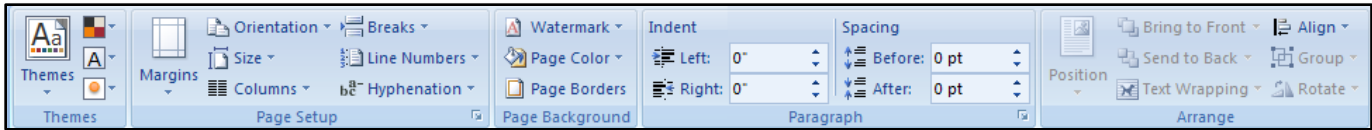


Page Layout Tab

This tab is used to make changes to the layout of a page within a Word document such as orientation, margins, page breaks, and page borders. The table below provides a description of each of the groups and buttons within this tab.



Group/Button	Description
Themes Group	
Themes Gallery	This button is used to change the overall design of the document, including colors, fonts, and effects. When this button is clicked, a gallery of different themes will be displayed.
Theme Colors	To change the colors for the selected theme, click this button. A gallery of different theme colors will display.
Theme Fonts	Click this button to change the font for the theme. A gallery of different fonts will display.
Theme Effects	To change the line and fill effects for a theme, click this button.
Page Setup Group	
Margins	This button is used to change the margins for a document. A list of possible margins will display.
Orientation	To change the orientation of a document from portrait to landscape, click this button.
Size	Click this button to change the size of the paper that will be used for the document.
Columns	To apply column formatting to a document, click this button. A gallery of different column formats will appear. Select from one of the options in the list.
Breaks	This button is used to insert page, column, and section breaks into a document. A gallery of different types of breaks will display.
Line Numbers	To number lines in a document, click this button. Line numbering can be applied to all pages in the document, to certain sections of a document, or to selected paragraphs.
Hyphenation	This button is used to specify how hyphenation in a document should be applied. The options are None, Automatic, or Manual.
Dialog Box Launcher	This button is located in the lower right corner of the Page Setup Group. It is used to open the Page Setup dialog box.
Page Background Group	
Watermark	To insert an image or text in the background of a document, click this button. A gallery of possible watermarks will display. To customize the watermark, click the custom button.
Page Color	Click this button to apply a background color to a document. Move the mouse pointer over each item to see a Live Preview of the color before selecting the item.

Group/Button	Description
Page Borders	This button is used to apply a border around each page of a document or to a selected page.
Paragraph Group	
Indent	This feature is used to apply a temporary right or left margin to a document. The size of the indent is specified by clicking the spinning arrow for each option. This option is usually used to format long quotes in a document or to indent bulleted or numbered lists.
Left	To change the indent for the left margin, click the spinning arrows for this option. The indent will be applied to the whole paragraph, not parts of the paragraph.
Right	The spinner arrows for this button are used to apply a temporary right margin to a paragraph.
Spacing	To change the spacing before and after a paragraph, click this button. This option can be used in place of pressing the Enter key twice before and after each paragraph in a document. It is the same as inserting an extra line before and after a paragraph.
Before	Click the spinning arrow to change the amount of spacing before a paragraph of text. The spacing will change in increments of six. The spacing of 12 represents one blank line between paragraphs.
After	To change the spacing in increments to 6 after each paragraph in a document, click the spinning arrows for this option. The number six is equal to one-half of a blank line between paragraphs.
Arrange Group	
Position	When a graphic image, WordArt, or a text box has been inserted into a document, this button is used to select the position of the object on the page.
Bring to Front	When one object has been placed on top of another one, this option is used to bring the bottom one to the front of the other one.
Send to Back	To place an object placed on top of another one in the back, click this button.
Text Wrapping	This button is used to specify how text will wrap around an object. Several options are available in the list that appears.
Align	Click this button to align a group of selected objects to the left, right, top, or bottom.
Group	This button is used to group objects together so that they can be treated as a single object.
Rotate	To rotate or flip an object, click this button.