

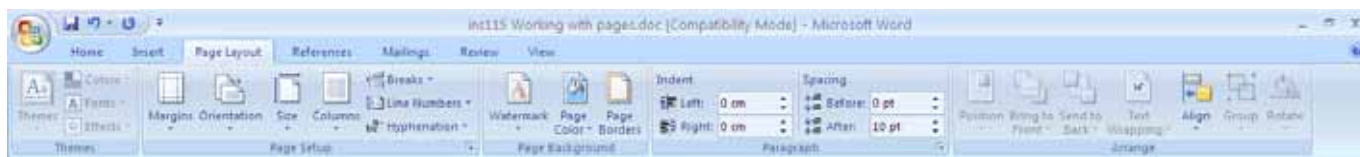
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Working with pages in *Word*® 2007

This document describes how to select different page sizes and layouts and how these can be viewed in *Word*® 2007

Page sizes and layouts

From the **Page Layout tab** various options can be selected.



- The **Margins button** allow you to change how much space *Word*® leaves for margins on each page. It has predefined ones but custom options can also be done from this menu.
- **Orientation** will allow you to select landscape or portrait.
- **Size** is the paper style you are printing to. By default this is A4, but more options are available for letters, envelopes or other A sizes. Again custom sizes can be selected from this menu.
- **Columns** allow you to split a page by the amount you select from this tab.
- The **Breaks button** has a number of options. The main option on here is to insert a break. This will give you a new page when you select it. Other options are section breaks which is explained on the menu.
- **Line numbers** will add a number to each page. This can be continuous or can reset when you select it.
- **Hyphenation** will break a word when you get to the end of a line. This is normally seen in magazines and papers.
- **Watermarks** can be added to your document. *Word*® has some predefined ones or use custom to insert a picture as your watermark. You can also adjust the transparency of this.
- **Page color** will change the default (white) page colour. **Page borders** can add a line edge around your work. Various styles are available from this menu.
- **Indent** and **Spacing** adjusts the distance from left/right and distance between the lines.
- The **arrange box** will be available when a picture, graph or other object is inserted into your document. This allows you to layer graphics using **Bring to** and **Send to**. Positioning, alignment and rotation is also done from this menu.

Viewing your work.

From the **view tab** you can select the views detailed below.



- **Print layout is the default** and lets you view your document as it will appear on a printed page.
- **Full Screen Reading** will display your document as a two page spread on the screen. You can then navigate through using the buttons at the top. To return to your document click close on the right hand side.
- **Web Layout** shows a full screen page with your document on, as it would be on a webpage.
- **Outline** shows key points in your document and allows you to expand or restrict the information that's shown.
- **Draft** allows you to quickly edit your document by displaying it full screen.

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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