

Composing and Printing Documents

While you are browsing the internet, you may come across some article or picture that you would like to either print, or keep offline for personal reference. While it may seem simple enough to just press File > Print..., and follow the print dialogs, you may, at some point, figure out that this does not always work.

The website may not be set up for printing, or it may be that they've intentionally blocked printing to protect their Intellectual Property (IP). In some cases, they have a Printer icon that will print a printer friendly version of their page.

Using a document to set up your print allows you to:

- Customize how your print will look before you print it
- Alter font size to suit your needs and save ink/paper
- Resize images, or rearrange them
- Collect multiple pictures and print them on one page

Depending on the type of document you are working with, you may prefer using one of two different programs:

Microsoft Word:

- Ideal for working with text-based documents
- Has tools for adjusting indentation, spacing, and wraparound text for Pictures
- Deals with text page by page

Microsoft Publisher:

- Perfect for pictures or flyers
- Best if you need to layer pictures or text
- Can be saved as a picture file

NOTE: If the original text is in a PDF, you may not be able to edit it without special software (Adobe Acrobat XI).

Before you make any major changes, you should save the document, so that you can always go back to how it was previously, in case you make a mistake.

To save:

1. Click the File tab at the top left
2. Click Save
3. If it asks you for a file name, make it something you can remember later
4. Click Save

Where to save:

If you are on a public computer, you can either save to the Desktop, or to your USB Flash Drive

If you are on your OWN computer, you should save to your Documents folder so you can find them again later

To copy pictures:

1. Right-click the picture and click Copy
2. Open Microsoft Publisher
3. Right-click an empty area, and click Paste

Note: If the pasted picture is larger than any other pictures, it will “cover” them as a layer.

Once the Image is pasted, you can adjust things like Size, How text wraps around it, and “Cropping” the picture, by either right-clicking it, or clicking the Format tab at the top of the screen. You can move it around by clicking it and dragging it to where you want it.

To copy text:

1. Highlight the text you want copied
2. Move your mouse cursor to the beginning of the text you want to keep
3. Press the left mouse button and don't let go of it!
4. Move your mouse cursor, while holding the left mouse button, to the end of the text you want copied.
5. Release the Left mouse button (without moving the mouse)
6. Move your mouse cursor over the highlighted text
7. Right-click the text and click Copy
8. Open Microsoft Word
9. Right-click an empty area, and click Paste

Once text is pasted, you can highlight it to format it, such as resizing the text, changing font, and changing color.

There are many things you can edit in a document:

- Text Centering (or Left or Right Justification)
- Clear Formatting (Removes intricate changes to text)
- Background coloring (the Paintbucket)
- Numbered Lists/Bulleted Lists
- Margins (Marks the edges of the page)
- Page Orientation: Portrait (vertical)/Landscape(horizontal)
- Setting Multiple Columns of Text (can be tricky)
- Rotating Text/Pictures
- Inserting Tables
- Inserting Text Boxes

While surfing the internet, and after you have copied and pasted for awhile, you may start to notice you aren't able to edit some text you have copied and pasted quite as easily. If it is embedded in a table, it can keep you from making the necessary changes to it, and arranging the text in Word can become harder.

There is no easy way around this (while still keeping the formatting from the webpage), other than copying the contents of each cell of the table and pasting them into a new document, then deleting the table and copying the contents back.

If keeping the formatting doesn't matter, you can copy the table's text into Notepad, then copy it from Notepad to Word. This removes formatting AND tables, and just keeps text.

The downside is that it gets rid of any pictures, too.