

Page Borders



Word 2021

Page Borders

A page border frames the page of a document. Page borders can be simple or decorative, with a variety of styles, colors, and widths. Borders can be applied to the document as a whole, to a specific section, the first page only, or all pages except the first page. Page borders in Word have two different types of lines: straight lines of various styles and widths, and artistic styles, consisting of small decorative elements. The straight-line type is the Word default, and is more appropriate for business reports or academic papers. Art borders can enliven less formal documents, such as invitations, certificates, and cards.

Path to Access

1. Go to the **Design tab** on the Ribbon.
2. In the **Page Background group**, click **Page Borders**.
3. The **Borders and Shading dialog box** opens.
4. Select the **Page Border tab** to configure your options.
5. Use the **Preview pane** to confirm, then click **OK**.

Border Options

You can select various options for your page borders on the **Page Border** tab of the **Borders and Shading** dialog box. Here, you can set the border type, and the line style, color, and width. You can choose an **Art** border from a gallery of graphical elements. The **Preview** pane on the **Page Border** tab enables you to see what your border options will look like before they are applied. You can choose to apply the border to every page, or only certain pages.

Options Available:

- **Border type:** Box, Shadow, 3D, or Custom.
- **Line style:** Solid, dashed, dotted, double, etc.
- **Colour:** Choose from the color palette.
- **Width:** Adjust thickness of the border line.
- **Art border:** Select decorative designs from the gallery.
- **Preview pane:** Shows how your chosen border will look before applying.
- **Apply to:** All pages, first page only, or specific sections.

Page Color Options

Page colors can be applied to the background of a page. You can select a color from the **Page Color** gallery, or define a custom color. In addition, you can create different effects with gradient, texture, or pattern choices by using the **Fill Effects** dialog box in the **Page Color** gallery. You can even define a picture as a page background.

Printing Backgrounds

By default, Word doesn't preview or print background colors. You need to enable this feature in the **Word Options** dialog box, on the **Display** tab, by checking the **Print background colors and images** check box.

Add Headers and Footers

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Headers and Footers

Headers and footers are defined areas at the top and the bottom margins of a page where you can add textual or graphical information that is common to all or to some of the pages in a document. Common information such as titles, dates, and page numbers can be entered in the left, center, or right sections of a header and footer. You can specify whether headers and footers should appear on the first page of the document. You can also apply different header and footer content to odd and even numbered pages.

Fields

When you add content to a header or footer, Word inserts a field for each item of information. A field is a placeholder for a certain type of data. If you've ever filled out a tax or employment form, you know that your name goes into a name field, the date goes into a date field, and so on. You can configure certain fields to update automatically, which can be especially useful when, for example, you want to show the current date and time in a document.

The Header & Footer Contextual Tab

The **Header & Footer** contextual tab opens when you insert a header or footer. Use the groups on the tab to help you work with headers and footers.

Group	Description
Header & Footer	Contains built-in styles for headers, footers, and page numbers, as well as options to edit or remove these elements.
Insert	Contains options that enable you to insert objects, such as pictures and clip art images, in headers and footers. You can also insert a date and time field.
Navigation	Contains options to navigate to a header, footer, and previous or next sections in a document.
Options	Contains options to apply different formatting to the header or footer on the first page, on odd and even pages, or to the entire document.
Position	Contains options to modify the size, or margins, of the header and footer area. This group also enables you to align the content of the header and footer.
Close	Enables you to close the header or footer section and return to the normal view of the document.

Control Page Layout



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Margin Options

A margin refers to the area between the edge of a page and the place where text begins. Generally, you insert text between page margins, although some page elements, like headers and footers, occupy the margin area. You have many options for defining page margins in Word. You can apply a predefined margin type, or you can create custom margins. You apply margin options via the **Margins** gallery, accessible from the **Page Setup** group of the **Layout** tab. You can also apply custom margins from the **Page Setup** dialog box.

Margin Type	Description
Normal	Top, bottom, left, and right margins are at a distance of 1 inch from the page border.
Narrow	Top, bottom, left, and right margins are at a distance of 0.5 inches from the page border.
Moderate	Top and bottom margins are at a distance of 1 inch, and left and right margins are at a distance of 0.75 inches from the page border.
Wide	Top and bottom margins are at a distance of 1 inch, and left and right margins are at a distance of 2 inches from the page border.
Mirrored	Top and bottom margins are at a distance of 1 inch, inside margins are at a distance of 1.25 inches, and outside margins are at a distance of 1 inch from the page border.

Gutter Margins and Mirrored Margins

Gutter margins add extra space to the left and top margins to accommodate binding or stapling. Mirrored margins are generally used for facing pages, such as those found in a bound document. When you use mirrored margins, the gutter margin is automatically defined.

Page Orientation

Page orientation refers to the way a page is positioned. The two most common page orientations are portrait and landscape. In portrait orientation, the height of the page is greater than its width. In landscape orientation, the width of the page is greater than its height. Portrait orientation is normally used for books, reports, academic papers, and other formal documents. Landscape orientation is often used for certificates, or for documents containing large tables or graphs. The orientation setting affects the overall layout of text on a page.

Vertical Alignment Options

Just as you can align text horizontally in a document, you can also align it vertically between the top and bottom margins. Vertical alignment options work the same way for both the portrait and landscape page orientations. You can set a vertical alignment option via the **Layout** tab in the **Page Setup** dialog box. This dialog box is accessed from the **Page Setup** dialog box launcher on the **Layout** tab.

The alignment options help you simplify vertical page layout.

Alignment Option	Description
Top	Positions the text along the top margin of a page. This is the default Word setting.
Center	Positions the text in the center of a page, providing equal amounts of white space above and below the text.
Justified	Distributes the text equally between the top and bottom margins.
Bottom	Aligns the text along the bottom margin of a page.

The Paper Size Option

Word enables you to adjust your document based on the size of the paper it will be printed on. Although the most common paper size in the United States is 8.5" x 11" (the "Letter" size), other paper size options are also available. Changing the paper size also changes the layout of your document, so be sure that whatever paper size you use, you preview the document and adjust your layout before printing. To select the paper size, on the **Layout** tab, in the **Page Setup** group, click the **Size** button and select the desired size from the gallery. You can also select a paper size in the **Page Setup** dialog box, on the **Paper** tab.

Page Breaks

A page break marks the end of a page of text. You may find, though, that the automatic page breaks that Word inserts don't quite suit how you want your text to flow. Perhaps your document contains a table that would look quite awkward if most of the rows appeared on one page, and one or two appeared on the next. Or, you might want to keep certain paragraphs together on one page, or prevent Word from inserting a break in the middle of a paragraph. In Word, you can insert manual page breaks to keep sections of your document on one page, or to start a new page.

White Space Between Pages

There is extra white space at the bottom of the page where a break is inserted. This white space can be hidden with the **Show/Hide White Space** feature. It also hides the top and bottom margins of the pages to enable easier scrolling when you are in the **Print Layout** view. When you position the mouse pointer between two pages, the mouse pointer changes to a **Hide White Space** or **Show White Space** pointer. You can toggle between these two modes by double-clicking, or by pressing **Ctrl** while clicking between the pages.

The Page Setup Dialog Box

Many of the page layout options you'll frequently use appear on the **Layout** tab of the ribbon. But you can also set layout options in the **Page Setup** dialog box. There are three tabs in the dialog box: **Margins**, **Paper**, and **Layout**.

Tab	Description
Margins	Use this tab to set margins and page orientation. Here, you can also specify whether the settings should be applied to the whole document or to specific pages.
Paper	Use this tab to modify the paper size and paper source for printing. From this tab, you can also access the Display tab in the Word Options dialog box to customize the display settings of the document.
Layout	Use this tab to modify sections, headers, and footers; set the vertical alignment of text; and set different styles for the page borders.

Add a Watermark



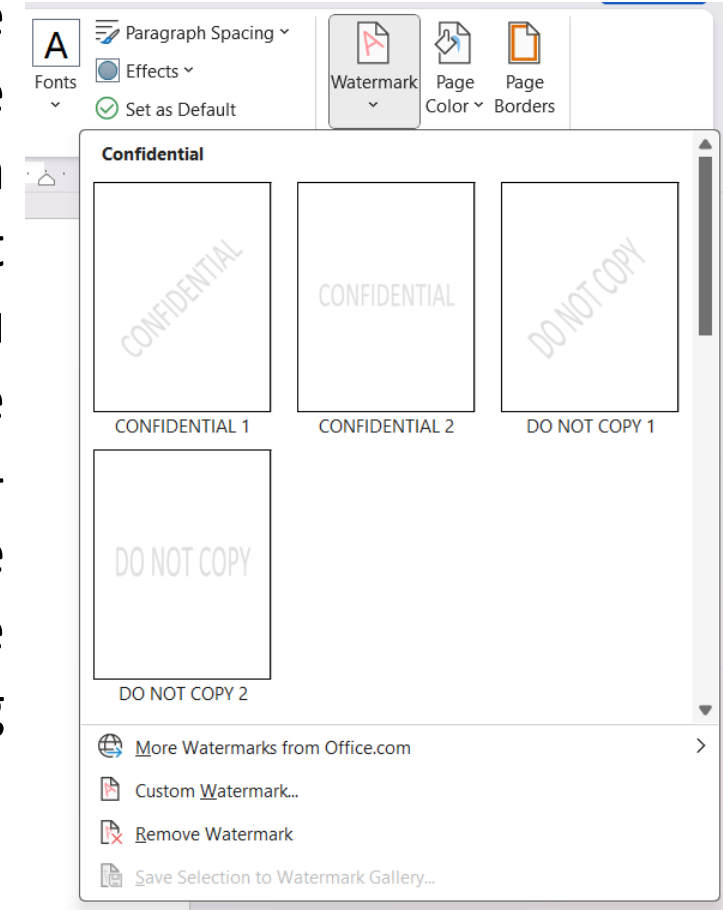
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Watermarks

A watermark is transparent text or a graphic that appears in the background of a document. It is generally used to designate the purpose or content of a document, or to prove authenticity in an unmistakable way. Watermarks are often applied to prevent copyright infringement or intellectual property theft. Once you add a watermark, it is automatically applied to the whole document. You can apply a watermark quickly by using the built-in watermarks from the **Watermark** gallery, accessible on the **Design** tab, in the **Page Background** group, by selecting the **Watermark** button. Or, you can customize a watermark by using the **Printed Watermark** dialog box.

Path to Access

1. Go to the **Design tab** on the Ribbon.
2. In the **Page Background group**, click **Watermark**.
3. Choose from the **gallery of built-in watermarks** (e.g., Confidential, Draft).
4. For customization, select **Custom Watermark...** to open the **Printed Watermark dialog box**.
5. Configure text or picture options, then click **OK**.



The Printed Watermark Dialog Box

In Word, when you want a custom watermark, you can use the **Printed Watermark** dialog box. To access this dialog box, go to the **Design** tab, and in the **Page Background** group, select the **Watermark** button and then select **Custom Watermark** from the list. You can select a picture to use as a watermark, scale the picture, and adjust its transparency. Or, you can select a text watermark, and configure font, size, color, and layout of the text. You can also use the **Printed Watermark** dialog box to remove a watermark.

Path to Access

1. Go to the **Design tab** on the Ribbon.
2. In the **Page Background group**, click **Watermark**.
3. From the drop-down list, select **Custom Watermark....**
4. The **Printed Watermark dialog box** opens.
5. Configure **Picture** or **Text watermark** options, or choose **Remove watermark**.
6. Click **OK** to apply.

