

Page Layout

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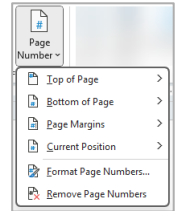
Show/hide the rulers 14
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Page Numbering

Page numbers are useful for reference purposes, and for keeping pages in order when printed. You can insert page numbers to appear automatically at a specified point on every page in your Word document: in the header (top of the page), footer (bottom of the page), or margins (left or right of the page).

Insert page numbers

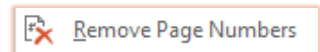
1. Click the **Insert** tab, then click **Page Number**.
2. Select your choice of location and format e.g. **Bottom of Page > Plain Number 2**.
3. This will open the document header and footer area for editing.
4. To close the header and footer area again, on the **Header & Footer Tools Design** tab, click **Close Header and Footer**.



Note - You can double-click the top or bottom of a page to open the header and footer for further editing.

Remove page numbers

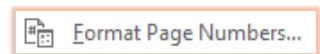
You can remove page numbers by clicking the **Insert** tab, **Page Number** and selecting **Remove Page Numbers** from the drop-down list.



Format page numbers

Once you have inserted page numbers, you can change how they appear within your document.

1. Double-click at the top or bottom of a page to open the header or footer area.
2. Click the **Header & Footer Tools Design** tab, then click **Page Number**.
3. Click **Format Page Numbers...**
4. For **Number format**: select your choice and click **OK**.
5. Click **Close Header and Footer**.

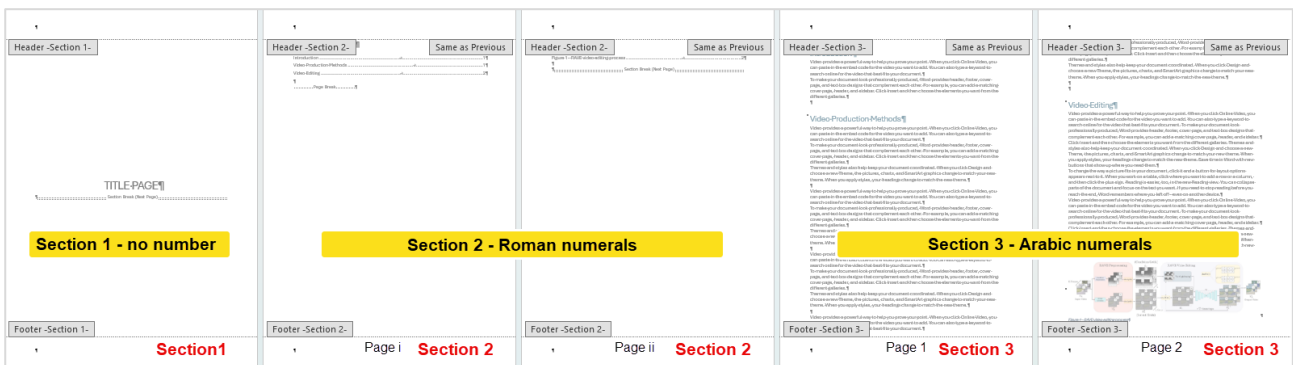


Use different page number formats within the document

If you are writing a thesis you may wish to use different page number formats within your document, for example no numbering on the title page. Roman numerals for the Table of Contents, Table of Figures, followed by Arabic numerals (1, 2, 3, etc) for the main body of the document.

You can achieve this effect using **section breaks** to isolate sections of your document. Inserting a section break at the end of page 1 and another at the end of page 3 creates three sections so we can alter the numbering in each section without affecting the others:

- Section 1 Page 1 No page number
- Section 2 Page 2 to 3 (Roman numerals i to ii)
- Section 3 Page 4 onwards (Arabic numerals starting at 1)



Tips for working with section breaks:

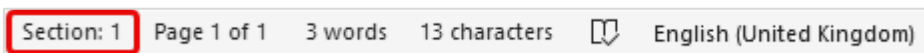
- Click the **Home** tab, then click the **Show/Hide** button.

This switches on formatting marks, which labels **section breaks** in your document so they are easier to find.



¶ Section Break (Next Page)

- To help you keep track of the section you are working in, right-click the **Status Bar** and tick **Section**.



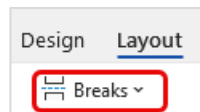
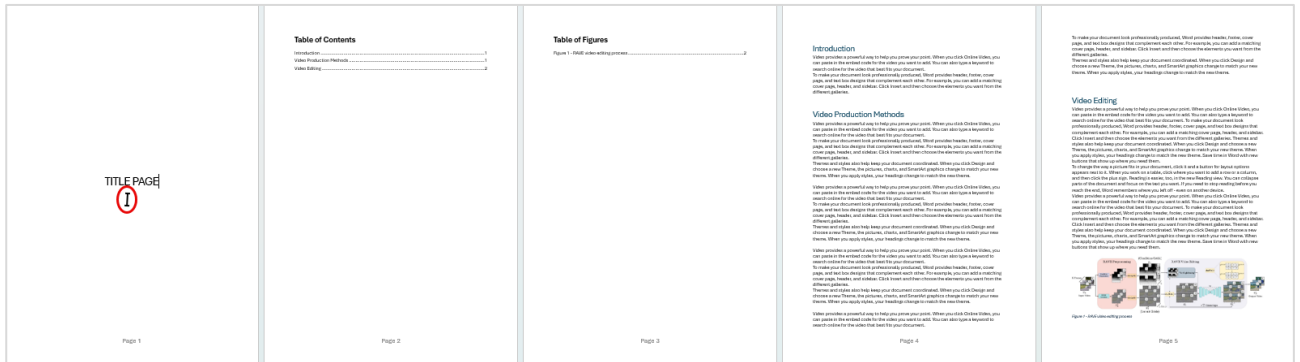
Add section breaks

1. The first step is to add page numbers to your document- see the Page Numbering section on page 1 of this document

Note – Choose the page number format that you want to use for the main body of your document. In our example, we selected **Bottom of Page > Plain Number 2** (we also typed the word “Page”).

2. Click at the end of the page **before** you want your page numbering to change (in the example shown below, we clicked after ‘Title Page’ on page 1 because we wanted the

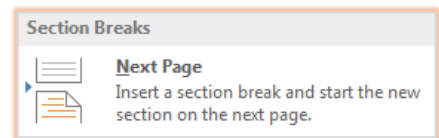
different numbering format to start on page 2).



3. On the **Layout** tab, click **Breaks**.

- Under Section Breaks, select Next Page.
- This creates two sections, Section 1 and Section 2.

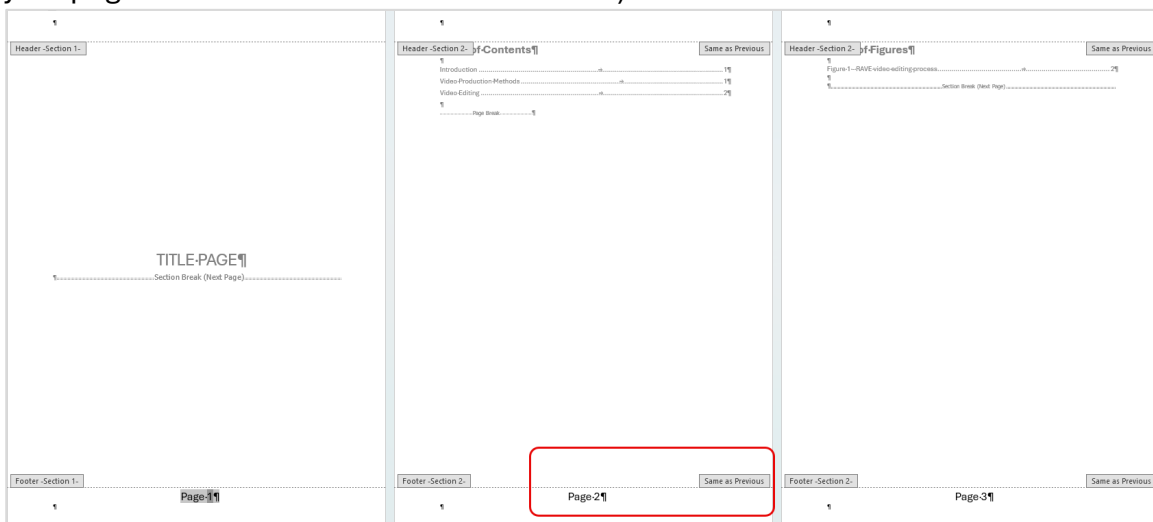
4. Repeat step 3 to insert further section breaks as needed. We positioned at the end of page 3 (the Table of Figures page) for this example.



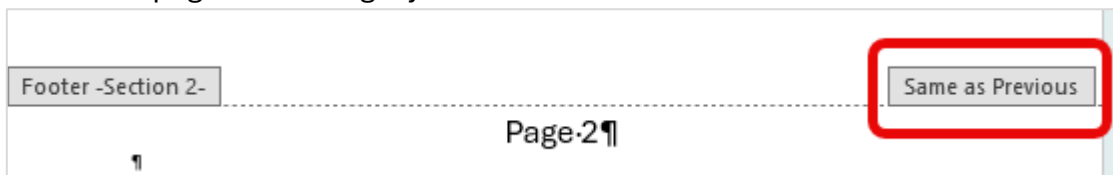
Break the link between sections

By default, Word assumes that all sections will use the same number format. You must break the link between sections before making changes.

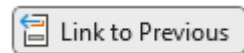
1. Double-click at the bottom of *any* page in Section 2 to open the footer (or top of the page if your page numbers are located in the header).



- Section 2 is labelled **Same as Previous**. It uses the page numbering style from Section 1.



2. On the **Header & Footer** tab, click **Link to Previous** to break the link with Section 1.



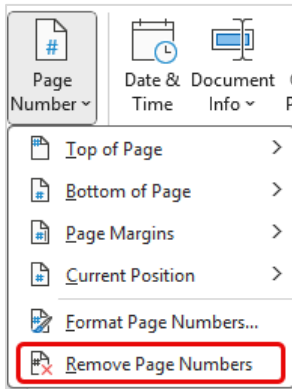
- The **Same as Previous** label will disappear.
You can now remove the page numbering from Section **1** without affecting the remaining pages.

Change the page number format

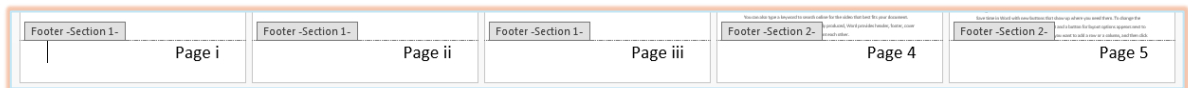
1. On the **Header & Footer** tab, click **Previous** to go back to Section 1.



2. Click **Page Number** and select **Remove Page Numbers**



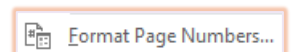
- This will remove the number from Section 1 (the title page).
The numbering in Section 2 will continue in the original format. Word also thinks the numbering is a continuation of Section 1, so in our example, Section 2 starts at page 2.



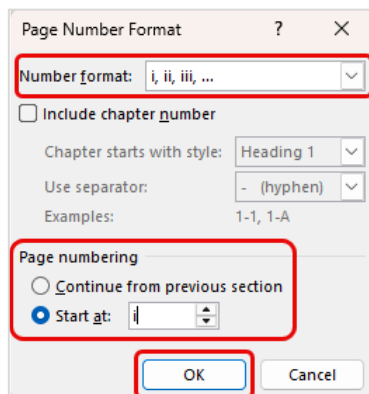
3. Click the **Header & Footer** tab, then click **Next** to go to Section 2.



4. Click **Page Number** and select **Format Page Numbers...**



- Select the **Roman numerals** style from the drop-down list and change **Start At:** to **1** then click **OK**.



- The numbering in Section 2 will restart at I (Roman numeral style).

5. Click **Next** on the **Navigation** area of the **Header & Footer** tab to move to Section 3,
 - Click **Link to previous** on the Navigation area of the **Header Footer** tab to break the link between Section 3 and Section 2.
6. Repeat step 4 to choose a different number format but select **Arabic** numbering from the **Number Format** drop-down list and make sure the numbering is starting at 1.
7. Click the **Close Header and Footer** button on the Header & Footer tab of the ribbon .

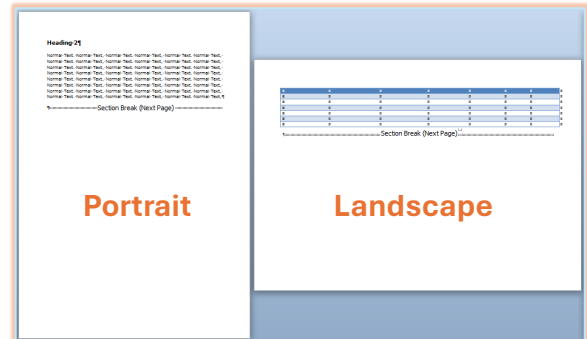
Landscape pages

In Word, there are two types of page orientation:

- Portrait (vertical)
- Landscape (horizontal)

You can change the page orientation for a **whole document** or for **sections of a document**.

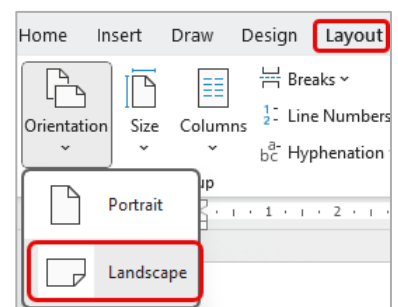
Note - Be aware that changing page orientation may affect the appearance of headers and footers within your document. You can fix this manually.



Change page orientation for a whole document

When you open Word, new, blank documents are portrait by default. To change the page orientation to landscape for **every page** in the open document:

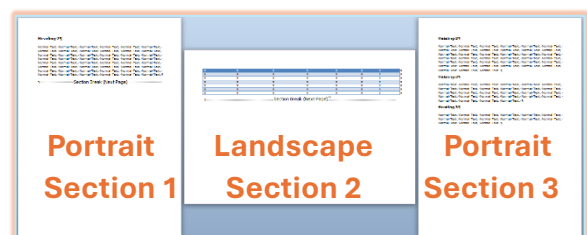
1. Click the **Layout** tab.
2. In the **Page Setup** group, click **Orientation**.
3. Select **Landscape**.



Change page orientation for sections of a document

When you are writing up your academic work, you may find that some of your tables and figures look better when presented on a landscape page, even though the rest of your document is portrait.

To create landscape pages within a portrait document, you must first define each landscape page range as a new section (using **section breaks**). You can then make independent changes to each section.



What are section breaks?

Section breaks allow you to isolate sections of your document in which you will do something different e.g. create the page layout. A document can contain as many section breaks as you need.

Tips for working with section breaks

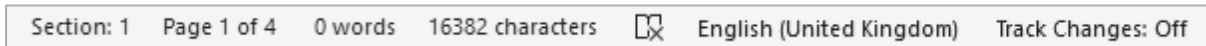
- Click the **Home** tab, then click the **Show/Hide** button.

This switches on formatting marks, which labels **section breaks** in your document so they are easier to find.



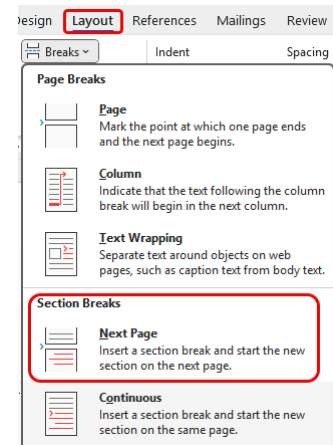
.....Section Break (Next Page).....

- To help you keep track of the section you are working in, right-click the **Status Bar** and tick **Section**.



Create a landscape section in a portrait document:

1. Click the place in your document where you would like your landscape section to start.
2. Click the **Layout** tab, then click **Breaks**.
3. Under **Section Breaks**, click **Next Page**.
4. Click the place in your document where you would like your landscape section to end.
5. Repeat 2 – 3 to insert another **Section Break - Next Page** here.
6. Click anywhere in your document between the two new section breaks.
7. From the **Page Layout** tab, click **Orientation**.
8. Select **Landscape**.



Landscape headers and footers

If you have included a landscape page within a portrait document, you may wish to alter the header and footer so that they print out in the same place on each page, regardless of orientation – as in figure 2 below. See the section Fix the headers and footers position on landscape pages for more information.

Note - Taking the time to fix your landscape headers and footers will improve consistency with the portrait pages when the document is printed and bound.



Figure 1: Before

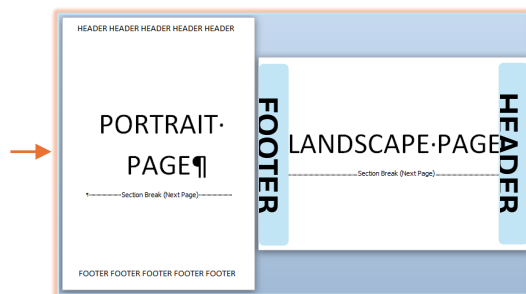
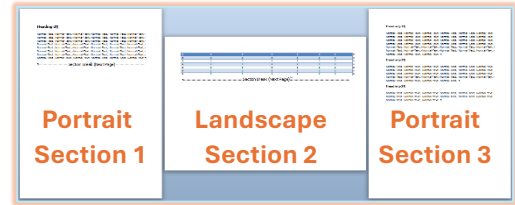


Figure 2: After

Fix the headers and footers position on landscape pages

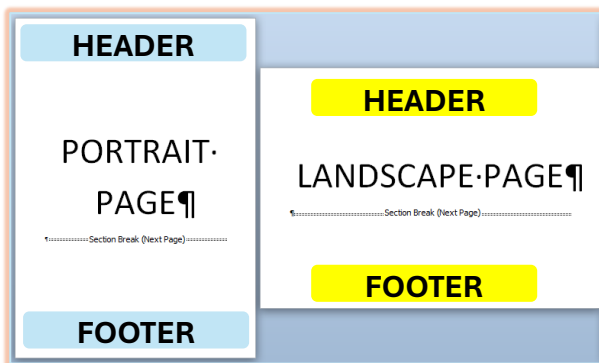
You may find that some of your tables and figures look better when presented on a landscape page, even though the rest of your document is portrait. You can change page orientation for different sections of your document, as described in the section: Landscape pages



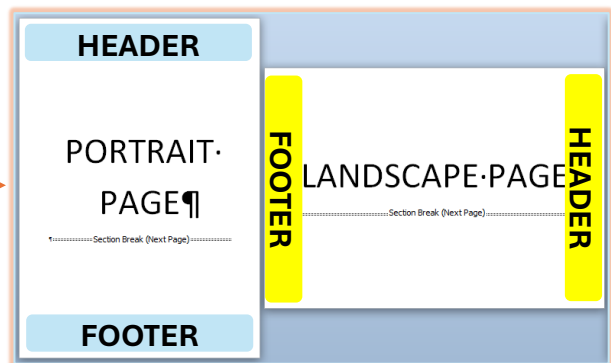
Taking the time to fix landscape headers and footers on your landscape pages will ensure consistency with your portrait pages when the document is printed and bound.

On screen, it will look like your landscape headers and footers are in the left and right margins of the page but don't worry, they will print out in the same place as the portrait pages.

Before:



After:

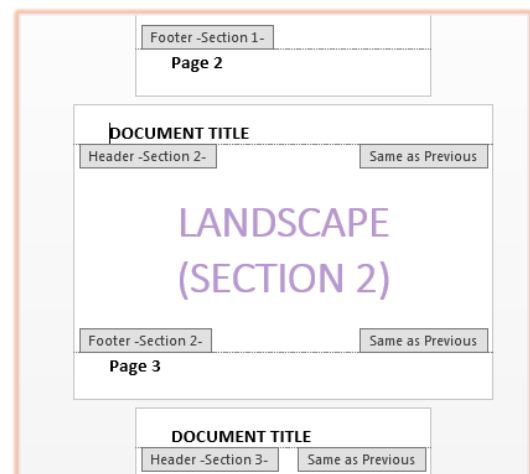


Break the links between landscape/portrait sections

When you create landscape pages within a portrait document, you define each landscape page range as a new section (using section breaks).

By default, each header and footer is linked to the previous section. This means that if you edit the header and footer of **any page**, your changes will affect **every page** in your document.

You **must** break the links between sections **before** making changes to the header/footer of your landscape pages. **If you don't, the changes will also affect the headers and footers in the portrait sections of your document.**



1. Double-click at the top of your first landscape page to open the **header** for editing.
 - This will be labelled **Same as Previous**.



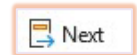
2. On the **Header & Footer** tab, click **Link to Previous** to break the link to the previous (portrait) section.



- The **Same as Previous** label should disappear.



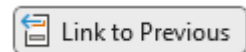
3. Still on the **Header & Footer** tab, click **Next** to go to the next (portrait) section header.



- This will still have a **Same as Previous** label.



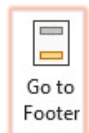
4. Click **Link to Previous** to break the link to the previous (landscape) section.



- The **Same as Previous** label should disappear.



5. On the **Header & Footer** tab, click **Go to Footer** and then repeat steps 2 – 4 to break the links to the previous and next section **footers**.



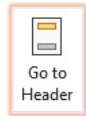
Delete landscape header and footer content

When you have broken the links between your landscape section and the neighbouring portrait sections, you can delete the landscape header and footer content without affecting the rest of the document.

1. Click **Previous** to return to the landscape section footer.
2. Select and delete the landscape footer content.



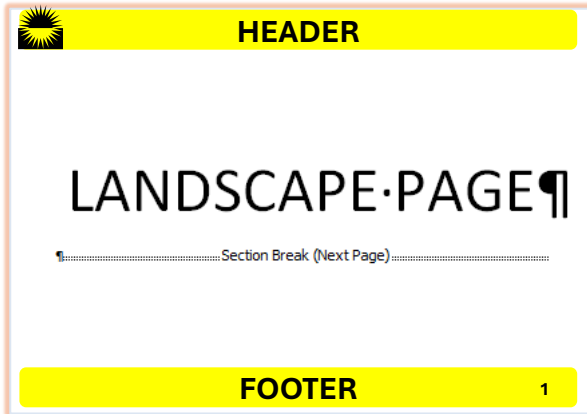
3. Click **Go to Header**.
4. Select and delete the landscape header content.



Recreate landscape header and footer content

The next step is to recreate your header and footer in the left and right margins of your landscape section. In this example, the header contains a logo and the footer contains a page number.

Before:



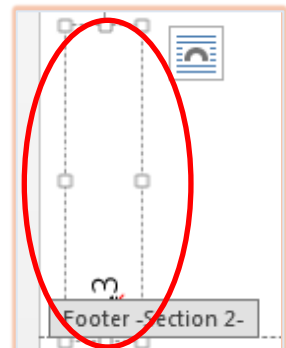
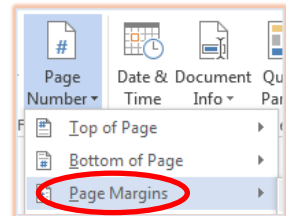
After:



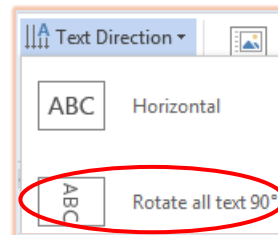
Note - Objects require inserting, rotating and formatting; it can take some time to perfect. Follow the steps for the object types you want to add to your header/footer. **Page Numbering, Page Margins, Vertical Left** in the Before and After figures.

Page numbers

1. Click the **Header & Footer** tab, then click **Page Number**.
2. Click **Page Margins** and select either **Large, Left** (as a footer) or **Large, Right** (as a header).
 - Don't worry about formatting for now – you'll do that later.
3. Click the text box that appears in the chosen margin.
 - When selected, the text box will have a dashed border.
 - **Note:** The **Footer** label may be hiding part of the text box.

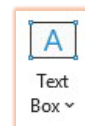


4. Click the **Shape Format** tab, then click **Text Direction**.
 - Select **Rotate all Text 90°**.
 - Now use the formatting tools from the **Home** tab to edit the font, size and alignment. Remember, you want your landscape page numbers to look the same as your portrait pages.



Other text content

1. On the **Header & Footer** tab, click **Go to Footer**.
2. On the **Insert** tab, click **Text Box** and select **Draw Text Box**.
3. Click and drag to draw a text box in the appropriate margin (left for the footer, right for the header) and fill with content, e.g.:
 - **Text:** type your content in the new text box.
 - **Date and Time:** on the **Header & Footer** tab, click **Date & Time** and select a format.
 - **Quick Parts:** on the **Header & Footer** tab, click **Quick Parts** and select from the list.
4. Click the **Shape Format** tab, then click **Text Direction**.
 - Select **Rotate all text 90°**.
5. Use the formatting tools from the **Home** tab to edit the font and size of the text.
6. Click and drag the text box until you are happy with the position in the margin.



Logos or images

1. Click the **Header & Footer** tab, then click **Pictures**.
 - Browse to locate and select the logo or image you want and click **Insert**.
2. Click the **Picture Format** tab, then click **Wrap Text**.
 - Select **In Front of Text**.
3. Click **Rotate** and select **Rotate Right 90°**.
4. Click and drag the corner handles to resize the image if needed.
5. Click and drag the image to position it in the left margin (as a footer) or right margin (as a header).



Add a Title Page

When you preparing to submit a Word document like a dissertation or thesis for assessment, you may need to add a title page or front cover containing summary information.

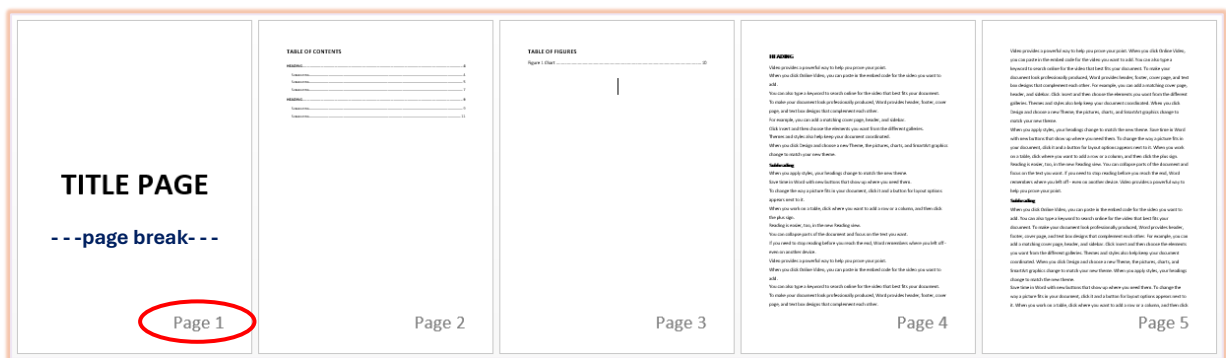
You will need to decide if you want your title page to have a page number or not.

- **Note:** If you have not done so already, your first step is to add page numbers to your document as described in the section: [Page Numbering](#)

The easiest way to add a new page at the start of the document is to press **Ctrl + Home** to get to the top of the first page, then press **Ctrl + Enter** to insert a page break. A new, blank page will appear at the start of your document, ready for you to add content.

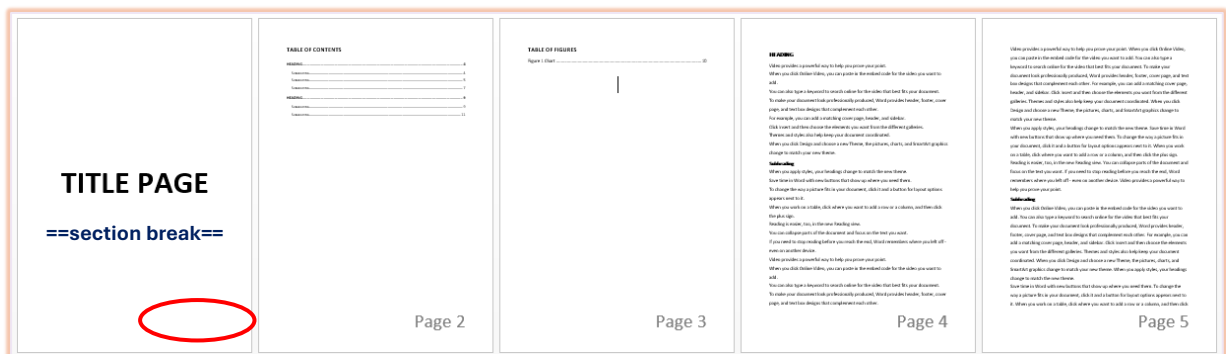
Option 1 – page numbering on the title page

- If your document **contains page numbers**, Word will automatically add a number to your new title page. This is because the default setting is for **continuous page numbering** throughout a document.



Option 2 – no page numbering on the title page

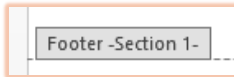
- By using **section breaks**, you can delete the page number on your title page (section 1), but leave the rest of your document (section 2 onwards) as it is. You can even restart the numbering from 1 on page 2 if you want, as shown in the example below.



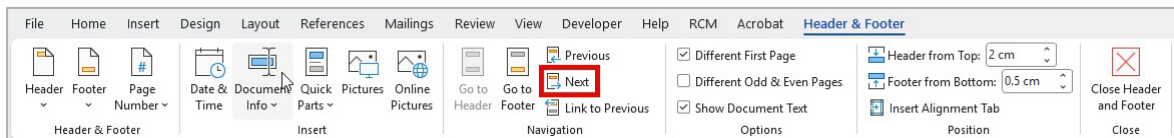
1. Press **Ctrl + Home** on your keyboard to get to the top of your document.
2. Click **Layout > Breaks > Next Page** to insert a section break.
 - A new blank page will appear at the start of your document.
3. Press **Ctrl + Home** again to get to the top of the new blank page.

- If your page numbers are in the **header**, double-click at the top of the page.
- If your page numbers are in the **footer**, double-click at the bottom of the page.

4. The header and footer of page 1 will be labelled **Section 1**.

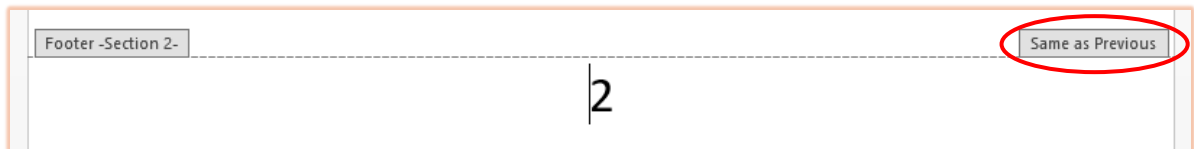


5. Click the **Header & Footer** tab, and click **Next** to go to **Section 2**.

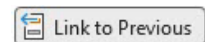


6. Before you break any links, notice that **Section 2** is labelled **Same as Previous**. This means it uses the page numbering style from **Section 1**.

- You'll need to break this link before you can delete the number from **Section 1** (the title page).



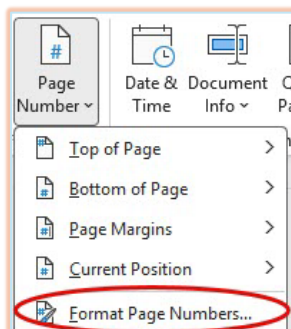
7. On the **Header & Footer** tab, click **Link to Previous** to break the link with Section 1.



- The **Same as Previous** label will disappear.

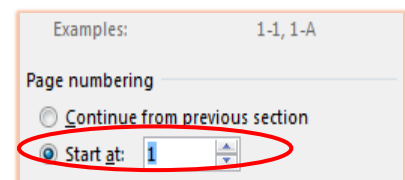


8. Still in Section 2, click **Page Number** then **Format Page Numbers**.



9. Select **Start at: 1** and click **OK**.

- This restarts the page numbering in Section 2 from page 1.



10. On the **Header & Footer** tab, click **Previous** to go to Section 1.



11. Select the page number in Section 1 and press the **Delete** key.

12. Double-click anywhere in the middle of the page to exit the header and footer.

Tips for working with section breaks

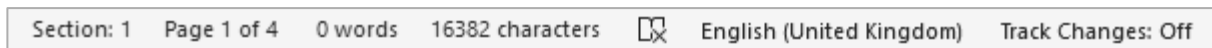
– Click the **Home** tab, then click the **Show/Hide** button.



– This switches on formatting marks, which makes the **section breaks** in your document easier to find.

¶ Section Break (Next Page)

– To help you keep track of the section you are working in, right-click the **Status Bar** and tick **Section**.



Useful keyboard shortcuts

Ctrl + Home Go to the start of your document

Ctrl + Enter Add a page break

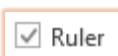
Ctrl + Shift + Enter Add a section break

Page Margins

Page margins provide the empty space around the edge of a document. You can change the size of this empty space by choosing from predefined margins, or creating your own custom margins.

Show/hide the rulers

Use Word's horizontal and vertical rulers to view and adjust your page margins. The rulers are also useful for aligning objects within your document. Click the **View** tab, then tick the **Ruler** checkbox to switch the rulers on.



Choose from predefined margins

Word contains a number of predefined margins that you can choose to apply to your document.

1. Click the **Layout** tab, then click **Margins**.
2. Select from the predefined margins available from the drop-down list e.g. **Normal**, **Narrow**.

Note: If you have used section breaks in your document, your new margins will only apply to the current section. However, you can press **Ctrl + A** to select your whole document before applying predefined margins.

	Normal	Top: 2.54 cm	Bottom: 2.54 cm
		Left: 2.54 cm	Right: 2.54 cm
	Narrow	Top: 1.27 cm	Bottom: 1.27 cm
		Left: 1.27 cm	Right: 1.27 cm

Create your own custom margins

You can create your own custom margins by adjusting the top, bottom, left and right margins individually.

1. Double-click on a margin area of the ruler.



2. The **Page Setup** dialog will open on the **Margins** tab.

3. Type the size of the margins that you require.

Top:	3 cm	Bottom:	1.1 cm
Left:	2 cm	Right:	2 cm

4. Choose whether to apply the changes to the **whole document**, or the **selected section**.

Apply to:	Whole document
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5. Click **OK**.