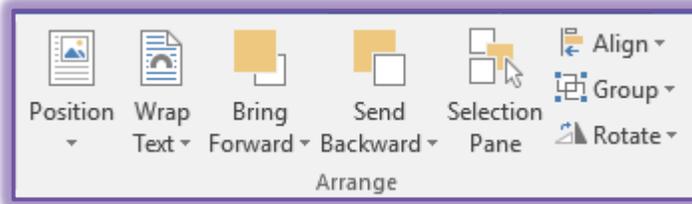
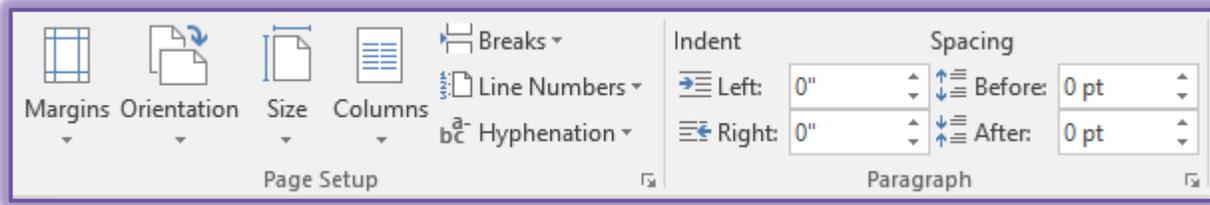


Layout Tab

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
Page Setup Group	
Margins	This button is used to change the margins for a document. A list of possible margins will display. Click the Custom Margins link to apply custom settings for the margins.
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. A list of different paper sizes will appear. Click the More Paper Sizes link to specify a size that is not in the list.
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. Click the More Columns link to open the Columns dialog box.
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 continuous throughout the document or can be re-started with each page or each section of the document. To open the Page Setup dialog box, click the Line Numbering Options link.
Hyphenation	This button is used to specify how hyphenation in a document should be applied. The options are None, Automatic, or Manual. Click the Hyphenation Options link to specify additional hyphenation options.
Page Setup 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 where Margins and other paragraph formatting options can be specified.

Group/Button	Description
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 of 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.
Paragraph Settings Dialog Box Launcher	This button is located in the lower right corner of the Paragraph Group. It is used to open the Paragraph dialog box. In this box it is possible to specify the amount of spacing between paragraphs and how to break paragraphs in a document.
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.
Wrap Text	This button is used to specify how text will wrap around an object. Several options are available in the list that appears.
Bring Forward	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. Click the arrow for this button to select from Bring Forward, Bring to Front, or Bring to Front of Text.
Send Backward	To place an object placed on top of another one in the back, click this button. Click the arrow for this button to select from Send Backward, Send to Back, or Send to Back of Text.
Selection Pane	
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.