

Word for Antique Dealers

A how-to guide for Microsoft Word 2016



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3. Fellow ENGL 380 students (Fall 2016)
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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?

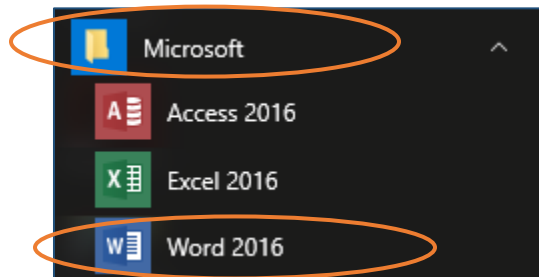
In Word, a document is like a canvas that you can add text and other design elements to. Before you can start working in a document, you have to create it.

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:

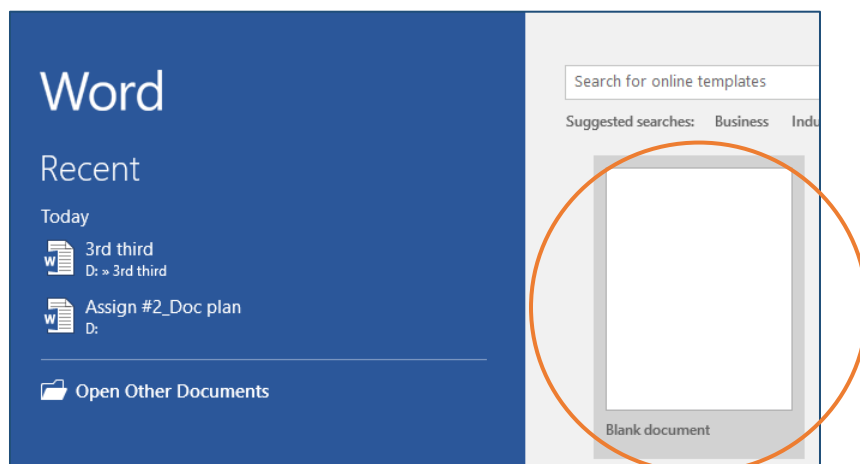
- a. Double click the Word 2016 icon ().
- b. Click **Start** and navigate to your computer's programs. Double click the **Microsoft** folder and then double click **Word 2016**.



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**.



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:

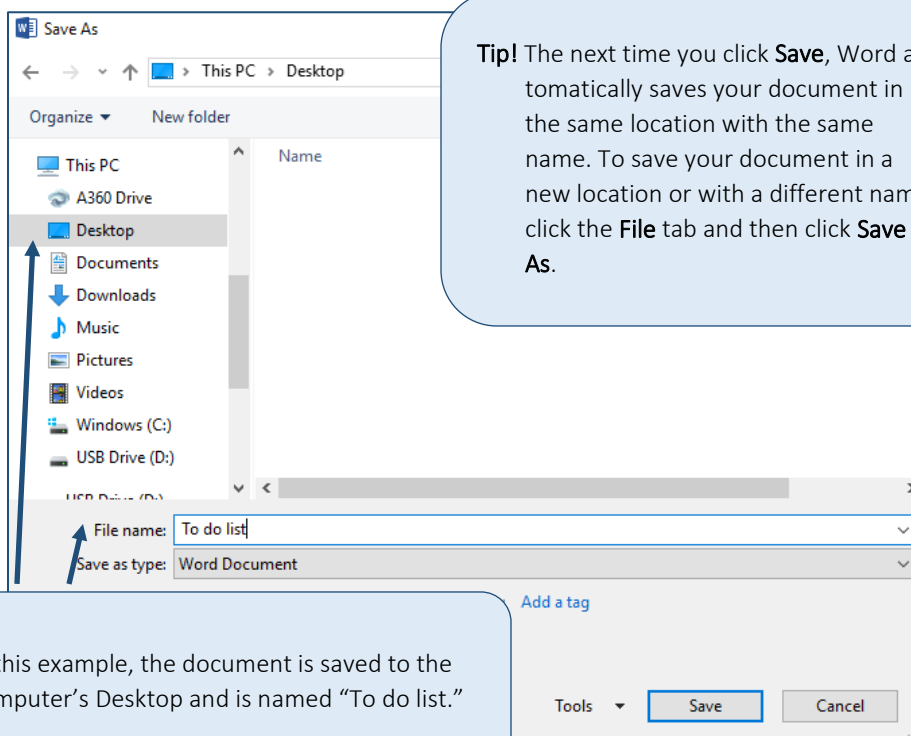
1. Open a Word document.
2. Click the **File** tab.
3. Click **Save**.
4. On the left, click **Browse**.

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.



1.3 Print a document

Why?

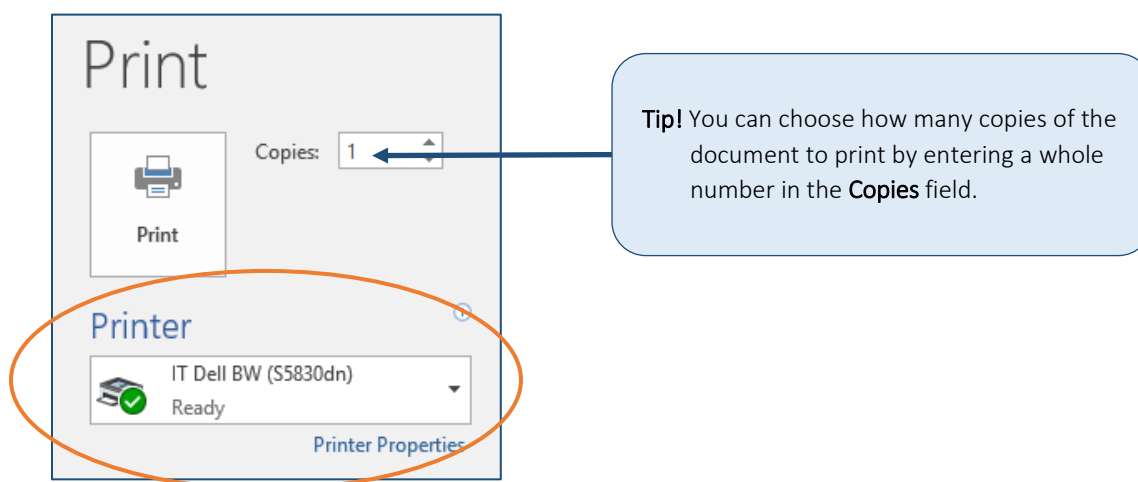
You can print a document that you want to have a physical copy of. For example, you might want to print invitations to a preview party to mail to customers or other dealers.

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.



5. Click **Print**.

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

1.4 Reopen a document

Why?

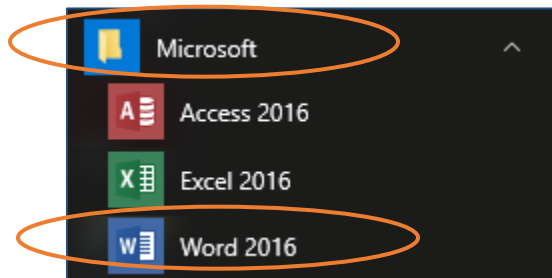
After you save a document, you can reopen it later and continue working.

How:

1. On your computer's Desktop, do one of the following:



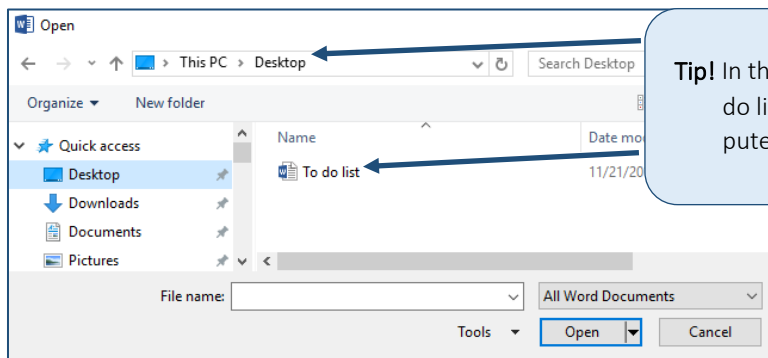
- a. Double click the Word 2016 icon (Word 2016).
- b. Click **Start** and navigate to your computer's programs. Double click the **Microsoft** folder and then double click **Word 2016**.



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.



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.

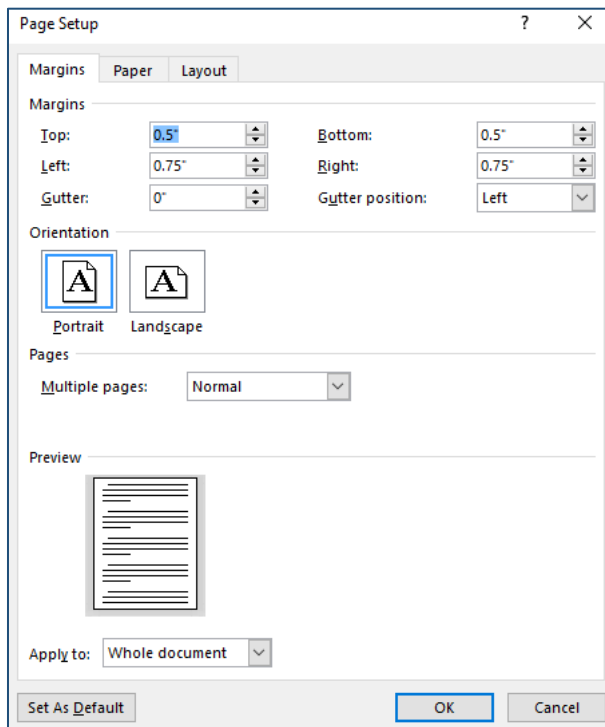
2. Click the **Layout** tab.
3. From the **Margins** drop-down menu, select **Custom Margins**.

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.



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:

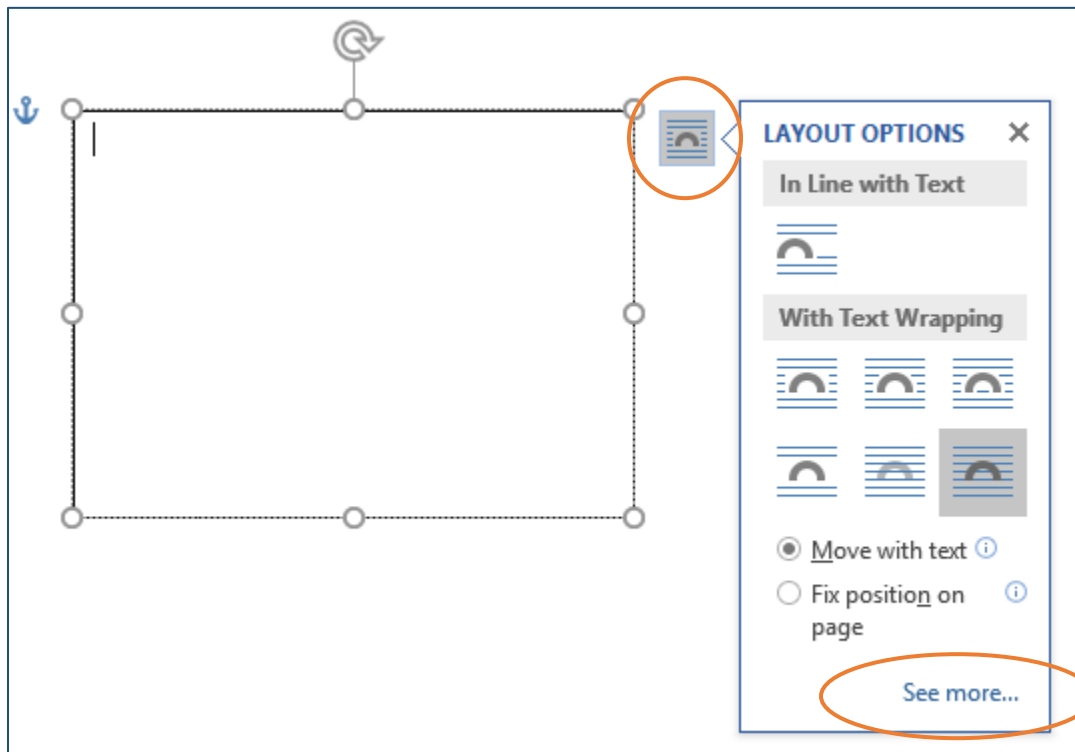
1. Open the Word document containing your business cards.
2. Click the **Insert** tab.
3. From the **Text Box** drop-down menu, select **Draw Text Box**.

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**.



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.

The screenshot shows the 'Layout' task pane with the 'Size' tab selected. The 'Height' section has 'Absolute' selected with a value of 2. The 'Width' section has 'Absolute' selected with a value of 3.5. The 'Rotate' section has 'Rotation' set to 0°. The 'Scale' section has 'Height' at 95% and 'Width' at 100%, with 'Lock aspect ratio' checked. The 'Original size' section is empty. The 'Reset' button is visible.

11. Click **OK**.

The text box is resized.

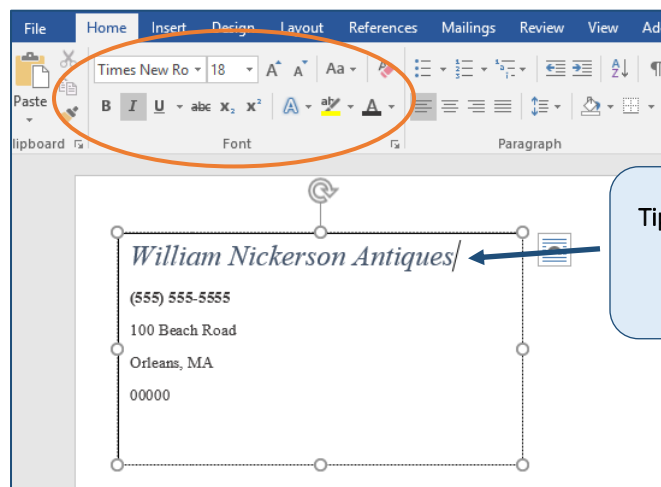
2.3 Add text and format it

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).











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

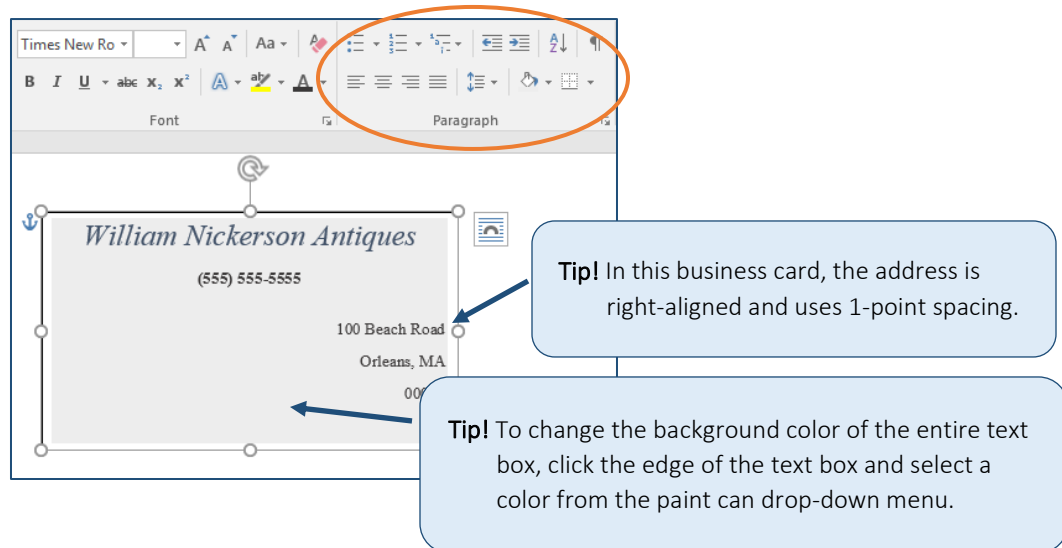
2.4 Control layout and design

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, the 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.





2.5 Set up the page for printing

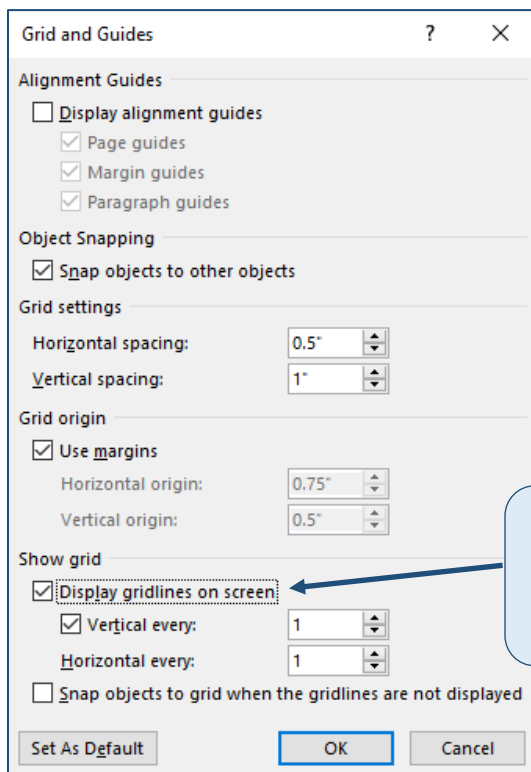
Why?

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:

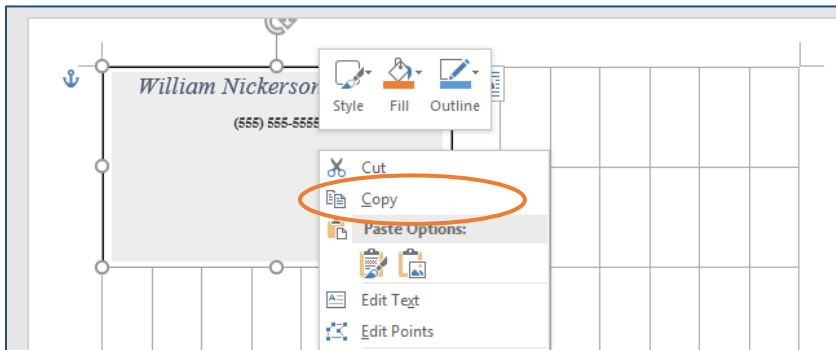
1. Open the Word document containing your business cards.
2. Click the text box.
3. In the blue ribbon, click the **Format** tab.
4. From the **Align** () drop-down menu, select **Grid Settings** ( [Grid Settings...](#)).
The Grid and Gridlines window appears.
5. Format the settings to match the following image and then click **OK**.



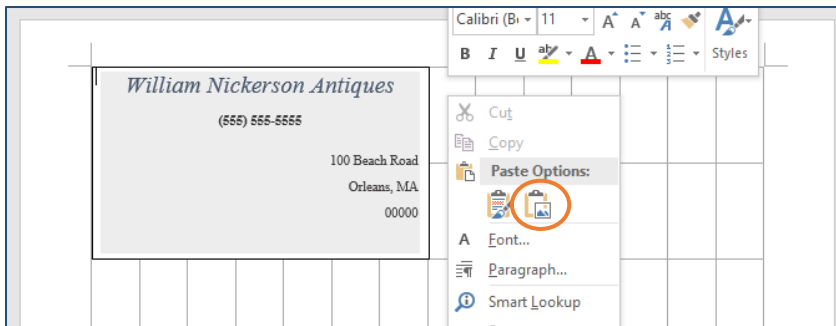
Tip! To turn off the gridlines later, deselect **Display gridlines on screen**.

Gridlines appear in the document.

6. Drag the text box to meet the upper right corner of the grid lines.
7. Right click the text box, and then click **Copy**.

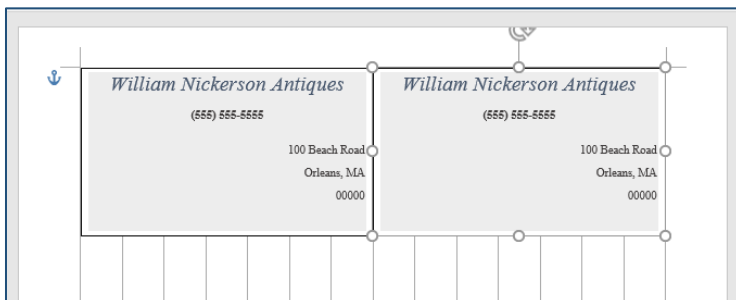


8. Right click anywhere in the document, and then click **Paste**.



A copy of the text box appears.

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



10. Repeat steps 7 and 8 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 as 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)

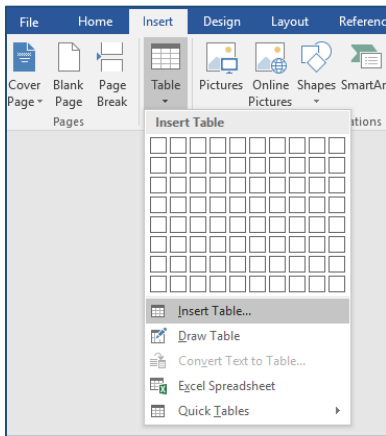
3.1 Insert a table

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.

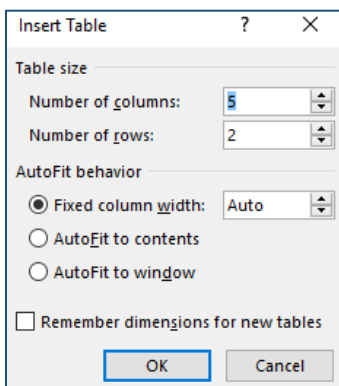
How:

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**.



The Insert Table window appears.

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



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

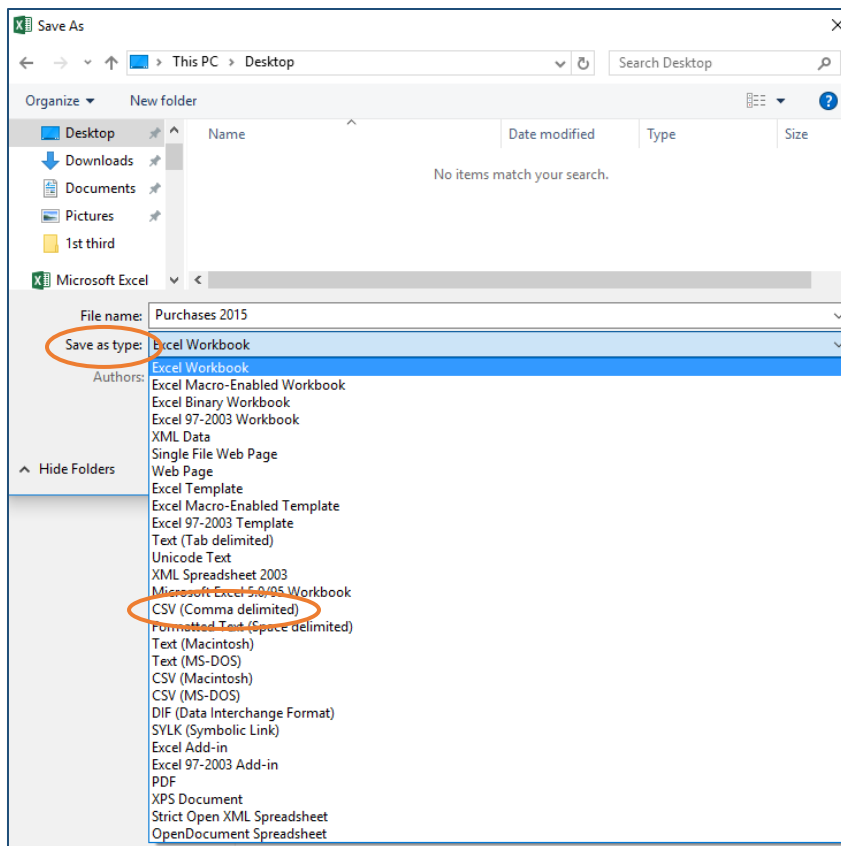
Why?

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.



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**.

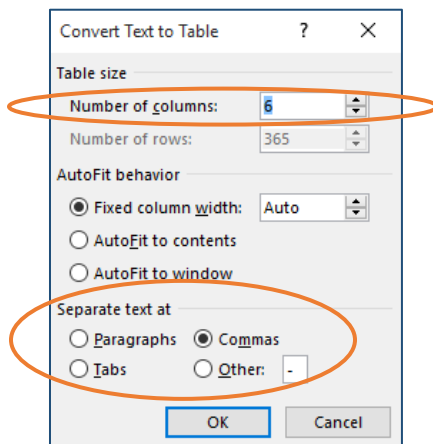
The Convert Text to Table window appears.

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.



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			
03/16/1	164	Stem to	poster	250.00	
5	8	Stern			
03/16/1	164	Stem to	pie safe	650.00	
03/16/1	164	Stem to	sandwich	65.00	
5	7	Stern	sticks		
03/16/1	164	Stem to	jug		
5	7	Stern			
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.

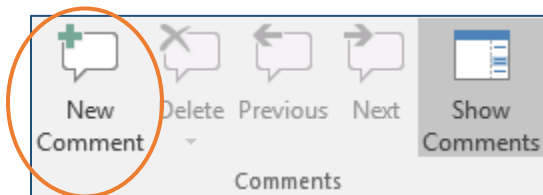
For example, if you're using comments to track customer requests, open the Word document containing your inventory.

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**.



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

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

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

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)

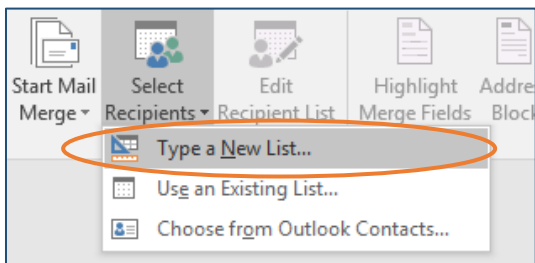
4.1 Create a mailing list of dealers

Why?

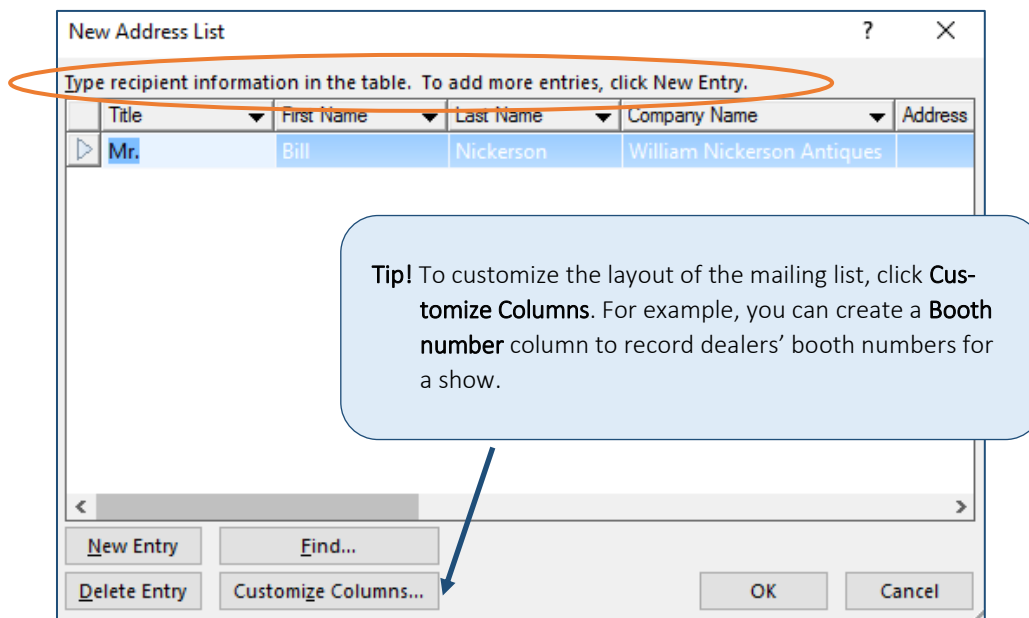
In Word, you can create mailing lists to manage your dealers' contact information. Although it requires you to reenter a dealer's information several times, it's a good idea to create a separate mailing list for every show that you run. Separate mailing lists allow you to generate show contracts that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



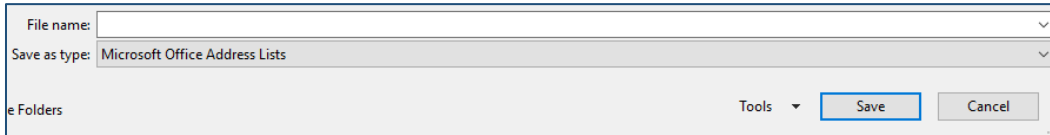
4. The New Address List window opens.
5. In the New Address List window, add contact details for your dealers.



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**.



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?

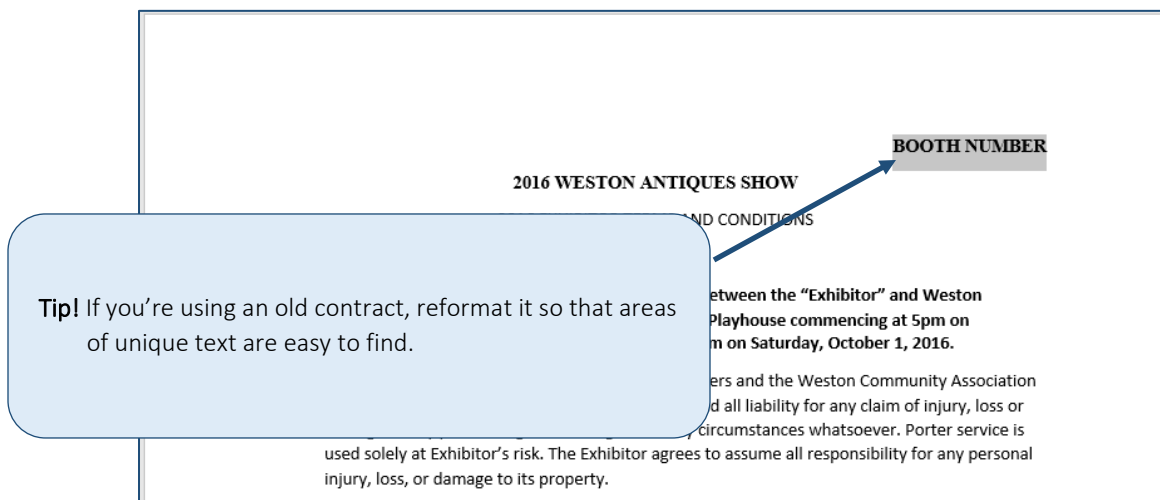
You can use a single mail merge to create individualized contracts for every dealer in a show. For example, you might need to create multiple contracts that vary only by booth number. To use a mail merge, you must first create a mailing list.

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**.

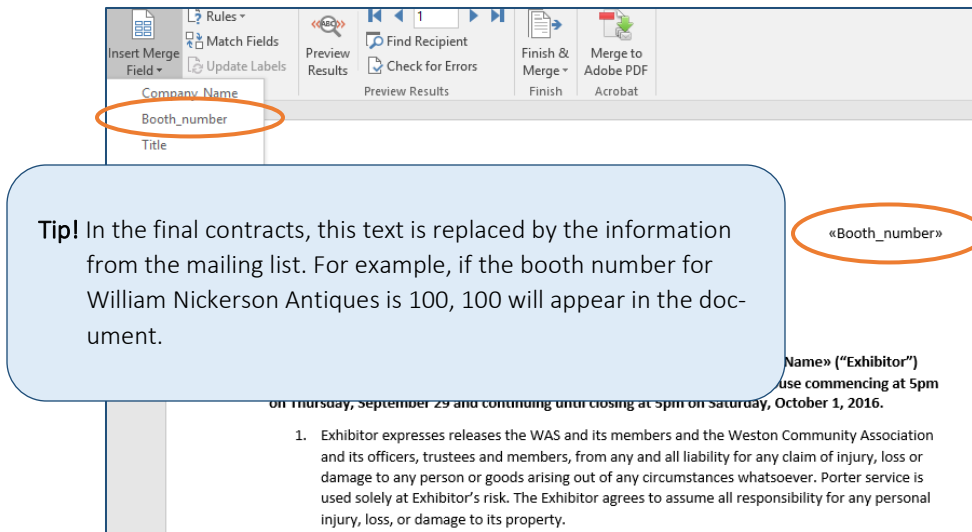
You can now use any information from the mailing list to create individualized contracts for every dealer.

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.



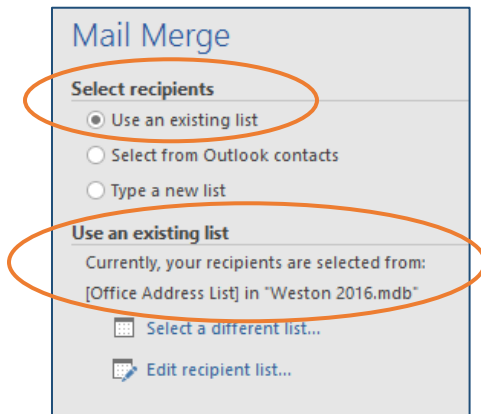
6. From the **Insert Merge Field** drop-down menu, select the text to update with the information from the mailing list.

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



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.



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

