



Paragraph Formatting

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Paragraph Formatting

- Sentences and Paragraphs begin with capital letters (uppercase) and the rest by default should be lowercase (small letters)
- Paragraphs end with a carriage return (return) key on the keyboard being pressed
- Paragraphs will have spacing before and after, as well as line spacing already allocated
- Left-hand alignment of a paragraph is default
- Microsoft Word will automatically know if wording can fit in between left and right margins, as will it automatically commence with a capital letter for a sentence or a paragraph



Paragraph Controls

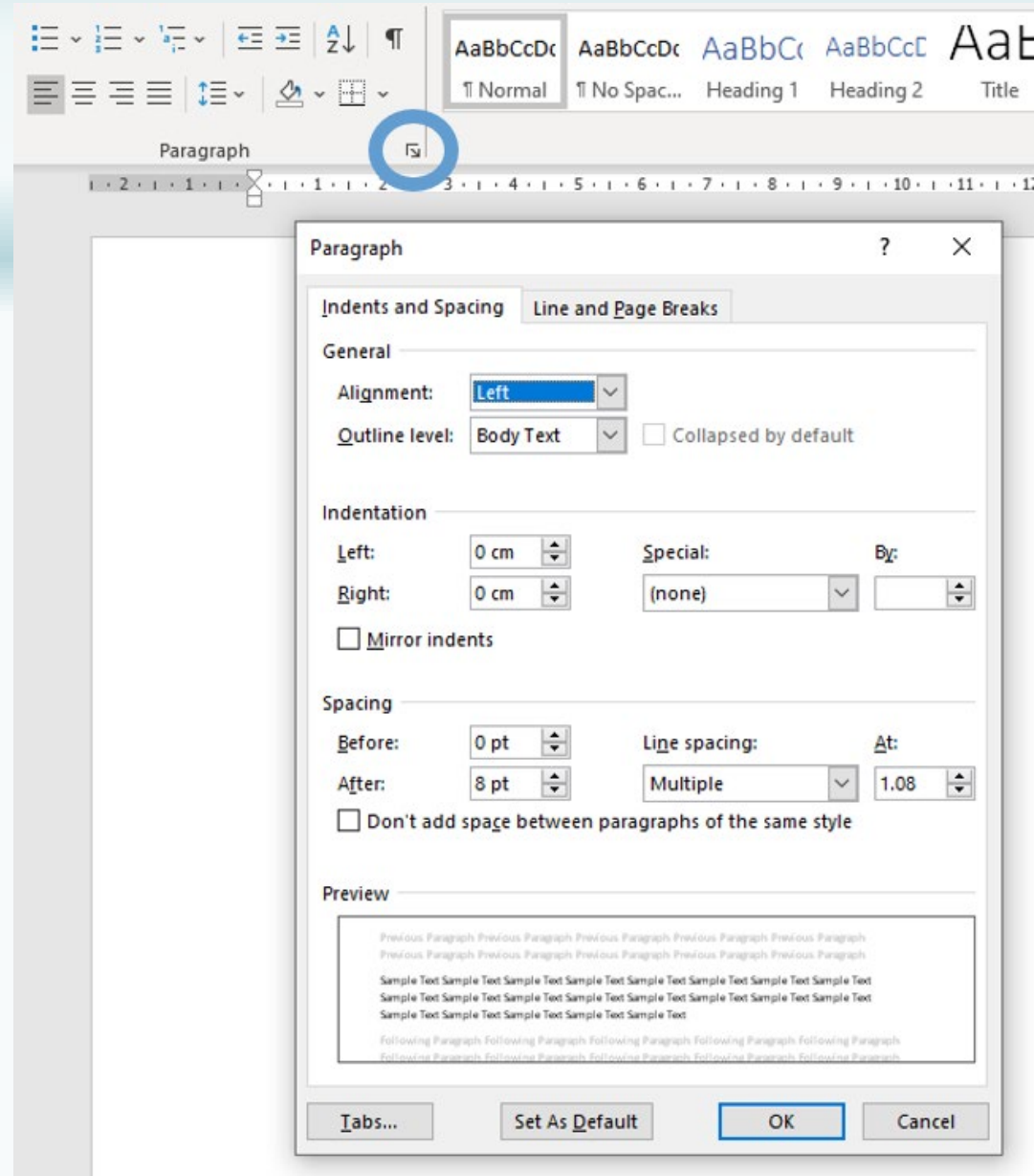
Use of the paragraph grouping (expansion to dialog box via clicking of the extension button as shown) will provide the following:

Indents and Spacing tab

- General (alignment)
 - Indentation
 - Spacing* including Line Spacing
- *(Before a paragraph, After a paragraph)

The preview box helps indicate the effects of changes on a paragraph.

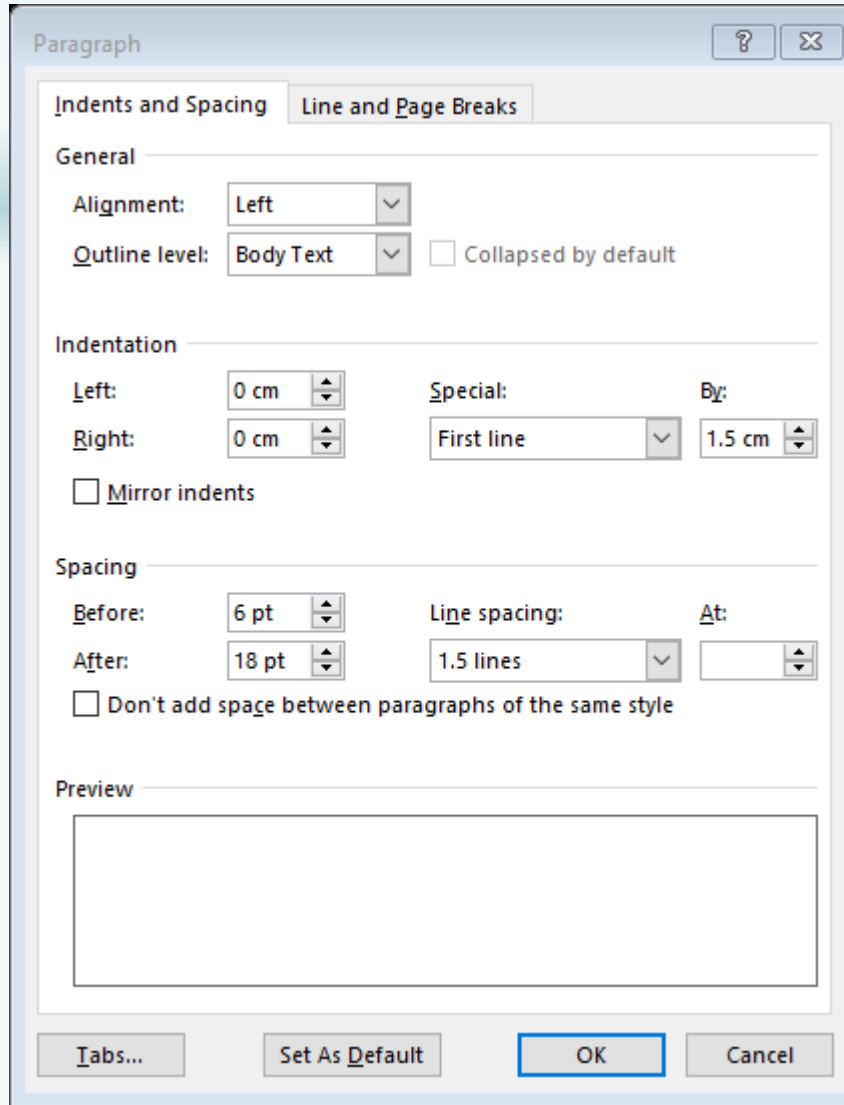
Making changes then click OK button.



Example: Indent and Spacing

The example shown has the following to be noted:

- Text is left aligned in the paragraph
- The first line of the paragraph(s) have an indentation of 1.5 cm, no other lines of paragraph(s) are affected
- Spacing before the paragraph is 6 pt
- Spacing after the end of the paragraph will be 18 pt
- Line spacing within the selected paragraph(s) is set at 1.5 lines for all



Example 2: Line and Page Breaks

This example is using the 'Line and Page Breaks' tab next to the Indents and Spacing tab. It shows the following selection by means of check boxes being positively clicked:

- Widow / Orphan control, by default means the first line of a paragraph or the last line of a paragraph will not be on a page by itself separated from the rest of the paragraph
- Keep with next, means the selection of text will remain with the next paragraph. This is handy for headings to ensure it stays with the paragraph next that forms the text from heading
- Keep lines together, not checked, not being used. This would have meant the whole of the paragraph could not be split between pages
- Page break before, selected, meaning the selection will appear on a new page irrespective of anything that happens in the document. It will always have a page break inserted before the text of the paragraph

