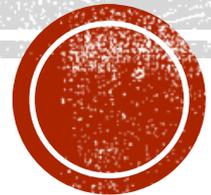
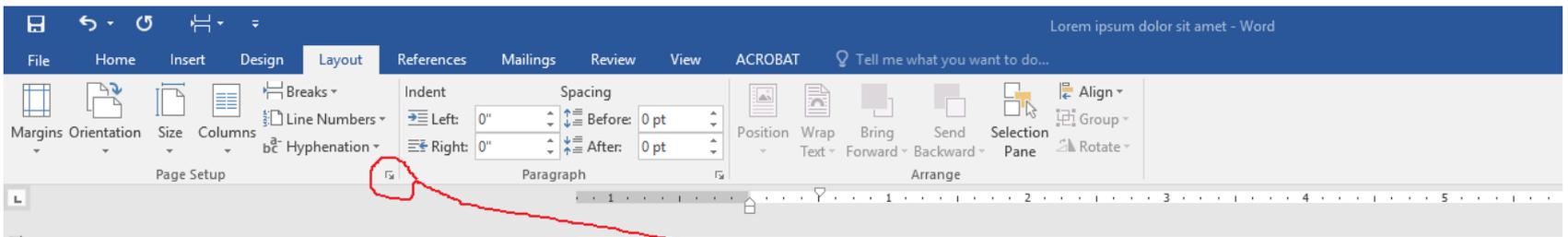


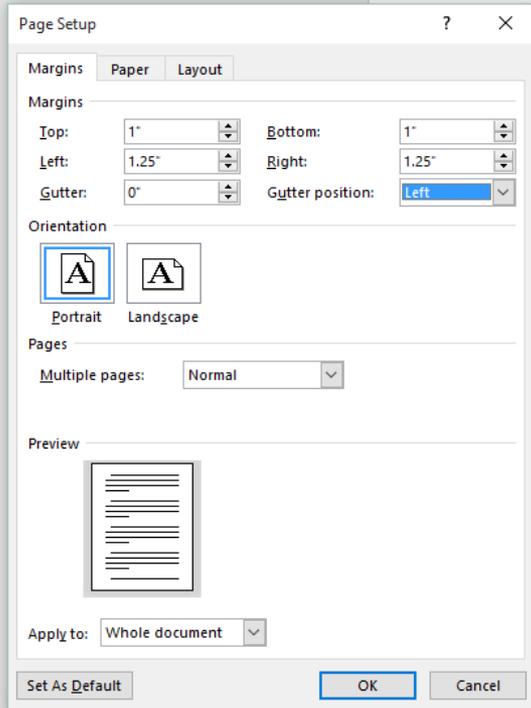
# TIPS FOR WORKING WITH WORD 2016 FOR PC





Click here to open up the Page Setup box

Make everything look like this example



### SETTING MARGINS AND PAPER SIZE

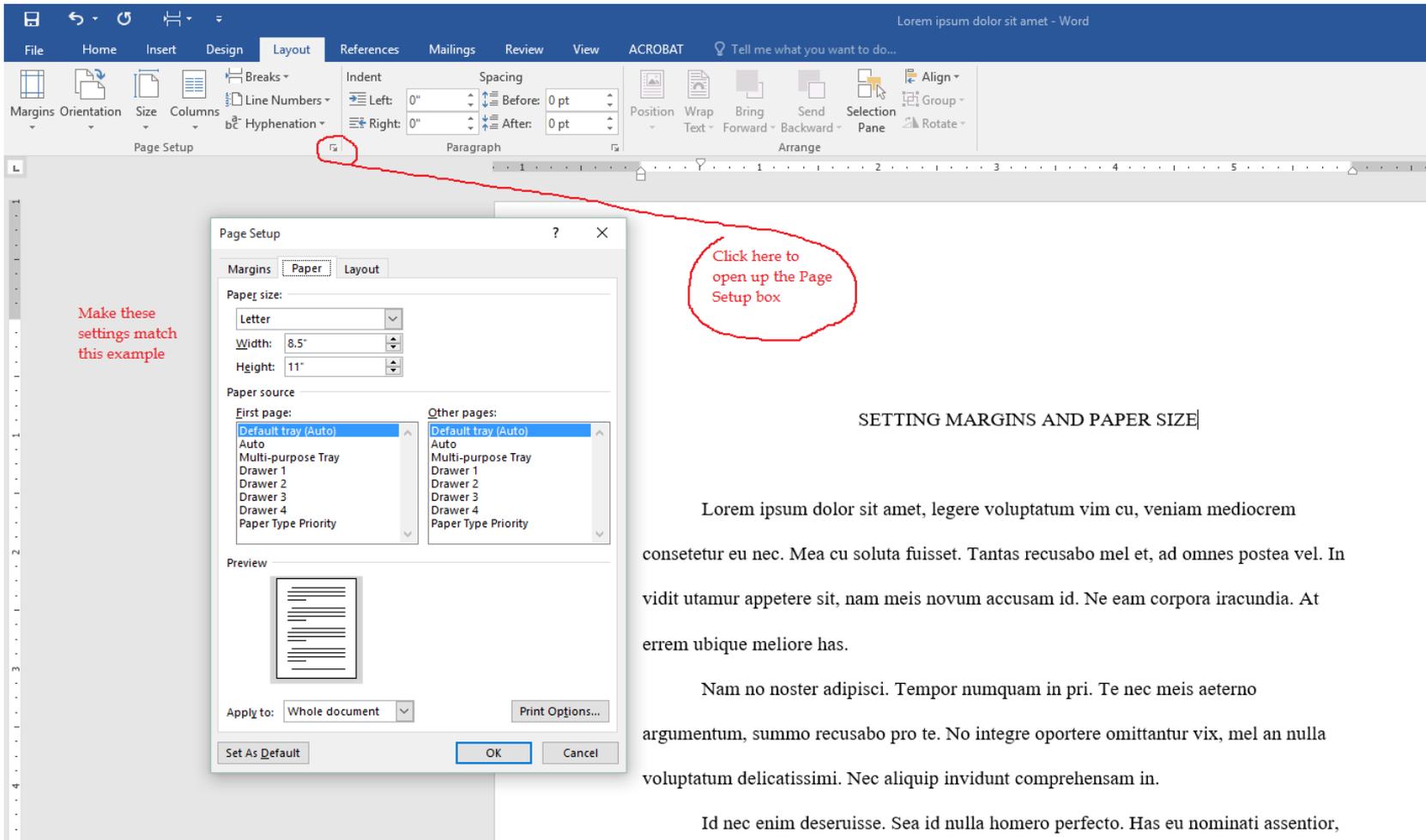
Lorem ipsum dolor sit amet, legere voluptatum vim cu, veniam mediocrem consetetur eu nec. Mea cu soluta fuisset. Tantas recusabo mel et, ad omnes postea vel. I vidit utamur appetere sit, nam meis novum accusam id. Ne eam corpora iracundia. At errem ubique meliore has.

Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno argumentum, summo recusabo pro te. No integre oportere omittantur vix, mel an nulla voluntatum delicatissimi. Nec aliquip invidunt comprehensam in

# SETTING PAGE MARGINS IN WORD 2016 FOR PC

OR





# SETTING PAPER SIZE IN WORD 2016 FOR PC



The image shows a screenshot of the Microsoft Word 2016 interface. The 'Paragraph' dialog box is open, showing the 'Indents and Spacing' tab. The 'Spacing' section has 'Before' and 'After' set to '0 pt', and the checkbox 'Don't add space between paragraphs of the same style' is checked. A red circle highlights the '0 pt' values. A red arrow points from the '0 pt' values to the 'Don't add space...' checkbox with the text 'Make sure this box is checked'. Another red arrow points from the 'Paragraph' dialog box to a red circle in the document containing the text 'Find this dialogue box by clicking here.' The document text is highlighted in grey, and a red arrow points from the text 'If you've already started writing, make sure all your text is highlighted so the change is global.' to the highlighted text. The document text includes 'INSERT A SECTION-BREAK', 'Lorem ipsum dolor sit amet, legere voluptatum vim cu, veniam mediocrem', 'consetetur eu nec. Mea cu soluta fuisse. Tantas recusabo mel et, ad omnes postea vel. In', 'vidit utamur appetere sit, nam meis novum accusam id. Ne eam corpora iracundia. At', 'errem ubique meliore has.', 'Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno', 'argumentum, summo recusabo pro te. No integre oportere omittantur vix, mel an nulla', 'voluptatum delicatissimi. Nec aliquip invidunt comprehensam in.', 'Id nec enim deseruisse. Sea id nulla homero perfecto. Has eu nominati assentior,', 'no his ferri euismod. Ea mei vidisse luptatum. Nemore equidem interpretaris eu vel, purto'

# ADJUSTING THE PARAGRAPH SETTINGS TO REMOVE EXTRA SPACES BETWEEN PARAGRAPHS AND LINES IN WORD 2016 FOR PC



Paragraph

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

Textbox options

Tight wrap: None

Preview

Find this dialogue box by clicking here.

These paragraph markings are visible because this button has been clicked.

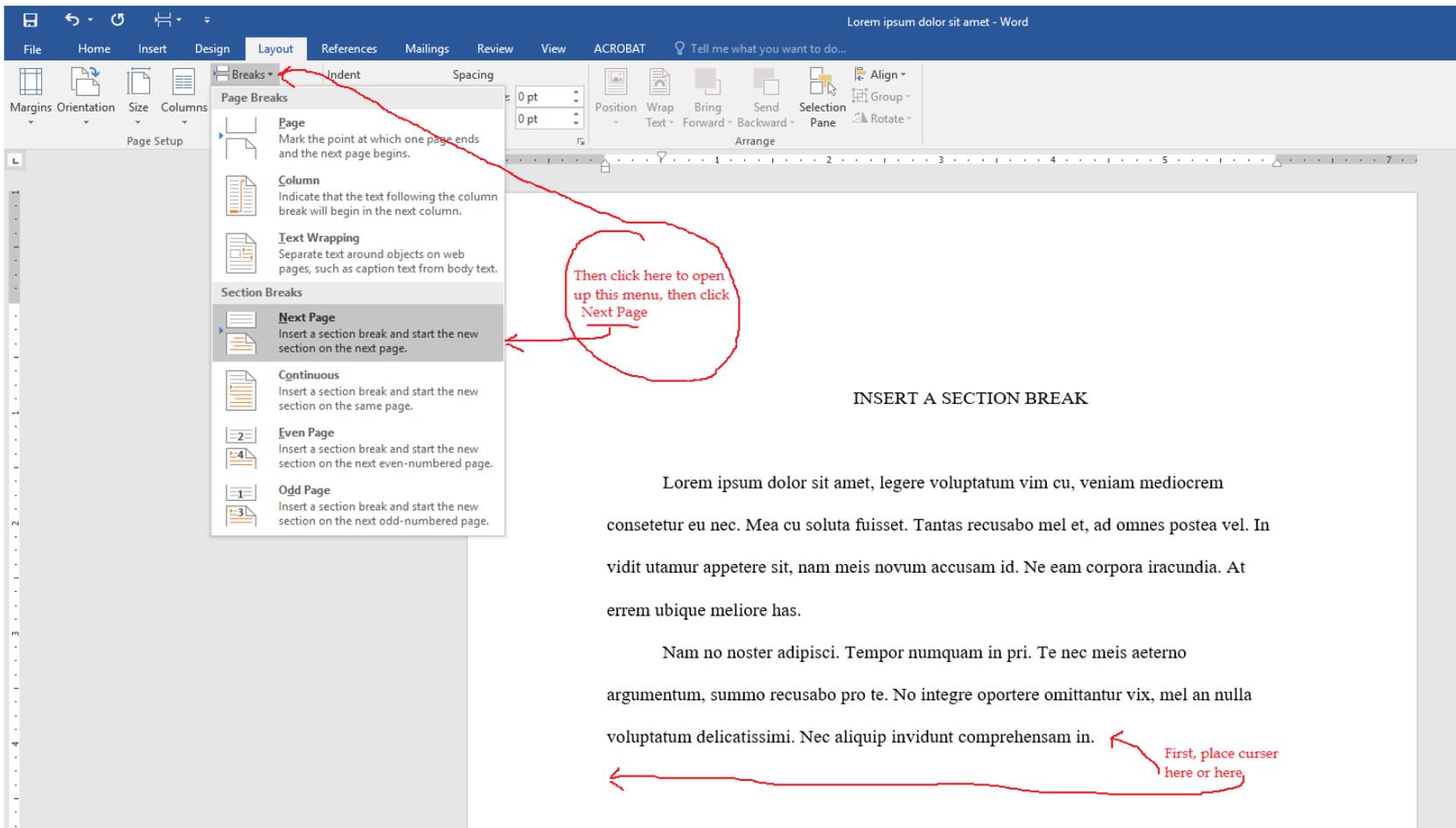
INSERT A SECTION-BREAK

If you have already started writing, make sure all text and blank spaces are highlighted so the change is global.

Widow/Orphan control is turned OFF when this box is empty. If there is a black square in the box, click twice to clear the box.

# TURNING OFF WIDOW/ORPHAN CONTROL IN WORD 2016 FOR PC





# INSERTING A SECTION BREAK IN WORD 2016 FOR PC



Insert Design Layout References Mailings Review View **ACROBAT** Design

Previous  Different First Page  
Next  Different Odd & Even Pages  
Link to Previous  Show Document Text

Header-Section 2- Lorem ipsum dolor sit amet, legere voluptatum vim cu, veniam mediocrem  
consetetur eu nec. Mea cu soluta fuisse. Tantas recusabo mel et, ad omnes postea vel. In  
vidit utamur appetere sit, nam meis novum accusam id. Ne eam corpora iracundia. At  
errem ubique meliore has.

Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno  
argumentum, summo recusabo pro te. No integre oportere omittantur vix, mel an nulla  
voluptatum delicatissimi. Nec aliquip invidunt comprehensam in.

Ut mel atomorum explicari. At veniam graeci iudicabit mei, lorem semper vix ea.  
Pro ad quod probatus, lorem suscipiantur vis id. Ei nisl numquam ornatus sea. Nec ut  
veritus consulatu repudiare, sed nulla causae periculis eu. Dolore bonorum intellegebat et  
per, sea nulla saperet iracundia ad.

Header-Section 2- Lorem ipsum dolor sit amet, legere voluptatum vim cu, veniam mediocrem  
consetetur eu nec. Mea cu soluta fuisse. Tantas recusabo mel et, ad omnes postea vel. In  
vidit utamur appetere sit, nam meis novum accusam id. Ne eam corpora iracundia. At  
errem ubique meliore has.

Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno  
argumentum, summo recusabo pro te. No integre oportere omittantur vix, mel an nulla  
voluptatum delicatissimi. Nec aliquip invidunt comprehensam in.

Ut mel atomorum explicari. At veniam graeci iudicabit mei, lorem semper vix ea.  
Pro ad quod probatus, lorem suscipiantur vis id. Ei nisl numquam ornatus sea. Nec ut  
veritus consulatu repudiare, sed nulla causae periculis eu. Dolore bonorum intellegebat et  
per, sea nulla saperet iracundia ad.

Same as Previous

The section will say "Same as Previous" IF the Link to Previous is selected above.

If Different First Page is selected, when you place page number on second page there will be no page number on the first page

Notice the cursor is here to place number on 2nd page of section

**Clicking in the header or footer space on the page will open up the Header and Footer Tools Design Tab**

# ADDING PAGE NUMBERS SO THEY DO NOT APPEAR ON MAIN HEADING PAGES IN WORD 2016 FOR PC



Clicking this button opened up this dialogue screen. Generally, setting the footnotes to be placed "below text" is the best option to avoid awkward white spaces at the bottom of your page before the footnote. Make sure changes are applied to "Whole document" so each footnote conforms.

Note the indent and the spacing. The indent is created manually by placing your cursor before the number and hitting tab. The spaces below the dividing line and between entries are created by using the format paragraph function. See Footnote Spacing Formatting screenshot.

Document1 - Word

File Home Insert Design Layout References Mailings Review View ACROBAT Tell me what you want to do...

Table of Contents Add Text Update Table Insert Endnote Next Footnote Show Notes Insert Citation Manage Sources Style: APA Insert Table of Figures Insert Index Insert Table of Authorities Mark Entry Update Index Mark Citation Update Table

Table of Contents Footnotes Citations & Bibliography Captions Index Table of Authorities

Footnote and Endnote

Location

Footnotes: Below text

Endnotes: End of document

Convert...

Footnote layout

Columns: Match section layout

Format

Number format: 1, 2, 3, ...

Custom mark: Symbol...

Start at: 1

Numbering: Continuous

Apply changes

Apply changes to: Whole document

Insert Cancel Apply

consetetur eu nec. Mea cu soluta fuisset. Tantas recusabo mel et, ad omnes postea vel. In vidit utamur appetere sit, nam meis novum accusam id. Ne eam corpora iracundia. At errem ubique meliore has.

Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno argumentum, summo recusabo pro te. No integre oportere omittantur vix, mel an nulla voluptatum delicatissimi. Nec aliquip invidunt comprehensam in.

Id nec enim deseruisse. Sea id nulla homero perfecto.<sup>1</sup> Has eu nominati assentior, no his ferri euismod. Ea mei vidisse luptatum. Nemore equidem interpretaris eu vel, purto aperiam et eam. Usu habeo civibus commune cu, nec te euripidis splendide, no qui dicant delicata.

Ut mel atomorum explicari. At veniam graeci iudicabit mei, lorem semper vix ea. Pro ad quod probatus, lorem suscipiantur vis id. Ei nisl numquam ornatus sea. Nec ut veritus consulatu repudiare, sed nulla causae periculis eu. Dolore bonorum intellegebat et per, sea nulla saperet iracundia ad.

Cibo eruditi vim et, ne dico posse utroque his. Quis omnesque placerat cu mea, scripta iudicabit posidonium has at, mel erat saperet torquatos eu. Falli evertitur voluptatibus no mei. Mea vocent<sup>2</sup> fabulas eligendi te, mei modus praesent ei, cu hinc

<sup>1</sup> Euismod detracto eu per. No harum sapientem conceptam eam, volumus mentium omnesque cum no. Id mei brute munere deseruisse, velit lobortis eam eu. Pro persecuti cotidieque cu, usu ex tota melius forensibus. Mei ex facilisi maiestatis efficiendi, per id reque atomorum. Brute delentis per ei, soleat senserit pri cu.

<sup>2</sup> Per impetus virtute insolens at, qui illud probatus at. Eam te praesent intellegam. Eripuit signiferumque eum ut, explicari appellantur reformidans qui at. Vim labore democritum an, eius ceteros conceptam no per. Quo illum clita vitae et, usu assum paulo persequeris cu.

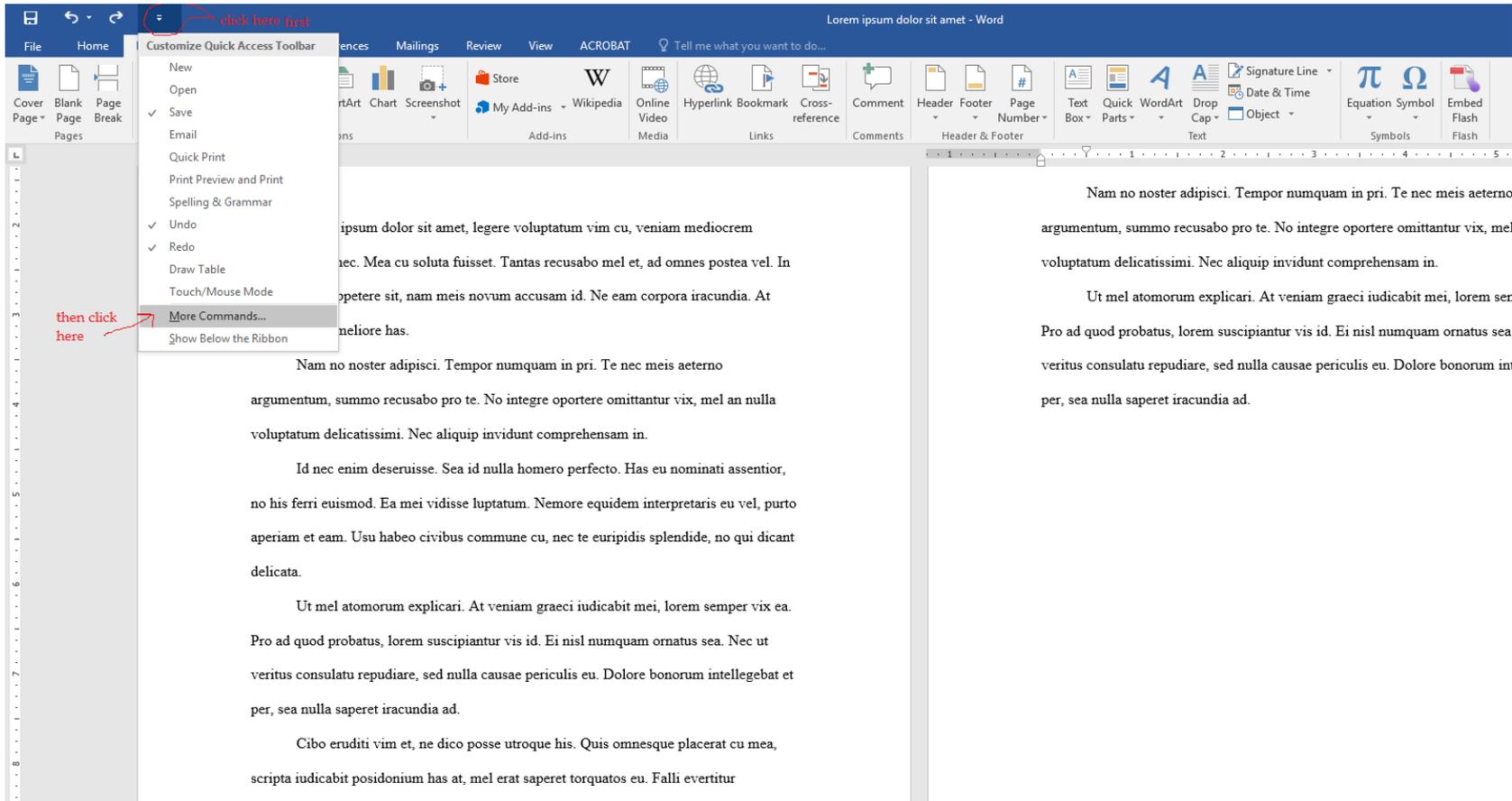
# FOOTNOTE GENERAL FORMAT SETTINGS IN WORD 2016 FOR PC



# ADVANCED TECHNIQUES







# ADDING "INSERT PAGE AND SECTION BREAKS" BUTTON TO QUICK ACCESS TOOLBAR IN WORD 2016 FOR PC — STEP 1 OF 3



Word Options dialog box, Quick Access Toolbar tab selected. The 'Popular Commands' list includes 'Insert Page Section Breaks'. A red arrow points to this command with the text 'clicking this will open up this list'. The 'Customize the Quick Access Toolbar' section shows 'Save', 'Undo', and 'Redo' buttons. The 'Show Quick Access Toolbar below the Ribbon' checkbox is unchecked.

# ADDING "INSERT PAGE AND SECTION BREAKS" BUTTON TO QUICK ACCESS TOOLBAR IN WORD 2016 FOR PC – STEP 2 OF 3



Word Options dialog box, Quick Access Toolbar tab. The 'Insert Page Section Breaks' command is highlighted in the 'Popular Commands' list. Red arrows and text annotations guide the user to click 'Add >>' and then 'OK'.

scroll down until you find this. Click it to highlight

then click Add and then click OK

# ADDING "INSERT PAGE AND SECTION BREAKS" BUTTON TO QUICK ACCESS TOOLBAR IN WORD 2016 FOR PC – STEP 3 OF 3



click this button first

Then Click Next Page

Notice that the cursor is here, below the final line of text in this section.

File Home Insert Page Breaks Review View ACROBAT Tell me what you want to do... Lorem ipsum dolor sit amet - Word

Page Breaks

- Page: Mark the point at which one page ends and the next page begins.
- Column: Indicate that the text following the column break will begin in the next column.
- Text Wrapping: Separate text around objects on web pages, such as caption text from body text.
- Section Breaks
  - Next Page**: Insert a section break and start the new section on the next page.
  - Continuous: Insert a section break and start the new section on the same page.
  - Even Page: Insert a section break and start the new section on the next even-numbered page.
  - Odd Page: Insert a section break and start the new section on the next odd-numbered page.

legere voluptatum vim cu, veniam mediocrem  
ssset. Tantas recusabo mel et, ad omnes postea vel. In  
novum accusam id. Ne eam corpora iracundia. At  
por numquam in pri. Te nec meis aeterno  
e. No integre oportere omittantur vix, mel an nulla  
p invidunt comprehensam in.  
id nulla homero perfecto. Has eu nominati assentior,  
no his ferri euismod. Ea mei vidisse luptatum. Nemore equidem interpretaris eu vel, purto  
aperiam et eam. Usu habeo civibus commune cu, nec te euripidis splendide, no qui dicant  
delicata.  
Ut mel atomorum explicari. At veniam graeci iudicabit mei, lorem semper vix ea.  
Pro ad quod probatus, lorem suscipiantur vis id. Ei nisl numquam ornatus sea. Nec ut  
veritus consulatu repudiare, sed nulla causae periculis eu. Dolore bonorum intellegebat et  
per, sea nulla saperet iracundia ad.  
Cibo eruditi vim et, ne dico posse utroque his. Quis omnesque placerat cu mea,  
scripta iudicabit posidonium has at, mel erat saperet torquatos eu. Falli evertitur  
voluptatibus no mei. Mea vocent fabulas eligendi te, mei modus praesent ei, cu hinc

# ADDING A SECTION BREAK USING THE QUICK ACCESS TOOLBAR IN WORD 2016 FOR PC

