Microsoft Word II

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BEFORE WE GET STARTED...	This manual provides helpful hints on creating and enhancing documents in Microsoft Word, specifically Microsoft Word 2000, the latest version of Microsoft Word.

The Library has offered Microsoft Word I several times; this manual assumes that you are at least familiar with some of that material. The manual from Microsoft Word I is on the Library's website at:

http://www.nysoclib.org/tech/computers3.html

Refer to that page to review the basic concepts.

This printed manual for Microsoft Word II will appear soon on the web for your convenience and review. It will be found somewhere near the above URL; if you can't find it, e-mail me or call the Library.

This manual also refers to a few websites; it will be easier to access those websites by clicking on the URL from the Library webpage rather than trying to copy it from this manual.

| WORD II TOPICS	## UPDATING OLD MICROSOFT WORD DOCUMENTS TO WORD 2000

File >> Save as >> "Save As Type" >> ".doc"

Look under Microsoft Explorer. Your Word 2000 documents should have a logo that looks like this:

But maybe a friend has sent you a file that's not a Microsoft Word document, or you have old Word files on your system, and they have a logo that looks something like one of these:

If that's the case, upgrade that file into Word 2000. Start by opening the document in Word 2000. Under FILE, choose SAVE AS, and look to the bottom of the dialog box: look down to SAVE AS TYPE WORD DOCUMENT (*.doc), located at the top of the list? Choose that and press SAVE.
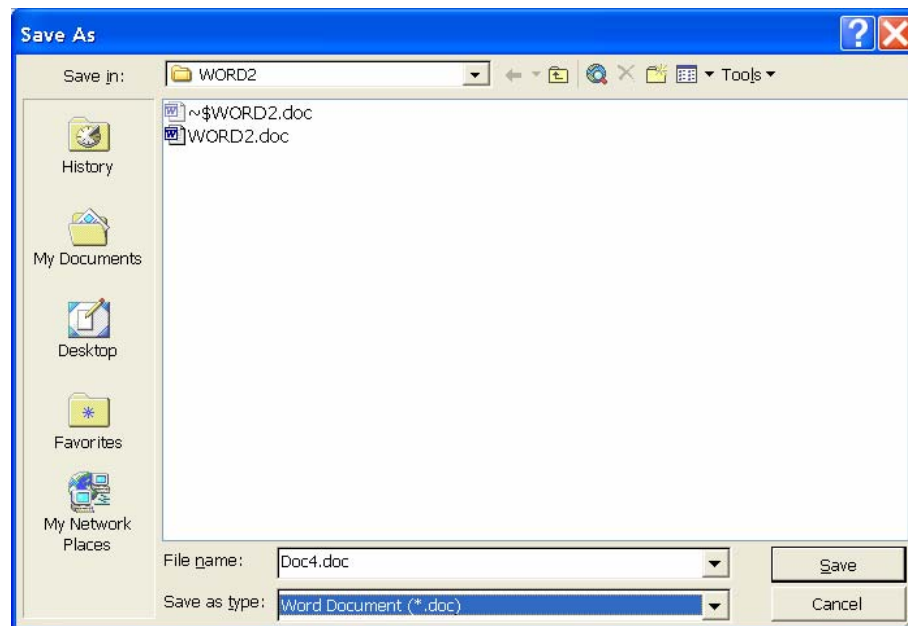
You'll now have two copies of the document. Discard the old one and work from the updated Word 2000 version.

CHANGING A DOCUMENT TO A DIFFERENT FORMAT

File >> Save as >> "Save As Type" >> ".txt"/".rtf"

Have you ever had a problem sending a file to a friend? Was the file too big to send easily within your e-mail program? Did your friend have problems opening your Microsoft Word application because he/she is using a Mac? For a variety of reasons, you may want to send your file in a simpler format. The two most common "lower level" formats are:

Rich Text Format = .rtf

Tex Format = .txt

When you save a document in Rich Text or Text you will lose much of your Microsoft Word formatting. The font will be simple, images will disappear, pagination will change, and foreign language characters may appear as nonsense characters ("ßßë").

Fortunately, though, anything you originally typed in simple ASCII characters will be preserved and will be readable by most machines. Many computers will be able to view a Rich Text document and most, if not all, computer programs will be able to view a Text document.

Downgrade a document by opening it in Word 2000. Under FILE, choose SAVE AS, and look to the bottom of the dialog box: look down to SAVE AS TYPE WORD DOCUMENT (*.doc), located at the top of the list? Scroll through the options until you find "**Rich Text Format (*.rtf)**" for a Rich Text Document or "**Plain Text (*.txt)**" for a Text document.

Note in my example that once I choose a different format, the file extension automatically changes. Save and close the document.
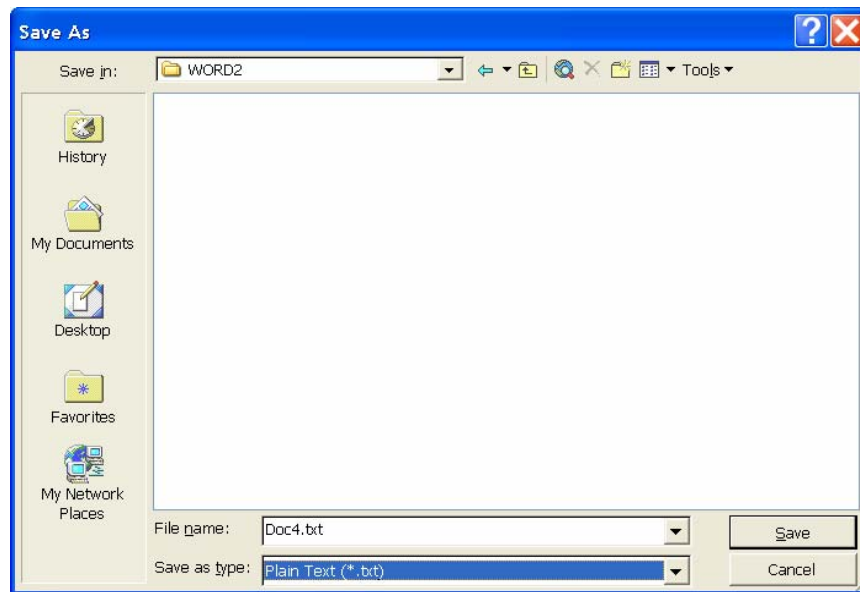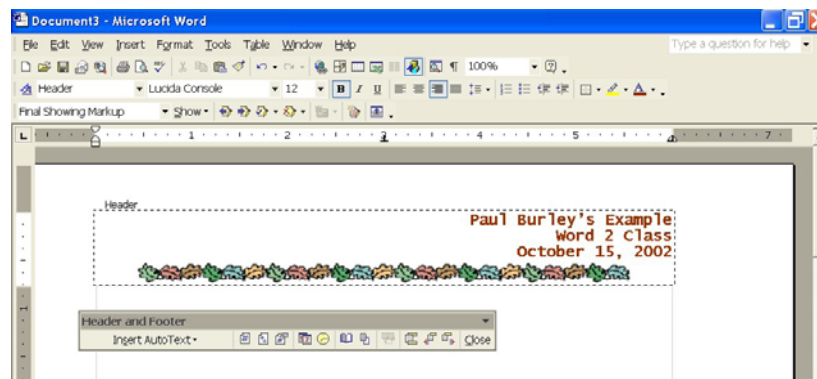
HEADER/FOOTER

View >> Header and Footer

A header and/or footer is a constant piece of text that appears at the top and/or bottom of every page of the document. Besides for being nicely decorative, they create consistency and can remind a reader what the document is about.

The header in the manual is fairly complex. It consists of an image of the Library logo on the left, text on the right, and a horizontal rule at the top. The footer is simply a single horizontal rule that falls above the page numbers.

To create a simpler header, open VIEW, then HEADER AND FOOTER. You should see a box appear at the top of your document that looks like this:
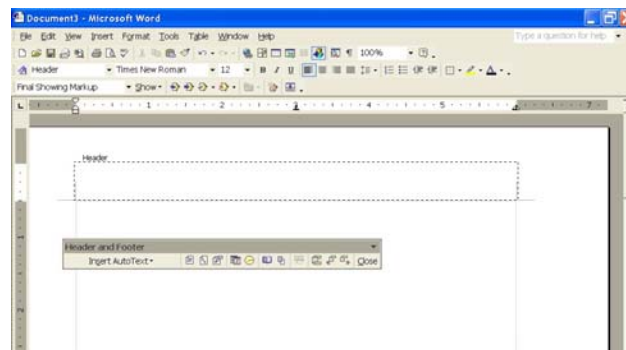
Type the header text into the box. Striking it to the right makes a nice visual contrast in a document; you may also want to use some text effects like bolding or color to create something that's visually pleasing. To insert the slightly ridiculous horizontal rule made of fall leaves like in this example, see "Horizontal rule" below.


Escape from creating a header and footer by choosing "CLOSE" on the Header/footer tool bar. This header will now appear at the top of every page of your document.

REPLACE

Edit >> Replace

Oh no. Consider the following scenario: you've written a document using the word "Japanese rice wine" over and over, but once you're done, you realize that your readers will probably know to call it "sake" after all. How can you quickly change all those instances of "Japanese rice wine" to "sake" to in your document?

Replace! Go under Edit >> Replace and you'll see a dialog box that looks like this:
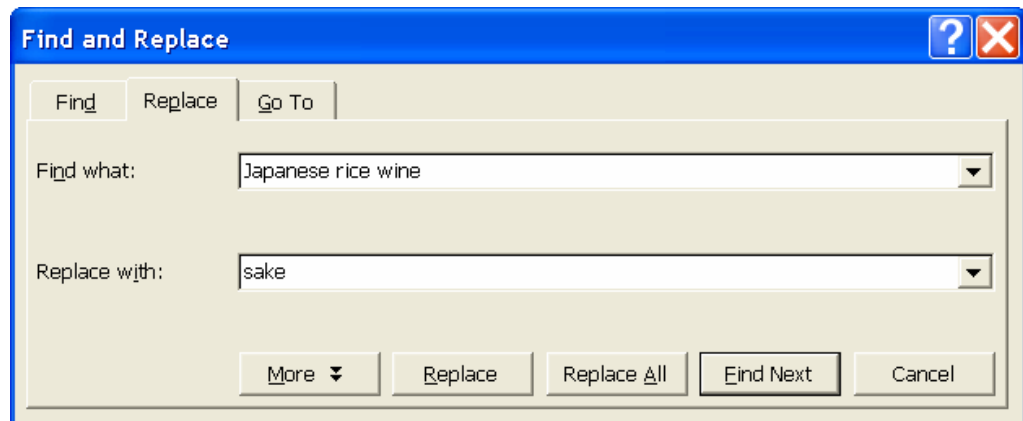
To perform the above example, enter "Japanese rice wine" in the FIND WHAT box. Enter "sake" in the REPLACE WITH box. Hit REPLACE ALL if you're confident that every replacement will work in every situation; use REPLACE to review them on a case-by-case basis.

INSERT A HORIZONTAL RULE

Format >> Bordering and Shading >> "Horizontal line"

A horizontal rule provides a nice visual and mental division of text within a document. Microsoft Word provides horizontal rules in a variety of styles ranging from staid to fun/inappropriate. Have you ever noticed how common these are on web pages? Include them in your Word documents to give your reader's eyes some relief!

I used a nice blue-green horizontal rule for this document. Word 200 provides a very large number of horizontal rules; browse for one that's appropriate to your document.

Examples:

INSERT A PICTURE

Insert >> Picture >> From File

Inserting an image into your text can greatly enhance the look and feel of a Word document. It's also relatively easy.

In this example, a picture of the Library's logo is saved on my computer as **outside_sign.jpg**. I can insert it into this part of the text by following the above directions and choosing the correct file name. The image will sit wherever my blinking cursor is placed when I start the operation. You can move the image around much like you would text; you can change it left, center, or right.

To change the size of an image, click on the image itself and use your mouse to play with the anchor points at the corners to change the size of the image; anchor points between corners will distort the image to resize it.

If you are searching for a source of images, consider that any image can be copied readily from a web page by right-clicking on the image and copying it to your own computer. There may be copyright and/or ethical issues to think about in a professional use of images found this way.

Clip art is another source of images. Your Microsoft Word application probably contains a good amount of free clip art. The Microsoft website also has a tremendous amount of free art work that you can use. The site allows you to choose a single image or download and entire collection. Browse through the images at:
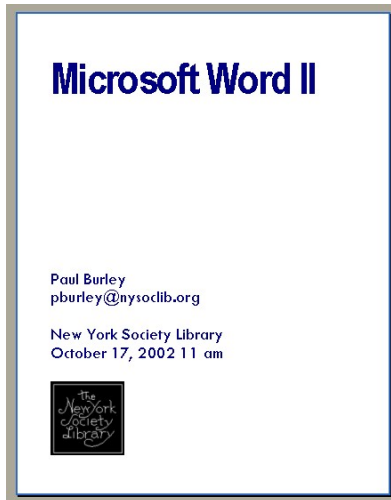
http://dgl.microsoft.com/

PLACING AN IMAGE BEHIND/NEXT TO TEXT

Format >> Picture >> Layout >>

When I created the cover of this document, I wanted the Library logo to sit to the left of the name of the library, the date, and the location of this class. Unfortunately when I place my image, I started out with something unattractive like this:
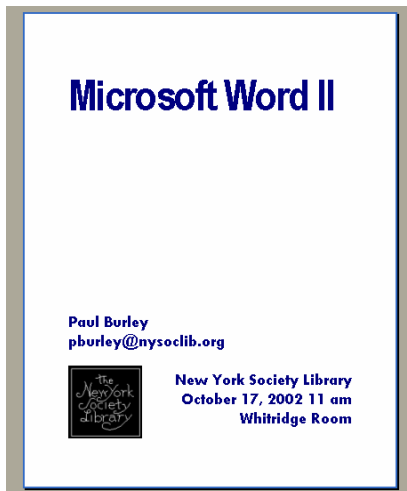

While it was certainly functional for some classes I've taught, I want it to look better.

To move this image to sit to the left of the text, I followed these steps:

Insert the image into your document AFTER the text.

Go to Format >> Picture >> Layout

Choose "Behind text", and "Horizontal Alignment: LEFT"

NOTES ON FONTS

MONOTONY

Microsoft Word documents suffer, and suffer badly, from the same dull look document after document. How many times have you created a Word document using Times New Roman in 10 or 12 point font? Try to incorporate a few design elements that we've covered in Word I or Word 2 into your documents, and break up that text with some horizontal rules and some nice images! Please!

CONSISTENCY

Readers like consistency in the look and feel of a document just as much as they dislike the above-mentioned monotony. Try to establish styles in your documents that use the same font, in two or three sizes, and in just about two colors.

FONT SIZE

Consider the size of a font when you create a document. Larger size fonts greatly enhance accessibility for readers with degraded eyesight, which includes nearly everyone over age 45.

SERIF VS. SANS-SERIF

This paragraph is in a font with serifs (High Tower Text). Serif fonts are used for large, flowing blocks of texts that the reader will read paragraph after paragraph. I did not include Times New Roman in the following list of serif fonts; it's rotten and boring and I'm tired of looking at it.

Serif fonts:

- High Tower Text (isn't this very elegant?)
- Century
- Book Antiqua (very NYSL!)

San-serif fonts are used in presentations and in short text blocks. They make for easy reference. I used san-serif fonts in this document because I didn't think you would read it as a novel; I assumed you'd be looking at examples on the overhead while you followed along, or used this manual as a reference tool when creating your own documents. Please note that I didn't include Arial or its ugly, boring children fonts in this list; see notes (above paragraph) on *Times New Roman* for my feelings about Arial.

San-serif fonts:

- Tw Cen MT (Paul Burley's favorite)
- Helvetica (a san-serif fave)
- Gill San MT (so easy to read, but so tiny!)

FONT COLOR

Format >> Font >> "Font Color"

Isn't a little color in a document lovely? And ink-jet printers are so very cheap nowadays.

Microsoft word offers so very many font colors. You can use the standard palette of 40 colors, or go into "More colors" to create a custom color.

Note that despite this functionality, readers prefer to read in black type on a white or pastel background. When choosing colored text to highlight titles and paragraph headings, be careful to choose one that is very dark, possibly darker than it would appear on the palette.
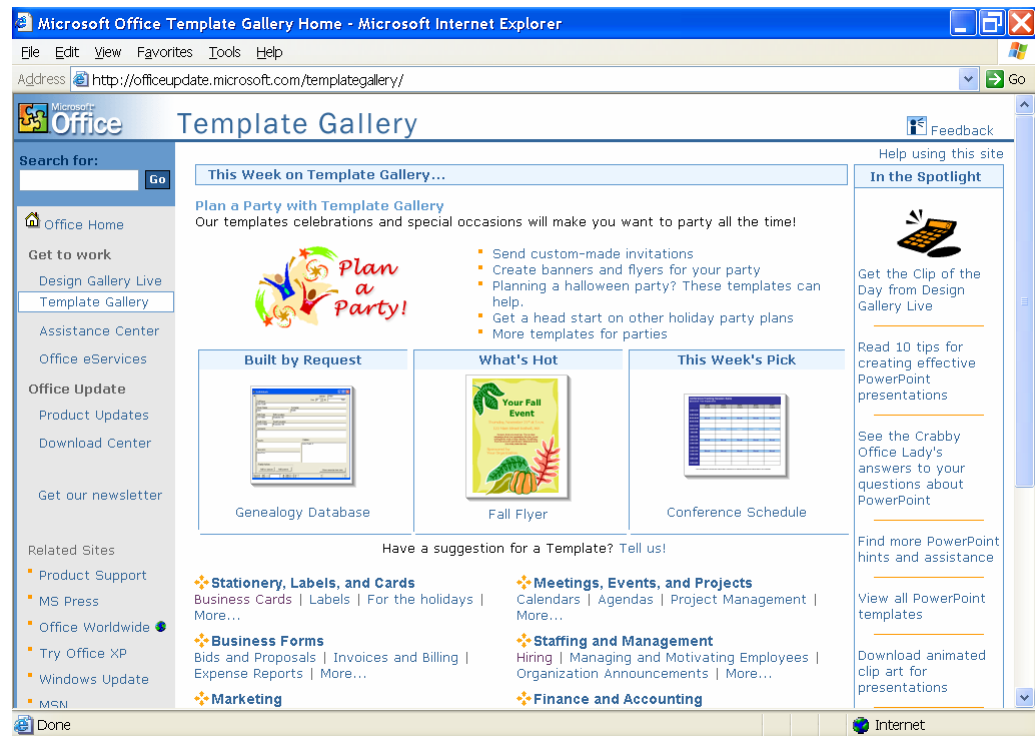
RESOURCES ON THE WEB	MICROSOFT RESOURCES
	http://officeupdate.microsoft.com/templategallery/
	Unless you're an art director or expert in Microsoft Word, the easiest way to create really beautiful documents is to copy one from someone else and modify it to your own uses. If you see a document a friend has produced that is particularly attractive, ask for a copy and utilize the document or its good features into your next project.
	Microsoft provides thousands of excellent Word document templates. They're available on the Microsoft site and can be freely downloaded and used. Templates are available for letters, booklets, papers, posters, business cards, resumes, legal forms, and much more.
	Search through the choices on the page, and when you find one you like, click the "Edit in Microsoft Word" button above the document. This will download the file to your computer, and at that point you can edit it to your own needs.
	This could be a very fast and very easy solution to creating a document for a professional application.