# Ms. Lowe's Handy Tips for Microsoft Word
Newspaper Formatting

The best way to figure out how to format something in Microsoft Word (and to find out what the program is capable of) is to just use trial and error. Play around with the buttons and settings to see how things work!

Try these tips and feel free to ask me if you can't get something to work on your own.

Using Tables to Format the Layout

Go to **Insert→Table** and select the size of the table. I would suggest 3 columns.
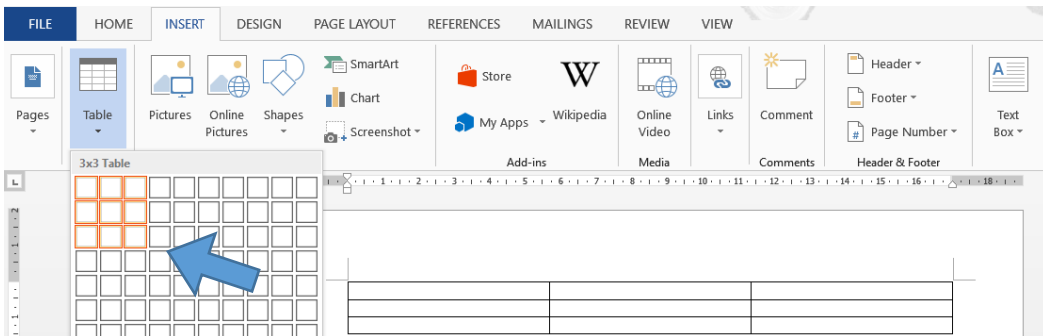
You can **merge** or **split** cells later on to get different sized cells for headings and pictures. For example, to make a heading, select the top three cells, **left-click** and click **merge cells** (or, go to the **table tools→layout** tab and click **merge cells)**.
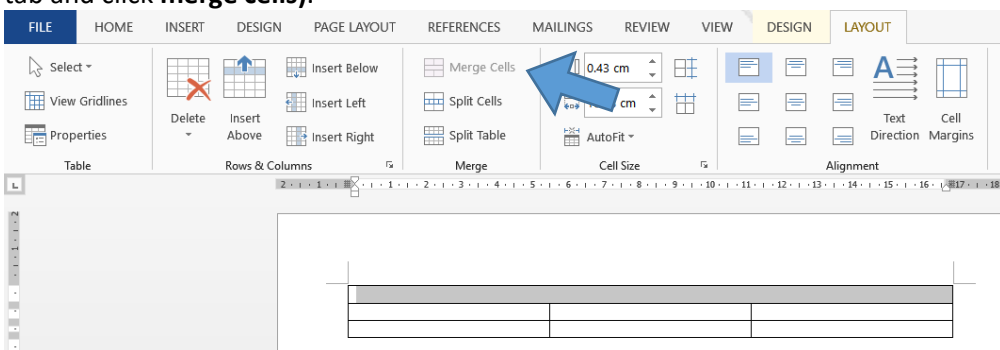
You can also format the borders of your table. You can change the borders of individual cells or the whole table. Select **borders and shading** to get a pop-up menu with more options.
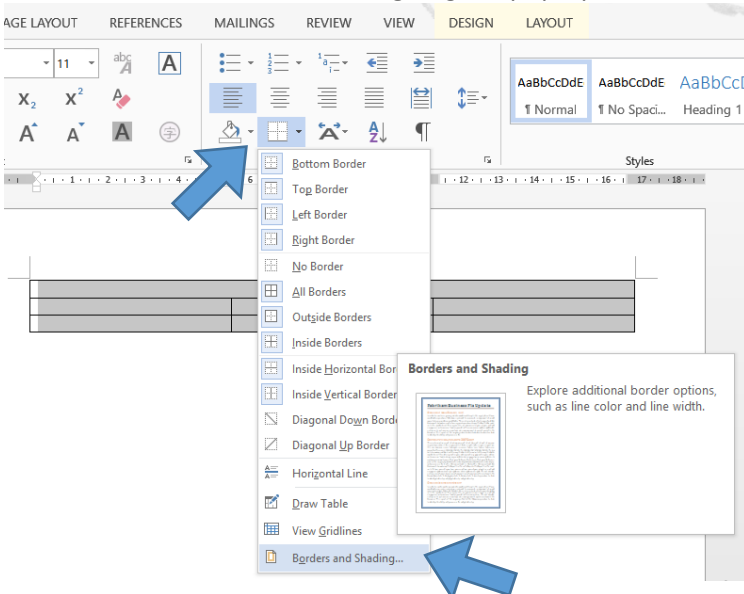
The **distribute rows/columns** feature is also very useful for making all your rows or columns the same size. Select multiple rows or columns and hit the corresponding button.
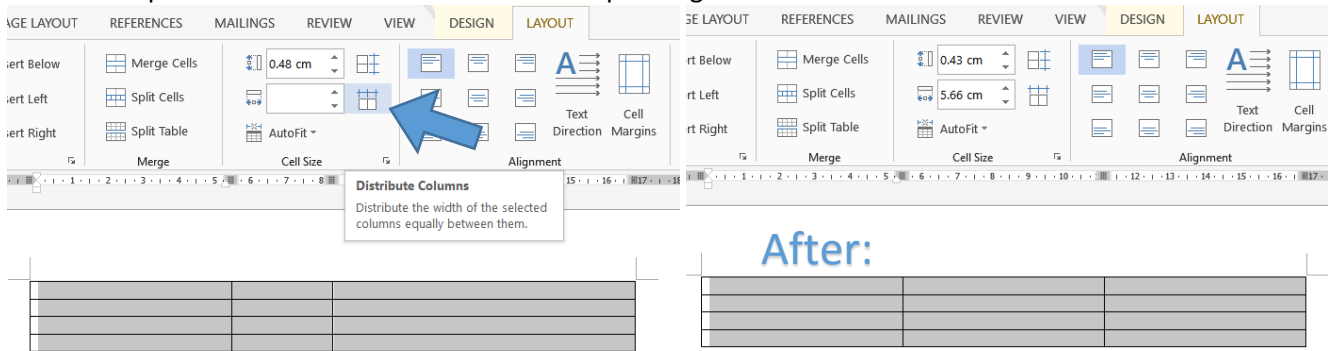
Columns and Breaks

Alternatively, use columns to lay out your articles. This is easier to use when each article is on a separate page. It doesn't work very well when you have more than one article on a page.

Select the section of text you want to put into columns. Click **page layout→columns** and then however many columns you want.
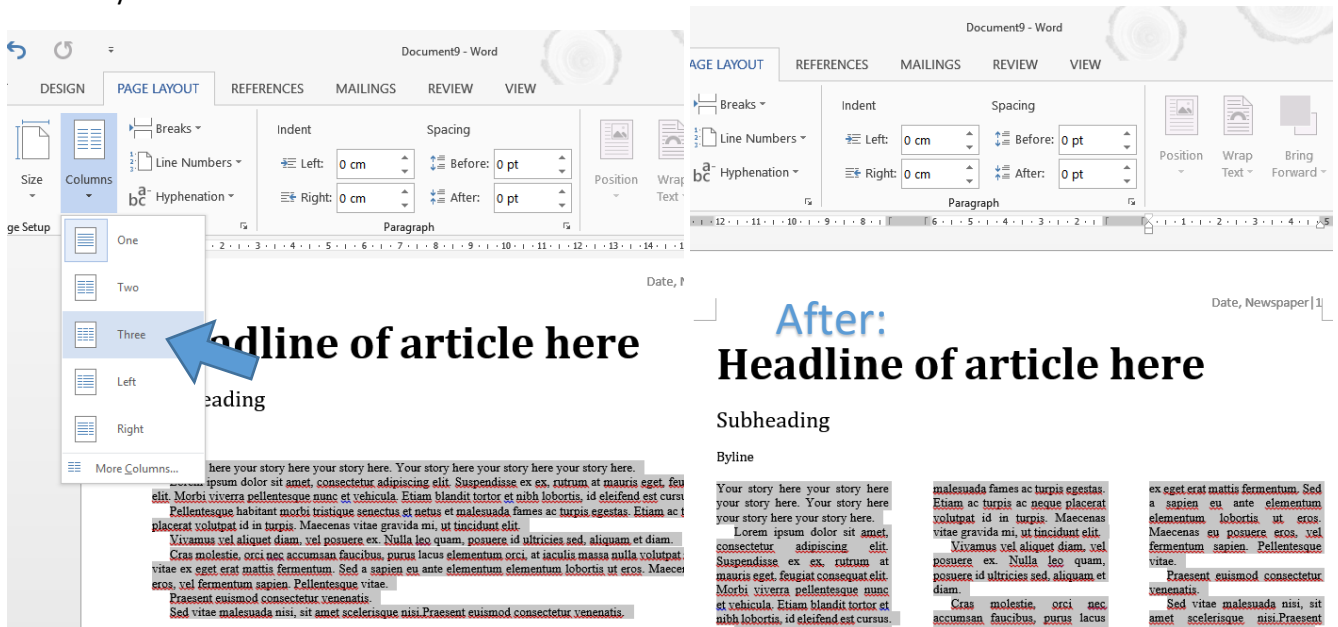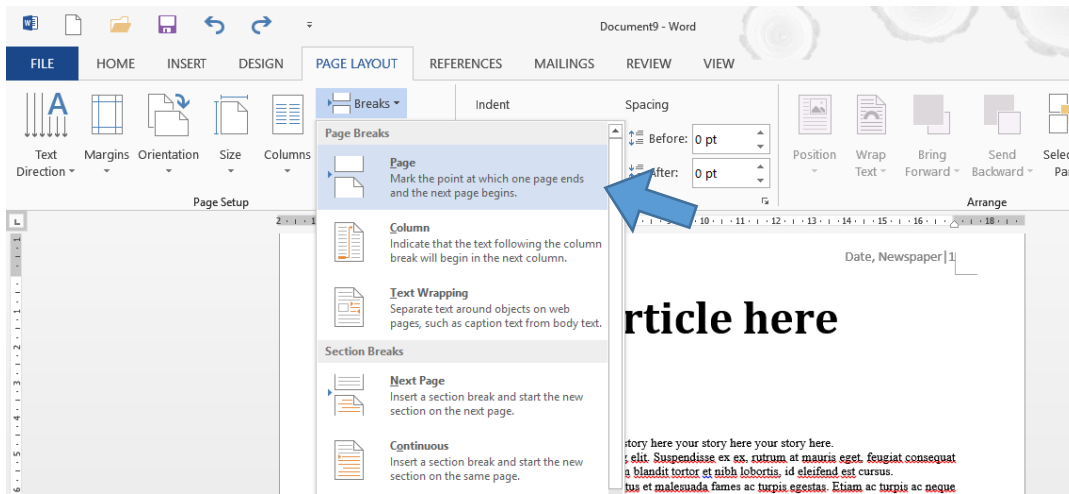

To force text to go to the next column, insert a **column break** (**page layout→breaks→column**).

To start a new section with no columns, insert a **section break** (**page layout→breaks→continuous**).

Page Breaks

To start a new page without having to press enter a bunch of times to get to the next page, insert a page break instead. Go to **page layout→breaks→page**.


Picture Layout

Pictures can have two basic layout types.
1. **In line with text**, which means MS Word will treat the picture as if it were part of the text. You can drag the picture anywhere you would drag text.
2. With **text wrapping**, which means you can move the picture independently of the text, and drag it to anywhere on the page. This also allows you to wrap the text around the image in different ways.
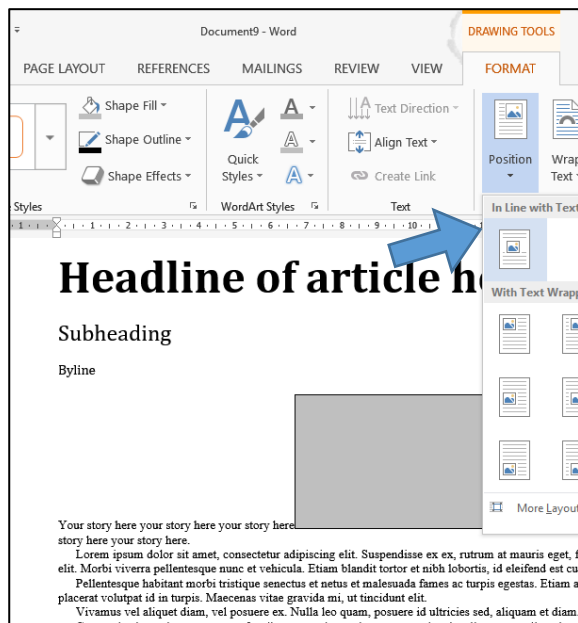
In line with text: **With text wrapping - square**
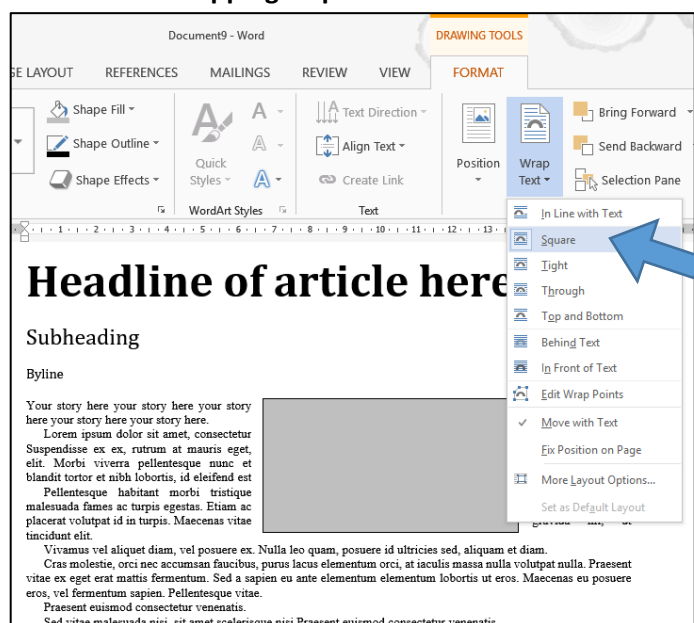
Format painter

A quick and easy way to make sure your formatting stays consistent is to use the format painter. This allows you to copy the font and paragraph formatting of one area of text to another.

First, select the text with the formatting you want to use. Next, hit the **format painter** button (see below). Then, select the area you want to apply the formatting to.
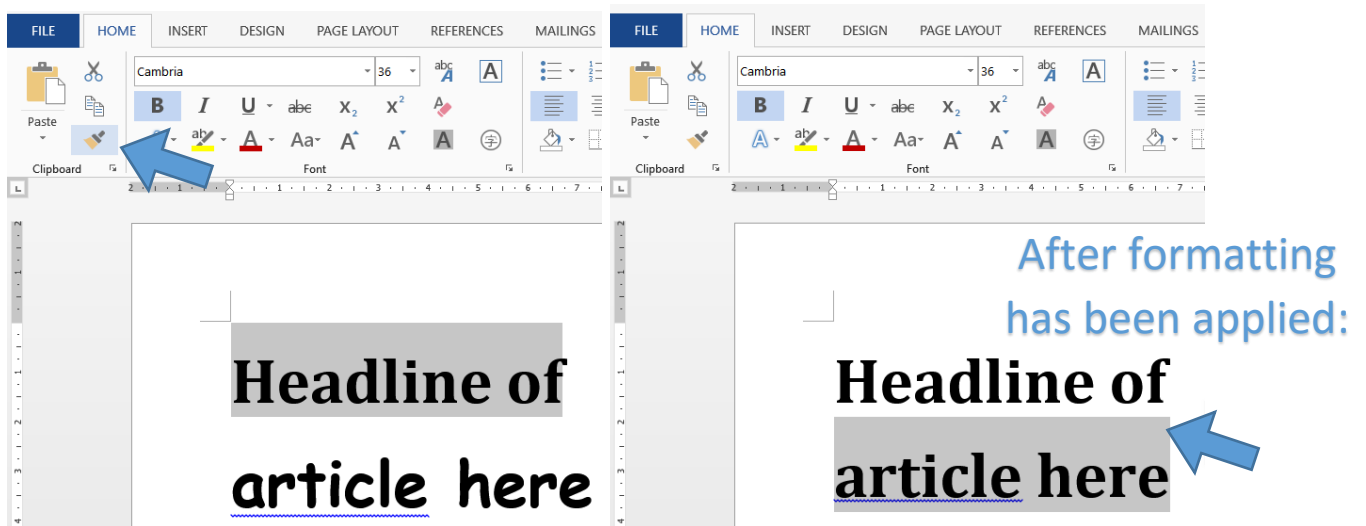
Embedding Fonts

If you are using a font that might not be on another computer, it is best to embed the font into your Word document. Click **file→options** and under the **save** menu, check the checkbox for **embed fonts in the file** (at the very bottom). This means that when you open the document on another computer, your fonts will be still there.

Save as .pdf

If you're finished with your newspaper and you want to save the document in a format that will preserve all of the layout, fonts and formatting you have chosen, the best option is to save as a .pdf file. Note that this file will not be editable, so keep a copy of your original MS Word file as well.

If you want to send me anything (especially to print), you MUST give it to me as a .pdf file.

Go to **file→save as** and select the folder where you want to save it. Then, click on the drop-down menu for **save as type** and select **PDF**. Then hit **save**.