

UNIVERSITY OF WISCONSIN OSHKOSH

Word 2007

Controlling Page Appearance

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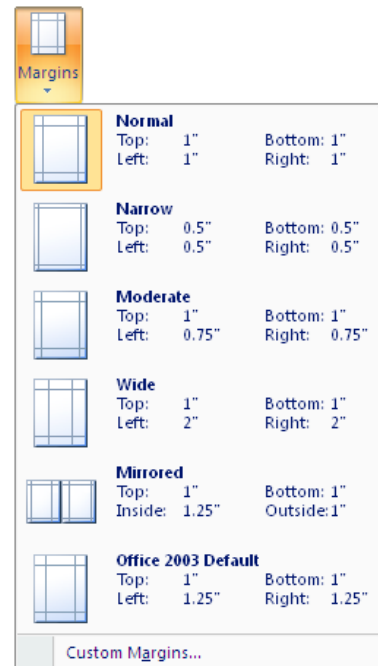
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Page Margins

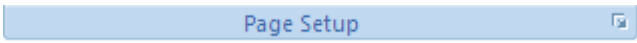
The margin is the area of white space along the top, bottom, left and right of your document. It is measured in inches and is the distance from the edge of the paper to the text area. To change the margin size...

1. Activate the Page Layout Ribbon
2. Click the “Margins” button.
3. Select one of the margin combinations provided or click Custom Margins to choose your own.

NOTE: The gutter margin is a custom margin; it adds extra space to the side or top margin of a document you plan to bind. A gutter margin ensures that text isn't obscured by the binding.





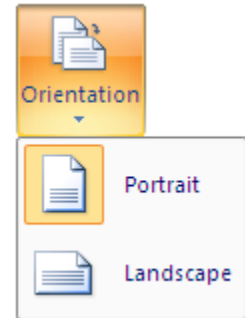
Center Text between Top and Bottom Margins

1. Activate the Page Layout Ribbon
2. Click the Page Setup dialog box Launcher 
3. Click the Layout tab.
4. Under the section labeled “Page,” look at the Vertical Alignment box. Choose one of the options in the dropdown by pressing the arrow and clicking your choice.
 - a. **Top:** positions text along the top of the page.
 - b. **Center:** positions text in the center of the page, providing equal amounts of white space above and below the text.
 - c. **Justified:** adds equal amounts of white space between each paragraph, so the text appears to fill the page.
 - d. **Bottom:** aligns text along the bottom of the page.

Set Page Orientation

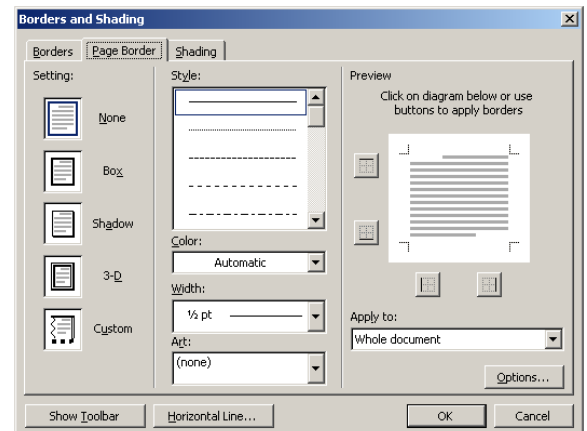
The page orientation of a document is the way the text is printed on the paper. Some documents such as a memo or fax need to be printed so that the page is tall and skinny which is called portrait. Other documents such as a certificates or wide spreadsheets need to be on the paper in the short, fat direction which is called landscape. Word has the default set as portrait.

1. Activate the Page Layout Ribbon
2. Click the Orientation button
3. Select one of the options provided.
 - a. Portrait: tall and skinny 
 - b. Landscape: short and fat 



Apply a Page Border

1. Activate the Page Layout Ribbon
2. Click the Page Borders button, the Borders and Shading dialog box will appear.
3. Click the Page Border Tab
4. Select the Setting, Style, Color and Width needed by clicking on the appropriate selection.
5. Use the Preview Section to see what the border will look like.
6. Click OK.



Note: Word also has premade borders available in the box labeled “Art.” These can also be modified to your liking.

Apply a Page Background Color

1. Activate the Page Layout Ribbon
2. Click the Page Color button.
3. Click the desired background color.

Note: background colors only appear in electronic versions of the document; they will not appear in print copies.

Apply a Watermark to a document

1. Activate the Page Layout Ribbon
2. Click the Watermark Button
3. Select one of the watermarks provided or click Custom Watermark to make your own.
4. To remove a watermark, click the watermark button and select, "Remove Watermark."

Create Headers and Footers

Headers and Footers are blank areas in the top and bottom margins of a document. They usually hold text or pictures that need to appear on every page. Common header and footer information includes titles, dates, and page numbers.

1. Activate the Insert Ribbon
2. Click the Header or Footer button.
3. Select one of the header/footer designs provided.
4. The Header section will now be visible and your insertion point will be located inside it.
5. Enter the necessary information into the spaces provided in the header or footer.
6. Click the "Close Header and Footer" button on the far right side of the Header and Footer ribbon.
7. You can verify that the information you entered is visible by using the print preview function.

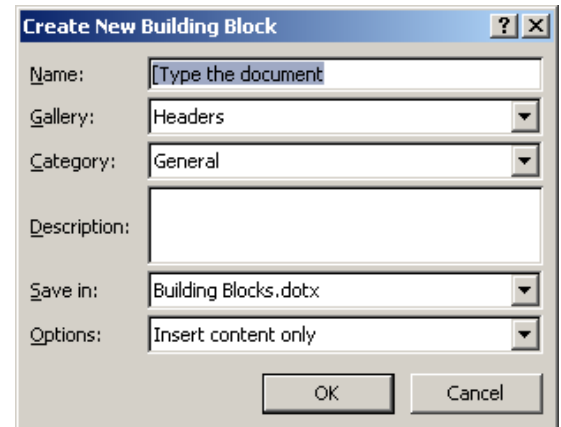
Modify Headers and Footers

1. Double-click the existing Header or Footer
2. Make the desired changes to the text.
3. Use ribbons to format graphic objects, add clipart, or modify text.
4. Click "Close" on the Header and Footer Toolbar.

Saving Headers and Footers

Word 2007 allows the user to save headers and footers that can then be applied to other documents.

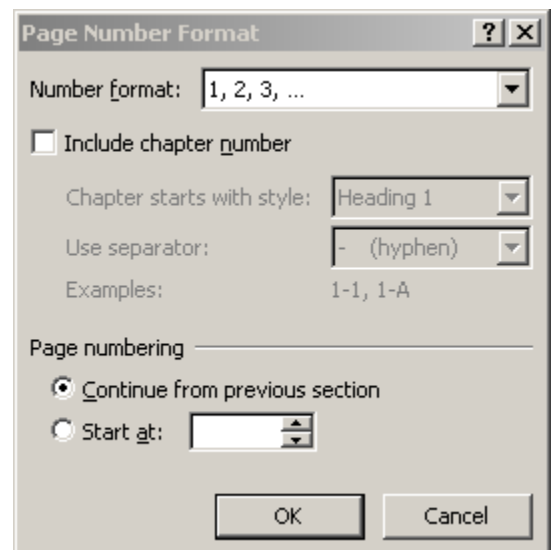
1. Use the above instructions to create and modify a header/footer until desired results are achieved.
2. Select all text and graphic objects in the header or footer.
3. Activate the Insert Ribbon
4. Click the Header button.
5. Select "Save Selection to Header Gallery"
6. The Create New Building Block dialog box will appear. Enter necessary information
 - a. **Name:** Type an identifying name for the header or footer
 - b. **Gallery:** Use the dropdown to select the type of gallery the item should be stored. For example, if a header is being saved, select header.
 - c. **Category:** Use the dropdown to select "General"
 - d. **Description:** type a description for the piece of text.
 - e. **Save in:** Use the dropdown to select "Building Blocks.dotx"
 - f. **Options:** Use the dropdown to select "Insert content only"
7. Click OK
8. Your header will now be saved in the Header Gallery. To insert the header into another document, simply click the Header button, drag down to the bottom of the gallery, and click the new header.



Change Page Number Formats

Page Numbers are one of the most commonly used entries in a header or footer. By default Word 2007 uses the numbers "1, 2, 3" for page numbers. This number format can be changed to suit the users' needs.

1. Activate the Insert Ribbon
2. Click the Page Number Button.



3. Select "Format Page Numbers."
4. Click the desired number format.
5. Click OK

Themes

Themes are similar to styles in a lot of ways, they share the goal of unifying a document into a concise set of formats, but there is one major difference. While styles focus on pieces and portions of text, themes are meant to control an entire document. When a theme is used, it affects not only text, but tables, graphic objects, text boxes and cover pages.

Changing Themes in a Document

1. By default the "Office" theme is applied to all new documents.
2. Add text to the document. Whenever appropriate use the styles provided on the Home ribbon. (Heading 1, Heading 2, Title etc.)
3. Add any text boxes, or graphics that are needed
4. Activate the Page Layout Ribbon
5. Click the Themes button in the upper left corner.
6. Mouse over each theme to see how that particular theme will look on your document.
7. Click the Theme that you prefer.
8. The new theme will be applied to your current text

Modifying components of a theme

If you like the font of a theme but not the color, text can easily be modified.


1. Activate the Page Layout Ribbon
2. Click the button that corresponds to the formatting aspect you would like to change from the Themes group.
Note: The effects button will let you control how the shapes in charts, SmartArt, and pictures appear.
3. Select the theme that contains the color, font, or effect you want.
4. Use traditional methods for changing colors within the themes coordinated colors.
5. Note: In Word 2007, the font dropdown (located on the home ribbon) contains two sections, one holds fonts that coordinate with the theme, the other section contains all fonts.


Insert a Page Break

When there is too much text to fit on a single page, Word will automatically move you to a new page of a document. This type of page break is called a soft page break, it is dependent on how much text you have, how you have your margins set, etc. Occasionally you might want to force text onto a new page. Take for example the chapters in a book, the text from the first chapter ends and Chapter 2 is started on

a new page, in this instance you would want to insert a page break yourself. This type of break is called a “hard page break.” It is there until you remove it.


1. Place the insertion point where you would like the new page to begin.
2. Activate the Insert Ribbon
3. Click Break
4. Click the Page Break button.

NOTE: Hard page brakes are non-printing characters. You will not be able to see the break unless you turn on the show/hide button  which is on your Home Tab. When you do, a page break will look like this on your page.

.....Page Break.....


Delete a Manual Page Break

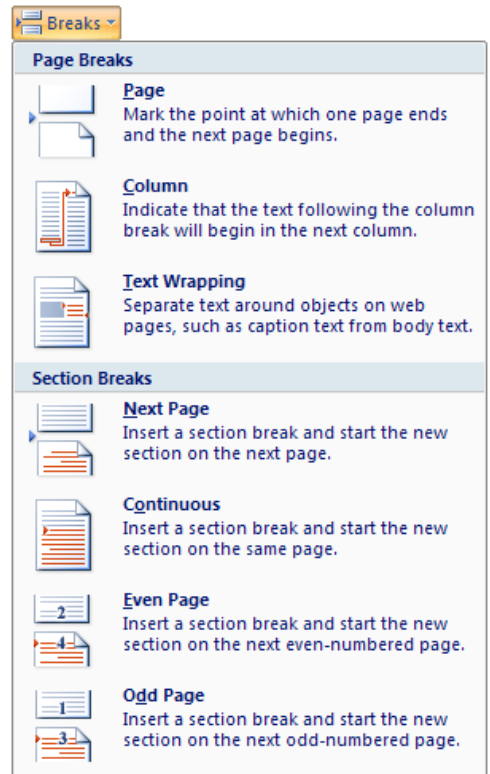
When a document is revised, some page breaks may need to be deleted.

1. Make sure you can see the Page Breaks by turning on the Show/Hide Feature 
2. Place the insertion point at the beginning of the line the page break is on.
3. Press Delete

Insert section breaks

Section Breaks are used when different page layout options need to be used for different areas in the same document. For example, perhaps some pages of a document need to print in landscape orientation, others need to print in portrait. A section break would be inserted between the landscape section and the portrait section, dividing one area from the other, so that different formatting can be done to the different areas.

1. Turn on the show/hide feature.  This will allow you to see exactly where your section break will be.



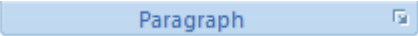
2. Place the insertion point where you would like the Section break to be located (between the two sections)
3. Activate the Page Layout Ribbon
4. Click the Breaks button.
5. The break gallery will appear. There are Four types of Section Breaks
 - a. **Next page** – Begins section two on a new page
 - b. **Continuous** – Remains on the current page
 - c. **Even page** – Start on an Even Numbered (left-hand) page.
 - d. **Odd Page** – Start on an odd-numbered (right hand) page.
6. Click the type of break that should be inserted into the document.
7. Your section break will now be in the document. It will look like this.

.....Section Break (Continuous).....

8. Turn off show/hide feature.

Control Paragraph Flow

When writing long documents with several paragraphs, problems may occur with the way paragraphs are spaced. For example one line of a paragraph may run onto the second page of the document. This problem and others can be controlled by formatting paragraphs.

1. Activate the Home Ribbon
2. Use the Paragraph Dialog box launcher 
3. Click “Line and Page breaks” tab
4. There are four options to help you control pagination problems.
 - a. **Widow/Orphan Control:** Prevents widows (a single line at the top of a page) and orphans (a single line at the bottom of a page.) Widow/Orphan control is on by default
 - b. **Keep Lines Together:** Prevents selected lines from splitting across a break
 - c. **Keep with Next:** Ensures that the current paragraph will always appear on the same page as the paragraph that follows it. Useful for a heading or title paragraph that leads into a paragraph of text.

- d. **Page Break Before:** Ensures that the paragraph will always be first on a page.
- 5. Click the box next to the feature you would like to use.
- 6. Click OK.