





Word - Beginning

103-113

Tutorial 4 - Desktop Publishing


Notes	Activity
Quick Links	
<ul style="list-style-type: none"> • Customizing Objects 	Pages WD148 – WD170
<ul style="list-style-type: none"> • WordArt 	Pages WD148 – WD157  Word 4: Desktop Publishing
<ul style="list-style-type: none"> • Columns 	Pages WD158 – WD160
<ul style="list-style-type: none"> • Inserting Clip Art 	Pages WD160 – WD170
<ul style="list-style-type: none"> • Inserting Pictures 	Page WD192  Word 4: Inserting Graphics
<ul style="list-style-type: none"> • Customizing ClipArt and Pictures 	Page WD165 – WD170
<ul style="list-style-type: none"> • Drop Caps 	Pages WD170 – WD171
<ul style="list-style-type: none"> • Special Characters 	Pages WD171 – WD172
<ul style="list-style-type: none"> • Page Borders 	Pages WD174 – WD176
<ul style="list-style-type: none"> • Text Boxes 	Page WD195
<ul style="list-style-type: none"> • Hyperlinks 	Pages
<ul style="list-style-type: none"> • Mail Merge Basics 	Pages WD176 – WD185  Word 4: Simple Mail Merge
<ul style="list-style-type: none"> • Blog Posting 	Pages WD185 – WD187  Word 4: Create Blog Post





Overview



- Word has the ability to incorporate fairly complex desktop publishing techniques
- Desktop publishing includes *objects* in documents with multiple formatting options.
 - WordArt, Clipart, graphics, drop caps, charts, etc.







[Open Tutorial 4 Start](#)


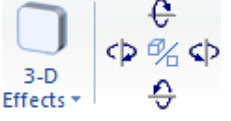
[Save As HookLineSink](#)

Notes	Activity
Customizing Objects	Add Hook, Line, & Sinker WordArt (see below)
<ul style="list-style-type: none"> Many desktop publishing objects share customization techniques. The following apply to most desktop publishing objects. 	
<ul style="list-style-type: none"> Selecting an object: click anywhere inside the object to select it. 	Select it.
<ul style="list-style-type: none"> Moving an object: To move an object, you might first have to change its text wrapping (see below). Select the object, and then move the mouse until the pointer changes to a move arrow . Drag the object to a new position. 	Move it. Note insertion point. Undo
<ul style="list-style-type: none"> Deleting an object: To remove an object from the document, select it, then press the Delete key on the keyboard. 	Delete it. Undo.
<ul style="list-style-type: none"> Handles: Handles appear on the corners and sides of an object when it is selected. Handles appear as circles or squares. These handles allow you to quickly resize an object. <ul style="list-style-type: none"> ➤ Handles on the sides allow you to stretch the object up/down or left/right ➤ Handles in the corners allows you stretch in all directions ➤ A rotation handle (green circle) may also appear. This allows you to rotate the object as necessary. 	
<ul style="list-style-type: none"> Size. Normally found on the right side of the Format tab. Used to designate the height and width of the object with more control than is available using the handles. <ul style="list-style-type: none"> ➤ Normally, the height and width <i>aspect ratio</i> are <i>locked</i>. This means when you change one measurement, the other measurement changes in the same proportion. This prevents the image from being stretched. You can turn this feature off, by accessing the Size dialog box (use the Dialog Box Launcher). ➤ To change the height or width, click the up or down arrows or type a new size value and press Enter. 	

Notes	Activity
<ul style="list-style-type: none"> • Text Wrapping . Click this button to see a list of text wrapping options. Text wrapping controls how the text of your document wraps around the object. <ul style="list-style-type: none"> ➤ By default, most objects' text wrapping is set to In Line With Text. This means there is NO WRAPPING around the object. Word actually treats the object as a (large) character. <ul style="list-style-type: none"> – This kind of wrapping is normally only used for small clipart like the Ribbon icons embedded in these paragraphs. ➤ Top and Bottom wrapping allows text to appear above or below an object, but not on the sides. ➤ Square allows text to appear on any side of an object wrapped as close to an imaginary square around the object as possible. ➤ Tight wrapping is similar to square wrapping except the text wraps to the contours of the object instead of a square around it. ➤ Square and tight are probably the most commonly used wrapping styles ➤ Caution: Be careful when using Behind Text. The object itself can be very hard to select if it is covered with text. 	<p>Change text wrapping to top-bottom.</p>
<ul style="list-style-type: none"> • Position.  Click this button to see a list of positioning choices that allow you to quickly position an object on the page. <ul style="list-style-type: none"> ➤ Note: changing positioning also changes the Text Wrapping to Square. • Align.  This button provides the same alignment features as the Position button, but with a few more options. • Rotate.  This button provides the same functionality as the Rotate handle (see above) but with greater control and including a few convenient shortcuts. • Bring to Front, Send to Back. These buttons allow you to control how multiple, stacked desktop publishing objects are stacked on top of each other. <ul style="list-style-type: none"> - If you drop down the list, more detailed control options appear. 	<p>Resize the WordArt</p>

Notes	Activity
<p>WordArt</p> <ul style="list-style-type: none">• WordArt is a desktop publishing object that contains highly graphical text• Click the WordArt button  in the Text group of the Insert tab• A gallery of built-in WordArt styles will appear. Click the style closest to what you want.<ul style="list-style-type: none">➤ The WordArt styles can be completely customized—these are just starting points.• The Edit WordArt Text dialog box will appear.<ul style="list-style-type: none">➤ Select the Font➤ Select the (font) Size➤ Designate whether the text should be bold or italics➤ Replace <i>Your Text Here</i> with the text you want➤ Click the OK button➤ To redisplay this dialog box, click the Edit Text button  in the Text group of the WordArt Tools Format tab.	<p>Add Hook, Line, & Sinker WordArt (style 29, lower right)</p>



Notes	Activity
<ul style="list-style-type: none"> • Customizing WordArt <ul style="list-style-type: none"> ➤ Click the WordArt object to select it ➤ Click the WordArt Tools Format tab in the Ribbon ➤ Click the Edit Text  button to change the font or the text of the WordArt (redisplay the Edit WordArt Text dialog box) ➤ Click the WordArt Vertical Text  button to change the WordArt from horizontal to vertical. ➤ Use the WordArt Styles group to quickly change the style of the WordArt to one of the built-in styles ➤ Click the Shape Fill  button to change the color of the WordArt text. <ul style="list-style-type: none"> – Note you can also change the text's background to gradient (blended colors), texture or picture. ➤ Click the Shape Outline  button to change the outline color of the text or the appearance (dashes, width) of the outline border. ➤ Click the Change Shape  button to select a different shape for the WordArt <ul style="list-style-type: none"> – Tip: If you change the wrapping of the WordArt to something other than In Line With Text, a yellow diamond  handle appears. Drag this handle to customize how drastically the shape changes the WordArt. ➤ Note: The Rotate handle (green circle) does not appear unless you change the wrapping to something other than In Line With Text 	<p>Edit the WordArt font</p> <p>Experiment with each of these, but return to original.</p>


Notes	Activity
<ul style="list-style-type: none"> ➤ Shadow Effects. Click these buttons to control where the shadow behind the text appears. <ul style="list-style-type: none"> – Live Preview is available. – Click the larger button (on the left) to select from a list of built-in shadow positions. This button also allows you to change the color of the shadow. – Click the smaller buttons to change the position of the shadow in small increments. Click the small button in the middle to remove the shadow altogether. ➤ 3-D Effects. Click these buttons to control how deep and in what direction the 3-D feature of the WordArt is implemented. You can also change the rotate the WordArt on 4 additional axis not provided by the Rotate handle. <ul style="list-style-type: none"> – Note: objects cannot have both shadow and 3-D effects. – Live Preview is available. – Click the larger button (on the left) to select from a list of built-in 3-D effects positions. This button also allows you to change the color of the 3-D <i>walls</i>. – Click the smaller buttons to rotate the object on axis shown. Click the small button in the middle to remove the 3-D effect altogether. 	 

Columns


- Many types of desktop publishing (newsletters, brochures, etc.) require multiple columns of text
- When documents are formatted with columns, text fills one column, then wraps to the next column (similar to a page break).
 - When text fills the last column, it wraps to the first column of the next page.

Add a blank paragraph before Casey's Cat and anchor

Notes	Activity
<ul style="list-style-type: none"> • To format an entire document with columns: <ul style="list-style-type: none"> ➤ Click the Columns  button in the Page Setup group of the Page Layout tab. ➤ Choose the style of columns ➤ Click the More Columns item to open the Columns dialog box. <ul style="list-style-type: none"> – The Columns dialog box gives you more control over the width of each column – The Columns dialog box also allows you to insert a vertical line between the columns • To format part of document with columns: <ul style="list-style-type: none"> ➤ Technique 1: <ul style="list-style-type: none"> – Move the insertion point to where the columns should start. – Open the Columns dialog box (see above) – Change Apply to: to <i>This Point Forward</i> (Word automatically inserts a continuous section break) ➤ Technique 2: <ul style="list-style-type: none"> – Insert a section break where the columns should start (click Breaks  in the Page Setup group of the Page Layout tab) – To start columns in the middle of a page, insert a <i>Continuous Section Break</i> – Follow the steps above to format a document with columns. – Insert another (continuous) section break and set columns to zero to return to text without columns. ➤ Tip: Use multiple section breaks to change the number of columns in a document (for example from 2 columns to 3 columns and back to 2 columns again) 	<p>Convert document to two columns.</p>

Notes	Activity
<ul style="list-style-type: none"> To start a new column before a column is full, insert a <i>column break</i>. <ul style="list-style-type: none"> ➤ Click Breaks  in the Page Setup group of the Page Layout tab and choose Column. Documents with columns often look better if the columns are <i>balanced</i>—when each column is approximately the same height. <ul style="list-style-type: none"> ➤ Insert a continuous section break at the end of the last column. Word will automatically balance the columns. <ul style="list-style-type: none"> – Sometimes, Word doesn't balance quite evenly. ➤ Alternatively, you can insert column breaks to balance the columns yourself, but the columns won't adjust as well if you add more text later. 	<p>Balance the columns.</p> <p>Move Photo Opportunity to top of 2nd column.</p>


Clip Art

- The most common objects used in desktop publishing are clip art and pictures
 - Often pictures are even included in the term *clip art*.
 - Clip art is pre-drawn graphics that often comes with a program.
- The book refers to *graphics*.
 - In my mind, anything that is not text is graphics, including: WordArt, Smart Art, Shapes, clip art, pictures, etc.
- Access Word's clip art
 - Click the Clip Art  button in the Illustrations group of the Insert tab.
 - The Clip Art pane will appear.
 - The easiest way to find clip art is to use the search feature of the Clip Art pane.
 - Enter a word or two that describes the type of clip art you want and click the Go button.
 - Word will search all the clip art in its library **and** all the clip art available on the Microsoft Office web site and display them.
 - To insert clip art from the Clip Art pane into your document, simply click it.
 -

Search for cat clip art.







¾ of way down.

Notes	Activity
<h2>Pictures</h2> <ul style="list-style-type: none"> • More often than not, the clip art collection will not contain what you're looking for. • You can also insert pictures from numerous other sources into your Word documents. <ul style="list-style-type: none"> ➤ These pictures are normally stored in files (.jpg, .gif, .bmp, .png) ➤ These pictures may be created using <ul style="list-style-type: none"> – drawing programs – digital cameras – scanners – downloads from the Internet – Tip: Another way to create pictures is to take a <i>screen snapshot</i>. That's how I got all the Ribbon icons into my notes. <ul style="list-style-type: none"> ▪ Configure your screen to display what you want to take a snapshot of ▪ Press the Print Screen button on the keyboard. This takes a snapshot of what's on your screen and puts it on the clipboard (no feedback from the computer to let you know this actually occurred). ▪ Press Alt-Print Screen to take a snapshot, but only of the current window, not the whole screen. ▪ You'll probably want to paste the snapshot into a drawing program and crop or shrink the image before inserting it into your Word document. • To insert a picture (from a file) into your Word document <ul style="list-style-type: none"> ➤ Position the insertion point where you want the picture to appear (approximately). ➤ Click the Picture  button in the Illustrations group of the Insert tab ➤ The Insert Picture dialog box appears. Use this dialog to browse your computer to locate the picture file. ➤ Select the picture file, then click the Insert button to insert it into your document. 	<p>Use Google image search to locate a picture of the light blue Mustang.</p> <p>Insert Romance.jpg below Spring Romance.</p>

Notes	Activity
<ul style="list-style-type: none"> • To quickly insert a picture from the Internet <ul style="list-style-type: none"> ➤ Locate the picture on the Internet <ul style="list-style-type: none"> – I like to use Google's Image Search ➤ Right-click the image on the web page and choose Copy to copy the image to the clipboard ➤ Place the insertion point in the Word document where you want the image to appear. ➤ Paste the contents of the clipboard into your document. ➤ Note: instead of copying the picture to the clipboard, you could click Save As to save the picture to a file on your computer. This is not necessary though because the pasted image is saved as part of your Word document. 	<p>Use Google image search to locate a picture of the light blue Mustang.</p>




Customizing Clip Art and Pictures

- See [Customizing Objects](#) (above) for the basics on how to customize clip art and pictures.
 - Word includes many new tools to quickly customize the appearance of clipart and pictures.
 - Select the clip art/picture and open the Picture Tools Format tab to access these tools.
 - Live Preview is available for most of these tools.
 - Brightness . Click this button to change the brightness of the object.
 - Contrast . Click this button to change the contrast of the object.
 - Recolor . Click this button to change the color scheme of the object.
 - Reset Picture . Click this button to undo all the changes of any type you've made to the object.
- Experiment with all the customization features.
- Crop the Romance image.

Notes

Activity



- Office 2010 has reorganized the Adjust group
 -  **Corrections** ▾ Allows you to select from samples that correct brightness and contrast problems.
 - Select Picture Correction Options to get even greater control.
 -  **Color** ▾ Allows you to select from recolored versions of the image.
 - This option also includes the Set Transparent Color feature which allows you to remove the background color of an image
 -  **Artistic Effects** ▾ Allows you to select from many stylizations of an image
 - This feature can only be used with pictures, not clip art
 - Choose Artistic Effects Options for even more control.






- **Remove Background** This button is also new in Office 2010. It allows you to remove the background of an image.
 - When you click this button a purple area appears and a box appears.
 - Stretch the box to completely surround the parts of the picture you want to keep
 - As you drag, Word will re-evaluate what it thinks you want to keep.
 - If too much or not enough of the image is removed try using these buttons to refine the selection
 - Drag **lines** through the areas you want to keep or hide
 - Sometimes, simply clicking works
 - Click **Keep Changes** to see the results. If you need to make further adjustments, click Remove Background again
 - Check out [a quick tutorial](#)




Keep


Changes

Notes	Activity
<div data-bbox="131 426 215 531" data-label="Image"> </div> <ul style="list-style-type: none"> • Use the Picture Style gallery to quickly apply a built-in custom format to an object. • Picture Shape . Use this button to change the shape of the object. <ul style="list-style-type: none"> ➤ The object will be cropped to fit into the shape you select. ➤ Picture Shape has been moved to the Crop menu (see below) in Office 2010 and is now called, <i>Crop to Shape</i> • Picture Border . Click this button to add a border to your object and to format that border. • Picture Effects. Click this button to access a submenu of effect options that are too numerous to list here. <ul style="list-style-type: none"> ➤ Don't forget, Live Preview is available for all these effects. • Cropping hides portions of an image. <ul style="list-style-type: none"> ➤ Click the Crop  button in the Size group of the Picture Tools Format tab. ➤ Special handles appear around the image. Drag any handle to hide portions of an image. ➤ The hidden portion is still there, you can restore it later by changing the cropping again or resetting the picture. 	<div data-bbox="1078 233 1268 365" data-label="Image"> </div> <div data-bbox="1078 510 1333 1138" data-label="Image"> </div>

Drop Caps

- Drop caps are often used in desktop publishing to draw attention to the beginning of a new topic
- Drop caps remove the first letter of the paragraph and enlarge it to make it stand out
- Word provides two types of drop caps:
 - *Dropped* places the drop cap within the paragraph and wraps the paragraph text around it.
 - *In Margin* moves the drop cap into the margin to the left of the paragraph.
 - Each type of drop cap can be customized.
- To add a drop cap to a paragraph
 - place the insertion point in the paragraph
 - Click the Drop Cap  button in the Text group of the Insert tab
 - Select the type of drop cap (Live Preview is available)

Notes	Activity
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- To create a customized drop cap, choose the Drop Cap Options after clicking the Drop Cap  button.
 - Can customize the font
 - Can customize the number of lines to drop (size of the drop cap)
 - Can customize the distance from the text
- Tip:** To add drop caps to multiple paragraphs, insert a drop cap into one paragraph, move the insertion point to the next paragraph and press F4 (repeat last process)



Special Characters

- Word provides the ability to insert special characters (aka *symbols*) into your document.
 - These are characters that don't appear on the keyboard
 - Special characters may be graphical icons
 - Special characters may be characters from a foreign language
- Special characters using AutoCorrect
 - Word's AutoCorrect feature can be used to quickly insert commonly used special characters
 - Remember AutoCorrect changes certain character sequences into other characters (e.g. misspelled words)

Insert ☺ after lucky in next to last paragraph.

<u>Character Sequence</u>	<u>Result</u>
:)	☺
:(☹
:	😐
(c)	©
(r)	®
(tm)	™
1st, 2nd, 3rd, etc	1 st , 2 nd , 3 rd , etc
1/2, 1/4, 3/4	½, ¼, ¾
--> <--	➔ ➞
==> <== <=>	➡ ⬅ ⇄


- Remember if AutoCorrect makes a change you don't want, immediate press undo (Ctrl-Z) to restore the original text


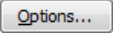

Notes	Activity
<ul style="list-style-type: none">• Special Characters using the Symbol dialog box<ul style="list-style-type: none">➤ Click the Symbol  button in the Symbols group of the Insert tab➤ A list of recently used symbols appears. If the symbol you want is in that list, simply click it to insert it into your document.➤ If the symbol you want does not appear in the list, click the More Symbols... option. The Symbols dialog box appears.<ul style="list-style-type: none">– The Special Characters tab includes frequently inserted characters, most of which can also be inserted using AutoCorrect (see above)– The Symbols tab allows you to insert any character defined for any font– To insert a special symbol from the dialog box, double-click it– Tips:<ul style="list-style-type: none">▪ The (normal) font (1st in list) contains foreign language symbols, mathematical symbols, currency symbols, additional fractions, and some graphical symbols▪ Bookshelf Symbol 7 contains foreign language symbols, mathematical symbols, and graphical symbols▪ Marlett contains a handful of graphical symbols including the Windows logo () and other symbols used by Windows (minimize, maximize, etc)▪ MS Outlook contains a few graphical symbols used by Outlook▪ MS Reference Speciality contains many additional fractions, mathematical symbols and some graphical symbols▪ MT Extra includes additional mathematical symbols▪ Symbol contains Greek letters, mathematical symbols and graphical symbols	


Notes	Activity
<ul style="list-style-type: none"> ▪ Webdings includes many graphical symbols including some Windows symbols ▪ Wingdings includes many graphical symbols including some Windows symbols, numbered bullets and arrows ▪ Wingdings 2 includes many graphical symbols many of which are handy for bullets. ▪ Wingdings 3 includes numerous styles of arrows 	<p>Insert red hearts.</p> <p>Insert dog icon (Webdings, last row)</p>

Page Borders








Add a paper border.
Experiment with
formatting.

- Word makes it easy to add a border to a page (or pages) to spruce up a document.
- Page borders can be placed on one or multiple pages
- Click the Page Borders  button in the Page Background group of the Page Layout tab. The Borders and Shading dialog box appears with the Page Border tab already selected
- Use the Settings portion of the dialog box to quickly add three styles of borders to your document
 - None: Use this remove borders or to start the border selection process over again
 - Box: simple border
 - Shadow: border with a shadow offset to the lower right
 - The depth of the shadow is based on the line width.
 - 3-D: No effect on page borders (tables only)
- Use the Style: portion of the dialog box to select the style of the line used for the border
- Use the Color: portion of the dialog box to select the color of the line used for the border
- Use the Width: portion of the dialog box to select the width of the line used for the border

Notes	Activity
<ul style="list-style-type: none"> • Use the Art: portion of the dialog to use a piece of clip art for the page border <ul style="list-style-type: none"> ➤ Use Width: to adjust the size of the clip art (height automatically adjusts) ➤ There is no way to add your own clip art to this list ➤ Art borders completely replace any line designations (Style, Color, Width) and remove shadows. • The Preview portion of the dialog box shows you a preview of what your border selections will look like <ul style="list-style-type: none"> ➤ The four border icons  allow you to turn on or off individual borders in any combination (e.g. turn off the side borders to only include borders at the top and bottom of the page) • The Apply to: combo box allows you to designate which pages the page border should be applied to. <ul style="list-style-type: none"> ➤ Tip: Use document sections (see Tutorial 3) to apply different borders to different pages (sections). • Use the  button to open another dialog that let's control where the page border appears <ul style="list-style-type: none"> ➤ Distance from the margin ➤ Measure from: Set this to Text to keep the border closer to the text instead of attached to the margins of the page. <ul style="list-style-type: none"> – Tip This works well if you have an ink jet printer that can't print near the bottom of the page (bottom page border is cut off) • Tip: You can use these same techniques and the same Borders and Shading dialog box to apply a border to a paragraph or even a few words of text. <ul style="list-style-type: none"> ➤ Select the paragraph(s) or text ➤ Click the Borders and Shading  button in the Paragraph group of the Home tab (lower right-most icon, appearance may vary) ➤ Choose Borders and Shading in the menu that appears 	<p>Apply border to text.</p> <p>Undo?</p> <p>Apply border and shading to each section heading. Reposition right indent.</p>

Notes	Activity
<p>Text Boxes</p> <ul style="list-style-type: none"> • Another object similar to shapes and graphics are text boxes. • Text boxes allow you enter text in a box the <i>floats</i> or wraps around the text. <ul style="list-style-type: none"> ➤ This allows you to create Post-it type notes in your documents or <i>pull quotes</i>—quotes removed (copied) from the text to make them standout • Text boxes are really mini-documents within a document. A text box can contain anything a document can (except many pages) including graphics and tables <ul style="list-style-type: none"> ➤ Text in a text box wraps according to the size of the text box ➤ My assignment evaluation sheets use a table inside a text box to store the student's name and score on the assignment. • Text boxes are like graphics: they can be resized, moved, they include the text wrapping feature (wrap the document's text around the text box), they can even be rotated (though the text inside doesn't rotate—odd) • To insert a text box <ul style="list-style-type: none"> ➤ Click the Text Box  button in the Text group of the Insert tab ➤ Select one of the built-in text box styles or choose Draw Text Box from the menu ➤ Click in the text box to type (remove existing text if you used a text box style. ➤ With the text box selected, you can also insert graphics or tables • To delete an entire text box, click its border, then press the Delete key on the keyboard. 	<p>Insert a text box announcing the next newsletter.</p> <p>Experiment with formatting.</p>

Notes	Activity
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- Customizing a text box
 - Text boxes can be customized like other objects (see [above](#))
 -  Change the direction of the text from horizontal to top-to-bottom, to bottom-to-top and back to horizontal again.
 -  Select a built-in text box style
 -  Change the background of the text box to a color, gradient, texture or picture.
 -  Change color, style, width of the text box border.
 -  Change the shape of the text box
 -  Add a shadow to the text box
 -  Add 3-D effects to the text box

Hyperlinks

- Word recognizes when you type Email addresses and (most) Internet addresses
 - Formats them [blue underlined](#) to look like Web page links
 - Formatting doesn't appear until you press space bar or enter
 - Ctrl-Click to open your browser to that page
- If document will only be used in printed form, formatting should be removed (since can't ctrl-click anyway)
 - Right-click any part of the link
 - Choose Remove Hyperlink from the pop-up menu
- Can actually attach a hyperlink to any text
 - Select the text to be used as a link
 - Right-click and choose Hyperlink... from the menu

or

Press Ctrl-K
- In the Address: box, type the web address this hyperlink should go to.

Add

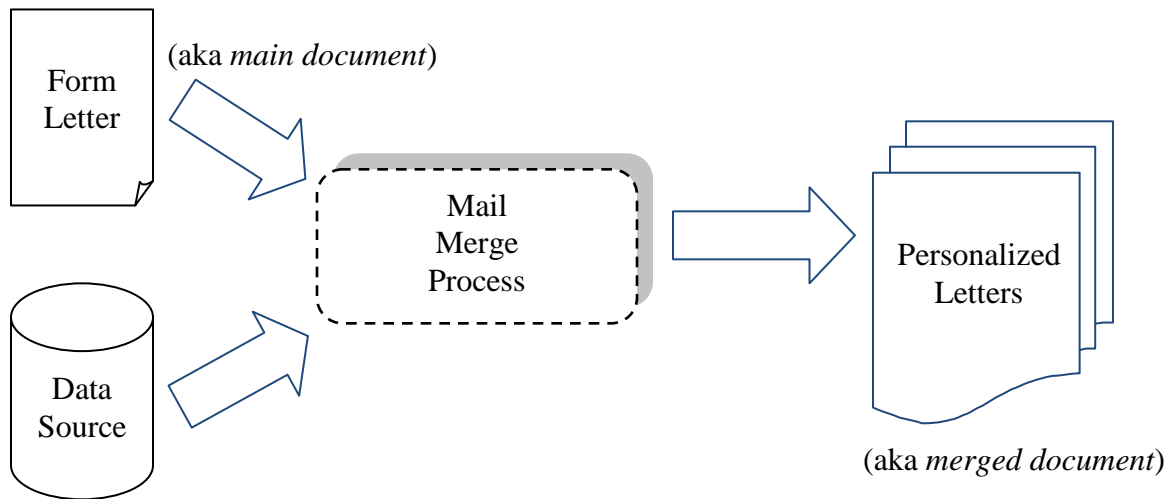
www.SecretsOfCatTraining.com
to the end of first section.

Add a Email hyperlink to the first occurrence of the word Ron.


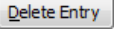

Mail Merge Basics

- Word has the ability to automatically create a *mass mailing*—a mailing to numerous (hundreds) of recipients—customizing each letter. This process is known as *mail merge* because it merges a form letter with a database of recipients


Notes	Activity
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- As the diagram above shows, in order to complete a mail merge, you must first have two components
 - Form letter: This Word document contains the common text that will be included in all the letters and *mail merge fields* that will be replaced with data from the data source to personalize each letter.
 - Actually, the Form Letter doesn't have to be a letter, it can also be an envelope or an email.
 - Data Source: The data source contains the individual data *fields* that will be merged into the *merge fields* in the form letter.
 - The data source can be as simple as another Word document containing the data (tabbed or in a table) or as complex as an Microsoft Access database.
- Using Word's merge process, the form letter and data source are merged to create personalized letters (or envelopes or emails)
 - The personalized letters are actually a new Word document that contains separate pages for each *record* in the data source. The book refers to this as the *merged document*.

Notes	Activity
<ul style="list-style-type: none"> • Creating the Data Source <ul style="list-style-type: none"> ➤ Generally, it's best to have the data source ready before you create the form letter ➤ As mentioned previously, the data source can be a Microsoft Access database. <ul style="list-style-type: none"> – You'll learn to create Access databases later, either in a different course or later in the current course. ➤ For small amounts of data, it's often easiest to use Word to create the data source. <ul style="list-style-type: none"> – You can create a document (with a table) manually, but Word includes a tool to help you create a data source – Choose Select Recipients  and then Type New List in the Start Mail Merge group of the Mailings tab. – A New Address List dialog box will appear. – This dialog box already includes the most commonly used <i>fields</i> (pieces of data) for mail merge. All you have to do is type in the data for each <i>field</i> (column) for all your <i>records</i> (rows) <ul style="list-style-type: none"> ▪ Press Tab to move from field to field (like in a table) ▪ After you enter the data in the last column, press Tab again to start new record (row) ▪ Don't press Tab after the last column in the last row. <ul style="list-style-type: none"> ♦ If you do, use the  button to delete the blank row – You can customize the field list if you wish (or just leave the unused fields blank) <ul style="list-style-type: none"> ▪ Click the  button and use the dialog box that appears to redefine the field list. – After you've entered all the records (rows), click the OK button. <ul style="list-style-type: none"> ▪ A Save dialog box will appear. Word will save your data as an Address List file (actually, it's an Access database (.mdb extension)) 	<p>Create a new data source.</p> <p>Remove all columns except First, Last, Address, City, State, Zip</p> <p>Add Grade and School columns.</p> <p>Enter 3 records.</p>

Notes	Activity
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- The Mail Merge Wizard
 - To make creating the mail merge process easier, Word includes a *wizard* to guide you through the process.
 - To start the mail merge wizard, click the Start Mail Merge  button in the Start Mail Merge group of the Mailings tab and then choose Step by Step Mail Merge Wizard in the menu that appears. The Mail Merge task pane (wizard) will appear
 - First, select the type of merge document you wish to create
 - At the bottom of the task pane, click the [Next: Starting document](#) link.
 - Since you probably already opened your *main document* or a blank page that will become your main document, simply click the [Next](#) link in Step 2
 - If you followed my advice, your data source should already be available.
 - If not, you can select Type a new list
 - If so, click the [Browse...](#) link to open a dialog box that lets you designate the location of your data source.
 - Click the OK button to close the Data Recipients dialog box that appears.
 - At this point (after selecting data source in Step 3), I normally close the Mail Merge Wizard pane. The remaining steps for mail merge are just as simple without the wizard.

Notes	Activity
<ul style="list-style-type: none"> • Creating the Main Document <ul style="list-style-type: none"> ➤ Remember the main document (form letter) contains all the common text that will be included in each copy of the letter, plus <i>merge fields</i> that will contain data from the data source. ➤ Create the common text of your main document exactly like any other Word document. <ul style="list-style-type: none"> – You can include tables, clip art, pictures, WordArt, special characters, even headers and footers. ➤ Insert merge fields into the document wherever you want to personalize the document by inserting data from the data source. <ul style="list-style-type: none"> – When you insert a merge field into the document, Word displays a placeholder in the document similar to this: <<Last_Name>>. <ul style="list-style-type: none"> ▪ This placeholder will be replaced by actual data (the last name in this case) from the data source. ▪ Do NOT try to type your own placeholder. That doesn't work. You must insert merge fields as described below. – If you'd rather see sample data (the data from the first record in the data source) instead of a placeholder, click the Preview Results  button in the Preview Results group of the Mailings tab – Click the Address Block  button in the Write & Insert Fields group of Mailings tab to insert a complete Address block (Name and address) into the document. A dialog box appears that allows you to designate the format of the address block. – Click the Greeting Line  button in the Write & Insert Fields group of the Mailings tab to insert a typical greeting line of a letter. A dialog box will appear that allows you to designate the format of the greeting line. <ul style="list-style-type: none"> ▪ Often it's easier to simply type the greeting line with a normal merge field – Click the Insert Merge Field  button to select one of the fields from the data source to insert into the main document. 	<p>Insert the address block</p> <p>Insert a date field</p> <p>Replace all placeholders with merge fields.</p>

Notes	Activity
<ul style="list-style-type: none"> ➤ Click the record navigation buttons  to preview the appearance of different records <ul style="list-style-type: none"> – Preview Results must be on (see above) in order for this to have an effect. • Merging the Data Source with the Main Document <ul style="list-style-type: none"> ➤ Click the Finish & Merge  button in the Finish group of the Mailings tab ➤ You will be provided with three choices <ul style="list-style-type: none"> – Edit Individual Documents <ul style="list-style-type: none"> ▪ This choice creates a new Word document containing the merged letters ▪ This is the choice I recommend – Print Documents <ul style="list-style-type: none"> ▪ This choice immediately prints the merged documents without previewing ▪ Usually better to preview first using the first option – Send Email Messages <ul style="list-style-type: none"> ▪ This choice sends the merged documents as email message ▪ You'll need an Email Address field in the data source to use this feature. ➤ If you select Edit Individual Documents, a small dialog box appears allowing you to designate which records should be merged. Click the OK button to merge all the records. ➤ A new Word document will be created. <ul style="list-style-type: none"> – This document will contain a separate page for each record in the data source. – You can edit this document like any other Word document to personalize the letters even more. – You can save the merged document if you wish, though it's often not necessary (except in our homework assignments). – When appropriate, you can print all or any part of the document. – Tip: If you discover errors in the merged document, close it without saving it. Make the corrections to the <i>main document</i> and merge again. 	<p>Merge.</p> <p>Save the merge document as NewSchoolYearLetters</p>

Notes	Activity
Blog Posting	No demonstration.



- Blogs are online *journals* often used by businesses to share information
- A blog post is an addition to a blog
- Word makes creating nicely formatted blog posts easy
- Click the Microsoft Office button 
 - Remember, the Office button is now the File tab in Office 2010
- Click New (document)
- Click the New blog post template (next to Blank document)
- Click Register Later to close the registration dialog box that appears.
- Click the Enter Post Title Here document object and replace its text with your own title.
- Note many of the tabs are missing from the Ribbon. Blog posts cannot contain all the items that a normal Word document might include. But, notice most of the Word objects and formatting you've learned about are available.
- After entering the text and graphics of the blog post, you can *publish* the blog entry by clicking the Publish  button in the Blog group of the Blog Post tab.
 - You'll need to have access to a blog site to do this.
 - Since we don't have access to blog sites, save the blog like any other document and submit it.