

Formatting Document Layouts in Microsoft Word 2013-2016

Setting Margins:

1. Click on the "Page Layout" tab.
2. The first button is "Margins" Click to choose from a list of preset margins.
3. To set custom margins, click on "Custom Margins" at the bottom of the list.
4. A new window will open with the five margins listed (top, bottom, left, right, and gutter).
5. Type into the box or click on the up and down for each field to adjust the margins of your page. Each box adjusts independently.
6. The gutter will adjust the space between columns of text. Type into the box or use the up and down arrows to adjust the space between columns of text.
7. Click "OK."

Setting a Header:

1. Click on the "Insert" tab.
2. In the "Header & Footer" group (almost half-way across the menu), click on "Header."
3. Click to choose one of the preset header options, or click on "More Headers from Office.com" to see more choices.
4. Once a header is chosen, a new tab appears on the toolbar titled "Header & Footer." Use the options to add page numbers, dates, and adjust when the header will appear.
5. While in the header, click in the text fields to enter the appropriate information.
6. When finished, click "Close Header and Footer," or double-click on the body of your page to exit the header.



Adding Page Numbers:

1. Click on the "Insert" tab.
 2. In the "Header & Footer" group (almost half-way across the menu), click on "Page Number."
 3. Click to choose where you would like the page numbers to appear (top of page, bottom of page, page margin, current position).
 4. Click to choose one of the preset header options, or click on "More Page Numbers from Office.com" to see more choices.
 5. Once an option is chosen, a new tab appears on the toolbar titled "Header & Footer Tools." Use the options to add a header, dates, and adjust when the header will appear.
 6. When finished, click "Close Header and Footer," or double-click on the body of your page to exit.
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