

# Microsoft Word 2003

## Lesson 10 : Page Layout

### Objectives:

By the end of this session you will be able to:

- Insert page breaks**
- Change margins and page orientation**
- Create headers and footers**
- Number pages**

# Page Setup

There are some settings that apply themselves to documents as a whole rather than just the selected portions. These include margins, paper size and orientation and some others. To change any of these settings, you use the Page Setup dialog.

## Page Setup dialog

☞ **To access the Page Setup dialog:**

### Mouse

- To access the dialog, choose File, Page Setup – the following dialog box will appear:

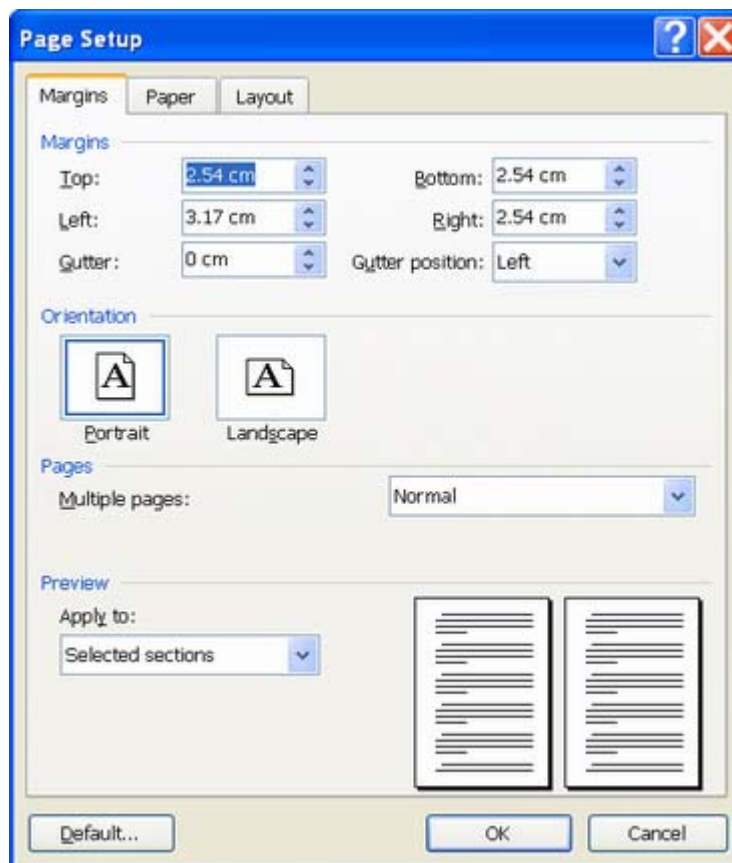


Figure 46 - Page Setup dialog

There are three tabs within the dialog box, each relating to a different page setting.

## Margins Tab

The margin measurements control the amount of white space that shows around the four edges of your page.

### ☞ To change Margins:

#### Mouse

- Click the up and down arrows in the boxes labelled **Top**, **Bottom**, **Left** and **Right** to increase and decrease the margin measurements.
- The **Preview** represents a printed page and will alter to show you what the new margins will look like.

## Gutter

When a document needs to be bound, you can reserve the amount of space needed for the binding by setting the gutter measurement. This will ensure that the binding will not “eat” into the left margin (the left margin measurement is unaffected by the gutter).

### ☞ To set a gutter:

#### Mouse

- Click the up and down arrows in the **Gutter** box to change the gutter settings – the preview will show you the effects of your new settings.

## Orientation

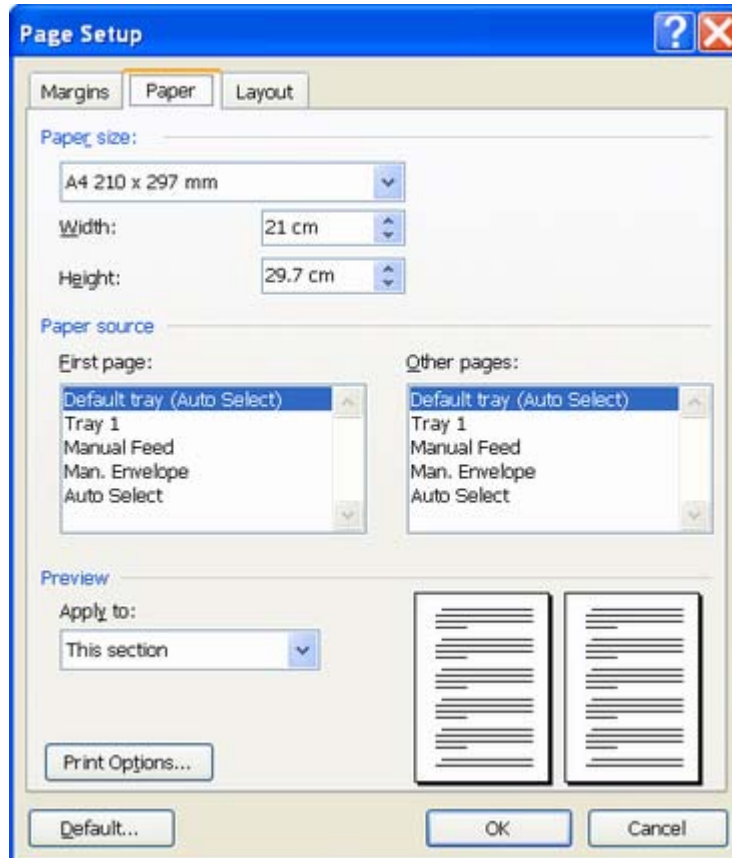
### ☞ To change the orientation:


#### Mouse

- Click the option button for either **Portrait** or **Landscape**. Portrait is the default orientation. The **Preview** will show you what the page will look like if you confirm the settings.

## Paper Tab

This tab contains settings to control the size and print options for your pages.



 Figure 47 - Paper size tab

## Paper Size

### To change paper size:

#### Mouse

- Click the **Paper Size** drop-down list to pick out the standard paper size or envelope size that you want to print the document on.
- If you are printing on a piece of paper of a non-standard size, you can choose the Custom size option and then use the **Width** and **Height** boxes below to set the exact of your page. The **Preview** will display the chosen size.



## Paper Source

With a document that runs to several pages, you may need to specify that the first page should be printed on headed paper, while the other pages should be printed on normal blank sheets.

### To set the Paper Source:

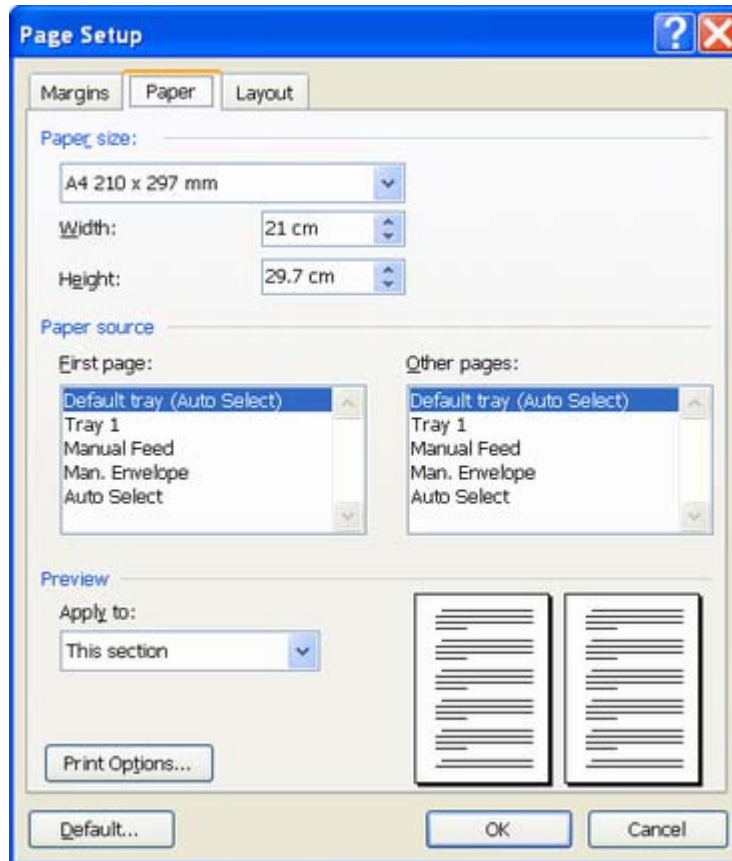
#### Mouse

- Click the tray in the **First page** list that you want to print the first page of your document on.
- Click the tray in the **Other pages** list that you want to print all other pages of your document on.

*You can also specify manual feed when the paper you wish to use is not pre-loaded. This will allow you to load paper into the printer and then press the On-line button to commence printing.*

## Layout Tab

This tab contains settings that relate primarily to sections within a document. This topic is not discussed in this manual. However, you can use the layout tab to set various options relating to your headers and footers.



## Headers and Footers

You can use these settings to determine how far from the edge of your page the header and footer will print.

### ☞ Set the From edge amount:

#### Mouse

- Change the measurements by clicking the up and down arrows in the **Header** and **Footer From edge** boxes – a higher number will move the header or footer further away from the edge of your paper (i.e. further into your document), while 0 represents the edge of the paper.

*You won't see these settings change on the page preview within the dialog, but you will notice in the views that display the header and footer.*

# Page breaks

Word knows how many lines will fit onto a page and so as you near the limit, it will insert an automatic page break. This may appear as a dotted line across the screen or you may see it appear as a new sheet of paper – the view that you are using will determine how the break looks (*see Section 7 – Viewing and Printing for more details on Views*).

Sometimes, the positions of the page breaks that Word inserts are not convenient or make the document look imbalanced. You can put the page break in a different place by inserting it manually as described below:

## **To insert a page break:**

### **Menu**

- Position the cursor at the beginning of the line below where you want the page break.
- Choose Insert from the menu bar and then Break. A small dialog appears with different option buttons, the default selection being Page break.
- Click

### **Or**

### **Keyboard**

- Position the cursor at the beginning of the line below where you want the page break.
- Press [CTRL][ENTER].

## **To remove a manual page break**

If you need to remove a manual page break, it is best to switch to Normal view (*see Section 7 – Viewing and Printing for more details on how to access this view*). You will see the page break represented as a dense dotted line with the word **Page Break** on it.

## **To remove a manual page break**

### **Keyboard**

- Position the cursor on the page break line and tap the [DELETE] key on the keyboard – the page break will disappear.

# Headers and Footers

Headers and footers are used for items that you want to appear on every page of your document. The header appears in the top margin and the footer in the bottom margin. Examples of the types of things you might want as your header would include, a logo the current file name or the current date and time. The most common footer item is page numbers.

When you are adding header or footer items, Word automatically sets the view to Print Layout as this is the only view where you can see the header and footer area. While you are in the header or footer, the rest of the document appears dimmed to show that it is currently unavailable for editing. As soon as you close the header or footer, your document comes back “online”.

## Header and footer toolbar

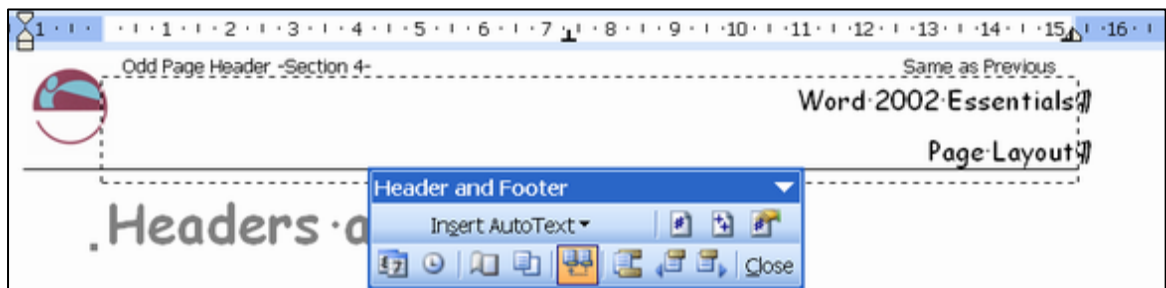
Word supplies a special toolbar when you are creating headers and footers. It contains buttons you can click to quickly insert dates, times and page numbers and also allows you to switch quickly between the header and the footer areas.



### To create headers and footers:

#### Mouse

- Choose View from the menu bar and click the Headers and Footers option. The screen will change to show the header section enclosed in a bounding box. The Headers and Footers toolbar will also be displayed (*see overleaf*).



- Within the header section, enter the items that you want to appear at the top of each page. Word has pre-set tabs that you can use to

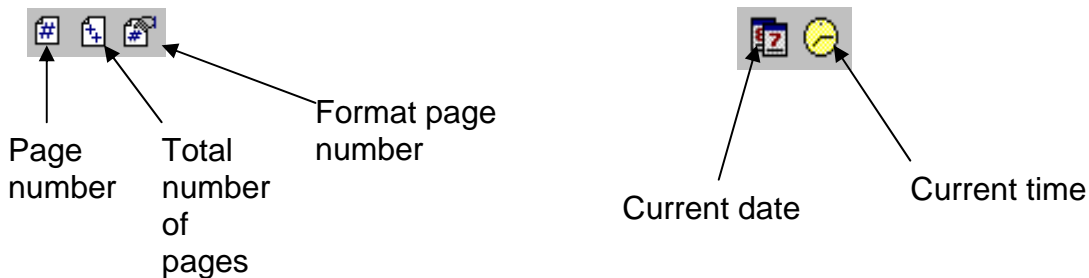
place items at the centre and right hand side of the page; simply press the tab key to move the cursor to these positions.



- Format the items as you would document text.
- If you want to set up a footer, click the Switch between header and footer button – Word will display the footer section which also contains pre-set centre and right tabs.
- Enter the items to appear at the bottom of each page in the footer.
- When you have finished, click the Close button from the Headers and Footers toolbar.

## Insert Header and Footer field codes

The Headers and Footers toolbar has some buttons that you can use to place the current date or time, or the page number and total number of pages in the header or footer. The buttons insert these items as field codes. Field codes are pieces of program code that give Word an instruction to do something in the document at the point they have been inserted. The main reason they are so useful to use is that they will update automatically every time the document is saved or printed. So for example, if you were printing a daily time sheet, you could insert a date field in the header which would always return the current date, regardless of when you print it out.



### To use header and footer codes:

#### Mouse

- Choose View from the menu bar and then click Header and footer. Switch to the section (i.e. header or footer) where you want to use the code.
- Position the cursor where you want the information.
- Click the relevant button from the **Headers and Footers** toolbar.

- Click the **Close** button to close the header and footer.

*Field codes display grey shading when you click on them. You can delete them by dragging over them with the mouse to select them and pressing the [DELETE] key.*

## Using pictures in headers and footers

If you need a picture to appear on every page of your document, you can put it in the header or footer. Because pictures are graphics, they aren't confined to the margin areas like text in headers or footers, so you can place them on the middle of the page if you like. This can be very useful for company logos.

### ☞ To insert a picture as a header/footer:

#### Mouse

- Choose **View** from the menu bar and then click **Header and footer**. Switch to the section (i.e. header or footer) where you want to the picture.
- Click the Show/Hide document text button from the **Headers and Footers** toolbar.
- Choose Insert from the menu bar, click Picture and choose the source of your picture from the sub-menu. Select the item that you want to use and click OK to bring it into your document.
- With the picture selected, you can format it by choosing Format from the menu bar then Picture.
- The resulting dialog box allows you to set the picture up as a watermark by setting the **Image Control** on the **Picture** tab to Watermark. You can also ensure that you can float text over the picture by setting **Wrapping** behind text . When you have finished formatting, click OK.
- Finally, drag the picture around the page until it is in the correct position. Click **Close** from the Header and Footer toolbar to close the header and footer.

*You won't see the picture unless you are in Page Layout view or Print preview.*

## Page numbers

There are several ways that you can add page numbers to a document in Word. The method you use depends on how you want the page numbers to appear. If you want total control over where the page number sits and the word “Page” to appear next to the number, you would use headers and footers to set it up. If you want a number in a standard position at the top or bottom of each page, you can use the **Page Numbers** option on the **Insert** menu described below.

### ☞ To add page numbers to a document:

#### Mouse

- Choose **Insert** from the menu bar and click **Page Numbers**. The following dialog box will appear.

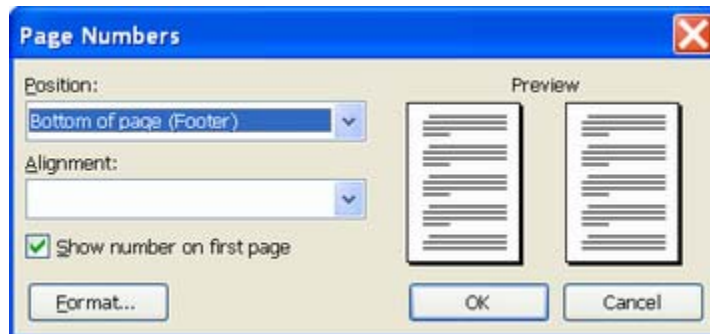


Figure 49 - Page Numbers dialog

- Click **OK** to insert the page numbers in the bottom right-hand corner of each page.

*As the page numbers are added in the header or footer area of each page, you will only see them if you are using Page Layout view to edit your document. Print preview will also display the page numbers. See Section 2 – Viewing and Entering Information for more details.*

## Position

The default position for page numbers inserted as described above is at the bottom of the page. You can choose to put your page numbers at the top of each page.

### ☞ Change page number position:



#### Mouse

- Choose **Insert** from the menu bar and click **Page Numbers**.
- Click the drop down list arrow to the right of the **Position** list box.
- Choose the position for the page numbers and click **OK**.

*If you already had page numbers positioned at the bottom of each page, the above steps would give you a second set of page numbers at the top of each page. You can delete them by accessing the header or footer (see the next section for more information).*

## Alignment

Page numbers can be placed on the right or left-hand sides of the page, or centred between the left and right margins.

### ☞ To change page number alignment:



#### Mouse

- Choose **Insert** from the menu bar and click **Page Numbers**.
- Click the drop down list arrow to the right of the **Alignment** list box.
- Choose the alignment for the page numbers and click **OK**.

## Format

Word will automatically number your pages with Arabic numbers (1,2,3 etc.). You can choose to change to different numbering styles using the Format button.

### ☞ To change the page number format:

#### Mouse

- Choose **Insert** from the menu bar and click **Page Numbers**.

- Click the **Format** button – the following dialog will appear:

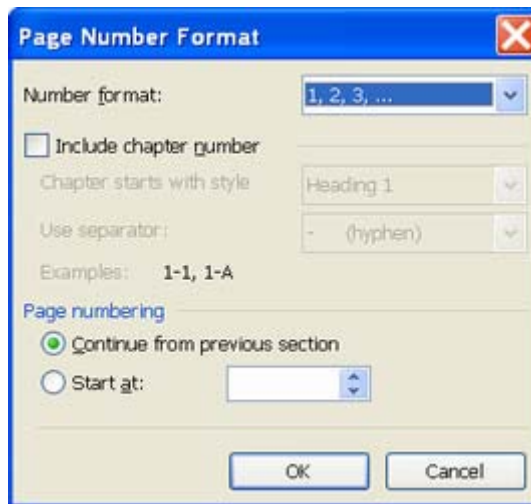


Figure 50 - Page number format dialog

- Click the drop down list arrow to the right of the **Number format** list box and choose the desired number style.
- Click **OK** to return to the Page numbers dialog.
- Click **OK** to close the Page numbers dialog and update the number format used.

## Start number

If your document is part of a report that is compiled of a number of separate files, you may need to choose at which number the page numbering should start. Word will begin at 1 unless you tell it otherwise.

### To change the start number:

#### Mouse

- Choose **Insert** from the menu bar and click **Page Numbers**.
- Click the **Format** button.
- Click the option button **Start At**. Word will display number 1 in the text box to the right.
- Click the up and down arrows in the box where the start number is displayed to increase or decrease the number at which page numbering should begin.

- Click **OK** to return to the page numbers dialog and **OK** again to update the page number settings.

## **Suppress page numbers**

Word gives you an option not to print a number on the first page of your document. This may be useful if you have included a title page at the beginning of your file where you don't want a number.

### **To suppress numbers on the first page:**

#### **Mouse**

- Choose **Insert** from the menu bar and click **Page Numbers**.
- Uncheck the box marked Show number on first page.
- Click **OK** to save the settings and close the dialog box.