



# The ever-changing world of Microsoft Word

One constant in life is change. As soon as you get comfortable with something it often changes. This is true, especially in the world of technology.

A major change that I have noticed while making rounds to newspaper offices is with the newest version of Microsoft Word. Boy, this word processing program sure has changed.

Microsoft Word 2007 was written especially for Microsoft Vista, the company's latest operating platform.

This means that Word looks much different from previous versions and also has undergone an overhaul when it comes to controls and commands.

The new look features an Adobe-looking palette that interacts with tabs running across the top of the program's screen where our beloved menus used to reside.

In Word 2007, "the ribbon" replaces menus, toolbars and many task panes. Microsoft claims that this will group all the related functions in one place.

The ribbon is a pane that contains controls

(such as buttons and icons) that are organized into a set of tabs, each one containing a grouping of relevant commands. Each application has a different set of tabs, which expose the functionality that application offers.

Nothing is where it once was.

If you're asking yourself "can I make the new Word look like my old Word," the answer is no. Because of the drastic changes, it will take quite some time to relearn where things are.

I explored Word by trying to do something out of the ordinary — set up a legal. It took me about five minutes to find the tabs. After that, I went searching for the drop-down dialogue boxes at the bottom menu bar of the ribbon.

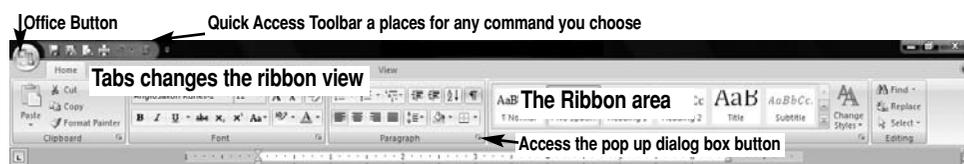
There's a small button that leads you to the



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computer notes  
from the road

dialogue paragraph box, which then leads you to the tabs dialogue box. The fonts are set up under the 'home' tab along with standard paragraph commands like center and flush left/right/justify.



If you prefer a large viewing area, you can minimize the ribbon. Just double-click any tab to minimize the entire ribbon bar.

To create a PDF in Word, you must download an export filter from Microsoft's Web site.

I tested a PDF exported from Word in InDesign, Quark and PageMaker. In each platform it worked well and held fine when another PDF was created using the pagination program.

One very nice feature exists in Word's new three-dimensional charts, which are interactive between Word and Excel. So, if you need to edit any Word data or numbers, Excel is opened in a

split-screen mode with Word. When data is changed in Excel, it immediately changes in Word.

This version also includes an auto-recovery feature to recover a document in the event of a crash. Of course to safeguard your work, continue to save your document often and back up large documents onto another drive or location on your own drive.

All glamour aside, one of the biggest changes that will effect us is the format Word now uses. No longer will you see a .doc file; it's now .docx.

This change has been instituted to make these files compatible with the new Office XML files. To make files compatible with older copies of Word, you must back save to an older version when saving files.

For those who only have earlier versions of Word but will need to access Word 2007 documents, one-way translator programs do exist.

With translator programs, you can open and edit a 2007 Office release file in an

earlier version of Word, Excel or PowerPoint by downloading necessary file converters. For the converters to work, your version of Microsoft Office must first be updated to Service Pack 3. After the service pack for your version of Office has been installed, download the converter.

And the changes continue. Word 2008 will be out for the Mac this January. Much like Word 2007 for Windows, Office 2008 has a new palette set that will mirror Microsoft's ribbon. The "Element Gallery" is designed to aid functionality while giving better access to relevant features. Although this new program does take advantage of new technologies, Mac users will see that "Element Gallery" resembles something in an Adobe program.

## Wilma's time and space saving tips on lightening photos

Last month, during ONF workshops held at OU and OSU, I discussed Photoshop tips with many of you.

One of the subjects covered, which effects almost all newspapers using Photoshop is lightening a photo for publication.

It has become common practice for users to go straight to the curves tool when beginning color correcting images.

Next time you are lightening photos try using an Adjustment Layer instead of a straight curves adjustment.

For a while, I resisted correcting photos this way because it looked like more work than simply tapping Cmd+M and raising the curve. However, lightening photos this way saves steps. Also, you can always go back to work

with the photo because you're working on a layer instead of directly on a photo.

First, under layers select New Adjustment Layer, then click Curves in the pop out menu.

Next change the blending mode to Lighten, click ok and proceed to lighten your photo using the curve tool.

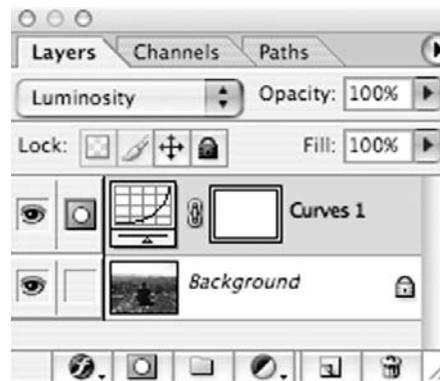
Using a new layer for curves lightens the photo without desaturating the original.

When a photo is desaturated, we have to go back and apply more saturation to compensate for losing quality in a photo.

Using an additional layer also saves space by creating a smaller file size.

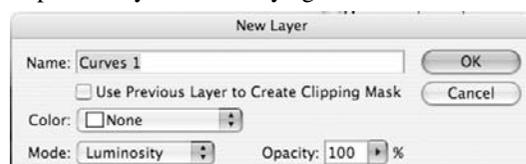
Another recommended route of correcting involves using an adjustment layer with Luminosity Color mode as the blending tool.

With this, contrast will increase without effecting the saturation of the photo. Again, this will save time without increasing file size, resulting in more hard drive space.



This works with the 'levels' command as well. Just choose a levels adjustment layer with luminosity selected, then make the proper adjustments. If you are not getting the adjustment needed, try using the Screen or Multiply blending modes. Just make sure to learn how to use them before using them in your paper.

If needed, tweak it a little more by double-clicking the curve box in the layers palette.



## plugged IN

### Try These Tutorial Titles

At last month's workshops, I talked with many of you around the state. Several people were interested in a list of the 'best books' that I referenced when preparing for the classes. Below is a list of those titles.

#### Photoshop CS3 for Photographers

by Martin Evening

I loved this book as it is easy to read and understand.

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#### How Digital Photography Works

by Ron White

This is for those of you who are new to digital photography. It explains how a digital camera works from the ground up.

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#### Commercial Photoshop Retouching: In the Studio

by Glenn Honiball

This is a good resource for those working with newsprint.

...

#### Photoshop Blending Modes Cookbook for Digital Photographers

by Barry Huggins

If you want to know more about correcting with blending modes, look here. It's more of a special effects book, but has very useful info on getting good with this type of work flow.

...

#### Adobe Photoshop CS3 Classroom in a Book

by Adobe Creative Team

This is the 'official' manual Adobe publishes for CS3. It is not included with the software.

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#### Publication Design Workbook: A Real-World Guide to Designing Magazines, Newspapers and Newsletters

by Timothy Samara.

...

#### Layout Workbook: A Real-World Guide to Building Pages in Graphic Design

by Kristen Cullen

...

#### The Elements of Graphic Design: Space, Unity, Page Architecture, and Type

by Alexander W. White

I think this is one just to check out at the library once in a while. But you may like it enough to buy it.

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#### Looking Good in Print, Fourth Edition

by Roger Parker

This is a good, basic book for layout beginners.

...

#### The Non-Designer's Design Book

by Robin Williams

If design doesn't come easy to you, read this.

