

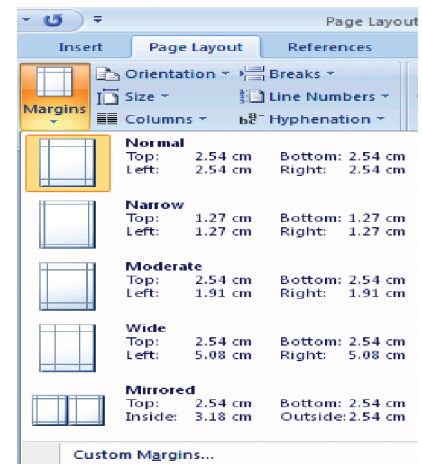
# Page Layout, Margins, Indents, Line Spacing, Bullets & Numbering

The following instructions show you how to alter page layout, margins, indents, line spacing and bullets and numbering within Word 2007.

## Altering Margins

Click on **Page Layout** and then click on the **Margins** option. Various possible margin setups are displayed offering differing sizes of plain border around your text for all pages of your document (picture right). Our default margin measurement is 2.54cm for the Top, Bottom, Left and Right margins. This is adequate for most documents. Our default paper size is **A4** (21 X 29.7cm) portrait orientation. Our printers are configured for the A4 paper size only. If you change the paper size your job will not print. If you need to change any margins, then click the **Custom Margins** option (at the bottom of the picture to the right). The **Page Setup** Window appears.

At the Page Setup Window enter your new measurements for the margins. You can use the up and down pointing arrows to the right of the measurements to increase or decrease the size of the margin. To print across the paper (Landscape style) click on the **Landscape** option in the **Orientation** section. When you have completed your changes click on **OK**.



## Text Justification

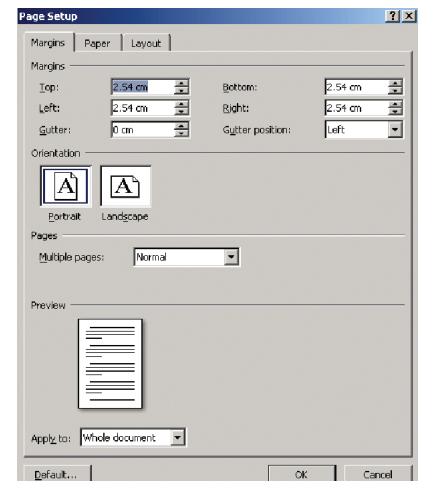
**Left Justified** text has a straight left side and a jagged right side.

**Right Justified** text has a straight right side and a jagged left side.

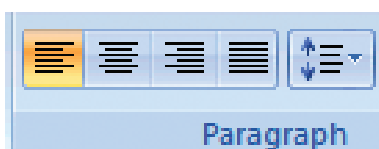
**Centred Text** appears in the centre of the page e.g. a documents title.

**Justified Text** has a straight left and right side.

To change text justification click on the button representing the type of justification you require in the **Paragraph** group of the Word Ribbon (picture below). If the justification buttons are not displayed in the Paragraph group then click the **Home** tab.



The **Page Setup** Window



← **Line Spacing** button

The **Paragraph** section of the Word Ribbon with **Left** justification (jagged right side selected).

## Line Spacing

Line Spacing (the space between each line of text) can be changed using the button to the right of the justification buttons. The default Line Spacing is **1.0**. To change Line Spacing for several paragraphs highlight all the paragraphs before changing the Line Spacing.

## Paragraph Spacing

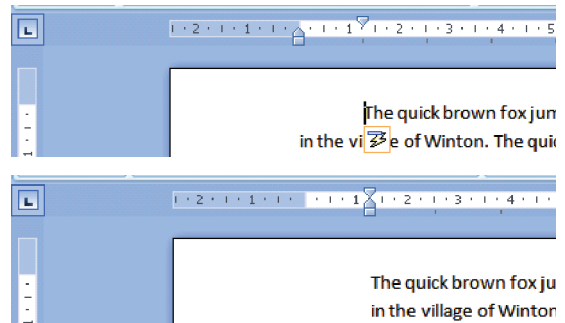
To change the space between paragraphs click within the paragraph and select the **Page Layout** tab. In the **Paragraph** group you will see a **Spacing** section with **Before** and **After** settings. To increase the space between your selected paragraph and the paragraph above it change the value for the **Before** setting. To increase the space between your selected paragraph and the paragraph below it change the value for the **After** setting. If **Before** and **After** are both set at **Opt** then no automatic paragraph spacing will be applied.

## Indents

The first line of a paragraph can be indented using the **tab** key (*the tab key resides immediately above the Caps Lock key on the keyboard*). Avoid using the space bar to create indents as this will cause misalignments when your document is printed. To indent a complete paragraph click anywhere within the paragraph to select it, click the **Home** tab, in the **Paragraph** group click the **Increase Indent** button (picture right). The paragraph will be indented to the first tab stop point on the Ruler. To see the Ruler click the **View** tab and click the **Ruler** button in the **Show/Hide** group. To decrease the indent click on the **Decrease Indent** button immediately to the left of the Increase Indent button.



The pictures to the right show two examples of how the Ruler displays the position of indents. In the top picture only the first line of the paragraph is indented to the first tab stop. In the lower picture the complete paragraph is indented to the first tab stop. The top triangle marker on the Ruler indicates the position of the **First Line Indent**. If this marker is dragged to a new position then the position of the First Line Indent will move. The lower triangle marker indicates the starting position for all lines in the paragraph apart from the first line. This is known as the **Hanging Indent**. The small square below the two triangles is the **Left Indent** marker. When dragged to a new position this marker moves the two triangle markers simultaneously and maintains the distance between the First Line Indent and the Hanging Indent. At the extreme right of the Ruler you will see another triangle marker. This sets the position for the **Right Indent**. By dragging this marker to the left the right margin is increased for the paragraph. To change the indents for more than one paragraph highlight all the paragraphs before changing the indents.



## Bullets

Select the paragraphs to have a bullet, click the **Home** tab, in the **Paragraph** group you will see the **Bullets** button (picture right). Various styles of bullet are available, to see them click on the arrow to the immediate right of the bullets button. A **Bullet Library** window appears. Select one of the bullet types by clicking on it, the bullet is applied to your selected paragraphs. To increase the bullet size click on one of the bullets to select it (all other bullets are also automatically selected) now increase the font size in the **Font** group and the new size will be applied. To delete a single bullet click on it to select it and press the **Del** key at the keyboard, or click anywhere within the paragraph and click the **Bullets** button.



## Numbering

To the right of the Bullets button you will find the **Numbering** button (picture right) this button is used to create numbered lists e.g. numbered paragraphs. To use Numbering apply the same technique as described in the above Bullets section. Click on the arrow to the right of the Numbering button to see the **Numbering Library**. If a number is deleted then all other paragraphs are renumbered to take account of the deletion.

