



# Word Processing 5N1358

## 4. Page Setup Features

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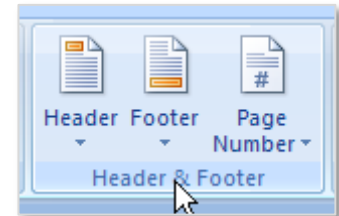
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## 1. HEADERS AND FOOTERS

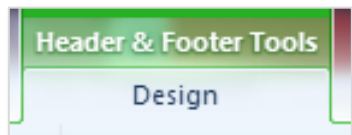
### Headers, Footers, Switch from Header and Footer

The **header and footer** of a page are the areas in the top, bottom and side margins of each page which are repeated in the document. They usually contain information such as the date, the name of the author/business, the name of the document, the page number or the company logo. This is an area of your document which is not available for normal editing. To add information into the header or footer go to the **Insert** to the **Header & Footer** group and select the command button required.

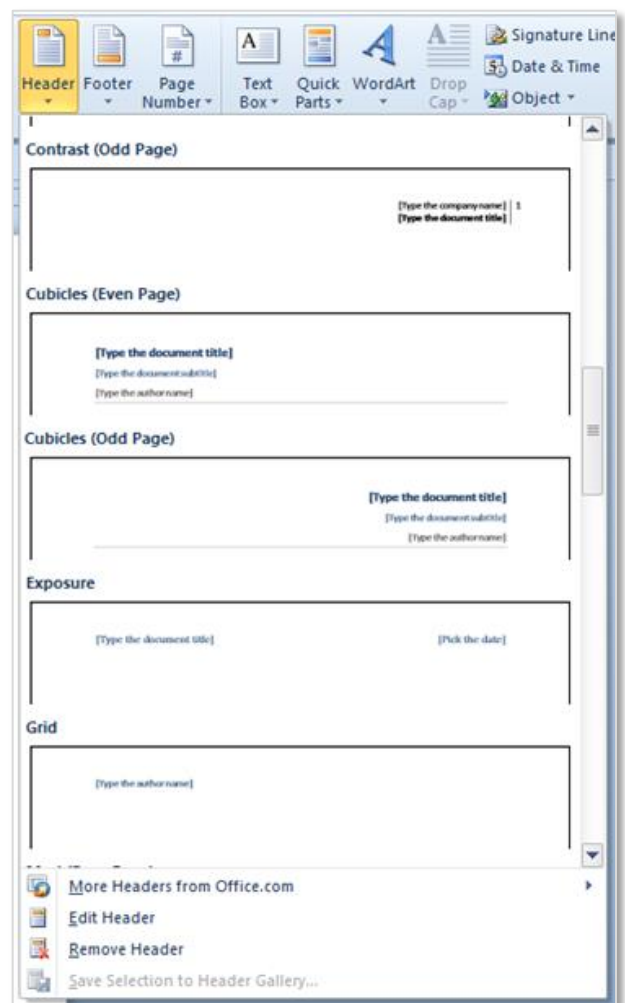
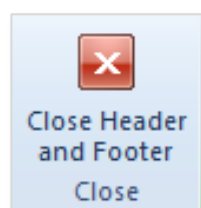


This will display the drop down menu of pre-defined headers or footers. Select the style that is most appropriate for the document being created (use the scroll on the right to view all options). All of the style options can be edited later.

When editing a header or footer an additional **Header & Footer Tools** toolbar becomes available automatically, take time to review all the groups and command buttons available on this menu.



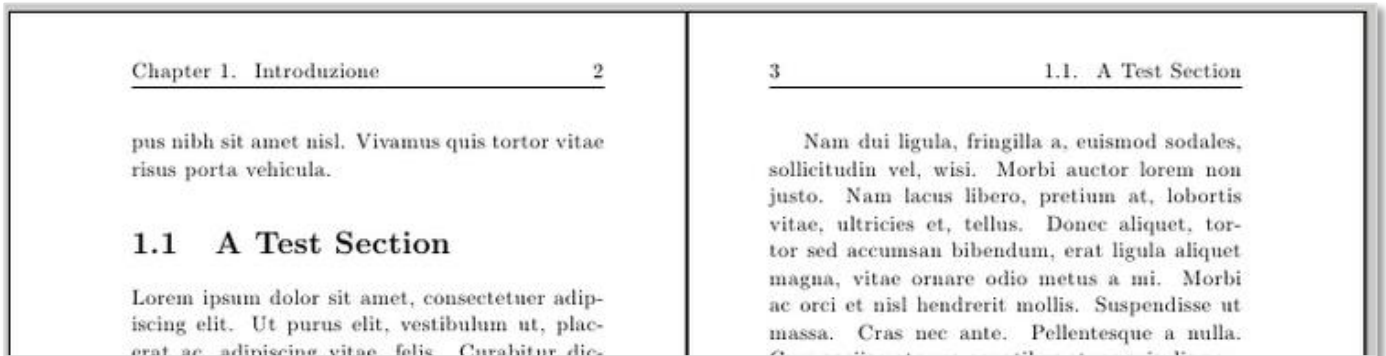
To exit the header or footer toolbar click on the **Close Header and Footer** command button (alternatively double click on the main body of the document).



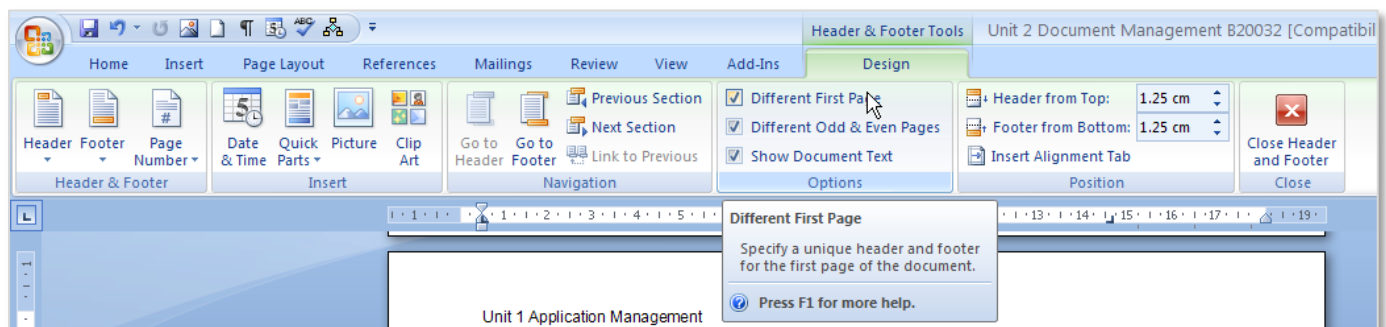
NOTE: As an alternative to going to the **Insert** menu a header or footer can be accessed by double clicking on it.

An example of both a header and footer is available in this document. The header shows the learning outcome this chapter covers. The footer contains the page number and the name of the college.

Is important to note headers and footers are repeated on every page; however odd pages and even pages can have different sets of headers and footers as is usually evident in books. In addition the first page of a document can have no header or footer.



As mentioned, when working in a header or footer the **Header & Footer Tools** toolbar becomes available. This toolbar contains all the relevant tools are made available for any header or footer requirements take time to become familiar with these tools. In particular review the **Options** group and the **Insert** group.



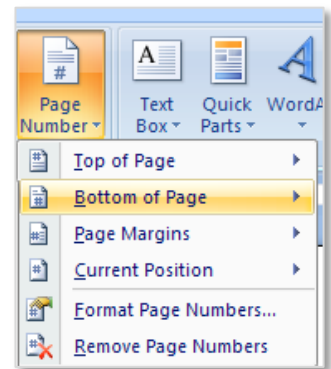
NOTES: Headers and Footers are a very good way of making documents look professional and keeping the document organised with the use of page numbers. For assignments consider adding the name of the assignment, the name of your tutor and the page number.

Write a note here on how to switch from header to footer.

## 2. PAGE NUMBERING

### Inserting Page Numbers

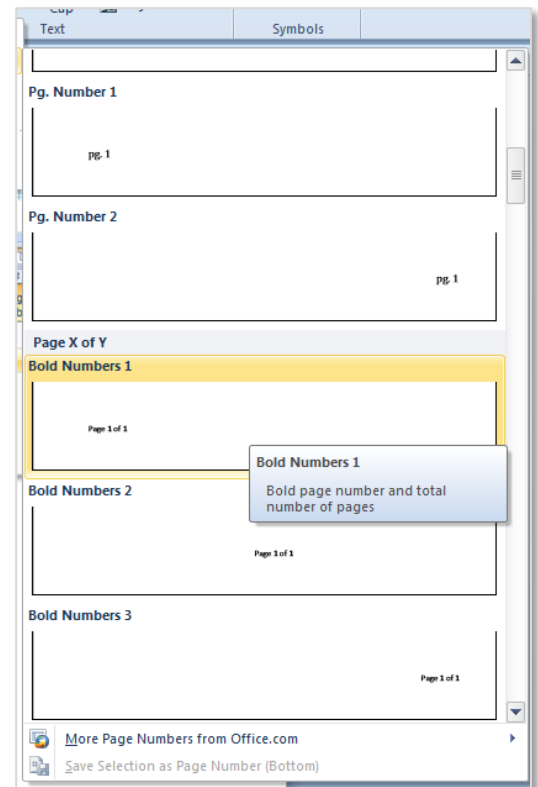
Inserting a page number into a document allows the reader of the document to navigate the document more efficiently. These are not entered by hand! Page numbers can be automatically entered by going to the **Insert** tab to the **Header & Footer** group and choosing the **Page Number** drop down menu. From this menu the position of the page number in the document is first decided - **Top of Page**, **Bottom of Page** or **Page Margins**.



Each of these options provide a menu of predesigned page numbers, scroll down the list and choose the most appropriate style for the document.

These predesigned footers containing page numbers will overwrite any footer that may have already been created.

The **Current Position** option in the **Page Number** drop down menu allows the page number to be positioned where the cursor is currently placed. This can be useful when designing your own footer.



### Aligning Page Numbers

Predesigned footers are usually created by using *tabs* or in *tables* and this should be remembered when formatting them. To move the position of a page number in a footer use the tab button or the left, centre and right command buttons (depending on the formatting used in the design of the footer).

Tab Button



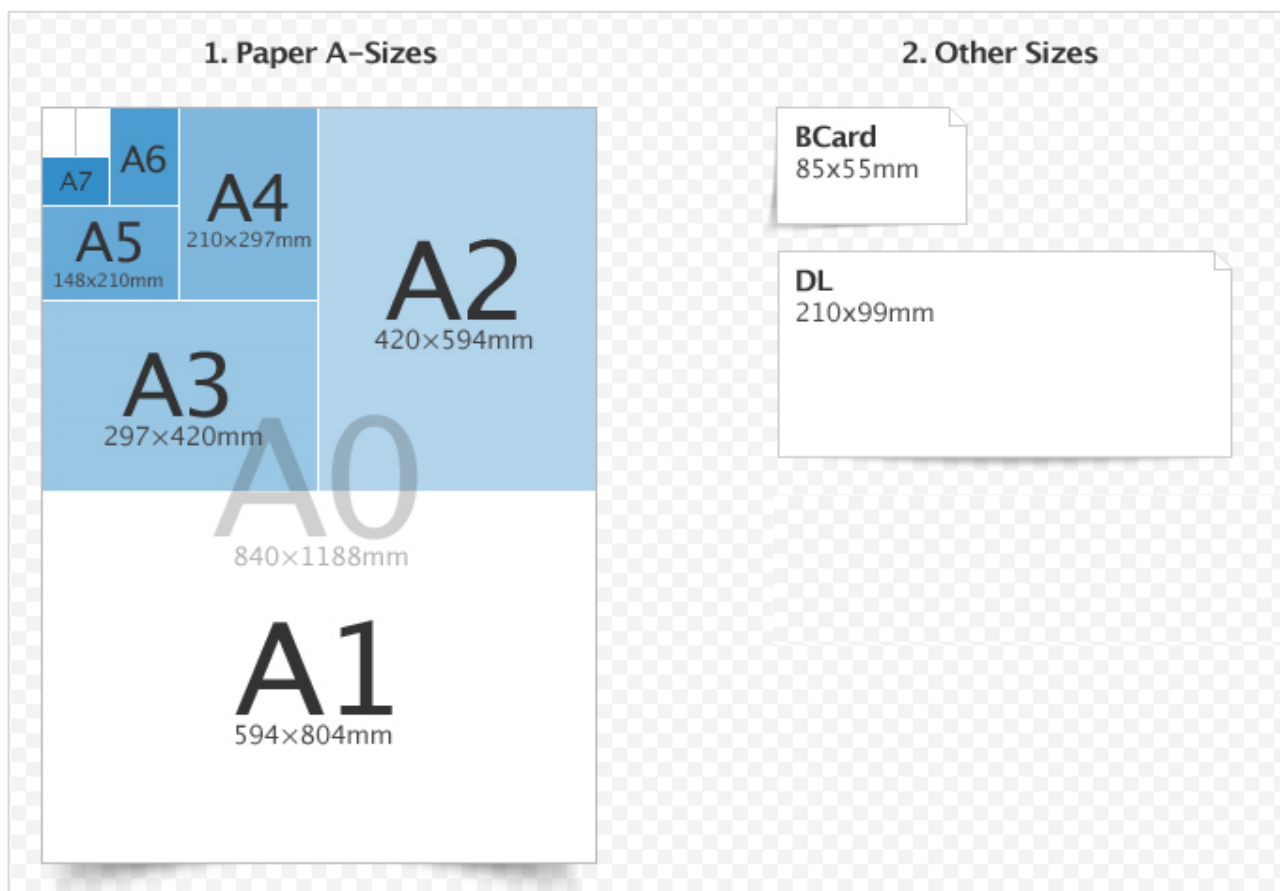
Left, Centre and Right Buttons



NOTES:

### 3. PAPER SIZE AND ORIENTATION

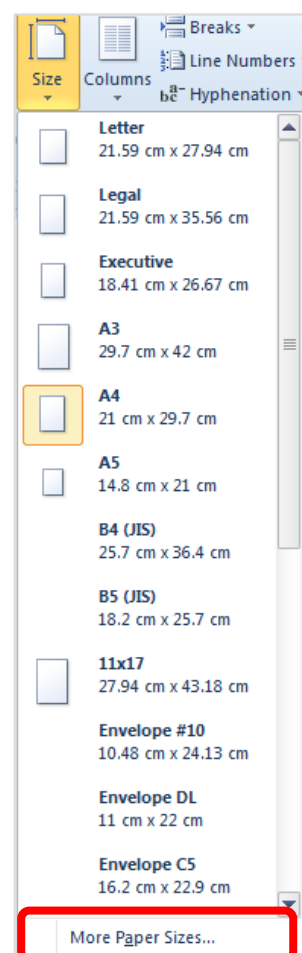
Paper Size e.g. A4, A5, etc.



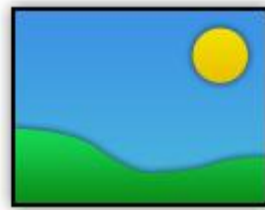
The **paper size** refers to the area the paper or sheet will be when printed. It is important to select the size of the paper early in the creation of the document to allow for easy formatting and printing. Word documents are usually set to A4. The diagram above represents some of the different paper sizes available and their measurements.

To change the paper size for a document go to the **Page Layout** tab to the **Page Setup** group and select the **Size** drop down menu. From the drop down menu select the size of the paper required.

The paper size can also be set by adding the measurements, go to the **More Paper Sizes...** command at the bottom of the menu to open the **Page Setup** dialogue box on the **Paper** tab and enter the measurements of the page under the **Width:** and **Height:** text boxes. From the **Page Setup** dialogue box it is also possible to select the location of the source of the paper which will be used from in the printer.



## Page Orientation – Landscape or Portrait



Landscape

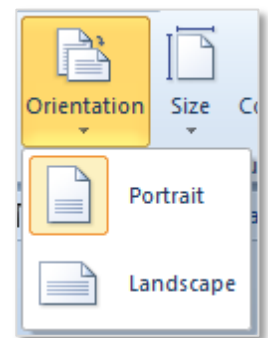


Portrait

The orientation of a document can be set to either **Landscape** or **Portrait**. Word documents are usually portrait (vertical) in orientation because this is a suitable format for reading text. If a document contains something that would be viewed better landscape (horizontal), for example a table or an image, then the page can be changed to landscape orientation.

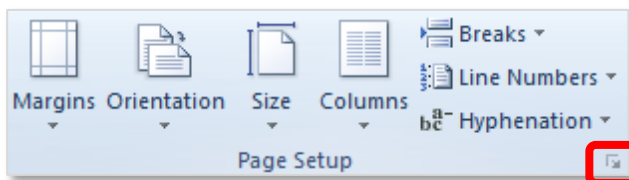
### Orientation of All Pages

To change the orientation of *every page* in a document go to the **Page Layout** tab to the **Page Setup** group and select the **Orientation** drop down menu and select the appropriate command button.



### Orientation of One Page

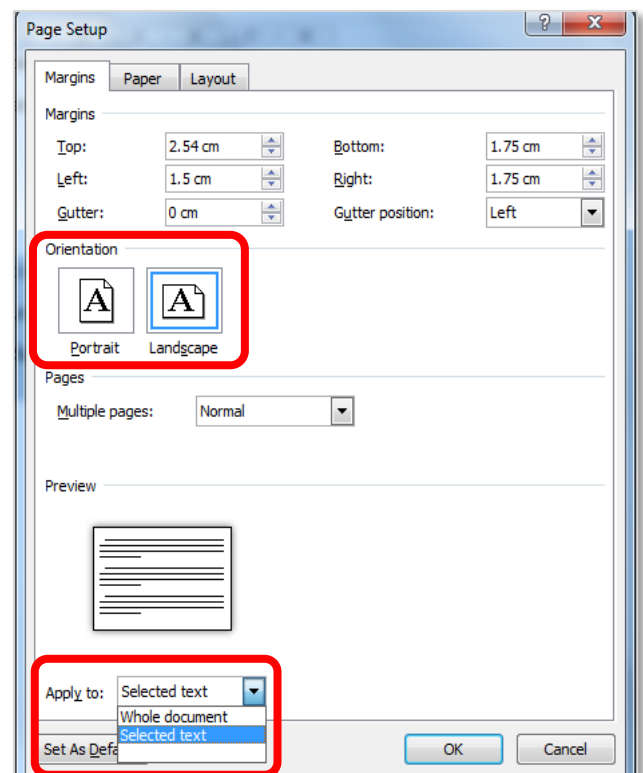
To change the orientation of only *one page* in a document a few steps must be completed. First highlight all of the information that needs to be set to **Landscape**. Go to the **Page Layout** tab to the **Page Setup** group and select the launcher in the bottom right of the group to open the **Page Setup** dialogue box.



Launcher

Then choose the landscape **Orientation** and ensure the **Apply to:** drop down is set to **Selected text** this will turn the page/pages for the highlighted section to landscape.

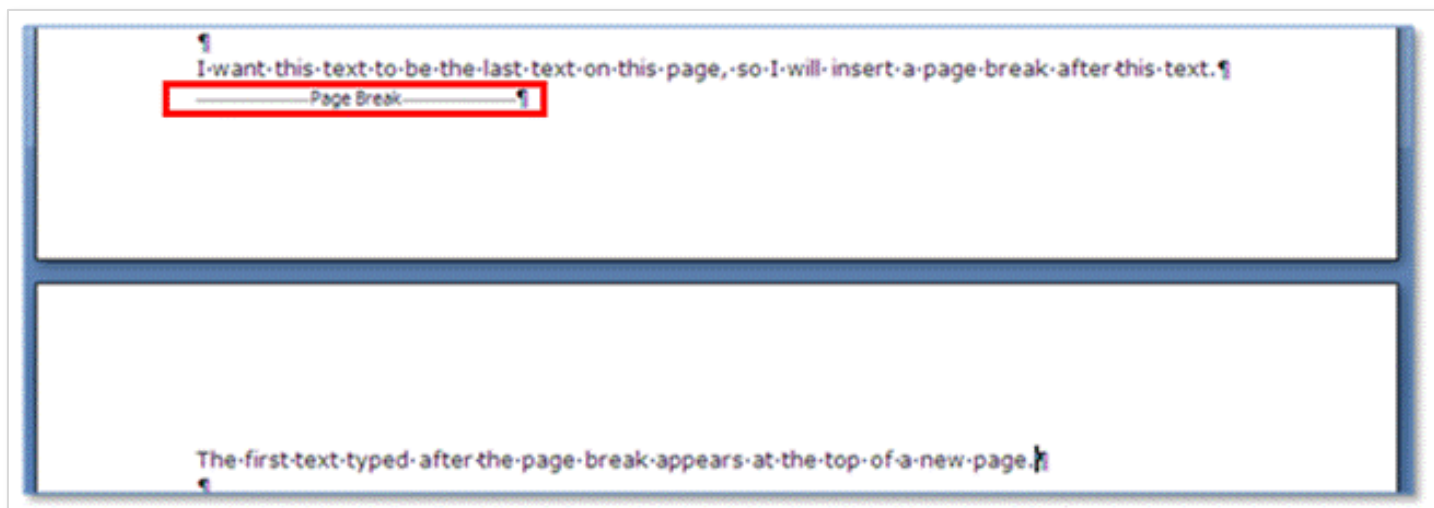
This works by creating an extra section in the document and changing the orientation of that section. Ensure the header of this section is still the same as the other sections in the document.



## Page Breaks

When a page is full of text Word automatically adds a page break to the end to the next page. Sometimes it is necessary to add a page break before the end of a page, for example when starting a new chapter or idea. If this is required a manual **page break** can be inserted. This is most commonly used on long documents.

Text entered before the page break stays on the same page as the break and any text entered after the page break is automatically moved to the top of the next page.



The page break is invisible and is one of the hidden formatting symbols, to view hidden formatting symbols and to see where the page break is located the **Show/Hide** command button should be switched on. The **Show/Hide** command button is on the **Home** tab in the **Paragraph** group.

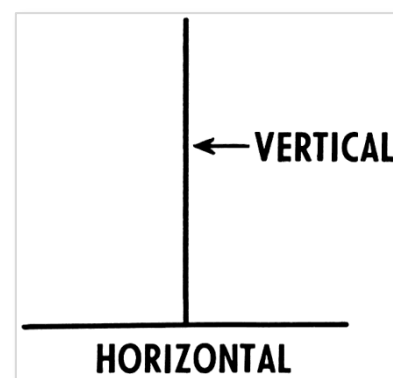


A common mistake is to use the return or enter key over and over to move the cursor down to the next page. This can cause problems later if any extra text is added on pages before this point. The empty sentence lines will push down to the page below creating a problem with the formatting. Always use a **Page Break** instead of repeatedly pressing the **Enter Key**.

## Horizontal and Vertical Centering of Text within a Page

### Horizontal Centering of Text

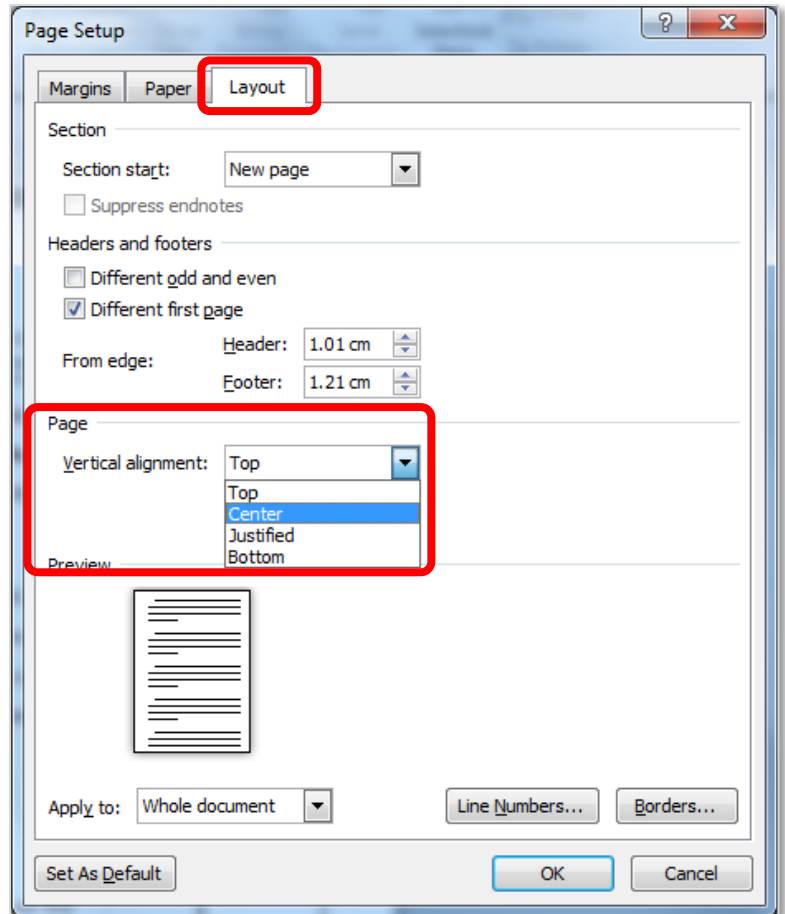
To position text in the center of a page **horizontally** use the center button on the **Home** tab in the **Paragraph** group.



### Vertical Centering of Text

To position text in the center of a page **vertically** go to the **Page Layout** tab to the **Page Setup** group and click on the launcher in the bottom right corner. This will open the **Page Setup** dialogue box, under the **Layout** tab in the **Page** group set the **Vertical alignment:** to *Centre*.

Text can be positioned anywhere on a page using a text box as covered in LO2 on page 7 (see **Draw Text Box**). To make a text box look invisible set its formatting to have *no outline* and *no fill*.



NOTES:



#### 4. WATERMARKS

A **watermark** is an image or text which is in the background of every page in a document. The text or image appears as if it is washed out thus giving the term watermark. Within documents watermarks are usually used to indicate that a document is still at its *Draft* stage or that a document contains *Confidential* information.

To add a watermark to a document go to the **Page Layout** tab to the **Page Background** group and click on the **Watermark** drop down menu.

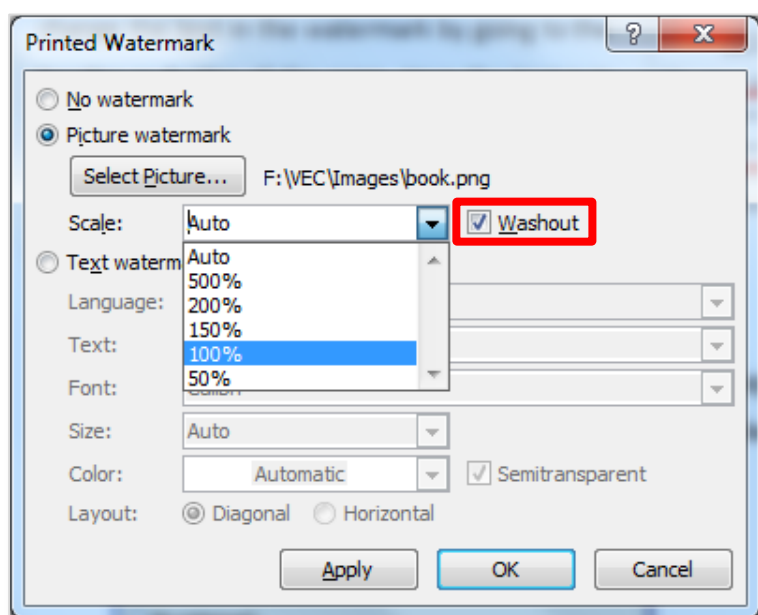
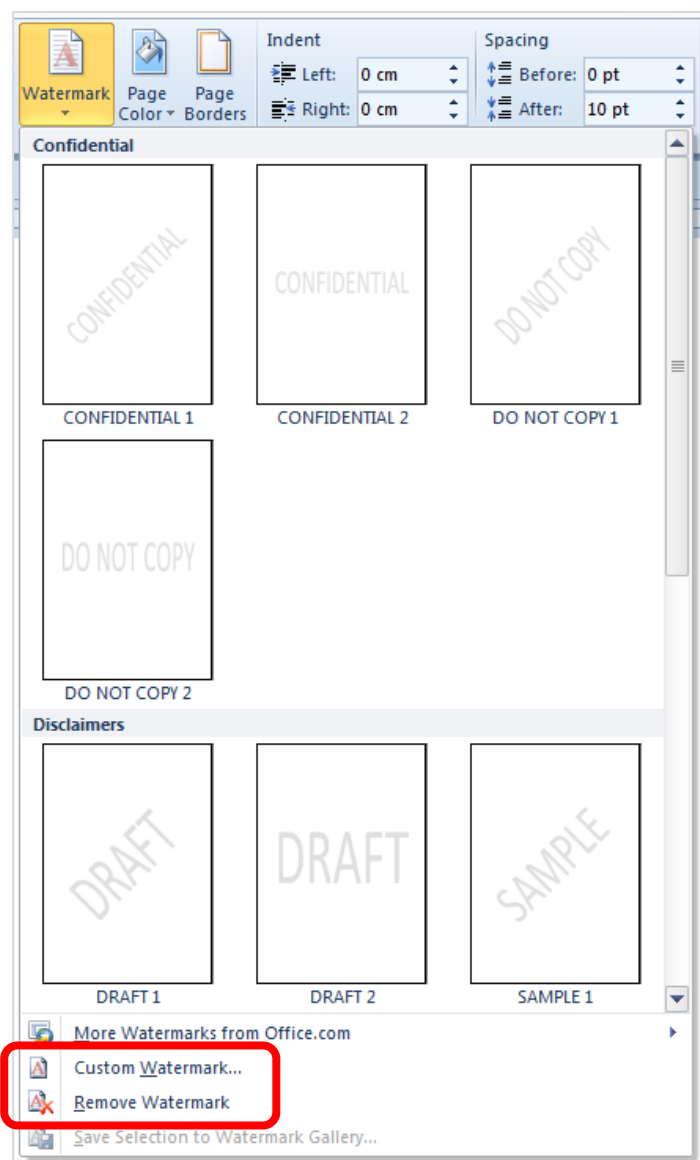
By default a list of different watermark options are available. Use the scroll bar to review all the available options.

##### Change the Text of a Watermark

When a watermark has been added it is possible to change the text in the watermark by going to the **header** or **footer** of the page. Here the text is in **Word Art** format and it is usually grey in colour, the text and the formatting of the watermark can be changed as required.

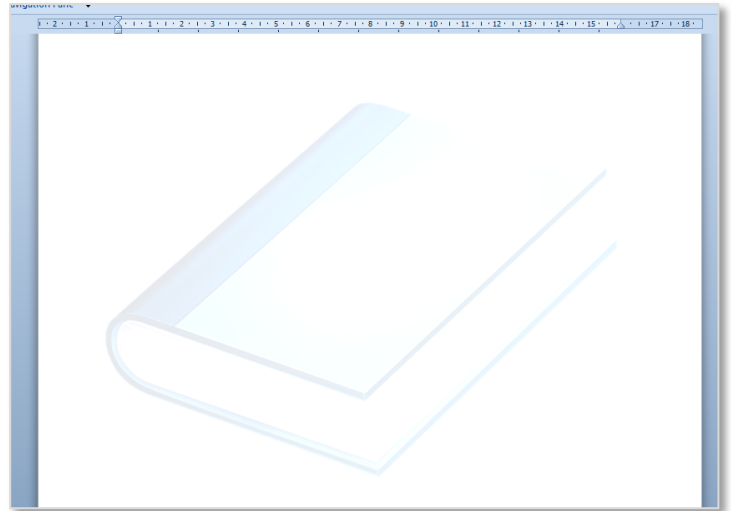
##### Add an Image as a Watermark

An image can be added used as a water mark. To add an image click on the **Custom Watermark** option from the **Watermark** drop down menu, this will open the **Printed Watermark** dialogue box. Select the **Picture watermark** radio button and choose the **Select Picture** command button to locate the image to be used (it must be saved first). To change the size of the image use the **Scale:** drop down menu, in this example the image is set to 100% scale. Then click **Ok** to add the image watermark. Remember to turn on the **Washout** to make the image appear faded.



## Remove Watermark

To delete a watermark which has been applied, click on the **Remove Watermark** command button at the bottom of the **Watermark** drop down menu.



## 5. SORT PARAGRAPHS

In word processing a paragraph is considered as a string of characters followed by the Enter key. The string of characters can be one or more words, sentences, or lines. It is important to note that the **Enter** key is pressed to conclude one paragraph and start another paragraph.

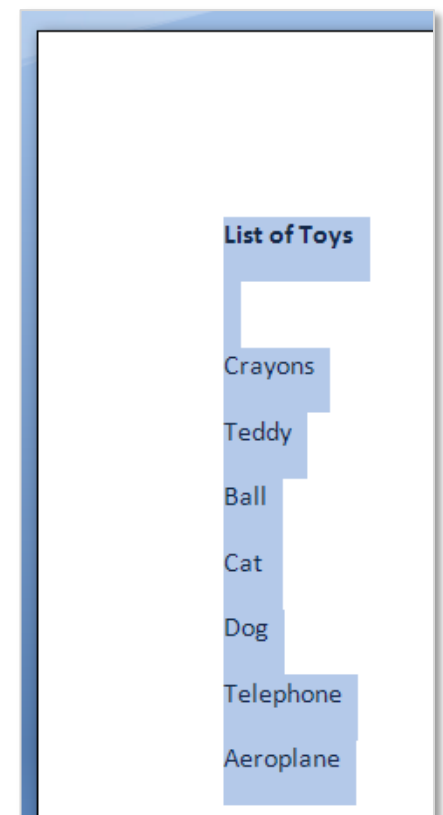
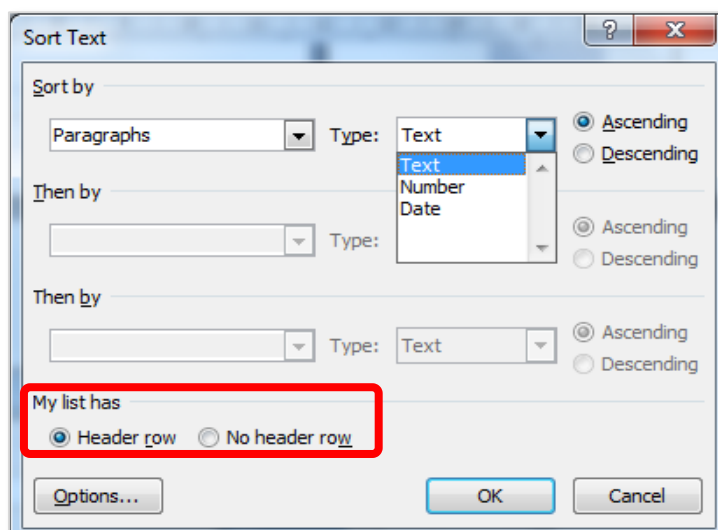
To **sort** a list of paragraphs or a list of objects that have been separated by the enter key; use the **Sort** command button it is found on the **Home** tab in the **Paragraph** group. The Sort works by alphabetising the selected text or sorting the numerical data.



This is an example of a list of toys which needs to be sorted in alphabetical order. To sort the list, first highlight all the objects in the list and click on the **sort** button. This will open the **Sort Text** dialogue box.

Then decide how the paragraphs will be sorted. In this example the list has been sorted by **Text** and the list has a title or header so the **Header Row** option has been selected to ensure the title of the list is not put into alphabetical order.

Paragraphs can also be sorted by **Numbers** and **Dates**.



## 6. COLUMNS

**Columns** are used in documents to structure the text in a document; they are most commonly seen in newspapers, magazines and newsletters. The newspaper article shown has the text divided into three columns with a line between each column.

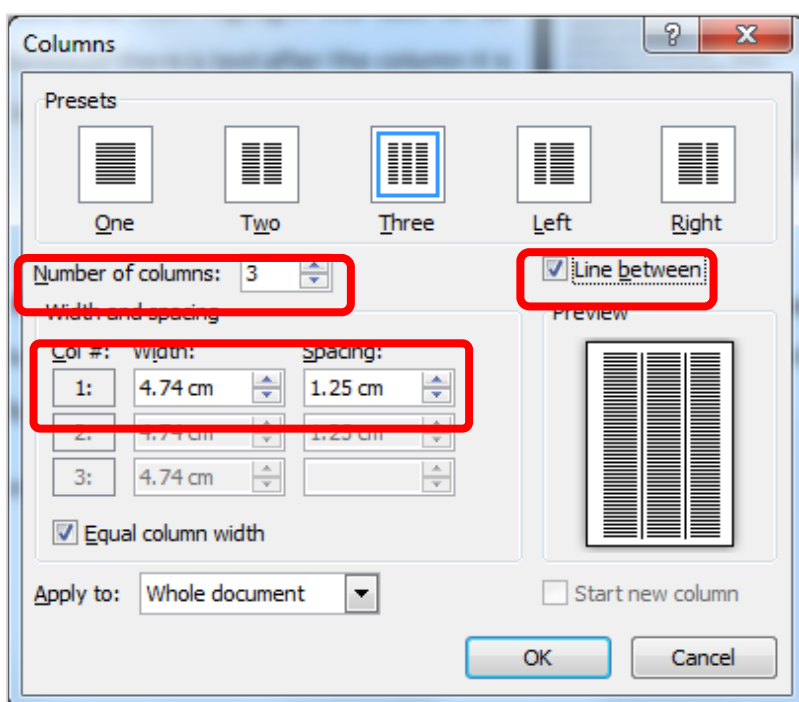
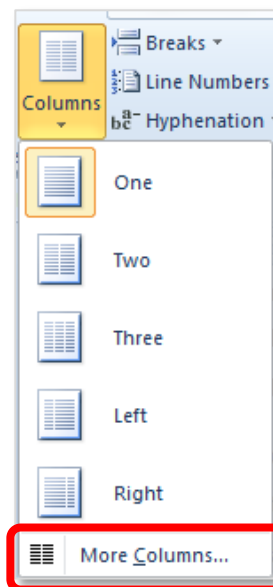
Columns can be applied to a document before or after the text is typed however, it is easier to apply columns to a document after the text is entered.

First type the text and then highlight the text to be changed into columns (if there is text after the column it is best to leave at least one empty line not highlighted).



Then go to the **Page Layout** tab to the **Page Setup** group and select the **Columns** drop down menu. From menu select the required number of columns in the preferred style and the text will automatically change to this format.

Additional options are available under the **More Columns...** button. This will open the **Columns** dialogue box from here it is possible to create any number of columns, at any width. In addition notice the **Line between** tick box which adds lines between each column as shown in the newspaper article above. When all the required setting have been selected click on **Ok**.



### Remove Columns

To remove columns highlight the area of text including all the columns and select the **One** column command button.

## 7. REFERENCES

### Websites:

Center Text Horizontally or Vertically - for more information visit [Office.Microsoft.Com](https://Office.Microsoft.Com).

Columns - for more information visit [GCFlearnfree.Org](https://GCFlearnfree.Org).

Headers and Footers - for more detailed information visit this link [Office.Microsoft.Com](https://Office.Microsoft.Com).

Headers and Footers – for more information visit [Office.Microsoft.Com](https://Office.Microsoft.Com)

Insert Page Break - for more information visit [Office.Microsoft.Com](https://Office.Microsoft.Com).



NOTES: