

Chapter 10

Working with Long Documents

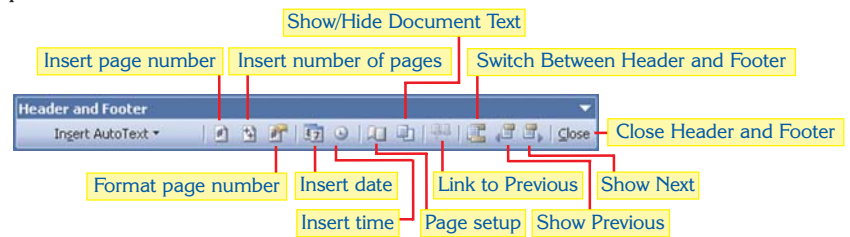
- Headers and Footers
- Using Breaks
- Making Comments
- Auto Text
- Working with Master Documents
- Footnotes and Endnotes
- Using Hyperlinks
- Bookmark





Headers and Footers

A Header or Footer is often used as an identification mark such as text or graphics that is stored at the top or bottom of the page throughout a document. You can use the same header and footer throughout a document or change the header and footer for a part of the document.



Practice

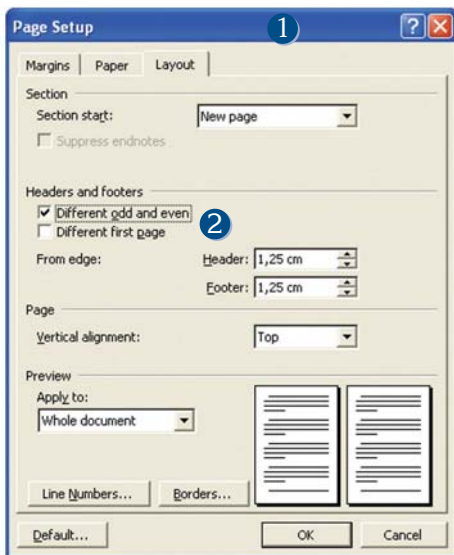
Using headers and footers

In the following examples you will insert Headers and Footers to your document.

- ① From the **Menu** bar, choose **View, Header and Footer**.
the *Header and Footer toolbar* is displayed. The insertion point is located in the *Header* area.
- ② Press the **Align Right** button on the **Formatting** toolbar to move to the right side of the Header and type your name.
- ③ Click the **Switch Between Header and Footer** button on the **Header and Footer** toolbar.
The insertion point is now located in the *footer* area.
- ④ Click the **Insert Page Number** button on the **Header and Footer** toolbar.
- ⑤ Click the **Close** button on the **Header and Footer** toolbar.
Your name will be displayed on the top of each page of the document and the *Page Number* will be displayed on the bottom of each page of the document.

You can apply different headers and footers for the first page, and for Odd and Even Pages of a document.

- ① Click the **Page Setup** button on the **Header and Footer** toolbar.
The *Page Setup* dialog box opens.
- ② Click the **Layout** tab, select **Different first page** or **Different odd and even**.



Applying different Headers and Footers

You can use graphics such as a company logo in headers and footers.

- 1 Click [View, Header and Footer](#).
- 2 Select [Picture](#), [Clip Art](#). Choose a Clip Art from the Clip Organizer.

Using Breaks

In a document, you can apply different formattings such as different header and footer, different numbers of text columns, and different margin and orientation to different parts of your document. Use section breaks to divide a document into sections, and then format each section in the way you want.

You can change the following section formats:

Paper size or orientation, Columns, Margins, Page borders, Vertical alignment, Headers and footers, Page numbering, and Line numbering.

Practice

Breaking a document into sections

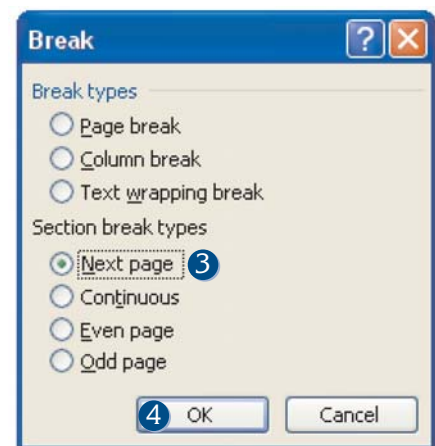
To insert a section break follow these steps;

- 1 Locate the insertion point where you want the new section to begin.
- 2 On the [Menu](#) bar, choose [Insert](#), [Break](#).

To use different margins and page orientations in the new section;

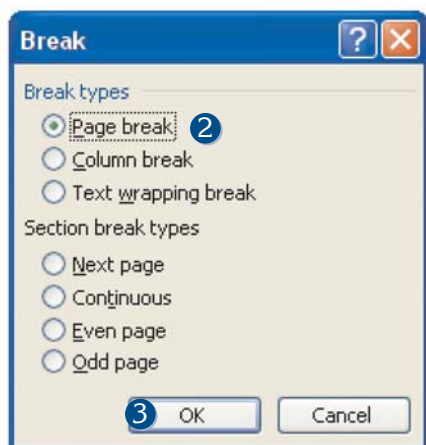
- 3 Choose the [Next page](#) break type in the [Break dialog box](#).
- 4 Click [OK](#).
- 5 Click [File](#), [Page Setup](#), and at the [Margins tab](#) change the margin settings.
- 6 Select the [Landscape](#) orientation. The [Apply to](#) combo box should display "[This section](#)".
- 7 Click [OK](#).

You can see Breaks in Normal View.



The Break dialog box

When you delete a section break, you also delete the section formatting for the text above it. That text becomes part of the following section, and it gets the formatting of that section.



The Break dialog box

Comment [y1]:

Comment balloon

Page Breaks

When you fill a page with text and graphics, Word automatically starts a page break. This separates your content from the previous page, leaving your page numbering, margins etc. unchanged.

If you don't want an automatic page break occurring within a paragraph or within a table row, use a manual page break.

Practice

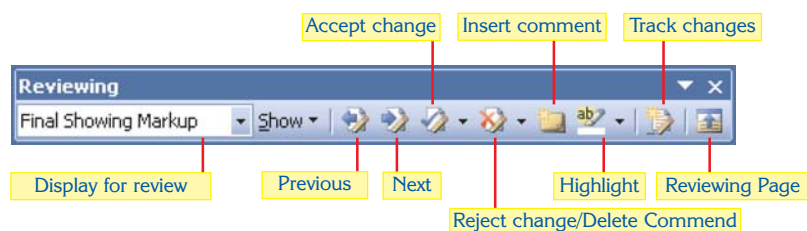
In the following exercise, you will create a manual page break.

- ① Move the pointer to the position where you want to insert a page break.
- ② Click **Insert**, **Break**, and **Page break**.
- ③ Click OK.

Making Comments

A comment is a reference mark, a note, or a suggestion that an author or reviewer adds to a document. You can insert comments anywhere in a document. Word displays comments in a balloon in the margin of the document or in the Reviewing Pane. Comments are not normally printed with your document.

- ① Place the insertion point where you want to insert a comment.
- ② On the **Insert** menu, click **Comment**.
- ③ Type the comment text in the comment balloon.



Reviewing toolbar

The easiest way to read comments is to place the insertion point on the commented text. If the comments are not visible on the screen, click Markup on the View menu.

To remove a comment from a document use the Delete Comment button on the Reviewing toolbar or right click in the Comment Balloon and from the pop-up menu choose Delete comment.

AutoText

AutoText stores the text and graphics that you use most frequently so you can reuse them easily. Word provides a large number of built-in AutoText entries, such as salutations and closings for letters. You can also create your own AutoText entries .

To Insert an AutoText entry

You can use different AutoTexts. For instance, if you need a greeting for a letter, AutoText contains many different salutations.

- ① Locate the insertion point where you want to insert the AutoText entry.
- ② Select the **Insert** menu, point to **AutoText**, and select a category
- ③ Select the entry you want to insert.

Practice

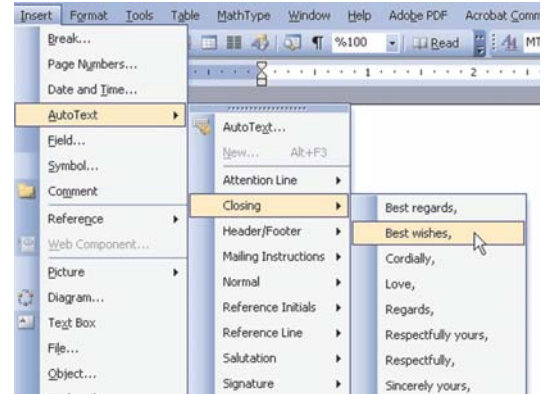
Creating an AutoText entry

In this exercise you will create an AutoText entry with your e-mail address.

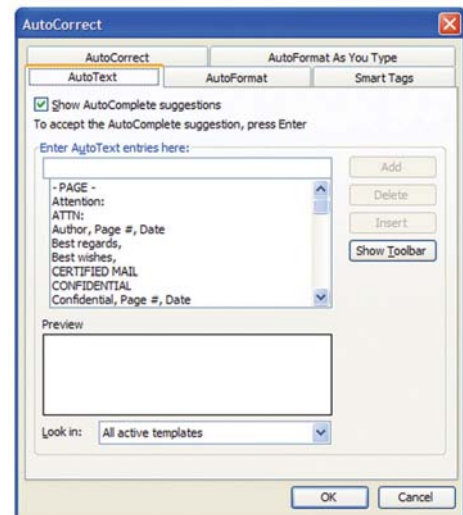
- ① On the document, type “youremail@server.net” address and select it.
- ② From the **Menu** bar choose **Insert**, **AutoText**, **New**
Or click the **New** button on the **AutoText** toolbar.
Or press **Alt+F3**

The *Create AutoText* dialog box opens.

- ③ Type “Mymail” in the Please name your AutoText entry box.
- ④ Click **OK**.



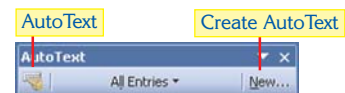
Inserting an AutoText entry



AutoText Tab



The Create AutoText dialog box



The AutoText toolbar

Deleting AutoText

To delete an AutoText entry, follow these steps

- 1 From the [Menu](#) bar, select [Insert](#), [AutoText](#), [AutoText](#).
- 2 Scroll down the list of AutoText entries; select the AutoText entry you want to delete.
- 3 Click [Delete](#).

Working with Master Documents

Managing a large document can be quite a difficult task. Once the document file size exceeds a megabyte or two, it becomes slow to load, and susceptible to corruption. So instead of keeping all the parts of a document; storing them in separate sub documents becomes a good approach to overcome these difficulties.

Understanding Master Documents

The master document is a file which sequentially organizes and prints the sub documents. It doesn't contain written content, but it does store margin and page numbering information, as well as links to all the necessary sub documents.

Understanding Subdocuments

A subdocument is a part of a master document that is stored in a separate file. You can work with individual subdocuments, without having to open the master document. Different users of a project can work on different subdocuments simultaneously and Word adds and saves all the changes to the Master document.

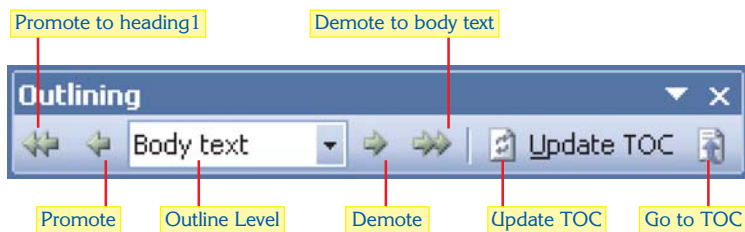
Practice

Creating a Master Document and Subdocuments

All work on a Master document is done in the [Outline view](#).

In order to build a Master document, first you should start with an outline. After that, you can create your subdocuments or add existing subdocuments to the Master document.

In the following exercise, you will create a Master document.



The Outlining toolbar

- ❶ Create a folder to store your Master document and subdocuments.
- ❷ Open a blank document.
- ❸ From the **Menu** bar, select **View, Outline**.
- ❹ Type the headings for the new Master document.
- ❺ Format the headings with different styles.

By default Word uses Heading 1. Use Heading 2 for subdocuments.

Each Heading will represent a subdocument.

- ❻ Click **File, Save As**. Type a name for the Master document.

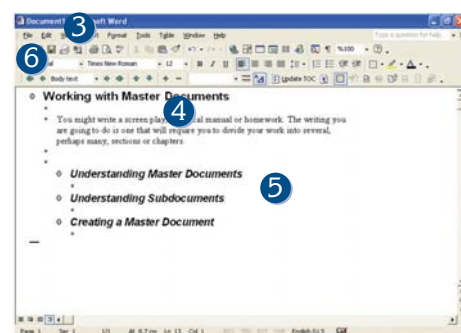
You can use the Demote or Promote buttons on the Outlining toolbar to change the levels of Headings. To increase the level of a heading, use the Promote button.

Practice

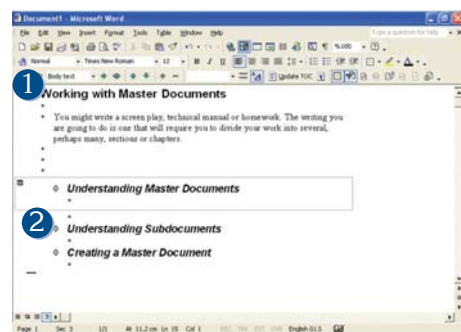
Adding Subdocuments to the Master document

In the following exercise, you will add subdocuments to the master document.

- ❶ Select the Headings; formatted with Heading 2 style; you want part of a single subdocument on the Master document.
- ❷ Click the Create Subdocument button on the Master document. Word adds a subdocument icon next to the heading you have selected; and inserts two continuous section breaks one above and one below the selected heading.

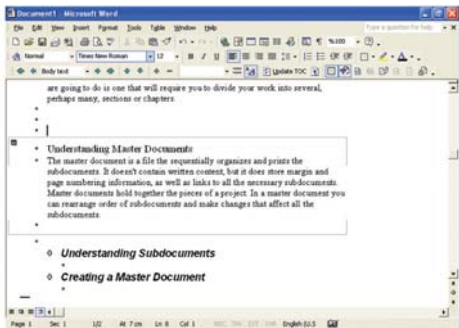


A Master document with headings



Adding a subdocument

A subdocument is not actually saved inside of its Master document. A Master document contains information about where to find subdocuments.



Master and subdocument

Inserting an Existing Subdocument as a Subdocument

- 1 Open the Master document.
- 2 Locate the **Insertion point** to the position where you want to add the subdocument.
- 3 Click the **Insert Subdocument** button on the Outlining toolbar.
- 4 In the Insert Subdocument dialog box, select the subdocument,
- 5 Click **Open**.

Footnotes and Endnotes

Footnotes and endnotes are used to explain, comment on, or provide references in a text document. Footnotes appear at the bottom of each page in a document, while endnotes appear at the end of a section or document.

Practice

Inserting footnotes

In this exercise, you will insert a footnote into a document.

- 1 Place the **insertion point** after the text you want to footnote.
- 2 From the **Menu bar**, select **Insert**, **Reference**, **Footnote**.
The Footnote and Endnote dialog box opens.
- 3 Select the location and format of the footnote.
- 4 Click **Insert**.

Word inserts a footnote and moves the cursor to the bottom of the page.

- 5 Type the note text.



The Footnote and Endnote dialog box

Using Hyperlinks

A Hyperlink is a text or a graphic which is linked to a file, a page, a location in a document, or a page on the internet or intranet. A hyperlink is usually indicated by a colored and underlined text. Every hyperlink has two components; an anchor and a target. The part that user clicks on is called anchor; and the resulting information is called target.

You can use graphics to create hyperlinks in the same way with text hyperlinks.

You can create text and graphic hyperlinks. To create a text hyperlink:

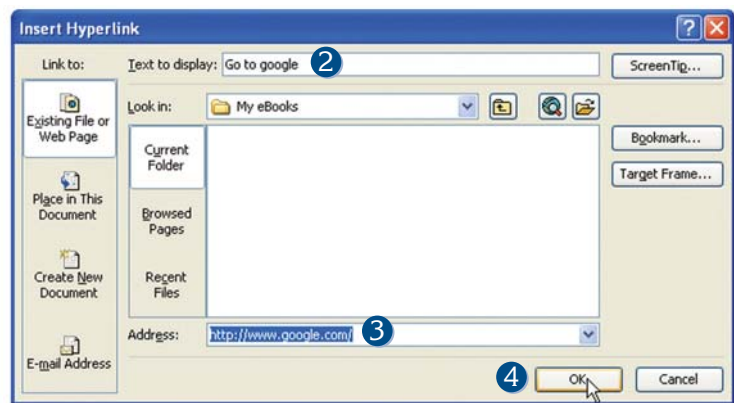
① Select the text you will use as a hyperlink.

② Choose **Insert, Hyperlink**.

The Insert Hyperlink dialog box opens.

③ Specify the target. The target could be a file, a web page, or an e-mail. Also, you can create a new document and link the hyperlink.

④ Click OK.



The Insert Hyperlink dialog box

Bookmark

If you want to create a link to different sections within the same document, you should use the bookmark option. A bookmark can mark either a selection or an insertion point.

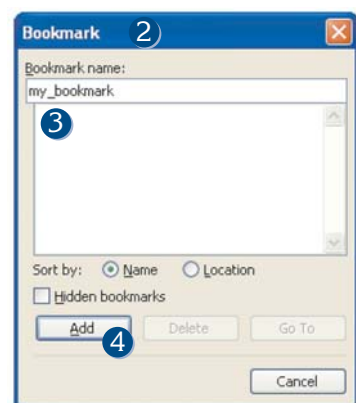
① Position the **insertion point** at the location or select the text that you want to jump.

② Choose **Insert, Bookmark**.

The Bookmark dialog box opens.

③ Type a new name to create a bookmark.

④ Click the **Add** button.



The Bookmark dialog box

Creating Sections

- Step-1** Open a blank document.
- Step-2** Title the document "Page Formatting". Save the document as "Sections.doc".
- Step-3** Write a text with three paragraphs about Form Formatting, Paragraph formatting, and Borders and Shading. Use these names as titles for each section.
- Step-4** Use a different Heading 2 style on each title except the main document title "Page Formatting".
- Step-5** Insert Section breaks after each paragraph.
- Step-6** Format each section with different margins, page layouts, and Headers and Footers.

Creating a Master Document

- Step-1** Open "sections.doc"
- Step-2** Copy each paragraph to blank documents and save them as "Font.doc", "Paragraph.doc", and "Borders.doc".
- Step-3** Close "sections.doc"
- Step-4** Create a new blank document. This will be your Master document.
- Step-5** Switch the Outline view. Use the Insert Subdocument button on the Outlining toolbar.
- Step-6** Insert "Font.doc", "Paragraph.doc", and "Borders.doc" to the master document.
- Step-7** Save the Master document.

Fill in the blank

1. A _____ is a part of a Master document that is stored in a separate file.
2. Texts that print at the top and bottom of every page in a document are called _____ and _____.
3. A _____ is colored or underlined text that allows you to move to a file, a HTML page, or an internet file.

Multiple choice questions

1. Why are Headers and Footers used in a document?
 - a. To enhance the overall appearance of the document
 - b. To mark the starting and ending of a page
 - c. To make large documents more readable
 - d. To allow Page headers and numbers to appear on the document when it is printed
2. You should create a new _____ whenever you want to apply different page formattings for a part of a document.
 - a. Page break
 - b. Section
 - c. Document
 - d. Paragraph
3. What problems might you encounter when working on long documents? (Choose two answers.)
 - a. Documents become slow to load and susceptible to corruption.
 - b. Transferring documents from one computer to another takes too much time.
 - c. Different people can work on documents.
 - d. Computers have trouble handling documents.
4. Which of the following strategies can you use on long documents?
 - a. Keeping two copies of the document on different computers.
 - b. Working in Normal view as much as possible and making frequent back ups of the document.
 - c. Using Master documents and subdocuments.
 - d. Linking images instead of embedding to documents.
5. A document that contains subdocuments is called a _____ document.
 - a. Main
 - b. Master
 - c. Reference
 - d. Leading
6. To create a master document, you should be in _____ view.
 - a. Normal
 - b. Print
 - c. Outline
 - d. Web
7. You can use buttons on the Outlining toolbar to _____.
 - a. Promote headings.
 - b. Apply bullets.
 - c. Change to the Print layout view.
 - d. Apply text formatting.
8. When you type an e-mail address or web site link in a document, the text is converted to a _____.
 - a. Hyperlink.
 - b. Bookmark.
 - c. Cross-Reference.
 - d. Footnote.
9. To use different headers and footers for even and odd numbered pages in a document;
 - a. Open the Page Setup dialog box, Layout.
 - b. Open View, Header and Footer, Insert Page number.
 - c. Open Insert, AutoText.
 - d. Use Bullets and Numbering buttons.
10. To mark text or location in a document for future reference and for revising, you need to create a _____.
 - a. Cross-Reference
 - b. Bookmark
 - c. Hyperlink
 - d. Endnote

ENTERTAINMENT

Across

2. Explanatory note at the bottom of a page in a document.
6. Text or graphics that are printed at the top of each page in a document.
7. A portion of a document that is used to vary formatting within a page or between pages.
9. A note or annotation that, displayed in a balloon, an author or reviewer adds to a document.
11. Form of type in which the letters lean to the right.
12. Graphic you create using Word.

Down

1. Predefined shapes, lines, callouts, and connectors.
3. To create a Master document, you must be in this view.
4. Explanatory note at the end of a document.
5. Process of changing the way characters appear on the screen and in print.
8. Process of following a hyperlink to its destination.
9. Numbered label for a table, figure or equation.
10. Text that prints at the bottom of each page.

