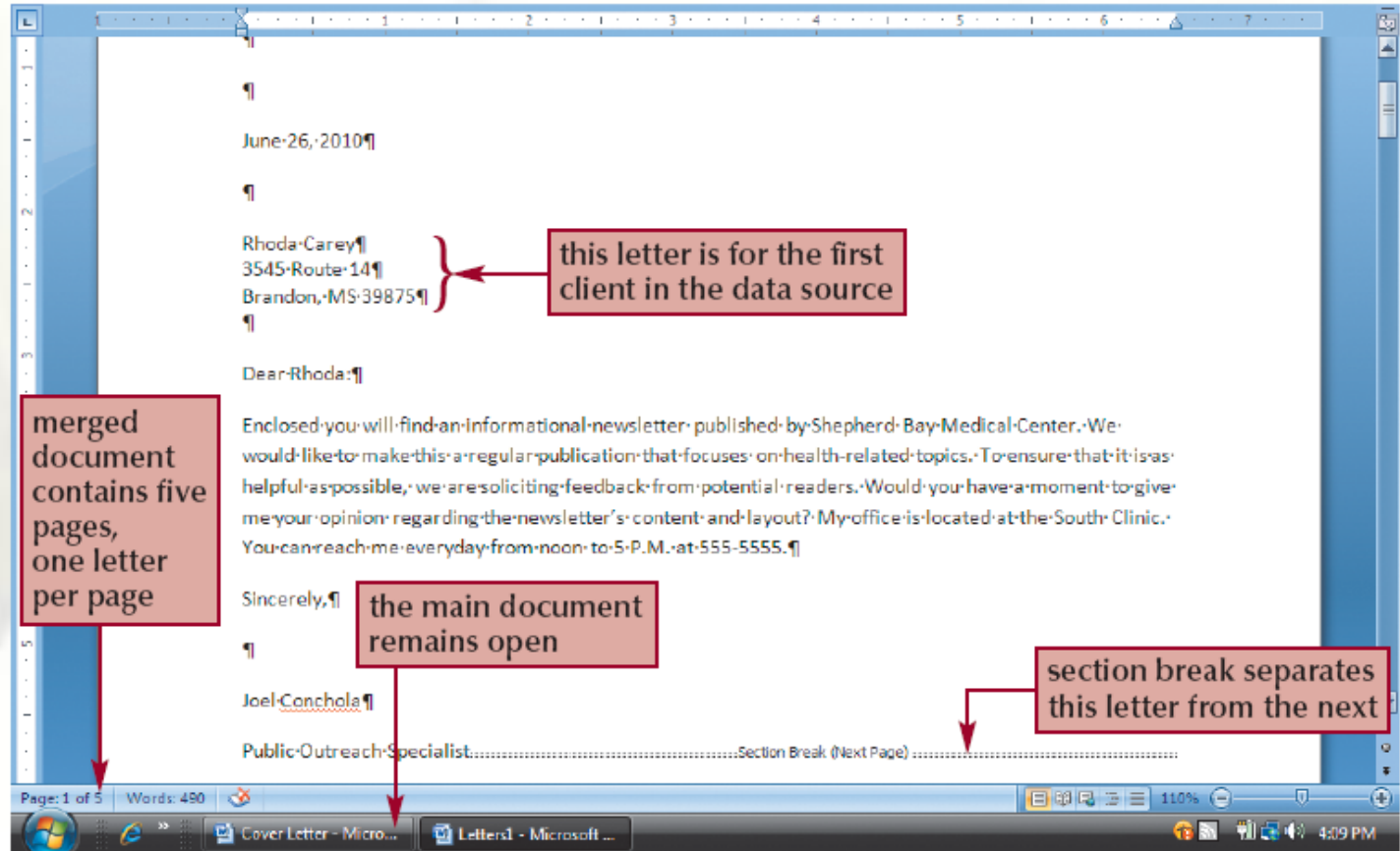
Merging the Main Document and Data Source

- In the Mail Merge task pane, click **Next: Complete the merge**
- Click **Edit individual letters** in the Mail Merge task pane
- Verify that the **All** option button is selected, click the **OK** button, and then scroll as needed to display the entire first letter



Merging the Main Document and Data Source

Figure 4-37 Newly merged document with customized letters



Creating a Blog Post

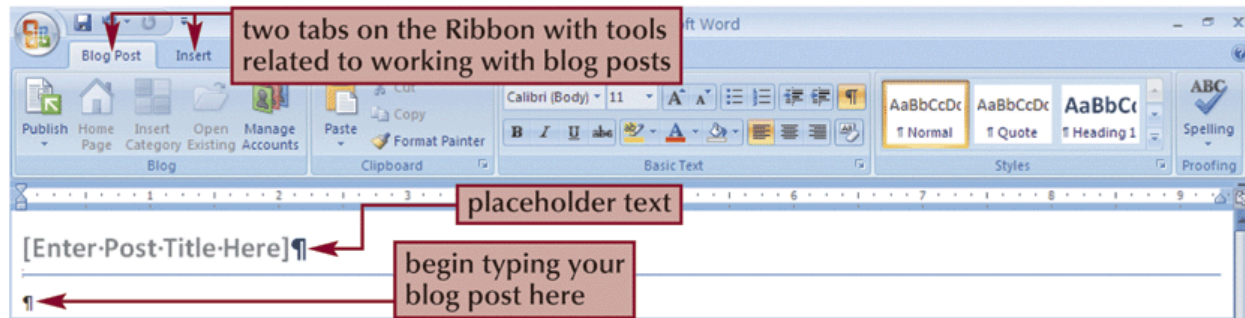
- A **blog** is an online journal that other people can read via the World Wide Web
- A **blog post** is an addition to a blog, similar to an entry in a journal
- Start Word, if necessary
- Click the **Office Button**, and then click **New**
- Click **New blog post** and then click the **Create** button
- Click **Register Later**



Creating a Blog Post

Figure 4-39

Blank blog post



Sample blog post

Figure 4-40

