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Computer Applications

# Creating a Document, Margins, Orientation and Headers

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# Margins, Orientation and Headers

- Page setup (Page Layout)
- Margins and orientation
- Preparing the document for printing



# Page Orientation

## Page Layout

- paper size (A4, A3, Letter...)
- orientation (Portrait – vertical, Landscape – horizontal)
- margins (top, bottom, left, right)
- columns, page numbering and headers

*Setting these options is the first step before writing a more serious document*



# Page Orientation

Page orientation: Portrait and Landscape

- Portrait – taller than it is wide
  - most common for text documents, term papers, books
- Landscape – wider than it is tall
  - convenient for tables, wide images, posters

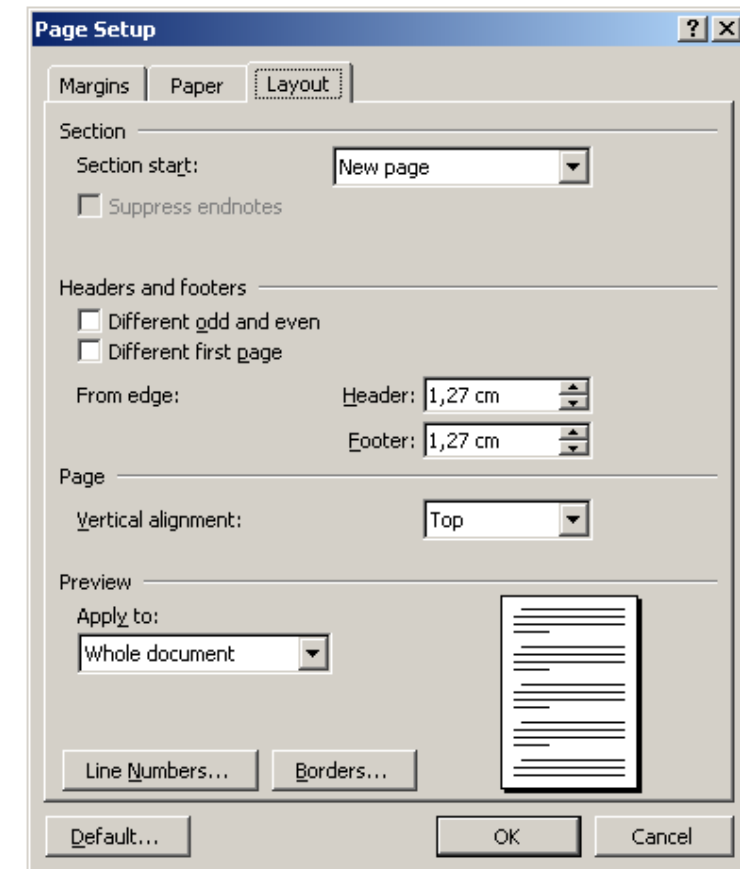
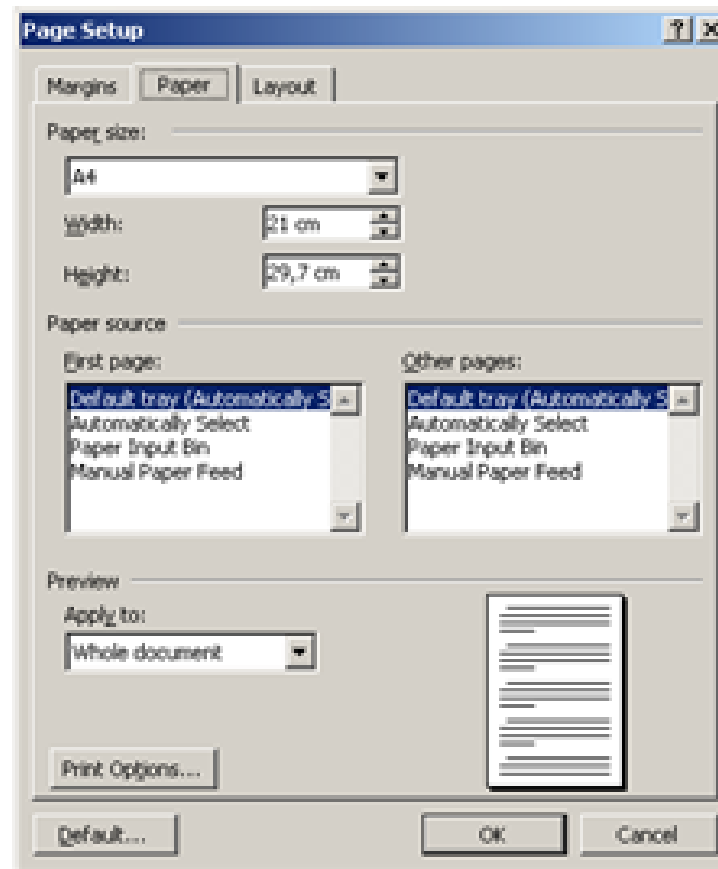
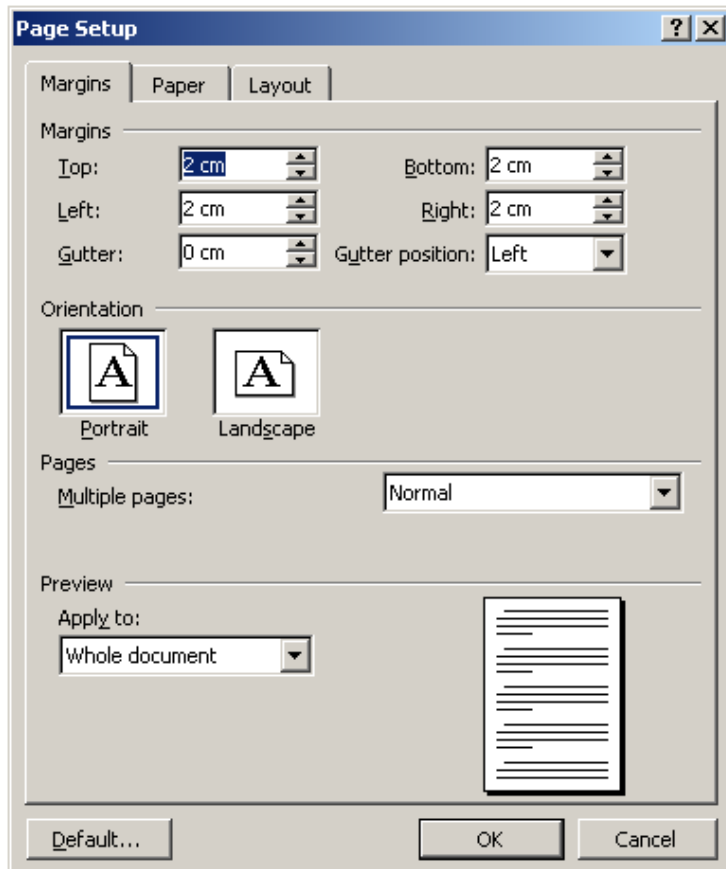
In Word

- Layout / Page Layout → Orientation → Portrait / Landscape



# Page layout

## File/Page Setup



# Page Orientation

## Paper size (Size)

- Most common formats:
  - A4 – 21 × 29,7 cm (standard printer format)
  - A3 – larger format (2× A4)
  - Letter, Legal – standards outside Europe
- standards outside Europe
- • In Word
  - Layout → Size → choose the paper format

*It is important that the format in Word matches the paper format in the printer*



# Margins

Margins = empty space between the text and the edge of the paper:

- Top and Bottom
- Left and Right
- apply to the entire page
- define the “working area” for the text

Why are they important?

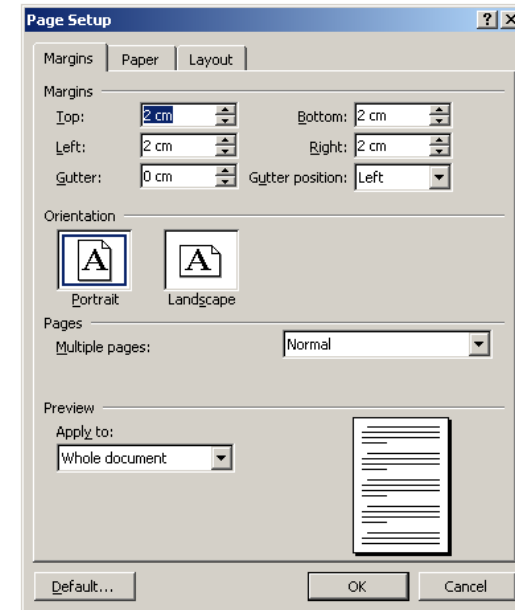
- readability of the text
- space for binding
- respecting standards (seminar papers, master’s theses, dissertations, etc.)



# Margins

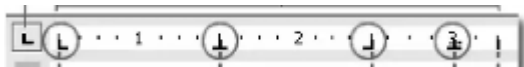
- **Layout / Page Layout → Margins**
- Offered templates:
  - Normal (2.5 cm on all sides)
  - Narrow, Moderate, Wide...
- **Custom Margins...**
  - enter values manually for Top, Bottom, Left, Right

*„Gutter“ – additional margin for binding the document*

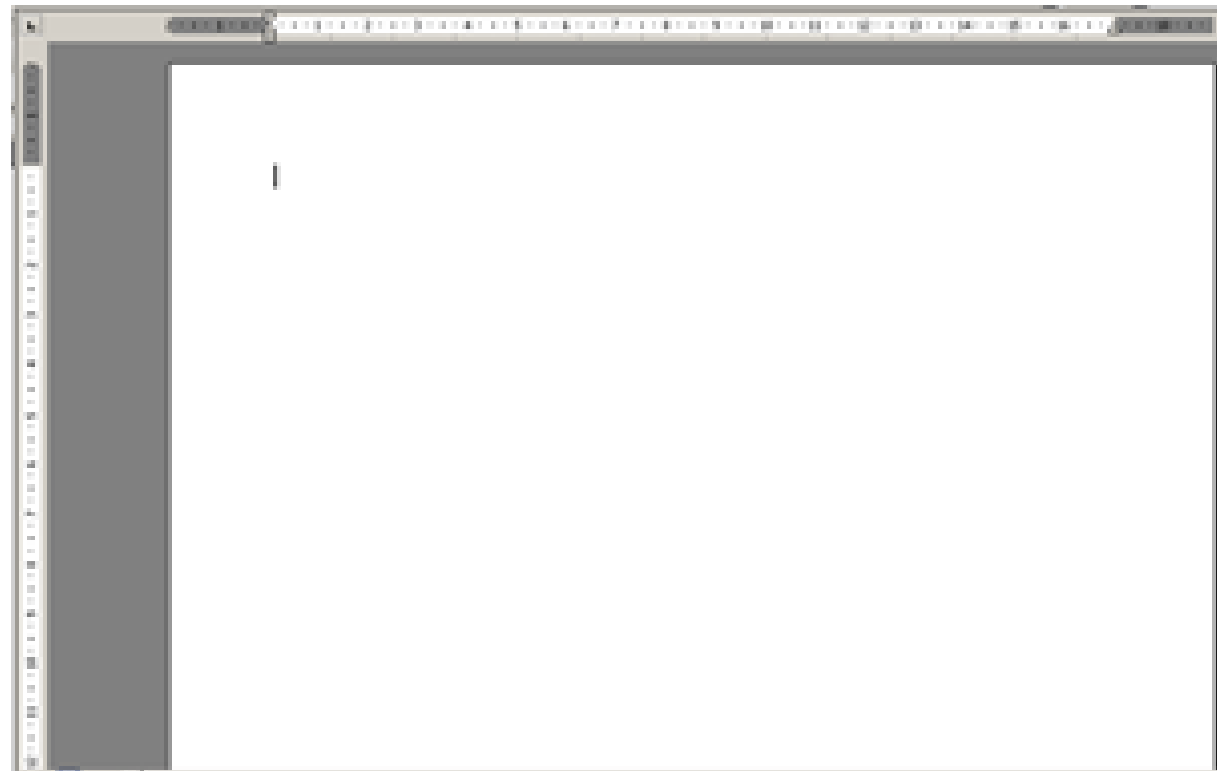


# Using the ruler

## View/Ruler



- ☐ Left ☒ Center ☐ Right  
☐ Decimal ☐ Bar



# Exercise

Open the document Primer1.doc and perform the following settings:

- Set the view mode to **Print Layout**
- Set the zoom so that the document fits the page width
- Set the top and bottom margins to **2.5 cm**, and the left and right margins to **2.2 cm**
- Save the changes in the document and close it



# Заглавља и подножја

## View/Header and Footer



- Header – the area at the top of the page (above the text)
- Footer – the area at the bottom of the page (below the text)

Typically used for:












- document or chapter title
- author's name
- page number, date, school/faculty logo

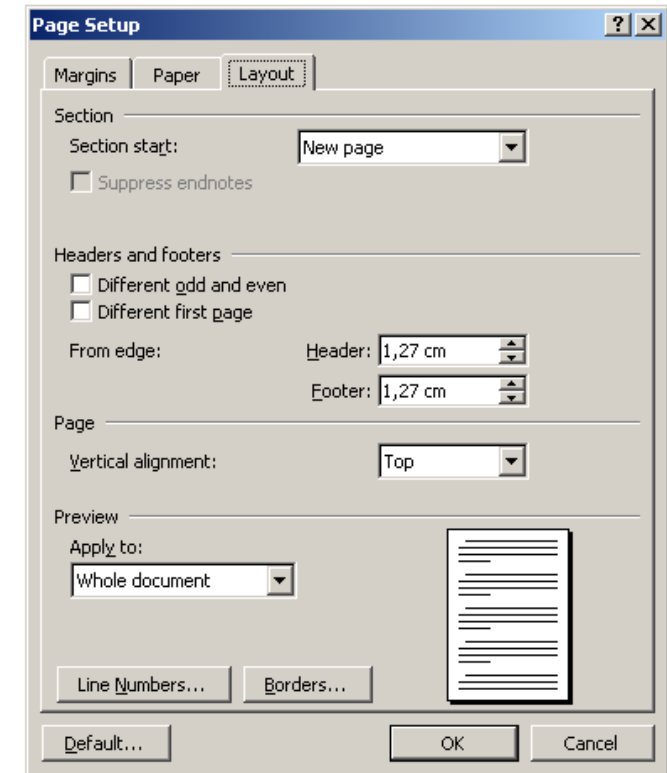


# Headers and Footers



## View/Header and Footer

Insert AutoText ▾	insert previously formatted text (AutoText)
	page number
	total number of pages
	format page numbering
	system date
	insert (system) time
	page setup
	show/hide document text
	turn on or off using the same header and footer in multiple sections (link to previous)
	switch between header and footer
	previous header/footer
	next header/footer



# Headers and Footers

## Page numbering -Insert / Page Number

- Position of the number:
  - Top of Page (usually in the header)
  - Bottom of Page ((in the footer)
  - Page Margins
  - Current Position (current cursor position in the header/footer)
- Choose style (centered, right-aligned, with “Page X of Y”, etc.)



# Headers and Footers



- Different header/footer on the first page
  - Different First Page
- Sections and different headers
  - **Section Breaks** allow different parts of the document to have
    - different margins
    - different orientation (e.g. a single Landscape page)
    - different headers and footers



# Exercise

- In the header of the document "**Suncokreti i sisarke.doc**" put the date on the left side and your full name on the right side
- In the footer of the page, place the page number (in Roman numerals) in the center
- In the header of the first page of the document there should be:
  - the school/faculty logo on the left
  - the course or subject name on the right
- The first page has **no footer**





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# Questions & Answers

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