

Publishing Tasks

The DRAW TABLE tool can be used to create detailed publishing documents. This is where you layout a page into blocks and insert text and/or graphics into those blocks.

To illustrate Word's publishing capabilities the following document will be created.

Properties For Sale

PARRY & SYKES

REAL ESTATE

HIGHTON

Just listed, this sound home offers 4 good-sized bedrooms, comfortable lounge, central kitchen, plus family room. Excellent parking makes this a most appealing home. Call now for your inspection.

Asking only \$528,000

BELMONT

Delightful BV home in a most pleasant street, featuring 3 bedrooms each with BIR, updated kitchen, tastefully decorated lounge with a northerly aspect. Your inspection is highly recommended.

Priced to sell at \$408,000

HIGHTON

Low maintenance home in a quiet court handy to the Highton Shopping Centre. Very good condition inside and out with many internal improvements. New carpets, well established garden and double garage.

Special price \$532,500

BELMONT

Beautifully presented 3 BR home of 14 squares. All gas appliances, BIR in each bedroom, bathroom with vanity unit and separate shower recess. Outside there is a well-established garden and double garage.

Reduced to \$376,00

225 High Street, Belmont, Ph: 03 5243 8852

AH: Graeme Sykes 0410 489259, Rebecca Sykes 0410 590389

The Thumbnail Sketch

Whenever you embark on a publishing task some prior planning of what you want your page to look like is necessary. Usually a rough sketch of the page is drawn on paper showing where you intend to place the text and graphics frames (cells). This sketch is called a THUMBNAIL SKETCH. A THUMBNAIL SKETCH (Table Layout) for the page you are about to create is shown below.

In this case you will be creating an A4 paper document. The measurements of the page are 21.0 cm across and 29.7 cm down. The normal margins are set to 2.54 cm which will leave a work area of about 15.92 cm across and 24.62 cm down. So long as we keep the table within these values, the table will print neatly on the one page. The cells that will contain data are labelled with letters in the TABLE LAYOUT diagram.

Page Margins

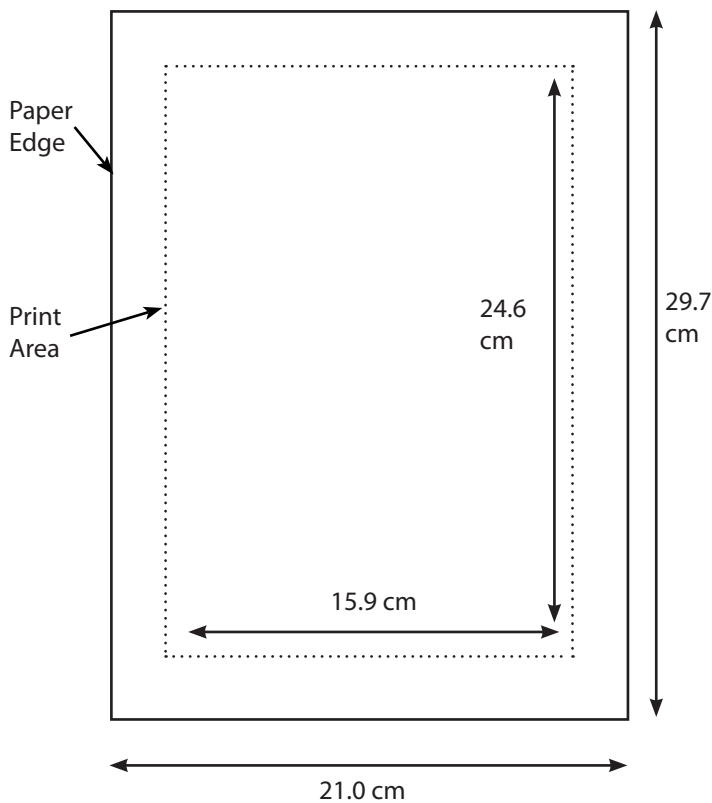
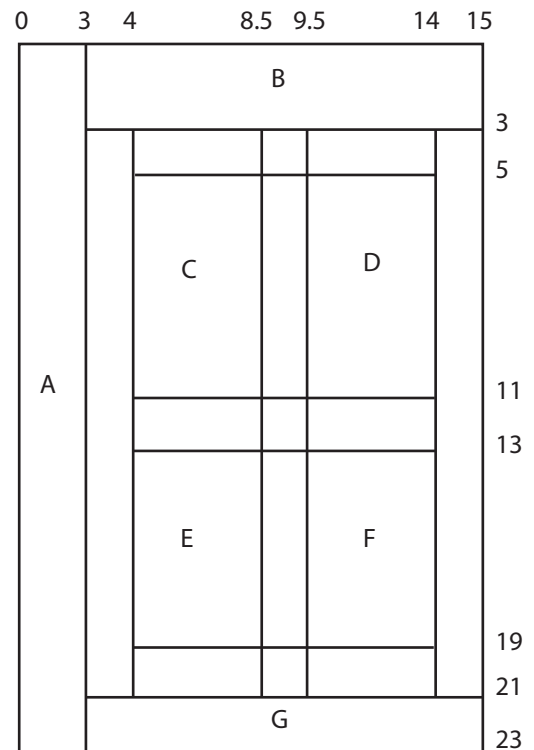


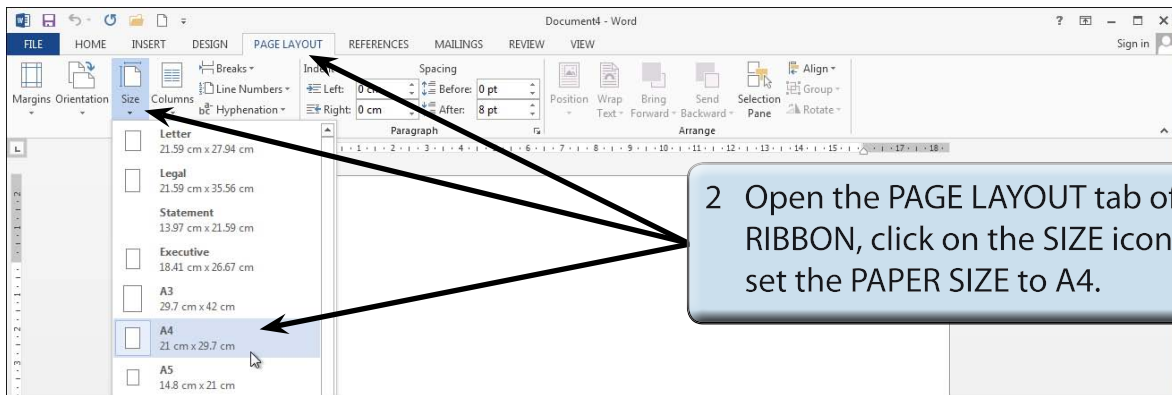
Table Layout



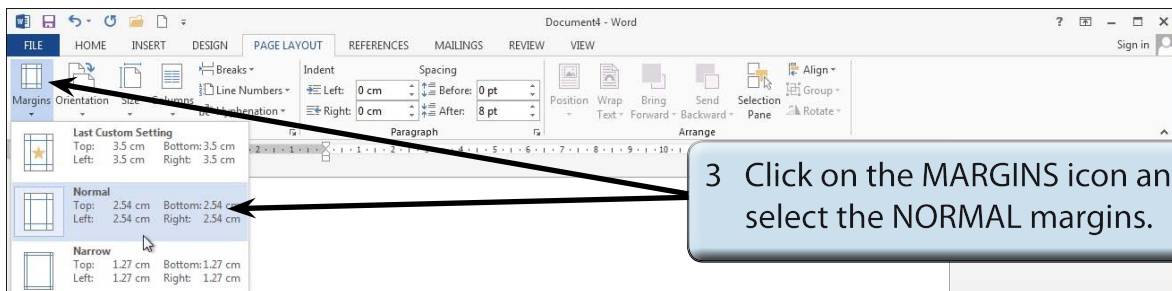
Page Setup

Before starting the publication the paper size and page margins need to be set.

- 1 Load Microsoft Word or close the current file and start a new BLANK DOCUMENT.



2 Open the PAGE LAYOUT tab of the RIBBON, click on the SIZE icon and set the PAPER SIZE to A4.



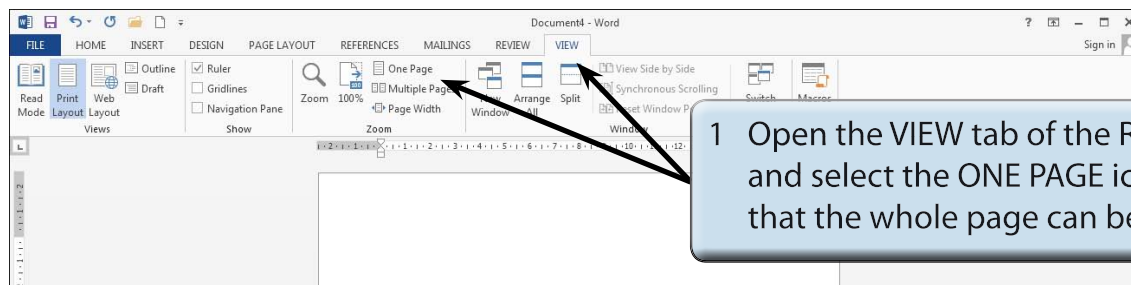
3 Click on the MARGINS icon and select the NORMAL margins.

Laying out the Page

The first step in creating this type of publication is to place the cells in the required positions in the table.

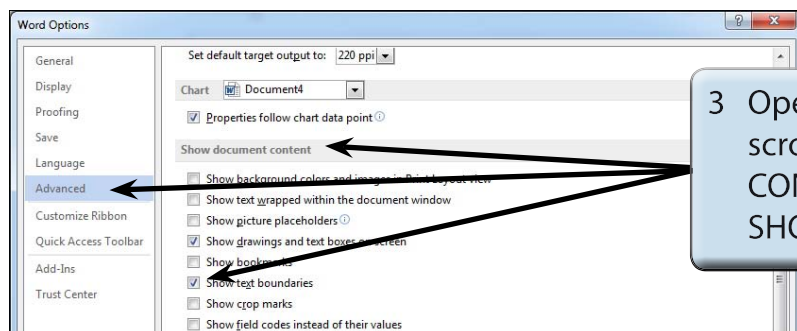
A Showing the Text Boundaries

To assist with the laying out of the page the screen will be set to a reduced view and the text boundaries turned on so that the page margins can be seen.



1 Open the VIEW tab of the RIBBON and select the ONE PAGE icon so that the whole page can be seen.

2 Click on the FILE tab and select OPTIONS.



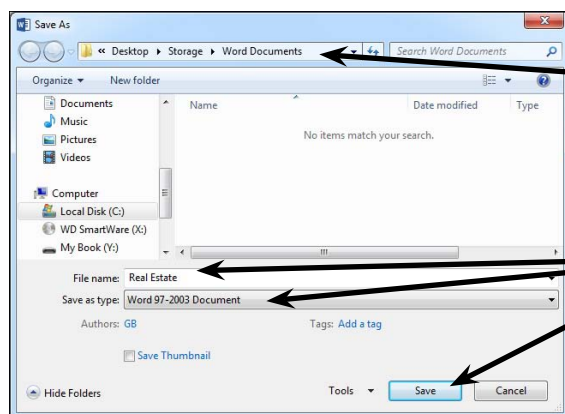
3 Open the ADVANCED category, scroll to the SHOW DOCUMENT CONTENT section and turn on SHOW TEXT BOUNDARIES.

4 Select OK to return to the page.

B Saving as a Compatible Version

In Microsoft Word 2013 text boundaries have been changed to just show paragraph breaks instead of page margins as in previous versions. When carrying out publishing tasks it is advantageous to see where the page boundaries are. This problem can be overcome by saving the document as an earlier Word version.

1 Click on the FILE tab and select SAVE AS.

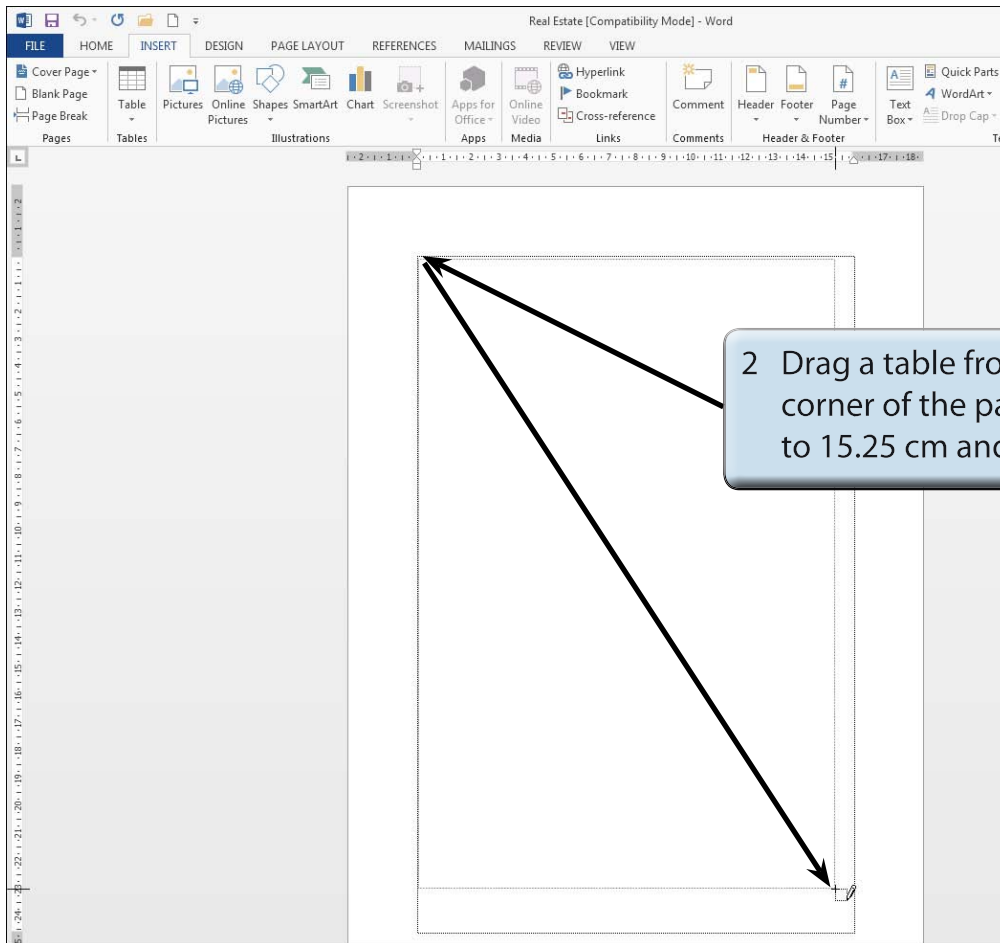
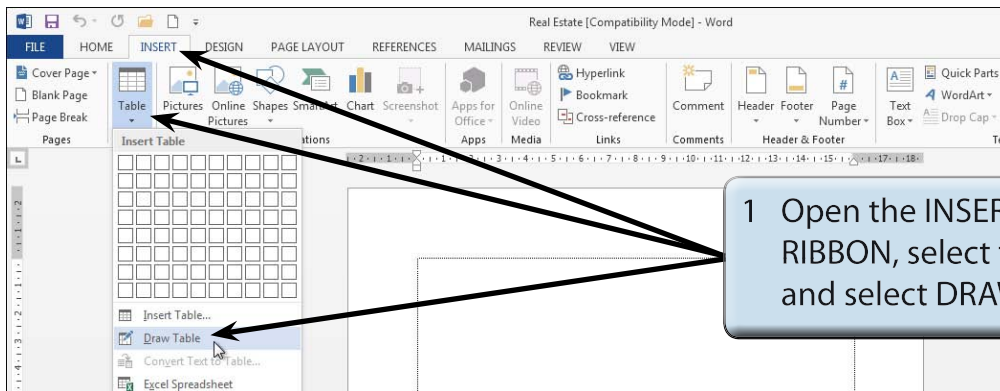


2 Access your WORD DOCUMENTS folder.

3 Name the file REAL ESTATE, set the SAVE AS TYPE box to WORD 97 - 2003 DOCUMENT and click on SAVE.

C Drawing the Table

The table will be drawn using the DRAW TABLE tool so that it can be customised.



NOTE: A small amount of space is being left at the right and bottom margins to ensure that the table fits within the page.