

How to... Set page layout options in Word 2010

Overview

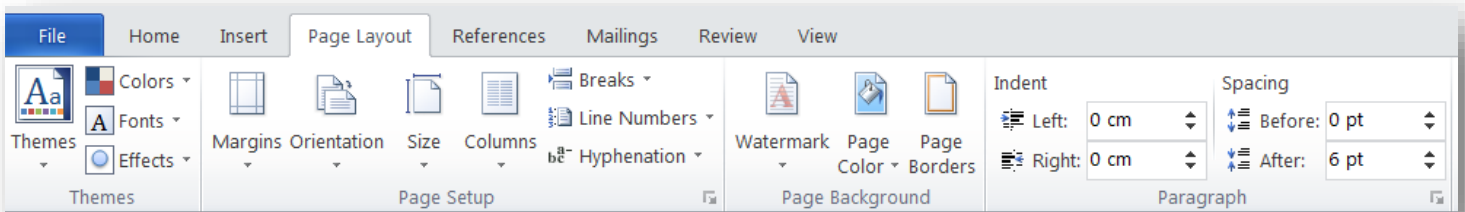
There are three parts to the formatting process: **character** formatting, **paragraph** formatting and **Page Layout**. In this guide, we deal with Page Layout settings. There are other guides which cover Character (text) formatting and Paragraph formatting– and of course the settings you make in text and paragraph formatting will affect the look of your document too, so use this guide in conjunction with those.

In this guide, we cover:

- Margins
- Page orientation
- Page sizing
- Columns
- Page breaks
- Watermarks
- Page borders
- Line numbering

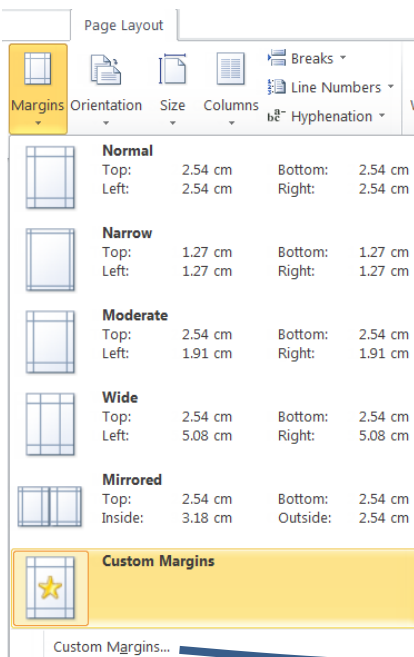
A dedicated tab on the Ribbon

There's a tab on the ribbon which is actually labelled "Page Layout", so perhaps that's the place to start!

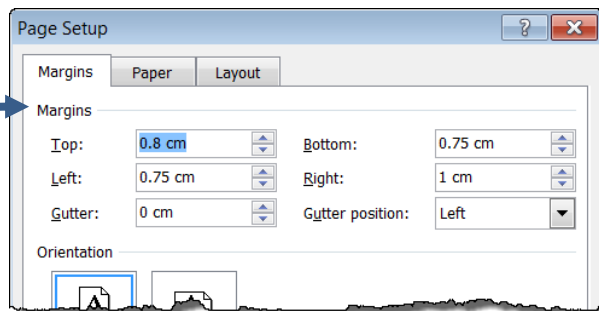


The first section – "Themes" – is one that we'll ignore. The settings here affect things such as the choice of colours and fonts that Word uses for its headings and body text, and in the main, you'll want to stick with the standard choices. It's perhaps worth mentioning, however, that if some of these options are disabled (greyed out) it's probably because you're in a Word document that's been saved in the old .doc format, rather than the new .docx format.

The **Page Setup** section contains the majority of the items that you'll want to use most of the time.



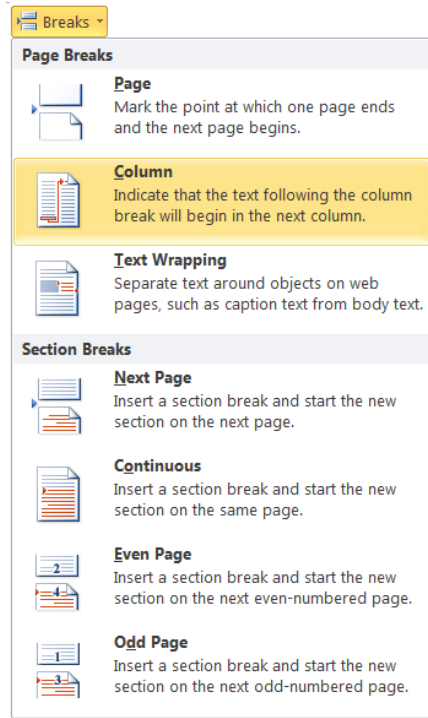
The Margins button allows you to pick from a pre-defined list of margin options – narrow, wide and so on – plus a "Custom Margins" choice. At the bottom of the list is an option labelled "Custom Margins..." which will take you to the Page Layout dialog box. In here, you can specify margins to suit your needs (often this is used for setting margins to work on your headed paper). Once you've set your own custom margins in this way once, you'll find that Word remembers your settings and lists them as the last option when you click on the Margins button.



The **Orientation** button allows you to select whether you'd like the document to be in Portrait or Landscape mode.

The **Size** button is used for changing the document size from A4 to A3 or various other sizes.

The **Columns** button allows you to specify that the selected text should be divided into “Newspaper columns”, which is often used when creating newsletters and handouts. Note that as with the Margins options, there’s an option to customise the settings further by clicking on “More columns”. This will open a dialog box, allowing access to settings such as having a line between columns.



Page breaks and section breaks

The Breaks button allows you to insert various kinds of break into your document:

Page: This inserts a page break, so that the next text in the document will appear on the immediately following page.

Column: This will end the current column and put the following text into the next column. If used in text which is not currently divided into columns, it will act as a page break.

Text Wrapping: If text is currently being wrapped around an object, this will move the text following the break to a position immediately after the object.

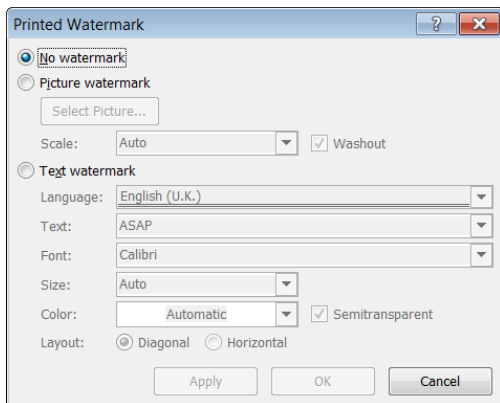
Next page: This will insert a page break, and also a section break

Continuous: This will insert a section break, without affecting the flow of text

Note: For more information on sections, see the separate guide “Using Sections in Microsoft Word 2010”

Even Page and Odd Page: Both of these will insert a section break and a page break. However, the text immediately following the break will appear on the next odd or even page respectively. This can result in a blank page, for example if an Odd Page break is inserted on page 5, the next text will appear on page 7, leaving page 6 blank. (This is most commonly used in books, where each chapter usually starts on a facing – odd – page).

Other less-commonly-used tools



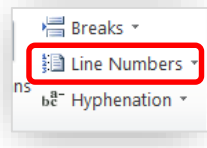
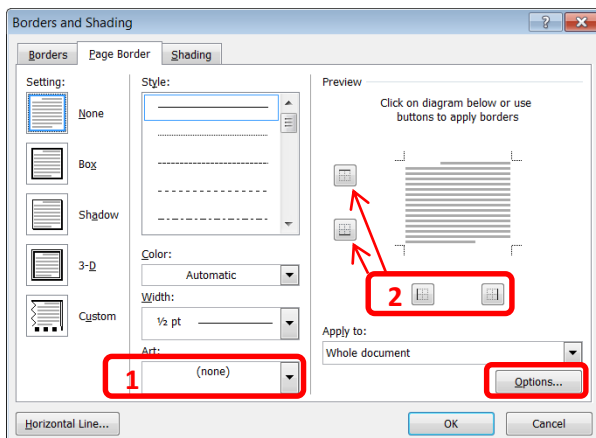
The **Watermark** button allows you to insert either text or an image into the background of a document, behind the text. This is most commonly used to add the word “Draft” or “Internal use only” or “Confidential” to documents, but it can also be used to add logos and other images behind the main document text.

Note that in order to insert images or to use text other than one of the options presented when you click the Watermark button, you should click Custom Watermark, and use the dialog box.

Also be aware that many modern screens are too bright for the watermark to be easily visible, but the watermark will appear when the document is printed.

Page borders are sometimes used in newsletters, invitations and other similar documents, and Word provides all the tools you could ever need in this area. Simply click on the Page Borders button and choose from the various options available.

Less obvious settings include the ability to have a graphical border rather than simple lines (see number 1 in the image to the left), the ability to turn off the border on one or more sides (number 2 to left) and the ability to change the gap between the border and the text on the page, which can be achieved by using the Options button in this dialog box.



on Page Numbers can be particularly useful if you are producing a document to be annotated – it’s helpful to be able to refer to making changes on specific line numbers, rather than saying “in the third paragraph of the second page”.