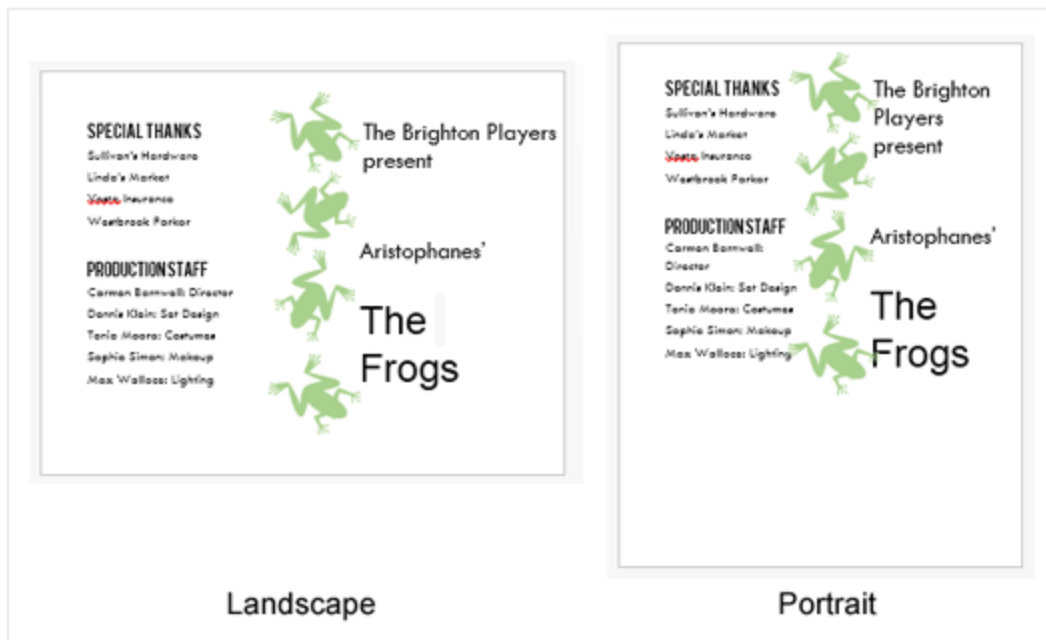


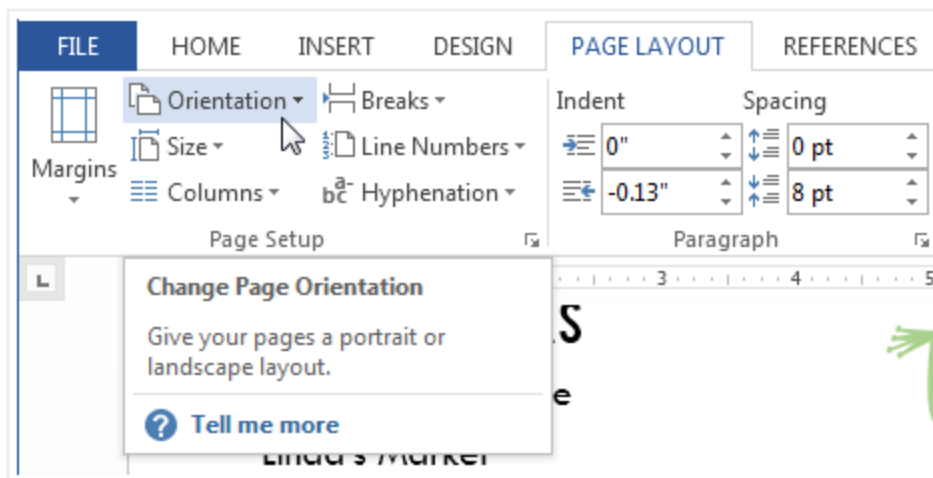
Page orientation

Word offers two page orientation options: **landscape** and **portrait**. Landscape means the page is oriented **horizontally**, while portrait means the page is oriented **vertically**. Compare our example below to see how orientation can affect the appearance and spacing of text and images.

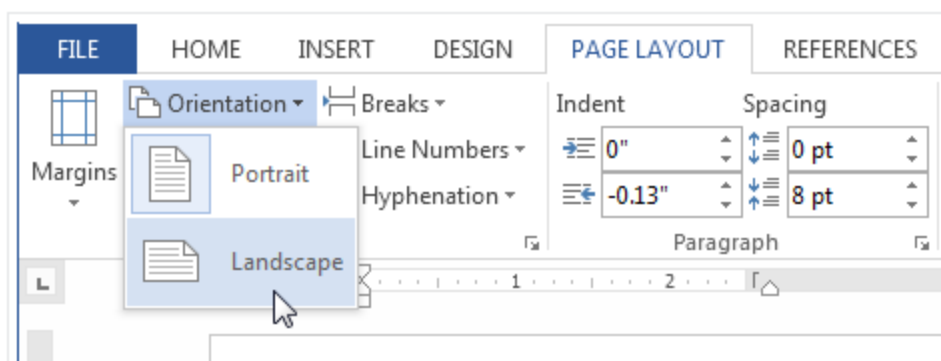


To change page orientation:

1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the Page Setup group.



3. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.



4. The page orientation of the document will be changed.

Page margins

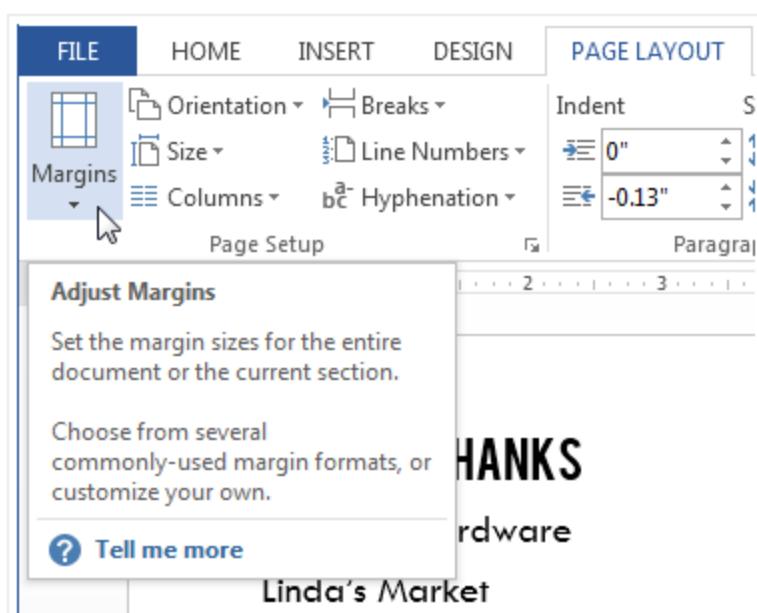
A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are

set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

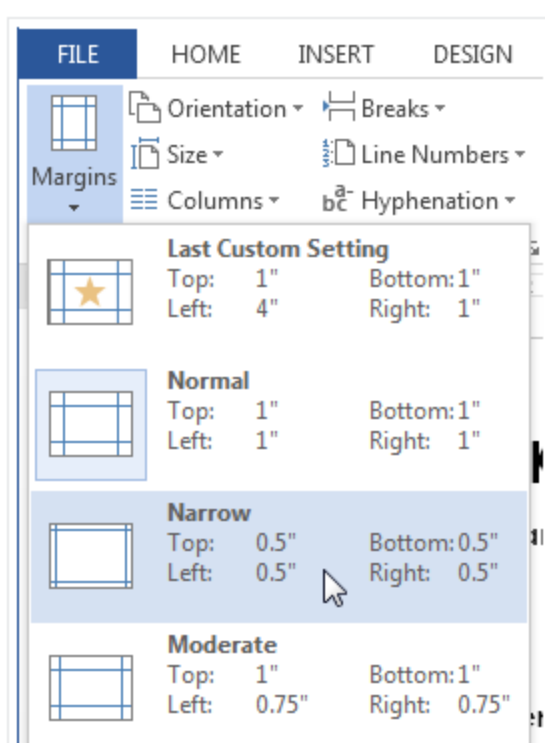
To format page margins:

Word has a variety of **predefined margin sizes** to choose from.

1. Select the **Page Layout** tab, then click the **Margins** command.



2. A drop-down menu will appear. Click the **predefined margin size** you want.

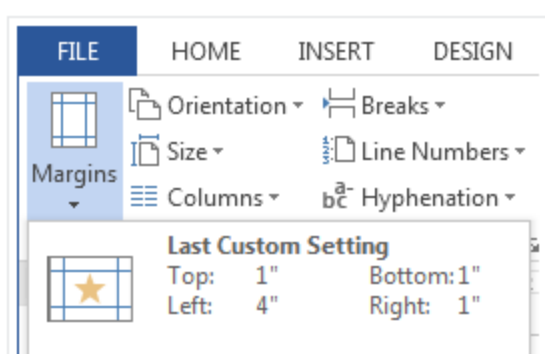


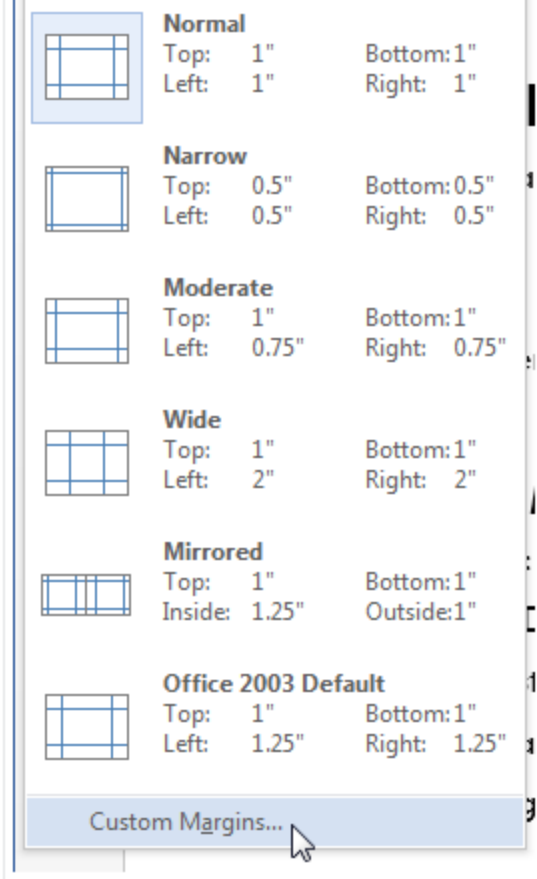
3. The margins of the document will be changed.

To use custom margins:

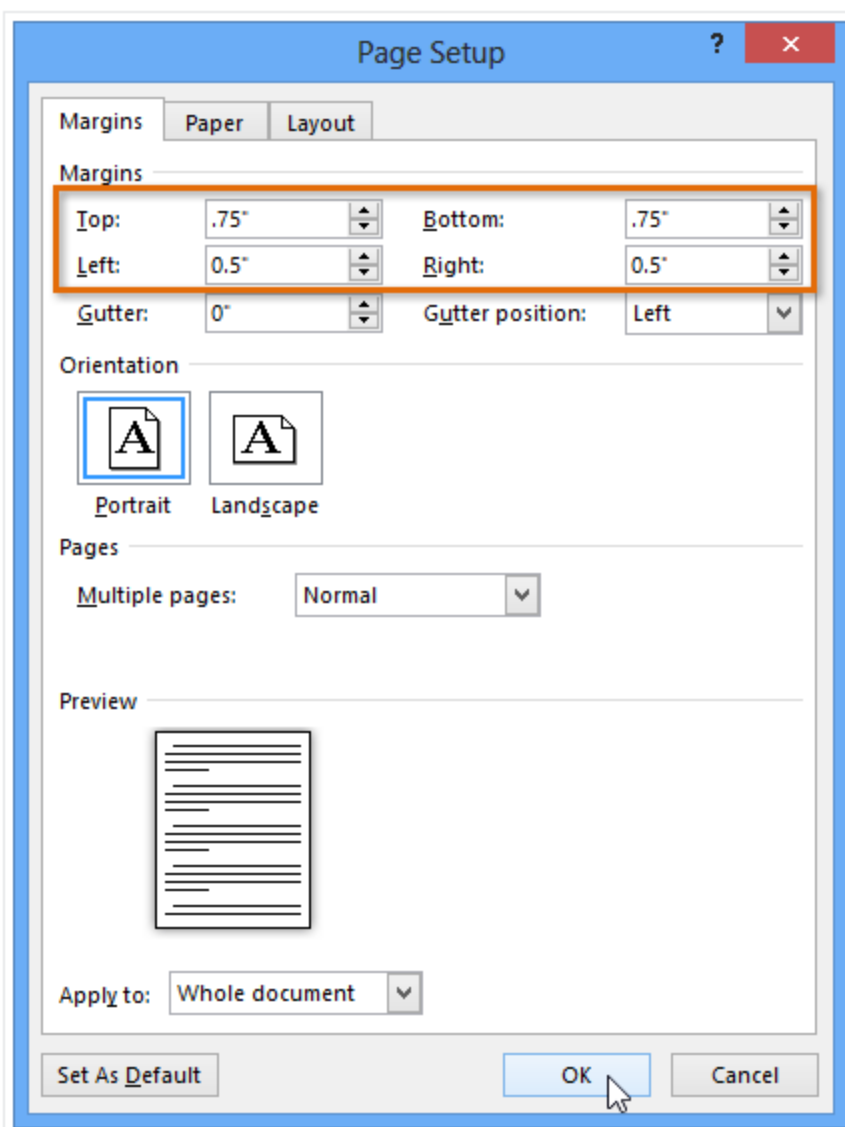
Word also allows you to customize the size of your margins in the **Page Setup** dialog box.

1. From the **Page Layout** tab, click **Margins**. Select **Custom Margins...** from the drop-down menu.





2. The **Page Setup** dialog box will appear.
3. Adjust the values for each margin, then click **OK**.



4. The margins of the document will be changed.

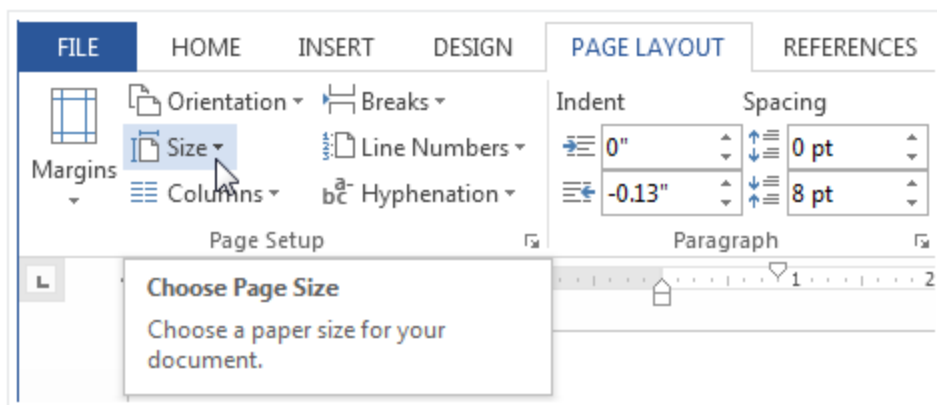
Page size

By default, the **page size** of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

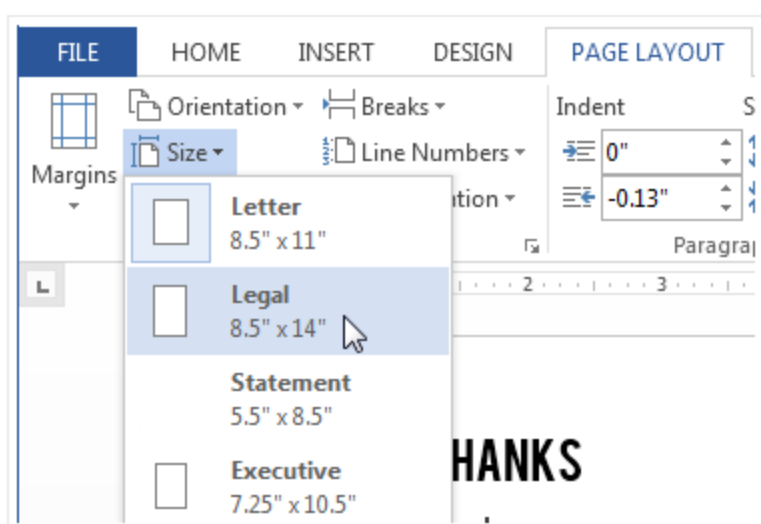
To change the page size:

Word has a variety of **predefined page sizes** to choose from.

1. Select the **Page Layout** tab, then click the **Size** command.



2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.

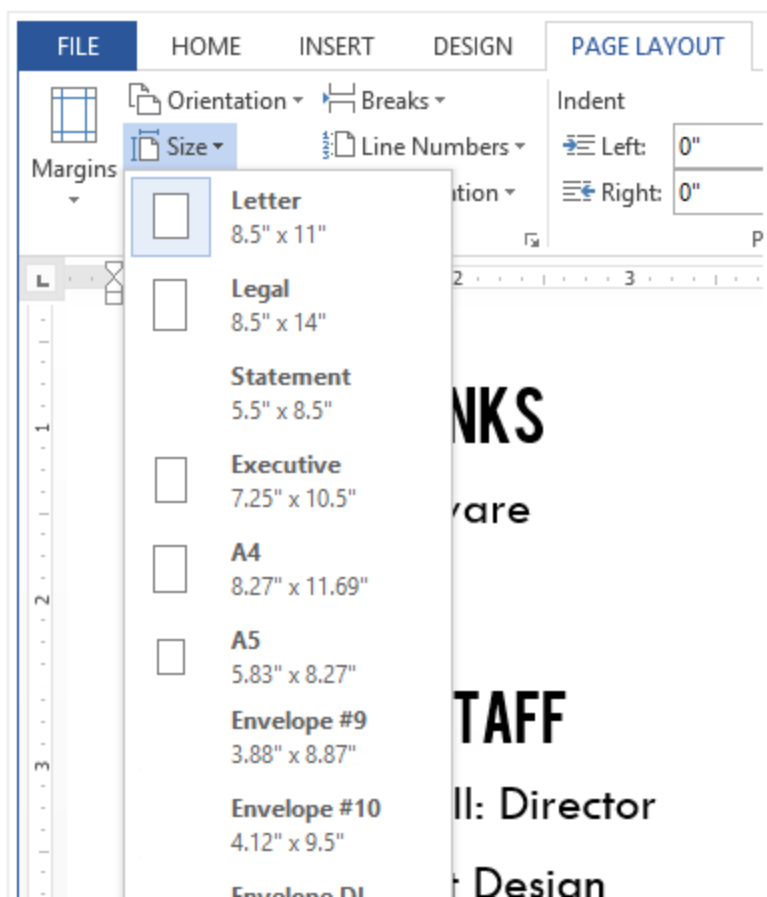


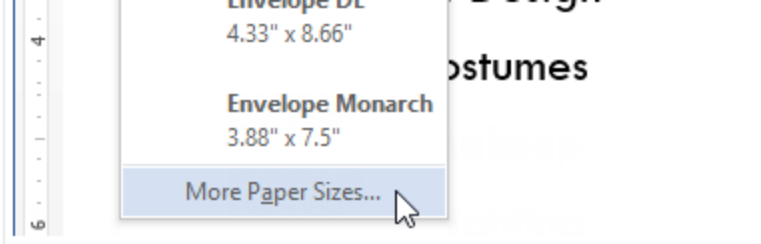
3. The page size of the document will be changed.

To use a custom page size:

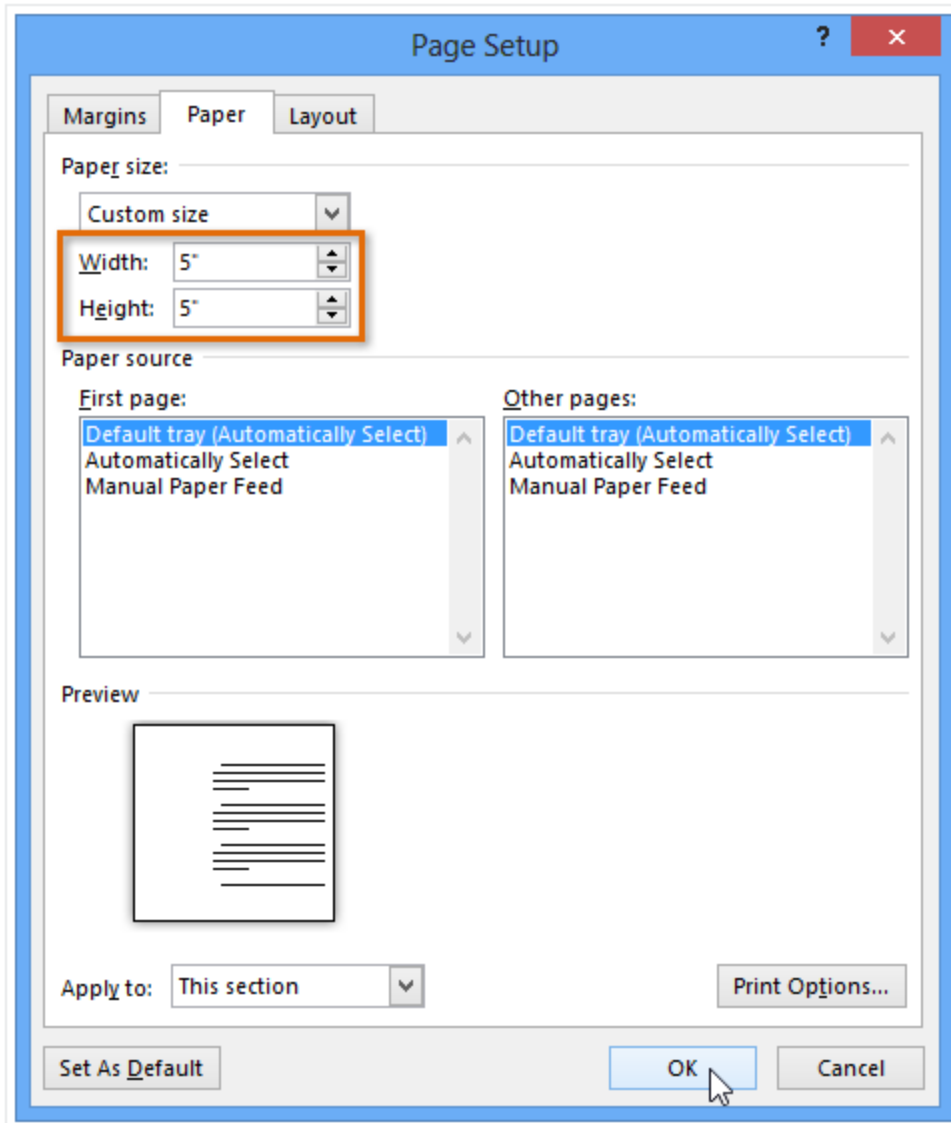
Word also allows you to customize the page size in the **Page Setup** dialog box.

1. From the **Page Layout** tab, click **Size**. Select **More Paper Sizes...** from the drop-down menu.



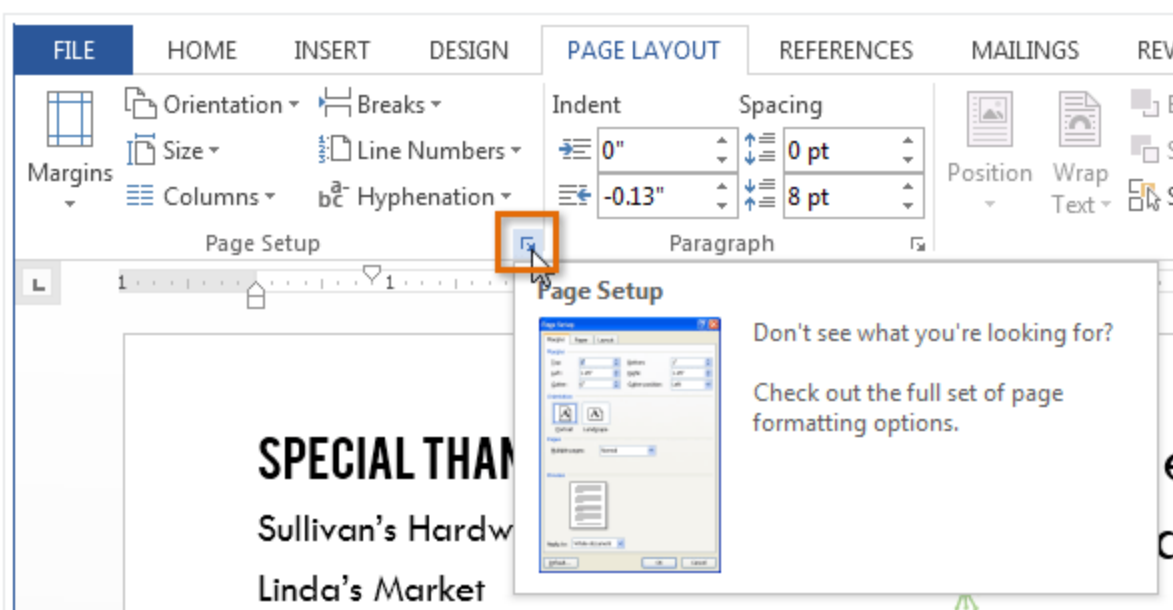


2. The **Page Setup** dialog box will appear.
3. Adjust the values for **Width** and **Height**, then click **OK**.



4. The page size of the document will be changed.

✦ Alternatively, you can open the Page Setup dialog box by navigating to the Page Layout tab and clicking the small **arrow** in the bottom-right corner of the **Page Setup** group.



! You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on **Changing Your Default Settings in Word**.

Challenge!

1. Open an existing Word document. If you want, you can use our **practice document**.
2. Change the **page orientation**. If you are using the example, change the orientation to **Landscape**.
3. Change the **margins**. If you are using the example, change the margins to **Narrow**.
4. Try adjusting the margins using **Custom Margins**.
5. Change the **paper size**. If you are using the example, try changing the paper size to **Legal**.
6. Try **customizing** the **page size**.