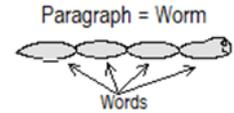


# Word Processing



Word Processing programs let you type text onto a computer screen, make modifications to the text if desired, and print the text to paper. The two most important features of Word Processing are:

## Word Wraparound

With word processing, words that exceed the right margin automatically "wrap" to the next line so you can continue to type without having to remove your eyes from your source document, greatly speeding up text entry. In contrast, when you approach the right margin on a typewriter, the bell dings and you have three time-consuming, decision-making options: 1. Tap [Return] and go to the next line; 2. Type another word (hoping it fits so you don't have to Margin Release); 3. Hyphenate (hoping you did it correctly).

## One-time Text Entry

With word processing, you type text to the computer screen ONE time only. You can then make unlimited changes and when you get the text just how you want it, print it to paper. This saves a tremendous amount of retyping. In contrast, with a typewriter, once you've typed the text to paper, you are stuck with it. You can't change margins or line spacing. You can't move paragraphs around, replace words, or neatly correct multiple errors. Any major changes mean you'll have to retype the *entire* page.

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Alternate names for an operation are in (parentheses)  
Super time savers are followed by an asterisk\*

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## Worm Processing



To aid your understanding of word processing, imagine that a paragraph is a worm made up of worm (word) segments.

In this make-believe scenario, a worm emerges out of its hole on the left edge of the screen and keeps on going until you tap the Enter key [↵] to block it. To the computer, the worm is one, long, continuous chain of electronic segments.

But since a long worm won't fit on a typical monitor, the word processing program *wraps* the worm segments around for you to see. The end of one "line" is electronically linked to the beginning of the next "line."

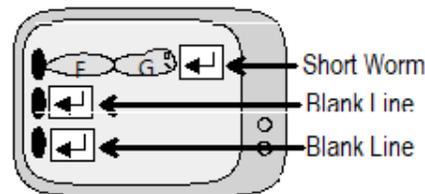
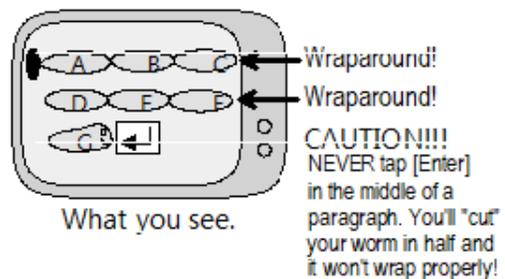
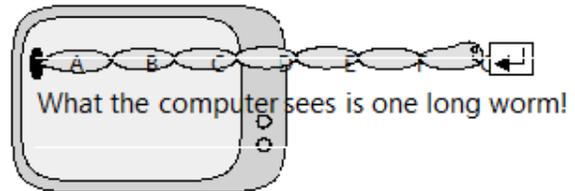
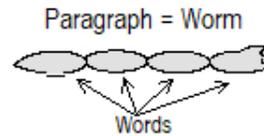
For example, in the "What you see" picture, the quickest way to go from segment D back to segment C is to tap the left arrow [←].



In the "What you see" picture, which key would you press to go from:  
 Segment G to segment F? \_\_\_\_\_.  
 Segment F to segment G? \_\_\_\_\_.  
 Answers: [←], [→]

As shown in the bottom picture, besides being used to end a long worm, [↵] can:

- \* End a short worm that doesn't reach the margin.
- \* Block off worm holes to make blank lines.

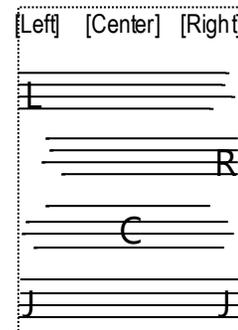


## Alignment (Justification)

Alignment is the arrangement of text between the left and right margins. Words can be aligned Left, Center, or Right (Flush).

Paragraphs can be aligned:

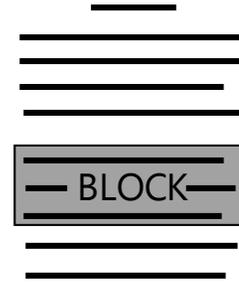
- \* Left—Text lines up on the left with a ragged (RA-gud) right edge.
- \* Right—Text lines up on the right with a ragged left edge. You might use this when you want the text to follow the contours of a left-aligned picture.
- \* Center—Each line is centered with both edges ragged. You might use this to set off a poem or other short paragraph from the main body of text.
- \* Justify (Full)—Text lines up on both the right and left edges. You'd use this when you want a very formal appearance. Warning: If using a fixed font (see Fonts), full justification can leave unsightly gaps between words.



## Block (Selection)\*

A block is a highlighted portion of a document that can be edited. You can block letters, words, sentences, and pages with mouse or keyboard cursor movement combinations. Blocked text typically changes shade or color. Blocked text can be moved, copied, deleted, bolded, underlined, italicized, printed, etc. Blocked text can also be unbolded, un-underlined, etc.

**Tip:** For large-scale edits, check your Help documentation to learn how to select *all* text or to select from the cursor location to the beginning or end of a document.

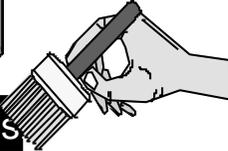


As a child, did you ever write your name on construction paper with glue, then pour glitter over it? When you shook the paper, the loose glitter fell away, leaving your glittered name behind. Similarly, when you block text, imagine that you are painting over it with "glue," then selecting the desired glitter command (**bold**, for example). Conversely, to remove existing glitter, imagine painting over glittered text with glue "remover," then selecting the glitter command to remove the glitter.

Bold this!



Bold this!



Bold this!

**Bold this!**

## Character Spacing (Kerning)

Character spacing is the gap between characters of text. Kerning (KURN-eeng) is a feature that sets the distance between individual characters, usually to reduce an unsightly gap, for example, between a capital *T* and a small *i* as in:

Title (unkerned)

Title (kerned)

Tracking (global kerning) sets the distance between *all* characters, for example: Loose, Normal, or Tight. Use Loose tracking for a spacious feel; use Tight tracking to fit more text on a page. Also, see Pitch.

**Tip:** The [Spacebar] key inserts a "soft" space between characters. See your Help documentation to form a "hard" or "nonbreaking" space to keep compound words (example: San Diego) from splitting apart at the right margin.

## Code

A code is an embedded symbol that controls an element of a document. In early word processing programs, codes were mixed directly in with the text, leading to a cluttered and confusing appearance. In modern programs, codes can be hidden to reduce clutter. The result is a WYSIWYG (WIZ-ee-wig) or What You See Is What You Get display (that is, what you see onscreen is what will print on paper). In the example below, I've mixed code types from various word processing programs.

### Codes Displayed

[Ctr]CODES[HRt]¶

→Codes are special [^I]commands[^I] or symbols embedded in text that affect its appearance.¶

→Some users prefer to [Bold]reveal[bold] hidden codes so they can see what's going on.

### Codes Hidden

CODES

Codes are special *commands* or symbols embedded in text that affect its appearance.

Some users prefer to **reveal** hidden codes so they can see what's going on.



*Say Max. Would codes have anything to do with a paragraph changing when I don't want it to?*

Yes, B.P! This can happen when you accidentally (or intentionally) erase an End-of-Paragraph (EOP) mark.

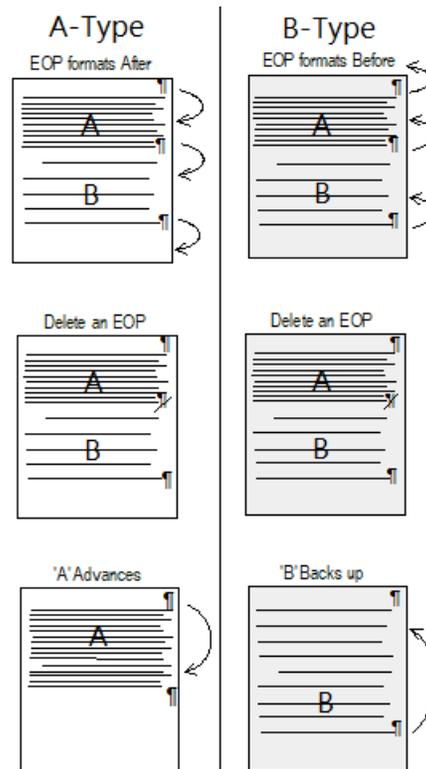
An EOP symbol ¶ (which looks like a double-stemmed, backwards P) marks the end of each paragraph, short line, or blank line.

It's also called a *Hard Return* code because it's inserted when you tap the [Enter] key, which *returns* you to the beginning of the next line. In contrast, a *Soft Return*, which causes word wraparound, happens automatically at the right margin and typically has no code symbol.

An EOP mark separates one paragraph's format (alignment, spacing, font, style, etc.) from another. So if you delete an EOP mark, the top paragraph's format may advance and take over the following paragraph.

In many word processing programs, the EOP mark also contains a paragraph's format (alignment, spacing, font, etc.) settings, so if you delete an EOP mark, you delete its format settings as well, in which case an adjacent EOP mark's settings are applied to the paragraph.

In what I call "A-type" word processing programs, the EOP mark formats the paragraph that comes After the mark. In "B-type" word processors, the EOP formats the paragraph that comes Before the mark.

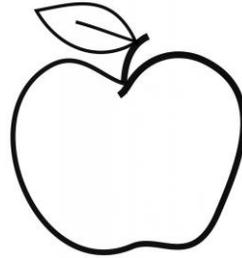


Imagine that an A-type word processor Advances and Attacks the After paragraph with an A format. A B-type word processor Backs up and Bombs the Before paragraph with a B format.

## Clipart (Picture)

Clipart is a predrawn illustration. You can import a clipart picture into a document and resize and place it as desired. Some clipart can be edited; e.g., you can add to or erase parts of it, or modify it by changing shapes or colors. Most clipart is not copyrighted, so you can copy and use it freely.

Typically, each item of clipart is stored in a separate file. Clipart comes in a variety of file types (for example: .jpg, .bmp, .pcx, .tif). Most word processing programs come with some clipart. You can also buy separate disks or CDs loaded with clipart, usually arranged by topic. The items below are examples of clipart.



**Tips:** Look for Import or Insert menu options. Select different file types to see what's available in each.

**Trap!** Clipart may have a wraparound feature set on which prevents text from appearing around or on top of it. To avoid this, format the clipart to the No Wrap (or other desired) option.

## Column

A column is a vertical arrangement of text. Most word-processed pages are one column wide. Sometimes, multiple columns can make text easier to read since the eye doesn't have to span such a great width. You can control the number of columns you want and also vary the gap, known as the *gutter*, between two columns. The two general column types are:

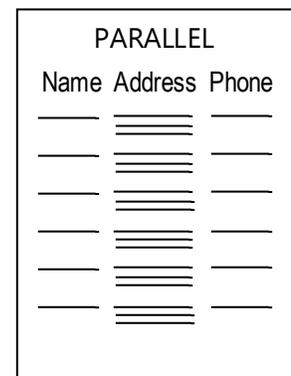
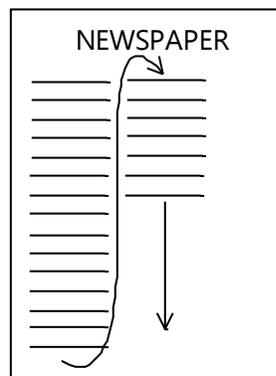
### NEWSPAPER COLUMNS

As text reaches the bottom of one column it automatically wraps (aka snakes) to the top of the next column.

### PARALLEL COLUMNS

Text fills in across multiple columns to keep related items next to each other.

**Tip:** Some word processing programs use a Table to create parallel columns (see Table).



## Cut/Copy/Paste\*

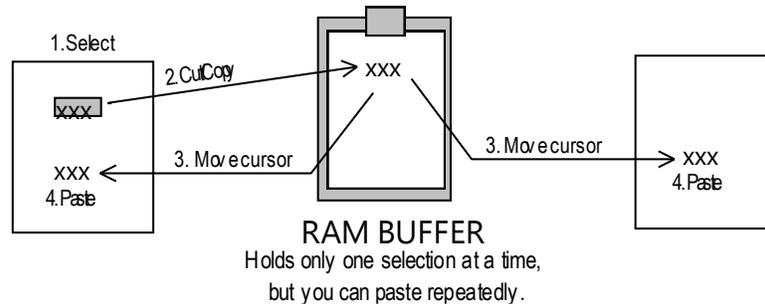
Cut, Copy, & Paste are features that move or copy text from one location to another. It can save tremendous amounts of retyping and ensure accuracy when you need to *exactly* duplicate an item. Cut/Copy/Paste requires a *buffer*—an area of main memory (RAM) set aside to hold data.

- \* Cut—Removes selected text from a document and stores it temporarily in the buffer.
- \* Copy—Creates a duplicate of the selected text and stores it temporarily in the buffer.
- \* Paste—Inserts the current contents of the buffer at the cursor location. You can repeatedly paste the same data to several areas in a document, to different documents, or even to different applications.

Cut & Paste got its name from the practice of using scissors to cut a portion of text from a paper document, then physically pasting the cutout to another location. I can remember doing this in high school and college to get the paragraphs of my handwritten notes in report order before I typed them on my manual typewriter!

### 4-Step Procedure

1. Select desired item (see Block).
2. Cut or copy.
3. Move cursor to desired location.
4. Paste.



The RAM buffer that holds cut or copied text has been compared to a clipboard that you can clip something to, transport, then paste to a new location. The analogy breaks down a little because, unlike a physical clipboard, the contents of a RAM buffer can be pasted as many times as needed.

**Trap!** Most cut/copy/paste buffers hold only the most recently cut or copied item, which is automatically replaced by the next cut or copied item. If you cut a paragraph to the buffer with the intention of moving it, then cut a second paragraph to the buffer before pasting the first, you've overwritten the first paragraph and lost it. Assuming you had saved the document just prior to doing any cutting (learn to save from RAM to disk at least every two minutes), the best action to take at this point would be to exit the document *without* saving, then reopen the document so that your originally cut paragraph would still be present.

## Drag & Drop\*

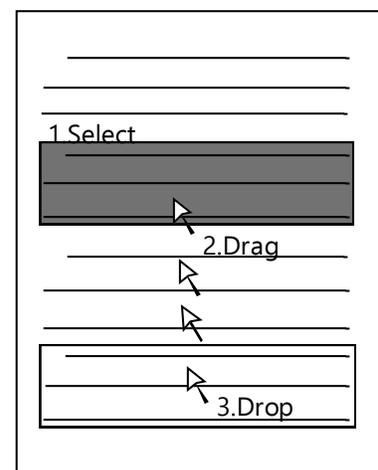
Drag & Drop is a feature that moves or copies text without using the RAM buffer. Drag & Drop is quicker and more intuitive than cut/copy/paste.

Advantage: Since Drag & Drop doesn't replace anything you've previously cut or copied to the RAM buffer, data in the buffer remains available for future pasting.

### 3-Step Procedure

1. Select the text you want to move (see Block).
2. Drag the block to the desired destination.
3. Drop the block by releasing the mouse button.

**Tip:** Check your Help documentation to learn which key you must hold during Drag & Drop to *copy* rather than move the block.

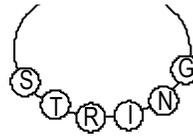


## Find (Search) & Replace\*

Find & Replace are features that search for items in your document and replaces them if desired. Items can be text strings, codes, or styles (see Styles). Find & Replace is a tremendous time saver—if you know how to avoid the traps!



*String* is Computerese for any list of characters (letters, numbers, punctuation, etc.) Imagine stringing lettered beads on a necklace.



### WHOLE WORD SEARCH

Finds only words that are alone, that is, have a space character preceding them and a space (or punctuation mark) following them.

**Trap!** Unless you specify Whole Word Search or put a space character in front of a search word, most word processing programs will find and replace *all* occurrences of the word—including those embedded in larger words!

### EXACT CASE SEARCH

Finds only words with matching lower or uppercase letters. Because Find commands use ASCII or ANSI codes, they can distinguish between upper and lowercase (example: A = 65; a = 97).

**Tip:** Typically, without specifying Exact Case, an all lowercase string will find upper, lower, and mixed case matches, but an all uppercase string will find only uppercase matches.

### REPLACEMENT OPTIONS

With each find, you can choose to replace it or skip over it and go on to the next occurrence, or you can select the "Replace All Finds" option.

**Trap!** "Replace All Finds" may replace items you don't want to replace. Although it takes more time, it's better to confirm each replacement.

Depending on the word processing program, here are some examples of what you can do with Find (Search) & Replace:

- \* Search for an item of text, or some symbol, and advance quickly to it—like having a bookmark.
- \* Search for every occurrence of Jones and replace it with Smith.
- \* Search for every occurrence of his and replace it with her.
- \* Search for two spaces [ ][ ] and replace them with one [ ].
- \* Search for all Bold subheadings and replace them with Underline subheadings.
- \* Search for a double-spaced paragraph style and replace it with a single-spaced style.
- \* Search for an item you want to erase and replace it with nothing; that is, leave the replace string blank.

<b>Any String</b> Find: and  Results: and <u>sand</u> <u>handy</u> command <u>and</u>	<b>Whole Word Only</b> Find: and  Results: and
<b>Any case</b> Find: brown  Results: brown Brown BROWN	<b>Exact case</b> Find: brown  Results: brown
<b>TIP</b> You can ERASE found items by "replacing" them with a <i>blank</i> replace string!	<b>TRAP!</b> Avoid selecting a "Replace All Finds" option, because it may replace items you don't want to replace.

## Font

A font is a family of related characters classified by Typeface, Attributes, and Points. Font designers (an actual profession) create different fonts to grab attention, set a tone (serious, casual, modern, traditional, whimsical, etc.), and elicit a variety of emotional responses apart from the words themselves.



**Acronym:** TAP (Typeface, Attributes, Points).

**Acrostic:** Beer on TAP from a *font*ain (fountain).

## TYPEFACE (Family)

Typeface is the name for a particular font. Typefaces can be serif or sans-serif and fixed or proportional.

### SERIF (SAIR- if)

Letters with "tails" generally used for the main body of text. Serifs guide the eye and increase reading ease. Examples: TimesNewRoman, Clarendon Cd, Courier New, Bodoni Book, Century Schoolbook, *Brush Script*.

Serif

Tiny tails

### SANS-SERIF (SANZ SAIR- if)

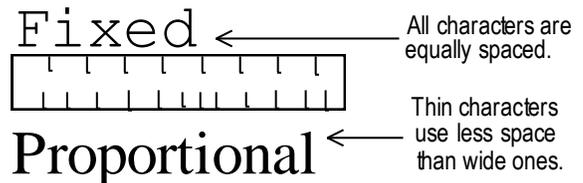
Letters without "tails" (sans = without), generally used for headlines or subheadings. Examples: Arial, Arial Narrow, **Arial Black**, News Gothic, Letter Gothic, Universe Cd, QuickType,  $\pi$   $\square$   $\cup$ , **Gill Sans**, Line Printer.

Sans-Serif

No tails

### FIXED FONT

Equal width. This paragraph is typed in a fixed, serif font called Courier New. Every character, from a thin *I* to a wide *M*, takes up the same width: [I][M]. Typewriters can produce only fixed fonts, whereas computers can produce both fixed and proportional fonts.



### PROPORTIONAL FONT

Variable width. This paragraph is typed in a proportional, serif font called Times New Roman. Each character takes up only as much width as it is wide. For example, a thin *I* takes less width than a wide *M*: [I][M]. Compared to fixed fonts, proportional fonts fit more text in the same amount of space, look nicer, and are more readable.



***Max, when typing a report, I heard that the typeface determines whether I should leave one space or two after periods and colons.***

That's right, C.W.! But, you've touched on a controversial topic here. Traditionalists will insist on two spaces after periods and colons regardless of the typeface you use. Modernists say that with today's fonts, two spaces is too much. But it really depends on which font type you are using: fixed or proportional.

For fixed fonts, like this one, leave two spaces. There are already wide gaps between characters. Leaving two spaces after a period or colon makes the separation evident.

For proportional fonts, like this one, it's more attractive and professional to leave just one space after periods and colons. This is the trend in modern word processing. Nevertheless, check with your employers or teachers to see if they prefer one or two spaces, and then follow their guidelines.

## ATTRIBUTES (Character Styles)

Attributes are special characteristics applied to a typeface.

For example: **Bold**, Underline, *Italic*, SMALL CAPS, **Color**, Superscript, Subscript, ~~Strikethrough~~.

## POINTS (Height, Font Size)

Points are a measure of the overall height or tallness of letters (including ascenders that go above the letter body and descenders that stem down from it). There are 72 pts. in 1 inch, hence 36 pts. in 1/2 inch, 18 pts. in 1/4 inch, and so on. The standard for word-processed material is normally 12 pts. which results in roughly 6 lines per vertical inch (LPI).



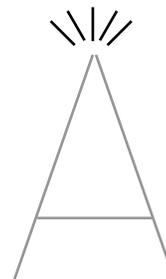
**Tip:** Don't confuse *points* (vertical height) with *pitch* (characters per inch). See Pitch.

**Note:** Another height unit, the pica (PII-kuh), equals about 12 points. Hence 6 picas (6 x 12 = 72) equal 1 inch.

72    48    36    18    12    8



Trace over the tall "A" with the nice, sharp "point" on top to remind you that Points = Height.



Given that 72 pts. = 1 inch, what is the height of a 12 pt. font?

Answer: 12pts. / 72pts. per inch = 1/6 inch

## Other Font Classifications

### BIT-MAPPED vs. SCALABLE (Outline) FONTS

\* Bit-Mapped Font: Each specific font size is stored separately on disk. Unfortunately, this limits your point sizes to the prestored fonts and takes more disk space than scalable fonts.

\* Scalable Font: Only the *outlines* of characters are stored on disk, with a formula for resizing them. You can have any size font you want, and it takes much less disk space than bit-mapped fonts. (Preferable.)

### HARD VS. SOFT FONTS

\* Hard Fonts: Stored in ROM chips inside the printer (see ROM). Some printers can accept plug-in ROM cartridges for adding more hard fonts. Hard fonts are theoretically faster than soft fonts.

\* Soft Fonts: Stored on the computer's hard disk. An unlimited number of fonts can be temporarily added to the printer by downloading them from the computer's disk to the printer's RAM each work session. If the printer has enough RAM, soft fonts, after downloading, print just as quickly as hard fonts. (Preferable.)

### SCREEN VS. PRINTER FONT FILES

\* Screen Font Files: Determine how characters appear on screen.

\* Printer Font Files: Determine how characters appear when printed.

**Trap!** Sometimes Screen and Printer fonts don't exactly match, and the printed file appears different from the screen image, which may result in numerous trial and error reprints. If available, use font files that have *matching* screen and printer fonts.

## Footnote/Endnote

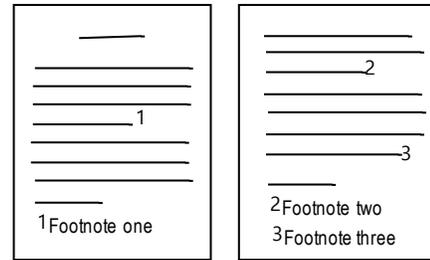
A footnote or endnote is a credit reference. They give recognition for a quote or idea borrowed from another source or author. The text that the note refers to is followed by a superscripted number<sup>1</sup> (or letter or symbol) which ties it to the <sup>1</sup>note.

### FOOTNOTES

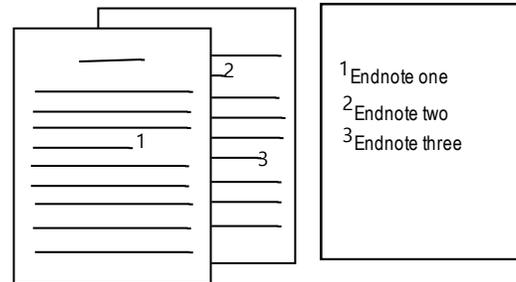
Each credit appears at the foot of the page containing the quote or idea. I can remember with a typewriter how hard it was to gauge how much room to leave at the bottom of the page and having to retype the entire page when I guessed wrongly. With a word processing program, I simply enter the footnote reference number, type in the footnote itself, and the computer automatically adjusts the text to make enough room for the footnote.

### ENDNOTES

All credits appear together at the end of the document. Endnotes conveniently place all footnotes together for easy reference, but they do require the reader to flip back and forth between the quote or idea in the document and its reference in the endnotes.



Footnotes



Endnotes

## Format

Format is the layout and appearance of text on a page.

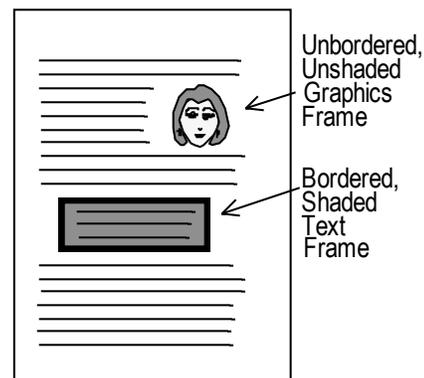
- \* Page Format—Headers/Footers, Margins, Orientation, Page Breaks, Page Length, etc.
- \* Paragraph Format—Alignment, Indents, Line Spacing, Lines per Inch, Tabs, etc.
- \* Character Format—Typeface, Attributes, Points, Pitch, etc.

**Trap!** In word processing, “to format” means to alter layout and appearance. In an operating system, “to format” means to erase all existing data from a storage device (like a disk) to prepare it to receive new data.

## Frame (Text Box)

A frame is a resizable rectangle containing graphics or text. Create a graphics frame when you want to insert a graphic into a document. Create a text frame when you want to set text apart from the body of the document.

**Tip:** Check your Help documentation to learn how to put border lines around or a drop-shadow behind a frame, or how to shade or color the frame's interior (background).



## Header/Footer

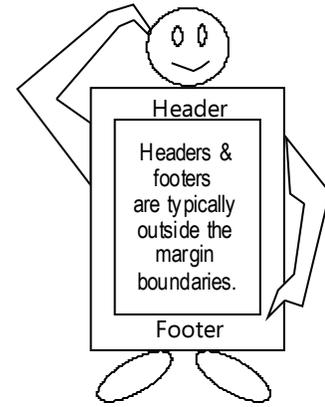
A header or footer is text that you type once to appear on multiple pages. Headers/footers can appear on every page, on only odd or even pages, or on only specified pages.

- \* Header—A line (or lines) of text that appears at the top (head).
- \* Footer—A line (or lines) of text that appears at the bottom (foot).
- \* Floating Header/Footer—Text changes throughout the document.

Examples: book and chapter titles, page numbers.



In the blanks below, write the text contained in any header or footer on this page.



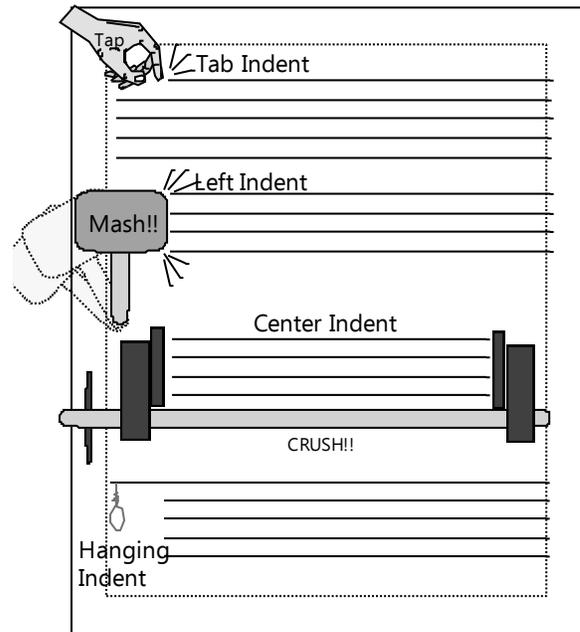
Header \_\_\_\_\_

Header: none ; Footer www.maxlearning.net / Computing / Word Processing

## Indent

An indent is an offset of text from the left or right margin. Indents usually affect the top line and/or body (every line but the top) of a paragraph.

- \* Tab Indent—The top paragraph line is offset to the right. The body lines remain at the left margin. Imagine gently tapping the top line over with your finger.
- \* Left Indent (Nest)—All paragraph lines are offset to the right. Imagine a mallet mashing the entire paragraph to the right.
- \* Center Indent—All paragraph lines are offset from both sides. Imagine a vice squeezing both sides of the paragraph towards the center.
- \* Hanging Indent—The top line remains at the left margin; the body lines are offset to the right. Imagine a plank of wood hanging out with a hangman's noose attached.



## Index

An index is an alphabetical list of key terms with page numbers. It's usually found at the end of a document.

Before word processing, indexes were created manually. You'd start on page one and write down any terms you'd want in the index; then you'd turn to page two, and so on—a slow and tedious process. When you finally finished, you'd hope that no pages would have to be inserted or deleted because it would alter index page numbers.

In contrast, indexing with a word processing program is nearly automatic. You first identify the terms you want indexed using one of these two methods:

- \* **Mark Terms**—Scroll through the text (or use "Find & Replace") and select and mark each desired index term.  
- or -
- \* **Create a *concordance*** (kun-KOR-dunss)—Type a list of terms you want indexed, then let the computer find and mark each occurrence. (Recommended.)

With either method, you specify index headings and the terms to place under them. Then you instruct the computer to electronically generate the index. If you decide to add new terms, or insert or delete pages, it's easy to regenerate the index as often as needed.

<b>Index</b>
Applet 31
Applications
Database 52-75
Spreadsheet 43- 50
Word Processing 34-42
Automation 98, 110
Bit 22-25, 78

## Insert / Overwrite (Typeover)

Insert is a feature that permits new text to be added between existing text. Overwrite is a feature that permits new text to replace existing text.

- \* **Insert Mode**—New text inserts itself between existing text, pushing the trailing (comes after) text to the right and word wrapping as needed. This is the default (built-in) setting for most word processing programs.
- \* **Overwrite (Typeover) Mode**—New text replaces (types over) existing text. This is useful, for example, if you need to change a digit in a phone number.

**Trap!** Overwrite mode can be dangerous, especially if you've accidentally turned it on, because you may inadvertently type over existing text. Fortunately, in most programs overwritten text can be restored (see Undo).

**Tip:** Stay in Insert mode. It's safer, although less efficient. Rather than overwriting existing text, insert the new text, then go back and delete the old.

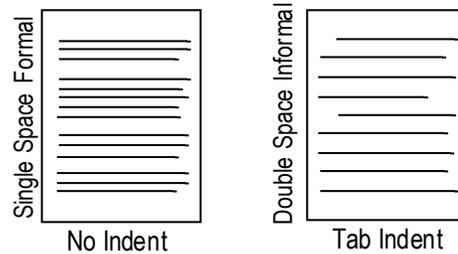
INSERT MODE  
of  
↓  
United States | America  
United States of | America

OVERWRITE MODE  
of  
↓  
United States | America  
United States of | lmerica

## Line Spacing (Leading)

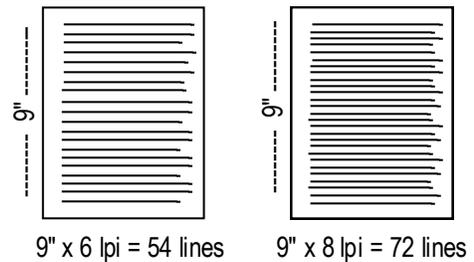
Line spacing is the gap between lines of text. In days of old, this gap was called leading (LED-eeng) because manual typesetters used thin metal strips of lead to separate lines of hand-set type. Typical line space settings are single, 1½, and double space. Some word processing programs allow custom spacing to whatever setting you desire.

**Tip:** In general, use single-spaced, non-indented paragraphs for business or formal correspondence; use double-spaced, tab-indented paragraphs for personal or informal messages.



## Lines Per Inch (LPI)

Lines per inch is the number of single-spaced lines that print in one vertical inch of the page. In most word processors, LPI results from the font size, you don't usually set it directly. The standard is 6 LPI for a 12 pt. font. That means an 11 inch page with top and bottom 1 inch margins would have 9 printable inches. At 6 LPI, the printer would print  $9 \times 6 = 54$  lines. At 8 LPI, the printer would print  $9 \times 8 = 72$  lines. In general, the smaller the font size, the more LPI.



## Macro\*

A macro is a file containing a list of application instructions. In essence, it's a user-created program to automate often-performed or multistep procedures. For example, let's say you use the copyright symbol © in your documents fairly often. Rather than trying to remember the keyboard code number for it, you can create a macro to do it for you. Or perhaps you occasionally need to print in landscape (sideways) orientation. Done manually, it would require several steps to change the orientation, adjust the margins accordingly, and activate the printer. With a macro, you could do all this in one step.

In most word processors, here's how you would go about creating a macro:

- \* Perform the procedure and write down the exact steps needed to do the desired task manually.
- \* Start the macro recorder.
- \* Re-perform the procedure following your written steps. (Proceed with care, any misstep will be recorded!)
- \* When finished, turn off the macro recorder, assign a name or shortcut keys, and save the macro to a file.

To "run" a macro, you typically select the desired macro filename from a list of macros. Or better yet, you use the shortcut keys you assigned to the macro.

If you accidentally recorded mistakes, most programs let you edit the macro. If you're not able to edit it, you'll have to record the macro all over again.

## Macro

Description: Insert ©

Steps: [Alt 0169]

Shortcut Keys: [Ctrl F2]

Filename: copyrte.mac



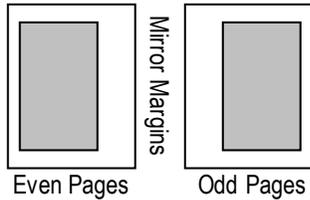
A macro recorder is like a tape recorder. Once you turn it on, it records your every step (including false steps!)

**Trap!** If you forget to turn it off when done, the macro recorder keeps on recording!

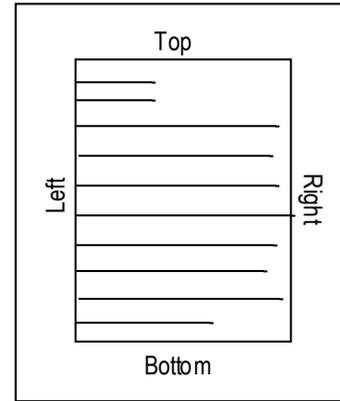
## Margin

A margin is a page boundary. Text does not normally print outside of a margin (except for headers and footers). Typical margins are 1 inch all around. Some word processing programs differentiate between:

- \* Page margins—top/bottom text borders.
- \* Line margins—left/right text borders.



Bound documents need larger inside margins so the binding doesn't obscure the text. *Mirror* margins automatically alternate the inside margins on even and odd pages. A *gutter* adds extra space to the inside margin.



## Merge (Mail Merge)

Merge is a feature that combines a primary file (aka form) with a secondary file (aka list) to generate individualized documents. Merge made "junk mail" possible by allowing direct mail companies to send personalized letters to millions of people. In an office, merge is a great time saver if you need to send letters to dozens of employees or clients without having to manually type each letter.

### Primary Document File

You type a form letter that contains [Fields] to be merged to.

Dear [Name],  
  
You are 1 of  
1000 residents of  
[City] to win!!

+

### Secondary Data File

You type (or buy on disk, tape, or CD) a list of records to be merged into the Primary Document.

Paul  
San Diego  
  
Sarah  
El Cajon  
  
Alex  
Chula Vista

### Merged File

You activate the Merge command and the Secondary Data File values combine with the corresponding Primary Document File [Fields], creating a Merged File with a personalized letter to each individual.

Dear Paul,  
  
You are 1 of  
1000 residents of  
San Diego to  
win!!

Dear Sarah,  
  
You are 1 of  
1000 residents of  
El Cajon to  
win!!

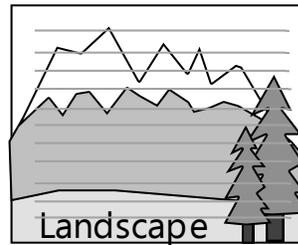
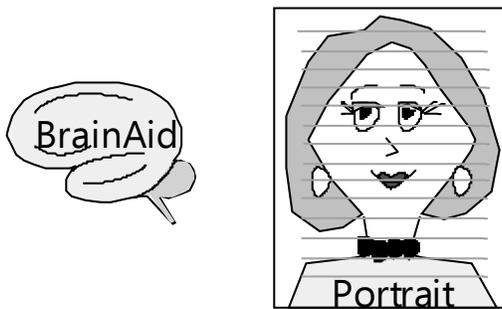
Dear Alex,  
  
You are 1 of  
1000 residents of  
Chula Vista to  
win!!

## Orientation

Orientation is the vertical or horizontal layout of text on a page.

\* Portrait (vertical) orientation—For standard forms and letters.

\* Landscape (horizontal) orientation—For wide text, charts, or tables.



## Outline

An outline is a hierarchical list of topics and subtopics. Typically, each topic/subtopic can be expanded to reveal its contents or collapsed and rearranged into a different order (see Drag & Drop).

Topics/subtopics are automatically numbered or lettered. If you remove or insert a topic, the remaining topics automatically renumber or reletter accordingly.

In contrast, if you needed to revise an outline on a typewriter, you'd have to retype the entire thing.

### OUTLINE

- I TOPIC
  - A. Subtopic
  - B. Subtopic
- II TOPIC
  - A. Subtopic
    - 1. Subsubtopic
    - 2. Subsubtopic
      - a.Subsubsubtopic

## Page Break

A page break is a line or symbol that indicates where a page ends.

### SOFT PAGE BREAK

When text reaches a naturally-occurring soft page break at the bottom margin, it automatically continues on the following page.

### HARD PAGE BREAK

You insert a hard page break when you want to end the current page *before* reaching the bottom margin, for example, when you finish a chapter and want to start the next one on a new page.

**Trap!** A common beginner mistake when finished typing on a page is to tap the [Enter] key to reach the next page. If text is later inserted or deleted on the first page, the text on the second page shifts down or up. With a hard page break, the text on the second page stays in place.

**Chapter 1**

A soft page break occurs automatically when you are typing and reach the bottom margin. You can just keep typing without worrying about the bottom margin because when you reach it, your text will simply flow to

Page 1

---

the next page. But if sometimes you want to end a page before reaching its bottom margin, insert a Hard Page Break.

Page 2

=====

**Chapter 2**

Then you can start typing on the next page immediately.

Page 3

## Pitch (CPI)

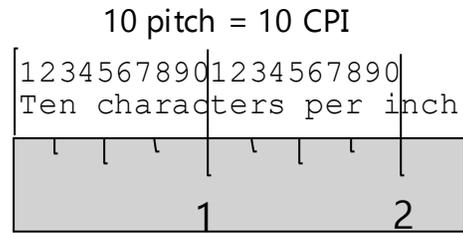
Pitch is the number of characters (including spaces) that fit in one linear inch. Pitch is measured in characters per inch (CPI) and is associated with fixed fonts where each character is given the same horizontal space (see Font).

**BrainAid:** Imagine Pitch = Pinch = PerInch

Typical pitches include:

5 CPI = Expanded      12 CPI = Elite (ee-LEET)

10 CPI = Pica (PII-kuh)    17 CPI = Condensed



**Trap!** Don't confuse pitch with points (font height).

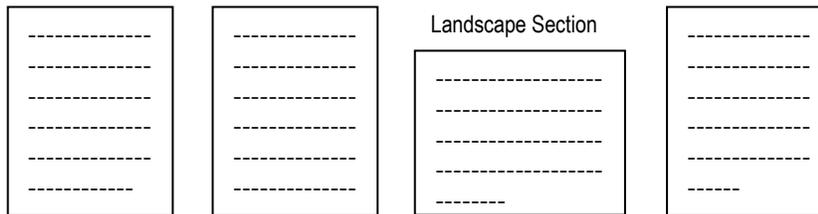


Hold a ruler up to this or any paragraph on this page, and count the characters in one inch, then in another. What is the pitch? It's not easy to tell with proportional fonts (like you are reading now), since wide characters take up more room than thin characters. Now place your ruler on the ruler diagram above, and count the characters in one inch of the displayed fixed font. You should get 10 (or close to it).

## Section (Inserted Page Layout)

A section is a portion of a document with different formatting. Uses for sections include:

- \* Inserting a landscaped-oriented page into a portrait-oriented document.
- \* Expanding the margins on one page but nowhere else in a document.
- \* Creating multiple columns on one page, but nowhere else in the document.



## Spell Check\*

Spell check is a feature that identifies spelling errors in your document. Even great spellers overlook typos onscreen. Spell checkers don't really know how to spell. Here's basically how they work:

- \* When you start the command, each word in your text is *compared* to a word list file (called a "dictionary").
- \* Words not found in the word list file are highlighted or *flagged* and a list of alternate spellings is *suggested*.
- \* You can choose the correctly-spelled word from the list and automatically *replace* the incorrect word with it.
- \* If there is no suitable suggested spelling, you can manually *edit* the misspelled word.
- \* You can *skip* or *ignore* flagged words that you know are correct, like proper names.
- \* You can *add* flagged words to the word list—but be sure they're correctly spelled!

**Trap!** Spell checkers are not infallible. If it finds a word in its list, it won't flag it even if it's a typo such as hat vs. hot. Bottom line: You must still manually proofread word for word.

**Tip:** If you modify your work after spellchecking, be sure to RE-spellcheck for new errors.

**Tip:** Most spell checkers will flag double words like "and and" and joined words like "andyou."

**Grammar Check**—Some spell checkers, or separate grammar checkers, also analyze each of your sentences for correct grammar and offer suggestions if it *thinks* you've violated a grammatical rule. You can select from various writing styles and disable certain rule checks if desired. Some grammar checkers will also give you readability statistics on your writing, which is interesting but not always of practical use.

**Trap!** Grammar is so filled with variations and exceptions that many suggested changes are off base. Some checkers don't identify incorrect usages, such as, its vs. it's, to vs. too, or there vs. their vs. they're. You spend more time skipping suggested changes than it would take you to do a careful, manual proofread in the first place.

**Tip:** If you have the patience to use a grammar checker, it will help you find and fix basic grammatical errors.

## Style\*

A style is a collection of format settings. Instead of having to recreate a particular format—say Bold, Centered, 24 pt. Times—each time you want to use it, you can save your most commonly-used formats as styles. You can create various styles for titles, headings, subheadings, and paragraphs and select the style by name or with shortcut keys when you want to use it.

A style is similar to a macro in the sense that you can prestore settings in it (see Macro). The difference is that a macro is local, and a style is global. That is, if you modify a macro's settings it has no effect on items previously created by it. But if you modify a style's settings, *every* occurrence of that style in your document will update to reflect the new settings. Styles not only save a tremendous amount of time, they ensure consistent formats throughout a document.

**Tip:** When naming a style, use the format settings in the name so you'll instantly know what the style contains. Example: Instead of "Title," use "BC24Tnr" to name a bold, centered, 24 pt., Times New Roman title style.

## Template (Style Sheet)\*

A template is a prebuilt document. It can contain format settings, styles, codes, text, and graphics to use as a pattern for building new documents.

For example, you can create a Letterhead template preset with the margins, spacing, and paragraph styles preferred by your firm, containing your company's name, address, and phone number at the top with a border line beneath, codes to automatically display the current date and autofill the recipient's name and address, and a standard salutation and closing.

**Tip:** Some word processing programs have dozens of templates (or style sheets) to select from, so you don't have to recreate standard forms all over again. You simply save the template to a new filename and modify it as you wish.

## HEAD1-STYLE

### Head2-Style

Para1-Style is left aligned, first line indented, double spaced, with 10 pt.

Times New Roman font.

Para2-Style is full aligned, indented both left and right, single spaced, with 8 pt. Arial font.

**ABC PRODUCTS, INC**  
123 Union Ave.  
Anytown, CA 99999

=====  
[date code]

[name]

[address]

Dear [name]

Sincerely,

## Table

A table is a rectangle of columns and rows that form cells to hold data. Table cells can hold text, numbers, or graphics.

A table generally is easier to create and more versatile than using tabs for aligning columns of data. You choose the number of columns and rows you need, drag them to the desired width or height, add borders and shading as desired, and enter data—which you can align left, center, or right.

Typically, you can also perform basic mathematical calculations (for example, adding up a column of numbers) using spreadsheet-like formulas (see Spreadsheets).

Name	Phone	Age
Joan	224-7689	24
Bob	222-4567	27
Sue	222-3333	33

## Table of Contents

A Table of Contents lists topics in page-number order. It typically appears at or near the beginning of a document. You determine which items to include in the table of contents by either individually selecting them "marking" them for inclusion, or by assigning styles [recommended] to them and then specifying those styles for inclusion. The table of contents is automatically generated and easily updated when you change page titles or numbering.



Check out the Table of Contents on the first page of this document, and match a few entries to the pages they refer to. To create the Table, I specified the style I created and named Sub14B and applied it to each topic subheading. The computer then found each item that had this style and inserted it into the Table of Contents.

## Tabs

Tabs are setpoints to which the cursor moves when the [Tab] key is pressed. On a typewriter you manually set the tab stops where you want them. Most word processing programs come with tab stops preset every .5 inch, but you can reset or clear tab stops as you wish.

There are typically four kinds of tabs:

- \* Left Tab—Text starts after the tab stop.
- \* Center Tab—Text is centered on the tab stop.
- \* Right Tab—Text starts before the tab stop and moves left.
- \* Decimal Tab—Decimal points line up on the tab stop.

A *dot leader* can be used with a tab stop to join separated items.

Introduction.....Page 3

There are typically two tab categories:

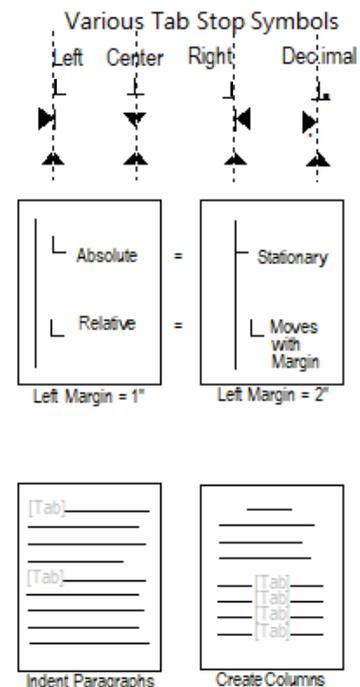
- \* Absolute Tabs—Measured from the left *edge* of the paper, these tab stops remain *stationary* when the left margin is moved in or out. **BrainAid:** Absolute = stAtionAry
- \* Relative Tabs—Measured from the left *margin*, these tab stops *move* with the margin, always maintaining the same relative distance from it. **BrainAid:** Relatives move together.

Use tabs to:

- \* Indent the top lines of paragraphs.
- \* Create short, simple, parallel columns.

**Tip:** Use Columns or Tables for long or complex columns.

**Trap!** Do NOT try to align columns of proportionally-spaced fonts by using the [Spacebar]. Since different characters take up a proportionally different width, it is difficult, if not impossible, to precisely vertically align them. They'll always be a little bit off.



## Thesaurus

A thesaurus (thih-SOR-us) is a list of synonyms and antonyms. It's useful when you need just the right word in a situation or to avoid using the same word repeatedly. A thesaurus may also list word definitions.

**BrainAid:** Synonym = Same meaning. Antonym = Anti or opposite meaning.



List a synonym for the word *hot* \_\_\_\_\_

List an antonym for the word *hot* \_\_\_\_\_

Possible Answers: burning, cold.

## Undo\*

Undo is a feature that reverses the previous operation or operations. Undo relies on a RAM buffer (different from the cut/copy/paste buffer) that holds a copy of the current document. If you accidentally delete data, or perform an unwanted command, you can undo and return to the buffer-held version of the document. Some word processors limit the number of undos. Others let you undo each operation all the way back to the start of a session.



Imagine taking a photograph of your computer screen, making a change to the screen, deciding you didn't want that change, then laying the original photo back on the screen.

**Redo:** Some programs have a redo feature that lets you restore what you've undone.

**Revert to Saved:** Some programs let you undo *all* changes since you last saved by reloading the last-saved version from disk.

## WP Views

Word Processing views govern the way the page, text, and other elements appear on screen.

### Draft View (Normal)

Draft view maximizes the screen area for text entry without regard to formatting. It doesn't show page edges or blank margin areas. If you have a small monitor, you can use this for initial text entry, but sometimes it's hard to know where you are on a page or what your printed document will look like.

### Layout View (Page Layout)

Layout view displays text with formatting, including page edges, margins, spacing, and indents. I have a larger monitor and prefer to work in this view because my page looks like what I'll get when I print it.

### Outline View

Outline view displays topics/subtopics outlined text (see Outline). You can collapse or expand topics to see an overall view or topic text.

### Print Preview

Print Preview displays exactly what your printed page will look like without any visible codes or layout marks on the currently selected printer.

### Online View

If your word processor has the ability to create Internet web pages, online view displays what your pages will look like using Internet browser software.

## Watermark

A physical watermark is a figure or a design impressed in actual paper which is usually visible only when held up to the light. Word processing programs can simulate a watermark by printing a graphic in the background, usually in a light shade, with text superimposed on top. For example, you could print a poem over a watermark of a tree.



There is nothing as  
lovely as a tree in  
full bloom in the light  
of the silvery moon!

## Widow/Orphan

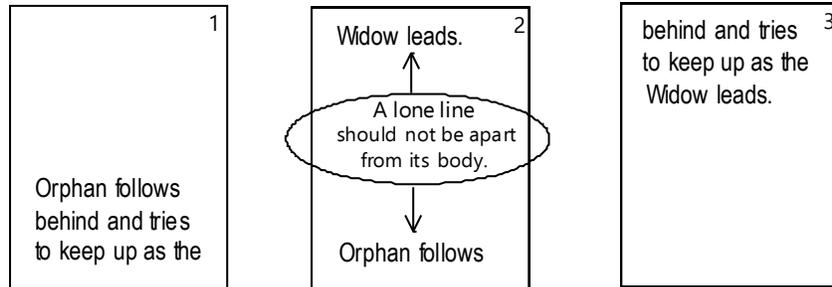
A widow or orphan is one line of a paragraph separated from its body by a page break.

- \* Widow—The last line of a paragraph alone at the top of the next page.
- \* Orphan—The first line of a paragraph alone at the bottom of the previous page.

Widows and Orphans are considered bad form because they decrease the unity and readability of a paragraph. To prevent this, make sure that your word processing program has Widow/Orphan protection enabled. This ensures that at least two paragraph lines always stay together on a page.



Imagine the last line of a paragraph as a widow leading the way and the first line of the paragraph is an orphan following behind. If the widow gets too far ahead, she's alone at the top of the next page. If the orphan is slow to follow, he's alone at the bottom of the previous page. To remember the widow is at the top and the orphan at the bottom of a page, say to them: "WO, slow down!"



## WP Summary



Look back through these pages and write a brief description that will help you remember each term below.

Alignment (Justification)—

Block (Selection)\*—

Character Spacing (Kerning)—

Code—

Clipart—

Column—

Cut/Copy/Paste\*—

Drag & Drop\*—

Find (Search) & Replace\*—

Font—

Footnote/Endnote—

Format—

Frame (Text Box)—

Header/Footer—

Indent—

Index—

Insert / Overwrite—

Line Spacing (Leading)—

Lines per Inch (LPI)—

Macro\*—

Margin—

Merge (Mail Merge)—

Orientation—

Outline—

Page Break—

Pitch (CPI)—

Section (Inserted Page Layout)—

Spell Check\*—

Style\*—

Template (Style Sheet)\*—

Table—

Table of Contents—

Tabs—

Thesaurus—

Undo\*—

WP Views—

Watermark—

Widow/Orphan—

# WP TermMap

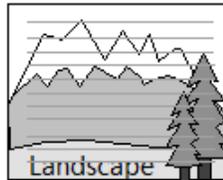


Practice reciting the following terms in order from memory. Then briefly define each: Orientation, Header, Margin, Alignment, Spacing, Indent, Page Break, Footer, Font: Typeface, Attributes, Points.

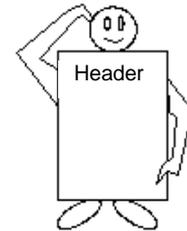
**Acronym:** OH-MA-SIP-F-F:TAP

**Acrostic:** Oh Ma, Sip From Font Tap.

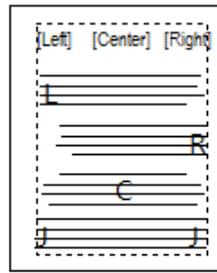
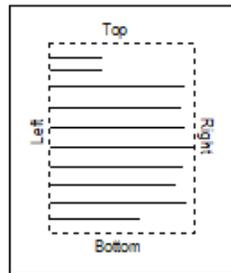
## ORIENTATION



## HEADER

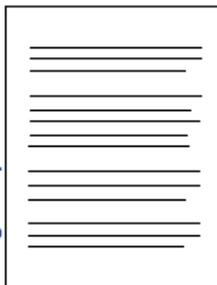


## MARGINS

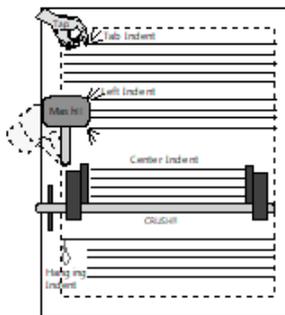


## ALIGNMENT

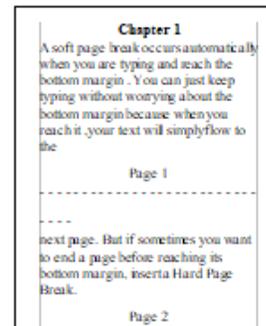
Single Space Format



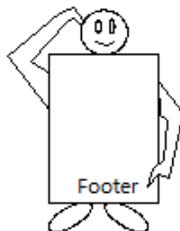
## SPACING



## INDENTS



## PAGE BREAKS



## FOOTER



## FONT: Typeface, Attributes, Points

