

Re: template margins

Source: <http://www.tech-archive.net/Archive/Word/microsoft.public.word.newusers/2004-11/0321.html>

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Date: 11/08/04

Date: Sun, 7 Nov 2004 18:09:50 -0600

Note, you don't actually change the margins. Instead you insert objects such as pictures or text boxes in the first-page header with Word set to wrap around them.

Take a look at: How to set up letterhead or some other document where you want one header on the first page and a different header on other pages. <http://www.addbalance.com/word/headersfooters.htm> This gives step-by-step instructions. (It also has the following links)

Some other pages to look at:

Letterhead Tips and Instructions

<http://home.earthlink.net/~wordfaqs/Letterhead.htm>

Letterhead Textboxes and Styles tutorial

<http://addbalance.com/word/download.htm#LetterheadTextboxesAndStylesTutorial>

Template Basics

<http://www.addbalance.com/usersguide/templates.htm>

How to Create a Template – Part 2 – essential reading

<http://www.mvps.org/word/FAQs/Customization/CreateATemplatePart2.htm>

Word "Forms"

<http://www.addbalance.com/word/wordwebresources.htm#Forms> and

Word for Word Perfect Users

<http://www.addbalance.com/word/wordperfect.htm> if you are coming from a WP environment (or even if you are not).

If you are interested in creating templates that will work with the letter wizard or use that wizard, you should look at the chapter on Advanced Document Formatting in Using Office 2003 (or whatever your version is), Special Edition, by Ed Bott and Woody Leonhard. It has detailed instructions including instructions on getting the fields you want from your Outlook Contacts for addressing a letter. (Chapter 19 of SE Using Office 2003) You should be able to get this through your public library or at Amazon.com <http://www.amazon.com/exec/obidos/ISBN=0789729555/balancecheckbookA/>

microsoft.public.word.newusers: Re: template margins

Finally, take a look at the letter templates that come with Word. While they are no great shakes as letterhead, they do use styles and AutoText lists very well. If you use the same style names that are used in those templates in your own letterhead for the same parts of the document, you will have better luck with using the built-in AutoText entries in Word.

Hope this helps,

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Charles Kenyon

Word New User FAQ & Web Directory: <http://addbalance.com/word>

Intermediate User's Guide to Microsoft Word (supplemented version of Microsoft's Legal Users' Guide) <http://addbalance.com/usersguide>

See also the MVP FAQ: <http://www.mvps.org/word> which is awesome!

This message is posted to a newsgroup. Please post replies and questions to the newsgroup so that others can learn from my ignorance and your wisdom.

"LawHlywa" <LawHlywa@discussions.microsoft.com> wrote in message news:28B77681-4AA5-4F43-B748-531851043096@microsoft.com...

> I know how to make the header appear, and I know how to format a header for a

> second page in a regular document. But for a template, when the second page

> will not always appear, how do you make the margins of the first and second

> page difference? Thanks!

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