

# Creating Page Designs with Microsoft Word


This writer's tutorial shows how to create multicolumn page designs using Microsoft Word 2004 for Mac. If you use a different word processor or get stuck, click on your program's **Help** menu for assistance.

Using the basic steps shown here, you can create an extraordinary variety of creative page designs.

## Create a Table To Serve as Your Page Grid

See Guideline 2 in Chapter 13

1. Open a new Word document.
2. From the **Table** menu, choose **Insert**
3. In the menu that appears, choose **Table**.
4. Give the table **3** columns and **3** rows.
5. Click **OK**.


6. Move the cursor over the second gridline from the left until it changes to this: 
7. Press and hold the mouse button.
8. Slide the gridline almost to the center of the table.
9. Release the mouse button.


10. Following steps 6 through 9, slide the third gridline from the left as close as possible to the other gridline that you moved.
  - The wide spaces to the left and right of the two gridlines are the left and right columns of your page.
  - The narrow space between the two gridlines that you moved is the gutter separating your two columns.


11. If you want one column to be wider than the other, move the two middle gridlines accordingly.


## Creating a Title and Introduction

1. Highlight the three cells in the top row.


2. From the **Table** menu, choose **Merge Cells**.


3. In the top row, type your title and any introductory information.

Backyard Birds		
This guide will help you identify birds commonly seen in backyards in the U.S.		

4. Adjust the font, size, color and other features of your title and introductory information.

Backyard Birds		
This guide will help you identify birds commonly seen in backyards in the U.S.		


## Aligning Related Elements in the Grid

See Guideline 3 in Chapter 13



1. Type text in the second row's left-hand cell.

Backyard Birds		
This guide will help you identify birds commonly seen in backyards in the U.S.		
Hummingbird. This tiny bird hovers by flapping its wings an average of 200 times a second.		

2. In the second row's right-hand cell, insert an image that goes with the text in the left-hand cell.
  - The text and image will align vertically because both are at the top of cells in the same row.

Backyard Birds		
This guide will help you identify birds commonly seen in backyards in the U.S.		
Hummingbird. This tiny bird hovers by flapping its wings an average of 200 times a second.		

- Enter corresponding text and image in the third row.
  - The texts in the second and third rows align against on the left against the same grid line. The images in these rows also align against the same grid line.
  - The text in a row may be longer than the image (or vice versa) as long as their tops align horizontally.
  - The images in a column may be different widths as long as they align on the left on the same grid line.

<b>Backyard Birds</b>	
This guide will help you identify birds commonly seen in backyards in the U.S.	
<b>Hummingbird.</b> This tiny bird hovers by flapping its wings hundreds of times a minute.	
<b>Blue Jay.</b> This colorful bird is a year-round resident of most of the lower 48 states.	

## Eliminate Borders from the Cells



- Highlight the entire table.
- From the **Format** menu, choose **Borders and Shading**.
- For **Borders**, click **None** (the box at the top left).
- Click **OK**.
  - The borders will show in light gray on screen but will not print.

<b>Backyard Birds</b>	
This guide will help you identify birds commonly seen in backyards in the U.S.	
<b>Hummingbird.</b> This tiny bird hovers by flapping its wings hundreds of times a minute.	
<b>Blue Jay.</b> This colorful bird is a year-round resident of most of the lower 48 states.	

## Group Related Items Visually


### See Guideline 4 in Chapter 13

- Type a **Return** at the end of your introductory material.
  - The Return will make the introductory material closer to the title than to the information in the second row.



<b>Backyard Birds</b>	
This guide will help you identify birds commonly seen in backyards in the U.S.	
<b>Hummingbird.</b> This tiny bird hovers by flapping its wings hundreds of times a minute.	
<b>Blue Jay.</b> This colorful bird is a year-round resident of most of the lower 48 states.	

## Add More Rows

- Place the cursor in the bottom row.
- From the **Table** menu, choose **Insert**.
- Choose **Rows Below**.



<b>Backyard Birds</b>	
This guide will help you identify birds commonly seen in backyards in the U.S.	
<b>Hummingbird.</b> This tiny bird hovers by flapping its wings hundreds of times a minute.	
<b>Blue Jay.</b> This colorful bird is a year-round resident of most of the lower 48 states.	

- Type a **Return** after the image in the right-hand cell of the second row.
  - The Return will create a space that emphasizes the link between the text and photo in each row.

<b>Backyard Birds</b>	
This guide will help you identify birds commonly seen in backyards in the U.S.	
<b>Hummingbird.</b> This tiny bird hovers by flapping its wings hundreds of times a minute.	
<b>Blue Jay.</b> This colorful bird is a year-round resident of most of the lower 48 states.	

## Other Page Designs Using Tables

Using the steps described in this tutorial, you can create many other page designs, including ones that contain more columns or use the columns in different ways, as the following example shows.

<b>Backyard Birds</b>	
This guide will help you identify birds commonly seen in backyards in the U.S.	
	
<b>Hummingbird.</b> This tiny bird hovers by flapping its wings hundreds of times a minute.	<b>Blue Jay.</b> This colorful bird is a year-round resident of most of the lower 48 states.