

Microsoft Word

Document

Design

Tools

*Quick Access to Various Microsoft Word Design and
Formatting Tools for Print and Electronic Documents*

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Medical Assistance Program (MAP)

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Microsoft Word Document Design Tools

Table of Contents

Introduction.....	1
Understanding Document Design	1
Microsoft Word Ribbon	2
How to Customize the Microsoft Word Ribbon.....	3
Quick Access Toolbar	3
How to Customize Quick Access Toolbar	4
Using Visual Guides	5
Page Design	6
Changing Color Background.....	6
Setting up Page Margins.....	7
Customizing Page Layout.....	12
Adding and Formatting Page Borders	13
Format Painter	14
Applying Format Painter to Selected Text	14
Applying Format Painter to Selected Shapes	15
Applying Format Painter to Images/Pictures	16
Applying and Modifying Word Styles.....	17
Creating New Word Styles	17
Using and Modifying Existing Word Styles.....	17
Formatting Headers and Footers.....	26
Customizing Headers and Other Formatting Options	29
Bookmarks and Hyperlinks	35
How to Create Bookmarks and Hyperlinks in Microsoft Word	35
Tab Settings	39
How to Set Tabs	39
Bullets and Numbering.....	40
How to Insert and Format Bullets and Numbering.....	40
Inserting Images as Bullets for a List of Items	41
Inserting Table of Contents	41

Microsoft Word Document Design Tools

Table of Contents Cont'd

Inserting and Formatting Heading Styles and Page Numbers	41
Editing the Footer by Moving Page 1 to Another Page	47
Video on Removing and Editing Page Numbers	50
Adding Watermarks.....	51
Tables.....	52
Inserting and Formatting Objects	54
Adding and Formatting Text Boxes.....	54
Editing Images and Shapes	59
Grouping Objects	65
Types of images with removable backgrounds in Microsoft Word	66
Drawing and Converting Shapes	70
Applying Wrap Text Options	78
Wrap Text/Layout Options.....	81
Developer	84
Designing Forms with Developer.....	84
References	87

Introduction

[Microsoft Word](#) isn't just an application for word processing. You can design presentable documents for multiple business purposes. This includes brochures, flyers, forms, programs, manuals, reports, business cards, reference guides, and posters. It makes your work look presentable. The commands and elements you'll be using will also help you design your document with simplicity. It will not only bring out the aesthetics of your document but also make information or content easier to **read and navigate**.

Understanding Document Design

When we think of document design tools, we think of adding visuals to form a combination of text, graphics, and layout, such as images, pictures, shapes, charts, etc. Visuals provide a logical, directional, and intentional flow to the information you present on your document. For example, you can make your documents interactive by using cross-reference links or hyperlinks, which helps to engage readers by having a clearer understanding of your content and have quicker access to relevant information.

There is a fundamental step in acknowledging the use of visuals in your document, such as design principles. They are the wheels where the visuals **guide and engage the audience** into understanding and interacting with the message and purpose of your document.

In other words, to motivate the audience, you must design information in a way that's transparent to the audience's needs. That means designing information to **connect with the audience's thoughts to help them achieve their goals**. According to *The Non-Designer's Book*, the award-winning and best-selling book about design, the foundation of **good communication** is forming a relationship between your audience and the information you present. You can accomplish this by being able to understand and manage document design elements using four basic design principles, which are (Williams):

-  **Contrast** - Helps to clarify the flow of information by avoiding the constant use of similar elements like color, size, shape, space, thickness, and type by using different elements to provide emphasis on the content.
-  **Repetition** - The use of similar elements like fonts, color, line thickness, size, and space that unify the theme of the document.
-  **Alignment** - Visual elements on a page that connect and flow visually in a certain direction to demonstrate a logical meaning to the content.
-  **Proximity** - Aids in the visual hierarchy of a page by grouping relevant information and visuals together.



Notice how [design elements](#) are applied to this Valentine flyer, which is in the Microsoft Word *Flyers* under *Templates*. The fonts in the titles are Brush Script Std (Headings) for the title and Verdana for subheadings. Both fonts differ in style and strokes but work together to emphasize the hierarchy of the text. The colors on the labels for Prizes, Punch, Games, and Cookies have contrast. The red color shows [repetition](#) in different elements, such as the red border with the hearts, the red title, and the big red hearts while the other red hearts show contrast in big and smaller sizes.

The heart drawings are aligned at the center of the page, below the centered colored labels, and centered title. [Proximity](#) is shown through the relationship and categorization of the Valentine's Day Party menu items in colored labels, drawings, and event description in a symmetrical direction.

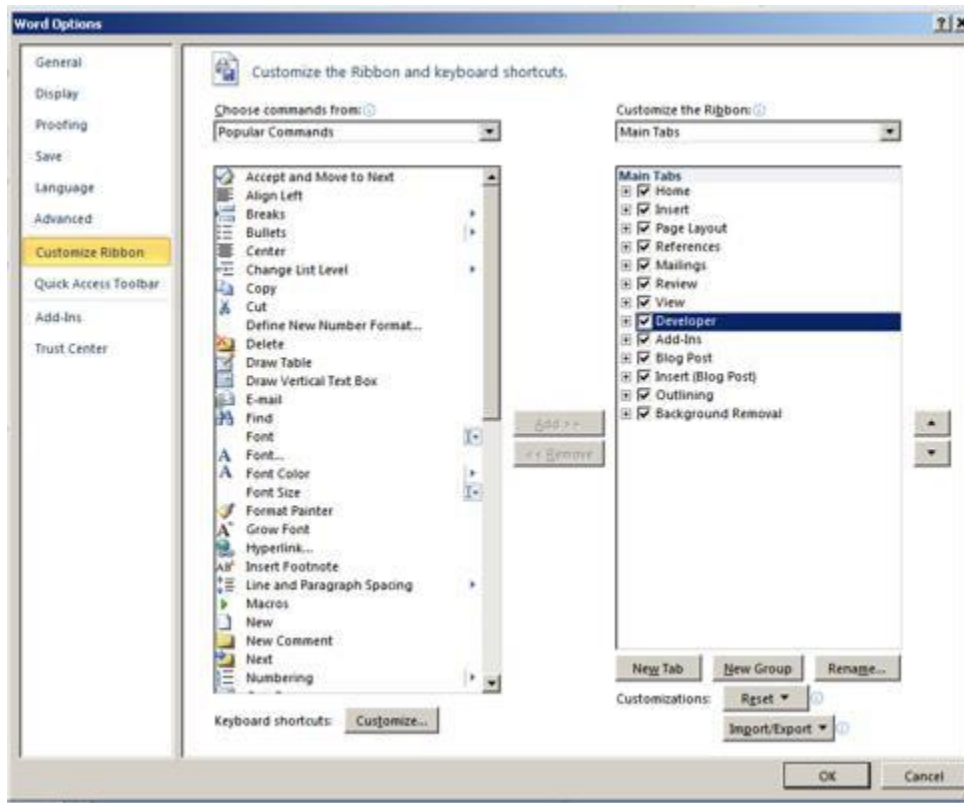
Microsoft Word Ribbon

To design your documents effectively and efficiently, you must also know which design tools will *get the job done*. All you have to do is get accustomed to using some of the advanced design tools Microsoft Word has in store for you. You will always need the standard [Microsoft Word Ribbon](#) to have access to the most common word document formatting and editing tools such as *Home*, *Insert*, *View*, *Page Layout*, *Design*, etc. Each of the tabs in the ribbon contains a group of tool boxes where you can easily and quickly find areas to format your document. However, **what you see is not the only thing you can use**.

There are other commands that are not pinned to the ribbon but are hidden in a huge list of commands. In this guide, you will learn & understand step by step instructions to customize the Microsoft Word ribbon, get quick access to editing and other software tools, design your document by inserting and formatting tables, text styles, borders, bullets, shapes, images, and table of contents.

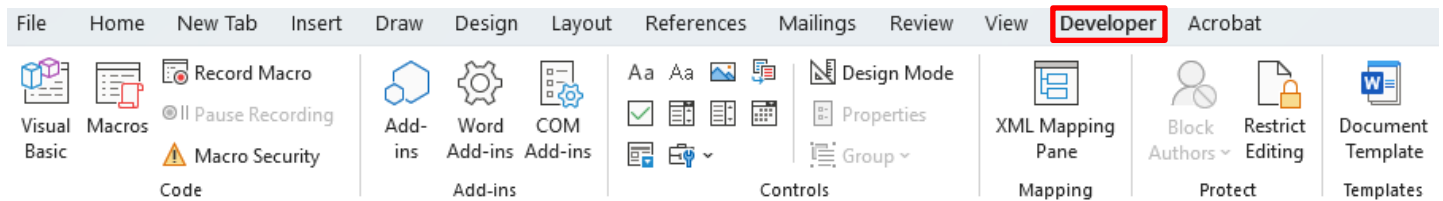
How to Customize the Microsoft Word Ribbon

1. On your Microsoft Word ribbon, click on *File* and select *Options*. Choose *Customize Ribbon* under the *Word Options* menu. See below.



2. The selected icons will show up on the *Customize Ribbon* List. In this case, let's say you want to add the *Developer* tab to the ribbon so you can create electronic data for forms and [tables](#). Under the 'Customize the ribbon' drop-down menu, select *Main Tabs* and check off *Developer*. Then click OK.

The Developer tab is added to the ribbon. See display below.

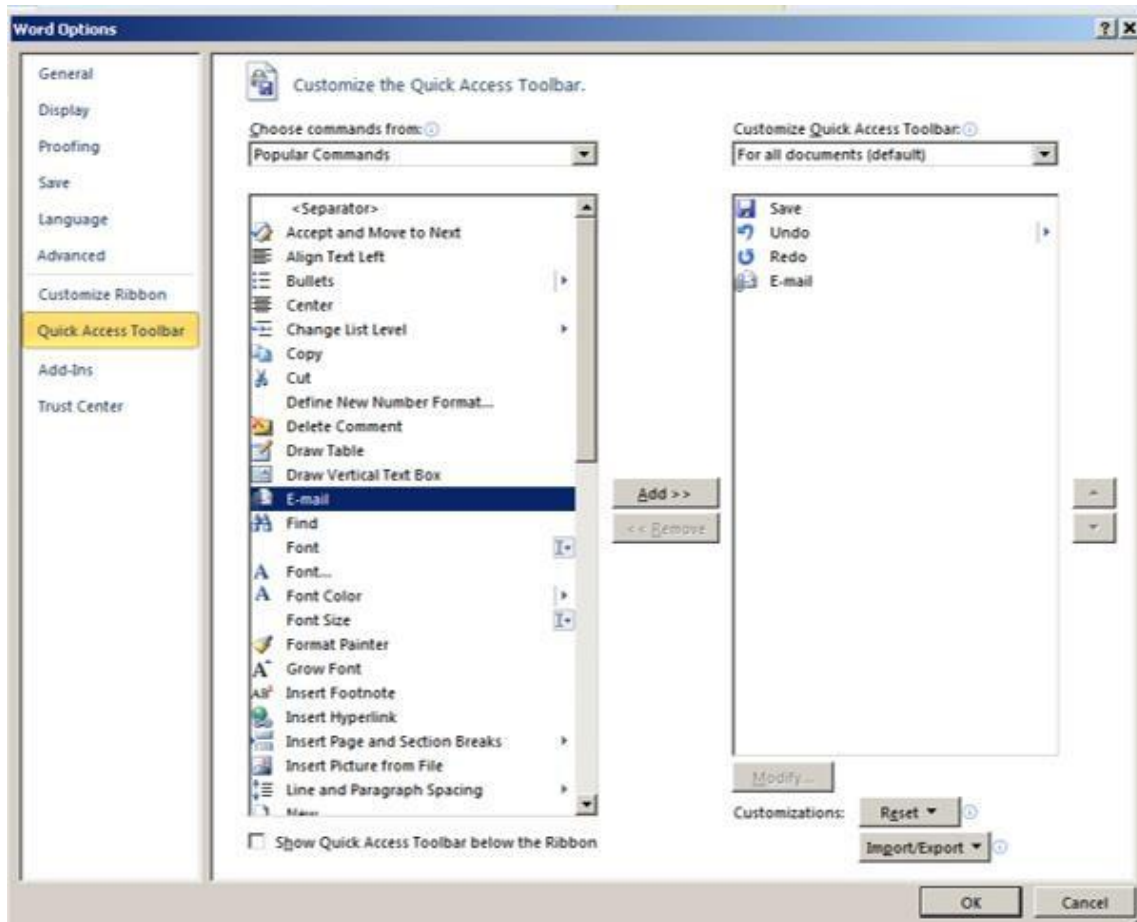


Quick Access Toolbar

The *Quick Access Toolbar* helps you to have quick access to tools that can help you design your documents efficiently. It helps you to stay focused on what you are trying to create or accomplish and save time. You save time formatting and editing your document by eliminating those "go to file", or other "go to steps".

How to Customize Quick Access Toolbar

1. Let's say you want to add the e-mail icon to your Microsoft Word ribbon. Click on the *File* tab and select *Options*. With Quick Access Toolbar found in *File*, you can add commands to the ribbon without scrolling down the menu to find them.
2. The selected icons will show up on the Customize Quick Access Toolbar list. In this case, you want to add the 'E-mail' icon to the ribbon.
3. Under the drop-down menu for 'Choose Commands from,' select *Popular Commands* and then select 'E-mail'.
4. Click on the 'Add' button and then click OK.



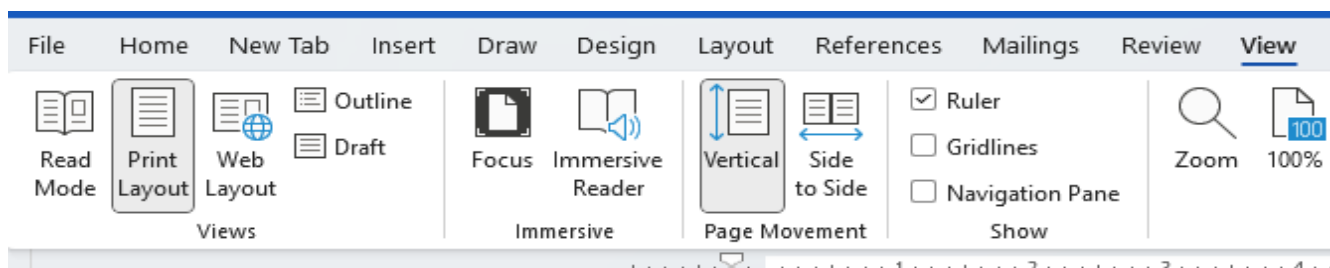
5. The e-mail icon snaps to ribbon. This way it will save you time from going to 'File' if you wish to send an e-mail to a recipient. See screenshot below.



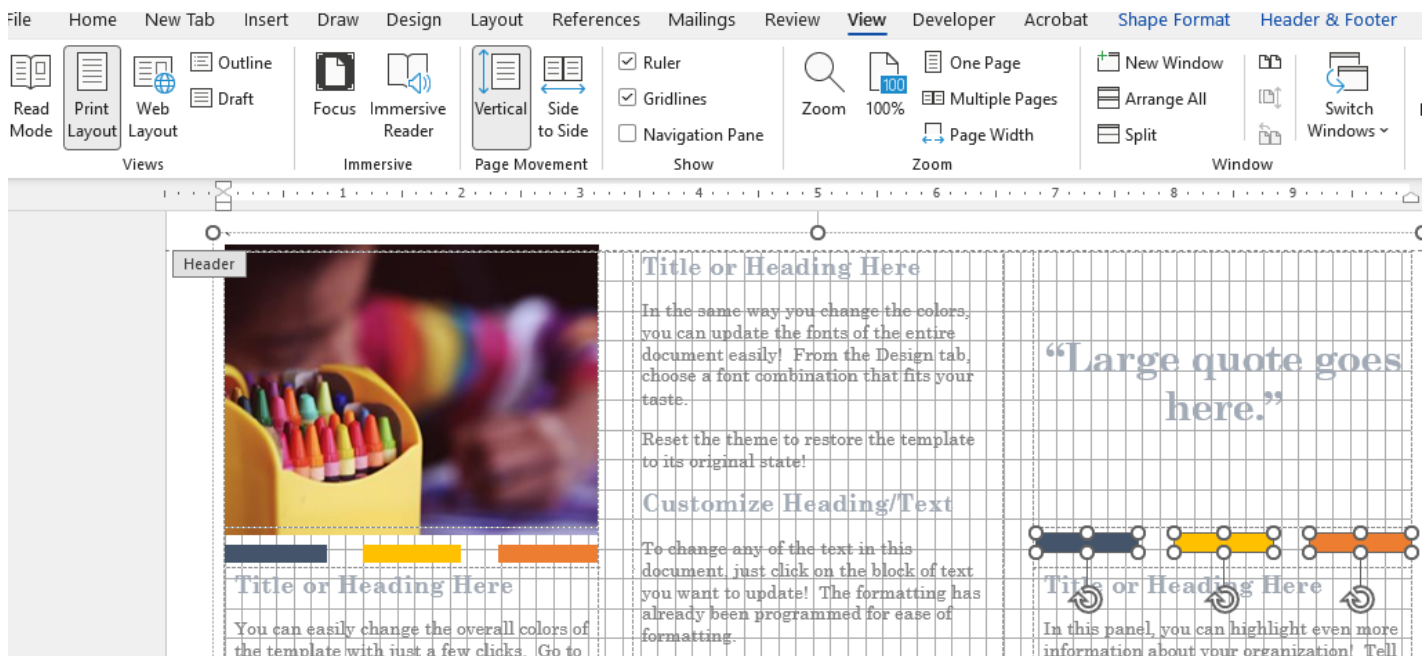
Using Visual Guides

Implementation of text and visuals will usually need a backbone and that would be the display of visual guides. Visual guides can be found in the *View* tab of the Microsoft Word ribbon. The reason why visual guides are important when writing or designing your document is to assist you in [aligning](#) your content and setting up your visual hierarchy, as discussed in [Understanding Document Design](#).

The *View* tab also gives you options to increase the visibility of your document with the *Zoom* feature if you need a better view for formatting and editing. The *Views* panel provides options to view and at the same time preview your document in different and/or preferred layout of your content, such as *Print Layout* and *Web layout*.



As you can see in the educational-themed brochure below, the *Guidelines* were selected under the *View* tab. The size of the graphics and images were adjusted to be aligned with the content using the *Guidelines* as visual guides to align items on the brochure.

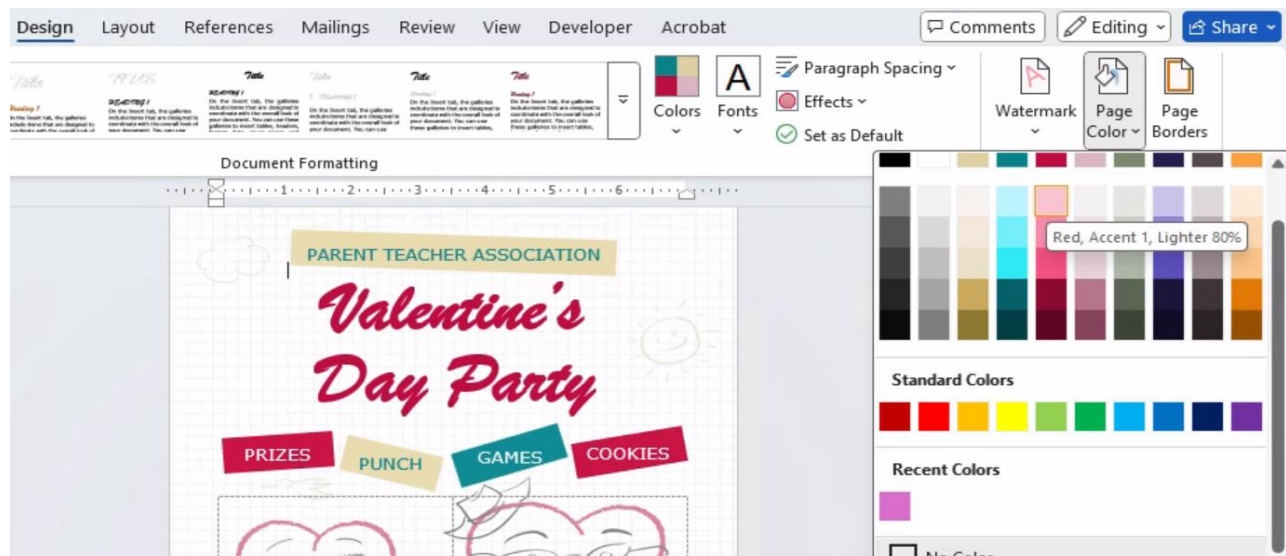


Page Design

In the *Design* tab, you will see tools to add design elements, such as page colors, page margins, borders, shapes, color background, font styles and colors, paragraph styles, and images. These design tools allow you to add more emphasis to documents, reports, or brochures. In addition, they can help you engage your audience by adding meaning and depth to your content. In this section, you will learn how to customize the appearance of your document by applying page margins, color background, and adjusting page layout.

Changing Color Background

Let's say you want to add a nice color background to bring out the design of the flyer. Click on the *Design* tab and then click on the *Page Color* drop-down menu located on the *Page Background* panel. Select a color of your choice. In this case, a light red color was selected under the *Page Color* palette. See screenshot below.

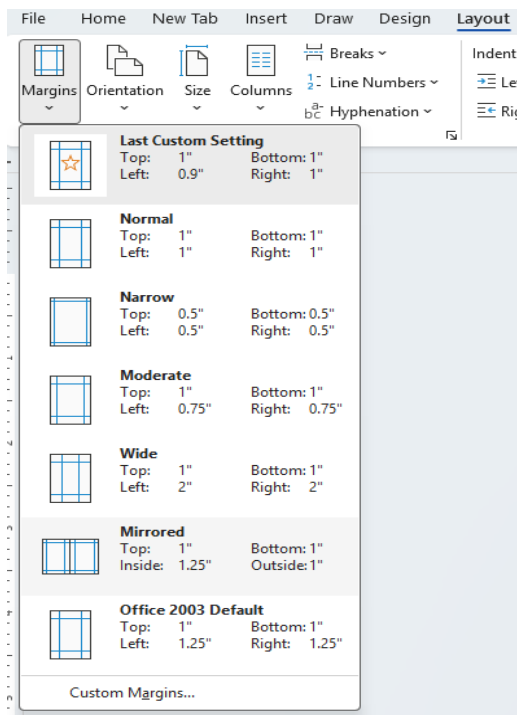
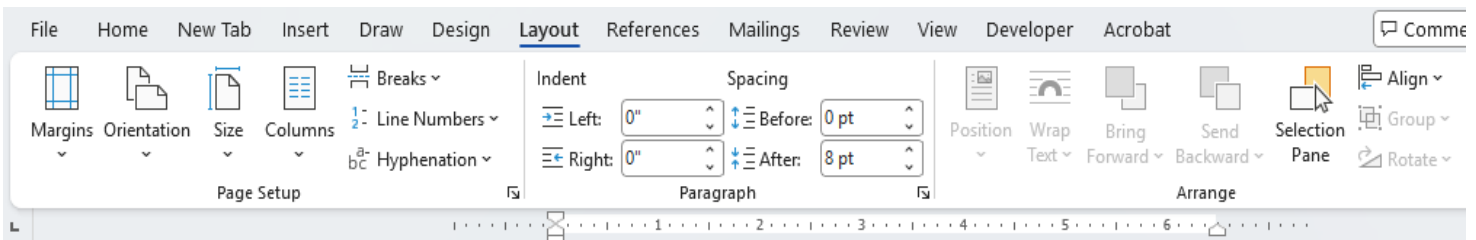


The image on the left shows the result of a red-color background applied to the flyer by using the *Page Color* palette as shown in the image above.

Setting up Page Margins

Depending on how much content you want to add to your document, you should **first** set up how much space is desirable to hold your content in place. This will help the reader proceed to the next section or heading of your document smoothly. In some cases, the content is long enough to break it into the next page, but if it's just a couple of lines, minimizing space between sections or expanding the width of the right and left margins of your page will help keep content categorized in place.

On the *Layout* tab of the Microsoft Word ribbon, you have three sections that you can use to manage the space needed on each page and each paragraph of your document: *Page Setup*, *Paragraph*, and *Arrange*. Let's start with *Page Setup*. The *Margins* drop-down menu contains pre-formatted settings to automatically adjust the top, bottom, left, and right margins of your document without you having to manually enter the amount of space you need on all sides. If you don't desire any of the pre-formatted settings, you can adjust them using the *Customize Margins* page layout options.



This is an example of the preformatted margins you can choose from to set up the top, bottom, right, and left margins of your document. *Customize Options* allows you to manually adjust the spacing of the top, bottom, right, and left margins of your document. On the left side are the thumbnails with blue lines that show how your content will fit and align on a page or pages of your document. The blue lines measure the width and length of your content and how much space the gutter will have outside the blue lines.

After you select *Customize Margins*, you will see measurements you can adjust for the gutter, gutter position, top margin, bottom margin, right margin, and left margin. The gutter is the blank space outside the content of your page. It is what frames your content. The top and bottom margins allow you to adjust the vertical space you need to hold your content in place as the left and right margins allow you to adjust the horizontal space of your document. In addition, the *Orientation* option allows you to adjust the layout and balance of your content with either the *portrait* or *landscape* option. See example below.

The screenshot shows a document titled "MEDICAID ALERT" from the NYC Human Resources Administration, dated February 9, 2026. The document is titled "Presumptive Eligibility Determination". The text in the document discusses the alert's purpose, the HRA Medical Assistance Program, and the process for presumptive eligibility applications for PCAP services. It also mentions the NY State of Health's role in conducting outreach to consumers to initiate a (NYSOH) marketplace. Therefore, the expedited NYSOH.

Please be advised that there will be no guarantee of service or date of screening under this new application through NY State of Health. To premitigate the risk of non-payment for service consumers in applying directly through NYSOH.

Applying through NY State of Health offers immediate eligibility determination for full Medicaid of presumptive coverage while consumers gather verify eligibility, if required.

For your convenience, the NY State of Health https://nystateofhealth.ny.gov/?utm_source=StateOEP2526&qad_source=1&qad_campaignid=2-uZzX8m-8lntsQV&qclid=EA1a1QobChMlypWiu_PlkQMV

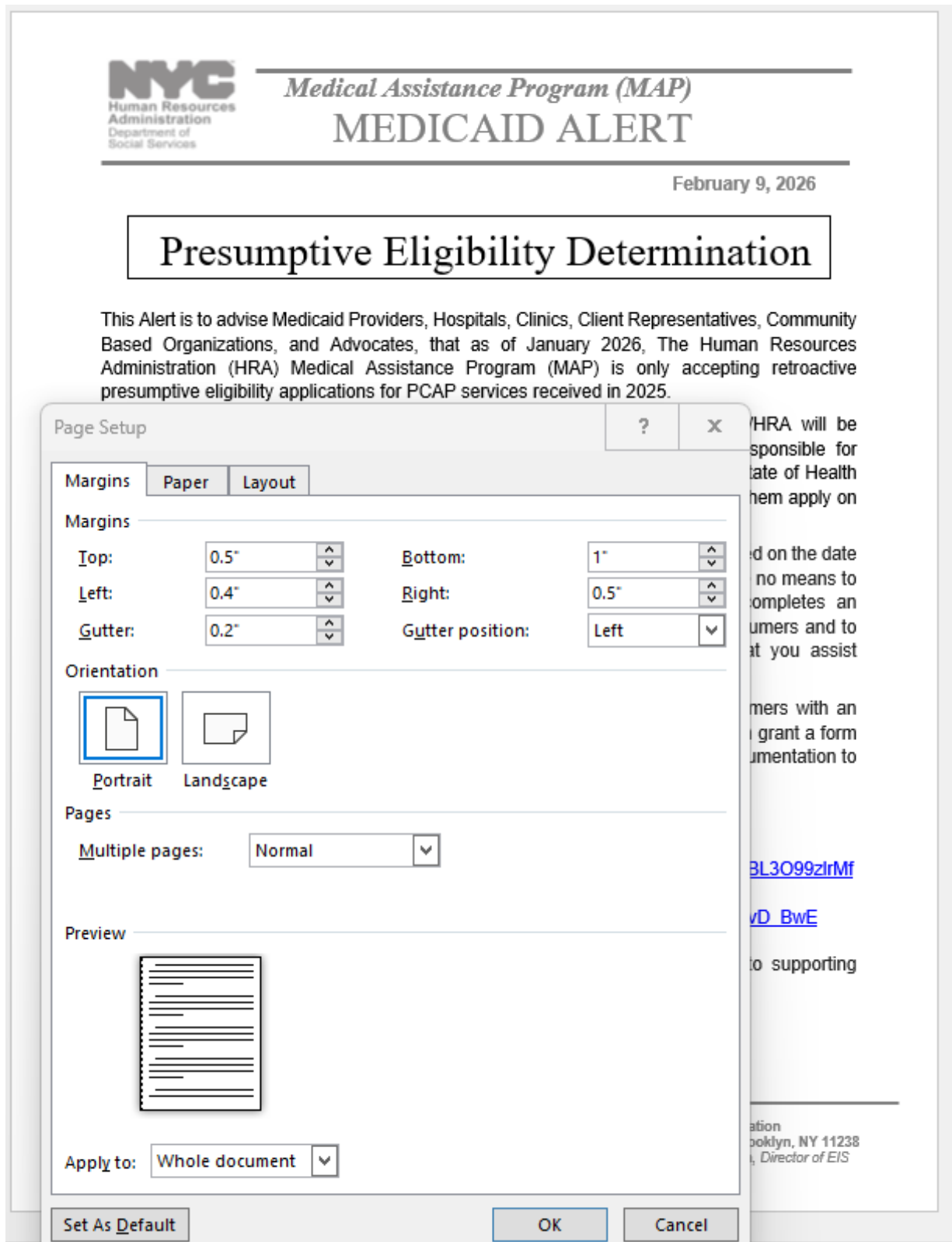
We appreciate your attention to this matter consumers through these changes.

Please SHARE THIS ALERT WITH

NYC Medicaid Alerts are a Periodic Service

The "Page Setup" dialog box is open, showing the "Margins" tab. The margins are set to: Top: 1", Bottom: 1", Left: 0.63", Right: 0.75", Gutter: 0.2", and Gutter position: Left. The "Orientation" tab shows "Portrait" selected. The "Pages" tab shows "Multiple pages: Normal". The "Preview" section shows a preview of the document layout. The "Apply to" dropdown is set to "Whole document".

As a result, you can see the top-left, right and left margins have been adjusted in the screenshot of the Medicaid Alert document shown below. You also have the option to choose where you want the margins applied – the whole document, or certain pages.



Medical Assistance Program (MAP)
MEDICAID ALERT

February 9, 2026



Presumptive Eligibility Determination



This Alert is to advise Medicaid Providers, Hospitals, Clinics, Client Representatives, Community Based Organizations, and Advocates, that as of January 2026, The Human Resources Administration (HRA) Medical Assistance Program (MAP) is only accepting retroactive presumptive eligibility applications for PCAP services received in 2025.

Applications for Presumptive Eligibility for 2026 coverage submitted to MAP/HRA will be forwarded to New York State's contracted entity Maximus, which will be responsible for conducting outreach to consumers to initiate an application through New York State of Health (NYSOH) marketplace. Therefore, the expedient way to assist clients is to help them apply on NYSOH.

Please be advised that there will be no guarantee of payment for services rendered on the date of service or date of screening under this new process. Additionally, there will be no means to obtain a billable Client Identification Number (CIN) unless the consumer completes an application through NY State of Health. To prevent delays in coverage for consumers and to mitigate the risk of non-payment for services, it is strongly encouraged that you assist consumers in applying directly through NYSOH.

Applying through NY State of Health offers the advantage of providing consumers with an immediate eligibility determination for full Medicaid coverage. Alternatively, it can grant a form of presumptive coverage while consumers gather and submit the necessary documentation to verify eligibility, if required.

For your convenience, the NY State of Health website can be accessed at:

https://nystateofhealth.ny.gov/?utm_source=Search&utm_campaign=NYSOH-OEP2526&qad_source=1&qad_campaignid=23060487735&qbraid=0AAAAADGBL3O99zlrMf-uZzX8m-8lntsQV&qclid=EAlalQobChMlypWiu_PlkQMVvEn_AR0qzwziEAAYASAAEqLo8vD_BwE

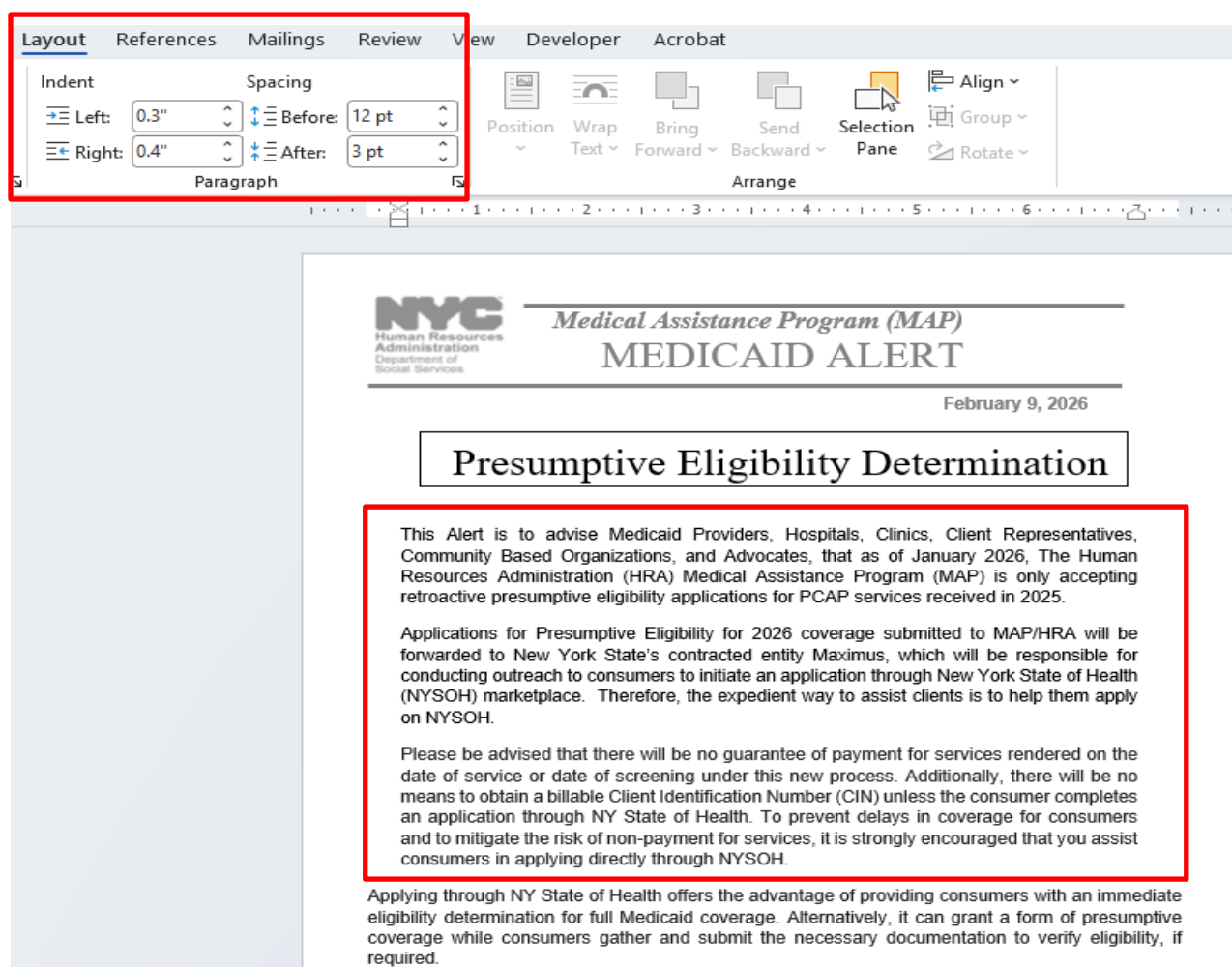
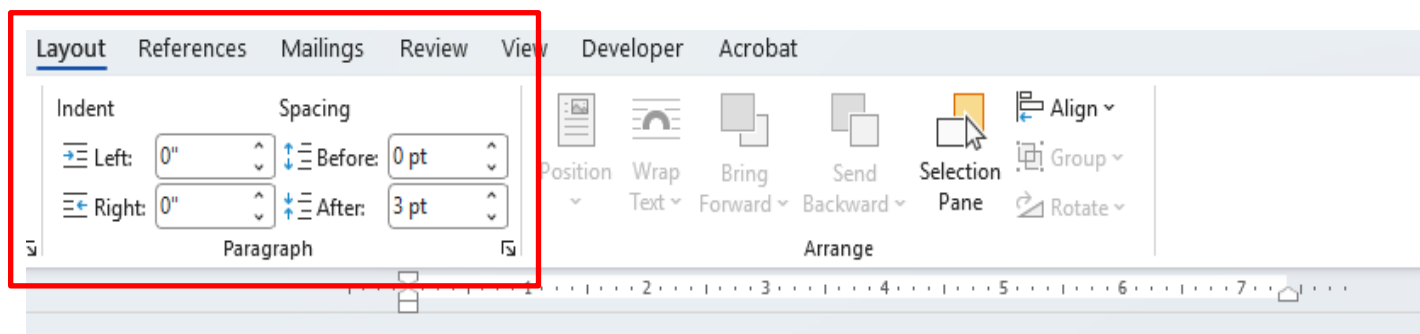
We appreciate your attention to this matter and your ongoing commitment to supporting consumers through these changes.

Please SHARE THIS ALERT WITH ALL APPROPRIATE STAFF

The example above is the result of the adjusted margins using *Customize Margins* option. Originally, the left margin had a wider gap at 0.63 inches. The right margin has 0.75 inches wide, the top margin had 1 inch, and is reduced to 0.5 inches after margins were adjusted.

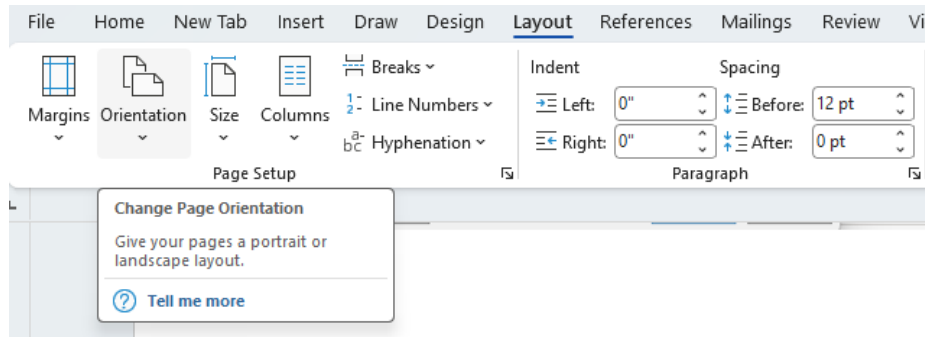
The *Paragraph* layout allows the user to increase or decrease space between paragraphs, sentences, and headings. In this case, the first three paragraphs under the document title 'Presumptive Eligibility Determination' had spacing increased before each paragraph to 12 pt, the left margin increased to 0.3 inches, and the right margin also increased to 0.4 inches.

Note: Keep in mind that the *Page Setup* layout features hold your content in place. Therefore, the *Paragraph* layout features change within the margins set in the whole document.



Customizing Page Layout

The *Orientation* page layout tool (shown below) located under the *Layout* tab allows your content to flow within the frame of your page in a *Portrait* (vertical), or *Landscape* (horizontal) direction, which reflects how the reader's eyes will move through the document. In doing this, it's best to consider how to accommodate the reader's comfort when their eyes scan through the content.



In many cases, the *Portrait* layout can give the reader a quicker view of the content if it entails a lot of headings and descriptions. *Landscape* can be used for short descriptive content that doesn't entail as many details as reports and newsletters. This type of layout is commonly used for flyers, desk guides, directories, and calendars. Below are screenshots of portrait and landscape documents.

INTERVIEW PREP

To prepare for your job interview, search the internet for interview questions that are related to the job description, then use this template to structure your answers.

	SITUATION Describe the situation, context, and background	TASK Describe what was required of you	ACTION Describe what you did, how you did it, and tools you used	RESULT Describe what was required of you
QUESTION 1				
QUESTION 2				
QUESTION 3				
QUESTION 4				
QUESTION 5				
QUESTION 6				
QUESTION 7				
QUESTION 8				

The 'Interview Prep' template, located under the *New* documents options for *Business* templates, is an example of a landscape page layout where information is categorized across the page and fills up the space throughout the page evenly.

ARBITRAGE FINANCIAL PROJECT SCOPE

April 4, 20XX

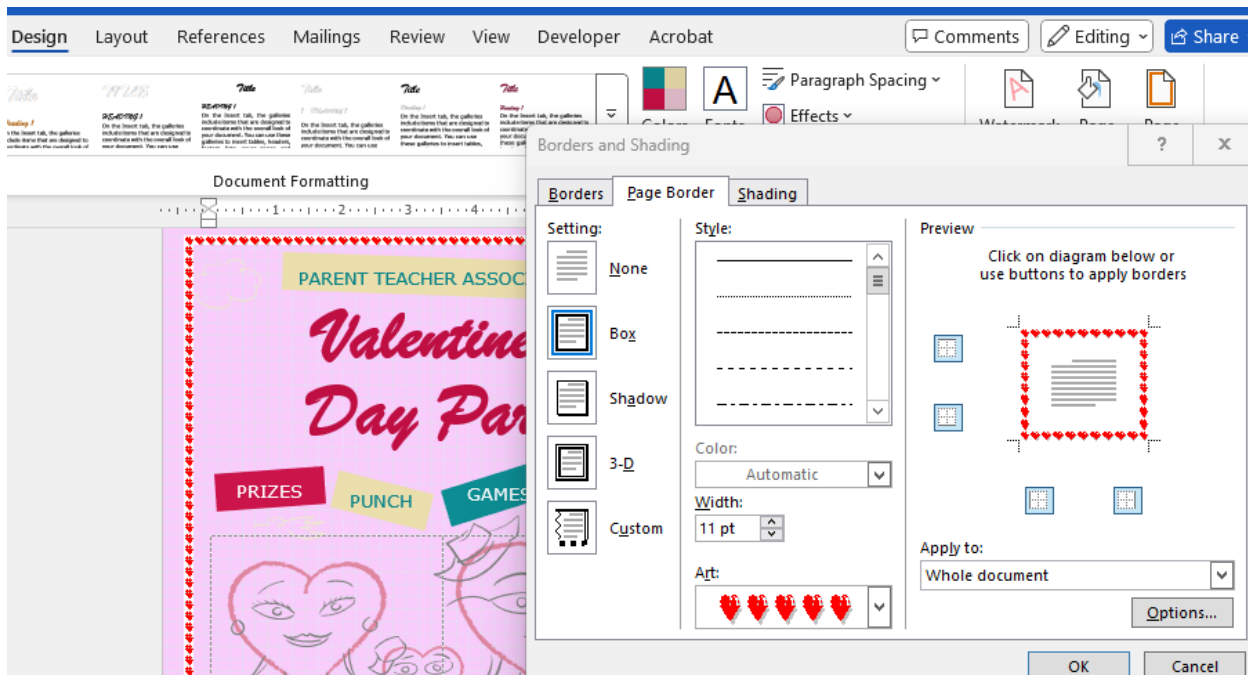
OVERVIEW

- Project background and description**
The Arbitrage Financial Project aims to revolutionize the company's financial operations by implementing advanced algorithms for automated trading and risk management. The project will leverage cutting-edge technology to enhance decision-making processes and optimize investment strategies.
- Project scope**
The scope of the project includes the development of a robust trading platform, integration with existing financial systems, and the implementation of machine learning models for predictive analytics. The project will also focus on ensuring compliance with regulatory requirements and enhancing data security.
- High-level requirements**
The new system must include the following:
 - Ability to allow both internal and external users to access the application without downloading any software
 - Ability to interface with the existing data warehouse application
 - Ability to incorporate automated routing and notifications based on business rules

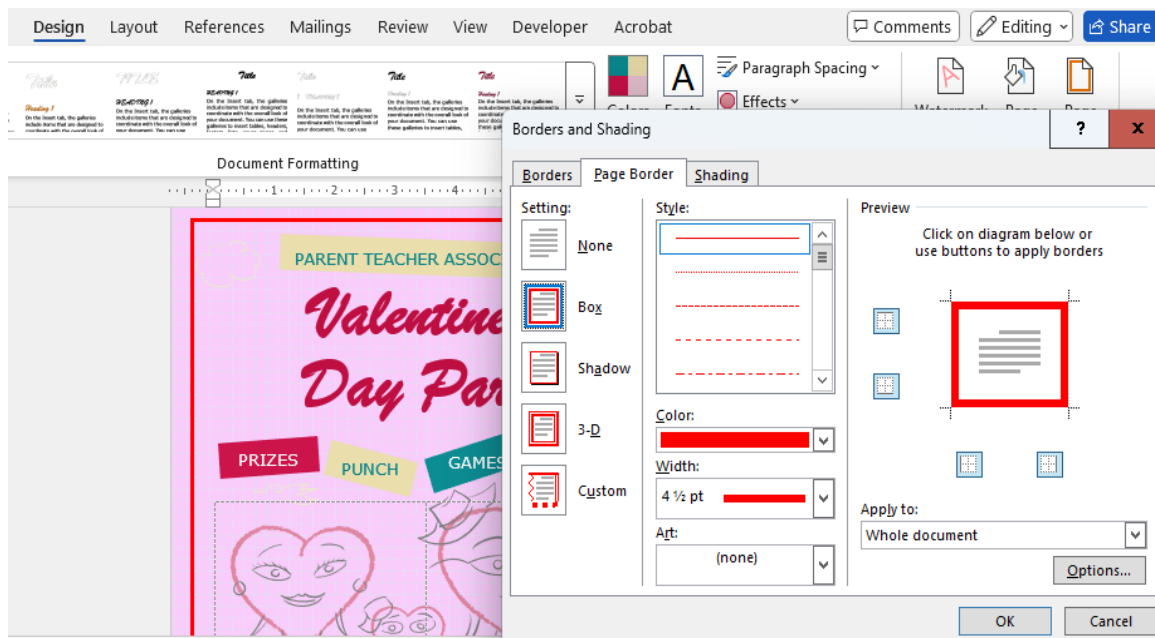
In this example for the 'Arbitrage Financial Project Scope' template, a portrait orientation page layout is applied to the document. The vertical flow on the page allows the reader to focus on the hierarchy and linearity of the content.

Adding and Formatting Page Borders

1. In this case, the hearts border was selected under the 'Art' drop-down menu for the Valentine's Day Party flyer. You can adjust the size of the borders around the page. For this page border, 11 inch border width was used. See result below.



2. Other page border features include basic border line styles and border colors to choose from. In this example, a red 4 ½ box border width style was applied to the flyer.



Format Painter

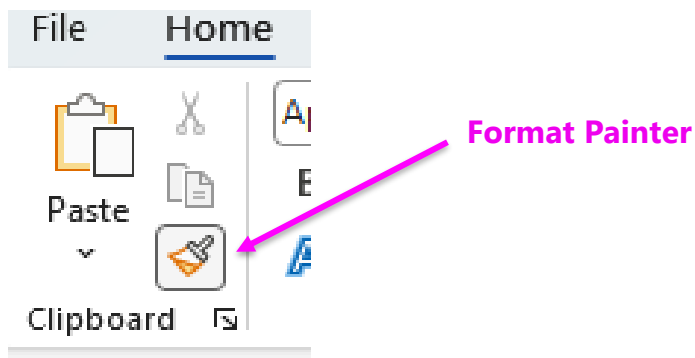
While creating and modifying text styles is a quick and efficient way to reapply the formatting of your content, the *Format Painter* can be used to automatically apply similar formatting styles from selected content to other content on your document. This includes text, paragraphs, shapes, or images. The *Format Painter* tool helps to eliminate multiple steps to apply font styles, shape styles, table styles, or image styles. Below are steps you can use to apply the *Format Painter* on your document.

Applying Format Painter to Selected Text

1. First, select the text formatted with the font styles you want to apply to another text. In this case, the formatted text 'OFFICE OF POLICY, PROCEDURES, AND TRAINING (OPPT)' was selected. See example below.

OFFICE OF POLICY, PROCEDURES, AND TRAINING (OPPT)

2. On the *Clipboard* panel under the *Home* tab, click on the *Format Painter* paint brush icon. You can also press the *Format Painter* shortcut keys: **Alt+Ctrl+C**. See example below.



3. Then with the format painter, select the text that you want to apply the similar formatting font style as the selected text. In this case, you want to select and apply the same formatting style to the text 'Medical Assistance Program (MAP)'. The example below shows the text 'Medical Assistance Program (MAP)' selected with the format painter.

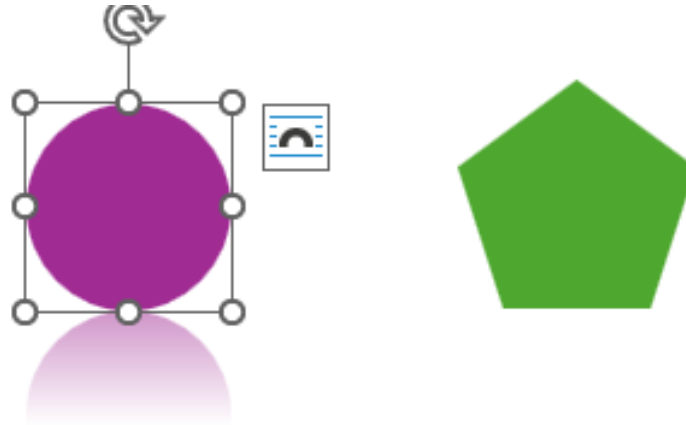
Medical Assistance Program (MAP)

4. Then you will use the format painter to select the text 'Medical Assistance Program (MAP)', which will apply the same formatting style as the text OFFICE OF POLICY, PROCEDURES, AND TRAINING (OPPT). See result below.

MEDICAL ASSISTANCE PROGRAM (MAP)

Applying Format Painter to Selected Shapes

1. First, select the shape formatted with the shape style you want to apply to another shape. In this case, you want to apply the style of the purple circle to the green pentagon. See example below.



2. On the Clipboard panel under the *Home* tab, select the *Format Painter* paint brush icon located on the *Clipboard* panel or press the *Format Painter* shortcut keys: **Alt+Ctrl+C**.
3. Then with the format painter, select the green pentagon.

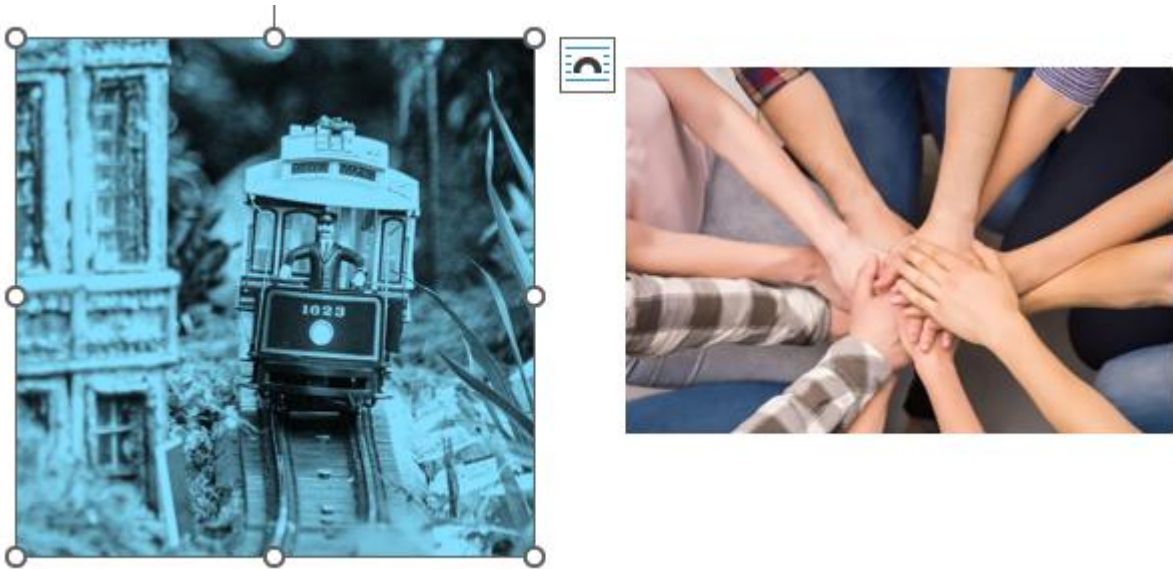


4. After the green pentagon is selected, it will be automatically formatted with the same shape style and effect as the purple circle. See results below.



Applying Format Painter to Images/Pictures

1. First, select the picture formatted with the picture style you want to apply to another picture. In this case, you want to apply the style of the blue color-filtered picture of the Holiday Train to the picture showing a group of holding hands. See screenshot below.



2. On the Clipboard panel under the *Home* tab, select the *Format Painter* paint brush icon located on the *Clipboard* panel or press the *Format Painter* shortcut keys: **Alt+Ctrl+C**.
3. Then with the format painter, select the picture showing a group of holding hands.
4. After the group picture of holding hands is selected, it will be automatically formatted with the same blue color-filtered picture style as the picture of the Holiday Train. See results below.



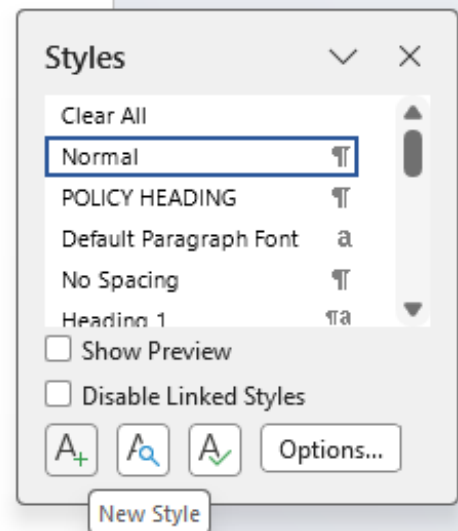
Applying and Modifying Word Styles

Creating New Word Styles

Word styles, located in the *Home* tab, is one of the main formatting tools when composing a document for many purposes — creating reports, writing a business letter, memos, newsletters, etc. The purpose of word styles is to help the user save time from formatting text repeatedly when you can reapply a word style automatically by making one selection. You can set up any section on your document with word styles. It can be headings, subheadings, quotes, paragraphs, and table of contents.

To create a new word style, select the heading, quote, or paragraph that you want to create the new style for. Click the drop-down menu under Styles under the Home tab or press the shortcut keys for *Styles*, **Alt+Ctrl+Shift+S**.

Medicare-eligible consumers must enroll in Medicare as a condition of Medicaid eligibility so that the Medicaid Program becomes the payer of last resort for incurred medical expenses. Medicaid consumers who are eligible for or reasonably appear to meet the eligibility criteria for an entitlement benefit, which would reduce or eliminate the need for assistance and care, are Not required to apply for or fully utilize such benefits as a condition of Medicaid eligibility. Entitlement benefits include Unemployment Insurance Benefits (UIB), Social Security Retirement, and Survivors and Disability Insurance (RSDI).

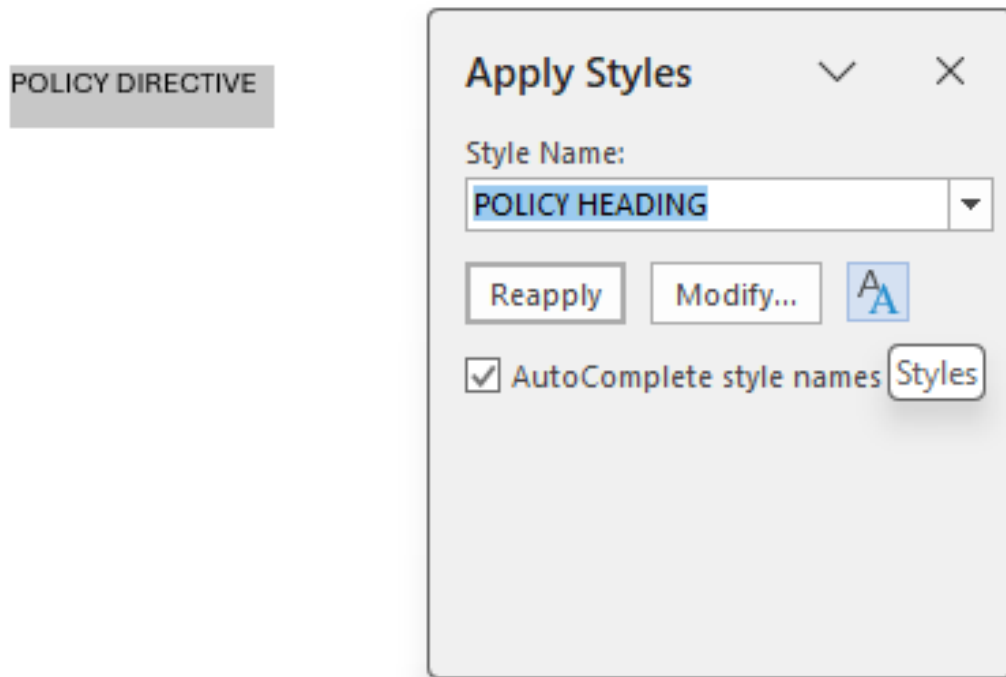
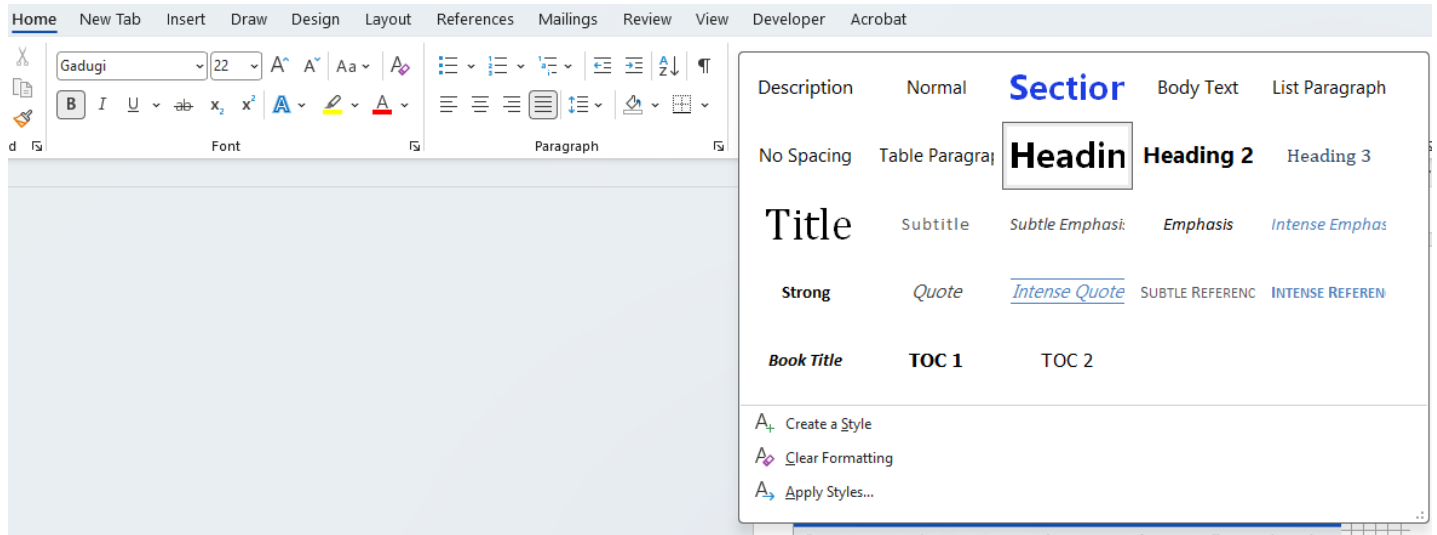


Using and Modifying Existing Word Styles

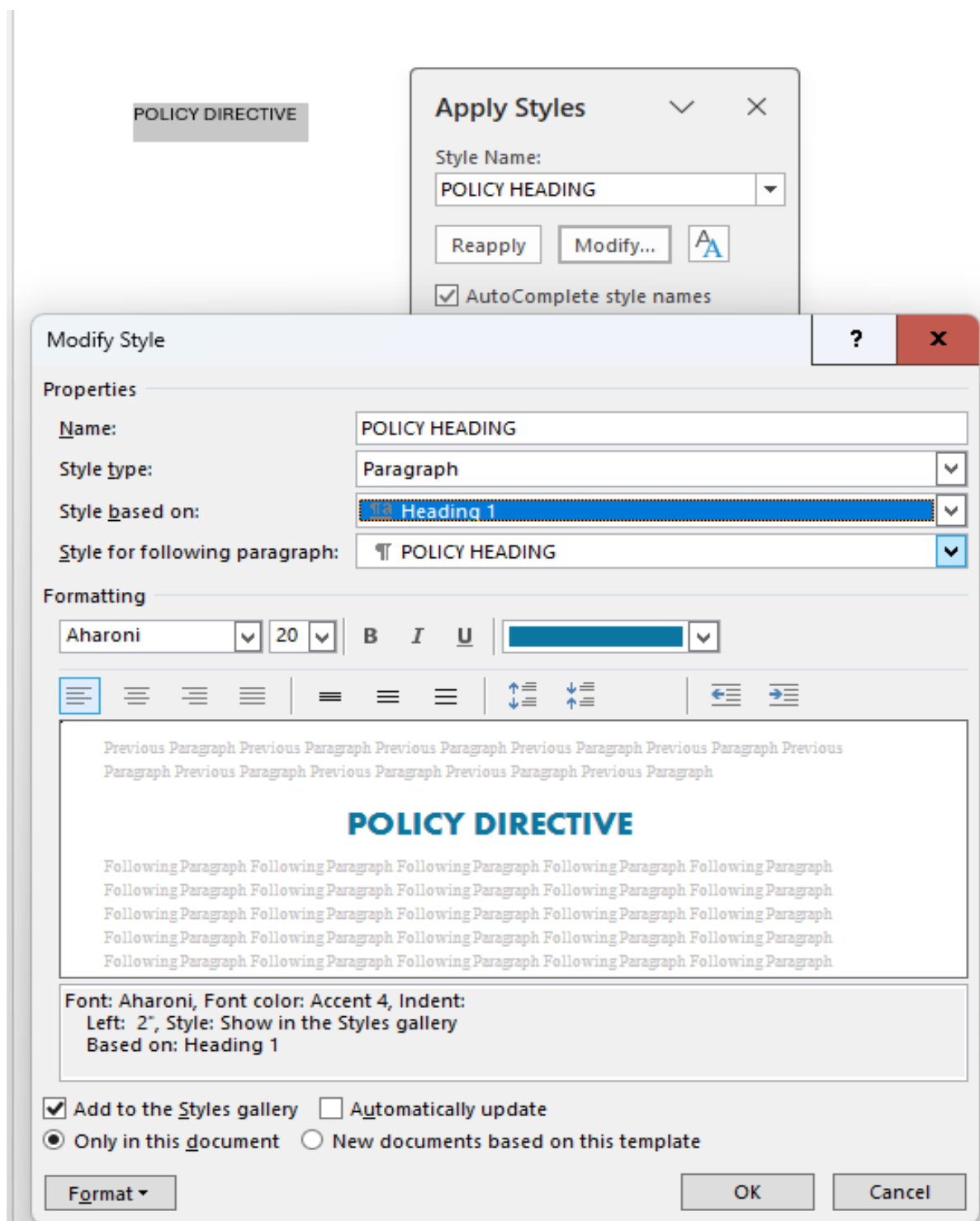
If you click on the drop-down menu under Styles, you will see preformatted styles that can automatically be used for headings, quotes, table of contents, and paragraphs. In addition, you can customize word styles and add style names.

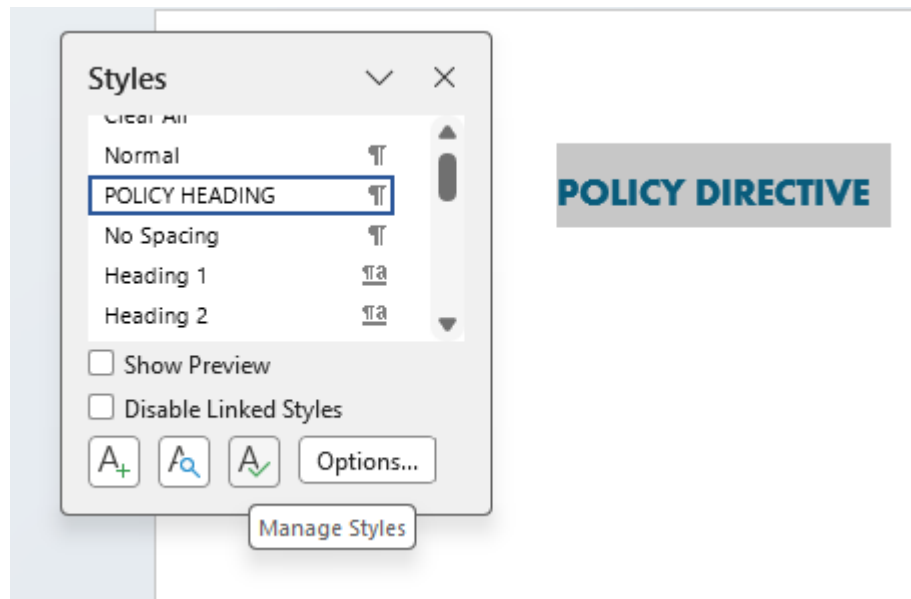
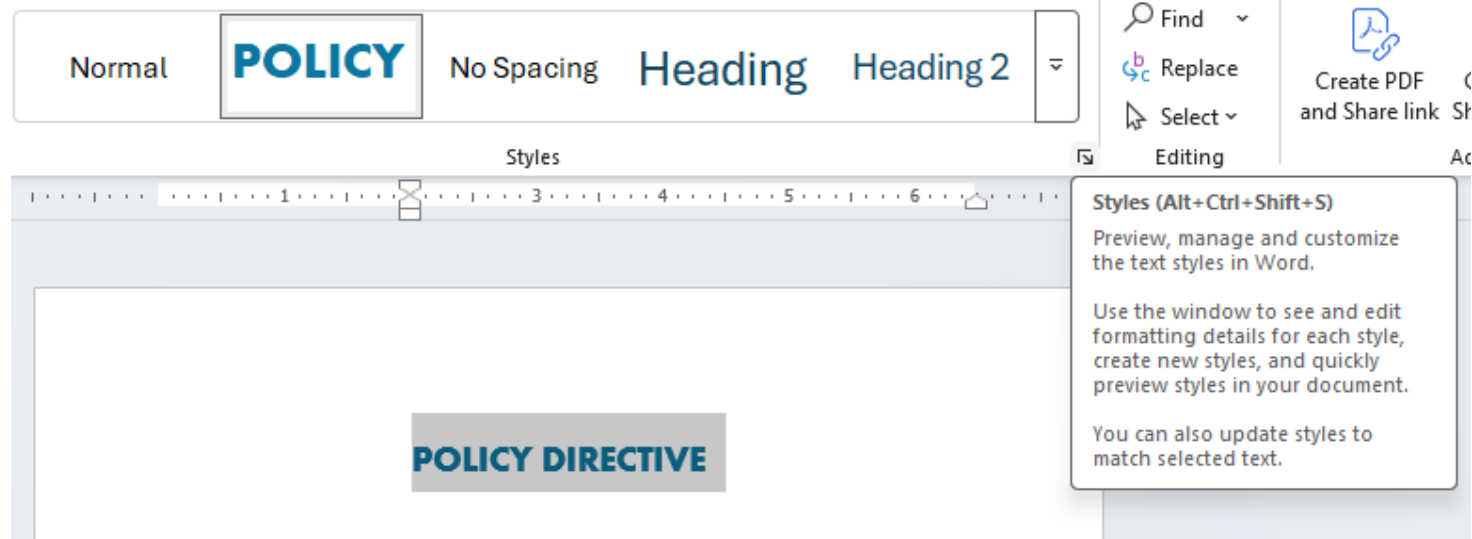
To apply a preformatted word style from the *Styles* library, highlight the text that you are going to format with the word style of your choice. In the example below the heading for 'Policy Directive' is highlighted. On the *Home* tab, go the *Styles* library, and click on *Apply Styles*. You will see options to name the word style, reapply, and apply word styles.

If you click on *Modify*, you can adjust basic formatting style adjustments, such as font family, font size, text alignment, text color, and spacing options.



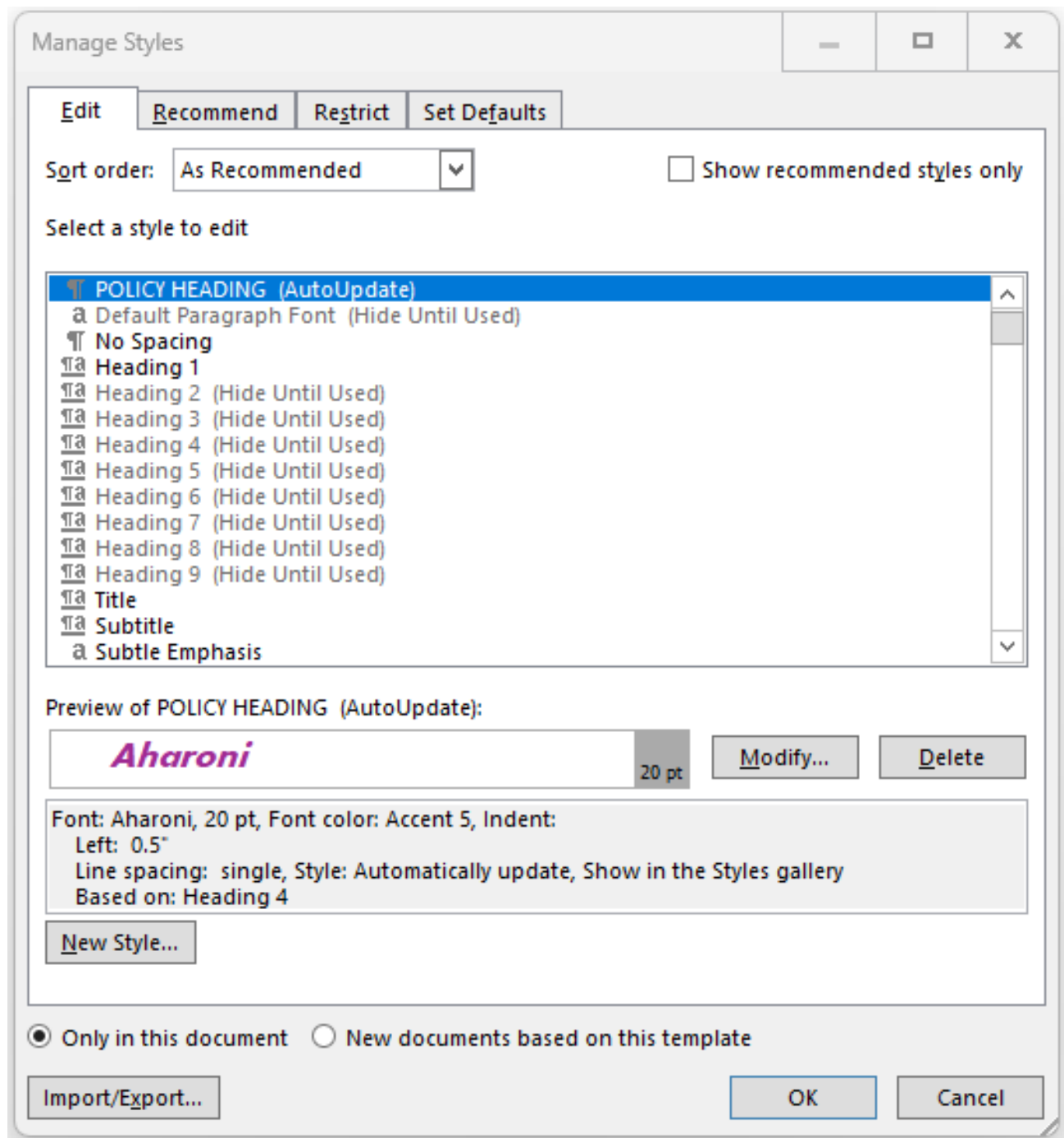
You can select *Add to Styles Gallery* if you would like to reuse the word style for other headings or paragraphs. See example below.





The word style for *Policy Heading* was applied for the heading 'Policy.' If you want to change certain features of a word style like font size, color, alignment, click on the drop-down arrow under the *Styles* panel under the *Home* tab, or press the shortcut keys, **Alt+Ctrl+Shift+S**, and select the icon to manage styles. See example shown on the left.

As shown under the *Manage Styles* formatting options, you will see editing options to customize the style, delete the style, and choose to automatically update the style if there are adjustments made to the formatting of the style on the document. To change the characteristics of the Word style, click on *Modify*.



Modifications were made to the added style *Policy Heading*. The font was changed to Aharoni Italic style, Heading 4 type style, and size 20 pt and purple color text applied. The option to *Automatically Update* was selected to update any formatting changes to any content with the word style *Policy Heading*. See example below.

Modify Style

Properties

Name: POLICY HEADING

Style type: Paragraph

Style based on: Heading 4

Style for following paragraph: POLICY HEADING

Formatting

Aharoni 20 B I U [Color Picker]

[List Icons] [Text Alignment Icons] [Bulleted List Icon] [Decrease Indent Icon] [Increase Indent Icon]

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

POLICY DIRECTIVE

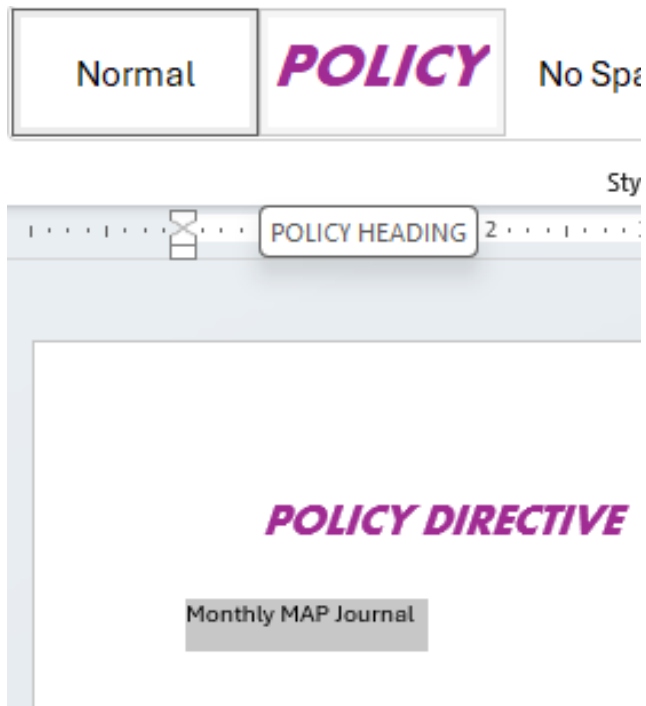
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Font: Aharoni, 20 pt, Font color: Accent 5, Indent:
 Left: 0.5"
 Line spacing: single, Style: Automatically update, Show in the Styles gallery
 Based on: Heading 4

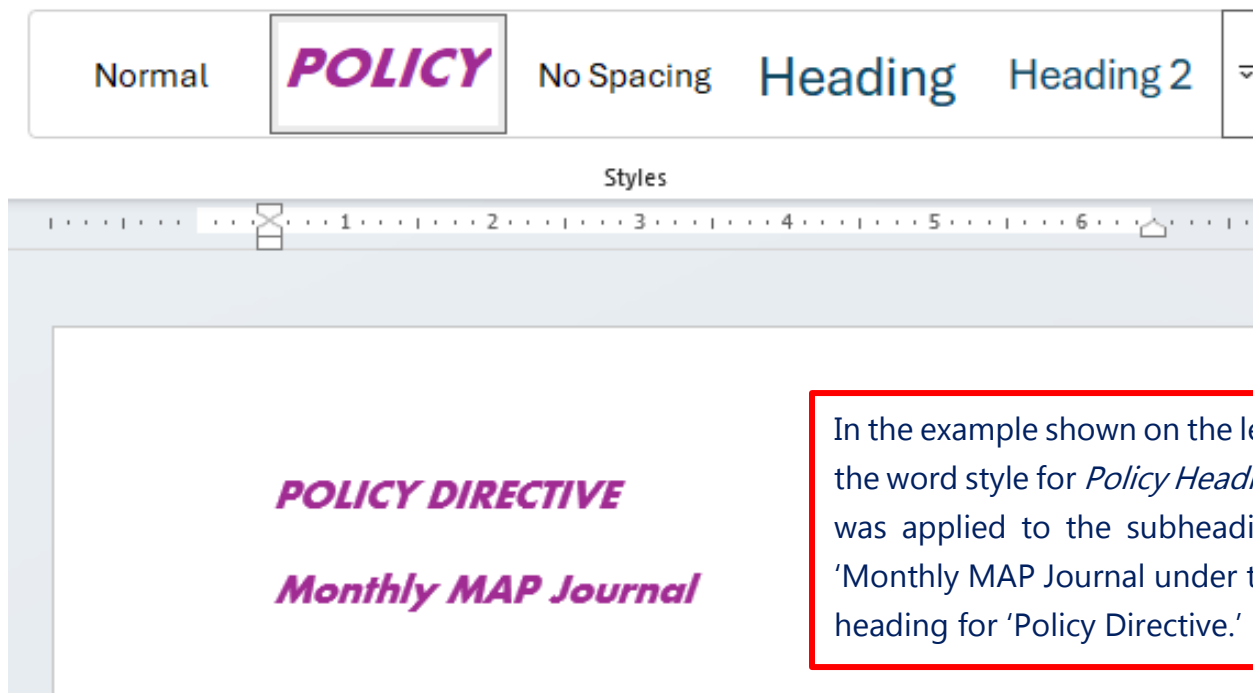
☒ Add to the Styles gallery ☒ Automatically update
☒ Only in this document ☐ New documents based on this template

Format OK Cancel

In the screenshot below, the subheading 'Monthly MAP Journal' is highlighted. The word style that was created for *Policy Heading* was added to the *Styles* gallery and will be applied to the subheading. See example below.



The word style for *Policy Heading* was added to the *Styles* gallery. If you want to make other headings on your document, just highlight the text and select any word style listed in the *Styles* gallery or create a new style by clicking on the *Styles* drop-down menu, or pressing the shortcut keys, **Alt+Ctrl+Shift+S**.

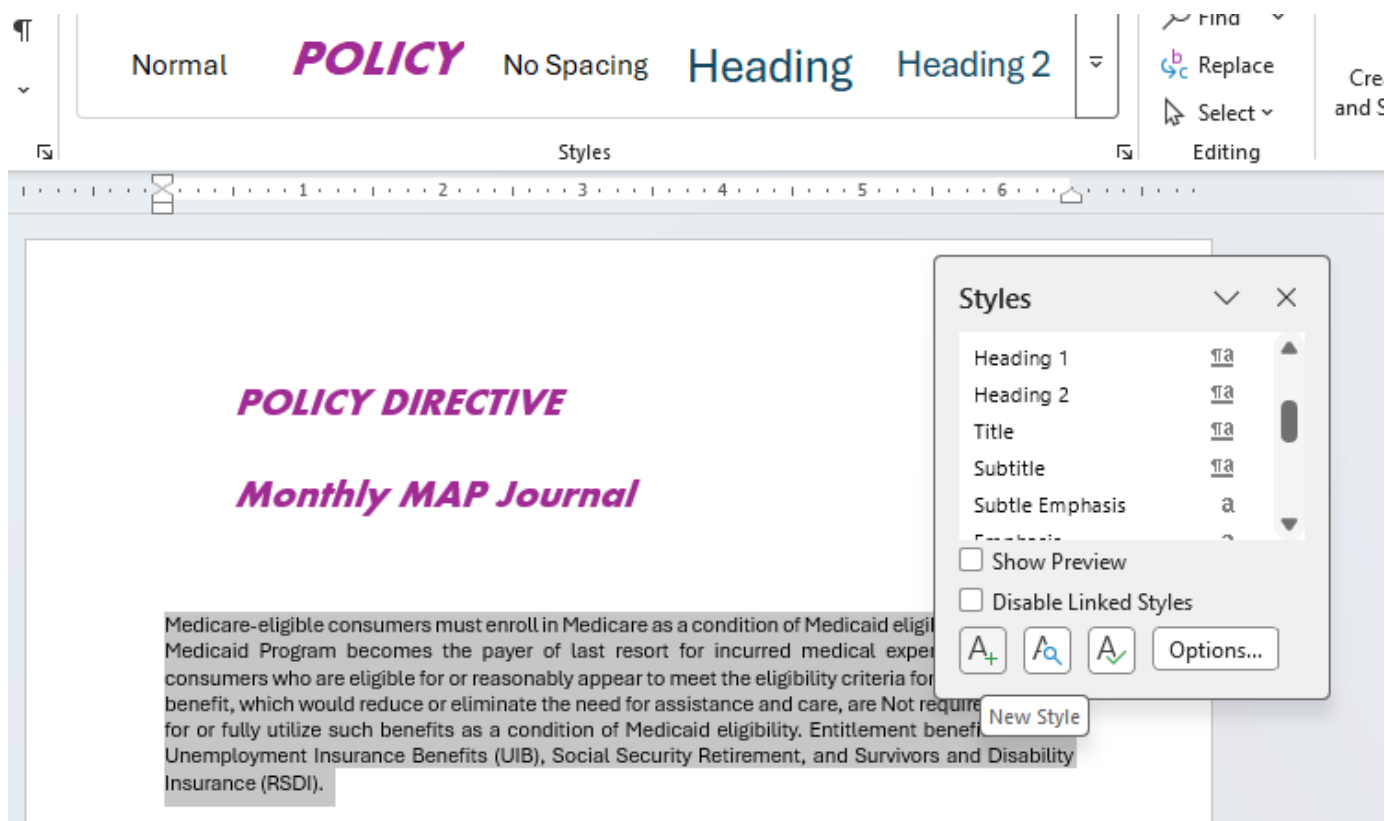


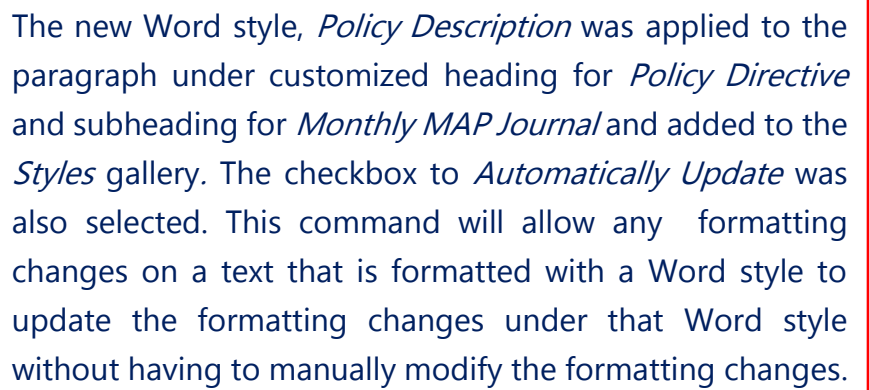
In the example shown on the left, the word style for *Policy Heading* was applied to the subheading 'Monthly MAP Journal' under the heading for 'Policy Directive.'

Not only can you customize existing or preformatted Word styles in the *Styles* gallery, but you can also create new Word styles for headings, subheadings, paragraphs, quotes, a list of items, and [table of contents](#). To create a new style for paragraph, select the paragraph. Click on the *Styles* gallery drop-down menu located under the *Home* tab or press **Alt+Ctrl+Shift+S** and select *New Style*.

In the example shown above, the paragraph under Monthly MAP Journal was highlighted **before** selecting the option for New Style under the *Styles* drop-down menu. Then you will see style and formatting options under *Create New style from Formatting*. This is the same step to create new styles for headings and subheadings. In this section, you can create a title or category for the Word style you are going to create, select the type of style, font type, font size, font color, alignment, and paragraph spacing, and paragraph indent.

As with existing or preformatted Word styles, the new Word style(s) you create is automatically added to the *Styles* gallery. If you want to apply any Word style from the *Styles* gallery, you must **first** select or highlight the text, and select the Word style you want to apply, or **first** highlight or select the text that is formatted with the Word style of your choice, and then click on the format painter located in the *Clipboard* section under the *Home* tab to apply the same format to the heading or paragraph on your document.



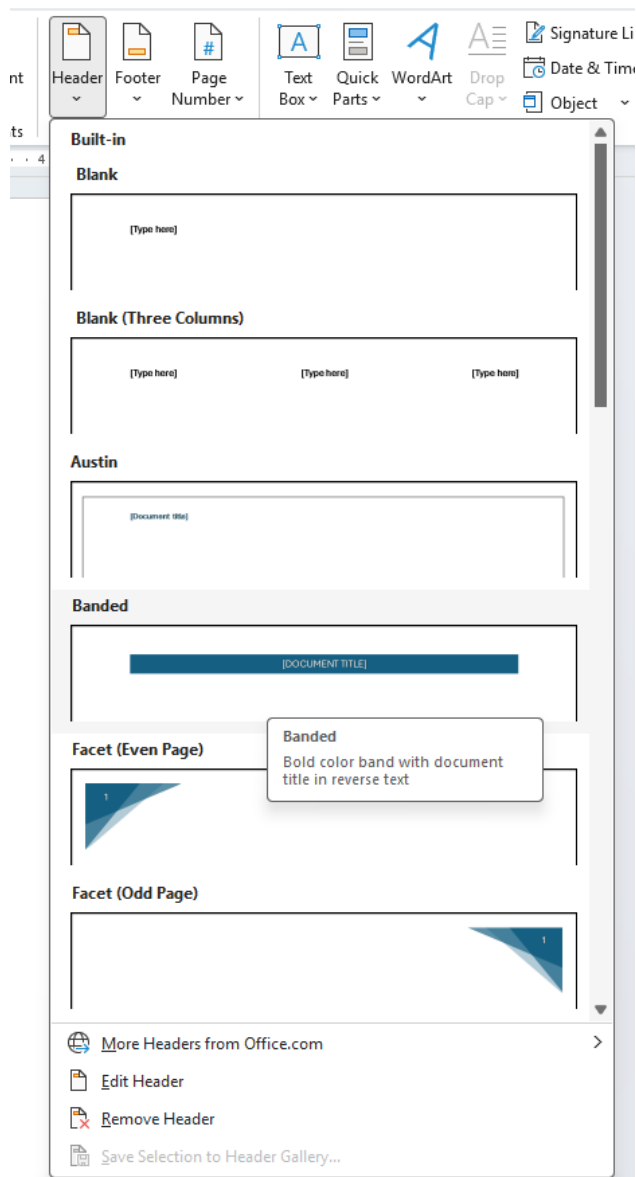
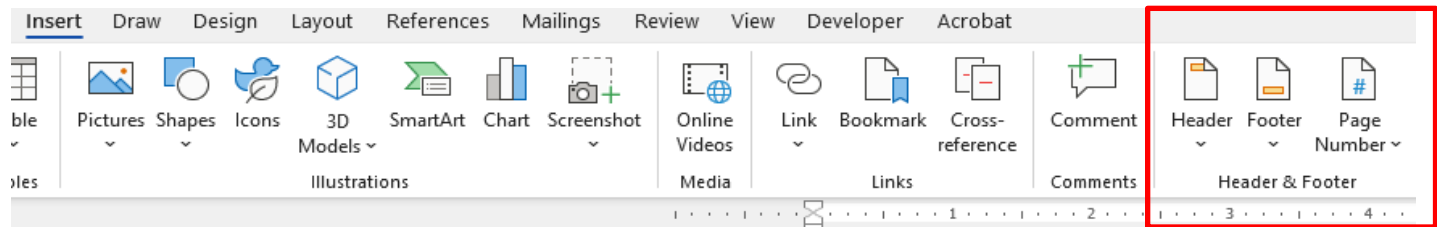


In addition, you can choose to *Modify* the existing Word style from the *Styles* gallery by clicking on the *Styles* drop-down menu or pressing the *Style* options shortcut keys **Alt+Ctrl+Shift+S** to modify the formatting options of the Word style.

Medicare-eligible consumers must enroll in Medicare as a condition of Medicaid eligibility so that the Medicaid Program becomes the payer of last resort for incurred medical expenses. Medicaid consumers who are eligible for or reasonably appear to meet the eligibility criteria for an entitlement benefit, which would reduce or eliminate the need for assistance and care, are Not required to apply for or fully utilize such benefits as a condition of Medicaid eligibility. Entitlement benefits include Unemployment Insurance Benefits (UIB), Social Security Retirement, and Survivors and Disability Insurance (RSDI).

Formatting Headers and Footers

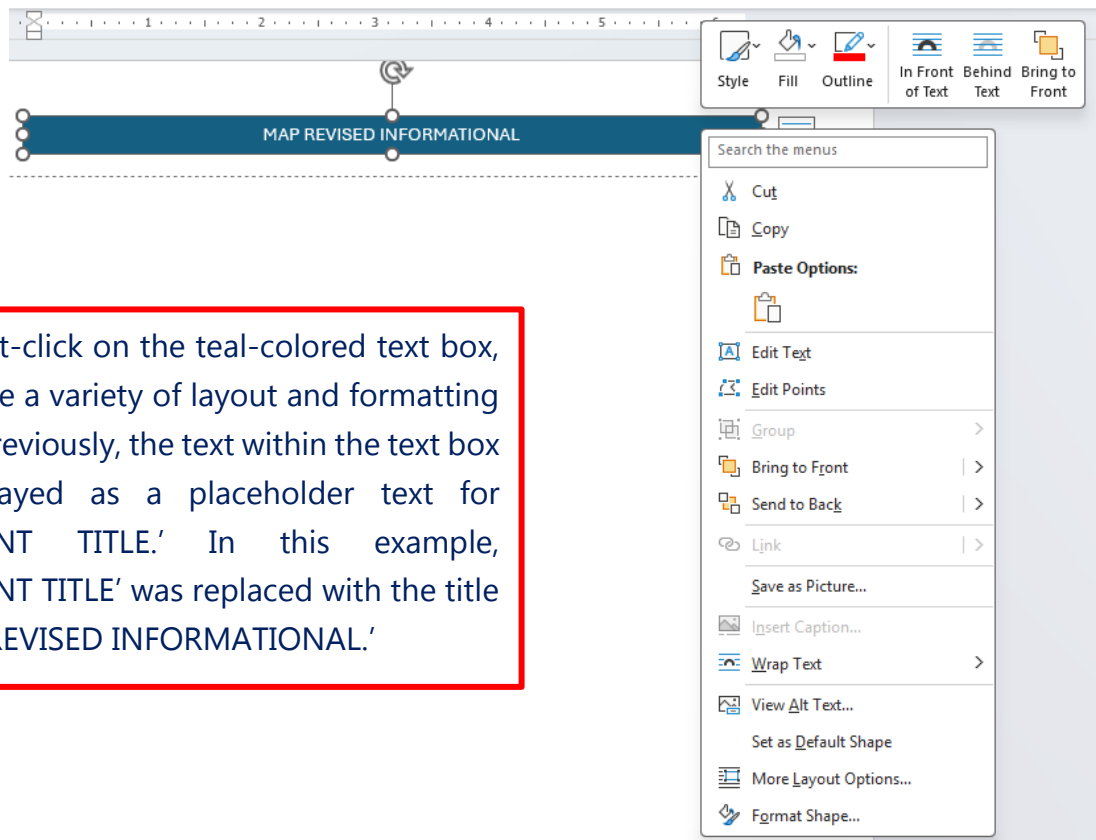
The *Header & Footer* section under the *Insert* tab features new automatic styles that include preformatted fonts, font sizes, color schemes, and alignment. You can choose the style that goes best with your document. Let's dive into the *Header* gallery. If you click on the *Header* drop-down menu under *Header & Footer*, you will see a list of Header styles. See examples below.



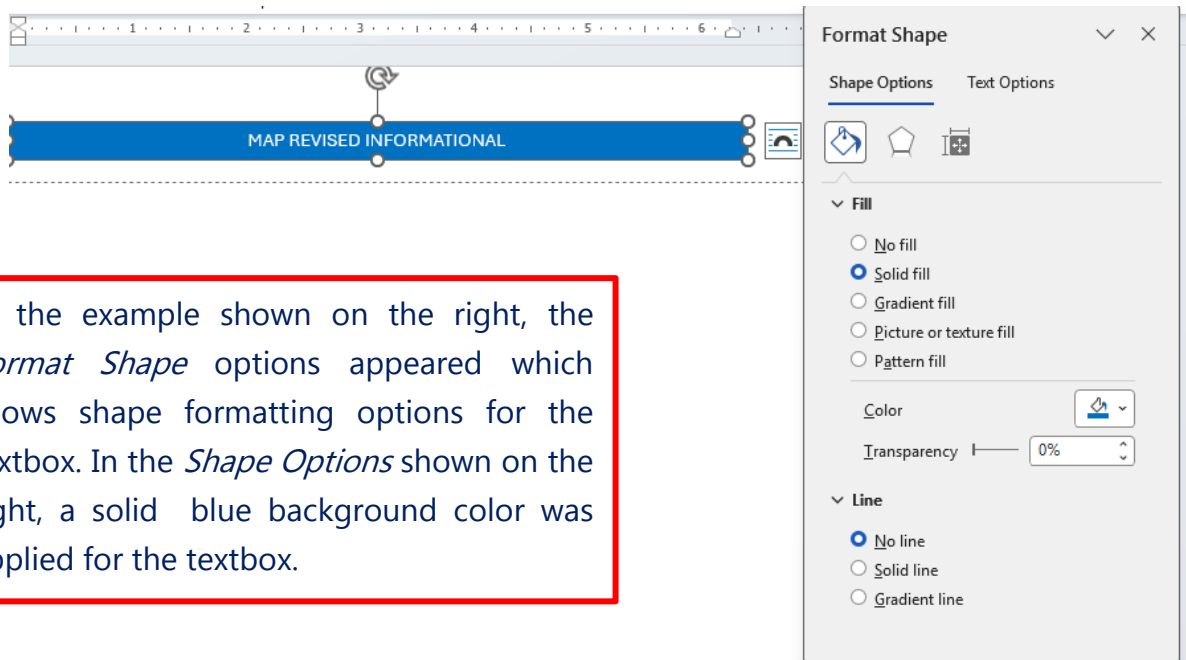
In the screenshot shown on the left, the *Banded* header style was selected under the *Header* drop-down menu. After selecting the preformatted header style, you will have options to adjust the formatting of that style, such as font, font color, alignment, font size, shape color, and shape size.

Any header style you choose will allow you to customize any formatting options, such as font type, font size, font style, font color, shape color, shape style, shape size, and alignment. See example below.

If you right-click on the teal-colored text box, you will see a variety of layout and formatting options. Previously, the text within the text box was displayed as a placeholder text for 'DOCUMENT TITLE.' In this example, 'DOCUMENT TITLE' was replaced with the title for 'MAP REVISED INFORMATIONAL.'

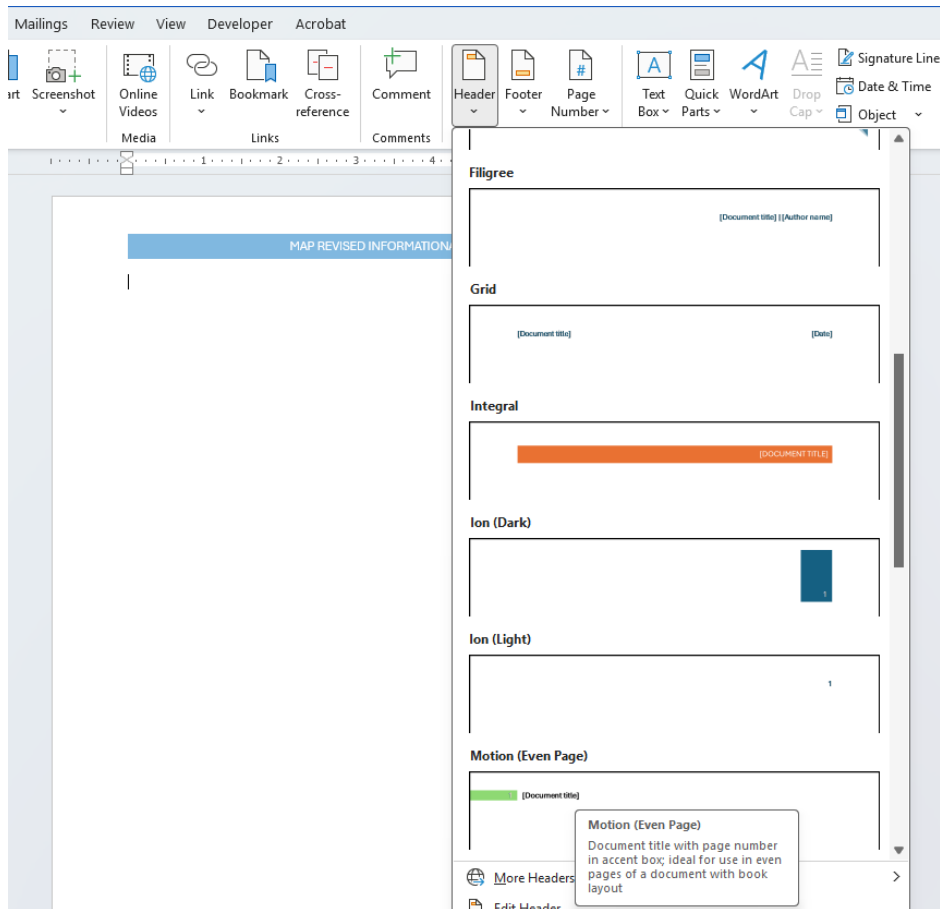


In the example shown on the right, the *Format Shape* options appeared which shows shape formatting options for the textbox. In the *Shape Options* shown on the right, a solid blue background color was applied for the textbox.



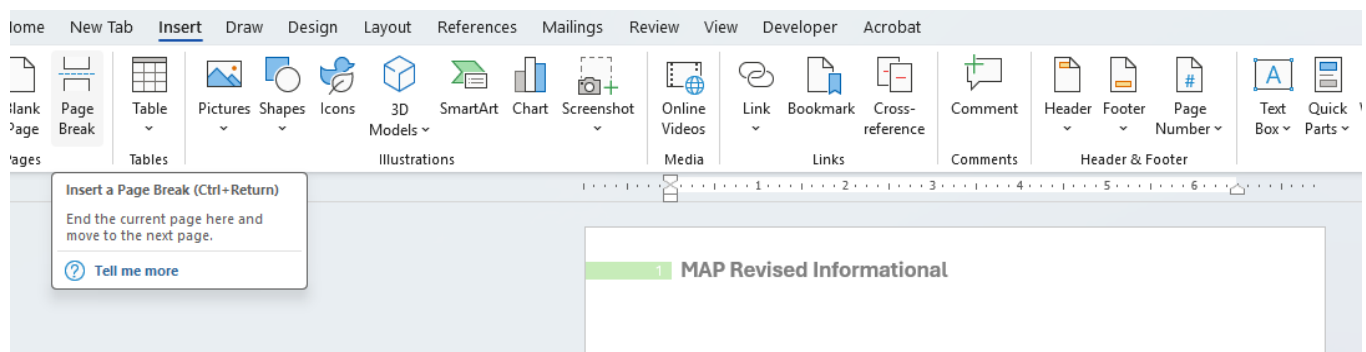
If you would like to change the header style, you must **first** click inside the header section of your document. Then go back to the *Header* drop-down menu and select another style of your choice. In the example below, the 'Motion' header style was selected.

The header will automatically be visible on each page of your document. Under the *Insert* tab, the *Page Break* option is located in the *Pages* section. If you choose this option, you can insert as many pages you feel you may need for your document. The customized header will automatically repeat on every page. See example below.

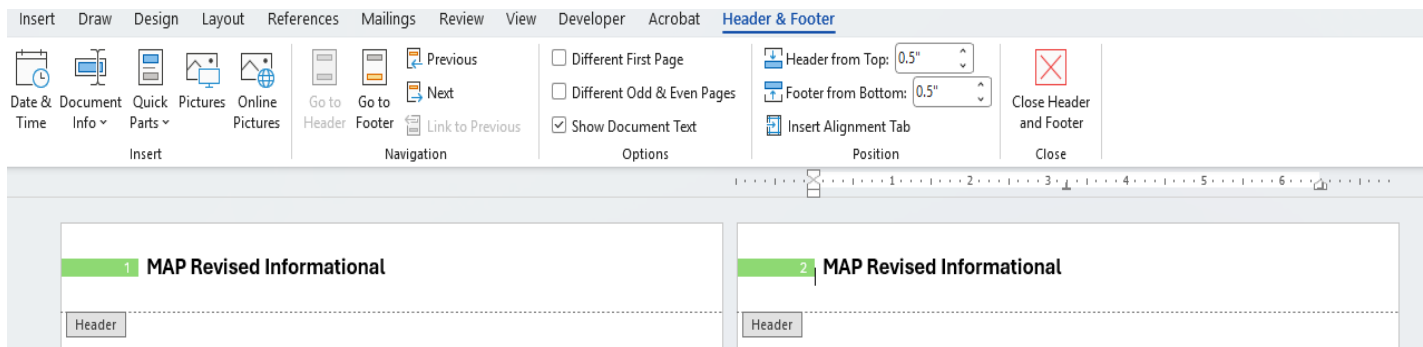


The *Header* drop-down menu shown on the left displays the *Header* style gallery where you have options to choose and change any header style.

In the next example below, the new header style 'Motion' was applied and automatically visible on the header of every page inserted into the document. See example below.

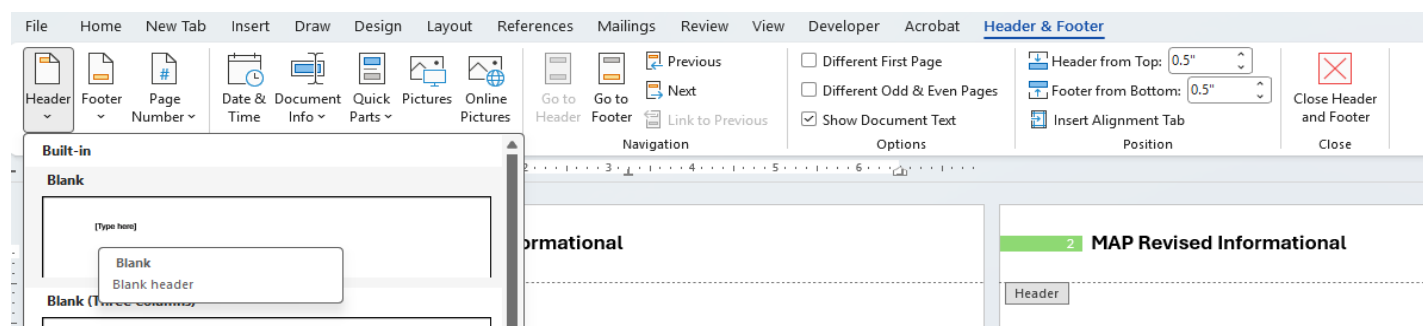


You can also change the header style even as many pages are created in your document. **Always make sure you first click inside the header** on any page of your document to select another heading style or make header formatting changes. There is more information about customizing and formatting headers in the next section.

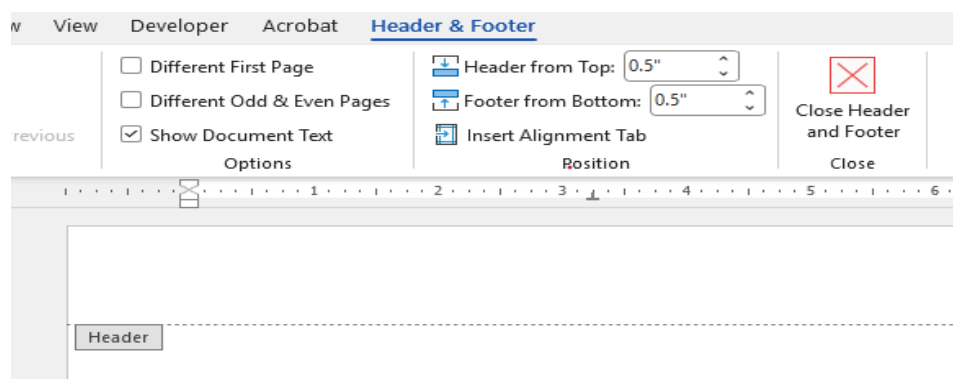


Customizing Headers and Other Formatting Options

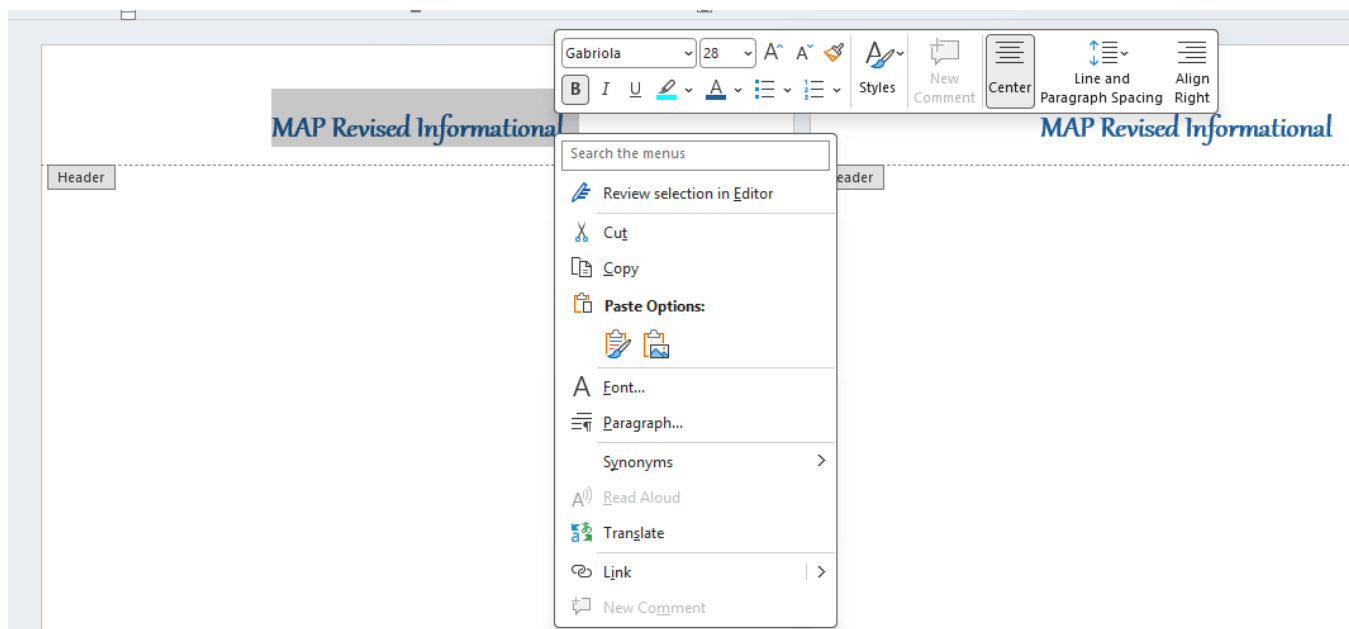
When adding headers, you can customize your own header style using basic and advanced formatting options. You can do this on any page of your document by first clicking the top of your document or you can select the *Blank* header style under the *Header* styles gallery to customize your own header. See examples below.



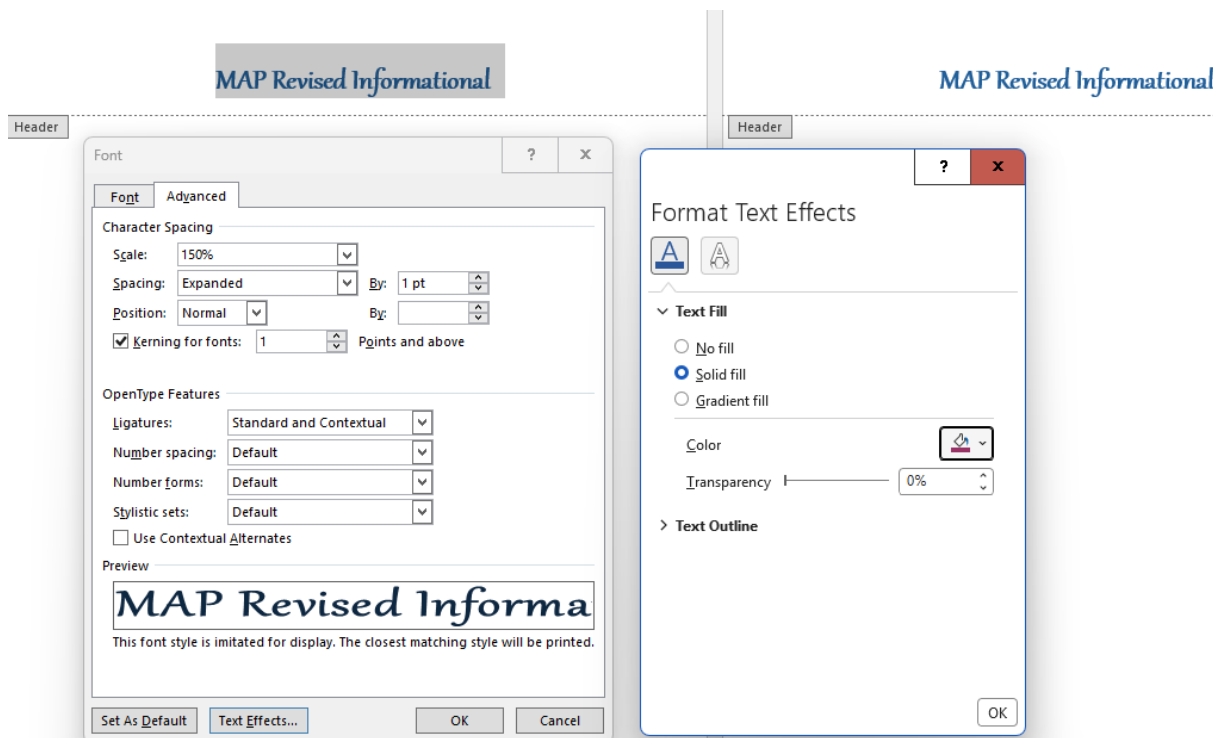
The screenshot above is an example of blank header style selected under the *Header Styles* gallery. Below is the result of the blank header style applied to the header of the page.

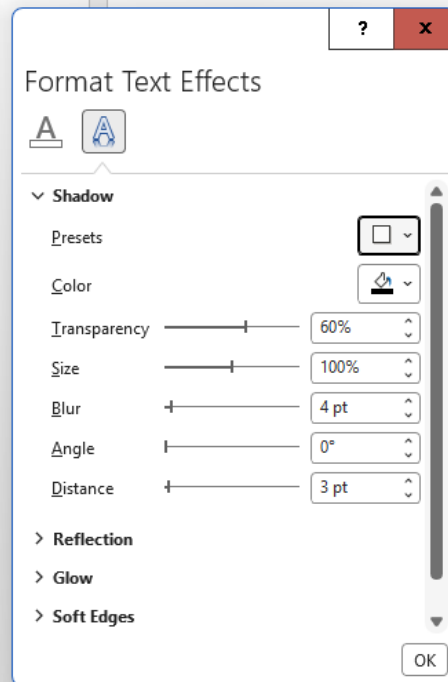
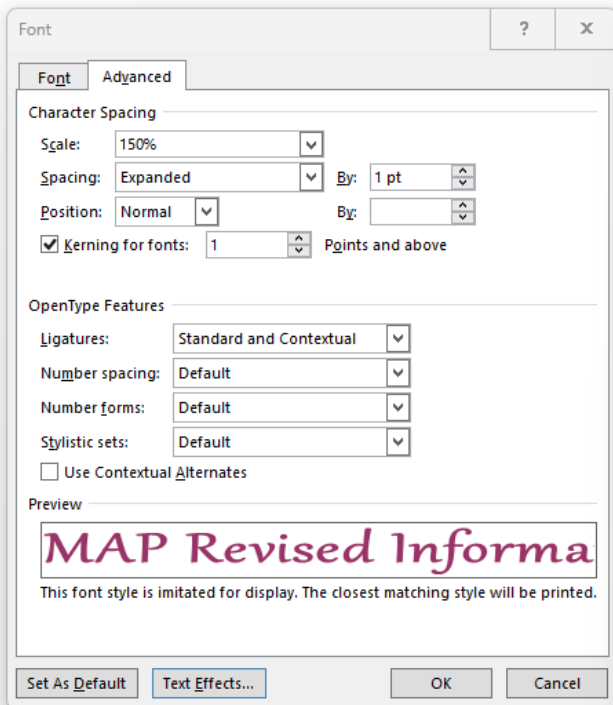


The customized header will automatically repeat on every page as it happens with the automatic header styles in the *Header* styles gallery. In addition, you will have access to basic formatting features for the customized header as in automatic header styles. That includes font type, font style, font color, shape color, shape style, and alignment. See example below.

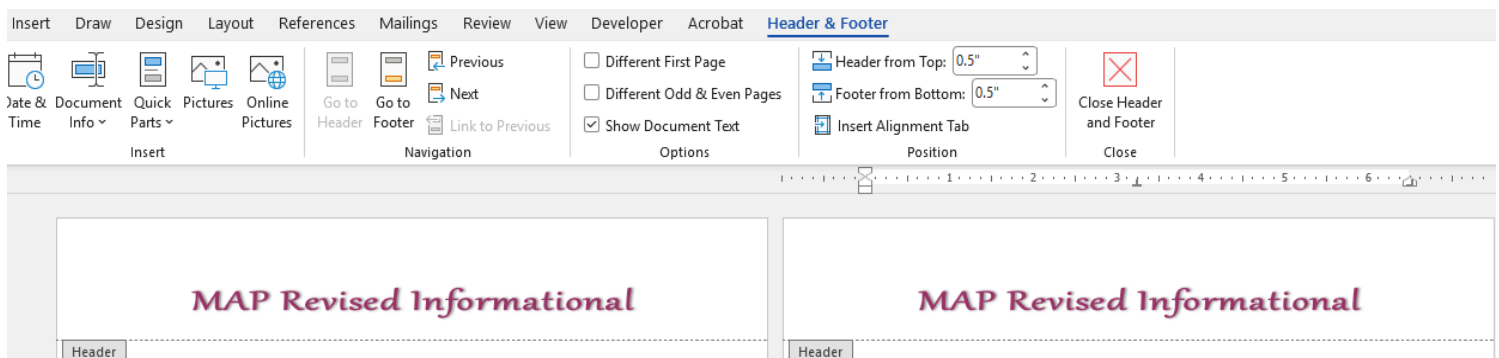


You can also add text and/or shape effects to your header, whether it's a customized header or an automatic header style from the *Header* styles gallery. In the example below, there are options for *Advanced* formatting, which includes character spacing and kerning, or spacing between the characters of a selected word or phrase. See example below.





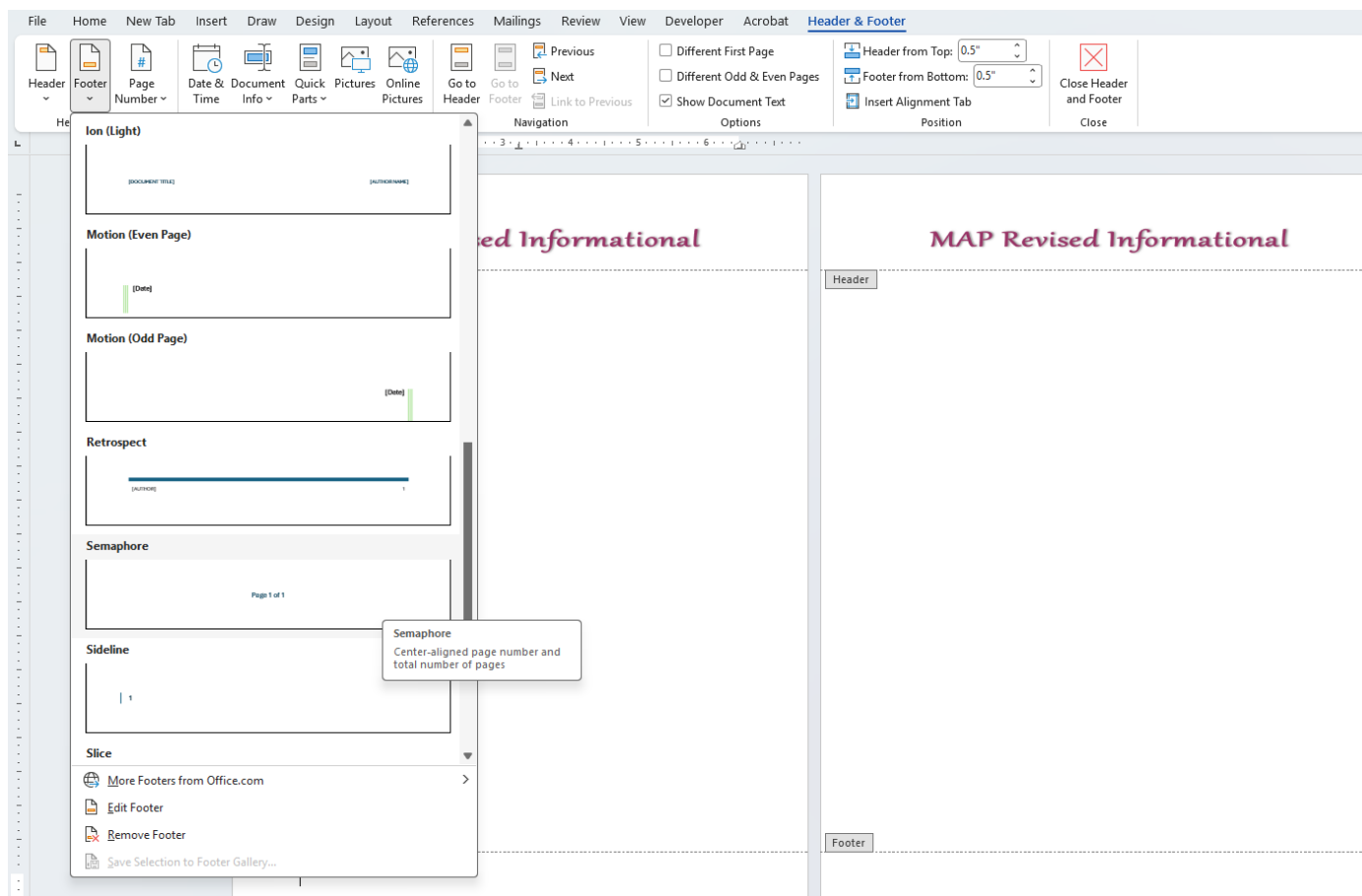
In the next example, the spacing between the words and kerning or spacing between the characters was applied to the heading shown below for 'MAP Revised Informational.' The *Format Text Effects* formatting options is displayed, which will give you options to apply text effects.



In this example, text effects were applied, such as a shadow text effect and transparency. Kerning, or spacing between the characters, and spacing between the words was also applied.

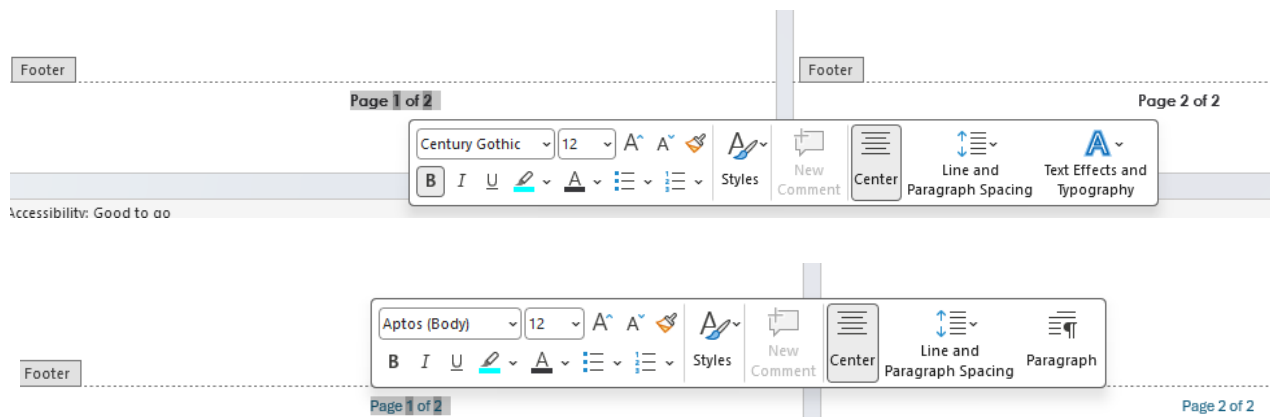
Steps to insert and format header from the *Header* style gallery and to customize and format your header from the *Header and Footer* formatting menu, are the same steps to insert and format automatic footer styles or customize your own footer from the *Footer* style gallery. In the next section, you will learn similar steps to insert and format footers in Microsoft Word.

As with the *Header* style gallery under *Headers and Footers*, the *Footer* style gallery has a variety of footer styles with fonts, font size, font color, text effects, shape, shape styles, shape color, and alignment. In addition, the blank footer style allows you to customize your own footer style as with the header styles. In the example below, the *Semaphore* is preformatted with center-aligned page numbers.

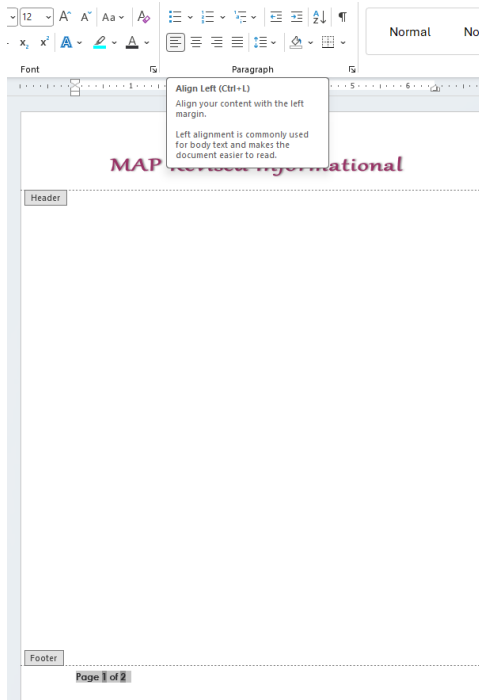


If you right-click on the footer, you will have formatting options to customize the footer, such as font, font size, font color, text effects, shape, shape color, shape styles, and alignment.

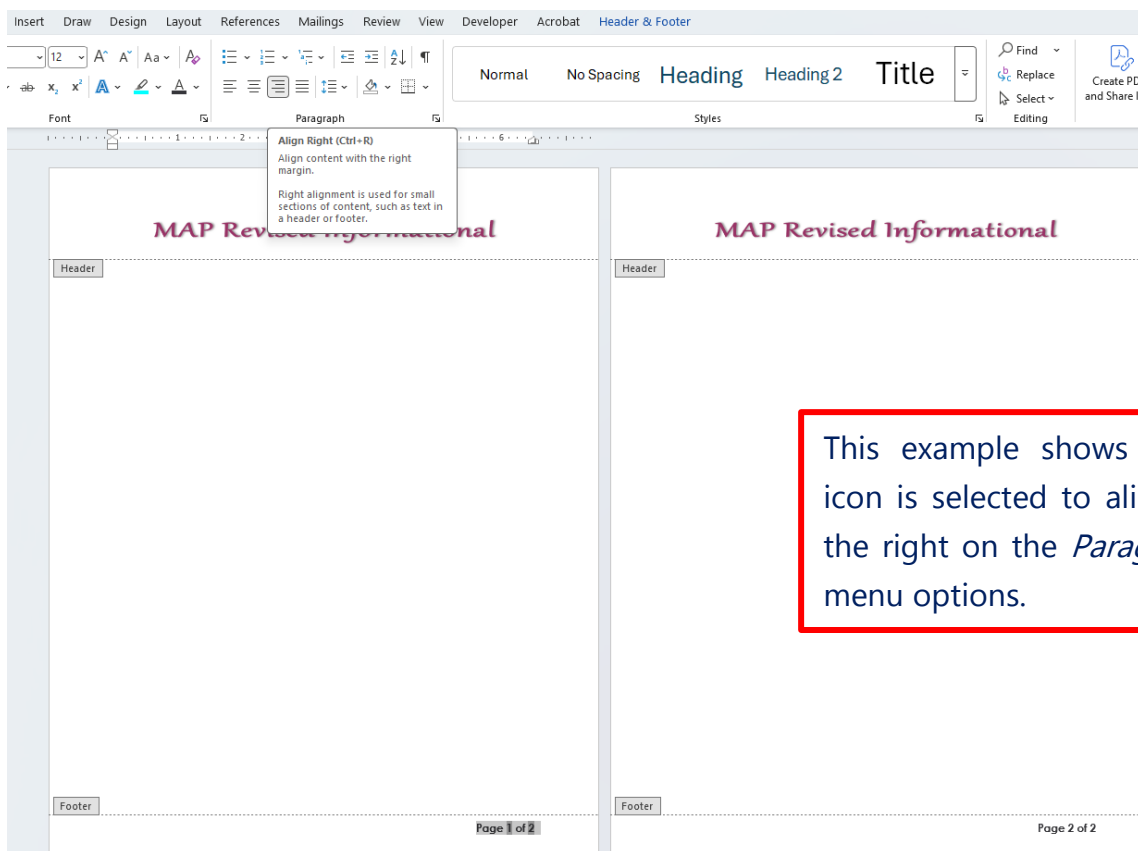
The font was changed to *Aptos* body style, with a blue font color, and page number centered on the page. As with the header, the footer automatically appears on every page. Any formatting that's adjusted automatically appears on every page as well. See examples below.



Another way to format or modify the formatting of the footer is by using the *Paragraph* formatting options located under the *Home* tab. If you see the examples below, the page number alignment was changed from left to right using the *Paragraph* alignment tools.

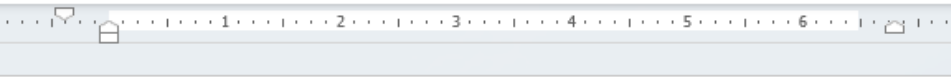


In this example, the *Align-Left* icon is selected to align the footer to the left on the *Paragraph* formatting menu options.



This example shows the *Align-Right* icon is selected to align the footer to the right on the *Paragraph* formatting menu options.

Titles can also be added to footers from any footer style you choose. It can be an automatic footer style or it can be a customizable footer style as described with the header style, and will automatically appear on every page of the document.



MAP Revised Informational

Header

In this example, the document title, 'MAP Revised Information', was added and aligned to the left of the footer. This format can be used on any footer style, whether it's an automatic style or a blank footer style from the *Footer* gallery under the *Insert* tab.

Footer

MAP Revised Informational

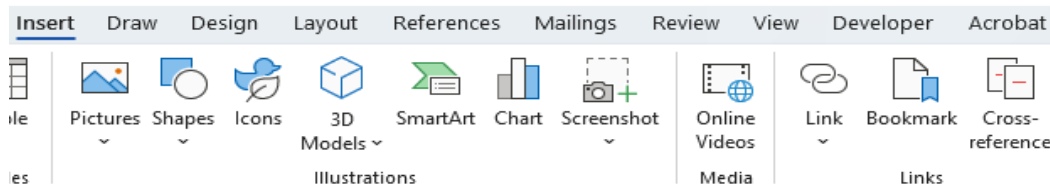
Page 1 of 2

Bookmarks and Hyperlinks

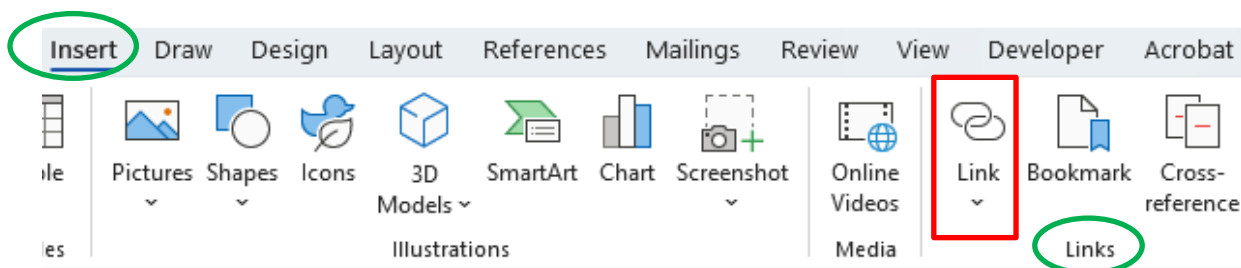
Inserting bookmarks and hyperlinks on your document can help you or the reader primarily find references to written information or a word that links to relevant, or additional information. This can include sources, websites, and descriptions. This is a useful method to apply when creating manuals, reports, brochures, guides, newsletters, and electronic files or documents. It is especially helpful when you e-mail or share the document with people you work with and feel they can learn something from your content.

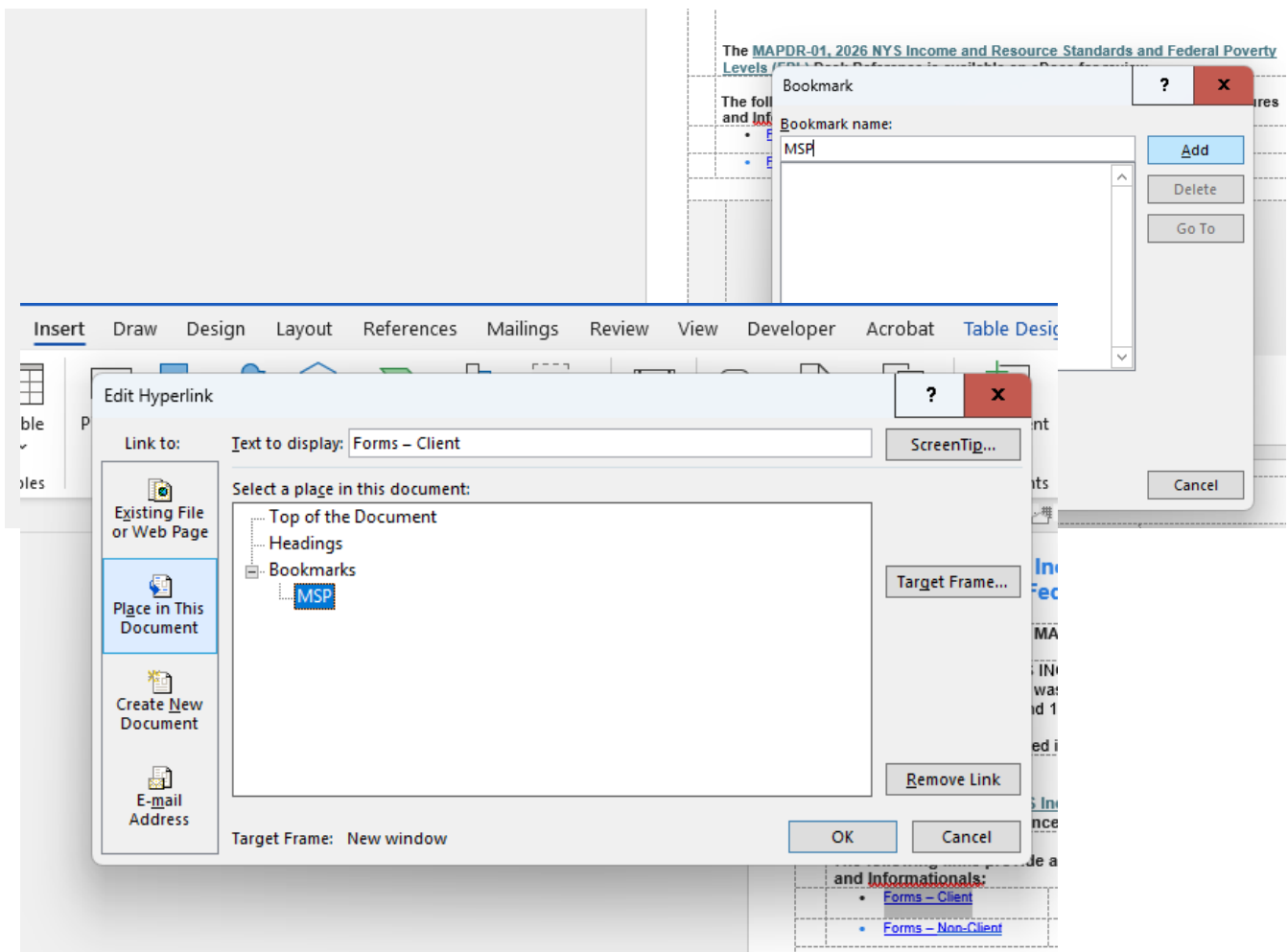
How to Create Bookmarks and Hyperlinks in Microsoft Word

1. With the cursor, select the heading, sentence, or paragraph where you want to add a bookmark.
2. Type in a short word or phrase that you feel helps to define the reference to the content on your document. Then on select 'Add' button located on the right-hand side of the *Bookmark* pop-up box. If the 'Add' button fades away, you may need to type a shorter name for your bookmark.

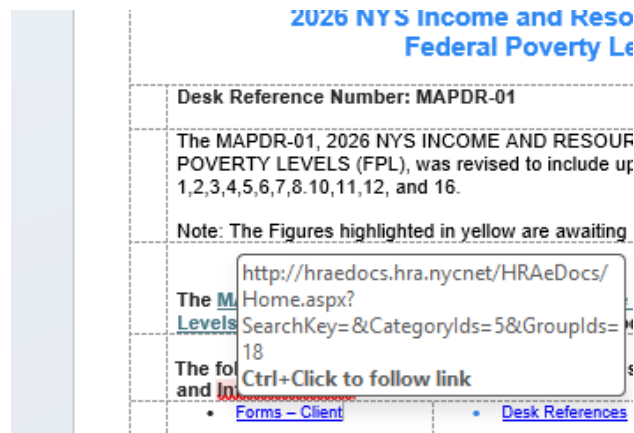


3. On your document, select the title, subtitle, paragraph, sentence, image, or word where you will create a link to the bookmark you created. Go back to the *Insert* tab and select *Link* drop-down menu located on the *Links* panel.

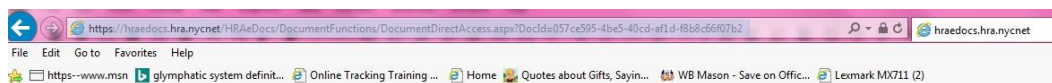




4. As shown in the example above, you should see an 'Insert Hyperlink' pop-up box. Select the option for 'Place in This Document' located under the 'Link to' menu. Then select the bookmark name where you want your information to link to. Then select 'Ok'. To see if your bookmark has been enabled, place your cursor over the content where you created the link to the bookmark. You should see a small pop-up message that displays the name of the bookmark you created and a message that tells you to click on 'CTRL' key plus click the link again to be directed to the bookmark it's linked to. See example below.



5. If you want to link part of your content to a website on the internet or intranet, first select and copy the website. See example below.

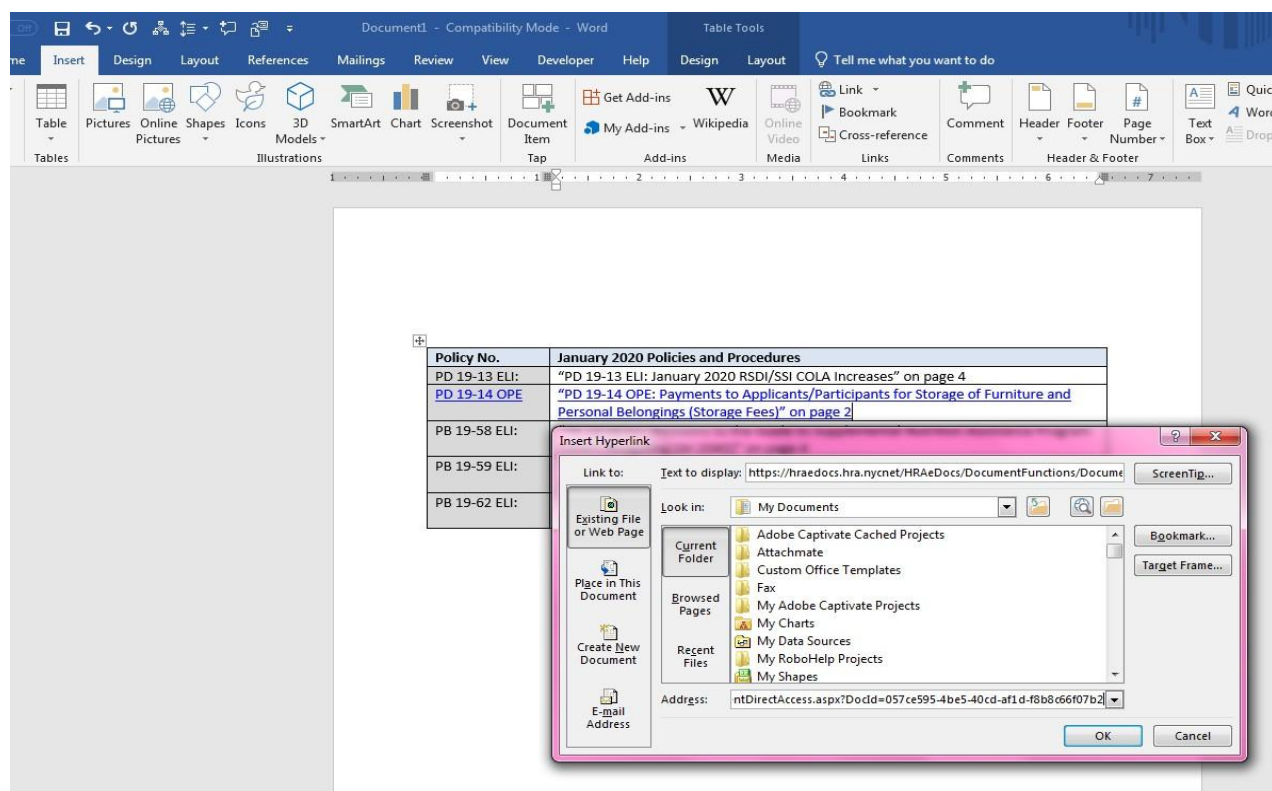


OFFICE OF POLICY, PROCEDURES, AND TRAINING
James K. Whelan, Executive Deputy Commissioner

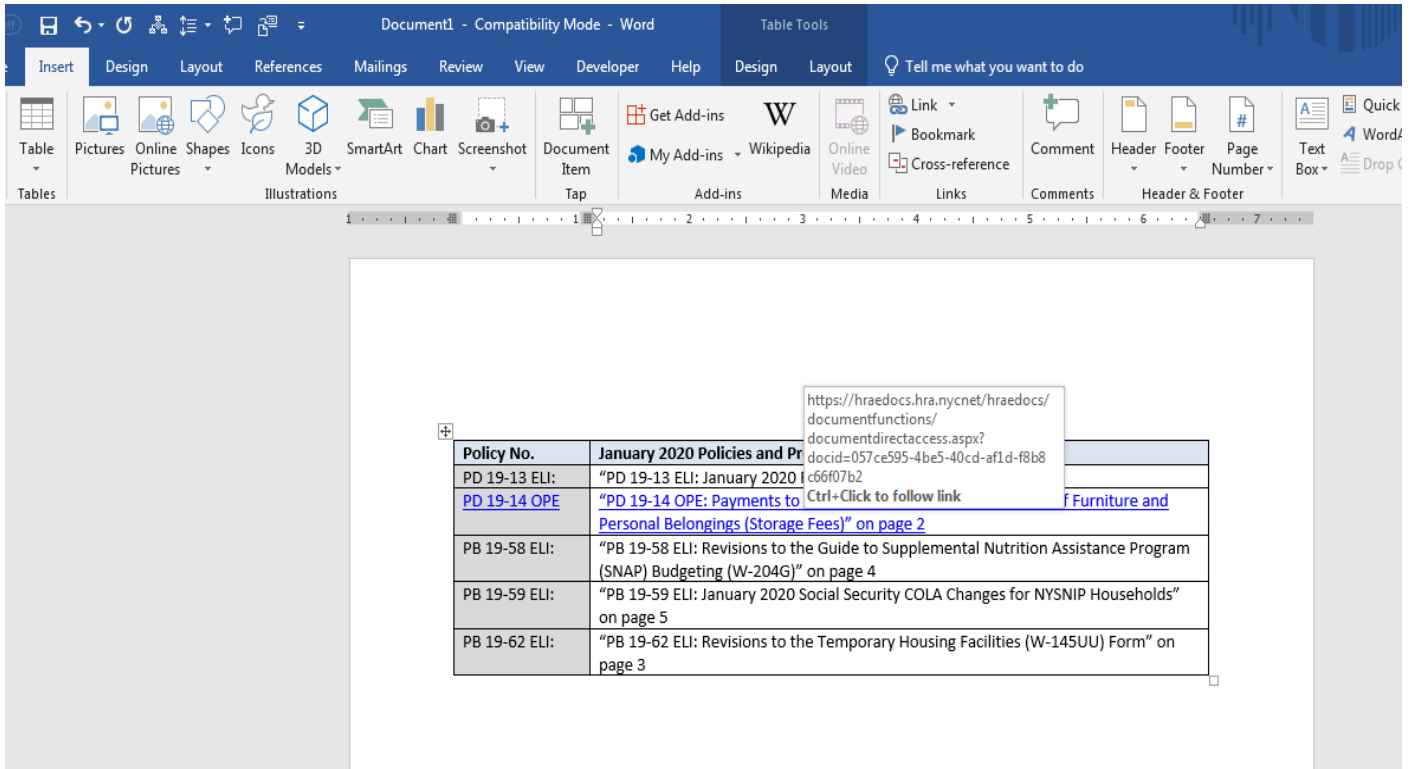
Adam Waitzman, Assistant Deputy Commissioner
Office of Procedures

POLICY DIRECTIVE #19-14-OPE
(This Policy Directive Replaces PD #18-08-OPE)

6. Next, select the content on your document. Click on the *Insert* tab.
7. Then click on the drop-down menu for *Link* and go to *Insert Link*.
8. Under the 'Link to' menu, select *Existing File or Web Page*.
9. Then paste the address you copied from the website into the entry space for *Address*. Click OK. See example below.



10. To see if your hyperlink to the website has been enabled, place your cursor over the content where you created the link to the website. You should see a pop-up box that shows you the web address it is linked to. It will also tell you to press the **CTRL** key and at the **same time** click on the hyperlink to be directed to the website. See example below.



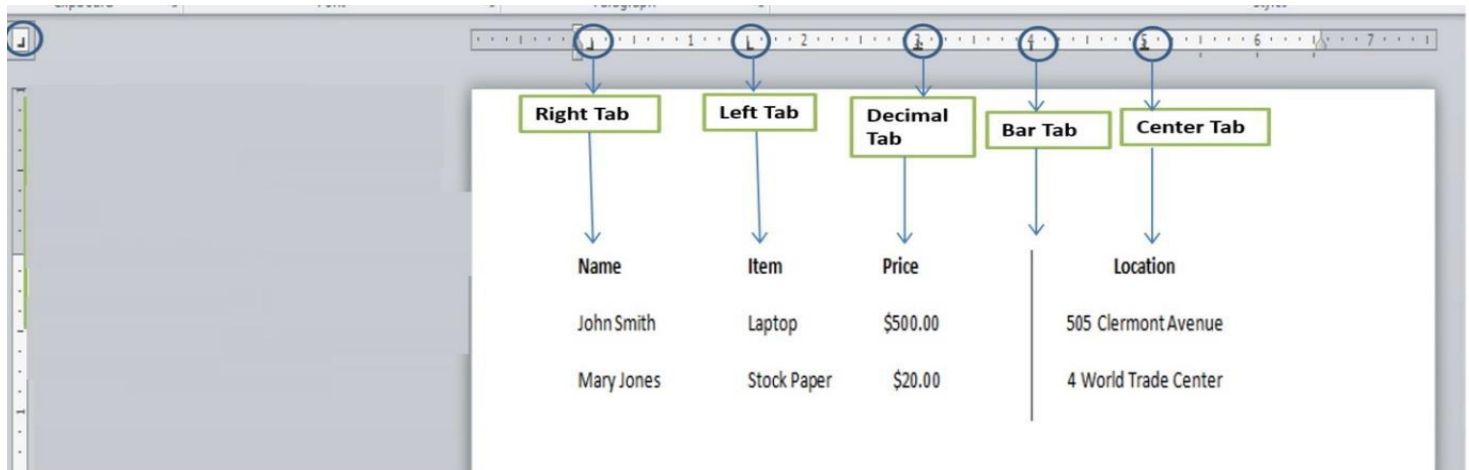
Note: If you save your report or document as a pdf, the links will be enabled on the pdf version as well.

Tab Settings

Setting tabs helps to align content on your document. This works especially with organizing a list of items such as names, places, prices, etc. This can be useful without inserting tables if you are not going to include much data.

How to Set Tabs

1. First, make sure your ruler is displayed. If not, click on the View tab and check off Ruler.
2. Click on the small box located on top of the ruler you use to adjust the top and bottom margins of your document. This is where you set the Tab position of your text or data.
3. Then you click on a margin on the ruler where you adjust the left and right margins.
4. Click on an empty space on your document to type the information. This tool is helpful in aligning data on reports and forms.



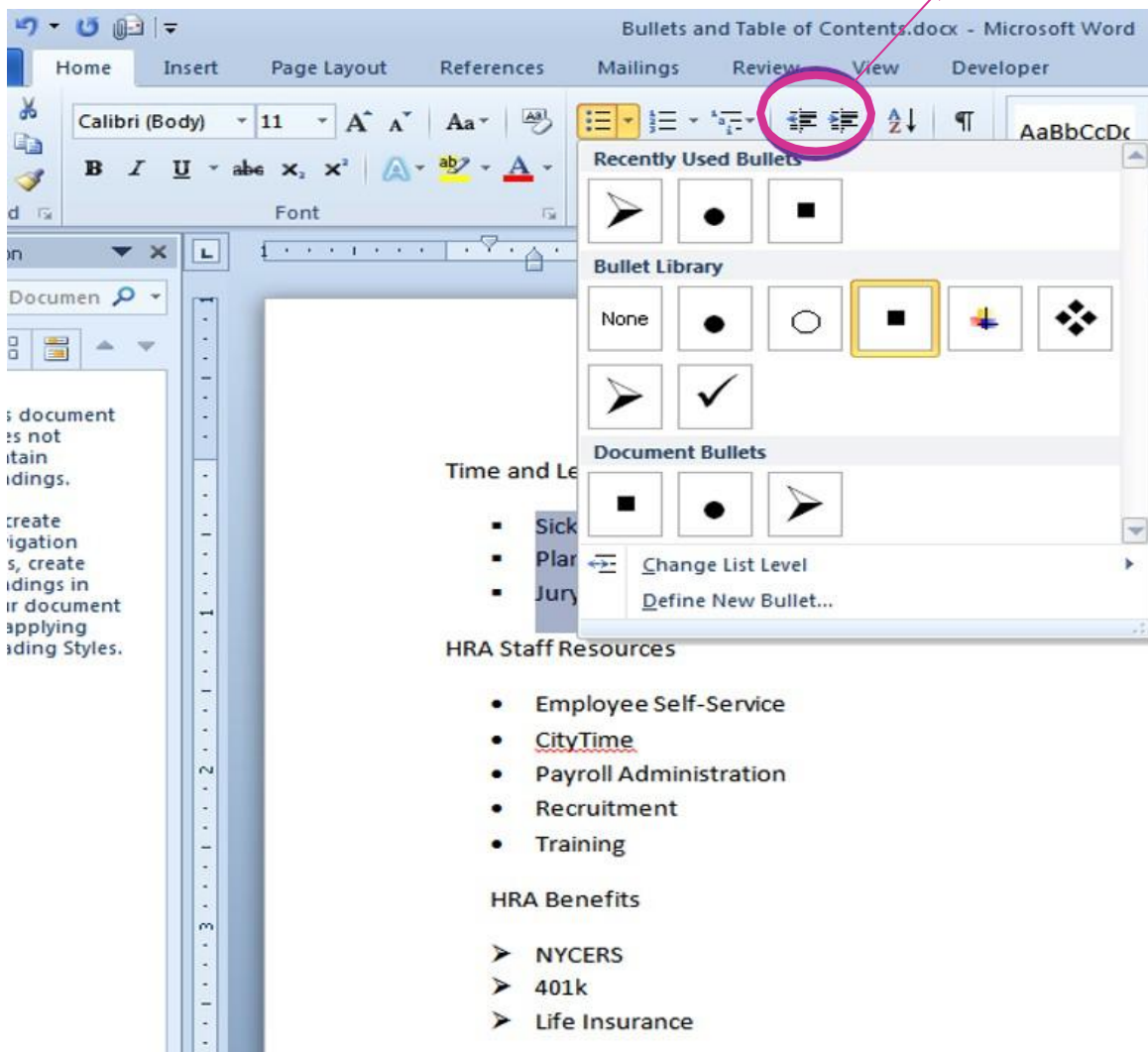
Bullets and Numbering

Bullets and Numbering are an organized way to list things in sequence that follows a heading or a paragraph. It helps the reader to be focused on what you are trying to emphasize on your document.

How to Insert and Format Bullets and Numbering

1. In the *Home* tab, you click the arrow on the bullets command to choose which bullet design you prefer.
2. You can use the left and right indent tabs to align the position of the bullets. See example below.

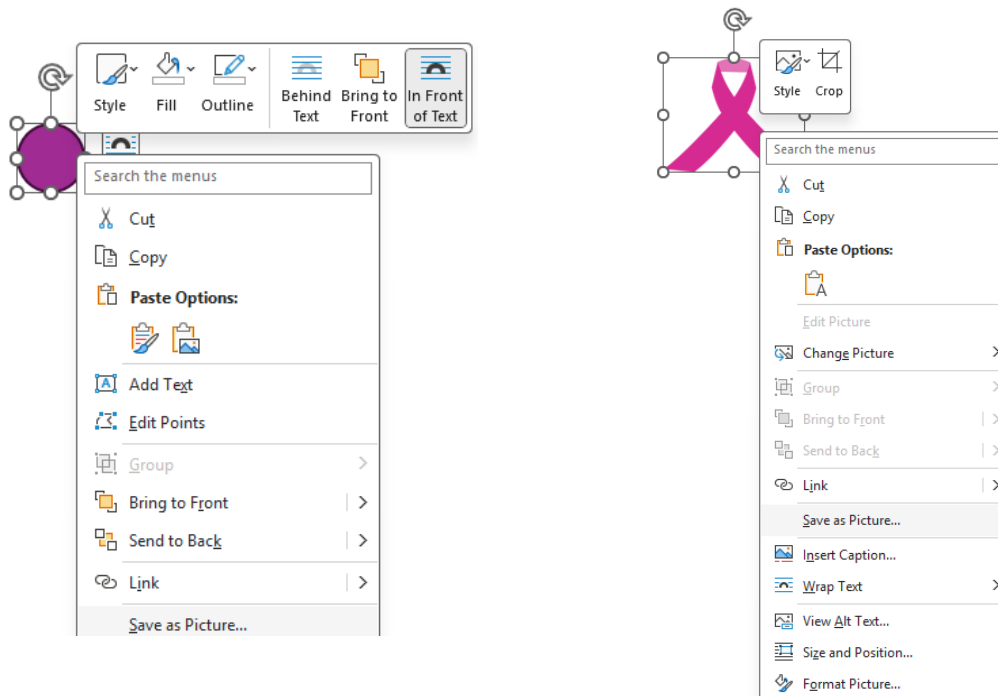
Left and Right Indent



Inserting Images as Bullets for a List of Items

In the latest version of Microsoft Word, you can use images as bullets by adding an image to your *Bullet Library* on the *Paragraph* panel under the *Home* tab.

1. You can use any image or shape you want to add in your *Bullet Library*. First, make sure your image or shape is saved as a picture-whether it's a png or jpeg. Right-click on the image or shape and select *Save as Picture*. If you choose an image, you will also see options for image styles and formatting. See examples below.



2. Let's say you are creating a brochure on Cancer Awareness and you want to use pink ribbons as bullets instead of the default circle bullets in the *Bullet Library*. First, select the list of items you want to apply the bullets to. See example below.

Types of Cancer Treatments as reported by NCI include:

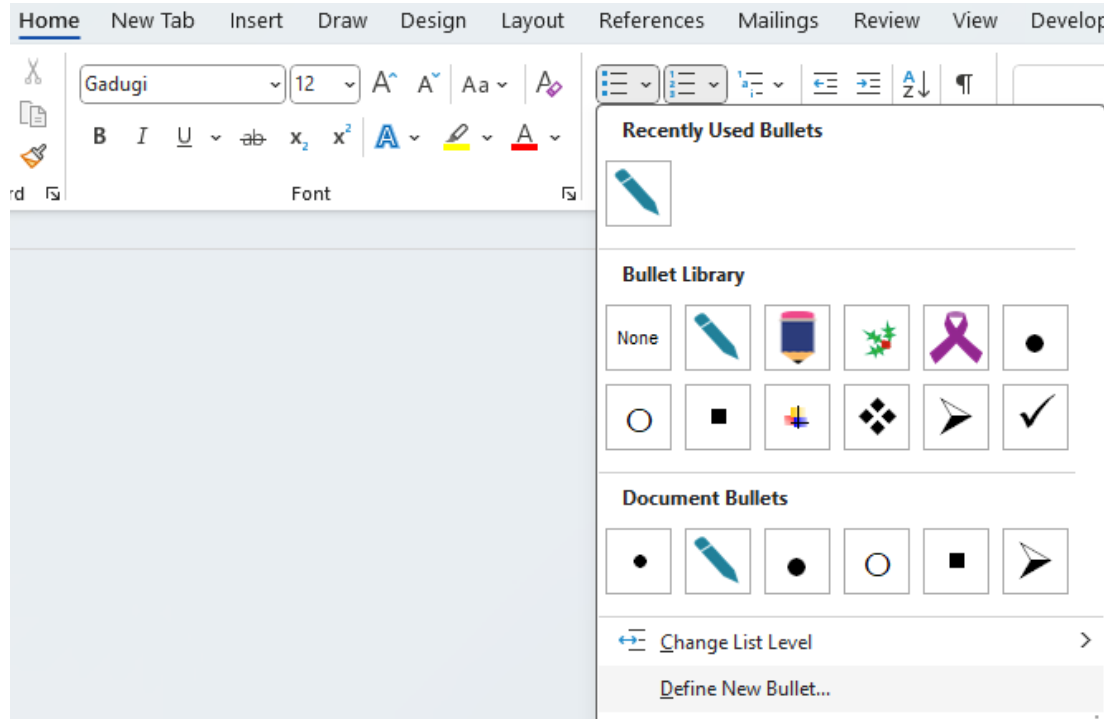
Biomarker Testing – Before choosing the best cancer treatment, you and your doctor should use biomarkers, also known as tumor markers, that can help you look for genes and other substances.

Chemotherapy – This type of cancer treatment is commonly used to kill cancer cell. It is essential to consult a doctor to learn how to manage treatment with chemotherapy.

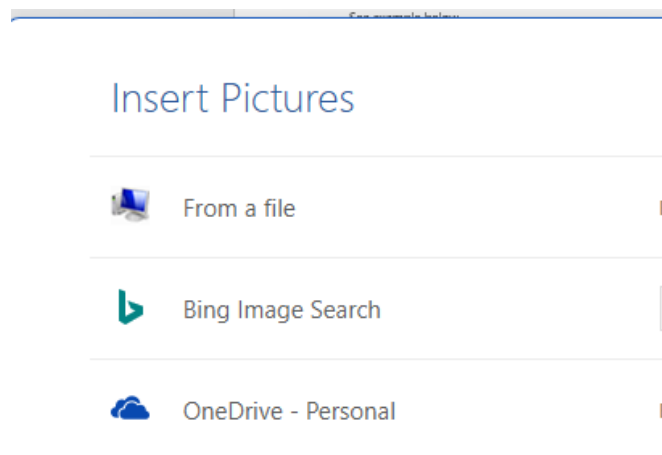
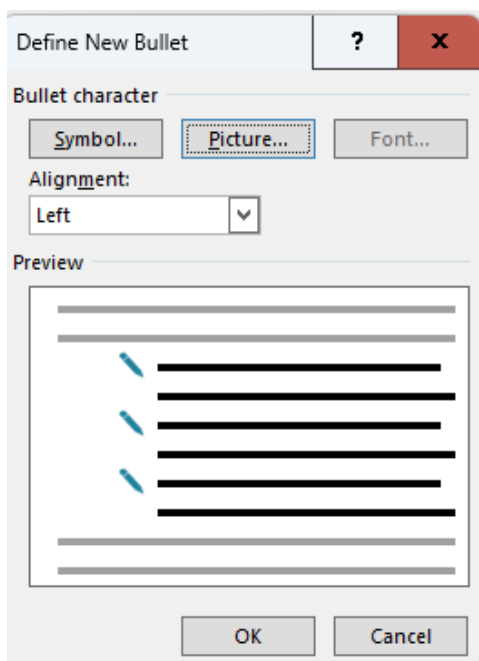
Hormone Therapy – For breast cancer and prostate cancer, this treatment is used to stop the growth of cancer cells.

Hyperthermia – This is used as a cancer treatment to heat up the body tissue to a high 113°F to kill cancer cells without causing damage to normal tissue.

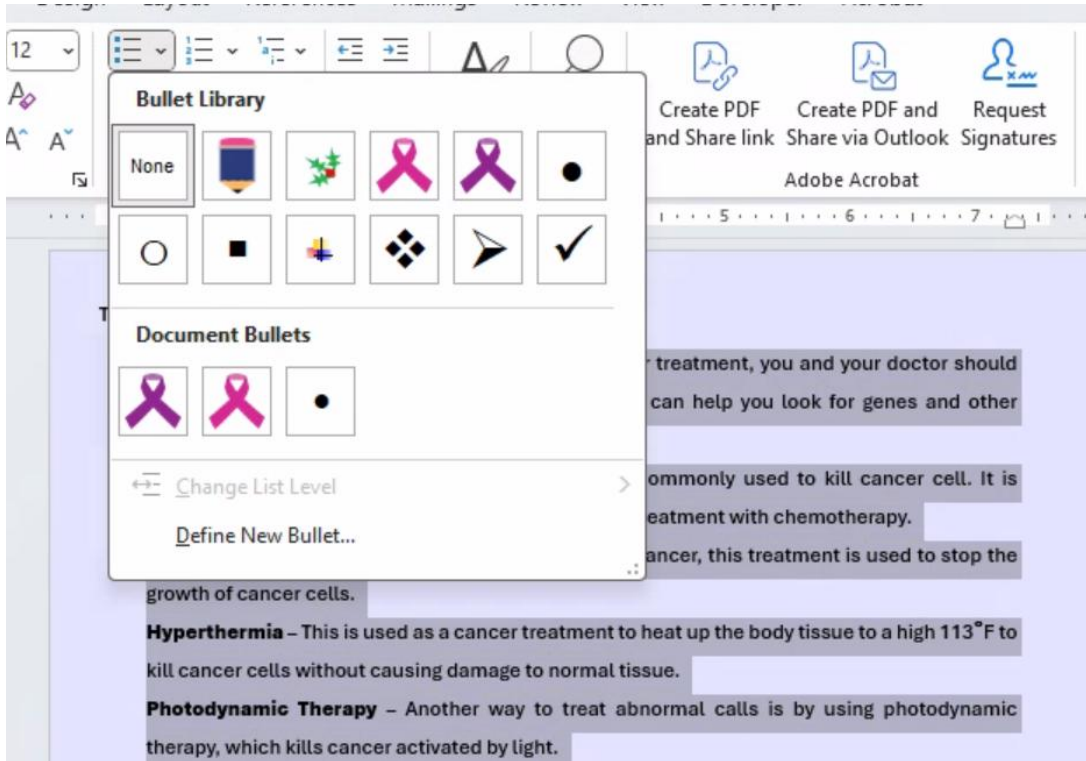
3. In the *Home* tab, click on the *Bullets* drop-down menu, and select *Define New Bullet*. See example below.



4. On the *Define New Bullet* pop-up box, click on *Picture* under the *Bullet character* section. You will see another pop-up box that will ask you to select the saved image from the *File* folder on your PC, web image, or *OneDrive*. After you find the image you saved, click OK.



5. Click on the *Home* tab. On the *Paragraph* panel, click on the drop-down arrow next to the bullets icon located on the Microsoft Word ribbon. In this case, the pink ribbon is selected.



6. The pink ribbons are applied as bullet lists on the selected paragraph. See demonstration below.

Types of Cancer Treatments as reported by NCI include:

-  **Biomarker Testing** – Before choosing the best cancer treatment, you and your doctor should use biomarkers, also known as tumor markers, that can help you look for genes and other substances.
-  **Chemotherapy** – This type of cancer treatment is commonly used to kill cancer cell. It is essential to consult a doctor to learn how to manage treatment with chemotherapy.
-  **Hormone Therapy** – For breast cancer and prostate cancer, this treatment is used to stop the growth of cancer cells.
-  **Hyperthermia** – This is used as a cancer treatment to heat up the body tissue to a high 113°F to kill cancer cells without causing damage to normal tissue.

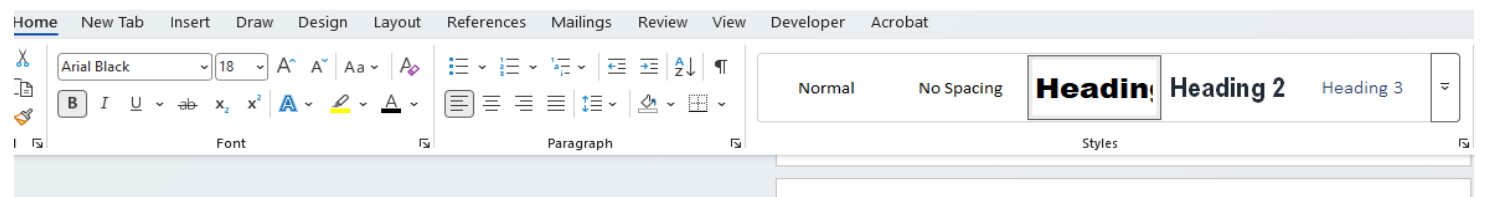
Inserting Table of Contents

When putting together a guide, manual, presentation, or report, having table of contents can help readers quickly find what they need to look for. With the newest version of Microsoft Word, you can now insert table of contents automatically without having to manually type in and align the titles with the page numbers. According to NYC-HRA-DSS Office of Policy and Procedures, the font for Table of Contents and documents must be formatted as Arial font type, size 12 pt.

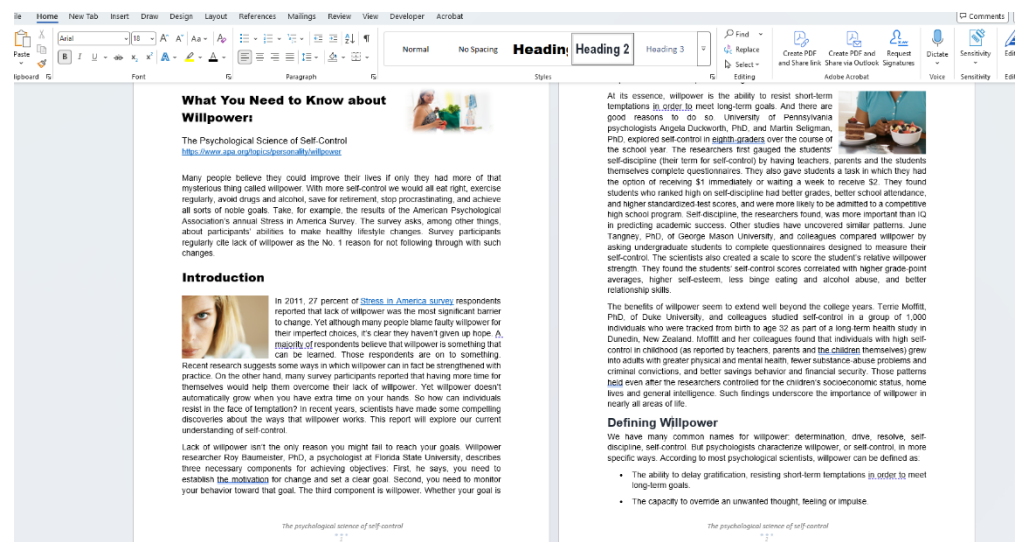
Inserting and Formatting Heading Styles and Page Numbers

First, you will need to have headings and subheadings to categorize your content using the *Styles* heading gallery under the *Home* tab of the Microsoft Word ribbon. In this example, a document was created for the topic “What You Need to Know About Willpower.” There are headings and subheadings on this manual.

1. Before you automatically insert *Table of Contents*, choose a heading format for each heading or subject located in the *Styles* gallery under the *Home* tab on the ribbon. While the heading styles are preformatted with a specified font, the font type can be modified using the *Font* formatting tools under the *Home* tab. For instance, Heading 2 is preformatted as Arial Narrow font type, but the font type can be changed to the regular Arial font when the heading style is applied.



2. In the example below, Heading 1 was applied for the main headings of the document. Heading 2 was applied for the subheadings. The font for Heading 1 remained as Arial Black, but the font for Heading 2 changed to Arial, such as ‘Defining Willpower.’



3. Then go to the *Insert* tab on the ribbon and click on the *Page Number* drop-down menu under the *Footer* drop-down menu, and choose which alignment you prefer, whether you want the Left, Center, or Right alignment. You can also select the *Page Number* drop-down menu or the *Edit Footer* option under the *Footer* drop-down menu to format your page numbers. See example below.

Insert Draw Design Layout References Mailings Review View Developer Acrobat

Pictures Shapes Icons 3D SmartArt Chart Screenshot Online Videos Link Bookmark Cross-reference Comment Header Footer Page Number Text Box Quick Parts WordArt Drop Cap Date & Time Object

Illustrations Media Links Comments Headers

What You Need to Know about Willpower:

The Psychological Science of Self-Control
<https://www.apa.org/topics/personality/willpower>

Many people believe they could improve their lives if only they had more of that mysterious thing called willpower. With more self-control we would all eat right, exercise regularly, avoid drugs and alcohol, save for retirement, stop procrastinating, and achieve all sorts of noble goals. Take, for example, the results of the American Psychological Association's annual Stress in America Survey. The survey asks, among other things, about participants' abilities to make healthy lifestyle changes. Survey participants regularly cite lack of willpower as the No. 1 reason for not following through with such changes.

Introduction

In 2011, 27 percent of [Stress in America survey](#) respondents reported that lack of willpower was the most significant barrier to change. Yet although many people blame faulty willpower for their imperfect choices, it's clear they haven't given up hope. A majority of respondents believe that willpower is something that can be learned. Those respondents are on to something. Recent research suggests some ways in which willpower can in fact be strengthened with practice. On the other hand, many survey participants reported that having more time for themselves would help them overcome their lack of willpower. Yet willpower doesn't automatically grow when you have extra time on your hands. So how can individuals resist in the face of temptation? In recent years, scientists have made some compelling discoveries about the ways that willpower works. This report will explore our current understanding of self-control.

Lack of willpower isn't the only reason you might fail to reach your goals. Willpower researcher Roy Baumeister, PhD, a psychologist at Florida State University, describes three necessary components for achieving objectives: First, he says, you need to establish [the motivation](#) for change and set a clear goal. Second, you need to monitor your behavior toward that goal. The third component is willpower. Whether your goal is

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Built-in

Blank

(Type here)

Blank (Three Columns)

(Type here) (Type here) (Type here)

Austin

pg. 1

Banded

1

Facet (Even Page)

[Author name] | [BOOKID]

Facet (Odd Page)

[DOCUMENT TITLE] | [Document subtitle]

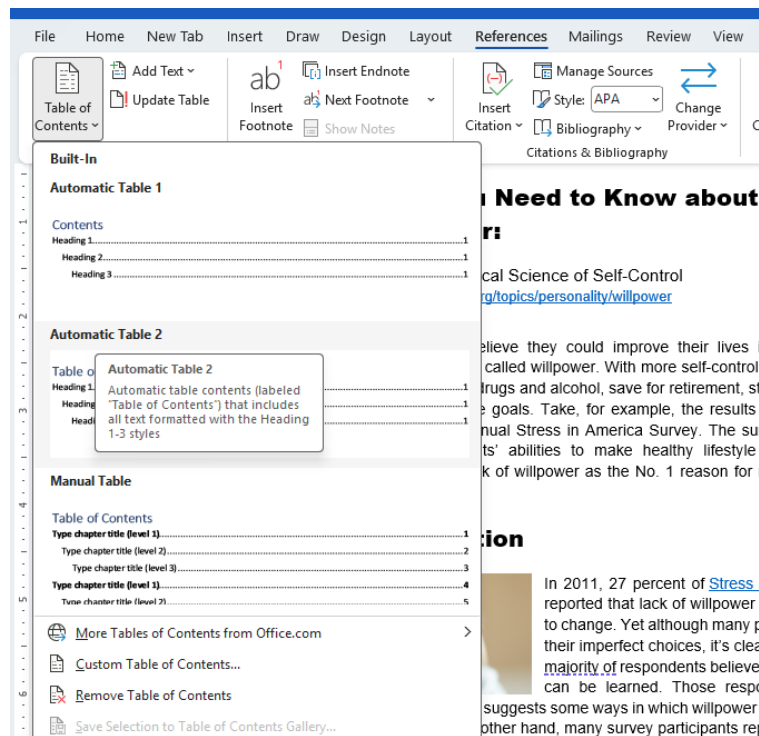
More Footers from Office.com

Edit Footer

Remove Footer

Save Selection to Footer Gallery...

- The sections and pages are set up for the table of contents. Go to the *References* tab on your ribbon and click on the *Table of Contents* drop-down menu and choose an automatic format. In this example, Automatic Table 2 was selected. See below.



- Notice how the subtitles and page numbers are automatically in place. This saves time from manually creating table of contents, and is a very useful tool for training manuals and brochures.

Table of Contents	
What You Need to Know about Willpower:.....	1
Introduction	1
Defining Willpower	2
Delaying Gratification	3
Is willpower a limited resource?	4
Willpower and Healthy Behaviors	6
Willpower, poverty, and financial decision-making	8
Strengthening self-control	9
Key points and conclusions	11

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Let's say you want the headings for "What You Need to Know about Willpower" and "Introduction" to go on the page 2 instead of page 1. In this case, you will **first** move these sections to page 2. In the next set of steps, you will learn how to add a page by using *Page Break* under the *Layout* tab and automatically adjust the updated page numbers only on the table of contents.

Insert a Page Break (Ctrl+Return)
End the current page here and move to the next page.
[Tell me more](#)

Table of Contents

What You Need to Know about Willpower.....	1
Introduction.....	1
Defining Willpower.....	2
Delaying Gratification.....	3
Is willpower a limited resource?.....	4
Willpower and Healthy Behaviors.....	6
Willpower, poverty, and financial decision-making.....	8
Strengthening self-control.....	9
Key points and conclusions.....	11

Update Table of Contents

Word is updating the table of contents. Select one of the following options:

☒ Update page numbers only

☐ Update entire table

OK Cancel

What You Need to Know about Willpower:

6. Insert a page break before the heading “What You Need to Know about Willpower” so that it will be on page 2 instead of page 1. Click before the first heading and select *Page Break* on the *Pages* formatting options under the *Insert* tab. See example below.
7. The heading for “What You Need to Know about Willpower” is now on page 2 but still shows page 1 on the Table of Contents. Now the Table of Contents needs to be **updated** with the correct page numbers.

Table of Contents

What You Need to Know about Willpower.....	1
Introduction.....	1
Defining Willpower.....	2
Delaying Gratification.....	3
Is willpower a limited resource?.....	4
Willpower and Healthy Behaviors.....	6
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The psychological science of self-control

What You Need to Know about Willpower:

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Introduction



In 2011, 27 percent of [Stress in America survey](#) respondents reported that lack of willpower was the most significant barrier to change. Yet although many people blame faulty willpower for their imperfect choices, it's clear they haven't given up hope. A [majority](#) of respondents believe that willpower is something that can be learned. Those respondents are on to something. Recent research suggests some ways in which willpower can in fact be strengthened with practice. On the other hand, many survey participants reported that having more time for themselves would help them overcome their lack of willpower. Yet willpower doesn't automatically grow when you have extra time on your hands. So how can individuals resist in the face of temptation? In recent years, scientists have made some compelling discoveries about the ways that willpower works. This report will explore our current understanding of self-control.

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The psychological science of self-control

8. Click on the Table of Contents section on the document and select *Update Table*. In this case, only a page number changed. Therefore, you select *Update page numbers only*. Then select *OK*.

9. The page numbers are adjusted on the updated Table of Contents. See example below.

Update Table...

Table of Contents

What You Need to Know about Willpower.....2

Introduction.....2

Defining Willpower.....3

Delaying Gratification.....4

Is willpower a limited resource?.....5

Willpower and Healthy Behaviors.....7

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Strengthening self-control.....10

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The psychological science of self-control

Page 1

The psychological science of self-control

Page 2

You can also change the formatting style of your Table of Contents if you decide another style is more ideal to display the structure of your headings and subheadings. This option is also useful if you want to manually set up the Table of Contents. Below are a couple of steps to do this. Click on the drop-down arrow next to *Update Table* and choose another style to format the Table of Contents. Currently, the selected style for the Table of Contents is Automatic Table 2. It will be changed to Automatic Table 1. See example below.

Update Table...

Built-In

Automatic Table 1

Contents

Heading 1.....1

Heading 2.....1

Heading 3.....1

Automatic Table 2

Table of Contents

Heading 1.....1

Heading 2.....1

Heading 3.....1

10. In this case, the formatting style changed from Automatic Table 2 to Automatic Table 1. See results below.

Contents

What You Need to Know about Willpower:	2
Introduction	2
Defining Willpower	3
Delaying Gratification	4
Is willpower a limited resource?	5
Willpower and Healthy Behaviors	7
Willpower, poverty, and financial decision-making	9
Strengthening self-control	10
Key points and conclusions	12

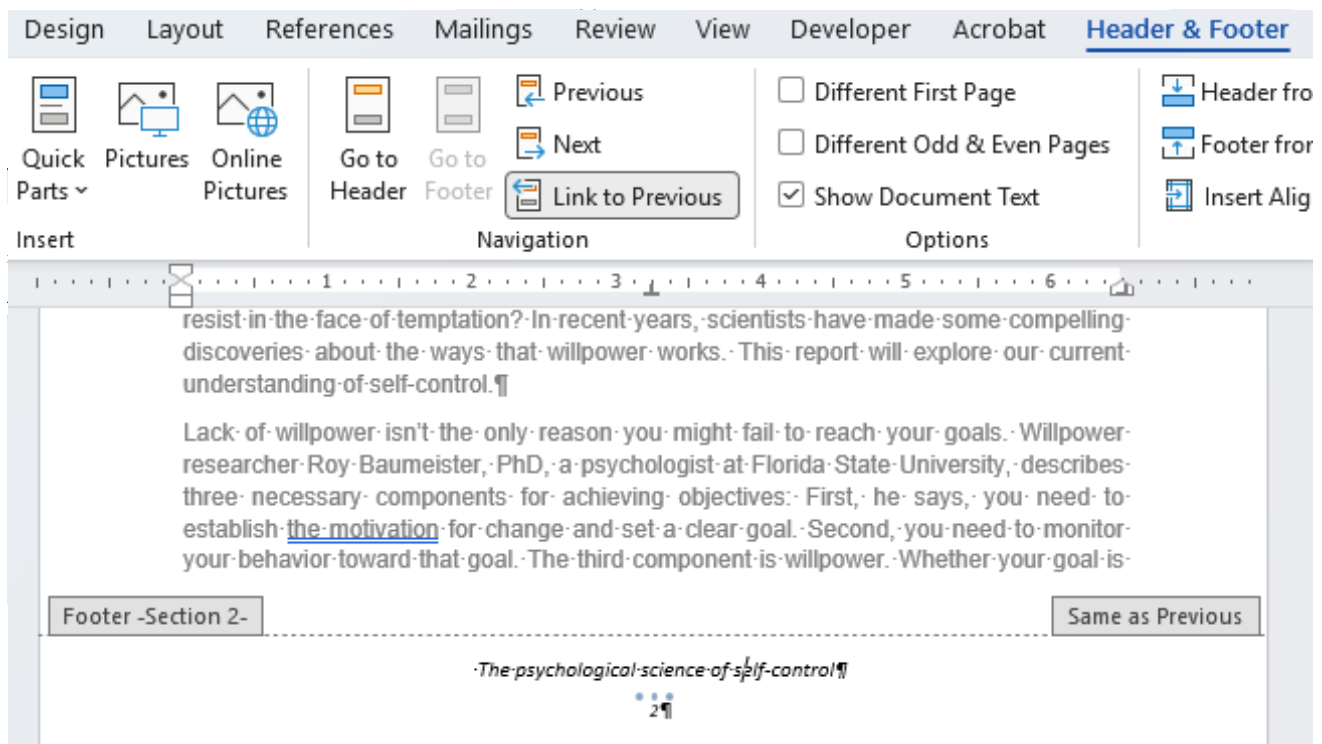
11. The formatting can also be adjusted to any automatic style selected from the *Table of Contents* style library. You can first double-click inside the table to have quick access to the formatting options or first select the part of the table you want to format and use the formatting options under the *Home* tab of the Microsoft Word ribbon. In this case, the font was changed back to Arial, font size 12pt, and the topic for “Contents” was centered. See example below.

The screenshot displays a Microsoft Word document. On the left, a table of contents titled "Contents" lists sections like "What You Need to Know about Willpower:", "Introduction", "Defining Willpower", "Delaying Gratification", "Is willpower a limited resource?", "Willpower and Healthy Behaviors", "Willpower, poverty, and financial decision-making", and "Key points and conclusions". The "Home" ribbon is active, showing font settings (Arial, 12pt) and paragraph alignment options (Center, Justify). A context menu is open over the table of contents, offering options like Cut, Copy, Paste Options, Font, Paragraph, Synonyms, Read Aloud, Translate, Link, and New Comment. On the right, a sidebar contains the heading "What You Need to Know about Willpower:", a link to "The Psychological Science of [https://www.apa.org/topics/personal](\"https://www.apa.org/topics/personal\")", and an "Introduction" section starting with "Many people believe they could do a mysterious thing called willpower regularly, avoid drugs and alcohol, and achieve all sorts of noble goals. Take, for example, the American Psychological Association's annual Stress in America survey, which found that about 40% of participants' abilities to regularly cite lack of willpower as a barrier to achieving their goals."

Editing the Footer by Moving Page 1 to Another Page

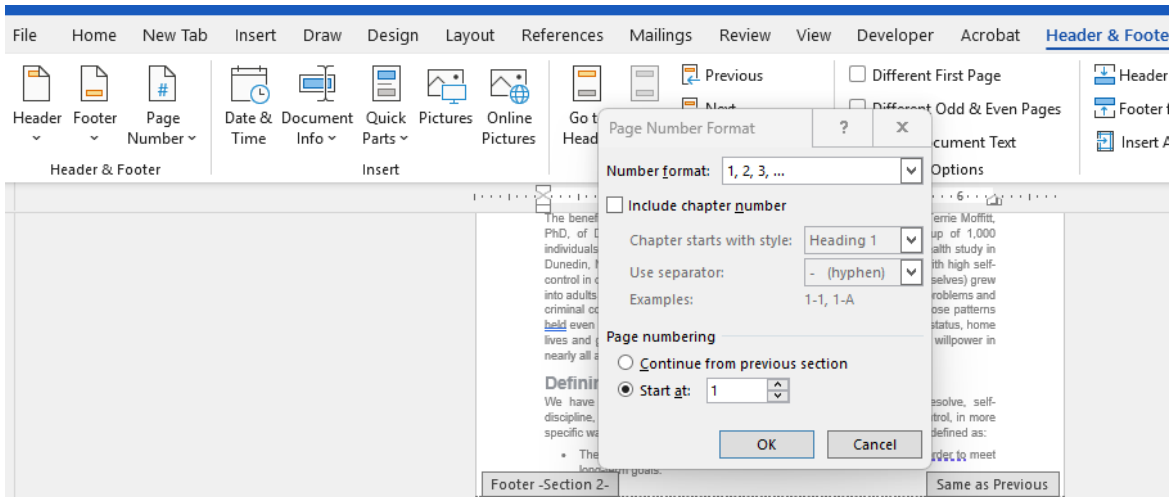
Because the Table of Contents automatically starts on page 1, the footer will show that the first page starts with the Table of Contents. However, the footer can be edited to have page 1 start on another page. This way your content begins at the correct starting point of your document while the Table of Contents is independent from the structure of your document while displaying the structure of the document itself.

1. On the first page of your document, place the cursor at the end of the content or paragraph.
2. Then click on the *Layout* tab and select the *Breaks* drop-down menu.
3. Next, select *Next Page* under *Section Breaks*. This will allow you to customize the layout, including headers and footers on each page with a section break. See examples below.
4. On the *Page numbering* section under *Page Number Format*, select the *Start at* option and enter the number 1 or use the up and down arrows to automatically input a page number. Then select *Ok*.

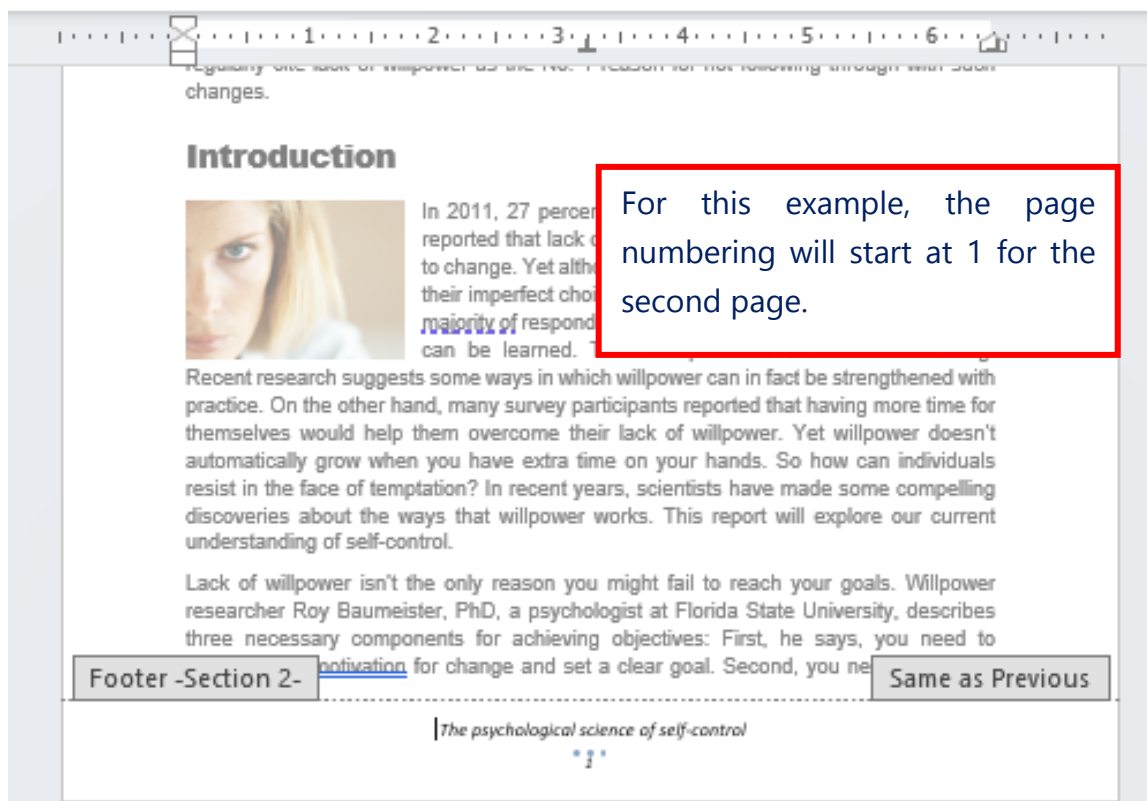


5. On the next page, click inside the footer. Under the *Header and Footer* tab, deselect *Link to Previous* on the *Navigation* section.
6. Delete the page number on the first page. In the example below, page number 1 was deleted on the first page that has the Table of Contents.

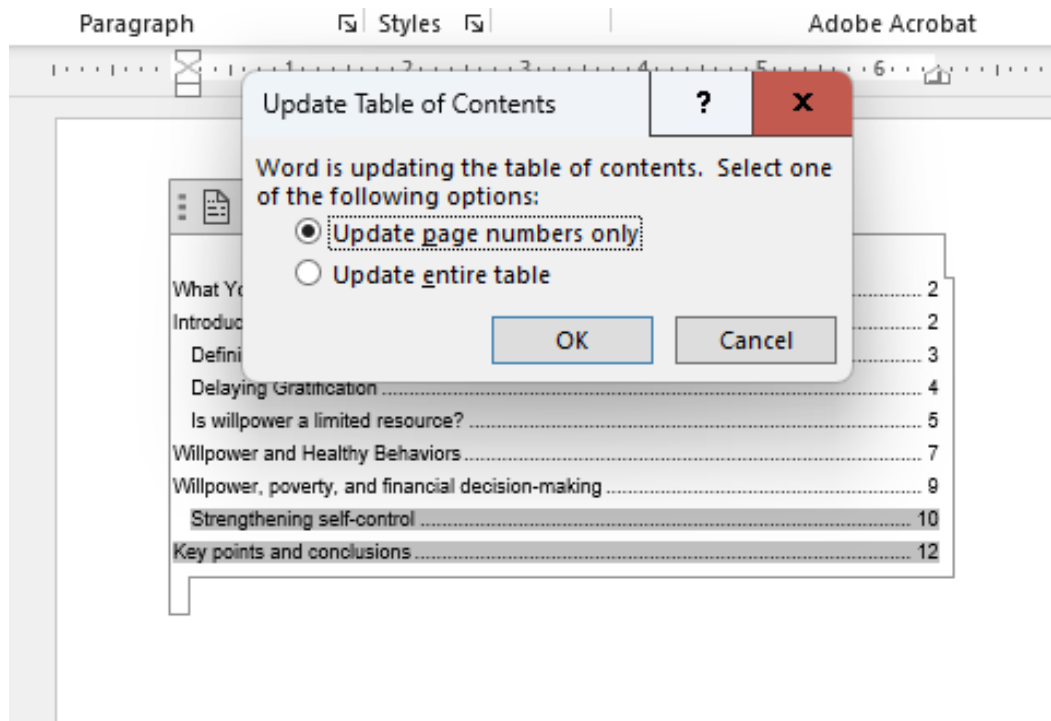
7. Then on the next page, click inside the footer. On the *Footer* tab, select *Format Page Numbers* under the section for *Page Numbers*.



8. The page number on the second page where the introduction of the document begins is now page 1 instead of page 2. See example below.
9. Now that the page numbers have changed on each page of the document, the Table of Contents must be updated again showing page 1 starting in a different section while the Table of Contents is the only page that does not have a page number.



10. Click on the *Update Table* icon on the table with the Table of Contents. Since the page numbers only were shifted, select *Page numbers only*. See example below.



11. The Table of Contents is updated again, and this time page 1 starts with the introduction on the second page. The standard formatting for font type Arial, size 12 as part of NYC-HRA-DSS Office of Procedures style guidelines must be maintained as shown in the examples. See result below.



Video on Removing and Editing Page Numbers

Below is a video for editing documents with a demonstration on how to shift and adjust the orderly placement of page numbers on a document. This step is very useful to organize page numbers for the Table of Contents as demonstrated in this Microsoft Word user guide for inserting and managing Table of Contents.



<https://www.youtube.com/watch?v=FH4Bm37Khvw&list=PLxOpLKN7tdenskvqJkCG5tMm7qOTI6OZc>

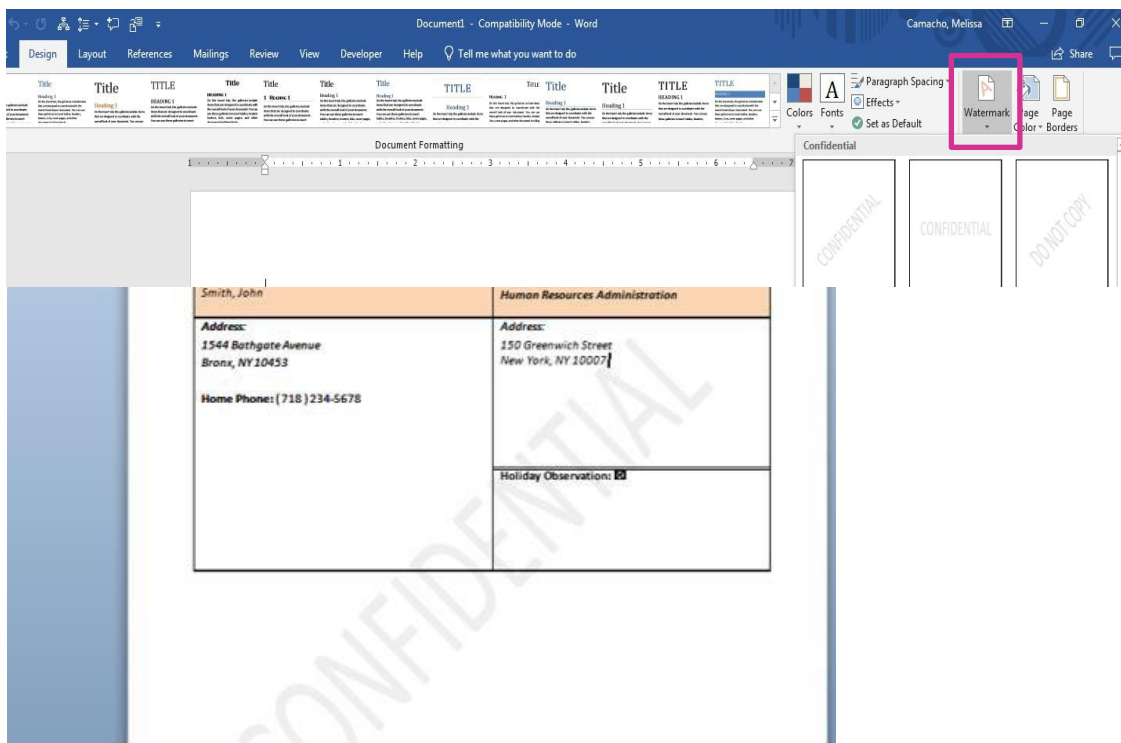
Adding Watermarks

Watermarks from Microsoft Word help you to label your document and let the reader know the developmental stage of your document before finalizing its submission, or alert the reader to know what the rights are when handling or reading information on your document. For example, if a document has 'Confidential' as the watermark inserted into the document, the reader will know not to disclose confidential information on that document to anyone who is not entitled to know about that information. Another popular example of using watermarks is when submitting drafts.

If a document has 'Draft' as the watermark, the reader would know the document either needs to be reviewed or is in process of being updated with changes or additional information.

Below are steps to insert a watermark on your document:

1. You can add text to label documents known as Watermarks. For example, the *Design* tab is used to insert a Watermark for this form known as 'Confidential.'

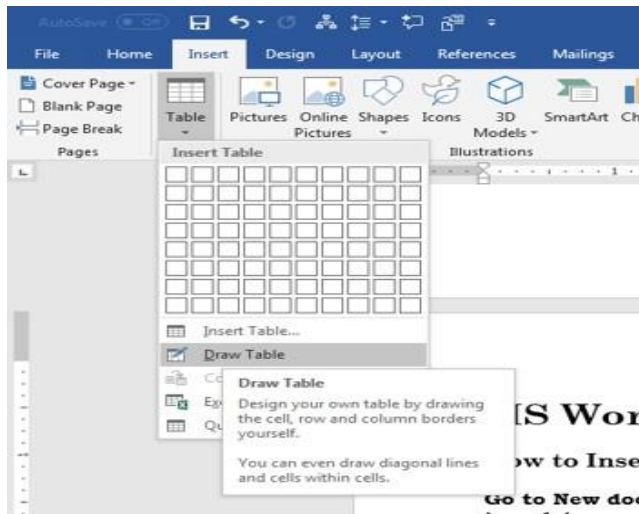


2. Sometimes watermarks are also needed to display information that is essential to support the purpose of a document, not just the document itself. . For instance, a procedural writer develops content about a policy or an update on a policy, and it includes a description about a form or another document. The procedural writer can customize a watermark using a page label for 'Sample' or 'Copy.'

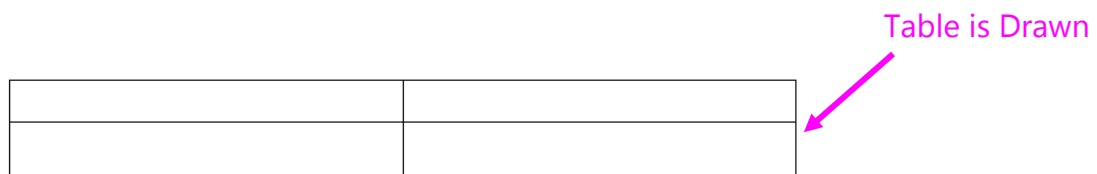
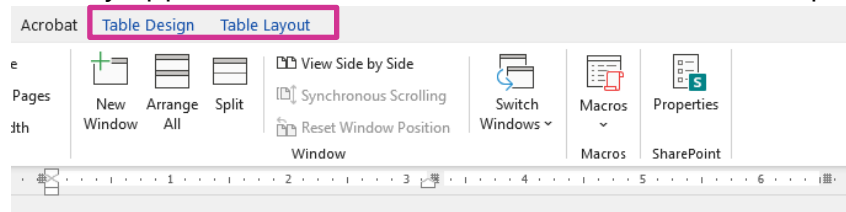
Tables

Tables are helpful to use for displaying data such a list of names, items, and numbers. They are made up of rows and columns. Columns are used to divide rows into different categories such as subject, name of item, etc. Rows are used for entries within each column. Tables can be used for other document purposes such as designing forms and page layouts. Tables can be inserted or drawn. In the examples below, a table is drawn.

1. Go to Insert on the ribbon and click on the table icon.
2. On the *Table* drop-down menu, select *Draw Table*.

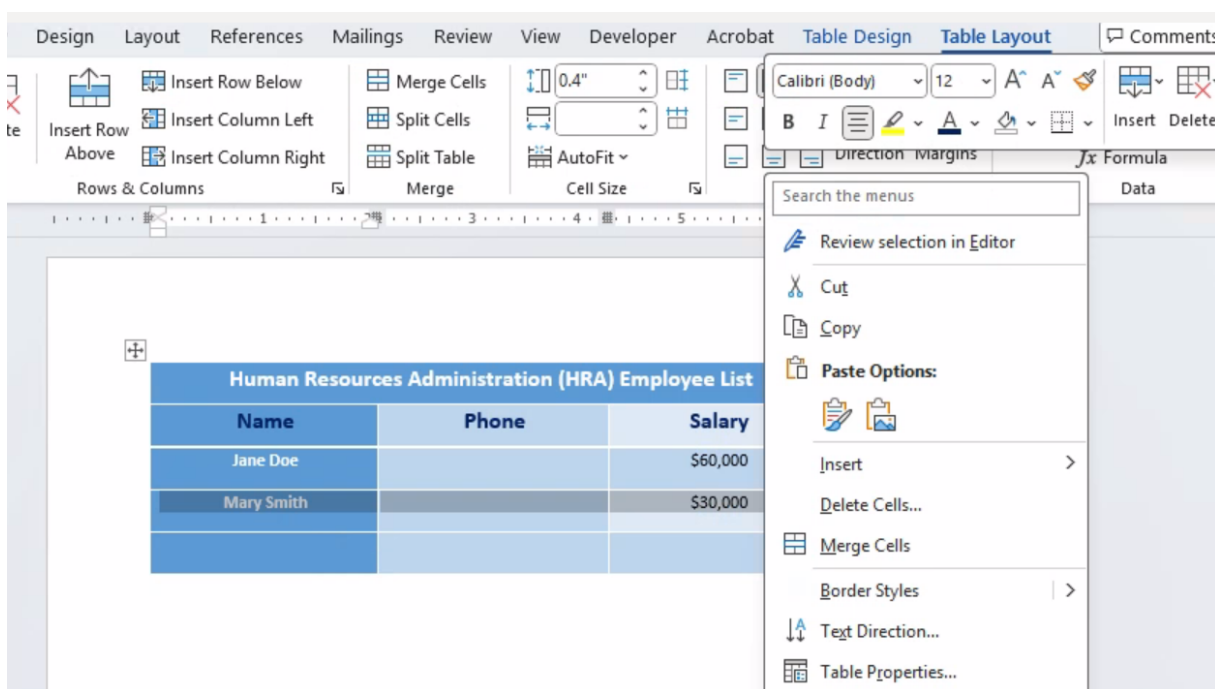


3. A pencil image will be displayed. Click and drag the pencil across your document. You can drag it up to the size you want for your table.
4. After a table is inserted or drawn onto your document, the *Table Design* and *Table Layout* tabs automatically appear on the Microsoft Word ribbon. See example below.

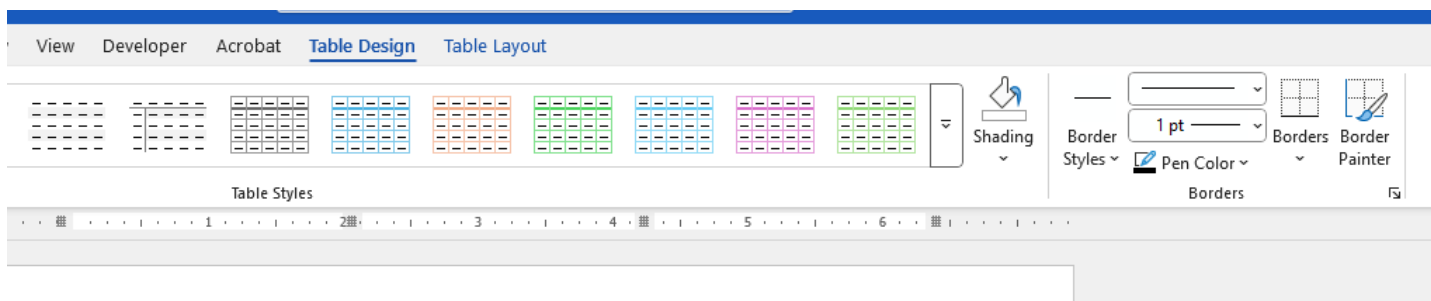


5. The *Table Design* tab contains the tools you need to format table borders, such as border colors, color shading for rows and/or columns, and adjusting borders styles. On the *Table Layout* tab, you will see tools to resize, add, or remove borders, tables, rows, and columns.

6. If you want to delete any cells, rows or columns, click on the *Table Layout* tab and point to where you would delete the row or column and select the *Delete* icon for rows or columns.
7. You can insert rows above or below and insert columns in right or left direction by first locating your arrow to where you desire to insert a row or column. The row or column to where you want to insert a row or column should be highlighted. Then you can either right-click to make your selection or click on the *Table Layout* tab to insert a row above or below or insert a column to the left or right. You can use these steps to delete a row or set of rows. See example below.



8. In the *Table Design* tab, you can add or remove border lines. The *Borders* has drop-down menus that also allow you to select border line size and border styles to apply to your rows and columns. You also have the option to use the *Border Painter* by first selecting a border style and then clicking on the *Border Painter* to instantly apply a border style on a row or column. In addition, you can select one of the table styles on top of the *Table Styles* panel to design your table. See display below.

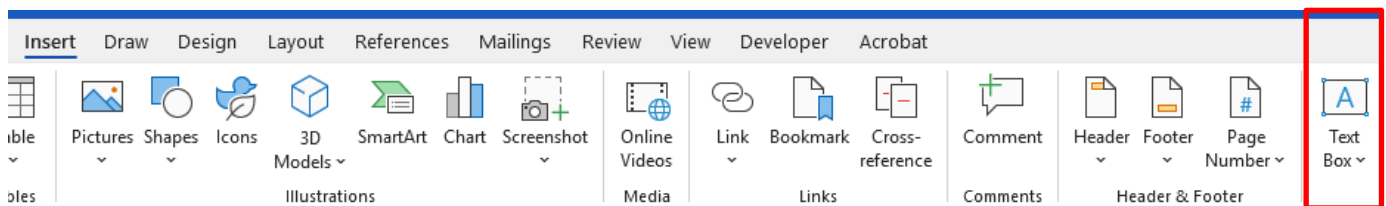


Inserting and Formatting Objects

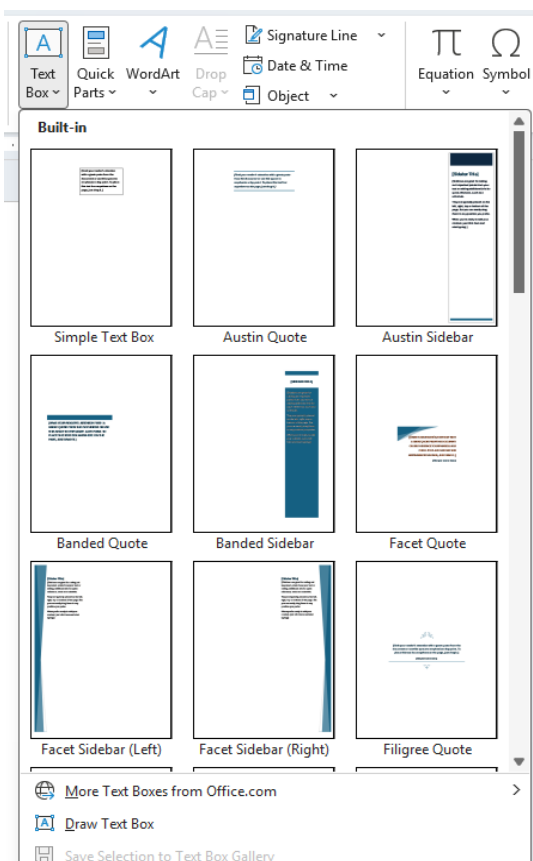
Types of objects you can insert on your document include tables, pictures, charts, screenshots, media, text boxes, and symbols. They are the visual aids that connect with the message you are presenting to your audience. In addition, you must know how to use your objects. As discussed in the section for [Understanding Document Design](#), applying the right principles, such as contrast, repetition, alignment, and proximity, the visuals you use and how well you use them will result in gaining positive feedback and attention from your audience.

Adding and Formatting Text Boxes

1. To insert a text box on your document, click on the *Insert* tab on the Microsoft Word ribbon, and select the *Text Box* drop-down menu. See example below.



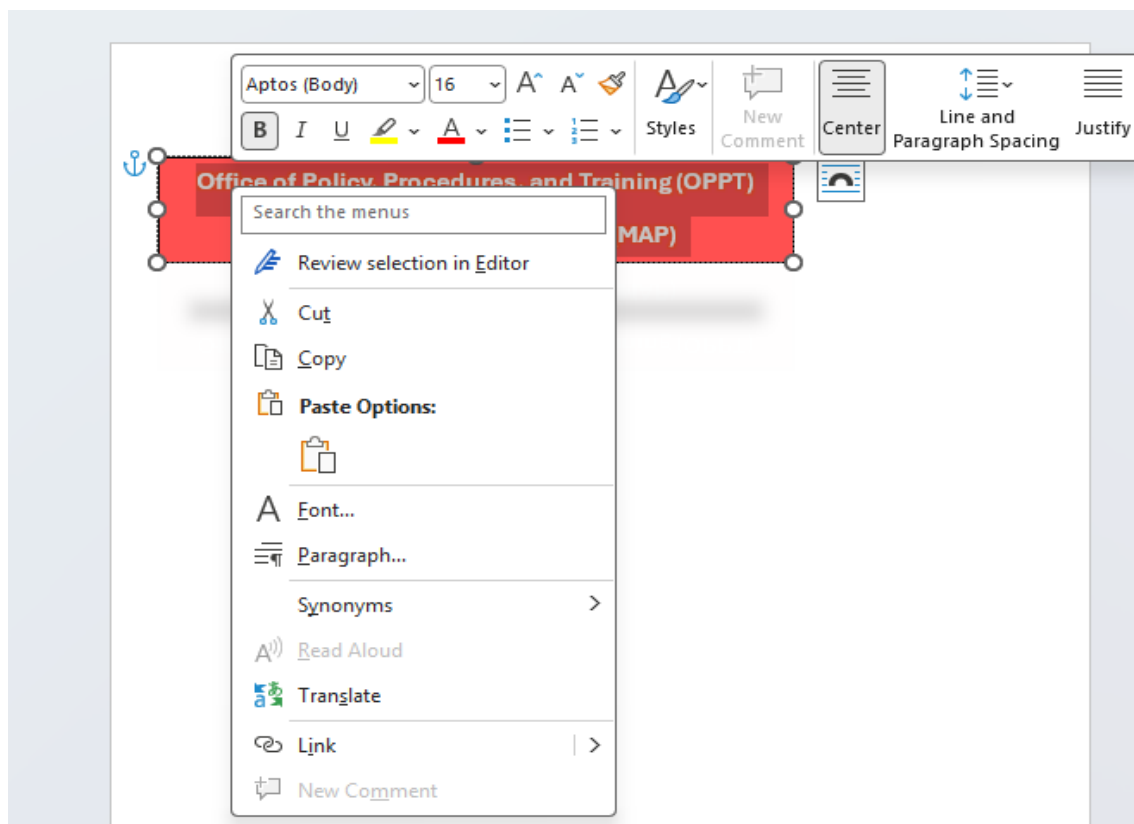
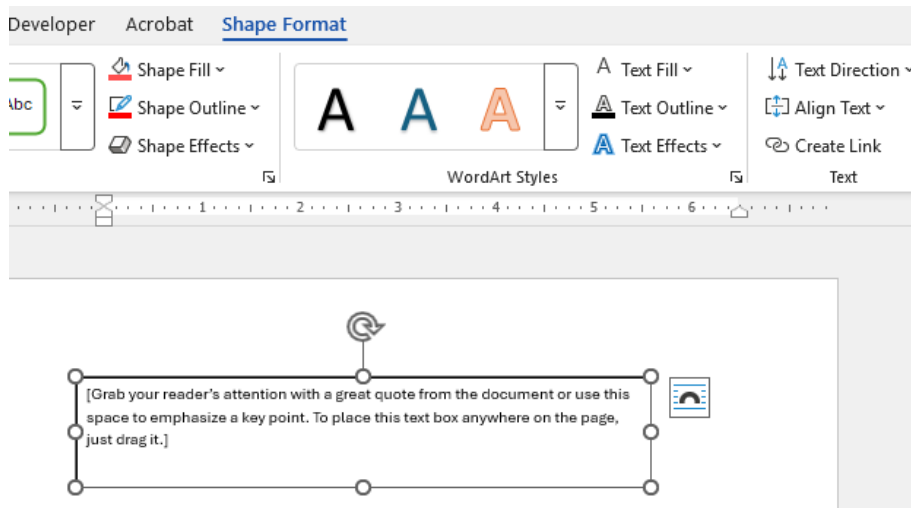
If you prefer to customize a text box, you can insert the *Simple Text Box* style under the *Text Box* drop-down menu. See screenshot of text box below.



The *Text Box* drop-down menu consists of various text box formatting and design styles. You can choose the best one that goes with the presentation of your document or customize a text box use text and shape formatting tools.

You can type and highlight the text you entered in the textbox. To format the text and/or the text box, right-click after you highlight the text to be able to select formatting features, such as font type, font size, font style, text color, text effects.

To format the text box, you can click on the text box, and right-click to have quick access to shape formatting options as well, such as shape color, shape effects, and shape size.



per Acrobat **Shape Format**

Shape Fill ▾
Shape Outline ▾
Shape Effects ▾

WordArt Styles

A Text Fill ▾
A Text Outline ▾
A Text Effects ▾

Text Direction ▾
Align Text ▾
Create Link

Alt Text
Position ▾
Wrap Text ▾

Office of Policy, Procedures, and Training (OPPT)
Medical Assistance Program (MAP)

Shadow ▸
Reflection ▸
Glow ▸
Bevel ▸
3-D Rotation ▸
Transform ▸

No Glow
A

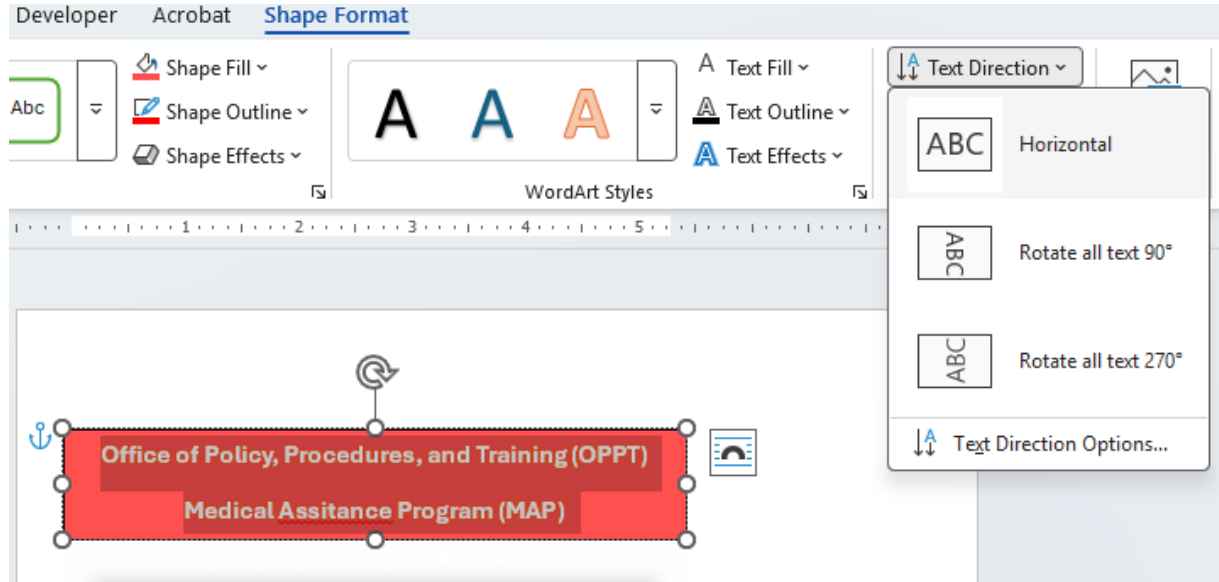
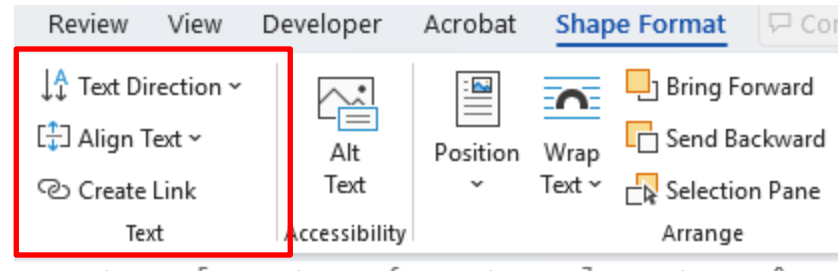
Glow Variations

Glow: 11 point; Orange, Accent color 2

More Glow Colors ▸
Glow Options...

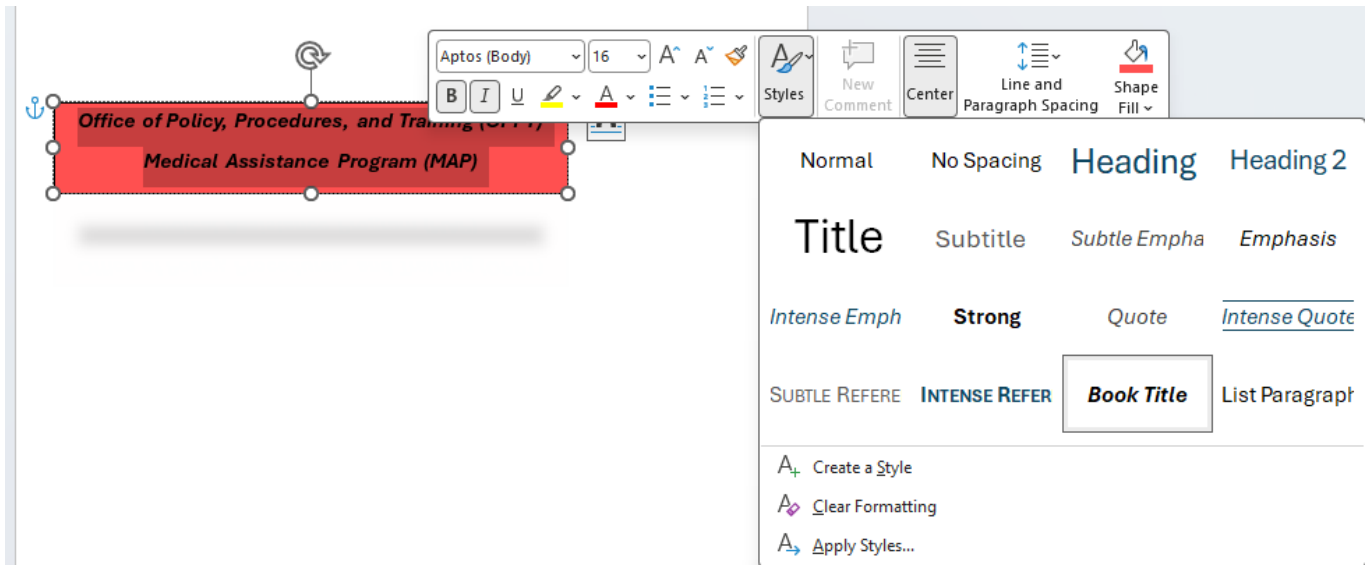
In this example, text and shape effects were applied. An outer, orange-colored glow effect was applied to the text. A red shape color, shape outline, bevel, and shadow effect was applied to the text box using the *Shape Format* design tools under *Shape Outline* and *Shape Effects*, on the Microsoft Word ribbon.

In addition to text and shape formatting options, you have options to choose special text direction, alignment, and insert text links using the *Text* design tools located under the *Shape Format* tab on the Microsoft Word ribbon. See screenshot of *Text* and *Shape Format* document design tools below.

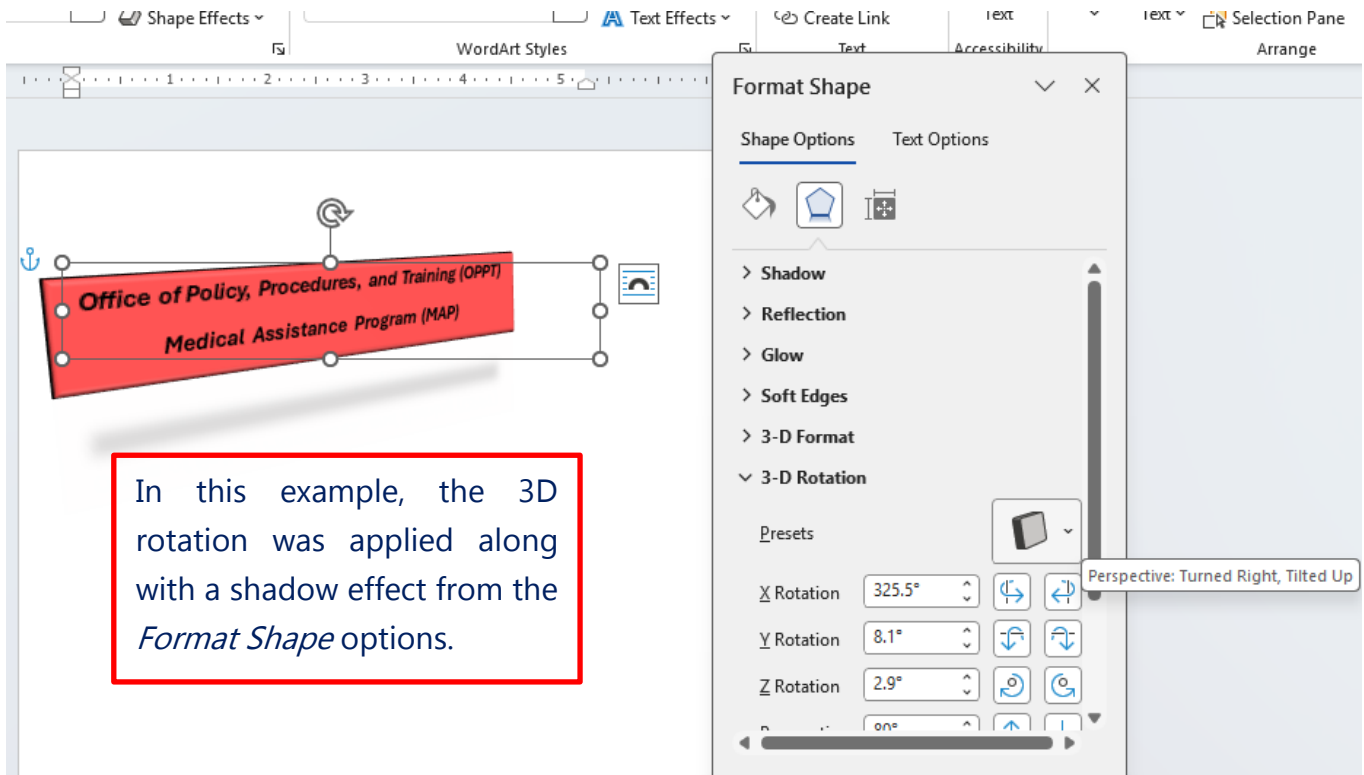


The screenshot on the left shows different text alignment and layout you can apply to the text in your text box. There are also other *Text Direction* options to choose from..

You can also change the word style for the selected text on your text box.. If you look in the *Styles* gallery on the Microsoft Word ribbon, there are different pre-formatted styles you can choose from. For the example below, the *Book title* format was applied to 'Office of Policy, Procedures, and Training (OPPT)-Medical Assistance Program (MAP).



The *Format Shape* options has advanced formatting features, such as 3D rotation, shadow effects, reflection, and other filters as well as basic shape formatting features. See example below.

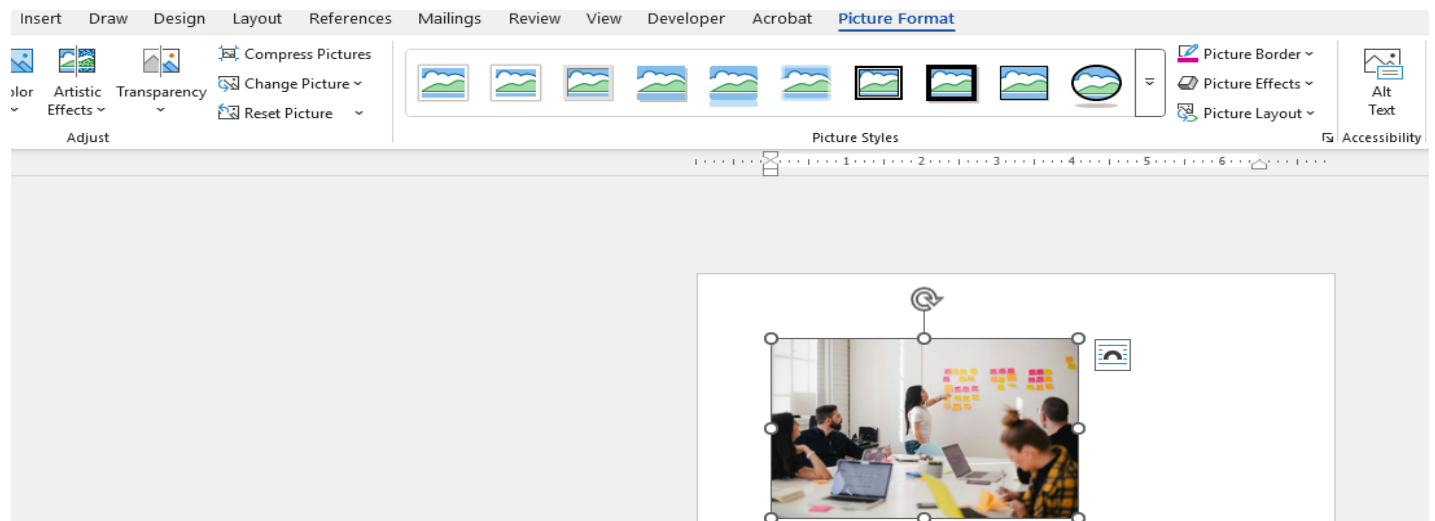
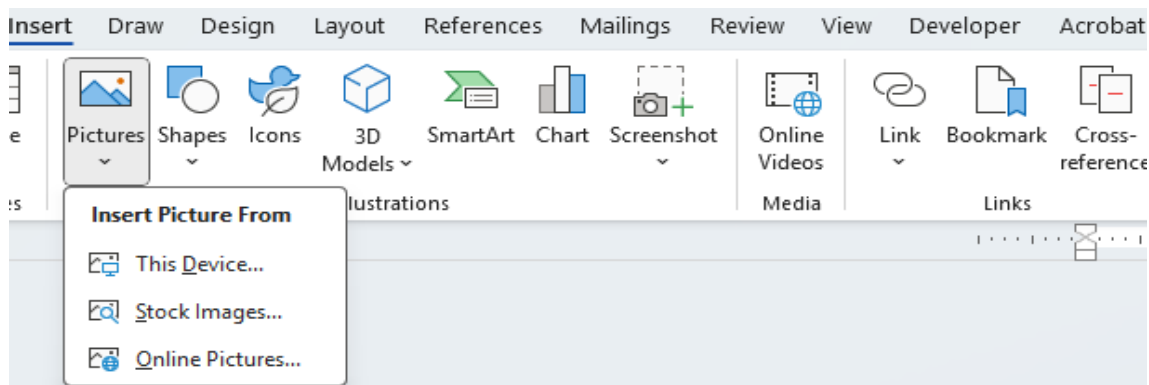


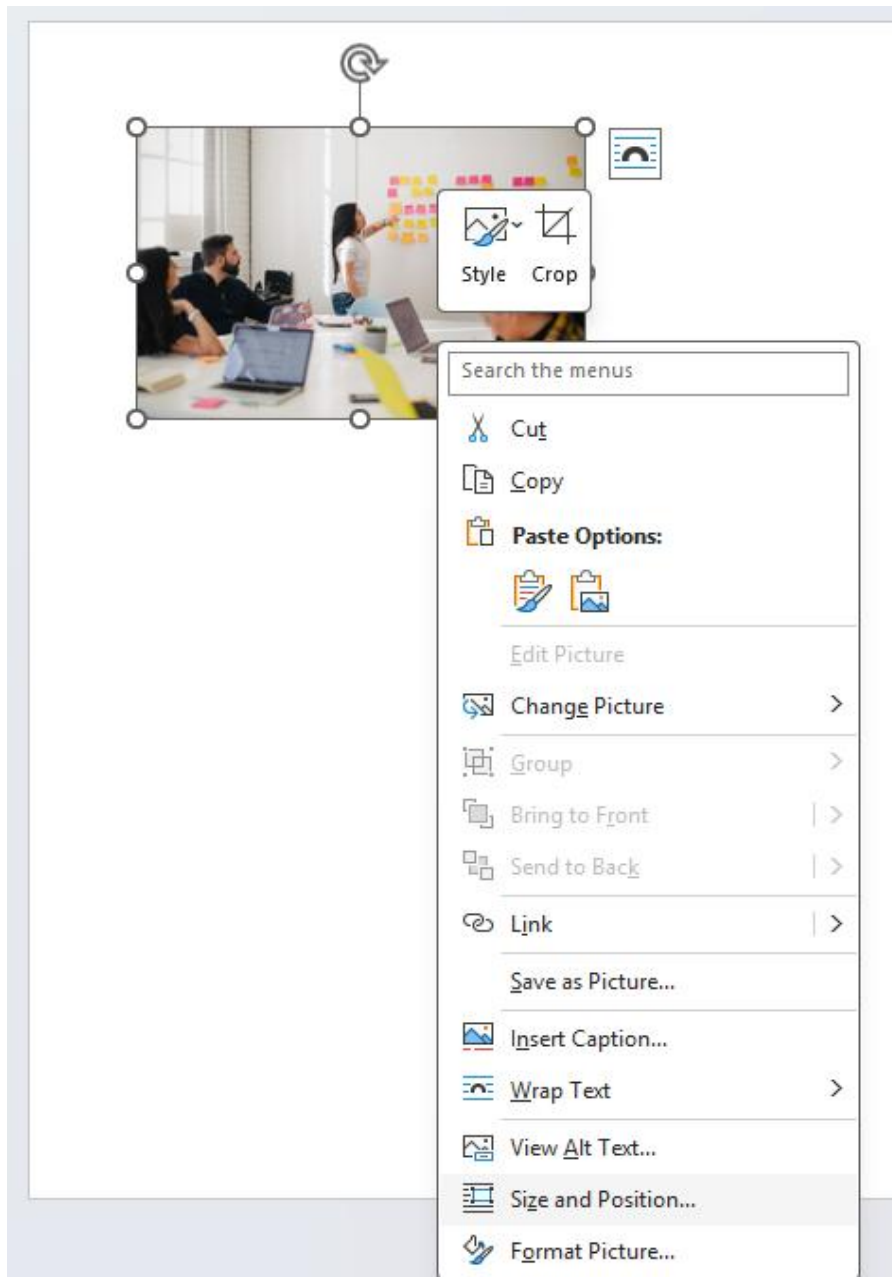
Editing Images and Shapes

Microsoft Word has many options that allow you to edit images which include rotating, scaling, cropping, applying filters, removing backgrounds, grouping, and adding special effects. It all depends on what you feel will make your image stand out. Keep in mind that any edits you make must still allow your content to be readable and be able to connect with the purpose of your document. In other words, your visuals must be clear and concise as well as the message.

Let's dive into image-editing tools. On the Microsoft Word Ribbon, click on the *Insert* tab. Select the *Pictures* drop-down menu.

Once you insert your image from either your device or from the web, the *Picture Format* tab should appear on the Microsoft Word ribbon. See example below.





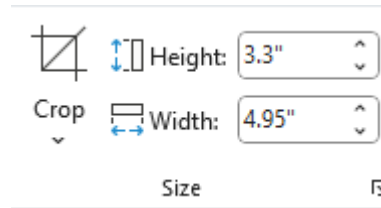
In addition to the *Picture Format* options, you can right-click on the inserted image and have access to other image-editing options, such as copying, pasting, adding links, formatting, adding captions, cropping, changing styles, alignment, adjusting width and height, and changing image. The picture on the left is selected and displays these options.

Before moving or positioning an image on a document, you must **first choose** a *Wrap Text* option, which is the icon showing an arc within the blue lines displayed to the right of the image. Positioning or wrapping an image is similar to any inserted object on a document as described in [Inserting and Formatting Objects](#). After you position the image or choose a *Wrap Text* option, you can **freely move** the image around the document and still make formatting adjustments at any time.

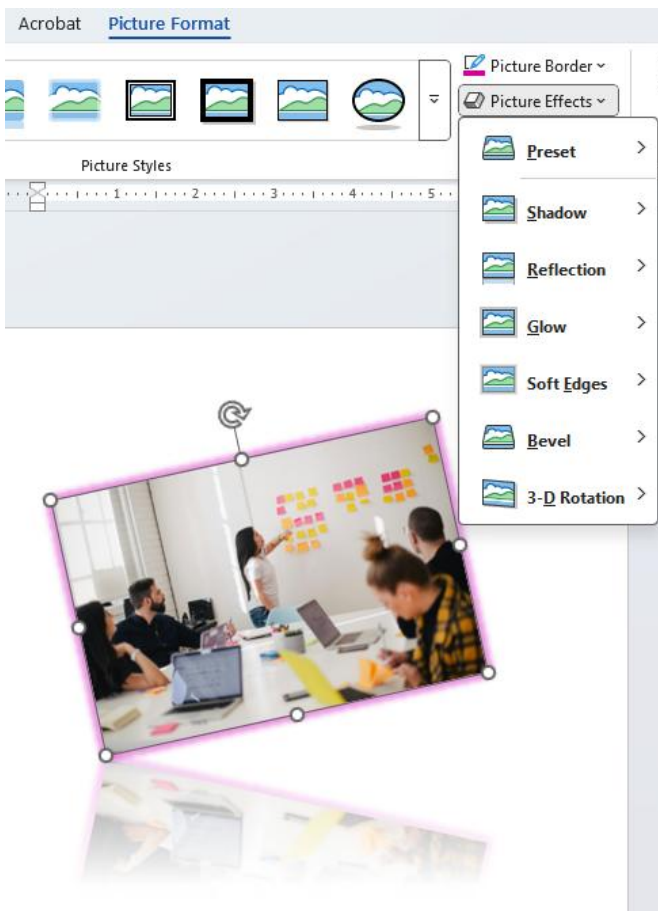
For this example, the *Size and Position* is selected. This option is used commonly by Microsoft Word users to adjust the height and width of an object. The circle with an arrow located on top of the selected image allows users to rotate an image by using the mouse of their device to drag the arrow to any direction they prefer.



In the example shown to the left, the image is rotated to a 350-degree angle. This adjustment can be done using the *Rotate Objects* tool located on the *Arrange* formatting tools under the *Picture Format* tab on the Microsoft Word ribbon.



Note: The *Picture Format* image-editing tools is enabled after you click on the image you want to format.

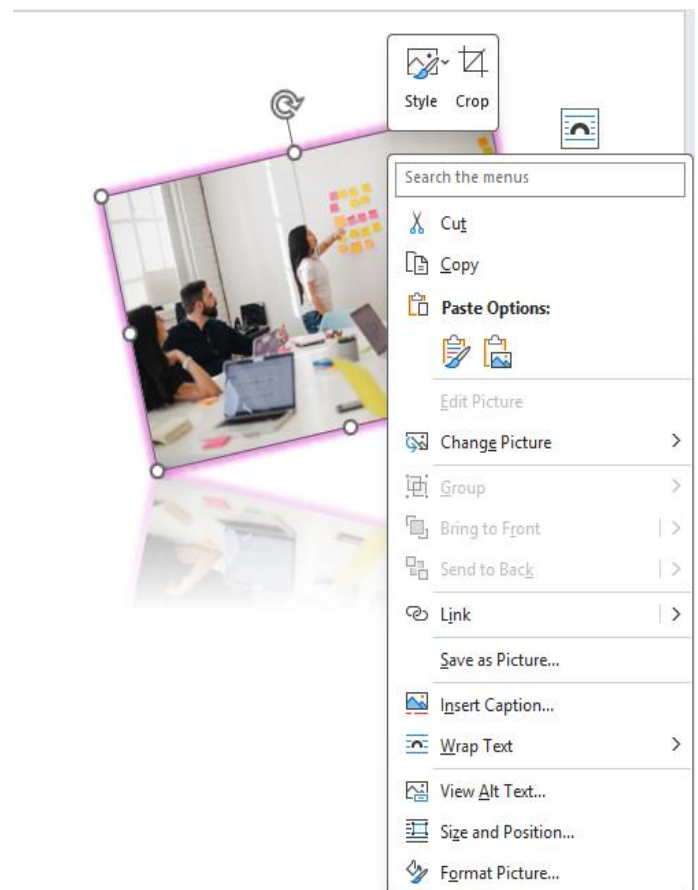


Under the *Picture Format* section on the Microsoft Word ribbon, you can explore various picture styles, image filters, and picture effects to apply to an image or photo on your document.

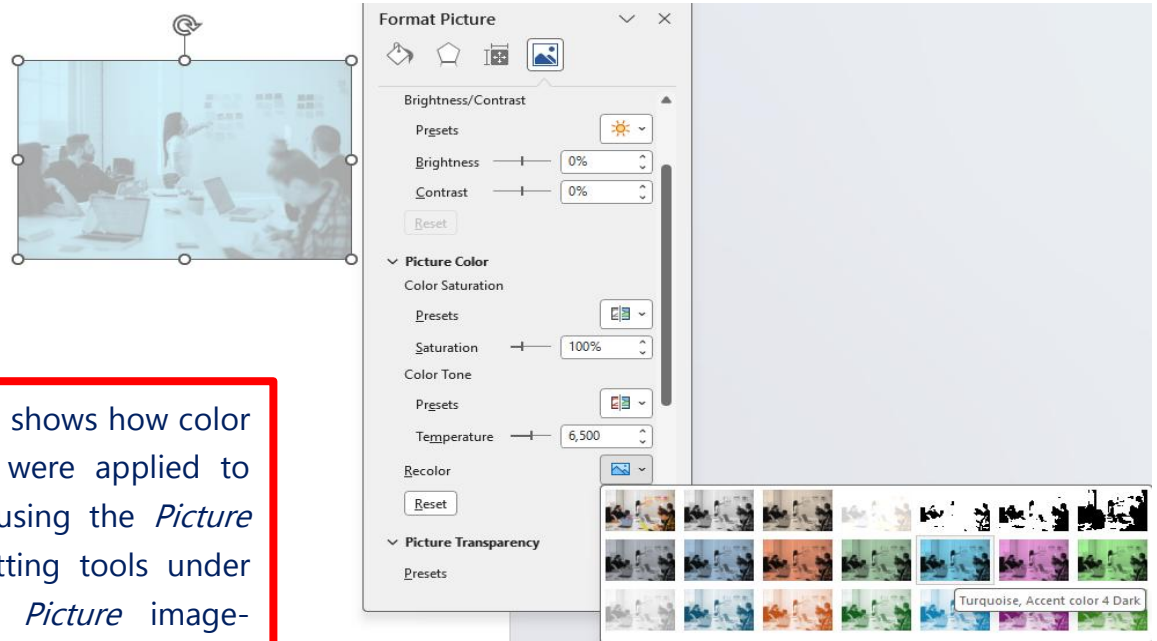
Types of picture effects applied to the picture on the left are picture border color, glow effect, and picture reflection.

If you right-click on the picture, you will see other image-editing tools, such as:

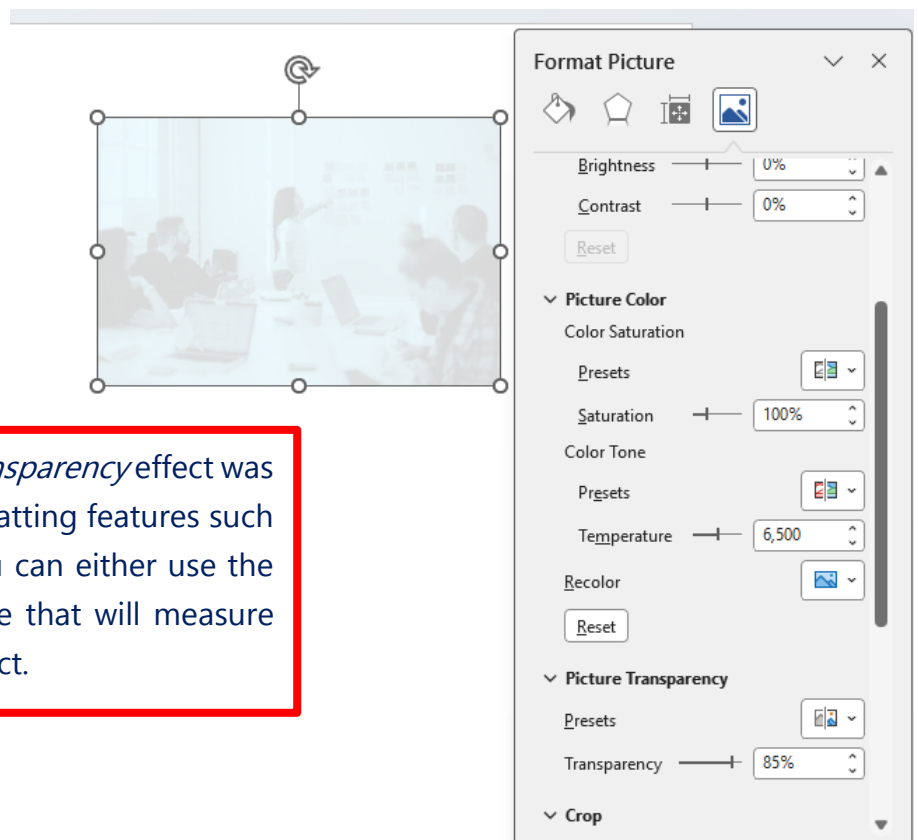
- ✎ **Link** – to insert a web or file link on the picture or image.
- ✎ **Insert Caption** – to insert and display a brief description or label the picture or image.
- ✎ **Crop** – to trim an image to display certain objects and/or omit other objects within an image.
- ✎ **Wrap Text** – Image-alignment options to position an image around other content.
- ✎ **Style** – a set of picture frame and picture effects that add style to an image, also found under *Picture Format* style options.



The *Format Picture* options contains the same image-editing tools as *Picture Format* options on the Microsoft Word ribbon. In the image shown on the right, there are various picture formatting used that was used to filter the picture on the left. For instance, the recoloring effect was applied, which replaces the original coloring of the picture as shown in previous examples.



This example shows how color adjustments were applied to the picture using the *Picture Color* formatting tools under the *Format Picture* image-editing panel shown on the right to the picture.

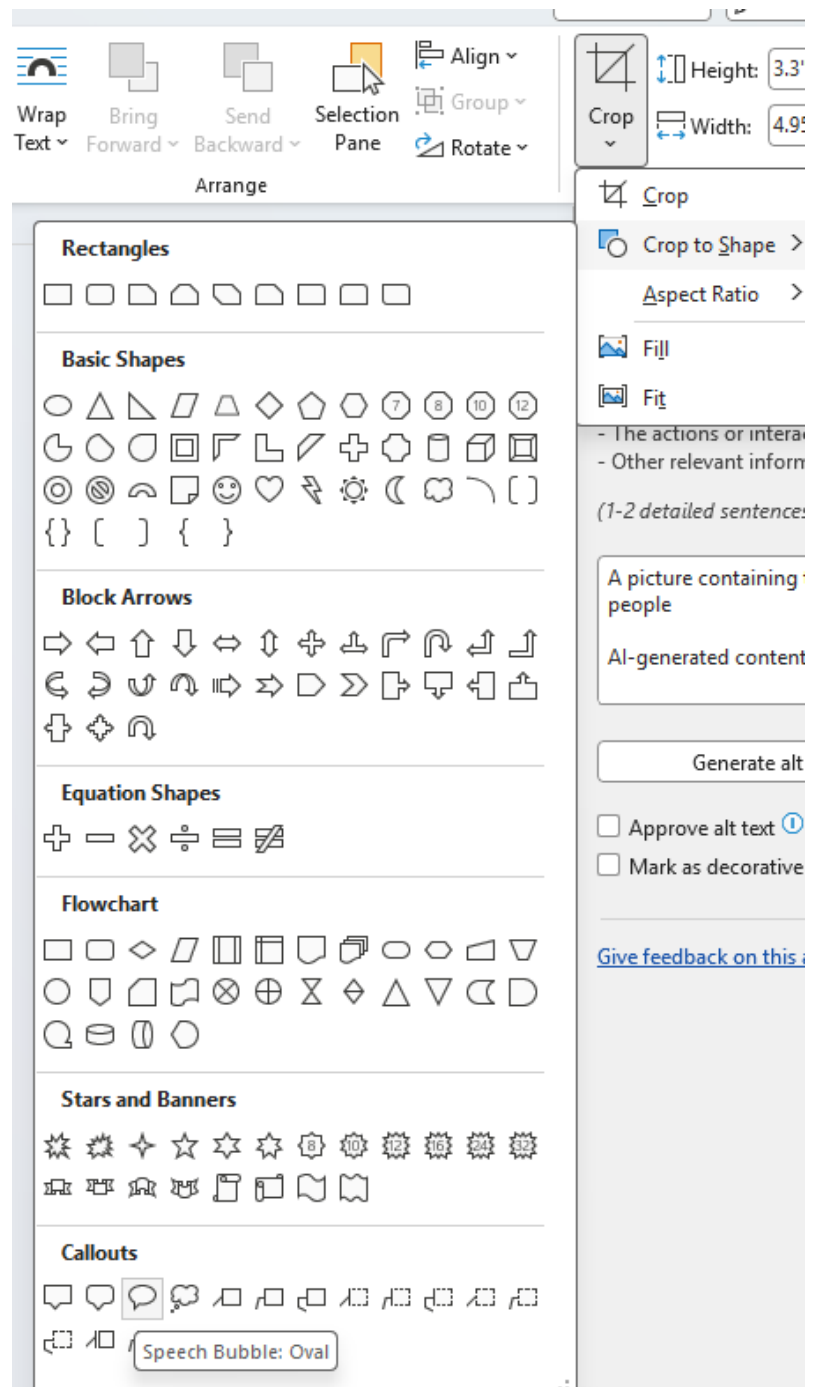


In this example, the *Picture Transparency* effect was applied. For many picture formatting features such as this transparency effect, you can either use the slide bar or input a percentage that will measure the visibility of that picture effect.



Other picture formatting options include special image-cropping effects and image-wrapping options that help to organize and create interesting focal points of your document.

In the screenshot shown on the left, the recolored picture was cropped into a shape known as the *Speech Bubble: Oval*. This option is in the *Size* section under the *Picture Format* tab on the Microsoft Word ribbon.

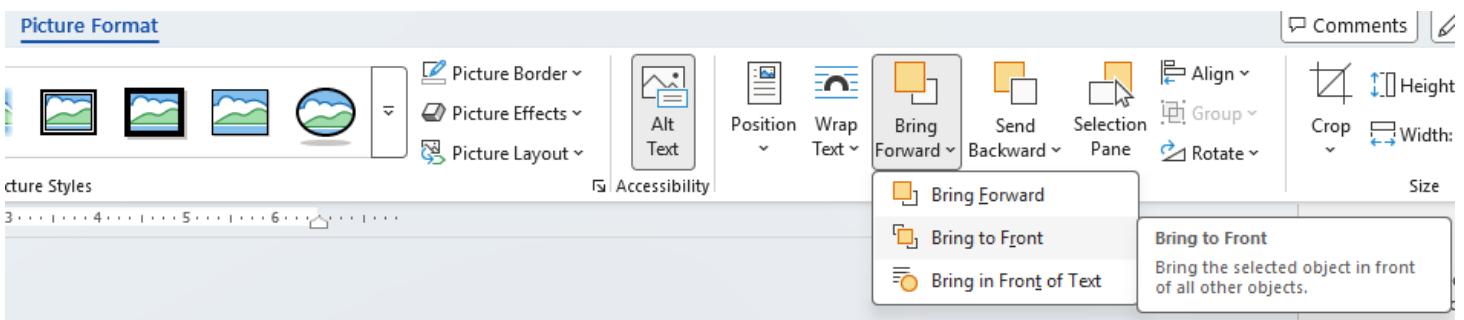
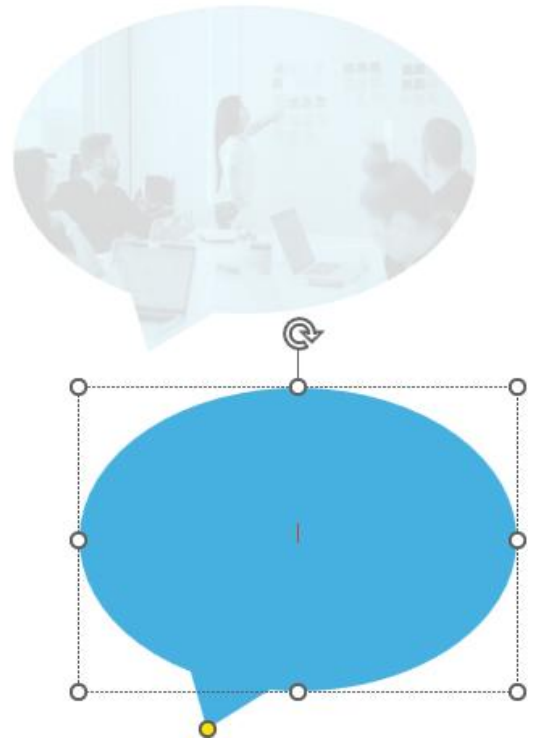


In the next section, you will learn more about how to use image-editing tools for grouping pictures, images, and shapes.

Grouping Objects

There is no one-way to edit pictures, images, or shapes. At times you may want to combine shapes, images, and pictures together to form a single message when developing or creating your content. In learning the document design elements of [proximity](#), grouped objects assist in developing the visual hierarchy of your document. Keep in mind, this works with grouping items that are relevant to the content. Another example was shown in the [Valentine's Day Party flyer](#) for [Understanding Document Design](#) on page 4.

The screenshot on the right shows a crop-shaped light, blue-filtered image with a group of people communicating. Then there is blue colored *Speech Bubble: Oval* in another position of the document. Transparency was added to the blue speech bubble. In this example, the shape will be

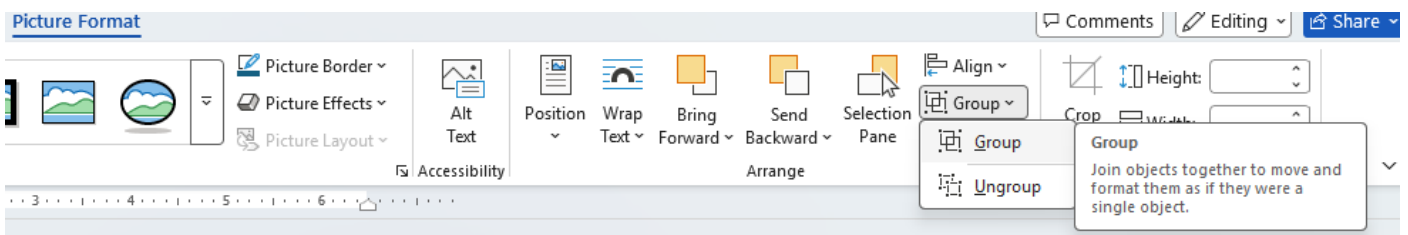


To place a shape or image in front or behind another object, go to the *Arrange* section under the *Picture Format* tab, click on either the *Bring Forward* or *Send Backward* drop-down menu to move the blue transparent shape on top or behind the light, blue color-filtered image. In this example, the blue shape was placed on top of the light, blue color-filtered image.

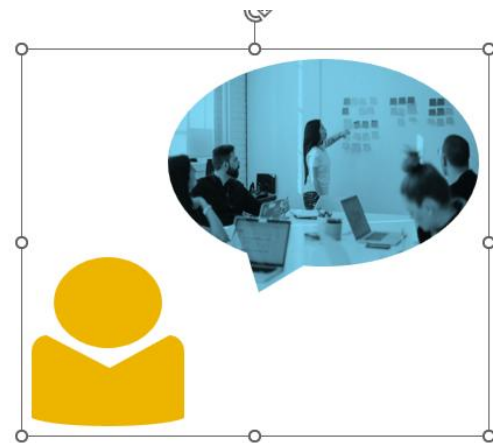


The blue speech bubble image is now placed on top of the light, blue-filtered image, which is also transparent to the blue speech bubble shape. See image on the left.

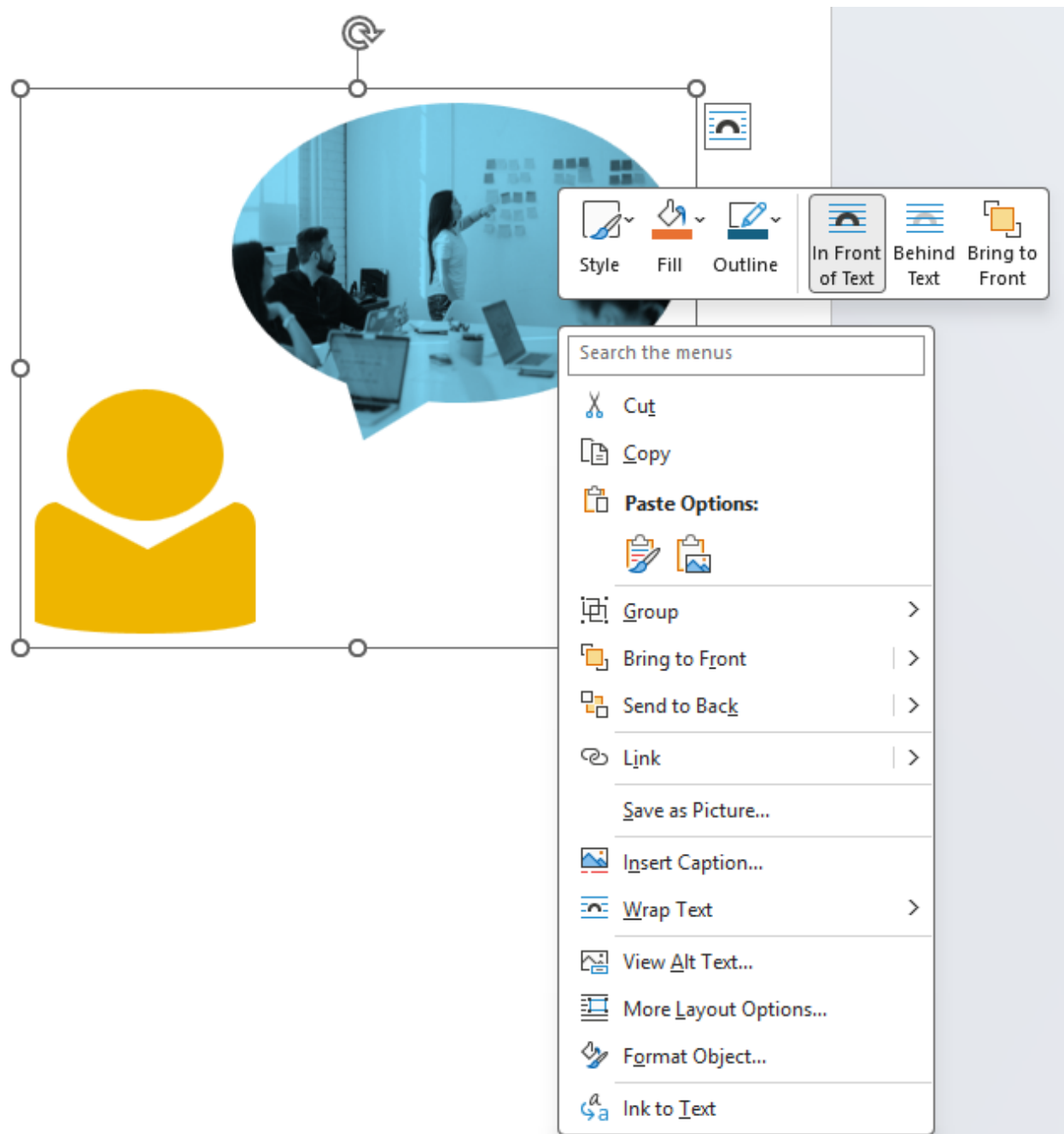
Sometimes the purpose for grouping objects is to form one single object. In other words, visuals assist other visuals in making connections to communicate a message to the audience. There are two objects that will be grouped in the example below: the person model and the image-cropped speech bubble. To group these objects, **first** click on one object. Then **press the Ctrl key and keep it pressed** while clicking on the other object. On the *Group* drop-down menu under *Picture Format*, select *Group* to group the selected objects together.



This example shows how more than one image is selected by clicking on the objects and pressing the **Ctrl** key **at the same time**.



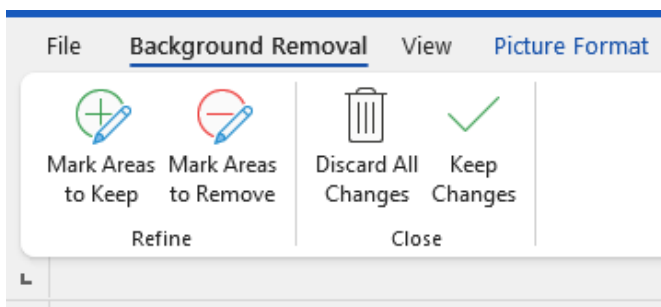
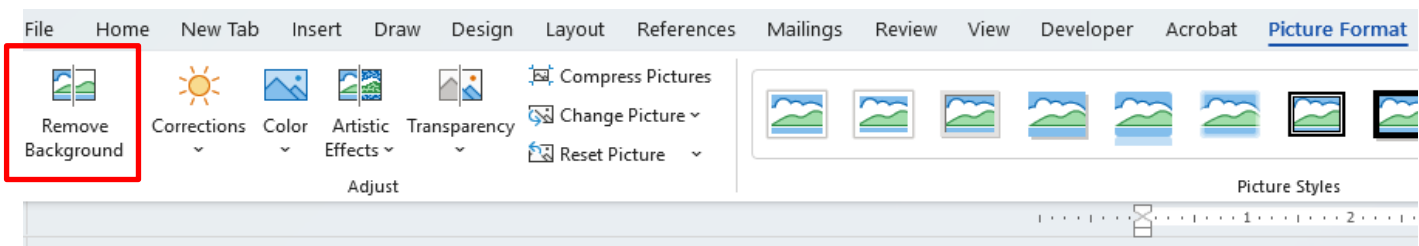
In this example, the selected objects are grouped using the *Group* command under the *Picture Format* options.



Grouped objects can also be formatted using picture styles, colors, and filters. If you right-click on the grouped object, you will see similar picture formatting, such as arranging, grouping, and options to wrap text. You also have an option to *Save as Picture* and save a grouped image as a jpeg or png.

Types of images with removable backgrounds in Microsoft Word

You may be wondering about the types of images you can use to remove a background if you prefer your image to be in front of another background. Images that have a solid white background only can be removed using the *Remove Background* tool under the *Picture Format* tab on the Microsoft Word ribbon. Then you will see options to mark the shaded areas of your image that you want to remove or keep.



The pink-shaded white areas are either removable or can be marked using the options to *Mark Areas to Keep* or *Mark Areas to Remove* or keep parts of the shaded image under the *Background Removal* options.



Whether you select to *MARK Areas to Keep* or *Mark Areas to Remove*, you will use the pencil to click on the shaded areas you want to recover and keep hidden in the shaded areas. See example of image background edits below.



In this example, the pencil was used to mark the parts of the image that needed to be recovered from the shaded area covering the background of the image.

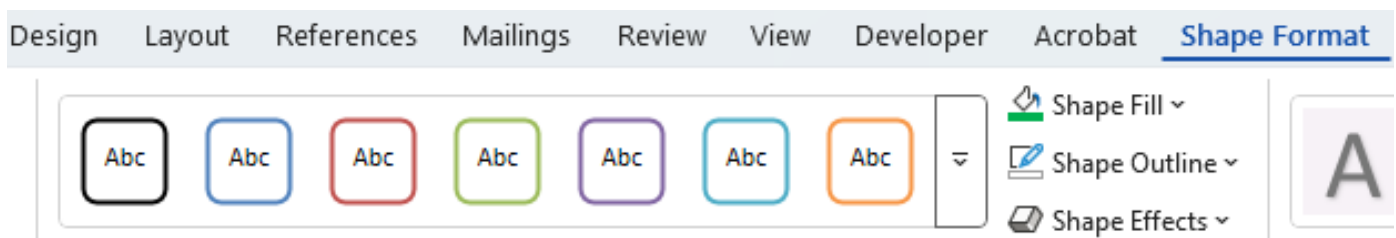
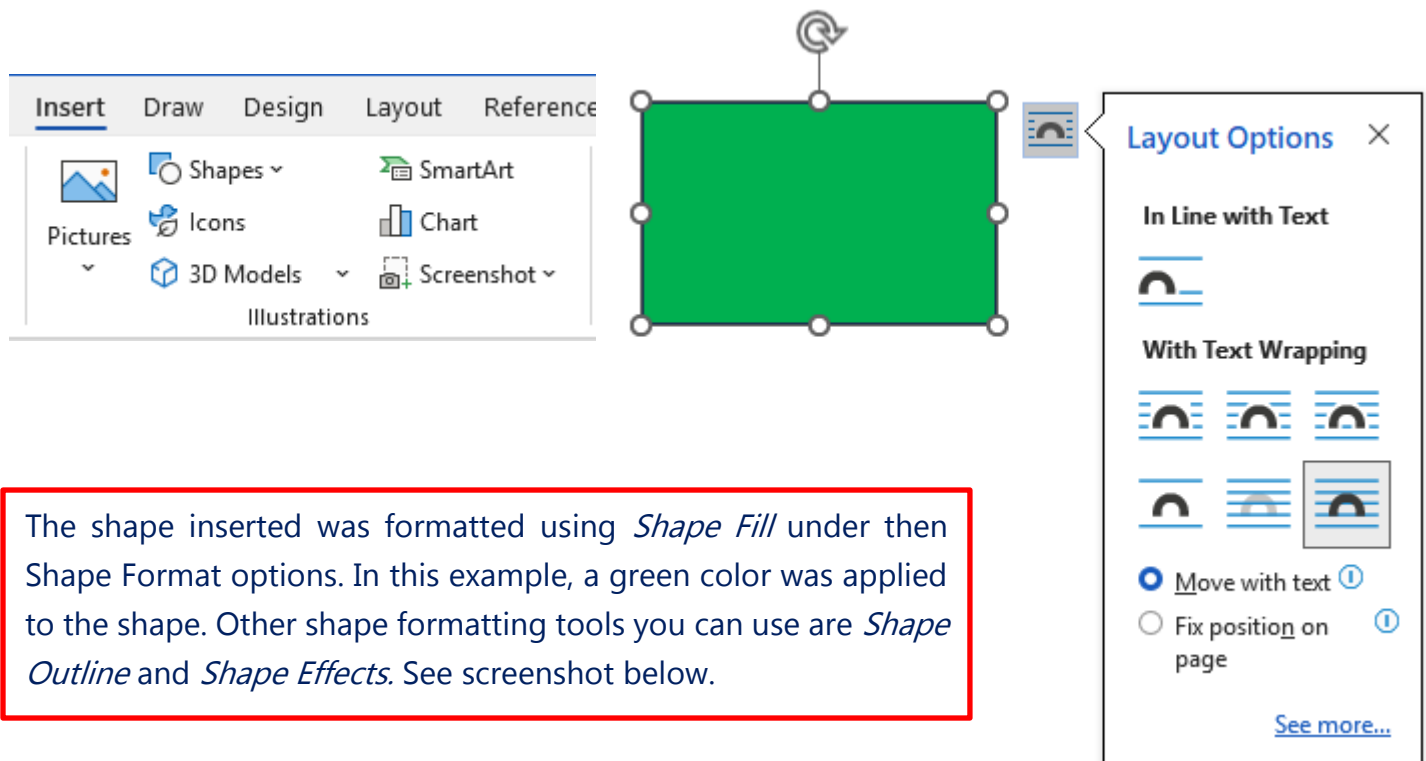


After areas were marked, *Keep Changes* under the *Background Removal* options was selected to remove shaded, hidden areas and make the marked areas visible.

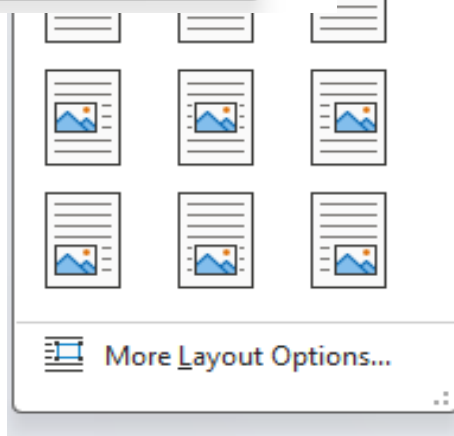
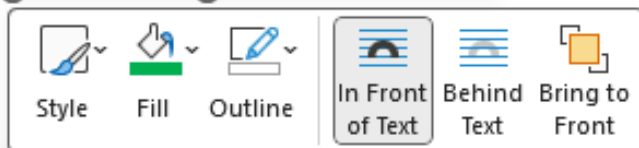
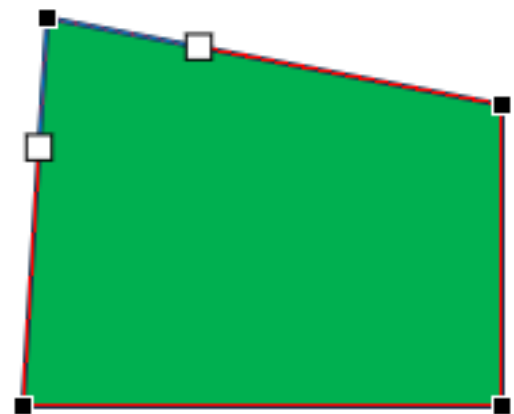
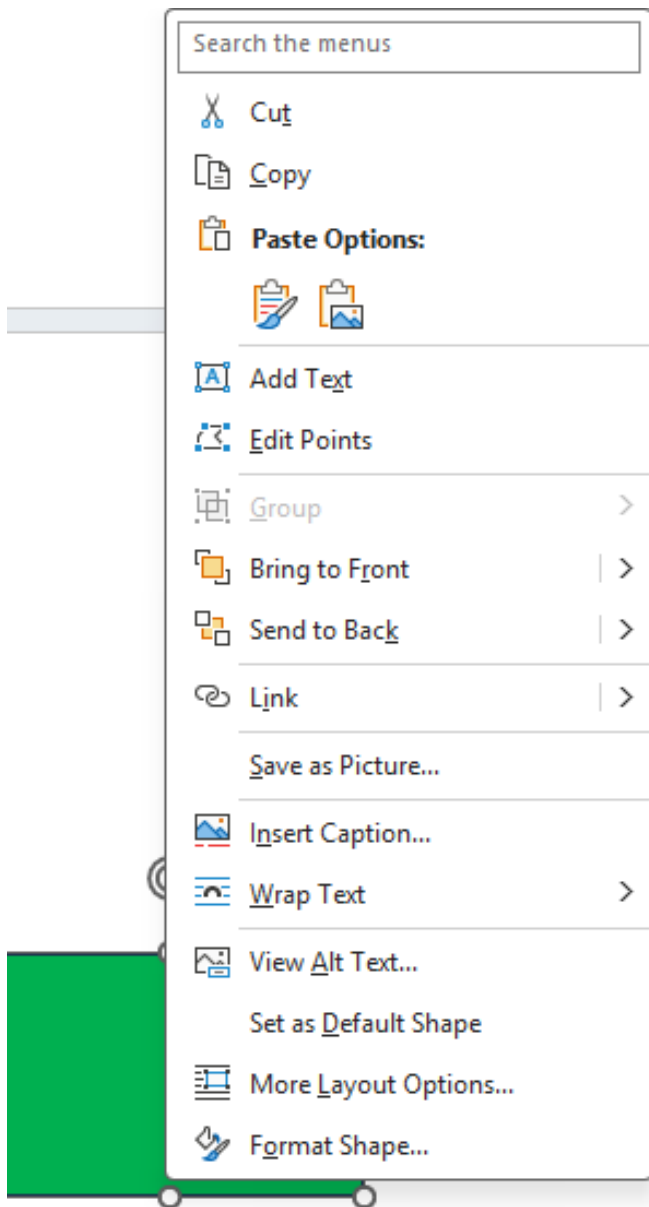
Drawing and Converting Shapes

Apart from shapes being used to be grouped with images or frame images, they can stand alone to help demonstrate the purpose of your document. You can edit shapes by adjusting size, color, and using angles to form a shape into another shape. Shapes are used for multi-purposes for the representation of data, such as infographics, symbols, icons, labels, and charts.

On the *Insert* tab, you will see the *Illustrations* library. You will see a category of visuals you can use to interpret data or any piece of information you demonstrate on your document. Below is a rectangle shape inserted from the *Shapes* drop-down menu under the *Illustrations* library.

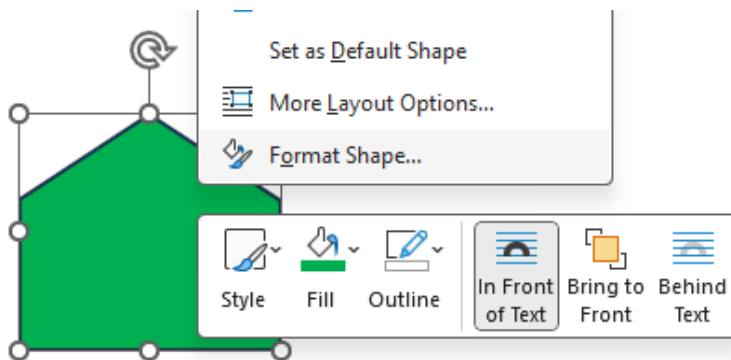
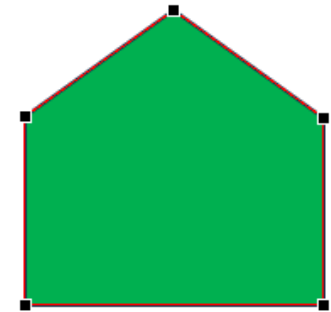
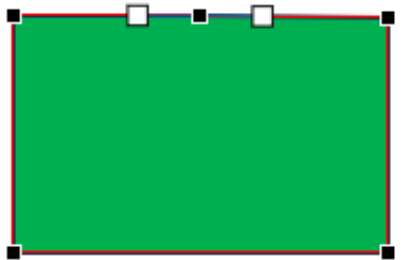
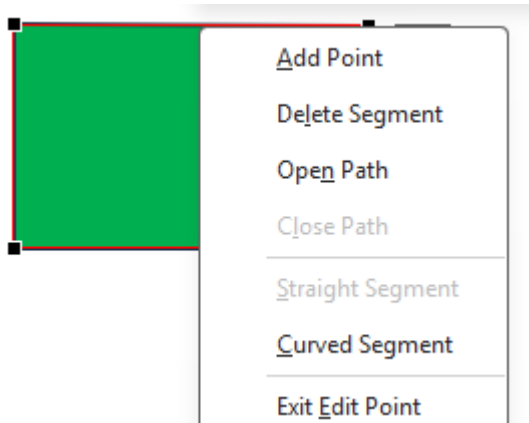


You can adjust corner points of any shape from the *Shapes* library. In this example, the green shape was selected. If you right-click, you will see an option called *Edit Points*. This will allow you to click on any of the corner points of a shape and drag either upwards, downwards, or further left or right.

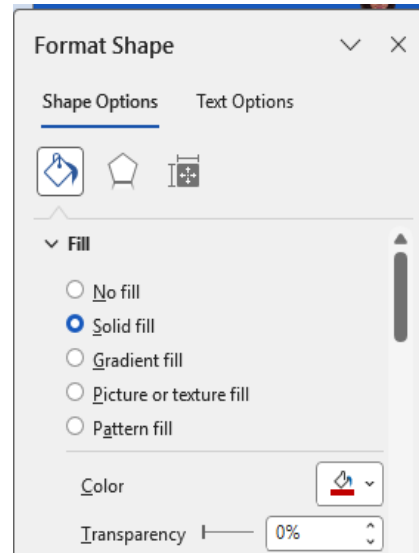


Not only do you have options to edit points on a shape, you can also add corner points and edit the sharpness of any corner point. For instance, you can use the *Curved Segment* option to keep a straight corner point as you see in these examples or select to have a curved corner point .

The shape below shows an added point to the top-middle corner, and it was dragged upwards to convert the rectangle into a house-shaped icon.

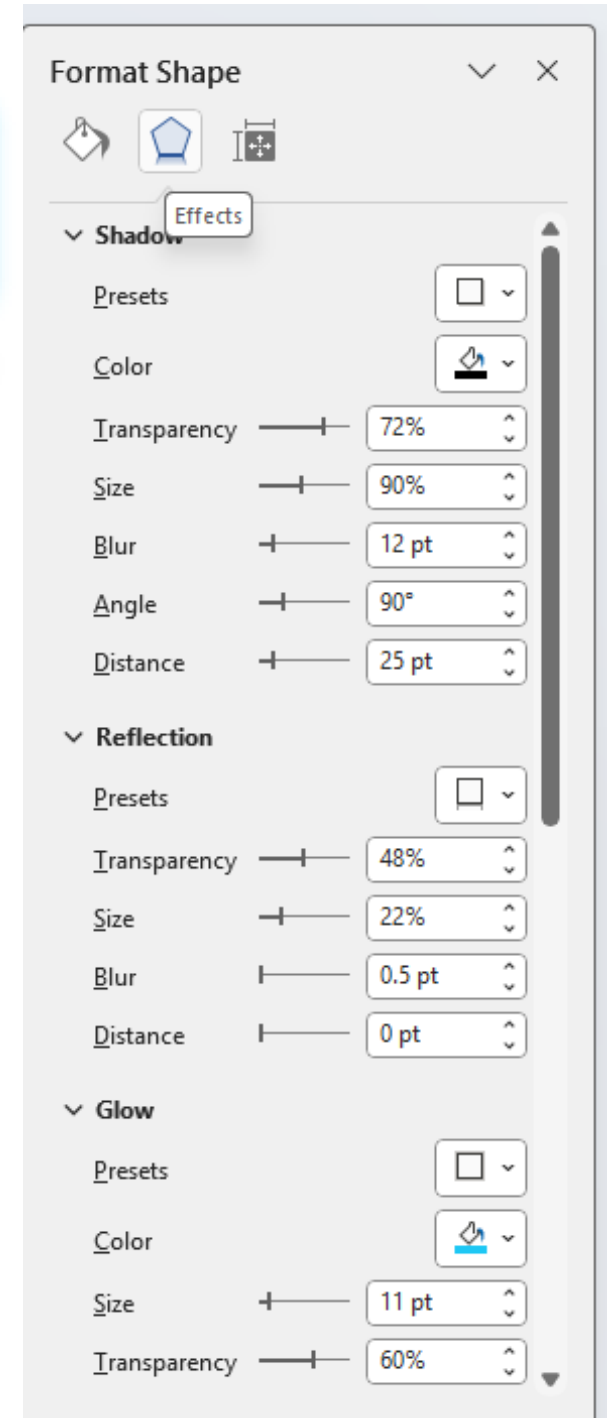


The example on the left shows other options, such as layout and shape formatting options. As discussed in the [Wrap Text/Layout Options](#), you can align shapes around text and other graphics to present information on your document.

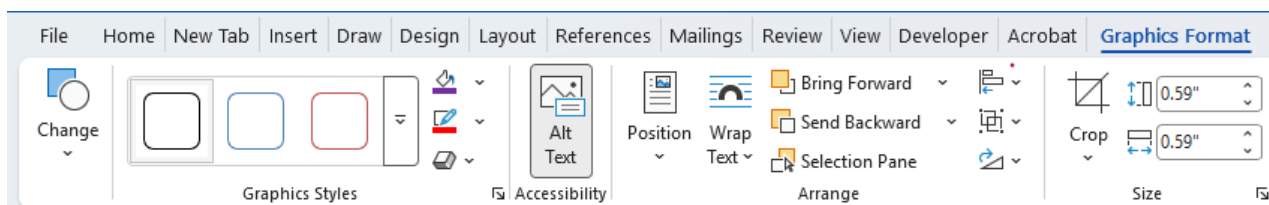
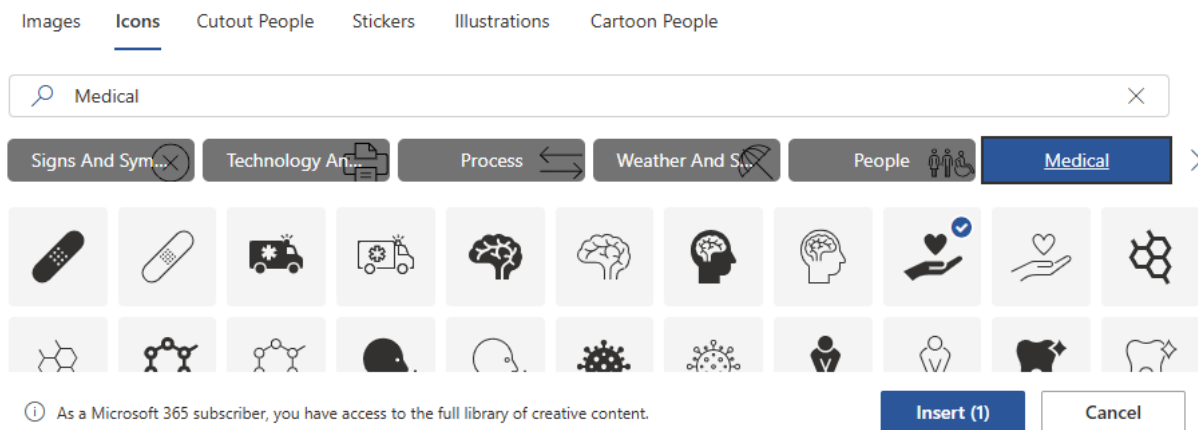
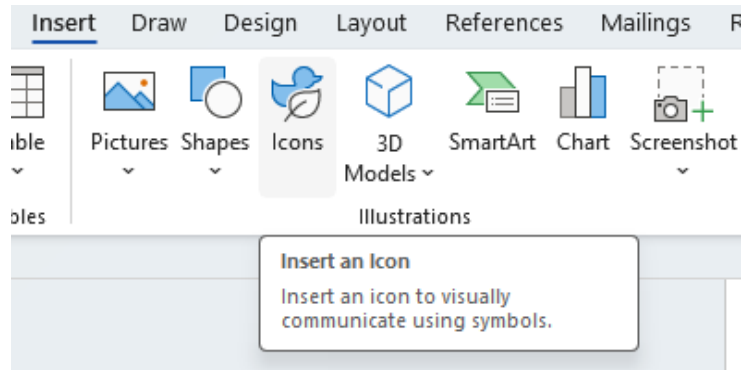


When you right-click on a shape, there are three formatting categories under the *Format Shape* options:

- ✦ **Fill** – This option allows you to apply color, outlines, gradients, and patterns to shapes. In this example, a red color was applied to the shape.
- ✦ **Effects** – You can make shapes stand out more on your document using the *Effects* option. Types of shape effects you will find are *Reflection*, *Shadow*, *Soft Edges*, *3-D Format*, and *3-D Rotation*. In this example, the *Shadow*, *Reflection*, and *Glow* effects were applied to the shape on the right.
- ✦ **Layout** – The *Layout* options are located after the *Effects* options. If you right-click and select *Add Text* to a shape, you can use the layout properties to align text to the top, middle, or bottom of the shape. In addition, you can choose to rotate text inside a shape vertically or horizontally.
- ✦ **Text Options** – In addition to the *Layout* options, you can use *Text Options* located next to *Shape Options* to format text using color, effects, and style adjustments.



The *Illustrations* panel is also equipped with time-saving features that allow you to insert labeled objects and icons that are designed and categorized to communicate information visually. For example, if you are creating a report on health and medical information, click on the *Icons* image gallery (see image below) and you will find a set of icons under various categories. If you need to insert an icon that supports medical information on your content, select *Medical* on the top navigation bar.

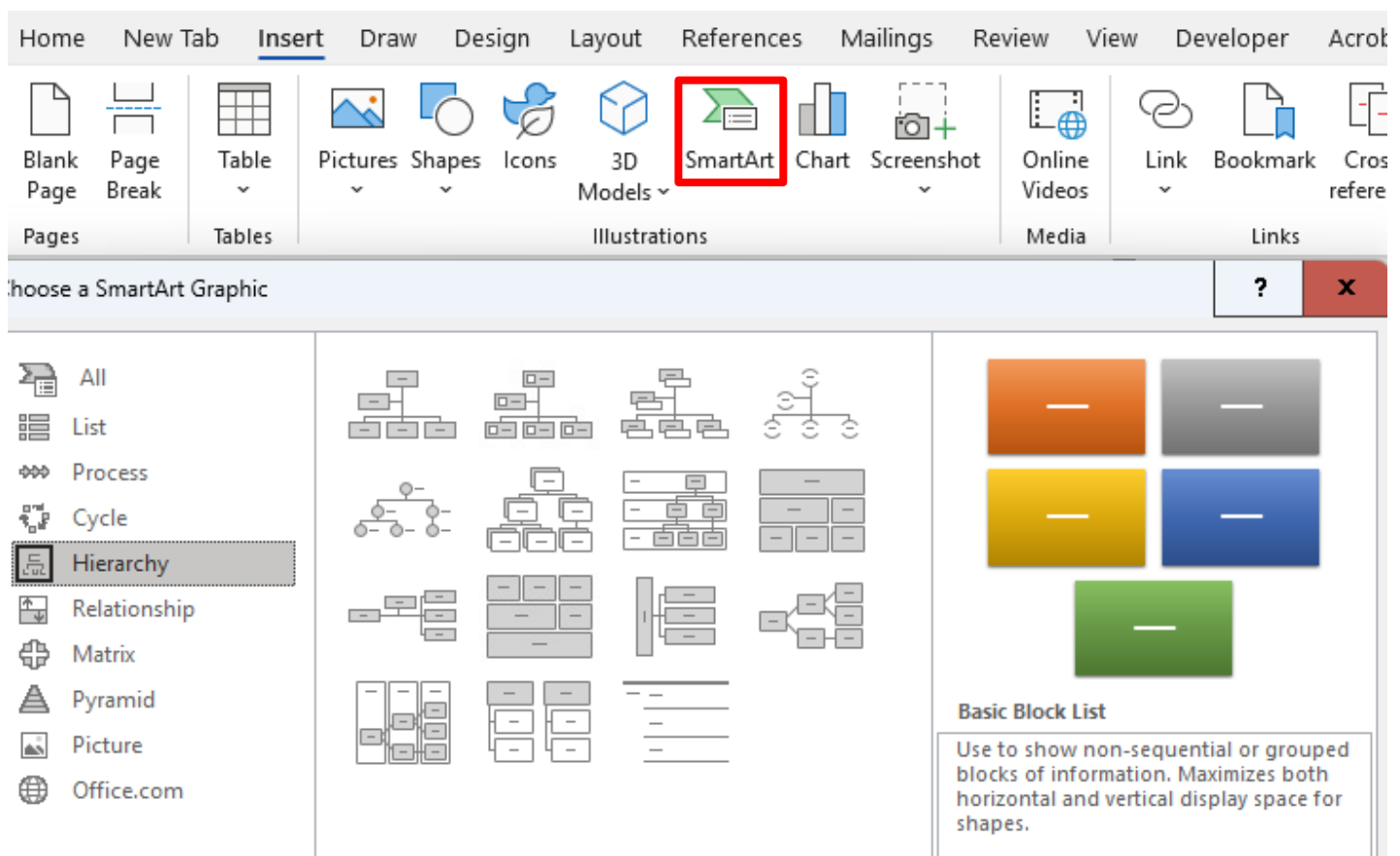


The screenshot above shows a category of icons from the *Icons* image gallery under the *Insert* tab. This example shows an icon selected under the *Medical* category. If you see the icon you need for your document, select the icon and click on *Insert*. After an icon is inserted into your document, click on the icon and the *Graphics Format* tab appears on the Microsoft Word ribbon to format an icon. As shown next to the *Graphics Format* screenshot above, a purple color was applied to the selected icon.

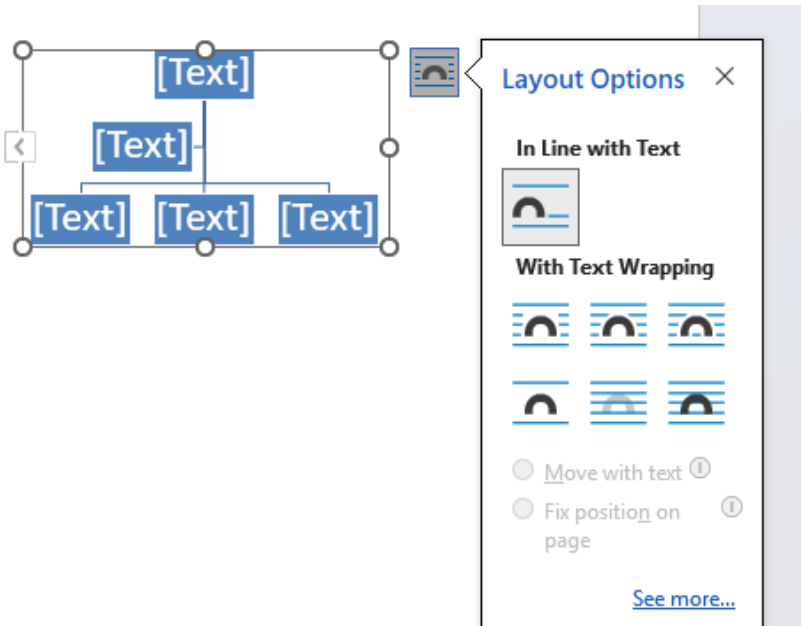
Connecting Visuals with SmartArt Graphics

On the *Insert* tab, you will see the *Smart Art* tool located on the *Illustrations* panel. The *Smart Art* tool aids in the design elements of [proximity](#) with multiple options to display relevant information on a page with charts and diagrams. Charts and diagrams are used in a wide range of documents, such as statistical reports, fact sheets, reference guides, manuals, and flyers. *Smart Art* graphics are ideal in displaying charts and diagrams to present data in both a relational and sequential order.

SmartArt also contains predesigned infographics to help you demonstrate a step-by-step process to help the audience complete a task or help them understand the level of importance when presenting information. After you insert a *SmartArt* graphic, you will see options to format the design of your graphics using *SmartArt Styles*, *Format Shape*, and *Wrap Text* options.

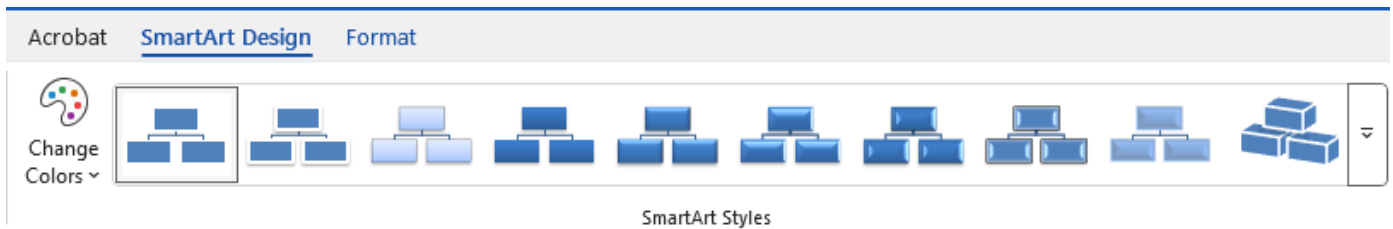


The image above is a screenshot of the *Smart Art Graphics* gallery. Charts and diagrams are categorized for different purposes, but they all function as a visual hierarchy to label and organize information depending on how it needs to be prioritized to the audience's goals and needs.

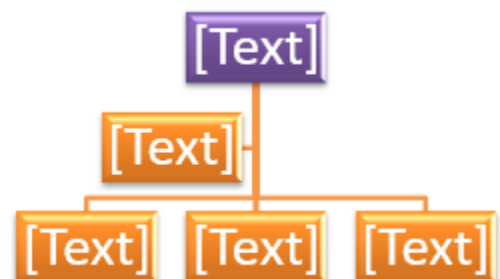
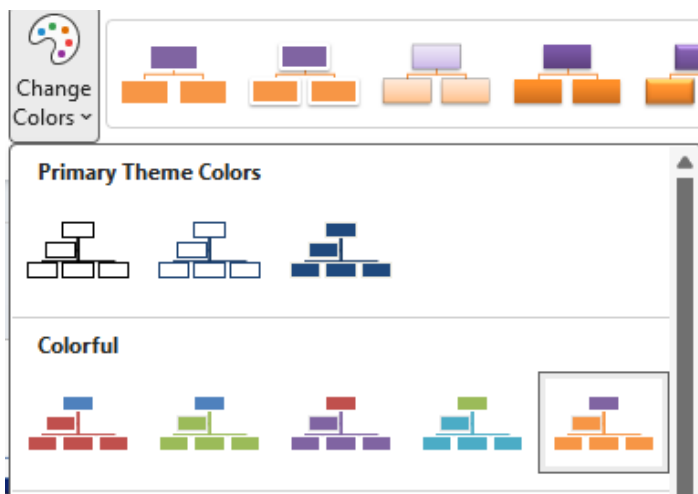


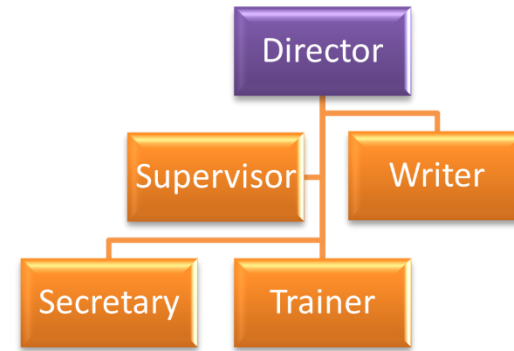
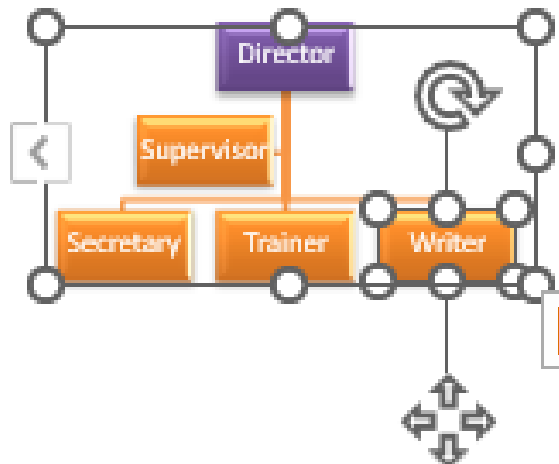
On the left, is an image of a *Hierarchy* chart. This *SmartArt* graphic is useful to create staff charts, which is widely used to show the level of responsibility and workflow among a group of employees in an organization.

After you insert the *Hierarchy* chart, you have access to layout and design tools to format the style and design your chart. For more details on layout options, see section for [Wrap Text/Layout Options](#).

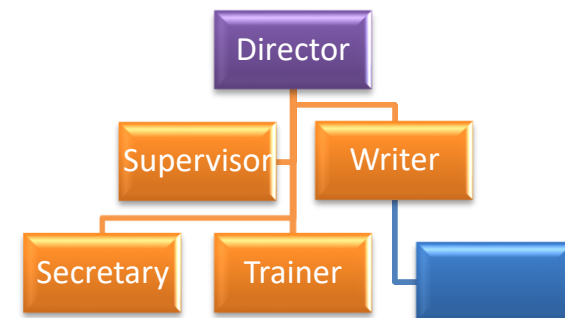
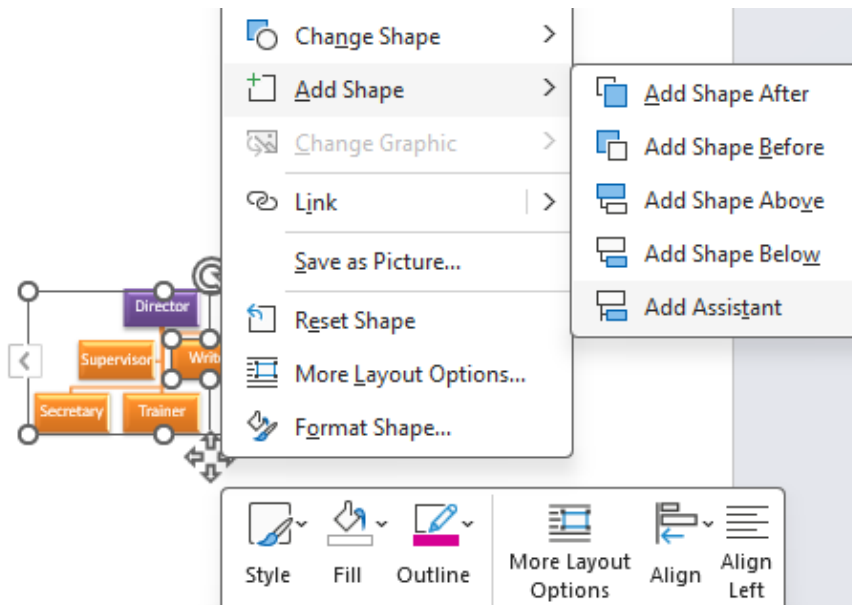


Above is a screenshot of the *SmartArt Design* tool, which offers a variety of styles and colors that you can customize and apply to your chart or other graphics. In the image above, a style is selected for the chart. Below are two snapshots of the *SmartArt Change Colors* options to adjust the color scheme of your chart or any other graphic to edit and format text. You can click on the *Format* options to customize font, font size, text styles, and text colors.





You can also customize and rearrange the order of the information you present on any SmartArt graphic. For instance, the two images above show that the 'Writer' title was selected and dragged upwards to connect besides the other title for 'Supervisor.' If you wish to add another shape for other information, first select the chart and right-click to see options to add shapes. See examples below.

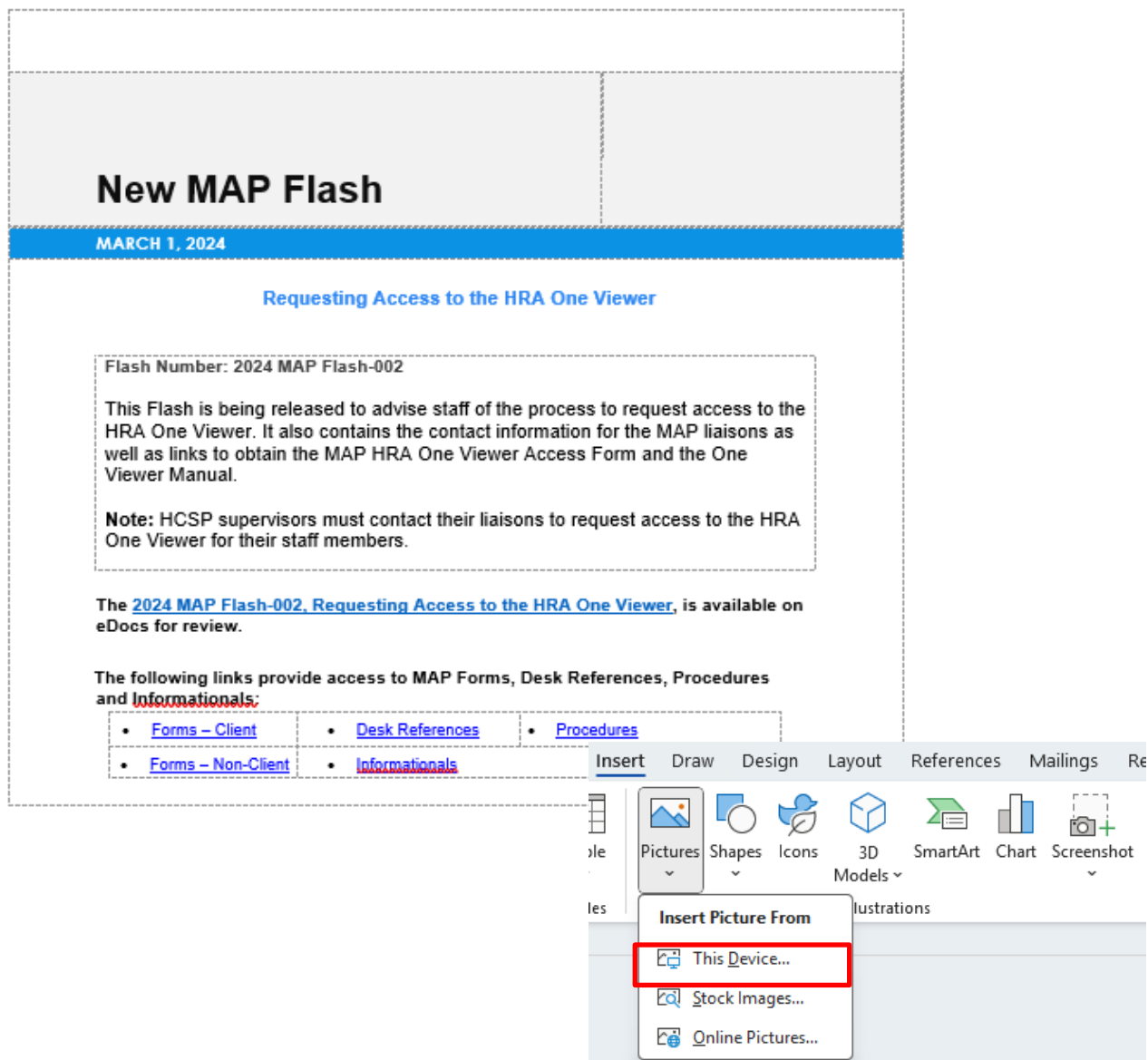


This example shows how another shape was added after the title for 'Trainer' using the *Add Shape* option shown on screenshot on the left.

Applying Wrap Text Options

A good way to support the purpose and of your document is by using *Wrap Text* as an option to align an object close to the content that conveys a message or meaning. The *Wrap Text* features support the design elements of [alignment](#) and [proximity](#). You can wrap a group of items that form a relationship to present the same idea and position them around the text that describes an idea while they can be aligned besides or in the center of the text. This process was also demonstrated in the [Grouping Objects](#) section.

Let's say you are preparing a notice titled New MAP Flash to go out to the staff and you want the NYC-DSS logo to appear beside the title. On the *Insert* tab, select the *Pictures* drop-down menu. You will see options to insert an image from a device, which is your Pc or laptop, stock images, or online pictures. In this case, *This Device* was selected. See screenshot of the *Insert* options below.



The Logos folder is where the NYC-DSS logo is located. In this case, you would click on the Logos folder, select and insert the NYC MICSA LOGO-Color.jpg image file. See example below.

New folder				
	Name	Date modified	Type	Size
6	Logos	10/21/2021 3:50 PM	File folder	
tion Re	My Images	1/29/2026 4:06 PM	File folder	
	NYC MICSA LOGO 2.jpg	7/23/2020 12:56 PM	JPG File	127 KB
	NYC MICSA LOGO.jpg	4/27/2020 5:02 PM	JPG File	26 KB
	NYC MICSA LOGO-Color.jpg	10/14/2021 2:19 PM	JPG File	8 KB

The NYC-DSS logo instead appears at the bottom, but you can align it next to the title. Next to the logo, is an icon that shows an arc within a set of lines. This icon appears as your *Layout Options*. The icon is visible when you insert the image or click on the image. When you click on the image, the *Picture Format* tab becomes visible on the Microsoft Word Ribbon. Similarly, the layout options are also shown in the *Arrange* panel on the *Wrap Text* drop-down menu as shown in the example of the New MAP Flash announcement below.

New MAP Flash

MARCH 1, 2024

Requesting Access to the HRA One Viewer

Flash Number: 2024 MAP Flash-002

This Flash is being released to advise staff of the process to request access to the HRA One Viewer. It also contains the contact information for the MAP liaisons as well as links to obtain the MAP HRA One Viewer Access Form and the One Viewer Manual.

Note: HCSP supervisors must contact their liaisons to request access to the HRA One Viewer for their staff members.

The [2024 MAP Flash-002, Requesting Access to the HRA One Viewer](#), is available on

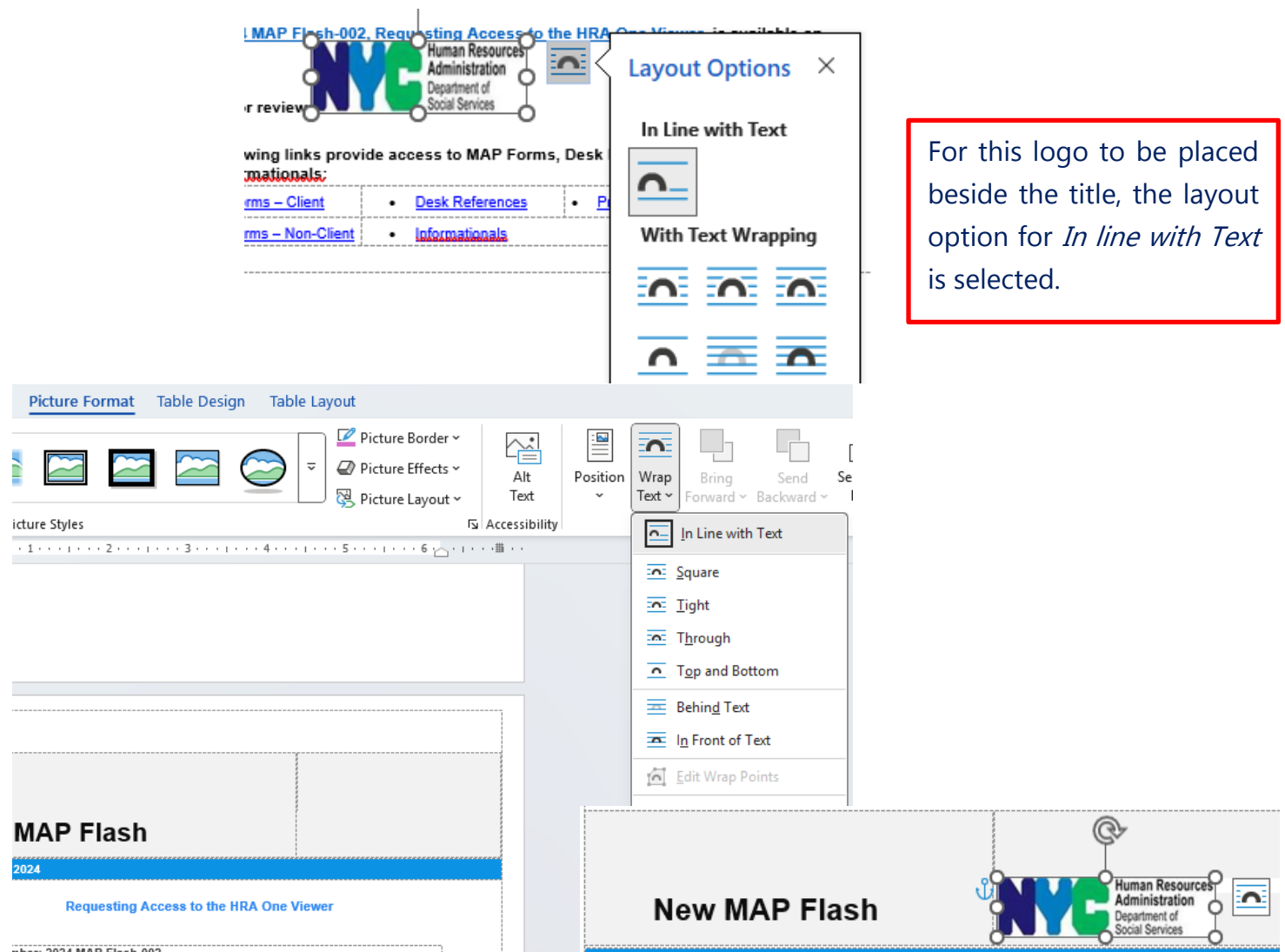


eDocs for review

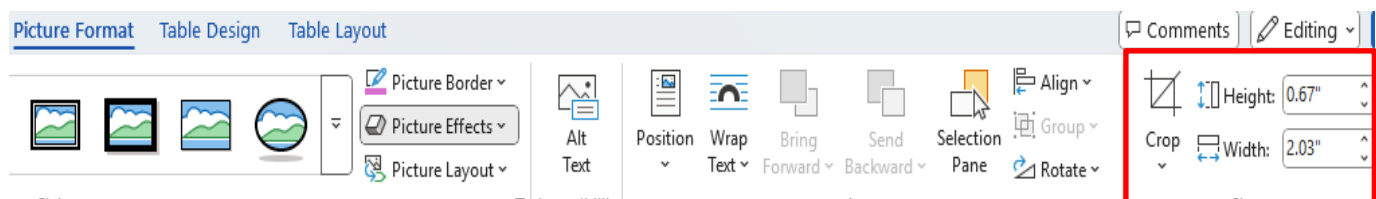
Layout Options

Choose how your object interacts with the text around it.

There are several different type of layout options to wrap your image to text. The *Wrap Text* drop-down menu under the *Picture Format* tab labels all the picture layout options shown on the *Layout Options* icon displayed next to the inserted image.



The logo is placed beside the heading. You can adjust the size of the height and width of the image, or crop the image if you need to remove unwanted parts of the image. You can also place your cursor on the right or left corners, or the top and bottom corners of the image and drag until you have the correct size of the image. See example below.



Once a picture or image is inserted into your document, you **first** select the image and apply a wrap text option to be able to **move the image** to around the text or paragraphs (s). In addition, you can either click on the image and choose any of the image-editing features on the *Picture Format* options or right-click on the image and select the *Format Picture* option. See [Editing Images](#) for details on formatting pictures and images.

Wrap Text/Layout Options

What is Communication?

Communication is known as the act of conveying information through speaking or writing to develop a shared understanding of a topic or discussion (What is Communication? The Definition of Communication). It is also processed through a system of signs, images, symbols, and body language (Communication). There are two types of communication: *verbal* and *nonverbal* communication. Both types of Communication work interchangeably to deliver the message to a targeted audience in different, but valuable ways to **implement** an understanding of the ideas presented. According to The Knowledge Academy, verbal communication is the use of voice and tone to support the readability of words and ideas with accuracy, clarity, and precision while nonverbal communication enhances the meaning of spoken words, ideas, and phrases through facial expressions and hand gestures (What is Verbal Communication?).



Square

There are other steps you can take to ensure you are on the right path towards cancer treatment and being a cancer survivor. For instance, if you know a friend, a family member, coworker, or loved ones you feel you can trust, try sharing any experience with cancer and learn know someone who survived you can learn through doctors or to prepare and what to expect body. In addition, you can join various ways you can survive and



Image of Cancer Ribbons, boldsky.com

information from your how they survived cancer or cancer as well. Furthermore, health care providers on how when changes occur in your cancer support groups to learn manage cancer treatment

Through

There are other steps you can take to ensure you are on the right path towards cancer treatment and being a cancer survivor. For instance, if you know a friend, a family member, coworker, or loved ones you feel you can trust, try sharing any information from your experience with cancer and learn how they survived



Image of Cancer Ribbons, boldsky.com

cancer or know someone who survived cancer as well. Furthermore, you can learn through doctors or health care providers on how to prepare and what to expect when changes occur in your body. In addition, you can join cancer support groups to learn various ways you can survive and manage cancer treatment (Cancer Diagnosis: 11 Tips for Coping).

Top and Bottom



Image of Cancer Ribbons, boldsky.com

There are other steps you can take to ensure you are on the right path towards cancer treatment and being a cancer survivor. For instance, if you know a friend, a family member, coworker, or loved ones you feel you can trust, try sharing any information from your experience with cancer and learn how they survived cancer or know someone who survived cancer as well. Furthermore, you can learn through doctors or health care providers on how to prepare and what to expect when changes occur in your body. In

addition, you can join cancer support groups to learn various ways you can survive and manage cancer treatment (Cancer Diagnosis: 11 Tips for Coping).

Tight

Build a Team of Cancer Survivors

The chances of surviving cancer become more advanced when we fight cancer together. As we experience positive outcomes, we can help keep the cycle going by spreading our knowledge and support to others. You would not know what steps to take to be tested for cancer cells and go through various types of cancer treatments if it wasn't for a network of cancer survivors that helped to research, discover, establish, and provide medical resources for those in need of support. In other words, the more you reach out, the more you will continue to develop an open mind on cancer prevention, diagnosis, and treatment from people with different health conditions and medical backgrounds.

Image of Cancer Survivors, macancerhospital.com

Behind Text

Build a Team of Cancer Survivors

The chances of surviving cancer together. As we experience positive outcomes, we can share our knowledge and support to others. You can help cancer cells and go through various types of cancer survivors that helped to research, diagnosis, and treatment for those in need of support. In other words, we can develop an open mind on cancer prevention with different health conditions and medical



Image of Cancer Survivors, mqcancerhospital.com

**In Front of
Text**

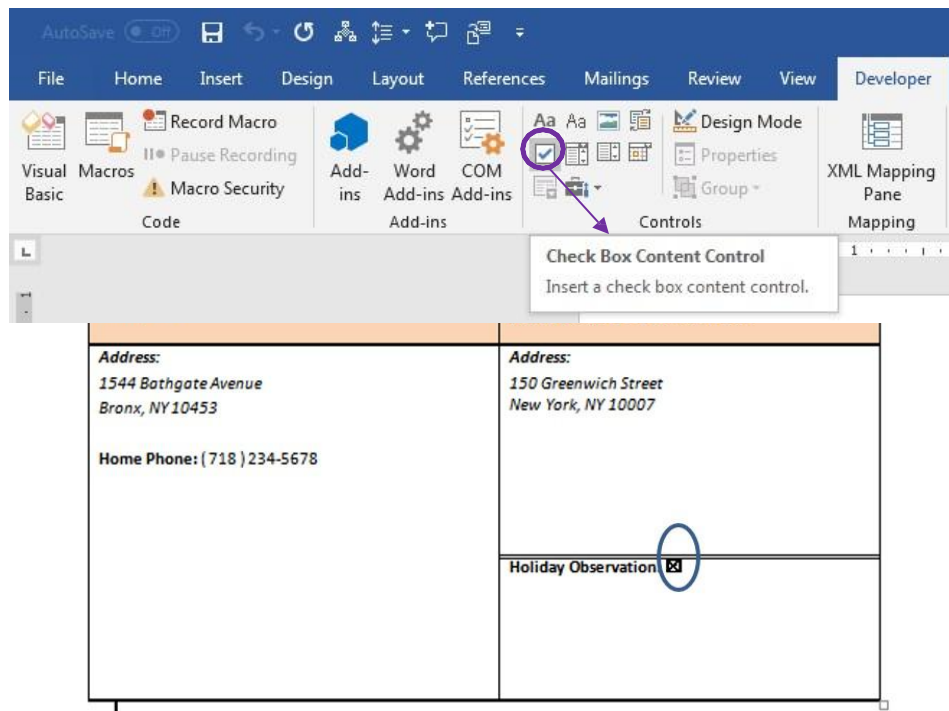
Note: You can make one of these picture layouts your default layout or select other layout options. Click on the image, then click on the *Picture Format* tab. Then click on the *Wrap Text* icon or the *Position* icon and *More Layout Options*, or *Set as Default*.

Developer

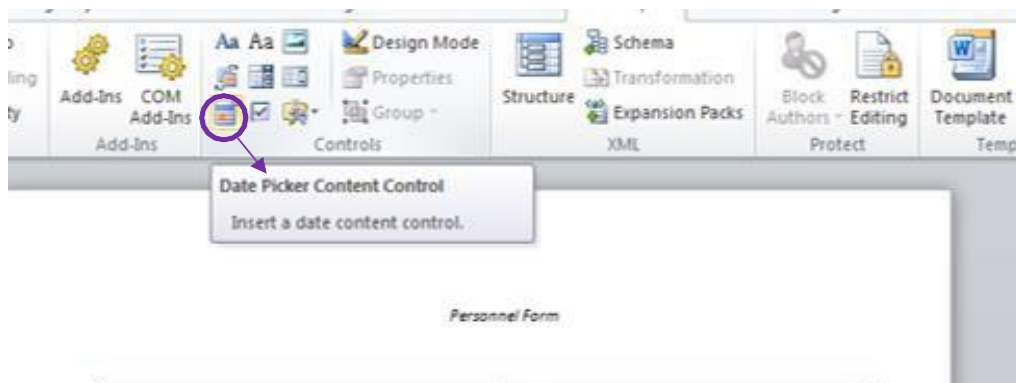
The *Developer* tab consists of a form control toolbox. The icons located in the form control toolbox are used for designing electronic fillable forms. They can also be used to design regular print forms.

Designing Forms with Developer

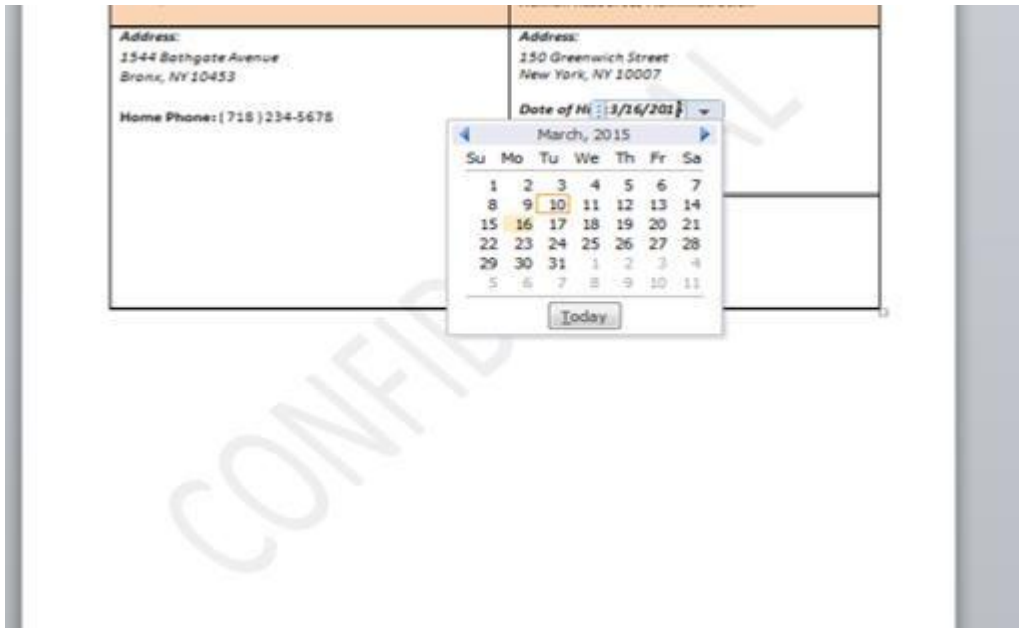
1. Some [tables](#) you draw and format can be used as printed or electronic forms. Let's say you want to use your form as a human resources personnel employee form and you want to add a check box next to 'Holiday Observations'. You go to the *Developer* tab and look for the *Check Box Content Control* icon as shown in the example below.



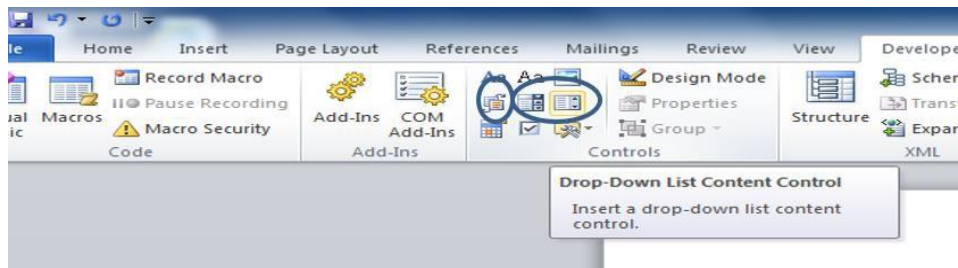
2. Now you need to include the hiring date, you can use the *Date Picker Content Control* under the *Developer* Tab to insert a date.



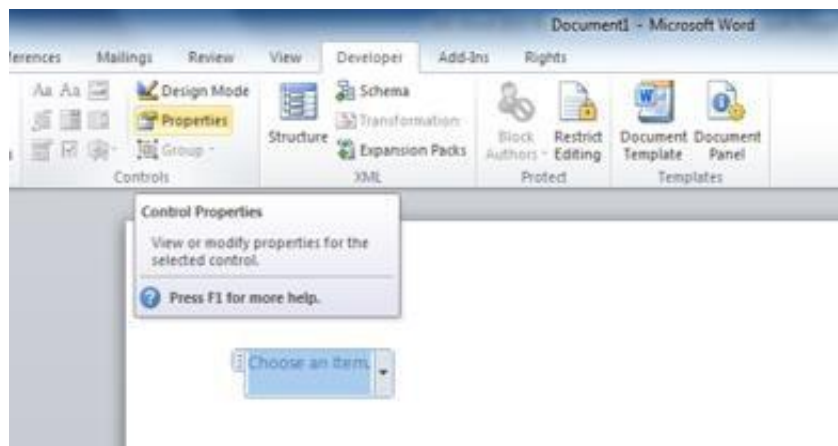
3. A monthly calendar is displayed, and you can search for the year and date. In this case, March 16, 2015, is the chosen date.



4. In the *Developer* Tab, you can insert a drop-down box using the Drop-Down List Content Control command.



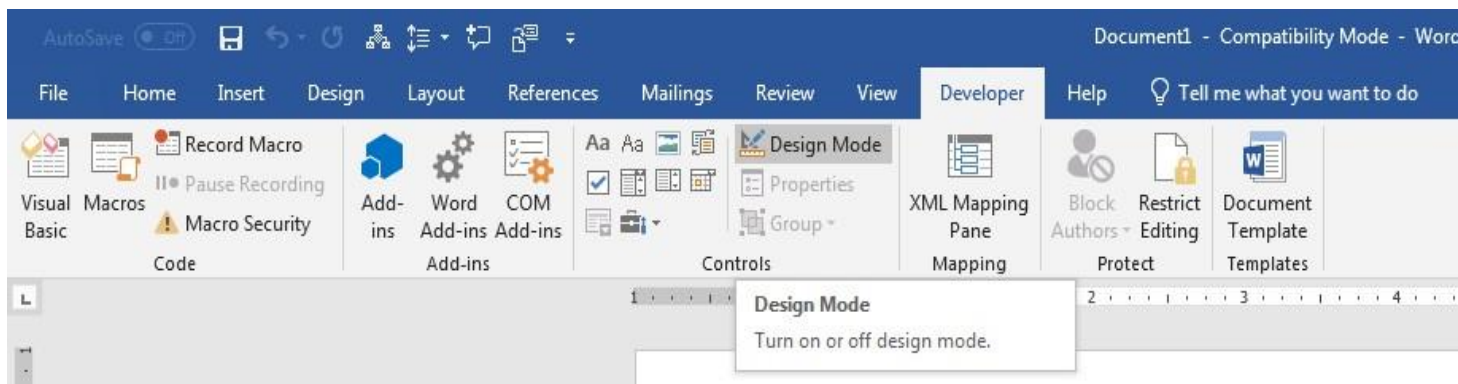
5. After you insert a drop-down box, go to *Properties* located next to the content control commands to create a list.



6. This is where you can add items to your list. You have options to modify any entries, move, or delete. You can also choose a formatting style for your content. In addition, you can lock the edits of your content by selecting/deselecting the *Locking* option. See [Adding and Modifying Word Styles](#) for more information on adding new and editing existing Word styles and Content Control Property options below.



7. If you want to perform user testing on the form, click on *Design Mode* to turn off design features. To go back and edit any content control features, click *Design Mode* again.



References

Williams, Robin. "The Non-Designer's Book Fourth Edition", 2015.

"Microsoft Word" *Computer Hope*,

<https://www.computerhope.com/jargon/m/microsoft-word.htm> 05 Mar 2025