

17.1 Page Layout

Syllabus 2026 - 2028

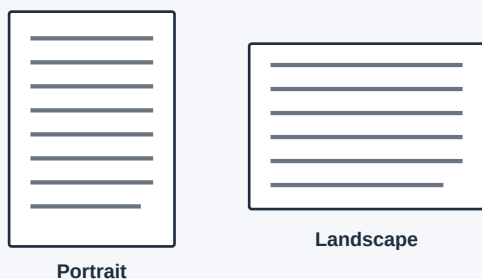
WHAT YOU NEED TO KNOW

- Edit page layout: page size, orientation, margins, number of columns, column width and spacing between columns
- Set and remove breaks: page, section and column breaks
- Pagination and the purpose of setting breaks
- The purpose of setting gutter margins

Page size, orientation and margins

Page layout settings control how content is arranged on each page. They should be set before the main content is entered, so that text and objects fit correctly.

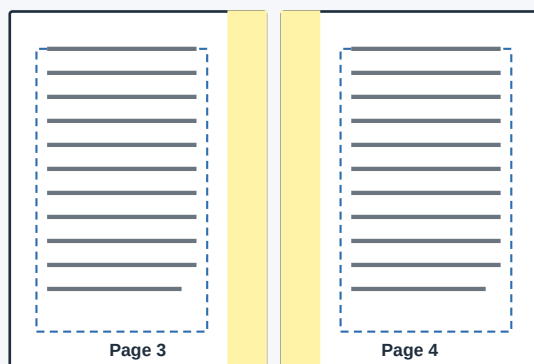
Figure 88: Page size and orientation



Common page sizes

A4	210 x 297 mm	Portrait: taller than wide;
A5	148 x 210 mm	letters and reports
A3	297 x 420 mm	Landscape: wider than tall;
Letter	216 x 279 mm	wide tables and charts

Figure 89: Page margins, gutter margin and pagination



Margins

Top, bottom, left, right: the blank space between the page edge and the text area

Gutter margin (yellow): extra space on the inside edge so text is not lost in the binding

Pagination

Dividing a document into pages and numbering them, so that readers can find their way



= gutter

Pages shown as a spread when printed double-sided

- **Page size:** the dimensions of the paper, such as A4 or A5
- **Orientation:** portrait (tall) or landscape (wide)
- **Margins:** the space between the page edge and the text, set for top, bottom, left and right
- **Gutter margin:** extra space added on the inside edge of the page so that text is not hidden by binding, stapling or punching holes
- **Pagination:** the way a document is divided into numbered pages

Columns

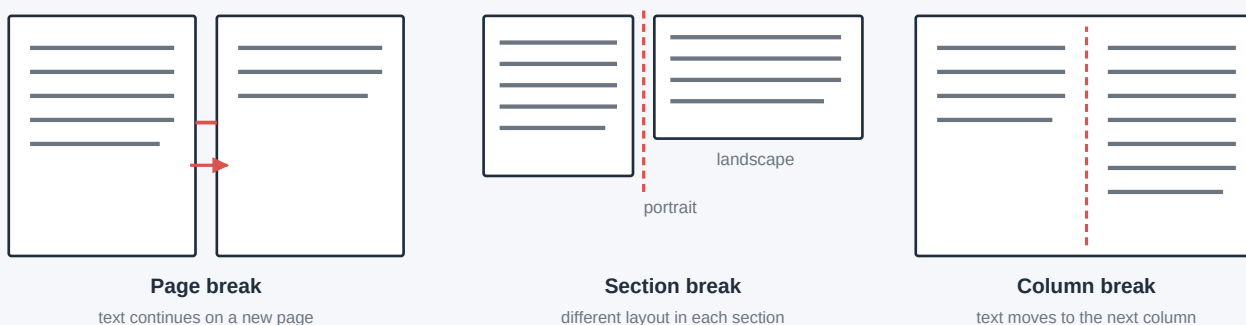
Figure 90: Columns, column width and spacing



- Set the **number of columns**, the **width** of each column and the **spacing** between them
- Columns give short lines that are easy to read in newsletters, newspapers and leaflets
- Equal width columns look neat; use a column break to move text to the next column

Breaks

Figure 91: Page, section and column breaks



Break	Purpose
Page break	Forces the following text onto a new page, for example so a heading starts a page, and prevents it being split from its content
Section break	Divides a document into sections that can have different page layout, such as orientation, columns, margins or headers and footers
Column break	Moves text to the top of the next column, so that columns start where the writer chooses

To **remove** a break, turn on the paragraph marks (show formatting), select the break marker and press Delete.

EXAM TIP

For breaks, give the **purpose** as well as the name: 'a section break allows one page to be landscape for a wide table while the rest stays portrait'. Gutter margins matter only for documents that will be **bound**.

Key terms

Term	Meaning
Page layout	The setup of the page: size, orientation and margins.
Orientation	Whether a page is portrait or landscape.
Margin	Blank space between the text and the page edge.
Gutter margin	Extra inside margin to allow for binding.
Column	A vertical block of text.
Page break	Starts the next text on a new page.
Section break	Starts a new section with its own layout.
Pagination	Dividing and numbering a document into pages.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State two page layout settings that can be edited in a word processor.	[2]
2	Describe the purpose of a gutter margin.	[2]
3	Explain why a section break might be used in a report that has one landscape page.	[3]
4	Compare and contrast a page break with a column break.	[4]
5	Suggest the layout settings (size, orientation, columns, margins) for a school newsletter, with reasons.	[4]
6	Analyse the advantages and disadvantages of using columns to present text.	[4]

Total: 19 marks