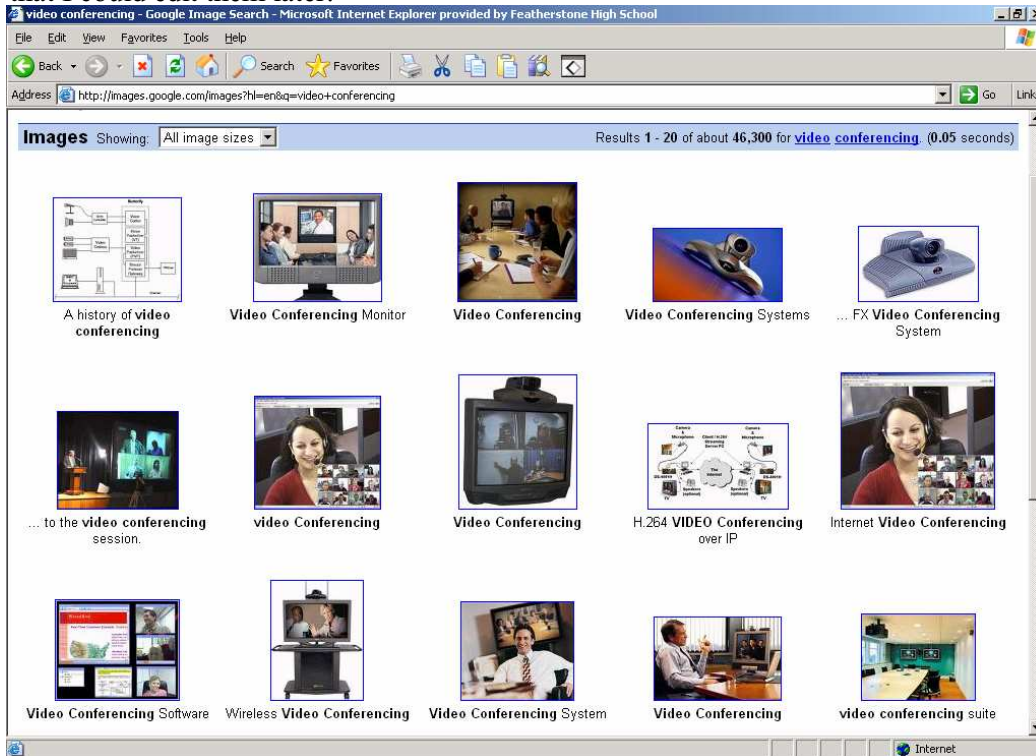# Description of editing

 I got my images mainly from the internet. A large portion of the images were obtained from www.images.google.com and this was a search engine on which I could search the images. When I had chosen the image I saved them as a jpeg file so that I could edit them later.


Apart from the images from internet I even created my own images on Microsoft paint and saved them as bmp files. I created my own image in Microsoft word so that I could adapt them as I wanted them to be.
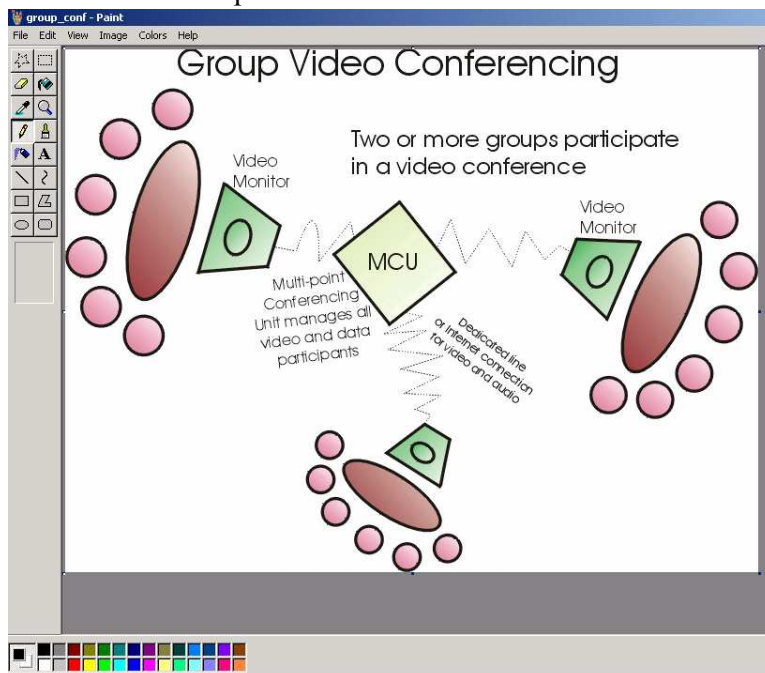
I created this diagram on the left on Microsoft paint to explain the reader how we could connect to other computers and use video conferencing. As the I couldn't find this image on the internet I had to create it myself.

Furthermore I could not just use images from internet from my booklet and I had to edit them so that they are suitable for my booklet. I used a software called gimp to edit them
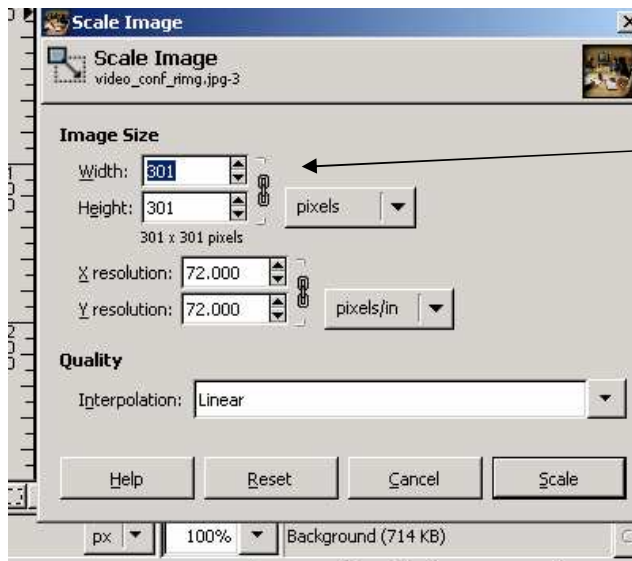
I could scale image so that I only have the parts that I want and not the unwanted bits.

As you can see that the image is dull and dark and to brighten it I used the burn stroke option and the final image was much brighter and didn't look dull.
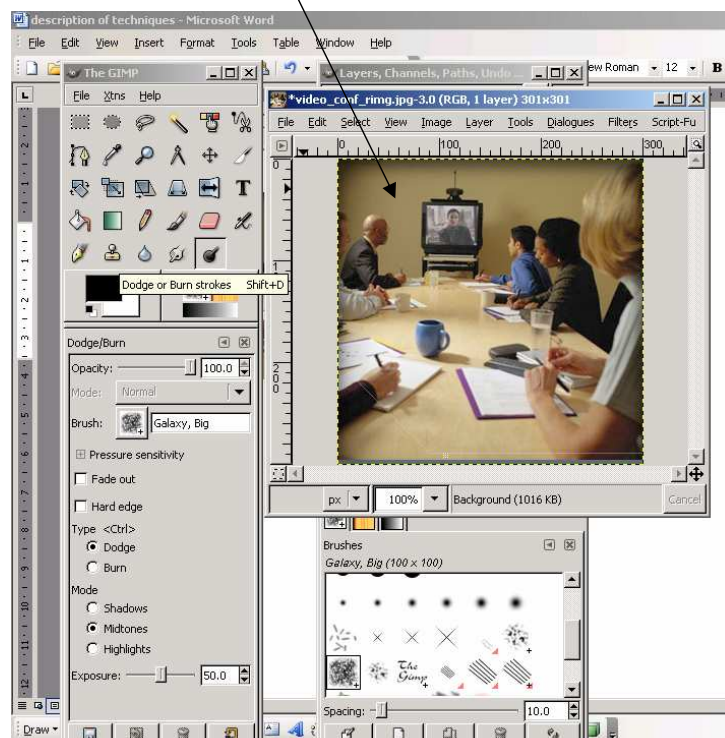
Most of the text was obtained from the internet or encyclopaedias. Here is a list of Urls that I used for my booklet.

- http://en.wikipedia.org/wiki/Video_conferencing
- http://ezinearticles.com/?Video-Conferencing-Basics&id=37160
- http://www.kn.pacbell.com/wired/vidconf/intro.html
- http://www.webopedia.com/TERM/V/videoconferencing.html

The text was adapted at Microsoft word and I just changed the information into my own words and altered the font size and the font itself etc. this not only improved my layout of my booklet but also the information was better to read and understand as most of the technical words or language was removed and was put into easier words.

**How I created a table**
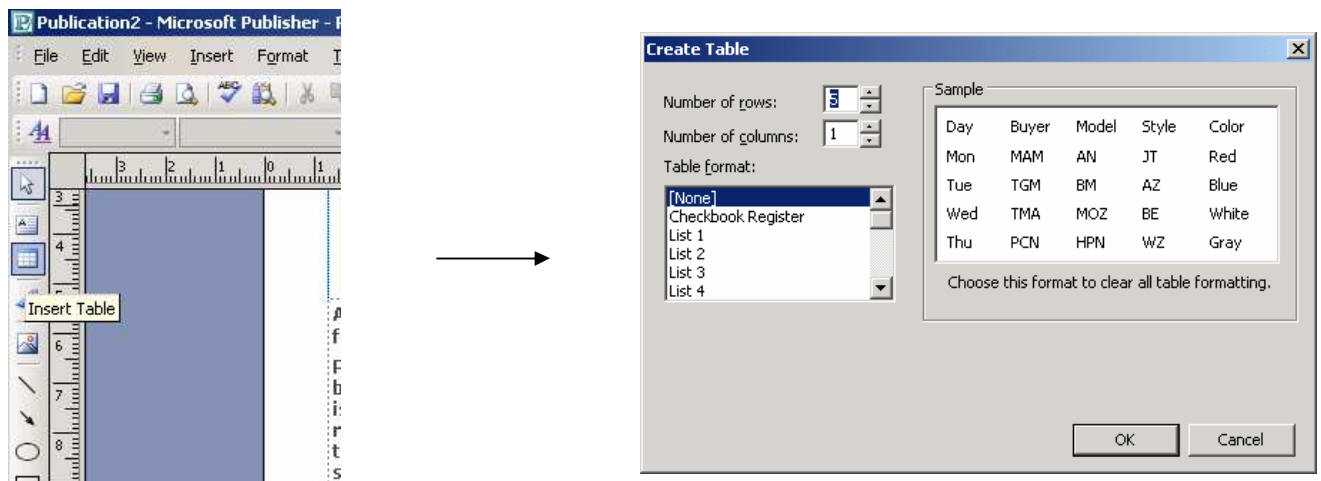
I created the table by clicking on the shortcut which is shown on the first print shot and this took me on the next screen (print shot 2) from which I could decide how many rows or columns to add and change the layout of the table.

How I added bullets
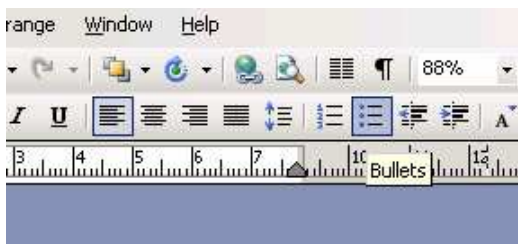
I added the bullets by clicking on the shortcut and then the bullets were automatically were added on the booklets

How I added Page Numbering
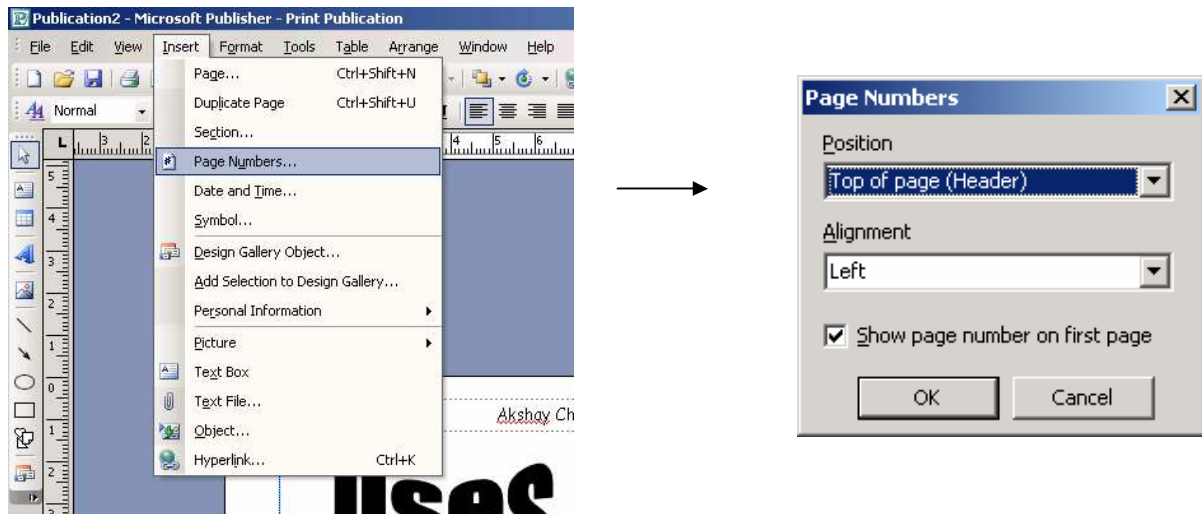
I added page numbering by going to insert and then Page numbers (print shot 1) which then took me to the next screen of page numbers (print shot 2) and from this I could decide the position of the page number and its alignment.

How I added Headers and footers
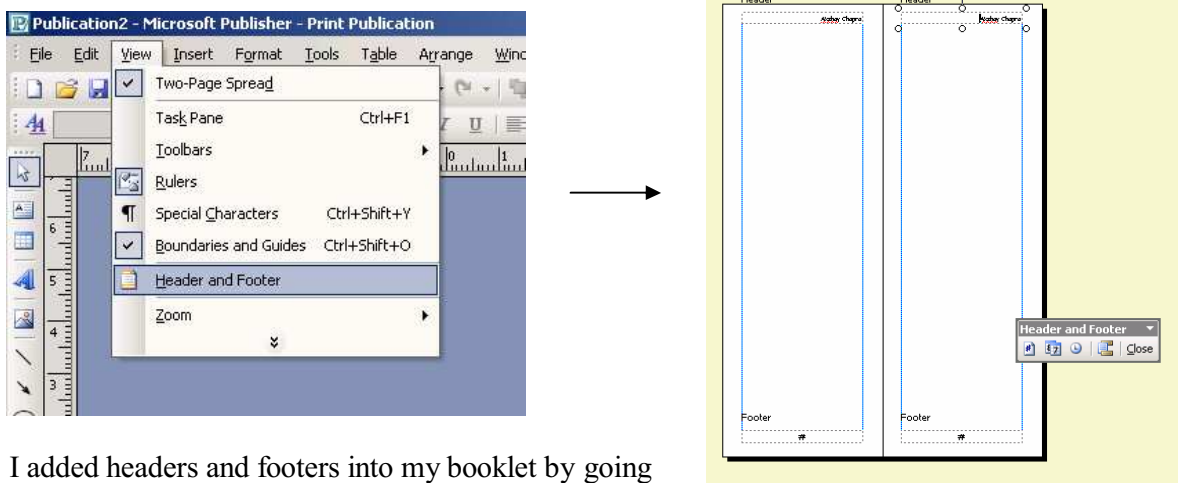
I added headers and footers into my booklet by going into view and then insert (print shot1) which then took me into the next screen (print shot2) and from there I could edit my headers and foots as header was at the top and footers were at the bottom. This screen was applied to all the pages and thus was a master page.

How I justified text and images
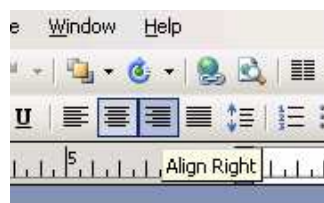
To align the text I just used the shortcut which was on top of the publisher and to align an image or text I first clicked on text or image then I used the shortcut to align it left right or centre.

How paragraphs were indented within the text boxes
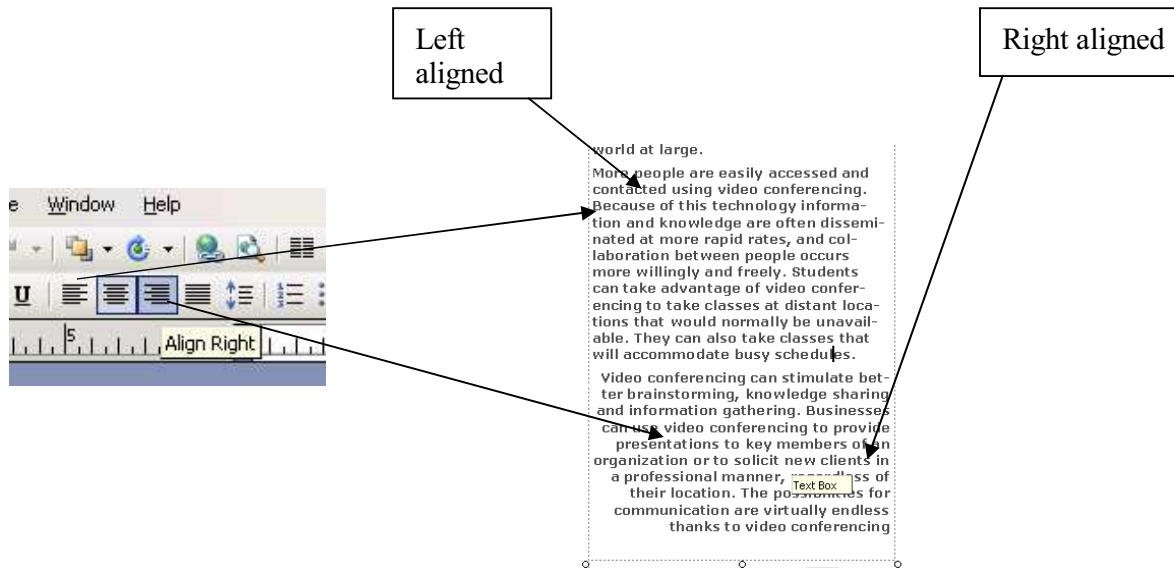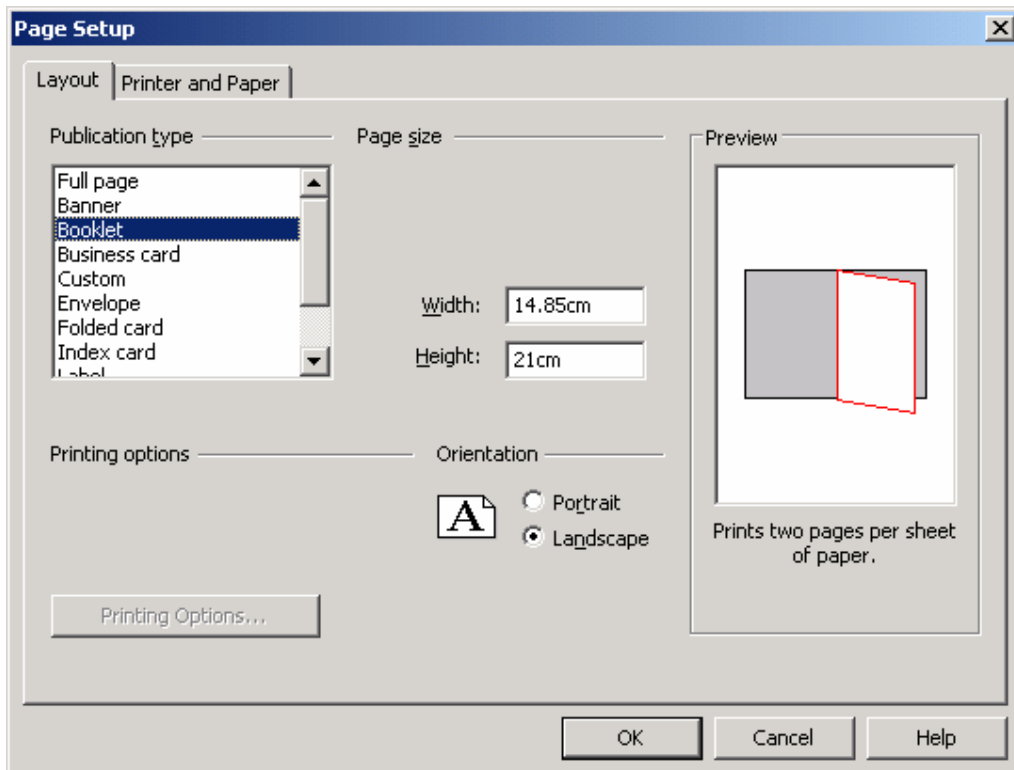On each of paragraphs there were different alignments of text so that the layout of the booklet is better. If I wanted a specific text in the text box to be left aligned I would select it and then press the left align shortcut shown in the print shot and then select the other part of the text and press right align.

Left aligned

Right aligned

world at large.

More people are easily accessed and contacted using video conferencing. Because of this technology information and knowledge are often disseminated at more rapid rates, and collaboration between people occurs more willingly and freely. Students can take advantage of video conferencing to take classes at distant locations that would normally be unavailable. They can also take classes that will accommodate busy schedules.

Video conferencing can stimulate better brainstorming, knowledge sharing and information gathering. Businesses can use video conferencing to provide presentations to key members of an organization or to solicit new clients in a professional manner, regardless of their location. The possibilities for communication are virtually endless thanks to video conferencing

How Page setup was changed and margins were altered.

Page Setup

Layout | Printer and Paper

Publication type
Full page
Banner
Booklet
Business card
Custom
Envelope
Folded card
Index card

Page size
Width: 14.85cm
Height: 21cm

Preview

Printing options

Orientation
○ Portrait
● Landscape

Prints two pages per sheet of paper.

Printing Options...

OK | Cancel | Help

By going onto file then page setup I altered the margins of the booklet as shown in the print shot. This allowed me to make the booklet thinner or wider and hence improved the layout of the booklet.
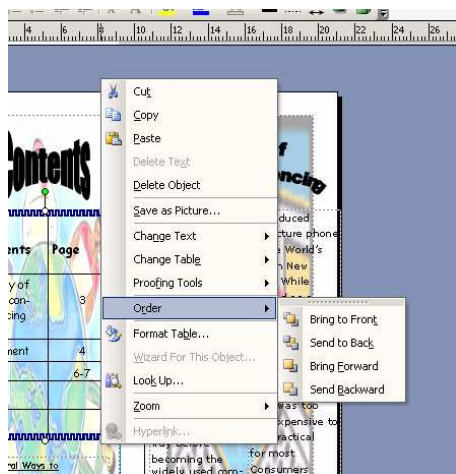
How I created linked text boxes
Some of the text did not fit in one page and hence the text was linked to other text boxes. The way I did this is shown in the print shot below.

I wanted to link these two text boxes and then I used the link text shortcut shown in the print shot.

Overlapping images and text

To make images behind or in front of text I could right click on the image and change the order of it i.e. bring it to back forward or front. I could also set a master background by pressing ctrl + M. and then pasting the images there. By using these

Text wrapping

I used text wrapping in my booklet as I had to place one image in the middle of the text.

As you can see in the print shot first the image was inserted and then text wrapping was inserted automatically. However, to change the properties I right clicked on the image and then format and the following screen comes up (second print shot)