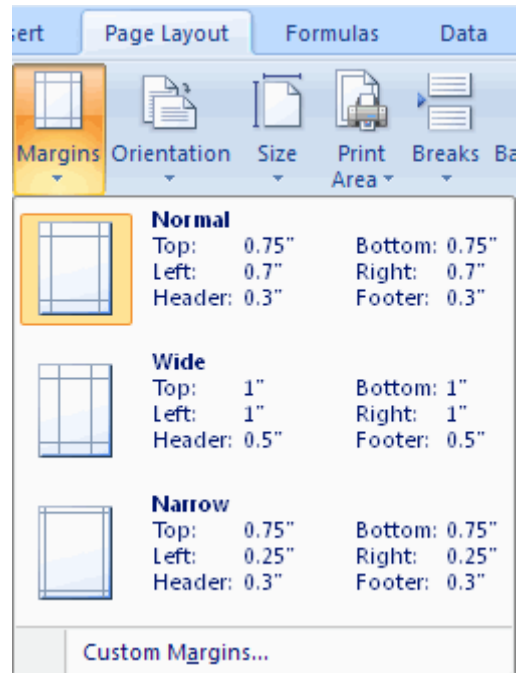


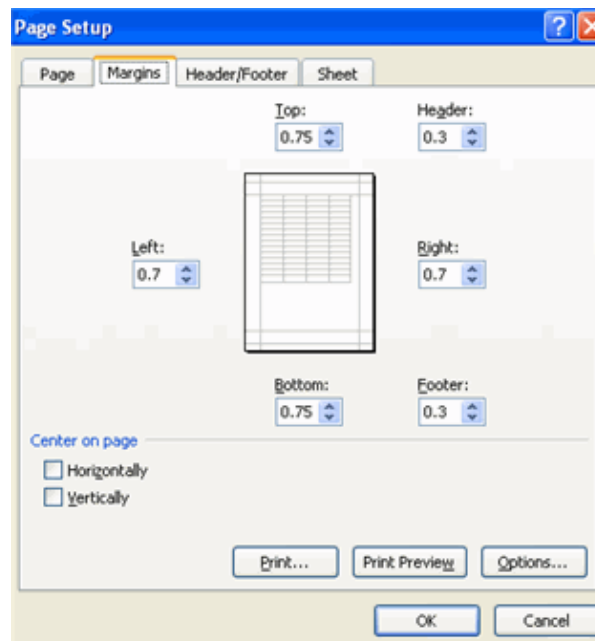
Set Page Margins

To set the page margins:

- Click the **Margins** button on the **Page Layout** tab
- Select one of the give choices, or



- Click **Custom Margins**
- Complete the boxes to set margins
- Click **Ok**



Change Page Orientation

To change the page orientation from portrait to landscape:

- Click the **Orientation** button on the **Page Layout** tab
- Choose **Portrait** or **Landscape**

