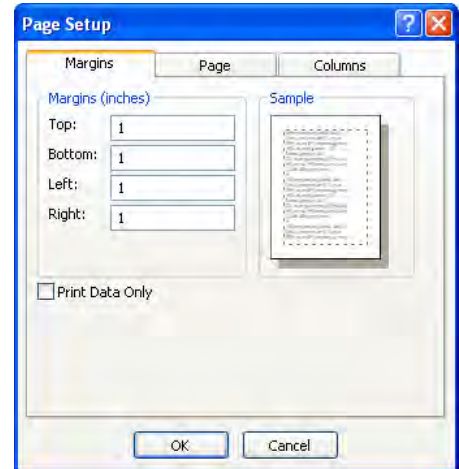


## CHANGING PAGE LAYOUT

Sometimes when working with Reports, it becomes necessary to change the layout of the page. Under Page Layout, it is possible to change the margins in the report, to change the layout from Portrait to Landscape, and to insert columns into the document.

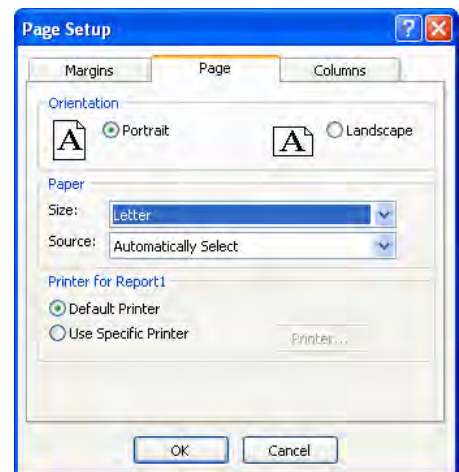
### Changing Margins

- ❖ Open the **Employer Mailing Labels Report** from the **Jobs** database in **Display** view.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Page Setup** from the list of options.
- ❖ Click the **Margins** tab, if necessary.
- ❖ Input a number for each of the margins. The margin can be specified in whole numbers or in decimals such as 0.7.
- ❖ Click the **OK** button to accept the changes.



### Changing Page Orientation

- ❖ Open the **Employer Mailing Labels Report** from the **Jobs** database in **Display** view.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Page Setup** from the list of options.
- ❖ Click the **Page** tab.
- ❖ To change the **Orientation**, click either the **Portrait** or **Landscape** option button.
- ❖ To change the **Size** of the paper used for the report:
  - Click the **Size** list arrow.
  - Select from one of the available options.
- ❖ To change the **Printer Tray** where the paper is stored:
  - Click the **Source** list arrow.
  - Select the **Location** of the paper source.
- ❖ Under the **Printer for Report** option, it is possible to choose a specific printer for a particular report.



### Changing Column Layout

- ❖ Open the **Employer Mailing Labels Report** from the **Jobs** database in **Display** view.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Page Setup** from the list of options.
- ❖ Click the **Columns** tab.
- ❖ Under the **Grid Settings** area, input a number for each of the options.
- ❖ Under **Column Size**, specify the **Width** and **Height** of the column.
- ❖ Under **Column Layout** specify whether the information is to display **Down then Across** or **Across then Down**.
- ❖ For this report, click the **Down, then Across** option button.
- ❖ Click **OK**.

