

# UNIT 6 DOCUMENT MANAGEMENT

## Structure

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Opening, Saving & Protecting Documents
- 6.3 Finding documents
- 6.4 Printing a document
- 6.5 Summary

## 6.0 INTRODUCTION

This unit explains the details of managing Word documents which includes creating, opening, saving, restoring and protecting documents. It also deals with locating the documents either by searching a disk, directories or folders for filenames or by using the summary information.

While saving a new document, Word by default assumes you to store identifying information (Summary Info) that will later help you find the file. And if at a later stage, you wish to change this information stored with the file, you can do this by simply choosing Summary info dialog box, make the changes and click OK.

The end product of a Word Processing session is usually a printed document. Before printing from Word for the first time, you must check that your printer setup is correct. And Word's Print Preview feature used before printing any documents, helps in checking that all its elements are in place. All these printing options have been explained in detail in this unit.

## 6.1 OBJECTIVES

After going through this unit, you will be able to

- protect your document
- find your document
- printing specific pages of your document
- print more than one copy of the document
- change the printer

## 6.2 OPENING, SAVING & PROTECTING DOCUMENTS

The major file management operations include creating, opening, saving, restoring and protecting documents. This detail about creating, opening and saving the documents have been explained earlier in unit 1. This section mainly deals with protecting documents.

### Protecting a document

Protecting a document implies saving it from being changed either accidentally by some other user. A document can be protected in two ways:

1. Opening a document as read only.
  2. Protecting a document with a password
1. When a document is opened as read-only, the user cannot make any changes to the document. This can be achieved by selecting the Read - Only check box in the Open dialog box. This Read - Only option will not allow any changes in the document to be saved.
  2. The other way to protect a document is to use the Protection Password, which is typed in the Protection Password box. In this way, the users who know the password can only open the document. These passwords can be changed and deleted too.

## 6.3 FINDING DOCUMENTS

Word documents can be located based on its filename, creation date or last modification date. The summary information included with a document helps to search a document based on its author, a descriptive title, or keywords.

The information used to search for documents are called search criteria.

The Find file command from the file menu or the Find File button in the Open dialog box can be used to locate a document. The first time file option is chosen, the search dialog box appears in which you can specify filename, file type and drive search criteria. Once a search is completed, Word will display a list of files that meet the current search criteria.

### Searching by Filename and Drive

The steps followed for locating a document when the search criteria is filename and drive are:

1. Click Find File from the file menu. The search dialog box appears. Click the Search button.
2. Under Search for, type the name of a specific document in the file name box and in the location box, you can select a drive or volume you want to search or type and edit the paths you want to search.
3. Also, you can search all subdirectories of the selected directory by selecting include subdirectories check box. Word will display the list of files it finds in the listed files box.
4. When finished searching for documents, Click the close button.

### Searching with Advanced Search Criteria

The Advanced Search button in the search display box can be used to specify additional criteria such as a specific directory or folder, creation and modification dates, or summary information. By clicking the Advanced Search button in the search dialog box, the Advanced Search dialog box appears:

- Select the Location tab for searching by location. Type the name of the file in the file name box for searching by filename. In Windows, to search a directory that is not listed in the Search In box, select the directory in the Directories box, and then choose the Add button. To delete a directory from the Search In box, select it and then choose the Remove button. To remove all directories from the Search In box, choose the Remove All button.
- Select the Summary tab for locating a file by summary information or content.

- Select the Timestamp tab for searching for the date a file was created or last saved. Type the range of dates during which the file was created or last saved. In the By box, type the name of the person who created or saved the file.

## 6.4 PRINTING A DOCUMENT

While printing a document, you can:

1. Print the entire document or only specific pages.
2. Print summary information, annotations or list of styles, AutoText entries or key assignments.
3. Print a draft copy, which omits graphics to allow faster printing.
4. Set printing options, such as number of copies.

You can also automatically create and print an envelope, using an address from a document or one that you type. You can either print directly on an envelope or store the information so that you can print the envelope later.

The printer you can use affect the way Word prints and displays text on the screen. Before you print a document, you must install and select the printer you intend to use to print the document.

Word displays a document as it will look when you print it. If you want to preview a document before you print it, use page layout view or print preview. In each of these views, you can make last minute changes to text formatting, page breaks and margins.

Line breaks and page breaks should be the same on the screen and in the printed document. However, the fonts and view options you choose can affect the match between what you see on the screen and what appears on the printed page.

Three kinds of fonts affect your work in Word: Scaleable fonts, Printer fonts and Screen fonts.

Use Scaleable fonts, such as True Type fonts to ensure that what You see on the screen is what appears on the printed page.

For using printer fonts, you must have a corresponding screen font and font size to display each font on the screen. If each screen font you use has a matching printer font, the screen display of the document will closely match the printed document

The three basic steps for printing a document are:

1. Connecting the Printer.

Connect the printer either directly to your computer or to a network.

2. Selecting the Printer:

Choose Print from the file menu then choose the Printer button and select the printer you want to use.

3. Printing the Document:

Click the Print button on the Standard toolbar. In Windows, Word prints one copy of the active document using the word default print settings.

## Check Your Progress

1. To prevent other users from opening a document which of the following should be clicked in the options command in Tools menu
  - i. Protection Password box
  - ii. Write Reservation Password box
  - iii. Read-only Recommended box
  - iv. Either (ii) or (iii)
  
2. While Saving a document, a filename without the extension can have maximum of
  - i. 15 characters
  - ii. 11 characters
  - iii. 8 characters
  - iv. 10 characters
  
3. List the steps followed for finding a document based on the search criteria.

.....  
.....  
.....

## 6.5 SUMMARY

After going through this unit, you must have seen that document management involves opening, saving, protecting documents and the information stored while saving the documents can further be used for locating the documents. The Advanced Search Criteria described in this unit can help you in locating the file based on the modification dates as well.