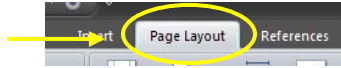




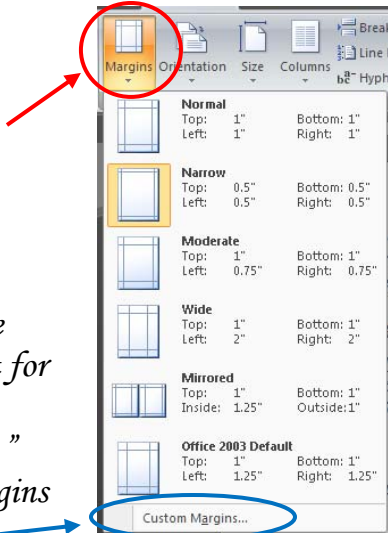
## Changing Page Setups

### Setting Margins:

First, click on the page layout ribbon.



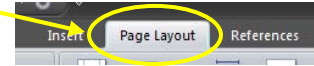
Next, click on the Margins pull-down menu.



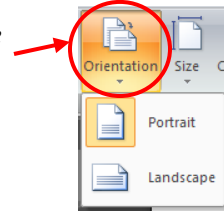
If you do not see the correct measurement for margins, click on "Custom Margins..." and set the size margins that you need.

### Page Orientation:

To set page orientation, first click on the Page Layout ribbon.

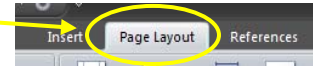


Next, pull down the "Orientation" menu.

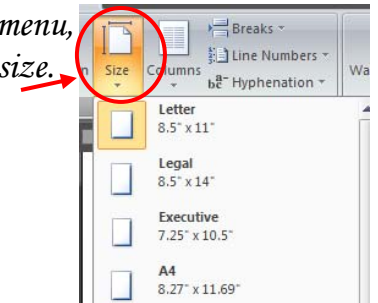


### Paper Size:

You can also change paper size under the Page Layout ribbon.

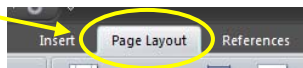


Pull down the "Size" menu, and select the proper size.

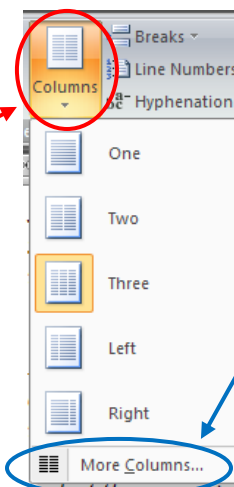


### Columns:

To set columns, look for the "Columns" pull-down menu in the Page Layout ribbon.



To set columns for your whole document, choose the appropriate selection from the menu.



To set columns on a specific part of your document, click on "More Columns..."

For a specific section, click on the number of columns you want and make sure "This point forward" is set.

