Word for Antique Dealers

A how-to guide for Microsoft Word 2016

DECIMO
Personal Touch
3002
TAB

Word for Antique Dealers

A how-to guide for Microsoft Word 2016

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Why?

Because several indiviuals made this book possible and they deserve to be thanked.

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Introduction

What is *Word for Antique Dealers*?

As an antique dealer, you have unique word processing needs. Have you ever struggled to remember exactly which bullseye and fleur de lis goblet you recorded in your inventory or lost track of a customer's contact information? *Word for Antique Dealers* is a how-to guide for Microsoft Word 2016 for Windows that addresses these job-related challenges and proposes solutions. Inside this book are step-by-step instructions and visual aids to help you become a more efficient user of Word.

Word for Antique Dealers is for you if:

1. You are a self-employed professional who sells antique or collectable merchandise.
2. You use Word to do parts of your job.
3. Your computer uses a Windows operating system.

Want tips and tricks for using Word?

You got it. If you're looking for new ways to use Word or best practices for while you're on the job check out these sections:

- Design business cards (7)
- Import a table to Word from Excel (20)
- Record customer requests (23)

No experience?

No problem. You don't have to know anything about Word to use this book. If you're new to Word, get started with these modules:

- Open a blank document (2)
- Add text and format it (12)
- Insert an image (22)

You're a show promoter?

You can use this book too. Here are some ways that Word can help you manage your shows:

- Create a mailing list of dealers (26)
- Use mail merge to send a contract (28)

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Chapter 1: Get started with Word

Welcome to Microsoft Word! As an antique dealer, you can use Word to create and manage the documents that help you do your job.

These modules explain how to perform the most basic tasks in Word. If you're new to Word or new to using a computer, you might find it helpful to consult these modules before reading the rest of this documentation.

☐ Step 1: Open a blank document (2)

☐ Step 2: Save a document (3)

☐ Step 3: Print a document (4)

☐ Step 4: Reopen a document (5)

1.1 Open a blank document

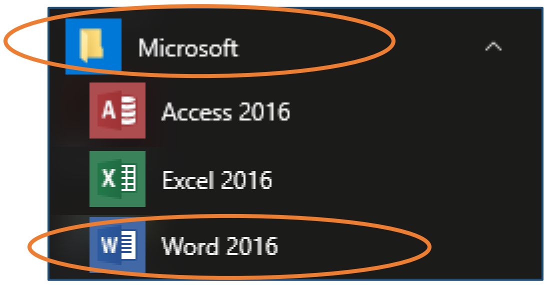
Why?

In Word, a document is like a canvas that you can add text and other design elements to. Before you can start working in a document, you have to create it.

> **Note:** These instructions may vary slightly, depending on the version of windows that your computer is running. This procedure was written for a computer running Windows 10.

How:

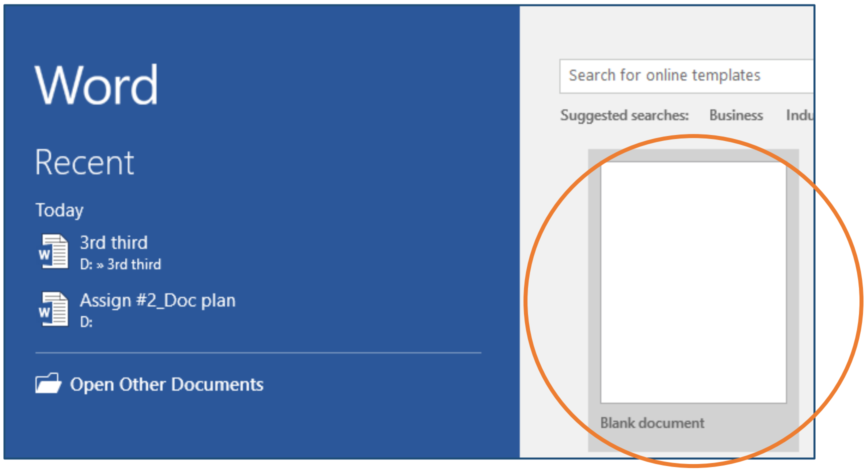
1. On your computer's Desktop, do one of the following:
   a. Double click the Word 2016 icon (Word 2016).
   b. Click **Start** and navigate to your computer's programs. Double click the **Microsoft** folder and then double click **Word 2016**.


Microsoft
Access 2016
Excel 2016
Word 2016

> Tip! If your computer is running Windows 10, navigate to your computer's programs by clicking All Apps.

The Word landing page appears.

2. In the upper left of the landing page, click **Blank document**.


Word
Recent
Today
3rd third
D: » 3rd third
Assign #2_Doc plan
D:
Open Other Documents
Search for online templates
Suggested searches: Business Indu
Blank document

A blank Word document opens.

1.2 Save a document

Why?

If you have to stop working on a document, you can save it to your computer and reopen it later. While working on your document, save it periodically to avoid losing content.

How:

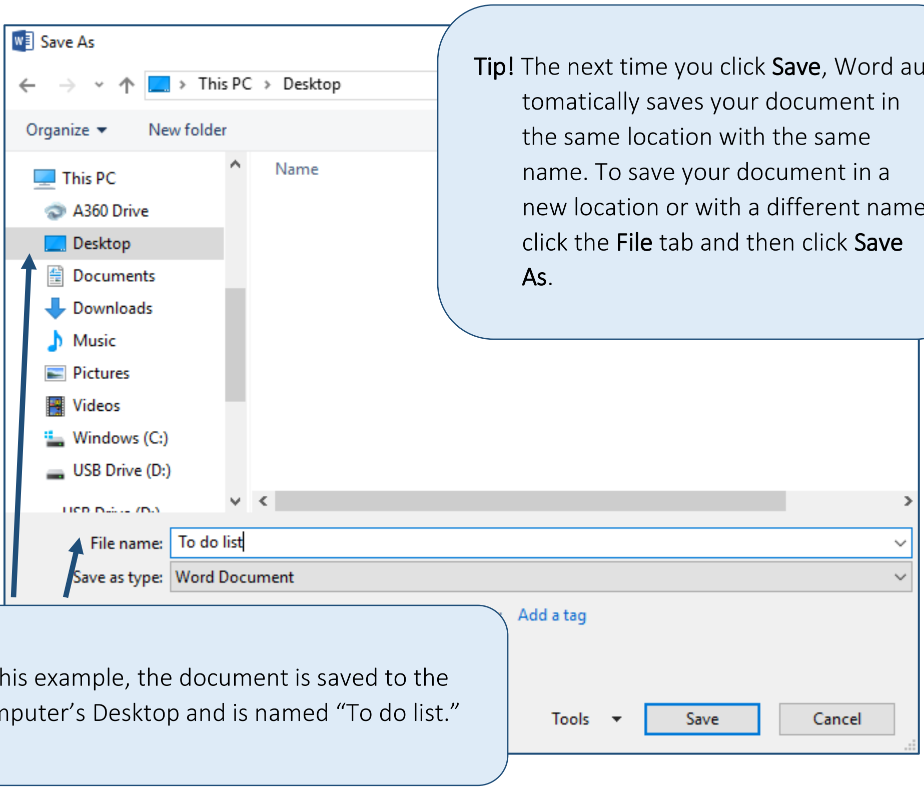
1. Open a Word document.
2. Click the **File** tab.
3. Click **Save**.
4. On the left, click **Browse**.

   The Save As window appears.

Tip! Save your work in a memorable location.

5. On the left, choose where to save the document.
6. In the **File name** field, enter a name for the document.
7. In the lower right of the window, click **Save**.

   The document saves in the specified location.


Save As
This PC
Desktop
Organize
New folder
Name
This PC
A360 Drive
Desktop
Documents
Downloads
Music
Pictures
Videos
Windows (C:)
USB Drive (D:)
Add a tag
Tools
Save
Cancel

File name: To do list

Save as type: Word Document

Tip! The next time you click **Save**, Word automatically saves your document in the same location with the same name. To save your document in a new location or with a different name, click the **File** tab and then click **Save As**.

Tip! In this example, the document is saved to the computer's Desktop and is named "To do list."

1.3 Print a document

Why?

You can print a document that you want to have a physical copy of. For example, you might want to print invitations to a preview party to mail to customers or other dealers.

To print a document, your computer must be hooked up to a printer. If you have a printer in your home or in your shop, consult the manufacturer's documentation for more guidance.

How:

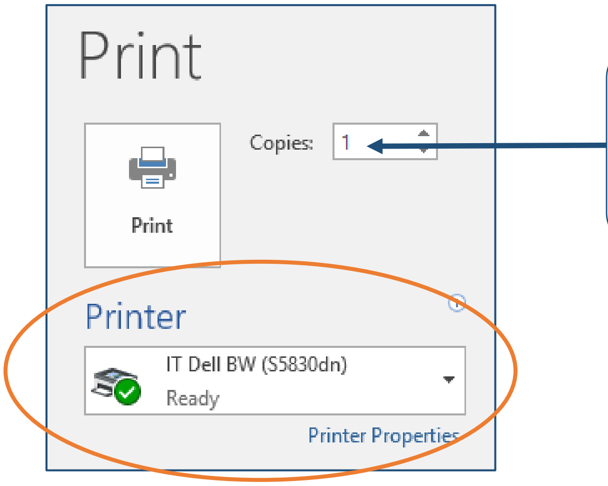
1. Open the Word document that you want to print.

2. Click the **File** tab.

3. Click **Print**.

4. From the **Printer** drop-down menu, select your printer.

Note: You don't have to modify the other settings.



Copies: 1

IT Dell BW (S5830dn)
Ready

Tip! You can choose how many copies of the document to print by entering a whole number in the **Copies** field.

5. Click **Print**.

   The document begins to print from the printer that you selected.

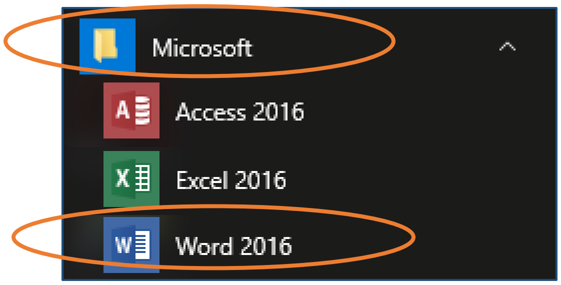
1.4 Reopen a document

Why?

After you save a document, you can reopen it later and continue working.

How:

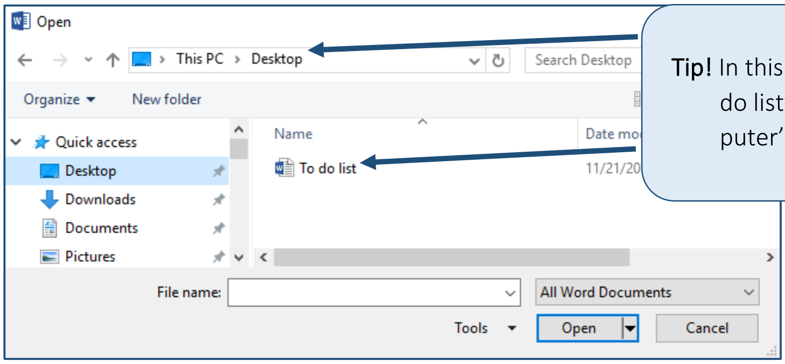
1. On your computer's Desktop, do one of the following:
    a. Double click the Word 2016 icon (Word 2016).
    b. Click **Start** and navigate to your computer's programs. Double click the **Microsoft** folder and then double click **Word 2016**.


Microsoft
Access 2016
Excel 2016
Word 2016

Tip! If your computer is running Windows 10, access your computer's programs by clicking **All Apps**.

The Word landing page opens.

2. On the left of the landing page, click **Open other documents**.
3. Click **Browse** and navigate to the document that you want to open.


Open
This PC › Desktop
Search Desktop
Organize
New folder
Quick access
Desktop
Downloads
Documents
Pictures
Name
Date mo
To do list
11/21/20
File name:
All Word Documents
Tools
Open
Cancel

Tip! In this example, the file is named "To do list" and it was saved to the computer's Desktop.

4. Click **Open**.

   The document opens in Word.

Note: Remember to save the document after you finish working.

Chapter 2: Design business cards

You can use Word to create your own custom business cards. After you finish designing your business cards, you can send them to be printed professionally or buy special card stock paper and print them using your home printer. You can buy business card stock at any major office retailer, such as Staples or Office Depot. If you want to order your business card stock online, this manual recommends searching for Avery 8471.

In Word, making business cards is a multi-step process. However, you need to complete the majority of the steps only once. Any time you need more business cards, open the Word document that contains your design, load business card stock into your printer, and print the document.

☐ Step 1: Adjust margins to match the card stock (9)

☐ Step 2: Insert a text box to hold your design (10)

☐ Step 3: Add text and format it (12)

☐ Step 4: Control layout and design (13)

☐ Step 5: Set up the page for printing (14)

2.1 Adjust margins to match the card stock

Why?

The margins on business card stock are different from the default margins in Word. You need to set the margins in the document to ensure that your business cards print correctly.

How:

1. Open the Word document containing your business cards.

Note: If you don't have a document for your business cards, create one now.

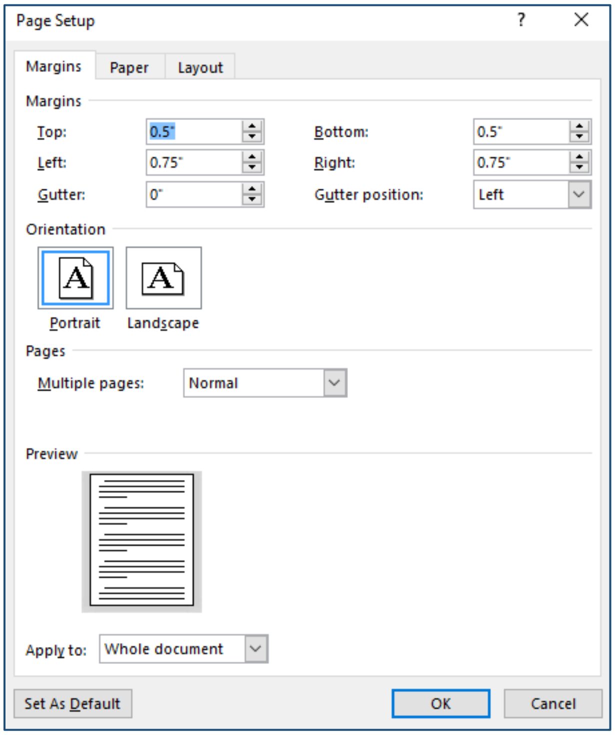
2. Click the **Layout** tab.
3. From the **Margins** drop-down menu, select **Custom Margins**.

   The Page Setup window appears.

4. Adjust the **Top** and **Bottom** margins to 0.5 and adjust the **Left** and **Right** margins to 0.75.

Note: If you're adjusting margins for a reason other than to create business cards, ensure that the number you enter is greater than or equal to 0.17.

5. Make sure that the other settings match the settings the in following image.



Top: 0.5"
Bottom: 0.5"
Left: 0.75"
Right: 0.75"
Gutter: 0"
Gutter position: Left
Multiple pages: Normal
Apply to: Whole document

Page Setup
?
Margins
Paper
Layout
Margins
Orientation
Portrait
Landscape
Pages
Preview
Set As Default
OK
Cancel

6. Click **OK**.

   The margins in the document are adjusted.

2.2 Insert a text box to hold your design

Why?

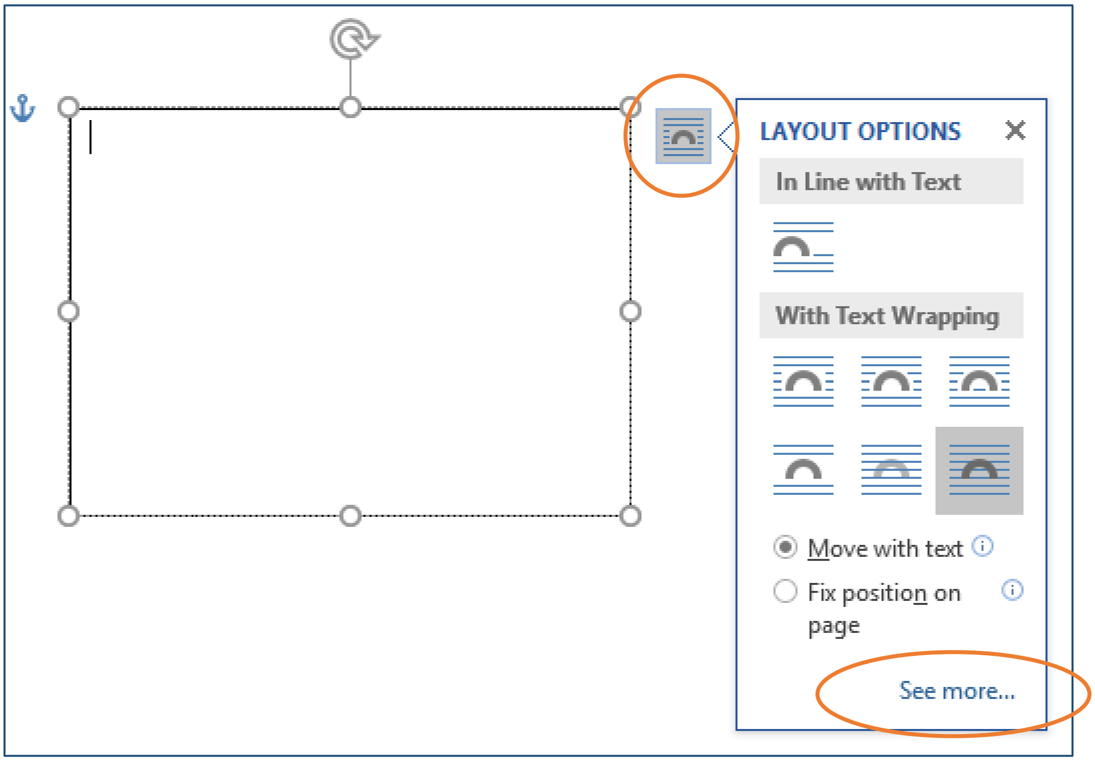
When creating business cards, you use a text box as the container for your design. To ensure that the text box is the same size as a business card, you must resize the text box using the Layout window.

How:

1. Open the Word document containing your business cards.
2. Click the **Insert** tab.
3. From the **Text Box** drop-down menu, select **Draw Text Box**.

   The cursor changes to a crosshairs.
4. Drag the cursor to draw a text box of any size.

   A text box appears.
5. Click the text box.
6. Click the **Layout Options** icon and then click **See More**.


LAYOUT OPTIONS
In Line with Text
With Text Wrapping
● Move with text
○ Fix position on page
See more...

The Layout window appears.

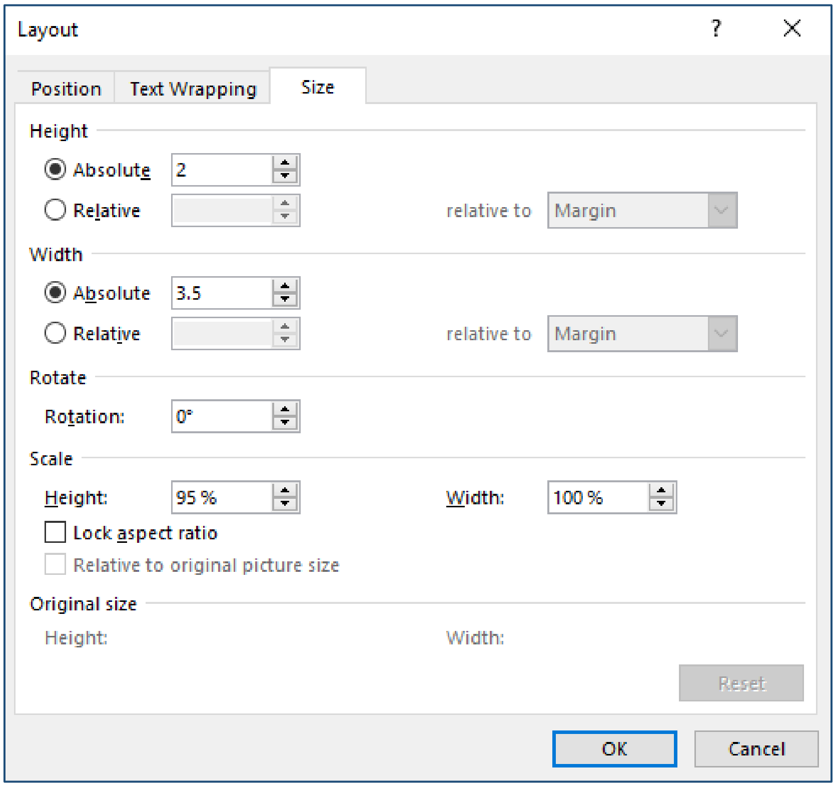
7. In the window, click the **Size** tab.

8. Below Height and Width, select **Absolute**.

9. Set the height to 2 and the width to 3.5.

10. Modify the **Rotation** and **Lock aspect ratio** fields to match the image below.

> **Note:** Below Scale, don't modify the Height or Width fields. Word determines these fields based on the size of the text box that you drew, so it's okay if they're different from what's pictured here.



Height

● Absolute 2

○ Relative relative to Margin

Width

● Absolute 3.5

○ Relative relative to Margin

Rotate

Rotation: 0°

Scale

Height: 95 % Width: 100 %

☐ Lock aspect ratio

☐ Relative to original picture size

Original size

Height: Width:

11. Click **OK**.

    The text box is resized.

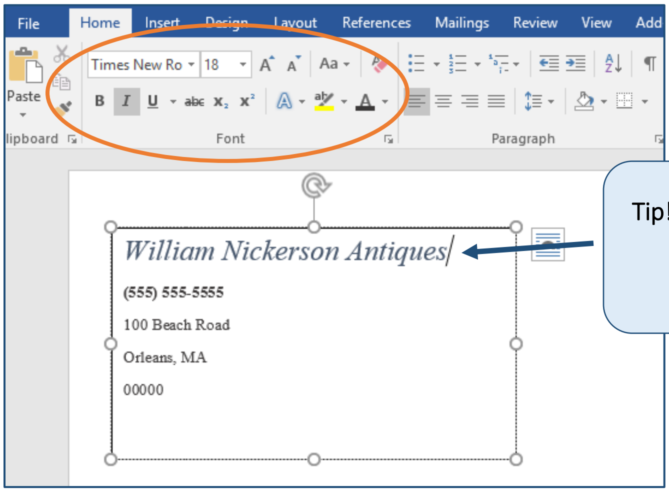
2.3 Add text and format it

Why?

After you insert a text box, you can start designing the look-and-feel of your business cards. While designing your business cards, you might find that the Font settings are useful for formatting text.

How:

1. Open the Word document containing your business cards.
2. Click the **Home** tab.
3. Click the text box.
4. Select the text to change.
5. Do one or more of the following:
    a. To change the text font, select an option from the font drop-down menu in the upper left of the Font group (Calibri (Body) ▾).
    b. To change the font size, select an option from the size drop-down menu to the right of the font drop-down menu (11 ▾).
    c. To bold, italicize or underline the text, click **B**, *I*, or U below the font drop-down menu.
    d. To change the text color, select a color from the color drop-down menu (A ▾).


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Add
Paste
Times New Ro
18
Aa
B
I
U
abc
Clipboard
Font
Paragraph

William Nickerson Antiques

(555) 555-5555

100 Beach Road

Orleans, MA

00000

Tip! In this business card, the text for the company name is grey, italicized and uses size 18, Times New Roman font.

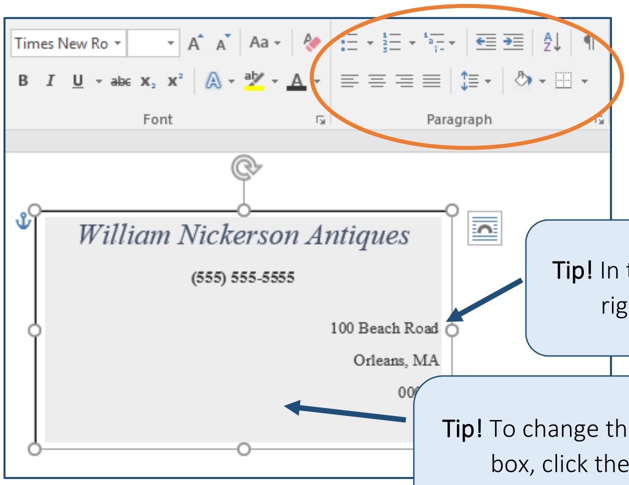
2.4 Control layout and design

Why?

Before you start thinking about layout, you must insert a text box to hold your design. You might also want to add some text to your business card and format it. When you're ready to design the layout for your business cards, you can use the Paragraph settings.

How:

1. Open the Word document containing your business cards.
2. Click the **Home** tab.
3. Click the text box.
4. Select the text to change.
5. Do one or more of the following:
    a. To change the text alignment click the right-aligned ( ), centered ( ), left-aligned ( ), or justified ( ) icons in the lower left of the Paragraph group.
    b. To adjust the space between lines of text, select an option from the spacing ( ) drop-down menu to the right of the justified icon.
    c. To insert a list, click the bulleted list ( ) or numbered list ( ) icons.
    d. To change the background color of the text, select a color from the paint can ( ) drop-down menu.



William Nickerson Antiques

(555) 555-5555

100 Beach Road

Orleans, MA

Tip! In this business card, the address is right-aligned and uses 1-point spacing.

Tip! To change the background color of the entire text box, click the edge of the text box and select a color from the paint can drop-down menu.

2.5 Set up the page for printing

Why?

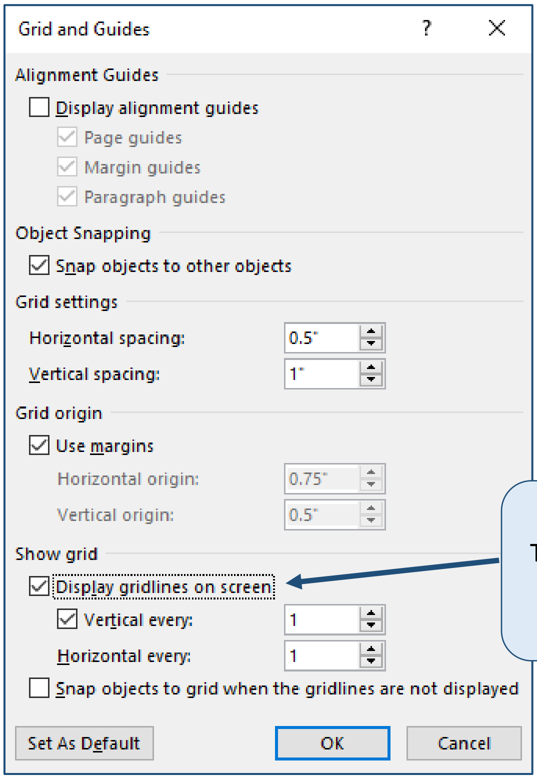
After you create one text box with your design, you can copy and paste it to fill up the document with business cards. Before you print, you need to arrange these text boxes so that they line up with the perforations on the business card stock. To ensure that you space the text boxes evenly, you can turn on gridlines to visually divide the document.

Note: The gridlines are a visual aid only and won't show up when you print the document.

How:

1. Open the Word document containing your business cards.
2. Click the text box.
3. In the blue ribbon, click the **Format** tab.
4. From the **Align** (Align ▾) drop-down menu, select **Grid Settings** (Grid Settings...).

   The Grid and Gridlines window appears.
5. Format the settings to match the following image and then click **OK**.



Grid and Guides

Alignment Guides

☐ Display alignment guides

☑ Page guides

☑ Margin guides

☑ Paragraph guides

Object Snapping

☑ Snap objects to other objects

Grid settings

Horizontal spacing: 0.5"

Vertical spacing: 1"

Grid origin

☑ Use margins

Horizontal origin: 0.75"

Vertical origin: 0.5"

Show grid

☑ Display gridlines on screen

☑ Vertical every: 1

Horizontal every: 1

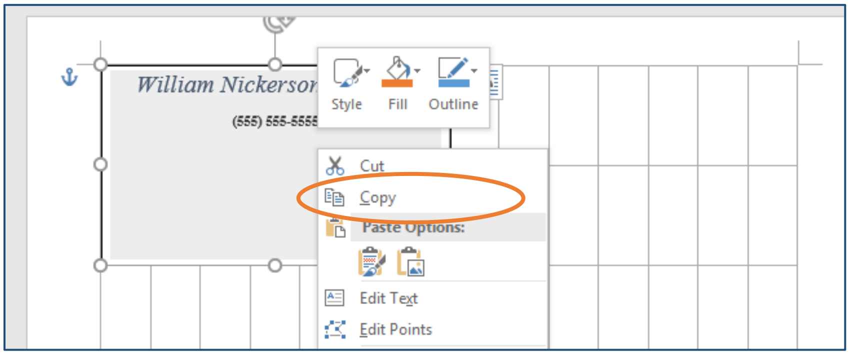
☐ Snap objects to grid when the gridlines are not displayed

Tip! To turn off the gridlines later, deselect Display gridlines on screen.

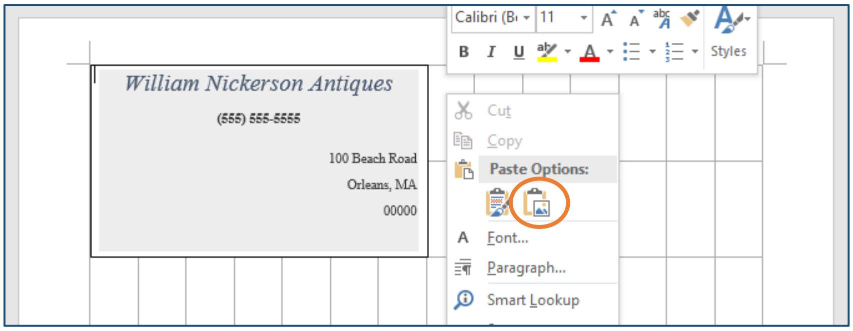
Gridlines appear in the document.

6. Drag the text box to meet the upper left corner of the gridlines.

7. Right click the text box, and then click **Copy**.

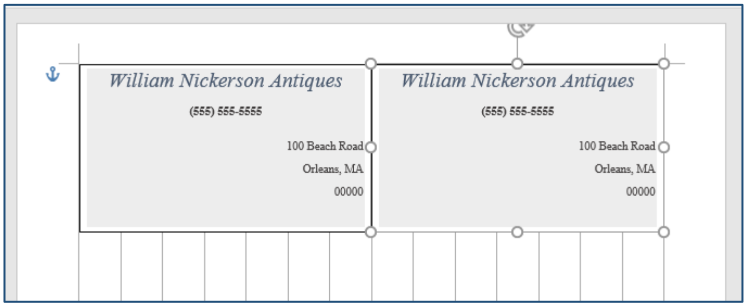

William Nickerson
(555) 555-5555
Style
Fill
Outline
Cut
Copy
Paste Options:
Edit Text
Edit Points

8. Right click anywhere in the document, and then click **Paste**.


William Nickerson Antiques
(555) 555-5555
100 Beach Road
Orleans, MA
00000
Calibri (B
11
B
I
U
Styles
Cut
Copy
Paste Options:
Font...
Paragraph...
Smart Lookup

A copy of the text box appears.

9. Drag the new text box to align with the grid lines.


William Nickerson Antiques
(555) 555-5555
100 Beach Road
Orleans, MA
00000
William Nickerson Antiques
(555) 555-5555
100 Beach Road
Orleans, MA
00000

10. Repeat steps 7 through 9 until there are a total of 10 text boxes on the page.

Chapter 3: Manage sales and inventory

You can use Word to manage your inventory efficiently and accurately. Whether you currently manage your inventory with pencil and paper, with an Excel spreadsheet, or with another comparable tool, you can make the switch to Word at any time. Word offers features such in-table images and comments that make digital inventory management simple.

☐ Step 1: Insert a table (19)

☐ Step 2: Import a table to Word from Excel (20)

☐ Step 3: Insert an image (22)

☐ Step 4: Record customer requests (23)

3.1 Insert a table

Why?

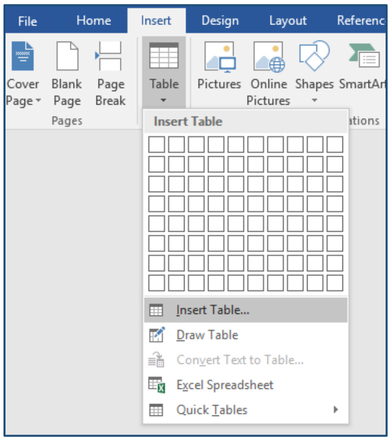
You can use a table to manage your inventory. If you currently manage your inventory with pencil and paper, create a table that resembles your current system.

How:

1. Open the Word document that you want to add a table to.

2. Click the **Insert** tab.

3. From the **Table** drop-down menu, select **Insert Table**.


File
Home
Insert
Design
Layout
Referenc
Cover Page
Blank Page
Page Break
Pages
Table
Pictures
Online Pictures
Shapes
SmartArt
ations
Insert Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables

The Insert Table window appears.

4. In the window, enter the number of columns and rows for the table, and select **Fixed column width**.

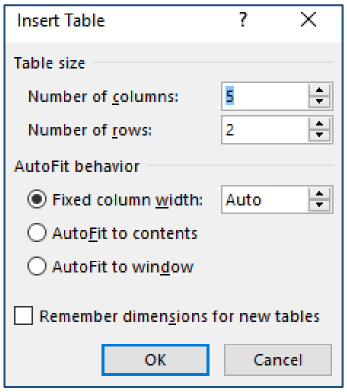

Insert Table
?
OK
Cancel

Table size

Number of columns: 5

Number of rows: 2

AutoFit behavior

● Fixed column width: Auto

○ AutoFit to contents

○ AutoFit to window

☐ Remember dimensions for new tables

Tip! For more formatting options, click the table and then, in the blue ribbon, click the Design or Layout tabs.

5. Click **OK**.

A table appears in the document.

3.2 Import a table to Word from Excel

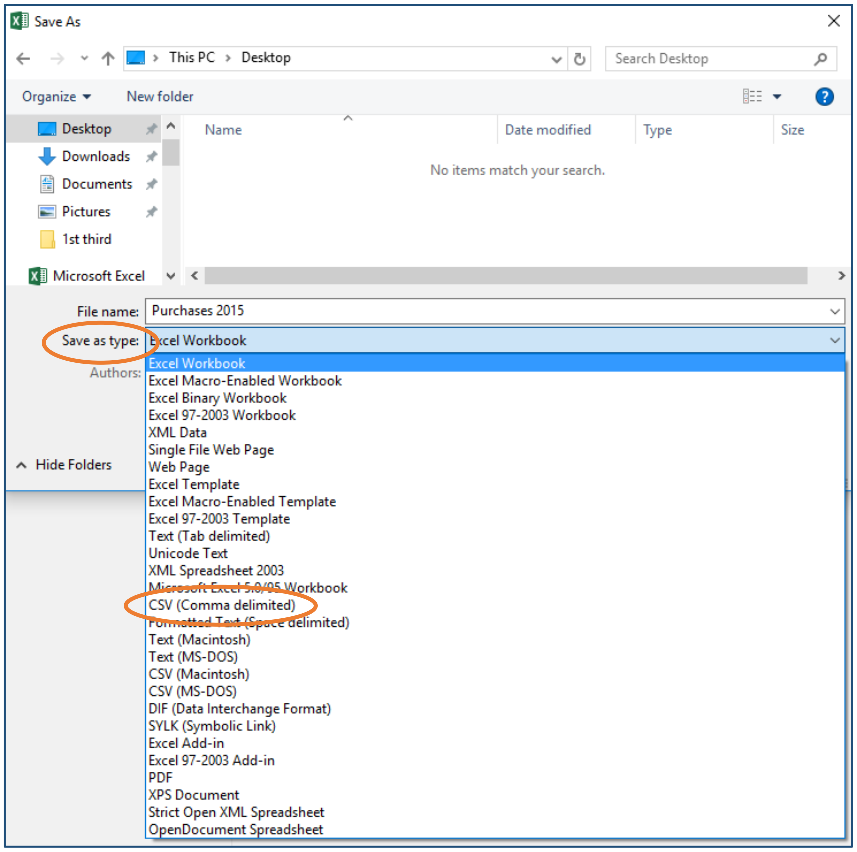
Why?

Because Word allows you to insert an image within a table, you might find that it's a more useful inventory management tool than Excel. You can import your existing inventory from Excel to Word to avoid recreating it manually.

How:

1. In Excel, open your current inventory.
2. Click **File**, and then click **Save As** and choose where to save the file.
3. From the **Save as type** drop-down menu, select **CSV (Comma delimited)** and then click **Save**.

   The Excel table is saved as a CSV file in the specified location.



File name: Purchases 2015

Save as type: Excel Workbook

No items match your search.

Save As
This PC > Desktop
Search Desktop
Organize
New folder
Desktop
Downloads
Documents
Pictures
1st third
Microsoft Excel
Name
Date modified
Type
Size
Authors:
Hide Folders
Excel Workbook
Excel Macro-Enabled Workbook
Excel Binary Workbook
Excel 97-2003 Workbook
XML Data
Single File Web Page
Web Page
Excel Template
Excel Macro-Enabled Template
Excel 97-2003 Template
Text (Tab delimited)
Unicode Text
XML Spreadsheet 2003
Microsoft Excel 5.0/95 Workbook
CSV (Comma delimited)
Formatted Text (Space delimited)
Text (Macintosh)
Text (MS-DOS)
CSV (Macintosh)
CSV (MS-DOS)
DIF (Data Interchange Format)
SYLK (Symbolic Link)
Excel Add-in
Excel 97-2003 Add-in
PDF
XPS Document
Strict Open XML Spreadsheet
OpenDocument Spreadsheet

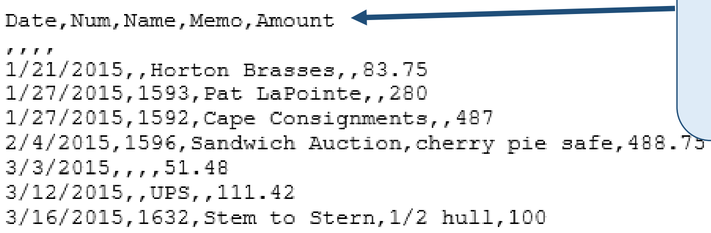
4. Close Excel.
5. Open a blank Word document.
6. Click the **File** tab and then click **Open**.

7. Click **Browse** and navigate to where you saved the CSV file.

> **Note:** If you can't see the file, select **All Files** from the drop-down menu in the bottom right of the window.

8. Select the CSV file and click **Open**.

   The data from the Excel table appears in Word as text.



```
Date,Num,Name,Memo,Amount
,,,,
1/21/2015,,Horton Brasses,,83.75
1/27/2015,1593,Pat LaPointe,,280
1/27/2015,1592,Cape Consignments,,487
2/4/2015,1596,Sandwich Auction,cherry pie safe,488.75
3/3/2015,,,,51.48
3/12/2015,,UPS,,111.42
3/16/2015,1632,Stem to Stern,1/2 hull,100
```

Tip! Table columns are separated by commas and table rows are separated by line breaks.

9. On the keyboard, press **Ctrl+A** to select all of the text.

10. Click the **Insert** tab and, from the **Table** drop-down menu, select **Convert Text to Table**.

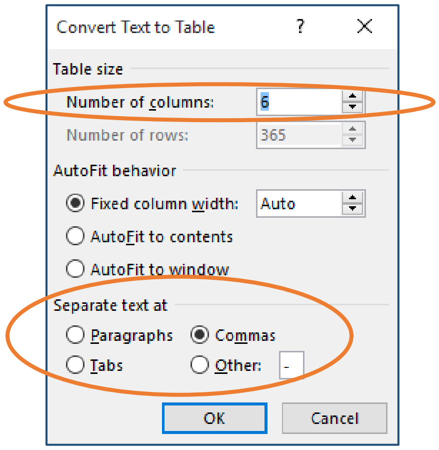
    The Convert Text to Table window appears.

11. In the window, review the settings:

    a. In **Number of columns**, enter the number of columns from the original Excel table.

    > **Note:** To avoid losing data, ensure that the number you enter is greater than or equal to the number of columns from the Excel table. The default number provided is usually sufficient.

    b. Below Separate text at, ensure that **Commas** is selected.



Number of columns: 6

Number of rows: 365

● Fixed column width: Auto

○ AutoFit to contents

○ AutoFit to window

Separate text at

○ Paragraphs ● Commas

○ Tabs ○ Other: -

12. Click **OK**.

    A table containing the Excel data appears.

> **Note:** By default, Word saves the document as a Plain Text file. To save the file as a Word document, click **File**, **Save As**, and select **Word Document** from the drop-down menu.

3.3 Insert an image

Why?

You can add an image of your merchandise to your inventory table. Because many items in your inventory may be similar, adding images can help you maintain your inventory more accurately.

How:

1. Open the Word document that you want add an image to.

   For example, if you want to add an image of your merchandise, open the Word document containing your inventory table.

2. In the document, move the cursor to where you would like to paste the image.

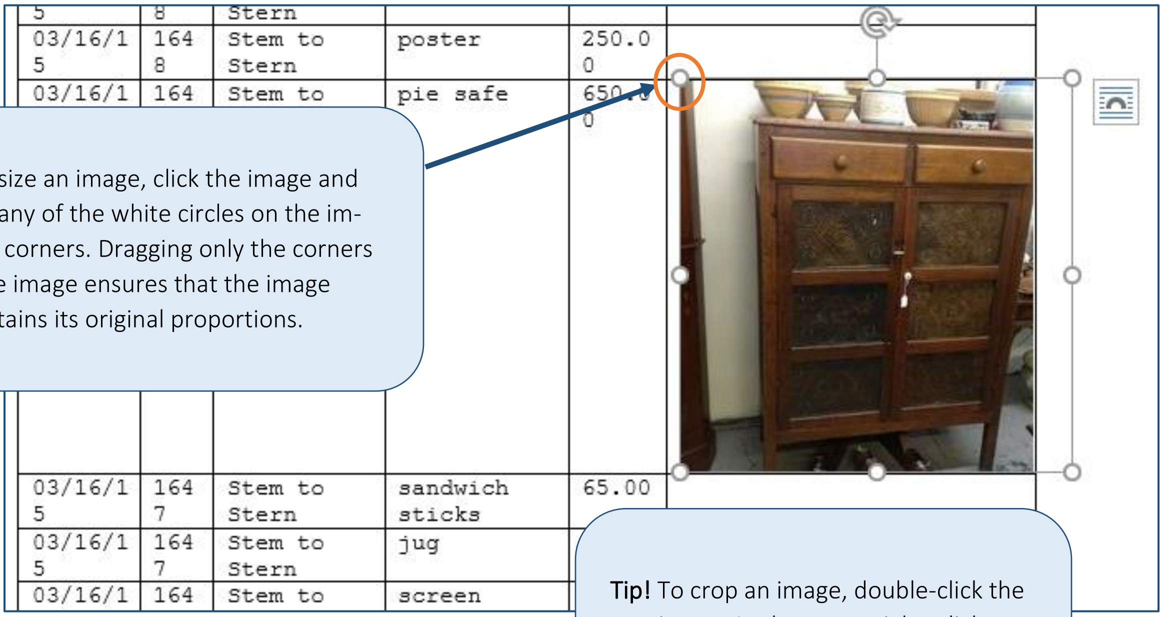
   For example, if you're adding an image to your inventory table, click into a table cell.

3. Click the **Insert** tab, and then click **Pictures**.

   The Insert Picture window appears.

4. Navigate to the image and click **Insert**.

   The image appears in the document at the location of your cursor.



5	8	Stern			
03/16/15	1648	Stem to Stern	poster	250.00	
03/16/1	164	Stem to	pie safe	650.00	
03/16/15	1647	Stem to Stern	sandwich sticks	65.00	
03/16/15	1647	Stem to Stern	jug		
03/16/1	164	Stem to	screen		

Tip! To resize an image, click the image and drag any of the white circles on the image's corners. Dragging only the corners of the image ensures that the image maintains its original proportions.

Tip! To crop an image, double-click the image. In the upper right, click **Crop**. Drag any edge of the image to crop it. When you're finished, click **Crop** again.

3.4 Record customer requests

Why?

While you can record customer requests by typing them directly in your inventory table, you might find that comments – because they're visually distinct and easy to delete – are a more efficient way to track requests.

How:

1. Open the Word document that you want to add a comment to.

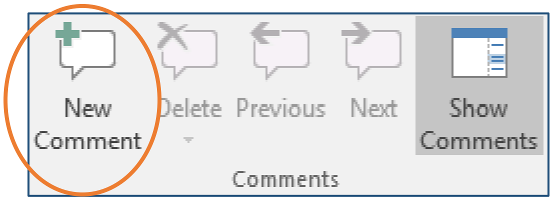
   For example, if you're using comments to track customer requests, open the Word document containing your inventory.

2. Click the **Review** tab.

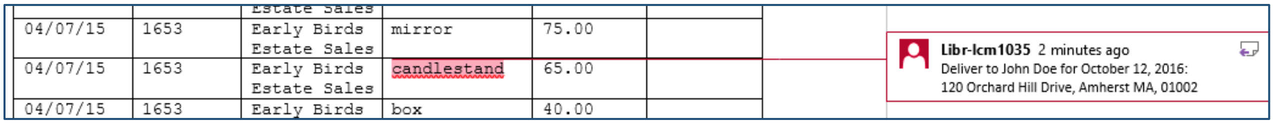
3. Select the text that you want to add a comment to.

   For example, if the comment pertains to a customer request, select the piece of merchandise that the customer purchased.

4. In the toolbar, click **New Comment**.



A comment field appears to the right of the highlighted text.



		Estate Sales			
04/07/15	1653	Early Birds Estate Sales	mirror	75.00	
04/07/15	1653	Early Birds Estate Sales	candlestand	65.00	
04/07/15	1653	Early Birds	box	40.00	

Libr-lcm1035 2 minutes ago
Deliver to John Doe for October 12, 2016:
120 Orchard Hill Drive, Amherst MA, 01002

Tip! To search for text, press **Ctrl+F** on the keyboard, enter the text that you want to find, and press the **Enter** key.

5. In the comment field, enter the customer request.

Tip! If you have several comments, click the **Previous** and **Next** buttons on the Review tab to scroll through them.

Chapter 4: Promote antique shows

You can use Word to save time when planning and promoting antique shows. In Word, you can maintain digital mailing lists of dealers, which you can update at any time. You can also use Word to generate show contracts that are unique for every dealer.

☐ Step 1: Create a mailing list of dealers (26)

☐ Step 2: Use mail merge to send a contract (28)

4.1 Create a mailing list of dealers

Why?

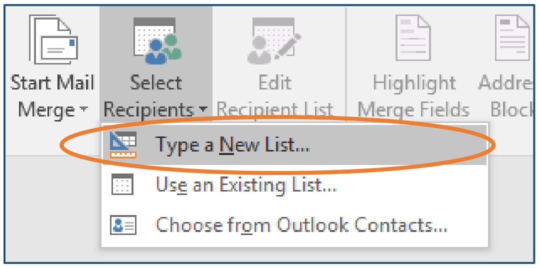
In Word, you can create mailing lists to manage your dealers' contact information. Although it requires you to reenter a dealer's information several times, it's a good idea to create a separate mailing list for every show that you run. Separate mailing lists allow you to generate show contracts that are customized for each dealer.

How:

1. Open a blank Word document.

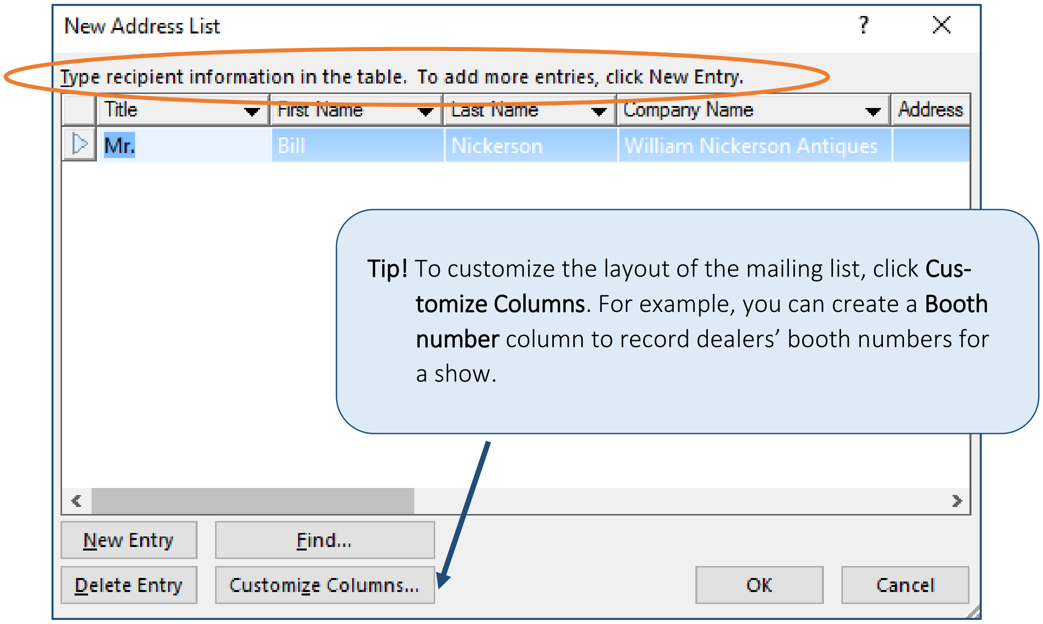
2. Click the **Mailings** tab.

3. From the **Select Recipients** drop-down menu, select **Type a New List**.


Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Addre Block
Type a New List...
Use an Existing List...
Choose from Outlook Contacts...

4. The New Address List window opens.

5. In the New Address List window, add contact details for your dealers.


New Address List
?
New Entry
Find...
Delete Entry
Customize Columns...
OK
Cancel

Type recipient information in the table. To add more entries, click New Entry.

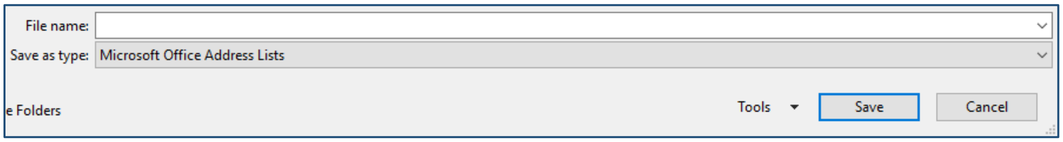
Title	First Name	Last Name	Company Name	Address
Mr.	Bill	Nickerson	William Nickerson Antiques	

Tip! To customize the layout of the mailing list, click **Customize Columns**. For example, you can create a **Booth number** column to record dealers' booth numbers for a show.

6. When you’re finished, click **OK**.

   The Save Address List window appears.

7. In the window choose where to save the file, and then click **Save**.


File name:
Save as type: Microsoft Office Address Lists
e Folders
Tools
Save
Cancel

   The mailing list is saved as a Microsoft Access Database file in the specified location.

Note: To access the mailing list later, click **Mailings** and select **Use an Existing List** from the **Select Recipients** drop-down menu. Open the mailing list and then click **Edit Recipient List**. Below Data Source, click the mailing list and then click **Edit**.

4.2 Use mail merge to send a contract

Why?

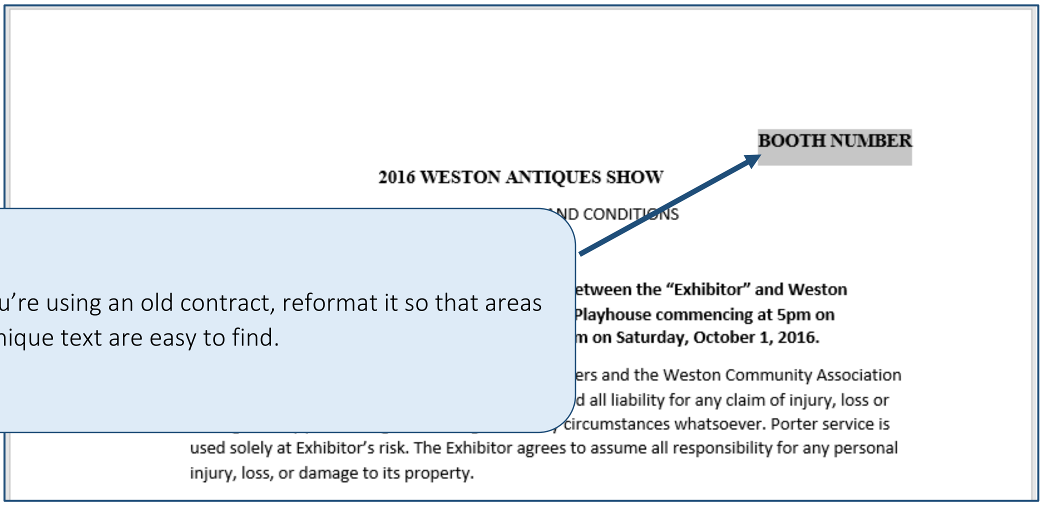
You can use a single mail merge to create individualized contracts for every dealer in a show. For example, you might need to create multiple contracts that vary only by booth number. To use a mail merge, you must first create a mailing list.

How:

1. Open the Word document containing the contract that you want to send.
2. Click the **Mailings** tab.
3. From the Select Recipients drop-down menu, select Use an Existing List.
4. Navigate to the mailing list that you want to use and click **Open**.

   You can now use any information from the mailing list to create individualized contracts for every dealer.
5. In the contract, locate any areas of text that are unique to every dealer and select the text.

   In this example, the contacts vary only by booth number, so booth number is selected.



BOOTH NUMBER

2016 WESTON ANTIQUES SHOW

ND CONDITIONS

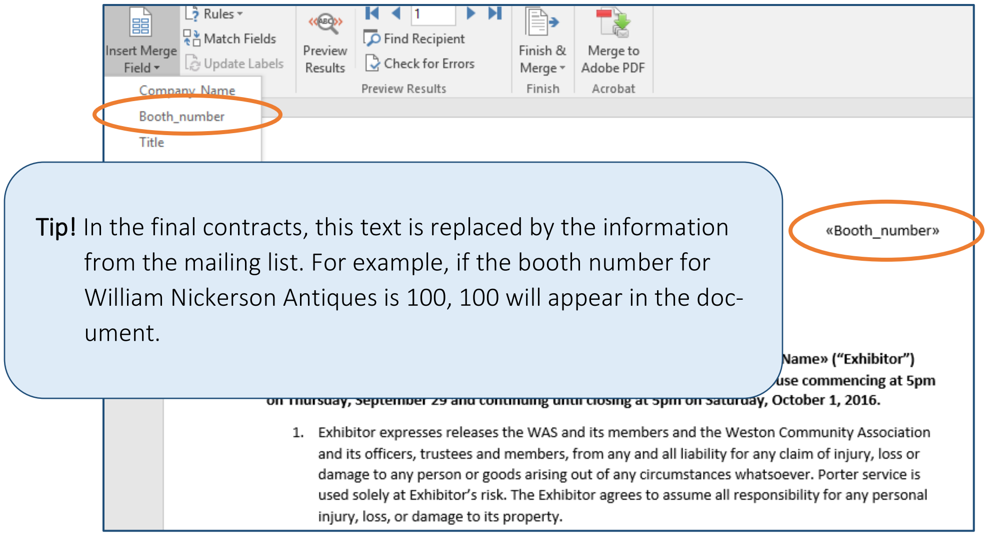
etween the “Exhibitor” and Weston
Playhouse commencing at 5pm on
m on Saturday, October 1, 2016.

ers and the Weston Community Association
d all liability for any claim of injury, loss or
circumstances whatsoever. Porter service is
used solely at Exhibitor's risk. The Exhibitor agrees to assume all responsibility for any personal
injury, loss, or damage to its property.

Tip! If you're using an old contract, reformat it so that areas of unique text are easy to find.

6. From the **Insert Merge Field** drop-down menu, select the text to update with the information from the mailing list.

   For example, by selecting Booth_number, the booth number changes for every contract.


Insert Merge Field
Rules
Match Fields
Update Labels
Preview Results
Find Recipient
Check for Errors
1
Preview Results
Finish & Merge
Finish
Merge to Adobe PDF
Acrobat
Company_Name
Booth_number
Title
«Booth_number»

Tip! In the final contracts, this text is replaced by the information from the mailing list. For example, if the booth number for William Nickerson Antiques is 100, 100 will appear in the document.

Name» ("Exhibitor")
use commencing at 5pm
on Thursday, September 29 and continuing until closing at 5pm on Saturday, October 1, 2016.

1. Exhibitor expresses releases the WAS and its members and the Weston Community Association and its officers, trustees and members, from any and all liability for any claim of injury, loss or damage to any person or goods arising out of any circumstances whatsoever. Porter service is used solely at Exhibitor's risk. The Exhibitor agrees to assume all responsibility for any personal injury, loss, or damage to its property.

7. From the **Start Mail Merge** drop-down menu, select **Step-by-Step Mail Merge Wizard**.

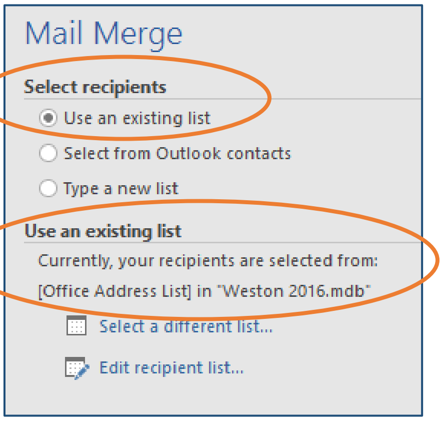
   The wizard appears on the right.

8. On the first page of wizard, select **Letters** and then click **Next**.

9. On the second page of the wizard, select **Use the current document** and then click **Next**.

10. On the third page of the wizard, select **Use an existing list** and then click **Next**.

Note: Ensure that the correct mailing list is selected.



Mail Merge

Select recipients

● Use an existing list

○ Select from Outlook contacts

○ Type a new list

Use an existing list

Currently, your recipients are selected from:
[Office Address List] in "Weston 2016.mdb"

Select a different list...

Edit recipient list...

11. On the fourth page of the wizard, review the contract and then click **Next**.

12. On the fifth page of the wizard, use the << and >> arrows to preview the contracts and then click **Next**.

13. On the sixth page of the wizard, click **Edit individual letters**, select **All**, and click **OK**.

    A Word document opens, containing contracts for every dealer in your mailing list.

Appendix

Images cited

The typewriter on the cover:

https://s-media-cache-ak0.pinimg.com/originals/16/b3/0c/16b30c2ccbdf18f4c8abf934548f85bf.jpg

The bullets in the Introduction:

http://d2droglu4qf8st.cloudfront.net/2015/04/218934/fleurdelisstencil_Medium_ID-977264.jpg?v=977264

The graphic on the first page of every chapter:

http://img.houseofantiquehardware.com/large_thumbs/R-08BM-1171-ABH.jpg