Publishing Layout View

The PUBLISHING LAYOUT VIEW in Microsoft Word provides many of the publishing tools found in specific publishing programs such as Adobe InDesign. It allows you to place text boxes and images anywhere on a page to create publications such as flyers, greeting cards, brochures, newsletters, etc.

To illustrate some of the publishing tools, the following brochure will be created.

MicroArts
is pleased to
announce

OptiScan,

The most accurate Optical Character Recognition system ever!

OptiScan is a new Optical Character Recognition system that will read text in any font from 5-point fine print to 72 point headlines. It analyses the document for context and spelling, making smart decisions on hard to read characters. The supplied scanner connects to the USB port of your PC.

Some of the features of *OptiScan* are:

- its full word processing features allows editing to be done within the program.

- you can train *OptiScan* to recognise special symbols or characters.

- it can scan both text and graphics on the same page.

- *OptiScan* is available for both the Windows and Macintosh operating systems.

If you would like further details or an in-house demonstration of OptiScan, please contact us.

MicroArts Computer Services
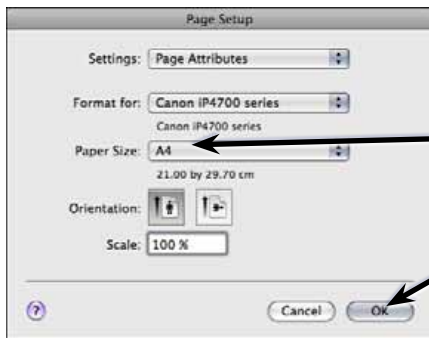72 Andrews St.
St Kilda, 3182
Ph: 03 9568 1024

Prices:
Windows $1,550
Macintosh............... $1,650

The Page Setup

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

1 Load Microsoft Word and start a NEW WORD DOCUMENT, or close the current files and 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 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 icon.
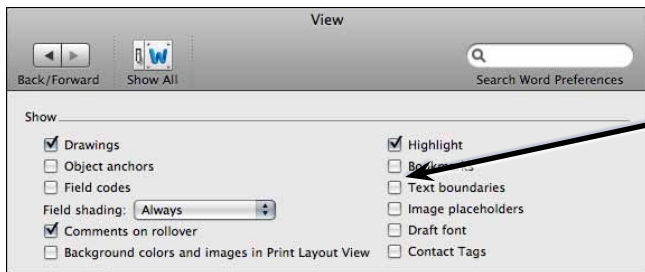
5 Turn off TEXT BOUNDARIES in the SHOW frame and select OK.

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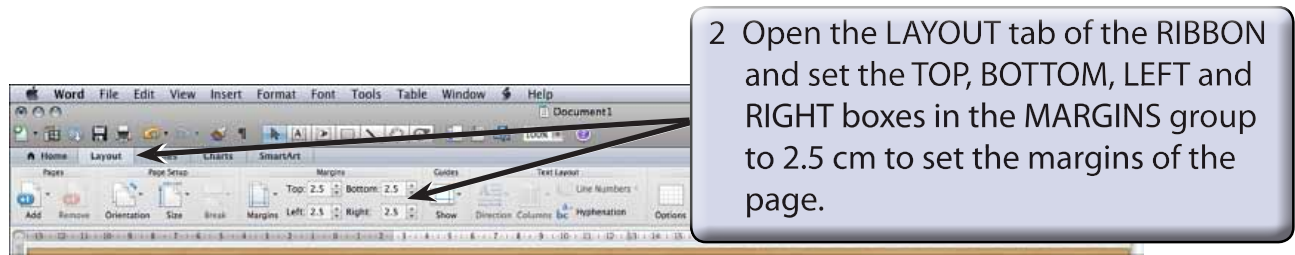
Starting the Page

The PUBLISHING LAYOUT VIEW icon from the VIEW icons in the STATUS BAR is used to open PUBLISHING LAYOUT VIEW.
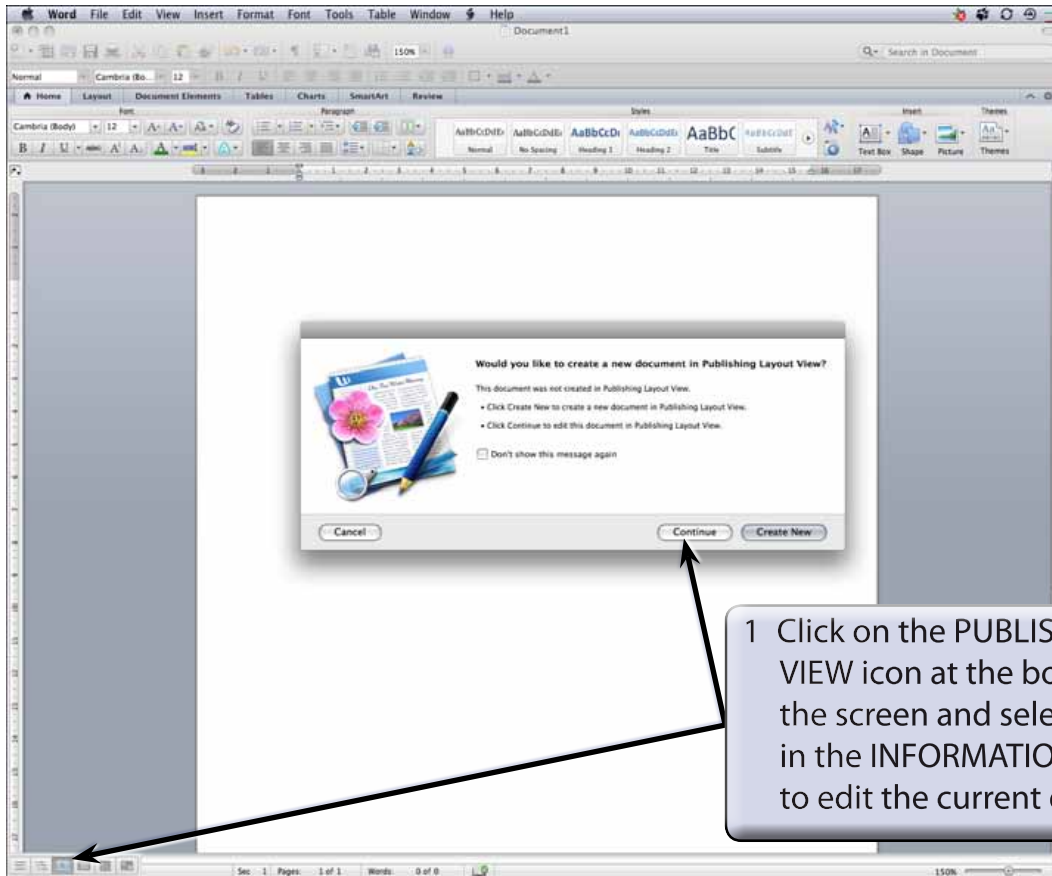
> 1 Click on the PUBLISHING LAYOUT VIEW icon at the bottom left of the screen and select CONTINUE in the INFORMATION dialogue box to edit the current document.

> **NOTE:** **i** **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.**
>
> **ii** **You can change the desktop pattern using the CUSTOMISE WORKSPACE pop-up menu in the STATUS BAR at the base of the screen.**
>
> **iii** **Extra icons are added to the HOME tab of the RIBBON and to the STANDARD TOOLBAR when you open the PUBLISHING LAYOUT VIEW.**

2 Open the LAYOUT tab of the RIBBON and set the TOP, BOTTOM, LEFT and RIGHT boxes in the MARGINS group to 2.5 cm to set the margins of the page.
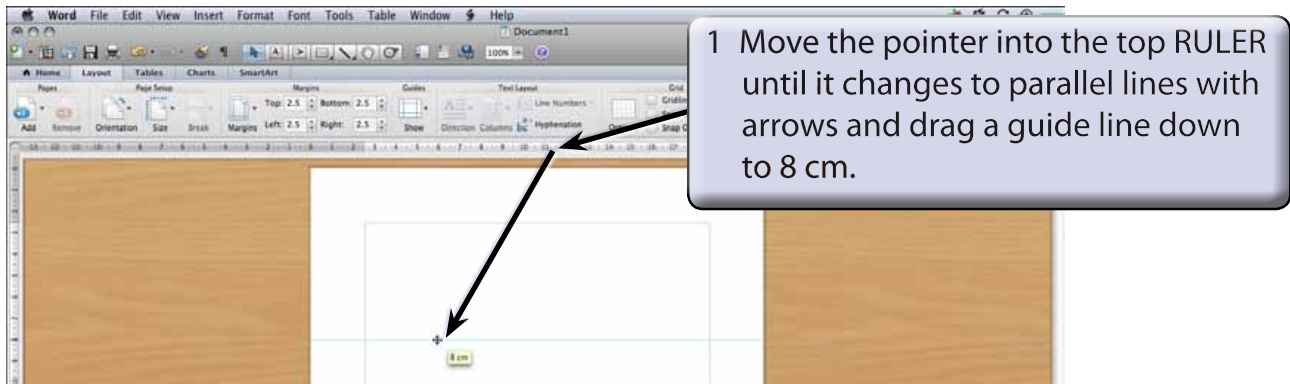
The Thumbnail Sketch

When creating a page layout you should always do a sketch of the page on paper to plan where the text boxes and graphics will be placed. This sketch is called a THUMBNAIL SKETCH and the following is a sample sketch of the page you will create. The final publication does not have to look at exactly the same as the planning sketch.

Main Heading
5 cm

Sub Heading
4 cm

Story
5 cm

Image
6 cm

Story

Story

5cm   5cm   5cm
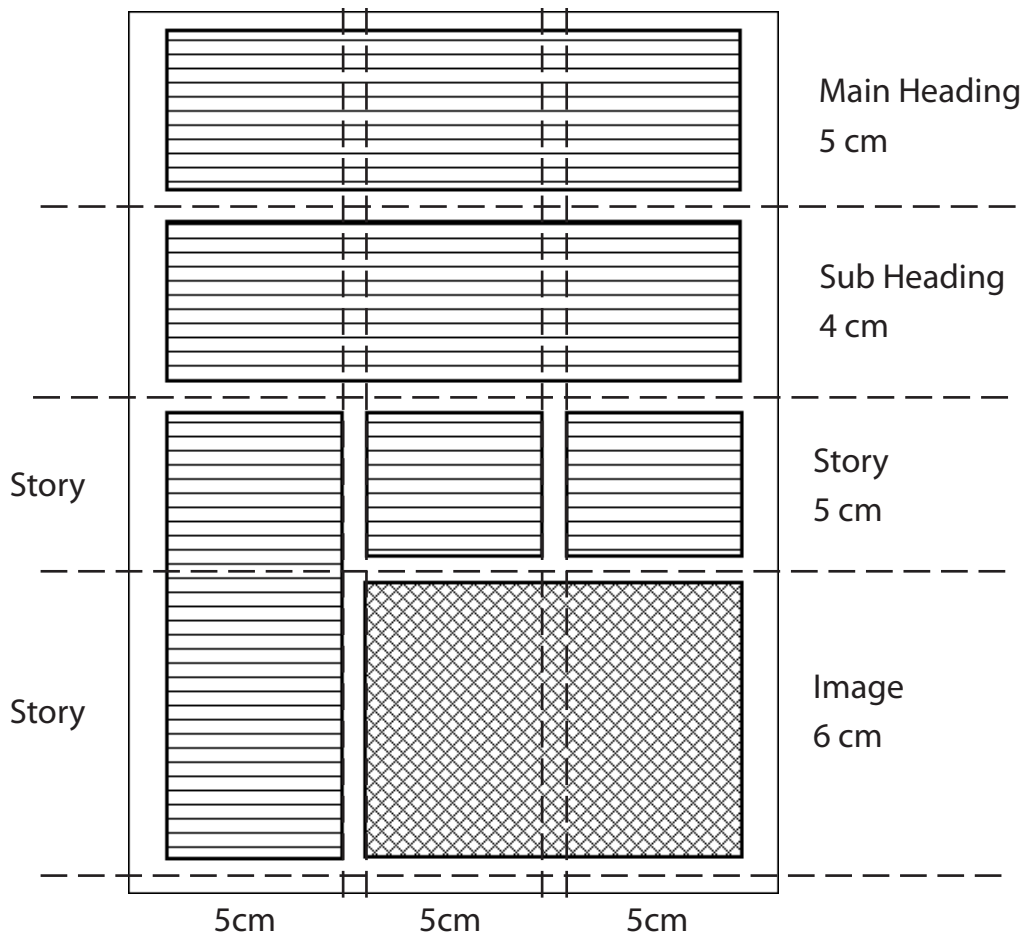
Laying Out the Page

When laying out a page in PUBLISHING LAYOUT VIEW, guide lines are dragged from the Rulers to the positions that you have selected in the THUMBNAIL SKETCH.

1 Move the pointer into the top RULER until it changes to parallel lines with arrows and drag a guide line down to 8 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.

2 Drag three more horizontal guide lines to 12 cm, 17 cm and 23 cm.