Mercer County Library System
Lawrence Branch
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Lawrenceville, NJ 08648
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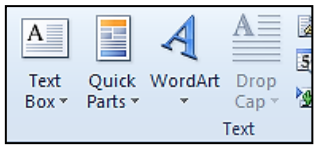
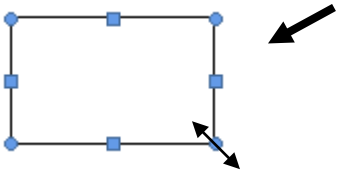
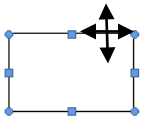
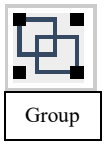
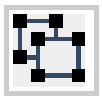
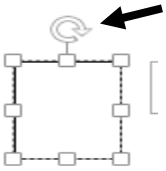
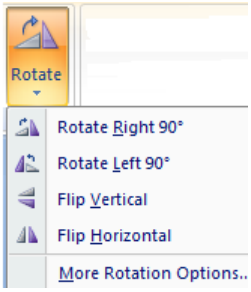
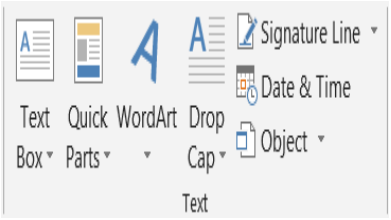
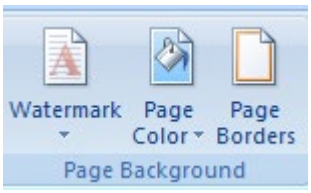
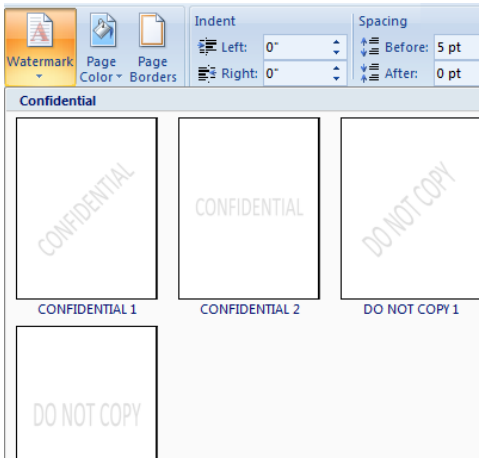
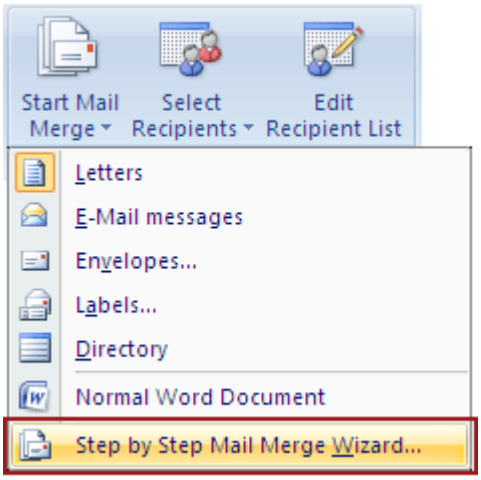
Mercer County Library System
Brian M. Hughes, County Executive

Action	Technique
1. Insert a Text Box 	1. Click the **Insert** tab on the **Ribbon**. 2. Then click on **Text Box** in the **Text** group. Choose the design you want by clicking on a design from the design gallery. To draw your own text box, click on **Draw Text Box**. Move your cursor to the area in which you would like to place the text box. Click and hold the left mouse button. Drag the cursor until the text box reaches the desired size. Release the mouse button. Enter text by clicking and typing in the box. Text in the box can be formatted like any other text in your document.
2. Remove the Outline of a Text Box	You can access advanced formatting options by right-clicking the border of a text box and selecting **Format Shape**. You can also access **Format Text Box** by clicking on the **Format** tab under **Drawing Tools**. On the **Shape Styles** group, click on the drop down arrow next to Shape Outline and choose **No Outline** in order to delete the outline of the text box. You can change the background color and also specify border style and color under the **Format** tab.
3. Re-size the Text Box 	Select the text box by clicking on it. Then use the **handles** to change the size of your text box. 1. Put your cursor on any one of the handles, the cursor will change into a **two-way arrow**. 2. Hold the left mouse button and drag the cursor until the text box reaches the desired size. **OR** **To resize to an exact height and width:** Click the text box that you want to resize. Under **Drawing Tools**, on the **Format** tab, in the **Size** group, enter the measurements that you want into the **Height** and **Width** boxes. If you do not see the **Format** tab select/click on the text box.
4. Move the Text Box 	Put the cursor on the outline of the text box between the handles. The cursor will change into a four way arrow. Hold down the left mouse button and drag the text box to desired position on the document.

5. Group and Ungroup Objects  Group  Ungroup	You can group shapes, pictures, or other objects. Grouping lets you flip, rotate, move, or resize all shapes or objects at the same time as though they were a single shape or object. **To group objects** do the following: 1. Select the shapes or other objects that you want to group. (Click on the first item to select then hold down the **Shift** key to select the other items to be grouped.) 2. Under **Drawing Tools**, on the **Format** tab, in the **Arrange** group, click **Group**, and then click **Group**. **To ungroup objects** after you have grouped them, do the following: Select the group that you want to ungroup. Under **Drawing Tools**, on the **Format** tab, in the **Arrange** group, click **Ungroup**.
6. Flip or Rotate an Object   	Click the shape that you want to rotate. Click on the half circle on top of the object you have selected. You can use the half circle to rotate the shape in the direction that you want. **Or** Under **Drawing Tools**, on the **Format** tab, in the **Arrange** group, you can also click **Rotate** or **Flip** an object. ▪ To reverse the shape vertically, click **Flip Vertical**. ▪ To reverse the shape horizontally, click **Flip Horizontal**.
7. Create a Large "Dropped" Initial Letter  	The **dropped cap**, a large dropped initial capital letter, can be used to begin a document or a chapter. Click in the paragraph that you want to begin with a drop cap. The paragraph must contain text. 1. On the **Insert** tab, in the **Text** group, click **Drop Cap**. 2. Click **Dropped** or **In margin**.

8. Save a File as a Template	1. Click **File**, and then click **Save As**. 2. Click **Browse** to open the **Save As** dialog box. 3. On the left click **Documents**. 4. Double click **Custom Office Templates**. 5. For **Save as type** choose **Word Template** then click **Save.**
9. Add or Delete a Text or Picture Watermark   	Watermarks can be viewed only in **Print Layout** and **Full Screen** Reading Views and on the printed page. You can insert a predesigned watermark from a gallery of watermark text, or you can insert a watermark with custom text. On the **Design** tab, in the **Page Background** group, click **Watermark**. Click a predesigned watermark from the gallery of watermarks. Or Click **Custom Watermark**, click **Text watermark** and then select or type the text that you want. You can also format the text. You can turn a picture, clip art, or a photo into a watermark. On the **Design** tab, in the **Page Background** group, click **Watermark**. 1. Click **Custom Watermark**. 2. Click **Picture watermark**, and then click **Select Picture**. 3. Select the picture that you want, and then click **Insert**. 4. Select a percentage under **Scale** to insert the picture at a particular size 5. Select the **Washout** check box to lighten the picture so that it doesn't interfere with text. The picture that you selected is applied as a watermark to the entire document. To remove a watermark: On the **Design** tab, in the **Page Background** group, click **Watermark**. Then click **Remove Watermark**.

10. Mail Merge 	Start **Word**. A blank document opens by default. Leave it open. If you close it, the commands in the next step are not available. On the **Mailings** tab, in the **Start Mail Merge** group, click the arrow beside **Start Mail Merge** for a drop-down list to appear. Click the last option, **Step by Step Mail Merge Wizard**. This will bring up a task pane that will help take you step-by-step through the mail merge process. The mail merge process entails the following overall steps: **Set up the main document**. The main document contains the text and graphics that are the same for each version of the merged document. For example, the return address or salutation in a form letter. **Connect the document to a data source**. A data source is a file that contains the information to be merged into a document. For example, the names and addresses of the recipients of a letter. **Refine the list of recipients or items**. Microsoft Office Word generates a copy of the main document for each item, or record, in your data file. If your data file is a mailing list, these items are probably recipients of your mailing. If you want to generate copies for only certain items in your data file, you can choose which items (records) to include. **Add placeholders, called mail merge fields, to the document**. When you perform the mail merge, the mail merge fields are filled with information from your data file. **Preview and complete the merge**. You can preview each copy of the document before you print the whole set.
11. Help ?	Click the **Help** icon. There are two ways to search: 1. You can type a search term in the box with the blinking cursor and use the enter key or click on **Search**. 2. Browse **Word Help.**

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