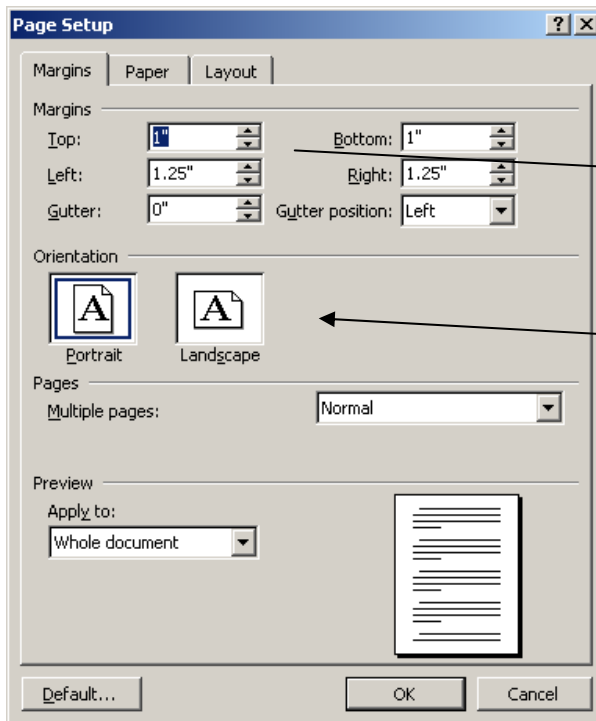
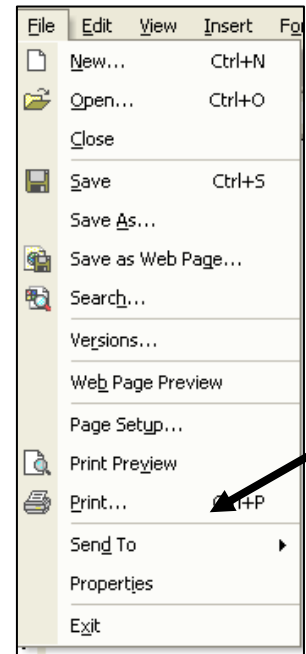


Adjusting the Page Layout

After you have edited and formatted a document, you may wish to make other adjustments such as changing the margins, selecting a different paper size, or modifying the orientation. These actions can be performed in the page setup dialog box.

1. A document should be open within the Microsoft Word program.
2. Click on the **File** menu and select **Page Setup...**
 - The **Page Setup** dialog box opens.
3. The **Margins** tab appears at the top left. By default, the top and bottom margins are set to 1 inch. The left and the right margins are set at 1.25 inches. You can either type the number for the margin setting you would like or use the arrows to increase or decrease the current setting.
4. To adjust the orientation, there are two settings, *portrait* and *landscape*. By default, Word documents print pages with the portrait orientation.



Adjusting the setting by typing in a number or using the up and down arrows to increase or decrease the settings.

Select either Portrait or Landscape