

# Formatting a Document with Word

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## Introduction

The text of your document is complete, but now you want others to notice your newsletter, think your document is fun, professional, interesting, dynamic, or extraordinary. Try Microsoft Office Word 2003 to use extensive formatting features in order to lay out the information in your documents and create the exact look and mood you want.

Word documents are based on templates, which are pre-designed and preformatted files that serve as the foundation of the documents. Each template is made up of styles that have common design elements, such as coordinated fonts, sizes, and colors, as well as, page layout designs. Start with a Word template for memos, reports, fax cover pages, Web pages, and so on. Apply the existing styles for headings, titles, body text, and so forth. Then modify the template's styles, or create your own to better suit your needs. Make sure you get the look you want by adding emphasis using italics, boldface, and underline, changing text alignment, adjusting line and paragraph spacing, setting tabs and indents, and creating bulleted and numbered lists. When you're done, your document is sure to demand attention and convey your message in its appearance.

## What You'll Do

**Format Text for Emphasis**

**Format Text with Special Effects**

**Reveal Formatting**

**Find and Replace Formatting**

**Change Paragraph Alignment**

**Change Line Spacing**

**Display Rulers**

**Set Paragraph Tabs**

**Set Paragraph Indents**

**Change Character Spacing**

**Apply a Style**

**Create and Modify Styles**

**Create Bulleted and Numbered Lists**

**Insert New Pages and Sections**

**Add Headers and Footers**

**Insert Page Numbers and the Date and Time**

**Work with Templates**

**Hiding Text**

# Formatting Text for Emphasis



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## Format Existing Text Quickly

- 1 Select the text you want to emphasize.
- 2 Click the Bold, Italic, Underline, or Highlight button on the Formatting toolbar.

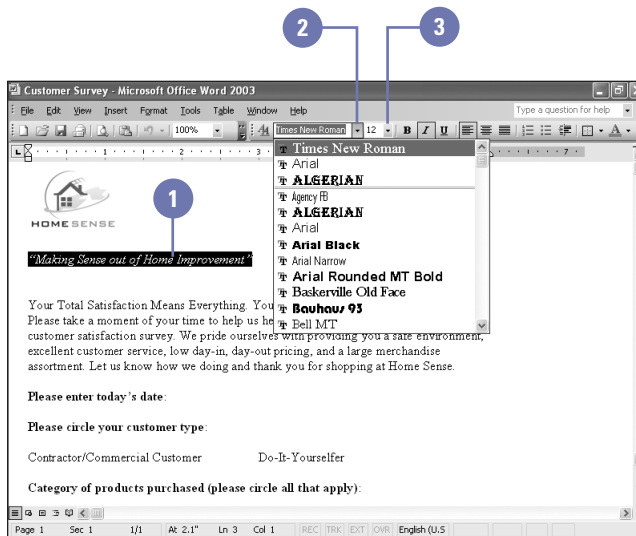
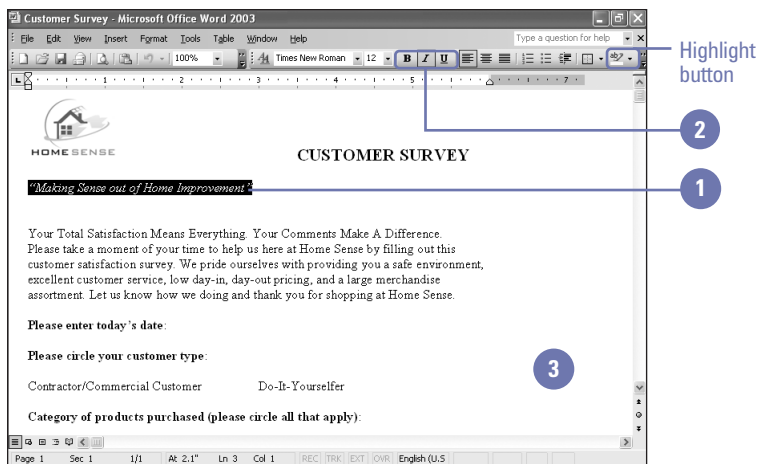
You can add more than one formatting option at a time. For example, *this text uses both boldface and italics.*

- 3 Click anywhere in the document to deselect the formatted text.

## Change the Font or Size of Existing Text Quickly

- 1 Select the text you want to format.
- 2 Click the Font list arrow on the Formatting toolbar, and then click a new font.
- 3 Click the Font Size list arrow on the Formatting toolbar, and then click a new point size.

You'll often want to format, or change the style of, certain words or phrases to add emphasis to parts of a document. **Boldface**, *italics*, underlines, highlights, and other text effects are toggle switches, which you simply click to turn on and off. For special emphasis you can combine formats, such as bold and italics. Using one **font**—a collection of characters, numbers, and symbols in the same letter design—for headings and another for main text adds a professional look to your document. You can also apply formatting effects to text, such as Strikethrough, Double Strikethrough, Superscript, Subscript, Shadow, Outline, Emboss, Engrave, Small Caps, All Caps, and Hidden.



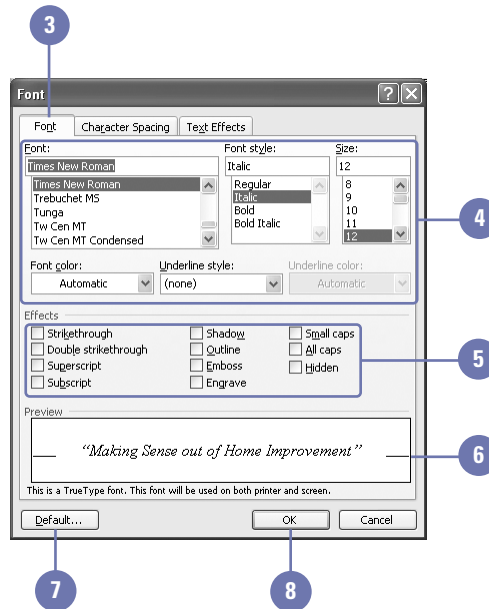
## Apply Formatting Effects to Text

- 1 Select the text you want to format.
- 2 Click the Format menu, and then click Font.
- 3 Click the Font tab.
- 4 Click the formatting (Font, Font Style, Size, Font Color, Underline Style, and Underline Color) you want.
- 5 Click to select the effects (Strike-through, Double Strikethrough, Superscript, Subscript, Shadow, Outline, Emboss, Engrave, Small Caps, All Caps, and Hidden) you want.
- 6 Check the results in the Preview box.
- 7 To make the new formatting options the default for all new Word documents, click Default, and then click Yes.
- 8 Click OK.

### Did You Know?

**You can format text as you type.** You can add most formatting options to text as you type. First select the formatting options you want, and then type the text. If necessary, turn off the formatting options when you're done.

**You can use Word to format your document.** Click the Format menu, and then click AutoFormat. Select a document type (General Document, Letter, Email) and indicate if you want to review each change, and then click OK.



# Formatting Text with Special Effects



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## Apply Special Effects to Text

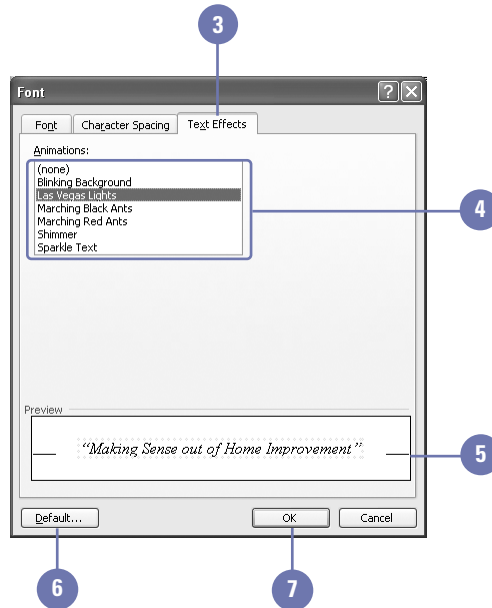
- 1 Select the text you want to format.
- 2 Click the Format menu, and then click Font.
- 3 Click the Text Effects tab.
- 4 Click an animation.
- 5 Check the results in the Preview box.
- 6 To make the new formatting options the default for all new Word documents, click Default, and then click Yes.
- 7 Click OK.

### Did You Know?

#### **You can view formatting marks.**

Sometimes it's hard to see the number of spaces or tabs between words. You can change the view to display formatting marks, a period for space and an arrow for tabs. Click the Tools menu, click Options, click the View tab, select the formatting mark check boxes you want to view, and then click OK.

If you are using a document in an on-screen presentation, you can add animations effects to text. You can add animation effects, such as Las Vegas Lights, Marching Black Ants, and Sparkle Text to a title or heading. Animated effects appear only on the screen. When you select an animation, you can check the Preview box to make sure the animation is the one you want. When you printing a document with an animation effect, the text prints, but the animation does not. You can only apply one animation effect at a time.



# Revealing Formatting



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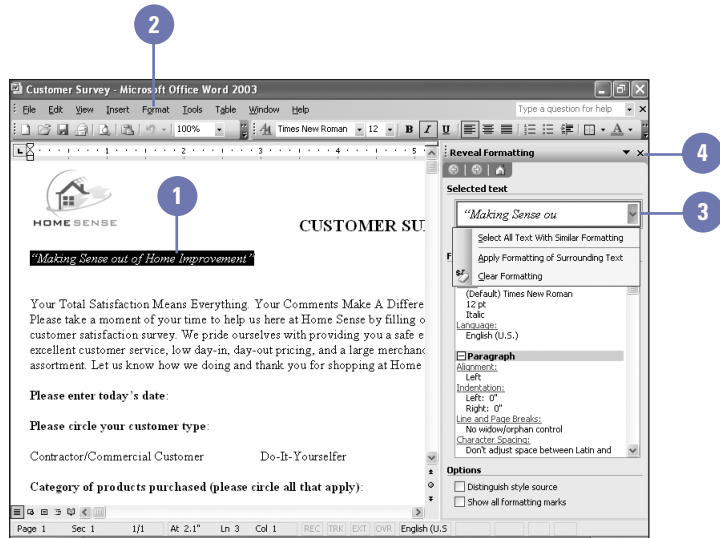
## Select or Clear Text Formatting

- 1 Select the text whose formatting you want to select or clear away.
- 2 Click the Format menu, and then click Reveal Formatting.
- 3 Point to the Selected Text box, click the down arrow, and then click either Select All Text With Similar Formatting or Clear Formatting.

To apply formatting to surrounding text, click Apply Formatting Of Surrounding Text.

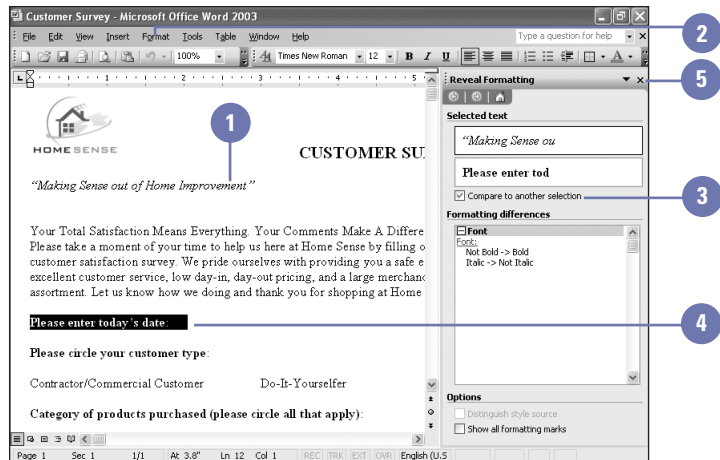
- 4 When you're done, click the Close button on the task pane.

Word uses wavy blue underlines to indicate possible instances of inconsistent formatting. If you see a wavy blue underline while formatting a document, you can open the Reveal Formatting task pane to display the format of selected text, such as its font and font effects. The Reveal Formatting task pane allows you to display, change, or clear formatting for the selected text. You can also select text based on formatting so that you can compare the formatting used in the selected text with formatting used in other parts of the documents.



## Compare Text Formatting

- 1 Select the first instance of formatting you want to compare.
- 2 Click the Format menu, and then click Reveal Formatting.
- 3 Select the Compare To Another Selection check box.
- 4 Select the second instance of formatting to compare.
- 5 When you're done, click the Close button on the task pane.



# Finding and Replacing Formatting



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## Find Formatting

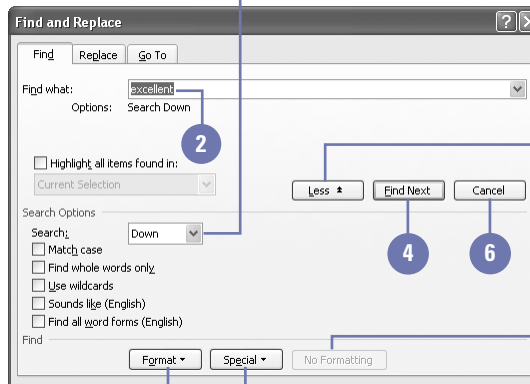
- 1 Click the Edit menu, and then click Find.
- 2 If you want to locate formatted text, type the word or words.
- 3 Click More, click Format, and then click the formatting you want to find.
- 4 Click Find Next to select the next instance of the formatted text.
- 5 Click OK to confirm Word finished the search.
- 6 Click Cancel.

## Find an Item or Location

- 1 Click the Edit menu, and then click Go To.
- 2 Click an item in the Go To What box.
- 3 Enter the item number or name.
- 4 Click Next, Previous, or Go To to locate the item.
- 5 When you're done, click Close.

Suddenly you realize all the bold text in your report would be easier to read in italics. Do you spend time making these changes one by one? No. The Find and Replace feature locates the formatting and instantly substitutes new formatting. If your search for a formatting change is an easy one, click Less in the Find And Replace dialog box to decrease the size of the dialog box. If your search is a more complex one, click More to display additional options. With the Match Case option, you can specify exact capitalization. The Go To tab quickly moves you to a place or item in your document.

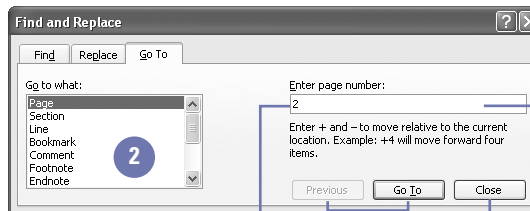
Unless you search All, you may be asked whether to continue searching from the beginning of the document.



Click to reduce the size of the dialog box and to change the button to More.

Click to remove any formatting settings from the search text.

Click to select special characters and symbols you want to locate, such as paragraph marks, page breaks, and em dashes.



To find all instances of the selected item, leave the box empty.

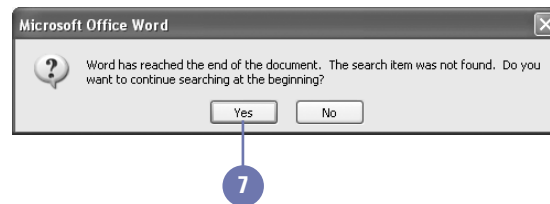
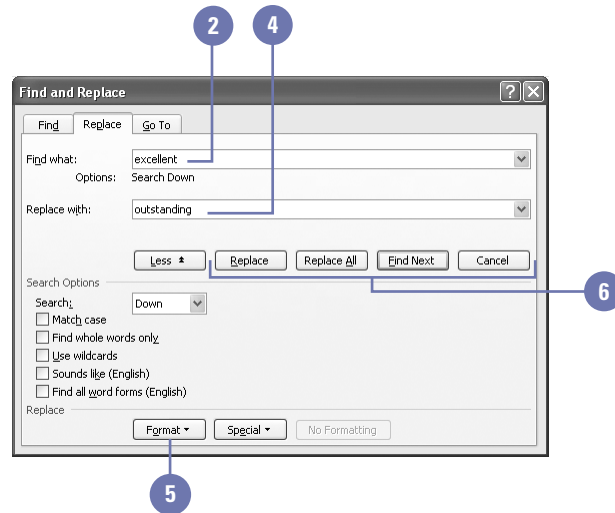
## Replace Formatting

- 1 Click the Edit menu, and then click Replace.
- 2 If you want to locate formatted text, type the word or words.
- 3 Click the More button, click Format, and then click the formatting you want to find. When you're done, click OK.
- 4 Press Tab, and then type any text you want to substitute.
- 5 Click Format, and then click the formatting you want to substitute. When you're done, click OK.
- 6 To substitute every instance of the formatting, click Replace All.
- To substitute the formatting one instance at a time, click Find Next, and then click Replace.  
  
If you want to cancel the replace, click Cancel.
- 7 If necessary, click Yes to search from the beginning of the document.
- 8 Click OK to confirm Word finished searching.
- 9 Click Close.

### Did You Know?

#### ***You can find and replace special characters and document elements.***

In Word, you can search for and replace special characters (for example, an em dash) and document elements (for example, a tab character). Click More in the Find And Replace dialog box, click Special, and then click the item you want from the menu.



# Changing Paragraph Alignment



WW03S-3-2

## Align New Text with Click-And-Type

- ◆ Position the I-beam at the left, right, or center of the line where you want to insert new text.

When the I-beam shows the appropriate alignment, double-click to place the insertion point, and then type your text.

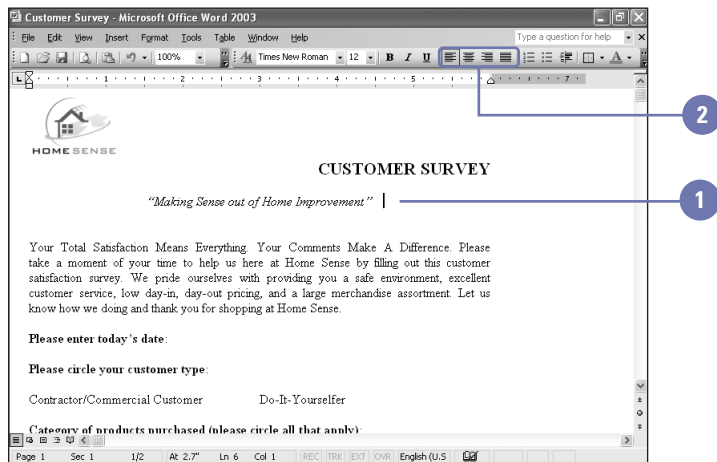
## Align Existing Text

- 1 Position the I-beam, or select at least one line in each paragraph to align.
- 2 Click the appropriate button on the Formatting toolbar.
  - ◆ Align Left button
  - ◆ Center button
  - ◆ Align Right button
  - ◆ Justify button

Text starts out positioned evenly along the left margin, and uneven, or **ragged**, at the right margin. Left-aligned text works well for body paragraphs in most cases, but other alignments vary the look of a document and help lead the reader through the text. **Right-aligned text**, which is even along the right margin and ragged at the left margin, is good for adding a date to a letter. **Justified text** spreads text evenly between the margins, creating a clean, professional look, often used in newspapers and magazines. **Centered text** is best for titles and headings. You can use Click-And-Type to quickly center titles or set different text alignment on the same line, or you can use the alignment buttons on the Standard toolbar to set alignment on one or more lines.

### Click-And-Type Text Pointers

Pointer	Purpose
	Left-aligns text
	Right-aligns text
	Centers text
	Creates a new line in the same paragraph
	Creates a text around a picture





# Changing Line Spacing



WW03S-3.2

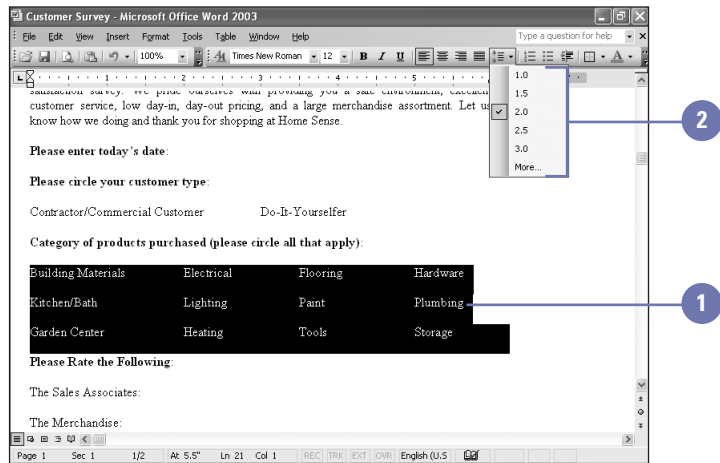
## Change Line Spacing

- 1 Select the text you want to change.
- 2 On the Formatting toolbar, click the Line Spacing button list arrow, and then click a spacing option.
  - ◆ To apply a new setting, click the number you want.

**TIMESAVER** Press **Ctrl+1** for single-space, **Ctrl+5** for 1.5 space, or **Ctrl+2** for double-space.

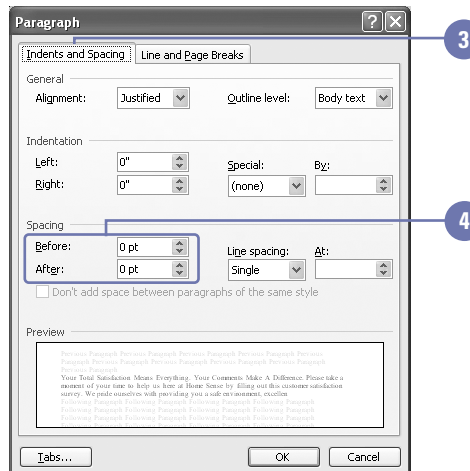
- ◆ Click More to enter precise parameters.
- ◆ To apply the setting you last used, click the Line Spacing button.

The lines in all Word documents are single-spaced by default, which is appropriate for letters and most documents. But you can easily change your document line spacing to double or 1.5 lines to allow extra space between every line. This is useful when you want to make notes on a printed document. Sometimes, you'll want to add space above and below certain paragraphs, for headlines, or indented quotations to help set off the text.



## Change Paragraph Spacing

- 1 Choose the paragraph(s) whose spacing you want to change, and then select that text.
- 2 Click the Format menu, and then click Paragraph.
- 3 Click the Indents And Spacing tab.
- 4 Under the Spacing header, enter the custom spacing parameters you want both before and after the paragraph(s), and then click OK.



# Displaying Rulers

## Show and Hide the Rulers

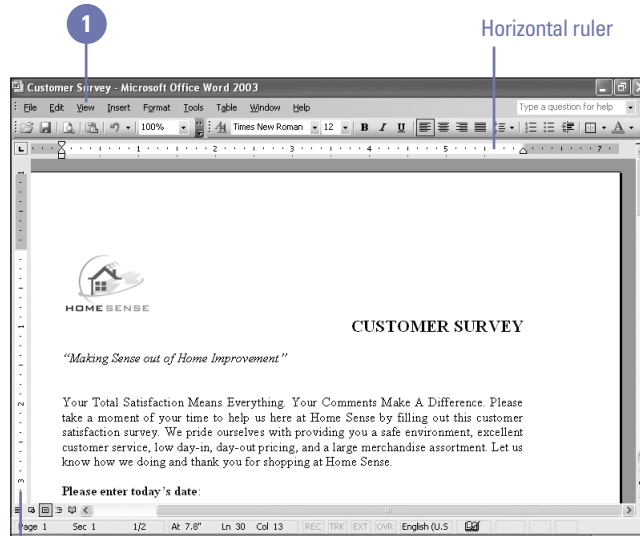
- 1 Click the View menu, and then click Ruler.
  - ◆ To view the horizontal ruler, click the Normal View button.
  - ◆ To view the horizontal and vertical rulers, click the Print Layout View button.

### Did You Know?

**You can change the ruler measurements.** Change the ruler to show inches, centimeters, millimeters, points, or picas. Click the Tools menu, click Options, click the General tab, click the Measurement Units list arrow, and then select the measurement you want.

**You can set your text to be hyphenated.** Hyphenation prevents ugly gaps and short lines in text. Click the Tools menu, point to Language, click Hyphenation, select the Automatically Hyphenate Document check box, set the hyphenation zone and limit the number of consecutive hyphens (usually two), and then click OK.

Word rulers do more than measure. The **horizontal ruler** above the document shows the length of the typing line and lets you quickly adjust left and right margins and indents, set tabs, and change column widths. The **vertical ruler** along the left edge of the document lets you adjust top and bottom margins and change table row heights. You can hide the rulers to get more room for your document. As you work with long documents, use the document map to jump to any heading in your document. Headings are in the left pane and documents in the right.



Horizontal ruler

Vertical ruler

# Setting Paragraph Tabs



WW03S-3-2

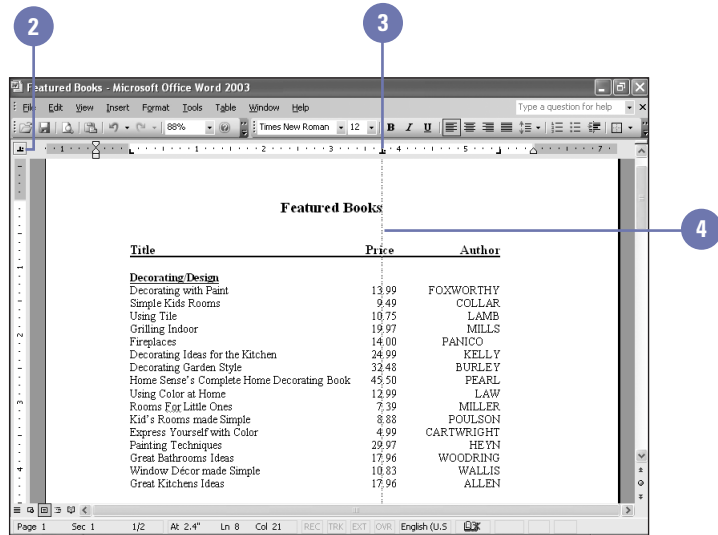
## Create and Clear a Tab Stop

- 1 Select one or more paragraphs in which you want to set a tab stop.
- 2 Click the Tab button on the horizontal ruler until it shows the type of tab stop you want.
- 3 Click the ruler where you want to set the tab stop.
- 4 If necessary, drag the tab stop to position it where you want.  
  
To display a numerical measurement in the ruler where the tab is placed, press and hold Alt as you drag.
- 5 To clear a tab stop, drag it off the ruler.

### Did You Know?

**You can display tab characters.** If you don't see a tab character, that looks like an arrow when you press Tab, click the Show/Hide ¶ button on the Standard toolbar.

In your document, **tabs** set how text or numerical data aligns in relation to the document margins. A **tab stop** is a predefined stopping point along the document's typing line. Default tab stops are set every half-inch, but you can set multiple tabs per paragraph at any location. Choose from four text tab stops: left, right, center, and decimal (for numerical data). The bar tab inserts a vertical bar at the tab stop. You can use the Tab button on the horizontal ruler to switch between the available tabs.



## Tab Stops

Tab Stop	Purpose
L	Aligns text to the left of the tab stop
J	Aligns text to the right of the tab stop
⏏	Centers text on the tab stop
⏏	Aligns numbers on the decimal point
I	Inserts a vertical bar at the tab stop

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# Setting Paragraph Indents



WW03S-3.2

## Indent Paragraph Lines Precisely

Click the paragraph or select multiple paragraphs to indent:

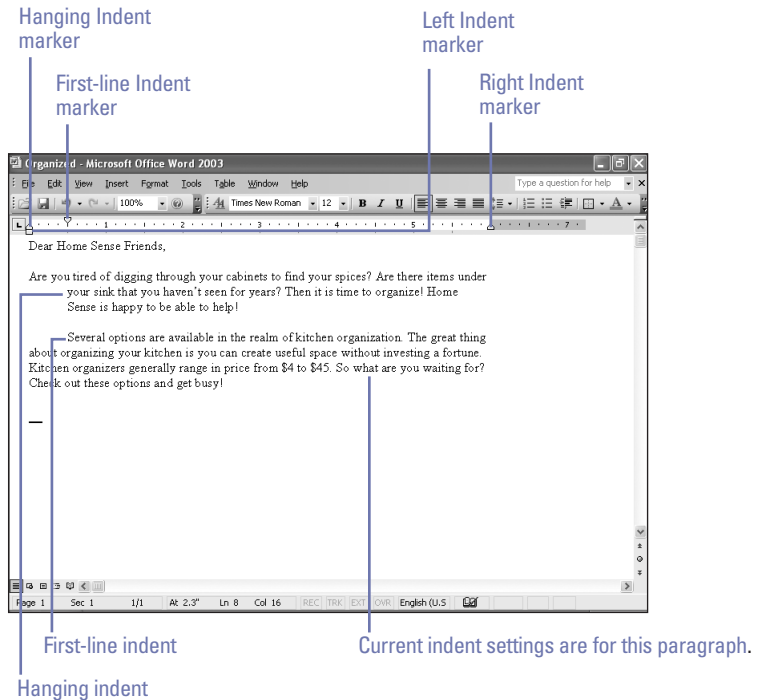
- ◆ To change the left indent of the first line, drag the First-line Indent marker.
- ◆ To change the indent of the second and subsequent lines, drag the Hanging Indent marker.
- ◆ To change the left indent for all lines, drag the Left Indent marker.
- ◆ To change the right indent for all lines, drag the Right Indent marker.

As you drag a marker, the dotted guideline helps you position the indent accurately. You can also press and hold Alt to see a measurement in the ruler.

### Did You Know?

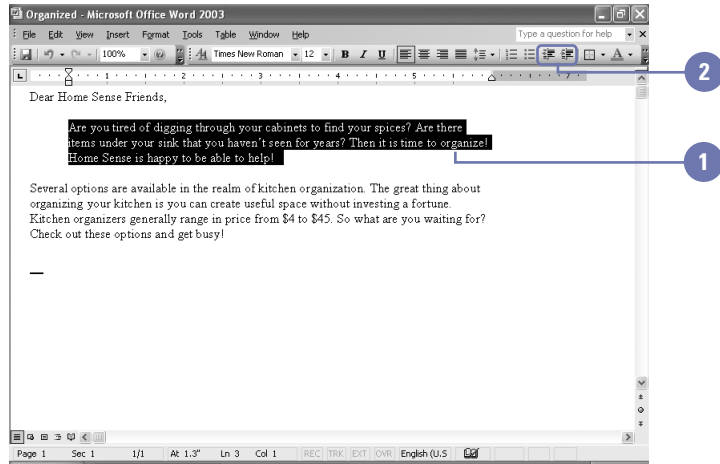
**You can indent using the Tab key.** You can indent the first line of a paragraph by clicking at the beginning of the paragraph, and then pressing Tab. You can indent the entire paragraph by selecting it, and then pressing Tab.

Quickly indent lines of text to precise locations from the left or right margin with the horizontal ruler. Indent the first line of a paragraph (called a **first-line indent**) as books do to distinguish paragraphs. Indent the second and subsequent lines of a paragraph from the left margin (called a **hanging indent**) to create a properly formatted bibliography. Indent the entire paragraph any amount from the left and right margins (called **left indents** and **right indents**) to separate quoted passages.



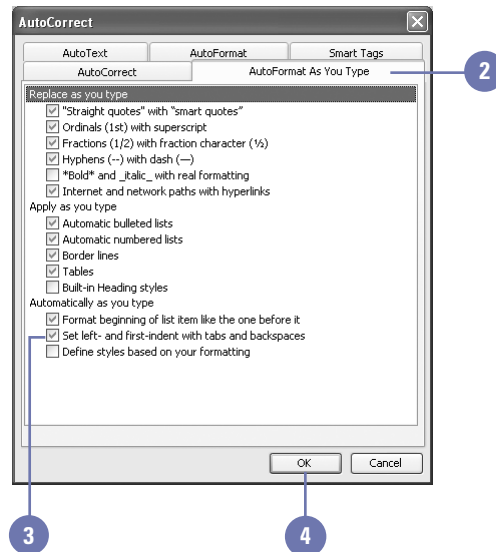
## Indent a Paragraph

- 1 Click the paragraph, or select multiple paragraphs to indent.
- 2 Click the Increase Indent button or Decrease Indent button on the Formatting toolbar to move the paragraph right or left one-half inch.



## Set Indentation Using the Tab Key

- 1 Click the Tools menu, and then click AutoCorrect Options.
- 2 Click the AutoFormat As You Type tab.
- 3 Select the Set Left- And First-Indent With Tabs And Backspaces check box.
- 4 Click OK.



# Changing Character Spacing

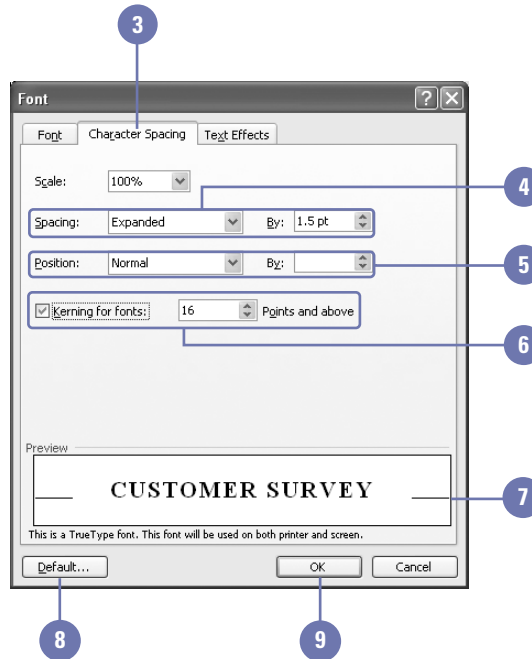


WW03S-3-1

## Change Character Spacing

- 1 Select the text you want to format.
- 2 Click the Format menu, and then click Font.
- 3 Click the Character Spacing tab.
- 4 Click the Spacing list arrow, click an option, and then specify a point size to expand or condense spacing by the amount specified.
- 5 Click the Position list arrow, click an option, and then specify a point size to raise or lower the text in relation to the baseline (bottom of the text).
- 6 Select the Kerning For Fonts check box, and then specify a point size.
- 7 Check the results in the Preview box.
- 8 To make the new formatting options the default for all new Word documents, click Default, and then click Yes.
- 9 Click OK.

**Kerning** is the amount of space between each individual character that you type. Sometimes the space between two characters is larger than others, which makes the word look uneven. You can use the Font dialog box to change the kerning setting for selected characters. Kerning works only with TrueType or Adobe Type Manager fonts. You can expand or condense the character spacing to create a special effect for a title, or re-align the position of characters to the bottom edge of the text—this is helpful for positioning the copyright or trademark symbols.



# Applying a Style



WW03S-3-1

## Copy a Style with the Format Painter

- 1 Select the text with the formatting you want to copy.
- 2 Click the Format Painter button on the Standard toolbar.
- 3 Select the text you want to format with the Format Painter pointer.

## Apply a Style

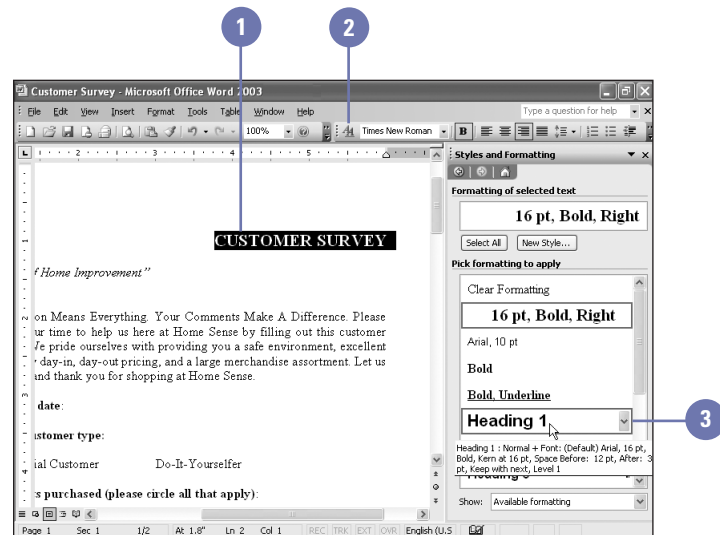
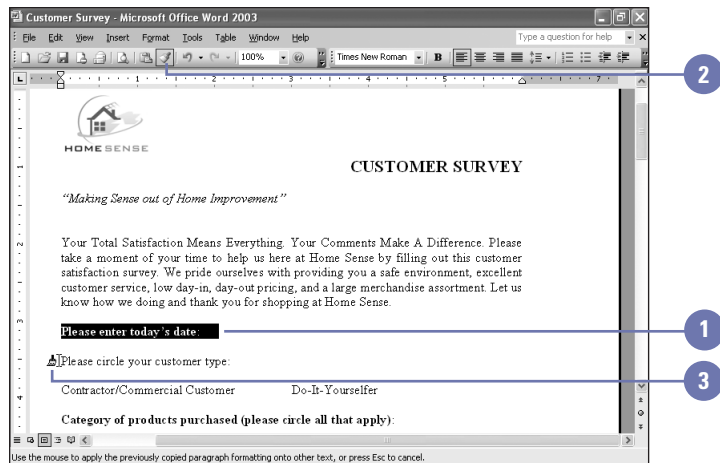
- 1 Select the text to which you want to apply a style.
- 2 Click the Styles And Formatting button on the Formatting toolbar.
- 3 Click the style you want to apply.

### Did You Know?

**Additional styles are available within a document.** Open the Styles And Formatting task pane, click the Show list arrow, and then click All Styles.

**You can also request a style by name.** Click or type a style name in the Style box on the Formatting toolbar.

The **Format Painter** copies and pastes formatting from one batch of selected text to another without copying the text. When you want to apply multiple groupings of formatting, save each as a style. A **style** is a collection of formatting settings saved with a name in a document or template that you can apply to text at any time. If you modify a style, you make the change once, but all text tagged with that style changes to reflect the new format.



# Creating and Modifying Styles

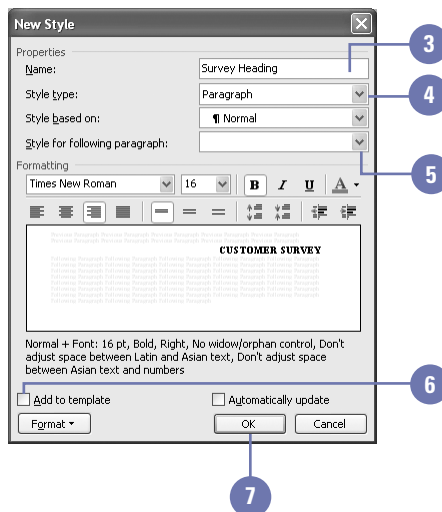
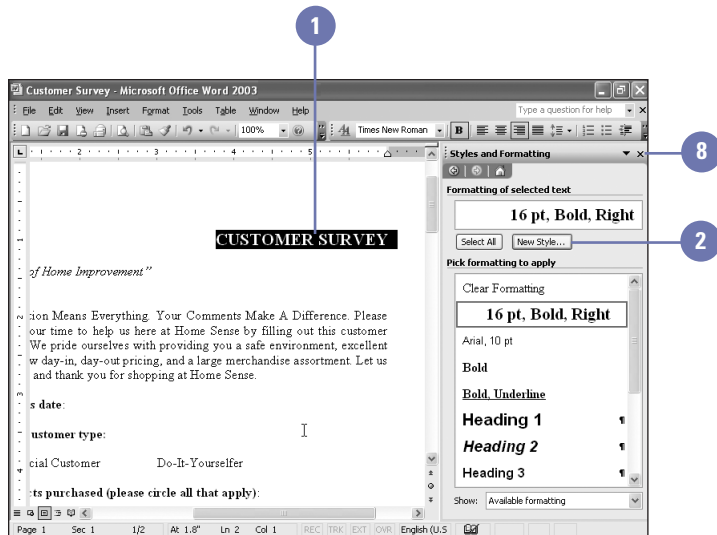


WW03S-3-1

## Create a New Style

- 1 Select the text whose formatting you want to save as a style.
- 2 Click the Format menu, click Styles And Formatting, and then click New Style.
- 3 Type a short, descriptive name.
- 4 Click the Style Type list arrow, and then click Paragraph to include the selected text's line spacing and margins in the style, or click Character to include only formatting, such as font, size, and bold, in the style.
- 5 Click the Style For Following Paragraph list arrow, and then click the name of style you want to be applied after a paragraph with the new style.
- 6 To add the style to the document template, select the Add To Template check box.
- 7 Click OK.
- 8 When you're done, click the Close button on the task pane.

Word provides a variety of styles to choose from. But sometimes you need to create a new style or modify an existing one to get the exact look you want. When you create a new style, specify if it applies to paragraphs or characters, and give the style a short, descriptive name that describes its purpose so you and others recall when to use that style. A **paragraph style** is a group of format settings that can be applied only to all of the text within a paragraph (even if it is a one-line paragraph), while a **character style** is a group of format settings that is applied to any block of text at the user's discretion. To modify a style, adjust the formatting settings of an existing style.





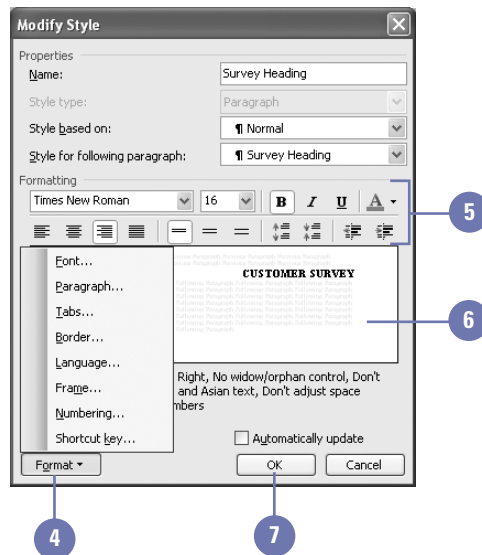
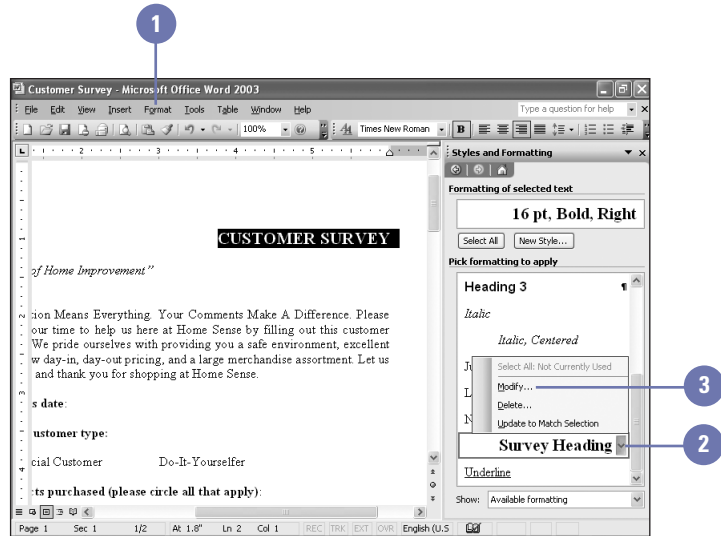
## Modify a Style

- 1 Click the Format menu, and then click Styles And Formatting.
- 2 Click the style list arrow you want to modify.
- 3 Click Modify.
- 4 Click Format, and then click the type of formatting you want to modify:
  - ◆ To change character formatting, such as font type and boldface, click Font.
  - ◆ To change line spacing and indents, click Paragraph.
- 5 Select the formatting options you want.
- 6 Check the Preview box, and review the style description. Make any formatting changes necessary.
- 7 Click OK.

### Did You Know?

**You can save time by using the Styles feature.** Once you format a document with styles, you can try different looks quickly. Modify each style, and then watch all text tagged with that style change automatically.

**You can view different style lists.** When looking at the list of styles in the Styles And Formatting task pane, you can select what types of styles to view from the Show list arrow: Available Formatting, Formatting In Use, Available Styles, and All Styles.



# Creating Bulleted and Numbered Lists



WW03S-2-2

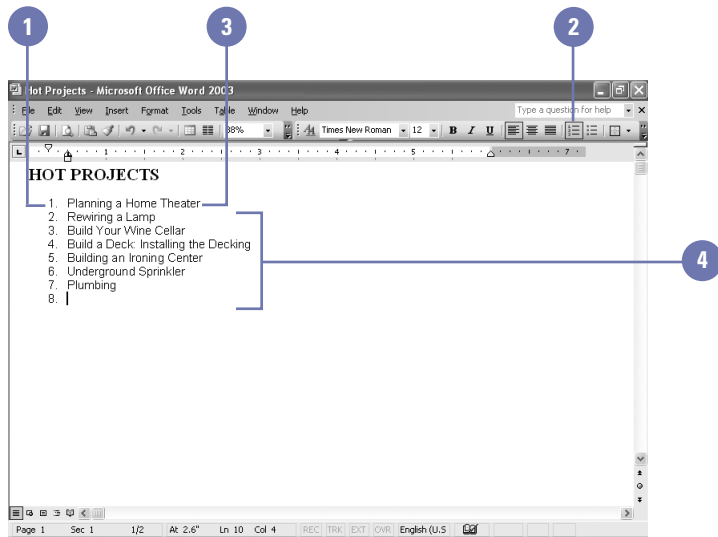
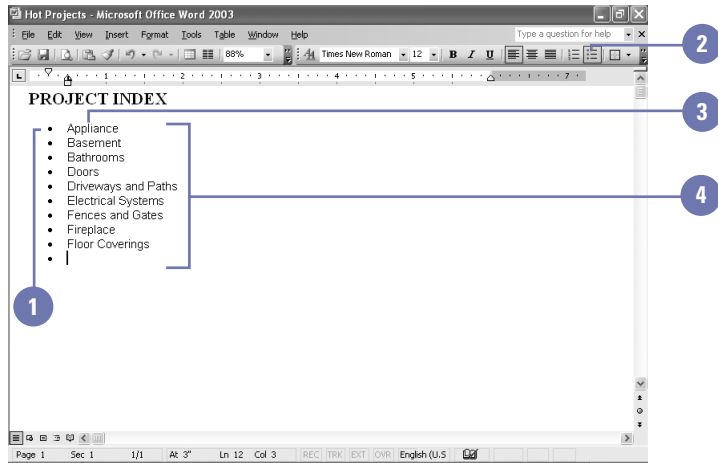
## Create a Bulleted List

- 1 Click where you want to create a bulleted list.
- 2 Click the Bullets button on the Formatting toolbar.
- 3 Type the first item in your list, and then press Enter.
- 4 Type the next item in your list, and then press Enter.
- 5 Click the Bullets button on the Formatting toolbar, or press Enter again to end the list.

## Create a Numbered List

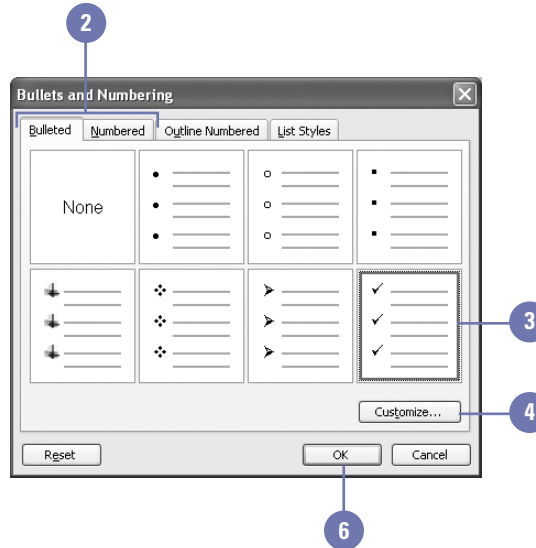
- 1 Click where you want to create a numbered list.
- 2 Click the Numbering button on the Formatting toolbar.
- 3 Type the first item in your list, and then press Enter.
- 4 Type the next item in your list, and then press Enter.
- 5 Click the Numbering button on the Formatting toolbar, or press Enter again to end the list.

The best way to draw attention to a list is to format the items with bullets or numbers. You can even create multi-level lists. For different emphasis, change any bullet or number style to one of Word's many predefined formats. For example, switch round bullets to check boxes or Roman numerals to lowercase letters. You can also customize the list style or insert a picture as a bullet. If you move, insert, or delete items in a numbered list, Word sequentially renumbers the list for you.



## Change Bullet or Number Styles

- 1 Select the list, click the Format menu, and then click Bullets And Numbering.
- 2 Click the Bulleted tab or the Numbered tab.
- 3 Click a predefined format.
- 4 Click Customize to change the format style. You can change the Bullet (or Number) Position and Text Position options to specify where you want the bullet (or number) to appear and how much to indent the text.
- 5 To add a graphic bullet, click Picture, and then select the picture you want.
- 6 Click OK.

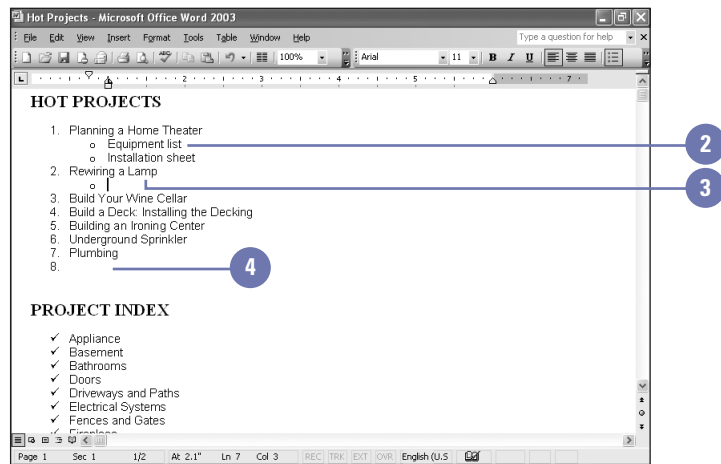


## Create a Multi-Level Bulleted or Numbered List

- 1 Start the list as usual.
- 2 Press Tab to indent a line to the next level bullet or number, type the item, and then press Enter to insert the next bullet or number.
- 3 Press Shift+Tab to return to the previous level bullet or number.
- 4 End the list as usual.

### Did You Know?

**You can quickly create a numbered list.** Click to place the insertion point at the beginning of a line, type **1.**, press the Spacebar, type the first item, and then press Enter. Press Enter or Backspace to end the list.



# Inserting New Pages and Sections



WW03S-3-5, WW03S-5-7

## Insert and Delete a Hard Page Break

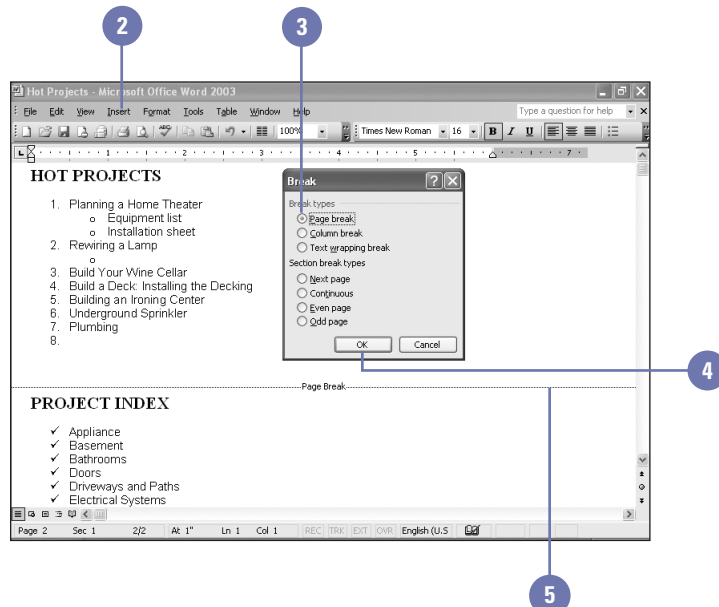
- 1 Click where you want to insert a hard page break.
  - 2 Click the Insert menu, and then click Break.
- TIMESAVER** Press **Ctrl+Enter** to insert a page break.
- 3 Click the Page Break option.
  - 4 Click OK, and the page break appears.
  - 5 To delete a page break, click the page break in Normal view, and then press the Delete key.

### Did You Know?

**You can move a page or section break.** Click the View menu, click Normal to switch to Normal view, select the break you want to move, and then drag the break to its new location and release the mouse button.

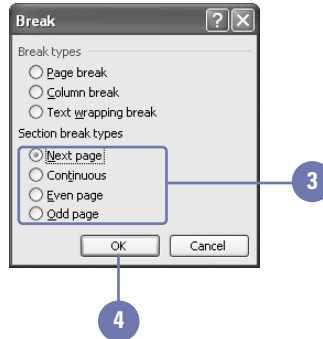
**You can opt to start a new line, but not a new paragraph.** Insert a text wrapping break to force text to the next line in the same paragraph—the perfect tool to make a phrase fall on one line. Press Shift+Enter where you want to insert a text wrapping break.

When you fill a page, Word inserts a page break and starts a new page. As you add or delete text, this **soft page break** moves. A soft page break appears as a dotted gray line in Normal view. To start a new page before the current one is filled, insert a **hard page break** that doesn't shift as you edit text. A hard page break appears as a dotted gray line with the text *Page Break* centered in Normal view. A **section** is a mini-document within a document that stores margin settings, page orientation, page numbering, and so on. In Page Layout view, you can show or hide the white space on the top and bottom of each page and the gray space between pages.



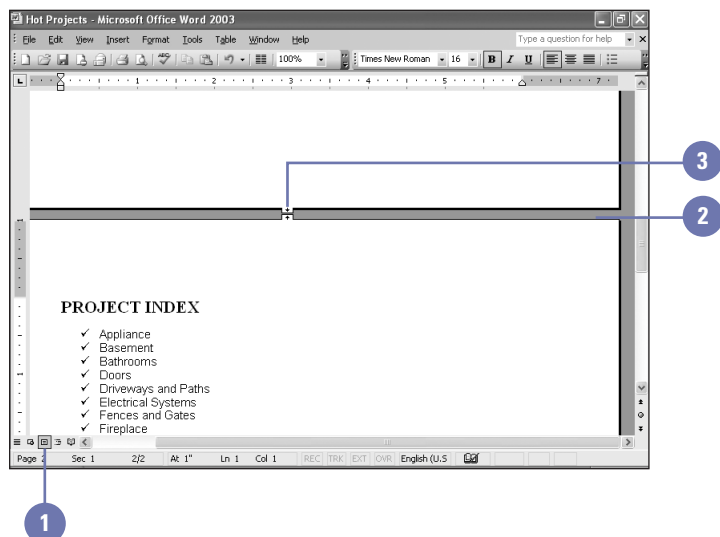
## Insert and Delete a Section Break

- 1 Click where you want to insert a section break.
- 2 Click the Insert menu, and then click Break.
- 3 Click the type of section break you want.
  - ◆ **Next Page.** Starts the section on a new page.
  - ◆ **Continuous.** Starts the section wherever the point is located.
  - ◆ **Even Page.** Starts the section on the next even-numbered page.
  - ◆ **Odd Page.** Starts the section on the next odd-numbered page.
- 4 Click OK.
- 5 To delete a section break, click the section break in Normal view, and then press Delete.



## Show or Hide White Space Between Pages

- 1 Click the Print Layout button.
- 2 Scroll to the bottom of a page, and then point to the gap between two pages. (The Hide White Space cursor or Show White Space cursor appears.)
- 3 Click the gap between the pages to show or hide the white space.



# Adding Headers and Footers



WW03S-3-4

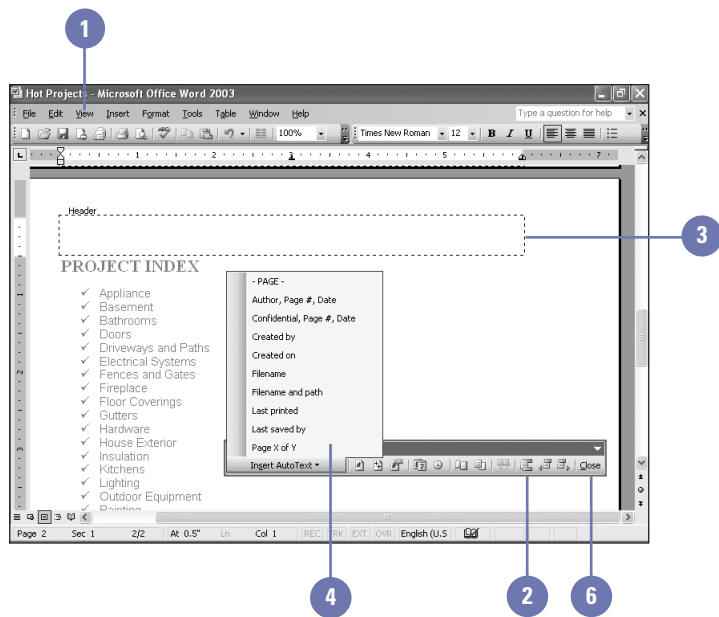
## Create and Edit Headers and Footers

- 1 Click the View menu, and then click Header And Footer.
- 2 If necessary, click the Switch Between Header And Footer button on the Header And Footer toolbar to display the footer text area.
- 3 Click the header or footer box, and then type the text you want.
- 4 To insert common phrases, click the Insert AutoText button on the Header And Footer toolbar, and then click the text you want.
- 5 Edit and format header or footer text as usual.
- 6 When you're done, click the Close button on the Header And Footer toolbar.

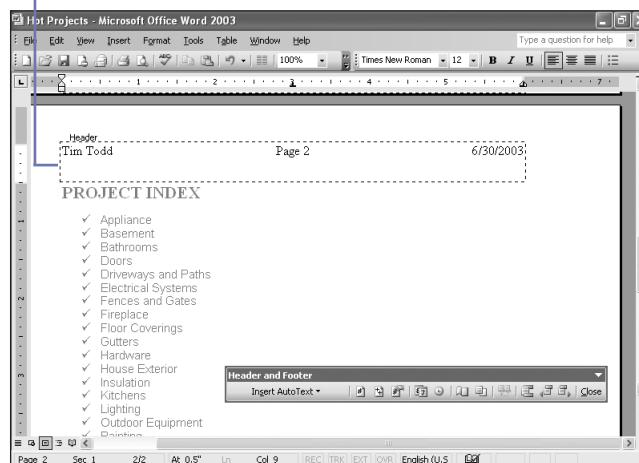
### Did You Know?

*There are default tab stops used to align header and footer text.* Headers and footers have two default tab stops. The first, in the middle, centers text. The second, on the far right, aligns text on the right margin. To left align text, don't press Tab. You can add and move the tab stops as needed. In addition, you can use the alignment buttons on the Formatting toolbar.

Most books, including this one, use headers and footers to help you keep track of where you are. A **header** is text printed in the top margin of every page within a document. **Footer** text is printed in the bottom margin. Commonly used headers and footers contain your name, the document title, the filename, the print date, and page numbers. If you divide your document into sections, you can create different headers and footers for each section.



This header text is printed on every page.



## Create Different Headers and Footers for Different Pages

- 1 Click the View menu, and then click Header And Footer.
- 2 Click the Page Setup button on the Header And Footer toolbar.
- 3 Click the Layout tab.
- 4 To create different headers or footers for odd and even pages, click to select the Different Odd And Even check box.

To create a unique header or footer for the document's first page, click to select the Different First Page check box.

- 5 Click OK.
- 6 Click the Show Previous and Show Next buttons to move from one header to the next; enter and format the text in the remaining headers and footers.

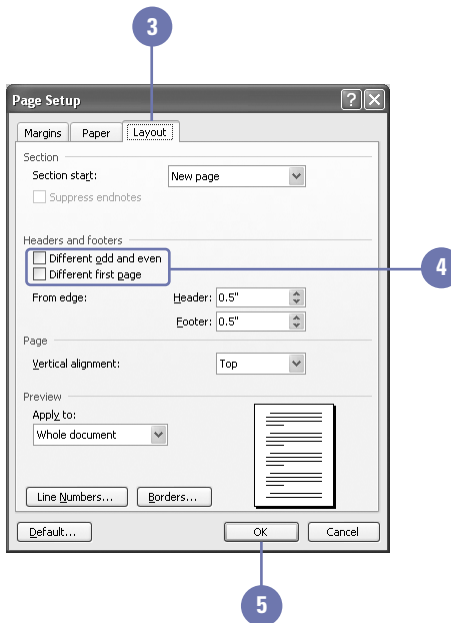
To move between the header and footer, click the Switch Between Header And Footer button.

- 7 Click the Close button on the Header And Footer toolbar.

### Did You Know?

**There is a format difference between even and odd pages.** As in books, odd pages appear on the right, and even pages appear on the left.

**You can add a graphic to either a header or footer, such as a company logo.** Click the header or footer to position the insertion point, click the Insert menu, click Picture, and then click the type of file and the location of the file on the submenus that follow.



Click to insert the correct page number on each page.

Click to insert the current date from your computer's calendar.



Click to insert the total number of pages in the document.

Click to insert the current time from your computer's clock.

# Inserting Page Numbers and the Date and Time



WW03S-1-2, WW03S-3-4

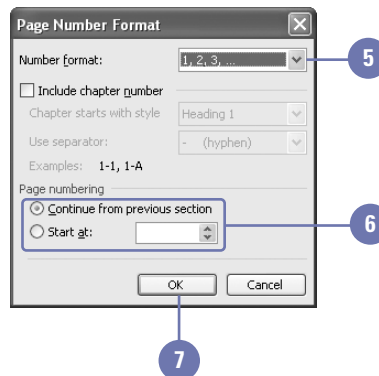
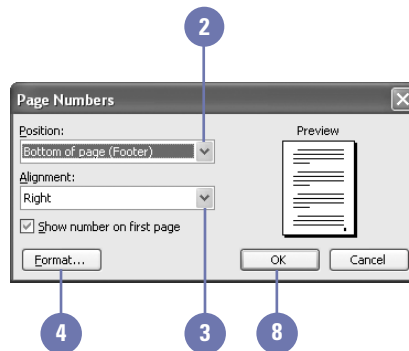
## Insert Page Numbers

- 1 Click the Insert menu, and then click Page Numbers.
- 2 Click the Position list arrow, and select a location.
- 3 Click the Alignment list arrow, and then select the horizontal placement.
- 4 Click Format.
- 5 Click the Number Format list arrow, and then select a numbering scheme.
- 6 Select the starting number.
- 7 Click OK.
- 8 Click OK.

### Did You Know?

**You can format page numbers in headers and footers.** Click the View menu, click Header And Footer, select the text you want to format in the header or footer, and then use the formatting tools on the Formatting toolbar to customize the text.

Page numbers help you keep your document in order or find a topic from the table of contents. Number the entire document consecutively or each section independently; pick a numbering scheme, such as roman numerals or letters. When you insert page numbers, you can select the position and alignment of the numbers on the page. The date and time field ensures you know which printout is the latest. Word uses your computer's internal calendar and clock as its source. You can insert the date and time for any installed language. Add page numbers and the date in a footer to conveniently keep track of your work.



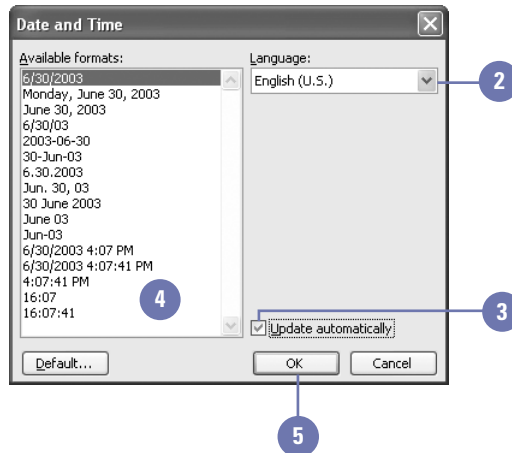


## Insert the Date or Time

- 1 Click the Insert menu, and then click Date And Time.
- 2 If necessary, click the Language list arrow, and then select a language.
- 3 Select the Update Automatically check box.
- 4 Click the date and time format you want.
- 5 Click OK.

### Did You Know?

***You can set the current date and time as the default.*** In the Date And Time dialog box, click the Default button, and then click Yes.



# Working with Templates



WW03S-5-1

## Save a Document as a Template

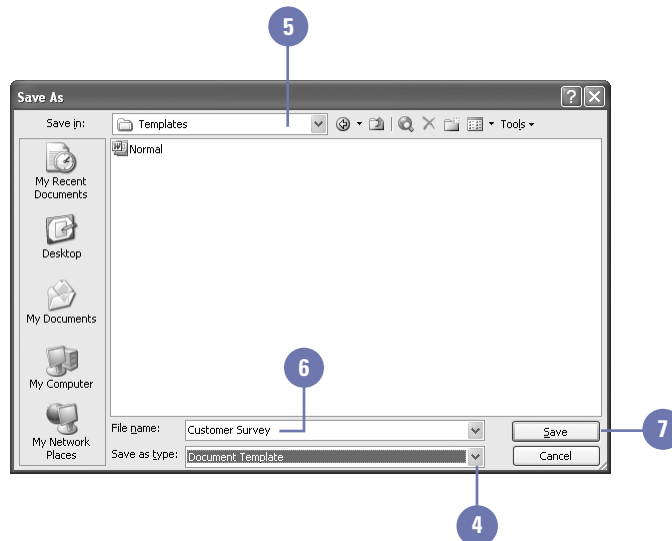
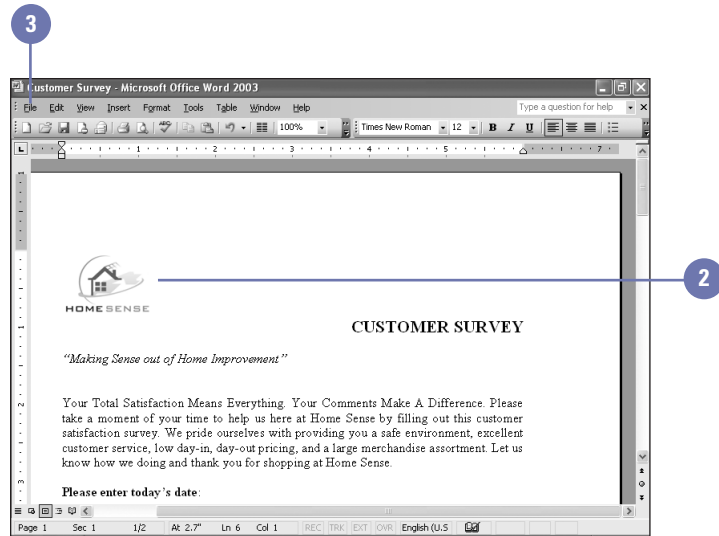
- 1 Open a new or existing document.
- 2 Add any text, graphics, and formatting you want to appear in all documents based on this template. Adjust margin settings and page size, and create new styles as necessary.
- 3 Click the File menu, and then click Save As.
- 4 Click the Save As Type list arrow, and then click Document Template.
- 5 Make sure the Templates folder (usually located in the Microsoft Office folder in the Programs folder) or one of its subfolders appears in the Save In box.
- 6 Type a name for the new template.
- 7 Click Save.

You can open the template and make and save other changes just as you would in any other document.

### See Also

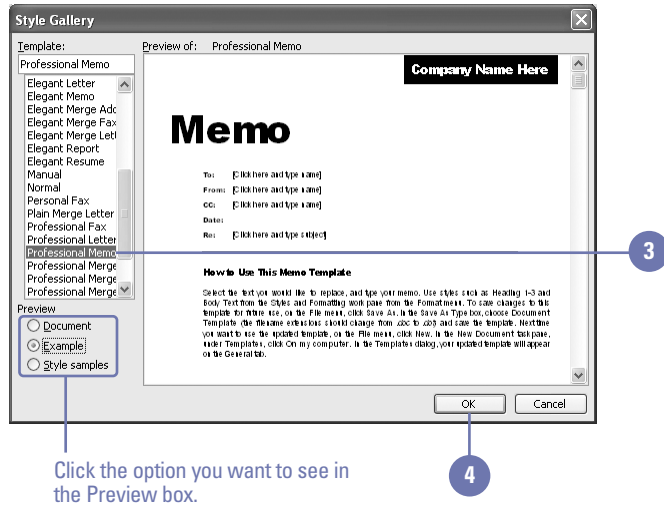
See "Creating a New File" on page 8 for information on creating a new file using a template.

When you start Word, a blank document opens based on a default template. The default template defines the page margins, default font, and other settings. Instead of using the default template, you can create your own template. A custom template can store text, styles, formatting, macros, and page information for use in other documents. Start with a predefined Word template, or use one you created. Quickly try a new look by attaching a different template to your current document. The attached template's styles replace the styles in your document.



## Attach a Template to an Existing Document

- 1 Open the document to which you want to apply a new template.
- 2 Click the Format menu, click Theme, and then click Style Gallery.
- 3 Click a template name to preview it.
- 4 Click OK to add the template styles to the document.



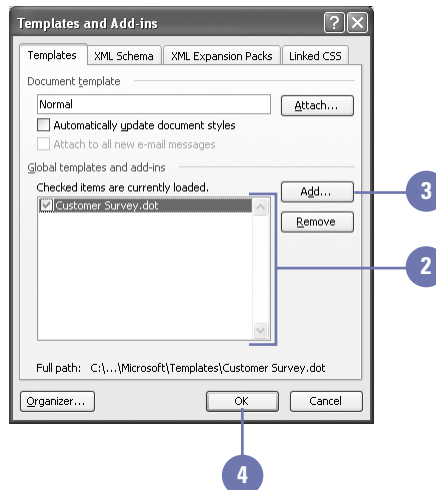
Click the option you want to see in the Preview box.

## Load an Add-In

- 1 Click the Tools menu, and then click Templates And Add-Ins.
- 2 Click the add-in you want to load.
- 3 To add one to the list, click Add, switch to the folder that contains the add-in, click the Files Of Type list arrow, select Word Add-Ins, click the add-in, and then click Click OK.
- 4 Click OK.

### Did You Know?

**You are probably using the Normal template.** By default, all Word documents use the Normal template, which formats text in 12-point Times New Roman and offers three different heading styles.



# Hiding Text

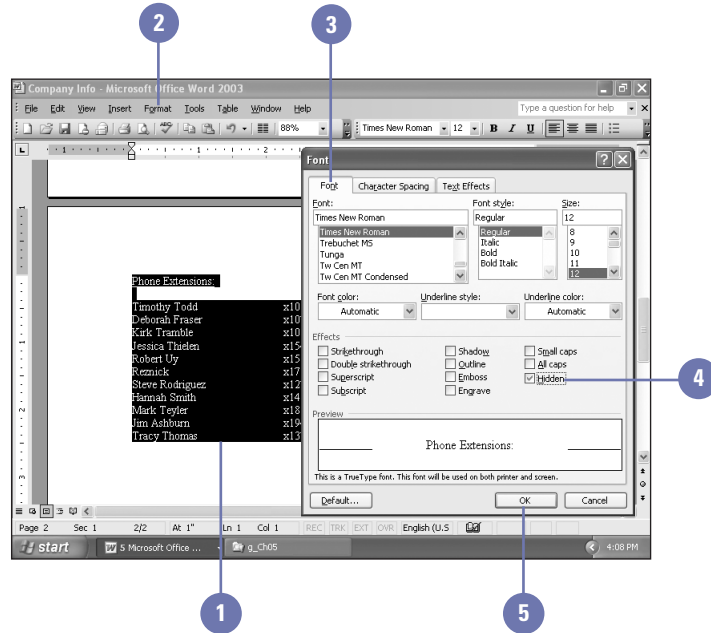


WW03S-1-1, WW03S-5-7

## Hide or Unhide Text

- 1 Select the text you want to hide or the hidden text.
- 2 Click the Format menu, and then click Font.
- 3 Click the Font tab.
- 4 Select or clear the Hidden check box.
- 5 Click OK.

If you have confidential information in a document or text that you don't want others to see, you can hide the text. When you hide text, you can't view or print the text unless you select the Hidden Text option in the Options dialog box. When you display or print hidden text, the characters appear with a dotted lined underneath. Hiding text does not protect your text from being seen, but it does conceal it from others.



## Display or Print Hidden Text

- 1 Click the Tools menu, and then click Options.
- 2 Click the View tab.
- 3 Select the Hidden Text check box.
- 4 Click the Print tab.
- 5 Select the Hidden Text check box.
- 6 Click OK.

