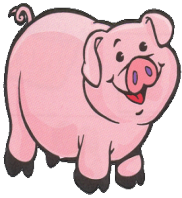


Getting Started with Text Wrapping



For some documents, BEFORE you get started, it will be easiest to hit the ENTER key over and over again to create a series of blank lines down the document. Then, you can click anywhere down the page and begin inserting graphics, autoshapes, text, textboxes, and call-outs, etc...

Document1 - Word

File Home Insert Design **Layout** References Mailings Review View Tell me what you want to do... Sign in Share

Margins Orientation Size Columns Line Numbers Hyphenation

Normal Top: 1" Bottom: 1" Left: 1" Right: 1"

Narrow Top: 0.5" Bottom: 0.5" Left: 0.5" Right: 0.5"

Indent Spacing Paragraph Arrange

Begin with FILE-NEW-BLANK document. Let's use .5" margins TOP, BOTTOM, LEFT, and RIGHT (By default, when we start a "new" doc we get 1"

Insert a clip art character of your choice (INSERT – ONLINE PICTURES – Enter a search term in BING IMAGE SEARCH)

Getting Started with Text Wrapping - Word

File Home **Insert** Design Layout References Mailings Review View Tell me what you want to do...

Pages Table Pictures Online Pictures SmartArt Store My Add-ins Online Video Links Comment Header Footer Page Number Text Box

Insert Pictures

Bing Image Search Search the web

Search Term HERE

Click on Layout Options icon to see your choices

LAYOUT OPTIONS

In Line with Text

With Text Wrapping



Graphics come into MS Word with a "wrapping" feature. Microsoft is trying to control how our pictures work with text – usually, the software guesses wrong. To do desktop publishing we need to control how text and graphics fit on the page.



Typically we work with "Behind Text" "In Front of Text" (last 2)

Getting Started with Text Wrapping - Word

FILE HOME **INSERT** DESIGN PAGE LAYOUT REFERENCES MAILINGS

Cover Page Page Break Table Pictures Online Pictures Shapes SmartArt Chart Screenshot My

Recently Used Shapes

Lines

Rectangles

Basic Shapes

Block Arrows

Equation Shapes

Flowchart

Under the INSERT tab, we can choose SHAPES to find lines, arrows, shapes, and call-outs

Under the INSERT tab, insert TEXT BOXES. When we open this gallery, there is an option to DRAW TEXT BOX. This is probably the easiest option to use.

Getting Started with Text Wrapping - Word

INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Table Pictures Online Pictures SmartArt Chart Screenshot My Apps Online Video Links Comments Header Footer Page Number Text Box Quick Parts WordArt Drop Cap Signature Line Date & Time Equation Symbol

Insert a clip art character of your choice (INSERT – ONLINE PICTURES – Enter a search term in BING IMAGE SEARCH)

Click on Layout Options icon to see your choices

Typically we work with "Behind Text" "In Front of Text"

Graphics come into MS Word with a "wrapping" feature. Microsoft is trying to control how our pictures work with text – usually, the software guesses wrong. To do desktop publishing we need to control how text and graphics fit on the page.

Simple Text Box Austin Quote Austin Sidebar Banded Quote Banded Sidebar Facet Quote Facet Sidebar (Left) Facet Sidebar (Right) Filigree Quote Draw Text Box

Getting Started

By YOUR NAME

Start by inserting some WordArt. Can you find it under the INSERT tab?



When you get started doing desktop publishing in MS Word, the first thing to do is get comfortable with (1) How graphics “anchor” to a line of text and (2) How Word wraps text around graphic. With experience, it is easy to create almost any print-layout you will ever see! However, getting started can be confusing if you are not careful with your anchors and wrapping.

A free-style document like this is easiest to create by hitting the ENTER key throughout the document so you can create blank lines which you may click on and use. These are where your graphics will anchor. Most of the time, we will use the text wrapping styles of “Behind Text” or “In Front of Text”. The idea is to allow you to precisely control where you have graphics and text.

MS Word is capable of doing almost any print layout you will see. Pretty kewl.

The key is controlling the layout!

When you draw shapes, by default they come in with a dull (ugly?) blue. We usually want to change that. Can you see the FORMAT option when you click on a graphic or autoshape? That is where you will find the option to change the fill and outlines. It is always easiest to read black text on a white background. Please remember, some people are color blind. For this assignment, please use white (or a very light) backgrounds in your shapes and black for your text – readability counts!

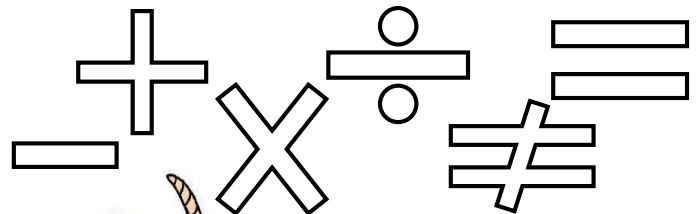


Do you see the yellow circle and rotate arrow? These let you change how your autoshapes look. (NOTE: This is a text box without any lines)

This is a text box. Can you find where to draw one under the INSERT tab? This one has a COMPOUND border and it is 4.5 pts thick.

Think of a text box as a post-it note where you can place text anywhere you like in a document and then control how that text aligns within the box.

Some textboxes have no lines so that they appear seamless in our document.



This document actually uses most of the advanced document options with graphics and text – Great Job! When you comfortably work with the options in this document, you are ready to do more and it’s easy!

**YOU'RE
A ROCK
STAR!**

