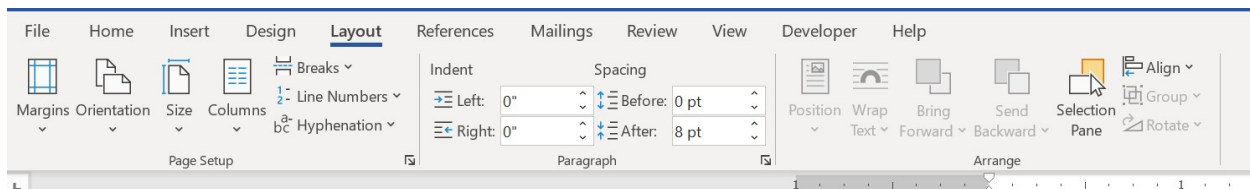


Word Page Layouts and Graphics

By Don Bremer

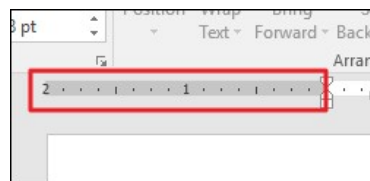


Using the Ruler

Word's rulers let you control the margins of your page and the indentation of paragraphs. They're great for precisely lining up images, text, and other elements. If you're printing a document, the rulers can help ensure that what you see on your screen translates into what you'll get on the printed page.

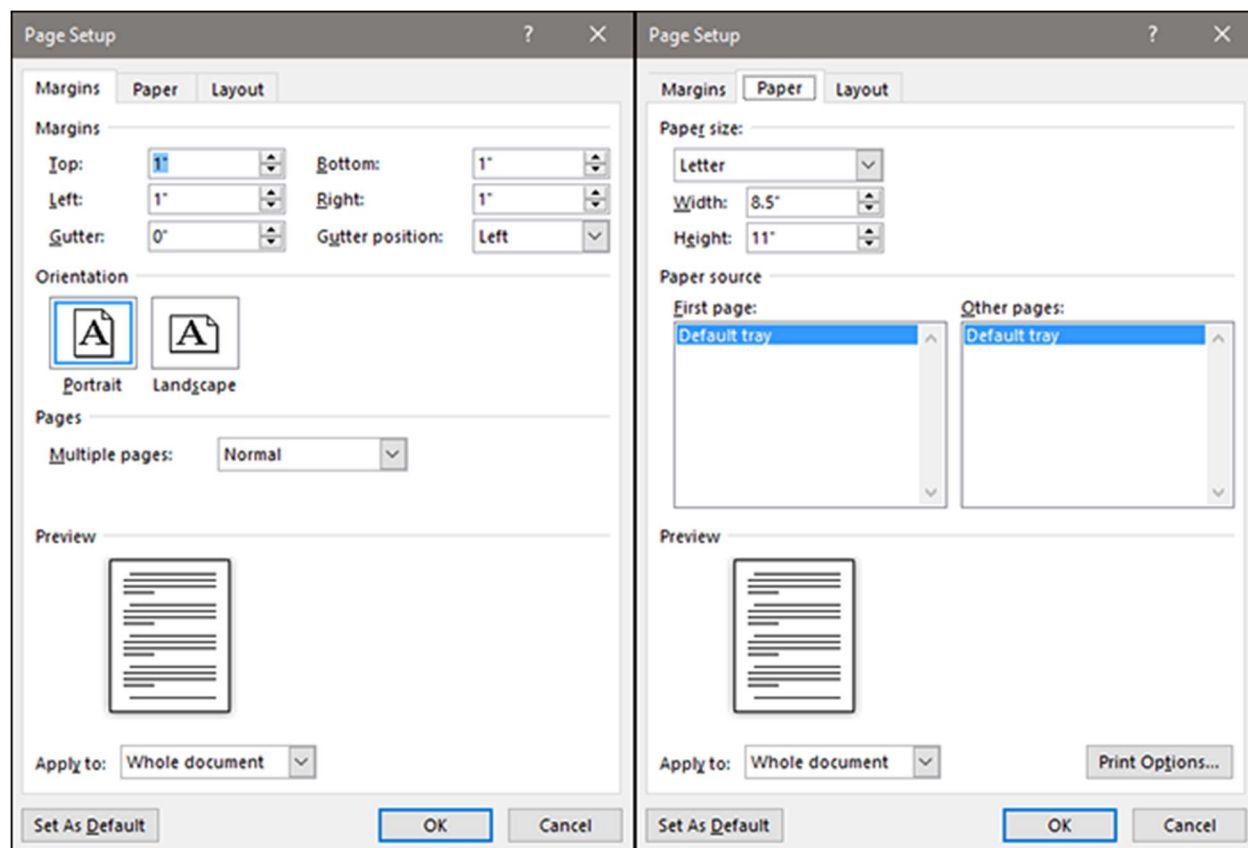
The trouble is, rulers aren't even visible by default in Word anymore. Here's how to turn them on, and how to make the most out of them.

Turn on the ruler under View->Ruler



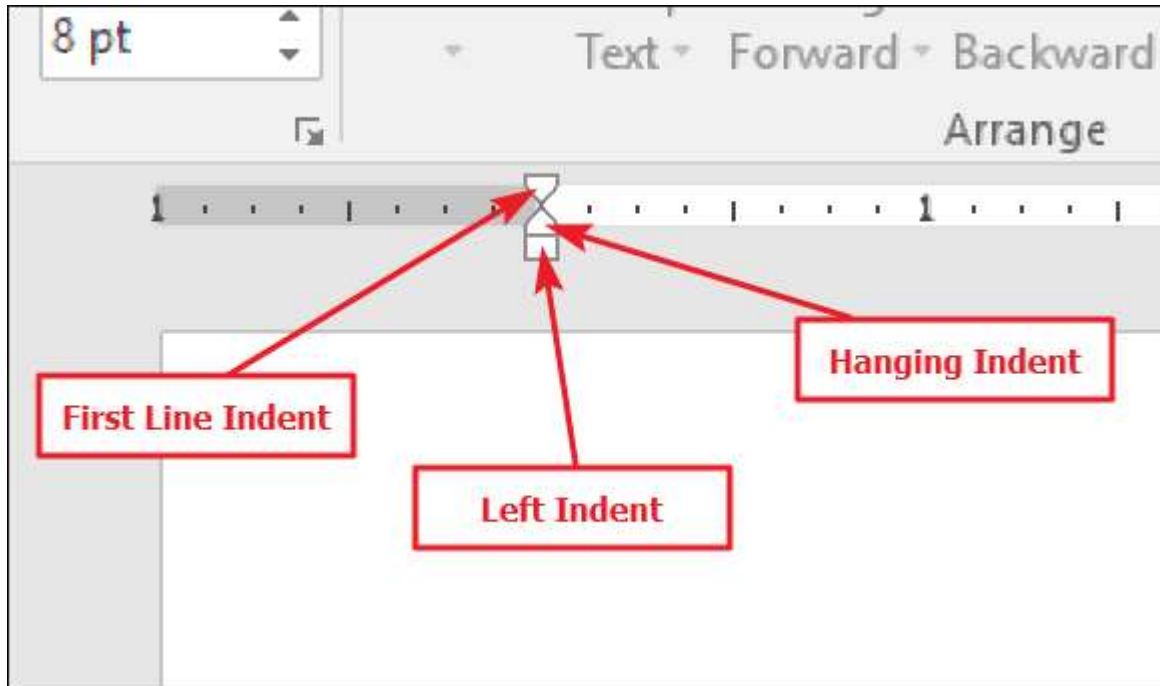
layout
the

The "Page Setup" window shows you most of the physical properties of the document. The "Margins" tab lets you set margins for the top, bottom, left, and right, which you can verify with the markers on the ruler (see below). The Gutter is extra space on the page, usually used as an extra blank space for things like comb binding (those little plastic corkscrews that make a cheap notebook). It's set as blank by default. You can also use this tab to control page orientation.



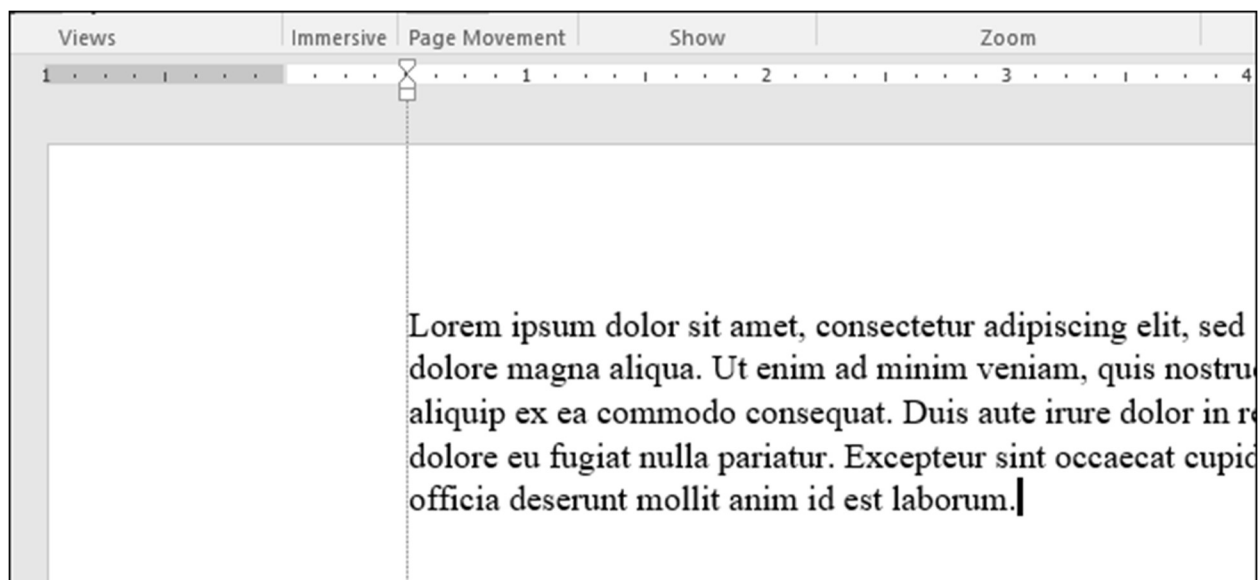
Changing Indents

Those little triangle- and box-shaped markers on the ruler are quite handy. They control the indenting of individual paragraphs. Just position your cursor in the paragraph you want to adjust and slide them around. If you want to change multiple paragraphs, select the paragraphs you want to change. And if you want to change indents throughout the whole document, just hit Ctrl+A (to select everything), and then adjust the sliders.

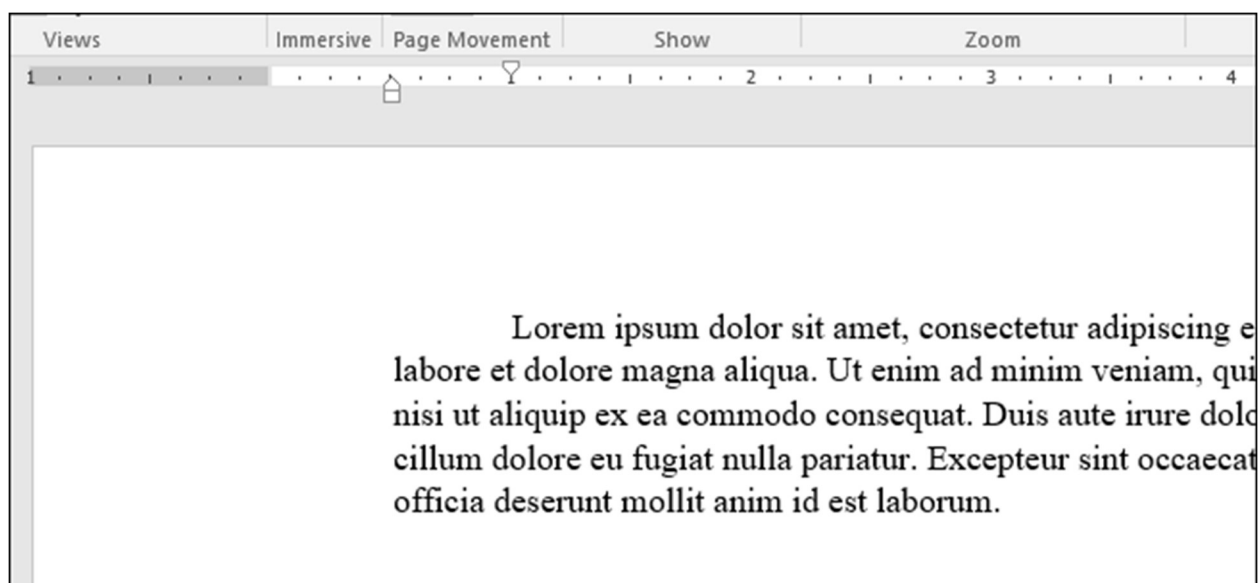


Here's how each indent works.

Dragging the Left Indent marker changes the indentation for all lines of a paragraph. As you slide it, the other two indent markers move as well. Here, I'm moving the Left Indent half an inch in from the left margin.



Dragging the First Line Indent marker changes indentation for only the first line of a paragraph.



Dragging the Hanging Indent marker changes the indentation of all lines except the first line.



Clicking this button lets you cycle through the different types of tab stops Word makes available. Here they are:

Left: Left tabs are Word's default tap stop. They're what most people think of when they think of tab stops, and what you'll likely use most of the time. Text is aligned against the left edge of the tab stop.

Center: Center tabs align the text around the center of the tab stop.

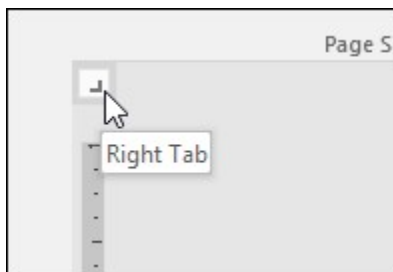
Right: Right tabs align text against the tab stop's right edge and are a great way to align the rightmost digits of lengthy lists of numbers as you enter them.

Decimal: Decimal tabs align numbers (or text) based on decimal points. They are great for aligning currency figures. Be careful, though. Text is also aligned on decimals, so if you type a sentence with a period, the period will align on the tab stop.

Bar Tab: Bar tabs do not create an actual tab stop. Instead, they create a vertical line wherever you insert them. You could use these for putting vertical lines between tabbed columns in instances where you'd rather not use a table.

Indents: Select first line and hanging indent options and then click anywhere in the active ruler space (the white area) to place the indent there. This works the same as dragging the indent markers the way we discussed in the previous section.

A little tip for you. If you're cycling through tab stops and don't remember what each symbol means, move your mouse away from the button and then back to activate a tool tip describing that tab stop.



Orientation

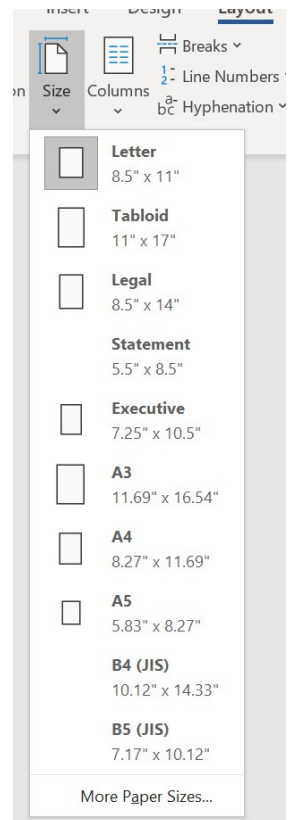
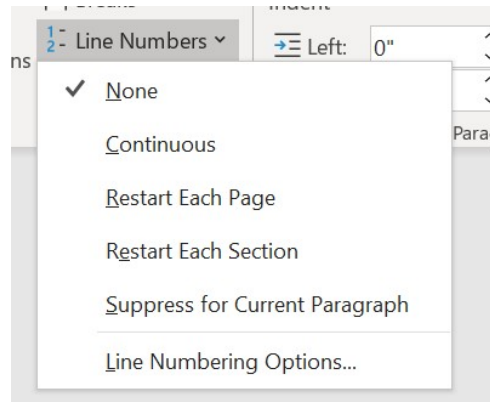
This is pretty self-explanatory.

Size

All of us don't use a regular size sheet of paper. There are, in fact, many different sizes of paper (or envelopes).

Line Numbers

If you work in the legal profession, this is *awesome*. This allows the computer to number each line in the document and how it is to start over.



Hyphenation

Although slightly before my time, when a word was too big to fit on a line before the end of the page, a typist would break the word at a syllable and put it on the next line. We are familiar with the computer automatically starting the new word on another line if necessary, but Word can also hyphenate the word if there isn't enough room.

You already know that having a well-stocked spice rack or cabinet is essential to preparing a good meal, and you probably have rescued more than one dish by having just the right spice on hand. But did you know that spices have been used for thousands of years for everything from embalming Egyptian pharaohs to warding off evil spirits? Spices also have been used to treat a host of illnesses, they have led to wars, and they have motivated dozens of explorers to seek and discover new lands.

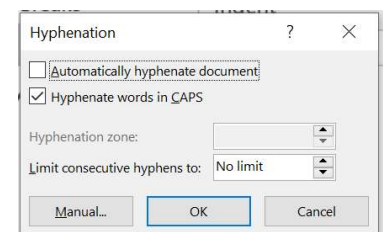


Figure 1 - With Hyphenation

You already know that having a well-stocked spice rack or cabinet is essential to preparing a good meal, and you probably have rescued more than one dish by having just the right spice on hand. But did you know that spices have been used for thousands of years for everything from embalming Egyptian pharaohs to warding off evil spirits? Spices also have been used to treat a host of illnesses, they have led to wars, and they have motivated dozens of explorers to seek and discover new lands.

Figure 2-Without Hyphenation

Working with columns

Newsletters, brochures, and reports often present content in columns. Using columns can save space by enabling you to present more information on a page.

To format text into columns:

1. Select the text you want to format as columns.
2. On the Page Layout tab, in the Page Setup group, click Columns and choose More columns to open the Columns dialog box
3. Under Presets, select a format. If you need more than three columns, enter the value in the Number of columns box.
4. Adjust the width and spacing of the columns as needed.

Exercise – Formatting the text into columns.

1. Open Cookbook5
2. Place the insertion point in any of the recipes
3. On the Page Layout tab, in the Page Setup group, click Columns Select Two
4. Scroll through the document
5. Place the insertion point in the last section of the document. Display the Margins gallery and select Normal
6. Click Columns and choose More Columns... Check Line Between Edit the Spacing box for column 1 to read 1 Press [Tab]
7. Click OK
8. In the Page Setup group, click Hyphenation and choose Automatic.

Inserting and deleting column breaks

A column break is a mark that indicates the end of a column. When one of the columns is longer than another, you can insert a column break to balance them. The text after the break will move to the next column. You might also want to start a paragraph at the beginning of a column or move a heading to the next column to improve readability.

To insert a column break:

1. Place the insertion point where you want to insert the column break.
2. Click the Page Layout tab.
3. In the Page Setup group, click Breaks and choose Column.

Exercise – Inserting column breaks

1. On page 13, place the insertion point to the left of “Montego Bay Jerk Chicken”
2. On the Page Layout tab, in the Page Setup group, click Breaks and select Column
3. On page 13, insert a column break before “Big D Veggie Chili”
4. Insert column breaks before the Crème Brûlée and Wasabi Pork Tenderloin recipes.

Creating a heading that spans columns

1. Place the insertion point where you want the heading to appear, and type the heading text
2. Insert a Continuous section break after the text.
3. Place the insertion point in the section with the heading
4. Set the number of columns to one.

Exercise – Adding a heading across columns

1. On page 13, place the insertion point to the left of “Spicy Buzzard Wings” Type Cooking with Outlander Spices
2. From the Breaks gallery, select Continuous
3. Press Backspace
4. Set the number of columns to 1 Press [Enter] twice
5. Place the insertion point in the line Cooking with Outlander Spices Center the text horizontally

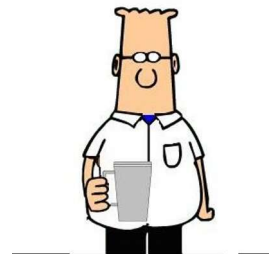
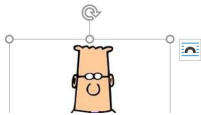
Graphics

For most of us, graphics in Word mean a picture. To insert a picture into a document, just drag and drop!

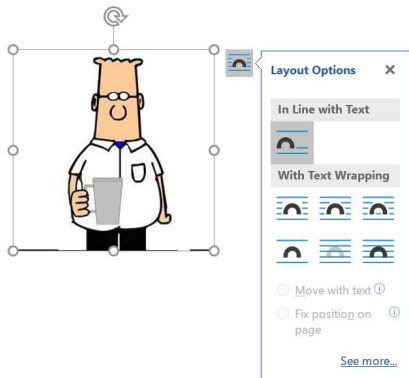
Adjust a graphic

Grab a corner and drag toward the center. This will make it smaller. Going away from the center will make it larger.

If you grab on the “swirly” at the top, you can put it to any angle you wish.



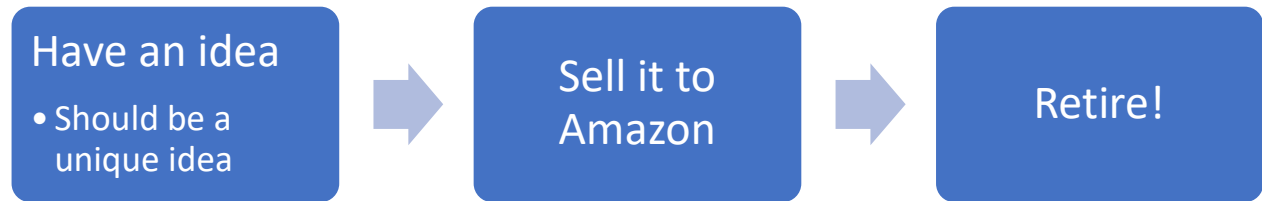
The last section is the rainbow. To tell the computer that text can be rapped around this picture, you have to tell the picture it can have text wrapped around it.



Then, how would you like the picture is moved as the text moves around the page?

Vectored Graphics

This also known as Clip Art, or more appropriately Smart Art. Instead of putting in a clip of some random person, we can now put in designs that help us make our point.



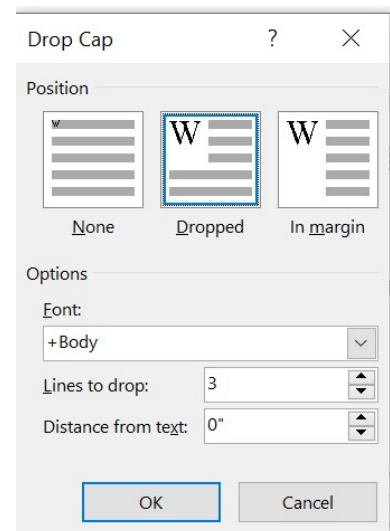
Symbols

If you've had to do academic papers, you know that there is more than English characters! For that reason, we have the Symbol button. This will allow us to easily grab Greek characters or others that are in use today.

Bonus Tip: This is a window that stays on top but does not keep you from editing your document. You can have this up and add the symbol wherever the cursor is! ∞

Drop Caps

Although you may not use it in work, the Drop cap function is pretty fun. You can take the first "number" of characters and make those bigger than the rest of the characters in the paragraph. Then, the paragraph looks something like out of a story that begins, "Once upon a time".



Watermarks

The best way to make sure no one steals your stuff is to put a Watermark in the background! Then, they will have to re-type everything! 😊

To put a watermark in:

1. Go to Design->Page Background->Watermark
2. Pick a pre-formatted one or "Custom Watermark"
3. Select the picture to use
4. Adjust to taste!

