

Some times we want to emphasize a special paragraph.

The paragraph might be a special note, warning, or just some thing we want to call to the reader's attention.

We can do that by "indenting" both the left and right hand sides of the paragraph. You will find this option under the menu "format" then "paragraph". In MS Word, you get a dialog box where you type in the distance, in inches, that you want the left and the right indent to use. In WordPerfect, you choose "double indent" and for each selection, you get the distance for the default tab distance. (In WordPerfect, you can not specify the distance uniquely, if you don't want the 1/2 inch tab default, you have to first change tab settings.)

You also have to remember how the computer defines a paragraph. Remember, when in doubt; turn-on the non-printing characters to make sure that you know what a computer paragraph is. Also remember that in MS Word and OpenOffice the cursor only has to be located within the paragraph that you want to format. Unfortunately, in WordPerfect, the entire paragraph has to be highlighted for this tool to work.

In addition to indenting a paragraph, to call attention to it, you can also add a border. Lots of border formats are available. I used a shadow border format for the paragraph above. In MS Word, the addition of a border is found in the "format" menu as "borders and shading". In WordPerfect it is found in the "format" menu, then "paragraphs" then "borders/fill"

Some times we want to open up the line spacing.

Many legal court documents require that the lines be double spaced. I am not sure if that is done to make the document more readable or if the lawyers do that because they charge you by the page.

Regardless of the reason, you do this with paragraph formatting, not by pressing the "Enter" key twice at the end of every line.

In Word and OpenOffice you choose the menu "format" then "paragraph" and looking in the "Spacing" section for line spacing. A drop down box is provided to pick spacing.

In WordPerfect, it is "format" then "line" then "spacing".

I f you are writing a very formal paper, (A school term paper, or thesis or example) references you use to support your position, or statement, need to be identified with the author and document that you obtained the information from.

This is done with what are called footnotes or endnotes. The only difference between a footnote and an endnote is the location of the reference. Footnotes appear at the bottom of the same page as the reference. Endnotes appear at the end of the document. Adding footnotes, and keeping them on the correct page, as you write and edit a document used to be a major problem when typing your paper. However, the introduction of the word processor made this very easy. You simply put your cursor at the location for the footnote¹, or endnote, reference and choose "Insert", then "reference", then footnote from the menu in MS Word. Word will automatically insert a number in the document at the cursor location and move you down to the footer section of the page so that you can type the reference information². If you have a second footnote to add, the process will automatically update the number and make room for the second footnote. If you have a number of footnotes on the same page, the text on that page is automatically adjusted to allow the room required.

If when editing, you add or subtract text that forces a footnote to a new page, the program moves the associated footer information to the new page as well. (Of course endnotes are always on the last page and moving them has never been a major concern.)

In WordPerfect, the process is almost the same. Put your cursor where you want the footnote, or endnote, reference and then choose "Insert" then "footnote/endnote" from the menu. The number will be automatically inserted and you will be moved to the bottom of the page to type in the reference.

Footnote number 1

Footnote number 2

S ometimes, in the business or volunteer world, it is necessary to make forms that people can complete.

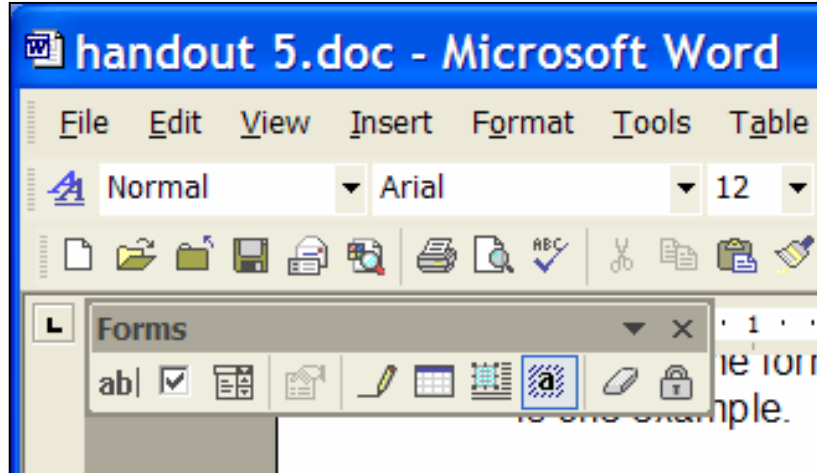
Of course pre-printed forms are completed by hand, or in a typewriter. But in today's world, on-line forms are becoming more and more common. Our club membership form is one example.

Microsoft Word and OpenOffice made this task easy. (I could not figure out how to do it in WordPerfect, so we won't demo with that software.)

¹ Users Guide to Microsoft Word, Microsoft Corporation, pp 405-421

² This was my own input just for demo.

First thing you might like to do, when creating a form, is to bring up the “forms” menu. In MS Word, right-mouse click on a blank space in one of the existing menu bars and a drop-down selection of menu bars is made available. Choose the “forms” menu. The next figure shows the forms menu added to my document.



Reading from left to right, the icons represent:

- Insert a text field
- Insert a check box
- Insert a drop-down table
- Form field Options
- Draw a table
- Insert a table
- Insert a Frame
- Shade a form Field
- Reset the form
- Protect the form

- Text field are for the user to enter text, like a name, address, etc.
- Check boxes are for the user to identify options, an X gets put into this box automatically.
- A drop-down box forces the user to choose from a limited number of options.
- Form Field Options is only available after a form field has been selected. Options include the length of a text field, font, format of numbers, etc.
- Tables are very useful in making a form layout.
- Frames are used to isolate a picture or piece of a form to a specific spot on the paper.
- Protecting the form is the final action that assures that the user can only fill in the areas you designate.

The following is an example of how a form might look.

Last Name	First Name	Today's Date
Birthday	Race	Married?

What did you learn in this course

- How to make columns
- How to insert graphics
- How to recognize paragraphs
- How to insert footnotes