NIELIT Gorakhpur

Course Name: O Level (1st Sem)　　　Subject: ITTNB

Topic: Word Processing: Writer (Part 9)　　Date: 20-04-20

Numbering pages:

Displaying the page number:

To display page numbers automatically:
1) Insert a header or footer.
2) Place the cursor in the header or footer where we want the page number to appear and choose **Insert > Page Number.**

Including the total number of pages:

To include the total number of pages:
1) Type the word "page" and a space, then insert the page number as above.
2) Press the space bar once, type the word "of" and a space, then choose **Insert > Field > Page Count**.

Restarting page numbering:

We will want to restart the page numbering at 1, for example on the page following a title page or a table of contents. In addition, many documents have the "front matter" (such as the table of contents) numbered with Roman numerals and the main body of the document numbered in Arabic numerals, starting with 1. To restart page numbering:

Place the cursor in the first paragraph of the new page.
1) Choose **Format > Paragraph**.
2) On the Text Flow tab of the Paragraph dialog, select **Breaks**.
3) Select **Insert** and then **With Page Style** and specify the page style to use.
4) Specify the page number to start from, and then click **OK**.
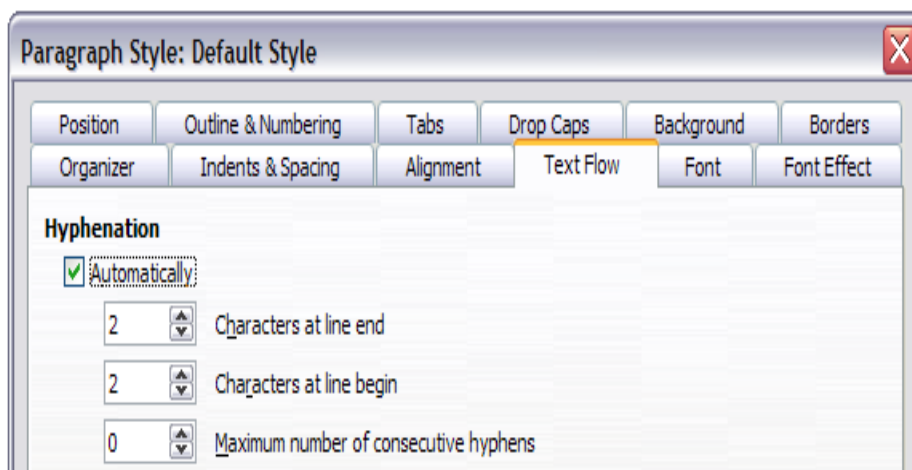
Changing page margins:

We can change page margins in three ways:
• Using the page rulers—quick and easy, but does not allow fine control.
• Using the Page Style dialog—can specify margins to two decimal places.
• Using the Page deck of the Sidebar.

To change margins using the rulers:
1) The gray sections of the rulers are the margins. Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow and displays the current setting in a tool-tip.
2) Hold down the left mouse button and drag the mouse to move the margin.
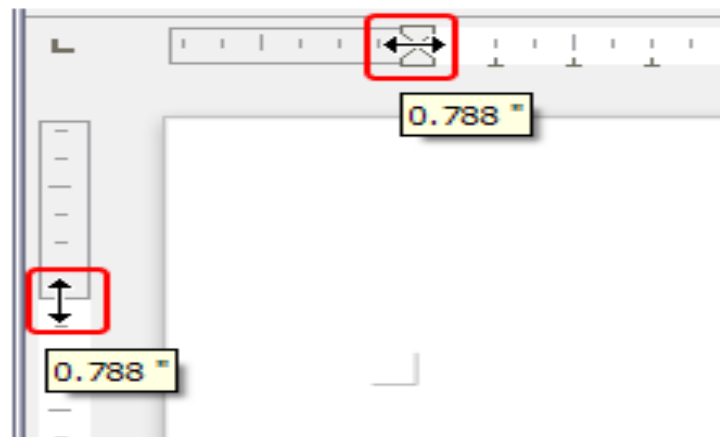
To change margins using the Page Style dialog:
1) Right-click anywhere in the text area on the page and select **Page** from the context menu.
2) On the **Page** tab of the dialog, type the required distances in the Margins boxes.

To change margins using the Page deck of the Sidebar:
1) On the Sidebar (**View > Sidebar**) open the **Page** tab.
2) In the Format panel, use the Margins drop-down list to select the desired margins. Click the **More Options** button to open the Page Style dialog where you can enter exact margin distances.

Assignments:

A. **How can you insert page numbers in your document? How can we restart the page number?**

B. **What do you understand by page margin? How can you apply mage margins in your document?**