Creating Page Layout 2

In this Exercise you will create the second page of the microscope operating instructions manual that you started in the previous Exercise. This time the page layout will be created in the PUBLISHING LAYOUT VIEW which provides many of the publishing tools found in publishing programs.

Loading the Text

1   Load Microsoft Word or close the current files.

2   Display the FILE menu and select OPEN.

3   Access the PIT2 SUPPORT FILES, open the WORD PROCESSING folder and load the EXERCISE 11 TEXT file.
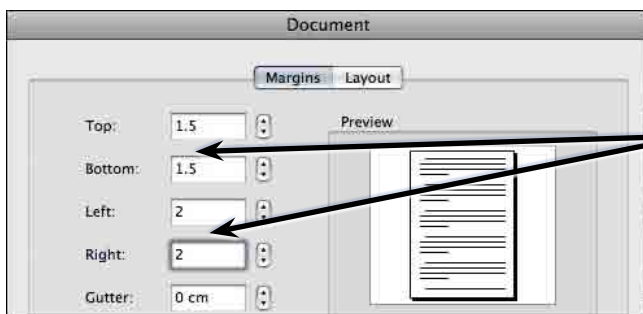
The Page Setup

When laying out a publishing page, the page settings need to be entered.

1   Start a NEW BLANK DOCUMENT.

2   Display the FILE menu and select PAGE SETUP.

3 Set the PAGE SIZE to A4 and select OK.

4   Display the FORMAT menu and select DOCUMENT.

5 Set the TOP and BOTTOM margins to 1.5 cm, the LEFT and RIGHT margins to 2 cm, and select OK.

6   Text boundaries are not required in PUBLISHING LAYOUT VIEW so they will be turned off. Display the WORD menu, select PREFERENCES and click on the VIEW button.
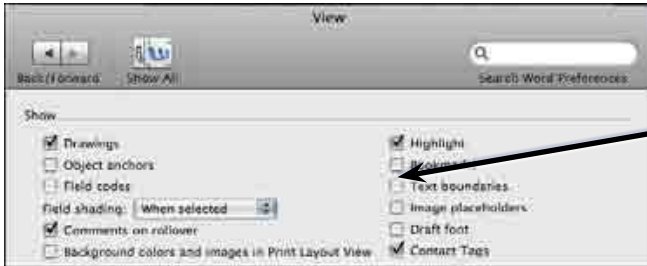
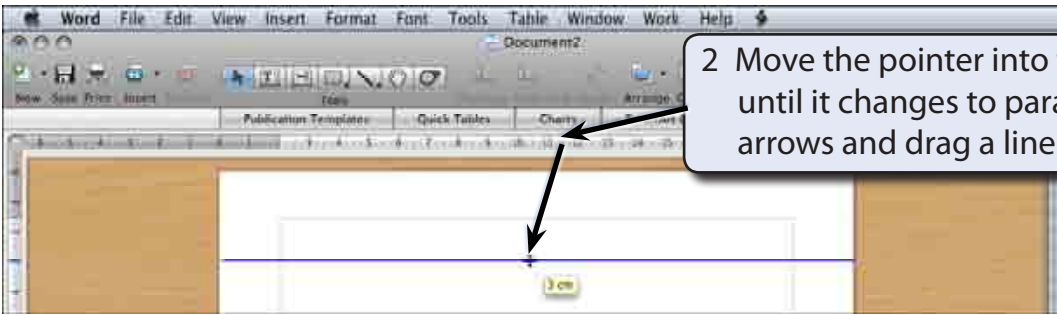> 7 Turn off TEXT BOUNDARIES and select OK.

Laying Out the Page

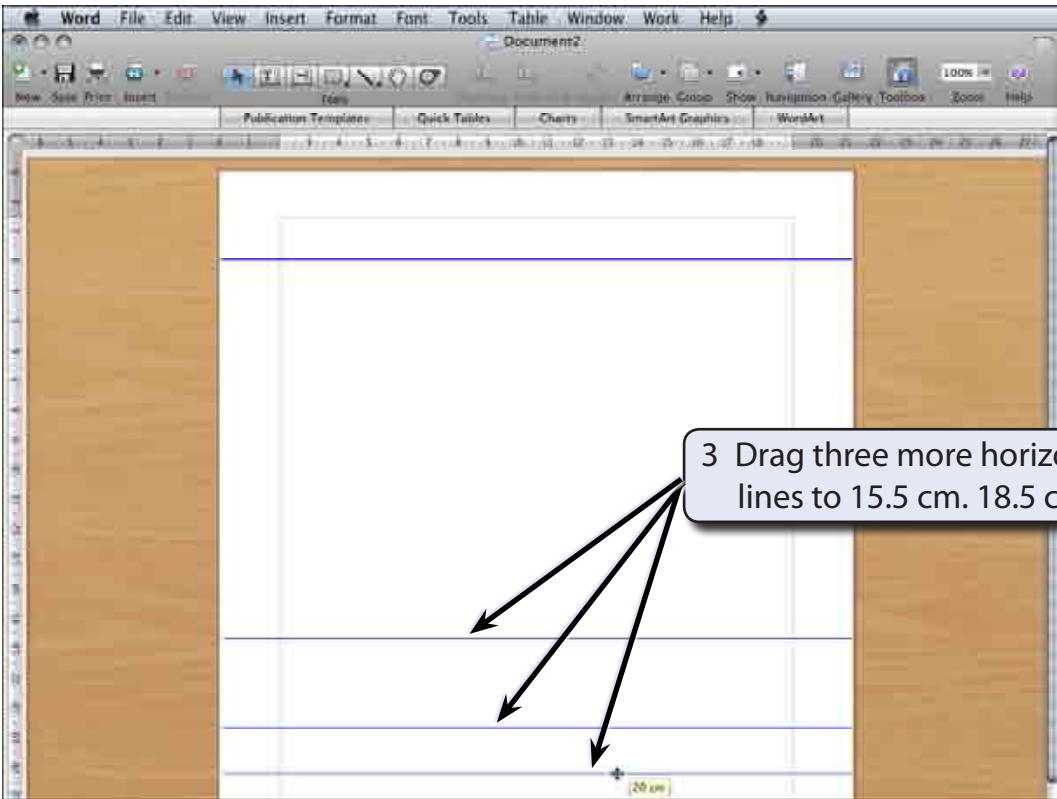When layout out the page in PUBLISHING LAYOUT VIEW guide lines are added to the page rather than setting a table.
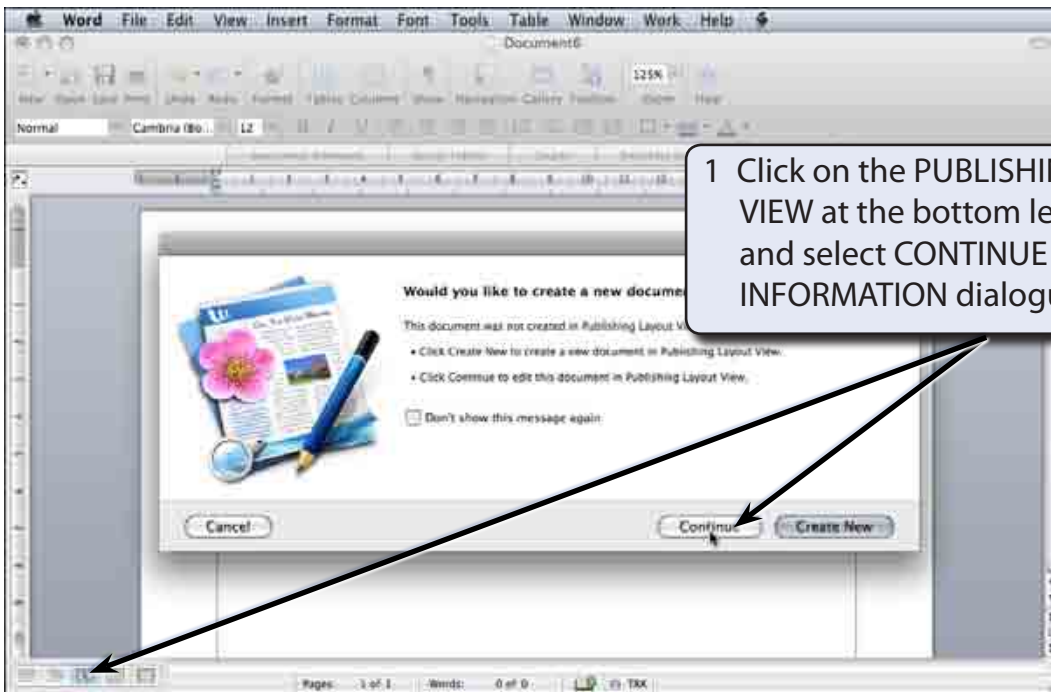
> 1 Click on the PUBLISHING LAYOUT VIEW at the bottom left of the screen and select CONTINUE (or OK) to the INFORMATION dialogue box.
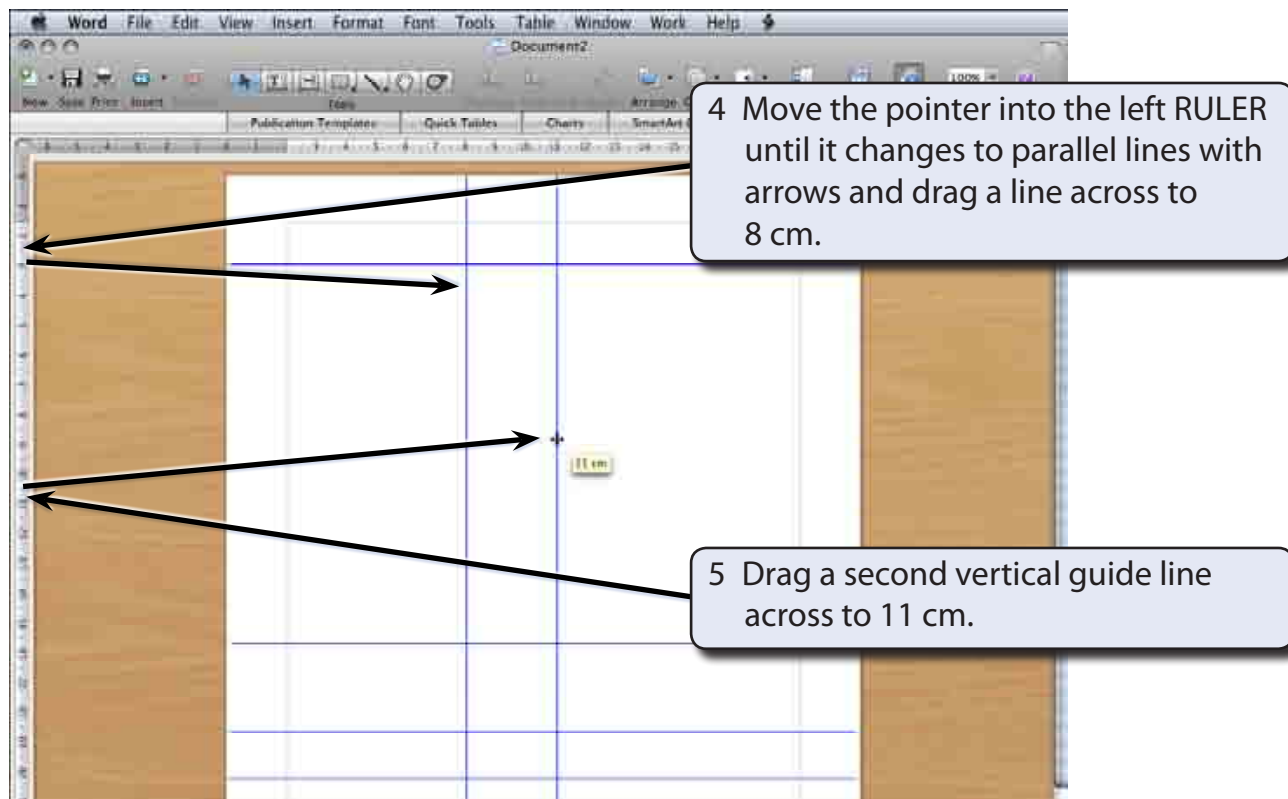
NOTE: The **PUBLISHING LAYOUT VIEW** sets an oak desktop around the page. This is an area that you can store objects before adding them to the page.

2 Move the pointer into the top RULER until it changes to parallel lines with arrows and drag a line down to 3 cm.

NOTE: i A yellow pop-up box displays the value from the left RULER as you drag the guide line down.

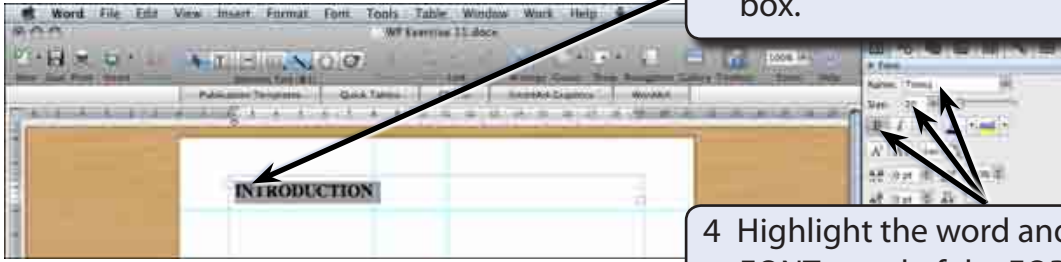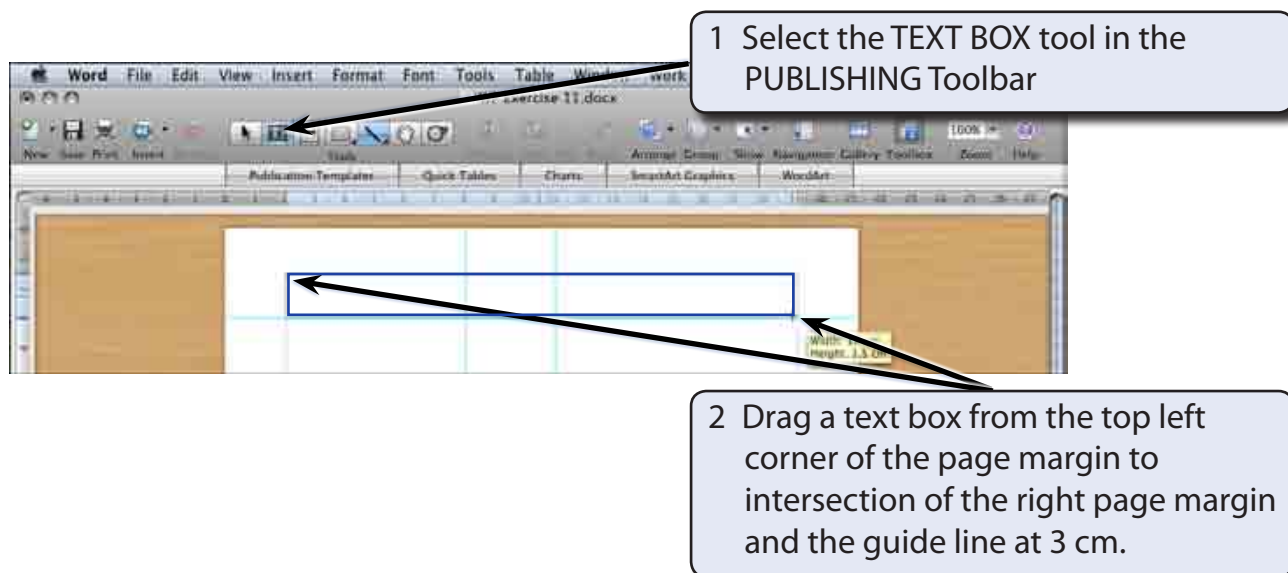ii Guide lines do not print when the document is printed. They are simply used to help you lay out the page.

3 Drag three more horizontal guide lines to 15.5 cm. 18.5 cm and 20 cm.

4 Move the pointer into the left RULER until it changes to parallel lines with arrows and drag a line across to 8 cm.

5 Drag a second vertical guide line across to 11 cm.

6 Save the document in your STORAGE folder under the file name:

WP Exercise 11

The Introduction Heading

Text boxes are drawn to hold any of the text entered into the page.

1 Select the TEXT BOX tool in the PUBLISHING Toolbar

2 Drag a text box from the top left corner of the page margin to intersection of the right page margin and the guide line at 3 cm.
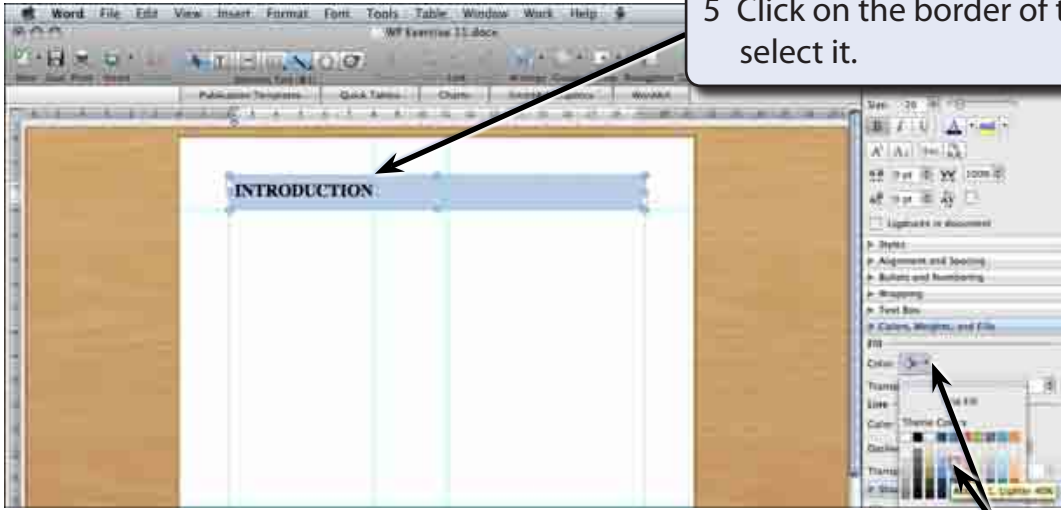
3 Enter: INTRODUCTION in the text box.

4 Highlight the word and use the FONT panel of the FORMATTING PALETTE to set it to TIMES, 20 point and BOLD.

NOTE: **The FORMATTING Toolbar is not available in PUBLISHING LAYOUT VIEW. All the formatting is carried out from the FORMATTING PALETTE or FORMAT menu.**

5 Click on the border of the text box to select it.

6 In the COLOURS, WEIGHTS AND FILLS panel of the FORMATTING PALETTE click on the arrow next to the FILL - COLOUR icon and select a light blue colour.