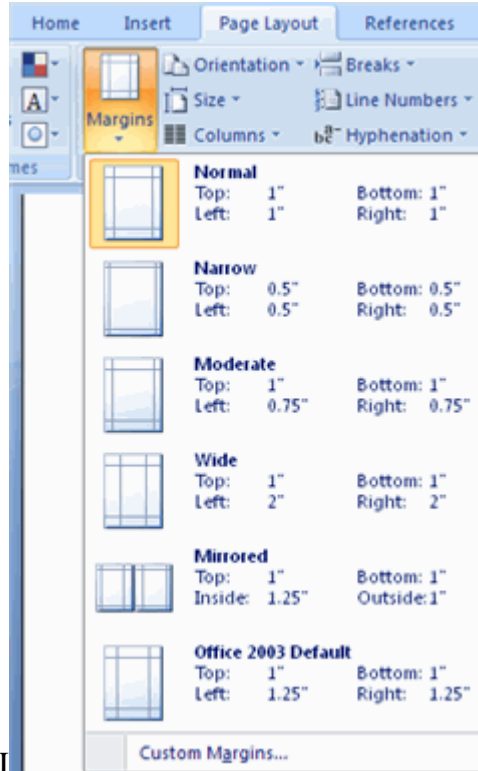


Modify Page Margins and Orientations

The page margins can be modified through the following steps:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, Click **Margins**
- Click a **Default Margin**, or
- Click **Custom Margins** and complete the dialog box.
-



To change the Orientation, Size of the Page, or Columns:

- Click the **Page Layout** Tab on the Ribbon
- On the Page Setup Group, Click the **Orientation**, **Size**, or **Columns** drop down menus
- Click the appropriate choice

