

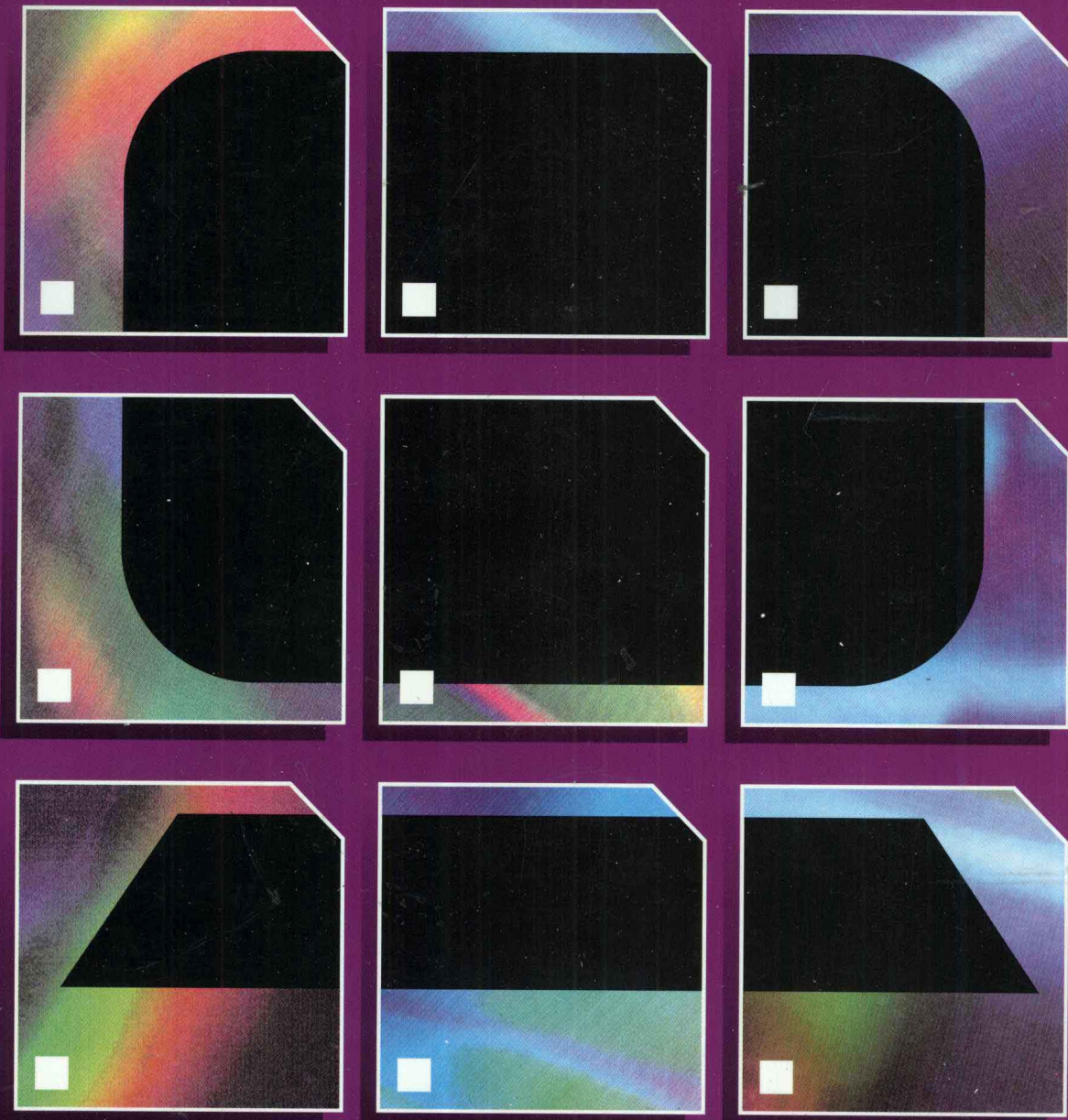
Desktop Publishing

USING

WordPerfect®

Version 5.1

Jack E. Johnson





DESKTOP PUBLISHING USING WORDPERFECT

Version 5.1

96AS1A007

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Desktop Publishing Using WordPerfect®

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Preface

Welcome to *Desktop Publishing Using WordPerfect 5.1*, the third in a series of textbooks dedicated to word processing and desktop publishing. This text is designed for anyone who wants to learn how to do desktop publishing with WordPerfect 5.1 through a simplified, hands-on approach. Before beginning the desktop publishing activities, you are guided through an intensive four-lesson sequence to review the basic keystrokes and formatting guidelines used in WordPerfect 5.1. Then, after this review, you move into an introduction to desktop publishing where you learn the basic terminology of desktop publishing and study the basics of font creation and font attributes. By the time you create a desktop publishing document, you have become familiar with the basics of WordPerfect 5.1 and an introduction to desktop publishing.

Lessons provide maximum learning opportunities with minimal keyboarding time. The lengthy text portions are retrieved from a Student Data Disk; then you place the text in its correct position on the page and continue with the instructions.

All graphics used in the desktop publishing jobs are retrieved from the WordPerfect 5.1 graphics library (*.wpg); thus, you do not need to retrieve clip art from outside sources to complete the jobs.

Desktop Publishing Using WordPerfect 5.1 includes 42 activities with function key and mouse instructions, an additional 11 desktop reviews after Chapters 2 through 13, and 47 supplemental jobs to complement and reinforce concepts taught in selected lessons, starting with Lesson 5. This accumulation of 100 desktop publishing jobs provides you with a wealth of introductory, reinforcement, and application activities for a thorough mastery of desktop publishing using WordPerfect. Through activities such as the ones described here, you are gaining valuable experience in making decisions, using your imagination, planning page layouts, and developing effective work habits.

As you complete each of the jobs in the text, you will get the most out of the assignments by following these procedures:

- Study the objectives and feature focus to familiarize yourself with the features, keystrokes, and mouse clicks that will be used in the job.
- Review the Design Tips that accompany every job to gain an understanding of the basic rules of layout and design that pertain to the job.
- View the Desktop Visual to see how your job should look when it is finished. Also study the accompanying notes that provide additional information about the Desktop Visual.
- Read the Column 1 Activity Steps carefully. Then press the keys or mouse clicks given in Column 2 and 3 *as you read the WordPerfect screen's prompts and menus*. Study the prompts and menus carefully so that you begin to understand what you are doing and why. By carefully reading screens and

being aware of what options you are choosing on each menu, you will learn desktop publishing more quickly and with less frustration.

Desktop Publishing Using WordPerfect 5.1 is easy to use. All instructions are presented in the same way to make them easier to follow. You do not need *keyboarding skills* to use this text. If you learned to “touch type,” you have keyboarding skills. Many individuals in business wish to learn desktop publishing and do not have keyboarding skills. Although we strongly recommend you take the time to develop basic keyboarding skills, lacking them will not hamper you with this text.

Desktop Publishing Using WordPerfect 5.1 has these special features:

- Each lesson begins with objectives and then presents the features that are used in that lesson, including their keystroke combinations or mouse actions.
- Each lesson includes Design Tips that present a capsule of layout and design principles used in the lesson.
- Each lesson presents a Desktop Visual to let you see how your job should look when completed. Accompanying the Desktop Visual are brief notes on the layout of the job.
- Each lesson includes directed, step-by-step instructions. Instructions appear in the first column; the appropriate keystrokes and mouse clicks for Version 5.1 are shown in the second and third columns.
- The three-column format encourages you to learn efficiently. If you already know a particular keystroke or feature, you can complete the steps indicated in the first column on your own.
- A Desktop Review is included after similar concepts have been introduced in two to four lessons. There are 11 of these reviews that provide step-by-step instructions, as do the lessons. The reviews, however, require *you* to provide the keystrokes or mouse clicks to complete the job.
- Nearly 50 supplemental activities are provided to test your skill in applying concepts. These activities do not have step-by-step instructions. You apply your knowledge to lay out, design, and create these jobs.
- A Student Data Disk with more than 35 files accompanying the text, enabling you to learn a feature without having to key lengthy text first.
- Appendixes include an alphabetical listing of all features and their corresponding keystrokes, a command map for pull-down menus and function keys, a clip-art reference, an illustrated page of point sizes, and the default settings for graphic boxes.
- An Instructor’s Manual offering teaching strategies to build skills and critical-thinking ability in using WordPerfect.

■ Text Organization

Topics are organized into 13 chapters, each with a specific desktop publishing activity. All jobs in these chapters should be completed in sequential order.

Each lesson includes objectives, a listing of features with corresponding function keys and mouse clicks, design tips, a desktop visual, and step-by-step instructions for each job. You should familiarize yourself with the features, design tips, and desktop visual before starting each job.

Each job requires a specific job name when saving it on your disk, such as *job10.yri*. This name provides easy identification of the particular job (job10) as well as your reference initials (yri) as an extension to the file name.

Keys to Activities. Printed solutions to all jobs appear in each of the Desktop Visuals. Your instructor also has every job duplicated as a transparency master. Always compare your finished copy to the Desktop Visual or check with your instructor.

Checklists. A checklist appears for every chapter in the text. These checklists give you an opportunity to record all the jobs you have completed, present a keystroke review, and ask you several questions about desktop publishing to be sure you understand the features included in the chapter.

Transparencies. A black and white transparency master is included in the Instructor's Manual for every Desktop Visual as well as for the extra application jobs also included in the Instructor's Manual.

Testing Applications. Twenty-three additional jobs are included in the Instructor's Manual. The jobs are arranged in sequential order, to be used after each of the eleven desktop reviews in Chapters 2 through 13.

■ Hardware Requirements

Desktop Publishing Using WordPerfect 5.1 is written for IBM and IBM Compatible computers with a DOS environment. A laser printer is highly recommended for printing the jobs because of the 300-dpi resolution. A dot matrix printer can be used, although it will provide a lower resolution.

The following hardware was used to create the jobs illustrated in the Desktop Visuals and Desktop Applications:

- IBM Compatible computer with hard drive capability and 4 megabytes of RAM. (A hard drive is required for WordPerfect 5.1, with a minimum of 640 kilobytes of RAM.)
- Hewlett Packard LaserJet IIP printer with 2 megabytes of memory. A laser printer with at least 1 megabyte of memory is required. Note that the default type sizes selected in WordPerfect (i.e., large, very large, and extra large) vary with the printer used. Therefore, you may have to adjust the type size, margins, and/or spacing when completing certain jobs. References to differences in type size are included in the step-by-step instructions for the jobs where type size placement may be a factor.
- Either a two- or three-button mouse is required if students complete their desktop publishing jobs using mouse clicks.
- A VGA or SVGA monitor is highly recommended for doing desktop publishing on a computer. Although a full-page screen is desirable, a standard-sized screen will work adequately.

■ Conventions

This text/workbook uses several typographic conventions to make the instructions more concise and easy to understand:

- Italics in the activities are used for portions of the text that you are to key:
Dear Ms. Kieser:
- WordPerfect keystroke combinations are indicated with a +: **Shift** + **F7**
- WordPerfect consecutive keystrokes (if not on separate lines) are separated by commas: **Home**, **Home**, **↑**
- Filenames are shown in boldface and italic type: ***act.yri***.

Introduction

■ Desktop Publishing Guidelines

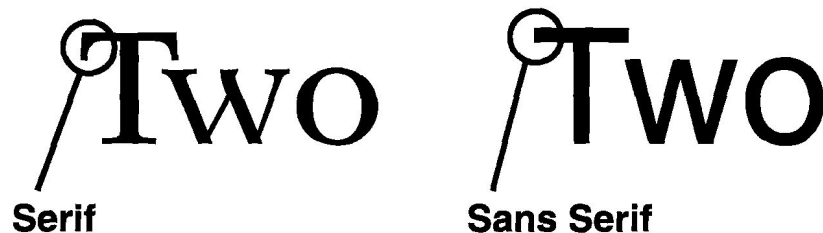
The concept of type is probably one of the most commonly used elements of layout and design. Terms that are frequently associated with type are typeface, typestyle, font, and type size. Each of these terms and related terminology is discussed in the following paragraphs.

Typeface. As defined in the Desktop Publishing Terminology section, a typeface is a collection of characters and symbols that have a unique design, or “look”. Some popular typefaces are displayed in the chart below.

TYPEFACES

Normal Caps	Normal Caps and Lowercase	Bold	Italic	Bold Italic
AVANT GARDE	Avant Garde	Avant Garde	<i>Avant Garde</i>	<i>Avant Garde</i>
HELVETICA (SWISS)	Helvetica (Swiss)	Helvetica (Swiss)	<i>Helvetica (Swiss)</i>	<i>Helvetica (Swiss)</i>
NEW CENTURY SCHOOLBOOK	New Century Schoolbook	New Century Schoolbook	<i>New Century Schoolbook</i>	<i>New Century Schoolbook</i>
PALATINO	Palatino	Palatino	<i>Palatino</i>	<i>Palatino</i>
TIMES ROMAN	Times Roman	Times Roman	<i>Times Roman</i>	<i>Times Roman</i>
ZAPF CHANCERY	Zapf Chancery	n/a	n/a	n/a

Several thousand typefaces are available for computer use today, and most of them can be categorized as being either “serif” or “sans serif.” As revealed earlier, “serifs” are the small extensions that appear at the ends of the characters; therefore, “sans serif” typefaces do not have these extensions. Shown below is an example of a word printed first in a serif typeface followed by that same word printed in a sans serif typeface. Note the extensions on the serif typeface characters.

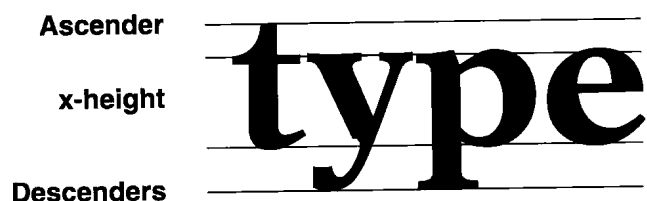


Typically, a serif typeface is used for text copy, and sans serif is used for headlines and larger print. It is the designer's choice, however, as to which preference is chosen for the copy being prepared.

Typestyle. A typestyle is a particular "style" of a selected typeface, such as bold, italic, shadow, or outline. In Chart 1 on the previous page, the *Bold*, *Italic*, and *Bold Italic* are all "typestyles" of the typefaces listed in column 1 of that chart.

Type Size. A typeface is usually measured in *points* to determine its size. One point is equal to 1/72 of an inch. The point measurement is made according to a particular character's "x height" as revealed below. Any part of a character that extends above the "x height" is referred to as an ascender; any part of a character that extends below the "x height" is referred to as a descender.

POINTS MEASUREMENT



Picture captions are often printed in 6- to 8-point size, text is often printed in 10- to 12-point size, and headings are often printed in 14- to 18-point size. The following chart displays actual point sizes for a typeface called New Aster, from 6 points to 72 points:

New Aster 6 point

New Aster 9 point

New Aster 12 point

New Aster 18 point

New Aster 24 point

New Aster 36 point

New Aster 48

New Aster 72

Font. A font is a single typeface, typestyle, and type size. Thus, each of the following is an example of a specific font:

Hiroshige Book Italic 10

Hiroshige Book Regular 14

Hiroshige Black 18

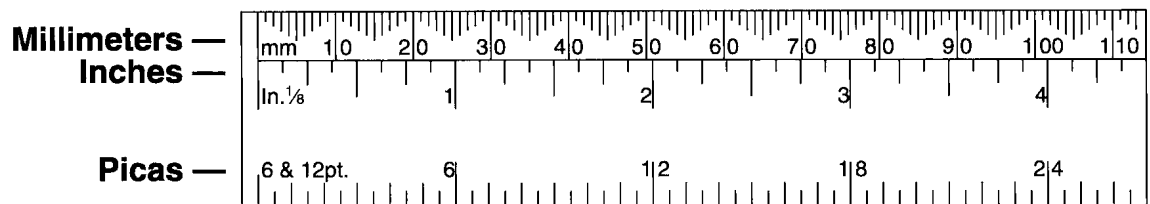
Optima Italic 10

Optima Regular 14

Optima Bold 18

Pica. A pica is a unit of measure that equals approximately one sixth of an inch. It is often used in determining the width of a line, as in newspaper or magazine columns. The relationship of picas to inches is displayed in the illustration below which shows that 6 picas are equivalent to approximately 1 inch.

PICA MEASUREMENT



Formatting Headlines. Although typewriting courses focused primarily on titles that are placed over reports and tables, the advent of desktop publishing has expanded the definition of “main titles, subtitles, and sideheadings” to include *Headlines* that are typically used in newspapers and magazines.

Headlines are often set in a larger type size than table and report titles, frequently in the range of from 18- to 36-points. Headlines used in a masthead of a newspaper or magazine may even appear in point sizes greater than 100. A good rule to use when deciding on the point size assigned to a headline is “the bigger the headline, the more important the story.” Applying this to a desktop publishing assignment, you should use a larger type size for a page 1 news item than a page 7 article with less impact.

It is not necessary to constantly change type sizes for different article headings; occasionally, you might want to change the impact with bold type. Do not underscore headlines, and avoid using punctuation at the end of a headline (unless, of course, you want to emphasize a heading with an exclamation point).

Because headlines are often keyed in a large type size, you may want to adjust the spacing between the letters; in other words, you may want the letters to be “kerned.” This is especially true of letters such as “T” and “W” that have a lot of empty space on the right side before another letter appears. Also, certain

typefaces are designed so that most letters are tall and narrow—in these instances, kerning would be used to move the individual letters apart.

Headlines should never be full justified. Because of their large size, few words can be placed on a single line. Full justification could, therefore, cause large gaps of white space between the words in the heading. If given a choice, left justify the heading.

Typewritten documents typically place the same number of blank lines before and after a side heading. The space above the side heading, however, should be greater than the space below the side heading. This uneven space distribution will make it appear that the side heading belongs to the text lying closest to it on the page—the text below it.

A heading is used to designate the beginning of a section of text; therefore, the text immediately below the heading should not be indented. Paragraphs following the first one can be indented to reveal a change of thought by the writer.

The rule for widows (a single line of text at the top of a column or page) and orphans (a single line of text at the bottom of a column or page) applies to headings as well. Never leave fewer than three lines of text above a subheading (at the top of a page) or below a subheading (at the bottom of a page).

Using Initial Caps. An initial cap is the use of a large type size for the first character in a word that begins a major section in a document. The following illustrates the use of an initial cap:

This is a raised capital.

An initial cap can be arranged in several different styles. For example, (1) it can be raised (as illustrated above), (2) the text can block on the right side of the letter until the bottom of the letter is reached; then the text wraps to the left margin below the initial cap (Illustration 1 below), or (3) the initial cap can be freestanding with all text indented to its right (Illustration 2 below).

This is a blocked capital. Notice how the lines block to the right of the capital letter until the bottom of the initial capital is reached. Then the continuation lines rest flush at the left margin.

Illustration 1

This is a freestanding capital. Notice how all lines block to the right of the capital letter and are never placed flush at the left margin, even after they have gone past the bottom of the initial cap.

Illustration 2

Whatever style you choose for displaying the initial cap, be careful not to leave too much space after the initial cap. This is especially important if the initial cap represents the first character of the first word in the section. These adjustments can be made by changing the kerning after the initial cap.

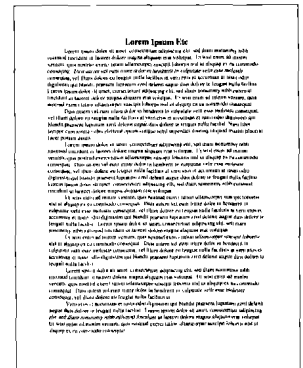
The initial cap should be “anchored” to the line of text that follows, either at the top or at the bottom.

The “widow” and “orphan” rules apply to initial caps as well. Therefore, you should never place a drop cap at the bottom of a column. Change your format or content so that at least three lines of text follow the initial cap before reaching the end of a column or page.

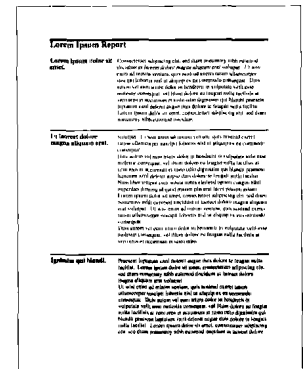
Columnar Formats. Columnar formats can vary on a page—from one to seven columns are often found in magazine and newspaper layouts. The following paragraphs display and summarize some variations of columnar layouts.

■ One-Column Formats:

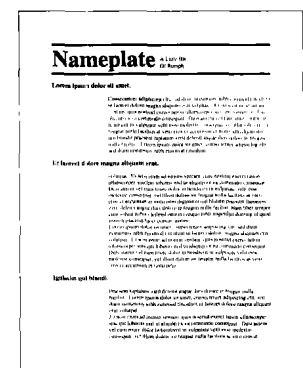
Example 1: This is the most common type because of its frequent use in letters and reports. Note the continuous lines of text from margin to margin on the page.



Example 2: This example leaves ample white space in the left margin for note taking. Horizontal lines are used to separate the different articles. Compare this example to the one above; note how much smaller the text sections are when horizontal lines are used.



Example 3: This example is similar to Example 2; however, the section headings run into the left margin assigned to the text. Thus, the name given to this style is “hanging indented.”



Example 4: In this example, ample white space is used on both sides of the copy. Note how the heading breaks out into the left margin, beyond the copy. As illustrated, a pull quote could be placed in either margin.



Example 5: In this example, the copy and the heading are flush left, leaving ample white space on the right for pull quotes, illustrations, or graphic displays.

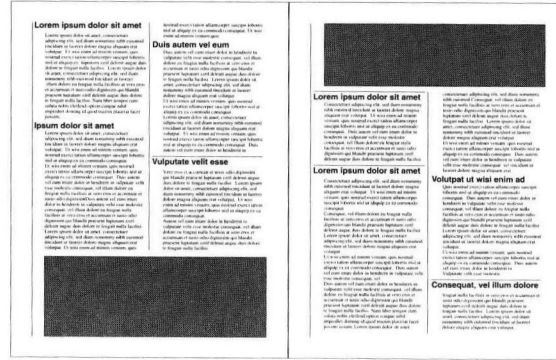


■ **Two-Column Formats:**

Example 1: The simplest design is the one to the right that uses two equal sized, centered columns. These columns are framed with a thin “sliver” line.



Example 2: In this example, the columns are made narrower to allow for a thin white space column to extend down the left side of the page. The section headings protrude into this area. The columns are separated by a thin vertical line, and pictures are both column wide and page wide.



Example 3: This example is known as the “Double 18” because of the columnar width of 18 picas. Again, a narrow white space appears along the left edge of the page. Note that the headings protrude into the white space at the left of the page.

■ **Three-Column Formats:**

Example 1: In this example, three equal-sized columns are used. Note the use of horizontal rules to set off different articles. Pictures can be formatted over just one single column, or they can appear over two or three columns.

Example 2: The columns in this example are not the same size. The wider column could be used for a one-column article, and the narrow columns could be tied together for one article.

Example 3: In this example, one narrow column is used with two wider columns. Note how the narrow column is always placed on the outside edge of the page. The narrow column is an excellent location for photos or clip art.

Example 1: Three Equal Columns

This layout features three columns of equal width. Each article is separated by a horizontal line. A narrow white space is visible on the left side of the page. Headings are aligned to the left, protruding into the margin.

Article 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Article 2: This is a heading with a rule. Below the rule, the text continues: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Article 3: This is a heading with a rule. Below the rule, the text continues: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Example 2: Unequal Column Widths

This layout features three columns of unequal width. The middle column is the widest, flanked by two narrower columns. Horizontal lines separate the articles. A narrow white space is visible on the left side of the page.

Article 1 (Wide Column): Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Article 2 (Narrow Column): A Short Caption. Below the caption is a small image placeholder.

Article 3 (Wide Column): This is a heading with a rule. Below the rule, the text continues: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Article 4 (Wide Column): This is a heading with a rule. Below the rule, the text continues: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Example 3: Narrow Column on the Outside

This layout features three columns of unequal width. The narrowest column is on the far left, flanked by two wider columns. Horizontal lines separate the articles. A narrow white space is visible on the left side of the page.

Article 1 (Narrow Column): A Short Title for a Column of Photos. Below the title is a small image placeholder.

Article 2 (Wide Column): Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Article 3 (Wide Column): Her dolor in reprehenderit in bromm cupboard ther vulputate ph. Below the text is a small image placeholder.

Article 4 (Wide Column): Present Lupitatum Zri Impremsum Dolor sit amet, consetetur adi. Below the text is a small image placeholder.

Article 5 (Wide Column): Present Lupitatum Zri Impremsum Dolor sit amet, consetetur adi. Below the text is a small image placeholder.

Article 6 (Wide Column): Present Lupitatum Zri Impremsum Dolor sit amet, consetetur adi. Below the text is a small image placeholder.

Example 3: Narrow Column on the Outside

This layout features three columns of unequal width. The narrowest column is on the far left, flanked by two wider columns. Horizontal lines separate the articles. A narrow white space is visible on the left side of the page.

Article 1 (Narrow Column): A Short Title for a Column of Photos. Below the title is a small image placeholder.

Article 2 (Wide Column): Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Article 3 (Wide Column): Her dolor in reprehenderit in bromm cupboard ther vulputate ph. Below the text is a small image placeholder.

Article 4 (Wide Column): Present Lupitatum Zri Impremsum Dolor sit amet, consetetur adi. Below the text is a small image placeholder.

Article 5 (Wide Column): Present Lupitatum Zri Impremsum Dolor sit amet, consetetur adi. Below the text is a small image placeholder.

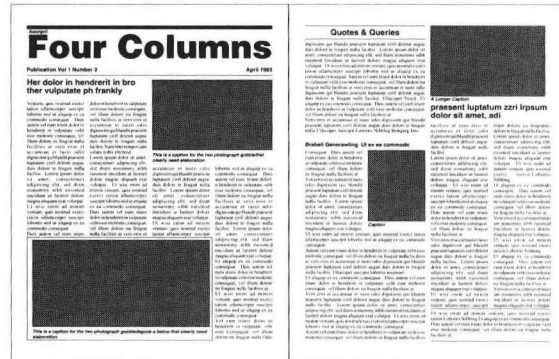
Article 6 (Wide Column): Present Lupitatum Zri Impremsum Dolor sit amet, consetetur adi. Below the text is a small image placeholder.

■ Four-Column Formats:

Example 1: Although four columns are available on the page, what you see may not be four columns. In this example, the first two columns are combined into one.



Example 2: Note the placement of illustrations in this example. On the first page, the illustrations stretch over two- and three-column layouts. On the second page, they stretch over one- and two-column layouts.



■ Summary

The above rules for controlling type, for selecting columnar layouts, for using initial caps, and for formatting headlines should serve as guidelines when preparing documents with desktop publishing. The following summarizing statements should also be considered when preparing documents for publication:

1. **Planning.** When you are in the planning stages of creating a document, examine other documents that contain similar layout and design features. Find out what others have used in creating their documents and apply those features that will work in your publications. Make a “thumbnail sketch” of what the layout of your document will look like. The thumbnail sketch should contain the approximate location of text and graphics on the page, as well as the columnar layout you will use. Illustration 1 on page xix is an example of what a thumbnail sketch might look like. Finally, complete a planning sheet for the document you are creating. The planning sheet should contain the typeface and type size you will use, the columnar widths, and the page margins selected for the document. A typical planning sheet is shown in Illustration 2 on page xix:

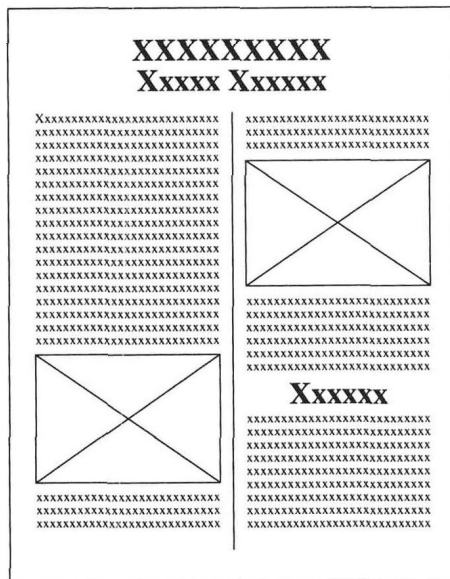


Illustration 1

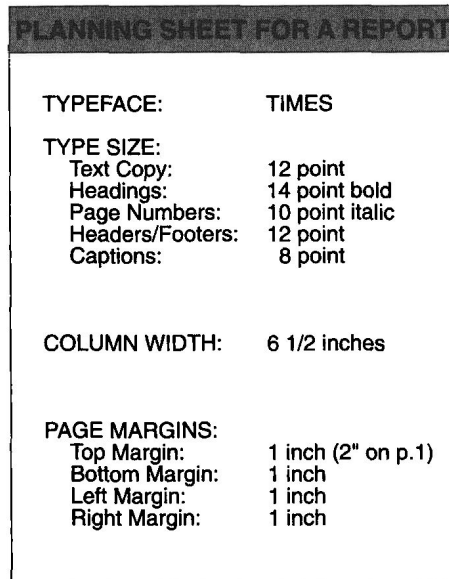


Illustration 2

2. **Text.** Although thousands of typefaces are available for you, stay with one or two in the document you are preparing. If you want to add some variety to your typed copy, change the font on occasion rather than the typeface. Remember to use a type size of approximately 10 to 12 points for body text, 6 to 8 points for captions, and 14 points or larger for display type in your document.

3. **Graphics.** Limit the number of graphics, illustrations, or clip art that you place on a page—one or two at the most. The graphic images you use should be easy to understand, they should contribute to the text copy, and they should be legible. The graphic image should be well balanced in relation to the amount of and the position of text on the page. The ultimate rule in using graphics is that a graphic should be used *only* if it enhances the document.

4. **Design.** Use the universal principles of design throughout your document; namely, *Balance, Contrast, Focus, Proportion, and Consistency*. Use white space effectively on the page—do not clutter the page with extensive text and overbearing graphics. Limit the length of your text line to the defaults typically provided in your word processing software—6.5 inches. If you are working with columns, remember that the column width should be 1½ times the length of the lowercase alphabet for the typeface you are using. For example, if you are using a 12 point Times Roman as your typeface, the length of line you should use for columnar work is 2.9 or 3 inches, determined by the example below:

1½ x 12 pt. Times Roman = 2.9 inches

[abcdefghijklmnopqrstuvwxyabcdefghijklmnopghijklm]

Be consistent in positioning all page numbers, headers, and footers on all pages. Also, use a consistent columnar layout for your document.

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