DOCUMENT FORMATTING

MARGINS: *Page Layout* tab, and then *Margins*

A dialog box appears. Select Margins, if it is not the one open. In the dialog box for Margins, you can set the values for the Top, Bottom, Left, Right margins. The ruler shows what is left after the left and right margins have been set.

INDENTATION: (of a paragraph or paragraphs) *Home* tab, and then *Paragraph*

The dialog box that appears contains three main entries, 1) Indents and Spacing, and 2) Line and Page Breaks.

In the Indents and Spacing entry, you can set up the right and left indentation. You may also set up a special indentation for the first line of the paragraph. In this case you have to click on Special, First Line, and set up the amount of indentation.

Note that the ruler will show all indentations, when you are in the corresponding paragraph, using the indentation markers. They appear on the ruler, and they play different roles. On the left, at the bottom of the ruler, we have the left indentation mark, that controls the left indentation for the paragraph, and we also have, at the top of the ruler, the left indentation mark for the first line of the paragraph. On the right, we have the right indentation marker, which controls the right indentation of the paragraph.

ALIGNMENT: *Home* tab, and then *Paragraph*

In the same dialog box and entry of the previous paragraph, we can find the selection of the Alignment, by clicking on the down arrow. Or you could use the icons on the Formatting toolbar, to obtain the same result. The icons are: for left alignment; for centered alignment; for right alignment; and for justification. It should be noted that the nice look of justification is obtained by incrementing the sizes of the blank spaces.
LINE SPACING: Home tab, and then Paragraph

In the same dialog box and entry of the previous paragraphs, the choices for the line spacing can be found.

One choice is the selection of the spacing before and/or after your paragraph. As for the paragraph itself, you can select Single, One-and-a-half, Double, Multiple, etc., by clicking on the arrow of line spacing. If you choose Multiple, it means multiples of a whole line, for instance, instead of 1.5 (One-and-a-half), you could enter 1.33, 0.99 of a line. If you choose exactly, you must enter the spacing using pts (points).

Note that a shortcut for single, double or one-and-a-half spacing is to press CTRL/1, CTRL/2, CTRL/5, respectively. The spacing will be applied to the selected block(s).

TABS: Home tab, and then Paragraph

In the same dialog box as before, click on the Tabs button in the left bottom area. The following new dialog box appears
Here you should select the location of your first tab position, and the amount for the next ones. You may also select the type of alignment you want, and if the blanks spaces of the tab should be replaced by any on the Leader choices.

**FONTS: Home tab, and then Font**

When you select the Font choice on the Home Menu, a dialog box will appear.
where you can choose the proper font. Note that the toolbar in the Font tab contains a shortcut to select your font typeface, the size, and some icons for the selection of the common styles, like Bold \( \mathbf{B} \), or Italic \( \mathit{I} \), etc..

**PAPER SIZE:** *Page Layout* tab, and then *Page Setup.*

Click on the Size button, to select the size of your paper. Here you can select the type of paper that you are going to use (Letter, Legal, Din A4, etc.)

**ORIENTATION:** *Page Layout* tab, and then *Page Setup.*

Click on the Orientation button, to select the orientation of your paper. Here you can select how your printout will be displayed: Portrait (8.5 x 11) or Landscape (11 x 8.5), etc..