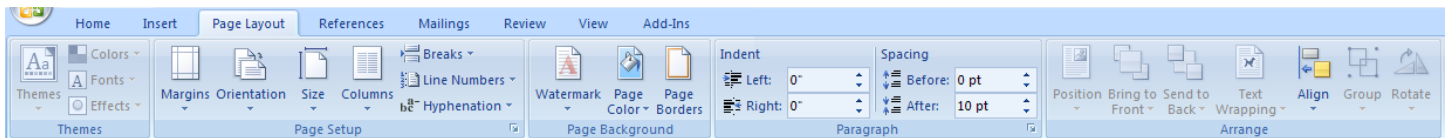# Page Layout Tab

The Page Layout Tab holds all the options that allow you to arrange your document pages just the way you want them. You can set margins, apply themes, control of page orientation and size, add sections and line breaks, display line numbers, and set paragraph indentation and lines.

Document Themes

- On the Page Layout Tab, in the Themes Group, click the Themes button. A gallery opens.
- Hover your mouse pointer over the many themes in the Themes gallery. Word enables you to preview the themes in your document via the Live Preview feature. To make the change permanent, click the theme you want to see.

Line Numbers

- In the Page Setup Group, click the Line Numbers button. Word displays a list of line numbering options.
- Click the line numbering format that you want to use in your document. The line numbers are displayed accordingly
- To turn off line numbering, click the Line Numbers Button again, and select the option labeled None.

Document Margins

- In the Page Setup group, click the Margins button. There you will see a gallery showing a number of margin options. Click one of the options, and Word applies the margins to your document.
- If none of the gallery's options are satisfactory, click the Custom Margins option. The Page Setup dialog box opens with the Margins tab displayed.
- Use the options in the Page Setup Dialog Box to adjust the margins to your satisfaction. When you have finished, click OK.

Watermarks

- In the Page Background group, click the Watermark button. A gallery opens with a number of standard watermarks.
- Click the one you want to use.
- If you don't want to use any of the standard watermarks you can create your own by clicking the Custom Watermark command. The Print Watermark dialog opens.
- Use the options in that dialog to create a text watermark or to select an image to use as a picture watermark.
- When you've completed created your watermark, click OK.

Adjusting Line Spacing

Spacing
Before: 0 pt
After: 10 pt
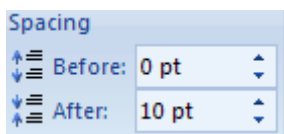
- Use the mouse pointer to select the text you want to adjust.
- On the Page Layout Tab, in the Paragraph group, use the spacing controls to adjust the line spacing before and after each line. You will see the changes in your document.

Indenting Paragraphs

Indent
Left: 0"
Right: 0"
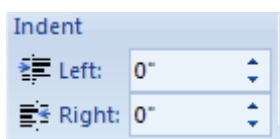
- Place the cursor in the paragraph you want to indent.
- In the Paragraph group, use the Left and Right indent controls to indent the paragraph at the left, right or both margins.

The Page Layout Tab also features an Align Button, that aligns whatever paragraph or text is selected.