WORD FOR MAC
FOR LEGAL PROFESSIONALS

Covering Word for Mac
2019, and Microsoft 365

Affinity INSIGHT

MICROSOFT WORD FOR MAC

FOR LEGAL PROFESSIONALS

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MEET OUR WORD FOR MAC EXPERT

Meet our Word for Mac expert who authored this manual.

JEFF SCHOENBERGER

An Apple aficionado to his core, Jeff is Affinity's Mac expert. Whether it's understanding the differences between Word for Windows and Word for Mac or giving advice on iOS apps, Jeff has his clients covered. He has a particular affinity for finding Mac-friendly alternatives to software used by Windows-based legal organizations.

When Jeff isn't working with Apple products, he works with bar associations on providing member benefits, including white papers, articles, consulting services, and training resources.

MICROSOFT WORD FOR MAC FOR LEGAL PROFESSIONALS

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CHAPTER 18

PAGE FORMATTING (SECTIONS PART 1)

Can't find it? Something missing? Instructions not clear? Email manuals@affinityconsulting.com.

Non-Section Breaks

Types of Non-Section Breaks

There are several types of non-section breaks in Word:

Soft Page Break: ..... Inserted automatically when you have entered enough text to fill the page.

(Hard) Page Break: ..... Inserted manually (**Cmd** + **Enter**) to force the start of a new page.

Column Break: ..... Forces the start of a new column (newspaper style)

Text Wrapping Break: ..... Ends the current line and forces the text to continue below a picture, table or other item.

How to Insert a General Break

Go to the **Layout** ribbon, then click on **Break**. The following will appear:

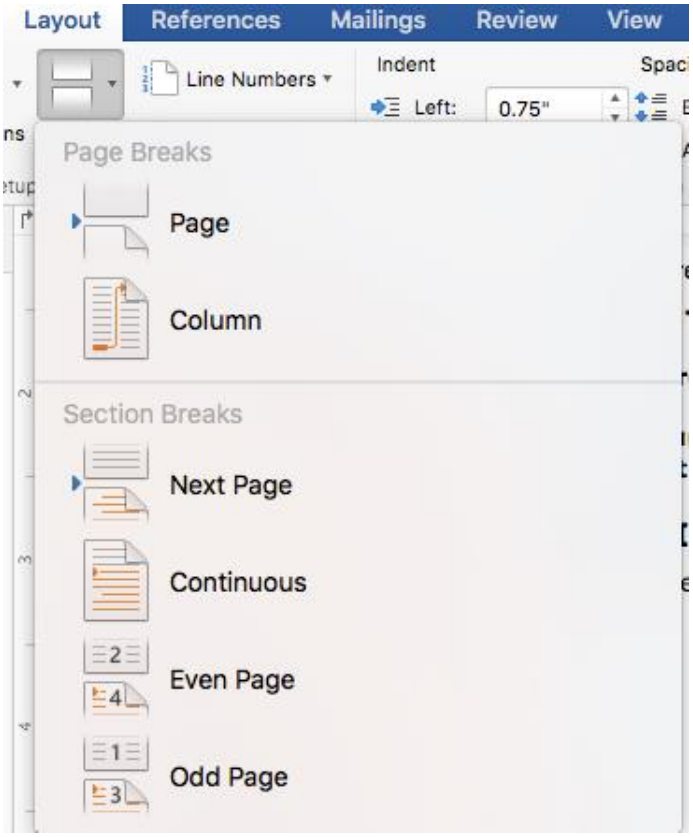

FIGURE 18.1

Section Breaks

In General

A document can be broken into separate sections by inserting Section Breaks into the text. Think of section breaks as invisible fences around sections of your document (you can see them if you click the Show/Hide ¶ button ¶ on the **Home** ribbon. Once the fences are up, you can format the text between the fences differently and the applied formatting will not affect the other sections. If you do not insert section breaks into a document, then the entire document is considered one section.

Section breaks are not the same as page breaks. Page breaks are simply physical breaks between pages in a document. Formatting attributes that can apply to sections include:

- Columns
- Margins
- Paper size
- Page orientation (portrait or landscape)
- Paper source (for printing)
- Line numbering
- Headers and footers

How to Insert a Section Break

To insert a section break, click on **Break** in the **Page Setup** group of the **Layout** ribbon and choose a type of section break.

Types of Section Breaks

Next page ..... (forces a hard page break and starts the new section at the top of the next page)
Continuous ..... (new section without breaking the page)
Even page ..... (inserts a section break and starts the new section on the next even numbered page)
Odd page ..... (inserts a section break and starts the new section on the next odd numbered page).

Multi-Section Documents

Use Section Breaks to create different page numbering, and headers & footers in Appellate Briefs (Table of Contents, Memorandum, Appendix).

Page Setup

The **Page Setup** group in the **Layout** ribbon controls paper size and orientation. All of these settings can be applied to the current section, to the entire document (regardless of how many sections there are), or to a designated point forward.

Setting Margins

1. Click the **Margins** button in the **Page Setup** group on the **Layout** ribbon
- You can also set the margins directly in the Layout Ribbon
2. Either select the desired margin, or click **Custom Margins**.

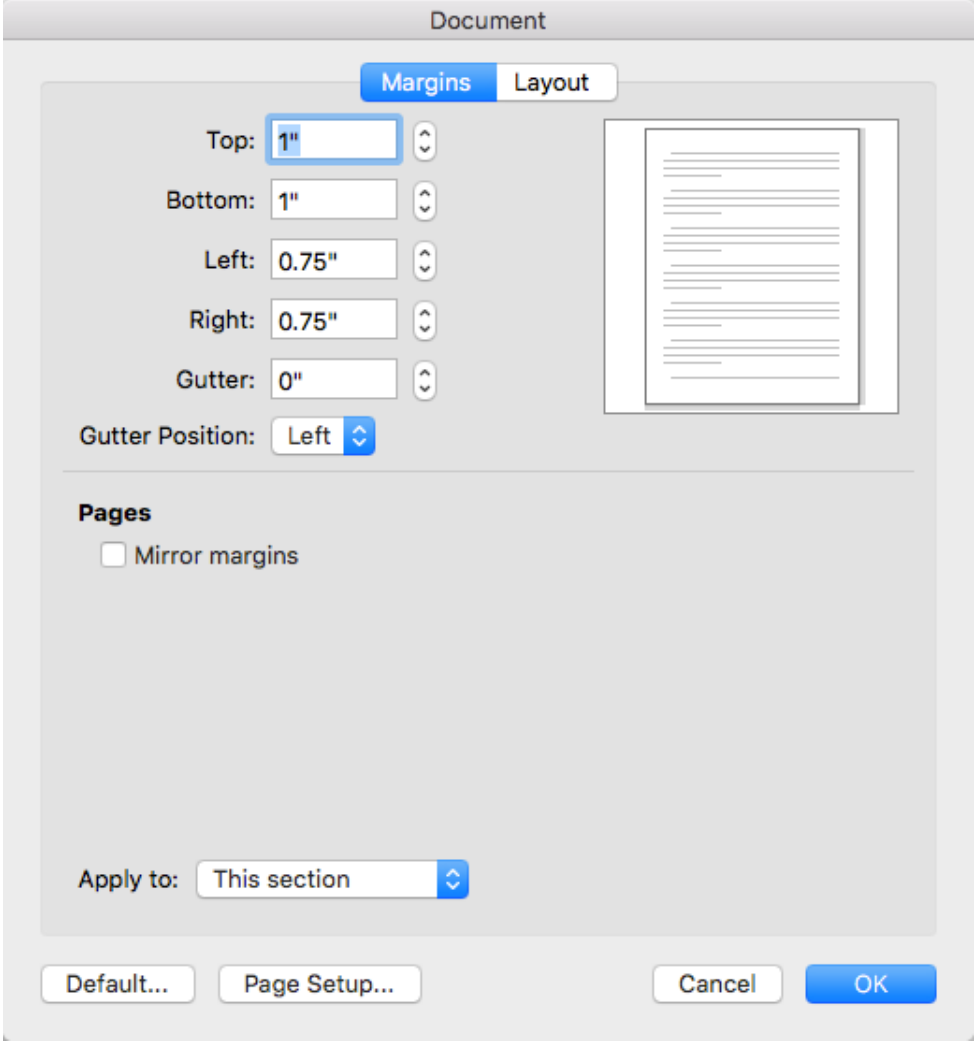

FIGURE 18.2

3. If you want these margins to be set as the default for all your future documents (generated from the normal.dotm template), click the **Default...** button in the lower left corner of the dialog box.

or

4. Click **OK**.

Different Margin for the First Page of a Document

Let's assume you want a 2" top margin for the first page and a 1" top margin for all subsequent pages. To accomplish this, follow these steps:

1. Place the cursor at the top of page 1 of your document.
2. Click the **Margins** button in the **Page Setup** group on the **Layout** ribbon.
3. Click on **Custom Margins**.
4. Change the top margin to 2" and click **OK**.

5. Now click **Break** ➔ **Continuous** from the **Layout ribbon** right where your cursor is at the top of the document. This creates a 1 line section at the top of the document and the entire rest of the document is section 2.
6. Now click the down arrow key a few times so you're into section 2. Now **Format** ➔ **Document** and change the top margin for Section 2 back to 1" and make sure the **Apply to** drop down is on **This Section**. Since the first place Word can make this margin change is the top of page 2, your margins will be correct for the balance of the document.

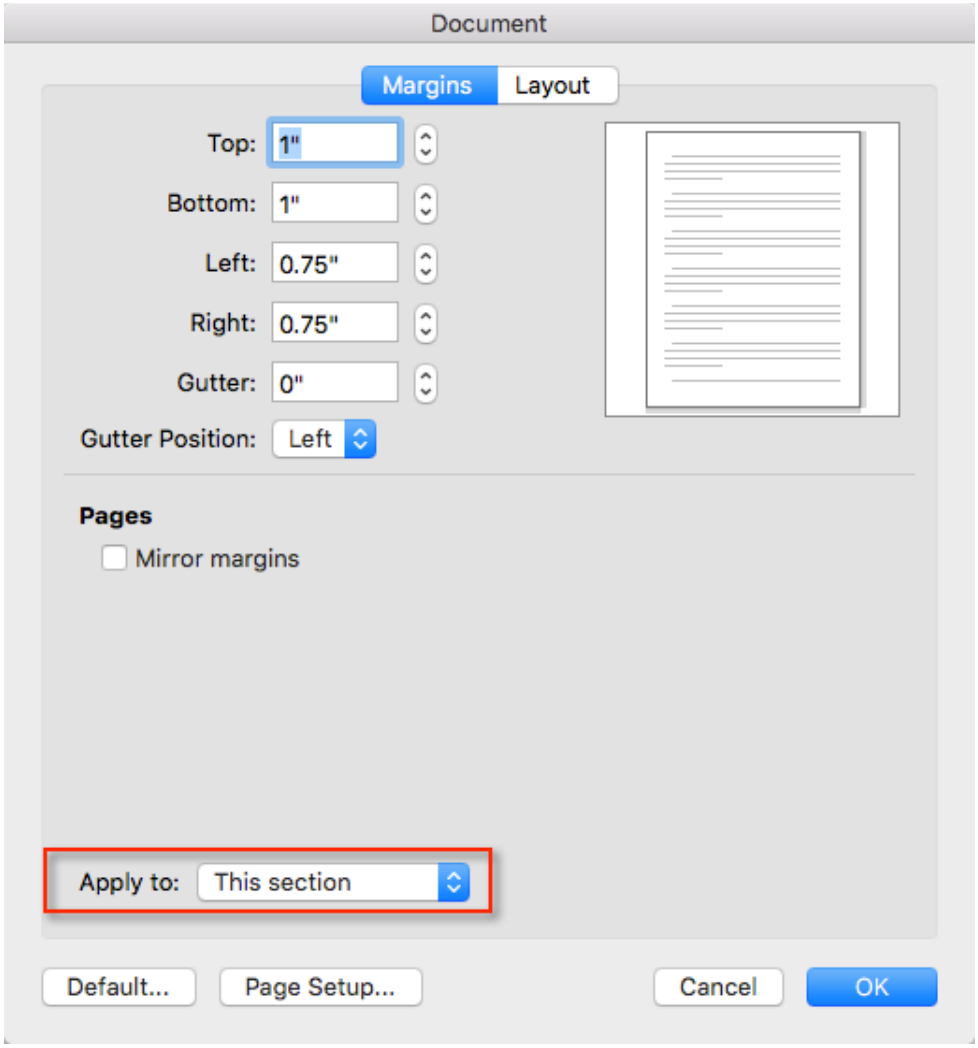

FIGURE 18.3

Orientation

If you want to change the orientation of your document, click **Layout**, then **Orientation**, then **Portrait** or **Landscape**.

Pages

You have the following options for your pages in the **Layout ribbon** ➔ **Page Setup group** ➔ **Margins button**:

- **Normal**: the standard for most legal documents.
- **Narrow**: .5" all around.
- **Moderate**: 1" at the top and bottom; .75" on the sides.
- **Wide**: 1" at the top and bottom; 2" on the sides.
- **Mirror Margins**: creates mirror margins on the left and right pages. Used for printing double-sided documents like books or magazines.

Change Paper Size

Click **Format ➔ Document**, then **Page Setup**. This dialog lets you manage the paper size and set up custom sizes.

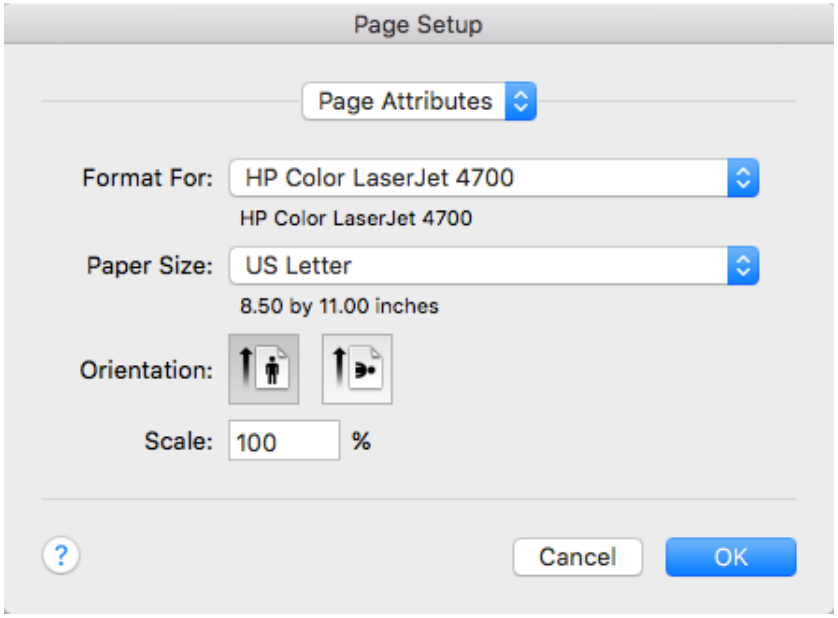

FIGURE 18.4

Headers and Footers

The **Layout** tab of the **Document** dialog (**Format menu ➔ Document**) contains options for controlling headers and footers. These options will be discussed in greater detail later in this section.

Vertical Alignment

You can now control how text is vertically aligned on a page by clicking the **Vertical alignment** drop down box on the **Layout** tab of the **Document** dialog and choosing **top**, **center**, **justified** or **bottom**.

Line Numbering

To insert line numbering, click the **Layout** tab on the **Document** dialog and then click the **Line Numbers...** button.

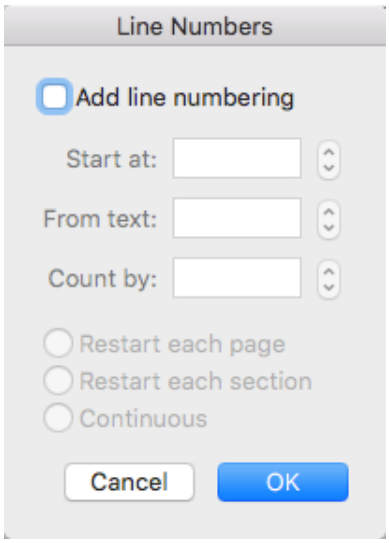

FIGURE 18.5

Borders

The **Borders and Shading** dialog can also be accessed from within the **Format menu ➔ Borders and Shading**, or by clicking the down arrow to the right of the **Borders...** button ( ) on the **Home ribbon**, then **Borders & Shading**.

Legal Tip - Printing Specific Sections and Pages

- If you want to print the entirety of section 3 of a document (for example), press **Cmd** + **P** ➔ enter the section like this: S3

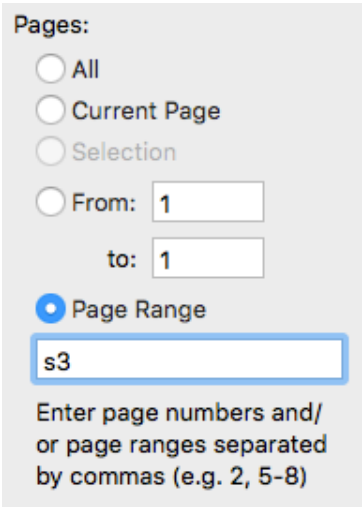

FIGURE 18.6

- If you want to print specific pages of a particular section (such as pages 1 through 13 of Section 3), then enter them like this:

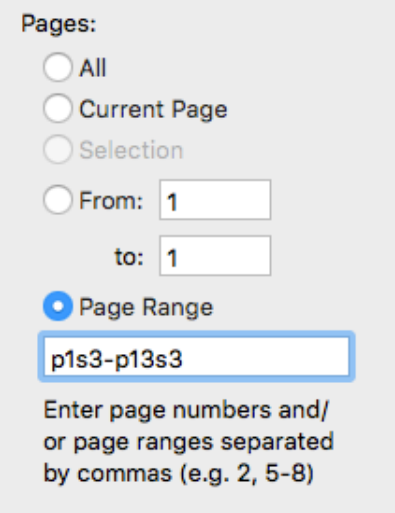
Pages:
All
Current Page
Selection
From: 1
to: 1
Page Range
p1s3-p13s3
Enter page numbers and/
or page ranges separated
by commas (e.g. 2, 5-8)

FIGURE 18.7

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