

Step-by-Step

Document Design Workshop Part 3

1. Open a Word document.
2. File > Page Setup > Margins
3. Set margins to 1 inch on all sides.

Inserting Text Boxes in Body Copy (Pull Quote Example)

1. Select a short sentence or combine several sentences into a short sentence that sums up the essence of the paragraph or section:
2. Example: “A leader who cannot listen effectively is destined to fail.”
3. Use the textbox tool on the Drawing toolbar to draw a text box from left to right margin. Do not worry if the box covers any body text at this point. Note: if your Drawing toolbar is currently not activated, go to View > Toolbars > Drawing.
4. Copy and paste or type in your pull quote.
5. Select the text of the pull quote and set alignment to centered.
6. With pull quote text still selected, go to font menu and select Bradley Hand ITC, Monotype Corsiva, or another script font. Point size: 18. Boldface.
7. Select type color tool from Draw menu and choose a type color to match colors of your document.
8. With pull quote still selected, go to Format > Font. Under Effects, select Emboss or other appropriate embellishment. Click “OK.”
9. Select text box, go to Fill option on drawing toolbar, and make sure “No fill” or white is selected.
10. Use text box sizing tool (one of 8 circles surrounding the text box margin) and point size to adjust size of textbox and pull quote to fit page margins.
11. Select text box so that outside edges have dots instead of crosshatching. Place cursor on an edge and cursor will change to 4-point drag tool.
12. Use drag tool to center text box in paragraph.

13. With textbox still selected (dots around margins), go to Format > Textbox.
14. In the Format Textbox dialog window, select Layout tab at top.
15. In Layout, select Square text wrapping
16. Under Horizontal alignment, select Other.
17. Click on Advanced tab at bottom right. Select the “Text Wrapping” tab in the next window.
18. In “Distance from text,” enter .15 for left and right, .05 for top and bottom.
19. Select OK twice.
20. With text box still selected, place cursor on its margin and drag until there is equal white space above and below the text box.
21. Go to the drawing toolbar, the Line Color tool, click on menu arrow and select “No Line.”

Using Clip Art and Gradient Fills in Text Boxes

1. Draw an approximately 2” x 3” text box over right side of a paragraph where you wish to place your tip.
2. Download from “ear.wmf” file to your desktop.
<http://www.peakwriting.com/UMUC/ear.wmf>
3. Select textbox drawing tool, inside the first textbox, draw a smaller 2 x 1 text box near the top. Then go to Insert > Picture > From File and select the image ear.wmf from your desktop. Click OK and the image will appear in the text box.
4. Select the image by clicking on it 1 time.
5. Go to Format > Picture
6. In the dialog box select Size tab.
7. Set Height to .75. Make sure Lock Aspect Ratio and Relative to Original Size boxes are checked. Click OK. Resize text box or picture as necessary.
8. Activate cursor inside text box with ear.

9. Type in “TIP”
10. Select the word “TIP” and change font to Antique Olive Compact or Arial Black, enlarge to 18 point or higher—what looks best to you.
11. With “TIP” still selected, go to Format > Font and select Character Spacing tab. Expand character spacing to 3.
12. Use cursor, space bar and image drag tool to position the word “TIP” relative to the ear in the position you think looks best.
13. With the “TIP”/ear text box still selected, go to draw menu, border and line tool, select NO LINE.
14. Inside the main text box, draw a third text box. Copy and paste (or type) the text of a tip into this text box. Example:

Let the other person finish speaking before you speak, giving yourself a chance to hear the message while remaining calm.

15. Change point size of tip text to 9 pt. Tahoma bold.
16. Resize text boxes so that all text is showing and TIP/ear box does not cover up any text.
17. Link (Group) all 3 text boxes together: Hold down Shift while left clicking on the edge of each of the three boxes.
18. Select Fill tool (paint bucket) from the draw menu. Then “Fill Effects.”
19. In the color options, select two colors. For example: lavender and white.
20. Under shading styles select “Vertical,” or one of the other options. Click OK.
21. Select outside of textbox that is positioned over body copy. Go to Format > Textbox > Layout and select Square.
22. Position Tip box as desired next to the paragraph.