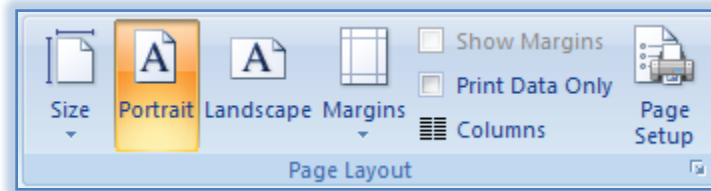


CHANGING PAGE LAYOUT

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 **Print Preview**.
- ❖ In the **Page Layout Group**, click the **Margins** button (see illustration below).



- ❖ Select a margin size from the list that appears.

Changing Page Orientation

- ❖ Open the **Employer Mailing Labels Report** from the **Jobs** database in **Print Preview**.
- ❖ Click **File** on the **Menu Bar**.
- ❖ In the **Page Layout Group**, click either the **Portrait** or **Landscape** button.
- ❖ To change the **Size** of the paper used for the report:
 - Click the **Size** button in the **Page Layout Group**.
 - Select from one of the available options.
- ❖ To change the **Printer Tray** where the paper is stored:
 - Click the **Print** button on the **Print Preview Tab**.
 - Click the **Properties** button in the **Print** dialog box.
 - Click the **Paper Quality** tab.
 - In the **Paper Source** list, selected the proper tray.

Changing Column Layout

- ❖ Open the **Employer Mailing Labels Report** from the **Jobs** database in **Print Preview**.
- ❖ In the **Page Layout Group**, click the **Columns** button.
- ❖ 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**.
- ❖ After all the options have been selected, click **OK**.