

Software Guide for New Technical Writers

Dedicated to our audience – without whom this would be futile.

Preface

As a new technical writer, you are discovering the importance of content and form as you endeavor to create reader-centered documentation. Form features play a significant role in providing another layer of meaning to technical writing content. This *Software Guide for New Technical Writers* will assist you in achieving the skills you require to get your message across in your technical writing.

This book was written by graduates of the illustrious Print Futures Program. As it was not that long ago that these authors were students or new technical writers themselves, this *Software Guide* is particularly sensitive to the needs of its audience. We trust that you will quickly work through most of the chapters, and while there are a few chapters that might be considered challenging, all of the information gathered here is worth the time to master.

We hope you enjoy working with this *Software Guide for New Technical Writers*. We know that using your software beyond its fancy-typewriter capabilities will not only improve the work you produce, but it may also save a bit of your sanity.

We welcome your feedback. All of it. E-mail your comments to:

printfutures@onelist.com

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Chapter Four

Chapter 4: Tutorial – Enhancing your document with graphics

Introduction

In the last chapter, Chapter 3: Basic Word Skills, you learned how to copy selected text in one document and paste it into another. A similar procedure can be used between programs. In this tutorial, you will learn how to take a graphic from Microsoft Paint, copy it, and place it in a document in another program. In Microsoft Paint, you will be choosing a graphic of *Michel de Certeau* and pasting it into a Microsoft Word document called *Resistance*.

You will also learn a quicker method of inserting a graphic into your document. You use this method when the graphic you have chosen is saved to disk or to the hard disk.

Learning objectives

In this tutorial, you will be learning how to:

- Select and copy a graphic.
- Paste that selected graphic.
- Insert a graphic.

Previous learning

You already have some computer skills. You may have acquired them on your own, or by following the previous chapters in this tutorial. To follow the procedures for copying a graphic from one program and pasting it in another, ensure that you know how to use a:

- mouse (see Chapter 1).
- drop-down menu (see Chapter 2).

Copying a graphic in Microsoft Paint

In the first part of this tutorial, you will start the Microsoft Paint program, open the file called *Michel*, select the graphic, and copy it.

To start Microsoft Paint

- In Windows, click the **Start** button, point to **Programs**, point to **Accessories**, and then click **Paint**.

To open a file

- 1 On the **File** menu, click **Open**.
*The **Open** dialog box will appear.*
- 2 In the **Look In** list, click **3½ floppy (A:)**.
The names of the files on the tutorial disk that you are using are listed here.
- 3 Enter the file called *Michel*:
 - Click the file name.
 - or –
 - Type *Michel* in the **File Name** box.
- 4 Click **Open**.

A line drawing of Michel de Certeau appears in Microsoft Paint's window.

To select and copy a graphic

- 1 On the **Edit** menu, click **Select All**.
Notice that Microsoft Paint places a highlighted box around the graphic. This shows the area you have selected.
- 2 On the **Edit** menu, click **Copy**.
Microsoft Paint puts a copy on the Clipboard. Notice that the original graphic is still on the screen

Pasting a graphic in a Microsoft Word document

You have copied the graphic from Microsoft Paint. Now, in this second part of the tutorial, you will start Microsoft Word, open a file called *Resistance*, and paste the graphic into the document.

Note: If you are working with graphics and you want to be able to see them in your document, you must be in Page Layout view.

To choose Page Layout view

- On the View menu, click Page Layout.

To start Microsoft Word

- In Windows, click the **Start** button, point to **Programs**, point to **Microsoft Office 97**, and then click **Microsoft Word**.

To open a file

- 1 On the **File** menu, click **Open**.
*The **Open** dialog box will appear.*
- 2 In the **Look In** list, click **3½ floppy (A:)**.
The names of the files on the tutorial disk are listed here.

- 3 Enter the file called *Resistance*:
 - Click the file name.
 - or –
 - Type *Resistance* in the File Name box.
- 4 Click **Open**.

A document with the opening line, “No matter what the constraints, humans will always find a way to resist,” appears in the document window.

To paste a graphic

- 1 Click in the document where you want the graphic to appear.
- 2 On the **Edit** menu, click **Paste**.

If your cursor changes into an hourglass, the computer is moving the graphic from the clipboard.

Your document, complete with text and a graphic, will resemble the document in the Examples Appendix on page 463. It is an essay written by Michel de Certeau, illustrated with a line drawing of the author.

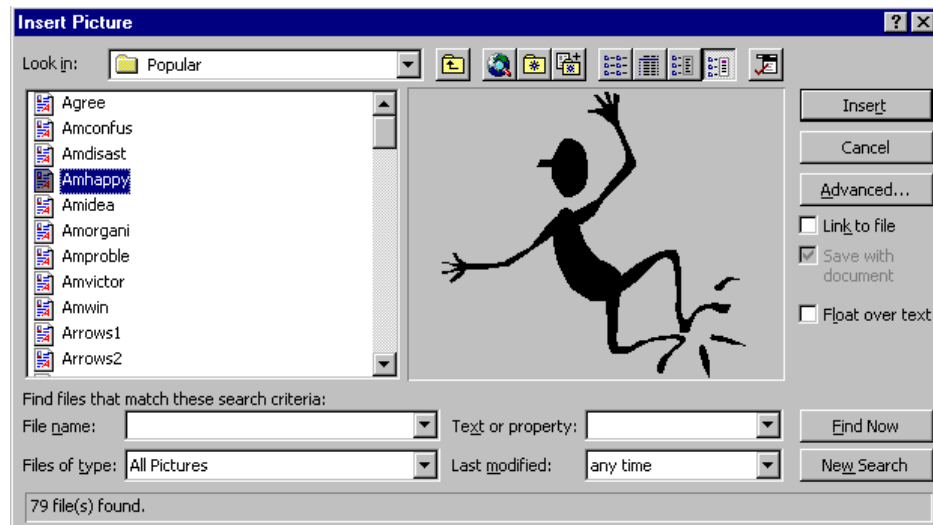
Inserting a graphic into a Word document

In this last part of the tutorial, you will learn how to insert a graphic into a Word document. The benefit of using this method is that you remain in the Word program. It is also the method you will use when inserting graphics into tables, which you will learn more about in Chapter 15: Tables – The Basics, and Chapter 16: Tables – Getting Fancy. For this part of the tutorial, you will insert a drawing of a “happy character” into the *Resistance* document.

To insert a graphic into a Word document

- 1 Click in the document where you want the graphic to appear.
- 2 On the **Insert** menu, click **Picture**, then click **From File**.


*This dialog box, **Insert Picture**, will appear.*



- 3 In the **Look In** list, click **Popular**.
If it is not listed,
 - click **(C:)**, then **Program Files**, then **Microsoft Office**, then **Clipart**, and then click **Popular**.
- 4 Enter the file called **Amhappy**:
 - Click the file name.
– or –
 - Type **Amhappy** in the **File Name** box.
- 5 To preview the graphic you have selected,
 - click on the **Preview** button, which is the second last button in the same row as the **Look In** box.
- 6 Click **Insert**.

To resize an inserted graphic

Using the Format Picture dialog box

- 1 Click the graphic.
- 2 To view the **Format Picture** dialog box,
On the **Format** Menu, click **Picture**.
– or –
On the **Picture** Toolbar, click the **Format Picture** tool .
- 3 Click the **Size** tab.
- 4 Select the **Lock aspect ration** check box.
- 5 Select the **Relative to original picture size** check box.
- 6 Enter a measurement in the **Height** or **Width** boxes in the **Size and rotate** section.
– or –
Enter a percentage in the **Height** or **Width** boxes in the **Scale** section.
- 7 Click **OK**.

Using the mouse

Click the graphic.

<u>To make the graphic</u>	<u>Click and drag</u>
Shorter and wider	one of the left or right handles
Taller and thinner	one of the top or bottom handles
Larger or smaller without distortion (to scale)	one of the corner handles

To have text wrap around a graphic

1 Click the graphic.

2 On the **Picture** Toolbar, click the **Text Wrapping** tool



– or –

On the **Format** Menu, click **Picture**.

To have text	Click
Surround the graphic on all sides	Tight
Surround the graphic on all sides in a box	Square
Float over the graphic	Through or None

Looking ahead to the next tutorial

In the next tutorial, you will learn how various ways to layout pages in a document. You will also learn how to print your files.

Chapter Fifteen

Chapter 15: Using Tables – The Basics

Introduction

If you've been working through this manual from the beginning, you will have already gained a lot of knowledge about how to work with text. Using tables is another way of organizing information to present it in a way that makes it easier for your audience to understand.

Uses of tables

Traditional

Tables are used to present a large amount of detailed information in a small space, to facilitate detailed item-to-item comparison, or to precisely show and simplify access to individual data values. Examples of these uses can be found in the Examples Appendix, on pages 468-469.

Tables can also be used when you have information that is difficult to organize by using the TAB key, or with Columns –like a Style Sheet or a Gantt Chart. To see examples of these and other ways of using a simple table, see pages 470-472 in the Examples Appendix at the end of this book.

Advanced

In Chapter Sixteen: Using Tables – Getting Fancy, we will explore the many ways that tables can be manipulated to create effective features in your documents. Examples of highly formatted tables can be found on pages 473-475, and examples of tables being used in a non-traditional way can be found on pages 475-480, all in the Examples Appendix.

Learning Objectives

In this chapter, you will learn the basics of working with tables – from creating them to filling them in with text or graphics. You will learn how to:

- Create a table.
- Move the cursor through the table.
- Change the column widths.
- Select items in the table.
- Change the number of rows and columns.
- Enter text or graphics into a cell.
- Move the contents of one cell to another.

Previous Learning

To work through this chapter, you will have to have some prior knowledge about Word, and understand which components make up a table.

Prior knowledge and skills

You already have many computer skills – you may have acquired them on your own, or by following the previous chapters in this book. To follow the procedures in this chapter, Using Tables – The Basics, ensure that you know:

- How to use keyboard shortcuts, see Chapter 2.
- How to move around in a dialog box, see Chapter 3.
- What default settings mean, see Chapter 3.

Definitions

Table

A table is made up of cells in which you enter your information. The cells are organized into rows and columns.

In a time-table, for example, the columns could be the days of the week, while the rows indicate the hours of the day. One of the cells within the table would then be a particular hour on a particular day. To see an example of a time-table, please turn to page 469 in the Examples Appendix at the back of this book.

The next three tables define row, column, and cell by showing you where they are in the table.

Row

In this table, the highlighted row is the third row of four rows.

Column

In this table, the highlighted column is the third column of five columns.

Cell

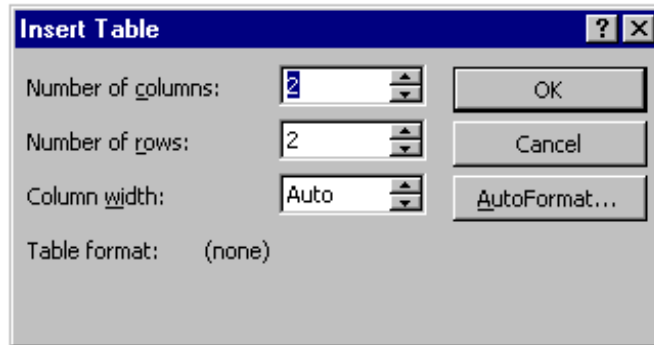
In this table, the high-lighted cell is the final cell of the twenty cells in the table.

Creating a table

Introduction

You create a table by first deciding where you want that table to appear in your document. Then with the Insert Table dialog box, you enter the number of columns and rows you would like in that table. You also decide how wide you want all of the columns in your table to be, while each of your rows will be one line high. Once your table is complete, you then can fill it in with whatever information you like.

The Insert Table dialog box has default settings. You have learned in a previous chapter, Chapter 3, that if you want to change the information that appears, you must Tab to get there. If you agree with any of the information that appears, or when you have completed entering the information that you want, click OK.



The default settings in this Insert Table dialog box will give you a table that is two columns high, with two rows as wide as the margins of the document you are inserting the table into.

At this point in the creation of your table, you don't have to make a firm commitment about its final look. It's very simple to add rows and columns at any time while your working on it.


To create a table

- 1 Click in your document where you want the table to appear.
- 2 To view the **Insert Table** dialog box
 - On the **Table** menu, click **Insert Table**.
– or –
 - Press Alt, then A, then I.
- 3 In the **Number of Columns** box, enter the number of columns that you want in your table.
- 4 In the **Number of Rows** box, enter the number of rows that you want in your table.
- 5 In the **Column Width** box, type or select the width you want all of the columns to be.

Auto means that the columns will be of equal width so that all the columns fill the area determined by the margins of your document.

Using the Toolbar

In this method, the Insert Table dialog box is not presented. Since it isn't, you won't have any choices about Column Width.

- 1 On the Standard Toolbar, click **Insert Table** .
- 2 With the mouse, drag across the grid to select the number of rows and columns that you want.



Moving the cursor through the rows and columns

Now that you have a table, it's time to fill in the blanks. To do this, you need to know how to get around the table. As usual, there is more than one way to do something in Word. To move around the table's cells, you can use the mouse or the keyboard shortcuts. The mouse gets you to the place you want to be very quickly, while the keyboard shortcuts allow you to move around without taking your hands from the keyboard.

To move the cursor through the cells of the table

Using the mouse

- click the cursor in any cell of the table.

Using the keyboard

(note that with this method, the cursor must be in the table)

In a table, to move to the	Press
Next cell in a row	TAB
Previous cell in a row	SHIFT+TAB
First cell in a row	ALT+HOME
Last cell in a row	ALT+END
First cell in a column	ALT+PAGE UP
Last cell in a column	ALT+PAGE DOWN
Previous row	UP ARROW
Next row	DOWN ARROW

Changing the column widths

Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut nisl ut aliquip ex ea commodo consequat.

To change column widths

Using the mouse

- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat.

Using the keyboard

- 1 Dolor sit amet, consectetur adipiscing elit.
Ased diam nonummy nibh euismod tincidunt ut.
- 2 Laoreet dolore magna aliquam erat volutpat.
- 3 Ut wisi enim ad minim veniam, quis nostrud.
Exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Selecting items in a table

Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat consequat.

To select items in a table

Using the mouse

- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat.

Using the keyboard

Vel illum dolore eu feugiat
nulla facilisis at vero eros

dignissim qui blandit
luptatum zzril
duis dolore

Et accumsan et iusto odio

praesent
delenit augue
te feugait

Changing the number of rows and columns in the table

It is simple to change the number of rows and columns to your table, even while you're entering the text or graphics to it. You may add or delete rows using the menu bar, or by using the shortcut toolbar.

To add a row to a table

In the first two of the following methods, you must select the row *below* where you want your new row to appear. That is, your new row will be inserted above the row you are in now.

Using the menu bar

- On the **Table** menu, click **Insert Rows**.
– or –
- Press ALT, then A, then I.

Using the shortcut toolbar

- Click the Insert Rows tool .

Using the keyboard (with this method, the new row becomes the final row),

- 1 Select the final cell of the table.
- 2 Press TAB.

To add a column to a table

With these two methods, you must select the column to the *right* of where you want your new column to appear. That is, your new column will be inserted to the left of the column you are in now.

Using the menu bar

- On the Table menu, click Insert Columns.
– or –
- Press ALT, then A, then I.

Using the shortcut toolbar

- Click the Insert Columns tool .

Entering text or graphics into a cell

Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut nisl ut aliquip ex ea commodo consequat.

To enter text into a cell

- 1 Dolor sit amet, consectetur adipiscing elit.
- 2 Laoreet dolore magna aliquam erat volutpat.
- 3 Ut wisi enim ad minim veniam, quis nostrud.

To insert a graphic into a cell

- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat.

Moving the contents of one cell to another

Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat consequat.

To move the contents of one cell to another

Vel illum dolore eu feugiat

nulla facilisis at vero eros

dignissim qui blandit

luptatum zzril

duis dolore

Et accumsan et iusto odio

praesent

delenit augue

te feugait

Trying it out with the tutorial

In the tutorial that accompanies this manual, you will find a section called, Using Tables – The Basics. You can work through this tutorial, and step-by-step, create a simple table. You will learn how to create and fill in a weekly study/work schedule, and how to create a blank Style Sheet in the form of a table.

Looking ahead to the next chapter

In Chapter Sixteen: Using Tables – Getting Fancy, we will explore the many ways that tables can be manipulated to create effective features in your documents.

You will also learn how to add decorative features that can make even a simple table more visually appealing.

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