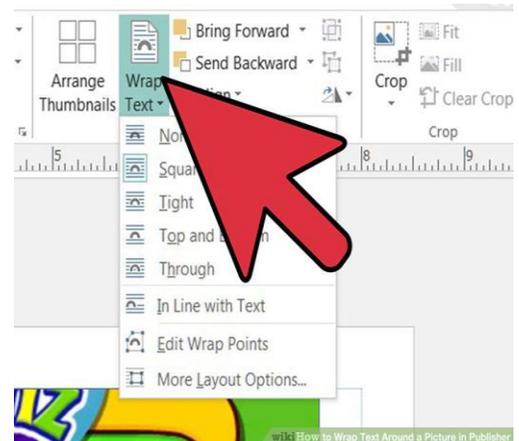# Tips N Tricks: Professional Desktop Publishing Software, MS Word
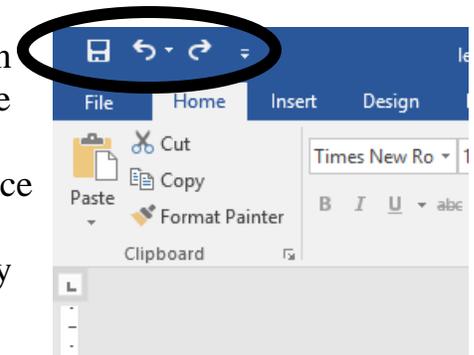
1. **All graphics and other objects (i.e. shapes and text boxes) are inserted Microsoft Word documents with an "anchor"**. This means they float and move with a line of text. When you click on (select) an object (you see the handles around it), you will also see an anchor icon which shows you the text line/line break that object anchors to.
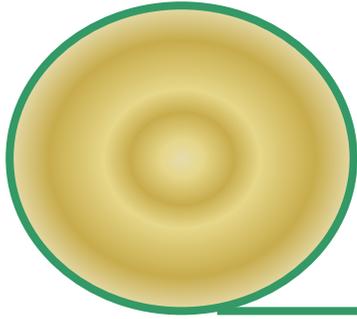
2. **Graphics in MS Word are inserted with "text wrapping".** Understanding this is the key to creating attractive page layouts with text and graphics. The default (standard) text wrapping used in MS Word is helpful for simple page designs, but does not work well for most professional print designs. Desktop publishing software either gives you options to wrap text or uses a "placeholder" so that you can control how text and graphics work together. MS Word give you wrapping options. We will usually find BEHIND TEXT" or IN FRONT OF TEXT easiest to work with

3. **Undo is your best friend!** In the upper right of your screen are icons to undo & redo the last command/entries you have made in MS Word. Because MS Word is designed to do much more than simpler tools like Google Docs, the interface looks more complex. If you ever see something happen while you are working that is not what you intended, simply click UNDO.
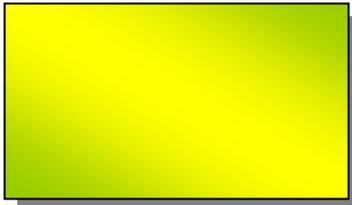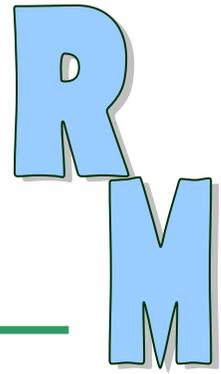
4. **Modern software gives you choices – there are different ways to do things**. You can use keyboard shortcuts, tabs, pull-down menus, toolbars, or icons to be productive. In class, we will not worry about how many different ways students can do the same thing – we will just evaluate our work based-on what we get done. Please share the different ways to complete projects that work for you. It can be fun to learn new software, the different ways we can use it, and the different document types & formats that we can create and share. Mr. B has many years experience with professional desktop publishing, but always learns more when he see's the creative ways YOU use it!
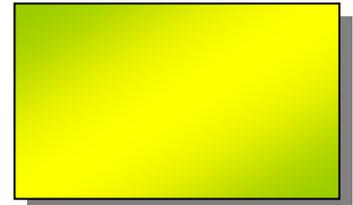
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