

C. Page formatting – arrangement of text on a page. The arrangement of text on a page is the culmination of text and paragraph formatting that presents the final picture and \_\_\_\_\_ a message to a reader



1. Margin – the amount of \_\_\_\_\_  
\_\_\_\_\_ around the sides of a document
2. Page orientation – used to enhance the appearance and improve \_\_\_\_\_ of a document
  - a. Page orientation may be \_\_\_\_\_ (wider than tall) or  
\_\_\_\_\_ (taller than wide)
3. Headers and footers add \_\_\_\_\_ information to a document, such as  
\_\_\_\_\_ and document titles
  - a. A document may contain more than one header and/or footer
  - b. Books and manuscripts are often formatted with footers that change to reflect the titles of each chapter
  - c. Section breaks control the \_\_\_\_\_ of headers and footers
4. Orphan and widow protection is usually a default feature in word processing software
  - a. Orphan and widow protection means that a single line of a paragraph is not left alone at the \_\_\_\_\_ of a page (orphan) or at the \_\_\_\_\_ of a page (widow)
5. Page breaks may be \_\_\_\_\_ or \_\_\_\_\_ and are used to manage the content on a page
  - a. A soft page break occurs \_\_\_\_\_ through the word wrap feature of the word processing software and text is simply continued to the next page when the space on the previous page is exhausted

- b. A hard page break is performed \_\_\_\_\_ when a new page is needed for a break or change in content
- 6. Columns are used to format text for documents such as \_\_\_\_\_ and newsletters
  - a. Text is arranged in columns with or without vertical lines between each
- 7. Borders are used in page formatting to add \_\_\_\_\_ around text or graphic images