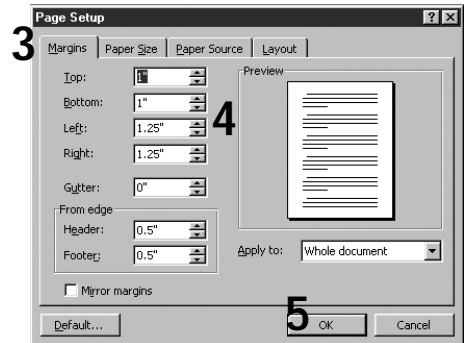
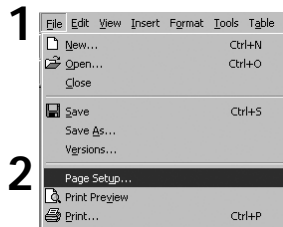
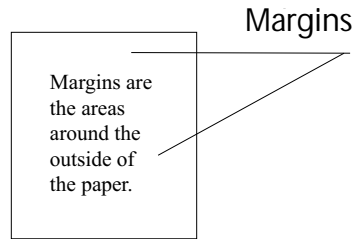


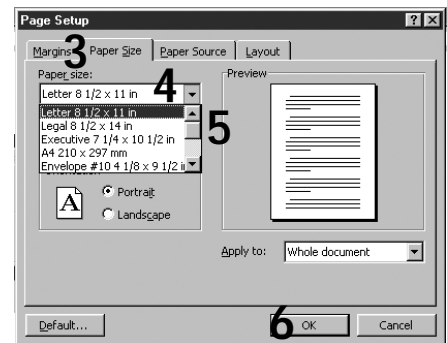
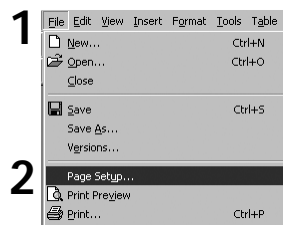
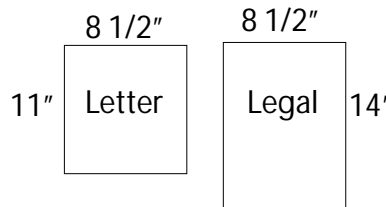
## Change Margins

1. Click on **File**.
2. Click on **Page Setup**.
3. Click on **Margins**.
4. Enter size of margins.
5. Click on **OK**.



## Change Paper Size

1. Click on **File**.
2. Click on **Page Setup**.
3. Click on **Paper Size**.
4. Click in the box below **Paper Size**.
5. Click on a paper size. (*Letter or Legal*)
6. Click on **OK**.



## Change Paper Orientation

1. Click on **File**.
2. Click on **Page Setup**.
3. Click on **Paper Size**.
4. Click on **Portrait** or **Landscape**.
5. Click on **OK**.

