

PRINTING SETUP FOR HARRY'S PRINTERS

ALLOW WHITE SPACE (AT THE TOP OF THE DOCUMENT)

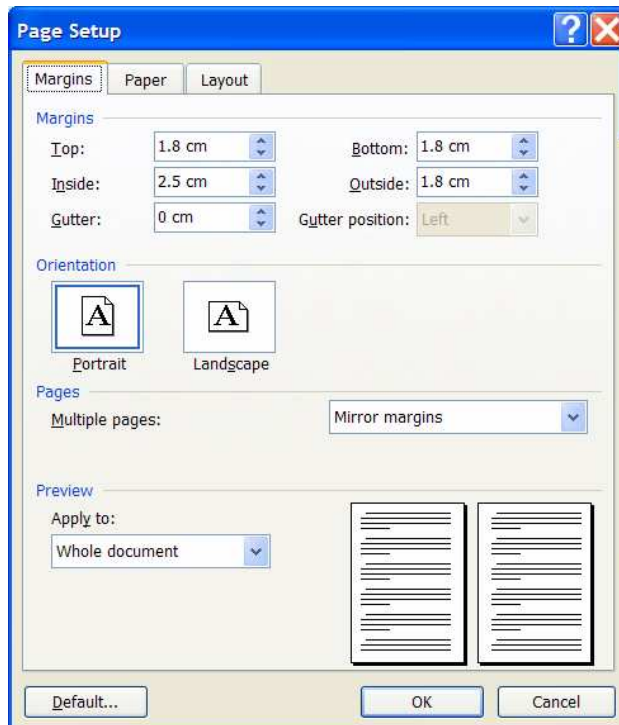


FONT: _ ARIAL

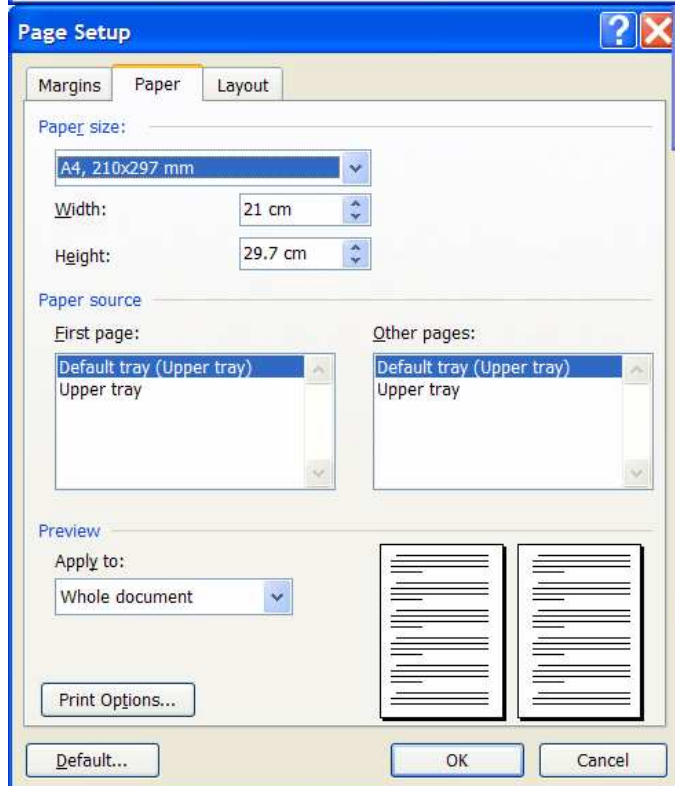
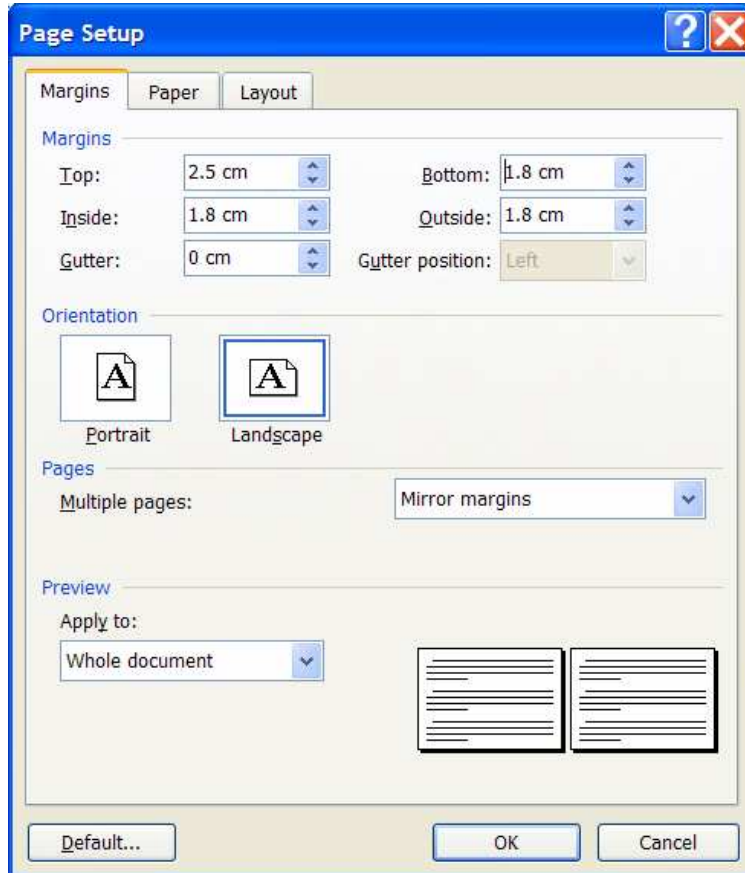
FONT SIZE :HEADINGS:12 MAXIMUM
:TEXT – ESPECIALLY TABLES: 10

SHADINGS: NO MORE THAN 15% GREY

MARGINS
PORTRAIT:



LANDSCAPE:



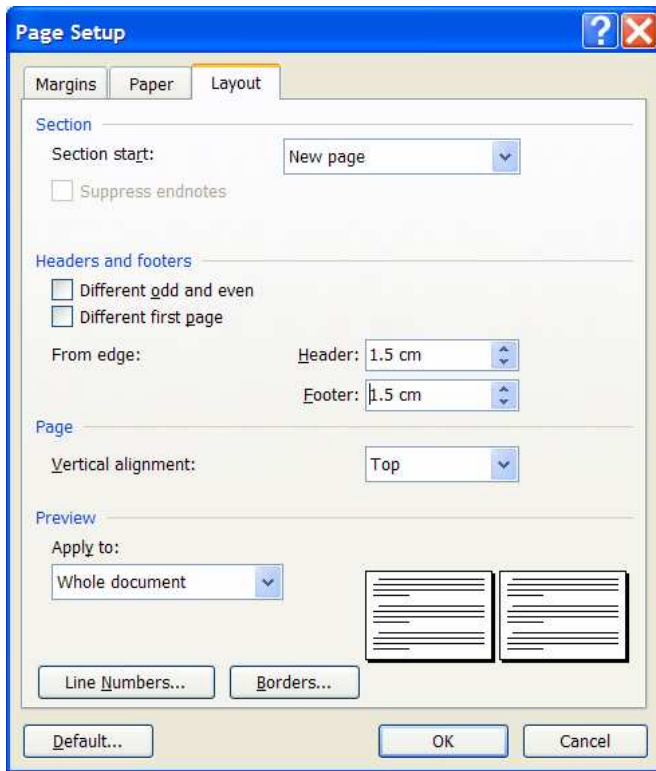
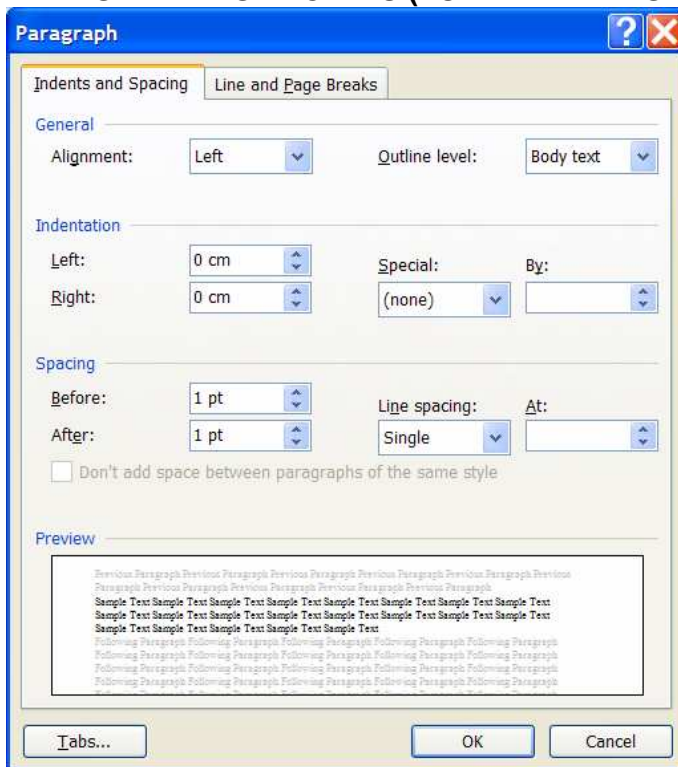


TABLE PROPERTIES:

- WIDTH : 26CM (LANDSCAPE) 17 CM FOR PORTRAIT**
- : CENTER**
- ROW : DON'T SPECIFY HEIGHT**
- : ALLOW ROWS TO BREAK (DEPENDS)**
- COLUMN : NO PREFERRED WIDTH**
- CELL : CENTER**
- PARAGRAPHING IN CELLS (FORMAT-PARAGRAPH)**

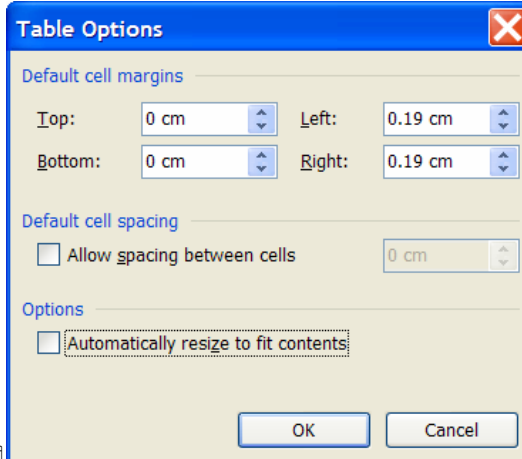


A NEW PAGE

WHEN OPENING A NEW PAGE REMEMBER TO SETUP YOUR PAGE WITH PAGE SIZE, MARGINS, PORTRAIT/LANDSCAPE ETC

TIPS WHEN WORKING IN TABLES

- ☞ WHEN ENTERING A NEW TABLE, SELECT TABLE SIZE (PORTRAIT 17CM OR LANDSCAPE 26CM)
- ☞ THEN IT IS IMPORTANT TO GO TO OPTIONS ON THE TABLES PROPERTIES PAGE AND DE-SELECT “AUTOMATICALLY RE-SIZE TO FIT CONTENTS. THIS WILL STOP THE COLUMNS FROM SHIFTING.



- ☞ INSTEAD OF PRESSING ENTER A NUMBER OF TIMES TO GET TO A NEW PAGE, RATHER PRESS CNTRL+ENTER
- ☞ TO ADD A NEW ROW, PLACE YOUR CURSOR IN THE LAST CELL AND PRESS TAB
- ☞ FORMAT YOUR TABLE USING THE TABLE AND BORDERS TOOLBAR
 - COLOUR FOR SPECIFIC CELLS
 - CENTER, LEFT, RIGHT ALIGNMENT ETC
 - DISTRIBUTE COLUMNS EVENLY
 - PARAGRAPH SPACING IN EACH CELL
 - GENERAL CELL AND TABLE LAYOUT.....ETC
- ☞ FORMAT AND ALIGNMENT OF BULLETS IN FORMAT-BULLETS AND NUMBERING-CUSTOMIZE
- ☞ UNMERGE CELLS USING SPLIT CELLS
- ☞ RE-DO HEADINGS IE. LO1 AND THEN LO2 WHEN STARTING A NEW SECTION ON A NEW PAGE (Don't be lazy.....retype it then carry it forward from this section on) HIGHLIGHT HEADING- FROM MENU BAR, SELECT “TABLE” TICK “HEADING ROWS REPEAT”
- ☞ SHOULD YOU WANT A ROW NOT TO BREAK ACROSS PAGE, CURSOR IN ROW, GO TO MENU BAR AND SELECT TABLE>>>PROPERTIES. SELECT THE ROW TAB AND DESELECT “ALLOW ROW TO BREAK....”. THIS WILL AFFECT ONLY THAT ROW

ANNE: annet@harrysprinters.com

MARK: mwhens@mweb.co.za

<http://www.eastlondoneducationdistrict.org.za>

