

# WORD DEMO

Before you do anything else print this document on an imagewriter with the Times fonts installed on your startup disk. If these fonts are not installed the format will be off and you will not understand the point of this demo.

√h£(picture)(picture)İxİxààò;£œ;£œh£İ~(picture)‡İ~(picture)‡ÒÓq(picture)`¢Ó"(picture) óÓ(p  
lè(picture)†«Ô~`¢Ô ^Ô~`Ô‡ÚÔ`¢Ô ñÔ éÔ†ΔÔ`¢Ô ^Ô~`Ô‡ÚÔ`¢Ô ñÔ éÔ†ΔÔ`¢Ô ^Ô~`Ô‡ÚÔ`¢Ô ñÔ éÔ†ΔÔ`¢Ô ^Ô~`Ô‡ÚÔ`¢Ô ñÔ éÔ†ΔÔ`¢Ô ^Ô~`Ô‡ÚÔ`¢Ô ñÔ éÔ†ΔÔ`¢Ô ^Ô~`Ô‡ÚÔ`¢Ô ñÔ éÔ†ΔÔ`¢Ô ^Ô~`Ô‡ÚÔ`¢Ô ñÔ éÔ†ΔÔ`¢Ô ^Ô~`Ô‡ÚÔ`¢Ô ñÔ éÔ†ΔÔ`¢Ô ^Ô~`Ô‡ÚÔ`¢Ô ñÔ éÔ†ΔÔ`¢Ô ^Ô~`Ô‡ÚÔ`¢Ô ñÔ éÔ†ΔÔ`£Ô~Ú  
ÚÓt(picture)`İ~(picture)‡ÒÓq(picture)`¢Ó"(picture) óÓ(picture) lè(picture)†«ÓG(picture)`İ~(picture)‡~

The biggest complaint users have about Microsoft WORD is that it can't mix text and graphics on the same line. Granted it's not as good as WORD as it is in PageMaker, but it is not all that difficult with a little practice and a ruler.

## The Secret

1. Start by setting your page margins. This example has 3/4 inch margins all the way around.
2. Pull down the document window
3. Select Division Layout
4. Under "Break", Select "Column"
5. Under "Number of Columns", type 4
6. Under "Column Spacing" type .25 inches.

Return to the document window and type your heading. Center the heading. It doesn't move over very far because it is centered. The heading is approximately 1.6 inches wide.

### The Hidden Secret of Microsoft Word is...

Under the Edit menu select show rulers. A right margin marker will be showing in the ruler at approximately 1.6 inches pointing to the right.

The problem with Microsoft WORD is not the software... it's the instruction manual.

Select only the line with your heading in it.

Drag the right margin to the 7.5 inch mark.

#\*%\$# Microsoft. Why don't you want anyone to know that WORD can overlap columns. This feature should have b manual.

~Ø~€! Û (picture)ë (picture) (picture)İxİxààò4 3 (picture) (picture) f 3 (picture) (picture) f Û (picture) ëÿ (picture), ~ÿ? ~  
~ /; Æ ~ / wfi (picture) ‡ □ Ä / □ Çø ÷ / wûW ‡ / { Æ l ø, / ? > \ ~ / Æ ° ~ ÷ / (picture) ð t' w ‡ ~ ÿ jüä ° □ ~ ÿ ? i □ > ~ ÿ (picture) ' ~ ° ~ ÿ i ÷  
> |' Ä æ ~; æ « ~, ° Ä □ m ~ ÷ 5 ° ~, ° Ê > Ä ? □ ~ ‡ ~ ° Á ~ M % □ > ~, ÷ Ä, Á Ó Z ÷ Í Ä } ~ ÷, Ä T i Ä i ~, ÷ + ø ‡, Ä ® (picture) √ É Ä ¶ ~ ~ U > □, Ä, V Ä  
> ~ > ~, Ê fl ~ (picture) Ä Ö ~ > ~, Ê é æ ~, 8 ÷ ~ t, Ê f O i ð fl X ~ ~ ‡, Ê ? ä. ~ ¥ | ü □ □ ÷, Ê — □ □ ¥ = X ~ Ê, Ê (picture) # ° ° ° ~ Ü Ê |  
Ê Ä E 5 Ø Í Ä ø ~ > ~, Ê f { | ü ~ u Ê Ö Ö Í ‡ \* ø Ä Ê > ~ Ø Ê ≠ fl ~ ~ Ü Ä ° □ ~, Ä Ê g 1 ~ π ° ÷, wfi Ä Ä Ö Ü Ö ÷ Ê Ä £ < / a ~ ø ÷ (picture)  
÷, ° (picture) □ □ ‡ ~ Í Ö ä Ü W Q F " k ^ p ° (picture) fl ‡ v ‡ ~ Í # ~ " a M i fl } ó p ° (picture) ~ √ ‡ □ ‡ ~ Í £ J l π > fl ~ X ~ | ø □ ~ Í n Æ ? n ï 6 ~ < ° | ä □ ~ Í | Ê ≥ 5 K  
÷ { J □ N ~ Ø Ê é ° Ö ~ Í B □ ~ Í Ö } ð Ê < w ° w ~, U □ ~ Í . 2 Ê ¶ w í > fl ~ ~ ü □ Ä (picture) ° ° ° ~ Í (picture) Ê / Ê Ê, ~ w ° □ Ä, | i Q □ ~ Í  
□ Ö ø K ~ æ ~ ‡ e Ä, ÷ \$ π ~ Í  
‡ æ Æ ø ~ m □ ~ ÷, (picture) \ U ~ Í  
| m □ U ? ø ° ~ Σ ~ ÷ (picture) ÷, D Ü, ~ Í  
□ ~ ... Ä ~ ~ ~ □ ~ < ~, 4 ~ | (picture) Ö, ~ Í  
~ ð W □ ~ a ~ ø ÷ ‡, Í Ö ø ° ~ Í  
? Ó Ü ~ ø ~ ^ ~ □ æ ‡ ~ (picture) ' w } ~, ~ Í  
u; ~ K ~ Í ° ~ ø z ‡ ~ Ø Ö ° @ . Ö ~ Í  
s ÷ fl ~ ° ~ Σ ~ > fl ~ p ~ W ~ ~ Í Ö Ö a t ~ □ ~ Í ~ □ ~ ‡ ~ Í (picture) ¶ ? fl, ~ ° ~ fl > < 8 ~ ° ð Q ~ ° i ö E S ~ ~ ° ~ ü 8 ~ ? ~ ~ h ~  
İ n □ : ~ ø ~ ~ Ö æ ø ~, ~ H □ Ä, İ l á l i U, ~ Ö ° æ (picture) ~ Ä Í ‡ Ä / á l { Ä, İ i } ~ ° ~ ø ~ ø ~ > □ □ ~ Q ~ μ z □ Ä, İ a ~, ~ (picture) ~, ~ ° ~ ‡ ~ Í { ÷, İ l e Ê  
İ 8 a Q u ~ h g □ ÷ ó Ä C É Ö Í ~ İ ä ~ Í ‡ . ? ÷, İ l ~, ~ ° ~ Ü 2 a i Ü ~, i ü } U ~ fl ~ > ð fl ÷, İ l o e ~ u ð @ Ö W > ÿ < { ~ ÿ Æ Ä ø ~ ° ~ Í ~ fl ~ ° ~ a R & ≠ æ G ~ □ Ä □ }  
≈ Y ÷ ? ð ~ ÷ ÷ æ Ø E □ □ Æ ° Ç Ö ~ ÷, " İ y ø, ~ h H ø Ö □, ‡ U Q ~ Í á c @ (picture) > fl ÷, " İ ~, ~ ° ~ Δ Y i g ~ Ü ‡ c ~ Ç ø °, Ü İ ° ÷, " İ ÷, ~ Ö Ä ¶ ¶ (è, ø ~ Ä ~  
fl ÷, ~ (picture) ~ Ö G ~ Ö E U ÷ W fl ~ □ y ! ~ Ê : ø E □ ‡ ~ S (w a ÷, + ‡ ~ ÷ ø ~ Æ ° Ü ø ~ ° ~, ~ y Ä = fl c O f i 8 Ω à w fl ÷, + ø Y ø □ ~ Ö > Z A e > ~ ~ Ä @  
/ a ‡, + ~ ° a Q ~ B ~ ¶ à ~ Ü ~ Ö Ä Ä ~ ~ ¶ y fl ‡, ~ @ Ö ‡ ÷, Ä ~ x @ U ~ u ~, Ê Ç Ö Ä ~ Ä Ñ Ä ! ç ‡, /, ÷ U u, p, ? ~ Ω ~ ° ~ Ü (picture) ~ ° ~ ø ~ ~ Ä } W }  
~ □ i Ê Ä E ~ i u fl ~ æ ~ ‡ ~, ~ □, ~ □ Ü (picture) ‡ Ç é ° ‡, 0 ~ ~ ð f i @ ~, 0 Σ ~ ÷, 0 ~ ° ~ ä; ~ Ö, q i ~ u ‡ 0 ? □ Ä, ~ ÷ ‡, 0 ~  
~ ~ (picture) Ä ~ q a W Ä Ä K ± T T ~ ~ y Ä ~ ‡ @ Ö r Ä æ, ~ ‡, 0 ~ ~ □ (picture) ‡ ~ % ~, 0 9 ~ ° ~ ° ~ Ç E ü ~ ~ □ / Ö ~ > Ä Ä > ? G ~ ‡, / ~, Ö ‡, ~ ~ Í ~ V A (picture) ø  
(picture) á f á ‡, 2 ~ T ~ ‡ (picture) î ÷, (picture) ~ ~ ! Ç ‡ ~ # ~ ~ ‡ ~ ~ ÷ @ < (picture) Ö ~ ‡, 2 ~ ° ~ > è ~ ~ ~ @ < (picture), ~ u % ~ A □ ~ □ ÷ (picture)  
¶ ~ ÷ á ‡, 2 ~ ° ~, ~ y Ä 2 ÷ ç > z ¶ & ~ ° ~ ~ p p l ~ □ Ä ~ % ~ ÷, 2 ~, 0 ~ √ ÷ ø Ä ~ ö Ö Ä ~ x # a l ~, ~ ° ~ ~ < b ~ ÷, 2 ~, ~ Ö ~ ~ < } x ! Y ~ ÷ Ø Ö ‡ ~ ° ~ ä a < K E Ö Ü İ 3  
~, h ~ ° ~ ø ~ ø ‡ (picture) ð i ÷ (picture) \ G x @ Y ~ ÷ İ ‡ æ ~ Ä 0 % ~ Æ ? ÷, 2 ~, □ U U 4 ~ ö W ~ f ¶ Ä ‡ ~ Ø İ ÷ (picture) ~ ‡ Ä ~ K l ~  
□ w ] @ < 7 □ ÷, 2 ~, ø Í ~ ° ~ ø ~ ø ¶ ¶ □ □ ~ ð W ÷ (picture) E @ p è t ¶ @ ~ f ¶ 7 Ä, 3 ~, (picture) ~ ~ ≠ □ □ G ~ Ä ? ~ á ~ Ö Ä ¶ ~ ° ~ 1 d, ~ p, h % ~ i O □ Ä, 2  
~ + ‡ è ø ä ‡ İ ö ~ 2, fl ~ ~ k, ÷ (picture) □ X fl æ □ ~, . y ~ ° ~ Í  
Ö < 8 Ä i O ~ 2, ~, ? ~, £ ~ ‡ ~ ° ~ L E Æ 8 (picture) ~ \_ A P (picture) W S ~, ~ h p l @ (picture) ÷ Ö ñ, ~ 2, ~ □ ~ W ~ p (picture) T ø A fl 1 ≠ Ä, İ y s ö ~ ‡ y < ! (picture)  
~ W, ~ 2, > Ä, ~ & ~ \* É r ~ İ Ä q ~ ~ Ü Ä ~ x U U ~ ÷ ~ Í ~ (picture) h ~ æ, ~ 2, | (picture) ~ Ü C U T T s ö ~ Ä ~ ~, Ä  
° 0 i ä, X | H (picture) ~ m, ~ 2, z ~ ‡ (picture), ~ ° ~ ~ ö ~ ÷ fl ~ □ (picture) A ä ü ~ □ @ 8 Í P ~ ° ~ ° Ö ~ 2, ~ % ~ } U T > ~ □ ~ x ~, Ä ø, ~ ö ø, ~ x } Ä ÷ ‡ c ~, ~ 3  
□ ð ç fl Ö ~ ‡ r ~ Ñ, ~ 6 ~ ð Ö, ~ è ~ Í @ " Ä ü a Ö ~ 3 / ∞ x (picture) @ Ü ~ ~ ‡ ~ ~ □ ~ Ä, ≠ æ Æ æ è fl ~ ? u Ñ, ~ w ~ ~ 3 / Ä (picture) @ x @ ~ # N Ø, ~ □ ~ ~ L  
X P ~ F f ø ~ □ (picture) ö E Ü 7 ~ ° ~ Í ~ { k ‡ (picture) Ä ~ u 0 m ~ < ~ 3 / Ä 8 Ä ~ Ê É ~ x (picture) ~ ~ Ü (picture) □ @ ê Ü ~ ~ ÷ ÷ (picture) İ, ~ h) ø Ö, ~ 3 /  
< x (picture) T y @ D ~ ~ x (picture) ~, Ä □ İ Ä x □ Ö ~ ‡ □ ~ u ÷ < Q } < ~ 3 / p + 8 Δ a Ä \$, ~, ~ (picture) ÷ J ø f a ~ W ö ~ ~ □ 8 (picture) İ Ä m Ç Ç ø ø ~  
□ 0 p (picture) U (picture) ~ Ä ~ ~ x Ä ] U ~ É Ê Ü Ç ø, ~ fl ~ p U @ N c □ ~ ~ 3 / (picture) ~ 8 p % ~, y Ñ E Ö ~ ~ > Ä @ (picture) | ö Ä Q ~ Ö, Ä ~ ö Ä Ä Ü fl a ¶  
÷ 8 ÷ p (picture) U @ < ~; ÷ \$ E ~ ~ n ä ÷ / ö Ü ø 9 @ > ~ ~ Ü Ö ] w x ~ 3 / ÷ 0 ~ 0 S ‡ ? 4 g ~, ¶ Ö \* ~ M ÷ ~ + ó ~ İ ø D Ä æ ~ < □ ~ " ü Ö □ ~ 3 & Ä ~ ÷ p Q ð  
(picture) ~ ~, ~ } fl ð p ~ 3 / Ä ~ ~, ‡ ~) (picture) ~ ~ Í ‡  
G Ñ B, {  
~ ~ Ä C □, Ä f i ∞, ø Æ ‡ ~ 3 / Ä c Ä 0 U P (picture) ~ } Ö P è Ä) æ 5 ~ Ä 8 p > @ (picture) ç ‡ w o ] ‡ ~ 3 / Ö, ÷, İ Ä ö ~ □ ~ Ä ~ ° ~ ~ ° ~ ö e Q | ~ Ä ~ □ i ‡ ? Ä Ö, a ÷  
~ ~ Ä ~ ~ □ A < ] u Ä ~ 3 / < 0 Ä ~ ... ø ~ İ ( ~ ~ ~ Ä s ~ ~ o, ~ ~ ~ İ Ä ~ £ © ~ ~ Ä 2. < F ~ A ~ / % ~ ö ~ ~ S (picture) < U Ø ä é, è è ø, ¥ ? ÷ ÷ @ ÷  
W ~ ~, 2. >  
p İ ÷ < % ~ @ ~ Í ~ ° ~ Ä (picture) < ~ ° ~ @ / (picture) (picture) Ö □ F Ö ° ~ ~ < ‡ ‡ (picture), ~ 3 ø Ö, 2. 6 â x Q i ö ~ u U 4 ~ ° ~ W Ø ≥, 6 | □ İ Ä (picture) Ä ~ / }

[illegible]

A page preview feature would make this even easier. Each column must be ended with a control-enter.