

Adjusting Margins

A margin is the empty space between a document's contents and the edges of the page. Word's default margins are 1 inch on each side of the page, but you can easily change the margins to accommodate the needs of your document.

Trap: It's important that you don't confuse adjusting a document's margins with adjusting a paragraph's indentation. Document margins affect the entire document and every paragraph in it. Paragraph indentation only changes paragraphs, not the entire document.

- Click the **Page Layout** tab on the Ribbon and click the **Margins** button in the Page Setup group. A list of common page margins appears.

- Select a margin setting.

- Click **OK**.

The margin setting is applied to the document.

Other Ways to Adjust Margins:

Click the **Margins** button in the Page Setup group and select **Custom Margins**. Then change the document's margins on the Margins tab of the Page Setup dialog box.

Or, click and drag the **Left Margin**, **Right Margin**, **Top Margin**, or **Bottom Margin** line on the ruler.

- Tip:** If you intend to bind a document and require extra space for the bindings, use the Gutter setting on the Margins tab in the Page Setup dialog box.

Exercise

- Exercise File:** FormatPage5-1.docx
- Exercise:** Change the document margins to the "Narrow" margin setting.

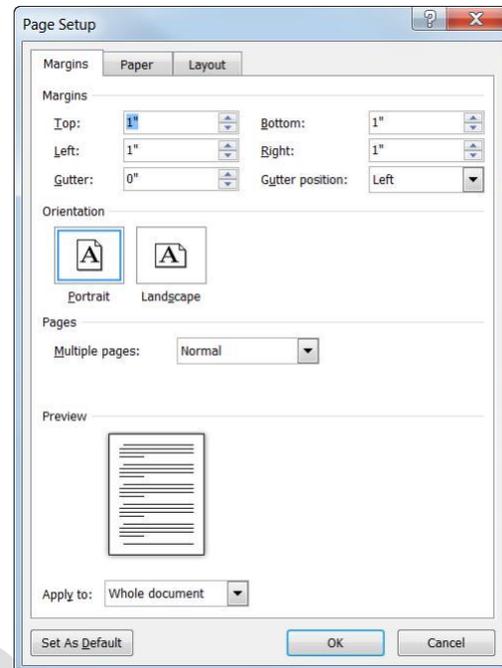


Figure 5-1: The Margins tab of the Page Setup dialog box.

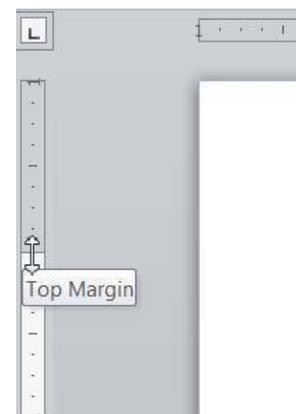


Figure 5-2: You can also change page margins by dragging the margin line on the Ruler.

Changing Page Orientation and Size

The page orientation and size are two of the most obvious page layout properties of a document.

Page orientation

Every document you print uses one of two different types of page orientations: Portrait and Landscape.

- Click the **Page Layout** tab on the Ribbon and click the **Orientation** button in the Page Setup group. A list of two options appears:
 - Portrait:** In Portrait orientation, the paper is taller than it is wide—like a portrait painting.
 - Landscape:** In Landscape orientation, the paper is wider than it is tall—like a landscape painting.
- Select the page orientation you want to use.

The page layout is changed accordingly. If the ruler is displayed, notice that the dimensions of the page have changed. For example, if you were using an 8.5” x 11” page, the horizontal part of the ruler is now 11 inches across, rather than 8.5”.

Other Ways to Change Page Orientation

Click the **Dialog Box Launcher** in the Page Setup Group. On the Margins tab, click the orientation you want to use.

Page size

People normally print on standard Letter-sized (8½ x 11) paper, but Word can also print on other paper sizes, such as Legal-sized (8½ x 14) and other custom-sized paper. This means that you can use Word not only to print letters, but also postcards, tickets, flyers, and any other documents that use a non-standard paper size.

- Click the **Page Layout** tab on the Ribbon and click the **Size** button in the Page Setup group. A list of common page sizes appears.
- Select the page size you want to use.

The document on the screen adjusts to the selected size.
- ✔ **Tip:** If the size you want to use doesn’t appear in the list, select **More Paper Sizes**. The Paper tab of the Page Setup dialog box appears, where there are more page size options, and where you can enter a custom paper size if you wish.

Exercise

- **Exercise File:** FormatPage5-2.docx
- **Exercise:** Go to page 2 of the exercise file (the “Filtering out the junk” article). Change the page size to 11” x 17” and change the page orientation to Landscape.

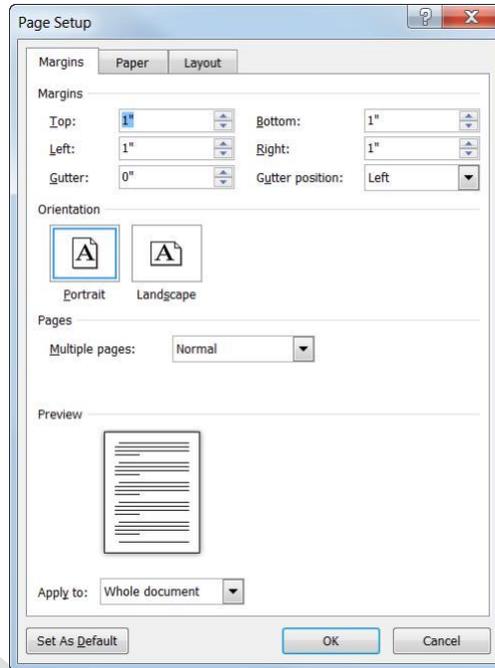


Figure 5-3: Change page orientation in the Orientation section of the Margins tab.

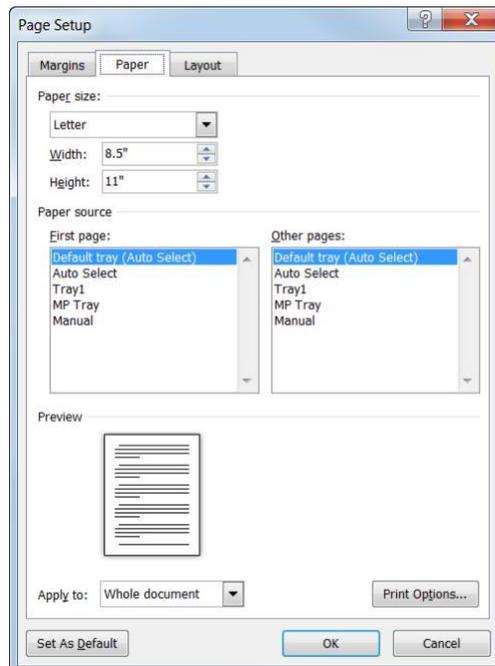


Figure 5-4: Change the size of the page under the paper tab in the Page Setup dialog box.

Using Columns

Newsletters and magazines often arrange text in two or more columns.

Format columns

- Click the **Page Layout** tab on the Ribbon and click the **Columns** button in the Page Setup group. A list of popular column layouts appears.
- Select the column arrangement you want to use. The document on the screen adjusts to the selected layout.
 - Tip:** If the layout you want to use doesn't appear in the list, select **More Columns**. The Columns dialog box appears. Here, you can enter more columns, and adjust the size of columns on the page.

Use a column break

When you insert a column break, the insertion point jumps to the beginning of the next column on the page. For example, if you wanted to leave a column empty halfway down the page to leave space for a pull quote or picture, inserting a column break would allow you to continue your text in the next column.

- Click the **Page Layout** tab on the Ribbon and click the **Breaks** button in the Page Setup group. A list of available breaks appears.
- Select **Column** from the list. The column break is inserted and the insertion point moves to the beginning of the next column.

Exercise

- Exercise File:** FormatPage5-3.docx
- Exercise:** Go to page 2 of the exercise file (the "Filtering out the junk" article). Apply a two-column page layout. Insert a column break at the beginning of the "Filter by Selection" heading near the bottom of the first column.

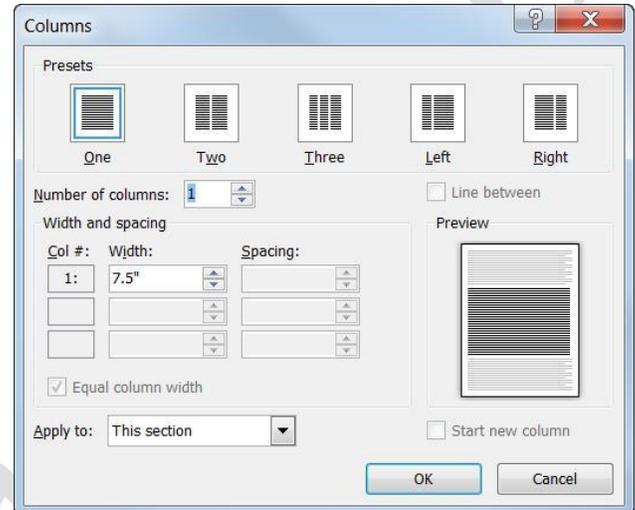


Figure 5-5: Edit and apply columns in a document in the Columns dialog box.

Using Page Breaks

This lesson explains how to control where the page breaks in a document.

Start a new page

- Place the insertion point where you want to begin a new page.
- Click the **Insert** tab on the Ribbon and click the **Page Break** button in the Pages group.

Word inserts a page break at the insertion point, and any page contents that appear after the insertion point appear on the new page.

Other Ways to Insert a Page Break: Press **<Ctrl> + <Enter>**. Or, click the **Page Layout** tab on the Ribbon and click the **Breaks** button in the Page Setup group. Select **Page Break** from the list.

Tip: To remove a page break, view the document in Draft view, select the page break, and press **<Delete>**.

Insert a blank page

Use this command to insert a blank page anywhere in a document.

Click the **Insert** tab on the Ribbon and click the **Blank Page** button in the Pages group.

Word inserts a blank page at the insertion point. The blank page is really just two page breaks.

Use paragraph line and page breaks

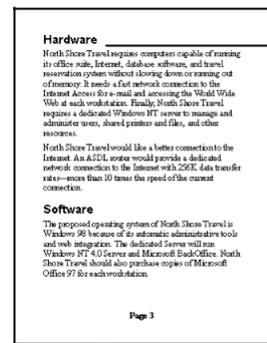
You can also control pagination with paragraph formatting. For example, you can make sure paragraphs appear on the same page without being on separate pages, or make sure a paragraph always starts on a new page.

- Select the paragraph(s) to which you want to add pagination formatting.
- Click the **Page Layout** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group. The Paragraph dialog box appears.
- Click the **Line and Page Breaks** tab and select the pagination and formatting options you want to use. When you're finished, click **OK**.

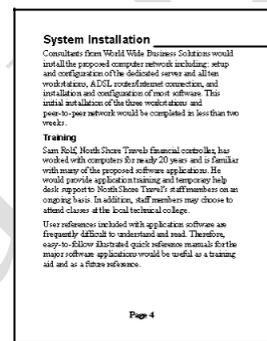
The formatting options are applied to the selected paragraph(s).

Exercise

- Exercise File:** FormatPage5-4.docx
 - Exercise:** Go to page 5 of the exercise file. Insert a page break so that the PowerPoint article begins at the top of Page 6.
- Add "Keep with next" paragraph formatting to the "Creating a rule using the Rules Wizard" heading at the bottom of page 6 so that the heading is on the same page as the following paragraph.



The **Keep with next** option keeps this paragraph on the same page as the next paragraph.



The **Page break before** option inserts a page break before this paragraph.

Table 5-1: Paragraph Line and Page Break Options

Widow/Orphan control	Prevents Word from printing the last line of a paragraph by itself at the top of a page (widow) or the first line of a paragraph by itself at the bottom of a page (orphan). This option is selected by default.
Keep with next	Prevents the page from breaking between the selected paragraph and the following paragraph.
Keep lines together	Prevents the page from breaking within a paragraph.
Page break before	Inserts a page break before the selected paragraph. This is a good option for major headings.
Suppress line numbers	Prevents line numbers from appearing next to selected paragraphs if the Line Numbering option is on. This setting has no effect in documents or sections with no line numbers.
Don't hyphenate	Excludes a paragraph from automatic hyphenation.

Working with Section Breaks

Section breaks can help you control where pages break in the document, but they also allow you to apply different page formatting in the same document. A *section break* allows you to use different page layouts—such as margins, page orientation, headers and footers, columns, and sequence of page numbers—in the same document.

- Click the **Page Layout** tab on the Ribbon and click the **Breaks** button in the Page Setup group.

A list of the breaks you can insert in the document appears.

- Select the type of break you want to insert.

The break is inserted in the document.

Tips

- By default, breaks are hidden from view. To view where breaks are located in a document, view the document in Draft view. Or, click the **Home** tab and click the **Show/Hide All** button in the Paragraph group to view breaks in Print Layout view.
- To remove a break, select the break and press **<Delete>**.

Exercise

- Exercise File:** FormatPage5-5.docx
- Exercise:** Go to page 7 of the exercise file. Add a Next Page Section Break to the end of the PowerPoint article. Find the section breaks in the first two pages of the document.

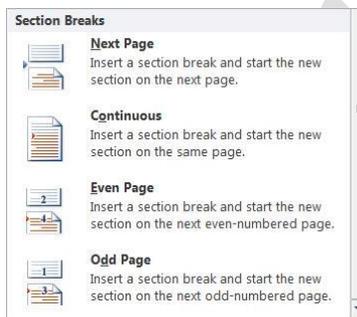


Figure 5-6: Section breaks allow you to apply different page formatting to the same document.

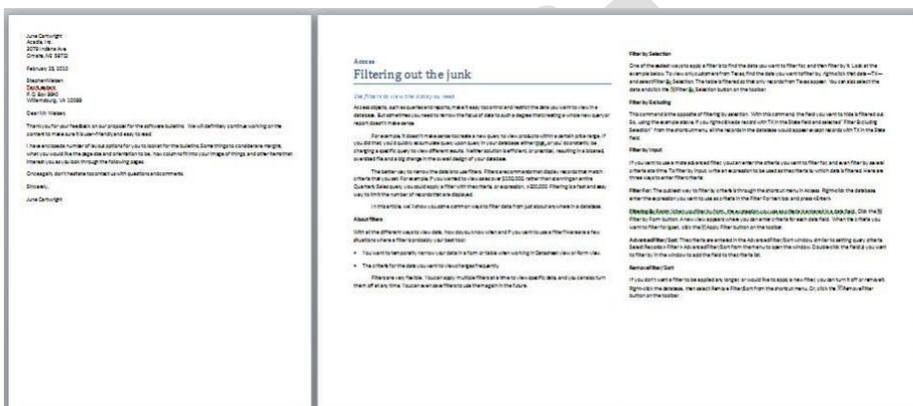


Figure 5-7: The section break at the end of page 2 allows page 3 to be a different page size and orientation.

Table 5-2: Types of Section Breaks

Next Page Section Break	Inserts a section break at the insertion point and inserts a page break so the new section starts at the beginning of a new page.
Continuous Section Break	Inserts a section break at the insertion point and starts the section immediately, without inserting a page break.
Even Page Section Break	Inserts a section break at the insertion point and starts the next section on the next even-numbered page. If the section break falls on an even-numbered page, Word leaves the next odd-numbered page blank.
Odd Page Section Break	Inserts a section break at the insertion point and starts the next section on the next odd-numbered page. If the section break falls on an odd-numbered page, Word leaves the next even-numbered page blank.

Working with Line Numbers

Adding line numbers to documents is the most direct way to guide users through complex and lengthy documents. When you apply line numbers in Word, the numbers are displayed in the left margin of the document. If there are columns in the document, the numbers appear to the of each newspaper-style column.

Line numbers are especially useful for referendums and legal documents.

- Click the **Page Layout** tab on the Ribbon and click the **Line Numbers** button in the Page Setup group. A list of ways you can add line numbers appears.

None: Removes line numbering in the document.

Continuous: Adds continuous line numbering to each section of the document.

Restart Each Page: Adds line numbering to the current page of the document. Restarts numbering at the beginning of the next page.

Restart Each Section: Adds line numbering to the current section of the document. Restarts numbering at the beginning of any added sections

Suppress for Current Section: Removes line numbering for the current section.

- ✔ **Tip:** If you are applying numbering to a document that has several sections, select the sections to which you want to add numbering first.

- Select a line numbering option.

The line numbers are applied to the document.

✔ Tips

- Each line in a document can be numbered, however lines from inserted objects such as tables, footnotes, endnotes, text boxes, frames, headers, and footers are not included in line numbering.
- Line numbers are visible only in Print Layout view and Print Preview.
- To control line numbering options through the Line Numbers dialog box, select **More Line Numbering** from the Line Numbers button list. Click the **Line Numbers** button and select the line numbering options you want to use from the Line Numbers dialog box.

▪ Exercise

- **Exercise File:** FormatPage5-6.docx
- **Exercise:** Go to page 3 of the exercise file and add line numbers to that section of the document.

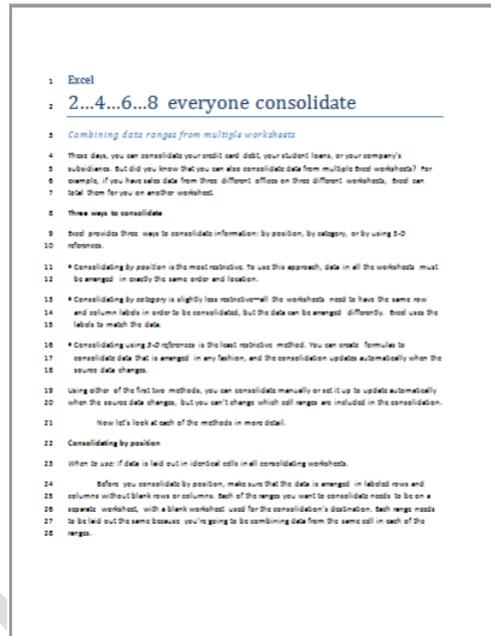


Figure 5-8: Page numbers are inserted along the left margin of the page.

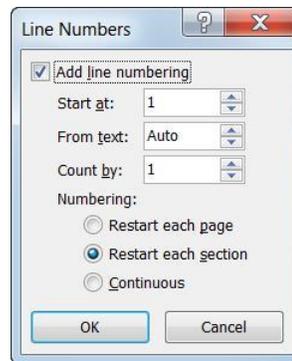


Figure 5-9: The Line Numbers dialog box.

Working with Hyphenation

Word can automatically hyphenate your text so that rather than pushing a long word at the end of the line to the next line, it breaks across lines with a hyphen. This is especially useful in documents where a lot of text has to appear in a small amount of space, such as when using justified paragraph alignment in columns, for example.

- Click the **Page Layout** tab on the Ribbon and click the **Hyphenation** button in the Page Setup group. Hyphenation is turned off by default, but you may turn on automatic or manual hyphenation:

Automatic: Word automatically inserts hyphens where they are needed, according to the hyphenation zone. If the document is edited and lines change, Word re-hyphenates the document.

Manual: Word searches the text for words to hyphenate and asks if you would like to insert an optional hyphen. Word does not re-hyphenate the document for you. If you choose to manually hyphenate, Word will ask for approval before it inserts a hyphen.

- Choose how you want to hyphenate the document. Word begins the hyphenation process using the method you chose.

✓ Tips

- To change hyphenation options, click the **Hyphenation** button in the Page Setup group and select **Hyphenation Options**.
- To remove hyphenation, click the **Hyphenation** button in the Page Setup group and select **None**.

■ Exercise

- **Exercise File:** FormatPage5-7.docx
- **Exercise:** Automatically hyphenate the document. Identify words that have been hyphenated as a result.

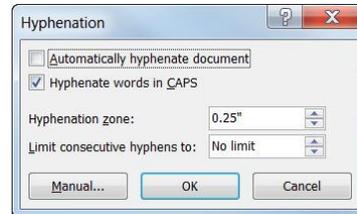


Figure 5-10: The Hyphenation dialog box.



Figure 5-11: The same document before and after hyphenation.

Working with the Page Background

Dress up pages in a document with page borders and background settings. You can line the margins of your pages with borders to give them finished edges or to bring out certain pages, and you can even create your own page designs using colors and watermarks.

Add page borders

You can line the margins of your pages with borders to give them finished edges or to bring out certain pages.

- Click the **Page Layout** tab on the Ribbon and click the **Page Borders** button in the Page Background group.
The Page Border tab of the Borders and Shading dialog box appears.
- Choose border properties, such as style, color, width, or art.
- Click the side(s) (top, bottom, left, and/or right) of the page in the Preview diagram where you want to apply the borders.

When the preview area looks the way you want the borders to look, you're ready to apply the borders.

Tip: You may also use the Setting options along the left side of the Page Border tab to apply borders.

- Click the **Apply to** list arrow and select the pages to which you want to apply borders.

Whole document: Applies the borders to all pages in the document.

This section: Applies borders only to the current section.

This section – First page only: Applies borders to the first page of the current section and nowhere else.

This section – All except first page: Applies borders to all pages in the current section, except the first page.

- Click **OK**.
The borders are applied to the page(s) in the document.

Exercise

- Exercise File:** FormatPage5-8.docx
- Exercise:** Go to page 8 of the exercise file and add a blue border to all sides of the page in the current section.
Add a light green page color to the document.
Add a "DRAFT" watermark to the document.



Figure 5-12: Page with color, border, and watermark applied.

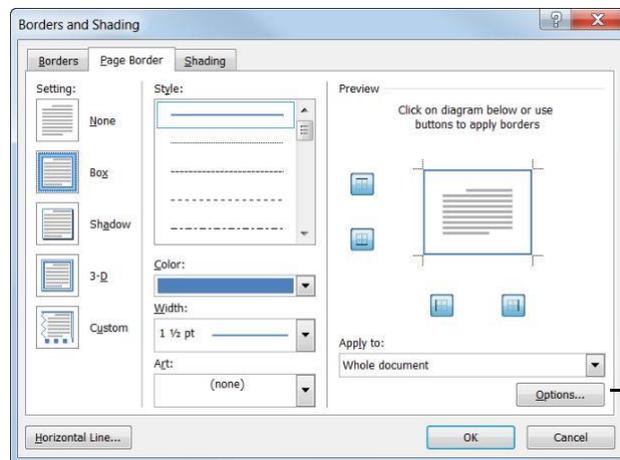


Figure 5-13: The Page Border tab of the Borders and Shading dialog box.

Click the Options button to define how far away from margins you want the border to appear.

Add page color

Add color to the background of one or several pages in the document. This formatting feature is only visible in electronic copies of the document: Word will not print the page color.

- Click the **Page Layout** tab on the Ribbon and click the **Page Color** button in the Page Background group.

The Page Color button displays the ten colors in the current color theme, and five shades of each color. This makes it easy to have a consistent look and feel in the document.

- Select a color from the list. The color is applied to the page.

✔ **Tip:** To remove page color, click the **Page Color** button and select **No Color**.



Figure 5-14: Choose a page color from the color palette.

Add a watermark

A watermark is discrete text that indicates a document should be specially treated. It does not obscure text on the page.

- Click the **Page Layout** tab on the Ribbon and click the **Watermark** button in the Page Background group.

A list of built-in watermarks appears, organized in different categories: Confidential, Disclaimers, Urgent. A preview of how the watermark appears on the page is shown next to each list option.

✔ **Tip:** To create your own watermark, click the **Watermark** button and select **More Watermarks**. Select the **Picture watermark** or **Text watermark** option and make changes accordingly.

- Select the watermark you would like to use. The watermark is applied to the pages of the document.

✔ **Tip:** To remove the watermark, click the **Watermark** button and select **Remove Watermark**.



Figure 5-15: Specify how you want the watermark to look and the watermark text in the Printed Watermark dialog box.

Adding a Cover Page and Page Numbers

A cover page and page numbers are two things that are easy to add and that make your document look polished and professional.

Cover page

A cover page for your document is like the cover of a book: it contains basic information, such as the title of the document, date, and author, presented in a way that is eye-catching and welcoming to the reader.

- Click the **Insert** tab on the Ribbon and click the **Cover Page** button in the Pages group.

A list of built-in cover pages appears. Notice that each design has a name, which makes it easier to match up with other built-in elements, such as built-in headers and footers.

- Select the cover page you want to insert in the document.

The cover page always appears as the first page in the document, no matter where the insertion point is located when it is inserted.

When inserted, placeholders for information appear on the cover page. Word tries to insert as much information as it can, such as user information like your name and company name, but you will probably have to insert information manually as well.

- Click in a placeholder and type your own text.

Page numbers

Adding page numbers is easier than ever in Word 2010, and it adds a lot to documents, especially really long ones.

- Click the **Insert** tab on the Ribbon and click the **Page Number** button in the Header & Footer group.

First, choose where you would like the numbers to appear on the page. You can include the page numbers in three different places on the page—top, bottom, and margins.

- Select where you want the page numbers to appear.

A list of the available built-in page number styles appears.

- Select the page number style you want to use.

The page number style you chose appears on the current page and all the other pages in the document.

Exercise

- Exercise File:** FormatPage5-9.docx
- Exercise:** Add a cover page to the document and fill out the placeholders.
Add page numbers to the top of the pages.

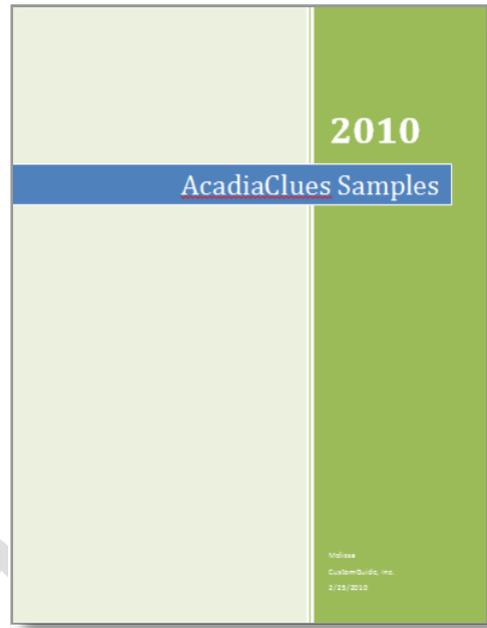


Figure 5-16: This is an example of a built-in cover page.



Figure 5-17: The page numbers appear on the page.

 **Tips**

- To insert page numbers of your own design or to work with more options in the page headers and footers, refer to the lesson on Using Headers and Footers.
- To remove page numbers, click the **Page Number** button and select **Remove Page Numbers**.
- If you like one of the built-in options but want the numbers to appear a little differently, you can change the number format. To modify page numbers, click the **Page Number** button and select **Format Page Numbers**. Select the style of number you want to use from the Page Number Format dialog box.

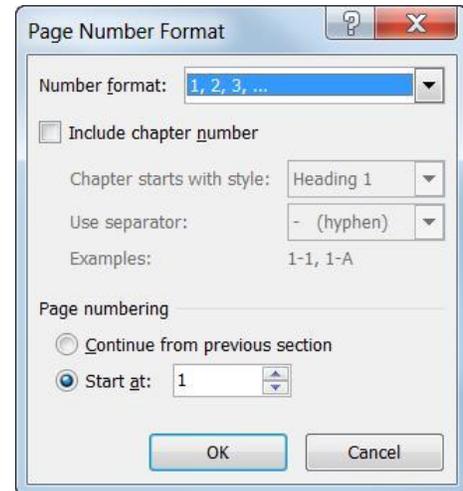


Figure 5-18: The Page Number Format dialog box.

Using Headers and Footers

Documents with several pages often have information—such as the page number, the document’s title, or the date—located at the top or bottom of every page. Text that appears at the top of every page in a document is called a *header*, while text appearing at the bottom of each page is called a *footer*.

Insert a built-in header or footer

- Click the **Insert** tab on the Ribbon and click the **Header** or **Footer** button in the Header & Footer group.

A list of built-in options appears. Each option looks different and contains different attributes. For example, some include placeholders for the title and date, while others include cross-references to styles within the document.

Tip: Point to a built-in header or footer option to view its attributes and a description of how it might be used best.

- Select a built-in option to use as a document header or footer.
The header or footer is added to the document.

Create a header or footer

You don’t have to use one of Word’s built-in headers or footers; you can create one of your own.

- Click the **Insert** tab on the Ribbon and click the **Header** or **Footer** button in the Header & Footer group.

- Select **Edit Header** or **Edit Footer** from the list.
The Header & Footer Design tab appears on the Ribbon. Use these commands to work with and insert elements into your headers and footers.

- Position the insertion point where you want to insert the text or element.
The header and footer areas have the same formatting abilities as the main area of the document. You can use the commands in the Position group to help align and position the contents of the header or footer.

- Enter text and/or insert objects using the Insert group of the Design tab under Header & Footer Tools.
When the header or footer looks the way you want it to, close Header and Footer view to resume work on the rest of the document.

Exercise

- **Exercise File:** FormatPage5-10.docx
- **Exercise:** Insert even- and odd-page built-in footers in the document.

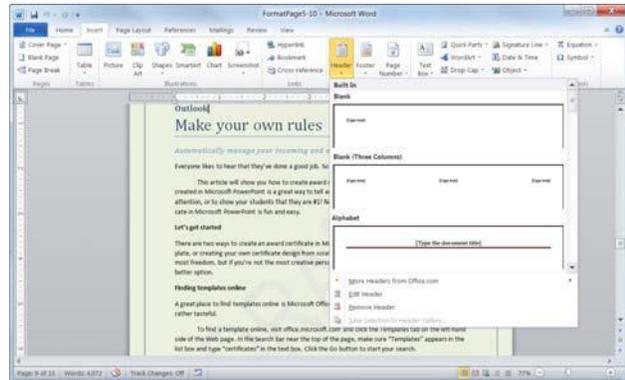


Figure 5-19: The built-in headers and footers are quick, easy, and professionally designed.

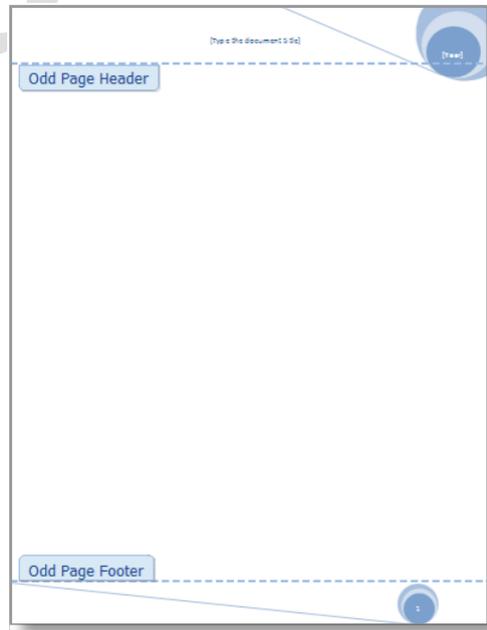


Figure 5-20: The Mod headers and footers.

Use different headers and footers on odd and even pages

Some built-in headers and footers were made to appear on odd or even pages. To use these headers and footers correctly, or to create your own odd and even-page headers and footers, you must change the page layout.

- ❑ Click the **Insert** tab on the Ribbon and click the **Header** or **Footer** button in the Header & Footer group.
- ❑ Select **Edit Header** or **Edit Footer** from the list.
The Design tab appears on the Ribbon under Header & Footer Tools.
- ❑ Click the **Different Odd & Even Pages** check box in the Options group.

Other Ways to Apply Different Headers and Footers to Odd and Even Pages:

Click the **Page Layout** tab on the Ribbon and click the **Dialog Box Launcher** in the Page Setup group. Click the **Layout** tab and make sure the **Different odd and even** check box is checked.

Trap: When this option is selected, the odd and even pages work independently. So, you must insert a header for the odd pages, and a header for even pages: one header won't work for both.

- ❑ Insert a header or footer on an odd page. Then insert a header or footer on an even page.
When you insert the headers and footers, they are formatted differently on the odd and even pages.

Tips

- Built-in headers and footers can be modified.
- Changes made to the header or footer on a page will change the other headers and footers in that section. Use a document with section breaks to have different headers and footers within the document.
- Use the **Go to Header** and **Go to Footer** buttons in the Navigation group to jump between header and footer areas of the document.



Figure 5-21: Using headers and footers that are different for odd and even pages is a nice option for printed, bound documents.

Table 5-3: Header and Footer Design Tab Groups

Header & Footer	Apply built-in header, footer, and page number options.
Insert	Insert Date & Time, a Picture or Clip Art, or a Quick Part field.
Navigation	Switch between headers and footers and jump to other sections.
Options	Apply a different header or footer to the first page in a section, different odd & even pages, and choose to show document text.
Position	Choose how far away from the margins you want the headers and footers to appear, and control header and footer alignment.

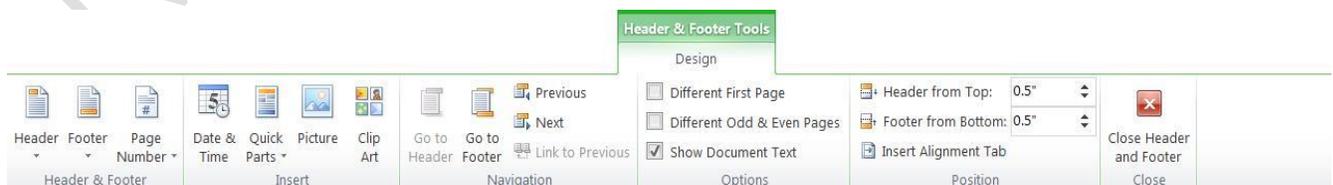


Figure 5-22: The Design tab of Header & Footer Tools.