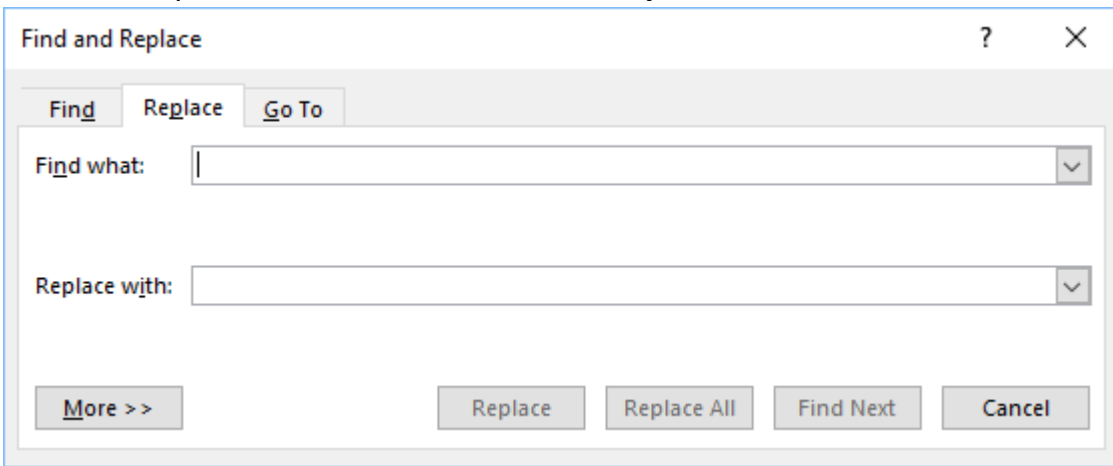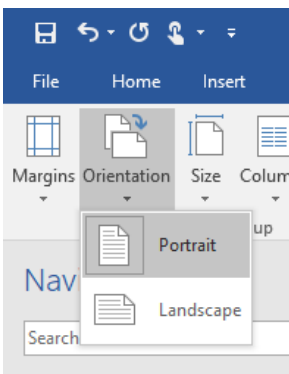Find and replace text – **Home Ribbon – Replace**
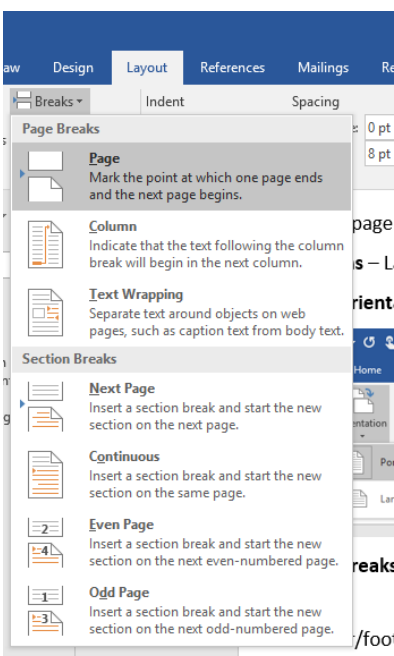

Set up page layouts i.e. margins, page orientation, page breaks

Margins – Layout > Margins choose Narrow

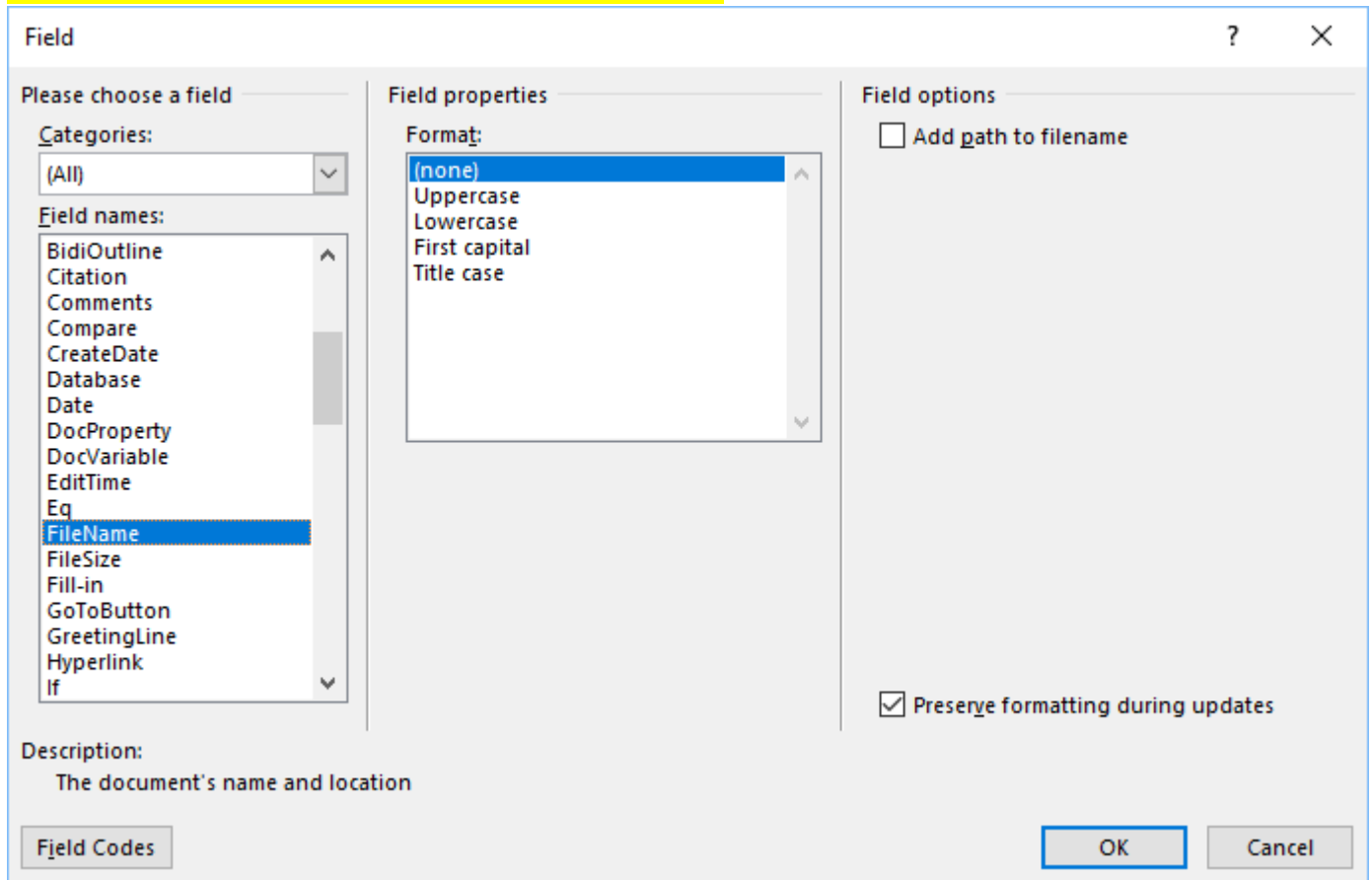**Page orientation** – Layout Ribbon

Page breaks – Layout Ribbon

Header/footer details with page numbering ==filename==
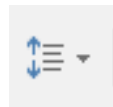
INSERT RIBBON > FOOTER > EDIT FOOTER

Type Name >
Page Numbers > Current Position> Choose Number
==**FILENAME > QUICK PARTS > FIELD > FILE NAME**==

Changing line spacing – Select Text – HOME RIBBON **– Choose 1.5**

WARNING

When I am an old woman I shall wear purple

With a red hat which doesn't go and doesn't suit me.

And I shall spend my pension on brandy and summer gloves

And satin sandals, and say we've no money for butter.

I shall sit down on the pavement when I'm tired

And gobble up samples in shops and press alarm bells

And run my stick along the public railings

And make up for the sobriety of my youth.

I shall go out in my slippers in the rain

And pick the flowers in other people's gardens . . .

Indenting paragraphs

SELECT TEXT >