CHAPTER 5

PAGE FORMATTING

5.1   Changing the Margin

Margins control how close StarOffice Writer prints to the edge of the page. If there is a big top margin for instance, much white space is left at the top of the document. For a small top margin the text is printed closer to the top of the page.

The default margins are 1inch top and bottom margins and 1.25 inches left and right margins. These margins work fine for most of the documents. But there may be occasions when there will be a need to change the size of the margins.

Using any one of the following methods, margins can be changed,

- Page Style Dialog Box
- Changing Margins Using Rulers

5.1.1 Page Style Dialog Box

If the user knows the exact value for the margins then the page style dialog box can be used to make a change. The following steps are used:

- **Format → Page** command is selected. A dialog box as shown in the figure 5.1 appears on the screen.
- Click the **Page** tab, if necessary.
- In Margins group, type the new values in the spin boxes or use the spin arrows to change the value.
- Click the **OK** button.

Use the **Page Preview** option in the **File** menu can be used to see the change. This option gives an overall picture of the document and visually shows to the user, how the change has affected the document.
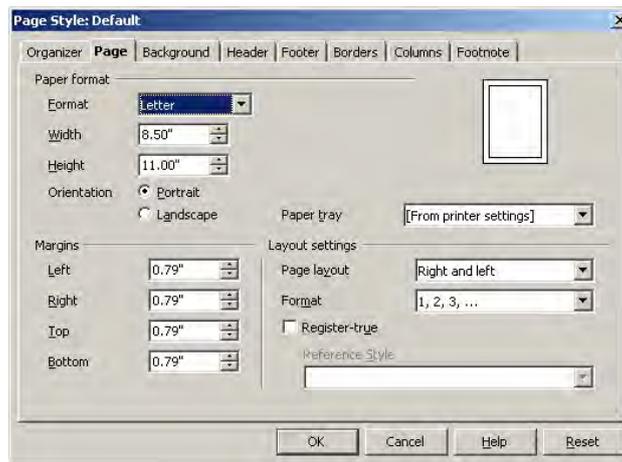
Fig 5.1 Page Style dialog box

5.1.2 Changing Margins Using Rulers

If the user is not having the exact value for the margins then the **Ruler** option on the **View** menu can be used to change the margins. Following steps are used in this method:

- If the ruler is not displayed in the screen, **View → Ruler** option is clicked.
- The gray area of the ruler indicates the margin's top area.
- The mouse pointer is then moved in between the gray and white area of the ruler.
- When the pointer is in the right spot, it changes into a line with arrows on both sides
- The margin guide is dragged to a new location.

5.2   CHANGING PAGE ORIENTATION

Usually the length of a document will be more than the width. This orientation is called **portrait**. But in some of the documents the width will be more than the length. This type of orientation is called **landscape**. The default orientation is portrait. But, the user can change it to landscape if he wants. Most documents are printed in 8.5 inch by 11 inch paper. But the user has an option to change the paper size.

To change the orientation or paper size, the following steps are used:

- The **Format → Page** option is clicked. The page style dialog box is displayed as shown in the figure 5.1.
- Click the **Page** tab, if necessary.
- Select the necessary paper format from the **Format** drop-down list in the **Page Format** section. Or enter the values in the **Width** and **Height** spin boxes.
- For changing the orientation **Portrait** or **Landscape** radio buttons are used.

5.3   CREATING A HEADER AND FOOTER

When the documents are longer than one page, normally some type of reference numbers are added on the page. For instance, page numbers are a must. Otherwise even if the pages are stapled or bound, a particular page cannot be easily referred. In addition, the user may want to include other text that helps the reader identify the document. For example, the document title or the author's name can be included in every page. Rather than typing this information on every page a Header and Footer can be created. **Header** is an area at the top of page and footer is an area at the bottom of the page. The user can specify what he wants to display in this area and StarOffice Writer will insert the specified text automatically on each page.

To create a header, the **Header** tab on the **Page Style** dialog box can be used. A screen with various options for the header appears as shown in figure 5.2. In this dialog box, the **Header on** check box is clicked. Four spin boxes are also displayed. In those spin boxes the distance of the header from the text area, the header height, the distance from the left margin and the right margin are entered.
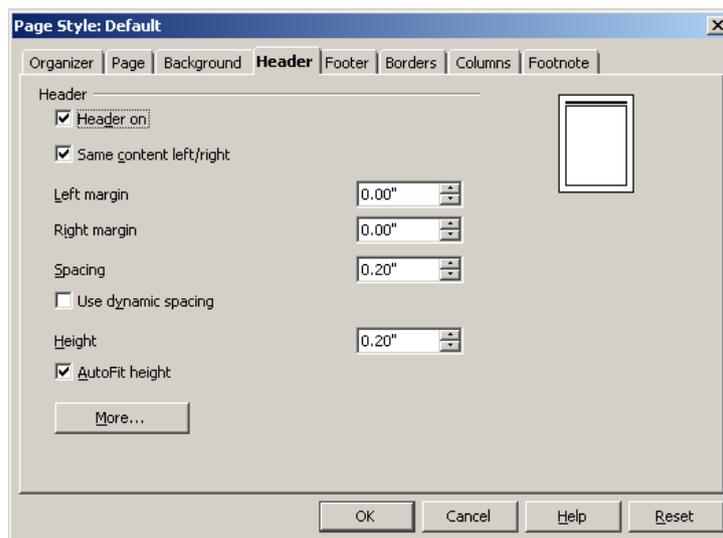
Fig 5.2 Header dialog box

The same procedure is followed for creating footer. The only difference is, to create footer, the Footer tab is clicked instead of the **Header** Tab.

A document page to which a header and footer has been added using the Page Style dialog box is shown in the figure 5.3. Note that the header and footer area is separated from the rest of the text by a thin line.

Header
6.4   Creating a Header and Footer
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Footer

Fig 5.3 A Page with Header and Footer

Once the header and footer are created, the text to be included can be specified. This can be done in the following steps.

1. Click in the header or footer area.

2. Click on **Insert → Fields**. A sub menu with a list of options appears. Clicking on an option in the list will insert the appropriate text in all the pages. For example, clicking on **Insert → Fields → Page Number** will insert page numbers on every page. Normal text can also be included in the header and footer. To do so, simply type the text where you want it.

Once the page numbers have been inserted, their format can be changed using the **Page Style** dialog box shown in figure 5.1. The required style can be selected from the list of styles displayed in the **Format** combo box of the **Page Style** dialog box shown in figure 5.4.
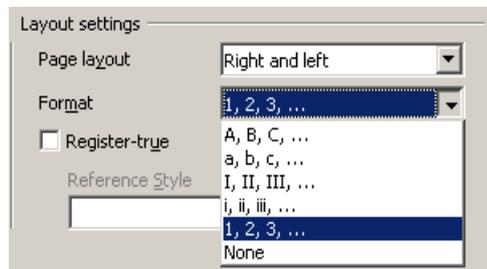
Fig 5.4 Numbering Combo box

Learn by solving

1. Open the document Exercise 1. Change the margins and observe the changes.

2. Change the margins to their original settings. Using Print Preview ensure that this has been done.

3. Change the margins again using the Ruler option on the View menu and observe the changes.

4. Change the page orientation and observe the result.

5. Add a header and footer to the document. In the header area, include the date and the topic. In the footer, insert the page number.

Summary

- The margins for a particular page can be set to an exact value using a Page Style dialog box or approximately using Rulers.
- There are two types of page orientation viz., portrait and landscape.
- The page numbers of different styles can be inserted to a StarOffice Writer document.
- Header and footer are some references remarks added at every page of the document of the top and bottom margins respectively.

Exercises

I. Fill in the blanks

1. The default margins are _____ top and bottom margins and _____ left and right margins.
2. _____, _____ can be used to see the page format change on the screen.
3. _____ dialog box is used to set the width of the paper.

II. State true or false

1. Header is normally used to contain the page number.
2. The margin sizes can be set to an exact value.
3. The desired page orientation is selected using a combo box in the page dialog box.
4. Margins can be resized by using the ruler.
5. Portrait orientation is also known as landscape orientation.

III. Answer the following

1. What does page formatting mean?
2. What are the two types of page orientations?
3. How can the ruler be used to change the margin?
4. What is meant by header and footer?
5. Explain the process of changing the margins using rulers.