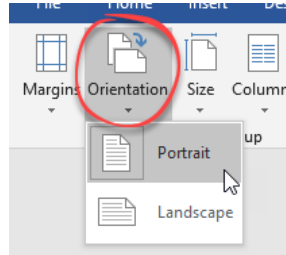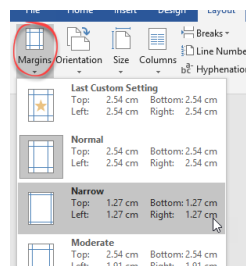# Page Setup

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.
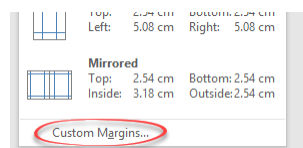
How do I alter page margins?

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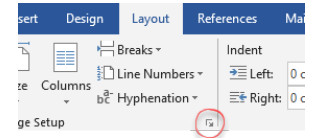3. Click one of the options provided.
   OR

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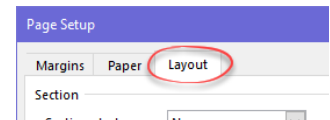   b. Enter new values.

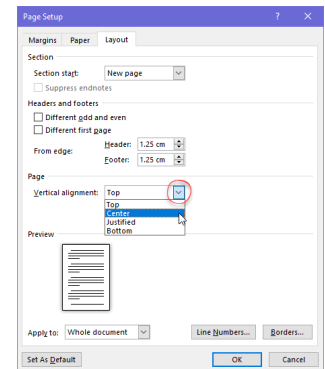## How do I alter the vertical alignment of the page?

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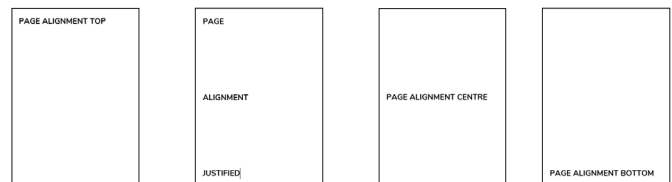
3. Click the 'Layout' tab.

4. Use the 'Vertical Alignment' drop down menu to display and choose from the alignment options (top, centred, justified and bottom).
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.

For help and assistance,
call the ICT Helpdesk
0141-342 1570

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