Easy Journal in Microsoft Office Word 2013

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By Bill Boys

If you have Microsoft Office Word 2013 on your computer (or on one that you have access to, such as at a library) this paper hopes to show you the steps to showcase your writing as a folded pamphlet like this, designed as a journal -- a serial publication that you yourself can publish. If you have a printer connected to your computer you can print as many copies as you want without needing to find someone else – a friend, a relative or a print shop – to print it for you.

This paper was a learning experience for me, too, because I don't use Microsoft Word as my word-processing program. I discovered how differently various programs do the task of processing words!

So let's get going. Here's what I did, starting from scratch, to write and print this paper.

Open the program on your computer, or, if it's already open, start another copy of the program by going to your desktop or start screen and double-clicking on that. When the program opens, click on **Blank Document**. (If it doesn't open up filling the screen, click the icon in the upper right to expand it to fill the screen.)

Click on **PAGE LAYOUT** on the top menu line, then click on **Orientation**, and then on **Landscape**.

Then click on **Size** and then on **Letter 8.5"x11".** (This might be the default setting already.)

Then click on **Columns** and select **Two**.

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used, the paper used, the kind of printer you used (or the printshop which did the printing for you, if that's the case). Anything that would be of particular interest to others who would like to contact you about your writing, or who might be interested in how you prepared and published your journal.

After you've filled, edited and reviewed your pages, and are satisfied that it is ready to go, make sure you save a copy of your file now. There is one more task: putting the pages in proper order to print in the correct sequence so that page 1 will print in its proper spot, with the fold to its left, and pages 2, 3 and 4 follow in proper sequence. This is called "imposition." (If Microsoft Office Word 2013 provides a way to do that automatically, I didn't find it. But there is a way to cheat.)

Select *everything* on page 4, and then click on **Cut** in the **Clipboard** section of the **HOME** tab. Page 4 will disappear from view, but it's not lost. Then go to the *very beginning* of page 1, click **Paste** in the **Clipboard** section of the **HOME** tab, and everything from page 4 will now fill that page, moving page 1 to the right of the screen, which is the correct imposition, and pages 2 and 3 will be in correct position, too.

You may find, as I did, two irregularities cropping up when you do this if the break occurs in the middle of a sentence. One is that the text you just pasted into place may have an indentation. That's because Word still treats that space as "page 1" and doesn't expect it to start in the middle of a sentence. This indentation can be removed by placing the insertion point right after the indentation and pressing the **Backspace** key. The other irregularity is that the last line that remained on page 3 (as it is now) may suddenly show extra space at the end of that line. I left that showing in this issue so you could see it. It, too, can be fixed by putting extra spaces at different places in that line, but don't make it run over to a new line.

Click on **Margins** and then on **Narrow**. This will produce a layout with half-inch margins around the outside of your typing area. But it doesn't put enough space between columns to allow a half-inch margin on both sides of where the paper will be folded after printing.

So, click on **Columns** again, but this time click on **More Columns** at the bottom of the choices. In the window that will pop up, change the spacing after Column 1 to one inch, and click **OK**.

You'll now see the short vertical line indicating the insertion point blinking near the upper left corner of the first column, ready for you to start typing.

The first thing to type would be the title for your journal. Click on the **HOME** tab in the top menu line, and on the line that appears below it, you will see on the right a number of **Styles** which are already set up for formatting type for various purposes. Click on the one that says **Title**.

Then click on the icon in the **Paragraph** section to the left of the **Style**s which centers the type in the line. (Roll your cursor over the various choices if you are not sure which one it is; a little help tip will pop up identifying them as you roll over them.)

Type your title. (I'd suggest picking one that fits on a single line, but if yours is longer and it breaks unfittingly, you can insert a **Return** in the line to make it break at a better place.) If you'd like to change the color of the type, simply select the title, then click in the Font section on the capital A that has a colored line under it. Your title will now have the same color as under that "A". (Other colors are available by clicking on the tiny down-pointing triangle to the right of that "A".) Press **Return** after you've typed your title and the insertion point will move to the center of the next line and you will see that the blue border indicating which **Style** is now in effect will be around the style called **Normal**. Type in a Number and Date for your journal, then press **Return** once or twice, type in your byline, and again press **Return** a couple of times. This will advance the insertion point down to where you can type in whatever writing project you want to write in this paper.

How many words will this size journal accommodate? Let me just mention that the default **Normal** style is set for 11-point Calibri, as the box in the **Font** section of the **Home** tab shows you. You can change either the font or the point size to suit yourself. But using the default setting you would get about 1,300 words in a 4-page paper like this. (If your material is poetry with considerably more short lines and blank lines it would be much fewer, of course.)

You can insert pictures rather easily using this software, too. Click on **INSERT** in the line of tabs in the top menu line and you will see quite a lot of insertion options. One group is called **Illustrations** and includes six different options: **Pictures, Online Pictures, Shapes, SmartArt, Chart,** and **Screenshot**.

Take **Pictures** for example. Click on it and a window pops up that allows

you to browse anywhere on your computer for pictures. Here's one of myself and my dog, Sarah, walking along a park sidewalk illuminated by luminaries for a winter evening festival. If the picture needs adjustment to fit in the allotted space that is easy to do by clicking and holding the tiny square "handles" on the sides and corners of the photo when it is inserted. Likewise, a small icon to the upper right of the photo will, when clicked, give you options as to how the picture will interact with its surrounding text. I chose the **Tight** option in this case. I won't go into other insertion options here; I want to keep this as "easy" as possible.

When you have nearly reached the end of your four pages, I suggest leaving enough room to include a colophon, which might include your postal and email addresses, maybe a phone number, and possibly a few words about details of your journal, such as the name of the font you