Publishing Tasks

The TABLE tool can be used to create detailed publishing documents. This is where you layout a page into blocks and insert text and/or graphics into those blocks.

To illustrate Google Docs' publishing capabilities the following document will be created.

The Thumbnail Sketch

Whenever you embark on a publishing task some prior planning of what you want your page to look like is necessary. Usually a rough sketch of the page is drawn on paper showing where you intend to place the text and graphics frames (cells). This sketch is called a THUMBNAIL SKETCH. A THUMBNAIL SKETCH (Table Layout) for the page you are about to create is shown below.

House Image	Company Name
House 1 Details	House 2 Details
House 3 Details	House 4 Details
Company Address	Agents Details

Page Setup

Before starting the publication the paper size should be set.

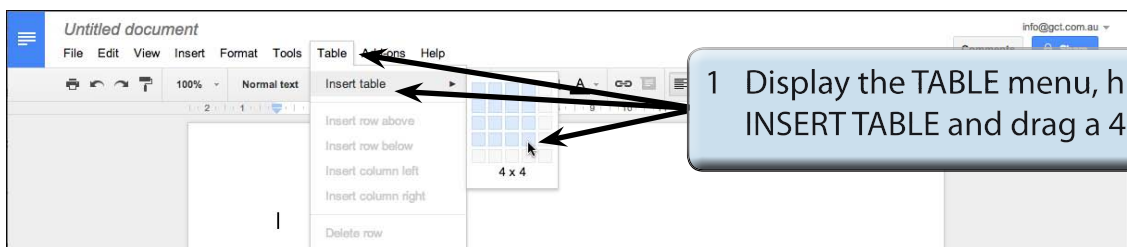1   Load Google Docs or start a NEW DOCUMENT.

2   Display the FILE menu and select PAGE SETUP.
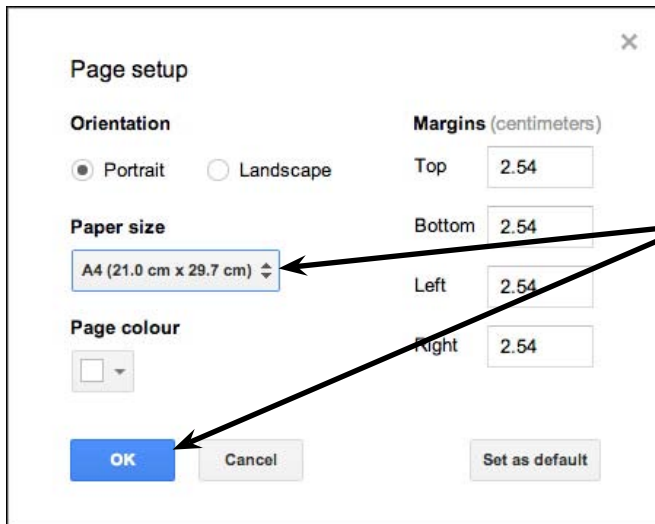
3 Set the PAPER SIZE box to the paper size your printer uses (it is probably A4) and select OK.
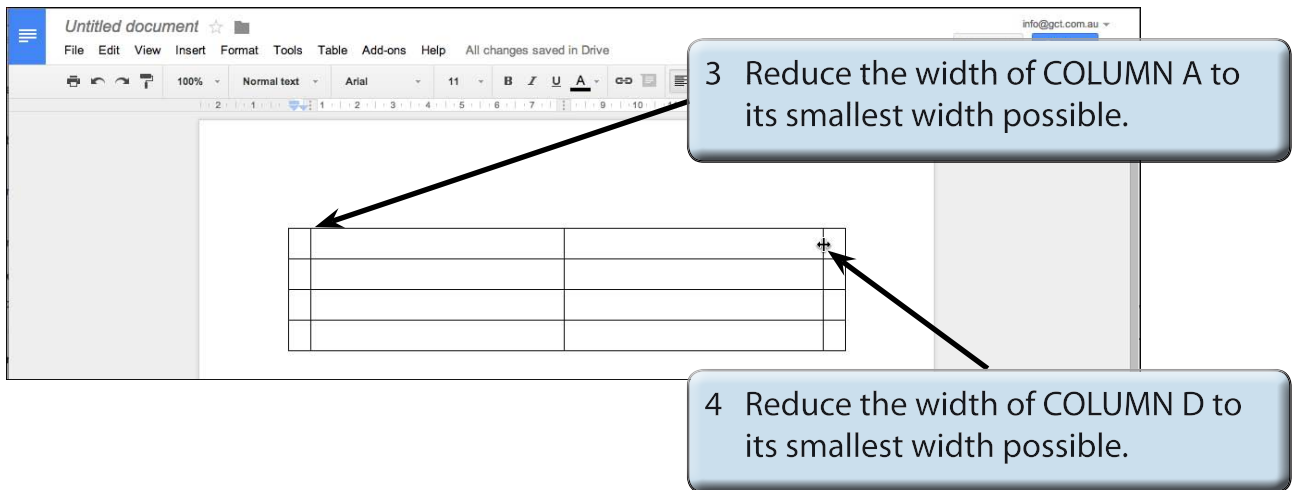
Drawing the Table

The table will be inserted to match the thumbnail sketch.

1 Display the TABLE menu, highlight INSERT TABLE and drag a 4 x 4 table.

2   When you click the mouse button the table is inserted.

3   Reduce the width of COLUMN A to its smallest width possible.

4   Reduce the width of COLUMN D to its smallest width possible.

NOTE: **COLUMNS A and D will form the border of the publication.**

Shading Cells

Cell Borders will be turned off when the publication is complete, so the cells in COLUMNS A and D can be shaded to create the effect.

1   Highlight the cells in COLUMN A.
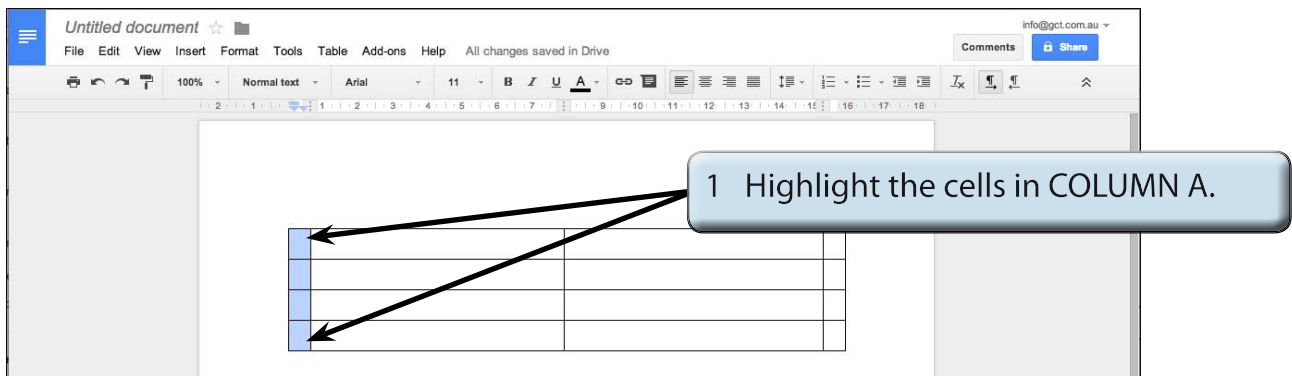
2   Display the TABLE menu and select TABLE PROPERTIES.