

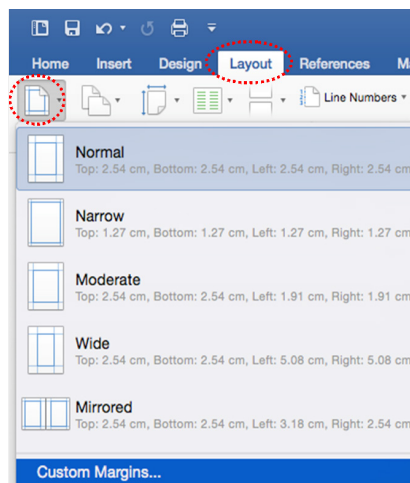
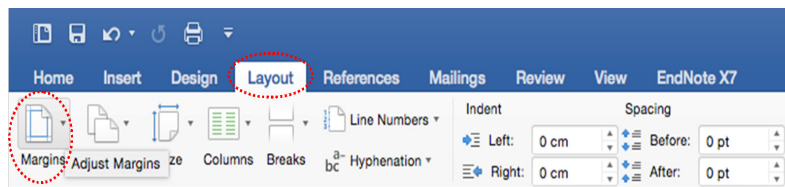
# Mac Guide: Microsoft Word 2016

## Margins, Page Orientation & Breaks

### Margins, Page Orientation and Breaks

By default, the margins for a Word document are 2.54 cm on the top, bottom and sides.

Layout >> Margins - select Normal or Custom Margins.



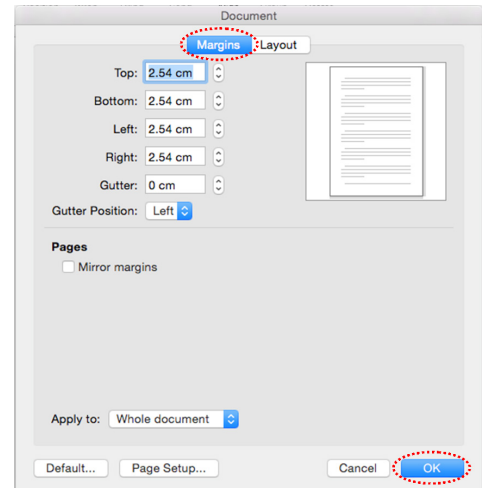
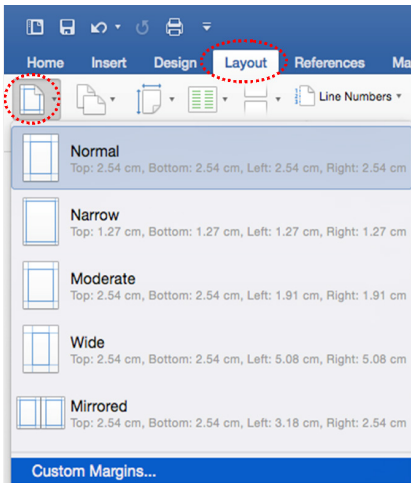
NB: This is useful for changing your margins in your assignment.



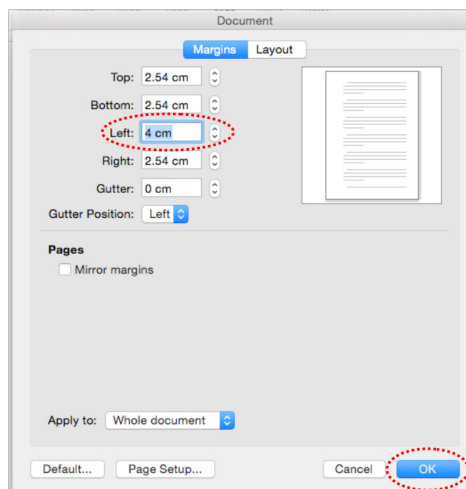
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twist@eit.ac.nz

## Custom Margins

If you select Custom Margins, the Document Margins window appears. Tab (or use the arrow keys) between each option and type in your margins. Click OK to apply the changes.

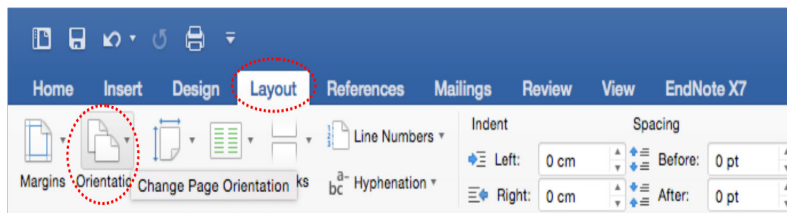


Most EIT essay's have a Page Layout that requires a left margin of 4 cm, to do this simply enter 4 in the Left Margin >> click OK.

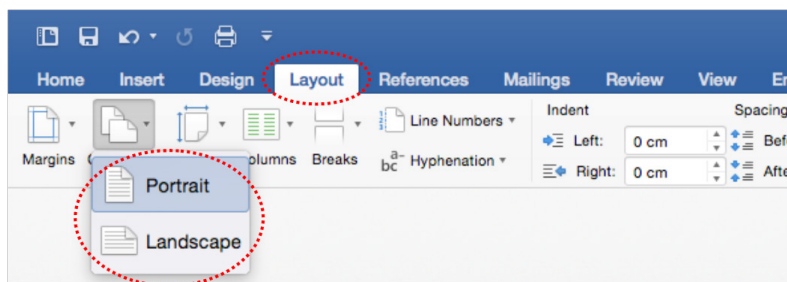


## Page Orientation

Layout >> Orientation.

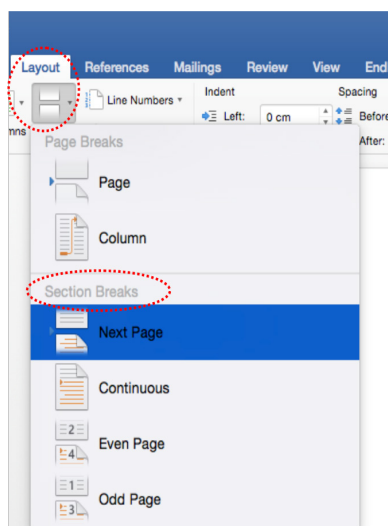
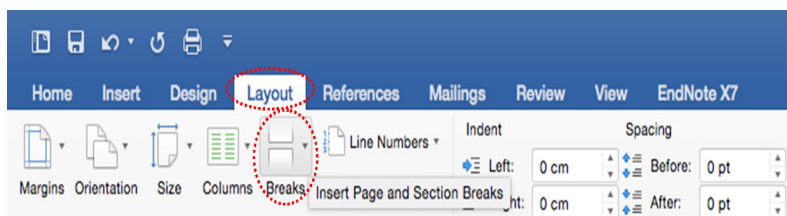


Choose Portrait or Landscape.



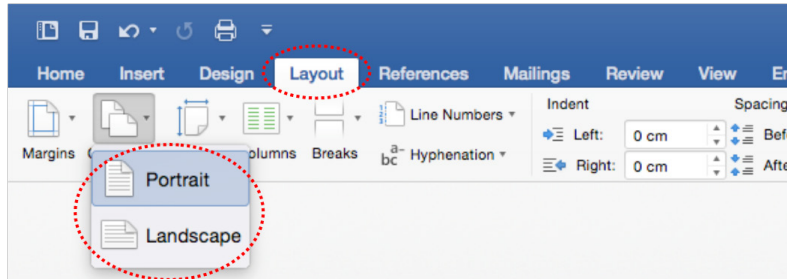
NB: To have pages of both portrait and landscape orientation in a single document, use Section Breaks between affected pages to do this:-

Go to the page you want to change the orientation of, select the area before the text on the page you want to change. Layout >> Breaks >> Section Break (next page).



Select the area after the text on the same page, Layout >> Break >> Section Break >> Next Page.

The document is now comprised of three sections. Select an area in the page you want to change the orientation of. Layout >> Orientation >> Portrait OR Landscape.



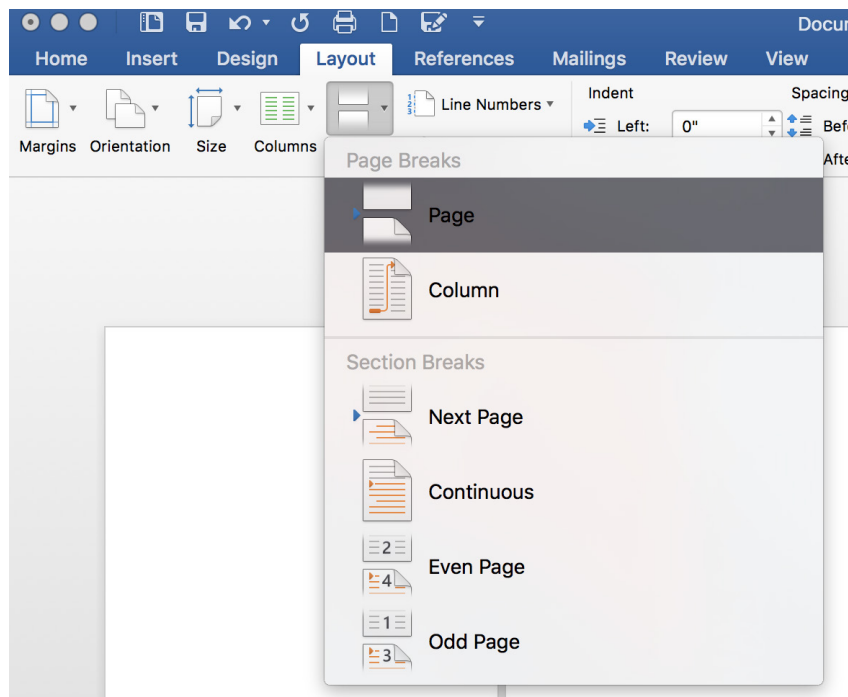
### Page Breaks and Section Breaks

Page Break: Separates content between pages.

Section Break: Used to create layout or formatting changes in a portion of a document.

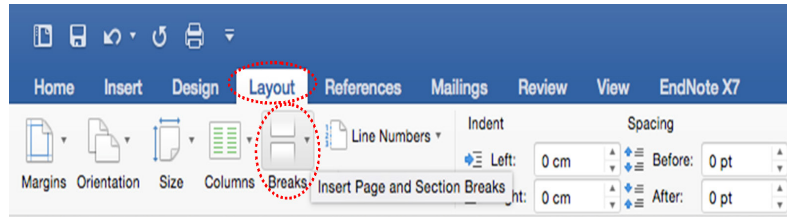
### Inserting a Page Break

Click in your document where you want to start a new page, Layout >> Break >> Page Break.

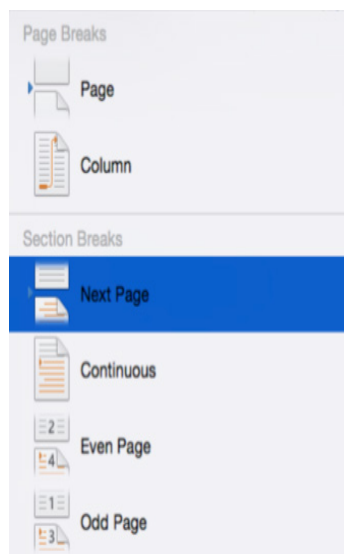


### Inserting a Section Break

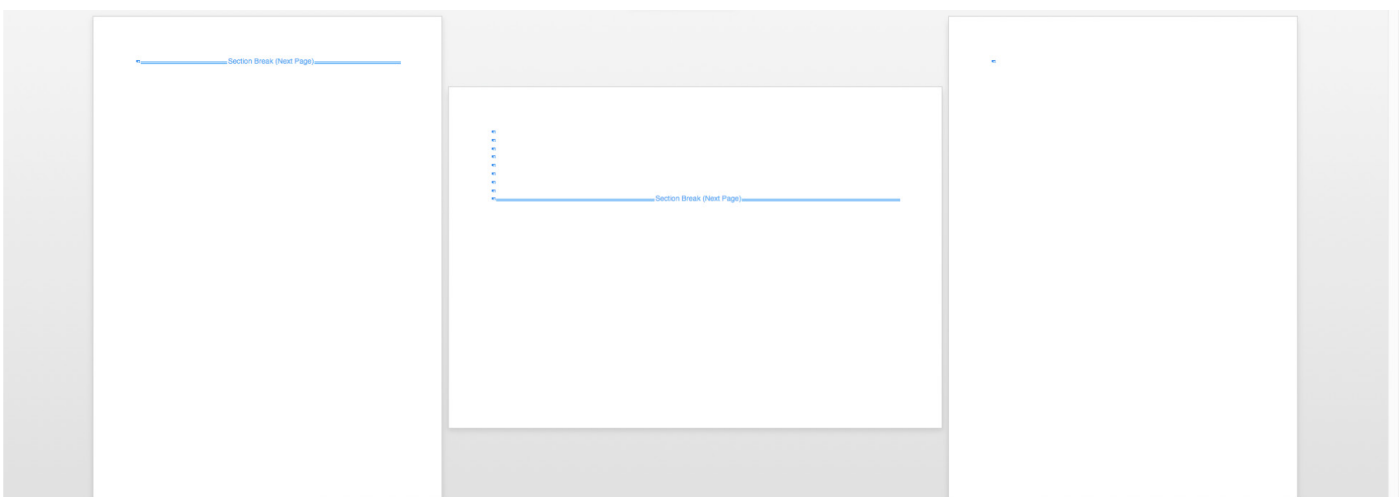
Click where you want to change the format, Layout >> Breaks.



Choose which type of Break you want for your document.



Here is an example.



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 974 8000 ext 6045  
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