

Microsoft Word Desktop Publishing

by

Dreama K. Deskins



1011 NE Hyacinth Ln * Ankeny, Iowa 50021-9290
515/964-5478 voice * 515/963-0146 fax * dreama@dkdconsulting.com
www.dkdconsulting.com

DKD Consulting
1011 NE Hyacinth Ln
Ankeny, Iowa 50021-9290

Microsoft Word : Desktop Publishing

Revised September 2007

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Workshop Outline Welcome and Introductions

Fonts

- Font Face and Size
- Drop Cap Letter
- WordArt

Graphics

- Inserting a Picture
- Creating a Text Box

Borders, Lines, and Watermarks

- Borders
- Graphic Lines
- Arrows and Shapes
- Watermarks

Formatting

- Columns
- Paper Size

Templates

In Conclusion

- More Questions and Answers
- Evaluation

Introduction to *Word : Desktop Publishing*

Microsoft Word is powerful word processing software that can be used alone or in conjunction with other Microsoft Office software such as Excel (spreadsheets) and PowerPoint (slide shows). It has been rated among the best software in several major word processing reviews.

Purpose

This workshop is designed to teach skills that can be used to create documents that will have a polished, professional image.

Overview

This workshop is divided into five sections:

1. Fonts
2. Graphics
3. Borders, Lines, and Watermarks
4. Formatting
5. Templates

Audience

This workshop is designed for people who have attended the basic, intermediate, and advanced sessions or who have learned these skills through other means. The instructor assumes knowledge of basic, intermediate, and advanced editing and formatting at the level presented in the three previous classes.

Technical Support

Microsoft provides support through the following means.

| | |
|-----------|---|
| Web site: | http://support.microsoft.com |
| Phone: | (425) 635-7056* (800) 936-5700+ |

*Support for one incident and unlimited installation support
+ Paid support

Introduction to *Word : Desktop Publishing*

Class Time

This workshop is scheduled for three hours with lecture, demonstration, and hands-on practice time.

Learning Objectives

By the end of this session, participants will be able to:

- T** choose appropriate font faces and styles to reflect the intended purpose of the document;
- T** use Drop Cap to enlarge the first character or word of a paragraph;
- T** use WordArt to alter the shape of text;
- T** insert pictures;
- T** insert and edit text boxes;
- T** add borders and lines;
- T** make columns;
- T** format for a variety of paper sizes; and
- T** use templates to assist in document design.

Notes

Section 1: Fonts

Font Face and Size

Fonts determine the style and size of text. They set the tone of your document. Limit yourself to one or two fonts per document.

A good size font for readable text is in the range of ten to fourteen points with twelve-point being the most common. Headings generally range from eighteen to thirty-six point.

To set the document's initial font:

Set Initial Font

, Click on Format, Font, or use the Formatting toolbar
, Select the font face and size for the beginning or the majority of the document
, Click on OK

To set the initial font for this and all subsequent documents:

, Click on Format, Font
, Select the font face and size for the beginning or the majority of the document
, Click on Default
, Click on Yes

To change the font face for a section of the document:

Change Font Face

, Move your insertion point to where you want the new font to take effect **or** select the text you want to change
, Click on the down arrow on the Font Face button on the Formatting toolbar
, Highlight a font from the list
, Click on the font

Change Font Size

To change the font size for a section of the document:

, Move your insertion point to where you want the new font size to take effect **or** select the text you want to change.
, Click on the down arrow on the Font Size button on the Formatting toolbar
, Highlight a size from the list
, Click on the size

Creating a Drop Cap Letter

The Drop Cap feature enlarges the first character or word of a paragraph. Drop caps are often used at the beginning of paragraphs or chapters in a book.

To create a drop cap letter:

Create Drop Cap Letter

- , Type the sentence or paragraph
- , Click on Format, Drop Cap
- , Click on Dropped or In Margin
- , Choose a font, a size, and spacing, if appropriate
- , Click on OK.

WordArt

WordArt lets you move text into different shapes. You can sketch or rotate the text for visual effect. WordArt is useful for creating newsletter banners and logos.

To create WordArt:

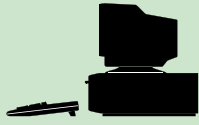
Create WordArt

- , Place your insertion point where you want the banner
- , Click on Insert, Picture, WordArt
- , Click on a WordArt style
- , Click on OK
- , Select a font, size, and characteristics (bold, italics)
- , Type over "your text here" with the text you want in your banner
- , Use the WordArt toolbar to edit the text, change style, color, etc.
- , Click anywhere in the document to close the WordArt toolbar

To edit WordArt:

Edit WordArt

- , Click anywhere on the WordArt
- , Make changes using the WordArt toolbar
- , Click on Close




Exercise 1: Fonts

Font Face and Size

1. The instructor will give you a diskette. Insert the diskette into the A: drive.
2. Open Word.
3. Open the document a:\staff changes.
4. Click on Edit, Select All (or press <ctrl/a>).
5. Click on the down arrow on the Font Face button on the Formatting toolbar.
6. Highlight the font face Comic Sans. [Hint: If you start typing Com, you will move to that section of the alphabet.]
7. Click on the font.
8. Click in the white space to deselect the text.
9. Select the title, "Staff Changes." Boldface this portion of the text. Leave the text highlighted as you go on to the next step.
10. Click on the down arrow on the Font Size button on the Formatting toolbar.
11. Highlight and click on 16 point. Click elsewhere in the document to deselect the title.
12. Use the Save As command to save your document with your initials, e.g., a:\staff changes dkd.
13. Close this document.

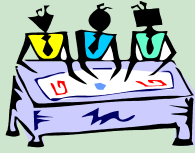
Drop Cap Letter

14. Open the document a:\dictator.
15. Change the font to Comic Sans and the font size to 14.
16. Boldface the title of the article and change the font size to 16.

- 
17. Place the insertion point at the beginning of the first word, "Now."
 18. Click on Format, Drop Cap.
 19. Click on Dropped.
 20. Click on OK.
 21. Use Save As to save the document with your initials, e.g., a:\dictator dkd.
 22. Close this document.

WordArt

23. Click on the blank sheet on the left end of the Standard toolbar to begin a new document.
24. Click on Insert, Picture, WordArt.
25. Choose the third style in the first row.
26. Click on OK.
27. Change the font to Comic Sans.
28. Select the phrase "Your Text Here" and type over it with the following:
As the Library Turns
29. Change the font to boldface.
30. Click on OK.
31. Save your document, giving it the filename a:\newsletter.
32. Leave your document open on the screen and proceed to the Quiz on the next page.



Quiz 1: Fonts

1. Ideally, you should use how many font faces within a document?
 - a. Never more than one
 - b. Five to six
 - c. One or two

2. You cannot alter the size of a drop cap letter.
 - a. True
 - b. False

3. An example of a sensible application for WordArt would be:
 - a. Creating a logo
 - b. Writing a term paper
 - c. Creating a newsletter banner
 - d. A and B
 - e. A and C
 - f. None of the above

Stop here. You may practice some of the techniques you've learned so far until everyone is ready to proceed.

Section 2: Graphics

Graphics draw attention to your document and add variety to your text. Other names for graphics include clip art, images, and text boxes. Even the WordArt we created in Section 1 is considered a graphic one you've created it. No matter what name is used, a graphic is a computer file that contains a picture or a drawing.

Inserting a Picture

Word includes a clip art collection which you can search by keyword or category.

To place a picture in a document using clip art:

Insert Clip Art

- , Place your insertion point on the page where you want to place the graphic
- , Click on Insert, Picture, Clip Art
- , Click in the Search text box and type a word to describe the type of Clip Art you want to see and press <enter>
- , Locate the graphic you want to use
- , Click on the graphic to add it to your document
- , Click on the X to close the Clip Art window

You may also use graphics from other sources.

To insert a graphic box from a source other than Clip Art:

Insert a Picture from a File

- , Click on Insert, Picture, From File
- , Browse through folders and documents to locate the graphic you want to use
- , Double-click the graphic to insert it into your document

Once you've placed a graphic in your document, you may want to alter its position in relation to the text:

Text Wrapping

- , Click on the graphic to select it
- , Click on Format Picture on the Picture toolbar
- , Click on the Layout tab
- , Choose an option to wrap the text around, behind, or in front of the text
- , If you choose to align square, tight, behind or in front of text, you will have a horizontal alignment option

Choose whether the picture should be left, center, right, or other
Click on OK

You may also increase or decrease the size of your graphic. However, it is easy to distort the image if you use your mouse to pull on the length or width of the graphic. A better way to change the size of a graphic is to:

Change the Size of a Picture

Click on the graphic to select it
Click on Format Picture on the Picture toolbar
Click on the Size tab
Make sure "Lock aspect ratio" is checked.
Change the height or the width (but not both)
Click on OK

You may make a few other adjustments to the appearance of the graphic:

| | |
|--------------------|---|
| Color | Change to grayscale, black & white, or washout |
| Crop | Select a portion of the picture |
| Rotate Left | Turn the picture to the left to turn it on its side or upside down |
| Line | Place a box around the picture of varying thicknesses and styles |
| Compress | Reduce the file size of the picture which you might use when sending a picture or document via e-mail or posting to a web site to reduce loading time |
| Reset | Return the picture to its original state before you edited it (not all features – such as size changes – are removed) |

One of the frustrations of working with graphics is that they often move in your document as you are revising it. You can anchor a graphic to a paragraph so that the two will move together.

Anchor a Picture

Click on the graphic to select it
Click on Format Picture on the Picture toolbar
Click on the Layout tab
Click on Advanced
Choose an Absolute position (margin, page, column, or character)
Click to **T** Move object with text

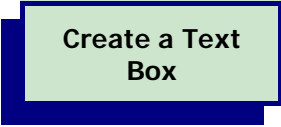
Click to **T** Lock anchor
Click on OK twice

Creating a Text Box

Text boxes can be used to bring the reader's attention to a specific area. They are used in this document to make it easier for you to find your way back to the instructions. They are also used to make the quizzes and exercises more visually appealing.

When you create a text box in Word, you are supplied with a drawing canvas on which the text box is placed. The drawing canvas lets you keep multiple graphics together, but it can be a bit confusing for beginners. Once you begin a text box, you can drag it off the drawing canvas and then delete the drawing canvas.

To create a text box:

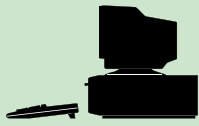


Create a Text Box

Click on Insert, Text Box
Click inside the drawing canvas and the text box will appear
Drag the text box off the drawing canvas
Select the drawing canvas and press <delete> to remove it
Type your text at the insertion point in the box, making appropriate font selections
Click outside the box to deselect it

Once you've created a text box, you can double-click it to open a Format Text Box dialog box. This dialog box includes the following options:

| | |
|-------------------------|---|
| Colors and lines | Choose a color or line style for the outside of your box as well as a fill option for inside your box |
| Size | Adjust the size of your box |
| Layout | Choose how the box will relate to the text in the document and anchor the box to text |



Exercise 2: Graphics

Clip Art

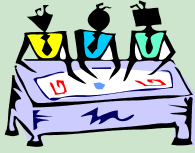
1. The document containing your newsletter banner should be open.
2. Place your insertion point below the banner.
3. Click on Insert, Picture, Clip Art.
4. Type books in the Search text: box and press <enter>
5. Click on any one of the pictures to add it to your document.
6. Close the Clip Art window by clicking on the X in the right-hand corner.
7. You may want to click on View, Zoom, Whole Page to see the whole page of your newsletter. Click on View, Zoom, 75% or 100% to return to the typical layout.
8. Select the picture to open the Picture toolbar.
9. Click on Format Picture.
10. On the Size tab, make sure the "Lock aspect ratio" option is checked.
11. Change the height to 1.25".
12. On the Layout tab, select the wrapping style Behind Text and the horizontal alignment Right.
13. Click on OK.
14. The picture should move to the right under the word "Turns." Use your mouse to click and drag the picture and adjust its position.
15. Click in the white space of your document to deselect the picture and to close the Picture toolbar.
16. Save your document.



Text Box

17. Place your insertion point below the banner.
18. Click on Insert, Text Box.
19. Click inside the drawing canvas to see the text box.
20. Drag the text box off the drawing canvas and delete the drawing canvas.
21. In the text box, type the phrase:

Summer Issue
22. Set the font to Comic Sans, bold and 18 point.
23. Change the shape of your text box to a rectangle to see all of your text in a single line.
24. Select the text in your box and change the color of the text to red.
25. Click outside the text box to exit the text editor.
26. Move the box to the left side of your newsletter right below the WordArt banner.
27. Double click the text box at one of its points to open the Format Text Box dialog box. Change the outline of the box to red. Change the fill to a light color that matches your picture.
28. Click on OK.
29. Deselect the text box by clicking elsewhere on the document.
30. Save your document.
31. Leave your document open on the screen and proceed to the Quiz on the next page.



Quiz 2: Graphics

1. Which of the following is not a graphic?
 - a. WordArt
 - b. Text Box
 - c. Clip Art
 - d. They are all graphics

2. The best way to change the size of a graphic is to:
 - a. Select it and pull on the length or width
 - b. Change the size of the graphic using the Picture toolbar
 - c. Select a bigger or smaller picture from Clip Art
 - d. None of the above

3. You must use the default font in a text box.
 - a. True
 - b. False

Stop here. You may practice some of the techniques you've learned so far until everyone is ready to proceed.

Section 3: Borders, Lines and Watermarks

Borders

Borders can be added around pages, paragraphs, and columns. You can choose among thin lines, thick lines, double lines, etc. You may also choose a shading or a fill color inside the border.

Add a Page Border

To add a border to a page:

Place insertion point on the page where you want to create a border
Click on Format, Borders and Shading
Click on the Page Border tab to place a border around the whole page
Choose a border style, color, width, and art, as appropriate
Click on the Shadings tab to fill in the bordered area
Choose a fill color and pattern, as appropriate
Click on OK

Turn off a Border

To turn off a page border:

Place insertion point on the page where you no longer want a border
Click on Insert, Break, Next Page to break the document into sections
Click on OK
Click on Format, Borders and Shading
Click on None
Click on Apply to: This section
Click on OK

Add a Paragraph Border

To add a border to a paragraph:

Place insertion point within the paragraph
Click on Format, Borders and Shading
Click on Borders tab
Choose a border setting, style, color, and width, as appropriate
Click on the Shading tab
Make sure the Apply to: option is set to Paragraph
Choose a Fill and Pattern, as appropriate
Click on OK

Graphic Lines

Lines add clarity to your documents. Horizontal lines run from left to right, and vertical lines run from top to bottom.

Add a Line

To create a horizontal line from the left margin to the right margin:

- , Click where you want to insert the line
- , Click on Format, Borders and Shading
- , Click on Horizontal Line
- , Choose a line style and click on it
- , Click on OK

Add a Horizontal Line

To create a horizontal line that is shorter than the left and right margins:

- , Right click on the line and click on Format Horizontal Line
- , Set the width and alignment of the line
- , Click on OK

Delete a Line

To delete a line:

- , Select the line
- , Press delete

Arrows and Shapes

Use arrows and shapes to draw attention to portions of your document.

Draw an Arrow

To draw an arrow or shape:

- , Click on Insert, Picture, AutoShapes
- , Click on the type of shape you want
- , Click where you want the shape to begin and drag to adjust the size of the shape
- , Release the mouse button when the shape is the size you want

Once you create an arrow or shape, it becomes a graphic and can be customized like any other graphic.

Watermarks

A watermark is logo or design faintly imprinted on a page underneath the text. While they can make the document look more attractive, they should be kept simple in order not to interfere with the reading of the document.

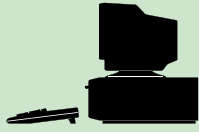
Create a Picture Watermark

To create a picture watermark:

, Click on Format, Background, Printed Watermark
, Click on Picture watermark
, Click on Select Picture
, Search for a picture you want to use (you are not given a
Clip Art option here – the picture must be a file)
, Click on the picture to insert it into the document
, Click on Insert
, Click on OK

To create a text watermark:

, Click on Format, Background, Printed Watermark
, Click on Text watermark
, Choose the text, font, size, etc.
, Click on OK



Exercise 3: Borders, Lines, and Watermarks

Borders

1. Returning to the newsletter you created in the last exercise, place your insertion point somewhere below the text box you created in the last exercise.
2. Click on Format, Borders and Shading.
3. Click on the Page Border tab.
4. From the Art pull down menu, choose the row of palm trees.
5. Click on OK.
6. Save the changes to your document.

Graphic Lines

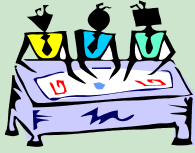
7. Place your insertion point at the left margin under your text box.
8. Click on Format, Borders and Shading, Horizontal Line.
9. Choose the line in the upper left corner.
10. Click on OK.
11. Double click the line to open the Format Horizontal Line dialog box.
12. Click on Use Solid Color.
13. Choose the color Red.
14. Click on OK.
15. Save the changes to your document.

Arrows and Shapes

16. Place your insertion point below the horizontal line.
17. Click on Insert, Picture, AutoShapes.
18. Click on the Block Arrows and choose the first arrow that points to the right.
19. Click on the Drawing Canvas, and the arrow will appear.
20. Shrink the drawing canvas to the size of the arrow.
21. Drag the arrow to the lower right corner of the newsletter. (Don't forget you can use Zoom, Whole Page.)
22. Right click on the arrow and choose the Format AutoShapes dialog box.
23. Change the fill color to red.
24. Change the line color to red.
25. Click on OK.
26. Click in the white space of your document to deselect the arrow.
27. Save your document.

Watermarks

28. Click on Format, Background, Printed Watermark.
29. Click on Text Watermark.
30. Choose the text "Top Secret."
31. Choose the color Bright Green.
32. Click on OK.
33. Save the changes to your document.
34. Leave your document open on the screen and proceed to the Quiz on the next page.



Quiz 3: Borders, Lines, and Watermarks

1. You can place a border around a:
 - a. Column
 - b. Sentence
 - c. Paragraph
 - d. a and b
 - e. a and c
 - f. None of the above

2. You can adjust a line's:
 - a. Thickness
 - b. Length
 - c. Color
 - d. a and c
 - e. All of the above
 - f. None of the above

3. To create a watermark, click on:
 - a. Insert, Picture, Watermark
 - b. Format, Watermark
 - c. Format, Background, Printed Watermark

Stop here. You may practice some of the techniques you've learned so far until everyone is ready to proceed.

Section 4: Formatting

Columns

Columns are frequently used in newsletters. It gives the reader a shorter distance to move his eyes and makes the text appear shorter.

Word uses a newspaper column style in which text runs from top to bottom before wrapping to the next column. The first column may be much longer than the second column. You can insert a column break to divide the text more evenly.

Create Columns

To create columns:

- , Type your text
- , Click on Format, Columns
- , Choose a number of Columns
- , Set the width and spacing between the columns
- , Insert a line between the columns, if appropriate
- , Click on OK

Turn Columns Off

To turn the column feature off:

- , Place insertion point where you want the column to end
- , Click on Format, Columns
- , Click on One
- , Under Apply to:, click on This point forward
- , Click on OK

You can even the columns by forcing text to go to the next column:

- , Insert, Break, Column

Add a Column Border

To add a border to columns:

- , Select the text in the columns
- , Click on Format, Borders and Shading
- , Click on Borders tab
- , Click on border Setting
- , Under Apply to:, click on Paragraph
- , Make any other changes to style, color, width
- , Click on OK

Paper Size

The default paper size is 8.5" x 11" with the text printed across the width of the page, which is a portrait orientation. If text is printed across the length of the page, it is called a landscape orientation. Word can also print labels, envelopes, and other sizes of paper. Your printing options are determined by the type of printer you select.



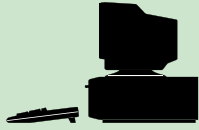
Change Paper Size

To change the paper size or print orientation:

- , Click on File, Page Setup
- , Click on the Margins tab
- , Highlight the orientation you want
- , Click on the Paper tab
- , Click on the Paper size you want
- , Click on OK

To change the paper size or orientation for only a portion of a document:

- , Place insertion point on the page where the change is to take effect
- , Click on File, Page Setup
- , Click on the Margins tab
- , Highlight the orientation you want
- , Click on the Paper tab
- , Click on the Paper size you want
- , Under Apply to:, choose This point forward
- , Click on OK



Exercise 4: Formatting

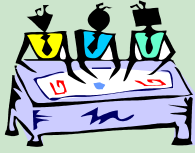
Columns

1. Place your insertion point at the left margin right below the red line at the top of your newsletter document.
2. Click on Insert, File.
3. Highlight the file a:\dictator [your initials].
4. Click on Insert and wait for the file to be added to your newsletter.
5. Make sure your insertion point is at the top of "Dictator's Dictates."
6. Click on Format, Columns.
7. Click on Two.
8. Click to place a **T** in front of Line Between.
9. Under Apply To:, click on This Point Forward.
10. Click on OK.
11. Save the changes to your document.

Paper Size

12. Change the paper size from letter to legal, by clicking on File, Page Setup.
13. Click on the Paper tab.
14. Under Paper size:, click on Legal (8.5" x 14").
15. Under Apply to:, change option to Whole document.
16. Click on OK.
17. Click on View, Zoom, Whole Page to review the overall layout of your document.

-
18. Place your insertion point after the last word in the dictator article. Press <enter> twice.
 19. Click on Insert, Picture, From File.
 20. Browse to the A: drive.
 21. Double click on the picture of the sun.
 22. Double click to open the Format Picture dialog box.
 23. On the Size tab, change the height to 1", making sure that Lock Aspect Ratio is checked.
 24. On the Layout tab, choose Square as the wrapping style and Center as the horizontal alignment.
 25. Click on OK.
 26. Move your insertion point a line or two below the picture.
 27. Click on Insert, File.
 28. Highlight the file a:\staff changes [your initials].
 29. Click on Insert and wait for the file to be added to your newsletter.
 30. Move the arrow back to its former place, if necessary. This should move the Staff Changes article to page 2. Move it to page 2 yourself, if necessary.
 31. Move your insertion point to the beginning of Staff Changes.
 32. Click on Format, Columns.
 33. Click on One.
 34. Under Apply to:, choose This point forward.
 35. Click on OK.
 36. Save your document.
 37. Close your document and proceed to the Quiz on the next page.



Quiz 4: Formatting

1. If you use the column feature, you are limited to two columns of equal size.
 - a. True
 - b. False

2. Landscape orientation means:
 - a. The paper is 8.5 inches by 14 inches
 - b. The text is printed across the width of the page
 - c. The text is printed across the length of the page

3. Your printing size options are limited to:
 - a. Letter and legal paper
 - b. There are no limits
 - c. The types of paper my printer can handle
 - d. A and C
 - e. None of the above

Stop here. You may practice some of the techniques you've learned so far until everyone is ready to proceed.

Section 5: Templates

Templates

Microsoft Word includes several templates to assist you with a variety of word processing projects. These templates include:

| | |
|---------------|-------------|
| Cover letters | Faxes |
| Memos | Resumes |
| Calendars | Reports |
| Brochures | Directories |

You can begin with a Word template and use Save As Document Template to save your own version of a template. For example, you might use a Word template to create a cover letter. After you've added your address and a logo, you will want to save your edited version of the template for future use.

You can also use the template feature to create your own templates from scratch. This feature can be useful for letters and other documents you use over and over with minor edits.

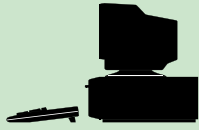
To use a Template:

Use a Template

- , Click on File, New
- , On the right side of the screen, under New from template, click on General Template
- , Click on a tab for the type of project you want to work on
- , Double click to select the document template

The template Wizard will guide you through selecting options that are appropriate for your project. To close the Wizard window and work on your document unassisted, click on Finish or the x in the upper right corner of the Wizard window.

More advanced publishing templates are available in Microsoft Publisher.



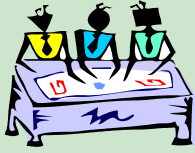
Exercise 5: Templates

Templates

1. Click on File, New.
2. On the right side of the screen, locate New from template.
3. Click on General Templates.
4. Click on the Letters and Faxes tab.
5. Double click on Contemporary Fax.
6. Note the areas where you can "click here and type." In the upper left corner, type your business address.
7. Fill in the following:

To: Susan Stewart
Fax: 515-555-1212
From: Bill Withers
Re: Outward Bound Trip
Pages: 1
CC: [press <spacebar> to remove text prompt]
8. In the Notes: area, highlight the text. Replace it with the following:

I will not be able to go on the Outward Bound trip. I am allergic to the outdoors.
9. Click on File, Save As.
10. Under Save As Type: , choose Document Template.
11. Under File name, type [your initials] fax (e.g., DKD fax).
12. Click on Save.
13. Close this document and proceed to the Quiz on the next page.



Quiz 5: Templates

1. The Templates feature can be used to:
 - a. Create a resume
 - b. Keep track of finances
 - c. Create a cover letter
 - d. A and C
 - e. None of the above

2. You can create your own templates:
 - a. From scratch
 - b. Only from existing templates
 - c. You cannot create your own templates
 - d. A and B
 - e. None of the above

3. Additional templates are available from the Microsoft web site.
 - a. True
 - b. False

You have reached the end of the class. Please complete the evaluation and give it to the instructor. You may take the diskette you used in class with you. Thank you for your participation in this workshop.