

How do I alter page orientation?

- 1. Click to display the 'Layout' ribbon.
- 2. Click the 'Orientation' button.
- 3. Choose one of the two options provided.



How do I alter the vertical alignment of the page?

- 1. Click to display the 'Layout' ribbon.
- Click the 'Page Setup Dialogue Box Launcher' button in the bottom right of the 'Page Setup' section of this ribbon.
- 3. Click the 'Layout' tab.



Lavout

Margins Paper (

How do I alter page margins?

- 1. Click to display the 'Layout' ribbon.
- 2. Click the 'Margins' button.
- 3. Click one of the options provided. OR

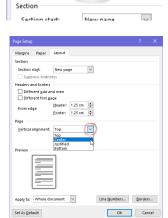
The	nome	ment	Urang		your
Margin	orientation	Size		H Breal	Number
	Last Cur	stom Set	tina		
			Bottom	n: 2.54 cm	
*	Left:	2.54 cm	Right:	2.54 cm	
	Normal				
	Top:	2.54 cm	Bottom	n: 2.54 cm	
			Right:		
	Narrow				
	Top:	1.27 cm	Bottom	n: 1.27 cm	
	Left:	1.27 cm	Right:	1.27 cm	2
		ite			
	Top:	2.54 cm	Bottom	n: 2.54 cm	
	L Lafe	1.01 cm	Right	1 01 cm	

- a. Click 'Custom Margins'. to display the 'Page Setup' dialogue box.
- b. Enter new values.

		Narrow Top: 1. Left: 1.			n: 1.27 cm 1.27 cm
		Moderate Top: 2 Laft- 1	54 cm	Botton Right-	1 01 cm
		5.08 cm			
	Mirror Top:	ed 2.54 cm	Во	ttom: 2	.54 cm
		3.18 cm			
Cust	om M <u>a</u> rg	ins			

4.	Use the 'Vertical Alignment'
	drop down menu to
	display and choose from
	the alignment options
	(top, centred, justified and
	bottom).
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5. Choose which section of your document to apply these changes to, this point forward, whole document etc.



6. Click 'OK'.

The examples below show each of the 4 different vertical alignment options.





Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk