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Formatting Paragraphs in *Word 2007*®

This document describes how to format a document using indents and tabs, paragraph alignment and line spacing.

What is formatting?

Changing the style of text, sizes and paragraphs gives a document a more individual look. This process is called **Formatting**.

Formatting a document involves one or all of the following:

- Changing the appearance of text – character formatting
- Changing the layout of the document – document formatting
- Positioning the text on the page – paragraph formatting

Typing and formatting are separate tasks. Before formatting a document you should have:

- Finished typing
- Checked your document for spelling
- Read through your work to check that it makes sense

Tip: Saving your work before formatting allows you to experiment with different layouts, typefaces and sizes. You can easily remove changes you do not like using the **Undo** button from the Quick Access toolbar in the top-left corner. 

Click the button once to undo the last change. To undo several changes at once, click the arrow to the right of the Undo button and select the changes you wish to remove.

Arranging the workspace

Print Layout view is the best view to use when you format a document.

From the **View** tab, choose **Print Layout**.



Paragraph formatting

Paragraph formatting changes the position and appearance of paragraphs of text.

You can make changes to alignment, indent paragraphs, or adjust line spacing.

Indenting

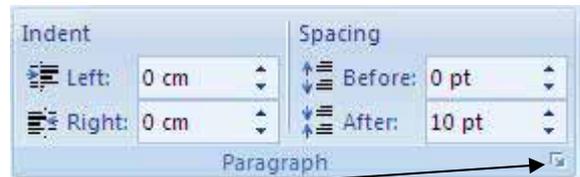
To indent and line up lists of text such as qualifications on a CV press the **Tab** key on the keyboard. Do not use the **Space bar** as this will not line up the text correctly.

Changing tab sizes

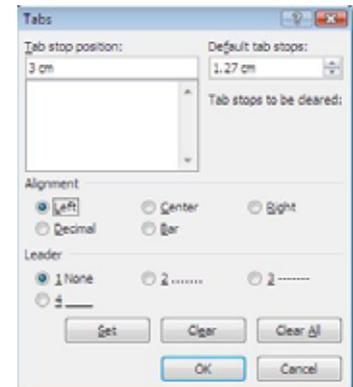
Changing the Tab stop allows you to specify the indent size inserted by a Tab.

- Highlight the paragraphs you want the new stop to apply to. (If the new stop is to be applied to the whole document, click **Select; Select All** from the Editing group.)

- Click the **Page Layout** tab
- Open the Paragraph dialog box by clicking the arrow button to the right of the **Paragraph group**



- Click the **Tabs** button
- In *Tab Stop Position*, type the position of the new tab stop, e.g. 3cms.
- Click **Set**.
- Click **OK**.



The new tab stop will be applied the next time you press the **Tab** key

Removing a tab stop

- Highlight the text uses a stop that you want to remove.
- Click the **Page Layout** tab
- Open the Paragraph dialog box by clicking the arrow button to the right of the **Paragraph group**
- Click the **Tabs** button
- Select the Tab size you want to delete, and click **Clear**.

- Click **OK**.

Indenting paragraphs from both sides

Pressing **Tab** only indents paragraphs from the left: indenting from the left and right, useful for indenting quotes, calls for a different approach.

- Highlight the paragraphs you want to indent.
- Open the Paragraph dialog box by clicking the button to the right of the **Paragraph group**
- Select the **Indents and Spacing** tab.
- In the Indentation area, type in a value for the left and right indents, eg. 2 cms.
- Click **OK**.



Paragraph alignment

There are four types of alignment: left; centralised; right; justified. The options for changing the alignment of paragraphs are contained in the **Paragraph group** at the top of the screen. Select the paragraphs you want to align and click the appropriate button.

Align left

This is the standard alignment; this document is set to align left. The left edge of the text is flush with the margin, the right side is ragged.

Align right

The left edge of the paragraph is ragged; the right is flush with the margin. Use align right for dates, addresses and page numbers.

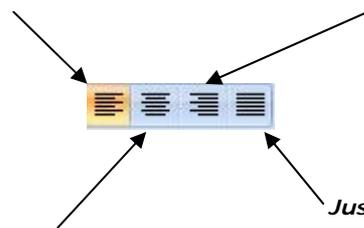
Center

Use the Central alignment option to place text or headings in the middle of a line; never attempt to do this using the space bar.

Justify

Word varies the amount of space between words to make both edges of the paragraph align with the margins.

Note: the fewer words per line the larger the word spacing which creates large white spaces that makes a document look untidy.



Line spacing

Adjusting line spacing changes the amount of space between lines of text. Line spacing can be single, 1.5, double, multiple or you can choose your own size.

Adjusting line spacing

- Select the text that you want to adjust the line spacing on. If you want to change the whole document, choose **Select** then **Select All** from the **Editing** group
- Click the arrow button to the right of the **Paragraph** group to open the **Paragraph** dialog box
- Select the **Indents and Spacing** tab
- Click on the down arrow below line spacing. Select a new size
- Click **OK**.

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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