

# WORD PROCESSING

Using MS Word

# FORMATTING CATALOGUE

WP LESSON SEVEN

Acknowledgements

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for use of files

# FORMATTING CATALOGUE

## Understanding

The catalogue and judges slips documents are formatted using tables.

So if you have done the basic tables lessons in Lesson Group number 2 you will know most of what we will do next..

*You might be using a slightly different version of Word, or Word for Apple.*

The instructions will still be there but might be in a slightly different place, have a look around and you will find it

## Viewing your document for Catalogue.

### Exercise 1

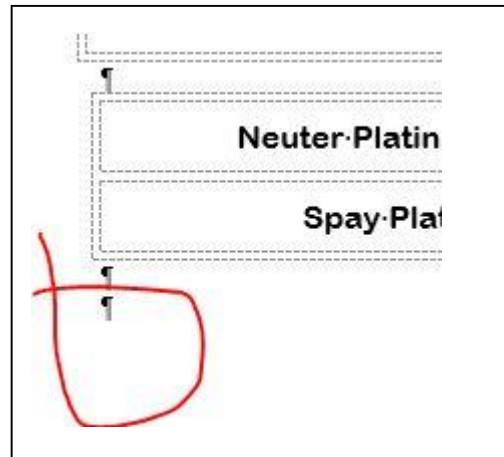
1. Drag the "Club 23 catalogue.html" file down onto Word W symbol, OR Open the file in Word
2. Immediately save the file as a .docx file calling it Catalogue Master.docx.
3. Go to the *VIEW* tab and make sure *Print Layout* view is selected, this will let you see the document in a lot easier manner, closer to what you will see when printing.
4. The first 6 pages are to remind you to insert the first important ingredients for your catalogue. You can either add the ingredients of these pages into this document, OR you can make them as separate documents, and take them with you to the printer for inclusion in the finished catalogue.
5. If you do not want to add them here, and instead want to delete these pages do this as follows. Make sure your formatting marker is turned on, look for the ¶ symbol in the *HOME* ribbon menu, and click it so it is highlighted. Now you will be able to see the page breaks separating these first 6 pages.
6. Highlight each page break by hovering your cursor to the left of each page break and hit delete on your keyboard.
7. Delete any writing you do not want till you get to the first actual page of the catalogue.
8. When you delete the QFA show rules, remember to get onto the QFA web site and download the latest version of these rules and print them for inclusion in your catalogue.

9.

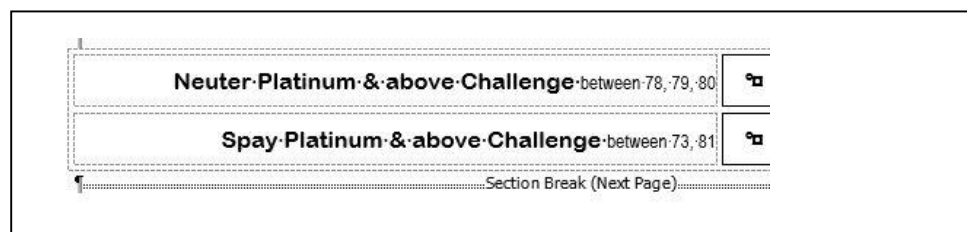
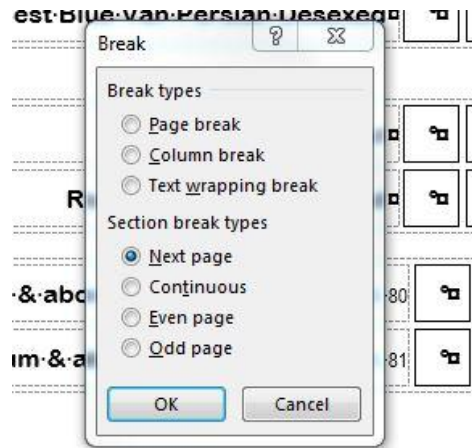
## Headers and Footers and Page Numbers.

### Exercise 2

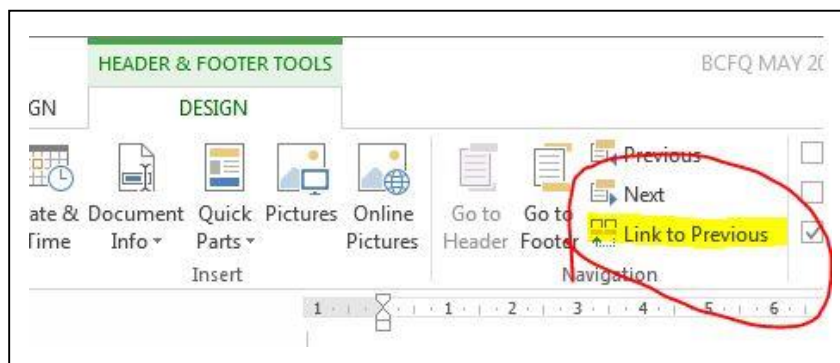
10. This document needs a headers to put in your Show name on the left and the Judges Initials on the right
11. and a footers for page numbers.
12. Add a Header by going to the *INSERT* tab and selecting Header and then a blank three column Header. In the first column type "Show name and date". Delete the centre column. Delete the right hand column.
13. In the right hand column we are going to set three tabs so that we can put the judges initials above each result column.
14. With your pointer pointing to the position where you want the first tab, double click quickly which will launch the tab dialogue format box. Select the tab position you have just made. Select ☉ centre position, and click OK. Repeat for each tab position.
15. Click your cursor in the header and backspace backwards and tab forwards so you can see the tabs you have set are working.
16. You can toggle between the main part of the document and the greyed header or footer areas just by double clicking in the area you want to work. Double click in the main part of the document. Now Double click back into the greyed area to get access to the Header area to change any information there.
17. Enter the initials of the first judge for the longhair judges, tab to the next position and enter the initials of the next judge etc.
18. Now toggle to the main document.
19. Move down to the shorthair section, select the last formatting mark before the page turns to the shorthair section.



20. Here instead of inserting a page break, insert a SECTION break. To do this go to the *PAGE LAYOUT* tab, or the *INSERT* Page Break selection, select the arrow next to the page break symbol, look down the list, and under the Section Break select Next Page. If it has given you a blank page hit delete once to delete the blank page.



21. We want a different set of judges initials in the shorthair section. In the shorthair section, double click in the Header. Look at your menus at the top of the page. A special menu should now be activated for *HEADER & FOOTER TOOLS*. Look for an selection called *Link To Previous* and make sure this is turned off or NOT activated. If it is turn it off. Now you can change the initials of the shorthair judges in the Header.



22. Add a footer. This is more easily done by inserting a page number field, which then automatically inserts a footer for you.
23. Select from the *INSERT* tab, select *Insert Page Number*, select *Bottom of Page* and in the centre position. You will see a footer created for you.
24. Click your cursor in front of the page number and type "Page " leaving the actual page number there.

25. Once you are satisfied with your header and footer, double click in the main part of the page to exit the header and footer sections.

### Formatting your document.


#### Exercise 3

26. The rest of the document is formatted within small tables.

27. Some of the tables are not required and so we will delete them. When there is only one cat in a section, then the awarding of “Best Blue Point Birman Kitten” when only one blue point Birman kitten is in the show – is therefore not necessary. So it is prudent to delete the table that states this award.

<b>Blue Point</b>						
9		Female Kitten under 4 mths				
12/02/15 12 wks						

	<b>Best Blue Point Birman Kitten</b>						
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28. Click your cursor within the box that says “Best Blue Point Birman Kitten” you will see in the top left hand corner a little handle appears in the form of two double sided arrows forming a cross. Clicking on this arrow will highlight and select the whole table containing all the words and formatting. In the *TABLE TOOLS*, *LAYOUT* tab select the arrow below the Delete selection and select delete table

29. Where there are two of a type, then leave the “Best of” award in as the judge will select the Best out of a choice of two. E.g. “Best Agouti & White Maine Coon Kitten”.

30. These steps are the same as what you will be doing when formatting the judges slips.

31. Go through the rest of the catalogue making all formatting changes and re-saving the document as your judges file master document.

## Prizes and Awards Pages.

### Exercise 4

32. All you should need to do in the last 3 pages, is add the judges names to make it easier for exhibitors to fill out their results pages themselves.
33. You can either click in the cells that hold Longhair and Shorthair labels for each ring and type in your judges names there OR
34. Add a section break and put in new tabs to hold your judges names in place.
35. You also need to take note of what prizes are being awarded in each ring and adjust the prize lists by adding or greying out boxes which will not be used.
36. You also need a Supreme Judging results section e.g. as below.

	<b>Longhair</b>		<b>Shorthair</b>
<b>Kitten</b>		<b>Kitten</b>	
<b>Cat</b>		<b>Cat</b>	
<b>Desexed</b>		<b>Desexed</b>	
<b>Supreme in Show</b>		<b>Supreme in Show</b>	
<b>Companion</b>	<b>Supreme in Show</b>		

## This image shows a full page of white paper with horizontal dashed lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.