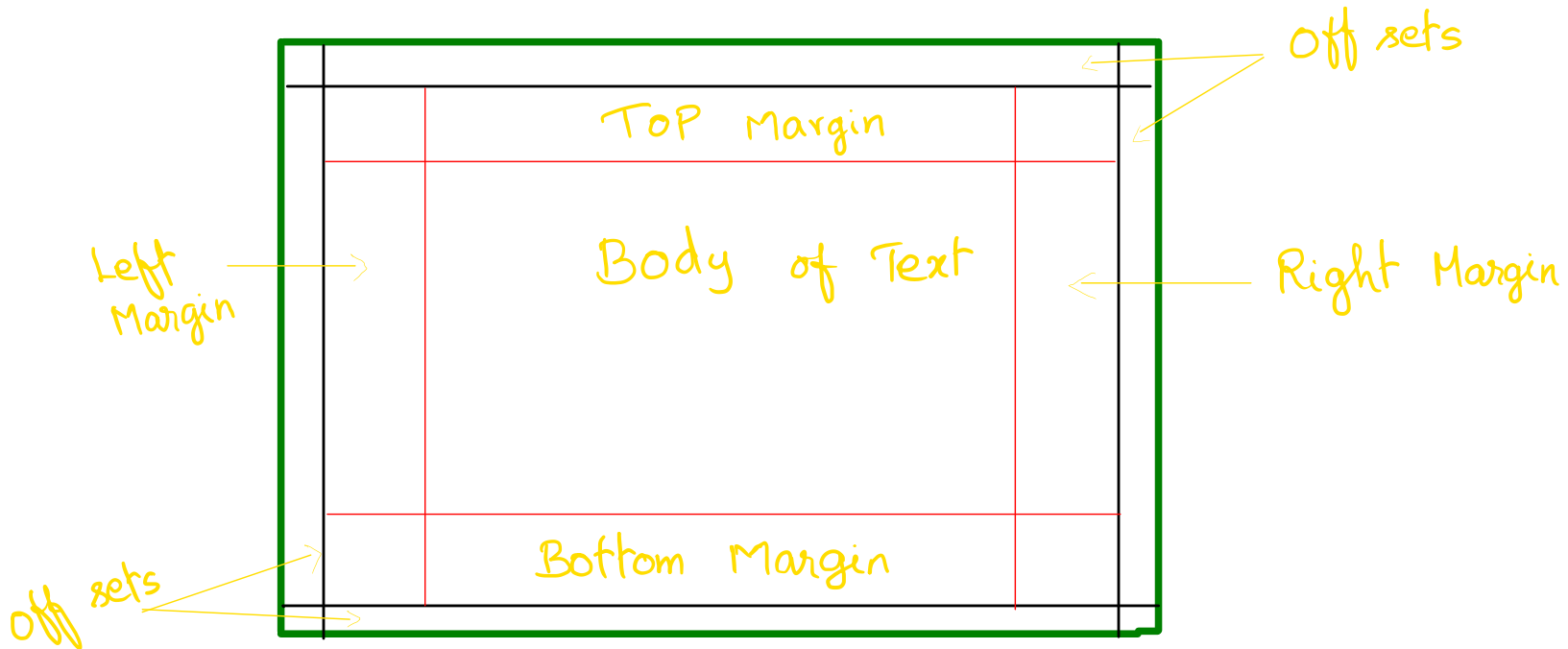


PAGE LAYOUT

Whatever we type on the pages of the document is called as **BODY OF TEXT** and the body of text is surrounded by four margins: **Left Margin**, **Right Margin**, **Top Margin** and **Bottom Margin**. There are blank areas around the margins which are called as **offsets**. The offsets are always left blank while printing the page. The left offset is also called as **GUTTER** which is useful for binding purpose.



LEFT MARGIN is the left limit of the page and marks the beginning of the line . This is where text of each line starts.

RIGHT MARGIN is where the line ends. Word cannot go beyond this limit.

TOP MARGIN includes the space that is left blank at the top. Top margin is used for printing of headers if any.

BOTTOM MARGIN includes the space that is left blank at the bottom. Bottom margin is used for printing of footers if any

Sometimes the printout of the document has to be taken on company's letterhead. here top margin is necessary. While printing, the lines specified in the top margin are left blank on the page. This ensures the text does not overwrite the company's heading on the letterhead.

PRINTING DOCUMENTS


Generally we can see only few lines on the screen of the document at a time. So we are not able to picture out how the entire document will look like when it is actually printed. To get an idea about how the document would be on paper, there is an option PRINT PREVIEW.

Print preview option allows us to view the document before it is printed. We can have a look at some of the pages or the entire document. The size of the page is reduced so that we can have a bird's eye view on the screen. This gives us an idea how the text will be positioned on each page of the printed copy.

Print preview option helps to avoid inconsistencies. After previewing necessary changes can be made before printing copies so that there is no wastage of stationery.

PAGE BREAKS


A page break is a point in the document that marks the change of page. When we type the text in the document, after certain lines are typed, we go to the next page automatically. This is **HARD PAGE BREAK**. Sometime we may insert a page break on our own. This is known as **SOFT PAGE BREAK**. Maximum number of lines per page will depend on the page size, margins, font size ,etc.,


Print

Print


Copies: 1

Printer ⓘ


 Microsoft Print to PDF
Ready


[Printer Properties](#)


Settings


 **Print All Pages**
Print the entire document


Pages: ⓘ


 **Print One Sided**
Only print on one side of the page

 **Collated**
1,2,3 1,2,3 1,2,3

 **Portrait Orientation**

 **A4**
21 cm x 29.7 cm

 **Normal Margins**
Left: 2.54 cm Right: 2.54 cm

 **1 Page Per Sheet**

[Page Setup](#)

COPIES:

The number of copies of the document we want to print

PRINTER: *Select the printer on which we want to print the copy.(if we have more than one printer attached)*

SETTINGS:

1)Print all pages or current page or Custom pages

2) Print one sided or both sided

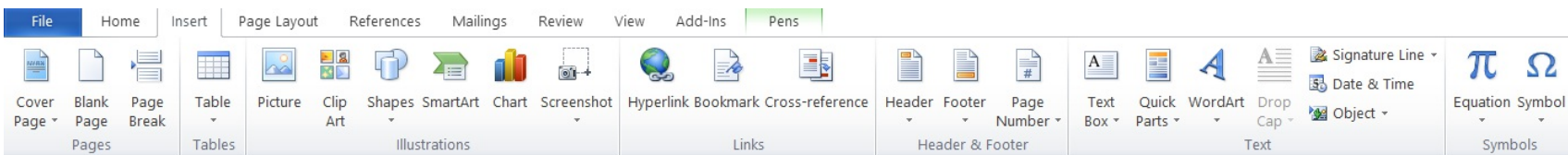
3) COLLATED or UNCOLLATED: When more than one copy of the document is printed, COLLATED means one full set of all the pages are printed first, then next set and so on. In UNCOLLATED , all copies of one page is printed followed by the next page and so on.

4)ORIENTATION: We can select Portrait (vertical) or Landscape (horizontal) orientation

5) Page size: Letter or Legal or A5 or A4,etc.,

6) MARGINS: Normal or Narrow or Moderate or Wide, etc.,

7) PAGES PER SHEET: 1 or 2 ,etc.,



INSERT RIBBON

PAGES GROUP:

- 1) COVER PAGE: We can add cover page to our document*
- 2) BLANK PAGE: Add a blank page anywhere in our document*
- 3) PAGE BREAK: Add a soft page break (ctrl+ Enter)*

TABLES GROUP:

A table is a great way to organize information within our document. Information is displayed in row-column form. We can select the desired number of rows and columns. We can even insert an Excel sheet using this table option

ILLUSTRATION GROUP:

- 1) *PICTURE: Insert picture from our computer or other computers connected to it*
- 2) *CLIP ART: Add clip arts*
- 3) *SHAPES: Insert readymade shapes such as circles,arrows,etc.,*
- 4) *SMART ART: Insert a smart art graphic to visually communicate information*
- 5) *CHART: Make it easy to spot patterns and trends in the data by inserting a bar,line chart,etc.,*
- 6) *SCREENSHOT: Quickly add a snapshot of any window that is open on the desktop to the document*

HEADER & FOOTER GROUP:

- 1) *HEADER: Header helps to repeat contents at the top of every page . They are useful for showing information like title, author and page number*
- 2) *FOOTER:Footer helps to repeat contents at the bottom of every page . They are useful for showing information like title, author and page number*
- 3) *PAGE NUMBER: We can add page number to our document in the desired format.*

SYMBOLS GROUP:

- 1) *EQUATION:Add common mathematical equations to our document*
- 2) *SYMBOLS: Add symbols which are not there in our keyboard*