

## Margins, Page Orientation, and Breaks

These three entities are very important in ensuring that a document is laid out properly.

### Margins

A margin refers to the areas of space around the edge of a document where there is no text. By default, the margins for a Word document are 2.54 cm on the top, bottom, and sides.

### Margin Types

To find the margin settings, go to **Page Layout << Margins**

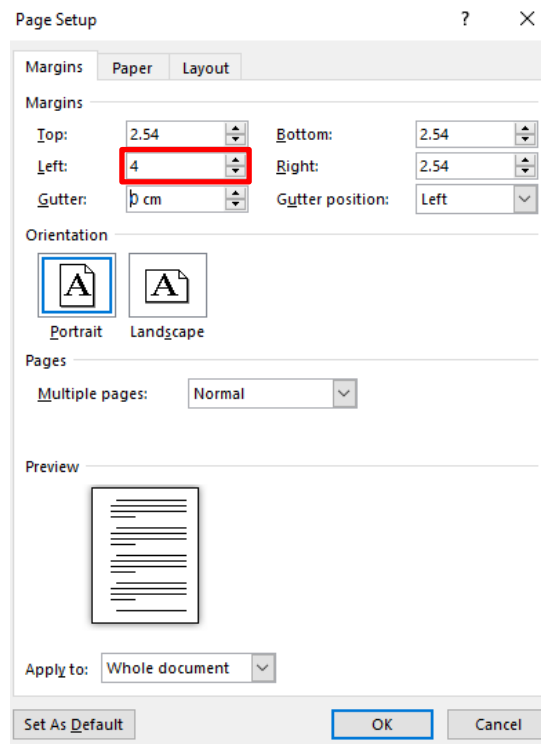
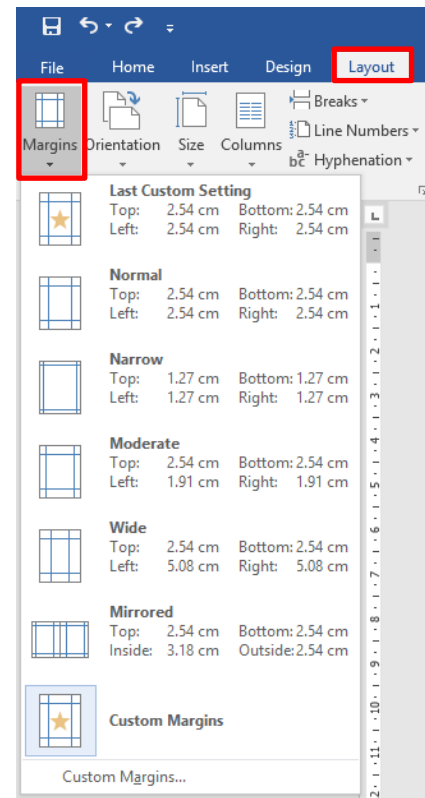
There are a number of pre-set margin types available in the drop down menu

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

### Custom Margins

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

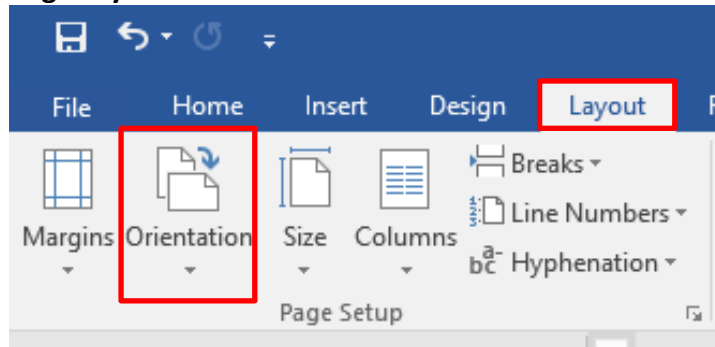
Most EIT essay Page Layouts require a left margin of 4cm, to do this simply enter **4** in the **Left:** box << **click OK**



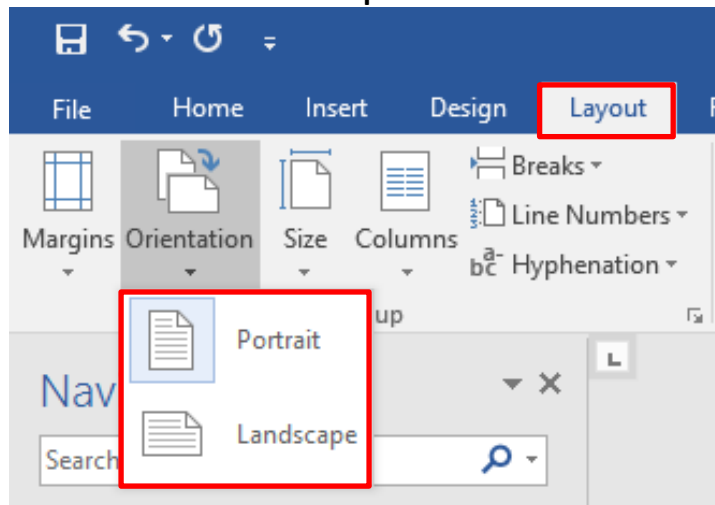
## Page Orientation

This determines whether the pages in the document are landscape or portrait

### Page Layout << Orientation



### Choose **Portrait** or **Landscape**

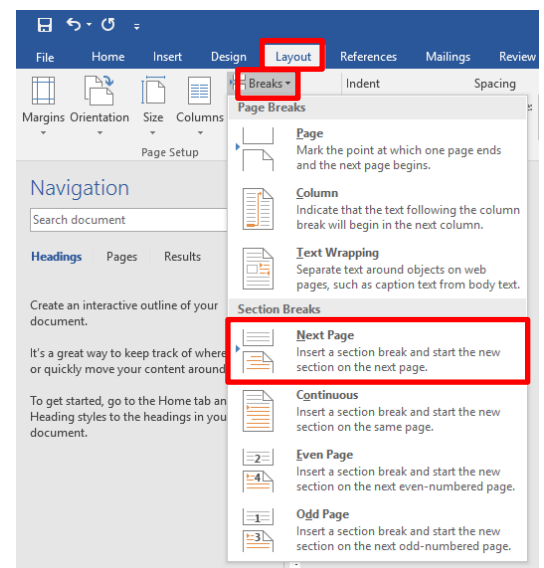


### Multiple Orientations in One Document

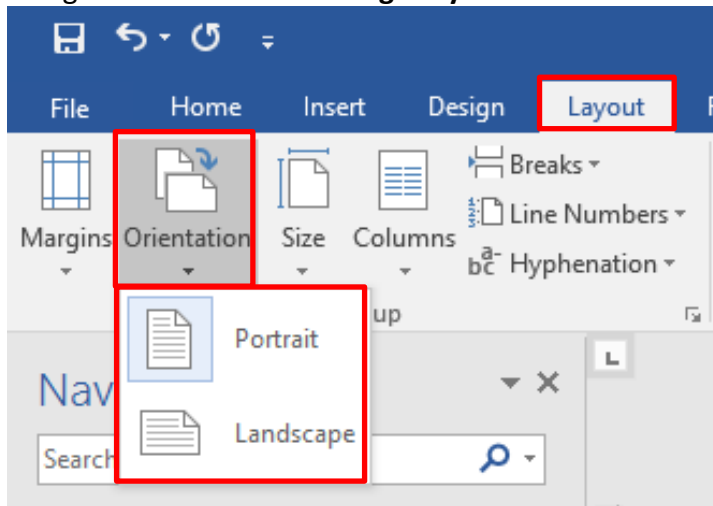
To have pages of portrait and landscape orientation in a single document, use section breaks between the affected pages.

Go to the page you want to change the orientation of, select the area before the text on the page you want to change. **Page Layout << Breaks << Section Break << Next Page**

Select the area after the text on the same page, **Page Layout << Breaks << Section Break << Next Page**



The document is now comprised of three sections. Select the section in the page that you want to change the orientation of. **Page Layout << Orientation << Portrait OR Landscape**



There should now be a different orientation within the document.

## Breaks

Breaks are used in the layout of a document to create sections, columns, and next page breaks to help structure the content. The most commonly used ones are listed below.

### Page

This is used to designate where the next page should begin in the document.

### Column

This helps split content up into columns as all text after the break will begin in a new column

### Next Page

As opposed to repeatedly adding new lines to move content to a new page, this break will cause all content after it to begin on the next page.

**NB:** This is useful if you want to start different segments of an assignment each at the top of a page.

### Continuous

The continuous break adds a break within a page or document without disturbing the text before or after.

**NB:** This is useful when wanting to make formatting changes to a particular part of the document

