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.

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.
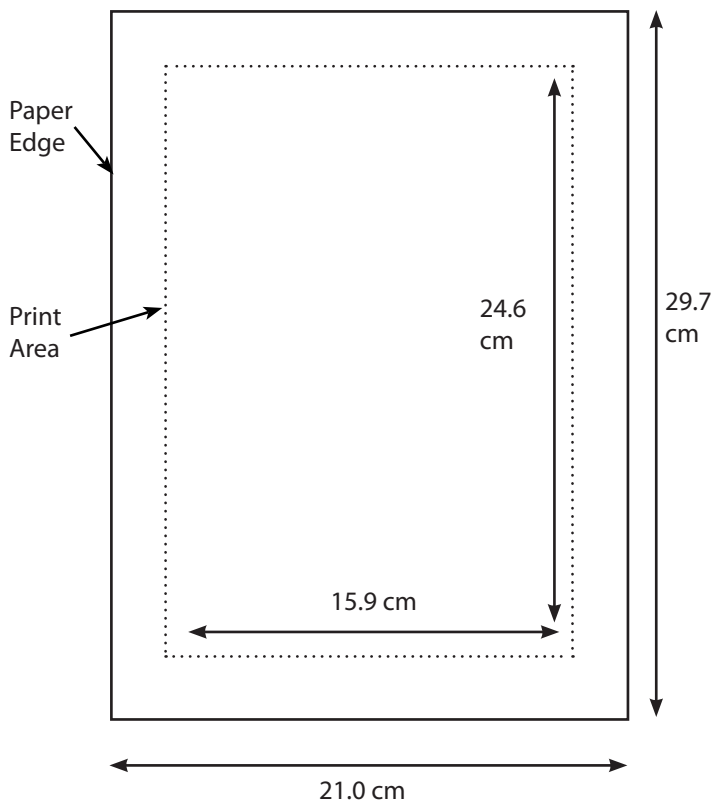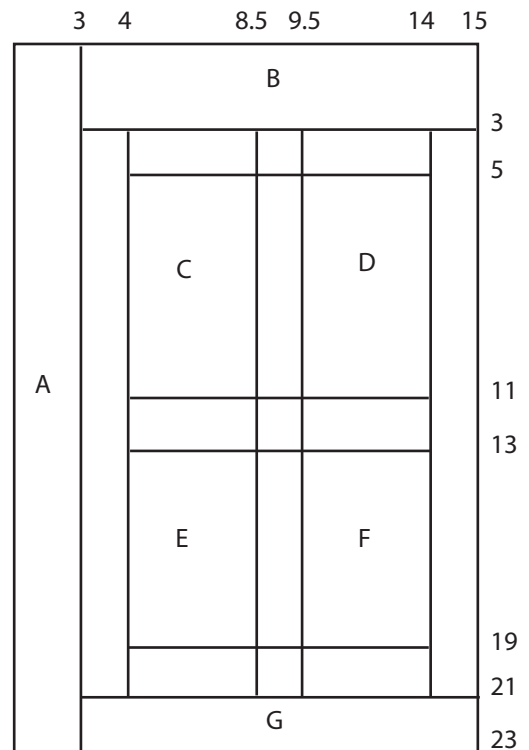
Page Margins

Paper Edge

Print Area

24.6 cm

29.7 cm

15.9 cm

21.0 cm

Table Layout

3   4   8.5 9.5   14   15

B

3

5

A

C

D

11

13

E

F

19

21

G

23

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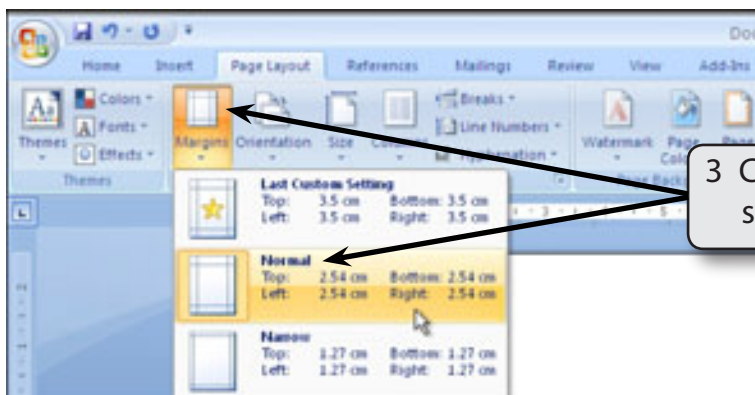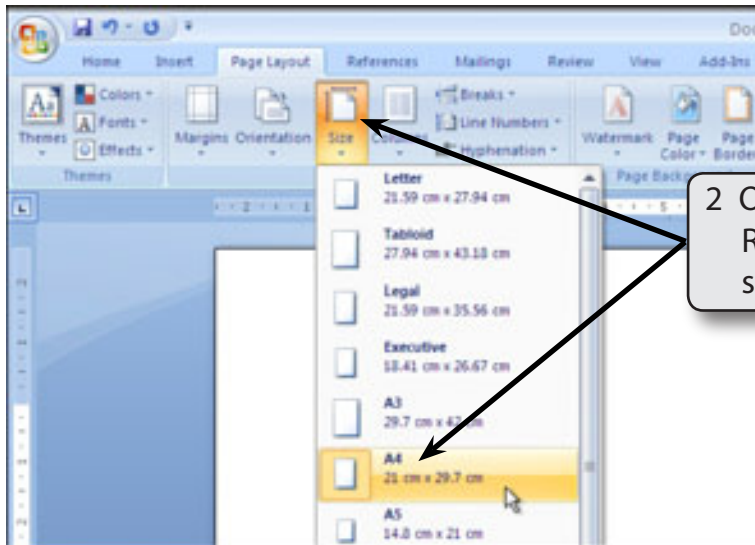
Page Setup

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

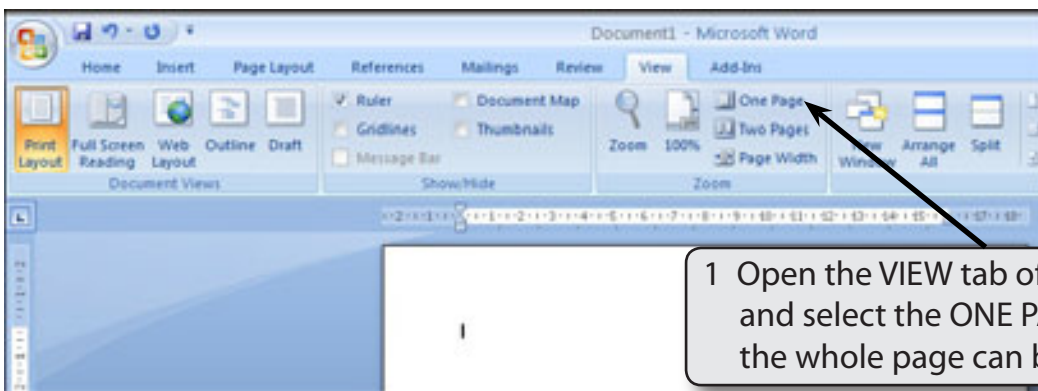 1   Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.

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.
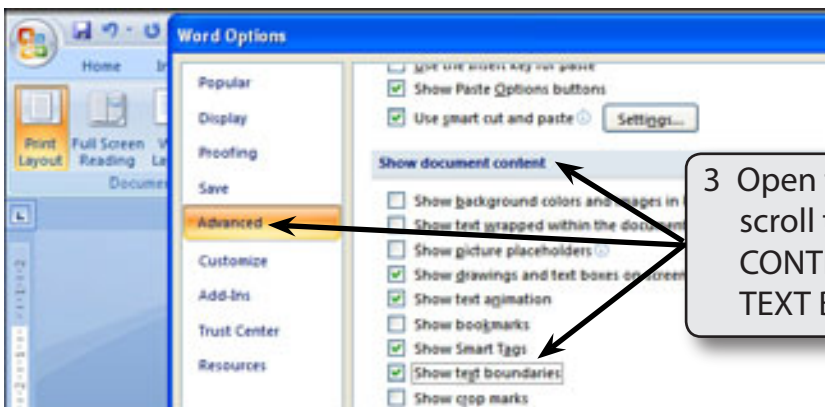
Laying out the Page

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 OFFICE BUTTON and select WORD OPTIONS.

3 Open the ADVANCED category, scroll to the SHOW DOCUMENT CONTENT section and turn on SHOW TEXT BOUNDARIES.
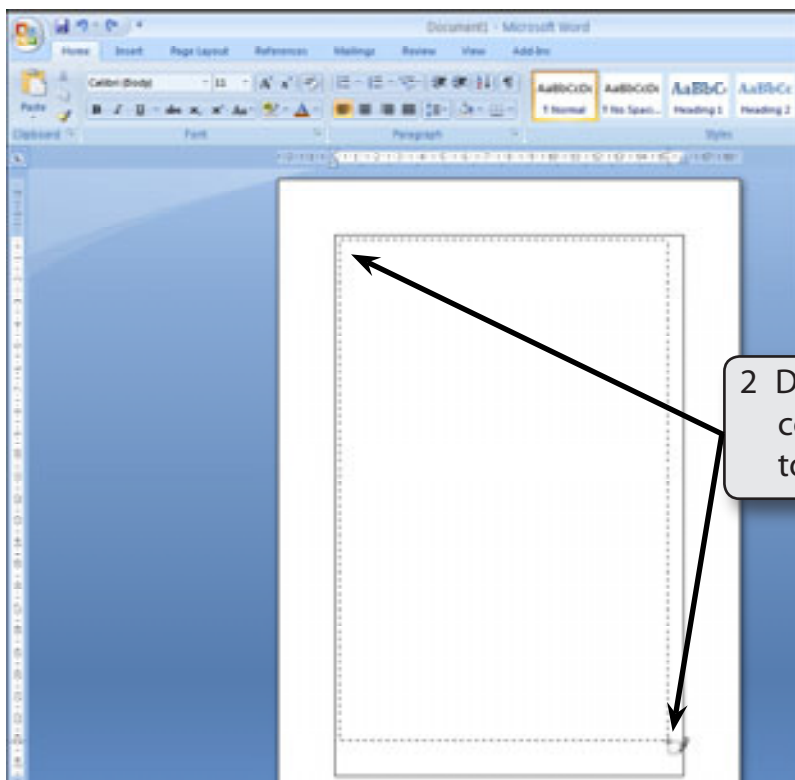
4   Select OK to return to the page.

B Drawing the Table

The table will be drawn using the DRAW TABLE tool so that it can be customised.
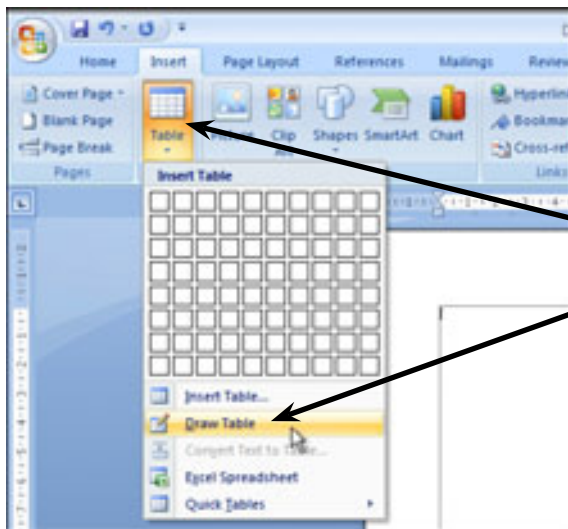
1 Open the INSERT tab of the RIBBON, select the TABLES icon and select DRAW TABLE.

2 Drag a table from the top left corner of the page (at 0,0) across to 15.25 cm and down to 23.0 cm.

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

3 Draw a column in line with 3 cm in the top Ruler.

4 Draw a row in line with 3.0 cm in the vertical Ruler starting at the new column line and finishing at the right side of the table.

5 Draw another row in line with 21.0 cm in the vertical Ruler.