Advanced Word 2003

Word processing and beyond
Advanced techniques in Word that help you enhance your documents with organization and graphics.
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Working with Clip Art

Clip art can jazz up any document. The trick is to make sure your content isn’t compromised in the name of including a picture. If your picture creates more white space because of formatting or reduces the aesthetic appeal of your document, you may not want to use clip art. Here are some ways to make clipart work for you.

Inserting Clip Art

1. Click “Insert” on the menu.
2. Choose “Picture” and then “Clip Art”
3. A pane the right side of your screen will appear. In the “Search for:” area, type in “car.”
4. The “Search in:” area lets you select which collections you search in. If you have the “Web Collection” checked, you will get many results.
5. Click in the “Results should be:” area and un-check all boxes except “Clip Art.” This will ensure that you will get only clip art, no animated images, sounds, or photographs.
6. Click “Go” to get results.
7. Thumbnails of your results appear. Click on the car you like. It will be inserted in your document.
8. The clip art, by default, is set to no wrap points and “in line” with your text. This means that it’s on the same line as your text. This is where the clip art may hinder the appeal of your document, as it looks very out of place in the middle of your paragraph. Click on the clip art and the picture toolbar will appear. If it does not click View > Toolbars > Picture.

The Picture Toolbar

9. The Picture Toolbar gives you a number of controls over your images. Some apply to vector graphics and some work better for images. From left to right:
   Insert picture shortcut
   Color (change your image to grayscale, washout, or black and white)
   More contrast
   Less contrast
   More brightness
   Crop (cut down the image to focus on a specific part)
   Rotate left 90°
   Border
   Compress
   Wrapping
   Format picture (open a central location with most of the above controls)
   Set transparent color
   Reset picture (go back to the original, if you mess up)
10. Click on the Wrapping button ( ) and choose “Square.” You’ll see the text wrap around an invisible square of your graphic.
11. Click on the Wrapping button again. This time, choose “Behind Text.” Now your text is over your image. Your image may have black in it, and your text may be black. This would result in un-readable text.

12. In order to make our text more readable, we will colorize the picture. Click on the Color button ( ) and choose Washout. Your picture fades into a bit of a watermark, so a picture is present, but not over-bearing.

13. If you are printing your document in black and white, apply a grayscale to the image. This will reduce use of color ink on a personal printer, and enhance the grayscale color on a black and white printer.

14. While remaining on the image, click the Crop button ( ).

15. Cut part of your image off by putting your mouse-arrow over a side or corner handle and dragging inward. Let go when the dotted lines outline what you’d like to keep.

16. To exit cropping mode, click on the crop button again.

17. To resize your image, click on a white, round handle on the corner of your image.

18. Click down and hold the SHIFT key on your keyboard. The SHIFT key will preserve the dimensions of your image so it isn’t warped by being too stretched out in any direction.

19. Pull on the handle to make your image larger.

Experiment with the Picture Toolbar. It is a valuable place for you to enhance your clip art or pictures.
Headers and Footers

Headers and footers are standard items that will be at the top and bottom of your pages. Many people think headers and footers can only apply to the entire document, which yields several different documents (cover page, table of contents, body) with different headers and footers for only one project. This is where section breaks come in handy.

Inserting a Header/Footer

1. Headers and footers are somewhat hidden in your document. To see them, click View > Header and Footer. Your text will gray-out and dotted lines will appear at the top and bottom of your document. This is where your header (top) and footer (bottom) will go. The Header and Footer Toolbar will also appear. Despite its size, be sure to leave it open.

2. Click in the Header area. Type the title of your document.

3. Hit the TAB key on the keyboard. You'll see your cursor jump to the center of the document. Tabs for the header/footer are set automatically, so if you wanted a centered page number here, you could put one in.

4. We will put the page number on the right. Hit TAB again and you will be pushed to the right hand side. Type “Page ” and watch it automatically align to the right. This is also because of the automatic tabs. You can edit them, if they seem off, by clicking Format > Tabs.

5. On the Header and Footer Toolbar, click the Insert Page Number button ( ).

6. If your page number is not the way you’d like it (ie. Roman numerals), click the Format Page Number button ( ) to edit your options.

7. Hit the “Close” button on the Header and Footer toolbar to return to your document. Your header/footer will now be grayed out.
Section Breaks

8. At the end of your first page, we will insert a section break. Breaks are easy ways to separate your document into pieces. A Page break, for example, will move you to the next page without having to hit ENTER several times to get there.

9. From the menu, click Insert > Break.

10. In the dialogue box, a Page Break will be selected by default. Under the “Section break types” choose “Next Page.” This will move you to the next page and put that page in a new section.

11. Click “OK” to insert the break.

12. View the header/footer again.

13. Now your headers will be marked. One will be Section 1 and one will be Section 2. Click in the Section 2 break.

14. In the top of the Header, it may say “Same as previous.” This means it will continue formatting from your previous header. Since we want a unique one, click the Link to Previous button ( ) to disable this option.

15. Also, click the Format Page button ( ). A new dialogue box opens.

16. Click the Layout Tab.

17. You can modify some header/footer options here. For example, you can have different headers for odd and even pages. You can also apply these setting to the entire document, this section, or this point forward. Click Cancel to close this box.

18. In the Header Section 2, erase the title of your document.

Now when you insert pages from the page with the Section 1 heading, they will have the same heading. This goes for Section 2 also. You can have as many sections as you need.
Table of Contents/Indexing

Organizing your documents is always very important, but having to update the organizational aspects every time there is a change can be quite a hassle. Word can help by creating a Table of Contents or Index based on your specifications.

Styles

1. While creating your document, be sure to utilize the styles. These are settings for paragraphs, fonts, etc. that will display appropriately to sections that you apply them to. Highlight a section title, for example.
2. From the styles dropdown, choose Heading 1. This is a Heading style. There are three types of style headings for sub-headings.
3. Your selection will adopt the formatting of the style. This will include paragraph spacing and font style.
4. Each time you edit the font, you create a new style, therefore, if you want to edit a heading, you should edit the style, not each individual line. This comes in handy for large documents. Click the Styles button (4) to open the Styles Pane.
5. Roll your mouse over the “Heading 2” style, a dropdown arrow appears. Click it and choose “Modify.”
6. Here you can modify the style. Change the font to Arial.
7. Check the “Automatically Update” box and click “OK.” All instances of Heading 2 will now be changed.

The Table of Contents

Styles are what dictate your table of contents. When each section heading has a Heading 1 style, and subsections have Heading 2, etc. then you can create the Table of Contents.

8. From the menu, click Insert > Reference > Index and Tables…
9. Click on the Table of Contents tab. Note the Print Preview pane. It shows that Heading 1 will be the first entry, and subsections, marked by Heading 2, will be indented underneath.
10. You can edit several options here, but we would like to keep the page simple. Click “OK” to make the table.
The Index

How time consuming would it be to create a manual index? Searching for keywords on each page and listing them in the back? It could waste a lot of valuable time. And forget about drafts! The Word indexing tool makes things very simple with just a few clicks.

11. First, know what you want in your index. Obviously indexing “the” would be useless to your reader, but for this document, “Styles” would be a good index word. When you know a word you want to include, put your cursor before it.

12. On the keyboard, push ALT + SHIFT + X. This will insert an XE (Index Entry) Field. The Mark Index Entry dialogue box opens.

13. The main entry is “Styles” and the subentry is empty. Under options we will keep “Current page” selected. If we want to Cross-reference to “style” we could type “style” after the word See.

14. Check the Italic box under the page number format.

15. If you want to create the index more selectively, you may want to only mark this particular instance of the word “Styles.” For a more exciting action, click “Mark All.” Nothing particularly exciting will happen, except for your document displaying hidden mark-ups. These will not appear on the print out.

16. Repeat steps 11-15 on other entries.

17. When your entries are all marked, it is time to create your actual index. Go to the end of your document.

18. From the menu, click Insert > Reference > Index and Tables…

19. Click the Index tab, if it is not already selected.

20. A Print Preview sample is shown on the left. Change the columns from 2 to 1, for a smoother list.

21. When you’re satisfied, click “OK.”

You have now created an index for your lengthy document. This will make things a bit easier to find for your readers!
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