


## 19 Man's Best Friend Document

Create a one (1) page Man's Best Friend document.  
Using the sample as a guide, format your document  
following the directions below.

*Your document will not look exactly like the sample  
as you will choose your own picture and some  
text formatting options.*

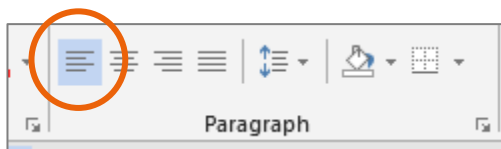
- On the task bar, click the word icon  to open the Word 2013 Application.
- Open a blank word document.
- Save the file in your Documents Folder:  
**File > Save As > My Documents**
- Name your file: **Word 19 YourFirstNameLastInitial**  
Click **Save**.

In the page Layout tab:

- Size: **8.5 x 11**
- Orientation: **Portrait**
- Margins: **Wide**
- Open the **Word 19 Story Text** located in the Word 19 folder
- Using either the **digital copy on screen** or **print your own copy**, and **type the story** into your document following the instructions in red on the story text sheet.

*When you have all of the text typed into your document, format your text:*

- Text alignment**  
Check that your text is all **Aligned Left** (aligned on the left, ragged on the right).
- If it is not, select all the text by holding down the **Ctrl** key and then press the **A** key on the keyboard.
- In the Home Tab, **click the Align Left** icon.



- Select all your text and change the **Line Spacing** of all the text to **Single (1.0)**

- Choose 1 font for all the text.**

Pick a legible font like:

Calibri  
Candara  
Corbel  
Cambria  
Caladea  
Century  
Garamond

Avoid script, bold or decorative fonts:

*Brush Script*

*AR Berkeley*

AR BONNIE

**AR CARTER**

Comic Sans

**Elephant**

Chiller

You may choose to use **Bold** for some text  
e.g. Bold Heading

- Format the **Title** *Man's Best Friend*

Font Size: choose between **28** and **36**

Font Color: **your choice**

Paragraph Spacing - Space After: **6pt**

Paragraph Spacing - Space Before: **0**

- Format the **3 Paragraphs of** *Story Text*

Font Size: choose between **10.5** and **12 pt**

Font Color: **your choice**

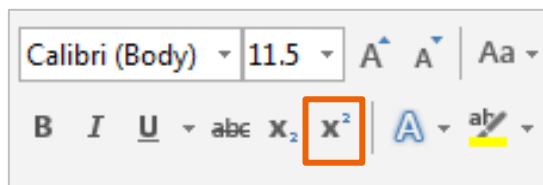
Paragraph Spacing - Space After: **6pt**

Paragraph Spacing - Space Before: **0**

- Format the *Reference Numbers* **[1] [2] [3]** in the story text.

Select the number [1], hold down the **Ctrl** key and select [2] and [3].

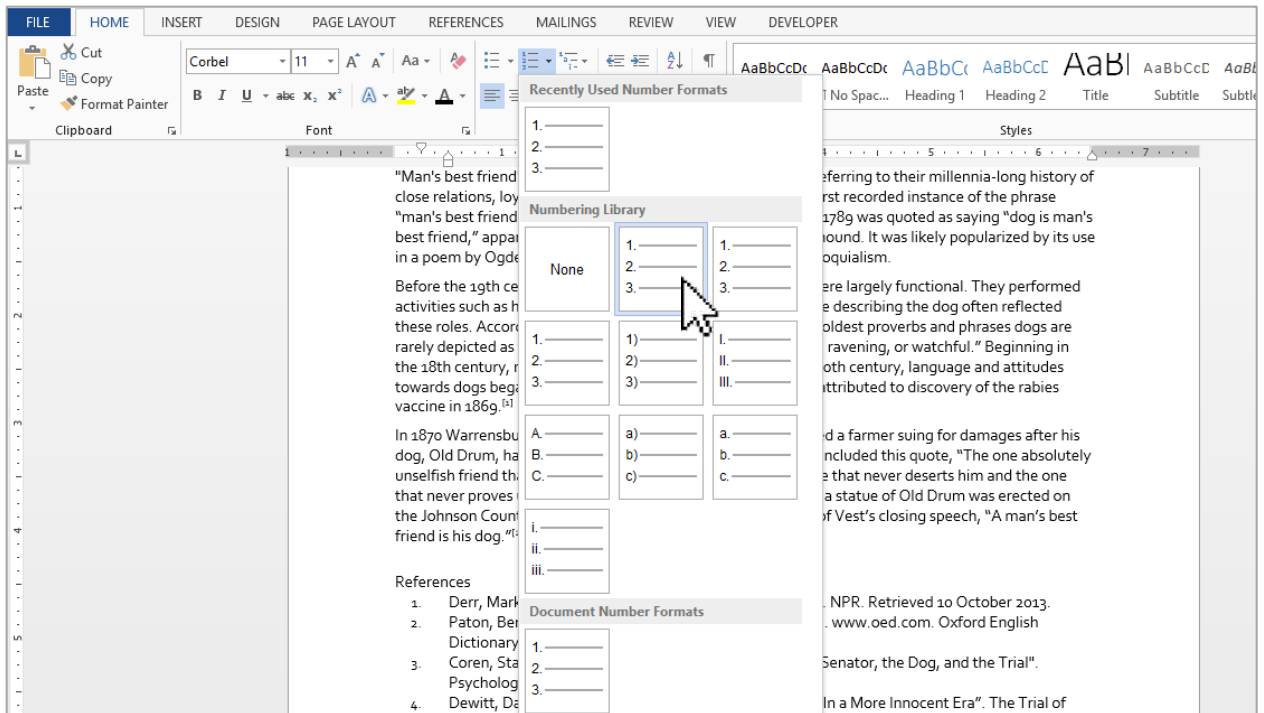
Click the **Home** Tab. Click on the **Superscript icon** to change the numbers to small text that sits slightly above the line of text.



Below are the instructions to insert a **list of references** which you will copy from another document and paste into your story document.

*References are the resources the author used to support the statements made in the story. The numbers in brackets, [1], [2], [3] at the end of the paragraphs refer to the reference text you will paste at the bottom of the story you typed:*

- To access the reference text, open the following document:  
WORD 19 EXERCISE > **Word 19 Reference Text**
- Select** the text and **Copy** it.  
Close the **Word 19 Reference Text** document without saving it.
- Go to your document and click at the end of the story you typed, and **paste**.
- Format the **Reference Text** and **Title**:  
Font: Same as your chosen font  
Font Size: **8**  
Font Color: **Black**  
Line Spacing: **Single**  
Paragraph Spacing - Space After: **0pt**  
Paragraph Spacing - Space Before: **0pt**
- Select the **title References** and add some paragraph space before the story paragraphs: Paragraph Spacing - Space Before: **18 pt**
- Select the Reference Text **without the title**, and change it to a **Numbered List**.  
Style of Numbered List: **Number followed by a period** as shown in sample.

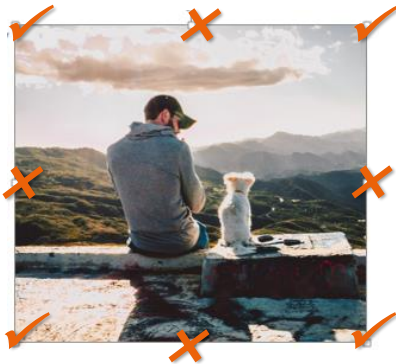


- Insert an **image** of a dog into the document. Choose any image you like.
- Place the image anywhere on the **top half** of the page.
- Size: The image must be a minimum of 1.5 x 1.5 inches
- Your image will be "Locked" (*In line with Text*) when you insert it into your document. To unlock the picture:



Click the **Layout Options icon** to the right of the image and choose one of the *With Text Wrapping* options (square) and *Fix Position on Page* to allow the picture to be moved within the document.

- Sizing your Picture**  
Resize using the **corner handles only**.  
The middle handles will distort (squish or stretch the picture).



**Crop Tool**  
If you need to change the dimension of your picture, use the crop tool.

- Add a **border** to your picture. In the **Picture Tools Format Tab**, choose **picture border** and select the **colour, weight and line style**.
- If your **title text is 2 or 3 lines**, change the line spacing between the words to bring them closer together by using **exactly line spacing** instead of **single line spacing** in the paragraph setting box.

e.g.:

**Man's**      Text size 36 pt  
**Best**  
**Friend**

Line spacing:      At:

Single      [ ]

**Man's**      Text size 36 pt  
**Best**  
**Friend**

Line spacing:      At:

Exactly      34 pt

**Adding Hyperlinks:**

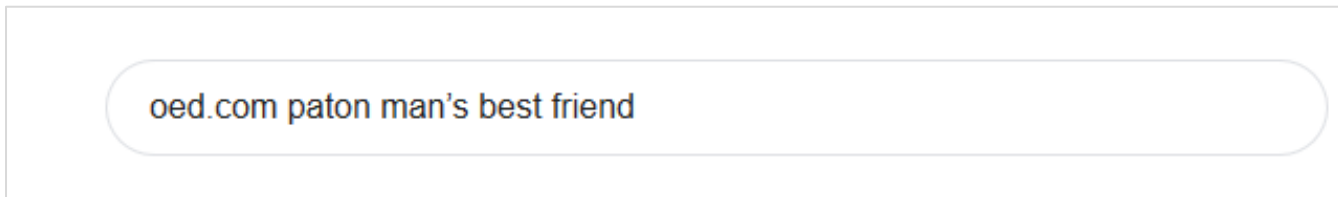
A **hyperlink** is an element in an electronic document that links to another place in the same document or to an entirely different document or website.

In the reference section, you will add 1 hyperlink to each of the 3 references. The hyperlinks you create will link to the stories located on various websites on the Internet.

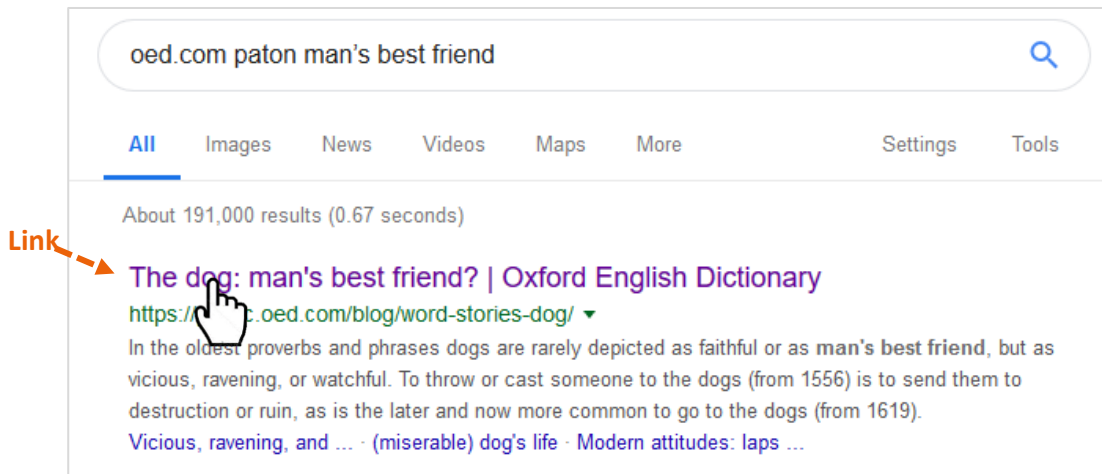
- If you need to get a closer look at the text**, zoom into the text by holding down the **Ctrl key** and **roll the wheel** on your mouse. Rolling forward zooms in, rolling backward zooms out.
- Reading Reference 1:  
 Story Author: **Bernadette Paton**  
 Story Title: **The dog: man's best friend?**  
 Website: **www.oed.com (Oxford English Dictionary)**

1. Paton, Bernadette (2013). "The dog: man's best friend? (The use of man's best friend has usually been about dogs. They are hard working and reliable mammals)". www.oed.com. Oxford English Dictionary. Retrieved July 5, 2013.

- In your internet browser search engine, **type:**  
**the website**  
**author's last name**  
**part of title**

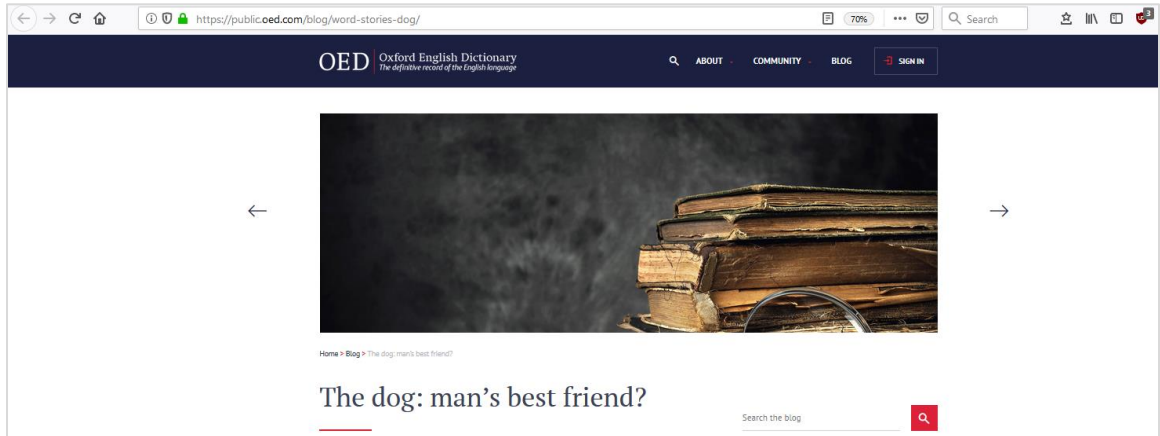


- In the search results, we can see a link that includes the website and story title but not the author's name. **Click** on the link to go to the web page.



- Scroll down** to the bottom of the story on the web page, you will see the author's name is a match – *Bernadette Paton*.

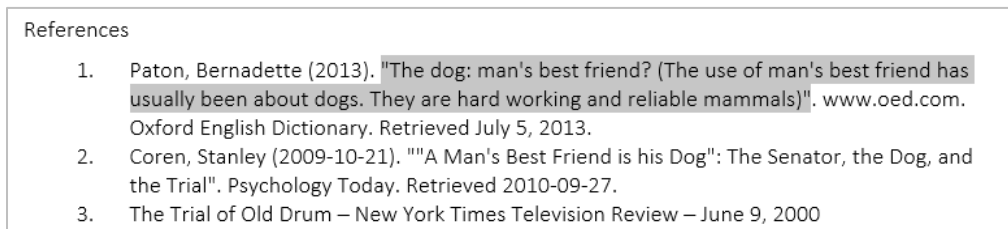
The link is a match as it has all the information listed in the reference text.



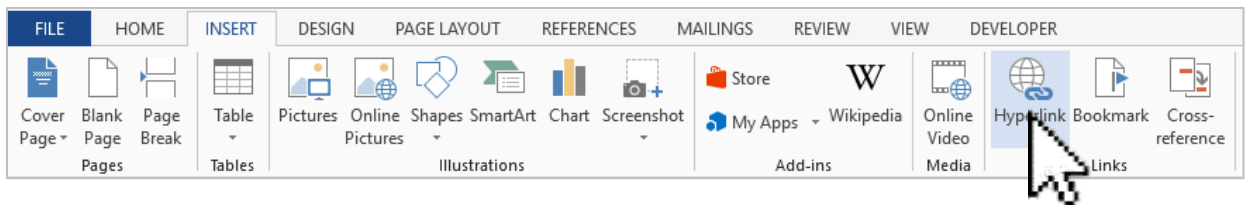
- You will now copy the address of the web page: **click** your cursor in the **address bar** of the web browser to select the address text (selected text is blue).
- With your cursor in the blue area, **right click** your mouse and click **Copy**.



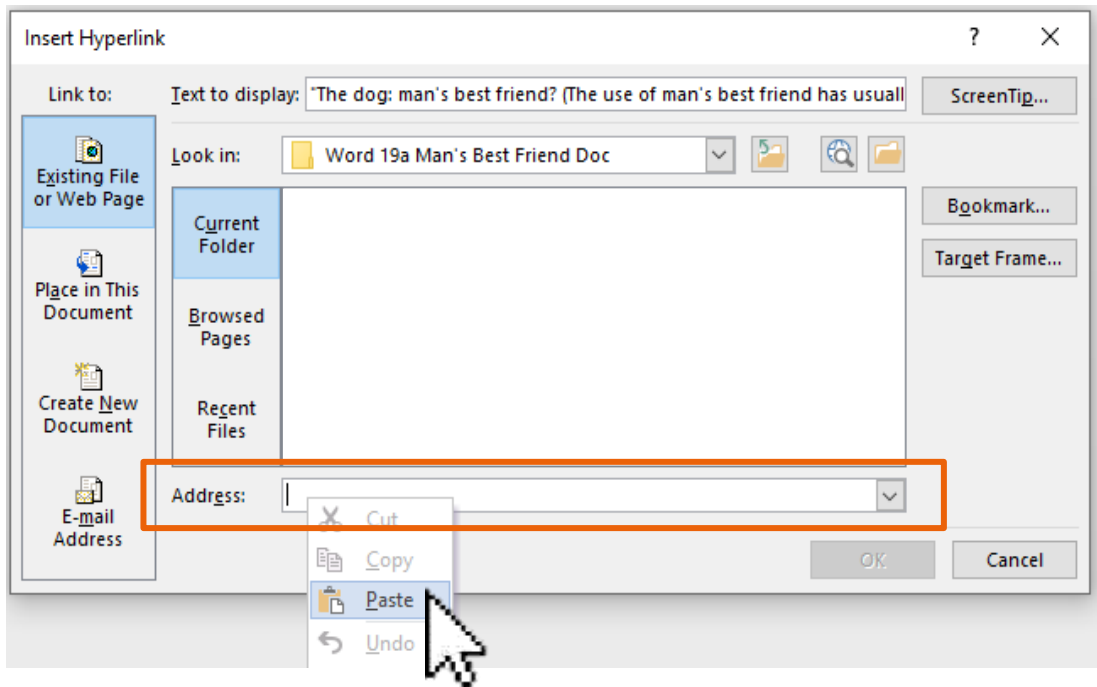
- Go to your word document. In the reference section, **select the title of the story you are making a hyperlink for**.



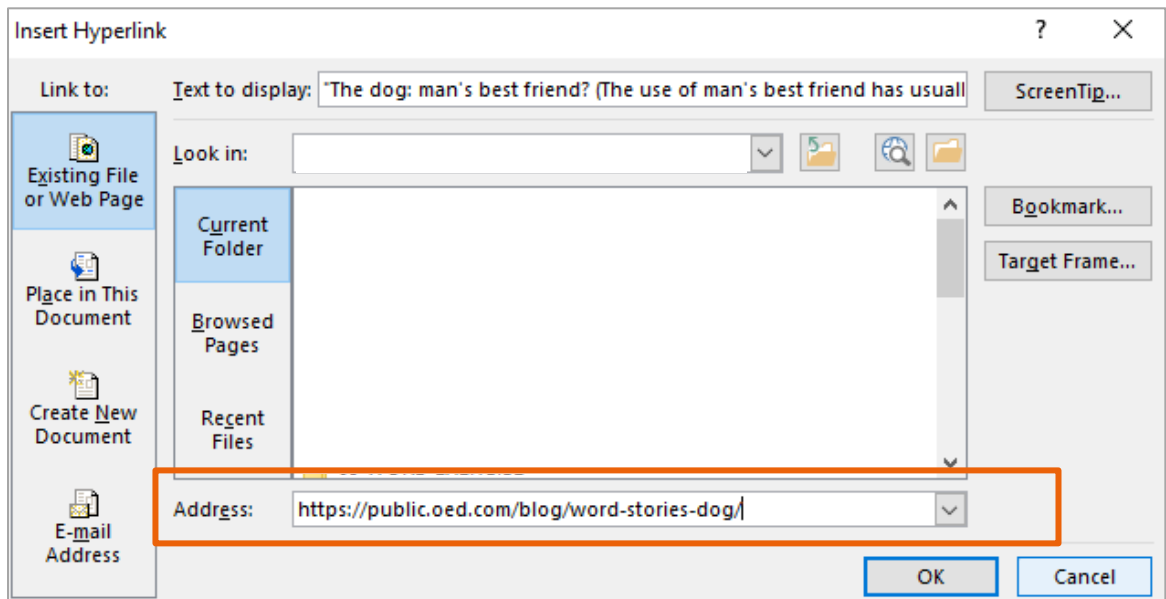
- Click the **Insert** Tab. In the Links Grouping, click the **Hyperlink** icon.



- Place your cursor in the **Address** box on the bottom of the **Insert Hyperlink** window. Right click your mouse, click **Paste**.



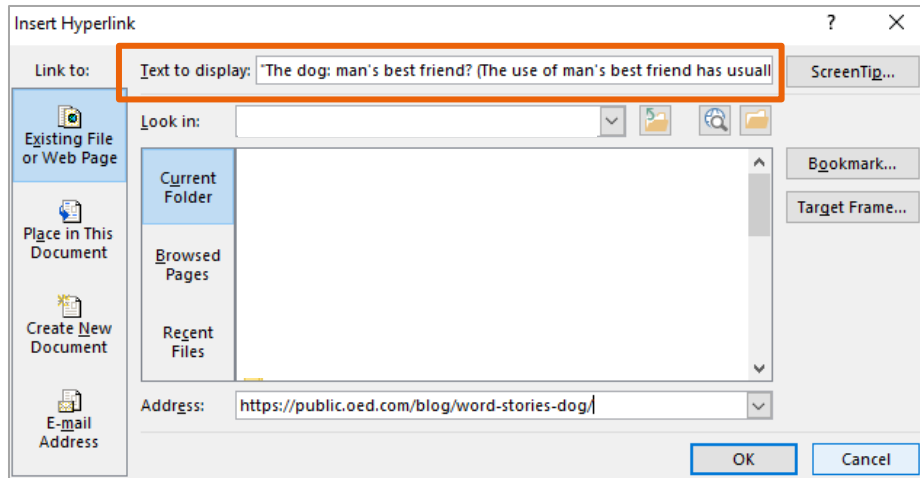
The address box displays the website of the link:



At the top of the pop out window, The *Text to display* Box shows the title of the link, that is, the text used to **describe the link**.

In this exercise, we are using the name of the story to describe our link, therefore **we will not type a new title** to describe the link.

- Click **OK**. Your link will display in your document as coloured underlined text.



*Does your link look the same as below?*

- Check to see if your link works:**  
Hover your mouse over the link. You should see a pointed finger.  
If you don't see a pointed finder, press and hold down the **Ctrl key** and click.

References

1. Paton, Bernadette (2013). "[The dog: man's best friend? \(The use of man's best friend has usually been about dogs. They are hard working and reliable mammals\)](https://public.oed.com/blog/word-stories-dog/)". www.oed.com. Oxford English Dictionary. Retrieved July 5, 2013.
2. Coren, Stanley (2010-10-21). "'A Man's Best Friend is his Dog': The Senator, the Dog, and the Trial". Psychology Today. Retrieved 2010-09-27.
3. The Trial of Old Drum – New York Times Television Review – June 9, 2000

- Your web browser **will launch** and open the web page that is associated with the link.
- Once the **link is clicked** in your document, it will change colour (purple) to indicate you have used that link.

References

1. Paton, Bernadette (2013). ["The dog: man's best friend? \(The use of man's best friend has usually been about dogs. They are hard working and reliable mammals\)".](#) www.oed.com. Oxford English Dictionary. Retrieved July 5, 2013.
2. Coren, Stanley (2009-10-21). [""A Man's Best Friend is his Dog": The Senator, the Dog, and the Trial".](#) Psychology Today. Retrieved 2010-09-27.
3. [The Trial of Old Drum – New York Times Television Review – June 9, 2000](#)



The screenshot shows the Oxford English Dictionary (OED) website. The search bar contains the text "The dog: man's best friend?". Below the search bar, there is a navigation bar with "OED Oxford English Dictionary" and "The world's most complete online dictionary". The main content area features a large image of a stack of old books. Below the image, the text "The dog: man's best friend?" is displayed, followed by a search button with a magnifying glass icon.

- Following the **instructions on pages 5-8**, Insert a **hyperlink** for **reference 2**

**Hyperlink text:**

2. Coren, Stanley (2009-10-21). [""A Man's Best Friend is his Dog": The Senator, the Dog, and the Trial".](#) Psychology Today. Retrieved 2010-09-27.

Webpage:



The screenshot shows a webpage from Psychology Today. At the top, there is a blue navigation bar with the site logo and links for 'Find a Therapist', 'Get Help', 'Magazine', and 'Today'. Below the navigation bar is a search bar with the text 'Find a Therapist (City or Postal Code)'. The main content area features a profile picture of Stanley Coren, PhD., DSc., FRSC, with the text 'Canine Corner' and a blue checkmark icon. The article title is '“Man’s Best Friend”: The Senator, the Dog, and the Trial', followed by a subtitle 'A high profile trial produces an emotional statement about dogs.' and a post date of 'Posted Oct 21, 2009'. Below the title and subtitle are four social sharing buttons: 'SHARE' (Facebook), 'TWEET' (Twitter), 'EMAIL', and 'MORE'. The article text begins with 'Just about everyone has heard the old saying “A man’s best friend is his dog,” or some variation of that phrase. However I doubt that very many people know where that adage came from. It can be found in the transcript of a trial, and it was part of one of the most memorable closing arguments ever made by a lawyer. The trial was held in Missouri in September of 1870, and it concerned the killing of a dog.' The second paragraph starts with 'The case revolved around a black and tan hound named Old Drum, who was the favorite dog of a farmer named Charles Burden. A nearby neighbor, Leonidas Hornsby, owned a considerable amount of livestock. Because Hornsby had lost some sheep, presumably due to attacks by local dogs, he swore to shoot any dog he found on his property. On October 28, 1869,'

- Following the **instructions on pages 5-8**, Insert a **hyperlink** for **reference 3**

**Hyperlink text:**

3. [The Trial of Old Drum](#) – New York Times Television Review – June 9, 2000

**Webpage:**

The screenshot shows the top portion of a New York Times article. At the top, there are navigation links for 'SECTIONS', 'HOME', and 'SEARCH', along with the 'The New York Times' logo. Below this is a row of three article teasers with small images and text. The main article title is 'TV WEEKEND; A Boy-and-His-Dog Story In a More Innocent Era' by DAVID DEWITT, dated JUNE 9, 2000. The article text begins with a paragraph: 'Only the most hard-hearted can resist the sight of a boy crying when his dog faces death. Why else is "Old Yeller," an iconic American movie, recalled when filmmakers want a hard character to reveal a heart?' This is followed by a 'Fair warning' paragraph and another paragraph discussing the movie's quality.

\* TIP: You can edit, open, copy and remove a link by hovering over it and right clicking your mouse to select an option from the menu.

- Proofread your work:**

**Use the spell check in Word AND read your document and compare it to the original text** you typed from. Check for spelling and punctuation.

- Save your document and email it to your instructor.**