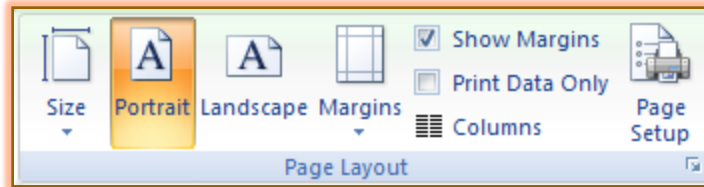


Report Layout Tools Tab-Page Setup

This ribbon is used to change the formatting of reports in Access. There are three tabs within this ribbon that can be used to perform different tasks in relation to the report. The table below lists and describes the tabs, groups, and buttons available on the Page Setup Tab.



Groups/Buttons	Description
Page Layout Group	
Size	This button is used to change the paper size for a section of a report. To change the paper size for all sections in the report, click More Paper Sizes.
Portrait	To change the paper orientation for a report to portrait, click this button. This is the default orientation for all reports.
Landscape	Click this button to change the page orientation to landscape.
Margins	Use this button to select the margins for a section of a document or for the entire document.
Show Margins	This button is used to show the margins for a report.
Print Data Only	Click this button when only the data and not the headings of a report are to be printed.
Columns	Use this button to specify the number of columns for a report.
Page Setup	To launch the Page Setup dialog box, click this button.
Dialog Box Launcher	This button appears in the bottom right corner of the group area. It is used to display the Page Setup dialog box.