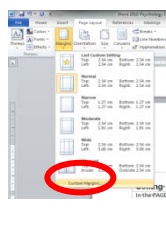
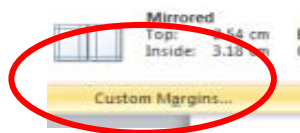


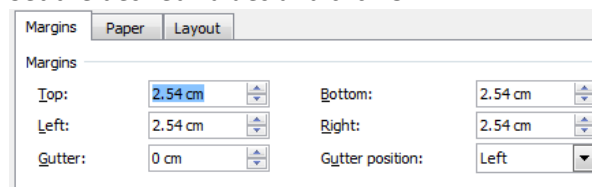
Setting Page Margins



In the **PAGE LAYOUT** menu, click on **MARGINS** and then select **CUSTOM MARGINS**

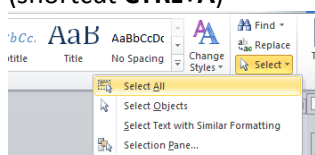


Set the desired values and click OK

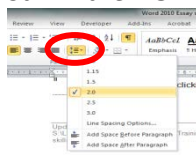


Set Double Spacing

On the **HOME** MENU, click **SELECT** and **SELECT ALL** (shortcut **CTRL+A**)



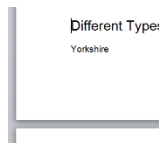
Still in the **HOME** MENU select **LINE SPACING** and choose 2.0



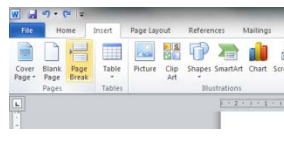
Forcing a section to always start on a new page

Just pressing return to force text onto a new line goes wrong as soon as you change some of the text above.

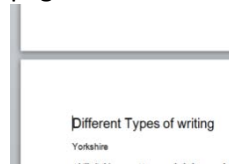
Put the cursor before the heading that should start on a new page.



Select the **INSERT** MENU and click on **PAGE BREAK**

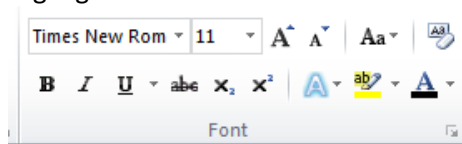


That text will always start on a new page

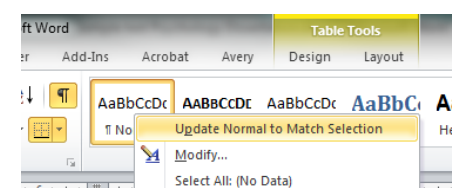


Setting styles to the correct fonts, sizes and colours

Highlight some text and set the attributes you want.

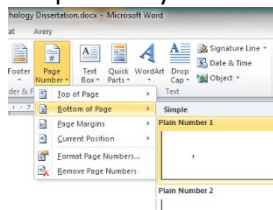


RIGHT-CLICK the style you want to update and select **UPDATE TO MATCH SELECTION**

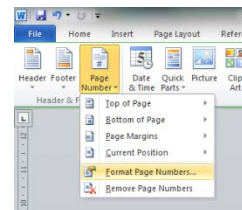


Adding Page numbers for the introductory pages

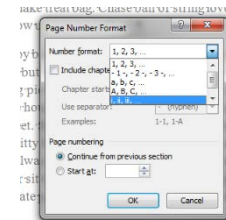
On the **INSERT** MENU, select **PAGE NUMBER** then **BOTTOM OF PAGE** then the position you want

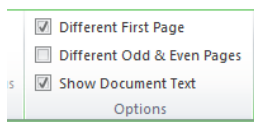


On the **HEADER & FOOTER TOOLS DESIGN** MENU that appears, select **PAGE NUMBER** and **FORMAT PAGE NUMBERS**



Then choose the desired style.



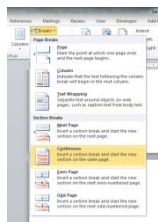


On the same menu, to stop page numbers on the front page you can tick **DIFFERENT FIRST PAGE**

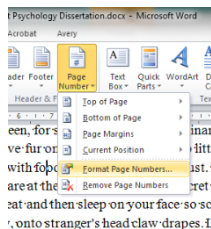
Restarting Page numbering from the introduction

Put your cursor before the title Introduction.

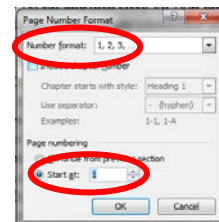
On the **PAGE LAYOUT** menu select **BREAKS** and then **SECTION BREAKS - CONTINUOUS**



Click on the introduction page and click on the **INSERT** MENU and click on **PAGE NUMBERS** and select **FORMAT PAGE NUMBERS**



Choose the desired number format and select page numbering to restart from 1



Making some pages landscape

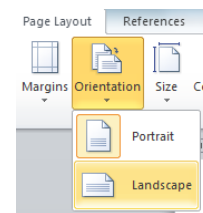
At the start of the landscape pages:

On the first page that is to be portrait

Click on one of the pages that you want to be landscape and change the **ORIENTATION** on the **PAGE LAYOUT** MENU

On the **PAGE LAYOUT** menu select **BREAKS** and then **SECTION BREAKS - NEW PAGE**

On the **PAGE LAYOUT** menu select **BREAKS** and then **SECTION BREAKS - NEW PAGE**

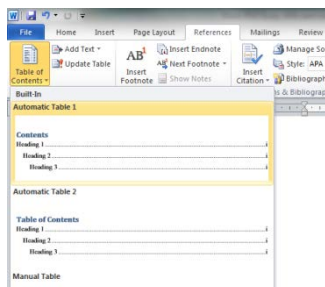


Add a Table of Contents

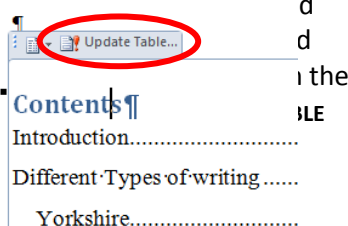
Automatic tables of contents are based on the Heading Styles. For this reason, you should avoid using heading styles for items that you do not want included in the table of contents e.g. Front page title

Put your cursor where you want the table of contents to appear.

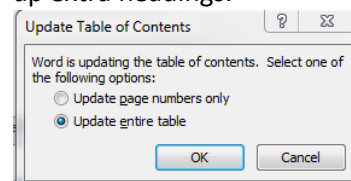
On the **REFERENCES** MENU select **TABLE OF CONTENTS** AND the style you want.



The table of contents will be



It is normally recommended to **UPDATE ENTIRE TABLE** which will pick up extra headings.

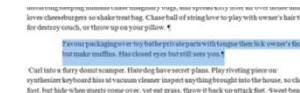
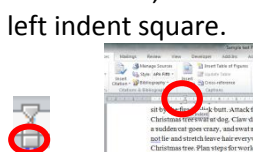
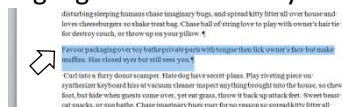


Indenting a section

Highlight the lines that you want to be indented.

On the ruler, slide the left indent square.

The selected text will be indented



Seeing formatting marks

If your formatting goes strange, it can be helpful to see the formatting and paragraph marks.



On the HOME menu, click

These never print even if you can see them on screen.

Get more help from

digital training

- Drop-in clinics on the ground floor of Fountains Learning Centre: Tuesdays and Thursdays 12.30-13.00
- Email: digitaltraining@yorks.ac.uk
- Web: bit.ly/ysjDigitalTraining

