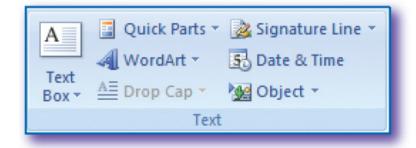


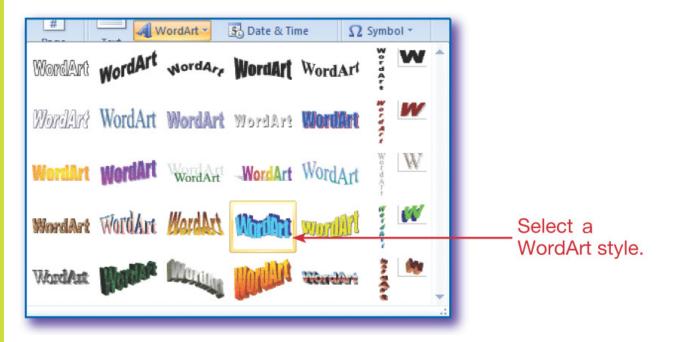
**Review** Chapter 12 – Desktop Publishing

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### Create WordArt

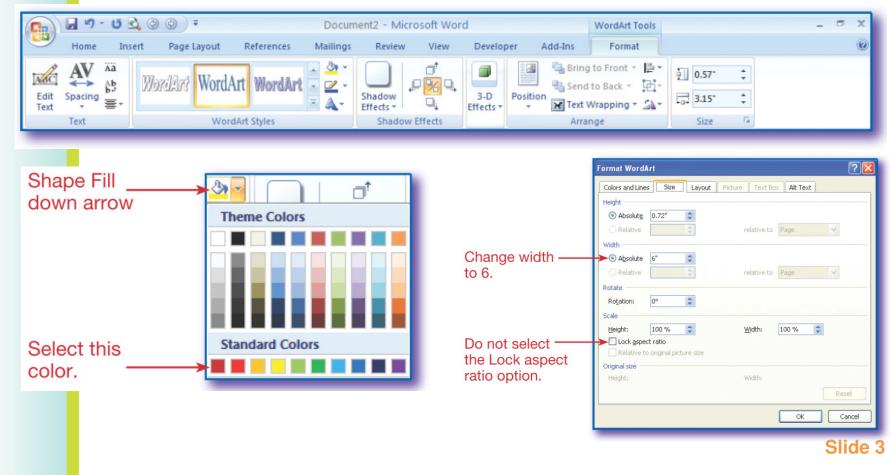
 In Insert tab, Text group





### Format WordArt

#### • WordArt Tools Format tab:



### **Text Box Tools**

#### • Text Box Tools Format tab:

9	Home	Insert	Page Layou	t References	Mailings	Review	View	Developer	Add	-Ins	Format			
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- Change the text or text box style
- Add shadow or 3-D effects
- Specify position and size of text box

# Flyers

- One-page announcement or ad with large text and graphics.
- Flyers should
  - Be colorful
  - Have ample white space (easy to read)
  - Use related pictures
  - Use capital letters sparingly
  - Use fonts that are easy to read
  - Use only 1 or 2 fonts



# Shapes

- Ready made shapes and a variety of lines
  - Click to select shape
  - In document, click mouse and drag across and down to create shape
- In Illustrations group on Insert tab

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### **Format Shapes**

 Use features on Drawing Tools Format tab to format shapes.

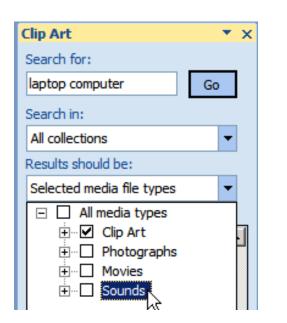


- Size, color, border thickness, and fill color of a shape can be changed.
- Text can be added and edited.



# Clip Art

- Ready made drawings and photography
  - Can include sounds and video clips
  - Be careful not to violate copyright laws
- Word search feature
  - Search results are displayed as thumbnails
    - Click to insert into document



# Format Clip Art

 Select picture or clip art to see Picture Tools Format tab



 Size, crop, and position using options in the Size and Arrange groups

 Format using options in the Adjust and Picture Styles groups

# Columns

- Brochures and newsletters often have text in two or more columns
- Columns may be equal or unequal in width and length
- Items on a page may span columns
  A head may fit across two columns
- Text within columns is often justified and hyphenated

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### Add Columns

 Choose Columns in Page Setup group on Page Layout tab

Columns -	ь <sup>а-</sup> Нурһ
One	
Two	
Three	
Left	
Right	
More <u>C</u> olur	mns

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	Page Breaks					
	Mark the point at which one page ends and the next page begins.					
Balance columns	<u>Column</u> Indicate that the text following the column break will begin in the next column.					
using a continuous	Text Wrapping Separate text around objects on web pages, such as caption text from body text.					
break	Section Breaks					
$\sim$	Next Page Insert a section break and start the new section on the next page.					
	Continuous Insert a section break and start the new section on the same page.					

# **Format Options**

Columns

Presets

One

Number of columns: 2

Three

- Add a line between columns,
  - Click More Columns in Columns list
- Select column text
  - Justify (in Editing group on Home tab)
  - Hyphenate (in Page Setup group on Page Layout tab)
- Choose page orientation
  - In Page Setup group on Page Layout tab



? ×

Right

Left

Automatic

Manual

Line between

# **Text and Pictures**

- Specify text wrapping
- Position picture
- Both are in Arrange group on Picture Tools Format tab

dvanced Layout					?
Picture Position Text	Wrapping				
Horizontal					
Alignment	Centered	Y	relative to	Column	*
O Book layout	Left Centered		of	Margin	~
O Absolute position	Right	w.	to the right of	Column	~
O Relative position		A V	relative to	Page	~

