


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.



PARRY & SYKES

REAL ESTATE

<p style="text-align: center; font-weight: bold; color: #0070C0; font-size: 18px;">HIGHTON</p> <p>Just listed, this sound home offers 4 good-sized bedrooms, comfortable lounge, central kitchen, plus family room. Excellent parking makes this a most appealing home. Call now for your inspection.</p> <p style="text-align: center;">Asking only \$528,000</p>	<p style="text-align: center; font-weight: bold; color: #0070C0; font-size: 18px;">BELMONT</p> <p>Delightful BV home in a most pleasant street, featuring 3 bedrooms each with BIR, study, updated kitchen, tastefully decorated lounge with a northerly aspect. Your inspection is highly recommended.</p> <p style="text-align: center;">Priced to sell at \$408,000</p>
<p style="text-align: center; font-weight: bold; color: #0070C0; font-size: 18px;">HIGHTON</p> <p>Low maintenance home in a quiet court handy to the Highton Shopping Centre. Very good condition inside and out with many internal improvements. New carpets, well established garden and double garage.</p> <p style="text-align: center;">Special price \$532,000</p>	<p style="text-align: center; font-weight: bold; color: #0070C0; font-size: 18px;">BELMONT</p> <p>Beautifully presented 3 BR home of 14 squares. All gas appliances, BIR in each bedroom, bathroom with vanity unit and separate shower recess. Outside there is a well established garden, entertainment area and double garage.</p> <p style="text-align: center;">Reduced to \$376,000</p>

225 High Street, Belmont, Vic, 3216

Graeme Parry 0410 489 259

Phone: 03 5243 8852

Rebecca Sykes 0410 590 389

The Thumbnail Sketch

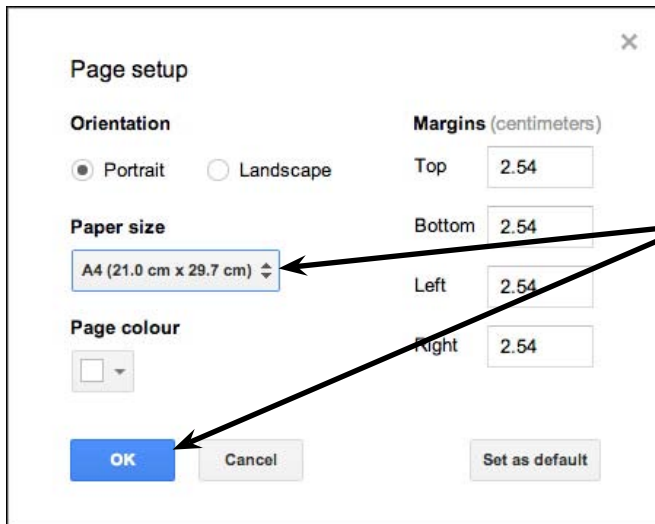
Whenever you embark on a publishing task some prior planning of what you want your page to look like is necessary. Usually a rough sketch of the page is drawn on paper showing where you intend to place the text and graphics frames (cells). This sketch is called a THUMBNAIL SKETCH. A THUMBNAIL SKETCH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

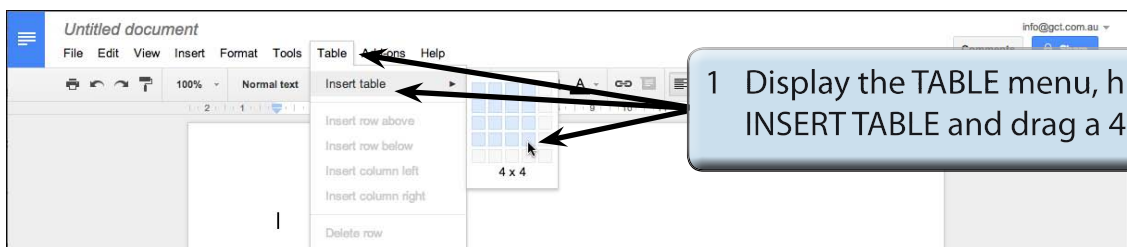
- 1 Load Google Docs or start a NEW DOCUMENT.
- 2 Display the FILE menu and select PAGE SETUP.



3 Set the PAPER SIZE box to the paper size your printer uses (it is probably A4) and select OK.

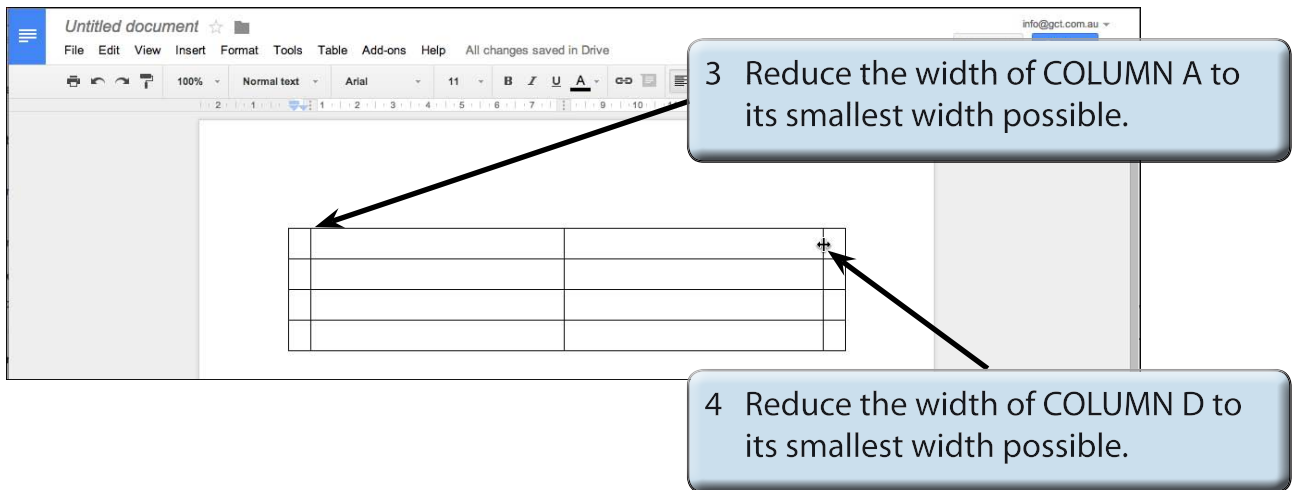
Drawing the Table

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.

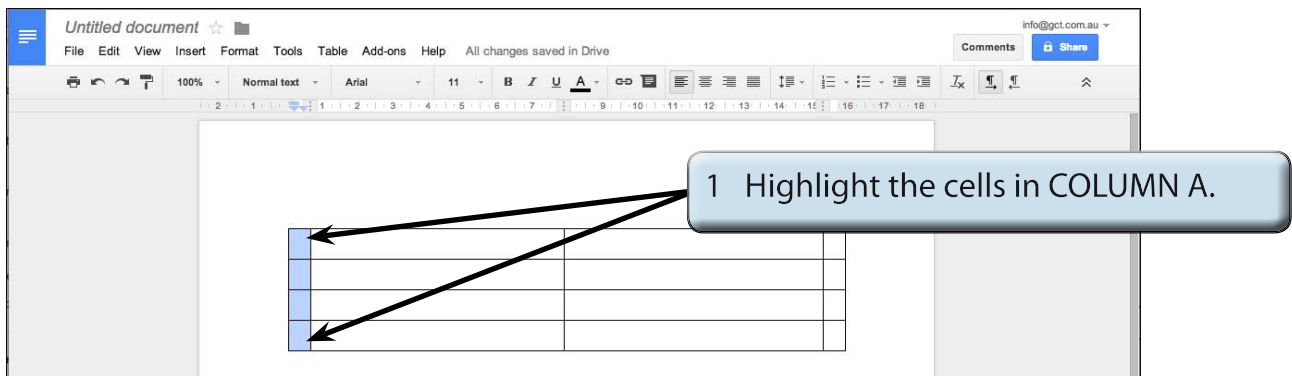
- 2 When you click the mouse button the table is inserted.



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.



2 Display the TABLE menu and select TABLE PROPERTIES.