

CHAPTER 1

# PAGE TECHNIQUES

**INFocus**

WPL\_W816

Once you have created 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, financial 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.

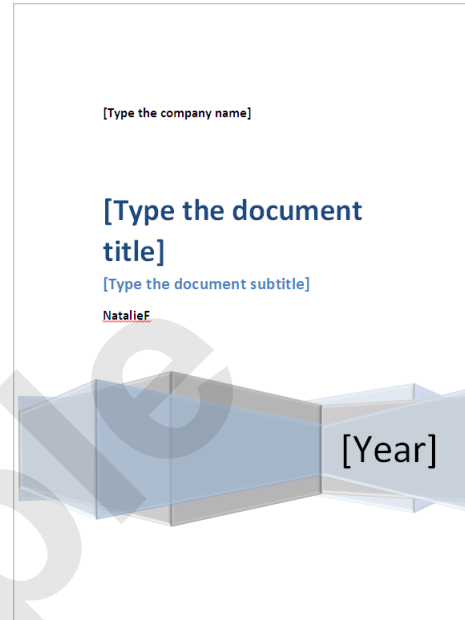
## Try This Yourself:

**Open File**

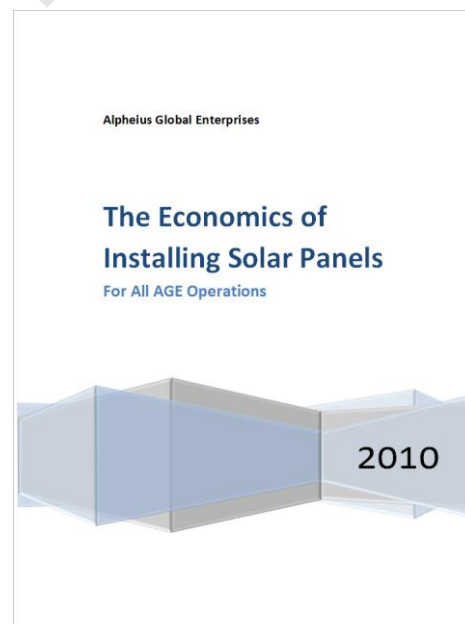
*Before starting this exercise you MUST open the file W816 Page Techniques\_1.docx...*

- 1 Click on the **Insert** tab, then click on **Cover Page**  in the **Pages** group to display the **Cover Page** 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 heading that starts **The Economics of Installing ...** and press **Del**
- 8 Save the document

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## 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 placeholder 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**.

# 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

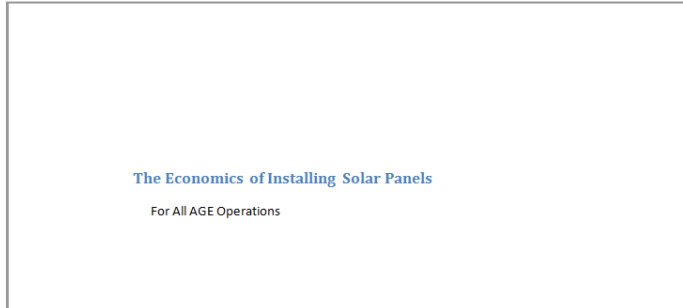
*A blank page is inserted immediately before the cursor...*

- 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 click on **Title** in the **Styles** group, to apply this style to the heading

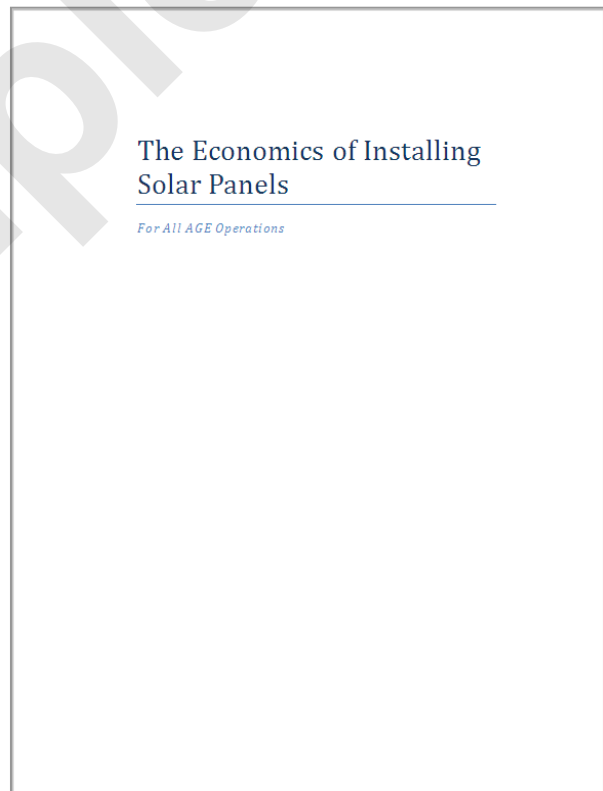
- 5 Click in the subheading, then click on **Subtitle** in the **Styles** group, to apply this style to the subheading

- 6 Save and close the document




3

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


## 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 **Blank 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, 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

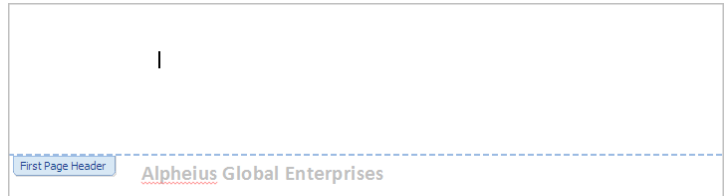
of a document, such as being a draft copy, or to show that a document is confidential. Text-based watermarks are so common that Word has included them in the **Watermarks** gallery.

## 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 margin area at the top of a 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 Click on **Close Header and Footer**  in the **Close** group 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** in **Disclaimers**  
  
*DRAFT will now appear on all pages in the document...*
- 6 Save and close the document



## 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 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**

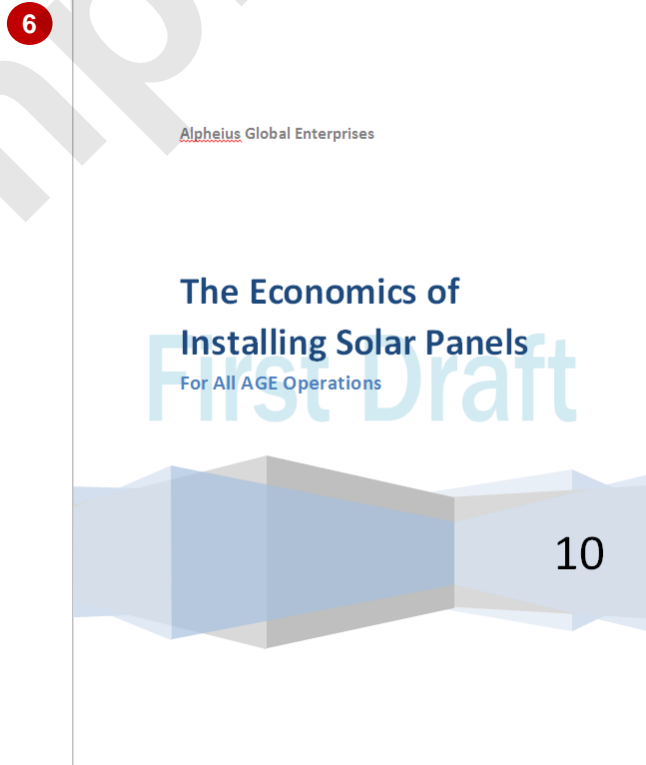
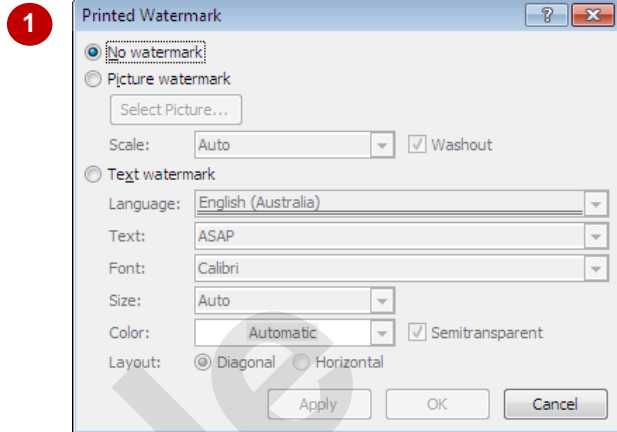
If you leave this field set to *Auto*, Word will use the largest size while ensuring that the text remains within the page margins...

- 5 Click on the drop arrow for **Colour** and select **Aqua, Accent 5** in **Theme Colours**

- 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



## 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 **Watermark** 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 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.

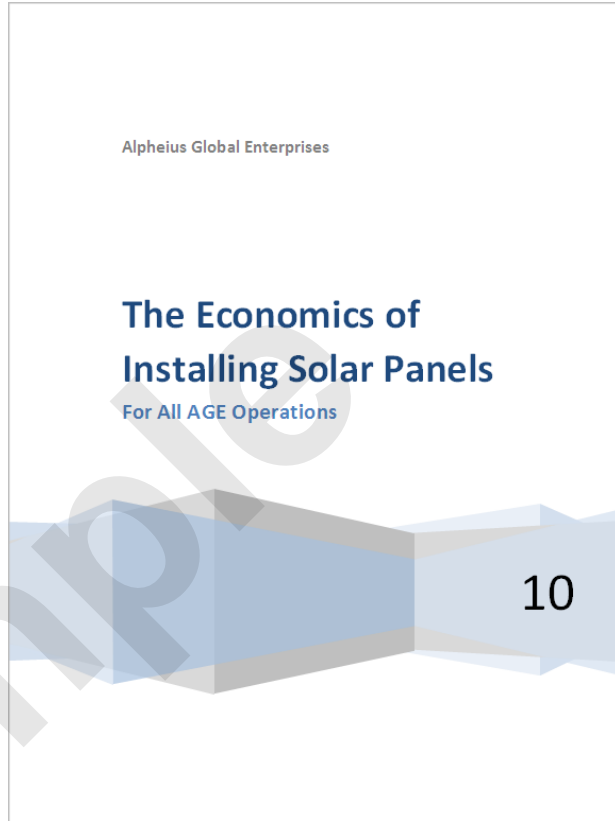
## Try This Yourself:

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

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## 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, flyer, brochure and the like more appealing by applying colour to the page background. Word provides a range of tools to

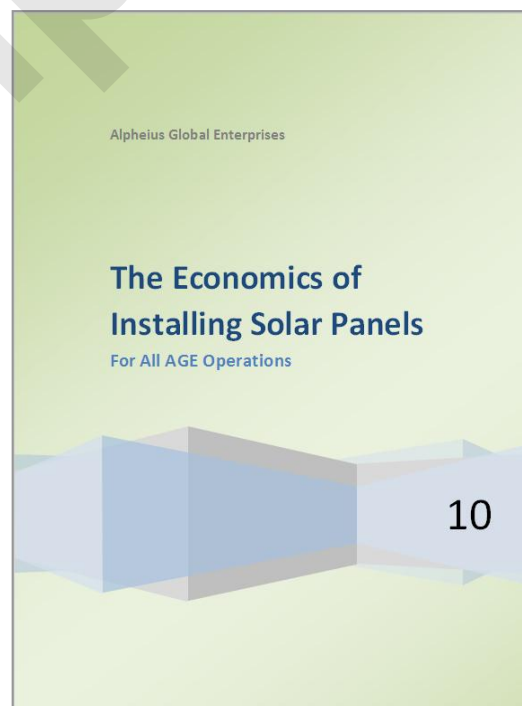
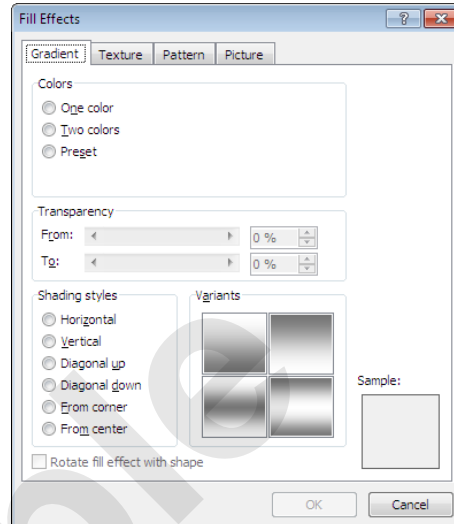
apply solid colours, gradients, patterns, textures, effects or even pictures to the background of the page.

## 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 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 set **Colour 1** and **Colour 2** as follows:  
**Colour 1:** Olive Green, Accent 3, Lighter 80%  
**Colour 2:** Olive Green, Accent 3, Lighter 40%
- 5 Click on **Diagonal up** in **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 select **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, notice, newsletter or any single page document. Word provides many different page border styles to suit the purpose of your document.

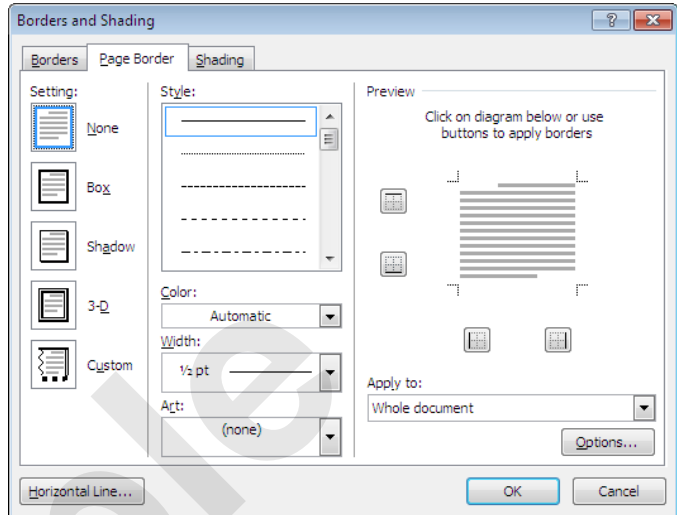
## Try This Yourself:

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** in **Setting**, then ensure that the top unbroken line is selected in **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 title page
- 7 Save the document

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## 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 **Margin** settings 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.

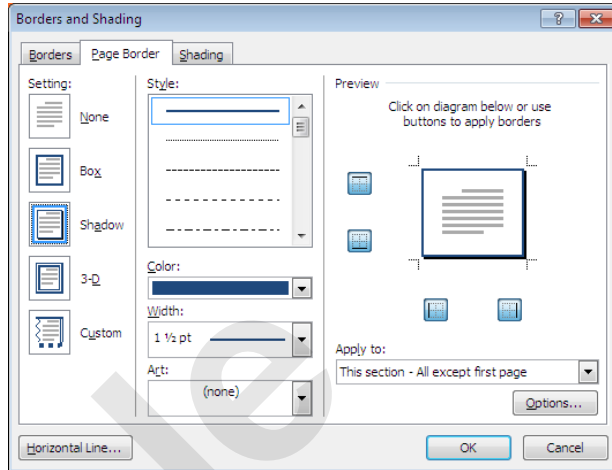
## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W816 Page Techniques\_8.docx*...

- 1 On the **Page Layout** tab, click on **Page Borders**  in the **Page Background** group to display the **Borders and Shading** dialog box  
  
Let's apply a border to the top and bottom of all pages, except for the first...
- 2 Click on **None** in **Setting** to clear the current borders, then click on **Custom**
- 3 Click on the drop arrow  for **Width** and select **2 1/4 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

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## For Your Reference...

To **apply lines to a page**:

1. Click on **Page Borders** 
2. Click on **Custom** in **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 **Bottom border**, then click on **[OK]**.

## NOTES:

Sample

## CHAPTER 2

## SAVING TO PDF

## InFocus

WPL\_W874

**PDF (Portable Document Format)** is a universal file format that can be viewed by anyone, even if they don't have the software that created the file. You can save your Word documents as PDF files, enabling you to distribute, upload or share your document with anyone who has a PDF reader (such as Adobe Reader) installed on their computer. Saving a document as a PDF also ensures that formatting and layout is preserved, and can significantly reduce file size. As such, PDF has become the standard file format for document distribution, particularly when making documents available for download from the internet.

**In this session you will:**

- ✓ gain an understanding of **PDF**
- ✓ learn how to save a document as **PDF**
- ✓ learn how to view a **PDF**.

# UNDERSTANDING PDF

One of the great frustrations of computing is receiving a file and not being able to view or print it because you have neither the program that created it nor a program to convert it. Or, the size

of the file is too large to send by email. To enable files to be shared with anyone, you can **save them as PDF** for anyone to view, in exactly the format and layout you intended, by using a PDF reader.

## What Is PDF?

**PDF**, or **Portable Document Format**, is a universal file format developed by Adobe Systems for the purpose of creating a file format that can be viewed by anyone with **Adobe Acrobat** or **Adobe Reader** installed, regardless of whether they have the actual software installed that was used to create that file, and regardless of whether it was created on a PC or a Mac.

A PDF file will preserve all elements of the document in its entirety in a manageable file size. Save a document as a PDF file if it is intended for others to view or download from the internet, for example. PDF has become the standard universal file format for the following reasons.

- **Reduces file size:** PDF files are generally significantly smaller in file size than the original file.
- **Easy to view:** Anyone who has the free **Adobe Reader** installed on their computer can view a PDF file. PDF files can be shared, viewed, navigated and printed exactly as intended.
- **Complete file:** PDF files contain all fonts and images so what you see is what you get.
- **Easy to save:** You can save a document as a PDF by selecting **PDF** from the **Save as type** option in the **Save As** dialog box.
- **Requirements:** some organisations, such as commercial printers, specify that you send artwork and the like in PDF format. This way, the printer (and you) can be sure that what you see is what you get.

Because data in PDF files cannot be easily changed, PDF is the standard for the secure and reliable distribution and exchange of electronic documents and forms worldwide. This file format is also ideal for documents that will be reproduced using commercial printing methods.

## Viewing PDF Files

To open and view PDF files (and to complete the exercises in this chapter), you must have the free **Adobe Reader** or **Adobe Acrobat** installed. To check whether you currently have this installed on your computer, click on the **Start** button and select **All Programs** and see whether **Adobe Reader** is listed. Otherwise, click on the **Start** button and select **Control Panel**, then click on **Programs** and click on **Programs and Features** to view a list of installed programs.

If you do not have **Adobe Reader** installed, visit **Adobe's** website at [www.adobe.com](http://www.adobe.com), click on the link for **Get Adobe Reader**, and follow the prompts to download and install the latest version.