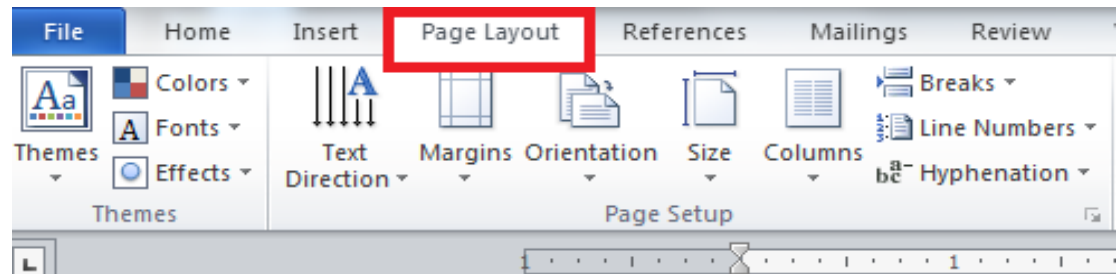
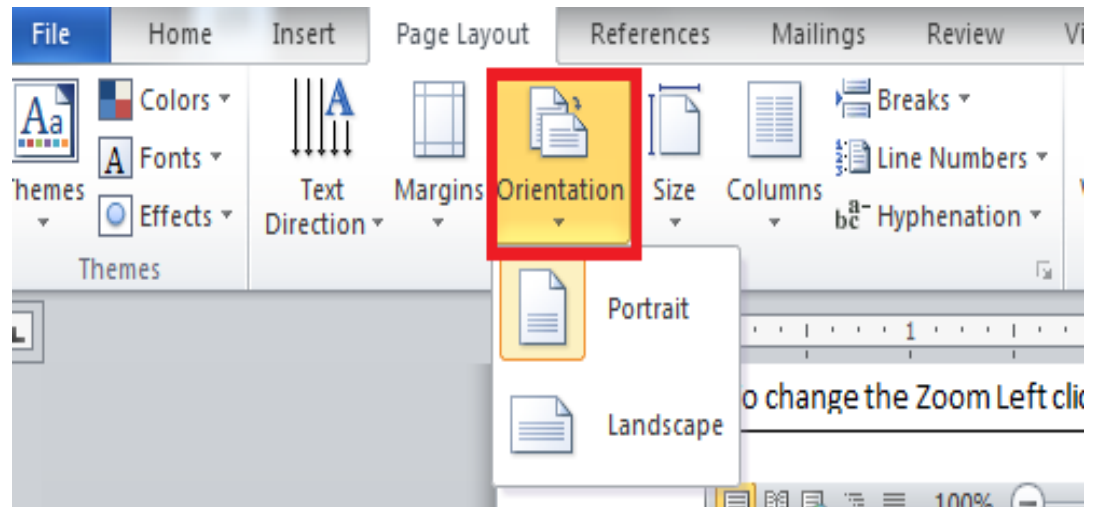


page layout

- Left click on the **Page Layout** tab.



- **Left click on the Orientation icon.**



- **Left click on Landscape** to change the page so it is horizontal.
- **Left click on Portrait** to change the page so it is vertical.
- The default setting in word for page layout is **Portrait**.

