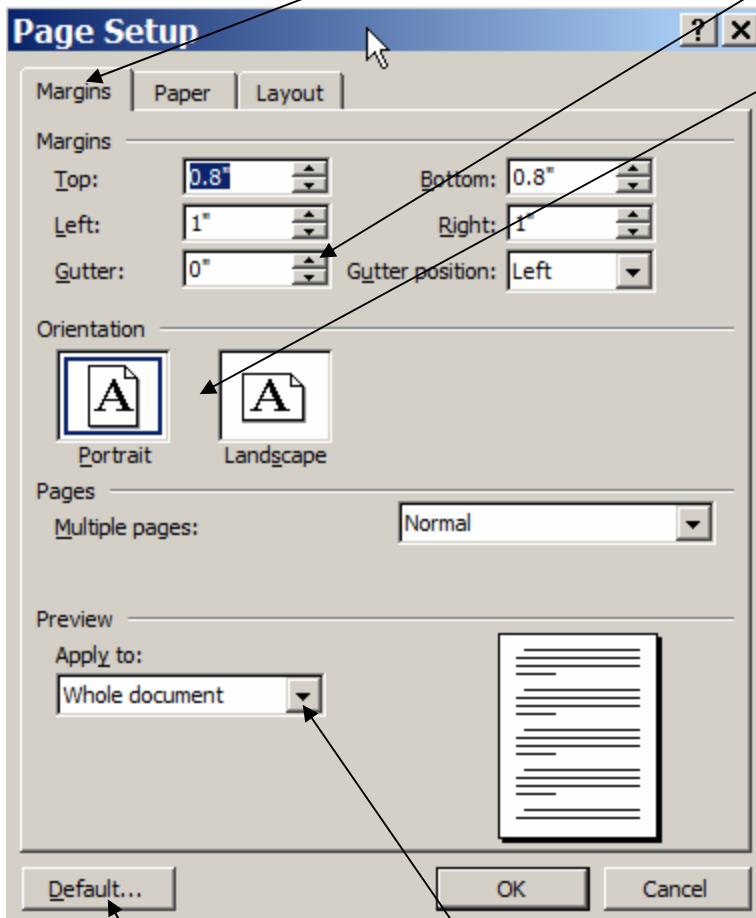


Page Setup

[File] (Page Setup)

To change the margins or orientation of the document click on File>Page Setup. Change the top, bottom, right, left margins in the margins section. Change the Gutter indentation (used for 3 hole punch) and gutter position in the same section. Change the Orientation to Portrait or Landscape in the Orientation section by clicking on your choice.



Choose apply to “Whole document” or “This Point Forward” in the Apply to: box. Click the OK button when ready to apply these changes. To keep these settings for all new documents then click on the “Default” button and click “Yes” when prompted.