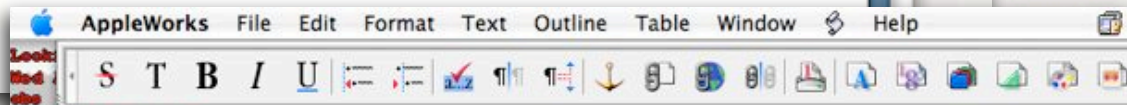




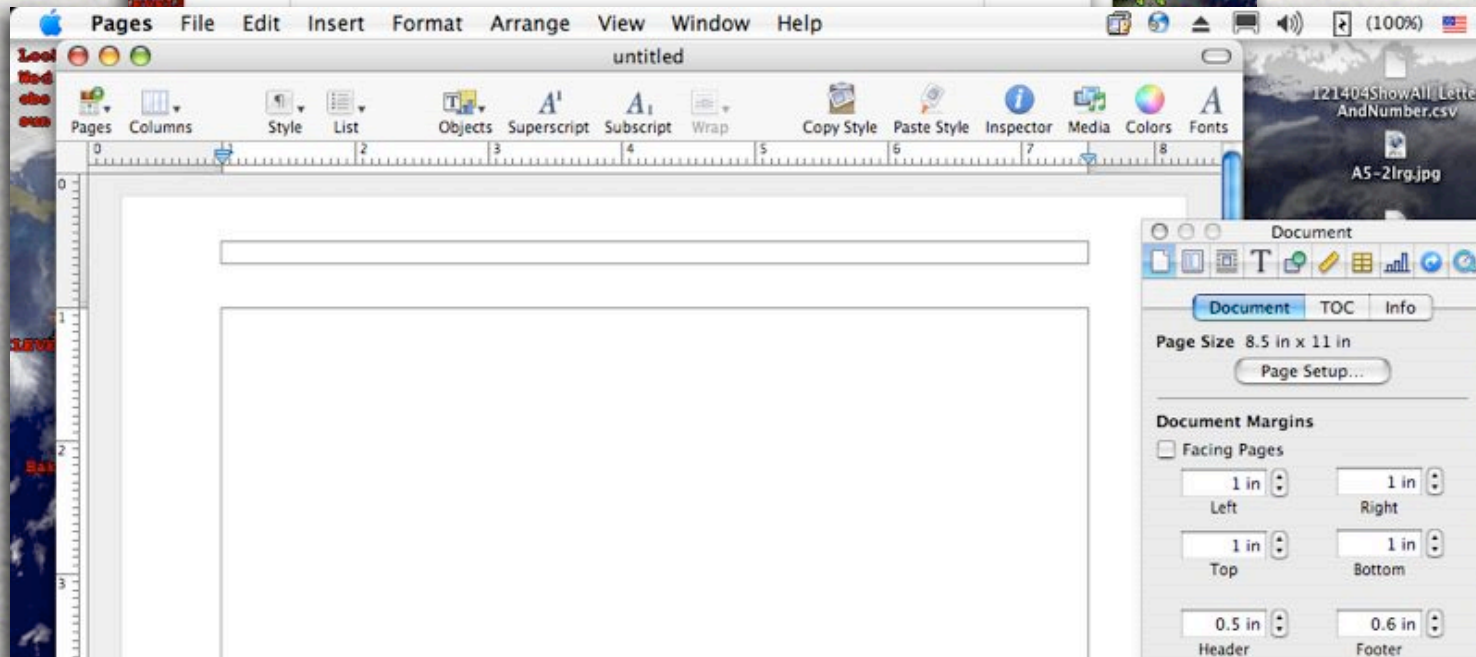
Word Processing: A Few Words



MS Word



Appleworks



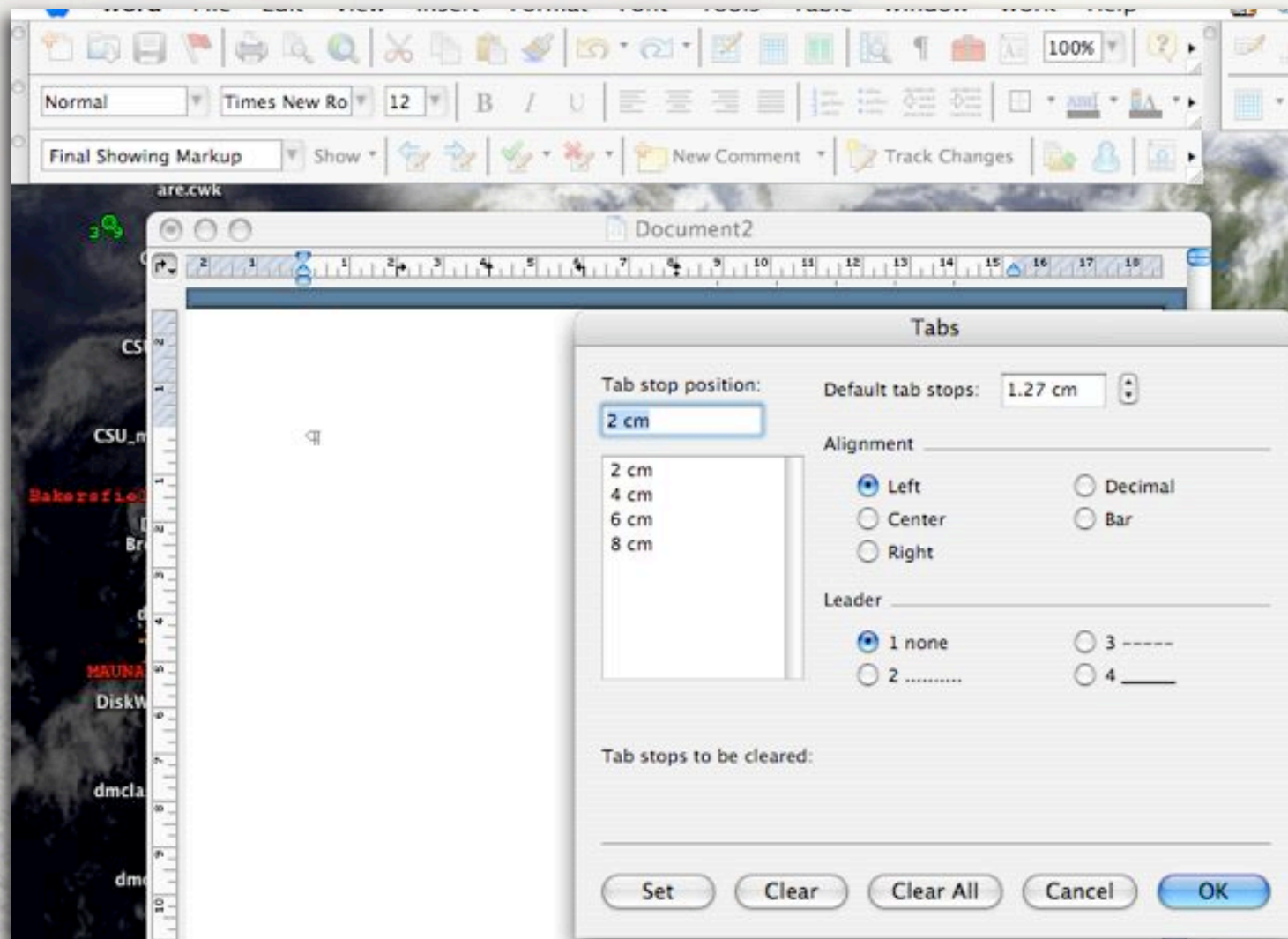
Pages

Word Processing Axioms

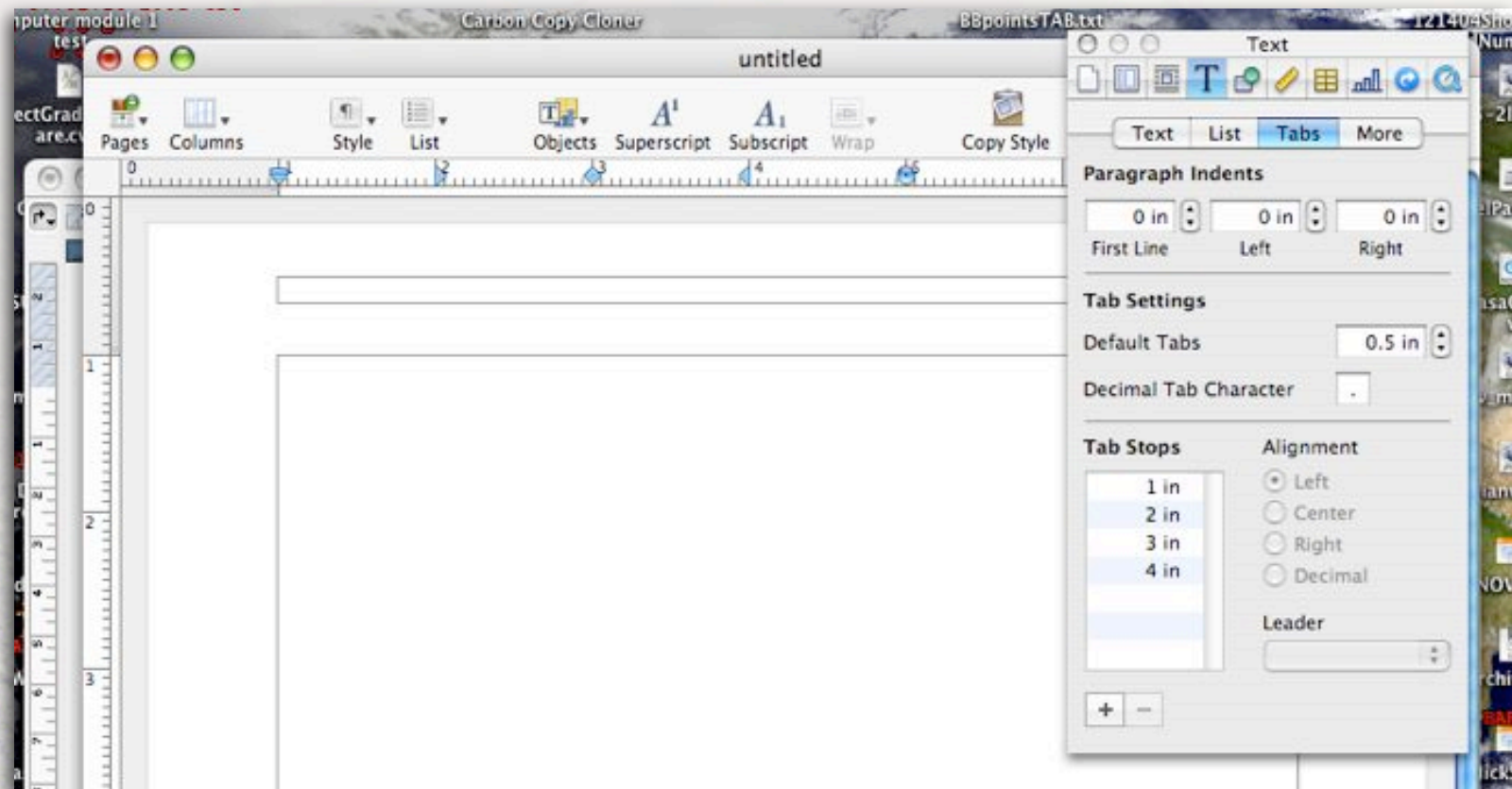
- Computers \neq Typewriters
- Let the software do the formatting work!
- Save your data as though the computer will crash in the next few seconds. Develop the habit of pressing (Command-S - Mac) (Control-S Windows) every time you pause
- If you are backed out looking at a document and see what appear to be anomalies, zoom in to a size close to 100% and see if they still appear. Scaling errors frequently suggest an error when there is not one
- Use paragraph centering to center, NOT spacing!

Tabs

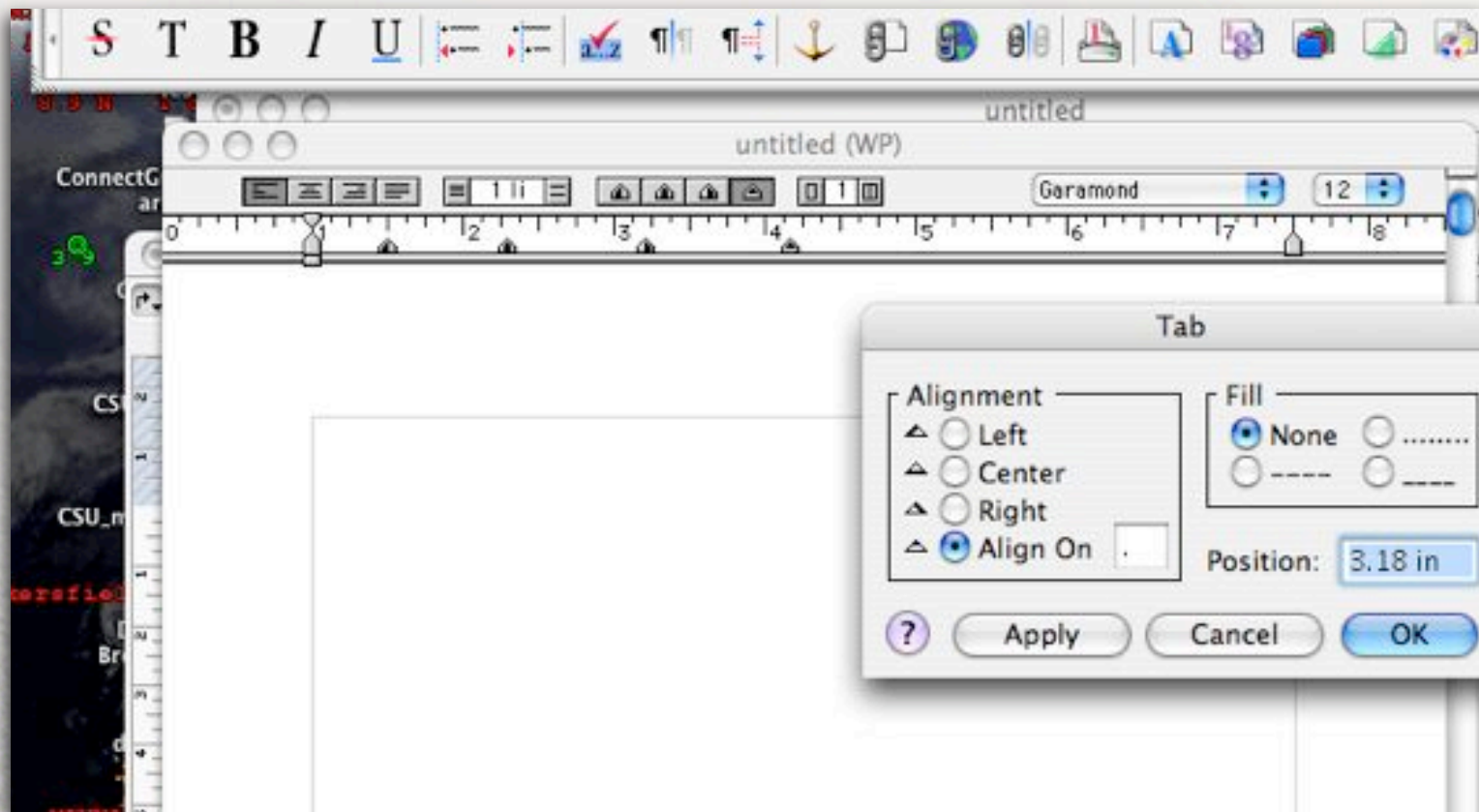
- DO NOT use tabs to indent a paragraph, use paragraph formatting.
- DO NOT construct a subsequent line indent paragraph by tabbing when you reach the end of a sentence. Again, use paragraph formatting!
- Though left-justify tabs are the default tab types, there are also right-justify, center-justify and character-justify tabs that can be very very useful in designing simple tables.
- Before you use tabs to build a table carefully consider using tables instead (some form of tables are included in all modern word processors).



Word



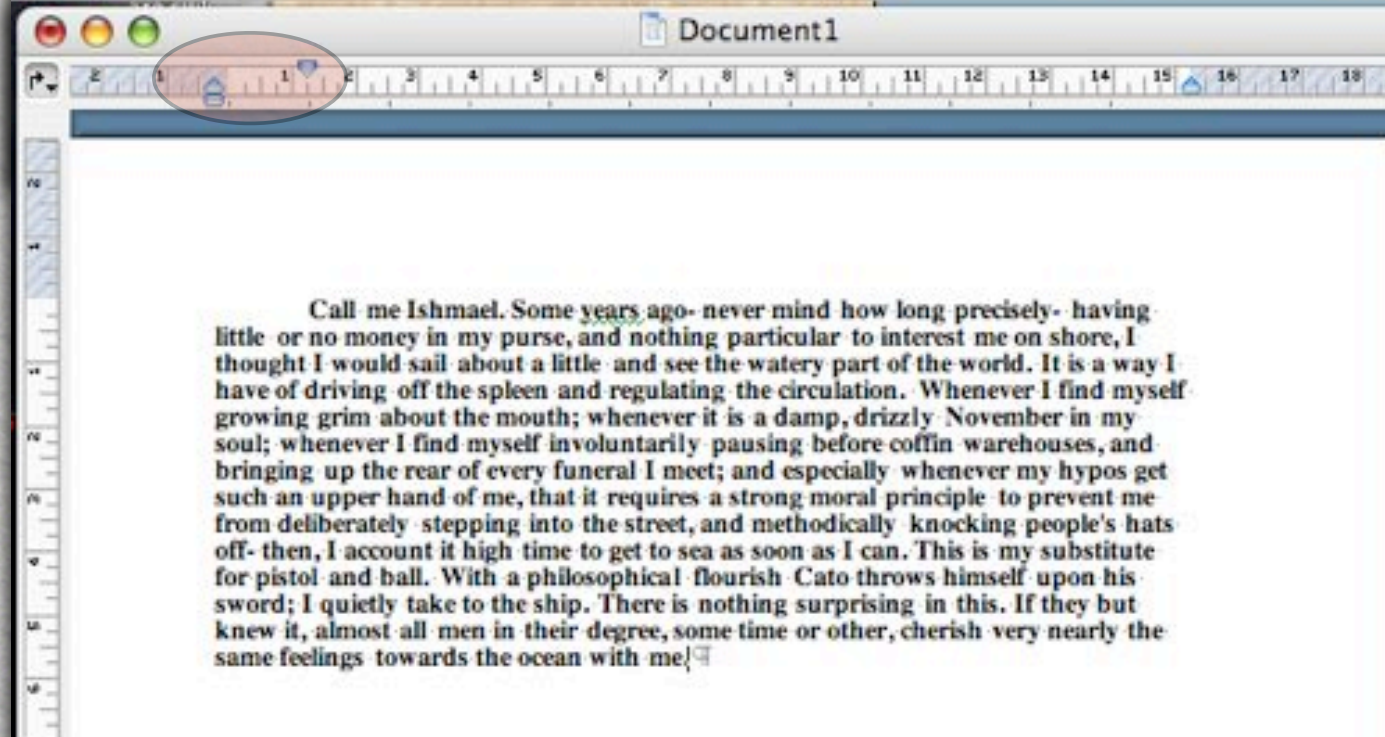
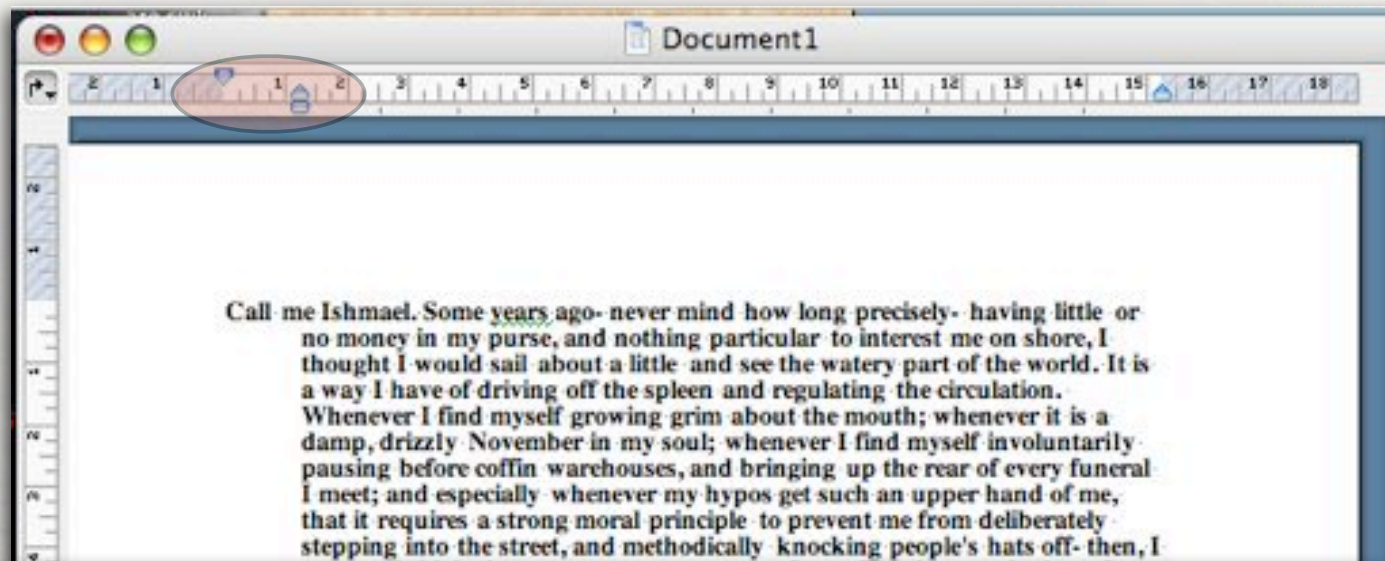
Pages



Appleworks

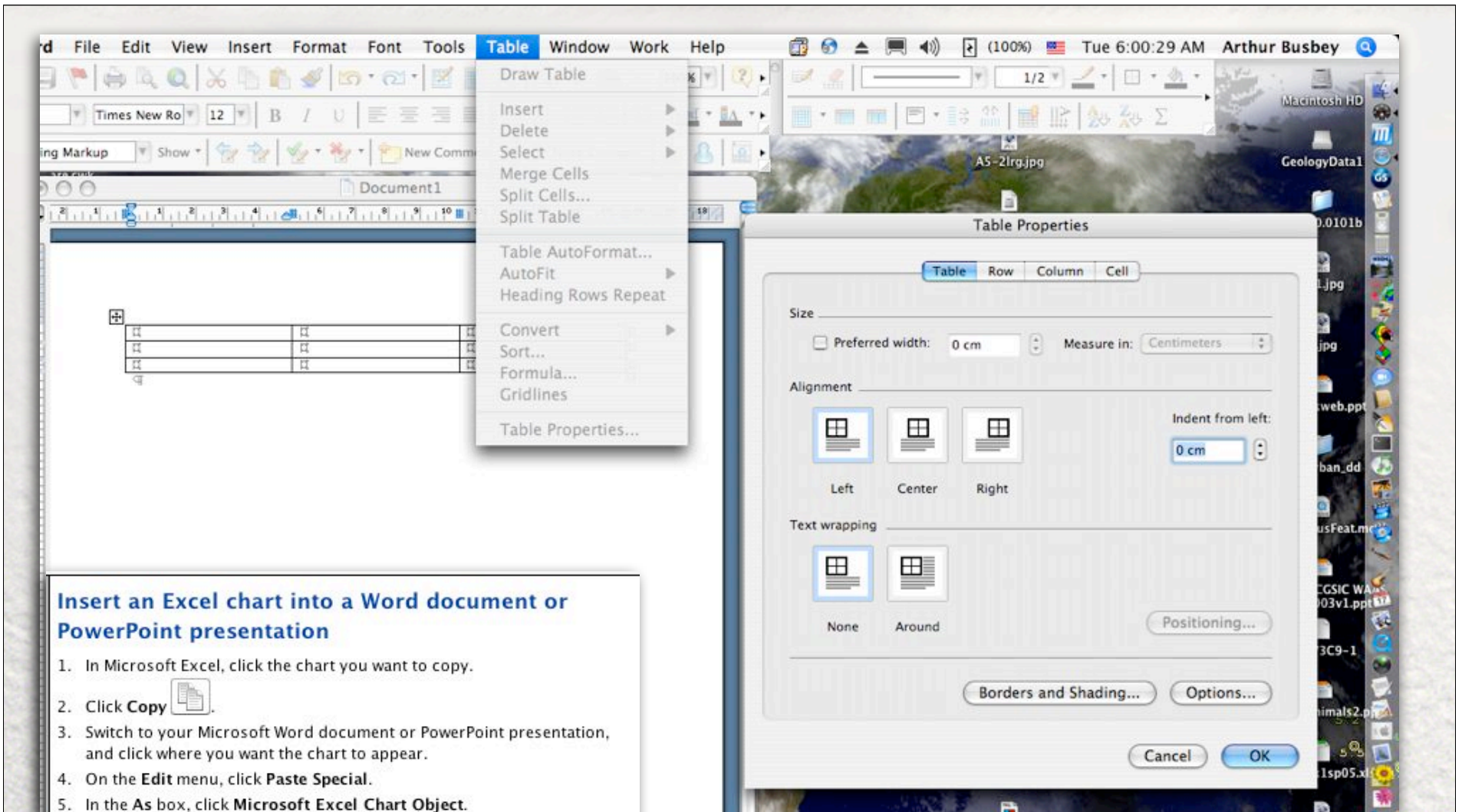
MS Word

Paragraph
controls




Tables

- Simple tables can be accomplished with tabs. Tabs also give you the ability to change the alignment within columns.
- If you need more complicated tables you have may two options (it depends on the word processor):
 - Almost all word processors now have the ability to insert a table into the document that allows sophisticated table formatting.
 - Some word processors will allow the insertion of spreadsheet frames - either internally or from an external spreadsheet. This is useful if you need to take advantage of spreadsheet-like calculations.



Insert an Excel chart into a Word document or PowerPoint presentation

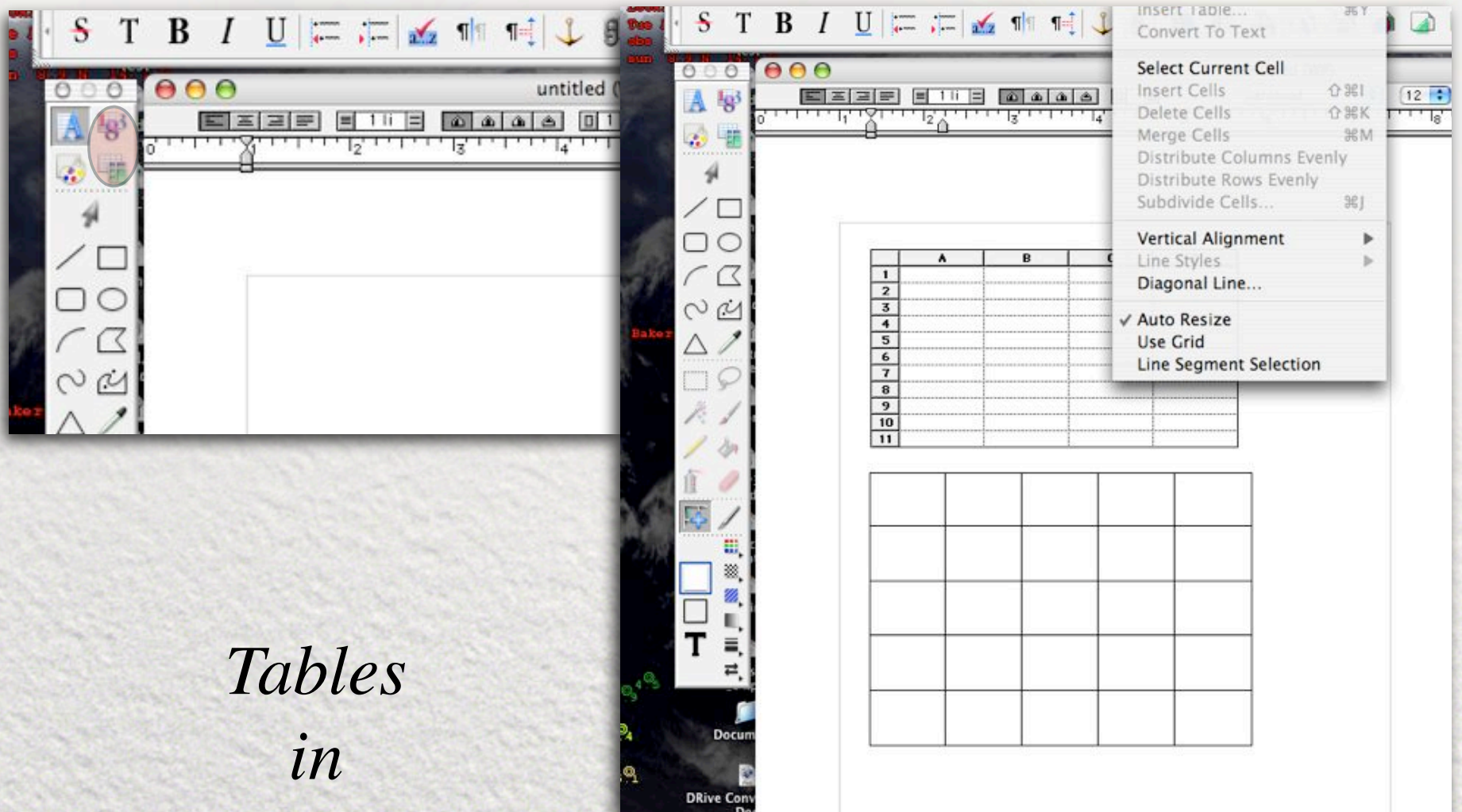
1. In Microsoft Excel, click the chart you want to copy.
2. Click **Copy** .
3. Switch to your Microsoft Word document or PowerPoint presentation, and click where you want the chart to appear.
4. On the **Edit** menu, click **Paste Special**.
5. In the **As** box, click **Microsoft Excel Chart Object**.
6. Do one of the following:
 - In Word, to use only the current content of the document, click **Paste**. To use the latest content if the original content changes, click **Paste Link**. Click **OK**.
 - In PowerPoint, click **OK**.

See also

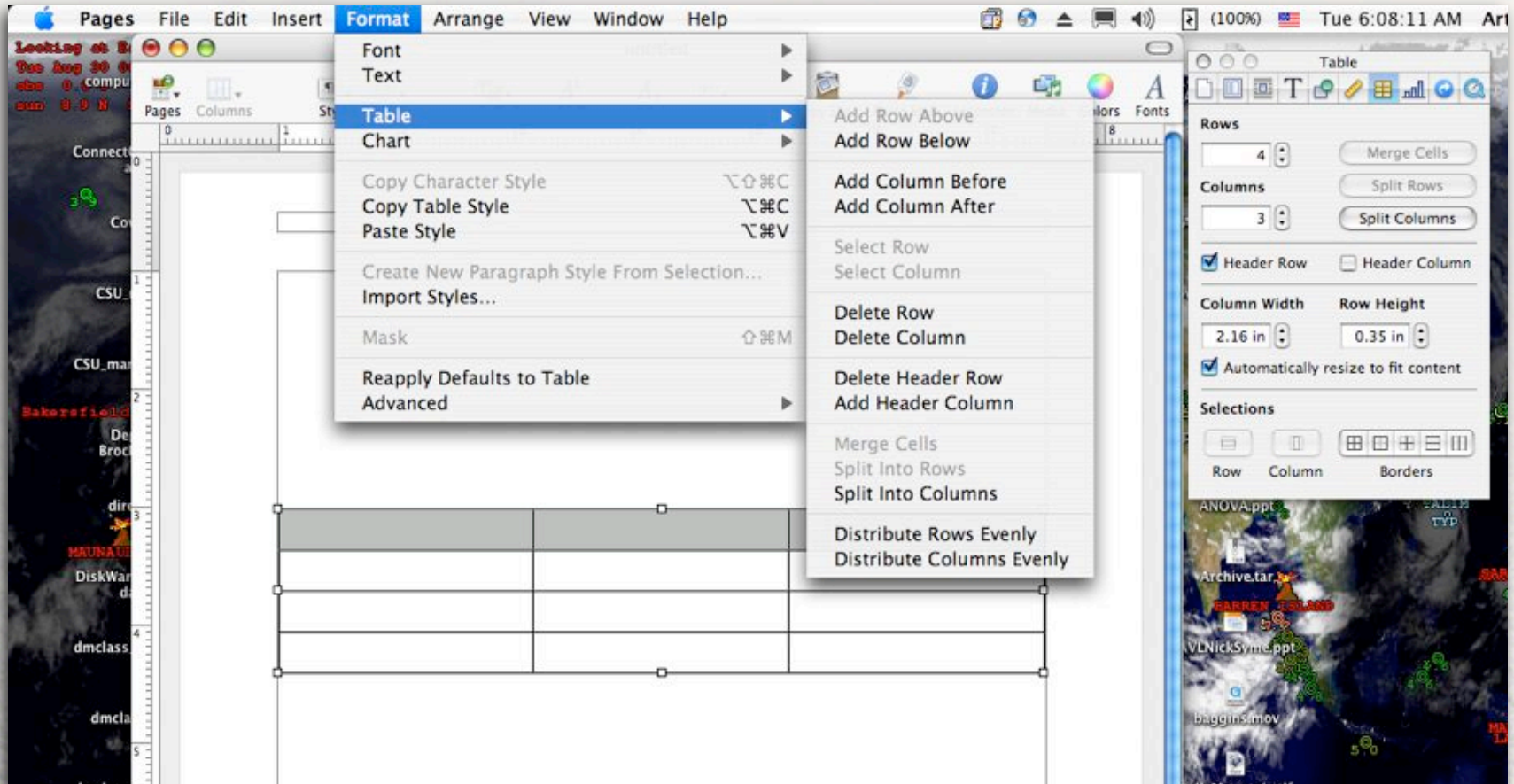
[About linked and embedded objects](#)

[About sharing information between Office programs](#)

Tables in MS Word



*Tables
in
Appleworks*



Tables in Pages

Do NOT

- End a line by pressing return (unless you are at the end of a paragraph) since words automatically wrap to the paragraph formatting settings. If hyphenation is turned on your word may automatically hyphenate itself.
- Go to the next page by maniacally hitting the return key. Insert a page break!
- Use lots of different fonts in lots of different sizes unless you are doing something 'artsy'. Heterogeneity on the printed page usually just pisses people off.

Graphics

- If you are trying to do desktop publishing type endeavors, MS Word is really crappy when dealing with graphics. Consider another application made for DTP.
- Most word processors recognize two 'kinds' of graphics - 'inline' and 'floating' (this is different from the graphic formats they may recognize). Inline graphics are anchored with text as a pseudocharacter but will affect characteristics such as line spacing. Floating graphics float on a page and are not tied to text in any way.
- If you import graphics into MS Word it is kind of a one-way street. Graphics are frequently converted into an internal format that does not easily allow export. So keep an original version of the graphic somewhere.

Graphics

- A good word processor will allow text wrapping to be set for floating graphics. This should also allow you to set the style of text wrapping.
- If you import an Encapsulated Postscript graphic (EPS) into a file you usually need to keep the original file with the WP document, since the whole graphic itself is not embedded in the document.

“Advanced”

- If you are working on a long document with a proscribed set of formats, strongly consider using **styles**! Styles allow one to make a change to the style description that then automatically propagates through the entire document. Styles also allow automatic TOCs and/or indices if supported.
- Sections are very useful if you want to have ‘chapter’-type structure in your document. They also allow you to change page numbering, footers and headers, number of columns, etc.
- Unless you are told to do so, avoid using full justification. Most readers, including editors, expect left-justified text (or ‘right-ragged’). Full-justification changes the spacing between words and characters and actually slows a reader down until the lines are very short.

*Here is some nice text
that is a particular
width.*

*Here is some nice text
that is a particular
width.*

*Here is some nice text
that is a particular
width.*

*Here is some nice text
that is a particular
width.*

*Here is some nice
text that is a par-
ticular width.*

Fonts and Export

- If you intend for your document to be exported to another format, or if you want your document to be widely read by those on different platforms and with different versions of the same word processing software, make sure to use relatively 'standard' fonts, such as Times, Arial, etc.
- If you want to disperse a document for wide readership then DON'T send out a word processing document, such as a Word document. Anyone can change it and pass it on as the original. Instead save it in Adobe PDF format, which it make it much harder to change without leaving evidence of the change.

Export Formats

- In the modern world of Word Processing there are only two formats that are sure to be capable of being read by just about any word processor.
 - Plain text - if you don't need formatting
 - RTF - if you do need to retain formatting
- Many word processors can read MS Word files, usually files with a .doc extension. Note, however, that even the current version of MS Word can't read all older versions of Word. Experiment!
- If you need to make a document that people can read but that is 'secure' you should save in PDF format. This can be done automatically on all Macintoshes running OsX (in any software) but can only be done with second party software for Windows, such as Adobe Acrobat.

Saving Files

- When you go to save a file, make sure you are saving it in the place you 'think' you are saving it. Most word processors will default to the last place a file was saved, which may not be where YOU want it to be saved.
- Rather than save directly to a USB thumb drive, save to the desktop and when you are finished copy the file to the thumb drive. This gets around how slow reading and writing is on a thumb drive.

Page Layout

- Use an application that was designed to do page layout. Word is a very poor choice and should be your selection of desperation.
- Industry standards include programs like Quark Express and Indesign.
- Other programs that do a great job of page layout are Pages (Mac only), Canvas and the excellent open source program Scribus.