

Setting up Default formats

Note: word within { } marks will be found in the Menu Bar
Word within [] marks will be found on a dialog box button

Default Fonts	
MS Word	WordPerfect
{Format} Font [Default]	{File} Document Default Font Settings

Default Margins

MS Word	WordPerfect
{File} Page Setup [Default]	{Format} Margins (setup for each printer)

The Power of the Paragraph

In word processing software, the paragraph is one of the most powerful formatting tools you will ever use. The paragraph format defines the line spacing, the line setup, the line roll over points and text margins.

Despite what your English teacher told you, or what your typing teacher told you, in word processing software a paragraph is created every time you press the ENTER key on the keyboard. By definition all text between two ENTER keystrokes is a paragraph.

Just looking at the text, it is not possible to know for certain where the paragraphs begin and where they end.

The sentence above and this sentence may appear to belong to two paragraphs, but they belong to the same paragraph as defined by a word processor program.

By the same token, this text in this statement belong to two separate paragraphs and would give the computer user a lot of editing grief if they were not aware of that.

This paragraph definition does not make any difference on the typed page, but it make a big difference when editing a computer file.

The only way to know where a paragraph exists, when editing the text, is to turn on the Formatting marks when you are editing a file. The paragraphs will be identified by the symbol ¶ .

Showing formatting marks	(sometimes called non-printing characters)
MS Word	WordPerfect
<u>The “¶” mark on tool bar or {Tools} options view formatting marks</u>	{View} show ¶

Some of the other formatting marks that you will see include a small dot every place you have used the space bar. A short arrow, pointing to the right, every place you used the tab key. A short arrow, pointing to the left, every place you used the false paragraph entry. A short series of dashed lines when you make forced page break and a series of double line dashes when you make formatting section break.

We will demonstrate most of these formatting features later in the class.

The Power of the Tab format.

By default, word processor programs set a tab every half inch across the page. Hence each time you press the tab key, the text moves to the right a half inch. Most people know that that is handy for starting a paragraph. But the tabs can be set for any position you want (within a given paragraph) and they have the power to force the text to be centered on the tab, or to align a series of number values to line up on the decimal mark or they can for the text to start at the tab and move to the left, rather than to the right. You can also set a tab to include a series of marks in front of the text. As in this example:

Introduction1
 Chapter One2

Or using one tab at the center of the page, set to center text, and one tab at the right hand side, set to be a right hand tab, I can produce the following example.

Chapter 1	Power of the Tab	R. Gohman.
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Remember, if you try to space words with the space bar, you will pay dearly trying to get it to look right on the printed page. You must use the tab features to assure words are spaced out where you want them to print.

COMMON WORD PROCESSING TERMS

- **Wordwrap:** automatic arrangement of text in lines of specified length without the necessity of touching the return key.
- **Discretionary Hyphenation:** option of inserting a hyphen to break a word that ends a line: the hyphen does not print if later editing moves the word to the middle of a line.
- **Justification:** automatic alignment of text to both the left and right margins.
- **Adjustment:** realignment of text to new margin and tab settings.
- **Alignment:** positioning text or numbers to specified margin and tab settings.
- **Decimal Alignment:** positioning columns of numbers with the decimal points vertically aligned.
- **Indents:** the setting of temporary margins within a document differing from the primary margins used.
- **Centering text on a line.**
- **Insertion:** the entry of new text within previously typed material without erasing the existing material.
- **Overstriking:** the substitution of new text for old by typing over the old text.
- **Deletion:** erasure of text from the screen, or of whole documents from the disk.
- **Search and Replace:** moving directly to specified words or parts of words within a document and replacing them with different words or word portions.
- **Copying or Cutting:** the duplication or moving of blocks of text within a document.
- **Boilerplate:** the separate storage and retrieval of blocks of text from which standard documents can be built.
- **Pagination:** automatic division of a document into pages of specified numbers of lines.
- **Page Numbering:** automatic sequential numbering of pages.
- **Headers and Footers:** option of creating standard blocks of text that will automatically appear at the top or bottom of each page in a document.
- **Footnoting:** automatic sequential numbering of footnotes and positioning of the footnotes at the bottom of their appropriate pages during pagination.
- **Table of Contents and Index Generators.** Programs that create these based on the text of a document.
- **Form Letter Merging:** automatic combining of a form letter with a mailing list to generate multiple copies of the letter with the different addresses and other variable information filled in.
- **Automatic Spelling Checker and Corrector.** Program that compares words in the text against an on-line dictionary, flagging items not found in the dictionary and offering alternative spellings and a means of correcting the errors.