



C O M M O N S D E E D

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# Page Layout in Microsoft Word XP

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Instructional Designer:  
Oran Cox

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As California's community colleges take on the challenge of effectively integrating technology into instruction and services, they do so with the goals of increased student access and improved student outcomes. The @ONE project has been funded by the California Community Colleges Chancellor's Office to build a statewide training infrastructure with an electronic learning community as an integral support and connection for faculty throughout the state. The @ONE project is a faculty driven community college consortium that is dedicated to providing resources to community college faculty and staff to support learning and students in the 21st century.

## *@ONE Mission*

The mission of @ONE is to assist California Community College faculty and staff to enhance student learning and success through expanded uses of effective technology by providing training, online resources and support.

## *About this Guide*

This booklet contains information about working with page layout features in Word XP and assumes familiarity with the Windows operating system and Microsoft Word XP.

We would like to thank De Anza College for providing us with the original documentation from their "Page Layout in Word 97/98" booklet that provided the framework for this material.

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# Overview

Word is straightforward when it comes to designing reports, memos, and other documents that can use Word's default settings. When it comes to designing more complex documents, such as newsletters, brochures, and chapter books, the program can become a bit more complex to use. This reference guide instructs on the complexities of page layout features in Word, and includes information on:

- Indentation and Tabs
- Page and Section Breaks
- Columned Documents
- Margins for Double-Sided Printing
- Sectioned Headers and Footers

## Indentation and Tabs

### *Indentation*

There are two ways to indent text in your document: using the indentation button in your Formatting Toolbar or manually setting indentation marks using the tools in your horizontal ruler. When you use the indentation button in the Formatting Palette, you will be able only to adjust entire paragraphs. Manually formatting indentation allows you to set indentation for the first line in a paragraph only, the entire paragraph, or all lines but the first in a paragraph.

#### **Indenting Using the Formatting Toolbar**

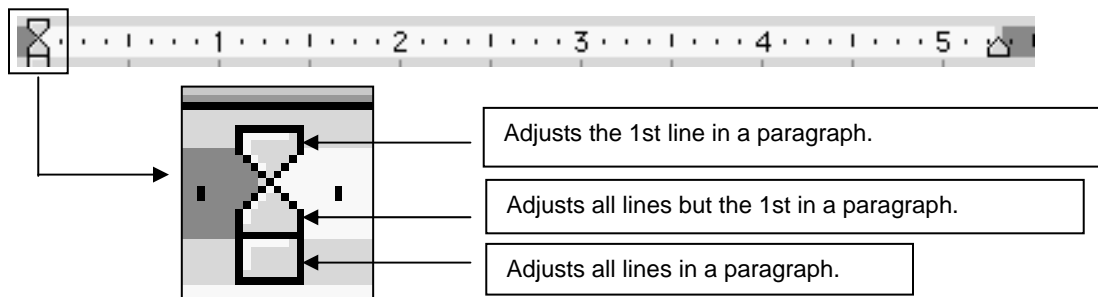
1. Highlight the text you want to indent.
2. Click on the Increase Indent button until your text is in the desired location.
3. If you go too far, use the Decrease Indent button.



Alternatively, you can indent before you start typing. You'll need to use the Decrease Indent button when you're finished with the indented portion of your text.

#### **Indenting Manually**

1. Highlight the text you want to indent.
2. Click and drag the appropriate indentation tool in your horizontal ruler and drag it to the desired location on your page.



## Tabs

There are five types of tabs in Word:

-  Left Aligned
-  Center Aligned
-  Right Aligned
-  Decimal Aligned
-  Bar Tab

### To Set and Use

1. Choose the type of tab you want by clicking on the tab box in the upper left corner of your Word window until you see your tab type.
2. Click on the position in your horizontal ruler where you want to place your tab.
3. Press the tab key on your keyboard to place your insertion point at your designated tab position.



### To Move a Tab

Click and hold down on the tab in your ruler and drag it to a new position.

### To Delete a Tab

1. Click and hold down on the tab in your horizontal ruler.
2. Drag the tab down and out of the ruler, and then release your mouse.

### When Should You Use Tabs?

In most cases, you will only want to use tabs for short, unchanging blocks of text. For instance, the following block of text was set up using tabs:

Monday	2:30-5:30	L46
Tuesday	1:30-3:30	S32
Wednesday	8:30-10:30	F3

Using tabs for something like this works fine, but if you decided you wanted to add more information, you could create a mess. For instance, if we wanted to add the date next to the day of the week, this would happen:

Monday, May 3, 1999 2:30-5:30 L46  
Tuesday, May 4, 1999 1:30-3:30 S32  
Wednesday, May 5, 1999 8:30-10:30 F3

In this example, the tab stop in the third line does not allow enough space for all the text we want to add. For this short of a text block, it would not create too much of a problem; you could simply change your tab stops. But imagine how long it would take to adjust everything if the entire page were full of information, and set up like this document.

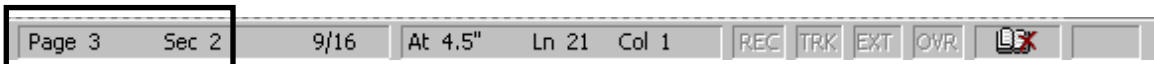
### So, what should you do?

In most cases, if you had an entire page of information like this document, the easiest and most flexible page layout option would be to place this information into a table. You can find out more information about tables from the "Tables in Word" booklet located on the @ONE web site: <http://one.evc.edu>

## Page Breaks and Section Breaks

### Review

How can you tell how many pages you have in your document and what section you are in? Look in your Status Bar at the bottom of your document window. This is important to remember when you start working with page and section breaks. The Status Bar keeps track of what page you are on and what section you are in.



### Page Breaks

Page Breaks should be used whenever you want to end one page of a document and continue typing on another page. You should never press the Return/Enter key multiple times until a new page is started unless you only have a couple of lines left at the end of the first page.

### Creating Page Breaks

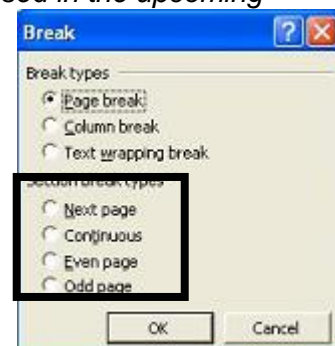
1. Go to the Insert menu and select Break. The Break dialogue box will appear.
2. Select Page Break, and then click OK. A new, blank page will be created in your document.

### Section Breaks

Sections breaks are mainly used for two reasons: to create columned text and to create chapter books. *The application of section breaks will be discussed in the upcoming sections.*

### Creating Section Breaks

1. Go to the Insert menu and select Break. Choose the type of section break you want from the Break dialogue box that appears, and then click OK.
  - *Next Page:* These breaks are used much like a page break. When you insert them, it will move your insertion point to the next page and create a new section that allows you to create different




page numbering formats, headers, and footers than other sections.

- *Continuous*: This type of break is used mainly with columned text and allows you to combine columned text and non-columned text on the same page. See the Newsletter sample on page 5.
- *Even and Odd Page*: These types of breaks are used when creating manuals intended for double-sided printing where something in your header or footer is different for odd pages and even pages (see page 10).

## Working with Columns

Creating a full-page document with columns is relatively straightforward, but there will be times when you want a portion of your page with columns and a portion without—in this case you will need to use section breaks.

### Creating and Adjusting Columns

1. Click on the Columns button in your Standard Toolbar and drag to select the number of columns you want OR go to Format→Columns, select the number of columns you want from the Columns dialogue box that appears, and then click OK. 
2. To adjust column width, use the column markers in your horizontal ruler.



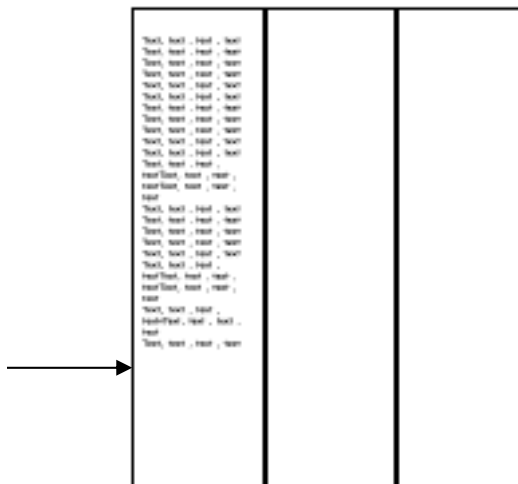
Click, hold down, and drag here to adjust column width.

### Column Breaks

If you want to stop typing in one column and continue in the next column, you will need to insert a column break.

Go to the Insert menu and select Break. Select Column Break in the Break dialogue box that appears, and then click OK. Your insertion point will be moved to the top of the next column on your page.

Inserting a column break here will move your insertion point to the next column.



## Ending Columns on Your Page

If you want only columns on a portion of your page, you will need Continuous Section Breaks to end the area of your page with columns.

1. Place your insertion point below the end of your text in the last column on your page.
2. Go to the Insert menu and select Break.
3. Select Continuous in the Break dialogue box that appears, then click OK.
4. Click on the Columns button in your Standard Toolbar and select a single column OR go to Format→Columns, select one column in the Columns dialogue box that appears, and then click OK.



To get this effect:

- Type text normally.
- Enter a continuous section break.
- Specify number of columns and type in your columned text.

- Enter a continuous section break.
- Specify a single column and type text normally.

## Formatting Columns

You can insert columns in your document and format them using the Columns dialogue box.

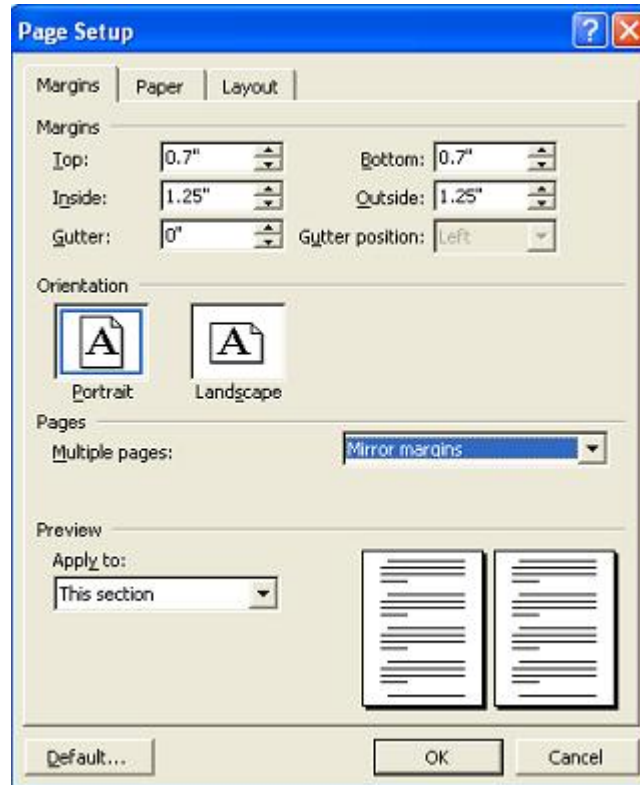
1. Go to the Format menu and select Columns. The Columns dialogue box will open.
2. Use the options in this box to format your columns.

# Creating Margins for Double-Sided Printing

If you're creating a newsletter or booklet for double-sided printing and intend to have different inside and outside margins (common if you're planning to fold or staple the booklet down the side), you will need to use the mirror margins option in Word.

## Creating Mirror Margins

1. Go to the File menu and select Page Setup.



2. In the Page Setup dialog box that appears, click on the Margins tab.
3. In the Pages section, click on the arrow next to "Multiple pages", and select Mirror Margins. Notice that Left and Right margins change to inside and outside.
4. Specify your margin in the Margins section, and then click OK.

This feature is very useful when dealing with a long document. For instance, if you were creating a document that had a cover page, you might want different margins on the cover page than for the rest of your document. The only way to accomplish this is to create a Next Page Section Break (see page 3) after the cover page and apply different margin settings to each section using the dialog box above.

## Sectioned Headers and Footers


When you start creating and working with larger documents in Word, you may need to use sections in order to format your Headers and Footers. By default, when you create a header or footer, that text is repeated on every page in your document. You must use section breaks to have one type of numbering for the front-matter in your document (preface, table of contents, etc) and another numbering set for the rest of your document.

### *Headers and Footers: The Basics*

#### **Opening, Closing and Switching Between Headers and Footers**

- *To Open:* Go to View→Header and Footer. The Header and Footer Toolbar will appear and the Header box will be visible at the top of your page.

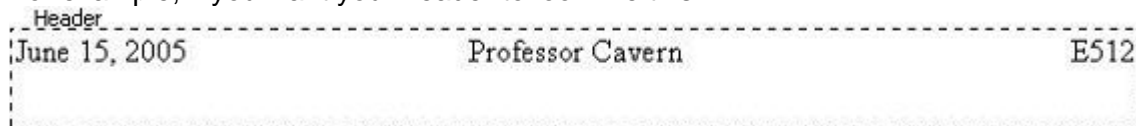


- *To Close:* Click the Close button on the far right of the Headers and Footers Toolbar.
- *To Switch Between Header and Footer:* Once the toolbar is open, click the  “Switch Between” button.

#### **Adding Text**




You add text to your header and footer much like you do in other parts of your Word document. Word has already formatted a left, right, and center aligned tabs in your header and footer area.

For example, if you want your header to look like this



you would type the date, press tab, type your name, press tab, type your office number.


#### **Adding Page Numbers, Date and Time**

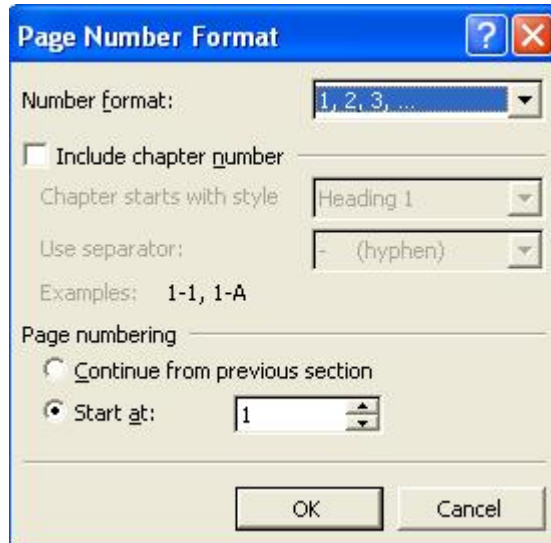
- To add page numbers, click the Insert Page Number button. 
- To add the date, click the Insert Date button. 
- To add the time, click the Insert Time button. 

*Note:* The Insert Date and Time buttons insert fields into your header or footer that adjust to the current date and time every time you open a document. If you want the date to be stagnant you must manually type it.

### Starting at a Different Number

If you want to start your page numbering at a number other than 1, you will have to format your page numbers.

1. In the Header and Footer Toolbar, click the Format Page Numbers  button. A dialogue box will appear.
2. In the “Start at” area, type the number at which you would like your page numbering to begin, then click OK.





## Examples and Exercises



### *Using Section Breaks to Format Headers and Footers*

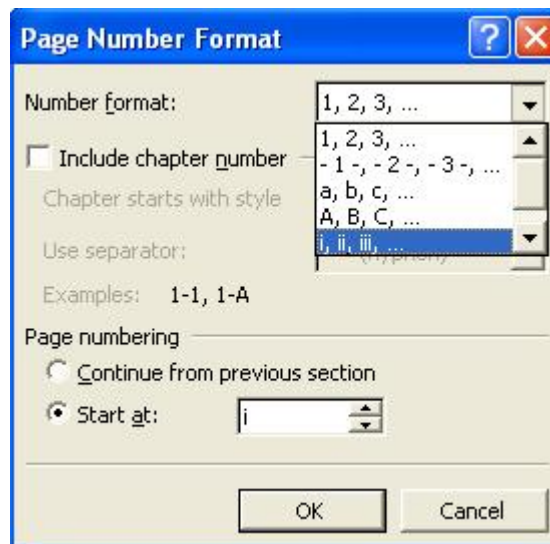
Once you have created section breaks in your document, you have more freedom when formatting headers and footers. For instructions on creating section breaks, see page 3.

#### **Try It!**

You have a booklet that contains a cover page and a preface. You want no number on the cover page, Roman Numerals in the footer of the preface and then regular page numbers for the rest of the document.

You would:

1. Create two Next Page Section Breaks: One after the cover page, and one after the preface. This will leave you with three sections.
2. Go to section 2 (the preface) and open the headers and footers toolbar. In the footer area, create your Roman Numeral page numbers:
  - Click the Same as Previous button so this feature is turned off (allows the footer to be different from the one in the previous section). 
  - Click on the Add Page Number button and a number will appear in your footer.
  - Click the Format Page Number button. In the dialogue box that appears, choose the Roman Numeral format option. In the Start At area, click the button and make sure it's set to "i" or "I". Then click OK. 



3. Go to Section 3 and open the Header and Footer Toolbar if necessary. In the footer of Section 3 a number will already be visible. You want to create regular page numbers in this section starting at #1:
  - Click the Same as Previous button so this feature is turned off.
  - Click the Format Page Number button. In the dialogue box that appears, set the number format back to normal. In the Start At area, click the button and make sure the starting number is 1. Then click OK.

## *Odd and Even Section Breaks and Page Numbers*

You have a long document you want set up for double-sided printing with page numbers on the outside of each page. Assuming page 1 starts on the right side of your booklet, you will need page number aligned to the right on your odd pages and to the left on your even pages so that, when printed back-to-back, the page numbers will always be on the outside margin of your booklet.

You would:

1. Set up your inside and outside margins (page 6).
2. Go to Page 1 in your document.
3. Go to Insert→Page Numbers. Choose whether you want the number in your header (top of page) or footer (bottom of page). Make sure that the alignment for the page number is set to Outside.
4. Click OK.
5. Open your Header and Footer toolbar and add any other information you would like to the Header/Footer.
6. When you go from page to page, you can use page breaks or next-page section breaks and Word will automatically keep track of whether you're on an odd page or even page. However, if you want to skip a page, you will have to use the odd and even section breaks.

For instance, if you want to add a map that you only have in hard-copy format to your document between pages 1 and 3, you would insert an odd page section break in your document after page one, which would allow you to skip page 2 in your document (where your map will go) and go directly to page 3.



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