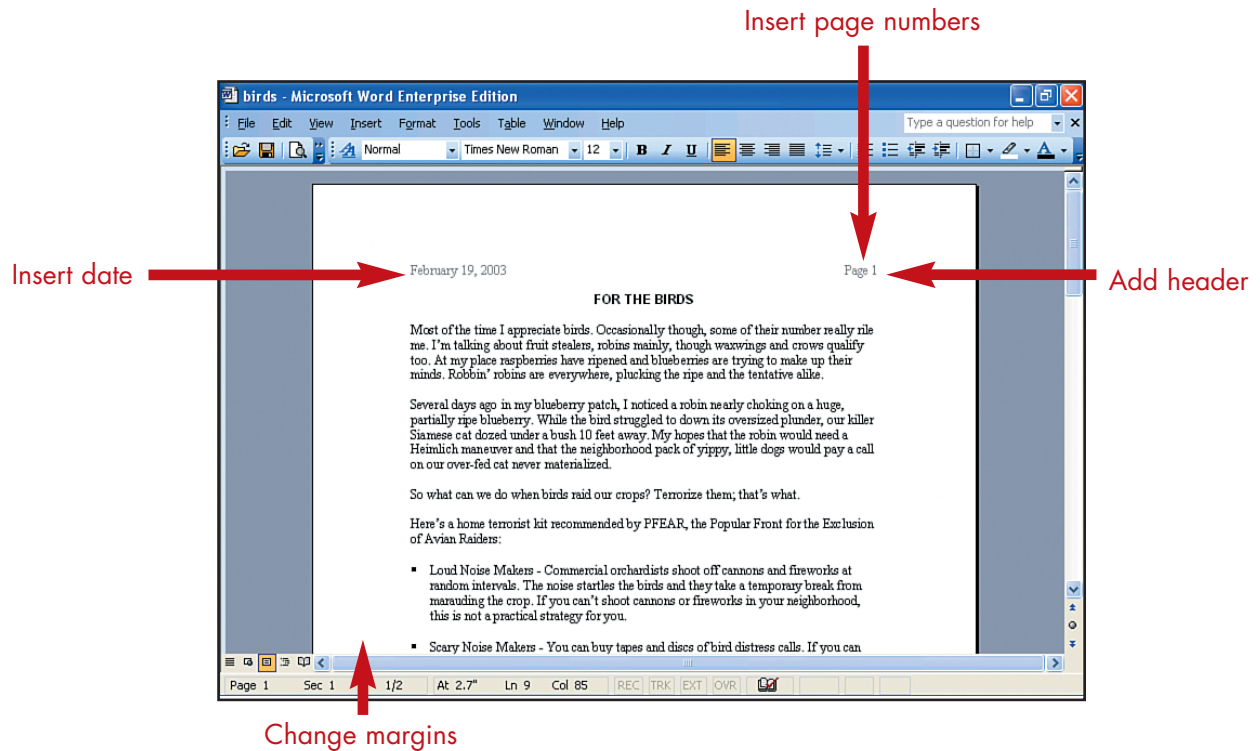


PART 7

Formatting Pages

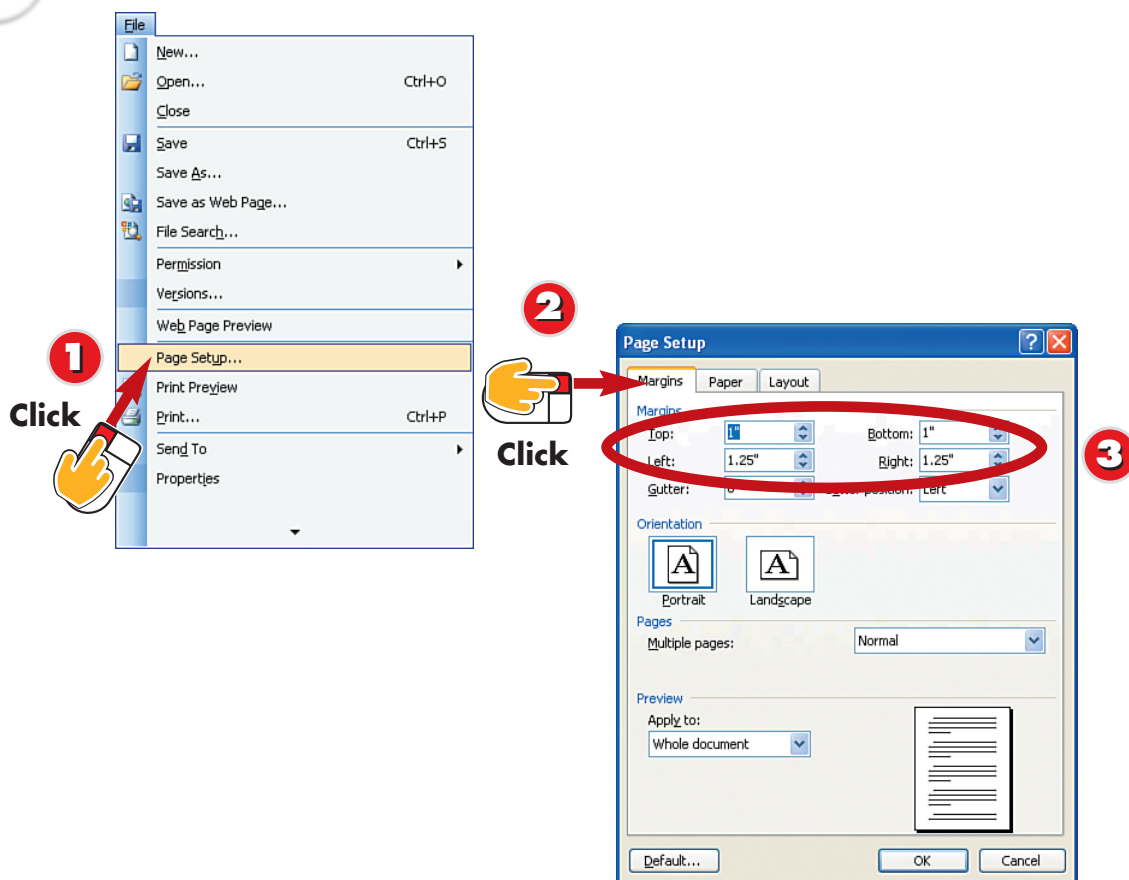
In the preceding part, you learned how to format characters and paragraphs. In this part, you learn how to apply formatting that affects entire pages. You'll start with changing margins, and then go on to inserting page breaks, centering a page vertically, and numbering pages. Finally, you learn how to create headers and footers—in other words, text that appears at the top or bottom of every page in your document.

Formatting Options



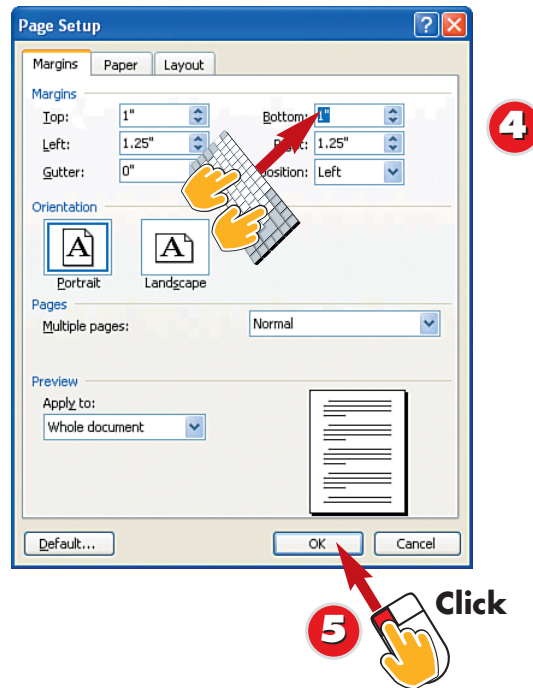
Changing Margins

Start



- 1 Open the **File** menu and choose **Page Setup**. (It doesn't matter where your insertion point is.)
- 2 In the Page Setup dialog box, click the **Margins** tab if it isn't already in front.
- 3 The **Top**, **Bottom**, **Left**, and **Right** text boxes let you change the width of all four margins.

Word's default margins are 1 inch on the top and bottom of the page and 1½ inches on the left and right. You can decrease the margins if you need to squeeze a bit more text onto the page, or increase them to give your document a more spacious feel. When you change the margins, Word applies the new setting to all the pages in your document.



- 4 Select the number in the text box for the margin you want to change. Type over the number with a new number in inches. (You don't have to type the " symbol.)
- 5 Repeat step 4 to change any other margins, and then click the **OK** button.

End

TIP

Previewing New Margins Before Printing

If you want to see what your margins will look like before you print, use Print Preview or change the Zoom setting to Whole Page (see "Previewing a Document" and "Magnifying a Document" in Part 5).

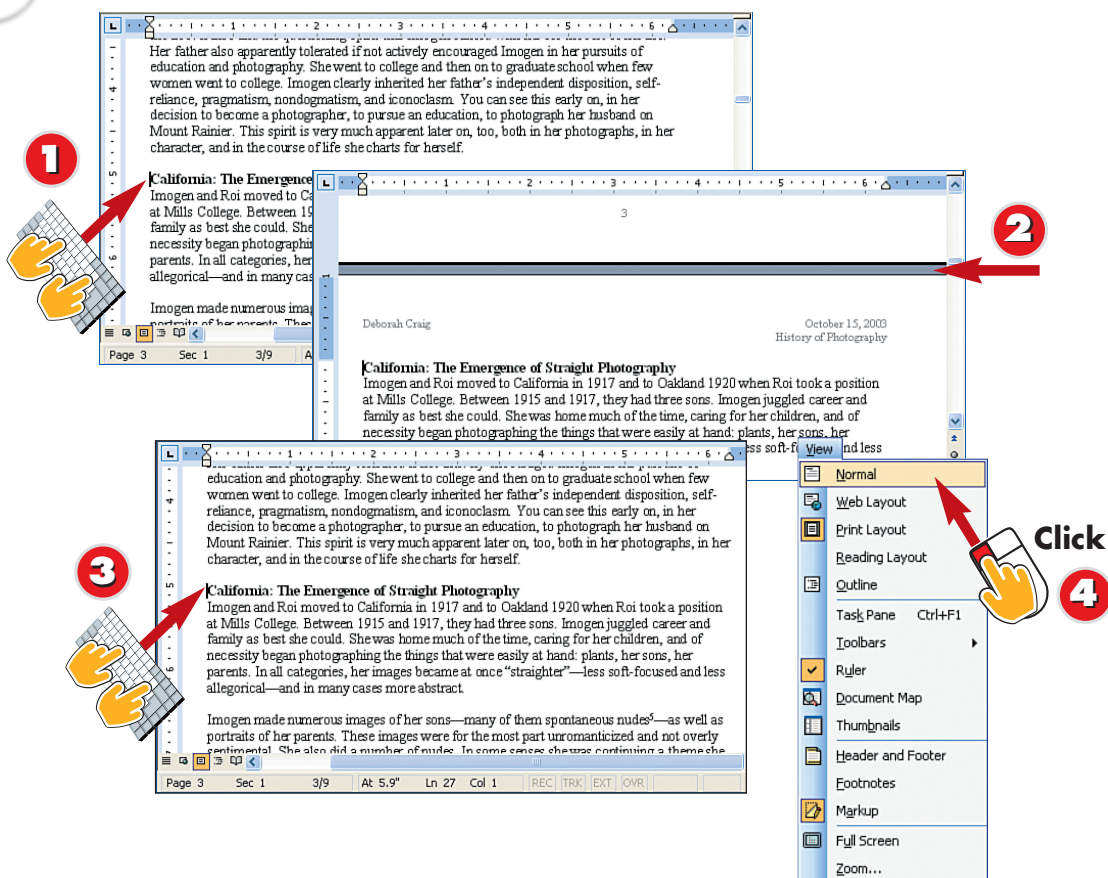
TIP

Changing Paper Orientation

You can change the orientation of your document from *portrait* to *landscape*. Landscape orientation prints your document "sideways" across the paper, so that the long edge of the paper is the top of the page. To do so, click the **Paper Size** tab in the Page Setup dialog box, mark the **Landscape** option button, and click **OK**.

Inserting a Page Break

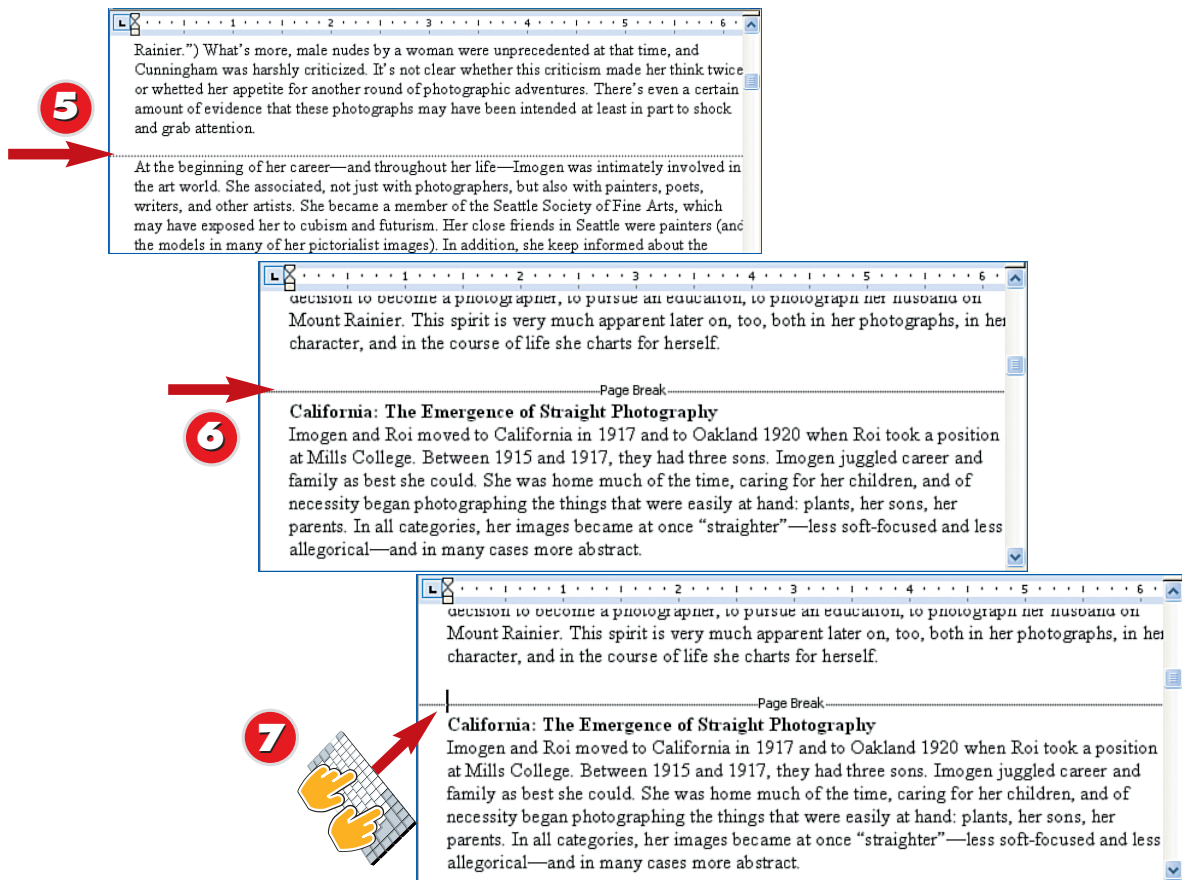
Start



- 1** To insert a hard page break, click where you want to break the page and press **Ctrl+Enter**.
- 2** Word inserts a hard page break at the insertion point, and moves the text below the break onto the next page.
- 3** To remove a hard page break, click at the beginning of the first line underneath the break, and press the **Backspace** key. The page break disappears.
- 4** Page breaks look different in Normal view. To see how they appear, choose **View, Normal**.

When you fill up a page with text, Word inserts a *soft page break* to end the page and wrap text to the next page. There are times, however, when you need to end a page before it's filled with text. To do so, you insert a *hard page break*. For example, you can use a hard page break to separate a title page from the text that follows, or to start a new section of a report at the top of the next page.





- 5 In Normal view, a soft page break appears as a horizontal dotted line running across your document.
- 6 A hard page break appears as a horizontal dotted line with the words *Page Break* in the middle of it.
- 7 To remove a hard page break while in Normal view, click on the dotted line and press **Delete**.

End

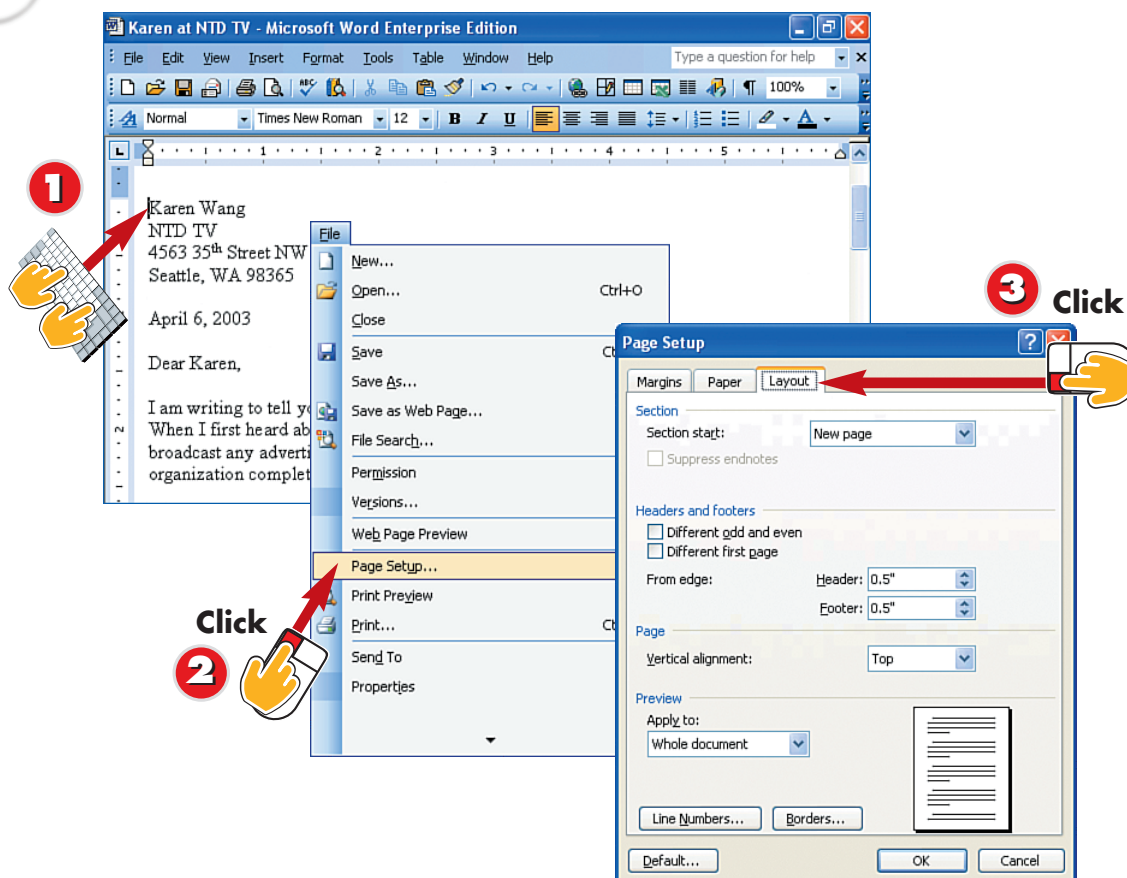
TIP

Previewing Page Breaks

You can see the results of inserting a hard page break most clearly by switching to Print Preview or by changing the Zoom setting in Print Layout view to Whole Page. (See "Previewing a Document" and "Magnifying a Document" in Part 5.)

Centering a Page Vertically

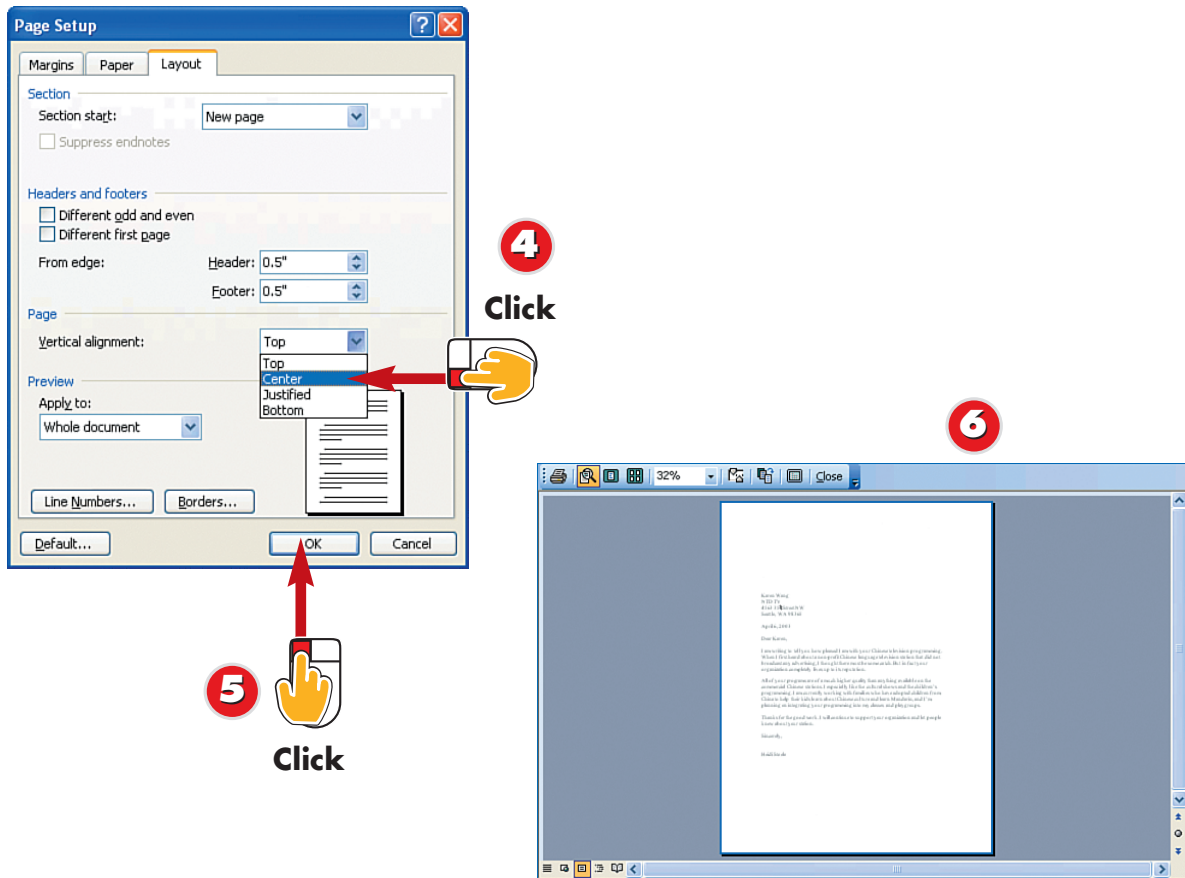
Start



- 1 Press the **Backspace** or **Delete** key to remove any blank lines from above and below the text you want to center vertically.
- 2 Open the **File** menu and choose **Page Setup** to open the Page Setup dialog box.
- 3 Click the **Layout** tab if it isn't already in front.

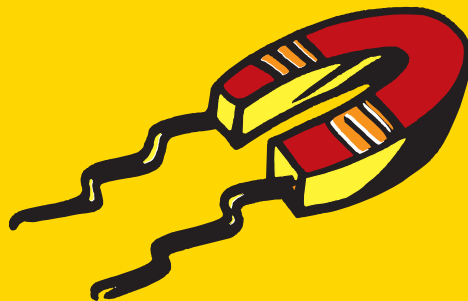
INTRODUCTION

Many people try to center text vertically on the page by moving the insertion point to the top of the page and then pressing Enter several times to force the text down. A more straightforward method, however, is to let Word center the page vertically for you.



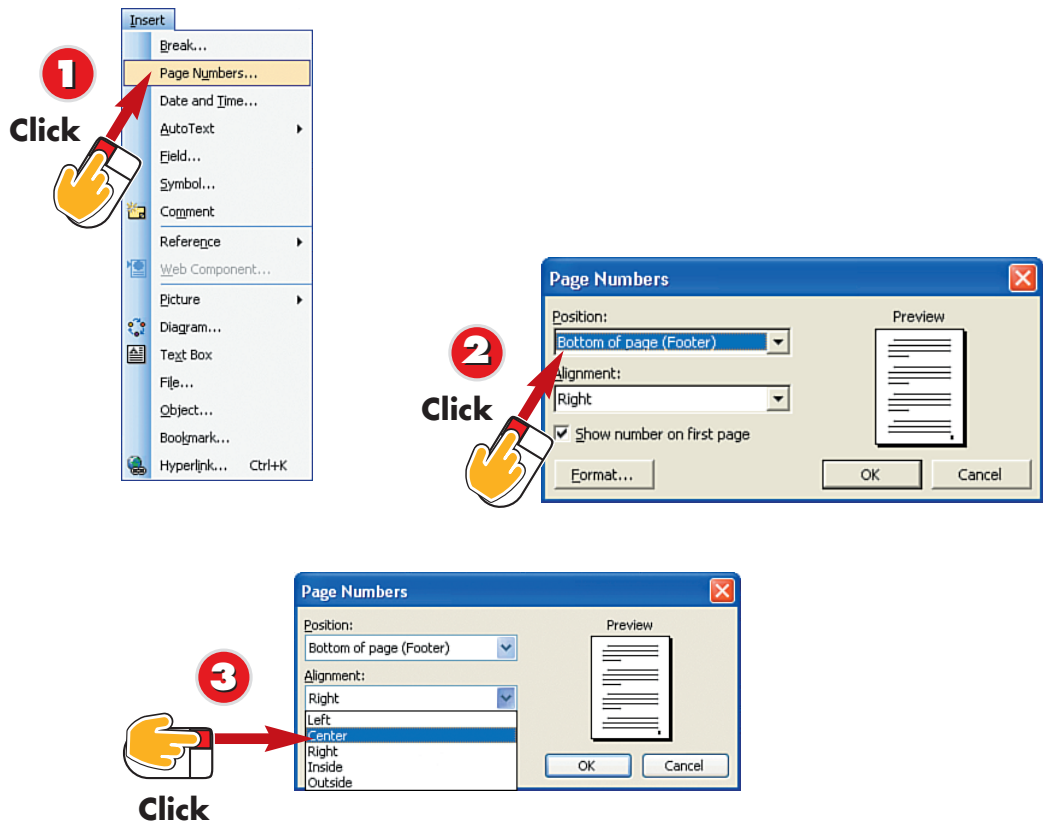
- 4** Click the **down arrow** to the right of the **Vertical alignment** drop-down list, and click **Center**.
- 5** Click the **OK** button.
- 6** If you like, preview the document in Print Preview before printing.

End



Numbering Pages

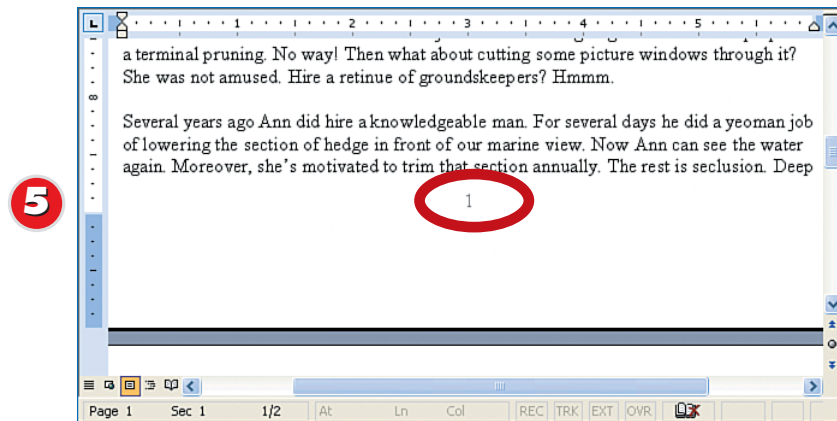
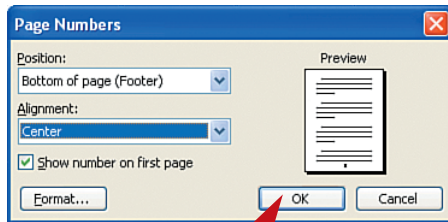
Start



- 1** Open the **Insert** menu and choose **Page Numbers**. (It doesn't matter where your insertion point is in the document when you issue the command.)
- 2** If you want the number at the bottom of the page, skip to step 4. To place the number at the top, click the **down arrow** next to the **Position** list and choose **Bottom of page (Footer)**.
- 3** Click the **down arrow** to the right of the **Alignment** list and choose the alignment you prefer for your page numbers.

INTRODUCTION

Word offers two methods for adding page numbers to your document. First, you can use the **Insert, Page Numbers** command, as described in this task, to tell Word what type of page number you want and where it should appear. Word then adds the page number *field* to the header or footer for you. Second, you can enter the page number field by inserting it directly into the header or footer (see the next two tasks). This second method gives you more control over the appearance of your page numbers.



- 4** Click the **OK** button.
- 5** Word inserts page numbers in the location you specified.

End

TIP

Viewing Page Numbers

Page numbers are visible in Print Layout view and Print Preview. They aren't, however, in Normal view.

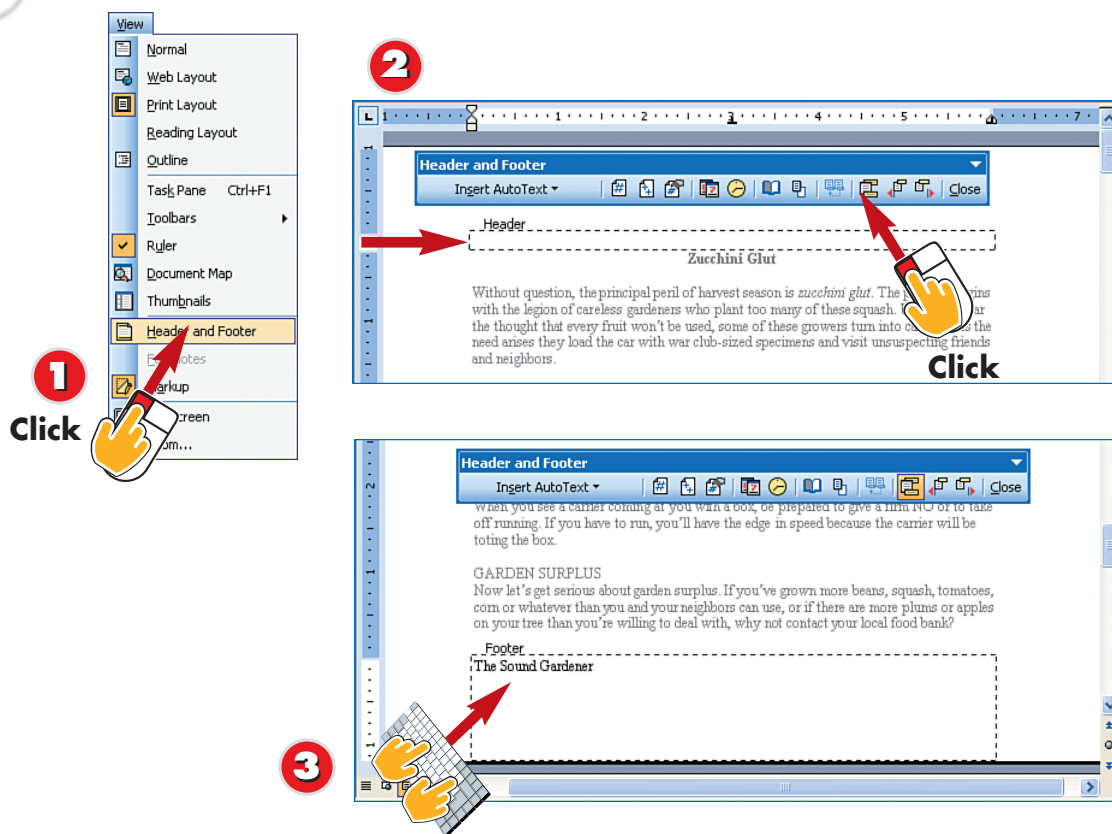
TIP

Deleting Page Numbers

To delete a page number, follow steps 1 and 2 in the next task to activate the header or footer area (depending on where you inserted the page number field). Then click the page number field once (it will turn gray), and then click it again to select the field (it will be surrounded with small black squares). Now press **Delete**.

Creating Headers and Footers

Start



- 1** Open the **View** menu and choose **Header and Footer**. (It doesn't matter where your insertion point is when you issue the command.)
- 2** Word activates the header area and displays the Header and Footer toolbar. Click the **Switch Between Header and Footer** button.
- 3** Word activates the footer area. (Click the **Switch Between Header and Footer** button again when you want to switch back to the header area.) Type any text that you want to appear at the left margin.

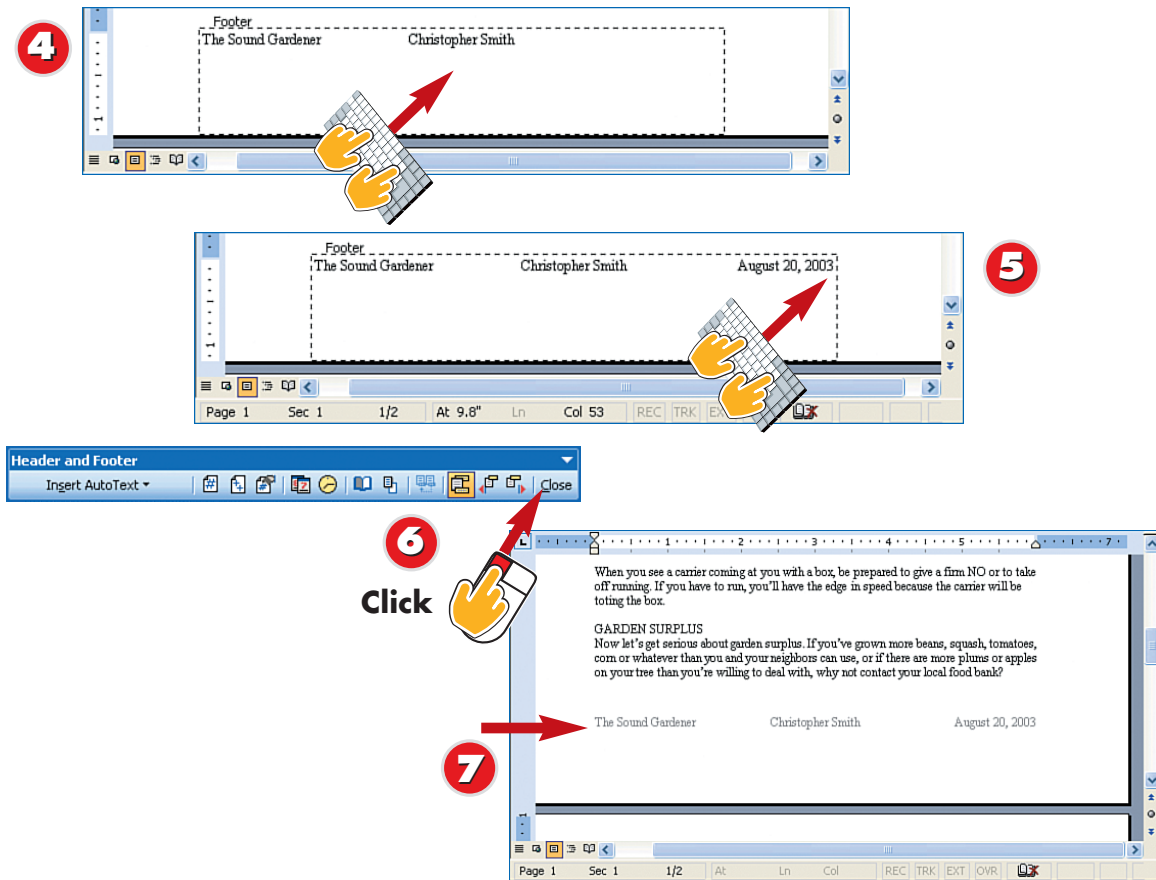
INTRODUCTION

A *header* appears at the top of every page, and a *footer* appears at the bottom of every page. You can use headers and footers to display the document title, your name, the name of your organization, and so on. In this task, you learn how to type standard text in your headers and footers. In the next task, you use the Header and Footer toolbar to insert fields that display information such as the page number and the current date.

TIP

Activating the Header and Footer Areas

Another way to activate the header and footer areas is to double-click the header or footer area while in Print Layout view. (This only works if you have already entered text in the header or footer area.)



- 4 Press the **Tab** key to jump to a center tab in the center of the footer. Type any text that you want centered here.
- 5 Press the **Tab** key again to move to a right tab at the right edge of the footer. Type any text that you want flush right here.
- 6 Click the **Close** button in the Header and Footer toolbar to return to viewing your document text.
- 7 View your header and footer in Print Layout view or Print Preview.

End

TIP

Changing the Font in Your Headers and Footers

You can format the font and font size of your header and footer text just as you do standard text. Select the text and choose the formatting you want from the Font and Font Size lists in the Formatting toolbar. (See "Changing the Font and Font Size" in Part 6.)

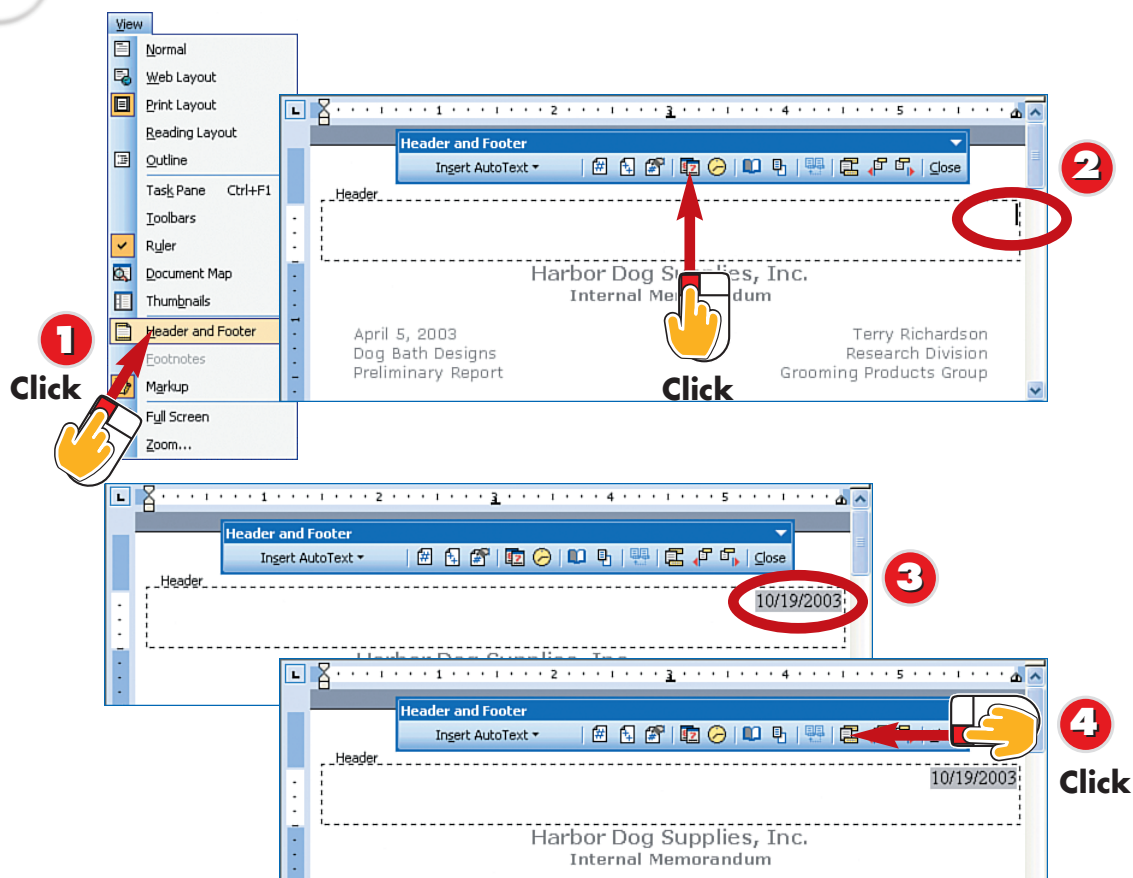
TIP

Viewing Headers and Footers

You can see your headers and footers in Print Layout view (**View, Print Layout**) and Print Preview (**File, Print Preview**). They are not visible in Normal view.



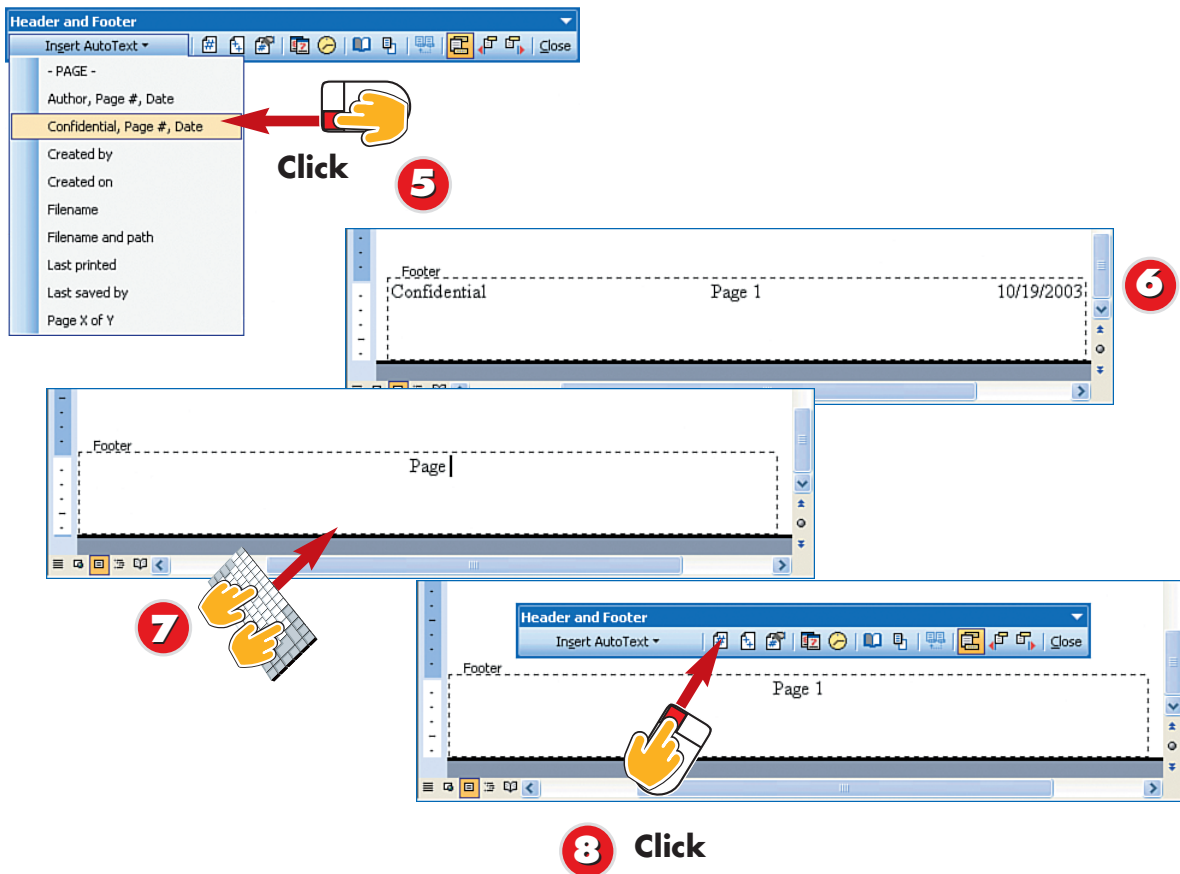
Inserting Dates and Page Numbers in Headers and Footers



- 1** Open the **View** menu and choose **Header and Footer**.
- 2** Press **Tab** twice to move to the right edge of the header area, and click the **Insert Date** button.
- 3** Word inserts the current date. (To insert the current time, click the **Insert Time** button to the right of the **Insert Date** button.)
- 4** Click the **Switch Between Header and Footer** button to move to the footer area.

The Header and Footer toolbar makes it easy to insert commonly used blocks of text into a header or footer, as well as fields for the date, the page number, the time, and so on. Here, you take a quick tour of some of the options available on the toolbar. Feel free to experiment on your own.





- 5** Click the **Insert AutoText** button, and then choose one of the AutoText entries you'd like to see.
- 6** Word inserts the AutoText entry in the footer. Select and delete this entry. Try a few other AutoText entries, and delete the last one.
- 7** Press the **Tab** key, type **Page**, and then press the **Spacebar**.
- 8** Click the **Insert Page Number** button, and then click **Close** in the Header and Footer toolbar.

End

TIP

Deleting Fields

To delete a field, select it by double-clicking it or dragging over it with the mouse and then press the **Delete** key.

TIP

Changing the Date Format

To change the date format that Word uses when you click the Insert Date button, open the **Insert** menu and choose **Date and Time**. In the Date and Time dialog box, select the desired date format, click the **Default** button, click **Yes** in the message box that appears, and then click **OK**.