Lecture 8: MS Word 2013 – Design and Page Layout Tabs

- **Page Background:**
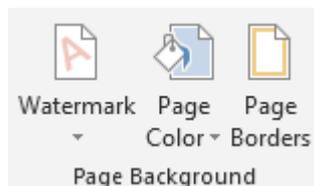
Watermark:
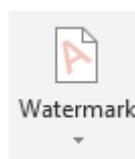
Apply a *watermark* to a document. The *watermark* will be displayed across every page (except the title page) in the document when the document is printed. The watermark can be seen in Print Layout View. The watermark will also be displayed on the document if saved as a PDF. A standard set of watermarks are available (Confidential, Do Not Copy). You can use your own text, from *Custom Watermark*.

Page Color:

Change the color of every page in the document. Useful for accessibility – some people with dyslexia find it easier to read pages with a different colored background.

Page Borders:
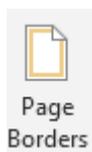
Add a border to pages in a section of the document or the whole document.

⊞ **Page Layout Tab:**
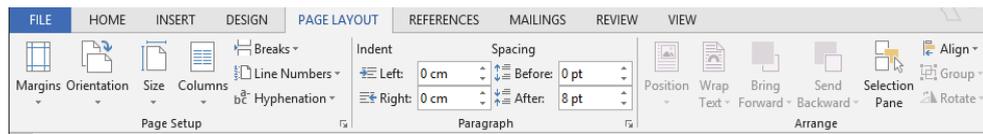
▪ **Page Setup:**
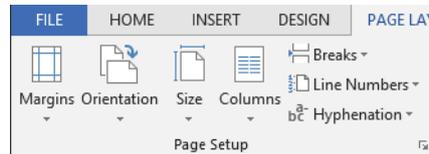
Margins:

Set the margins for the document. A list of commonly used margins is given. Choose custom margin to set your own margins.

Orientation:
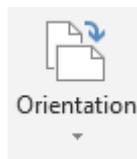
Set the orientation of the section or document. Landscape or Portrait.

Size:

Set the size of the page. A4 is the standard size, but other sizes can be selected (e.g. A5, Postcard).

Columns:
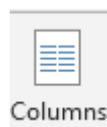
Format text on the page to display in two or more columns. Select the text and choose **Columns > Two** to format the text in two columns on the page.

If you want to change the number of columns, it is easier to convert to one column first and then choose the new number of columns.

To convert to one column, choose the text in the columns and then select **Column > One.**

Hyphenation:
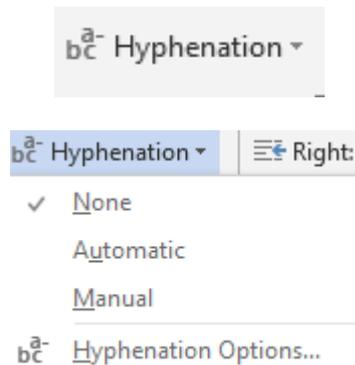
If a word is too long to fit on the end of the line, Word will automatically move the word to the next line. The Hyphenation option will insert hyphens to remove gaps in justified text or to maintain even line lengths in narrow columns.

Automatic Hyphenation

Word automatically inserts hyphens where they are needed in the document. If you later change the document, the hyphens will be adjusted accordingly.

Manual Hyphenation

Word searches for text to hyphenate, asks you to confirm each proposed hyphen and inserts the hyphen. If the document is changed, only the hyphens that still fall at the end of the lines are used. The whole document is not checked again.

- **Paragraph:**
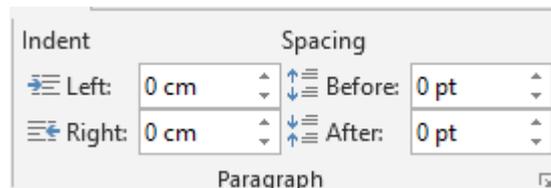
Indent:
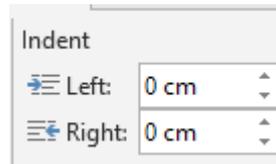
Indent a paragraph of text from the left or right margins by a specified number of centimeters. To change the margins for the whole document, use the Margins button on the Page Layout tab.

Spacing:
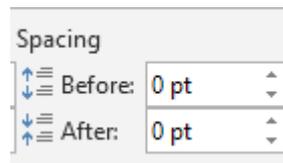
Change how much spacing appears above and below the selected paragraph. To change this for the whole document use Paragraph Spacing on the Design Tab.