

Assignment

3

Lost Pet Poster

Sometimes your pet runs away. This can be a heart-wrenching experience. You look around as best you can and ask the neighbors but there's no sign of Felix or Fido, so what can you do? Make a lost pet poster and offer a reward. Cash is king, and as soon as the neighborhood kids know you've got \$30 for whoever rescues your four-legged best friend, they'll be scouring every bush and tree in hopes of collecting that sweet payday.

This poster has to get the story across, provide your potential hero with the information they need to find the furry

fugitive, and give them a good way to get in touch with you. In this lesson, we'll use a cool trick to create tags people can pull off the bottom of your poster and take with them to remember your pet's name and your phone number. Oh, and we can't forget the picture. That's the most important part.

Remember, the point of this lesson is that you learn how to insert and manipulate objects like text boxes and pictures in Word. But have fun with it as much as you can. Who says your pet has to be a dog or cat? Use your imagination...

Open Microsoft Word 2010

By this time you should know the drill: Open a new document and save it as a new file in your documents folder.

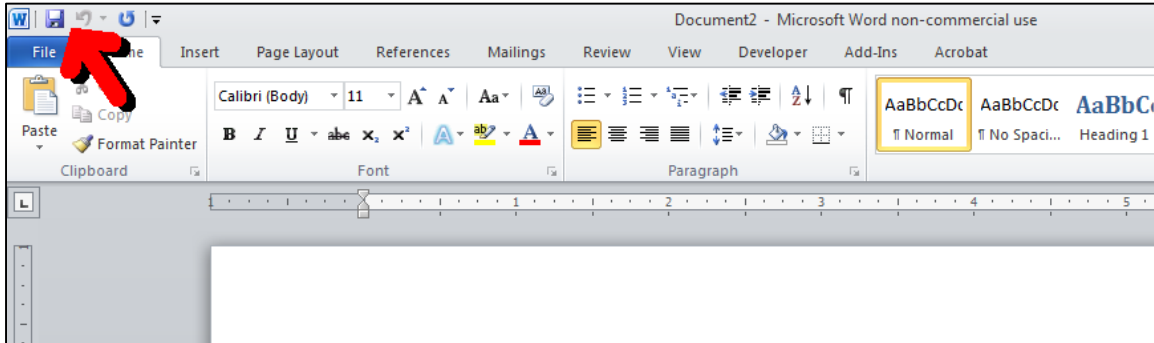


Figure 3-1 – The Quick Access Toolbar

Save The File



Select the Save button on the Quick Access toolbar or hold CTRL and hit S (CTRL+S) on the keyboard to save.

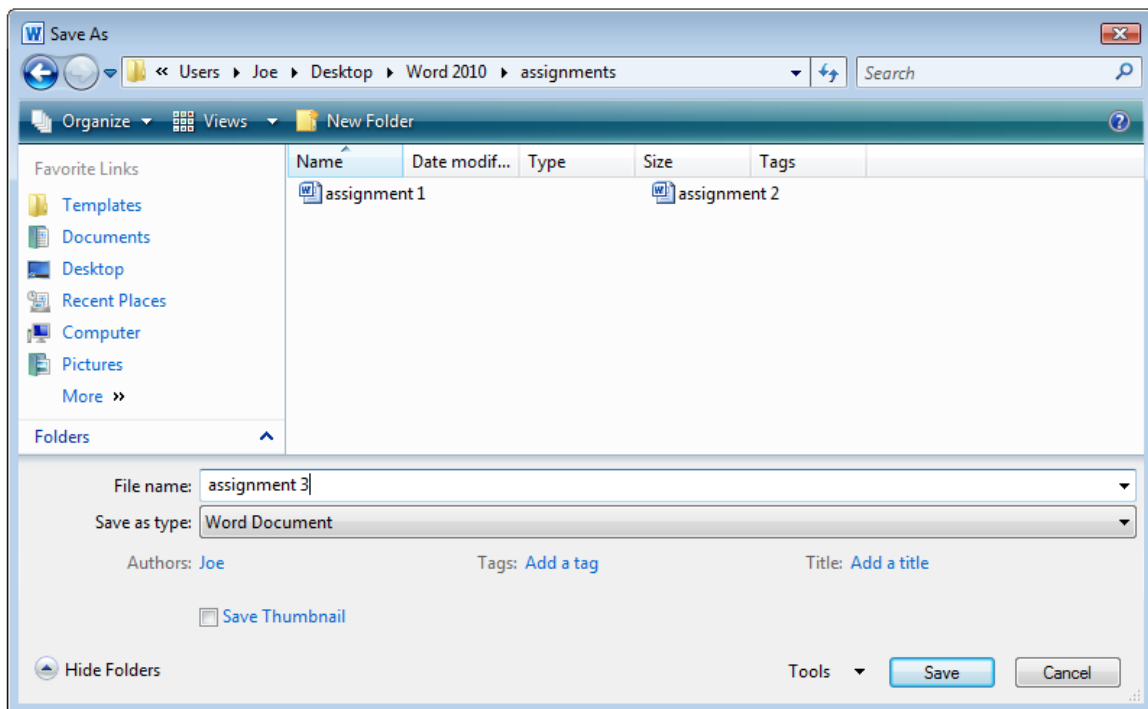


Figure 3-2 – Saving the file as “Assignment 3”

By skipping these steps in detail, I hope you will skip the saving part, and then lose your assignment half way through this chapter and have to start all the way over again from scratch. For some people, repeatedly losing their work is the only way they will learn to save early and often. Better to have it happen now while you are making a lost dog poster for practice than in the middle of the best part of your thesis or under deadline on a project for work, etc.

PROTIP: AutoRecover

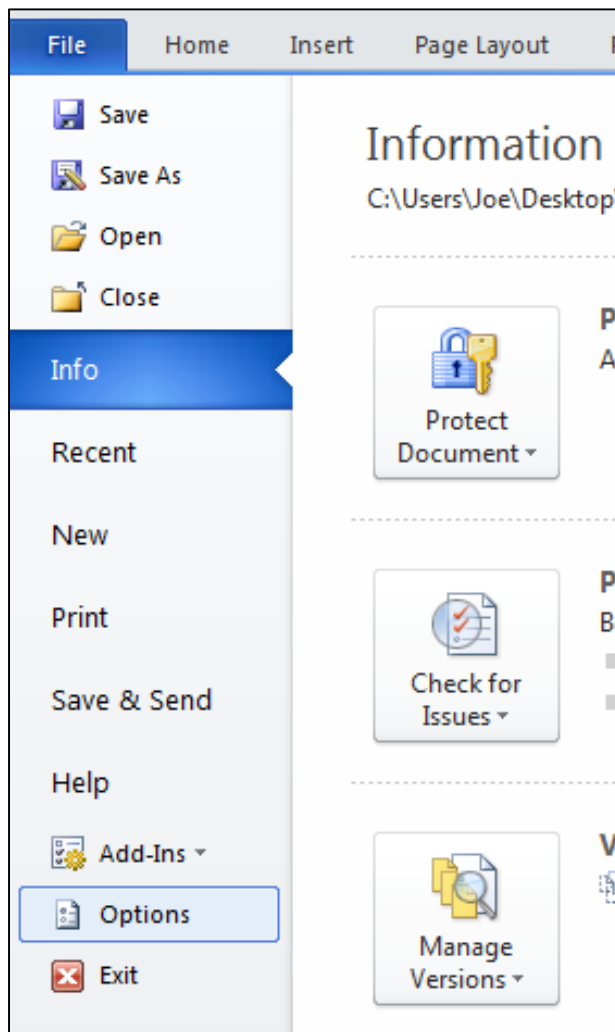


Figure 3-3 – Finding the Options menu under the File tab

Ok, so I've been holding back. There is a feature in Word that automatically saves your documents at an interval you specify. Here's how to find it: Under the File tab, find the Options button on the left side of the screen and click it to make the Options window appear. Open the Save section of the options window and you will see that one of the options is called AutoRecover. There will be a check box next to a sentence that reads, "Save AutoRecover information every 10 minutes." 10 minutes is the default value for this option, and if you are a decent word processor you would be surprised to see how much you can get done in 10 minutes; but you're only going to find out after you lose your work and have start over again 10 minutes from where you were previously.

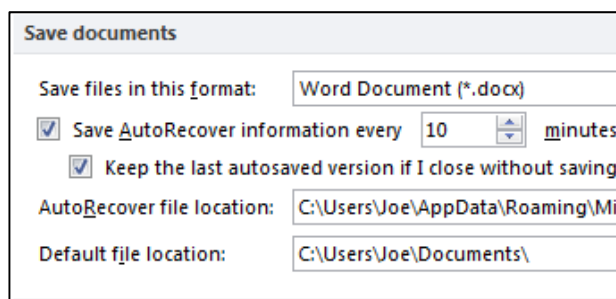


Figure 3-4 – Configuring AutoRecover in the Options menu, Save section

So change this number to whatever you want it to be... but keep in mind, if your system is a little sluggish or you are working on a large document, saving AutoRecover data can take more than a few seconds. Having to pause every 60 seconds isn't a bad thing but after an hour of work it can get frustrating. The best practice is just to make yourself save every few minutes, and then you don't have to rely on AutoRecover.

WordArt

So here we are again with a blank slate, your typical letter-sized, 8 ½" x 11" sheet of paper. To get started on our poster, let's insert the most important thing first: the headline. You may remember from Lesson 1 that we modified the font and paragraph settings and then typed our headline. In this lesson, we will use one of Word's better-known features: WordArt.

On the insert tab, find the WordArt button on the Text panel. When you select it, a window will drop down and display a bunch of different color/style options for your title. Select the one you like best, preferably one that isn't too light in shade or color. We want our headline to contrast heavily with the blank white paper that it will be printed on.

A box will appear with text inside featuring the style that you chose. You can now treat this text like you would any other kind of text, except it exists in a box. The text will be highlighted. Turn Caps Lock on by hitting that button on your keyboard, and type the headline of your lost pet poster. For our purposes, the title will be "LOST DOG".

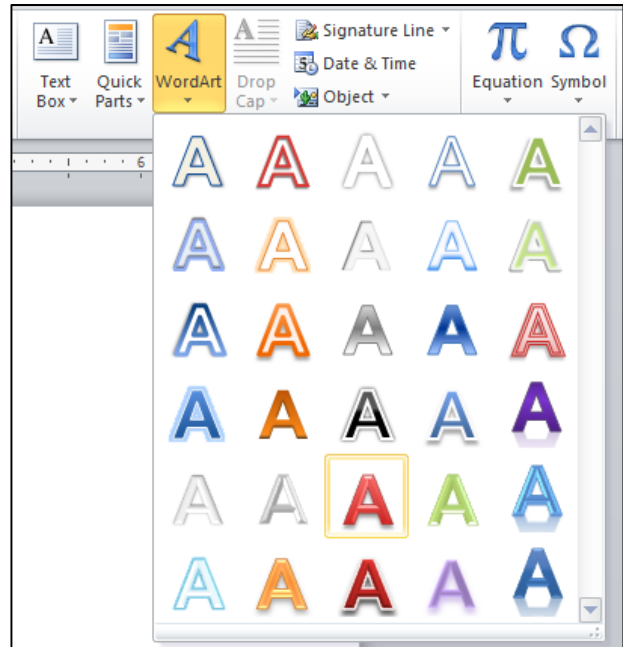


Figure 3-5 – Inserting WordArt

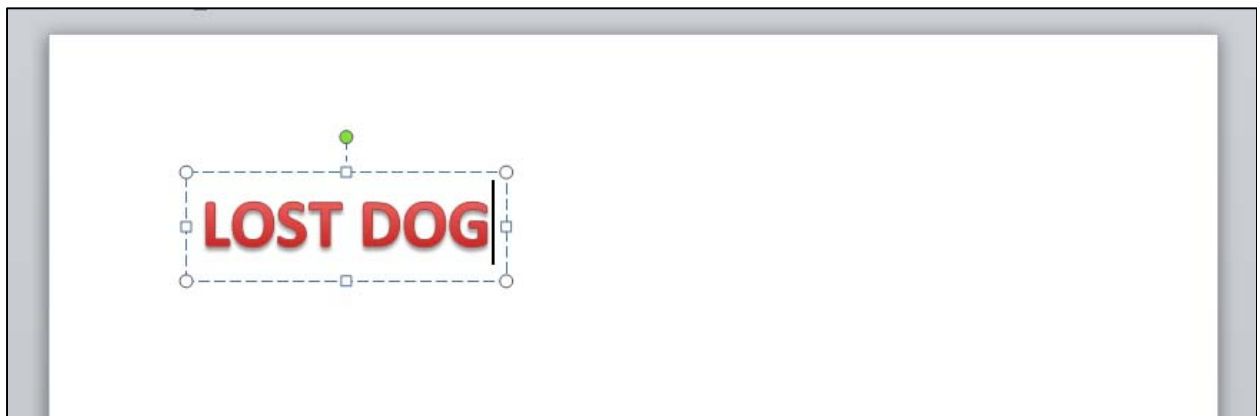


Figure 3-6 – Editing the WordArt text

Formatting WordArt

You'll see on the ribbon that a new tab has appeared: the Format tab, with a label above it reading "drawing tools." Whenever you have selected the WordArt text box, this tab will appear containing panels with tools that you can use specifically to edit WordArt. You can change the style of the WordArt on the WordArt panel. You can change the direction of your text with a tool on the Text panel.

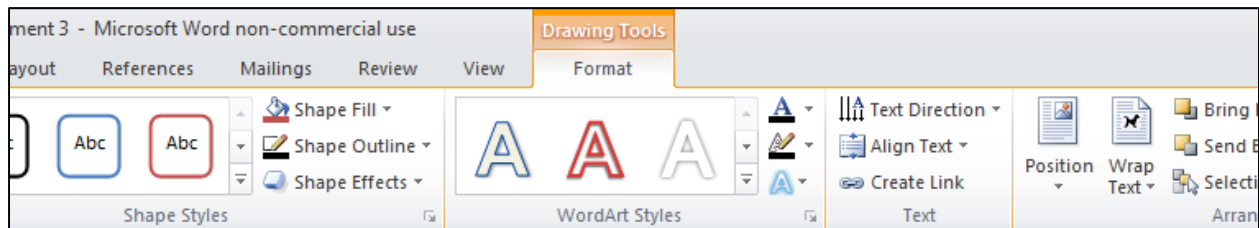


Figure 3-7 – The Format Tab under Drawing Tools

For positioning of your WordArt, the Arrange panel will be important. Select the Align tool from the Arrange panel and choose the Align Center option. You will see the WordArt headline move to the center of the page.

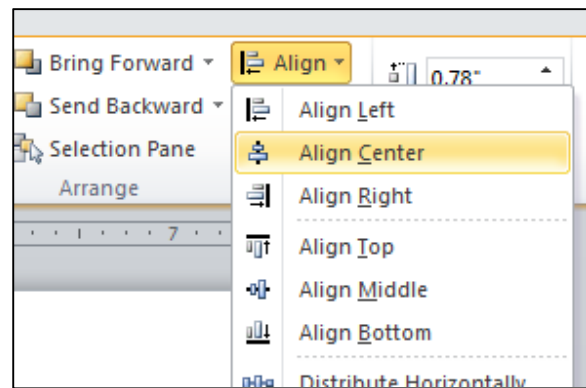


Figure 3-8 – Align Center

Select the Wrap Text tool from the Arrange panel and you will see that the "In front of text" option is highlighted. This means that no matter what text is typed into the body of the document, the WordArt title will lie on top of it and cover it. You are going to be good friends with the Wrap Text tool by the time you are done with these lessons, but for now we will leave it at that. We will not be typing any text into the body of this poster; all text will be input via textboxes like the one containing your word art. This means that the Wrap Text option won't concern us too much in this lesson.

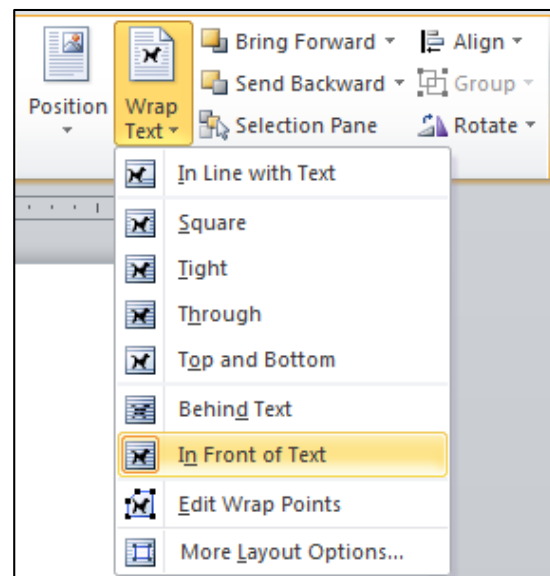


Figure 3-9 – Wrap text, In Front of Text

Select the text inside the WordArt text box and go to the Home tab to modify the font settings as you see fit. We will increase the font size to 72 on our document via the font size option, and we will change the font to Cooper Std Black.



Figure 3-10 – WordArt headline font size and style

Insert a Text Box

Now we are ready to add a short description of our pooch. This time we will create a text box from scratch and then format it according to our liking. Under the insert tab, select the Text Box tool from the Text panel. A selection of text box styles will appear; ignore these and find the Draw Text Box option at the bottom of the menu. Your cursor will turn into an upside-down cross called a stylus; use it to click and drag a box on the page. Do not worry about getting the size or shape perfect. We will be able to modify the size and format of the text box.

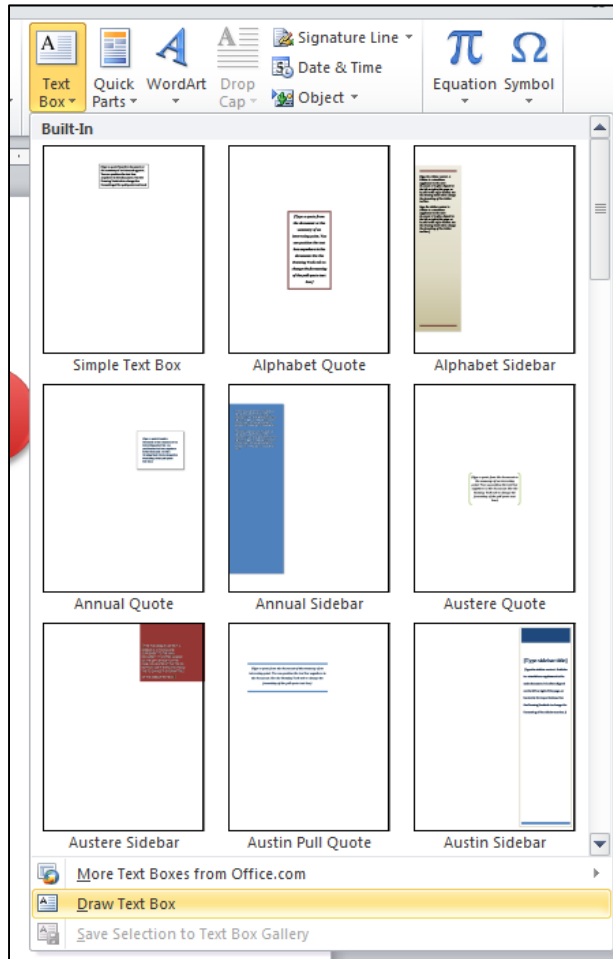


Figure 3-11 – Insert a text box

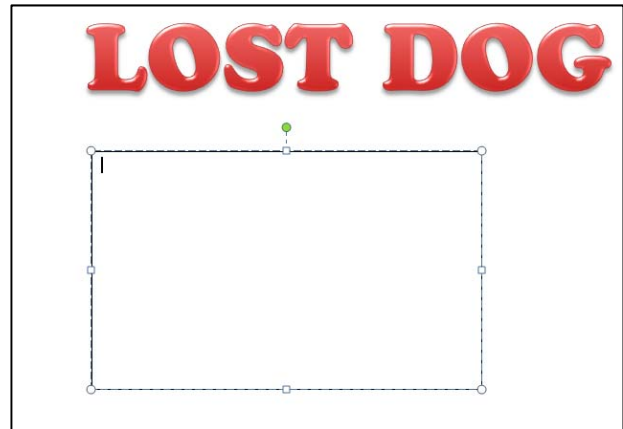


Figure 3-12 – The text box on the page

Now type a short description of your lost pet. Ours reads as follows:

My 3-year-old puggle, Luigi, ran away from home yesterday. He is an adorable 20 lb. puggle who loves belly rubs and getting into the garbage. He will come when called by name and is very tame. We couldn't bear to lose him! Please help us find our pup! Call Joe at 614-555-5555 if you have any information about our dog. Thanks so much.

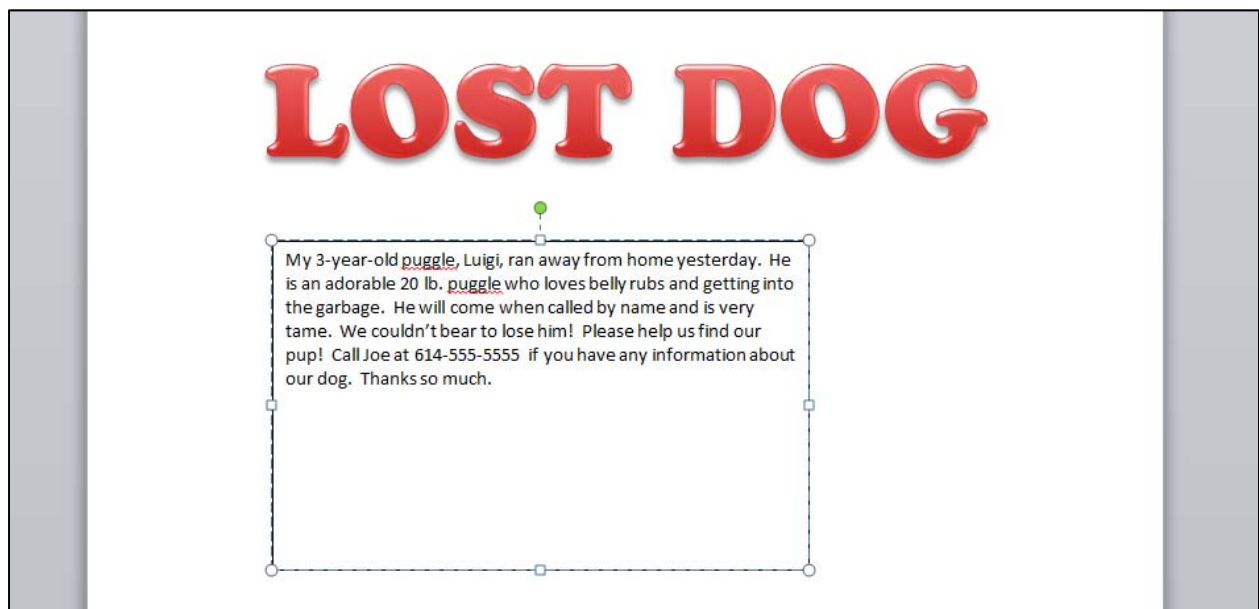


Figure 3-13 – Typing the message

You will notice that the text box has a black outline. To get rid of this line, right-click on the edge of the text box and select Format Shape from the menu. The Format Shape window will appear on your screen. Go to the Line Color option on the left side of the window and then select the No Line radial button.

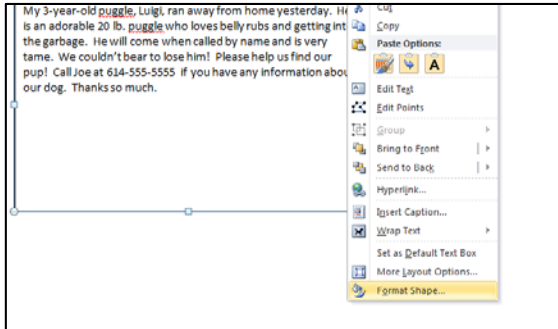


Figure 3-14 – Format Shape

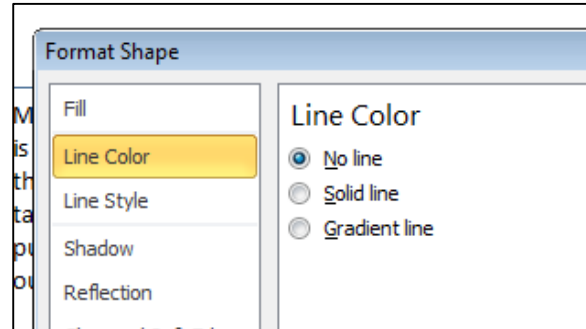


Figure 3-15 – No Line

Hit the Close button to close the Format Shape window. You can see now that the text box has no outline. Before we worry about the size and shape of this box, let's add the picture of our lost pet.

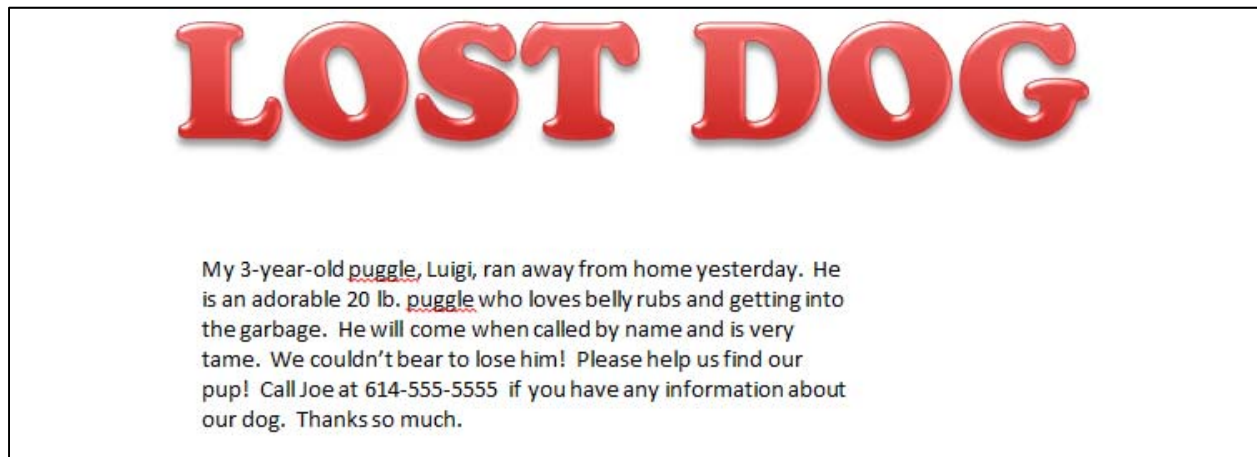


Figure 3-16 – The text box with no outline

Insert a Picture

Make sure that you do not have the text box selected because the picture will insert at the position of the cursor. Click anywhere on the page outside of your text boxes to place the cursor on the body of the page. Under the insert tab, select Picture from the Illustrations panel.

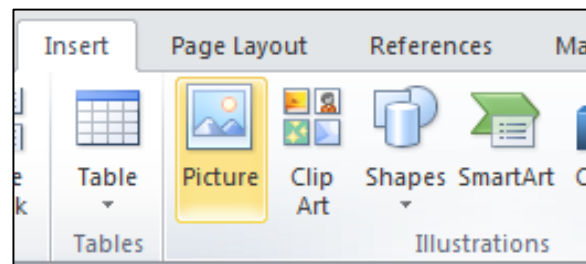


Figure 3-17 – Insert Picture

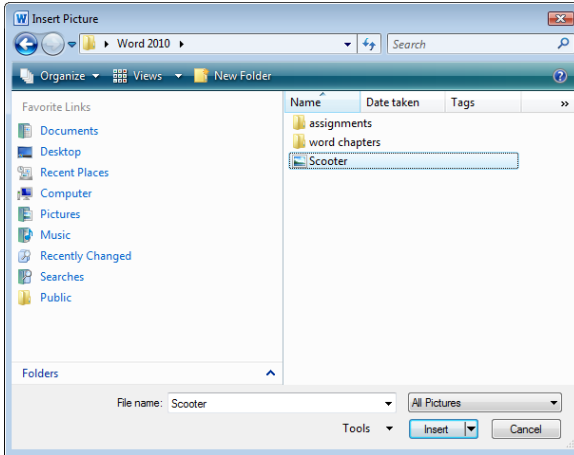


Figure 3-18 – Select the picture file

Select the image file of your pet from the window that appears. [Google Image search](#) is a great place to find images to use for the purposes of this lesson. Click the Insert button to place the image on your document. Depending on the size of your image, you may need to resize it, and you will most definitely want to move the picture from the top left-hand corner of the screen. To make moving and resizing your picture as foolproof as possible, right-click on the image and find the Wrap Text option from the menu that appears. Select the “In Front of Text” option. Now you will be able to move the picture anywhere on the screen without any trouble.



Figure 3-19 – The inserted picture

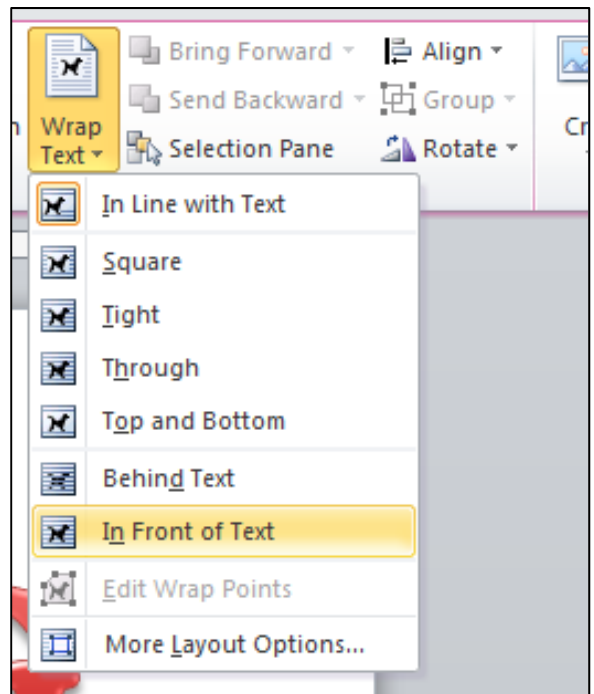


Figure 3-20 – Wrap Text: In Front of Text

Moving and Resizing Objects

You can move the picture by clicking and holding its center and then dragging to the desired position. Resize the image by clicking and moving the handles on the corners and sides of the image.



Figure 3-21 – Moving an image



Figure 3-22 – Resizing an image

When you click and drag the circular corner handles, the image will retain its aspect ratio; this means that it won't look stretched or warped. You can change the picture's aspect ratio by manipulating the square handles on the sides of the image, but be careful. Too much distortion of an image can be confusing to your reader. If you happen to over-warp your picture, remember you can always go back a step by hitting the Undo button on the quick access toolbar or holding CTRL and typing Z (CTRL+Z) on your keyboard.

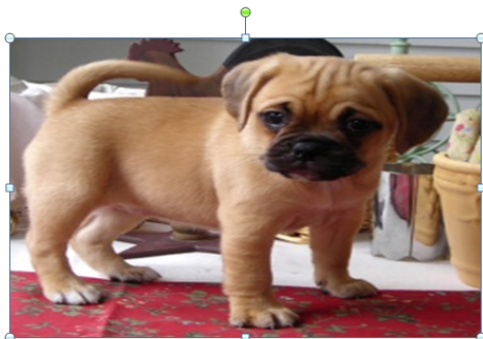


Figure 3-23 – Distorted image

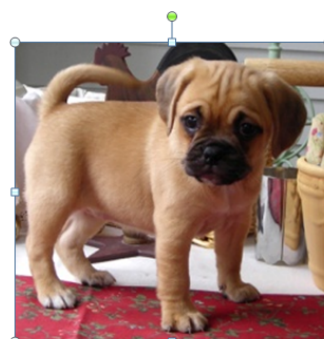


Figure 3-24 – Aspect ratio retained

You can also use the handles to move and reshape the text box that contains the description of your pet, the only difference being that the corner handles will not retain the aspect ratio of the text box. Your text will never appear warped like a picture will if you stretch or compress it. Rather, the number of lines will decrease as the text box gets wider, and increase as it gets narrower. You may need to increase or decrease the height of the text box to account for the length of the text.

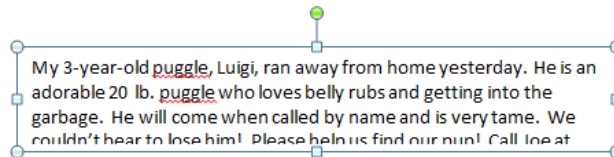


Figure 3-25 – Text doesn't fit inside text box

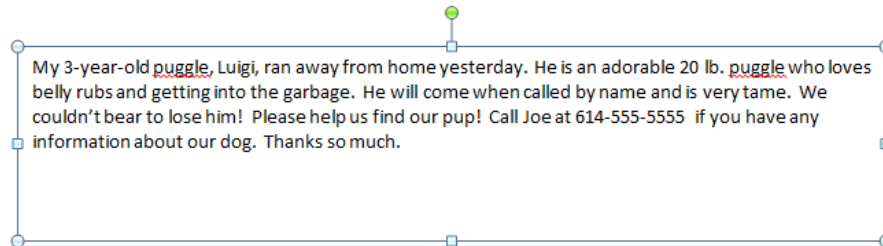


Figure 3-26 – Text fits inside text box

Now you need to decide where you will position the picture and the text on your poster. Ideally, you would want your poster to grab the reader's attention from as far away as possible. This means making the objects on the page very easy to read, and that means making them very large on the page. You are limited by the size of the paper, so the idea is to maximize the space that you have.

Let's start by increasing the font size of the text in our description. 11pts is probably too small for a poster that will be read by people passing by. You can either select the text by highlighting the entire paragraph inside of the text box, or you can just select the text box by clicking on its outline so that the line becomes solid rather than dashed. Once you have the text selected, use the Font Size tool on the Font panel of the home tab to change the font size to 16. Also, justify the text by selecting the Justify option on the Paragraph panel.

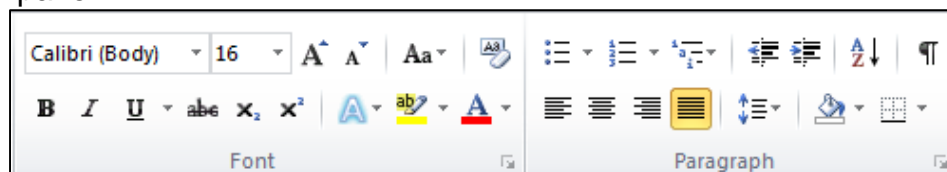


Figure 3-27 – Font and Paragraph settings for text box

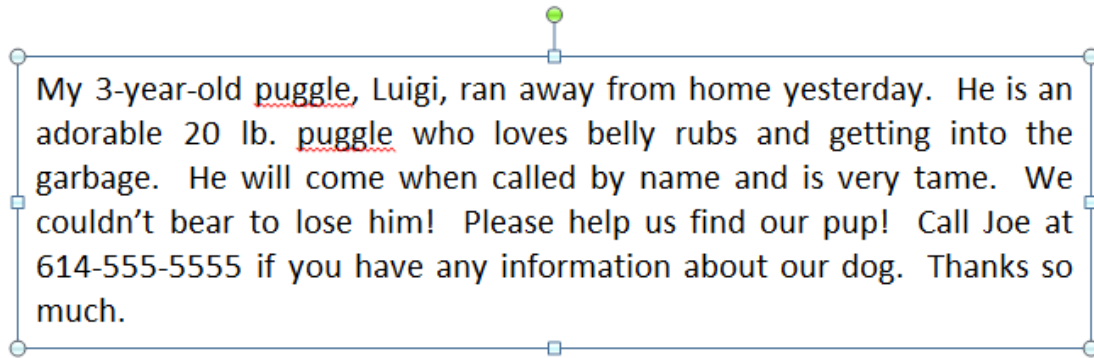


Figure 3-28 – The reformatted message

Now we need to focus on using the space on the page. Keep in mind that we still have a few objects to add to this poster, but we can always resize the picture and text box later. First let's move and resize the picture so that it is in the middle of the screen below the WordArt headline. Then move and resize the text box so that it fills up the page to the margins and locate it below the picture.

LOST DOG



My 3-year-old puggle, Luigi, ran away from home yesterday. He is an adorable 20 lb. puggle who loves belly rubs and getting into the garbage. He will come when called by name and is very tame. We couldn't bear to lose him! Please help us find our pup! Call Joe at 614-555-5555 if you have any information about our dog. Thanks so much.

Figure 3-29 – The reformatted message

Copy and Paste Objects

It's time to add the reward. Let's make it easy on ourselves and use the same text formatting as the headline. Click on the outline of the WordArt text box at the top of the page so that its outline appears solid and not dashed. Right-click and select Copy from the menu that appears.

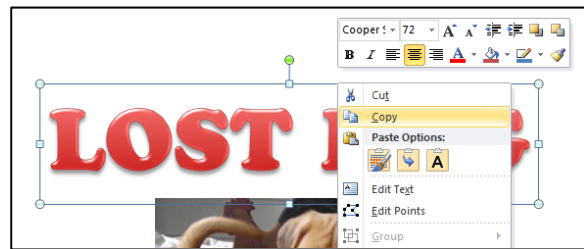


Figure 3-30 – Copy WordArt

Next, right-click anywhere on the screen and from the Paste Options section of the menu select the "Keep Source Formatting" option. A copy of the headline will appear at the top of the screen, covering the original headline.

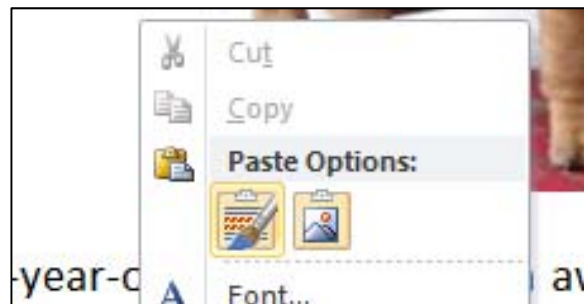


Figure 3-31 – Keep Source Formatting

Click its outline and drag to move it below the description of your pet. Click inside the box to edit the text. Change the text so that it reads, "REWARD: \$30". You will notice that the font is so large that the WordArt has started a second line. Select the text in the WordArt box and change the font to 48 on the Font panel of the Home tab.

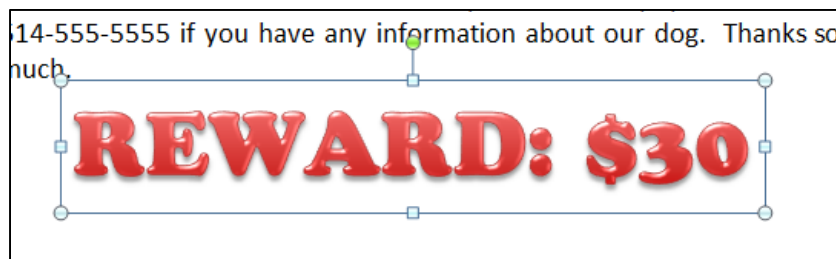


Figure 3-32 – Resized and reformatted WordArt

Super Cool Tear-off Flyer Tabs

There's only one thing now missing from your lost pet poster. You have probably already seen the latest advance in flyer technology: the tear-off tabs at the bottom of the poster that people can take with them if they are interested in contacting you. We are going to add these tabs to our poster using a table and some nifty formatting.

To get started, find the Table tool on the Tables panel under the Insert tab. When you click the Table tool, a menu will open below the ribbon showing an array of cubes. You can designate the number of columns and rows in your table by using these cubes. Our table only needs to be one row, and let's make it eight columns across. Click on the 8th cube from the left in the top row to insert an 8x1 table into your poster.

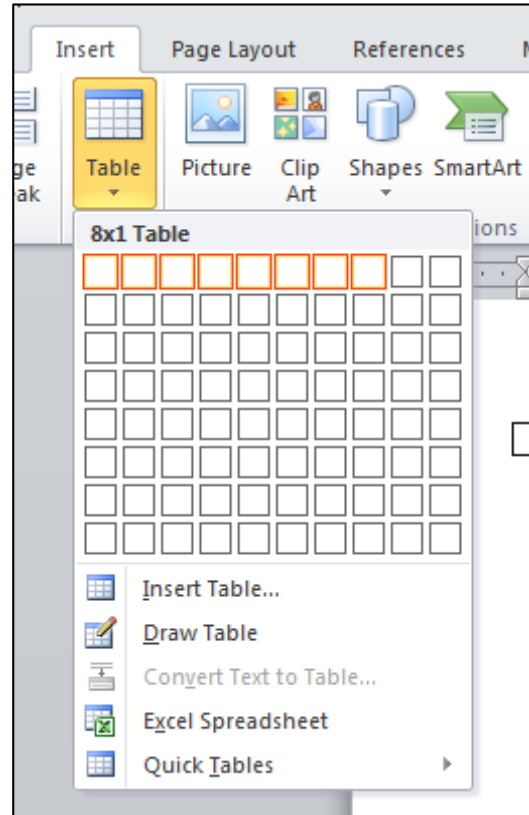


Figure 3-33 – Inserting an 8x1 table



Figure 3-34 – The 8x1 table

You will see that the table appears at the very top of the poster. If you hover your mouse over the top left-hand corner of the table, you will see a Move icon appear. While holding SHIFT Click and drag the move icon down below the Reward WordArt to move the table down to the bottom of the poster.

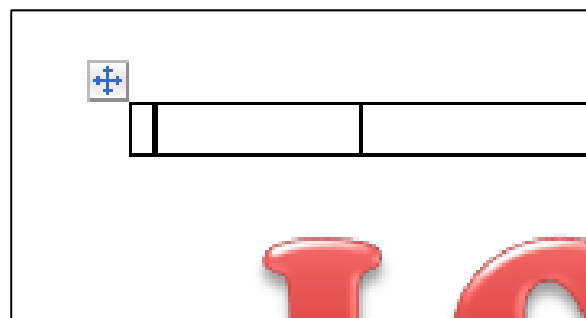


Figure 3-35 – The move icon

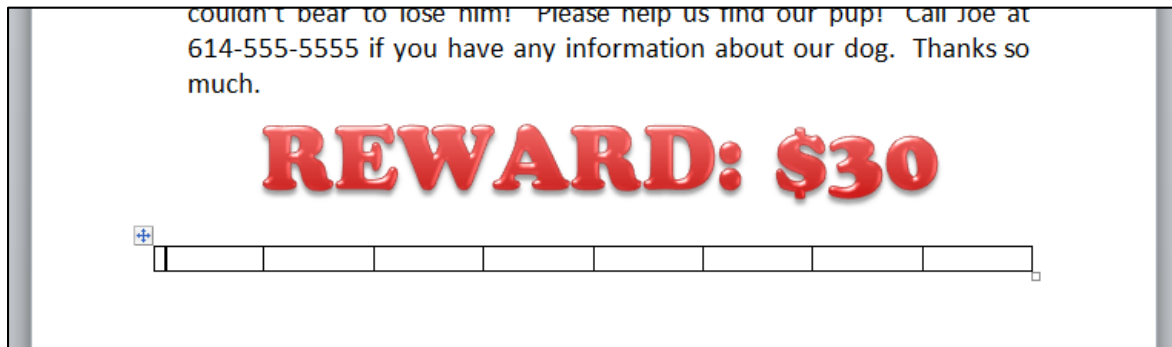


Figure 3-36 – The table at the bottom of the page

If you need to make room, move the Reward WordArt out of your way, anywhere else on the screen. We'll worry about re-positioning everything at the end.

Now place your cursor in the first cell of the table and type a short note that your reader can take with them. Ours will read:

LOST DOG – REWARD \$30
Puggle named Scooter
Call Joe 614-555-5555

If the text moves onto the next page and messes everything up (i.e. adds another page, table moves to the top of the document, etc.), just grab the move icon of the table and while holding SHIFT on the keyboard drag it up the page a bit. Remember, you can always use the Undo tool (CTRL+Z) to step back if you think you've really messed up.

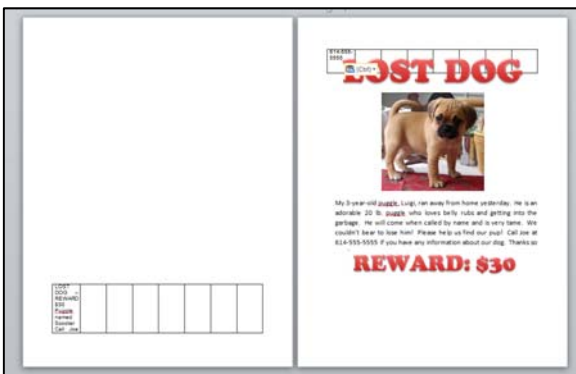


Figure 3-37 – Everything messed up!

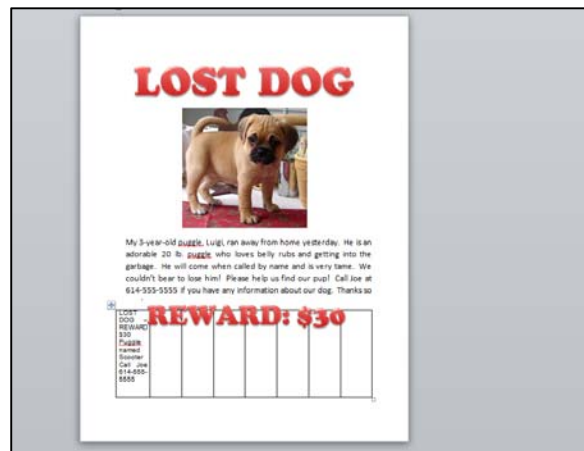


Figure 3-38 – Back to normal

You should now have the text in the first cell of the table, but it will look confusing. We want to change the text direction in our table so we can maximize the space we have allotted for our removable tabs.

Under the Layout tab, which appears below the Table Tools section of the ribbon when you are actively working in a table, find the Text Direction tool on the Alignment panel.

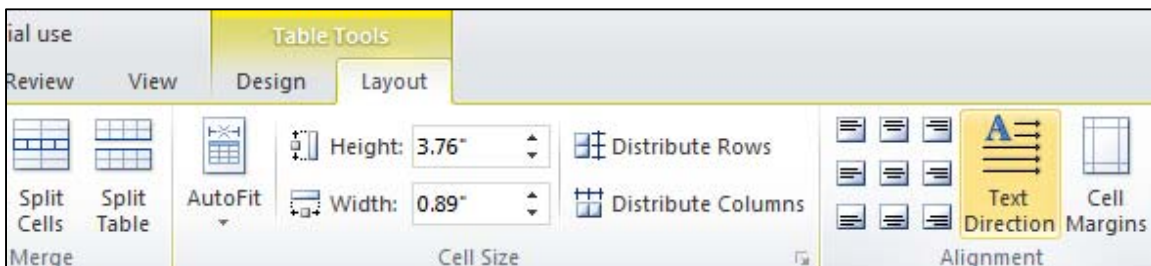


Figure 3-39 – Text Direction tool

With your cursor still placed in the first cell of table along with your short note, select the Text Direction tool. Your text will rotate 90 degrees clockwise. If it is divided into more than three lines, make your table taller by hovering over the bottom edge of the table and clicking and dragging down to the bottom of the page.

LOST DOG - REWARD \$30							
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Figure 3-40 – The text, with new text direction

LOST DOG - REWARD \$30 Puggle named Scooter Call Joe 614-555-5555							
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Figure 3-41 – Table expanded by clicking and dragging bottom edge down

Now hover your mouse over the top edge of the cell until a black down-pointing arrow appears. Left-click once to select the cell. Right-click and select copy. Next, click into the second cell to the right and drag over to the end of the table to select all of the other cells. Right-click and select Overwrite cells from the Paste Options in the menu. You should see your note copied into every cell of the table.

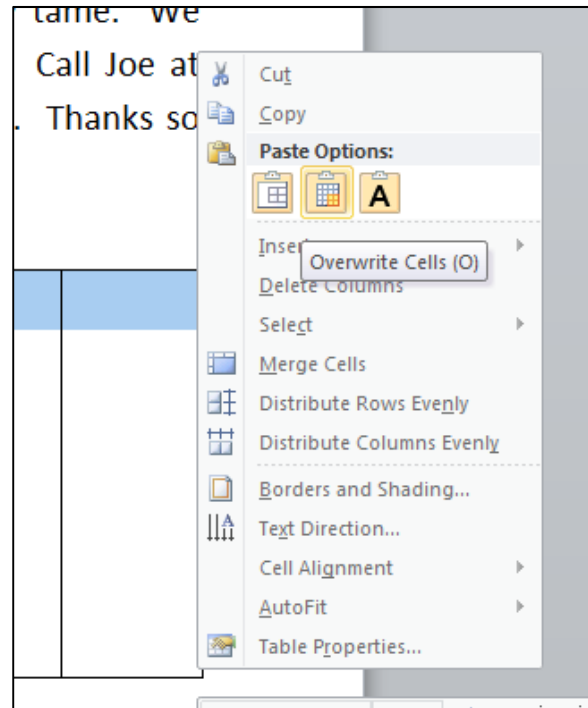
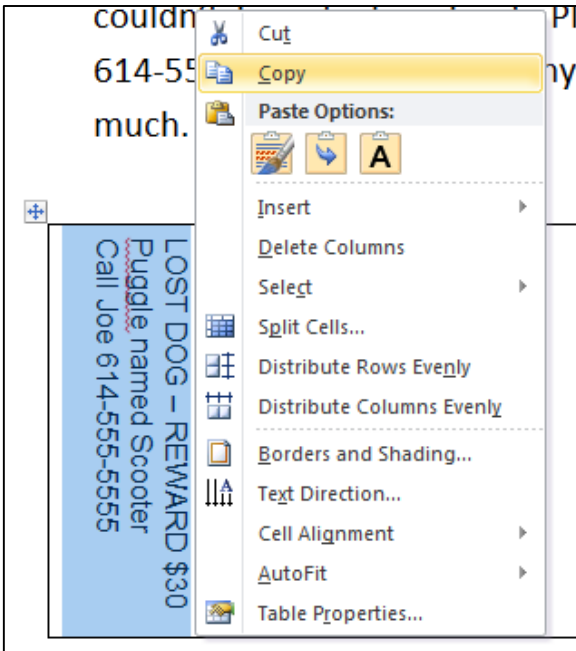


Figure 3-42 – Copy first cell

Figure 3-43 – Paste, overwrite cells

[illegible]

Figure 3-44 – The copied cells

You need to do one final thing to the table to finish formatting the tabs: modify the borders of the table. Click (but don't hold this time) on the move icon in the top left corner of the table to select the entire table.

LOST DOG – REWARD \$30 <u>Puggle named Scooter</u> <u>Call Joe 614-555-5555</u>
LOST DOG – REWARD \$30 <u>Puggle named Scooter</u> <u>Call Joe 614-555-5555</u>
LOST DOG – REWARD \$30 <u>Puggle named Scooter</u> <u>Call Joe 614-555-5555</u>
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LOST DOG – REWARD \$30 <u>Puggle named Scooter</u> <u>Call Joe 614-555-5555</u>

Figure 3-45 – The entire table, selected

Under the Design tab below the Table Tools section of the Ribbon, find and open the Borders menu on the Table Styles panel by clicking the small black triangle on the right side of the icon. You will see a number of border options highlighted in this menu; select the one that reads Bottom Border to turn off the entire bottom border of the table. Keep the left and right borders so that you have a guide for cutting the tabs after you print the poster. The top border will show your readers where to tear.

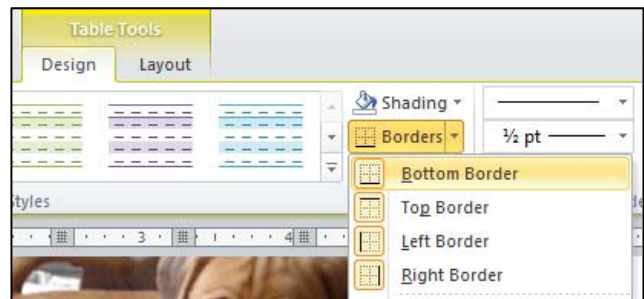


Figure 3-46 – Turning off the bottom border

LOST DOG – REWARD \$30 <u>Puggle named Scooter</u> <u>Call Joe 614-555-5555</u>
LOST DOG – REWARD \$30 <u>Puggle named Scooter</u> <u>Call Joe 614-555-5555</u>
LOST DOG – REWARD \$30 <u>Puggle named Scooter</u> <u>Call Joe 614-555-5555</u>
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LOST DOG – REWARD \$30 <u>Puggle named Scooter</u> <u>Call Joe 614-555-5555</u>

Figure 3-47 – The finished tabs

You have added all of the content to your poster. Now your only task will be to resize, position, and align all of the objects on the page. You already aligned the headline to the top and center of the page. To make sure everything else is positioned properly, find the Show panel under the View tab and check the box next to Gridlines.



LOST DOG

REWARD: \$30

My 3 year old pug named Scooter ran away from home yesterday. He is an adorable little doggie who loves his family and gets stuck into the garbage. He will come when called by name and is very tame. We couldn't bear to lose him! Please help us find our pup! Call Joe at 614-555-5555 if you have any information about our dog. Thanks so much.

LOST DOG - REWARD \$30
Pugle named Scooter
Call Joe 614-555-5555

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Call Joe 614-555-5555

LOST DOG - REWARD \$30
Pugle named Scooter
Call Joe 614-555-5555

LOST DOG - REWARD \$30
Pugle named Scooter
Call Joe 614-555-5555

LOST DOG - REWARD \$30
Pugle named Scooter
Call Joe 614-555-5555

Figure 3-49 – The gridlines shown on the page

[illegible]

Figure 3-50 – The table moved up past the bottom of the grid

The headline at the top of the page and the table at the bottom act as barriers on this poster. Everything else on the page must fit between those two objects. Under the View tab, select the One Page tool on the zoom panel. This will show you the entire page at one time so that you can move/resize the picture, description text box, and Reward WordArt to make everything fit. The borders of the objects may overlap, but as long as the actual text does not, you are in the clear.



Figure 3-52 – All four objects selected

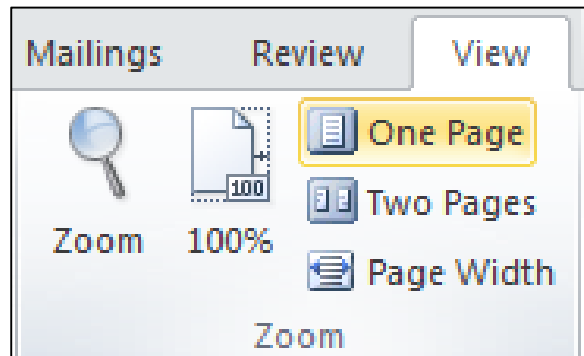


Figure 3-51 – One Page view

After all of this moving and resizing, your objects may not be aligned very well. You could try to very meticulously move each object into place, but there is an easier way. Hold SHIFT on the keyboard and click on the picture, description text box, and both WordArt text boxes to select all four objects. Under either the Format tab below either Drawing Tools or Picture Tools section of the ribbon (it doesn't matter which you one choose for this), select the Align tool from the Arrange panel. First select the Align to Margins option.

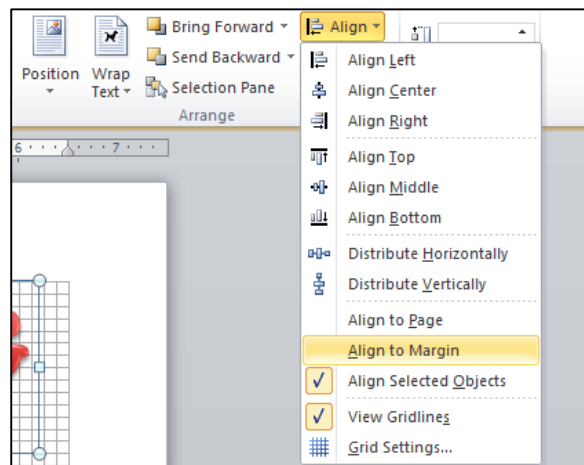


Figure 3-53 – Align to Margin

LOST DOG



My 3-year-old puggle, Luigi, ran away from home yesterday. He is an adorable 20 lb. puggle who loves belly rubs and getting into the garbage. He will come when called by name and is very tame. We couldn't bear to lose him! Please help us find our pup! Call Joe at 614-555-5555 if you have any information about our dog. Thanks so much.

REWARD: \$30

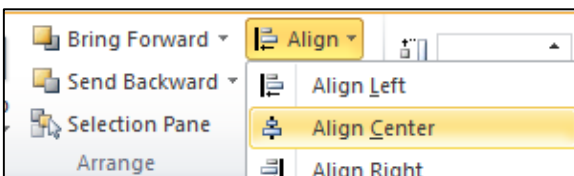

[illegible]

Figure 3-55 – All objects aligned center

SAVE YOUR WORK



 Select the Save button on the Quick Access toolbar or hold CTRL and hit S (CTRL+S) on the keyboard to save.

Print

1-21

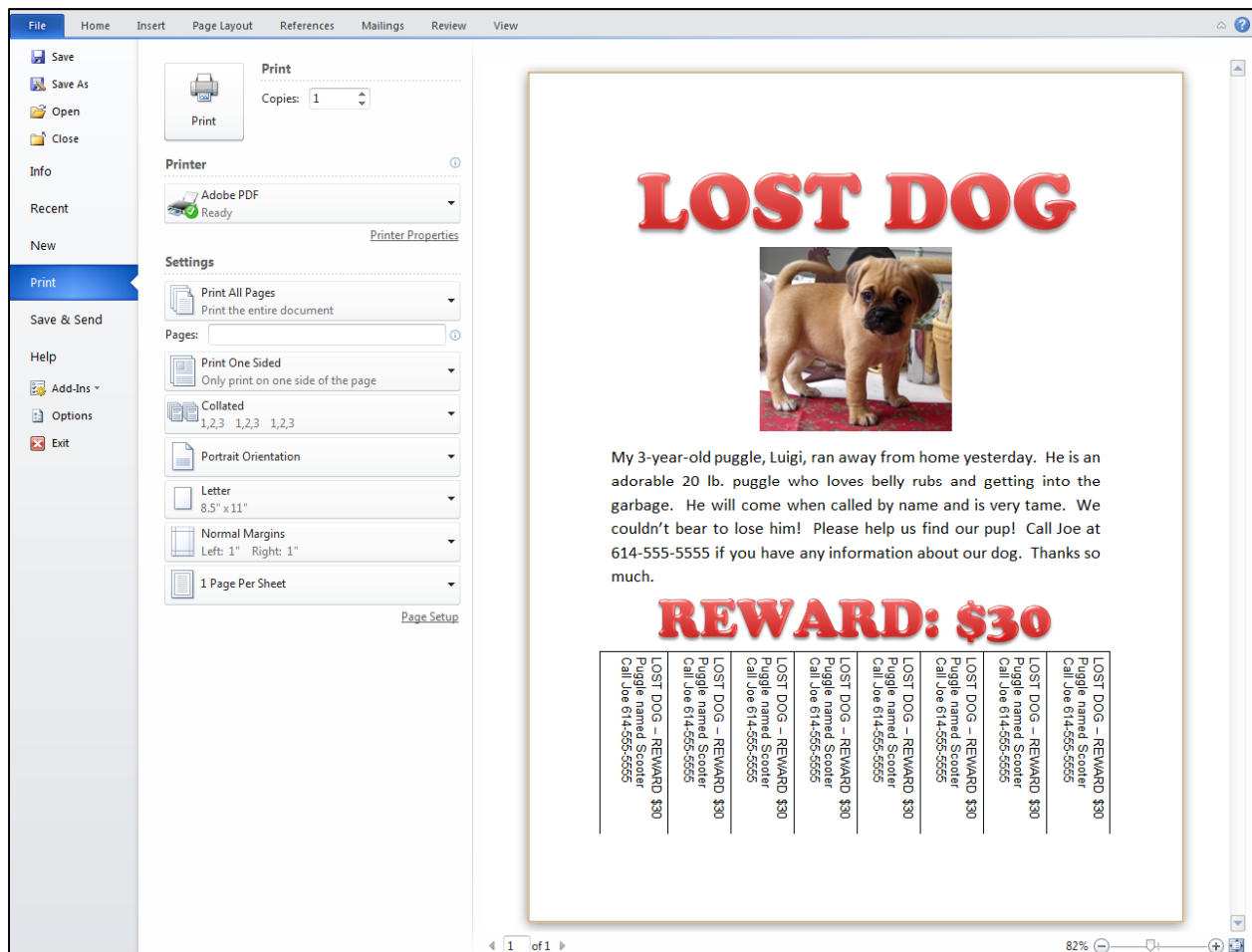


Figure 3-56 – Printing the Note

Congratulations! You have finished assignment #3. Thank you so much for your hard work. You can use the file you have saved to create new flyers in the future by opening the file and editing the content.

*** World Class CAD Challenge 30-03 * - Create an informational and eye-catching flyer complete with tear-away tabs, save and print the document in less than 30 minutes. Continue this drill four times, each time completing the poster in less than 30 minutes to maintain your World Class ranking.**