

WEEK 9

Chapter 9 Word Processing and Desktop Publishing: Printing It

Objectives

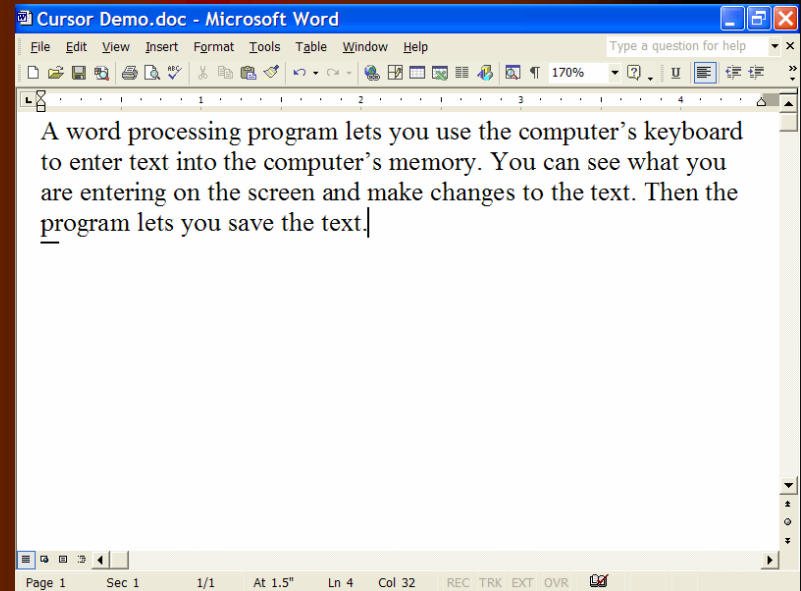
- Explain the need for word processing
- List and describe the basic features of word processing programs
- Describe how spelling checks and thesaurus programs work
- Explain the value of collaboration using word processing and the Web
- Define the advantages of desktop publishing
- Define desktop publishing terminology

Word Processing as a Tool

- Allows you to work with text documents
 - Creation – the original keying in of the document
 - Editing – making changes to the document
 - Formatting – adjusting the appearance of the document to make it more attractive
 - Storing – saving the document on disk
 - Retrieving – bringing the stored document into memory so it can be used again
 - Printing – producing the document on paper

How Word Processing Works

- As you type, the screen displays your work
 - The program displays the insertion point (cursor) to show where the next character will appear
 - You can use the scroll bar to move throughout the document
 - Word wrap automatically moves a word to the beginning of the line below if there is not enough room at the end of the line to complete the word

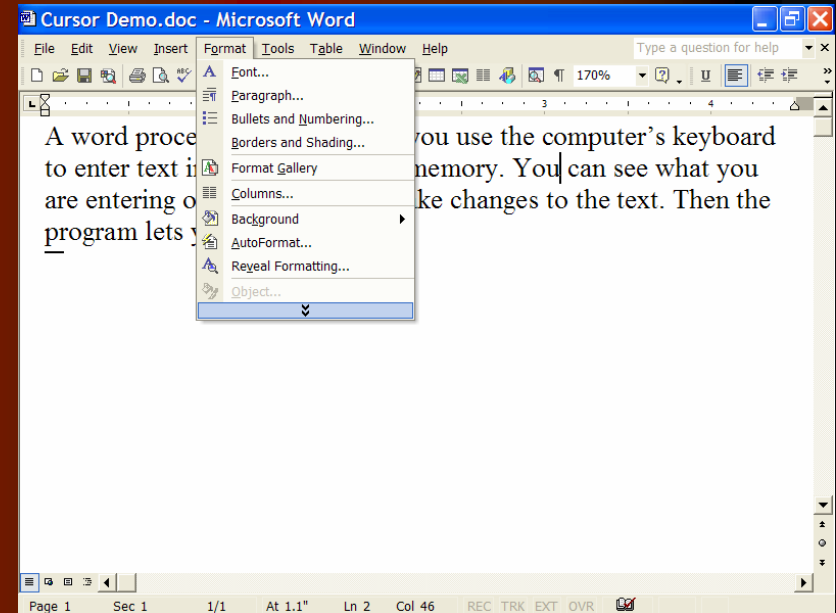


Easy Corrections

- Use the Backspace key to delete the character to the left of the cursor
- Use the Delete key to delete the character under or just to the right of the cursor
- The Undo command reverses the effect of the last action
 - Most word processing programs allow you to undo several actions

Menus and Buttons

- Commands are given via menus – a set of choices laid out across the top of the screen
 - Called pull-down menus because each initial choice reveals several lower-level choices
- Commands can be invoked by clicking on buttons
 - Toolbar – a collection of buttons, usually shown just below the menu bar



Formatting Features

- Character formatting
- Line formatting
- Page formatting
- Printing envelopes

The image shows a sample document page with various formatting features highlighted by red lines and labels. The document is titled "COMMUNITY CRIME PREVENTION AND SAFETY" and is labeled as "Chapter 1". The page includes a header, a centered heading, a statement of goals, a numbered outline, a security overview, a safety overview, a home security checklist, and a footnote. The page is numbered "1" at the bottom right.

Labels on the left side of the page:

- Enlarged typeface
- Line graphic
- Underline
- Block indent
- Numbered outline
- Boldface
- Superscript
- Bulleted checklist
- Footnote

Labels on the right side of the page:

- Header
- Centered heading
- Sans serif typeface
- Reference to footnote
- Ragged right text
- Fully justified text
- Inserted graphic image
- Italic
- Pagination

Document content:

Chapter 1

COMMUNITY CRIME PREVENTION AND SAFETY

Statement of goals: Citizens must share the responsibility for prevention of crime and for their own safety. Law enforcement and government agencies cannot and should not handle it alone.¹

I. Home Security

- A. Outside your home
- B. Doors and windows
- C. Locks
- D. Property marking
- E. Inventory sheet

II. General Safety

- A. Safety in your home
- B. Safety in your neighborhood
- C. Going on vacation

Security overview. Burglary is a crime of opportunity—perhaps a weak door or an unlocked window. Most burglars use unsophisticated methods to gain entry, using simple force on an easy target. Citizens can use preventive strategies to make their homes secure.

Safety overview. Safety is a broad topic, running the gamut from keeping your chimney clean to having a fire escape plan to wrapping your water pipes when the temperature dips below 32°. Safety is of particular concern when people are going on vacation. Planning ahead will prevent many problems.

HOME SECURITY CHECKLIST

- Strong exterior doors
- Deadbolt locks
- Door peephole
- Windows secured
- Timed lights
- Lighted entrances
- Shrubs trimmed

¹ Blackwatch: *Community Crime Prevention*, Seattle Police Department Crime Prevention Division, 2001.

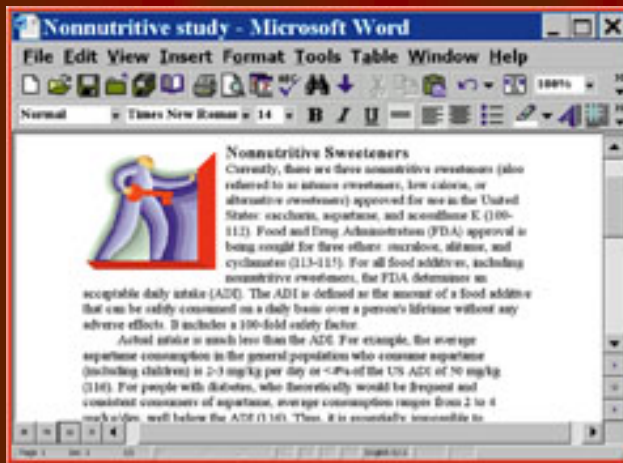
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Other Important Features

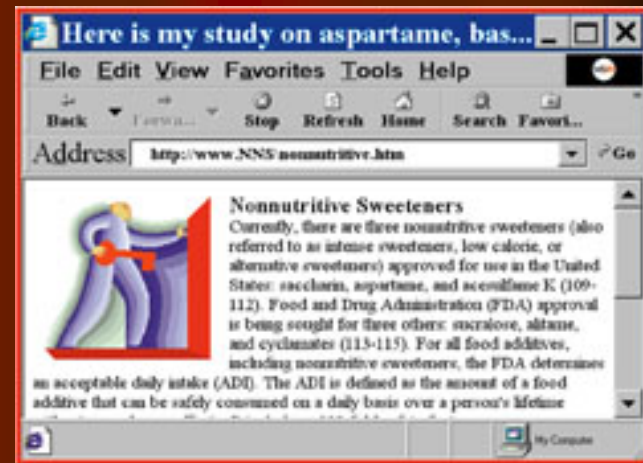
- Find command
- Pagination
- Print preview
- Footnotes
- Headers and footers
- Working with text boxes
- Spelling checker
- Thesaurus

Word Processing and the Web

- Save word-processed documents as Web pages
 - Allows others to access a document and make changes as a regular word-processed document



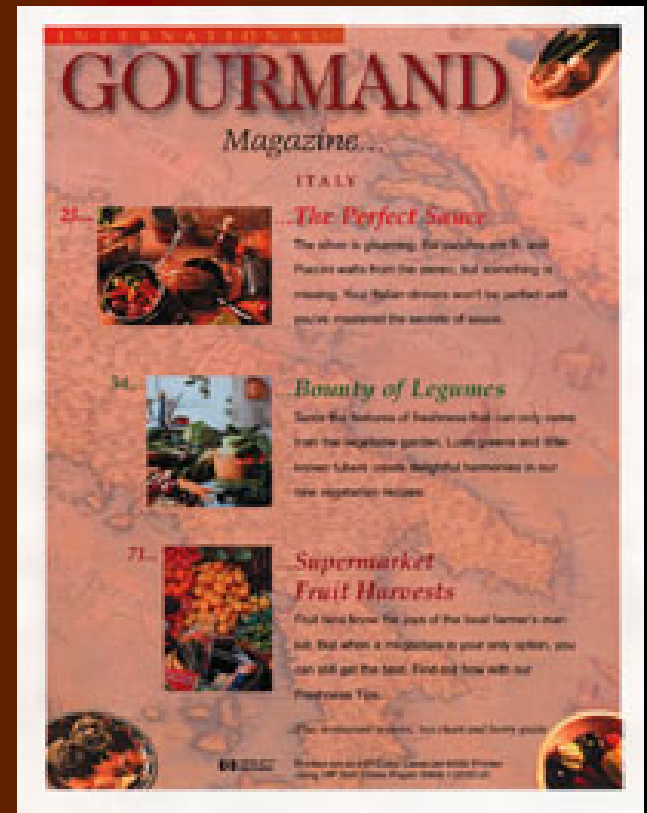
A word-processed document



The same document, as a Web page

Desktop Publishing

- Can be used to design sophisticated pages
 - With a high-quality printer, users can print professional-looking documents
- Allows you to place text and graphics on a page



The Publishing Process

- Page layout
- Selecting fonts
- Principles of good typography
- Leading and kerning
- Halftones

Using Desktop Publishing Software

- Key ingredient is the page composition program
 - Lets you design each page on the screen
- Most programs offer templates, predetermined page designs that let you fill in your own text
- Most integrate clip art, images available for public use
 - Clip art is available for free or a small fee on many Web sites
 - Many commercial clip art programs are available



Reference Material.

■ The pictures and Notes are adapted from the following Text Books

1. J.A. Johnson & H.L. Capron "Computers : Tools For an information Age" (7th Edition) Prentice Hall.
2. Shelly, Cashman & Vermaat (2005) "Discovery Computers 2005" Thomson Learning.

Note: Students are encouraged to use these books to gain knowledge in this subject.