

RHP Computer Applications Class

4-3 Formatting Imported Text (Non-RI)



The Internet allows a user to easily download text from a website that can be used in reports or articles (just make sure to cite the pasted text). Unfortunately, the format of this text is straightforward; text is plain, with no formatting features (to keep file sizes as small as possible).

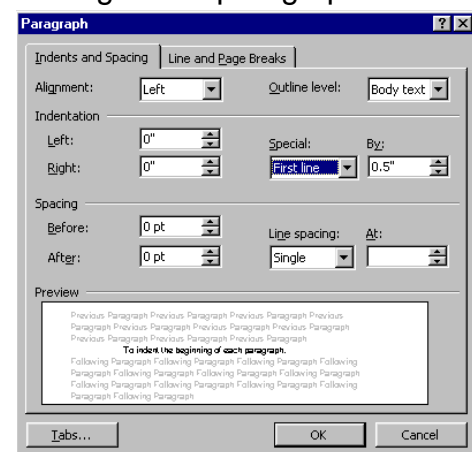
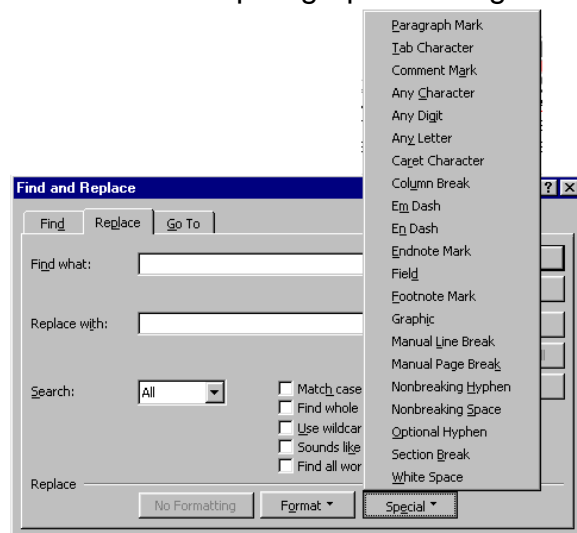
In this assignment, you will import text (taken from a Web site) into a new document, and format the document to make it more readable. (A copy of what it should look like when finished is available from me.)

Start by downloading document 4-3a. Save the file to your system folder.

In Word, open the file. You will notice that the text is plain, and for the most part unformatted. It is uninteresting to look at, much less read. Format the document, making titles bold and/or slightly bigger, removing text that is not part of the article, indenting any lists, indenting the start of each new paragraph, and possibly using more than 1 column. (HINT: Most of the paragraphs run together.

Use the Search and Replace function to search for 5 spaces (hit the space bar 5 times), and replace with a new paragraph. To do this, you will have to display the **More** option on the Search and Replace window.

In the *Find what* field, type 5 spaces. In the *Replace with* field, hit the special button, and choose *Paragraph Mark*. Then hit Replace All. This will search for any occurrences of 5 spaces, and put a paragraph mark there instead, forming a new paragraph.



To format the paragraphs, bring up the paragraph window (Format, Paragraph). This window allows you to do a variety of formatting features. The formatting changes you make will only be made to paragraphs that are selected.

To indent the beginning of each paragraph, under the Indentation section, under Special, choose *First line*. You can control the amount of indent by adjusting the *By:* field to the right. The default is ½ inch.

Next, choose a font that is easy to read. Also, proofread the document for errors. Just because it comes off the web does not mean that the spelling and grammar are OK. On the contrary, many web sites have numerous errors in them.

Your grade depends on how good you can make this drab-looking text look.

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This is the first half of this assignment. Proceed to assignment 4-4 to continue.