Word Processing and Desktop Publishing

Chapter 11
Printing It

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Word Processing

Word processing lets you:
- create
- edit
- format
- store
- retrieve
- print

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Create

Creating a text document means using an input device, usually a keyboard to key in the letters, numbers, or symbols.

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Edit

Editing a text document means to make changes to the document. This might require insertions or deletions to fix errors, improve its content, or move text within the document.

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Format

Formatting refers to adjusting the appearances of the text document. Special formatting terms such as justification, font style, line spacing, and much more do not alter the content—only the look of the document.

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Store

Storing means to save the document to disk for later use. Frequent saves are wise so that if something goes wrong, a fairly recent version of the document can be retrieved.

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Retrieve

Retrieving a document means to bring the stored document from disk back into computer memory so that it can be used again or changed in some way.

Print

Printing is producing the document on paper.

How Word Processing Works

Think of the computer as a page of typing paper with these differences:
• Cursor
• Scrolling
• Word wrap
• Insertions and deletions
• Menus and buttons

Cursor

The cursor shows you where the next character will appear in your document. You can move the cursor to different locations with your mouse or the arrow keys on your keyboard.

Scrolling

Scrolling is necessary to see portions of a document that can’t fit on the screen at one time. The user can stop anywhere and make changes.

Word Wrap

Words that won’t fit on a line are automatically moved down at the beginning of the next.
**Insertions and Deletions**

Unlike typed, paper documents, word processors allow for easy corrections. Characters are inserted wherever the cursor is put, by typing. The backspace and delete keys remove unwanted characters.

**Menus and Buttons**

Pull-down menus and clickable buttons make many selections possible. Buttons are a shortcut to invoking commands. Pull-down menus reveal lower-level choices from which to choose.

**Word Processing Features**

Modern word processors feature:
- Formatting
- Search and replace
- Editing text blocks
- Spelling and grammar checking
- Pagination and Footnotes

**Formatting**

Formatting is controlling the physical appearance of the document, such as:
- Centering
- Margins
- Tabs/Indents
- Alignment
- Spacing
- Font style
- Fonts

**Centering**

Vertical centering is a formatting feature that can be applied to a text so that it fits evenly on a page.

**Margins**

The margins at the top and bottom edges and left and right edges of a document can be set by the user to fit their needs.
Tabs in a word processor work just like they do in a typewriter. Tabs are used to begin paragraphs and set where the cursor will line up.

The text that follows the first line of a paragraph can be moved to fit the user’s needs.

The spacing between individual letters can be increased or decreased.

A variety of styles can be applied to fonts:
- bold
- shadow
- italic
- underline

A font is a set of characters of the same design. Three major categories of fonts are:
- Serif
- Sans Serif

A serif font has serifs (hooks) on the ends of characters that actually make reading easier. As a rule of thumb, the body of a large document should be typed with a serif font.
Sans Serif

Sans serif means without serifs. This group of fonts is best used for headings, captions, or in small amounts in a larger document.

Searching for Text

Search allows a user to key in a string of characters to search the document for a match.

Replacing Text

Replace begins with the search feature but in addition, it will allow the user to key in characters with which to replace those found.

Editing Text Blocks

A text block can consist of one or more words, phrases, sentences, or pages. First, a text block must be marked (selected) so that it can be:
- Moved
- Copied
- Deleted

Moving Text Blocks

Moving a block of text removes it from its original location and places it in another location.

Copying Text Blocks

Copying a block of text leaves the original block intact but also inserts a copy of it in a new location.
Deleting a text block means to remove it from the document.

Spelling checkers should be viewed as preliminary proofreading devices. They lack the scope or intuitive power of a human proofreader.

Grammar checkers will find discrepancies of verb tense, point out active vs. passive voice, and a host of other grammatical rules that the user may have broken.

An online thesaurus helps the user find the synonym or antonym that better describes what they have typed.

Word processing fits most people’s needs. Sophisticated design of documents requires the special features found only in desktop publishing programs.

Effective page layout means:
- Font sizes and styles
- Principles of good typography
Font

Font refers to the overall design of the letters, numbers, and punctuation that has been selected.

Typography: Guidelines

- Use only two or three fonts
- Never type body text in ALL CAPITALS
- Use *italics* or **boldface** for emphasis

Ergonomic Considerations

- Ergonomic equipment
- Ergonomic behavior

Ergonomic Equipment

- Adjustable chairs
- Tilt and swivel monitors
- Comfortable angle for arms and wrists

Ergonomic Behavior

- Reduce glare on monitor
- Keep your lower back supported
- Use large fonts while working, reduce when printing
- Take regular breaks

Job Stress factors and repetitive strain

- Long commutes
- Dissatisfaction with management
- Stressful events in your personal life
Conclusion

A word processor is the most frequently used application program. However, modern word processors should not be seen as glorified typewriters. Using the power of the word processor wisely takes skill and practice.