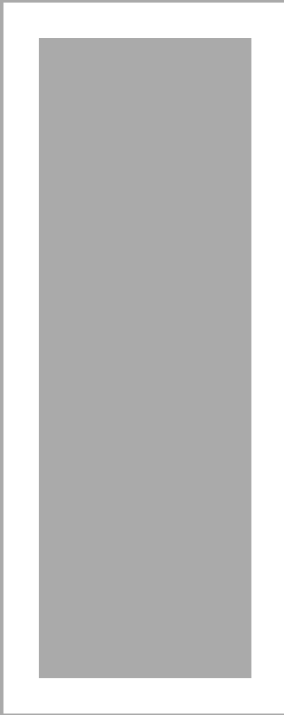

ENCHANTMENT LAKES CORPORATION
DIRECTORY OF COMMUNITY SERVICES



Guide to SCHOOLS, CHURCHES & COMMUNITY
ORGANIZATIONS

Summer 2004



Community Service Organizations

About the Symbol Pictures

The “pictures” are Wingdings typeface symbols. To insert a new picture, highlight the character and choose Symbol from the Insert menu—select a new symbol, choose Insert, and Close. To create new “icons,” format a one-character paragraph as *Picture Style* (for the cover), or use *Icons 1 and 2* to create smaller icon styles.



HEADING 3 STYLE

Name Style 123-4567
 List Style (with emphasis) 123-4567
 List Style (without using the tab)
 List Last Style (has extra space below)

How To Use Styles 123-4567

You can change the Style of any paragraph using Word’s preset Styles. Open the Styles and Formatting workpane from the Format menu. Click your cursor in any paragraph. Read the Style name from the workpane.

ON CHANGING STYLES

Click on any paragraph 123-4567
 Select a Style from the Styles and Formatting workpane (from Format menu).
 Choose a new Style from the list. Experiment (and use the Undo button).

TWO STYLE TYPES

Paragraph and Character 123-4556
 In the Style list, a ¶ icon next to a name indicates a paragraph

Style, and the ¶ icon indicates a character Style.
 Character Styles format **Words**.

Name Style 123-4567
 List Style (using the tab) 123-4567
 List Style (without using the tab)
 List Last Style (has extra space below)

HOW TO CUSTOMIZE

Type Over Sample Text 123-4567
 Select File New to re-open this template as a document. Choose File Save As. Choose Document Template in Save Save File as Type: box. See below.

ON SAVING FILES

Protecting Templates 123-4567
 Templates that you save appear on the General tab of the Templates dialog box.

DIRECTORIES

Types of Directories 123-4567
 Use the Name Style and/or List Style to create line-after-line directories. Use headings to create directories like this.



SECTION TITLE ABOVE

The Square “A” Above 123-4556
 The Section Title Style creates a “letter icon.” To create new

“icons,” format a one-character paragraph as the Section Title Style.

To Change the Shading 123-4567

Click on the gray-shaded (white) text. Choose Borders and Shading from the Format menu. Select a new shade.

ABOUT THE ICON 2 STYLE

The Big Arrow Below 123-4567

Highlight the arrow below and choose Symbol from the Insert menu. Select a new symbol, choose Insert, and Close



Other Picture Symbols 123-4567

“Picture” fonts, like Wingdings, are gaining popularity. Consider using other symbol fonts to create highly customized company “icons.”

WORKING WITH BREAKS

Breaks in Word Documents appear as “labeled,” dotted lines on the screen. Using the Break command, you can insert a page, column, or section break.

TO INSERT A BREAK

Choose Break 123-4556
 Choose Break from the Insert menu. Select one option. Click OK to accept your choice.