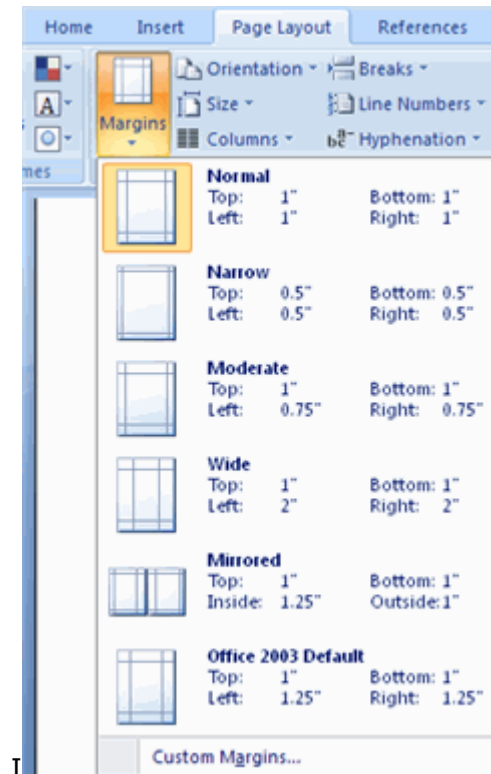


Word 2007- Page Layout & Margins-

Modify Page Margins and Orientations

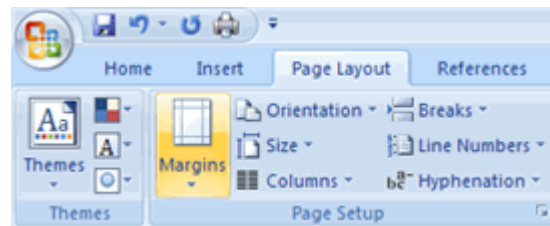
The page margins can be modified through the following steps:

- 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:

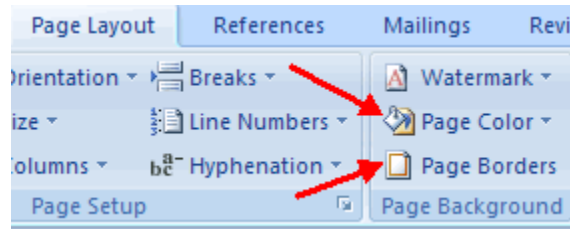
- Click the **Page Layout** Tab on the Ribbon
- On the Page Setup Group, Click the **Orientation**, **Size**, or **Columns** drop down menus
- Click the appropriate choice



Apply a Page Border and Color

To apply a page border or color:

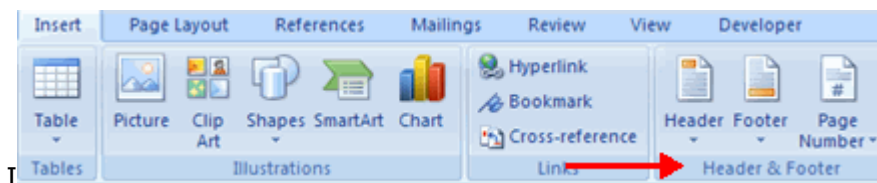
- Click the **Page Layout** Tab on the Ribbon
- On the Page Background Group, click the **Page Colors** or **Page Borders** drop down menus



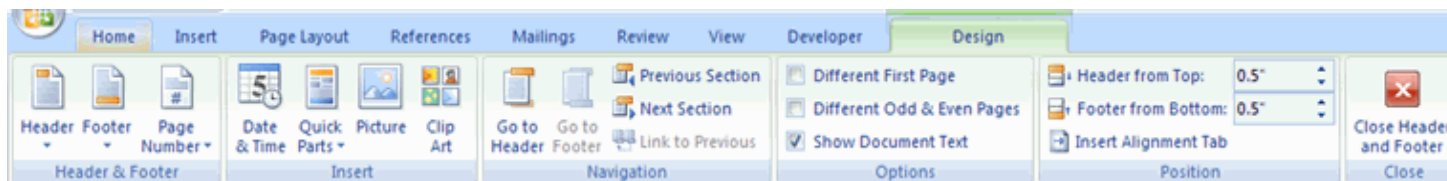
Insert Common Header and Footer Information

To insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then:

- Click the **Insert** Tab on the Ribbon
- Click **Header or Footer**
- Choose a style



- The **Header/Footer Design** Tab will display on the Ribbon
- Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer



Create a Page Break

To insert a page break:

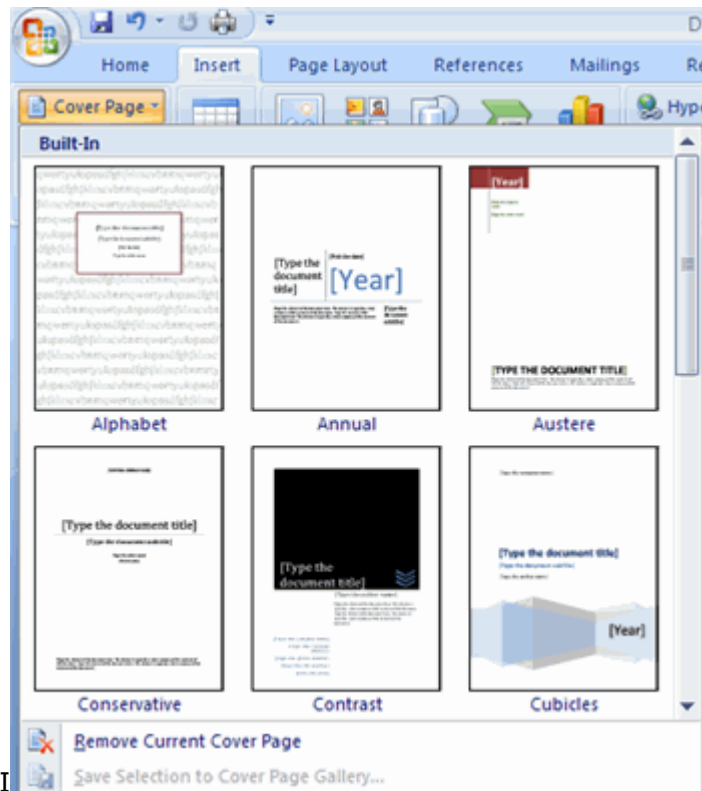
- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, click the **Breaks Drop Down Menu**
- Click **Page Break**



Insert a Cover Page

To insert a cover page:

- Click the **Insert** Tab on the Ribbon
- Click the **Cover Page** Button on the Pages Group
- Choose a style for the cover page



Insert a Blank Page

To insert a blank page:

- Click the **Insert** Tab on the Ribbon
- Click the **Blank Page** Button on the Page Group

