



Word 2003: Document Design Learning Guide

Designing documents in Word 2003

While you may think that good document design isn't necessary for your documents, think again! A well-designed document is much easier to read and much more attractive than one that's poorly designed. Readability and attractiveness give your document a much greater impact than it otherwise might have – even for an audience within your work group or your department. This guide will help you learn to use Word 2003's design tools so that all of your documents will be both attractive and readable.

Design concepts

The Goal

When creating any document, use page design and text styles to make the document clean and readable by:

- Enhancing and **emphasizing your content**
- **Creating contrast** between the sections of your document:
page titles, body text, section headers, bulleted lists

The Tools

Well-chosen **font combinations** and **font styles** are the main tools used to create contrast and emphasis in your documents. However, you should use no more than two font families (like *Times New Roman* or *Garamond*) in your document. If you want to create contrast within text of a single font family, use text styles like **bolding** and *italicizing*.

The Rules

- **Don't** use too many fonts, or too many styles.
- Unless your audience demands radical design, be conservative. **Let your design assist your content**, not overwhelm it.
- **Only create a design element that has a purpose.** Don't simply create one because it looks cool.
- Know when to break the rules.

Font Basics

Most documents will use these two kinds of fonts in combination:

- A **serif font** (like *Times New Roman*, shown below) can be used for the various kinds of text in your document. Serif fonts have accents at the edges of each character, and are highly readable over long blocks of text. They can be overpowering at large sizes.

a

Common serif fonts are: Times New Roman, Garamond and **Georgia**

- A **sans serif font** (like *Tahoma*, shown below) are often used for your **titles and headers**. Sans serif fonts have no accents at the edges of each character, and are **very readable at large sizes**. They rapidly become unreadable over long blocks of text.

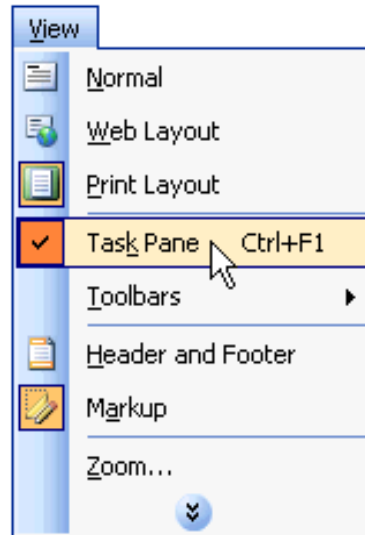
a

Common sans serif fonts are: Tahoma, Arial, and Verdana

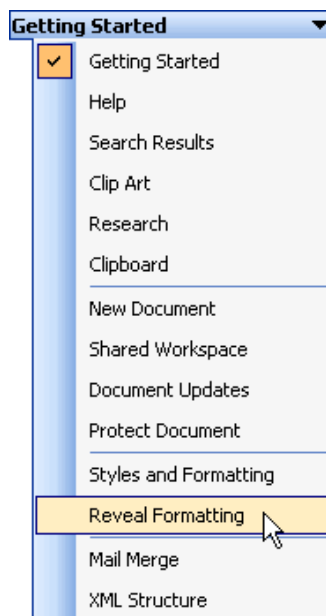
Using the task pane in Word 2003

The task pane's **Reveal formatting** view provides quick access to formatting tools within Word so that you can easily create and sustain consistent formatting throughout documents of any length.

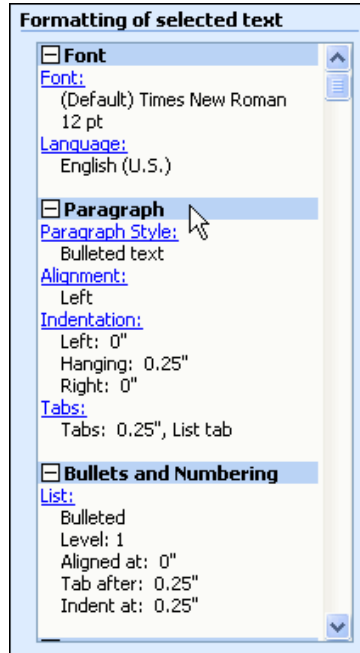
- If the task pane is not already opened, select **Task pane** from the **View** menu. The task pane will open to the right of your document.



- At the top of the task pane, click on the down-facing arrow and select **Reveal formatting**.



- In the middle of the task pane, Word will display a box labeled **Formatting of selected text**. Here, you'll see detailed formatting information about text that you've clicked on or selected.



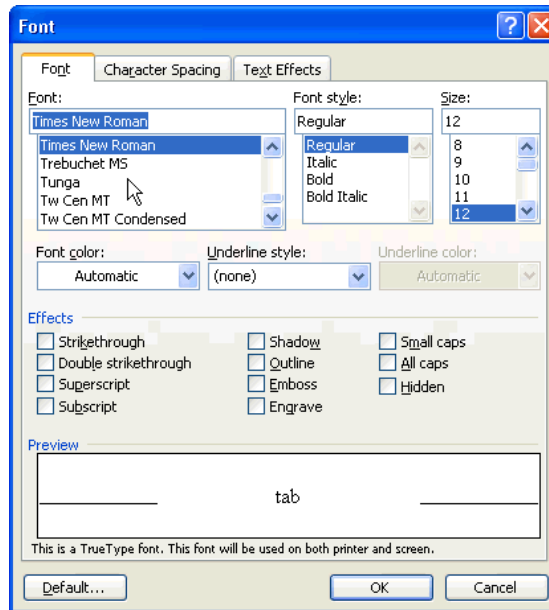
Changing character font, scale and spacing

Changing the font

- Select the text that you wish to format.
- In the task pane's **Font** area, click on the blue, underlined header labeled **Font**.



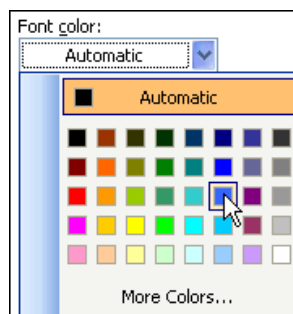
- When **Font** window opens, the font tab will be selected by default.



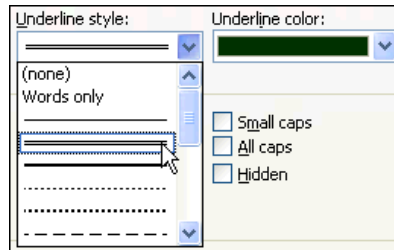
- To apply a new font to your text, click on its name in the box labeled **Font**.
- To apply a new style to your text, click on the style you wish to apply in the box labeled **Font style**.
- To change the size of your text, click on the text size you prefer in the box labeled **Size**.



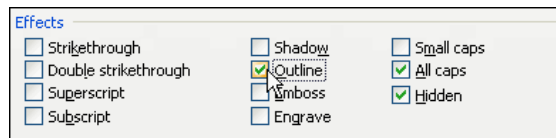
- To change the color of your text, click on the down-facing arrow next to the box labeled **Font Color**. From the menu that appears, choose the text color you prefer.



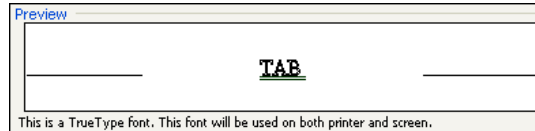
- To apply underlining, select the underline style you wish to use from the drop-down menu labeled **Underline Style**.
- From the **Underline Color** drop-down menu, choose the color in which you wish to underline your text.



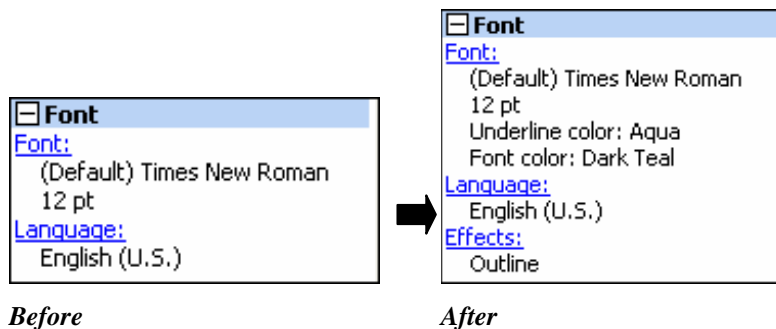
- Other effects can be applied using the checkboxes in the area labeled **Effects**.



- You can view the effects of your formatting changes in the **Preview** box at the bottom of the **Font** window.



- When you are satisfied with the way your text appears in the **Preview** box, click **OK**.
- Once you apply your formatting changes, the task pane's **Font** area will adjust to reflect the changes you made.



Changing character scale and spacing

Increasing the scale and spacing of your text can be useful when you are creating headings for your document. Using scaled and spaced text can set your heading apart from the rest of the text in its section. At the same time, you can preserve the similarities that connect your header to the content in its section.

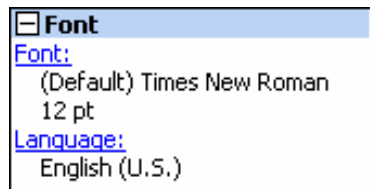
Sample of text with a heading that has increased scale and spacing between characters:

Heading

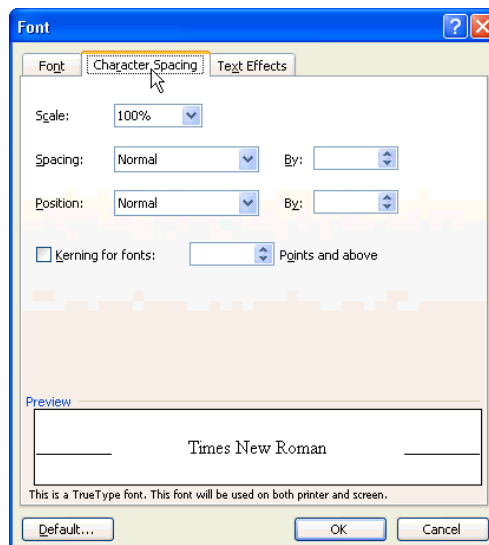
The heading of this paragraph has a scale of 115% and the spacing between characters has been expanded by .7pts.

To change character scale and spacing:

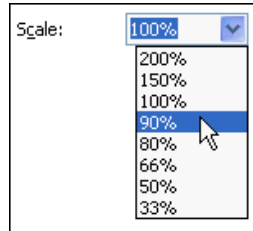
- Select the text you want to format.
- On the task pane's font area, click on the blue, underlined header labeled **Font**.



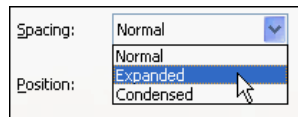
- At the top of the **Font** window, click on the **Character spacing** tab.



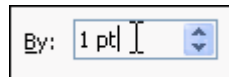
- To change the horizontal scale of your text, click on the down-facing arrow next to the box labeled **Scale**.
- From this menu, select the scale that you wish to use. Alternatively, you can type a custom value into the **Scale** box.



- To change the spacing between letters in your text, click on the down-facing arrow next to the box labeled **Spacing**.
- To expand the space between letters, first select **Expanded** from the **Spacing** menu.
- Then, click in the **By** box and enter the amount of space to be inserted between each pair of characters.
This value is measured in points, a typographical measurement unit.



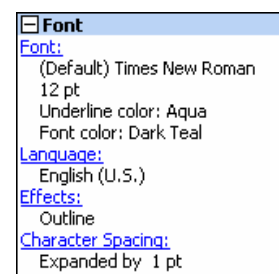
- To condense the space between letters, select **Condensed** from the **Spacing** menu.
- Then, click in the **By** box and enter the amount of space to be removed from between each pair of characters.



- As you apply scale and spacing formatting, the **Font** area on the task pane adjusts to reflect the changes you made.



Before



After

Tip: Once your formatting changes are displayed on the task pane, you can use the blue headings to open the appropriate formatting windows for future changes. In the above example, you can click on the heading labeled **Character spacing** to go directly to the **Character Spacing** tab in the **Font** window..

Formatting paragraph indents

Indents in your document can be especially helpful when you need to emphasize some of your content by setting it apart from the rest of your text.

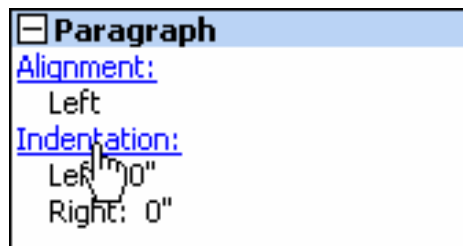
Sample of text with indenting:

This text does not contain any indenting. It is the introduction that prefaces the text that is indented below:

This line is indented by 0.5 pt (points).
So is this line.

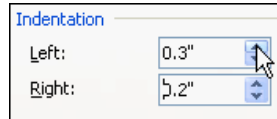
To change a paragraph's indentation:

- Select the paragraph (or paragraphs) that you wish to indent.
- In the task pane's paragraph area, click on the blue, underlined header labeled **Indentation**.



Left and Right Indents

- To indent the left edge of a paragraph, click in the box labeled **Left** and enter the distance (in inches) by which you want to indent your paragraph.



The screenshot shows a dialog box titled "Indentation". It has two rows: "Left:" with a text input field containing "0.3" and a small blue arrow pointing down to its right; and "Right:" with a text input field containing ".2" and a small blue arrow pointing down to its right.

Sample of text indented from the left by 0.25" (inches):

All the bulleted-text in this document has been indented from the left by 0.25".

- To indent the right edge of a paragraph, enter the indent distance in the box labeled **Right**.

Sample of text indented from the right by 0.75":

Compared to the sample of text above, this sample of text has a much larger right margin.

First line indents

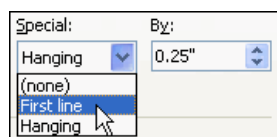
To mark the beginning of a new paragraph, you will often want to indent its first line.

Sample of a paragraph whose first line is indented by 0.25":

This paragraph has its first line indented by .25". Notice that the rest of the lines in this paragraph have no indentation.

To indent the first line of a paragraph:

- Click on the down-facing arrow next to the box labeled **Special** and select **First Line** from the drop-down menu that appears.
- In the box labeled **By**, enter the indent distance for the paragraph's first line.



The screenshot shows two adjacent dialog boxes. The left one is labeled "Special:" and has a dropdown menu with "Hanging" selected. A mouse cursor is clicking on the "First line" option. The right one is labeled "By:" and has a text input field containing "0.25" and a small blue arrow pointing down to its right.

Hanging Indents

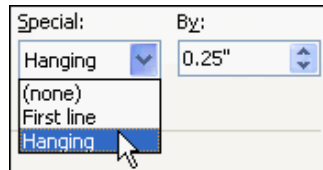
When you are creating a document which has terminology and definitions, or one that contains bibliographic information, hanging indents can help make your content more readable. When you apply a hanging indent to a paragraph, you'll indent every line of text in that paragraph but the first one.

Sample of a paragraph that has a hanging indent of 0.25":

This paragraph has a hanging indent of 0.25". Notice that the first line has no indent, but all the subsequent lines do.

To create a hanging indent:

- Click on the down-facing arrow next to the box labeled **Special** and select **Hanging** from the drop-down menu that appears.
- In the box labeled **By**, enter the indent distance.



Saving the indentation formatting

- Once you are finished making adjustments to the indentation of your paragraph, click **OK**.
- The **Paragraph** area of the task pane will reflect any changes you made to the paragraph's indentation.

Indentation:
Left: 0.25"
Right: 0"

Before



Indentation:
Left: 0"
Hanging: 0.25"
Right: 0"

After

Formatting spacing between paragraphs

Although many people use the return character to create spaces between their paragraphs, Word's paragraph spacing controls make it easier to consistently create white space between paragraphs.

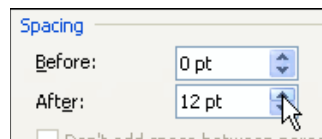
Sample of a paragraph that has 12pt of white space after it:

This paragraph has 12 points of white space after it.

Remember when you want to create consistent white space, use Word's spacing controls.

Adding spacing

- Select the paragraphs that will receive the new spacing.
- In the task pane's **Paragraph** area, click on the blue, underlined header labeled **Indentation** or the one labeled **Alignment**.
- When the paragraph window appears, click on the **Indents and Spacing** tab.
- To increase the spacing after each paragraph that you have selected, click on the up-facing arrow next to the **After** box.
 - *Each increment of 12 points represents one line of spacing after your paragraph.*



- When you are finished, click **OK** to apply the new spacing to your selected paragraphs.
- Once you apply your formatting changes, the task pane's **Font** area will adjust to reflect the changes you made. You'll see the paragraph spacing you just created reflected beneath a new **Spacing** header.

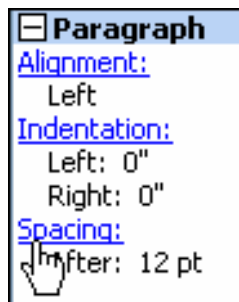
*Tip: To create consistent spacing between all of the paragraphs in your document, choose **Select all** from the **Edit** menu before changing the paragraph spacing.*

Tip: Adding spacing before paragraphs

*In some situations, you'll want to add spacing before paragraphs instead of after them. In those cases, use the up arrow next to the **Before** box to add spacing before the paragraphs you selected.*

Reducing spacing

- Select the paragraphs that have too much white space between them.
- In the task pane's **Paragraph** area, click on the blue, underlined header labeled **Spacing**.



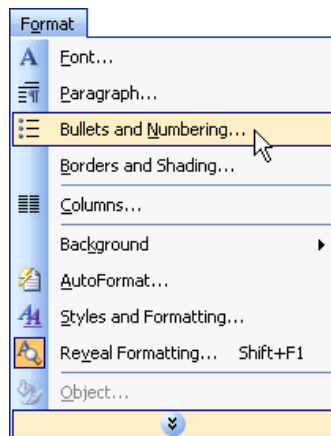
- In the **Paragraph** window's **Spacing** area, use the down arrows next to the **After** box or the **Before** box to decrease the amount of spacing for the paragraphs you selected.

Creating Bulleted Lists

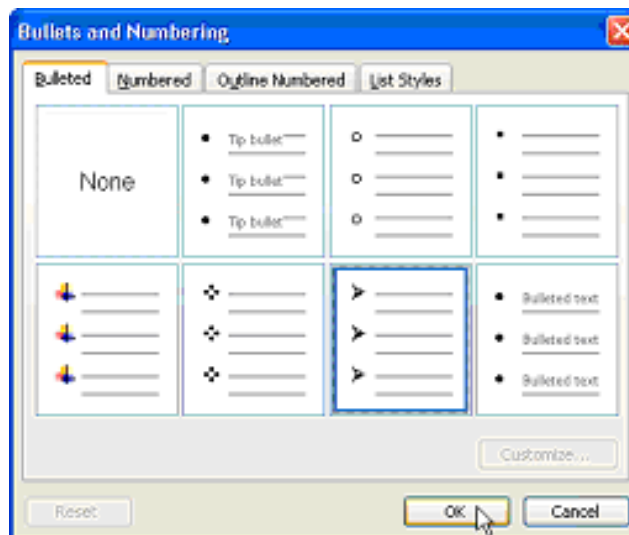
Word allows you to easily create a list of items. Bulleted lists are easy to read, and can efficiently convey your content to your audience. Selecting a custom bullet for your list items can make your list even more distinctive.

Inserting standard bullets

- To create a list using Word's default bullets, first compose the lines of text that you'd like to bullet.
- Next, select the text.
- From the **Format** menu, select **Bullets and Numbering**.



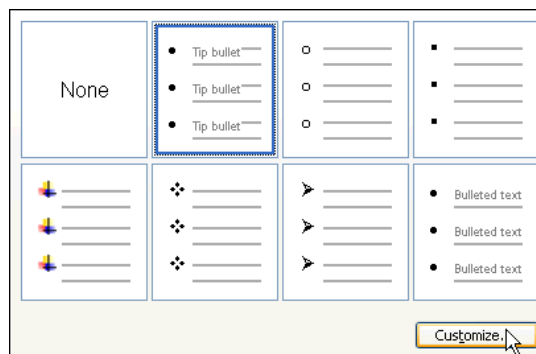
- From the **Bullets and Numbering** window, click on the bullet style that you'd like for your list.
- Click **OK** to apply the bullet style to each line of text that you selected.



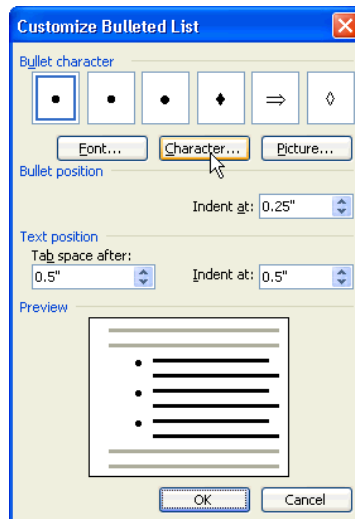
Inserting custom bullets

Sometimes, Word's default bullets won't permit you to format your list the way that you'd like. In these situations, you can choose a character from any font installed on your computer to serve as a bullet. To create & insert custom bullets in your list:

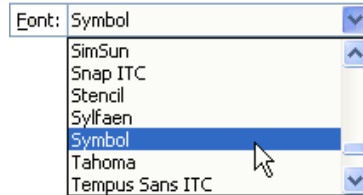
- Compose the lines of text that you'd like to bullet.
- Select your text.
- From the **Format** menu, select **Bullets and Numbering**.
- In the **Bullets and Numbering** window, click on one of the standard bullet format that you'd like to change.
- Click on **Customize**.



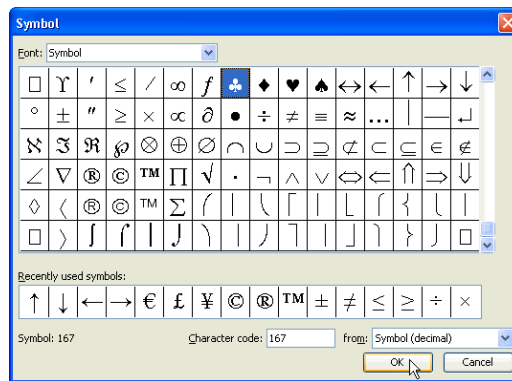
- In the **Customize Bulleted List** window, click on the **Character...** button.



- In the **Symbol** window, click on the down-facing arrow next to the box labeled **Font**.
- From the drop-down menu that appears, click on the name of the font whose character you want to use.



- Using the character grid in the middle of the **Symbol** window, click on the character you wish to use as a bullet.
- Once you have selected the character, click **OK**.
- When the **Customize Bullet** window appears, click **OK** again.
- The customized bullet style will be used to mark each line of text that you selected.



Tip: Customizing existing bullets

If you already have bulleted text in your document, and you want to customize or change the format of those bullets:

- Select the bulleted text.
- In the **Reveal Formatting** task pane's **Bullets and Numbering** area, click on the blue, underlined header labeled **List**.
- From the **Bullets and Numbering** window, click on one of the standard bullet format that you'd like to change.
- Click on **Customize**.
- Follow the process above for customizing your bullets.

Formatting borders and shading

Adding borders and shading to a document can be useful when you want to draw a reader's eye to an area of a document. Borders and shading can be very effective when used with headers and footers. Shading can also be used to draw attention to important content.

Sample of a paragraph that has black border and gray shading:

This paragraph uses borders and shading to set examples of formatting changes apart from the rest of the text.

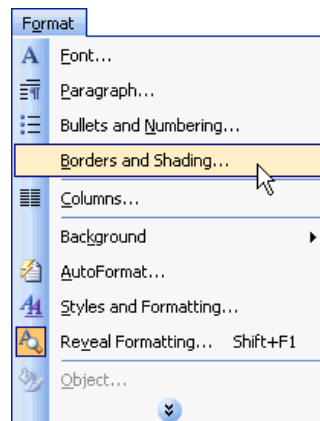
Sample of a heading that has shading, but no border:

Important

Text with shading makes the text stand out from the rest of the document.

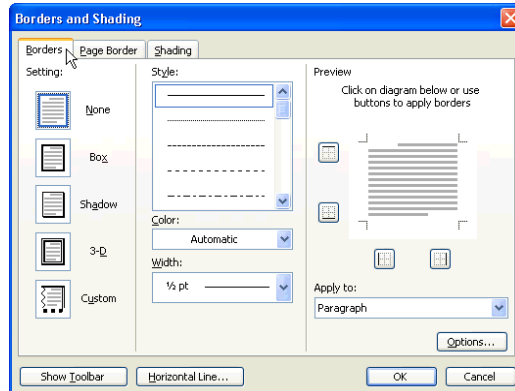
Creating predefined borders

- Select the paragraph that will receive the new border.
- From the Format menu, choose **Borders and Shading**.

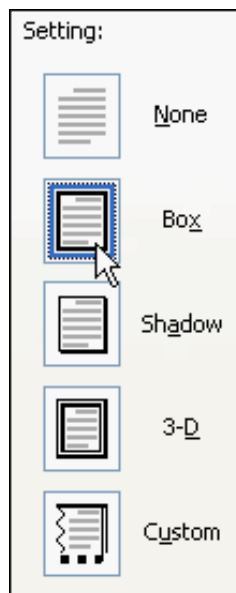


Tip: Word 2003's **Reveal Formatting** task pane only shows formatting that has been applied. Because there is no border currently around the text, you must edit the border from the format menu. After the border has been applied, you can use the task pane for quicker access to the **Borders and Shading** window.

- When the **Borders and Shading** window appears, click on the **Borders** tab.



- To apply a predefined border, click on a sample border in the **Setting** area that contains a border style you like.

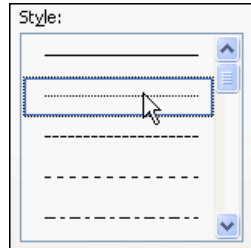


- Click **OK** to apply the border to your text.

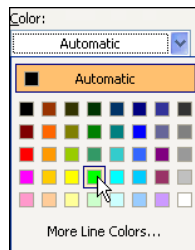
Creating custom borders

To apply a custom border, use the menus in the center of the window. Begin by selecting the line style, weight and color for your border.

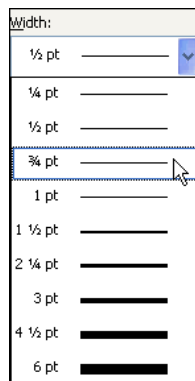
- To select a line style for your border, use the list box labeled **Style**. Use the scroll bar to scroll up and down in the Style box.
- Click on the line style you want to apply.



- To select the color of the border, click on the down-facing arrow next to the box labeled **Color**.
- Click on the color you want to apply.

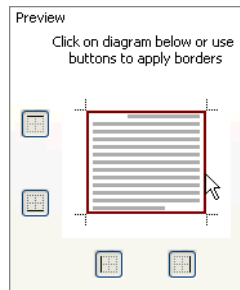


- Select the weight of the border by clicking on the down-facing arrow in the box labeled **Width**.
- Click on the line width you want to apply.

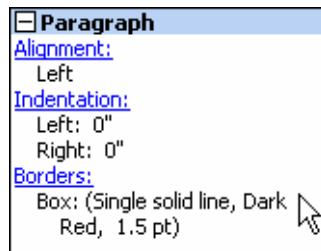


Finally, you have to apply the border to the text.

- In the **Preview** area, on the right side of the **Borders and Shading** window, click on any edge of the sample paragraph to apply your border to that edge.
 - *Once you have applied a border to an edge of the paragraph, clicking again on that edge will remove the border from the paragraph.*
- Click on each edge of the paragraph to which you wish to apply your border.



- Once you're happy with the border formatting that you've specified, click **OK** to apply your border to your text.
- Once you apply the new border to your paragraph, the task pane's **Paragraph** area will adjust to reflect the changes you made. You'll see the border you just created reflected beneath a new **Borders** header.

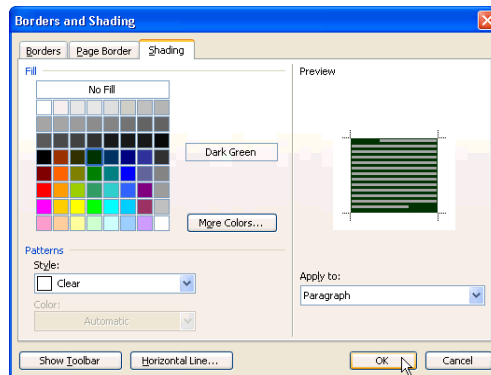


Tip: *To apply a border to a page or to multiple pages:*

- *In the **Borders and Shading** window, click on the **Page Borders** tab.*
- *Create a page border using the techniques for creating paragraph borders.*
- *Click **OK** to apply your border to every page in your document.*

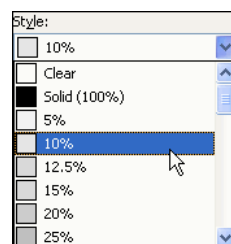
Creating shading

- Select the paragraph that will receive the new shading.
- From the **Format** menu, choose **Borders and Shading**.
- When the **Borders and Shading** window appears, click on the **Shading** tab.
- In the **Fill** area at the left side of the window, click on any of the colored squares to shade your text with that square's color.
- Click **OK** to apply the shading you have chosen to your paragraph.



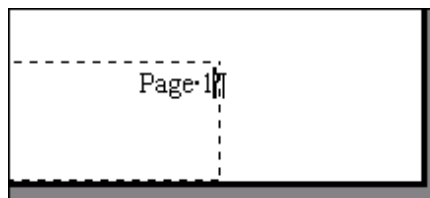
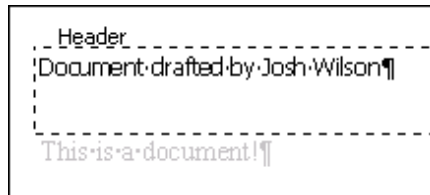
- Once you apply the new shading to your paragraph, the task pane's **Paragraph** area will adjust to reflect the changes you made. You'll see the shading you just created reflected beneath a new **Shading** header.

Tip: To choose a precise shade of gray for your paragraph's shading, click on the down-facing arrow next to the box labeled **Style** menu at the bottom left corner of the **Borders and Shading** window. From the drop-down menu that appears, select the shade of gray you wish to use.



Creating headers & footers

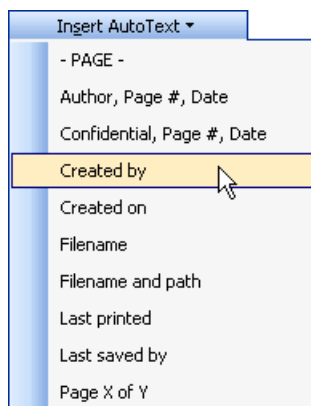
- From the **View** menu, choose **Header and Footer**.
- Word will display a header box at the top of the current page, and a footer box at the bottom of the current page. You can enter and format text in a header or footer box just as you would elsewhere in your document.







Tip: To switch between the header box and the footer box, click on the **Switch** button on the **Header and Footer** toolbar.



- You can insert various kinds of self-updating **AutoText** into your headers and footers. To insert **AutoText** in your header or footer, click on the AutoText button on the **Header and Footer toolbar**, and select the type of AutoText that you wish to insert.



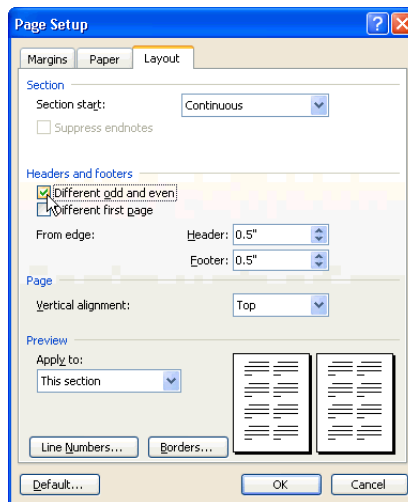
- You can also insert the following additional kinds of AutoText by clicking on each type's toolbar button on the **Header and Footer toolbar**.

If you want to...	Click on...
Insert the page number	
Insert the total number of pages	
Insert the current date	
Insert the current time.	

Tip: Creating different headers and footers in your document

Word allows you to create separate headers and footers for odd and even pages of your document as well as a completely separate header and footer for the first page of your document. To create separate headers and footers for odd and even pages:

- From the **File** menu, choose **Page Setup** and click on the **Layout** tab.
- Click on the **Different odd and even** checkbox.



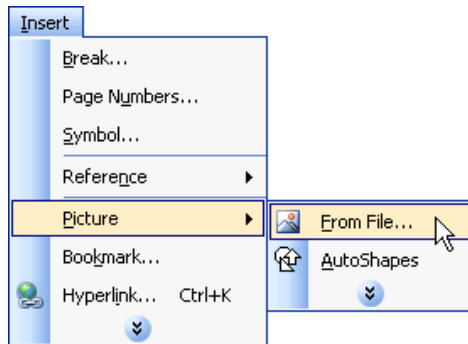
To create a separate header and footer for the first page of your document:

- From the **File** menu, choose **Page Setup** and click on the **Layout** tab.
- Click on the **Different first page** checkbox.

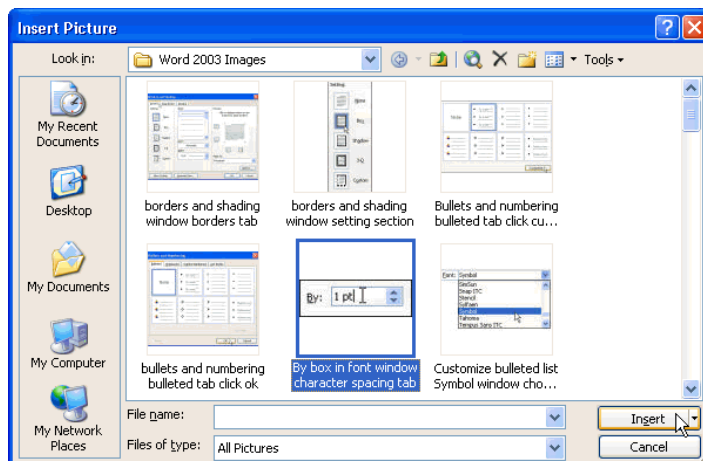


Inserting images

- Click in your document at the location where you want to insert your image.
- From the **Insert** menu's **Picture** submenu, choose **From File**.



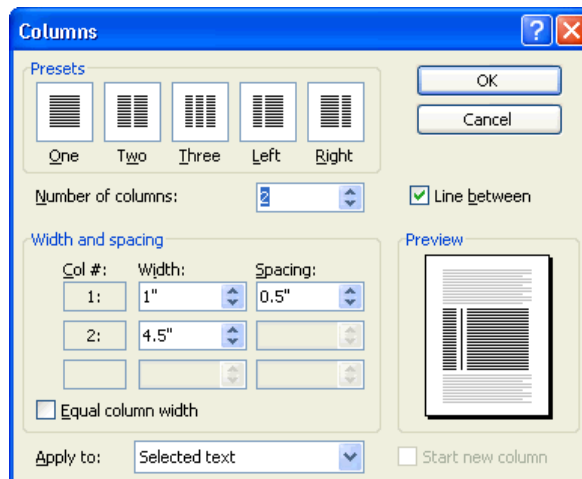
- From the **Insert Picture** window, navigate to the folder containing your image. Click on the image, and click **Insert**.



- Word will insert your image in your document at the location you chose.

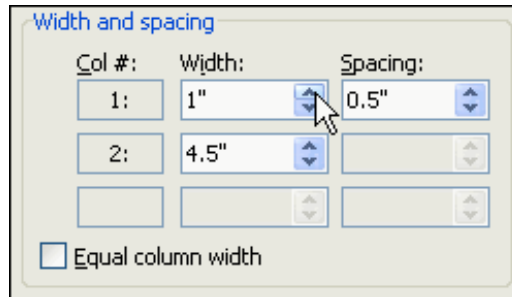
Creating a multi-column layout

- From the **Format** menu, choose **Columns**.

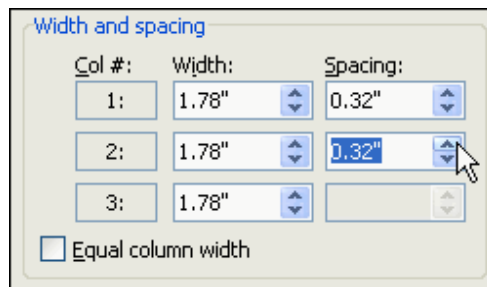


- To select one of Word's default column layouts, click on one of the boxes in the **Presets** area of the **Columns** window.
 - Be sure to look at the **Preview** area in the window's lower right corner to see how the layout will look before you apply it to your document.
 - Once you have selected a layout, click **OK** to apply it to your document.
- To create a custom multi-column layout, first specify the number of columns in your layout. Enter this value in the **Number of columns** box in the middle of the **Columns** window.
- The Columns window will display one row in the **Width and spacing** area for each column in your layout.
- By default, Word will create a layout with multiple columns of equal width. As a result, only one of the rows in the **Width and spacing** will be active.

- Enter the width for your columns in the first row's **Width** box. Enter the distance between columns in the **Spacing** box.



- To create a layout with multiple columns of unequal width, uncheck the **Equal column width** box. Next, enter the **Width** and **Spacing** for each column.



- Once you have configured your columns, look at the **Preview** area in the window's lower right corner to see how the layout will look before you apply it to your document. If necessary, make changes to your column configuration.
- When you are satisfied with layout, click **OK** to apply it to your document.

Tip: Creating a multi-column layout for part of a document

- To create multiple columns for part of a document, select the text to be formatted in columns before choosing **Columns** from the **Format** menu.
- After configuring your multi-column layout, select **Selected text** from the **Apply to** menu at the bottom of the **Columns** window.

