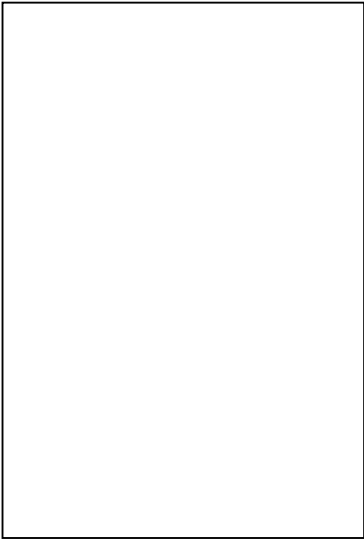


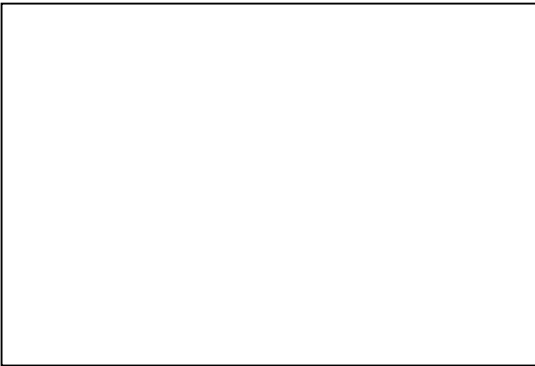
PAGE ORIENTATION

The orientation of a page can be set to either portrait or landscape. These are shown below.

Portrait:



Landscape:



To set the page orientation:

1. Click on **File**
2. Click on **Page Setup**
3. The **Page Setup** box will appear
4. Click on **Margins**
5. The **Orientation** pictures appear here
6. Click on a picture for either **Portrait** or **Landscape**
7. Click **OK**

