

Section 3

Manipulating Graphics

By the end of this Section you will be able to:

Combine Text and Pictures

Format and Mask Pictures

Group and Ungroup Items

Exercise 38 - Combining Text and Pictures

Guidelines:

It is more than likely you will want to have text and picture frames on the same page. So that one frame does not overlap another, text will usually wrap around the picture. If however, frames are covered by other frames, then they can be thought of as being in a pile and one can be brought in front of or sent behind another.

The combination of text and pictures will leave blank areas on the page. This is known as white space and while it is desirable to view the various items clearly, too much white space detracts from the finished article.


Actions:

1. On a blank publication, draw a text box that fills the top half of the page.


2. Insert the text file **Habitat** and **Zoom** in.

3. Select the **Picture Box** tool and draw a frame in the middle of the text.

4. Insert the **Chinchilla** picture. Notice that the text has wrapped around the picture.

5. With the picture frame selected, click on the **Send to Back** drop down option . The picture is sent "behind" the text. Note that the text is no longer wrapped around the picture. The picture frame is "behind" the text box.

6. Click on the **Bring to Front** option , The picture reappears.

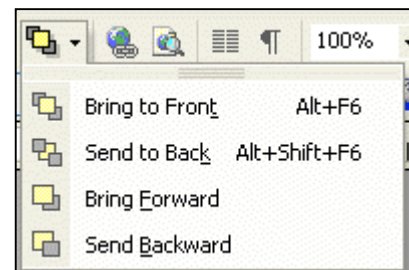
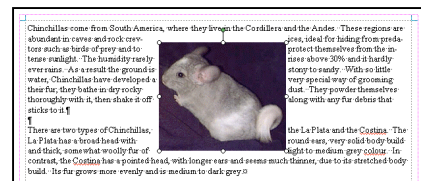
7. Select the text box. Click  option. Again the picture is "behind" the text.

8. Send the text to the back.

9. Move the cursor over the picture and hold down the left mouse button until the move cursor appears, now drag it about the text. Note how the text readjusts itself so that it still wraps around the picture.

10. When happy with the position, draw a text box at the bottom of the page and add your name.

11. Print a copy but leave the publication on screen for the next exercise.



Options available from the Send to back button. Any of the pictures could show on the toolbar.


Exercise 39 - Formatting Pictures

Guidelines:

Pictures can be **moved** about the page and **resized** in the same way as any other object. Sometimes, only part of a picture might need to be included in a publication. If this is the case, the picture can be **cropped**.

Colours and shades can be changed to allow pictures to be used in different ways. A frame can be masked, or partially covered, to apparently change its shape.

Actions:

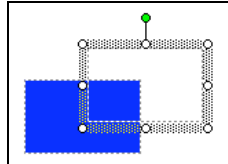
1. The publication should still be on screen from the previous exercise.
2. With the **Chinchilla** picture selected, move and resize it to fill the bottom half of the page without obscuring your name.
3. Select the picture and resize it to its original size.
4. **Right** click on the picture to display the shortcut menu. Select **Format Picture** and press the **Recolor...** button from the **Picture** tab. The **Recolor Picture** dialog box is displayed.
5. Drop down the **Color list** and select **Fill Effects**.
6. Only **Tints** is available. To create a watermark effect, change the **Base Color** to **Black** and select a light tint – **20%** in this case. Click **OK** three times to apply.
7. The picture has changed to a pale grey. Move it back over the text. The text wraps around it.
8. **Send the picture to the back** .
9. The text now overlays the picture but can still be read because of the paleness of the picture.



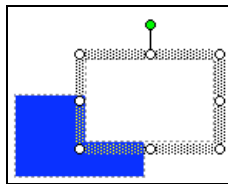
continued over

Exercise 39 - Continued

10. Save the publication as **Overlay**, print out a copy and close it.
11. On a new publication, draw a text box and fill it with a blue colour.



12. Draw another box over the top right corner of the blue box. Note that the text boxes overlap each other but do not obscure one another. This is because the second text box has **No Fill** selected as its **Fill Color**.
13. Change the **Fill Color** of the second text box to **White** and notice how the white text box obscures part of the blue box.




14. Print out a copy to confirm that a portion is masked.
15. Close the publication without saving.

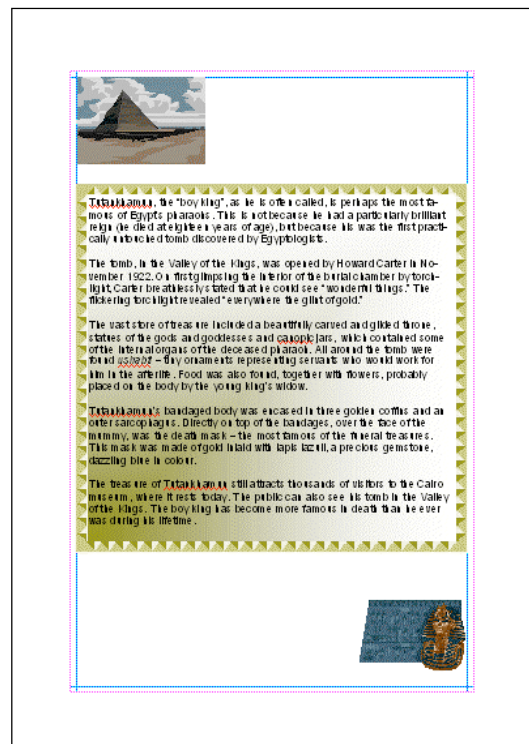
Exercise 40 - Grouping Items

Guidelines:


A number of objects can be grouped together so that they are moved, re-sized and formatted as one object. This also prevents objects from being accidentally moved away from each other.

Actions:

1. Open the publication **Tutankhamun**.
2. Delete the title and resize the box to fit the text. Move the box to the centre of the page.
3. Insert any two Egypt related pictures using the **Clip Art** task pane, placing one above the text box in the top left of the page and one in the bottom right corner of the page. An example is shown opposite.
4. Close the **Clip Art** task pane.
5. Select all the objects, using **Edit | Select All**.
6. Click the **Group Objects** button, , at the bottom of the page to group all the objects.
7. Try moving the objects. They will all move together.
8. Re-size the text box. All the objects resize together.



Note: Within a group, individual items can still be selected – indicated by grey, circular handles.

9. Click on the **Ungroup** button, . Click away from the page area.
10. Move the individual objects to ensure that they are no longer grouped.
11. Close the publication without saving.

Exercise 41 - Revision

1. Open the publication **Computer Monthly**.
2. Change the text **Computer Monthly** in the vertical text box to **Chinchilla Monthly**.
3. Apply the **Sidebar** style to this text.
4. Fill the text box with **Yellow** and add a **1pt Blue** border.
5. Apply the **Column Header** style to the text **This Month's Burning Issue**. This style has a first line indent that must be removed. Do it now.
6. **Centre** the text **vertically** in the box and make the background **Yellow**.
7. Insert the text file **Habitat** into the remaining large text box and apply the **Body Text** style to it.
8. Delete the picture of the computer and insert the **Chinchilla** picture using the files provided.
9. Save the publication as **Newsletter**.
10. Print a copy and close it.

Exercise 42 - Revision

1. On a blank publication draw a text box across the top of the page between the margins and about **5cms** deep.
2. Repeat this at the bottom of the page.
3. In the top box, insert the text file **Island News**. Allow the text to **Autoflow** between the boxes.
4. In the space between the boxes, insert the picture **Devil's Island** from the data provided.
5. Draw a text box between the two other text boxes already drawn.
6. Fill it with **Orange** and then send it behind the picture.
7. Print a copy.
8. Close the publication without saving.

Exercise 43 - Revision

1. Open the publication **Information**.
2. Insert two pieces of clip art relevant to **Space**. (In **Search text** type in **Space**).
3. Make both of them into watermarks and allow the text to overlay them.
4. Close the publication without saving.

Exercise 44 - Revision

1. Start a blank publication and insert the image file **logo**.
2. Insert **WordArt**, to read **Widgets Inc**, using the sixth style on the second row (vertical style).
3. Resize and position the **WordArt** so that the **W** starts just beneath the horizontal red line and is to the right of the vertical red line on the logo.
4. Insert a **Clip Art** graphic, using the search text, **tool**.
5. If necessary, resize it to approximately **2cm x 2½cm** and position it in the centre of the turquoise circle. If necessary, use the **Bring to Front** option to ensure that it is on top (see Exercise 38).
6. Group the three objects.
7. Move the group to the top left of the page.
8. Resize it to about half the original size.
9. Print the publication and then close it without saving.

Note: Sample publications for these exercises are shown in the Answer Section at the end of the guide.

Section 4

Page Setup

By the end of this Section you will be able to:

Change Paper Size and Layout

Change Margins on a Page and Within a Box

Display and use Layout Guides

Insert Columns

Balance and Break Columns

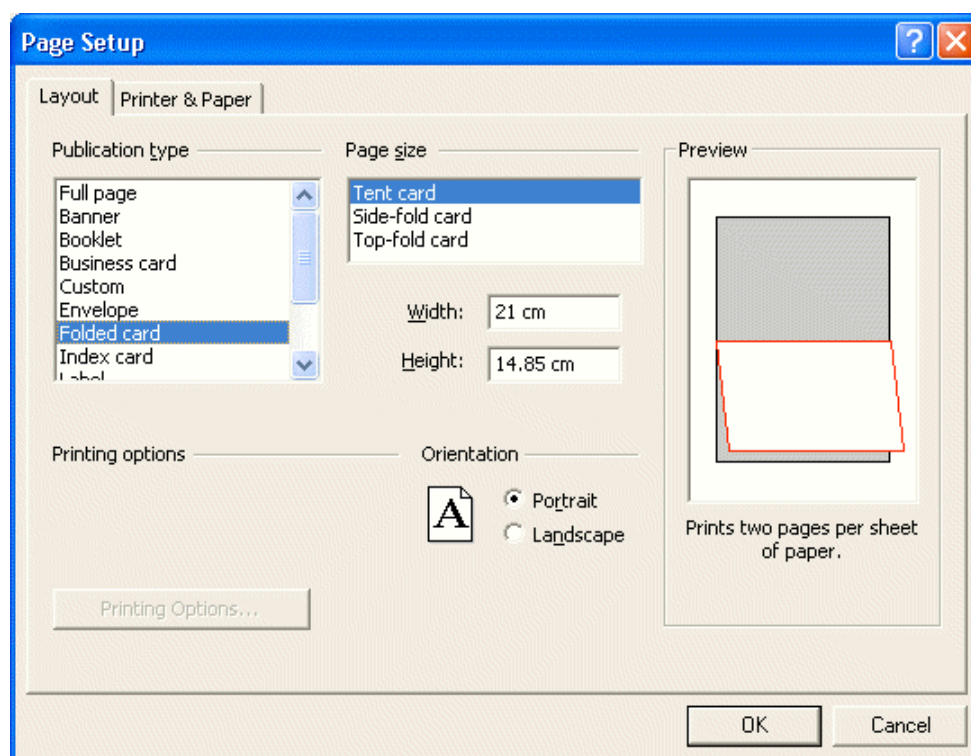
Exercise 45 - Changing Page Size and Layout

Guidelines:

Although many publications are fine as A4 size, others will require a different size and layout, e.g. a folded card or business card. These variations can still be printed out on A4 or sent to a print shop for publication.

Actions:

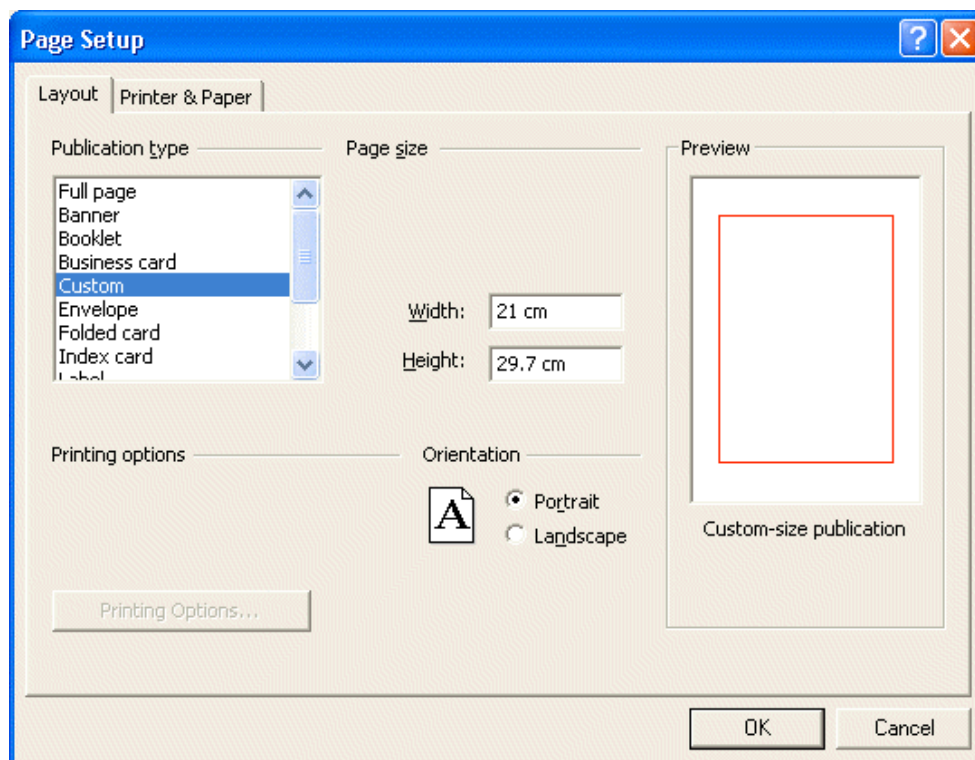
1. On a blank publication, select **File | Page Setup**. There are several pre-set page sizes to help you make your choice.
2. From the **Publication type** area, **Full Page** the first choice, assumes A4 size without any special folds. Take note of the **Orientation** area.
3. Click on **Folded card**.



4. Click the other options in the list to view the options. As you select the different options the **Preview** changes to help you.
5. Click on **Custom**.

continued over

Exercise 45 - Continued



6. **Custom** allows you to decide the size required.
7. Click on **Label**. Various Avery label sizes are available. If you use labels you will find the corresponding number on the box.
8. Click on **Envelope**. Various sizes are available, with an option to create your own size.
9. Click **Custom** again. Change the **Orientation** to **Landscape**.
10. Highlight the width by clicking and dragging across the numbers. Type in **18cm** and, in the same way, change the height to **10cm**.
11. Click on **OK**. The blank publication has changed size and shape.
12. Leave it on screen for the next exercise.

Exercise 46 - Changing Page Margins

Guidelines:

Margins in a publication are there purely to align objects or keep objects within the printing range. Boxes can be placed outside margins, so care must be taken.

Actions:

1. The publication should be on screen from the previous exercise. The paper size has changed, but the margin area is taking up a large proportion of the page – too much white space will be left.
2. Select **Arrange | Layout Guides** to edit the margins.
3. The default for margins is 2.5cm. Change all of them to **1.5cm**. The guides are now nearer the edge of the page. Select **OK** to apply.
4. Draw a text frame that extends to all of the blue margin guides.
5. Insert the text file **The Chinchilla Story**. Resize the text box to fit the text.
6. Move the box down the page, still within the margins to allow for a headline.
7. Draw this text box and enter **Chinchilla**.
8. **Autofit** this text to the box and **centre** it.
9. **Spell Check** the publication.
10. **Justify** the body of the text.
11. Print out a copy. You will note that there are two copies of the publication.
12. Look in **File | Print** and click on **Change Copies per Sheet**.
13. There is an option to print only one copy per sheet. Click on **Cancel**.
14. **Cancel** the **Print** dialog box and close the publication without saving.

Exercise 47 - Layout Guides

Guidelines:

Layout guides help to line up objects on the page. The blue and pink margins around the page of every publication are the guides, but more can be added to make the positioning more precise. Layout guides are not printed.

Actions:

1. Open the publication **Frames** and select **Arrange | Layout Guides**.
2. Normally, the only guides showing are the **Margin Guides** around the edge of the page, but a grid can be created on the page to help line up objects. Under the **Grid Guides** area, change the number of **Columns** to **4** using the up arrow at the right of the **Columns** box.
3. Notice how the **Preview** changes. Click **OK**.
4. Select **Arrange | Snap** and make sure that **To Guides** has a tick next to it, but that **To Ruler Marks** does not. Make the selections, otherwise click away from the menus to leave the settings unchanged. This means that when the frame is being dragged, it will be pulled when near a guide, so that it is in line with it.
5. With the text box on the left selected, move it very slowly around the page. This feature is very subtle, so watch closely to see how the frame behaves when near a guide.
6. Zoom in to see the effect more clearly. The more guides there are on the page, the more precise the positioning of objects can be.
7. Select **Arrange | Snap** and remove the check from **To Guides**.
8. Now observe the behaviour of the frame as it is moved around the page to see if you can notice the slight difference.
9. Turn **Snap To Guides** on and select **Arrange | Layout Guides**. From **Grid Guides** change the number of **Columns** to **6** and the number of **Rows** to **8**. Click **OK**.
10. Move the text box around to see it snap to the guides.
11. Close the publication without saving.

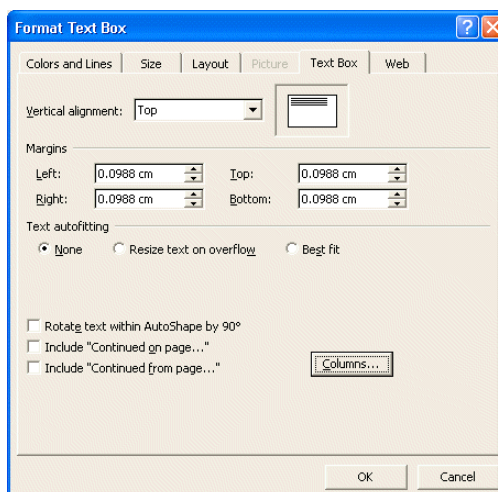
Exercise 48 - Inserting Columns

Guidelines:

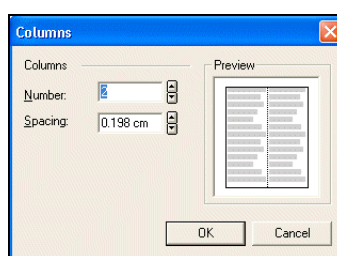
Columns divide the text vertically into sections within its box – as in a newspaper. This is a different way of presenting text, which would look really effective in a newsletter, for example.

Actions:

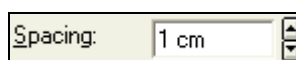
1. Open **Information**, select the box and zoom to **66%**.
2. Select **Format | Text Box** to display the **Format Text Box** dialog box.



3. Select the **Text Box** tab, then the **Columns** button. Change the number of columns to **2**.



4. Click **OK** twice to divide the box into two columns.
5. Select **Format | Text Box** to display the **Format Text Box** dialog box again.
6. From here, increase the number of columns to **3**. Increase the **Spacing** between the columns to **1cm** and click **OK**.



Note: Spacing between columns is also called the gutter.

7. **Print** the publication, then close it without saving.

Exercise 49 - Changing Box Margins

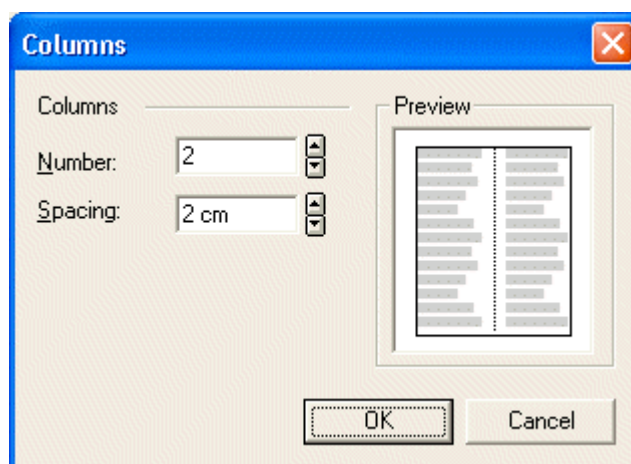
Guidelines:

When text boxes are adjacent, it is sometimes easier to adjust the margin within the box, than try and separate the boxes uniformly.

It is also a good idea to change the gutter between columns, so they are distinct from one another.

Actions:

1. Open the publication **Spacing**.
2. Use **Format | Text Box** to put **2** columns in the box.
3. Justify all of the text. You can see that if this were printed out now, you would have difficulty deciding where one line ended and another started.
4. Open **Format Text Box** again. From the **Text Box** tab change all of the margins to **0.3cm**, using the spinner or by highlighting and replacing the values.
5. Click on the **Columns** button and change the **Spacing** value to **2cm**. Click on **OK** twice.




6. The text is moved away from the edge of the box and the columns are separated.
7. Leave the publication open for the next exercise.

Exercise 50 - Balancing and Breaking Columns

Guidelines:

Columns look better if they are balanced, i.e. of equal length. However, occasionally, you will need to end a column at a specific place.

Actions:

1. The publication from the previous exercise should still be open.
2. Place the cursor at the beginning of the paragraph **Paragraph spacing increases....**
3. Hold down **<Ctrl and Shift>** and press **<Enter>**. This key press breaks the column at the cursor position, placing the text following at the top of the next column.
4. Turn on **Special Characters**.  The column break is shown as
.....§.....
5. Place the cursor before this line and press **<Delete>**. This removes the column break.
6. Resize the box until the columns are balanced. If a word is broken over the 2 columns then resize again so that it is not. It is acceptable for balanced columns to be within 2 lines of each other.
7. Close the publication without saving.

Exercise 51 - Revision

1. Open the publication **Tourist**.
2. Give the text box **2** columns with a gutter spacing of **1cm**.
3. Create a style called **Body** that uses a sans serif italic font of size **14pt**. Include a **first line indent** of **1cm** and justify the text. Change the **line spacing** to **1.25sp** and the **After paragraph** value to **3pt**. Apply this style to the text in the box.
4. Resize the box downwards, so that the columns are balanced.
5. Move the box to the top of the page and resize it so that it fits between the margins. Resize the box from the bottom to balance the columns again.
6. Close the publication without saving.

Exercise 52 - Revision

1. On a blank publication, change the paper size to **15cm x 9cm**.
2. Arrange the layout guides on the page so that the margins are **1cm** from each edge and the grid guides show **3** columns and **4** rows.
3. Draw a text box across the top three columns within the blue layout guides. Insert the text file **Chinchilla Weekly**. If the **Autoflow** dialog box appears, select **No**.
4. Draw a text box from **row 2**, across the first **2** columns and down to **row 4**, keeping within the blue guides. Insert the text file **Habitat**. Do not allow it to **Autoflow**, - **Autofit** this text.
5. Draw a picture box in the last column and over the 3 remaining rows. Insert the **Chinchilla** picture. Resize to stay within the blue guides.
6. Select the **Habitat** text box. Use **Format Text Box** to change each inside margin to **0.2cm**.
7. At the dialog box change the **Text Autofitting** to **None** and the columns to **2** (**BestFit** does not apply to columns).
8. Select all of the text and make it **7pt**. Balance the columns.
9. Print out a copy and close without saving.

Note: A sample publication for this exercise is shown in the Answer Section at the end of the guide.

Section 5

Multiple Page Publications

By the end of this Section you will be able to:

Insert New Pages

Amend the Master Page

Apply Headers, Footers and Page Numbers

Insert Date and/or Time

View Two Pages

Print Specific Pages

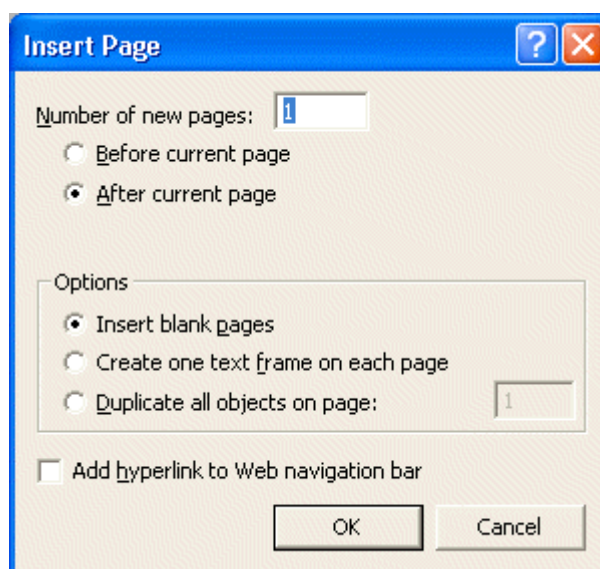
Exercise 53 - Multiple Pages

Guidelines:

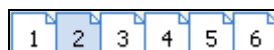
New pages can be added to a publication either before or after the current page. Different types of pages can be added. They can be blank pages, pages with a text box on them, or duplicate pages, exactly the same as the existing page.

Actions:

1. On a blank publication, select **Insert | Page** to display the **Insert Page** dialog box.



2. Type **5** in the **Number of new pages** box and choose the **After current page** option and select to **Insert blank pages**. Take note of the options available.
3. Click **OK** to insert the pages.

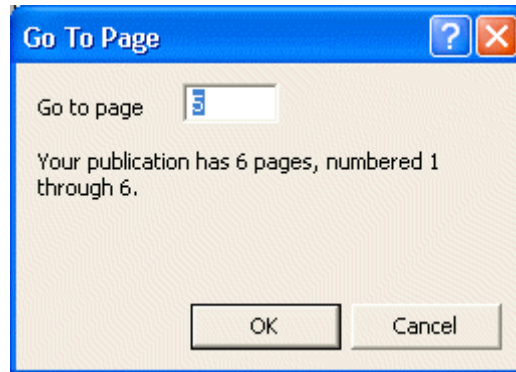


4. Click on page **6** from the **Page Control** area at the bottom of the screen, to jump to page **6**.
5. Check that **6** is highlighted.
6. Click on **5** to move to page **5**.

continued over

Exercise 53 - Continued

7. Press <F5>. The **Go To Page** dialog box is displayed.




8. Enter the page number **2**, then click **OK** to jump to page **2**.
9. Remove this page by selecting **Edit | Delete Page**.
10. Check the **Page Control** area to see that there are now **5** pages, instead of **6**.
11. Leave this publication open for the next exercise.

Exercise 54 - Using the Master Page

Guidelines:

When a publication consists of more than one page and each page has common elements, such as the same headers, footers, logos, page numbering, etc., then the **Master** page can be used. This is a page where all of the common objects of a group of pages are set out. Whatever appears on the **Master** page, appears on every page.

Actions:

1. Using the publication from the previous exercise, select **View | Master Page**. Notice that the **Page Control** area now shows . Any objects placed on this page will appear on all pages of the publication.
2. Insert the picture **Devils Island** from the data files and position it near the top of the page.
3. Select **View | Master Page** (now ticked) to return to the publication. Move through the pages to ensure they all have the same picture at the top of the page.
4. Move to page **1**. Try to select the picture by clicking on it.

Note: As the picture was inserted on the background page, it cannot be selected.

5. Draw a text box on page **1** and insert the text file **Island News** from the data files. Increase the size of the text box if necessary.
6. Move to page **3**. Select **View | Ignore Master Page**. The picture disappears. Draw a text box in the middle of the page and type the text **Prison dormitory from where Papillon escaped**.
7. Insert the picture **Shackles** below the text box.
8. View all the pages. On page **3**, reveal the background by selecting **View | Ignore Master Page** again. If necessary, move the items so that none of them are overlapping each other.
9. Save the publication as **Sheets** and leave it open.

Exercise 55 - Viewing Two Pages

Guidelines:

Publisher has the facility to view two pages at the same time. The first page will always be viewed by itself, then the rest of the pages can be viewed side by side, like a book. Pages can be edited in the normal manner.

Actions:

1. The publication **Sheets** is still on screen.
2. Using the **Page Control** buttons at the bottom of the screen, move through the five pages.
3. Go back to the first page.
4. Select **View | Two-Page Spread**.
5. Again use the **Page Control** button to view the other pages and see how pages **4** and **5** are now displayed.
6. Select **View | Two-Page Spread** again to deselect **Two Page Spread** and display one page at a time.
7. Save the publication using the same name and close it.

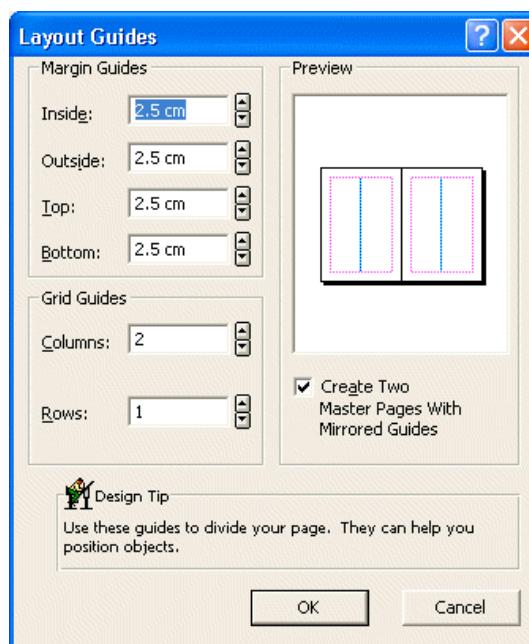
Exercise 56 - Facing Pages


Guidelines:

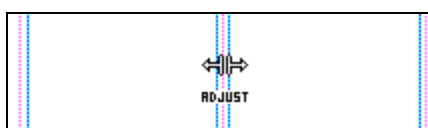
The **Master Page** is able to accommodate common layout guides, so that the placement on each page is uniform. Columns can be made unequal here and can be made to mirror on facing pages.

Actions:

1. On a blank publication, select **Arrange | Layout Guides**.
2. Choose to have 2 columns in this publication, but place a check mark in the **Create Two Master Pages with Mirrored Guides**. Click on **OK**.



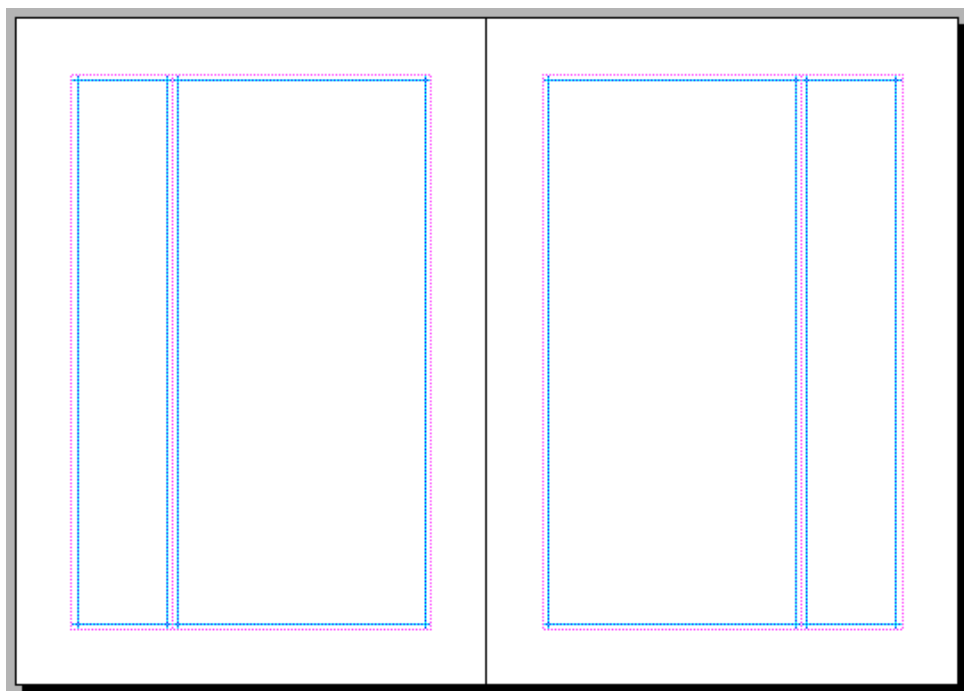
3. Select **View | Master Page**. The **Master Page** now shows a left and a right page available .
4. Select **View | Two Page Spread** to display both background pages.
5. The columns are of equal width, to make them unequal, hold down **<Shift>** and move the cursor over the central divide on the left page. The cursor changes to **Adjust**.



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Exercise 56 - Continued

6. Drag the divide to the left, until the columns are unequal. Notice how the columns on the right page have mirrored the change.



7. Close the **Master Page** and insert **4** pages.
8. Check the pairs of pages for the new layout guides.
9. Close the publication without saving.

Note: Although elements on the master page may be viewed independently, Publisher does not have a setting to print only master page content.

Exercise 57 - Headers and Footers

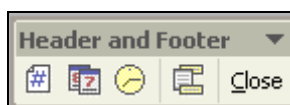
Guidelines:


A header is a piece of text that appears at the top of every page in a publication, such as the **CLAIT Plus Publisher XP** header in this publication. Similarly, a footer is a piece of text at the bottom of every page, such as © **CiA Training Ltd 2005** at the bottom of this page. They can also contain text such as the date and page number, which can be added to a publication and set to automatically update.

Headers and footers are placed on the background page in a publication.

Actions:

1. Open the publication **Sheets**. Select **View | Master Page**.
2. Select **View | Header and Footer**. The new text boxes are added with the text **Header** or **Footer** above them. A small toolbar also appears.




3. In the header text box type **Devils Island**. Increase the font size to **36**, then make the text **bold** and **centre** it. Resize the box to accommodate the text.
4. Add a **1 pt Black** border and a **shadow** to the text box.
5. Move to the **Footer** text box by clicking on the **Show Header/Footer** button .
6. Enter your own name in full and enlarge it slightly.
7. Select **View | Master Page** to return to the publication.
8. Examine each page to ensure the header and footer are on every page.
9. Save the publication using the same name.
10. Leave the publication open for the next exercise.

Exercise 58 - Page Numbering

Guidelines:

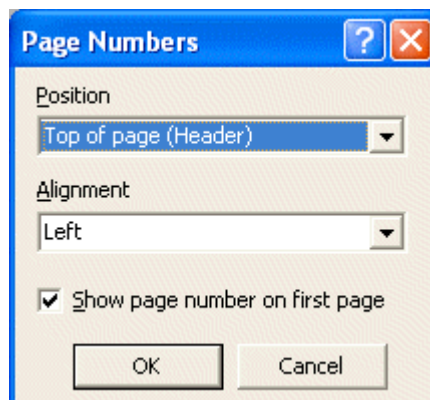
Page numbering can be applied to a publication via the background page. A # symbol appears on the page to indicate the position of the page number, when it is printed. These page numbers automatically update when pages are added or deleted.

Actions:

1. Using the publication from the previous exercise, move to the master page by selecting **View | Master Page**.
2. Select the footer text box and zoom in.
3. Click to place the cursor after your name and press the **<Tab>** key to move to the central position. Type **Page - .**
4. Click the **Page Number** button, , on the **Header and Footer** toolbar to insert the page number. A # symbol appears after **Page -** (this is where the page numbers will appear in the publication).
5. Return to the publication.
6. Move through the pages, looking at the bottom of the page to see the changing page numbers.
7. Save the publication at this point.
8. Try inserting two new pages at the end of the publication, until there are seven in total. Check to see if the new page numbers are added.
9. Delete the pages just inserted.
10. Select **Insert | Page Numbers**. This is an alternative way of inserting page numbers.

continued over

Exercise 58 - Continued



11. Check out the **Position** and **Alignment** before cancelling this dialog box.
12. Save using the same name and leave the publication open for the next exercise.

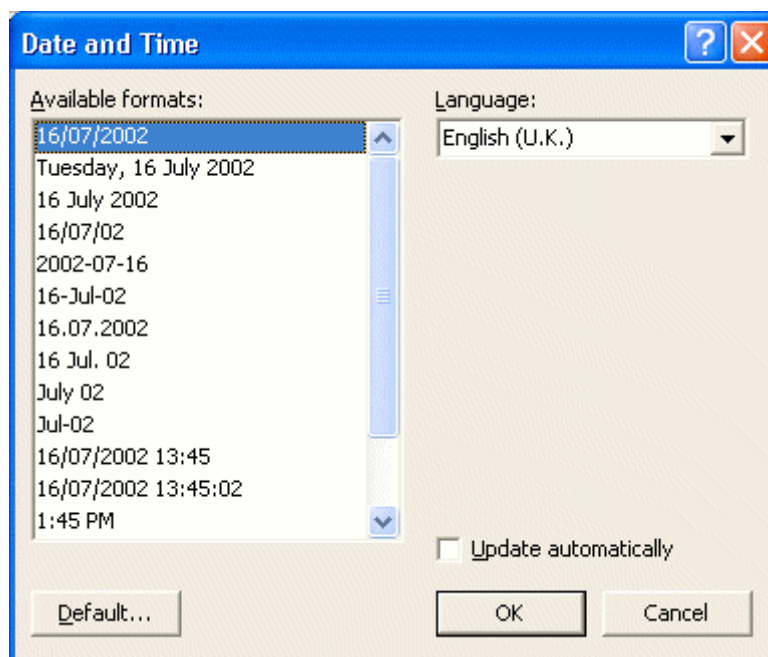
Exercise 59 - Inserting Date and Time

Guidelines:

The date and time can be added to a publication as a code called a **Field**. Fields can be added into a text or table frame and can be entered as plain text (the date and time will remain the same), or can automatically updated every time the publication is opened or printed, to show the current date and time.


Actions:

1. The **Sheets** publication should still be open.
2. Go to the **Master Page** and click on the footer box. After # press <Tab>.
3. Type **Printed on**. Select **Insert | Date and Time** to display the **Date and Time** dialog box.




4. Select the common British standard - **dd/mm/yy**, and click on **OK**.

*Note: If the date is to be updated every time the publication is opened, then place a check in **Update automatically**.*

5. Use the **Header and Footer** toolbar to insert the time .
6. Exit **Master Page** view.
7. Print the publication.
8. Save with the same name and leave the publication open.

Exercise 60 - Printing Specific Pages

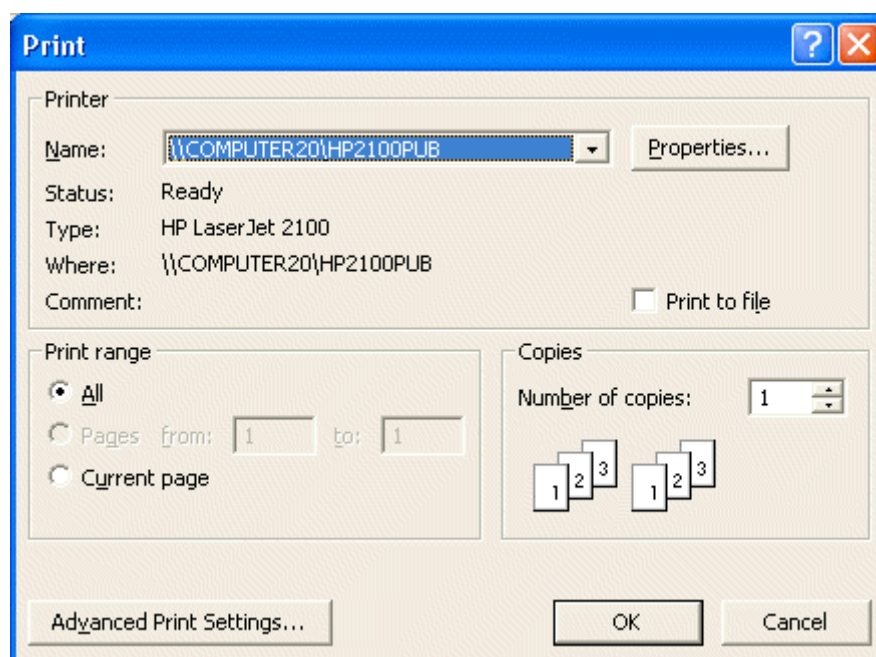
Guidelines:

When a publication consists of more than one page, it may be desirable to print only certain pages, rather than the whole publication. This is achieved by selecting **File | Print** rather than the **Print** button, , which prints all pages automatically.

Note: Some printers require a larger bottom margin and may not print the bottom section of the page, if this happens, move the text box higher up the page.

Actions:

1. Use the publication **Sheets** from the previous exercise and select **File | Print** to display the **Print** dialog box.



2. Select **Pages** from the **Print range** area and enter the range **from 2 to 3** then click **OK** to print just those two pages.
3. Print page **5** only by selecting the range from **5 to 5**, or viewing page **5**, then selecting **Current Page** from **Print range** in the **Print** dialog box.
4. Close the publication without saving.

Exercise 61 - Revision

1. Start a new blank publication.
2. Add **3** new blank pages after the current page.
3. Using the **Master Page**, create a header text box.
4. Place a **1 pt Blue** border around the header and insert the date in the format **dd/mm/yy**.
5. Create a footer with a centred page number and a font size of **24**.
6. Check all the pages are numbered correctly and on view and that each one shows the header.
7. Add another page. Check to see if it has the correct header and footer.
8. Remove the header and footer from page **3**.
9. Draw 2 large coloured text boxes on page **3**.
10. Add a new page between page **2** and **3**, ignoring the background page.
11. Check the page numbers are correct and **2** pages are without the header and footer.
12. Print pages **1** then **4**.
13. Close the publication without saving.

Exercise 62 - Revision

1. On a blank publication, change the paper size to **18cm x 15cm Landscape**.
2. On the master page, add header and footer text boxes.
3. In the header type **Postcard** then press **<Tab>**.
4. Next type in **From** and then add **your name**. Press **<Tab>** again.
5. Insert the **date** and choose to **Update automatically**.
6. Italicise the text and make it larger.
7. In the footer, type in **From Sunny Morecambe** and centre the text.
8. Give it a sans serif font, make it larger and bold.
9. Search for **Weather** within **Clip Art**, insert a **cloudy** picture at the top right of the Postcard.
10. Exit **Master Page** view.
11. Draw a large text box in the space remaining. Type in **Wish you were here!**. **Autofit** the text and centre it.
12. Insert a page after the first, choosing to **Duplicate all objects on page 1**.
13. Select the text and replace it with **Not missing you at all!**. Now you have a choice of postcards to send.
14. Print **Page 2** only.
15. Save the publication as **Holidays** and close it.

Note: A sample publication for this exercise is shown in the Answer Section at the end of the guide.

Section 6

House Styles

By the end of this Section you will be able to:

Use a House Style
Understand Design Briefs
Use and Delete Templates

Exercise 63 - Using a House Style

Guidelines:

A House Style is a combination of the Page Setup values and Text Styles to be used, by their name and components. The name House Style infers that this set up is to be used in-house, i.e. made available for many publication designers.

Actions:

1. Open the publication **House Style**.
2. Check the **Page Setup** and the **Layout guides**.
3. The **Page Setup** so far would be explained as follows to a designer:

Use		A4 paper
Use		Landscape orientation
Page Size		18cm wide
		10cm high
Margins	Top	1.5cm
	Right	1.5cm
	Left	1.5cm
	Bottom	1.5cm
4. On the **Master Page**, add a header and footer.
5. In the header, enter your name at the left. Press **<Tab>** and enter the **date** automatically. At the right tab, type in **Chinchilla**.
6. This information would be shown in the House Style sheet as:

Header	Flush to left	Your name
	Centre	Today's date entered as an automatic field
	Flush to right	Chinchilla
7. Add this Footer information:

Footer	Centre	Page number
--------	--------	-------------
8. Exit the **Master Page** view to return to the publication.

continued over

Exercise 63 - Continued

9. Text styles would have their main features shown in a list in a House Style sheet. There will be two styles in this publication called **Title** and **Body Text**. Their features will be displayed as follows:

Name	Font	Font Size	Style	Alignment
Title	Serif	18	Bold	Centred
Body Text	Serif	9 - 12		Justified

Note: Because not all computers support the same fonts, then the font has to be shown as Serif or Sans Serif. Basically, Sans Serif fonts have no extra curls and are very plain, e.g Arial, News Gothic MT. Serif fonts are script or curly text, e.g. Brush Script MT, Monotype Corsiva. Also the sizes may be very different, so the instructions usually give a range of sizes.

10. Produce these styles and apply them to the text.
11. Save the publication as **Design** and close it.

Exercise 64 - Understanding Design Briefs

Guidelines:

A **Design Brief** gives information about the final publication and what it is designed to do. It will give an indication of what text and pictures are to be placed on each page and their position in relation to each other.

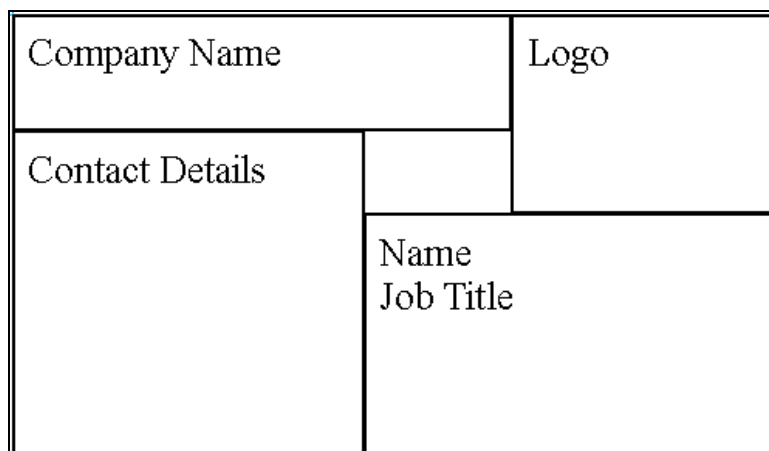
A Brief can take the form of notes or diagrams that explain what goes where.

Actions:

- The following are the instructions given to design a business card:

Produce Business Cards for the company Publishing Unlimited. You must include the name of the company and the logo. There must also be space available to customise them for each staff member.

The address and contact details are Publishing House, The Broadway, Newton by the Sea, HN23 3FG. The telephone number is 07986 432 657, fax 07986 432 656, e.mail ron@pubunltd.co.uk, web site www.pubunltd.co.uk

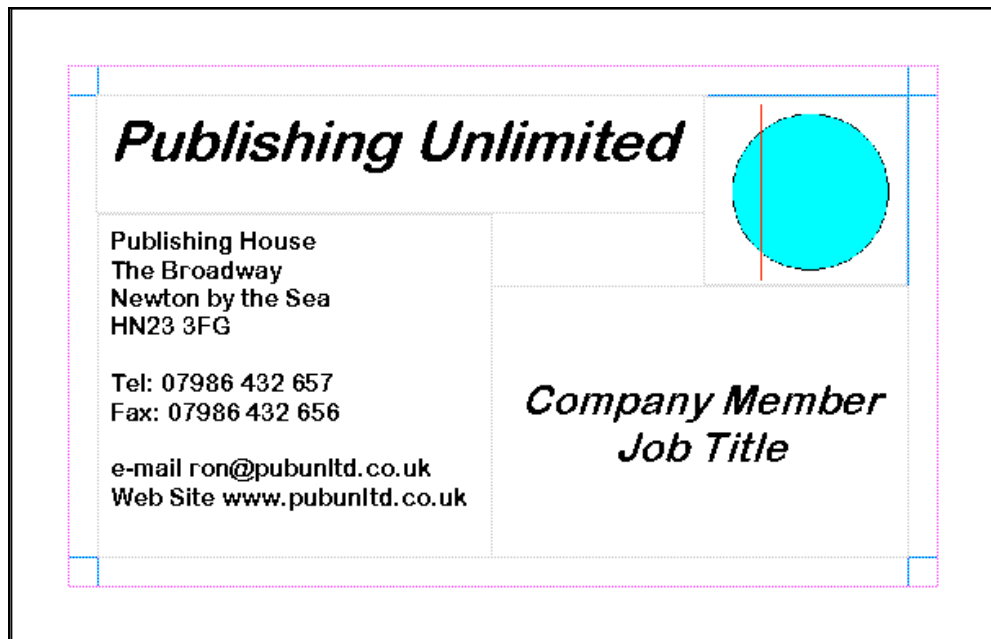


- To carry out this brief, open a new publication and enter Page Setup.
- Select **Business card** from the **Publication type** options. Click **OK**.
- Draw a text box within the margins at the top of the card and type in **Publishing Unlimited**.
- Insert the picture file **Logo** to the right of the company name and then resize the company name box and **Autofit** to fill the space.
- Draw another text box beneath the company name and about half the width, keep it to the left within the margin.

continued over

Exercise 64 - Continued

7. Type in the address and contact details – you may need to enlarge the text box for now until the text is resized.
8. Draw yet another text box in the remaining area to the right of the address box. Type in **Company Member** and underneath **Job Title**.
9. Resize and change the font of all the text so that it is in proportion.
10. Print out three cards to a page. Save as **Business Card** and leave open for the following exercise. The finished article should look something like that below, although the fonts may differ.



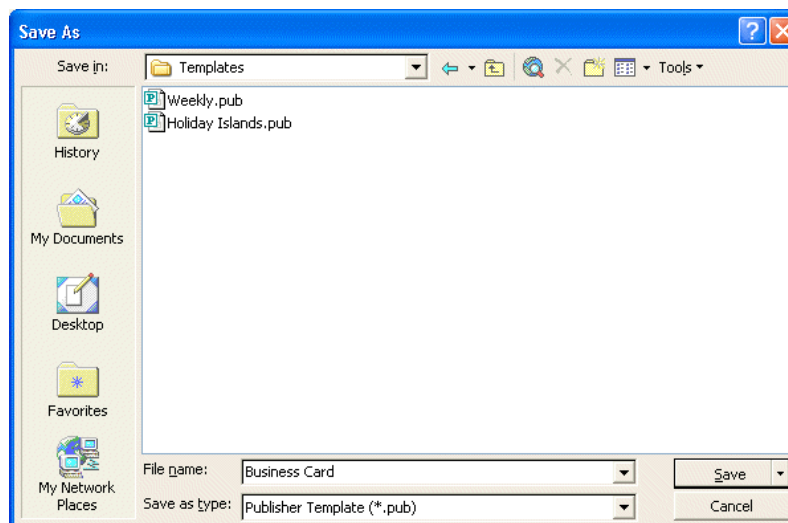
Exercise 65 - Saving and Using Templates

Guidelines:

You have already learned earlier how to produce a template and save as such. They are saved with all other *Publisher* templates and are easily accessible.

Actions:

1. The publication saved in the previous exercise was saved simply as a publication. It can also be saved as a template making it accessible to more users.
2. Select **File | Save As**. At the dialog box change the **Save as type** to **Publisher Template** but leave the **File name** as **Business Card**.
3. The **Templates** folder is displayed, showing the **two** templates saved previously, if Exercises 10 and 16 were completed.



4. Click on **Save** to place this template in the folder. Close the publication.
5. Templates can be printed in the same way as normal publications. Open the **Business Card** template. From **Look in**, locate the location of the templates. This should be **Local Disk (C:) \ Documents and Settings \ User Name \ Application Data \ Microsoft \ Templates**.

*Note: If the **Application Data** folder is not shown open the **My Computer** window, select **Tools | Folder options** and the **View** tab. Make sure the **Show hidden files and folders** option is checked.*

6. Print the template using **File | Print**. This could be used to help you plan out a design for a new publication.
7. Close the **Business Card** template.

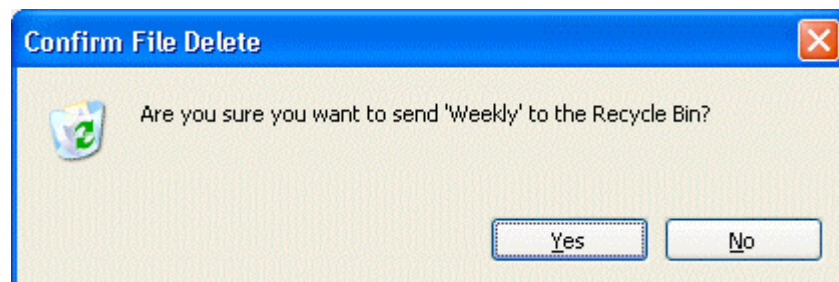
Exercise 66 - Deleting Templates

Guidelines:

When templates are no longer required they can be deleted.

Actions:

1. View the **New Publication** task pane. Near the bottom left of the pane under **New** is the **From template** button.
2. Select it to display the **Open Template** dialog box. Again the saved templates are displayed.
3. Click on **Business Card** and then **Create New** to open it. Close it again and redisplay the **Open Template** dialog box.
4. If you completed Exercise 10, the template **Weekly** will be displayed. Click on **Weekly** and press <Delete>.
5. At the dialog box select **Yes**.

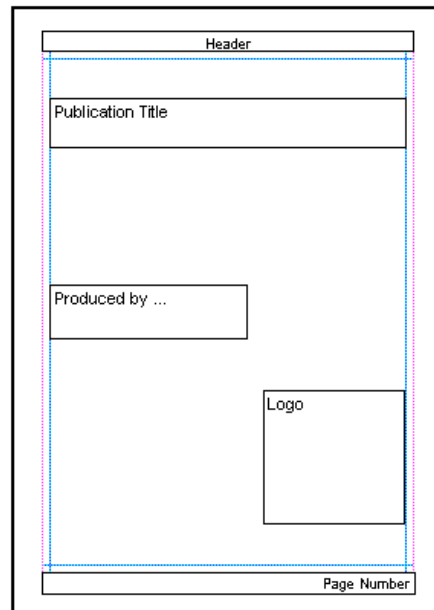


6. Delete the **Business Card** template.
7. If you completed Revision Exercise 16, delete the **Holiday Islands** template.
8. **Cancel** the **Open Template** dialog box.

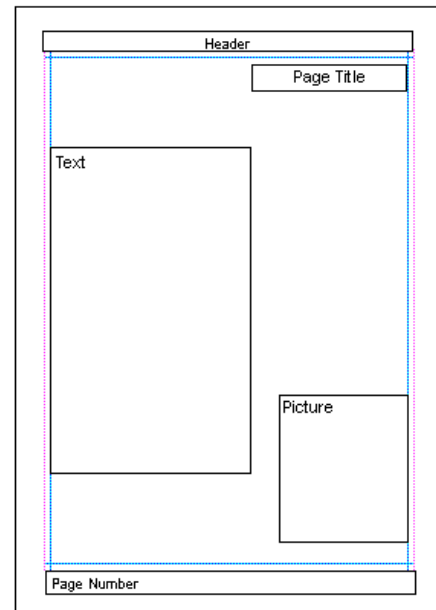
Exercise 67 - Revision

Your design brief is to produce a 4-page pamphlet giving some computer information. The pamphlet will be produced in booklet form with a picture and text on every page. The title page will be different from the rest.

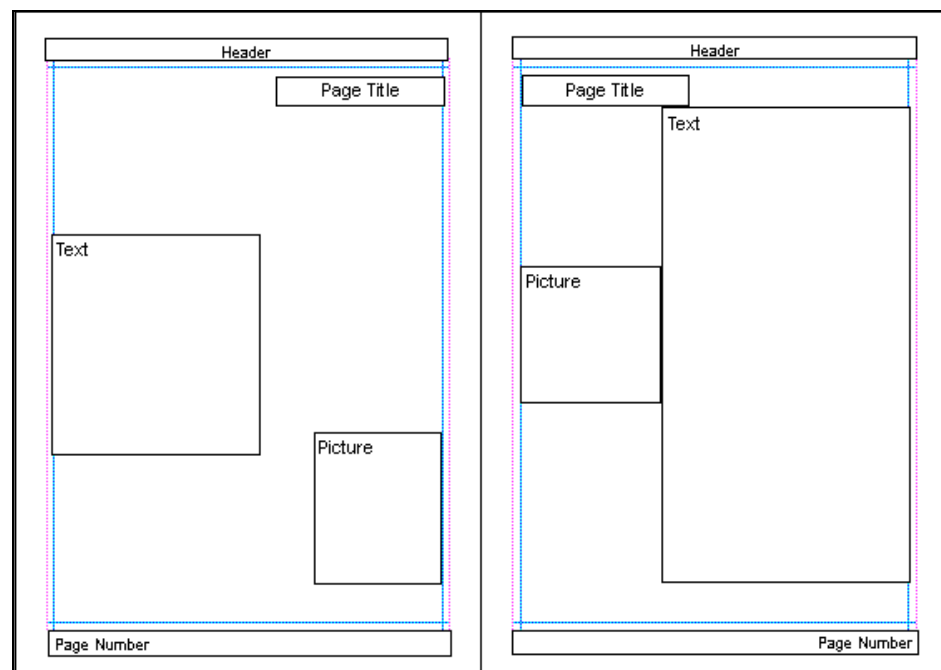
Save the pamphlet as **Booklet**.



Page 1



Page 4



Pages 2 and 3

continued over

Exercise 67 - Continued

Page set up	A4 Landscape
Page Size	Booklet, 14.85cm width x 21cm height
Margins	1cm inside, 1cm outside, 1.5cm top 1.5cm bottom
Header	Centre text – IT for the New User
Footer	Centre the Page No
Titles required	Page 2 - The Computer Page 3 - The Printer Page 4 - The Scanner
Pictures required	Page 1 - Logo from data provided Page 2 - Clipart – Computer of your choice Page 3 - Clipart – Printer of your choice Page 4 - Picture file – Scanner
Publication Title	I.T. For the New User
Text Files to insert	Page 2 Brain Page 3 Printers
Publication File to insert	Page 4 Scanner

Text Styles

Style Name	Font	Size	Style	Justification
Header	Sans serif	8 - 10	Italic	Centre
Footer	Sans serif	6 - 9	Italic	
Publication Title	Serif	24	Bold	Left
Page Title	Serif	14 - 16	Bold	Centre
Body	Sans Serif	9 - 12		Justified
Body	Paragraph spacing 2pt after			

Note: Text boxes may need slight adjustment to accommodate changes in font sizes

Produced by on Page 1 add your name and format appropriately

Spell Check the publication

Print the publication on 2 pages to a sheet.

Note: A sample publication for this exercise is shown in the Answer Section at the end of the guide.

Section 7

Copyfitting Techniques

By the end of this Section you will be able to:

Use Leading

Perform Proof Corrections

Use Hyphenation

Recognise Widows and Orphans

Exercise 68 - Leading

Guidelines:

Leading or line spacing has already been used, but as a formatting rather than a copyfitting technique. If text has to fit a certain space and be of a certain size, then **Leading** can help.

Actions:

1. Open the publication **Spacing**.
2. Increase the size of the text box so that it reaches all of the margin guides.
3. **Leading** is to be used to space the text so that it fits the box, i.e. the text must cover this area and be of this size, so only the spacing between the lines can change.
4. Highlight all of the text and then **Format | Line Spacing**. Increase the spacing **Between lines** to **3.75sp** and click **OK**.
5. The text should be spaced across the entire box. This is an extreme example, but shows how it can be used. Of course, there would be a lot of trial and error involved to reach the correct value.
6. Close the publication without saving.

Exercise 69 - Proof Correction Symbols

Guidelines:

When composing text for a publication, it may be passed to someone else for **Proofing**. This means finding and pointing out any errors in spelling, grammar or formatting, etc. The most common conventions are:

Instruction	Mark in text	Mark in margin
Insert new text	^ Kent	^ Francis
Delete this text	Francis Kent	↵
Insert a space	Francis Kent	
Start a new paragraph	▭ Francis Kent	
Or	// Francis Kent	
Close up	Fran ^o cis Kent	∩
Stet (meaning ignore correction, let original stand)	Francis Kent	⊙
Capitalise	<u>f</u> ran <u>ci</u> s <u>k</u> ent	≡
Transpose (meaning bring the second word in front of the first)	▭ Kent Francis ▭	

Actions:

1. Open a blank publication, draw a text box and import the text file **Printers**.
2. Choose to **Edit | Edit story in Microsoft Word**.
3. Using the information on the next page, make the corrections according to the list above.

continued over

Exercise 69 - Continued

≡ Output: The printer

Printers receive electrical codes from the computer and then print the corresponding letter or number on paper. The result is called hardcopy. Printers can reproduce computer graphics on paper.

Types of Printer

Ink Jet Printers

Ink jet printers work as their name suggests, by squirting jets of ink onto the paper through tiny nozzles. Ink jets provide good outputquality (up to 600 dots per inch) at reasonable speed and at relatively low cost.

Laser Printers

1200 ↻ A laser printer is essentially a photo copier attached to the computer as an output device. Laser printers are capable of high quality output (700 dots per inch), at reasonable speed but at a relatively high cost - a minimum cost of £700, though a good quality laser printer will cost around £2500. Many printers are now capable of being used as a scanner, a photocopier as well as a printer. Printers are evolving all the time and as print quality ~~and speed~~ goes up, prices come down. (about 10 pages per minute)

4. When complete, and still in *Word*, select **File | Save Copy As** and enter **New Printers** in the **File name** box. Make sure the **Look in** box has the **Unit 4 Publisher XP Data** folder displayed. Click **Save**.
5. Select **File | Close & Return to (Unsaved Publication)**.
6. The changes have been made. Save the publication as **Printers** and close it, then close *Microsoft Word*.

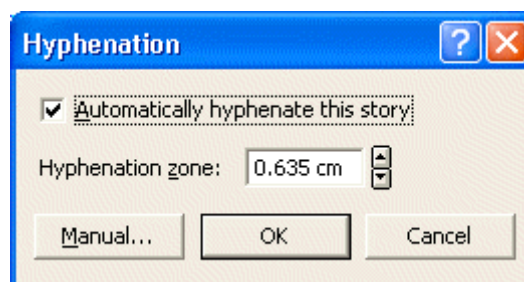
Exercise 70 - Hyphenation

Guidelines:

Publisher has the ability to automatically hyphenate text, thus allowing more text to fit inside a text box. Conversely, text that is hyphenated, but is in a narrow area may benefit from the automatic hyphenation being turned off.

Actions:

1. Open the publication **Information** and zoom in.
2. Select the text box and give it **3** columns. Narrowing the text area creates more hyphens. Fully justify the text.
3. To turn hyphenation off, select **Tools | Language | Hyphenation**. The dialog box shows that **Automatic Hyphenation** is turned on.



4. Click on the check mark to remove it. Click on **OK** and all of the hyphenation is removed.
5. Select the text box and then select **Tools | Language | Hyphenation**.
6. Select **Automatically hyphenate this story** then **OK**.
7. The hyphenation returns. It is purely a personal choice as to whether hyphenation is desirable, unless of course it is specified in the design brief.
8. Leave the publication on screen for the next exercise.

Exercise 71 - Widows and Orphans


Guidelines:

These terms refer to single lines of text, detached from its paragraph and left either at the bottom or top of a page or column.

A **Widow** is the last line of a paragraph at the top of the next column or page. An **Orphan** is the first line of a paragraph left by itself at the bottom of a column or page. These are not desirable in publications.

Again, you must use techniques to make the text fit the desired area.

Actions:

1. Using publication with three-columns from the last exercise, change the width to **20cm** and the height to **21cm** within **Page Setup**.
2. Move and resize the text box within the blue margin guides.
3. The title of one of the articles **Fundraiser** is left at the bottom of column 2. This is an **orphan**.
4. Resize the text box so that the title rejoins its paragraph. This is not really desirable, as there is a blank line before the title that would appear at the top of the next column. Of course, you could resolve this by giving the titles and the text their own styles including line spacing, and remove the blank lines. This has changed the area of the text and so is not a good copyfitting technique.
5. The more acceptable method would be to place a column break before the title. Press the **Undo** button . This will put the title back where it was.
6. Place the cursor before the **F** in **Fundraiser**. Hold down **<Ctrl and Shift>** and press **<Enter>**. This inserts a column break and moves the title to the top of the next column without any blank line.
7. Change the **Page Setup** so that the page height is **22.5cm**.
8. Move and resize the box so that again fits between the blue margin guides.
9. This time a **widow** is produced in the second column. This is a little trickier to deal with, especially in columns.

continued over

Exercise 71 - Continued

10. Select the text of the article **Man abducted by aliens**. The font size is 12pt, try changing it to **11.5pt** (you will have to highlight and type in this value, as it is not available on the drop down list).
11. Undo this action using the **Undo** button.
12. As suggested previously, the styles could be altered to change the spacing and so improve the appearance.
13. Apply the **Heading 2** and **Body Text** styles.
14. Change the **Heading 2** text style so that the spacing after the paragraph is **6pt**.
15. Change the **Body Text** line spacing to **1.25sp** and the spacing **After** the paragraph is **2pt**.
16. This removes the widow, however, the column break entered previously should now be removed.
17. Close the publication without saving.

Exercise 72 - Revision

1. Open the publication **Tourist**.
2. Place **2** columns in the text box.
3. Turn off hyphenation.
4. Make the second paragraph start in the second column by changing the inner margins of the box and the gutter between the columns.
5. Close the publication without saving.

Note: A sample publication for this exercise is shown in the Answer Section at the end of the guide.

Section 8

Advanced Printing

By the end of this Section you will be able to:

- Prepare a File for Printing
- Understand Composite Proof
- Understand Colour Separation
- Understand the Use of Crop Marks

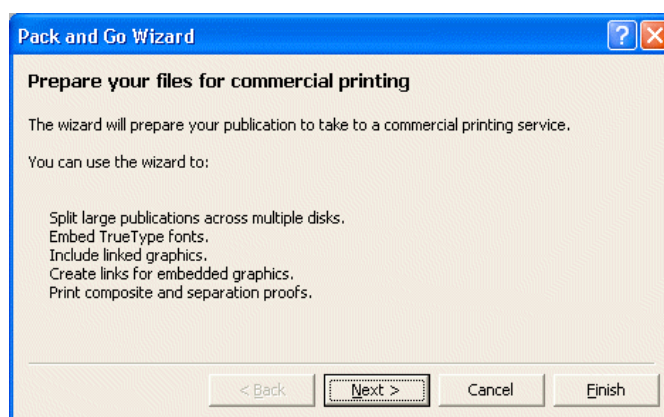
Exercise 73 - Prepare File for Printing Service

Guidelines:

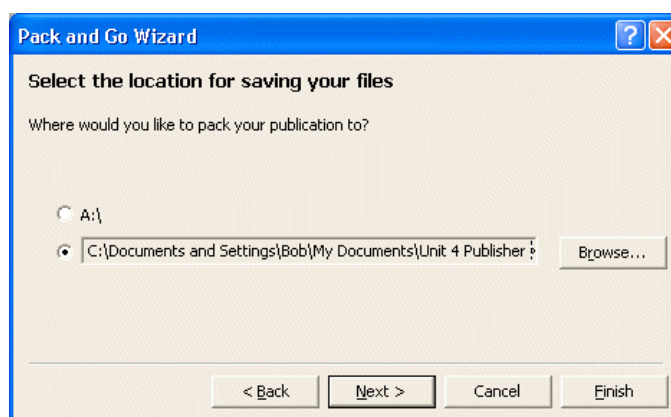
If many, high quality copies of a publication are required you may wish to use a commercial printing service. It is worth considering the cost involved before choosing this option. Before sending a publication to a printing service, ensure that the file has been correctly prepared. The **Pack and Go Wizard** compresses the file ready for a commercial printing service. A **composite** can be printed to identify any errors that may not be visible on screen. This should be given to the chosen printing service along with the file.

Actions:

1. Open **Advertisement**.
2. Select **File | Pack and Go | Take to a Commercial Printing Service**.



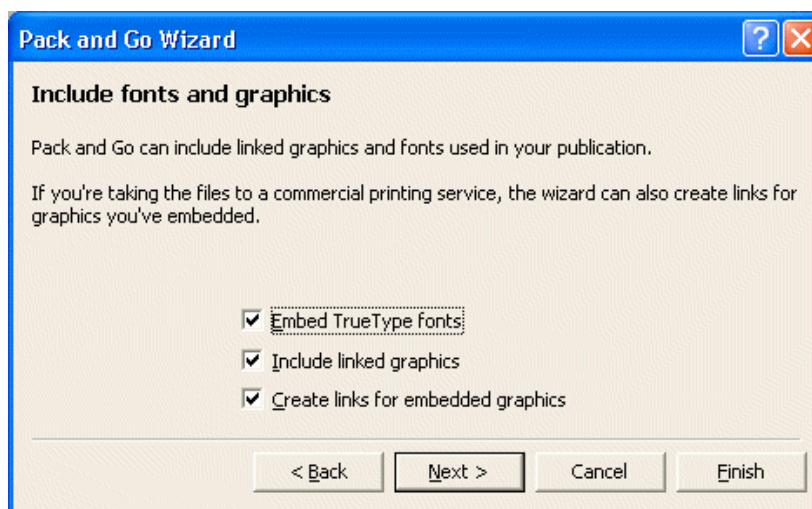
3. Click **Next**. Choose to **Browse...** for the location of the pack and go file and place it in your data location. Click **OK**. This is for demonstration purposes only, as the file would need to be on a floppy disk or CD to pass to the printer. Of course, it could be e-mailed.



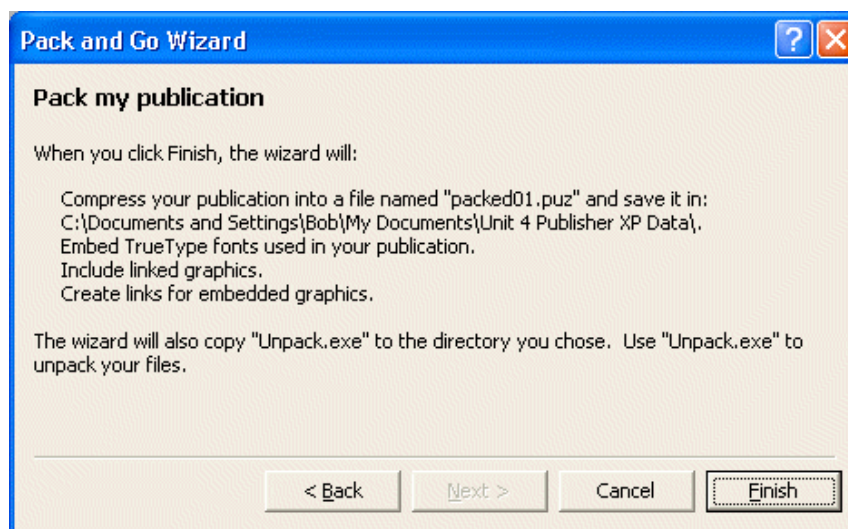
continued over

Exercise 73 - Continued

- Click on **Next** again.



- From **Include fonts and graphics**, make sure all options are checked and click **Next**.
- The final dialog box gives information about where the file will be stored, check it and if incorrect, use the **Back** button to make any change.



- Click **Finish** to start the compression process.
- When the packing is complete, click **OK** to print a composite. This will identify printing errors that may not be spotted on screen.
- From the **Desktop**, double click on **My Computer** and then on the location of the data files.

continued over

Exercise 73 - Continued

10. The following icons are displayed within the data folder; the packed file, a **readme** file with unpacking instructions and the **unpack** program, for the commercial printer.



11. Close **My Computer**.
12. Save the publication using the same name and close it.


Note: The appropriate files would need to be copied to a disk or CD for outside printing.

Exercise 74 - Composite Proof

Guidelines:

You have already come across this term before and means printing out exactly what you see on the screen, i.e. all the items together on one page.

Actions:

1. Open the publication **Spelling**. This has a picture, text and colour.
2. To print a composite proof, select **File | Print** or click on the **Print** button . Select **OK** to print the publication.
3. Bear in mind that colours will not print on a printer that is only capable of using black.
4. Leave the publication open for the next exercise.

Exercise 75 - Colour Separation Proofs

Guidelines:

Commercial printers will sometimes require a colour-separated printout along with the file. This separates the colours into Cyan (C), Magenta (M), Yellow (Y) and Black (K). The publication must be set up for process-colour, also known as CMYK. Cyan groups all the blues and greens, Magenta, all the pinks, reds and purples, Yellow all the yellows and creams and Black, just black.

Each colour group will be printed on a separate page.

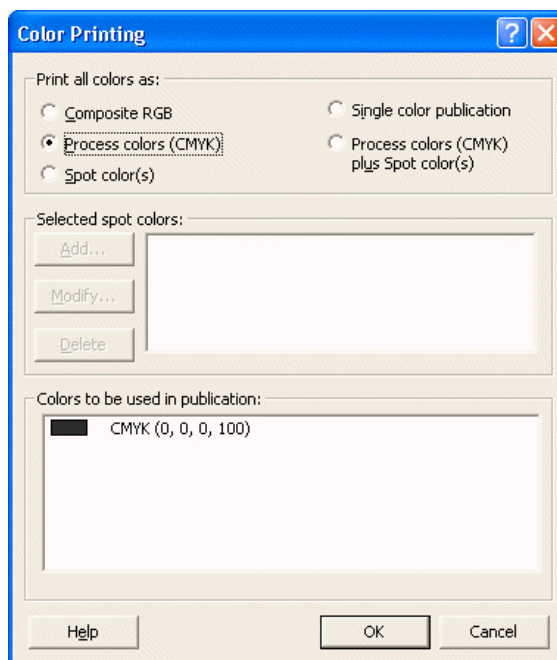
Actions:

1. The **Spelling** publication should still be on screen.
2. Move the text box and the picture to approximately the middle of the page.
3. Change the page size so that it is **18cm x 10cm Portrait**.
4. Resize the text box so that it fits more or less within the margins without **Autoflow**. Make sure the picture is placed back in the middle of the text.

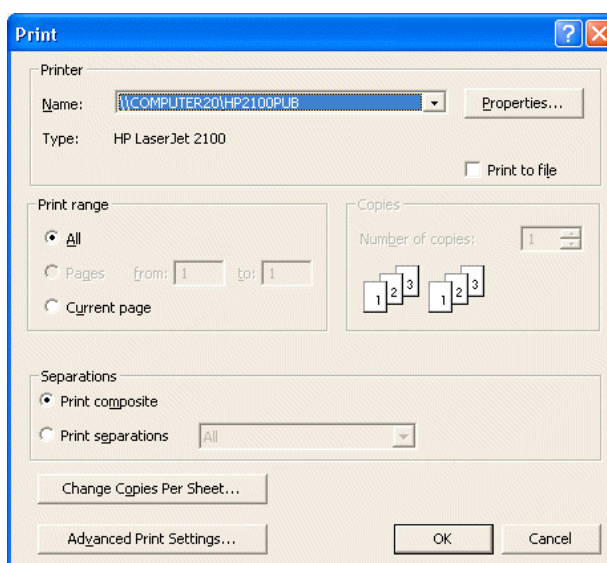
continued over

Exercise 75 - Continued

5. Select **Tools | Commercial Printing Tools | Color Printing**.
6. At the dialog box, place a check in **Process colors (CMYK)** and press **OK**. You may notice a change of shade.



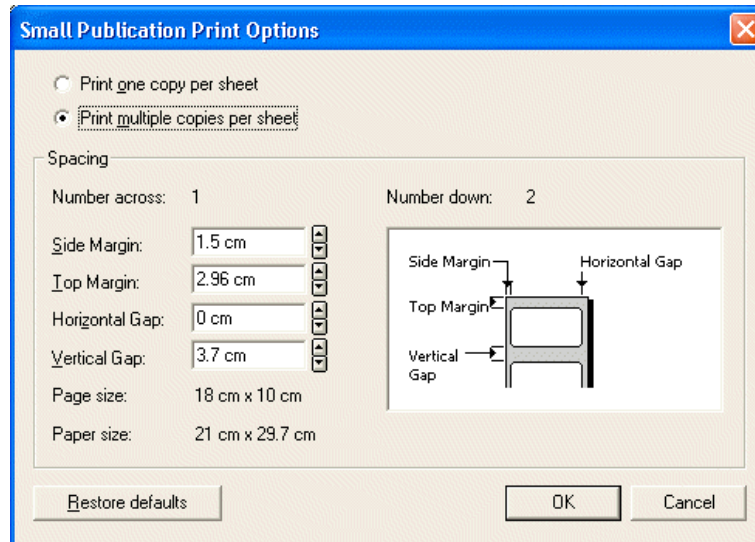
7. Select **File | Print** to open the dialog box. This has changed slightly and now has a **Separations** area. Select to **Print separations** and leave the drop list at **All**.



8. Click on **Change Copies Per Sheet**.

continued over


Exercise 75 - Continued

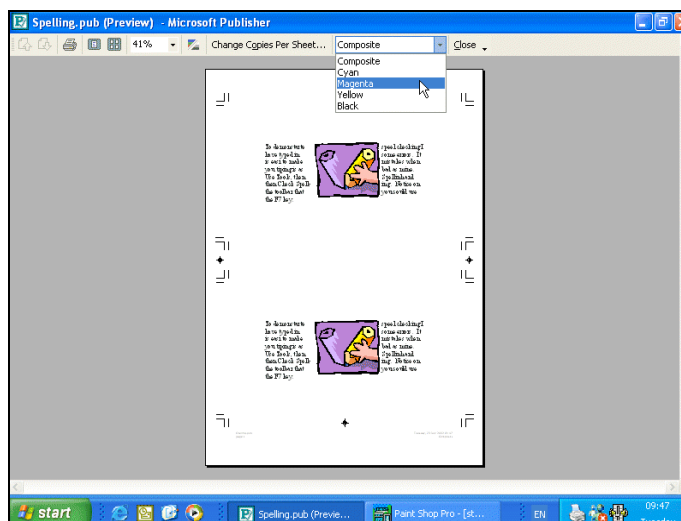


9. **Print multiple copies per sheet** should be the option selected, if not, click on it. There will be **2** copies of the publication printed per sheet. Click on **OK**.
10. **Four** pages are now produced. At the dialog box click on **OK** to print.
11. Check the four pages. They are printed in the order **Black, Cyan, Magenta, Yellow**. The colour will show on the sheet if there is adequate room.

Note: At the **Print separations** drop down list you can select to print out only one of the colours.

12. Close the publication without saving.

Note: **Print Preview**  shows a picture of the publication, as it will be printed. The copies per sheet and a single separation can be chosen from here



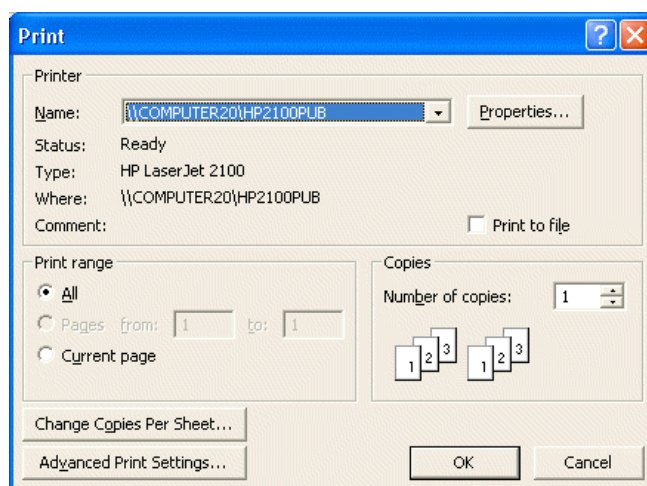
Exercise 76 - Showing Crop Marks

Guidelines:

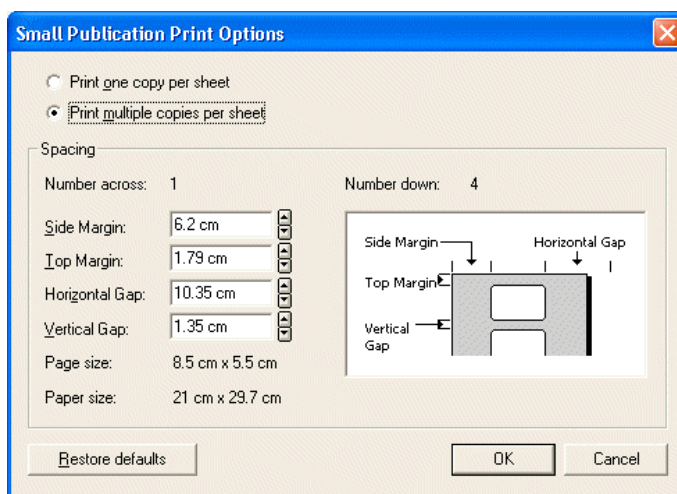
Publications that are smaller or larger than the paper they are printed on, can have crop marks printed to show where the outer edges will be when the page is trimmed.

Actions:

1. Open the publication **Business Card** produced in Exercise 64. Select **File | Print** to open the print dialog box.



2. At the bottom left of the dialog box select the **Change Copies per Sheet** button.

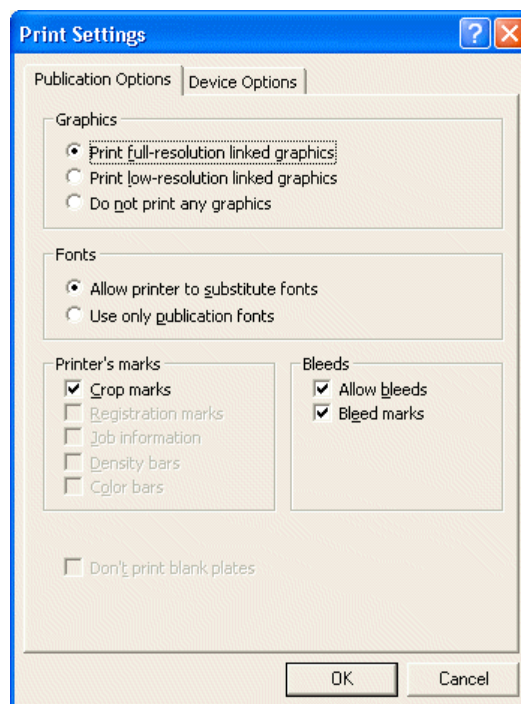


3. Make sure that **Print multiple copies per sheet** is checked. Select **OK**.

continued over

Exercise 76 - Continued

- Click **Advanced Print Settings**.



- Make sure that **Crop marks** within **Printer's marks** is ticked. Click on **OK** to return to the print dialog box.

*Note: **Registration marks** allow the printer to align the colours, while **Job Information** prints the date of printing the name of the publication and the colour that has been separated.*

- Click on **OK** to print. The four cards will be printed with the trim or crop marks shown.
- Close the publication without saving.

Exercise 77 - Revision

- Open the publication **Business Card**.
- Print out a **composite proof** with only one copy per page.
- Pack and Go** this publication so that it is ready for a commercial printer.
- Produce **colour separated proofs** of this publication, one copy per page, showing all printer's marks that will fit on the page.
- Close it without saving.

Answers


Note: The publications and extracts shown in this section are for guidance only; yours may look slightly different.

Exercise 15

Output: The printer
Printers receive electrical codes from the computer and then print the corresponding letter or number on paper. The result is called hardcopy. Printers can reproduce computer graphics on paper.

Types of Printer

Ink Jet Printers
Ink jet printers work best, by squirting paper through tiny nozzles. Ink jet provides good output (up to 600 dots per inch) at a reasonable speed and at a relatively low cost.



Laser Printers
A laser printer is essentially a photo copier attached to the computer as an output device. Laser printers are capable of high quality output (700 dots per inch) at a reasonable speed but at a relatively high cost - a minimum cost of £700, though a good quality laser printer will cost around £2500. Many printers are now capable of being used as a scanner, a photocopier as well as a printer. Printers are evolving all the time and as print quality and speed goes up, prices come down.

continued over

Exercise 36

Name	Ref No	Price
Trust 600 x 1200 DPI Slimline Scanner	276	£39
Artex CIS 600 x 1200 DPI Slimline Scanner	432	£39
Trust 600 x 1200 DPI Slimline Scanner (Side Opening)	151	£49
Epson 1250 Scanner (USB)	332	£95
Epson 1250 Photo Scanner (USB)	476	£115

Exercise 37

1. First draw a text frame
2. Type in the text
3. Apply Numbering
4. Change the font and size
5. Rotate the box
6. Make the text white
7. Make the background black

Exercise 41


This Month's Burning Issue

Chinchilla Monthly

Chinchillas come from South America, where they live in the Andes and the Altiplano. These regions are characterised by high altitudes and are very dry. Chinchillas have developed a very special way of protecting their fur, they have to dry sticky dust. They provide themselves

thoroughly with it, then shake it off along with any fur during the combing process.

There are two types of Chinchilla, the Long Tail and the Short Tail. The Long Tail has a broad head with a round face, very solid body build and thick, somewhat woolly fur of light to medium grey colour. In contrast, the Short Tail has a pointed head, with large ears and a more slender build, due to its slender body build. Its fur grows more evenly and a medium to dark grey.



continued over

Exercise 42

This is a photo of an island off the coast of French Guiana, notorious because of its use as a French penal colony. Prisoners were shipped to the island and left there for years - there are no other islands nearby. So, Laurence (Chapelle), on the mainland, was once a leper colony.

6 French prisoners, headed by Chapelle, known as 'Explo' (barber) made several attempts to escape. The only way off the island was through shark infested sea. The sharks knew there was a good food supply from the island, because prisoners who had died were thrown into the sea. The sharks learned to associate the smell of the



bell-ringing. Chapelle's first attempt was successful, but he was punished for the crime and his name was erased from the island's records. Chapelle always claimed he was set up by the French police and would like to clear his name.

continued over

Exercise 43

Man abducted by aliens
 Wandsworth Police were shocked last night when a distraught man called at the station to report an alien abduction. The man (who cannot be named for legal purposes), aged 35, explained how he had been walking in the woodland to the rear of his home when the incident occurred. Seeing a blinding white light above the trees, the man went to investigate. On reaching the area where the light was brightest, he felt the urge to look up and saw a large hovering, saucer shaped object above him. A beam of green light appeared from the centre of the craft and allegedly drew the man upwards and into the vessel, where medical experiments were carried out on him. The man's account was so horrifying, that police are warning members of the public to stay away from the local woods until further investigations have been made.

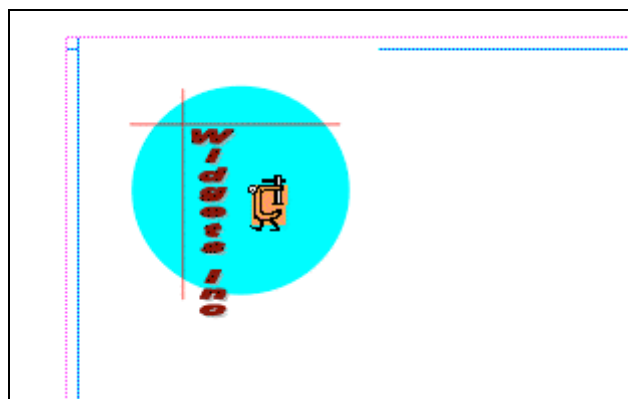
Dog eats £2.4 million winning lottery ticket
 Chester the Labrador of Chagwell Square was in the doghouse yesterday when his owner, Mandy Betta, caught him chewing her lottery ticket. Mandy had only just checked the winning numbers to discover she had matched all six balls, when she noticed Chester playing with a soggy lump of red and white paper. She retrieved the paper - her lottery ticket - only to have it snatched back and swallowed by the disobedient doggy. Chester is looking for another home. Phone [01235 8879](tel:01235 8879) for details.

Fundraiser
[01235 8879](tel:01235 8879) Women's Institute is holding a coffee morning at the Town Hall on Tuesday 17th August. Tickets are priced at 75p and funds raised will go to the neonatal unit of [01235 8879](tel:01235 8879) general hospital. Tickets are available from the Town Hall for the rest of this week.

Guest Appearance
 The opening of the new [01235 8879](tel:01235 8879) Mart on [01235 8879](tel:01235 8879) High Street on Saturday 21st August is to be marked by several special events. There will be face painting, clowns, free samples and other attractions, including a special guest appearance by Lydia [01235 8879](tel:01235 8879), star of "Conurbation Street".

Quix Night
 The King's Arms on Stanhope Road will be hosting a weekly quiz starting on Wednesday 25th August. Teams will be charged £1 to enter and the successful team will win the proceeds.

Exercise 44



continued over


Exercise 52

Chinchilla Weekly

Chinchillas come from South America, where they live in the Cordillera and the Andes. These regions are abundant in caves and rock crevices, ideal for hiding from predators such as birds of prey and to protect themselves from the intense sunlight. The humidity rarely rises above 30% and it hardly ever rains. As a result the ground is stony to sandy. With so little water, Chinchillas have developed a very special way of grooming their fur; they bathe in dry rocky dust. They powder themselves thoroughly


with it, then shake it off along with any fur debris that sticks to it.

There are two types of Chinchillas, the La Plata and the Costina. The La Plata has a broad head with round ears, very solid body build and thick, somewhat woolly fur of light to medium grey colour. In contrast, the Costina has a pointed head, with longer ears and seems much thinner, due to its stretched body build. Its fur grows more evenly and is medium to dark grey.



Exercise 62

Postcard From Dawn 05/06/2003



Wish you were
here!

From Sunny Morecambe

Postcard From Dawn 05/06/2003

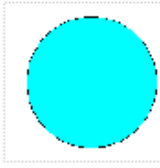
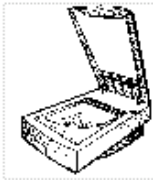


Not missing you
at all!



From Sunny Morecambe

continued over

Exercise 67

<p style="text-align: center;">IT For the New User</p> <h2 style="text-align: center;">IT For the New User</h2> <p>Produced by Georgia Black</p> 	<p style="text-align: center;">IT For the New User</p> <h3 style="text-align: right;">The Scanner</h3> <p>What can I do with my scanner?</p> <p>You can scan almost anything: photographs, drawings, clip art. Scan logos or photos for a newsletter or World Wide Web page.</p> <p>Take pages of text that you normally would have retyped—such as reports, letters, receipts and business cards—scan them, and make them ready to edit in your word processor or spreadsheet.</p> <p>You are limited only by your imagination.</p> 
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Pages 1 and 4

<p style="text-align: center;">IT For the New User</p> <h3 style="text-align: right;">The Computer</h3> <p>A computer is an electronic machine that is automatically controlled. It can store vast amounts of information and works at fantastically high speeds.</p> <p>Computers do not have brains, the thinking is done by humans who feed them with information and program them to perform particular tasks.</p> 	<p style="text-align: center;">IT For the New User</p> <h3 style="text-align: right;">The Printer</h3> <p>Output: The printer Printers receive electrical codes from the computer and then print the corresponding letter or number on paper. The result is called hardcopy. Printers can reproduce computer graphics on paper.</p> <p>Types of Printer</p> <p>Ink Jet Printers Ink jet printers work as their name suggests, by squirting jets of ink onto the paper through tiny nozzles. Ink jets provide good output quality (up to 600 dots per inch) at reasonable speed and at a relatively low cost.</p> <p>Laser Printers A laser printer is essentially a photocopier attached to the computer as an output device. Laser printers are capable of high quality output (700 dots per inch), at reasonable speed but at a relatively high cost—a minimum cost of £700, though a good quality laser printer will cost around £2500. Many printers are now capable of being used as a scanner, a photocopier as well as a printer. Printers are evolving all the time and as print quality and speed goes up, prices come down.</p> 
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Pages 2 and 3

continued over

Exercise 72

<p>Yosemite National Park, home to many natural wonders, is world famous for stunning rock formations and magnificent waterfalls. Half Dome is a massive rock, which stands 4,733 feet tall from base to tip. Some visitors can see the profile of an Algonquian Indian prince in a stain on its side. El Capitan, at 3,593 feet tall, is the largest granite monolith (free standing stone) in the world. Yosemite Falls consists of two bodies of water: the Upper Falls and the Lower Falls. The Upper Falls thunder thousands of feet to the valley below. There are three groves of Giant Sequoia trees in Yosemite. These trees are some of the largest in the world. The oldest of the Sequoias is called the Grizzly Giant and can be found in the Adelphi Grove.</p>	<p>Yosemite also houses many species of wildlife, some of which are rare and endangered. Coyotes, golden eagles and bears all live within the park's boundaries. Visitors to the park are warned not to leave food in their cars, because bears regularly damage cars in an effort to reach the food. Unfortunately, bears sometimes become aggressive and have to be shot, but this can be avoided if visitors follow the park's guidelines.</p>
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Glossary

AutoFit	Shrinks or expands text until it exactly fits a text box.
AutoShape	Pre-prepared shapes available within <i>Publisher</i> .
Bitmap	Pictures made from many small dots.
Colour Separation Proof	A printout where only one colour per page is printed.
Composite Proof	A printout containing all items on a page.
Crop	To remove unwanted areas of a picture.
Fill Effects	Coloured effects that can be used as backgrounds within frames.
Flip	To convert an object into its mirror image, either vertically or horizontally.
Font	A type or style of print/typeface.
GIF	Graphic Interchange Format. A type of graphic image file that uses the file extension .gif .
Group	To combine several selected objects into one.
Import	To insert an existing graphic image or text file.
JPEG	Joint Photographic Experts Group. A type of graphic image format that allows file compression. Uses the file extension .jpg .
Kerning	An adjustment to the space between a pair of characters.
Layout Guides	Lines that can be placed on a page to assist with the positioning and lining up of objects.
Master Page	Contains objects that will appear on all others.
Object	An individual item within a publication.
Point Size	A measurement of the size (height) of text. There are 72 points to a vertical inch.
Resolution	The amount of pixels displayed on a monitor
Sans Serif	A font with no curls or tails on the stalks of letters, e.g. Arial.

continued over

Scaling	An adjustment to the width of characters.
Scratch Area	The grey area around the page that can be used to store text and pictures while the page layout is finalised.
Serif	A font with curls or tails on the stalks of letters, e.g. Times New Roman.
Style	A predefined combination of text formatting, size, colour, alignment, spacing, etc.
Template	A base publication from which others may be generated.
Text Box	An object into which text may be typed or imported.
Tracking	An adjustment to the spacing between characters.
Vector	Pictures created from coded instructions.