CHAPTER 1 FORMATTING TECHNIQUES

INFOCUS

WPL_W808

You can format paragraphs in a variety of ways to improve the readability and overall appearance and layout of a document. Using correct formatting techniques gives you much greater control over the layout and positioning of sections, headings and paragraphs.

In this session you will:

- ✓ learn how to create first line indents
- ✓ learn how to create hanging indents
- ✓ learn how to insert a right indent
- ✓ gain an understanding of pagination options
- ✓ learn how to apply widow and orphan control
- ✓ learn how to keep paragraphs together
- ✓ learn how to keep lines together
- ✓ learn how to insert a page break
- ✓ learn how to automatically and manually hyphenate text
- ✓ learn how to hide text
- ✓ learn how to insert a drop cap
- ✓ gain an understanding of hard and soft returns
- ✓ learn how to insert hard and soft returns
- ✓ learn how to remove hard and soft returns
- ✓ learn how to reveal formatting.

APPLYING FIRST LINE INDENTS

When you apply a first line indent to a paragraph, only the first line of the paragraph is indented. It is common to apply first line indents to the first paragraph of a new section or chapter in a document or novel, for example, as it indicates the beginning of a section or chapter. First line indents are controlled by the position of the *first line indent* marker ▽ on the ruler.

Try This Yourself:

Open File

*Before starting this exercise you MUST open the file W808 Formatting_1.docx...*

1 Click at the beginning of the paragraph after *Introduction*

Note the position of the indent markers on the ruler. Currently they align with the left margin...

2 Press [Tab] to indent the first line

A smart tag will appear because Word has converted your tab to a first line indent, and the smart tag is giving you the option to change it back to a tab. You can click on the smart tag to view and select options.

Let's now reduce the indent using the first line indent marker on the ruler...

3 Click on and drag the *first line indent marker* ▽ on the ruler to *0.5 cm*, as shown

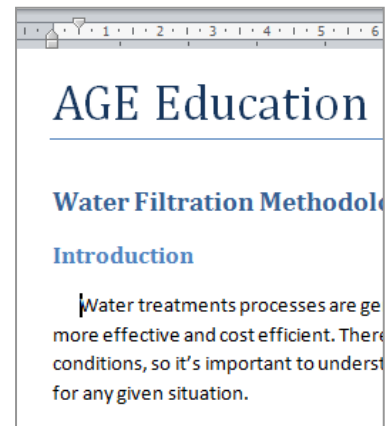**4** Release the mouse to position the marker, then save the document
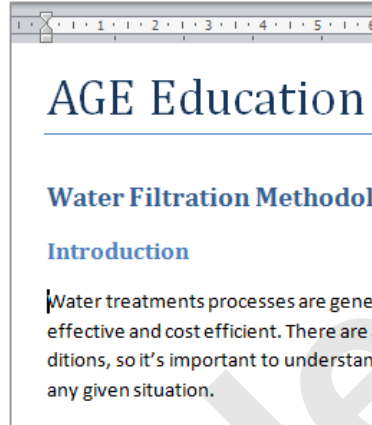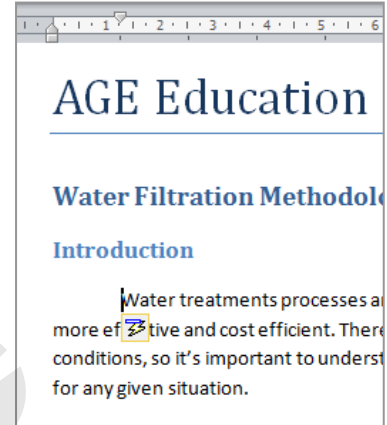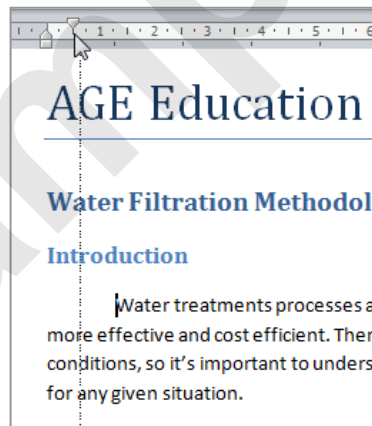
For Your Reference…

To create a *first line indent*:

1. Click at the beginning of the paragraph and press [Tab]

   OR

1. Click and drag the first line indent marker ▽ in the ruler to the required position

Handy to Know…

- You can set a first line indent in the *Paragraph* dialog box. On the *Home* tab of the *Ribbon*, click on the *dialog box launcher* for the *Paragraph* group. Click on the drop arrow for *Special* in *Indentation* and select *First line*. Adjust the distance in *By*, then click on **[OK]**.

APPLYING HANGING INDENTS

When you apply a hanging indent to a paragraph all lines in the paragraph will be indented except for the first line, which 'hangs out' from the rest. Hanging indents are typically used for bulleted and numbered lists. Hanging indents can be applied to a paragraph by dragging on the ***hanging indent marker*** on the ruler 🔺 or via the ***Paragraph*** dialog box.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W808 Formatting_2.docx...

1 Scroll down and select the three paragraphs under ***Coagulation***

Notice the position of the indent markers on the ruler...

2 Click on the ***dialog box launcher*** 🔲 in the ***Paragraph*** group to display the ***Paragraph*** dialog box

3 Click on the drop arrow ▾ for ***Special*** and select ***Hanging*** then click on **[OK]**

The first line indent marker ▽ remains aligned with the left margin and the hanging and left indent marker 🔺 is indented to the first tab stop at 1.27 cm. You will now adjust the hanging indent on the ruler…

4 Click on and drag the ***hanging indent marker*** on the ruler slightly to the left as shown

5 Release the mouse button when the hanging indent is set at ***0.5 cm***

6 Save the document
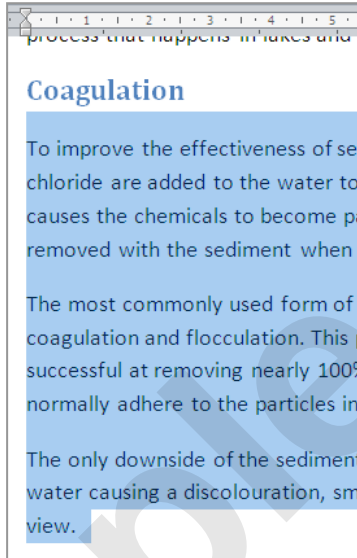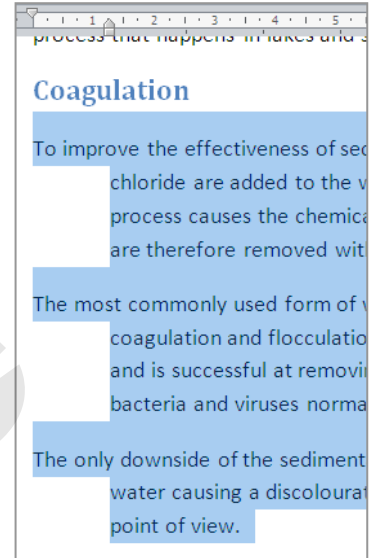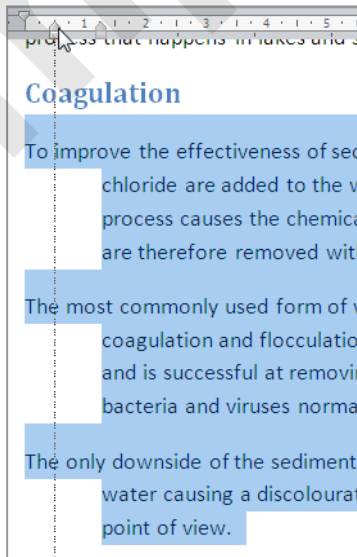
For Your Reference…

To apply a ***hanging indent***:

1. Click in the paragraph
2. Click on the ***dialog box launcher*** 🔲 in the ***Paragraph*** group
3. Click on the drop arrow ▾ for ***Special*** and select ***Hanging*** then click on **[OK]**

Handy to Know…

- With the cursor in the paragraph press Ctrl + T to apply a hanging indent.

APPLYING RIGHT INDENTS

When you **apply a right indent** to a paragraph, the paragraph is indented from the right margin. You might insert a right indent to make one paragraph stand out from the rest or to make room to insert objects or pictures, for example. You can apply a right indent by dragging the **right indent marker** ⌂ on the ruler or by using the **Paragraph** dialog box.

Try This Yourself:

Before starting this exercise you MUST open the file W808 Formatting_3.docx...

1. Scroll down and click in the first paragraph below the heading **Sand Filtration**

2. Click on the **Home** tab, then click on the **dialog box launcher** 🗔 for the **Paragraph** group to display the **Paragraph** dialog box

   This shows you that the right and left indents are currently set at zero...

3. Select the value for **Right** in **Indentation** and type **2 cm**

4. Click on **[OK]** to apply the changes

   The paragraph will now be indented 2 cm from the right margin – in line with the right indent marker. You can also adjust the right indent using the mouse...

5. Drag the **right indent marker** ⌂ on the ruler to **15 cm** then release the mouse

   The text will also adjust to fit...

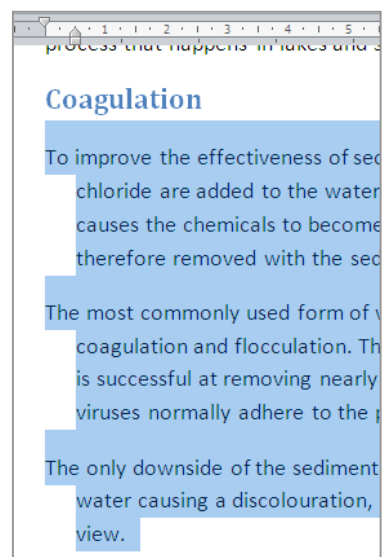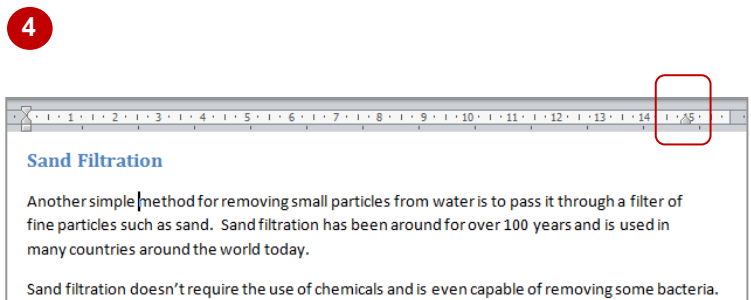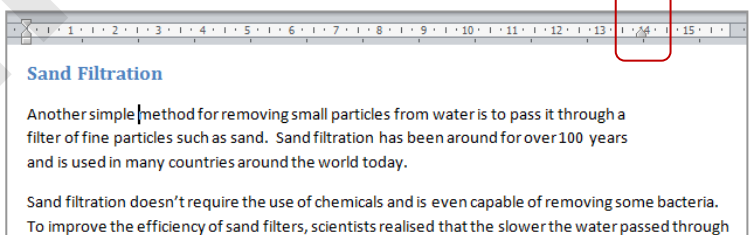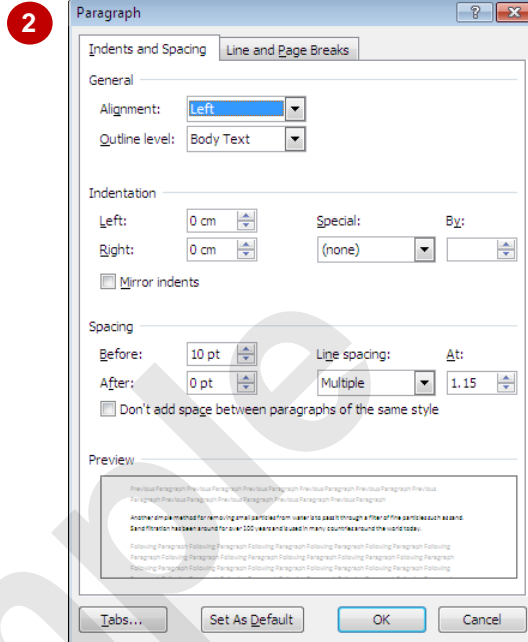6. Press **Ctrl** + **Q** to reset the paragraph to its default indentation

For Your Reference…

To **apply** a **right indent**:

1. Click in the paragraph
2. Click on the **dialog box launcher** 🗔 for the **Paragraph** group
3. Enter a value for **Right** in **Indentation**
4. Click on **[OK]**

Handy to Know…

- By applying both a right and left indent to a paragraph, you can make it stand out from the rest of the text, as it creates white space around the paragraph. If you also apply italics, the paragraph will take on the appearance of a quote or extract.

UNDERSTANDING PAGINATION

Pagination refers to how headings and paragraphs are organised on the page. When you establish the document's paper size and margins, Word will calculate how much text will fit on a page. Once a page is filled, Word will force the text onto a new page. Word provides several pagination options to control how headings and paragraphs are arranged on a page.

Page Breaks

When text runs over to the next page, Word inserts a *soft page break*. Soft page breaks cannot be modified but you can see them in *Draft* view.

You can insert your own page breaks (using Ctrl + Enter) at any point in a document and these are known as *hard page breaks*. Hard page breaks force text onto the next page. If you click on *Show/Hide* ¶ to display hidden characters, a hard page break appears like this:

-----------------------------Page Break-----------------------------¶

Pagination Settings

Sometimes it is necessary to ensure that paragraphs stay together with headings or other paragraphs. For example, you wouldn't want a heading to start on the bottom of a page and the following text to sit on the next page. It would be important that the heading and paragraph stay together. Also, having the first or last line of a paragraph split from the rest of the paragraph breaks standard editing conventions. Word has several pagination settings that can be applied to correct paragraph layout. These settings can be found on the *Line and Page Breaks* tab of the *Paragraph* dialog box.

Widow/Orphan Control

A *widow* is the last line of a paragraph that appears on a new page all by itself. An *orphan* is the first line of a paragraph that appears at the bottom of a page all by itself. *Widow/Orphan control*, which is turned on by default, ensures that at least two lines of a paragraph appear on a page. In the case of a widow, the second last line of the paragraph will be moved to the next page to accompany the last line. In the case of an orphan, the first line will be moved to the new page so that it appears with the other lines of the paragraph.

Keep With Next

Sometimes it is important that two paragraphs or a heading and a paragraph appear on the same page. This can be ensured by clicking in the first paragraph or heading and applying *Keep with next*. If the second paragraph is forced onto a new page, either automatically by Word or by you, the first paragraph will also move to the next page. This is a good way of keeping a heading with the text that follows.

Keep Lines Together

You can ensure that all of the lines in a paragraph stay together, rather than being split by a page break, by applying **Keep lines together.**

Page Break Before

If you want a paragraph or heading to start at the top of a new page, you can apply *Page break before*. No matter where the preceding text is placed on a page, this paragraph will always start at the top of a page.
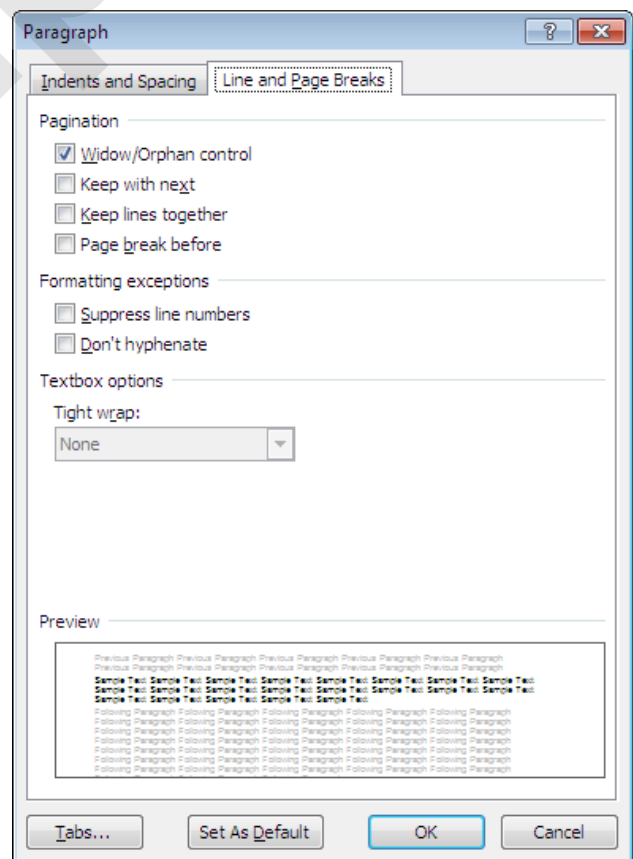
CONTROLLING WIDOWS AND ORPHANS

A *widow* is the last line of a paragraph appearing at the top of a new page while an *orphan* is the first line of a paragraph appearing at the bottom of a page. You can control widows and orphans using the *Paragraph* dialog box. *Widow/Orphan control* is turned on by default, but here we will deactivate it to see what happens.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W808 Formatting_4.docx...

1 Scroll down so that you can see the paragraph spanning the bottom of page *1* and the top of page *2*

Notice that the last two lines appear together at the top of the second page...

2 Click in the paragraph, then click on the **Home** tab and click on the *dialog box launcher* for the **Paragraph** group, to display the **Paragraph** dialog box

3 Click on the *Line and Page Breaks* tab

Notice that the Widow/Orphan control check box is ticked...

4 Click on *Widow/Orphan control* to remove the tick

5 Click on **[OK]**

The control will be removed and the third line of the paragraph will move to the previous page, leaving a widow on the next...
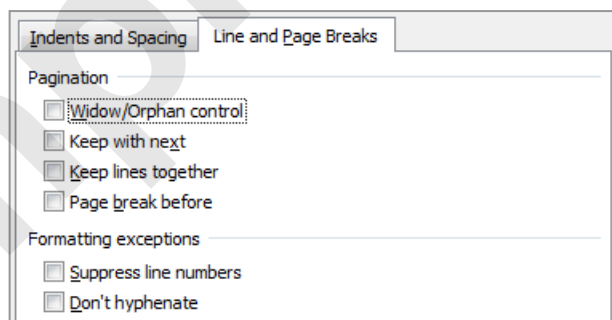
6 Click on **Undo** to restore the widow/orphan control

The introduction of high pressure water filters and back-flushing systems has greatly improved the results achieved by this filtration method. Even better effectiveness has been achieved by combining

coagulation and sand filtration systems. Coagulation enables the larger particles to be removed before the sand filter removes the remaining particles and bacteria.

1

4 Indents and Spacing | Line and Page Breaks

Pagination
☐ Widow/Orphan control
☐ Keep with next
☐ Keep lines together
☐ Page break before

Formatting exceptions
☐ Suppress line numbers
☐ Don't hyphenate

The introduction of high pressure water filters and back-flushing systems has greatly improved the results achieved by this filtration method. Even better effectiveness has been achieved by combining coagulation and sand filtration systems. Coagulation enables the larger particles to be removed

before the sand filter removes the remaining particles and bacteria.

5

For Your Reference…

To control *widows* and *orphans*:

1. Click in the paragraph
2. Click on the *dialog box launcher* for the **Paragraph** group
3. Click on the *Line and Page Breaks* tab
4. Click on *Widow/Orphan control*, then **[OK]**

Handy to Know…

- *Widow/Orphan control* is either on or off. When it's on, the point at which a paragraph is split across pages will be adjusted if necessary to avoid widows and orphans. When it's off, paragraphs will be split across pages depending on how much of the paragraph can fit on a page.

KEEPING PARAGRAPHS TOGETHER

The *Keep with next* setting is used to keep related headings and paragraphs together by preventing page breaks being inserted between them. *Keep with next* can be used, for instance, to prevent text from being separated from its heading and to keep all of the items in a bulleted list on the same page.
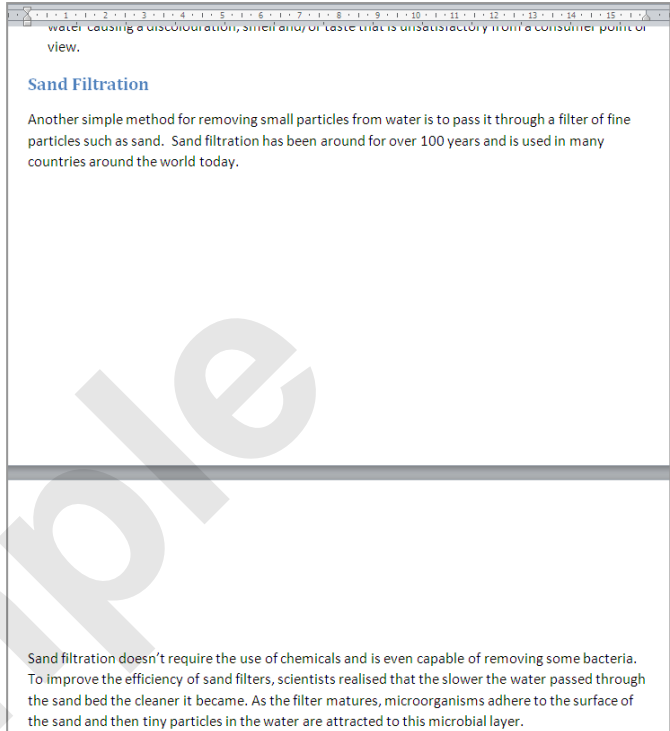
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W808 Formatting_5.docx...*

1 Click at the beginning of the paragraph that starts *Sand filtration doesn't...* (bottom of page *1*)

This is the paragraph above the one that is split across pages. We'll link these two paragraphs so that they must both appear on the same page...

2 On the *Home* tab, click on the *dialog box launcher* 🔲 for the *Paragraph* group to display the *Paragraph* dialog box

3 On the *Line and Page Breaks* tab, click on *Keep with next* until it appears with a tick, then click on **[OK]**

Nothing will happen until Word tries to put a page break between the paragraphs...

4 Press ⃞Enter⃞ twice to move the paragraph down towards the end of the page

The entire paragraph will shift to the next page with the following one...

5 Click on *Undo* 🔙 twice to restore the default pagination settings

4

water causing a discolouration, smell and/or taste that is unsatisfactory from a consumer point of view.

Sand Filtration

Another simple method for removing small particles from water is to pass it through a filter of fine particles such as sand. Sand filtration has been around for over 100 years and is used in many countries around the world today.

Sand filtration doesn't require the use of chemicals and is even capable of removing some bacteria. To improve the efficiency of sand filters, scientists realised that the slower the water passed through the sand bed the cleaner it became. As the filter matures, microorganisms adhere to the surface of the sand and then tiny particles in the water are attracted to this microbial layer.

For Your Reference…

To *keep paragraphs together*:
1. Click in the paragraph
2. Click on the *dialog box launcher* 🔲 for the *Paragraph* group
3. Click on the *Line and Page Breaks* tab
4. Click on *Keep with next*, then click on **[OK]**

Handy to Know…

- *Keep with next* is a bit like grouping paragraphs. Where one goes, the other follows. Note that *Keep with next* will not prevent the second paragraph from being split by a page break. It just ensures that the second paragraph *starts* on the page on which the first one appears.

KEEPING LINES TOGETHER

To ensure that a paragraph is not split across two pages you can apply the *Keep lines together* setting. You may need to do th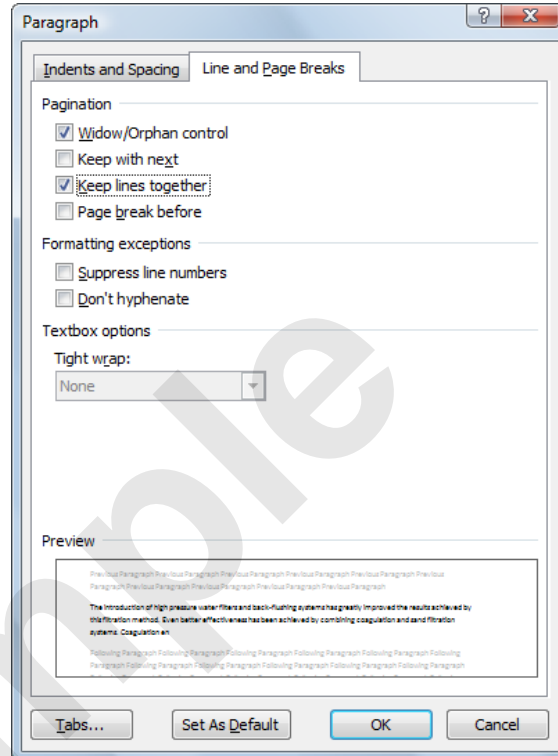is to ensure complete paragraphs sit on a page. The **Keep** **lines together** setting is applied using the *Paragraph* dialog box.
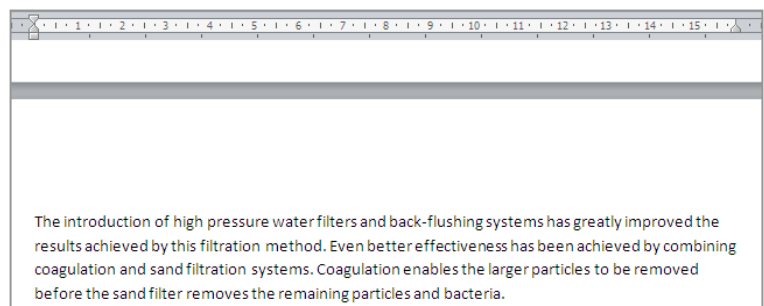
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W808 Formatting_6.docx...

1 Click in the paragraph at the bottom of page *1*

2 On the *Home* tab, click on the *dialog box launcher* for the *Paragraph* group to display the *Paragraph* dialog box

3 On the *Line and Page Breaks* tab, click on *Keep lines together* until it appears with a tick

4 Click on **[OK]**

The paragraph will be moved to the second page so that the lines are kept together...

5 Click on *Undo* to restore the default pagination settings

6 Save the document

3

4

The introduction of high pressure water filters and back-flushing systems has greatly improved the results achieved by this filtration method. Even better effectiveness has been achieved by combining coagulation and sand filtration systems. Coagulation enables the larger particles to be removed before the sand filter removes the remaining particles and bacteria.

For Your Reference…

To *keep lines together*:

1. Click in the paragraph, then click on the *dialog box launcher* for the *Paragraph* group
3. Click on the *Line and Page Breaks* tab
4. Click on *Keep lines together*, then click on **[OK]**

Handy to Know…

- *Keep lines together* does not work if the paragraph appears in a table that is split across a page. Use *Keep with next* instead.

INSERTING A PAGE BREAK

When you apply the ***Page break before*** setting to a paragraph, the paragraph is forced to start on the next page. This is ideal when starting new sections or cha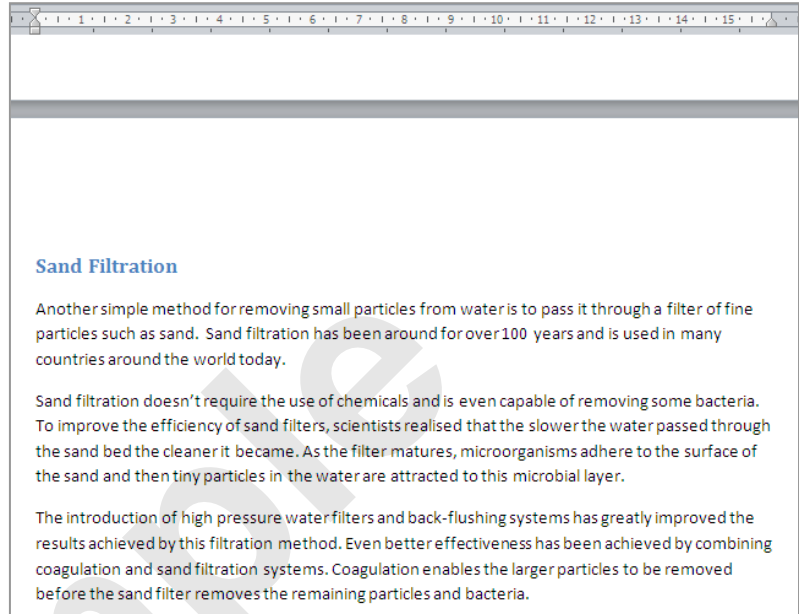pters, for instance, and also for paragraphs, images and the like that need to appear on a new page. The ***Page break before*** setting is applied via the ***Paragraph*** dialog box.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W808 Formatting_7.docx...

1 Click in the heading ***Sand Filtration***

2 On the ***Home*** tab of the ***Ribbon***, click on the ***dialog box launcher*** for the ***Paragraph*** group to display the ***Paragraph*** dialog box

3 On the ***Line and Page Breaks*** tab, click on ***Page break before*** until it appears with a tick

Notice that Keep with next and Keep lines together are selected by default for this heading style...

4 Click on **[OK]**

The heading and the following paragraphs will be forced onto a new page…

5 Save the document

Sand Filtration

Another simple method for removing small particles from water is to pass it through a filter of fine particles such as sand. Sand filtration has been around for over 100 years and is used in many countries around the world today.

Sand filtration doesn't require the use of chemicals and is even capable of removing some bacteria. To improve the efficiency of sand filters, scientists realised that the slower the water passed through the sand bed the cleaner it became. As the filter matures, microorganisms adhere to the surface of the sand and then tiny particles in the water are attracted to this microbial layer.

The introduction of high pressure water filters and back-flushing systems has greatly improved the results achieved by this filtration method. Even better effectiveness has been achieved by combining coagulation and sand filtration systems. Coagulation enables the larger particles to be removed before the sand filter removes the remaining particles and bacteria.

4

For Your Reference…

To insert a ***page break before*** a paragraph:

1. Click in the paragraph
2. Click on the ***dialog box launcher*** for the ***Paragraph*** group
3. Click on the ***Line and Page Breaks*** tab
4. Click on ***Page break before*** then click on **[OK]**

Handy to Know…

- One of the best things you can do with pagination settings such as ***Page break before*** and ***Keep with next*** is to incorporate them into styles so that they are automatically applied with formatting.


APPLYING HYPHENATION TO TEXT

Hyphenation is used to break a word across two lines when it is too long to fit on the first line, by inserting a hyphen between the break. Hyphenation is turned off by default, so text will wrap to the next line. But you may prefer to hyphenate words to make good use of available space, especially in narrow layouts such as columns. Hyphenation can be manual or automatic.

Try This Yourself:

Open File   *Before starting this exercise you MUST open the file W808 Formatting_8.docx...*

1   Click on the **Page Layout** tab of the **Ribbon**, then click on **Hyphenation** in the **Page Setup** group, to display a list of options

Notice that it is currently set to None...

2   Select **Automatic**, then scan down the right-hand edge of the document and see how many words are hyphenated

There should be several.

Manual hyphenation lets you decide which words you want hyphenated...

3   Click on **Hyphenation** and select **Manual**

A dialog box will appear giving you the option to hyphenate or not...

4   Click on **[Yes]** to step through the words and apply manual hyphens, then click on **[OK]**

1
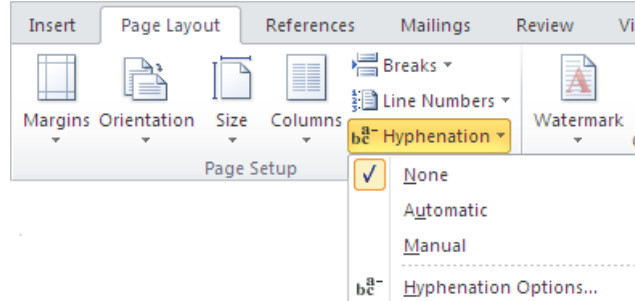
Water Filtration Methodologies

Introduction

Water treatments processes are generally simple but have been refined over the years to be more effective and cost efficient. There are a variety of water treatment processes that suit different conditions, so it's important to understand the differences so that the right process can be selected for any given situation.

2

Manual Hyphenation: English (Australia)

Hyphenate at: con-di-tions

[Yes]   [No]   [Cancel]
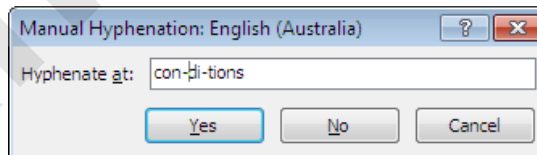
3

For Your Reference…

To **apply hyphenation** to text:

1. Click on **Hyphenation**
2. Select **Automatic** or **Manual**

To **remove automatic hyphenation**:

1. Click on **Hyphenation** and select **None**

Handy to Know…

- Manual hyphens can only be removed manually.
- You can change the hyphenation settings by clicking on **Hyphenation** and selecting **Hyphenation Options**.

HIDING TEXT

You can *hide text* in a document which might be useful during the editing stage of a document. For instance, when you have additional information that you may or may not want to use later or if you need to distribute different versions of a document, you can hide that text. The only downside is that hidden text is not protected in any way unless you apply a password.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W808 Formatting_9.docx...

1 Select the heading **Sedimentation** and the paragraph below it

2 Click on the **Home** tab of the **Ribbon**, then click on the **dialog box launcher** for the **Font** group to display the **Font** dialog box

3 Click on **Hidden** in **Effects**, until it appears with a tick, then click on **[OK]**

The text is now hidden. Let's redisplay it...

4 Press Ctrl + A to select all text

If you're not sure where the hidden text is, simply unhide all text within the document…

5 Click on the **dialog box launcher** for the **Font** group to display the **Font** dialog box

The Hidden box is filled, which indicates that mixed settings are applied to the selected text, that is, some text is hidden and some not…

6 Click on **Hidden** in **Effects** twice – first to display the tick then to remove it – then click on **[OK]**

The text will reappear…

7 Save the document

For Your Reference…

To *hide text*:
1. Select the text
2. Click on the **dialog box launcher** for the **Font** group
3. Click on **Hidden** until it appears with a tick
4. Click on **[OK]**

Handy to Know…

• One way to tell if there is hidden text in a document is to select the entire document (Ctrl + A) and check the **Font** dialog box to see if the checkbox for **Hidden** is filled. The fill in the checkbox, rather than a tick, indicates that part of the document is hidden. You can then redisplay the text.

INSERTING A DROP CAP

A *drop cap* is the first letter of a paragraph that is larger than the rest of the text, and is typically used to indicate the beginning of an article or chapter. *Drop* means that the letter drops down over several lines of the paragraph. *Cap* means that the letter is in uppercase. As a drop cap is somewhat larger than the rest of the text, it helps the reader to navigate a document or book.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W808 Formatting_10.docx...

1 Click in the paragraph below the heading *Introduction*

It doesn't matter where you click – the drop cap will only be applied to the first letter in the paragraph...

2 Click on the *Insert* tab of the *Ribbon*, then click on *Drop Cap* in the *Text* group to display the options

3 Point to **Dropped** to see the drop cap in *Live Preview*

4 Point to **In margin** to see this option in *Live Preview*

5 Select **Drop Cap Options** to display the *Drop Cap* dialog box

6 Click on *Dropped*, then click on the drop arrow for *Font*, and click on *Cambria*

7 Click on the down arrow for *Lines to drop* until it reads *2*, then click on **[OK]**

8 Click away from the drop cap to deselect it, then save the document
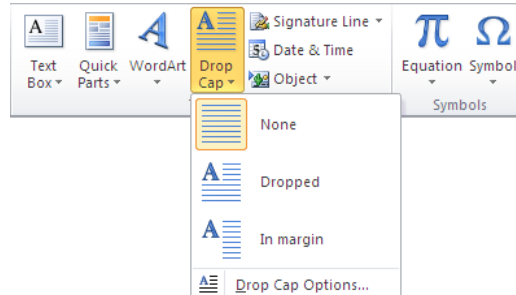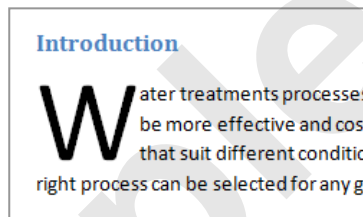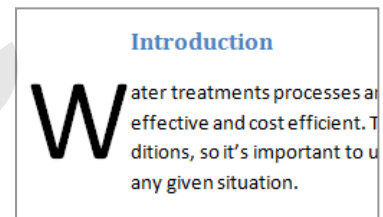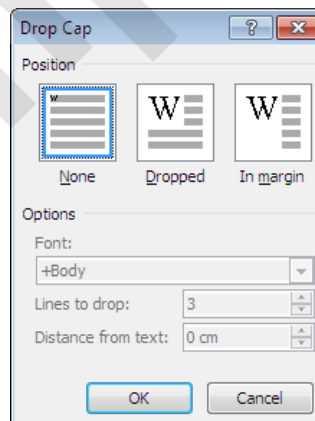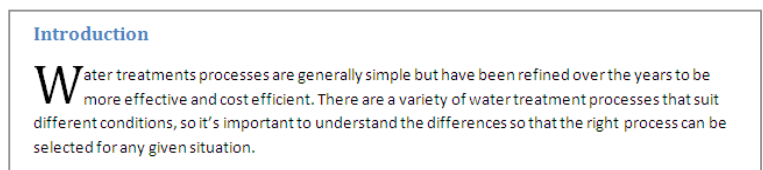
For Your Reference…

To insert a *drop cap*:

1. Click in the paragraph
2. Click on the *Insert* tab, then click on *Drop Cap*
3. Click on the option of your choice or select **Drop Cap Options**

Handy to Know…

- You can modify a drop cap by clicking on it, selecting the text and making changes such as font or font size. You can also drag it to different positions.
- You can remove a drop cap by clicking in the paragraph, then clicking on *Drop Cap* and selecting **None**.