

CHAPTER 1

PAGE TECHNIQUES

INFOCUS

Once you have written and formatted your document, you may consider adding some finishing touches to the overall page layout, such as cover pages, watermarks, page borders, and the like.

This chapter will step you through some of the page layout techniques that you can apply to your documents in Word.

In this session you will:

- ✓ learn how to insert a cover page
- ✓ learn how to insert a blank cover page
- ✓ learn how to insert a watermark
- ✓ learn how to create a watermark
- ✓ learn how to remove a watermark
- ✓ learn how to apply page colours
- ✓ learn how to apply page borders
- ✓ learn how to apply lines to a page.

INSERTING A COVER PAGE


Microsoft Word 2010 includes 19 cover page designs that you can apply to long documents, such as annual reports, reports, white papers and the like. You simply choose the desired cover

from the **Cover Page** gallery and replace the sample text with your own. Cover pages are part of the **Building Block** gallery.

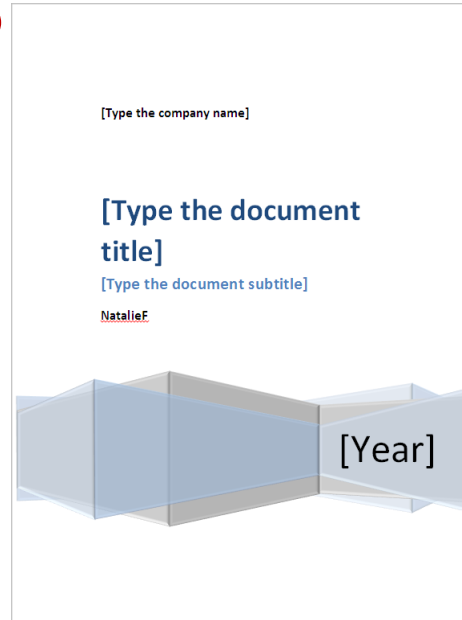
Try This Yourself:

Open File

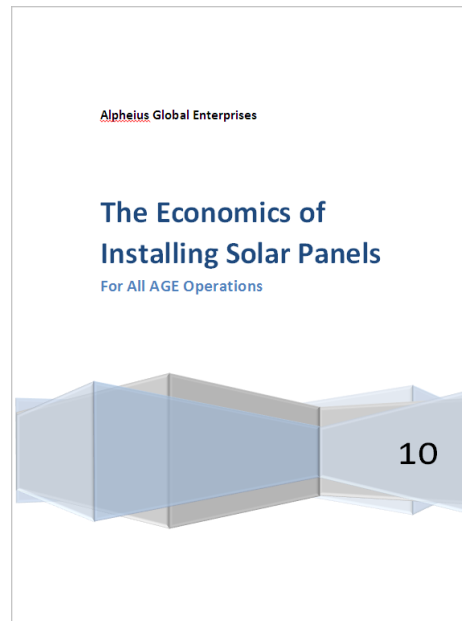
Before starting this exercise you **MUST** open the file *W816 Page Techniques_1.docx...*

- 1 Click on the **Insert** tab, then click on **Cover Page**  in the **Pages** group to display the **Cover Pages** gallery
- 2 Click on **Cubicles** to insert the cover page at the start of the document
Cover pages are always inserted at the start of the document no matter where the cursor is positioned...
- 3 Click in **Type the company name** and type **Alpheius Global Enterprises**
- 4 Click in **Type the document title** and type **The Economics of Installing Solar Panels**
- 5 Click in **Type the document subtitle** and type **For All AGE Operations**, and then type **2010** for **Year**
- 6 Click on **Author** below the document subtitle, then click on the blue **Author** tab and press **Del**. Click outside the selection to see the result
Let's remove the original title now that you have added the cover page...
- 7 Scroll to the next page, select the text **The Economics of Installing Solar Panels for All AGE Operations** and press **Del**
- 8 Save the document

2




6



For Your Reference...

To **insert** a **cover page**:

1. Click on the **Insert** tab, then click on **Cover Page**  in the **Pages** group
2. Click on the desired cover page option
3. Replace the sample text with your own

Handy to Know...

- If you insert a second cover page in a document, it will replace the first cover page.
- You can download more cover page designs from **Office Online**. Click on **Cover Page** in the **Pages** group and select **More Cover Pages from Office Online**. Select a cover page to apply to the document.

INSERTING A BLANK COVER PAGE


Rather than using one of the predesigned cover pages from the **Cover Pages** gallery, you can create your own cover page by inserting a **blank cover page**. After positioning the cursor at the

top of the document, you can insert a new blank page at the start of the document. From then on the design, formatting and layout of your cover sheet is all up to you.


Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *W816 Page Techniques_2.docx...*

- 1 Click on the **Insert** tab, then click on **Cover Page**  in the **Pages** group and select **Remove Current Cover Page**

The cover page will be deleted so you can now insert a blank page to replace it...

- 2 Ensure that the cursor is positioned to the left of **Introduction**, then click on **Blank Page**  in the **Pages** group to insert a blank page

A blank page will always be inserted immediately before the cursor...

- 3 Press **Ctrl** + **Home** to position the cursor at the top of the new page, then type **The Economics of Installing Solar Panels**, press **Enter** and type **For All AGE Operations**

- 4 Click in the first heading, then click on the **Home** tab and then click on **Title** in the **Styles** group to apply this style to the heading

- 5 Click in the subheading, then click on the **Home** tab and then click on **Subtitle** in the **Styles** group to apply this style to the heading

- 6 Save and close the document

3

The Economics of Installing Solar Panels
For All AGE Operations]


5

The Economics of Installing
Solar Panels


For All AGE Operations

For Your Reference...

To **insert** a **blank cover page**:

1. Press **Ctrl** + **Home** to position the cursor
2. Click on the **Insert** tab, then click on **Cover Page**  in the **Pages** group
3. Type and format the details for the cover page

Handy to Know...

- You can save a customised cover page in the **Cover Pages** gallery. To do this, select the entire contents of your cover page, click on **Cover Page**  on the **Insert** tab and select **Save Selection to Cover Page Gallery**. Type a **Name** and **Description** if required and then click on **[OK]**.


INSERTING A WATERMARK

A **watermark** is text or a picture that is applied to the page background and sits behind the content in a document. One of the most common reasons for inserting a watermark is to highlight the status

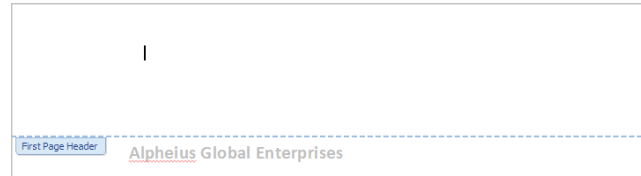
of a document, such as being a draft only, or to show that a document is confidential. Text-based watermarks are so common that Word has included them in the **Watermarks** gallery.

Try This Yourself:

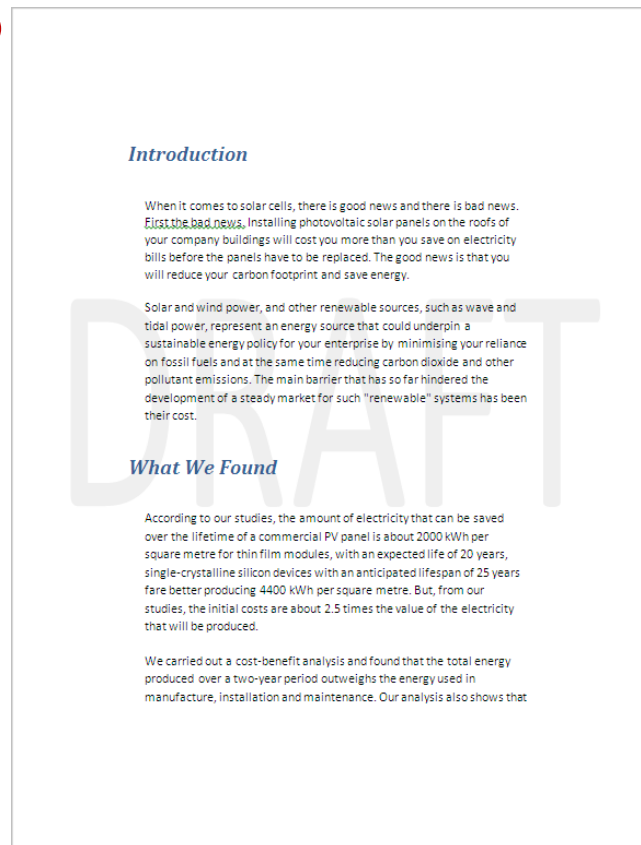
Open File Before starting this exercise you **MUST** open the file *W816 Page Techniques_3.docx...*

- 1 Double-click in the blank header area at the top of the page to activate the header
Watermarks are stored in the same layer as headers and footers...
- 2 Click on **Different First Page** in the **Options** group to remove the tick
When you insert a cover page, Word turns on the Different First Page option to ensure that the formatting on the cover page is not applied to subsequent pages. So, if you left the option as is, the watermark would appear on the first page only. By removing the tick you can allow the watermark to appear on all pages...
- 3 Double-click in the document area or press **Esc** to close the header
- 4 Click on the **Page Layout** tab, then click on **Watermark**  in the **Page Background** group to display the **Watermarks** gallery
- 5 Click on **DRAFT 2** under **Disclaimers**
DRAFT will now appear on all pages in the document...
- 6 Save and close the document

1




5



For Your Reference...

To **insert** a **watermark**:

1. Click on the **Page Layout** tab, then click on **Watermark**  in the **Page Background** group
2. Click on the desired watermark

Handy to Know...

- You can restrict the appearance of watermarks to specific pages by creating sections. Replace the page breaks with next page section breaks then insert the watermark in the section where you want it to appear.

CREATING A WATERMARK


Rather than choosing a watermark from the **Watermarks** gallery, you can create your own watermark using custom text. Using the **Printed Watermark** dialog box, you can also format the

watermark text, such as changing the font, font size and colour, or you can select an image to be inserted as a picture watermark.


Try This Yourself:


Open
File

Before starting this exercise you **MUST** open the file *W816 Page Techniques_4.docx*...


1 Press **↓** to move the cursor down a line, click on the **Page Layout** tab, then click on **Watermark**  in the **Page Background** group and select **Custom Watermark** to display the **Printed Watermark** dialog box

2 Click on **Text watermark**, then double-click in **Text** and type **First Draft**

3 Click on the drop arrow  for **Font** and select **Franklin Gothic Medium**

4 Click on the drop arrow  for **Size** and select **96**

If you leave this field set to Auto, Word will use the largest size while ensuring that the text remains within the page margins...

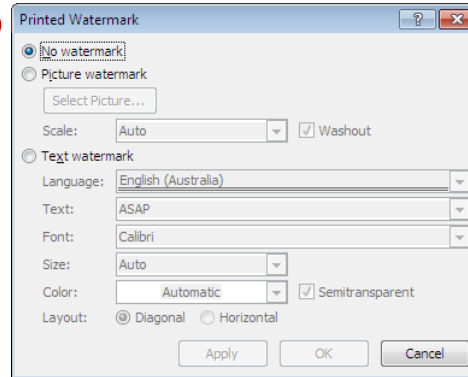
5 Click on the drop arrow  for **Colour** and select **Aqua, Accent 5** (row 1, column 9)

6 Click on **Horizontal** in **Layout**, then click on **[OK]**

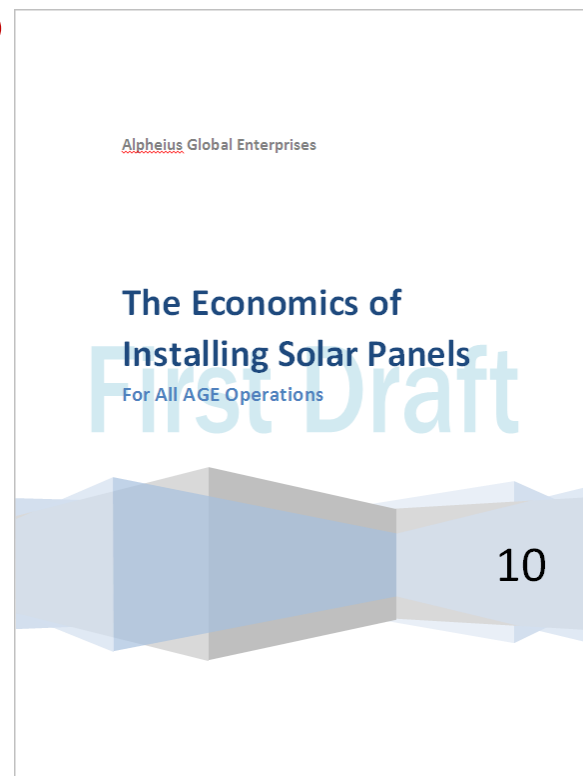
The custom watermark will appear on every page in the document...

7 Save the document

1




6



For Your Reference...

To **create** a **watermark**:

1. Click on the **Page Layout** tab, then click on **Watermark**  in the **Page Background** group and select **Custom Watermark**
2. Complete the options as required
3. Click on **[OK]**

Handy to Know...

- You can customise existing watermarks in the **Watermarks** gallery. To do this, click on **Watermarks** in the **Page Background** group on the **Page Layout** tab, right-click on an existing watermark and select **Edit Properties**. Make the required changes and then click on **[OK]**.

REMOVING A WATERMARK

It is just as easy to remove a watermark as it is to add one! It may be necessary to remove the watermark from a document once you have distributed your document and received


feedback, comments and the like. You would remove the watermark when preparing the final version of the document.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *W816 Page Techniques_5.docx...*

1

Click on the **Page Layout** tab, then click on **Watermark**  in the **Page Background** group to display the **Watermarks** gallery

Currently, the watermark appears on every page in the document...

2

Select **Remove Watermark**
And voilà, it's gone...

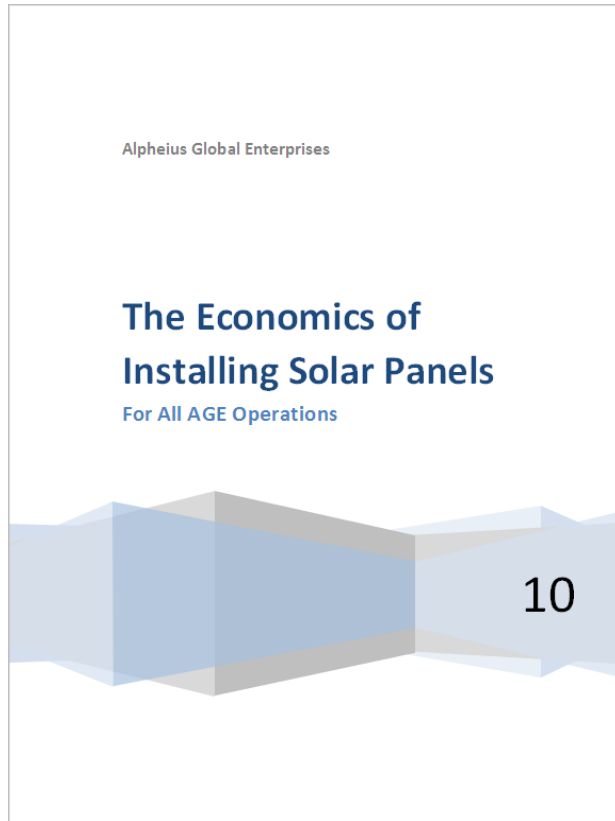
3

Scroll through the document to check that it has been removed from each page

4


Save the document

2




For Your Reference...

To **remove** a **watermark**:

1. Click on the **Page Layout** tab, then click on **Watermark**  in the **Page Background** group
2. Select **Remove Watermark**

Handy to Know...

- Before removing a custom watermark, you can save it to the **Watermarks** gallery. Double-click in the header area, click on the watermark, click on **Quick Parts**  and select **Save Selection to Quick Part Gallery**. Type a **Name** and select **Watermarks** in **Gallery**.

APPLYING PAGE COLOURS


You can make a document, such as an annual report, booklet, cover page, flyer, brochure and the like more appealing by applying colour to the page background. Word provides a range of tools

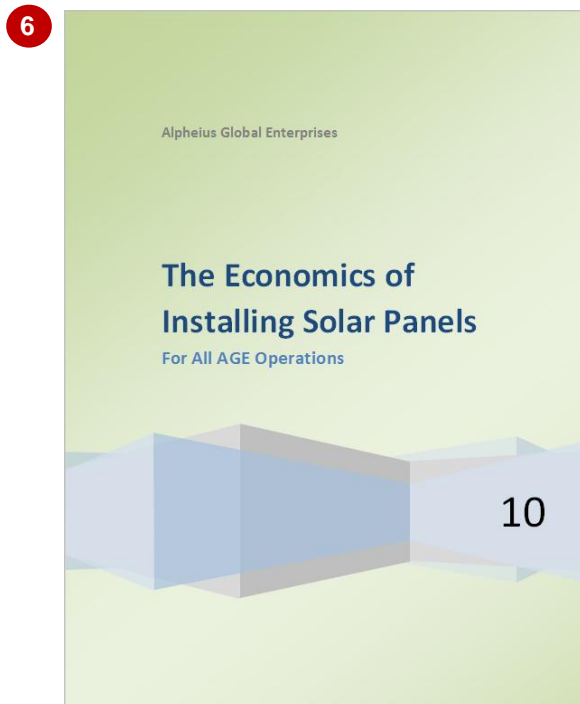
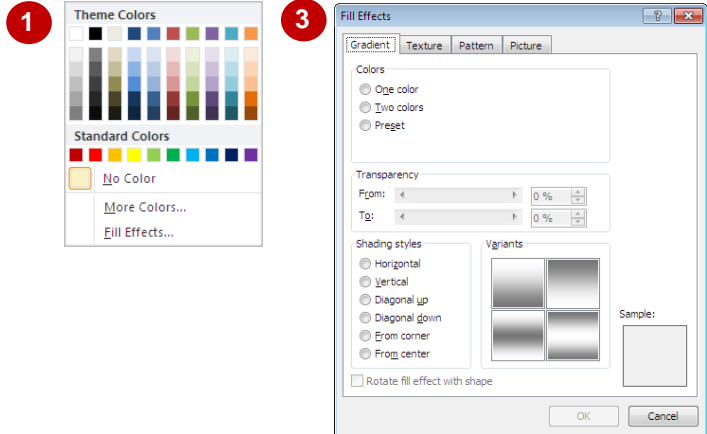
to apply solid colours, gradients, patterns, textures, effects or even pictures to the background of the page.

Try This Yourself:

Same File


Continue using the previous file with this exercise, or open the file *W816 Page Techniques_6.docx...*

- 1 Click on the **Page Layout** tab, then click on **Page Colour**  in the **Page Background** group to display the **Page Colour** palette
- 2 Point to the various colour options to see them applied temporarily to the document in **Live Preview**
To apply a colour you simply click on it. But let's do something more interesting...
- 3 Select **Fill Effects** to open the **Fill Effects** dialog box, then ensure that the **Gradient** tab is open
- 4 Click on **Two colours**, then select **Olive Green, Accent 3, Lighter 80%** (row 2, column 7) in **Colour 1** and select **Olive Green, Accent 3, Lighter 40%** (row 4, column 7) in **Colour 2**
- 5 Click on **Diagonal up** under **Shading styles** and click on the top right **Variants** thumbnail
- 6 Click on **[OK]** to apply this gradient to the document
- 7 Save the document



For Your Reference...

To **apply page colours**:

1. Click on the **Page Layout** tab, then click on **Page Colour** 
2. Click on a colour or click on **Fill Effects** to apply a gradient, texture, pattern or picture to the background

Handy to Know...

- Unfortunately you cannot apply page colour to a single page in your document. If you want to do this, one way to work around this is to draw a rectangle that covers the entire page and then arrange the rectangle to sit behind the text.

APPLYING A PAGE BORDER





Applying page borders can enhance the look and feel of a page or document. Although it may not always be appropriate to apply page borders to a business document, you might consider applying

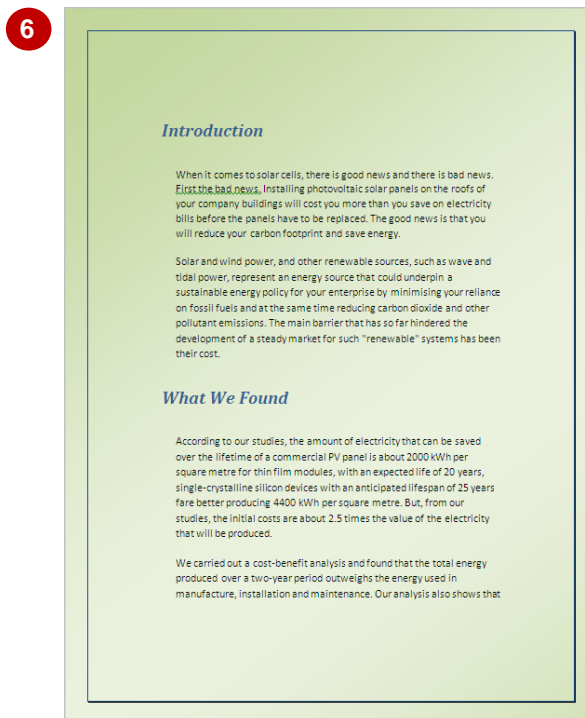
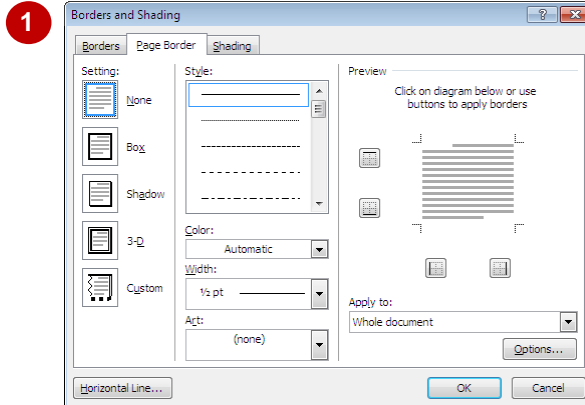
a border to a cover page, flyer, brochure, notices, newsletters or any single-page document. Word provides many different page border styles to suit the purpose of your document.

Try This Yourself:

Same
File


Continue using the previous file with this exercise, or open the file *W816 Page Techniques_7.docx...*

- 1 Click on the **Page Layout** tab, then click on **Page Borders**  in the **Page Background** group to display the **Borders and Shading** dialog box
- 2 Click on **Shadow** for **Setting** then ensure that the top unbroken line is selected under **Style**
- 3 Click on the drop arrow  for **Colour** and select **Dark Blue, Text 2** (row 1, column 4)
- 4 Click on the drop arrow  for **Width** and select **1½ pt**
- 5 Click on the drop arrow  for **Apply to** and select **This section – All except first page**
- 6 Click on **[OK]** to apply the borders, then scroll through the document to check that the borders appear on all pages except for the first
- 7 Save the document



For Your Reference...

To **apply a page border**:

1. Click on the **Page Layout** tab, then click on **Page Borders**  in the **Page Background** group
2. Set the options as desired
3. Click on **[OK]**

Handy to Know...

- To specify the exact position of a page border, click on **[Options]** in the **Borders and Shading** dialog box to open the **Borders and Shading Options** dialog box. Specify the **Margins** and the point from which they are to be **Measured from**.

APPLYING LINES TO A PAGE


Using the **Preview** area of the **Borders and Shading** dialog box, you can apply lines to any one or more of the four sides of a page. All you need to do is to specify the settings for the line,

such as the style and width, and then either click on the appropriate border location in **Preview** or click on the corresponding border tool; clicking either toggles the borders on and off.

Try This Yourself:


Same File


Continue using the previous file with this exercise, or open the file *W816 Page Techniques_8.docx*...


1 Click on **Page Borders**  in the **Page Background** group to display the **Borders and Shading** dialog box

Let's apply a border at the top and bottom of all pages, except for the first...

2 Click on **None** under **Setting** to clear the current borders, then click on **Custom**

3 Click on the drop arrow  for **Width** and select **2 ¼ pt**

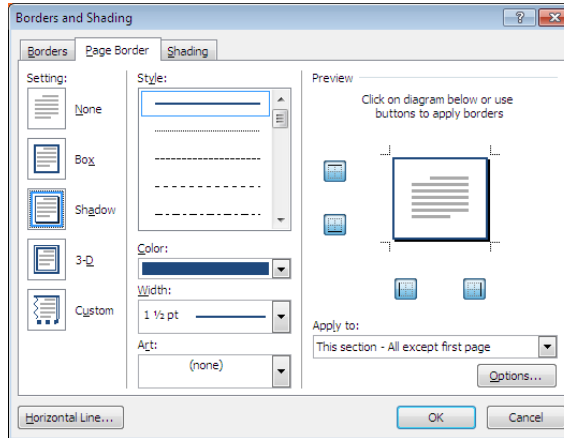
4 Click on **Top border**  in **Preview** to insert a border at the top of the page

5 Click on **Bottom border**  in **Preview** to insert a border at the bottom of the page

6 Click on **[OK]** to apply the lines to the top and bottom edges of the page, then scroll through the document to check that the top and bottom borders appear on all pages except the first

7 Save and close the document

1




6



For Your Reference...

To **apply lines to a page**:

1. Click on **Page Borders** 
2. Click on **Custom** under **Settings**
3. Select the **Style**, **Colour** and **Width**
4. Click on the desired locations in **Preview**, then click on **[OK]**

Handy to Know...

- Lines are not just for the page! You can also apply lines and borders to headings and text. To apply a line to a heading, for example, click in the heading then click on **Page Borders**. Click on the relevant border setting in **Preview**, such as **Top border**, then click on **[OK]**.

