It's easier to work out what is happening to your documents if you can see the formatting codes. These are usually invisible and don't print even if you have chosen to view them on screen.

To switch them on, either:

- Click on this button on the toolbar ¶

- Select **Options** from the **Tools** menu, click on the **View** tab and select **All** from the list of **Formatting marks** in the middle of the page

If you want to, you can use Word like an electronic typewriter. It will do the job, you can make letters and short documents look exactly the way you want them to with a bit of patience.

So what's wrong with that? Absolutely nothing if:

- Your documents are fairly short, and are either being sent to different people or you don't care if they are quite different.

- Once you've written them your documents won't be changed very much - or you are prepared either to spend time reformatting them or don't care that they might look a bit "peculiar" in places.

So, what sort of things can cause problems?

| If you do this: | This may be an issue: |
|---|---|
| Inserting a page break so that a paragraph is immediately above a diagram that follows it. | If you add or remove some words, you may find a half-empty page in front of the paragraph. |
| Pressing the **Enter** key to put a blank line between paragraphs. | If you need to adjust this gap to make you document "fit", you will either have uneven spacing or will have to change every single one. |
| Formatting your headings, captions, etc. by using the standard tools - for example, highlighting some text and making it bigger, bold or different in some other way. | If you want to change how your document looks, you will have to change each one separately - and you won't be able to use some of Word's automated features! |

You don't have to do things the way I'm going to show you - and sometimes for very short documents it's not worthwhile. But it may help later if you have to make a lot of changes to a document's appearance!

# Styles

One of the least understood tools available in Word is so important to using its features, that Microsoft has gradually incorporated them more and more automatically as it has released newer versions.

Styles not only decide how something is going to look:

> "Heading 1 - Arial, size 24, bold, with a large gap above and below."

but also what they **are**:

> "Heading 1 - normally indicates the beginning of a chapter or section in a book and is routinely used when automatically building a table of contents."

You can make any piece of text **look** like Heading 1, but you can only make text marked as Heading 1 **behave** like Heading 1.

The same basic concept  is true for all sorts of other things in Word:

- If you put captions under diagrams and figures, Word understands that these numbers should increase by one each time you add another - and if you add one in the middle, Word will renumber them all for you.

- If you use section or chapter numbers - both at the start of a chapter or as sub-heading within them - Word understands the numbering sequence and will automatically sort them out for you, even if you move things around.

## Making Changes

Another good reason for using styles is that you can, for example, decide on a style that you will use for every quotation drawn from a book or that someone has said. You may decide that you are going to display all quotations in italic type, to make them stand out - but someone reviews your work and decides they would look better as normal text, but indented from the left and right by 1cm.

- If you've made your quotations look different without specifying a style, you will have to go and change every single one.

- If you have made sure you have marked all of your quotations in the one style, you can change them easily - just go and modify the style!

## Format Painter

One of the most useful tools in Word's arsenal is the **Format Painter**. It looks like a small paintbrush.



- Select a piece of text that is formatted the way you like, click the **Format Painter** and then highlight the paragraph or word you want to change.

- If you want to change many things to match - double click the **Format Painter** and you can repeat the exercise as many times as you like. Just click the **Format Painter** again when you've finished to switch it off!
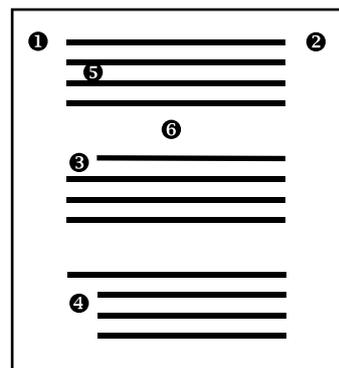
# Paragraph Formatting

Paragraph-level formatting is applied to individual paragraphs by selecting **Paragraph** from the **Format** menu or by using buttons on the toolbar.

Some useful formatting options are **only** available from the menu but in many cases, setting them using the menu is more accurate anyway.

## Spacing and Layout

Set how far in from the left and right margins the text should be indented and how the first line of the paragraph should be treated.

1.  Left indentation
2.  Right indentation
3.  First-line indentation
4.  Hanging indentation
5.  Line spacing
6.  Space above and below

Don't use paragraph formatting to line up bullets and numbers in lists.

Use the **Bullets and Numbering** option instead.

## Tab Settings

Default spacing is every 1.27cm (½ inch).

⌞   **Left** – the tab marker indicates where the first letter will be placed

⊥   **Center** – aligns the middle of the word or sentence with the tab stop

⌟   **Right** – the end of the word or sentence will be aligned with the tab

Don't use tab to indent the first line of a paragraph – you'll have to do it separately for each one! Instead, set the first line indentation.

The ruler can be used to set some paragraph settings too – mark on the picture below what each bit is for.

Settings on the ruler only apply to selected text!

For each of the options below, try to think of occasions when you would want to switch them on or off.

# Line and Page Breaks

## Widows and Orphans

Prevents the first line of a paragraph being on its own at the bottom of a page or the last line of a paragraph being alone at the top of a page - unless of course the paragraph is only one line long. This option is on by default.

## Keep lines together

Selecting this option prevents a new page being started part-way through a paragraph.

## Keep with next

This makes sure that the paragraph stays on the same page as the paragraph that follows it.

## Page break before

The paragraph **always** starts at the top of a fresh page.

# Margins and Printing

Trying to make your printing fit on a page? You have a number of choices:

■ You can make all the text a bit smaller – but don't go too small!

■ You can make the gaps between different paragraphs smaller

■ You can shrink the margins.

Most printers have a "minimum margin". This is because the printer can't print closer to edge of the paper than its minimum setting. If you try and set the margins too small, Word will usually tell you.

To set margins, click on the **File** menu and select **Page setup**.
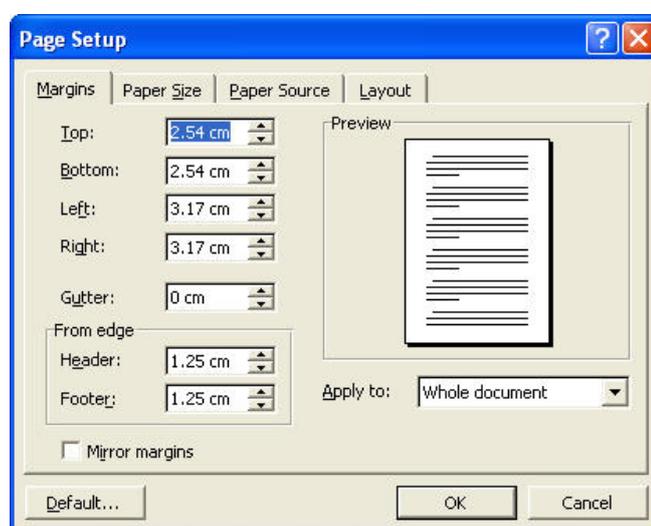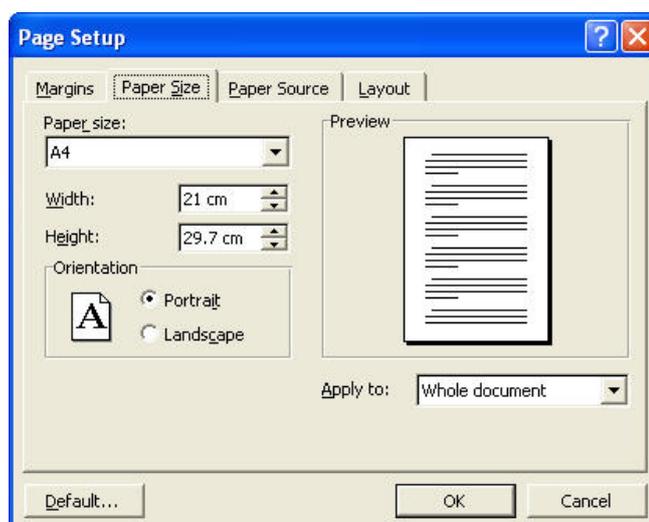


Margins are set on the first page – the units that you are using are set in **Options** on the **Tools** menu.

A preview helps you to see what your changes will look like before you make them.

If you don't want the whole document changing, specify in **Apply to**.

You can also choose to change one or all of your pages to landscape from the same place,by picking the **Paper Size** page.

Select **File** then **Print** from the menu to see the printing options available.

You can set specific information for your printer by clicking on the **Properties** button – this displays the same details that you will see if you find the printer in the **Control Panel** from the **Start** menu.
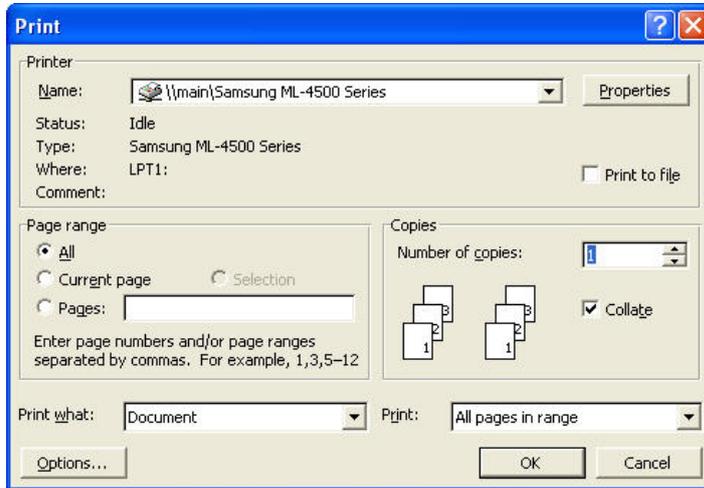


All printers are slightly different, so use the space below to record the information for your own printer – what the settings are and what they do.